Disability Resource Center and Accessible Materials

# Section 508: USG and UGA Policy

[Electronic and Information Technology Accessibility Policy Memorandum](https://eoo.uga.edu/policies/electronic-information-technology-accessibility)[[1]](#endnote-1)**: Ensuring equal access to technology is the responsibility of each department affiliated with UGA.**

* Consider disability access when any new technology is purchased
	+ This includes video materials (captions)
	+ Online instructional systems that are compatible with screen readers
* Respond in a timely manner when an access issue related to existing technology is identified
* Examples of content that must be accessible:
	+ Documents
	+ Webpages
	+ Videos
	+ Online Instructional Systems (WebAssign)
	+ Library Databases

# DRC Background and Common Barriers

The Disability Resource Center serves approximately 1,850 students with a variety of disabilities including physical, cognitive, and psychological (e.g. learning disabilities, ADHD, Cancer, traumatic brain injuries, deaf and hard of hearing, and visual impairments). Two common barriers to course materials arise with:

* Videos
	+ Uncaptioned videos
		- Faculty generated videos
		- Using uncaptioned videos from outside sources
* Documents (PDFS, word docs)
	+ Inaccessible to screen reading software (not OCR’d, difficult to navigate, lacking alt tags, poor quality of scanned documents)

# Captioned Media Tips:

## Outside Content

### Use Reliable Sources

* Library: Films on Demand and Kanopy
* YouTube include “cc” after the topic of interest in the search
* Ted Talks
* [Survey of News Sources for Captioning](https://drc.uga.edu/site/content_page/survey-of-news-sources-for-captioned-media)[[2]](#endnote-2)

Contact the Disability Resource Center if assistance is needed.

## UGA Produced Content

[In house (DIY) and outsourced](https://drc.uga.edu/site/content_page/diy-resources-for-captioning-online-media)[[3]](#endnote-3)

[Adding Captions in Kaltura](https://help.elc.uga.edu/faculty/kaltura-audio-and-video/captioning/)[[4]](#endnote-4)

# Accessible Document Tips:

**Purpose:** Designing for Screen Reader Compatibility and Navigability; most commonly used in eLC: PDF’s and Word Docs

PDF

### Use Reliable Sources

Openstacks and Library Data Bases

### Scanned Documents

* Quality of the scan
* OCR recognition
	+ some scanners automatically do this
	+ run in Adobe Acrobat Pro

## Word

Semantic Structure: use styles for headings, lists, emphasis

For additional Information utilize resources through the [DRC Accessibility Checklist](https://drc.uga.edu/content_page/accessibility-checklist1)[[5]](#endnote-5), [Web Accessibility Group for Higher Education](http://www.amacusg.gatech.edu/wag/Handouts_and_Recordings)[[6]](#endnote-6) and [Web Accessibility in Mind](http://webaim.org/)[[7]](#endnote-7)

1. URL: <https://eoo.uga.edu/policies/electronic-information-technology-accessibility> [↑](#endnote-ref-1)
2. URL: <https://drc.uga.edu/site/content_page/survey-of-news-sources-for-captioned-media> [↑](#endnote-ref-2)
3. URL: <https://drc.uga.edu/site/content_page/diy-resources-for-captioning-online-media> [↑](#endnote-ref-3)
4. URL: <https://help.elc.uga.edu/faculty/kaltura-audio-and-video/captioning/> [↑](#endnote-ref-4)
5. URL: <https://drc.uga.edu/content_page/accessibility-checklist1> [↑](#endnote-ref-5)
6. URL: <http://www.amacusg.gatech.edu/wag/Handouts_and_Recordings> [↑](#endnote-ref-6)
7. URL: <http://webaim.org/> [↑](#endnote-ref-7)