Accessibility Statement for O365 for education at Yeovil College

Yeovil College is committed to ensuring digital accessibility to O365 for education. We are continually improving the user experience for everyone and apply the relevant accessibility standards.

Platform accessibility

It is part of Microsoft's ongoing commitment to continually develop their software with consideration of WCAG web accessibility standards. Microsoft strive to provide accessibility by design and it is one of their key initiatives to ensure MS products provide accessibility functionality within its educational tenants.

Microsoft provide accessibility conformance reports per platform/product and by device type to allow users evaluate their products.

Assessment of material

In the most part, material on YC O365 is developed and created by lecturers. There is annual guidance/CPD shared on ensuring materials are accessible. However, all materials created in Microsoft products can be adapted by the user for accessible needs. This includes but not exclusive to dictation/scribe, read aloud, colour/font change, PDF/A etc.

Technical specifications

The web version of O365 at Yeovil College will work with the most current internet browser choices such as MS Edge, Google Chrome and Safari. Older browsers such as Internet Explorer should not be used.

The desktop Office 365 apps are also compatible with most common operating systems, presuming they are kept up to date by the user.

Further details on supported browsers and operating systems can be found via this link.

Details on how to use Microsoft Edge accessibility features can be found here.

Yeovil College recommended using a Windows 10 device to get the greatest accessibility functionality developed and supported by Microsoft.

All college staff have been provided with training materials on Windows 10 accessibility features.

Feedback

We welcome your feedback on the accessibility of YC O365. Please let us know if you encounter accessibility barriers with either O365 APPs and content.

Yeovil College Teams Site

If you feel there is an accessibility issue with YC O365 site itself (not course content or resources), please contact us via the following method and include as much information as possible. • E-mail: helpdesk@yeovil.ac.uk

Course content or resources

If you notice there are accessibility issues with content or resources on your Teams course page, **please contact your lecturer** via Teams messaging or by emailing them directly. Please include detail about the resource(s) in question.

In the event of you not being satisfied with the outcome of your accessibility enquiry, please contact: feedback@yeovil.ac.uk

Limitations and alternatives

Despite our best efforts to ensure accessibility of O365 at Yeovil College, there may be some limitations.

Please contact us at helpdesk@yeovil.ac.uk for support.

O365 on mobile

Though available across web browsers, it is recommended that when accessing O365 on mobile/SMART phones, that the reelvant app is used to provide the most accessible experience. Office 365 apps are free from both the Play store (Android devices) and Apple Store (iOS devices).