

An aerial photograph of the San Jose State University campus. The central focus is a tall, grey stone tower with a red-tiled roof and arched windows. To its right is a larger, multi-story building with a similar architectural style. The foreground shows green lawns and trees, including a tall palm tree on the left. The background features more campus buildings and distant hills under a clear blue sky.

SJSU Syllabi Study

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**Center for Faculty
Development**

August 2016

Agenda

- Study Overview
- General Observations
- The Methodology
- The Results
- Overall Accessibility Issues
- Common Accessibility Issues in Word with samples
- Common Accessibility Issues in pdf with samples
- Available Support
- Point of Contact

Study Overview

- The Accessible Technology Initiative Instructional Materials (ATI IM) committee launched a campus-wide syllabi study in Spring 2016 to gauge the accessibility status at SJSU.
- In March, 2016 the Center for Faculty Development sent a request to 63 Department Chairs/Directors and asked them to forward our request to collect all Spring 2016 syllabi from their faculty.
- 1,090 syllabi were collected out of 3,016 Spring 2016 lecture and seminar courses by mid May.
- The response rate = 36.14%

Total Syllabi Collected by College

- 1090 syllabi out of 3016 lecture and seminar courses were collected with 36.14 % response rate.
 $1090 / 3016 = 36.14\%$
- The response rate for each college is listed below.
 - CASA: $353/499 = 70.47\%$
 - Business: $74/355 = 22.09\%$
 - Education: $84/210 = 40\%$
 - Engineering: $56/344 = 16.28\%$
 - H & A: $132/569 = 23.2\%$
 - Science: $78/407 = 19.16\%$
 - Social Science: $313/652 = 48.16\%$
- See table display on next slide.

Total Syllabi Collected by College (in table format)

- 1090 syllabi out of 3016 lecture and seminar courses were collected with 36.14 % response rate.
- The response rate for each college is listed in table format below.

Colleges	Syllabi received	Spring 2016 Lec + Sem Courses	Response Rate (%)
CASA	353	499	70.74%
Business	74	335	22.09%
Education	84	210	40%
Engineering	56	344	16.28%
H & A	132	569	23.20%
Science	78	407	19.16%
Social Sciences	313	652	48.16%
Sum =	1090	3016	36.14%

Observation 1: Syllabi in One Central Location

- 23 out of 64 departments (35.9%) aggregate their syllabi either on a webpage or in one central location.
 $23 / 64 = 35.9\%$
- Below is the distribution of departments by college with syllabi in one central location.
 - CASA: $4 / 13 = 30.8\%$
 - Business: $0 / 6 = 0\%$
 - Education: $3 / 6 = 50\%$
 - Engineering: $4 / 9 = 44.4\%$
 - H & A: $5 / 9 = 55.6\%$
 - Science: $1 / 8 = 12.5\%$
 - Social Science: $6 / 13 = 46.2\%$
- See table display on next slide.

Observation 1 (in table format)

Syllabi in One Central Location

- 23 out of 64 departments (35.9%) aggregate their syllabi either on a webpage or in one central location.
- Below is the distribution of departments by college with syllabi in one central location in table format.

Colleges	Dept. w Syllabi in Central Location	Total # of Departments	% of Centralized Location
CASA	4	13	30.8%
Business	0	6	0%
Education	3	6	50%
Engineering	4	9	44.4%
H & A	5	9	55.6%
Science	1	8	12.5%
Social Sciences	6	13	46.2%
Sum =	23	64	35.9%

Observation 2: Syllabi Format

- Syllabi in Word = 279 (25.6%)
- Syllabi in pdf = 797 (73.1%)
- Syllabi in html = 14 (1.3%)
 - 165 iSchool syllabi from CASA use the same html template and are counted as 1 syllabus
 - 6 syllabi in College of Business are on Canvas and 3 are html page

Observation 3: Colored or Highlighted Text

- Below is the percentage of syllabi using colored text or highlights for emphasis by college.
 - CASA = 33.1%
 - Business = 66.2%
 - Education = 70.2%
 - Engineering = 37.5%
 - H & A = 55.3%
 - Science = 28.2%
 - Social Science = 32.9%
- According to National Eye Institute, as many as 8 percent of men and 0.5 percent of women with Northern European ancestry have the common form of red-green [color blindness](#).
- In addition to colored or highlighted text, it's best to include other methods such as, using text, bold font effect, or upper case for emphasis as well.

Observation 4: Document with Clear Structure

- Accessible syllabus template with clear structure.

Navigation

Search document

Headings Pages Results

- San José State University School of E...
 - Course and Contact Information
 - Course Description
 - This course is designed to provide...
 - Course Web Page and Messaging
 - Course Goals
 - Learning Outcomes (Course Learni...
- Required Texts/Reading
 - Textbooks
 - Other Readings
 - Other equipment / material
- Library Liaison
- COURSE REQUIREMENTS AND AS...
- Grading Policy**
- Classroom and Clinic Protocol

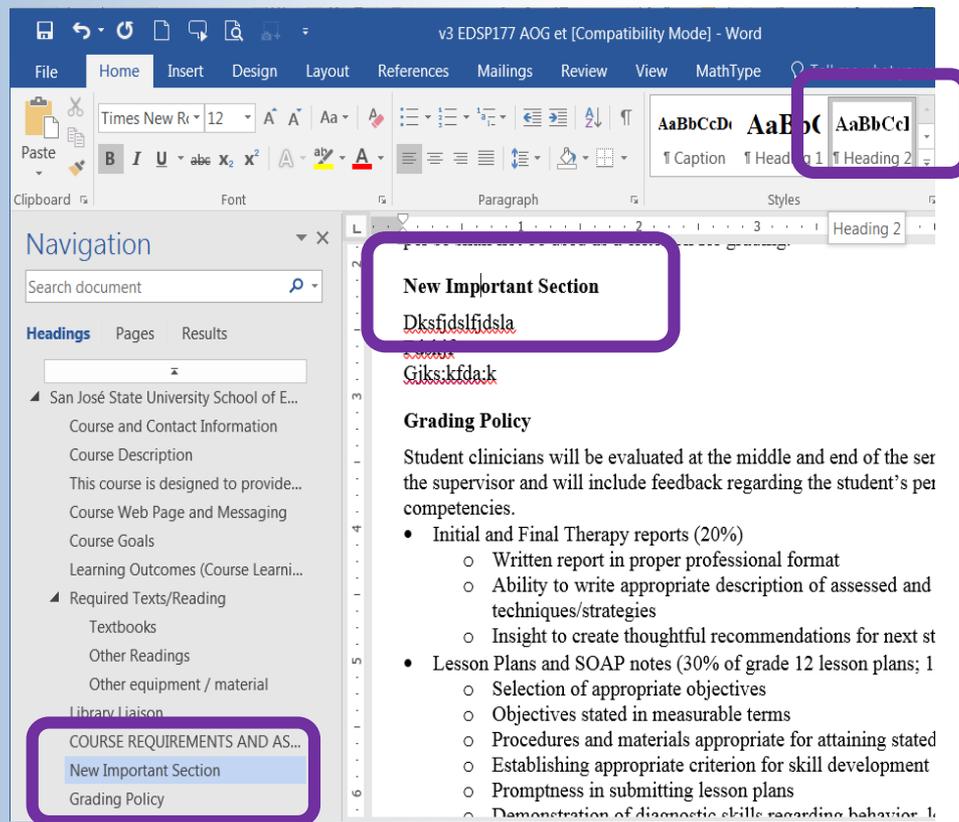
Grading Policy

Student clinicians the supervisor and competencies.

- Initial and Fin
 - Writte
 - Ability
 - technic
 - Insight
- Lesson Plans :
 - Selecti
 - Object
 - Proce
 - Establ
 - Promp
 - Demor
- Observations :
 - Perform
 - Opens
 - Uses tl
 - Utilize

Observation 4: Assign Structure to Your Document

Use heading style to assign structure to your document.



The Methodology

Criteria used in assessing accessibility

- Completely accessible
 - For Word documents:
 - Structure with hierarchical heading styles
 - Links with a meaningful website name
 - Images with alternative text
 - Table with correct reading order, repeated header row, and no nested table
 - For PDF documents:
 - Readable with correct reading order via audio and visual check

The Methodology (cont.)

Criteria used in assessing accessibility (cont.)

➤ Partially accessible

- For Word documents:
 - Missing structure
 - Missing alt text
 - Missing hyperlinked web page label
 - Table header row not repeated, nested table or incorrect reading order
- For PDF documents:
 - Readable but missing alt text

➤ Inaccessible

- None of the above (no structure, incorrect reading order, etc.) Not readable at all.

The Results

The accessibility status of the 1,090 reviewed syllabi is:

- Completely Accessible = 427 (39.2%)
- Partially Accessible = 642 (58.9%)
- Inaccessible = 21 (1.9%)

Status of Syllabi Accessibility by College

- Below is the distribution of syllabi accessibility status by college

Colleges	Accessible	Partially Accessible	Inaccessible
CASA	191	161	1
Business	20	48	6
Education	32	52	0
Engineering	23	24	9
H & A	63	65	4
Science	28	50	0
Social Sciences	70	242	1
Sum =	427 (39.2%)	642 (58.9%)	21 (1.9%)

Overall Accessibility Issues

The overall trend ranking of accessibility issues are:

1. Missing hyperlinked web labels
= 385 (40.3%)
2. Improper reading order for grading scale
= 218 (22.8%)
3. Improper reading order (nested table),
header row repeat missing = 164 (17.2%)
4. Missing alt text = 89 (9.3%)
5. Missing or messy structure = 86 (9%)
6. Scanned image or locked document = 14
(1.5%)
7. On Canvas = 6

Common Accessibility Issues in Word

- Reading order problems
- Missing hyperlinked web reference labels/names
- Missing structure
- Missing alt text
- Others: Using color or highlights to emphasize key points

Sample Word Accessibility Issue #1.1

- Reading order problems, parallel tables

Grading Scale

Point Range	Letter Grade	Point Range	Letter Grade
276—300 points	A	234—239 points	C+
270—275 points	A-	216—233 points	C
264—269 points	B+	210—215 points	C-
246—263 points	B	204—209 points	D+
240—245 points	B-	186—203 points	D
		180—185 points	D-
		179 or below	F

Grading Scale

Point Range	Letter Grade
400-373	A
372-360	A-
359-348	B+
347-333	B
320-332	B-
308-319	C+
293-307	C

Assignments & Point Summary

Research writing about your topic	Approx. points	Course Learning Outcomes
Fact Paper	30	LO 1, 2, 3, 4, 5
Annotated bibliography	10	LO 2,3
Logos, Ethos, Pathos Piece	10	LO 1, 3
Drafts of Cultural Analysis	12	LO 1, 2, 3, 4, 5
Final Cultural Analysis	60	LO 1, 2, 3, 4, 5

Sample Word Accessibility Issue #1.2

- Reading order problems, nested tables with no structure

Spring 2016
San José State University
[Redacted]
[Redacted]@sjsu.edu
[u](#)

*I can be reached by e-mail at many times of the day, and will try to respond within 24 hours.

Office Hours
Tues / Thurs
1:30 p – 2:45 p
Room: DH 209

Class Time
Mon / Wed
1:30 p – 2:45 p
Room: DH 416

Texts/Book:

Math 8 GreenSheet

Welcome to College Algebra Math [Redacted]

Review of basic algebra. Complex numbers, functions, graphs, polynomials, inverse functions, exponential and logarithmic functions. GE Area: B4

Prerequisite: Satisfaction of ELM requirement. Math Remediation Completed or a post baccalaureate.

Corequisite: MATH 008W; to opt out of MATH 008W contact the Math Department office.

Class Norms

Be a Team Player	Be Productive	Be Responsible
<ul style="list-style-type: none">Openly express ideasEncourage each other to try and take risksTeach one another	<ul style="list-style-type: none">Take actionWork first then playAlways work to improve	<ul style="list-style-type: none">Be accountable for yourself and for the classFollow directionsGive your best

Classroom Rights

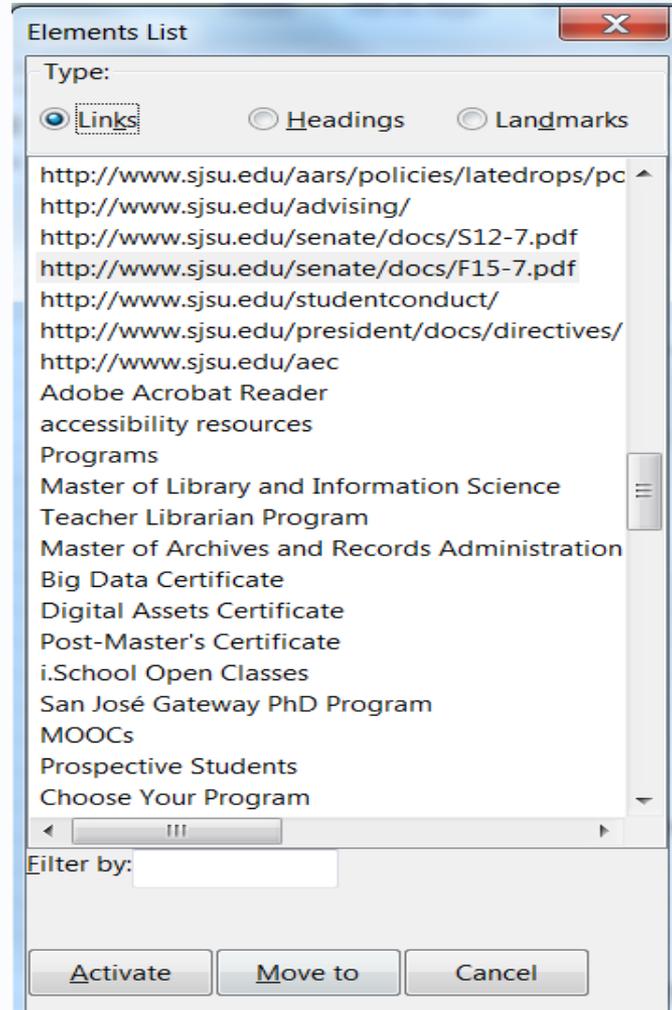
- You have the right to respect yourself in your language, dress, and property.
- You have the right to be respected by every single person in the room by language, dress, and property.
- You have the right to an education and to be supported in your education.

Sample Word Accessibility Issue #2.1

- Missing hyperlinked web reference labels/names
 - *...utilize the Communication Research Guide available at libguides.sjsu.edu/communication*
 - *To make an appointment with one of our tutors or to reserve a breakout room go to <http://mywco.com/sjsucommcenter>. More information can be found through the website <http://commcenter.sjsu.edu/>*

Sample Word Accessibility Issue #2.2

- Some screen readers can list all the web links for the document. (See screenshot on the right.)
- If only urls are listed, it's difficult for users to relate the urls to your web references.
- It's more meaningful for screen reader to read the website name or label. (See lower half of this screenshot.)



Sample Word Accessibility Issue #3.1

- No structure
 - Sample #1

Navigation

Search document

Headings Pages Results

Create an interactive outline of your document.

It's a great way to keep track of where you are or quickly move your content around.

To get started, go to the Home tab and apply Heading styles to the headings in your document.

Catalog-Description¶

Ethics refers to the moral aspects of con confront ethical problems daily. The abi important and necessary in a variety of ¶ stories (films, television shows, plays, n encounter. Class discussions, readings, ¶ ethical principles to communication situ

Succeeding in a Four-Unit Course¶

At SJSU, students are expected to spend Because this is a four unit class, you car time spent in class and on scheduled tut Studies classes will focus additionally o that you not only speak well, but that yo learning are intertwined. °Additional ass of your ideas, but also the clarity and co you keep up with readings and assignme

Canvas class website¶

Copies of the course syllabus and major responsible for regularly checking mess updates and other important alerts about email address.¶

FOUNDATIONS, Inquiry, Practice¶

Sample Word Accessibility Issue #3.2

- Partial structure
 - Sample #2 - Missing required textbook, classroom protocol, attendance sections

San José State University Department...

- ▲ Section 22236, Spring Semester 2016
 - Course Content Learning Objec...
 - Program Learning Outcomes (P...
 - Faculty Web Page and MYSJSU M...
 - Exam 1: Wed. March 2, 2016
 - Exam 2: Wed. April 6, 2016
 - Exam 3: Wed. May 11, 2016
 - ▲ Final: Monday, May 23, 2016, 07:15-0...
 - Academic integrity
 - Campus Policy in Compliance...
 - Student Technology Resources
 - Learning Assistance Resource Center
 - SJSU Writing Center
 - Peer Mentor Center

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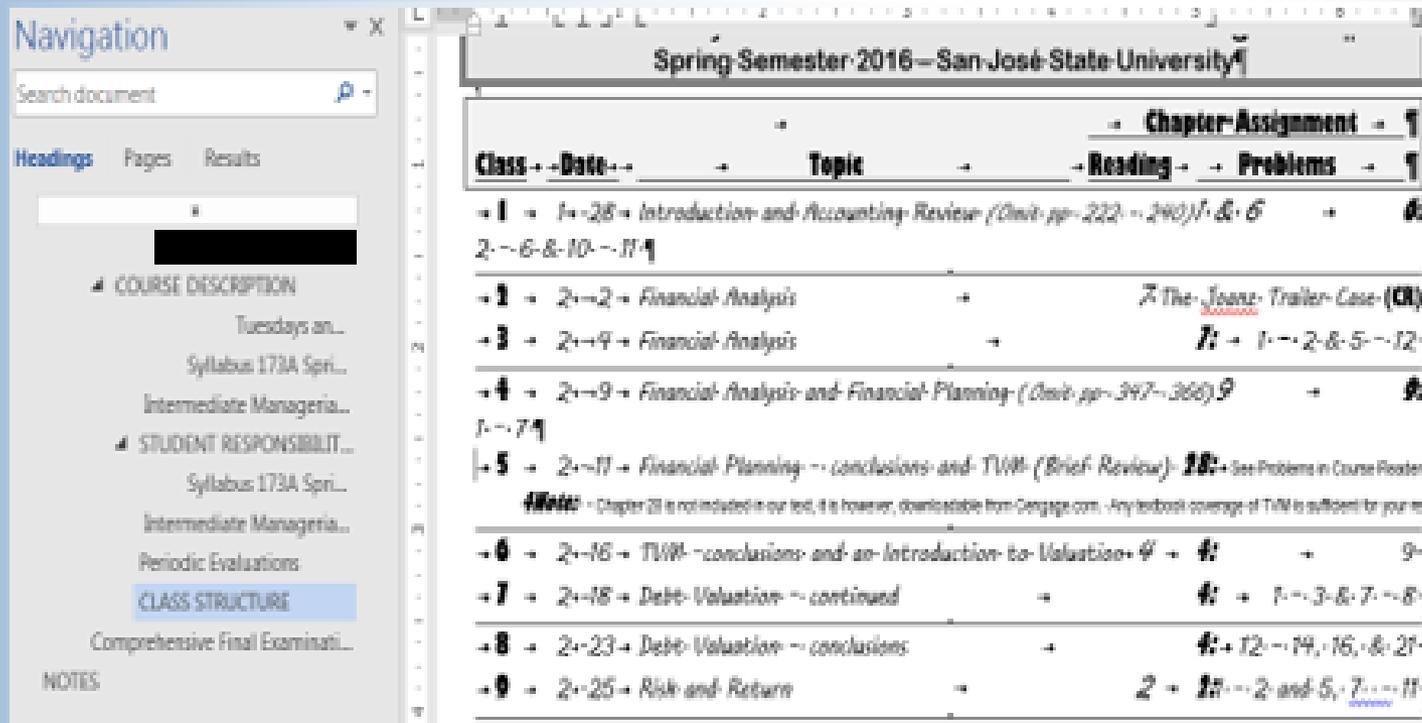
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Sample Word Accessibility Issue #3.3

➤ Sample #3: Messy structure

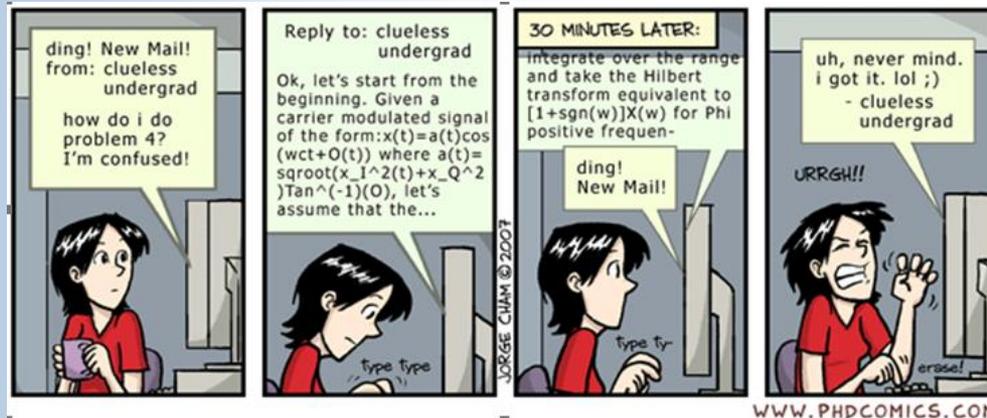
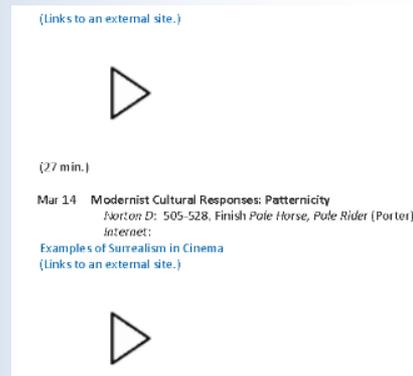


The screenshot shows a Microsoft Word document titled "Spring Semester 2016 – San José State University". On the left, a navigation pane is open, showing a search bar and a list of headings. The "CLASS STRUCTURE" heading is selected and highlighted in blue. The main content of the document is a table with a complex, messy structure. The table has several columns, including "Class", "Date", "Topic", "Reading", and "Problems". The rows contain various course topics and dates, such as "Introduction and Accounting Review", "Financial Analysis", and "Financial Planning". The table is cluttered with extra characters and formatting, making it difficult to read. A note at the bottom of the table states: "Note - Chapter 21 is not included in our text, it is however, downloadable from Cengage.com. Any textbook coverage of TWM is sufficient for your use".

Class	Date	Topic	Reading	Problems
1	1-28	Introduction and Accounting Review (Omit pp-232-240)	1-6-6	6
2	2-6-8-10-11			
3	2-2	Financial Analysis	The Joans Trailer Case (CI)	
4	2-4	Financial Analysis	1-2-5-12	
5	2-9	Financial Analysis and Financial Planning (Omit pp-347-360)	9	9
6	2-11	Financial Planning - conclusions and TWM (Brief Review)	10	See Problems in Course Reader
7	2-16	TWM - conclusions and an Introduction to Valuation	4	9
8	2-18	Debt Valuation - continued	4	1-3-6-7-8
9	2-23	Debt Valuation - conclusions	4	12-14-16-8-21
10	2-25	Risk and Return	2	17-2 and 5, 7-11

Sample Word Accessibility Issue #4.1

➤ Missing alt text



Sample Word Accessibility Issue #5

- Use color or highlights to emphasize key points

7¶ 3/7-3/13☒	Verbal and Nonverbal Communication☒	C-.6¶ ☒	•Participate in week 7 discussion¶ •Assignment # 1 is due by Sunday, @ 11:59pm☒
8¶ 3/14- 3/20☒	<u>MIDTERM EXAM</u> <u>DUE BY SUNDAY</u> <u>11:59pm (Canvas)</u> ☒	☒	•Study for Midterm this week... Midterm is due by Sunday @ 11:59pm¶ •Midterm covers chapters: 1, 2, 3, 4, 5, 6, 9, 14¶ ¶

3. Paper: You will write a brief (5-page) paper in which you develop your own theory of personality and an even briefer (2-3 page) research proposal for how you would conduct research on your theory. These two parts will be part of one overall paper, which will be turned in **TH May 5 via Canvas**. The paper is worth 100 points. You will receive a more detailed handout on what is expected with this paper.

Late Papers: I do accept late papers. For every day, however, after May 5 paper will be automatically docked 5 points. That is ½ a letter grade. So it is in your own best interest to make sure the paper is turned in on time. Papers will be turned in on Canvas (more details later).

4. Extra-credit: there is NO extra-credit, so if you do not do well on your exams, especially your first exam **COME SEE ME IMMEDIATELY**, so we can discuss in person how to improve your performance.

Grading:

Your grade will be determined by the total number of points you earn throughout the semester. Points will be assigned as follows: 3 exams, each worth 100 points; 1 paper also worth 100 points → **400 points** for the semester. Calculate your exam grades and final course grades using the following percentages:

A+ = 95% and above	B+ = 87-89%	C+ = 77-79%	D+ = 67-69%
A = 92-94%	B = 82-86%	C = 72-76%	D = 62-66%
A- = 90-91%	B- = 80-81%	C- = 70-71%	D- = 60-61%

Common Accessibility Issues in PDF

- Secured/locked pdf documents
- Reading order problems, nested/parallel tables
- Missing hyperlinked web reference labels/names or urls
- Missing alt text

Sample PDF Accessibility Issues #1.1

➤ Reading order problems

A+	98-100%	B+	88-89%	C+	78-79%	D+	68-69%	F < 60%
A	93-97%	B	83-87%	C	73-77%	D	63-67%	
A-	90-92%	B-	80-82%	C-	70-72%	D-	60-62%	

Class Hours:

128-01 (22232)	Water Res Mgt (Lecture)	25	We 3:00PM - 5:45PM	Clark Building 234	Jan 28, 2016- May 16, 2016
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<i>Percent</i>	<i>Grade</i>
100 – 93	A
92 – 90	A-
89 – 88	B+
87 – 83	B

<i>Percent</i>	<i>Grade</i>
82 – 80	B-
79 - 78	C+
77 – 73	C
72 or less	NC

Sample PDF Accessibility Issue #1.2

- Reading nested table information
 - Sample #2: will read 1st row -> Feb 1 -> 1 -> Introduction. Units, dimensional analysis... -> Feb 3 -> Feb 8 -> 2 -> Conservation principles...

Date	Week	Topics, Readings, Assignments, Deadlines
February 1	1	Introduction. Units, dimensional analysis; Counting, accounting, and conservation.
February 3		
February 8	2	Conservation principles. Conservation of Mass
February 10		
February 15	3	Conservation of Mass. Multiple units
February 17		

Sample PDF Accessibility Issue #1.3

- Reading complicated/nested table information
 - Sample #3: will read row 1 -> row 2 -> week 1 -> M -> 1 Feb -> syllabus ...

ENVS Environmental Education (Section 1) Sp16 Calendar (*Subject to change)					
As of 2.22.16		Topic	Reading	Activity/Presentation	Assignment Due
Week 1	M	1-Feb	Syllabus & Intro: Defining Env't Ed, Sense of Place, & Env't Issues		
	W	3-Feb			
Week 2	M	8-Feb	Ecological Principles	Reader: Ch.1; G/L: Intro, Ch. 1 (to pg. 8), skim to pg. 32, pg. 218-224	Discovery Guide
	W	11-Feb			
Week 3	M	15-Feb	Activities: Recipe for a Forest & Children's Literature	Recipe for a Forest; The Lorax	
	W	17-Feb			
Week 4	M	22-Feb	Ecological Cycles Continued...; Interpretation; Field Trips	R: Ch.1; G/L: 34-37 Designing a Field Trip	Children's Lit

Sample PDF Accessibility Issue #1.4

- Reading incorrect tabular information [1st row → column 1 → column 2]
 - Sample #4

Features that must be included on each map:	Other items that might be interesting to include:
<ul style="list-style-type: none">• Compass points (i.e. North arrow)• Major bodies of water• Hills/mountains• Native plants and animals (min. 3 each)• Minimum 2 negative human influences (i.e. Sources of pollution)• Minimum 2 positive human influences (i.e. Restoration projects)	<ul style="list-style-type: none">• Unique soil types• Endangered species• Foods produced• National/state parks• Environmental education opportunities

Sample PDF Accessibility Issue #1.5

- Reading incorrect tabular information [column 1 → column 2]
 - Sample #5

Instructor:	[REDACTED]
Office Location:	[REDACTED] Conference Room – 2 nd Floor, Clark Hall
Telephone:	(408) 390-[REDACTED]
Email:	[REDACTED]@sjsu.edu
Office Hours:	Tuesdays and Thursdays, 4:15-4:45pm and by
Class Days/Time:	T/Th, 3:00pm-4:15pm
Classroom:	Clark Building 303
GE/SJSU Studies Category:	Satisfies lower division GE requirement in Ora
Library Liaison:	[REDACTED] (408) 808-2097 http://libguides.sjsu.edu/pr

Sample PDF Accessibility Issue #1.6

- Reading incorrect tabular
 - Sample #6

Grading Policy

In this class, you will receive the grade that you earn. My philosophy is that you begin with ‘zero’ and earn points based on how well you meet the course requirements (*as opposed to starting with an “A” and then having points deducted*).

Assignment instructions will specify the minimum requirements necessary to pass (*earn a ‘C’ grade*). They will also indicate necessary requirements to exceed a passing grade. You also earn points based on attendance, promptness, and participation in discussion and activities, both in the classroom and online.

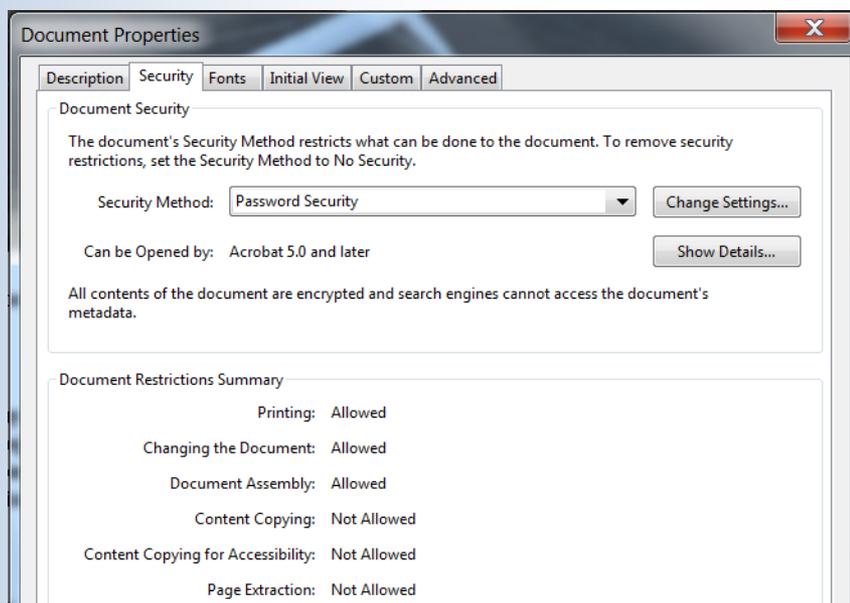
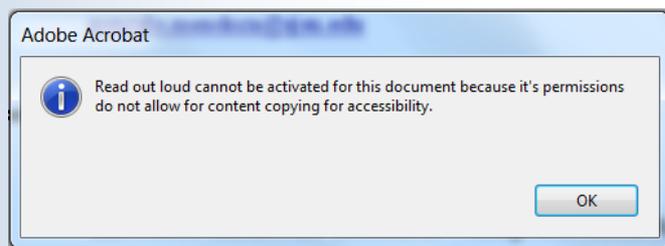
Please note that ***I do not round up final grades***. There will be approximately 800 possible points you may earn in this class. The grading scale to the right indicates the minimum

Grading Scale

Range	Grade
752 - 800 points	A
720 < 751 points	A-
696 < 720 points	B+
672 < 696 points	B
640 < 672 points	B-
616 < 640 points	C+
592 < 616 points	C
560 < 592 points	C-
536 < 560 points	D+
512 < 536 points	D
480 < 512 points	D-
< 480 points	F

Sample PDF Accessibility Issues #2

- Secured/locked pdf documents – Not readable



Sample PDF Accessibility Issues #3.1

➤ Missing URLs

- Sample #1:

Teamwork

- You are required to work in teams for a n available to meet and work with your teamr.
- Instructor will normally form all the teams.
- At the end of each project or team assignn report each member's peer evaluation o envelope. All peer evaluation forms must b with the scores you receive from your pec instructor in writing and request an individu on a team assignment, your teammates mu review (see team member report card). Oth your team's score multiplied by the average j
- If your name appears on a team paper, you answer / solution / derivation is on the paper individual is considered a violation of acad and will result in a grade of zero for the team

University Policies

Academic Success

Success in this course is based on the expectation th **a minimum of** forty-five hours over the length of tl

Sample PDF Accessibility Issue #3.2

- Missing hyperlinked web labels/names
 - Sample #2

Recommended Websites

<http://societyforvisualanthropology.org/>

<http://www.camchap.org>

<http://ethnographymatters.net/methods/>

<http://www.digital-ethnography.net/>

<http://mediatedcultures.net/category/62/>

<http://www.becominghuman.org/>

<http://isbellandes.library.cornell.edu/>

<http://storycenter.org/>

<http://www.digitalhimalaya.com/>

<http://digitalethnography.dm.ucf.edu/pv/home.html>

<http://www.understandinggrace.org/home.html>

<http://www.knightarts.org/random-acts-of-culture>

www.photovoice.org

Sample PDF Accessibility Issue #3.3

- Missing hyperlinked web labels/names
 - Sample #3

Read: Jonathan Watts. 2009. The two faces of China's giant coal. *The Guardian*.

industry. <http://www.theguardian.com/environment/2009/nov/15/china-coal-industry-mongolia-shaanxi>

Q. *Why will China's demand for coal affect the US coal industry? How will coal-to-liquids impact GHG emissions from transportation?*

Read: Eric Holthaus. 2015. The Point of No Return: Climate Change Nightmares are Already Here. August 5, 2015.

<http://www.rollingstone.com/politics/news/the-point-of-no-return-climate-change-nightmares-are-already-here-20150805>

Sample PDF Accessibility Issue #3.4

- Missing hyperlinked web labels/names
 - Sample #4

Preview book at Google Books:

<http://books.google.com/books?id=A2nJCPPixGQC&pg=PP5&lpg=PP5&dq=Cech,+Thomas+V.+2005.+Principles+of+Water+Resources:+History,+Development,+Management+and+Policy,+3rd.+John+Wiley+and+Sons+Inc.,+Hoboken,+NJ.&source=bl&ots=wnrQcfK62T&sig=45QTEcZaWY9Eh>

Amazon.com link:

http://www.amazon.com/Principles-Water-Resources-Development-Management/dp/0470136316/ref=sr_1_fkmr1_1?ie=UTF8&qid=1295210387&sr=8-1-fkmr1

Sample PDF Accessibility Issue #3.5

- Missing hyperlinked web labels/names
 - Sample #5

Thinking Globally: Water Distribution
OVERPOPULATION crisis part 1 of 2

<http://www.youtube.com/watch?v=HhuQfxHBTzg&feature=related>

video labeled ***The Most IMPORTANT Video You'll Ever See***
“Arithmetic, Population and Energy” by Prof. Bartlett, Univ. of Colorado
(part 1 of 8)

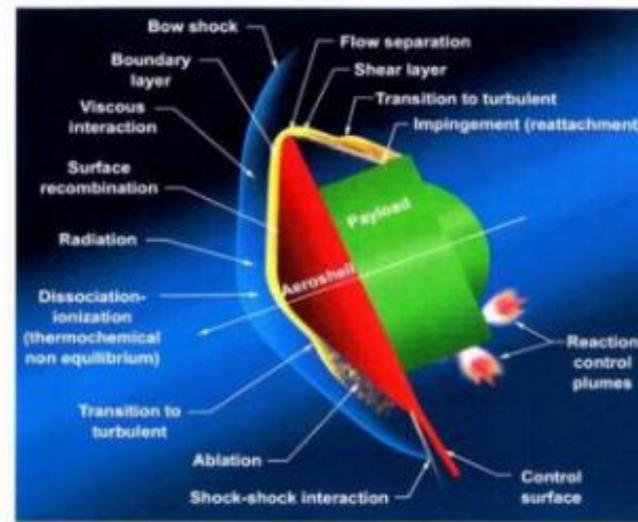
<http://www.youtube.com/watch?v=F-QA2rkpBSY&feature=channel>

Click on Playlist in side bar for parts 2-8

http://www.youtube.com/watch?v=Pb3JI8F9LQQ&feature=list_related&playnext=1&list=PL6A1FD147A45EF50D

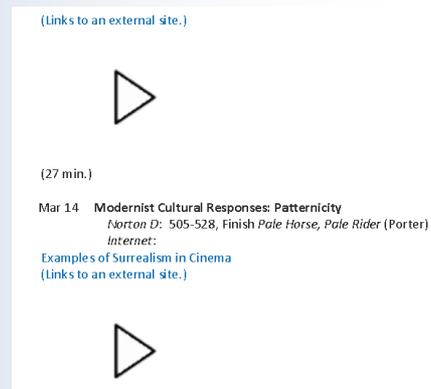
Sample PDF Accessibility Issues #4.1

- Missing alt text – What is the message in this image?
 - Sample 1



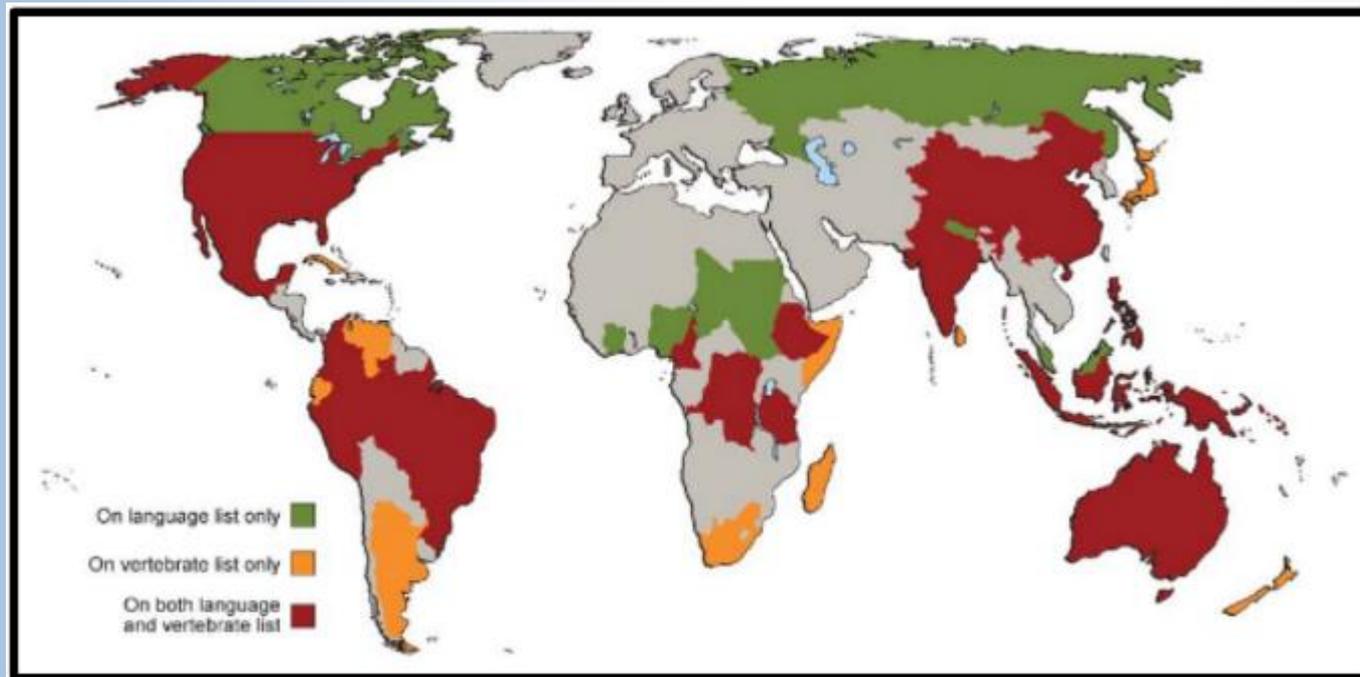
Sample PDF Accessibility Issues #4.2

- Missing alt text
 - Sample 2



Sample PDF Accessibility Issues #4.3

- Missing alt text
 - Sample 3



World map showing overlap of endemism in languages and higher invertebrates. Original work by D. Harmon, 1996. Taken from Maffi, L. 2005. Linguistic, cultural, and biological diversity. *Annual Review of Anthropology* 29:599-617.

Sample PDF Accessibility Issues #4.4

- Missing alt text
 - Sample 4 - – image of a grading scale

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
F below 60							

Available Support

- Workshops or one-on-one support
 - Visit [CFD Events page](#) to attend hands-on workshop or contact cfd@sjsu.edu for one-on-one consultation
- Self-guided instructions
 - [7 Essential Steps for Preparing Accessible Course Materials](#)
- For print materials:
 - Visit [Accessibility Guidelines](http://goo.gl/RE95ck) (<http://goo.gl/RE95ck>) on CFD website for more details
 - Use this [Is My Document Accessible?](#) as a reference checklist
 - Use sample templates below to create your accessible materials
 - [accessible Word template](http://goo.gl/2DQUXw) (<http://goo.gl/2DQUXw>)
 - [accessible PowerPoint template](http://goo.gl/65qQTi) (<http://goo.gl/65qQTi>)
- For non-print materials:
 - Visit [accessible video resources](#) to look for closed captioned videos from University Library or YouTube
 - Complete [captioning request form](https://goo.gl/sOUUb0) (<https://goo.gl/sOUUb0>) to request for support
- [Free Adobe Acrobat Professional](#) (part of Adobe Creative Cloud software) download at <http://its.sjsu.edu/services/software/>

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