CHECKLIST

Guiding principles for enhancing accessibility during COVID-19

Contents

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eFundi based	An eFundi site has been created and all students have access to it. Baseline Tools are activated: • Announcements • Chatroom • Resources tool with structured folders • Relevant assessment tools (e.g. Assignments or Test & Quizzes) • No unused tools are visible to students.
Mobile Friendly	The course material and activities are designed in a way that cell-phone 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. 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 . Course material is designed in small packages such that it uses low bandwidth and space. 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 of crisis.*
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' (2020). The urgency to do tasks is minimised to accommodate differences in terms of access to eFundi. Synchronous (same-time) login may not be possible for all users.

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Accessibility considerations in eFundi

Communication tools	Communication tools like announcements, chat rooms, messages or forums are activated and it has been communicated to students when and for which purpose they are to be used.
Assessments	Faculty guidelines regarding assessments are adhered to. (See **Keep on Teaching and Learning** webpage). Clear and explicit instructions are given for all Assignments and Test & Quizzes.
Gradebook/ Markbook	Communicate clearly with your students where you will be communicating / publishing their formative marks.
Statistic Tool	Use the statistics tool to track students' access to your site.
Navigating activities	Study material and activities are accessible to all students including those with disabilities. Contact **CTL Learning Design** for advice.
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 are uploaded into **well structured resouces folders.** Files names are descriptive and clear. File names do not contain special characters. (File names should not be renamed after links to files have been added in Lessons via announcements.) **Course content** files are uploaded to eFundi resources, not linked from the web or YouTube. Avoid attaching external web-related resources as this could incur an additional cost to the student,rather upload content under resources.

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	File format
File size	Reduce files size - less than 2MB for 3G users or less. Click **here** to read more. **Videos** must be maximum 60mb or less hence it is recommended to use shorter videos. (A warning should be given when a file is larger than 20mb (mobile users)). **Documents** generally consume less space so there won't be any need to compress them or even be limited to a specific size. 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 consume less data.
Print-format	Study material is available in a print-friendly format.
Text based document Format	Text based documents. We advise that your save text based documents (i.e. MS Office Word, PPT, Excel) to standard PDF. Standard PDFs are accessible to almost every device. It can be difficult to make a PDF fully accessible, but if you use PDFs in your course, avoid using ones that are simply scanned images as these are usually larger in size. Only upload final documents on eFundi resources. Notify students of any changes as they do print their material. Version control is critical. Powerpoint slides & Excel documents (for Accounting) can be recorded into short videos (.MP4 files). See **Keep on Teaching and Learning** webpage.
Audio	Audio materials (mp3, wav, etc.) should be accompanied by a transcript. Audio files should be in .MP3 format as other formats tend to be inaccessible to selective devices.

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Videos	Keep videos short (5 to 7 min) or compress to avoid high data consumption when downloading. Transcripts of video content is required to ensure access to the content when access to the video is not possible. 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)). Break down long videos into smaller files if possible. Record videos at low screen resolution. I.e. 360p (640x360) to a maximum of 720p (1280x720) Save videos in .MP4 format. Use of Handbrake to minimize the video size. Watch this **tutorial** on how to download and use Handbrake

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eFundi Lessons use

Navigation in eFundi Lessons	Plan your eFundi Lesson structure before you start creating sub-pages / or use one of the site structures pre-build by CTL. Consult an **Instructional designer, Educational technologist** or **Academic developer** at CTL to help plan your structure. Sub-pages within Lessons should not navigate deeper than 3 steps/ levels, they should also be named correctly. Refrain from creating multiple sub-pages for little bits of content/ information which can be placed beneath other content with an appropriate header.
Text formatting in lesson page content	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.
Embedding content from resources on a lesson page	Some files which are embedded into a lesson page are downloaded the moment the page is opened. This includes; videos, voice clips and PDFs uploaded in resources. **Option 1:** Instead of embedding an item, consider adding a "content link" (if multiple items are to be listed on the same lesson page.) **Option 2:** Embed a resource folder to the lesson page.
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.** **Image banner size suggestion: 1700px X 170px** (minimum font size 32pt). Contact **NWU Graphic studios.**

CTL SUPPORT AVAILABLE

Links to access	Description
Keep on Teaching and Learning	Guidelines for Lecturers planning remote teaching
CTL eFundi Support page for staff and students	eFundi tutorial, videos and self-help guides
http://services.nwu.ac.za/efundi-support/tutorials	For Staff
http://services.nwu.ac.za/efundi-support/student-tutorials	For 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.