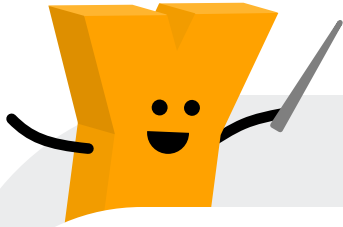
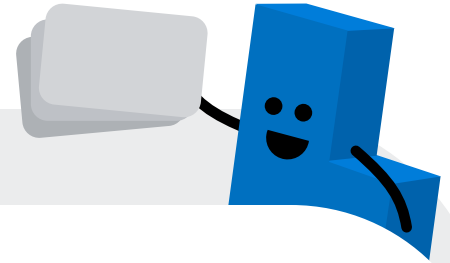


# Quick Accessibility Checklist



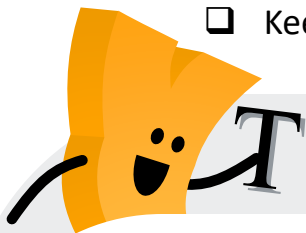
## Master Slides

- ☐ Remove unnecessary design elements from Slide and Feedback Masters.
- ☐ If using an Accessibility Lightbox, add triggers to open and close the lightbox via keyboard shortcuts.



## Slide Level

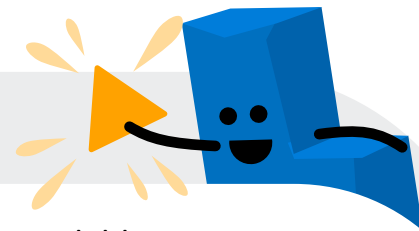
- ☐ Add audio transcript to the Notes tab.
- ☐ Add Closed Captions to audio tracks.
- ☐ Test all fonts and icons for color contrast standards.
- ☐ Ensure that all text is distinguishable with the following in mind:
  - ☐ Font size
  - ☐ Background contrast
  - ☐ Font readability
  - ☐ Text Styles (hierarchy)
  - ☐ Spacing
- ☐ Keep animations simple, subtle, and consistent.



## Alternative Text/Focus Order

- ☐ Ensure that relevant text boxes are accessible in the Focus Order.
- ☐ Remove unnecessary images, icons, or design elements from Focus Order.
- ☐ If images contain text, add descriptive alt text which relays the exact text to the Focus Order.
- ☐ Add adequate descriptions of any custom graphics/charts that relay information relevant to the understanding of the content.
- ☐ Keep alt text simple, but don't leave out relevant information.
- ☐ Add alt text to any interactive elements that do not contain default text (ex: triggered images/icons/etc.).

## Player



- ☐ Check that Accessibility Controls and Closed Captions are available.
- ☐ Allow learner to access the Play button as well as the Seekbar.
- ☐ Set custom accent colors and focus colors to match branding but to also meet contrast guidelines.
- ☐ Set custom Player or Caption font sizes, if necessary.



## Additional Development Considerations

- ☐ Keep navigation simple and consistent throughout the course.
- ☐ Do NOT use timed tests.
- ☐ Use inclusive language and make sure that:
  - ☐ Elements are not identified by shape or orientation.
  - ☐ Elements are not identified by color.
  - ☐ Instructions use the term “Select” instead of “Click.”
- ☐ Allow sufficient time for development and testing.
- ☐ Rewrite content that does not meet accessibility best practices.



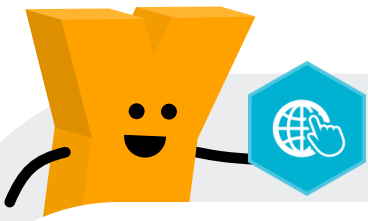
## Testing

- ☐ When conducting quality checks, be sure to:
  - ☐ Verify that Closed Captions are correct and properly timed.
  - ☐ Test using keyboard navigation only.
  - ☐ Test using a screen reader.
- ☐ Be on the lookout for visual contrast issues.
- ☐ Do NOT test in Preview mode. Publish to Web and test within a browser.
- ☐ When in doubt, consult professionals and/or online resources for help.



**“ Remember to ask yourself: Am I simply checking boxes, or am I doing my best to create a good e-learning experience for everyone? ”**

Raye Shilen



# Accessibility Resources

6 Best Practices for Designing Accessible e-Learning: <http://bit.ly/38YCpHS>

WCAG Quick Reference Guide: <http://bit.ly/2GLGm6T>

Section 508 Compliance Website: <http://bit.ly/2OlyTj8>

Bureau of Internet Accessibility: <https://bit.ly/3gVSyV3>

Best Fonts for Accessibility: <https://bit.ly/3jBNSW8>

Color Contrast Checker: <https://bit.ly/3BCKInt>

Pixeur Color Tool: <http://bit.ly/2tIXgpo>

WebAIM Contrast Checker: <http://bit.ly/2GJgsjY>

JAWS Screen Reader: <http://bit.ly/2vJGEsC>

NVDA Screen Reader: <http://bit.ly/2SasvMG>

Storyline 360: Version History: <https://bit.ly/2WL5yFO>

Storyline 360: Accessible Authoring: <https://bit.ly/2WLyQ7w>

Storyline 360: Accessible Text: <https://bit.ly/3zGI4RG>

Storyline 360: Accessible Player: <https://bit.ly/3yBrroi>

How to Test Storyline 360 Content with a Screen Reader: <http://bit.ly/2UhugtV>

Articulate 360 FAQs: Accessibility: <http://bit.ly/37T97dz>

Articulate 360 Training Accessibility Webinars: <https://bit.ly/3gVSGDP>

Storyline 360 Accessibility Conformance Report (VPAT): <http://bit.ly/2RRbqbG>