

Who is Responsible for Accessibility of Digital Courses?

Instructors, Disability and Accessibility Services, and Digital Education

- **Test** the accessibility of software, mobile apps, and websites used in digital courses
- **Develop** accessibility plans proactively when barriers are found
- **Work** together to identify and implement appropriate accommodations when barriers are encountered

Instructor	Disability and Accessibility Services (DAS)	Digital Education (DE)
<p>As the subject matter expert and the course developer, an instructor:</p> <ul style="list-style-type: none">• Designs clear and consistent navigation.• Writes alternative text descriptions for images.• Creates documents using accessibility guidelines.• Retains original files (Word, Excel, PowerPoint, etc).• Uses captioned media whenever possible (with support from DE).• Writes math equations with LaTeX (Canvas equation editor).• Checks accessibility of required software, mobile apps, and websites (in conjunction with DS and DE).• Supplies DAS with course materials upon request for an accommodation.• Prepares accessibility plans for inaccessible content (with support from DAS and DE).• Seeks support from DE and DAS when accessibility concerns are raised.• Reviews and Corrects video captions to 100% accuracy.	<p>As a student and faculty resource with expertise in assistive technologies and accessibility requirements, DAS:</p> <ul style="list-style-type: none">• Increases awareness of the disability experience and works with faculty and staff to proactively reduce barriers by:<ul style="list-style-type: none">○ Hosting open events.○ Offering drop-in hours and individual consultations.• Reviews students' documentation of disability and determines eligibility for accommodation.• Leads efforts to ensure students are appropriately accommodated.<ul style="list-style-type: none">○ Notifies faculty when an accommodation is required○ Supplies students with an accessible format textbook○ Provides alternative/accessible format of PDFs, PowerPoints, etc.○ Administers other reasonable auxiliary aids and services• Develops training materials (guidelines, how-to videos, documents, and step-by-step instructions)• Maintains training materials	<p>As a student and faculty resource with expertise in online technologies and LMS capabilities, DE:</p> <ul style="list-style-type: none">• Provides automated media captioning service for course accommodations (faculty must review and correct captions).• Assists DAS with modification of course materials for timely accommodation.• Offers training sessions and one-on-one consultations for faculty.• Reviews courses for accessibility concerns upon faculty request and provides feedback and support to faculty (in conjunction with DS).• Supports accessibility plan development to proactively address course barriers (in conjunction with DAS).