

Accessibility Basics

What is Accessibility? Accessibility and Accommodation are not the same thing. *Accommodation* is a change you make one time, in response to a request to meet one person's need. *Accessibility* is making material usable by all, in advance. You should also have a "Plan B" for any assessments and activities that pose potential accessibility challenges. This will mean you already have a solution prepared for future accommodation requests.

Make an Accessibility Plan for Your Course!

Ask yourself these basic questions about each activity, assessment, and piece of content in your online class:

- Could a person who is using a screen reader access this (or do this)? Did I use proper page structure/lists/header styles/ALT Text?
- Could a person who cannot hear access this (or do this)? Did I use closed captioning/provide a text version?
- Could a person who is color blind see this information? Is any important information only conveyed by color?
- Could a person with low vision access this information? Is there a text version/is contrast sufficient?
- What alternative format/activity/assessment could meet my objectives/outcomes?

Accessibility and Common Tools

- MS Office (Word/PowerPoint/Excel)
 - [MS Office Accessibility Checker article](#)
 - [Make Your Word Documents Accessible to People with Disabilities](#)
- Adobe Acrobat
 - [PDF Accessibility article from WebAIM](#)
 - [Acrobat Pro Accessibility Checker article at Adobe](#)
- Google Suite (Docs/Slides/Sheets)
 - [Making your document or presentation more accessible](#)
 - Google Slides [automatic captions](#)

Legal Requirements

Section 508 of the Rehabilitation Act of 1973 says "...access to electronic and information technology procured by Federal agencies" must be in place. This includes agencies like WVU which receive federal grants and government funding. Recent updates now require public content we put online to be accessible.

Section 508 now also includes the WCAG 2.0 standard. The basics are:

- [a text equivalent for every non-text element](#)
- [equivalent **alternatives** for any multimedia](#)
- [information conveyed with color is **also available without color**.](#)

- [text and images of text has a contrast ratio of at least 4.5:1](#)
- [Captions are provided for all prerecorded audio content in synchronized media](#)
- [Audio description is provided for all prerecorded video content in synchronized media.](#)

Text Equivalent for Every Non-text Element

- Describe complex charts.
- Provide ALT text for images.

Equivalent Alternatives for any Multimedia

- Have a text transcript.
 - Write a script ahead of time.
 - Use Speech-to-text (phone apps, PC apps).
 - Transcribe after the fact.
- Provide a text article as an alternative to media presentations which are embedded in assignments or assessments.

Information Conveyed with Color is **Also Available Without Color**

- Do not code or markup content solely by color. Common forms of color-blindness include difficulty distinguishing reds from greens or oranges from blues.
- In addition to color, also use font differences, icons, etc. to code or mark categories in your content. Give an explanatory key to students If you use a formatting or coding system like this in your content.

Text and Images of Text has a Contrast Ratio of at Least 4.5:1

- To provide readability, particularly to individuals with low vision, you need sufficient contrast.
- Examples:
 - **This is sufficient contrast. So is this. So is this.** So is this.
 - **This is not sufficient contrast. Neither is this. Neither is this.**
- Resource: [Web Aim Color Contrast checker](#)

Captions are Provided for all Prerecorded Audio Content in Synchronized Media

Legally, you must manually edit automatically generated closed captions. When editing, watch for mistakes, incorrect text, and missing punctuation.

- [WVU Office of Student Accommodation](#)
- YouTube automatic captions (proof read and edit all automatic captions!).
- PowerPoint also has [Live Closed Captioning](#)
- Google Slides [automatic captions](#)

Audio Description is Provided for all Prerecorded Video Content in Synchronized Media

This is an audio track that describes the action in a video for visually impaired people.

- Example:

- [Original Video](#)
- Video with [Advanced Audio Description](#)

The exception to this requirement is when visual information displayed in the video is also covered verbally. Describe what you are doing (or what is happening) in a video as you record it. In a demo, experiment, etc., talk out loud while you work. Planning how you record your videos can reduce accessibility issues.