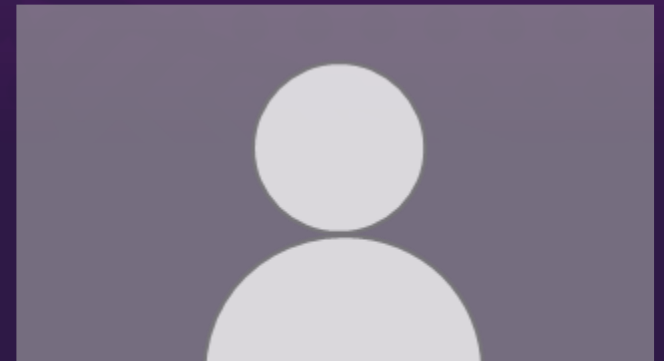




techknowledge^{atd}

NEW ORLEANS | FEB 7-9, 2023

Design Inclusive Training Using Real-Time Accessibility Tips



WELCOME

- For translation or closed-captioning services, please scan the QR code on the right into your phone.
- Para servicios de traducción o subtítulos, escanee el código QR a la derecha en su teléfono.
- Para sa pagsasalin o sarado captioning services, mangyaring i-scan ang QR code sa kanan sa iyong telepono.
- 对于翻译或闭接字幕服务，请将右侧的QR 码扫描到您的手机中。



translate.it/JPIAQ

Disclaimer

I am not an accessibility expert

Like you, I am still learning

I still make mistakes

I have done my best to make these materials as accessible as possible



Poll

When designing virtual training materials and presentations, which of the following do you consider?

(Select all that apply)

- Different learning abilities
- Different languages
- Literacy level of participants
- Accessibility
- None of the above

Various Learner Challenges

Sensory/Mobility Challenges	Mobility/Cognitive Challenges	Cognitive/Language Challenges
You have limited vision and need a magnifying glass to read print. You set your computer to enlarge text.	You have Cerebral Palsy and limited mobility, with limited fine motor control in your hands. You use a wheelchair.	You have ADHD and have difficulty sitting still and concentrating for extended periods of time.
You are hard of hearing and wear a hearing aid.	You are a veteran who lost your dominant hand during combat and have therapy to learn how to use your other hand.	You have been in the US for about a month and are learning to apply the English that you studied in school, but it's very different than you expected!
You are a little person whose standing height is approximately 3'6" tall.	You are autistic and interpret everything literally. You have difficulty interpreting social cues and body language.	You read at a third-grade level. No one knows because you've been able to cover it so well.

YOUR JOURNEY HERE

- What would be different about this day if this situation applied to you?
- What learning barriers would you encounter, if any?
- What accessibility tools could you use to help you get here?



What Accessibility Can Help People Achieve



Let's Chat

When should we start
incorporating accessibility
into our training and
instructional design
process?



Cam Beaudoin (He/Him) • Following

Helping teams recalibrate their approach to Accessibility and Inclusion | CPW...

1mo •

"We'll do it at the end of the sprint"

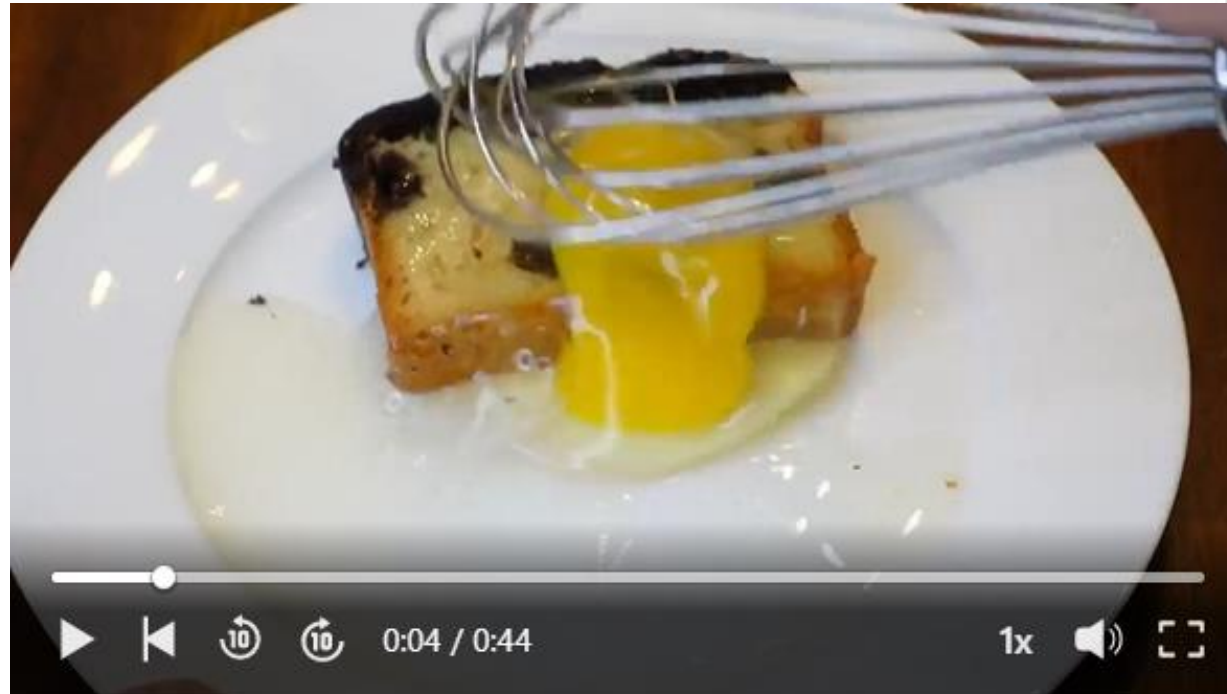
Come on, are we still hearing this excuse?

Network, give me your top reasons why this isn't the right way to handle accessibility!

#a11yProTips 📌 Are you following this?

#accessibility, #userExperience, #communication, #softwareEngineering

(alt: we'll add accessibility at the end)





Before Training

Determine Accessibility Needs

01

Know the accessibility features of the platform

02

Ask what accommodations are needed (give a deadline!)

03

Arrange for requested accommodations (ASL, CART, etc.)

04

Ensure all training materials are accessible using an accessibility checker

05

Arrange for videos to have transcript or audio descriptions

06

Distribute materials to participants before the training

07

Meet with interpreters or CART (live captioning) service providers to review materials

Determine Accessibility Needs (Activity)

- Know the accessibility features of the platform
- Ask what accommodations are needed (give a deadline!)
- Arrange for requested accommodations (ASL, CART, etc.)
- Ensure all training materials are accessible using an accessibility checker
- Arrange for videos to have transcript or audio descriptions
- Distribute materials to participants before the training
- Meet with interpreters or CART (live captioning) service providers to review materials

Microsoft Accessibility Templates

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Feedback

Options

New

← All accessible 🔍

Take a tour

Welcome to PowerPoint

Infographic shapes

Our History

Milestone and history timeline

Product Roadmap

Roadmap timeline dark

Sequences infographics images

Our History

Milestone timeline

Product Roadmap

Roadmap timeline light

Pet images

People images

New

← All accessibility 🔍

Making Templates Accessible

Accessibility guide

Search results from your other Office applications

Excel: 3

Invoice accessibility guide

Monthly Budget accessibility guide

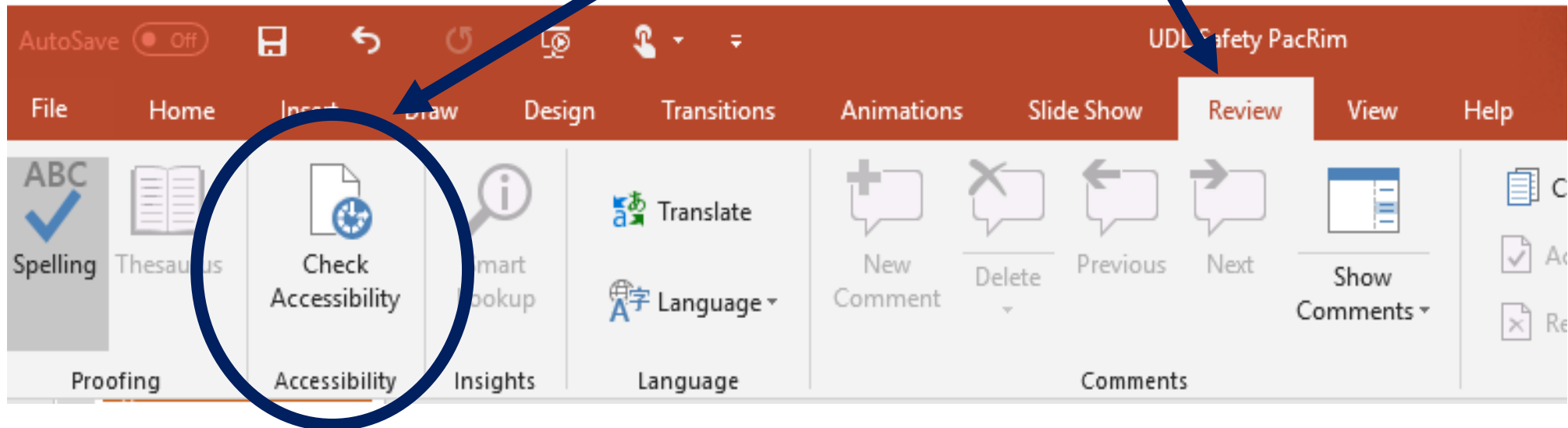
Inventory List accessibility guide

Word: 4

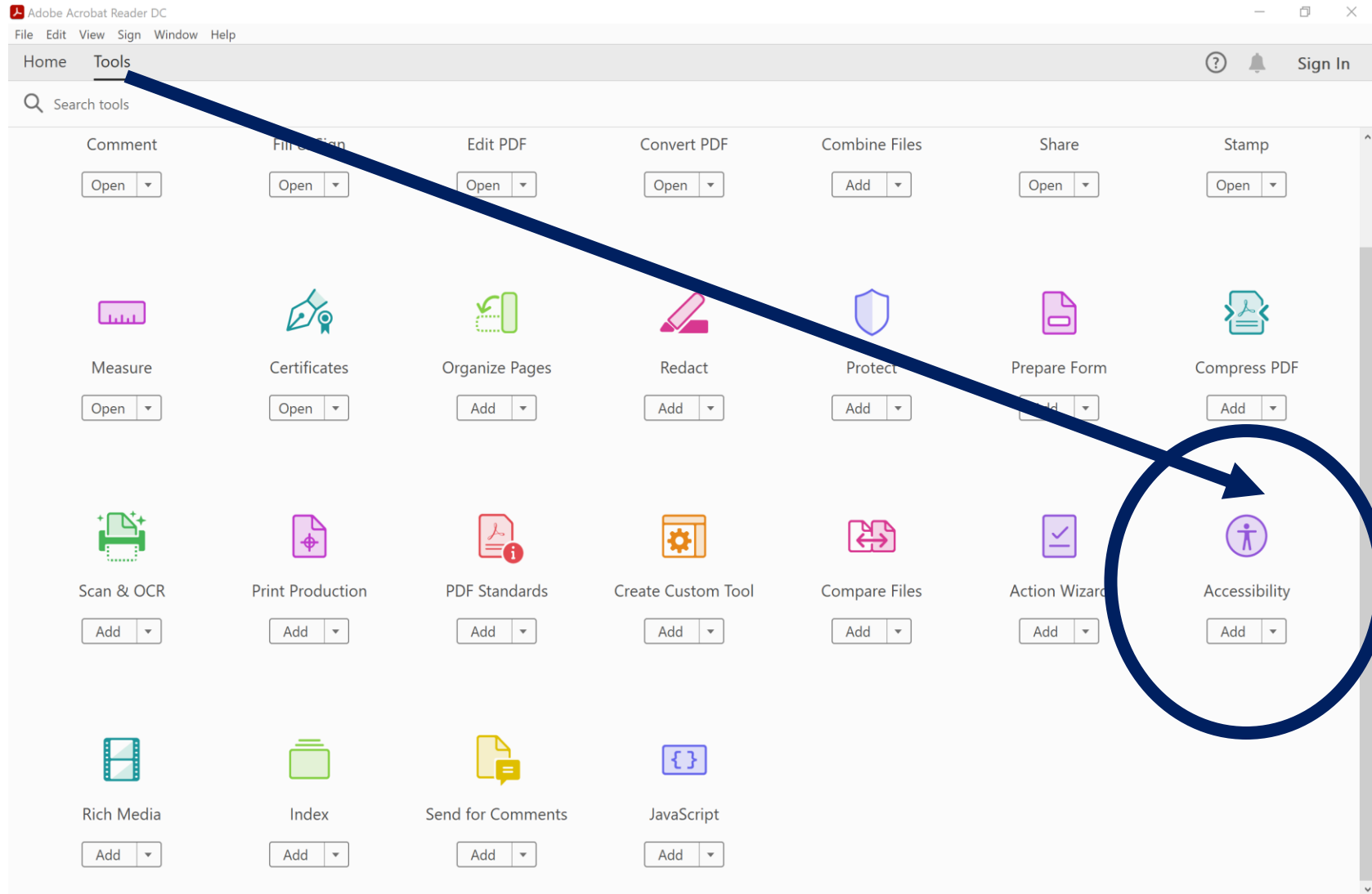
©KITA LLC 2023

Microsoft Accessibility Checker

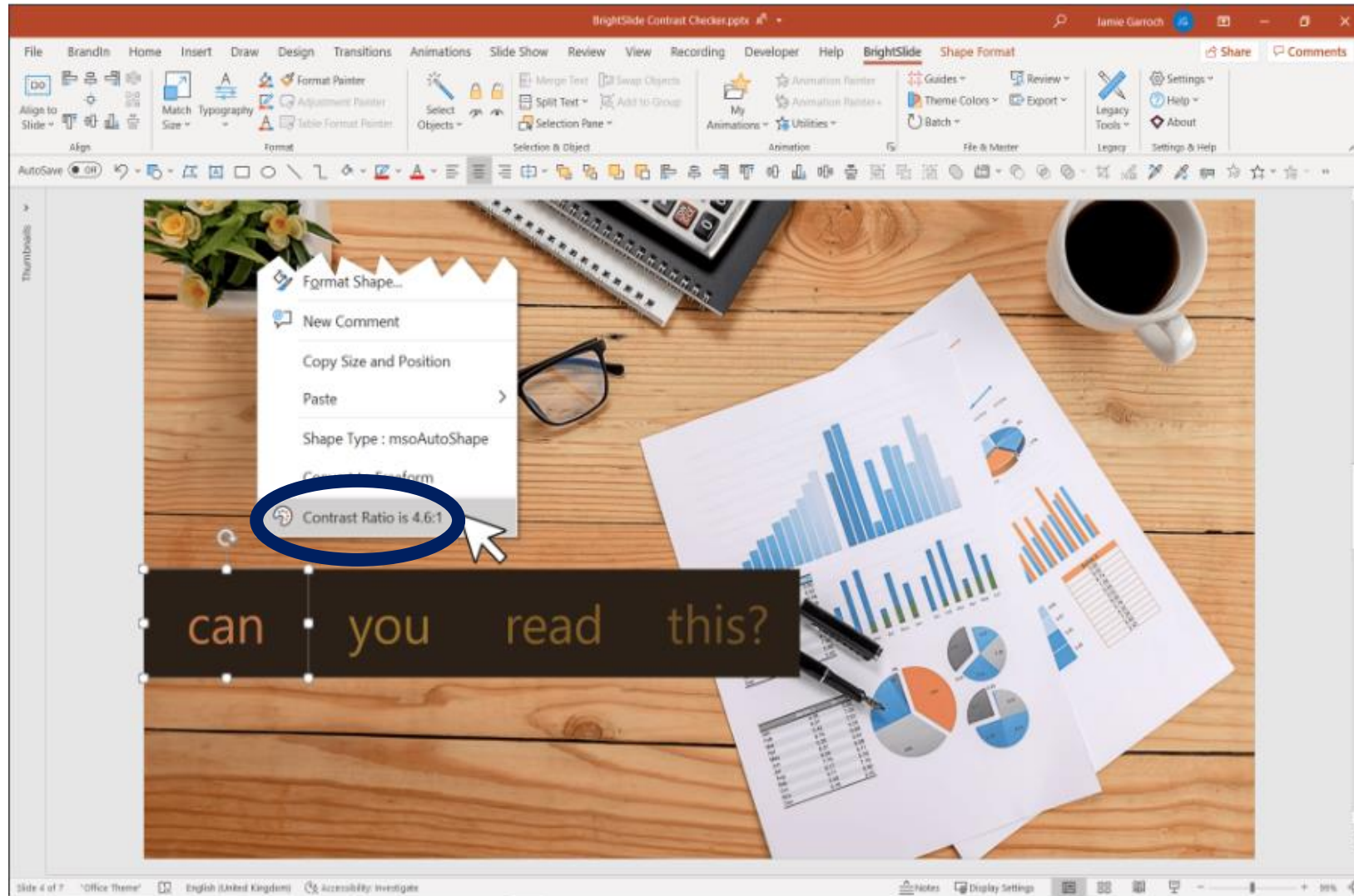
All Microsoft Programs have an accessibility checker



Adobe PDF Accessibility Checker



Color Contrast Checker – Bright Carbon





During Training

A woman with long dark hair, wearing a grey textured sweater, is shown in profile, looking towards a computer monitor. The monitor displays a video conference with several participants. A circular graphic overlay is positioned over the right side of the image, containing the text 'Visual Descriptions'.

Visual Descriptions

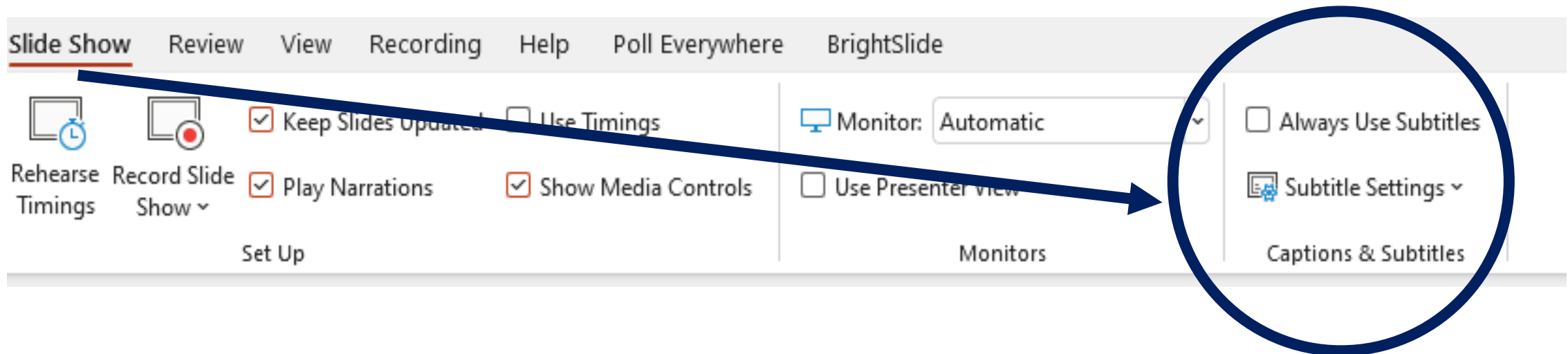


Person-First
Language?

Identity-First
Language?

Inclusive Language

Subtitles and Translation Using PowerPoint



Subtitles Using Google Slides

The image shows the Google Slides interface for an "Untitled presentation". The top navigation bar includes the Google Slides logo, the title "Untitled presentation", and icons for star and share. Below this is a menu bar with "File", "Edit", "View", "Insert", "Format", "Slide", "Arrange", and "Tools". The "View" menu is open, showing options like "Zoom", "Motion", "Background", and "Slideshow". The "Slideshow" option is circled in blue. To the right of the menu bar, there are icons for comments, a video call button, a "Slideshow" button with a dropdown arrow, and a yellow "Share" button. Below the menu bar, there is a toolbar with a "+" button, a "Background" button, and a "Themes" button. The "Slideshow" button is also circled in blue. The "Slideshow" dropdown menu is open, showing options: "Exit full screen" (Ctrl+Shift+F), "Exit slideshow" (Esc), "Auto-play", "Captions preferences" (circled in blue), and "More". To the right of the "Slideshow" menu, there is a "Toggle captions (English only)" button (Ctrl+Shift+C) and a "Text position" and "Text size" dropdown menu.

Untitled presentation ☆

File Edit **View** Insert Format Slide Arrange Tools

Background Themes

Slideshow

Exit full screen Ctrl+Shift+F

Exit slideshow Esc

Auto-play

Captions preferences

More

Toggle captions (English only) Ctrl+Shift+C

Text position

Text size

Automatic Closed Captioning

zoom



You Tube


vimeo

Oll


Otter.ai

Microsoft Translator




 Conversation Settings

Show original text




Show partial messages

Display incomplete translations as they become available




Auto-play messages




Presenter mode

Switch microphone to always-listening and mute all other participants. Ideal for giving talks and presentations




Mute All

Mute all others in this conversation




Lock conversation

Prevent new participants from joining the conversation



Participants

 Gwen (You) • Host

English

Let's Discuss

Should cameras be on or off during virtual training?

Why or why not?





To GIF or not to GIF?

- Don't use GIFs that loop quickly
- Avoid GIFs with bright colors that flash
- Whenever possible, provide a way to stop or hide the GIF



After Training

Continue Using Accessibility



Save and
distribute the
chat



Send transcript
of the training



Debrief with
producers,
interpreters,
facilitators



Invite feedback
from
participants

Large Group Discussion



What is one thing you will do differently when designing or delivering virtual training courses?

What is your biggest takeaway from this session?

One Final Thought





Let's Continue the Conversation!

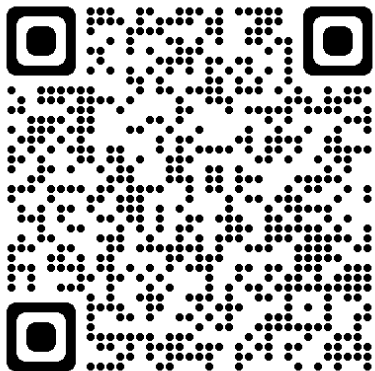
- Look for our Virtual Accessibility Thread in the Juno Platform
- Share best practices, tips, accessibility finds, etc.!

Questions?

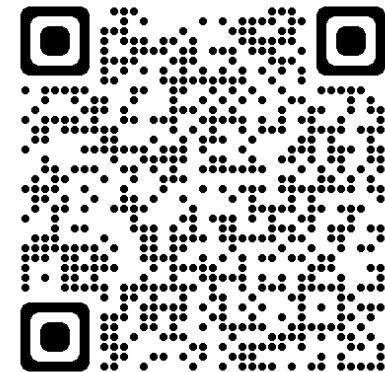
Gwen Navarrete Klapperich, M.Ed., CPTD



gwen@kitaconsultingservices.com



[Accessibility and UDL | KITA Consulting](#)



[LinkedIn](#)

FEEDBACK COUNTS

Your feedback helps ATD continue to provide top-notch educational programs that help you stay on top of a changing profession.



The evaluation form for this session is available via the mobile app, QR code and at the following link:
techknowledge.td.org