Etudes Course Accessibility Guide

Accessible Webpages in Etudes

Etudes, Inc. is committed to accessibility compliance. Review the specific ways that the Etudes course management system addresses accessibility.

For the benefit of our students with low-vision who use Screen Reader software, we need to make all the webpages in our Etudes course sites accessible. At a minimum, this means that:

- all meaningful images need to have alternative descriptions
- headings need to be organized and formatted with levels
- lists need to be formatted

Underlined Links

On July 4th, 2013 Etudes made Accessibility Enhancements. This change means that links in Etudes are now underlined (accessible) for students and faculty with color blindness and/or low vision. You don't need to do anything to make your links accessible in Etudes.

Some of you might not like the look of underlined links. However, making links identifiable by more than just color alone is an accessibility requirement.

According to W3C, accessibility requires that links must be identifiable in a way that is accessible with or without color information. In other words, our course content in Etudes should not rely exclusively on color to convey meaning (Success Criterion 1.4.1 Use of Color).

- For details about this accessibility requirement, see Web Content Accessibility Guidelines.

When a webpage does not have underlining for links but instead uses a font color to indicate a link, it means that color blind/low vision students cannot tell where the hyperlinks are on a webpage.

Most of us are accustomed to seeing links underlined. Even sighted students might not be able to tell which text is linked if the underline convention is not used. Also, be sure to avoid using underlines for anything other than links.

More information about underlining links is available at -

- [WebAIM Underlining](#)
- [Universal Usability - Underline](#)
- [Keep the Underline](#)

How to Make Links in Etudes

Convert Text into Active Links Using the Etudes CK Editor
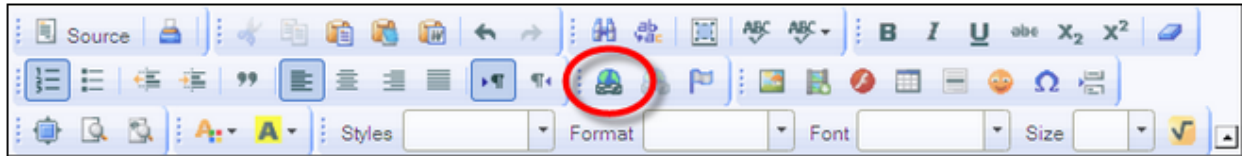
In order to change text into active links in Etudes, you need to follow these steps:

1. Click on Modules
2. Open one of the sections of one of your Modules that uses the Editor
3. Roll your cursor over the text that you want to be an active link. This "selects" the text.
4. Click on the "link" icon in the Editor
5. Type in the webpage link address or URL
6. Click on the OK button
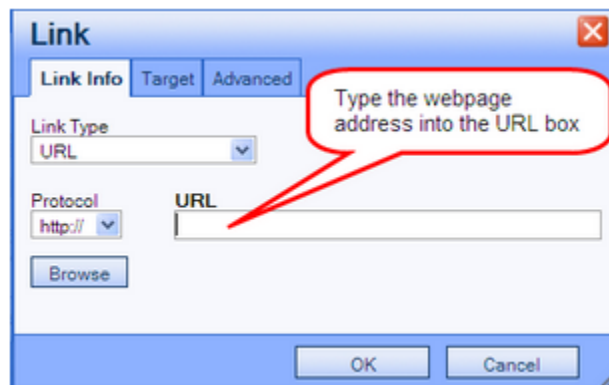
The same process works in the Editor in Assignments, Tests and Surveys as well as in Discussions.

For further instructions, please visit "[Embedding Links in Your Content With CK Editor](#)."

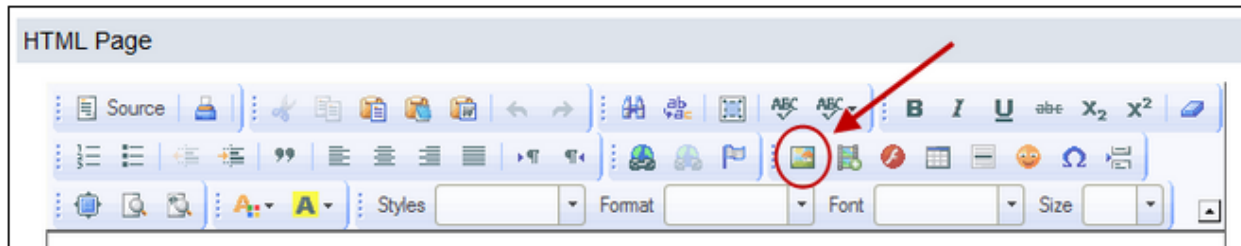## Alternative Description for Images

You need to provide a brief description that conveys meaning and significance of each image so that the student's Screen Reader will tell the student what the image is all about since they can't see it themselves. Images include photographs, cartoons, clipart, figures, graphs, illustrations, and charts.

- For most images that you use, you simply need to describe the meaning of the image within the context of the webpage content.

- For images that are simply decorative, you need to leave the alternative text box empty so that the Etudes editor will label it appropriately for Screen Reader software.

In order to add a description for an image using the built-in Etudes CK Editor, follow these steps:

1. Go to a Module in Author view
2. Click on an image
3. Click on the Image icon in the Toolbar to get to Image Properties

4. In Image Properties, type in a description of the image in the Alternative Text area
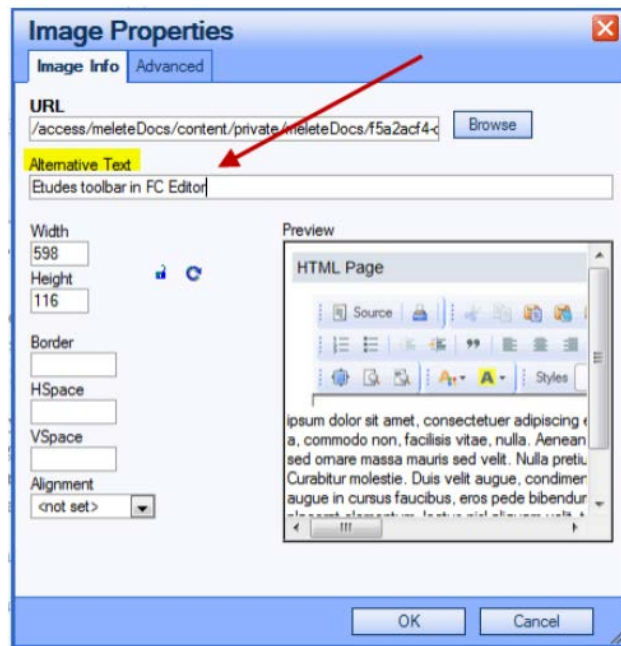
Heading Levels

In order to set a Heading level using the Etudes FC Editor, follow these steps:
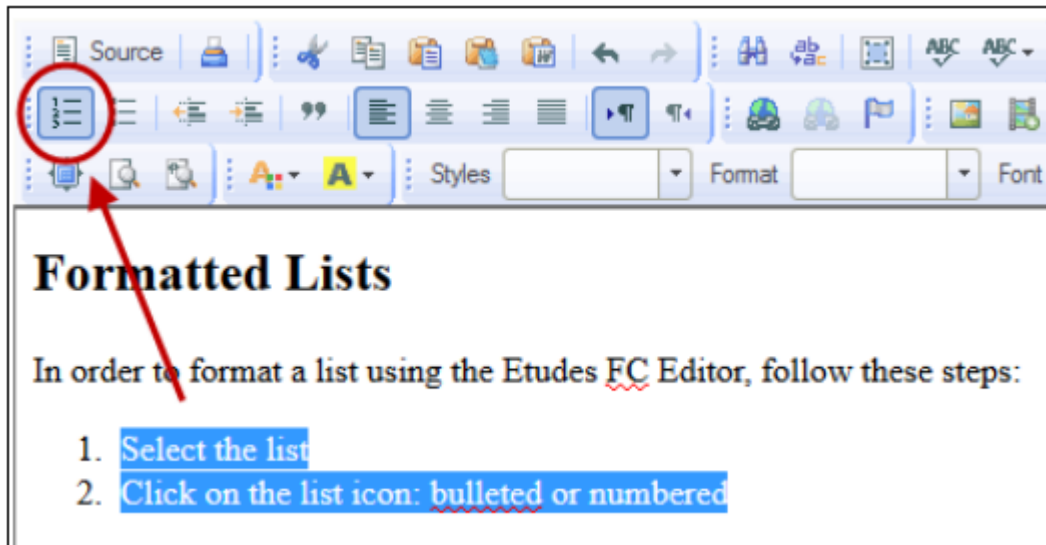
1. Go to Module in Author mode to the Etudes Editor
2. Select a heading.
3. Click on Format drop down menu.
4. Select the appropriate level for the heading
5. Click on Save or Done button at bottom
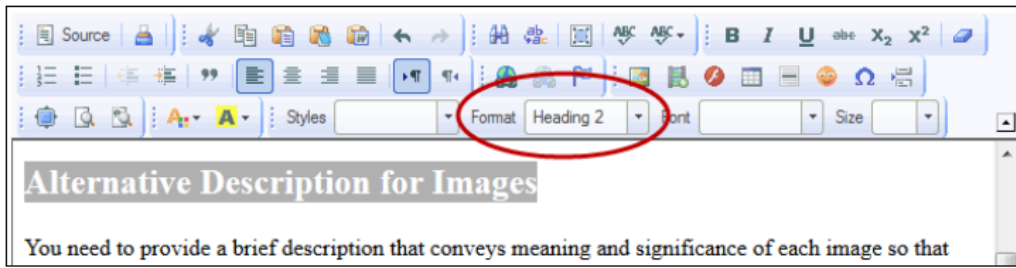
Formatted Lists

In order to format a list using the Etudes CK Editor, follow these steps:

1. Select the list
2. Click on the list icon: bulleted or numbered

Formatting Tip

If you are like most Etudes users, you have experienced many frustrating hours trying to make a Module look "right" after copy-pasting content.

To clear up the formatting quickly, select the troublesome content then click on the eraser icon in the CK Editor toolbar.
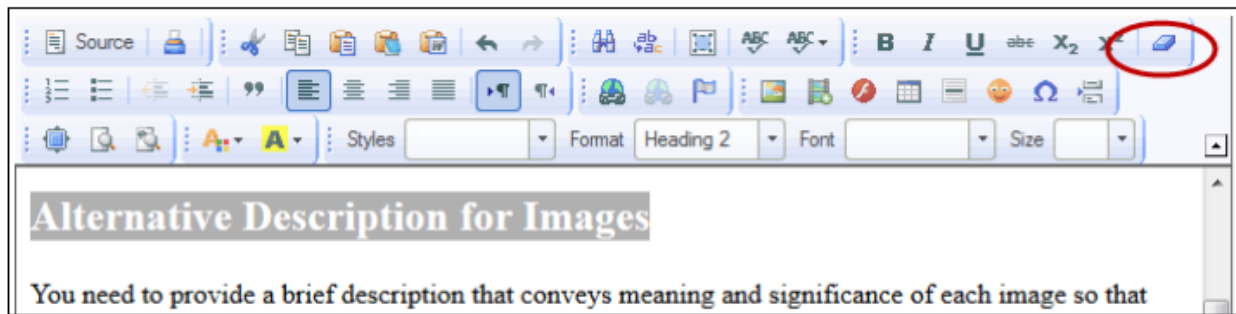
Granting Special Access for Assessments & Discussions

Assessment Accommodations for Students

When a student with a registered disability enrolls in your online course, you are likely to receive student accommodation information from the staff at your campus student disability services program. Often, the student accommodation requires you to give the student extended time to take a timed test and/or complete assignments.

Special Access

Fortunately, Etudes provides an easy way for you to do this for tests and assignments as well as discussions.

- Find out how to use the Special Access feature at Granting Special Access to Assignments or Tests.

- Find out how to use the Special Access feature at Granting Special Access in Discussions.

Global Special Access

If you have a lot of quizzes, assignments and discussion, Etudes has another handy feature that allows you to extend the amount of time for individual students across your entire course site very quickly and efficiently. .

- Instructions are available from the Etudes Help Tutorial at Global Special Access.

Make Your Homepage Accessible

Did you know that the image on the Homepage of your Etudes course site might not be accessible?

In order to meet accessibility requirements, all meaningful images in your Etudes course site must have alternative text descriptions. Images include photographs, cartoons, figures, and charts.

This is for the benefit of our students with low-vision who use Screen Reader software. In other words, you need to provide a brief description that conveys meaning and significance of each image. This is so
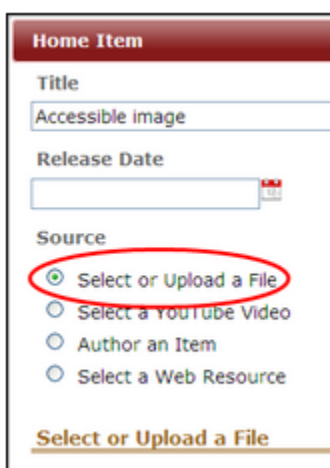
that the student's Screen Reader software will tell the student what the image is all about since they can't see it themselves.
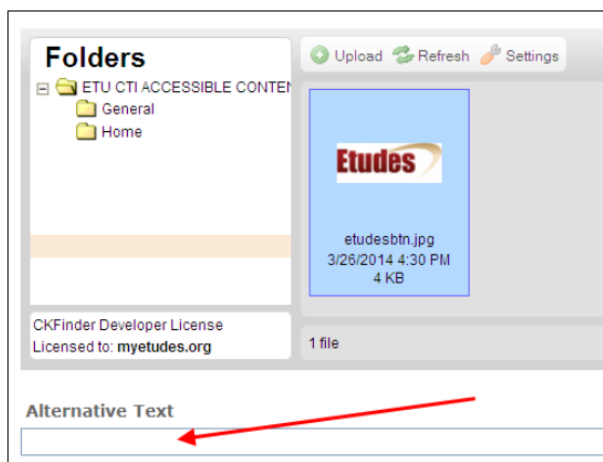
Alternative Text

- For most images that you use, you simply need to describe the meaning of the image within the context of the webpage content.

- For images that are simply decorative, you need to leave the alternative text box empty so that the Etudes editor will label it appropriately for Screen Reader software.

Review the instructions available in the Etudes Tutorial titled: Adding Items to Your Home.
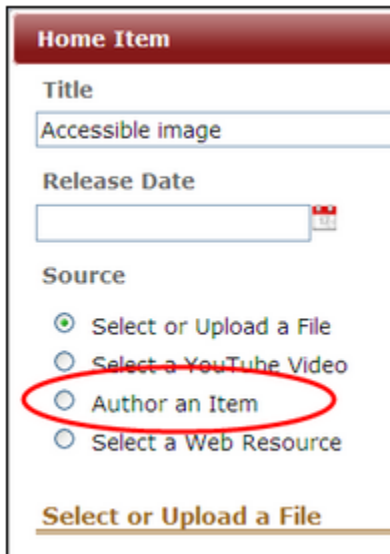
Upload a File

If you choose to "**Upload a File**" for your Homepage, then after you have uploaded your file, look just below the file browser window for a box for "**Alternative Text**." Add a short description of the image. (For decorative images that don't need a description, just type in two quote marks with no space between: "")
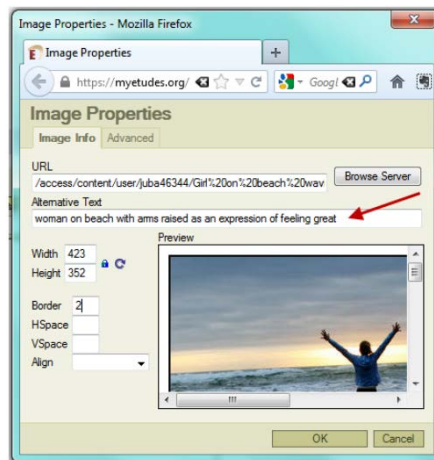
Author an Item

If you choose to "**Author an Item**" for your Homepage, follow these steps -

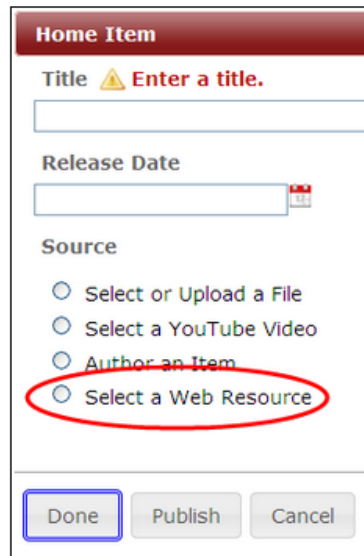1. Click on the Image icon to insert an image on the HTML Page.

2. Upload an image and add Alternative Text description (for decorative images that don't need a description, just leave the Alternative Text box empty).

3. Log out of Etudes as instructor and then login again as Fake Student just to be sure that the image shows up the way you want.

Select a Web Resource

If you choose to "**Select a Web Resource**" for your Homepage, follow these steps -

1. Enter a Title
2. Enter the URL or webpage address of your image or webpage. (For example, a photo of kittens from the Etudes Image Gallery - http://etudes.org/wp-content/uploads/3cats.jpg)
3. Enter a short description of the image or webpage in the Alternative Text box
4. Click on Done or Publish

Review Etudes Modules for Accessibility using WAVE

In order to use the WebAIM WAVE tool to check the accessibility of a Module in Etudes, first you must download WAVE and install it on your toolbar in Firefox.

Once you have done that:

1. Go to the Module or Section that you want to check via View mode
2. Right click your mouse
3. Click on **This Frame**
4. Click on **Open Frame in New Window**
5. Click on **Errors, Features, and Alerts** in your WAVE toolbar in Firefox
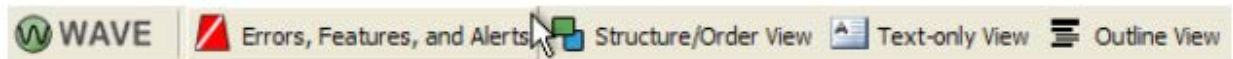
Documents in Etudes

Be sure that ALL the documents (e.g., PDF, .docx, .pptx) that you provide to your students meet accessibility requirements.

See Summary of Accessibility Guidelines for a very comprehensive list of recommendations for MSWord, PDFs, Excel, PowerPoint, Web pages, and Video.

Video Content in Online Courses

Most colleges expect faculty to caption any videos that they produce or their college produces if the video/audio will be used more than one term.

However, colleges do NOT usually expect faculty to caption videos that they or their college didn't produce.

- Faculty are encouraged to take responsibility for finding a captioned version of the video that was produced outside of the college.

- Bear in mind that "automatic captions" in YouTube videos are NOT considered accessible due to high levels of inaccuracy.

- At Foothill College, we can provide our students with videos that have closed captioning by using Films on Demand. Contact our librarians and/or visit the Foothill College Library Lib Guide to find

out how to use Films on Demand.

- See [how to search for videos with captioning.](#)

Plugins

Dedicated to Public Domain 2013, U.S. government

Accessibility requirements state that whenever a plug-in is necessary for use of content on a webpage, a link to download that software plug-in is required.

Most web browsers will let you know when a missing plug-in is needed to access special content on a webpage; however, it's still best to provide a link to the required software (such as QuickTime, Flash, Real, etc.) on the page where your media is located.

Provide a link to download the software needed to play the video. Put the link on the page where the video—or the link to the video—is located.

- [Flash](#)
- [iTunes](#)
- [QuickTime](#)
- [RealPlayer](#)
- [Windows Media Player](#)

Your students will need to have Adobe Reader installed on their computers in order to read PDF documents. They can [download it for free from Adobe](#).