

Learning Management System (LMS) Accessibility Procedures	Procedure Number	202
	Effective Date	May 12, 2023

1.0 PURPOSE

UA-PTC is committed to providing accessible content in the LMS platform that meets the needs of students and aligns with UA Systemwide Policy 280.1, titled **Information Technology Accessibility – Website Standards and Accessibility⁽¹⁾**, charges UA schools with adherence to online accessibility guidelines, and grants provisions to them to develop policies and procedures to ensure compliance with those standards. This procedure provides LMS accessibility guidelines, auditing accessibility non-conformities in the LMS, and for providing faculty, chairs, and deans with ongoing feedback so that continuous improvements can be made.

2.0 REVISION HISTORY

3.0 PERSONS AFFECTED

Faculty, Chairs, Deans

4.0 DEFINITIONS

Accessibility Score - UAPTC’s accessibility tool (Ally) provides scores for all online learning materials, indicating where problems may occur. These problems adversely affect the learning experience of individuals who may be hearing or vision impaired. It is the responsibility of UAPTC to continuously monitor the occurrence of these accessibility non-conformities and take steps to remedy them. This proposal is a response to a recent upward trend in accessibility non-conformities in the institution’s online learning management system (LMS), Blackboard.

5.0 PROCEDURES

The UA System has selected the **Worldwide Web Consortium Content Accessibility Guidelines⁽²⁾** as its prescriptive document for accessibility standards. A link to this document can be found in the Reference section at the end of this document.

1. To align with WCAG standards, the following guidelines are required prior to publishing content in the LMS platform:


- No scanned PDFs are permitted, unless the proper Optical Character Recognition (OCR) process has been performed, and the document has been properly tagged⁽³⁾.
- No animated GIFs are permitted.
- Videos must be hosted externally from the LMS through a video streaming platform. Recommended streaming platforms are YouTube and Microsoft Stream. All videos must be properly closed captioned and checked for accuracy.
- File attachments must have an accessibility score of 90% or higher in Ally.

2. Audit

- On a regular basis, LMS IT personnel will review Ally accessibility reports and will identify a selection of the most critical accessibility issues to be addressed.
- An e-mail notice will be sent three times a term to the instructors in this selection, copied to the respective department chairs and deans. This notice will identify the problematic material and provide a suggested course of action.

3. References

1. UA SYSTEM – **UASP 280.1 – Information Technology Accessibility – Website Standards and Accessibility.** <https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/UASP-280.1-Information-Technology-Accessibility-Website-Standards-and-Accessibility.pdf>
2. WORLD WIDE WEB CONSORTIUM (W3C) – **Web Content Accessibility Guidelines (WCAG) 2.0.** <https://www.w3.org/TR/2008/REC-WCAG20-20081211/>
3. ADOBE – **Creating accessible PDFs.** <https://helpx.adobe.com/acrobat/using/creating-accessible-pdfs.html>
4. UA FAYETTEVILLE – **Fayetteville Policies and Procedures 204.2 – Electronic and Information Technology Accessibility including Website Accessibility.** <https://vcfa.uark.edu/fayetteville-policies-procedures/vcac/2042.php>
5. JOHN HOPKINS UNIVERSITY – **What is EIT?** <https://accessibility.jhu.edu/electronic-information-technology/what-is-eit/>
6. U.S. ACCESS BOARD – **Rehabilitation Act of 1973.** <https://www.access-board.gov/law/ra.html#section-508-federal-electronic-and-information-technology>
7. ARKANSAS STATE WEBSITE – **Acceptable Use.** <https://portal.arkansas.gov/acceptable-use/>
8. YALE UNIVERSITY – **Web Accessibility Policy.** <https://your.yale.edu/policies-procedures/policies/1605-web-accessibility-policy>
9. HARVARD UNIVERSITY – **Harvard University Digital Accessibility Policy.** <https://accessibility.huit.harvard.edu/digital-accessibility-policy>

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Teaching and Learning Technology Committee and Student Academic and Affairs Committee	April 26, 2023
Ratified by:	College Council	May 12, 2023
Recommended by Chancellor (Signature)		
UA Policy Alignment:	University of Arkansas System Policy Information Technology Accessibility 280.1	July 18, 2023