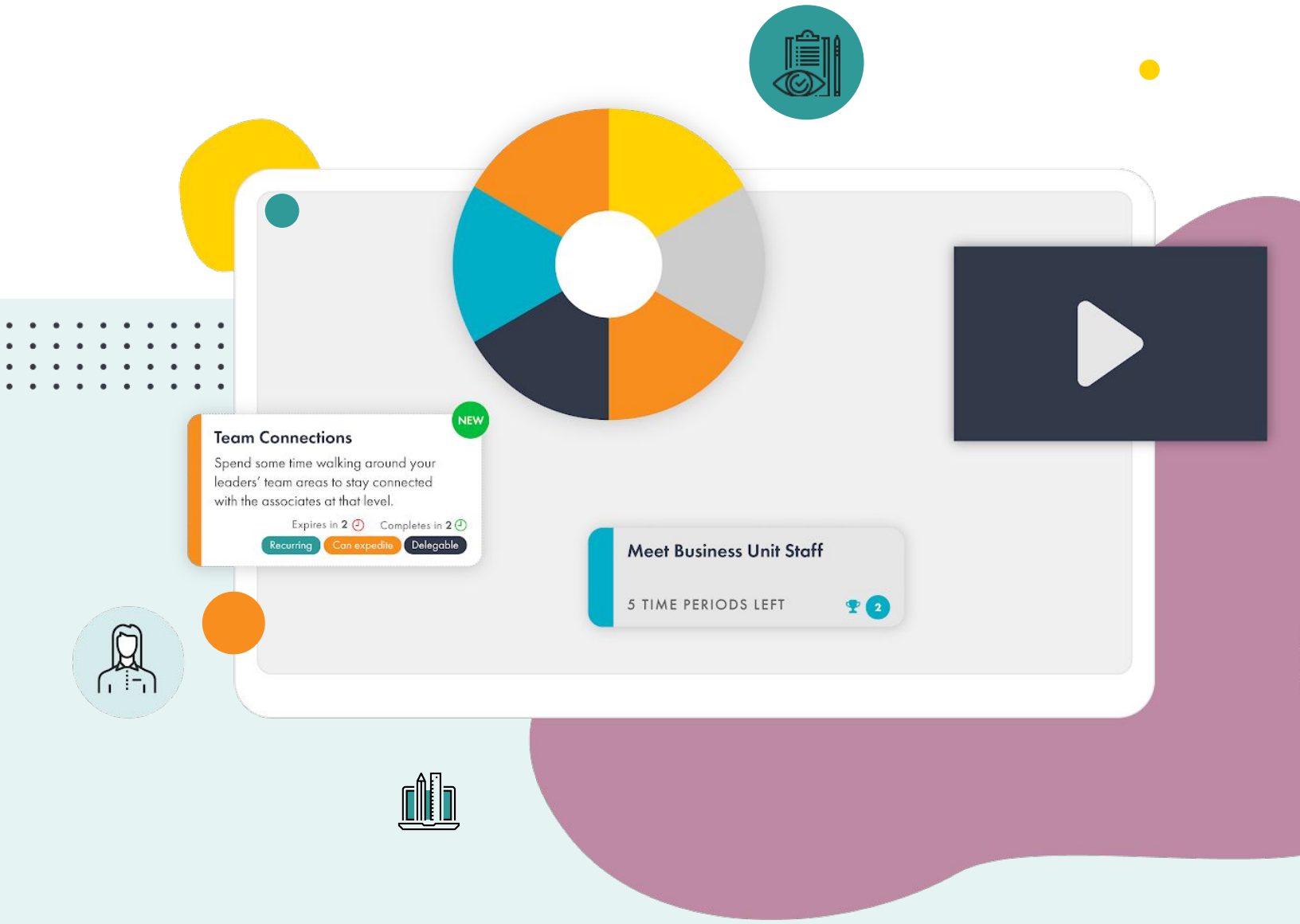
THE REGIS COMPANY

Accessibility in Action: Your WCAG Toolkit

For SimGate Studio Designers, Authors, and Developers



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Purpose

The purpose of this toolkit is to serve as a **Designer's Guide to WCAG Accessibility on the Regis SimGate Platform.** It provides key resources to support your efforts in creating learning content that aligns with accessibility best practices:

- **Checklist 1: Design with WCAG in Mind**
  Easily design accessible content using WCAG's four key principles — Perceivable, Operable, Understandable, and Robust (POUR).
- **Checklist 2: SimGate Design Considerations**
  Ensure your content meets WCAG standards with a checklist tailored to SimGate's unique features.
- **Additional Resources**
  Access essential tools like a QA checklist, keyboard shortcuts, and Regis' top resources to streamline and enhance your design work.

Regis Promise

Regis is committed to equipping you with the **tools and support** needed to create learning solutions that align with your organization's WCAG goals.

Our templates are thoughtfully developed with WCAG 2.1 AA standards in mind, and the tips in this toolkit offer valuable guidance for **your design considerations** when using our platform.

We understand that every organization has distinct WCAG requirements, which is why, as the author, you maintain **full control** over your designs. This allows you to make the **best decisions** to meet the needs of your learners.

Accessibility in Action - Checklist 1

Design with WCAG in Mind

This checklist guides you through applying WCAG's POUR principles—Perceivable, Operable, Understandable, and Robust—so that you can meet WCAG 2.1 AA standards when you build learning in Studio.

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KEY PILLARS: Adopting WCAG's POUR Principles

P **Is the content PERCEIVABLE?** SimGate authors can adjust settings like color contrast, font size, and viewing captions to access the information.

1. **Text Alternatives**
   - ❑ **Non-text Content:** Provide text alternatives for any non-text content (e.g., images, charts) so it can be changed into other forms people need, such as large print, braille, speech, symbols, or simpler language.

2. **Time-based Media**
   - ❑ **Audio Description (Prerecorded):** Provide audio descriptions for pre recorded videos if the video content conveys important information not available in the audio.

3. **Adaptable**
   - ❑ **Info and Relationships:** Ensure that information, structure, and relationships conveyed through presentation can be programmatically determined.
   - ❑ **Meaningful Sequence:** Ensure that the reading and navigation order is logical and intuitive.
   - ❑ **Sensory Characteristics**: Instructions should not rely solely on sensory characteristics such as shape, size, visual location, orientation, or sound.

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KEY PILLARS: Adopting WCAG's POUR Principles

Is the content OPERABLE? SimGate authors can ensure the content is navigable and interactive using a keyboard or voice commands, accommodating users of varying physical abilities.

1. **Keyboard Accessible**
   - ❑ **Keyboard:** Ensure all functionality is available from a keyboard.
   - ❑ **No Keyboard Trap:** Users must be able to navigate out of any component using only a keyboard.

2. **Enough Time**
   - ❑ **Timing Adjustable:** Provide users enough time to read and use content.
   - ❑ **Pause, Stop, Hide:** Provide controls to pause, stop, or hide moving, blinking, or scrolling content.

3. **Navigable**
   - ❑ **Focus Order:** Ensure the focus order preserves meaning and operability.
   - ❑ **Link Purpose (In Context):** The purpose of each link should be clear from the link text alone or within its context.
   - ❑ **Headings and Labels:** Use clear headings and labels to describe topics or purposes.
   - ❑ **Focus Visible:** Ensure a visible indicator of keyboard focus. SimGate

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KEY PILLARS: Adopting WCAG's POUR Principles

U **Is the content UNDERSTANDABLE?** SimGate authors can design the content and its interface to be easy to comprehend for all users, including those with cognitive differences.

1. **Readable**
   - ❑ **Language of Page:** The default human language of each web page can be programmatically determined.

2. **Predictable**
   - ❑ **Consistent Navigation:** Navigation mechanisms that are repeated on multiple web pages should occur in the same order each time they are repeated.
   - ❑ **Consistent Identification:** Components that have the same functionality within a set of web pages are identified consistently.

3. **Input Assistance**
   - ❑ **Error Suggestion:** If an input error is detected, the error is identified, and suggestions for correction are provided.

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KEY PILLARS: Adopting WCAG's POUR Principles

R **Is the content Robust?** SimGate authors can create content that can be reliably interpreted by a wide range of assistive technologies, both now and in the future.

1. **Compatible**
   - ❑ **Maximize compatibility:** Design for current and future user tools, including assistive technology.
   - ❑ **Test the course** with JAWS reader or any other assistive technology; and,
   - ❑ **Consider adding** PDF documents that help learners who struggle with navigation or interactions, but only where required.

Source

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Accessibility in Action - Considerations

SimGate Design Considerations

This list offers SimGate-specific design considerations and includes sources with additional success criteria information, equipping you to create accessible content on the SimGate platform.

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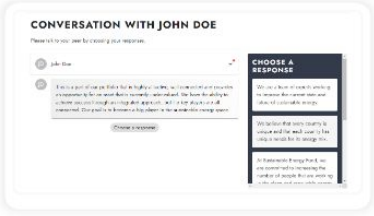
Key Considerations: Applying WCAG 2.1 AA Standards to SimGate

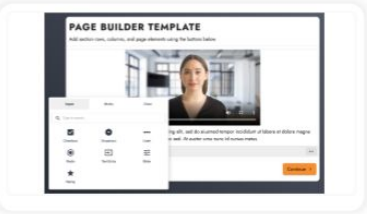
While SimGate offers built-in accessibility features and flexible design options, it's crucial to address specific considerations when adhering to your organization's WCAG standards. This checklist is designed to help you focus on the key configurations needed to ensure your project meets your accessibility goals.

Course of Action



Conversation

List Builder



Page Builder

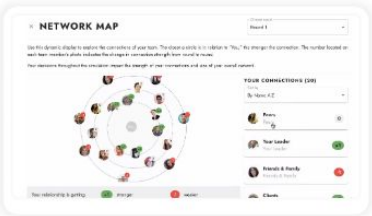
Scenario

Slideshow

Video Response

Decision Rationale

Perspectives



Network Map

Resources

Key Considerations: Applying WCAG 2.1 AA Standards to SimGate

This list offers key considerations to enhance your organization's existing WCAG standards. **Be sure to consult with your team to determine what's applicable.** These are best practices specific to our tool and are not intended as a one-size-fits-all solution.

Success Criterion	Description
2.5.3 Label in Name	Avoid the word 'click'. Rather use the word 'select'
1.4.3 Contrast (Minimum	Remember to choose appropriate color contrast, including with your brand colors against the background
1.3.3 Sensory Characteristics	Avoid instructions based on placement, color, size, shape, sound, or position. Use clear, descriptive text instead (e.g., "Click the submit button" instead of "Click the green circle")
2.2.2 Pause, Stop, Hide	Gifs should stop moving after 5 seconds
1.4.2 Audio Control	Video or audio cannot autoplay. It has to be set to play on click
1.2.8 Media Alternative	For audio-only content, be sure to provide a transcript. For audio and visual content, provide captions – including audio descriptions with descriptive audio.
2.4.6 Headings and Labels	Choose from the provided heading structure and ensure you have hierarchies H1, H2 set up on each page.

Key Considerations: Applying WCAG 2.1 AA Standards to SimGate

Success Criterion	Description
1.4.9 Images of Text	Avoid embedding text/diagrams within an image as screen readers won't read it
1.4.9 Images of Text	Use text in SimGate, not text in a .jpeg to ensure screen reader accessibility
3.3.5 Help	If your course has blind learners, please include an accessible PDF of "how to use simulation" and don't use add-on builders as the flow isn't linear
2.4.6 Headings and Labels	Choose from the provided heading structure and ensure you have hierarchies H1, H2 set up on each page.
1.1.1 Non-text Content	Add alt-text to your non-decorative images, especially the course logo and characters.. For these non-decorative images, be sure your alt text describes the meaning of the photo or the function of the image
1.2.7 Extended Audio Description	Add additional descriptive text to illustrate the page in words (e.g. select the video to hear why xyz") as opposed to just showing an important video without any context.
2.4.9 Link Purpose	Give descriptive text to the buttons. Link text should include relevant information about the destination, describing the content of the link target. Try to avoid ambiguous text such as "read more," or "click here."

Key Considerations: Applying WCAG 2.1 AA Standards to SimGate

Success Criterion	Description
1.3.6 Identify Purpose	Add alt-text to your non-decorative images, especially the course logo, Icons, and characters.. For these non-decorative images, be sure your alt text describes the meaning of the photo or the function of the image
1.1.1 Non-text Content	Indicate if images are decorative. To help a learner using a screen reader, add the context (e.g. Email from Tom)
1.4.2 Audio Control	For all videos, ensure that closed captioning is enabled, show video controls is enabled and do not auto-play the video.
1.2.9 Audio-only (Live)	For audio-only content, be sure to provide a transcript. For audio and visual content, provide captions – including audio descriptions with descriptive audio.

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Accessibility in Action - Checklist 3

WCAG SimGate QA

The WCAG SimGate QA Checklist offers comprehensive guidance to test your simulation on our platform, helping you conduct a thorough review and ensuring your design meets essential accessibility requirements.

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WCAG QA Checklist

Browser Capability

- ❑ Ensure content is accessible and functional on Chrome & Edge

Styling

- ❑ Review project to confirm each page is acceptable and scrolling is minimized

Spelling, punctuation and grammar

- ❑ Ensure consistency for capitalization, punctuation, quotation marks, hyphens, etc.
- ❑ Read all content to confirm language makes sense and is easily understandable

Responsive Design

- ❑ Ensure screen resolution is set to 1920x1080 or higher with a minimum of 1280x960
- ❑ Resize screen to 1280x960 and ensure content is still viewable and not hidden by another component

Navigation

- ❑ Navigation buttons - Content fits within button, is concise & functionality works
- ❑ Ensure you can get through the entire sim in Preview

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Accessibility in Action: Resources

Resources for SimGate Designers

Access essential tools, including keyboard shortcuts and WCAG resources.

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Resources

Additional WCAG Resources for SimGate Designers

There's so much to explore in the world of WCAG. Take a look at some of our favorite external resources:

Design Accessibility

- Access Accessible Color Picker (A color contrast checker for Chrome) - An online tool that enables users to select or enter the hex codes of foreground and background color to reveal the contrast ratio between the two, ensuring you meet WCAG requirements.
- WebAIM Contrast Checker - Another popular tool in this category.

Document Accessibility

- Document Accessibility Toolbar - A dedicated accessibility ribbon menu for Microsoft Word that makes it quicker and easier to create accessible documents. This toolbar features a range of hand-picked and custom-built functions to optimize and validate a document for accessibility.
- PDF Accessibility Checker (PAC) tool checks PDFs for accessibility for Windows users.
- Accessibility Checker capabilities in Adobe Acrobat Professional for MAC Users

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Accessibility in Action: Resource

WCAG Keyboard Shortcuts

WCAG Keyboard Shortcuts offers all the shortcuts needed to navigate SimGate templates. As of Q2 2024, most page templates are fully WCAG 2.1 AA compliant.

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Component	How to
Checkbox	• Key Tab: Tab into group, first option is highlighted • Key Arrow Up: One option up is highlighted • Key Arrow Down: One option down is highlighted • Key Space: Current option is checked/unchecked
Conversation	• Key Tab: Tab into the conversation • Key Tab: Tab through the responses • Key Enter/Return or Spacebar: Will open the response • Key Tab: Will select the response once opened
Course of Action (CPA)	• Key Tab: Tab to an option • Key Enter/Return or Spacebar: Will open the option • Key Tab: Tab to select a slider • Key Arrow left/right to move the slider
Dropdown	• Key Tab: Tabs in to dropdown • Key Any Arrow, Space, or Enter: Opens menu list and shows all options • Key Tab: Select the first item in list • Key Arrow Down: Selects the next item down • Key Arrow Up: Selects the next item up • Key Enter/Return or Spacebar: Sets currently selected item as input and closes list • Key Escape: Closes list without selecting a new item
Video Accessibility	• Key K or Spacebar: Toggle play/pause the video • Key F: Go to Full Screen mode & Key Escape: Exit Full Screen • Key Arrow Up & Key Arrow Down: To control volume • Key Shift + >: Increase speed Key Shift + <: Decrease speed • Key D: Download • Key M: Mute/Unmute • Key C: Closed Captioning • Key T: Transcript Open • Key ESC or Enter on close button if transcript is open: Transcript Close • Key Left Arrow (if prevent Seek is off): Go back 5 seconds • Key J (if prevent Seek is off): Go back 10 seconds: 3 • Key Right Arrow (if prevent Seek is off): Go forward 5 seconds • Key I (if prevent Seek is off): Go forward 10 seconds • Key Windows: HOME - MAC: fn + Left Arrow (if preventSeek is off): Restart video • Key Windows: END - MAC: fn + Right Arrow (if preventSeek is off): Bring video to the end

Component	How to
Listbuilder	• Key Tab: Tabs in to list of options & tabs through all options • Key Space bar: Highlights the option • Key right arrow: Moves highlighted option to right column • Key left arrow: Moves highlighted option to left column • Key Space bar then up/down arrows: Reorders the selected option
Network Map	• Key Tab: Tab through the character nodes on the network map • Key Enter/Return: When network map node is focused, pressing enter expands the connection in the list on the right and focuses on it. • Key Enter/Return or Spacebar: Will expand the connection
Scenario	• Key Tab: Cycle from radio group to continue • Key Shift Tab: Cycle from continue to radio group • Key Arrow Up: When focused in radio group, this selects the next radio option up • Key Arrow Down: When focused in radio group, this selects the next radio option down • Key Space: When focused in a radio group, this will select the current option. It will not deselect it once selected 2 • Key Enter or Space: When on Continue button, will submit activity. If no selection has been made, the validation message should appear
Slideshow	• Key Tab: Tab into the first slide • Key Enter/Return or Spacebar: On Next or Back will move the slider to the next slide
Slider and Number Entry	• Key Tab: Focuses on slider • Key Arrow Up / Arrow Right: Increases the value by 1 • Key Arrow Down / Arrow Left: Decreases the value by 1 • Key Tab: Focuses on number input • Users can update the input via keyboard
Video Response	• Key Tab: Tab to a response • Key Tab: Tab through the responses • Key Enter/Return or Spacebar: Will open the option • Key Tab: Will select the response once opened
Addon Builder	• Key Tab: Tab onto the add-on • Key Enter/Return or Spacebar: Will expand/collapse add-on