

Storyline Accessibility Quick Checklist

A fast, practical pass through your Storyline course before you publish it.

~15 min

20 checks

Before you begin

- ☐ Confirm accessibility features are turned on
- ☐ Confirm closed captioning is turned on, if the course has narration
- ☐ Verify the course language is set correctly

Repeat for every slide

Repeat these checks for every slide in your course.

LOOK

- ☐ Check that every meaningful image has alt text describing it
- ☐ Confirm decorative images are marked to be skipped
- ☐ Check that text has enough contrast to read easily (aim for 4.5:1)
- ☐ Confirm color is not the only way information is shown
- ☐ Confirm nothing on this slide flashes more than 3 times per second
- ☐ Confirm the slide does not auto-advance before the learner can finish it

INTERACT

Need help testing with a keyboard? See the [Keyboard Navigation Cheat Sheet](#).

- ☐ Press Tab through the slide and confirm every button and hotspot can be reached

- ☐ Confirm a visible outline appears on whatever you tab to
- ☐ Verify tab order matches the order things appear on the slide
- ☐ Check that quiz answers and feedback are reachable with the keyboard (quiz slides only)

LISTEN

- ☐ Verify this slide's narration has captions or a transcript
- ☐ Verify any video on this slide has captions

Before publishing

- ☐ Confirm every slide has been checked against the list above
- ☐ Scan the Story View panel and confirm no two slides share the same title
- ☐ Run a free A11yCheck scan to catch anything manual review might miss

**Scan this course for free**

Takes about five minutes and catches what a manual pass can miss. [Start a free scan](#)

Want the why behind any of these checks? See the Storyline Accessibility Guide for explanations, examples, and common mistakes.

Sign-off

REVIEWER

COURSE NAME

DATE

VERSION

- ☐ Review complete
- ☐ Approved for publishing

NOTES FOR THE NEXT REVIEWER

SIGNATURE

DATE