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’s broken links, misspellings & accessibility issues.
Using the Siteimprove website – Services

You can find the main pages for Quality Assurance and Accessibility under the “Services” tab in the upper left corner of the Siteimprove dashboard.
Using the Siteimprove website – QA

On the QA Summary page, you’ll find an overview of your broken links & misspellings, as well as important highlights, priority pages, PDFs with broken links and single page checks.
Using the Siteimprove website – Accessibility

The Accessibility Summary page is an overview of A and AA issues on your site (don’t worry about AAA issues at this time). Drupal Content Admins are ONLY required to fix issues that appear under the “Editor” role. If you get lost in Siteimprove, navigate back to the left sidebar > “Summary” under Accessibility Overview to see the Editor issues.
Using the Siteimprove website – Accessibility

When you click on a specific issue under “Editor” (in the example below, the issue is “Image link has no alternative text”) you’ll see a list of all the pages on your site that have that issue. Click on the page title to get to a new page that shows all instances of that particular issue on this particular page.
Using the Siteimprove website – Accessibility

Now you are on a page showing all the instances of ‘Image link has no alternative text’ on a page on your site. The left sidebar lists the instances. Click on each instance to see the issue highlighted as it is on your site, along with the HTML that is producing the problem. To the right of the top of the sidebar is a link to the actual page on your site. From there you need to log into your site, get back to the page in question, and fix the issue.
Most Common Accessibility Issues for Editors

Image link has no alternative text:

Decorative images:

*How to fix:*

For **IMPORTANT pictures in text area**: Click on the picture and the picture icon in the toolbar, 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.

Avoid using the “bold” tag:

Avoid use of the “font” tag:

Avoid using the “i” tag

Do not use “big” for font size:

Do not use the “center” tag to center content:

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 is question and choose the center icon in the toolbar

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

The iframe is missing a description:

*How to fix:*

Right click on the box with “IFRAME” in the middle of it.

Fill in the field called Advisory Title with a good title for the video

**CONTINUED…**
Table does not have a description: Accessible Tables

Add a caption and/or summary to the table by right clicking on the table and entering info in the appropriate fields.
Add headers to table as described below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Birthday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackie</td>
<td>5</td>
<td>April 6</td>
</tr>
<tr>
<td>Beth</td>
<td>8</td>
<td>January 14</td>
</tr>
</tbody>
</table>

Associate the Data Cells with Appropriate Headers and Scope in Drupal:

- Click on “table” icon in top toolbar to add table
- Enter the number of columns and rows
- Choose for “Column,” “Row” or “Both” for Headers, depending on the table
- Add in the caption and the summary

To add caption, summary and headers to an existing table:
- Right click on the table
- Choose “Table Properties”
- Add in the headers, caption and summary as above.