

# Baseline of Knowledge for Assistive Technology

## Baseline Knowledge

For **digitally capable staff** and **empowered students** there are some baselines we should consider.

**1. Digital capabilities** – staff should be aware of the colleges 'Accessibility Guidelines' and basic practice to ensure that content created using everyday technologies (Word, PPT, PDF, etc.) is accessible.

**2. Enabling technologies** – staff should be aware of what enabling technologies Glasgow Kelvin College has available as a site licence (e.g. TextHelp Read & Write).

**3. Microsoft Office** – staff should have a basic knowledge of commercial tools used to support reading, writing and productivity (e.g. Microsoft Office accessibility features).

**4. Windows 'Ease of Access'** – staff should be aware of the free assistive technologies available via Windows (e.g. narrator, magnifier, high contrast, on screen keyboard).

**5. Moodle virtual learning environment (VLE) accessibility tools** – Staff should be aware of the VLE accessibility solutions and how they can be used to offer learners/staff the ability to customise to the way they need the platform to work for them.

**6. Website accessibility tools** – Staff should be aware of our website accessibility solutions and how they can be used to enable visitors/learners to customise to the way they need these platforms to work for them.

## WHAT IS ASSISTIVE TECHNOLOGY?

Assistive Technology (AT) is any product or service that is used to increase, maintain, or improve the functional capabilities of an individual with difficulties, disabilities or barriers. AT comes in many different formats and is not always a high-tech software package which has a high cost value.

AT can promote greater independence for individuals by allowing them to reduce their reliance on others. AT can also provide enhancements and/or changing methods of interacting with technology allowing individuals to perform tasks they previously had difficulties in accomplishing.

## Additional points

To ensure our digital assets are used by many more staff and learners and to maximise the return in digital investment it is important to ensure learners know how to exploit well created resources and that the college properly promotes available productivity tools.

Where there is a requirement from staff and/or learners for more complex knowledge, the colleges Learner Support department can be contacted to provide relevant advice and assistance.