

## Objectives for Accessibility Training

Objectives are based on the ADA Training requirements found in Section C of the Resolution Agreement between Wichita State University (WSU) and the National Federation of the Blind (NFB).

### C.1

WSU instructors and appropriate WSU administrators as determined by WSU must...

1. Summarize/describe/paraphrase the requirements of the ADA.
2. Summarize/describe/paraphrase the requirements of this Agreement.
3. Summarize/describe/paraphrase the available resources.
4. Summarize/describe/paraphrase addresses the available grievance processes.

### C.2

#### C.2.A

WSU instructors and appropriate WSU administrators as determined by WSU must...

5. Summarize/describe/paraphrase the requirements of Title II of the ADA.
6. Summarize/describe/paraphrase the requirements of WSU's resources for students and instructors on Vision related disability.
7. Summarize/describe/paraphrase the identity and function of WSU's Office of Disability Services.
8. Summarize/describe/paraphrase the identity and functions of the Accessibility Coordinator.
9. Summarize/describe/paraphrase the functions and identity of WSU's designee for coordinating WSU's response to disability-related grievances.
10. Summarize/describe/paraphrase the functions and identity of WSU's designee for coordinating WSU's response to disability-related grievances.
11. Summarize/describe/paraphrase the functions and identity of WSU's designee for coordinating WSU's response to disability-related grievances.
12. Summarize/describe/paraphrase the functions and identity of WSU's instructors' obligations to provide all accommodations recognized by WSU via "Accommodations Letters" given to students registered with WSU's Office of Disability Support Services.
13. Summarize/describe/paraphrase the functions and identity of Title II "best practices" to ensure WSU's compliance with the ADA.

#### C.2.B

WSU instructors and appropriate WSU administrators as determined by WSU must...

14. Compare/identify/recall common assistive technologies and other auxiliary aids and services used by blind individuals in interacting with computers.
15. Compare/identify/recall common assistive technologies and other auxiliary aids and services used by blind individuals in interacting with websites.
16. Compare/identify/recall common assistive technologies and other auxiliary aids and services used by blind individuals in interacting with equipment.
17. Compare/identify/recall common assistive technologies and other auxiliary aids and services used by blind individuals in learning in and outside of the classroom.
18. Compare/identify/recall common non-electronic formats of assistive technologies and other auxiliary aids and services used by blind individuals.

### C.2.C

WSU instructors and appropriate WSU administrators as determined by WSU must...

19. Recognize/identify/discover common technological accessibility barriers encountered by blind individuals on websites.
20. Recognize/identify/discover common technological accessibility barriers encountered by blind individuals in various document formats.
21. Recognize/identify/discover common technological accessibility barriers encountered by blind individuals on equipment used in laboratories and classrooms.
22. Recognize/identify/discover common technological accessibility barriers encountered by blind individuals on devices used in laboratories and classrooms.

### C.2.D

WSU instructors and appropriate WSU administrators as determined by WSU must...

23. Demonstrate/employ/practice common methods used in ensuring Word Processing documents are accessible.
24. Identify/describe/name common resources used in ensuring Word Processing documents are accessible.
25. Locate/name/list common WSU personnel used in ensuring Word Processing documents are accessible.
26. Define/describe/outline common timeframes used in ensuring that Word Processing documents are accessible.
27. Demonstrate/employ/practice common methods used in ensuring Spreadsheet documents are accessible.
28. Identify/describe/name common resources used in ensuring Spreadsheet documents are accessible.
29. Locate/name/list common WSU personnel used in ensuring Spreadsheet documents are accessible.

30. Define/describe/outline common timeframes used in ensuring that Spreadsheet documents are accessible.
31. Demonstrate/employ/practice common methods used in ensuring Presentation documents are accessible.
32. Identify/describe/name common resources used in ensuring Presentation documents are accessible.
33. Locate/name/list common WSU personnel used in ensuring Presentation documents are accessible.
34. Define/describe/outline common timeframes used in ensuring that Presentation documents are accessible.
35. Demonstrate/employ/practice common methods used in ensuring converted and digital textbooks are accessible.
36. Identify/describe/name common resources used in ensuring converted and digital textbooks are accessible.
37. Locate/name/list WSU personnel used in ensuring converted and digital textbooks are accessible.
38. Define/describe/outline common timeframes used in ensuring that converted and digital textbooks are accessible.
39. Demonstrate/employ/practice common methods used in ensuring informational images are accessible.
40. Identify/describe/name common resources used in ensuring informational images are accessible.
41. Locate/name/list common WSU personnel used in ensuring informational images are accessible.
42. Define/describe/outline common timeframes used in ensuring that informational images are accessible.
43. Demonstrate/employ/practice common methods used in ensuring multimedia is accessible.
44. Identify/describe/name common resources used in ensuring multimedia is accessible.
45. Locate/name/list common WSU personnel used in ensuring multimedia is accessible.
46. Define/describe/outline common timeframes used in ensuring that multimedia is accessible.
47. Demonstrate/employ/practice common methods used in ensuring course equipment is accessible.
48. Identify/describe/name common resources used in ensuring course equipment is accessible.
49. Locate/name/list common WSU personnel used in ensuring course equipment is accessible.
50. Define/describe/outline common timeframes used in ensuring that course equipment is accessible.
51. Demonstrate/employ/practice methods used in ensuring course devices are accessible.
52. Identify/describe/name common resources used in ensuring course devices are accessible.

53. Locate/name/list common WSU personnel used in ensuring course devices are accessible.
54. Define/describe/outline common timeframes used in ensuring that course devices are accessible.

#### C.2.E

WSU instructors and appropriate WSU administrators as determined by WSU must...

55. Identify/summarize/describe the means by which one creates accessible instructional materials in the classroom setting or by delivery electronically through course websites.
56. Identify/summarize/describe the means by which one provides accessible instructional materials in the classroom setting or by delivery electronically through course websites.
57. Identify/summarize/describe the means by which one creates accessible instructional materials in the classroom setting or by delivery electronically through LMS's.
58. Identify/summarize/describe the means by which one provides accessible instructional materials in the classroom setting or by delivery electronically through LMS's.
59. Identify/summarize/describe the means by which one creates accessible instructional materials in the classroom setting or by delivery electronically through email.
60. Identify/summarize/describe the means by which one provides accessible instructional materials in the classroom setting or by delivery electronically through email.

#### C.2.F

WSU instructors and appropriate WSU administrators as determined by WSU must...

61. Summarize/describe/paraphrase an overview of accessibility standards.

#### C.2.G

WSU instructors and appropriate WSU administrators as determined by WSU must...

62. Discuss/explain/summarize how instructors should consider selecting course texts that have accessible electronic formats.

#### C.2.H

WSU instructors and appropriate WSU administrators as determined by WSU must...

63. Summarize/describe/paraphrase the reporting obligations under this agreement.

#### C.3

WSU instructors and appropriate WSU administrators as determined by WSU must...

64. Complete ADA training within sixty days after the individual's commencement of service to WSU or within sixty days of their return to WSU (for instance, from leave).

#### C.4

WSU students (including first-year and transfer students) must...

65. Complete ADA training with a member of WSU's Office of Disability Services, a stand-alone module, or as part of other mandatory orientation resources available.

#### C.5

WSU students (including first-year and transfer students) must...

66. Identify/summarize/describe the functions of WSU's Accessibility Coordinator.
  - a. ADA student training will include distribution of written information (in an accessible format where appropriate) on the functions of WSU's Accessibility Coordinator.
67. Identify/summarize/describe the functions of WSU's Office of Disability services.
  - a. ADA student training will include distribution of written information (in an accessible format where appropriate) on the functions of WSU's Office of Disability Services.
68. List/outline/recognize the process for obtaining a WSU-issued "Accommodations Letter."
  - a. ADA student training will include distribution of written information (in an accessible format where appropriate) on the process for obtaining an initial WSU-issued "Accommodations Letter."
  - b. ADA student training will include distribution of written information (in an accessible format where appropriate) on the process for obtaining a renewal WSU-issued "Accommodations Letter."
69. Identify/summarize/describe the "Grievance Process" pertaining to disability-related issues.

#### C.6

WSU instructors, appropriate WSU administrators as determined by WSU, and WSU students (including first-year and transfer students) must...

70. Sign-in to Accessibility training.

- a. All attendees to Accessibility training will be recorded. Attendance records for Accessibility training will be kept for a reasonable period of time as determined by WSU.