

Alternate Access Plan

Purpose of the Alternate Access Plan

In compliance with Section 504 of the Rehabilitation Act of 1973 and ADA as amended in 2008, the TBR shall apply THEC's identified accessibility guidelines to Informational Materials and Technology products and services that it adopts, buys, creates, uses and maintains. When informational materials and technologies do not conform to those guidelines, an alternative access plan will be developed to address the accessibility. This form is used to describe the alternate access plan.

Instructions

1. Alter the bolded areas in brackets ([]) to reflect the titles of the responsible persons for this plan.
2. The requesting department Accessibility Liaison/Accessibility Team is responsible for completing sections 1 through 3 below.
3. The requesting department will obtain the appropriate administrative approvals in section 4.
4. The appropriate administrator will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised to meet accessibility standards.
5. The [department executive administrator] or designee is responsible for returning the approved original document along with all associated AIMT adoption/procurement documents to the department Accessibility Liaison upon signature. The liaison will provide copies to those individuals identified in section 3, number 3 (Responsible Person(s) and upload all AAP documentation to the AIMT Web Form.

Section 1. Plan Creator Information

Name: Matthew Ward	Title: Administrative Assistant/Tn eCampus Student Liaison	Unit	Date: 9/3/19
Office Phone: (865) 882-4602	Office Location: L-212 C	Postal: 37748	

Section 2. Description of the Affected Informational Material and Technology Purchase

Affected product is a:	Software packaged installed on a PC
Product Name:	Automation Studio
Product Description:	Software for Teaching, Training and Learning Mechatronics, Automation, Electrical and Fluid Power Engineering Technologies.
Product Purpose:	Student usage for creating schematics for Mechatronics

Section 3. How will "Alternate Access" (AA) be provided?

<p>1. Description of the issue: Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.</p>	<p>Software can only be navigated with a mouse. Software features drag and drop items for creating hydraulic flows/processes. Parts are then connected by dragging lines from part to part. Once completed, students then run a simulation of their created schematics to see how it operates and look for errors. Parts are represented as small pictures. They do not have alternative text due to the nature of schematic software. Screen readers would not be able to effectively read menus, nor would they be able to describe the parts to be placed on the schematic board or the simulation as it is running. Visually Impaired students, students with limited mobility in arms/hands</p>
<p>2. Persons or groups affected: List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.).</p>	<p>Program Coordinator/Director of the Mechatronics program; Faculty teaching in the Mechatronics program</p>
<p>3. Responsible person(s): List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.</p>	<p>Program Director/Coordinator/Faculty member would have to work with Disability Services to provide someone to navigate the software with a mobility impaired student placing objects at places of their choosing. A visually impaired student would need someone versed in Mechatronics to describe each item in the schematic and verbally ask how they would connect items, etc. Additional personnel would be required, training would be required depending on their previous experience in Mechatronic and working with students with impairments/disabilities.</p>
<p>4. How will AA be provided: Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.</p>	<p>N/A</p>
<p>5. AA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.</p>	<p>N/A</p>
<p>6. Repair Information: Include the following information in this section: a. Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third Party Service Provider, as well as the completion date. Attach applicable documentation and the Accessibility Conformance and Remediation Form.</p>	<p>N/A</p>
<p>7. Timeline for Unforeseen events: A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.</p>	<p>N/A</p>

Section 4. Administrative AAP Approvals

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets TBR AIMT Accessibility Guidelines.

<p>Department Head [for other responsible party]</p>	<p><i>Samuel Ward</i></p>	<p>Date: 9/6/19</p>
<p>Executive [for other responsible executive]</p>	<p></p>	<p>Date:</p>

Accessibility Rubric		Support Links	Real-world explanation (Note: Keep this simple and concrete, practical. Good faith as baseline. Recommendation on how to be "totally safe".)	Common example
Tennessee House Bill 1857 (Senate Bill 1692) established the need for minimum perceivable: Content is made available to the senses - sight, hearing, and/or touch.				
Guideline 1.1 Text Alternatives: Provide text alternatives for any				
The Text Alternative section relates to images, form image buttons, image maps,				
N/A	Pass		Always use alt attributes on images. Use 125 characters or less. Do not introduce the text as "This is an image of" or the like.	
N/A	Pass		Always use alt attributes on images. If the image is not important to the content, use alt=""	
N/A	Pass		If the image is very complicated, directly below the image, have a paragraph of text explaining the image. If there's too much text or if the purpose of the image is to analyze it, and the text may defeat that, add a link to a secondary page.	A painting from an art appreciation class could require a paragraph or more to explain the complexity. For sighted users, the paragraph may be the equivalent of cheating, so a link to a second page may be needed.
N/A	Pass		A button's text should describe its action.	Search button should say "search".
N/A	Pass		For every input field (ie. text field, checkbox, etc.), there should be a matching label tag.	There is a checkbox next to text of "Please contact me with more information". The text is wrapped in a label tag, linked to the checkbox's id attribute.
N/A	Pass		Embedded multimedia should be introduced with headings or text.	A group of YouTube videos is introduced by a heading or text.
N/A	Pass		All iframe tags should have a title attribute.	A YouTube video embed code uses an iframe, which needs a title attribute added. <iframe title="Class Field Trip 2016">
Guideline 1.2 Timed-based Media: Provide alternatives for time-based media				
The Time-based Media section relates to audio files, video files, links to audio files, or				

Images are placed by students on a schematic board. They can add text.

N/A	Pass	1.2.1 - Prerecorded Audio-only and Video-only (Level A) - A descriptive text transcript (including all relevant visual and auditory clues and indicators) is provided for non-live, web-based audio (audio podcasts, MP3 files, etc.).	WCAG 1.2.1 Prerecorded Audio-only and Video-only	Podcasts and audio need transcripts, including indications of laughter and notes when another person is speaking.	An audio recording of a chemistry lecture has a full text transcript noting the sound of a breaking beaker.
N/A	Pass	1.2.1 - Prerecorded Audio-only and Video-only (Level A) - A text or audio description is provided for non-live, web-based video-only (e.g., video that has no audio track).		For video media without audio, a full text description is needed.	An animation of the heart beating has text describing the flow of blood through the heart.
N/A	Pass	1.2.2 - Captions (Prerecorded) (Level A) - Synchronized captions are provided for non-live, web-based video (YouTube videos, etc.)	WCAG 1.2.2 Captions (Prerecorded)	All speech in prerecorded video is captioned.	A campus tour video has captions of all that the narrator says as he says it.
N/A	Pass	1.2.3 Audio Description or Media Alternative (Prerecorded) (Level AA) - A descriptive text transcript OR audio description audio track is provided for non-live, web-based video	WCAG 1.2.3 Audio Description or Media Alternative (Prerecorded)	A secondary caption track has speech captioning along with notes about sound cues. If this cannot be included in the video, the transcript is available as a link from the page.	During a baseball video, the narrator is being captioned, and all the individual sounds from the baseball field are also noted, such as "bat loudly hits a ball"
N/A	Pass	1.2.4 Captions (Live) (Level AA) - Synchronized captions are provided for all live multimedia that contains audio (audio-only broadcasts, web casts, video conferences, Flash animations, etc.)	WCAG 1.2.4 Captions (Live)	For live content, there has to be live captioning.	During commencement, there is live captioning on the stream
N/A	Pass	1.2.5 Audio Description (Prerecorded) (Level AA) - Audio descriptions are provided for all video content NOTE: Only required if the video conveys content visually that is not available in the default audio track	WCAG 1.2.5 Audio Description (Prerecorded)	Audio descriptions are needed for things a visually impaired individual can't see	In a video, an audio track identifies when an instructor gestures to identify something on a board
		Guideline 1.3 Adaptable: Create content that can be presented in The Adaptable section relates to web pages and how HTML code should be written.			
N/A	Pass	1.3.1 Info and Relationships (Level A) - Semantic markup is used to designate headings (<h1>), lists (, , and <dl>), emphasized or special text (, <code>, <abbr>, <blockquote>, for example), etc. Semantic markup is used appropriately.	WCAG Understanding Guideline 1.3	Use heading tags and organizational tags, like ordered or unordered lists. A long page of text is broken into chunks using headings so that the user may skip entire sections. Do not use text size or bolding to create headings.	A long page of text is broken into chunks using headings so that the user may skip entire sections
N/A	Pass	1.3.1 Info and Relationships (Level A) - Tables are used for tabular data. Where necessary, data cells are associated with their headers. Data table captions and summaries are used where appropriate.	WebAIM Semantic markup	Tables are only for data; never use tables to format a page to look prettier or create columns. All tables should have column headers that are tagged correctly with the TH tag, not simply bolded. If your data is too complex for a table with a single header row, seek a different way to present your data.	
N/A	Pass	1.3.1 Info and Relationships (Level A) - Text labels are associated with form input elements. Related form elements are grouped with fieldset/legend.	WebAIM Tables		
N/A	Pass				Advanced

N/A	Pass	1.3.2 Meaningful Sequence (Level A) - The reading and navigation order (determined by code order) is logical and intuitive.	Advanced	WebAIM reading and navigation order	
N/A	Pass	1.3.3 Sensory Characteristics (Level A) - Instructions do not rely upon shape, size, or visual location (e.g., "Click the square icon to continue" or "Instructions are in the right-hand column").	Never reference another element on the page by shape, size, location or color.	WCAG 1.3.3 Sensory Characteristics	Never say, "Click Raidernet at the top of the page." Instead provide link to Raidernet.
N/A	Pass	1.3.3 Sensory Characteristics (Level A) - Instructions do not rely upon sound (e.g., "A beeping sound indicates you may continue.")	Do not use sounds for instructions.		Do not use "a beeping sound means you can continue" or "you will hear a gong if this is wrong."
Guideline 1.4 Distinguishable: Make it easier for users to see and The Distinguishable section relates to web page design including the use of color, images, font size, and media controls. The use of color can enhance comprehension, but do not use color alone to convey information. That information may not be available to a person who is colorblind and will be unavailable to screen reader users. Text should have relative sizing for magnification of the page, no absolute values (i.e., 48pt).					
N/A	Pass	1.4.1 Use of Color (Level A) - Color is not used as the sole method of conveying content or distinguishing visual elements.	Don't use color alone to identify importance.	WCAG 1.4.1 Use of Color	On a map, don't just say "Follow the red route."
N/A	Pass	1.4.1 Use of Color (Level A) - Color alone is not used to distinguish links from surrounding text unless the luminance contrast between the link and the surrounding text is at least 3:1 and an additional differentiation (e.g., it becomes underlined) is provided when the link is hovered over or receives focus.	Links may not be represented by color alone. Links appear underlined. Do not underline text if it is not a link.	WCAG 1.4.1 Use of Color	In a sentence, the link to "Financial Aid Forms" is underlined.
N/A	Pass	1.4.2 Audio Control (Level A) - A mechanism is provided to stop, pause, mute, or adjust volume for audio that automatically plays on a page for more than 3 seconds.	Do not autoplay audio or video content unless it is the only content on the page.	WCAG 1.4.2 Audio Control	A Financial Aid video on a page does not start playing until a user clicks play.
N/A	Pass	1.4.3 Contrast (Minimum) (Level AA) - Text and images of text have a contrast ratio of at least 4.5:1.	Text should strongly contrast with whatever is behind it.	WCAG 1.4.3 Contrast (Minimum)	Black text, white background.
N/A	Pass	1.4.3 Contrast (Minimum) (Level AA) - Large text (over 18 point or 14 point bold) has a contrast ratio of at least 3:1	Text should strongly contrast with whatever is behind it. For larger text, it can be closer to the background color.		Large gray text, white background.
N/A	Pass	1.4.4 Resize Text (Level AA) - The page is readable and functional when the text size is doubled.	Test resizing the text on the page. If parts of the text hide behind elements or is pushed off the page, the page must be fixed.	WCAG 1.4.4 Resize Text	As text size is increased, floating items move, and text wraps correctly.
N/A	Pass	1.4.5 Images of Text (Level AA) - If the same visual presentation can be made using text alone, an image is not used to present that text.	Never make images of text, even if it looks prettier. Leave text as text. Logos are an allowed exception.	WCAG 1.4.5 Images of Text	xxx
Operable: Interface forms, controls, and navigation are operable.					
Guideline 2.1 Keyboard Accessible: Make all functionality available The Keyboard Accessible section relates to the users ability to perform all tasks using					
WCAG Understanding Guideline 2.1					

Drop + Drop

N/A	Pass	Fail	2.1.1 Keyboard (Level A) - All page functionality is available using the keyboard, unless the functionality cannot be accomplished in any known way using a keyboard (e.g., free hand drawing).	WCAG 2.1.1 Keyboard	Be sure you can navigate the page using keyboard only.	User can navigate to all links using keyboard tab function and follow links using enter function.
N/A	Pass	Fail	2.1.1 Keyboard (Level A) - Page-specified shortcut keys and accesskeys (accesskey should typically be avoided) do not conflict with existing browser and screen reader shortcuts.		Advanced	
N/A	Pass	Fail	2.1.2 No Keyboard Trap (Level A) - Keyboard focus is never locked or trapped at one particular page element. The user can navigate to and from all navigable page elements using only a keyboard.	<i>Drop + Drop</i> WCAG 2.1.2 No Keyboard Trap	Be sure you can navigate the page using keyboard only.	User can navigate to all links using keyboard tab function and follow links using enter function.
Guideline 2.2 Enough Time: Provide users enough time to read						
The Enough Time section relates to time limits and the ability to pause or stop media						
N/A	Pass	Fail	2.2.1 Timing Adjustable (Level A) - If a page or application has a time limit, the user is given options to turn off, adjust, or extend that time limit. This is not a requirement for real-time events (e.g., an auction), where the time limit is absolutely required, or if the time limit is longer than 20 hours.	WCAG Understanding Guideline 2.2	When using automatic logout timers, be sure user can opt to remain on page.	Automatic logouts should warn user and allow opportunity to extend session.
N/A	Pass	Fail	2.2.2 Pause, Stop, Hide (Level A) - Automatically moving, blinking, or scrolling content that lasts longer than 5 seconds can be paused, stopped, or hidden by the user. Moving, blinking, or scrolling can be used to draw attention to or highlight content as long as it lasts less than 5 seconds.	WCAG 2.2.1 Timing Adjustable	Use moving, scrolling, blinking content sparingly and allow user to stop content from doing so.	News items are listed on the page and do not move. User should be able to control advance of carousel content.
N/A	Pass	Fail	2.2.2 Pause, Stop, Hide (Level A) - Automatically updating content (e.g., automatically redirecting or refreshing a page, a news ticker, AJAX updated field, a notification alert, etc.) can be paused, stopped, or hidden by the user or the user can manually control the timing of the updates.	WCAG 2.2.2 Pause, Stop, Hide	Advanced	
Guideline 2.3 Seizures: Do not design content in a way that is						
The Seizures section relates to the flashing of page content. JUST Don't Do It.						
N/A	Pass	Fail	2.3.1 Three Flashes or Below Threshold (Level A) - No page content flashes more than 3 times per second unless that flashing content is sufficiently small and the flashes are of low contrast and do not contain too much red.	WCAG Understanding Guideline 2.3	Do not use flashing items on the page.	The page doesn't flash.
Guideline 2.4 Navigable: Provide ways to help users navigate, find						
The Navigable section relates to web page elements. Navigation is logical, pages						
N/A	Pass	Fail	2.4.1 Bypass Blocks (Level A) - A link is provided to skip navigation and other page elements that are repeated across web pages.	WCAG Understanding Guideline 2.4	A link at the top of the page links to the page content, bypassing the navigation and contact information that is at the top of the page. This can be hidden from view but accessible to screen reader.	Roane State homepage contains a hidden "skip to content" link that appears upon tab press.
N/A	Pass	Fail		WCAG 2.4.1 Bypass Blocks		

N/A	Pass	2.4.1 Bypass Blocks (Level A) - If a page has a proper heading structure, this may be considered a sufficient technique instead of a "Skip to main content" link. Note that navigating by headings is not yet supported in all browsers.		If headings are correctly used, a screen reader can opt to jump to the first subheading. If so, a link to "Page Content" at the beginning of the page isn't needed.	The screenreader can jump to Heading 1
N/A	Pass	2.4.1 Bypass Blocks (Level A) - If a page uses frames and the frames are appropriately titled, this is a sufficient technique for bypassing individual frames.		Frames should have descriptive title attributes so that frame can be skipped by screen reader if necessary.	A frame containing menu items for a page should say "Menu items"
N/A	Pass	2.4.2 Page Titled (Level A) - The web page has a descriptive and informative page title.	WCAG 2.4.2 Page Titled	Title the page.	"Lesson 45 - MATH1010 - Roane State." Do not leave title as "Untitled", "Page", "Roane State", etc.
N/A	Pass	2.4.3 Focus Order (Level A) - The navigation order of links, form elements, etc. is logical and intuitive.	WCAG 2.4.3 Focus Order	Put links in either alphabetical or chronological order. Do not just put new items at the top or bottom.	Alphabetical: Admissions, Contact Us, Forms, Underwriters.
N/A	Pass	2.4.4 Link Purpose (In Context) (Level A) - The purpose of each link (or form image button or image map hotspot) can be determined from the link text alone, or from the link text and its context (e.g., surrounding paragraph, list item, table cell, or table headers).	WCAG 2.4.4 Link Purpose (In Context)	The text of the link should be a description of where it goes in human language. Do not use "click here" as a link. Avoid unnecessary display of actual URL when possible.	Proper use example: "If you would like to find out more, please see the Library of Congress website." In this example, "Library of Congress website" would be the link is to "http://www.loc.gov". Do not use "click here". Do not use "For more information, please see http://www.loc.gov".
N/A	Pass	2.4.4 Link Purpose (In Context) (Level A) - Links (or form image buttons) with the same text that go to different locations are readily distinguishable.		The text of the link should be unique on the page unless the link desintations are the same.	A page has a link to "Form 3" and another link to "Form 48". There are not two links named "Form".
N/A	Pass	2.4.5 Multiple Ways (Level AA) - Multiple ways are available to find other web pages on the site - at least two of: a list of related pages, table of contents, site map, site search, or list of all available web pages.	WCAG 2.4.5 Multiple Ways	In addition to main navigation, every page should be found using an alternate method, such as search or site map.	The counseling webpage is found by standard navigation as well as the site map.
N/A	Pass	2.4.6 Headings and Labels (Level AA) - Page headings and labels for form and interactive controls are informative. Avoid duplicating heading (e.g., "More Details") or label text (e.g., "First Name") unless the structure provides adequate differentiation between them	WCAG 2.4.6 Headings and Labels	Use unique heading and label text.	There are not two "More Information" headings or two "First Name" labels.
N/A	Pass	2.4.7 Focus Visible (Level AA) - It is visually apparent which page element has the current keyboard focus (i.e., as you tab through the page, you can see where you are).	WCAG 2.4.7 Focus Visible	As you tab through the page, it is obvious where keyboard focus is.	Tabbing through a set of bulleted links shows a standard browser tab focus.
		Understandable: Content and interface are understandable.			
		Guideline 3.1 Readable: Make text content readable and			
		The Readable section relates to the language of a web page. The default and foreign	WCAG Understanding Guideline 3.1		

No keyboard focus due to Drag + Drop

N/A	Pass	Fail	3.1.1 Language of Page (Level A) - The language of the page is identified using the HTML lang attribute (<html lang="en">, for example).	WCAG 3.1.1 Language of Page	The page's html tag has a lang attribute of "en"	<html lang="en">	
N/A	Pass	Fail	3.1.2 Language of Parts (Level AA) - The language of page content that is in a different language is identified using the lang attribute (e.g., <blockquote lang="es">).	WCAG 3.1.2 Language of Parts	Parts of the page that are not in English need to be marked with the lang attribute so that screenreaders read them in the correct language.	A German sentence is wrapped in a blockquote tag with the lang attribute of "de".	
Guideline 3.2 Predictable: Make Web pages appear and operate in			The Predictable section relates to web page elements and navigation. Note: this				
N/A	Pass	Fail	3.2.1 On Focus (Level A) - When a page element receives focus, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user.	WCAG 3.2.1 On Focus	When tabbing through the page, no element's focus triggers drastic changes in page or navigation focus.	Tabbing through the navigation menu does not open a pop-up window.	
N/A	Pass	Fail	3.2.2 On Input (Level A) - When a user inputs information or interacts with a control, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user unless the user is informed of the change ahead of time.	WCAG 3.2.2 On Input	Typing in a text box or clicking on a checkbox does not trigger drastic changes in a pop-up window, page or navigation focus.	Clicking on a checkbox does not open a pop-up window.	
N/A	Pass	Fail	3.2.3 Consistent Navigation (Level AA) - Navigation links that are repeated on web pages do not change order when navigating through the site.	WCAG 3.2.3 Consistent Navigation	Navigation links/menus that are on multiple pages do not change order.	Navigation on set of pages is always: Home, About Us, Contact Us, Forms, Publications	
N/A	Pass	Fail	3.2.4 Consistent Identification (Level AA) - Elements that have the same functionality across multiple web pages are consistently identified. For example, a search box at the top of the site should always be labeled the same way.	WCAG 3.2.4 Consistent Identification	Identical links and interactive items that are on multiple pages always do the same thing.	The department logo in the top left always links to the homepage.	
Guideline 3.3 Input Assistance: Help users avoid and correct			The Input Assistance section relates to web page forms, errors, instructions, and				
N/A	Pass	Fail	3.3.1 Error Identification (Level A) - Required form elements or form elements that require a specific format, value, or length provide this information within the element's label (or if a label is not provided, within the element's title attribute).	WCAG 3.3.1 Error Identification	Asterisks alone are not sufficient for denoting required form elements. Specific format requirements such be indicated.	Date field's label says "enter date in format YYYYMMDD."	
N/A	Pass	Fail	3.3.1 Error Identification (Level A) - If utilized, form validation errors are presented in an efficient, intuitive, and accessible manner. The error is clearly identified, quick access to the problematic element is provided, and user is allowed to easily fix the error and resubmit the form.	WCAG 3.3.1 Error Identification	Advanced		

N/A	Pass	Fail	3.3.2 Labels or Instructions (Level A) - Sufficient labels, cues, and instructions for required interactive elements are provided via instructions, examples, properly positioned form labels, and/or fieldsets/legends.	WCAG 3.3.2 Labels or Instructions	Forms have instructions for what a user needs to do. All input items are clearly and uniquely marked.	A form for requesting more information makes it clear the purpose of the form. Each input is marked with labels such as "First Name", "Last Name". There are "Phone" and "Email" fields instead of an ambiguous "Contact" input.	
N/A	Pass	Fail	3.3.3 Error Suggestion (Level AA) - If an input error is detected (via client-side or server-side validation), provide suggestions for fixing the input in a timely and accessible manner.	WCAG 3.3.3 Error Suggestion	Advanced		
N/A	Pass	Fail	3.3.4 Error Prevention (Legal, Financial, Data) (Level AA) - If the user can change or delete legal, financial, or test data, the changes/deletions can be reversed, verified, or confirmed.	WCAG 3.3.4 Error Prevention (Legal, Financial, Data)	if form input affects legal, financial or test data, the user should be prompted to confirm submitted changes.	User checks a confirmation statement before canceling a class.	
Robust: Content can be used reliably by a wide variety of user agents, including							
Guideline 4.1 Compatible: Maximize compatibility with current and							
The Compatible section relates to HTML/XHTML errors and markups. Note: this							
N/A	Pass	Fail	4.1.1 Parsing (Level A) - Significant HTML/XHTML validation/parsing errors are avoided. Check at http://validator.w3.org/	WCAG 4.1.1 Parsing	Check for source code errors using W3C validator.		
N/A	Pass	Fail	4.1.2 Name, Role, Value (Level A) - Markup is used in a way that facilitates accessibility. This includes following the HTML/XHTML specifications and using forms, form labels, frame titles, etc. appropriately.	WCAG 4.1.2 Name, Role, Value	Advanced		

Accessible Informational Material & Technology Adoption/Procurement Checklist

Requestor

Gordon Williams

Department/Unit

Mechatronics/Math-Science

AIMT Reviewer

Matthew Ward/Misty Anderson

Product Name

Automation Studio Complete Package -- Electrical/Pneumatic/Hydraulic/PLC Simulation + Schematic SW

Product Version

EDU 6.3

Product Vendor

Southern Educational Systems Inc.

Vendor Contact

Eric Parrish

Vendor Contact Email

eparishses@gmail.com

Vendor Contact Phone

800-772-7379

IMT Users

Students, Faculty -- 16 seat license

IMT Usage

Used for teaching/training for Mechatronics Schematics generation and simulation

Cost

\$10,160 initial one time cost + \$2670 annual fee

Step 1 Gather Information for Review

Initial all appropriate boxes or N/A

Standards Conformance

Attached Accessibility Statement, Conformance and Remediation Forms and Vendor Documentation

Technical standards used (in order of priority)

Web Content Accessibility Guidelines 2.0 A & AA

EPUB3 Accessibility Guidelines

Section 508 & VPAT

GW

n/a

GW

n/a

GW

Market Analysis for Standards Conformance

All products that meet the applicable requirements are conformant

One product meets more applicable requirements than the others (attach supporting analysis)

Product previously purchased and may be conformant (e.g., LMS contract)

Only one product meets applicable requirements (e.g., sole source)(attach justification)

n/a

n/a

n/a

n/a

General Exemptions to Conformance Guidelines

Only Administrative Executive can authorize an exemption

No accessible alternative IMT (Must have Alternative Access Plan)

GW

Note: For an AIMT adoption/procurement to be authorized, it must have a completed checklist.

Requestor

Gordon Williams

Date

9/4/2019

Signature required to certify accuracy and completeness of the checklist and conformance.

Step 2 Review by Department Accessibility Liaison

Initial all appropriate boxes or N/A

Accessibility Review Document Completed

Attached Alternative Access Plan if needed

AIMT Reviewer

Matthew Ward and Misty Anderson

Date

Sept. 4, 2019

Accessibility Liaison

Sign here only when ready to forward to step 3

Initial all appropriate boxes or N/A

GW

GW

SS

Step 3 Adoption or Procurement

Adoption Completed

Buyer AIMT Procurement Checklist Completed

All documentation filed with department liaison and Purchasing (if applicable)

Accessibility Liaison

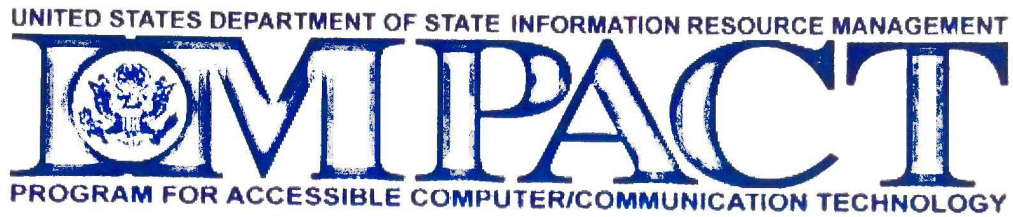
Signature

Matthew Ward
Appropriate Vice President Approval

Date

9/9/19

* applicable requirements are essential/preferred functionality



Voluntary Product Accessibility Template (VPAT)

Date: 2018-05-23

Product Name: Automation Studio™

Product Version Number: 6.4

Organization Name: Famic Technologies Inc.

Submitter Name: Houda Nasr

Submitter Telephone: 514 748-8050

APPENDIX A: Suggested Language Guide

<p align="center">Summary Table Voluntary Product Accessibility Template</p>		
<i>Criteria</i>	Level of Support & Supporting Features	Remarks and explanations
Section 1194.21 Software Applications and Operating Systems	SUPPORT WITH EXCEPTIONS	Completed.
Section 1194.22 Web-based Internet Information and Applications	NOT APPLICABLE	Automation Studio™ does not provide Web-Based User Interfaces
Section 1194.23 Telecommunications Products	NOT APPLICABLE	
Section 1194.24 Video and Multi-media Products	NOT APPLICABLE	
Section 1194.25 Self-Contained, Closed Products	NOT APPLICABLE	
Section 1194.26 Desktop and Portable Computers	NOT APPLICABLE	
Section 1194.31 Functional Performance Criteria	SUPPORT WITH EXCEPTIONS	Completed.
Section 1194.41 Information, Documentation and Support	SUPPORT WITH EXCEPTIONS	Completed.

**Section 1194.21 Software Applications and Operating Systems -
Detail
Voluntary Product Accessibility Template**

<i>Criteria</i>	Level of Support & Supporting	Remarks and explanations
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	SUPPORT WITH EXCEPTIONS	The keyboard can be used to: Navigate in the menus and access the commands. For most of the forms, navigate through elements and modify the data Many shortcut are also available.
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	SUPPORTS	Automation Studio™ does not disrupt or disable accessibility feature of the operating system or other installed products.
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	SUPPORT WITH EXCEPTIONS	The element that has the focus is clearly indicated in the different forms and dialogs. Not sure if the focus and focus change is programmatically exposed.

(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	SUPPORTS	Each command in tool bars and menus has at least one of these features: A text next to the command A tooltip containing a description An Automation Id to interface with external software.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	SUPPORTS	The images and icons are consistent. Similar actions are represented with similar images throughout the software.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	SUPPORTS	All displayed texts use standard Windows User Interface.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	SUPPORT WITH EXCEPTIONS	Mainly supported but some of the dialogs have fixed white background so the high contrast colors have to be chosen accordingly.
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	SUPPORT WITH EXCEPTIONS	Some of the animations cannot be deactivated during simulation.
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	SUPPORTS	When color coding is used, the user has the ability to change the colors to use different contrast.
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	SUPPORTS	When color coding is used, the user has the ability to change to colors to use different contrast
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	SUPPORT WITH EXCEPTIONS	A few of the flashing visual elements may flash above 2 Hz if used. They are optional features that may not be used.
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	SUPPORTS	It is possible to navigate through the form with the keyboard. All elements of the forms have at least one the following: -A text next to the command -A tooltip containing a description -An Automation Id to interface with external software.

**Section 1194.22 Web-based intranet and
Internet information and applications - Detail
Voluntary Product Accessibility Template**

<i>Criteria</i>	Level of Support & Supporting Features	Remarks and explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).		
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.		
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.		
(d) Documents shall be organized so they are readable without requiring an associated style sheet.		
(e) Redundant text links shall be provided for each active region of a server-side image map.		
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.		
(g) Row and column headers shall be identified for data tables.		
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.		
(i) Frames shall be titled with text that facilitates frame identification and navigation		

<p>(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.</p>		
<p>(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.</p>		
<p>(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.</p>		
<p>(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with 1194.21(a) through (l).</p>		
<p>(n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.</p>		
<p>(o) A method shall be provided that permits users to skip repetitive navigation links.</p>		
<p>(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.</p>		

**Section 1194.23 Telecommunications Products - Detail
Voluntary Product Accessibility Template**

<i>Criteria</i>	Level of Support & Supporting Features	Remarks and explanations
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.		
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.		
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.		
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.		
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.		

<p>(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.</p>		
<p>(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.</p>		
<p>(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.</p>		
<p>(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.</p>		
<p>(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.</p>		
<p>(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.</p>		

<p>(k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.</p>		
<p>(k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.</p>		
<p>(k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.</p>		

Section 1194.24 Video and Multi-media Products – Detail Voluntary Product Accessibility Template

<i>Criteria</i>	Level of Support & Supporting Features	Remarks and explanations
<p>a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.</p>		
<p>(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.</p>		
<p>(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.</p>		

<p>(d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.</p>		
<p>(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.</p>		

**Section 1194.25 Self-Contained, Closed Products – Detail
Voluntary Product Accessibility Template**

<i>Criteria</i>	Level of Support & Supporting Features	Remarks and explanations
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.		
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.		
(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with 1194.23 (k) (1) through (4).		
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.		
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.		

<p>(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.</p>		
<p>(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>		
<p>(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.</p>		
<p>(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.</p>		
<p>(j) (1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.</p>		

<p>(j)(2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.</p>		
<p>(j)(3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.</p>		
<p>(j)(4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.</p>		

Section 1194.26 Desktop and Portable Computers – Detail Voluntary Product Accessibility Template

<i>Criteria</i>	Level of Support & Supporting Features	Remarks and explanations
(a) All mechanically operated controls and keys shall comply with 1194.23 (k) (1) through (4).		
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with 1194.23 (k) (1) through (4).		
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.		
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards		

Section 1194.31 Functional Performance Criteria – Detail Voluntary Product Accessibility Template

<i>Criteria</i>	Level of Support & Supporting Features	Remarks and explanations
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	DOES NOT SUPPORT	
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	SUPPORT WITH EXCEPTIONS	The Zoom can be used on some parts of the software. The Zoom functions does apply to the dialogs. In those cases Windows Magnifier can be used.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided	SUPPORTS	
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	SUPPORTS	The audio is an optional feature when used, the information can also be added in text form.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	NOT APPLICABLE	Automation Studio™ does not use speech recognition.

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<p>(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.</p>	<p>SUPPORT WITH EXCEPTIONS</p>	<p>The use of Automation Studio™ for the training using already made teachware may support this requirement. But the design using Automation Studio™ requires fine motor control.</p>
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**Section 1194.41 Information, Documentation and Support – Detail
Voluntary Product Accessibility Template**

<i>Criteria</i>	Level of Support & Supporting Features	Remarks and explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge	SUPPORT WITH EXCEPTIONS	The User documentation in all available languages is provided with the software in PDF format only. No other formats are available.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	DOES NOT SUPPORT	Not sure to understand the question.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	SUPPORT WITH EXCEPTIONS	Unlimited support services are available with annual maintenance by phone, email, fax, online video conferencing.