

INSTRUCTOR ACCESSIBILITY GUIDE

WHY IS ACCESSIBILITY IMPORTANT FOR ONLINE LEARNING?

There is an ever-growing body of literature and anecdotal evidence surrounding the benefits of accessibility not only for students who require additional assistance to access your course and instructional content, but also for all students enrolled in your course. USF is committed to providing equity and access to our students. Online learning is no exception to this commitment. You can find resources and support from USF's office of [Student Accessibility Services \(SAS\)](#). They provide a useful guide on accessibility topics at https://www.usf.edu/student-affairs/student-accessibility/documents/accessibility_guide.pdf.

There are a few types of instructional resources which are the most common types used in online courses. In this document we will explore common accessibility solutions for documents, images, and multimedia in your online course.

Documents

For documents used in your online course, you will need to address a few common accessibility concerns. When we talk about documents, we are referring to not only downloadable documents like PDFs, but also to online web pages and articles you may want your students to read.

The main concern for written text is to ensure screen reader compatibility. Screen readers are computer programs that will access the document and read the text based on the document hierarchy (headings, subheadings, paragraphs, links, etc.) and read aloud the text contained on the page. This is accomplished when documents are organized and clearly tagged with the appropriate titles, headings, and alternative text.

Guidance for creating accessible documents is clearly laid out at <https://www.adobe.com/accessibility/products/acrobat/using-acrobat-pro-accessibility-checker.html>.

Images

Images present more of a challenge for screen readers as there are a variety of way in which they are displayed, including photographic images, figures and graphics, and charts and data. It is essential to treat these different types of visuals with the appropriate alternative text so screen readers and other assistive technologies are able to extract the information from the image and communicate the instructive content to your student.

For photographic images, the main objective is to describe the image. We call this alt text and you can easily add this to Canvas pages and documents and presentations where the image is used. Graphics and figures may require a little more information to communicate the instructive nature they serve, or these may also serve just a decorative or visual indicator (like iconography or banners on a Canvas page). In either case, the figure or graphic should be labeled appropriately. Finally, for charts and data,

you will need to recreate this information in a descriptive way which ensures students will have the necessary information to complete any assignment or assessment associated with this image. This could include headings, keys, x- or y-axis labels, or specific data points.

Multimedia - Video & Audio

For multimedia accessibility, the first guideline is to keep your media short and topical; concise and focused ~10 minutes if possible. Shorter media tend to get played more thoroughly and reviewed more often. Obviously, this is not a strict rule. However, the additional advantage to shorter media is also relevant to you if you are recording these yourself.

After the media length, you will want to consider what type of media you are asking your students to access.

This is more a question of whether the media is story-based, informative, or demonstrative. These could range from documentaries and clips from feature films to online videos to presentation and demos of a procedure or problem set. The most significant accessibility additions to any of these media types are closed captions and transcripts. USF provides access to the media hosting platform Kaltura to ensure these accessibility elements are easy to add to any media uploaded for your students. Kaltura will automatically generate a transcript and closed caption file for your instructional media.

See [Digital Learning's Kaltura workshop](#) for more information.

Making a PDF Page Scan Accessible

If you have a pdf document that is an image of text, in other words, the words cannot be selected and copied, please [check out this guide](#) from Student Accessibility Services to change the image to selectable text.



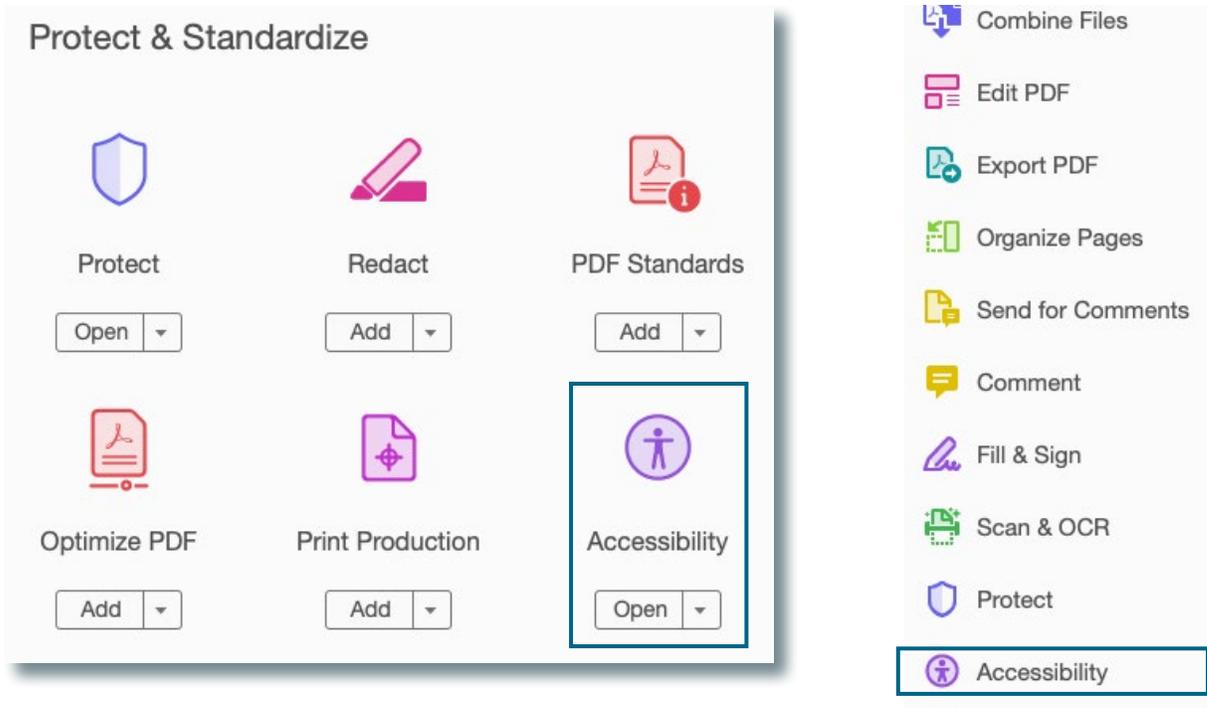
Following are the basic items to check for in making your pdf accessible, however, there are many options and levels of correction. This document is not a tutorial on how to use them all, it is merely bringing awareness to what is possible.

How to Add Accessibility to Your Instructional Materials

Adobe Acrobat

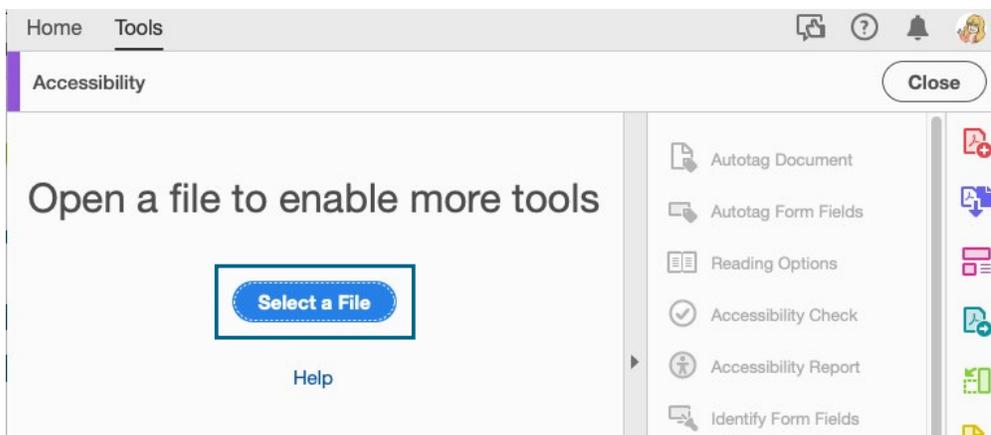
01

First, the Accessibility Tool in Adobe Acrobat DC will need to be enabled. Click the **Tools** tab, and select **Accessibility** under **Protect & Standardize**. It will appear on the right-hand panel.



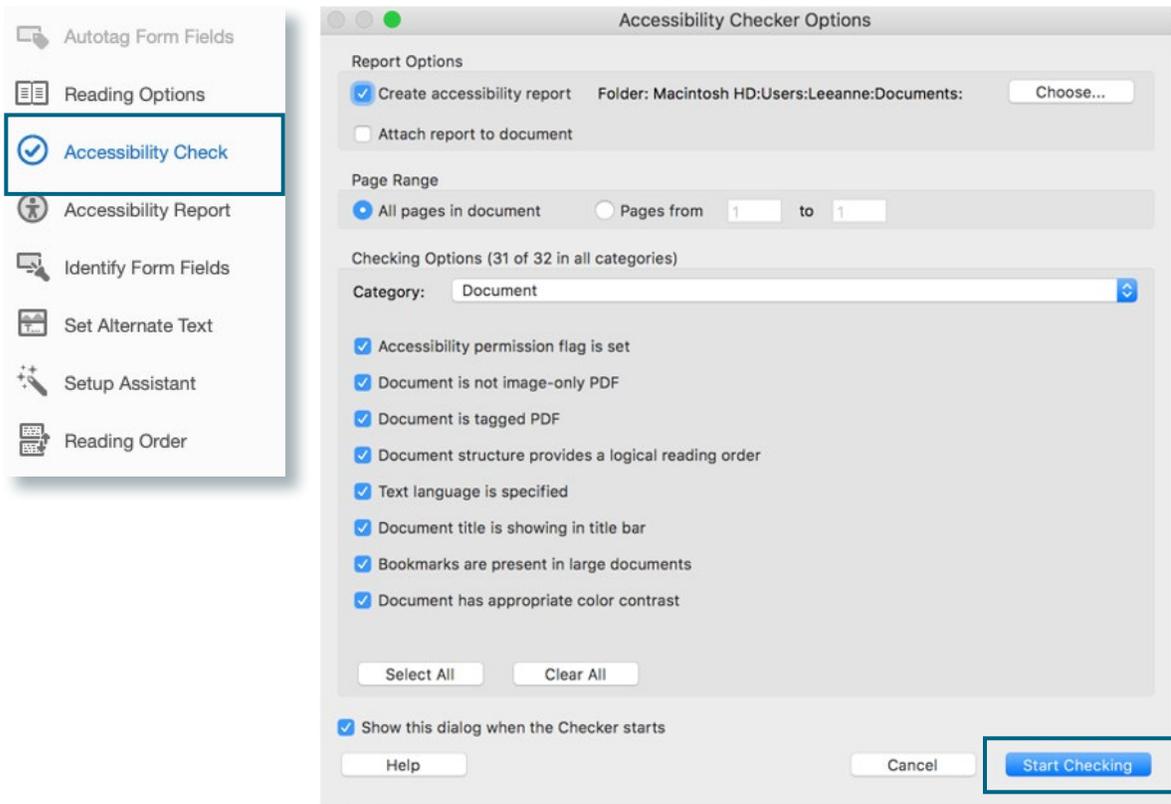
02

While the Tools tab is still selected, open a PDF file in Acrobat by clicking **Select a File**.



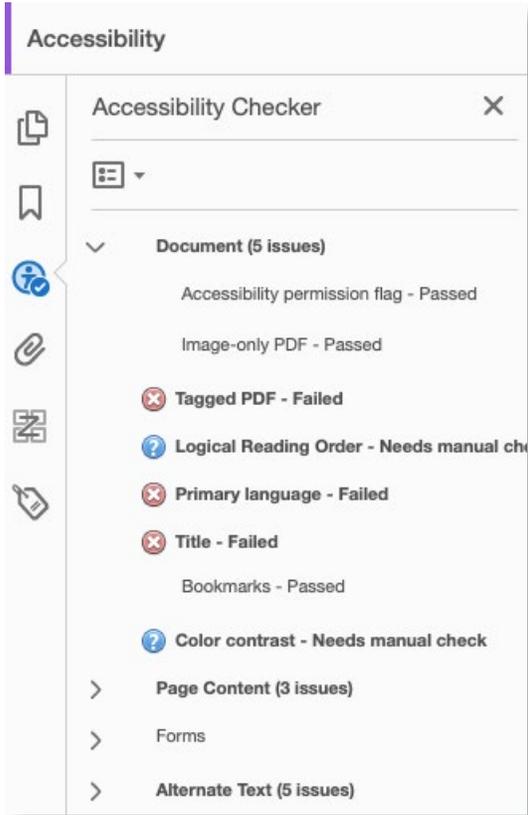
03

Select **Accessibility Check** from the side panel. The accessibility checker will open. Select **Start Checking**.



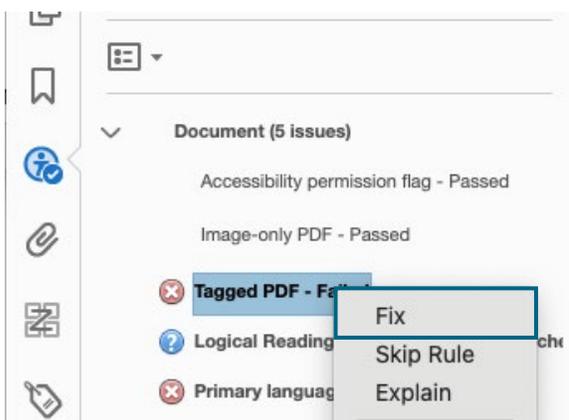
04

Once the process has begun, the document will be scanned for accessibility. All document errors will appear on the left-hand side of the screen.

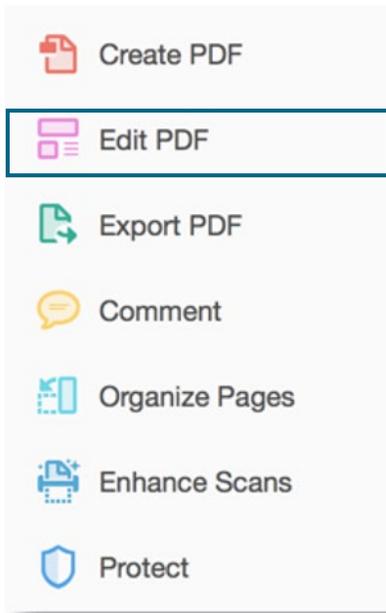


05

Right clicking an item will bring up a dropdown menu. Select **Fix** to fix the item.

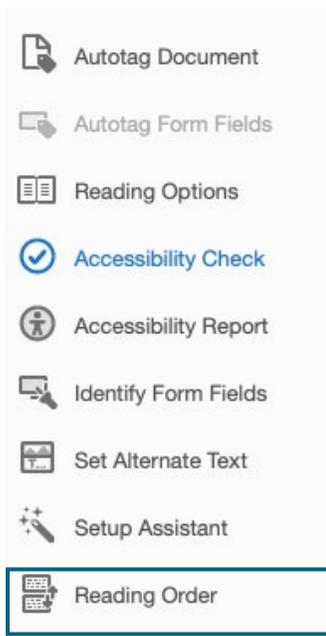


If you must edit the document because errors can't be automatically fixed, click **Tools**, then **Edit PDF** in the right-hand panel.



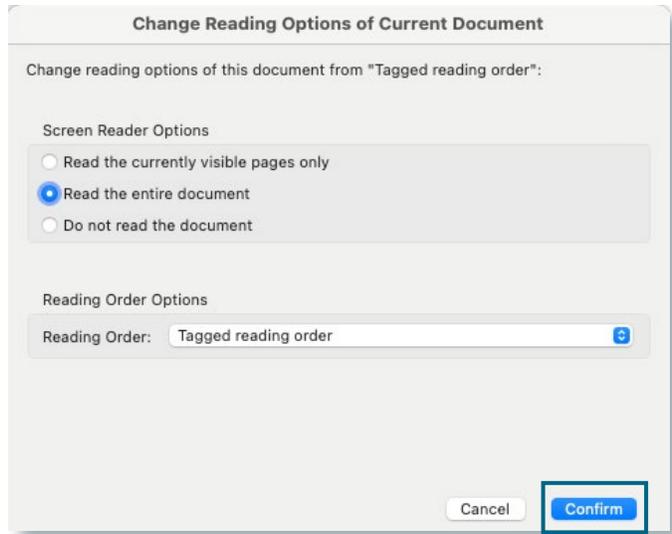
Reading Order

Items on the page must have a specific reading order. Extra spaces between words and text boxes can be labeled as a background and will therefore not be read by the screen reader. Choose **Reading Order** to set the reading order.

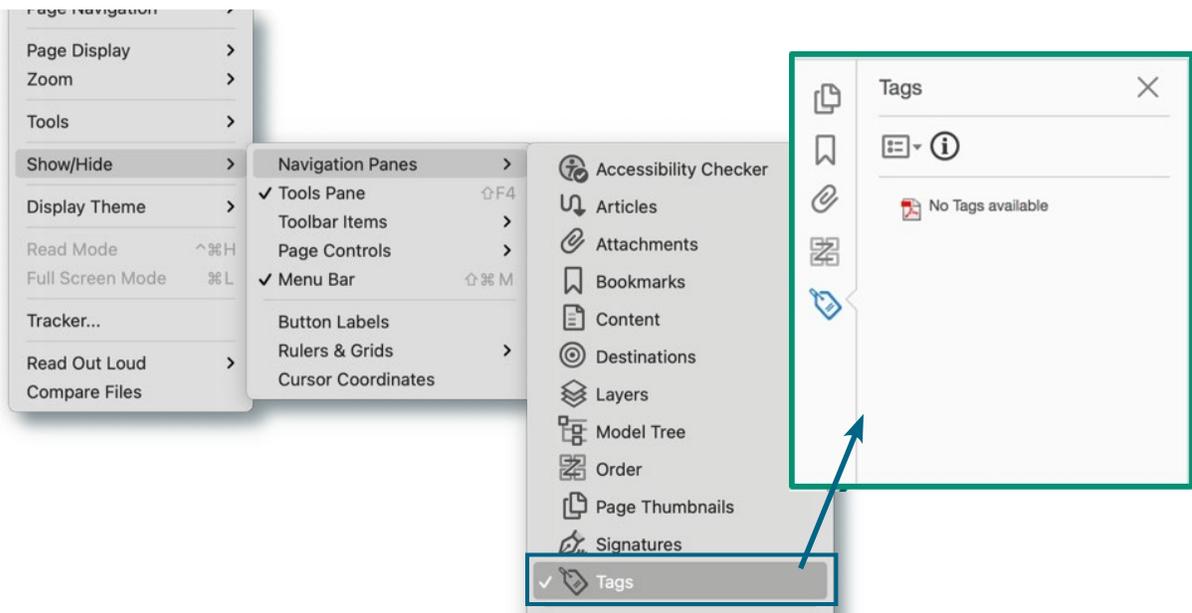


PDF Tagging

PDF tags are labels within the code of the document that organizes the document structure for a screen reader. This can be reading order, headings, tables, images, and other items within the document. After creating a PDF and opening it in Adobe Reader, a box like the one to the right may appear. By selecting **Confirm**, it will automatically tag the document.

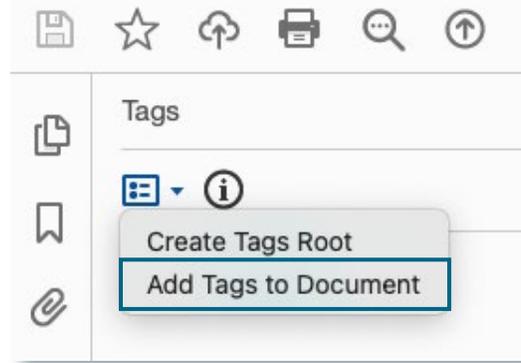
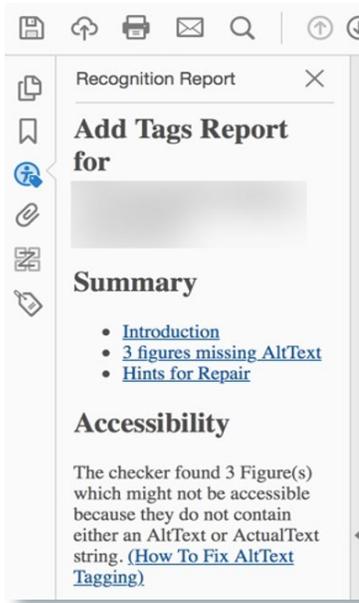


01 In Adobe DC, select **View**, then **Show/Hide**, then **Navigation Panes**, then **Tags**. This will open up the Tags panel on the left-hand side of the screen.



02

In this panel, click on the drop-down menu and click **Add Tags to Document**.

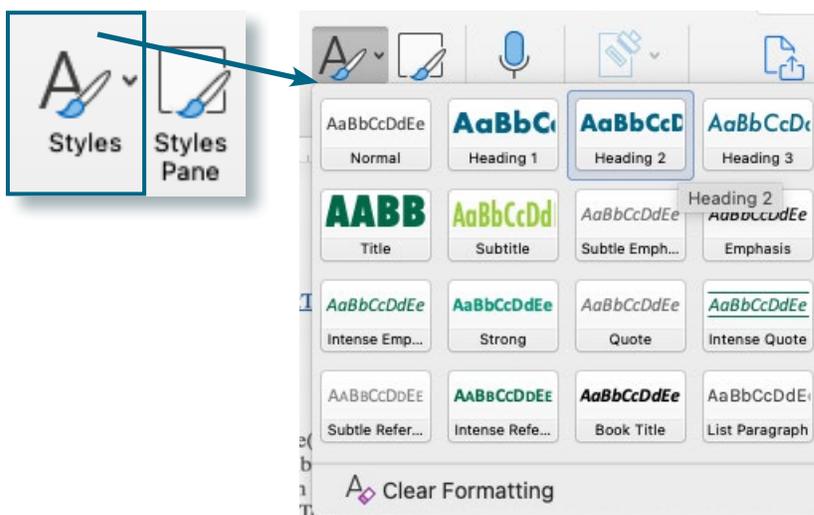


Once the tagging is complete, Adobe will provide a list of errors to be fixed. By clicking the available links, the program will assist you through the process of fixing the remaining errors. Run a full accessibility check again and fix any remaining errors until all issues have been corrected. Some may need a manual check.

Microsoft Word

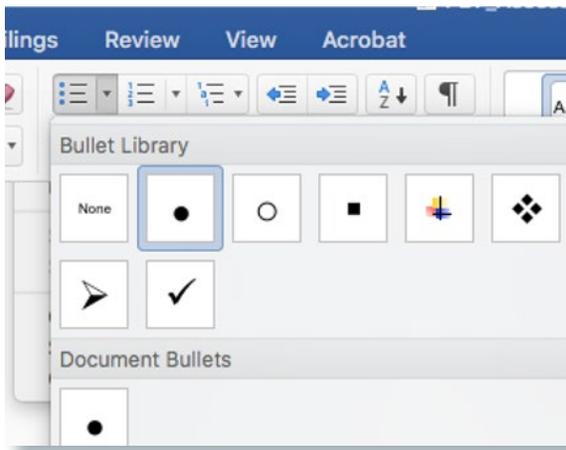
Headings

While creating a Word document, use the heading options under **Styles** in the menu bar of the **Home** tab. This will prevent having to make edits later.



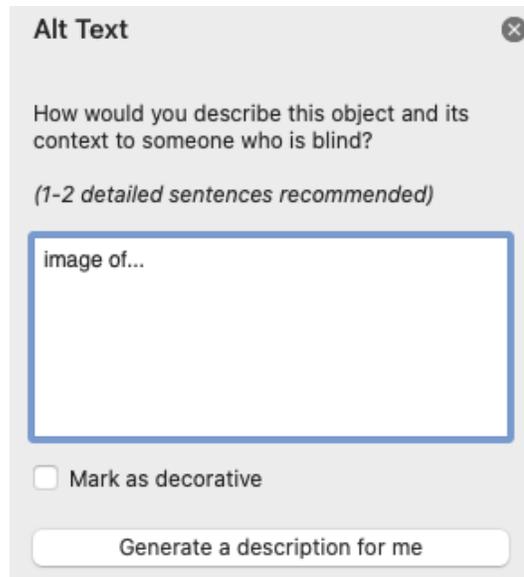
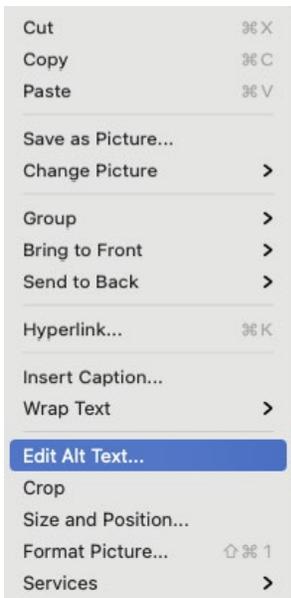
Lists

For any lists, use the Word built-in tools for list items.



Images

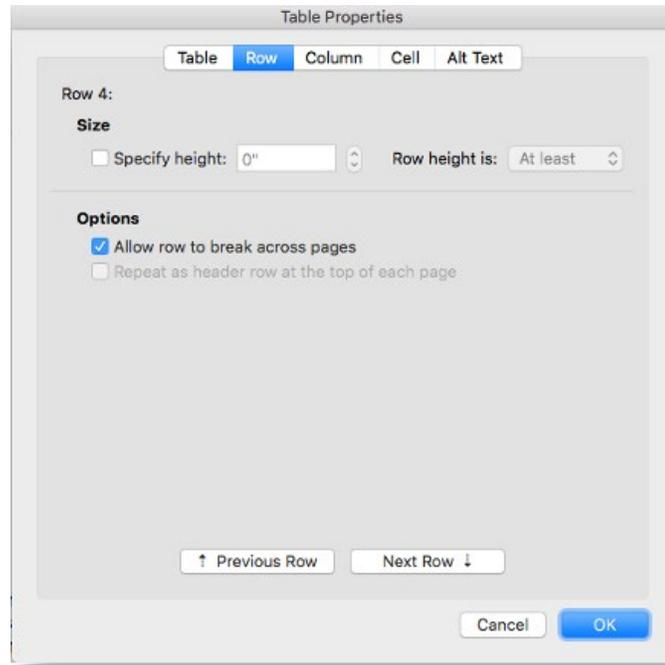
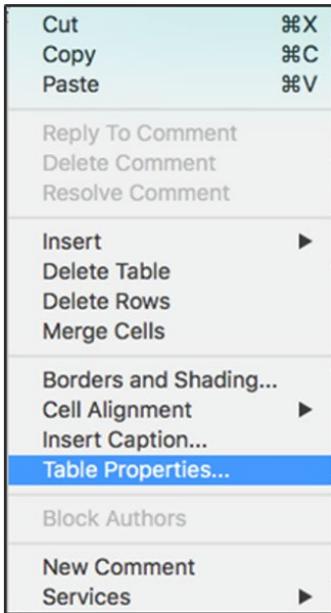
All images must be given a word description, called an alternative (alt) tag. To do this, right click on the image and choose **Edit Alt Text**. In the box that appears in the panel that opens, describe the image or write out any captions and wording that may be on the image. Examples of alt text can be “Red ball,” “USF graphic,” “Black cat,” etc.



IMPORTANT: Each individual item must be given an alt text **BEFORE AND AFTER** grouping them. So, each object must have an alt text and then the group itself. Otherwise, the images will not pass the accessibility check.

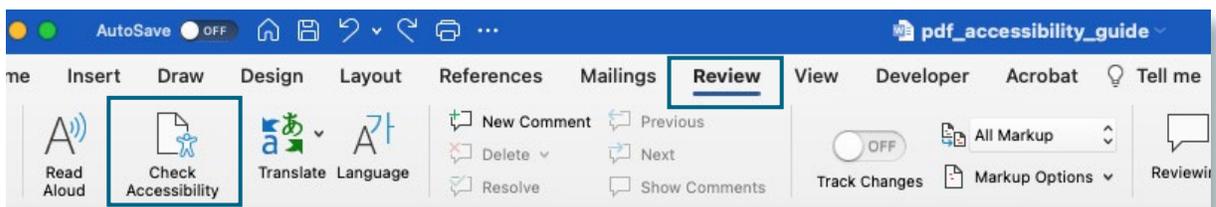
Tables

Tables also require special and specific formatting. When formatting a table use the table properties menu.

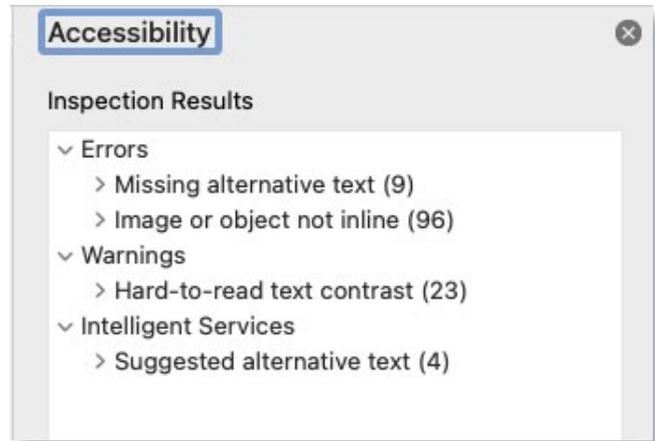


Accessibility Check

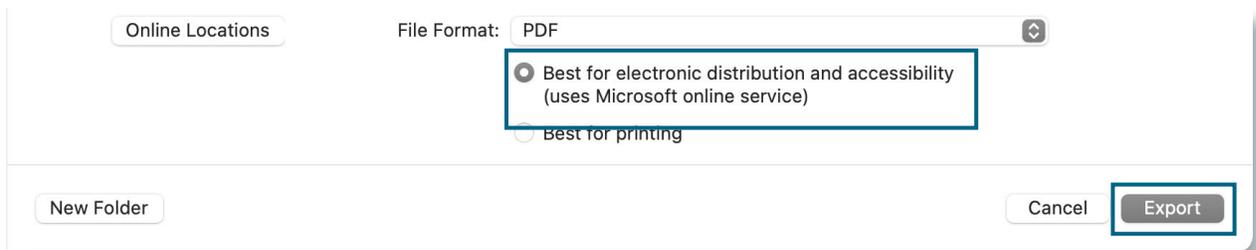
Before saving the document, files can be run through an accessibility check in Word. Choose the **Review** tab and then **Check Accessibility**.



On the right side of the screen a panel will appear which will help you to correct all errors before saving. Clicking on each of the errors will allow Alt Text (alternative text) to be added or to correct titles and headings, etc.



When saving the document, keep one copy as a doc file and then save as an accessible PDF. In the **Save As** menu, choose the name of the document and under **File Format**, select **PDF**. This will give you two options. Choose “Best for electronic distribution and accessibility,” then **Export**.



When opening the new PDF, it will open in Adobe DC. It is a good idea to run an Accessibility Check in this program also. If the document passed the Accessibility Check in Word, it should pass the Accessibility Inspection in Adobe. If it doesn't, correct any errors this program may find.

Captions and Transcripts for Teams Meetings

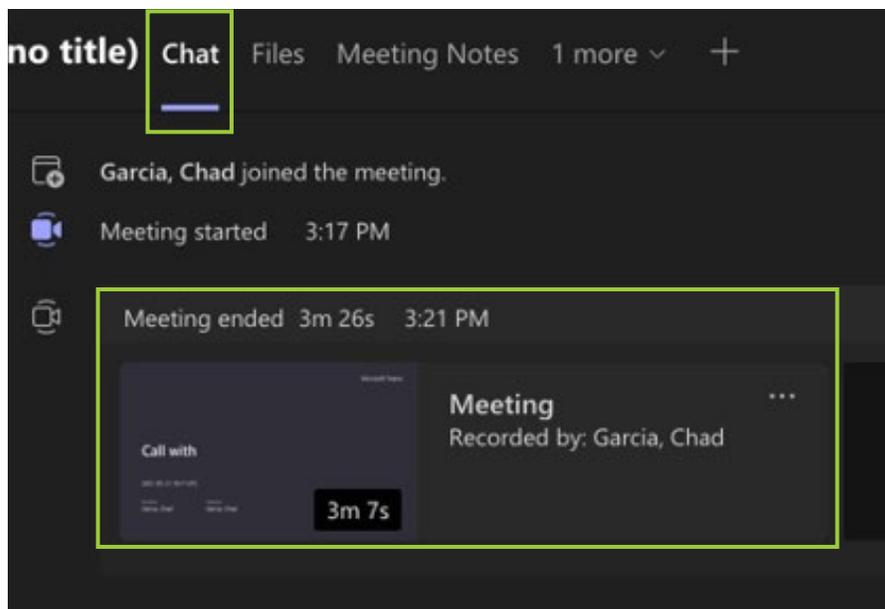
Microsoft Teams allows you to record your live sessions, and with Kaltura you can create transcripts and closed captions for accessibility. This guide walks you through how to take advantage of these tools.

Download Microsoft Teams Meetings Recordings

Once you've recorded your session in Teams, you can access it in Microsoft OneDrive and download the video.

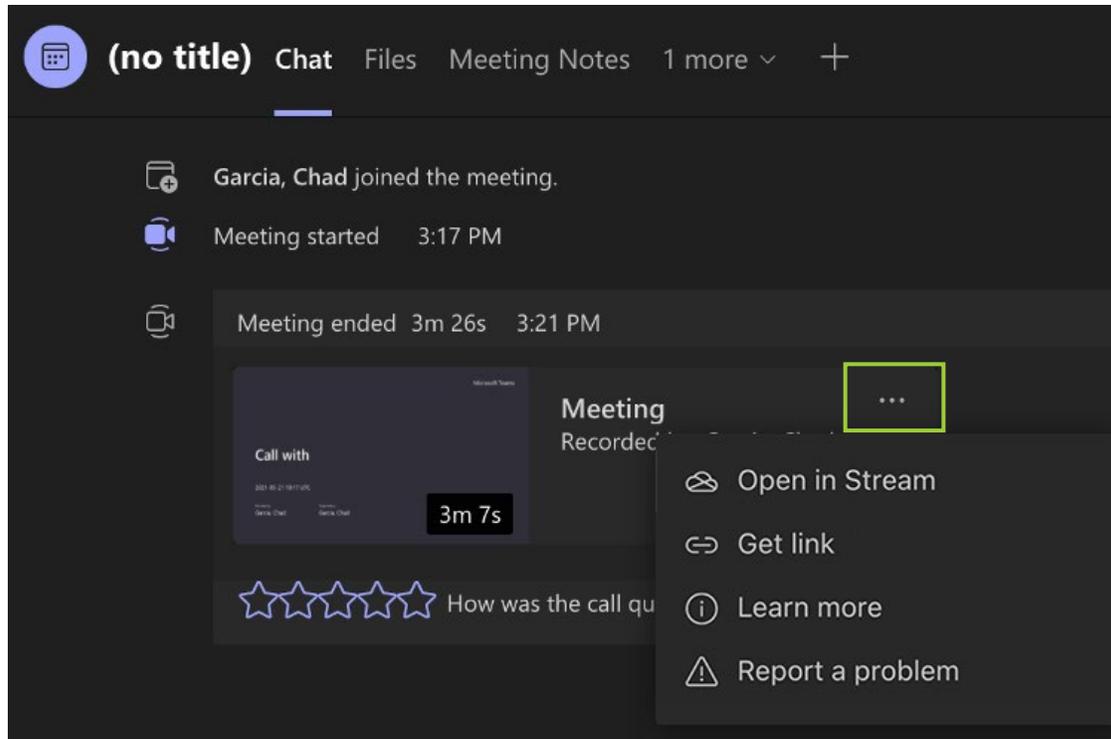
01

To access the recording, go to the **Chat tab** of your session (usually the default view). Just below where it shows the word Meeting ended, you'll see the recorded file.



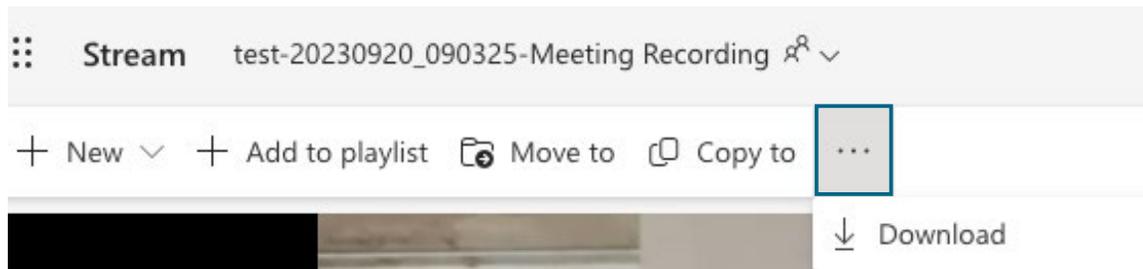
02

Choose the **ellipsis** at the top right of the video to view the dropdown. Choose **Open in Stream**. This will open in a browser window.



03

Once in Stream, choose the **ellipses (...)** in the top menu bar, choose **Download**, and save this file to your desktop.



Requesting Captions in Kaltura

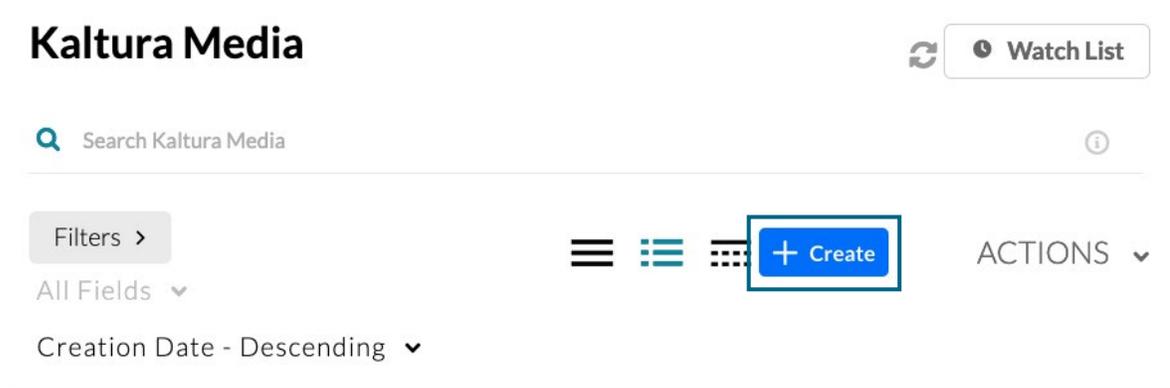
Once you've downloaded your session recording, you will want to add the recorded video to Kaltura for automatic captioning. To access Kaltura, go to your Canvas course, and in the left navigation panel, select **My Kaltura**.



Upload a Video to Kaltura

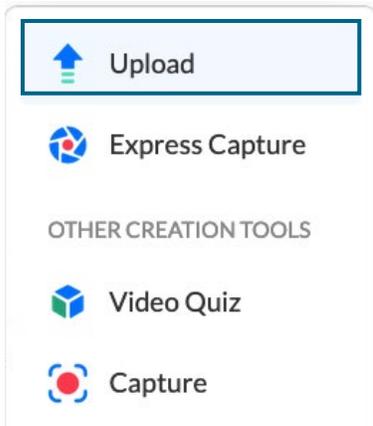
01

Once inside My Kaltura you can add a video by selecting the **Create** button.



02

You will be offered a variety of choices. Select **Upload**.

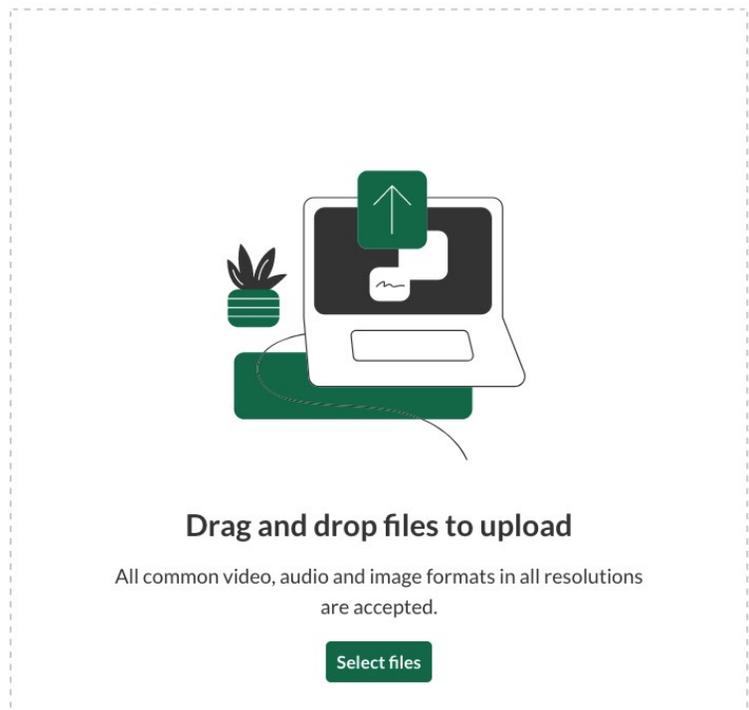


03

Browse for your video by clicking the **Select files** button or drag the file into the designated area.

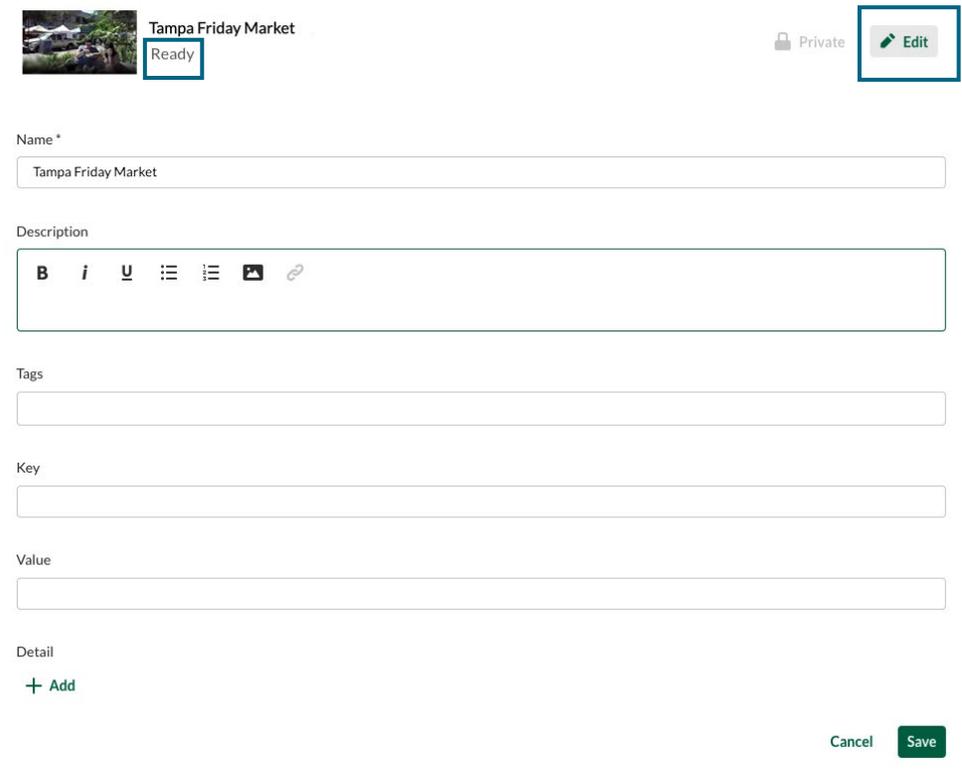
Upload Media

[Back](#)



04

Once the video is processed, beneath the title you will see the word **Ready**. You can then choose the **Edit** button to view the form for giving the video details.



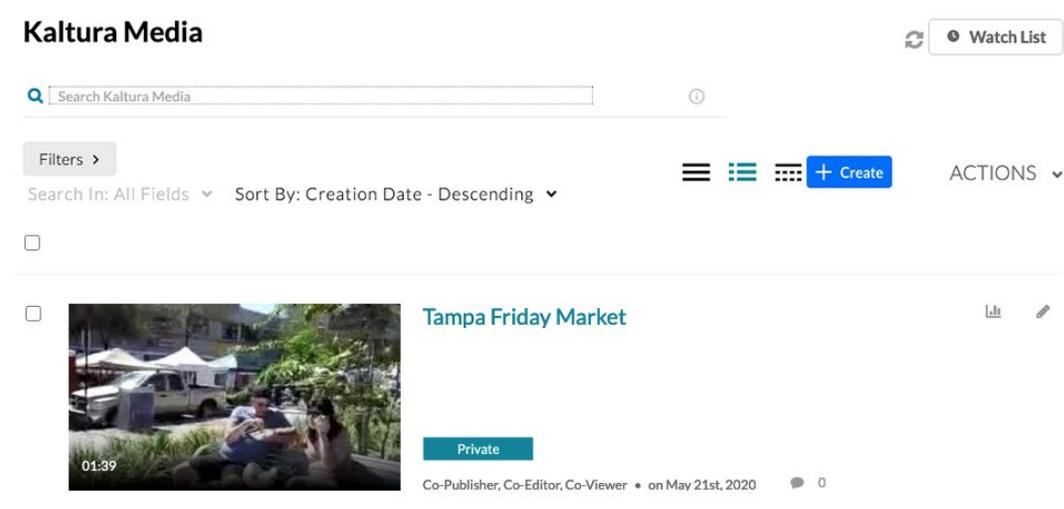
The screenshot shows a video titled "Tampa Friday Market" with a "Ready" status. A "Private" lock icon and an "Edit" button are visible. Below the video is a form with the following fields:

- Name ***: Tampa Friday Market
- Description**: A rich text editor with icons for bold (B), italic (i), underline (u), bulleted list, numbered list, image, and link.
- Tags**: An empty text input field.
- Key**: An empty text input field.
- Value**: An empty text input field.
- Detail**: A "+ Add" button.

At the bottom right of the form are "Cancel" and "Save" buttons.

05

Once the upload is complete, your video will then appear on the **Kaltura Media** page. If the video is long, you may see a message saying the media is still processing.

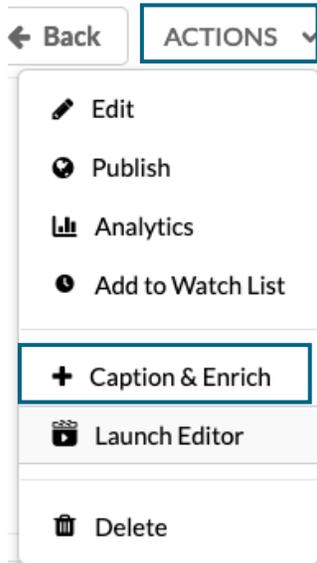


The screenshot shows the "Kaltura Media" interface. At the top right is a "Watch List" button. Below is a search bar labeled "Search Kaltura Media". There are "Filters" and "Sort By: Creation Date - Descending" options. A "+ Create" button and an "ACTIONS" dropdown menu are also visible. The video "Tampa Friday Market" is listed with a thumbnail, a "Private" status, and a duration of "01:39". Below the video, it shows "Co-Publisher, Co-Editor, Co-Viewer" and "on May 21st, 2020".

Editing Captions

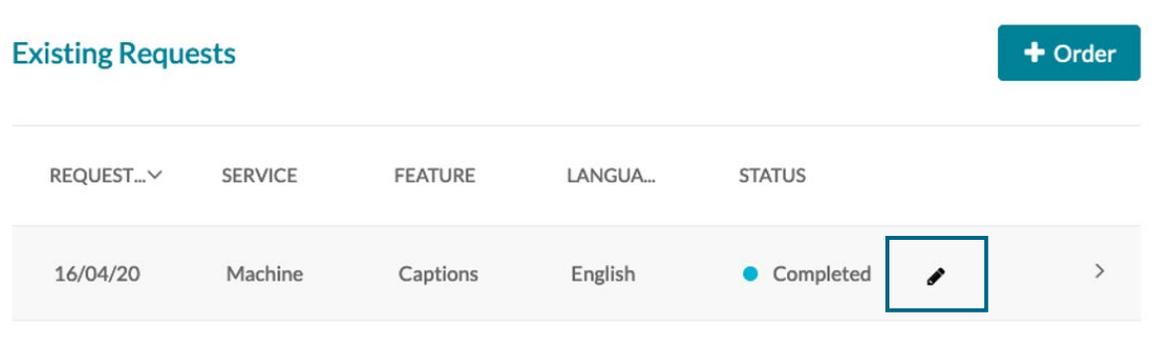
01

Captions are automatically created in Kaltura once you upload your video, however, you may need to edit them. To access the caption editing feature, select your video within My Kaltura. On this screen, select Actions. Then choose + Caption & Enrich from the dropdown menu.



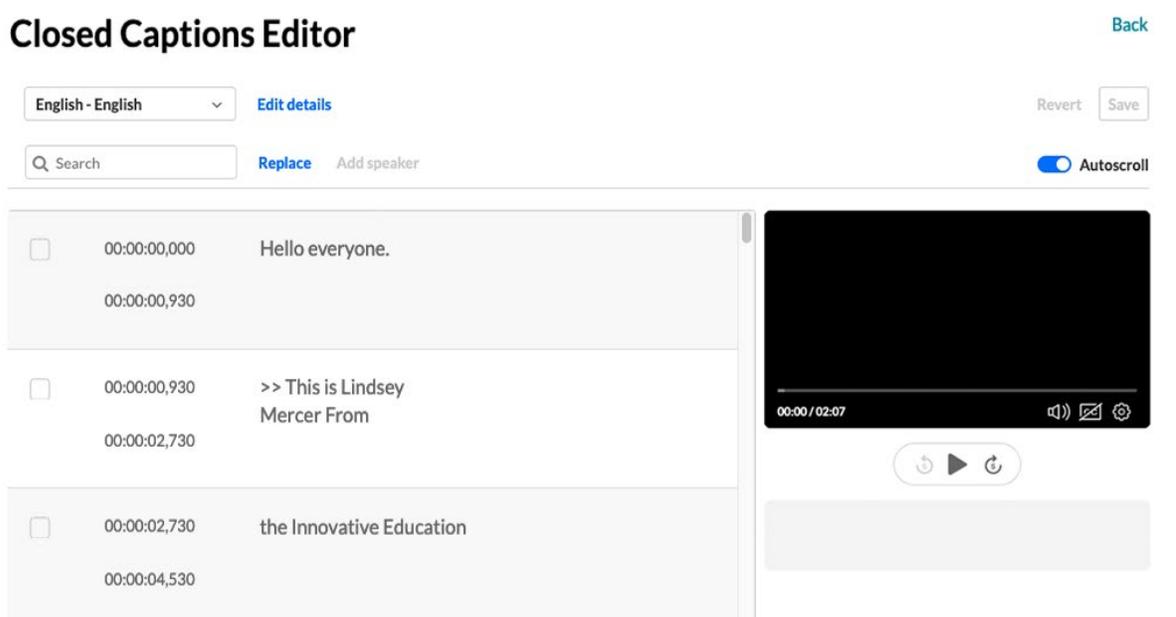
02

This opens the captions page. Select the **pencil** to edit. If you do not see this then your captions may still be processing.



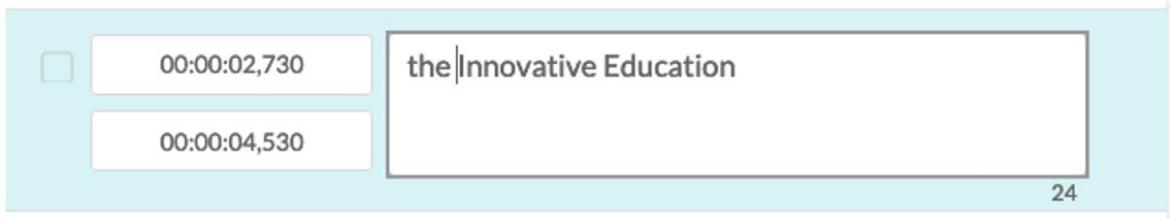
03

Selecting the pencil opens the editing screen. Scan through the **text** (1) to find any discrepancies or use the **video scrubber** (2) to go to a certain point within the video. Select the **play button** (3) to listen to the video to verify what was said.



04

To edit, type the correct text in the line selected. Kaltura autosaves your changes.



Need more information?

<https://webaim.org/techniques/acrobat/>
<https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>
<http://www.adobe.com/accessibility/pdf/pdf-accessibility-overview.html>
<http://www.washington.edu/accessibility/documents/pdf-acrobat/>
<https://support.office.com/en-us/article/Create-accessible-PDFs-064625e0-56ea-4e16-ad71-3aa33bb4b7ed>