

Blackboard

Web Community Manager Amplify Your Ally Score – MS Word & PowerPoint

The session will begin shortly.

Select to access the
Chat and Audio options.

Audio and Video Settings

Set up your camera and microphone

Use your phone for audio

Speaker Volume
0% 100%

Microphone Volume
0% 100%

- Audio is available via computer or phone
- Microphones have been enabled (please consider muting your line until needed)

Blackboard

Web Community Manager Amplify Your Ally Score – MS Word & PowerPoint

Today's Presenter: Tamatha Leuschen



Session Information

- **Today's Session Length:** Approximately 2 hours.
- **Session Structure:** Presentation with hands-on practice opportunities
- Today's session will be conducted using
 - Blackboard Collaborate,
 - Microsoft Office 365 Desktop Applications
 - Notepad

Disclaimer: The content in this presentation was prepared for informational purposes only. The information contained herein is not intended to constitute legal advice and you should consult with your own attorney when developing your online accessibility program and policy. Blackboard assumes no liability in connection to this presentation and any information contained here in.

Today's Topics

- Review Common Accessibility Issues for Digital Resources
- Analyze MS Office File Issues reported by Ally
- Demonstrate How to Access Instructor Feedback
- Evaluate and improve the Ally Score for a
 - MS Word Document
 - MS PowerPoint Presentation
- Compare and Contrast Instructor Feedback results

Common Accessibility Issues for Digital Resources

- Improper use of headers.
- Incorrectly built lists.
- Empty links or links without descriptive text.
- Missing alternative text tags in images.
- Using tables incorrectly.
- Uploaded Files/Documents that are not built accessibly.
- Color contrast issues.
- Readability
- Videos missing closed captioning or no transcript

Note: The Web Content Accessibility Guidelines are authored and implemented by the US Office of Civil Rights.

What does ALLY scan for in MS Office Files?

Office document checklist - This includes Microsoft® Word, Microsoft® PowerPoint®.



Severe

- Malformed



Major

- Images without Alt Text
- Contrast issues
- Missing headings
- Inappropriate heading structure
- Headings does not start at 1 or exceeds 6
- Tables without headers



Minor

- No language set or incorrect language set

Improve for the Ally Scan and WCAG Guidelines

MS Word













- Improper use of headers.
- Missing alternative text tags in images.
- Using tables incorrectly.
- Color contrast issues.
- Incorrectly built lists.
- Empty links or links without descriptive text (screentip).

PowerPoint

- Improper use of headers and slide titles.
- Missing alternative text tags in images.
- Using tables incorrectly.
- Color contrast issues.
- Incorrectly built lists.
- Empty links or links without descriptive text (screentip).

Instructor Feedback

1

	1. Document: The document has contrast issues	6		>
	2. Document: The document contains images without a description	5		>
	3. Document: The document has tables that don't have any headers	4		>
	4. Document: The document does not have a language set	4		
	5. Document: The document is untagged	4		
	6. Document: The document is missing a title	2		

 The document has contrast issues

These documents contain text with low contrast between the text and its background. This can cause the text to be difficult to read, especially for those with low vision, poor eyesight or colour blindness.


Items with this accessibility issue

6

Sample Word Document printing .pdf
PDF document

 6%


Page 1 of 1

 Text fragments with insufficient contrast

1 / 2

Blackboard WCM Content

Add built-in Headings to document and do not skip numbers (e.g. jumping from Heading 1 to Heading 3)
Use built-in List options (e.g. bullets or numbers)
Links should be descriptive text
Add Alt Text for all images
Define Table Headers and simplify Tables as much as possible



Helpful Information
Blackboard Accessibility Help Site - https://help.blackboard.com/Web_Community_Manager/Administrator/Accessibility

Accessibility score for:
Sample Word Document printing .pdf

6%

All Issues

This PDF is untagged
Increase score up to 75% **Fix**

This PDF does not have a language set
Increase score up to 10% **Guidance coming soon**

This PDF contains text with insufficient contrast
Increase score up to 7% **Fix**



Workshop Resource Webpage

Download the sample files:

- Word Document
- PowerPoint

The screenshot displays a website interface with three main sections:

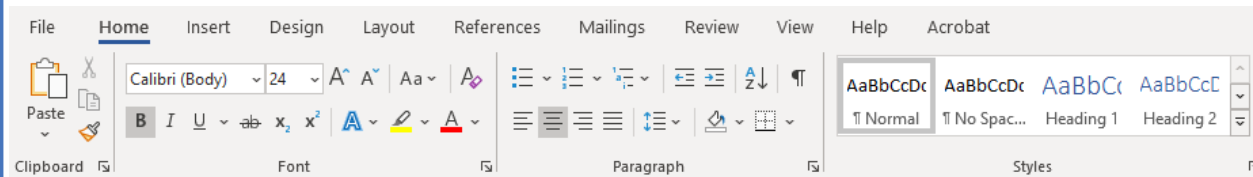
- AMPLIFY ALLY SCORE**: A sidebar menu with three items: MS Word and Powerpoint, Google Docs and Slides, and Adobe Pro.
- AMPLIFY YOUR ALLY SCORE FOR MS WORD AND POWERPOINT**: A central content area with a bulleted list of resources:
 - Review Common Accessibility Issues for Digital Resources
 - Analyze MS Office File Issues reported by Ally
 - Demonstrate How to Access Instructor Feedback
 - Evaluate and improve the Ally Score for a
 - MS Word Document
 - MS PowerPoint Presentation
 - Compare and Contrast Instructor Feedback resultsBelow the list are four icons with labels: Office 365, Office 2019, Office 2016, and Blackboard Help.
- SAMPLE FILES**: A section with two items: Word Document and PowerPoint, each with a download icon.
- SESSION DOCUMENTATION**: A section with one item: Presentation, with a download icon.

Workshop Website
<https://tinyurl.com/AmplifyAllyMSOffice>

MS Word



- ✓ Open the Word Doc
- ✓ Show Ribbon and Tabs
- ✓ Initiate Accessibility Checker



Microsoft Accessibility Checker

Errors

- Very difficult or impossible for people with disabilities to access.

Warnings

- In most cases but not all content is difficult to access.

Tips

- Content that can be accessed but could be better organized or presented .

Contrast

Version 2.11

Creating Accessible Content

Checklist for Blackboard WCM Content

While creating website content it is crucial to consider accessibility. There are a few basic steps that should be followed in order to assure your content is accessible:

Add built-in Headings to document and do not skip numbers (e.g. jumping from Heading 1 to Heading 3)

Use built-in List options (e.g. bullets or numbers)

Links should be descriptive text

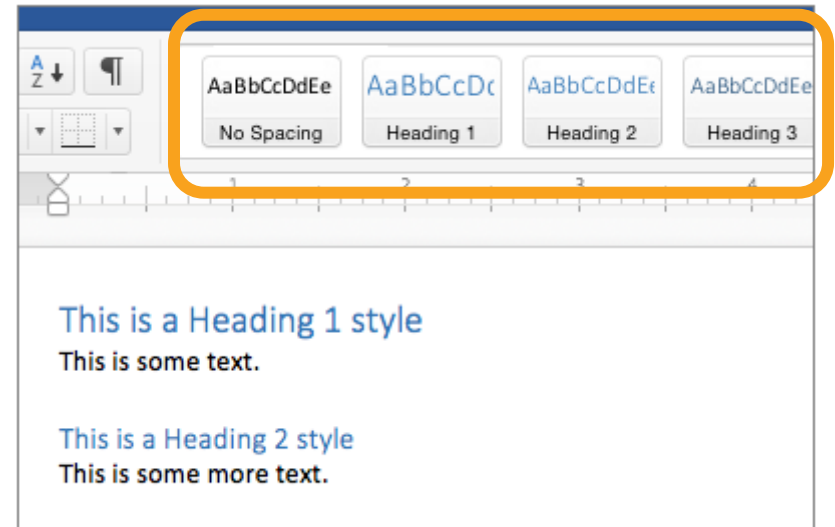
Add Alt Text for all images

Define Table Headers and simplify Tables as much as possible

- Low contrast can make content difficult to read
- Check contrast for WCAG AA rating (4.5:1 Ratio)

Heading Structure

- Breaks up longer content
- Allows screen reader to navigate quickly from heading to heading.
- Use ONLY for logical structure NOT sizing.
- Only titles and subtitles should be marked as headings, NOT body text.
- Use Styles in MSWord to create headings. The format of each may be modified and saved.



Sample Document with Headings Applied

Document Title (Heading Style 1)

Topic 1 (Heading Style 2)

Normal Paragraph Style: Bacon ipsum dolor amet venison meatball spareribs pork beef ribs flank chicken. Shoulder strip steak prosciutto short loin picanha. Brisket pork loin cupim rump, shankle alcatra biltong t-bone bacon buffalo tongue sausage chicken pig. Sausage ground round chicken corned beef pig frankfurter bacon jerky ham salami picanha prosciutto.

Topic 2 (Heading Style 2)

Subtopic A (Heading Style 3)

Normal Paragraph Style: Buffalo lorem turkey ut nisi chicken prosciutto voluptate laborum tri-tip dolore biltong proident ham pork loin. Spareribs kielbasa aliquip nulla, quis dolore kevin chicken nisi ribeye bresaola t-bone laboris. Hamburger mollit voluptate, rump est pancetta labore anim porchetta. Lorem rump ut ham ut tenderloin aute. Aute picanha shank cupim dolore, brisket pancetta.

Subtopic B (Heading Style 3)

Normal Paragraph Style: Buffalo lorem turkey ut nisi chicken prosciutto voluptate laborum tri-tip dolore biltong proident ham pork loin. Spare ribs kielbasa aliquip nulla, quis dolore kevin chicken nisi ribeye bresaola t-bone laboris. Hamburger mollit voluptate, rump est pancetta labore anim porchetta. Lorem rump ut ham ut tenderloin aute. Aute picanha shank cupim dolore, brisket pancetta.

Topic 3 (Heading Style 2)

Normal Paragraph Style: Buffalo lorem turkey ut nisi chicken prosciutto voluptate laborum tri-tip dolore biltong proident ham pork loin. Spare ribs kielbasa aliquip nulla, quis dolore kevin chicken nisi ribeye bresaola t-bone laboris. Hamburger mollit voluptate, rump est pancetta labore anim porchetta. Lorem rump ut ham ut tenderloin aute. Aute picanha shank cupim dolore, brisket pancetta.

Sample Document with Headings and Table of Contents

Table of Contents

Document Title (Heading Style 1).....	1
Topic 1 (Heading Style 2)	1
Topic 2 (Heading Style 2)	1
Subtopic A (Heading Style 3)	1
Subtopic B (Heading Style 3)	1
Topic 3 (Heading Style 2)	1

Document Title (Heading Style 1)

Topic 1 (Heading Style 2)

Normal Paragraph Style: Bacon ipsum dolor amet venison meatball spareribs pork beef ribs flank chicken. Shoulder strip steak prosciutto short loin picanha. Brisket pork loin cupim rump, shankle alcatra biltong t-bone bacon buffalo tongue sausage chicken pig. Sausage ground round chicken corned beef pig frankfurter bacon jerky ham salami picanha prosciutto.

Topic 2 (Heading Style 2)

Subtopic A (Heading Style 3)

Normal Paragraph Style: Buffalo lorem turkey ut nisi chicken prosciutto voluptate laborum tri-tip dolore biltong proident ham pork loin. Spareribs kielbasa aliquip nulla, quis dolore kevin chicken nisi ribeye bresaola t-bone laboris. Hamburger mollit voluptate, rump est pancetta labore anim porchetta. Lorem rump ut ham ut tenderloin aute. Aute picanha shank cupim dolore, brisket pancetta.

Subtopic B (Heading Style 3)

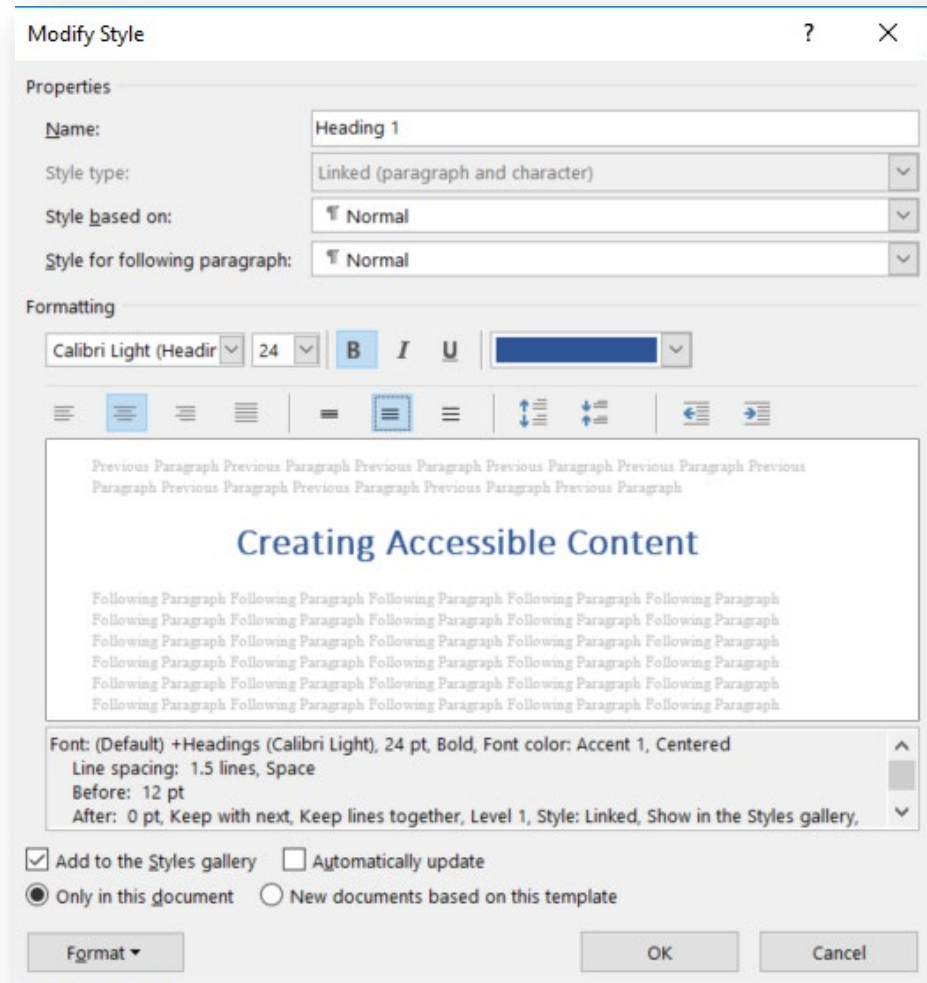
Normal Paragraph Style: Buffalo lorem turkey ut nisi chicken prosciutto voluptate laborum tri-tip dolore biltong proident ham pork loin. Spare ribs kielbasa aliquip nulla, quis dolore kevin chicken nisi ribeye bresaola t-bone laboris. Hamburger mollit voluptate, rump est pancetta labore anim porchetta. Lorem rump ut ham ut tenderloin aute. Aute picanha shank cupim dolore, brisket pancetta.

Topic 3 (Heading Style 2)

Normal Paragraph Style: Buffalo lorem turkey ut nisi chicken prosciutto voluptate laborum tri-tip dolore biltong proident ham pork loin. Spare ribs kielbasa aliquip nulla, quis dolore kevin chicken nisi ribeye bresaola t-bone laboris. Hamburger mollit voluptate, rump est pancetta labore anim porchetta. Lorem rump ut ham ut tenderloin aute. Aute picanha shank cupim dolore, brisket pancetta.

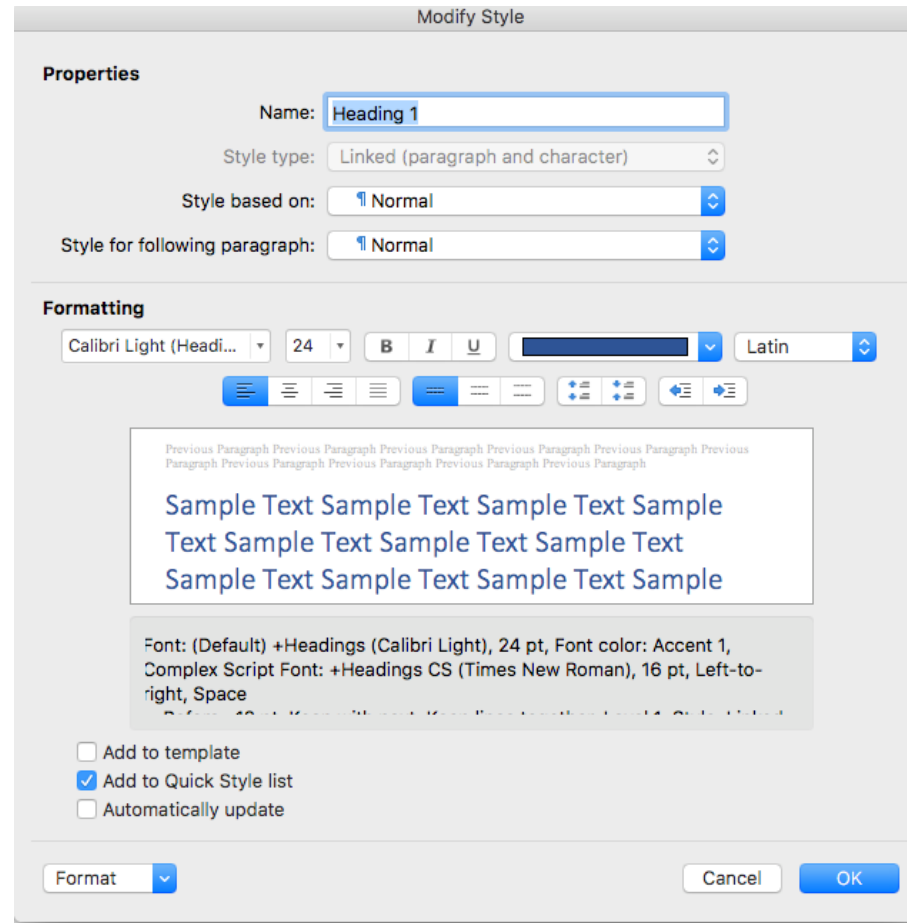
Modify Heading Styles

(Windows)

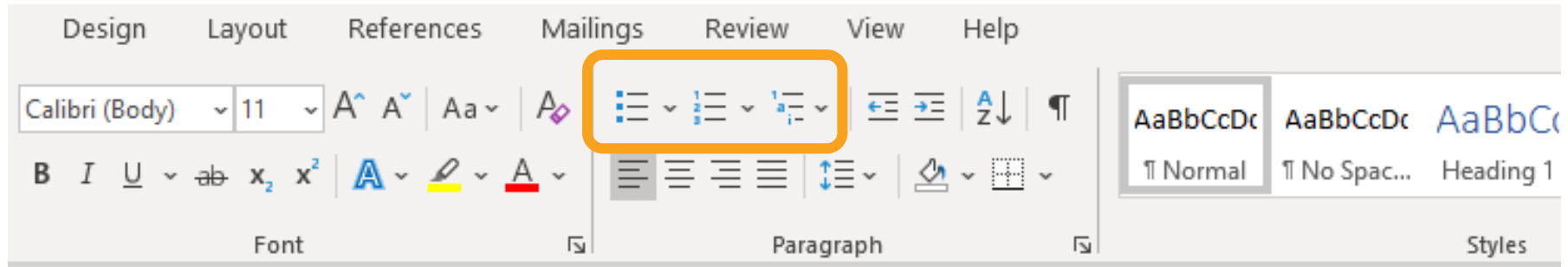


Modify Heading Styles

(Mac)



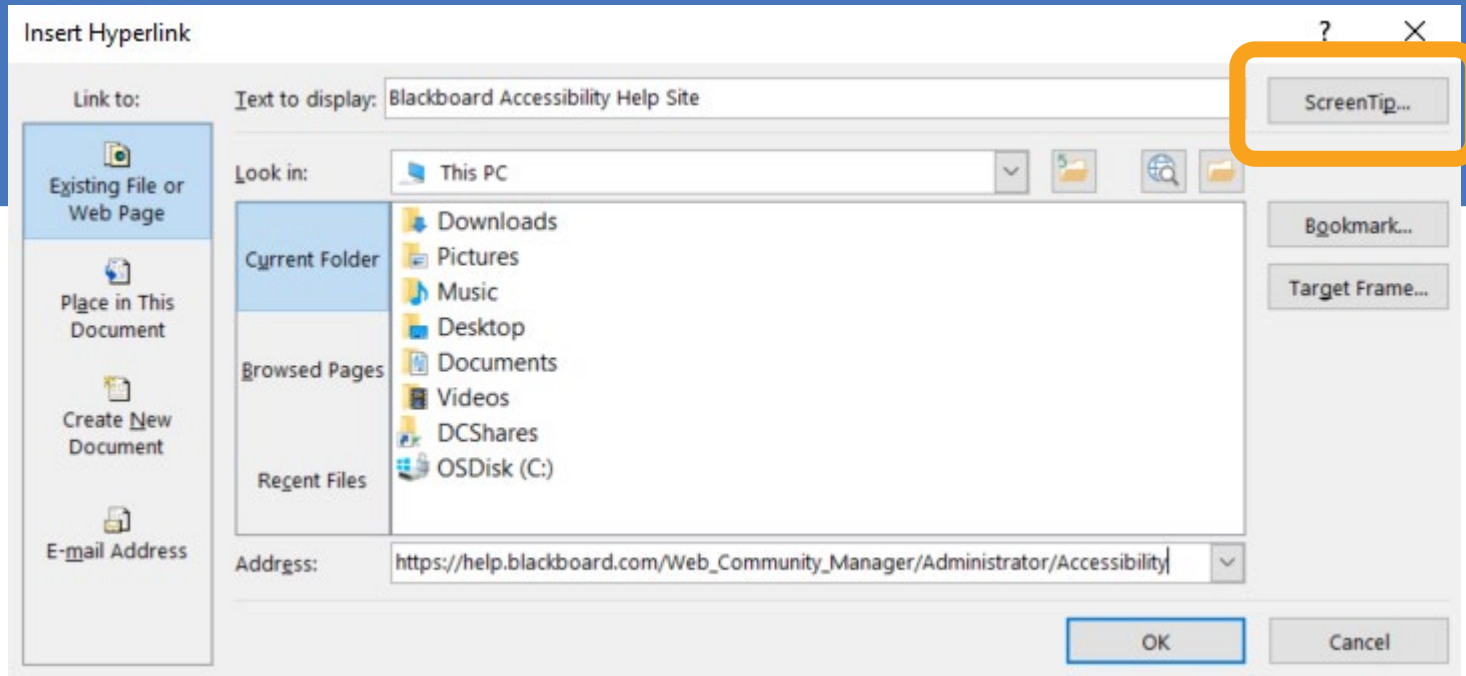
Lists



- Use Built-In Feature
- Requires Paragraph Return (not line return)
- Consider “Numbering” when order matters
- Consider “Bullets” when order doesn’t matter

Note: Using built-in list tools is recommended when creating accessible lists.

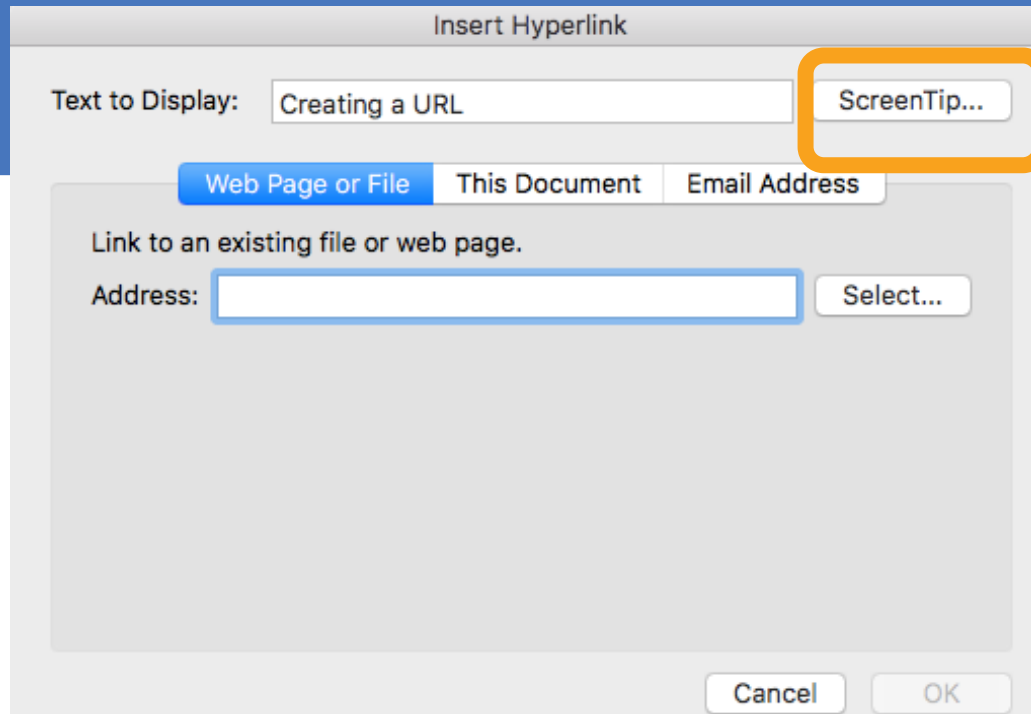
Links



- Links should be clickable descriptive text.
 - Avoid URL as the text and “click here”.
- Making clickable text longer.
- **ScreenTip** - consider adding text that describes the link (Do not repeat linked text).

Note: Using the screentip is a recommended when creating accessible.

Links (Mac)



- Links should be clickable descriptive text.
 - Avoid URL as the text and “click here”.
- Making clickable text longer.
- **ScreenTip** - consider adding text that describes the link (Do not repeat linked text).

Note: Using the screentip is a recommended when creating accessible.

Images

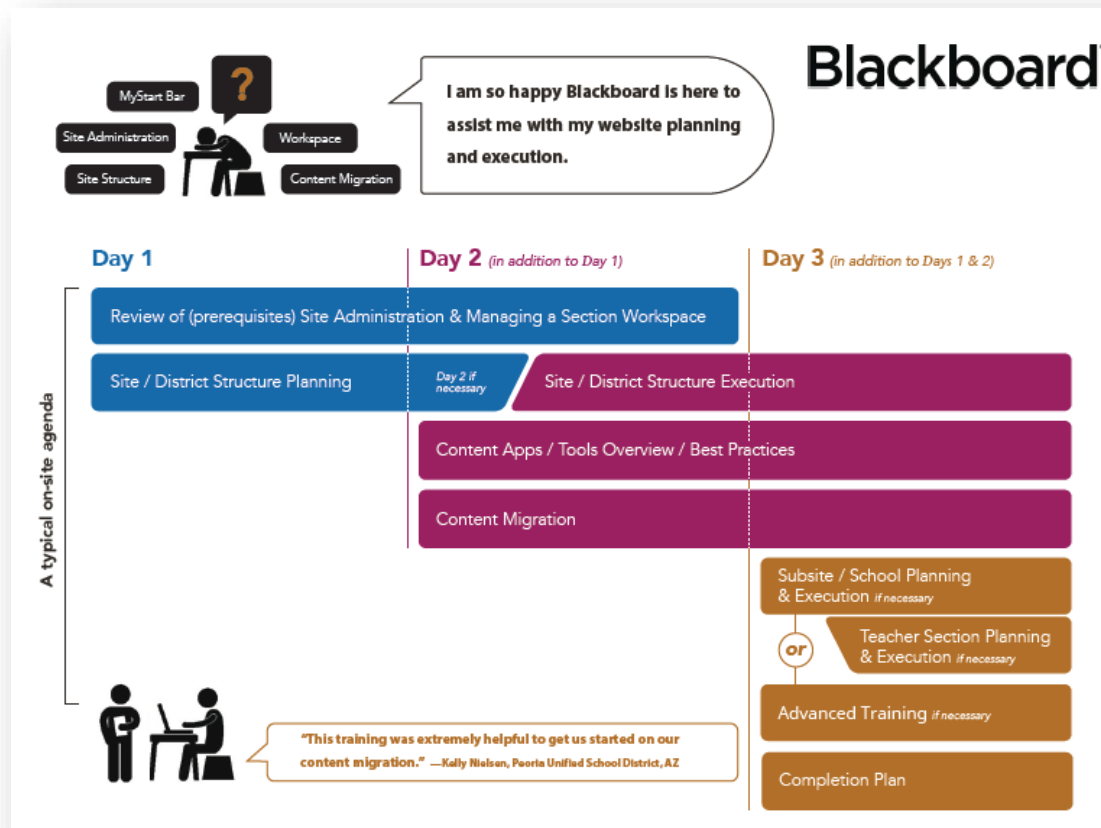
Alt Text allows assistive technologies to convert images into words.

Guidelines for Images:

- Avoid unrelated images or mark as Decorative
- Images must be in-line with text.
- Alt Text should be clear, concise, and descriptive. (1 – 2 Sentences)
- Avoid using the same text for every image.
- Don't include "image of..." or "picture of..." as part of alt text
- If the image is an infographic you should use alt text to provide the information conveyed in the object.

Infographics

- Add Alt Text
- Include content from the infographic into the content.



Images

Alternative Text
or
Decorative

Creating Accessible Word Documents

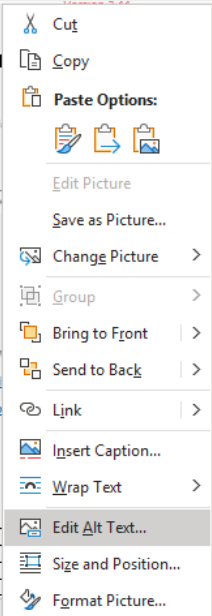
Checklist for improving your Ally score

While creating website content it is crucial to consider accessibility. There are a few basic steps that should be followed in order to assure your content is accessible:

- Add built-in Headings to document and do not skip numbers (e.g. jumping from Heading 1 to Heading 3)
- Use built-in List options (e.g. bullets or numbers)
- Links should be descriptive text
- Add Alt Text for all images
- Define Table Headers and simplify Tables as much as possible

Helpful Information:
https://help.blackboard.com/Web_Community_Manager/Administrator/Accessibility
<https://support.office.com/en-us/article/accessibility-support-for-word-c014d8b8-4ef3-4a7a-935d-295663f3343c>


	Column 1	Column 2
Row 1	abcdef	abcdef
Row 2	abcdef	abcdef
Row 3	abcdef	abcdef



Documents

There are a few basic steps that

jumping



[Administrator/Accessibility](#)
[word-c014d8b8-4ef3-4a7a-935d-](#)

Alt Text

How would you describe this object in its context to someone who is blind?
(1-2 sentences recommended)

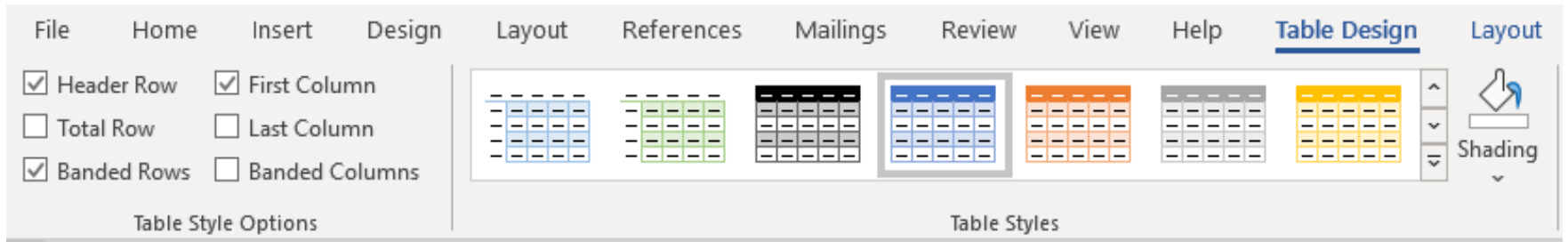
Mark as decorative

Tables (1 of 2)

Tables organize information and help you show relationships between things.

- Avoid using tables for layout.
- Nested tables, split cells, or merged cells can trip up accessible devices.
- Navigate your table using the Tab Key

Tables (2 of 2)

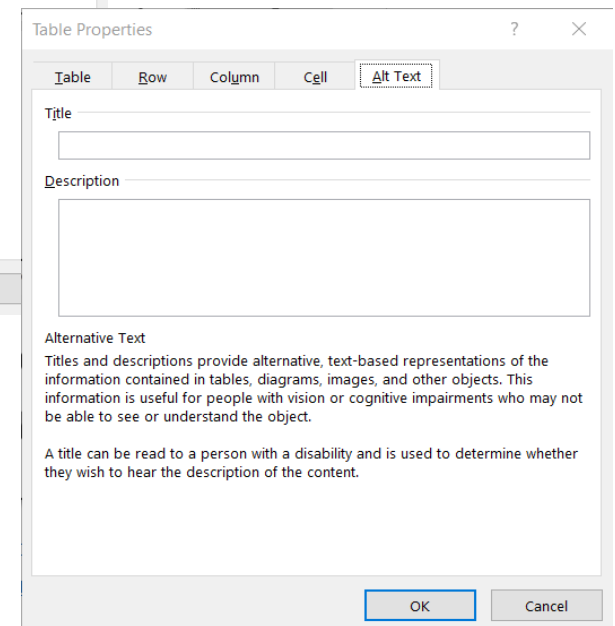
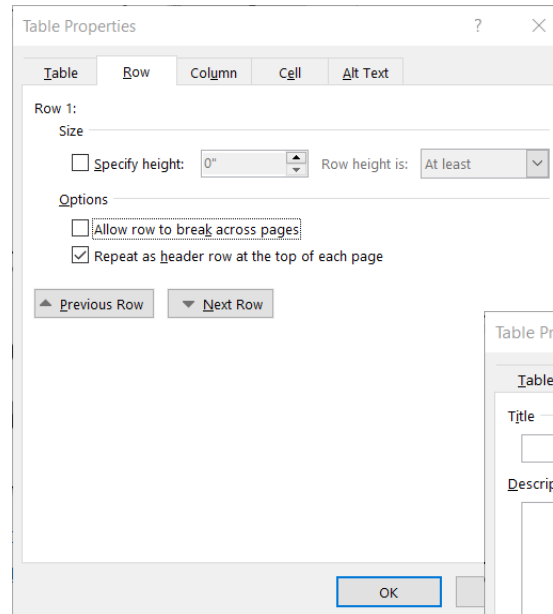


When adding content to a table

- Use a Built in Table Style
- Designate the Header row and First Column (as necessary)
- Modify the Table Properties as necessary.
- Add Alternative Text

Table Properties

- Identify and Select the Header Row
- Modify the Table Properties
 - Repeat as Header Row
 - Add the Table Alt Text and Description



Before Saving your File



Word

- ✓ Set Language
- ✓ Title
- ✓ Save as .docx

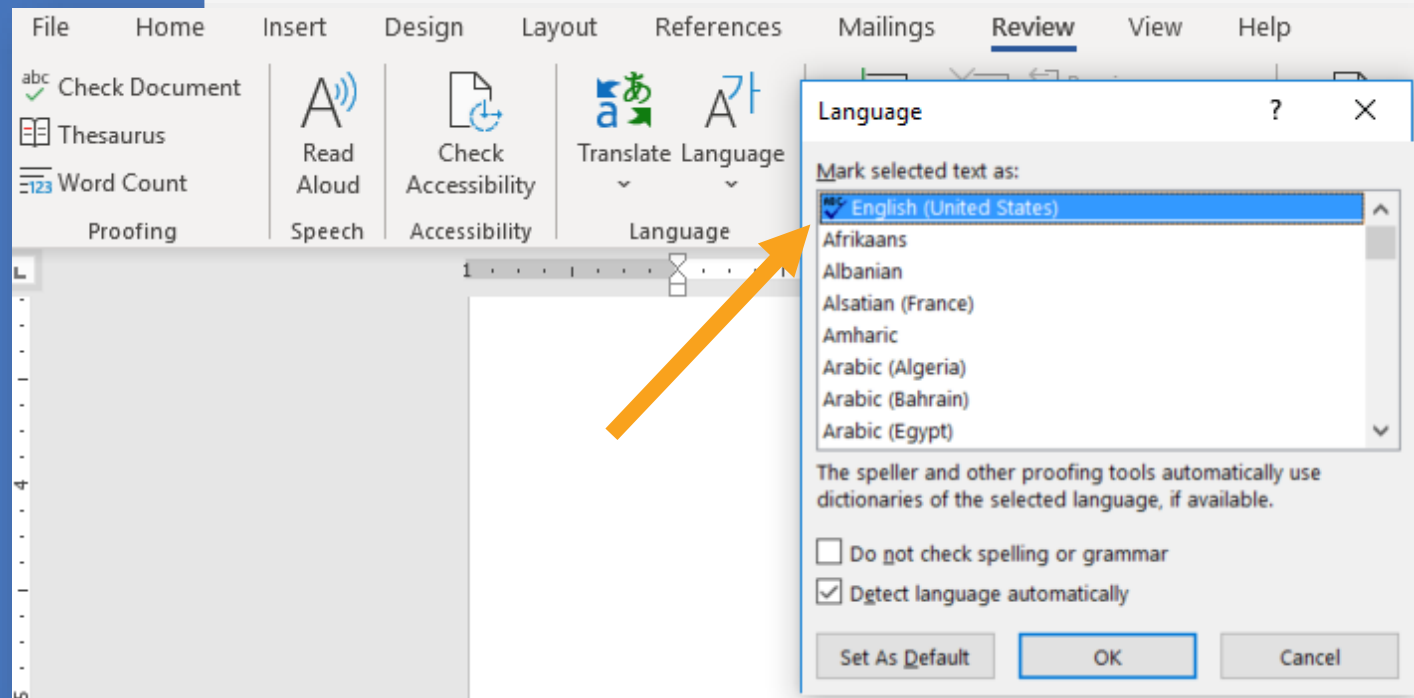


PDF

- ✓ Set Language
- ✓ Title
- ✓ Initiate Tags
- ✓ Save as PDF

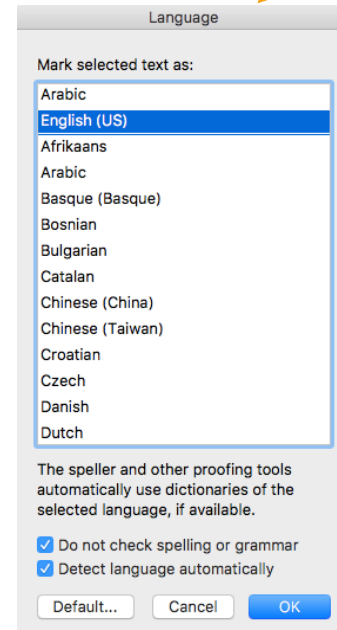
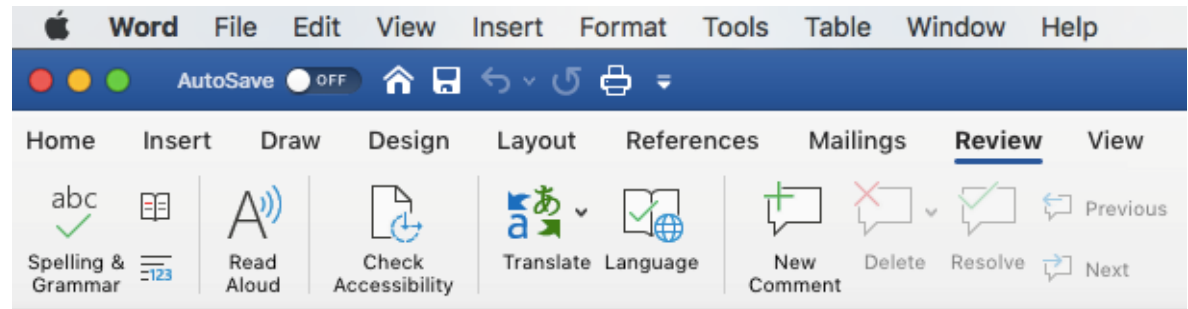
Setting the Language using the “Review Menu”

(WINDOWS)



Setting the Language using the “Review Menu”

(Mac)

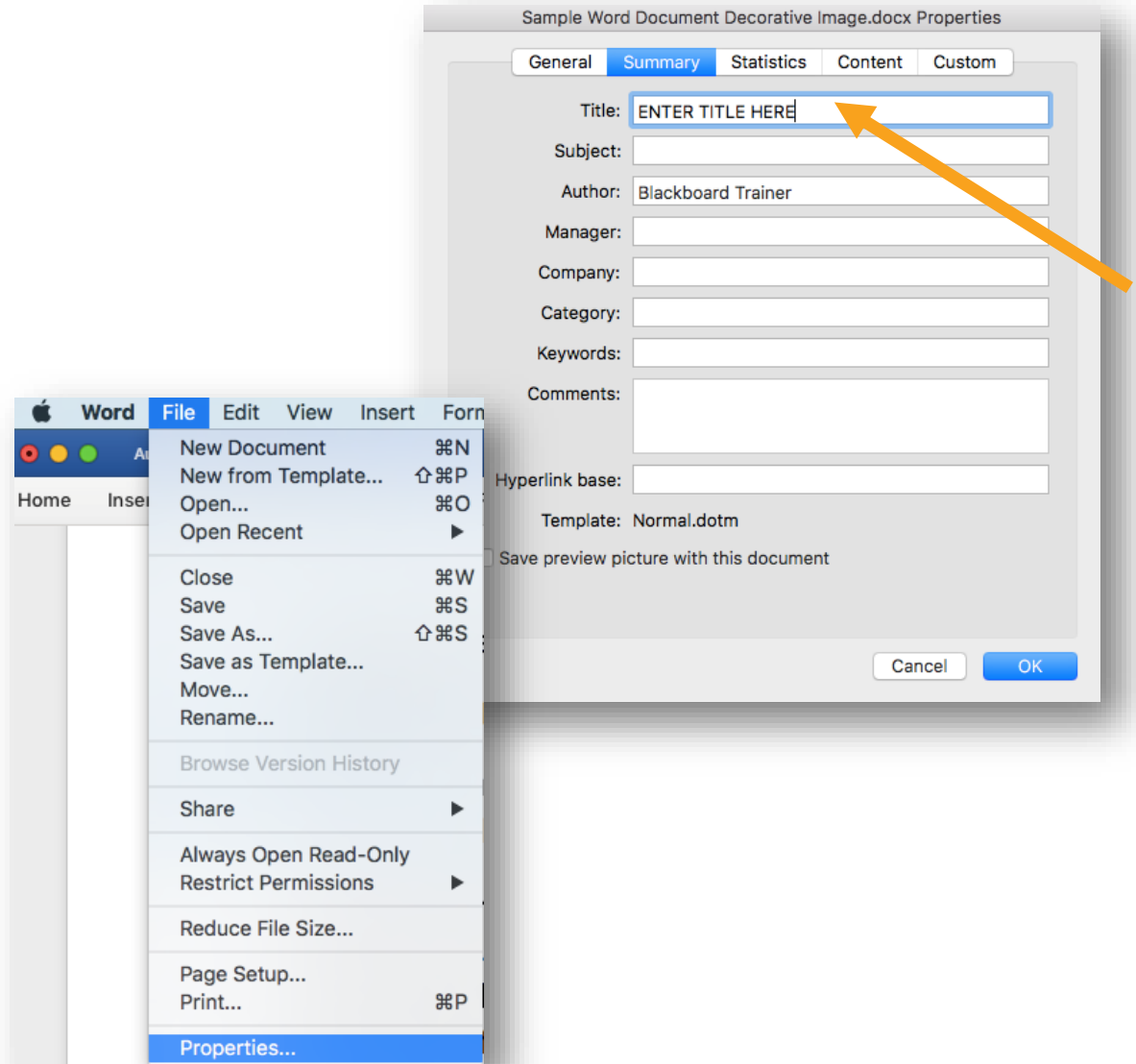


Setting the Title

(Windows)

The screenshot shows the 'Info' tab in Microsoft Word. The left sidebar contains navigation options: Home, New, Open, Info (selected), Save, Save As, Print, Share, Export, Transform, and Close. The main area displays 'Sample_Word_Document' in the 'Downloads' folder. Action buttons include Upload, Share, Copy path, and Open file location. The 'Protect Document' section offers options to control changes. The 'Inspect Document' section lists content types like document properties, headers, and XML data. The 'Properties' section on the right shows document details: Size (92.2KB), Pages (1), Words (120), Total Editing Time (348 Minutes), Title (ENTER TITLE HERE), Tags (Add a tag), and Comments (Add comments). The 'Related Dates' section shows Last Modified (Today, 1:17 PM) and Created (1/14/2020 7:28 AM). An orange arrow points from the 'Open file location' button to the 'Title' field in the Properties section.

Setting the Title (Mac)

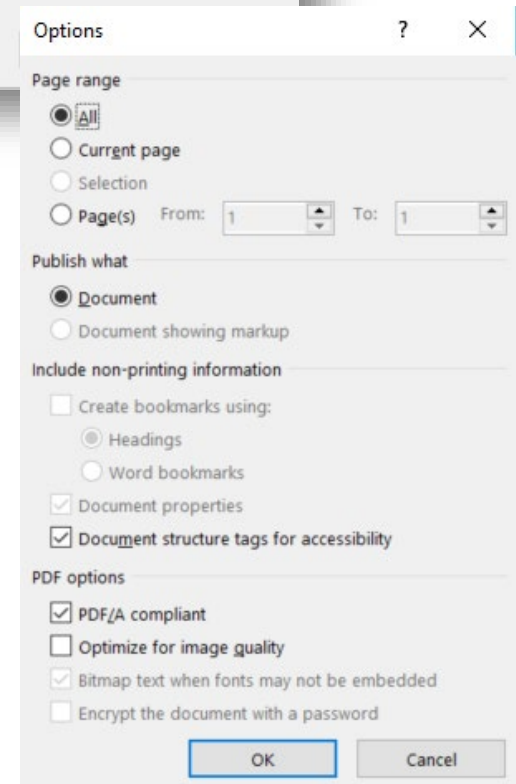
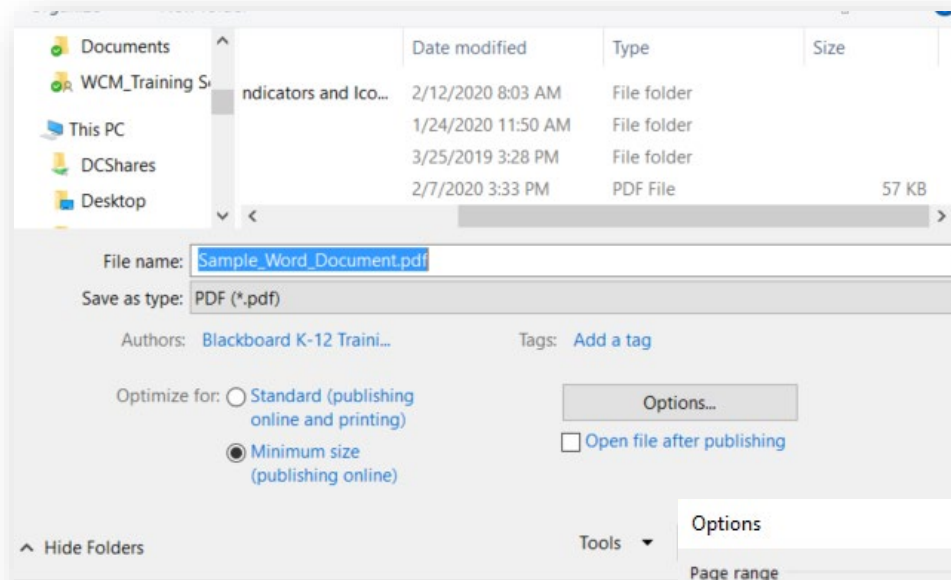


—
Save as .docx
and close the file



Save as a .pdf

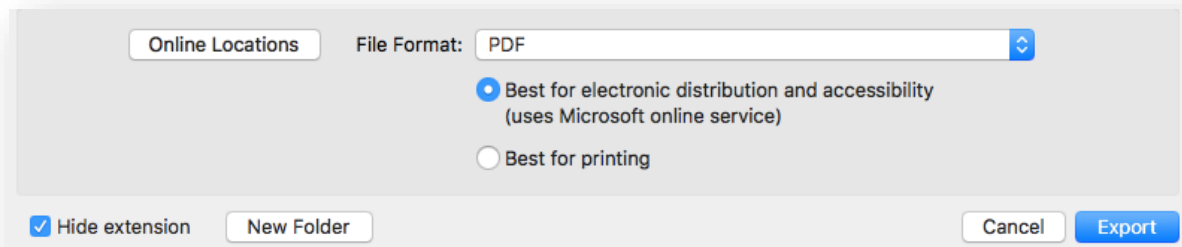
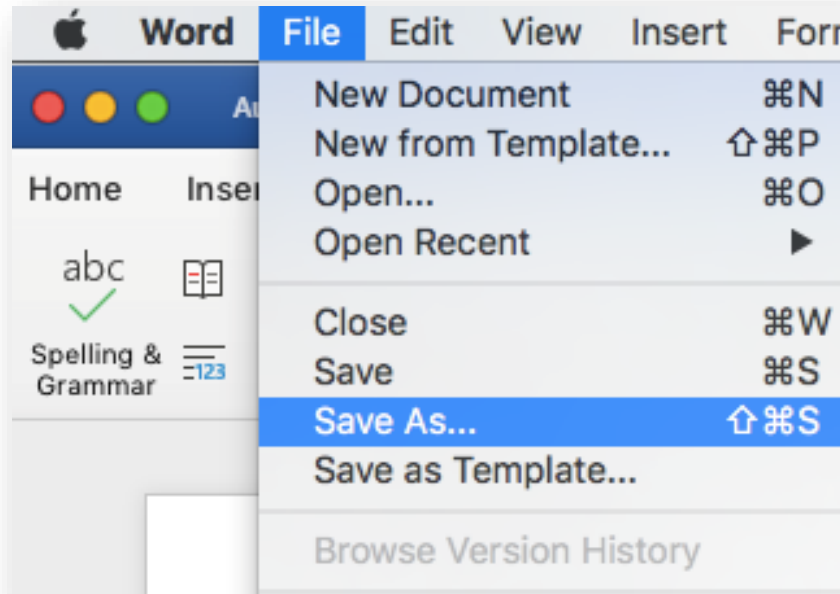
- ✓ File > Save As
- ✓ Save As > PDF
- ✓ Options, mark Document structure tags for accessibility



Save as a .pdf

(Mac)

- ✓ **File > Save As**
- ✓ **File Format > PDF**
- ✓ **Best for electronic distribution and accessibility.**



Instructor Feedback – View Your Improved Score

- Upload the corrected File
- Ally will immediately Score the new document.
- INSERT SCREEN CAPTURE OF THE IMPROVED SCORE

PowerPoint

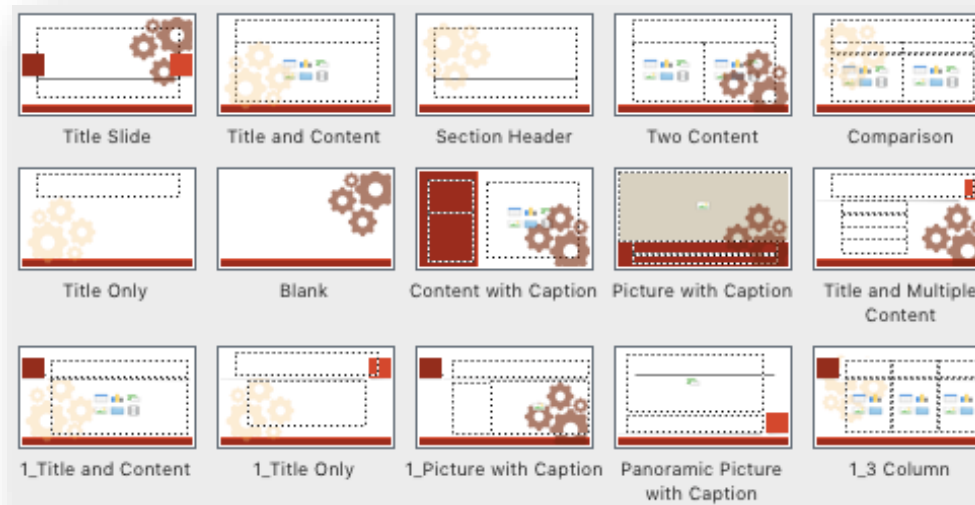


Choose or Create an Accessible Slide Design

- Use Pre-formatted Layouts
- Initiate the Accessibility Checker
- Color Contrast
- Use a larger font sizes (18pt or larger)

Slide Titles

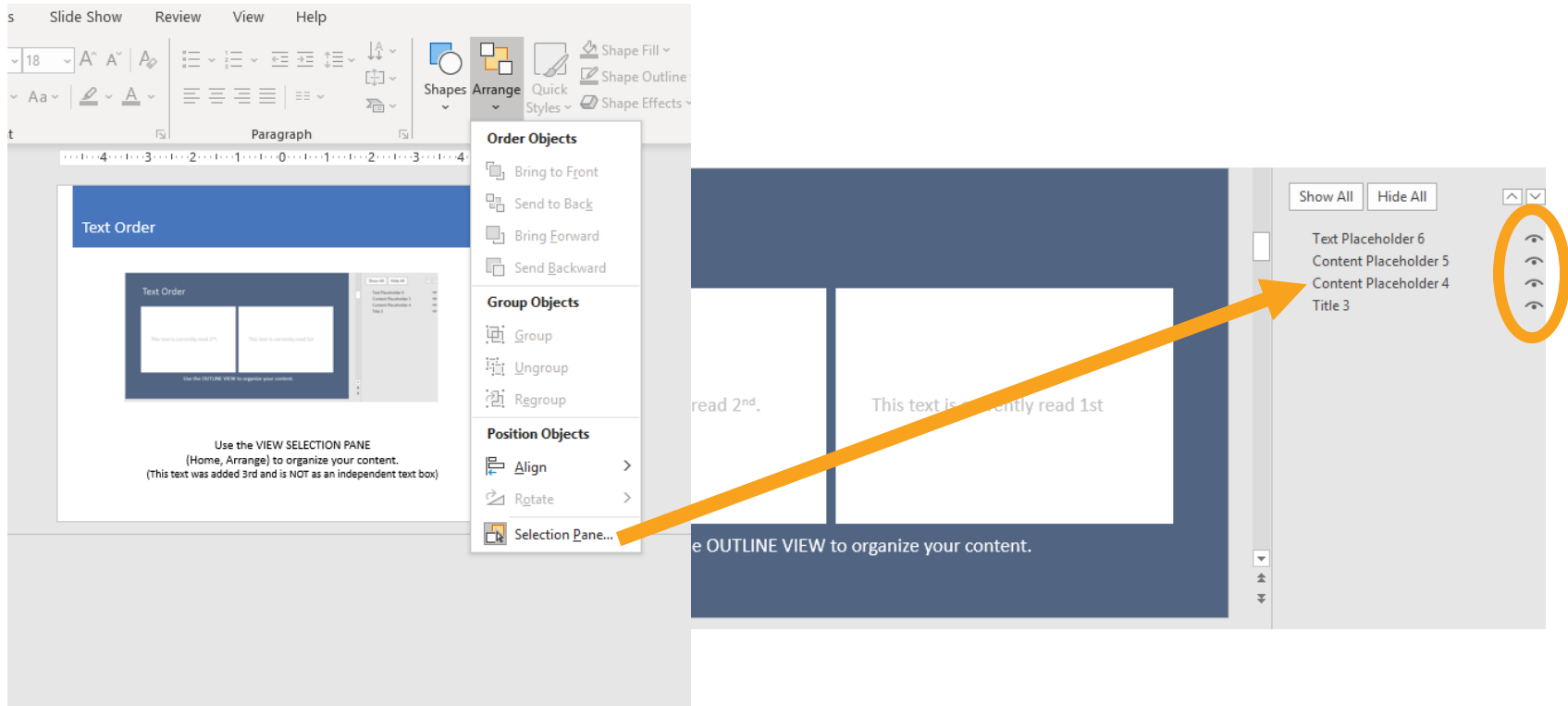
- Using the Built-in Layout
- Unique Slide Title
- Verify in the Outline View



NOTE:

The Ally document check enforces a minimum of 1 title for every 7 slides in a PowerPoint document.

Text Order



- Use the SELECTION PANE (Home, Arrange) to organize your content.
- Reading order is BOTTOM to TOP (Layers)
- You may hide Objects visually, but still read by Screen Readers

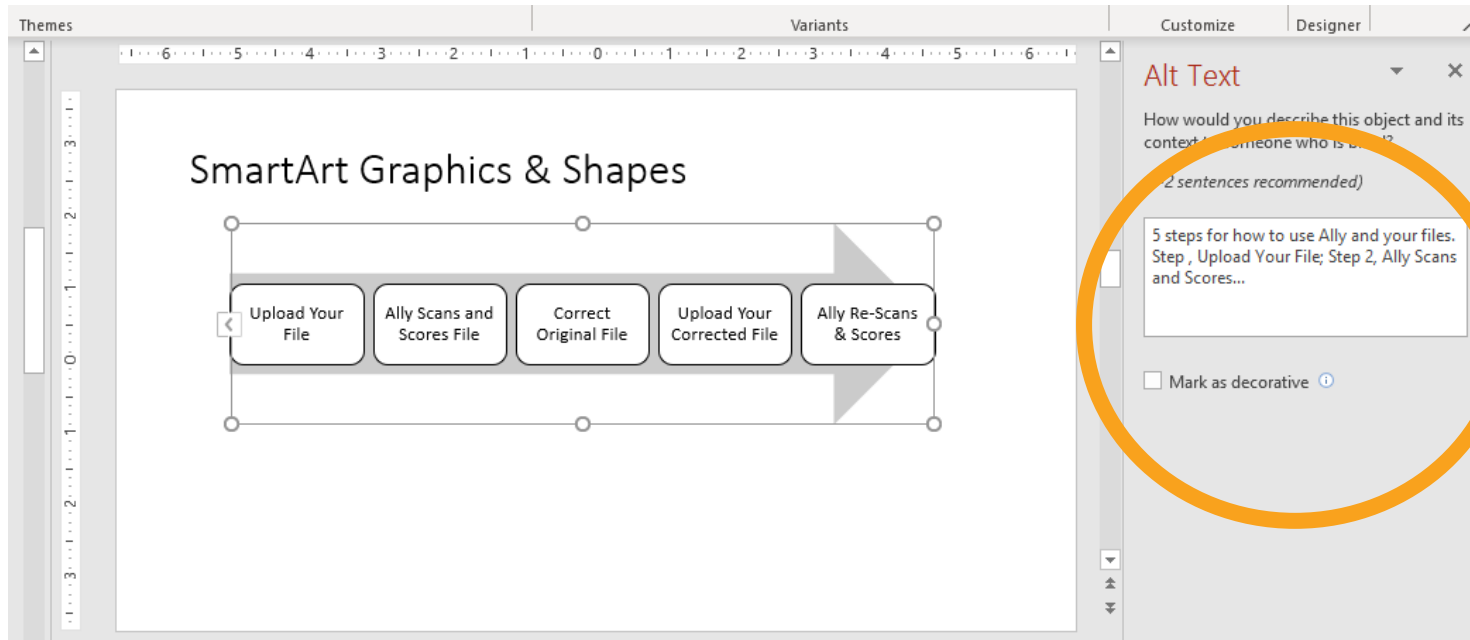
Links, Lists & Images

- Links
 - Descriptive Text (for sharing electronically)
 - Descriptive Text and Short URL (for sharing electronically and as a printout.)
 - Screen Tip
- Lists
 - Use Built in Paragraph List Tools
- Images
 - Alternative Text or Mark as decorative

SmartArt Graphics & Shapes

It is also suggested to

- Add Alternative Text or Mark as Decorative.
- Avoid Unrelated Graphics, Shapes, etc.



Charts

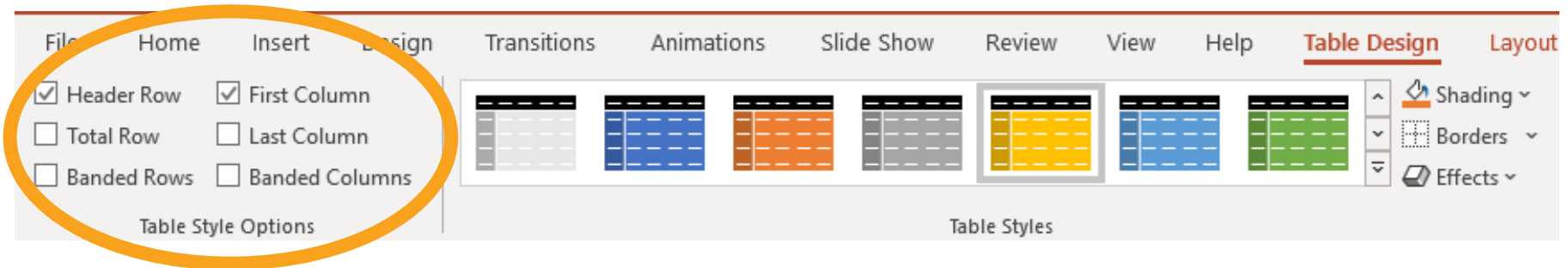
When using Charts & Tables, it is suggested to

- Check Color Contrast
- Add Alternative Text
 - Enter most important on first line
 - Be as concise as possible

The screenshot shows a presentation slide with a title 'Charts & Tables' and a list of instructions: 'Color Contrast', 'Add Alternative Text', '- Enter most important on first line', and '- Be as concise as possible'. To the right is a bar chart titled 'Change in Ally Scores' comparing 'Document' and 'PowerPoint' scores 'Before Amplify' (blue) and 'After Amplify' (orange). The 'After Amplify' scores are significantly higher (approx. 85 for Document, 92 for PowerPoint) than the 'Before Amplify' scores (approx. 5 for Document, 8 for PowerPoint). An 'Alt Text' dialog box is open over the chart, with a yellow circle highlighting it. The dialog box contains the text: 'Alt Text', 'How would you describe this object and its context to someone who is blind?', '(1-2 sentences recommended)', a text input field, and a 'Mark as decorative' checkbox.

Format	Before Amplify	After Amplify
Document	5	85
PowerPoint	8	92

Tables



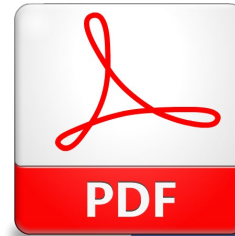
- Color Contrast
- Choose a built in Table Design
- Use simple table structure
- Specify column header information
- Add Alternative Text
- Tables should not contain split cells, merged cells, or nested tables

Before Saving your PowerPoint File



PowerPoint

- ✓ Title
- ✓ Save as .pptx



PDF

- ✓ Set Language
- ✓ Title
- ✓ Initiate Tags
- ✓ Save as PDF

Instructor Feedback – View Your PPT Improved Score

- Re-upload the File.
- Test linking the original to another place
- Upload new file w/ diff name
- Check if the link works

- INSERT SCREEN CAPTURE OF THE IMPROVED SCORE

Evaluate and Improve for Web Friendly

MS Word

- Improper use of headers.
- Incorrectly built lists.
- Empty links or links without descriptive text.
- Missing alternative text tags in images.
- Using tables incorrectly.
- Color contrast issues.

PowerPoint

- Improper use of headers and slide titles.
- Incorrectly built lists.
- Empty links or links without descriptive text.
- Missing alternative text tags in images.
- Using tables incorrectly.
- Color contrast issues.

Amplified Series Information

<https://cerc.blackboard.com/amplify>

Thank you for attending today's
Amplify Series Session.

Blackboard[®]