

Accessibility in Training

This document goes over how we can make our trainings accessible.

Accessibility Metrics

The World Wide Web Consortium (W3C) created the Web Accessibility Initiative (WAI) to pursue accessibility of the internet. It is developed with the assistance of various industries, disability organizations, government, and accessibility research organizations.

W3C, in coordination with partners, created Web Content Accessibility Guidelines (WCAG), and has a customizable quick reference guide available online. The guide outlines four major principles of accessibility: perceivable, operable, understandable, and robust.

Guidelines to Meet

The following guidelines will ensure our web-based trainings are accessible. The guidelines below are broken up into sections based on the four major principles. For more information on each one, check out their website.

Perceivable

Text Alternatives

Provide text for non-text content so that it can be changed into other forms people may need, such as large print, braille, speech, symbols, or simpler language.

- Include alt text for images so that they can be read by screen readers.

Captioning

Provide alternatives for audio and video.

- Captions or other text alternative for audio and video.

Adaptable

Create content in a way that can be presented in different ways without losing information.

- Information can be read by a screen reader or available in text.
- Order content in a meaningful sequence.
- Do not identify content only by shape or location.

Distinguishable

Make it easy for learners to see and hear content.

- Color should not be the only means of conveying information.
- If audio autoplays, you must be able to pause, stop, or turn down the volume.
- Text should be used instead of an image of text when possible.

Operable

Keyboard Accessible

All functionality must be available from the keyboard.

Enough Time

Learners must have enough time to read and use content.

Seizures and Physical Reactions

Content must not be designed in a way that is known to cause seizures or physical reactions.

- Do not include anything that flashes three or more times in a one second period.

Understandable

Readable

Text content must be readable and understandable.

Predictable

Training appears and operates in predictable ways.

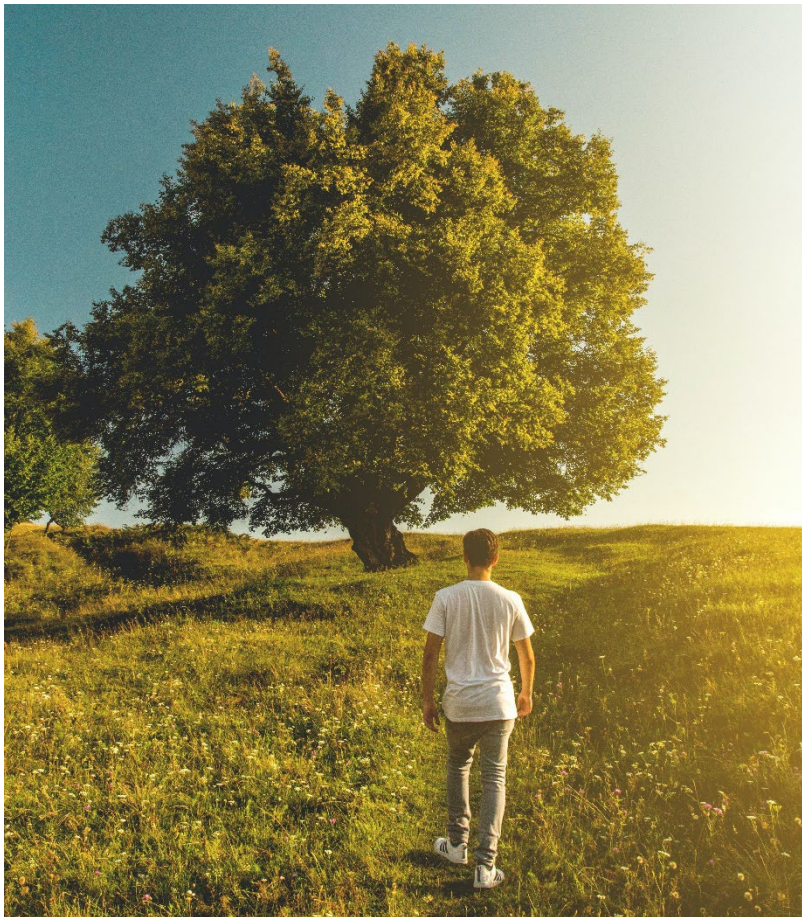
- Open new tabs and windows from a link only when necessary.
- There should be consistent navigation.

Accessibility Tips and Tricks

Here are some tips and tricks to meeting accessibility in the materials you develop.

Creating Alt Text

When writing alt text, there are a few general tips to keep in mind. First, be as descriptive and specific as possible. The description you include should paint a picture for learners who are unable to see them. Second, be concise. Depending on the screen reader being used, the description you enter could limit alt text to as little as 125 characters. Keep your alt text at or below that. Finally, don't include the obvious descriptors of "image of" or "photo of". Because you are entering alt text, it is assumed that some sort of image is being displayed. Only include these descriptors to differentiate between different types of images, such as icons and buttons.



Here are some examples of possible alt text for this image.

Okay: Man walking outside.

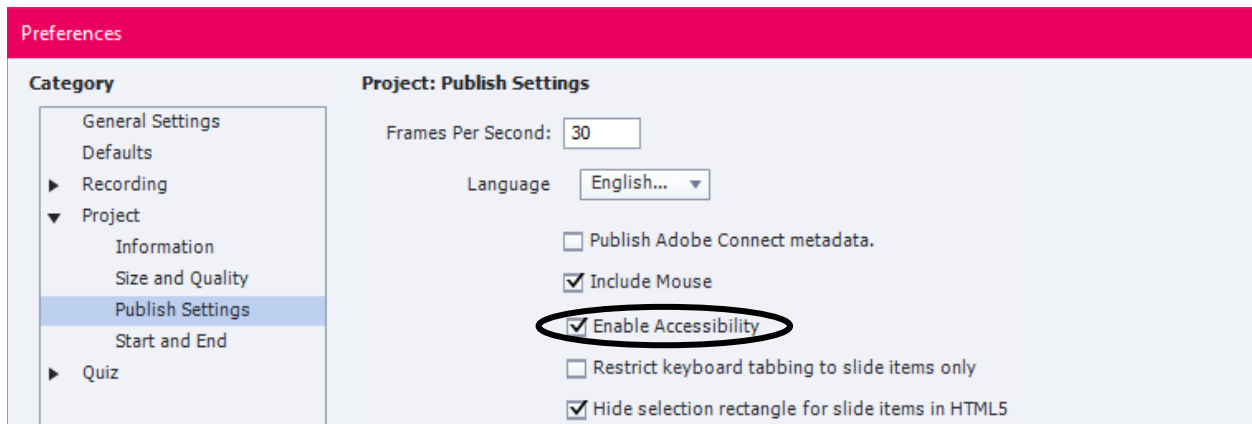
Better: Man with his back towards the camera walking outside.

Best: Man with his back towards the camera walking through a grassy field toward a tree.

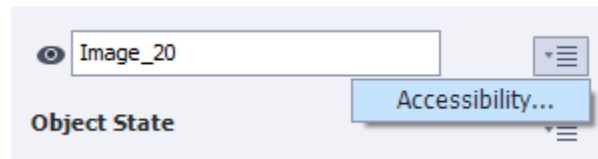
Accessibility in Captivate

There are accessibility features in Captivate, but it does not have an Accessibility Checker like PowerPoint does.

First, you must make sure that you allow screen readers to read your project. To do this, accessibility must be enabled. Typically, accessibility is enabled to default. To double check that it is enabled, click Edit -> Preferences -> Project -> Publish Settings.

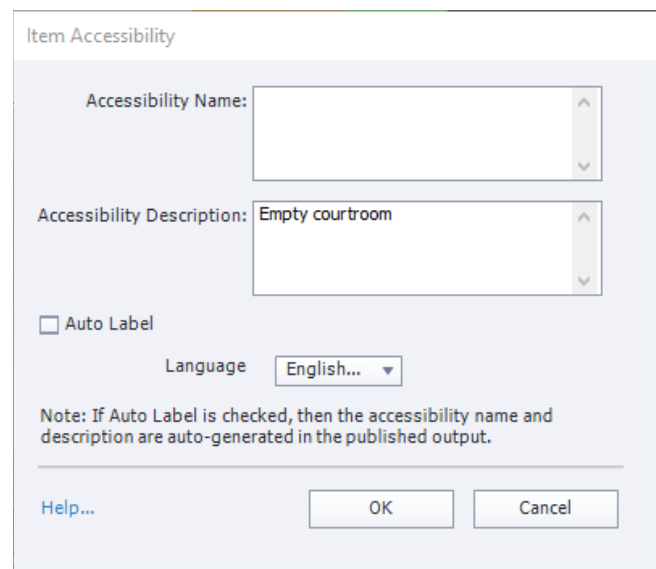


When developing your slides, be sure to add Alt Text to your images, icons, and other graphics. To add Alt Text, click on the image. Then, select Accessibility.

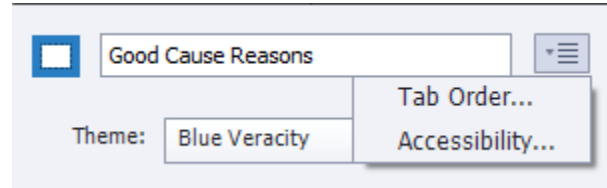


This opens an item accessibility window. Captivate defaults to having the Auto Label box checked. When this is checked, a screen reader will say "Image" or "Graphic Image". This is not descriptive enough to be considered accessible. Uncheck the box and enter a description.

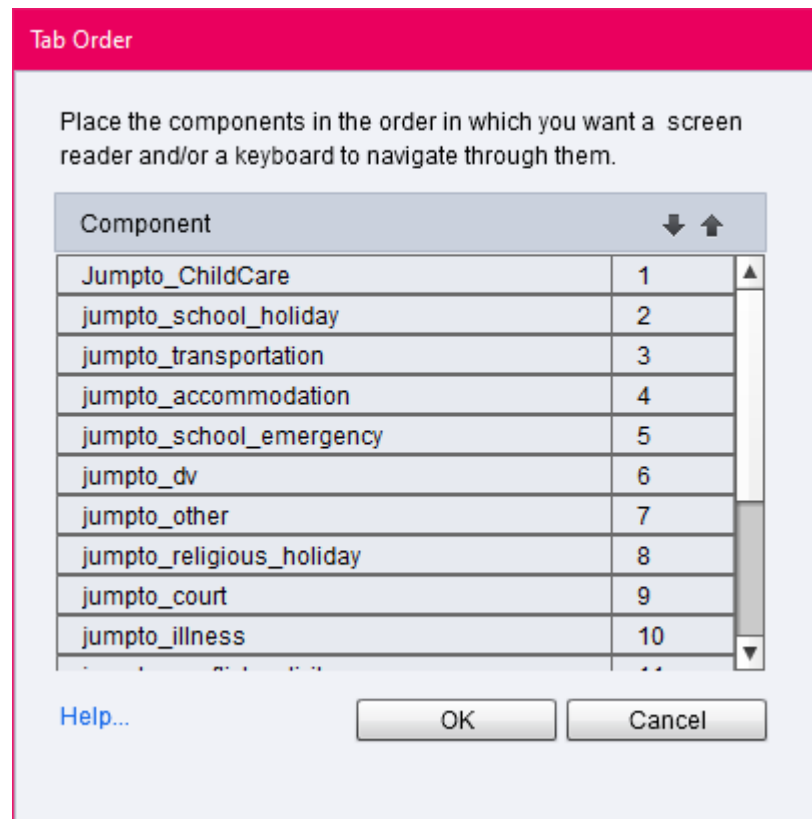
Use the Accessibility Name to identify the category when necessary, such as button icon and photo image. Then enter your Accessibility Description as your alt text.



You must also set the Tab Order for learners who only have use of their keyboards. You are only able to set an order for objects which learners must take action on, such as buttons and other clickable objects. To set the Tab Order, navigate to the slide and click Tab Order.



Use the arrows to set the order in which you want learners to access the information by using the arrows. Then click OK to save.



Resources

Alt Text. (n.d.). Retrieved March 16, 2021, from <https://moz.com/learn/seo/alt-text>

Bigby, G. (2019, August 09). What Is Section 508 And Who Needs to Be Compliant? Retrieved February 02, 2021, from <https://dynamapper.com/blog/27-accessibility-testing/552-what-is-section-508-and-who-needs-to-be-compliant>

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Eggert, E., & Abou-Zahra, S. (2019, October 04). How to Meet WCAG (Quick Reference). Retrieved February 02, 2021, from <https://www.w3.org/WAI/WCAG21/quickref/?versions=2.0>

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Lawton Henry, S., & Brewer, J. (Eds.). (2020, March 10). About W3C WAI. Retrieved February 02, 2021, from <https://www.w3.org/WAI/about/>