

Fix Your Content Day

May 20, 2021



Robert Parhizgari
Director of Technology Services
FIU Online

Agenda

- Fix Your Content Day
- Accessibility and Universal Design
- Getting Started with Ally
- Instructor Support on May 20th
- Q&A for Guided Assistance

About Fix Your Content Day

- Fix Your Content Day is on May 20, 2021.
- May 20th is Global Accessibility Awareness Day (GAAD).
- A global accessibility challenge hosted by Ally.
- Goal of fixing as many accessibility issues as possible within Canvas.
- A kickstart to FIU's commitment to improve accessibility in course content.

We Are Here to Help

- FIU Online
- Educational Technology Services
- Center for the Advancement of Teaching
- College of Medicine
- Office of Civil Rights, Compliance and Accessibility
- Disability Resource Center

Preparing Early

- Start getting familiar with Ally!
 - Ally is found directly in your Canvas course.
 - Ally alerts instructors to accessibility issues in their course.
 - Ally provides detailed guidance on how to improve accessibility.
- Identify the types of issues that exist in your own courses.
- Download and fix some of your content now.
- Upload those corrected files and perform additional fixes on May 20th!

Accessibility Issues Targeted for Fix Your Content Day

- The image does not have a description
- The document contains images without a description
- The document does not have any headings
- The document has tables that don't have any headers
- The document is untagged
- The document is missing a title
- The document does not have a language set

Accessibility and Universal Design



Luis Perez
Technical Assistance Specialist
National Center on Accessible Educational Materials

How do you define #A11Y?

Please share your personal definition in the chat.

What did you notice in other definitions that you would incorporate into your own?

#A11Y = Accessibility (11 letters between the A and Y)

Definition of Accessibility (A-11-Y) - U.S. DOE/Office for Civil Rights

A person with a disability can

acquire the same
information

engage in the same
interactions

enjoy the same
services

equally effective,
equally integrated,
with substantially
equivalent ease of use

as a person without a disability

Let's Improve on that Definition

Every

person can

acquire the same
information

engage in the same
interactions

enjoy the same
services

equally effective,
equally integrated,
with substantially
equivalent ease of use





UDL: informed by 3 fields

Brain Science



Architecture

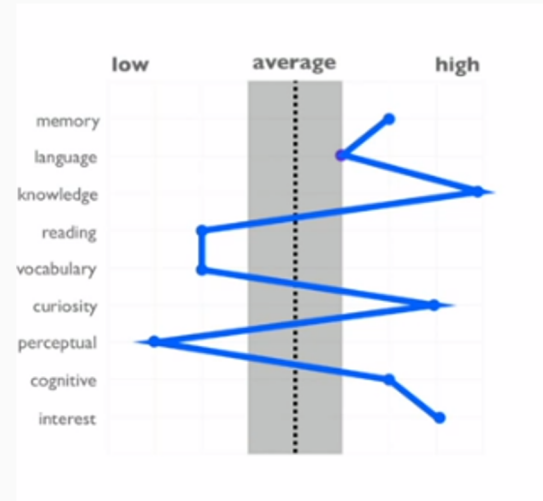


Technology



“Jagged profile” Dimensions of Variability

- Interest
- Effort and Persistence
- Self Regulation
- Perception
- Language
- Background Knowledge
- Physical Navigation
- Communication Skills
- Executive Function Skills

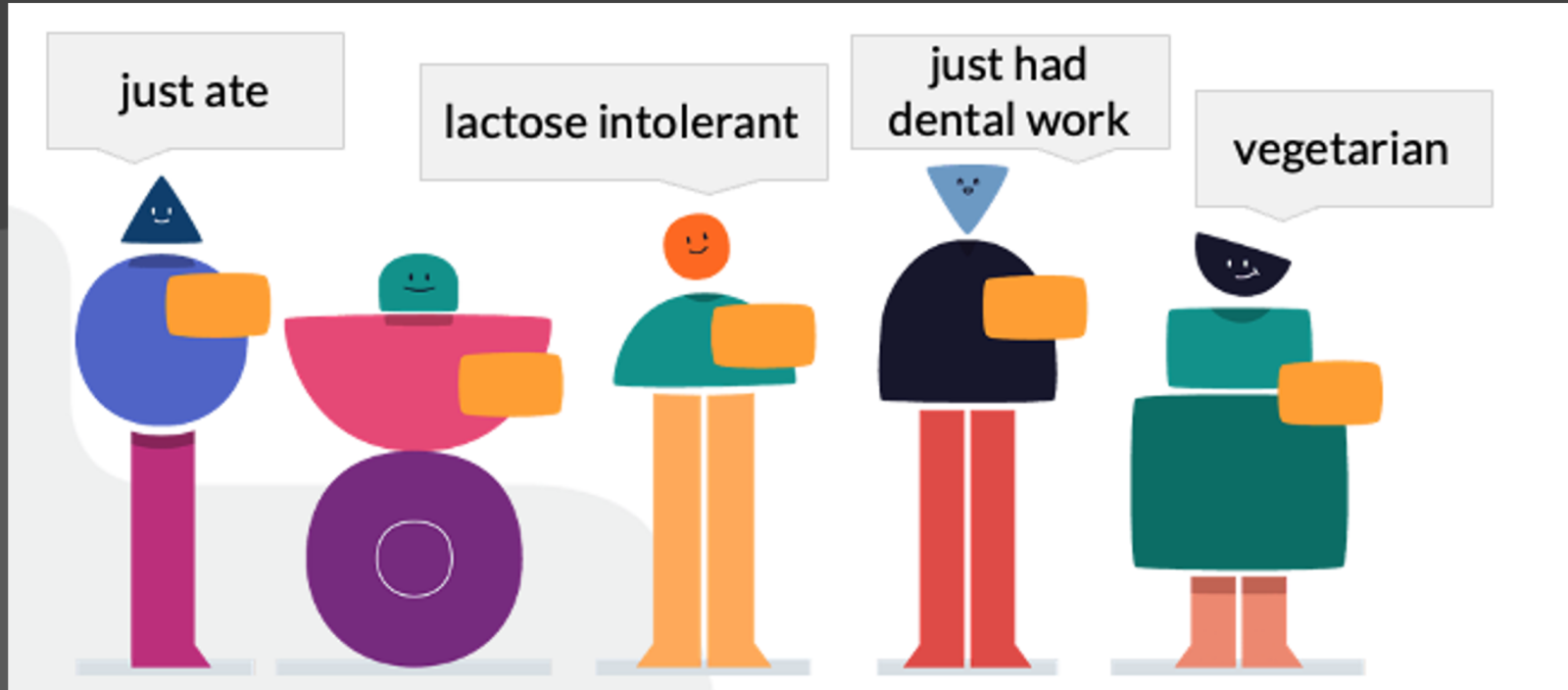


[Long Description](#)

The Dinner Party Analogy



Variability: Dinner Party Guests



Proactive “buffet”

*The goal
matters



UDL: informed by architecture (UD)

Brain Science



Architecture

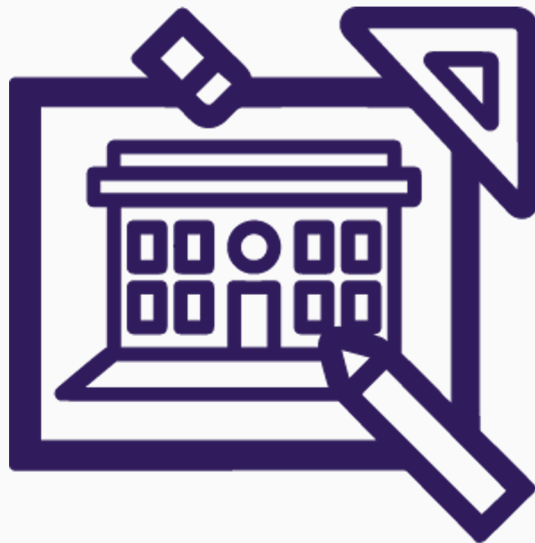


Technology



Barriers are in the Environment

The barrier is in the environment, not the learner.



Retrofitting for Access



Architecture: Universal Design (UD)



UDL: informed by new technologies

Brain Science



Architecture



Technology



Universal Design: Necessary for some, good for all.

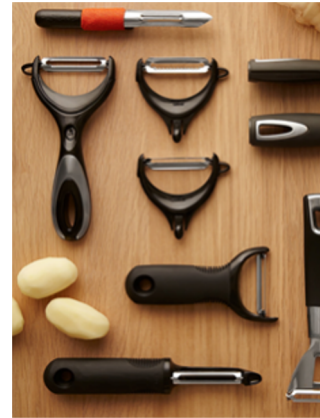
Curb cuts



Automatic doors



Easy-grip tools



Closed captioning



Proactively Designing for Accessibility: Like Baking a Blueberry Muffin



You can't add the blueberries at the end and call it a blueberry muffin
-Cordelia Dillon

Consider Accessibility Throughout Design Process



Accessibility in the Context of UDL

Essential But Not Sufficient

“The purpose of education is not to make information accessible, but rather to teach learners **how to transform accessible information into useable knowledge.**”

Introduction to the [UDL Guidelines](#) (CAST, 2012)





Thank you!

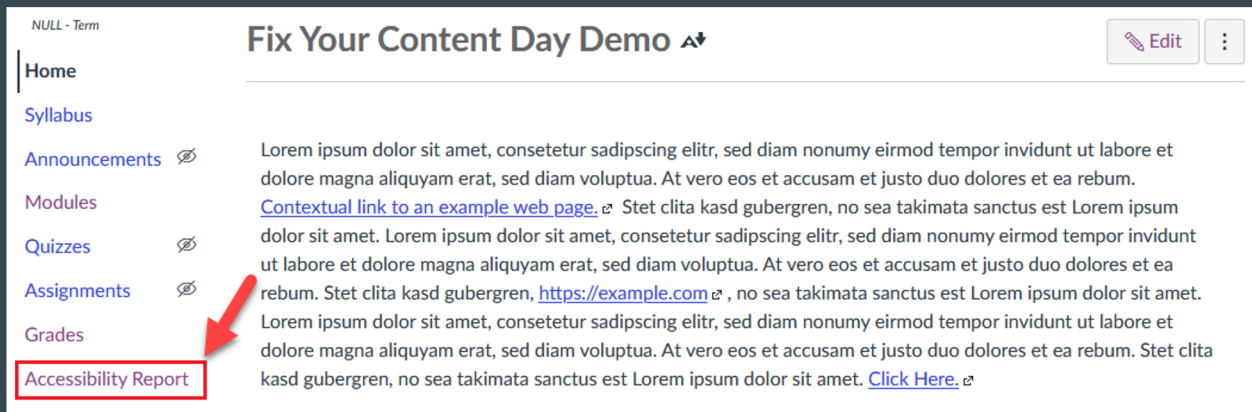
Using Ally

...

Jonathan Perez

Getting Started

To get started, select the **Accessibility Report** link located on the left side of your Canvas course.



NULL - Term

Fix Your Content Day Demo

Edit

Home

Syllabus

Announcements

Modules

Quizzes

Assignments

Grades

Accessibility Report

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. [Contextual link to an example web page.](#) Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, <https://example.com>, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. [Click Here.](#)


Getting Started

Scroll down and select the issue that you would like to fix.

Remaining issues		
Severity	Issue	Content affected
⚠	The HTML content contains images without a description	2 >
⚠	The image does not have a description	2 >
⚠	The document contains images without a description	1 >
⚠	The document does not have any headings	1 >
⚠	The document has contrast issues	1 >
⚠	The document is untagged	1 >
⚠	The HTML content contains videos without captions	1 >
⚠	The HTML content has contrast issues	1 >
🚩	The HTML content contains links without discernible text	1 >

The image does not have a description

After selecting the issue you would like to fix, **select the gauge** next to the item you are interested in adjusting.

Name	Issues	↑ Score
 Banana-Single.jpg Image	1	 25%
 Black and White Stripes Image.jpg Image	1	 25%

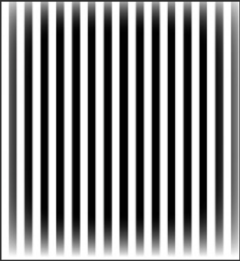


The image does not have a description
2 out of 10

The image does not have a description

Once you have reached the instructor feedback page, you may either add a description for the image on the right hand side(1) or indicate that the image is decorative(2).

After adding a description, select the **Add** button next to the description box.



Accessibility score for:
Black and White Stripes Image.jpg

25%

This image is missing a description

[What this means](#)

[How to write a good description](#)

Add image description

1

Add

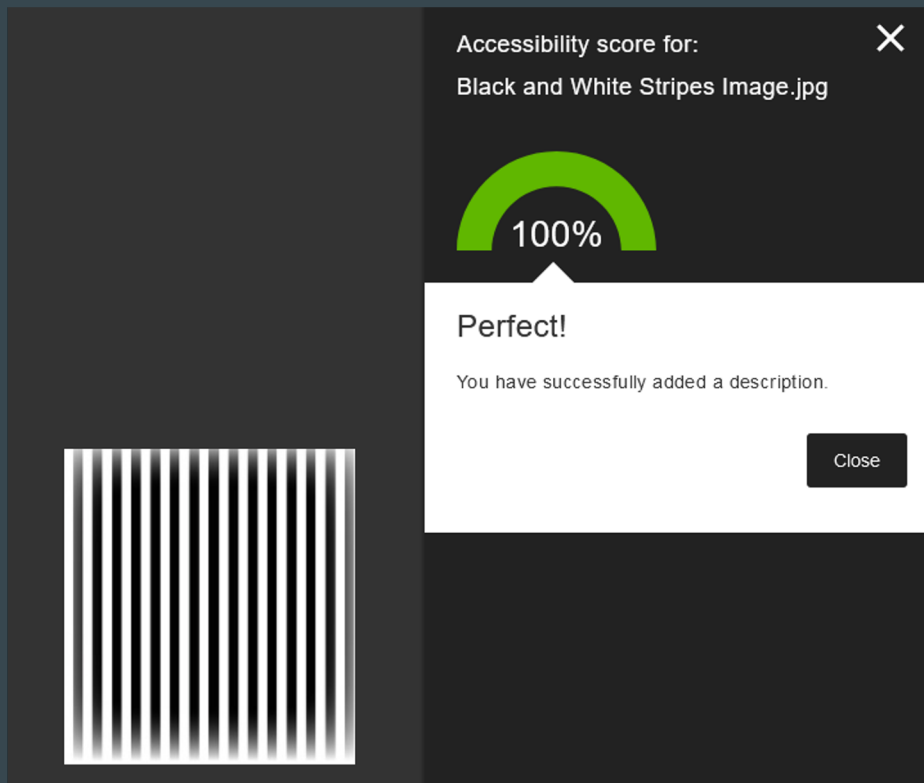
[2 Indicate image is decorative](#)

This image is used for decoration only and a description is not needed

[? Help](#)

The image does not have a description

You will receive a confirmation of your selection.



LIVE DEMO

NULL - Term

Home

Syllabus

Announcements

Modules

Quizzes

Assignments

Grades

Accessibility Report

Discussions

People

Pages

Conferences

Files

Collaborations

Outcomes

Rubrics

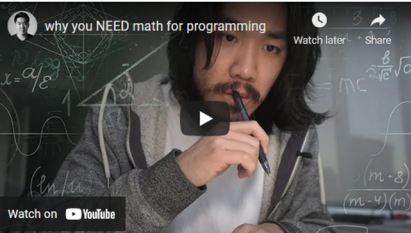

Settings

Fix Your Content Day Demo

Edit

Low contrast font color vs background color

Direct link to YouTube video without captions



Watch on YouTube

Course Status

Unpublished Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

New Analytics

View Course Notifications





Coming Up


View Calendar

Nothing for the next week

The document contains images without a description

After selecting the issue you would like to fix, **select the gauge** next to the item you are interested in adjusting.

Name	Issues	Score
 Sample PDF-1_fixed.pdf PDF document	2	 43%
 Sample Inaccessible Word Document.docx Word document	3	 51%



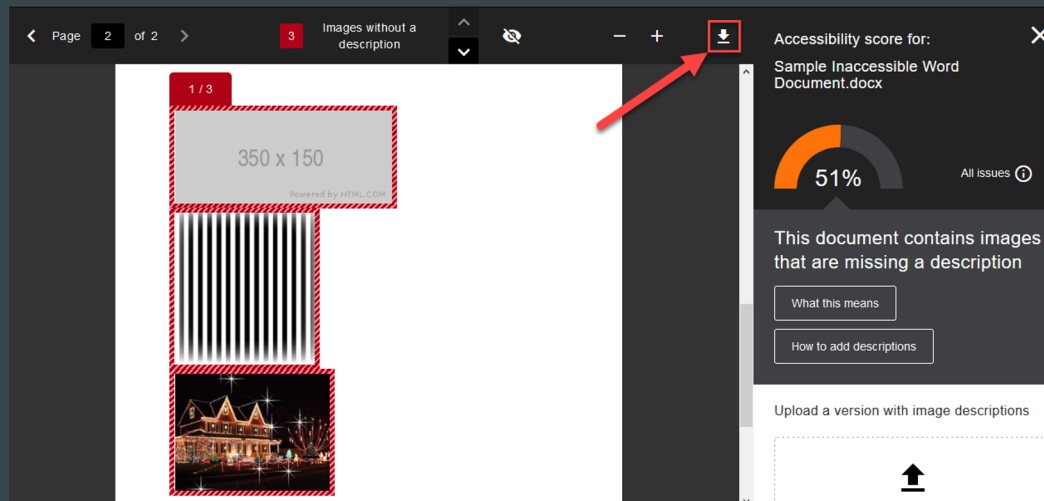
The document contains images without a description

2 out of 11

The document contains images without a description

Once you are in the Instructor Feedback page, you will notice the issue at hand may be highlighted.

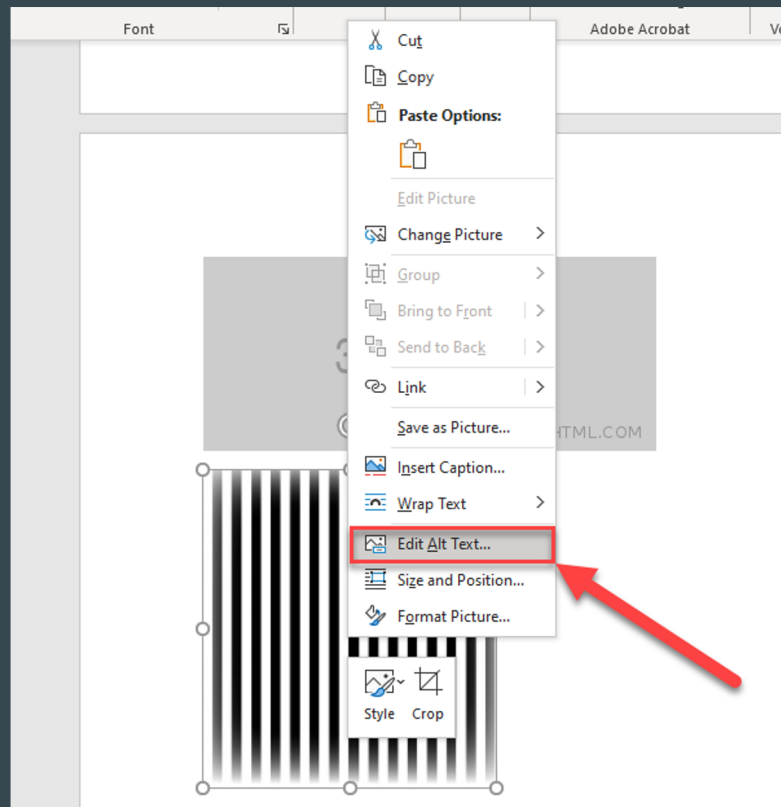
Select the **Download** button, located on the top right side of the screen to download the original file.



The document contains images without a description

If the document is a Word file, open the file, scroll down to the image in question and right click on it to show the menu.

Select **Edit Alt Text...**

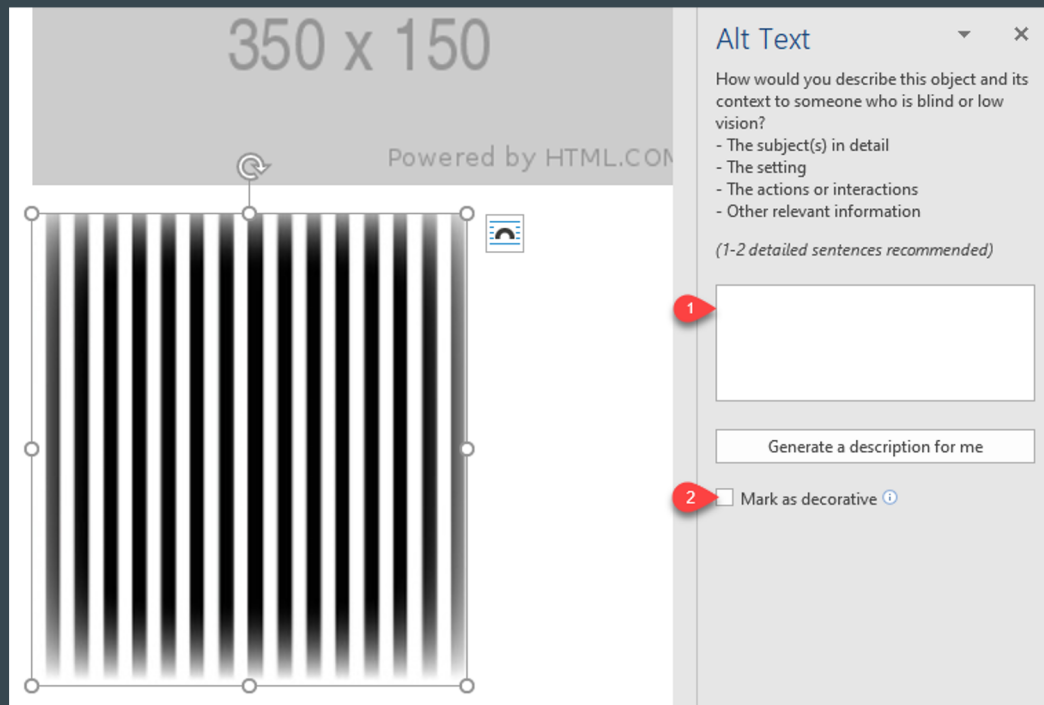


The document contains images without a description

The “Alt Text” window will open on the right side of the screen where you may either add a description for the image(1) or indicate that the image is decorative(2).

Consider this:

- Provide a textual alternative
- Provide a meaningful description
- Keep it brief and context-specific
- Provide a summary for complex charts, graphs and maps
- Are they decorative images?



The document contains images without a description

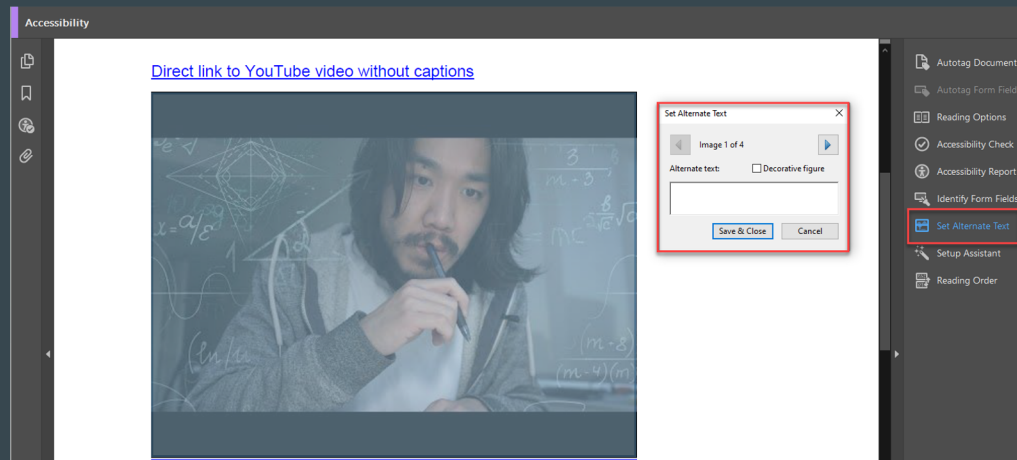
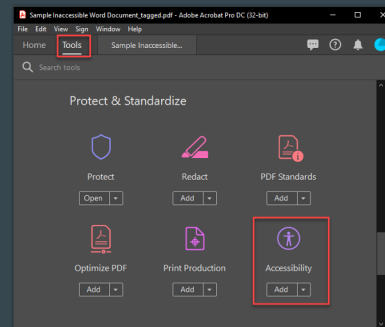
If the document is a **PDF file**, open the document in **Adobe Acrobat** and select the **Tools** tab.

Select the **Accessibility** tool.

Once the accessibility pane comes up, select **Set Alternative Text**.

Add a description to the image or label it as decorative then select **Save & Close**.

Save your work.



LIVE DEMO

NULL - Term

Home

Syllabus

Announcements

Modules

Quizzes

Assignments

Grades

Accessibility Report

Discussions

People

Pages

Conferences

Files

Collaborations

Outcomes

Rubrics

Settings

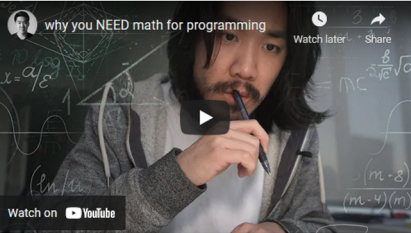

Fix Your Content Day Demo

Edit

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. [Contextual link to an example web page.](#) Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, <https://example.com>, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. [Click Here.](#)

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View Course Stream

Course Setup Checklist

New Announcement

New Analytics

View Course Notifications



Coming Up

View Calendar


Nothing for the next week

The document does not have any headings

After selecting the issue you would like to fix, **select the gauge** next to the item you are interested in adjusting.

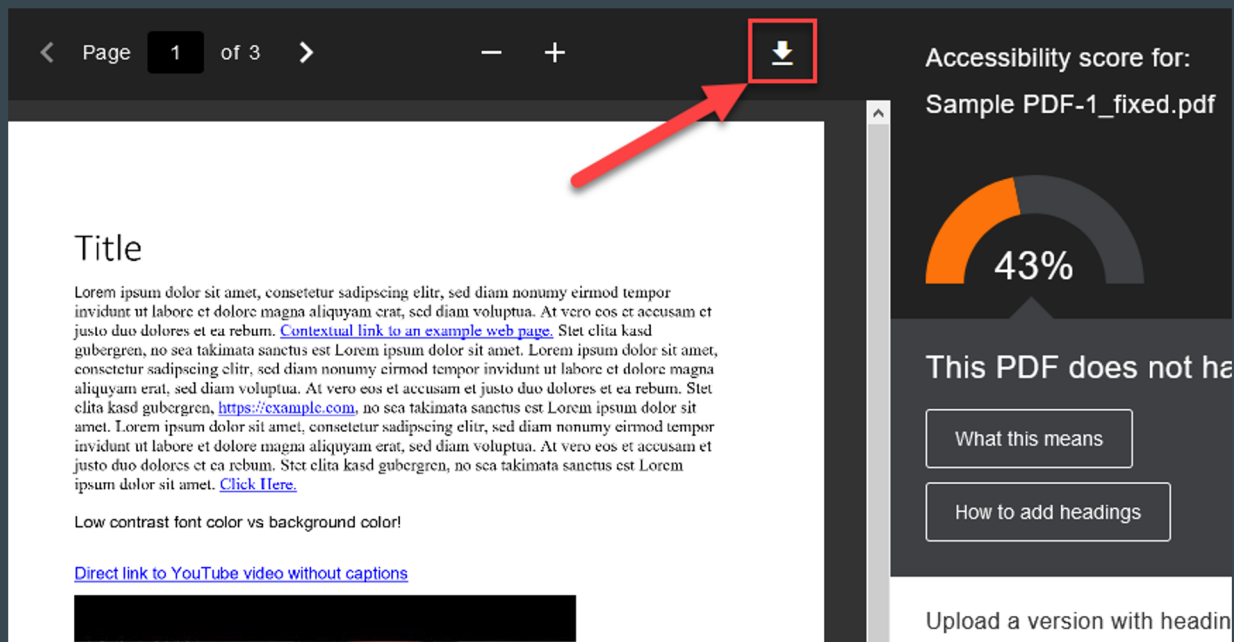
Name	Issues	↑ Score
 Sample PDF-1_fixed.pdf PDF document	2	 43%

Previous 1 Next


The document does not have any headings
1 out of 9

The document does not have any headings

Select the **Download** button on the upper right side of the screen to retrieve the document.



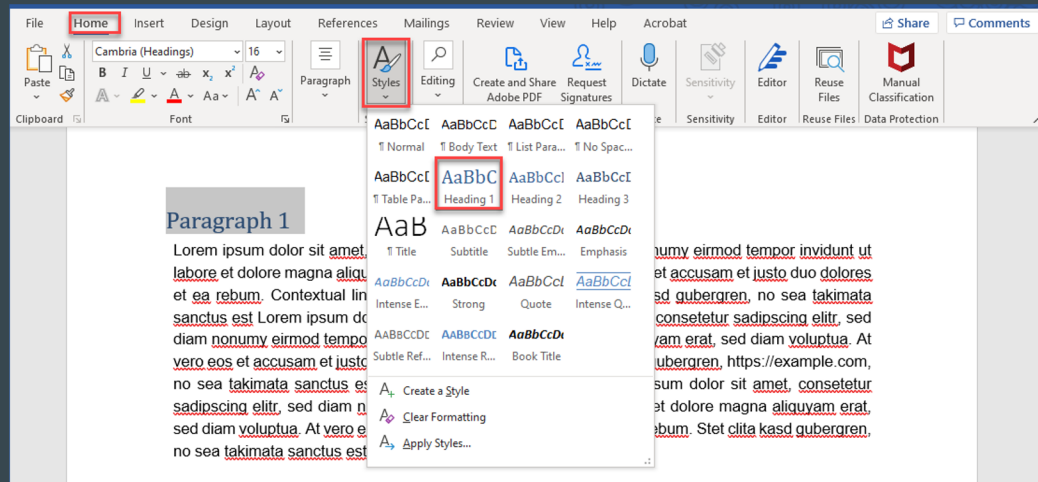
The document does not have any headings

Open the document in Word.

Highlight the text that should become a heading.

Select the **Home** tab and in the **Styles** group, select the appropriate heading level.

After updating the headings, save your work.



LIVE DEMO

NULL - Term

Home

Syllabus

Announcements

Modules

Quizzes

Assignments

Grades

Accessibility Report

Discussions

People

Pages

Conferences

Files

Collaborations

Outcomes

Rubrics

Settings

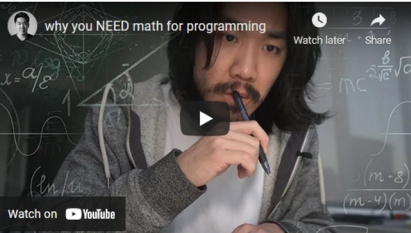

Fix Your Content Day Demo

Edit

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. [Contextual link to an example web page](#), Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, <https://example.com>, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. [Click Here](#)

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Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

New Analytics

View Course Notifications

Coming Up

View Calendar



Nothing for the next week

The document has tables that don't have any headers

After selecting the issue you would like to fix, **select the gauge** next to the item you are interested in adjusting

Name


Issues ↑ Score

 Sample Inaccessible Word Document.docx Word document	3	 51%
---	---	---

Previous

1

Next



The document has tables that don't have any headers
1 out of 9

The document has tables that don't have any headers

Select the **Download** button, located on the top right side of the screen to download the original file.

The screenshot shows a document viewer interface. At the top, there is a navigation bar with a back arrow, "Page 1 of 2", a red tab labeled "1 Table with missing headers", and icons for zooming and a download button. A red arrow points to the download button, which is a square icon with a downward arrow. The main content area displays a document with a form titled "Student Name" and "Assignment Title". Below the form is a paragraph of Lorem Ipsum text. At the bottom, there is a link "Direct link to YouTube video without captions" and a video thumbnail. On the right side, there is a sidebar with an "Accessibility score for: Sample Inaccessible Word Document.docx" section. It features a gauge showing a score of 51% and a button "All issues". Below this, a message states "This document contains tables that are missing headers" with two buttons: "What this means" and "How to set table headers". At the bottom of the sidebar is a button "Upload a version with table headers".

The document has tables that don't have any headers

Open the document and scroll down to the table in question.

Ensure that the text(1) in the first row of the table functions as a title and identifies what each column represents.*

Select the first row of the table and then select the **Table Design**(2) tab and confirm that the **Header Row**(3) checkbox is selected.

*If a header row does not exist, create one.

The screenshot shows the Microsoft Word interface with the **Table Design** tab selected. In the **Table Style Options** group, the **Header Row** checkbox is checked and highlighted with a red box and a red circle with the number 3. The **Table Styles** group shows various table style thumbnails. In the document area, a table titled "Some Data Table:" is displayed. The first row of the table, containing the headers "Month", "Week", and "Day", is selected and highlighted with a red box and a red circle with the number 1. The table has four rows in total, with the first row being the header row.

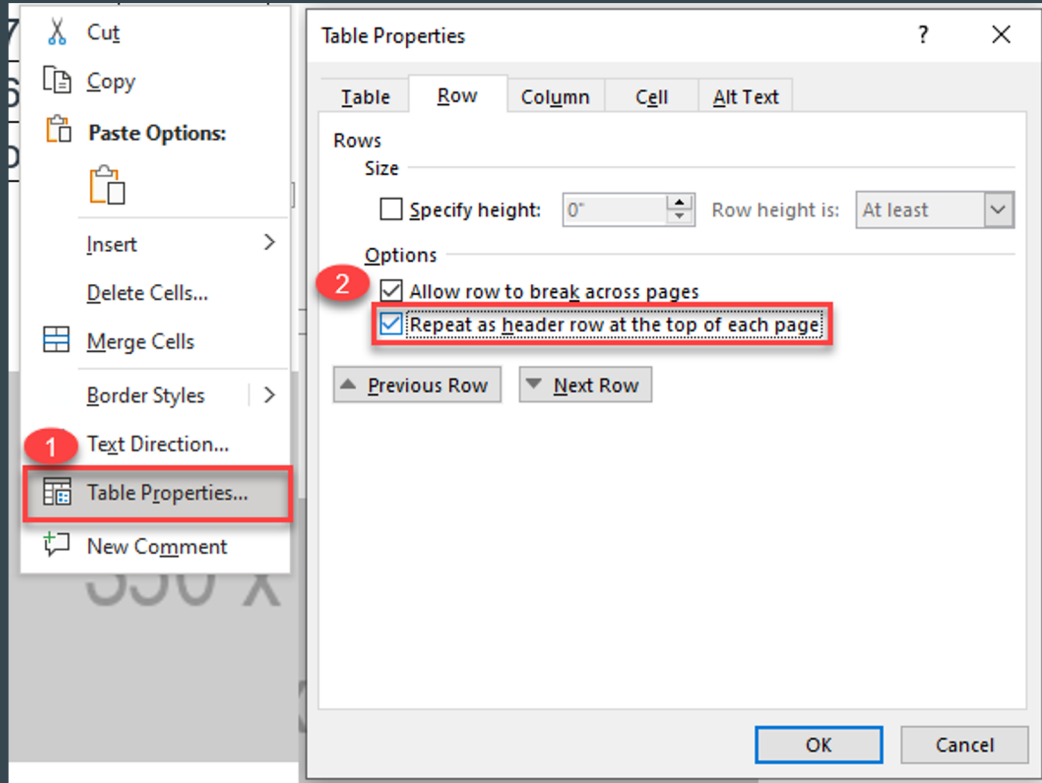
Month	Week	Day
548119	774758	847723
564654	464563	456540
Ipsum	Lorem	Dolor

The document has tables that don't have any headers

Right-Click on the table and select Table Properties(1).

Select the Row tab and ensure that the “Repeat as header row at the top of each page”(2) checkbox is selected.

Repeat this process for all tables in the document then save your work.



LIVE DEMO

NULL - Term

Home

Syllabus

Announcements

Modules

Quizzes

Assignments

Grades

Accessibility Report

Discussions

People

Pages

Conferences

Files

Collaborations

Outcomes

Rubrics

Settings

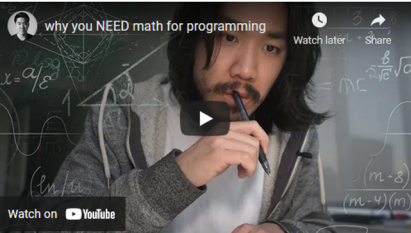

Fix Your Content Day Demo

Edit

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. [Contextual link to an example web page](#), Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, <https://example.com>, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. [Click Here](#)

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Course Status

Unpublished Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

New Analytics

View Course Notifications



Coming Up

View Calendar


Nothing for the next week

The document is missing a title

After selecting the issue you would like to fix, **select the gauge** next to the item you are interested in adjusting

Name	Issues	↑ Score
 Sample Inaccessible Word Document_tagged.pdf PDF document	3	 61%

Previous 1 Next



The document is missing a title
1 out of 9

The document is missing a title

Select the **Download** button on the upper right side of the screen to retrieve the document.

The screenshot shows a PDF viewer interface. At the top, there is a navigation bar with a back arrow, 'Page 1 of 2', a forward arrow, and zoom controls. A red box highlights a download icon (a square with a downward arrow) in the top right corner, with a red arrow pointing to it from the text above. The main content area is white and contains the following text:

Student Name

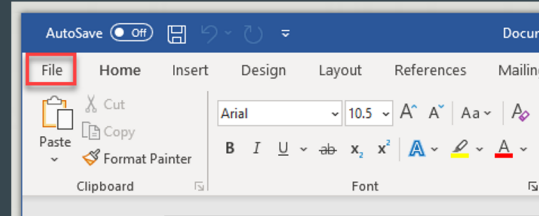
Assignment Title

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. [Contextual link to an example web page.](#) Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet,

On the right side, there is a dark sidebar. At the top, it says 'Accessibility score for:' followed by a close button (X). Below this, it says 'Sample Inaccessible Word Document_tagged.pdf'. There is a gauge showing '61%' with an orange arc. To the right of the gauge is a link 'All issues' with an information icon (i). At the bottom of the sidebar, it says 'This PDF does not have a title' and a button labeled 'What this means'.

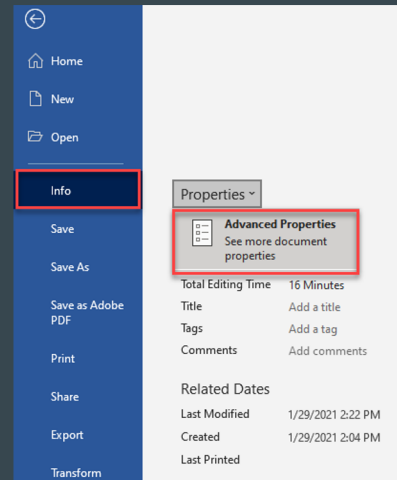
The document is missing a title

If the document is a Word document, open the document and select **File** at the top left side of the program.

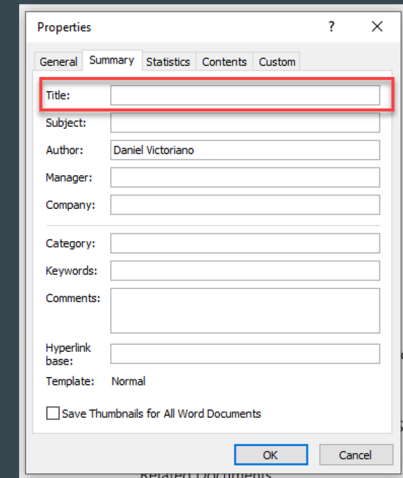


Then select the **Info** button.

Select **Properties** and then **Advanced Properties**. Once the prompt window appears, add a title to the document under the “Title” entry box.



Select **OK** at the bottom right and save your work.

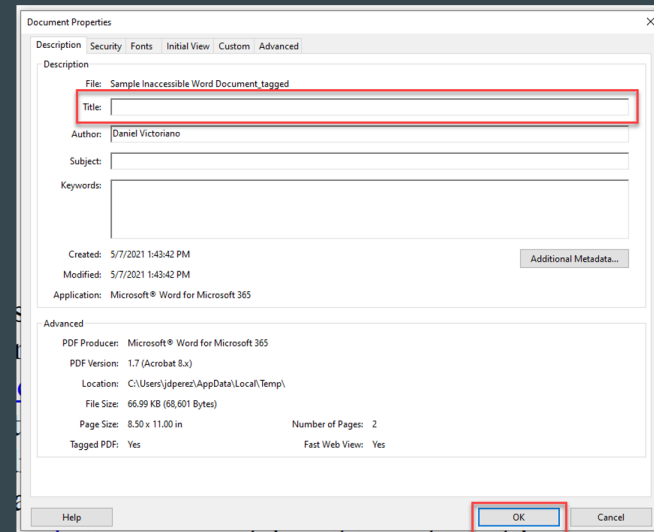
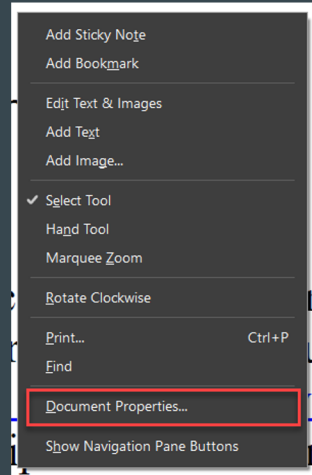


The document is missing a title

If the document is a PDF, open the document in Adobe Acrobat, right-click on the document and select **Document Properties**.

Select the **Description** tab and add a title under the “Title” entry box.

Select **OK** at the bottom right and save your work.



LIVE DEMO

NULL - Term

Home

Syllabus

Announcements

Modules

Quizzes

Assignments

Grades

Accessibility Report

Discussions

People

Pages

Conferences

Files

Collaborations

Outcomes

Rubrics

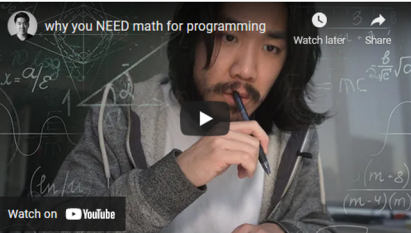

Settings

Fix Your Content Day Demo

Edit

Low contrast font color vs background color

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Course Status

Unpublished Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

New Analytics

View Course Notifications

Coming Up

View Calendar

Nothing for the next week

The document does not have a language set

After selecting the issue you would like to fix, **select the gauge** next to the item you are interested in adjusting.

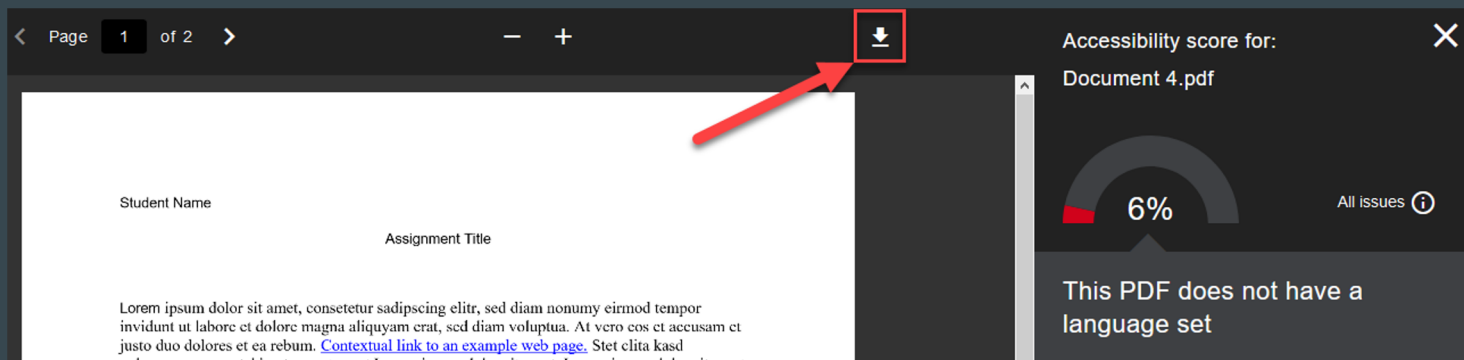
Name	Issues	↑ Score
 Document 4.pdf PDF document	3	 6%
 Document 6.pdf PDF document	3	 6%

The document does not have a language set

2 out of 11

The document does not have a language set

Select the **Download** button on the upper right side of the screen to retrieve the document.



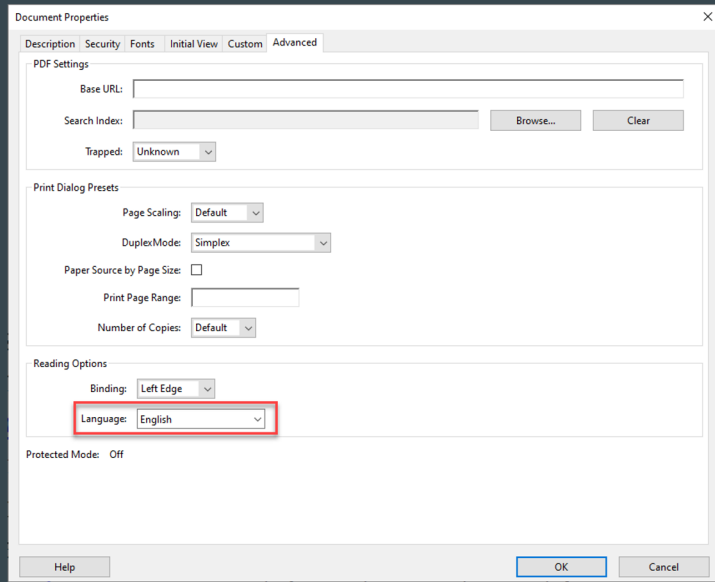
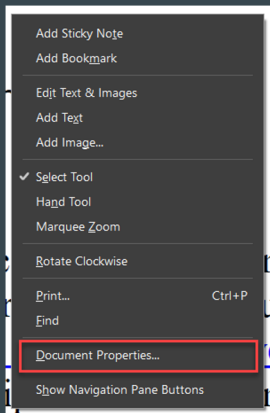
The document does not have a language set

Open the document in Adobe Acrobat.

Right click on the document and select **Document Properties**





Select the **Advanced** tab and select the language of the document under the “Language” drop-down menu.


Select **OK** at the bottom right and save your work.



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After selecting the issue you would like to fix, **select the gauge** next to the item you are interested in adjusting

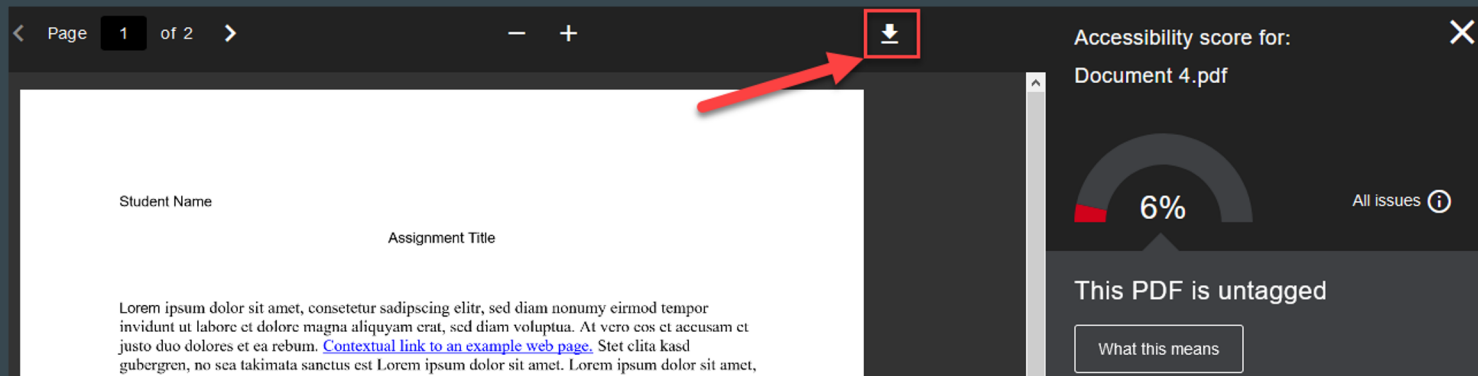
Name	Issues	↑ Score
 Document 4.pdf PDF document	3	 6%
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Select the **Download** button on the upper right side of the screen to retrieve the document.



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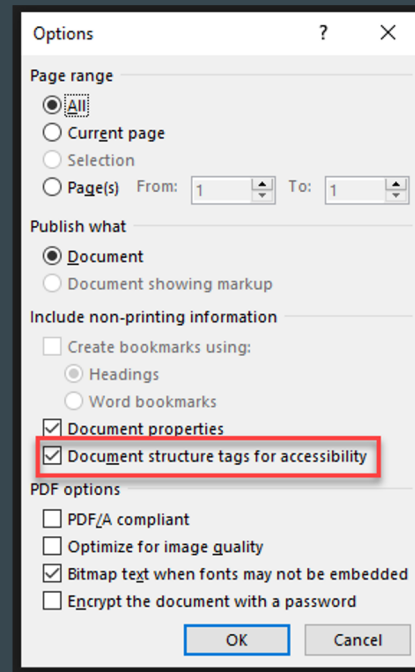
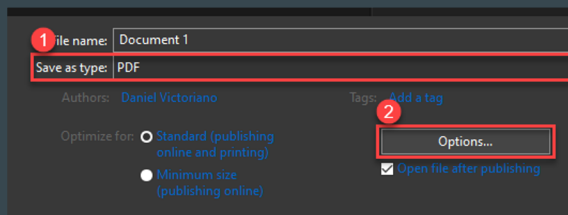
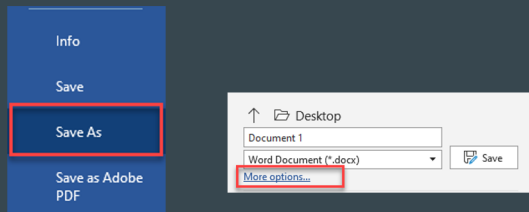
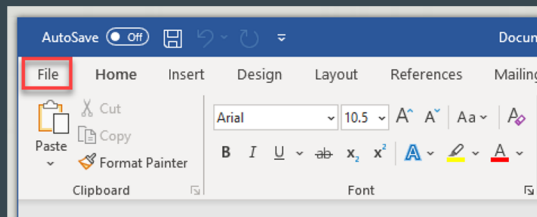
If the document is a Word document, open the document and select **File** at the top left side of the program.

Select **Save As** then select **More options**.

Set the “Save as Type” as **PDF** then select the “Options” button.

Confirm that the “Document structure tags for accessibility” checkbox has been selected.

Select “OK” at the bottom right and save your work.



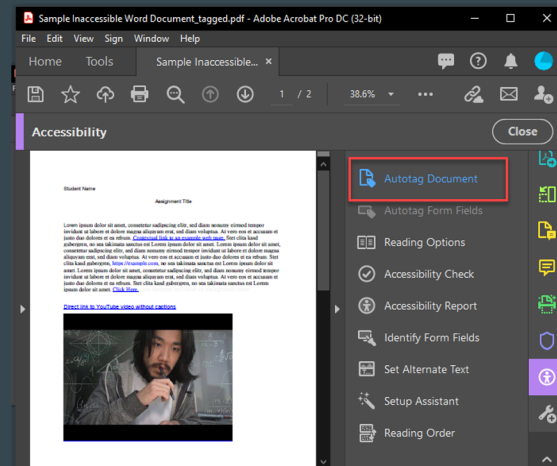
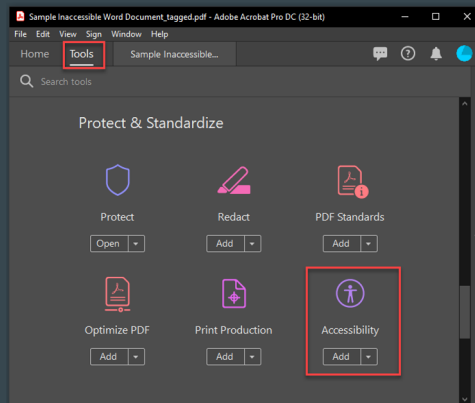
The document is untagged

If the document is a PDF, open the document in **Adobe Acrobat** and select the **Tools** tab.

Select the **Accessibility** tool.

Once the accessibility pane comes up, select **Autotag Document**.

Save your work.



LIVE DEMO - Access Report

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Home

Syllabus

Announcements

Modules

Quizzes

Assignments

Grades

Accessibility Report

Discussions

People

Pages

Conferences

Files

Collaborations

Outcomes

Rubrics

Settings


Fix Your Content Day Demo


Edit

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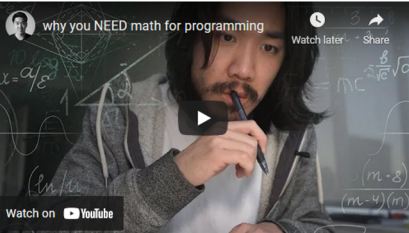
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May 20th

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