Image of word 'accessible' with asterisk at end on yellow background.
Asterisk in smaller text below with word 'inaccessible'. Image illustrates how text in image can be inaccessible.

University of Worcester Logo

Digitally Accessible Content Toolkit

# What is this toolkit for?

This toolkit is designed to help colleagues provide digitally accessible content for students. The toolkit signposts a range of resources and guidance that can help staff to make their content as accessible as possible.

The toolkit guides you through some key practical steps.

# Key Steps for supporting Digital Accessibility

## Step 1: Make sure content is accessible as possible before uploading to Blackboard.

1. You should have the latest version of Word, PowerPoint etc. installed on your device. To check go to the Review Menu - you should see the Accessibility Checker button listed. If not, contact IT Services.
2. Use the Accessibility Checker in Microsoft Word, PowerPoint etc to check content.
   * 1. Follow the video demo at <https://tinyurl.com/w67d7fe> and see the further information at the bottom of the webpage.
     2. [Step by step guidance](https://tinyurl.com/y4nvp34f) on using accessibility checker from Microsoft.
     3. To keep the Accessibility Checker always in your Office applications on, go to File, Options, Ease of Access and check the tick box **Keep accessibility checker running while I work** in the **Make your documents accessible to others section**
     4. Have a look at the advice on the [ICT Help pages](https://www2.worc.ac.uk/it/accessibility-tools.html).
   1. Key accessibility tips for:
      1. Powerpoint: <https://tinyurl.com/y2crbcc4>
      2. Word: <https://tinyurl.com/y68kaeb3>
      3. Excel: <https://tinyurl.com/yylb8j84>
   2. See a [Month of Accessibility of tips and tricks](https://tinyurl.com/u2vyv2t) to try
   3. See University of Hull’s [Designing for Diverse Learners](https://libguides.hull.ac.uk/diverselearners) for a handy A4 guide.
   4. For audio and video content it’s important to add captions or a transcript for students with audio impairments.
   5. Use Panopto to record a video or presentation. It will [auto-generate captions](https://tinyurl.com/yy7wu77k) which can be edited.
   6. Alternatively, for existing narrated PowerPoints, you [can export these as videos from Powerpoint](https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83#:~:text=a%20video%20file-,After%20you've%20created%20your%20slides%20and%20recorded%20any%20timing,%3E%20Export%20%3E%20Create%20a%20Video.) and upload them to Panopto, which will then auto-generate captions.
   7. For PDFs the accessibility of documents depends on how the content was created.
3. Producing a PDF from Office 365 – use MS Office Accessibility Checker as a first pass. **Please note, currently Alt-text from images are not converted when producing a PDF.**
4. To check the Accessibility of a PDF use Adobe Acrobat Pro and select Accessibility from the Tools menu. Then select Full Check from the Accessibility Menu to run an additional accessibility check on the document. Further information about Accessibility Checking in PDFs can be her found on the [Adobe help pages](https://helpx.adobe.com/uk/acrobat/using/create-verify-pdf-accessibility.html).

## Step 2: Make sure your Blackboard Course is accessible

1. See the advice in the Inclusion toolkit on Inclusive learning environments about making your Blackboard course accessible including thinking about navigation as well as content: [A1.6 Designing inclusive blended and online learning environments](https://www2.worc.ac.uk/inclusiontoolkit/documents/A1.6_-_Designing_inclusive_blended_and_online_learning_environments.pdf)
2. See the TEL Unit advice on [Making Your Blackboard Course accessible](https://uwtel.co.uk/designing-accessible-courses/).
3. Blackboard Ally is a tool added to Blackboard that provides accessibility scores for any content you upload to your course. See Blackboard’s information about [Blackboard Ally](https://help.blackboard.com/Ally/Ally_for_LMS/Instructor/Quick_Start) at and how to [interpret your accessibility score](https://help.blackboard.com/Ally/Ally_for_LMS/Instructor/Accessibility_Scores).
4. Further training on ensuring your Blackboard course is accessible is available via the TEL Unit. Please see the Staff Development webpage for more information on the TEL Unit’s staff development opportunities.

## Step 3: Encourage students to use the learning tools available in Microsoft and Blackboard Ally

1. Read Aloud is a built-in feature of Word, Outlook, PowerPoint and One Note. This is available from the Review Menu in Word, PowerPoint. For Outlook it is on the Home Page and in One Note it’s embedded within Immersive Reader for the online Office 365OneNote option. It is also part of Immersive Reader. Microsoft have advice on Read Aloud on [their website](https://tinyurl.com/y7mu9zph).
2. Immersive Reader is an accessibility tool for anyone but is especially useful for people who need support with the readability of documents in Word and OneNote. From the View menu, select the Learning Tools button. More information on using the Immersive Reader is available via the [IT Help webpages](https://www2.worc.ac.uk/it/immersive-reader.html).
3. Dictate is an option available in Word, Outlook, PowerPoint. You can use this option to dictate email, documents and text within various documents. There is more information available [via Microsoft](https://tinyurl.com/y4yr6kth).
4. Blackboard Ally provides alternative formats for students who may wish to consume content in a different format for a range of reasons, e.g. audio file of text content while commuting. You can direct students to how to use Blackboard Ally via the [TEL Unit website](https://help.blackboard.com/Ally/Ally_for_LMS/Student/Quick_Start).

# Further Advice and Guidance

There is a range of advice and guidance available online as well as part of this toolkit.

1. The Realising Teaching Excellence blog for a [range of advice and tips on digital accessibility](https://rteworcester.wp.worc.ac.uk/?s=accessibility)
2. Use the Microsoft Educator Community to learn more about Microsoft tools that support accessibility. See for example the course on [Training Teachers to edit accessible content](https://tinyurl.com/troltee).
3. Further advice and support can be found via the Lexdis Further and Higher Education [Digital Accessibility Working Group pages](https://www.lexdis.org.uk/digital-accessibility/).

Creative Commons Attribution-Non-Commercial Share Alike Logo Attribution-Non-Commercial CC BY-SA. This document, 2020, University of Worcester. This work is made available for reuse under the terms of the Creative Commons Attribution-Non-Commercial Share Alike Licence 4.0 <http://creativecommons.org/licenses/by-nc-sa/4.0/>