**Learning: Anytime, Anywhere**

* Distance education offers students learning ‘anytime, anywhere’.
  + All resources must be designed to afford students with disabilities maximum opportunity to access distance education resources anytime, anywhere without the need for outside assistance.

**Learning: Built-In Accommodation**

* Resources must generally be designed to provide ‘builtin’accommodation.
  + Closed captioning/subtitles.
  + Interface design.
  + Content layout.
* Accessible to ‘industry standard’ assistive technology in common use by persons with disabilities.

**Learning: Alternative Format**

* Whenever possible, printed information should be provided in the alternative format preferred by the student.
* Braille
* Audio Tape / MP3
* Digital
* Transcript

**Learning: Outside Content**

* Where access to web sites not controlled by the college is required or realistically necessary to completion of a course, the college must take steps to ensure that such sites are accessible or provide the same material by other accessible means.

**Learning: The Bottom Line**

* Distance education courses, resources, and materials must be designed and delivered in such a way that the level of communication and course-taking experience is the same for students with or without disabilities.

**Guidelines: Media Categories**

* Electronic information can be placed in one of the following categories:
  + Text
  + Image
  + Audio
  + Video
  + Complex

**Media Categories: Text**

* Text is the most common form of digital information.
* Formatting for readability and navigation.
  + Using appropriate contrast.
  + Using appropriate font.
  + Using heading structures.
* By organizing the content and applying styles students are provided a means to efficiently navigate and interact with the material.
  + Usability of the information is increased for all, regardless of disability.

**Media Categories: Image**

* Ensuring that images are accessible requires providing a textual equivalent.
  + Let context define the textual description.
  + The more critical the image is to comprehending the message, the more detailed the textual description should be.
* AVOID: Digital Text
  + Images masquerading as text.
  + Text that when copied cannot be pasted into a word processor or text editor.

**Media Categories: Audio**

* Audio information can convey many types of information, from verbal dialogue to music and sound effects.
  + Provide a transcript of the spoken dialogue and other meaningful audio content.
* Common supported audio formats for transcripts:
  + MP3, MP4, AAC (Apple), MOV (QuickTime), M4A/B/V (Apple)
* Quality of original audio.
* Poor audio can be difficult for assistive technology.

**Media Categories: Video**

* Video requires captioning.

• Captioning vs. Sub-Titles

* Subtitles translate dialog only.
* Captions are in the native language being spoken and provide textual indication of significant audio information (including sound effects and music).

• Subtitles are not equivalent to captions because subtitles do not convey all of the significant audio information of the video.

**Media Categories: Complex**

* Any kind of electronic information that includes interactivity with the end user.

• Electronic information that is a combination of multiple media types.

* Blackboard

• Responsible for ensuring all items that make up the complex media meet accessibility requirements.

**Access Strategies**

* While the individual access strategies for a given type of media may be simple, the complete access strategies can be extensive when multiple types of media are combined. Likewise, when an individual has multiple disabilities, the access strategies can also grow more complex.

**Access Strategies Examples**

| **Media Type** | **Blind** | **Low Vision** | **Deaf or Hard of Hearing** | **Mobility Impairment** |
| --- | --- | --- | --- | --- |
| Text | Braille, Text to Speech, or Audio | Screen Magnification, Text to Speech, or Audio | None Required | None Required |
| Audio | None Required | None Required | Transcript | None Required |
| Video | Descriptive Audio | Screen Magnification | Captions of Audio Content | None Required |
| Complex | Combination | Combination | Combination | Combination |
| Interactive | Combination and refer to Section 508 Criteria | Combination and refer to Section 508 Criteria | Combination and refer to Section 508 Criteria | Combination and refer to Section 508 Criteria |