

WHO's Responsible for Accessibility of Online Courses?

Instructors, Distance Education and Disability Services

- **Test** the accessibility of software and web apps used in online courses.
- **Develop** Accessibility Plans proactively when barriers are found.
- **Work** together to identify and implement appropriate accommodations when barriers are encountered.

Instructors

RESPONSIBILITIES



As the subject matter expert and the course developer, an instructor:

- **Designs** clear & consistent navigation.
- **Writes** alternative text descriptions for images.
- **Creates** documents using accessibility guidelines (pcc.edu/access).
- **Retains** original files (PowerPoint, Word, etc.)
- **Uses** captioned media whenever possible.
- **Writes** math & science with MathML (D2L equation editor), LaTeX, MathType or Libre Office.
- **Checks** accessibility of required software & web applications used in course at pcc.edu/access.
- **Supplies** DL & DS with course materials upon request for an accommodation.
- **Prepares** Accessibility plans for inaccessible content.

Distance Education (DL)

RESPONSIBILITIES



As the online course development facilitator & faculty resource, DL:

- **Provides** media captioning for DL course accommodations.
- **Assists** DS with retrofitting course material for timely accommodation.
- **Offers** training sessions (F2F & Online) & over-the-shoulder assistance.
- **Develops** training materials (Accessibility Guidelines Handbook & Quick Guide).
- **Reviews** courses for accessibility & provides feedback & support to instructors.
- **Supports** Accessibility Plan development to proactively address course barriers.
- **Facilitates** subject area accessibility studies.
- **Maintains** pcc.edu/access_website with how-to video tutorials & step-by-step instructions.

Disability Services (DS)

RESPONSIBILITIES



As a student & faculty resource, with expertise in alt formats and assistive technologies, DS:

- **Increases** awareness of the disability experience & works with staff & faculty to proactively reduce barriers by
 - ▶ **Hosting** open events,
 - ▶ **Offering** drop-in hours, & individual consultations.
- **Reviews** documentation of disability & determines student eligibility for accommodation.
- **Leads** efforts to ensure students are appropriately accommodated.
 - ▶ **Notifies** faculty & DL when an accommodation is required.
 - ▶ **Supplies** students with an accessible format of the textbook.
 - ▶ **Provides** alternative format of PDFs, math/ science and publisher PPTs.
 - ▶ **Administers** other reasonable auxiliary aids & services.