Who's Responsible for Accessibility of Online Courses?

Instructors, Academic Technology and the Center for Accessible Resources 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.

Retains original files (PowerPoint, Word, etc.)

Uses captioned media whenever possible.

Writes math and science equations with appropriate equation editor.

Checks accessibility of required software and web applications used in course by contacting the ATC@lanecc.edu.

Supplies ATC and CAR with course materials upon request for an accommodation.

Prepares Accessibility plans for inaccessible content.

Academic Technology Center (ATC) RESPONSIBILITIES

As the online course development facilitator and faculty resource, the ATC:

Provides media captioning for course accommodations.

Assists CAR 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 online help system for location of resources, how-to video tutorials and step-by-step instructions.(http://help.lanecc.edu/)

Center for Accessible Resources (CAR) RESPONSIBILITIES

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

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 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.
(AccessibleResources@lanecc.edu)