

Creating Accessible Instructional Materials

Learn by doing

CTLT

Center for Teaching, Learning & Technology

What

- ▶ Workshops to guide faculty in the creation of accessible course content

Who

- ▶ Designed for Cal Poly faculty, instructors and staff



Why

- ▶ Create an inclusive campus community for students with disabilities
- ▶ Comply with federal law (Section 508) and Web Consortium Accessibility Guidelines (WCAG)
- ▶ Align with CSU Policy and Accessible Technology Initiative (ATI) requirements



Federal law and CSU policy

- ▶ *Web accessibility means that people with disabilities can perceive, understand, navigate, and interact with the Web, and they can contribute to the Web. ([World Wide Web Consortium; W3C](#))*
- ▶ *Section 508 is the federal law that requires all website content to be accessible to people with disabilities. This applies to Web application, Web pages and all attached files on the intranet, as well as, internet. ([Health and Human Services](#))*
- ▶ *It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability. ([CSU Accessible Technology Initiative](#))*

Who are our students?

- ▶ Disability types
 - ▶ Visual, auditory, speech
 - ▶ Mobility
 - ▶ Learning
 - ▶ Psychological or psychiatric
- ▶ Barriers
 - ▶ Electronic documents and presentations
 - ▶ Videos without captions
- ▶ Solutions to barriers
 - ▶ Assistive technologies
 - ▶ Accommodations; modifications



Accessible Document Design Workshop

- ▶ Options: In-person and online
- ▶ Step-by-step hands-on guidance to create an accessible Word document and convert to accessible PDF
- ▶ Offered weekly; 90 minutes
- ▶ Focus: Create an accessible syllabus
- ▶ Includes PowerPoint presentations



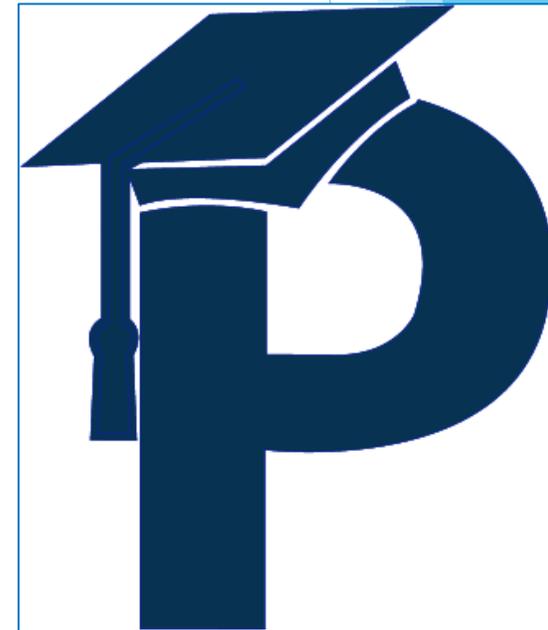
Create and Caption Videos Workshop

- ▶ Options: In-person and online
- ▶ Create videos with Screencast-O-Matic
- ▶ Caption videos in YouTube
- ▶ Online option for winter



PolyLearn Accessibility Workshop

- ▶ Options: In-person and online
- ▶ Learn to use PolyLearn tools and features to create accessible course content



Creating Accessible Course Materials Workshop

- ▶ Online only: Self-paced or facilitated
- ▶ 4-week duration; 5-10 hours per week
- ▶ Create accessible course content
 - ▶ Introduction to accessibility
 - ▶ PolyLearn content using the text editor
 - ▶ Documents and presentations
 - ▶ Video creation and captioning
 - ▶ Accessibility Action Plan



**VISION
PLAN
ACTION
SUCCESS**

Resources and Support

- ▶ CTLT Webpage: Accessibility Resources
 - ▶ [CSU ATI](#): Policy overview; video tutorials; checklists
 - ▶ [WebAIM](#): Microsoft screenshot tutorials
 - ▶ [AED CoP](#): Word video tutorials
 - ▶ [Section 508 Accessibility Checklists](#)
 - ▶ [DAT Toolbar](#) for Windows
 - ▶ MIDAS: Document remediation services; contact John Lee at jl245@calpoly.edu
 - ▶ [SensusAccess](#): Document converter
 - ▶ [Media Captioning](#): Classroom Technologies



What you can do

- ▶ Attend a workshop
- ▶ Tell your colleagues
- ▶ Request a workshop for your department
- ▶ Learn more about CSU ATI, Section 508, and WCAG
- ▶ Let us know what you need

<https://ctlt.calpoly.edu/workshops>



Questions?

- ▶ Pam Dougherty, Instructional Designer/Accessibility Specialist
- ▶ Office: CTLT, Kennedy Library 319
- ▶ Email: padoughe@calpoly.edu
- ▶ Phone: (805)756-7381

