REIMAGINING EDUCATION DURING COVID-19 and BEYOND

508 Compliance and Accessibility

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Session Logistics

- **Handouts:** Session handouts are available for download in the handouts section on your screen and at www.gadoe.org/sdeevents

- **Questions:** Use the question box to type questions or comments throughout the presentation

- **Feedback:** We ask all participants complete the pop-up feedback survey after the close of the session

- **Recording:** A link to the session recording and certificate of attendance will be emailed in 24-hours

- **On Demand:** All sessions will be available on-demand following the conference on the SDE Events and Conference webpage

Session Goals

Participants will understand how to:

- Review Section 508 compliance guidelines
- Access online resources to increase knowledge of 508 compliance
- Use the built-in accessibility tools in Microsoft

Before we dive in…

What do you already know about 508 Compliance and Accessibility?

508 Compliance

What is 508 compliance?

Section 508 of the **Rehabilitation Act** is a set of standards requiring Information and Communication Technology (ICT) be made accessible to employees and members of the public. It was enacted to eliminate barriers in opportunities available for people with disabilities and encourage the development of various assistive technologies.

508 compliance speaks to multiple means of disseminating information including computers, software, website content, multimedia, downloadable apps and electronic office equipment.

508 Compliance and It's Impact

Who does 508 compliance impact?

508 compliance applies to federal agencies and any company or entity that does business with a federal agency. This includes but is not limited to private contractors, healthcare, public higher education institutions, and public K-12 schools.

Becoming 508 compliant can be a complex and complicated process as many people within an organization are responsible for documents and communications that fall under Section 508. Having an understanding of the importance of and developing skills on how to accurately apply these standards is essential in providing accessible materials to your entire audience.

Setting the scene for 508 Compliance

Was there ever a time when people around you started laughing, but you didn't hear the joke?
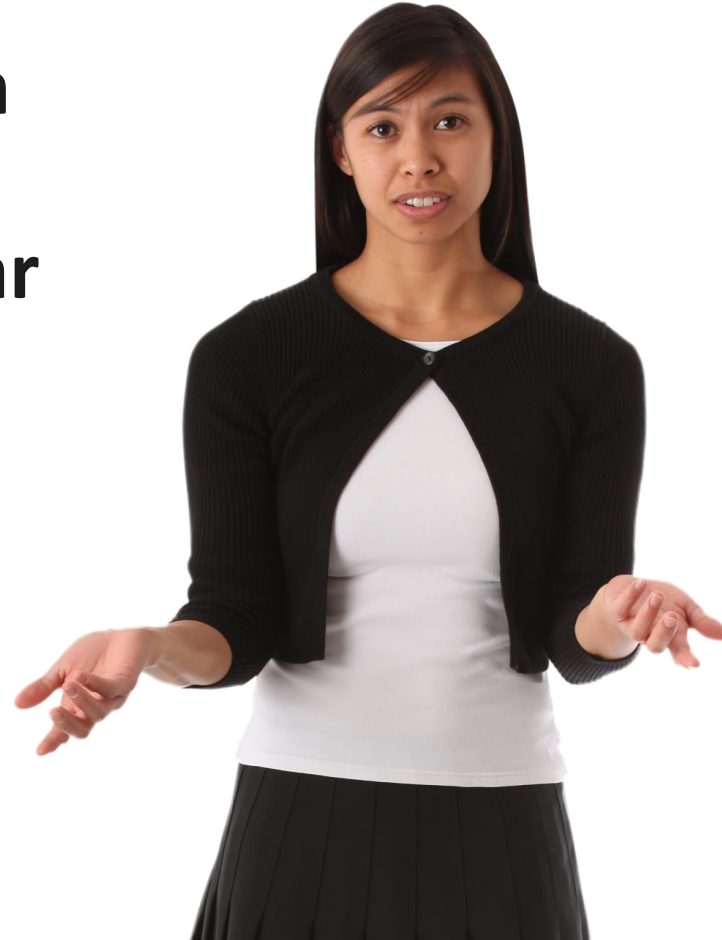
Why 508 Compliance Is Important

In order to ensure everyone has a fair and level playing field and move closer to equitable education, barriers preventing someone with a disability from being hired, preventing an employee or student from completing his or her tasks, or preventing someone in the community from knowing about or receiving vitally important information about services and supports necessary for Free Appropriate Public Education (FAPE) must be eliminated.

Similar to how differentiated instruction is used to meet the needs of individual students and their specific learning needs, 508 compliance is important in ensuring the needs of everyone are met in regard to accessibility of resources, supports, communication, and information.

508 Compliance Testing

What should you be checking for when testing for Section 508 compliance, and how does this make a difference for people with disabilities?

508 Compliance Testing

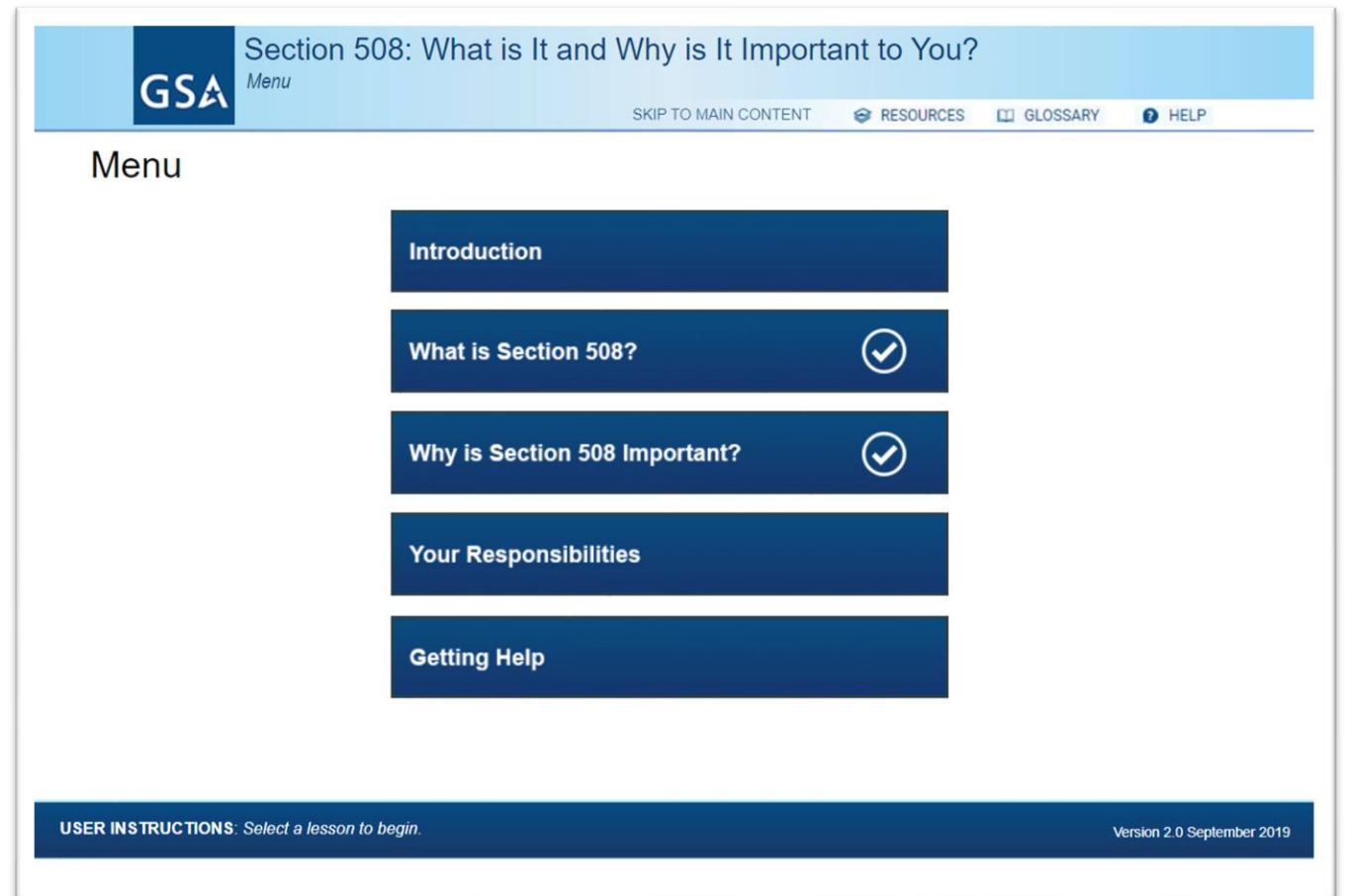**Here is a brief checklist:**

- Include alt-text for essential images.

- No flickering images or text.

- Necessary contrast between text and background.

508 Compliance Resources

For a more in-depth training on Section 508, the federal government has provided [Section 508: What is It and Why is It Important to You?](#)

This short module provides more information on the basics and the responsibilities involved in 508 compliance.

508 Compliance Resources

508 Compliance Resources

Section 508 website also provides:

- Tests for accessibility
- Policy information
- Trainings and courses
- News and updates

508 Compliance and Accessibility Resources

- The National Captioning Institute

- National Center on Accessible Educational Materials (AEM)

- U.S. Department of Education: Accessibility Requirements

Setting the Scene for Accessibility

Setting the Scene for Accessibility

Things to think about...

While we will be discussing how to make documents and presentations accessible to your audience, here are some things to think about overall.

Be aware that your audience may not:

- see well or at all;

- hear well or at all;

- understand the information as presented.

Accessibility

In the context of technology, accessibility most commonly refers to providing access for all people, including people with disabilities. Designing documents and presentations and web content for the way that screen readers, text browsers, and other adaptive technologies interact with the documents, presentations and web content; choosing contrasting colors for readability; and providing alternative text tags for graphics are examples of making documents, presentations and the web more accessible.

Accessibility

Will make an impact by providing access to everybody. When we design the content with access in mind, this will give students what they need from the beginning.

Thinking about how to support ALL students from the start, rather than adapting or modifying what we have already done.
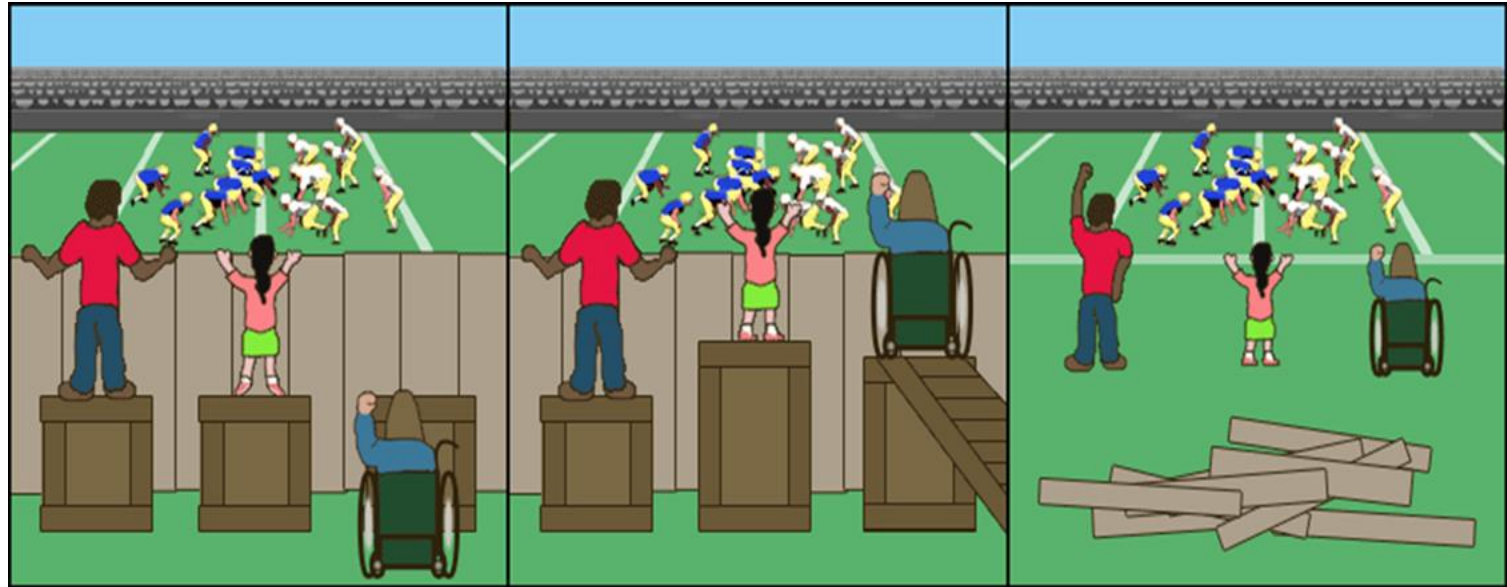
Equal   Equity   Accessible

508 Compliance and Accessibility

How does it apply to you?

- Creating documents such as presentations and reports that are accessible to people with all abilities.

- Ensuring websites and webpages are accessible to people with all abilities.

- Procuring software and hardware intended to help those with a range of abilities and/or disabilities.

508 Compliance and Accessibility

The term "accessibility" describes how successfully a person with a disability, or a unique need can perceive, operate, and understand information they want or need. This is where assistive technology comes into play. Assistive Technology helps persons with disabilities to perform tasks that might otherwise be difficult or impossible.

Some examples of accessibility include:

- Utilizing the keyboard instead of a mouse to navigate a screen.
- Utilizing a screen reader.
- Video captions or subtitles.
- Text-to-speech options.

Video – Accessibility Checker

How to make documents Accessible

Start with the Accessibility Checker - Microsoft Word

MS word has an Accessibility Checker built into the ribbon for easy access. The checker classifies the issues into three area:

Errors: Makes the document almost impossible for people with disabilities to read or access.
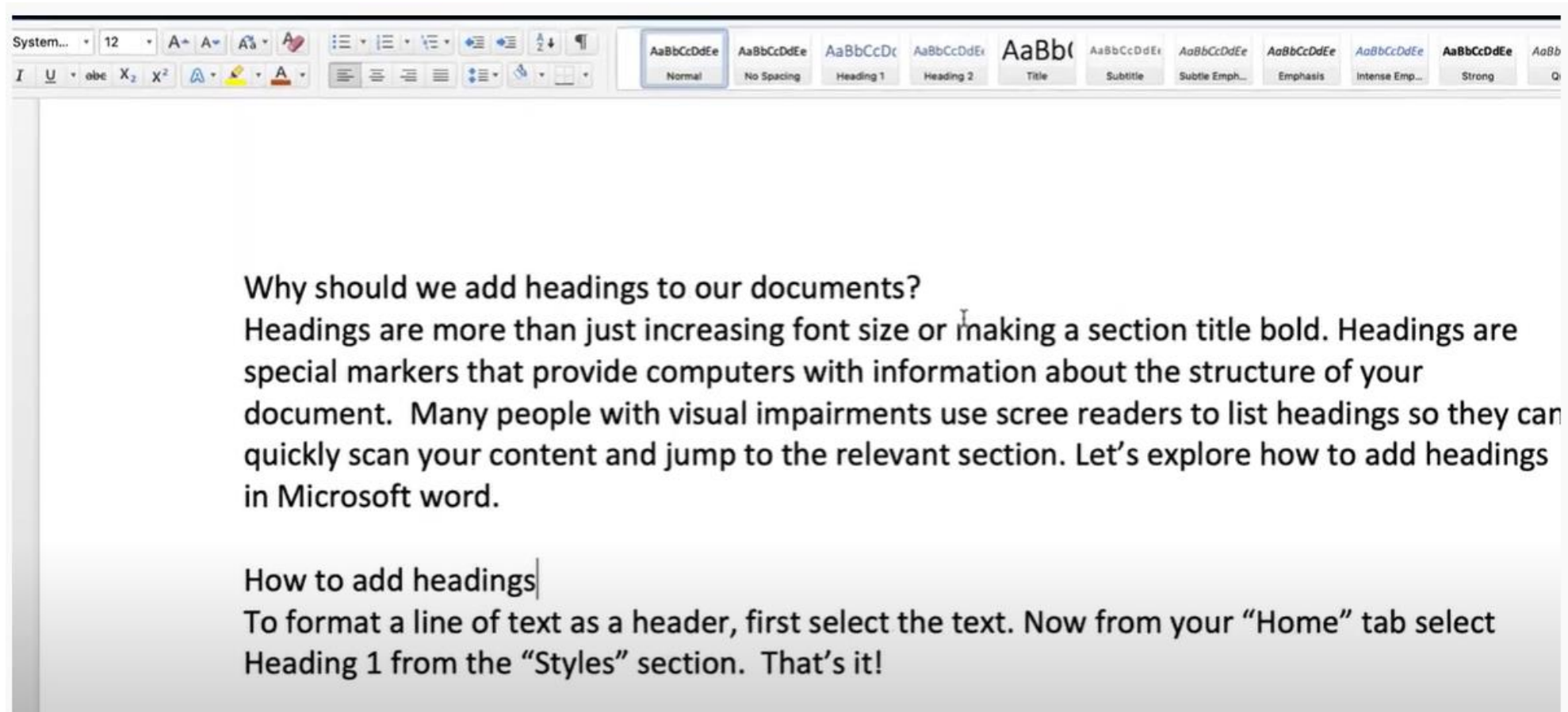
Warnings: Makes the document content difficult for people with disabilities to read or access.

Tips: The document can be accessed but it could be better organized.
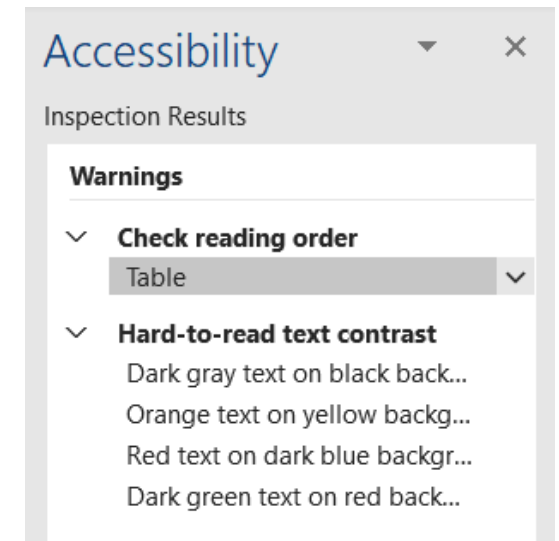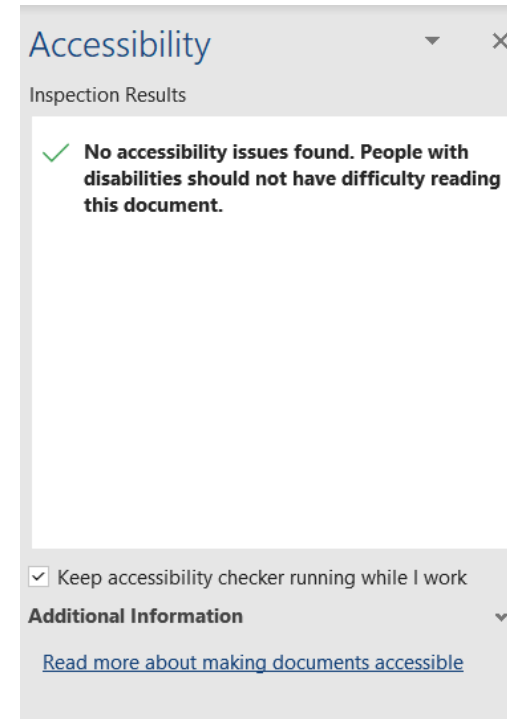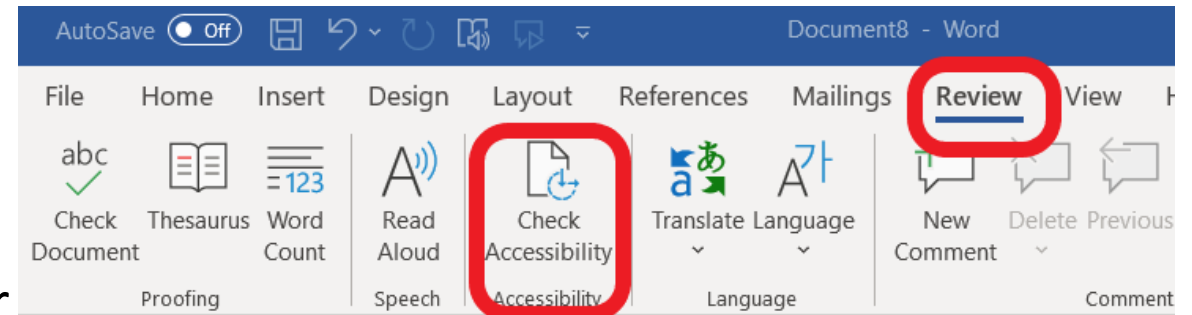
Video – Use Styles

Why should we add headings to our documents?
Headings are more than just increasing font size or making a section title bold. Headings are special markers that provide computers with information about the structure of your document. Many people with visual impairments use scree readers to list headings so they can quickly scan your content and jump to the relevant section. Let's explore how to add headings in Microsoft word.

How to add headings
To format a line of text as a header, first select the text. Now from your "Home" tab select Heading 1 from the "Styles" section. That's it!

Microsoft Word – Use Styles

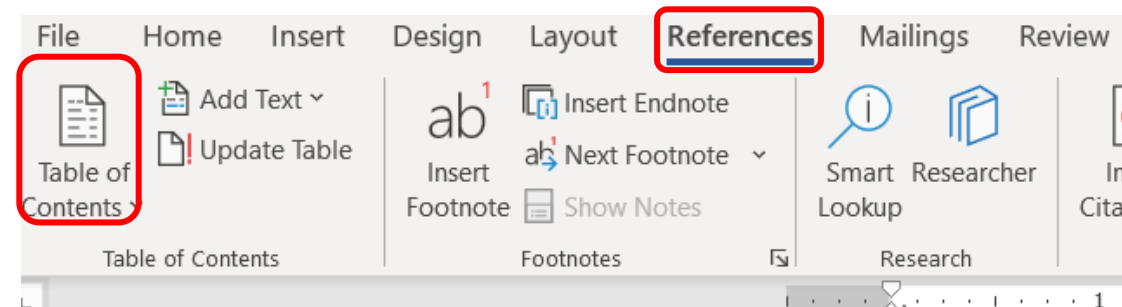Make sure the document is in logical order. It is just like putting an outline together. Styles allows you to write your document using an outline format so that a screen reader can follow the order and skip areas if needed.
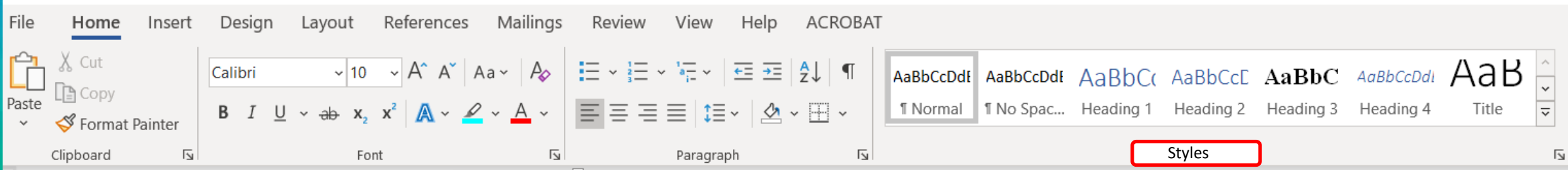
Build a Table of Contents

Microsoft Word

Alternative Text

The use of Alternative Text (Alt Text) in a document provides a non-visual representation of an image (the content or function of the image) to a reader that may not be able to see the image.

- In Alt Text, briefly describe the image and mention the existence of the text and its intent. Include the most important information in the first line and be as concise as possible.
- If the object is an image of text, the Alt-Text must match the text verbatim.

Microsoft Word - Resources

Here are a few links to some short videos about how to use some of the built-in accessibility tools.

Word:

MS word video "accessibility checker" 1 minute 10 seconds

MS word video "alt text" 2 minutes 7 seconds

MS word video "heading styles" 1 minute 25 seconds

How to make PowerPoint Accessible

Start with the Accessibility Checker - PowerPoint

PowerPoint has an Accessibility Checker built into the ribbon for easy access. The checker classifies the issues into three area:

Errors: Makes the document almost impossible for people with disabilities to read or access.

Warnings: Makes the document content difficult for people with disabilities to read or access.

Tips: The document can be accessed but it could be better organized.
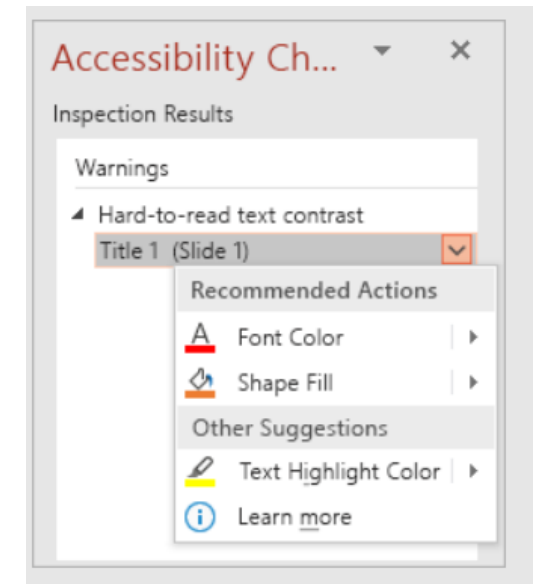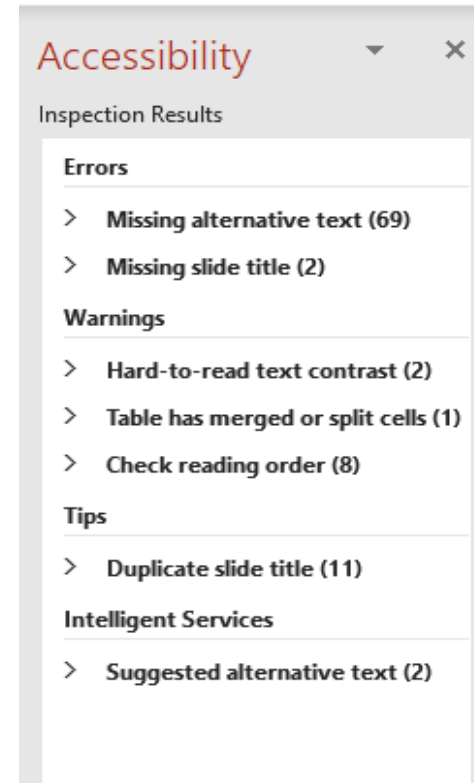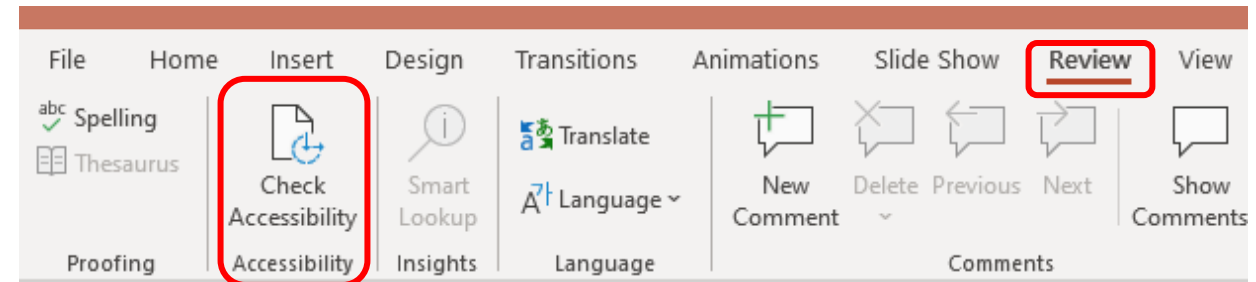
PowerPoint – Reading Order

Visually we can read slides because we can see the logical order and it's flows. Screen reading software needs a reading order defined so it reads it in the appropriate order. The best way to do this is to use pre-existing slides that are available in PowerPoint.
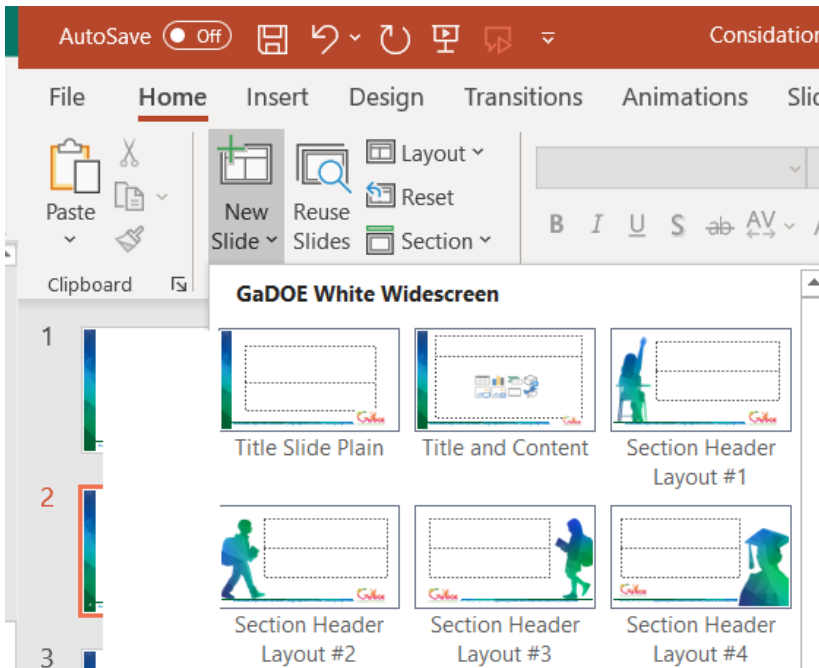
If you need a custom slide, or maybe you have already moved things around, you can adjust the reading order in PowerPoint.

The following video will discuss the importance of the reading order and how to adjust the reading order if needed.

PowerPoint video "accessible slides" (2 minutes and 29 seconds)

PowerPoint – Font Size

To be sure that the presentation is accessible always use sans serif font (sans serif fonts are made up of mostly of straight lines) for text and headings of more than one line.

- Main Titles, font size 40 and Bold

- Subtitles, font size 28

- Sentences, font size 24

No more than 3 bullet points per slide

PowerPoint – Things to Avoid

- Avoid using all capital letters, shadow text, and excessive italics or underlines.

- Avoid using a graphic background, or a blue color background.

- For text and background, avoid using the color gray.

- Avoid using grayscale for photos, graphics, graphs, maps or charts.
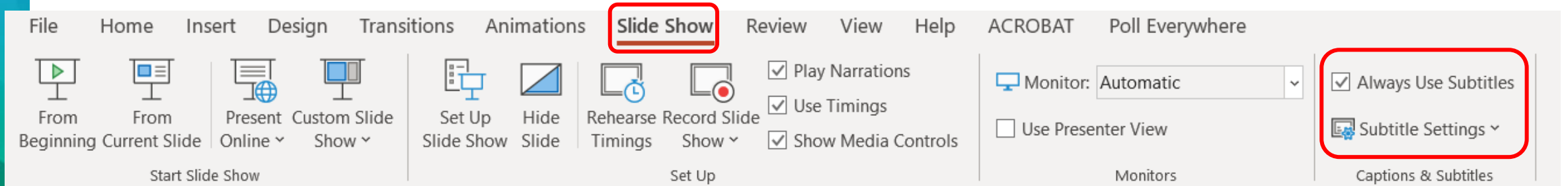
PowerPoint – Things to Avoid

- Except for bulleted lists, avoid placing information in columns.

- Avoid using automatic slide transitions.

- Excluded flashing or animated text and objects.

PowerPoint

Automatic Captioning/Subtitles

(Requires Windows 10)

PowerPoint can add captions/subtitles to a presentation and display them on the screen as you present.

On screen captions can be in the language you are speaking or translated into another language. This can help individuals that may be deaf or hard of hearing, have attention issues, or if the audience is more familiar with another language.

PowerPoint

Resources and Tools

Here are few links to some short videos about how to use some of the built-in accessibility tools.

PowerPoint:

[PowerPoint video "accessible slides"](#) (2 minutes 29 seconds)

[PowerPoint video "image accessibility"](#) (1 minute 38 seconds)

[PowerPoint video "Live Captions"](#) (1 minute 7 seconds)

Questions

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Session Feedback

The Georgia Department of Education believes in continuous improvement and would appreciate your feedback to ensure the presentations we provide are of the highest quality and meet the needs of the specific audience.

Please take a moment after the session ends to complete the pop-up feedback survey.

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EDUCATING GEORGIA'S FUTURE