

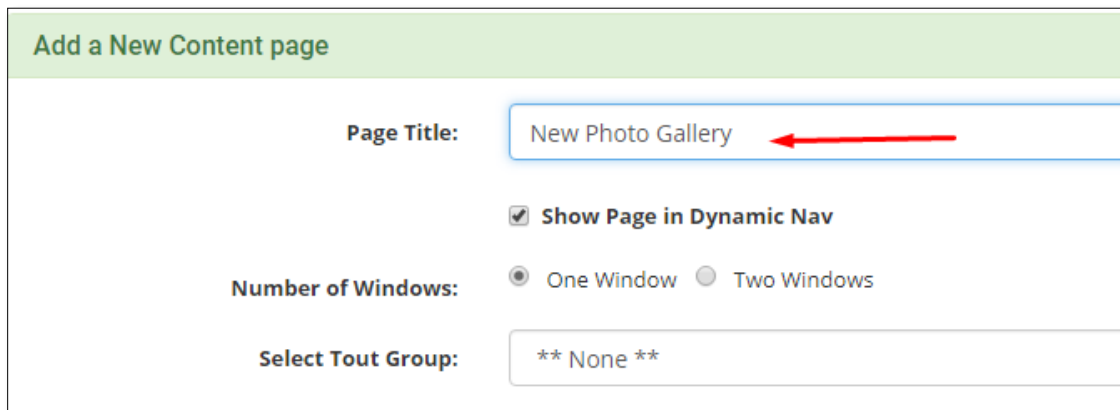
eSchoolView ADA Compliance Tip Sheet

1. Page Titles

Describe the page content and make sure the title is not misleading. For example, if you are adding a page to showcase photos of students completing a lab assignment, use a descriptive title such as "H S Chem lab glass project photos" instead of a nebulous title that says something like "new photo gallery."

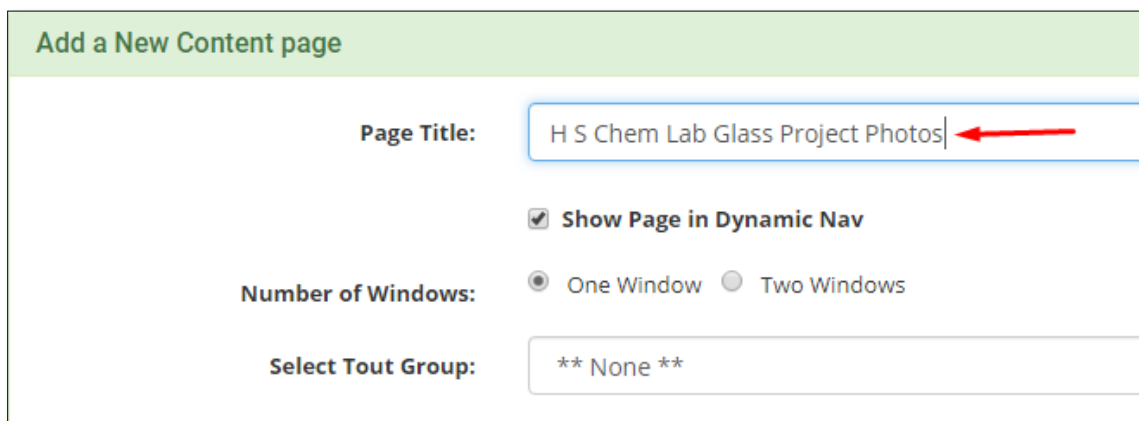
- When using acronyms, space them so an adaptive device doesn't try to read the initials as a word.

Bad Title Example



The screenshot shows a form titled "Add a New Content page". The "Page Title" field contains the text "New Photo Gallery", which is highlighted with a red arrow pointing to it from the right. Below this, the "Show Page in Dynamic Nav" checkbox is checked. The "Number of Windows" section has "One Window" selected with a radio button. The "Select Tout Group" dropdown menu is set to "** None **".

Good Title Example



The screenshot shows the same form titled "Add a New Content page". The "Page Title" field contains the text "H S Chem Lab Glass Project Photos", which is highlighted with a red arrow pointing to it from the right. Below this, the "Show Page in Dynamic Nav" checkbox is checked. The "Number of Windows" section has "One Window" selected with a radio button. The "Select Tout Group" dropdown menu is set to "** None **".

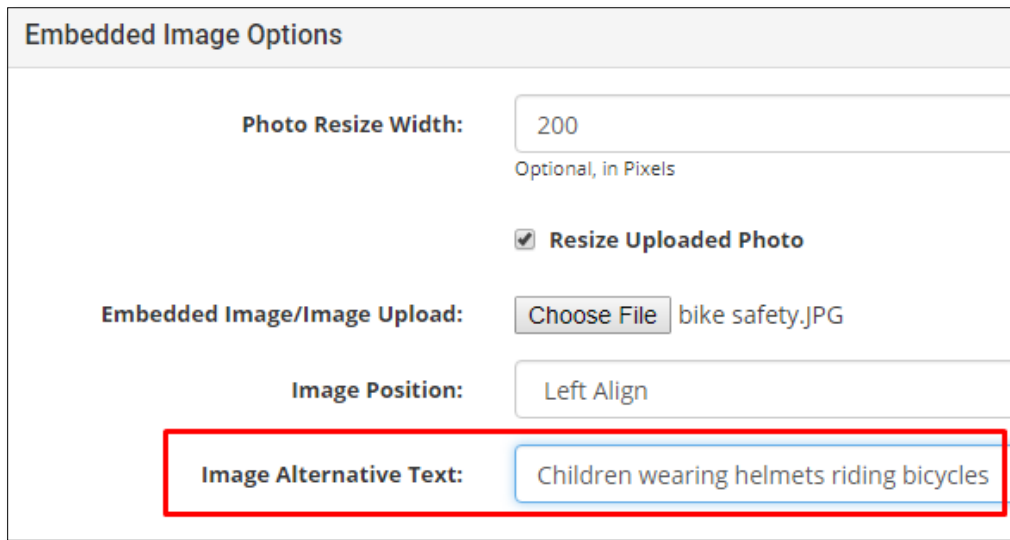
- To fix existing pages within the CMS, click on the "General Settings" tab to update the page title. *Remember, a page title is different from the URL. Making a change to the title will not change your page location or impact links within your site.*

2. Images and Photos

Anything non-text MUST have a text equivalent

Text Boxes and News articles:

- Fill in the Alternative Text box (*known as the **Alt Text***) with a visual description of the photo you are adding. This applies to header slideshow images, news stories and within text boxes on a page.



Embedded Image Options

Photo Resize Width: 200
Optional, in Pixels

Resize Uploaded Photo

Embedded Image/Image Upload: Choose File bike safety.JPG

Image Position: Left Align

Image Alternative Text: Children wearing helmets riding bicycles

- Update photos placed inside text or news windows by navigating to the image. Double click the photo and insert a description into the “Alternative Text” field.

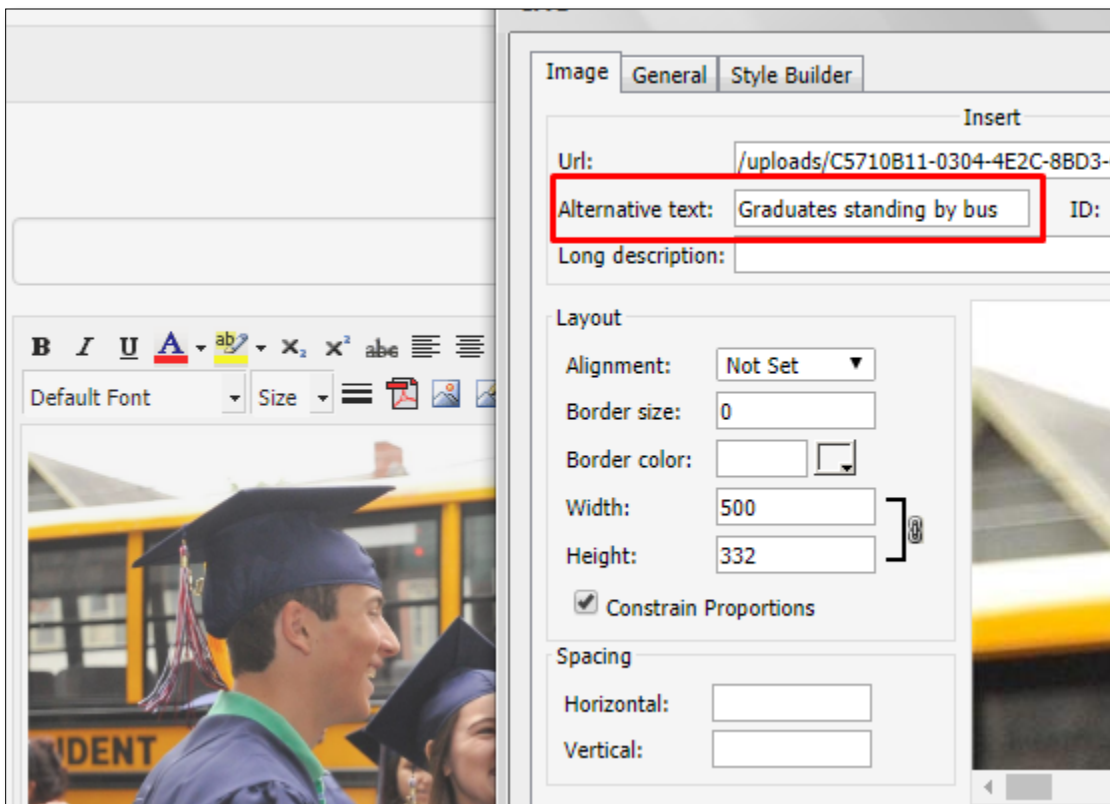


Image General Style Builder

Insert

Url: /uploads/C5710B11-0304-4E2C-8BD3-C

Alternative text: Graduates standing by bus ID:

Long description:

Layout

Alignment: Not Set

Border size: 0

Border color:

Width: 500

Height: 332

Constrain Proportions

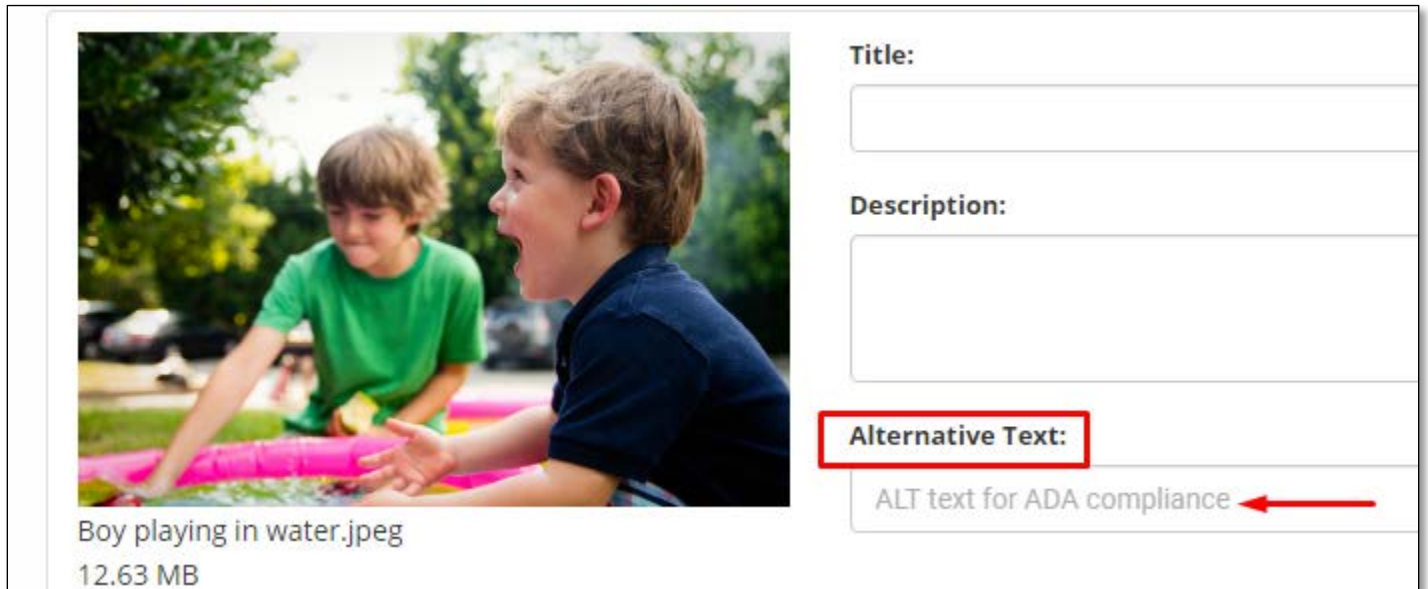
Spacing

Horizontal:

Vertical:

Header and Photo Galleries:

eSchoolview now includes reminders to add Alt-Text on every image



Boy playing in water.jpeg
12.63 MB

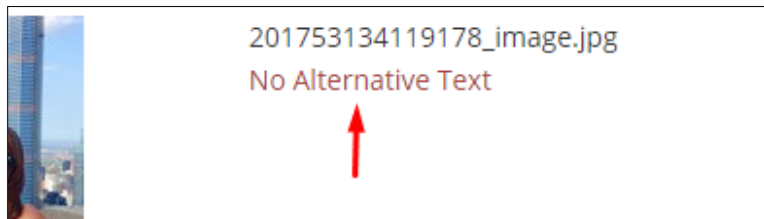
Title:

Description:

Alternative Text:

ALT text for ADA compliance ←

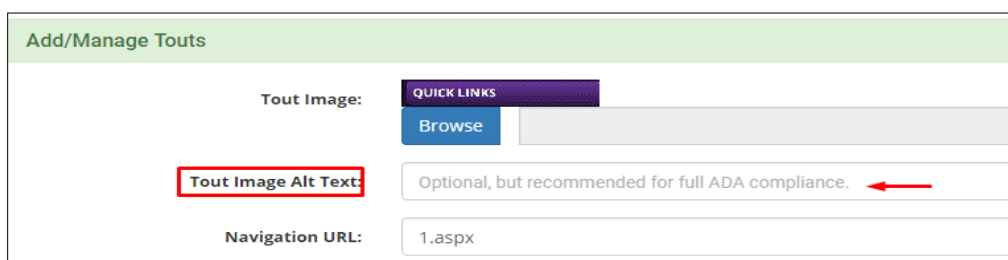
If you forget to add them in photo galleries, the system will remind you



- Be descriptive but succinct with Alt Text. Try to use no more than 5 or so words
- No need to use the words “image of” or “photo of”. An adaptive device will identify it as an image
- Use descriptive names for the actual image **file** name such as “young-girl-riding-a-bike.jpg.” It’s not uncommon for the file name and the Alt Tag description to be similar
[WebAIM Article: Adding Alternative Text](#)

3. Touts (if you have them on your site)

- In the Touts manager, there should be alt text placed



Add/Manage Touts

Tout Image: QUICK LINKS
Browse

Tout Image Alt Text: Optional, but recommended for full ADA compliance. ←

Navigation URL: 1.aspx

4. Videos

Provide closed captioning and/or a transcript for each video.

- YouTube can do some automatic closed captioning *though editing may be needed*. Manual subtitles can be created as well. These may take up to 24 hours to generate.
[How to add closed captions on YouTube](#) step by step guide
[Video of how to add closed captions on YouTube](#)
- Provide full text transcript of the video or a version of the video with a text description.
[Accessible Videos](#)

5. Audio files or Podcasts

Provide a full text transcript.

6. Documents

Be certain the document itself is compliant and can be read by an adaptive device

- Use descriptive names for documents you upload, similar to naming photos (*see above*), such as "grade-5-parent-permission-form.pdf."
 - Use dashes between words. Avoid spaces, underscores or other odd characters which would be hard for a reader to identify
- Tables should have row and column headers. Best advice: use sparingly
- Can the content in the document be added to a text window instead? This may be an option to a download file.

[Create an accessible PDF file](#)

[Create an accessible Word file](#) (the video here is very good)

[Create an Accessible Table in M S Word 2010 or 2013](#)

7. Hyperlinks

- Avoid general link phrases such as : Click here, Read More, Link To, Info Here.. etc.
In some cases, though, it might make sense to add these words (ex. "read more about global warming")
- Long links are not user-friendly for screen readers. Try not to link entire sentences.
- Overly short links (such as single letters **A_B_C_D** etc.) can be difficult to click on because they can be too short.
- Strive to keep links concise and meaningful
- Image links must have an alt tag
- URL links can be used if the url is short and readable. It shouldn't contain many combinations of numbers, ampersands, dashes, underscores etc.

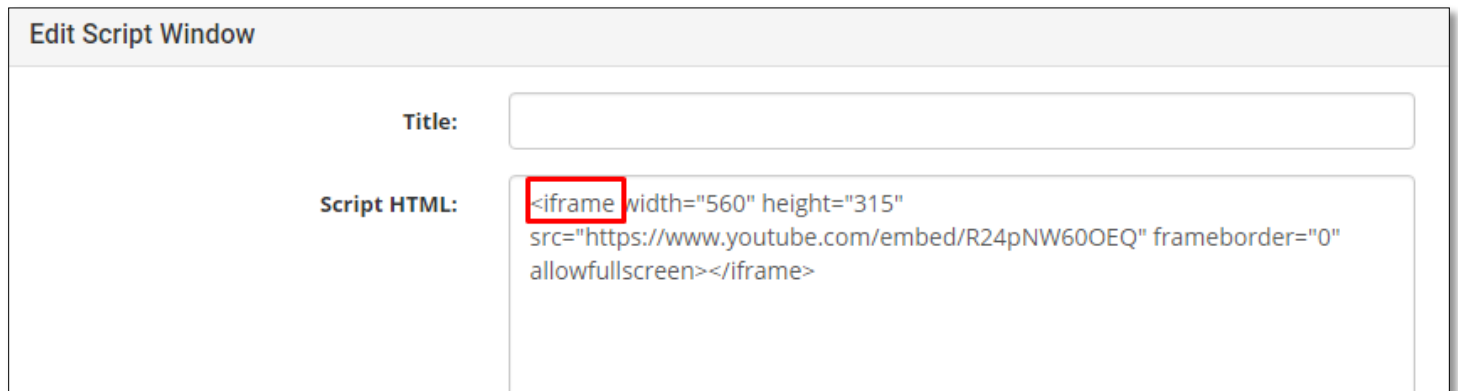
- Links should be underlined. If not then:
 1. The link text must have a 3:1 contrast ratio from the surrounding non-link text.
 2. The link must present a "non-color designator" (typically the introduction of the underline) on both mouse hover and keyboard focus.

[WebAim Article: Links and Hypertext](#)

8. Embedded Scripts

Titles and descriptions should be added to iFrames in Script Windows. Follow these steps:

- Put your cursor just to the right of the word **<iframe** and add a space.
- Type title=



Edit Script Window

Title:

Script HTML: `<iframe width="560" height="315" src="https://www.youtube.com/embed/R24pNW60OEq" frameborder="0" allowfullscreen></iframe>`

- In quotation marks add your title

```
<iframe title="Danielle Feinberg: The Science of Light Ted Talk Video" width="560" height="315" src="https://www.youtube.com/embed/R24pNW60OEq" frameborder="0" allowfullscreen></iframe>
```

- Just before the last </iframe> type a brief description

```
<iframe title="Danielle Feinberg: The Science of Light Ted Talk Video" width="560" height="315" src="https://www.youtube.com/embed/R24pNW60OEq" frameborder="0" allowfullscreen>A talk about how the science of light is incorporated into animation</iframe>
```

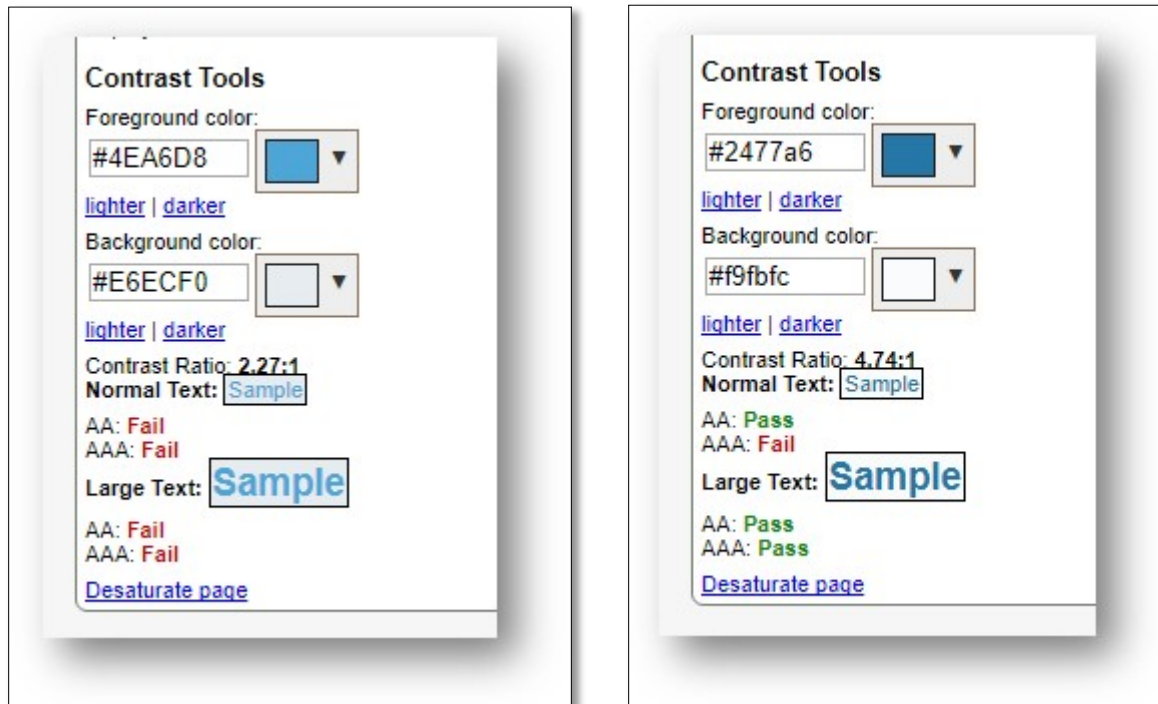
9. Colors

Be certain text and background colors have enough contrast. When in doubt, black text on white should be the default.

- Avoid red, green or orange in general

[Color contrast checker](#)

- The WAVE tool will also tell you when your color contrast is failing and you can use the “lighten” and “darken” tool to find a color that will pass



Here is a good resource:

[Quick Accessibility Checklist](#)

Other things to avoid:

- No Flashing
- No Timers
- No Fly- out menus
- No Pop Out windows

[More information about Web Accessibility can be found here](#)