Great Documents, Great Accessibility!!

Baltimore City Community College
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Accessibility at BCCC

- As math chair at the college there were certain items I wanted in all the syllabi.
- It was filled with all the necessary information in a very neat layout.
- I thought our department had the best syllabi on campus.
- Little did I know…
Accessibility at BCCC

Have you ever been to a conference and attended a session having no clue on what the session was really about?

That was me when I went to a session called, “creating accessible word documents” by Debbie Dorsey at Hartford Community College in Maryland (ddorsey@hartford.edu.)
Accessibility at BCCC

- I was totally wrong on what “accessible” meant.
- Who knows what “accessible” means?
- It means being ADA compliant.
- Debbie Dorsey shared this link:
Accessibility at BCCC

- Web Aim’s Guide to Creating Accessible Documents
- Word Document 508 Checklist
For example...

- Prior syllabus
- Compliant syllabus
Dr. Diana Zilberman, of BCCC, shared these videos:

- https://www.youtube.com/watch?v=7Rs3YpsnfoI
- https://www.youtube.com/watch?v=dEbl5jvLKGQ
Accessibility at BCCC means...

- Content that is usable for screen readers and accessible technology
- Use headers
- Being mindful of those who may be color blind, legally blind or totally blind
- Being mindful of triggers for those who are ADD, ADHD, or bipolar
- Being mindful of any unnecessary clicks
Accessibility at BCCC means...

- Nothing highlighted, yellow or otherwise
- Nothing bold
- Nothing italicized
- Nothing in red
- No tables
- Alt text for any pictures
- When saving, check for accessibility issues
Accessibility at BCCC means…

- Nothing underlined unless it is a hyperlink
- No sentences in caps, only single words
- Bullet point lists instead of being numbered (unless something is actually sequential)
- Remember, we are actually following a law that was passed two years ago
- Use Microsoft word and Mathtype
For example...

Let’s start the process of fixing a syllabus.
Questions?

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