Blackboard & Blackboard Collaborate

Adding Accessibility and Built-In Features

Purpose of Presentation

Provide information pertaining to Blackboard's accessibility features for faculty, staff and students on Blackboard, Blackboard Collaborate.

Blackboard is accessible out of the box, however, faculty and staff must continue including accessibility when creating modules, and adding items and other course content to Blackboard.

Blackboard

ADDING ACCESSIBILITY

Headers

Headers should be used in a logical order starting with Header 1 (H1), H2, H3, etc. Headers should not jump from H1 to H3.

Headings should be used throughout all Modules. Each Module should follow the same heading setup: H1 – H3, etc.

Format Headers:
1. When adding content into the WYSIWYG (What You See Is What You Get) box, select the text that would be the header and go to the **Formatting** Drop Down Menu.
2. Choose a header.
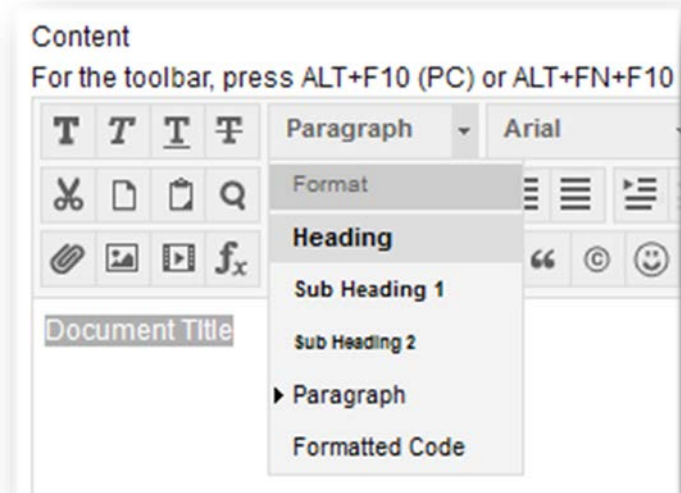
Tables

There are two types of tables (1) data and (2) layout/presentation.

Data tables don't necessarily have to have numbers to be considered "Data". Any table presenting information that has a set header that would follow through the rows and columns would be considered a Data table.

All Data tables need headers set in the Row and Column headers. These headers should always be set as Header (H1).

1. Add a Table in a Module and the i**nsert/Edit Table** box opens. Check the "*Table Caption*" at the bottom of the **General** Tab.

2. Go to the **Advanced** tab. Set the information/summary for table.

3. Set the language direction, left to right.

4. Click **Insert**. The table will appear in the Module.

5. To set the Table Headings – Highlight the top Row (and far side Column if applicable). Use the **Format** Drop Down Menu and select **Heading**.

Alternative (Alt) Text for Images

There are two types of images (1) meaningful/important information and (2) presentation/show. All images need to be "tagged" or described.

When adding an Image an Insert/Edit Image box opens:

1. Under the **General** tab select the image URL.
2. Enter the **Image Description**. If the image is for presentation/show then enter an open and closed quote "".
3. Enter a **Title**, should not be identical to the description.
4. If the image is a chart, graph or other complex image needing a detailed description click on the **Advanced** tab of the Insert/Edit Image box. And enter in a long description.

Alt Text for Documents

Adding alt text does not make a document accessible. Ensure the document is accessible before uploading the document to Blackboard.

To make sure a document is accessible it should be OCR'd (made searchable). This not only helps with accessibility but also helps ESL students, and nontraditional students.

Add alt text:

1. Browse and select the desired file.
2. Add alt text. Alt text provides a textual description of the file.
3. Upload the file.

Videos

Method 1 – Add Item or Module

1. Add a video through the add item or module option.
2. Select the **Embed or Add Video** button.
3. Choose a video file.

Avoid using iframe and flash, due to screen reader compatibility issues.

A download link of the video application should also be added to the page. For example, if QuickTime is used add a "Download QuickTime" link.

Method 2 – Build Content

1. Use the **Build Content** section to add a video.
2. The video will appear at the bottom of all content and must be moved to the appropriate location.

By default**, Video Options** include Autostart, Loop, and Add alignment to content checked as "No". Maintain these settings.

Add a Transcript:

1. Select the **Browse** Button next to Include a Transcript.

Adding a transcript doesn't make the video fully accessible, but does help add additional support for students.

Request a transcript or captioned video from ATI's Accessible Media website for a free: http://ati.gmu.edu/request-services-form/

Blackboard Collaborate

BUILT-IN ACCESSIBILITY FEATURES

Built-In Features: Notifications and Sharing

Audible/Visual Notifications

System messages are used to notify users when important events occur within the session. The following audible and visual notifications should always be enabled:

- Chat Message Received
- Microphone On/Off
- Hand Raised/Lowered
- Participant Joined/Left
- Private Chat Message Received

Enable features:

1. From the Edit menu, select **Preferences**.
2. Under General, select **Audible Notifications** then **Visual Notifications.**

Application Sharing

The Hosting Options define how to display the Application Sharing window while hosting an Application Sharing session.

1. Open the **Preferences** dialog box from the Edit Menu.
2. Select **Hosting Options**.
3. It is recommended to keep the Hide content area un-checked.
4. Select a region highlight color (choose bright, bold colors).
5. Keep Raise shared applications to front checked.
6. Select emphasize cursor (will display a colored ring around your cursor so that it's more visible and easy to follow).
7. Check **Show Notification** (notifies users that an application will be shared).
8. Make these changes to your options and click **Apply** and **Close**.

Built-In Feature: Text Size

Change Chat Text Size

Set the font size for the conversation (messaging). The default value is 13 points. To increase/decrease the font size, do one of the following:

1. From the **Tools** menu, select **Chat**
2. Then **Increase Font Size**.

OR:

1. From the **Chat Options** menu,
2. Select **Increase Font Size**.

Change Notes Text Size

1. Open the **Notes** text window.
2. Go to **Window** in the menu bar.
3. Click **Show Notes**.

OR:

1. Open the notes window and press **Ctrl + E**.

Built-In Feature: Captioning Permissions

Closed Captioning (CC)

The Closed-Captioning feature enables a session attendee to transcribe audio information while a session is in progress.

Other session attendees can view the transcribed text in the live session and in a recording of the session.

It can also be saved to a text file.

There are two types of Closed-Captioning windows: one for entering closed captioning text (input window) and one for reading the text (view-only window).

Grant CC Permissions

The Closed-Captioning permission is not included in the default set of Global permissions. Before Moderators and Participants can enter text in the Closed-Captioning input window, grant a user Closed-Captioning permission.

1. Select the **Closed Captioning permission** icon in the users participant menu.
2. When they are granted permission, they will see the *CC* icon in their menu bar.

Built-In Feature: Enter, View, & Save CC

Enter Captions

After granting permission to closed-captioning, open the Closed-Captioning input window through one of the following:

1. Click on the **Closed-Captioning** button at the top of the Audio & Video panel.

OR:

1. From the Window menu, select Show **Closed-Captioning**. The *CC* box will come up:

View & Save Captions

All Moderators and Participants, upon joining a session have the permission to view the text in the Closed- Captioning window. To open the Closed-Captioning view-only window:

1. From the Window menu, select **Closed-Captioning**.
2. the **Closed-Captioning** button at the top of your Audio & Video panel. Click on it to open the view-only window.
3. Save captions from the **Options** menu when the session is finished.

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Guide to Creating Accessible Electronic Materials

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