

SRJC DRUPAL SITES

Siteimprove Reports & Administration

ZERO
DEFECTS



Siteimprove



Drupal™

Quality Assurance & Accessibility

- Siteimprove monitors your site for QA, Accessibility and Analytics
- Site Reports sent every 5 days for QA
- Quality Assurance: Misspelled words and Broken Links
- Accessibility: Meeting the needs of people with disabilities
 - WCAG 2.0 Level AA Conformance (includes Level A)
 - Resource: <http://www.w3.org/TR/WCAG20/>
- Analytics: Visits, Page Views, Most Popular Pages, etc.
- Siteimprove: <http://siteimprove.com/>

Using the Siteimprove website – main page

The landing page shows an overview of your site. From here you can choose Quality Assurance or Accessibility on the left sidebar to see the issues your site may have.

The screenshot displays the Siteimprove dashboard for the website www.santarosa.edu. The interface includes a top navigation bar with 'Siteimprove', 'Help Center', 'Settings', and the user profile 'Leila Rand'. A search bar is located in the top left. The left sidebar contains a 'Dashboard' menu with 'Quality Assurance' and 'Accessibility' highlighted in red circles. The main content area is titled 'Dashboard' and features four large circular scorecards: Digital Certainty Index (88.4/100), Quality Assurance (98.4/100), Accessibility (96.6/100), and SEO (70.2/100). Each scorecard includes a 'Fix this issue and reach...' message with a link to a specific issue and an 'Improve score' button. Below the scorecards are three smaller sections: 'Analytics' showing 'Visits (Last 30 days)' with a bar chart and 'No data available' message; 'Response' showing 'Website status' as 'No Data' with a 'Response has not been configured for this site' message; and 'Policy' showing 'Active policies' as '9' with a message that 'Policies help you enforce consistency and best practices on your site.' A red arrow points to the site selection dropdowns at the top, and another red arrow points to the sidebar options. A text overlay reads: 'All of this is interesting, but you are better off going straight to Quality Assurance or Accessibility on the left sidebar'.

Siteimprove

Help Center Settings Leila Rand

Search in menu

www.santarosa.edu
https://www.santarosa.edu

academicaffairs.santarosa.edu

Your site. If you have more than one, you can toggle between them

Export

Dashboard

All of this is interesting, but you are better off going straight to Quality Assurance or Accessibility on the left sidebar

Digital Certainty Index

Score

88.4 /100
+ 0.0

Fix this issue and reach 90.2 points: [Mixed HTTPS content](#)

DCI overview

Quality Assurance

Score

98.4 /100
+ 0.0

Fix this issue and reach 99.3 points: [Pages that are difficult to read](#)

Improve score

Accessibility

Score

96.6 /100
+ 0.0

Fix this issue and reach 97.5 points: [CSS Validation](#)

Improve score

SEO

Score

70.2 /100
+ 0.0

Fix this issue and reach 75.4 points: [Mixed HTTPS content](#)

Improve score

Analytics

Explore other modules:

GDPR New

Visits (Last 30 days)

0 ▲ 0.00%

2/10/2018 3/11/2018
1/11/2018 2/9/2018

No data available

Response

Website status

No Data

Response has not been configured for this site

Policy

Active policies

9

Policies help you enforce consistency and best practices on your site.

https://my2.siteimprove.com/Dashboard/384151/18184942350/Pickers/SitePicker?back=%2FDashboard%2F666666%... f for this group

Using the Siteimprove website – Broken Links

On the Links Summary page, you'll find a graph showing broken links on pages and in PDFs over time, as well as a partial list of the pages with broken links and the broken links themselves. Click on the "view all" link to see all the pages or broken links.

The screenshot displays the Siteimprove interface for the Links Summary page. The top navigation bar includes 'Hide menu', 'Siteimprove', 'Help Center', 'Settings', and the user 'Leila Rand'. The main content area is titled 'Links module for www.santarosa.edu' and contains a line graph showing the number of pages with broken links, broken links, PDFs with broken links, and broken links in PDFs from July 2017 to January 2018. The graph shows a significant spike in broken links in late 2017. Below the graph are two summary tables. The first table, 'Pages with Broken Links', lists the page title and URL, the number of broken links (1), page views (40), and a 'View all' link circled in red. The second table, 'Broken Links', lists the broken link URL, the number of pages (1), the first detected date (12/20/2017), and the HTTP status (404: Not Found), with a 'View all' link also circled in red. Red arrows point from the 'View all' links to the corresponding table headers.

Title URL	Broken links	Page views	Annotations
Employment, Financial Aid (FAFSA) & Scholarships CalWORKs Program https://calworks.santarosa.edu/employment-financial-aid-fafsa-scholarships	1	40	4

Broken link	Pages	First detected	HTTP status
https://financialaid.santarosa.edu/welcome-financia...	1	12/20/2017	404: Not Found

Using the Siteimprove website – Broken Links

After clicking to the list of broken links, you can click on the page title to see a snapshot of the broken link location in the page (2nd screenshot). You will need to log into your website to find and fix the broken link.

Screen 1

The screenshot shows the Siteimprove dashboard for the website www.santarosa.edu. The main content area displays "One Page with Broken Links" and a table of broken links. A red arrow points to the page title "Employment, Financial Aid (FAFSA) & Scholarships | CaWORKS Program" with the text "Click to have Siteimprove recheck the broken link". Another red arrow points to the same page title with the text "Click on page title to get to Siteimprove page showing where the broken link is on page". A third red arrow points to the URL "https://calworks.santarosa.edu/employment-financial-aid-fafsa-scholarships" with the text "Or, click on link to go directly to the page on your site".

Title URL	Broken links	Clicks on broken links	Page views	...
Employment, Financial Aid (FAFSA) & Scholarships CaWORKS Program https://calworks.santarosa.edu/employment-financial-aid-fafsa-scholarships	1	13	40	4

Screen 2

The screenshot shows the Siteimprove Page Report for the page "Employment, Financial Aid (FAFSA) & Scholarships". The left sidebar shows "Broken Links" with one occurrence. A red arrow points to the link "https://financialaid.santarosa.edu/welcome-financial-aid-office" with the text "Link to page". Another red arrow points to a red box highlighting the broken link location in the page content with the text "Red box indicates where the broken link is".

Broken Links

Why is it so important to fix broken links?
Broken links can suggest your site isn't regularly updated. By removing internal broken links, it makes it easier for search engines to crawl and index your site.

How do I fix broken links?
Siteimprove QA can help you identify your broken links, but to fix them you'll have to go to the editing environment in your CMS. [Learn more about fixing broken links in the Help Center.](#)

If you have set up CMS deeplinking (what's that?), you can also click on Edit page in CMS in the top bar to be taken directly to your CMS.

Occurrences on this page: 1

<https://financialaid.santarosa.edu/welcome-financial-aid-office>

Decision for this occurrence: [Settings]

HTTP status code: 404 Not Found

Open link in new window

Highlight in: [Page content] [HTML]

Click to go directly to page on your site

Red box indicates where the broken link is

Using the Siteimprove website – Misspellings

After clicking to the pages with misspellings, you can click on the page title to see a snapshot of the misspelling location in the page (2nd screenshot). You will need to log into your website to find and fix the misspelling.

Screen 1

The screenshot shows the Siteimprove dashboard. On the left, the 'Spelling' menu item is circled in red, along with the sub-item 'Pages with misspellings or potential misspellings'. The main area displays a table of pages with misspellings. A red arrow points to the first row, with the text 'Click on page title to see snapshot of misspelling in page'. Below the table, the 'Page Report' for 'CalWORKS Program | Santa Rosa Junior College' is shown. A red arrow points to the 'Page content' tab, with the text 'Click to go directly to page on your site'. The page report shows 'Potential Misspellings' and 'Occurrences on this page'.

Title	URL	Misspellings	Potential misspellings	Page views
CalWORKS Program Santa Rosa Junior College	https://calworks.santarosa.edu	0	3	142
Employment, Financial Aid (FAFSA) & Scholarships CalWORKS Program	https://calworks.santarosa.edu/employment-financial-aid-fafsa-scholarships	0	1	40
CalWORKS Student CalWORKS Program	https://calworks.santarosa.edu/calworks-staff			
All About CalWORKs-Eligibility, etc. CalWORKs Program	https://calworks.santarosa.edu/all-about-calworks-eligibility-etc			
CalWORKS Program Santa Rosa Junior College	https://calworks.santarosa.edu/calworks-home			
Stephanie Lokhee CalWORKs Program	https://calworks.santarosa.edu/staff/stephanie-lokhee-0			

Screen 2

The screenshot shows the 'Page Report' for 'All About CalWORKs-Eligibility, etc.'. A red arrow points to the 'Page content' tab, with the text 'Click to go directly to page on your site'. The page report shows 'Potential Misspellings' and 'Occurrences on this page'. A red arrow points to the 'Occurrences on this page' section, with the text 'Highlighted potential misspelling'. The page content shows a list of 'Occurrences on this page' and 'Spelling suggestions'.

Potential Misspellings

What are potential misspellings?
Potential misspellings are often jargon terms specific to your company or industry, or people and place names that aren't recognized in the dictionary. Adding these words to the dictionary will help optimize spell-checking.

Why is it important to review potential misspellings?
Not all potential misspellings are falsely flagged. Sometimes real misspellings slip through, so it's a good idea to review the list carefully and make a decision on what words are and aren't misspellings.

Occurrences on this page 3

- CalWORKs-Eligibility

Decision for this occurrence

Spelling suggestions
Cal Works-Eligibility, Cal-works-Eligibility, Clockworks-Eligibility, Casework-Eligibility, Schoolwork-Eligibility, Classwork-Eligibility, Scialawag-Eligibility, Lowercase-Eligibility, Incorrigibility, Intelligibility, Incomprehensibility, Interchangeability

Highlight in

competency
necessities

See all pages with this issue

Using the Siteimprove website – Accessibility

The Accessibility Overview page (accessed from Main Menu>Accessibility) is an overview of ALL the accessibility issues on your site. **Drupal Content Admins are ONLY required to fix issues that appear under the “Editor” role.**

Webmaster and Developer issues are not your problems!

If you get lost in Siteimprove, navigate back to the left sidebar > Accessibility Overview to see the Editor issues. From there, under EDITOR, click on "see all issues".

Fix These Issues To Improve Your Score

Issue	Points you can gain
! iFrame is missing a description	0.05 points
! Image link is missing alternative text	0.02 points

See all issues Click to see all the Editor level issues

Fixed Issues Feel good about these Editor issues that have already been fixed!

Issue	Points already gained
✓ "Center" tag used to format content	0.81 points
✓ "s" or "strike" tags used to format text	0.81 points
✓ Webpage title is missing text	0.81 points
✓ The image does not have the correct alternative	0.81 points

Using the Siteimprove website – Accessibility

When you click on "see all issues" on the "Editor" tab, you'll get to a page listing all Editor level accessibility issues on your site (Screen 1). Click on an issue title to get to a page showing all the pages on your site that have that issue. (Screen 2) Click on a page title to get to a new snapshot page that where the issue can be found on that particular page.

Screen 1

The screenshot shows the Siteimprove interface for 'www.santarosa.edu'. The 'Accessibility Overview' sidebar is on the left. The main content area is titled 'Accessibility Issues' and lists two issues: 'iFrame is missing a description' and 'Image link is missing alternative text'. The 'iFrame' issue is circled in red. A red arrow points to the issue title with the text 'Click on each issue title to see list of pages with this issue'. A table on the right shows the points for each issue.

Issue	Points you can gain	Points already gained
iFrame is missing a description	0.05 points	0.76 points
Image link is missing alternative text	0.02 points	0.79 points

Screen 2

The screenshot shows the details for the 'iFrame is missing a description' issue. The issue title is circled in red. A red arrow points to the 'How to fix it' section with the text 'Siteimprove gives you a tip on how to fix the issue'. Below this is a graph showing the number of occurrences of this issue over time, with a red arrow pointing to it and the text 'A graph showing the incidences of this issue on your site over time'. At the bottom, a table lists pages with this issue, with the first row circled in red and a red arrow pointing to it, with the text 'Click on the page title to get to a Siteimprove snapshot of the issue in the page'.

Title	URL	Occurrences	Page views	Annotations
Film Communication Studies	https://comm-studies.santarosa.edu/film	1	68	5
Video Editing Communication Studies	https://comm-studies.santarosa.edu/video-editing	3	29	5
SRJC Student Short Films Communication Studies	https://comm-studies.santarosa.edu/srjc-student-short-films	5	12	4

Using the Siteimprove website – Accessibility

You clicked to a Siteimprove page showing an instance of an Editor level accessibility issue. The occurrence(s) is shown on the left sidebar, and is highlighted where it is found on your site. You can click on the link at the top of this page to go directly to your site to fix the issue. You will need to log into your site to fix the issue.

The screenshot shows the Siteimprove interface for a page titled "Film | Communication Studies" (https://comm-studies.santarosa.edu/film). The left sidebar displays an accessibility issue: "iFrame is missing a description". The issue details include the decision "No decision taken", the WCAG criterion "4.1.2 Name, Role, Value", and a description: "The iFrame has no 'title' attribute or the 'title' attribute is empty." The sidebar also shows "Occurrences on this page" with a count of 1, and a "Highlight in" section with "Page content" selected. A red arrow points from the "Page content" link to the "Show HTML" button in the top navigation bar. Another red arrow points from the "Occurrences on this page" section to the "Show HTML" button. A third red arrow points from the "Show HTML" button to a video player on the right side of the page. The video player shows a scene from a film titled "Shorter is Better - Labor" by Brian Antonson, depicting a hospital setting with medical staff and a patient. The video player has a play button and a timestamp of 01:03. The main content area of the page includes a navigation menu with categories like "COMMUNICATION STUDIES", "MEDIA & FILM", "JOURNALISM", and "SPEECH". A text block on the right side of the page provides information about the Petaluma Cinema Series and the Film Fest Petaluma, with a link to visit the Petaluma Film Alliance website. The video player is embedded within this text block.

Click link to go to page on your site. You will need to log in to fix the issue.

Click to see issue instance highlighted

Issue is highlighted: in this case, it's an iframe missing a title

Most Common Accessibility Issues for Editors

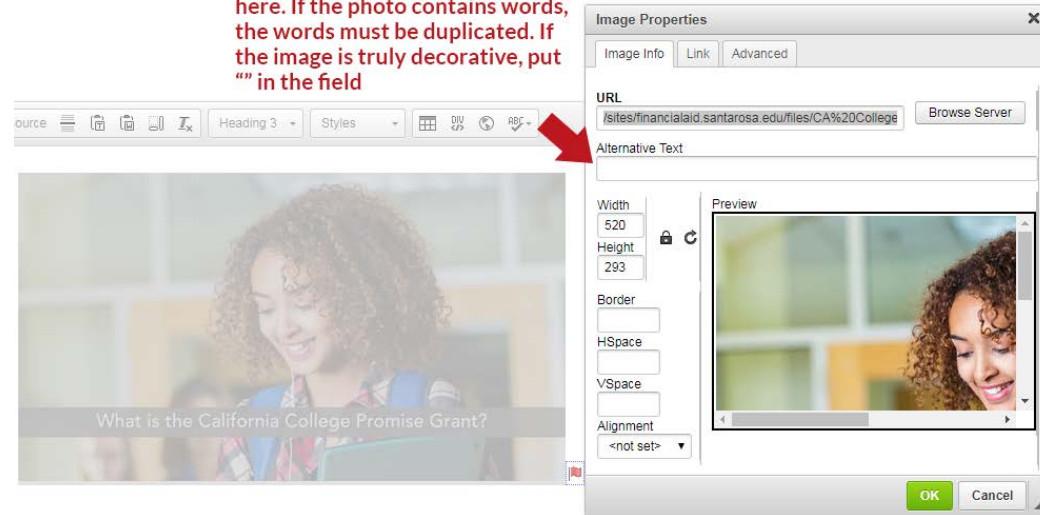
**Image link is missing alternative text: OR
Should the image be marked as decorative?:**

How to fix:

For IMPORTANT pictures in text area: Right click on the picture and choose "image properties". Add descriptive text to the "Alternative Text" field in the dialogue box

For IMPORTANT teaser images or carousel images: Alternative Text field is under image preview
Unimportant images: if image is "decorative" and not critical for understanding the content, you can put "" in the alt field.

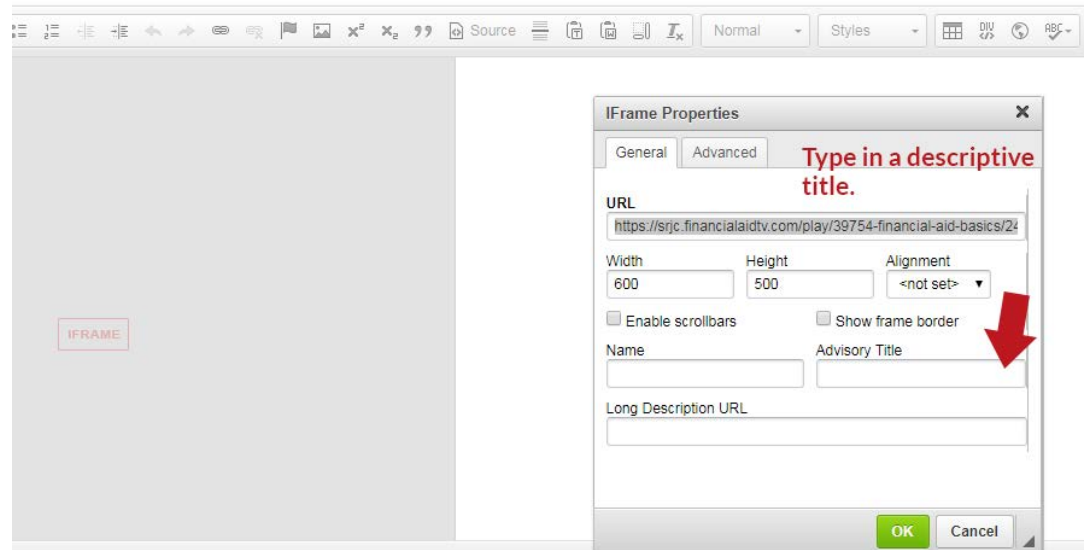
Put in a description of the photo here. If the photo contains words, the words must be duplicated. If the image is truly decorative, put "" in the field



IFrame is missing a description:

How to fix:

Right click on the box with "IFRAME" in the middle of it and choose "iFrame properties". Fill in the field called Advisory Title with a good title for the video.



Continued

Most Common Accessibility Issues for Editors

Bold tag used to format text:

Font tag used to format text:

Avoid using the **“i”** tag

Big tag used to alter text size:

Center tag used to format content:

U tag used to format text

Use correct markup for highlighting text

How to fix:

Highlight the text in question and press the “unformat text” in the toolbar

For bold, re-bold using the “B” icon

For italics, re-italicize using the “I” icon

For font and big, don’t do anything, or make the text in question a subheader if it must stand out

For center, highlight the paragraph in question and choose the center icon in the toolbar

For underlining and strikethroughs: try not to use these, or get the csscode for using it from the Web Team

Body (Edit summary)



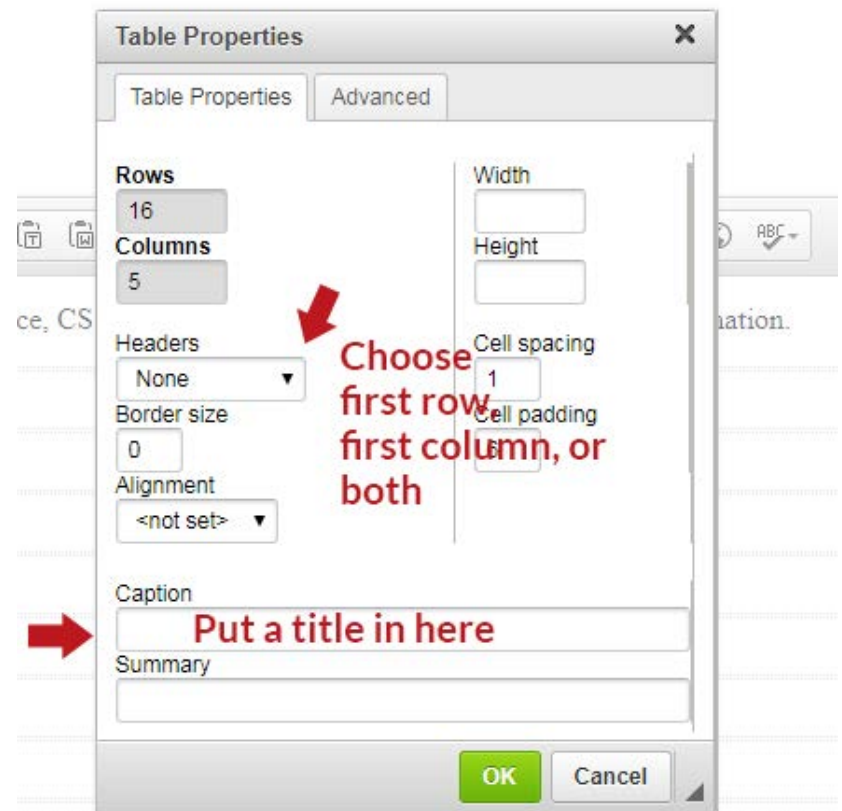
Word! Spoken Word & Open Mic Featuring Yesika Salgado
Wednesday March 14, 4:00PM - 5:30PM
Our House Intercultural Center, PC 116

Should the table have a description? Does the table have clearly defined headers?: Accessible Tables

Right click on the table and choose "Table Properties."

Add a caption and/or summary to the table, by entering info in the appropriate fields.

Your table must have headers! Under "Header", choose "column" if your table's only header is the top row, choose "row" if your table's only header is the left column, or "both" if you have both a column and row header.



Using the Siteimprove website – Accessibility

On the left sidebar under “Accessibility Overview” you’ll find a tab for PDFs. Click on this tab to see a list of all the PDFs with accessibility issues on your site.

Learn how to make accessible PDFs

PDFs with accessibility issues

Inaccessible PDFs can greatly affect the user experience of visitors using a user agent such as a screen reader to interpret the document.

Document title	URL	Last modified	Machine-readable text	Tagged	Issues	Pages	Clicks on PDFs
2017-18 SRJC College Catalog	https://admissions.santarosa.edu/sites/admissions.santarosa.edu/files/2017-18%20SRJC%20College%20Catalog.pdf	7/25/2017	✓	✓	4	1	634
Unknown	https://admissions.santarosa.edu/sites/admissions.santarosa.edu/files/2016-17%20College%20Catalog.pdf	6/22/2016	✓	✓	6	1	350
Santa Rosa Junior College will certify completion of 39 units of the 48-unit General Education requirement for graduation from the CSU for students meeting the follow...	https://articulation.santarosa.edu/sites/articulation.santarosa.edu/files/CSUGE%20Current-1.pdf	1/17/2018	✓	✓	2	4	330
Faculty	https://hr.santarosa.edu/sites/hr.santarosa.edu/files/faculty.pdf	10/26/2017	✓	✓	1	2	294
SANTA ROSA JUNIOR COLLEGE	https://articulation.santarosa.edu/sites/articulation.santarosa.edu/files/AA-AS%20Current-1.pdf	1/17/2018	✓	✓	2	3	270
Unknown	https://admissions.santarosa.edu/sites/admissions.santarosa.edu/files/petition-for-waiver.pdf	11/29/2016	✓	✓	5	9	237
Administration	https://hr.santarosa.edu/sites/hr.santarosa.edu/files/administration.pdf	10/26/2017	✓	✓	1	2	227

Questions?: Email Irاند@santarosa.edu