# Designing with Accessibility in Mind

Objective: Students will create both written and interactive documentation on designing documents with accessibility in mind. Students will also review and critique documentation created by other groups.

Purpose: The purpose of this assignment is to provide you with the opportunity to use what you have learned in this class about designing documents with accessibility in mind and apply it by creating content for a new chapter in the open online textbook [*Open Technical Communication*](http://open-tc.com).

## Scenario

You’ve been learning about accessibility issues all semester long in TCOM 2050. Now, it’s time to help other people understand the ideas you’ve studied.

Your group’s job is to create content about designing accessible documents that the authors of the open online textbook *Open Technical Communication* can incorporate into a chapter about accessibility. Your audience for the materials you create is TCOM 2010 students—specifically, students in STEM and TCID majors taking a beginning technical writing course.

Accordingly, your group has been assigned a technological platform to document: Microsoft Word, Adobe PDF, or HTML. For this topic area, you will create a text-based introduction, text- and image-based instructions, and supplementary video tutorials about designing documents with accessibility in mind. The materials you create must themselves be accessible and address at least these following elements of accessible documents:

* headings,
* lists,
* tables,
* images,
* color contrast, and
* links.

However, your materials should also describe additional elements that are essential to accessibility for that area (for example, readability on scanned PDFs). Your group will also design and include a ten-question multiple choice quiz about the content your group created, and your group will also review the other two groups’ submissions for grammar/spelling/punctuation, accuracy, clarity, and audience.

## Deliverables (3)

You will submit three deliverablesas part of this assignment. Instructions for each deliverable are below.

### Complete Rough Draft

Each group will submit a complete rough draft of the content document to a discussion board for peer review/usability.

### Peer Review/Usability Test

Each group will submit a thorough peer review/usability test in reply to the original discussion posts of each of the other two groups (so a total of two peer reviews turned in by each group). Use the Track Changes function of MS Word to conduct the peer reviews. Focus your comments on accuracy, clarity, audience, and grammar/spelling/punctuation.

### Final Draft

Each group will submit to the assignment dropbox one accessible MS Word document with the following included in it:

* + A title page with a title, your group number and full names, and your group’s selected license included on it
  + An introduction on its own page
  + Task-oriented instructions for each element of accessibility in your topic, with each element on its own page
  + Video tutorials for each element of accessibility in your topic, posted on YouTube (public or unlisted), captioned accurately, and linked in the document with the corresponding instructions
  + A ten-question multiple choice quiz about the created content, on its own page

### Licensing Requirements

*Open Technical Communication* is published under a [Creative Commons Attribution 4.0 (CC BY)](https://creativecommons.org/share-your-work/licensing-types-examples/#by) license. Therefore, the content created for this assignment must also be published under a CC BY license to be used for the chapter on accessibility. The chapter crafted with the content from this assignment will include a list of contributors.

If any student wishes to be exempt from publishing their content in the textbook, they may note so, but that student must complete the assignment on their own (without a group).

Each group must choose from the following options and include it on each of their submissions:

* *CC BY Publish*: all content in the assignment may be used for the textbook with attribution to the group members (i.e., group member names included on list of contributors).
* *CC Anonymous Publish*: all content in the assignment may be used for the textbook, but the group members do not want their names on it (i.e., group member names omitted from the list of contributors).
* *No Publish* (assignment must be completed individually): no content in the assignment may be used for the textbook.

## Submission Requirements (3)

### Complete Rough Draft

Save your document in MS Word (.docx) format. Use this filenaming convention, including the spaces:

**Your\_Last\_Names-SectionNumber-Platform\_Name-Rough\_Draft**

*for example:*

**Clarke\_Kilmister\_Taylor-28-Microsoft\_Word-Rough\_Draft**

Submit the file as an attachment to the D2L Discussion Board before.

### Peer Review/Usability Test

Save each of your reviews in MS Word (.docx) format. Use this filenaming convention, including the spaces:

**Your\_Last\_Names-SectionNumber-Platform\_Name\_Reviewed**

*for example:*

**Clarke\_Kilmister\_Taylor-28-Adobe\_PDF**

Submit each file as an attachment in a reply to the original post of the reviewed document in the D2L Discussion Board before.

### Final Draft

Save your document in MS Word (.docx) format. Use this filenaming convention, including the spaces:

**Your\_Last\_Names-SectionNumber-Platform\_Name-Final\_Draft**

*for example:*

**Clarke\_Kilmister\_Taylor-28-Microsoft\_Word-Final\_Draft**

Submit the file as an attachment to the D2L Assignment Dropbox before.

## Grading Rubric

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Excellent | Needs Improvement | Incomplete |
| Complete Rough Draft Submitted for Peer Review | 5 points  The group submitted a complete rough draft for peer review by the deadline. | 2 points  The group submitted an incomplete rough draft for peer review by the deadline. | 0 points  The group did not submit a rough draft for peer review by the deadline. |
| Peer Review of Two Other Groups Completed | 15 points  The group completed a thorough peer review of the two other groups’ documents by the deadline. | 7 points  The group either only completed one thorough peer review of another group’s document OR the group completed a peer review that was not thorough for each of the two other groups’ documents by the deadline. | 0 points  The group did not complete a peer review of the two other groups’ documents by the deadline. |
| Accuracy | 20 points  The group created accurate content specific to the group’s assigned area. All required sections are included, and there are no content mistakes in the documentation provided. | 10 points  The group created mostly accurate content specific to the group’s assigned area. Some required sections are missing OR there are some content mistakes in the documentation provided. | 0 points  The group did not create accurate content specific to the group’s assigned area. Many/all required sections are missing OR the content is vastly inaccurate. |
| Clarity | 20 points  The group created clear content specific to the group’s assigned area. All required sections are included, and there are no confusing or unclear parts in the documentation provided. | 10 points  The group created mostly clear content specific to the group’s assigned area. Some required sections are missing OR there are some unclear parts in the documentation provided. | 0 points  The group did not create clear content specific to the group’s assigned area. Many/all required sections are missing OR the content is vastly unclear and unconfusing. |
| Audience | 20 points  The group created content that is aligned to the appropriate audience. All required sections are included, and the content is appropriate for TCOM 2010 students as assigned. | 10 points  The group created content that is mostly aligned to the appropriate audience. Some required sections are missing OR some sections are not done appropriately for TCOM 2010 students as assigned. | 0 points  The group did not create content that is aligned to the appropriate audience. Many/all required sections are missing OR the content is vastly inappropriate for TCOM 2010 students as assigned. |
| Grammar/Spelling/Punctuation | 20 points  The group created content that has no grammar, spelling, or punctuation errors. | 10 points  The group created content that has some grammar, spelling, punctuation errors. | 0 points  The group created content that has many grammar spelling, punctuation errors. |
| Total Points Possible | 100 points |  |  |