

JAWS User's Guide to CMS

The CMS (Curriculum Management System) incorporates a number of features to enhance usability of CMS for JAWS Screen Reader users. This document outlines the various features and suggestions of how they can be utilised to help navigation and general usability of CMS.

Regions

To assist screen reader user's navigation of the CMS application, screens are organised into regions. The following is a summary of some of the most common regions users will encounter:

- **Banner:** This region contains a link to the CMS home screen and the name of the module you are in, a user profile menu and a link to online help.
- **Main:** This region contains the main content of the screen
- **Action Buttons:** This region contains buttons for each action that be performed. Most buttons will require an item be selected in a table below to be activated.
- **Search:** This region provides the ability to search and filter the items listed table below based on different criteria.
- **Curriculum Objects:** This region contains a table of items that can be selected.
- **Footer and action buttons:** This region contain some context info about the screen as well some control buttons, most notably the Close button.

Please note that different regions present or not present depending on which screen is loaded at the time.

JAWS users can use 'R' to move to next region and 'INSERT+CTRL+R' to list the regions on each screen.

Viewing Curriculum

When viewing curriculum in CMS there will always be a large number of label/value fields. To assist navigation the View screen is organised by heading levels:

- **Level 1 Headings** just contain whether the screen is for Viewing or Modifying as well as the name of the Curriculum.
- **Level 2 Headings** separate groups of fields in categories. Each Level 2 Heading also provides expand/collapse accordion style hide/show functionality of the fields in that group.
- **Level 3 Headings** labels each data field. Some compound fields containing higher numbered level headings underneath.

JAWS users can use the number keys to skip over heading and 'INSERT+F6' to list all headings on the screen.

At first the number of heading may seem excessive, but feedback from test users indicated overall that this feature was quite beneficial.

Text Formatting

When modifying text information inside curriculum, CMS provides a toolbar for text formatting (i.e. Bold, Italics). To assist keyboard only users we have provided the following shortcuts to access the formatting functions:

- Focus Formatting Toolbar: CTRL-/
- Bold: CTRL-B
- Italics: CTRL-I
- Underline: CTRL-U
- Increase Indent: CTRL-]
- Decrease Indent: CTRL-[
- Bullet Point: CTRL-ALT-B
- Numbered List: CTRL-ALT-N
- Insert Hyperlink: CTRL-ALT-K
- Insert Course Link: CTRL-ALT-C
- Insert Program Link: CTRL-ALT-G
- Insert Map Link: CTRL-ALT-J

Please note that some formatting actions are restricted and not available in certain field types.

Modifying Text Containing Embedded Links (CTRL-ALT-P - Preview)

CMS provides a feature where users can insert links to other curriculum items inside editable text fields. This presented an issue with some web browsers where these links are not announced by screen readers. To address this, CMS provides a shortcut 'CTRL-ALT-P' to quickly switch to a read-only preview of the text so screen readers can correctly read the content. Users can then quickly switch back to edit mode using the cancel preview button.

Jump to Next Field that has Comments (CTRL-ALT-L)

While reviewing curriculum, users may need to navigate and find fields which have comments associated with them. To assist screen reader users to navigate to the next comment, we have implemented a keyboard shortcut 'CTRL-ALT-L' to jump to the next comment, skipping fields that do not have comments. This removes the need to navigate through every field searching for comments.