



### Project Details

Title: \_\_\_\_\_

Authors: \_\_\_\_\_

Start Date: \_\_\_\_\_

### Project Setup

- ☐ Enable **keyboard navigation** (Tab, Shift+Tab, Enter, Spacebar) for all interactive elements.
- ☐ Use **focus order** to define a logical tabbing sequence (via Focus Order panel).
- ☐ Enable the **accessibility controls** in the player (e.g., skip navigation, volume control, transcript toggle).

### Slide Design and Layout

- ☐ Use **consistent layouts** and templates to support predictable navigation.
- ☐ Avoid placing important content in areas that may be obscured by the player UI.
- ☐ Use **white space** and clear grouping to separate content visually and logically.



### Text and Typography

- ☐ Use **readable fonts** (sans-serif, minimum 12pt).
- ☐ Ensure **sufficient contrast** between text and background (minimum 4.5:1).
- ☐ Avoid using **color alone** to convey meaning.
- ☐ Use **built-in text boxes** rather than embedding text in images.

### Images and Graphics

- ☐ Add **alt text** to all meaningful images and icons.
- ☐ Mark **decorative images** as such or leave alt text blank.
- ☐ Avoid using **text within images** unless it's also provided in the slide content.

### Audio and Video

- ☐ Provide **closed captions** for all audio and video content.
- ☐ Include **transcripts** for audio narration and video.
- ☐ Avoid **autoplaying media** unless it's essential and clearly indicated.
- ☐ Ensure **audio descriptions** are available for visual-only content.



### Interactivity

- ☐ Ensure all interactive elements (buttons, hotspots, drag-and-drop) are:
  - **Keyboard accessible**
  - **Clearly labeled** for screen readers
- ☐ Provide **text alternatives** for drag-and-drop or mouse-only interactions.
- ☐ Use **visible focus indicators** for interactive elements.

### Navigation

- ☐ Provide **clear, consistent navigation controls** (Next, Back, Menu).
- ☐ Allow users to **pause, replay, or skip** content.
- ☐ Avoid **time-limited interactions** unless necessary, and provide a way to extend time.

### Screen Reader Support

- ☐ Use the **Accessibility Text** field for screen reader descriptions.
- ☐ Test with **screen readers** (e.g., NVDA, JAWS) to ensure content is announced correctly.
- ☐ Avoid using **animations or transitions** that interfere with screen reader output.



### Quizzes and Assessments

- ☐ Ensure all question types are **keyboard navigable**.
- ☐ Provide **clear instructions** for answering questions.
- ☐ Use **accessible feedback layers** with meaningful messages.

### Publishing and Testing

- ☐ Publish using **HTML5 output** (Flash is deprecated and not accessible).
- ☐ Test the course on **multiple devices and browsers**.
- ☐ Use **Storyline's accessibility checker** (if available) and conduct manual testing.