

Accessibility Tip Sheet

Macomb ISD April 2020

What is accessibility?

Accessibility refers to the design of products, devices, services, or environments so as to be usable by all, including students with disabilities. The practice of making things **accessible** also benefits all of us including those using mobile devices, or those with slow network connections

Why is it important?

The use of accessible educational materials and accessible technologies strengthens opportunities for learners to experience independence, participation and progress. Based on these considerations, three distinct reasons for providing AEM emerge:

- [To ensure equitable access for students with disabilities to the same materials and technologies used by all learners](#)
- [To provide all learners with options for perceiving information](#)
- [To drive improvement in the quality and availability of AEM and accessible technologies](#)
 - [National Center on Accessible Materials Website](#)

What should I consider when thinking about accessibility from the start?

Follow the [AEM Center POUR](#) acronym for easy design considerations about accessibility.

- Is it **P**erceivable? Is content presented in a way that learners can use more than one sensory input? (e.g. see it, hear it, read it, do it)
- Is it **O**perable? Is the content presented in a way that gives learners flexibility (choice) in how the information is displayed and ways they can interact with it? (work alone or with others, use text-to-speech or read printed page, chunked in smaller sections, use built-in scaffolds and graphic organizers)
- Is it **U**nderstandable? Is the content presented in a way that uses student and family-friendly language and makes explicit the expectations of the assignment/activity? (clear goals, clear directions, provide models and/or checklists)

- Is it **Robust**? Is the content presented in a way that allows for all kinds of learners and access methods?

(adapted from CAST's AEM Center)

What common design considerations should I consider for accessibility? [Doc](#); [Website](#)

- Clutter Free: Less is more; only images that convey meaning
- Make it readable: 12-14 font; Verdana and Tahoma are best
- [Provide Text to Speech \(TTS\) and Speech to text](#)
- Make text accessible: Open Education Resources; AEM
- Offer options in addition to text: video, images that convey meaning, interactive tools
- Make the directions clear: Explicit directions, step by step
- Flexible reading options: adjustable font, reading level, color contrast

Where do I find tips for creating accessible content?

- Documents: [Word](#), [Docs](#), [Pages](#), [PDF](#)
- Presentations: [PPT](#), [Slides](#), [Keynote](#)
- Video: [Closed Caption General](#) ; [YouTube CC Video](#); [YouTube CC Text](#)
- Images: [Alt Text for Multiple Tools/Platforms](#)
- Webpages: [Quick Reference](#); [Web Checker](#)
- Color Contrast: [Color Contrast Analyzer](#)

How do I find accessibility tools for different platforms?

- [Mac Accessibility](#)
- [Windows 10 Accessibility](#)
- [iOS Accessibility](#)
- [Chromebook Accessibility](#): [Chrome's Site](#)
- [Chrome Browser Accessibility](#); [Extensions](#); [Videos](#)
- [Office 365 Accessibility](#) ([Slide Deck](#))

Where can I learn more about accessibility

- [Accessible Educational Materials](#): Learn the basics of accessible materials and technologies, register for and view webinars and presentations from our AEM Events, and discover AEM Publications to dive deeper into AEM.