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3-24-2024

Creating Accessible Instruction Materials

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STARS Citation

Trnka, Rachel E., "Creating Accessible Instruction Materials" (2024). *Faculty Scholarship and Creative Works*. 1300.
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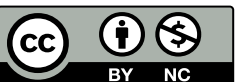


Creating Accessible Instruction Materials

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Agenda

- Introduction
- Defining terms and concepts
- Getting started
- Slides, LibGuides, & Videos
- Q & A

Introduction

- Past experiences working in archives and public libraries
- Background in teaching college composition and English at state universities and colleges
- Instruction librarian at large university with diverse population
- Strong interest in accessibility as it relates to user's physical and digital access to libraries



Question #1

Which best describes your experience with accessibility and instruction?

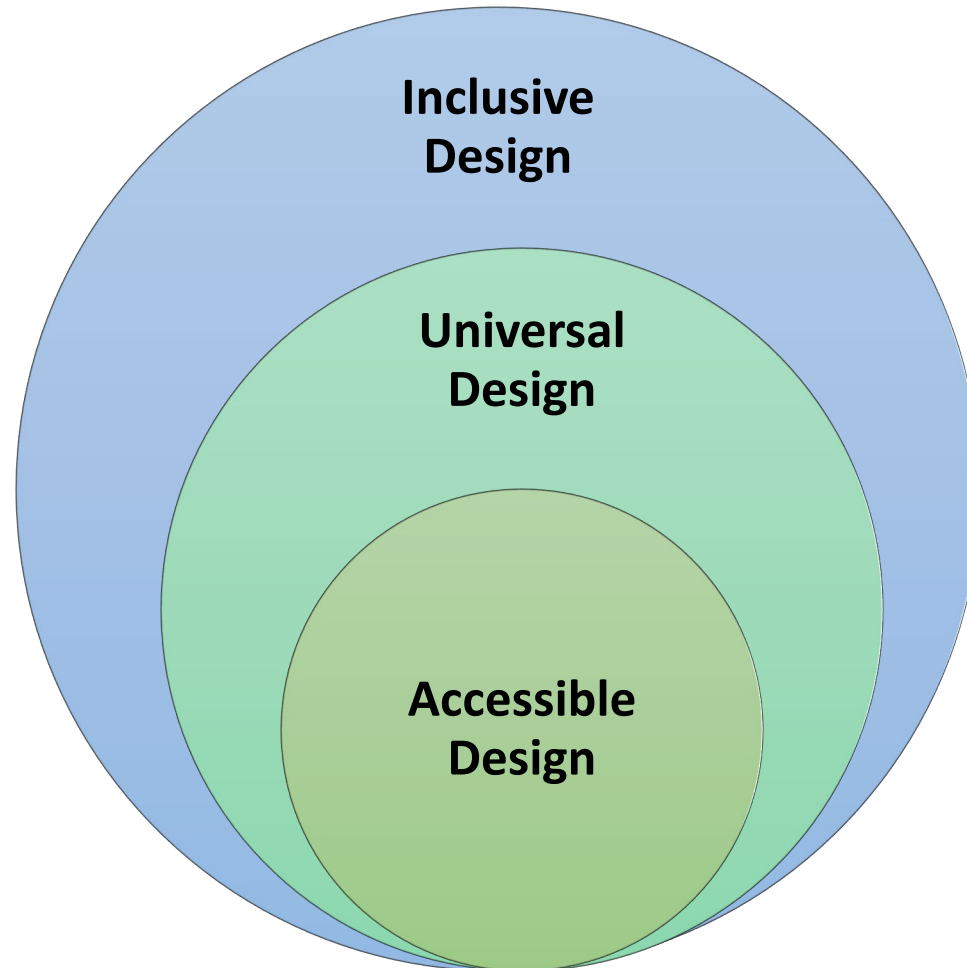
- A. I've had a lot of experience creating accessible instruction materials and am interested in advanced techniques.
- B. I've had some experience with the basics but want to learn more.
- C. I'm brand new to the topic.



Defining terms and concepts

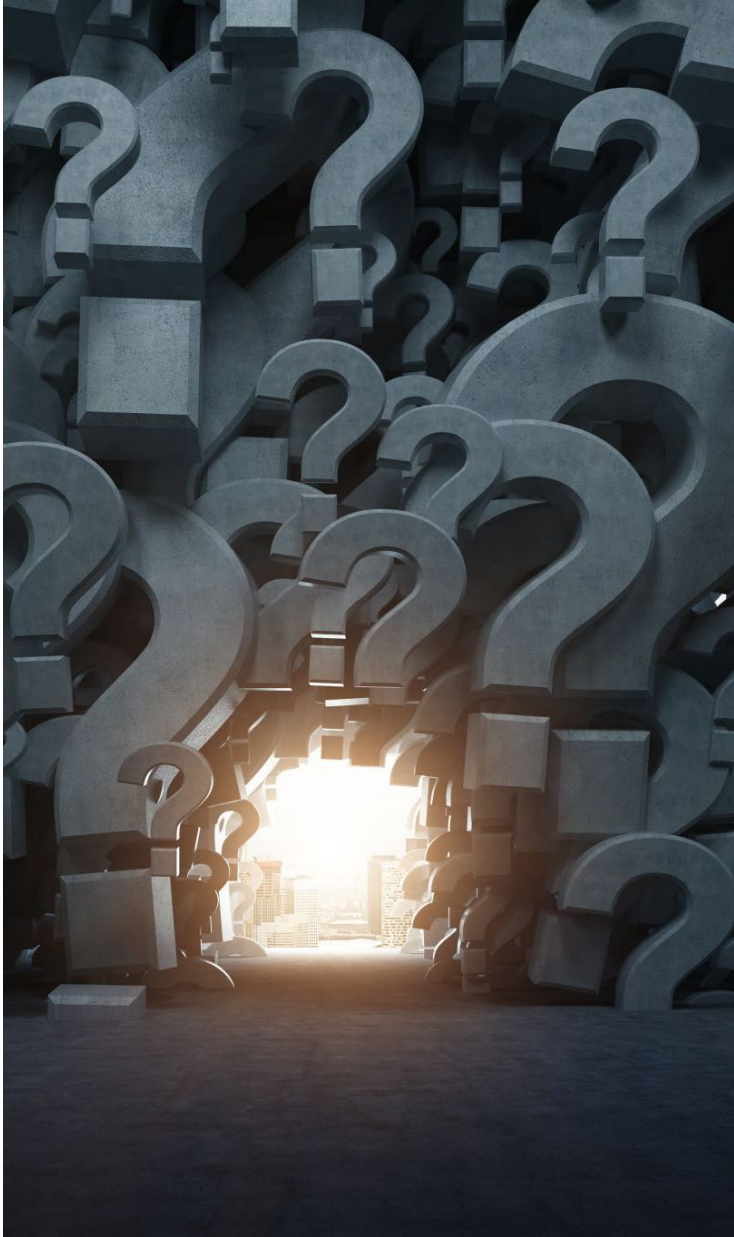
Making sense of accessibility

Levels of design



Definitions

- **Accessibility:** “when the needs of people with [disabilities](#) are specifically considered, and products, services, and facilities are built or modified so that they can be used by people of all abilities.” ([CDC](#))
- **Digital accessibility:** “websites, tools, and technologies are designed and developed so that people with disabilities can use them.” ([World Wide Web Consortium, W3C](#))
- **Web Content Accessibility Guidelines (WCAG):** “developed through the W3C process...with the goal of providing a single shared standard of web content accessibility that meets the needs of individuals, and governments internationally.” ([W3C WCAG](#))



Getting started

Asking questions and creating inventories

Question #2

Do you have a digital accessibility policy at your institution?

- A. Yes
- B. No
- C. Not sure

Questions to consider

- What are the accessibility requirements for different types of instructional materials at my institution?
- What are the associated deadlines (for updating existing content and creating new content)?
- What materials am I responsible for?
- What accessibility resources and tools are available to me?

Sample policy: [UCF](#)

“the University of Central Florida adopts the Web Content Accessibility Guidelines version 2.0 AA as the guiding accessibility standard for all ICT... Individuals responsible for the development, maintenance, or purchase of web pages, content or applications must strive to comply with the accessibility standard adopted by the university...

The party responsible for creating and/or maintaining all multimedia resources posted to university web pages and applications, as well as multimedia used in university programs, courses, and activities, shall strive to conform to WCAG 2.0 AA by June 26, 2023.”

Instructional materials inventory

- What types of materials do I currently have (presentation slides, videos, etc.)?
- What formats are those materials (PowerPoint slides, Google slides, etc.)?
- What is the deadline for updating the material?
- Can I prioritize updating certain materials based on frequency of usage?



Slides, LibGuides, & videos

Common accessibility issues and tips for dealing with them

Question #3

What kinds of accessibility tools or checkers have you used before?

Slides: Common issues

- Missing alternative text for images
- Use of color to convey meaning
- Insufficient color contrast
- Non-descriptive hyperlinks

Slides: Tips and tools

- Start with an accessible slide template
- Use consistent and readable fonts
- Add helpful alt-text to images and graphics
- [PowerPoint accessibility checker](#)
 - Automatic checkers are a good starting place, but they won't detect everything.
- [W3C alt Decision Tree](#)
- [WebAIM Contrast Checker](#)

LibGuides: Common issues

- [UCF Libraries's LibGuide Accessibility: Common Errors](#)
- Improper use of headings
- Insufficient color contrast
- Requiring users to “hover over” links to read descriptions

LibGuides: Tips and tools

- Create LibGuide accessibility guidelines for LibGuide creators
- Use side navigation, rather than top
- Don't hide database or book descriptions
- [Lighthouse](#)
- [WAVE Web Accessibility Evaluation Tool](#)

Videos: Common errors

- No captions
 - Captions: synchronized visual and/or text alternative for both speech and non-speech audio information needed to understand the media content ([W3C Understanding Guideline 1.2](#))
 - Closed captions can be turned on and off with some players.
 - Open captions cannot be turned off.
- Poor audio
- Not including audio descriptions when necessary
 - Audio description: narration added to the soundtrack to describe important visual elements that cannot be understood from the main soundtrack alone. ([W3C Understanding Guideline 1.2](#))
 - Standard audio description: narration is added during existing pauses in dialogue
 - Extended audio description: narration is added by pausing the video so there is time to add additional description

Videos: Tips and tools

- Use a good quality microphone
- Narrate actions in the voiceover to minimize the need for audio descriptions
- Add accurate captions to your videos; don't just rely on auto-generated captions
 - [Described and Captioned Media Program's \(DCMP\) Captioning Key](#)
 - [Amara.org](#)
 - [Adobe Premiere Pro speech to text](#)
 - [YouTube automatic captions](#)

Final thoughts

- The benefits of proactive rather than reactive approaches to accessible design
- Accessibility is everyone's responsibility
- Ensuring materials are accessible is an on-going process

Question #4

What's one tip or one piece of information from this presentation that you've found helpful or useful?

Thank you!

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References

- [CDC Disability and Health Inclusion Strategies](#)
- [CDC Disability and Health Overview](#)
- [Microsoft Make Your PowerPoint presentations accessible](#)
- [Nielson/Norman Group Inclusive Design](#)
- [UCF Digital Accessibility Policy](#)
- [W3C Making Audio and Video Media Accessible](#)
- [W3C How to Meet WCAG \(Quick Reference\)](#)
- [W3C Introduction to Web Accessibility](#)
- [W3C Understanding Guideline 1.2](#)
- [W3C WCAG 2 Overview](#)

Tools & resources

- [Amara.org](#)
- [Adobe Premiere Pro speech to text](#)
- [Described and Captioned Media Program's \(DCMP\) Captioning Key](#)
- [Grackle Slides](#) (for Google Slides)
- [Lighthouse](#)
- [WAVE Web Accessibility Evaluation Tool](#)
- [WebAIM Contrast Checker](#)
- [W3C alt Decision Tree](#)
- [YouTube automatic captions](#)