# Accessibility & Navigation

## Accessibility Statement

### Our Commitment to Accessibility

The University of Toronto (U of T) is committed to creating an environment that is inclusive of all persons and treats all members of the community in an equitable manner.

As part of this commitment, the University of Toronto will strive to provide support for, and facilitate the accommodation of individuals with disabilities so that all may share the same level of access to opportunities and activities offered at the University.

The University is aware of its obligations and commitments to extend accessibility for people with disabilities under the Accessibility for Ontarians with Disabilities Act (AODA). The statement of commitment regarding persons with disabilities can be found on U of T's Governing Council website.

### Conformance status

The Web Content Accessibility Guidelines (WCAG) defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. The Rotman Commerce Centre for Professional Skills (CPS) Teamwork Skills for Undergraduate Students is partially conformant with WCAG 2.1 level AA. Partially conformant means that some parts of the content do not fully conform to the accessibility standard.

The main tool used for these materials are H5P Interactive Books. H5P lists the Interactive Book as Accessible in their Recommendations and overviews of content types webpage. They state that "the content types have been tested against these criteria [WCAG 2.1 AA]…[including] testing with various screen readers, keyboard navigation, zooming, code inspection and more" (2021).

### Feedback

Questions and concerns related to the Accessibility for Ontarians with Disabilities Act can be directed to the AODA Office at aoda@utoronto.ca. Further resources related to the AODA are available on U of T's AODA Office website.

If you require information in an alternative format, or have concerns related to the accessibility of any of these materials, please contact the Rotman Commerce Centre for Professional Skills at rotmancommerce.cps@utoronto.ca. We welcome your feedback.

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# Navigating the H5P Interactive Booklets

Teamwork Skills for Undergraduates Part 1 has been created using 5 separate H5P Interactive Books.

> Section 0. Introduction
> Section 1. Understanding Teamwork
> Section 2. Team Cohesion & Communication
> Section 3. Managing Group Projects
> Section 4. Working Through Challenges

Teamwork Skills for Undergraduates Part 2 has been created using 5 separate H5P Interactive Books.

> Section 0. Introduction & Welcome
> Section 1. Managing Team Projects and Team Communication
> Section 2. Communication and Conflict in Teams
> Section 3. Giving and Receiving Feedback
> Section 4. Conclusion

Each of these booklets has been embedded into a separate page on the Canvas Learning Management System (LMS). Section 0 has a Cover Page. Click "Read" to begin. Once you have finished a section, you can move to the next section by clicking on the "Next" button on the bottom right corner of the Canvas page.
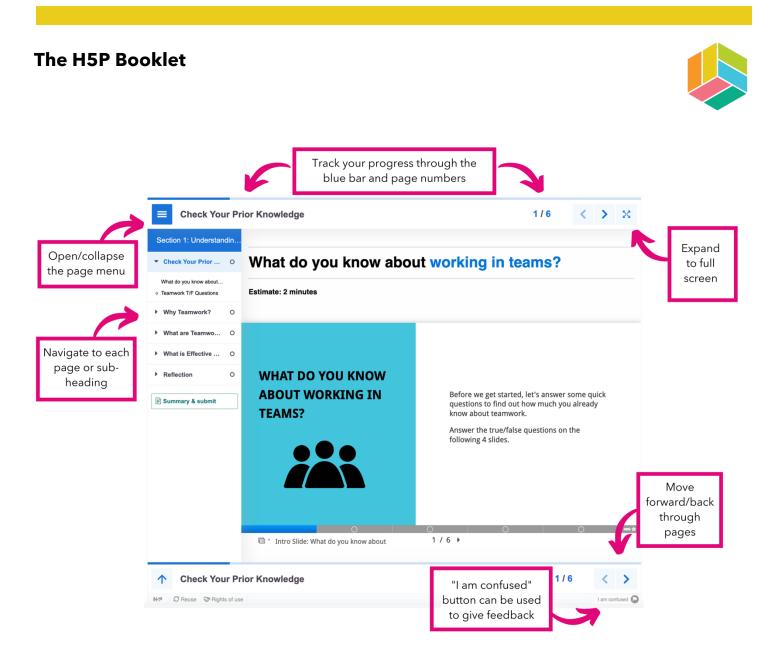
Each booklet has multiple different pages. Pages contain elements such as text, videos, slide presentations, quizzes, reflection activities, accordion tabs, and hyperlinks to additional or supplementary resources, tip sheets, and templates.

The final page of the H5P booklet is usually a Summary page. This page gives you a summary of all your interactions (quiz results, reflection prompts, etc.) throughout the section. There is an option to Submit Report. Please ignore this unless your instructor indicates otherwise.

Below you can find detailed information on how to navigate through:

- The H5P Interactive Booklets
- Presentation Slides
- Videos
- Branching Scenarios

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# The H5P Booklet



Track your progress through the blue bar and page numbers

Open/collapse the page menu

Navigate to each page or sub-heading

Expand to full screen

Move forward/back through pages

"I am confused" button can be used to give feedback

The hamburger menu in the top left corner can be expanded or collapsed, though some screen readers may still read out the full menu regardless. When expanded, it shows the list of page headings and subheadings for that booklet. You can click on any of these to be taken immediately to the relevant page. The page you are on will be highlighted in pale blue in the menu.

To see the H5P booklet in full screen, click the "Fullscreen" button on the top right corner of the booklet.

You can also navigate to pages linearly by clicking the Previous Page or Next Page arrows on the top right corner next to the "Fullscreen" button and the bottom right corner of the booklet.
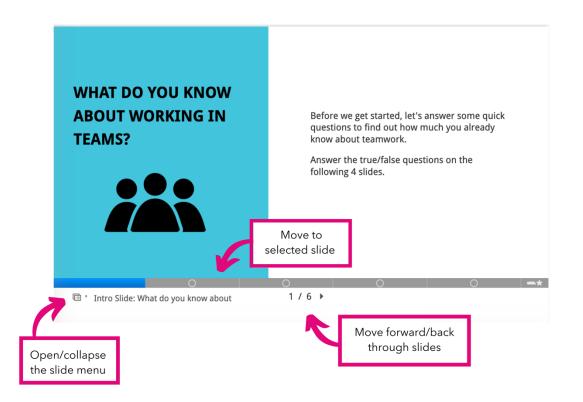
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You can track your progress through the section by noting which page you are on in the top or bottom right next to the navigation arrows. There is also a blue progress bar along the top and bottom of the booklet.

Just before the bottom of the booklet, there is a blue upwards arrow that will take you back to the top of the page.

Along the very bottom of the booklet, you will find (from right to left): a link to the H5P.org site, a button to download the H5P booklet for re-use, copyright details, and in the far right, an "I am confused" button which will allow you to report any issues with the page or its interactive elements.
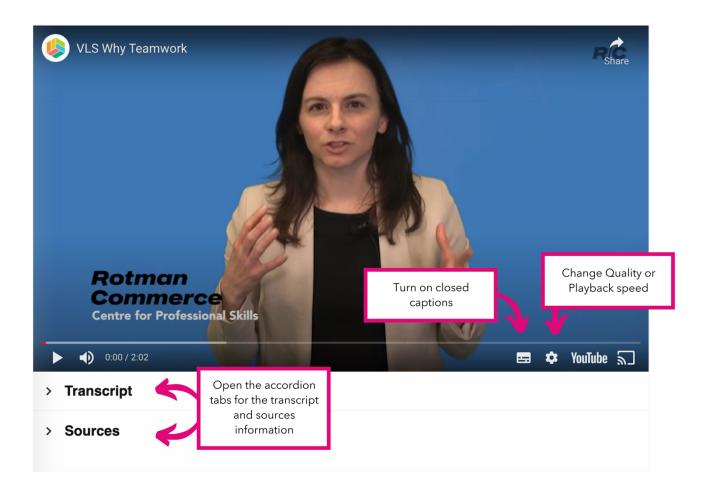
## Presentation Slides



Presentation slides are embedded on pages throughout the H5P booklets. Along the bottom of the presentation slide, you have three options to navigate forward or backward.

1. Click on the grey slide buttons directly below the presentation image. If a slide button has a circle on it, that indicates there is a quiz or other interactive element. The slide you are on will be coloured blue.
2. Click on the "Show sidebar navigation" button on the bottom left of the slide presentation to open the slide menu and navigate through the slides.
3. Use the Previous Slide and Next Slide arrows to the left and right sides of the slide number along the bottom of the slide presentation.

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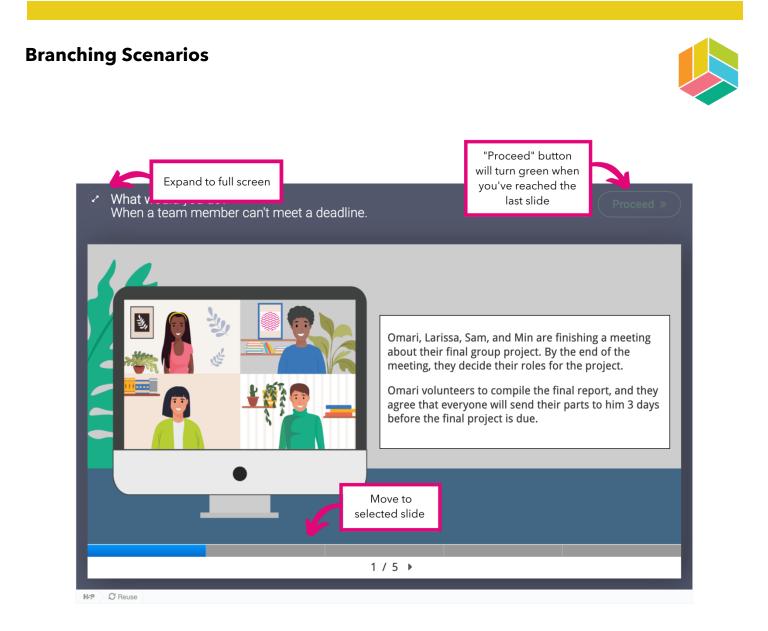
# Videos



Videos are embedded from YouTube. You can turn on closed captions using the button on the bottom right of the video. You can also change the Quality of the video or Playback speed through the settings button to the right of the closed captions button. Transcripts are available in the accordion tab below each video to read and can be downloaded in the Resource pack.

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## Branching Scenarios



Branching scenarios operate similarly to the Presentation Slides. You can navigate through the scenario by clicking through the slides along the bottom or by clicking on the Previous Slide and Next Slide buttons. Once you have worked through the current set of slides, the Proceed button in the top right corner will turn green, indicating that you can proceed to the branching question. Screen readers may read the "Proceed" button prior to navigating to the content of the slides and "Next Slide" button.

You can also expand the branching scenario to full screen by clicking on the full screen link in the top left corner.

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