Astral Minds
empowering digital futures

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Course Metadata

- **Prerequisites:**

  None. (Basic computer literacy assumed).

- **Duration:**

  1 day (6 hours with breaks) OR 3 half-day sessions.

- **Format:**

  Instructor-led (in-person or virtual) with case studies, group exercises, and hands-on activities.

- **Level:**

  Beginner / Awareness + Practical Skills.

- **Course Objectives (Learning Outcomes):**

  By the end of the course, learners will be able to:

  1. Explain the **importance of digital accessibility** for people with disabilities, compliance, and inclusion.

  2. Describe the **WCAG 2.2 POUR principles** (Perceivable, Operable, Understandable, Robust).

  3. Identify common accessibility barriers using **All Baseline Tests**.

  4. Apply basic accessibility practices (alt text, keyboard navigation, color contrast, form labels).

  5. Recognize when and how to escalate issues for **Trusted Tester evaluation**.

  6. Commit to accessibility as part of their daily work.

- **Standards Alignment:**

  o **WCAG 2.2 AA** Success Criteria.

  o **Section 508 (Revised 2017).**

  o **Trusted Tester v5.1.3 test process** (mapped where relevant).

  o **All Baseline Tests for Web** (for quick checks).

- **Assessment & Certification:**

  o Participation in activities.

  o Mini-quizzes at the end of each module.

  o Final scenario-based group exercise.

o   Certificate of Completion (optional).

📁 Course Modules

Module 1: Why Accessibility Matters (Awareness)

- **Time:** 45 minutes
- **Topics:**
    - o   What is digital accessibility?
    - o   Who benefits (users with disabilities, older adults, mobile users)?
    - o   Laws & policies (ADA, Section 508, global context).
    - o   WCAG 2.2 Overview (POUR principles).
- **Activity:** Empathy lab – Try navigating a web page:
    - o   With only a keyboard.
    - o   With screen reader demo.
    - o   With zoomed text at 200%.
- **Outcome:** Learners understand the *human and business case*.

Module 2: Images and Alternatives (Alt Text)

- **Time:** 1 hour
- **WCAG Link:** 1.1.1 Non-text Content.
- **Trusted Tester Reference:** Test 1.A – Non-text Content.
- **Baseline Reference:** Image alt text test.
- **Activity:**
    - o   Show images without alt text → test with screen reader.
    - o   Add alt text → retest.
- **Pass/Fail Criteria:**
    - o   Pass: Descriptive alt text for meaningful images.
    - o   Fail: Missing or irrelevant alt text.
- **Common Pitfall:** Using filenames ("IMG_1234").
- **Outcome:** Learners can write effective alt text.

Module 3: Keyboard Navigation

- **Time:** 1 hour
- **WCAG Link:** 2.1.1 Keyboard, 2.1.2 No Keyboard Trap.
- **Trusted Tester Reference:** Test 2.A – Keyboard Access.
- **Baseline Reference:** Keyboard navigation test.
- **Activity:**

- o   Turn off mouse. Try completing a form.

- o   Identify barriers (missing focus indicator, skipped fields).

- **Pass/Fail Criteria:**

- o   Pass: All controls operable with keyboard.

- o   Fail: Keyboard traps, inaccessible buttons.

- **Outcome:** Learners know how to quickly test for keyboard barriers.

Module 4: Color and Contrast

- **Time:** 1 hour

- **WCAG Link:** 1.4.3 Contrast (Minimum), 1.4.11 Non-text Contrast.

- **Trusted Tester Reference:** Test 4.A – Contrast.

- **Baseline Reference:** Text/background contrast test.

- **Activity:**

- o   Use WAVE or contrast checker.

- o   Test sample text combinations.

- **Pass/Fail Criteria:**

- o   Pass: Normal text ≥ 4.5:1 contrast.

- o   Fail: Light gray text on white.

- **Outcome:** Learners can evaluate and flag low-contrast designs.

Module 5: Forms and Labels

- **Time:** 1.5 hours

- **WCAG Link:** 3.3.2 Labels or Instructions.

- **Trusted Tester Reference:** Test 5.A – Form Labels.

- **Baseline Reference:** Form label test.

- **Activity:**

- o   Try form with missing labels using screen reader.

- o   Add proper labels → retest.

- **Pass/Fail Criteria:**

- o   Pass: Every input has programmatic label.

- o   Fail: Placeholder-only or unlabeled fields.

- **Outcome:** Learners understand accessible form design basics.

Module 6: Putting It All Together (Case Study Challenge)

- **Time:** 1.5 hours

- **Activity:**

- o   Provide a sample website with multiple issues (images, keyboard traps, poor contrast, unlabeled forms).

- o   In groups, learners run **Baseline Tests** and identify barriers.

- o   Present findings back to class.

- **Instructor Debrief:** Map findings to WCAG SC and Trusted Tester process.

- **Outcome:** Learners practice real-world auditing and communication.

Module 7: Accessibility in Daily Work

- **Time:** 30 minutes

- **Topics:**

  - o   Accessibility in documents (Word, PDF, PowerPoint).

  - o   Accessibility in emails.

  - o   How to escalate issues to the accessibility team.

- **Activity:** Quick fix practice: Add heading styles in Word, run accessibility checker.

- **Outcome:** Employees leave with simple daily habits.

Supporting Materials

- **Day 1 Accessibility Cheat Sheet** (top 5 do's/don'ts).

- **Baseline Test Quick Reference Guide.**

- **WCAG 2.2 Principles handout.**

- **Sample website/app with accessibility errors for practice.**