



AAU Schedule and Checklist

Begin working in your Addressing Accessibility and Usability (AAU) workshop on Day 1. All activities listed in the schedule and checklist below are required. Items that require a submission are indicated in bold and with an asterisk.

This workshop has two firm due dates:

- 1. Initial submissions for assignments in Days 1-7 are due by 11:59 p.m. your time zone on Day 7 or you will not be allowed to continue in the workshop.**
- 2. Initial submissions for assignments in Days 8-15 are due by 11:59 p.m. your time zone on Day 15 (the last day of the workshop) or you will not be marked complete.**

If revisions are required, you have 48 hours to return the revised assignment to your facilitator for re-evaluation.

Use the schedule and checklist to stay on track to successfully complete the workshop. If you do not successfully complete the workshop for any reason, including missing a firm due date, you can re-register for a future session. Another registration fee will be charged.

Day 1 (Thursday) - Module 1: Getting Started

Minimum time estimated: 1 hour

- ☐ Read all information in the Getting Started
- ☐ ***Submit the Participant Agreement**
- ☐ ***Post to the Introduce Yourself Discussion**
- ☐ Read Module 1: Summary and Next Steps
- ☐ Resource: QM Higher Education Rubric, Seventh Edition (Not For Circulation)
- ☐ If you are new to QM, the information in the resource below will help you get familiar with the organization.
 - ☐ About Quality Matters: An Overview

Day 2 (Friday) - Module 2: Accessibility and Usability Overview

Minimum time estimated: 30 minutes

- ☐ Read the Overview and To-Do List
- ☐ Read the Accessibility and Usability Overview Lesson

Day 3 - 4 (Saturday - Sunday)

- ☐ Catch up or work ahead

Day 5 (Monday) - Module 2: Accessibility and Usability Overview (Continued)

Minimum time estimated: 2 hours

- ☐ *Post to the Your Accessibility Policy and Services Discussion
- ☐ *Take the Accessibility and Usability Quiz
- ☐ Read Module 2: Summary and Next Steps

Day 6 (Tuesday) - Module 3: Creating Accessible Content

Minimum time estimated: 1 hour

- ☐ Read the Overview and To-Do List
- ☐ Read the Creating Accessible Content Lesson
- ☐ *Post to the Design Challenges and Readability Discussion

Day 7 (Wednesday) - Module 3: Creating Accessible Content (Continued)

Minimum time estimated: 45 minutes

- ☐ *Submit the Accessible Sample Syllabus

Initial submissions for assignments up to this point in the workshop are due by 11:59 p.m. your time zone on Day 7 or you will not be allowed to continue in the workshop.

Day 8 (Thursday) - Module 3: Creating Accessible Content (Continued)

Minimum time estimated: 1 hour

- ☐ *Post to the Closed-Captioned Introduction Video Discussion

Day 9 (Friday) - Module 3: Creating Accessible Content (Continued)

Minimum time estimated: 1 hour

- ☐ *Post to the Vendor Technology Accessibility Statements Discussion
- ☐ Read Module 3: Summary and Next Steps

Day 10 - 11 (Saturday - Sunday)

- ☐ Catch up or work ahead

Day 12 (Monday) - Module 4: Navigating Your Course

Minimum time estimated: 1 hour and 30 minutes

- ☐ Read the Overview and To-Do List
- ☐ Read the Navigating Your Course Lesson
- ☐ ***Post to the Site Map/Graphic Organizer Discussion**
- ☐ Read Module 4: Summary and Next Steps

Day 13 (Tuesday) - Module 5: Pulling It All Together

Minimum time estimated: 1 hour

- ☐ Read the Overview and To-Do List
- ☐ ***Post to the Improvement Plan Discussion**

Day 14 (Wednesday) - Module 5: Pulling It All Together (Continued)

Minimum time estimated: 1 hour

- ☐ ***Submit Your Accessible and Usable Syllabus**

Day 15 (Thursday) - Module 5: Pulling It All Together (Continued)

Minimum time estimated: 30 minutes

- ☐ ***Post to the Reflection Discussion**
- ☐ Read the Evaluation and Certificate Instructions

Initial submissions for assignments in Days 8-15 are due by 11:59 p.m. your time zone on Day 15 (the last day of the workshop) or you will not be marked complete.

Participants will have access to the workshop for seven days after the workshop ends. Once the seven day window has elapsed QM will not re-open the workshop so be sure to save/download any resources you want from the site.