The Basics of an Accessible Remote Course

OLIMPIA LEITE-TRAMBLY
• Hyperlinks
• Text Design
• Images and Graphics
• Audio and Video
• Accessibility Checker in Canvas
Hyperlinks
A. ADA regulations can be found here: https://www.ada.gov/.
B. To view ADA regulations click here.
C. To view ADA regulations visit https://www.ada.gov/.
D. Take a moment to view ADA Regulations.
A descriptive title is the best practice.

Be as descriptive as possible without being overly long.

Integrate the link into your sentence - in doing so, sighted students will see the link and screen readers will identify it.

https://www.communitycare.co.uk
- Visit the You Tube video below about Marketing and proceed to the Discussion https://www.youtube.com/watch?v=eStdHFOG3tA.

- Watch the video Getting Started with Marketing from YouTube and proceed to Module 2 Discussion.
Take a look at the following file: MKT_188_syllabus_fall_2020.docx

Take a look at the Syllabus for this course
Chapter_01.ppt
Chapter_02.ppt
Chapter_03.ppt
Chapter_01 – Marketing
Chapter_02 – 4Ps in Marketing
Chapter_03 – Pop Culture
Hyperlinks in Canvas

Link to Website URL

This will make the selected text a link, or insert a new link if nothing is selected.

Paste or type a url or wiki page in the box below:

| Insert Link |
Accessible Hyperlinks in Canvas

- **MAC system**: on your keyboard press the **CMD key + K**
- **Windows system**: on your keyboard press the **CTRL key + K**
High Contrast → enhances the color contrast of the user interface (text, buttons, etc.), making those items more distinct and easier to identify.

Underline links → gives a visual cue for the end user to know if there is a hyperlink within the content without hovering over the text.
Steps to change Individual Global Settings:

- In global navigation, click the “Account” link (your photo)
- Then click the “Settings” link
- Scroll to the bottom of the page
- Under “Feature Options” enable:
  - High Contrast
  - Underline Links
Text Design

Design

YOU

DO

YOU

express

want

YOURSELF

when

what

you

are
Color

Best Practice
- High contrast
- Dark-colored font on a light-colored background
- Black font with a white background

Best to Avoid
- Bright background
- Red
- Red-green
- Yellow-blue
Font

Best to Practice
- Arial and Helvetica - Sans Serif

Best to Avoid
- Times New Roman and Palatino
Font

- Bold and Italic - Use them sparingly and only to emphasize
  - Arial:
    - Lets **emphasize** this content!
    - Lets *emphasize* this content!
  - Helvetica:
    - Lets **emphasize** this content!
    - Lets *emphasize* this content!
- Underlining - Only hyperlinks should be underlined
Listings

- Lists should never be created manually.
- Always use the built-in list styles available in the text editor when creating lists.
Headers / Paragraphs

- Headings (titles for sections) provide structural hierarchical information for a document.
Headers / Paragraphs

- Use the "Paragraph" drop-down menu instead of "Font Size" to make text accessible for screen readers.
Images and Graphics
Best Practice

- Relevant to the content
- Easy to see
- High resolution
- Alt text (Alternative text)

Best to Avoid

- Animated
- Blinking Images
When writing alt-text, it may be helpful to consider how you might describe the image to someone over the phone.

By default, alt-text is the name of the file including the file extension (i.e. .png or .jpg).

Not all images require alt-text; if an image is decorative the alt-text should be ““ (which means that it is blank) or you need to mention “decorative”.
Default Alt Text (*name of image*): kids-tech-revised.jpg.

Accessible Alt Text: one girl and two boys standing while using smartphones.

Image credit: ABC News
How would you describe this Image?

What would be your Alt-Text?
Accessible Images in Canvas

1st Step
2nd Step

3rd Step

Insert / Edit Image

Image Source

URL
Canvas
Flickr

http://example.com/image.png

Attributes

1. Alt text
   autumn leaves

Describe the image to improve accessibility

2. Decorative Image
   Indicates the image is for decorative purposes only and should not be read by screenreaders

Dimensions

500 x 281

Aspect ratio will be preserved
Audio and Video
Captioning Guidelines

- Caption
  - Material that will be used in additional courses.
  - Any compilation of video clips that is archived.
  - Archived video material that is used in the classroom.
  - Video created by the campus and placed on a public website.
Captioning Guidelines

- Don’t Caption (unless required as an accommodation)
  - Video and audio material that is used for one term in a class with restricted access.
  - Video material that already has foreign language subtitles.
  - Student work or raw footage that will not be archived.
Video

To request close-caption

1. Go to VidGrid Portal (Canvas Menu).
2. Record or upload your video or audio.
3. In the bottom right hand corner you will see a "CC" button. Click the button and follow the prompts.
Caption dashboard

5027 mins 53 secs available

<table>
<thead>
<tr>
<th>Type</th>
<th>Language</th>
<th>Length</th>
<th>Progress</th>
<th>Actions</th>
</tr>
</thead>
</table>

Sorry, no captions could be found. **Request** or **Upload**.
<table>
<thead>
<tr>
<th>Video length</th>
<th>Minutes after request</th>
<th>Request limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 mins 30 secs</td>
<td>5026 mins 23 secs</td>
<td>1440 mins 0 secs</td>
</tr>
</tbody>
</table>

5027 mins 53 secs available

Caption dashboard

Professional caption

Professional caption

Cancel Request
Accessibility Checker in Canvas
Accessibility Checker in Canvas

Characteristics of the Six Kingdoms

Please use this table to study the characteristics of the six kingdoms.
<table>
<thead>
<tr>
<th>Prokaryote or Eukaryote?</th>
<th>Animal</th>
<th>Plant</th>
<th>Fungi</th>
<th>Protist</th>
<th>Eubacteria</th>
<th>Archaeabacteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prokaryote</td>
<td>Eukaryote</td>
<td>Eukaryote</td>
<td>Eukaryote</td>
<td>Eukaryote</td>
<td>Prokaryote</td>
<td>Prokaryote</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unicellular or Multicellular?</th>
<th>Multicellular</th>
<th>Multicellular</th>
<th>Both</th>
<th>Both</th>
<th>Unicellular</th>
<th>Unicellular</th>
</tr>
</thead>
</table>

| Autotroph or Heterotroph? | Heterotroph | Autotroph | Heterotroph | Both | Both | Both |

Table: tbody, tr, td
Accessibility Checker Accessibility Rules

- Table captions: Tables should include a caption describing the contents of the table.
- Table header scope: Tables headers should specify scope and the appropriate structure.
- Table header: Tables should include at least one header.
- Sequential headings: Heading levels should not be skipped (e.g. H2 to H4).
  - Tables do not begin with H1, which is designated for the page title.
- Heading paragraphs: Headings should not contain more than 120 characters.
- **Image alt text**: Images should include an alt attribute describing the image content.

- **Image alt filename**: Image filenames should not be used as the alt attribute describing the image content.

- **Image alt length**: Alt attribute text should not contain more than 120 characters.

- **Adjacent links**: Adjacent links with the same URL should be a single link.

- **Large text contrast**: Text larger than 18pt (or bold 14pt) should display a minimum contrast ratio of 3:1.

- **Small text contrast**: Text smaller than 18pt (or bold 14pt) should display a minimum contrast ratio of 4.5:1.

Reference: [https://community.canvaslms.com/docs/DOC-13345-4152808104](https://community.canvaslms.com/docs/DOC-13345-4152808104)
Q & A time
Quizzes: Adding Accommodations

- Extra time
- Multiple attempts
1\textsuperscript{st} Step: create a timed quiz or survey and publish it

2\textsuperscript{nd} Step: open the quiz by clicking the title of the quiz

3\textsuperscript{rd} Step: click the “Moderate this Quiz” link
4th Step: moderate a quiz for one student

<table>
<thead>
<tr>
<th>Student</th>
<th>Attempt</th>
<th>Time</th>
<th>Attempts Left</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone, Emily</td>
<td>1</td>
<td>finished in 7 minutes</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>Doe, Jessica</td>
<td>1</td>
<td>finished in 1 minute</td>
<td>9</td>
<td>7.0</td>
</tr>
<tr>
<td>Johnson, Max</td>
<td>1</td>
<td>finished in 4 minutes</td>
<td>9</td>
<td>3.666666666666667</td>
</tr>
<tr>
<td>Jones, Bruce</td>
<td>--</td>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
5th Step: Fill in the Student Extensions with attempt and/or time

Reference: https://community.canvaslms.com/docs/DOC-13076-415250753
Assignment: Adding Accommodations

- By default, Canvas will assign your assignment for everyone in your course.
- To assign a different due date to an individual student, click the **Add** button [1].
Type the name of the student in the Assign to field [2]

Note: Lists are not scrollable, you can search for students by first or last name

Reference: https://community.canvaslms.com/docs/DOC-9973-4152101242