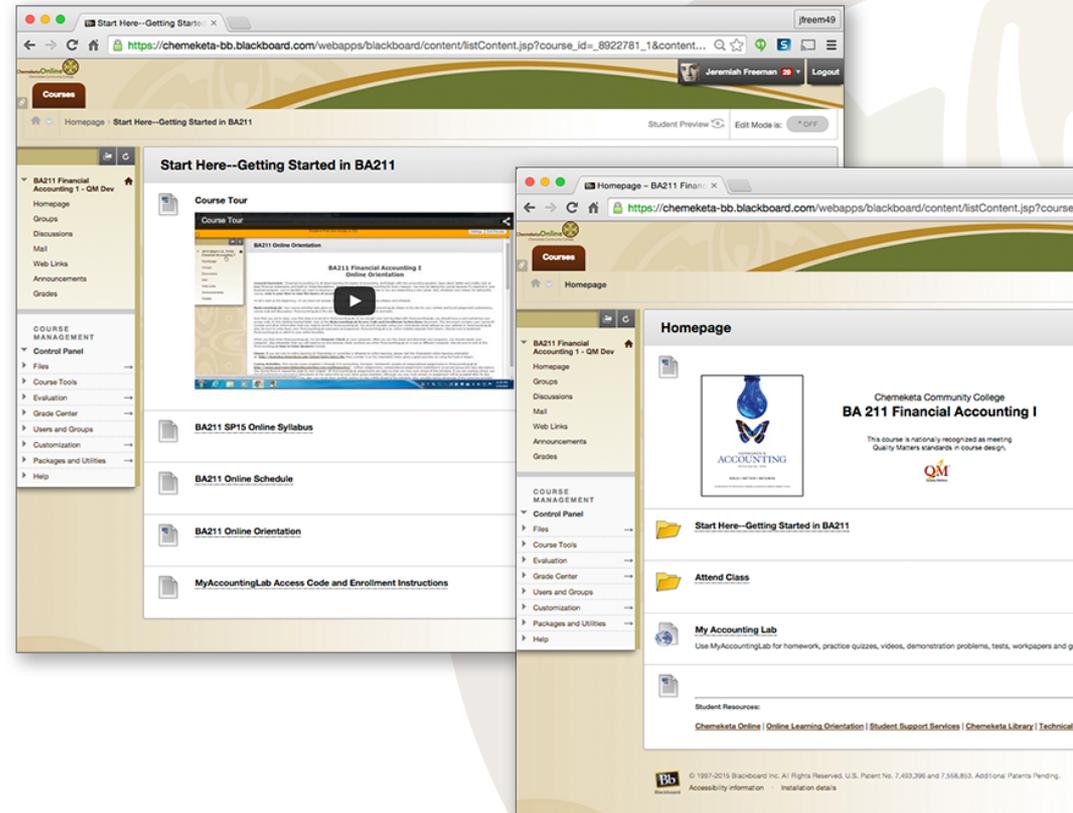




Session Presenters

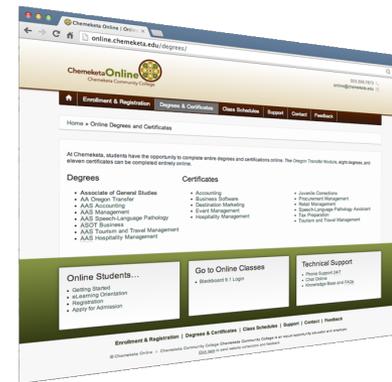
Teresa Prange
Accounting Instructor

Sage Freeman
Media Specialist



**Incorporating Accessibility Standards
in Course Design and Materials**

Chemeketa Community College



Computer Lab - Faculty Training
& Technical Support

Salem Oregon

Quality Matters

Inter-Institutional Quality Assurance in Online Learning



QM Information at Chemeketa

QM Subscriber Since: 2006

QM Recognized Courses: 55

Courses Submitted for Review: 69

Certified Master Reviewers: 13

Certified Peer Reviewers: 26

Welcome!

Incorporating Accessibility Standards in Course Design and Materials

Session Agenda

- Chemeketa's Web Accessibility Guidelines
- Creating Accessible Documents
- YouTube Automatic Captions
- Creating YouTube Captions

Welcome!

Learning Objectives

At the end of this session we hope that you will be able to:

1. Identify the importance of Web Accessibility Guidelines & Best Practices.
2. Produce accessible documents with proper formatting and page structure.
3. Compare differences between automatic and produced YouTube captions.
4. Create captions and subtitles with your YouTube videos.

Chemeketa Web Accessibility

Accessibility Guidelines & Best Practices

Home » Web Accessibility » Web Accessibility Guidelines

Web Accessibility Guidelines

Chemeketa's Web Accessibility Guidelines are based on the internationally accepted Web Content Accessibility Guidelines AA standards (WCAG 2.0) published by the W3C World Wide Web Consortium (W3C).

Best Practices

Chemeketa Community College is committed to providing exceptional learning opportunities to all students, including those with disabilities. Faculty are **required by law** to make their online course content accessible to all students.

Adhering to Web Accessibility Guidelines and Best Practices while developing your online course content will benefit all students including those with visual, hearing, mobility and learning disabilities.

Accessibility Resources

- Web Accessibility
- Guidelines / Best Practices
- Microsoft Office Accessibility
- Acrobat PDF Accessibility
- Blackboard Accessibility
- Closed Captions
- Syllabus Statement

Web Accessibility

Learn more about Chemeketa's Web Accessibility Guidelines

TechHub
FACULTY RESOURCE CENTER

LEARN / BLACKBOARD - TEACHING - MEDIA & TECHNOLOGY - FACULTY TRAINING - PRODUCTS & SERVICES - TECH HUB NEWS SUPPORT

Home » About Web Accessibility » Web Accessibility Guidelines

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Web Accessibility Guidelines

Apply these guidelines to your content within your Blackboard courses and Canvas LMS.

Accessibility Resources

- Accessibility Guidelines
- Acrobat PDF Accessibility
- Blackboard Accessibility
- Closed Captions
- Microsoft Office Accessibility
- Syllabus Statement

Accessibility Standards

- About Web Accessibility
- WCAG 2.0 Standards
- Web Accessibility Lists

Chemeketa Community College
Distance Education and Academic Technology | Chemeketa Online | Technology Hub
PHONE: CHEMEKETA.EDU | TECHHUB.CHEMEKETA.EDU

Table of Contents

- Headings
- Lists
- Links
- Tables
- Use of Color
- Keyboard Accessibility
- Image ALT Text
- Blinking Limit
- Forms
- Closed Caption Video
- Transcribed Audio
- Required Software
- Math and Science
- Optional Materials

Have Questions?

Drop by the Chemeketa Tech Hub (Bldg 9, Room 106 on the Salem Campus) and speak with a [Tech Hub Faculty Support member](#) about web accessibility.

Tech Hub & Chemeketa Online

For questions about Distance Education and Online classes call 503.399.7873 or email online@chemeketa.edu.

Contact the Tech Hub Faculty for help and support with web accessibility standards.

Faculty Support: [Tech Hub Website](#)
Student Support: [Chemeketa Online Website](#)

[Closed Captions - Faculty Request Form](#)

Disability Services

Students requiring accommodation, or instructors Chemeketa Disability Services.

For appointments and information:
Phone: 503.399.6192
Fax: 503.399.6178
[Disability Services Website](#)
[Email Disability Services](#)

Web Accessibility Guidelines

Guidelines	Description and How-To Information
Headings Use properly formatted headings to structure the page.	Guidelines Headings help organize your content, making it easier for everyone to read. Headings are also a primary way to navigate pages using screen reading software. <ul style="list-style-type: none">Use headings in the order of H1 - H6Start each heading group down, making headings going up is okay.Properly formatted numbered lists and bulleted lists are accessible.Watch for styling that really looks like a heading to create good document structure. Tip for headings in Blackboard <ul style="list-style-type: none">H1 headings are already provided to identify the page in Blackboard.H2 headings are used to delineate major sections in Blackboard page.H3 headings are used as the title of content items or key content elements on a page. Use headings in the order of H4 - H6 <ul style="list-style-type: none">Heading (H4 heading level)Sub-heading (H5 heading level)Sub-heading 2 (H6 heading level) Heading Level H4 Section 1 - Level 4 Section 2 - Level 4 Section 3 - Level 4 Section 4 - Level 4

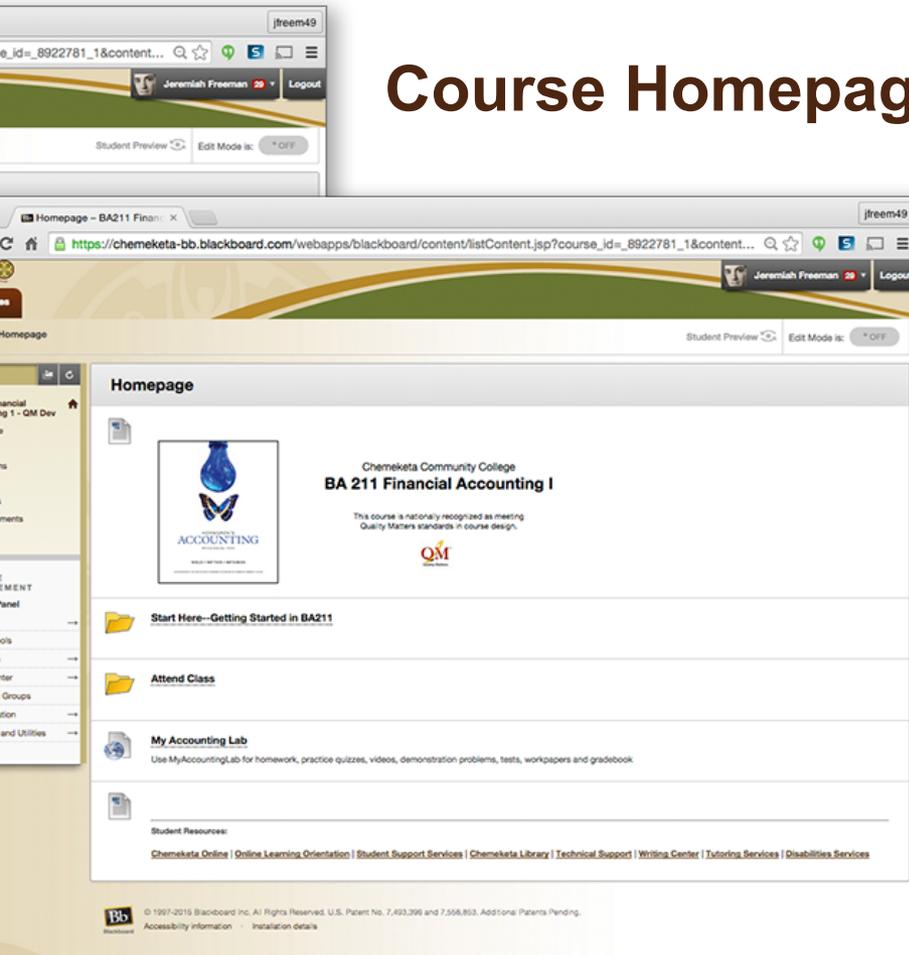
Chemeketa Community College - Web Accessibility Guidelines - Last Revised 1/15/14
09/20/2014 09:45:42

Chemeketa Community College - Web Accessibility Guidelines - Last Revised 1/15/14
09/20/2014 09:45:42

Page 4 of 10

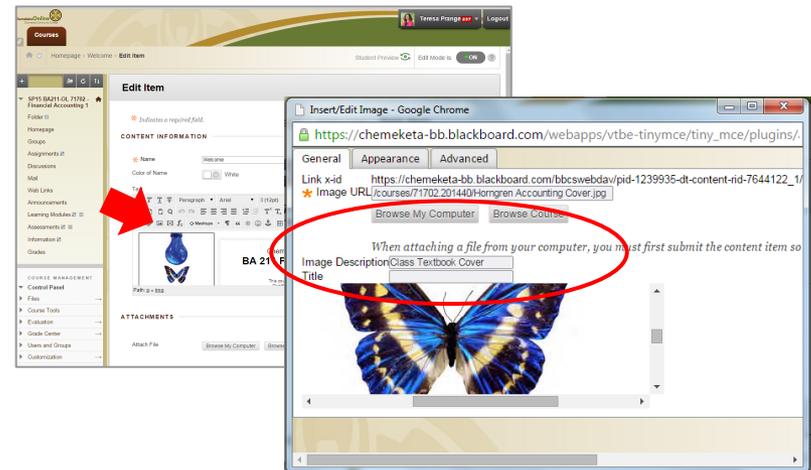
QM Standard 8

Course Homepage



Accessibility Considerations

- Navigation & Getting Started
- Alt Text for Images
- Links to College Student Resources



QM Standard 8

Course Syllabus

Students with Disabilities:

Accommodations are collaborative efforts between students, faculty, and the Disability Services' office. Students with accommodations approved through Disability Services are responsible for contacting the faculty member in charge of the course, ideally prior to or during the first week of term to discuss accommodations. Students who believe they are eligible for accommodations but have not yet obtained approval through Disability Services should contact V/TTY 503.399.5192 or disability@chemeketa.edu.

Required Technology:

Below is a list of required technologies used in this class and links for information concerning their accessibility:

- [Pearson MyAccountingLab Accessibility](#)
- [Blackboard Learn Accessibility](#)
- [YouTube Accessibility](#)
- [Adobe Acrobat Accessibility](#)

Accessibility Considerations

- Formatting - Headings, Lists & Links
- Links to Required Tech Accessibility

BA211 Financial Accounting I, Online SYLLABUS

Chemeketa Community College
4000 Lancaster Drive NE
PO Box 14007
Salem, OR 97309

Instructor: Teresa Prange

E-mail: teresa.prange@chemeketa.edu

Office location: Bldg. 1, RM 259

Office hours: Wednesdays, 8:30-1:30

Voice Mail: 503-365-4729

Contact Response Time: Generally within 2 business days

Class Location: Online

Credit Hours: 4

CRN: 71702

Term: Spring, 2015

Course Description:

Financial Accounting I covers the complete accounting cycle for service and merchandising firms including recording transactions, adjustments, financial statements, worksheets, closing entries, cash and accounts receivable, notes and interest, and accounting for inventories. This course is designed for students enrolled in the Accounting program or students transferring to four-year institutions.

Performance Based Learner Outcomes:

Upon successful completion of this course you should be able to:

1. Apply theory and procedures used in the processing of financial data for a service firm and a merchandising firm.
2. Describe the accounting cycle, for a service firm and a merchandising firm.
3. Prepare and analyze financial statements and reports.

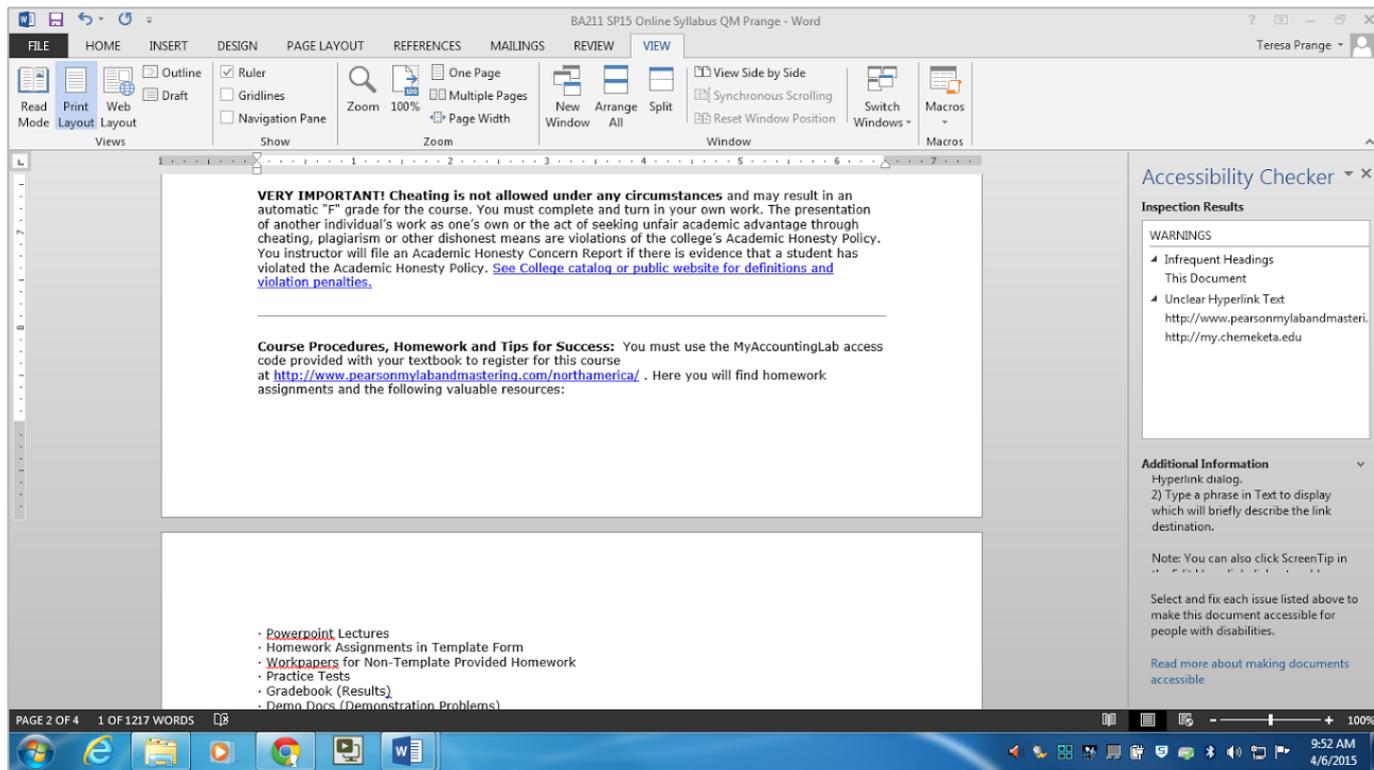
Prerequisites:

None. However to be successful in this course, students should have math and computer skills consistent with successful completion of MTH060 and CS101.

Materials Required:

QM Standard 8

MS Word Accessibility Checker



The screenshot shows the Microsoft Word interface with the Accessibility Checker pane open on the right. The document content includes a warning about cheating and a list of course resources. The Accessibility Checker pane displays the following information:

Accessibility Checker

Inspection Results

WARNINGS

- Infrequent Headings
This Document
- Unclear Hyperlink Text
<http://www.pearsonmylabandmasteri...>
<http://my.chemeketa.edu>

Additional Information

Hyperlink dialog.
2) Type a phrase in Text to display which will briefly describe the link destination.

Note: You can also click ScreenTip in ...

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

[Read more about making documents accessible](#)

Document Content:

VERY IMPORTANT! Cheating is not allowed under any circumstances and may result in an automatic "F" grade for the course. You must complete and turn in your own work. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the college's Academic Honesty Policy. You instructor will file an Academic Honesty Concern Report if there is evidence that a student has violated the Academic Honesty Policy. [See College catalog or public website for definitions and violation penalties.](#)

Course Procedures, Homework and Tips for Success: You must use the MyAccountingLab access code provided with your textbook to register for this course at <http://www.pearsonmylabandmastering.com/northamerica/>. Here you will find homework assignments and the following valuable resources:

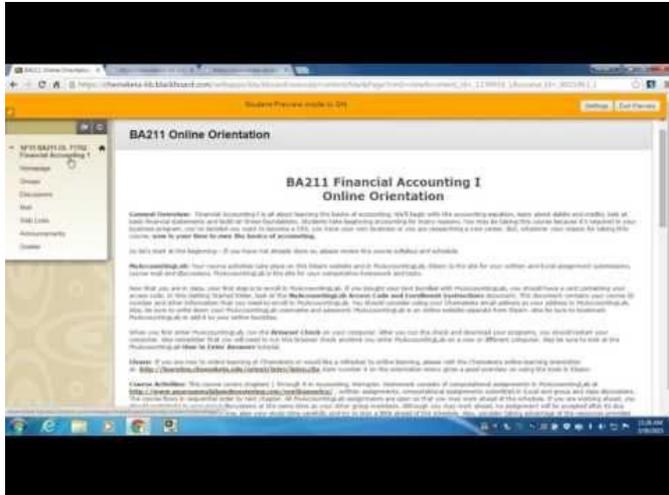
- Powerpoint Lectures
- Homework Assignments in Template Form
- **Workpapers** for Non-Template Provided Homework
- Practice Tests
- Gradebook (Results)
- Demo Docs (Demonstration Problems)

Word Interface Details:

- File Name: BA211 SP15 Online Syllabus QM Prange - Word
- User: Teresa Prange
- Page: PAGE 2 OF 4
- Word Count: 1 OF 1217 WORDS
- System Tray: 9:52 AM, 4/6/2015

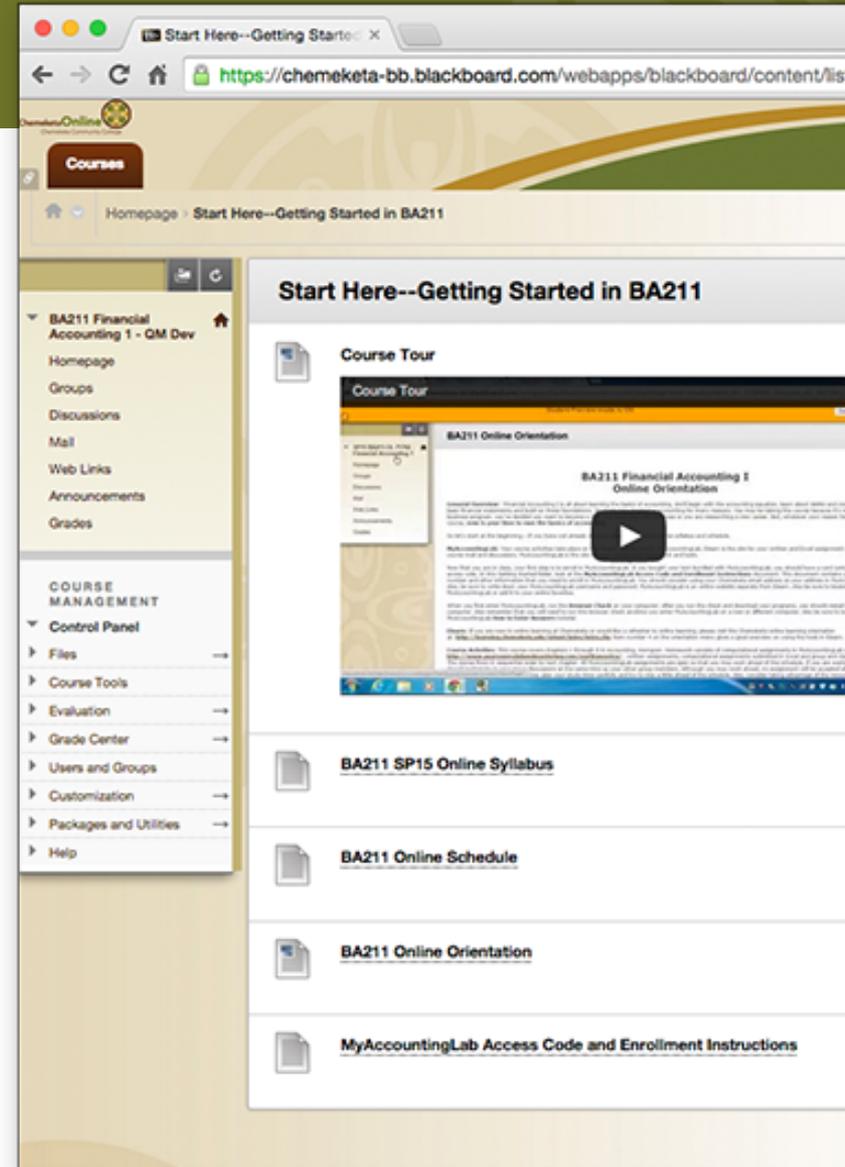
QM Standard 8

Course Orientation Video



Accessibility Considerations

- Closed Captions
- Transcript Provided
- Keyboard Accessible



Closed Captioning

Tech Hub - Faculty Support Website

The screenshot shows the Tech Hub Faculty Support Website. The main content area is titled "Closed Captions" and includes the following sections:

- Closed Captions**: A paragraph explaining that adding closed captions makes content more accessible and helps search engines find it. Below this is a video player showing a person at a computer with a play button overlay.
- Faculty Request Form – Closed Captioning Support**: A section with a link to "View Faculty Request Form for Closed Captioning".
- Creating Effective and ADA-Compliant Captions**: A section with a link to "Tips for Creating Closed Captions".
- YouTube Closed Captions**: A section explaining that YouTube uses speech recognition technology for captions and provides a link to "YouTube Closed Captions".
- Do It Yourself – Video Captioning**: A section recommending Camtasia Studio for adding captions and providing a link to "Captioning Screen Recording Videos".

The website header includes navigation links: ELearn / Blackboard, Teaching, Media & Technology, Faculty Training, Projects & Services, Tech Hub News, and Support. The footer contains contact information for the Tech Hub Faculty Resource Center.

Kaltura MediaSpace

The screenshot shows the Chemeketa MediaSpace website. The main content area features a large video player for a "Chemeketa 2014 TV Commercial - Training Wheels" with a play button overlay. Below the video is a grid of smaller video thumbnails, including "Chemeketa Community College - Gamer to Graphics" and "NW Wine Studies - Identifying Second Crop". The website header includes a search bar and navigation links: Home, Featured, Faculty Collections, My Media, and Help.



Closed Captions

Adding Closed Captions to your videos not only allows your content to be more accessible to more people, but it also helps search engines find your video content more easily.

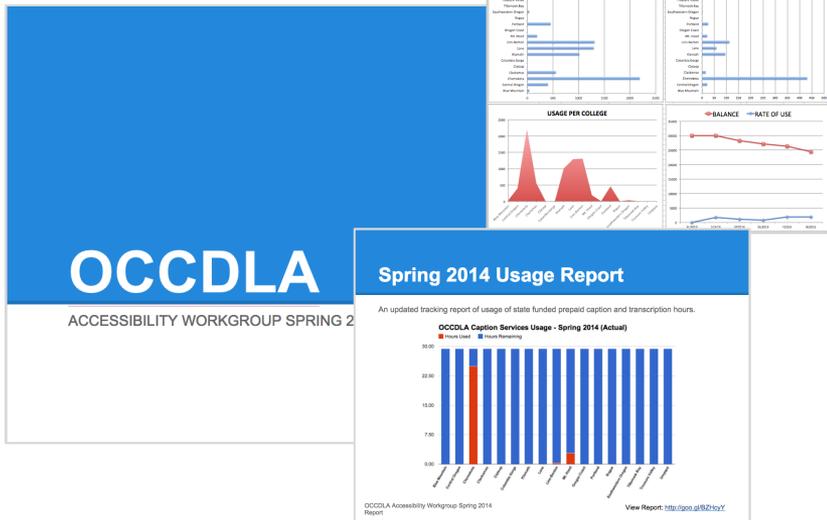


The video above is an example of a video with closed captions hosted on the [Chemeketa Kaltura Media Server](#), part of the [Chemeketa Learning Cloud](#) Digital Repository project.



Closed Captioning - Oregon CC Consortium

Oregon Community College Distance Learning Association



Closed Caption Requests

TechHub

Home | About Our Accessibility | Closed Captioning

Closed Captioning

Faculty Request Form - Closed Captioning Support

Use the form below to request closed captions on media produced by Chemeketa Online Faculty.

[View Faculty Request Form for Closed Captioning](#)

Faculty Request Form - Closed Captioning

Use this form to request closed captions on media produced by Chemeketa Online Faculty. A Tech Hub Media Specialist will contact you for further information. Expect a minimum of three business days to complete captioning.

*** Required**

First Name:

Last Name:

Chemeketa Email Address:

Never submit passwords through Google Forms.

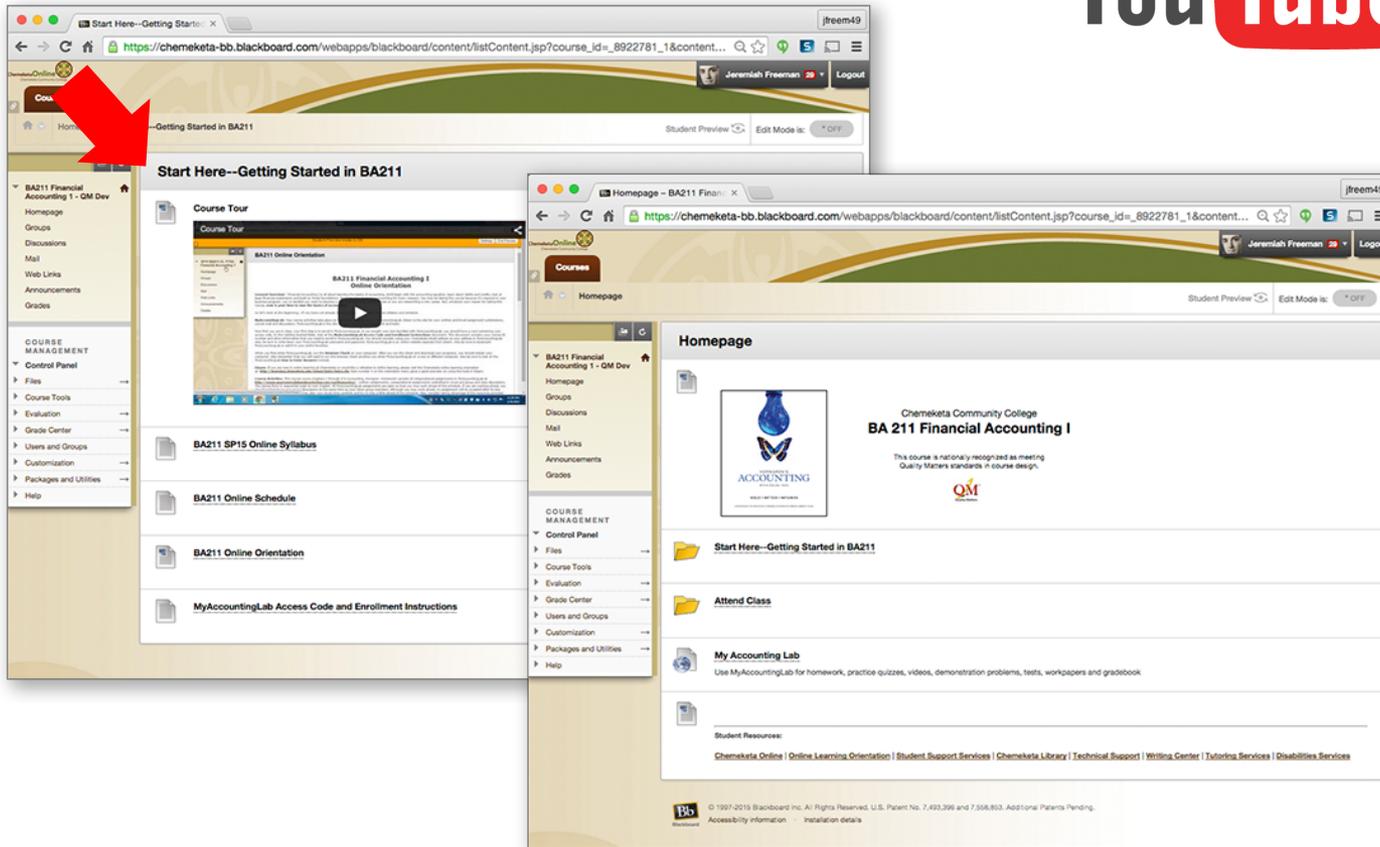
Powered by This form was created inside of Chemeketa Community College. [Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)



CAPTIONS SYNC powered by **AUTOMATIC SYNC TECHNOLOGIES**



YouTube Closed Captions



YouTube Closed Captions

Automatic Captions

“Since these are automatically generated, the quality of the captions may vary from video to video. As the video owner, you can always edit the captions to improve accuracy, or remove them from your video if you do not want them to be available for your viewers.”

[See YouTube Help > Edit videos and settings > Captions > Automatic Captions](#)

"Automatic Captions." - YouTube Help. N.p., n.d. Web. 09 Apr. 2015.

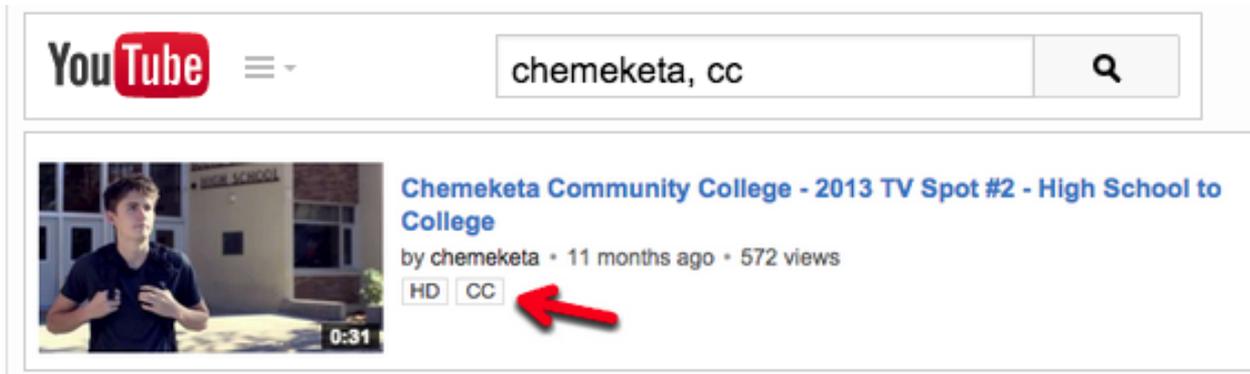


YouTube Closed Captions

Search for Captioned Video

Search YouTube for videos captioned by owners (not auto-captioned).

1. Enter your search term in the YouTube search field.
2. Add “, CC” after your keywords (keyword, CC)
3. Click Enter to search.
4. YouTube displays search results for videos that ONLY have closed captions added by owners.

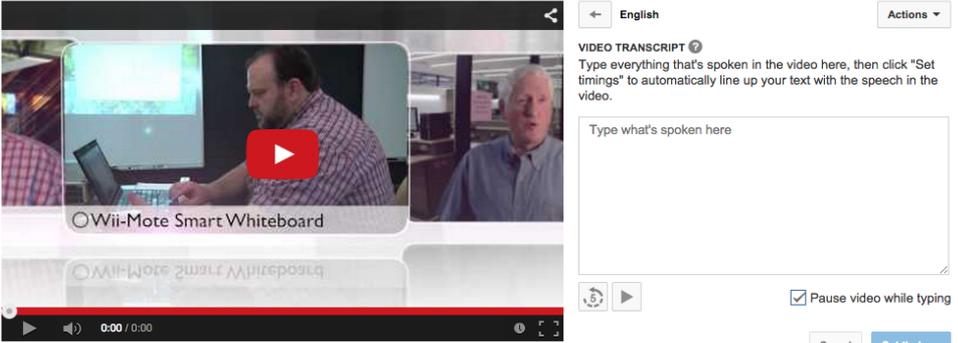


The screenshot shows the YouTube search interface. The search bar contains the text "chemeketa, cc" and a magnifying glass icon. Below the search bar, a video result is displayed. The video title is "Chemeketa Community College - 2013 TV Spot #2 - High School to College". The video is by "chemeketa" and was uploaded "11 months ago" with "572 views". Below the title, there are two buttons: "HD" and "CC". A red arrow points to the "CC" button, indicating that the video has closed captions.

YouTube Closed Captions

Create Subtitles and Closed Captions.

Faculty Innov Web Loop



English Actions

VIDEO TRANSCRIPT ⓘ
Type everything that's spoken in the video here, then click "Set timings" to automatically line up your text with the speech in the video.

Type what's spoken here

Pause video while typing

Saved Set timings

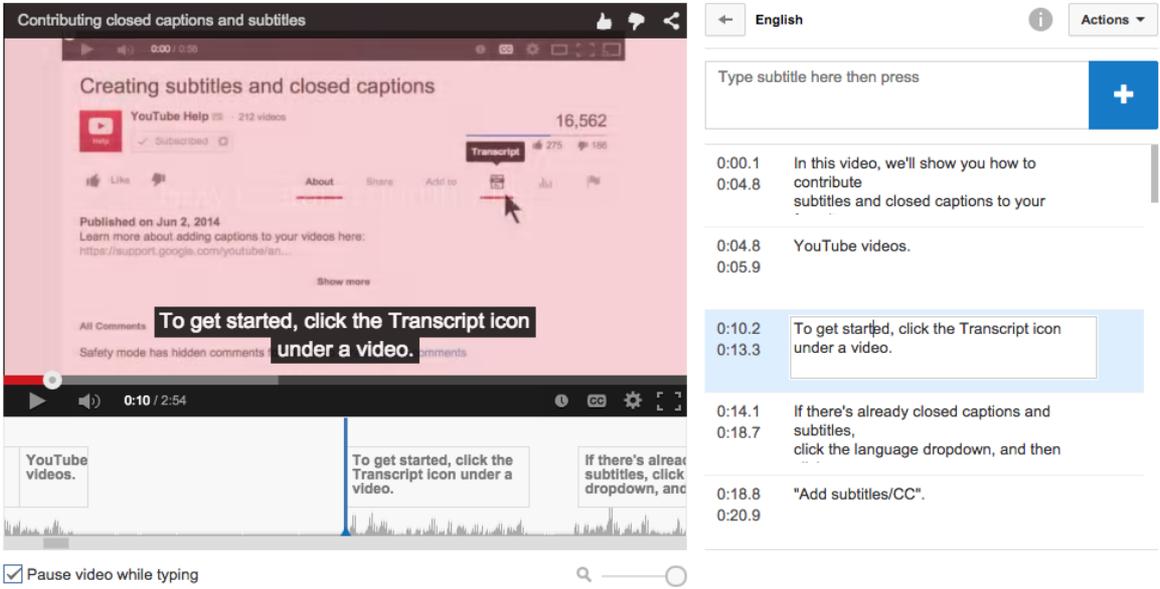
Send feedback



YouTube Closed Captions

Contribute Subtitles and Closed Captions.

Contributing closed captions and subtitles



The screenshot displays the YouTube interface for contributing closed captions and subtitles. The video player shows a 'Transcript' icon highlighted with a red box and a red arrow pointing to it. The transcript list on the right shows the video content with time markers and a text input field for each segment.

Contributing closed captions and subtitles

English

Type subtitle here then press

0:00.1 In this video, we'll show you how to contribute subtitles and closed captions to your

0:04.8 YouTube videos.

0:05.9

0:10.2 To get started, click the Transcript icon under a video.

0:13.3

0:14.1 If there's already closed captions and subtitles, click the language dropdown, and then

0:18.7

0:18.8 "Add subtitles/CC".

0:20.9

Submit

Send feedback



Chemeketa Community College
chemeketa.edu

Chemeketa Online
online.chemeketa.edu

Tech Hub Faculty Website
techhub.chemeketa.edu

Teresa Prange
teresa.prange@chemeketa.edu

Sage Freeman
sage.freeman@chemeketa.edu

Thank You!