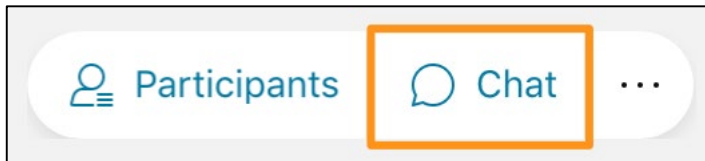




Technical College System of Georgia

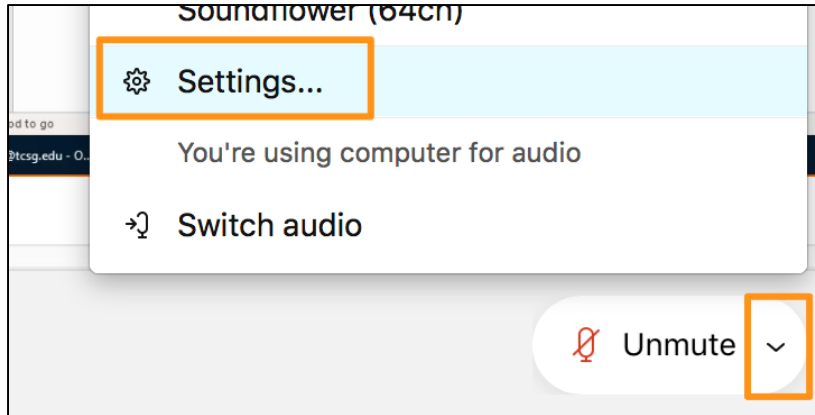
Global Accessibility Awareness Day

Participants are muted on entry. Please ask questions in the Chat panel unless asked to use your microphone.



Sound Check in Progress

- We are now performing a sound check
- Please check your WebEx settings if you are experiencing issues with sound.





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9:00 AM

Accessibility Statement Kick-Off

Kimberly Ellis,

Special Populations/Career Services/Equity Coordinator





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9:15 AM

Ally Overview & Accessibility Report

Nikki Stubbs, GVTC

Ally Basics

Blackboard










- Alternative Formats for Learners
- Institutional Reporting for the Bigger Picture
- Instructor-Specific Feedback to Save Time & Resources

Accessible content is better content



Alternative Formats

Format	Format Advantages
 OCRed PDF Automatically extracted text	Improved scanned documents Better reading and text search
 Tagged PDF Structured PDF for assistive technology	Improved structure for navigation Essential for screen readers
 HTML For browser and mobile	Customize your text Adapts text to mobile screen sizes
 ePub Reading on tablets and e-book readers	eBooks on tablets Annotating and highlighting
 Electronic braille BRF version for electronic braille displays	Read more quickly Essential for visual impairments
 Audio MP3 recording of text	Listen and learn on the go Engage different modalities
 Translated version (opt-in format) A machine translated version of the doc	Experience a different language Access 50 different translations



Vincent van Gogh A↓

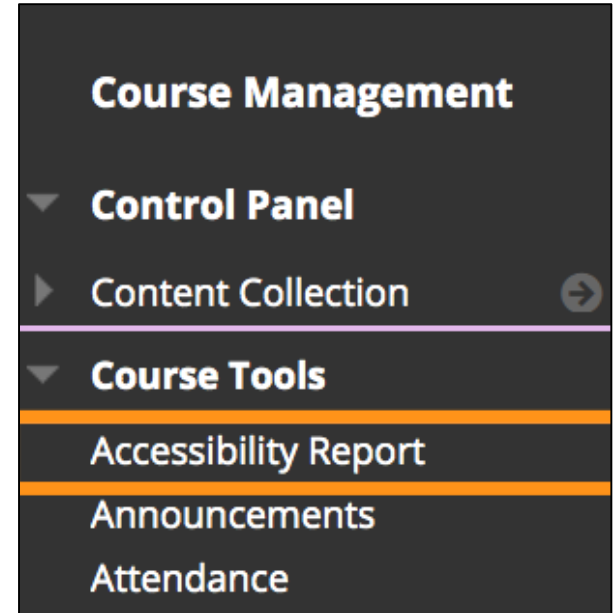
Alternative formats



Brown Et Al - Project Planning A↓

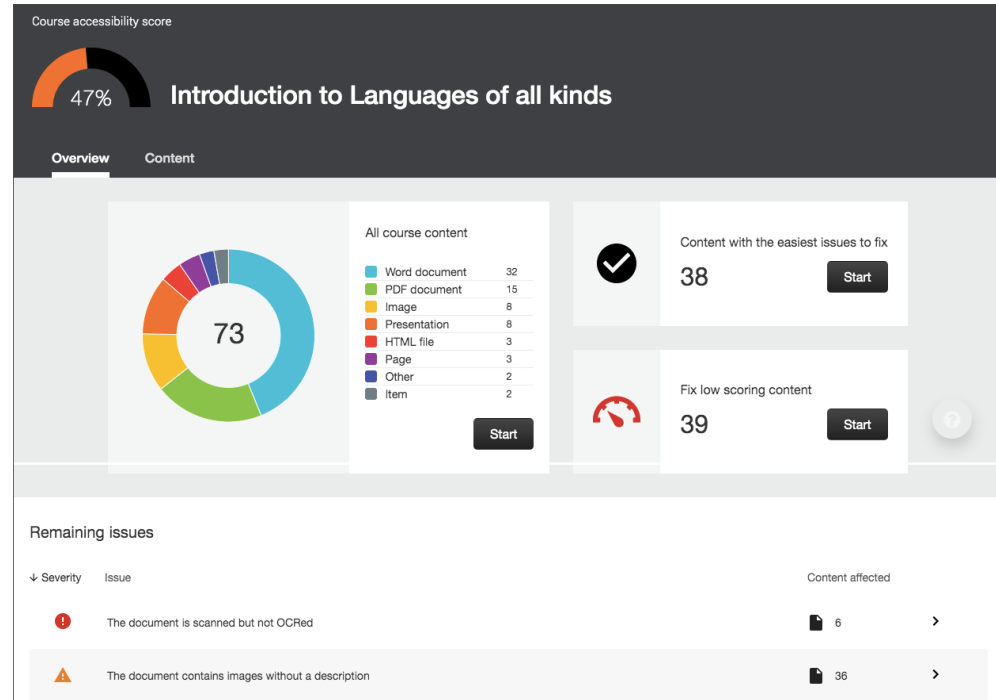
Find Your Course Accessibility Report

- The course accessibility report acts as a complement to the existing accessibility indicators. It provides an accessibility summary and overview at the course level.
- Report can be found Under Course Management > Course Tools > Accessibility Report





Course Accessibility Report

- The *Overview* tab shows the accessibility score for the course, course content grouped by content type, and a list of all issues identified in the course
- The *Content* tab shows you the content with accessibility issues.



Choose what to fix first

- Use the report to help you decide what to fix first. For example, content with most severe issues first or start with the content that's easiest to fix.
- Choose between *Content with the easiest issues to fix* and *Fix low scoring content*. See how many pieces of content you'll be fixing. Select *Start*.

	Content with the easiest issues to fix 38 Start
	Fix low scoring content 39 Start

What does Ally Check?

- Currently, Ally checks files in these formats:
 - PDF files
 - Microsoft® Word files
 - Microsoft® PowerPoint® files
 - OpenOffice/LibreOffice files
 - Uploaded HTML files
 - Image files (JPG, JPEG, GIF, PNG, BPM, TIFF)
 - WYSIWYG/VTBE content
 - *The results for WYSIWYG content only appear in the [Institutional Report](#) and [Course accessibility report](#).*
 - YouTube™ videos embedded in WYSIWYG/VTBE content



Technical College

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9:30 AM

Adding Alternate Text (Image Descriptions)

Erica Roberson, GVTC

Alternative Text

- Excel, Outlook, PowerPoint, Word
- Alt text should be:
 - Accurate
 - Descriptive
 - Non-Redundant
- Items that should have alt text:
 - Images
 - SmartArt Graphics
 - Shapes
 - Charts/Pivot Charts
 - Tables

Alt Text

How would you describe this object and its context to someone who is blind?
(1-2 sentences recommended)

Image of OpenTech Training Banner

☐ Mark as decorative

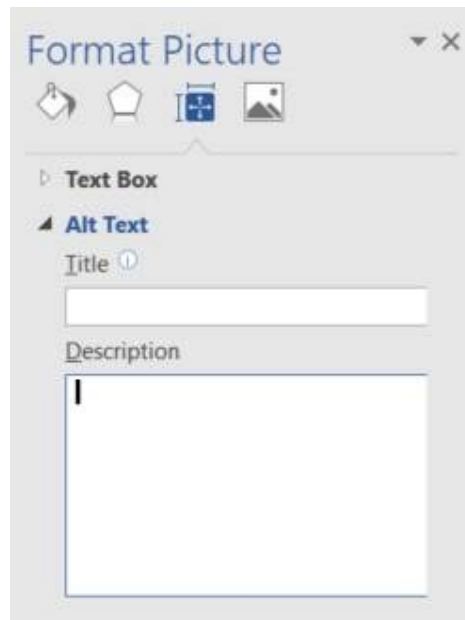
Generate a description for me

Adding/Updating Alternative Text

1. Alternative Text in Word/PowerPoint.
2. Images placed in Blackboard.

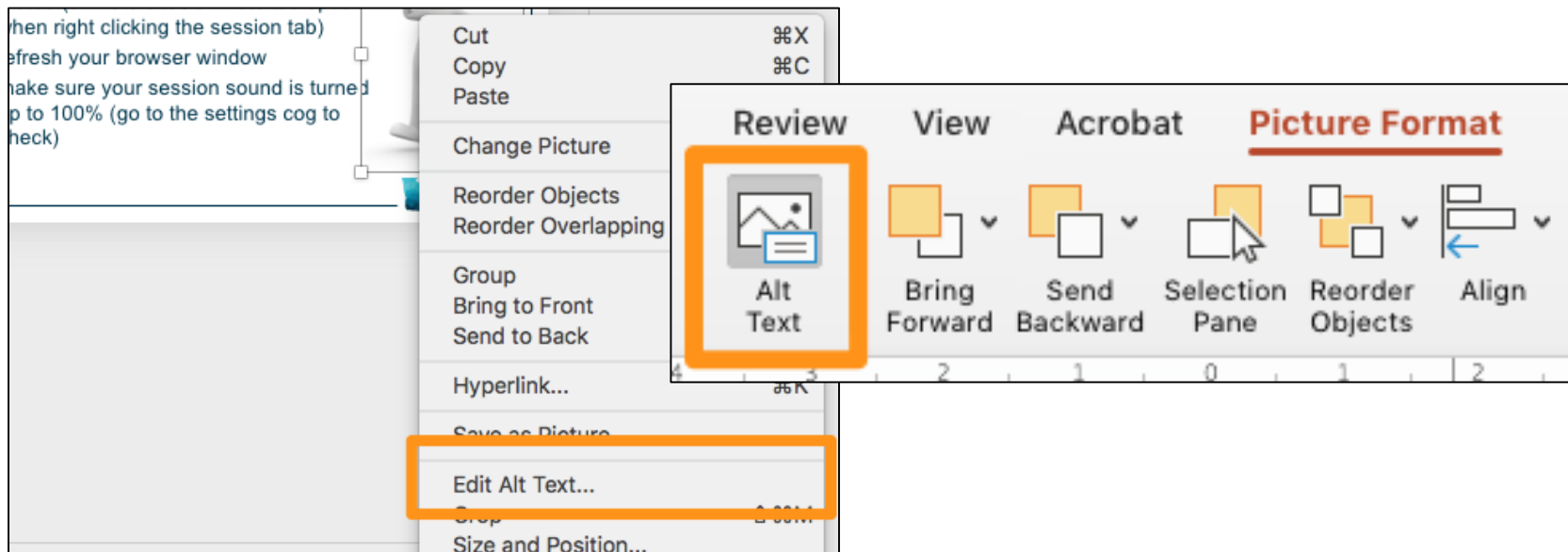
Alternative Text – Tool Access PC

- Select Image > Right Click > Format Shape/Picture > Layout and Properties Icon > Select Alt Text
- Select Image > Under Picture Styles > Select the “More Icon” > Layout and Properties > Select Alt Text
- Note: Title area is optional.



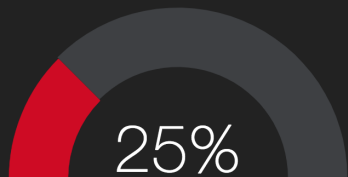
Alternative Text – Tool Access MAC

- Select Image > Right Click > Edit Alt Text
- Select Image > Choose Picture Format > Alt Text



Alternative Descriptions for Image Files

Philosopher_Statues.jpg



Add alternative description

Enter a description for this image

Add

Decorative images

In some cases, the image may be non-informative or doesn't represent relevant content. You don't have to describe these images, but you do have to indicate that they are decorative by using the 'Indicate image is decorative' button.

Indicate image is decorative

Example





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10:00 AM

Adding Titles to Your Documents

Nikki Stubbs, GVTC

Document Titles – Word/PowerPoint

- MAC: File > Properties > Summary > Title
- PC: File > Info > Title

GAAD_05.20.2021.pptx Properties

General Summary Statistics Content Custom

Title: GAAD 2021

Subject:

Author: Nikki Stubbs

Manager:

Company:

Category:

Keywords:

Comments:

Properties ▾

Size 114KB

Slides 1

Hidden slides 0

Title Add a title

Tags Add a tag

Categories Add a category

Related Dates

Document Titles – PDF

- File > Properties > Description > Title

The image shows a PDF viewer interface with a document titled "Interviewing Skills" and subtitle "Types of Interviews". The document is from GCF LearnFree.org. A "Document Properties" dialog box is open, showing the "Description" tab. The "Title" field is highlighted with an orange box and contains the text "Types of Interviews". Other fields include "Author: 'Stubbs, Nikki'", "Subject:", and "Keywords:". At the bottom, it shows "Created: 5/18/21, 7:07:19 AM", "Modified: 5/18/21, 7:07:20 AM", and "Application: Microsoft Word". To the right, an accessibility score of 99% is displayed with a green arc. Below the score, a message states "This PDF does not have a title" with buttons for "What this means" and "How to add a title". At the bottom right, there is a link to "Upload a version with a PDF title".

Page 1 of 3

Interviewing Skills
Types of Interviews

GCF LearnFree.org

Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: Types of Interviews Tutorial at GCF LearnFree(1).pdf

Title: Types of Interviews

Author: "Stubbs, Nikki"

Subject:

Keywords:

Created: 5/18/21, 7:07:19 AM

Modified: 5/18/21, 7:07:20 AM

Application: Microsoft Word

Additional Metadata...

Accessibility score for:
Types of Interviews Tutorial at
GCF LearnFree(1).pdf

99%

This PDF does not have a title

What this means

How to add a title

Upload a version with a PDF title



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10:30 AM

Adding a Language Set to Your Document

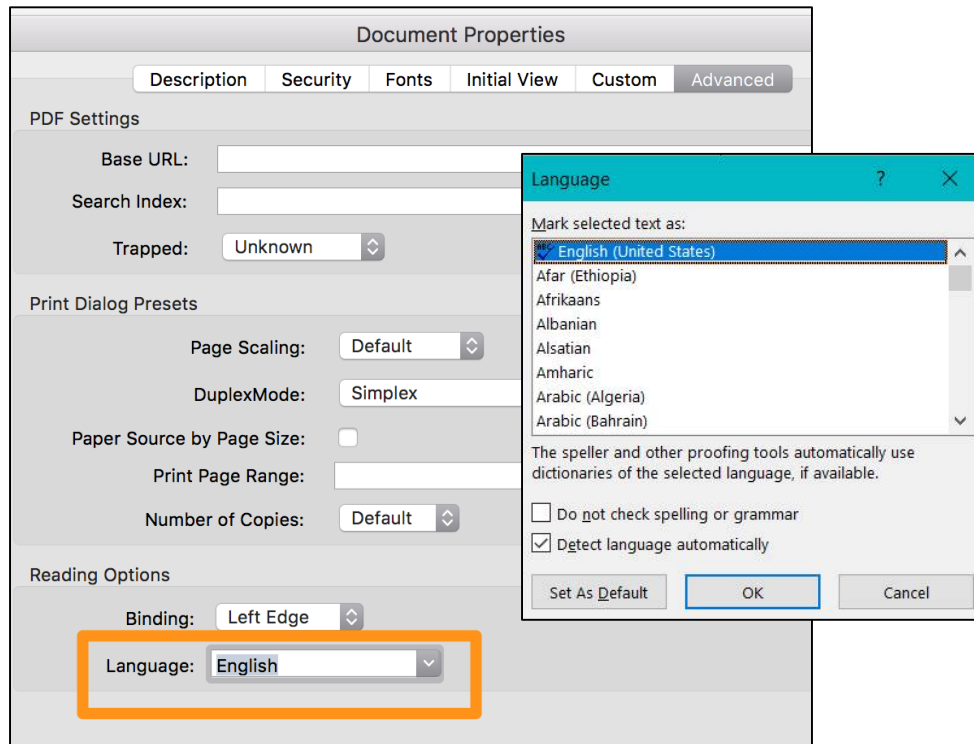
Nikki Stubbs, GVTC

Adding a Language Set

- Word will automatically detect language preference.
 - Review Tab > Language
 - Language > Detect Language Automatically
- PDF Files are the most common file missing language sets.

How to Fix Your PDFs (Pro)

- File > Properties > Advanced > Reading Options

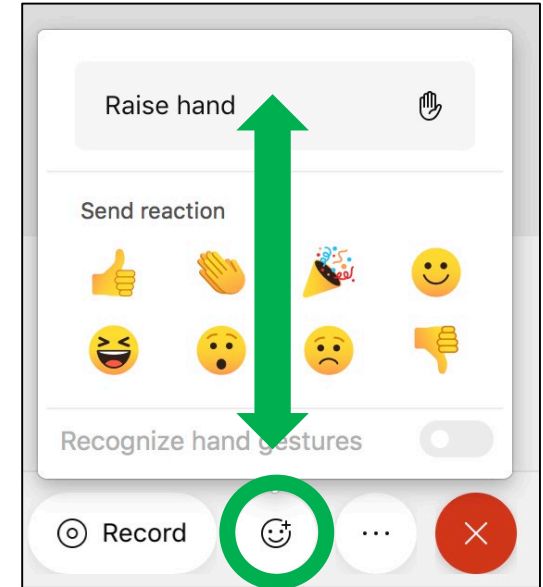
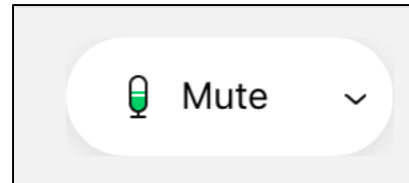


Questions?

If you would like to use your microphone to ask a question, please raise your hand and we will turn on your microphone.



Once granted access press the mute button to turn on your microphone.

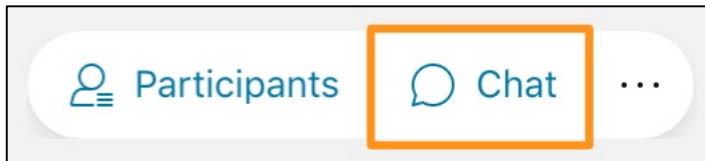




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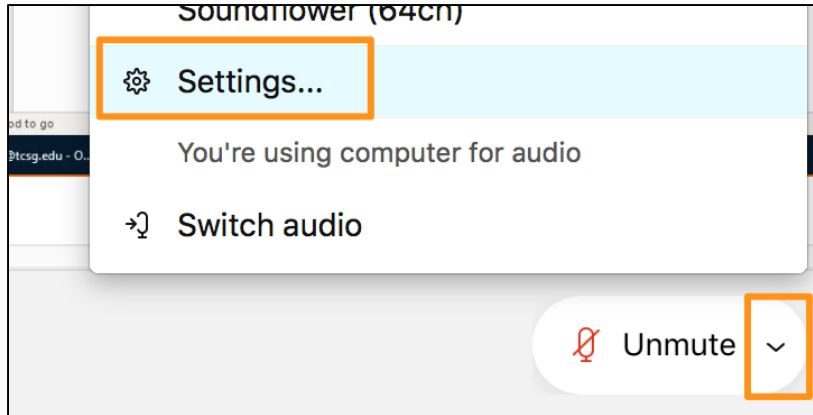
Global Accessibility Awareness Day

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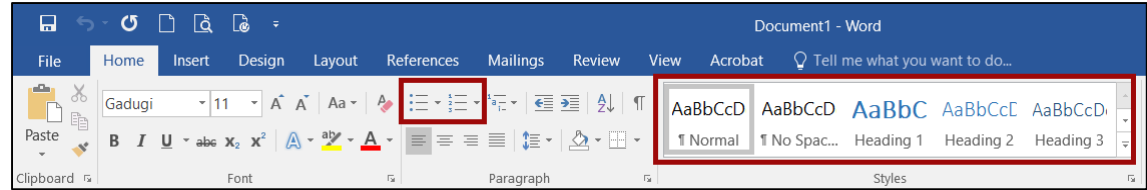
System of Georgia

1:00 PM

Adding Headings in Word Documents

Erica Roberson, GVTC

Built in Headings and Styles



- Outlook, Word
- Organize information into small logical chunks with appropriate heading structure.
 - Office's built-in headers are already formatted for proper font and size adjustments for each level.
 - Use headings in logical order. Do not skip levels.
 - Do not create a faux heading by manipulating body text to look visually different or create faux lists by via the tab key and formatted text. These methods provide no indicators for screen readers.
 - Bullets for non-ordered lists.
 - Numbers for ordered lists.



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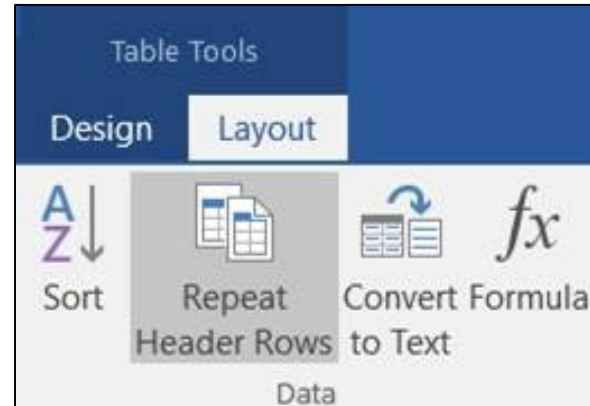
1:30 PM

Adding Table Headers in Word Documents

Erica Roberson, GVTC

Adding Tables Headers, Word Documents

- Organize Complex information
- Highlight First Row of Table > Select Layout Tab > Select Repeat Header Rows.





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System of Georgia


2:00 PM

Correcting HTML Color Contrast Issues

Nikki Stubbs, GVTC

Correcting HTML Color Issues

- WYSIWYG Content - Ally reports this on the Institutional/Course Report only.

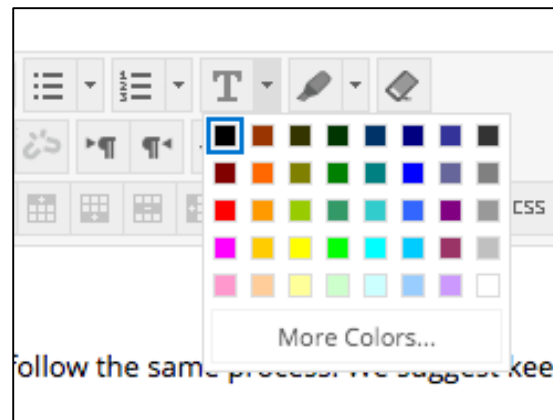


The Interview Process - HTML Color Contrast

The interview process

Regardless of which type of interview you will have, all should follow the

1. **Greet** the interviewer with a firm handshake, introduce yourself
2. **Offer** additional copies of your resume. Have several copies with other materials to share, you can bring them out now or hold on to
3. **Answer** the questions that are asked of you, making sure to be clear and to ask for clarification.
4. **Ask** whatever questions you may have about the job or the company
5. **Leave** on a good note. When the interview is over, shake the interviewer's hand





Technical College

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2:30 PM

Correcting Contrast Issues in Documents

Erica Roberson, GVTC

Colour Contrast Analyser



Colour Contrast Analyser (CCA) Edit View

Contrast ratio 21:1

Foreground colour (black)

#000000 HEX

Background colour (white)

#FFFFFF HEX

▼ Sample preview

example text showing contrast

WCAG 2.1 results

- ▶ 1.4.3 Contrast (Minimum) (AA)
✓ Pass for large and regular text
- ▶ 1.4.6 Contrast (Enhanced) (AAA)
✓ Pass for large and regular text
- ▶ 1.4.11 Non-text Contrast (AA)
✓ Pass for UI components and graphical objects

- Separate download for Windows and MacOS
- WCAG 2.1 Compliance Indicator
- Several ways to set colours: raw text entry, RGB sliders, colour picker
- Supports alpha transparency on foreground colors
- Colour Blindness Simulator

Questions?

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Once granted access press the mute button to turn on your microphone.

