

Digital Accessibility Initiative (D.A.I.)

Presented by Michael S. Johnson

What?

The ***Digital Accessibility Movement***
is an initiative to make all online
documentation at Marymount Manhattan
College fully accessible.

When?

There isn't a set timeline, but the initiative has already begun and the expectation is for this to be proactively happening and to remain on-going.

Who?

All Faculty and eventually all Staff

Why?

Why do we need to create Accessible Documentation?

- In order to provide equal access and equal education opportunities to people with disabilities
 - In a time where the percentage of students with disabilities entering college is climbing, it is crucial for everyone to do their part in creating an inclusive education experience.
- To meet section 508 of the rehabilitation act of 1973 which mandated that “all electronic information technology” be made accessible to people with disabilities.
- All colleges and Universities receive some form of federal funding which mean MMC must comply with federal mandates.
- The results of not complying are huge class action lawsuits where the college would be fined heavily along with other penalties.

How?

Creating Accessible Documents

Changing the accessibility of documents should not effect the flow of your class. The process is virtually seamless.

- Review Rating of Documents in Blackboard
- Check Accessibility with Microsoft Word
- Converting documents that are not accessible into an accessible format.
- Contact Resources with questions for assistance

How

Identifying Accessibility Issues

Blackboard Ally

1. Upload Document in Blackboard
2. Wait for document to be scored in Blackboard Ally
3. Look for Blackboard Ally Score to Appear next to uploaded content
4. If document is scored green no change is necessary. If red or orange, click on icon.



**Low (0-36%)
Needs help!**



**Medium (34-66%)
A little better**



**High (67-99%)
Almost there**
















**Perfect (100%)
Perfect**

How (continued)

https://marymount.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=_292320_1&course_id=_17921_1&mode=reset

Content

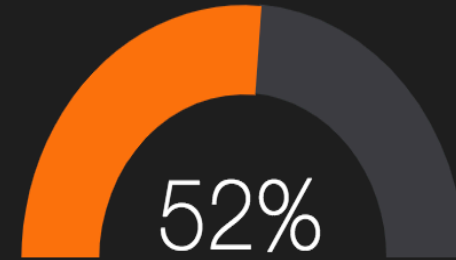
Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

-  **Word Document (No headers)**
Attached Files:  MMC EIT Committee Agenda November 8th.docx (39.171 KB)
-  **Practice Exam**
Availability: Item is not available.
Answer the following question to best of you ability.
-  **Ally Support Flyer**
Attached Files:  Blackboard Ally Help Flyer.docx (242.515 KB)
-  **Test Content**
Attached Files:  MMC EIT Committee Agenda January 7th.docx (39.325 KB)
-  **Web Content Accessibility**
Attached Files:  Web Content Accessibility Guidelines 2.1.docx (15.136 KB)
-  **ADA Compliance**
Attached Files:  ADA Website Compliance.docx (14.838 KB)
-  **Demo Doc**
Attached Files:  Uploading Content to Blackboard (Demo).docx (241.369 KB)

How

(continued)

1. Menu on right will appear read what's causing the low score
2. Click on How to fix (Whatever Issue it is)
3. Open a copy of the copy outside of blackboard and make adjustment
4. Upload edited documents into blackboard replacing origin
5. Check score again
6. Repeat if score is still not green



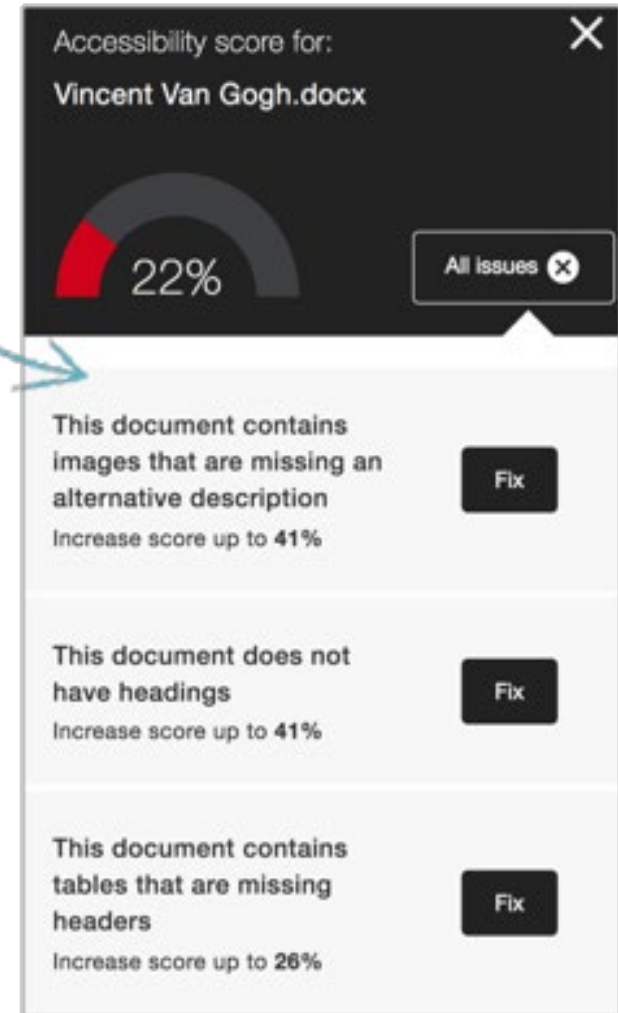
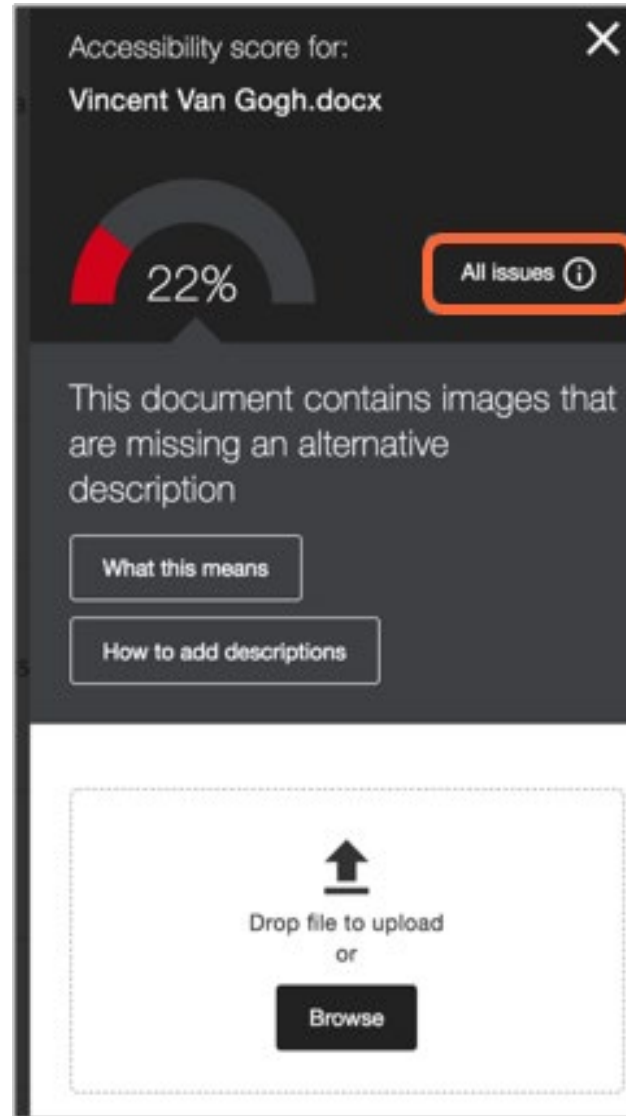
This document does not have headings

What this means

How to add headings

How

(continued)



Green is the Goal!

Accessibility score for:
Plato_Presentation.pptx

32% All issues ⓘ

This presentation contains images that are missing an alternative description

What this means

How to add descriptions

Drop file to upload or

Browse


Green is the Goal

1. Identify severity of accessibility issues
2. Learn what they mean and why they matter
3. Learn how to fix them
4. Add or upload your fixes
5. Track your progress

Accessibility score for:
Plato_Presentation.pptx

100%

Perfect!



Checking Accessibility with Microsoft Word

Document Accessibility Steps Checklist.docx - Word

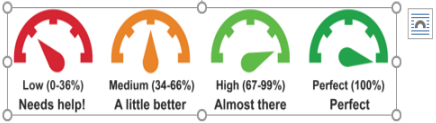
File Home Insert Design Layout References Mailings Review View Nuance PDF Format Tell me what you want to do... Michael Johnson Share

Clipboard Font Paragraph Styles Editing

Faculty Accessibility Steps Checklist:

Blackboard Ally

- 1) Upload Document in Blackboard
- 2) Wait for document to be scored in Blackboard Ally
- 3) If document is scored green no change is necessary if red or orange, click on icon.
- 4) Menu on right will appear read what's causing the low score
- 5) Click on How to fix (Whatever Issue is)
- 6) Open a copy of the copy outside of blackboard and make adjustment
- 7) Upload edited documents into blackboard replacing origin
- 8) Check score again
- 9) Repeat if score is still not green




Microsoft Word

- 1) Open up word document
- 2) Click on File: Check Issues: Check Accessibility
- 3) Check issues found on right menu that pops up
- 4) Edit document and check again

Contact:

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212-774-0782
mjohnson@mmm.edu



MarymountManhattan

Accessibility Checker

Inspection Results

✓ No accessibility issues found.
People with disabilities should not have difficulty reading this document.

Additional Information

Select and fix each issue listed above to make this document accessible for people with disabilities.

[Read more about making documents accessible](#)

Checking Accessibility with Microsoft Word

Document Accessibility Steps Checklist.docx - Word

←

Info

New

Open

Save

Save As

Print

Share

Export

Close


Account

Options

Info


Document Accessibility Steps Checklist

My Documents



Protect Document

Control what types of changes people can make to this document.



Check for Issues

Inspect Document
Check the document for hidden properties or personal information.

Check Accessibility
Check the document for content that people with disabilities might find difficult to read.

Check Compatibility
Check for features not supported by earlier versions of Word.



Properties

Size	65.7KB
Pages	1
Words	138
Total Editing Time	2859 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	2/11/2019 12:03 PM
Created	2/11/2019 9:10 AM
Last Printed	2/11/2019 12:23 PM

Related People

Author	 Michael Johnson
	Add an author
Last Modified By	 Michael Johnson

Related Documents

[Open File Location](#)

[Edit Links to Files](#)

[Show All Properties](#)

Checking Accessibility with Microsoft Word

Accessibility Checker ▾ ×

Inspection Results

✓ No accessibility issues found.
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Additional Information ▾

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[Read more about making documents accessible](#)

Accessibility Checker ▾ ×

Inspection Results

Errors

- Missing Alt Text
Picture 2

Additional Information ▾

To add alternate text to a picture or object:
1) Right-click on the object, and click Format.
2) Click Size & Properties.
3) Expand the Alt Text section.

Select and fix each issue listed above to make this document accessible for people with disabilities.

[Read more about making documents accessible](#)

Accessibility Checker ▾ ×

Inspection Results

Warnings

- Objects not Inline
Picture 3
- Repeated Blank Characters
5 Characters
6 Characters

Additional Information ▾

Why Fix:
To change objects to inline and remove text wrapping:
1) Select the object and right-click.
2) Point to Wrap Text and choose In Line with Text.

Select and fix each issue listed above to make this document accessible for people with disabilities.

[Read more about making documents accessible](#)

Checking Accessibility with Microsoft Word



MMC EIT Committee
Thursday, January 10th, 2019
1:00pm | Regina Peruggi Room

Agenda

1. Updates of Assistive Technology Recent & Upcoming Activities
 - a. Second Presentation for Access Parents (Kurzweil, Livescribe Pen, Sonocent)
 - b. Division Meeting February 4th (Blackboard Ally)
 - c. C-Tie Presentation February 13th (Blackboard Ally)
2. Blackboard Ally Workflow Diagram
 - a. Flyers for Black Ally in Departments
 - b. Demonstrations for Administrative Assistants
 - c. Outreach to Department Heads to provide Ally Demonstrations
3. Date of next meeting: February 7th 1:00pm (Location TBD)

Contact Info

Michael S. Johnson (Mike)
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(212) 774-0782
Carson Hall Room 412 - Office 1

Accessibility Checker

Inspection Results

Warnings

- ▲ Objects not Inline
Picture 3
- ▲ Repeated Blank Characters
5 Characters
6 Characters

Additional Information


Why Fix:

To change objects to inline and remove text wrapping:
1) Select the object and right-click.
2) Point to Wrap Text and choose In Line with Text.

Select and fix each issue listed above to make this document accessible for people with disabilities.

[Read more about making documents accessible](#)

Checking Accessibility with Microsoft Excel



Info

New

Open

Save

Save As

Print

Share

Export


Publish

Close

Account


Options

Info



Protect Workbook

Control what types of changes people can make to this workbook.



Check for Issues

Inspect Document


Check the workbook for hidden properties or personal information.

Check Accessibility

Check the workbook for content that people with disabilities might find difficult to read.

Check Compatibility

Check for features not supported by earlier versions of Excel.



Browser View Options

Pick what users can see when this workbook is viewed on the Web.

Book1 - Excel

Properties

Size	Not saved yet
Title	Add a title
Tags	Add a tag
Categories	Add a category


Related Dates

Last Modified

Created Today, 9:20 AM

Last Printed

Related People

Author  Windows User

Add an author

Last Modified By Not saved yet

[Show All Properties](#)


Checking Accessibility with Microsoft Powerpoint

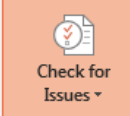
Digital Accessibility Initiative.pptm - PowerPoint

Info


Digital Accessibility Initiative

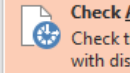
My Documents

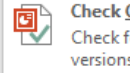
 **Protect Presentation**
Control what types of changes people can make to this presentation.

 **Inspect Presentation**
Before publishing this file, be aware that it contains:

- Document properties and author's name
- Content that people with disabilities are unable to read

 **Inspect Document**
Check the presentation for hidden properties or personal information.

 **Check Accessibility**
Check the presentation for content that people with disabilities might find difficult to read.

 **Check Compatibility**
Check for features not supported by earlier versions of PowerPoint.

2/11/2019 4:00 PM (autosave)



Properties

Size	1.43MB
Slides	14
Hidden slides	0
Title	Creating Accessible Docum...
Tags	Add a tag
Categories	Add a category


Related Dates

Last Modified	Today, 9:11 AM
Created	1/24/2019 1:51 PM
Last Printed	

Related People

Author	 Michael Johnson
	Add an author
Last Modified By	 Michael Johnson






Related Documents

 [Open File Location](#)

[Show All Properties](#)

Results

Download Accessible Version

- ☒  Tagged PDF
Structured PDF for improved use with assistive technology
- ☐  HTML
For viewing in the browser and on mobile devices
- ☐  ePub
For reading as an e-book on an iPad, Kindle, etc.
- ☐  Electronic braille
BRF version for consumption on electronic braille displays
- ☐  Audio
MP3 version for listening

Resources

College Resources

- Assistive Technology Specialist
- College Library Blackboard References

Video Links

- [Making Word Documents Accessible](#)
- [What to consider when making Accessible Documents](#)
- [Creating Accessible PDF's](#)
- [Creating accessible PDF's \(Mac Pc\)](#)

Contacts

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