# Michigan Department of Education Web Accessibility Plan

## I - Revised Notice of Nondiscrimination

### Description

MDE will submit to U.S. Department of Education Office of Civil Rights (OCR) a revised non-discrimination statement based on OCR’s August 2010 “Notice of Nondiscrimination” publication.

### Tasks and Target Completion Dates

* Coordinate with Michigan Department of Management and Budget - e-Michigan (DTMB-EMI) – (6/27/15)
* Identify Web Accessibility Coordinator (6/27/15)
* Identify Title II Section 504 Coordinator (6/27/15)
* Submit to OCR (7/2/15)
* Post to MDE website (+15 days from OCR approval)

### Key Responsibility

* MDE Office of Public and Governmental Affairs (MDE-OPGA)
* MDE Office of Human Resources (MDE-HR)
* DTMB-EMI

## II - Revise Web Accessibility Policy

### Description

The State of Michigan Web Accessibility Policy is currently linked in the footer of all State of Michigan webpages, including MDE webpages. The policy needs to be updated to reflect the newest accessibility standards, in addition to other requirements.

### Tasks and Target Completion Dates

1. Specify current accessibility standards (8/27/15)
2. Include contact information for website visitors where they may request an accommodation and report a problem. (8/27/15)
3. Include contact information for the MDE Website Accessibility Coordinator (8/27/15)
4. Send to OCR for review (9/3/15)
5. Post to MDE website (+30 days from OCR approval)

### Key Responsibility

* MDE-OPGA
* DTMB-EMI

## III - Remediation of MDE Webpage Content

### Description

MDE webpages were compliant to the previous WCAG 1.0 accessibility standards using DTMB-EMI’s quality assurance tools. In early, 2015 DTMB-EMI deployed a new quality assurance tool that reflected current WCAG 2.0 accessibility standards. MDE must update webpages for the new specification.

### Tasks and Target Completion Dates

1. Initial scan of content (3/16/15)
2. Repair page content (8/3/15)
3. Repair site structure (5/5/17)

### Key Responsibility

* MDE-OPGA for webpage content
* DTMB-EMI for site structure

## IV – Remediation of PDF Documents

### Description

At the start of the project, MDE’s website housed approximately 8,200 PDFs that contained accessibility problems. MDE will decommission or remediate all PDFs.

### Tasks and Target Completion Dates

1. Decommission non-required content (5/5/17)
2. Train web staff on how to remediate original documents (Accessibility Plan approval + 60 days)
3. Train web staff on how to appropriately export documents to PDFs (Accessibility Plan approval + 60 days)
4. Train website authors on how to remediate PDFs using Acrobat Pro (Accessibility Plan approval + 60 days)
5. Hands-on workshops for web staff (Accessibility Plan approval + 60 days)

### Key Responsibility

* MDE-OPGA
* MDE–Office of Special Education (MDE-OSE)
* DTMB–EMI

## V – New Webpage Content & New PDF Documents

### Description

MDE administrators and staff prior to posting to the MDE Website shall consider whether webpages provided or developed internally and by third parties comply with the State of Michigan/MDE Accessibility Policy. Utilizing accessibility training, MDE administrators and staff shall follow this process:

For Webpage Content

* Webpage content utilizes the WYSIWYG web editor, which has been adapted to generating accessible content
* Webpage link title or reference name is unique from other links on the page
* Any colors use a high contrast ratio (4.5 or greater) between foreground and background
* Red and green colors are not used to differentiate content context
* Images in webpage content utilize substantive alternative text

For Documents

* Ensure a document accessibility check has been completed.
* Word/PDF/PowerPoint documents should be converted to PDF unless there’s a specific reason for customers to use original document format
* PDF documents are generated with appropriate export settings to ensure accessibility features transfer during conversion
* Prior to uploading/posting to website, verify the PDF is accessible using Acrobat Pro

For Third-Party Content/Services

* Content hosted by MDE but created by third party must be verified as accessible prior to posting
* Any services/tools (such as external survey, forms, etc.) contracted by MDE must be verified as being assessable prior linking

### Tasks and Target Completion Dates

1. Training of web staff for documents and webpage content (Accessibility Plan approval + 60 days)
2. Weekly quality assurance scans of all MDE Website pages (6/5/15)
3. Any new or updated inaccessible content will be fixed by 15 business days of discovery or removed (5/5/17)
4. Deploy improved CMA WYSIWYG Editor for accessibility (7/28/15)

### Key Responsibility

* MDE-OPGA
* DTMB-EMI

## VI – Video Content

### Description

MDE has approximately 800 video clips housed on streaming video hosting accounts. Over 300 clips are segments from State Board of Education (SBE) meetings dating back to 2006. Nearly all these video are missing text equivalent such as captioning or a downloadable script.

Additionally, MDE live video streams the monthly SBE meeting.

### Tasks and Target Completion Dates

1. Contract for captioning services (10/1/15)
2. Add captions for live SBE meetings (8/11/15)
3. Add captions going forward for on-demand SBE meetings (8/11/15)
4. Add captions to archived SBE meetings (5/5/17)
5. Decommission outdated MDE program videos (5/5/17)
6. Caption remaining MDE program videos (5/5/17)
7. Going forward, all videos will be captioned and embedded with an acceptable video host such as YouTube. (5/5/17)

### Key Responsibility

* MDE-OPGA
* MDE–Office of Financial Management (MDE-OFM)

## VII – Remediation of DTMB-Hosted Applications

### Description

DTMB hosts a number of web applications for MDE. Per State of Michigan policy, these applications undergo an accessibility audit before going live. An accessibility audit needs to be verified for each application. If the application has not undergone a significant revision since the accessibility audit, no further action is required.

### Tasks and Target Completion Dates

1. Inventory web applications (Accessibility Plan approval + 60 days)
2. Gather reports of existing accessibility audits (Accessibility Plan approval + 60 days)
3. If any sites have not had an accessibility audit, schedule an audit and any necessary repairs (5/5/17)
4. Inventory PDFs documents on web applications for manual verification (Accessibility Plan approval + 60 days)
5. Repair any PDFs that require remediation (5/5/17)

### Key Responsibility

* MDE–Office of School Support (MDE-OSSS)
* DTMB–EMI
* DTMB–Client Services
* MDE-OPGA

## VIII – Initial and Ongoing Training

### Description

MDE website authors will require three levels of accessibility training. This training will cover webpage content, document creation/editing, and PDF remediation. Training will be mandatory for those creating or editing content for MDE’s website. Refresher training will also be held yearly.

### Tasks and Target Completion Dates

1. Purchase video training for documents and make available to all staff (8/3/15)
2. Develop series of workshops for hands-on document training (Accessibility Plan approval + 60 days)
3. Send staff to training on state’s web content system (Accessibility Plan approval + 60 days)
4. Send training documentation to OCR (Accessibility Plan approval + 60 days)
5. Perform annual training on MDE Accessibility Policy, Accessibility Plan, and technical training on creating and maintaining accessible documents and webpages. (On-Going).

### Key Responsibility

* MDE-OPGA
* DTMB–EMI
* MDE-OSE

## IX – Implementation Reporting

MDE will report progress of the implementation to the State of Michigan/MDE Accessibility Policy.

### Tasks and Target Completion Dates

1. Accessibility training report of MDE website authors (Accessibility Plan approval + 60 days)
2. Update on efforts and any issues in implementation of plan (6/15/16)
3. Certification audit that MDE’s website meets the SOM/MDE Accessibility Policy (6/15/17)