A Guide to Educating Students through Accessible Media

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*General Standard 8 – Accessibility and Usability: The course design reflects a commitment to accessibility and usability for all learners.	The course design reflects a commitment to accessibility, so that all learners can access all course content and activities, and to usability, so that all learners can easily navigate and interact with course components.
Standard	**Annotation**
8.1 Course navigation facilitates ease of use.	Navigation refers to the process of planning, controlling, and recording the movement of a learner from one place to another in the online course. Navigation throughout the course is consistent, logical, and efficient. Navigation strategies facilitate ease of movement through the course and course activities.
8.2 Information is provided about the accessibility of all technologies required in the course.	Learners with disabilities have access to information on the accessibility of the learning management system and all additional required technologies. For this Standard to be met, the course includes links to the accessibility statements for all required technologies. If an accessibility statement does not exist for a particular technology, a statement is included that explains that the accessibility statement does not exist.
8.3 The course provides alternative means of access to course materials in formats that meet the needs of diverse learners.	The course provides alternatives to all non-text content so that all learners have access to equivalent information. The Standard is met if the equivalent textual representations are located or linked within the course. In instances where alternative formats are provided, the general accuracy of the alternate content is verified. For example, if captions are provided for a video, they should correctly represent the audio content.
8.4 The course design facilitates readability.	Course design elements maximize usability by facilitating readability and minimizing distractions. For this Standard to be met, course content is clearly presented so that learners can easily read and interpret it.
8.5 Course multimedia facilitate ease of use.	Course elements maximize usability by ensuring multimedia used as a vehicle for content or feedback (e.g., images, audio, animation, video, and interactive components) are easy to use, intelligible, and inter-operational across devices. For this Standard to be met, course multimedia are easy to view, operate, and interpret.

*Table excerpted from *Quality Matters Rubric Workbook for Higher Education*, 5th ed. Contact Linda Summers at Lsummer@ilstu.edu to learn more about the Quality Matters Program or Rubric.

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Session Outcomes

- Develop an understanding of web and media accessibility
- Recognize inaccessible materials and how to convert them to accessible documents

Tips to Remember

1. Be accessible and usable!
2. Have care choosing colors -
   a. Text colors and background colors need significant contrast
3. Design content in logical and predictable order
4. Structure pages with formatted headings
5. Use true bulleted and numbered lists
6. Assign alternative text (alt text) for all images, graphs and charts.
   a. For complex images, consider including a description in the text or a link to the description to the text in another location.
7. Provide captions and/or a transcript for video and audio content
8. Make sure PDFs are readable
9. Give details and be specific, avoid generic names
10. Use descriptive text in links.

Resources

- Student Access and Accommodation Services website
  (http://www.studentaccess.illinoisstate.edu/faculty_staff)
- Creating Accessible Electronic Content - NCDAE
  (http://ncdae.org/resources/cheatsheets/electronic-content.php)
- Social Media Accessibility - DigitalGov
  (https://www.digitalgov.gov/resources/federal-social-media-accessibility-toolkit-hackpad/)
- SpeechNotes - Speech to Text
  (https://speechnotes.co/)
- Dos and Don'ts on Designing for Accessibility Posters
  (https://accessibility.blog.gov.uk/2016/09/02/dos-and-donts-on-designing-for-accessibility/)
- Email: Webaccessibility@illinoisstate.edu