

Online Environment

Online is innovative and continues to introduce exciting media to enhance the learning of our students. To ensure that all students can participate and benefit from our new ideas you will learn a few features to look for.

ADA Compliance

- Georgia Military College is committed to the full and total inclusion of all individuals providing equal opportunity to participate in and benefit from all programs, services and activities.
- As a public institution receiving Federal funds, Georgia Military College adheres to the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. In accordance with all pertinent federal and state legislation the institution will ensure reasonable accommodations are provided for students with disabilities through the Office of Student Disability Services.

Documents

- Ensure the Document is Text Based

Check documents by trying to highlight or insert a cursor

- Word Documents, html are text if they do not contain images
- Pdf files can be text based if: text recognition has been run, tags are added and alternate text has been added.
- 2010 Power Points can add alternate text by going to formatting and selecting alt. text tab and entering the text. See <http://webaim.org/techniques/powerpoint/> for more information on: links, tables; Check accessibility by going to File and Info, select Check for Issues, then Check Accessibility

Within Documents Created or Obtained

- Don't over use: italics, bold, or underlining
- When using colors make sure the colors are contrasting
- Don't use colors to Identify an element (use shapes)
- Use clean and clear fonts (Arial or Time New Roman)
- Be consistent with font size and style

Videos

- Must include at least one of the following:

Open captioning – text always on the screen

Closed captioning – text that can be turned on or off

Transcript

Captioning should be synchronized, equivalent and accessible at any time needed.

When creating your own videos using Youtube **do not** rely on the automatic captions these require editing.

Other common software used: Camtasia and MAGPie both have tools to add captioning.

Resource <http://webaim.org/techniques/captions/>

Websites

- Just as there are appropriate websites for research there are websites that are accessible. With that being said, I've not yet found a site that does not have any errors.
- To check a website visit www.wave.webaim.org and enter the url into the web accessibility evaluation tool. You will receive a summary of errors.
- Visibly sites will:
 - Have picture descriptions (hover over with mouse and you will see alternate text if provided)
 - Have links with text descriptions that are meaning full
 - Avoid flickering or flashing elements
 - Have minimal color usage and not define an element (ex. Click the blue button)
 - Font is clear, with consistent styles and additions such as bold, underlining and italics will be minimally used

Images

- Images that convey context need alternate text added or description may be included in the context around the image.
 - 1. Does the image provide content?
 - 2. Is the content needed in the surrounding text?

Descriptions Should be:

Concise – short is good

Descriptive – be clear and provide the relevant details: color, shape, size and directions

Succinct – using correct content with few words

Avoid - using “image of” or “graphic of” in the description

Resource: <http://webaim.org/techniques/alttext/>