

# Connect Accessibility Tips

---

If you're a learner who uses assistive technology or relies on their keyboard, this document is for you! Here you'll find tips to navigate your materials, engage with text alternatives to media, and adjust your assistive technology settings to get the most out of your Connect course materials.

All information in this document is about how to use or change settings for assistive technology to work best with Connect, which may vary based on your particular software and version.

## Contents

---

Connect Accessibility Tips .....	1
Contents .....	1
Navigation .....	2
General advice .....	2
Finding your way around Connect .....	3
Connect landing page main menu .....	3
Reading content (eBooks, SmartBook, assignments, etc.) with a screen reader .....	4
Data table navigation for screen reader users .....	4
Assignment navigation for screen reader users .....	5
Text to Speech (TTS) .....	6
Built in .....	6
Third Party Text to Speech Tools .....	6
Keyboard-only use – no screen reader .....	7
General Navigation tips.....	7
Keyboard shortcuts to navigate assignments.....	7
PowerPoints.....	8
Unique content in some English and composition/writing courses .....	8
Assistive technology settings.....	8
Technology Specifications .....	8
Magnification software .....	8
Color contrast .....	8

Windows Color Contrast Accessibility .....	8
MacBook Color Contrast Accessibility .....	8
IPad .....	8
Screen readers .....	9
Media .....	9
Images with long descriptions .....	10
Video captions and standard transcripts – audio content only .....	10
Described transcripts for videos – select videos only .....	10
Tips for navigating supplemental materials for screen reader users .....	11
Word documents with multi-column layouts .....	11
PowerPoints (PPTs) .....	11

## Navigation

### General advice

- "Skip to Main Content" links are available using the Tab key when a page first loads. This brings you past all navigation and complementary content and straight to the primary content of the page, such as your list of assignments on a course page or the activity/question contents when you first start an assignment.
- Connect uses Landmark Regions to organize the areas of our interface and, in some cases, the content of our eBooks. Learning how to navigate by landmark region will help you be more efficient in navigating your course materials. Jump quickly among Navigation, Main Content, Complementary regions, and more.
  - Landmark region navigation varies by screen reader. Some examples follow, and you can find more details on the [W3C's ARIA Landmarks Example page](#).
  - Viewing a list of different kinds of elements on a page may be helpful for navigation.
    - JAWS:
      - Form fields, such as buttons: INSERT+F5
      - Headings: INSERT+F6
      - Links: INSERT+F7
    - NVDA: NVDA+F7 (lists all elements on the page such as links, headings, form fields, buttons, and landmarks)
    - VoiceOver: W and shift-W (using quick nav)



## Finding your way around Connect

When you first sign into Connect, you will see the To Do page. Any assignments due in your Connect courses within the next 7 days will be listed. If you use Connect in more than one class, you can filter this list from the header banner region.

Focus will start on the menu button which is used to expand the main navigation. You can also move to the banner region — which identifies the content of the main content region — and the main content region itself. When you first enter Connect, the main content region holds your To Do list. As you make selections in the main navigation, the main content region changes appropriately. The quickest way to the information you selected is to navigate to the next region (see [General Advice](#)).

What follows is a summary of the features of the Connect website. We recommend that you familiarize yourself with all the options in the main menu and related pages.

### Connect landing page main menu

- Under your name you will find messages from your instructor, system notifications, a link to the Connect help center, and a logout link.
- To Do will bring you back to the landing page with your upcoming assignments listed.
- Calendar shows all your assignment due dates in a calendar interface.
- Classes allows you to navigate to the instructor information and course materials for each class and links to take your assignments.
  - Information about your instructor
  - Course materials such as purchase options for the printed book
  - Access to the eBook(s) associated with your course
    - Note: Your eBook will open in a separate tab or window.
  - Additional resources
  - Assignment list
    - **IMPORTANT:** A summary of the policies your instructor has set for the assignment will appear before the “begin” button. Read this information very carefully as these policies may impact how your assignment is scored, how much time you have to complete the assignment, how many attempts you have, and other assignment policies.
    - The assignment timer, if there is one, will not start until your first question is presented. **Plan to complete any timed assignments in one sitting; the timer will continue to run even if you save and exit the assignment.**
- Results is where you will find your graded assignments for each class
- Insight is a visual tool designed to chart your course progress
- Log out
- Contact our Customer Experience Group for support

## **Reading content (eBooks, SmartBook, assignments, etc.) with a screen reader**

Our eBook and assignment content often include interactive elements in line with plain text. Examples: links, expandable items, fields to record your responses. In order to ensure you don't miss key content, we recommend the following:

### ***Tips***

Reading line-by-line (arrow keys) or by paragraph (keystroke varies by screen reader) is recommended to ensure easiest access to embedded links and to form fields for replying to prompts and questions.

- If you read by line, you'll be able to activate a link as soon as you hear it.
- Reading by paragraph provides a less interrupted reading experience, but you might have to backtrack to open a link etc.

eBook Pages: are currently read when using NVDA but not when using JAWS. JAWS users are encouraged to use the "Search" Feature within the e-book platform to search for a specific page number. Do not rely on the platform page counter as it doesn't correlate with actual page numbers of the hard copy textbook.

The word "blank" may be used where there is a blank line indicator in the middle of a sentence that is NOT an interactive form field where you can actually add your answer.

eBook table of Contents: you will engage with it by using the Tab Key to enter the tree view. Once within the tree you can navigate with arrow keys to navigate to the table of contents.

### ***Things to avoid***

- eBooks: DO NOT USE the "Read entire page" button in your eBook; rely on your screen reader instead.
- Assignments: Avoid using Tab to move through content; use tab to navigate the interface itself or you will miss essential information. [Follow the reading tips above.](#)
- It is not recommended to read an entire page of content at once, even in eBooks. ("Say all" in JAWS, "read from cursor" in NVDA.) Doing so will skip indications of links and other interactive content.
- It is also not recommended to navigate by graphic or image as some assistive technology will skip over images with captions when using this method of navigation.

## **Data table navigation for screen reader users**

There are many data tables with complex layouts within our content. When tables have complex layouts, we include "table summaries" for screen reader users that help explain how the information is organized.

Learning to use the specific keystrokes for table navigation will help you orient yourself and understand the relationships among the cells.

You are encouraged to navigate tables in Read Mode first to orient yourself. You will then navigate in data entry mode.

- “auto complete list box” indicates to the user that you will be making a selection.
- “blank input cell for data” indicates that you will need to input your own answer.
- [JAWS table navigation commands](#)
  - Note: Use the "current cell" command to read all the column- and row-heading information and data for the cell you are on.
- [NVDA table navigation commands](#)

## **Assignment navigation for screen reader users**

### ***Tips***

- **IMPORTANT:** A summary of the policies your instructor has set for the assignment will appear before the “begin” button. Read this information very carefully as these policies may impact how your assignment is scored, how much time you have to complete the assignment, how many attempts you have, etc.
  - The assignment timer, if there is one, will not start until your first question is presented. Plan to complete any timed assignments in one sitting; the timer will continue to run even if you save and exit the assignment.
- Different assignment types function in different ways and have different options. Be sure to pay attention to the assignment type before working on an assignment so you know what to expect.
- For some question types you will find an information icon at the top of the question. For example a labeling or matching question (Click Drag) there will be specific keyboard guidance on how to engage with those questions.
- Some questions or activities have resources available, in a complementary landmark region, to help you. As each question may have different resources available, it is best to check this for each question.
- The word "blank" may be used where there is a blank line indicator in the middle of a sentence that is NOT an interactive form field where you can actually add your answer.
- After submission you may get automatic feedback on correct vs. incorrect answers and some questions may have additional explanations about why an answer is correct or incorrect. Check for this by reading the headings on the page before moving on to the next question.

### ***Things to avoid***

As with eBook content, **AVOID** using Tab to move; save tabbing for navigating the interface itself or you will miss essential information. [Follow the reading tips above.](#)

### **Keyboard shortcuts**

#### Windows

- Next: SHIFT+ALT+N
- Check my work: SHIFT+ALT+C
- Submit: SHIFT+ALT+S

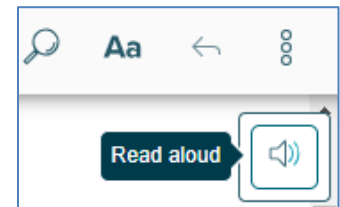
#### Mac

- Next: CTRL+ALT+N
- Check my work: CTRL+ALT+C
- Submit: CTRL+ALT+S

## **Text to Speech (TTS)**

### **Built in**

Connect provides a Read Speaker feature in our eBooks & SmartBook assignments which allows for text to be read aloud. The “Read aloud” feature can be found in the upper right of the screen, just after the top navigation; features become available when the read aloud button is activated.



### **Third Party Text to Speech Tools**

We encourage students to use the Text to speech tools that have been provided to them by their Disability Resource Center or purchased on their own. Those tools would be used in other assessment types within Connect. We are aware that some of our platforms may not support all TTS tools. We are working on resolving that.

For students needing to utilize text to speech for assignments, there are third-party browser plugins available. We encourage students to add both the Read&Write extension and the Screenshot Reader for the latest version of Chrome on Windows 11. Kurzweil Read the Web can also be utilized. We encourage students to pin these tools to their browser extension for quick access.

[Text Help Read&Write for Google Chrome](#)

[Kurzweil Read the web for Google Chrome](#)

To utilize the screenshot reader, click on the extension and it will provide a + or cross hair, allowing you to create a window in which you can capture the text on the screen you need to be read aloud. It takes a few seconds for the screenshot reader to process the text in your selected window. Once the screenshot reader has processed the text, Read&Write will start to read the text aloud. You then have the option to pause, stop, or play that content. You must close out of each screenshot window before you can select new text.

*These links are provided as a convenience to you and not as an endorsement by McGraw Hill. McGraw Hill has no control over these services and makes no representations regarding their accuracy, quality, or accessibility, and we disclaim any liability for their content or functionality.*

## Keyboard-only use – no screen reader

### General Navigation tips

Connect uses Landmark Regions to organize the areas of our interface and, in some cases, our eBook content. Learning how to use landmark regions will help you be more efficient in navigating your course materials. For example, you can use landmarks to easily jump from the body of a chapter to the top nav.

There are third-party browser plugins available that provide keyboard shortcuts to take advantage of this type of navigation, even if you do not use a screen reader.

[Firefox Landmark plugin.](#) [Chrome Landmark plugin.](#) [Edge Landmark plugin.](#)

*McGraw Hill provides these links as a convenience to you and not as an endorsement. McGraw Hill has no control over these services and makes no representations regarding their accuracy, quality, or accessibility, and we disclaim any liability for their content or functionality.*

### Keyboard shortcuts to navigate assignments

Windows:

- Next: SHIFT+ALT+N
- Check my work: SHIFT+ALT+C
- Submit: SHIFT+ALT+S

Mac:

- Next: CTRL+ALT+N



- Check my work: CTRL+ALT+C
- Submit: CTRL+ALT+S

## PowerPoints

To activate links in slide show view, tab to them and use the Enter key. Space will advance the slideshow, not activate the link.

## Unique content in some English and composition/writing courses

Error! Reference source not found.

# Assistive technology settings

## Technology Specifications

While Connect works well with many assistive technologies, browsers, and operating systems, the combinations that we recommend are:

1. JAWS 2023+ and the latest version of Chrome on Windows 10+
2. NVDA and the latest version of Chrome on Windows 10+
3. Dragon NaturallySpeaking and the latest version of Chrome on Windows 10+

## Magnification software

We recommend setting your mouse pointer to track your movements around the screen so that it is available for any interactive elements such as links, expandable content, buttons, and question responses you may come across.

## Color contrast

We understand that there is an ever-growing need for learners to adjust their devices to meet their visual needs. Depending on which device you rely on to access Connect, we encourage those using color contrast changes to follow the built-in options in your operating system.

[Windows Color Contrast Accessibility](#)

---

Look at color themes

[MacBook Color Contrast Accessibility](#)

---

Look at color filters

IPad

---





Go to Settings, Accessibility, Display & Text Size, down to Color Filters

## **Screen readers**

Note that screen readers allow you to set up and switch between multiple voice profiles. If you decide to change your verbosity, formatting, or other settings for use with your course content, you can still have your current settings available for other purposes.

### ***Punctuation***

Punctuation-reading set to "most" works best for Connect (NVDA's default is "some"). Some information in the punctuation can be vital to your understanding of the content.

### ***Formatting***

Set your screen reader to indicate the following types of formatting, which provide important cues within the content. Font attributes can be found in JAWS under schemes, in NVDA under document formatting, and VoiceOver under utility options.

- bold (strong)
- italic (emphasis)
- capitalization

JAWS also has a "text analyzer" feature which can be turned on to announce formatting changes and punctuation or other inconsistencies:

1. Press Insert + Spacebar to activate the command layer.
2. Press A to set Text Analyzer to "describe all inconsistencies."
3. Repeat the previous two steps to turn off Text Analyzer.

### ***Announce landmark regions***

Regions are used in Connect to make navigation among areas of our products easier as well as to identify self-contained pieces of content.

- JAWS: Found in reading verbosity settings.
- NVDA: Found in document formatting settings.

### ***Voices***

You may find it helpful to set different voices for different kinds of information, such as different cursors.

## **Media**

## Images with long descriptions

Extended descriptions for complex images are available for many images within our products. Here is how to access them.

- **eBook:** Follow the link after the image caption. You will be taken to a separate page in an appendix of the eBook that contains the description. Use the "return" links to go back to the image in the chapter or module you were reading.
- **PPT:** Follow the link at the end of the slide. You will be taken to a separate slide that houses the description. These slides are in an appendix and are not part of the regular slideshow. Use the "return" links to go back to the slide you were on previously.
- **Keyboard navigation tips:**
  - Tab to bring focus to the link.
  - Enter to activate the link. (Note: Space will advance the slideshow, not activate the link.)
- **Assignments:** In some of our assignments, extended descriptions of images will be read automatically for screen reader users after the image alt text.

## Video captions and standard transcripts – audio content only

- Closed captions are available in the Connect video player.
- Standard (audio-only) video transcripts should be available either within the video player or just following it. If they are not, check with your instructor to find out if the transcripts are available to them in their instructor resources.

## Described transcripts for videos – select videos only

Described transcripts are available for SELECT videos in our products by following the link which comes just before the video itself. They alternate pieces of a standard video transcript with descriptions of the visuals surrounding that portion of the audio. These are intended as standalone text alternatives to the videos but in some disciplines where subtle audio cues can enhance understanding, we do suggest watching or listening to the video as well if you are able.

- Access to described transcripts requires an active Internet connection.
- Described transcripts are HTML files that open in a new tab. They can be closed at any time.
- These files do not contain timestamps, they are meant as an asynchronous alternatives to watching or listening to the video.

## Tips for navigating supplemental materials for screen reader users

### Word documents with multi-column layouts

On rare occasions, a Word document might be formatted to have text run in two or more columns on one page. This layout is generally announced by screen readers. When reading such a document, read sentence-by-sentence rather than using the down arrow to ensure you move through the columns. Using the down arrow after you get to the bottom of the first column will bring you to the next PAGE, not the next column.

### PowerPoints (PPTs)

- For the best experience we recommend using PPT in Microsoft 365, Office 2019, or a later version.
- Always save PowerPoints to your computer before trying to read them with a screen reader.
- Read the PowerPoints in slideshow view.
- If your screen reader says “no selection” when trying to read a PowerPoint:
  - Double-check that you opened the version of the PPT saved to your PC and did not try to open it directly from an email or website.
  - Try closing the PPT file and re-opening it.
  - If your screen reader still says “no selection” exit and reopen the PowerPoint application.
- If there are complex images within a PPT, long image descriptions are provided on a separate slide. Use the links on the slides to navigate back and forth.
  - Tab to bring focus to the link.
  - Enter to activate the link. (Note: Space will advance the slideshow, not activate the link.)
- To access MathML markup language, you will need to access it by using NVDA (Free, PC only). You may also need a Paid subscription to the full version of MathType- academic discounts available ([from Wiris](#)) and MathPlayer ([free to download from Wiris](#))