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
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
- Provides options for recruiting interest
- Provides options for sustaining effort and persistence

Provide Multiple Means of Engagement
Purposeful, motivated learners
Universal Design for Learning (UDL) Representation

- Provides options for language, mathematical expression, and symbols
- Provides options for perception
- Provides options for comprehension
Universal Design for Learning (UDL)
Action & Expression

Provides options for expression and communication
Provides options for executive functions
Provides options for physical action
UDL and Technology
### Invisible Disabilities

**EF Challenges**

Students can:

- **Activation**
- **Focus**
- **Effort**
- **Memory**
- **Action**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activation</th>
<th>Focus</th>
<th>Effort</th>
<th>Memory</th>
<th>Action</th>
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<tbody>
<tr>
<td>Listen to text/ access adjust the speed and voice</td>
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<td>Within One Note, Read math problems, and shows steps to problem</td>
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<td>Label parts of speech</td>
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<td>Use line focus like a reading ruler</td>
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<td>Text decoding solutions</td>
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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

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