Accessibility Readiness

ALL HANDS

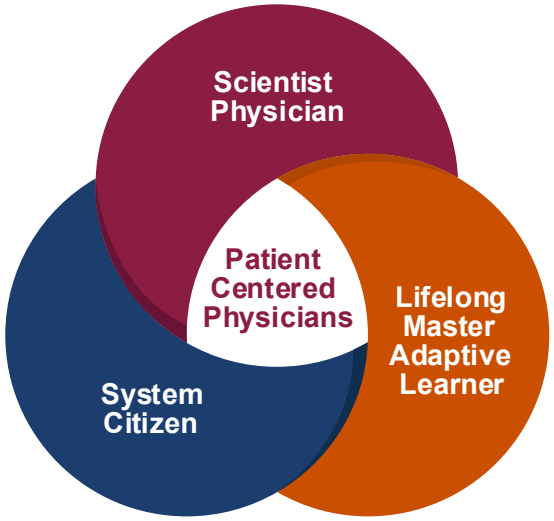
5/14/2026

Accessibility Readiness – Overview

- Title II of the Americans with Disabilities Act (ADA) requirement
- Virginia Information Technology Access Act
- Virginia Tech Policy 7215
- LCME Element 8.3 - Curricular Design, Review, Revision, and Content Monitoring
  - Also connected to 5.8 (Library Resources/Staff) and 5.9 (Information Technology Resources/Staff).

VIRGINIA TECH™

While the deadline for compliance with Title II Subpart H of the ADA has been delayed by a year, Virginia Tech's obligations to engage in effective communication and to provide equal access to its services, programs, and activities remain.



LCME®

LIAISON COMMITTEE ON MEDICAL EDUCATION

Preparing for 64 students

KALTURA

Panopto™

QuestionPro

qualtrics XM

Accessibility Readiness – Virginia Tech Expectations

- Website
- Social media
- Electronic communications with students
- Canvas pages, including assessments and announcements
- Digital materials in and outside of Canvas
  - Word documents
  - PowerPoint presentations
  - PDF portable document files

- Future materials only

VIRGINIA TECH™

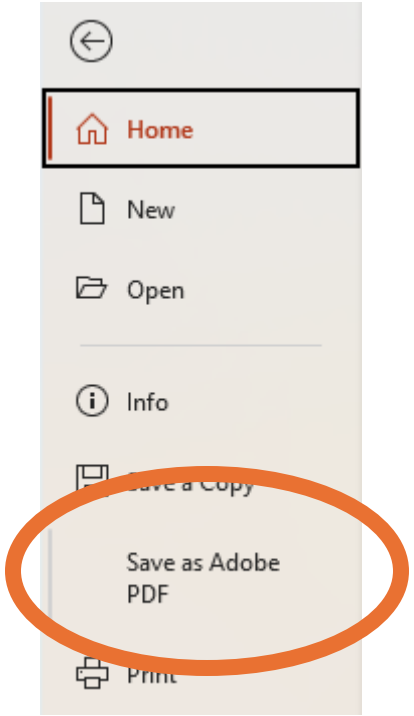
VTCSOM's Approach: Easy to Hard

- Easy fixes:
  - **Save as PDF** vs print to PDF
  - Use **built-in tools** in Word / PowerPoint
  - Pay attention to **color contrast** (dark vs light)
- Moderate fixes:
  - Recreating tables and document artifacts in an accessible format
- Hard fixes:
  - Subject-specific imagery

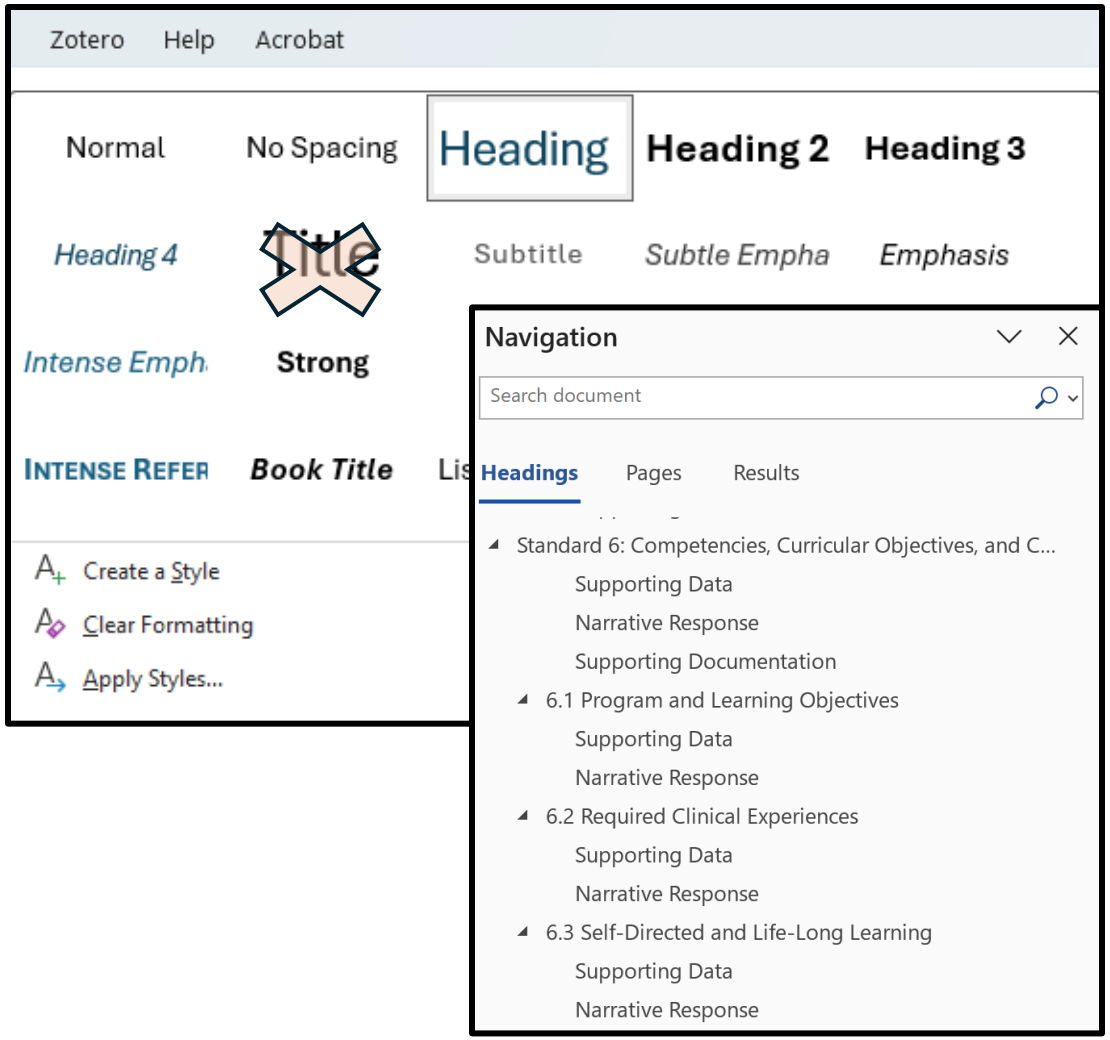
Save / Export as Adobe PDF

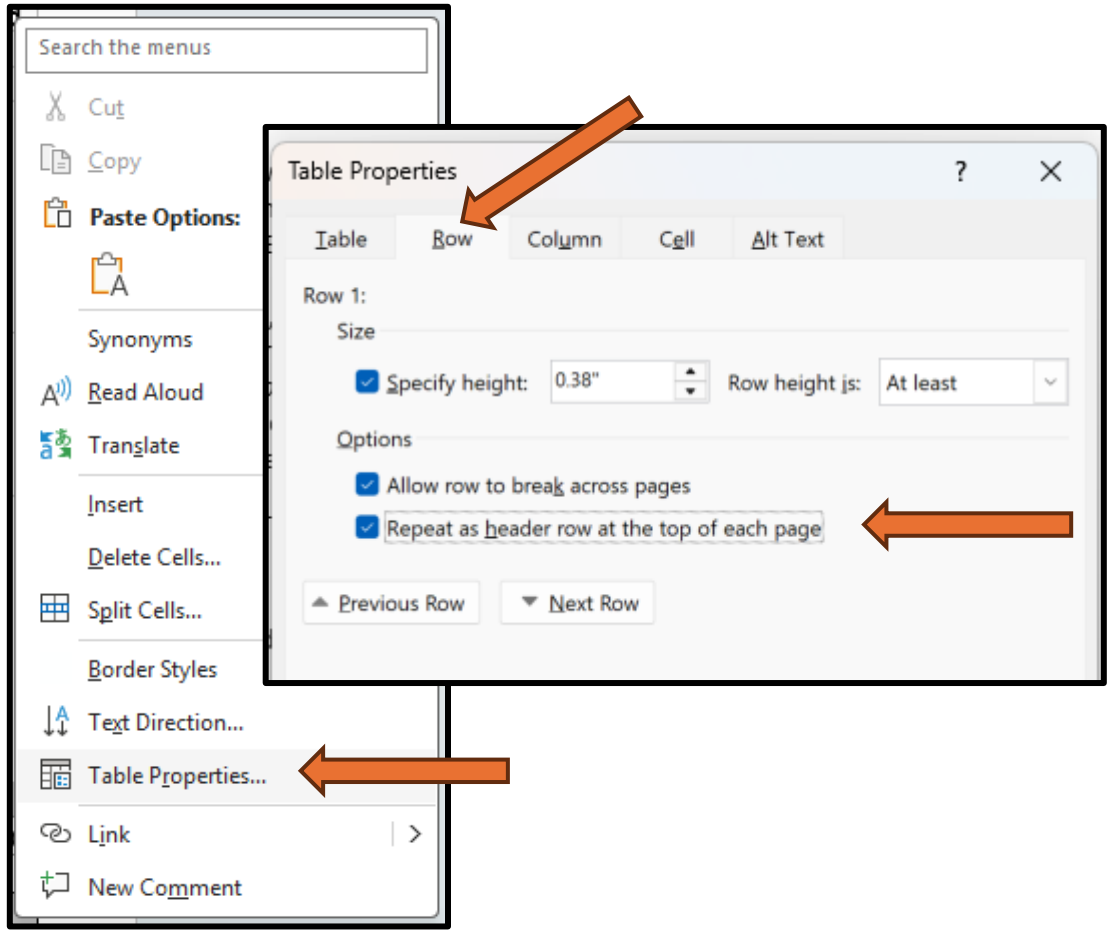
- **Save to PDF** keeps styles and accessibility features

- Print to PDF strips styles and removes accessibility tags



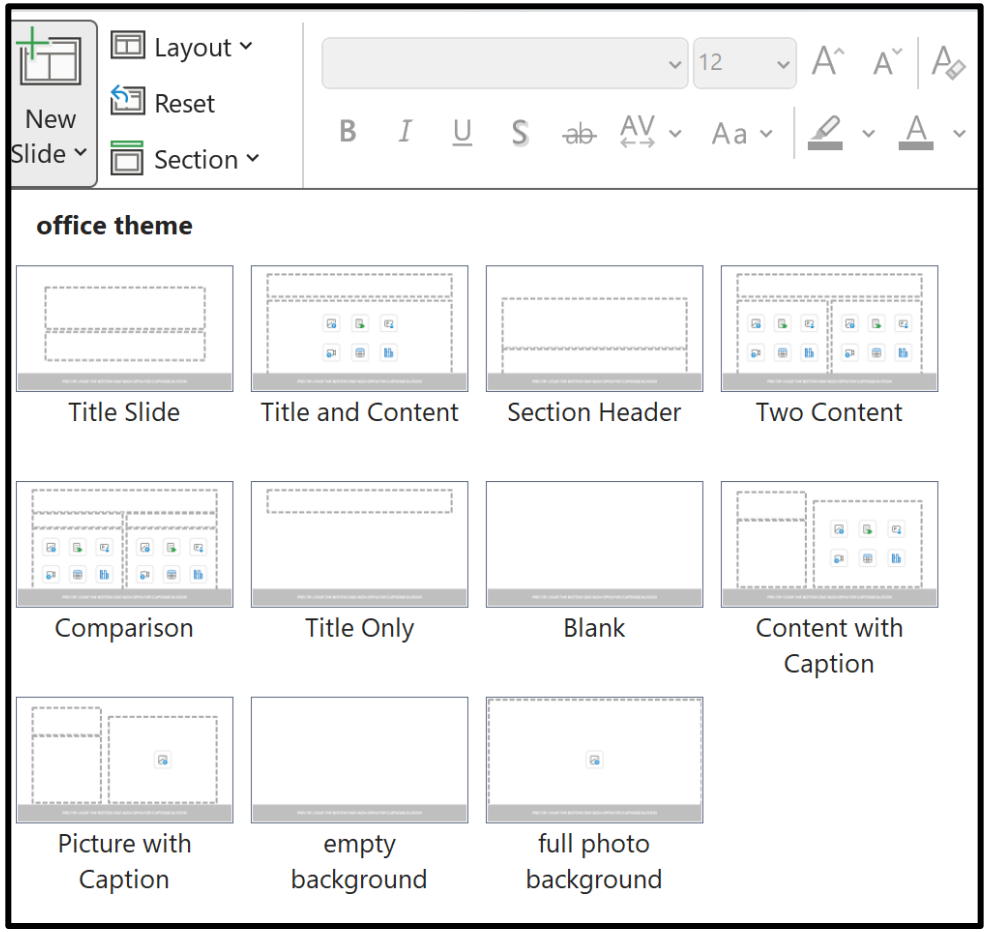
Word: Headings & Table Rows





PowerPoint: Slide Titles

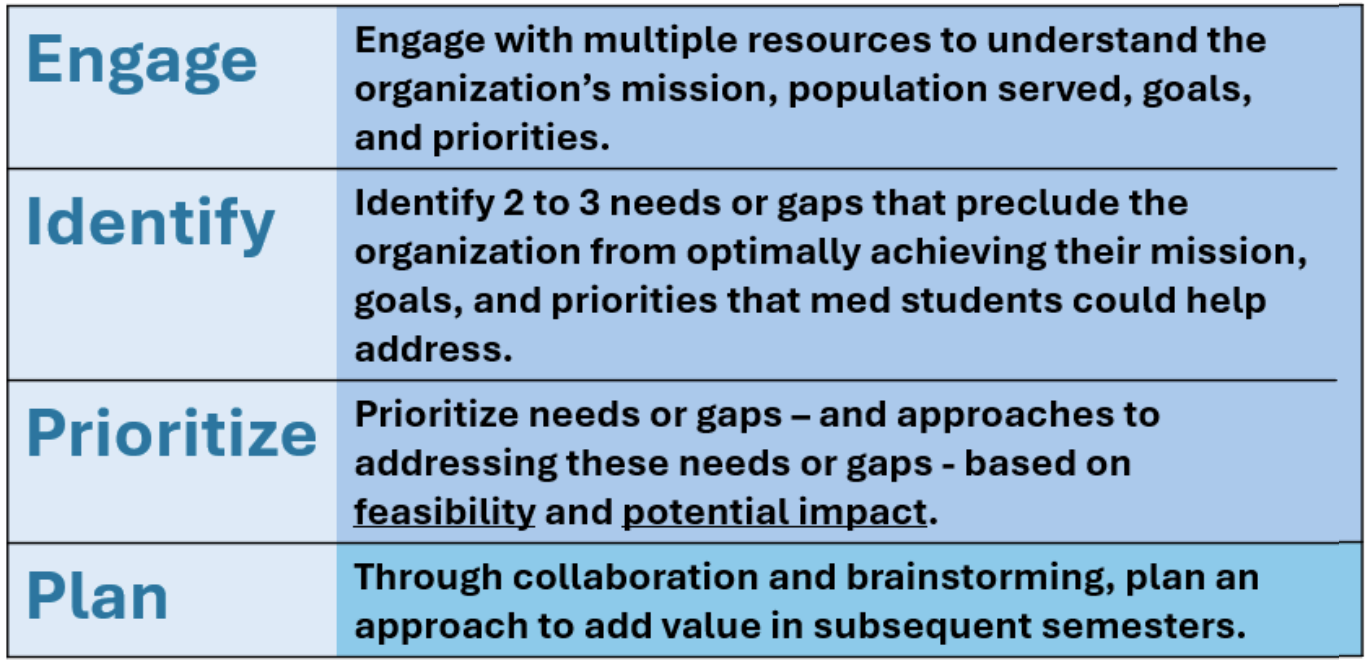
- Pick a slide layout option that has a title box.



Minimize use of text-only screenshots

(Screen readers can’t read images/screenshots)

BEFORE

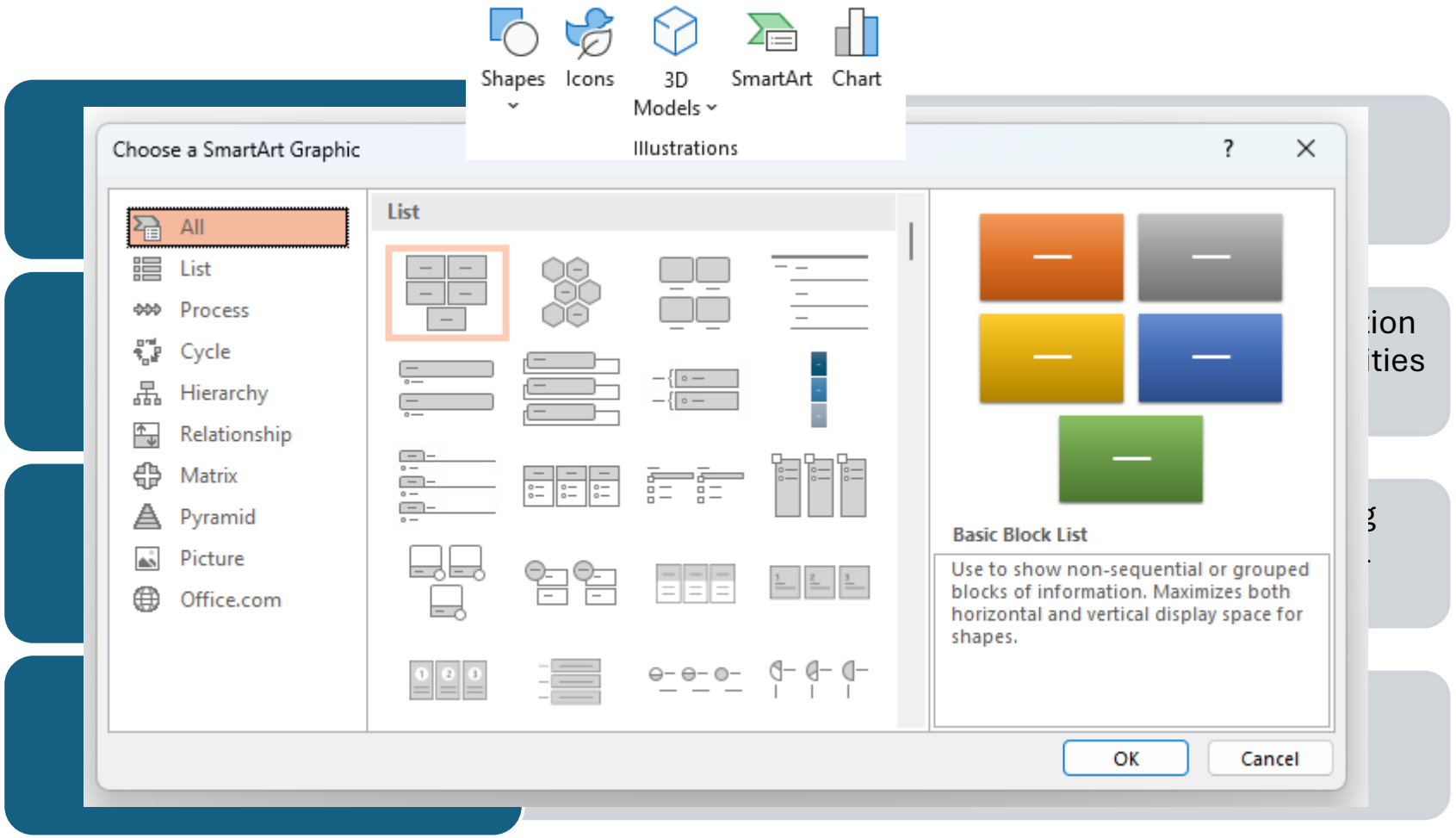


Engage	**Engage with multiple resources to understand the organization’s mission, population served, goals, and priorities.**
Identify	**Identify 2 to 3 needs or gaps that preclude the organization from optimally achieving their mission, goals, and priorities that med students could help address.**
Prioritize	**Prioritize needs or gaps – and approaches to addressing these needs or gaps - based on feasibility and potential impact.**
Plan	**Through collaboration and brainstorming, plan an approach to add value in subsequent semesters.**

This may look like a table with text, but it’s a screenshot of a table

Use SmartArt to create text versions

AFTER



Color Contrast Matters

Low Contrast Example

Low Contrast Example

Low Contrast Example

High Contrast Example

High Contrast Example

High Contrast Example

BEFORE

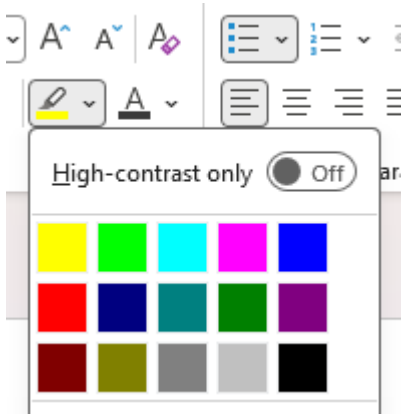
RURAL HEALTH
Health Systems and Implementation Sciences
VTCSOM

AFTER

RURAL HEALTH
Health Systems and Implementation Sciences
VTCSOM

Text Contrast on Photo Images

- Problem: Text is often difficult to read when placed on images
- Fix: Add a highlight to the text



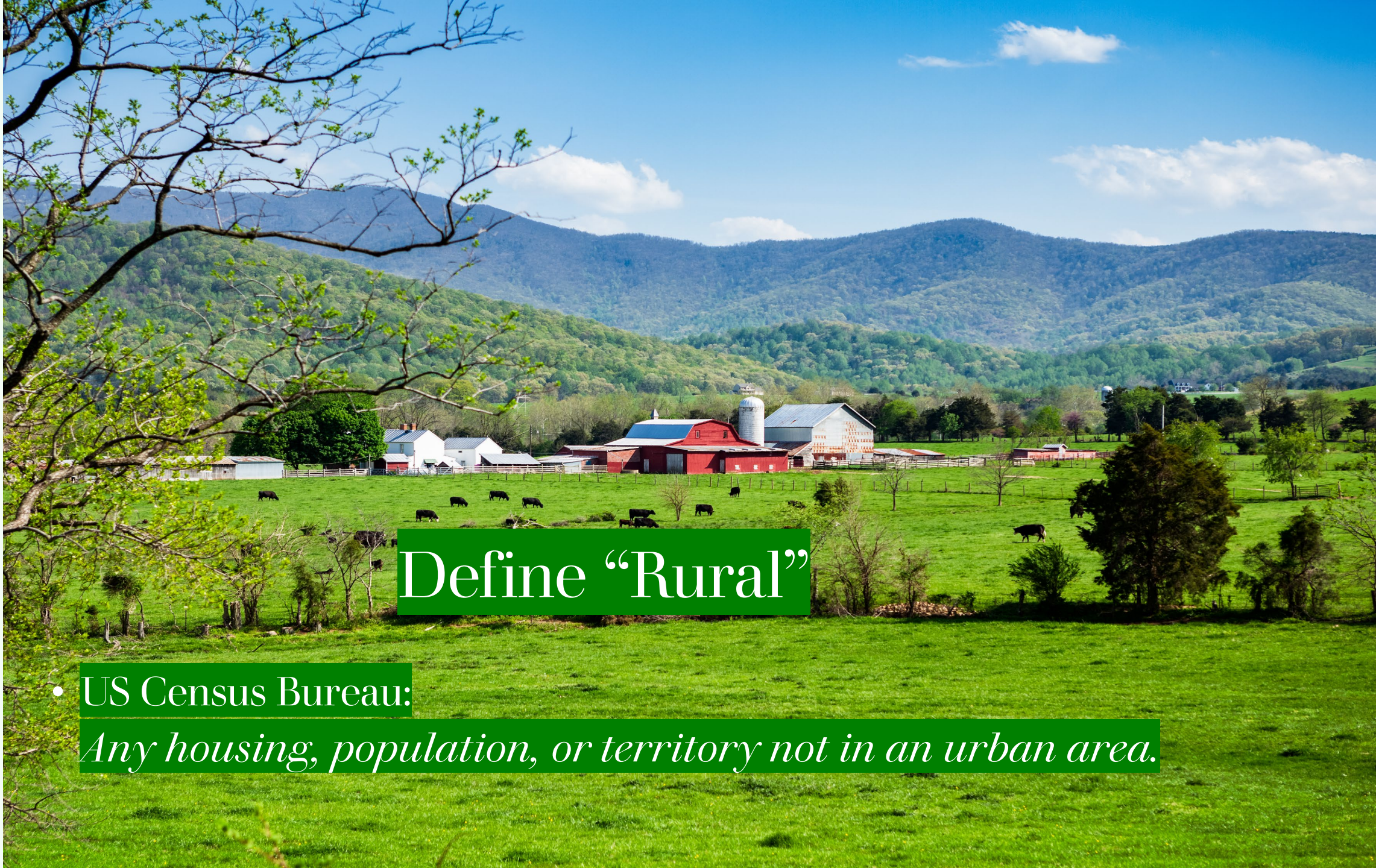
BEFORE

Define “Rural”

- US Census Bureau:

  Any housing, population, or territory not in an urban area.

AFTER



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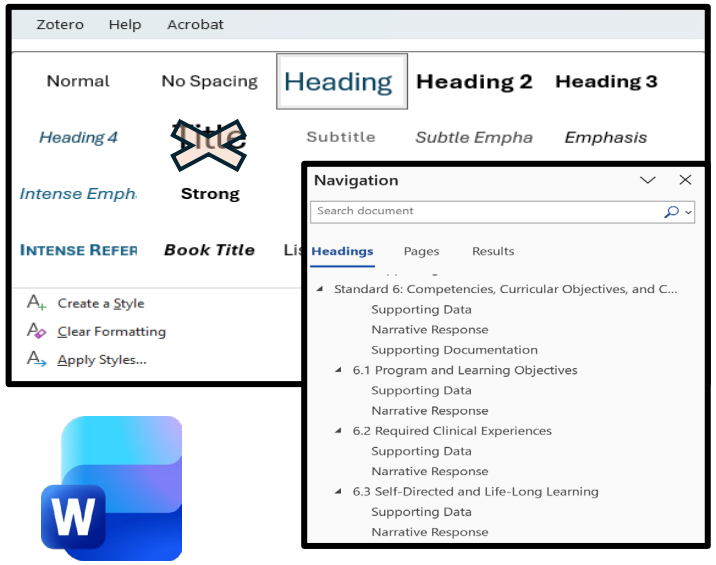
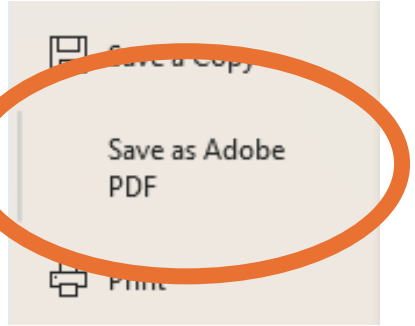
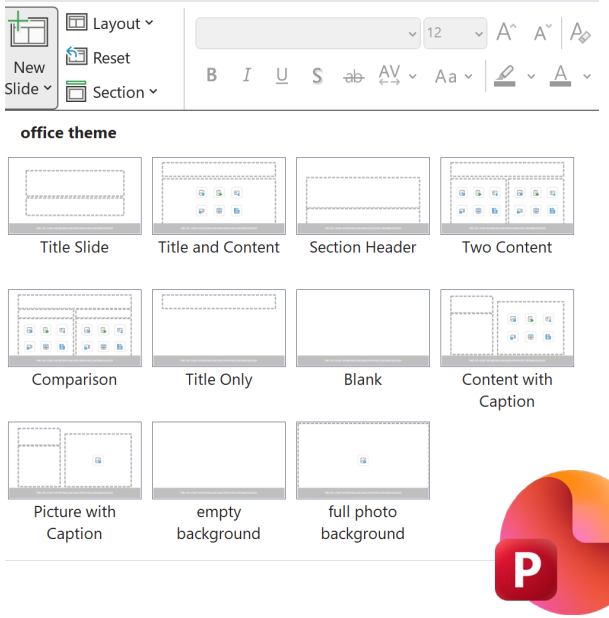
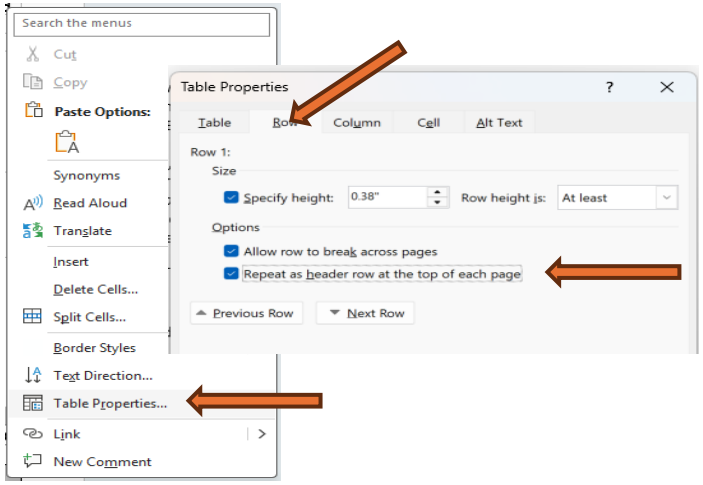
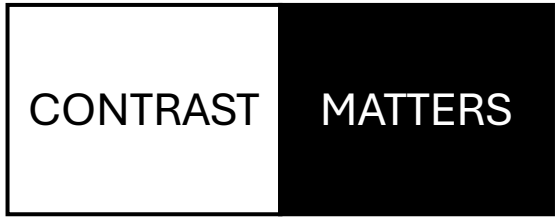
Save to PDF | Use Built-in Tools | Contrast Matters

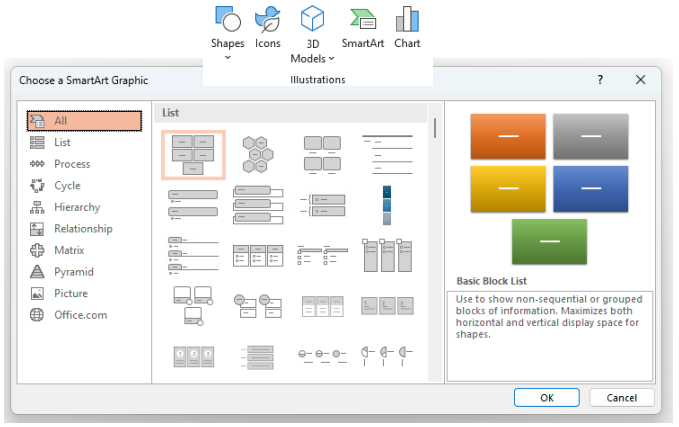












TECH TIPS

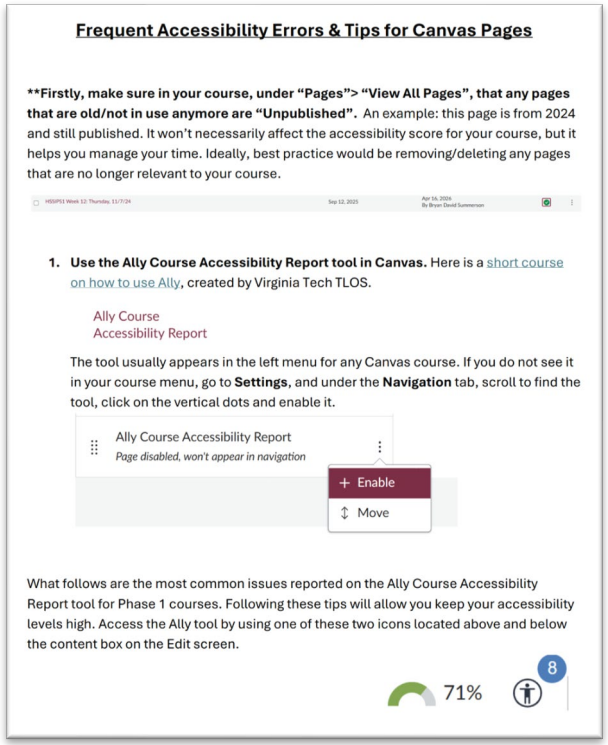
Accessibility Readiness Tips

Greek, Vianne
Director of Digital Initiatives for Medical Education

2 min read

Lessons Learned – MedEd Hub

[Accessibility Readiness Tips](#) for Canvas, Word, and PowerPoint



Frequent Accessibility Errors & Tips for Canvas Pages

****Firstly, make sure in your course, under "Pages"> "View All Pages", that any pages that are old/not in use anymore are "Unpublished".** An example: this page is from 2024 and still published. It won't necessarily affect the accessibility score for your course, but it helps you manage your time. Ideally, best practice would be removing/deleting any pages that are no longer relevant to your course.

1. **Use the Ally Course Accessibility Report tool in Canvas.** Here is a short course on how to use Ally, created by Virginia Tech TLOS.

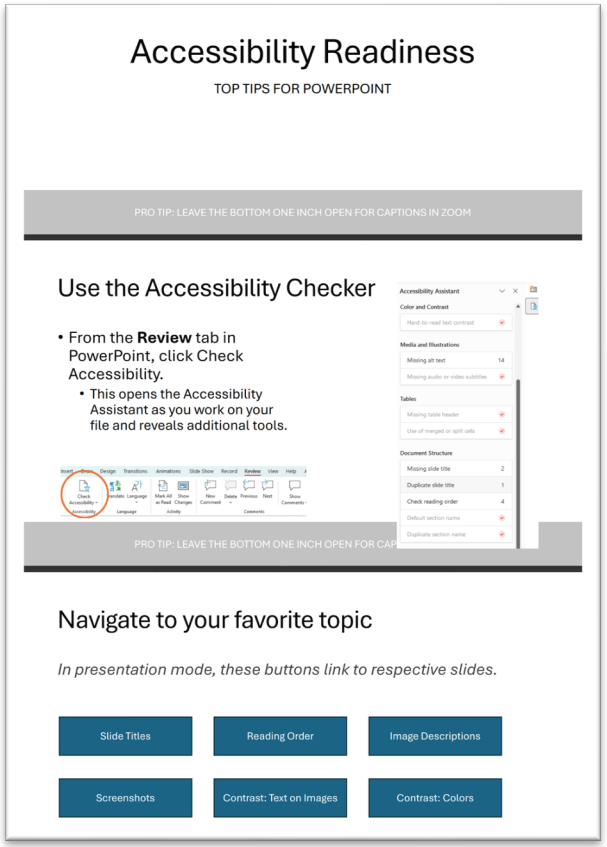
   Ally Course
   Accessibility Report

   The tool usually appears in the left menu for any Canvas course. If you do not see it in your course menu, go to **Settings**, and under the **Navigation** tab, scroll to find the tool, click on the vertical dots and enable it.

Ally Course Accessibility Report
Page disabled, won't appear in navigation
+ Enable
↕ Move

What follows are the most common issues reported on the Ally Course Accessibility Report tool for Phase 1 courses. Following these tips will allow you keep your accessibility levels high. Access the Ally tool by using one of these two icons located above and below the content box on the Edit screen.

71% 8



Accessibility Readiness

TOP TIPS FOR POWERPOINT

PRO TIP: LEAVE THE BOTTOM ONE INCH OPEN FOR CAPTIONS IN ZOOM

Use the Accessibility Checker

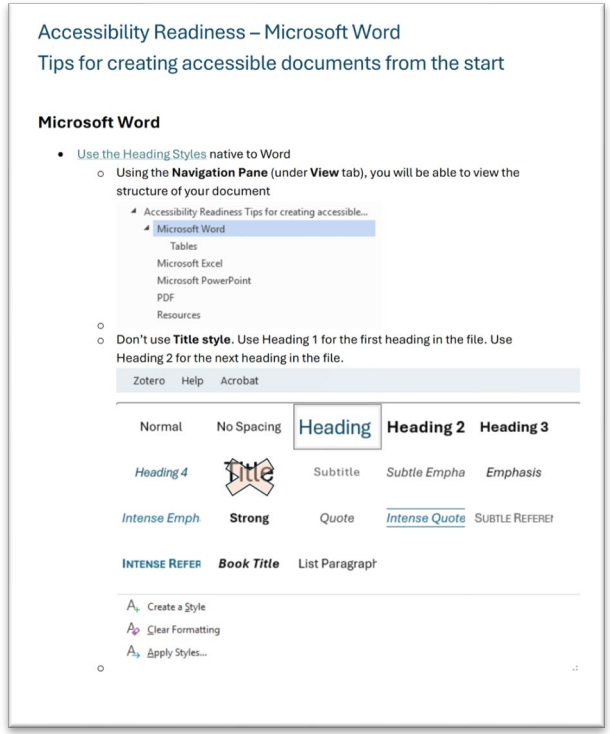
- From the **Review** tab in PowerPoint, click Check Accessibility.
  - This opens the Accessibility Assistant as you work on your file and reveals additional tools.

PRO TIP: LEAVE THE BOTTOM ONE INCH OPEN FOR CAP

Navigate to your favorite topic

In presentation mode, these buttons link to respective slides.

Slide Titles | Reading Order | Image Descriptions
Screenshots | Contrast: Text on Images | Contrast: Colors



Accessibility Readiness – Microsoft Word

Tips for creating accessible documents from the start

Microsoft Word

- Use the Heading Styles native to Word
  - Using the **Navigation Pane** (under **View** tab), you will be able to view the structure of your document
    - Accessibility Readiness Tips for creating accessible...
      - Microsoft Word
        - Tables
        - Microsoft Excel
        - Microsoft PowerPoint
        - PDF
        - Resources
  - Don't use **Title style**. Use Heading 1 for the first heading in the file. Use Heading 2 for the next heading in the file.

Zotero Help Acrobat

Normal | No Spacing | Heading | **Heading 2** | **Heading 3**
Heading 4 | Title | Subtitle | *Subtle Empha* | *Emphasis*
Intense Emph | **Strong** | *Quote* | *Intense Quote* | SUBTLE REFERE
INTENSE REFER | ***Book Title*** | List Paragrapl

Create a Style
Clear Formatting
Apply Styles...

Accessibility Readiness – Project Support Team

Vianne Greek[+]
Co-Lead

Renee Beirne
Co-Lead

Michael Long*
IT Support

Christie Neal
Accessibility

*Obtained, or completed coursework for, Certified Professional in Accessibility Core Competencies (CPACC) credential

[+]Certified Professional in Web Accessibility

Kelli Fleming*

Hannah Greco*

Renée LeClair*

Heather Mason*

Tim Mey*

Katherine Murphy*