

Designing for Usability and Accessibility in Laboratory Training

This job aid accompanies the [Designing for Usability and Accessibility of Laboratory Training](#) course. It provides a summary of how to apply [CDC's Quality Training Standard #5](#), along with exercises to incorporate usability and accessibility practices into your laboratory training.

Defining Usability and Accessibility

Laboratory training content should be usable and accessible. **Usability** is the practice of ensuring that training materials and environments are easy to use, intuitive, and satisfactory. **Accessibility**, on the other hand, is the practice of ensuring that training materials and environments are accessible to all learners.

Plain Language

Using **plain language** makes it easier for learners to understand the content being delivered in your laboratory training. It supports usability by using language and tone that is familiar and clear for learners.

Does your training use plain language? Select your response. Yes No

Then, in the space provided, provide an example of how plain language is used in your laboratory training.

Learn more about using plain language in your laboratory training by visiting [Digital.gov](#).

Conversational Style

A **conversational style** uses active voice, which makes it clear to your audience who is supposed to do what. Active voice helps learners picture themselves in what you are describing.

Does your training use a conversational style? Select your response. Yes No

Then, in the space provided, provide an example of how conversational style is used in your laboratory training.

Learn more about conversational style in your laboratory training by visiting [CDC's Everyday Words](#).

User Experience

When designing laboratory training, you should prioritize the user experience. This means creating training materials that provide meaningful and relevant experience for your learners.

Select one or more techniques from the list below. Then, in the space provided, describe how these techniques will enhance the usability of your laboratory training.

- Content Organization:** Organize training content in a logical sequence by teaching a skill or process in the same sequence the learner applies.
- Flexible Design:** Produce materials that are easy to use and offer flexibility in how and when learners can read, edit, and retrieve the information.
- Intuitive Navigation:** Design training materials that are detailed and easily able to locate, navigate, and complete.
- Other:**

Training Accessibility

It is important to consider the needs of all learners. This means using clear language, providing materials in various formats, and ensuring that physical spaces are easy to navigate. By doing this, all learners are able to fully engage with the training, leading to better learning outcomes for all.

Select one or more methods from the list below. Then, in the space provided, include an example of how accessibility will be used in your laboratory training.

- Closed captions:** Provide a closed captioning option for recorded or live narration
- Descriptions:** Use alternative text (alt text) to describe images and tables
- Formatting:** Use standard fonts, colors, and style elements
- Content:** Design content that is easy to read and navigate by screen readers
- Environment:** Provide wheelchair access to training facilities
- Other:**

Additional strategies to address accessibility can be found at [Section508.gov](https://www.section508.gov).