

## ADLER, *Communicating at Work*, 12e, 0078036968

### Our Commitment to Accessibility

Creating accessible products is a priority for McGraw-Hill Education. We have put in place processes to make accessibility and meeting the WCAG 2.0 AA guidelines part of our day-to-day development efforts and product roadmaps. We measure and track our progress to ensure we continually make improvements to address the evolving industry standards and to meet our learners' accessibility needs. VPATS are available upon request for both the earlier version of Connect and the updated version. Our audits and VPATS are completed by a third party.

### Testing Process

We are committed to testing with users with different ranges of abilities and disabilities to ensure the usability and accessibility of our products.

A series of tests are conducted to ensure our compliance with the WCAG 2.0 AA guidelines. Baseline assessments are completed, using a third-party vendor, to uncover gaps and inform a remediation roadmap. As new features are developed, an accessibility-specific success criterion is defined and all new work is tested to ensure it complies with the criteria prior to release. As these products continue to grow and the accessible feature set expands, semi-regular assessments will be completed by an external vendor to ensure continued compliance with the WCAG guidelines.

## Connect Platform

*This report reflects the latest version of the Connect Platform (release June 2017) and speaks only to MHHE-developed platform elements.*

Platform Features	Definitions	Status <ul style="list-style-type: none"> <li>• <b>Compliant</b></li> <li>• <b>Partially Compliant</b></li> <li>• <b>Not Compliant</b></li> </ul>
Images include alternative text (1.1.1)	<i>Are alternative text or labels provided for all platform images?</i>	<p><b>Partially Compliant</b></p> <p>Text equivalents and descriptions are included for most platform images, but support varies and some updates remain in select information and active images.</p> <p>Widely supported:</p> <ul style="list-style-type: none"> <li>• Connect (except Gradebook and Calendar)</li> <li>• EZTest</li> <li>• Power of Process</li> <li>• IRT</li> </ul> <p>Limited support in SmartBook.</p> <p>Content support will vary by title.</p>
Information, relationships, and sequence are programmatically defined (1.3.1, 1.3.2)	<p><i>Is information only conveyed visually (e.g. tables for layout)?</i></p> <p><i>Is the reading/navigation order logical and sequential?</i></p>	<p><b>Partially Compliant</b></p> <p>Information and relationships are programmatically defined throughout the platform, but currently there are areas (tables, certain buttons) requiring improvement that will be prioritized for future development.</p>
Color provides sufficient contrast and is supplemented by other modes (1.4.1, 1.4.3)	<p><i>Does the UI meet minimum 4.5:1 contrast levels?</i></p> <p><i>Does the presentation rely on color alone?</i></p>	<p><b>Partially Compliant</b></p> <p>The majority of the platform content meets or exceeds minimum color contrast presentation requirements. The product generally does not rely on color to communicate information, but currently there are select areas requiring improvement that will be prioritized for future development.</p> <p>Widely supported:</p> <ul style="list-style-type: none"> <li>• Connect (except Gradebook and Calendar)</li> <li>• EZTest</li> <li>• Power of Process</li> <li>• IRT</li> </ul> <p>Limited support in SmartBook. Color contrast is not available for all aspects of the platform itself. Content will vary by title.</p>

<p>Focus order is logically programmed and on-screen focus is visually indicated (2.4.3, 2.4.7)</p>	<p><i>Is there a logical focus order? Is there a visible focus indicator?</i></p>	<p><b>Partially Compliant</b></p> <p>The majority of the platform can be navigated sequentially in a meaningful order, but there are select areas identified for improvement that will be prioritized for future development. The platform provides a visible focus indicator for most components, but there are pages identified for improvement that will be prioritized for future development.</p> <p>Widely supported:</p> <ul style="list-style-type: none"> <li>• Connect (except Gradebook and Calendar)</li> <li>• EZTest</li> <li>• Power of Process</li> <li>• IRT</li> </ul> <p>Limited support in LearnSmart.</p>
<p>Media player supports accessibility (1.2.1, 1.2.2, 1.2.4, 1.2.5, 1.4.2, 2.2.2)</p>	<p><i>Do the platform media players support transcripts, captions, audio descriptions? Do sounds autoplay? Can users play/pause content?</i></p>	<p><b>Compliant</b></p> <p>Platform media players support the inclusion of captions and transcripts to support audio and video files. The platform does not automatically play multimedia content and allows user controls of the media players.</p>
<p>Platform does not rely on sensory presentation (1.3.3)</p>	<p><i>Do the instructions rely on sight, sound, or a single sense to understand?</i></p>	<p><b>Compliant</b></p> <p>Platform instructions do not rely on sensory characteristics.</p>
<p>Text can be resized and accessible to screen reader (1.4.4, 1.4.5)</p>	<p><i>Can the text be resized up to 200% without loss of content or function? Are images of text used for presentation?</i></p>	<p><b>Partially Compliant</b></p> <p>The platform allows text to be resized without assistive technology up to 200% without loss of content or functionality. Platform text is not presented as images. Currently some platform elements are accessible to screen readers, but future development work is required to access all platform text.</p> <p>Widely supported:</p> <ul style="list-style-type: none"> <li>• Connect (except Gradebook and Calendar)</li> <li>• EZTest</li> <li>• Power of Process</li> <li>• IRT</li> </ul> <p>Limited support in SmartBook. The text content can be resized, however the probes cannot.</p>
<p>Keyboard navigable content (2.1.1, 2.1.2)</p>	<p><i>Can all platform features be accessed and operated without a mouse?</i></p>	<p><b>Partially Compliant</b></p> <p>Much of the platform is fully accessible to keyboard navigation, but there are areas identified for improvement that will be prioritized for future development.</p> <p>Widely supported:</p>

		<ul style="list-style-type: none"> <li>• Connect (except Gradebook and Calendar)</li> <li>• EZTest</li> <li>• Power of Process</li> <li>• IRT</li> <li>• LearnSmart – Reading, Practice, Platform Tools</li> </ul> <p>Partially supported: LearnSmart – Practice and Probes</p>
No flashing content (2.3.1)	<i>Does any content flash more than 3 times/second?</i>	<p><b>Compliant</b></p> <p>The platform does not present any flashing content that violates safely defined thresholds.</p>
Skip to content link provided (2.4.1)	<i>Does the platform allow users to skip over redundant navigation links?</i>	<p><b>Partially Compliant</b></p> <p>The platform provides a mechanism to bypass blocks in certain parts of the site, but there are select areas identified for improvement that will be prioritized for future development.</p> <p>Widely supported:</p> <ul style="list-style-type: none"> <li>• Connect (except Gradebook and Calendar)</li> <li>• EZTest</li> <li>• Power of Process</li> <li>• IRT</li> </ul> <p>Limited support in SmartBook.</p>
Pages are titled (2.4.2)	<i>Is each page programmed with an informative, identifying title?</i>	<p><b>Partially Compliant</b></p> <p>Many of the platform pages are programmed with titles, but there are select areas identified for improvement that will be prioritized for future development.</p>
Form fields and buttons are clearly labeled (2.4.6, 3.3.2)	<i>Forms and buttons are clearly named and programmatically labeled?</i>	<p><b>Partially Compliant</b></p> <p>The platform provides clear labels and instructions throughout the majority of the platform, but there are select areas identified for improvement.</p> <p>Widely supported:</p> <ul style="list-style-type: none"> <li>• Connect (except Gradebook and Calendar)</li> <li>• Power of Process</li> <li>• IRT</li> </ul> <p>Limited Support:</p> <ul style="list-style-type: none"> <li>• LearnSmart</li> <li>• EZTest Worksheets</li> </ul> <p>Content support will vary by title.</p>

## Content

Alternative Text Files: We provide electronic files for use by students with disabilities. In order to send a file, we require a written request from the disability services center of your school. Requests can be submitted via Access Text Network at [www.accesstext.org](http://www.accesstext.org) or submitted directly to McGraw-Hill Education. To submit to McGraw-Hill, please email us at [mhe-permissions@mheducation.com](mailto:mhe-permissions@mheducation.com) or fax the request to 646-766-2019.

Many of our titles have alt descriptions of images available in a separate document provided to the DSS office. To request this file, please contact us at [accessibility@mheducation.com](mailto:accessibility@mheducation.com).

McGraw-Hill Education is actively working on developing more accessible assessment experiences. In summer 2017, we updated a number of questions types with design and code improvements to improve access for student who require keyboard access and screen reader support. While some of our interactive assessment questions are not yet accessible to users of assistive technology, we continue to make improvements with each platform release.

Content Feature	Definitions	Status & Alternatives
eBook is operable without a mouse (keyboard navigable) and can be accessed using alternative output devices.	<i>Can the user navigate through the eBook and any link embedded using keyboard navigation and/or assistive technology?</i>	SmartBook offers limited accessibility to students needing keyboard navigation or using assistive technologies. Accessibility work continues in 2017. The main text content can be provided in Word or PDF. The adaptive probes can be provided in a textfile. To request alternative text files or the adaptive probes, please contact us at the information listed above. Offered alongside SmartBook as a reading option for our © 2018 products-our new eBook was built with accessibility in mind from its inception. Vision-impaired users were recruited for testing sessions for both laptop and mobile-app version. A recent technical audit shows that the majority of the reading experience is accessible, but there are still limitations with highlighting and some multimedia content interactions. Continued development is underway to expand support.
eBook images have alternative descriptions/alternative text	<i>Are the alt descriptions embedded in the eBook? Can a screen reader access the images?</i>	A file containing the alt descriptions is available. To request, please contact us at the information listed above.
Videos are closed captioned and/or transcripts are available	<i>Are videos and the transcripts able to be delivered outside of Connect and provided to DSS offices?</i>	PPT's are not available with this title.
Assessments can be accessed using alternative output devices (screen reader)	<i>Are assessments keyboard navigable? Do images have alt descriptions? Can they be accessed within the</i>	Many of McGraw-Hill's most popular assessment questions are now more accessible to students. Color contrast, keyboard navigation and screen reader support are now available with multiple choice, true/false, check all that apply, fill in the blank,



	<i>platform using assistive technology?</i>	short answer and ranking questions without images.
PowerPoints can be accessed using alternative output devices (screen reader)	<i>Images contain alt descriptions and there is a logical reading order.</i>	PPT's have been prepared with WCAG 2.0 Level AA guidelines in mind.

We are committed to working with our education partners as we progress in our accessibility efforts. In the event that alternative content formats are required, we will evaluate the options and, when possible, provide as needed.

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