

# Microsoft Learning Tools for the Inclusive Classroom

**Presenters: Debbie Carney, Accessibility Advocate and The Accessibility Office (TAO)**

This session will show you how to use Microsoft learning tools to create an accessible and inclusive classroom. Topics covered will include universal design for learning, accessibility tools in Office 365, the Immersive Reader, and OneNote math tools.

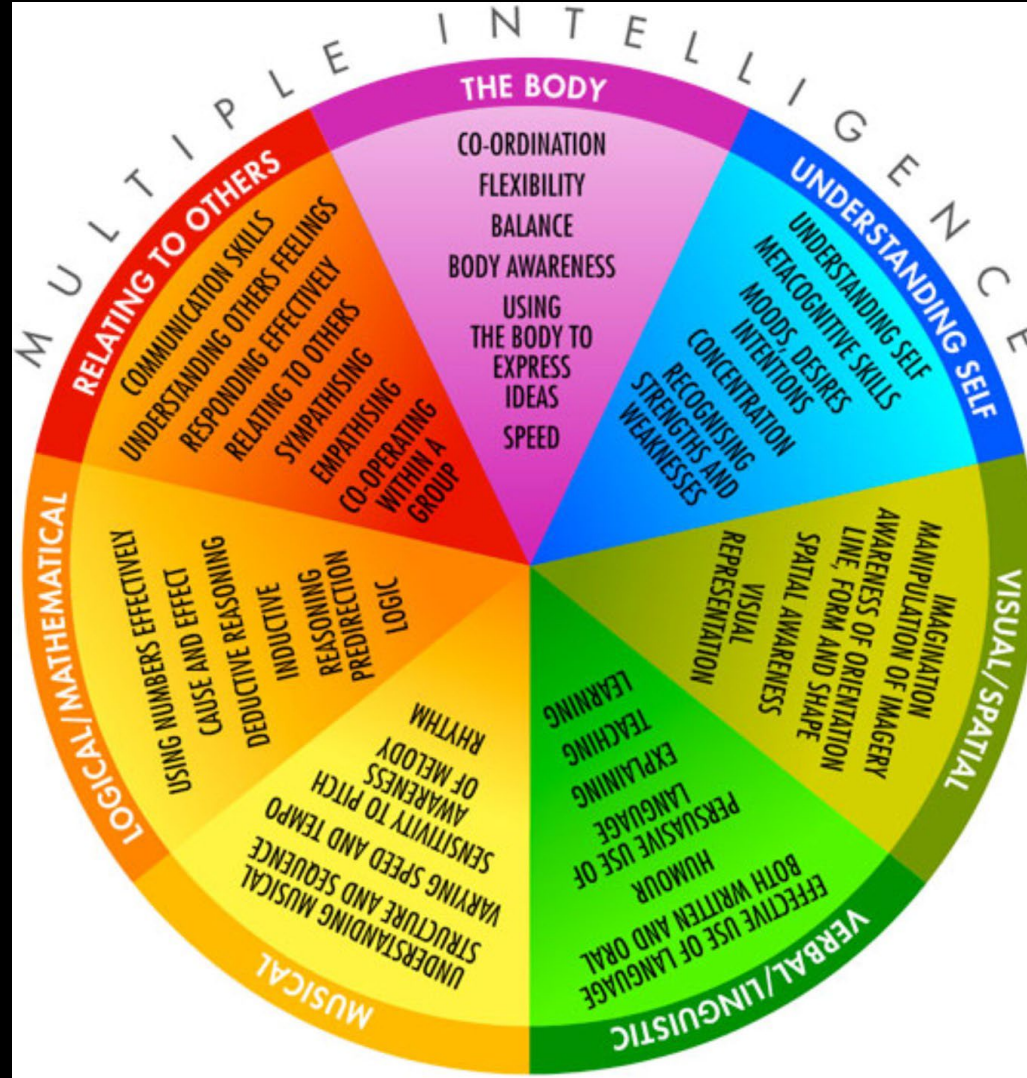
# Agenda

- **Jennifer Osinski**
  - Universal Design for Learning (UDL)
- **Debra Carney**
  - Accessibility Tools in Office 365
- **Robert Bowers**
  - Immersive Reader in One Note and Math Reader
  - MS Stream Videos
  - MS Learn Portal
- **Team**
  - Wrap UP

# Universal Design for Learning (UDL)

- What is UDL?
- The UDL Framework
- UDL Guidelines

# Learning Styles



# UDL and Tech

- Are designed and developed to be directly usable (without the need for adaptation or assistive technology)
- Are designed and developed in ways that can be made usable with assistive technologies
- Typically include lots of options that can be readily manipulated to meet the needs of a variety of users

# The Higher Education Opportunity Act (HEOA) of 2008

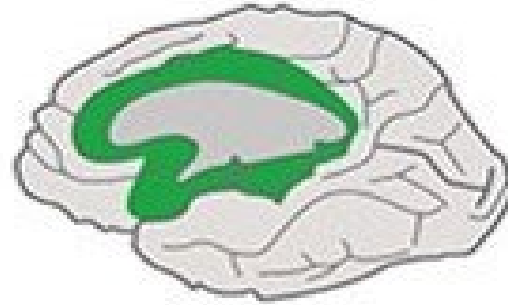
- Federal Recognition of UDL
- The three principles of UDL
- HEOA emphasized that pre-service training through teacher education programs
- Meet the diverse needs of their future students.

# UDL & Accessibility

- Accessibility for all
- Purpose of education
- Not just for students with disabilities

# Universal Design for Learning (UDL) Engagement

Provides options  
for self-regulation



Provide Multiple Means of  
**Engagement**  
*Purposeful, motivated learners*

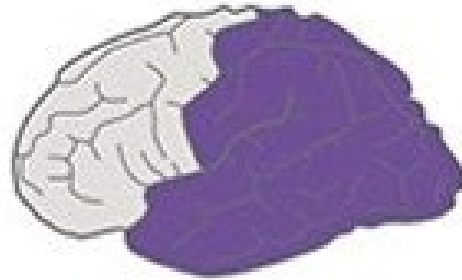
Provides options for  
sustaining effort and  
persistence

Provides  
options  
for  
recruiting  
interest



# Universal Design for Learning (UDL) Representation

Provides options for  
language, mathematical  
expression, and symbols

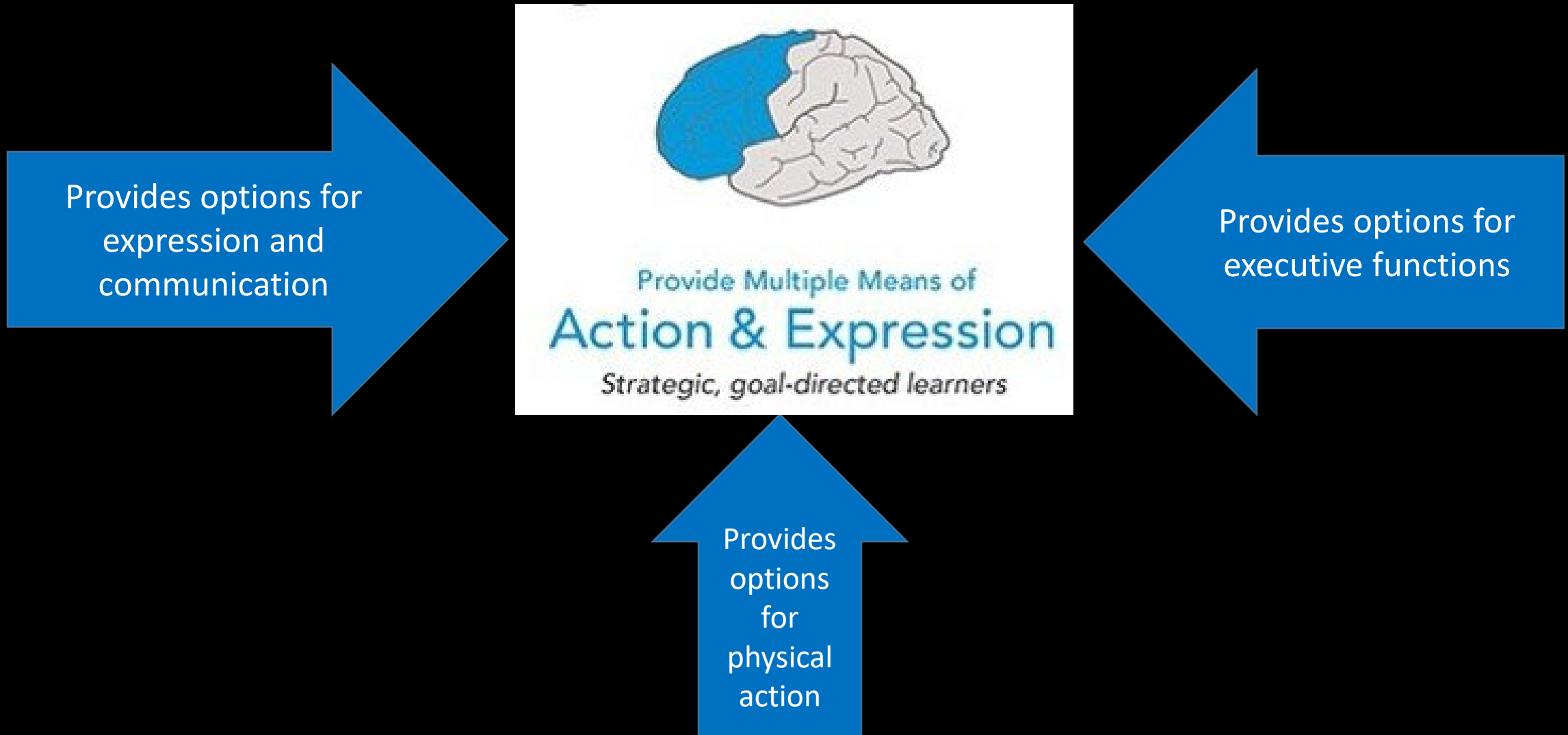


Provide Multiple Means of  
**Representation**  
*Resourceful, knowledgeable learners*

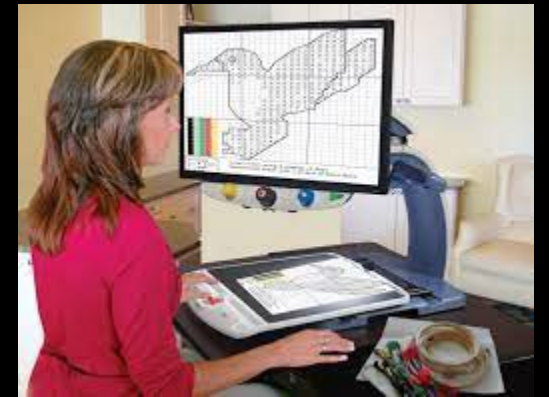
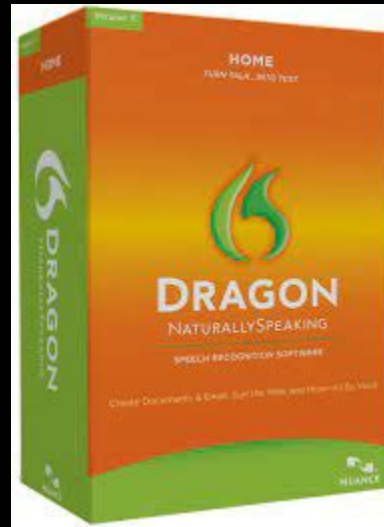
Provides options for  
perception

Provides  
options  
for  
comprehe  
nsion

# Universal Design for Learning (UDL) Action & Expression



# UDL and Technology



# Immersive Reader/ One Note Math Reader

<b>Invisible Disabilities</b> <b>EF Challenges</b> <b>Students can :</b>	<b>Activation</b>	<b>Focus</b>	<b>Effort</b>	<b>Memory</b>	<b>Action</b>
Listen to text/ access adjust the speed and voice	✓			✓	
Within One Note, Read math problems , and shows steps to problem	✓	✓	✓	✓	
Adjust the font size, type and background color	✓				
Label parts of speech				✓	
Use line focus like a reading ruler	✓				
Text decoding solutions				✓	

# Accessibility Tools in Office 365

- Narrator - Windows Built-in Screen Reader
- Access with keyboard short cut- Ctrl / Windows key / Enter
- Accessibility Checker – all Microsoft programs have a built-in accessibility checker that will find common accessibility errors.

# Alternative Text Best Practices

- Don't repeat what is in the surrounding text.
- Consider your audience and the context of why you are sharing the image.
- Keep the description concise and to the point- no more than 125 characters.
- If the images are not informative, Mark as Decorative.

# Best Practices for Accessibility in Excel

- Give all worksheets unique names, and remove any blank worksheets.
- Display data only and use a simple table structure
- Specify column header information.
- Include alt text with all visuals.
- Use sufficient contrast for text and background colors. Do not use color alone to convey information.
- Check your work with the accessibility checker.

# Best Practices for Accessibility in PowerPoint

- Make sure to choose a presentation theme with sufficient contrast between the slide text and slide background. Microsoft has created a [Accessible PowerPoint Template Sampler](#).
- Use of built-in slide layouts will ensure that slides have the correct reading order.
- Just as mentioned in Word and Excel, you will want to make sure to add alt text to any meaningful images you use.



# Additional Resources

[BCCC Accessibility LibGuide](#)

[Microsoft Accessibility Video Training](#)

# Microsoft Tools

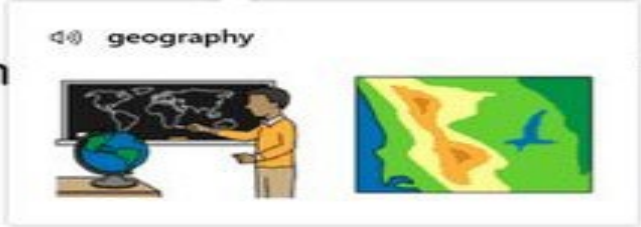
## 10 ways Microsoft tools can help you build a classroom

Immersive Reader

AA

The study of Earth's landforms is called physical geography. Landforms can be mountains, glaciers, and rivers. They can also be hills and valleys. Landforms are sometimes called physical features. It is important for students to know about the

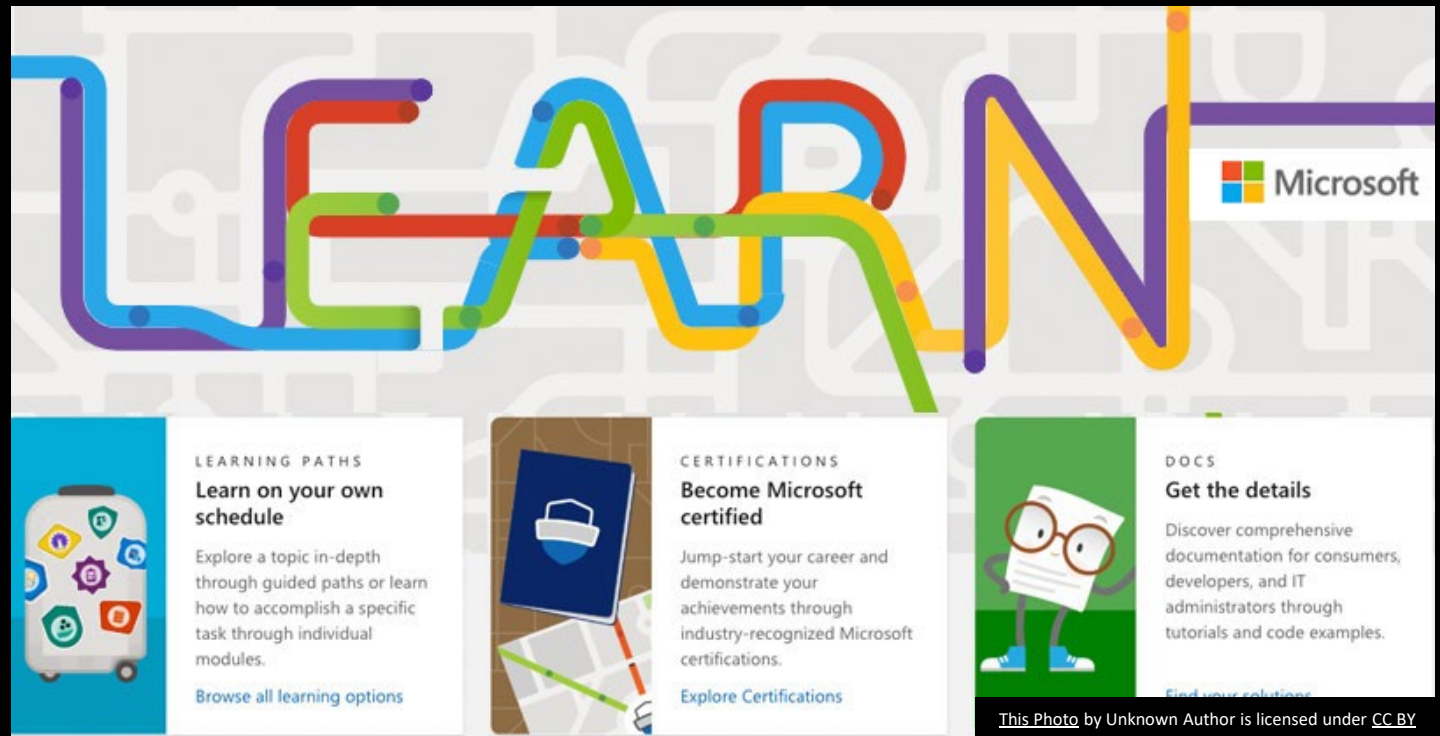
geography



A pop-up window titled "geography" is positioned over the word "geography" in the text. It contains two images: on the left, a teacher in an orange shirt pointing at a globe on a desk; on the right, a topographic map showing landforms in green and yellow with a blue bird flying over it.

▶ 🔊

# Microsoft Learn Portal



The banner features the word "LEARN" in large, colorful, stylized letters. The letters are formed by thick, multi-colored lines (blue, purple, red, green, yellow) that overlap and connect. In the top right corner, the Microsoft logo is displayed. Below the main title, there are three distinct sections, each with an icon and a brief description:

- LEARNING PATHS**  
**Learn on your own schedule**  
Explore a topic in-depth through guided paths or learn how to accomplish a specific task through individual modules.  
[Browse all learning options](#)
- CERTIFICATIONS**  
**Become Microsoft certified**  
Jump-start your career and demonstrate your achievements through industry-recognized Microsoft certifications.  
[Explore Certifications](#)
- DOCS**  
**Get the details**  
Discover comprehensive documentation for consumers, developers, and IT administrators through tutorials and code examples.  
[Find your solutions](#)

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# Wrap up

- Reach all Learning Styles
- Support Students with Learning Differences
- Reach Students who are Neurotypical
- General Overall Access for all Students
- Greater Opportunity for Success for all Students

# Questions



# References

Microsoft Education Team. (2019, May 15). 10 ways Microsoft tools can help you build a classroom that works for every student. In *Microsoft Education*. Retrieved June 13, 2022, from <https://educationblog.microsoft.com/en-us/2019/05/10-ways-microsoft-tools-can-help-you-build-a-classroom-that-works-for-every-student/?ocid=FY19E>

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