UDOIT Cloud Help Sheet

UDOIT (Universal Design Online content Inspection Tool) scans your course for accessibility issues and assists you in correcting these issues generally within the UDOIT Cloud.

- UDOIT Cloud is automatically enabled in all Canvas courses and appears in the Course Navigation.
 - $\circ \quad \mbox{The UDOIT Cloud tool automatically updates.}$
 - \circ $\,$ Only instructors and staff can see the UDOIT Cloud tool, not students.
- When you click on the UDOIT Cloud in the course menu, you may be asked to authorize it. This should only need to be done once.
- Once authorized UDOIT will show the Welcome screen and automatically scan the course. The scan may take 1-2 minutes based on course content.



Welcome to UDOIT	
The Universal Design Online content Inspection Tool (UDOIT) will scan your course content, generate a list of accessibility issues and provide guidance on how to correct them. UDOIT was created by the University of Central Florida, and is now a	Cidi Labs UDOIT Cloud 3.0 :
fully supported cloud solution from Cidi Labs. Please Note:	UDOIT Overview Video
This tool is meant to be used as a guide, not a certification. It only checks for common accessibility issues, and is not comprehensive; a clean report in UDOIT does not necessarily mean that your course is fully accessible. Likewise, the tool may indicate a possible accessibility	Other Resources
ssue where one does not exist.	Third Party Policies
*	Youtube Terms of Service Google Privacy Policy
> What does UDOIT look for?	Version: 3.1.3

- The Welcome screen provides an overview of the tool including:
 - o Overview Video
 - UDOIT user guide
 - What does UDOIT look for?
 - Click on the arrow to view the various errors and suggestions
 - Provides information as well as possible links for additional information
 - To view the welcome screen at any time, click the three dots at the top of the dash, then **About**.

Home Home	UFIXIT Review Files		2
0 Issues Fixed	O Manually Resolved	O Files Reviewed	Ways to Get Started
			Show:
119 Errors			O Easiest to fix
117 EITOIS			 Errors only
lost Common Errors	 All open issues 		
86 Alternative Text Should Not	Be the Image Filename		O By issue type
			O By content type
9 No Table Headers Found		>	 By impact type
7 Avoid Using Color Alone for	Emphasis	>	○ 101 Errors i 99 Suggestions
			Get Started
119 Suggestions			
Aost Common Suggestions			
82 Avoid Using Styles for Docu	ment Structure	>	
17 Link Has Nondescript Text		>	
11 External content may be ina	opposible	\ \	

- Once the scan is complete, click on **Continue** to see the results of the course scan.
 - This displays the main UDOIT dashboard.

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- The top 3 errors and top 3 suggestions are displayed
- Ways to improve accessibility in the course
 - Start with the first error, click arrow on the right to make corrections. (1 above)
 - Follow the suggestions of Ways to Get Started on the upper right. (2 above)
 - Easiest to fix: i.e. alt text, contrast issues
 - Errors only: most important to update
 - The difference between errors and suggestions is the suggestions may be content specific and may take more time to update.
 - All open issues:
 - o Lists EVERYTHING
 - Can be overwhelming
 - By issue type:
 - Specific issues
 - Captioning
 - Alt text
 - By content type:
 - o Announcements
 - o Pages
 - o Quizzes
 - o Syllabus
 - By using this filter, an instructor can focus on the most relevant student areas.,
 - By impact type (relevant to accessibility)
 - o Visual
 - Auditory
 - Cognitive
 - Motor
- Correcting specific issues
 - Links Should Contain Text:
 - Check box "Delete this link completely instead"

- Best practices suggest to not add an external link to an image.
- Insufficient Text Color Contrast with the Background
 - Click the up arrow to increase contrast ratio. When the box turns green, contrast is accessible.
 - Click the Color Picker and select a more accessible color.
- o Image Elements Should Have an "alt" Attribute
 - Cannot use the image's file name.
 - For complex images, best practices suggest including a description (up to 125 words).
- $\circ \quad \text{No Table Headers found} \\$
 - Select Column Header, Row Header, or both
- Closed Captions Were Auto-Generated
 - UDOIT can scan YouTube and Vimeo videos
 - UDOIT does not currently scan Mediasite videos
 - Adding or editing captions needs to be completed outside of UDOIT.
- Captions were not found

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- If the video has captions, you may click Mark as resolved.
- Link has non-descript text (under Suggestions)
 - Add text for the link
 - Check "Delete this link complete instead":
- UDOIT scans the HTML in Canvas, but does not currently scan files (coming soon!)
 - PDFs and other files (i.e. Microsoft Office) are listed for your review but changes need to be made outside of UDOIT and reuploaded.

		119 Errors	119 Suggestions	0 Issues Fixed	0 Manually Resolved	0 Files Reviewed
	Keyword Search eviewed X Hide Unpublished Files X					√ Filte
	File Name 🔺	F	ile Type	File Size	Last Updated	•
٢	Communication+and+Interaction+Plan.docx	C	DOC	26.1 KB	2017-06-19	Review
٢	QSG_CanvasNew_Student.pdf	F	PDF	127.4 KB	2022-07-20	Review
۲	RLDB-QSG_Instructor-Instructure.pdf	F	PDF	371.1 KB	2022-06-08	Review
٢	RLDB-QuickStartGuide-Instructor-CanvasNewQuizzes-1.pdf	F	PDF	342.5 KB	2022-06-08	Review
٢	RLDB-QuickStartGuide-Instructure-Student.pdf	F	PDF	129.4 KB	2022-07-20	Review
۲	Supplement_Face-to-Face_Course.doc	[юс	46.1 KB	2017-06-19	Review

- Three dots (upper right corner)
 - Reports
 - Issues
 - Resolutions
 - Issues by type

For additional assistance with the UDOIT Cloud tool, contact <u>canvas@unthsc.edu</u>.

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