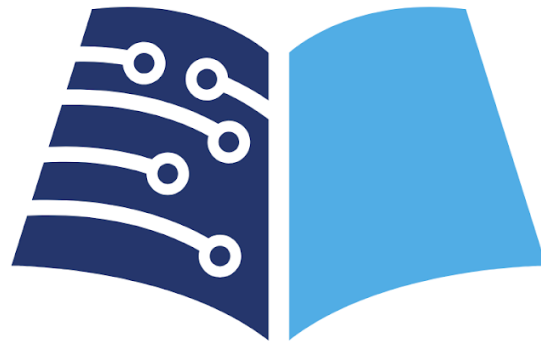




DIGITABILITY

**PROMOTING PEOPLE WITH DISABILITIES' EMPLOYMENT
BY ENHANCING THEIR DIGITAL SKILLS AND COMPETENCES TO SUPPORT
A REMOTE WORKING SCHEME**

Online Learning



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Promoting people with disabilities' employment by enhancing their digital skills and competences to support a remote working scheme.

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1. Introduction

In the contemporary world, access to digital skills has become crucial for professional success. Proficiency in digital fields not only broadens job opportunities but also facilitates greater engagement in society and the economy. This chapter explores how the access to online learning can be accessed by people with disabilities and play a pivotal role in enhancing their digital skills, opening doors to a realm of employment opportunities that were previously unimaginable.

People with disabilities bring a wide array of talents, abilities, and unique skills that can enrich any workplace. However, they often encounter additional challenges in accessing education and professional opportunities. Online learning emerges as a significant resource for breaking down geographical and physical barriers, enabling individuals with disabilities to acquire digital skills and compete effectively in the job market.

This chapter examines the potential of online learning in providing personalized and accessible education for people with disabilities. Through an analysis of online tools, resources, and strategies, we will discover how online learning can be tailored to the diverse needs of individuals with disabilities, improving their independence and career prospects.

1.1. The Learning Objectives Covered by Topic

In completing this Topic, the learner will be able to:

- Learn how to access and utilize most common platforms aimed at online learning:
 - Moodle
 - Google Classroom
 - MS Teams
 - Canvas LMS
- Activate and enable accessibility features related to each specific impairment

2. Moodle



Moodle is an open-source learning management system (LMS), renowned for its adaptability and widespread use in the education sector. It serves as a robust platform for educators to create and manage online courses, offering a range of tools and features to enhance the learning experience.

At its core, Moodle is free to download and use, a hallmark of its open-source nature. This aspect not only makes it accessible to a wide range of educational institutions but also allows for extensive customization to meet specific needs and preferences. The platform enables educators to design comprehensive courses, incorporating various materials such as lectures, readings, quizzes, and assignments. It supports a diverse set of interactive tools including forums, wikis, and chats, fostering an engaging and collaborative learning environment.

One of the significant strengths of Moodle is its sophisticated user management system. It accommodates different user roles, including administrators, teachers, and students, each granted distinct levels of access and capabilities. This feature ensures a streamlined and role-specific experience for each user, enhancing the overall functionality of the platform.

Moodle is not just about course delivery; it also excels in tracking and reporting student performance. Educators can leverage Moodle's tools to monitor student progress, assess participation, and generate detailed reports, which are invaluable for guiding instructional strategies and student support.

Customization is another area where Moodle stands out. Institutions can tailor the platform's appearance and functionalities to align with their specific requirements. This flexibility is further bolstered by the availability of a wide range of plugins, developed by Moodle's vibrant community. This community, consisting of users and developers, plays a crucial role in the ongoing development and enhancement of the platform, providing valuable support and resources.

Moodle's scalability is a crucial feature, making it suitable for a variety of settings, from small classes to large universities and organizations. This scalability ensures that as an institution grows or changes, Moodle can adapt accordingly.

Its design emphasizes accessibility and mobile compatibility. It ensures that the platform is easily navigable on various devices, including smartphones and tablets. This feature is particularly important in today's mobile-centric world, as it allows learners to access educational content conveniently, irrespective of their location.

2.1 Accessibility for People with Visual Impairments

To cater to the diverse needs of these individuals, Moodle, as a widely-used e-learning platform, provides features and tools that support accessibility. Screen reader compatibility, alternative text for images, and keyboard navigation options are among the key features that make Moodle more user-friendly for those with visual impairments. Moreover, Moodle supports various assistive technologies, making it possible for users to access course materials, engage in discussions, submit assignments, and take assessments with ease. By prioritizing accessibility,

Certainly, here are some examples of accessibility tools in Moodle for people with visual impairments, along with instructions on how users can activate these tools:

Screen Reader Compatibility

Most popular screen readers, like JAWS, NVDA, and VoiceOver, are compatible with Moodle by default. Users with visual impairments simply need to have their preferred screen reader software installed and running on their device. Once activated, the screen reader will provide audible feedback, allowing users to navigate the Moodle interface and access course materials.

- **How to Activate:** Install a screen reader like JAWS, NVDA, or VoiceOver. Once the screen reader is running, it will automatically interface with Moodle, providing audio feedback and navigation cues.

Alternative Text for Images:

Content creators and instructors in Moodle can add alternative text to images when they upload them. When an image is inserted into a course or resource, there's an option to provide alt text. For example, when adding an image of a diagram, the user can enter a brief description to convey the content or purpose of the image to screen reader users.

- **How to Add Alt Text (admin side):** When uploading an image to Moodle, select the option to add alternative text and enter a descriptive text for the image. This description will be read by screen readers, conveying the image's content or purpose.

Keyboard Navigation:

Keyboard navigation in Moodle is inherent. Users can navigate through the platform using keyboard shortcuts, such as the Tab key to move between elements and the Enter key to select them. No specific activation is needed; this feature is available by default.

- **Usage Instructions:** Use the Tab key to move through elements on the Moodle page and the Enter key to select options. No activation is required as this feature is inherent in Moodle.

Text-to-Speech Tools

Some Moodle instances offer integrated text-to-speech plugins. Users can activate these tools in their user settings or preferences. Once enabled, they can simply click on text or content to have it read aloud. For example, they might select a paragraph of text and click a "Read Aloud" button to have the content spoken.

- **Activation Process:** In Moodle, go to user settings or preferences and enable any available text-to-speech plugins. Once activated, click on text or content to hear it read aloud.

High-Contrast Themes

Moodle themes that support high contrast can be selected by users. In the user settings, under "Preferences" or "Appearance," users can choose a high-contrast theme. This option typically alters the visual style of Moodle to provide better contrast for those with low vision.

- **How to Select a Theme:** Navigate to user settings, then to "Preferences" or "Appearance," and select a high-contrast theme to improve visibility and readability.

Braille Display Compatibility

Some Moodle instances come with Braille display compatibility as a default feature. Users with Braille displays can simply connect their devices to their computer or mobile device and the Moodle platform will recognize and work with the Braille display.

- **Connecting a Braille Display:** Connect your Braille display to your computer or mobile device. Moodle should automatically recognize and work with the display.

2.1.1 Exercises

Activity 1: Using a Screen Reader with Moodle

Objective:

To navigate Moodle using a screen reader like JAWS, NVDA, or VoiceOver.

Steps:

- Install a Screen Reader:

Choose a screen reader (JAWS, NVDA, VoiceOver).

Install it on your device following the installation instructions provided by the software.

- Open Moodle:

Launch your web browser.

Navigate to your institution's Moodle website.

- Use the Screen Reader:

Turn on the screen reader. It should automatically start providing audio feedback.

Use keyboard shortcuts to navigate. For instance, use Tab to move between elements and Enter to select them.

Explore different sections of Moodle, such as course materials, by following the audio cues.

Activity 2: Enabling and Using Text-to-Speech in Moodle

Objective:

To enable and use text-to-speech tools in Moodle for reading out text content.

Steps:

- Access User Settings:

Log in to your Moodle account.

Go to your user profile and access the settings or preferences menu.

- Enable Text-to-Speech:

Look for text-to-speech options or plugins in the settings.

Enable the text-to-speech feature or plugin.

Configure any additional settings if available (like voice type or speed).

- Use Text-to-Speech:

Navigate to a course and open a page with text content.

If there's a "Read Aloud" button or similar, click it.

The text-to-speech tool should start reading the text aloud.

Use additional controls to pause, stop, or adjust the reading as needed.

Activity 3: Selecting and Using a High-Contrast Theme in Moodle

Objective:

To enhance visibility and readability in Moodle by selecting and using a high-contrast theme, especially beneficial for users with low vision.

Steps:

- Access Moodle and Log In:

Open your web browser and go to your Moodle site.

Enter your username and password to log in.

- Navigate to User Preferences:

Once logged in, locate your user profile icon or name, usually found at the top right corner of the page.

Click on it and select "Preferences" or a similar option from the dropdown menu.

- Select a High-Contrast Theme:

In the "Preferences" menu, look for an option related to "Appearance" or "User Interface."

Find the section for theme selection.

Browse through available themes and select one that is labeled as high contrast. These themes are designed with stark color differences and clear text visibility.

Apply the theme and wait for the page to reload with the new settings.

- Explore and Adjust if Needed:

Navigate through different parts of Moodle to see how the high-contrast theme improves visibility.

If the theme doesn't meet your needs, return to the theme settings and try a different high-contrast option.

Adjust other display settings if available, like font size or screen brightness, to enhance readability.

2.2 Accessibility for People with Hearing Impairments

Here are detailed descriptions of the accessibility tools in Moodle for people with hearing impairments, along with comprehensive instructions on how users can activate and utilize these tools:

Closed Captioning for Videos

Moodle supports closed captioning for video content, a vital tool for users with hearing impairments. This feature provides a written transcript of the audio content, displayed in sync with the video. It ensures that all spoken words, sound effects, and relevant audio cues are accessible in text form.

- **Activation Process:** Video materials uploaded to Moodle can include closed captions. Users can activate captions by clicking the caption button typically found in the video player interface. Instructors are encouraged to either upload videos with embedded captions or provide separate caption files.

Transcripts for Audio Materials

In addition to closed captioning for videos, Moodle encourages the provision of transcripts for all audio materials. Transcripts offer a complete written version of the audio content, enabling users with hearing impairments to access the information at their own pace.

- **Activation Process:** Transcripts should be made available by instructors alongside audio materials. Users can access these transcripts by clicking on provided links or downloading them from the relevant course sections.

Sign Language Interpretation Videos

For key instructional videos, Moodle supports the integration of sign language interpretation. This feature involves having a sign language interpreter visible in the video, translating spoken words and conveying them through sign language.

- **Activation Process:** Instructors can embed sign language interpretation within videos or provide separate videos with a sign language interpreter. Users can select these videos as needed to view the sign language interpretation.

Visual Alerts and Notifications

Moodle incorporates visual alerts and notifications to ensure that users with hearing impairments are promptly informed of important updates, messages, and activities. These visual cues are designed to be easily noticeable and provide equivalent information to what might otherwise be conveyed through audio alerts.

- **Activation Process:** Visual alerts and notifications are a standard feature in Moodle and require no additional activation. They automatically appear on the user's screen for important updates or interactions.

Accessible Web Design

Moodle's web design adheres to accessibility principles that benefit users with hearing impairments. This includes clear visual organization, easy-to-read fonts, and a straightforward navigation layout, ensuring that information is easily accessible without relying on audio cues.

- **Activation Process:** This accessible web design is inherent in Moodle and requires no activation, providing an immediate and seamless experience for all users.

Real-Time Messaging with Text Support

Moodle features real-time messaging systems with text support, enabling users with hearing impairments to communicate effectively with instructors and peers. This tool is essential for participation in discussions, group work, and receiving support.

- **Activation Process:** The messaging system is available by default. Users can access it through the Moodle interface to send and receive text-based messages in real-time.

2.2.1 Exercises

Activity 1: Activating Closed Captioning in Moodle Videos

Objective:

To activate closed captions in video materials for enhanced accessibility.

Steps:

- Access the Video Material:

Log into Moodle and navigate to the course with the video.

Open the video you wish to watch.

- Activate Closed Captions:

Look for the caption button, usually labeled "CC," in the video player interface.

Click on this button to activate closed captions.

The captions should now appear on the screen, displaying the audio content in text form.

- Adjust Caption Settings (if applicable):

If the video player allows, adjust the caption settings like font size or background for better readability.

Activity 2: Accessing Transcripts for Audio Materials

Objective:

To access written transcripts for audio materials.

Steps:

- Find the Audio Material:

Log into Moodle and go to the relevant course section.

Locate the audio material for which you need a transcript.

- Access the Transcript:

Look for a link or attachment that indicates a transcript of the audio material.

Click on the link or download the transcript file.

Read the transcript as you listen to the audio, or use it as a standalone resource.

Activity 3: Utilizing Sign Language Interpretation Videos

Objective:

To access and utilize videos with sign language interpretation.

Steps:

- Locate the Video with Sign Language Interpretation:

Log into Moodle and navigate to the course.

Find the video that includes sign language interpretation. It might be embedded in the video itself or provided as a separate video.

- Play the Video:

Click on the video to play it.

Ensure the sign language interpreter is visible and easy to see.

- Watch and Follow Along:

Watch the video, paying attention to the sign language interpreter.

Use the visual cues provided by the interpreter to understand the content.

Activity 4: Recognizing Visual Alerts and Notifications

Objective:

To recognize and respond to visual alerts and notifications in Moodle.

Steps:

- Regularly Check Moodle Interface:

While logged into Moodle, regularly monitor the screen for any pop-up alerts or notifications.

These could appear during any activity within Moodle.

- Respond to Alerts:

When you see a visual alert or notification, click on it to view more details.

Follow any instructions or go to the relevant area in Moodle as indicated by the alert.

Activity 5: Navigating Moodle's Accessible Web Design

Objective:

To navigate Moodle effectively, utilizing its accessible web design.

Steps:

- Explore Moodle Layout:

After logging in, take some time to familiarize yourself with the Moodle dashboard and course layout.

Note the clear visual organization and easy-to-read fonts.

- Utilize Navigation Features:

Use the straightforward navigation menus to access different course materials and sections.

Notice how information is presented visually, making it accessible without audio cues.

Activity 6: Using Real-Time Messaging with Text Support

Objective:

To communicate effectively using Moodle's real-time text messaging system.

Steps:

- Access the Messaging System:

In Moodle, locate and click on the messaging icon or access the messaging system from the dashboard.

- Compose and Send Messages:

Select a recipient (a peer or instructor).

Type your message in the text field.

Send the message and wait for a reply.

- Engage in Conversations:

Use the messaging system for real-time text conversations.

Participate in group discussions or seek support as needed.

2.3 Accessibility for People with Physical Disabilities

Here are expanded descriptions of the accessibility tools in Moodle for people with physical disabilities, along with detailed instructions on how users can activate these tools:

Wheelchair-Friendly Website Design

Moodle's website design takes into account the needs of wheelchair users. This includes a layout that is navigable without the need for extensive physical reach, ensuring that all essential elements like menus, course materials, and interactive components are within a comfortable reach for someone seated. The design also considers the height and positioning of content on the screen, minimizing the need for scrolling.

- **Activation Process:** This user-friendly design is a standard part of Moodle's interface and is automatically available to all users. There is no need for manual activation, ensuring immediate accessibility for individuals using wheelchairs.

Voice Recognition Compatibility

Recognizing the diverse needs of its users, Moodle supports voice recognition software, which is a vital tool for users who may have limited use of their hands or arms. This feature allows users to navigate through the platform, type responses, and interact with various course elements using voice commands. This integration is crucial in providing a hands-free learning experience.

- **Activation Process:** To utilize this feature, users must install voice recognition software like Dragon NaturallySpeaking on their device. Once the software is active, it will seamlessly integrate with Moodle, allowing the platform to respond to voice commands for various functions, including typing, navigation, and selection.

Adjustable Interface Settings

Moodle provides customizable interface settings to accommodate users with different physical abilities. These settings include options to change pointer size for better visibility and control, adjust keyboard sensitivity to reduce the effort required for typing, and modify response times to

suit the user's speed and comfort. This customization ensures that the platform is adaptable to a wide range of physical abilities, enhancing the user experience.

- **Activation Process:** Users can access these adjustable settings by navigating to the user settings or preferences section in Moodle. Here, they can find options to modify interface aspects such as pointer size, keyboard response time, and other ergonomic features.

Adaptive Technology Compatibility

Moodle's compatibility with various adaptive technologies is a testament to its commitment to inclusivity. This includes support for specialized input devices like alternative keyboards, mouse alternatives, and other assistive technologies specifically designed for physical disabilities. This compatibility ensures that users who rely on these technologies can use Moodle without hindrance.

- **Activation Process:** To utilize adaptive technologies with Moodle, users simply need to connect their specialized devices to their computer. Moodle is designed to recognize and interact with a wide range of adaptive technologies, allowing for a smooth and integrated user experience.

Ergonomic Navigation

Ergonomic navigation in Moodle is designed to minimize physical strain and fatigue. This includes thoughtful placement of interactive elements and navigational controls, reducing the need for repetitive movements and extensive physical effort. This ergonomic approach is particularly beneficial for users with limited mobility or those who experience discomfort during prolonged computer use.

- **Activation Process:** Ergonomic navigation is a core design feature of Moodle and does not require any activation. It is readily available to all users, ensuring an accessible and comfortable navigational experience.

Customizable Font Sizes and Screen Layouts

For users with physical disabilities that impact their vision, Moodle offers the ability to customize font sizes and screen layouts. This feature enables users to enlarge text for better readability and adjust screen layouts to suit their visual needs, thereby reducing eye strain and making the content more accessible.

- **Activation Process:** To adjust font sizes and screen layouts, users can go to the user settings section under "Appearance" or "Accessibility" options in Moodle. Here, they can select their preferred font sizes and screen configurations, tailoring the platform to their individual visual requirements.

2.3.1 Exercises

Activity 1: Navigating Moodle's Wheelchair-Friendly Design

Objective:

To explore and navigate Moodle's wheelchair-friendly website design.

Steps:

- Access Moodle:

Open your web browser and navigate to your Moodle site.

Log in with your credentials.

- Explore the Layout:

Notice the positioning of menus, course materials, and interactive components. They should be easily accessible without needing to stretch or strain.

Check the height and positioning of content on the screen, ensuring minimal scrolling is required.

- Interact with Elements:

Try accessing different courses and resources.

Ensure that all essential elements are within a comfortable reach from a seated position.

Activity 2: Using Voice Recognition Software with Moodle

Objective:

To set up and use voice recognition software for navigating and interacting with Moodle.

Steps:

- Install Voice Recognition Software:

Install a voice recognition program like Dragon NaturallySpeaking on your device.

Complete the setup and training process for the software.

- Open Moodle:

Launch Moodle in a web browser.

Use voice commands to log in and navigate.

- Interact Using Voice Commands:

Try using voice commands to open courses, access materials, and participate in forums.

Practice typing responses and selecting options using your voice.

Activity 3: Customizing Interface Settings in Moodle

Objective:

To adjust the Moodle interface settings for personal ergonomic preferences.

Steps:

- Access User Preferences:

Log into Moodle.

Go to your user profile and find the settings or preferences menu.

- Adjust Interface Settings:

Look for options related to pointer size, keyboard sensitivity, and response times.

Adjust these settings to suit your needs, such as increasing pointer size or decreasing keyboard sensitivity.

- Test the Adjustments:

Navigate through Moodle to test the new settings.

Ensure the adjustments reduce effort and increase comfort.

Activity 4: Integrating Adaptive Technologies with Moodle

Objective:

To connect and use adaptive technologies with Moodle.

Steps:

- Connect Adaptive Devices:

Connect your specialized input device, like an alternative keyboard or mouse, to your computer.

- Access Moodle:

Open Moodle in your browser.

The platform should recognize and interact with your adaptive technology.

- Use Moodle with Adaptive Technology:

Navigate through courses and resources using your adaptive device.

Ensure that interaction with Moodle elements is seamless.

Activity 5: Exploring Ergonomic Navigation in Moodle

Objective:

To experience the ergonomic navigation design of Moodle.

Steps:

- Access Moodle:

Log into your Moodle account.

- Navigate the Platform:

Pay attention to the placement of interactive elements and controls.

Ensure that navigation minimizes repetitive movements and physical strain.

- Engage with Content:

Interact with course materials, quizzes, and forums.

Notice the ease of navigation and reduced physical effort.

Activity 6: Customizing Font Sizes and Screen Layouts in Moodle

Objective:

To adjust font sizes and screen layouts for better readability and reduced eye strain.

Steps:

- Access Display Settings:

Log into Moodle.

Go to the "Appearance" or "Accessibility" options in your user settings.

- Adjust Font and Layout:

Select preferred font sizes and screen layouts.

Apply the changes to see the effect.

- Review Changes:

Navigate through Moodle to ensure text is easier to read and layouts are visually comfortable.
Adjust further if necessary for optimal comfort.

2.4 Accessibility for People with Cognitive Impairments

Accessibility in Moodle for individuals with cognitive impairments is crucial for creating an equitable learning environment. Moodle, as a prominent e-learning platform, offers various features and tools to address the unique needs of these learners. These include simplified navigation, customizable interfaces, and adaptive learning pathways. Such features enhance Moodle's usability for those with cognitive challenges. Additionally, Moodle integrates support for assistive technologies, enabling users to interact with course materials, participate in discussions, complete assignments, and undertake assessments effectively. By focusing on accessibility, Moodle ensures that individuals with cognitive impairments have full access to online education, promoting equal learning opportunities for all.

Examples of Accessibility features in Moodle for People with Cognitive Impairments:

Simplified Navigation

Moodle provides a streamlined navigation layout that is easier for learners with cognitive impairments to understand and use. This includes clear menus, consistent layouts, and intuitive controls.

- **How to Activate:** In Moodle, administrators can choose themes or settings that emphasize simplified navigation. Users can also adjust their settings to prefer a simplified layout.

Customizable Interface

Users can personalize their Moodle interface to better suit their cognitive needs. This can include adjusting colours, fonts, and layout structures to reduce cognitive load.

- **Customization Process:** Access the user settings in Moodle to modify the interface, including font sizes, colours, and layout options.

Adaptive Learning Pathways

Moodle supports the creation of adaptive learning pathways, which allow for personalized learning experiences. This can be particularly beneficial for learners with cognitive impairments, as content can be tailored to their learning pace and style.

- **Setting Up Adaptive Pathways:** Educators can use Moodle's course design tools to create adaptive learning modules that respond to individual learner's progress and needs.

Content Chunking and Highlighting

Moodle allows for the organization of content into smaller, manageable chunks, which is helpful for cognitive processing. Key points can also be highlighted to draw attention to the most important information.

- **Implementation:** Educators can use Moodle's content creation tools to divide course material into smaller sections and use highlighting features to emphasize key concepts.

Interactive and Multisensory Content

Incorporating interactive elements and multisensory content (like audio, video, and interactive quizzes) can aid learners with cognitive impairments in understanding and retaining information.

- **Creating Multisensory Content:** Utilize Moodle's multimedia integration capabilities to include various forms of content that cater to different learning preferences.

2.4.1 Exercises

Activity 1: Navigating Moodle's Simplified Interface

Objective:

To explore Moodle's streamlined navigation layout designed for learners with cognitive impairments.

Steps:

- Access Moodle:

Open your web browser and log into your Moodle account.

- Explore the Layout:

Observe the clarity of menus, consistency of layouts, and intuitiveness of controls.

Familiarize yourself with how to access courses, resources, and support services.

- Interact with Elements:

Practice navigating to different sections and resources within Moodle.

Notice the ease of finding and accessing the information you need.

Activity 2: Customizing Moodle Interface for Cognitive Needs

Objective:

To personalize the Moodle interface to suit individual cognitive preferences.

Steps:

- Access User Settings:

Log into Moodle.

Navigate to your user profile and access the settings.

- Modify Interface:

Look for customization options for font sizes, colors, and layout.

Adjust these settings to create a more comfortable and less cognitively demanding interface.

- Review Changes:

Navigate through Moodle with the new settings.

Ensure the changes help in reducing cognitive load and enhancing understanding.

Activity 3: Engaging with Adaptive Learning Pathways

Objective:

To utilize adaptive learning pathways in Moodle for a personalized learning experience.

Steps:

- Select a Course:

Choose a course that offers adaptive learning modules.

- Interact with Adaptive Content:

Engage with the course material at your own pace.

Note how the content adapts to your learning style and progress.

- Reflect on Learning:

Consider how the adaptive pathways aid in your understanding and retention of information.

Provide feedback on the course structure if possible.

Activity 4: Utilizing Content Chunking and Highlighting

Objective:

To interact with course material organized in smaller chunks and highlighted key points.

Steps:

- Access a Course:

Log into Moodle and open a course with chunked content.

- Review Chunked Content:

Go through the course material divided into manageable sections.

Pay attention to highlighted key concepts.

- Assess Understanding:

Reflect on how this organization helps in processing and understanding the content.

Attempt quizzes or activities related to each chunk to test comprehension.

Activity 5: Engaging with Interactive and Multisensory Content

Objective:

To interact with and understand course material through various sensory methods.

Steps:

- Access Multisensory Content:

Find a course in Moodle that incorporates multimedia elements.

- Engage with Content:

Interact with different forms of content – videos, audios, interactive quizzes.

Observe how each type of content aids your learning.

- Evaluate Learning Experience:

Reflect on how multisensory content impacts your comprehension.

Consider which types of content are most effective for your learning style.

Activity 6: Participating in Discussion Forums with Cognitive Support

Objective:

To actively participate in Moodle's discussion forums with cognitive support features enabled.

Steps:

- Access a Forum:

Log into Moodle and enter a course with a discussion forum.

- Use Cognitive Support Features:

Engage with the forum using simplified navigation and interface customization.

Utilize any available tools that assist in understanding and responding to forum posts.

- Contribute to Discussions:

Read and respond to posts, using the cognitive support features to aid comprehension and interaction.

Reflect on how these features support your participation in the forum.

These activities are designed to help individuals with cognitive impairments effectively utilize the accessible features of Moodle, thereby enhancing their online learning experience.

2.6 Resources

MoodleDocs on Accessibility: <https://docs.moodle.org/en/accessibility>

How Moodle supports accessibility: <https://moodle.com/>

Accessibility Toolkit – MoodleDocs: https://docs.moodle.org/en/Accessibility_Toolkit

3. Google Classroom



Google Classroom is a free web service developed by Google for schools that aims to simplify creating, distributing, and grading assignments in a paperless way. It's part of the Google Workspace for Education suite which includes Google Docs, Gmail, and Google Drive. Google Classroom is designed to streamline the process of sharing files between teachers and students, making it a popular choice in the realm of digital education.

One of the key features of Google Classroom is its intuitive interface. It's designed to be user-friendly, allowing teachers to quickly set up a virtual classroom, invite students, and start distributing materials and assignments. The platform integrates seamlessly with other Google services like Google Docs and Google Drive, facilitating easy creation, submission, and storage of assignments and course materials.

Google Classroom enables teachers to create classes, post assignments, organize folders, and view work in real-time. It's particularly effective in supporting a paperless classroom environment. Teachers can create assignments within the platform, and students can complete and submit their work all online. The system also supports the grading and feedback process, allowing teachers to provide direct and timely feedback on student submissions.

Collaboration is another strong aspect of Google Classroom. It encourages interaction between students and teachers through features like the class stream, where announcements can be

made, and questions can be posed and answered. Additionally, it supports collaborative projects where students can work together in real-time using Google Docs and other Workspace tools.

Google Classroom is also known for its accessibility and efficiency. It's accessible from any device with an internet connection, making it a convenient option for remote or blended learning environments. The platform reduces the need for physical materials, which can be beneficial for both the environment and reducing school costs.

3.1 Accessibility for People with Visual Impairments

Google Classroom, as a prominent e-learning platform, incorporates several features and tools to support users with visual impairments. These include compatibility with screen readers, the provision of alternative text for images, and the facilitation of keyboard navigation. These functionalities are designed to enhance the user experience for visually impaired users, enabling them to access course content, participate in discussions, submit assignments, and complete assessments more effectively. Through these accessibility features, Google Classroom demonstrates its commitment to equal learning opportunities for all users.

Here are some examples of accessibility features in Google Classroom for people with visual impairments, along with instructions for using these tools:

Screen Reader Compatibility

Google Classroom is compatible with most popular screen readers such as JAWS, NVDA, and VoiceOver. Users with visual impairments can navigate the platform using their preferred screen reader, which will provide audio feedback to facilitate access to course materials and navigation within the interface.

- **How to Activate:** Ensure your preferred screen reader (e.g., JAWS, NVDA, VoiceOver) is installed and running on your device. The screen reader will automatically work with Google Classroom, offering audio feedback and navigation assistance.

Alternative Text for Images

Instructors and content creators in Google Classroom can add alternative text to images. This feature allows the inclusion of a descriptive text for images, aiding screen reader users in understanding the content or purpose of the image.

- **How to Add Alt Text (admin side):** When uploading an image in Google Classroom, choose the option to add alternative text and provide a descriptive text for the image. This description will be accessible to screen readers.

Keyboard Navigation

Google Classroom supports comprehensive keyboard navigation, allowing users to move through the platform using keyboard shortcuts like the Tab and Enter keys. This feature is inherently available and requires no activation.

- **Usage Instructions:** Utilize the Tab key to navigate through elements and the Enter key to select options within Google Classroom. No additional activation is necessary.

Text-to-Speech Tools

Google Classroom may offer integrated text-to-speech tools, allowing users to have text content read aloud. These tools can usually be activated in user settings or preferences.

- **Activation Process:** In Google Classroom, access user settings or preferences and enable any available text-to-speech tools. Once activated, select the text or content to have it read aloud.

High-Contrast Themes

Google Classroom provides themes with high contrast options, suitable for users with low vision. These themes can be selected in the user settings under preferences or appearance options.

- How to Select a Theme: Go to user settings, then preferences or appearance, and choose a high-contrast theme to enhance visibility and readability.

Braille Display Compatibility

Google Classroom may support compatibility with Braille displays, allowing users to connect their Braille devices for a more accessible experience.

- Connecting a Braille Display: Connect the Braille display to your computer or mobile device. Google Classroom should recognize and interact with the display appropriately.

3.1.1 Exercises

Activity 1: Using a Screen Reader with Google Classroom

Objective:

To navigate Google Classroom using a screen reader like JAWS, NVDA, or VoiceOver.

Steps:

- Install a Screen Reader:

Choose and install a screen reader (e.g., JAWS, NVDA, VoiceOver) on your device.

- Open Google Classroom:

Launch your web browser and go to the Google Classroom website.

Log in with your credentials.

- Navigate with the Screen Reader:

Turn on the screen reader. It should start providing audio feedback automatically.

Use keyboard shortcuts to explore different sections, courses, and materials.

Activity 2: Navigating Google Classroom Using Keyboard

Objective:

To navigate through Google Classroom using only keyboard shortcuts.

Steps:

- Access Google Classroom:

Open Google Classroom in your web browser and log in.

- Use Keyboard Navigation:

Utilize the Tab key to move through elements.

Press Enter to select options.

Explore various courses and materials using these keyboard shortcuts.

Activity 3: Activating Text-to-Speech in Google Classroom

Objective:

To enable and use text-to-speech tools in Google Classroom.

Steps:

- Open User Settings:

In Google Classroom, navigate to user settings or preferences.

- Enable Text-to-Speech:

Find and activate available text-to-speech tools.

Adjust settings like voice type or speed if applicable.

- Use Text-to-Speech:

Select text within course materials.

Use the activated tool to have the content read aloud.

Activity 4: Selecting High-Contrast Themes in Google Classroom

Objective:

To choose and apply a high-contrast theme in Google Classroom for better visibility.

Steps:

- Access Settings:

Go to user settings in Google Classroom.

- Select a High-Contrast Theme:

Find the preferences or appearance section.

Choose and apply a high-contrast theme.

- Navigate Classroom:

Explore Google Classroom with the new theme.

Ensure it enhances visibility and readability.

Activity 5: Connecting and Using a Braille Display with Google Classroom

Objective:

To connect a Braille display to your device and use it with Google Classroom.

Steps:

- Connect the Braille Display:

Connect your Braille display to your computer or mobile device.

- Access Google Classroom:

Open Google Classroom in your browser.

The platform should recognize and work with the Braille display.

- Interact with Classroom Content:

Navigate through courses and materials using the Braille display.

Ensure that the content is accessible and the display functions correctly.

3.2 Accessibility for People with Hearing Impairments

Google Classroom's commitment to accessibility extends to accommodating individuals with hearing impairments, ensuring they have equal access to educational resources. This is crucial for providing an equitable learning experience for all users. The platform incorporates various features and tools designed specifically to aid users with hearing impairments, facilitating their full participation in the educational process.

Here are key accessibility features in Google Classroom for people with hearing impairments, along with instructions for utilizing these tools:

Closed Captioning in Videos

Google Classroom supports closed captioning in video content, allowing users with hearing impairments to read a text version of the audio. This feature is crucial for understanding lectures and video materials.

- **How to Activate:** When playing a video within Google Classroom, click on the “CC” icon to enable closed captioning. If the video has captions available, they will be displayed.

Transcripts for Audio and Video Content

Transcripts can be provided for audio and video materials, offering a written version of the content. This ensures that users who are deaf or hard of hearing can access the information presented in these formats.

- **Accessing Transcripts:** Look for available transcripts below the video or audio content in Google Classroom. If provided, they can be opened and read alongside or instead of the audio/video content.

Visual Alerts and Notifications

Google Classroom can be set up to provide visual alerts for notifications, ensuring that users with hearing impairments don't miss important updates or communications.

- **Setting Visual Alerts:** Go to the settings in Google Classroom and enable visual notifications. This will replace or supplement audio alerts with on-screen notifications.

Sign Language Interpretation

Instructors can incorporate sign language interpretation into their live sessions or recorded videos, making the content accessible to users who use sign language.

- **Incorporating Sign Language:** Educators can include a sign language interpreter in their video frames during live sessions or in pre-recorded videos, ensuring that the content is accessible to users who rely on sign language.

Text-Based Communication Options

Google Classroom offers various text-based communication methods, such as chat and discussion forums, allowing users with hearing impairments to engage in class discussions and communicate with instructors and peers.

- **Utilizing Text-Based Communication:** Participate in class discussions and communicate with instructors using the chat and forum features in Google Classroom. These tools provide an effective way for users with hearing impairments to engage in the learning process.

Adjustable Volume Control

For users with partial hearing impairments, Google Classroom provides the option to adjust the volume of audio content to suit individual needs.

- **Adjusting Volume:** Use the volume control settings in the video or audio player within Google Classroom to adjust the volume to a comfortable level.

By integrating these accessibility features, Google Classroom ensures that users with hearing impairments can access educational content, participate in class activities, and engage with their peers, thus fostering an inclusive and supportive learning environment. It is important for educators and content creators to be aware of these features and utilize them to make their courses as accessible as possible for all users.

3.2.1 Exercises

Activity 1: Enabling Closed Captioning in Google Classroom Videos

Objective:

To activate closed captioning for videos within Google Classroom.

Steps:

- Access a Video in Google Classroom:

Log into Google Classroom and navigate to a course with video content.

Play the video you want to watch.

- Enable Closed Captioning:

Look for the “CC” icon in the video player.

Click on this icon to enable closed captions.

- View the Video with Captions:

Watch the video and read the captions to follow along with the audio content.

Activity 2: Accessing Transcripts for Audio and Video Content

Objective:

To locate and read transcripts for audio and video materials in Google Classroom.

Steps:

- Find Audio/Video Content:

Log into Google Classroom and select a course with audio or video materials.

- Locate Transcripts:

Look for links or files labeled as transcripts below the audio or video content.

Open the transcript to read alongside the audio/video content.

Activity 3: Setting Up Visual Alerts and Notifications

Objective:

To enable visual notifications for important updates in Google Classroom.

Steps:

- Go to Classroom Settings:

In Google Classroom, access your account settings.

- Enable Visual Notifications:

Find the option for notifications and select visual alerts.

- Test Notifications:

Perform an action that triggers a notification (like submitting an assignment) to check the visual alerts.

Activity 4: Incorporating Sign Language Interpretation

Objective:

For educators to include sign language interpretation in their Google Classroom videos.

Steps:

- Prepare Video Content:

Plan a video for a Google Classroom course, either live or pre-recorded.

- Include Sign Language Interpretation:

Arrange for a sign language interpreter to be part of the video.

- Upload to Google Classroom:

Share the video with sign language interpretation on Google Classroom.

Activity 5: Utilizing Text-Based Communication in Google Classroom

Objective:

To engage in class discussions and communicate with instructors and peers using text-based features.

Steps:

- Access Discussion Forums or Chat:

Log into Google Classroom and enter a course with active discussions or chat.

- Participate Using Text:

Engage in discussions or communicate with instructors and peers by typing your responses in chat or forum features.

Activity 6: Adjusting Audio Volume in Google Classroom

Objective:

For users with partial hearing impairments to adjust the volume of audio content.

Steps:

- Access Audio Content:

Open a course in Google Classroom that includes audio materials.

- Adjust Volume:

Use the volume controls in the video or audio player to set a comfortable listening level.

- Evaluate Audio Settings:

Listen to the content at the adjusted volume to ensure it meets your hearing needs.

3.3 Accessibility for People with Physical Disabilities

The platform includes several features and adaptations designed to accommodate the unique needs of individuals with physical disabilities, promoting ease of use and independence.

Here are some of the key accessibility features in Google Classroom for people with physical disabilities, along with instructions on how to use these tools:

Keyboard Navigation

Google Classroom is designed to be fully navigable using a keyboard, enabling users with limited mobility or dexterity to use the platform without requiring a mouse.

- **How to Use:** Utilize standard keyboard shortcuts to navigate through the interface. For example, use the Tab key to move between clickable elements and the Enter key to select them.

Voice Recognition Compatibility

Google Classroom works well with voice recognition software, allowing users who have difficulty using a keyboard or mouse to control the platform and input text using their voice.

- **How to Activate:** Use a voice recognition tool like Google Voice Typing. Once activated, it allows users to navigate, select, and input text in Google Classroom using voice commands.

Customizable Interface

The platform allows for customization of the user interface, such as adjusting the size of text and images, which can be particularly beneficial for users with physical disabilities that affect their vision.

- **Customization Process:** Go to the settings in Google Classroom to adjust the display settings, such as text size and image scaling, to make content easier to see and interact with.

Accessible Document and Content Creation

Google Classroom supports the creation and sharing of accessible documents, which can be easily navigated and read by assistive technologies.

- **Creating Accessible Content:** When creating documents or adding content to Google Classroom, ensure that they are structured in a way that is accessible, such as using proper headings, lists, and descriptive links.

Drag-and-Drop Alternatives

For activities that typically require drag-and-drop interactions, Google Classroom offers alternative methods of input, ensuring that users with physical disabilities can complete tasks without this functionality.

- **Alternative Methods:** Look for options like checkboxes, dropdown menus, or direct input fields as alternatives to drag-and-drop activities.

Extended Time for Assignments and Tests

Instructors can accommodate users with physical disabilities by providing extended time for completing assignments and tests within Google Classroom.

- **How to Implement:** Educators can adjust the time settings for assignments and tests on an individual basis to cater to the needs of users with physical disabilities.

Compatibility with Assistive Devices

Google Classroom is designed to be compatible with various assistive devices, such as adaptive keyboards, switch controls, and other specialized input devices.

- **Device Integration:** Connect your assistive device to your computer or tablet and use it to interact with Google Classroom. The platform should support most common assistive devices.

By integrating these features, Google Classroom ensures that users with physical disabilities have the necessary tools and adaptations to engage fully in their educational experiences. It is crucial for educators and content creators to be aware of these features and apply them effectively to make their courses as inclusive and accessible as possible.

3.3.1 Exercises

Activity 1: Navigating Google Classroom Using Keyboard Shortcuts

Objective:

Digitability

Promoting people with disabilities' employment by enhancing their digital skills and competences to support a remote working scheme.

2022-1-IT01-KA220-VET-000087590

To navigate through Google Classroom using only the keyboard.

Steps:

- Access Google Classroom:

Open Google Classroom in a web browser and log in.

- Use Keyboard Navigation:

Utilize the Tab key to move between clickable elements.

Press Enter to select options.

Explore different sections, courses, and resources using these keyboard shortcuts.

Activity 2: Using Voice Recognition for Google Classroom

Objective:

To control Google Classroom and input text using voice recognition software.

Steps:

- Set Up Voice Recognition Software:

Install and activate a voice recognition tool like Google Voice Typing on your device.

- Navigate Google Classroom:

Open Google Classroom and use voice commands to navigate and select options.

Dictate text for assignments, emails, or forum posts.

Activity 3: Customizing Google Classroom Interface

Objective:

To adjust the display settings in Google Classroom for easier visibility and interaction.

Steps:

- Access Settings:

Go to the settings in Google Classroom.

- Adjust Display Settings:

Modify text size, image scaling, and other relevant display settings to suit your needs.

- Review Changes:

Navigate through Google Classroom to ensure that the content is easier to see and interact with.

Activity 4: Utilizing Drag-and-Drop Alternatives

Objective:

To complete tasks in Google Classroom using alternatives to drag-and-drop.

Steps:

- Access an Activity:

Log into Google Classroom and open a course with interactive activities.

- Find Alternative Interactions:

Use checkboxes, dropdown menus, or direct input fields instead of drag-and-drop.

- Complete the Activity:

Engage with the course content using these alternative methods.

Activity 5: Integrating Assistive Devices with Google Classroom

Objective:

To connect and use assistive devices with Google Classroom.

Steps:

- **Connect Assistive Device:**

Connect your adaptive keyboard, switch control, or other specialized input device to your computer or tablet.

- **Use with Google Classroom:**

Interact with Google Classroom using your assistive device.

Ensure that the platform supports and responds correctly to your device.

3.4 Accessibility for People with Cognitive Impairments

Google Classroom is dedicated to fostering an inclusive and supportive learning environment for users with cognitive impairments. Recognizing the diverse needs of these learners is essential in providing equal educational opportunities. The platform incorporates various features and tools to accommodate users with cognitive impairments, ensuring they can effectively engage with educational content and participate in learning activities.

Key accessibility features in Google Classroom for people with cognitive impairments, along with instructions for their use, include:

Simplified User Interface

Google Classroom offers a user interface that is straightforward and easy to navigate, reducing cognitive load and making it more accessible for users with cognitive impairments.

- **How to Navigate:** The platform's layout is intuitive, with clearly labeled sections and consistent navigation patterns. This simplicity helps in reducing confusion and making it easier for users with cognitive challenges to find and use different features.

Customizable Display Settings

Users can customize display settings, such as text size and contrast, to make the content easier to read and understand, which is particularly helpful for those with cognitive impairments affecting visual processing.

- **Customization Process:** Adjust the display settings in Google Classroom to change text size, contrast, and other visual elements to enhance readability and reduce visual strain.

Clear and Consistent Instructions

Instructors are encouraged to provide clear, concise, and consistent instructions for assignments and activities. This clarity helps users with cognitive impairments in understanding and completing tasks.

- **Implementing Clear Instructions:** Educators should use simple language and break instructions into smaller, manageable steps. Repeating key points and summarizing instructions can also be beneficial.

Visual Supports and Organizers

Google Classroom allows the use of visual supports like charts, graphs, and mind maps, which can aid in the comprehension and organization of information for users with cognitive impairments.

- **Using Visual Supports:** Incorporate visual aids into lessons and assignments. These can be uploaded to Google Classroom or created using integrated tools.

Flexible Pacing and Extended Time

The platform enables instructors to offer flexible pacing and extended time for assignments and assessments, accommodating the varied processing speeds of users with cognitive impairments.

- **Implementing Flexible Pacing:** Adjust deadlines and allow more time for completing tasks as needed. This can be set up individually for users who require more time.

Interactive and Engaging Content

Interactive elements, such as quizzes and interactive discussions, can be more engaging for users with cognitive impairments, helping to maintain their attention and interest.

- **Creating Interactive Content:** Use Google Classroom's features to create interactive elements like quizzes or discussion threads to engage users actively in the learning process.

Regular Feedback and Support

Frequent and constructive feedback can be crucial for users with cognitive impairments, helping them understand their progress and areas for improvement.

- **Providing Feedback:** Utilize the tools in Google Classroom to regularly provide feedback on assignments and participate in discussions, offering support and guidance as needed.

3.4.1 Exercises

Activity 1: Navigating the Simplified User Interface of Google Classroom

Objective:

To familiarize users with cognitive impairments with the simplified and intuitive interface of Google Classroom.

Steps:

- Access Google Classroom:

Open Google Classroom in a web browser and log in.

- Explore the Interface:

Take time to explore clearly labeled sections and consistent navigation patterns.

Identify key areas like the class stream, classwork, and people tabs.

- Practice Navigation:

Practice navigating to different courses, accessing assignments, and viewing announcements.

Activity 2: Customizing Display Settings in Google Classroom

Objective:

To adjust the display settings in Google Classroom for enhanced readability and reduced visual strain.

Steps:

- Access Settings:

In Google Classroom, go to the settings or display options.

- Adjust Display:

Change text size, contrast, and other visual elements as needed.

Apply the changes and review how they affect readability.

- Evaluate Comfort:

Navigate through the platform to ensure the settings make the content easier to understand and less visually taxing.



3.6 Resources

Accessibility features in Google for Education

<https://edu.google.com/why-google/accessibility/>

Google Classroom accessibility empowers inclusive learning

<https://blog.google/outreach-initiatives/education/classroom-accessibility/>

Google Classroom - How can I make my class accessible for learners?

<https://www.youtube.com/watch?v=agbjRsJGCms>

Google Education: Accessibility Tools and Features

<https://www.youtube.com/watch?v=f6t0HcVcxHA>



4. Microsoft Teams



Microsoft Teams

Microsoft Teams, a part of the Microsoft 365 suite of applications, has emerged as a significant tool for e-learning and virtual collaboration. Originally designed as a business communication platform, its features have been adapted to meet the growing needs of the educational sector, especially in the context of increasing demand for remote and hybrid learning environments.

At its core, Microsoft Teams provides a comprehensive, integrated platform that facilitates both synchronous and asynchronous learning. The platform allows educators to create virtual classrooms, where they can conduct live classes via video conferencing. This live interaction is crucial for maintaining a sense of classroom community and direct engagement between teachers and students, which is often a challenge in online education.

One of the distinguishing features of Teams is its seamless integration with the broader Microsoft 365 suite, including applications like Word, Excel, PowerPoint, and OneNote. This integration enables educators and students to collaborate efficiently on assignments and projects. For instance, the integration with OneNote allows for the creation of class notebooks, a digital space where teachers can share course materials and students can take and submit notes and assignments.

Beyond just video conferencing and document sharing, Teams also offers features like chat functions, file storage, and collaborative workspaces. These features support a diverse range of teaching and learning styles, making it easier to adapt to different educational needs and

preferences. The chat function, for example, enables quick communication and fosters a collaborative community among students, allowing for discussions, group projects, and peer learning.

An important aspect of Microsoft Teams is its ability to create a structured and organized learning environment. Educators can set up different channels for different subjects or groups, helping to keep course materials and discussions organized and easily accessible. This organization is critical in an online learning environment where managing digital resources efficiently can be challenging.

Microsoft Teams also places a strong emphasis on accessibility and inclusivity. The platform includes features like automatic subtitles in video calls, immersive reading experiences, and support for multiple languages, ensuring that students with different needs and abilities can participate fully in the learning process.

4.1 Accessibility for People with Visual Impairments

MS Teams provides an accessible and inclusive learning environment for all users, including those with visual impairments. The platform incorporates a range of features designed to support these users, ensuring they can effectively access course content, participate in discussions, submit assignments, and complete assessments.

Screen Reader Compatibility

Microsoft Teams is fully compatible with screen readers, providing audio descriptions of on-screen content.

- **How to Use:** Users can utilize their preferred screen reader software to navigate, read messages, and use features in Teams.

High-Contrast Modes

Teams supports high-contrast modes to improve visibility and reduce eye strain.

- **Activation:** Users can enable high-contrast modes in their operating system settings, which Teams will automatically adapt to.

Magnification and Zoom Features

Teams allows users to magnify the interface and use zoom controls for better visibility.

- **How to Use:** Features like browser zoom or built-in magnification tools in Teams help users enlarge text and images.

Keyboard Navigation

The platform is navigable using keyboard shortcuts, aiding users who have difficulty using a mouse.

- **Navigation Process:** Comprehensive keyboard shortcuts enable users to access all features of Teams without a mouse.

Voice Commands and Dictation

Voice commands through Cortana and dictation features are available, assisting users with visual impairments in navigating and communicating.

Usage: Users can give voice commands for various actions and dictate messages or documents.

Customizable Display Settings

Teams allows users to customize display settings, including font size and color schemes.

- **Customization Process:** Users can adjust these settings to enhance readability and contrast based on their visual preferences.

Live Captions in Meetings

Live captions are available in Teams meetings, beneficial for users who are hard of hearing and as a visual aid.

- **How to Enable:** Users can activate live captions during a meeting to follow along with the conversation in text format.

Alt Text for Images and Visual Content

Teams supports the use of alt text for images and other visual content, making it accessible for screen reader users.

- **Implementation:** When uploading images, users can add descriptive alt text to convey the content of the image.

4.1.1 Exercises

Activity 1: Using a Screen Reader with Microsoft Teams

Objective:

To navigate and use Microsoft Teams using a screen reader.

Steps:

- Install a Screen Reader:

Ensure a screen reader like JAWS, NVDA, or VoiceOver is installed on your device.

- Open Microsoft Teams:

Launch the Teams application or access it via a web browser.

- Navigate with Screen Reader:

Use the screen reader to navigate through Teams, read messages, and access features.

Activity 2: Enabling High-Contrast Modes in Teams

Objective:

To improve visibility in Teams using high-contrast modes.

Steps:

- Adjust Operating System Settings:

Go to your device's settings and enable high-contrast mode.

- Use Teams:

Open Microsoft Teams, which will adapt to the high-contrast settings.

- Evaluate Visibility:

Navigate Teams to ensure improved visibility and reduced eye strain.

Activity 3: Using Magnification and Zoom Features in Teams

Objective:

To enlarge text and images in Microsoft Teams for better visibility.

Steps:

- Access Zoom Controls:

Use browser zoom or built-in magnification tools in Teams.

- Adjust Magnification:

Enlarge text and images to a comfortable viewing size.

- Navigate Interface:

Explore various sections in Teams to ensure readability and visibility.

Activity 4: Navigating Teams Using Keyboard Shortcuts

Objective:

To navigate Microsoft Teams using keyboard shortcuts.

Steps:

- Learn Keyboard Shortcuts:

Familiarize yourself with Teams keyboard shortcuts.

- Navigate Without a Mouse:

Use shortcuts to access different features and communicate in Teams.

Activity 5: Using Voice Commands and Dictation in Teams

Objective:

To utilize voice commands and dictation for navigation and communication in Teams.

Steps:

- Enable Voice Recognition:

Activate Cortana or a similar voice recognition tool on your device.

- Use Voice Commands:

Give voice commands to navigate Teams and dictate messages or documents.

Activity 6: Customizing Display Settings in Teams

Objective:

To adjust display settings in Teams for enhanced readability.

Steps:

- Access Display Settings:

In Teams, go to settings to adjust display options.

- Customize Settings:

Change font size, color schemes, and other settings to suit your visual needs.

- Evaluate Changes:

Ensure the adjustments make Teams easier to read and navigate.

Activity 7: Enabling Live Captions in Teams Meetings

Objective:

To activate live captions during Teams meetings for better comprehension.

Steps:

- Join a Teams Meeting:

Enter a meeting in Microsoft Teams.

- Enable Live Captions:

Find the option to activate live captions within the meeting controls.

- Follow Meeting:

Use the captions to follow along with the conversation in real-time.

4.2 Accessibility for People with Hearing Impairments

Microsoft Teams provides an inclusive and accessible platform for users with hearing impairments. The platform incorporates a range of features designed to facilitate communication and collaboration for these users, ensuring they can participate fully in the digital workplace.

Key Accessibility Features in Microsoft Teams for Hearing Impairments:

Live Captions in Meetings

Teams offers live captions during meetings, assisting users who are deaf or hard of hearing.

How to Use: Users can enable live captions to see real-time text of the spoken content during meetings.

Transcription Services

Automatic transcription services are available for recorded meetings, providing a text version of the audio content.

Access: Users can access transcriptions post-meeting, which can be useful for review and reference.

Visual Notifications and Alerts

Teams provides visual notifications for incoming calls, messages, and alerts.

Benefit: This feature ensures users with hearing impairments are aware of incoming communications and updates without relying on audio cues.

Adjustable Volume Controls

Volume controls in Teams allow users to adjust audio levels to suit their individual needs.

How to Adjust: Users can easily manage volume settings during calls and meetings to optimize their listening experience.

Chat and Messaging Features

The platform's chat and messaging capabilities offer an alternative to audio and video communication.

Usage: Users can communicate effectively through text, which is essential for those who prefer or require visual communication methods.

Compatibility with Hearing Aid Devices

Teams is compatible with hearing aid devices and other assistive listening systems.

Integration: Users can connect their hearing aid devices to their computer or smartphone to use with Teams.

Visual Indicators for Sound

Teams includes visual indicators for sound in videos and other media, helping users identify audio elements.

Functionality: This feature helps in understanding content where audio plays a significant role.

Sign Language Video Windows

Teams supports the use of sign language interpreters in video meetings, with dedicated video windows for interpreters.

Implementation: Users can pin sign language interpreter videos for easy viewing during meetings.

4.2.1 Exercises

Activity 1: Enabling Live Captions in Microsoft Teams Meetings

Objective:

To activate live captions during Teams meetings for real-time text display of spoken content.

Steps:

- Join a Teams Meeting:

Open Microsoft Teams and join a scheduled meeting.

- Enable Live Captions:

Look for the option to enable live captions in the meeting controls.

Select it to turn on real-time captioning.

- Follow Along with Captions:

Read the captions as they appear to follow the meeting discussion.

Activity 2: Accessing Transcription Services for Recorded Meetings

Objective:

To use transcription services for reviewing the text version of recorded meetings.

Steps:

- Access a Recorded Meeting:

Find a meeting that has been recorded in Microsoft Teams.

- View Transcription:

Open the recording and access the transcription feature.

Read through the transcribed text for a complete understanding of the meeting content.

Activity 3: Utilizing Visual Notifications and Alerts

Objective:

To set up and use visual notifications for calls, messages, and alerts.

Steps:

- Go to Settings:

In Microsoft Teams, access your settings or preferences.

- Enable Visual Notifications:

Adjust settings to enable visual notifications for calls, messages, and other alerts.

- Monitor Notifications:

Keep an eye on the screen for visual indicators of incoming communications and updates.

Activity 4: Adjusting Volume Controls in Teams

Objective:

To manage volume settings during calls and meetings to suit individual hearing needs.

Steps:

- During a Call/Meeting:

Participate in a call or meeting in Teams.

- Adjust Volume:

Use the volume controls to set the audio to a comfortable level or mute it if unnecessary.

Activity 5: Communicating via Chat and Messaging

Objective:

To use chat and messaging for effective communication in Teams.

Steps:

- Open Chat Feature:

In Microsoft Teams, navigate to the chat section.

- Start a Conversation:

Initiate a chat with a colleague or respond to existing messages.

- Engage in Text-Based Communication:

Continue conversations using text, sharing information and updates.

4.3 Accessibility for People with Physical Disabilities

Microsoft Teams is committed to ensuring accessibility for users with physical disabilities. This is reflected in the platform's comprehensive range of features designed to accommodate various physical impairments, allowing these users to easily access and engage with the platform's functionalities.

Key Accessibility Features in Microsoft Teams for Physical Disabilities

Comprehensive Keyboard Navigation

Teams is designed for full navigation using a keyboard, accommodating users who cannot use a mouse due to physical limitations.

How to Navigate: Keyboard shortcuts enable users to move through menus, select items, and interact with all features of Teams.

Voice Control and Dictation

Teams supports voice control and dictation, allowing users to navigate and input text using voice commands.

How to Use: Users can utilize voice recognition software or built-in voice control features to interact with the platform.

Customizable Interface

Interface elements such as button sizes and menu layouts can be customized for ease of use.

Customization Process: Adjustments can be made in the application or device settings, allowing for increased size and easier interaction with interface elements.

Touchscreen Compatibility

Teams is compatible with touchscreen devices, providing an alternative input method for users with limited fine motor skills.

How to Use: Users can navigate and interact with Teams using touch gestures on compatible devices.

Adaptive Device Support

Teams supports various adaptive devices, such as alternative keyboards, foot mice, and sip-and-puff systems.

Device Integration: Users can connect their adaptive devices to their computer, and Teams will interface with these devices for navigation and communication.

Closed Captioning for Videos

Teams supports closed captioning for video content, aiding users with hearing impairments and those who benefit from visual reinforcement of audio.

How to Access: Captions can be enabled for videos in Teams, either automatically or by uploading caption files.

Adjustable Audio Settings

Audio settings in Teams can be adjusted, including volume control and audio device selection, to accommodate various hearing needs and preferences.

Customization: Users can modify audio settings for calls and meetings to suit their individual hearing requirements.

4.3.1 Exercises

Activity 1: Navigating Microsoft Teams Using Keyboard Shortcuts

Objective:

To navigate and use Microsoft Teams using keyboard shortcuts.

Steps:

- Learn Keyboard Shortcuts:

Familiarize yourself with the keyboard shortcuts for Teams.

- Practice Navigation:

Use shortcuts to open menus, select items, and access different features within Teams.

Activity 2: Using Voice Control and Dictation in Teams

Objective:

To control and interact with Teams using voice commands.

Steps:

- Set Up Voice Recognition:

Enable voice recognition software on your device or use built-in voice control features.

- Navigate and Communicate:

Use voice commands to navigate Teams and dictate messages or documents.

Activity 3: Customizing the Teams Interface

Objective:

To adjust interface elements for easier interaction.

Steps:

- Access Settings:

In Teams, go to application or device settings.

- Customize Interface:

Make adjustments to button sizes, menu layouts, and other interface elements.

- Test Adjustments:

Navigate Teams to ensure the interface is easier to use.

Activity 4: Using Touchscreen with Microsoft Teams

Objective:

To interact with Teams using touch gestures on compatible devices.

Steps:

- Access Teams on Touchscreen Device:

Open Microsoft Teams on a touchscreen-enabled device.

- Navigate Using Touch:

Use touch gestures to navigate menus and interact with features.

Activity 5: Integrating Adaptive Devices with Teams

Objective:

To use Microsoft Teams with various adaptive devices.

Steps:

- Connect Adaptive Device:

Attach your adaptive device (such as an alternative keyboard or foot mouse) to your computer.

- Use Device with Teams:

Navigate and interact with Teams using your adaptive device.

4.4 Accessibility for People with Cognitive Impairments

Microsoft Teams is dedicated to ensuring accessibility for users with cognitive impairments. The platform incorporates various features and design elements tailored to support these users, helping them to effectively navigate, communicate, and collaborate within the Teams environment.

Key Accessibility Features in Microsoft Teams for Cognitive Impairments:

Simplified User Interface

Teams offers a user interface with reduced complexity, beneficial for users with cognitive challenges.

How to Navigate: The interface is streamlined to minimize distractions and cognitive load, with clear icons and simplified menus.

Customizable Notifications

Users can customize notifications to manage and reduce cognitive overload.

How to Use: Users can adjust notification settings to receive only essential alerts, helping to focus attention and reduce distractions.

Read Aloud and Immersive Reader Features

Teams integrates tools like Read Aloud and Immersive Reader to aid in reading comprehension.

How to Access: These tools can be used to read text aloud from messages and documents, offering adjustable text and background colors for improved focus.

Consistent and Predictable Layouts

The platform maintains a consistent and predictable layout, essential for users needing stability in their digital environment.

Benefit: This consistency helps users with cognitive impairments navigate and use Teams more effectively.

Visual Indicators for Navigation

Teams uses clear visual indicators for navigation and status updates, aiding users with memory or attention difficulties.

How to Use: Icons, color coding, and other visual cues guide users in understanding the current status and available actions within the app.

Step-by-Step Instructions and Help Resources

Microsoft provides comprehensive instructions and help resources for using Teams.

Benefit: Detailed guides and support materials aid users who require additional assistance in understanding and using the platform's features.

Dictation for Message Composition

Teams allows users to dictate messages, reducing the cognitive load involved in typing and composing text.

How to Use: Dictation can be activated to verbally compose messages, which can be especially helpful for users with cognitive impairments affecting writing or typing.

4.4.1 Exercises

Activity 1: Navigating the Simplified User Interface of Microsoft Teams

Objective:

To familiarize users with cognitive impairments with the simplified interface of Microsoft Teams.

Steps:

- Access Microsoft Teams:

Open Microsoft Teams in a web browser or app.

- Explore the Interface:

Notice the clear icons and simplified menus.

Identify key areas like chat, teams, meetings, and files.

- Practice Navigation:

Practice navigating to different sections and accessing features.

Activity 2: Customizing Notifications in Microsoft Teams

Objective:

To adjust notification settings to minimize distractions.

Steps:

- Go to Settings:

In Microsoft Teams, access settings or preferences.

- Adjust Notifications:

Customize notification settings to receive only essential alerts.

- Evaluate Settings:

Ensure that the new settings help focus attention and reduce cognitive overload.

Activity 3: Using Read Aloud and Immersive Reader in Teams

Objective:

To use Read Aloud and Immersive Reader for better reading comprehension.

Steps:

- Access a Document or Message:

Open a message or document in Teams.

Activate Read Aloud/Immersive Reader:

Use the Read Aloud or Immersive Reader feature to have text read aloud.

Adjust text and background colors if necessary.

Activity 4: Familiarizing with Consistent and Predictable Layouts

Objective:

To become accustomed to the consistent layout of Microsoft Teams.

Steps:

- Explore Various Features:

Navigate through different sections like teams, calendar, and calls.

Notice Layout Consistency:

Observe the uniformity in design and layout across different areas.

Activity 5: Using Dictation for Composing Messages

Objective:

To use dictation for easy message composition.

Steps:

- Open a Chat:

Navigate to the chat section in Teams.

- Activate Dictation:

Use the dictation feature to compose a message verbally.

4.6 Resources

Accessibility tools for Microsoft Teams

<https://support.microsoft.com/en-us/office/accessibility-tools-for-microsoft-teams-2d4009e7-1300-4766-87e8-7a217496c3d5>

Top 15 Microsoft Teams accessibility features

<https://www.nasstar.com/hub/blog/microsoft-teams-accessibility-features>

Quick guide to Microsoft Teams: Accessibility

<https://nptcgroup.libguides.com/c.php?g=684015&p=4882789>

5. Canvas LMS



Canvas LMS (Learning Management System) is a widely adopted online learning platform used in educational institutions worldwide. Developed by Instructure, Canvas provides a comprehensive and user-friendly environment for both instructors and students to enhance the educational experience. It's particularly known for its flexibility, intuitive design, and robust set of tools that cater to various teaching and learning needs.

One of the key strengths of Canvas LMS is its clean, intuitive user interface, which simplifies navigation and makes it easy for users to find and access course content. This user-friendly design is crucial for encouraging engagement and ensuring that both teachers and students can focus on learning rather than navigating a complex platform.

Canvas offers a range of features that support interactive and collaborative learning. Instructors can create and manage course materials, assignments, and quizzes. The platform also supports a variety of multimedia content, allowing for a richer, more engaging course experience. Additionally, its discussion forums and messaging tools enable effective communication and collaboration among students and between students and instructors.

Integration with third-party tools is another area where Canvas excels. The platform integrates with a multitude of educational tools and services, including video conferencing tools, plagiarism detection software, and various content management systems. This flexibility allows institutions to tailor the platform to their specific needs and preferences.

Canvas also provides robust assessment and feedback tools. Instructors can use these tools to track student progress, grade assignments, and provide timely feedback. The analytics and reporting features in Canvas offer valuable insights into student performance and engagement, aiding educators in identifying areas where students might need additional support.

Accessibility is a cornerstone of Canvas LMS. The platform is designed to be accessible to all users, including those with disabilities. It adheres to web accessibility standards, ensuring that educational materials are available to everyone, regardless of their physical or technological constraints.

5.1 Accessibility for People with Visual Impairments

Canvas LMS is dedicated to providing an accessible and inclusive learning environment for all users, including those with visual impairments. The platform incorporates a range of features designed to support these users, ensuring they can effectively access course content, participate in discussions, submit assignments, and complete assessments.

Key Accessibility Features in Canvas LMS

Screen Reader Compatibility

Canvas LMS works seamlessly with popular screen readers like JAWS, NVDA, and VoiceOver. This compatibility is crucial for users who rely on auditory feedback to navigate and interact with digital content.

How to Activate: Ensure your screen reader is installed and running on your device. Canvas automatically interfaces with these screen readers, providing necessary auditory feedback for navigation and content interaction.

Alternative Text for Images

Canvas allows for the inclusion of alternative text for images used in course materials. This feature is essential for conveying the content or purpose of images to users who rely on screen readers.

How to Add Alt Text: When uploading an image in Canvas, select the option to add alternative text and provide a descriptive caption. This text becomes accessible to screen reader users.

Keyboard Navigation

Canvas supports comprehensive keyboard navigation, enabling users to interact with the platform using keyboard shortcuts. This feature is particularly beneficial for those who cannot use a mouse.

Usage Instructions: Use the Tab key to move through interactive elements and the Enter key to select options within Canvas. This functionality is inherently available and requires no special activation.

Text-to-Speech Tools

Some text-to-speech options may be available in Canvas, allowing users to have text content read aloud.

Activation Process: In Canvas, go to user settings or preferences to enable any available text-to-speech tools. Once activated, you can select text for it to be audibly read.

High-Contrast Themes

Canvas provides themes with high contrast to improve visibility and readability for users with low vision.

How to Select a Theme: Access user settings, then preferences or appearance, and choose a high-contrast theme to enhance visual clarity.

Braille Display Compatibility

Canvas supports Braille displays, allowing visually impaired users to connect their Braille devices for a tactile reading experience.

Connecting a Braille Display: Connect the Braille display to your device. Canvas should recognize the display and interact accordingly.

Customizable Font Sizes and Styles

Users can adjust the font size and style to their preference, aiding in readability.

How to Adjust: This feature can typically be found in the user settings or appearance options, allowing individuals to choose from a range of font sizes and styles.

Color Adjustment Settings

Beyond high-contrast themes, users should have the option to adjust the color settings to suit their specific visual needs.

How to Use: In the settings or appearance menu, users can customize colors for backgrounds, text, and interactive elements.

Audio Descriptions for Videos

For educational videos, audio descriptions provide a verbal depiction of key visual elements.

How to Access: When available, users can enable audio descriptions via the video player controls or within the course settings.

Magnification Tools

Magnification tools can enlarge specific areas of the screen for better visibility.

Activation Process: These tools are typically available as built-in features or external applications that integrate with the Canvas platform.

Accessible Navigation Menus

Menus and navigation elements are designed to be easily navigable using assistive technologies.

How to Navigate: These menus can be accessed through standard keyboard shortcuts and are structured to be screen-reader friendly.

Voice Command Integration

Integration with voice command technologies allows users to navigate and interact with Canvas using spoken commands.

How to Use: Users can link their voice command software with Canvas to begin using voice commands for various actions.

Responsive Design

Ensuring that Canvas is fully responsive, so it works seamlessly on various devices and screen sizes, including mobile devices.

User Experience: This feature automatically adjusts the layout and interface to suit the device being used.

Training and Resources for Accessibility

Providing comprehensive training and resources for educators and users on how to utilize and benefit from these accessibility features.

Accessing Resources: These can be made available within the Canvas help center or as part of an introductory course module.

5.1.1 Exercises

Activity 1: Using a Screen Reader with Canvas LMS

Objective:

To navigate and interact with Canvas using a screen reader.

Steps:

- Set Up Screen Reader:

Ensure a screen reader like JAWS, NVDA, or VoiceOver is installed on your device.

- Access Canvas:

Open Canvas LMS in a web browser.

- Navigate with Screen Reader:

Use the screen reader to explore courses, read content, and interact with Canvas features.

Activity 2: Adding Alternative Text to Images in Canvas

Objective:

For educators to add alternative text to images in Canvas courses.

Steps:

- Upload an Image:

In a course, select the option to add an image.

- Add Alt Text:

Provide a descriptive caption for the image in the alternative text field.

Activity 3: Navigating Canvas Using Keyboard Shortcuts

Objective:

To interact with Canvas using keyboard navigation.

Steps:

- Learn Keyboard Shortcuts:

Familiarize yourself with Canvas's keyboard shortcuts.

- Practice Navigation:

Use the Tab and Enter keys to navigate through Canvas.

Activity 4: Enabling Text-to-Speech in Canvas

Objective:

To activate and use text-to-speech tools in Canvas.

Steps:

- Access Settings:

In Canvas, go to user settings or preferences.

- Enable Text-to-Speech:

Activate any available text-to-speech options.

- Use Feature:

Select text and use the tool to have it read aloud.

Activity 5: Selecting High-Contrast Themes in Canvas

Objective:

To choose a high-contrast theme in Canvas for better visibility.

Steps:

- Access Settings:

Go to user settings, then to preferences or appearance.

- Choose High-Contrast Theme:

Select a high-contrast theme to enhance visual clarity.

Activity 6: Connecting a Braille Display to Canvas

Objective:

To connect and use a Braille display with Canvas.

Steps:

- Connect Braille Display:

Connect your Braille display to your computer.

- Use with Canvas:

Ensure Canvas recognizes the display for a tactile reading experience.

Activity 7: Customizing Font Sizes and Styles in Canvas

Objective:

To adjust font size and style in Canvas for easier reading.

Steps:

- Access Appearance Settings:

In Canvas, find the settings for font adjustments.

- Make Adjustments:

Choose preferred font sizes and styles.



Activity 8: Adjusting Color Settings in Canvas

Objective:

To customize color settings in Canvas to suit visual preferences.

Steps:

- Access Color Settings:

Find the color adjustment options in Canvas settings.

- Customize Colors:

Adjust colors for backgrounds, text, and elements as needed.

Activity 9: Enabling Audio Descriptions for Videos

Objective:

To access audio descriptions for educational videos in Canvas.

Steps:

- Play a Video:

Open a video within a Canvas course.

- Enable Audio Descriptions:

Activate the audio descriptions feature if available.

5.2 Accessibility for People with Hearing Impairments

Canvas LMS strives to provide an inclusive learning environment for all users, including those with hearing impairments. The platform incorporates various features to support these users, ensuring their full participation in educational activities.

Closed Captioning in Videos

Canvas supports closed captioning for videos, providing text for spoken dialogue and other relevant sounds.

How to Access: Closed captions can be enabled in video settings. Instructors are encouraged to include captions in all their video content.

Transcripts for Audio and Video Materials

Alongside closed captions, transcripts of audio and video content are available, detailing spoken words and other audio cues.

How to Access: Transcripts can usually be found linked below the video or audio material or provided as downloadable documents.

Visual Alerts and Notifications

For announcements, updates, or any notifications, Canvas ensures visual alerts are present, so users with hearing impairments are not reliant on audio signals.

Usage Instructions: Users can customize notification settings to receive alerts via email, SMS, or on-screen notifications.

Sign Language Interpretation Compatibility

Canvas can be used alongside sign language interpretation services during live sessions or in pre-recorded materials.

How to Use: Users or institutions can integrate sign language interpreters into live video sessions or provide sign language interpretation in pre-recorded videos.

Adjustable Volume Controls

For those with partial hearing, Canvas provides adjustable volume controls in all audio and video content.

How to Adjust: Volume controls are accessible within the video or audio player on Canvas, allowing for easy adjustments.

Real-Time Messaging and Chat Tools

Canvas offers real-time messaging and chat tools for communication, which is crucial for users who cannot rely on auditory communication.

Usage Instructions: These tools are available in course navigation and can be used for direct communication with instructors or peers.

Vibratory Alerts for Mobile Devices

When using Canvas on mobile devices, users with hearing impairments can opt for vibratory alerts for notifications.

How to Enable: This can be set up in the Canvas mobile app's notification settings, enabling vibration for incoming alerts.

5.2.1 Exercises

Activity 1: Enabling Closed Captioning for Videos in Canvas

Objective:

To activate closed captions for videos within Canvas courses.

Steps:

- Access a Video in Canvas:

Open a course in Canvas and play a video.

- Enable Closed Captions:

Look for the caption settings in the video player and select to turn on closed captions.

- View Video with Captions:

Watch the video, reading the captions to follow the dialogue and other audio cues.

Activity 2: Accessing Transcripts for Audio and Video

Objective:

To locate and use transcripts for audio and video materials in Canvas.

Steps:

- Find Audio/Video Content:

In your course, select an audio or video file.

- Access the Transcript:

Find the link or document for the transcript below the media player and open it.

- Follow Along:

Read the transcript while listening to or watching the content.

Activity 3: Customizing Visual Alerts and Notifications

Objective:

To set up visual notifications for important updates and announcements in Canvas.

Steps:

- Adjust Notification Settings:

Go to your account settings in Canvas and navigate to notifications.

- Customize Alerts:

Choose how to receive notifications (email, SMS, on-screen) and set up visual alerts as preferred.

Activity 4: Integrating Sign Language Interpretation

Objective:

For users or educators to incorporate sign language interpretation in Canvas sessions.

Steps:

- Plan a Live Session or Video:

Schedule a live session or create a video for a course.

- Include Sign Language Interpreter:

Arrange for a sign language interpreter to be present in the video or live session.

- Access the Session/Video:

Watch the session or video, focusing on the interpreter for understanding.

Activity 5: Adjusting Volume Controls in Canvas

Objective:

To manage audio levels in Canvas audio and video content.

Steps:

- Play Audio/Video Content:

Access a piece of media within Canvas.

- Adjust Volume:

Use the volume controls in the media player to set a comfortable level.

Activity 6: Using Real-Time Messaging and Chat

Objective:

To communicate effectively through text using Canvas messaging and chat.

Steps:

- Access Messaging Tools:

Navigate to the chat or messaging feature in your course.

Participate in Conversations:

Engage in class discussions or direct messaging using text.

Activity 7: Setting Vibratory Alerts on Mobile Devices

Objective:

To enable vibration notifications for Canvas alerts on mobile devices.

Steps:

- Access Mobile App Settings:

Open the Canvas mobile app and go to settings.

- Enable Vibratory Alerts:

Adjust the notification settings to enable vibration for incoming alerts.

5.3 Accessibility for People with Physical Disabilities

Canvas LMS is committed to ensuring an accessible learning environment for users with physical disabilities. This dedication is reflected in the platform's range of features designed to accommodate various physical impairments, facilitating easy access to course content, interaction in discussions, and completion of assignments and assessments.

Key Accessibility Features in Canvas LMS:

Comprehensive Keyboard Navigation

Canvas is designed for full navigation using a keyboard, which is essential for users who cannot use a mouse due to physical limitations.

How to Navigate: Keyboard shortcuts enable users to move through menus, select items, and interact with course materials.

Voice Recognition Software Compatibility

Canvas is compatible with voice recognition software, allowing users to control the platform and input text using voice commands.

How to Use: Users should ensure their voice recognition software is activated, and it will interface with Canvas for navigation and input.

Adjustable Interface Elements

Interface elements such as button sizes and clickable areas can be adjusted for ease of use.

Customization Process: These adjustments can usually be made in the user settings, allowing for increased size and easier interaction with interface elements.

Extended Time for Assignments and Tests

Instructors can set extended time limits for assignments and tests to accommodate users who require more time due to physical impairments.

How to Access: Instructors can modify these settings for individual users based on their needs.

Accessible Document Formats

Canvas supports accessible document formats, ensuring that course materials are usable with assistive technologies.

How to Use: Documents in formats like PDF, Word, and HTML can be designed to be accessible and compatible with various assistive technologies.

Customizable Course Layouts

The layout of course materials in Canvas can be customized to improve navigation and accessibility for users with physical disabilities.

Adjustment Process: Instructors can organize course materials in a way that simplifies navigation, using clear headings and a consistent structure.

Drag-and-Drop Alternatives

For activities that typically require drag-and-drop interactions, Canvas provides alternative methods of completion.

How to Access: These alternatives are usually available as part of the activity instructions or can be provided by the instructor upon request.

Assistive Device Support

Canvas is designed to work with various assistive devices, such as alternative keyboards, switches, and sip-and-puff systems.

Device Integration: Users can connect their assistive devices to their computer, and Canvas will interact with these devices for navigation and interaction.

5.3.1 Exercises

Activity 1: Navigating Canvas LMS Using Keyboard Shortcuts

Objective:

To navigate and use Canvas using keyboard shortcuts.

Steps:

- Learn Keyboard Shortcuts:

Familiarize yourself with Canvas's keyboard shortcuts.

- Practice Navigation:

Use shortcuts to open menus, select items, and interact with course materials.

Activity 2: Using Voice Recognition Software with Canvas

Objective:

To control and interact with Canvas using voice recognition software.

Steps:

- Set Up Voice Recognition Software:

Ensure your voice recognition software is installed and activated on your device.

- Navigate and Communicate:

Use voice commands to navigate Canvas and input text, such as in discussions or assignments.

Activity 3: Customizing Interface Elements in Canvas

Objective:

To adjust interface elements for easier interaction in Canvas.

Steps:

- Access User Settings:

In Canvas, go to account or application settings.

- Make Adjustments:

Customize button sizes and clickable areas as needed for easier use.

Activity 4: Accessing Accessible Document Formats

Objective:

To use accessible document formats in Canvas.

Steps:

- Find Course Materials:

Access course materials provided in Canvas.

- Ensure Accessibility:

Check that documents are in accessible formats like PDF, Word, or HTML.

Activity 5: Customizing Course Layouts for Easy Navigation

Objective:

For instructors to organize course materials for simplified navigation.

Steps:

- Organize Materials:

Arrange course content with clear headings and consistent structure.

- Publish Course:

Make the course available to students, ensuring the layout is easy to navigate.

Activity 8: Integrating Assistive Devices with Canvas

Objective:

To use Canvas with various assistive devices.

Steps:

- Connect Assistive Device:

Attach your assistive device (like an alternative keyboard or switch) to your computer.

- Use with Canvas:

Interact with Canvas using the assistive device.

5.4 Accessibility for People with Cognitive Impairments

Canvas LMS is committed to ensuring an accessible learning environment for users with cognitive impairments. The platform incorporates a variety of features and design elements specifically tailored to support these users, enhancing their ability to effectively navigate, communicate, and engage with course materials within the Canvas environment.

Key Accessibility Features in Canvas LMS

Simplified User Interface

Canvas offers a user interface with reduced complexity, which is beneficial for users with cognitive challenges.

- **How to Navigate:** The interface is designed to minimize distractions and cognitive load, featuring clear icons and simplified menus for ease of use.

Customizable Notifications

Users can tailor their notification settings in Canvas to manage and reduce cognitive overload.

- **How to Use:** Notification settings can be adjusted to limit alerts to essential information only, aiding in focusing attention and reducing distractions.

Read Aloud and Immersive Reader Features

Canvas integrates tools like Read Aloud and Immersive Reader to support reading comprehension and focus.

- **How to Access:** These features can read text aloud from course materials and offer adjustable text and background colors for improved readability.

Consistent and Predictable Layouts

Canvas maintains a consistent and predictable layout throughout the platform, which is essential for users needing stability in their digital environment.

- **Benefit:** This consistency aids users with cognitive impairments in navigating and using Canvas more effectively.

Visual Indicators for Navigation

Clear visual indicators in Canvas assist in navigation and understanding the status of various tasks or updates.

- **How to Use:** Icons, color coding, and other visual cues guide users, aiding those with memory or attention difficulties.

Dictation for Content Creation

Canvas allows users to use dictation for creating content, reducing the cognitive load involved in typing and composing text.

- **How to Use:** This feature can be particularly beneficial for users with cognitive impairments that affect writing or typing skills.

5.4.1 Exercises

Activity 1: Navigating Canvas LMS with a Simplified User Interface

Objective:

To familiarize users with cognitive challenges with the simplified interface of Canvas.

Steps:

- Access Canvas:

Log into Canvas LMS.

- Explore the Interface:

Notice the clear icons and simplified menus.

Practice navigating to different sections such as courses, assignments, and discussions.

Activity 2: Customizing Notifications in Canvas

Objective:

To adjust notification settings to manage cognitive load.

Steps:

- Access Settings:

In Canvas, go to the account and then to notifications.

- Adjust Notifications:

Customize notification preferences to receive only essential information.

- Check Effectiveness:

Monitor if the reduced notifications help focus attention and reduce distractions.

Activity 3: Using Read Aloud and Immersive Reader Features

Objective:

To utilize Read Aloud and Immersive Reader for enhanced reading comprehension.

Steps:

- Access Course Material:

Open a document or page within a course.

- Activate Read Aloud/Immersive Reader:

Use these features to have the text read aloud.

Adjust text and background colors if necessary for better readability.

Activity 4: Familiarizing with Consistent and Predictable Layouts

Objective:

To become accustomed to the consistent layout of Canvas for easier navigation.

Steps:

- Explore Various Features:

Navigate through different areas in Canvas, like the calendar, inbox, and grades.

- Notice Consistency:

Observe the uniform layout and design in each section.

Activity 5: Using Visual Indicators for Navigation

Objective:

To use visual indicators in Canvas for understanding status and navigation.

Steps:

- Identify Visual Indicators:

Recognize icons and color coding in Canvas.

- Navigate Using Cues:

Use these visual cues to guide navigation and understand different statuses.

5.6 Resources

Best Practices for Canvas Accessibility:

https://diversity.utexas.edu/disability/wp-content/uploads/sites/24/2020/03/SSD-CANVAS-Best-Practices_2020.pdf

Canvas – Accessibility:

<https://oit.colorado.edu/services/teaching-learning-applications/canvas/canvas-accessibility>

6. Tests

Visual Impairments

Multiple Choice Question

(Select all that apply)

Which features in Moodle enhance accessibility for users with visual impairments?

A Screen reader compatibility

B Alternative text for images

C High-contrast themes

D Automatic content translation

Correct Answers: a) Screen reader compatibility, b) Alternative text for images, c) High-contrast themes

True or False Question

Users need to install special plugins for keyboard navigation in Moodle. (T/F)

Answer: False (Keyboard navigation is inherent in Moodle and requires no special activation.)

Choose One

For users with low vision, selecting a high-contrast theme in Moodle involves:

A Downloading a third-party application

B Navigating to user settings, then "Preferences" or "Appearance"

C Manually adjusting the CSS code of Moodle

D Contacting Moodle support for customization

Correct Answer: b) Navigating to user settings, then "Preferences" or "Appearance"



Multiple Choice Question

(Select all that apply)

1.Which features in Google Classroom enhance accessibility for users with visual impairments?

- a) Screen reader compatibility
- b) Alternative text for images
- c) High-contrast themes
- d) Automatic content translation

Correct Answers: a) Screen reader compatibility, b) Alternative text for images, c) High-contrast themes

Fill the gap

For users with low vision, selecting a _____contrast theme in Google Classroom involves navigating to user settings, then preferences or appearance

Correct Answer: High

Multiple Choice Question

(Select all that apply)

Which features in MS Teams support users with visual impairments?

- a) Screen reader compatibility
- b) High-contrast modes
- c) Magnification and zoom features
- d) Automatic content summarization

Correct Answers: a) Screen reader compatibility, b) High-contrast modes, c) Magnification and zoom features

Choose One

For users who need to magnify content in MS Teams, they can:

- a) Only use external magnification software
- b) Utilize browser zoom or built-in magnification tools in Teams
- c) Request content in large print format
- d) Magnification is not available in MS Teams

Correct Answer: b) Utilize browser zoom or built-in magnification tools in Teams

Multiple Choice Question

(Select all that apply)

Which features in Canvas LMS enhance accessibility for users with visual impairments?

- a) Screen reader compatibility
- b) Alternative text for images
- c) High-contrast themes
- d) Real-time collaboration tools

Correct Answers: a) Screen reader compatibility, b) Alternative text for images, c) High-contrast themes

True or False: Keyboard navigation in Canvas LMS is only available with special activation.

Correct Answer: False (Keyboard navigation is inherently available and requires no special activation.)

Choose One

To enable high-contrast themes in Canvas LMS for better visibility, users should:

- a) Install third-party software
- b) Adjust settings in their web browser
- c) Access user settings, then preferences or appearance in Canvas
- d) Request custom themes from Canvas support

Correct Answer: c) Access user settings, then preferences or appearance in Canvas

Hearing Impairments

Fill the gap

Moodle provides _____ alert and notifications for hearing-impaired users

Correct Answers: Visual

True or False Questions

Closed captioning in Moodle needs to be manually activated for each video by the user.

Answer: True (Users can activate captions by clicking the caption button in the video player interface.)

Moodle's sign language interpretation videos are automatically generated for all instructional videos.

Answer: False (Instructors embed sign language interpretation within videos or provide separate videos with an interpreter.)

Choose One

To access transcripts for audio materials in Moodle, users should:

- A Request transcripts from Moodle support
- B Click on provided links or download them from course sections
- C Translate the audio content themselves
- D Wait for automated transcripts to be generated

Correct Answer: b) Click on provided links or download them from course sections

Multiple Choice Question

(Select all that apply)

1.Which features in Google Classroom assist users with hearing impairments?

- a) Closed captioning in videos
- b) Transcripts for audio and video content
- c) Sign language interpretation
- d) Automatic content translation

Correct Answers: a) Closed captioning in videos, b) Transcripts for audio and video content, c) Sign language interpretation

Choose One

To enable visual alerts in Google Classroom, users should:

- a) Download a third-party application
- b) Go to the settings and enable visual notifications
- c) Request this feature from Google Classroom support
- d) It's not possible to set visual alerts in Google Classroom

Correct Answer: b) Go to the settings and enable visual notifications

For effective communication in class discussions, users with hearing impairments can use:

- a) Only email communication
- b) Voice calls in Google Classroom
- c) Chat and forum features for text-based communication
- d) Sign language videos only

Correct Answer: c) Chat and forum features for text-based communication

True or False: Live captions in Teams meetings are automatically activated for all meetings.

Correct Answer: False (Users need to activate live captions during a meeting.)



Multiple Choice Question

(Select all that apply)

What features does Microsoft Teams provide to support effective communication for individuals with hearing impairments?

- a) Adjustable volume controls
- b) Chat and messaging features
- c) Compatibility with hearing aid devices
- d) Visual indicators for sound

Correct Answers: a) Adjustable volume controls, b) Chat and messaging features, c) Compatibility with hearing aid devices, d) Visual indicators for sound

Choose One

To enable live captions during a Teams meeting, a user with hearing impairments should:

- a) Request captions from the meeting host
- b) Download a captioning app
- c) Enable live captions in the meeting settings
- d) Captions are automatically enabled in all meetings

Correct Answer: c) Enable live captions in the meeting settings

For users with hearing impairments, Microsoft Teams' visual notifications are beneficial for:

- a) Enhancing the user interface appearance
- b) Indicating incoming calls, messages, and alerts
- c) Displaying user status updates
- d) Providing detailed descriptions of video content

Correct Answer: b) Indicating incoming calls, messages, and alerts

Fill the gap

_____ **for videos in Canvas LMS support users with hearing impairments**

Correct Answers: Closed captioning/captions/captioning

True or False: Users can customize notification settings in Canvas LMS to receive alerts via email, SMS, or on-screen notifications.

Correct Answer: True

To access closed captions for a video in Canvas LMS, a user should:

- a) Request captions from the instructor for each video
- b) Enable closed captions in the video settings
- c) Download captions from an external source
- d) Captions are not available in Canvas LMS

Correct Answer: b) Enable closed captions in the video settings

Physical Disabilities

True or False: Voice recognition in Moodle is only compatible with specific, Moodle-provided software.

Correct Answer: False (Users can install voice recognition software like Dragon NaturallySpeaking on their device.)

Choose One

To utilize voice recognition for navigating Moodle, users must:

- A Contact Moodle support for special setup
- B Install voice recognition software on their device
- C Use Moodle's built-in voice recognition feature
- D Upgrade to Moodle's premium version

Correct Answer: b) Install voice recognition software on their device

For adjusting font sizes and screen layouts in Moodle, users should go to:

- A The user settings section under "Appearance" or "Accessibility" options
- B External websites for downloadable fonts
- C Moodle's main homepage for custom settings
- D Contact Moodle administrators for personalized adjustments

Correct Answer: a) The user settings section under "Appearance" or "Accessibility" options.

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True or False Question

1. Users need to install special plugins for keyboard navigation in Google Classroom.

Correct Answer: False (Keyboard navigation is inherent and requires no activation.)

Multiple Choice Question

(Select all that apply)

Which features in Google Classroom enhance accessibility for users with physical disabilities?

- a) Keyboard navigation
- b) Voice recognition compatibility
- c) Customizable interface
- d) Automatic content generation

Correct Answers: a) Keyboard navigation, b) Voice recognition compatibility, c) Customizable interface

True or False Questions

True or False: Google Classroom requires additional software to be installed for keyboard navigation.

Correct Answer: False (Keyboard navigation is inherent and does not require additional software.)

True or False: Customizable interface options in Google Classroom include adjusting the background color of the platform.

Correct Answer: False (The customization mainly involves text size and image scaling.)

Multiple Choice Question

(Select all that apply)

Which features in Microsoft Teams are specifically designed to accommodate users with physical disabilities?

- a) Comprehensive keyboard navigation
- b) Voice control and dictation
- c) Customizable interface
- d) Real-time language translation

Correct Answers: a) Comprehensive keyboard navigation, b) Voice control and dictation, c) Customizable interface

True or False: Closed captioning for videos in Teams must be manually transcribed by the user.

Correct Answer: False (Captions can be enabled automatically or by uploading caption files.)

For users with limited fine motor skills, using Microsoft Teams on a touchscreen device enables them to:

- a) Only view content, without interaction
- b) Navigate and interact using touch gestures
- c) Use voice commands exclusively
- d) Require additional software for touchscreen use

Correct Answer: b) Navigate and interact using touch gestures

Multiple Choice Question

(Select all that apply)

Which features in Canvas LMS are designed to accommodate users with physical disabilities?

- a) Comprehensive keyboard navigation
- b) Voice recognition software compatibility
- c) Adjustable interface elements
- d) Live video streaming options

Correct Answers: a) Comprehensive keyboard navigation, b) Voice recognition software compatibility, c) Adjustable interface elements

Choose One

To customize the interface for easier interaction in Canvas LMS, users with physical disabilities can:

- a) Only use third-party customization tools
- b) Adjust settings in the user settings for increased size and easier interaction
- c) Request customization from Canvas support
- d) Customization of interface elements is not possible in Canvas

Correct Answer: b) Adjust settings in the user settings for increased size and easier interaction

For users who need alternative methods for drag-and-drop activities, Canvas LMS provides:

- a) Only drag-and-drop interactions
- b) Alternatives as part of the activity instructions
- c) Drag-and-drop extensions for browsers
- d) No alternatives for drag-and-drop activities

Correct Answer: b) Alternatives as part of the activity instructions

Cognitive Impairments

Multiple Choice Question

(Select all that apply)

Which features in Moodle help address the needs of learners with cognitive impairments?

- A Simplified navigation
- B Customizable interface
- C Adaptive learning pathways
- D Automatic content translation

Correct Answers: a) Simplified navigation, b) Customizable interface, c) Adaptive learning pathways

True or False Question

Moodle's customizable interface allows users to adjust colours and fonts to suit their cognitive needs.

Answer: False

Multiple Choice Question

(Select all that apply)

What tools does Google Classroom provide to enhance the learning experience for users with cognitive impairments?

- a) Flexible pacing and extended time for assignments
- b) Interactive and engaging content
- c) Regular feedback and support
- d) Automatic note-taking system

Correct Answers: a) Flexible pacing and extended time for assignments, b) Interactive and engaging content, c) Regular feedback and support

Fill the gap

Google Classroom's user interface _____ be customized to accommodate users with cognitive impairments.

Correct Answer: Can

Choose One

To make content easier to read and understand for users with cognitive impairments, they should:

- a) Only use external readability tools
- b) Adjust the display settings in Google Classroom
- c) Request special content from instructors
- d) Use only audio-based learning materials

Correct Answer: b) Adjust the display settings in Google Classroom

True or False Question

True or False: Microsoft Teams' user interface cannot be simplified to help users with cognitive impairments.

Correct Answer: False (Teams offers a simplified user interface.)

Fill the gap

True or False: The _____ feature in Teams can read messages and documents.

Correct Answer: Read Aloud

.

Choose One

To manage cognitive overload from notifications in Microsoft Teams, users can:

- a) Disable all notifications permanently
- b) Adjust notification settings to receive only essential alerts
- c) Only receive notifications via email
- d) Notifications cannot be customized in Teams

Correct Answer: b) Adjust notification settings to receive only essential alerts

Multiple Choice Question

Which features in Canvas LMS are designed to accommodate users with cognitive impairments?

- a) Comprehensive keyboard navigation
- b) Voice recognition software compatibility
- c) Adjustable interface elements
- d) Automatic content translation

Correct Answers: a) Comprehensive keyboard navigation, b) Voice recognition software compatibility, c) Adjustable interface elements

True or False: In Canvas LMS, instructors cannot adjust time limits for assignments and tests for users with cognitive impairments.

Correct Answer: False (Instructors can set extended time limits for assignments and tests.)



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Fill the gap

To customize the interface for easier interaction in Canvas LMS, users with cognitive impairments can adjust settings in the user settings for _____ size and easier interaction

Correct Answer: increased