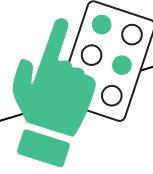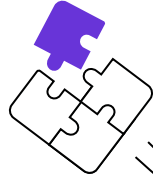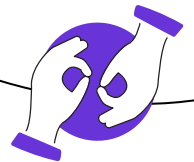# articulate

How to Create Accessible E-Learning

☑ Checklist
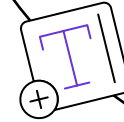
Why e-learning accessibility matters

Accessible e-learning is content designed for all learners—including those with auditory, visual, mobility, learning, or other disabilities. According to the U.S. Bureau of Labor Statistics, in 2022, **over 7.5 million Americans** (age 16 and over) in the workforce identified as having a disability. And that's not including people with situational disabilities—consider those who have limited mobility due to a broken bone, or hearing impairment due to working in a noisy environment, for example. Now think about how many people in your organization might miss out on critical training without access to accessible e-learning.

Universal design in e-learning is the practice of designing and developing online learning materials and experiences that are inclusive, accessible, and usable by the widest possible range of learners. Start creating accessible training for your organization using the following checklist of universal design basics for text, multimedia, images, and interactivity elements in e-learning.

Accessible e-learning checklist

Text:

☐ Use 12-point font size, at minimum

☐ Avoid all caps

☐ Use bold font for emphasis rather than underlining or italics

☐ Left-align text (for left-to-right languages such as English)

☐ Use clean, sans-serif fonts

☐ Check for sufficient color contrast between text and background; the contrast ratio should be at least 4.5:1

☐ Use appropriate semantic structure for headings, links, lists, and other navigable elements

☐ Use plain language appropriate for your audience

☐ Provide a glossary for acronyms and complicated terms

☐ Use inclusive language (e.g., "Select" instead of "Click")

Multimedia (Audio/Visual):

☐ Provide captions for time-based audio and video

☐ Provide transcripts to describe narration, sound effects, on-screen text, scene changes, and other audiovisual elements

☐ Avoid auto-playing media

☐ Avoid strobe effects or animations that can't be paused

☐ Provide the end user with full media control

☐ Provide audio descriptions of video content when necessary

Images:

☐ Provide alternative text (alt text) when appropriate

☐ Minimize clutter on slides (competing images and text) to improve navigation and understanding

☐ Avoid images of text when possible

Interactivity:

☐ Use consistent, logical navigation

☐ Check focus order to ensure assistive technology follows expectations and set a custom focus order if needed

☐ Ensure all interactions are navigable via keyboard (e.g., avoid hover states that reveal important information)

☐ Avoid using color alone to convey meaning; supplement with a change in scale, or by adding text or icons

☐ Use unique and descriptive link text (e.g., instead of hyperlinking "Click here" in "Click here to contact us," use "Contact us" with "Contact us" hyperlinked)

☐ Provide accessibility instructions wherever user input is required

☐ Avoid time limits unless they can be turned off or extended

☐ Identify input errors and suggest corrections

Digital accessibility standards

Website accessibility is required by law for many businesses worldwide. In the United States, two common accessibility standards govern digital content: **WCAG (Web Content Accessibility Guidelines)** and **Section 508**. These standards ensure a digital environment that is easier for everyone to understand and navigate. Before you begin designing an accessible course, check out the linked resources and make sure you're familiar with the set of standards your content needs to meet for compliance.

Accessibility standards and practices are evolving, which means the tools you rely on to create and deliver e-learning need to evolve, too. Articulate is committed to continually improving our products to deliver you the best possible learning outcomes for your workforce. It's one reason we offer Articulate 360 as a subscription-based platform, ensuring that you always have the latest training technology at your fingertips. Read more about **our commitment to accessibility** on our website.

Ready to create accessible e-learning with Articulate 360?

Whether you're new to e-learning or a longtime creator, Articulate 360 offers everything you need to create accessible online training. Contact us at sales@articulate.com to learn more, or sign up for a **free 30-day trial** to see how intuitive and impactful creating accessible e-learning can be.

Learn more at articulate.com/360