Blackboard  & Accessibility Quick Guide

Instructors, ELearning Technologies, and Disabilities Support aim to:

**Create** accessible course content used for both in class and online courses

**Collaborate** to identify and practice problem solving solutions to items

**Communicate** the effectiveness and benefits of accessibility resources to students and faculty

**Disability Support strives to comply with Americans with Disabilities Act (ADA) by:**

**Making** online posted documents screen-reader friendly

**Captioning** media to display on-screen text

**Providing** accessible marketing materials without the use of institutional marketing (IM)

**Assesses** all options of providing accessible content such as HTML, tagging PDFs, etc.

Disability Support (DS)

**The eLearning and Emerging Technologies team is dedicated to:**

**Supporting** faculty

**Contributing** to teaching excellence

**Enhancing** student success through:

Exemplary Instructional Design – IDeL

Effective Application of Instructional technologies

Learning Management System Enhancement

Interactive Digital Media Development

Innovative Emerging Technologies

ELearning

**Instructing faculty develop courses by:**

**Designing** consistent content navigation

**Writing** alt text descriptions

**Creating** accessible documents

**Retaining** original document files (PowerPoint, Word, etc.)

**Using** close captioning where applicable

**Checking** content accessibility through Word and Blackboard Ally’s accessibility checker

**Supplying** DS course material accommodations as needed

**Preparing** plans to correct non-compliant accessibility content

Instructor

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| --- | --- | --- |
| **FORMAT** | **BUILDING ACCESSIBILITY** | **HOW TO CHECK** |
| **Video** | <https://www.gvsu.edu/elearn/accessibility-video-and-audio-70.htm> | Use the TAB key to check function accessibility |
| **MS Word**  Image result for MS WORD LOGO | <https://www.gvsu.edu/elearn/accessibility-microsoft-word-67.htm> | Run MS Word accessibility check to check accessibility of document |
| **MS PowerPoint**  Image result for MS POWERPOINT LOGO | <https://www.gvsu.edu/elearn/accessibility-microsoft-powerpoint-68.htm> | Run MS PowerPoint accessibility checker to check accessibility of document |
| **MS Excel**  Image result for MS EXCEL LOGO | * Specify column headers * DO NOT use blank cells for formatting | Run MS Excel accessibility checker to check accessibility of document |
| **Google Docs**  Image result for GOOGLE DOCS LOGO | * Use heading styles * Use read-only versions of a Google Doc to export into MS Word * DO NOT create PDFs from Google Docs | Convert into MS Word document to enforce accessibility |
| **Web Pages**  Image result for html PAPER logo | <https://www.gvsu.edu/dsr/making-documents-accessible-90.htm>  Use free tools to test page accessibility | Use the WAVE Toolbar |
| **PDF Documents**  Image result for PDF logo | <https://www.gvsu.edu/elearn/accessibility-adobe-acrobat-and-pdfs-69.htm>   * Use software that creates accessible PDFs such as MS Word * Run OCR software on scanned items | Use “Full check” under view in Adobe Acrobat |
| **Blackboard Collaborate**  Image result for BLACKBOARD logo | Most content is accessible  **Note:** Some content will require textual repurposing for visually impaired users | Collaborate possess an accessible interface  Check document formatting and test live captioning for users with impairments |