



Texas School for the Blind & Visually Impaired
Outreach Programs

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Accessibility Using AdobeConnect

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1:00-2:00 PM

Presented by

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Developed for

TSBVI Outreach Programs

Accessibility Using AdobeConnect

Notes from Jim Allan

Adobe connect is All Flash, All the time

Adobe Connect has many more accessibility features for presenters than for users.

Tell Participants

- to use Internet Explorer, better accessibility.
- Always cancel "audio conferencing" we use a phone bridge (ATT or PGI)
- Change the font in the Chat pod to a larger font size. Good for All users.

Presenters

- You must send a direct link to the Adobe Connect Room for your course (the url of the window that opens before the Adobe Connect window opens). The general interface for selecting a course from a course listing is not accessible
- Adobe Connect Captioning Pod must install every time you create a new room. See Resources below. After the AdobeConnect webinar ends and before you close the meeting room, save the contents of the captioning pod for use when captioning the saved video of the webinar. You may also want to send to speakers and participants.
- For low vision users, consider providing a description of the layout of the presentation window, so they know where to look.
- Change the font in the text based pods like the Note pod and the Chat pod to a larger font size. Good for All users.
- Anything in the **File pod** (a list of PowerPoint, other files/documents)- send separately as a single accessible document
- Hosts can change the name of pods
- Presenter must be mindful of placement of pods that pop-up as they will cover up information in the background.
- **Poll Pod**
 - Presenter must make the pod large before opening so it can include all of the text of the question.
 - There is a limit of 65 displayed characters.
 - Before you push the poll, you must make sure all of the question is displayed.
 - For low vision users always put polls (they pop up) in the top left corner of the screen so they are easy to find.
 - There is no indication of the number of choices.
 - You can put the number of items in the title (if space permits), e.g. "what are your 2 favorite colors from the 8 listed."

- Or, presenter can announce the number of items in a poll.
- The presenter will need to review results for multiple answer (checkboxes) and multiple choice (radio buttons)
- You can also include the polls in the handout, so the user will know what is available. Also useful for longer than 65 character questions.
- **Discussion notes pod** are emailed to all participants after the presentation.
- **Video pod** - not used much. Send a link to a posted video. If you must show a video in the pod, use short (no more than 90 seconds) videos, otherwise buffering issues create an unacceptable user experience.
- You can set up a participant as a presenter. They will have MUCH better access, but also the ability to disrupt/crash/etc. your presentation if they are not very good users of adobe connect.

Pods

Control-F6 move between pods, Control-F8 open Settings Menu for a particular pod. Pod titles are announced when focused.

Chat pod

Someone on the presenter side monitors, if anything is pertinent to the presentation, then presentation is interrupted and chat message read. Consumer can get to the chat pod to type a comment. Default focus is the new message field. Shift-tab to read messages is the chat window.

Note: Important setting - to read the latest message first

- focus the chat pod,
- hit Control-F8.
- Arrow to "reverse order of messages".
- Hit Enter.

Files pod

A listing of the information that is sent to participants beforehand. File pod is readable and operable from the keyboard.

- Users can download all files
 - hit Control-F8 for the menu,
 - arrow down to "Download All",
 - hit Enter.
 - A new window opens.
 - Use TAB key until you hear "Click to Download", hit enter.
- Users can download one file.
 - Focus the Files pod,
 - TAB to list box which will read first file name and size (and tell you how many files there are),
 - Down arrow to the file you want,

- hit SPACE BAR.
- A new window opens.
- Use TAB key until you hear "Click to Download",
- hit enter.

Polls pod

- Pod pops up, alerts the user (beeps), and moves focus moves to the pod.
- The question is read. (the only way to reread the question is to unfocus and refocus the pod (Control-F6 move focus to another pod, Shift-Control-F6 move focus back to Poll pod)
- The user is placed on the first item.
- Tabbing cycles through all of the answers.
- There is no indication of the number of items, presenter must provide.
- User can tab between items, use the enter key (radio or checkbox) to vote on an item.
- When a short answer (edit field) is presented the question is asked, the user is already in the edit box (but no indication of being in the edit box is presented.)
 - type the answer,
 - tab to the submit button,
 - hit space to submit answer.
 - Tab again to read all of the results. There is no navigation within the results, they just read in one chunk.
- When presenter closes the poll pod it will go away.

Discussion notes pod

Can be read in one chunk from top to bottom. Discussion notes are emailed to all participants after the presentation

Weblinks pod

- Tab into list box of web links,
- arrow to select web link to browse,
- tab to "browse to" button,
- space bar activates link and opens in a new browser window.

Raise hand

- Control-space jump to menu,
- tab 2 times to "Set status button dropdown", "
- SPACEBAR raises hand.
- SPACEBAR again lowers hand and announces " lower raised hand dropdown".
- **Or**

- CTRL+E will jump to the Set Status Button and raise hand CTRL+E will lower hand but no announcement of either condition is made.

Resources

Adobe Connect Captioning Pod <http://www.adobe.com/products/adobeconnect/feature-details/closed-captioning.html>)

Keyboard shortcuts (mostly for presenters)

http://help.adobe.com/en_US/connect/9.0/using/WS5ae85155c1a0214d1172e081227b89777b-8000.html

Texas Closed Captions <http://www.texascaption.com>

Adobe Connect Troubleshooting page https://<your room>.adobeconnect.com/common/help/en/support/meeting_test.htm

Notes from Kate Hurst

Work-Arounds to Make Things Accessible

- We always send the handouts in electronic format by email in an accessible format (document with “styles”) to participants and/or post them in a files pod within the AdobeConnect room. That way they can choose to download for screenreaders or enlarge the font for large print.
- Include all the content including images from the powerpoint and other shared documents with the participants---- we try to include these as part of a single handout if possible.
- Though polls are sort of accessible, we include the polling questions in the powerpoint and/or handout in advance and let folks know they can respond in “Chat” if that is easier for them.
- We hire a live captioner and use the AdobeConnect downloadable caption pod. <http://www.adobe.com/products/adobeconnect/feature-details/closed-captioning.html>
- As much as possible we format content shown in the Share pod so it has minimal clutter, san serif fonts, non-busy backgrounds, etc. to make them more visually accessible.
- We place the chat pod in the upper left-hand corner of the room so it is one of the first things you come to when navigating the screen using a screenreader.
- We state which part of the screen (upper left, lower left, center, etc.) a particular pod is located if asking participants to get to it during the presentation.
- We read comments aloud from “Chat” if they are pertinent to the discussion.
- Ultimately we record and caption the specific training events before archiving it on our website along supporting documents.

Your Notes:

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Figure 1 TSBVI logo.



This project is supported by the U.S. Department of Education, Special Education Program (OSEP). Opinions expressed here are the authors and do not necessarily represent the position of the Department of Education.

Figure 2 IDEAs that Work logo and disclaimer.