

WELCOME TO CTSI'S WEBINAR! WE'LL BE BEGINNING SHORTLY.



Controls

Please keep your microphone muted when you're not speaking. The video should be turned off when in the main webinar room.

We will be fielding questions via the "chat" window.

To activate audio and video while in the "break out rooms" simply click on the microphone and camera icons (pictured above), respectively.

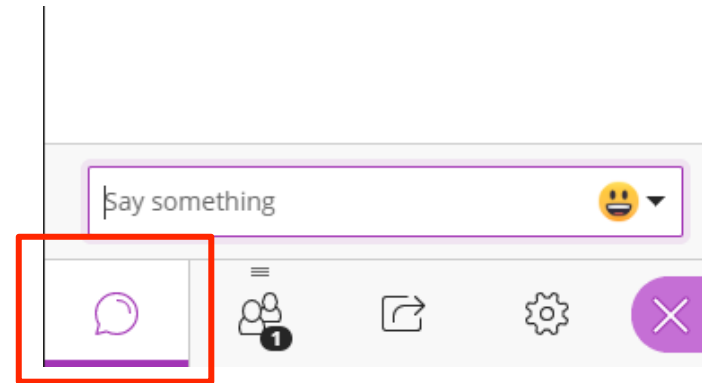
BB COLLABORATE CONTROLS

Questions or comments?



Raising your virtual hand

Click on the logo of the person with their hand up.



The chat panel

We will be monitoring the chat for your questions and comments.

LAND ACKNOWLEDGEMENT

I wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and most recently, the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and I am grateful to have the opportunity to work on this land.

First Nations House and Elders Circle

ACCESS CHECK

We understand access to be a shared responsibility between everyone in this space. We will strive to create an accessible space that reduces the need for you to disclose a disability or impairment for the purposes of gaining an accommodation. In doing this together, we strive to welcome disability, and the changes it brings, into our space.

- **Is there anything about the virtual space (slide colours, sounds, etc.) that we should address now?**
- **Are there any other access needs that might affect your participation in the workshop that we could also address?**

MAKING ACCESSIBLE COURSE DOCUMENTS

CHRIS SABATINOS, WEB ACCESSIBILITY SPECIALIST (AODA)

BEN POYNTON, AODA OFFICER

MIKE KASPRZAK, ASSISTANT DIRECTOR, CTSI/TATP

LEARNING OUTCOMES

By the end of this session, you will be able to:

- understand key AODA principles that guide accessible document creation;
- explore key criteria important for document production;
- adapt effective strategies for your own practice.

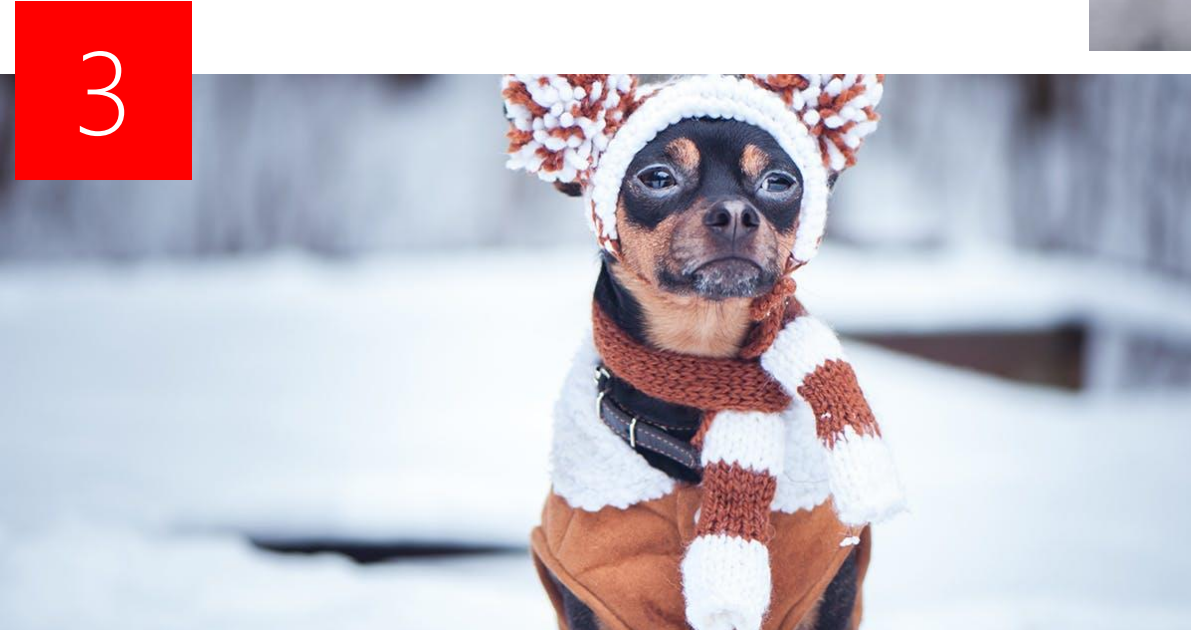
ACTIVITY: How do you feel about the first snowfall?



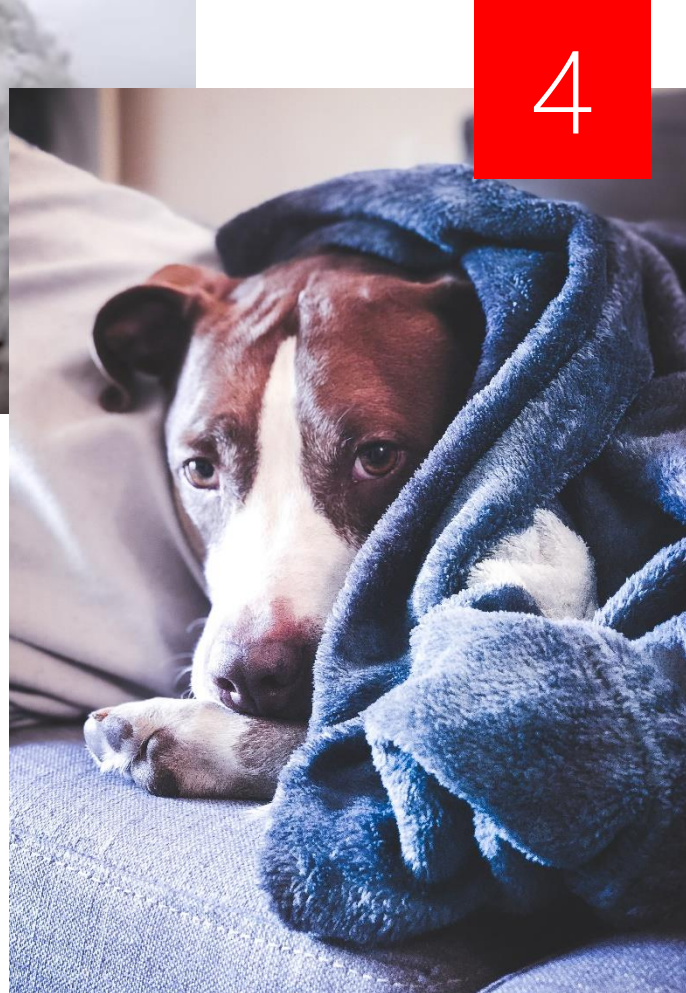
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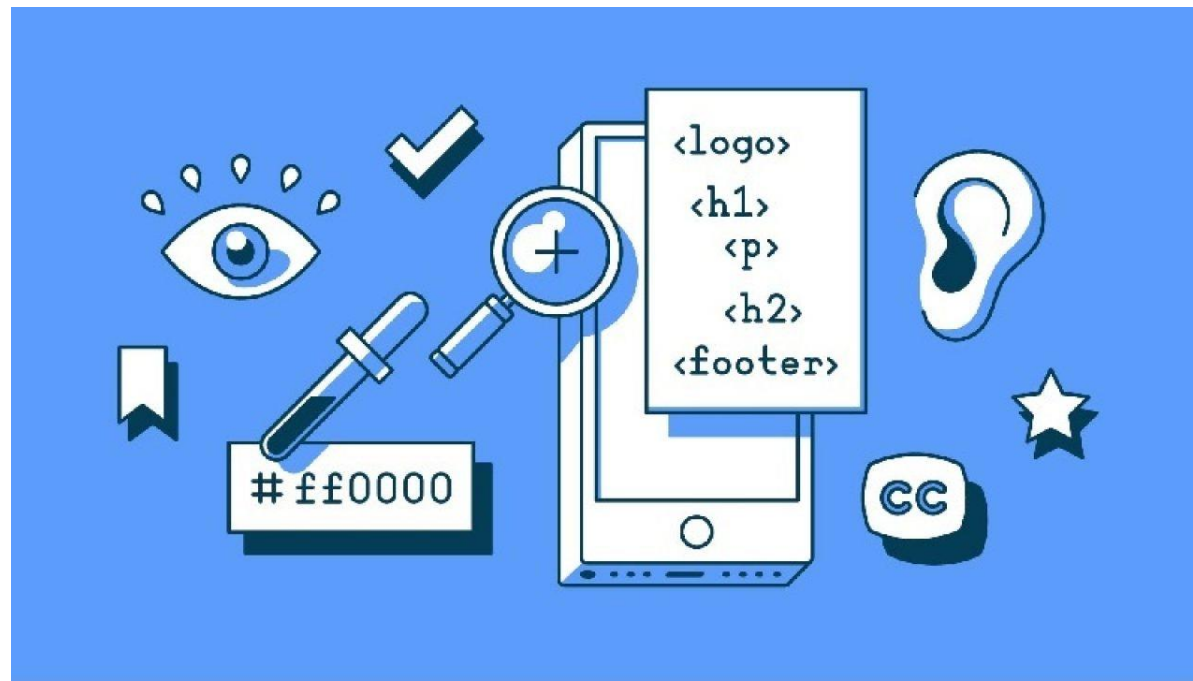


4

ACTIVITY

What are key considerations to making our documents more accessible?

- Please use the chat tool (or audio feature after raising your hand) to identify key considerations.



WHAT IS THE AODA?

PROVINCIAL LAW THAT APPLIES TO THE UNIVERSITY

- 'A law that sets out the process for developing and enforcing accessibility standards which will help us reach the goal of an accessible Ontario by 2025'
- Integrated Accessibility Standards Regulation – Information & Communication Standards
- Specific standards for website accessibility
- Alternate formats and communication supports, upon request

WHAT IS DISABILITY?

Ontario Human Rights Code definition, Policy on Ableism, 2016

“Disability” covers a broad range and degree of conditions, some visible and some not visible. A disability may have been present from birth, caused by an accident, or developed over time. There are physical, mental and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, [mental health disabilities and addictions](#), environmental sensitivities, and other conditions.

HOW ARE THE STANDARDS APPLIED?

VERY SPECIFIC SET OF GUIDELINES

- Web Content Accessibility Guidelines 2.0, Level AA (some exceptions)
- New and refreshed websites, and content on them as of 2014; all by 1 January 2021
- Websites accessible to the public
- Websites that organization controls directly
- Accessible course materials, upon request

WHY MUST WE DO THIS?

LEGAL AND SOCIAL

- Web accessibility standards are provincial law (updates)
- AODA comes with enforcement mechanisms, including fines
- Remove barriers to access for faculty, staff, students and members of the public with disabilities
- Electronic curb cuts & principles of Universal Design



WEB CONTENT ACCESSIBILITY GUIDELINES (V2.0)



Strategies, standards, resources to make the Web accessible to people with disabilities

- WCAG 2.0 (". wuh-kag' two-point-oh')
- Divided into A, AA, AAA compliance
- By Jan 1, 2021 all public institutions and some large corporations must meet WCAG 2.0 AA compliance

WCAG 2.0

- Perceivable (Sensed in a variety of manners)
- Operable (Acted upon by common input and technology)
- Understandable (Clearly labeled, structured and in clear language)
- Robust (Operates consistently in many environments)

CRITERIA IMPORTANT FOR DOCUMENT PRODUCTION

Criteria	Description
1.1.1 (A) – Non-text Content	Provide text alternatives for non-text content.
1.3.1 (A) – Info and Relationships	Info Structure and Relation to its content is multi-modal.
1.3.3 (A) – Sensory Characteristics	Use more than one sense for instructions (Shape, colour, font).
1.4.1 (A) – Use of Colour	Don't use presentation that relies solely on colour.
1.4.3 (AA) – Contrast (Minimum)	Contrast ratio between text and background is at least 4.5:1.
1.4.5 (AA) – Images of Text	Don't use images of text unless customizable or essential.
2.4.4 (A) – Link Purpose (In Context)	Every link's purpose is clear from its context.
2.4.6 (AA) – Headings and Labels	Use clear headings and labels in a structural manner.
3.1.2 (AA) – Language of Parts	Assistive technology users are notified when the language of a page changes.

PICTURE PURPOSES



Quick poll:

PICTURE PURPOSES



- Does your picture add context or is it cosmetic?
 - If so what are the absolutely essential bits of information?
 - If not,
- Is it actually a picture, or is it an icon?.

HEADINGS

- HEADING 1 (TOPIC)
 - HEADING 2 (Subtopic 1)
 - HEADING 3
 - HEADING 4
 - HEADING 3
 - HEADING 4
 - HEADING 2 (Subtopic 2)
 - HEADING 3
 - HEADING 2

- Structure allows for faster / smoother navigation for everyone.
- Don't cheat on structure.

FONTS

- Despite what you might think, **using a font to convey special meaning** does not translate to non-visual visitors of your site.
- There's a difference between Bold and Emphasis.
- Italics and Fonts with Serif can pose issues to people with a range of visual, cognitive or neurological conditions.
- Underline is best reserved for links
- Fun fact: Most common font sizes are drawn from print when paper was expensive!

LINKS AND LINK TEXT

- Unclear links
- Verbose (too long) link text
- Duplicate links

White Text

Black Text

COLOUR AND COLOUR CONTRAST

TABLES

Situation	Use a Table	Do not use a Table

SUMMARY

- Obey Formatting Structure!
- Use tables judiciously and appropriately.
- Check before publishing from: File >> info >> Check for Accessibility
- “Save As” or “Export to” PDF... never “Print to”

SO, WHAT NEXT? RESOURCES

- [AODA Website](#)
- [Ontario AODA reference](#)
- AODA Office Resources:
 - [Web Accessibility Specialist](#)
 - [Contact for assistance](#)
- Microsoft Resources
 - [Powerpoint](#)
 - [Word](#)
- More Questions?

THANK YOU!

