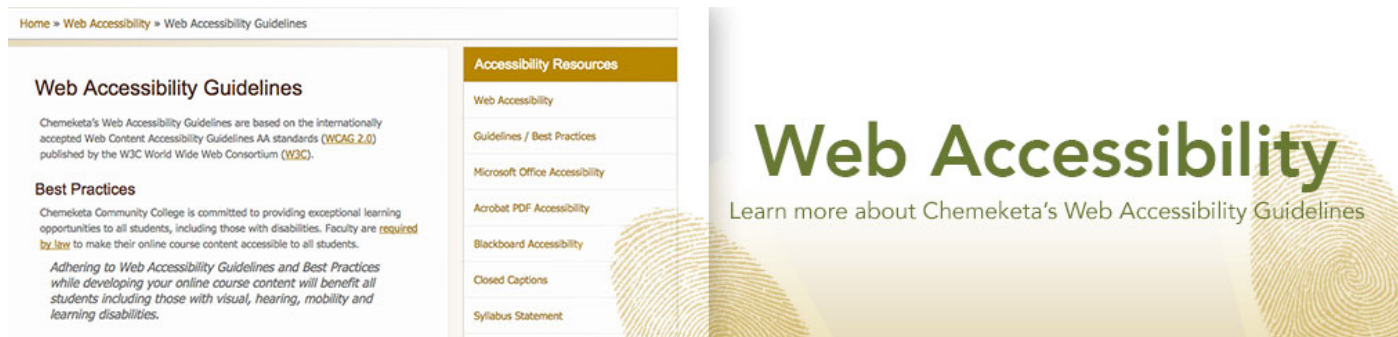


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TechHub
FACULTY RESOURCE CENTER

ChemeketaOnline
Chemeketa Community College

Web Accessibility

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. Here you will find resources on how to make your course content web accessible.

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

Definition of Accessibility

“Accessible” means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally and independently as a person without a disability.

Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology. (Office of Civil Rights in the Resolution agreement with South Carolina Technical College System, 2/18/13)

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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.

Use these guidelines to ensure materials within your Blackboard courses and faculty web are more accessible.

Additional Resources

For more information on Chemeketa Web Accessibility, visit the Tech Hub Website at: <http://techhub.chemeketa.edu/web-accessibility>.

- [Web Accessibility](#)
- [Microsoft Office Accessibility](#)
- [Acrobat PDF Accessibility](#)
- [Blackboard Accessibility](#)
- [Closed Captions](#)
- [Syllabus Statement](#)
- [WCAG 2.0 Standards](#)
- [Web Accessibility Laws](#)

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Have Questions?

Drop by the Chemeketa the 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](tel: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 needing consultation, should contact Chemeketa Disability Services.

For appointments and information:

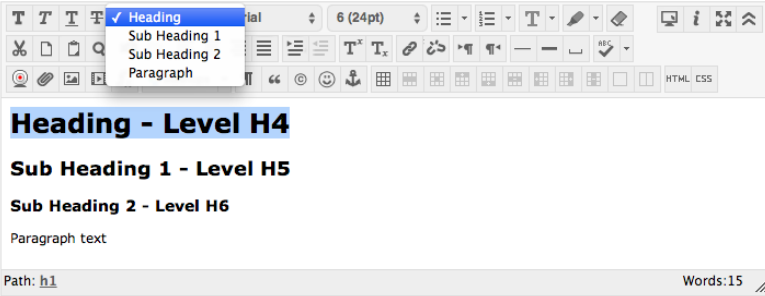
Phone: [503.399.5192](tel:503.399.5192)

Fax: [503.399.6178](tel:503.399.6178)

[Disability Services Website](#)

[E-mail Disability Services](#)

Web Accessibility Guidelines

Guideline	Description and How-To Information
<p>Headings</p> <p>Use properly formatted headings to structure the page.</p>	<p>Guidelines</p> <p>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.</p> <ul style="list-style-type: none"> • Use headings in the order of H1 – H6 • Don't skip headings going down, skipping headings going up is okay. • Properly formatted numbered lists and bulleted lists are accessible. • Mark up anything that visually looks like a heading to create good document structure. <p>Tips for headings in Blackboard</p> <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 of a Blackboard page. • H3 headings are used as the title of content items or key content elements on a page. <p>Use headings in the order of H4 - H6</p> <ul style="list-style-type: none"> • Heading (H4 heading level) • Sub-heading 1 (H5 heading level) • Sub-heading-2 (H6 heading level) <p>View Blackboard Help - Using the Content Editor</p>  <p>The screenshot shows a rich text editor interface. The 'Heading' menu is open, showing options for 'Heading', 'Sub Heading 1', 'Sub Heading 2', and 'Paragraph'. Below the menu, a preview of the document structure is shown with the following hierarchy:</p> <ul style="list-style-type: none"> Heading - Level H4 Sub Heading 1 - Level H5 Sub Heading 2 - Level H6 Paragraph text <p>At the bottom of the preview, it shows 'Path: h1' and 'Words:15'.</p>

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Lists

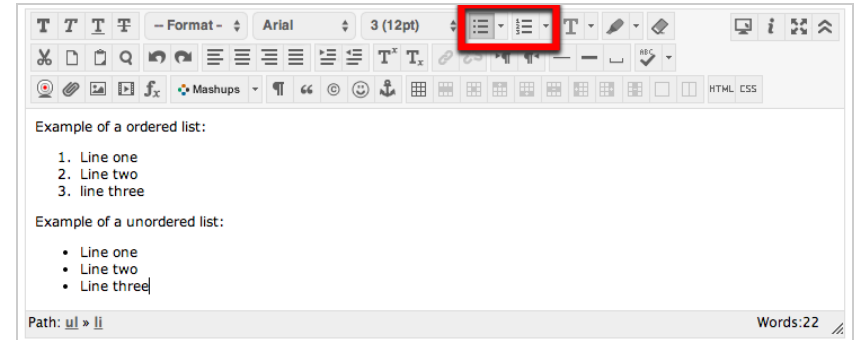
Format lists as proper lists.

Guidelines

- When typing a list, use the proper tools to make a list.

Tips for proper use of lists in Blackboard

Select the content you want to make into a list. Then on the toolbar, click on the Unordered List icon if the order doesn't matter or select Ordered List from the drop-down menu if the order does matter.



Ordered list:

1. Line one
2. Line two
3. Line three

Unordered list:

- Line one
- Line two
- Line three

[View Blackboard Help - Using the Content Editor](#)

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Links

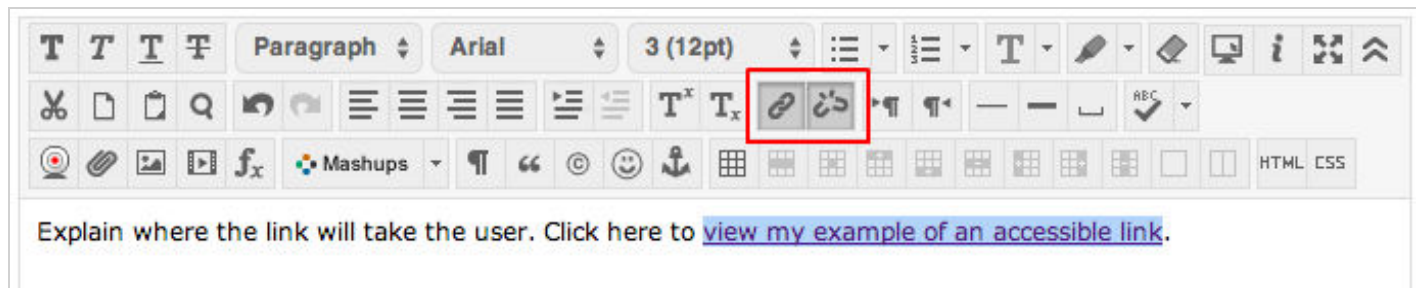
Write meaningful link text.

Guidelines

- Links embedded in text should describe the link's destination.
- Links should also be in a logical order on the page to help users navigate by tabbing using the keyboard.

Tips for creating proper links in Blackboard

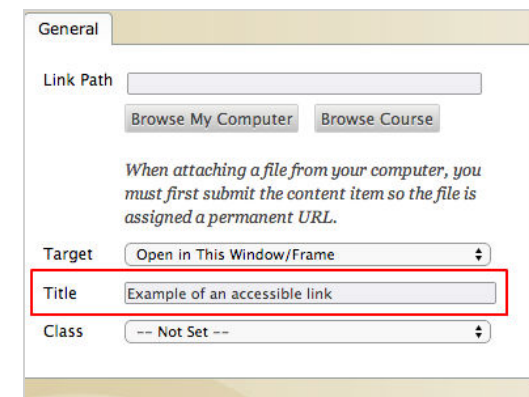
Using the Blackboard Content Editor, select the text you want to make into a link. Then on the toolbar, click on the Create Link icon.



Link Titles

Link titles are only needed if you have a link that isn't self-descriptive, or the link destination could benefit from being explained in more detail. Add information to a link using the **title attribute**.

[View Blackboard Help - Using the Content Editor](#)



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<h2>Tables</h2> <p>Create tables with column and/or row headers, and ensure a proper reading order.</p>	<h3>Guidelines</h3> <ul style="list-style-type: none">• Table headers are essential to understanding how the information is organized.• Reading Order in a Table is Important. Screen readers read tables from left to right, top to bottom, one cell at a time (& only once).• If cells are split or merged, check the reading order. <h3>Tips for creating proper links in Blackboard</h3>
<h2>Use of Color</h2> <p>Use sufficient color contrast.</p>	<h3>Guidelines</h3> <ul style="list-style-type: none">• Don't use color alone to convey meaning.• Without sufficient color contrast between font and background, people who are color blind and low vision will not benefit from the information.• Using color alone to convey meaning will leave those who are color blind or blind unable to interpret the meaning.
<h2>Keyboard Accessibility</h2> <p>Ensure that any action that uses a mouse, can also be completed using only the keyboard.</p>	<h3>Guidelines</h3> <ul style="list-style-type: none">• Mobility and visual disabilities often prevent people from using a mouse.• If content is not keyboard accessible, it will limit many people's opportunities to learn from the content.

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<h2>Image ALT Text</h2> <p>Provide alternative (Alt) text descriptions for images.</p>	<h3>Guidelines</h3> <ul style="list-style-type: none">• Alt text is read by a screen reader. It should adequately describe what is being displayed and why it's important.• This allows screen reader users to benefit from the information being conveyed by the image, even if they cannot see it.
<h2>Blinking Limit</h2> <p>Eliminate or limit blinking / flashing content to 3 seconds.</p>	<h3>Guidelines</h3> <ul style="list-style-type: none">• Blinking content is not only distracting it can cause seizures in persons with a photosensitive disorder.
<h2>Forms</h2> <p>Label form fields and buttons clearly, and ensure a proper reading order in a form.</p>	<h3>Guidelines</h3> <ul style="list-style-type: none">• Reading order of a form is important.<ul style="list-style-type: none">○ Using the tab key, your cursor should follow through the form in the same order it is intended to be completed.• Labeling buttons and form fields is important.<ul style="list-style-type: none">○ A screen reader will identify the field by reading the label. It should adequately describe what should be filled in.

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<h2>Closed Caption Video</h2> <p>Provide captions or transcripts for video that you produce if it will be used for more than one term.</p>	<h3>Guidelines</h3> <ul style="list-style-type: none">• Video captions benefit everyone. Captions are essential for deaf and hard of hearing viewers.• They also assist non-native English speakers who can read along while listening. (Note: Videos should have a keyboard accessible player.) <p>For more information or to request assistance visit our Tech Hub Website on Closed Captions.</p>
<h2>Transcribe Audio</h2> <p>Provide a transcript for audio that you or Chemeketa produced, if it will be used for more than one term.</p>	<h3>Guidelines</h3> <ul style="list-style-type: none">• Audio transcripts benefit everyone. They are essential for the deaf and hard of hearing and they assist non-native English speakers who can read along while listening.
<h2>Required Software</h2> <p>Require only accessible software & applications.</p>	<h3>Guidelines</h3> <ul style="list-style-type: none">• Inaccessible software and applications will shut students with disabilities out. Ask the software developer for a VPAT (Voluntary Product Accessibility Template) to help determine the product's accessibility.

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Math and Science Write math and science equations accessibly.	Guidelines <ul style="list-style-type: none">• Use an accessible equation editor to write scientific notations, equations and formulas. This will allow screen readers to read equations properly.
Optional Materials	Guidelines <ul style="list-style-type: none">• Optional materials must include a balance of accessible options.