2015-2016 Instructional Material

Universal Design Learning (UDL) Questionnaire

Bid Number: 3010
ISBN Number: 9781305900790
Title of Materials: Enhanced Discovering Computers & MS Office 2013: A
Combined Fundamental Approach
Publisher: Cengage Learning, Inc.

1. How are both flexibility and student choices provided for the following **presentation features** in the instructional materials:

- Fonts:

    o Type and size: *Users can adjust the size of the font in the MindTap Reader. The default size is 12.5 pixels and users can select to enlarge the text to 14.5 and 16.5 pixels.*

    o Colors and background colors can be adjusted. *Users cannot adjust the colors in MindTap.*

- Background: High contrast color settings are available. *MindTap meets WCAG AA guidelines for color contrast.*

- Text-to-speech tools: *MindTap offers an integrated ReadSpeaker application that provides text-to-speech functionality in the MindTap Reader.*

- All images have alt tags. *Appropriate text alternatives are provided for non-text elements.*

- All videos are captioned: *Closed captioning is provided for videos in MindTap. Transcripts are provided for audio files.*

- Text, image tags, and captioning sent to refreshable Braille displays.

    MindTap provides support for and flexibility of text, image tags and captioning to be sent to refreshable Braille displays. Alternative formats are also available.

2. How are the following **navigation features** provided in the instructional materials:

- Non-text navigation elements (buttons, icons, etc.) can be adjusted in size. *Users cannot adjust the size of navigation elements using controls in MindTap but the interface can be enlarged using standard browser zoom controls.*

- All navigation elements and menu items have keyboard shortcuts. *Navigation functions in MindTap are executable from a keyboard and the function itself*

or the result of performing a function can be discerned textually.

• All navigation information can be sent to refreshable Braille displays.

   MindTap provides support for navigation information to be sent to refreshable Braille displays.

3. How are the following **study tools** provided in the instructional materials:

• Highlighters are provided in the four standard colors (yellow, rose, green, blue).
   Yes, users can create highlights in one of fours standard colors: yellow, pink, blue and green.

• Highlighted text can be automatically extracted into another document.
   Highlighted text is automatically extracted and organized by page, section and chapter in the Highlights application in MindTap. Users can filter and print highlights and annotations from this application.

• Note taking tools are available for students to write ideas online; as they are processing   curriculum content. *Yes, MindTap offers inline annotation tools in the MindTap Reader to record notes associated directly with highlighted text content.*

4. Which of the following **assistive technology supports, by product name,** have you tested for use with the instructional materials: *JAWS 15 with Internet Explorer and NVDA with Firefox.*

• Assistive technology software that can be run in the background. Examples include:

   1. Magnification   MLB responses: *native browser magnification is tested.*

   2. Text-to-speech *JAWS and NVDA*

   3. Text-to-American Sign Language *none*

   4. On-screen keyboards *none*

   5. Switch scanning controls *none*

   6. Speech-to-text *none*

5. For students with special needs who require paper materials based upon the IEP, how are the materials provided for students currently not able to access digital materials?

   Alternative formats, typically PDF, are available via accesstext.org with a typical turnaround time of 1-3 days.