

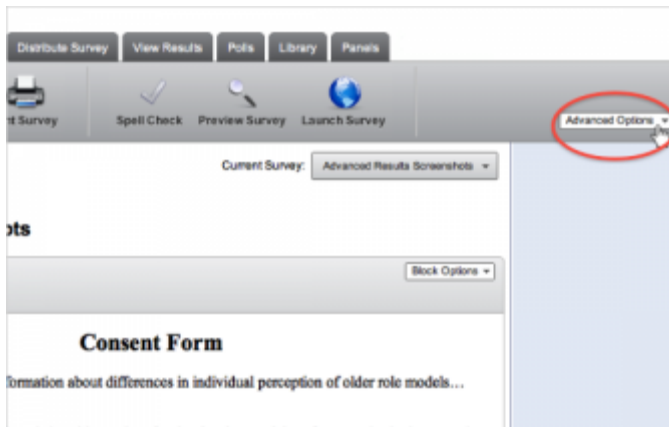
Qualtrics – Check Survey Accessibility Advanced

<https://siue.qualtrics.com>

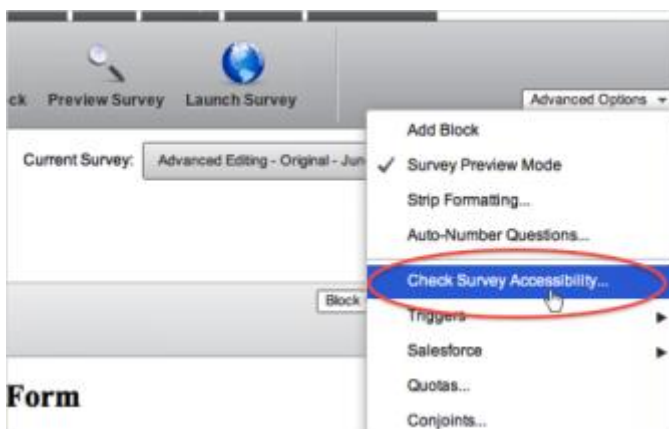
Survey Accessibility is important if you have individuals responding to your survey using a screen reader, like [JAWS](#). Another term common to this form of accessibility is 508 Compliance.

[Check your survey's accessibility](#)

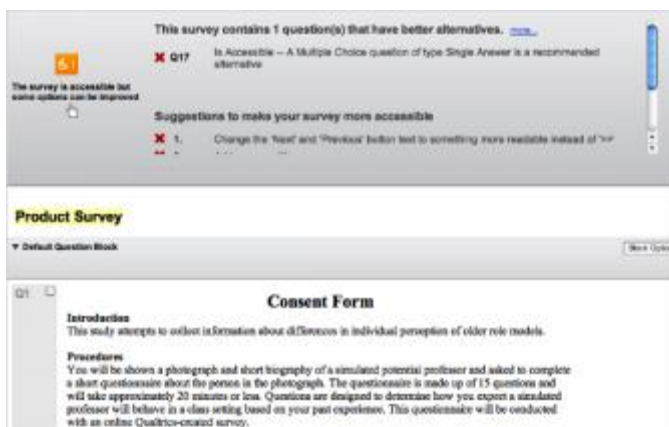
1. In **Edit Survey**, click the **Advanced Options** drop down.



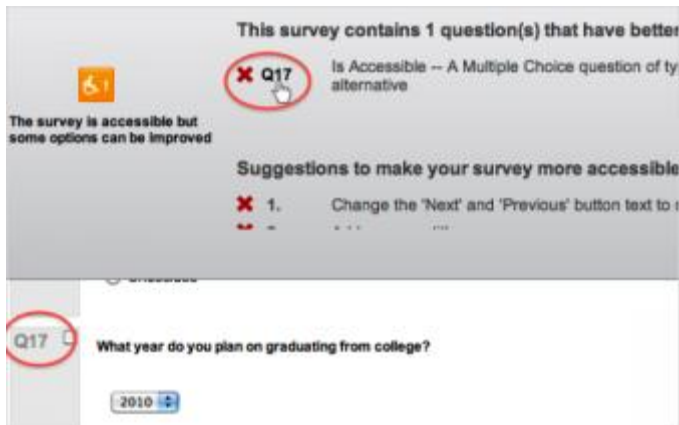
2. Select **Check Survey Accessibility**. A check, similar to the Spell Check feature, will be run on your survey.



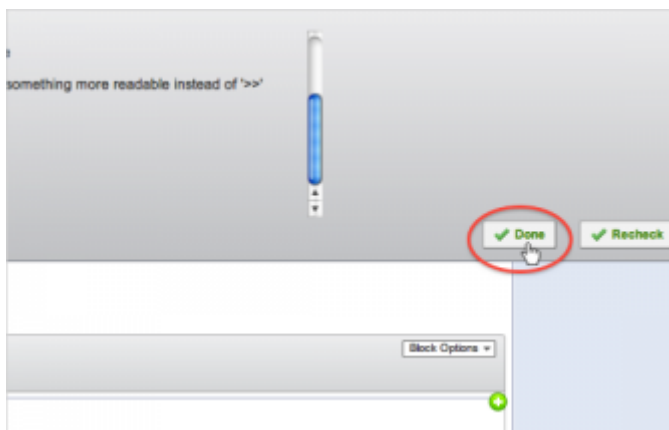
3. If potential problems are found within the survey, you will be notified and given suggestions for how you can change the question(s) to make them accessible.



- Click on the individual suggestions in the list, and the system will jump you to the location that needs to be changed.



- When done editing, click **Done** or select to **Re-check**.



[Accessible and Non-Accessible Question Types](#)

The following question types are **accessible**:

- Multiple Choice – all 21 types
- Matrix – except Bipolar
- Text Entry -all
- Side by Side
- Rank Order except Drag and Drop
- Constant Sum – except Slider
- Timing
- Meta
- Descriptive Block
- Drill Down

The following question types are **not accessible**:

- Slider
- Constant Sum Slider
- Matrix Bipolar
- Rank Order Drag and Drop
- Pick, Group, and Rank
- Heat Map
- Hot Spot
- Sliding Scale
- GAP

[Disabling “Allow Non-Accessible Surveys” Option](#)

Most organizations are set up to allow survey builders to create non-accessible surveys. There is an Allow Non-Accessible Surveys permission enabled by default, but it can be disabled on the organization, user type, and user levels. When disabled, a symbol is placed next to each survey to designate whether the question is or is not accessible.



- **Green icon:** This designates an accessible question (works best with screen reader programs).
- **Red icon:** This designates an inaccessible question. A variation of that question type will work better for screen reader programs.

Please contact the Qualtrics administrator at your organization to enable/disable that permission on your account, if needed. To contact SIUE Qualtrics Administrator call ITS Help Desk, ext. 5500 or email ftc_help@siue.edu.