Creating Accessible Online Trainings

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Thanks to OVW!

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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.

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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

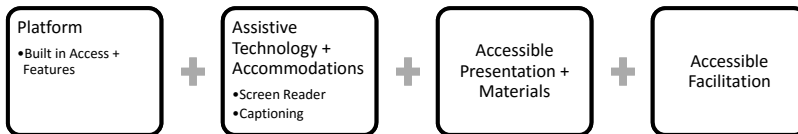- Participants with cognitive disabilities

- Everyone!

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Accessibility Standards

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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.

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Accessible Webinar Platforms

Accessibility Builds from the Platform

Platform		Assistive Technology + Accommodations		Accessible Presentation + Materials		Accessible Facilitation
•Built in Access + Features	➕	•Screen Reader •Captioning	➕		➕	

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
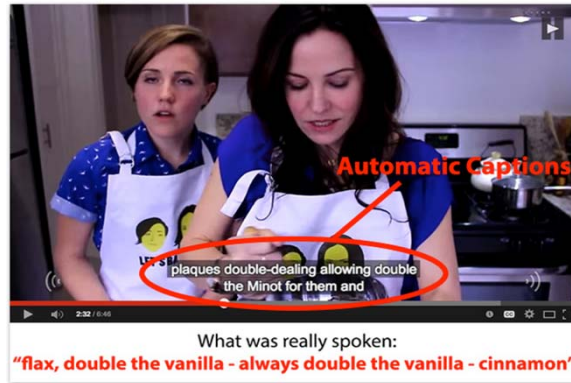- Recommendations from disability/Deaf colleagues!

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

Non Integrated Captioning

Captioning Needs to Be Accurate

Automatic Captions

plaques double-dealing allowing double the Minot for them and

What was really spoken:
"flax, double the vanilla - always double the vanilla - cinnamon"

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 all relevant or important text in the chat window.

Chat Box
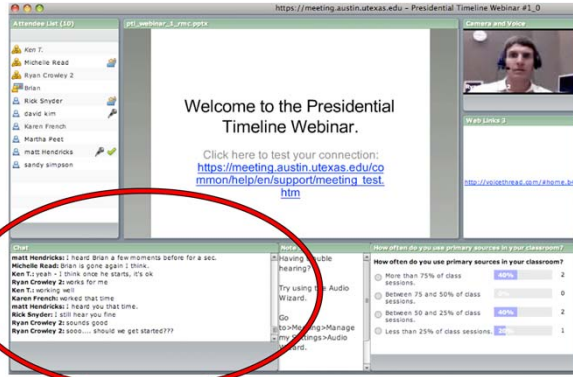
Video Sharing

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

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Behind the Scenes

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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
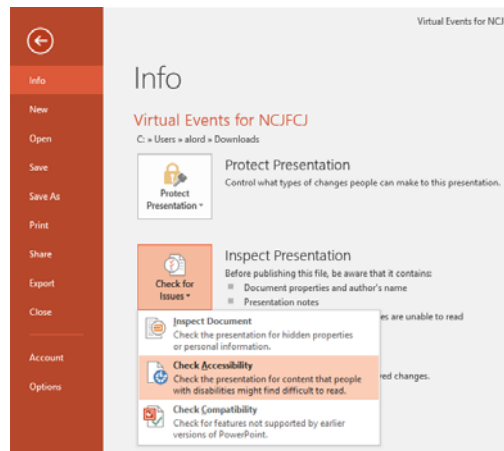 - Use "arrange" in Microsoft PowerPoint
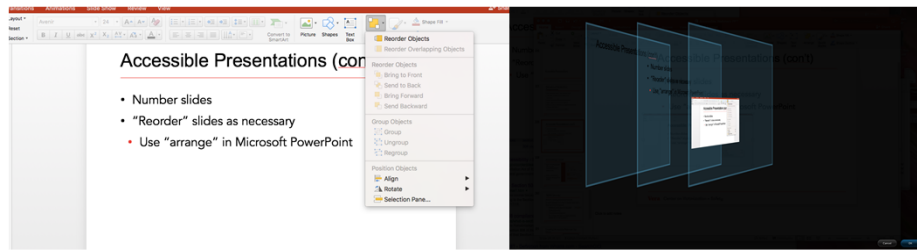
Alt-text

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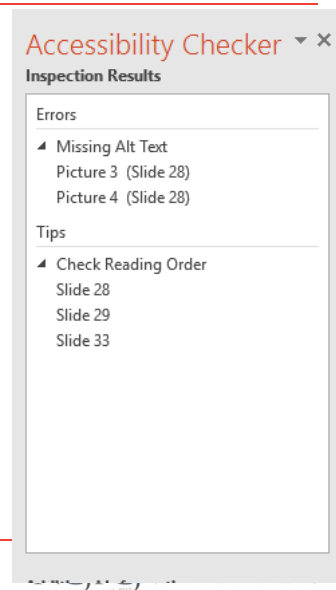- "black and white picture of three sets of hands cupping a small house, smallest hands on top, largest on the bottom"

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)

Accessibility Full Check

Report and Comment Options

☑ Create Accessibility Report   Folder: \\mentos\users-fvdrno\alord\My Documents

  ☑ Include repair hints in Accessibility Report

☐ Create comments in document

Page Range

◉ All pages in document   ○ Pages from   1   to   1

Checking Options

Name: Adobe PDF

☑ Alternative descriptions are provided
☑ Text language is specified
☑ Reliable character encoding is provided
☑ All content is contained in the document structure
☑ All form fields have descriptions
☑ Tab order is consistent with the structure order
☑ List and table structure is correct

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Questions?

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END ABUSE of People with Disabilities   TA2TA

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Creating Accessible Webinars Tip Sheet

Series: Designing accessible resources for people with disabilities and Deaf people

Planning and Hosting Accessible Webinars

Tip Sheet No. 2
July 2017

Webinars are a great option for sharing information and providing training for those working to address domestic and sexual violence against people with disabilities. These types of virtual sessions are cost-effective, allowing you to host multiple trainings, thus reaching more people, and participants can join in without having to travel. Webinars are also an accessible means of reaching people with disabilities and Deaf people because they can attend from anywhere. However, to ensure that people with disabilities and Deaf people can fully engage and benefit from the content, you should consider several best practices for developing accessible webinars. This tip sheet addresses the key considerations for hosting accessible webinars, such as selecting your webinar platform, creating accessible webinar materials, working with your presenters to inform them about accessibility issues, and connecting with your participants to ensure that you meet their access needs.

Selecting a webinar platform

The accessibility of your webinars will always begin and end with the webinar platform you are using. If the program is not accessible or does not include certain integrated features, your ability to provide access will be limited. Before committing to a webinar platform, there are a few things that you should check to ensure that you will be able to provide access during your virtual events:

- Is the platform compliant with Section 508 of the Rehabilitation Act? You don't need to be a legal expert to determine if something is 508 compliant. Often, an internet search can help you determine if the platform you are considering is accessible. Even if the provider's website says it is accessible, it is also recommended that you ask the provider directly. Most service representatives know what this is or should be able to find this information. If the company

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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