

**CURRICULUM RESOURCE**

Accessibility Features in the Build Your Skills Learning Hub

**OALCF ALIGNMENT**

Competency	Task Group	Level
Competency A - Find and Use Information	A1. Read continuous text	2
Competency B - Communicate Ideas and Information	B2. Write continuous text	2
Competency E - Manage Learning	N/A	1

**Goal Paths (check all that apply)**

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

**Embedded Skills for Success (check all that apply)**

- Adaptability
- Collaboration
- Communication
- Creativity and innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

**NOTES:** This is a supplementary resource to support the series of CLO resources focused on the Construction Training and Apprenticeship Ontario (CTAO) online hub. It is designed for learners to work independently or with a tutor. This resource provides direction on how to use the accessibility features in the Build Your Skills Learning Hub.

**Note:** learners must have a username and password for the Build Your Skills site prior to using this resource.

## ACKNOWLEDGEMENTS

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Canada 

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## Accessibility Features

Accessibility features are important because they help people with different abilities use the hub more easily. For example, someone who has trouble reading small print may learn better if the text size is larger or if the text is read out loud for them. Someone who is distracted by too much information on the screen may learn better if they can remove some parts of the screen or grey them out.



Let's look at the **Build Your Skills Learning Hub's** built-in Accessibility features. Log into any of the Build Your Skills Learning Hubs (Explorer, Pre-Apprentice, or Apprentice) at <https://skillplan.brightspace.com/d2l/home> to follow along!

Near the top left side of the screen, you will see this box:



If you click the small arrow next to the word Listen, a voice will read the text on the screen out loud for you. It will begin at the top of the screen, and each word they read will be highlighted so you can see where they are.

**Operator**

While the voice is reading, new buttons will appear next to the word **Listen**.

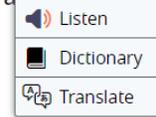


These buttons will let you:

-  **replay** the words again
-   **stop** the voice from speaking (two buttons do this)
-  **rewind** so the voice will repeat the words
-  **fast forward** to the next section of words
-  **raise** or **lower** the volume of the voice
-  have the voice speak **faster** or **slower**

You can also have the voice read only certain words. To use this feature, you can highlight any word in the Build Your Skills Learning Hub. A popup menu will automatically appear with three options in it.

As a lab **technician**, you'll work in a asphalt mixtures and **design** the be



To hear the word read out loud, you can click **Listen**. This is helpful if you're not sure how a word is pronounced.

To read an explanation of what the word means, you can click **Dictionary**. This is helpful if the word is new to you. You can have the dictionary entry read out loud for you too.

DICTONARY

1. **technician** Noun
    - a. a person employed to look after technical equipment or do practical work in a laboratory
- Examples
1. a laboratory technician

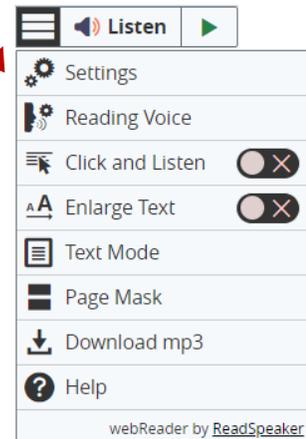
To read the word in another language, you can click **Translate**. This is helpful if your first language isn't English. You can choose from almost 30 different languages and find out how the word is spelled in that language.

Arabic	Hungarian	Portuguese (Portugal)
Chinese (Mandarin)	Indonesian	Romanian
Danish	Italian	Russian
Dutch	Japanese	Spanish
English	Korean	Swedish
Finnish	Latvian	Thai
French (France)	Norwegian (Bokmål)	Turkish
German	Polish	Ukrainian
Greek	Portuguese (Brazil)	Vietnamese

TRANSLATE

técnico

There are three lines next to the word **Listen** at the top left side of the screen. If you click them, a drop-down menu will appear.



Let's look at what each of the items on this menu does.

 **Settings** If you click **Settings**, you can choose whether the sentence or words being read are highlighted. You can also choose what colour the highlighting should be and what colour the words should be.

 **Reading Voice** If you click **Reading Voice**, you can choose whether the voice:

- speaks English or French
- sounds female or male
- has an accent or not

 **Click and Listen**  If you click the X next to **Click and Listen**, the voice will read the text anywhere on the screen where you click.

 **Enlarge Text**  If you click the X next to **Enlarge Text**, any words or sentences being read will appear much larger on your screen.

 **Text Mode** If you click **Text Mode**, the words will open in a pop-up window. From that window, you can make the words bigger and easier to read.

 **Page Mask** If you click **Page Mask**, most of the words in the window will be greyed out. Wherever you move your cursor on the screen, the words will show clearly. This can help you concentrate on the sentence you are trying to read.

 **Download mp3** If you click **Download mp3**, you can download an audio file of the voice reading the current webpage out loud to you. You can play this file using programs like Windows Media Player or any other program that plays music. This could be helpful if you want to listen to information from Build Your Skills when you are not connected to the internet.

 **Help** If you click **Help**, a window will open that explains all of the accessibility features we looked at in this resource.

The last features we will look at are found in the upper right corner of most pages in the Build Your Skills Learning Hub. They look like this:



 If you click the box with the arrow pointing out of it, the words you are looking at will open in a new tab in your browser. The new tab will not have pictures or extra buttons, making it easier to focus on the words. When you are done reading, you can close that tab.

 If you click the four arrows, the Learning Hub will show in full screen. That makes everything bigger. Because many of the buttons disappear in full-screen mode, it is also easier to focus on the words. You will need to hit the ESC button on your keyboard to exit full-screen mode.

Try these accessibility features out for yourself! Which one(s) do you find most useful?

## Check Your Learning

Review what you have learned about accessibility features in the **Build Your Skills Learning Hub** to answer the questions below.

1. What will happen if you click the small arrow next to the word Listen at the top of the screen?

2. True or False: Each word read out loud will be highlighted so you can see where they are on the screen.

True

False

3. Which of these buttons will let you tell the voice to speak faster or slower? Circle your answer.



4. If you highlight any word in the Build Your Skills Learning Hub, a pop-up menu will appear with three options in it. What are those three options?

Help

Page Mask

Reading Voice

Settings

Share your answers with a teacher or tutor!