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| Section 508 Subpart B | [Explanation](https://docs.google.com/a/mesacc.edu/forms/d/1y9IowsBovOFY6BHlKRq74Kn-pWFk9wEnzU_SxK3-MiU/viewform) | Pass | Fail | Workaround |
| Keyboard Access[Section 508 1194.21(a)](http://www.section508.gov/index.cfm?FuseAction=Content&ID=12#Software)  | *When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.*Users with disabilities often rely on the keyboard or another type of alternative input device to navigate a program.Verify that all functions can be performed with a keyboard only, and that documentation is provided on the keyboard alternatives used in the program.Does the software provide keyboard equivalents for all mouse actions, including buttons, scroll windows, text entry fields, and pop-up windows?Does the program provide clear and precise instructions for use of all keyboard functions as part of the user documentation?Are shortcut keys provided for all pull-down menus? |  |  |  |
| Insure that the application does not disrupt/disable activated features of accessible software[Section 508 1194.21 (b)](http://section508.gov/index.cfm?fuseAction=stdsdoc#Software)  | *Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.*Users with disabilities often rely on built in accessibility options in the operating system or provided by specialized access software.Features of other products that are identified as accessibility features (JAWS, MAGic, Kurzweil, etc); operating system accessibility features (magnification, screening reading, voice activation, etc.)Verify that all program elements are clearly available through the adaptive software product being used. Test the software with a variety of commonly available adaptive hardware and software.Does the software support existing accessibility features built into the operating system (e.g., sticky keys, slow keys, repeat keys in Apple Macintosh OS or Microsoft Windows 95)? |  |  |  |
| Insure that the program's focus follows the input focus of the user. [Section 508 1194.21 (c)](http://section508.gov/index.cfm?fuseAction=stdsdoc#Software) | *A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that assistive technology can track focus and focus changes.*Many adaptive software products work between the operating system and the software being used. This interaction requires that the program expose its input elements to the adaptive software so that it can track changes and orientation for the user with a disability.When navigating screens and dialog boxes using the keyboard, does the focus follow a logical tabbing order?Is there a well-defined focal point that moves with keyboard navigation? (e.g., can you use the arrow keys to navigate through a list followed by pressing the ENTER key or space bar to select the desired item)? |  |  |  |
| Provide text labels for all icons, or the selection of text only buttons. [Section 508 1194.21 (d)](http://section508.gov/index.cfm?fuseAction=stdsdoc#Software) | *Sufficient information about a user interface element including the identity, operation and state of the element shall be available to assistive technology. When an image represents a program element, the information conveyed by the image must also be available in text.*Graphic content is not readily usable by many persons with disabilities, and many adaptive software products provide access by reading textual elements in the software to the user. Does every window, object, and control have a clearly named label?Using a screen reader, verify that all relevant icon information is provided. |  |  |  |
| Keep program interface and icons consistent throughout the application. [Section 508 1194.21 (e)](http://section508.gov/index.cfm?fuseAction=stdsdoc#Software) | *When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.*Verify that the program interface and use of elements is consistent through the user experience. This includes paragraphs, sections, headings and fonts.Consistency of structure and context are crucial for the effective use of a program by many people with disabilities due to the additional load created by the addition of adaptive hardware and software to the user experience. |  |  |  |
| Provide text descriptions for all relevant non-text elements, i.e.: sound, icons[Section 508 1194.21 (f)](http://section508.gov/index.cfm?fuseAction=stdsdoc#Software) | *Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.*Screen readers access the program interface by providing the user with audio and Braille output of the text elements that it encounters. All program elements, therefore, need to be properly labeled with a text descriptor. Hyperlinks should have ALT tags for rollover to assist sight-impaired.Does the software have a user selectable option to display text on icons, i.e., text only icons or bubble help?If there are audio alerts, are visual cues also provided?Does the software support the "show sounds" feature where it is built into the operating system?Can the user disable or adjust sound volume?If information is provided in an audio format, is it also capable of being displayed by the user in a visual format?Is the use of icons consistent throughout the application?Are menus with text equivalents provided for all icon functions or icon selections on menu, tool, and format bars? |  |  |  |
| Support user definable color settings system wide, and allow full support for inverted text replacement of highlighting. [Section 508 1194.21 (g)](http://section508.gov/index.cfm?fuseAction=stdsdoc#Software) | *Applications shall not override user selected contrast and color selections and other individual display attributes.*A variety of visual disabilities require the ability to change the color settings of the operating system in order for the program to be used effectively. These color changes must be carried through by the software program being used. Verify that changes in the system presentation settings are maintained by the software program. Applications shall not override user selections and other individual display attributes. Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual elementA variety of color selections capable of producing a range of contrast levels shall be providedIs highlighting also viewable with inverted colors?Software programs use both audio and visual cues to convey a variety of information to users as to programs' status. Suitable replacements need to be provided to individuals who cannot see or hear this information.Verify that audio alerts can be presented visually and that visual alerts can be presented auditorily.Is the software application free of patterned backgrounds used behind text or important graphics?Can a user override default fonts for printing and text displays? |  |  |  |
| Animated information should have options.[Section 508 1194.21 (h)](http://section508.gov/index.cfm?fuseAction=stdsdoc#Software) | *When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.*Can screen readers or other adaptive technology correctly read or identify the animation? Does the animation interfere or inhibit the adaptive technology from working properly? Does animated text have a text only, non-animated script elsewhere on the display? |  |  |  |
| Insure that text and graphics make sense without the use of color. [Section 508 1194.21 (i)](http://section508.gov/index.cfm?fuseAction=stdsdoc#Software) | *Color-coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.*Users who cannot differentiate between colors or that are using adaptive equipment without a visual display will not receive or understand the color-based content.Change the display setting of the presentation to high contrast, white on black and black on white to insure that the content retains its meaning. |  |  |  |
| Insure a variety of color selections and contrast levels are available[Section 508 1194.21 (j)](http://section508.gov/index.cfm?fuseAction=stdsdoc#Software) | *When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.* |  |  |  |
| Flashing or blinking text[Section 508 1194.21 (k)](http://section508.gov/index.cfm?fuseAction=stdsdoc#Software) | *Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.*Blinking page elements and marquees (text or images that scroll on the screen) can trigger a seizure in people with photosensitive epilepsy. Sensitivity to flicker increases with the intensity of the light and the portion of the person’s visual field affected. |  |  |  |
| Electronic forms should provide access to the form elements so that they can be completed using adaptive technology.Section 508 1194.21 (l) | *When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.*The form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.Are all descriptions or labels for fields positioned immediately to the left or directly above the control, and do they end in a column, so that it is easy for screen reading software to associate the labels with the corresponding fields? |  |  |  |
| Training | Is special training provided for users with disabilities that will enable them to become familiar with the software and learn how to use it in conjunction with assistive technology provided as an accommodation?Verify that the program works effectively with the operating systems accessibility features and test for compatibility with commonly available adaptive hardware and software. |  |  |  |
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| Documentation | Are all manuals and documentation provided in electronic format as well as text files, including text descriptions of any charts, graphs, pictures, or graphics of any nature?Can a user choose to have any report generated by the software made available in a “print” format?Clear and precise instructions for keyboard functions in user documentation |  |  |  |