



# VPAT Document

General; Last Updated: 2020-01-30

## Voluntary Product Accessibility Template

This Voluntary Product Accessibility Template, or VPAT, is a tool that administrators and decision-makers can use to evaluate Quottly's conformance with the accessibility standards under Section 508 of the Rehabilitation Act and the Act WCAG 2.0 AA Standards.

Quottly is in the process of updating to the VPAT version 2.3, which includes WCAG 2.1 guidelines.

Questions, comments, or concerns about this document can be directed to James Gibson (james@quottly.com)

## Quottly Web Accessibility Guidelines (WCAG 2.0) Checklist

This Voluntary Product Accessibility Template, or VPAT, is a tool that administrators and decision-makers can use to evaluate Canvas' conformance with the WCAG 2.0 standards, level AA.

Name of Product: **Quottly Website**

### WCAG 2.0 Guidelines

<p><b>Principle 1: Perceivable</b> <b>Information and user interface components must be presentable to users in ways they can perceive.</b></p>
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#### *GUIDELINE 1.1 TEXT ALTERNATIVES*

**PROVIDE TEXT ALTERNATIVES FOR ANY NON-TEXT CONTENT SO THAT IT CAN BE CHANGED INTO OTHER FORMS PEOPLE NEED, SUCH AS LARGE PRINT, BRAILLE, SPEECH, SYMBOLS OR SIMPLER LANGUAGE.**



CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
1.1.1 Non-text Content: All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below. (Level A)	Supports	All non-text content that requires text alternatives has text alternatives.

*GUIDELINE 1.2 TIME-BASED MEDIA*

**PROVIDE ALTERNATIVES FOR TIME-BASED MEDIA.**

CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
1.2.1 Audio-only and Video-only (Prerecorded): For prerecorded audio-only and prerecorded video-only media, the following are true, except when the audio or video is a media alternative for text and is clearly labeled as such: (Level A)	Supports	Captions are available on Quottly's promotional video, which is the only pre-recorded content.
1.2.2 Captions (Prerecorded): Captions are provided for all prerecorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labeled as such. (Level A)	Supports	Captions are available on Quottly's promotional video, which is the only pre-recorded content.
1.2.3 Audio Description or Media Alternative (Prerecorded): An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media, except when the media is a media alternative for text and is clearly labeled as such. (Level A)	supports	A transcript is available for the 'Introduction to Quottly'v video.
1.2.4 Captions (Live): Captions are provided for all live audio content in synchronized media. (Level AA)	Not applicable	No live content provided.
1.2.5 Audio Description (Prerecorded): Audio description is provided for all prerecorded video content in synchronized media. (Level AA)	Not applicable	The only pre-recorded audio or visual content, the 'Introduction to Quottly' video, has no meaningful visual imagery; the existing

		narration is a sufficient audio description.
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**GUIDELINE 1.3 ADAPTABLE**

**CREATE CONTENT THAT CAN BE PRESENTED IN DIFFERENT WAYS (FOR EXAMPLE SIMPLER LAYOUT) WITHOUT LOSING INFORMATION OR STRUCTURE.**

<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
1.3.1 Info and Relationships: Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. (Level A)	Supports	
1.3.2 Meaningful Sequence: When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined. (Level A)	Supports	All content is read by screen readers or other accessibility tools in the appropriate order.
1.3.3 Sensory Characteristics: Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, size, visual location, orientation, or sound. (Level A)	Supports	All operating instructions are provided in text in addition to being highlighted or emphasized by shape, color, or visual location.

**GUIDELINE 1.4 DISTINGUISHABLE**

**MAKE IT EASIER FOR USERS TO SEE AND HEAR CONTENT INCLUDING SEPARATING FOREGROUND FROM BACKGROUND.**

<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
1.4.1 Use of Color: Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element. (Level A)	Supports	All information is provided in text or by element shape or format; color is only used for highlighting or emphasizing particular features.
1.4.2 Audio Control: If any audio on a Web page plays automatically for more than 3 seconds, either a mechanism is available to pause or	Not Applicable	No audio plays automatically on any page.

stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level. (Level A)		
1.4.3 Contrast (Minimum): The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for the following: (Level AA)	Supports	All content has appropriate levels of contrast.
1.4.4 Resize text: Except for captions and images of text, text can be resized without assistive technology up to 200 percent without loss of content or functionality. (Level AA)	Supports	No design features or engineering decisions prevent the user from re-sizing text; any browser will allow zoom up to 200%.  No text is presented as an image.
1.4.5 Images of Text: If the technologies being used can achieve the visual presentation, text is used to convey information rather than images of text except for the following: (Level AA)	Supports	No images of text are used.

**Principle 2: Operable**  
**User interface components and navigation must be operable.**

*GUIDELINE 2.1 KEYBOARD ACCESSIBLE*

**MAKE ALL FUNCTIONALITY AVAILABLE FROM A KEYBOARD.**

<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
2.1.1 Keyboard: All functionality of the content is operable through a keyboard interface without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints. (Level A)	Supports with exceptions	All parts and features of the site can be navigated by keyboard, without any particular required timings, except for playing the video on the Quottly home page.
2.1.2 No Keyboard Trap: If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard	Supports	All elements can be moved through using the tab key.

interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away. (Level A)		
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*GUIDELINE 2.2 ENOUGH TIME*

**PROVIDE USERS ENOUGH TIME TO READ AND USE CONTENT.**

<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
2.2.1 Timing Adjustable: For each time limit that is set by the content, at least one of the following is true: (Level A)	Not applicable	No time limits are set.
2.2.2 Pause, Stop, Hide: For moving, blinking, scrolling, or auto-updating information, all of the following are true: (Level A)	Supports	The only auto-updating information is the “rotating” text on the home page, which has a pause button available.

*GUIDELINE 2.3 SEIZURES*

**DO NOT DESIGN CONTENT IN A WAY THAT IS KNOWN TO CAUSE SEIZURES.**

<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
2.3.1 Three Flashes or Below Threshold: Web pages do not contain anything that flashes more than three times in any one second period, or the flash is below the general flash and red flash thresholds. (Level A)	Supports	No content flashes.

*GUIDELINE 2.4 NAVIGABLE*

**PROVIDE WAYS TO HELP USERS NAVIGATE, FIND CONTENT, AND DETERMINE WHERE THEY ARE.**

<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
2.4.1 Bypass Blocks: A mechanism is available to bypass blocks of content that are repeated on multiple Web pages. (Level A)	Supports	All pages have ‘skipnav’. The navigation bar and footer content are the only repeated content.
2.4.2 Page Titled: Web pages have titles that describe topic or purpose. (Level A)	Supports	All pages have unique, descriptive titles.

2.4.3 Focus Order: If a Web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability. (Level A)	Supports	All pages can be navigated sequentially; in no cases does the sequence effect meaning.  Where sequence effects operation, instructions are given first.
2.4.4 Link Purpose (In Context): The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general. (Level A)	Supports	All links have descriptive titles.
2.4.5 Multiple Ways: More than one way is available to locate a Web page within a set of Web pages except where the Web Page is the result of, or a step in, a process. (Level AA)	Supports	All pages that are not part of the student registration process, which is inherently linear, are available from the navigation bar and from the student's sitemap.
2.4.6 Headings and Labels: Headings and labels describe topic or purpose. (Level AA)	Supports	Headings describe topic or purpose.
2.4.7 Focus Visible: Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible. (Level AA)	Supports with exceptions	The button to open the live chat does not indicate that it is focused clearly.

**Principle 3: Understandable**  
**Information and the operation of user interface must be understandable.**

*GUIDELINE 3.1 READABLE*

**MAKE TEXT CONTENT READABLE AND UNDERSTANDABLE.**

CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
3.1.1 Language of Page: The default human language of each Web page can be programmatically determined. (Level A)	Supports	
3.1.2 Language of Parts: The human language of each passage or	Supports	

<p>phrase in the content can be programmatically determined except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text. (Level AA)</p>		
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*GUIDELINE 3.2 PREDICTABLE*

**MAKE WEB PAGES APPEAR AND OPERATE IN PREDICTABLE WAYS.**

<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
<p>3.2.1 On Focus: When any component receives focus, it does not initiate a change of context. (Level A)</p>	<p>Supports</p>	
<p>3.2.2 On Input: Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behavior before using the component. (Level A)</p>	<p>Supports</p>	<p>No input changes context except for the search results page filter controls, which are labeled as automatically updating the results.</p>
<p>3.2.3 Consistent Navigation: Navigational mechanisms that are repeated on multiple Web pages within a set of Web pages occur in the same relative order each time they are repeated, unless a change is initiated by the user. (Level AA)</p>	<p>Supports</p>	<p>The navigation bar and footer links are always present in the same order.</p>
<p>3.2.4 Consistent Identification: Components that have the same functionality within a set of Web pages are identified consistently. (Level AA)</p>	<p>Supports</p>	

*GUIDELINE 3.3 INPUT ASSISTANCE*

**HELP USERS AVOID AND CORRECT MISTAKES.**

<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
<p>3.3.1 Error Identification: If an input error is automatically detected, the item that is in error is identified and the error is</p>	<p>Supports</p>	

described to the user in text. (Level A)		
3.3.2 Labels or Instructions: Labels or instructions are provided when content requires user input. (Level A)	Supports	
3.3.3 Error Suggestion: If an input error is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content. (Level AA)	Supports	
3.3.4 Error Prevention (Legal, Financial, Data): For Web pages that cause legal commitments or financial transactions for the user to occur, that modify or delete user-controllable data in data storage systems, or that submit user test responses, at least one of the following is true: (Level AA)	Not Applicable	

**Principle 4: Robust**  
**Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.**

*GUIDELINE 4.1 COMPATIBLE*

**MAXIMIZE COMPATIBILITY WITH CURRENT AND FUTURE USER AGENTS, INCLUDING ASSISTIVE TECHNOLOGIES.**

<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
4.1.1 Parsing: In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features. (Level A)	Supports	
4.1.2 Name, Role, Value: For all user interface components	Supports	





<p>(including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies. (Level A)</p>		
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## Section 508 of the Rehabilitation Act

Date: **2020-01-30**

Name of Product: **Quottly**

*SECTION 1194.21 SOFTWARE APPLICATIONS AND OPERATING SYSTEMS – DETAIL*

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**VOLUNTARY PRODUCT ACCESSIBILITY TEMPLATE®**

<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
<p>(a) 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.</p>	<p>Supports with exceptions</p>	<p>All parts and features of the site can be navigated by keyboard, without any particular required timings, except for playing the video on the Quottly home page.</p>
<p>(b) 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.</p>	<p>Supports</p>	

<p>(c) 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.</p>	<p>Supports with exceptions</p>	<p>The button to open the live chat does not indicate that it is focused correctly.</p>
<p>(d) 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.</p>	<p>Supports</p>	
<p>(e) 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.</p>	<p>Not applicable</p>	<p>Bitmap images are not used to identify controls (vector images are used, and used consistently).</p>
<p>(f) 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.</p>	<p>Not applicable</p>	
<p>(g) Applications shall not override user selected contrast and color selections and other individual display attributes.</p>	<p>Supports</p>	
<p>(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.</p>	<p>Supports</p>	
<p>(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.</p>	<p>Supports</p>	



(j) 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.	Supports	No color settings available.
(k) 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.	Supports	
(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.	Supports	

*SECTION 1194.22 WEB-BASED INTERNET INFORMATION AND APPLICATIONS – DETAIL*

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<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supports	
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supports	Closed captioning on the "Welcome to Quottly" video is synchronized with the video.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports	
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Supports	

(e) Redundant text links shall be provided for each active region of a server-side image map.	Supports	
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Not applicable	No image maps used.
(g) Row and column headers shall be identified for data tables.	Supports	
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Supports	
(i) Frames shall be titled with text that facilitates frame identification and navigation	Support	
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Not applicable	
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Supports	
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a	Not applicable	



plug-in or applet that complies with §1194.21(a) through (l).		
(n) When electronic forms are designed to be completed on-line, 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.	Supports	
(o) A method shall be provided that permits users to skip repetitive navigation links.	Supports	
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Supports	No timed responses required

*SECTION 1194.31 FUNCTIONAL PERFORMANCE CRITERIA – DETAIL*

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<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Supports with exceptions	A screen reader can be used with the exception of being able to play the “Intro to Quottly” video
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supports	
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who	Supports	



are deaf or hard of hearing shall be provided.		
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Supports	
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Supports	
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Supports	

*SECTION 1194.41 INFORMATION, DOCUMENTATION AND SUPPORT – DETAIL*  
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<b>CRITERIA</b>	<b>SUPPORTING FEATURES</b>	<b>REMARKS AND EXPLANATIONS</b>
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge	Supports	
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supports	
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	

