HUMBER

Inclusive Design

Our On-Demand Offerings

These are interactive face-to-face sessions available by request for groups of 3 or more faculty. Think of them as customized, on-demand workshops for you and your colleagues. Associate deans, program co-ordinators, and faculty are all welcome to book sessions. For one-on-one support for any of these topics, please refer to the [consultation page](#).

Check back often, as new modules added on a regular basis.

Creating Accessible Documents 1 (CAD1)

With Ontario's commitment to be a fully accessible province by 2025 through the implementation of the AODA, knowing how to create accessible learning materials is crucial! Humber College has committed to Accessible Education as one of its Strategic Pillars. Creating and providing accessible documents is about inclusion, equity, and social responsibility.

Creating Accessible Documents 1 (CAD1) will review WCAG accessibility guidelines and AODA requirements applicable to creating digital content and documents. In this 2-hour hands-on session, you will learn the fundamentals of creating accessible materials **and** modify inaccessible content to comply with accessibility standards. You will walk away with strategies and a toolbox full of apps and resources to help with making your content accessible.

Learning Outcomes

- Identify different types of disabilities.
- Recognize the different legislation and guidelines related to accessibility.
- Identify accessibility requirements and issues for digital content.

- Apply accessibility guidelines to digital content and documents.

NOTES

- Earn the **Digital Document Accessibility Training Certificate of Achievement (DDAT)** upon completion of CAD1, CAD2, and CAD3.
- **Creating Accessible Documents 1 (CAD1) and 2 (CAD2)** are also part of the **Inclusive Curriculum Design Certificate (ICDC)**. This training, equivalent to one module in the ICDC, can be used to PLAR into the 6-module ICDC certificate.

Creating Accessible Documents 2 (CAD2)

Creating Accessible Documents 2 (CAD2) consists of three parts:

- Creating Accessible PowerPoint Documents
- Creating Accessible Word Documents
- Creating Accessible PDFs

In this 3-hour hands-on session, **Creating Accessible Documents 2 (CAD2)**, we will apply the accessibility guidelines and requirements for digital content learned in **Creating Accessible Documents 1 (CAD1)** to various documents. You will review the fundamentals of creating accessible materials and modify inaccessible content to comply with accessibility standards. We will dive into PowerPoint, Word and PDF documents and practice making them accessible. You will be introduced to the use of accessibility checkers in PowerPoint, Word and Acrobat Pro and the different features in these software applications to make documents accessible.

Learning Outcomes

- Apply accessibility guidelines to digital content and documents.
- Modify documents to comply with accessibility standards.
- Use accessibility features in PowerPoint, Word, and Acrobat Pro.

NOTE

- Earn the **Digital Document Accessibility Training Certificate of Achievement (DDAT)** upon completion of CAD1, CAD2, and CAD3.
- Prerequisite: CAD1

Creating Accessible Documents 3 (CAD3)

After participating in **Creating Accessible Documents 1 (CAD1) and 2 (CAD2)**, you feel confident that you can recognize accessibility issues in digital documents and are able to apply the AODA and WCAG guidelines and requirements to make them accessible. Now that you have gone back to your own materials and documents and given accessibility a try, you may have some further questions.

Creating Accessible Documents 3 (CAD3) is a 3-hour drop-in working session where you can get those questions answered. Come to this session with your documents that you would like to make accessible and that you may have questions about. We will brainstorm, analyze, and find solutions to your accessibility issues!

Learning Outcomes

- Modify documents to comply with accessibility standards.
- Use accessibility features in PowerPoint, Word, and Acrobat Pro.
- Identify accessibility issues in documents.
- Create accessible documents.

NOTE

- Earn the **Digital Document Accessibility Training Certificate of Achievement (DDAT)** upon completion of CAD1, CAD2, and CAD3.
- Prerequisites: CAD1 and CAD2
- Please bring at least one document (PowerPoint, Word, or PDF) that you would like to make accessible and have questions about.

Creating Accessible PDFs

In this 1-hour lecture style session, we will apply the accessibility guidelines and requirements for digital content and instructional documents, learned previously, to PDF documents in Acrobat DC (Pro).

We will look at the following: Acrobat DC's Accessibility Checker (Full Check), Reading Order, Reflow, and the Tags Pane.

You will walk away with strategies to help with making your PDF documents accessible.

Learning Outcomes

- Identify accessibility issues in PDF documents using Acrobat DC (Pro).
- Use accessibility features in Acrobat DC (Pro).

NOTE

Prerequisite: **WCAG What? Understanding AODA Compliance for Documents or Creating Accessible Documents 1 (CAD1)** and **Creating Accessible Word Documents**

Creating Accessible PowerPoint Documents

In this 1-hour hands-on session, we will apply the accessibility guidelines and requirements for digital content and instructional documents to PowerPoint documents. You will be modifying inaccessible content to comply with accessibility standards.

As well, we will look at PowerPoint's built-in tools for accessibility: Accessibility Checker, slide layouts and Master Slides, and Reading Order.

You will walk away with strategies to help you make your PowerPoint documents accessible.

Learning Outcomes

- Apply accessibility guidelines to digital content and PowerPoint documents.
- Modify PowerPoint documents to comply with accessibility standards.
- Use accessibility features in PowerPoint.

NOTE

Prerequisite: **WCAG What? Understanding AODA Compliance for Documents** or **Creating Accessible Documents 1 (CAD1)**

Creating Accessible Word Documents

In this 1-hour hands on session, we will apply the accessibility guidelines and requirements for digital content and documents to Word documents. You will be modifying inaccessible content to comply with accessibility standards.
As well, we will look at the following in Word with respect to accessibility: Accessibility Checker, Document Structure, and Tables.

You will walk away with strategies to help you make your Word documents accessible.

NOTE

Prerequisite: **WCAG What? Understanding AODA Compliance for Documents** or **Creating Accessible Documents 1 (CAD1)**

Learning Outcomes

- Apply accessibility guidelines to digital content and Word documents.
- Modify Word documents to comply with accessibility standards.
- Use accessibility features in Word.

WCAG What? Understanding AODA Compliance for Documents

In this 1-hour lecture style session, **WCAG What? Understanding AODA Compliance for Documents**, we will review WCAG accessibility guidelines and AODA requirements applicable to creating digital content and documents. You will walk away with a toolbox full of apps and resources to help with making your content accessible.

Learning Outcomes

- Identify different types of disabilities.
- Recognize the different legislation and guidelines related to accessibility.
- Identify accessibility requirements and issues for digital content.

To book an on-demand Digital Fluency module, fill out the following online form.

If you require an alternative method for booking your session to the online form provided, please contact **Mark Ihnat** or **Heidi Marsh** for assistance.

Mark Ihnat

- **Email:** mark.ihnat@humber.ca
- **Phone:** 416.675.6622 **ext.** 4752

Heidi Marsh

- **Email:** heidi.marsh@humber.ca
- **Phone:** 416.675.6622 **ext.** 5836