FLIPPED CLASSROOM LESSON PLAN

LESSON PLAN Ref:

COURSE Ref:

Course: Digital Accessibility Manager

Unit / Module: Managing Digital Accessibility

Lesson Title: Accessible Documents

Level:

Lesson Duration:

Pre-Class Activities: 60 minutes

In-Class Activities: 90 minutes

Post-Class Activities: 30 minutes

Total: 4 hours (180 minutes)

Lesson Objectives:

- Acquiring the ability to prepare accessible documents and documents formats.
- Acquiring the ability to prepare accessible social media posts.

Pre-Class Activities:

Student Learning Resources at Home:

Read:
- A document on how to make Microsoft Word documents accessible (uploaded on Moodle)
- A summary uploaded on Moodle

Student Learning Activities at Home:

- Read the resources and think about the obstacles that a content writer can face, when preparing an accessible PDF or Word document.

In-Class Activities:

0 – 10 minutes: Discussion on document accessibility (which format is the most accessible, how to provide document accessibility (optional).

10 – 20 minutes: Summary of the previous topics (accessible layout, content, multimedia and tables). (Optional)

20 – 50 minutes: Students download the document from Moodle and try to make it accessible. Also they should run an accessibility checker and try to correct the remaining mistakes. They can also help each other and use all the resources from the Moodle and internet. **Moodle: exercise 1**

50 – 65 minutes: Students convert the document into an accessible version of PDF. They can also try to use Pave to check for accessibility of the PDF. **Moodle: exercise 2**

65– 80 minutes: Students prepare an accessible post for social media. They can try to upload it to different social media (e. g. Facebook, Instagram, Twitter) to see what accessibility features those social media platforms offer. After that they should give each other feedback on social media posts. They can present the post in front of the class and everyone can give feedback, or work in pairs/teams and give each other feedback inside small groups. **Moodle: exercise 3**

80 – 90 minutes: Summary.

Post-class Activities:

Students take the online test about accessible documents.

Assessment:

Short online test (Test 4) and finalizing and uploading documents/answering the questions online.

Materials / Equipment:

- Inaccessible Word document
- Summary of the course
- Computer
- E-materials form the Moodle

References:

- Digital Accessibility Toolkit
- Make your Word documents accessible to people with disabilities
- Accessibility video training for Microsoft Office
- Office Accessibility Center - Resources for people with disabilities
- Accessible LibreOffice documents
- What are DAISY talking books?
- Accessible PDF
- Checklist for conformance with WCAG
- Accessible Social Media Guide