

# GRCC Accessibility Quick Guide

This quick guide is designed to provide a high-level understanding of how to use different types of campus technologies accessibly. For more detailed information follow the links for each technology or visit [grcc.edu/accessguide](http://grcc.edu/accessguide).

FORMAT	HOW TO BUILD IT ACCESSIBLY	HOW TO CHECK IF IT IS ACCESSIBLE
<b>MS Word</b>	<ul style="list-style-type: none"> <li>• Use heading styles.</li> <li>• Use built-in formats for bulleted lists, columns, and tables.</li> <li>• Avoid floating text boxes.</li> <li>• Include alternative text for images.</li> <li>• Use the Accessible Syllabus Template. (<a href="http://grcc.edu/syllabus">grcc.edu/syllabus</a>)</li> <li>• For help using the syllabus template, watch this YouTube video. (<a href="https://youtu.be/tHEGtHF7Eq4">https://youtu.be/tHEGtHF7Eq4</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• Run the Microsoft Word Accessibility Checker. (<a href="http://office.microsoft.com/en-us/word-help/check-for-accessibility-issues-HA010369192.aspx">http://office.microsoft.com/en-us/word-help/check-for-accessibility-issues-HA010369192.aspx</a>) It will guide you through making it accessible.</li> </ul>
<b>MS PowerPoint</b>	<ul style="list-style-type: none"> <li>• Use built-in slide layouts.</li> <li>• Compose in Outline view (or check Outline view to make sure all slide text is in Outline view).</li> <li>• Add alternative text for images.</li> </ul>	<ul style="list-style-type: none"> <li>• Run the Microsoft PowerPoint Accessibility Checker. (<a href="http://office.microsoft.com/en-us/powerpoint-help/check-for-accessibility-issues-HA010369192.aspx">http://office.microsoft.com/en-us/powerpoint-help/check-for-accessibility-issues-HA010369192.aspx</a>) It will guide you through making it accessible.</li> </ul>
<b>PDF</b>	<ul style="list-style-type: none"> <li>• Use software that creates accessible PDFs, like MS Word (Windows only).</li> <li>• Run OCR on scanned items.</li> </ul>	<ul style="list-style-type: none"> <li>• Fully determining the accessibility of a PDF document is challenging. The following procedure will let you get an overview of a document's accessibility. <ul style="list-style-type: none"> <li>- In Adobe Acrobat choose "<b>Full check</b>" under <b>View</b>, then <b>Tools</b>, then <b>Accessibility</b>.</li> <li>- Confirm the correct document reading order by selecting "<b>Read Out Loud</b>" in the <b>View menu</b> to have the document read to you.</li> </ul> </li> </ul>
<b>Blackboard Learn</b>	<ul style="list-style-type: none"> <li>• Most of Blackboard Learn's functionality is accessible.</li> <li>• User added content must be designed accessibly. <ul style="list-style-type: none"> <li>- For content that you upload, use the appropriate guide in this handout.</li> <li>- For content that you create in Blackboard (e.g. items, discussion board posts, announcements), follow the guidelines for "Web Pages."</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ensure <b>Edit Mode is ON</b>, select "<b>Edit</b>" from the menu next to your content and: <ul style="list-style-type: none"> <li>- Right-click on any images, select "<b>Image</b>" and ensure there is an appropriate Image Description.</li> <li>- Verify that headings are properly identified in the "<b>Format</b>" drop-down in the Text Editor.</li> <li>- Ensure lists are properly bulleted.</li> <li>- Check for consistent font type, size and spacing.</li> </ul> </li> </ul>

FORMAT	HOW TO BUILD IT ACCESSIBLY	HOW TO CHECK IF IT IS ACCESSIBLE
<b>Video</b>	<ul style="list-style-type: none"> <li>• Include captions.</li> <li>• Use an accessible media player, (i.e. Relay, YouTube)</li> <li>• When adding YouTube videos to Blackboard, we recommend using the YouTube mash-up to embed the videos and include the YouTube URL.</li> </ul> <p><b>Note:</b> some content presented in the video may need to be repurposed in a textual format for people with visual impairments.</p>	<ul style="list-style-type: none"> <li>• You should be able to view captions.</li> <li>• Press <b>TAB</b> on the <b>keyboard</b>. You should be able to play, pause, fast forward, rewind, and toggle the captions for the video using only your keyboard.</li> </ul>
<b>Third-party and Publisher Materials</b>	<ul style="list-style-type: none"> <li>• Videos must be captioned.</li> <li>• Audio must be transcribed.</li> <li>• PowerPoints must include alternative text for images.</li> <li>• All of the text that is displayed on the screen must be able to be read aloud by text-to-speech software. (Images containing text or text embedded in flash cannot be read by screen readers.)</li> <li>• All interactivity (media players, quizzes, flashcards, etc.) must be able to be completed by keyboard alone (no mouse required).</li> </ul>	<ul style="list-style-type: none"> <li>• Run the <b>MS PowerPoint Accessibility Checker</b>. Double-check that alternative text is meaningful.</li> <li>• Ask for a <b>VPAT</b>.</li> </ul>
<b>i&gt;clickers</b>	<ul style="list-style-type: none"> <li>• i&gt;clickers can be used in accessible ways.</li> </ul>	<ul style="list-style-type: none"> <li>• Some students may benefit from using the web version of i&gt;clicker, REEF Polling.</li> </ul>
<b>Web pages</b>	<ul style="list-style-type: none"> <li>• Use freely available tools to test for web page accessibility.</li> <li>• Use properly formatted headings to structure the page.</li> <li>• Use true bulleted and numbered lists.</li> <li>• Provide alternative text for images and shapes.</li> <li>• Write meaningful link text that indicates the link's destination.</li> <li>• If using tables, create data tables with column headers and ensure proper reading order.</li> <li>• Do not use color alone to convey meaning.</li> <li>• Use sufficient color contrast.</li> <li>• Provide a descriptive document or page title.</li> </ul>	<ul style="list-style-type: none"> <li>• WAVE Toolbar (<a href="http://wave.webaim.org/toolbar/">http://wave.webaim.org/toolbar/</a>)</li> </ul>

## Questions and Help:

### Disability Support Services - [grcc.edu/dss](http://grcc.edu/dss)

(616) 234-4140 or [disability@grcc.edu](mailto:disability@grcc.edu)

Contact this office if you need assistance providing an accommodation for a student.

### Distance Learning & Instructional Technologies - [grcc.edu/dlit](http://grcc.edu/dlit)

(616) 234-3205 or [dlit@grcc.edu](mailto:dlit@grcc.edu)

Contact this office if you need training on how to build accessible content for your class.

### Media Technologies - [grcc.edu/informationtechnology/mediatechnologies/equipmentcheckout](http://grcc.edu/informationtechnology/mediatechnologies/equipmentcheckout)

(616) 234-3830 or [media@grcc.edu](mailto:media@grcc.edu)

Contact this office if you need to borrow equipment

(e.g. i>clickers, microphones, webcams, headsets, camcorders).

### Captioning Services - [grcc.edu/caption](http://grcc.edu/caption)

[caption@grcc.edu](mailto:caption@grcc.edu)

Contact this office if you need to have video content captioned for a GRCC course. There is more information and an online caption request form available at [grcc.edu/caption](http://grcc.edu/caption).