

OPERATING INSTRUCTIONS

Using a keyboard WebTrainer

Keys that are used

The following keys are generally used for accessible navigation of a keyboard. You will find a detailed description of the individual use cases further down in this document.

TAB KEY



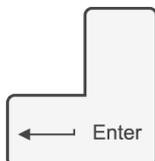
The **Tab key** is also called simply **Tab** for short. This key is used to move from one interactive element to the next.

SHIFT KEY



The **Shift key** is also called simply **Shift** for short. It is typically used in conjunction with the Tab key when you want to navigate in the opposite direction.

ENTER KEY



The **Enter key** is also referred to as simply **Enter** for short. It is used to activate or invoke the selected item.

SPACE BAR



The **space bar** is also called simply **space** for short. It is also used to activate elements.

ARROW KEYS



You can use the **arrow keys** to navigate between the various elements of a lesson, a block or a question or the various options in a menu or selection field.

You can also use the **arrow keys** to scroll through text and content and interact with media.

ESCAPE KEY



The **Escape key** is also known as the **Esc key** or simply **Esc** for short. It allows you to close dialogue boxes or menus and return to the previous view.

Navigation

- The **Tab key** is used to highlight the interactive elements.
- Use **Tab** to move from one interactive element to the next. Use **Shift + Tab** to move in the opposite direction.
- The **Enter key** is used to invoke the highlighted element.
- Use the **Enter key** or the **space bar** to activate the selected element (similar to a mouse click).

Navigation in the sidebar

- Use **Tab** and **Shift + Tab** to switch from one link to another.
- Press the **Enter key** to activate any link in the sidebar. If you select the title of a lesson and press **Enter**, you will skip the rest of the navigation functions in the sidebar and go straight to the content of the lesson.

Playing videos

- Select the **Play / Pause** button with the **Tab key** and activate the chosen function with the **Enter key**.
- To navigate through the video controls, use the **Tab key** or **Shift + Tab**. Press the **Enter key** to activate the individual controls.
- You can select volume, subtitles, transcript, speed, quality and full screen.

Tasks

Single choice

- Use the **Tab key** to highlight the answer option. Select the answer option by pressing the **space bar**.
- To select a different answer, use one of the **arrow keys** to move through the possible answers until the desired answer is selected.
- Press the **Enter key** to select the answer.

Multiple choice

- Click on each answer option with the **Tab key**.
- Press the **Enter key** to select the answer.

Text, statement, quote and list blocks

- Use the **up and down arrow keys** to scroll through the text.
- Use the **left and right arrow keys** to scroll through the quote carousels.
- Press the **Enter key** or the **space bar** to tick or untick the boxes in lists of tick boxes.

Picture and gallery blocks

- Use the **left and right arrow keys** to scroll through the picture carousels.
- For a web video, use the **Tab key** or **Shift + Tab** to navigate through the video controls, and press the **Enter key** to activate the individual controls.

Knowledge check – Multiple-choice blocks

Activity blocks for interactive sorting

- Use the **Tab key** to select a category (drop destination).
- Once you have selected a category, use **Tab** and **Shift + Tab** or the **left and right arrow keys** to switch categories.
- Select the category that the currently displayed item is to be assigned to, and then press the **Enter key** or the **space bar** to move the item into the selected category.
- If the answer is correct, the item will be briefly moved into the category, and will then disappear. If the answer is incorrect, the item will wobble briefly, then you can choose another category and try again.