Accessibility Rubric for Existing SAA Education Content

User Needs

Blind and Low Vision

0 = Unacceptable
- All course content is provided in scanned PDFs as images, completely inaccessible for screen readers.
- For technical workshops using tools (such as for processing digital materials), tools are not accessible for assistive technology.
- Course content and supplemental material not provided in advance; content and/or supplemental material made available only in physical copies.
- Key information or data is only by color-coding, not any additional text formatting.

1 = Minimally acceptable
- Course content is provided in Word and PowerPoint to enable program-specific accessibility features.
- Any PDFs are OCRed and quality-checked.
- All images and diagrams that contribute information for the presentation are verbally described.
- Font is sans serif.
- Emphasis for text is expressed in formatting (bold, underlined, etc) and not only by color.
- Color contrast is sufficient according to automated accessibility checkers, avoiding text on dark backgrounds, dark on dark, light on light backgrounds, text on textured backgrounds.
- SAA/venue should offer an on-site assistant. If requested:
  - Venue assistant meets the participant at the door and escorts them to the space.
  - Venue assistant orients the participant and verbally describes (or takes them) to the bathroom and emergency exit.
  - Venue assistant helps the participant in getting refreshments during the break.
- The instructor calls out the name of participants when doing introductions or class discussion, so someone with a vision disability knows who is speaking next.
- Venue has braille signage.
- For technical workshops using tools (such as for processing digital materials), tools must be accessible for assistive technology.

2 = Optimally acceptable
- Course content is provided in Word and PowerPoint to enable program-specific accessibility features.
- Text documents are structured with headings.
- Any PDFs are OCRed, quality-checked, and tagged.
- All images have alt-text and, if they deliver relevant information, are verbally described.
- Font is sans serif.
- Emphasis for text is expressed in formatting (bold, underlined, etc) and not only by color.
- Color contrast is sufficient according to automated accessibility checkers, avoiding text on dark backgrounds, dark on dark, light on light backgrounds, text on textured backgrounds.
- Venue elevators have audio feedback.
- SAA/venue should offer an on-site assistant. If requested:
  - Venue assistant meets the participant at the door and escorts them to the classroom.
  - Venue assistant orients the participant and verbally describes (or takes them) to the bathroom and emergency exit.
  - Venue assistant helps the participant in getting refreshments during the break.
- The instructor calls out the name of participants when doing introductions or class discussion, so someone with a vision disability knows who is speaking next.
- Venue has braille signage.
- For technical workshops using tools (such as for processing digital materials), tools must be accessible for assistive technology.

Deaf and Hard of Hearing

0 = Unacceptable
- No captioning or ASL interpreter.
- Unhelpful text on presentation slides.
- Unable to view instructor for speech reading.
- Instructor does not use a microphone.

1 = Minimally acceptable
- Live captioning/ASL interpreter on request.
- Succinct but helpful text on slides.

- Instructor visible for speech reading.
- Instructor avoids presenting in front of a window or bright light source because of back-lighting.
- Instructor uses a microphone consistently and effectively.
- Instructor repeats/summarizes audience-contributed questions and content through their microphone OR there's an additional microphone for participants.
- Audio/video course content is captioned.

2 = Optimally acceptable
- Live captioning/ASL interpreter by default.
- Audio/video course content is captioned and has transcripts.
- Succinct but helpful text on slides.
- Instructor and fellow participants are visible for speech reading.
- Instructor avoids presenting in front of a window or bright light source because of back-lighting.
- Instructor and participants use microphones consistently and effectively.
- Option to submit questions or comments in writing (in addition to verbally).
- If there are breakout sessions/group discussions, make sure there is sufficient space for groups to spread out to hear each other. If the room is too small or the acoustics are too loud, small group discussion activities can be especially challenging.
  - Consider taking group notes on a shared document, which participants can follow along on.

Mobility Disabilities
0 = Unacceptable
- Venue is only accessible by stairs.
- Venue is only accessible by a manual (not powered or propped-open) door.
- Audience seating is only accessible via stairs (a type of auditorium design).
- There are no height-adjustable tables.

1 = Minimally acceptable
- Venue has a ramp entrance and elevators.
- Venue doors are propped open or someone is available to assist with opening doors.
- There is at least one height-adjustable table and more available if requested.
- There is space reserved for accessible seating at the front of the room and closest to the door.

- There is a wheelchair accessible bathroom on a convenient floor.
- There are chairs with armrests and without armrests.

2 = Optimally acceptable
- Venue has a ramp entrance and elevators.
- Venue has automatic opening doors.
- There is at least one height-adjustable table and more available if requested.
- All chairs are height and ergonomically adjustable, including options without armrests.
- There is space reserved for accessible seating at the front of the room and closest to the door.
- There is a wheelchair accessible bathroom near to the classroom.
- The venue has multiple monitors for participants to view the slides from a convenient distance and angle.
- Instructor encourages participants to stand, stretch, walk, and move if they need to.

Universal Design for Learning

0 = Unacceptable
- Instructor assumes everyone has the same abilities and presents only one way of doing/understanding things.
- The session is only a lecture and participants are passive recipients.

1 = Minimally acceptable
- Instructor provides multiple ways of understanding and doing things.
- The session is a mixture of lecture, individual and group work, hands-on exercises, and opportunities for participants to speak.
- Instructors and participants use name tags.

2 = Optimally acceptable
- Instructor provides multiple ways of understanding and doing things.
- The session is a mixture of lecture, individual and group work, hands-on exercises, and opportunities for participants to speak.
- Breaks during long sessions for movement and refreshment.
- Instructors and participants use name tags.

Thank you so much to the following contributors from the Accessibility & Disability Section Steering Committee: Jessica

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