Faculty Center for Teaching with Technology

PROCESS GUIDE

TEXAS A&M UNIVERSITY COMMERCE

Accessibility Process for Online and Enhanced Courses

The staff in the Faculty Center for Teaching with Technology (FCTT) includes Instructional Designers (ID), eLearning Specialist, and Multimedia and Classroom Technology Specialist. The responsibility of the Instructional Designers is to partner with faculty in the development of their online and web enhanced courses. The faculty are the Subject Matter Expert (SME). The ID utilizes Quality Matter (QM) Standards in the development of all courses. Multimedia specialists are included when video captures and recordings are needed for the instructional delivery.

The initial planning for the development of an online course includes the plans for incorporating accessibility for students with disabilities. The following measures are included during the development of online courses.

- Graphics and charts are labeled with alternate text (alt tags).
- Text is added within text boxes rather than as a graphic to allow for software readers.
- Audio is transcribed in text format.
- Videos are purchased or produced with transcription.
- Appropriate color combinations are chosen to minimize color blindness effects
- Bullets are used minimally to allow for electronic readers.
- Additional time is given on test and quizzes by adding a multiplier to the students profile in the learning management system. This process is applied when documentation is provided by the Student Disability Resources & Services office.

Every effort is made to design a course environment that accommodates all students. Training opportunities are made available through the FCTT. Completed online courses are Peer Reviewed according to Quality Matters Standards, of which Accessibility is one of the eight standards. The FCTT remains a resource for faculty providing technical support and training in online student accessibility.