

ACCESSIBILITY INFORMATION AND CHECKLIST

At the Silberman School of Social Work, we are committed to equally serving all of our students. This document will provide guidance and resources on addressing accessibility issues for students specifically around technology and electronic materials.

HEADERS/STYLES

Use styles and headings and levels in Word.

Use heading styles in Blackboard options from “paragraph” dropdown arrow.

Use accessible software with heading styles.

FONTS AND COLORS

Choose simple, easy to read fonts (Arial, Times, Tahoma, Franklin Gothic, etc.).

Use a limited number of fonts.

Don't rely on the appearance of font (color, shape, placement) as the only way to convey meaning.

Avoid small font sizes.

Avoid blinking or moving text.

Use sufficient color contrast between text and backgrounds and colors

Remember red and green often appear gray for people who are color blind.

LINKS

Don't hyperlink a URL (Example:

<http://www.websitename/etc/thisisunclearforscreenreader>)

Use descriptive hyperlink text (See examples under Resources).

Don't write “Click Here”

Add [PDF] to links that lead to PDFs.

IMAGES AND PDFS

Use readable PDFs;

Scanned PDFs are **not** readable; use Optical Character Recognition (OCR) to create readable digital text.

Add alternative text (AltText) for images in Word.

Add alternative tags (AltTags) for images in Blackboard.

Add image titles and descriptions.

Don't link images that are there purely for aesthetic purposes. (e.g. lightbulb image for idea)

VIDEOS

Add closed captioning to all videos. (Hint: script all videos before you record; scripting will help with captioning and transcription.)

Provide transcripts for audio or video (even if captioned).

Use YouTube, Camtasia or other 3rd party vendor for closed captioning tools.

ACCESSIBLE COMPUTERS

Each computer lab has one computer with the following software:

1. Zoomtext: Enlarges text on the screen.
2. Kurweil 3000: Highlights text and reads aloud.
3. Jaws Screenreader: Reads screen aloud; requires knowledge of detailed keyboard commands.

The computer labs are located in the basement of the Silberman School of Social Work.

RESOURCES (for online use)

1. [Hunter College Office of AccessAbility](#): The Office of AccessAbility provides services to all students with permanent or temporary disabilities to ensure that all Hunter College programs and activities are accessible. Its philosophy promotes self-awareness, self-determination, and self-advocacy in a comprehensively accessible environment.
2. [Student Rights and Responsibilities/Faculty Rights and Responsibilities](#): This guide explains the rights and responsibilities for both parties.
3. [CUNY IT Accessibility website](#): This site provides resources and information on technology accessibility for [students](#), [faculty](#), and [staff](#) at The City University of New York (CUNY). Here you can find the [CUNY IT Accessibility statement](#), links to campus accessibility resources, information on the [Technology Accessibility Task Force](#), and details on [accessibility in system-wide applications](#).
4. [CUNY Assistive Technology Services](#): This site provides resources and information on technology accessibility for students, faculty, and staff at The City University of New York (CUNY). Here you can find the CUNY IT Accessibility statement, links to campus accessibility resources, information on the Technology Accessibility Task Force, and details on accessibility in system-wide applications.
5. [Reasonable Accommodations: A Faculty Guide to Teaching Students with Disabilities](#). [PDF]
6. [Universal Design for Learning](#) is a set of principles for curriculum development that give all individuals equal opportunities to learn. Colorado State University, through their Access Project, has developed [tutorials](#) to help you update your content.

Contact Deepa Rao-Sisario, Educational Technology, if you have questions about updating/converting your electronic materials. 212-396-7612/dr1649@hunter.cuny.edu

RESOURCES (for print)

1. Hunter College Office of AccessAbility: <http://www.hunter.cuny.edu/access>
2. Student Rights and Responsibilities/Faculty Rights and Responsibilities: <http://www.hunter.cuny.edu/access/repository/files/Rights and Responsibilities.pdf>
3. CUNY IT Accessibility website: <http://www2.cuny.edu/accessibility/>
4. CUNY Assistive Technology Services: <http://cats.cuny.edu/>
5. Reasonable Accommodations: A Faculty Guide to Teaching Students with Disabilities: <http://cats.cuny.edu/documents/cats domain/Reasonable Accommodations- A Faculty Guide to Teaching Students with Disabilities.pdf> [PDF]
6. Universal Design for Learning: <http://www.udlcenter.org/>
7. Tutorials: <http://accessproject.colostate.edu/udl/>