

## Presentation Transcript – Part 2

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### Slide 1: Part 2 – Building an Accessible Foundation to Support Learning

### Slide 2: Captioned Video

A new resource that many of us have found very useful is the live captioning tool in Google Slides. Google offers a wide range of accessibility features and the links offered on this slide allow you to dig deeper.

### Slide 3: Using Google Slides for Live Captioning

I'm going to however demonstrate how to use Google Slides.

- First, you'll need to take your PowerPoint slide and bring it into the free Google Slides program to do this. Or, you can just design your presentation within Google Slides from the beginning – your choice. Google Slides is one of the many free apps in Google that a user can access and, in this case, to develop a presentation.
- Second, once you have your presentation created in Google Slides, you'll simply place it in Present mode. In this mode you'll see a CC icon at the very bottom of the screen. When you activate this, you'll see that live closed captioning begins automatically. We are using this feature in this presentation and, because we are recording this presentation, we are also capturing this captioned feed.

### Slide 4: Live Captioning begins with Your Voice

As soon as you begin talking, the Live Captioning feature begins to show up at the bottom of your screen. Note, that with this presentation, I've been using this since we began. The captioning does not stay intact unless you are recording.

### Slide 5: Embedded functionality in Office 365

The Microsoft Office suite has always been a popular tool in education and business and the Office 365 edition has some amazing new features. These are examples that showcase accessibility and learning. In this slide you'll notice 4 visuals.

- The first is from the main toolbar in MS Word. I'm going to choose the Review tab. You'll notice when I do this that I have now access to a range of tools to support my writing.
  - Moving from left to right, you'll see I can of course check my spelling and grammar, use a thesaurus, and check the word count of my document.
  - As I move along, I also see a button that will allow me to read aloud the document I write.
  - I can also check the accessibility of my document. This is important if I have pictures included in my text that may need an Alt tag.

- I can change the language setting and translate the text to a different language.
- And, of course to the far right of this toolbar, I can also turn on the reviewing mode and highlight in color the tracked changes I make to a document in review.
- The second toolbar focuses on the View of the document in Word.
  - Notice here that I can shift between a print, web, outline, or draft mode of my document. Outline modes can be very helpful to struggling writers who need to first map out some key headings.
  - I can also use the Zoom feature to enlarge the view of the text. Very helpful for those with low vision.
  - However, to the left of the Zoom feature is something new titled Learning Tools.
- The third toolbar focuses on this Learning Tool feature
  - Notice from left to right that I can first change the column width of my page.
  - Second, I can change the page color, and which can enhance the contrast of the background for a writer.
  - Next, I can change the text spacing and add more space between the letters of the document. This can also help some readers who are challenged with how their brains interpret text. I can also do this with the syllables.
  - Finally, I can read aloud everything that I have typed on the screen. This can be invaluable to someone who needs to also hear what they have read as a way to review.
- The final toolbar on this slide is a similar toolbar in MS PowerPoint.
  - This again is the Review function and, when selected, also offers the ability to Check Accessibility. A presentation often has multiple images and if a trainer wishes to post this to an online space, they first need to make sure they've included alt tags or more complete alternate descriptions. Otherwise, a picture on a slide will be read by a screen reader as something simple and germane to the image file such as "image1". If a more descriptive tag is added, the screen reader will share that information aloud to the user – typically someone who is blind or has low vision.

#### **Slide 6: As a recap for using the accessibility features in MS Office 365**

- Run the Accessibility Checker! This tool is now available for Word and PowerPoint and guides you through gaps you may have missed.
- Use built-in styles and templates. These offer a polished look at offer accessible formats.
- Make content easy to navigate. Keep it clean and simple – the user on the other end (especially in a web-based format) will appreciate this.
- Give hyperlinks a full description. Hyperlinks need description not just a link that says "click here" as that is meaningless to someone who may be blind and is "reading" with their ears.

- Describe visuals. This jumps back to the first bullet and we call these “alt” or alternative text. Again, a person who is blind needs those descriptions to enhance understanding.
- Avoid color as the sole means of representing information. Keep this in mind, especially if you design test items as the person who is color-blind will be at a disadvantage.

### **Slide 7: UDL for Virginia’s DEI**

When we began this work, we developed this website in WordPress to keep track of our ongoing resources. This presentation as others we’ve provided on UDL are located here as well as many other regional, state, and national sources. Keep abreast of this for future reference.

### **Slide 8: Examples of UDL Design – Accessible Plugins**

Our approach in building this WordPress website was intentional as we considered UDL. We chose an accessible template from the range of free themes. We included some free plugins (on the left of this screen) that allowed for changing text size and screen contrast. Finally, we added a free 30-day trial of the Text Help Browse Aloud plugin (top right) and the free UserWay plugin (top left).

### **Slide 9: Using the UserWay Plugin**

The UserWay plugin provided clickable access for a variety of user needs and can enlarge text, change contrast, highlight links, increase text spacing, and read the page aloud. Each of these could be invaluable to a variety of physical and sensory needs for a user with a disability.

### **Slide 10: Using Browse Aloud**

The Browse Aloud tool is available through the company Text Help. We installed this free 30-day plugin at the beginning of our project. We also enlisted their support to extend this trial into 2020 so that we could share this information to others. As you can see this tool also offers a range of supports such as speaking the text aloud, synchronized highlighting, text enlargement as well as changing the print and the read aloud voice to another language.

### **Slide 11: Additional resources**

As you continue your own journey in UDL and Designing Accessible Media, consider some of the following resources:

- ▶ CAST, <http://www.cast.org>

- ▶ AEM Center, <http://aem.cast.org/>
  - ▶ An invaluable free 5 course module on "Making Everyday Curriculum Materials Accessible for All Learners", <http://aem.cast.org/about/new-educator-training.html>
- ▶ MS Office 365 Accessibility, <https://www.microsoft.com/en-us/Accessibility/>
- ▶ Google Accessibility, <https://www.google.com/accessibility/>