



## **MindEdge Learning**

# **Web Content Accessibility Guidelines 2.1 Checklist**

### **Accessibility Statement**

MindEdge, Inc. is committed to the principle of equal access for learners with disabilities in compliance with the Americans with Disabilities Act (ADA), Section 508 of the Rehabilitation Act, and the Web Content Accessibility Guidelines (WCAG) of the World Wide Web Consortium Web Accessibility Initiative (W3C WAI). To help us achieve WCAG 2.1 level AA compliance in all areas and AAA compliance in most areas, we have accessibility experts on staff who thoroughly test our courses and new features for learner experience and compatibility with the most commonly used assistive technologies. Learners are able to contact us through a variety of methods within the course regarding any accessibility issues.

## Key Accessibility Features

- Button at the very top of the page for text-only browsers to request confirmation of assistive technology use. This sets a cookie that is used to present course material in a mode that's more accessible than the default.
- Creation of a logical access-key order, while keeping the most common reserved key combinations in mind.
- Skip to content, skip to navigation, skip navigation links at the appropriate places for text browsers and screen readers.
- Appropriate alternative text for non-decorative images and other non-text elements.
- Link title attributes used when necessary to describe linked-to content.
- Consistent and hierarchical HTML markup for ease of navigation when not using a mouse.
- Form fields have associated labels.
- Alternate content for JavaScript interactive features.
- Data tables use header columns and rows to enhance comprehension. When appropriate, data tables have detailed text descriptions, styled appropriately for screen readers.
- Buttons, links, and interactive features have large clickable areas to support students with poor motor skills.
- Fully accessible via keyboard and non-mouse input devices.
- WCAG 2.1 AAA level color contrast, which can be overridden by browser contrast setting.
- ARIA alerts for elements that are dynamically updated.

## WCAG 2.1 Checklist

For a complete listing of the WCAG (Web Content Accessibility Guidelines) 2.1, visit:  
<https://www.w3.org/TR/2018/REC-WCAG21-20180605/>

### Guideline: Perceivable

Information and user interface components must be presentable to users in ways they can perceive.

#### Text Alternatives

##### Non-text Content (Level A)

- There is a meaningful and equivalent alternative for all non-text content, such as images, graphics, objects, graphic controls in forms and hotspots in image maps.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- If the alternative text is not sufficient for the text alternative, a long description is prepared and is referred to in the alternative text.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- Decorative graphics or layout graphics have empty alt attributes or they are concealed from assistive technologies (e.g., screen readers) in some other way.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- There are no graphic CAPTCHAs or an alternative is present.

N/A \_\_\_ ; No \_\_\_ ; Yes X

#### Time-based Media: Provide alternatives for time-based media

##### Audio-only and Video-only (Prerecorded) (Level A)

*If audio or video media are not an alternative to the content, the following applies:*

- There are text transcripts for prerecorded audio media.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- There are text transcripts for prerecorded video media or

N/A \_\_\_ ; No \_\_\_ ; Yes X

- Prerecorded video media have text transcriptions or audio descriptions.

N/A \_\_\_ ; No \_\_\_ ; Yes X

##### Captions (Prerecorded) (Level A)

- Prerecorded video content has simultaneous subtitles.

N/A \_\_\_ ; No \_\_\_ ; Yes X

##### Audio Description or Media Alternative (Prerecorded) (Level A)

- Prerecorded audio media (e.g., podcasts) have written text transcripts.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- Prerecorded video media have written text descriptions or audio descriptions.

N/A \_\_\_ ; No \_\_\_ ; Yes X

##### Captions (Live) (Level AA)

- Live audio media have simultaneous subtitles.

N/A X ; No \_\_\_ ; Yes \_\_\_

##### Audio Description (Prerecorded) (Level AA)

- Prerecorded video media have audio descriptions of visual content that is not described in the standard audio description (SC 1.2.1).

N/A X ; No \_\_\_ ; Yes \_\_\_

### Sign Language (Prerecorded) (Level AAA)

- Sign language videos are provided for all prerecorded audio content.

N/A  ; No  ; Yes

### Extended Audio Description (Prerecorded) (Level AAA)

- An extended audio description is prepared for video media if the pauses are not sufficient to communicate the meaning of the video content.

N/A  ; No  ; Yes

### Media Alternative (Prerecorded) (Level AAA)

- There is an alternative for all prerecorded video media, containing information that is spoken and/or shown simultaneously.

N/A  ; No  ; Yes

### Audio-only (Live) (Level AAA)

- An alternative is provided for all live audio media.

N/A  ; No  ; Yes

## Adaptable: Create content that can be presented in different ways (for example simpler layout) without losing information or structure.

### Info and Relationship (Level A)

#### A. Headings

- Headings make the structure of the document clear.

No  ; Yes

- Headings are marked up using the heading element (h1, h2, ... , h6).

No  ; Yes

#### B. Lists

- Listed information is formatted as a list (ul, ol, dl).

N/A  ; No  ; Yes

#### C. Forms

- In forms with multiple parts, the parts are grouped by content into information blocks.

N/A  ; No  ; Yes

- Labels and related form input fields are logically linked.

N/A  ; No  ; Yes

#### D. Data tables

- Data tables are formatted with the necessary markup, e.g., headings for columns; rows and tables are clearly labeled, and headings and summaries are present.

N/A  ; No  ; Yes

- Data tables can be read serially and are not used for layout purposes.

N/A  ; No  ; Yes

#### E. Use of symbols

- Special text is correctly formatted, e.g., citations with `<code>cite</code>` and long quotations with `<code>blockquote</code>`

N/A  ; No  ; Yes

### Meaningful Sequence (Level A)

- The logical order is retained for screen readers and when CSS is turned off.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- Contents in tables are correctly linearized and no empty cells are used to create space in the layout.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- No character spaces are used to create space in the layout; CSS is used instead.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- There is no contextual confusion caused by content positioned with CSS.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### Sensory Characteristics (Level A)

- There are no instructions that are solely optical or acoustic, e.g., "Press the green button on the left".

N/A \_\_\_ ; No \_\_\_ ; Yes X

### Distinguishable: Make it easier for users to see and hear content including separating foreground from background.

#### Use of Color (Level A)

- Information is not communicated solely based on color.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- If color alone is used for differentiation, e.g., for links in a text, the links have a contrast ratio to the surrounding running text of at least 3:1.

N/A \_\_\_ ; No \_\_\_ ; Yes X

#### Audio Control (Level A)

- If audio plays automatically for more than 3 seconds, a stop button is provided.

N/A \_\_\_ ; No \_\_\_ ; Yes X

#### Contrast (Minimum) (Level AA)

- The contrast ratio of the font color to the background color is at least 4.5:1.

No \_\_\_ ; Yes X

- The contrast ratio of the font color of large fonts (at least 18 pt or 14 pt for bold text) to the background color is at least 3:1.

No \_\_\_ ; Yes X

#### Resize Text (Level AA)

- The font size is defined in the CSS in terms of % or em.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- It is possible to enlarge either the contents of the entire page or the text alone using the browser's "zoom" function.

N/A \_\_\_ ; No \_\_\_ ; Yes X

#### Images of Text (Level AA)

Text is used instead of text graphics for content.

Exceptions:

- The display size of content can be scaled, and the content can be read without CSS.

N/A X ; No \_\_\_ ; Yes \_\_\_

- The content is necessary, such as a logo or brand name (e.g., if a particular graphical form is required). They can be described either with alt attributes or title attributes.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### Contrast (Enhanced) (Level AAA)

- The contrast ratio of the font color to the background color is at least 7:1.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- The contrast ratio of the font color of large fonts (at least 18 pt or at least 14 pt for bold text) to the background color is at least 4.5:1.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### Low or No Background Audio (Level AAA)

- Prerecorded speech has almost imperceptible background noise or none at all, or the audio can be switched off.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### Visual Presentation (Level AAA)

For visual presentation of blocks of text, the following is possible:

- The user can select foreground and background colors.

N/A \_\_\_ ; No X ; Yes \_\_\_

- The width is not more than 80 characters.

N/A \_\_\_ ; No X ; Yes \_\_\_

- Text is not justified (it is either left-aligned or right-aligned).

N/A \_\_\_ ; No \_\_\_ ; Yes X

- The line spacing is at least 1.5 within paragraphs and the paragraph spacing is at least 1.5 times as large as the line spacing.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- The text size can be scaled up to 200 percent without assisting technology (without scrolling).

N/A \_\_\_ ; No \_\_\_ ; Yes X

### Images of Text (No Exception) (Level AAA)

Text is used instead of text graphics for content.

Exceptions:

- The contents are essential for a piece of information that cannot be communicated without text graphics (e.g., logo).

N/A \_\_\_ ; No \_\_\_ ; Yes X

## Guideline: Operable

User interface components and navigation must be operable.

### Keyboard Accessible: Make all functionality available from a keyboard

#### Keyboard (Level A)

The following can be navigated and operated using the keyboard (tab key):

- All page functions and elements.

No \_\_\_ ; Yes X

- All form input fields, controls and switches.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- No particular timing of individual keystrokes is needed for operation.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### No Keyboard Trap (Level A)

- The keyboard focus is not blocked for any element of the website.

No \_\_\_; Yes X

- The user can move focus to and from every element using the keyboard.

No \_\_\_; Yes X

- The user is advised if keyboard keys other than the conventional ones are used (tab key, arrow keys).

N/A \_\_\_; No \_\_\_; Yes X

### Keyboard (No Exception) (Level AAA)

- All functionalities can be operated using the keyboard, without exception.

No \_\_\_; Yes X

- No particular timing of individual keystrokes is necessary for operation.

N/A \_\_\_; No \_\_\_; Yes X

### Enough Time: Provide users enough time to read and use content Timing Adjustable (Level A)

There is no time limit for pages.

Exceptions:

- The user can turn off the time limit before encountering it.

N/A X; No \_\_\_; Yes \_\_\_

- The user can adjust the time limit before encountering it.

N/A X; No \_\_\_; Yes \_\_\_

### Pause, Stop, Hide (Level A)

The following applies to any auto-updating, moving or flashing information that starts automatically and is presented in parallel with other content for longer than 5 seconds:

- The user can use some mechanism to stop, close or hide the information.

N/A X; No \_\_\_; Yes \_\_\_

- A mechanism is provided for automatic updates, so that the user can stop or hide the update or control its frequency.

N/A X; No \_\_\_; Yes \_\_\_

### No Timing (Level AAA)

- No time constraint is necessary when processing the content.

N/A \_\_\_; No \_\_\_; Yes X

### Interruptions (Level AAA)

- Interruptions such as advisories can be postponed or suppressed by the user, except interruptions involving an emergency.

N/A X; No \_\_\_; Yes \_\_\_

### Re-Authenticating (Level AAA)

- If an authenticated session is in progress, the user can continue an action after re-authenticating without loss of data.

N/A \_\_\_; No \_\_\_; Yes X

**Seizures: Do not design content in a way that is known to cause seizures  
Three Flashes or Below Threshold (Level A)**

- Websites contain nothing that flashes more than three times a second on an ongoing basis, or the flash is below a defined limit for flashes.

No \_\_\_ ; Yes X

**Three Flashes (Level AAA)**

- Websites contain nothing that flashes more than three times per second on an ongoing basis.

No \_\_\_ ; Yes X

**Navigable: Provide ways to help users navigate, find content and determine where they are**

**Bypass Blocks (Level A)**

- Skip links are made available to avoid repeated blocks of information  
- Repeated blocks of information are grouped or labeled using headings.

N/A \_\_\_ ; No \_\_\_ ; Yes X

**Page Titled (Level A)**

- Web pages have a title (title tag in the meta area) that describes the topic or purpose.

No \_\_\_ ; Yes X

**Focus Order (Level A)**

- The order of links in the navigation and in the content is logical.

N/A \_\_\_ ; No \_\_\_ ; Yes X

**Link Purpose (In Context) (Level A)**

- Link texts can be understood either alone or based on the context.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- A change in format is indicated by the link text or the context.

N/A \_\_\_ ; No \_\_\_ ; Yes X

**Multiple Ways (Level AA)**

In addition to navigation, the website presents at least one other method for accessing content:

- A search function or

N/A \_\_\_ ; No \_\_\_ ; Yes X

- A sitemap / table of contents or both

N/A \_\_\_ ; No \_\_\_ ; Yes X

**Headings and Labels (Level AA)**

Informative page headings and labels are used:

- The website has headings that group the content.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- The headings describe the subsequent section of content concisely and meaningfully.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- Descriptive labels are present in forms.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- The functions or instructions are labeled, and active zones can be recognized on image maps and maps.

N/A X ; No \_\_\_ ; Yes \_\_\_



### Focus Visible (Level AA)

- Elements with focus are visibly emphasized when they are activated using the keyboard.

N/A \_\_\_ ; No \_\_\_ ; Yes X

- Skip links become visible when they receive keyboard focus.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### Location (Level AAA)

- The current position of the user within the website or a process is indicated.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### Link Purpose (Link Only) (Level AAA)

- The purpose of each link can be identified from the link text alone. Link texts describe the target or the purpose and change of format.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### Section Headings (Level AAA)

- Headings introduce all sections of content.

N/A \_\_\_ ; No \_\_\_ ; Yes X

## Guideline: Understandable

Information and the operation of user interface must be understandable.

### Readable: Make text content readable and understandable

#### Language of Page (Level A)

- Every web page has a correct language declaration.

No \_\_\_ ; Yes X

#### Language of Parts (Level AA)

- Sections of text in languages other than the default language are marked up using the lang attribute.

N/A X ; No \_\_\_ ; Yes X

- Individual words in another language that could be understood incorrectly or not at all are marked up using the lang attribute.

N/A X ; No \_\_\_ ; Yes \_\_\_

#### Unusual Words (Level AAA)

- Unusual words, technical terms and foreign words are explained in a glossary or with some other mechanism.

N/A \_\_\_ ; No \_\_\_ ; Yes X

#### Abbreviations (Level AAA)

- Abbreviations are explained in a glossary or expansions for abbreviations are provided by expanding or explaining the definition the first time it is used, using the <abbr> element, or linking to a definition or glossary.

N/A \_\_\_ ; No \_\_\_ ; Yes X

#### Reading Level (Level AAA)

- Summaries or alternatives are made available for texts that are too complicated to be understood by people with a basic education (9 years of school).

N/A \_\_\_ ; No \_\_\_ ; Yes X

#### Pronunciation (Level AAA)

- A mechanism is provided to detect the pronunciation of content if this is necessary to distinguish between options.

N/A \_\_\_ ; No X ; Yes \_\_\_

## **Predictable: Make web pages appear and operate in predictable ways**

### **On Focus (Level A)**

- Context does not change when a section of the page receives focus.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### **On Input (Level A)**

- Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised beforehand.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### **Consistent Navigation (Level AA)**

- Navigation within a website is structured and arranged consistently.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### **Consistent Identification (Level AA)**

- Elements with the same function are identified consistently within a website.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### **Change on Request (Level AAA)**

- The context is only changed upon receiving confirmation from the user.

N/A \_\_\_ ; No \_\_\_ ; Yes X

## **Input Assistance: Help users avoid and correct mistakes**

### **Error Identification (Level A)**

- If input errors are automatically detected, the error is clearly described in text form in the error message.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### **Labels or Instructions (Level A)**

- Labels or instructions are given when user inputs are required.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### **Error Suggestion (Level AA)**

- Suggested corrections are made in case of input errors.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### **Error Prevention (Legal, Financial, Data) (Level AA)**

- It must be possible to check, change, delete or confirm inputs that have legal or financial consequences before sending.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### **Help (Level AAA)**

Help is available when:

- Specific inputs must be entered in a form;

N/A \_\_\_ ; No \_\_\_ ; Yes X

- Inputs must be made in a particular format.

N/A \_\_\_ ; No \_\_\_ ; Yes X

### **Error Prevention (All) (Level AAA)**

- It must be possible to check, change, delete or confirm all inputs before sending.

N/A \_\_\_ ; No \_\_\_ ; Yes X

## **Guideline: Robust**

Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

### **Compatible: Maximize compatibility with current and future user agents, including assistive technologies**

#### **Parsing (Level A)**

- The markup language used, HTML or XHTML, conforms to standards and is free of errors.

N/A \_\_\_\_ ; No \_\_\_\_ ; Yes X

#### **Name, Role, Value (Level A)**

- In case of generated and self-programmed content, markup is used in a way that supports accessibility.

N/A \_\_\_\_ ; No \_\_\_\_ ; Yes X