

Making Documents Accessible in Canvas

2/29/24



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Introduction

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The Accessibility Guy



What this session will cover

- **Section 508 Overview**
- **Files and Accessibility Requirements**
- **Should you convert docs to Canvas pages?**
- **Let's get Accessible!**
 - **MS Word Demo**
 - **MS PowerPoint Demo**
 - **Adobe PDF Demo**

What is Section 508

Section 508 of the Rehabilitation Act of 1973

- **In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information comparable to the access available to others.**

2018 Revise

Section 508 was amended in 2018 to include WCAG 2.0 AA Standards

- **The Revised 508 Standards incorporate by reference the WCAG 2.0 Level AA Success Criteria and apply the WCAG 2.0 Level AA success criteria and conformance requirements to both web and non-web electronic content.**
- **The scoping requirements for electronic content (Section E205) apply to non-web electronic documents regardless of format (e.g., Microsoft Office, Portable Document Format, and HTML Web pages).**

WCAG 2.0 Level AA

- **This conformance level is used in most accessibility rules and regulations around the world, including the ADA.**

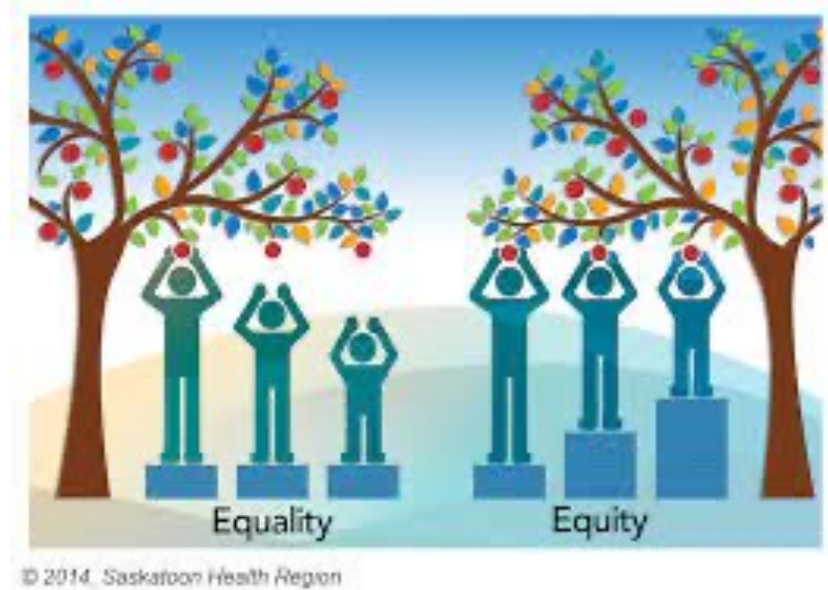
Some notable WCAG 2.0 Level AA requirements include:

- **Color contrast is, in most instances, at least 4.5:1**
- **Alt text or a similar solution is used for images that convey meaning**
- **Navigation elements are consistent throughout the site**
- **Form fields have accurate labels**
- **Status updates can be conveyed through a screen reader**
- **Headings are used in logical order**

But what does it all mean?

In plain terms....

- **Requires Federal agencies to make their information and communication technology (ICT) accessible to people with disabilities.**
- **Applies to development, procurement, maintenance, and use of information and communication technology.**
- **Agencies must give disabled employees, students and members of the public access to information comparable to the access available to others.**



Best Practices – no matter the platform

- **Avoid using images that contain text**
- **Alternate text should be based on context**
- **The most accessible fonts are Tahoma, Calibri, Helvetica, Aria, Verdana, and Times New Roman.**
- **Use font size 11 or larger**
- **Color Contrast must be tested manually**
- **Tables must have a heading row or column**
- **Be careful on relying on color alone for meaning**
- **All videos must be captioned**

How does this apply to documents?

- Under Section 508 documents must be accessible to all individuals, including those with physical, sensory, and cognitive disabilities.



Accessibility = Usability



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Styles: Headings (word, pdf, canvas)

- **<H1> is most important idea on the page. Sub sections should begin with <H2>**
- **Do not skip heading order – Start with an H1 and move down through H6**
- **Do not select heading levels based on appearance**
- **Do not use bold instead of a heading**
- **Think of headings like an outline**
- **Provide a visual break between content**
- **Number one method that users with Assistive Technology use to navigate larger documents**

Hyperlinks (1)

- **Hyperlinks that include link text that identifies the purpose or destination of the link can provide important clues that help website visitors choose which links to follow.**
- **Be as descriptive as possible without being overly long**

Hyperlinks (2)

Not Best Practice

Uses full url:

www.theaccessibilityguy.com

Uses vague language like “click here” or “more info”

Creating links that cover a significant portion of text, making it challenging for users to select specific portions.

Is Best Practice

Descriptive and meaningful

Example: Read [Bloom’s Taxonomy](#) to learn more about writing effective learning objectives.

Use clear visual cues to differentiate links from regular text, such as underlining or a different color.

Maintain a consistent formatting style throughout the document for all links.

Alternate text (1)

- **In the chat – share with me what your current understanding of alternate text is.**

Alternate text (2)

Not Best Practice

Uses file extension like .jpg or .png

Uses “Picture of” or “image of” in description

Uses image of text instead of live text

Uses too many words

Describing decorative images

Yes Best Practice

Be descriptive – tell the user what the purpose of the image is in context
Use emotion where necessary (angry, sad, happy)

Alternate text is less than 150 characters

Describes all relevant information

Decorative images are marked decorative

Alternate text examples

Aerial view of Central Park in New York.



**The quick brown fox jumps over the lazy
dog**

The Quick Brown
Fox Jumps Over
The Lazy Dog **g**

Alternate text is all about Context

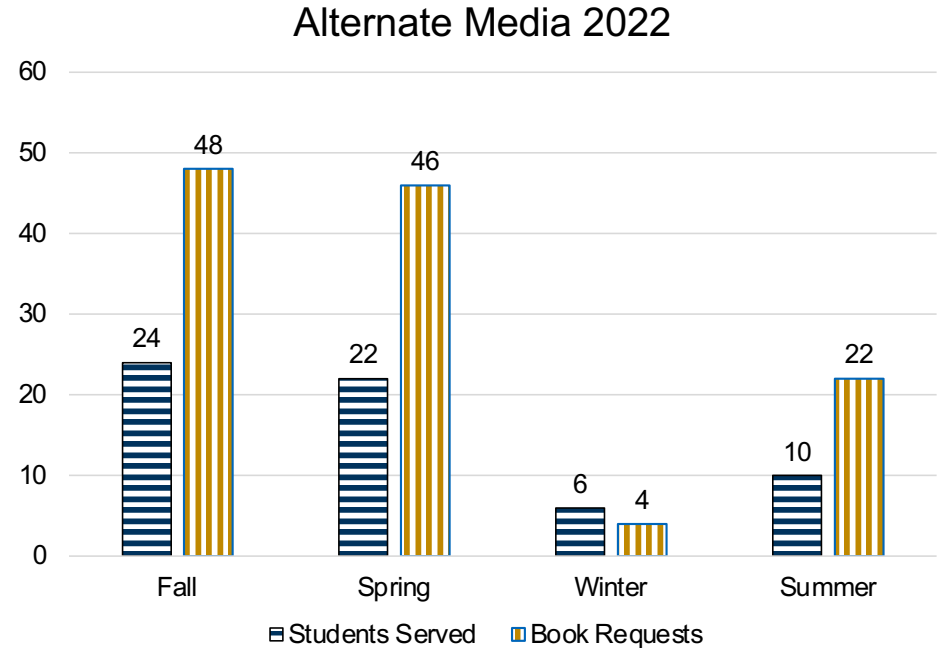


- 1. Astronaut Ellen Ochoa**
- 2. As the first Hispanic woman to go to space, and, later, the first Hispanic director of Johnson Space Center, Ellen Ochoa is widely regarded as a role model.**
- 3. A female astronaut with an orange jumpsuit sitting in front of an American flag with a helmet.**

Charts and Graphs (1)

Requirements

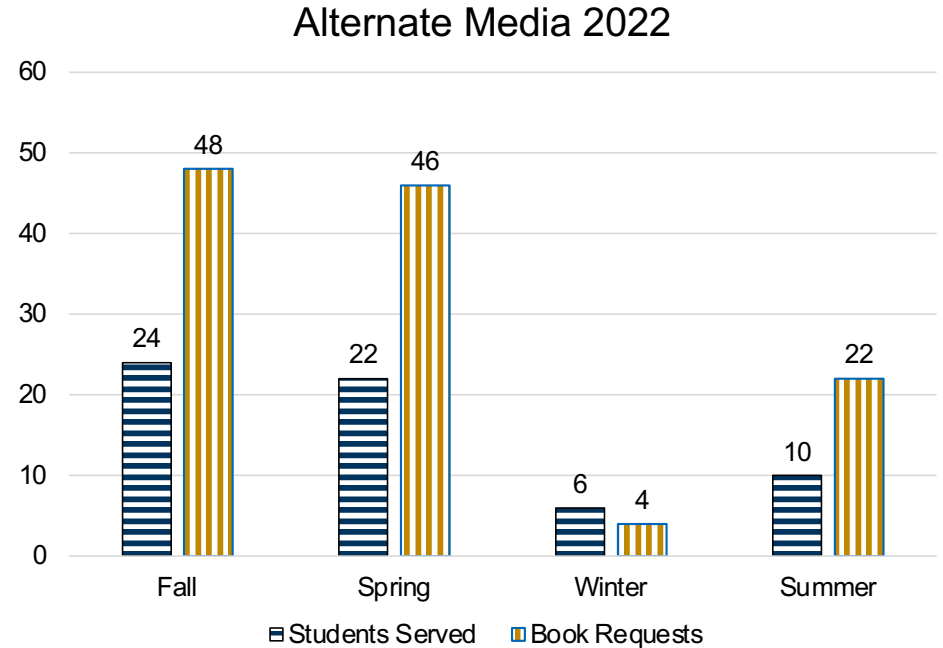
- Ensure labels are used
- Ensure patterns are used and that they pass color contrast
- Be careful of relying on color and meaning
- If possible, include a data table.
- Add alternate text to the chart



Charts and Graphs (2)

Alt text sample

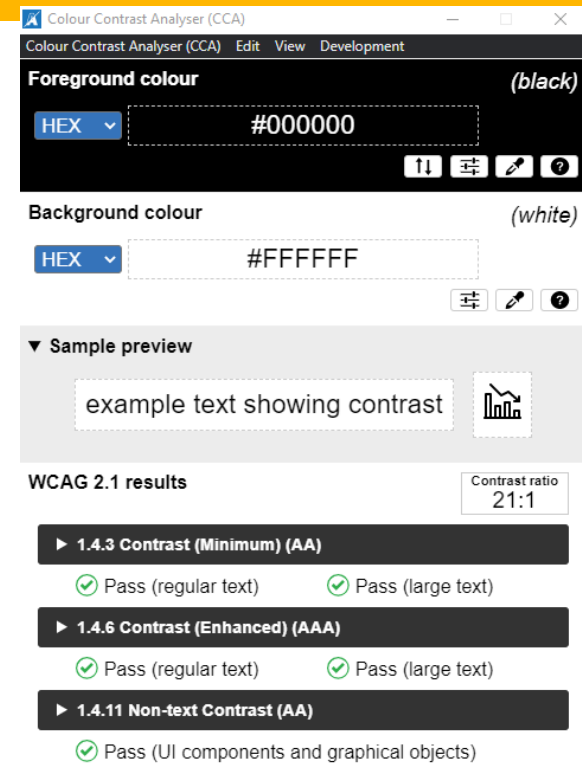
This graph represents data from alternate media in 2022. In the fall, 24 students were served with a total of 48 book requests. In the spring, 22 students were served with a total of 46 book requests. In the winter, 6 students were served with a total of 4 book requests. In the summer, 10 students were served with a total of 22 book requests.



How to test Color Contrast

Color contrast needs to be reviewed manually. We recommend using the [Color Contrast Analyzer](https://www.tpgi.com/color-contrast-checker/) (<https://www.tpgi.com/color-contrast-checker/>) to quickly test font colors and backgrounds.

If colors fail, be sure to change the font. Typically, the fastest method is to change the font to black or white.



Color and Meaning (1)

- In this table of school assignments, the only indication that an assignment is missing or late is a background color.
- This is inaccessible to someone who is blind, and it may be confusing or inaccessible to someone who is colorblind or overrides page colors.
- This fails WCAG 1.4.3.

| Assignment |
|----------------------------------|
| What I did this summer vacation |
| My favorite movie |
| My favorite animal |
| What I had for dinner last night |

Color and Meaning (2)

- Add another column to fix
- You can still use color, but it cannot be the only method

| Assignment | Status |
|----------------------------------|----------|
| What I did this summer vacation | Missing |
| My favorite movie | Complete |
| My favorite animal | Late |
| What I had for dinner last night | Complete |

Tables, Tables, & Tables

- **Do not use merged cells**
- **Do not use blank cells**
- **Use headings**
- **Keep em' simple**

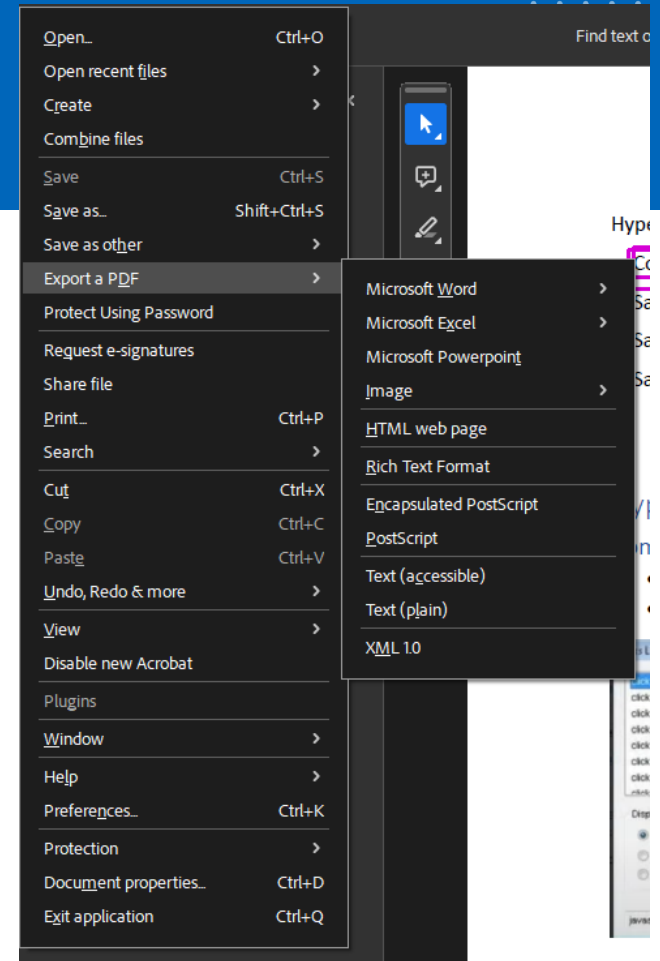
Convert to Canvas Page (1)

- **In many instances, it is much faster and easier to convert your content into a Canvas page.**
- **Potential Workflow:**
 - **Save as a text version of file**
 - **Copy and Paste into a new Canvas page**
 - **Think of your Page as your “document” moving forward**

Convert to Canvas Page (2)

In adobe acrobat pro

- **File > Export a PDF > Microsoft Word**



Convert to Canvas Page (3)

- **Once you have a text version of your file, simply begin copy/pasting into a new canvas page.**
- **If its an article, simply provide the MLA/APA reference at the bottom of the page.**
- **Yes, you can also do that PowerPoint your thinking of.**

Demo convert to Canvas



508 Rules for MS Word Docs

- **File name is descriptive**
- **Set metadata** (title, subject, etc)
- **Heading styles are used**
- **Lists are formatted**
- **Links are descriptive**
- **Tables use appropriate headers for columns and rows**
- **Add alternate text for images, charts, and graphs**
- **Charts and graphs contain patterns & labels**
- **Review color contrast**

Resource:

[Word Document Accessibility](#)

Making a Word Doc accessible Demo

508 Rules for PowerPoint

- **File name is descriptive**
- **Set metadata** (title, subject, etc)
- **Slide Titles** are unique
- **Lists** are formatted
- **Links** are descriptive
- **Tables** use appropriate headers for columns and rows
- **Add alternate text** for images, charts, and graphs
- **Review color contrast**
- **Ensure reading order and arrange order** are in correct order
- **Only use elements from Master Theme** (no extra textboxes or elements)

Resource:

[PowerPoint Accessibility](#)

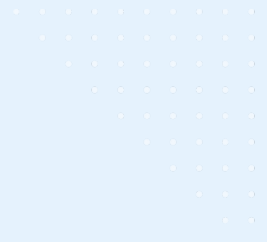
Making a PowerPoint file Accessible Demo

508 Rules for PDF Documents

- File name is **descriptive**
- Set **metadata** (title, subject, etc)
- Documents are **tagged with Headings, lists, links, figure, artifacts and others**
- **Tables** use appropriate headers for columns and rows
- Add **alternate text** for images, charts, and graphs
- **Review color contrast**
- **Ensure reading order of tags is correct**
- **Form fields** use tool tips
- **Use bookmarks** when more than 9 pages

Resource:
[PDF Accessibility](#)

PDF Accessibility Demo



Thank you!

Recorded webinars and a schedule of upcoming events are available at onlinenetworkofeducators.org/spring-2024-webinars.

Email support@cvc with any questions!