# Course

Multimedia and eLearning Development (MeD) Accessibility Testing Report

Adapt Preview Link: LINK

|  |  |  |
| --- | --- | --- |
| **Testing type** | **Name of tester** | **Date Completed (YYYY/MM/DD)** |
| **Full Accessibility test:** **Phase 1 (15 error limit)** | Flavio Vasquez |  |
| **Regression test** |  |  |

**Purpose:** This issue report is designed to help track the accessibility of courses and eLearning materials. The objective is to standardize testing, have transparent requirements for courses, track issues, fix and close issues, and ultimately result in an accessible course.

The Checklist is used by the A11y Team as a guide to test the courses in a standardized manner.

The Accessibility Report is for the A11y Team to record accessibility issues for the DTs/Contractors to see which WCAG Criteria is not being met and ultimately fix any outstanding errors.

The Usability Issues are recorded when an A11y tester sees an issue that may not be a WCAG issue, but a functionality of the course that could impede learners. Examples of this might be overly long pages, confusing navigation, etc.

**Note for DTs/Contractors:** The Checklist is included for the Ally Team to track testing and can be skipped on your end. You can check it out for personal interest; however it’s intended purpose is to guide the A11y team, and regulate testing.

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# Adapt Checklist

Copy this file to the desired folder where the report should be saved (probably under CoursesFiles).

**Adapt Compliance Checklist**

Below are questions that will help you establish if your course created with Adapt is accessible. A completed checklist must be submitted with each request for accessibility compliance testing.

Remember to answer NA (not applicable) if a question is not relevant to your course. For example, if your course does not include any tables then the questions on tables are not relevant.

If you answer ‘**No**’ to one of the following questions, then your course **IS NOT** accessible.

**Revision History**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Description** |
| 1 | September 15, 2021 | Initial development |
| 1.1 | December 6, 2021 |  |
| 1.2 | July 14, 2022 |  |
| 2.1 | May 5, 2023 | Updated Sections:   * F. Navigation (UPDATED) * I. Long Descriptions (UPDATED) * Q. Accordion (UPDATED)   New Sections   * K. Multiple Choice Questions (NEW) |

## GLOBAL LEVEL ISSUES

### A. Adapt Options and Settings

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| A1 | Is the language of the page determined (English or French)? |  |
| A2 | If the course is a French (fr) course, were all the buttons, etc. manually translated as indicated in the Adapt Best Practices Guide? | n/a |
| A3 | Are all Global extensions activated/deactivated as per the Adapt Best Practices Guide?   1. Is the Page Level Progress extension activated? 2. Is the Search extension activated? |  |
| A4 | If the Resource and Glossary button exist – Are they populated? |  |

## PAGE LEVEL ISSUES

### B. Main Menu Page

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| B1 | Is the “Button link text” using the same wording as the title of the destination page OR has a clear and unique reference to it?  For example: "Go To: Module 1 - Structuring Content" (can also be Go To: Module 1), takes you to a page with the Title "Module 1 - Structuring Content". |  |
| B2 | Is the menu structure free of sub-menus? |  |

### C. Welcome Page

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| **C1** | **Is the first component of the welcome page a text component that contains the “Welcome to the course” section and other introductory content?** |  |
| C2 | Are the General Instructions for using the course included in the second component of the welcome page? (See the Adapt Best Practices for more details). |  |

### D. Page Structure

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| D1 | Do layouts follow a linear and logical pattern? (For example, place objects left to right, top to bottom in the same order you want them read by a screen reader). |  |
| D2 | Does each page have a unique title that describes the topic or purpose of the content of that page? |  |
| D3 | Do all the required Components (or blocks) have:  Titles and Display Titles |  |
| D4 | Are all Titles/Display Titles of all Articles, Blocks and Components unique for easy identification? |  |
| D5 | If Block Level Titles are used:   1. Is the Page Level Progress **activated on the block** 2. Is the Page Level Progress **deactivated on its nested component(s)** (unless the block contains one or more interactive component(s) with Title/Display Title. In this case the Page Level Progress should remain with the component(s). |  |

### E. Text and Formatting

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| E1 | Is all text written or pasted as plain text? |  |
| E2 | Is all text left-aligned? (Do not format text with “Justified”). |  |
| E3 | Are all words and phrases, written in a language different from the main course language, marked as such (EN or FR)? |  |
| E4 | Are all first instances of abbreviations written in their expanded form? |  |
| E5 | Is the text free from multiple “enter” or “space” to create whitespace? |  |
| E6 | Are lists styled/coded as bulleted or numbered lists? |  |
| E7 | Is phrasing referencing more than only shape, color, size, visual location, orientation, or sound? |  |
| E8 | Does the visual presentation of text on all pages have a contrast ratio of at least 4.5 to 1? |  |

### F. Navigation

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| F1 | Does the skip navigation button exist? |  |
| F2 | Has the label “skip navigation” button renamed to “Skip to main content”? (Label and aria label) |  |
| F3 | Are all button and label element contents unique and descriptive? |  |
| F4 | Are links recognizable as links? (Are they blue and underlined) |  |
| F5 | Do all hyperlinks use descriptive text instead of a URL? |  |
| F6 | Are all references to external resources (websites, documents, etc.) provided as direct links in the content? |  |

### G. Keyboard

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| G1 | Are all interactive elements operable using a keyboard? |  |
| G2 | Do all interactive elements have a visible focus indicator? |  |

### H. Images

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| H1 | Do all informative images have alt text? |  |
| H2 | Were the following two steps completed for all decorative images that do not contain any text?   1. Leave the “Alternative Text” section blank and 2. In the Extensions section Page Level Progress uncheck “Is enabled”, so the title of that graphic component doesn’t appear in the progress drop-down list. |  |
| H3 | Do all images of text have alt texts and long descriptions (where needed)? Note: If an image of text is allowed then the graphic is considered informative and must have alt text. |  |
| H4 | Is there a maximum of 140 characters in English and 170 characters in French for alt text. |  |
| H5 | Are all alt texts free of quotation marks (“”)? Note: This will break the code and any text after the first quotation mark will be ignored. |  |
| H6 | Does the visual presentation of images of text on all pages have a  contrast ratio of at least (4.5 to 1)? |  |

### I. Long Descriptions

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| I1 | If the alt text is more than 140 characters in English and 170 characters in French, has a long description been included using an accordion? |  |
| I2 | Does the complex image preceding the long description have an ALT-text announcing the long description such as: “Long description of the [screenshot, graph, chart, diagram, etc.] follows”? |  |
| I3 | Is the option “Is this optional?” activated on the accordion component? |  |
| I4 | Is the Page Level Progress disabled on the accordion component? |  |

## COMPONENTS

### J. All Components

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| J1 | Do Blocks and/or Components have the Page Level Progress checked as required? |  |
| J2 | Do all interactive components have clear instructions on how to use them? |  |
| J3 | Is a combination of colour, shapes and text used so that colour alone is not used to convey information? |  |

### K. Multiple Choice Questions

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| K1 | Is Display Model Answer unchecked? |  |
| K2 | Is the user able to select all checkbox options without other checkboxes becoming automatically unchecked (either 1 checkbox or all are available to select)? |  |
| K3 | Does the feedback (answer) include the Learner’s selection? (For example, you chose ‘x’. That is incorrect. The correct answer is ‘y’) |  |

### L. Graphical Multiple-Choice Questions

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| L1 | Is the Display Model Answer unchecked? |  |
| L2 | Have the “Item text” fields been used to display the image descriptions and the “alt” fields left blank? |  |
| L3 | Does the feedback (answer) include the Learner’s selection? (For example, you chose ‘x’. That is incorrect. The correct answer is ‘y’) |  |

### M. Matching Questions

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| M1 | Is the Display Model Answer unchecked? |  |
| M2 | Is the component limited to one question? |  |

### N. Open Text Input

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| N1 | Is the “Display Model Answer” checked? |  |
| N2 | Has a character limit been entered? (For example, “1000 characters”) |  |
| N3 | Is the character limit specified both in the component and to the learner? |  |
| N4 | Is the feedback available and includes the correct answer and any extra details needed? |  |
| N5 | Is the option “Display marking” deactivated? |  |

### O. Slider

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| O1 | Is the “Display Model Answer” unchecked? |  |
| O2 | Does the feedback model (answer) include the Learner’s selection? (e.g., You chose ‘x’. That is incorrect. The correct answer is ‘y’) |  |

### P. Quick Navigation

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| P1 | Is the Quick Navigation Component the last component on the page? |  |
| P2 | Is the Quick Navigation Component present in the PLP |  |
| P3 | Is show tooltip unchecked for all buttons? |  |
| P4 | Does the Quick Navigation include the Previous, Root and Next buttons (except on first and last page, only as required)? |  |
| P5 | Are the Quick Navigation buttons labelled as “Previous Page”, “Return to Main Menu” and “Next Page”? |  |

### Q. Accordion

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| Q1 | Within a component, does each accordion have a unique title (keep accordion titles short and succinct)? |  |
| Q2 | Is there a maximum of 8 accordions panels per component? |  |
| Q3 | "If accordion is a long description, is the option “Is this optional?” activated?" |  |

### R. Guided Tour (NEW)

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| R1 | Is there an introductory sentence/paragraph to provide a context to the guided tour? |  |
| R2 | Is there a minimum of two (2) and a maximum of ten (10) pins/steps within a single component? |  |
| R3 | Do all the steps follow a logical pattern on the background image (preferably from left to right, top to bottom)? |  |
| R4 | Does each step/modal include a unique title (ensure the title of the step accurately matches what appears in the background image)? |  |
| R5 | Is the text of your step/modal written clearly and specifically, without relying on the image or using spatial language like "this/that" to describe the step (must be understandable without the image)? |  |
| R6 | Do all step images include a clear visual border around the pointed element using appropriate color and contrast? |  |
| R7 | Are all images used in the component the same size to prevent automatic scrolling? |  |
| R8 | Does the Guided Tour include a final step/modal to inform the learner that the activity is completed? |  |

### S. Hot Grid

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| S1 | Is there a minimum of 1 and a maximum of 9 items in a single component? |  |
| S2 | Does the “Item graphic alt text” match the “Item Popup title”? |  |
| S3 | Does the “Item graphic alt text” use sentence case (not ALL CAPS)? |  |
| S4 | Is the option “Cycle through item pagination” deactivated? |  |

T. Hot Graphic

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| T1 | Is there a minimum of one (1) pin and a maximum eight (8) pins within a single component? |  |
| T2 | Is there an image uploaded to the Hot Graphic Source field. |  |
| T3 | Is the option “Cycle through item pagination” deactivated? |  |

### U. Media

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| U1 | Is there an introductory sentence/paragraph to provide context? |  |
| U2 | Are the transcript and closed captions provided? |  |
| U3 | Has the completion trigger been set to “inview” and “Trigger completion?” been enabled in “Transcript options” section? |  |

### V. Narrative

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| V1 | Is there a minimum of 2 slides and a maximum 8 slides within a single component? |  |
| V2 | Is the option “Move navigation to text area” unchecked? (The arrows should always appear over the image) |  |

### W. Tables

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| W1 | Are the tables used for data only (tables not used for layout)? |  |
| W2 | Is an introductory paragraph included to explain the primary purpose of the table and the relationships of its content? |  |
| W3 | Do all cells have content? (If needed use non-breaking spaces, hyphens, N/A etc.) (UPDATED) |  |
| W4 | Are the tables simple? |  |
| W5 | Were the table width/height properties left blank (unspecified)? |  |
| W6 | Are headers defined? Note 1: Set the “Headers” (scopes) by selecting “First row”, “First column”, or “Both”. Note 2: For larger tables MeD may need to code the header and data relationships (ids and headers) |  |

### X. Trickle Button

|  |  |  |
| --- | --- | --- |
| **ID** | **Requirement** | **Result** |
| X1 | Does the last block or article of your pages have Trickle disabled? |  |
| X2 | Do blocks or articles with Trickle enabled contain interactive components? |  |
| X3 | Is Trickle used consistently on either articles or blocks? |  |
| X4 | Is the option “Scroll automatically” activated? |  |
| X5 | If configured on the article level, is the option “Scroll To” changed from “@block+1” to “@article+1”? |  |
| X6 | Is Trickle not overused on any pages (For example, not on every block)? |  |

# Accessibility Report

## DT: Short title (WCAG #)

###### Details / Screenshots

**Page / URL:**

**Description of the issue:**

Describe the error overview

**Recommendation:**

Insert recommendations

**Action: Fixed** by Name on Date

**Comments:**

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**Comments:**

# Usability Issues

## DT: Short summary of issue

###### Details / Screenshots

**Page / URL:**

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Describe the error overview

**Recommendation:**

Insert recommendation

**Action: Fixed** by Name on Date

**Comments:**

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