## Enhancing the Accessibility of Technology in the Classroom

**Accessible Documents**

* Use Word or Powerpoint since they contain accessibility features.
* [Create PDFs with accessibility features](https://www.youtube.com/watch?v=JFwmCxN86rw) and/or audit them with an accessibility checker before sharing with students.
* Use McMaster’s license to [SensusAccess](http://accessibility.mcmaster.ca/create.html#tab_SensusAccess)softwareto automatically convert documents into a range of alternate media including audiobooks (MP3 and DAISY), e-books (EPUB, EPUB3 and Mobi) and digital Braille.

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| **Continue Your Learning*** Check out these YouTube clips on creating accessible [Word](https://www.youtube.com/watch?v=LKttrhCPU1U) and [PowerPoint](https://www.youtube.com/watch?v=SXEhl8tIQYY) documents.
* Review these written instructions from the [Inclusive Design Research Centre](http://adod.idrc.ocad.ca) and [Queen’s University](http://www.queensu.ca/accessibility/how-info/accessible-documents) on creating a range of accessible documents.
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**Images**

* Describe all images used in class or on lecture slides.
* Use[ALT text](http://webaim.org/techniques/alttext/) for all images used in lecture presentations.
* If the image is complex, consider providing key points about the image beside or underneath the image on the lecture slide; provide a text-only version of the slides to post on Avenue to Learn.

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| **Continue Your Learning*** Visit McMaster’s Accessibility Hub for more information on [Graphics and Colour Blindness](https://accessibility.mcmaster.ca/dev/topic/graphics/)
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**Audio/Video**

* Audio files should be transcribed. Mac and PC, along with Google Docs, contain functions that will allow you to transcribe information as you are reading it.
	+ Look to your System Preferences for Mac > Dictation & Speech for help with transcription while reading aloud.
	+ Search “Settings” for Speech Recognition for PC to set up speech recognition software for the same purpose as above
* Videos should be transcribed or captioned. McMaster Library Services provides support with [closed captioning services](http://library.mcmaster.ca/las/close-captioning).

**Websites**

* Opt for a simple and clean layout for the website, so that it is easily navigable for yourself and your learners.
* Use HTML heading tags so that screen readers identify them as navigational aids.
* Avoid drop down menus, as they are incompatible with screen readers.
* All information should be accessible through a keyboard, and should require minimum use of the mouse.

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| **Continue Your Learning*** Fore more information on how to create an accessible website that adheres to WCAG 2.0 AA standards guidelines, please check out McMaster University’s
	+ [**Checklist for Accessible Website Content**](http://www.mcmaster.ca/uts/wcag/checklist.html)
	+ [**Web Accessibility Course**](http://www.mcmaster.ca/uts/web_accessibility/course/index.html)
	+ [**Web Templates**](http://www.mcmaster.ca/uts/web_accessibility/web_templates.html)
	+ McMaster Accessibility Hub’s section on [**Websites**](https://accessibility.mcmaster.ca/dev/topic/websites/)
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**Laptops/Cell Phones**

* Do not limit students’ access to laptops and cellphones, as they might be required for students’ accessibility purposes.
* Instead, perhaps develop a **cell phone/laptop policy** and include in your syllabus. **Explicitly** discuss this policy with students, in order to create an environment of respectful personal technology use.