Accessible Content

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Plan not Retrofit

• In this workshop, you will learn how to:
  – Create an accessible syllabus
  – Convert your syllabus to an accessible PDF
QM8: Accessibility and Usability

8.1 Course navigation facilitates ease of use.
8.2 Information is provided about the accessibility of all technologies required in the course.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.
8.4 The course design facilitates readability.
8.5 Course multimedia facilitate ease of use.
Why make content accessible?

- **Section 504 of the Rehabilitation Act of 1973,** “No otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Retrieved from sas.nmsu.edu

- **Americans with Disabilities Act of 1990**
  “No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity.” Retrieved from sas.nmsu.edu
Reading content using a screen reader

(Youtube)

• Reads heading styles to show subordination
• Looks for header rows
• Looks for unclear hypertext links
• Reads the alt tag for an image
• Reads PDFs better than Microsoft Word files
How to Check Content for Accessibility

1. Open your syllabus file using Microsoft Word.
2. Run the Accessibility Checker by selecting File>Check for Issues.
3. Click Checking for Accessibility Issues.
4. Click Check Accessibility.
   The checker will do a quick check and provide errors on the right side of your screen.
5. Review errors and fix prior to re-running or saving the file.
An Accessible Syllabus

Convert Word to PDF

1. Open your syllabus file using Microsoft Word.
2. Click **Save As** and PDF as the file format.
3. Click **Options** and **Document Structure Tags for Accessibility**.
4. Click **OK**.
5. Click **Save**.
Practice

• Work on making your syllabus accessible
• Convert your Word file to an accessible PDF
Resources

• UDL website (udl.nmsu.edu)
• Demo using a screenreader
• Ocipresources.pbworks.com
  – QM8 Checklist
RESOURCES

Udl.nmsu.edu
QM8 Checklist
Student Accessibility Services
Demo Reading a Syllabus Using a Screen Reader
SCREENCAST-O-MATIC
Written Instructions for Recording Video in Canvas
Video Instructions for Recording Video in Canvas (start 1:55)