

# Operable Accessibility Checklist

## Keyboard & Focus (The "How" of Navigation)

- Full Keyboard Functionality:** Can every link, button, and form field be operated using only the **Tab**, **Enter**, and **Space** keys?
- Visible Focus Indicators:** When tabbing through the site, is there a clear, high-contrast visual "ring" or border around the active element?
- Skip Navigation Link:** Is there a "Skip to Main Content" link at the very top of the page that appears on the first tab press?
- No Keyboard Traps:** Can a user navigate *into* and *out of* all interactive elements (like pop-ups or calendars) without getting stuck?

## User Control & Safety (The "Environment" of the Site)

- Adjustable Timeouts:** If the site has a session timeout (like a student portal), are users warned and given a way to extend the time?
- Pause/Stop Controls:** Do all auto-playing videos, scrolling carousels, or animations have a visible "Pause" or "Stop" button?
- Seizure Safety:** Does the site avoid any content that flashes more than three times per second?
- No Surprise Refreshes:** Does the page stay static unless the user specifically clicks a button to refresh or redirect?

## Wayfinding & Orientation (The "Map" of the Site)

- Unique Page Titles:** Does every page have a unique `<title>` in the browser tab that describes exactly what that page is?
- Breadcrumb Navigation:** Is there a "trail" showing the user's location (e.g., Home > Resources > Accessibility Resource Center)?
- Multiple Paths:** Are there at least two ways to find content (e.g., a search bar AND a navigation menu or sitemap)?
- Consistent Navigation:** Are the main menus and headers in the exact same location on every single page?

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## Operable Summary for Your Team

**Think of "Operable" as the site's "Steering and Braking."**

- **Steering:** If a student uses a keyboard instead of a mouse, the "steering" (links and buttons) must still work perfectly.
  - **Braking:** If a student needs more time or needs to stop a moving animation for health reasons, the "brakes" (pause buttons and time extensions) must be available.
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## Quick Compliance Check: The "Mouse-Free" Test

A simple way to test your Operable status is to **unplug your mouse** and try to navigate from your Home Page to a specific PDF syllabus. If you can't get there, or if you can't tell where your "cursor" is along the way, the page is not yet ADA-compliant.