

# ULEARN ACCESSIBILITY REPORT

**Inclusion, diversity, equity, and accessibility** are deeply held values at JWU. We are dedicated to creating accessible academic environments which meet the learning needs of every student. A step toward this commitment includes creating and/or updating files and documents within ulearn to meet accessibility standards. We recognize this will be a process, not an overnight achievement. JWU IDT is here to help every step of the way.

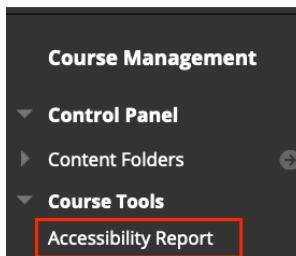
Understanding how to access and use ulearn's **Accessibility Report** is a critical part of bringing your course up to accessibility standards. The Accessibility Report provides information on the overall accessibility status of your course and how to repair inaccessible course materials. The Accessibility Report checks most content found in ulearn. It scans files like Word documents, PowerPoint slides, and PDFs and it also checks images, some videos, and other content created directly in your course.

This guide will help you understand how to access and use the report.

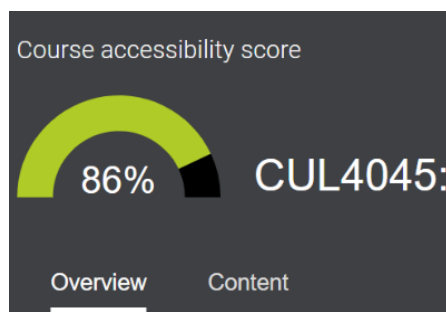
---

## How to use the Accessibility Report:

1. To view your course Accessibility Report, expand the **Course Tools** menu in your ulearn and select **Accessibility Report**.
2. In the Course Management area of the left hand menu, click on **Course Tools** and then click **Accessibility Report**. The report will open in ulearn.



3. View components of the Accessibility Report:
  - a. The **Course accessibility score** is at the top of the page.
  - b. Underneath the score are two tabs labeled **Overview** and **Content**.



# ULEARN ACCESSIBILITY REPORT

## Course Accessibility Score

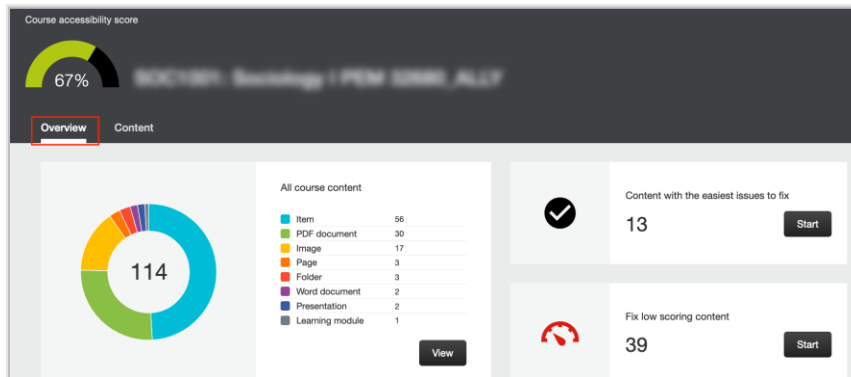
The **accessibility score** shows your course's overall accessibility rating.

- Scores range from 0 to 100%. If your accessibility score is lower than you were expecting, don't panic! Improving accessibility is a process and you don't need to reach perfection overnight.
- You do not need to reach 100 % right away! Incremental improvements are helpful and will help you to achieve greater accessibility in all your courses.

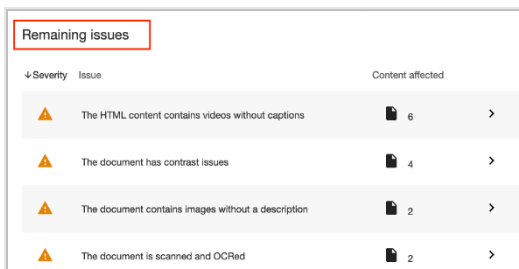
## Overview Tab

The accessibility report will automatically open in the **Overview** tab view.

- The Overview tab contains a dashboard which visually displays all the types of content (readings, images, PDFs, documents, etc.) in your course.
- The Overview dashboard will indicate the content items that will be the easiest/ fastest for you to fix. It will also indicate your items with the lowest accessibility scores.



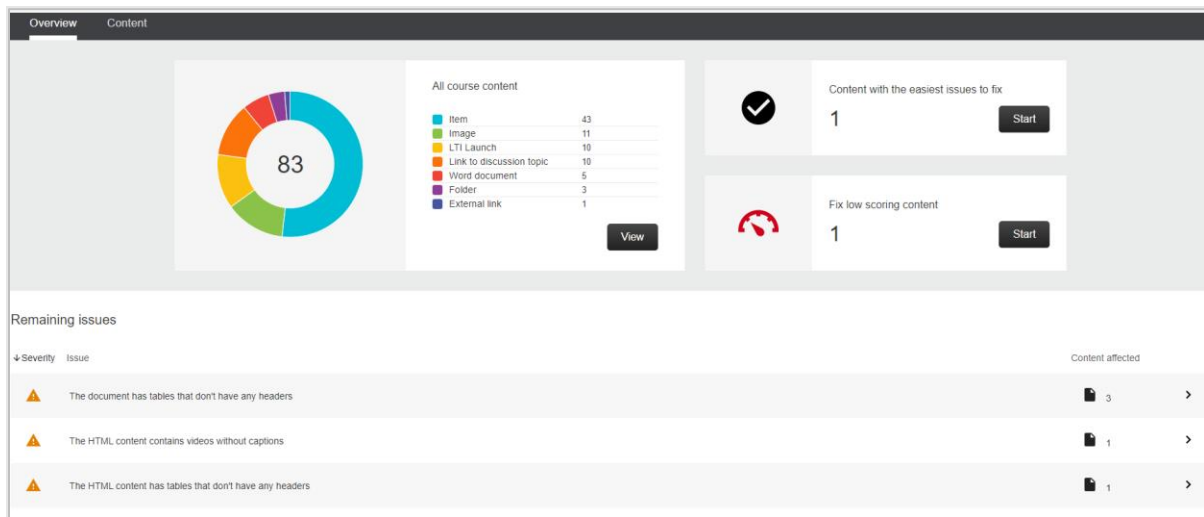
1. All Course Content Graph - the **All Course Content** graph visually displays the different types of content files available in your course.
2. The **Remaining Issues** section groups content in the course according to the accessibility issue and are listed in the order of severity. Those at the top of the list should be addressed first. This is because the accessibility report looks at the number of students impacted, how often the issue occurs, and the accessibility score to determine the priority of the course needs.






The screenshot shows the 'Remaining issues' section. It features a table with the following data:

Severity	Issue	Content affected
High	The HTML content contains videos without captions	6
Medium	The document has contrast issues	4
Low	The document contains images without a description	2
Low	The document is scanned and OCR'd	2

# ULEARN ACCESSIBILITY REPORT

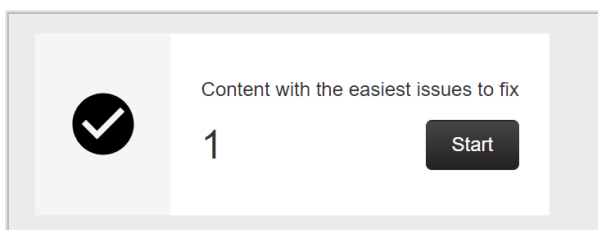


3. Severity icons - the icons next to each issue or resource will help guide you to determine which issues to prioritize fixing.

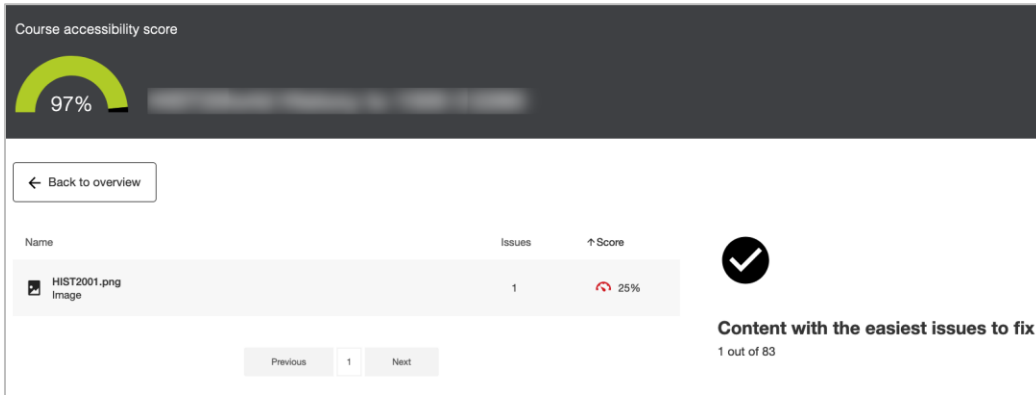
-  Severe. These issues are the greatest risk to accessibility and require the most attention.
-  Major. These issues impact accessibility, and while not severe, require attention.
-  Minor. These issues should be considered for a better accessibility score.

4. **Content with the Easiest Issues to Fix** Tool provides guidance to fix content in the course with the easiest accessibilities issues to fix.

- In the box titled **Content with the easiest issues to fix**, click **Start** to view the list of content.




# ULEARN ACCESSIBILITY REPORT



Course accessibility score

97%

← Back to overview


Name	Issues	↑ Score
 HIST2001.png Image	1	25%

Content with the easiest issues to fix  
1 out of 83

Previous 1 Next

- b. The page will display a list of content with accessibility issues, click the **score indicator dial** to view feedback about how to fix the accessibility issue.



Name	Issues	↑ Score
 [redacted].pptx Presentation	1	5%

- c. The accessibility **Instructor Feedback Panel** provides the accessibility score and a helpful explanation about the accessibility issue along with guidance how to fix the issue. View more information about the accessibility issue in the **What this Means** section and guidance how to fix it in the **How to** section. Note that the guidance in **how to fix the issue** will vary depending on the accessibility needs of a given document). For some file types, the Instructor Feedback Panel also provides an option to upload corrected content.



Accessibility score for:  
HIST2001.png

25%

This image is missing a description

What this means

How to write a good description

Add image description

Add

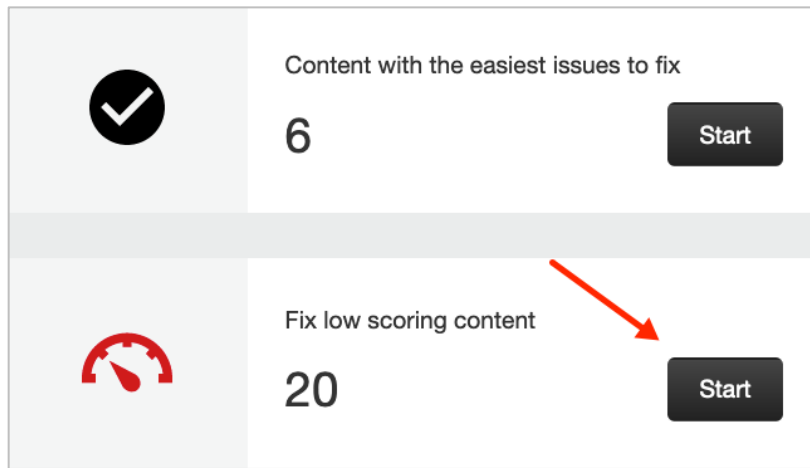
Or Indicate image is decorative

This image is used for decoration only and a description is not needed



Help

5. **Fixing Low Scoring Content** tool provides guidance to fix content in the course with the most severe accessibility issues.

a. In the box titled **Fix low scoring content**, click start to view the list of content.



b. The page will display a list of content with the most severe accessibility issues, click the **score indicator dial** to view feedback about how to fix the accessibility issue.

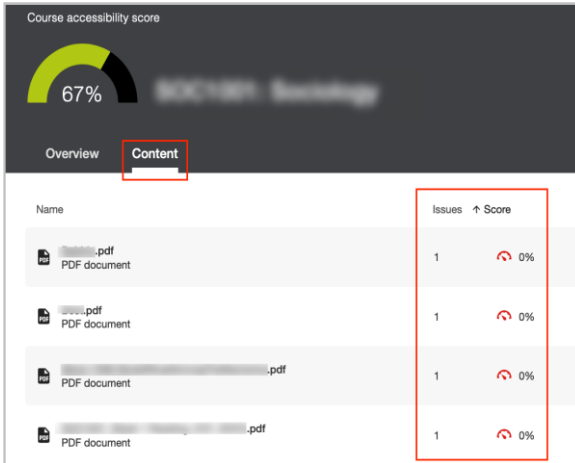
Name	Issues	↑ Score
 Presentation.pptx	1	 5%





c. The accessibility **Instructor Feedback Panel** provides the accessibility score and a helpful explanation about the accessibility issue along with guidance how to fix the issue. View more information about the accessibility issue in the **What this Means** section and guidance how to fix it in the **How to** section. Note that the guidance in **how to fix the issue** will vary depending on the accessibility needs of a given document). For some file types, the Instructor Feedback Panel also provides an option to upload corrected content.

# ULEARN ACCESSIBILITY REPORT

## Content tab

The “Content” tab lists the course content with accessibility issues. Click on the **Content tab** to view a list of course content by file name and file type with accessibility issues.



Name	Issues	Score
.....pdf PDF document	1	0% 
.....pdf PDF document	1	0% 
.....pdf PDF document	1	0% 
.....pdf PDF document	1	0% 

1. The **Score column** provides the individual file’s score along with a visual indicator of its accessibility through colored dials. Scores range from 0-100%. The lower the scores, the more significant the accessibility issue(s).
  - a. **Red dial** indicates a low accessibility score due to significant accessibility issues with the file.
  - b. **Yellow dial** indicates a medium accessibility score due to moderate accessibility issues with the file.
  - c. **Green dial** indicates a high accessibility score due to minor issues or a fully accessible file.
2. The **Issues column** provides the number of accessibility issues with the file.
3. The **Content tab** is useful when looking for accessibility score information about a specific document you would recognize by name. (Ex: ECON2xxx Week 1 study guide, MGMT3xxx Final Exam, etc.).

Note about Course Accessibility: the path to a fully accessible course is a journey. Perfection is not achieved overnight. JWU IDT is available to support faculty throughout the process. Many of our students deeply benefit from alternative formats. We are grateful for your time and commitment on their behalf.

View additional course accessibility resources on the [IDT Course Accessibility website](#).