

# What steps should faculty take for greater web accessibility?



## Departmental and other official ECU websites

First step – Make sure the departmental website uses the official ECU Web9 template. If you are not using this template, sign up for a Web9 class, or get more information at <http://www.eku.edu/web9/>.

## Blackboard Classrooms

First steps –

- Add a statement to your class on where to find Disability Services, and ask students to contact you if they have technical problems with your BB course.
- Don't use the chat feature. Use the forums instead.
- Provide documents in more than one format. For instance, copy and paste the syllabus into an html page, and provide the MS Word .doc file for download. If you provide a podcast, also provide a script.
- Start using proper structure in your documents. For instance, in MS Word, use headings instead of making your font size larger and bolder.
- Provide links to MS viewers, Adobe reader, and other software needed to access your documents.

## Faculty Websites

You don't need to do anything right now, unless you require students and staff visit your website and use or view materials.

## Next steps for websites and Blackboard classrooms

Once the first steps are completed, examine your web pages or courses for the following:

- Do images have alt-text?
- Are PDFs properly tagged?
- Are videos captioned?
- Do podcasts have a script available?
- Do forms include label tags?
- Are data tables properly coded?
- Are PowerPoints provided in an accessible format?

If you do not understand these questions, you need to take the accessibility classes to learn the basics of accessibility. You can also read training material on the internet.

To register for Web9 or accessibility classes, go to [http://www.itds.eku.edu/training/workshop\\_form.php](http://www.itds.eku.edu/training/workshop_form.php)

To learn more about accessibility, go to the training page on <http://www.accessibility.eku.edu/training.php>

For more information, contact::

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Accessibility is about all of us. We need to make our internet material more accessible to everyone, including people with disabilities.

At ECU, we are working toward the principles of Universal Design.

For instance, captioning on videos not only helps the hard of hearing, but also helps users in offices or library labs that cannot play the sound.

Providing skip links helps the blind, but also helps those browsing the internet on cell phones.

Accessibility is about compromise. Nobody expects you to fix every possible problem for every disabled individual because you simply cannot predict all scenarios. However, you do need to fix as many common accessibility problems as you can before someone takes legal action.

