

Webcourses@UCF Accessibility/UDL Guide

March 2020



Most Common Concerns

The number one student accessibility request is time extension for quizzes. Within Faculty Tools, in the Course Menu of Webcourses@UCF, are [Quiz Extensions](#) and [UDOIT](#) (Universal Design Online content Inspection Tool, pronounced, "You do it"). Both tools can be launched from the Faculty Tools menu for immediate use. Should you encounter difficulty using these tools or have questions about them, contact [Webcourses@UCF Support](#) for assistance.

Running **UDOIT** is a good place to start with learning what other concerns or barriers may exist in your Webcourses@UCF content. Consider using **UDOIT** as a first step to address Errors (online barriers) and then Suggestions (verification needed). **UDOIT** evaluates content placed into Webcourses@UCF Pages, Discussions, Announcements, and other areas. The U FIX IT tool inside **UDOIT** helps quickly remediate common concerns including color contrast, link naming, alt text, and more. If you would like

assistance with **UDOIT** reports, contact [Webcourses@UCF Support](mailto:Webcourses@UCF.Support). For accessibility guidance about external content including PDFs and videos, keep reading.

Online Accessibility for Documents & Texts


The Center for Distributed Learning offers a wealth of information to help you address concerns within and beyond instructional content in Webcourses@UCF. It is recommended you begin exploring on the [What Is Online Accessibility?](#) CDL webpage. A number of links to more specific issues can be found there including the following:

- [PDF Formatting Guidelines](#)
- [PowerPoint Formatting Guidelines](#)
- [Webcourses@UCF Page Formatting Guidelines](#)

For improved accessibility of text documentation, it is recommended that PDF content be replaced with digital content in Pages whenever possible. If you would like help in converting content from a PDF to Webcourses@UCF Pages, contact [Webcourses@UCF Support](mailto:Webcourses@UCF.Support). Also, the [UCF Subject Librarians](#) can assist you with locating digital texts. The John C. Hitt Library also has [KIC Scanners](#) that can create searchable PDFs and mp4 files from textbooks (preferred accessible alternatives to photocopied PDFs). If you use [Ask a Librarian Chat](#), you can receive digital files directly during regular business hours.

Online Accessibility for Videos & Multimedia

On the [What Is Online Accessibility?](#) CDL webpage and others, there are pages with guidance for video, audio, and multimedia use in Webcourses@UCF. It is recommended to first search for accessible video content with proper CC and/or transcript options, and if you create your own video content, to self-caption or transcribe it.



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- [Creating Accessible Multimedia](#)
 - [A Short Guide to DIY Videos](#)
 - [Tips for Faculty, from Faculty: Video Captions](#) (YouTube video)
 - [Search for properly captioned YouTube videos](#)
 - [Step-by-step Instructions: Video Captions in YouTube](#) (PDF)
 - [Captioning Options to Consider](#) (SharePoint)
 - [Upload Timed Transcripts in Own Vimeo & YouTube](#) (SharePoint)
 - [Streaming Video Options for Faculty](#) (UCF Library)
 - [LinkedIn Learning](#) (Offers captioned videos)
 - [Faculty Multimedia Center](#) (Offers Camtasia, captioning training)

The UCF Librarians can also assist you with locating accessible multimedia content. If you use [Ask a Librarian Chat](#), you can receive digital files directly during regular business hours. If you would like help with uploading caption files or other technical assistance with managing accessibility for videos, contact Webcourses@UCF Support.

For known students with disabilities connected with Student Accessibility Services (which would be identified through a previously received Course Accessibility Letter for Student Accessibility Services), the transition to an online course may pose some academic barriers that may warrant reasonable accommodations. If a student connected with Student Accessibility Services contacts you about necessary online accommodations, do your best to address. If you need assistance as to how to make the course accessible, please contact sas@ucf.edu or call 407-823-2371.

Improving online accessibility and implementing best practices for Universal Design for Learning can feel overwhelming. Yet, know that we are here to help you. Contact us, today!

Webcourses@UCF Support

[Ask a Librarian Chat](#)

[Faculty Multimedia Center](#)

