



Accessibility Checklist for Online Courses in TrainTraq

The following checklist is designed to assist course developers in enhancing the accessibility of Web-Based Training (WBTs) designed for use in TrainTraq. The checklist is based on best practices and elements from the Web Content Accessibility Guidelines (WCAG) 2.0 Success Criterion, however, it is not meant to represent such standards. The goal is to answer “Yes” to all applicable questions. Some questions may not apply, and can be skipped or noted with, “n/a.”

Full compliance with this list does not guarantee a WBT will be fully accessible to everyone, however, the goal is to provide the same experience to as many people as possible.

Access to Accommodations

Item	Standard	Resource	Yes/No
1	Is there an accessible alternative version available in the event an accommodation is requested? (e.g., a text version in Word, PDF or PowerPoint)	Word Accessibility PowerPoint Accessibility	
2	Are instructions provided on how to obtain a copy of an accessible alternative version?		
3	Is or will there be contact information provided in the course description in TrainTraq and/or the first slide of the course to request an accommodation?		



Sensory

Item	Standard	Resource	Yes/No
4	Does all text (with the exception of logos) in the course and documents have a contrast ratio of 4.5:1 or greater no matter the font size?	Color Contrast Checker	
5	Is meaning conveyed by methods other than color or sensory characteristics alone? (e.g., a correct answer displayed in green should also include text indicating it is the correct answer, or instead of, "click the red square" display, "click the Next button.")		
6	There are no blinking, flashing images that flash more than three times per second?		

Audio/Video

Item	Standard	Resource	Yes/No
7	Do all videos contain closed captioning or a transcript that describes the important visual content and/or narration?	Captions, Transcripts, and Audio Descriptions YouTube: Editing Captions	
8	If the course contains audio, does it have closed captioning or a transcript available?	Storyline 360: Adding Captions Studio: Adding Notes to Player	
9	Can audio/video be played/paused, resumed by the user?	Studio 360: WCAG-See 1.4.2 Storyline 360: Player Controls	



Tables

Item	Standard	Resource	Yes/No
10	If using data tables, are header cells defined?	Storyline 360: Adding Tables Microsoft Word: Defining Header Row PowerPoint: Tables	
11	Do all graphs and charts have a text description available?	Storyline 360: Adding Tables	
12	If using tables for layout instead of data, is the intended order of the content intact? (i.e., navigating with a keyboard would follow intended order?)		
13	Do all tables have an alternative description? (e.g., alt text defined, or an alternative text version describing the table.)	Storyline 360: Adding Tables	

Links

Item	Standard	Resource	Yes/No
14	Do all hyperlinks provide descriptive text and avoid "click here"?	Link Text	
15	Are links distinguished by a method other than color (e.g., underlined)? Or, link text has at least 3:1 contrast with surrounding text?	Link Appearance	



Cognitive

Item	Standard	Resource	Yes/No
16	If there are time limits, can they be turned off, adjusted, or extended?		
17	Do instructions use plain and understandable language?		

Keyboard Navigation

Item	Standard	Resource	Yes/No
18	Can you navigate the course with only a keyboard?	Articulate Studio: Enabling Keyboard Shortcuts Storyline 360: Player Controls Storyline 360: Navigation	
19	Is the tab order of the page logical?	Storyline 360: Customizing Tab Order	
20	If using custom navigation buttons, is the tab order consistent?		
21	If using custom navigation buttons, is the naming convention consistent?		



Screen Reader Support

Item	Standard	Resource	Yes/No
22	Has the course been successfully tested with a screen reader (e.g., JAWS , NVDA)?	Testing with Screen Readers Using JAWS to evaluate Accessibility Using NVDA to evaluate Accessibility	
23	If available, are headers defined in a hierarchical order? (Currently, Articulate Studio doesn't support this feature)	Storyline 360: Text Styles	
24	All interactions and/or quiz questions do not require the learner to click and drag items across the screen. If they do, there is an alternative activity available.		
25	Do all non-decorative images have alternative text?	Alt Text Best Practices PowerPoint: Adding Alt Text Storyline 360: Adding Alt Text Studio 360: Adding Alt Text	
26	There are no images of text? Or, the image has alternative text or a text equivalent available? (e.g., picture of an informational table, screenshot of text from another source, etc.)	Alt Text Best Practices PowerPoint: Adding Alt Text Storyline 360: Adding Alt Text Studio 360: Adding Alt Text	
27	If available, non-decorative elements are not included in the tab order?	Storyline 360: Customizing Tab Order	