Checking Survey Accessibility

When creating a Qualtrics survey, run the Qualtrics Accessibility Checker. This will highlight any inaccessible question types as well as survey configuration settings that should be modified for better accessibility. For guidance on how to resolve the configuration setting recommendations, please consult the **Common Survey Accessibility Suggestions** section of the Survey Configuration page.

- The survey configuration options include changing the default survey title, showing question numbers, and changing the text on the navigation buttons.
- Screen readers typically read the survey title first, so having an accurately named survey is important to help screen reader users find your survey, especially if they have multiple tabs or multiple Qualtrics surveys open.
- Enabling question numbers helps users keep track of the order of the questions. You can enable this under Survey Options → Survey Experience.
- Please note: if you plan to use Survey Logic, you should add a note to the top of your survey that says: "Due to the use of survey logic, question numbers may not follow sequentially as you proceed through the survey." This will help ensure that users do not believe that they have skipped a question accidentally.
- If the accessibility checker indicates you are using an inaccessible question type, see the "Inaccessible Question Types" section below for examples of workarounds using accessible question types.

Enabled Question Types to Avoid

There are a few question types currently enabled in the CU Denver and CU Anschutz instance of Qualtrics that have inaccessible subtypes that cannot be turned off for campus without turning off the entire question type. Please follow the guidance below to ensure your survey is accessible.

- **Multiple Choice:** Avoid using the Multi Select Box subtype. You can use the Multiple Answer subtype instead. Please visit CU Boulder's examples:
  - Multiple Choice Multi Select Box to Multiple Answer Workaround Example survey.
- **Matrix Table:** Recommendation: use the Dropdown subtype. Please visit CU Boulder's examples:
  - View all Matrix subtypes and explanations of their accessibility.

Using Images and Videos in Qualtrics

If you embed a video in your Qualtrics form, please ensure that it has captions encoded or burned in.

If you use any images in your survey, they must have alt text provided for them. Alt text describes in words what the image displays if the image is relevant to the meaning of the form. If an image is purely decorative, you do not need to provide alt text. For more help with alt text, see the Qualtrics - Adding Alt-Text to a Graphic tutorial or Qualtrics's Image Properties documentation.

Inaccessible Question Types

Inaccessible question types include any question that requires the user to use drag and drop, has a slider, or requires interaction with graphics. Using accessible question types ensures that individuals with low vision, blindness, or other disabilities will be able to complete your survey, as well as ensuring you are acting in accordance with the university's digital accessibility policy.

The list of question type accessibility is also available on Qualtrics's site.