

# Accessibility 101

Kansas must meet 508 and ADA - Applies to ALL online content (forms, pages, calendars, applications, systems, etc.)

**CANVAS** is only accessible if content uploaded is also accessible. If teachers upload files/content that doesn't meet standards, then it is not compliant. Teachers must be responsible for their content being accessible.

Currently no real guidelines for **MOBILE** accessibility.

## Solutions

**STATEMENT** - Must have a way for users to easily submit an accessibility complaint. An online form linked in an Accessibility Statement in the Footer is best. This shows accessibility is important and we are committed to it. Should also be an official policy. Should be placed where privacy statement lives to avoid liability.

**Currently** - Non-Discrimination Statement link in the footer of every page of both the district and school sites. The page is currently being edited and will be added to the district navigation once completed. A contact card email should work for compliance but an actual form would probably be better.

**IMAGES** - require alt text, alt="" is accessible on images that are decorative/non-informative because screen readers will skip them, can label as background if decoration, if text is in an image it should also be in description, describe purpose of image not necessarily details of image (headers = superintendent NOT drawing of house with markers)

**Currently** - Using "Description" field as alt text for website purposes. Can "Title" be used instead?

**VIDEOS** - captions required, default YouTube captions aren't good enough but a good place to start and then edit, download auto caption then fix then upload better version, open caption always on, open caption required for Twitter, IBM Watson is getting good reviews for auto captions, have a way for users to request an accessible version (statement and email, stating for disability related reasons), captions need sound information (door slams, etc.), audio describe is best practice for blind people but expensive (person climbing tree, sailboat on lake, etc.), have each speaker introduce themselves for the blind, apply to new videos and fix old videos when asked, YouTube Caption Auditor ([github.com/terril/ytca](https://github.com/terril/ytca))

**COLORS** - cannot be the sole means of communication (red text to highlight importance), if it was grayscale does the same information convey?, links that are different color but not underlined aren't visible to color blind, try "NC State Contrast Checker" tool

**Currently** - Stylesheet does not underline links. May need to change that from the color indicator. Removing color indication could also fit some color issues on School Squares.

**HEADINGS** - screen readers use heading styles to read the page and jump through content

**Currently** - Using <h1> as titles in page. Can we make Bold size 3 a heading option?

**FORMS** - all fields need labels, need to visually see which field is in focus

**Currently** - I believe Uma has updated all website forms.

**ROLES** - use <div role="xxx">, screen readers look for role tags (alert, banner, main, navigation, search, application, footer, etc.)

**NAVIGATION** - trigger with spacebar/tab/enter, should be able to navigate without a mouse

**TABLES** - use markup, use columns not table when using strictly for layout, use <div> not <table> if strictly for layout purposes

**Currently** - Using a few tables for layout purposes.

**LINKS** - words in the <a></a> cannot be "click here" or "read more" because screen readers will read the link as "click here" instead of "employee application" etc., screen readers can read through list of links on a page, must be underlined not just different color, can color be different based on text color around it (ex: black or white on squares)

**Currently** - I've been updating all "click here" references when I see them. We may need a solution to the "read more" issue.

**FOREIGN LANGUAGE** - all non-english text needs language tag

**PDF** - ABBY Fine Reader, Acrobat Pro DC required to make accessible PDFs but the reader is free to everyone, sections must be tagged, fields must be labeled, tables must be tagged, if image caption contains details then alt tag not necessary, scanned documents are really difficult to make accessible, easier to fix accessibility in Word than PDF, reading order important and set in tags, never save as reduced file size,

**BULLETS** - must be <ul> or <ol> cannot be "-" or "\*" even in Word

**TEXT** - cannot be underlined unless a link, 12pt font is fine, sans-serif, no double spacing, no spacing by using enter key (reads each enter as blank)

**MICROSOFT WORD** - built in checker under file/check accessibility, right click to alt text table, use column not table when using for layout only, bullets cannot be "-" or "\*" must be <ul> or <ol>

**LAYOUT** - school sites should be the same (navigation and layout) when possible

## Testing

Test all online content with screen reader (Jaws, NVDA), eyes closed and without a mouse. Keyboard only testing.

Test all online content with assistive technology tools.

Blackboard Ally - points out problems, does not fix them, only a solution if it is constantly monitored, does not work at all with scanned pdfs, breaks most pdfs

[ComplianceSherriff.com](http://ComplianceSherriff.com) - automated accessibility testing tool

Find color contrast checkers and run them on announcements, headers and squares.

Chrome and Firefox are the most used browsers and JAWS is the most used screen reader. WebAIM is the standard for keyboard operability/keyboard only usability.