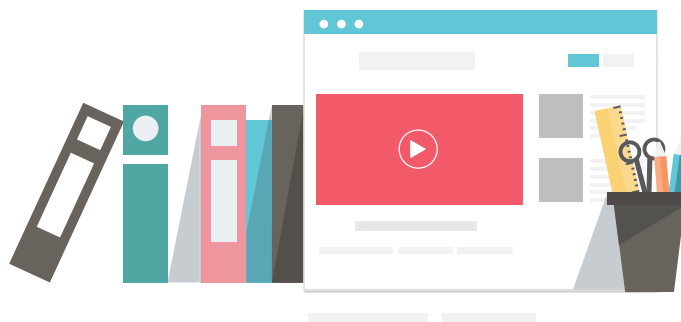# Elearning Accessibility Checklist

The handy checklist to improve accessibility in elearning

As elearning developers, it is our responsibility to ensure that we make learning modules that can be accessed as readily as possible. Aside from the technology hurdles that some users have, there is a lot we can do to improve the accessibility of our solutions. If you have never taken the time to consider how different learners access your content, now is the time to start.

We have put together this handy checklist that provides a starting point for elearning developers to improve the usability of elearning content.

Criteria	What you need to do	Checklist
Colours	It might seem obvious but the colours used in your learning materials will have a huge impact on its readability, not just by screen readers but also the naked eye. Simple considerations such as printing elements in black and white will help users with colour blindness to differentiate the content the way it needs to be. Make sure you use highly contrasting colours e.g. using a lighter text colour against a dark background, or a darker text colour against a light background. To be completely sure, use this contrast checker tool.	Have you checked the contrast and colour combinations being used in the elearning modules? **Yes No**

Text sizes	Setting your text size in the right unit is important to allow browsers to zoom and resize your text where needed. This ensures optimum user accessibility in different browsers and sizes. To do this, use a mixture of percentage (%) and em unit (numeric point size) when defining the text size in your learning materials.	Are you using percentage or em to define your text sizes? **Yes No**
Tab indexes	Tabbed navigation is the ability to navigate between elements, like hyperlinks and form fields within a user interface, with the 'Tab' key on a keyboard. Be sure to set the tabbing order in a logical manner (from the top left of the screen to the bottom right). All text and important elements on screen must be tab-able and readable by screen readers such as JAWS. If in doubt, try completing the module yourself without a touch-screen or mouse option and check the experience.	Are you able to navigate all important elements on screen with the 'Tab' key? **Yes No**
Navigation using a keyboard	In addition to tabbing, users should be able to navigate through your learning materials using only their keyboard. The 'Tab' and 'Shift+Tab' keys can be used to go through links and form fields, and 'Enter' and 'Spacebar' can be used to activate buttons and links. Again, when in doubt test by putting your mouse away and navigate your materials using only a keyboard.	Are you able to navigate through your learning materials using only a keyboard? **Yes No**
Automatic tab jump	A screen reader must be able to read the content of the new item being shown (e.g. a pop-up) when the user hovers over or clicks on a button or a link. This should happen automatically without the user having to press an extra 'Tab'. The user should then be able to click 'Tab' to go to the next button or link.	Have you tested this feature in your learning materials? **Yes No**
Skip to content	The main content is not usually the first thing on a page. Generally, screen reader users must navigate a long list of elements before arriving at the main content. To improve the experience, include a 'Skip to content' link at the top of the page that enables the user to jump down to the anchor at the beginning of the main content. This link should always be provided and is usually the first tab item.	Have you included a 'Skip to content' link in your learning materials? **Yes No**
Images	An alt tag is a text alternative for an image or object on your page, and is read by screen readers as an alternative to the image itself. To be fully compliant, you need to include alt tags for all non-decorative images (e.g. charts and graphs) on your page describing the image or link.	Have you added alt tags to all your non-decorative images? **Yes No**

Links	All links that opened in a new window should be indicated with advance warning or an icon showing that it's an external link or a PDF. Screen readers must be able to read that the link will be opened in a new window. It is also best practice to avoid putting a hyperlink behind ambiguous phrases such as 'click here'. Good example: Visit savv-e.com.au for more information. Bad example: Click here for more information.	Are all your links indicated properly? **Yes No**
Media	Media elements like sound and video may not be readable by all users for different reasons. Make sure to include text transcripts for all audio files, and descriptions or descriptive text for videos and animations. This allows users to consume this content at their own pace, have the ability to pause and recommence when ready to do so.	Have you included transcripts and descriptions for all media elements in your learning materials? **Yes No**
Buttons and links	Buttons and links should have indicators to let users know when an object is a button or a link. You can enable this by: - having a mouse-over hover state, which should also be triggered when a user presses the 'Tab' button - changing the mouse pointer icon to a hand-point icon when the cursor goes over a button or a link - showing a tick icon next to the button or link that has been viewed Use visual cues to let users know where you are on screen and when they are presented with a button or a link. This visual cue can be an underline, bold, italic or change in font size.	Do your buttons and links stand out as clickable objects? **Yes No**
Forms and assessments	Features that need to be incorporated in forms and assessments with multiple choice options: - Provide 'Correct' or 'Incorrect' feedback when users submit an answer - Highlight the correct answer for all users, while retaining the user's original answer selection - Disable the 'Next' button and only re-enable it once the user has submitted an answer - Disable the 'Done' or 'Submit' button until the user has at least one option selected - Disable the 'Done' or 'Submit' button, and answer options when the user has clicked on 'Submit' - Clears the form fields when a page is refreshed	Have you incorporated these features in your forms and assessments? **Yes No**
Test!	Before you deploy, ask a colleague or QA person to test your learning materials to make sure that you haven't missed anything. A fresh pair of eyes and ears can make all of the difference in making your solution as usable and inclusive as possible. Be prepared to make a change to enhance the usability of your content.	Have you had your module thoroughly checked and reviewed for usability? **Yes No**

Following our checklist is a great start to improving access for learners. For optimal outcomes, always be on the look-out for anything that could impact the usability of your learning materials, e.g. changes in learners' environment, their devices, access to audio or the performance of networks.

Over time, you may even add additional considerations to our checklist to really enhance the experience for your target audience.

Want to know more? Contact Savv-e to find out more about learning design and delivery.

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