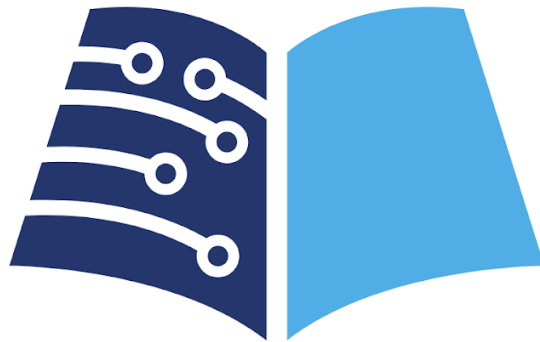




# **DIGITABILITY**

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

## **Online Learning**



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# 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 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.

## **2.6 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](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 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:**

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.

## **3.6 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 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.

## **4.6 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 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.

## **5.6 Resources**

Best Practices for Canvas Accessibility:

[https://diversity.utexas.edu/disability/wp-content/uploads/sites/24/2020/03/SSD-CANVAS-Best-Practices\\_2020.pdf](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>