TPGi

Accessibility Training

Session Outline

July 2023

## Overview

Rather than limiting you to blocks of training sessions relevant to a single role or category, TPGi 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.

## 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)

* [Disability Etiquette](#_Disability_Etiquette)
* [Introduction to Assistive Technology](#_Introduction_to_Assistive)
* [Understanding Section 508](#_Understanding_Section_508)

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## 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

#### Disability Etiquette

Interacting with people in a respectful manner is an important part of work and life. Interacting with people with disabilities is no different, but a lack of appreciation of the nature and culture of disability can lead to misunderstandings and communication breakdowns. The goal of this session is to share some best practices on disability-inclusive communication.

Topics include:

* Types of Disabilities
* Disability Etiquette
* Disabilities and Customer Service
* Interacting with your peers

**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 and how does it work?
* Who needs AT?
* Types of AT
	+ 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

**Recommended audience:** all stakeholders

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### Management

#### Accessibility for Managers

Perfect for non-technical stakeholders, this module provides an overview of role-based accessibility requirements and how management directly influences the accessibility of a product throughout its lifecycle. It serves as a how-to guide for those in less technical roles to effectively engage with dev ops teams.

Topics include:

* Roles and responsibilities
* Managerial impact on accessibility
* Prioritizing accessibility issues

**Recommended audience:** PMs, Project Owners, BAs, and all other stakeholders

#### Accessibility in Procurement

All technology a company buys, builds, maintains, or uses must be accessible. Does your team know what questions to ask during the procurement process to mitigate risk?

Topics include:

* Requirements
	+ Internal and External
* How to establish a procurement program
* Asking the right questions
* Contract language
* Support and resources
	+ Internal and External

**Recommended audience:** PMs, Project Owners, BAs, anyone involved in procurement

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### UX and Design

#### 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 include:

* Annotating designs for accessibility
* Why early integration of accessibility is important
* Incorporating accessibility into a Definition of Done
* When and how to involve disabled users in the design process

**Recommended audience:** UX and Interaction Designers

#### Accessible Design Guidelines

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

Topics include:

* Overview of WCAG and Guidelines specific to design
* Design considerations
	+ Page structure and navigation
	+ Content and focus order
	+ Ways to use images
	+ Using color
	+ Iconography and typography
	+ Visible Focus
	+ Form labeling and error messages
* Inclusive Design principles

**Recommended audience:** UX and Visual Designers

#### User Research with People with Disabilities

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

Topics include:

* The value of research with people with disabilities
* Addressing challenges in recruiting people with disabilities
* Ensuring inclusive common research methods
* Identifying opportunities for involving people with disabilities in user research

**Recommended audience:** UX Designers, Researchers

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### Content

#### Accessible Content Fundamentals

When producing content via a content management system (CMS) or a What You See Is What You Get (WYSIWYG) editor, creators have limited access to source code and other underlying elements that affect accessibility, so what can they control? This session will dive into elements of accessibility that content creators should be considering when producing new content.

Topics include:

* Text content
	+ Links and Navigation
* Images
* Color and Contrast
* Document structure
* Email accessibility

**Recommended audience:** Content Creators

#### Social Media and Multimedia

This session will outline the requirements for creating accessible multimedia, both from a content perspective and a technical one.

Topics include:

* Multimedia basics
* Captions and transcripts
* Audio descriptions
* Moving, blinking, flashing content

These principles (and others) will then be applied to social media and how posts to these platforms can be made as accessible.

Platforms include:

* Facebook
* Twitter
* Snapchat
* Instagram

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

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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 include:

* Structural elements including
	+ Landmarks
	+ Headings
	+ Lists
	+ Tables
* 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 Informational images
* Text alternatives
* Icon fonts
* Complex images
	+ Charts and graphs
	+ SVGs
	+ HTML5 Canvas Elements

**Recommended audience:** Developers

#### Keyboard Accessibility

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
* Focusable controls
* Custom controls
* Focus order and managing focus
	+ Single Page Application (SPA) considerations
* Visible focus
* Keyboard traps

**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 and labelling
	+ Grouping fields
* Form instructions
* Error handing & error messages
* Time limits/timeouts

**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:

* Content structure
* Text enlargement
* Navigation
* Role, Name & State
* Images
* Forms
* Alerts & Notifications
* Keyboard access
* Unit testing

**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:

* Content structure
* Text enlargement
* Navigation
* Role, Name & State
* Images
* Forms
* Alerts & Notifications
* Keyboard access
* Unit testing

**Recommended audience:** iOS Application Developers

#### Mobile Accessibility Testing

This session takes a “user-focused” approach to mobile accessibility testing. While showcasing the various accessibility options available on mobile devices, we will discuss how to test the mobile web and native apps for accessibility (both Android and iOS).

Topics include:

* Mobile Accessibility Overview
* Testing Tools
* AT and Settings Evaluation
* Evaluation Tips & Techniques

**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 within Microsoft Word, with additional examples in PowerPoint, InDesign, and Excel.

Topics include:

* Document Properties
* Document Structure
	+ Headings, lists, tables, etc.
* Meaningful Links
* Images and Non-text Content
* Color Contrast
* Accessibility Checker
* Export to PDF

**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
* Bookmarks
* Reading order
* Images
* Tagging specialize content
* Forms

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

#### Advanced PDF Remediation Techniques

Looking for a deeper dive into PDF remediation? This session builds off the fundamentals with the opportunity to incorporates client documents in an advanced look at PDFs.

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

Topics include:

* Troubleshooting
* Advanced tagging
* PAC 2021

**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/Focus

**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:

* Native HTML Controls
* Custom Controls
* Design Patterns
* Dynamic Content
* Focus Management
* Forms and Error Handling

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 and the attendees will test 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
* Review prioritization and remediation strategies
* Open workshop

**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

**Management Training**

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