SESSION OBJECTIVES

- Identify the 5 basic principles behind accessible document design in Microsoft Word.
- Create an accessible Word document.
- Evaluate a Word document for accessibility.
5 EASY STEPS!

1. Use Headings
2. Add Alternative Text to Graphics
3. Use Descriptive Hyperlinks
4. Use the Built-in Styling Tools to Format Text
5. Label Data Tables
WHAT DOES “ACCESSIBLE” MEAN?

• “A person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability.”

• - U.S. Departments of Education and Justice
THE BENEFITS OF ACCESSIBLE DOCUMENTS

- Makes course materials readily usable upfront by as broad a student population as possible...it’s proactive inclusive instruction instead of reactive accommodation.
- Also useful to students not requesting accommodations.
- Saves you time if a student requests an accommodation.
- Saves you time updating, revising, and reformatting documents.
Canvas 101 Syllabus

Instructor Contact Information

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Course Information

Course ID:
CNVS-101 Intro to Canvas for Faculty

Mode
Online in Canvas

Text
Canvas Guides by Instructure (free, open & online)

COURSE DATES
May 7th - May 28th

Canvas Login Information

AN AVERAGE READER SEES THE DOCUMENT SECTIONS.

But even the most innocent looking syllabus or document can have hidden usability issues lurking within.
Canvas 101 Syllabus

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Facilitator: Alissa Sells
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Intro to Canvas for Faculty Mode Online in Canvas Text Canvas Guides by Instructure (free, open & online)

Course Dates: May 7th - May 28th
Canvas Login Information
Log In URL: https://sbctc.instructure.com/login
Username: The email address you registered with
Password: The first 6 letters of your last name, all lowercase
Hint: Repeat your name until you reach 6 letters
Examples: Lee = leelee

Course Description
This asynchronous online course is designed for instructors who have never used the Canvas learning management system (LMS) or who are just getting started. By the end of this course you should have a basic understanding of the Canvas tool set and be ready to begin using Canvas for instruction. Prerequisites: Participants should currently be teaching or preparing to teach in higher education, however, many staff and administrators may find the course helpful as well. Coursework includes activities that require familiarity with online tools such as web browsers and email.

Course Outcomes
Upon successful completion of this course students will be able to: Distinguish ways to get Canvas help. Recognize key Canvas terminology. Demonstrate application of Canvas communication tools. Demonstrate navigation of Canvas environment. Understand Canvas from a student's perspective. Create a basic course in Canvas. Course Structure
This course is built in content modules and is linked directly to Canvas' own training and support materials which they update and maintain.
Canvas is a growing, dynamic and responsive organization. As such, new releases occur every 3-weeks. Occasionally a process you are learning may change during or right after you complete the course. This is normal and while sometimes frustrating, it should be perceived as a positive outcome of growth and product improvement.

What Browser Should I Use?
The browser Canvas developers recommend for the best experience is:

A SCREEN READER ‘SEES’ WORDS WITH NO HIERARCHY.

Without proper formatting, it’s just a sea of text.
IT’S FIXABLE IN 5 EASY STEPS!

1. Use Headings
2. Add Alternative Text to Graphics
3. Use Descriptive Hyperlinks
4. Use the Built-in Styling Tools to Format Text
5. Label Data Tables
STEP 1: USE HEADINGS

- Headings give a document structure and allow a screen reader user to easily tab through a document from heading to heading.

- Heading levels should be added sequentially with big ideas at the top of the hierarchy, just like an outline.

- This is the one most important accessibility feature you can add to your syllabus or any other document!
HOW TO ADD HEADERS

- Select a style option from the Styles menu on the Home tab in Word to add headings and structure your document.
STEP 2: ADD ALTERNATIVE TEXT

- All graphic elements such as images, graphs, charts, and tables should have an alternative form of description.
- Alt-text conveys the context and the meaning of the image and relays how the image is important to the learning.
A SCREEN READER SEES ...NOTHING.

Screen readers skip over images and graphics without alternative text. No information is provided to users.
HOW TO ADD ALT-TEXT

- Use the Size & Properties option on the Format Picture menu in Word to add text descriptions to your graphics.
- Type your alt-text in the Description field.
STEP 3: USE DESCRIPTIVE HYPERLINKS

- Assistive technologies can navigate a document by skipping from hyperlink to hyperlink, allowing the reader to “skim”.
- Hyperlinks should be meaningful and provide a clear, contextualized description of the link destination.
- Avoid using “Click here…” as the hyperlinked text.
A SCREEN READER WILL READ THE ENTIRE LINK.

Descriptive text should be provided as part of the sentence containing the hyperlink and/or in the paragraph preceding the link.

• Not like this:
  • For more information, visit the Canvas Guides
  • https://community.canvaslms.com/community/answers/guides

• Much better like this:
  • For more information, visit the Canvas Guides.
HOW TO ADD A DESCRIPTIVE HYPERLINK

- Use the Hyperlink or Links option on the Insert menu to create a hyperlink.
COLUMNS & SPACING

STEP 4: USE THE BUILT-IN STYLING TOOLS

- A screen reader reads left to right, using tabs to create columns results in the screen reader reading by line, instead of by column.
- Avoid using tabs or the space bar to align text or to create extra space.
- Use the built-in formatting options to create real columns, line spacing, and page breaks.
HOW TO CREATE A LIST

- Use the Bulleting and Numbering options on the Home tab menu to auto-format lists.
HOW TO CREATE A COLUMN

- Use the Columns option on the Page Layout tab to create columns of text.
KEEP TABLES SIMPLE.

- Only use one row in the header.
- Do not merge or split cells.
- Do not leave cells, rows, or columns blank.
- Use the formatting tools to create visual separations.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>
HOW TO ADD TABLE ALT-TEXT

- Use the Alt Text tab on the Table Properties menu to add text descriptions to your table.

- Type your alt-text in the Description field.
HOW TO ADD A TABLE HEADER ROW

- Use the Row tab on the Table Properties menu to make header rows repeat on the top of each page.
HOW TO RUN THE ACCESSIBILITY CHECKER

- Use the Check for Issues option on the File tab in Word to check your work and identify areas that require revision. (Windows)

- Use the Review tab and Check accessibility (Mac)
THANK YOU
QUESTIONS??

INFORMATION FROM QUALITY MATTERS

• [https://www.qualitymatters.org/](https://www.qualitymatters.org/)

• [AccessAbility: 5 Steps to an Accessible Syllabus](https://www.qualitymatters.org/): By Alissa Sells

• For questions please email Cindy Compean ccompean@csumb.edu

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