Accessible Campus Community & Equitable Student Support

Print Materials

Textbooks and Course Packs

- I have submitted my textbook/course pack request to the Bookstore according to the textbook ordering deadline for the upcoming semester.
- I have submitted my course source materials in a clean, legible format so they can be scanned and converted into accessible formats such as audio or large print.
- □ I have also inquired with publishers about the availability of accessible electronic copies.

Syllabi and Handouts

- I have created a syllabus in an electronic and <u>accessible format</u>. If you have difficulty using your word processor's accessibility checker, contact the <u>Instructional Design & Learning Technologies (IDLT)</u> group for additional support.
 - The statement included in the syllabus directing students needing accommodations to register with ACCESS will be covered on the first day of class or affirmed in some way for online students.
- My Word documents and other instructional materials are in an accessible and electronic format.
- My PDF documents are accessible (documents scanned or copied from source print material are not accessible to screen readers). If you are unsure as to the accessibility of your portable document format materials, please refer to Blackboard Ally or contact IDLT for additional support.

Electronic Reserves

\square I have submitted electronic reserve	e materials in a clean,	legible format to the Library.
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If you have any questions, concerns or require clarification on how to make your course elements more accessible, please contact the ACCESS at myaccess@siue.edu or Instructional Design & Learning Technologies department at 618-650-5500 or idlt_center@siue.edu.

Course Accessibility Checklist Accessible Campus Community & Equitable Student Support

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	My PowerPoint files are accessible with alternative tags and labels on all images and
	elements.
	Start with PowerPoint's templates, which are configured with proper heading and
	paragraph styles.
	Accessibility best practices recommends having an alternative version of the PowerPoint
	with essential images and data tables appropriately labeled and tagged for the benefit of
	those using screen reader technology.
Non	-Print Materials
DVD/	YouTube/Audio Visual Media
	My video presentations (DVDs, Video Tapes, Video Podcasts, and other video formats)
	have the necessary closed captioning or subtitles. Currently, TechSmith Relay serves as
	our primary platform for storing media content across campus, and allows not only
	greater interactivity, but helps us to meet our university accessibility goals and achieve
	ADA compliance. For more information about TechSmith Relay or training opportunities,
	visit https://kb.siue.edu/94311
Interr	net Resources
	The Internet resources (i.e. websites, blogs, wikis, etc.) that I plan to use in class are
	accessible to all students. At the very least, I have a plan so that all students have
	access to the same information.

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Course Streaming / Podcasting

☐ My audio presentations (CDs, audio podcasts, audio clips, and other audio formats) are available with a transcript. At the very least I have a plan in place so that students who cannot access the audio will have access to the same information.

Special Events or Programs Required for Class

□ I have included an accessibility statement in the advertisement literature for the event:

Southern Illinois University Edwardsville (SIUE) encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, including alternate format media or have questions about the physical access provided, please call the office for Accessible Campus Community & Equitable Student Support (ACCESS) at 618.650.3726 or email myaccess@siue.edu in advance of your participation.

Suggested Guidelines for Online Courses

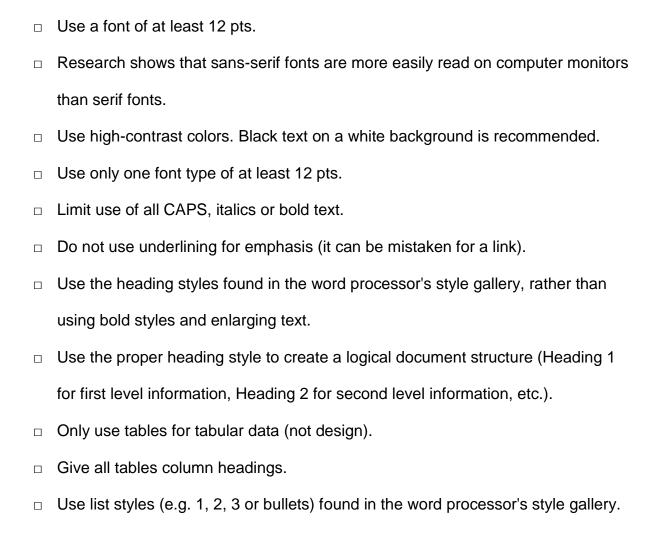
Links

Do not use hyperlinks of the type "click here." Screen readers have an option to list and read all hyperlinks on a page. A list of twenty items all reading "click here" would not be instructive.

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Text



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Graphics

- All graphics should have alternative text (alt tags) for ADA Section 508
 compliance. Screen readers are then able to read what the image is.
- □ The text information in the alt tag associated with an image/graphic should, when possible, communicate the same information as its image/graphic.

Color

- There should be a high contrast between the background color and the font color.
- Avoid extremely bright colors as a background color, it makes text very hard to read.

Animation

 Refrain from using animated or blinking images, text or cursors. These can cause seizures for some people.

Video and Audio

- Provide closed-captioning or have accompanying text-based scripts for all video.
- Provide text versions of all audio files.

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