ACCESSIBILITY GUIDELINES

California community colleges are required by state and federal law to ensure that distance education is accessible to all users. Delivery systems and content must be accessible to all users in accordance with the accessibility guidelines found in the California Community Colleges' Distance Education Guidelines and specifically in keeping with the California Community Colleges' Distance Education Access Guidelines for Students with Disabilities.

For information about Student Accessibility Services (SAS) and accommodations, visit the <u>SAS website (http://ss.marin.edu/sas)</u>.

ACCESSIBLE INSTRUCTIONAL MATERIALS

Accessibility requirements of Section 508 of the Americans with Disabilities Act apply to all content delivery. Attention to course access also increases the usability for all users.

To meet accessibility requirements, all course content, including outside links and publisher content must provide:

- Alternative ("alt" text) for all Images that provide a textual equivalent of the image in order to provide access for students with visual impairments.
- Closed captioning in all videos and transcripts for audio clips and podcasts.
- Adequate use of color contrast, font size, and font style to ensure readability (for example, minimum 12-point black Arial text on a white background) on content pages.
- When necessary, plain text versions of Web pages will also be made available
- Consistent use of headings (for example, Heading 1, Heading 2, etc) on content pages and uploaded documents.
- PDF files that are text-based (not scanned) and use screen-readable heading structure.

Attributes that will help to ensure your course is universally designed for all users include:

- Providing an uncluttered interface with consistent layout and navigation.
- Avoiding moving or flashing images and self-starting video or audio
- Accommodating a wide range of individual learning preferences and abilities
- Communicating necessary information to the user regardless of ambient conditions or the user's sensory abilities

VIDEO CAPTIONING

COM is eligible for a Distance Education Captioning and Transcription grant (DECT) that provides captioning services at no cost.

There are two ways to request captioning. We recommend using 3C media to house your videos as this is the CCCCOs contracted and preferred vendor. Doing so will expedite the captioning process being our contracted captioning service has access to this site. If you don't already have a 3C Media account, you can register for one here (https://www.3cmediasolutions.org/user/register).

Option 1: Videos Under 10 minutes

Captioning for videos under 10 minutes in length can be requested directly through 3C media. Once you have uploaded your video, use the request captioning feature located in your My Media Tab.

1. From your "My Media" tab, click the "Details & Options" link to the right of the media for which you want captions
2. Under "Tools", click on "Submit the Media for Captioning"
3. Fill out and submit the form

Option 2: Videos Over 10 minutes, Videos from Other Sites, and Copyrighted Videos

Videos over 10 minutes need to be completed by filling out a designated form which is then sent to our captioning vendor. Complete this form (http://forms.marin.edu/form/video-captioning-request-form) for each video you would like captioned.

ACCESSIBILITY RESOURCES

- Instructors Quick Reference Guide to SAS (http://ss.marin.edu/sas/faculty-resources)
- WebAIM's WCAG 2.0 Checklist (http://webaim.org/standards/wcag/checklist)
- Creating Accessible Courses (http://www.marin.edu/WORD-PPT/Accessible-Moodle-Courses_r1.pdf)
- CCCCO Distance Education Accessibility Guidelines (http://www.htctu.net/dlguidelines/2011%20Distance%20Education%20Accessibility%20Guidelines%20FINAL.pdf)
- National Center for Universal Design Guidelines (http://www.udlcenter.org/aboutudl/udlguidelines)