Accessibility statement for Activate Learning Online - Activate Learning's Virtual Learning Environment

Activate Learning aims to ensure that Activate Learning Online (ALO), a Canvas Instructure hosted platform, contains online resources that are easily accessible to as many people as possible.

About Canvas and accessibility

ALO is the main virtual learning environment (VLE) which is used to support teaching and learning at the following colleges:

- Banbury and Bicester College
- City of Oxford College
- Guildford College
- Reading College
- Bracknell and Wokingham College
- Farnham College
- Merrist Wood College

It is maintained by the Digital Education Development Team. It is used for accessing course information, learning content and resources, submitting formative assignments, and working collaboratively with other students. It also provides access to embedded services, including Heritage Catalogue, Teams LTI and Office 365.

Courses in ALO contain various types of content and file types. For the vast majority of the content on ALO (whether HTML pages or uploaded files), users should be able to:

- change contrast levels
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader

Accessibility features in Canvas

Instructure's accessibility statement for Canvas sets out the main accessibility features of the platform, which strives for WCAG 2.1 Level A/AA and Section 508 conformance, which includes but is not limited to:

- how to navigate Canvas using a screen reader
- how to use keyboard shortcuts
- the combinations of screen readers and browsers that are supported
- which areas of Canvas can be moved into a new order by users
- how to use keyboard shortcuts
- an accessibility checker built into the rich content editor
- user settings that enable high contrast and hyperlink underlining

AbilityNet also has advice on making your device easier to use if you have a disability.

Non-accessible content
This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to the non-compliances and exemptions listed and provided in the link below.

Canvas is a third-party platform, supplied by Instructure, which means that some aspects of its accessibility are outside our immediate control. Instructure's Canvas LMS Accessibility Conformance Report identifies the platform's known areas of partial and non-compliance with WCAG 2.1.

Most of the content on ALO has been created by faculty staff and the Digital Education Development team, by creating HTML pages within modules, or uploading files in various formats. The accessibility level may vary between HTML pages and different file types. The main areas of non-compliance are:

- Alternative text for visual content may be missing or insufficient
- PDFs, Word documents, PowerPoint files and Canvas pages may not have headers to facilitate navigation
- Some PDF files may not be readable with screen-readers

What we're doing to improve accessibility
At Activate Learning, we aim to ensure that our digital content is easily accessible to as many people as possible. As such, we are committed to implementing the internationally recognised Web Content Accessibility Guidelines (WCAG 2.1).

The Digital Education Development team are working to improve the accessibility of the materials provided on ALO. We give feedback to Instructure on accessibility issues. In addition, we are increasing awareness and knowledge about how to create accessible content, by:

- Providing an accessibility checklist which includes digital considerations.
- Providing support to course administrators and content creators, which includes how to optimise the accessibility of ALO course pages, documents and other content.
- Ensuring How-to guides are available to course administrators to create asynchronous resources which include accessibility.
- Providing a robust Quality Assurance process which identifies areas where accessibility needs to be addressed **before** a course goes live.
- Promoting the use of browsers, such as Microsoft Edge, which provide a range of native accessibility tools such as, but not limited to:
  - Immersive Reader
  - Read Aloud

How to report accessibility issues
If you experience problems accessing content in ALO, or require an alternative format, you should contact your course teacher in the first instance who should liaise with the Digital Education Development team. If the issue is not with course content or you need technical

assistance you can further escalate any issues to the Digital Education Development team using: learningtechnolgies@activatelearning.ac.uk.   You can also contact the Digital Education Development team to convert files from ALO into alternative formats.

In cases where students may wish to print a hard copy of an eBook, for accessibility purposes or otherwise, the terms and conditions of this are set by publishers and available for users to see within the reading medium of each individual eBook.

If you are a student with a disability and may need specific reasonable adjustments, do seek advice from the Learning Support Team.

Enforcement of accessibility regulations
The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). Users can contact the Equality Advisory and Support Service (EASS) to report non-compliance with the regulations.

This statement was amended on 7 May 2024.