

## Accessibility Considerations for Training

### Accessibility Considerations for Classroom Courses

1. Is the required assistive technology available in the classroom or virtual classroom environment? If so, does it meet the student's accommodations needs?
2. Is the software or tool that is the subject of the training course accessible? Does it support the use of screen readers, Braille displays, screen magnification software, voice input software/hardware, and closed captioning?
3. Has accessibility been tested to mimic the environment the student is expected to use before the class starts?
4. If course software runs in a virtual environment, or if labs are used in a remote environment, are they accessible using screen readers, screen magnifiers and other software noted above? Has this setup been tested and validated to work before the class starts?
5. Are class materials, both those used by the student, AND by the Instructor, to include PowerPoint slides, hard copy handouts, textbooks, and other media accessible to students with disabilities? Is video content closed captioned? Are materials available in Braille, large print, or electronic formats at the beginning of the class and are they accessible to people with disabilities?
6. Are in-class exercises, including remote and hands-on labs, accessible to people using adaptive technology to access materials even when their non-disabled colleagues do not need computers in the classroom to complete labs or exercises? Computers or other adaptive technology may be necessary if hard copy books or handouts are provided during class and students with disabilities may require, as just one example, a computer to read or write materials in electronic format.
7. Have instructors been trained and informed about how adaptive technology works with the tools they will be training? We are not expecting expert level training, but an awareness of how their tools work with adaptive technology and some of the issues students may experience would be helpful.

### Accessibility Considerations for Online Courses

1. Is the registration process for all online courses fully accessible by all available assistive technologies?
2. Is the course itself fully accessible (does it meet all NSA ICT Accessibility Standards)? If not, is a text-only version available? If yes, is the text-only version fully accessible?

### Accessibility Considerations for Video Courses

1. Is the registration process for all video courses fully accessible by all available assistive technologies?
2. Is the course itself fully accessible (does it meet all NSA ICT Accessibility Standards for video including closed captioning)?
3. If not, is there a text-only version of the course? Is the text-only version fully accessible?

### Accessibility Considerations for Web-based Learning Tools

Web-based learning tools must meet all NSA ICT Accessibility Standards.