DISTANCE LEARNING COURSE ACCESSIBILITY AGREEMENT

The questions below concern the accessibility of your distance-learning course for students with disabilities. The instructor who is teaching this course will ensure accessibility of the instructional materials by agreeing to abide by the following criteria when creating content for online courses such as: graphics, animations, videos, audio, PDF and Word documents, and/or Adobe Flash.

Yes	No	Requirement and *Purpose*
☐	☐	1. Using Moodle? The current course management software we use has been certified section 508 compliant. This means when using this system the delivery of your content is guaranteed accessible. However, as the instructor or course creator you must make sure that the content you provide within the CMS is accessible by using the following methods in the boxes below.
☐	☐	2. Using images or animation? A text equivalent is provided for every non-text element, including both images and animated objects. *This will enable a screen reader to read the text equivalent to a blind student.*
☐	☐	3. Using multimedia? Equivalent alternatives for any multimedia presentation are synchronized with the presentation. Videos and live audio must have captions and/or a transcript. With archived audio, a transcription may be sufficient.
☐	☐	4. Using documents? Ensure accessibility content, including PDF files**,** Microsoft Word documents, PowerPoint presentations and Adobe Flash content. PDF documents and other content must be as accessible as possible. If you cannot make it accessible, consider using HTML instead or, at the very least, provide an accessible alternative. PDF documents should also include a series of tags to make it more accessible. *A tagged PDF file looks the same, but it is almost always more accessible to a person using a screen reader.*
☐	☐	5. Using forms? When electronic forms are designed to be completed online, the form allows students using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
☐	☐	6. Using timed quizzes? When a timed response is required, the user is alerted and given sufficient time to indicate more time is required.
☐	☐	7. Using web pages? -Ensure links make sense out of context. Every link should make sense if the link text is read by itself. *Screen reader users may choose to read only the links on a web page. Certain phrases like "click here" and "more" must be avoided.* -Ensure that webpages meet 508 standards by testing through Cynthia Says (http://www.cynthiasays.com/) or through the AccVerify/AccRepair programs (available in the SRC). For step by step instructions, follow the guidelines on the Accessibility Guidelines website: http://www.gavilan.edu/drc/access.html. When creating html content, you can use a 508 compliant program that Gavilan supports such as: Dreamweaver or Contribute (available in the SRC).

You can visit Gavilan's Section 508 Standards for Electronic & Information Technology at http://www.gavilan.edu/drc/Gavilan508.html.
For more information on accessibility, see The Access Board provisions at (http://www.access-board.gov/sec508/guide/1194.22.htm#(a)) and the WebAIM Section 508 Checklist at (http://www.webaim.org/standards/508/checklist).