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	Title	Unit	Date
Alex Smyth	Data Analyst	Institutional Effectiveness and Compliance (IEC)	2/12/2024
Office Phone	Office Location	Postal	
423-585-6844	CCEN 211	37813	

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

Affected product is a:	Microsoft Software Application
Product Name:	Power BI Desktop
Product Description:	Power BI Desktop puts visual analytics at your fingertips with intuitive report authoring. Drag-and-drop to place content exactly where you want it on the flexible and fluid canvas. Quickly discover patterns as you explore a single unified view of linked, interactive visualizations.
Product Purpose:	Power BI Desktop allows IEC to build dashboards that provide summarized data to various parties at Walters State Community College. It has also allowed us to build a Fact Book for Walters State, which is available to the public and housed on the IEC webpage.

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

1. Description of the issue: Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.	Exceptions for keyboard navigation, limited to the ribbon and when moving objects on the canvas; Exceptions for display, focus, and contrast settings in various visual themes; Exceptions in current focus, focus indicator is not always clear when crafting new measures/columns, and the screen reader does not convey information about various buttons in the ribbon and the visualization pane; Exceptions in UI elements being available to assistive technology, mainly items in the ribbon, options menu, file menu, getting started dialog, canvas, visualization pane, and relationship view; Exceptions in textual information being provided through operating system functions, mainly radio buttons, drop down buttons, and items in relationship view; Exceptions in producing a range of contrast levels, mainly in modifying filters, file menu, or in the "Rate Your Experience" dialog; Exceptions in using Assistive Technology, mainly in creating new pages and in sorting items; Exceptions in alttext – screen reader cannot read the purpose and information of objects on the canvas; Exceptions in synchronization of equivalent alternatives for multimedia presentations – captions are not available in the tutorial video; Exceptions in reading interface elements and scripts, mainly UI elements in the ribbon, options menu, file menu, file menu, getting started dialog, canvas, visualization pane, and relationship view
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.).	Members of Walters State Faculty and Staff will rarely be affected since IEC crafts reports for them. However, since the Fact Book is publicly available, visitors to the WSCC website who find the link could be affected (see Alternate Access Plan for Power BI Web Version)
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.	Alex Smyth – IEC (Data Analyst) Andrea Isenberg – IEC (Director of Data Management)

4. How will AA be provided:

Describe in detail how the responsible unit(s)/person(s) and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.

| | Alternate Access will be provided should issues arise and will be addressed on an as-needed basis. |

5. AA Resources Required:

List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.

| | Further resources: Microsoft has phone-based and web-based helplines for troubleshooting issues that users may call for support. |
| | Any user may also reach out to Alex Smyth or Andrea Isenberg for assistance in the technology. Our contact information can be found on the IEC webpage. |

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.

| | As evidenced in the VPAT, Microsoft has offered their support lines for technical issues with the software |

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.

| | The following steps will be followed for new users who require assistance:
I. Users will be instructed in its usage at request.
II. Users will be notified of who to contact when issues arise.
III. Users will discuss issues with the authenticated personnel. |
| | Issues will be addressed as needed should any occur. |

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.

| Department Head [or other responsible party] | *Andrea Isenberg* | Date: 3/20/24 |
| Executive [or other responsible executive] | *Diana Garcia* | Date: 3/20/24 |

AAP attachment

4. How will AA be provided: (continue from item 4 in section 3)