

ELRN 102: Creating Accessible Courses

Contact Information

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Delivery Method	Online

Course Description

This course is meant to provide you with information that will benefit you in creating your own accessible courses. The goal of this course is to ensure you can create your own classes that provide all students with the same opportunities to learn despite their learning styles or any disabilities that might be present.

Course Prerequisite

None

Course Textbook/Materials

None

Learning Outcomes

By the end of this course, you will be able to:

1. Interpret the implications towards students who do not have the same learning opportunities as their peers.
2. Edit a word document to include basic accessibility features.
3. Create accessible media.
4. Create accessible PDF's, Word Documents, and PowerPoints.
5. Utilize the Ally tool provided by Blackboard to ensure a course, or parts of a course, are accessible.

Course Outline

This course includes 4 modules. Within each module there are two or more chapters, or sub-modules.

Module	Activities	Objectives
Module 1: An Introduction to Accessibility	1.1 Introduce Yourself 1.2 Implementing Basic 1.3 Accessibility Features	By the end of the course you will be able to: <ul style="list-style-type: none">• recognize the implications of using documents that are not accessible.• employ three basic accessibility measures to a word document; adding alternative text to images, descriptive links, and appropriate heading styles.• make at least an 80% on the self-check quiz.
Module 2: Making Media Accessible	2.1 Making Images Accessible 2.2 Making Videos Accessible 2.3 Making Audio Accessible 2.4 Reflecting over Making Media Accessibility	By the end of the module you will be able to: <ul style="list-style-type: none">• create accessible videos by adding captions and descriptions.• create accessible images by adding alternative text.• create accessible audio by creating transcripts.• make at least an 80% on the self-check quiz.

Module	Activities	Objectives
Module 3: Making Documents Accessible	3.1 Making PowerPoints Accessible 3.2 Making Word Accessible 3.3 Making PDFs Accessible 3.4 Reflecting Over Document Accessibility	By the end of the module you will be able to: <ul style="list-style-type: none"> • create accessible PowerPoint presentations. • create accessible Word Documents. • create accessible PDF documents. • make at least an 80% on the self-check quiz.
Module 4: Being Accessible with Ally	4.1 Ensuring Module 1 of Your Course is Accessible 4.2 Reflecting Over Ally	By the end of this module you will be able to ensure that Module 1 of your course is accessible by using the tool Ally.

Learning Outcomes and Assessments

Learning Outcome	Module	Assessment
Interpret the implications towards students who do not have the same learning opportunities as their peers.	1	Module 1 Quiz Discussion Module 1 Final Exam
Edit a word document to include basic accessibility features.	2	Module 2 Quiz Discussion Module 2 Final Exam
Create accessible media.	3	Module 3 Quiz Discussion Module 3 Final Exam
Create accessible PDF's, Word Documents, and PowerPoints.	3	Module 3 Quiz Discussion Module 3 Final Exam
Utilize the Ally tool provided by Blackboard to ensure a course, or parts of a course, are accessible.	4	Module 4 Quiz Discussion Module 4 Final Exam

Grading

You will participate in discussion forums, take quizzes, and complete a final exam for this course. You must score an 80% or better on each quiz and the final to receive a Certificate of Completion for the course. If you do not score 80%, review the module content and retake the quiz or test.

Methods of Assessment	Points
Discussions	100

Methods of Assessment	Points
Quizzes	400
Final Exam	150
Total Points	650

Late Policy

This course is self-paced for your own benefit. If your department requires you to take this course, check with the department to see if there is a deadline for completion.

Requisite Technology Skills Needed for the Course

For this course, you will need access to a PC or Mac desktop or laptop. You will be accessing links to the internet, using Microsoft Word, and downloading a few documents. For all Blackboard courses, Chrome is the recommended browser.

Academic Dishonesty and Plagiarism (TTU OP 34.12)

“Academic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act. If a student is involved in any form of academic misconduct and is proven that the action took place, the instructor may initiate a disciplinary action.

The penalties for academic dishonesty can include but not limited to a zero or a grade of "F" on the work in question, a grade of "F" in the course, or suspension. Please make sure that you review the university's [Academic Integrity Policy](#).

Special Needs (TTU OP 34.22)

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to

make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services in West Hall or call 806-742-2405.

Religious Observances (TTU OP 34.19)

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

Instructor's Expectations

- You will be expected to log into the Blackboard course regularly to be aware of possible announcements/reminders and to pace your progress in the course.
- Students are expected to maintain an online environment conducive to learning, which includes "netiquette" (Internet etiquette). The following site includes basic rules for [Online Discussion Netiquette](#). Ensure that your e-mail messages, discussion board postings, and other electronic communications are thoughtful. Diverse opinions we welcome in this course. The following are prohibited:
 - making offensive remarks in e-mail or the discussion board
 - using inappropriate language or discussing inappropriate topics online

- spamming
- hacking,
- using TTU or Blackboard e-mail or discussion board for commercial purposes
- using all caps (considered shouting in online communications)
- cyber-bullying or online harassment of any type

Communication Plan

- You can expect a reply from the instructor within two business days.
- Please use the Blackboard course message tool or the TTU email system for all communication.

Technical Difficulties

1. Online Help

- **Blackboard 24 Hour Student Technical Support** is available to assist with any Blackboard questions, via phone at (844) 897-0537
- **TTU IT Help Central** is available to assist with eRaider sign-in problems, browser errors, and other technical difficulties you may encounter. For technical assistance, please contact IT Help Central at (806) 742-HELP, email them at ithelpcentral@ttu.edu, or visit the [IT Help Central website](#).

2. Computer Problems

In an online course, computer access is an essential necessity. Identify a backup solution in case you experience computer problems.

3. Server Problems

If the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement on [TTU's Blackboard site](#), informing the time and date.

4. Lost/Corrupt/Disappeared Files

Save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of technology failure, you may need to resubmit the files.