

Using the  
Worker Education and Training Program  
Curricula Catalog

## What is the Worker Education and Training Program DMS?

The DMS is a web-based application designed to allow the WETP awardees from across the country to view, insert, delete, and edit projected and actual training and student demographic data, progress report material, and curricula information and materials stored in the WETP database via the internet.

The Curricula Catalog is part of the DMS.

# Uploading Curricula

- Click on the *Curricula Catalog* tab on the top navigation menu.
- The Curricula Catalog Menu will be displayed.



Use this screen to navigate to different curricula catalog functions. 

Click on the Browse Catalog link to go to the public curricula catalog.

Click on Add New Course link to add new course curricula and materials.

Click on the Curricula Catalog Editor link to Add/Edit/Delete/Modify course curricula.

Click on the Add New Curricula Data Coordinator link to add a curricula data coordinator.

Click on the Edit Curricula Data Coordinator link to edit information about an existing curricula data coordinator.

[Curricula Catalog Editor](#)   [Add New Course](#)   [Browse Curricula Catalog](#)

[Add Curricula Data Coordinator](#)   [Edit Curricula Data Coordinator](#)

## Overview of How To Add Curricula

1. Click the *Add New Course* link on the Curricula Catalog menu.
2. Enter all required fields on the Course Add screen.
3. You can switch between TABs as needed.
4. Click *Save Changes* to save the course record in the database.
5. Add a course material record using the Course Materials TAB.
6. Upload the files that are associated with the course material.

# Curricula Catalog Course List Screen

Main Menu		Add New Course						
ID	Curricula Title	Course Type	Status	Org Name	Course Last Updated	Material Last Updated	Material Edit	
69	<a href="#">(101) 40-Hour Hazardous Waste Site for Personnel Basic Health &amp; Safety Course</a>	Basic Superfund Site Worker	Active	The New England Consortium	2007-08-16	2002-10-18	<a href="#">Material List (1)</a>	✗
2144	<a href="#">(102) 8-Hour Hazardous Waste Site Worker Health and Safety Refresher Course 2006-2007</a>	Site Worker Refresher	Active	The New England Consortium	2007-08-16	2007-08-16	<a href="#">Material List (1)</a>	✗
2565	<a href="#">(102) 8-Hour Hazardous Waste Site Worker Health and Safety Refresher Course 2007-2008</a>	Site Worker Refresher	Active	The New England Consortium	2008-04-15	2008-03-24	<a href="#">Material List (1)</a>	✗
1544	<a href="#">(210) 8-Hour Worker Centered Pollution Prevention</a>	Pollution Prevention	Active	The New England Consortium	2007-08-16	2006-06-08	<a href="#">Material List (1)</a>	✗
2584	<a href="#">(301) 8-Hour Emergency Response Refresher</a>	Emerg. Resp. Refresher	Active	The New England Consortium	2008-03-24	2008-03-24	<a href="#">Material List (1)</a>	✗
70	<a href="#">(302) 24-Hour Emergency Responders Basic Health &amp; Safety Course</a>	Emerg. Resp. Basic Oper.	Active	The New England Consortium	2007-08-16	2003-10-22	<a href="#">Material List (1)</a>	✗
2564	<a href="#">(304) 8-Hour Emergency Responder All Hazards Awareness Training</a>	Emerg. Resp. Awareness	Active	The New England Consortium	2008-03-24	2008-03-24	<a href="#">Material List (1)</a>	✗
2845	<a href="#">10 CFR 851 Final Rule A Worker's Guide</a>	Final Rule Awareness	Active	UNITED STEELWORKERS OF AMERICA	2010-07-27	2010-06-24	<a href="#">Material List (1)</a>	✗

# Course Edit Screen

[Main Menu](#)

[Course Listing](#)

## Course Edit Screen

**NOTE:** This screen is divided into multiple TABs. You can navigate from TAB to TAB, and then click 'Save Changes' to save all information that is on all of the TABs.

COURSE DETAILS

COURSE CONTACT

COURSE DELIVERY

COURSE MATERIALS

**Course Title:** (101) 40-Hour Hazardous Waste Site for Personnel Basic Health & Safety Course  
LAST MODIFIED: 08/16/2007

 Indicates Required field.

Course Title: (255 chars max.)  

(101) 40-Hour Hazardous Waste Site for Personnel Basic Health & S

Course Type:  

Basic Superfund Site Worker

Description: 

The course responds to the OSHA 1910.120 requirements for 40-hour health and safety training of workers employed at abandoned waste sites. Topics covered include hazard recognition, physical and chemical properties of hazardous materials, safety basic

Consortia:

New England Consortium

Training Provider:  

The New England Consortium

# Course Materials Tab

COURSE DETAILSCOURSE CONTACTCOURSE DELIVERYCOURSE MATERIALS

**Course Title:** (101) 40-Hour Hazardous Waste Site for Personnel Basic Health & Safety Course  
LAST MODIFIED: 08/16/2007

 Indicates Required field.

Click on title to 'edit' or click on 'delete' icon (  ) to delete the material item and ALL associated files.

**NOTE:** Before clicking on any of the links to 'Add,' 'Edit,' or 'Delete' course material(s) on this Tab, you MUST save any changes on the Course Details, Course Contact, and/or Course Delivery Tabs that you have made.

[Add New Course Material](#) 

Title of Item	Type	File Count	Active	
<a href="#">Hazardous Waste Site Workers Basic Health &amp; Safety</a>	Manual	4	Yes	

This tab is a listing of all course materials that are associated with this course. Click on the 'Item Title' links to edit that item.

# Course Materials Details Screen

<b>MATERIAL DETAILS</b>	MATERIAL FILE LIST
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**Course Title:** [\(101\) 40-Hour Hazardous Waste Site for Personnel Basic Health & Safety Course](#)  
LAST MODIFIED: 08/16/2007

**Material Title:** Hazardous Waste Site Workers Basic Health & Safety  
LAST MODIFIED: 10/18/2002

 Indicates Required field.

Material Title: (255 chars max.)  

Hazardous Waste Site Workers Basic Health & Safety

Material Type:  

Manual

Description: 

Hazardous Waste Site Workers Basic Health & Safety Course: STUDENT MANUAL  
UMASS Lowell Edition 3.1

Notes: 

Item Provided By:  

Clearinghouse

**CAUTION:** If you upload any course material that is to be available for download on WETP.ORG site, you MUST select "Clearinghouse."

Other Provider: 

# Course Materials File List Tab

MATERIAL DETAILS MATERIAL FILE LIST

**Course Title:** [\(101\) 40-Hour Hazardous Waste Site for Personnel Basic Health & Safety Course](#)  
LAST MODIFIED: 08/16/2007

**Material Title:** Hazardous Waste Site Workers Basic Health & Safety  
LAST MODIFIED: 10/18/2002

This page provides a listing of all files that are associated (i.e., comprise) the chosen course material. Click the file name to view that file. Click the 'delete' (✖) icon to delete the file.

[Add New File](#) 

File Name	File Size	File Date	Section 508 verified?	
 <a href="#">40-hr._HAZWOPER_Health_and_Safety_2002.pdf</a>	4132 KB	10/18/2002		✖
 <a href="#">alumni.frm</a>	3 KB	05/17/2001		✖
 <a href="#">ER01_entire.pdf</a>	4067 KB	06/27/2001		✖
 <a href="#">_test.pdf</a>	6 KB	07/20/2009	Yes	✖

# File Upload Screen

UPLOAD FILE

**Course Title:** [\(101\) 40-Hour Hazardous Waste Site for Personnel Basic Health & Safety Course](#)  
LAST MODIFIED: 08/16/2007

**Material Title:** [Hazardous Waste Site Workers Basic Health & Safety](#)  
LAST MODIFIED: 10/18/2002

 Indicates Required field.

To upload a file, mouse-click on the browse button, and select the file to be uploaded:

**Choose File to upload:** 

File Title: *(255 chars max.)* 

File Description:

**Is this file Section 508 compliant?** 

# Introduction to Section 508



## What is Section 508?

**Section 508** was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals.

The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 agencies must give disabled employees and members of the public access to information that is comparable to the access available to others.

# Why 508

- Because it is the Law
- It is a good practice to make your materials available for everyone regardless of disability

## Frequent Questions about 508

- Is this part of the Americans with Disabilities Act?
  - *No they are different laws*
- Is this related to, or the same as, the World Wide Web Consortium's Web Content Accessibility Guidelines
  - They are not the same, but they are related
- What's the difference between accessibility and usability?
  - 508 addresses the accessibility of information, it is no guarantee of practical usability.
- Are there certain agencies exempt from this legislation?
  - *No*

# Frequent Questions about 508

- What does Section 508 apply to?
  - All materials developed for the Internet and IT
    - PDFs
    - Websites
    - PowerPoint
    - Word Documents
    - E-mail
    - Computer Applications
    - Telecommunications Equipment

# Tools and Checklist

- HHS Checklist (<http://www.hhs.gov/web/508/checklists/index.html>)
  - Word Documents
  - PDF Files
    - Adobe has an accessibility checking feature
  - Multimedia Files (videos, audio clips, webinars, podcast)
  - HTML
    - Web Accessibility Evaluation Tool - WAVE (<http://wave.webaim.org/>)
  - PowerPoint
  - Excel
- NonVisual Desktop Access (NVDA)
  - is a free and open source screen reader for the Microsoft Windows operating system



# Things to look for

- PDF/WORD Files
  - Document properties for Title, Author, Subject, Keywords, and Language are properly filled out.
  - All Comment and Markup items are deleted.
  - No hidden data is present.
  - Color is not the only method used to convey important information.
  - There are no flashing/flickering or animated elements.
  - Alternative text
    - Images, charts and Data tables identify row and column headers.
  - Tables
    - Row and column headers
    - Read left to right
    - No merged cells
  - hyperlinks are active and use the fully-qualified URL,
    - e.g., <http://www.hhs.gov/> (not simply [www.hhs.gov](http://www.hhs.gov)).
  - Delete or remove tracked changes



# PDF

- Advanced → Accessibility → Full Check

**Accessibility Full Check**

**Report and Comment Options**

Create Accessibility Report Folder: \\mdbcomm\data\USER\pjones\My Documents

Include repair hints in Accessibility Report

Create comments in document

**Page Range**

All pages in document  Pages from  to

**Checking Options**

Name:

Alternative descriptions are provided

Text language is specified

Reliable character encoding is provided

All content is contained in the document structure

All form fields have descriptions

Tab order is consistent with the structure order

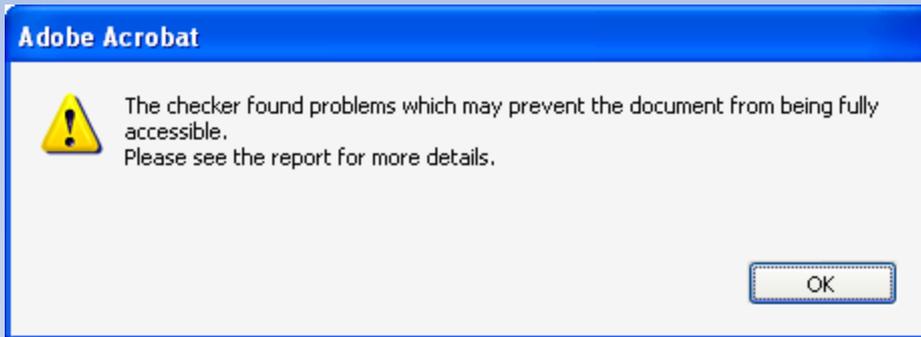
List and table structure is correct

**Disclaimer**

The Accessibility Checker can help you identify areas of your documents that may be in conflict with Adobe's interpretations of the referenced guidelines. However, the Accessibility Checker does not check all accessibility guidelines and criteria, including those in such referenced guidelines, and Adobe does not warrant that your documents will comply with any specific guidelines or regulations.



# PDF



*Dialog box indicating you have accessibility errors in your file*



*Example Accessibility Report*



# Common Issues

- No Language selected
  - See the document properties
- Missing Alt text
  - Add descriptive alternative text to all non text elements on the document
- Tab order may be inconsistent with structure order
  - view touch up reading order and re-order the tags



# Websites

The screenshot shows the WAVE website interface. At the top, there is a navigation bar with links for 'skip navigation', 'about', 'contact/feedback', 'english', and 'español'. Below this is the WAVE logo and a search bar labeled 'Web page address...' with a 'WAVE this page!' button and a link to 'upload a file'. The main content area is divided into several sections: 'Welcome to WAVE', 'Enter a web site address' (with a text input field containing 'http://www.niehs.nih.gov' and a 'WAVE this page!' button), 'Upload a file' (with a 'Choose File' button and a 'WAVE this file!' button), 'Check HTML code' (with a text area and a 'WAVE this code!' button), and 'Install the Firefox toolbar'. A 'WAVE Blog' sidebar is on the right. Blue arrows point from the right side of the image to the 'WAVE this page!' button, the 'WAVE this file!' button, the 'WAVE this code!' button, and the 'WAVE Blog' section.

Test a published page

Test a file on your computer

Copy and paste your code and test it here

Screen capture of <http://wave.webaim.org/> website



# Websites

WAVE report of National In... x

wave.webaim.org/report?url=http://www.niehs.nih.gov/&js=2

skip navigation | about | contact/feedback | english | español

**WAVE**  
web accessibility evaluation tool

http://www.niehs.nih.gov/ WAVE this page!  
or upload a file

Errors, Features, and Alerts Structure/Order Text-only Outline icons key toolbar help blog

**WAVE has detected no accessibility errors**  
...but you must still check your page to ensure it is actually accessible.  
The following are present in the head section or apply to this page in general:

disable styles

National Institutes of Health - U.S. Department of Health and Human Services

**NIEHS**

The National Institute of Environmental Health Sciences

**Your Environment.  
Your Health.**

*The mission of the NIEHS is to reduce the burden of human illness and disability by understanding how the environment influences the development and progression of human disease.*

**News**

- Five NIH Leaders Elected to the Institute of Medicine - October 18, 2010
- University of Louisville to Host Community Forum on Social and Environmental Determinants of Health - October 8, 2010
- Children, Males and Blacks are at Increased Risk for Food Allergies - October 4, 2010

Breast Cancer Awareness Month

Screen capture of <http://wave.webaim.org/> website after it has run the accessibility checking function



# When to call us for assistance

- If you have run the testing reports and can't resolve the issue
- Common errors to send us
  - Element with alternate test but no page content
  - None of the comments or other types of annotations on this page are contained in the structure tree
  - Lbl or Lbody element with no LI parent



## Need Assistance?

Contact Lynn Albert for DMS or Curricula Catalog assistance

- Telephone: 919-794-4709
- Email: [albert2@niehs.nih.gov](mailto:albert2@niehs.nih.gov)

Contact Manfred Stanfield for Curricula Catalog assistance

- Telephone: 919-794-4704
- Email: [stanfie1@niehs.nih.gov](mailto:stanfie1@niehs.nih.gov)

Contact Patrick Jones for 508 assistance

- Telephone: 919-251-6137
- Email: [pjones@michaeldbaker.com](mailto:pjones@michaeldbaker.com)