TPGi

Accessibility Training

Session Outline

## Overview

Rather than limiting you to blocks of training sessions relevant to a single role or category, TPGi now offers you the option to choose from an “A la carte” menu of webinars. You will pay for only what you need and can fill education gaps for multiple roles without paying for courses you may not need.

Each webinar is 90 minutes; you can purchase as many webinar modules as you want.

If you want to choose from the traditional, role-based training modules for your entire package, you can.

Note that some courses are 180 minutes; these webinars include “prerequisite” content needed to understand the second part of the training. Such courses cannot be broken up into 90-minute webinars unless you can prove to TPGi you do not need this additional instruction.

## Topics by category

Below is a list of webinars we have available by category. For a breakdown on how these topics can be combined to create courses by role, please refer to [Recommended role-based packages](#_Recommended_course_outlines_1).

### General / All roles

* [Accessibility Awareness](#_Accessibility_Awareness)
* [Introduction to Assistive Technology](#_Introduction_to_Assistive)
* Understanding Section 508

### UX and Design

* [Accessible Design Guidelines](#_Accessible_Design_Guidelines)
* [Integrating Accessibility into UX](#_Integrating_Accessibility_into)
* [User Research with People with Disabilities](#_User_Research_with)

### Content

* [Social Media and Multimedia](#_Social_Media_and)
* [Accessible Content Fundamentals](#_Electronic_content_fundamentals)

### Development

* [Developing for Accessibility](#_Developing_for_Accessibility)
* [Images and Non-text Content](#_Images_and_Non-text)
* [Keyboard accessibility, Focus, and Navigation](#_Keyboard_accessibility,_Focus,)
* [Introduction to WAI-ARIA](#_Introduction_to_WAI-ARIA)
* [Forms and Error Handling](#_Forms_and_Error)

### Mobile

* [Native Android Development Fundamentals](#_Native_Android_Development)
* [Native iOS Development Fundamentals](#_Native_iOS_Development)
* [Mobile Accessibility Testing](#_Mobile_Accessibility_Testing)

### Document

* [Accessible Document Fundamentals](#_Accessible_Document_Fundamentals)
* [PDF Remediation Fundamentals](#_PDF_Remediation_Fundamentals)
* [Advanced PDF Remediation Techniques](#_Advanced_PDF_Remediation)
* [Word Accessibility](#_Word_Accessibility)
* [PowerPoint Accessibility](#_PowerPoint_Accessibility)
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### QA and Testing

* [Accessibility Testing](#_Accessibility_Testing)
* [Web Content Fundamentals](#_Web_content_Fundamentals)
* [Interactive Content Fundamentals](#_Interactive_Content_Fundamentals)
* [Live Testing Workshop](#_Live_Testing_Workshop)
* [Screen Reader Testing with JAWS](#_Screen_Reader_Testing)

## Webinar outlines

### General / all roles

#### Accessibility Awareness

Is your team new to accessibility? Unsure where to begin? This module serves as an introduction to the topic of accessibility with an emphasis on what it means to be accessible, the people that need it, and how we measure it.

Topics include:

* Overview of accessibility
* Types of disabilities and specific accommodations
* Legislation and guidelines

**Recommended audience:** all stakeholders

#### Introduction to Assistive Technology

Assistive Technology, or AT, comes in many different forms. In this session, TPGi will look at various assistive technologies used by people with disabilities and how such users utilize them in daily life.

Topics include:

* What is AT?
* How does AT work?
* Hardware
* Software
* Operating System / Built-in accessibility considerations
* AT Demos

**Recommended audience:** all stakeholders

#### Understanding Section 508

This session provides an overview of the Section 508 regulations and effective strategies for incorporating them into Federal agency electronic information best practices.

Topics include:

* Accessibility laws including the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990
* The history and timeline of Section 508
* A comparison of the original versus revised Section 508 standards
* DoD 8400-01 manual overview

**Recommended audience:** all stakeholders

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### UX and Design

#### Accessible Design Guidelines

This section digs into the techniques that designers employ to ensure their work is accessible for end users.

TPG will discuss:

* Iconography
* Typography
* Color contrast
* Color meaning
* Visible Focus
* Structure
* Content and focus order
* Navigation methods

**Recommended audience:** UX and Visual Designers

#### Integrating Accessibility into UX

Accessibility is more effective when it’s “baked in” to the design. In this module, attendees learn how to ensure their processes include all accessibility requirements.

Topics discussed are:

* Collaboration
* Accessible prototyping
* User stories, scenarios, and acceptance criteria
* Process
* Documentation

**Recommended audience:** UX and Interaction Designers

#### User Research with People with Disabilities

The best way to ensure your products work for all users is to test with real people.

In this module, TPGi will examine:

* Types of user research
* What to test
* How to test
* How to triage results

**Recommended audience:** UX Designers, Researchers

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### Content

#### Social Media and Multimedia

TPGi will discuss the overall accessibility of various social media platforms such as:

* Facebook
* Twitter
* Snapchat
* Instagram

TPGi will also lead the group through the requirements for creating accessible multimedia, both from a content perspective and a technical one.

Topics to be covered in this walkthrough:

* Captions
* Audio descriptions
* Accessible media players

**Recommended audience:** Content Creators, Social Media Managers

#### Accessible Content Fundamentals

TPGi will explain the impact each of the following topics has on accessibility. These are all elements of content creation that could be controlled via WYSIWYG editors on most platforms.

Topics include:

* Images
* Color and Contrast
* Document structure
* Links and Navigation
* Plain language
* Email

**Recommended audience:** Content Creators

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### Development

#### Developing for Accessibility

HTML elements all exist for a reason. If used correctly, these elements convey important information to assistive technologies. This module will examine semantic structure, including headings and other structural elements and how it impacts the accessibility of your work.

Topics to be covered

* Structural elements including
	+ Headings
	+ Lists
	+ Tables
	+ Other Structural Elements
* Logical Document Structure

**Recommended audience:** Developers

#### Images and Non-text Content

This module focuses on images, how we use them, and how people interact with them.

* Functional, Decorative, and Editorial images
* Text alternatives
* Icon fonts
* Complex images
	+ Charts and graphs
	+ SVGs
	+ HTML5 Canvas Elements

**Recommended audience:** Developers

#### Keyboard accessibility, Focus, and Navigation

Not everyone uses a mouse. So how do we ensure that everything we do with a mouse can also be accomplished with a keyboard? This module will discuss issues surrounding keyboard accessibility and focus control, including document source order & intended interaction order, and keyboard accessibility of controls.

Topics to be covered

* Keyboard accessibility basics
* Reachability
* Operability
* In-Page navigation
* Focus management
* Single Page Application considerations

**Recommended audience:** Developers

#### Introduction to WAI-ARIA

Unfortunately, HTML doesn’t provide us with an element for every component we commonly use. When HTML alone can’t convey the role of a component, some assistive technology users might not know how to interact with it. This is where we need Accessible Rich Internet Applications, or ARIA, to help make these components understandable to assistive technologies.

This module will provide an overview and introduction to WAI-ARIA techniques as well as dynamically updating content.

Topics include:

* What is ARIA
* Roles, States, Properties
* Common Components and Expected Behavior
* Custom Components
* Dynamic Updates

**Recommended audience:** Developers

#### Forms and Error Handling

We use a lot of forms on the web. We use them in many ways, including (but not limited to) allowing our users to contact us, purchase products, or to sign in to or register for accounts.

This session covers everything a developer will need to know to ensure their web forms are accessible.

Topics include:

* Form fields
* Form instructions
* Confirmation messages
* Error handing & error messages
* Time limits/timeouts
* Loading messages and status indicators

**Recommended audience:** Developers

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### Mobile

#### Native Android Development Fundamentals

In this session, TPGi will discuss basic techniques and considerations that developers can use to ensure their native Android apps are accessible.

Topics include:

* Text Enlargement
* Role, Name & State
* Navigation
* Screen titles
* Content structure
* Motion and device orientation

**Recommended audience:** Android Application Developers

#### Native iOS Development Fundamentals

In this session, TPGi will discuss basic techniques and considerations that developers can use to ensure their native iOS apps are accessible.

Topics include:

* Text enlargement
* Role, Name & State
* Navigation
* Screen titles
* Content structure
* Motion and device orientation

**Recommended audience:** iOS Application Developers

#### Mobile Accessibility Testing

In this session, TPGi will take a “user-focused” approach to mobile accessibility testing. While showcasing the various accessibility options available on mobile devices, TPGi will discuss how to test the mobile web and native apps for accessibility.

Topics to be covered

* iOS accessibility features
* Android accessibility features
* Color contrast testing for mobile devices
* Text resize for Android and iOS
* Mobile screen reader testing for Android and iOS
* Keyboard testing for Android and iOS
* How to test forms (including error handling) and other common components

**Recommended audience:** Mobile developers, QA Testers

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### Document

#### Accessible Document Fundamentals

Regardless of the source or authoring tool, there are some basic fundamentals that go into creating an accessible document. This session will explore these common elements and their impact on the user, with examples from Word, PowerPoint, and InDesign.

Topics include:

* Document structure
	+ Headings, lists, tables, etc.
* Images
* Color
* Font styles
* Links

**Recommended audience:** Content Creators, Marketing, anyone involved in the document creation process

#### PDF Remediation Fundamentals

This session provides an overview of how to remediate an inaccessible PDF.

Topics include:

* Testing tools
* Document properties
* Tagging
* Reading order
* Images
* Tables
* Forms

**Recommended audience:** Content Creators, Marketing, anyone involved in the document creation process

#### Advanced PDF Remediation Techniques – 3 hours / 2 modules

Looking for a deeper dive into PDF remediation? This session builds off the fundamentals and incorporates client documents in a three-hour advanced look at PDFs.

Note: PDF Remediation Fundamentals is not a prerequisite for this course, but participants must have previous experience with PDF remediation.

**Recommended audience:** Content Creators, Marketing, anyone involved in the document creation process

#### Word Accessibility

This module will explore everything a content author needs to know about creating an accessible Word document. The content of this module mirrors much of what is in the Accessible Document Fundamentals module but focused on Word with some additional in-depth topics.

**Recommended audience:** Content Creators, Marketing, anyone involved in the document creation process

#### PowerPoint Accessibility

This module will explore everything a content author needs to know about creating an accessible PowerPoint document. The content of this module mirrors much of what is in the Accessible Document Fundamentals module but focused on PowerPoint with some additional in-depth topics.

**Recommended audience:** Content Creators, Marketing, anyone involved in the document creation process

#### InDesign Accessibility

This module will explore everything a content author needs to know about creating an accessible inDesign document. The content of this module mirrors much of what is in the Accessible Document Fundamentals module but focused on InDesign with some additional in-depth topics.

**Recommended audience:** Content Creators, Marketing, anyone involved in the document creation process

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### QA and Testing

#### Accessibility Testing

From who we are testing for to what we’re testing against to what we are using to test, this session covers the fundamentals of accessibility testing from a QA perspective.

Topics include:

* User types
* Guidelines
* Testing methodologies
	+ Manual and Automated testing
* Testing Tools
	+ ARC Toolkit
	+ Color Contrast Analyzer
* Keyboard accessibility basics
* Using screen readers for testing

**Recommended audience:** QA Testers

#### Web Content Fundamentals

With an emphasis on common web components, this module will outline how to test the average website’s accessibility.

Topics to be covered

* Structural elements including
	+ Headings
	+ Lists
	+ Tables
	+ Other Structural Elements
* Logical Document Structure
	+ Focus order
	+ Reading order
* Navigation

**Recommended audience:** QA Testers

#### Interactive Content Fundamentals

Once the group is comfortable testing the basics, we move on testing more interactive elements. This session will give an overview on how to test interactive elements.

Topics include:

* Dynamic updating content
* Forms and error handling
* Focus management
	+ Single page apps
	+ Dialogs
* Custom controls
* Design Patterns

Note: Web Content Fundamentals is a prerequisite and must be included as part of the training package.

**Recommended audience:** QA Testers

#### Live Testing Workshop

This session is where the attendees will put their new accessibility skills to work and address challenges they have found in their work. TPGi will have them testing real pages to identify possible access barriers and workshop how to remediate them.

Activities include:

* Review of the disability types
* Review of the types of testing (automated, manual)
* Review of common accessibility issues
* Look at digital content without testing, identify possible issues
* Breakout:
	+ Use tools to confirm if issues exist and provide remediation advice
	+ Regroup to review results

**Recommended audience:** QA Testers, Developers, UX and Visual Designers

#### Screen Reader Testing with JAWS

This course will teach attendees how to use JAWS from an end-user’s perspective. The main goal is to enable all attendees to confidently use JAWS to navigate their work as an end-user would, and not just smoke test for errors.

Topics include:

* JAWS configuration
* Cursor modes
* Common keyboard commands
* Navigation basics
	+ Navigation
	+ Tables
	+ Lists
	+ Landmarks
	+ Forms

**Recommended audience:** QA Testers, Developers

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## Recommended role-based packages

### Developer Training

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