ENGAGELI ACCESSIBILITY TIP SHEET

1. Use captions

✔ *Use Engageli's captioning feature to provide text-based captions for audio content. This can help participants who are deaf or hard of hearing, have language barriers, or those who prefer to read the content. Engageli captions can be used only in Room Mode. To see captions in Table Mode, turn on Google Chrome's Live Captioning feature.*

2. Provide transcripts

✔ *Provide audio or video content transcripts to make it accessible to participants who are deaf or hard of hearing. This can also be helpful for participants who prefer to read content rather than listen to it. Turn on closed captions to create a transcript of your Engageli classroom recording that participants can read in a Playback Room.*

3. Use high-contrast colors

✔ *Use high-contrast colors for text, graphics, and other visual elements in your presentations and class material to make them easier to read for participants with visual impairments.*

4. Use alt text

✔ *Use alternative text (alt text) to describe images and other non-text content in your presentations and class material to make it accessible to participants who are blind or visually impaired.*

5. Enable sign language video

✔ *Facilitators and participants can enable a sign language video to designate an interpreter whose video can be displayed to participants who are deaf or hard of hearing in the Engageli classroom as needed.*

6. Use keyboard shortcuts

✔ *Ensure all functions and features in your virtual classroom can be accessed using keyboard shortcuts. This assists students who cannot use a mouse or have mobility impairments. Engageli keyboard shortcuts can be easily access from the Help menu in the classroom.*

7. Use accessible technology

✓ *Encourage participants who need to use accessible technology and software, such as screen readers and voice recognition software, to ensure that all participants can access and interact with the course content.*

8. Provide clear instructions in multiple formats

✓ *Provide clear instructions for activities, assignments, and assessments to ensure that all participants understand what is expected of them. Accommodate different learning styles by offering instructions in various formats, such as text, audio, and video.*

9. Use clear and organized content

✓ *Structure your content in presentations and documents organized with headings, bullet points, and lists. Use a consistent layout to make navigation easier for screen reader users.*

10. Use accessible documents and files

✓ *Use accessible formats, such as PDFs with text-based content, to make it easier for participants with disabilities to access and read the content. Share documents in accessible formats such as PDFs with proper headings, alt text for images, and readable fonts. Ensure compatibility with screen readers.*

11. Provide flexibility

✓ *Provide flexibility in how participants can access and engage with content. For example, allow participants to use assistive technology or provide alternative formats for content. Be open to accommodating individual needs. Provide resources and support for students with disabilities and offer alternative options if needed.*

12. Test for accessibility

✓ *Test your Engageli sessions for accessibility using tools such as screen readers and keyboard-only navigation to identify any accessibility issues and make necessary improvements.*
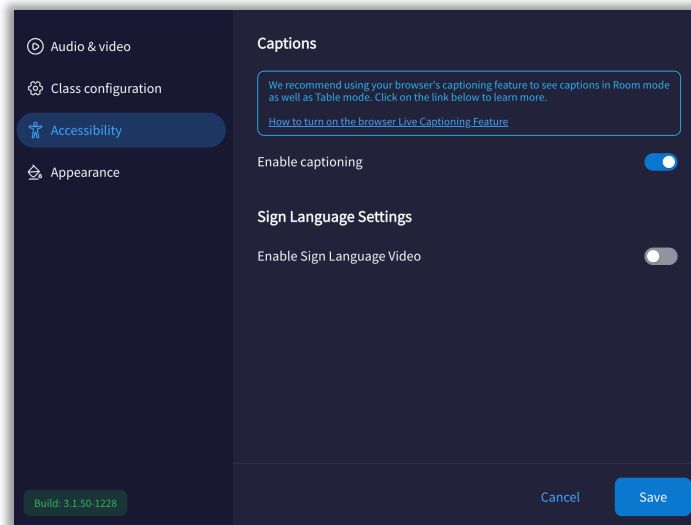
13. Use Engageli tables

✓ *Because participants in Table Mode can only hear each other, Engageli tables can be used to allow interpreters and other support staff to work directly with participants with accessibility needs.*

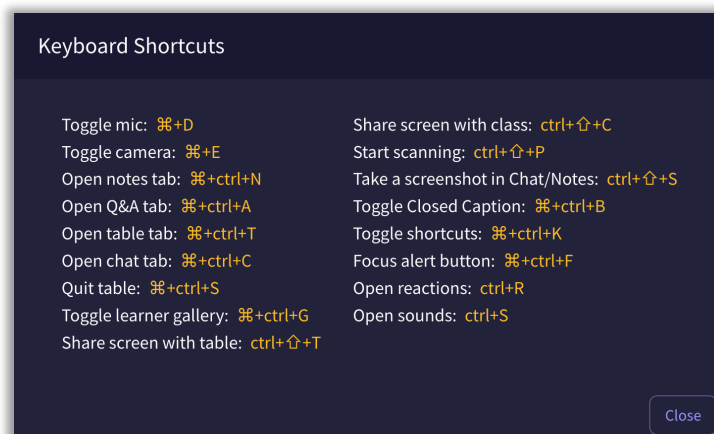# ACCESSIBILITY SETTINGS WITHIN THE ENGAGELI CLASSROOM

Captions

✓ *Under Settings (gear icon), select Accessibility to enable captions. Remember, you must enable captioning to generate a transcript for class recordings.*

Keyboard shortcuts

✓ *Keyboard shortcuts can be beneficial for those who are visually impaired using screen readers, for people experiencing temporary or permanent mobility disabilities, and for those who do not have a physical mouse or who choose not to use one. Find keyboard shortcuts in the Help menu.*

Sign language video

✓ *Under Settings (gear icon), select Accessibility to enable a separate video for a sign language interpreter. Any TA or instructor can be selected as the interpreter.*