COGA Task Force Recommendations

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The following is a summary of some of the main objectives and related recommendations from the Cognitive and Learning Disabilities Accessibility Task Force (Coga TF). View the [Making Content for People with Cognitive and Learning Disabilities](#) page for the full list of recommendations which include detailed guidelines and user stories.

Objective 1: Help Users Understand What Things Are and How to Use Them

- Familiar icons are used consistently with text
- Every element on a page or interaction should have a clear purpose
- Relationships between elements are clear and user understands the outcomes of interactions

Objective 2: Help Users Find What They Need

- Don't bury or obscure important tasks or information
- Use a clear and consistent structure throughout course/website and pages
- Follow standard web practice (ex: don't underline non-links)
- Make content searchable (real text vs. Image)
- Break long pieces of content into smaller chunks

Objective 3: Use Clear and Understandable Content

- Maximize readability with font choice, text alignment, and color contrast
- Use consistent visual design
- Visually break up content with white space and color
- Use plain/clear language
  - Avoid slang, jargon, sarcasm
  - Simple tense and voice
  - Consistent naming

Objective 4: Help Users Avoid Mistakes

- Have clear instructions and simple controls
- Allow users to reverse mistakes
- Accept different input formats

Objective 5: Help Users Focus

- Don't put too much content on one page
- Don't include things that might distract or interrupt (ex: animated gifs on a page with important instructions)
- Allow users to start and stop audiovisual content and control volume

Objective 6: Ensure Processes Do Not Rely on Memory

- Don't ask users to rely on memory alone to complete tasks

Objective 7: Provide Help and Support

- Make it easy to find help
- Provide feedback
- Include clear instructions and directions

Objective 8: Support Adaptation and Personalization

- Allow users to personalize interface and content (Immersive Reader, browser add-ons)
- Use familiar interfaces and give users time to learn new ones
- Videos have captions, transcripts, playback speeds
- Make sure everything magnifies well easy to read on a mobile device