

Americans with Disabilities Act [ADA] Checklist

(MAKE SURE THAT THE WEBPAGE IS LIVE AND HAS ALL APPROVED COPY BEFORE STARTING THIS CHECKLIST.)

BEFORE ADA WORK:

1. Look through your webpage / website and write down anything you need ADA compliance for on your Master Organizer for the project. ([Example](#)) This is where you will keep notes of what changes you have made.

hthgse.edu - Website Design Organizer ☆ 📄 ☁

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1							
2	PARENT GROUP	PAGE GROUP	LOCATION	ITEM	CHANGE NEEDED	PAGE LINK	ARIA v ALT
3	Homepage	Homepage	Learn with Us	Found a New School -Photo 1	Alt Tag Description	https://hthgse.edu/	ALT
4	Homepage	Homepage	Learn with Us	Found a New School-Photo 1	Aria Label	https://hthgse.edu/	ARIA
5	Homepage	Homepage	Learn with Us	Become a Teacher-Photo2	Alt Tag Description	https://hthgse.edu/	ALT
6	Homepage	Homepage	Learn with Us	Become a Teacher-Photo2	Aria Label	https://hthgse.edu/	ARIA
7	Homepage	Homepage	Learn with Us	Develop as a Leader- Photo 3	Alt Tag Description	https://hthgse.edu/	ALT
8	Homepage	Homepage	Learn with Us	Develop as a Leader- Photo 3	Aria Label	https://hthgse.edu/	ARIA
9	Homepage	Homepage	Learn with Us	Design for PBL- Photo 4	Alt Tag Description	https://hthgse.edu/	ALT
10	Homepage	Homepage	Learn with Us	Design for PBL- Photo 4	Aria Label	https://hthgse.edu/	ARIA
11	Homepage	Homepage	Learn with Us	Attend an Event - Photo 5	Alt Tag Description	https://hthgse.edu/	ALT
12	Homepage	Homepage	Learn with Us	Attend an Event - Photo 5	Aria Label	https://hthgse.edu/	ARIA
13	About Us	About Us (Mission & Vision)	Mission	Photo1	null tag	https://hthgse.edu/	
14	About Us	About Us (Mission & Vision)	Vision	Photo2	null tag	https://hthgse.edu/	
15	About Us	About Us (Mission & Vision)	Challenging Community	Photo3	null tag	https://hthgse.edu/	
16	About Us	About Us (Mission & Vision)	Leading with Innovation	Photo 4	null tag	https://hthgse.edu/	
17	About Us	About Us (Mission & Vision)	Designing for Social Impact	Photo 5	null tag	https://hthgse.edu/	
18	About Us	Scholarship & Innovation	Scholarship & Innovation	Photo 1	null tag	https://hthgse.edu/	
19	About Us	Scholarship & Innovation	Integrating theory	Photo 2	null tag	https://hthgse.edu/	
20	About Us	Scholarship & Innovation	Supporting equitable learning	Photo 3	null tag	https://hthgse.edu/	
21	About Us	Scholarship & Innovation	Serving schools & communities	Photo 4	null tag	https://hthgse.edu/	
22	About Us	Scholarship & Innovation	Engaging scholars	Photo 5	null tag	https://hthgse.edu/	

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2. These are the types of things you need to be on the lookout for:
 - a. Images need Alt Text (Page Reader Software reads words that describe what an image is, can also be used if an image doesn't load)
 - i. NOTE: Any decorative pictures DO NOT need Alt Text
 - b. Elements need ARIA Labels (Page Reader Software reads words that describe what a button says and if it has a link)
 - c. Abbreviations and Acronyms need Page Reader Software to read out the whole name / word (ex: HTH = High Tech High) and also visually spell out the name / word for visual users with learning or cognitive disabilities
 - d. Transcripts for any videos

1: INSTALL THE ACCESSIBILITY PLUGIN

Make sure that the [One Click Accessibility plugin](#) is installed on the website, This plugin allows for users to do the following:

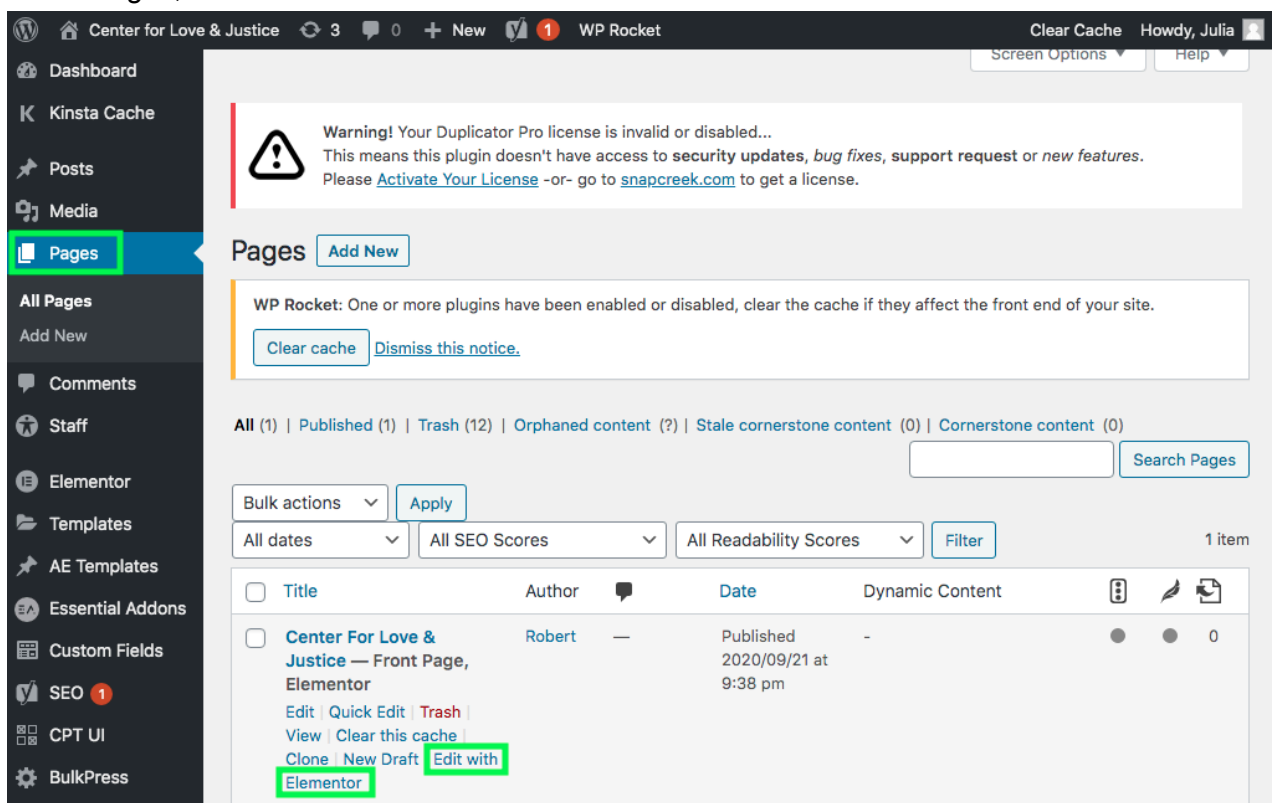
- Change font size
- Change colors for contrast/color blindness
- Change fonts to more readable versions
- Underline links

Make sure that the following settings are applied:

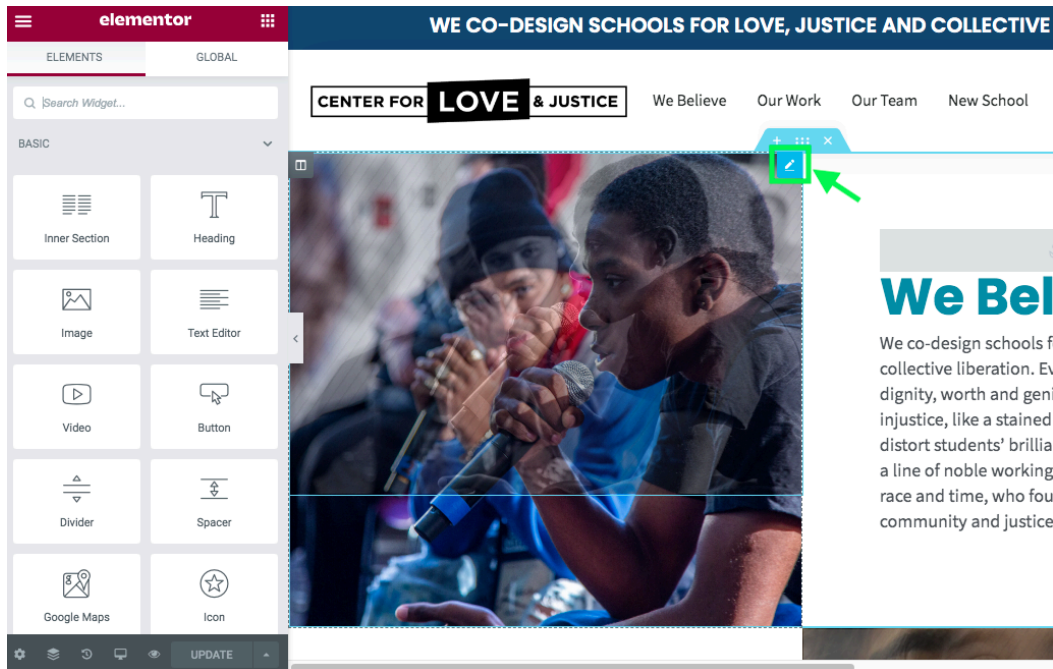
- Toolbar icon: One Click
- Offset from top (desktop): 50%
- Offset from top (mobile): 50%
- Toggle button background color: #84bee8
- Focus outline color: #25e1e8

2: ALT TEXT FOR IMAGES:

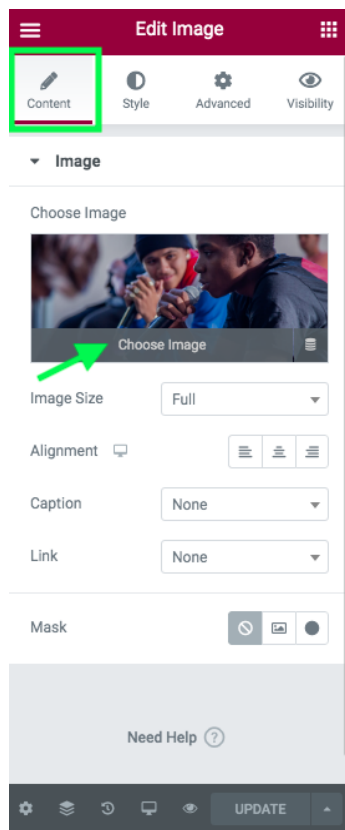
1. Login to the Wordpress account for your website.
2. Under Pages, click Edit with Elementor.



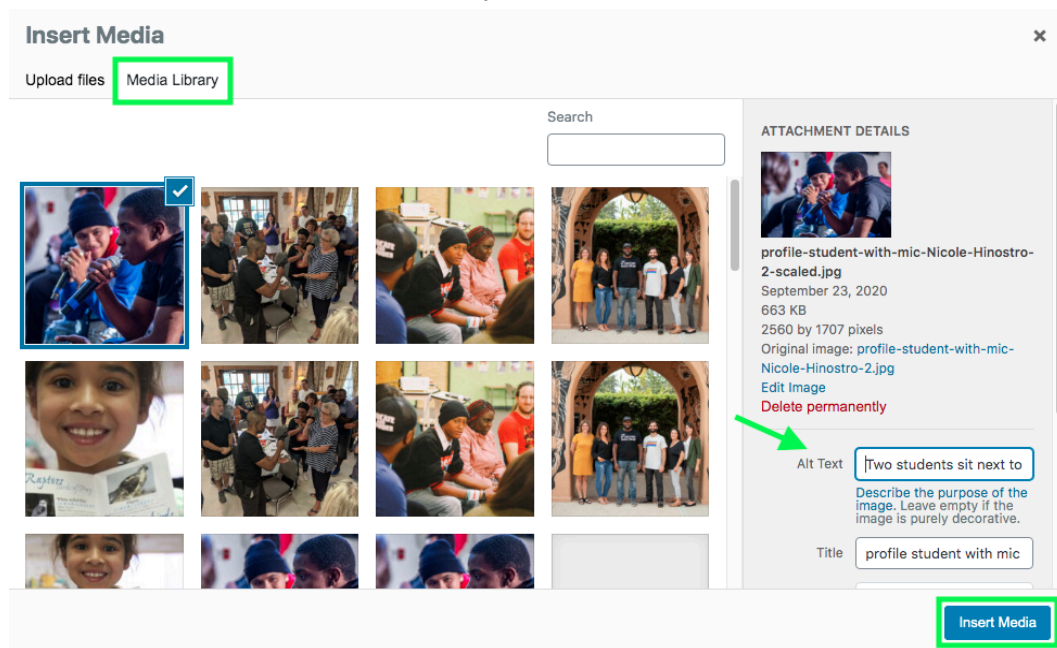
3. Once in Elementor, you can select the image you want to add Alt Text to by hovering over it and clicking the blue Edit Image button in the top right corner.



4. On the left side, the image editor will open. Under Content, click Choose Image and a new window will pop up.



5. In the new window, under the Media Library tab, you can add your Alt Text in the field on the right side. In this example it's **“Two students sit next to each other while one speaks into a microphone”**. When you're done, click Insert Media.



Here is another example of good vs okay Alt Text:

The best format for alt text is sufficiently descriptive but doesn't contain any spammy attempts at keyword stuffing. If you can close your eyes, have someone read the alt text to you, and imagine a reasonably accurate version of the image, you're on the right track.

Let's look at a few examples of alt text for this image of a delicious-looking stack of blueberry pancakes:



Okay: ``

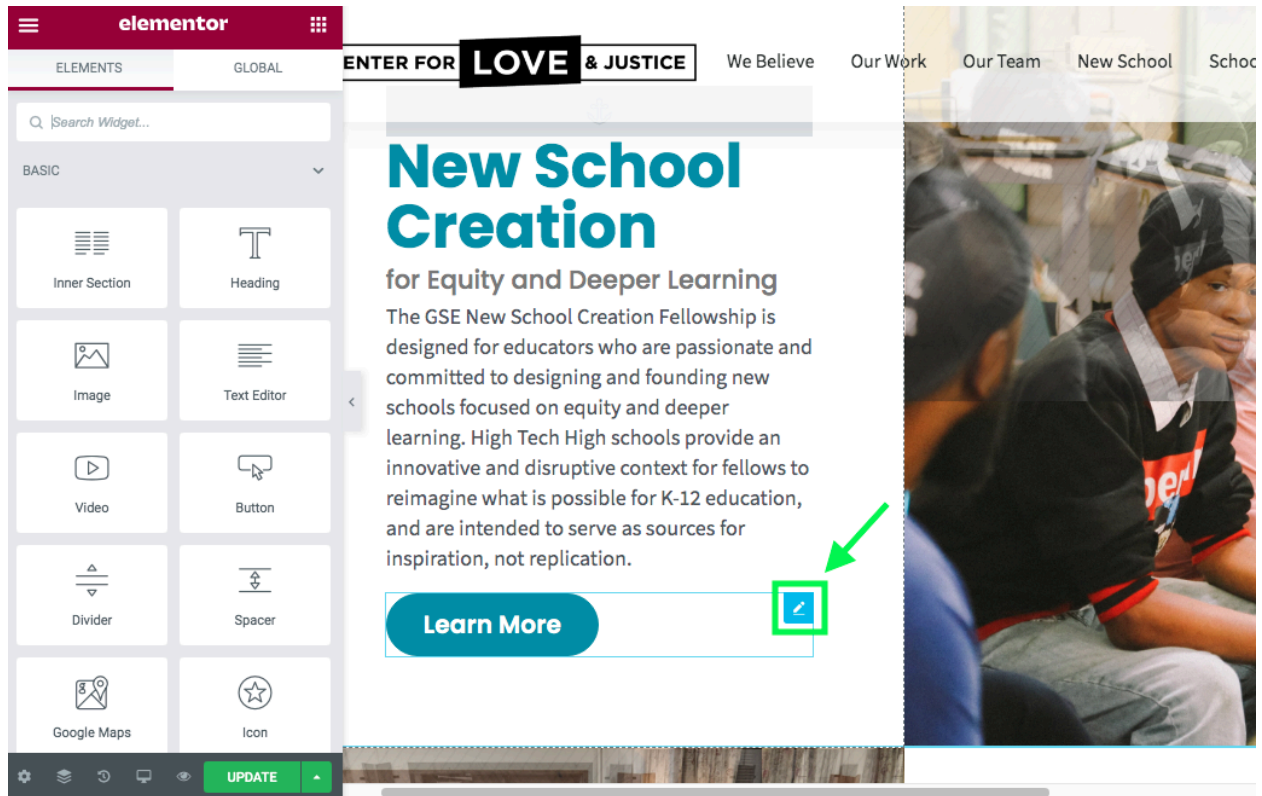
This alt text is only "okay" because it's not very descriptive. Yes, this is an image of a stack of pancakes. But, there's more to be said about this image.

Good:

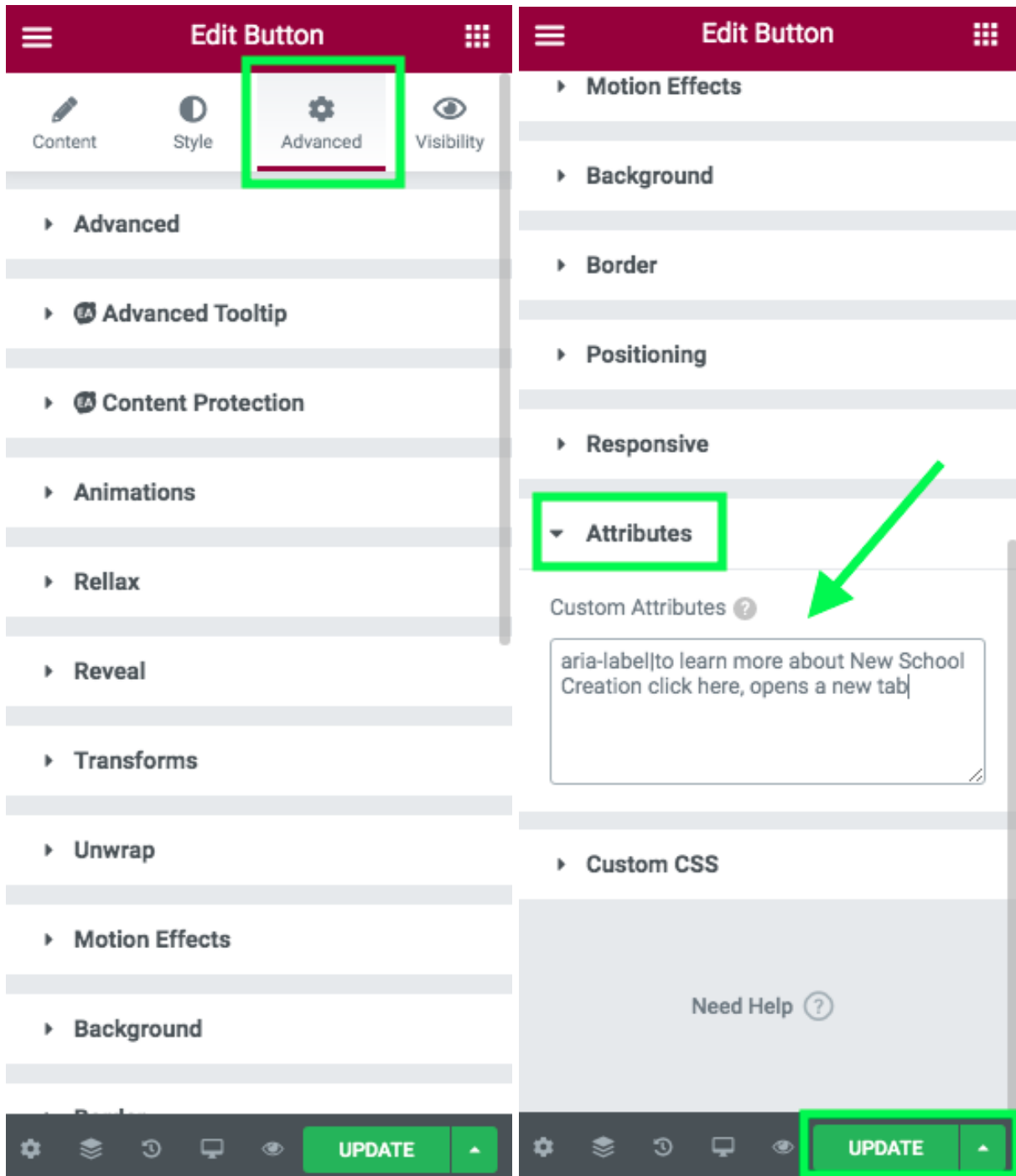
``

3: ARIA LABELS FOR ELEMENTS:

1. Assuming you're still in Elementor, scroll to your element (a button, linked header, linked text, etc) and when hovering over it, click Edit [Button / Heading] in the right corner.



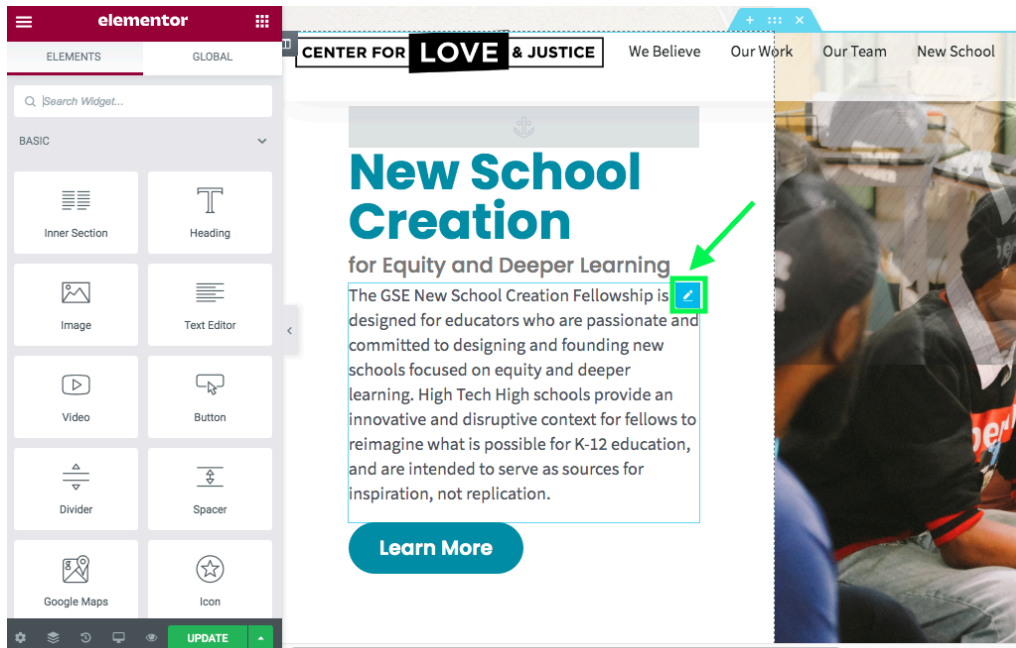
2. On the left side, the button / heading editor will open.
3. Under Advanced, scroll down to Attributes and click to open the section. In the Custom Attributes box, type **"aria-label"** then whatever you want the Page Reader to say. In this example, it's **"aria-label|To learn more about New School Creation click here, opens a new tab"**.
 - a. NOTE: Make sure to include whether the link opens a new tab, new pop-up, a Google Doc, etc.
4. For text elements (like hypertext):
 - a. Open text editor in either Elementor or backend. Both work the same for this purpose.
 - b. Switch from 'Normal' to 'HTML' mode via the tab in text editor
 - c. Find the highlighted text in the code. It will look like this:
 - d. `More`
 - e. Between 'a' and 'href', add:
 - f. `title= "Name of page that link points to"`
 - g. eg an alt-tag that links to a page called 'This week's events' will look like this:
 - h. `More`
 - i. To check that this has been done correctly, switch to the 'Preview' tab and hover the mouse over the link. The alt-tag will be visible



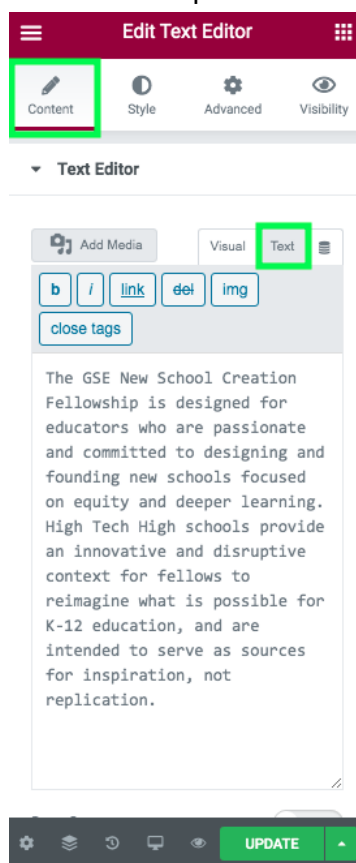
5. Click the green Update button at the bottom and it should be good to go!

4: ABBREVIATIONS & ACRONYMS

1. Staying in Elementor, scroll to find the abbreviation or acronym you would like to expand. Hover over the area of the text box and click Edit Text Editor in the top right corner.



2. On the left side, the Edit Text Editor will open. Under Content, choose the Text tab.



3. Find the abbreviation/acronym and type the following between the word before and the word after: `<abbr title="FULL TITLE">ABBREVIATION OR ACRONYM</abbr>` . In this example it's "`<abbr title="Graduate School of Education">GSE</abbr>`" .

<abbr title="High Tech High">HTH</abbr> <abbr title="Graduate School of Education">GSE</abbr>

<abbr title="New School Creation Fellowship">NSCF</abbr>

<abbr title="Graduate School of Education">GSE</abbr>

<abbr title="High Tech High">HTH</abbr>

<abbr title="San Diego Teacher Residency">SDTR</abbr>

<abbr title="Project Based Learning">PBL</abbr>

<abbr title="Center for Research on Equity and Innovation">CREI</abbr>

<abbr title="Improvement for Equity by Design">IExD</abbr>

<abbr title="San Diego">SD</abbr>

<abbr title="Non-Governmental Organization">NGO</abbr>

<abbr title="Mathematical Agency Improvement Community">MAIC</abbr>

<abbr title="Professional Development">PD</abbr>

<abbr title="Massive Open Online Course">MOOC</abbr>

<abbr title="Free Application for Federal Student Aid">FAFSA</abbr>

<abbr title="Institutional Review Board">IRB</abbr>

<abbr title=" "></abbr>

<abbr title="Grade Point Average">GPA</abbr>

<abbr title="Master of Education">M.Ed</abbr>

<abbr title="Master of Education in Educational Leadership">EdL</abbr>

<abbr title="Preliminary Administrative Services Credential">PASC</abbr>

<abbr title="Jobs for the Future">JFF</abbr>

<abbr title="University of California, Los Angeles">UCLA</abbr>

<abbr title="San Diego Unified School District">SDUSD</abbr>

<abbr title="National Institute of Standards and Technology">NIST</abbr>

<abbr title="University of Southern California">USC</abbr>

<abbr title="English Language Proficiency Assessments for California">ELPAC</abbr>

<abbr title="University of California, Berkeley">UC Berkeley</abbr>

<abbr title="University of California, Davis">UC Davis</abbr>

<abbr title="Teaching English to Speakers of Other Languages">TESOL</abbr>

<abbr title="Black and Indigenous people of color">BIPOC</abbr>

<abbr title="Achieving STEM Course Effectiveness Through Networked Teachers">ASCENT</abbr>

<abbr title="Association of California School Administrators">ACSA</abbr>

<abbr title="Teacher on Special Assignment ">TOSA</abbr>

<abbr title="Advancement via Individual Determination">AVID</abbr>

<abbr title="University of California San Diego">UCSD</abbr>

<abbr title="California State University Long Beach">CSULB</abbr>

<abbr title="New York City Department of Education">NYCDOE</abbr>

<abbr title="Nebraska Department of Education">NDE</abbr>

<abbr title="California State University San Marcos">CSUSM</abbr>

<abbr title="licensed master social worker">LMSW</abbr>

<abbr title="Industrial Bank of Japan">IBJ</abbr>
<abbr title="Jacobs Investment Company">JIC</abbr>
<abbr title="State University of New York at Albany">SUNY Albany</abbr>
<abbr title="University of Massachusetts Lowell">UMASS Lowell</abbr>

4. Once you're done, press the green Update button at the bottom. Now the abbreviation or acronym will be read as the complete name by Page Reader Software, and there will be a dotted underline under the abbreviation/acronym so when someone hovers over the text it will show the full name / phrase.

