

e-Learning



**Skillsft**  
Skillsoft Course  
Player Web  
Accessibility Quick  
Start Guide

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# CHAPTER 1

# Web Accessibility Quick Start Guide

## In This Chapter

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### What is Web Accessibility?

Web Accessibility is Skillsoft's implementation of Section 508 and W3C compliance standards and accessibility best practices. The Skillsoft Course Player and courses work in conjunction with assistive technologies, which are any electronic or information technologies that allow individuals with disabilities to utilize information on a computer that they would not otherwise be able to access.

Skillsoft supports and promotes Web Accessibility in its software applications and courseware. Skillsoft supports the following:

- Screen reader/magnifier software that supports the Java Accessibility Bridge.
- Alternative text for graphics and images.
- Shortcut keys for easier navigation using the keyboard.
- Alternative images to replace animated graphics.

After you select and launch a course, the Options dialog box appears. This dialog box presents two options for playing a course which are described in the following table:

Course Play Options	Description
Screen Reader/Magnifier Course Play	Select this option if you are using a screen reader or magnifier. Skillsoft course audio files and animations are automatically disabled.  Note: The screen reader/magnifier must support the Sun Java Accessibility Bridge. As JAWS is currently the industry's predominant screen reader that supports Java, this guide contains configuration requirements specific to JAWS.
Standard Course Play	Select this option if you require that animations be disabled.  Note: This option will not appear for courses that do not contain animations.
Getting Started	Select this option to open the Help system and learn more about the web accessibility play modes, usability settings, and keyboard shortcuts.

After you have launched a course, you can enable several usability settings in the Skillsoft Course Player.

**To enable usability settings**

1. Navigate to the Table of Contents or Progress & Tests tab in a course.
2. Select Show Settings Dialog.
3. Click the check box next to the settings you want to enable.
4. Click OK.

Choose from the following usability settings:

Usability Settings	Description
High Contrast Course Play	Select this option if you want to use colors and contrast designed for easy reading. The Skillssoft Course Player will apply the desktop settings you have selected using the Windows desktop Accessibility Options.
Turn Off Animations	<p>Select this option to turn off animations in the course.</p> <hr/> <p>Note: This option will not appear if the courses does not contain animations.</p> <hr/>
Enhanced Keyboard Accessible Course Play	Select this option if you are using keyboard versus a mouse or assistive technology that uses keyboard commands. This option also provides hints on how to perform keyboard shortcuts on assessment and test pages. These keyboard hints appear in pop-ups but the pop-up must be closed before you can proceed with the assessment. Use Shift-Ctrl-K to open the pop-up.
Turn Off Video	<p>Select this option to turn off all video in the course.</p> <hr/> <p>Note: This option will not appear if the course does not contain video.</p> <hr/>

## Screen Reader Setup

To get started with the Skillsoft courses, it is important that you have your desktop configured properly. Ensure that your system is configured with the following software:

### JAWS and other screen reader applications

- JAWS version 14.0 and later (client or network) is supported.

For the optimum learning experience, Skillsoft recommends that instructional text be navigated using the instructions found in the online help text (see Navigating Content).

Frames, Headers and Links lists are not used by the course player for navigating Skillsoft courses, nor do they provide any added instructional value. Consequently, Skillsoft discourages their use as means of navigation. The only exception to this rule may occur if you are not able to move focus from a test or other content area to the navigation controls. Should this occur, JAWS users should select the list command (INSERT+F7), and choose the Return to Player Controls link. This action will place focus on the navigation controls.

Since JAWS may read frames even though they are not valid content frames, Skillsoft recommends that frames reading be turned off while accessing a SkillSoft course to avoid unnecessary reading.

It is possible to configure JAWS on a site by site basis to use specific web settings to optimize the user's experience. The feature is called Personalized Web Settings.

### To set a personalized setting for a website:

1. At the website in question, press Shift+JAWSKey+V.
2. The Personalized Web Setting dialog displays. The domain that the settings will be applied to is shown in the title bar.
3. Each setting can be toggled to using the arrow keys and pressing the space bar, the same as other verbosity dialogs. For this instance, choose the Frame Announcement item and toggle it to Off.
4. Close the dialog by pressing Enter. This will turn frame announcement off for the site, but will not impact other sites the viewer navigates to.

In addition, Skillsoft recommends the following HTML setting: In the JAWS HTML Options, make sure the Announce Frame Start and End is NOT selected.

Once you have successfully installed the software, the screen reader/magnifier will work with the Skillsoft Course Player. Course audio files are automatically turned off to avoid conflict with the screen reader/magnifier. In addition, alternative text is provided for all graphical content and navigation buttons, animations are disabled and focus is visible on the screen.

### To test that you have successfully installed all required components

1. Select and launch a course in Screen Reader/Magnifier Course Play mode. The course may take a few moments to load. Once the loading is completed, the screen reader will begin to read the first page of the course.
2. All navigation buttons should be audible.

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Note: If you are using the Tab key to navigate, and all you are hearing is "Tab, Tab, Tab...", this is an indication that you may not have properly configured your desktop. If you are unable to properly configure your desktop, please contact your technical support team for assistance.

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3. All instructional content on the page should be read by the screen reader.
4. All images should have alternative text which is read by the screen reader.

Note: If you are using a mouse in conjunction with a keyboard when in Screen Reader/Magnifier Course Play Mode, the mouse may take over the on-screen focus from the keyboard. Please ensure that the mouse cursor is moved outside of the application area for proper keyboard focus.

## Testing for Successful Software Installation

Once you have successfully installed the software, the screen reader/magnifier will work with the Skillsoft Course Player. Course audio files are automatically turned off to avoid conflict with the screen reader/magnifier. In addition, alternative text is provided for all graphical content and navigation buttons, animations are disabled and focus is visible on the screen.

### To test that you have successfully installed all required components

1. Select and launch a course in Screen Reader/Magnifier Course Play mode. The course may take a few moments to load. Once the loading is completed, the screen reader will begin to read the first page of the course.
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## SkillSoft Course Player Mindmap

### Table of Contents Tab

The Table of Contents provides quick and easy access to available learning resources within the course, as well as access to the Progress & Tests tab for more detailed course information. The Table of Contents is the default display for CCA content. If desired, the Progress & Tests tab can be set as the default page. The Table of Contents does not appear in Compliance Courses.

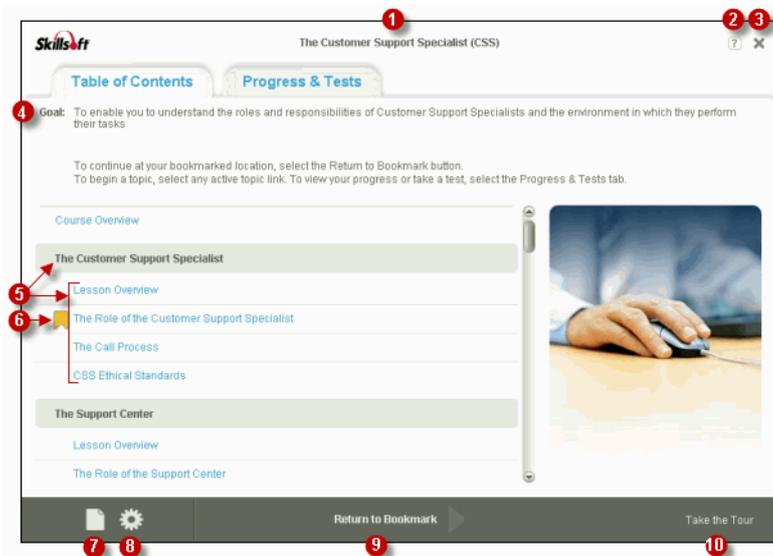
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Note: Scores and bookmarks may be lost if you do not use the Player's Exit button to exit a course.

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From the Table of Contents, you can:

- View the course goal and course overview.
- View the lessons and topics contained in the course.
- Select any active topic link to navigate to the topic.
- Return to the last topic viewed by selecting the Bookmark or Return to Bookmark button.
- Access the Progress & Tests tab for more detailed course information.



1. Course Title: Displays the title of the course.
2. Help: Launches the help files.
3. Exit: Exits the course player.
4. Course Goal: Lists a general description of the high-level goals for the course.
5. Lessons and Topics: Displays a list of lessons and topics contained in the course.
6. Bookmark: Marks your last location before you exited the course.
7. Resources: Displays available resources for the course.
8. Settings: Displays available settings for the course.
9. Begin Course/Return to Bookmark: Select to return to your bookmarked location.
10. Take the Tour: Launches a Flash tour of the Skillssoft Course Player.

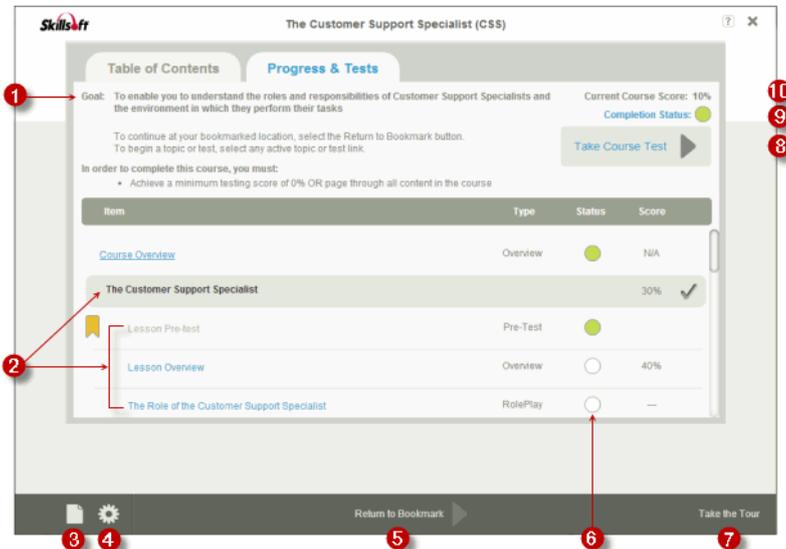
## Progress & Tests Tab

The Progress & Tests tab provides detailed information about the course. It is accessible by clicking the Home button on a course page and from the Table of Contents tab.

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Note: Scores and bookmarks may be lost if you do not use the Player's Exit button to exit a course.

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1. Course Goal: Lists a general description of the high-level goals for the course.
2. Lessons and Topics: Displays a list of selectable topic links with topic type descriptions contained in the lesson(s).
3. Resources: Displays available resources for the course.
4. Settings: Displays available settings for the course.
5. Begin Course/Return to Bookmark: Select to begin the course or return to your bookmarked location.
6. Status: Indicates your progress navigating through each topic.
  - : You have not opened any of the pages in the topic.
  - : You have opened at least one page in the topic.
  - : You have opened and navigated through all pages in the topic.
7. Take the Tour: Launches a Flash tour of the Skillssoft Course Player.
8. Take Course Test Link: Launches the course test.

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Note: Available test options will vary depending upon the course.

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9. Completion Status: Displays the course completion status as either:
  - : Started
  - : Completed

Skillport considers a course started as soon as you launch it even if you have not accessed any pages nor taken any tests.

Current Course Score: Displays the current course score.

## Keyboard Shortcuts

SCP supports keyboard shortcuts. Please refer the **SCP Help** for detailed information.