Creating Accessible Online Trainings

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Objectives

- Review online accessibility standards and how they apply to distance learning;
- Identify key components of an accessible platform and receive tips for preparing materials; and
- Receive information for working with presenters/facilitators to ensure access needs are met.

Considerations for Participants When Attending Virtual Events

- Deaf and hard of hearing participants
- Blind, low vision, or color blind participants
- Participants with limited fine or gross motor skills
- Participants with cognitive disabilities
- Everyone!
Accessibility Standards

Section 508 of the Rehabilitation Act

- Applies to anyone who receives federal funds (all OVW TA providers)
- Requires that electronic materials be accessible to people with disabilities. Examples include:
  - Alt-text for all pictures;
  - Information is not ONLY conveyed via color (e.g. “the sentence in red…”);
  - Captioning of all videos.
Accessible Webinar Platforms

Accessibility Builds from the Platform

- Platform: Built-in Access + Features
- Assistive Technology + Accommodations: Screen Reader, Captioning
- Accessible Presentation + Materials
- Accessible Facilitation
Choosing an Accessible Platform

• When evaluating a potential webinar platform for access, look at:
  • Published information regarding accessibility
  • Integrated captioning/recording
  • Font size, color and contrast of text should be able to changed

Choosing an Accessible Platform (2)

• Screen Reader compatibility
• Keyboard commands
• Downloadable transcripts
• Multiple ways of communicating with and engaging participants (i.e. chat box)
• User-friendly
• Recommendations from disability/Deaf colleagues!
Critical Element 1: Captions

- Text synced with the media
- Convey speech and non-speech elements (for example, audience cheering)
- Closed vs. open
  - **Closed, you can turn off**
  - **Open are burned into the video, can’t turn off**
- Real-time vs. post production
  - **Real-time done by a stenographer**

Did You Know?

- Captioning benefits participants other than Deaf/HOH
  - **Also helps with literacy and people who have cognitive disabilities**
- DIY software does not work very well
- It’s helpful to provide materials and slide notes to stenographer (aka captionist) prior to training
  - **Slide notes can also be read by screen readers!**
- Web conference recordings should have real-time captioning, a transcript doesn't meet the requirements of the law
Captioning Example

What is Sustainability?

- No single agreed-upon definition.
- Generally, it means:
  - the continuation of a program or initiative beyond the period of initial funding.
  - New Grantees
  - Continuation Grants

Non Integrated Captioning

Non-Integrated Captioning
Captioning Needs to Be Accurate

Critical Element 2: Screen Reader Compatibility

- Remember: A screen reader is a software application that attempts to identify and interpret what is being displayed on the screen.

- This interpretation is then re-presented to the user with text-to-speech, sound icons, or a Braille-output device.
Critical Element 3: Flexible Modes of Interaction

- Chat Box or Q + A Box
- Hand Raising and Non-Verbal Cues
- Polling
- Alternatives to VOIP
- Video Sharing

Q + A and Text Chat

- Most screen readers do not automatically announce or read when new text is entered into a chat window.
- When used, the moderator should periodically stop and summarize or read out all relevant or important text in the chat window.
Chat Box

Welcome to the Presidential Timeline Webinar.

Video Sharing

Ryan
Lindsey
Jessica
Jeff
Video Sharing (2)

- Make sure there is strong internet service
- If using an interpreter, a solid background
- Test webcam and audio capabilities before the meeting
- Have a backup audio line in case video sharing does not work

Behind the Scenes
Tech Support

- Should understand the accessibility (and limitations) of your platform
- Should introduce all presenters and facilitators
- Explain various aspects of the platform
  - Q + A
  - Polling
  - Captioning
  - Other accessibility features

Press Pause

If there are technical issues with the captioning (or interpreting, if applicable), pause the webinar while problem solving those issues. Do not resume until accessibility features return.
Presenters and Facilitators

- Some considerations:
  - For interactive components, verbally ask all questions, verbally describe all content (for example on the whiteboard)
  - Be aware of pace when speaking
  - Send materials 2 weeks in advance of event to host
    - Accuracy
    - Content

Working with Presenters

- Always conduct practice sessions
- Address sound and video (if applicable) issues in advance;
- Test captioning and interpreting service.
- Instruct presenters on accessibility features in advance
Accessible Presentations

Elements of Accessible Presentations

• Font type and style - Sans serif vs. Serif
• Text size - 22 point+ for PowerPoint
• Contrast
• Video and audio should be captioned
• Don’t use transitions or animations
• Use pictures to illustrate concepts (with alt-text)
• Unique slide titles
• Go for simple, clean, and readable!
Accessible Presentations (con’t)

- Number slides
- "Reorder" slides as necessary
- Use "arrange" in Microsoft PowerPoint

Alt-text

- Text that will be read by a screen reader which describes the picture or object used
- Brief and relevant descriptions
- “black and white picture of three sets of hands cupping a small house, smallest hands on top, largest on the bottom”
Accessibility Check PPT

• Built into Microsoft Word and PowerPoint 2013 and newer

Accessibility Check PPT (2)

• Checker will bring up a list of errors and instructions for editing
Accessibility Check PDFs

- Adobe Acrobat Pro (PDF)

Questions?

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END ABUSE of People with Disabilities

TA2TA
Creating Accessible Webinars Tip Sheet

Hyperlinked Resources

- **“How to Design and Deliver an Accessible Webinar”** by Robin Jones, Director Great Lakes ADA Center
- How to Make Presentations Accessible to All
- Accessible Web Conferences and Webinar Best Practices
- PowerPoint Accessibility
Voluntary Product Accessibility Templates

Adobe Connect 9
Ready Talk
Cisco Webex
Zoom
iLinc
Blackboard Collaborate