



Short Term Goals (Complete 5)

- Determine the Accessibility of 3 documents
- Use the Microsoft Accessibility Checker on a document
- Review 3 photos for quality and focus
- Remove 5 non-essential images or graphics
- Review 3 charts or graphs to ensure they have been created accessibly
- Scan a document
- Review a PowerPoint for accessibility
- Add document properties to 5 documents
- Review the style formatting of 3 documents
- Change the font on 3 documents to be more legible

Mid-term Goals (Complete 3)

- Caption a Video using Yuja
- Make 1 documents accessible using Adobe Acrobat
- Create an accessible document using the Microsoft Suite
- Add alternative text to 2 images or graphics
- Remove Watermarks and background images in 1 document
- Adjust 1 graph to remove merged cells
- Replace all instances of color-coding in 1 document or presentation
- Locate 1 accessible version of an inaccessible document

Long-term Goal (Complete 1)

- Edit a transcript and re-upload it to Yuja
- Provide Alternative text to all images and graphics in a module
- Provide transcripts for all videos alongside captions in a module
- Scan, edit, and distribute an accessible document
- Change all inaccessible assessment tools in BlackBoard to accessible tools
- Provide accompanying outlines with all PowerPoints in a module
- Make an existing file accessible and redistribute