Getting Started with ADA Compliance

"Let's Start with Your Syllabus"

Syllabus Workflow

1. Create a word processing file in Google Docs or Word (following the guidelines)

2. Run the accessibility checker
   1. "Accessibility Checker" in Word
   2. Install the "Grackle Docs" extension in Google Docs

3. Fix any errors

4. Save the file as a PDF (avoid "for printing" if given a choice)

5. Upload the PDF as a File to Moodle, open in a "New window"

This is the general workflow for *most* documents as well.

In general…

Create the file

       Use styles (headers & lists)

       Only use tables with header rows

       Avoid decorative images

       Avoid text as images

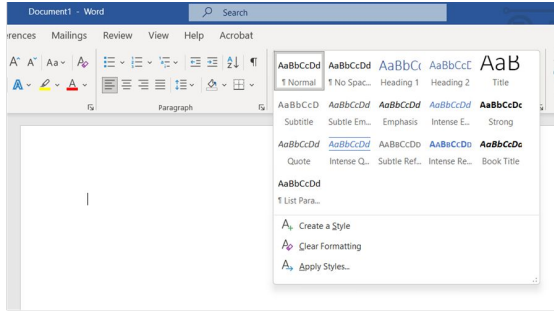   Alt text your images

       Check color contrast

       Avoid color-only for important information

Accessibility Checker

Export as PDF

Use Styles to Organize Documents
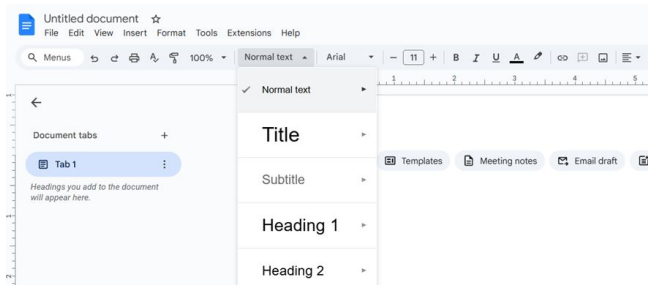
Styles group in Microsoft Word

Styles menu in Docs

For things like:

Course Description

Learning Outcomes

Grades

AI Policy

Lists too!

Tables

Use *header rows*

Avoid **merged cells**

Grades	
A	94%
A-	90%

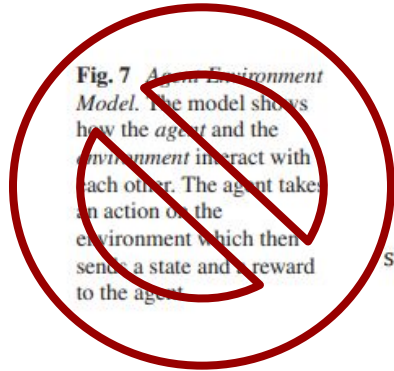| *Letter Grade*	*Percentage*
A	94%
A-	90%

Avoid decorative images… but not icons!
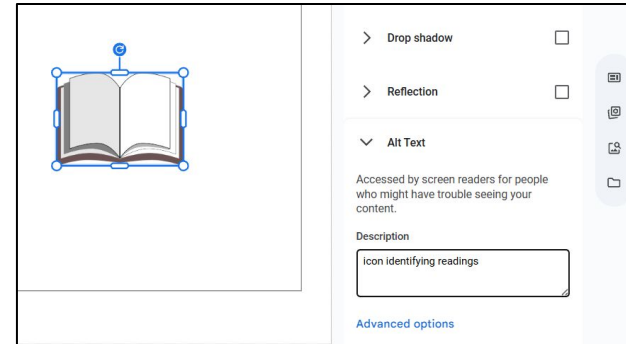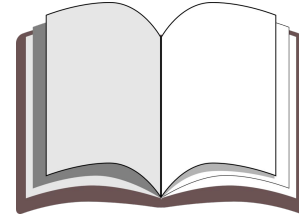
Right click to add alt text
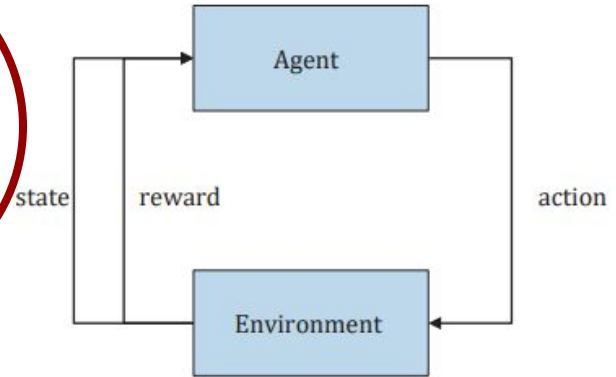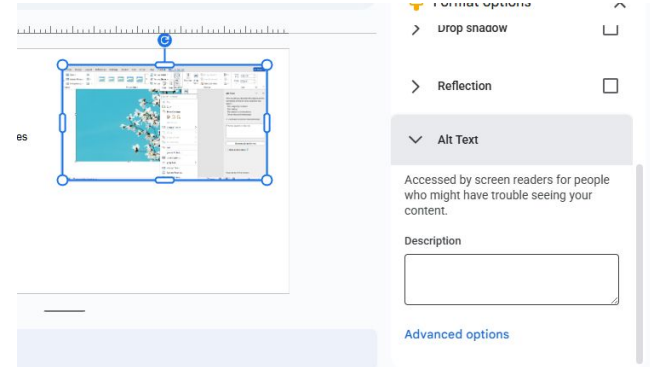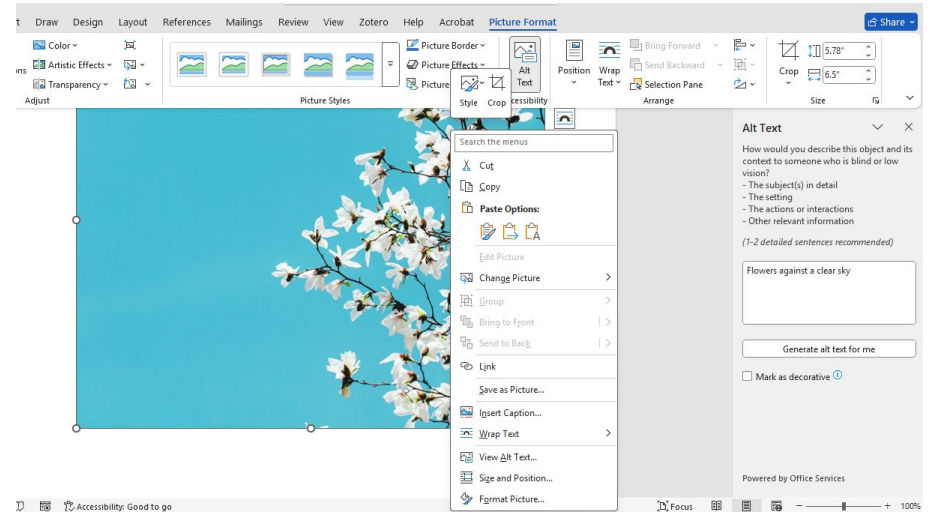
Avoid Text as Image

Fig. 7 Agent Environment Model. The model shows how the agent and the environment interact with each other. The agent takes an action on the environment which then sends a state and a reward to the agent

Alternative text

Read by screen readers

Helps you manage missing files

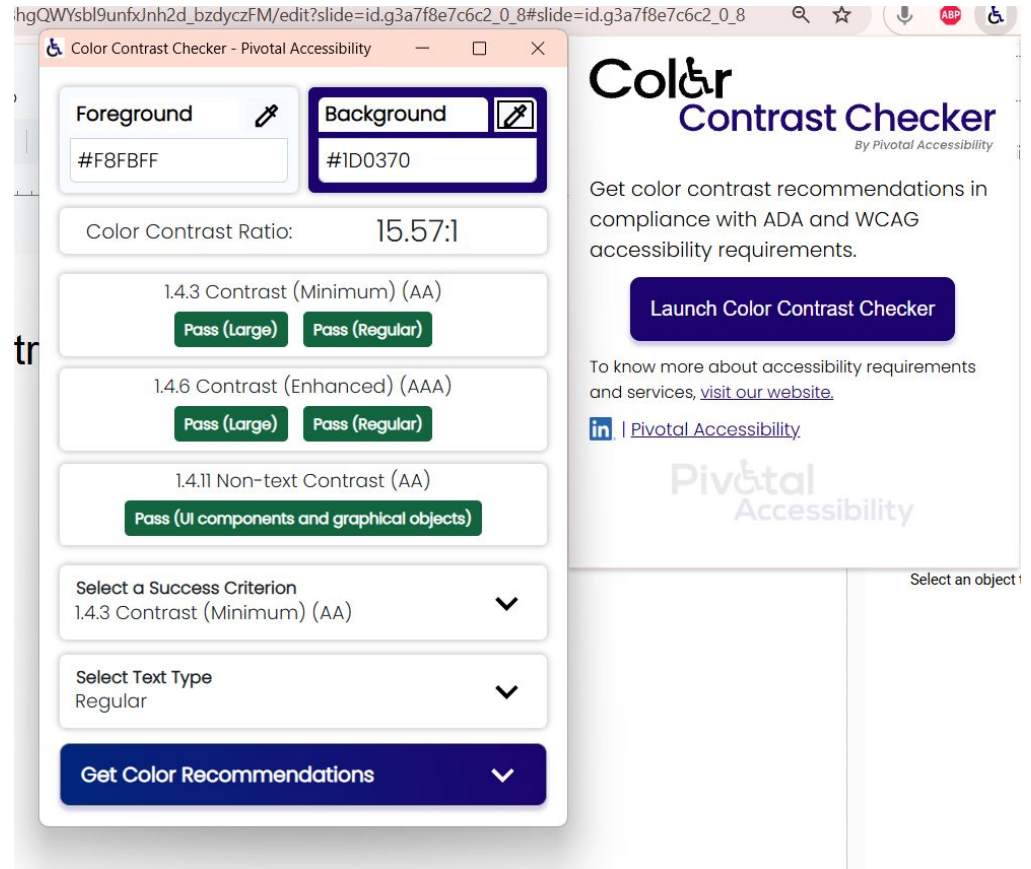In most word processors, right click to see the alternative text pane.

Check Color Contrast

4.5:1 is always safe

Colour Contrast Analyzer (help ticket)

[Color Contrast Checker](#)
(Chrome extension)

Avoid Color Only for Important Information

This is important because I said so…

This is <u>important</u> because I said so…

Copy & Paste as Plain Text

We do have templates (follow the links)

A non-ADA Compliant Syllabus

ctrl-c

An ADA-Compliant Syllabus

ctrl-shift-v

Run the Accessibility Checker

Run the checker

Save as PDF

Upload PDF to Moodle