

## Accessibility Checklist for eLearning

Course tested:

Developer:

Date:

### ***High-level Checklist***

The high-level checklist below is used to summarize the accessibility status of an entire eLearning module. Details can be found for each requirement in the sections that follow. For each requirement, answer “yes,” “no,” or “N/A” (not applicable) in the compliance column, and provide comments explaining your answers.

| Requirement   | Compliance | Comments |
|---|------------|----------|
| 1. <a href="#">Select an accessible technology.</a>   |            |          |
| 2. <a href="#">Provide text in an accessible, structured manner.</a>                              |            |          |
| 3. <a href="#">Provide text alternatives for all non-text elements and visual cues.</a>           |            |          |
| 4. <a href="#">Provide captions, text descriptions, and full transcripts for audio and video.</a> |            |          |
| 5. <a href="#">Minimize distractions, and allow the user to turn off distractions.</a>            |            |          |
| 6. <a href="#">Provide efficient keyboard navigation and control.</a>                             |            |          |
| 7. <a href="#">Make the content appear and operate in predictable ways.</a>                       |            |          |
| 8. <a href="#">Allow for flexible timing.</a>   |            |          |

## Detailed Checklists

### 1. Select an accessible technology.

| #   | Requirement   | Compliance | Comments |
|-----|---|------------|----------|
| 1.1 | Did you select a technology that can be made fully accessible? <ul style="list-style-type: none"><li>• Examples of accessible technologies include HTML, Word, PDF, and Flash videos.</li><li>• Examples of inaccessible technologies include Flash and Captivate (for text-based presentations).</li></ul> |            |          |
| 1.2 | Does the content work in all anticipated user environments? <ul style="list-style-type: none"><li>• Different browsers?</li><li>• Mobile platforms?</li></ul>   |            |          |
| 1.3 | If you chose an inaccessible technology, did you provide an accessible alternative version?   |            |          |
| 1.4 | If you chose an inaccessible technology, or if you are providing an inaccessible version of the training, did you follow your agency's accessibility exception policy for publishing inaccessible content?  |            |          |

### 2. Provide text in an accessible, structured manner.

| #   | Requirement   | Compliance | Comments |
|-----|---|------------|----------|
| 2.1 | Is plain, understandable language used? <ul style="list-style-type: none"><li>• Are definitions provided for unusual words, acronyms, or abbreviations when used?</li><li>• Learn more at <a href="http://plainlanguage.gov">plainlanguage.gov</a>.</li></ul>   |            |          |
| 2.2 | Are proper page structures used?<br>Examples: <ul style="list-style-type: none"><li>• Provide page titles.</li><li>• Provide headings.</li><li>• Use proper paragraph tags and styles for alignment, indentation, and line spacing.</li><li>• Use proper list formats.</li><li>• Tables are only used for presenting data and include defined row and column headings.</li><li>• Specify the page language (such as English).</li><li>• Specify the language for individual sections if not the same as the page language.</li></ul> (Note: this applies to technologies that support page structure, such as HTML, Word, and PDF. Some technologies, such as Flash do not support structure) |            |          |

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| 2.3 | Does a screen reader announce the text in the proper order?  |            |          |
| 2.4 | Can text can be resized to up to twice the original size with no loss of content and no additional scroll bars needed. <ul style="list-style-type: none"> <li>For HTML, use the browser view functions to enlarge the text.</li> <li>For software, use the operating system's accessibility controls to set a larger font size.</li> </ul>                                   |            |          |
| 2.5 | Did you avoid using images of text instead of actual text?   |            |          |
| 2.6 | Do the text and background colors provide sufficient contrast? <ul style="list-style-type: none"> <li>Minimum contrast ratio is 4.5 to 1 for normal text, and 3 to 1 for large text. (Using luminosity contrast ratio defined in WCAG 2.0.)</li> <li>Many tools are available to test contrast. One example is the <a href="#">WebAIM color contrast checker</a>.</li> </ul> |            |          |
| 2.7 | Can text be displayed with user-selected high contrast colors? <ul style="list-style-type: none"> <li>For HTML content, the browser provides this support.</li> <li>For non-HTML content, use the operating system's accessibility controls to set a high-contrast scheme.</li> </ul>  |            |          |

## 3. Provide text alternatives for all non-text elements and visual cues.

| #   | Requirement   | Compliance | Comments |
|-----|---|------------|----------|
| 3.1 | Are text alternatives provided for all non-text elements?   |            |          |
| 3.2 | Are the text alternatives concise and describe the graphic, image or control in the context of the way it is being presented or used?   |            |          |
| 3.3 | Does the text alternative point the user to a transcript or long description, when appropriate? <ul style="list-style-type: none"> <li>This is appropriate for complex graphics such as graphs and charts, or for video content.</li> </ul>                         |            |          |
| 3.4 | Is purely decorative content set so that assistive technologies ignore the content?   |            |          |
| 3.5 | When the shape, color, or text styling conveys information, is that information conveyed in text also? <ul style="list-style-type: none"> <li>Examples: required fields in red, click on the yellow star for information, or winners shown in bold type.</li> </ul> |            |          |
| 3.6 | When text styling conveys information, is that information also conveyed in text?   |            |          |

#### 4. Provide captions, text descriptions, and full transcripts for audio and video.

| #   | Requirement   | Compliance | Comments |
|-----|---|------------|----------|
| 4.1 | For audio-only content (such as a voice podcast), is a text transcript provided? <ul style="list-style-type: none"><li>You may provide the transcript in the page text or you may provide a link to a transcript file.</li></ul>  |            |          |
| 4.2 | For video-only content (with no audio track), is a text description of the important visual content provided? <ul style="list-style-type: none"><li>You may provide the transcript in the page text or you may provide a link to a transcript file.</li></ul>   |            |          |
| 4.3 | For audio+video content, are captions provided? <ul style="list-style-type: none"><li>Either open or closed captions may be used. Open captions are part of the video itself and cannot be turned off, while closed captions are visible only when a caption setting is set by the user.</li></ul>  |            |          |
| 4.4 | When captions are provided are the following requirements true? <ul style="list-style-type: none"><li>Are captions synchronized with the presentation?</li><li>Do captions include descriptions of sounds that are important to understanding the content (for example, the sound of someone knocking on a door)?</li></ul>                                 |            |          |
| 4.5 | For audio+video content, is a complete text transcript provided that includes descriptions of important visual content? <ul style="list-style-type: none"><li>Optionally, you can also provide a sound track that includes narration which describes the visual content. (If used, you can turn off your monitor and still understand the video.)</li></ul> |            |          |
| 4.6 | Do transcripts include all of the following, when appropriate? <ul style="list-style-type: none"><li>Descriptions of important sounds in addition to the words heard in the dialog or narration?</li><li>Descriptions of important visual content?</li></ul>  |            |          |

## 5. Minimize distractions, and allow the user to turn off distractions.

| #   | Requirement   | Compliance | Comments |
|-----|---|------------|----------|
| 5.1 | If audio plays automatically, is at least one of the following options provided? <ul style="list-style-type: none"><li>• The audio automatically stops within 3 seconds.</li><li>• A user setup option is provided to let the user stop the audio.</li><li>• A method is provided to prevent conflict between the audio and screen reader output.</li></ul>                 |            |          |
| 5.2 | If any elements move, blink, scroll, or automatically update without specific user action, is at least one of the following true? <ul style="list-style-type: none"><li>• The movement, blinking, scrolling, or updating stops within 3 seconds and does not restart without user permission.</li><li>• The elements can be paused, stopped, or hidden from view.</li></ul> |            |          |
| 5.3 | If any elements blink, flash, or have repetitive motion, is the repeat rate 3 times per second or less? <ul style="list-style-type: none"><li>• Fast repeat rates can cause seizures in some people.</li></ul>  |            |          |

## 6. Provide efficient keyboard navigation and control.

| #   | Requirement   | Compliance | Comments |
|-----|---|------------|----------|
| 6.1 | Do control elements work with the keyboard, using standard keystrokes?<br>Examples of standard keystrokes: <ul style="list-style-type: none"><li>• Spacebar or Enter to activate a button.</li><li>• Spacebar to select a checkbox or radio button,</li><li>• Enter to activate a link or button.</li><li>• Alt+Down Arrow to open a dropdown list.</li><li>• Up Arrow or Down Arrow to move through list items or radio buttons.</li></ul> |            |          |
| 6.2 | Can you use the keyboard to navigate around the page, see all of the content, and focus on all controls using standard keystrokes?<br>Examples: <ul style="list-style-type: none"><li>• Page Up, Page Down when vertical scroll bars are present.</li><li>• Right Arrow, Left Arrow when horizontal scroll bars are present.</li><li>• Tab to jump between links and controls on the page.</li></ul>  |            |          |
| 6.3 | Can the keyboard focus be seen at all times?  |            |          |

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| 6.4 | Is the tab order logical, understandable, and predictable?<br><ul style="list-style-type: none"> <li>Must be true both for people who can see and those who cannot see.</li> </ul>  |            |          |
| 6.5 | Can you tab past all controls without the keyboard focus getting stuck in a control?<br><ul style="list-style-type: none"> <li>You should be able to press Tab to get past a control, or Shift+Tab to go backward.</li> </ul> |            |          |
| 6.6 | Is it possible to jump quickly to logical sections of the page?<br><ul style="list-style-type: none"> <li>Can you jump around navigation links to get to the content quickly, if needed?</li> </ul>                           |            |          |

## 7. Make the content appear and operate in predictable ways.

| #   | Requirement   | Compliance | Comments |
|-----|---|------------|----------|
| 7.1 | Do controls work in predictable ways?<br>Examples:<br><ul style="list-style-type: none"> <li>The page content should not change just because an element receives keyboard focus.</li> <li>When a user inputs information or interacts with a control, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user unless the user is informed of the change ahead of time.</li> </ul> |            |          |
| 7.2 | Does link text clearly identify the content pointed to by the link?<br><ul style="list-style-type: none"> <li>Do you avoid the use of links that say "click here for more?"</li> <li>Do you avoid using the same link text for multiple links on a page when the links go to different places?</li> </ul>   |            |          |
| 7.3 | Is the same page structure and navigation scheme used throughout?<br><ul style="list-style-type: none"> <li>Do not require the user to figure out a new navigation scheme for each page, or for different sections.</li> </ul>  |            |          |
| 7.4 | Are controls used in a consistent way throughout?<br><ul style="list-style-type: none"> <li>Do not use the same control, image, or other component to mean different things in different areas.</li> </ul>  |            |          |

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| 7.5 | When new content appears, does the focus move to the top of the new content? (Does a screen reader begin speaking from the top of the new content?) <ul style="list-style-type: none"><li>• If moving to a new page, the focus should be at the top of the page.</li><li>• If a pop-up message appears on the page, the focus should be at the top of the pop-up message.</li></ul> |            |          |
| 7.6 | When you deviate from the expected control flow, can you navigate back to where you were?   |            |          |
| 7.7 | Are instructions provided to help the user avoid input errors? <ul style="list-style-type: none"><li>• Can the user be expected to provide the correct information in the correct format the first time?</li></ul>  |            |          |
| 7.8 | If an error occurs, is the error presented in text and clearly presented to the user? <ul style="list-style-type: none"><li>• Does a screen reader announce the error when it is displayed visually?</li></ul>  |            |          |

## 8. Allow for flexible timing.

| #   | Requirement  | Compliance | Comments |
|-----|--|------------|----------|
| 8.1 | If there is a time limit for completing a task, is at least one of the following options provided? <ul style="list-style-type: none"><li>• Let the user turn off the timer.</li><li>• Let the user configure the timer to at least 10 times the original setting.</li><li>• Warn the user that a timer is about to expire and let the user extend the time at the time of the warning.</li></ul> |            |          |

End of checklist.