



WADING THROUGH TITLE II:

Updating and Maintaining Your Digital Learning Content to Meet Accessibility Standards and Keep Learners Engaged

LOEX

2026

PRESENTERS



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Session Objectives

1

Identify tools for auditing digital learning objects for accessibility, relevance, and learner engagement

2

Explore project management and content creation tools for sustainable workflows

3

Share strategies for maintaining digital content so it remains current, accessible, and useful

Our Learning Environment

INSTITUTIONAL CONTEXT

- Public, R1 University
- 42,000+ Students
- 4 Libraries
- 16 Liaison Librarians



DIGITAL LEARNING OBJECTS

2

Asynchronous
Tutorial Series

282

Online Videos

337

LibGuides

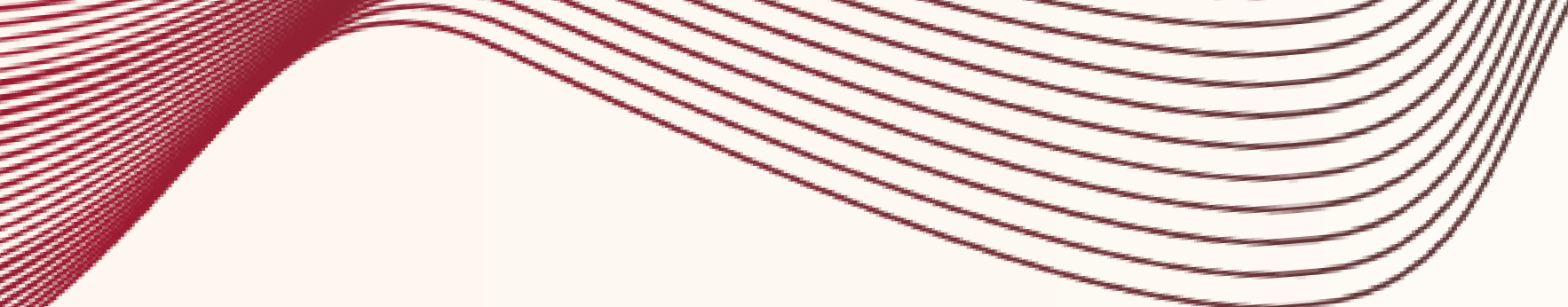
Why Our Project was Necessary

- We had a strong digital presence, but no shared workflow for creation and maintenance
- Post-Covid staff turnover meant newer librarians inherited content they had not created
- Familiarity with instructional design best practices varied across the department
- File storage and organization was inconsistent
- Documentation for workflows and best practices was incomplete
- Some digital learning objects were outdated and did not meet accessibility requirements



Understanding Title II Compliance

- Public institutions must ensure web content meets **WCAG 2.1 AA**
- Compliance deadlines:
 - **April 26, 2027** for public entities serving 50,000+ people
 - **April 26, 2028** for smaller public entities
- Created a clear timeline and sense of urgency and importance to the work



Applying Title II to Our Digital Learning Objects

ONLINE VIDEOS

- Captions
- Audio Descriptions
- Accessible Video Player Controls
- Transcripts

LIBGUIDES

- Alt text
- Headings and page structure
- Color contrast
- Descriptive links
- Keyboard accessibility

TUTORIALS

- Keyboard navigation
- Alt text
- Headings, labels, & screen-reader compatibility
- Accessible quiz and activity controls
- Clear instructions and error feedback

Auditing: The Essential First Step

- Establishes the scope of the project
- Identifies the major digital content areas to review
- Provides a shared framework for evaluation
- Clarifies roles and responsibilities in the auditing process
- Helps determine the right tools for each type of digital learning object

Auditing Our Online Videos

- Created a spreadsheet to inventory and evaluate all YouTube videos
- One liaison librarian reviewed every video and recorded findings
- Audit data included quality, relevance, visibility, views, and update status
- Results helped us determine revision needs and priority order

How to use Simmons Insights		May 22, 2020	Tutorial	Needs to be redone- different procedures	11K
Kevin Walker, Head of Assessment & Government Information for University Libraries on Gov Docs		May 16, 2020	General/ COVID	Relevance?	48
Michael Arthur, Head of Resource Acquisition and Discovery, University Libraries, Summer 2020		May 13, 2020	General/ COVID	Relevance?	76
Bole Special Collections Library Summer 2020 services and resources.		May 9, 2020	General/ COVID	Relevance?	105
How to use SimplyAnalytics		May 7, 2020	Tutorial	Good, a couple of buttons are in different places, but still pretty close to tutorial	3.2K
Summer I Services at Rodgers Library for Science and Engineering, Summer 2020		May 5, 2020	General?COVID	Relevance?	59
University Libraries Honors our Workers for National Library Workers Day		Apr 23, 2020	Event/COVID	Repost?	18
University Libraries Honors our Workers for National Library Workers Day 2020		Apr 20, 2020	Event/COVID	Sweet but Relevance?	115
Alabama Digital Humanities Center during COVID-19	unlist	Apr 17, 2020	COVID-19	No CC or Transcription, Relevance?	86
Bole Special Collections during COVID-19		Apr 16, 2020	COVID-19	No CC or Transcription, Relevance?	41
Library Instruction during COVID-19		Apr 14, 2020	COVID-19	No CC or Transcription, Relevance?	113
Conford Media Center Services during the COVID-19 shutdown	unlist	Apr 13, 2020	COVID-19	No CC or Transcription, Relevance?	45
Access Digitized Copies of our Print Books via HathiTrust		Apr 9, 2020	COVID-19	Unlisted Video	
How to Use RefWorks		Apr 9, 2020	Tutorial	Good but RefWorks has not updated to latest citation styles	2.6K
Personalize your Language Learning with Mango Languages		Apr 8, 2020	Tutorial	Display is a little different, but video still works	123
Library Services during COVID-19		Apr 6, 2020	COVID-19	No CC or Transcription, Relevance?	34
How to Find Systematic Literature Reviews in Scout		Mar 5, 2020	Tutorial	Good	199
Find the DSM-5 in Scout		Jan 28, 2020	Tutorial	Good but seems very specific for what is basically a book search in Scout	71
How Do I Find Historical Newspaper Databases?		Nov 20, 2019	Tutorial	Good	172
How do I search for articles in historical newspaper databases?		Nov 19, 2019	Tutorial	Layout is slightly different but close enough that the video still works	1K
How to Request LPs & other A/V Materials from the Libraries' Annex		Nov 15, 2019	Tutorial	Good	30
How to Request a Book from the Libraries Annex		Nov 15, 2019	Tutorial	Good	81

Using a Checklist to Audit LibGuides

- Followed a **Triage** structure
- Checked common guide elements such as layout, accessibility features, and content
- Helped identify whether guides needed quick fixes, a larger update, or a total makeover
- Worked well because LibGuides share common structures and recurring issues

Triage

Guide name

Updated to Side Nav layout

Yes

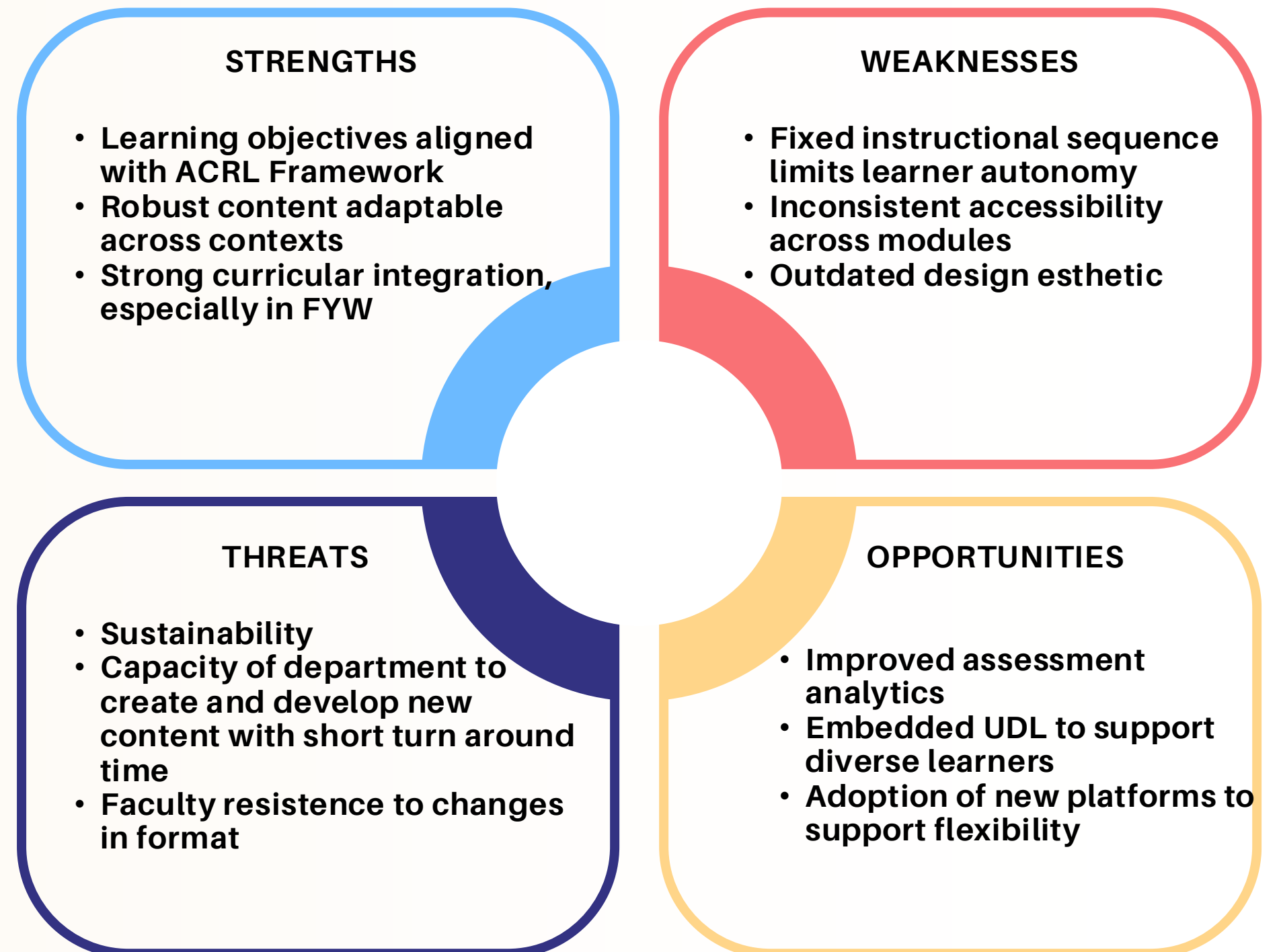
No

Accessibility	Looks good	Needs work
All images have alt text		
Font type, size & color conform to default settings; no underlining except for links; <u>no</u> all caps.		
Follows Writing for the Web principles		
Tables are not used for styling/ format. Used for tabular info only.		
Link text is appropriately descriptive		

Content	Looks good	Needs work
Is hierarchically arranged with most important info at the top & makes sense in the mobile view		
All content specifically addresses guide audience: no general/ generic "How do I" or citation content. Boxes from the shared Storage Guide are used instead.		
Reusable boxes from A Storage Guide for Everyone are mapped: not copied.		
Old contact boxes, chat boxes, search boxes are removed		
Links are assets (not embedded within rich text)		
Lists contain at most 5 to 7 items & are grouped in a sense-making fashion		

Using SWOT Analysis to Audit Tutorials

- We used SWOT analysis as the auditing tool for both tutorial programs
- It helped us evaluate accessibility, learner engagement, and instructional relevance
- SWOT identified strengths to preserve, gaps to address, and opportunities for redesign
- The findings directly shaped our redesign process



Building the Workflow for Revision and Creation

- Auditing identified what items required revision
- We needed a repeatable process for organizing, updating, and creating content
- Our workflow had to support consistency, documentation, and long-term maintenance

Organizing Files and Documentation in SharePoint

Created a centralized SharePoint site for the department

Brought documentation, workflows, and project files into one shared space

Created centralized storage for video and tutorial project files

GD

GIS Documentation > File Share

	Name ▾	Modified ▾
	Accessibility Resources	December 2, 20...
	ADHC Talks Podcast	January 21
	ADHC Tutorials	December 2, 20...
	LibGuides	December 2, 20...
	Roll Tide Research	December 2, 20...
	STEM Path 2 MBA Modules	December 1, 20...
	Videos	December 2, 20...

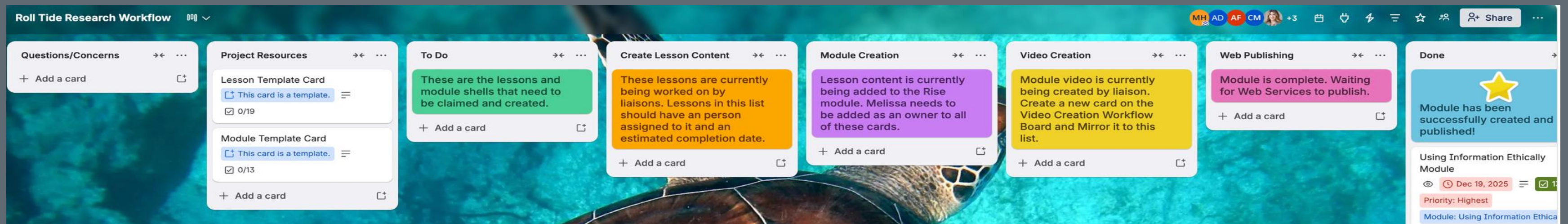
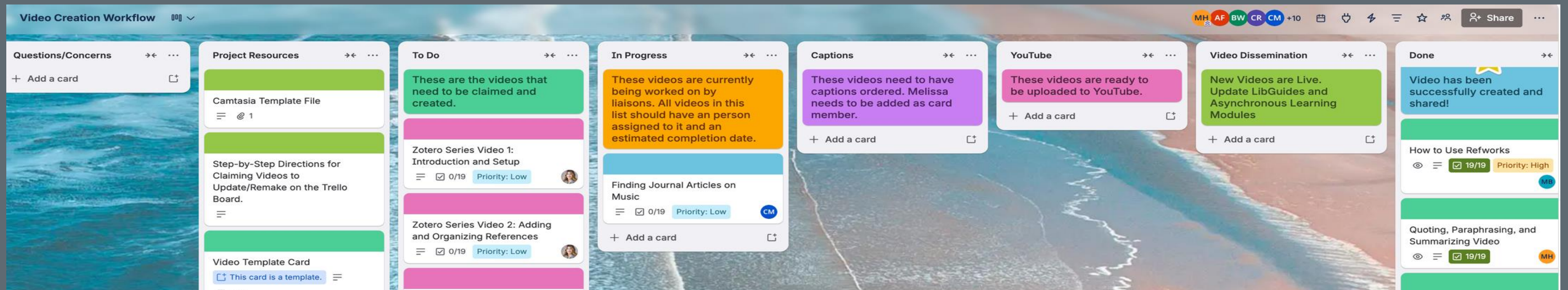
Developed best-practice guidance for LibGuides, videos, and tutorials

Supported shared ownership of files and better departmental knowledge management

Reduced confusion caused by scattered files and incomplete documentation

Using Trello to Manage Video & Tutorial Projects

- Trello boards organized projects from planning through completion
- Cards tracked individual videos and RTR tasks
- Shared boards improved visibility, accountability, and collaboration
- Standardized project stages made the work easier to manage



Using Checklists within the Workflow



- 1 Trello checklist cards outlined required steps for online videos and tutorials
- 2 Reduced guesswork and supported more consistent/standardized work
- 3 Created clear delineation of responsibilities across large projects
- 4 Increased transparency around project status and next steps
- 5 Created a replicable workflow for onboarding and staff transitions

Trello Checklist Card for Roll Tide Research Tutorials

Lesson Template Card

+ Add

Labels

Checklist

Members

Attachment

Description

Link to Lesson folder in SharePoint. The lesson folder contains the planning sheet and the Lesson Assets folder.

Notes:

Custom Fields

Priority

Select...

Module

Select...

Lesson Text Requirements (Saved on the Planning Document in SharePoint)

0%

1-3 Learning Outcomes/Objectives

Short Introductory Paragraph

Lesson Text Broken Into Sections/Headings

Short Conclusion Paragraph

Description of Interactive Element(s)

Image file names are inserted next to the text in which they should be used

5 Multiple Choice Questions/Answers to use for formative & summative assessments

Add an item

Comments and activity

Show details

Write a comment...

MH

Melissa Herzberg added this card to To Do

Apr 3, 2025, 1:52 PM

Lesson Assets

Delete

0%

All image files are saved to Assets folder in SharePoint and have a descriptive file name

All image files have alt text description written on the Alt Text Document in Assets folder

Video has been created using the Video Creation Workflow Board

Add an item

Module Creation

Delete

0%

Add Melissa as a Member of the Card

Lesson text added into module

Storyline elements created (if necessary)

Interactive element(s) added

All image assets with alt text added

Lesson elements formatted to module specifications (cover, navigation, color)

Video embedded

Formative assessment present

Add an item

Final Checklist

Delete

0%

Lesson owner completes walk through of lesson content on Rise to suggest revisions/edits needed

Accessibility Checks Done (Screen Reader & Keyboard Navigation)

Trello Checklist Card for Videos

Video Template Card

+ Add Checklist

Description

Edit

Is this a new video or a remake of a current video?

If this is a video remake, copy the current YouTube link below.

Type any specific notes regarding the video below.

Custom Fields

Edit

Priority

Select... ▾

☒ In Progress Checklist

Delete

0%

☐ Video file uses the updated title/end cards with the intro chimes

☐ Video file is exported as mp4 file

☐ Camtasia proj file is saved using video title in naming

☐ Video includes both audio and visuals

☐ Video Information document is created and includes **transcript** (req.), **short video description to be displayed on YouTube** (req.), **playlist name** (if necessary), **chapter titles and timings** (if necessary), **specific tags** (if necessary)

☐ Take a screenshot of your completed title card and save it as a png file.

☐ Create a folder for the video on the SharePoint Video site. **Save the mp4, cmproj, title image, and video information document files** into this folder.

☒ Captions Checklist

Delete

0%

☐ Add Melissa Herzberg as a member to this card.

☐ Order captions

☐ Save srt file to video folder in SharePoint.

Add an item

☒ YouTube Checklist

Delete

0%

☐ Create sharable transcript document in UA Libraries Google Docs. Add transcript link to Video Information document and video description field on YouTube.

🕒 👤 ⋮

☐ Upload new video file with captions to UA Libraries YouTube Channel.

☐ Add new video links (share link & URL link) to Card description and Video Information document.

☐ If replacing an older video, set the visibility of the older video to Private and document that there is an updated version in the video description. Document this on the master Excel sheet for UA Libraries videos.

☐ Add the new video information to the master Excel sheet for UA Libraries videos.

Add an item

☒ Video Dissemination Checklist

Delete

0%

☐ Add video to LibGuide: A Storage Guide for Everyone

☐ If necessary, update old video mapping across guides.

🕒 👤 ⋮

☐ Check asynchronous learning modules and update embedded videos, if necessary.

☐ Send email to liaison librarians to notify of video updates and changes.

Add an item

Incorporating Title II Into the Workflow

- Our workflows began before the Title II update
- We updated checklists and project steps to reflect new accessibility requirements
- Accessibility review became part of both revision and creation workflows
- Title II helped formalize expectations across the department
- Accessibility became an ongoing part of the process, not a final check



Accessibility Tools & Resources

WEBPAGE/LIBGUIDES

- [WAVE](#) Extension
- [WebAIM WCAG Checklist](#)
- [Chrome DevTools](#)

COLOR CONTRAST

- [WebAIM Contrast Checker](#)
- [WAVE Contrast Panel](#)

SCREEN READER TESTING

- [NVDA](#) (Windows)
- [VoiceOver](#) (Mac)
- [Narrator](#) (Windows)

VIDEO CAPTIONING

- YouTube Studio
- Camtasia
- [3 Play Media](#)
- [Rev](#)
- [Microsoft Clipchamp](#)

LMS TOOLS

- Canvas Accessibility Checker
- Blackboard Ultra ALLY

MANUAL CHECKS

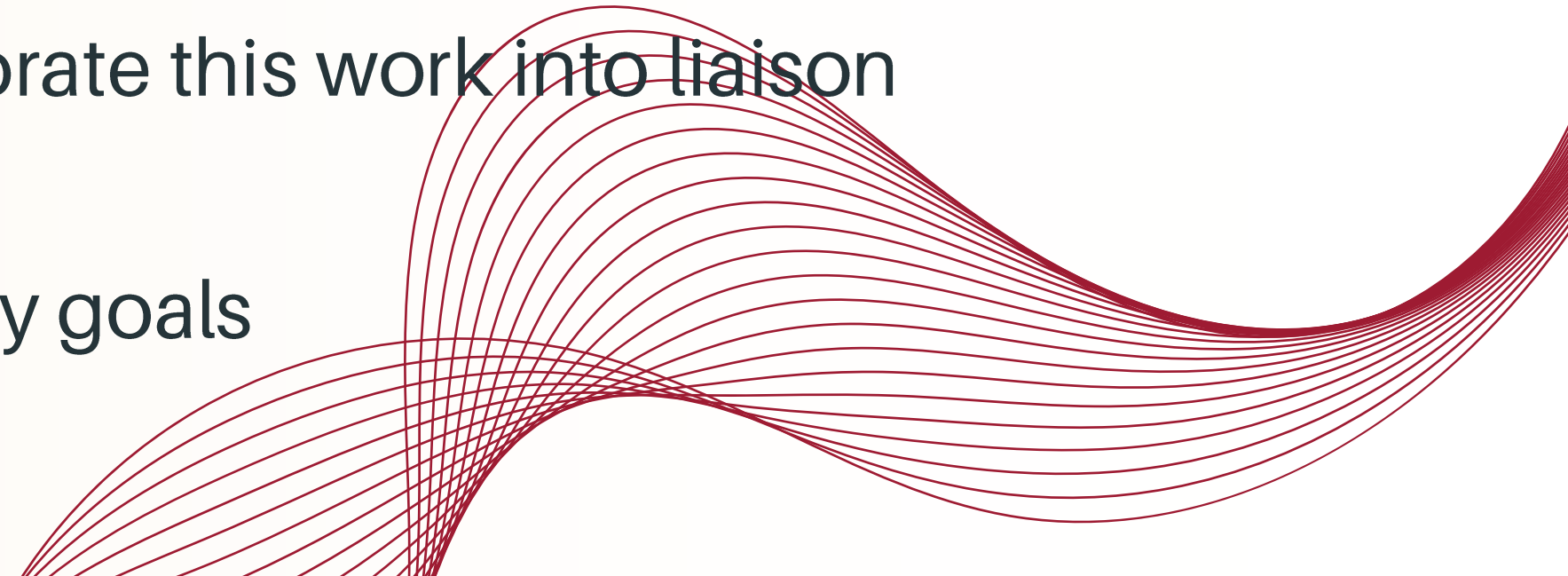
- [Keyboard Navigation](#)
- Zoom Checks
- Responsive Page Checks

Implementing the Workflow

- Rolled out in stages rather than all at once
- Communication and training were essential
- Implementation had to be realistic within liaison work



Supporting Implementation

- Implemented the workflow in phases: LibGuides, then videos, then tutorials
 - Communicated new processes and expectations clearly across the department
 - Provided training and support for using new tools and documentation
 - Introduced changes in manageable stages rather than all at once
 - Identified practical ways to incorporate this work into liaison responsibilities
 - Integrated these projects into yearly goals
- 

Maintenance and Sustainability

- Established regular review cycles for digital learning content
- Created a maintenance schedule to support ongoing updates
- Focused on small, consistent work rather than large catch-up projects
- Distributed responsibility across the department rather than relying on one person
- Focused on sustainable practices that could continue through staffing changes

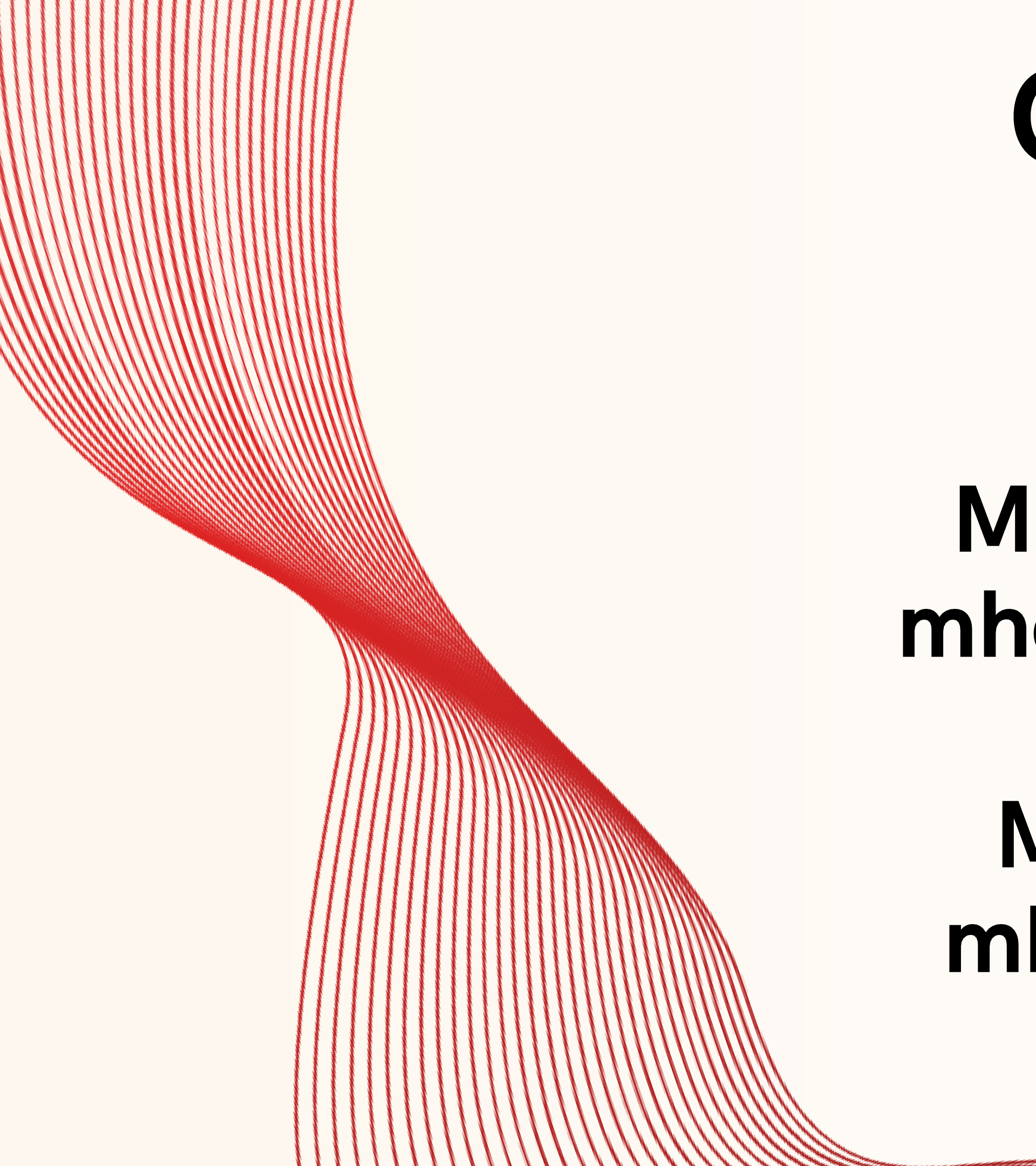
Lessons Learned & Roadblocks

- Not everything moved as quickly or smoothly as we expected
- Some challenges were technical, and others were organizational
- The process reinforced the importance of realistic timelines and prioritization

What We Learned Along the Way



- 1 Platform and user interface changes created unexpected disruption
- 2 Mentoring and individual training took more time than we initially anticipated
- 3 Implementation moved more slowly than we originally hoped
- 4 Realistic timelines were essential for keeping the work manageable
- 5 Prioritizing the most-used and most-needed digital learning objects mattered
- 6 Sustainable progress depended on flexibility, patience, and phased work



Questions

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