Who’s Responsible for Accessibility of Online Courses?

**Instructors, Academic Technology and the Center for Accessible Resources** collaborate and coordinate to:

- **Test** the accessibility of software and web apps used in online courses.
- **Work** together to identify and implement appropriate accommodations when barriers are encountered.
- **Develop** Accessibility Plans proactively when barriers are found.

**Instructor Responsibilities**

As the subject matter expert and the course developer, an instructor:

- **Designs** clear and consistent navigation.
- **Writes** alternative text descriptions for images.
- **Creates** documents using accessibility guidelines.
- **Retains** original files (PowerPoint, Word, etc.).
- **Uses** captioned media whenever possible.
- **Writes** math and science equations with appropriate equation editor.
- **Checks** accessibility of required software and web applications used in course by contacting the ATC@lanecc.edu.
- **Supplies** ATC and CAR with course materials upon request for an accommodation.
- **Prepares** Accessibility plans for inaccessible content.

**Academic Technology Center (ATC) Responsibilities**

As the online course development facilitator and faculty resource, the ATC:

- **Provides** media captioning for course accommodations.
- **Assists** CAR with retrofitting course material for timely accommodation.
- **Offers** training sessions (F2F & Online) and over-the-shoulder assistance.
- **Reviews** courses for accessibility and provides feedback & support to instructors.
- **Supports** Accessibility Plan development to proactively address course barriers.
- **Facilitates** subject area accessibility studies.
- **Maintains** online help system for location of resources, how-to video tutorials and step-by-step instructions. (http://help.lanecc.edu/)

**Center for Accessible Resources (CAR) Responsibilities**

As a student and faculty resource, with expertise in alt formats and assistive technologies, CAR:

- **Increases** awareness of the disability experience and works with staff & faculty to proactively reduce barriers by
  - **Hosting** open events,
  - **Offering** drop-in hours, and individual consultations.
- **Reviews** documentation of disability & determines student eligibility for accommodation.
- **Leads** efforts to ensure students are appropriately accommodated.
  - **Notifies** faculty when an accommodation is required.
  - **Supplies** students with an accessible format of the textbook.
  - **Provides** alternative format of PDFs, math/science and publisher PPTs.
  - **Administers** other reasonable auxiliary aids and services.
  (AccessibleResources@lanecc.edu)

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