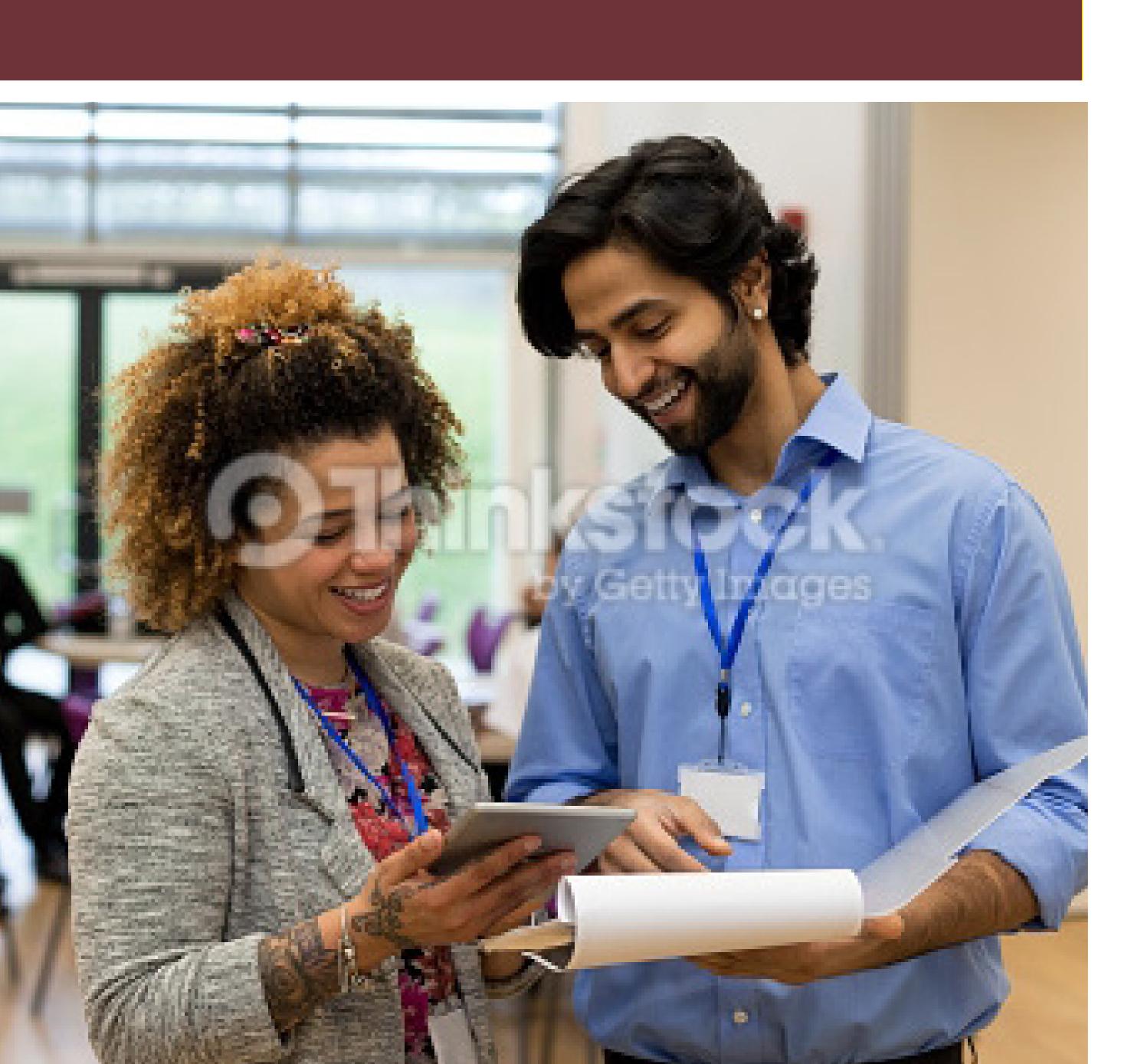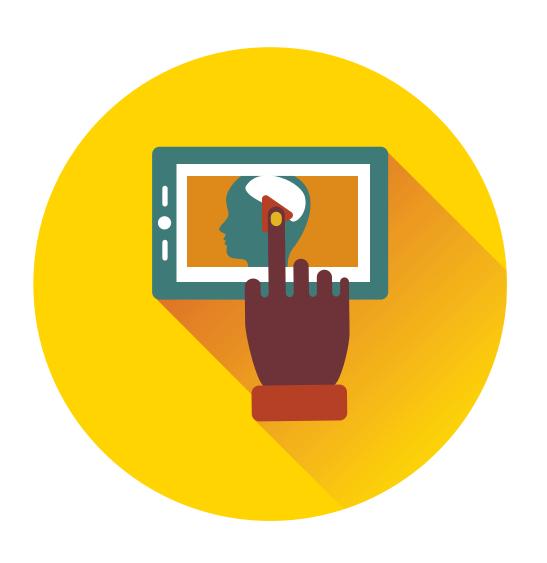# DOCUMENT ACCESSIBILITY TRAINING: FROM A DISTANCE

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The Idaho Training Clearinghouse (ITC) has worked closely with the Center on Disabilities and Human Development and the Idaho State Department of Education to promote the training of document designers in understanding the importance and fairness of accessible document design.
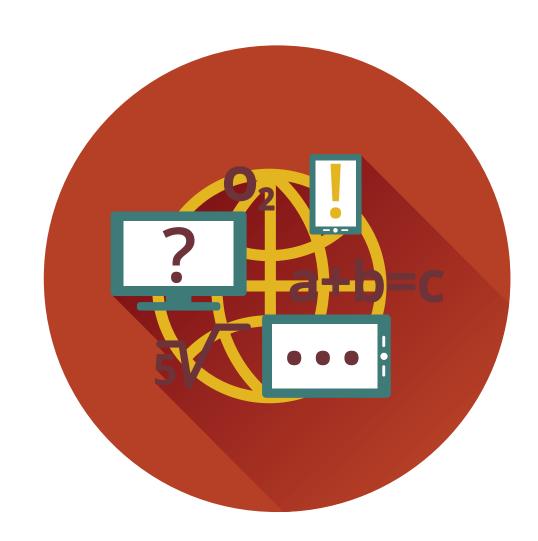
BACKGROUND

There has been an increased emphasis over the last few years to make document accessibility a high priority in the daily design and dissemination of Word, PowerPoint and PDF files.

To build awareness, the ITC introduced constituents to accessible document design over two years ago. This year, the ITC is using an online methodology to train employees at the Center, as well as a group of statewide co-workers, on the critical components of accessible document design.
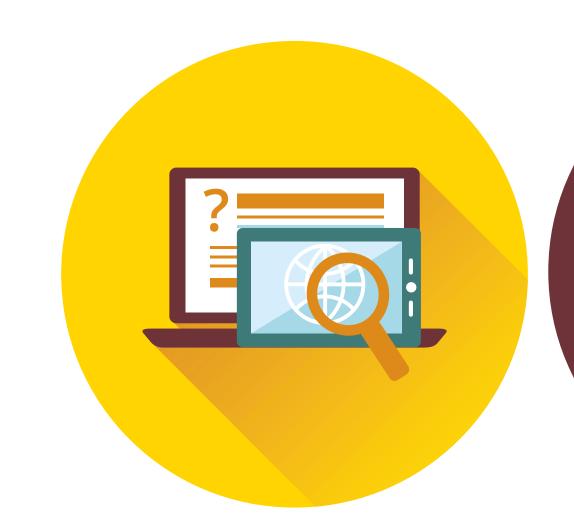
PROBLEM

ITC project staff were spending many hours remediating documents in order to promptly post resources to our website. We either needed more staff to match the workload, or we had to delay our quick turn-around time for posting documents. Our solution was to train document creators on accessibility – and the sooner the better!

The ITC recognized the imperative need for training but was also aware of the inordinate amount of time it would take to create trainings from scratch and to then disseminate the training scope and sequence across the state.

SOLUTION

Using an in-house Learning Management System (LMS), the ITC constructed a series of short, concise and accessible mini-courses to provide learners the knowledge and skills to be proficient at creating accessible documents.

Working with a company called OpenSesame, the ITC was able to marry a list of pre-designed courses with the in-house online training platform (LMS). The coursework was designed as accessible content and was tested by the ITC before launching. The cost per participant to take the series of trainings is less than $70.00. Course titles include:

● MS Office 2013 Accessibility Features

● Creating Accessible Documents in MS Office 2013

● Acrobat Pro XI Accessibility Features

● Creating an Accessible Syllabus using Adobe Acrobat Pro XI & Word 2013

● Creating Accessible Forms in Adobe Acrobat Pro XI & Word 2013

TOOLS

Content Management System

- Open source, easily manage users, easy to design and edit accessible page content

evoq POWERED BY DNN

Learning Management System (LMS)

- Plug-in module for Evoq
- Easily design accessible courses
- Tracking and reporting capabilities
- Embed files, videos, quizzes
- Supports most types of instructional content

Accord LMS Learning Management System

OpenSesame E-Learning Marketplace

- Plug-in courses for Accord LMS
- Courses designed with accessible considerations "out of the box"
- Courses easily "tracked" through LMS
- Interactive design – student watches demo and is encouraged to create an accessible document while following along

OpenSesame

CONCLUSIONS AND NEXT STEPS

- Receiving far more accessible document submissions from our constituents, reducing staff time on remediation
- Trained 10 participants in year 1; will train up to 40 more in year 2
- After training is completed: Goal is to receive accessible PDF files with ITC staff performing only a quick vetting check
- State goal is to provide resources and training to district/LEA level this year

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Center on DISABILITIES and HUMAN DEVELOPMENT
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