eLearningSolutionsLab

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eLearning Accessibility Checklist

54 checks built on WCAG 2.2 AA, with how to check and fix each item

Course:	Reviewer:	Date:

How to use it: fix the Template items once in your course template, theme or player. Check the Every screen items slide by slide. Both means set it up in the template, then spot-check. "(2.1)" = added in WCAG 2.1, not in Section 508 or AODA. "(new in 2.2)" = only in WCAG 2.2.

Start here: the 10 checks to do first

- ☐ Run a keyboard-only pass through the whole course
- ☐ Check text contrast is at least 4.5:1
- ☐ Add alt text to meaningful images and hide decorative ones
- ☐ Caption every video and add transcripts for audio
- ☐ Use real headings and set the reading order
- ☐ Give every drag-and-drop a click or keyboard alternative
- ☐ Make sure focus is always visible and never hidden
- ☐ Don't use color as the only signal for right or wrong
- ☐ Remove or extend quiz time limits
- ☐ Test once with a screen reader (NVDA or VoiceOver)

1. Structure and Headings

	Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐	**Each screen or page has a clear, unique title** Read the slide or page title list. Rename “Slide 4” style titles so they say what the screen is about.	2.4.2 A	Every screen	
☐	**Headings are real headings, in order** Use heading styles (H1, H2, H3), not just big bold text. Don't skip levels.	1.3.1 A	Template	
☐	**Reading order matches the visual order** Check the focus or reading order panel in your authoring tool. Fix layers that read out of order.	1.3.2 A	Every screen	
☐	**Course language is set** Set the course and player language (for example, English or French) so screen readers pronounce text correctly.	3.1.1 A	Template	
☐	**Instructions don't rely on shape, color or position only** Rewrite “click the green button on the right” to name the button, for example “Select Next”.	1.3.3 A	Every screen	

2. Images and Alt Text

	Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐	**Every meaningful image has alt text** Write what the image means in this context, not what it looks like. Keep it short.	1.1.1 A	Every screen	
☐	**Decorative images are hidden from screen readers** Mark backgrounds, borders and stock decoration as decorative or hidden from accessibility tools.	1.1.1 A	Template	
☐	**Charts, diagrams and infographics have a full text version** Add the key data or steps in on-screen text, a notes panel or a linked description.	1.1.1 A	Every screen	

2. Images and Alt Text (continued)

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **No images of text (except logos)** Replace text baked into images with live text, so it can be resized, read aloud and translated.	1.4.5 AA	Both	

3. Color and Contrast

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **Body text contrast is at least 4.5:1** Test text and background colors with a contrast checker. Large text (24px, or 18.5px bold) needs 3:1.	1.4.3 AA	Template	
☐ **Buttons, icons and focus outlines contrast at least 3:1** Check the edges of buttons, form fields, icons and the focus indicator against what's next to them.	1.4.11 AA (2.1)	Template	
☐ **Color is never the only signal** Add an icon, text or pattern to right/wrong feedback, required fields and chart lines.	1.4.1 A	Every screen	
☐ **Text over images or video stays readable** Add a solid or semi-transparent panel behind text placed on photos.	1.4.3 AA	Every screen	

4. Text and Readability

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **Text can be zoomed to 200% without losing content** Zoom the browser or use the player's zoom. Nothing should be cut off or overlap.	1.4.4 AA	Template	
☐ **Content reflows on a phone-sized screen** View at 320px wide. Learners shouldn't have to scroll sideways to read.	1.4.10 AA (2.1)	Template	
☐ **Text still works with extra line and letter spacing** Test with a text-spacing bookmarklet. Fixed-height text boxes are the usual problem.	1.4.12 AA (2.1)	Template	
☐ **Link and button text makes sense on its own** Replace “Click here” with “Download the checklist (PDF)”.	2.4.4 A	Every screen	
☐ **Plain language and short chunks** Short sentences, common words, one idea per screen. Explain acronyms the first time.	Best practice	Every screen	

5. Audio and Video

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **All video with speech has accurate captions** Use closed captions you can turn on and off. Edit auto-captions for names, terms and punctuation.	1.2.2 A	Every screen	
☐ **Audio-only content has a transcript** Provide a transcript for podcasts, narration-only screens and audio clips.	1.2.1 A	Every screen	
☐ **Important visual information is described** If the video shows something the narration doesn't say, add audio description or narrate it in the script.	1.2.5 AA	Every screen	
☐ **Live sessions have live captions** Turn on captions in Teams, Zoom or your VILT tool, or book a captioner for high-stakes sessions.	1.2.4 AA	Every screen	

5. Audio and Video (continued)

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **No audio plays automatically for more than 3 seconds without a control** Give learners a pause, stop or mute control, or don't autoplay.	1.4.2 A	Template	

6. Keyboard and Focus

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **Everything works with a keyboard only** Unplug the mouse. Use Tab, Shift+Tab, Enter, Space and arrow keys to finish the whole course.	2.1.1 A	Both	
☐ **No keyboard traps** Make sure focus can always move out of pop-ups, layers, video players and embedded content.	2.1.2 A	Every screen	
☐ **Focus is always visible** You should see a clear outline on whatever has focus at every step.	2.4.7 AA	Template	
☐ **Focused items aren't hidden behind other content** Check sticky headers, player bars and pop-ups don't cover the focused element.	2.4.11 AA (new in 2.2)	Template	
☐ **Focus order is logical** Tab order should follow the reading order, not the order objects were added.	2.4.3 A	Every screen	
☐ **Single-key shortcuts can be turned off or changed** If your player uses single-letter shortcuts, let learners disable or remap them.	2.1.4 A (2.1)	Template	

7. Interactions and Quizzes

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **Drag-and-drop has a non-dragging alternative** Offer click-to-select, a dropdown or a multiple-choice version of the same activity.	2.5.7 AA (new in 2.2)	Every screen	
☐ **Click targets are at least 24 × 24 px** Check small hotspots, radio buttons, close icons and markers. Add space between small targets.	2.5.8 AA (new in 2.2)	Template	
☐ **Every question and field has a clear label and instructions** Say how to answer (“Select two”) and label form fields in text, not just placeholders.	3.3.2 A	Every screen	
☐ **Errors are named and explained in text** Tell learners what's wrong and how to fix it, not just a red outline.	3.3.1 A / 3.3.3 AA	Every screen	
☐ **Feedback is announced to screen readers** Make sure correct/incorrect feedback and score messages are read out, not only shown.	4.1.3 AA (2.1)	Both	
☐ **Time limits can be turned off, adjusted or extended** Avoid timed quizzes, or let learners extend the time. Warn them before time runs out.	2.2.1 A	Every screen	
☐ **Custom controls expose their name, role and state** Test custom buttons, toggles and sliders with a screen reader. It should say what each one is and whether it's selected.	4.1.2 A	Both	
☐ **Learners don't have to re-enter the same answer twice** Auto-fill or let learners select information they've already given in the same process.	3.3.7 A (new in 2.2)	Every screen	

8. Navigation and Player Controls

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **Navigation is in the same place on every screen** Keep Next, Back, Menu and Resources in a fixed location and order.	3.2.3 AA	Template	
☐ **Help is in the same place on every screen** If you offer help, a glossary or contact info, keep it in a consistent spot.	3.2.6 A (new in 2.2)	Template	
☐ **Learners can skip repeated content** Provide a way to skip menus or the player bar and go straight to the content.	2.4.1 A	Template	
☐ **Nothing changes unexpectedly on focus or input** Moving to a field or choosing an option shouldn't jump to a new slide on its own.	3.2.1 / 3.2.2 A	Every screen	
☐ **Auto-advancing content can be paused** If slides advance with the audio, give a pause and replay control.	2.2.2 A	Template	

9. Motion and Flashing

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **Nothing flashes more than 3 times per second** Check animations, video and transitions. Remove strobing effects.	2.3.1 A	Every screen	
☐ **Moving or looping content can be paused** Carousels, animated backgrounds and looping GIFs over 5 seconds need a pause control.	2.2.2 A	Every screen	
☐ **Animations are short and not needed to understand content** Keep entrance animations subtle. Respect reduced-motion settings where your tool allows it.	Best practice (2.3.3 AAA)	Template	

10. Documents and Attachments

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **PDFs and Word handouts are tagged and structured** Use real headings, lists and table headers. Export as a tagged PDF and run the built-in accessibility checker.	1.3.1 A	Every screen	
☐ **Document images have alt text** Add alt text in Word or PowerPoint before you export.	1.1.1 A	Every screen	
☐ **Downloads are labeled with file type and size** For instance, “Job aid (PDF, 200 KB)”.	2.4.4 A	Every screen	
☐ **Slide decks used as resources have unique slide titles and reading order** Use the PowerPoint accessibility checker and the Selection Pane to fix order.	2.4.2 / 1.3.2 A	Every screen	

11. LMS and SCORM Player

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **The LMS login doesn't depend on a memory or puzzle test** Allow password managers and paste, and avoid CAPTCHAs without an alternative.	3.3.8 AA (new in 2.2)	Template	
☐ **The course works in both portrait and landscape** Don't lock orientation on phones and tablets.	1.3.4 AA (2.1)	Template	
☐ **The LMS and course player are tested together** Launch the course inside the real LMS. Pop-up windows, iframes and frames can break keyboard and screen reader use.	Multiple	Template	

11. LMS and SCORM Player (continued)

Check / how to check or fix	WCAG 2.2	Fix where	Notes
☐ **Your vendors have an up-to-date ACR / VPAT** Ask your LMS and authoring tool vendors for an Accessibility Conformance Report against WCAG 2.2 and EN 301 549.	**Procurement**	**Template**	
☐ **Learners know how to ask for an accessible alternative** Add an accessibility statement and contact to the course or LMS home page.	**Best practice**	**Template**	

Section 508: WCAG 2.0 AA. ADA Title II and EN 301 549: WCAG 2.1 AA. UK public sector: WCAG 2.2 AA. Building to WCAG 2.2 AA typically covers all of them. This checklist is a practical guide, not legal advice.

Full guide: elearningsolutionslab.com/elearning-accessibility-checklist/ | Need help? elearningsolutionslab.com/contact/