

Student Accessibility Services

Faculty/Instructor Accessibility Reminders

Updated Summer 2023

Syllabi:

The REQUIRED syllabi statement for ADA and Student Accessibility Services is as follows:

ADA and Student Accessibility Services – Updated Dec2022

This statement is required to appear in all syllabi

Muskingum University aims to create a learning environment that is accessible for all students. In accordance with the Americans with Disabilities Act, any student with a need for accommodations based on a temporary or long-term disability is encouraged to contact Student Accessibility Services to determine the reasonable accommodations that may be available. Students requesting accommodations will need to schedule a meeting with Student Accessibility Services and provide documentation supporting the need for the requested accommodations. Accommodations are not retroactive; therefore, students should contact Student Accessibility Services as soon as possible when accommodations are needed. Student Accessibility Services is located in Walter Hall, Office 26 and can be reached by phone at 740-826-8280 or by email at accessibility@muskingum.edu. Additional information about services and supports can be found at www.muskingum.edu/accessibility.

Blackboard Preparations:

Please make sure to check your courses and documents for accessibility. The following guiding questions can help you to increase the accessibility of your course and materials. Blackboard also provides Ally for checking your courses. Ally provides a report listing areas that need addressed and even provides suggestions on how to fix accessibility errors.

1. Keyboard Access: Can users access all functions and content, and complete all tasks, independently by using only the keyboard (<tab>, <enter>, <spacebar>, <esc>, and arrow keys)?
2. Logical Reading Order: Does the keyboard navigation and screenreaders follow a logical, predictable order?
3. Alternative (Alt) Text: Are all important images and graphics labelled with meaningful text, associated captions, or adjoining descriptions so, for example, people who are blind and use assistive technology will have access to the relevant information contained in the image or graphic?
4. Links: Are links well-named and unambiguous so users who are blind – without having to read nearby content – will understand the purpose and destination of each link? Common examples of ambiguous link names include “click here,” “read more,” “see all,” “<http://...>”, etc.
5. Color: Is there at least a 4.5:1 contrast ratio for normal size text and a 3:1 contrast ration for large scale text? Are there any instances where color alone is used to distinguish an object, state, or meaning?
6. Videos: Is captioning present?
7. Magnification: Have you re-tested everything when content is magnified? A general test is at 200% on a standard laptop screen.
8. Electronic documents: In addition to all tips above, check the accessibility using the software’s built-in accessibility checker. Microsoft Word - “Check Accessibility” feature; Adobe Acrobat Pro - “Accessibility Checker” feature; Blackboard - “Ally” feature

If you have any questions or need support in increasing the accessibility of your courses, please feel free to reach out to Student Accessibility Services at accessibility@muskingum.edu or by calling 740-826-8280.

We wish everyone a great Fall semester!