

Accessible On-line Meeting Tools

Presented by INDATA Program at Easterseals Crossroads

May 20, 2021 - 10am-12pm

For captions: Click CC at bottom of the Zoom Window

Welcome and Housekeeping

Welcome

For CEUs - must be logged in with First and Last name within the first 10 minutes of the training

Quick Poll - Getting to know you better

A quick look at a few housekeeping items

Presentation Materials

<http://bit.ly/AccessibleMeetingSlideDeck>

Today's Agenda

10:00am-10:15am Welcome and Introductions

10:15am-11:00am So Many Options - How to choose?

11:00am-11:05am Break

11:05am-11:35pm Accessible Online Meetings

11:35am-12:00pm A few end-user considerations and Wrap-up

Zoom Window Controls

Zoom Toolbar

Have questions – post in Q & A area

Need captions – press CC to show captions

Upcoming Full Day Trainings

Upcoming Trainings:

Mobile Apps for Everyday Living – June 10

Remote Supports for Independent Living – August 12

Assistive Technology and Social Isolation - November 4

Training Archives: www.eastersealstech.com/fulldayarchives

Be the first to be notified about future trainings.

Sign-up for our email listserv – www.eastersealstech.com

We are planning our 2022 training slate! Let us know the topics you would like us to cover in our follow-up survey.

Steps for Collecting CEUs

Step 1: Log in with First and Last name within the first 10 minutes of the training

Step 2: Must complete required paperwork.

CEU Quiz – <http://bit.ly/AccessibleMeetingQuiz>

AAC website – aacinstitute.org/ceus/

Nikol's email address: - nprieto@eastersealscrossroads.org

Please Note: Paperwork must be completed in the first 60 days or there is a \$10.00 processing fee

INDATA Overview

INDiana Assistive Technology Act (INDATA)

The Assistive Technology Act

of 1988 as amended in 1994

TECHNOLOGY-RELATED ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES
ACT OF 1988 AS AMENDED IN 1994, US Public Laws 100-407 and 103-218.

There are 56 of these projects in the United States and US territories

Purpose of the INDATA Program

2 overall Goals

Spread the word about assistive technology

Get people's hands on assistive technology

Outreach and Information Activities

Information and Assistance

888-466-1214

Tech@eastersealscrossroads.org

AT Hours

One hour (or so) talks with hands-on AT experience

Full Day Training

4 times /year with streaming

Guest Lectures

Lecture at several of Indiana's Colleges and Universities

Podcasts

ATUpdate

Accessibility Minute

ATFAQ

Social Media

Blog, YouTube, Facebook, Twitter, Others

COVID Resources

Demo and Loan Program “to your door demonstrations of various assistive devices”

Demos

20-30 minute “test drives”

No recommendations

Lending Library

2500+ items

30-day Loans

Indiana only

Library Purpose:

Assist in decision making

Serve as a loaner during device repair or while waiting on AT funding

Provide a short-term accommodation

Devices for persons with visual, cognitive, hearing, mobility, learning or other needs

**The INDATA Depot Computer and Assistive Technology Reutilization Program
Assistive Technology Recycling**

Video magnifiers and other AT devices

Equipment is sanitized and repaired

Available to Indiana residents

Computer Recycling

Accept donated computers

Wiped of all previous data and refurbished

Install Win 10 and MS Office

Who qualifies?

Resident of Indiana

Document of Disability

Alternative Financing Program

Available through a partnership between Easterseals Crossroads and STAR Financial

What can it be used for?

Adaptive vehicles

Vehicle Modifications

Aug. comm. devices

Braille equipment

Computers

Hearing aids

Home modifications

And much, much more!

Who Qualifies?

Indiana residents

Documented disability

How do I get started?

Easy as 1, 2, 3!

Call us at 888-466-1314 with documentation of a disability.

Complete an AFP loan application.

If approved, complete a loan agreement with Star Financial and arrange payments.

**Summary If you have questions, we have answers.
888-466-1314**

INDATA at Easterseals Crossroads
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On-line Tools – our new reality

Telehealth and Online Meeting - Growth

Telehealth visits up 154% in last week of March 2020 compared to the same time in 2019 - CDC

ESC went from 4 telehealth visits to over 600 in just a few weeks

20% of medical visits in the country are expected to be virtual this year - Doximity

Telehealth and Online Meeting - Problem

1 in 4 disabled adults say they have high-speed internet and an internet enabled device at home

Disabled adults are 3 times as likely as those without a disability to say they never go online

Only 39% of disabled adults have a high level of confidence in their ability to use the internet and other communication tools.

Telehealth and Online Meeting Tools

Let's talk Disability, AT and Online Tools

About Accessibility – Disability (1)

Visual

Blindness, low vision, colorblindness

Motor

Limited ability to use a mouse or keyboard, slow response time, limited fine motor control

Cognitive

Learning disabilities, reading level, impaired memory

Audio

Deafness or Hard of Hearing

About Accessibility – Disability (2)

Temporary disabilities:

Hand in cast

Pupils dilated at optometrist

Ear infection

(or went to loud concert the night before!)

Laryngitis

Fatigue

Situational disabilities:

Broken mouse, speakers

Loud train

Distracted by pets, telemarketer

About Accessibility – AT (1)

Assistive Technology - Visual

Eyeglasses

Operating system:

High-contrast mode

Reduce transparency

Text size

Screen magnifier

Screen reader

Braille display

About Accessibility – AT (2)

Assistive Technology - Audio

Hearing aid

Transcriptions

Captions

CART (live transcription)

About Accessibility – AT (3)

Assistive Technology - Motor

Alternative keyboard (high-contrast, large keys)

Onscreen keyboard

Alternative mouse

Switches (button, sip-puff, eye-blink)

Mouth stick

Head wand

New! Voice Control on iOS

About Accessibility – AT (4)

Assistive Technology - Cognitive

Speech recognition

Ex: Dragon NaturallySpeaking

Reader view modes & screen magnifiers

(to reduce distraction)

Word prediction

About Accessibility – AT (5)

Assistive Technology - Voice Recognition

Echo, Siri, Google Home, Dragon, iOS Voice Control, etc.
People with visual disabilities (typing on touch device)
People with physical disabilities
People with cognitive disabilities
Probably you!

Online Meeting Tools?

What is an online meeting tool?

Web software or device-based tool that connects people who are not in the same location

Basic Requirements

Reliable high-speed internet
Device with video and audio capabilities
Webcam

Lots of Choices...

Simple or Complex
Free or Expensive

How do I choose?

5 questions to ask...

What do you need to do in your meetings?

Face-to-face conversations
How many participants
Do your meetings have breakouts
Do you provide support to other users?

How easy is the tool to use?

If you are struggling to figure it out – you bet others are too

How do I choose? (continued)

Does it integrate into my existing technology?

What other tools do you use?

How much does it cost?

pricing is all over the place
more features = more expensive

Is it accessible?

Does it work with assistive technologies?
VPAT – Voluntary Product Accessibility Template
Accessibility Helpdesk

General Accessibility (1)

Include a statement on your website, registration, and all other communications that asks attendees to specify their accessibility/accommodations needs, gives a deadline for requests, and provides the name, email address, and phone number of the individual to contact.

List in all event communications the accessibility/accommodations that you will provide without the need for attendees having to request, such as captioning.

General Accessibility (2)

Provide materials that help orient participants to your chosen platform. Offer practice sessions in advance of the main event.

Offer different ways that individuals can access the event, including via Internet and telephone.

General Accessibility (3)

Ensure that the environment behind presenters is not distracting. If it is, use a virtual background, but note that some can wash out faces

Avoid flashing or strobing animations in presentation or other materials

General Accessibility (4)

Improper positioning of someone's device will diminish their ability to participate in on-line meetings. Mounting options should be considered to allow for proper positioning.

Simple keyboard short-cuts allow persons who don't use a mouse (ex. vision, mobility, etc.) to navigate the system more easily.

Accessibility for the Deaf and HoH (1)

Make sure audio is clear. Poor audio quality can make it hard for people to access the event. Consider a quiet room.

Have speakers use a headset to improve audio. Speak clearly and slowly.

Accessibility for the Deaf and HoH (2)

Mute all attendees but those speaking to keep background noise to a minimum.

Take Turns - Ask people to raise their hand and speak their name every time they speak, so captioners and attendees alike all know who is talking.

Accessibility for the Deaf and HoH (3)

Captions or Subtitles

Process of displaying text to provide additional or interpretive information

Live vs. Artificial Intelligence

Sign Language Interpreting

Spotlight or Pin the interpreter so they can be always seen.

Accessibility for the Deaf and HoH (4)

Proper lighting

Clearly see the people in the room.

Eliminate unwanted shadows that skew facial expressions or appearance

Face the light source

Avoid overhead lighting
Use the right amount of light

Accessibility for Blind and Low Vision (1)

Describe live scenarios and images.
Read any text that appears on screen.

Accessibility for Blind and Low Vision (2)

Make sure the speaker's face is well-lit and can be clearly seen.
If there is a method that will be used to vote or flag who can speak next, make sure all participants can access the process.

Accessibility for Blind and Low Vision (3)

Show persons how to adjust the interface so anyone using a screen reader or screen magnifier can adjust the video windows as needed.
Turn on high contrast settings and adjust the font settings if available to make text more visible.

Accessibility for Cognitive Needs (1)

Be patient when explaining how to use online platforms. Repeat information if necessary.
Use plain language during the event. Avoid using jargon.

Accessibility for Cognitive Needs (2)

Build processing time/breaks into your event.
Leave ample time for questions.

Accessibility in Common Virtual Platforms (1)

Supports screen readers:
Zoom, Google Meet, Teams, BlueJeans
Supports ASL interpreters:
Zoom, Google Meet, Teams
Sign language interpreter app:
Google Hangouts
Automatic closed captioning:
Zoom, Teams, Google, BlueJeans, etc.

Accessibility in Common Virtual Platforms (2)

Manual captioning (must retain a captioner):
Zoom, Google Meet, Teams, GoToMeeting
Keyboard shortcuts:
Zoom, Google Meet, Teams, GoToMeeting, Google Hangouts, BlueJeans
Support for high contrast mode:
GoToMeeting, Zoom, Teams
Has screen magnifiers and visual modifications:
Google Hangouts

Accessibility Links for Common Virtual Platforms (3)

Zoom: [Zoom – Accessibility](#)

Microsoft Teams: [Microsoft – Accessibility](#)

GoToMeetings: [GoToMeeting - Accessibility](#)

Google Hangouts: [Google - Accessibility](#)

Google Meet: [Google Meet - Accessibility](#)

BlueJeans: [BlueJeans - Accessibility](#)

What about the end-user?

End-user - Preparation for online meetings (1)

Prep your technology

- Know what kind of technology is being used

- Request accommodations

- Consider a test run

Prep your environment

- Remove distractions and excess noise

End-user - Preparation for online meetings (2)

Test your Audio

- Make sure you can hear well

- Consider an amplified phone

Prepare your Assistive Technology

- Have AT “ready to go”

- Accommodation requests

End-user - Preparation for online meetings (3)

Enlist a support person

- Have someone participate in the telehealth visit

During the appointment

- Ask to have information repeated

- Ask for visit or meeting notes

Wrap-Up

Where To Go From Here...

Accessibility is a learning process

Not everyone is the same

Don't make assumptions

Reach out to disability communities.

Keep the conversation going

Important Links to Remember

CEU Quiz – <http://bit.ly/AccessibleMeetingQuiz>

AAC website – aacinstitute.org/ceus/

Cert of Completion
Nicol's email address
Full Day Archives

- <http://bit.ly/AccessibleMeetingCertificate>
- nprieto@eastersealscrossroads.org
- www.eastersealstech.com/fulldayarchives