



Online Training Accessibility Features and Overview

This document provides an overview of features and accessibility information for Officiency online trainings. You will find information on;

- [Section 508 Compliance Statement](#)
- [Accessibility Checklist](#)
- [Accessibility Resources](#)

Section 508 Compliance Statement

Officiency Online Trainings strives to meet the highest standards of usability and accessibility. To enhance the usability for all of our users, we provide features like audio transcripts, a course outline and navigational controls for self-paced learning. By adhering to accessibility standards, we are able to offer Officiency Online Trainings to our users with assisted technology requirements.

All of our courses are developed in a user interface that meets technical requirements for Section 508 of the Rehabilitation Act. Users with vision, hearing or motor skill disabilities can view our online trainings and course features by accessing courses in the appropriate mode for use with assistive technology. If you have difficulty accessing any portion of this site or would like additional information on our 508 compliance initiative, please e-mail Tech Support at techsupport@officiency.com.

Officiency Online Trainings meet the following sections of 508 Compliance;

1. Accessible Delivery of Text
2. Accessible Delivery of Images
3. Accessible Delivery of Audio
4. Accessible Delivery of Multimedia
5. Accessible Interface Navigation
6. Accessible Keyboard Navigation

Please Note: Each of the standard browsers handles online viewing of the trainings differently. For the best browsing experience use Microsoft Internet Explorer when viewing trainings.

Accessibility Checklist

Accessible Delivery of Text: We use text formats that offer the most accessibility (e.g. XHTML, plain text) and use true text, and not graphical representations of text whenever possible. The text is structured appropriately, which identification of headings and other structural elements.

Accessible Delivery of Images: Images on our website have alternative text attributes, often known as alt text. This means that when an image is used to convey information, its content is also described in the alt text. The image can then be understood by text browsers and assistive technologies such as screen readers. If an image is used for simply decorative purposes, the text attribute for the image simply contains a description of that image.

Accessible Delivery of Audio: Our online trainings include an audio transcript for text equivalent of audio narration. All captions presented in text format and include alt text for screen readers. Each of our trainings includes full navigational controls with volume controls to raise sound above the default level. We also provide visual equivalents to audio alerts (e.g., show a text alert on the screen whenever an error beep is played).

Accessible Delivery of Multimedia: We provide transcripts with all videos (only ones with audio narration) and text descriptions of essential visual elements in the video content. There is also user control of all video timing, with open and close controls, as well as play bar control on each video.

Accessible Interface Navigation: We strive to make our E-Learning environments more usable by providing context and orientation information to users.

The following is the standard criteria used in all online trainings:

- Show users how to navigate with a Getting Started Course.
- Provide a Table of Contents (TOC)
- Provide a Course Outline at the end of every course.
- Inform the user of the length of each document. For example, page numbers can be expressed as "page X of Y pages" and the length of slide shown in TOC.
- Provide full user control with standard navigation play bar control and next and back buttons embedded in the slide.
- Use consistent page design.
- Third party links open in new browser windows.
- Minimize the need for scrolling.
- Provide all attachments in PDF format.

Accessible Keyboard Navigation: Our online trainings provide names, titles, or associated text labels for each element of the interface and keyboard users can access all parts of the interface. All appropriate keystrokes are listed below.

Keyboard Strokes: Keyboard support has been added to all of the online trainings and is supported in Internet Explorer (Safari and Opera browsers do not yet support full keyboard navigation of scripted content). Note that for keyboard support in Firefox Internet browser on the Mac operating system a 'System Properties' keyboard setting must be changed from the default.

Available Access Keys

- N -Next
- B – Back
- O - Course Outline
- SHIFT A thru SHIFT P- Corresponds to each page on course outline
- SHIFT C- Rollover Captions
- W- Website
- R- Articles
- S- Source
- A-Audio Transcript
- V-Video
- Knowledge Check and Personal Skill Builder: Answer Box= SHIFT A - SHIFT G.
- Use #1-6 to jump to reference slides on Personal Skill Builders.

Accessibility Resources

There are several tools available to assist visually impaired users who may have difficulty accessing this information. These links are provided as a convenience and no endorsement of these products is implied or expressed.

The links below provide Section 508 information.

- [Section 508 Main Web Site](#)
- [Section 508 Frequently Asked Questions](#)
- [Telephone Service for Speech and Hearing Impaired \(Federal Information Relay Service\)](#)
- [TTY/TDD Directory, U.S. Government](#)
- [Web Accessibility Initiative \(WAI\)](#)

The links below provide tools to access Microsoft Office documents, PDF documents, and audio/visual media.

- [Adobe Reader](#)
- [Windows Media Player](#)
- [Microsoft Office](#)
- [Adobe Flash Player](#)