Accessibility Features

This course has been designed to reach as many people as possible and meets and exceeds the AA WCAG 2.1 guidelines for accessibility. This document has been created to introduce you to some of these features so you can have a convenient and comfortable learning experience.

Course Player Features

The course player allows you to adjust the **volume** and **playback speed**, toggle the **closed captions** on and off, turn on **zoom to fit** and **accessible text**, and enlarge to **full screen**.

You can also **play or pause** each slide if you need a break. If you need even more time and you want to log out, **your progress will be saved**.

Navigating the Course

The **next button** will be disabled on most slides until you listen to the audio narration and view all content associated with the page (by selecting buttons). Buttons will also be disabled until the audio narration completes. Upon completion of the audio narration, the buttons will become active.

If you arrive on a page without a **next button** or if the **next button** is disabled, look for other on-screen navigation buttons. Some buttons used in this course include arrows, the close symbol (X), and submit.

Keyboard Shortcuts

Once the course is open, you can select **Shift + ?** at anytime to see the list of **shortcuts**. If you're using a screen reader, you will select **Shift + Windows + ?** to see the list of shortcuts, and then use **Esc** to close the panel.

Keyboard Shortcuts

Enable keyboard shortcuts ⬤

Action	Shortcut
List keyboard shortcuts	Shift+?
Toggle accessible text	Ctrl+Alt+t
Mute / unmute	Ctrl+Alt+m
Toggle closed captions	Ctrl+Alt+c
Replay slide	Ctrl+Alt+r
Play / pause	Ctrl+Alt+p
Previous slide	Ctrl+Alt+,
Next slide	Ctrl+Alt+.
Submit slide	Ctrl+Alt+s

Keyboard-only Users

You can take advantage of the built-in Storyline keyboard shortcuts to help you efficiently navigate the course. You might also find these tips to be useful:

- Use the **Tab key** to move through the interactive objects on a page. These objects might be buttons, links or navigation controls. To activate an interactive object, make sure it is in focus and press **Enter**.

- Radio buttons: When answering a multiple-choice question, use the **Tab key** to navigate into the answer panel and then use the up and down arrows to select an answer. Press the **Tab key** to go to the on-screen **Submit button**.

- Checkbox: When selecting answers for a select-all question, you will use the **Tab key** to move through each possible answer. Use the **Spacebar** to make a selection. Once you have selected all the correct answers, use the **Tab key** to move to the on-screen **Submit button**.

Using a Screen reader

Using a screen reader with this course will be a pleasant experience for you. We have taken extra steps to ensure that this training is engaging and works efficiently.

We have some tips to help you have the best experience.

- The volume is on, by default. To shut it off, press **Ctrl + Alt + M**. Using those same buttons will also turn it back on in case you would prefer to listen to the audio provided on each slide.
- You can also control the volume by using the **up and down arrows** or the **tab key** to navigate to the **volume slid**er and setting the volume to zero.
- You will use the **up and down arrows** to move through the onscreen objects.
- You can use the **Enter key** select a radio button or check box.
- You will use the **Tab key** to enter or exit a text field.
- Occasionally, there will be a glitch and the screen reader will jump to the middle or bottom of the page or into the navigation, entirely skipping the page content. In that case, use the up or down arrow until you reach the button that includes the phrase "**Back to Top**". Selecting that button will move you to the top of the page so you can view all of the content.

- Some slides will have interactions that require you to select a button, view new content, select another button, view new content, and so on. Once you have selected a button, it will be marked as visited to help you keep track of the content you have viewed.
- In most cases, the instructions for moving forward through the course will be obvious, but moving back is more complicated. You can use the **course menu** to select a previous slide, you can use the **control on the course player** or you can use the keyboard shortcut **Ctrl + Alt + comma.**