

Who's Responsible for Accessibility of Online Courses?

Instructors, Distance Education and Disability Services collaborate and coordinate to:

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

Instructor

RESPONSIBILITIES



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

Designs clear and 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 and science with MathML (D2L equation editor), LaTeX, MathType or Libre Office.

Checks accessibility of required software and web applications used in course at pcc.edu/access.

Supplies DL and 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 and faculty resource, Distance Education (DL):

Provides media captioning for DL course accommodations.

Assists DS with retrofitting course material for timely accommodation.

Offers training sessions (F2F & Online) and over-the-shoulder assistance.

Develops training materials (Accessibility Guidelines Handbook & Quick Guide).

Reviews courses for accessibility and 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 and step-by-step instructions.

Disability Services (DS)

RESPONSIBILITIES



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

Increases awareness of the disability experience and works with staff & faculty to proactively reduce barriers by

- ▶ **Hosting** open events,
- ▶ **Offering** drop-in hours, and individual consultations.

Reviews documentation of disability & determines student eligibility for accommodation.

Leads efforts to ensure students are appropriately accommodated.

- ▶ **Notifies** faculty and 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 and services.