Training Plan

Summary

Youngstown State University is committed to providing information on the web which is available to all students and employees with disabilities where they can perceive, understand, navigate and interact with the Web. Courses and resources have been developed or identified to assist faculty and staff in creating accessible web pages, courses, and other online content.

Schedule

Accessible EIT Overview and other courses listed will be offered on a regular schedule at the frequency indicated in each course description. The schedule of courses is published to all employees on the HR Training and Development Training Calendar and website. Online videos and written instruction guides are available on-demand at the EIT Desktop Tools website.

The Office of Distance Education offers an online course. The training material offered will be hosted in the learning management system and is available through self-enrollment. ADA Self-paced Training website for information to access this online program.

Website content management training is provided by the University Web Manager, Bob Tupaj on-demand. Submit a Drupal Training Request Form or contact University Website Manager for Drupal training at rtupaj@ysu.edu or x3220.

Course Listing

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Accessible EIT (Electronic Information Technology) Overview

Objectives:

- Inform audience of newly adopted policy and standards
- Discuss how a screen reader used by visually impaired persons interact with electronic information technology
- Explain the general characteristics of an accessible document, website and video
- Explore the EIT Desktop Tools website, Content M and Drupal training material and the Distance Education resources.

Desired Result(s):

Participants will understand the new policy and standards; have an introduction to producing electronic content which is accessible; and learn how screen readers navigate electronic information technology. They will also know where to look for support in creating or modifying documents to include the elements of accessible EIT.

Duration: 1 hour

Prerequisites: None

Frequency/ Method: Monthly, webinar and on-demand video

Requirements: Computer, Internet Connection

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Create Accessible Word 2013/2016 Documents – PC or Mac

Objectives:

- Introduce the features of an accessible Word document
- Review screen reader behavior in a Word document
- Download the Productivity Ribbon from the Desktop Tools site
- Explain aspects which are not accessible when parsed by a screen reader
- Demonstrate the Productivity Ribbon used to cull accessibility features to one tool bar in Word:
    - Check an existing document for issues using the Accessibility Checker
    - Insert document properties and tags for searching and authorship recognition
    - Create document structure using styles
    - Apply a table of contents to a lengthy document
    - Insert an ordered list rather than using tabs and indents
    - Discuss page layout including page setup, breaks and columns
    - Create a table using properties and captions to aid in readability
    - Insert meaningful hyperlinks and/or bookmarks to link or navigate within a document
    - Review the forms features of Word
    - Insert pictures which include alternative text.
- Save a document in portable document format without losing accessible structure and framework
- Save a document in Word which is restricted from editing.

Desired Result(s):

Participants will understand how to create features in their word processor documents which are readable by a screen reader. They will learn alternate methods to communicate visual elements in a document.

Duration: 2 1/2 hours

Prerequisites: Accessible EIT Overview

Frequency/ Method: Bi-monthly / Class

Requirements: PC, Microsoft Word, Documents that include visual elements, hyperlinks and text

Create Accessible PowerPoint Presentations – PC or Mac

Objectives:

- Introduce the features of an accessible PowerPoint
- Review screen reader behavior in a PowerPoint
- Discuss aspects which are not accessible when parsed by a screen reader including color and contrast
- Use the Accessibility Checker to reveal errors and warnings of accessibility issues
- Insert document properties and tags for searching and authorship recognition
- Create document structure using placeholders
- Create a table using properties and captions to aid in readability
- Insert meaningful hyperlinks within a presentation
- Insert pictures which include alternative text.
- Understand best uses of transitions
- Explore the embedded audio recording functions, transcripts should be included
- Discuss the embedded video functions accessibility concerns, captions needed
- Explain options which can be used to transcript audio associated with a presentation
- Check reading order of slides
- Save a document in portable document format without losing accessible structure and framework.

Desired Result(s):

Participants will understand how to create features in their presentations which are readable by a screen reader. They will learn alternate methods to communicate visual elements in a document.

Duration: 2 1/2 hours

Prerequisites: Accessible EIT Overview

Frequency/ Method: Bi-weekly/ Class

Requirements: Personal Computer, Microsoft PowerPoint, presentation which includes visual elements, hyperlinks, sound and text

Create Accessible Excel Spreadsheets – PC or Mac

Objectives:

- Introduce the features of an accessible spreadsheet
- Review screen reader behavior in a spreadsheet including reading order of images, and row and column navigation
- Discuss aspects which are not accessible when parsed by a screen reader including color contrast, and charts
- Use the Accessibility Checker to reveal errors and warnings of issues
- Present charts which are properly captioned but have meaningful data found on the same sheet.
- Insert meaningful hyperlinks within a spreadsheet, if necessary
- Name headings for rows and / or columns for navigation purposes
- Explain design principle of not using color alone to convey information.
- Lock for editing rather than save to PDF format.

Desired Result(s):

Participants will understand how to create features in their spreadsheets which are readable by a screen reader. They will learn alternate methods to communicate visual elements including defining spreadsheet rows and columns and graphs.

Duration: 3 hours

Prerequisite: Accessible EIT Overview

Frequency: Bi-weekly/ Class

Requirements: Personal Computer, Microsoft Excel, spreadsheet which includes visual elements, hyperlinks, charts and tables.

Objectives:

- Introduce the features of an accessible PDF document and form
- Review screen reader behavior in a PDF document structure including reading order and tabbing order in forms, images, and hyperlinks.
- Examine the functions of the "Make Accessible" wizard in the context of an existing PDF document and form.
- Examine the "Touch Up Reading Order" tool to expedite document and form reviews for accessibility
- Add or change tags to facilitate proper reading order and navigation
- Use the document editing feature to correct or update existing documents

Desired Result(s):

Participants will be able to update existing PDF documents and produce new documents which will be checked and made accessible by using the tools inherent to Acrobat Pro. They will understand and practice using the "Make Accessible" wizard and the "Check Accessibility tool."

Duration: 3 hours (class); 1.5 hours (webinar)

Prerequisites: Accessible EIT Overview;   Microsoft Word or PowerPoint

Frequency/Method: Bi-montly, webinar

Requirements: Personal Computer, Adobe Acrobat Pro XI, PDF document, completed Word of PowerPoint document being converted to PDF which includes visual elements such as form fields, images and hyperlinks.

Personal Website Review

Objectives:

- Introduce the Website Accessibility Evaluation Tool (WAVE) by Web AIM
- Review personal (non-university hosted) web pages using the WAVE Tool
- Discuss how to revise websites based on the WAVE findings
    - Visual elements without alternate text
    - Structure
    - Color contrast alerts
    - Un-named elements
    - Meaningful hyperlinks

Desired Result(s):

Participants will know how to check their non-university hosted web pages for accessibility issues in the event that their pages are linked to the learning management system or referred to as a requirement of a course.

NOTE: This course is for information only. Personal website editing will not occur during this class.   Personal websites may be designed or written using a variety of protocols.

Duration: 15 – 30 minutes

Prerequisites: Accessible EIT Overview

Frequency/Method: On-demand, video

Requirements: Internet connection, personal (non-university hosted) website, WAVE by WebAIM link

Online Accessibility Training

Objectives:

Faculty will learn how to make the course materials (content) accessible

Desired Result(s):

Accessible online courses

Duration: This will depend on the learner. Estimates would be 1 -2 hours

Prerequisites: Access to Blackboard. Self-enrollment instructions.

Frequency/Method: Self-paced, online. Presented by the Office of Distance Education (eYSU). For additional information, please visit the ADA Self-paced Training website.

Requirements: Blackboard self-enrollment instructions. Possible Blackboard navigation tutorial available on the DE website.

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Content Management Systems Training

Objectives:

- Prepare content editors with skills to create and update websites

Desired Result(s):

Prepare content editors with skills to create and update web pages on their department website. This includes training explains measures to take so that web pages meet the standards for ADA Compliance.

Duration: Varies.

Prerequisites: Must be an approved content editor.

Frequency/Method: On-demand, ongoing. Presented by the University Web Manager.

Requirements: Approved content editor