



## Accessibility Tools in Teams

### Overview

This webinar will share the principles of universal design and creating accessible content for all students. Teachers will explore features built into Teams and Microsoft 365 that allow for all learners and educators to create, collaborate and interact with content in a manner best suited to their unique needs. Attendees will see these tools being used in a variety of grade levels and subject areas.

### Webinar Agenda

00:00 – 10:00 **Welcome:** Introductions, Meeting Controls, Attendance, Objectives  
(10-minute duration)

10:00-20:00 **Introduction to Accessibility and Universal Design**  
(10-minute duration)

20:00-45:00 **Accessibility in Teams:**

- Checking content for Accessibility (PowerPoint and Word)
- Dictation and Translate in Word
- Immersive Reader Tools in Word
- Accessibility in Teams Assignments
- Accessibility in Teams Posts
- Accessibility in OneNote
  - Math and Immersive Reader

(25-minute duration)

45:00-60:00 **Closing Questions and Answers**  
(15-minute duration)

## Resources

- <https://education.microsoft.com/en-us>
- <https://www.microsoft.com/en-us/accessibility>