

## **MAKING MATERIALS ACCESSIBLE FOR THE EL CIVICS EXCHANGE**

PRESENTED BY

*Margaret Teske, CASAS Program Specialist*

*Portia La Ferla, CASAS Program Specialist*

*David Espinoza, OTAN, Senior MIS Specialist*



# AGENDA

## WHAT WE'LL COVER

- Quick Summary of Submission to the EL Civics Exchange
- What is 508 Compliance?
- Microsoft Word and Accessibility
- Microsoft Power Point and Accessibility
- Further Resources

# THE CALIFORNIA EL CIVICS EXCHANGE

## QUICK SUMMARY FOR SUBMISSIONS

- Go to the [California EL Civics Exchange](#) website
- Click on the Begin the Submission Process blue button
- Log in or Create an account (and then log in)
- Complete the two-page submission info and upload the document(s)
- Notification of approval or needs improvement will be emailed

# WHAT IS 508 COMPLIANCE AND MORE?

## HELP FOR THOSE WITH DISABILITIES AND CREATIVE COMMONS LICENSING

- Think about screen readers
- Think about people who can't see the pictures
- All submitted materials need to be licensed for sharing using [Creative Commons](#)



**Attribution-NonCommercial-ShareAlike**

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# MICROSOFT WORD ACCESSIBILITY

## COMMON ISSUES

- “Styles” and Headings
- Images: Alternate (Alt) Text and “In Line with Text”
- Hyperlinks
- Spacing and Tabs
- Lists
- Tables and Tabbed Columns

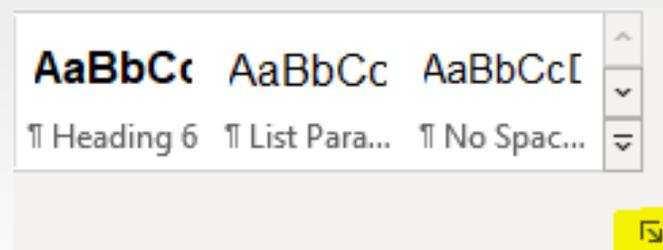
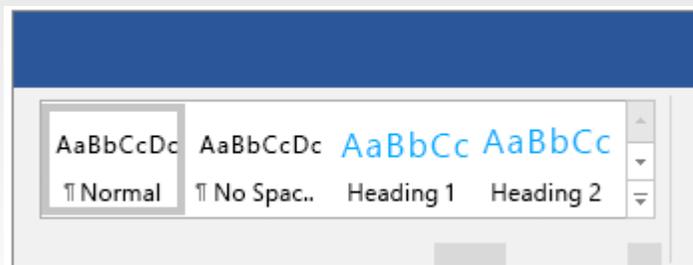
# ACCESSIBILITY CHECKER IN WORD

## USE THE ACCESSIBILITY CHECKER!

- Go to the Ribbon and click on Review
- Then, go to Check Accessibility, click on it
- A side window pops up with any issue to work on
- Keep this accessibility window open when working on your slides

# APPLY STYLES IN MS WORD

- Select the text you want to format.
- On the Home tab, point to style to preview it.
  - If you don't see a style you want, click the **More** button
- Select a style.



# ADDING ALTERNATIVE (ALT) TEXT

To add alt text to a picture, shape, chart, or SmartArt graphic:

- Right-click the object and select View Alt Text....

The Alt Text pane opens.

- Type a detailed description of the image to someone who cannot see the image and describe why the image is important to your message.

Since assistive technology doesn't read words within images, if there's text within your image, include that text in the alt text description.

[MS Office Support](#)

# USE MEANINGFUL HYPERLINKS

A screen reader will read each character in a URL letter by letter which is difficult to understand.

<https://support.microsoft.com/en-us/office/video-create-accessible-links-in-word-28305cc8-3be2-417c-a313-dc22082d1ee0>

- Select the whole URL or left click into it.
- Right-click and then find and select Edit Hyperlink.
- In the dialog box, look for Text to display. Type in the description you want.
- Click OK.
- [Create Accessible Links in MS Word](#)

<https://support.microsoft.com/en-us/office/video-create-accessible-links-in-word-28305cc8-3be2-417c-a313-dc22082d1ee0>

## [Create Accessible Links in MS Word](#)

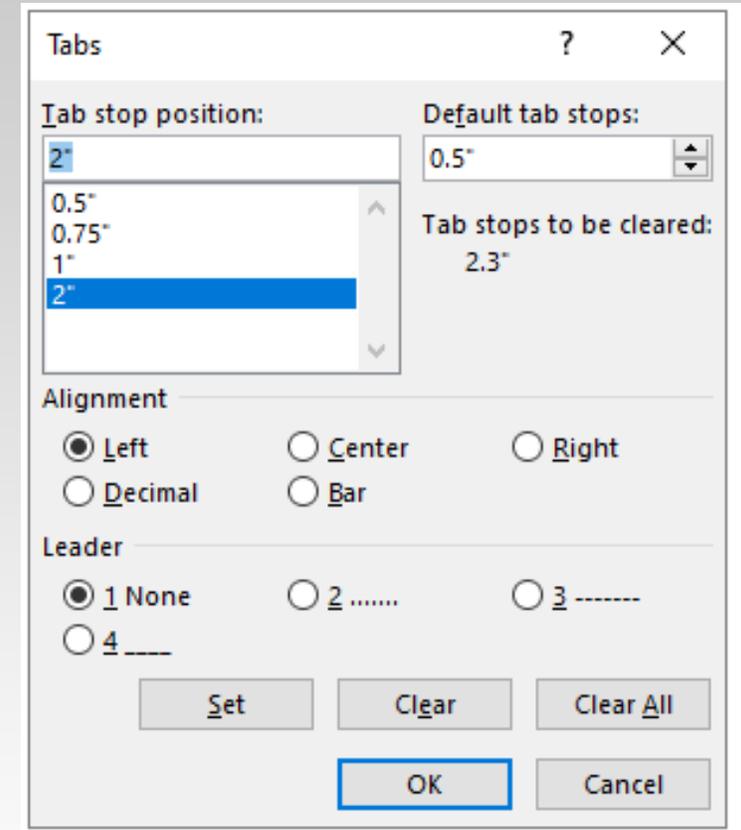
- Copy the whole URL.
- Highlight the text that names what you are linking to
- Click on Insert → Link → paste the link in the address bar

# SETTING TABS TO CREATE LINES

## TO SET A TAB STOP

1. Go to Home and select the Paragraph dialog launcher Dialog box launcher.
2. Select Tabs.
3. Type a measurement in the Tab stop position field.
4. Select an Alignment.
5. Select a Leader if you want one.
6. Select Set.
7. Select OK.

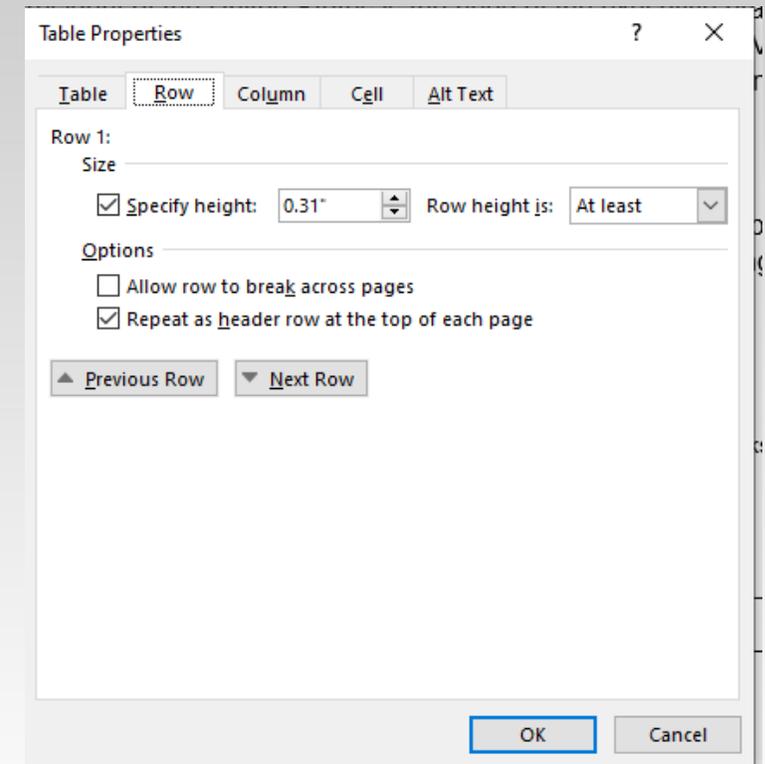
Turn on Underline (U) and use the tab button to create a line. Use Bold (**B**) to make a heavier line. Hold control and press tab to make the line.



# CREATING ACCESSIBLE TABLES

## CREATE A HEADER ROW

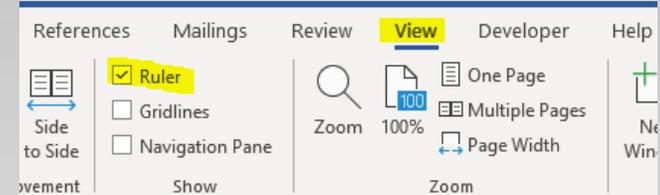
- Designate a header row so the screen reader can read it with the data:
  - Highlight the header row and right click.
  - Click on Row
  - Check Repeat as header row at the top of each page.
  - Uncheck Allow row to break across pages.
  - Check alt text for table.



# USE THE RULER TO SET TABS AND CREATE COLUMNS

- To show the Ruler, go to View → Ruler
  - Select the Left Tab. When the tab is set, the text will type to the right of the tab stop.
  - Click on the ruler where you want to the tab stop to be (e.g 2.5 inches).
  - Drag the tab stop down off the ruler to remove it.

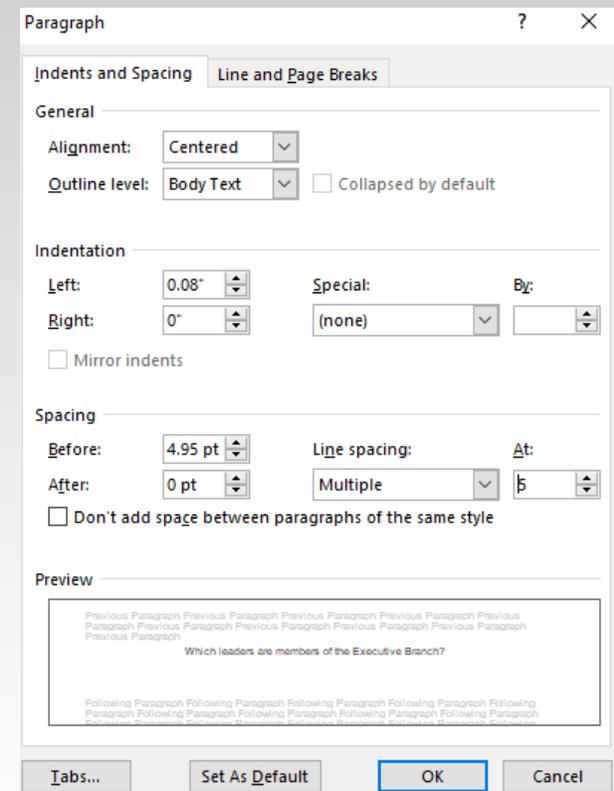
The columns will read horizontally.



# LINE SPACING

Use the line Spacing option to create space between lines, not the Enter key.

- Click on the Paragraph options:
  - Indents and Spacing
  - Spacing
  - Multiple
  - At (Indicate as many lines as you need to create the desired spacing.)



# MICROSOFT POWERPOINT ACCESSIBILITY

## COMMON ISSUES AND TIPS

- Google Classroom: Docs and Slides
- Copyright issues
- Royalty-free Images and Alternate (Alt) Text
- Accessibility Checker
- Errors and Reading Order
- Titles

# WORKING WITH GOOGLE CLASSROOM - SLIDES

## GOOGLE CLASSROOM

- Slide shows in Google Classroom are a convenient way to share with all instructors
- However, Google Classroom information is not easy for visually impaired to use (whether teacher or student)
- A better way is to use Microsoft PowerPoint, which has an accessibility checker built in
- Also, Google Docs can be converted to MS Word.

# CONVERTING GOOGLE SLIDES

## HOW TO CONVERT GOOGLE SLIDES TO POWER POINT

- Open your Google Classroom Site with the Slides to convert
  - Go to File on the top ribbon
    - Click and go to Download
      - Choose Microsoft PowerPoint
        - The new PowerPoint file will be at the bottom. Open and Save by the COAAP number and Task(s) covered.
- Here is a short [Loom video](#) to show how to convert a Google slideshow

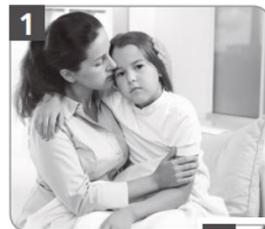
# COPYRIGHT ISSUES

## STAY AWAY FROM COMMERCIALY LICENSED MATERIALS FOR SHARING

- No commercially published materials
- Use royalty-free pictures and clip art
  - Refer to the notes in [Resources](#) at the Exchange website



Look at the pictures. Which one is **Maria Vasquez**? \_\_\_\_\_ **1b**



Where did these photos come from?  
Original?

# PPT PICTURES OR CLIP ART

## ROYALTY-FREE IS A MUST FOR SHARING

- Royalty-free photos or illustrations to enhance EL Civics lessons, slide presentations, and other materials (e.g., flashcards) for COAAP practice.
  - [Pixabay](#)
  - [Pexels](#)
  - [Unsplash](#)
  - [Openverse](#) (formerly Creative Commons image search)
  - [Noun Project](#)
  - [Affect the Verb Disabled and Here Collection](#)

# PPT ALT TEXT

## DESCRIPTIONS FOR ALL GRAPHICS

- Every picture or clip art or graphic needs a description for the visually impaired.
- Add your picture.
- Click on the picture.
- Go to View Alt Text.
- Change the auto text or mark as decorative.
- Let's try it with the photo on the right.



# ACCESSIBILITY CHECKER IN PPT

## USE THE ACCESSIBILITY CHECKER

- Go to the Ribbon and click on Review
- Then, go to Check Accessibility, click on it
- A side window pops up with any issue to work on
- Keep this accessibility window open when working on your slides

# BASICS FOR PPT ACCESSIBILITY

## WHAT IS MOST IMPORTANT?

- Look at your Errors
  - Make sure that every slide has a unique title
  - Make sure that every picture or clip art has an Alt Text description
- Check the Reading Order
  - Go to the Reading Order Pane (on the Check Accessibility ribbon)
  - Fix the Reading order on each slide so that a screen reader will read it in the order you would...title, subtitle, content, etc.

# A UNIQUE TITLE FOR EVERY SLIDE

## GO TO OUTLINE VIEW

- Use the Ribbon and click on View
- Go to Outline View
- Add a unique title to each slide where missing.
- Some slides might have the same title – if so, you'll need to change the duplicates slightly.

# ADD A TITLE

## DEMO SLIDE

- This slide has no title.
- To add a title, what should I do?

Click to add title

- Click to add text

# PPT SAME TITLE

## HOW TO ALTER SAME TITLES

- We often create slides that show blanks where students are supposed to fill in missing words.
- Then, we fill in the blanks on subsequent slides to give students the correct answers.
- Change the slide title that shows the answer(s) by adding the word answers to the sequent slides.
- Sometimes slide titles can be formatted not to show.

Look at the pictures. Why do you think the people in the pictures will miss class tonight?

2a

1. I think she'll miss class tonight because her child is sick.
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Look at the pictures. Why do you think the people in the pictures will miss class tonight?

2a

1. I think she'll miss class tonight because her child is sick.
2. I think she'll miss class tonight because she has a toothache.
3. I think he'll miss class tonight because of bad weather.
4. I think she'll miss class because she has to work late.

# ACCESSIBILITY RESOURCES

## MORE TO EXPLORE

- [Microsoft accessibility video trainings](#)
- [Accessibility: Considerations for AE Teachers](#)
- [OTAN Accessibility Resources](#)
- [Demonstration of Screen Reader in Word](#)



# THANK YOU FOR PARTICIPATING

## FEEL FREE TO ASK QUESTIONS NOW OR LATER

Contact: [elcivics@casas.org](mailto:elcivics@casas.org)



Photo by Jacob Lund from Noun Project

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