

ADA Quickstart

Introduction	1
Accessibility Directions	2
Settings for JAWS Application	2
Reference Video Link	3
Settings for NVDA Application	3
Dashboard	5
Windows Keyboard Shortcut	5
Pre Assessment/Post Assessment/Practice Tests	6
Windows Keyboard Shortcut	6
Ebook	6
Windows Keyboard Shortcut	7
Keyboard Shortcuts Virtual Lab	7
Windows Keyboard Shortcut	7
For taking Evidence of your work	8
How to Verify That NVDA Is On in a Windows VM	9
How to Verify That the Screen Reader Is On in a Linux VM	9
Interactive Items/Knowledge Checks	10

Introduction

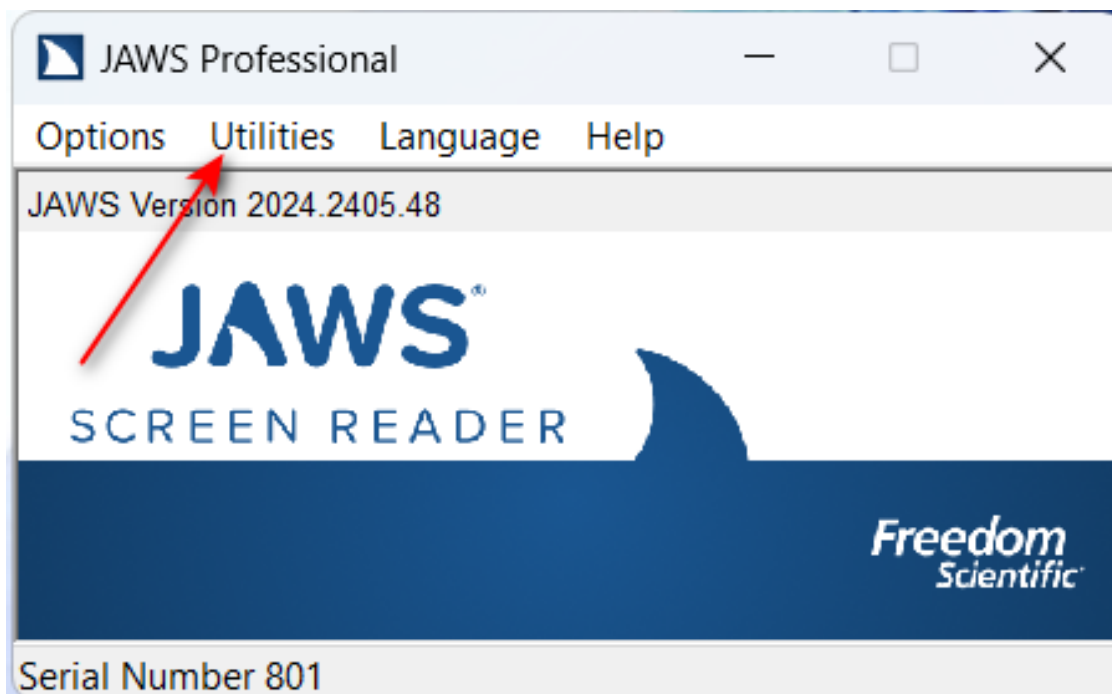
This document has been specially integrated and structured to ensure seamless access without the need for a mouse or touchpad. By incorporating *keyboard navigation, screen reader compatibility, and accessibility-focused settings*, it enhances usability and ensures a more versatile and inclusive experience across a wide range of user needs on the uCertify platform.

Accessibility Directions

Settings for JAWS Application

- a. Open the **JAWS** Application.

b. From the **Menu** bar, click **Utilities**.



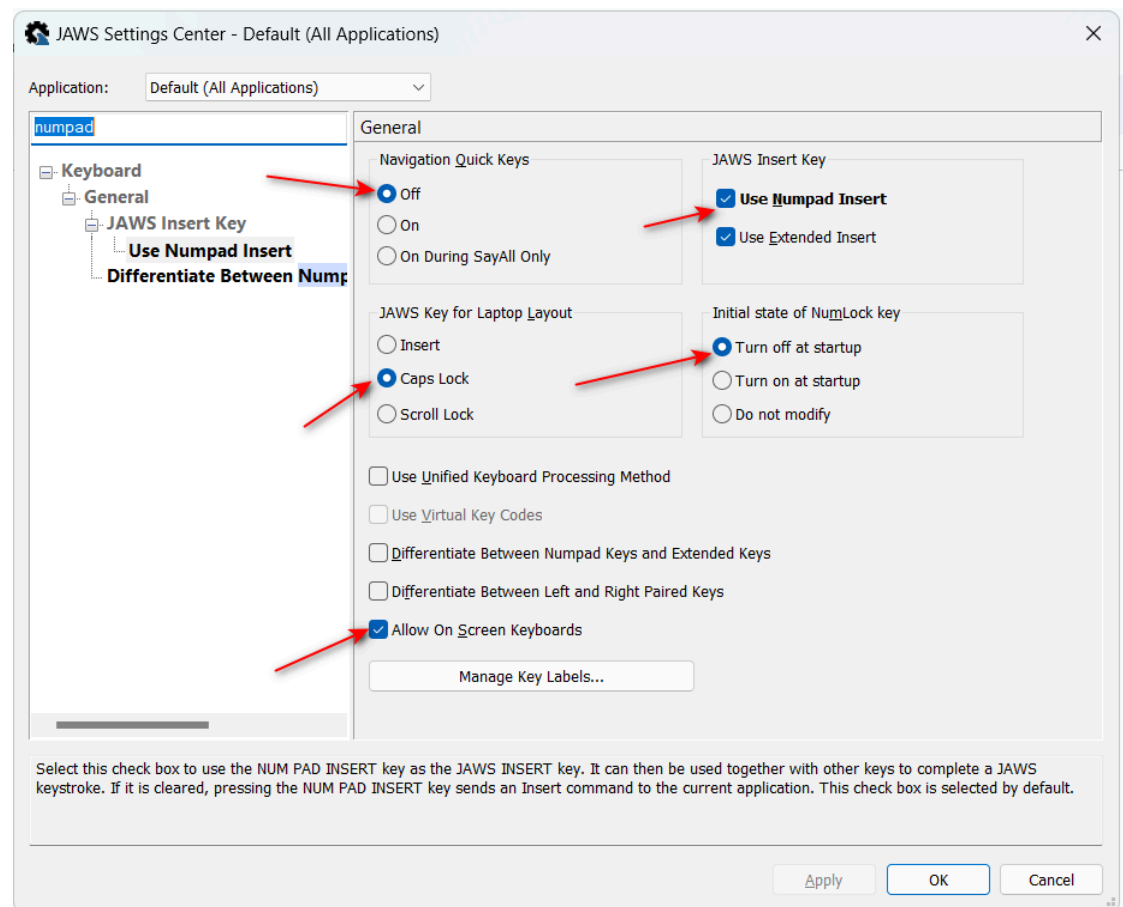
c. Then click the **Settings Center**.

d. In the Search field, search for **NumPad**.

e. Turn off the **Navigation Quick Keys**.

f. Verify the following settings are enabled:

- i. Navigation Quick Keys is turned **Off**.
- ii. Jaws Insert Key
 1. Select Use Numpad Insert
 2. Use Extended Insert
- iii. Jaws Key for Laptop Layout, Select **Caps Lock**.
- iv. Initial state of NumLock key, Select **Turn off at startup**.
- v. Select **Allow On Screen Keyboards** option.



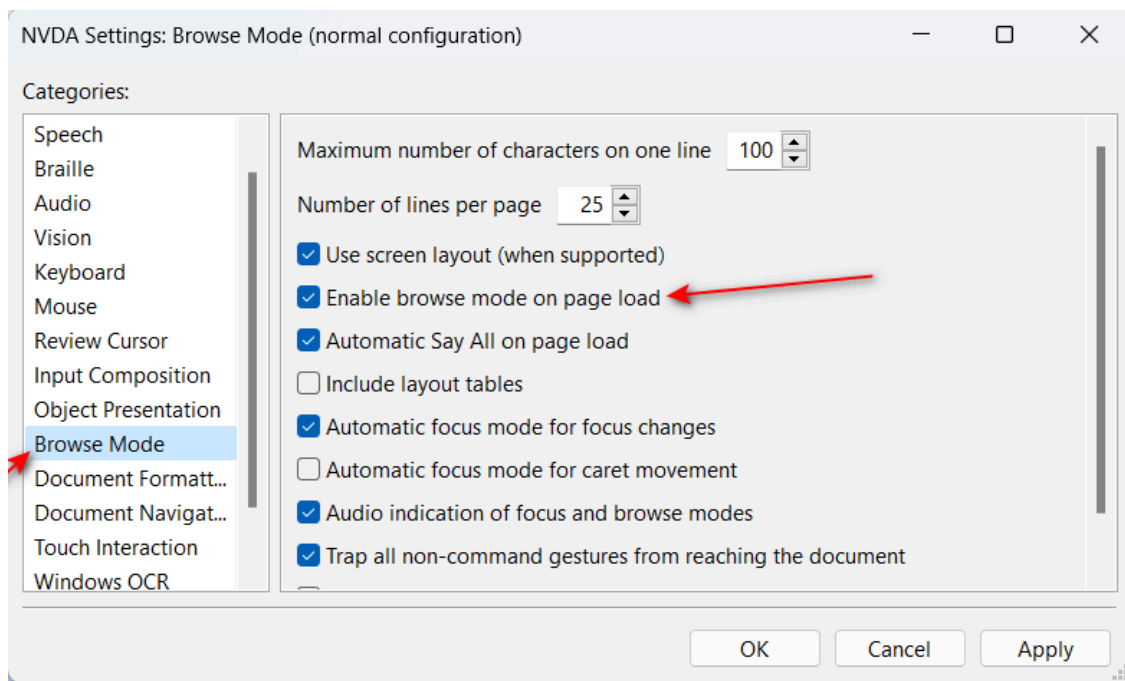
- g. Now, in the Search field, search for **Virtual Cursor**.
- h. Click **Use Virtual PC Cursor**.
- i. Uncheck the **Use Virtual PC Cursor** option.
- j. Now, click **Enable Virtual Cursor for Windows**.
- k. Uncheck the **Enable Virtual Cursor for Windows for Universal Apps** option.
- l. Click **Apply** and then Click **OK**.

Reference [Video Link](#)

Settings for NVDA Application

- a. Open **NVDA**.
- b. Navigate to **Preferences > Settings**.
- c. In the left pane, click **Browse Mode**.

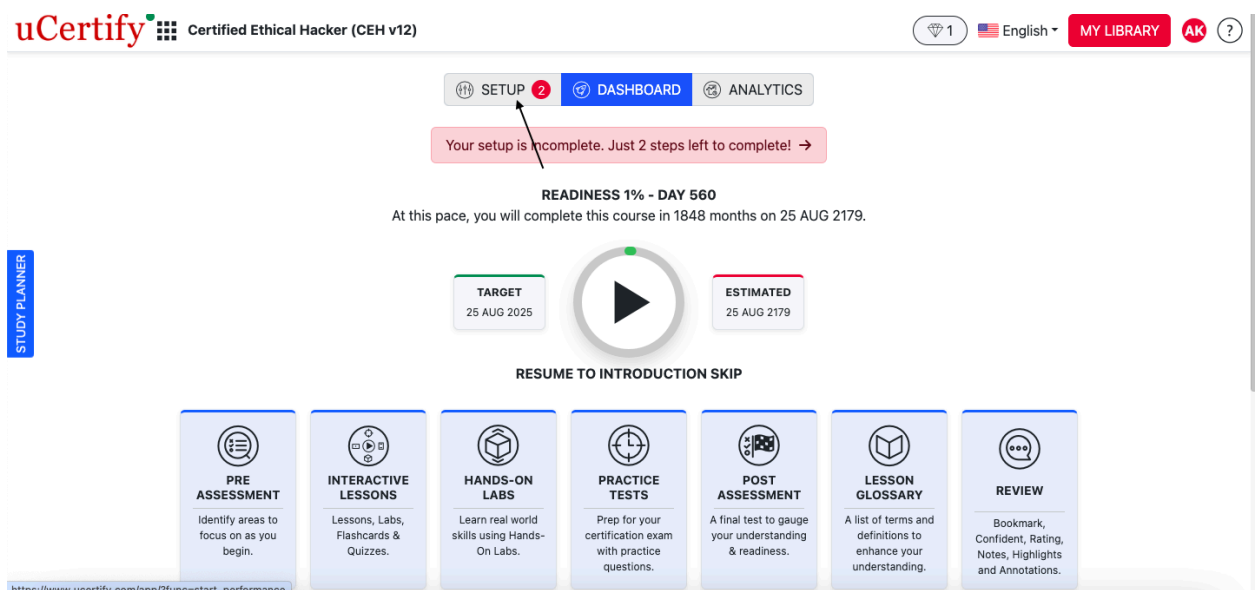
d. In the right pane, uncheck the **Enable Browse Mode on page load** checkbox.



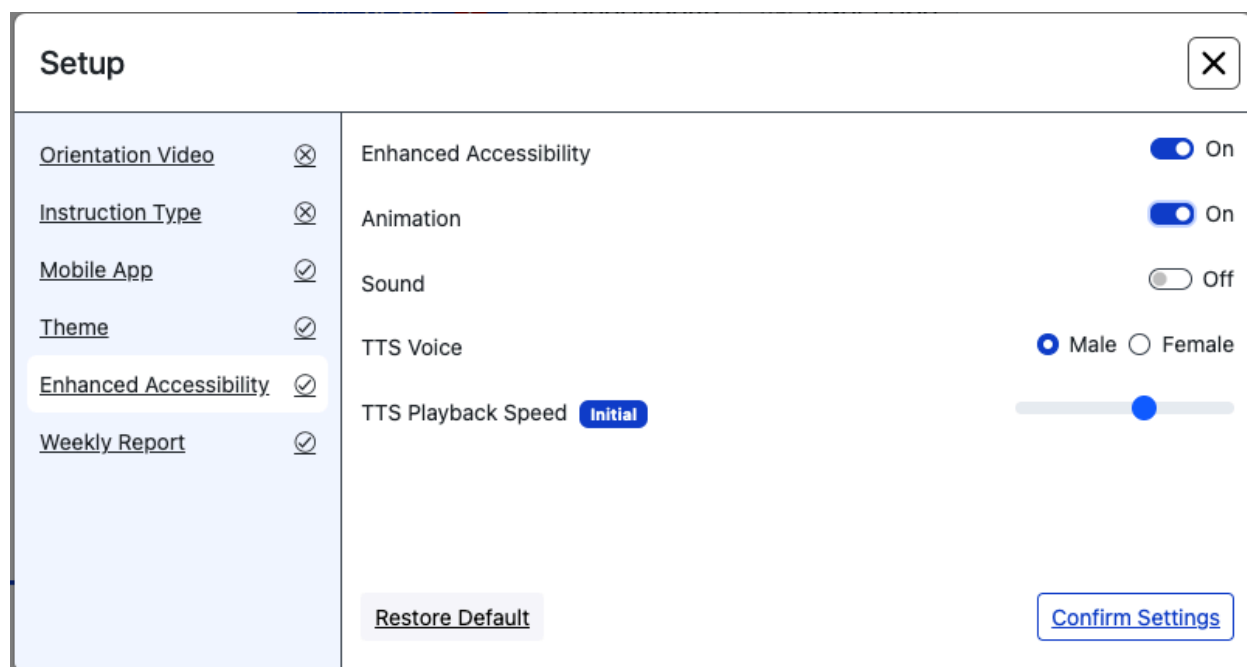
e. Click **Apply** and then click **OK**.

Setting up Course for Accessibility

1. From the Dashboard click **Setup**, to Open the Setup dialog box.



2. In the left panel, locate **Enhanced Accessibility**.
3. Toggle the **Enhanced Accessibility** option **On**.



Dashboard

Windows Keyboard Shortcut

Option	Keyboard shortcut
Help	Alt + /
Dashboard	Esc then H
Pre Assessment	Esc then P
Table of Content	Esc then O
Notes	Esc then R
Practice	Esc then T
Assessment	Esc then A
Analytics	Esc then D
StudyPlanner	Esc then S
Final Test	Esc then F
Q & A	Esc then C

Exercises	Esc then E
-----------	------------

Pre Assessment/Post Assessment/Practice Tests

Windows Keyboard Shortcut

Option	Keyboard shortcut
Jump to video container	Ctrl + Alt + F
Focus to default	Ctrl + /
Help	Alt + /
Dashboard	Esc then H
Prior	P
Next	N
Bookmark	Shift + W
Confidence	Shift + K
Notes	Shift + M then Shift + N
Print	Ctrl + P
Answer Options	1-9 or A-H
Increase Time	T
Exhibit	X
Learn/Test	S
Pause Test	W
Items List	R
End Test/Close	Z
Activate	Alt + Down-arrow
Navigate	Arrow Keys
Copy/Paste	Enter
Target	Tab
Delete	Delete/fn + Delete

Ebook

Navigation through eBook content using the arrow keys.

Windows Keyboard Shortcut

Option	Keyboard shortcut
Help	Alt + /
Dashboard	Esc then H
Previous	P
Stop TTS	Alt + Shift + S
Next	N
Bookmark	Shift + W
Go Back	Shift + K
Table of content	Alt then R

Keyboard Shortcuts Virtual Lab

To use shortcut keys properly inside the VM, first turn on Full screen mode. Follow these steps:

1. Press F10.
2. Then press Enter.
3. Then press Down Arrow Key, navigate to Full screen icon, and press Enter.

Windows Keyboard Shortcut

Option	Keyboard shortcut
Focus to bottom	Ctrl + B
Open On/Connect Option	Alt + 1
Previous	Alt + P
Next	Alt + N
Item List	Alt + R
Evidence Tab	Alt + V
Activity Tab	Alt + X
Take a Screenshot	Alt + Q

Start Recording	Alt + W
Stop Recording	Alt + I
Upload Evidence	Alt + Z
Submit	Alt + S
Grade	Alt + L
Guacamole Clipboard	Ctrl+Alt+Shift Note: To copy and paste text into the Guacamole virtual machine, first copy the text from the activity panel (Ctrl + C). Then click inside the VM window or press Ctrl + M to focus it. Open the Guacamole clipboard by pressing Ctrl + Alt + Shift. In the clipboard panel that appears on the right, paste your copied text using Ctrl + V, then select and copy it again using Ctrl + C. Close the clipboard panel with Ctrl + Alt + Shift, return to the VM, and paste the text using Ctrl + V.
Switch Inside Machine	Ctrl + M
Right Click	Shift + F10
Accessibility Document	Alt + M
Switch Outside Machine	Alt + A

For taking Evidence of your work

- Screenshot: Press Alt+V, then use Tab to move to Screenshot > Then press Enter > Now tab 3 times to move to Save Evidence > Press Enter> Use up arrow key/ shift+up arrow key to move upward to select PNG or PDF > Press Enter> Screenshot has been uploaded
- Recording the whole session from start to finish: Press Alt+V then use Tab to move to Record > Press enter > use shift may be 4 times to get focus on continue button> press enter > Video will start recording > It will be of 3 mins only after that recording will automatically stop > if you want to stop it

- > click tab as many times to get focus to stop record button > Press enter > Use tab to switch to upload > Press enter> Video will get uploaded
- c. Upload My work: Use this feature to upload anything from your local system (not exceeding 15 Mb): use Alt V>Tab to get to upload my work > then select file to upload > use tab to click open > Your file will get uploaded

Tip

If your Chrome tab ever becomes unresponsive or you lose focus unexpectedly , try this quick fix:

- Press Alt + Tab to switch to any other application.
- Then press Alt + Tab again to switch back to Chrome.

How to Verify That NVDA Is On in a Windows VM

1. Listen for Speech

- When NVDA is running, it speaks what is on the screen.
- Use the arrow keys to move around. If you hear NVDA reading, it is ON.

2. Open NVDA Menu

- Hold down the **Insert key** (sometimes Caps Lock) and press **N**.
- If the NVDA menu opens, then NVDA is ON.

3. Check the Taskbar

- Move to the **bottom-right corner** of the screen (system tray).
- If you find the NVDA icon (a green square with “NVDA”), it means NVDA is ON.

4. Check Task Manager (optional)

- Press **Ctrl + Shift + Esc**.
- In the list of running programs, look for **nvda.exe**.
- If you see it, NVDA is ON.

How to Verify That the Screen Reader Is On in a Linux VM

1. Listen for Speech

- If the screen reader is ON, you will hear speech when moving around the desktop with the arrow keys or the Tab key.

2. Keyboard Shortcut

- Press **Insert + Space** (the Orca modifier key + Space).
- If the **Orca settings window** opens, the screen reader is ON.

3. Check the System Tray (if available)

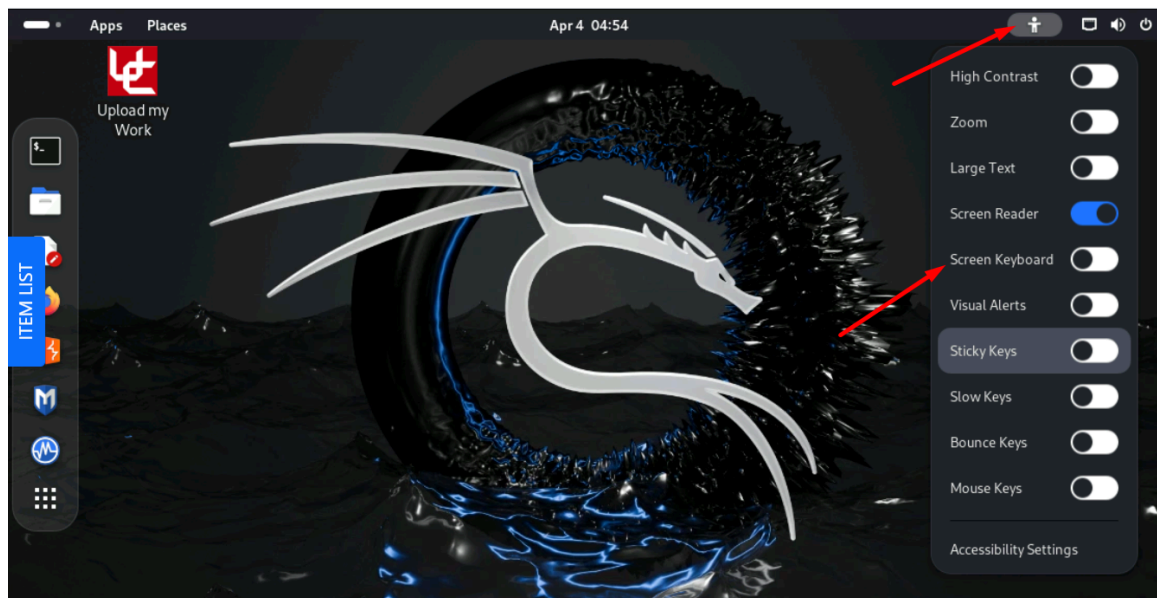
- On some Linux desktops, an **Orca icon (a stylized “O” with a whale)** shows in the system tray when it is running.

4. Check Running Processes

- Open the terminal (Ctrl + Alt + T).

Type: `ps -e | grep orca`

- If you see a line with **orca**, the screen reader is ON.



Interactive Items/Knowledge Checks

Choose	
To select	Enter
To deselect	Del/Backspace
To navigate	Up & Down Arrows OR TAB/Shift+Tab

Choose & Reorder	
To select.	Enter
To move items up and down	Up/Down Arrows
To deselect	Del/Backspace
To navigate	TAB/Shift+Tab
Match the following	
To select and matching	Enter
To deselect	Del/Backspace
To navigate	Up & Down Arrows OR TAB/Shift+Tab
True/False	
To navigate	Tab
To select	Enter
To navigate	TAB/Shift+Tab
	Note: There is no delete option. When you select another checkbox, the previous checkbox gets deselected automatically
Fill In The Blanks	
To navigate	Tab
To select options in the dropdown menu	Up/Down Arrow keys
To select draggable, Enter to drop draggable	Enter
To remove dragged option	Delete/backspace
To navigate	TAB/Shift+Tab
Drag & Drop/ Drop-Down	
To navigate	Tab
To select options in the dropdown menu	Up/Down Arrow keys
To select draggable, Enter to drop draggable	Enter
To remove dragged option	Delete/backspace
To navigate	TAB/Shift+Tab