VIRTUAL TRAINING COURSE DESCRIPTIONS

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ACCESSIBILITY 101 – 2 DAYS

Summary: This foundational course is for teams that are new to accessibility and are looking for an introduction to disability types, challenges faced by these users with a disability, and assistive technology used by these groups. Participants will also learn about the WCAG guidelines used to measure accessibility as well as testing techniques that can be used to capture accessibility defects.

Roles: Prerequisite for UX, developers and QA.

Outcomes: I can identify the different types of disabilities and the assistive technology that is used by each group. I understand what WCAG is and how it is used to measure how accessible a product is. I understand how to test for common accessibility issues and can provide solutions to support accessibility.

INTRODUCTION TO ACCESSIBILITY

- Definitions of accessibility, inclusive design, and disability
- Statistics and trends with disability and inclusion
- Common types of disabilities and considerations
- Benefits of accessibility and the legal landscape
- Measuring accessibility: technical standards and ease of use
- Disability awareness and etiquette

ASSISTIVE TECHNOLOGY

- Defining assistive technology
- Common tools for…
    - blind users
    - low vision users
    - people with motor disabilities
    - People with cognitive disabilities

- Demonstration of assistive technology for desktop and mobile – screen readers screen magnification, voice recognition

ACCESSIBILITY GUIDELINES (PART 1)

- WCAG Success Criteria – accessibility requirements and why they are important
  - POUR (Perceivable, Operable, Understandable, Robust)
  - Semantic Structure & Navigation
- Role-based Accessibility (who does what)
- Real world examples

ACCESSIBILITY GUIDELINES (PART 2)

- WCAG Success Criteria – accessibility requirements and why they are important
  - Interactivity and Dynamic Content
  - Sight & Sound
  - Understandability
- Manual testing demonstration

ACCESSIBILITY TESTING (PART 1)

- Automated testing tools
- Manual and screen reader testing techniques
  - Keyboard and focus
  - Semantics: landmarks, headings, and links
  - Repetitive content
  - UI Widgets

ACCESSIBILITY TESTING (PART 2)

- Manual and screen reader testing techniques
    - Timed Events
    - Errors / status
    - Page navigation
    - Parsing
    - Images, color, and contrast
    - Language

ACCESSIBILITY TESTING (PART 3)

- Manual and screen reader testing techniques
    - Text legibility
    - Multimedia
    - Sequence
    - Pointer / motion
- Reporting and prioritizing accessibility defects

HANDS-ON ACCESSIBILITY TESTING WORKSHOP

- Work in small groups and apply everything attendees have learned in testing real world projects
- Trainers provide guidance and answer questions throughout the session
- Trainees generate a list of real accessibility defects and recommendations to share with their teams

ACCESSIBILITY FOR DEVELOPERS – 1 DAY

Summary: In this course, we will cover best practices for semantic structure, looking extensively at how to ensure that keyboard accessibility (and in turn, screen reader accessibility) is properly implemented within web assets. Attendees will be provided with a foundation of basic HTML accessibility principles for forms, images, focus management, tables, and multimedia . We will also learn about ARIA and when to use ARIA properties to further enhance accessibility within web-based content. Finally, participants will get hands-on experience in remediating

accessibility issues from a test site to ensure participants get a chance to apply all the knowledge learned in all sessions.

Roles: Developers; QA and UX / design optional

Outcomes: I am familiar with testing tools that I can use to ensure the content I create is accessible. I understand why semantic structure is important and how to code HTML pages with explicit structure rather than relying on implicit attributes. I understand how to make web content keyboard accessible. I understand the importance of focus order and focus path management. I understand how to create accessible forms with error messages. I know what ARIA means and when to use it appropriately.

ACCESSIBILITY FOR DEVELOPERS (PART 1)

- Testing tools for developers
- Semantic Structure and progressive enhancement
- HTML validation and parsing
- Keyboard accessibility
- Images and text content
- Offscreen text
- Showing and hiding content

ACCESSIBILITY FOR DEVELOPERS (PART 2)

- Focus order and focus path management
- Forms and error handling
- Tables and multimedia
- Responsive accessibility
- :content attribute
- Sizing and spacing
- Event handlers

INTRODUCTION TO ARIA

- What is ARIA?
- When to use ARIA and when to not use it
- ARIA roles and attributes
- Changing ARIA states
- Dynamic content and single-page apps
- Patterns
    - Modals
    - Tooltips
    - Tabs
    - Accordions
    - ARIA-Live

FIX THE SITE

- Hands-on group exercise where developers fix the accessibility issues covered earlier within a site
- Coaching and demonstration provided by instructors

DESIGNING FOR ACCESSIBILITY – 1 DAY

Summary: This course is a one-day master class for UX team members to build on the lessons learned during introductory teaching to take accessibility training to the next level.   Attendees will learn how to implement accessible design into the product lifecycle, and they will better understand how accessibility, mobile and responsive web design fit together. Using client-specific design patterns for teaching exercises, attendees will work through examples of incorporating functional user needs into personas and other UX artifacts. UX teams will learn effective methods to integrate users with disabilities as active participants earlier in the design process, and they will gain practical tools o for addressing specific concerns like low vision, mobility impairments, cognitive challenges , and more.

Roles: UX / design, product owners/managers, product development, developers optional

Outcomes: I can identify the difference between inclusive design and accessible design. I can communicate accessibility requirements to development teams. I can give images alt text and know how to identify decorative images. I can test for color contrast requirements and can select color combinations that meet accessibility requirements.

THE ROLE OF DESIGN IN ACCESSIBILITY

- Inclusive design
- Accessible design principles
- UX for screen reader users
- Using inclusive personas and customer journey maps
- Accessibility features in UX tools
- Accessible design systems

ACCESSIBLE VISUAL DESIGN

- Proximity and inclusive visual layouts
- Icons and iconography
- Color for meaning
- Color contrast
- High contrast themes

CONTENT ACCESSIBILITY

- Writing accessible copy
- Page structure and content organization
- Writing accessible alt text for images

ACCESSIBLE INTERACTION DESIGN

- Fundamentals of keyboard accessibility
- Focus order and flow
- Complex interaction patterns
- Accessibility annotations – communicating design intent
- Communicating Accessibility to Developers

MOBILE ACCESSIBILITY OVERVIEW – ½ DAY

Summary: In this course participants will become familiar with accessibility features on mobile devices through a variety of demonstrations and exercises, specific mobile WCAG requirements and testing methodology using a variety of testing techniques and tools.

Roles: Developers, UX and QA on mobile teams

Outcomes: Understanding of how people with disabilities use mobile devices and the specific issues they encounter on mobile platforms. Test for and identify accessibility issues on mobile apps and web.

MOBILE ACCESSIBILITY FEATURES

- Talkback demo
- iOS Voiceover demo
- Zoom / magnification
- VoiceControl

MOBILE ACCESSIBILITY FUNDAMENTALS

- WCAG Guidelines for Mobile
- Mobile Testing Tools (Inspector/Scanner)
- Native vs. Custom Controls
- Manual testing considerations for apps and mobile web

ADVANCED ACCESSIBLE ANDROID DEVELOPMENT – ½ DAY

Summary: Review the accessibility architecture for making Android apps programmatically accessible and ensure apps are developed with accessibility considerations in mind (e.g. labels, content grouping, target sizes). *Mobile Accessibility ½ day is prerequisite.

Roles: Android app developers

Outcomes: I can code Android Apps with native controls. I can make custom app controls accessible. I can group exiting controls in an accessible manner.

ANDROID ACCESSIBILITY API

- Android accessibility review
- Android widgets (native controls)
- Android accessibility attributes

ADVANCED FEATURES

- Making accessible custom controls
- Grouping existing controls
- Adding custom actions
- Hands-on exercise / demo

ADVANCED ACCESSIBLE IOS DEVELOPMENT – ½ DAY

Summary: This course covers the accessibility architecture of making iOS apps programmatically accessible and using the Accessibility Inspector to examine apps for conformance to iOS Accessibility best practices. *Mobile Accessibility ½ day is prerequisite.

Roles: iOS App Developers

Outcomes: I can code iOS Apps with native controls. I can make custom app controls accessible. I can group exiting controls in an accessible manner.

IOS ACCESSIBILITY API

- iOS accessibility review
- UIAccessibility protocol
- UIkit (native controls)
- Labels, Values, Hints

ADVANCED FEATURES

- Traits
- Custom Controls
- Using Interface Builder to add traits
- Grouping existing controls
- Adding custom actions
- Hands-on Exercise / Demo

PDF ACCESSIBILITY 101– 1 DAY

Summary: This course will cover the basics on how to use Adobe Acrobat DC Pro to create, remediate, and test PDF documents for accessibility compliance. This series is designed for content creators and those looking to become PDF remediation specialists, who are just starting out with PDF accessibility and have little to no knowledge of it. Participants will be equipped with a strong foundation in PDF accessibility and will learn a wide variety of PDF basics including: file properties, images/graphics, links, semantic structure, basic data tables, reading order, tags, followed by a testing workshop.

Roles: Content creators, PDF Remediation Specialists

Outcomes: I can identify key components that make up a PDF document. I can set up a PDF with the correct properties (e.g. name and language). I can identify tags in a PDF document and understand their importance. I can tag headings, figures, links, and lists in a PDF document. I can use the Acrobat full check to check for accessibility issues.

DOCUMENT ACCESSIBILITY BASICS

- Introduction to PDFs
- Using source files
- File naming and properties
- Document language

CREATING ACCESSIBLE PDF DOCUMENTS, PART 1

- Introduction to tags
- Figures
- Links
- Semantic structure
- Accessibility checker

CREATING ACCESSIBLE PDF DOCUMENTS, PART 2

- PDF tags overview
- Reading order
- Non-text elements
- Using artifacts (decorative + footer content)
- Page structure
- Basic data tables

HANDS-ON TESTING AND REMEDIATION WORKSHOP

- Identifying PDF accessibility issues
- How to use Adobe Acrobat Pro accessibility full check
- Documenting issues to fix
- Trainees will test a sample PDF and identify issues
- Trainees will resolve issues based on what was learned
- Trainers provide guidance and answer questions throughout the session

ADVANCED PDF ACCESSIBILITY – 1 DAY

Summary: This series builds on the PDF Accessibility 101 content by giving teams of document remediation specialists the tools they need to ensure complex PDF files are accessible and meet all requirements from a compliance standpoint.

Roles: Content creators, PDF remediation specialists

Outcomes: I can use the accessibility features within a PDF and understand how to check a PDF with a screen reader. I can fix a complex table within a PDF. I can use the Reading Order tool to fix complex PDF issues. I can use the Content Panel to fix order issues within this panel. I can create set the language of PDFs that are written in multiple languages. I can create links for footnotes and table of contents. I know how to create PDFs with advanced forms. I can make a scanned image PDF accessible.

WORKING WITH COMPLEX PDF FILES, PART 1

- Using a screen reader to quick check a PDF
- Accessibility features of PDF
- Hierarchy of tasks (scan, form fields, links, multimedia)
- Fonts
- Comments and Track Changes

WORKING WITH COMPLEX PDF FILES, PART 2

- Using the reading order tool
- Content Panel
- Complex data tables
- Creating links including footnotes and spanning
- Creating a table of contents
- Documents with multiple languages

ADVANCED FORM CREATION

- Text fields
- Checkboxes
- Radio buttons
- E-Signatures

HANDS-ON TESTING AND REMEDIATION WORKSHOP

- Attendees will learn how to test a PDF for accessibility
- Attendees will make a complex table accessible
- Attendees will make a complex form accessible
- Attendees will make a scanned image accessible using the skills learned

EPUB ACCESSIBILITY

Summary: In this series, participants will learn about the EPUB format, widely acknowledged as the universal e-book format for commercial publishers. Participants will learn how EPUB files are created and will understand the detailed structural markup these files use to include multimedia, MathML, and interactivity. Participants will also learn how to identify if the accessibility of an EPUB, while also learning techniques to create and remediate EPUBs to meet compliance.

Roles: Content creators/authors (intermediate HTML/CSS knowledge)

Outcomes: I can identify the elements, structures, and functionality that make up an EPUB. I can identify accessibility issues within EPUBs and know how to remediate EPUB files for accessibility compliance.

WHAT IS EPUB 3?

Summary: In this 90-minute session, participants will receive an introduction to the EPUB 3 format. This session is for content creators/authors with a basic knowledge of creating accessible documents.

- EPUB structure and elements
- EPUB functionality
- Accessing EPUB files on various e-reading apps
- Understanding the value of EPUBs
- Creating an EPUB

EPUB ACCESSIBILITY REMEDIATION

Summary: In this 90-minute session, participants will learn how to create and remediate an EPUB file. This session is for content creators/authors with an advanced knowledge of creating accessible documents and have a basic understanding of HTML5 and CSS.

- Evaluate the accessibility of an EPUB file
- Using authoring tools to examine structure and elements
- Common EPUB accessibility issues and fixes
- Optimizing and converting EPUBs into accessible documents
- Word and InDesign EPUB workflow

MICROSOFT OFFICE ACCESSIBILITY

Summary: In this course, participants will learn how to create accessible files by using the following Microsoft Office Suite Programs: Word, PowerPoint, and Excel. This course is designed to help participants understand general document set-up to ensure documents are structured in an accessible manner.

Roles: Content creators/authors

Outcomes: I can create accessible Word, PowerPoint, and Excel files.

MICROSOFT OFFICE ACCESSIBILITY BASICS

- File naming and properties
- Document language
- Fonts
- Comments and track changes
- Image and graphics
- Links
- Semantic structure
- Accessibility checker

CREATING ACCESSIBLE MICROSOFT WORD DOCUMENTS

- Templates
- Structure
- Color
- Links
- Non-text Elements

ADVANCED MICROSOFT WORD ACCESSIBILITY

- Text Boxes and Embedded Content
- Data Tables

- Forms
- Accessibility Checker
- Conversion to PDF
- Hands-on exercises

CREATING ACCESSIBLE MICROSOFT POWERPOINT PRESENTATIONS

- Structure
- Title
- Sections
- Headings
- Internal links
- Image Alt Text – graphics, embedded objects, charts, videos

ADVANCED MICROSOFT POWERPOINT ACCESSIBILITY

- Color and Contrast
- Data tables
- Complex data tables
- PowerPoint accessibility checker
- Converting to PDF
- Hands-on exercises

CREATING ACCESSIBLE MICROSOFT EXCEL WORKBOOKS

- Structure
- Title
- Sheets
- Sections
- Headings
- Internal links

- Image Alt Text – graphics, embedded objects, charts, videos

ADVANCED MICROSOFT EXCEL ACCESSIBILITY

- Color and Contrast
- Data tables
- Complex data tables
- Excel accessibility checker
- Converting to PDF
- Hands-on exercises

ACCESSIBILITY FOR THE BUSINESS – 1 DAY

Summary: In this training, participants learn the building blocks of an organizational digital accessibility program and the process for moving to a mature, sustainable enterprise-wide digital accessibility program.

Roles: Product Development, Product Owners/Managers

Outcomes: I understand the value accessibility brings to the business and know how to integrate accessibility throughout my organization. I understand the compliance requirements needed to ensure products are built in an accessible manner. I can incorporate accessibility into my organizations agile practice. I can define a VPAT and understand how to interpret and author these reports.

DIGITAL ACCESSIBILITY BUILDING BLOCKS

- The business value of accessibility
- Integrating lean Accessibility throughout the Organization
- Accessibility infrastructure and governance
- Operationalizing Accessibility
- Preparing for the future

ACCESSIBILITY FOR COMPLIANCE & PROCUREMENT

- Prioritizing accessibility in the business
- Legal and compliance
- The evolving nature of accessibility standards
- Using the procurement toolkit to create solid partnerships
- Contract language for accessibility
- Vendor self-assessments and interviews
- Understanding VPATs

ACCESSIBILITY IN AGILE

- Why Role-based Accessibility?
- Defining accessibility requirements
- Key principles of accessibility in agile
- Building an accessibility team and program
- Integrating a11y into teams
- Integrating a11y into process

VPAT AUTHORING

Summary: Learn how to build and interpret the standard documentation format for reporting on the overall accessibility compliance of a product or site.

- Legal environment and technical standards
- What to look for when testing for a VPAT
- How to author a VPAT
- Interpreting a VPAT

ACCESSIBILITY FOR CUSTOMER SERVICE – ½ DAY

Summary: Inclusive customer support starts with knowing your customers – and their specific needs. In this course, we will look at accessibility needs for Customer Service teams. This course will range from understanding common terminology and etiquette, to laws and regulations specific to the industry and jurisdiction that you are in.

Roles: Customer service/support teams; product managers

Outcomes: As a customer service representative, I can identify common disabilities and assistive technologies. I know the proper terminology and etiquette to apply when communicating with people with disabilities. I'm familiar with the various alternatives and solutions available to practice more inclusive customer support.

COMMUNICATING WITH PEOPLE WITH DISABILITIES

- What is accessibility?
- Disability types and common assistive technologies
- Cases studies in accessible customer service
- Accessibility terminology and keywords
- Accessibility regulations in your area (state-specific)
- Accessibility policies

ACCESSIBLE CUSTOMER SERVICE - COMMON CHALLENGES

- Assisting customers with special needs
- Defining accessible customer service
  - Phone
  - Email
  - Live chat
  - In-person
- Key tools and requirements for accessible customer service
  - TTY/TTD
- Tips for practicing accessible customer support
- Customer support personas

ACCESSIBILITY FOR CONTENT CREATORS – ½ DAY

Summary: This training will equip authors to create accessible digital content within content management systems. Objectives of this training include writing inclusive content to be consumed by a diverse audience, ensuring multimedia and images are accessible, and an introduction to inclusive design principles.

Roles: Content creators/authors, copy editing team

Outcomes: I can write accessible content and understand the value of using structure to create the most inclusive experience.

ACCESSIBLE CONTENT CREATION PART 1

- Using plain Language
- Front loading content
- Structure: headings, lists, and hierarchies
- Calls to action (Links + Buttons)
- Images and alt text: Writing workshop

ACCESSIBLE CONTENT CREATION PART 2

- Style guides
- Multimedia
- Accessible colors
- Authoring accessible CMS content
- Email accessibility

ACCESSIBLE USABILITY STUDIES – ½ DAY

Summary: This training will equip clients who already have a grounding in user research methodology to plan and execute usability research studies which incorporate participants with disabilities who rely on a variety of assistive

technology. Attendees will learn methods for recruiting and scheduling, pros and cons of different study formats, and strategies for setting up and running successful studies.

Roles: UX/UI Designers, UX Researchers

Outcomes: I can apply UX accessibility research methods to set up usability studies that involve users with disabilities.

UX ACCESSIBILITY RESEARCH METHODS PART 1

- Overview of user research and usability studies
- Special considerations when involving users with disabilities
- Timing usability studies
- Recruiting users with disabilities

UX ACCESSIBILITY RESEARCH METHODS PART 2

- Identifying core tasks
- Preparing a usability session script
- Remote vs in-person studies
- Setting up and running sessions

ADOBE INDESIGN ACCESSIBILITY – ½ DAY

Summary: This course covers InDesign and PDF accessibility concepts that will allow users to understand how to create a more accessible PDF document from basic InDesign source files. A basic file will include headings, lists, images, and a simple table. This session is perfect for content creators that are working with simple InDesign files as their source document. This course will teach participants how to make optimizations in InDesign that translate to a more accessible PDF. Participants will learn how to make the PDF file as accessible as possible before handing it off to a remediation specialist. It is important to note that there is no way to make a 100% accessible PDF file

from InDesign. If you are looking to learn how to remediate the PDF we recommend taking the PDF Accessibility 101 and Advanced PDF A11y courses to ensure PDFs are fully compliant.

Roles: Content creators, designers, and remediation specialists

Outcomes: I can edit basic InDesign files that contain headings, text, links, simple tables, and lists to produce the most accessible PDF file. I understand that after all InDesign optimizations are made, further PDF remediation is needed to bring the PDF up to full compliance

OPTIMIZING INDESIGN FOR ACCESSIBILITY

- Using InDesign to speed up the process
- Articles panel
- Layers
- Headings (styles)
- Lists
- Tables
- Links

VERIFYING PDF EXPORT FOR ACCESSIBILITY

- Checking PDF export
- Running the tags tree
- Reviewing the Order panel (mobile reading order)
- Reflow and high contrast mode
- Using Adobe "Full check"
- Verifying PDF is as accessible as possible from InDesign
- Handing off document to PDF remediation specialist

BASELINE AUDIT METHODOLOGY TESTING – 2 DAYS

Summary: QA testers will learn the tools and assistive technology they will need to use to conduct accessibility audits using the Level Access toolbox using our Baseline Audit Methodology (BAM), and we'll explore how to conduct efficient groundwork and task flow analyses. Attendees will gain the ability to test for the issues that have the biggest impact for users with disabilities.

Roles: QA, Developers

Outcomes: I can use the Level Access toolbox with the Baseline Audit Methodology to test my work. I can successfully create project groundwork and task flow analysis. I know what patterns are and when exceptions apply. I can perform manual testing with assistive technology. I understand the value of design systems for accessibility. I understand the value of use case testing. I can identify the mobile testing caveats. I understand advanced ARIA design patterns.

FUNDAMENTALS OF ACCESSIBILITY FOR QA

- Introduction to accessibility testing
- Getting started with testing tools
- Groundwork and task flow analysis
- Demo of ANDI and Baseline wizard

BAM TESTING AND TIER 1 MANUAL TESTING

- Patterns and exceptions
- BAM Tier 1 checks for Design, Dev, and QA
- Hands-on exercise

BAM: TESTING WITH ASSISTIVE TECHNOLOGIES AND TIER 2 MANUAL TESTING

- Assistive technology testing strategies
- Testing with screen readers
- Testing with zoom technologies

- BAM Tier 2 tests for Design, Dev, and QA

BAM: TIER 2 MANUAL TESTING, CONTINUED

- Leveraging design systems and test automation
- BAM Tier 2 tests for Design, Dev, and QA

BAM: TIER 3 MANUAL TESTING

- BAM Tier 3 tests for Design, Dev, and QA

BAM: TIER 3 MANUAL TESTING CONTINUED AND WCAG 2.1

- BAM Tier 3 tests for Design, Dev, and QA

BAM: MOBILE AND USE CASE TESTING

- Mobile testing caveats
- Use case testing

ADVANCED ARIA AND BAM TESTING DEMO

- Advanced ARIA Design Patterns
- Hands on testing

ADDITIONAL TOPICS / SESSIONS*

TESTING DESKTOP SOFTWARE ACCESSIBILITY

Summary: This session prepares developers and QA team members to test their native desktop software products for accessibility. We will explore the unique accessibility challenges of desktop software and learn about useful testing tools that can help us pinpoint accessibility issues. We will also learn the accessibility requirements of content authoring tools.

Roles: Developers, QA

Outcomes: I understand the requirements needed to test a native desktop software product for accessibility. I understand the accessibility challenges for native desktop apps. I understand the accessibility requirements for content authoring tools.

- Guidelines for Desktop Accessibility
- Accessibility Challenges for Software
- Content Authoring Tools

INTRODUCTION TO SERVICE / SUPPORT ANIMALS

Summary: Learn about the U.S. laws and requirements for service animals and how service animals assist people with disabilities perform daily activities.

Roles: Business compliance management, customer service, HR

Outcomes: I understand the ADA Service Animal requirements. I can define what a service animal is and point out examples. I understand the public accommodations and transportation requirements in relation to service animals.

- ADA Service Animal requirements
- Service animal definition
- Examples of service animals
- Emotional support, therapy and companion animal definitions
- Service animals and public accommodations and transportation
- Fair Housing Act (FHA) related to service, emotional support, therapy and companion animals
- Service animal etiquette

CLOSED CAPTIONS, TRANSCRIPTS, AND AUDIO DESCRIPTION

Summary: This session will provide attendees with an introduction to video accessibility. Attendees will learn what it takes to make a video accessible and will learn the difference between closed captions, transcripts, and audio descriptions.

Roles: Content creators and authors

Outcomes: I can identify the main checkpoints to determine if a video is accessible. I can identify the difference between closed captions and subtitles. I can define the transcript requirements. I can define the audio description requirements.

- Video and audio accessibility
- Closed captions
- Transcripts
- Audio description

BUILDING AND DELIVERING ACCESSIBLE PRESENTATIONS

Summary: In this session attendees will learn about the importance of making online presentations accessible. We will discuss issues of inclusion, the accessibility of various presentation platforms, and the importance of making the entire user experience (registration, follow-up) accessible. Participants will also be provided guidance how to present in a way that supports all users.

- Building accessible slide decks
- Accessible virtual and in-person presentations
- The importance of inclusion
- Meeting / event platform features
- Proactive planning
- Presenting inclusively
- Postproduction accessibility guidance

ACCESSIBILITY FOR PRODUCT DEVELOPMENT

Summary: Product Managers play a key role in not only prioritizing overall project roadmaps and deliverables, but also in writing requirements that are used by other teams. This session will focus on the importance of implementing accessibility early in the product development process. In addition, there will also be a focus on how to 1) write product/feature requirements for accessibility and b) how to prioritize accessibility features (i.e., which ones will have the greatest impact from a compliance perspective). Also, discuss how to interpret potentially vague accessibility guidelines.

Roles: Product development, product managers, product owners

Outcomes: I can implement accessibility into my development process. I can scope and prioritize projects according to accessibility needs. I understand how to interpret accessibility guidelines. I can write product and feature requirements.

- Incorporating accessibility into the development process
- Managing projects: scope and priority
- Interpreting accessibility guidelines
- Writing product and feature requirements
- Prioritizing accessibility features

CUSTOM TRAINING

Our custom training offerings are built to meet your unique needs and go beyond our recommended course offerings above. Whether it's receiving advanced training that builds off of our recommended course offerings or a topic not on our list, our training team can create a program filled with live demonstrations and hands-on exercises to help your team integrate accessibility into their daily practice and workflow. All course and reference materials are designed and created by our own consulting, product development, and training teams. Our hands-on approach leaves your organization with the latest and most up-to-date best practices. All trainers are experts in accessibility, assistive technology testing, and validation; thus, the people teaching the class have real-world knowledge of addressing accessibility problems.

Our experts can build up your team's proficiencies and know-how internally for a more effective approach to ensuring digital accessibility. Training reinforced by current, real world context: We put the focus on your design and development, on transforming systems and processes that bring results – and maintain them.