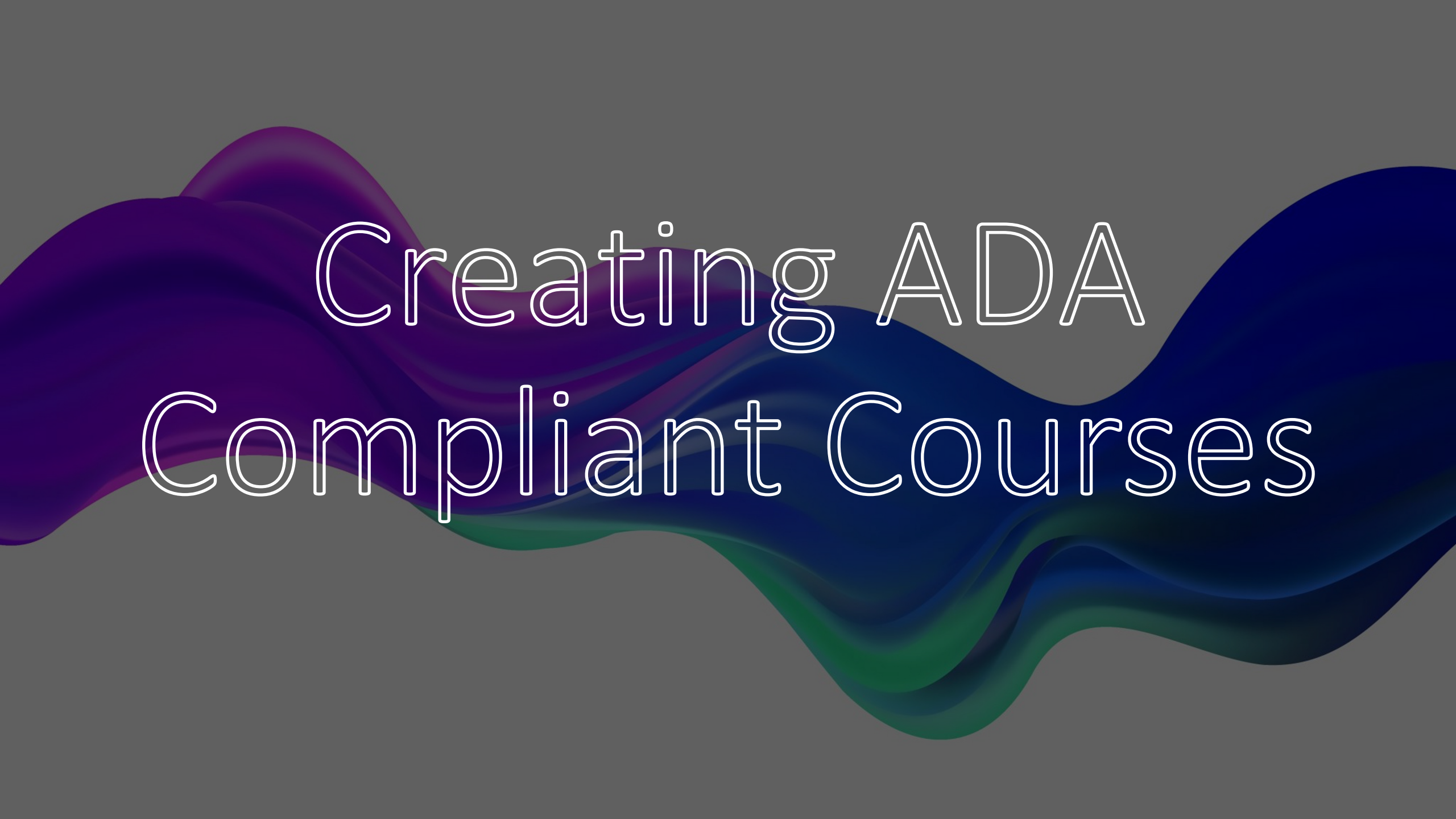




# Creating ADA Compliant Courses



# About Me

- I'm a learning designer here at Saint Leo University.
- I earned an M.S. in Instructional Media Design from Full Sail University.

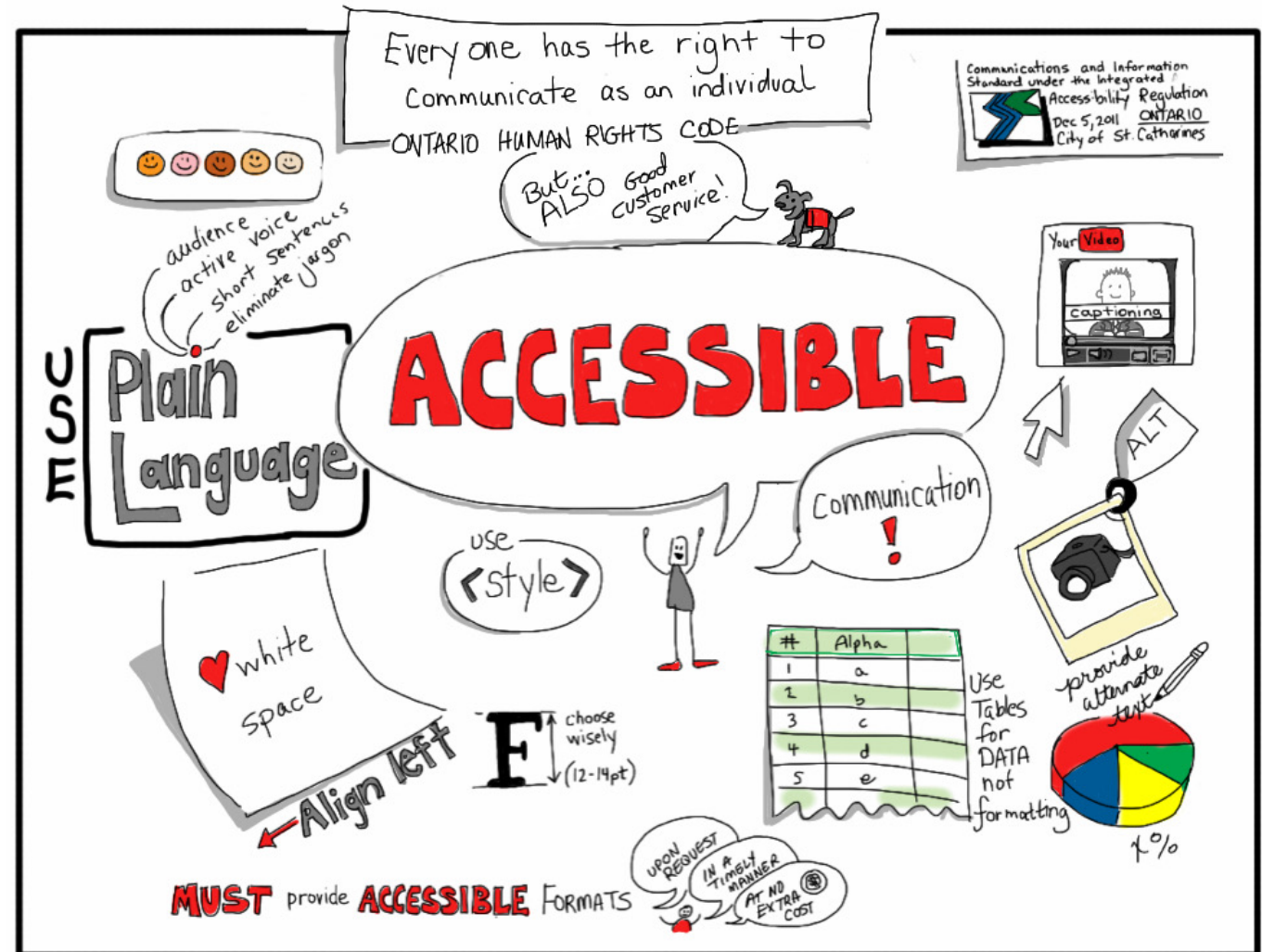
# Agenda

- Poll
- What is accessibility?
- Course Materials:
  - MS Word documents
  - Images, Charts, and Tables
  - Text
  - HTML
  - PDF
  - PowerPoint presentations
  - Student created materials and presentations
- Test
- Q & A
- Resources



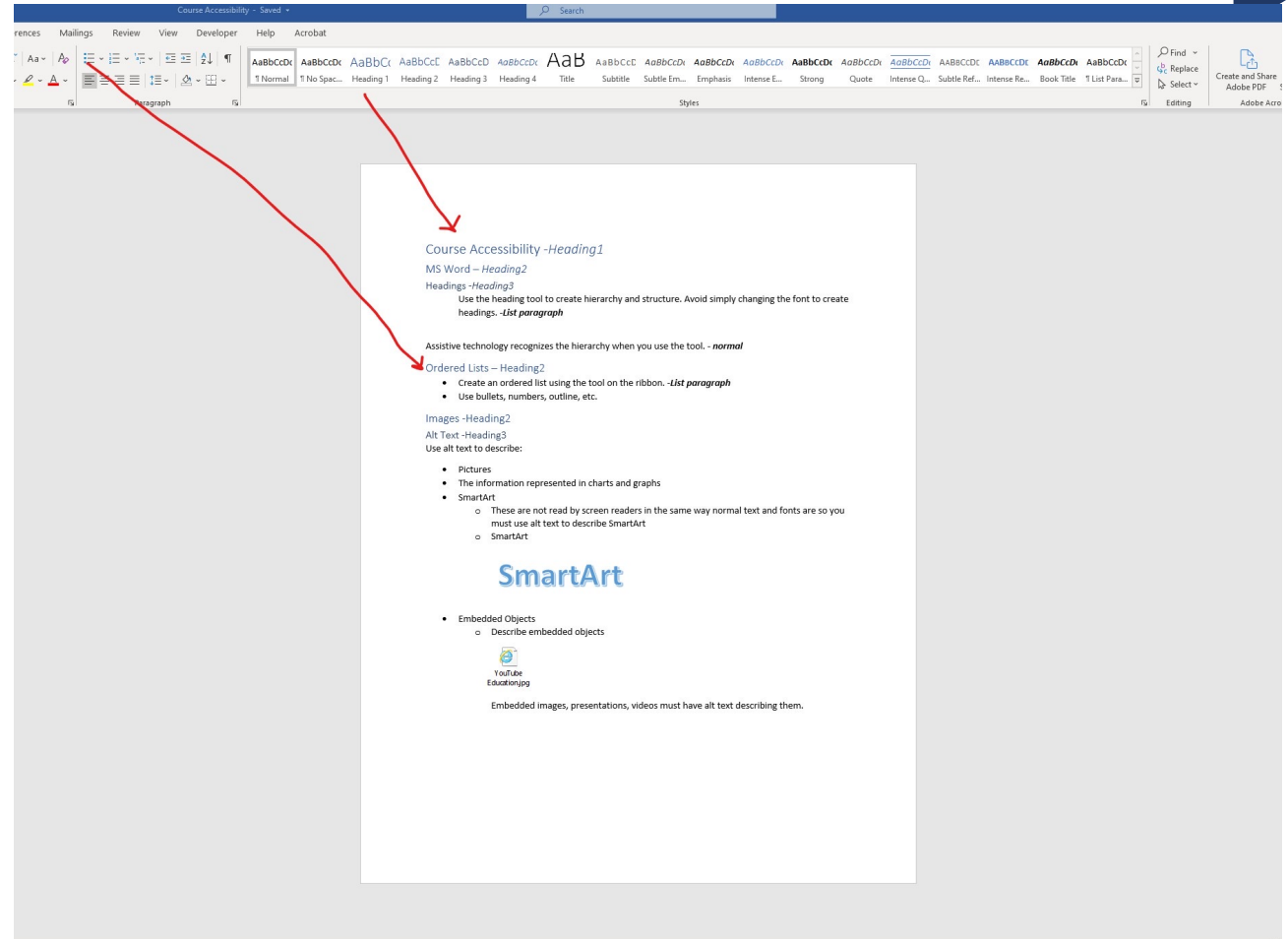
# Section 508 of the Americans with Disabilities Act

- This section of the ADA covers digital accessibility of courses and websites.
- Everyone has the right to fully participate in the online community and in their courses.



# Course Materials: MS Word Documents

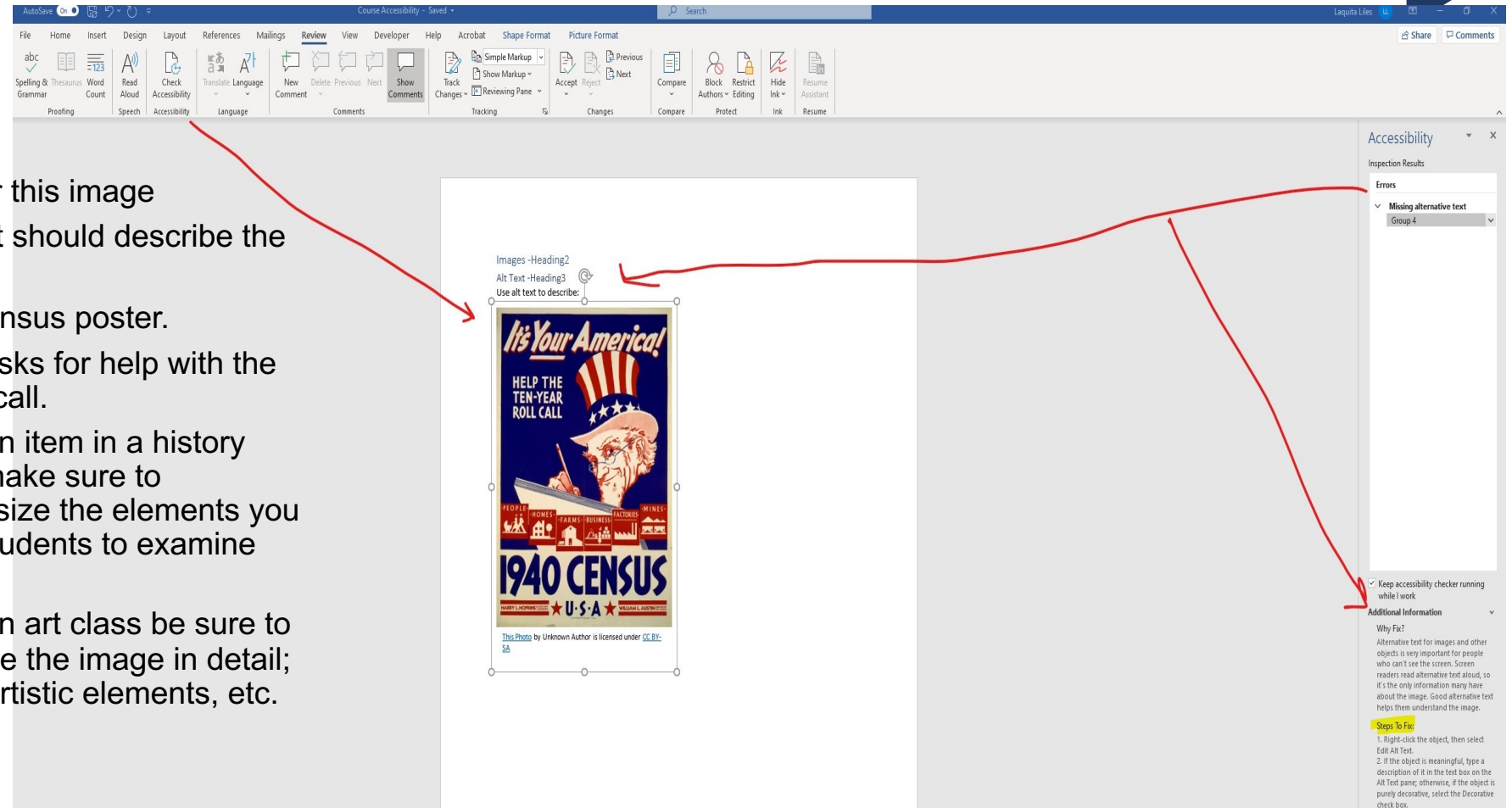
- Heading hierarchy and structure
  - Word heading tool
- Ordered lists
  - Use the ribbon features rather than the tab key
- Images
  - Alt text
    - Mark decorative text as such



# Course Materials: MS Word Documents (2)

- Images

- Entering alt text
- Possible alt text for this image
- The alternative text should describe the image in detail
  - 1940 U.S. census poster.
  - Uncle Sam asks for help with the ten-year roll call.
    - If it is an item in a history class make sure to emphasize the elements you want students to examine most.
    - If it is an art class be sure to describe the image in detail; color, artistic elements, etc.



# Course Materials: MS Word Documents (3)

- Charts, tables, and graphs
  - Separate docs and transcripts in plain text is also an option
- Infographics
- Hyperlinks – [Microsoft rules for accessibility](#)
- PDF

The screenshot shows a Microsoft Word document titled "Course Accessibility". The document contains a table titled "US Health Care Spending by Source" and a pie chart titled "Health Care Spending by Source: 1969". The Accessibility pane is open on the right, showing the "Alt Text" tab. The alt text for the pie chart is "Health Care Spending by Source: 1969". The pane also shows the "Inspection Results" tab, which lists the alt text as "Health Care Spending by Source: 1969".

Images - Heading2  
Alt Text - Heading3  
o Use alt text to describe the information in the chart and graph

|                        | 1969     | 2009        |
|------------------------|----------|-------------|
| Out of pocket          | \$22,617 | \$299,345   |
| Health Insurance       | \$1,488  | \$1,187,416 |
| Other Third Parties    | \$7,788  | \$86,090    |
| Public Health Activity | \$1,174  | \$7,233     |
| Investment             | \$7,025  | \$86,230    |

Health Care Spending by Source: 1969

Don't name the image as "Health Care Spending by Source: 1969" as the alt text.  
The alt text should describe the chart information and the pie chart:  
U.S. Health Care Spending by Source in millions  
Out of pocket in 1969 was \$22,617. In 2009 it was \$299,345.  
Out of pocket health care spending in 1969 represented 34% of health care spending from all represented sources.

Accessibility

Inspection Results

Errors

Mixing alternative text

Group 7

Alt Text

How would you describe this object and its context to someone who is blind?

(1-2 sentences recommended)

Keep accessibility checker running while I work

Additional Information

Why Fix?

Alternative text for images and other objects is very important for people who can't see the screen. Screen readers read alternative text aloud, so it's the only information many have about the image. Good alternative text helps them understand the image.

Steps To Fix:

1. Right-click the object, then select Edit Alt Text.
2. If the object is meaningful, type a description of it in the text box on the Alt Text pane; otherwise, if the object is purely decorative, select the Decorative check box.

Read more about making documents accessible

# Course Materials: PowerPoint Presentations

- Accessibility Checker
  - Use this feature
  - Use slide titles
  - Check reading order
  - Use alt text – *write your own, the suggested text is often not high quality*
- Exporting to PDF, as with MS Word should keep all accessibility features edited.
- Search for accessible templates but still run the accessibility checker.

Course Materials: PowerPoint Presentations

Accessibility Checker

- Use this feature
- Use slide titles
- Check reading order
- Use alt text – *write your own, the suggested text is often not high quality*
- Exporting to PDF, as with MS Word should keep all accessibility features edited.
- Search for accessible templates but still run the accessibility checker.

Accessibility

Inspection Results

Errors

- Missing alternative text
  - Picture 27 (Slide 1)
  - Content Placeholder 7 (SL...
  - Content Placeholder 7 (SL...
  - Content Placeholder 10 (S...
  - Content Placeholder 10 (S...

Tips

- Duplicate slide title
  - Course Materials: MS Wor...
  - Course Materials: MS Wor...

Intelligent Services

- Suggested alternative text (2)

Keep accessibility checker running while I work

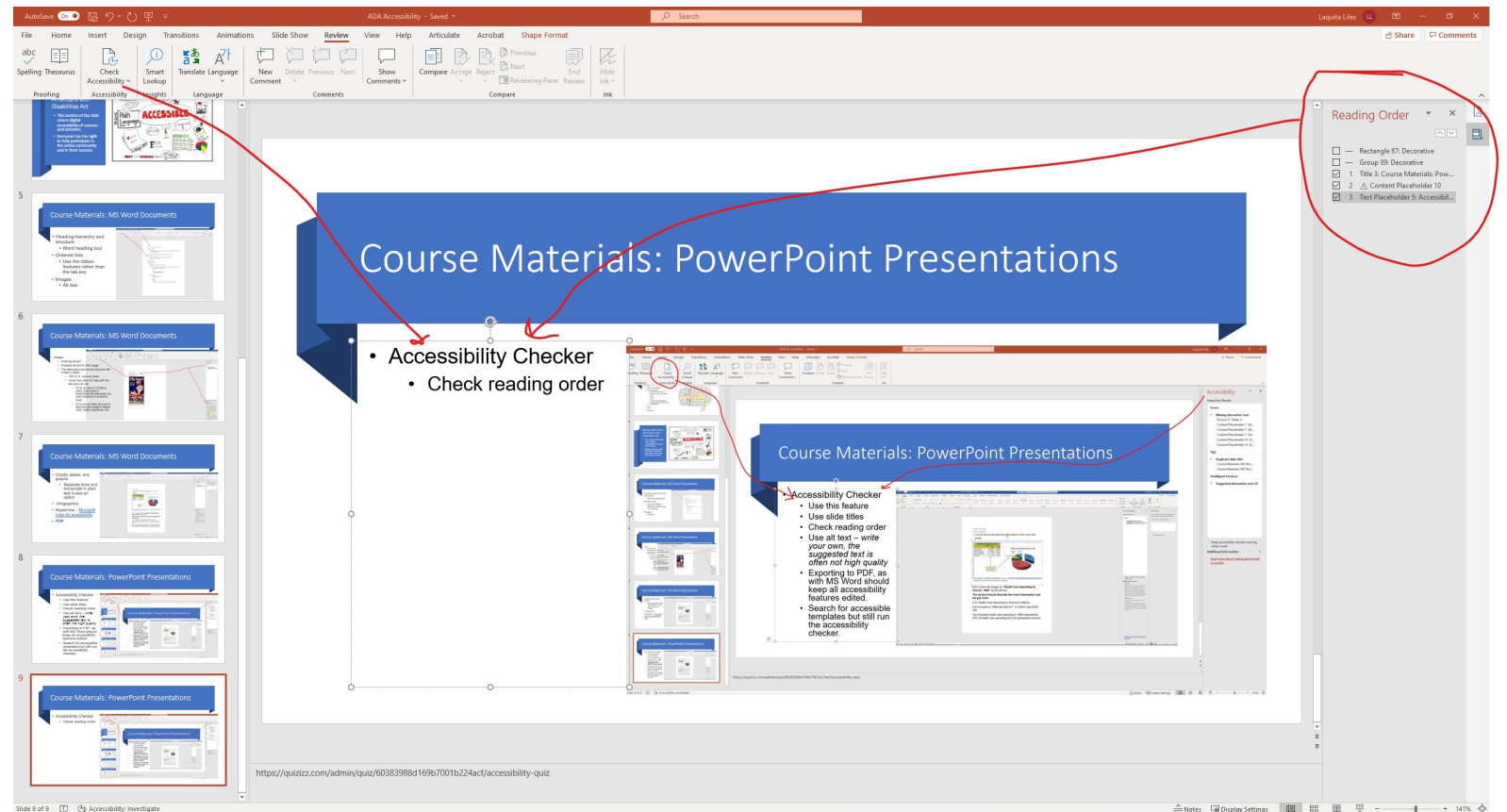
Additional Information

[Read more about making documents accessible](#)

Slide 8 of 8 Accessibility Investigate

# Course Materials: PowerPoint Presentations (2)

- Accessibility Checker
  - Check reading order
    - Use the arrows to move the order of the object higher or lower in the reading order. Moving it highest makes it the first item to be read, and the lowest is the last.
  - Unchecking items marks them as decorative.



Q & A

QUESTIONS

