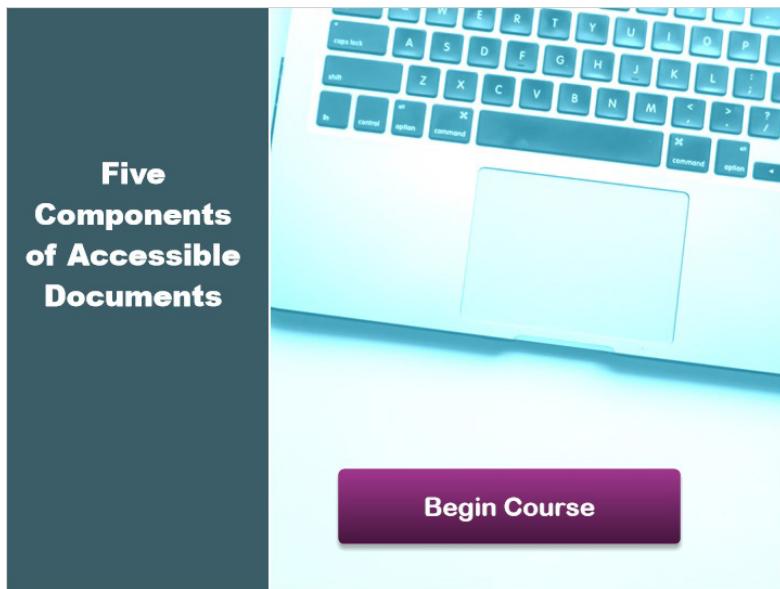


# Accessibility

## 1. Intro

### 1.1 Title Slide



Notes:

## 1.2 Welcome!

### Welcome!

Welcome to *Five Components of Accessible Documents* self-paced course. While this course doesn't give you specific instructions for making items accessible in a specific program, you will get an overview of the five most common components of document accessibility and get you started on your journey of creating accessible documents for your online courses.

Before we begin, you may want to view the course navigation instructions. If you do not wish to view the navigation instructions, you can go directly to the introduction section.

[Navigation Instructions](#)    [Introduction](#)

## 1.3 Navigation

### Navigation

Click the numbers to learn about the different course features and how to navigate in the player..

1 Tables should be used wisely as they may be difficult for a screen reader to read properly. Complex tables may require extensive remediation in some programs.

2

3

4

## ExtraFeatures (Slide Layer)

The screenshot shows the Articulate Storyline player interface. At the top, there are tabs for 'Accessibility' and 'Resources'. Below the tabs, a large white box contains the word 'Tables'. Inside this box, the text reads: 'Tables should be used wisely as they may be difficult.' A callout bubble labeled '1' points to this text. Another callout bubble labeled '2' points to a red-bordered area at the bottom of the slide layer containing navigation buttons for 'PREV' and 'NEXT'. A callout bubble labeled '3' points to the right edge of the slide layer, which has a purple rounded corner. A callout bubble labeled '4' points to the top edge of the slide layer, just below the tabs.

## Content (Slide Layer)

The screenshot shows the Articulate Storyline player interface. At the top, there are tabs for 'Accessibility' and 'Resources'. Below the tabs, a large white box contains the word 'Tables'. Inside this box, the text reads: 'Tables should be used wisely as they may be difficult.' A callout bubble labeled '1' points to this text. Another callout bubble labeled '2' points to a red-bordered area at the bottom of the slide layer containing navigation buttons for 'PREV' and 'NEXT'. A callout bubble labeled '3' points to the right edge of the slide layer, which has a purple rounded corner. A callout bubble labeled '4' points to the top edge of the slide layer, just below the tabs. In this version, the red border around the bottom navigation buttons is much thicker than in the first screenshot.

## Nav (Slide Layer)

The slide has a teal header bar with the word 'Resources' in white. Below it is a white content area with rounded corners. At the top center is the title **Navigation**. Below the title is a sub-headline: 'Click the numbers to learn about the different course features and how to navigate in the player..'. On the left side of the content area, there is a screenshot of a course player interface. The screenshot shows a section titled 'Tables' with some text and a small table. A red box highlights the bottom navigation bar of the player interface, which includes buttons for 'PREV' and 'NEXT'. Four numbered callouts point to specific elements: 1 points to the text in the 'Tables' section; 2 points to the bottom navigation bar; 3 points to the 'NEXT' button in the navigation bar; and 4 points to the 'Resources' button in the teal header bar.

## Resources (Slide Layer)

The slide has a teal header bar with the word 'Resources' in white. Below it is a white content area with rounded corners. At the top center is the title **Navigation**. Below the title is a sub-headline: 'Click the numbers to learn about the different course features and how to navigate in the player..'. On the left side of the content area, there is a screenshot of a course player interface. The screenshot shows a section titled 'Tables' with some text and a small table. A red box highlights the bottom navigation bar of the player interface, which includes buttons for 'PREV' and 'NEXT'. Four numbered callouts point to specific elements: 1 points to the text in the 'Tables' section; 2 points to the bottom navigation bar; 3 points to the 'NEXT' button in the navigation bar; and 4 points to the 'Resources' button in the teal header bar.

## **1.4 Objectives**

### **Objectives**

By the end of this module, participants will understand five components that make a document accessible.

- When given two colors (text and background) participants will accurately determine if the contrast between them is accessible. (Analyze)
- When given a list of heading types, participants will successfully build an accessible heading structure. (Apply)
- When given examples of tables, students will accurately classify the tables as normal, containing split cells, or containing merged cells. (Analyze)
- When given an image, participants will successfully generate alt text for that image. (Create)
- When given examples of hyperlinks, participants will accurately select the meaningful hyperlink. (Apply)

## **1.5 Main Menu**

**Instructions:**  
You may visit the sections in any order, but you may not start the quiz until you have viewed all of the sections.

**Color Contrast**

**Headings**

**Tables**

**Alt Text**

**Hyperlinks**

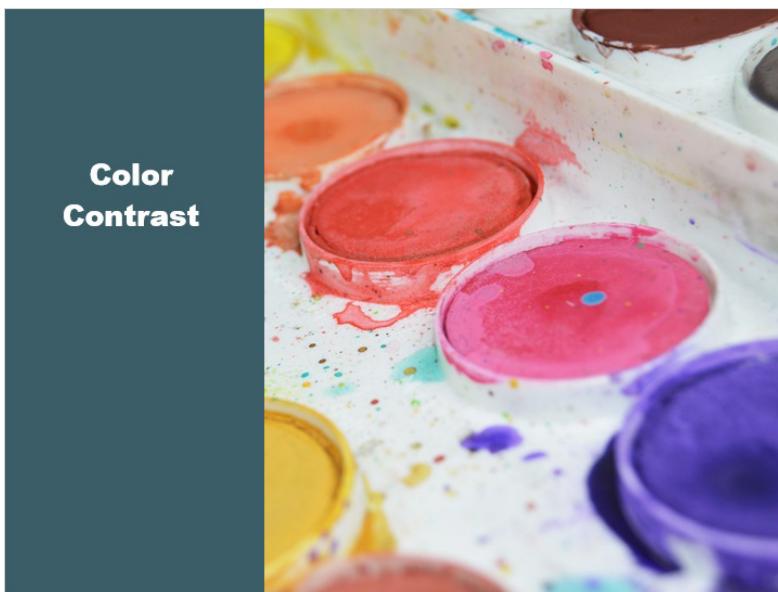
**Quiz**

## NoAdvance (Slide Layer)

The screenshot shows a slide with a light blue header and footer. In the center, there's a white rectangular area with a dark green border. At the top of this area, the text "Instructions:" is followed by a multi-line message: "You may visit the sec but the hav the". Below this, a large white box contains the text "You cannot advance to the next slide until you have completed each section." To the right of this text is a small red square containing a white "X" icon. At the bottom of the central area is a dark pink button labeled "Quiz". Above the central area are two purple buttons: "Color Contrast" and "Headings".

## 2. Color Contrast

### 2.1 Title Color Contrast



## 2.2 Contrast Ratio

### Contrast Ratio

Web Content and Accessibility Guidelines (WCAG) Level AA requires that normal text and background to have a color contrast ratio of 4.5: 1

Normal Text=Text that is 14 points or less and is not bold.

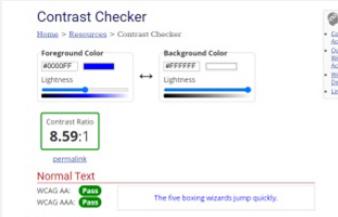
This does not apply to logos or decorative text.



## 2.3 Color Contrast

### Contrast Checkers

There are several color contrast checkers available to help determine if your text and background are accessible. Several links are included in the document in the **Resource** tab. The next three examples will show you some simple ways to make your color contrast compliant.



## 2.4 Other Considerations

### Other Considerations

Black text on a white background provides the highest level of readability.

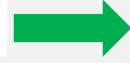
Sample Text

Avoid using high-contrast colors together.

Sample Text

Do not use color alone to convey meaning.

Click the green arrow to continue.



Notes:

## 2.5 Example 1

### Two Light Colors

Click the Sample Text button to see how the colors can be changed to be compliant.

Color Contrast Ratio:  
1.23:1

Sample Text

## Compliant (Slide Layer)

The slide has a teal header bar. The main content area has a white background with rounded corners. At the top, the title "Two Light Colors" is displayed in bold black font. Below the title, a message says "Click the Sample Text button to see how the colors can be changed to be compliant." A "Color Contrast Ratio:" label is followed by "1.23:1". A blue rectangular box contains the text "Sample Text" in a light blue font. Another "Color Contrast Ratio:" label is followed by "14.55". A second blue rectangular box contains the text "Sample Text" in a light blue font. A yellow arrow points from the first blue box to the second, with the text "Made text darker" written above it.

**Two Light Colors**

Click the Sample Text button to see how the colors can be changed to be compliant.

**Color Contrast Ratio:**  
1.23:1

Sample Text

**Color Contrast Ratio:**  
14.55

Made text darker

Sample Text

## 2.6 Example 2

The slide has a teal header bar. The main content area has a white background with rounded corners. At the top, the title "Two Dark Colors" is displayed in bold black font. Below the title, a message says "Click the Sample Text button to see how the colors can be changed to be compliant." A "Color Contrast Ratio:" label is followed by "1.09:1". A dark blue rectangular box contains the text "Sample Text" in a red font.

**Two Dark Colors**

Click the Sample Text button to see how the colors can be changed to be compliant.

**Color Contrast Ratio:**  
1.09:1

Sample Text

## Compliant (Slide Layer)

**Two Dark Colors**

Click the Sample Text button to see how the colors can be changed to be compliant.

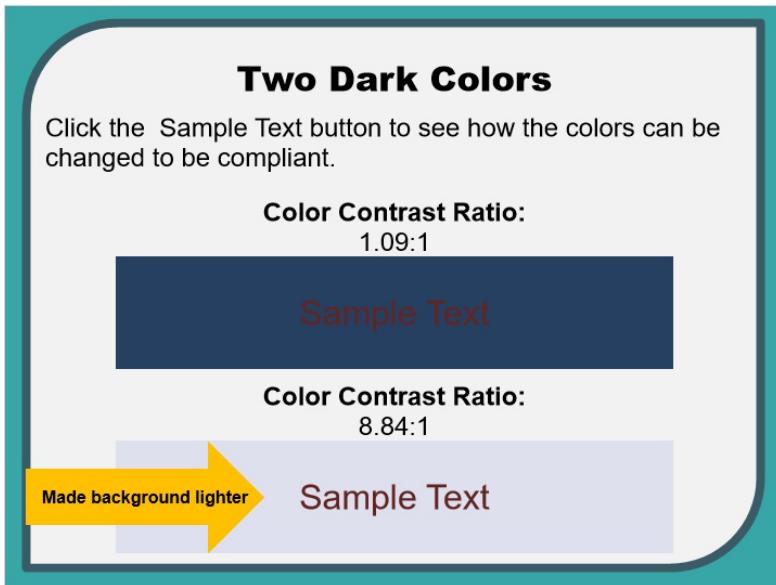
**Color Contrast Ratio:**  
1.09:1

**Sample Text**

**Color Contrast Ratio:**  
8.84:1

Made background lighter

**Sample Text**



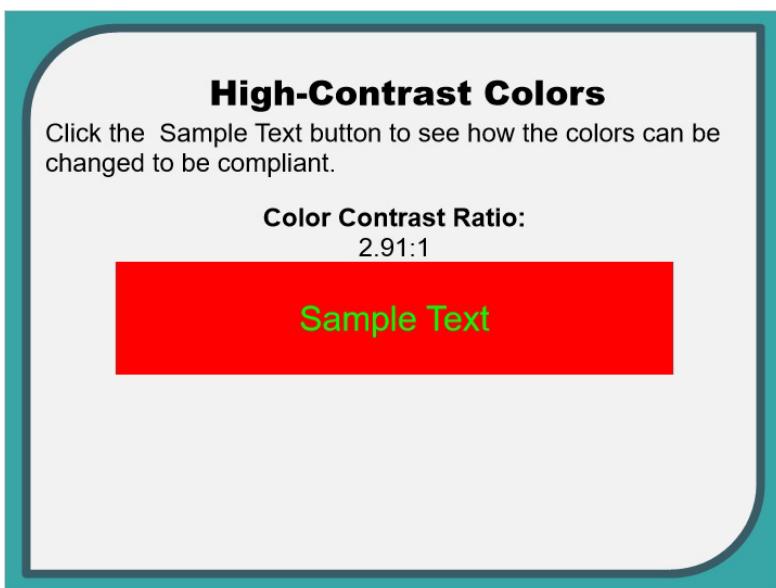
## 2.7 Example 3

**High-Contrast Colors**

Click the Sample Text button to see how the colors can be changed to be compliant.

**Color Contrast Ratio:**  
2.91:1

**Sample Text**



## Compliant (Slide Layer)

### High-Contrast Colors

Click the Sample Text button to see how the colors can be changed to be compliant.

**Color Contrast Ratio:**  
2.91:1

Sample Text

**Color Contrast Ratio:**  
15.96:1

Changed text color & made the background darker

Sample Text

## 2.8 Change from Non-Compliant to Compliant

### Change from Non-Compliant to Compliant

Move the slider to the right to make the color darker so that it's compliant on a white background.

X

Sample Text

1.45:1

■ ■ ■ ■ ■ ■

## **2.9 Color Contrast Check on Learning**

**Color Contrast Check on Learning**

This is Carmen. She needs some help to make the documents for her classroom accessible.



**Help Carmen**

## **2.10 Poster Colors**

*(Hotspot, 1 points, 1 attempt permitted)*

Carmen needs to select text for her poster. Click the poster with the best color contrast.



### **Correct (Slide Layer)**

That's right. Carmen now has a poster that she can use for her classroom.

**Reading is Fun!!!**

A cartoon illustration of a young girl sitting cross-legged on top of a tall stack of colorful books, reading a book. The poster has yellow pushpins at the top corners.

**Continue**

### **Incorrect (Slide Layer)**

That's incorrect. This poster contains dark colored text on a dark background, making it hard to read the text. Carmen's poster is not compliant.

**Reading is Fun!!!**

A cartoon illustration of a young girl sitting cross-legged on top of a tall stack of colorful books, reading a book. The poster has yellow pushpins at the top corners. The text "Reading is Fun!!!" is in a light color, but the background is very dark, making it difficult to read.

**Continue**

### **2.11 Website Colors**

*(Hotspot, 3 points, 1 attempt permitted)*

Now Carmen needs to pick a font color for her class website. Click the computer monitor with the compliant color.



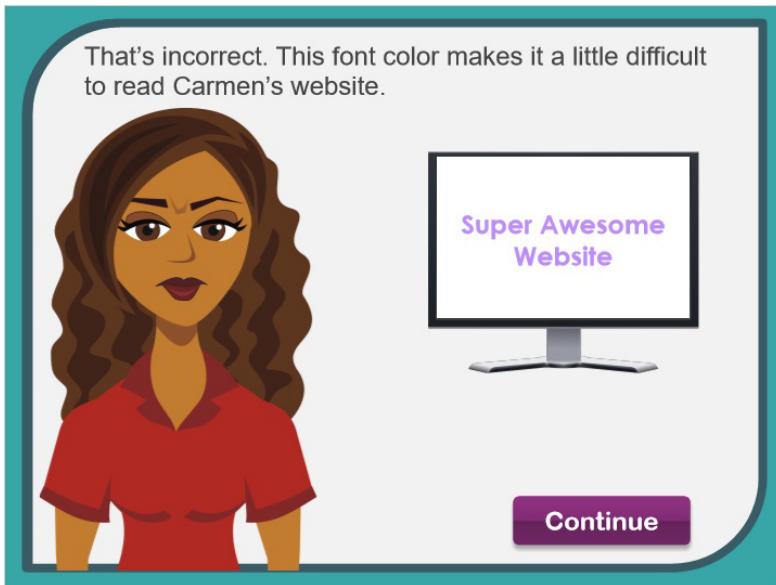
### Correct (Slide Layer)

That's right. This is the perfect font color for Carmen's website.



**Continue**

## Incorrect (Slide Layer)

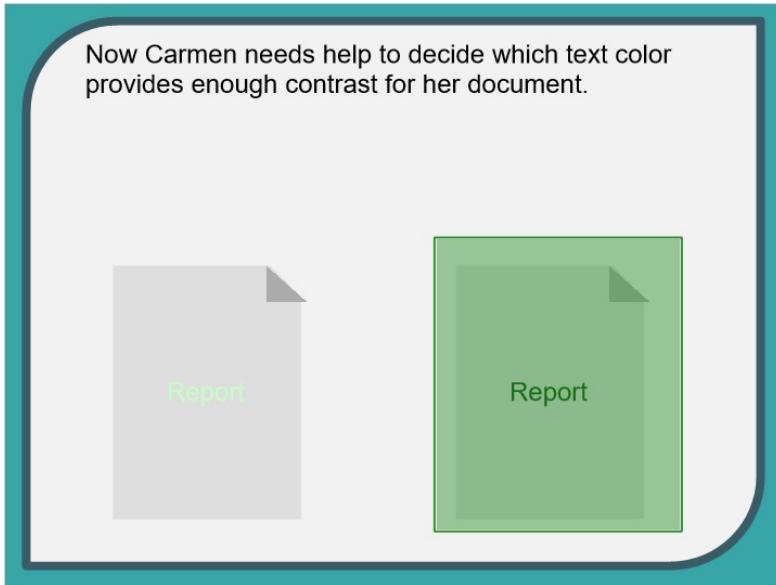


That's incorrect. This font color makes it a little difficult to read Carmen's website.

A cartoon illustration of a woman with long brown curly hair, wearing a red short-sleeved shirt. To her right is a computer monitor displaying the text "Super Awesome Website" in purple. Below the monitor is a purple rectangular button labeled "Continue".

## 2.12 Document Colors

(Hotspot, 5 points, 1 attempt permitted)



Now Carmen needs help to decide which text color provides enough contrast for her document.

Two document icons are shown side-by-side. The icon on the left has a light gray background and contains the word "Report" in green text. The icon on the right has a dark green background and also contains the word "Report" in green text. Both icons have a small white corner tab at the top-right.

### **Correct (Slide Layer)**

That's right. This color provides the perfect contrast for Carmen's report.

Report

Continue

A slide from Articulate Storyline showing a woman with curly brown hair and a red short-sleeved shirt. She is standing next to a light gray rectangular box with a dark gray corner, which contains the word "Report". The slide has a teal border and a white background. A purple "Continue" button is located at the bottom right.

### **Incorrect (Slide Layer)**

That's incorrect. This font is too light for the report and can barely be seen.

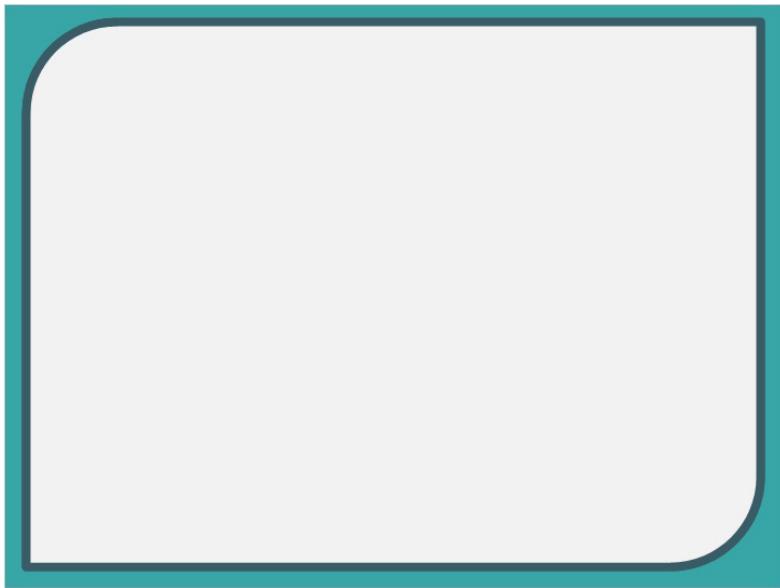
Report

Continue

A slide from Articulate Storyline showing the same woman in a red shirt. Next to her is a light gray rectangular box with a dark gray corner, containing the word "Report" in a very faint green font. The slide has a teal border and a white background. A purple "Continue" button is located at the bottom right.

### **2.13 Results Slide**

*(Results Slide, 0 points, 1 attempt permitted)*



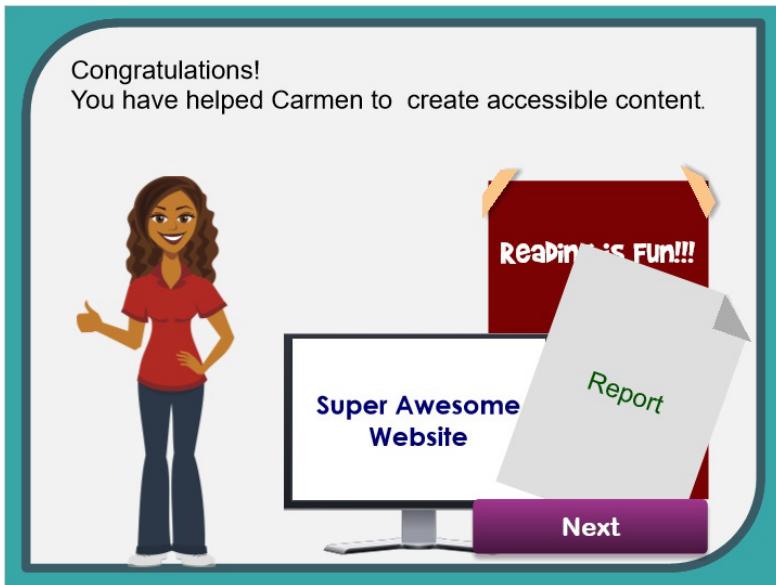
Results for
2.10 Poster Colors
2.11 Website Colors
2.12 Document Colors

Result slide properties

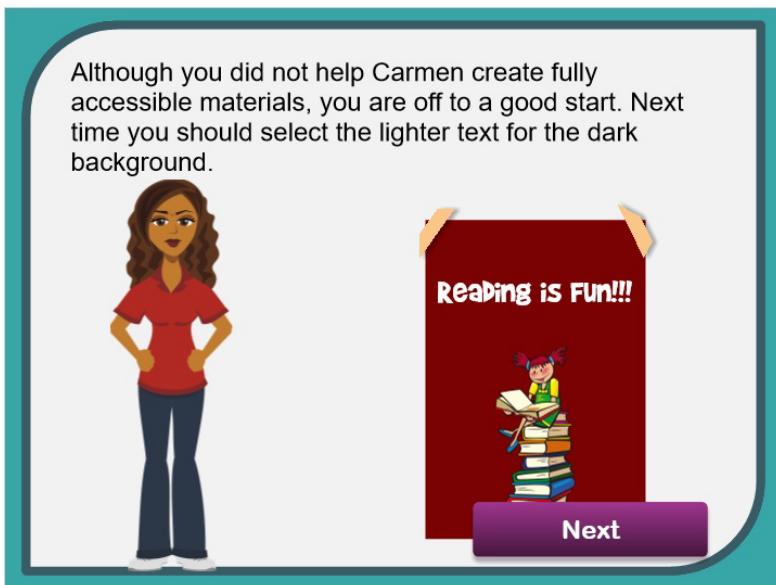
Passing 100%

Score

## Success (Slide Layer)



## 8pts (Slide Layer)



## 6pts (Slide Layer)

Although you did not help Carmen create fully accessible materials, you are off to a good start. Next time you should select the darker text for the white background in Carmen's website.

**Super Awesome Website**

**Next**

## 5pts (Slide Layer)

You did not help Carmen to select accessible colors for the poster and website please take a quick review and try again.

**Review**

**Reading is Fun!!!**

**Super Awesome Website**

#### 4pts (Slide Layer)

Although you did not help Carmen create fully accessible materials, you are off to a good start. Next time you should select the darker color heading on the white background of Carmen's document.

Report

Next

A teal-bordered slide featuring a cartoon character of a woman with curly brown hair, wearing a red short-sleeved shirt and dark blue pants. She stands next to a light gray document labeled "Report". A purple button at the bottom right says "Next".

#### 3pts (Slide Layer)

You did not help Carmen to select accessible colors for the poster and report. Please take a quick review and try again.

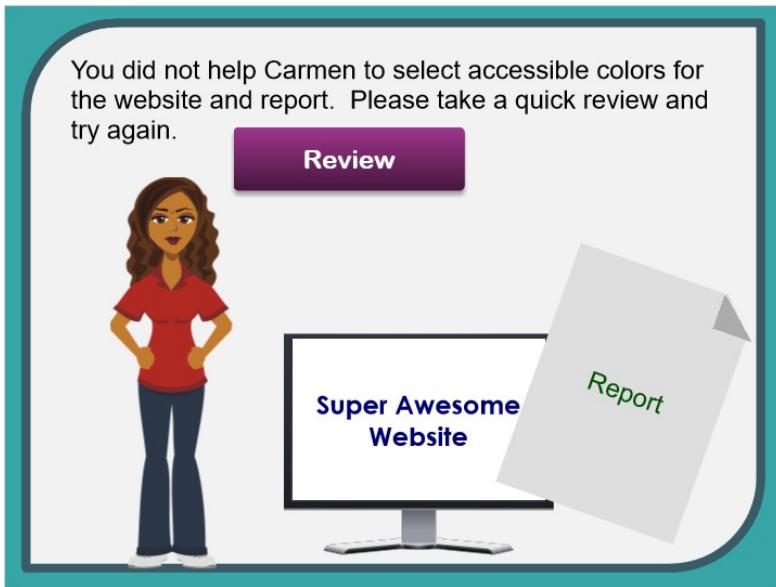
Review

Reading is Fun!!!

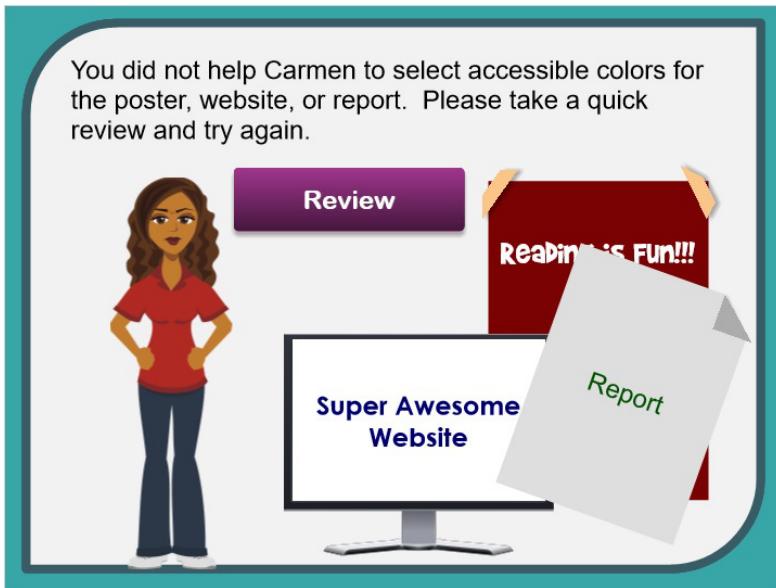
Report

A teal-bordered slide featuring the same cartoon character of Carmen. To her left is a red poster with the text "Reading is Fun!!!". To her right is a light gray document labeled "Report". A purple button at the top left says "Review".

### 1pt (Slide Layer)



### Opts (Slide Layer)



## Review (Slide Layer)

### Color Contrast Review

Avoid using light text with a light background and dark text with a dark background.



Sample Text  
Sample Text

Instead use dark text on a light background or light text on a dark background.

Sample Text  
Sample Text

**Try Again**

## 2.14 Color Contrast Complete

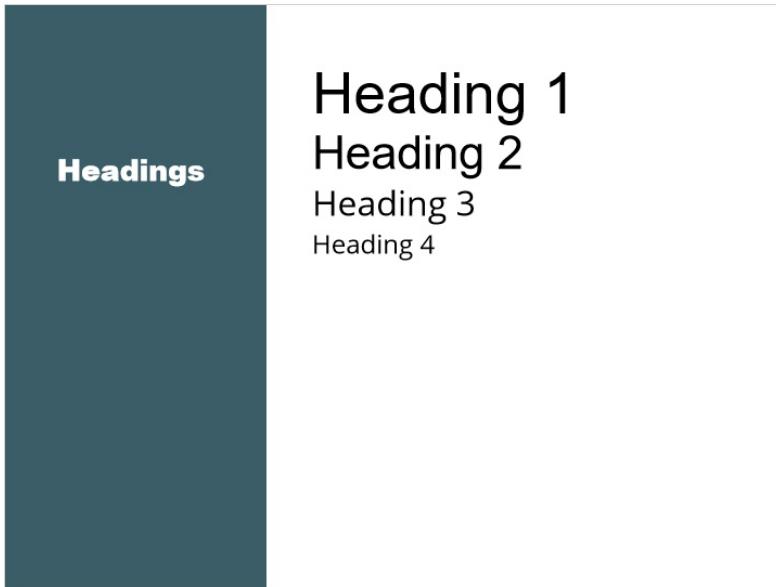
### Activity Complete

You have completed the activity and the color contrast section. You may now go back to the main menu to continue.

**Main Menu**

### 3. Headings

#### 3.1 Headings Title



#### 3.2 Headings

The image shows a Microsoft Word document window with a callout box. The callout box has a teal border and rounded corners. Inside the callout box, the word "Headings" is written in bold black font. Below the callout box, there is a paragraph of text: "Headings help blind users to scan your document much like you would scan a table of contents. You can use the built-in headings tool in your program and then style the headings however you wish." At the very bottom of the screen, a portion of the Microsoft Word ribbon is visible, showing various font and style options.

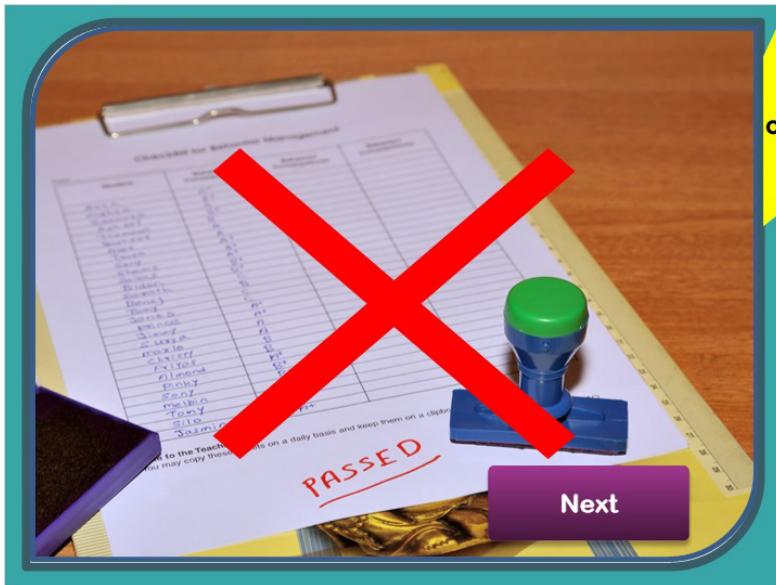
### **3.3 Heading Order**

**Heading Order**

Use a logical order for headings. Most accessibility checkers will not pass documents that skip heading levels.

**View Demonstration**

### **3.4 Heading Demonstration**



### **3.5 Headings Activity**

*(Sequence Drag-and-Drop, 10 points, unlimited attempts permitted)*

## **Headings Activity**

Drag the headings to the correct order.

1. Heading 2
2. Heading 3
3. Heading 4
4. Heading 5

### Correct Order

Heading 2

Heading 3

Heading 4

Heading 5

### **Feedback when correct:**

That's right! You selected the correct response.

### **Feedback when incorrect:**

You did not select the correct response.

## Correct (Slide Layer)

The screenshot shows a slide titled "Headings Activity". Below the title, the instruction "Drag the headings to the correct order." is displayed. A callout box labeled "Correct" contains the message "That's right! You selected the correct response." followed by a numbered list from 1 to 4, each preceded by a small icon and the text "Heading". A "Continue" button is located at the bottom right of the callout box. The slide has a light blue background with rounded corners.

## Incorrect (Slide Layer)

The screenshot shows a slide titled "Headings Activity". Below the title, the instruction "Drag the headings to the correct order." is displayed. A callout box labeled "Incorrect" contains the message "You did not select the correct response." followed by a numbered list from 1 to 4, each preceded by a small icon and the text "Heading". A "Continue" button is located at the bottom right of the callout box. The slide has a light blue background with rounded corners.

## Try Again (Slide Layer)

The screenshot shows a slide titled "Headings Activity". Below the title, the instruction "Drag the headings to the correct order." is displayed. A list of four headings is shown, each preceded by a numbered bullet point (1, 2, 3, 4) and followed by a small input field. A callout box labeled "Incorrect" contains the message "That is incorrect. Please try again." and a "Try Again" button.

## No Advance (Slide Layer)

The screenshot shows a slide titled "Headings Activity". Below the title, the instruction "Drag the headings to the correct order." is displayed. A list of four headings is shown, each preceded by a numbered bullet point (1, 2, 3, 4) and followed by a small input field. A callout box contains the message "You cannot advance to the next slide until you have dropped all of the images into the correct category" and features a large red "X" icon in the top right corner.

### **3.6 Headings Complete**

## **Activity Complete**

You have completed the activity and the headings section.  
You may now go back to the Main Menu to continue..

**Main Menu**

## **4. Tables**

### **4.1 Tables Title**

Tables	
<b>Step 3-1: Scale Down Content (Change/Adjust your micro-analysis)</b>	
Project Name	Introduction to the Virginia Adult Learning Resource Center's (VALRC) Online Courses
Impact Area: 10. Problem Solving	
Problem Statement (Why Microlearning):	Due to COVID-19, many students are now taking online courses for the first time. Based on questions I receive from our students, our staff track feedback through the end-of-course evaluations, students need an introduction to our courses before they sign up for them. A short video embedded into our website could introduce potential students to our course offerings and give them an overview of what to expect in one of our courses.
Audience	Prospective students (those who teach adults in the state of Virginia) for our online courses.
Behavioral Problem	Some of our courses have low participation and high dropout rates. Based on questions asked of technical facilitators and reasons provided for course drops, a microlearning session may give an overview of our courses to let students know what to expect, the time commitment, and types of assignments. This microlearning session could even help to "advertise" our courses so that we get more participation.
Consequences	Low participation and retention rates for the online courses.
Measurable Results	<ul style="list-style-type: none"><li>• 10% increase in online course registration</li><li>• 50% retention rate for online courses</li></ul>
Desired Behavior	Students and potential students will know what to expect in one of our online courses.
Must-Know Knowledge (5 pts)	<ul style="list-style-type: none"><li>• What courses are available</li><li>• Time commitment (length of the course, time spent per week) for an online course</li><li>• Where to register for the course</li><li>• The components (videos, discussion board, Zoom meetings) that make up an online course</li></ul>
Layer of Learning	Primary: On-demand learning Secondary: performance support
<b>Step 3-2: Asset Type</b>	
Asset Type	An introductory video for our online courses. The video will list courses generally offered, tell students where to find a course list.

## **4.2 Tables**

### **Tables**

Tables should be used wisely as they may be difficult for a screen reader to read properly. Complex tables may require extensive remediation in some programs.


## **4.3 Complex Tables**

### **Complex Tables**

A Complex Table is a table that has split or merged cells. Click each button to see the difference between split and merged cells.

Merged Cells

Split Cells

## MergedCells (Slide Layer)

**Complex Tables**

A Complex Table is a table that has split or merged cells. Click each button to see the difference between split and merged cells.

**Merged Cells**      **Split Cells**

The slide shows a 4x4 grid of light orange cells. The top row is a single large orange cell, which is highlighted with a red arrow pointing to its left edge. The remaining three rows are each divided into four equal white cells by black borders.

## SplitCells (Slide Layer)

**Complex Tables**

A Complex Table is a table that has split or merged cells. Click each button to see the difference between split and merged cells.

**Merged Cells**      **Split Cells**

The slide shows a 4x4 grid of light orange cells. The top-left cell is a single large orange cell, highlighted with a red arrow pointing to its bottom edge. The other three cells in the top row are white, and the remaining three rows are each divided into four equal white cells by black borders.

## No Advance (Slide Layer)

**Complex Tables**

A Complex Table is a table that has split or merged cells.  
Click to view the simple version of the complex table below.

You cannot advance to the next slide until you have viewed the split and merged cells.



## 4.4 Simplifying Tables

**Simplifying Complex Tables**

You can simplify complex tables by breaking them into multiple tables. Click to view the simple version of the complex table below.

**Simple Table**

Complex Table				
<b>More Information</b>				

## Simple (Slide Layer)

### Simplifying Complex Tables

You can simplify complex tables by breaking them into multiple tables. Click to view the simple version of the complex table below.

**Simple Table**

**Complex Table**

More Information

**Complex Table**

More Information

## NoAdvance (Slide Layer)

### Simplifying Complex Tables

You can simplify complex tables by breaking them into multiple tables.

**X**

You cannot advance to the next slide until you have viewed the simple tables.

## 4.5 Table Headers

### Table Headers

To pass an accessibility check, tables must have headers, either vertical or horizontal.

Header			
Header			

Header	Header	Header	Header

## 4.6 Tables Activity Question 1

(Hotspot, 10 points, unlimited attempts permitted)

### Tables Activity Question 1

Click on the complex table and then click **Submit**.



**Feedback when correct:**

That's right! You selected the correct response. This is a complex table.

**Feedback when incorrect:**

You did not select the correct response.

### Correct (Slide Layer)

**Tables Activity Question 1**

Click on the complex table and then click **Submit**.

**Correct**

That's right! You selected the correct response. This is a complex table.

**Continue**

The slide features a large, complex table with various colored sections (orange, white, green, yellow) and a 'Correct' message box. The message box contains the text 'That's right! You selected the correct response. This is a complex table.' and a 'Continue' button. The main table has several rows and columns, some of which are highlighted in orange or green.

### Incorrect (Slide Layer)

**Tables Activity Question 1**

Click on the complex table and then click **Submit**.

**Incorrect**

You did not select the correct response.

**Continue**

The slide features a large, complex table with various colored sections (orange, white, green, yellow) and an 'Incorrect' message box. The message box contains the text 'You did not select the correct response.' and a 'Continue' button. The main table has several rows and columns, some of which are highlighted in orange or green.

## Try Again (Slide Layer)

**Tables Activity Question 1**

Click on the complex table and then click **Submit**.

**Incorrect**

That is incorrect. This is a simple table. Please try again.

**Try Again**

The slide features a light blue background with rounded corners. At the top center is the title 'Tables Activity Question 1'. Below it is a instruction: 'Click on the complex table and then click **Submit**'. A callout box with a grey border and rounded corners is positioned over the first table. It contains the word 'Incorrect' at the top, followed by the message 'That is incorrect. This is a simple table. Please try again.' and a 'Try Again' button at the bottom. To the right of the callout box is a larger green table with a grid of 12 cells. To the left of the callout box is a smaller orange table with a grid of 6 cells.

## 4.7 Tables Activity Question 2

(Hotspot, 10 points, unlimited attempts permitted)

**Tables Activity Question 2**

Click on the table with merged cells.

The slide has a teal background with rounded corners. At the top center is the title 'Tables Activity Question 2'. Below it is the instruction 'Click on the table with merged cells.'. Three tables are displayed side-by-side. The first table is orange and consists of 6 cells. The second table is also orange and consists of 6 cells. The third table is green and has a 2x2 grid of merged cells in its top-left corner, leaving 8 individual cells below it.

### Feedback when correct:

That's right! You selected the correct response.

### Feedback when incorrect:

You did not select the correct response. This is not a table with merged cells.

### Correct (Slide Layer)

**Tables Activity Question 2**

Click on the table with merged cells.

**Correct**

That's right! You selected the correct response.

**Continue**

A screenshot of a slide titled "Tables Activity Question 2". The slide instructions say "Click on the table with merged cells.". A callout box indicates "Correct" and "That's right! You selected the correct response.". Below the callout are two tables: one 4x4 grid with the top-left cell colored orange, and a second 4x3 grid where the top two rows are colored green and the bottom two are yellow.

### Incorrect (Slide Layer)

**Tables Activity Question 2**

Click on the table with merged cells.

**Incorrect**

You did not select the correct response. This is not a table with merged cells.

**Continue**

A screenshot of a slide titled "Tables Activity Question 2". The slide instructions say "Click on the table with merged cells.". A callout box indicates "Incorrect" and "You did not select the correct response. This is not a table with merged cells.". Below the callout are two tables: one 4x4 grid with the top-left cell colored orange, and a second 4x3 grid where the top two rows are colored green and the bottom two are yellow.

## Try Again (Slide Layer)

**Tables Activity Question 2**

Click on the table with merged cells.

**Incorrect**

That is incorrect. This is not a table with merged cells. Please try again.

**Try Again**

The slide layer has a light blue background with rounded corners. At the top center is the title "Tables Activity Question 2". Below it is the instruction "Click on the table with merged cells.". A callout box labeled "Incorrect" contains the feedback message "That is incorrect. This is not a table with merged cells. Please try again.". A "Try Again" button is located below the feedback. To the left of the feedback is a 2x2 grid table with orange cells. In the center is a 4x4 grid table. To the right is a 3x3 grid table with green and yellow cells. The entire slide layer is enclosed in a light blue border.

## 4.8 Tables Complete

**Activity Complete**

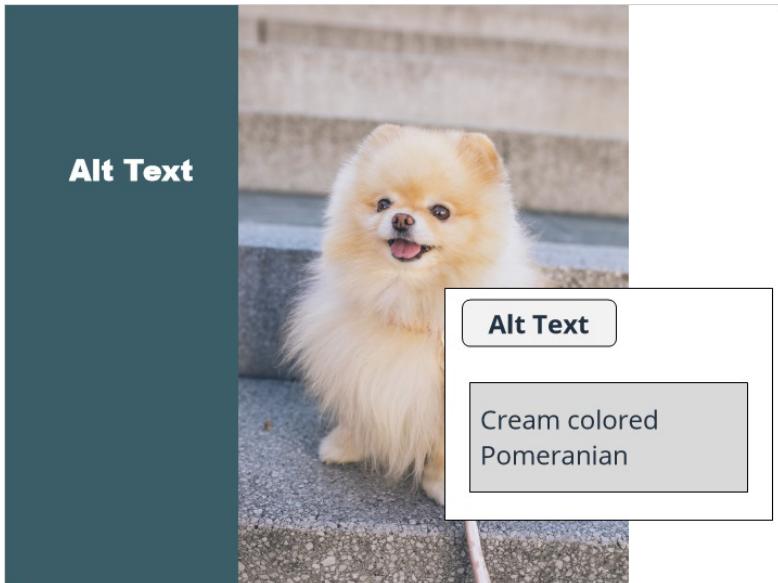
You have completed the activity and the tables section.  
You may now go to the Main Menu to continue..

**Main Menu**

The slide layer has a teal background with rounded corners. At the top center is the title "Activity Complete". Below it is the message "You have completed the activity and the tables section. You may now go to the Main Menu to continue..". A purple "Main Menu" button is located at the bottom center. The slide layer is enclosed in a teal border.

## 5. Alt Text

### 5.1 Alt Text Title



### 5.2 Alt Text

A teal-bordered callout box with a white background and rounded corners. At the top center, the word "Alt Text" is displayed in bold black font. Below this, a paragraph of text is written in black font: "Alt text is text that describes the content of an image, illustration, graph, or chart. This text description helps those who are blind or have low vision." Two small, tilted photographs are positioned at the bottom of the box. The left photo shows a young girl sitting at a table, reading a colorful book. The right photo shows a family of four (a man, a woman, and two children) gathered around a kitchen counter, preparing food together. The entire callout box is set against a white background.

### 5.3 Alt Text Examples

### Alt Text Examples

Click the graphics below to view the different examples of alt text.



The slide features a teal border and rounded corners. The title "Alt Text Examples" is at the top center. Below it is a descriptive text followed by three small images: a photograph of a room with shelves, a pie chart divided into two segments labeled "80%" and "20%", and a drawing of a school building with a bus in front.

### Cat (Slide Layer)

### Alt Text Examples

Click the graphics below to view the different examples of alt text.



This slide is identical in layout to the previous one, featuring a teal border and rounded corners. It contains the same title, text, and three images. Additionally, it includes a callout box with a white background and a thin black border. The box has the word "Alt Text" in bold at the top and the text "Cat on a table" below it.

## Chart (Slide Layer)

### Alt Text Examples

Click the graphics below to view the different examples of alt text.

Pie Chart: 80% and 20%

Alt Text

## School (Slide Layer)

### Alt Text Examples

Click the graphics below to view the different examples of alt text.

Bus in front of a school

Alt Text

## 5.4 Alt Text Check on Learning

(Text Entry, 10 points, 1 attempt permitted)

## Alt Text Check on Learning

Type the alt text for the image in the box below.



**Alt Text**

type your text here

### Feedback when correct:

That's right! You selected the correct response.

### Feedback when incorrect:

You did not select the correct response.

## Incorrect (Slide Layer)

The slide has a light blue header bar with rounded corners. Inside, the title "Alt Text Check on Learning" is centered in a large, bold, dark gray font. Below the title, a message in a smaller gray font says "Type the alt text for the image in the box below." A callout box with a gray border and rounded corners appears on the left side. It contains the word "Incorrect" in bold black text at the top, followed by the message "You did not select the correct response." at the bottom. To the right of this message is a small rectangular button labeled "Continue". Below the callout box is a larger input field with a thin gray border. The placeholder text "type your text here" is centered in the input field. At the bottom left of the slide, there is a small, semi-transparent button labeled "Alt text".

## Correct (Slide Layer)

The slide has a light blue header bar with rounded corners. Inside, the title "Alt Text Check on Learning" is centered in a large, bold, dark gray font. Below the title, a message in a smaller gray font says "Type the alt text for the image in the box below." A callout box with a gray border and rounded corners appears on the left side. It contains the word "Correct" in bold black text at the top, followed by the message "That's right! You selected the correct response." at the bottom. To the right of this message is a small rectangular button labeled "Continue". Below the callout box is a larger input field with a thin gray border. The placeholder text "type your text here" is centered in the input field. At the bottom left of the slide, there is a small, semi-transparent button labeled "Alt text".

## **5.5 Alt Text Feedback**

### **Alt Text Feedback**

Your answer should have looked something like this

- Teacher and students around a computer
- Teacher and students around a laptop
- Teacher and students
- Teacher showing students how to use a laptop

## **5.6 Alt Text Complete**

### **Activity Complete**

You have completed the activity and the alt text section.  
You may now go back to the Main Menu to continue.

[Main Menu](#)

## 6. Hyperlinks

### 6.1 *Hyperlinks Title*



### 6.2 *Hyperlinks introduction*

### Hyperlinks introduction

Hyperlinks need to

- descriptive so that they can be read by a screen reader,
- describe where they are going,
- avoid using the entire URL, and
- avoid using Click Here, Learn More, or listen.

### 6.3 Examples of Descriptive Links

## Examples of Descriptive Links

Click the buttons below to view examples of **accessible** links

**Example 1**

**Example 2**

All text excerpts are from Wikipedia.

### Accessible1 (Slide Layer)

## Examples of Descriptive Links

Click the buttons below to view examples of **accessible** links

**Example 1** →

**Example 2**

The clarinet is a family of [woodwind instruments](#). It has a single-reed mouthpiece, a straight, cylindrical tube with an almost cylindrical bore, and a flared bell. A person who plays a clarinet is called a [clarinetist](#) (sometimes spelled clarinettist).

All text excerpts are from Wikipedia.

## Accessible2 (Slide Layer)

### Examples of Descriptive Links

Click the buttons below to view examples of **accessible** links

**Example 1**

**Example 2** ➔

For the indoor bicycle sport with a format similar to ballet or gymnastics, see [Artistic cycling](#). For the indoor bicycle sport with a format similar to football, see [Cycle ball](#). For bicycle racing on banked indoor circuits, see [Track cycling](#) and [Velodrome](#).

All text excerpts are from Wikipedia.

## 6.4 Examples of Non-Descriptive Links

### Examples of Non-Descriptive Links

Click the buttons below to view examples of **inaccessible** links

**Example 1**

**Example 2**

All text excerpts are from Wikipedia.

## Inaccessible1 (Slide Layer)

**Examples of Non-Descriptive Links**

Click the buttons below to view examples of **inaccessible** links

**Example 1** → [Click here to learn more information.](#)

**Example 2**

All text excerpts are from Wikipedia.

## Inaccessible2 (Slide Layer)

**Examples of Non-Descriptive Links**

Click the buttons below to view examples of **inaccessible** links

**Example 1**

**Example 2** → <http://wcpsmd.com/schools/high-schools/north-hagerstown-high>

All text excerpts are from Wikipedia.

## 6.5 LinkAudio

**Listen to the types of links**

Press Play on each type of link to hear the difference in how the screen reader reads each type.

**Inaccessible Link**

<https://recycledpoms.org/>

**Play**

**Accessible Link**

Recycled Pomeranians

**Play**

## 6.6 Hyperlink Check on Learning

(Drag and Drop, 0 points, 1 attempt permitted)

**Hyperlink Check on Learning**

Drag the hyperlink to its proper box. You cannot advance to the next slide until you have correctly placed each link. You may also click **Reset** to begin the activity again.

**Accessible**

[https://  
www.valrc.org/index](https://www.valrc.org/index)

**Inaccessible**

**Reset**

Drag Item	Drop Target
Recycled Pomeranians	Accessible

Follow this link for more information.	Inaccessible
Click Here	Inaccessible
North Hagerstown High School	Accessible
<a href="https://www.valrc.org/index">https://www.valrc.org/index</a>	Inaccessible

Drag and drop properties
Return item to start point if dropped outside any drop target
Reveal drag items one at a time
Snap dropped items to drop target (Snap to center)

## No Advance (Slide Layer)

**Hyperlink Check on Learning**  
 Drag the hyperlink to its proper box. You cannot advance to the next slide until you have correctly placed each link. You may also click **Reset** to begin the activity again.

You cannot advance to the next slide until you have dropped all of the images into the correct category

**Inaccessible**      **Reset**

## **6.7 Hyperlinks Complete**

**Activity Complete**

You have completed the activity and the hyperlink section.  
You may now go back to the Main Menu to continue.

**Main Menu**

## **7. Quiz**

### **7.1 Quiz**

**Quiz**



You have completed all of the lessons and are ready to begin the quiz. You must pass with a score of 80% to receive credit. You may take the quiz an unlimited number of times. Click **Begin Quiz** when you are ready to start. Good luck.

**Begin Quiz**

## 7.2 Question 1

**Which color combinations are compliant? (Check all that apply)**

(Multiple Response, 4 points, 1 attempt permitted)

Question 1  
Which color combinations are compliant? (Check all that apply)

Sample Text

Sample Text

Sample Text

Sample Text

Correct
X
X

## 7.3 Question 2

**Build a heading structure based on the headings already in place**

(Sequence Drag-and-Drop, 6 points, 1 attempt permitted)

**Question 2**

**Build a heading structure based on the headings already in place**

Heading 1

Heading 2

Heading 3

1. Heading 4

2. Heading 3

3. Heading 2

Heading 1

**Correct Order**

Heading 4

Heading 3

Heading 2

**7.4 Question 3**

***This table has what type of cells?***

*(Multiple Choice, 2 points, 1 attempt permitted)*

**Question 3**

This table has what type of cells?

- complex
- merged
- simple
- split


Correct

complex

merged

simple

X

split

**7.5 Question 4**

***Which is the best option for alt text for this image***

*(Multiple Choice, 2 points, 1 attempt permitted)*

**Question 4**

**Which is the best option for alt text for this image**

- Pomeranian wearing a bandana on a dock by the river
- pomeranian.png
- Buddy.jpg
- img#567333
- dog



Correct

X Pomeranian wearing a bandana on a dock by the river

pomeranian.png

Buddy.jpg

img#567333

dog

## **7.6 Question 5**

**Select the meaningful hyperlink**

*(Multiple Choice, 2 points, 1 attempt permitted)*

**Question 5**  
**Select the meaningful hyperlink**

- [Click here](#)
- [Follow this link to learn more.](#)
- Follow [this link](#) to learn more.
- Read the [Virginia State Policy](#) for more information.
- <https://www.policy.com>

Correct

- |   |
|---|
| Click here  |
| Follow this link to learn more.                             |
| Follow this link to learn more.                             |
| X      Read the Virginia State Policy for more information. |
| <a href="https://www.policy.com">https://www.policy.com</a> |

## **7.7 Results Slide**

*(Results Slide, 0 points, 1 attempt permitted)*

**Results**

Your Score: %Results.ScorePercent

Passing Score: %Results.PassPercent

---

Result:

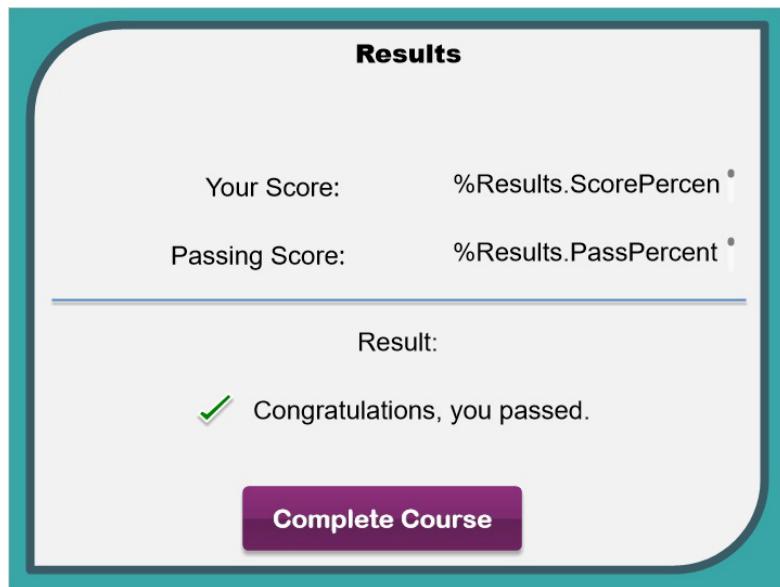
Results for
7.2 Question 1 Which color combinations are compliant? (Check all that apply)
7.3 Question 2 Build a heading structure based on the headings already in place
7.4 Question 3 This table has what type of cells?
7.5 Question 4 Which is the best option for alt text for this image
7.6 Question 5 Select the meaningful hyperlink

## Result slide properties

Passing                    80%

Score

## Success (Slide Layer)



The image shows a 'Results' slide layer with a teal border. At the top, it displays 'Your Score:' followed by a placeholder '%Results.ScorePercent'. Below that, it shows 'Passing Score:' followed by another placeholder '%Results.PassPercent'. A horizontal line separates this from the 'Result:' section. Under 'Result:', there is a green checkmark icon followed by the text 'Congratulations, you passed.' At the bottom, there is a purple button labeled 'Complete Course'.

## Failure (Slide Layer)

The slide features a teal border and a white rounded rectangular background. At the top center, the word "Results" is displayed in bold black font. Below it, there are two lines of text: "Your Score: %Results.ScorePercent" and "Passing Score: %Results.PassPercent". A horizontal blue line separates these from the next section. The word "Result:" is centered above a red X icon followed by the text "You did not pass." At the bottom, there are two purple buttons with white text: "Retry Quiz" on the left and "Review Quiz" on the right.

Your Score: %Results.ScorePercent

Passing Score: %Results.PassPercent

Result:

✗ You did not pass.

**Retry Quiz**      **Review Quiz**

## 8. Finish

### 8.1 Course Complete

The slide has a teal border and a white rounded rectangular background. At the top center, the words "Course Complete" are displayed in bold black font. Below it, a paragraph of text reads: "You have completed the Five Components of Accessible Documents self-paced learning module. You are now ready to start making your documents accessible in your program of choice." At the bottom, there are two purple buttons with white text: "Exit Course" on the left and "Main Menu" on the right.

You have completed the Five Components of Accessible Documents self-paced learning module. You are now ready to start making your documents accessible in your program of choice.

**Exit Course**      **Main Menu**