

Taking Digital Accessibility Classes On-demand

1. The evolution of DigIn classes
 - a. We create classes as one-hour sessions
 - i. We had been packaging these as 3-hour in-person sessions
 - ii. Issues with “packaging tracks” (intro, beyond, expert) vs when someone could actually attend
 - iii. Staff that needed them couldn’t get release time
 - b. Run them 2-3 times to fine-tune them
 - c. Send them to OTIS to make them:
 - i. polished webinars with both practice and a quiz
 - ii. CTLE credit ranging from 15-45 min
 - iii. Tracking that they share with us
2. Why:
 - a. Giving folks the training they needed when they needed it
 - b. You and your colleagues asked for the ability to take classes outside of the times that we could offer them
 - c. COVID
3. Meet OTIS
 - a. What’s free:
 - i. [Quick tutorials for using Google, Microsoft, GoGuardian, Apple, etc.](#)
 - ii. Courses:
 1. [16 \(soon to be 19\) Digital Accessibility classes](#)
 - a. Order of taking
 2. [4 Website Makeover classes](#)
 - a. Order of taking
 - iii. [Downloadable lessons](#)
 - iv. A lot of platform specific stuff that might not apply:
 1. The “New” classes in your dashboard
 - b. What’s extra
 - i. Everything else
4. How to create an account
 - a. [On-demand document](#)
 - i. Use DOE Email address
 - b. Your school may have an account
 - i. What to do if it did and you’ve had an account with that domain’s email address?
 1. Make a new one with your NYC DOE credentials
 2. Email BOTH otis@teq.com and Joseph Sanfilippo [<jsanfilippo@teq.com>](mailto:jsanfilippo@teq.com) giving them both account email addresses--be sure to cc both your accounts
 - c. If you have any issues with your OTIS Account email both otis@teq.com and Joseph Sanfilippo [<jsanfilippo@teq.com>](mailto:jsanfilippo@teq.com).

5. Hands On: Create an account
6. Tour of what gets shown in:
 - a. [My account](#)
 - i. Change password
 - ii. Register with the state for state approved PD
 - iii. Manage notifications
 - b. [Course Library](#)
 - i. Only Digital Accessibility counts to the minimum
 - ii. Other classes we offer/they offer for free
 - iii. Other classes
 - c. Dashboard
 - i. Progress tracker
 1. Classes started but not finished/passed test
 - ii. Achievements
 1. Export info for your own files
7. Hands On: Take the [Art of Alt text](#)
8. Questions/Feedback/wrapup