Using Grackle with Google Workspace

Disclaimer: It is crucial to note that passing an automated checker does not guarantee full accessibility of a website or document. To ensure that the material is accessible to all, it is advisable to combine an accessibility checker with manual checks. This additional effort can significantly enhance the inclusivity and accessibility of the online environment.

What is GrackleDocs?

GrackleDocs, or Grackle, is a collection of apps available in Google Docs, Google Sheets, and Google Slides as part of the CWRU Google Workspace. Grackle scans your work, checks it for common digital accessibility issues, and helps you remedy problems to help improve your item's accessibility.
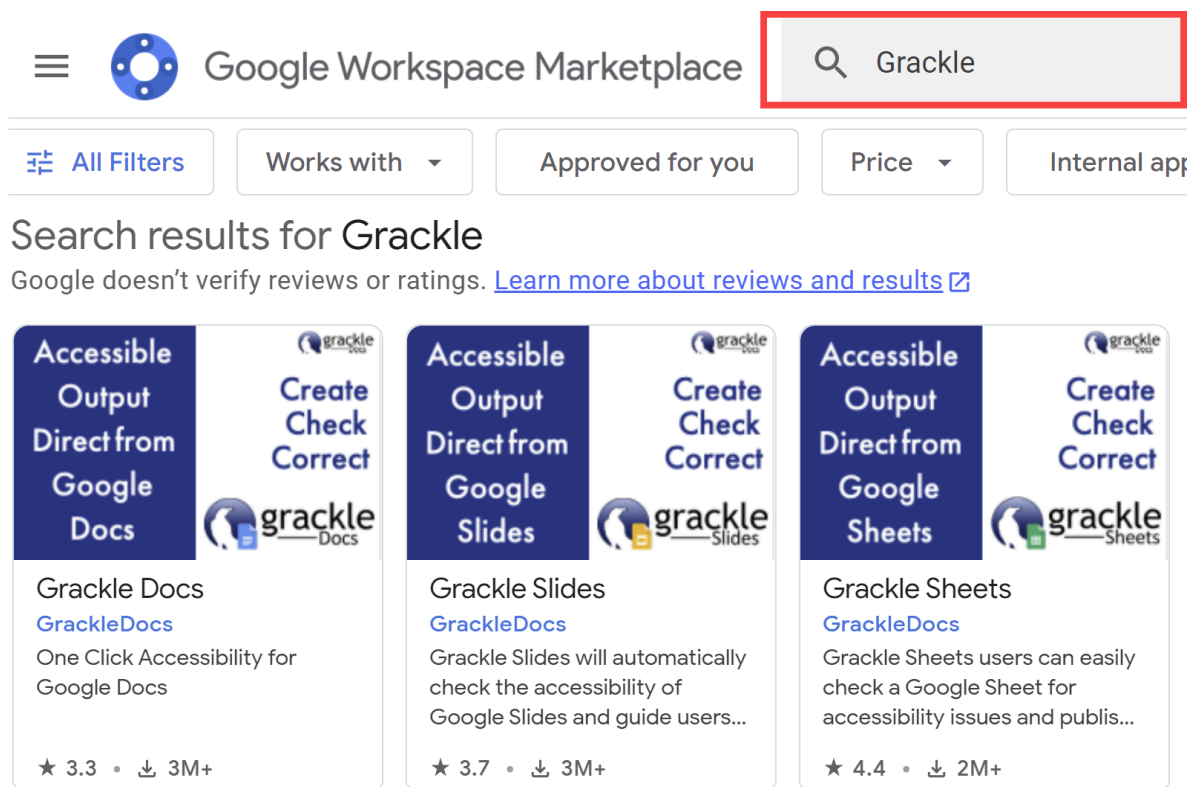
Installing Grackle

To use Grackle with Google Docs, Sheets, or Slides, you must install the corresponding Grackle app. Grackle only needs to be installed once per Google application. After the initial installation, it will remain active in each Google application.

1. **Open** a Google Docs document, Google Sheets spreadsheet, or Google Slides presentation.

   a. Individual Docs, Sheets, and Slides files can all be opened via Google Drive at drive.google.com.

   b. Docs can be accessed at docs.google.com.

   c. Sheets can be accessed at sheets.google.com.
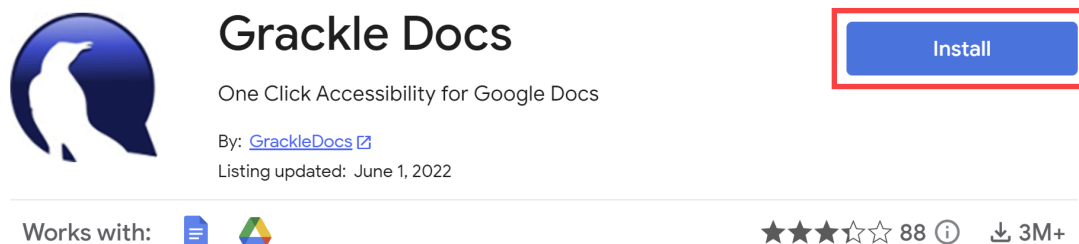
   d. Slides can be accessed at slides.google.com.

2. With your file open, select **Extensions** from the toolbar at the top of the screen.

3. From the drop-down menu, select **Get add-ons…**
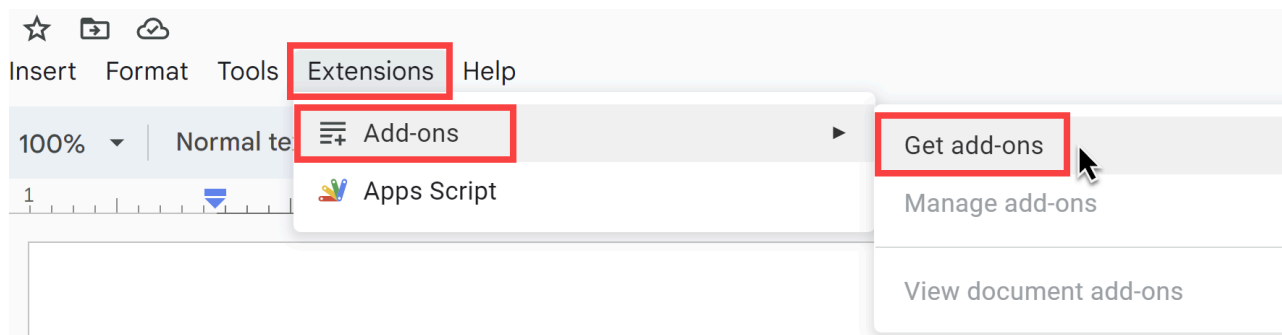
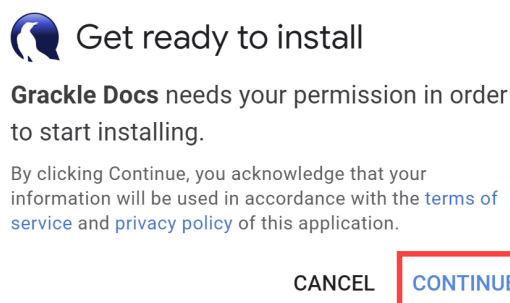4. In the upper right-hand corner, search for "**Grackle**."

5. **Select** the corresponding Grackle app for the Google application you're using.

   a. If working with Google Docs, select **Grackle Docs**.

   b. If working with Google Sheets, select **Grackle Sheets**.

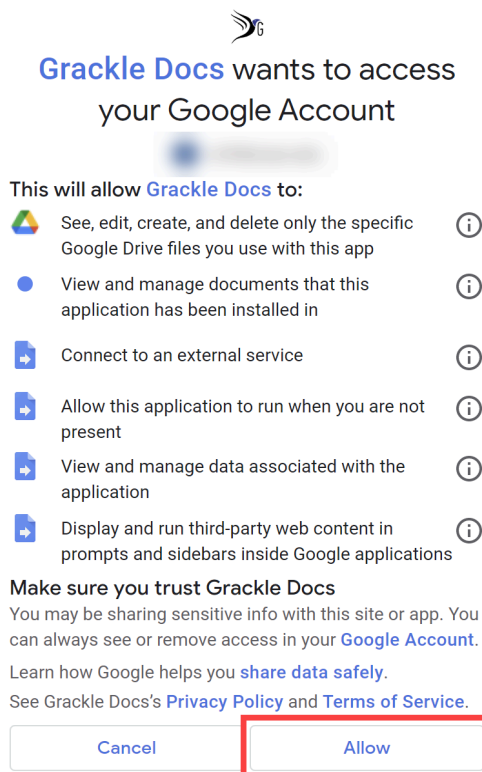   c. If working with Google Slides, select **Grackle Slides**.

6. Select **Install** on the Grackle app window to add the app to your Google application.

Grackle Docs

One Click Accessibility for Google Docs

By: GrackleDocs ↗

Listing updated: June 1, 2022

Install

Works with: 📄 🔺   ★★★☆☆ 88 ⓘ   ⬇ 3M+

7. If prompted, select **Continue** to begin the Grackle installation.

Get ready to install

Grackle Docs needs your permission in order to start installing.

By clicking Continue, you acknowledge that your information will be used in accordance with the terms of service and privacy policy of this application.

CANCEL   **CONTINUE**

8. Next, you must authorize Grackle for use with your CWRU Google account. When prompted, select your **CWRU account** and select **Allow** on the permissions prompt.

Grackle Docs wants to access your Google Account

This will allow Grackle Docs to:

🔺 See, edit, create, and delete only the specific Google Drive files you use with this app   ⓘ

● View and manage documents that this application has been installed in   ⓘ

📄 Connect to an external service   ⓘ

📄 Allow this application to run when you are not present   ⓘ

📄 View and manage data associated with the application   ⓘ

📄 Display and run third-party web content in prompts and sidebars inside Google applications   ⓘ

Make sure you trust Grackle Docs

You may be sharing sensitive info with this site or app. You can always see or remove access in your **Google Account**.

Learn how Google helps you **share data safely**.

See Grackle Docs's **Privacy Policy** and **Terms of Service**.

Cancel   **Allow**

Using Grackle and Fixing Issues

Once Grackle has been installed into a Google application, you can run Grackle to check your document for accessibility concerns.

1. With your file open, select **Extensions**.

2. Select **Grackle Slides**, then **Launch**. This will open the Grackle panel within the Google application. Note: A Sign in with Google button will appear on the Grackle panel if you are not already signed in. Follow the on-screen prompts to **sign in**, select your **CWRU Google account**, and select **Allow** on the permissions prompt.
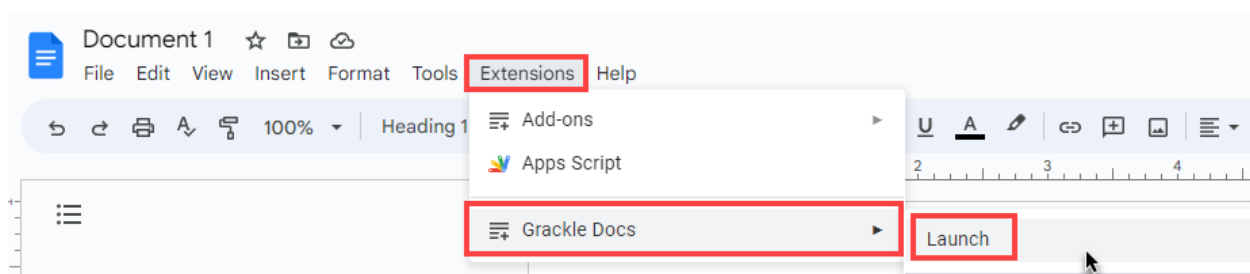
3. When the Grackle panel loads, it automatically scans your document for accessibility concerns.

    a. If there is a **red circle** in any section, you must correct the mistake to improve the document's accessibility. To fix your document, locate the red X next to an item, select the item, and follow the prompt to edit your document.

    b. If there is a **yellow circle** in any section, you should correct the mistake to improve the document's accessibility. To fix your document, locate the green check mark with the red exclamation point next to an item, select the item, and follow the prompt to edit your document.

    c. If there is a **green circle** in any section, the document is already accessible, and no action is needed.

4. When you have edited all Grackle errors and suggestions, select **Re-Check** at the top and let Grackle recheck your document for accessibility issues.
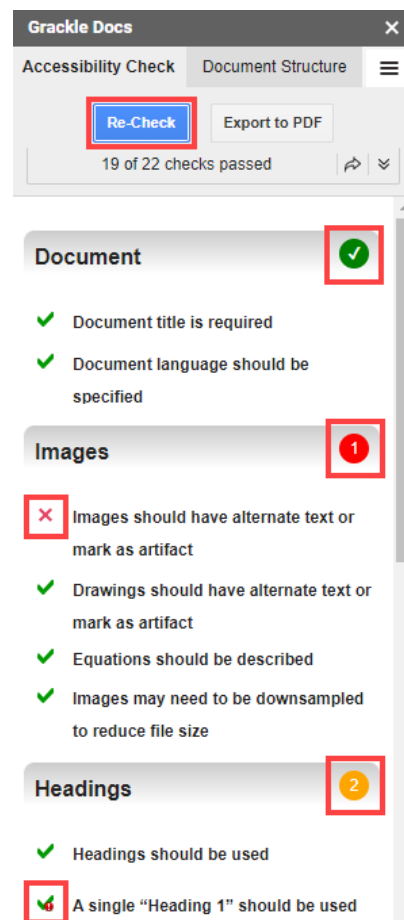
Fixing Issues Examples

Example 1: Adding Alternative Text to Images

In this example, an image has been uploaded to a Google Doc and doesn't have any alternate text (alt text) added to it. Because of this, the Grackle panel shows a red circle for the Images section, and there is a red X next to the item describing alternate text.

1. Select the item with the red X on the Grackle panel. In this case, "Images should have alternate text or mark as an artifact." Selecting this item will open additional details about the issue.

2. In this example, one image isn't tagged correctly. Select the red **Locate +TAG** button to remedy the issue.

3. The Tag Image or Graphics pop-up will open. Use this panel to provide meaningful alternative text to describe the image, then select **Update** to save the change.

This space was intentionally left blank. The guide continues on the next page.

Example 2: Adding a Document Title

In this example, a new Google Doc was created, the content was entered, and Grackle was used to check the document. A red circle is shown for the Document section in the Grackle panel, with a red X next to the document title item.

1. Select the item with the red X on the Grackle Panel. In this case, that's "Document title is required." Selecting this item will open additional details about the issue.

2. To remedy the issue, select the **Edit** button to set a document title or choose the small checkbox to use the Google Doc document name as the document title.

3. The Document Properties pop-up will open. Use this panel to provide a purposeful title for your document, then select **Update** to save the change.

Example 3: Color Contrast

In this example, bright yellow text was added on a white background in a Google Slides presentation. In the Grackle panel, a yellow circle is shown for the Contents section, and there is a green checkmark with a red exclamation point next to the high color contrast item.

1. On the Grackle Panel, **select** the item with the green checkmark with a red exclamation point. In this case, "High color contrast should be used." Selecting this item will open additional details about the issue.

2. To remedy the issue, select the **Text_Box +TAG** button to be taken to the appropriate textbox and slide where the text is written.

3. Using the text color selector in Slides, **adjust** the color for the text to increase its color contrast.
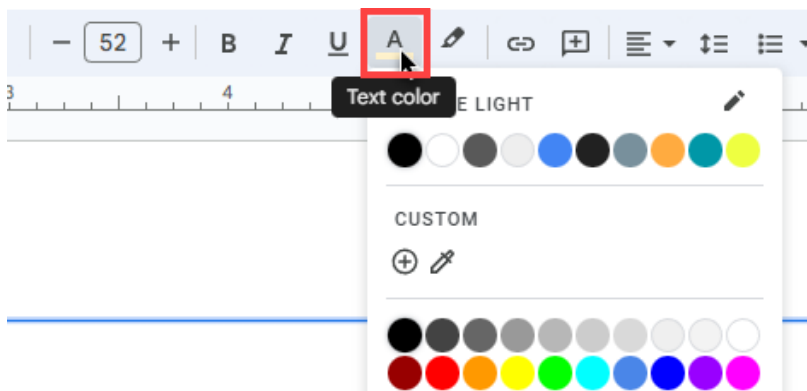
Additional Help

The following resources may help you learn more about Grackle and digital accessibility at Case Western Reserve University.

- GrackleDocs Knowledge Base
- GrackleDocs Videos
- CWRU Digital Accessibility Website

For any questions about using Grackle, please contact the [U]Tech Service Desk at (216) 368-HELP, help@case.edu or help.case.edu.

For any questions about digital accessibility, please contact tltaccessibility@case.edu.