

ACR for Totara 13

Totara Learning Solutions Accessibility Conformance Report

International Edition

(Based on VPAT® Version 2.4)

Name of Product /Version	Totara 13: Learn, Perform, and Engage
Report Date	October 2020 (last updated March 2021)
Product Description	Enterprise workplace learning management system (LMS), learning experience platform (LXP), and performance management system
Contact Information	enquiry@totaralearning.com
Evaluation Methods Used	<ul style="list-style-type: none">• Design reviews using WCAG POUR framework• Automated linting and testing in the codebase• Peer review of front-end code for accessibility compliance• Browser extensions to test rendered code in the browser: Deque's aXe; The Paciello Group's ARC Toolkit• Manual assessment of WCAG Success Criteria, partially facilitated by Microsoft's Accessibility Insights• Functional testing with Screen Readers: VoiceOver on MacOS, NVDA on Windows, Orca on Ubuntu
Relied upon technologies	HTML5, XHTML 1.0, CSS, WAI-ARIA, ECMAScript 5, SVG

Accessibility support baseline	
Desktop browsers	<ul style="list-style-type: none">• Chrome, Microsoft Edge: The latest stable release• Firefox: The latest stable release• Safari 10• Internet Explorer 11
Mobile browsers	<ul style="list-style-type: none">• iOS Safari 9• Android browser: The latest stable release• Chrome for Android: The latest stable release
Screen readers	<ul style="list-style-type: none">• NVDA• Jaws• VoiceOver• Orca

Summary

The overall compliance of Totara 13: Learn, Perform, and Engage is **Partially Supports WCAG 2.1 at Level A and AA**. The product supports the majority of Success Criteria (SC) at both Level A and AA. The cases where the SC are classified as Partially Supports are either infrequent cases or have no impact on the user. The SC tables in this report include details on the planned improvements to achieve WCAG 2.1 Level AA support.

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included in report
Web Content Accessibility Guidelines 2.0	Level A Level AA

Web Content Accessibility Guidelines 2.1	Level A Level AA
Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018	Yes
EN 301 549 Accessibility requirements suitable for public procurement of ICT products and services in Europe, - V3.1.1 (2019-11)	Yes

Terms

The terms used in the Conformance Level information are defined as follows:

Supports	The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
Partially Supports	Some functionality of the product does not meet the criterion.
Does Not Support	The majority of product functionality does not meet the criterion.
Not Applicable	The criterion is not relevant to the product.

WCAG 2.0 Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 - Web
- Revised Section 508

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

Table 1: Success Criteria, Level A

Notes: Each Criteria also applies to, except where noted:

- EN 301 549 Criteria
 - 11.8.2 (Authoring Tool)
- Revised Section 508
 - 501 (Web) (Software)
 - 504.2 (Authoring Tool)

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content Also applies to EN 301 549 Criteria - 9.1.1.1 (Web)	Supports	Totara 13 uses alternative text or visually hidden text to provide text alternatives for all images and icons. Authoring Tool: The Weka editor allows content creators to add alternative text for uploaded images. Additionally, the author is prompted to add alternative text when they upload an image.
1.2.1 Audio-only and Video-only (Prerecorded) Also applies to EN 301 549 Criteria - 9.1.2.1 (Web)	Supports	Totara 13 does not include any pre-recorded audio or video content. Authoring Tool: The Weka editor supports uploading of a text alternative for audio content and uploading a text alternative for video content. Additionally, the author is prompted to add text alternatives for audio and video content. It is also possible to provide an additional text alternative and link to it immediately before or after the non-text content, with a link back to the non-text content.
1.2.2 Captions (Prerecorded) Also applies to EN 301 549 Criteria - 9.1.2.2 (Web)	Supports	Totara 13 does not include any audio content. Authoring Tool: The Weka editor supports uploading of captions for audio content. Additionally, the author is prompted to add a text alternative for audio content. It is also possible to provide an additional text alternative and link to it immediately before or after the non-text content, with a link back to the non-text content.

<p>1.2.3 Audio Description or Media Alternative (Prerecorded)</p> <p>Also applies to EN 301 549 Criteria - 9.1.2.3 (Web)</p>	Supports	<p>Totara 13 does not include any video content.</p> <p>Authoring Tool: content creators can add audio content as an alternative to time-based media.</p>
<p>1.3.1 Info and Relationships</p> <p>Also applies to EN 301 549 Criteria - 9.1.3.1 (Web)</p>	Supports	<p>Totara 13 uses semantic HTML (including headings and labels) and ARIA (including landmarks and roles) to provide structure and relationship to its content.</p> <p>Authoring Tool: the Weka editor allows content creators to add HTML headings and lists.</p>
<p>1.3.2 Meaningful Sequence</p> <p>Also applies to EN 301 549 Criteria - 9.1.3.2 (Web)</p>	Supports	<p>The reading order (source order) of content of pages in Totara 13 matches the visual presentation order.</p>
<p>1.3.3 Sensory Characteristics</p> <p>Also applies to EN 301 549 Criteria - 9.1.3.3 (Web)</p>	Supports	<p>Totara 13 provides text instructions for using and understanding components and does not solely use sensory characteristics such as size, shape, or location.</p>
<p>1.4.1 Use of Color</p> <p>Also applies to EN 301 549 Criteria - 9.1.4.1 (Web)</p>	Supports	<p>Totara 13 does not solely use colour to provide instructions: text, icons, outlines, borders, and line weight changes are used in addition.</p>
<p>1.4.2 Audio Control</p> <p>Also applies to EN 301 549 Criteria - 9.1.4.2 (Web)</p>	Supports	<p>Totara 13 does not include any audio content.</p> <p>Authoring Tool: the Weka editor embeds audio using the HTML5 audio element, including the relevant controls.</p>
<p>2.1.1 Keyboard</p> <p>Also applies to EN 301 549 Criteria - 9.2.1.1 (Web)</p>	Supports	<p>All of Totara 13's functionality is available from a keyboard, with no timing requirements. Standard HTML elements are used and ARIA Authoring Practices are followed for widgets such as accordions and modals.</p>
<p>2.1.2 No Keyboard Trap</p> <p>Also applies to EN 301 549 Criteria - 9.2.1.2 (Web)</p>	Supports	<p>There are no keyboard traps in Totara 13, except when following standards in modal components.</p>
<p>2.2.1 Timing Adjustable</p> <p>Also applies to EN 301 549 Criteria - 9.2.2.1 (Web)</p>	Partially Supports	<p>Only notifications have a time limit in Totara 13. This time limit can not be extended or turned off, but only supplemental and non-essential information is displayed in the notifications.</p>

<p>2.2.2 Pause, Stop, Hide</p> <p>Also applies to EN 301 549 Criteria - 9.2.2.2 (Web)</p>	Supports	Totara 13 does not contain any content that moves, blinks, scrolls, or auto-updates for longer than five seconds.
<p>2.3.1 Three Flashes or Below Threshold</p> <p>Also applies to EN 301 549 Criteria - 9.2.3.1 (Web)</p>	Supports	Totara 13 does not contain any elements that flash.
<p>2.4.1 Bypass Blocks</p> <p>Also applies to EN 301 549 Criteria - 9.2.4.1 (Web)</p>	Supports	Each repeated block of content in Totara is preceded by a link that lets the user skip over the block. ARIA landmarks are used to identify regions of the page. Some pages use accordions to allow bypassing of lengthy pieces of content.
<p>2.4.2 Page Titled</p> <p>Also applies to EN 301 549 Criteria - 9.2.4.2 (Web)</p>	Supports	Pages in Totara 13 have descriptive titles, identifying the contents of the page and its broader context. Most pages also contain page-level headings that provide extra context.
<p>2.4.3 Focus Order</p> <p>Also applies to EN 301 549 Criteria - 9.2.4.3 (Web)</p>	Supports	All interactive elements on a page are focusable and follow a logical and meaningful order. Buttons that trigger dialogs or menus are immediately adjacent to the content they trigger. Focus order is not adjusted from the logical order of the content of the page.
<p>2.4.4 Link Purpose (In Context)</p> <p>Also applies to EN 301 549 Criteria - 9.2.4.4 (Web)</p>	Supports	Where the purpose of a link is not clear from its text, either the text around the link provides the necessary context or additional, visually hidden, text is provided for assistive technologies.
<p>3.1.1 Language of Page</p> <p>Also applies to EN 301 549 Criteria - 9.3.1.1 (Web)</p>	Supports	The language of each page of Totara 13 is marked up using the HTML lang attribute.
<p>3.2.1 On Focus</p> <p>Also applies to EN 301 549 Criteria - 9.3.2.1 (Web)</p>	Supports	No interface components in Totara 13 initiate a change of content on focus.
<p>3.2.2 On Input</p> <p>Also applies to EN 301 549 Criteria - 9.3.2.2 (Web)</p>	Supports	No interface components in Totara 13 initiate a change of content on focus without explicitly advising the user in the (accessible) name of the control or the surrounding text.
<p>3.3.1 Error Identification</p> <p>Also applies to EN 301 549 Criteria - 9.3.3.1 (Web)</p>	Supports	Totara 13 uses text descriptions for all errors, ARIA attributes to provide additional information to users of assistive technology, and client-side validation and alerts.

<p>3.3.2 Labels or Instructions</p> <p>Also applies to EN 301 549 Criteria - 9.3.3.2 (Web)</p>	Supports	Every form control has a name and every group of controls has a name. In many places additional help text is provided and has ARIA attributes to programmatically link it to the form control.
<p>4.1.1 Parsing</p> <p>Also applies to EN 301 549 Criteria - 9.4.1.1 (Web)</p>	Partially Supports	While not all pages of Totara 13 pass full HTML validation, the failures do not affect the user's experience of the page in any way.
<p>4.1.2 Name, Role, Value</p> <p>Also applies to EN 301 549 Criteria - 9.4.1.2 (Web)</p>	Supports	In most places, Totara 13 uses standard HTML controls that have accessible names, roles, and values built in. Wherever necessary, Totara 13 applies ARIA attributes to provide names, roles, values, and states of custom UI components.

Table 2: Success Criteria, Level AA

Notes: Each Criteria also applies to, except where noted:

- EN 301 549 Criteria
 - 11.8.2 (Authoring Tool)
- Revised Section 508
 - 501 (Web)(Software)
 - 504.2 (Authoring Tool)

Criteria	Conformance Level	Remarks and Explanations
<p>1.2.4 Captions (Live)</p> <p>Also applies to EN 301 549 Criteria - 9.1.2.4</p>	Supports	Totara 13 does not include any live audio content.
<p>1.2.5 Audio Description (Prerecorded)</p> <p>Also applies to EN 301 549 Criteria - 9.1.2.5</p>	Supports	Totara 13 does not include any audio or video content. Authoring Tool: content creators can add audio content that includes audio descriptions.
<p>1.4.3 Contrast (Minimum)</p> <p>Also applies to EN 301 549 Criteria - 9.1.4.3</p>	Supports	All text in Totara 13 has a contrast ratio of at least 4.5:1.
<p>1.4.4 Resize text</p> <p>Also applies to EN 301 549 Criteria - 9.1.4.4</p>	Supports	All content and functionality in Totara 13 is available when zoomed in 200%.
<p>1.4.5 Images of Text</p> <p>Also applies to EN 301 549 Criteria - 9.1.4.5</p>	Supports	No images of text are used in Totara 13.
<p>2.4.5 Multiple Ways</p> <p>Also applies to EN 301 549 Criteria - 9.2.4.5</p>	Supports	Totara 13 provides multiple ways to navigate all of its pages, including navigation menus, breadcrumbs, and search functionality.
<p>2.4.6 Headings and Labels</p> <p>Also applies to EN 301 549 Criteria - 9.2.4.6</p>	Supports	All headings and labels in Totara 13 accurately and clearly describe the content they relate to.
<p>2.4.7 Focus Visible</p> <p>Also applies to EN 301 549 Criteria - 9.2.4.7</p>	Supports	The item that has current keyboard focus is always visible. In some cases using the browser default styles, in others using custom, clearer, focus styles.

<p>3.1.2 Language of Parts</p> <p>Also applies to EN 301 549 Criteria - 9.3.1.2</p>	Not Applicable	All of Totara 13's pages are in one language.
<p>3.2.3 Consistent Navigation</p> <p>Also applies to EN 301 549 Criteria - 9.3.2.3</p>	Supports	Main navigation is identical across pages as it uses the same core module. Other navigation uses standard components for consistency.
<p>3.2.4 Consistent Identification</p> <p>Also applies to EN 301 549 Criteria - 9.3.2.4</p>	Supports	A central source of UI text is used to ensure consistency of component names across pages.
<p>3.3.3 Error Suggestion</p> <p>Also applies to EN 301 549 Criteria - 9.3.3.3</p>	Supports	Error messages are clear and succinct, specifying which fields are required and what any input format requirements are.
<p>3.3.4 Error Prevention (Legal, Financial, Data)</p> <p>Also applies to EN 301 549 Criteria - 9.3.3.4</p>	Supports	All destructive actions in Totara 13 required a second confirmation action before proceeding. Some areas provide a review step.

WCAG 2.1 Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 - Web

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

Table 1: Success Criteria, Level A

Notes: Each Criteria also applies to, except where noted:

- EN 301 549 Criteria
 - 11.8.2 (Authoring Tool)

Revised Section 508 – Does not apply.

Criteria	Conformance Level	Remarks and Explanations
<p>2.1.4 Character Key Shortcuts</p> <p>Also applies to EN 301 549 Criteria - 9.2.1.4 (Web)</p>	Supports	Totara 13 does not use single character key shortcuts. Authoring Tool: the Weka editor uses common key shortcuts for formatting text that include non-printing characters.
<p>2.5.1 Pointer Gestures</p> <p>Also applies to EN 301 549 Criteria - 9.2.5.1 (Web)</p>	Supports	All of Totara 13 can be operated with a single pointer: no path-based or multipoint gestures are required.
<p>2.5.2 Pointer Cancellation</p> <p>Also applies to EN 301 549 Criteria - 9.2.5.2 (Web)</p>	Supports	Totara 13 executes functions at the end of single pointer actions, including touch. Where drag-and-drop actions are used, they can be cancelled.
<p>2.5.3 Label in Name</p> <p>Also applies to EN 301 549 Criteria - 9.2.5.3 (Web)</p>	Supports	In most cases, the visible name and accessible name of interface components are identical. When they aren't, the visible name is included in the accessible name.
<p>2.5.4 Motion Actuation</p> <p>Also applies to EN 301 549 Criteria - 9.2.5.4 (Web)</p>	Supports	Totara 13 does not use any device motion or user motion to operate user interface components.

Table 2: Success Criteria, Level AA

Notes: Each Criteria also applies to, except where noted:

- EN 301 549 Criteria
 - 11.8.2 (Authoring Tool)

Revised Section 508 – Does not apply to WCAG 2.1.

Criteria	Conformance Level	Remarks and Explanations
1.3.4 Orientation Also applies to EN 301 549 Criteria - 9.1.3.4 (Web)	Supports	Totara 13 does not lock the display orientation.
1.3.5 Identify Input Purpose Also applies to EN 301 549 Criteria - 9.1.3.5 (Web)	Supports	All fields relating to information about the user are marked up in accordance with the HTML 5 Autofill standards.
1.4.10 Reflow Also applies to EN 301 549 Criteria - 9.1.4.10 (Web)	Supports	Totara 13 uses a range of CSS features like flexbox and media queries to allow reflow of content across different screen sizes and avoid scrolling in two dimensions.
1.4.11 Non-text Contrast Also applies to EN 301 549 Criteria - 9.1.4.11 (Web)	Supports	UI components and icons in Totara 13 have a colour contrast ratio of at least 3:1.
1.4.12 Text Spacing Also applies to EN 301 549 Criteria - 9.1.4.12 (Web)	Supports	Setting the line height, paragraph spacing, letter spacing, and word spacing to the values in the Success Criteria do not result in any loss of functionality or content.
1.4.13 Content on Hover or Focus Also applies to EN 301 549 Criteria - 9.1.4.13 (Web)	Supports	All content in Totara 13 that is behind a hover action is dismissible, hoverable, and stays until removed or dismissed.
4.1.3 Status Messages Also applies to EN 301 549 Criteria - 9.4.1.3 (Web)	Supports	Status messages in Totara use the correct ARIA roles. Only important and urgent messages use role="alert" or aria-live="assertive".

Revised Section 508 Report

Chapter 3: Functional Performance Criteria (FPC)

Notes:

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Not applicable	Technical Standards Fully supported
302.2 With Limited Vision	Not applicable	Technical Standards Fully supported
302.3 Without Perception of Color	Not applicable	Technical Standards Fully supported
302.4 Without Hearing	Not applicable	Technical Standards Fully supported
302.5 With Limited Hearing	Not applicable	Technical Standards Fully supported
302.6 Without Speech	Not applicable	Technical Standards Fully supported
302.7 With Limited Manipulation	Not applicable	Technical Standards Fully supported
302.8 With Limited Reach and Strength	Not applicable	Technical Standards Fully supported
302.9 With Limited Language, Cognitive, and Learning Abilities	Not applicable	Technical Standards Fully supported

Appendix 1 - Page-level testing list

Learn

New in 13 from 12, tested against all SC

- Seminars, Resource Management
- Reports
- Notifications
- Messaging

Existing functionality, tested against new in 2.1 SC

A handful of key pages, learner-facing, high traffic:

- Dashboard
- Catalogue (grid format, the default)
- Courses (and Programs and Certifications)
 - Formats
 - Topics
 - Single activity
 - Activities
 - Quizzes
 - Seminars
 - Book
 - Forum
 - Feedback
 - Certificate
- Front page
- Record of Learning
- Team

Engage

Library

- Library
 - Your resources - create/edit
 - Resource
 - Survey
 - Your playlists - create/edit
 - Edit survey
- Shared with you
- Saved resources
- A playlist from Your playlists
 - Overview tab
 - Comments tab
- A resource
 - Overview tab
 - Comments tab

Workspaces

- Find workspaces
- A workspace
 - Discuss tab
 - Library tab
 - Members tab
 - Browse files

Dashboard

- Recommendation

Perform

Competencies

- Competency profile
 - Charts
 - Tables
- Competency detail for a competency
- Rate competencies
- Self-assign competencies
- Manage competency assignments
- Currently assigned users
- Create assignments

Performance activities

- Performance activities
 - Your activities
 - Activities about others
- Manage performance activities
 - General tab
 - Content tab
 - Assignments tab
 - Edit content elements
 - Report
- Completing an activity

Evidence bank

- Evidence bank
- Add evidence item
- Add evidence item - details
- Manage evidence types
 - Create