



California
Community
Colleges

Accessibility Center

Free Accessibility Support for Course Design



Liezl Madrona

Accessibility Center

Instructional Designer Accessibility Specialist

Self-Paced Accessibility Micro-Courses

FREE Self-Paced Accessibility in Canvas

Canvas Accessibility (Self-Paced)

Do you use Canvas to teach? In this self-paced course, learn about essential accessibility principles that benefit all students, how to leverage Canvas tools, and just-in-time tips to expedite your...

Accessibility Essentials

Self-paced
FREE

FREE Self-Paced Accessibility Microsoft Word

Microsoft Word Accessibility (Self-Paced)

Do you use Microsoft Word documents in your course? In this self-paced course, learn essential strategies that can help make your Word docs accessible to all of your students.

Accessibility Essentials

Self-paced
FREE

FREE Self-Paced Accessibility PDF

PDF Accessibility (Self-Paced)

Do you use PDFs in your course or on the web? In this self-paced course, learn the accessibility basics and different ways to create accessible PDFs for the entire campus community.

Accessibility Essentials

Self-paced
FREE

FREE Self-Paced Accessibility PowerPoint

PowerPoint Accessibility (Self-Paced)

Do you use PowerPoints in your classroom? In this self-paced course, learn how to create accessible PowerPoints, and determine the accessibility of those authored by someone else.

Accessibility Essentials

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FREE Self-Paced Accessibility Video Captioning

Video Captioning (Self-Paced)

Videos can capture your students' attention and increase the engagement in your course. Reach all of your students! In this self-paced course, learn to caption a video you created, or one owned by someone...

Accessibility Essentials

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Geared Toward 2 Audiences

FACULTY SUPPORT



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TRAIN-THE-TRAINER SUPPORT



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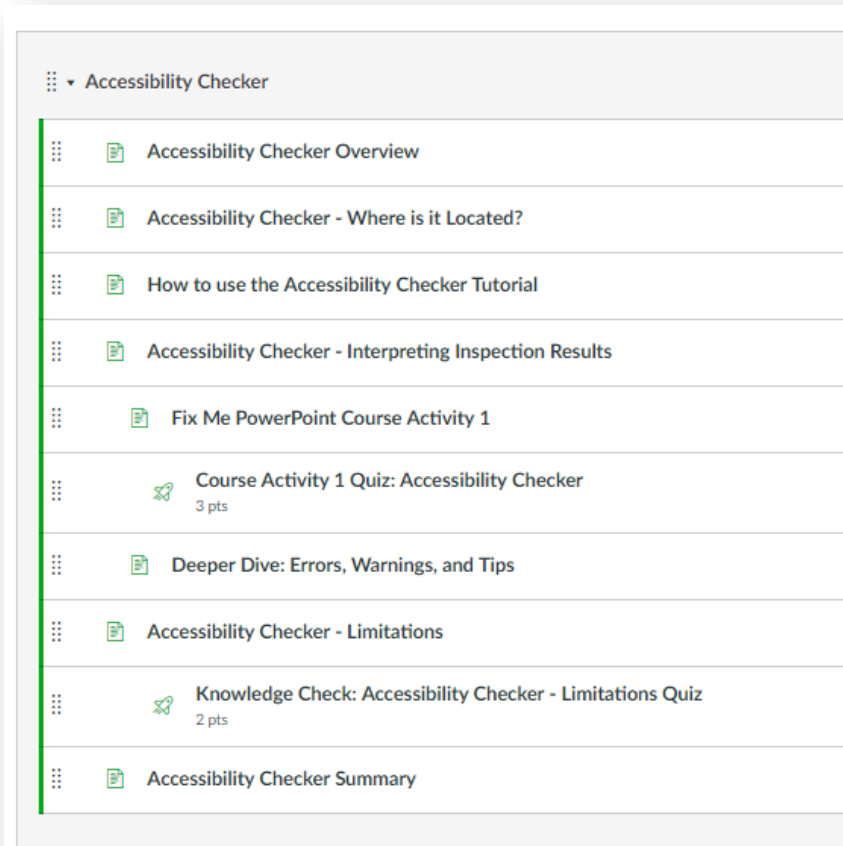
Micro-Course Highlights

- **Time commitment** - *varies depending on accessibility background & PowerPoint familiarity*
 - 1-2 Hours/day
 - 1-1.5 Weeks
- **Micro-Course divided by Mastery Levels** – *something for everyone*
 - Beginner PowerPoint Topics
 - Advanced PowerPoint Topics
- **Self-paced** (no facilitator)
 - Project-based/real-world problem assessments
 - Knowledge Check Quizzes
 - Supportive Resources & individualized learning activities
- **Plug-In Play**
 - Course can be adapted locally
 - Job aids/resources available for facilitated workshops or can be self-paced

Module Outline

ALL MODULES HAVE:

- Overview
- Location Tutorial
- Tool Tutorial/How to Use Tool
- Limitations*
- Course Activity
- Course Activity Quiz
- Knowledge Check/Additional Support Quiz*



The screenshot shows a sidebar menu for the 'Accessibility Checker' module. The menu items are listed in a table-like structure with icons and expand/collapse controls.

▼ Accessibility Checker	
☰	☰ Accessibility Checker Overview
☰	☰ Accessibility Checker - Where is it Located?
☰	☰ How to use the Accessibility Checker Tutorial
☰	☰ Accessibility Checker - Interpreting Inspection Results
☰	☰ Fix Me PowerPoint Course Activity 1
☰	🚀 Course Activity 1 Quiz: Accessibility Checker 3 pts
☰	☰ Deeper Dive: Errors, Warnings, and Tips
☰	☰ Accessibility Checker - Limitations
☰	🚀 Knowledge Check: Accessibility Checker - Limitations Quiz 2 pts
☰	☰ Accessibility Checker Summary

Micro-Course Design Addresses:


- 1. How do we cater to various accessibility knowledge and technology levels?**
- 2. How do we keep up with updating software?**
 - Windows?
 - Mac?

Navigation: Suited for Every Level & Need

COURSE CONTENT & MODULE NAVIGATION



Course Content Navigation



PowerPoint Accessibility

SELF-PACED MICRO-COURSE

Microsoft®
PowerPoint 2016


Welcome!


Have a PowerPoint (PPT) you've created? Or are you in a bind with inaccessible publisher PowerPoints? You've come to the right place: this **one week self-paced micro-course** can help get you started in learning PowerPoint accessibility basics, apply what you've learned, and help you create accessible PowerPoints that will help your students be successful in your course.

Please see the Syllabus for course information, time commitment, and a list of FAQs.

Course Activity:

Practice What You Learn!



Download the [Fix Me PowerPoint](#)  now!

When you see the Fix Me PowerPoint icon on the left, open your saved Fix Me PowerPoint. This micro-course will build on the accessibility techniques you learn. You will use the same Fix Me PowerPoint to apply all of the accessibility techniques you learn. Make sure to save all of your accessibility edits!

At the end of each module you will be provided with a key to help you check your work. You'll be a PowerPoint Accessibility Master in no time.

Course Table of Contents

Begin at #1 below or choose your own adventure.

1. [New Around Here? Let's Start!](#)
2. [Accessibility Checker](#)
3. [Slide Design Themes & Slide Layout](#)
4. [Reading Order](#)
5. [Alternate Text](#)
6. [Advanced PowerPoint Topics](#)

Module Navigation

Accessibility Checker Overview



Accessibility Checker Overview

Select **Next** below to begin this module, or choose the topic you need.

1. [Where is the Accessibility Checker Located?](#)
2. [How to use the Accessibility Checker Tutorial](#)
3. [Interpreting Inspection Results](#)
4. [Fix Me PowerPoint Course Activity 1](#)
5. [Limitations](#)
6. [Summary](#)

Why Should You Run the Accessibility Checker First?

You just finished creating a PowerPoint. Maybe while you were creating the PowerPoint you tried to apply some accessibility elements, but unsure if you missed any items. Or maybe you need to check the accessibility of a PowerPoint that someone created before you use them in your course.

In either case, the first action is to run the Accessibility Checker.

The Accessibility Checker is a tool in PowerPoint that can quickly review your document for accessibility. It will give you a starting point in figuring out what needs to be fixed, and how to fix it. It can also provide you with information about how to fix the accessibility issues in the document, which can provide a foundation for understanding how to remediate or fix future PowerPoint files.

Course Activity Prompt (In Course)

Extracting & Deleting Pages [Course Activity 5]

Due No Due Date Points None

Practice Time!

Overview

When dealing with large textbook files, it can be more beneficial for your student (and for your workflow) to break the reading material into smaller files. Try this activity to see if you've mastered this module's learning goals:

- Use the Crop, Extraction, Delete, Insert, and Combine Tools in Adobe Acrobat to prepare a PDF for alt media conversion.
- Create a naming convention based on document organization.



Instructions & Answer Key

1. Use the rubric as a guideline.
 2. Download [Trends and Issues in Instructional Design and Technology](#).
 3. Extract the pages, create, and name the files accordingly.
 4. Save your work.
 5. If you would like additional practice, consider downloading the [Essentials of Assistive Technology PDF](#).
 6. Are you on track? Check your work via the [Course Activity 5 Answer Key](#).
 7. Want additional practice? Download [Sample Breakdown File 2](#).
- Define a naming system based on the PDF organization.
 - OCR the document.
 - Break down the document into smaller files.
 - Output files into searchable PDFs or Word files (these are common outputs).

Mission Complete?

Once you have completed checking your work, select **Next** to continue.

Extracting & Deleting Pages		
Criteria	Ratings	
Extracting & Deleting Pages	Great Job! Naming organization system is defined before beginning PDF clean-up process. Files used to create a new file are deleted in the main PDF file for organization purposes. New smaller, manageable files are created to streamline student navigation.	Almost There! One or more element is missing: forgot to set a naming organization system (files are named randomly), pages used to create new smaller files were not deleted from the main PDF file.
		Oops - Try Again! PDF is one large document. See Extracting & Deleting Pages tutorial.

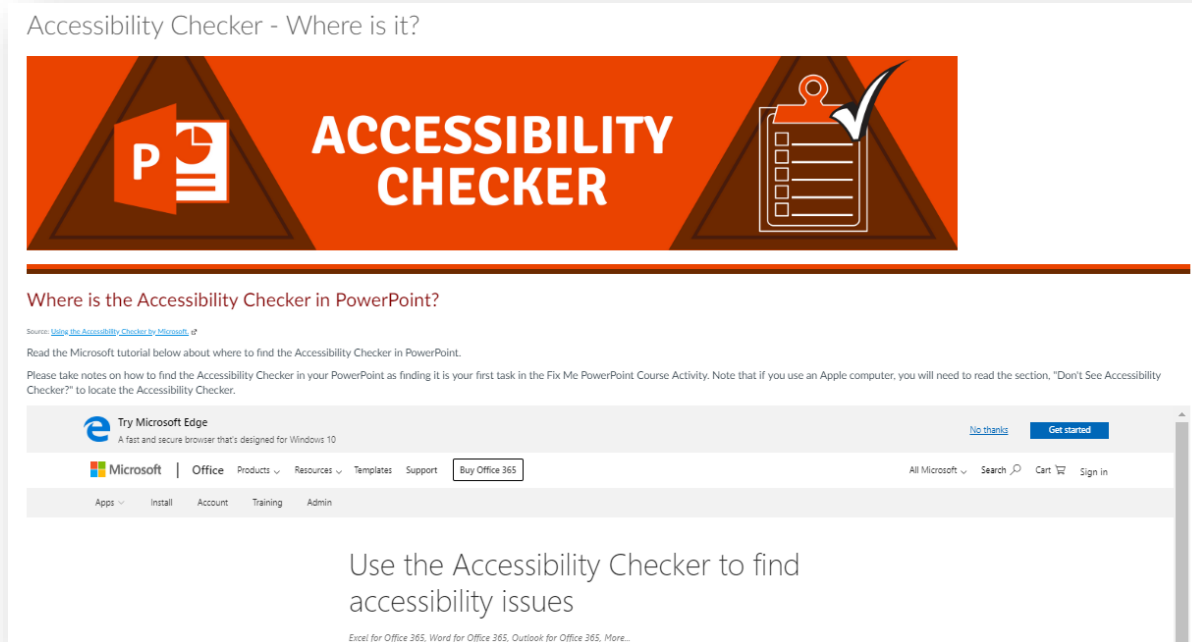
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iframe PowerPoint Support


PARTICIPANTS HAVE DIFFERENT TOOLS & SOFTWARE

- **Faculty & Faculty Support Staff have:**
 - Windows/Mac
 - Different PowerPoint versions
- **PowerPoint Software is constantly updating**
- **Convenient solution** to showcase/update tutorials






CCC Accessibility Center Help Desk

 A Technology Support Community for
California Community College Staff and Faculty




HOME CATEGORIES ABOUT NEW POST Find or start a conversation  Sign In Register

Community Home // All Categories // CCC Accessibility Center // CCC Accessibility Center

**CCC Accessibility Center**
42 Conversations · 48 Followers


Find or start a conversation 




Pinned Conversations

 **Using the Accessibility Help Desk**
Hello, I am interested in getting started using the Accessibility Help Desk, can you help me u...
CCC Help, 1 year ago · Last reply: Sean Keegan, 1 year ago
? Question · Answered  1  1

Conversations


ALL QUESTIONS ARTICLES IDEAS PROBLEMS PRAISE ANNOUNCEMENTS


Recent Conversations Conversations 1 - 15 of 33


 **Screen readers accessing pdf in browser**
We have several documents online that are PDF, including our college catalogs. Recently, so...
Aricia, 3 weeks ago · Last reply: Aricia, 2 days ago
⚠ Problem · Acknowledged  1  8


The CCC Accessibility Center Help Desk provides answers and information regarding web accessibility issues common to California Community Colleges. Ask questions about websites, online videos, web applications, or mobile app accessibility to get a response from accessibility subject matter experts!


Categories

 **CCCTC System Alerts**
148 Conversations · 427 Followers

 **CCCApply**
505 Conversations · 347 Followers

 **CCC Report Center**
221 Conversations · 293 Followers

 **International Applications**
151 Conversations · 196 Followers

 **CCC MyPath**
69 Conversations · 51 Followers


view all >>

Other Micro-Courses

[Accessibility Essentials Micro-Courses](#)


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in Canvas




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Thank You!



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