Forge quality checklist

The following steps will ensure you have covered most of the accessibility and design considerations we take within the typical EDU process. Your Forge object is accessible in many ways, but only with your help! Check the following items against your project:

1. **Alternative text:**
   Images when inserted into Forge, have a default alternative text description added, taken from the image filename.   Please ensure you either:
      I.   Remove the alternative text (for decorative images only)
      II.   Ensure your images are named with meaningful names
      III. Replace the default with a meaningful description of the graphic.

2. **Copyright compliance:**
   Please ensure you have attributed all images in a resource that require it. Even for images in the public domain, it is good practice to keep track of where images come from.

   If you have included material or items from other sites, it is good practice to use a url link back to where the original item comes from.

3. **Accessibility**
   There are several areas that require accessibility adjustments, mainly to do with video/audio components. When including video or audio that was authored by you, or is being uploaded and hosted within a resource, you must include:
      I.   An audio transcript
      II.   A text accessible version of any animated embeds (a text document with any important information from the diagram/animation)
      III. Closed captioning or an external SRT subtitle file.

4. **Design considerations**
   When using layout containers like the responsive grid, try to remember the reading order of the page. More complex layouts require a bit of forward planning to ensure the reader can understand the flow.

   Using a consistent approach towards heading levels (h1,h2,h3….), layout structures, styles and colour schemes can make your resource much more accessible, and more familiar across learning sessions.

5. **Image lightboxes**
   When adding a diagram or image that requires to be enlarged for closer viewing, you can use a lightbox class (via the image properties button on the toolbar). Test your popup image in the preview to make sure it works.

6. **Hyperlinks**
   Ensure you check your links are opening in a new tab/window (via the link button on the toolbar) and add a title to the link if required.

7. **Double check site title and navigation titles**
   Ensure you have changed your page title, and checked the navigation for the correct spelling and capitalisation