

# Accessibility and Teaching

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# Agenda

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- What is Accessibility?
- How is Accessibility related to teaching?
- What is an accessible document?
  - The L.I.S.T.
- What is an accessible slide presentation?
  - The S.L.I.C.
- Summary

# What is Accessibility?

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- In general terms,
  - “... ‘the ability to access’... the degree to which a product, device, service, or environment is accessible by as many people as possible. “ ~ Wikipedia
- California State University policy,
  - “...*to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability.*“
  - ~ [Executive Order 926 \(EO 926\)](#)

# How is accessibility related to teaching?

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- Instructional Design Issues/Questions
  - Content, Learner, Delivery, Evaluation
- UDL Principles
  - Multiple means of representation, expression, and engagement
- Tying them together
  - Design multiple ways to teach, engage learners with different learning styles, and provide multiple evaluation methods for learners to express what they have learned

# What is an accessible document?

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## ➤ Accessible documents

- Digital documents which can be read by screen reader software for users with disabilities

## ➤ The L.I.S.T.

- To be considered as accessible documents, there are four elements for considerations:
  - **L**inks
  - **I**images
  - **S**tructure
  - **T**ables

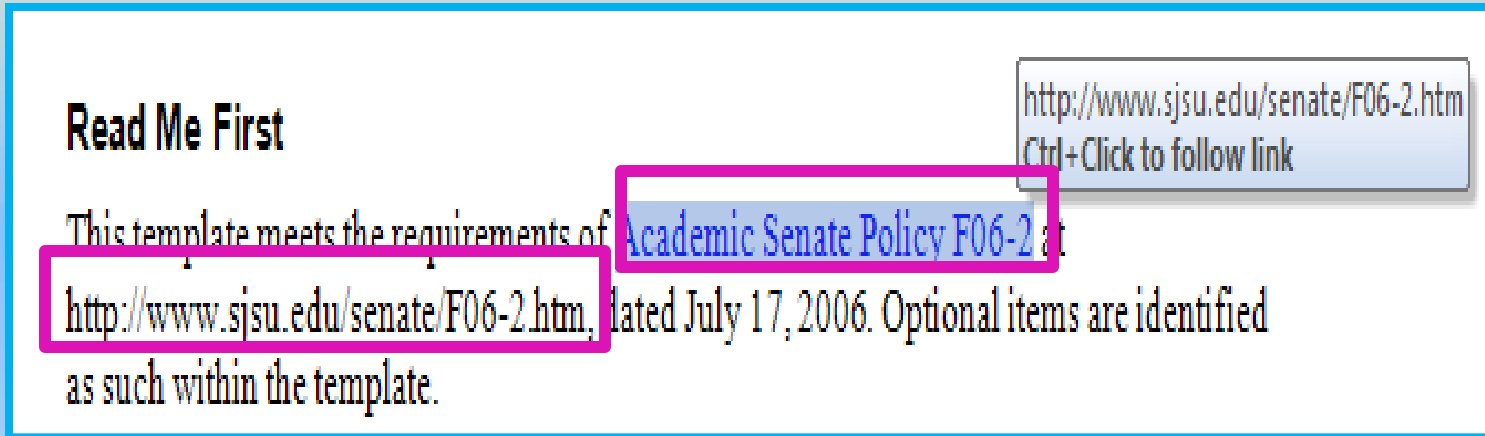
# Links

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If there are any web links in your documents, make sure to include the following information

- Provide a meaningful name for the website
- Add the URL web address
- Link the name of the website

# Links (continued)



**Read Me First**

This template meets the requirements of [Academic Senate Policy F06-2](http://www.sjsu.edu/senate/F06-2.htm) at <http://www.sjsu.edu/senate/F06-2.htm>, dated July 17, 2006. Optional items are identified as such within the template.

<http://www.sjsu.edu/senate/F06-2.htm>  
Ctrl+Click to follow link

The screenshot shows a document snippet with a blue border. The text includes a bold heading 'Read Me First', a paragraph about requirements, and a blue hyperlink 'Academic Senate Policy F06-2'. The URL 'http://www.sjsu.edu/senate/F06-2.htm' is shown in two places: once as a blue hyperlink and once as a plain text URL. A mouse cursor is over the plain text URL, and a tooltip box appears with the text 'http://www.sjsu.edu/senate/F06-2.htm' and 'Ctrl+Click to follow link'. The URL and the hyperlink text are highlighted with a pink box.

Here is a sample of the name of the website which has been hyperlinked and URL displayed.

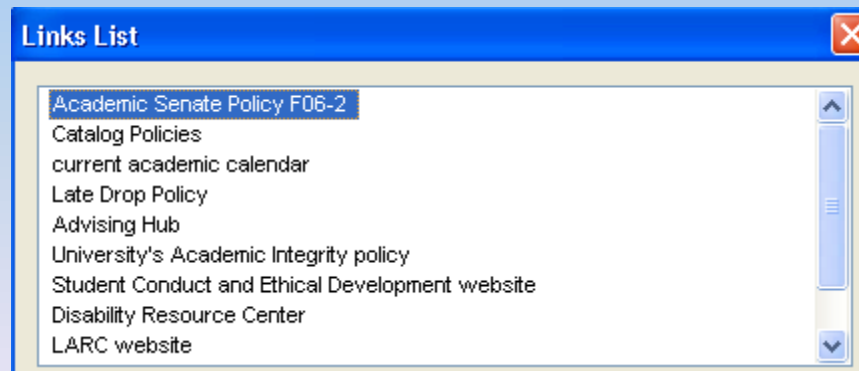
Note: The more relevant links you include in your document with anchor text and the more links pointing to your website, the more traffic you will have for your page.

# Links (continued)

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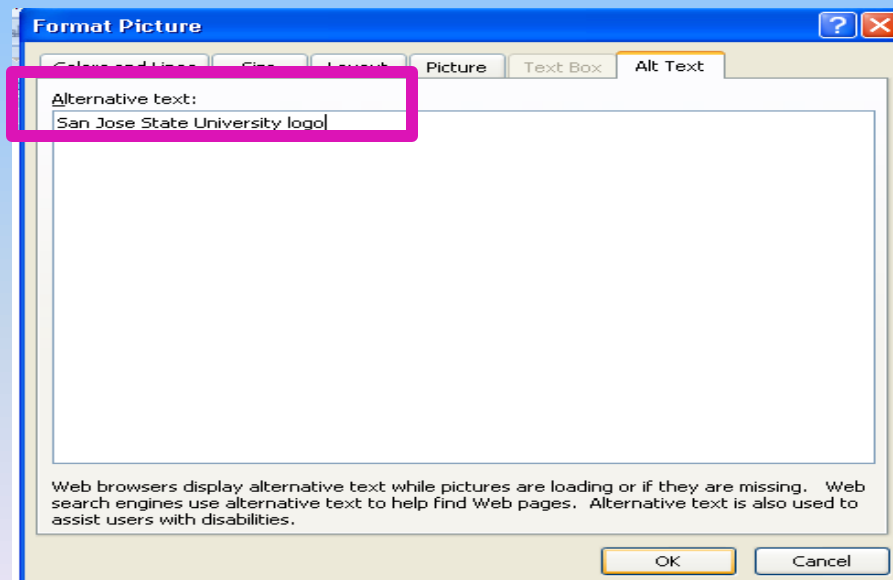
Why do I need to hyperlink the name of the website?

A: Screen reader software such as, JAWS, can provide a list of hyperlinks for users with disabilities. It is more meaningful to read the name of the website than the long URL or click here. See a sample of the Links list generated by JAWS below.



# Images

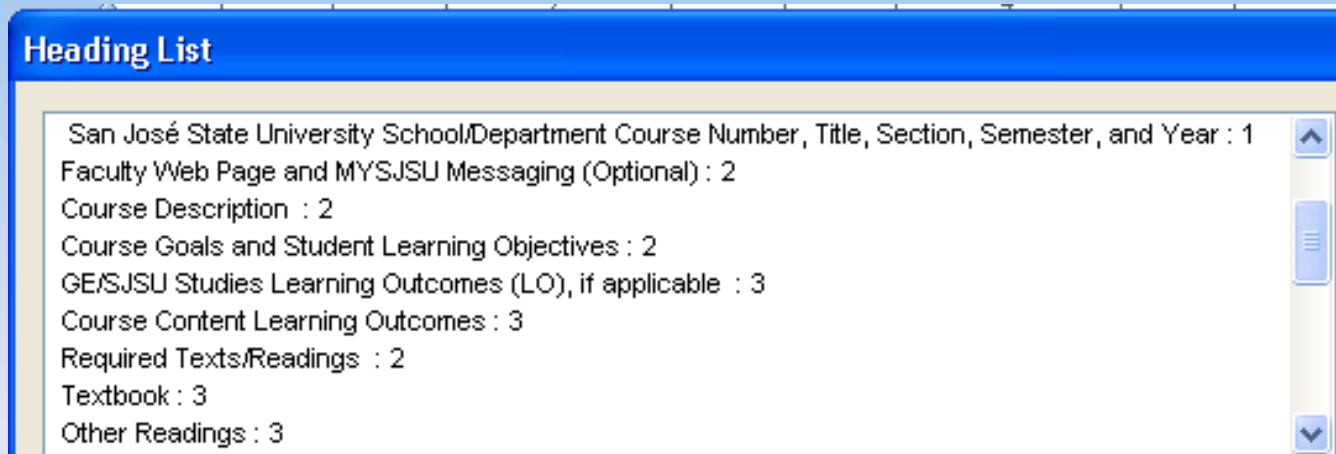
- If there are images, graphics, figures or any non-text information in your document, make sure to include descriptive alternative texts or caption.



# Structure

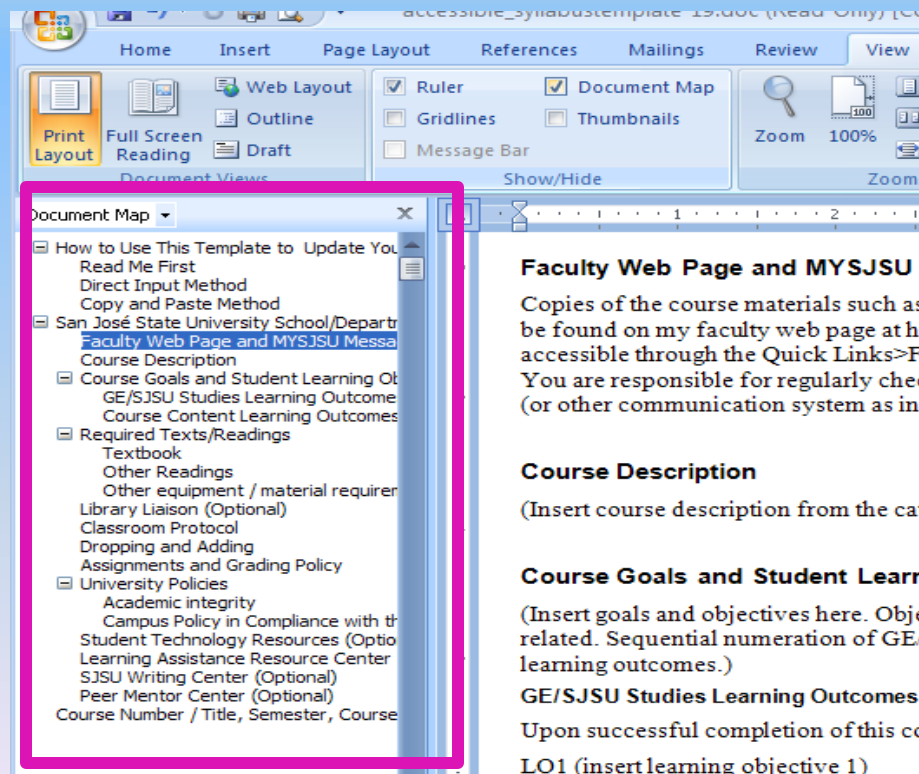
Why is it important to have a structure for your document?

A: Screen reader software can provide a listing of heading style for users with disabilities to navigate quickly to any parts of the document. See a sample of the Heading list generated by JAWS below.



# Structure (continued)

- Does your document have this structure on the Document Map panel as below?



# Table

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If you have any tabular information in your document, use Table instead of tab keys to organize it

- Plan the sequence of your tabular information carefully. Screen reader reads the table from left to right, one cell at a time , and from the top row to the next.
- Make sure to repeat header row when table expands to more than one page.

# Accessibility and Search Engine

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How do search engines think?

## ➤ Anchor Text

- Provide relevant descriptions for the title of content page, non-text information such as, images, programs, databases, links, navigation map, etc.

## ➤ Link Structure

- Provide a variety of relevant external links pointing to your site, links with anchor text and pointing to a variety of different links

# Accessibility and Search Engine (continued)

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## ➤ Meta Tags

- Provides meta html or xhtml elements to explain the page via keywords or other structured header elements so as the page will be grouped correctly

## ➤ Keyword Frequency and Relevancy

- Provides relevant and repeated keywords for your page to receive higher ranking or increase traffic

# Accessibility and Search Engine (continued)

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For creating top ranking searchable pages

- Anchor text , meta tags, keyword frequency and relevancy to increase traffic or top ranking by the search engine for your page

For creating accessible documents

- Consider any Links, Images, and Structure elements in your document.

# What is an Accessible Slide Presentation?

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A digital slide presentation that can be read by screen reader software for users with disabilities

# What is an Accessible Slide Presentation? (continued)

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## ➤ The SLIC Elements

- **S**tructure - via Outline pane and Slide Layouts
- **L**inks – with meaningful website name, hyperlink, and url
- **I**mages, graphics, or any non-text information – with descriptive alternative text or caption
- **C**hart or table: created within PowerPoint or include source file

# Structure

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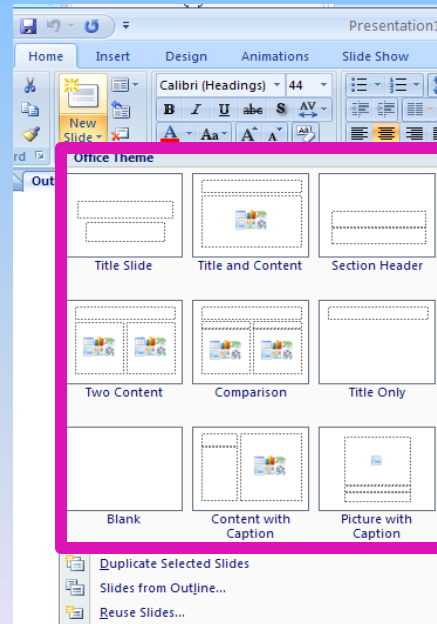
There are two ways to ensure your slide presentations have structure in MS PowerPoint 2007 for windows:

A. Using the Slide Layouts

B. Viewing the Outline pane

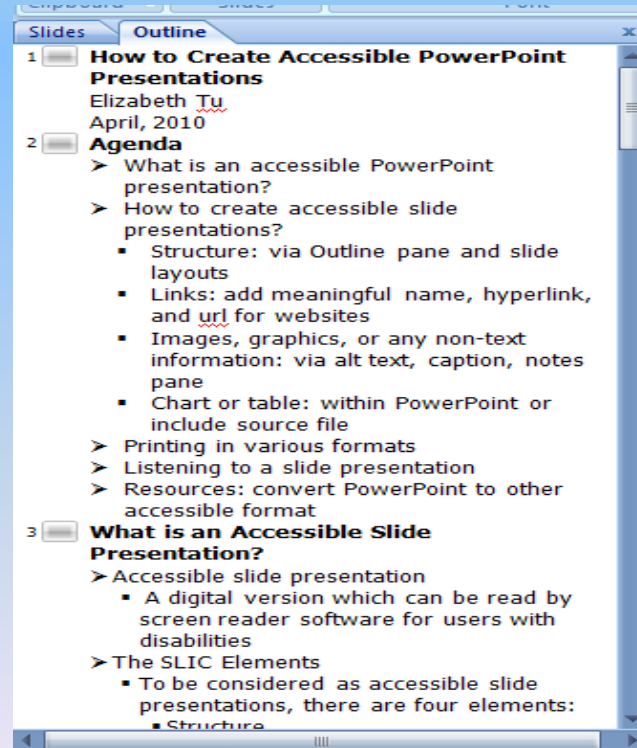
# Structure (continued)

- A. Slide Layouts help define the sequence of titles, subtitles, content texts, and objects in the entire slide presentation.



# Structure (continued)

B. Do you have this structure on the Outline Pane of your PowerPoint slides and slide title for each slide?



# Links

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If there are any web links in your slides, make sure to include the following information

- A meaningful name for the website
- The URL web address
- Hyperlink the name of the website

# Links (continued)

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Sample of a hyperlinked website name with URL displayed

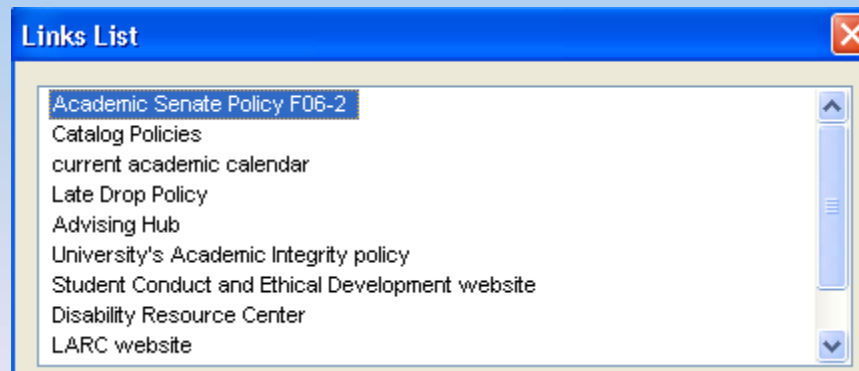
Note: The more relevant links included in your document and the more links pointing to your website, the more traffic you will have for your page.

# Links (continued)

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Why do I need to hyperlink the name of the website?

A: Screen reader software such as, JAWS, can provide a list of hyperlinks for users with disabilities. It is more meaningful to read the name of the website than the long URL or “click here.” See a sample of the Links list generated by JAWS below.



# Images

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- If there are images, graphics, or any non-text information in your presentation, make sure to include descriptive alternative texts or captions.

# Charts or Tables

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Q: What do I need to do if I include Charts or Tables in my slide presentation?

- a) For simple tables or charts, create them within the built-in PowerPoint slide layout. They can be read more easily by a text reader than those imported from Word or Excel.
- b) You can also import the data from Word or Excel and attach the source document.

# Summary

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*To teach and help as many people  
to learn as you can...*