



ACCESSIBILITY AUDIT REPORT

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Executive Summary

This report explains the findings of the research about accessibility and its relevance to the platform, EngagementHQ. It notes the evaluation standards and tools for accessibility. Components such as content, web browsers, assistive technologies, users' knowledge, developers, authoring tools and evaluation tools must work together in order to meet the WCAG 2.0 compliance standards.

EngagementHQ is a platform provided by Bang the Table Pte Ltd for clients to run their online consultations. As most of the clients are local governments or other government organizations, accessibility of the platform is a mandatory requirement to be inclusive for the entire community.

EngagementHQ clients range across countries such as Australia, United Kingdom, United States of America and Canada. Considering the spread of clients across the globe, the organization has decided to ensure the platform conforms to Web Content Accessibility Guidelines (WCAG 2.0) Level AA standards prescribed by the World Wide Web Consortium (W3C).

While we have ensured we accurately test our product for accessibility by using testing tools such as aXe, NVDA, WAVE, our key focus has been to ensure that people with disability are able to perform their duties with ease.

Additionally, we have also included a comparison between various accessibility testing tools and also the areas of our product which have been tested.

Our in-house accessibility consultant has 10+ years of experience in the area of digital accessibility, working with Fortune 500 companies including PayPal and Google to name a few. He is also a part of the W3C panel on accessibility specifications.

Access to public online spaces is not just a privilege, it is a right. We, at Bang The Table, strive for this and continue to steer our efforts in this direction.

Accessibility Evaluation Standards and Tools

Web Content Accessibility Guidelines (WCAG) are developed through the W3C process in cooperation with individuals and organizations around the world, with a goal of providing a single shared standard for web content accessibility that meets the needs of individuals, organizations, and governments internationally.

WCAG 2.0 is divided into three conformance levels (A, AA, AAA) because the success criteria are organised based on the impact they have on design or visual presentation of the pages. Each levels are defined based on a set of success criteria. This can be interpreted as follows:

- **Level A** - Success criteria are those which will have a high impact on a broad array of user populations. In other words, they (usually) do not focus on one type of disability alone. They will also have the lowest impact on the presentation logic and business logic of the site.
- **Level AA** - Success criteria will also have a high impact for users. Sometimes only specific user populations will be impacted, but the impact is important. Adherence to these success criteria may impose changes to a system's presentation logic or business logic.
- **Level AAA** - Success criteria are often focused on improvements for specific user populations. They may be difficult or expensive to adhere to, depending on platform limitations.

WCAG 2.0 Level AA Standard

In order to comply with the WCAG 2.0 Level AA Standard, several different components must work together to make the site accessible to people with disability. Some of which are:

- content - the information on a Web page or Web application, including:
 - natural information such as text, images, and sounds
 - code or markup that defines structure, presentation
- web browsers, media players, and other "user agents"
- assistive technology, in some cases - screen readers, alternative keyboards, switches, scanning software
- Users' knowledge, experiences, and in some cases, adaptive strategies using the Web
- developers - designers, coders, authors including developers with disabilities and users who contribute to content
- authoring tools - software that creates Web sites
- evaluation tools - Web accessibility evaluation tools, HTML validators, CSS validators

WCAG Checkpoint	Standard	Guideline	Our Interpretation for EngagementHQ
1.1.1	Level A	Non-text Content	<ol style="list-style-type: none"> 1. Informative image must have alternate text 2. Alternate text should be appropriate

		<i>Provide text alternatives for non-text content</i>	<ol style="list-style-type: none"> 3. Decorative images must have empty alt attribute i.e. alt="" 4. If an image requires a lengthy description, then it has to be provided through <longdesc> attribute 5. Active images must have alternate text 6. If background images are used via code as information, there needs to be an alternative. It's advised to bring informative images to foreground and provide alternate text
1.2.1	Level A	<p>Audio-only and Video-only (Pre-recorded)</p> <p><i>Provide an alternative to video-only and audio-only content</i></p>	<ol style="list-style-type: none"> 1. Prerecorded audio content must have a text transcription 2. Video only content must have audio description file should be made available
1.2.2	Level A	<p>Captions (Pre-recorded)</p> <p><i>Provide captions for videos with audio</i></p>	All videos that have audio content must have synchronized captions
1.2.3	Level A	<p>Audio Description or Media Alternative (Pre-recorded)</p> <p><i>Video with audio has a second alternative</i></p>	All videos must have audio description to assist users with vision impairment. This includes actions between dialogues, visual animations etc.,
1.2.4	Level AA	<p>Captions (Live)</p> <p><i>Live videos have captions</i></p>	Realtime captions should be provided for a live video event.
1.2.5	Level AA	<p>Audio Description (Pre-recorded)</p> <p><i>Users have access to audio description for video content</i></p>	When audio description is not real time, a file should be made available that has prerecorded.
1.3.1	Level A	<p>Info and Relationships</p> <p><i>Logical structure</i></p>	<ol style="list-style-type: none"> 1. All form elements must have associated labels 2. Radio buttons / check boxes must have association with their group label 3. Semantic markup should be used correctly. E.g. deprecated attributes must be avoided. 4. Data cells for a data table must have association with row/column headers 5. Complex tables should be marked up correctly 6. Table markup should not be used for layout purpose 7. Headings are correctly marked up 8. Lists are correctly marked up.
1.3.2	Level A	<p>Meaningful Sequence</p> <p><i>Present content in a meaningful order</i></p>	Even when styles are disabled, content sequence should be meaningful and linearized.

1.3.3	Level A	Sensory Characteristics <i>Use more than one sense for instructions</i>	Do not convey information where user has to rely on see, hear, shape, location etc.,
1.4.1	Level A	Use of Colour <i>Don't use presentation that relies solely on colour</i>	Do not convey any information using color alone. e.g. Green parts of chart is pass and red part of chart is fail.
1.4.2	Level A	Audio Control <i>Don't play audio automatically</i>	<ol style="list-style-type: none"> 1. Audio should not be played automatically 2. If it's played more than 3 seconds, controls to pause / stop / turn off should be provided.
1.4.3	Level AA	Contrast (Minimum) <i>Contrast ratio between text and background is at least 4.5:1</i>	<ol style="list-style-type: none"> 1. For regular text, minimum contrast should be 4.5:1 2. For large text, minimum contrast should be 3:1
1.4.4	Level AA	Resize Text <i>Text can be resized to 200% without loss of content or function</i>	User should be able able to Zoom in and out using browser zoom controls such as CTRL+ and CTRL- or with the use of assistive technology such as magnifier
1.4.5	Level AA	Images of Text <i>Don't use images of text</i>	Text should not be embedded on to image. Exception: logo type or where it requires a specific styling.
2.1.1	Level A	Keyboard <i>Accessible by keyboard only</i>	All elements must be operable using keyboard
2.1.2	Level A	No Keyboard Trap <i>Don't trap keyboard users</i>	There should not be keyboard trap when browsing through the page.
2.2.1	Level A	Timing Adjustable <i>Time limits have user controls</i>	<ol style="list-style-type: none"> 1. If possible, there should not be a time-out 2. If session gets timed out, user should be informed in advance as well as alerted when nearing 3. User should be able to extend time limited 4. Time-out alert should be exposed to assistive technology 5. Exception: where session time out is a key requirement such as a test
2.2.2	Level A	Pause, Stop, Hide <i>Provide user controls for moving content</i>	When there are elements like a carousel / animation, provide controls for user to pause, play, stop, hide etc.,
2.3.1	Level A	Three Flashes or Below <i>No content flashes more than three times per second</i>	There should be no content that flashes thrice.
2.4.1	Level A	Bypass Blocks <i>Provide a 'Skip to Content' link</i>	There should be a mechanism to bypass repetitive set of content such as main navigation etc., Page should have a link such as "Skip to content" or appropriate heading markup or use of ARIA landmarks.
2.4.2	Level A	Page Titled	<ol style="list-style-type: none"> 1. Page must have a title



		<i>Helpful and clear page title</i>	<ol style="list-style-type: none"> Title must be unique Title must be appropriate
2.4.3	Level A	Focus Order <i>Logical order</i>	<ol style="list-style-type: none"> Tab order should be logical If an element opens a modal, focus should be set to modal, when it is activated When user is navigating within the modal, focus should not move out of the popup until user decides to close or on activating an element that acts to close the modal When a modal is closed, focus should return to triggered element
2.4.4	Level A	Link Purpose (In Context) <i>Every link's purpose is clear from its context</i>	<ol style="list-style-type: none"> Link purpose should be appropriate in context Avoid hyperlinking text such as "click here", "read more"
2.4.5	Level AA	Multiple Ways <i>Offer several ways to find pages</i>	Site must have more than one way to reach a page; e.g. Site search, site map etc., must be provided.
2.4.6	Level AA	Headings and Labels <i>Use clear headings and labels</i>	<ol style="list-style-type: none"> Headings must be present as appropriate Form labels should have visible labels Placeholder text cannot be a replacement of visible label.
2.4.7	Level AA	Focus Visible <i>Keyboard focus is visible and clear</i>	<ol style="list-style-type: none"> When an element receives focus, it must have visible focus indicator If there is no custom visible focus indicator, web page should not override browser provided focus indicator Do not use outline:none
3.1.1	Level A	Language of Page <i>Page has a language assigned</i>	Page must be marked up with its language in header part
3.1.2	Level AA	Language of Parts <i>Tell users when the language on a page changes</i>	If there is a new language used within content, language should be defined at the element, such that assistive technologies can toggle between the languages, if supported.
3.2.1	Level A	On Focus <i>Elements do not change when they receive focus</i>	There should not be any change of an element on focus
3.2.2	Level A	On Input <i>Elements do not change when they receive input</i>	There should not be an immediate change on providing to an input to element. Note: change may happen after currently focused element but must not happen before; if it happens, it should be notified to user.
3.2.3	Level AA	Consistent Navigation <i>Use menus consistently</i>	All pages must have consistent navigation.

3.2.4	Level AA	Consistent Identification	All elements should have consistent identification across the site. For example, if there is a Search button, it should appear same on all pages of site.
3.3.1	Level A	Error Identification <i>Clearly identify input errors</i>	<ol style="list-style-type: none"> 1. Ensure the error messages are clearly identified using text 2. Ensure error messages are descriptive 3. Ensure error messages are exposed to assistive technologies
3.3.2	Level A	Labels or Instructions <i>Labels or instructions are provided when content requires user input.</i>	<ol style="list-style-type: none"> 1. Required fields are notified 2. If an input field requires a specific format, it's mentioned along with the label 3. If there are any special instructions such as character count, ensure that information is provided and exposed to assistive technology too.
3.3.3	Level AA	Error Suggestion <i>Suggest fixes when users make errors</i>	<ol style="list-style-type: none"> 1. Suggestions are provided how to fix an error in a form
3.3.4	Level AA	Error Prevention (Legal, Financial, Data) <i>Reduce the risk of input errors for sensitive data</i>	This is for legal, financial and data related stuff. There should be a mechanism to undo/edit the data before final submission.
4.1.1	Level A	Parsing <i>No major code errors</i>	<ol style="list-style-type: none"> 1. Valid attributes are used 2. No duplicate IDs are provided 3. Ensure that opened tags are closed correctly
4.1.2	Level A	Name, Role, Value <i>Build all elements for accessibility</i>	<ol style="list-style-type: none"> 1. Ensure that every element has an accessible name, it's role and property defined correctly 2. Ensure that all ARIA attributes are used correctly

The above aspects have been tested and the results are detailed in “Accessibility Audit Summary” section below.

Accessibility Testing Tools

While there are a number of tools available for auditing websites on their accessibility status, following are the tools used by Bang The Table:

	<p>Deque System’s aXe (The Accessibility Engine) open source library is a lightweight (~100 KB), fast, portable JavaScript library that executes automated accessibility testing inside your testing framework or browser of choice.</p> <p>http://www.deque.com/products/axe/</p>
	<p>NVDA (NonVisual Desktop Access) is a free “screen reader” which enables blind and vision impaired people to use computers. It reads the text on the screen in a computerised voice. You can control what is read to you by moving the cursor to the relevant area of text with a mouse or the arrows on your keyboard.</p> <p>http://www.nvaccess.org/</p>
	<p>WAVE is developed and made available as a free community service by WebAIM. Originally launched in 2001, WAVE has been used to evaluate the accessibility of millions of web pages.</p> <p>http://wave.webaim.org/</p>

Much like no website is 100% accessible, please bear in mind that not all accessibility audit tools are a 100% accurate. This is largely because of frequent technological advances in the web development space which may cause some of these tools to be outdated in certain areas.

Hence, our key criteria is to ensure that a person with disability using a screen reader software can access all parts of the website effectively.

Comparison of various Accessibility Testing Tools

Issue	AInspector	aXe	Google	HTML CodeSniffer	SiteImprove	Tenon	WAVE
No Headings	Yes	No	No	Partial	Yes	No	Yes
No alt text	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bad alt text (decorative)	No	No	No	Partial	No	No	Yes
Insufficient color contrast	Yes	Yes	Yes	Yes	Yes	No	Yes
Inaccessible dropdown menu	No	No	No	No	No	No	No
Insufficient visible focus	Partial	No	No	No	No	No	No
Redundant, uninformative link text	Yes	No	Yes	Yes	Yes	Yes	Yes
Color used to communicate information	Partial	No	No	No	Yes	No	No
Language not specified	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Missing accessible form markup	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Inaccessible CAPTCHA	No	No	No	No	No	No	No
Inaccessible form validation	Partial	No	No	No	No	No	No
Missing ARIA Landmarks	Yes	No	No	No	No	No	No
Inaccessible modal dialog	Partial	No	No	No	No	No	No
Inaccessible carousel	Partial	No	No	No	No	No	No
Missing accessible table markup	Partial	Yes	No	Partial	No	Yes	Partial
Missing abbreviation tags	No	No	No	No	No	No	No

The above comparison was done by Terrill Thompson, who is a technology accessibility specialist with the University of Washington and a web developer.

Approach and Areas of Testing

In order to ensure maximum compliance with accessibility specifications, we created a few sites on our platform. Once the sites were populated with relevant content, we identified all the pages that were required to be accessible. The scope of the testing is limited to Participant facing pages only.

As part of this audit, the areas of our product tested are represented in the table below:

Area of Product	Link	Comments
Home Page	Whitehaven - http://accessibility2.engagementhq.com Torquay - http://accessibility1.engagementhq.com Bondi - http://bondi.engagementhq.com	Engagementhq currently has 4 different home pages: <ol style="list-style-type: none"> 1. Whitehaven 2. Torquay 3. Classic 4. Bondi The Classic layout is the same as any project page layout.
Project Page	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools http://accessibility1.engagementhq.com/japanese-erosion-innovation	This page contains details about a consultation, such as: <ol style="list-style-type: none"> 1. Project Banner, Title & Description 2. Tools 3. Widgets
Tool - Surveys & Forms	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/survey_tools/what-are-the-key-criteria-for-accessibility-for-your-sites http://accessibility1.engagementhq.com/japanese-erosion-innovation/survey_tools/japanese-traditions-that-drive-innovation	
Tool - News Feed	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/news_feed/comparison-of-various-accessibility-tools http://accessibility1.engagementhq.com/japanese-erosion-innovation/news_feed/is-japan-ready-for-social-innovation	
Tool - Brainstormer	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/brainstormers/making-accessibility-fun	

	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/brainstormers	
Tool - Maps	http://accessibility1.engagementhq.com/japanese-erosion-innovation/maps/japan_zones	
Tool - Places	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/maps/accessibility-by-regions	
Tool - Guestbook	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/guest_book	
Tool - Stories	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools?tool=story_telling_tool#tool_tab	This was tested on the project page as it does not have a standalone page
Tool - Discussion Forum	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/forum_topics/managing-expectations-across-various-accessibility-tools http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/forum_topics	
Tool - Q&A	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/qanda	
Tool – Quick Poll	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/quick_polls/which-is-your-favorite-accessibility-tool http://accessibility1.engagementhq.com/japanese-erosion-innovation/quick_polls/what-do-you-think-is-the-most-innovative-region-of-japan	Quick Poll can be used as a tool or a widget. If used as a tool, Quick Poll is only available in the tabs on a project.
Resource – Photos	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/photos http://accessibility1.engagementhq.com/japanese-erosion-innovation/photos	
Resource – Videos	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/videos http://accessibility1.engagementhq.com/japanese-erosion-innovation/videos	
Resource – Key Dates	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/key_dates	

	http://accessibility1.engagementhq.com/japanese-erosion-innovation/key_dates	
Resource – Who’s Listening	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/team_members http://accessibility1.engagementhq.com/japanese-erosion-innovation/team_members	
Resource – Document Library	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/documents http://accessibility1.engagementhq.com/japanese-erosion-innovation/documents	
Resource – FAQs	http://accessibility2.engagementhq.com/ensuring-accessibility-with-tools/faqs http://accessibility1.engagementhq.com/japanese-erosion-innovation/faqs	
Login Page	http://accessibility2.engagementhq.com/login	
Register Page	http://accessibility2.engagementhq.com/users/sign_up	
Site Map	http://accessibility2.engagementhq.com/sitemap	
Terms of Use	http://accessibility2.engagementhq.com/terms	
Privacy Policy	http://accessibility2.engagementhq.com/privacy	
Accessibility	http://accessibility2.engagementhq.com/accessibility	

Accessibility Audit Summary

The Accessibility Audit can be summarized as shown in the table below:

WCAG Checkpoint	Standard	Guideline	Status
1.1.1	Level A	Non-text Content <i>Provide text alternatives for non-text content</i>	Pass
1.2.1	Level A	Audio-only and Video-only (Pre-recorded) <i>Provide an alternative to video-only and audio-only content</i>	Pass
1.2.2	Level A	Captions (Pre-recorded) <i>Provide captions for videos with audio</i>	Pass
1.2.3	Level A	Audio Description or Media Alternative (Pre-recorded) <i>Video with audio has a second alternative</i>	Pass
1.2.4	Level AA	Captions (Live) <i>Live videos have captions</i>	Pass
1.2.5	Level AA	Audio Description (Pre-recorded) <i>Users have access to audio description for video content</i>	Pass
1.3.1	Level A	Info and Relationships <i>Logical structure</i>	Pass
1.3.2	Level A	Meaningful Sequence <i>Present content in a meaningful order</i>	Pass
1.3.3	Level A	Sensory Characteristics <i>Use more than one sense for instructions</i>	Pass
1.4.1	Level A	Use of Colour <i>Don't use presentation that relies solely on colour</i>	Pass
1.4.2	Level A	Audio Control <i>Don't play audio automatically</i>	Pass
1.4.3	Level AA	Contrast (Minimum) <i>Contrast ratio between text and background is at least 4.5:1</i>	Pass
1.4.4	Level AA	Resize Text <i>Text can be resized to 200% without loss of content or function</i>	Pass
1.4.5	Level AA	Images of Text <i>Don't use images of text</i>	Pass
2.1.1	Level A	Keyboard <i>Accessible by keyboard only</i>	Partial Compliance
2.1.2	Level A	No Keyboard Trap <i>Don't trap keyboard users</i>	Pass
2.2.1	Level A	Timing Adjustable <i>Time limits have user controls</i>	Pass

2.2.2	Level A	Pause, Stop, Hide <i>Provide user controls for moving content</i>	Pass
2.3.1	Level A	Three Flashes or Below <i>No content flashes more than three times per second</i>	Pass
2.4.1	Level A	Bypass Blocks <i>Provide a 'Skip to Content' link</i>	Pass
2.4.2	Level A	Page Titled <i>Helpful and clear page title</i>	Pass
2.4.3	Level A	Focus Order <i>Logical order</i>	Pass
2.4.4	Level A	Link Purpose (In Context) <i>Every link's purpose is clear from its context</i>	Pass
2.4.5	Level AA	Multiple Ways <i>Offer several ways to find pages</i>	Pass
2.4.6	Level AA	Headings and Labels <i>Use clear headings and labels</i>	Pass
2.4.7	Level AA	Focus Visible <i>Keyboard focus is visible and clear</i>	Pass
3.1.1	Level A	Language of Page <i>Page has a language assigned</i>	Pass
3.1.2	Level AA	Language of Parts <i>Tell users when the language on a page changes</i>	Pass
3.2.1	Level A	On Focus <i>Elements do not change when they receive focus</i>	Pass
3.2.2	Level A	On Input <i>Elements do not change when they receive input</i>	Pass
3.2.3	Level AA	Consistent Navigation <i>Use menus consistently</i>	Pass
3.2.4	Level AA	Consistent Identification <i>Components that have the same functionality within a set of web pages are identified consistently.</i>	Pass
3.3.1	Level A	Error Identification <i>Clearly identify input errors</i>	Partial Compliance
3.3.2	Level A	Labels or Instructions <i>Labels or instructions are provided when content requires user input.</i>	Pass
3.3.3	Level AA	Error Suggestion <i>Suggest fixes when users make errors</i>	Pass
3.3.4	Level AA	Error Prevention <i>(Legal, Financial, Data)</i>	Pass

		<i>Reduce the risk of input errors for sensitive data</i>	
4.1.1	Level A	Parsing <i>No major code errors</i>	Pass
4.1.2	Level A	Name, Role, Value <i>Build all elements for accessibility</i>	Pass

Accessibility Audit Results

WCAG Standard: Level A

Pass	23
Fail	0
Partial Compliance	2

WCAG Standard: Level AA

Pass	12
Fail	0
Partial Compliance	1

Known Issues

1. The calendar popup in survey questions of type date is not accessible. We will be looking at upgrading the calendar over the next quarter.
2. The tools, EHQ Places and Maps are not fully accessible due to the use of mapping tools and drag and drop functionality. We recommend admins to add a survey in the description for people with disability.
3. IFrames from third party vendors such as Facebook, Twitter, Youtube have a missing title. We will be upgrading these SDKs to a newer version over the next quarter which will resolve this issue.
4. Likert questions in surveys is only partially accessible.
5. Color contrast issues may be shown on some sites. This is because EngagementHQ uses the primary, secondary and tertiary colors specified on each site's theme. Site Admins will have to ensure that the colors used meet the minimum accessibility requirements of 4.5:1.
6. The tabs for each of the tools on a project page or a Classic homepage refreshes the page to load the tab content and hence are not considered tabs nor expected to behave like one. Ideally, when a user navigates to a tab and presses the "down arrow" key, the tab content should be loaded. Hence, these are treated as links instead.
7. In certain areas of the platform where validations are performed dynamically, the error messages are not always associated with the relevant fields. This is present in: registration page, login page, tools with unverified participation and surveys.
8. Certain pages such as the Quick Poll listing pages do not have an H1 tag and hence fail the accessibility requirement that all pages have a main heading.

User Generated Content

EngagementHQ being a platform for adding content has been provided with provisions in many areas of the platform, where admins can add information that ensures the content created is accessible.

The table below describes a few areas in the platform where admins can add information to make their content accessible:

Area	Accessibility
Video Player	While adding a video, ensure you add a relevant subtitle file for accessibility.
Rich Text Editor	<ul style="list-style-type: none"> • Images uploaded to the redactor must have an alt text • If languages other than the site's main language is used, please edit the html to add a <lang> html attribute • When copying tables to the editor, each row and column must have a title
Site Banner	Site banners must have a caption to ensure that it is accessible to screen readers. The site banner will be shown on many pages and this will cause accessibility to fail.
Project Banner	Project banners must have a caption
Project Images	Admins can add a caption to the project images uploaded
Homepage	When adding image content to the homepage cards, ensure that the ALT text field is entered
Newsfeed	When adding an image to a newsfeed, the image file name will be used as a caption.
Photos	When uploading photos, ensure that each photo has a caption, at the very least. If no caption is specified, the filename will be used as the caption

References

- <https://www.w3.org/WAI/Resources/>
- <http://www.serveominclusion.com/wphome/a11y-resources/>
- http://squizlabs.github.io/HTML_CodeSniffer/Standards/WCAG2/

Glossary

This section provides definitions of the terms referred to or used in this document.

Name of the Term	Definition
Alternative Keyboard	This is a type of a computer keyboard redesigned to prevent muscle strain.
Brainstormer	This is used to enable the funneling of ideas related to a pre-set topic by the administrator.
Discussion Forum	This is an online bulletin board where you can leave a response and expect to see a response in return.
EHQ	EngagementHQ
Guestbook	This is used to obtain feedback from the community.
Level A	This is one of WCAG's level of conformance, where Level A has the most basic web accessibility features
Level AA	This is one of the other WCAG's level of conformance, where Level AA deals with the biggest and most common barriers for people with disability.
Likert Questions	This measures attitudes and behaviors using answer choices that range from one extreme to another, enabling you to uncover degrees of opinion.
Newsfeed	This is a list of newly published content on a website, which can be used to keep your community posted about any developments
Participants	This is a person who takes part or gets involved in a particular activity within EHQ
Places	This allows you to to ask participants for information that can be tagged to a pin
Q&A	This is a space where you can monitor issues raised by the community and respond to them directly.
Quick Poll	This is a way to easily poll your audience and assess general perceptions regarding a particular topic or issue
Screen Reader	This is a software application that enables people with visual impairments to use a computer. It works closely with the operating system of the computer to provide information about icons, menus, dialogue boxes, folders and files
Stories	This can be used to share experiences of the participants

Surveys and Forms	These are questions used to ask your community specific questions
Tenon	This is a state of the art accessibility testing tool, aimed at offering unprecedented flexibility in tooling for designers, developers, testers and content authors
User Agent	This is any software that presents and retrieves web content for end users or is implemented using web technologies. User agents can be web players, plug-ins that help in rendering, retrieving and interacting with web content
WCAG (Web Content Accessibility Guidelines)	These are web content accessibility guidelines developed through the W3C (World Wide Web Consortium) process, in association with individuals and organizations around the world, aimed at providing a single, shared standard for web content accessibility which meets the needs of individuals, governments globally.

