

# Vendor Product Accessibility Statement and Documentation

## ***Purpose of Accessibility Statement***

An Accessibility Statement is an important component in an organization's overall accessibility strategy. An effective Accessibility Statement includes several key components including:

- A clear statement of commitment to ensuring equal access for all users  
Digarc is committed to ensuring equal access for all users. Curriculog is software utilized by faculty and staff to manage the curriculum change and approval process.
- A summary of the overall level of conformance with accessible information and technology standards  
Curriculog is mostly ADA Section 508 compliant.
- Information for users with disabilities regarding product/service accessibility features and gap  
There are certain areas that do not support browsing the site by tabbing through the links. However, certain jquery elements to have keyboard support.
- A mechanism to allow users to provide accessibility feedback  
All Administrative users have the ability to provide feedback via the Support tab in the Administrator Dashboard.
- Links to resources (internal or external) that provide additional or related information  
Additional information regarding Curriculog can be found here: <https://www.digarc.com/solutions/curriculum-management>

The *Key Components* section of this document describes each of these components in more detail and provides specific examples and recommendations that clarify the role and importance of each component.

## ***Key Components***

### **Commitment Statement**

- Clearly convey awareness of Information Material and Technology (IMT) accessibility.  
Yes, Digarc is clearly aware of Information Material and Technology (IMT) accessibility and we provide our Voluntary Product Accessibility Template, or VPAT, to assist Federal contracting officials and other buyers in making preliminary assessments regarding the availability of commercial "Electronic and Information Technology" products and services with features that support accessibility. It is assumed and recommended that offerers will provide additional contact information to facilitate more detailed inquiries.
- Emphasize commitment to ensuring the accessibility of the IMT product/service.  
Digarc is committed to ensuring the accessibility of our solutions and in the VPAT, the first table of the Template provides a summary view of the Section 508 Standards. The subsequent tables provide more detailed views of each subsection. There are three columns in each table. Column one of the Summary Table describes the subsections of subparts B and C of the Standards. The second column describes the supporting features of the product or refers you to the corresponding detailed table, e.g., "equivalent facilitation." The third column contains any additional remarks and explanations regarding the product. In the subsequent tables, the first column contains the lettered paragraphs of the subsections. The second column describes the supporting features of the product with regard to that paragraph. The third column contains any additional remarks and explanations regarding the product.
- Note ongoing efforts to monitor for and remediate accessibility issues as they are identified.  
Digarc's development and quality assurance teams monitor for and remediate accessibility issues as they are identified. The issues are corrected with builds throughout the year. All builds/upgrades are seamlessly applied to all clients as they are included in the Annual Hosting, Support and Upgrades Agreement.

## Compliance Status

- Indicate the specific IMT accessibility standards that are targeted for compliance. For example, specify “Section 508”, the “Web Content Accessibility Guidelines (WCAG) 2.0, level A & AA” or EPub3 Accessibility Guidelines. Section 508
- Note any other best practices or guidelines utilized during design and development (if applicable). Not applicable.
- List any third-party agencies with whom you have worked to evaluate accessibility support. None
- Describe any formal testing process you use to determine accessibility support. Our front end development and quality assurance teams use testing processes they have developed to test and create our VPAT.
- Indicate if you conduct user testing with persons with disabilities to verify accessibility support. No, we do not.
- Provide an Access Development/Remediation Plan and timeline for resolving existing product accessibility gaps. Please see the attached Accessibility Conformance and Remediation Form.

## Product Usage Information for Users with Disabilities

- Describe any product features that may improve accessibility for users with disabilities including:
  - Accessibility-specific features (e.g. the ability to adjust font size and color/contrast settings for text or the availability of closed captions for videos).  
Users will have the ability to adjust font size, color/contrast settings, individual display attributes, non animated presentations.
  - General product features that may especially benefit users with disabilities (e.g. an ‘HTML 5’ mode optimized for mobile platforms that also improves keyboard-only navigation).  
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.
- Describe any high-impact product accessibility gaps along with suggested interim workarounds that allow users to complete key tasks until the gaps are resolved. For example, if a technical support website isn’t compatible with screen readers used by the blind, appropriate interim workarounds might include:
  - Alternative business processes that bypass the accessibility barrier (e.g. providing phone-based support until the web-based support site is accessible).  
Currently Curriculog does not support a text equivalent for every non-text element. S3 images uploaded by clients are not generated with alt or longdesc tags. However, we expect this to be in place within the next 6-12 months. Images are not required for use and clients can simply choose not to include images in their Curriculog site as they are not needed for curriculum change and approval processes.
  - Use of a third-party product to replace or supplement inaccessible product functions (e.g. indicating that users may submit or check the status of technical support tickets via email).  
Not applicable.
- Describe accessibility features provided by your communication channels (e.g. a deaf or hard-of-hearing user may contact you via a TTY line or access support personnel familiar with telephone relay services).  
Product support documentation is provided to end-users in multiple forms and support services for Curriculog accommodates the communication needs of end users with disabilities inclusive of email and phone support.

## **Feedback Mechanism**

- Indicate whether you have specific resources devoted to handling accessibility questions/concerns and provide the contact information for these resources.  
Yes, our customer care team handles these questions/concerns and can be reached at [support@digarc.com](mailto:support@digarc.com) or 866-328-9012 x202.
- Provide a specific mechanism for users to contact in order to:
- Request accessibility-related assistance: [support@digarc.com](mailto:support@digarc.com) or 866-328-9012 x202.
- Report accessibility problems: [support@digarc.com](mailto:support@digarc.com) or 866-328-9012 x202.
- Request information in accessible alternate formats : [support@digarc.com](mailto:support@digarc.com) or 866-328-9012 x202.

## ***Required Documentation***

- Provide documentation on
  - accessibility testing results and  
Included in the attached Voluntary Product Accessibility Template.
  - written documentation on how the IMT product/service meets applicable technical accessibility standards (Section 508, WCAG 2.0 A&AA guidelines, EPUB3) and  
Included in the attached Voluntary Product Accessibility Template.
  - your most recent Voluntary Product Accessibility Templates (VPATs) and  
Our most recent Voluntary Product Accessibility Template is attached.
  - Include the Accessibility Conformance, Complaint and Remediation Form when standards conformance is not fully achieved  
Attached.
- Provide links to any other internal accessibility documentation (e.g., accessibility information within general product documentation, FAQs, best practices, tutorials, case studies, or white papers).  
Not applicable.

## ***Implementation Recommendations***

### **Ensure that the Accessibility Statement is Easily Located on Company Website.**

- Provide a hyperlink that points to the Accessibility Statement and meets the following criteria:
  - Descriptive (e.g. 'Accessibility' or 'Disability Access')  
We do not have an accessibility statement on our website. However, we do provide the ability to customize the home page of your Curriculog implementation and you are welcome to provide an accessibility statement in that location.
  - Prominently positioned (e.g. on the landing page, help/support page, and/or site map)  
As described above, you can position the statement prominently on your Curriculog home page.
  - Easily identified (e.g. adequate text size and color/contrast, not the last link in a complex page)  
You will have the ability to determine the text size, color, contrast and location of the information on your Curriculog home page.

### **Keep the Information in the Accessibility Statement, Documentation and VPAT Current.**

- Since accessibility support changes over time due to product updates, accessibility evaluations, and remediation activities, regularly review and update the Accessibility Statement so it remains up-to-date.
- Include a revision date for the Accessibility Statement so end users know whether the info is current.

Direct any questions or comments to [Philip.Voorhees@tbr.edu](mailto:Philip.Voorhees@tbr.edu)