

# Student Accessibility Services

Faculty and Staff Tip Sheet – March 2024

[www.muskingum.edu/accessibility](http://www.muskingum.edu/accessibility)

## Accessibility Features for Online Documents

Please remember to review your online documents to ensure they meet accessibility guidelines. Having accessible documents ensures that all students, regardless of disability, have access to the materials.

Quick Guide:

- **MS Word, PowerPoint & Excel:** All offer accessibility checker under *Review* -> *Check Accessibility*. It will give you a list of any issues and details of ways to edit to be more accessible.
- **Adobe Pro:** This paid version has an accessibility checker. Checkout Adobe's [Create and Verify PDF Accessibility](#)
- **Blackboard:** All posted material or attachments can be checked for accessibility by clicking on the Accessibility Icon (Figure 1) or Accessibility Score meter (Figure 2). Students can also use the Ally (Figure 3) feature to access documents for their specific needs.

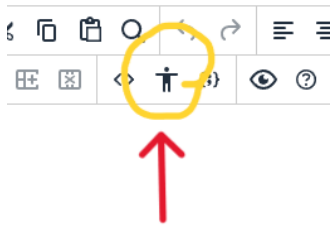


Figure 1: Accessibility Icon

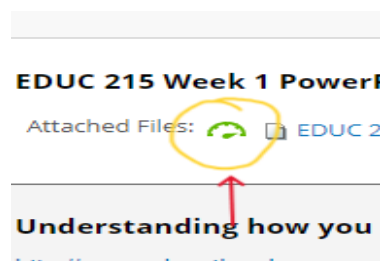


Figure 2: Accessibility Score

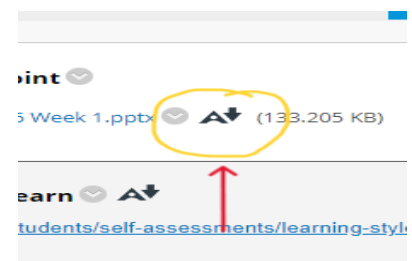


Figure 3: Ally

- For further information, review the [Online Accessibility Reminders](#)

## Autism Awareness

Tuesday, April 2, 2024, is Autism Awareness Day and April is Autism Awareness Month. For more information about working with students who have Autism, please plan to attend the Autism Awareness event hosted by PLUS and Student Accessibility Services at 11:00 a.m. on Teams, April 2.

### Staff Highlight

#### Cindi Mazek – Testing Proctor

- How long have you been a proctor at Muskingum University?

Cindi: 11 years.

- Why do you enjoy proctoring at Muskingum University?

Cindi: Giving back to the community and helping students.

- What is a proctoring memory/experience that you have enjoyed?

Cindi: Doing a test in Boyd and seeing the skinned cats!

