iLearn Accessibility

Matt Jarvis, Learning Technology & Innovation Manager

September 2018

The iLearn Virtual Learning Environment has been designed to conform with the requirements of the Equality Act 2010 and the 2018 European Directive on the Accessibility of Public Sector Websites, and to meet International accessibility standards as defined by the Worldwide Web Consortium (W3C) and the RNIB.

Because a VLE is a dynamic site regularly updated by staff with a range of ICT skills and accessibility awareness we acknowledge that at any time there may be areas of the site that do not reach our standards of accessibility. However, we undertake to actively work towards improving site accessibility and to providing staff development geared towards improving awareness of accessibility issues.

Our audiences

The site is designed to be inclusive of a diverse range of users including those with visual impairments, learning difficulties and disabilities and learners for whom English is an additional language. Accessibility is a high priority for the College.

Different ways of viewing site

iLearn makes use of an accessible *Moodle* theme designed to work on PCs, laptops, tablets and phones. It is also designed to work on a range of browsers and across a range of operating systems. In addition the site is compatible with an accessible *Moodle* app available on Android and Apple stores. It is our policy to avoid embedding external apps which require *Adobe Flash*, hence all pages should be fully functional in any device.

Editorial standards

Language and presentation is intended to be clear and free of unnecessary jargon throughout. It does not rely solely on words but also conveys information and narratives through video and images.

Bespoke accessibility support

We fully recognise that every individual has different needs and that, however well-designed a VLE, there may always be some learners for whom it is not accessible as we would like. Whilst we cannot guarantee to make iLearn perfectly suited to every learner we do undertake to work with any learner and/or their teachers to respond to their particular needs. This might involve adjusting course pages, providing teaching resources in alternative formats and/or advising learners on obtaining and using suitable assistive technology.

Examples of our standard accessibility features

- Alt text on all images
- Test-background contrast ratios sufficient for visually impaired users but not uncomfortable for learners with visual stress
- Minimum font size 12 throughout the site
- Valid xhtml code
- Style sheets properly coded
- Tables accessible to browsers
- User interface has accessible design
- Structure should enable search
- Alternative navigation e.g. tabbing through a page in logical order
- Forms with accessible drop down menus
- Context and orientation labelling e.g. site map
- Site labels, page titles
- Action descriptions warnings e.g. new pages opening and error screens
- Simple design
- Internal accessibility – content can be uploaded and edited by staff
- Where external apps are embedded, accessible options are chosen where they exist
- Documents & presentations to be designed with accessibility in mind
- All documents are provided in at least one accessible format and key documents are provided in a choice of formats. Within reason we undertake to produce documents in the format of learners' choice on request

In addition, we provide translation widgets on course pages for EAL learners and an accessibility widget on course pages for learners who benefit from bespoke page styling, font/font size changing and text-to-speech at the request of learners or teachers.

Accessibility FAQs for this site

We have tried to make this site easy for first time Internet users but if you are stuck, this section is designed to help you.

How do I get around iLearn?

If you want to go to different area of the site, click with your mouse button when your cursor is over a link. Clicking on underlined text takes you to a new page. Whenever your cursor looks like a hand rather than an arrow, it means you can click and go to another page.

To get back to the home page at any time click on the iLearn logo (top left) or use the breadcrumb links. A navigation pane is also provided. Don't worry if you go to the wrong page, just click on Back on the buttons bar of your browser.

When you want to navigate around a page you can click on sections, use the scroll bar or your mouse wheel or tab through sections. Tabs have been set up to allow easy navigation.

How do I get back to this site if I leave it?

The address of our site is http://ilearn.totton.ac.uk. If you want to come back to this site at any time, type in the address in the browser address bar and press enter. To save you doing this more than once, add this page to your Bookmarks or Favourites.

What are PDFs and how do I read them?

PDF stands for Portable Document File. It's an established way of publishing documents on the web while retaining their original printed design look. You need a plug-in called Adobe Acrobat to read these files. This is available to download free of charge at www.adobe.co.uk/support/new.html. PDFs have good accessibility as they can be read aloud or easily converted to other formats to suit your accessibility needs. Contact the Learning Technology & Innovation Manager at mjarvis@totton.ac.uk for help with this.

How can I view a *Word* or *PowerPoint* file if I don't have Microsoft Word software?

You have three main options.

1. Microsoft has made free *Word* and *PowerPoint* Viewers available to download at http://office.microsoft.com/downloads/ .

2. As a Totton College student you are entitled to a discounted MS Office package. Please contact IT support for details: itsupport@totton.ac.uk.

3. The Document Foundation publish an excellent free Office package (LibreOffice). You can download this here: www.libreoffice.org/download/download/

My browser is out of date – how can I update it?

Some features of this site may work better in newer browsers so you are advised to keep your browser updated. Generally iLearn works best in *Chrome* or *Firefox*. Avoid *Internet Explorer* if possible.

www.google.co.uk/chrome

www.mozilla.org/en-GB/firefox/new/

For accessibility queries and for help accessing iLearn or files kept on it don't hesitate to contact the Learning Technology & Innovation Manager.

Matt Jarvis.

You can find me in Room G79 or email me at mjarvis@totton.ac.uk

To report an accessibility issue you can also complete this form