

WEB ACCESSIBILITY **Guidelines**

What is **WEB Accessibility?**

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How to Make Accessible **Desire2Learn Web Pages**

4

Video & Audio
Closed Captions & Transcripts

7

Accessibility Guidelines
for Online Course Content

Coming Soon!

2

How to Make Accessible **WORD Documents**

(Versions 10.1 & 10.3)

5

Math & Science Content

Coming Soon!

8

How to Make Accessible **POWERPOINTs**

(Versions 2010, 2011 & 2013)

3

How to Make Accessible **PDFs**

(Versions 2010, 2011 & 2013)

6

Publishers' Online Materials

Coming Soon!

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The Anatomy of an Accessible Page

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Heading 1 → Syllabus

Heading 2 → DL 101 - Introduction to Online Learning

Heading 3 → Course Information:


Format lists as proper lists

- Course Title: Introduction to Online Learning
- CRN: 12345
- Credits: 3
- Term: Winter 2014

Add Alternative (Alt) text to images

Heading 3 → Instructor Information:

Hello! My name is John Doe, and I'll be your instructor for this course. I've taught this course online for the past two years. Each time I teach it, I learn something new.



John Doe
Instructor

Heading 3 → Assignments/Assessments:

Heading 4 → Grading Scale

Grade	Grading Scale by Points	Grading Scale by Percentages
A	202 - 225 +	90 - 100%
B	180 - 201	80 - 89%
C (or P)	157 - 179	70 - 79%
D	135 - 156	60 - 69%
F (or NP)	< 134	< 59%

Heading 4 → Late Work & Make-up Policy

Assignments must be completed on time in order to earn full credit.
(Late assignments will earn 50% credit.)

Sufficient Color Contrast

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Write meaningful link texts

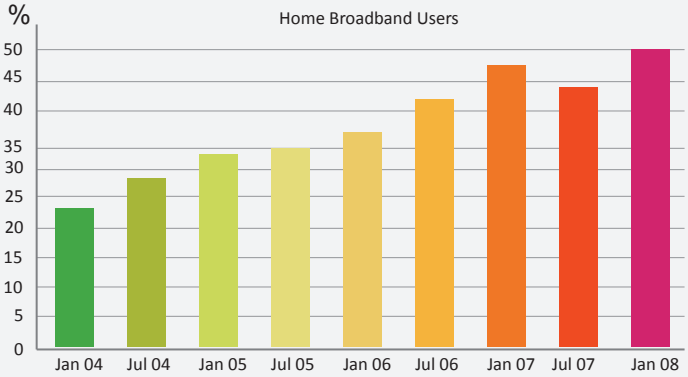
Heading 3 → Special Accommodations:

Students who experience disability-related barriers should contact [Disability Services](http://www.pcc.edu/disability) (www.pcc.edu/disability). If students elect to use approved academic adjustments, they must provide in advance formal notification from Disability Services to the instructor.

DL 101 - Online Learning Best Practices

Heading 2 → Best Practices when using complex graphics:

Heading 3



Date	Percentage (%)
Jan 04	22
Jul 04	28
Jan 05	33
Jul 05	34
Jan 06	37
Jul 06	42
Jan 07	47
Jul 07	43
Jan 08	48

This graph summarize the growth of students using home broadband the period from January 2004 to 2008. The percentage increased from 22% in 2004 to 48% in 2008.

When using complex images, include Alt text as you would for any other image but also include additional description as a caption. If more description is needed, include it in the content of the page.

WEB Accessibility at KVCC



For more information
<http://www.kvcc.edu/about/insidekvcc/facultysuccess>

Web Accessibility

Adhering to web accessibility guidelines while developing your online course will benefit all students including those with visual, hearing, mobility and learning disabilities.

Web Accessibility Guidelines

The Accessibility Guidelines for Online Course Content are based on the internationally accepted Web Content Accessibility Guidelines AA standards (WCAG 2.0).*

This handbook is a reference guide. For more information, visit <http://www.kvcc.edu/about/insidekvcc/facultysuccess>

* *Web Content Accessibility Guidelines 2.0, W3C World Wide Web Consortium Recommendation 12 Month Year* (<http://www.w3.org/TR/2008/REC-WCAG20-20081211/>, Latest version at <http://www.w3.org/TR/WCAG20/>)


Required by Federal Law

"Requiring use of an emerging technology in a classroom environment when the technology is inaccessible to an entire population of individuals with disabilities... is discrimination prohibited by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) unless those individuals are provided accommodations or modifications that permit them to receive all the educational benefits provided by the technology in an equally effective and equally integrated manner."

Source: 6/29/2010



Dear Colleague letter sent to every college and university president
<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-20100629.html>





Component	Best Practices	How to Make it Accessible
<p>Outline View</p> <p>(The outline view is often preferred by students with visual impairments.)</p>	<ul style="list-style-type: none"> Check the outline view. Compose your outline in the outline view, and then move to the slide view to add images and design. 	<ol style="list-style-type: none"> Click on View tab in the Presentation Views group (Mac: View menu.) Choose Normal (PowerPoint 2013: click on Outline View instead of Normal button.) In the Outline panel, make sure all text from the slides appears in the Outline View.
<p>Slide Layout</p> <p>(To help your slide's reading order remain intact.)</p>	<ul style="list-style-type: none"> Use the PowerPoint provided slide layouts when building slides. 	<p>From Home tab, choose the New Slide drop down menu and select a slide template.</p>
<p>Reading Order</p> <p>(To help an assistive technology user navigate a slide in the correct order.)</p>	<ul style="list-style-type: none"> Check the slide's reading order. Change the reading order. 	<ol style="list-style-type: none"> Click on the slide without selecting any of the content placeholders. Using the keyboard, tab through the slide. This is the reading order of the slide (meaning that is the order a screen reader will read the content.) On the Home tab, click on Arrange and choose Selection Pane (Reorder Objects for Mac - MS PowerPoint 2011.) Tab through the slide and the corresponding element will highlight. On the Selection Pane, click arrow up and down icon (On Mac, drag layers) to re-arrange the reading order, reading order begins at the bottom and moves to the top (On Mac, highest number is read first.)
<p>Images, Clipart, Shapes</p>	<ul style="list-style-type: none"> Add alternative (Alt) text to images and shapes. 	<ol style="list-style-type: none"> Right click on the image and select Format Picture. Select Alt Text on the sidebar (PowerPoint 2013: click the  icon to open Alt text field.) Enter appropriate alt text in the Description field (not the Title field.)
<p>Lists</p>	<ul style="list-style-type: none"> Format a list as a list using Numbering or Bullets lists. 	<p>Click on the Home tab. In the Paragraph group, select the Numbering or Bullets icon.</p> <ul style="list-style-type: none"> Use Numbering lists if a sequential order is important to the list. Use Bullets lists if all items are of equal value.



Component	Best Practices	How to Make it Accessible
Links	<ul style="list-style-type: none"> ▪ Create a meaningful link that describes its destination. 	<ol style="list-style-type: none"> 1. Type out text that describes the destination of the link. For example: PCC Homepage. 2. Select the text, right click and choose Hyperlink... from the menu. 3. The Insert Hyperlink window will open. Enter a complete URL address in the Address field (Mac - PowerPoint 2011: Link to field.) For example: http://www.kvcc.edu. 4. Click the OK button to save the link.
Tables	<ul style="list-style-type: none"> ▪ Indicate column headers for data tables. Note: You cannot create row headers in MS Word and PowerPoint. 	<ol style="list-style-type: none"> 1. Place the cursor in the top row of your data table. 2. Click on the Design tab under Table Tools (Mac - PowerPoint 2011: Table tab.) 3. In the Table Style Options group, select the Header Row check box. 4. Now the cells in the top row of your table make up the headers for the columns.
	<ul style="list-style-type: none"> ▪ Check the reading order. 	<ul style="list-style-type: none"> ▪ The screen reader reads a table from left to right, and top to bottom (never repeating a cell.) ▪ Merged, nested, and split cells may change the reading order of a table. ▪ Make sure you construct your table in a way that accommodates a good reading order.
Color	<ul style="list-style-type: none"> ▪ Use sufficient color contrast. 	<ul style="list-style-type: none"> ▪ Make sure there is enough color contrast between the text and background colors. ▪ Without sufficient color contrast, people who are low-vision and color blind will not benefit from the information.
	<ul style="list-style-type: none"> ▪ Don't use color alone to convey meaning. 	<p>Don't use color alone to make a distinction, a comparison or to set something off or apart from the rest of the document. If you categorize something by color alone, those who are color blind or blind will not be able to benefit from the information.</p>
Math & Science	<ul style="list-style-type: none"> ▪ Math cannot be written accessibly in PowerPoint. 	
Video & Audio	<ul style="list-style-type: none"> ▪ Link out to media. 	<p>Provide captions or a transcript for video that you or PCC produced, if it will be used for more than one term. Make sure the video player is keyboard accessible.</p>

Component	Best Practices	How to Make it Accessible
Images	<ul style="list-style-type: none"> ▪ Add alternative (Alt) text to images. 	<ol style="list-style-type: none"> 1. Place the cursor where you want to insert an image, and click the Insert image icon from the toolbar. The Add a File window will open. 2. Browse to the image location and select the image file. Click Done button (Add button in D2L10.3). 3. The Provide Alternative Text window will open. Describe the purpose of the image in the Alternative Text field or check the box if the image is just decorative. 4. Click OK.
Links	<ul style="list-style-type: none"> ▪ Write meaningful link text that indicates the link's destination. 	<ol style="list-style-type: none"> 1. From the toolbar, click on the Insert Quicklink icon . 2. Select URL in the Insert Quicklink window <ul style="list-style-type: none"> ▪ Type in the URL (web address). Enter text that describes the link's destination in the Link Caption field in the Title field) ▪ Select Pop up Window in the Open In section 3. Click the Insert button.
Color	<ul style="list-style-type: none"> ▪ Use sufficient color contrast. ▪ Don't use color alone to convey meaning. 	<ol style="list-style-type: none"> 1. Select the text that you want to change to another color and click drop-down menu  next to the Color icon in the toolbar. 2. Select the color and click Save. <p>Don't use color alone to make a distinction, a comparison or to set something apart from the rest of the web page. If you categorize something by color alone, those who are color blind or blind will not benefit from the color distinction.</p>

Component	Best Practices	How to Make it Accessible
Headings	<ul style="list-style-type: none"> Properly format headings. 	<ol style="list-style-type: none"> Select the text that you want to make into a heading. Go to the Home tab. Choose the appropriate heading level from the Styles group.
	<ul style="list-style-type: none"> Use headings in the correct order. 	<ul style="list-style-type: none"> The Heading 1 should only be used ONCE per page. Heading 2, 3, etc. can be used multiple times. DO NOT skip heading levels.
Images	<ul style="list-style-type: none"> Add alternative (Alt) text to images. 	<ol style="list-style-type: none"> Right click on the image, and select Format Picture.... The Format Picture window will open. Select Alt text (Word 2013: select the  icon. Then click on  to expand Alt text.) Enter your image description in the Description field (Not in the Title field.)
Lists	<ul style="list-style-type: none"> Format a list as a list using Numbering or Bullets lists. 	<ol style="list-style-type: none"> Select the text that you want to make into a list. On the Home tab, in the Paragraph group, select the Bullets or Numbering icon.
Links	<ul style="list-style-type: none"> Create a meaningful link that describes its destination. 	<ol style="list-style-type: none"> Type out text that describes the destination of the link. For example: PCC Homepage. Select the text, right click and choose Hyperlink... from the menu. The Insert Hyperlink window will open. Enter a complete URL address in the Address field (Mac - Word 2011: Link to field.) For example: http://www.pcc.edu. Click the OK button to save the link.
Math & Science	<ul style="list-style-type: none"> Use MathType (a MS Office plug-in) to write equations. 	<ul style="list-style-type: none"> Use the MathType plugin http://www.dessci.com/en/ for MS Word to create math and science equations, formulas and notations. DO NOT use Microsoft's equation editor. For LibreOffice, just use the native equation editor which easily converts to an accessible format.

Component	Best Practices	How to Make it Accessible
Tables	<ul style="list-style-type: none"> Indicate column headers for data tables. 	<ol style="list-style-type: none"> Place the cursor in the top row of your data table. Click on the Design tab under Table Tools (Table tab on Mac - Word 2011.) In the Table Style Options group, select the Header Row check box. Click on the Layout tab under Table Tools (Table Layout tab on Mac - Word 2011.) Click the Repeat Header Row button. This will indicate the top row as the table's header.
	<ul style="list-style-type: none"> Check the reading order. 	<ul style="list-style-type: none"> The screen reader reads a table from left to right, and top to bottom (never repeating a cell.) Merged, nested, and split cells may change the reading order of a table. Make sure you construct your table in a way that accommodates a good reading order.
Color	<ul style="list-style-type: none"> Use sufficient color contrast. 	<ul style="list-style-type: none"> Make sure there is enough color contrast between the font and its background colors. Without sufficient color contrast, people who are low-vision and color blind will not benefit from the information.
	<ul style="list-style-type: none"> Don't use color alone to convey meaning. 	<ul style="list-style-type: none"> Don't use color alone to make a distinction, a comparison or to set something off or apart from the rest of the document. If you categorize something by color alone, those who are color blind or blind will not be able to benefit from the information.
Forms	<ul style="list-style-type: none"> Label form fields and buttons. 	<ul style="list-style-type: none"> Use real text labels or alternative text when creating buttons and form fields. Use a form template to create a form.
	<ul style="list-style-type: none"> Check the reading order of forms. 	<ul style="list-style-type: none"> To check, press the tab key repeatedly to replicate the order a screen reader would navigate through the form. If it doesn't land on the form fields in the correct order, you will need to edit the form. The tab order (or reading order) is important to those who are blind or physically disabled.



2 Ways to create a PDF	Software / Hardware	How to Make it Accessible
Convert MS Office to an Accessible PDF document	<ul style="list-style-type: none"> ▪ Microsoft Office 2010 	<ol style="list-style-type: none"> 1. Start with a well-structured word document or presentation. 2. Click the File tab and select Save as. In the Save as type field, select PDF (*.pdf) 3. Enter a file name in the File name field. 4. Click on the Options button and make sure the Document structure tags for accessibility and Create bookmarks using Headings checkboxes are checked. 5. Click OK and Save. This will tag all of the text formatting so page headings and lists are correctly interpreted by a screen reader.
	<ul style="list-style-type: none"> ▪ MS Office 2011 (for Mac) 	<ul style="list-style-type: none"> ▪ Microsoft Word & PowerPoint 2011 for the Mac cannot produce a fully accessible PDF. ▪ Go to http://www.pcc.edu/resources/instructional-support/access/pdfs-from-mac.html for options on how to create an accessible PDF.
Scan & Create an Accessible PDF	<ul style="list-style-type: none"> ▪ Scanner - Knowledge Imaging Center (KIC) kiosks in the library 	<ol style="list-style-type: none"> 1. Place the document on the scanner bed. 2. Touch Scan on the interactive touch screen. Then answer the copyright notice/question. 3. An image of the scanned page will be displayed on the screen. 4. For multiple pages, repeat step 1 through 3. 5. With the default settings, the KIC scanner will create an accessible (& searchable) PDF. 6. Save to USB, E-mail or Cloud.
	<ul style="list-style-type: none"> ▪ Flatbed scanners in the Faculty Success Center 	<ol style="list-style-type: none"> 1. Open Adobe Acrobat Pro. 2. From the File menu, select Create > PDF from Scanner & click Autodetect Color Mode. 3. Follow the instructions from the pop-up window, and select your choices. 4. When done, click OK.
When needed: Run Optical Character Recognition (OCR)	<ul style="list-style-type: none"> ▪ Adobe Acrobat Pro 	<ol style="list-style-type: none"> 1. If you've already scanned your document, open your PDF file. 2. Open the Tools panel (click Tools in top right) and click Recognize Text. 3. Click In This File and the Edit button to adjust your OCR settings. Select the language of the text and choose Searchable Image for PDF Output Style and Downsample to 600 dpi. 4. Click OK when done.



Component	Best Practices	How to Make it Accessible
Video	<p>Provide captions or transcripts for video that you or PCC produced, if it will be used for more than one term.</p>	<p>We recommend these settings when you produce your video:</p> <ul style="list-style-type: none"> ■ Resolution: 640 x 480px (Standard) / 640 x 360px (Widescreen) or 800 x 600px (Standard) / 1280 x 720px (Widescreen.) ■ Video format: mp4, mov, wmv, m4v, avi. ■ Audio: Make sure you record in a quiet location with minimal background noise.
	<ul style="list-style-type: none"> ■ Caption video using YouTube. ■ Caption video using Camtasia (Windows.) 	<p>After uploading your video to YouTube, go to the following link for captioning instruction:</p> <ol style="list-style-type: none"> 1. Click on YouTube for Captioning Tools. 1. Select the audio tracks. 2. Click on Captions tab > Speech-to-text button at the top. 3. The Speech-to-Text window will open. Click the Continue button. To improve accuracy, select Train your computer to understand your voice > Start voice training and follow the instructions. 4. After your captions have been generated, they will appear on the top track in the timeline. Check for accuracy, if editing is needed, press the tab key to edit each line.
Audio	<p>Provide a transcript for audio that you or PCC produced, if it will be used for more than one term.</p>	<p>What to do when you have an audio file that needs transcription?</p> <ol style="list-style-type: none"> 1. Have the audio file ready as mp3, wav, aiff, or wma format. 2. Go to YouTube to check out transcription tools. 3. Transcribe your audio. 4. When done, save the file as a document file such as .txt, .rtf, .doc or .docx. 5. Post the transcript file along with the audio file in your course. <p>Tips when transcribing an audio recording:</p> <ul style="list-style-type: none"> ■ Headsets: Ensure that you have good quality headsets. ■ Quiet environment: A quiet space will help maximize your ability to hear the audio. ■ Spell check: Use Spelling & Grammar check on MS Word.

WEB ACCESSIBILITY Guidelines

Training & Support

- <http://www.kvcc.edu/about/insidekvcc/facultysuccess>
Check the Faculty Success Center website for further information.
- **Accessibility Training:** <http://home.kvcc.edu/staffdev/>
Check the HR website for future training on accessibility.
- **Faculty Help Desk:**
https://p1.kvcc.edu/moodle_support/work_order/request.php
- **Questions about online course accessibility:**
Lois Baldwin: 269-488-4384 | lbaldwin@kvcc.edu
Lynne Hoehle: 269-488-4164 | lhoehle@kvcc.edu
Marylan Hightree: 269-488-4107 | mhightree@kvcc.edu
Mary Kay Pobocik: 269-488-4264 | mpobocik@kvcc.edu

Testing Tools

- **Firefox: WAVE Toolbar**
<http://wave.webaim.org/toolbar/>
- **Firefox & IE: Favelets**
<http://jimthatcher.com/favelets/>
- **MS Word:** Built-in 2010, 2013
- **MS PowerPoint:** Built-in 2010, 2013
- **PDF:** Built-in Adobe Acrobat Pro
- **Colour Contrast Analyser**
<http://www.paciellogroup.com/resources/contrastAnalyser>

Websites

Faculty Success Center:
<https://www.kvcc.edu/about/insidekvcc/facultysuccess/>

Special Services:
<https://www.kvcc.edu/services/specialservices/>