# ACCESSIBILITY

## Guiding principles for enhancing accessibility during COVID-19

*(Version 2 - 4 May 2020)*

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## Overview

Data from IT indicate that at least 50% of NWU students access eFundi on their mobile devices. This implies that we need to think mobile first when delivering content. The good news is that eFundi is already designed to rescale and to be viewed on a mobile device automatically. You can develop your site on an ordinary computer and then just check the site on your phone, to see how it is displayed.

## Test it now

Visit your module's eFundi site on your mobile device. Test all the tools and take screenshots of all the areas that do not display correctly. The following pages will help you make the changes that you need to make.

*Tip: Create a shortcut to eFundi on your mobile device's home screen.*

# Guiding principles explained

**GUIDING PRINCIPLES**
for teaching NWU students remotely

**Content and activities must be:**

- eFundi-based
- Mobile-friendly
- Low Tech
- Low Data
- Low Immediacy

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| **eFundi based** | An eFundi site has been created and all students have access to it. Activate the following key (or baseline) tools to start:<br>• Announcements<br>• Chatroom<br>• Resources tool with structured folders<br>• Relevant assessment tools (e.g. Assignments or Test & Quizzes)<br>• No unused tools are visible to students. |
| **Mobile Friendly** | The study material and activities are designed in a way that mobile device users can access. Login to eFundi via your mobile to experience what students experience. |
| **Low tech** | Material and activities require only low-tech, which is easy to use and user friendly.<br><br>Keep the use of eFundi tools simple. Use only baseline tools, and do not introduce new tools unless you prepare students and provide online support for their use. |
| **Low bandwidth** | Low bandwidth will result in slow network performance. Downloadable, smaller files will be more suitable. Streaming from the web is not recommended, i.e. Zoom conferencing. Study material is chunked into small packages such that it uses low bandwidth and space.<br><br>Note: *Synchronous web conferencing does not meet the guidelines for low tech, low bandwidth, low urgency and is therefore not recommended for use with large groups of pre-graduate students in times remote emergency teaching and learning.* |
| **Low immediacy** | 'Immediacy refers to how quickly we expect our students to respond during interactions with lecturers and co-students. A-synchronous communication should therefore be prioritised in learning designs' (NWU CTL, 2020).<br><br>The urgency to complete tasks is minimised to accommodate differences in terms of access to eFundi. Synchronous (at the same time) login may not be possible for all students. |

| Tool-specific considerations in eFundi (1/2) | |
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| **Communication tools** | Ensure that Communication tools like **Announcements**, **Chat rooms**, **Messages** tool or the **Forums** are activated and that the purpose of the tool is communicated to students when the tool is to be used. For advice on creating a communication strategy see the section about Communicating with Students on the **Keep on Teaching and Learning website** as well as the **eFundi Communication Tips & Suggestions** |
| **Assignment tool** | Adhere to Faculty guidelines regarding assessments. Provide clear and explicit instructions for all Assignments and Test & Quizzes. See assessment guidelines, resources and tips on the **Keep on Teaching and Learning website**). Here is a direct link to the **Tips for taking assessment online.**<br><br>*It is not easy to type out an essay on a mobile device. Instead of asking students to submit a typed assignment consider these alternatives:*<br>**A scanned written assignment:** Ask students to write assignments out and then use their mobile device's camera to scan the pages as a document to pdf format which can then be submitted from the Assignment tool. Scanner apps utilise a mobile device's camera and has better results than just taking a photo of a document. A free scanner app for Android and Apple is **Microsoft Office Lense**. Two alternative apps with tutorials are listed on the Keep on Teaching and Learning websites for lecturers and students.<br>**Video assignment:** Ask students to record a video of two to three minutes on a topic. Students should compress these videos before submitting them on via the Assignment tool. On Android use *Panda Video Compressor,* on Apple use *Video Compressor For Messengers.* On PC and MAC use **Handbrake** or **Openshot**. Tutorials and download links can be accessed on the Keep on Teaching and Learning lecturer and student pages.<br>**Audio assignment:** Audio files are very small in file size compared to video files, images or documents. Ask students to write out their essays, make a audio recording while they read the work, and instruct the student to upload the audio recording using the Assignment tool. |
| **Test & Quizzes tool** | *Important tip:* Before publishing your test, change the layout of the test to have all questions display on a single page. If the student loses connection or has a challenge with low bandwidth during the test, the student will be able to continue and submit once connection is restored. Note that if a timer is set up for the test, it will continue running and will stop the test when time expires even if the student is disconnected from the internet. |
| **Gradebook / Markbook** | Communicate clearly how and when you will make the marks of formative assessment opportunities available (for instance, students will need to access a specific folder, in Resources or via Announcements, for example). |
| **Statistics tool** | Use the **Statistics tool** to track students' access to your site. |

| Tool specific considerations in eFundi (2/2) | |
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| **Navigation** | Ensure that study material and activities are accessible to all students including those with disabilities. Contact **CTL Learning Design** for advice. Use the Tool Order function in Site Info to move important study material and assessment tools to the top of the eFundi Tool menu. |
| **Online consultation hours** | Indicate the time that you will be available to attend to enquiries in the Overview tool and within an Announcement. |
| **Navigation in eFundi Resources & File location** | Files should be uploaded into **well-structured folders in Resources.** Files should have descriptive and clear names and should not contain special characters. (NB. File names should not be renamed after links to files have been added in Lessons via announcements.)<br><br>Ensure that study content files are uploaded to eFundi using the Resources tool, not linked from the web or YouTube. Adhere to Dalro in all cases. Read more on the Keep on Teaching and Learning Website. Avoid attaching external web-related resources as this could incur an additional cost to the student, rather upload content under Resources. |
| eFundi Lessons use (1/2) | |
| **Navigation in eFundi Lessons** | • Plan your Lessons structure before you start creating subpages or use one of the pre-built site structures already created for you by CTL. Consult an **Instructional designer, Educational technologist** or **Academic developer** at CTL to help plan your structure.<br>• Subpages within Lessons should not navigate deeper than three levels, they should also be named correctly.<br>• Refrain from creating multiple subpages for short bits of content / information. Rather place all content on one Lessons page separated by appropriate headers.<br>• Ensure that Lessons subpage navigation is enabled in the eFundi Tools menu. This will create a drop-down list of Lessons subpages from the eFundi Tool menu; a drop-down list is useful when accessing eFundi from a smartphone. See this **tutorial.** |

| eFundi Lessons use (2/2) | |
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| **Text formatting in Lessons** | • Use the default paragraph format tool in the text editor. This allows the reader to easily find what they are looking for and navigate the content through signposting by formatting. Using paragraph formatting to format headings consistently, also makes the content more accessible for sight impaired users, using screen readers.<br>• Minimal content per page, chunk your information. For instance, a reading followed by short assessments; for example, five questions in a quiz that will allow students to test their understanding. Include a forum where students can ask questions. See this **tutorial**.<br>• Less is more, rather use fewer images per page, this will increase visibility on a small screen.<br>• Do not use text font sizes that is smaller than 12 pt, also use fonts that is san serif, these include Verdana and Arial. For consistency, rather use the provided text styles (Normal, Heading 1 -4) than setting fonts and sizes manually.<br>• Do not create tables in the text editor becuase tables are not by default scalable on small screens. For the advanced user: Add the following code to the source of a text editor to make tables responsive on small screens:  *<table align="center" style="width:100%">* |
| **Embedding content** | Sometimes, content that has been embedded on a Lesson page, downloads automatically when the Lessons page is opened. This includes: videos, voice clips and files like MS Word, Excel and PowerPoint. Instead of embedding an item, consider adding a "content link" (if multiple items are to be listed on the same lesson page). Alternatively,<br>• Embed the Resource folder containing the files, to the Lesson page.<br>• Video and Audio files can also  be embedded and prevented from downloading by following the steps in this **PDF tutorial** or **video tutorial.**<br><br>**NB:** Elements that are embedded or linked from other websites such as YouTube will still charge data even while eFundi is Zero-rated. Linked or embedded website material will use student data once a student click on it. Insert a text warning where data will be charged. View this **video** or **graphic** to understand more about what is zero-rated. The video also demonstrates how to add a warning sign from the templates within the text editor in eFundi. |
| **Banners in eFundi Lessons** | Creating and using banners for your module can guide the students in their navigation through your content. Contact **NWU Graphic studios.**<br><br>**Image banner size suggestion: 1700px X 170px**<br>(minimum font size 32pt). |

| File format information | |
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| **File size** | Reduce files size - less than 2MB. Click **here** to read more.<br><br>**Videos** must be maximum 60MB or less; it is recommended to use shorter videos. (A warning should be given when a file is larger than 20MB, especially, for mobile users).<br><br>**Documents** generally take less space so there will not be any need to compress them or even be limited to a specific size.<br><br>Suggested **image** dimensions are between 500px and 2000px (pixels). Images larger than 2.5MB can be reduced in dimension and then by quality (72dpi) to use less data. Contact the CTL grahic studio if you need help. |
| **Print-format** | Study material is available in a print-friendly format. |
| **Text-based document Format** | Text-based documents. It is advisable to save text-based documents (i.e. MS Office Word, Excel, PowerPoint) to standard PDF. Standard PDFs are accessible from almost any device.<br><br>It can be difficult to make a PDF fully accessible but if you use PDFs in your study material, avoid using ones that are simply scanned images as these are usually larger in size.<br><br>Only upload final documents on eFundi Resources.  Notify students of any changes as they might have print previous versions. Clearly indicate new versions.<br><br>Powerpoint slides & Excel documents (for Accounting) can be recorded into short videos (.MP4 files). See **Keep on Teaching and Learning** website. |
| **Audio** | Audio materials should be accompanied by a transcript. See this tutorial on how this can be done with **Otter Video Transciption.** Audio files should be in MP3 format as other formats tend to be inaccessible to selective devices. |
| **PowerPoints** | • Add minimal content per page, chunk your information.<br>• Less is more, rather use fewer images per page, this will increase visibility on a small screen,<br>• Do not use text font sizes that are smaller than 12 pt, also use fonts that is san serif, these include Arial and Verdana. |

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| **Videos** | Keep videos short (5 to 7 min) or compress to avoid high data consumption when downloading. See the section *Our recommended video recording and compression tools* on the Keep on Teaching and Learning website for recommended video compression tools.<br><br>Transcripts of video content is required to ensure access to the content when access to the video is not possible. See this tutorial on how this can be done with **Otter Video Transciption.**<br><br>Video size should be less than 60mb per video to make it easier for students to download. (A warning should be given when a file is larger than 20mb (mobile users).<br><br>Break down long videos into smaller files if possible.<br>Record videos at low screen resolution. I.e. 360p (640x360) to a maximum of 720p (1280x720). Save videos in MP4 format.<br><br>Decrease the file size of videos before uploading it to eFundi. There are tutorials available on the Keep on Teaching and Learning website for different compression tools that can be used:<br>Windows: Handbrake<br>Mac/Windows: OpenShot<br>Android: Panda video compressor<br>Apple: Video Compressor for Messengers |

| Links to access | Description |
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| **Keep on Teaching and Learning websites: (lecturer page) (student page)** | Guidelines for Lecturers on how to plan remote teaching and for students how to study remotely (please share with your students). |
| **http://services.nwu.ac.za/efundi-support/tutorials** | eFundi Tutorials for Staff |
| **http://services.nwu.ac.za/efundi-support/student-tutorials** | eFundi Tutorials For Students (please share with your students) |

**\*Please be sure to share with your students the URL for student support guides.**

## Resources
- Moodle. 2019. Creating mobile-friendly courses. Accessed on 25 March 2020 from: **https://docs.moodle.org/38/en/Creating_mobile-friendly_courses#Media_download_for_offline_usage**
- NWU CTL. 2020. CTL support plan for the continuation of teaching and learning final. 2020-03-20. Unpublished.