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: <u>http://siteimprove.com/</u>

Using the Siteimprove website – main page

The landing page shows an overview of your site's broken links, misspellings & accessibility issues.

😑 Select a service 🛛 🖓 Dashboa	rd 🔾 Siteir	nprove Supp	ort 🛩 🏟 Settings 🛩 🧘 Leila Rand 🛩
🐨 www.santarosa.edu 🧹 🌾 acad	emicaffairs.santarosa.e 🛩 🗙 🚤		
Dashboard		options	What's new
Websites evolve - see content we have detected over the la	st 30 days:) pages 🔗 1 link 🖺 1 document 🖾 0 media files	 ⁶ days ago 6 Reasons Your Website Will Fail Without
Broken links last 30 days	Accessibility Issues (A)	SEO Issues last 30 days	a Strategy Go to Blog Post
0.00% > No change	81.80% - 9 fewer A issues	100.00% - 3 additional SEO issues	B days ago Analytics Segmentation Map Go to Analytics Help Center
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	2 A issues	0 3 SEO issues	8 days ago Behaviormap Updates, New triggers for Key Metrics and Policy Library additions 24th
Misspellings last 30 days	Accessibility Issues (AA)	Policy Matches	Go to Release Notes
0.00% > No change	100.00% - 1 less AA issue	1 page with medium priority policy matches 0 documents with policy matches.	 ⁹ days ego Analytics What do the different metrics (visits, page views, unique visitors, etc.) mean in Anal. Go to Analytics Help Center
0 misspellings	0 AA issues	0 media files with policy matches.	 13 days ago Why You and Your Agencies are Both Responsible for an Accessible Website Go to Blog Post
Quality Assurance Issues	Accessibility Issues	Priority Policies	🗩 19 days ago
Broken links	h1 Issues with Headings 2	Priority Policy name Group matches	No More Excuses – There is Now a U.S. Deadline for Becoming Accessible
Missoellings	Issues with Images 1	☆ No more "Read More" as 0	Go to Blog Post

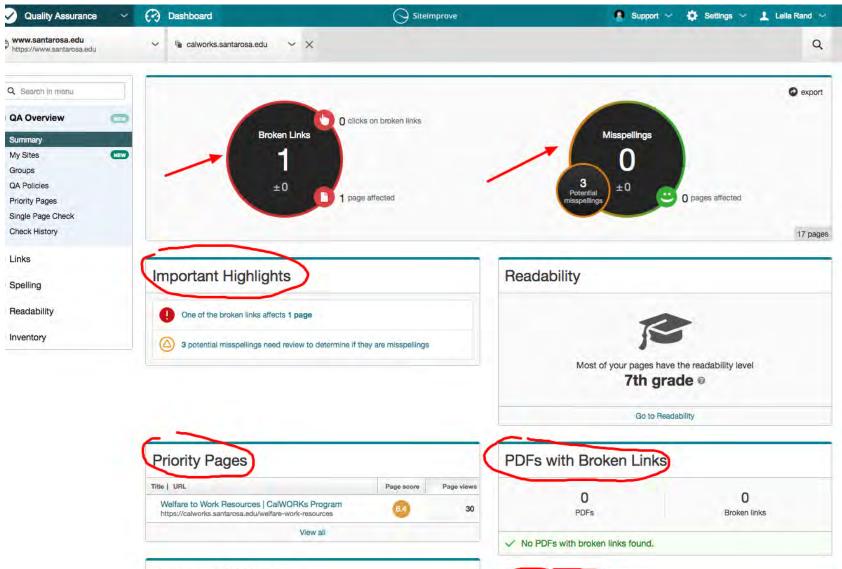
Using the Siteimprove website – Services

You can find the main pages for Quality Assurance and Accessibility under the "Services" tab in the upper left corner of the Siteimprove dashboard.

C E Select a service V 🖓 Dashboard	Sitein	nprove 🧕 Supp	ort 👻 🂠 Settings 🛩 上 Leila Rand 🗸
Quality Assurance	caffairs.santarosa.e 💙 🗙		
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🤌 SEO	30 days: 🛱 0	options pages d ^e 1 link 🖺 1 document 🖾 0 media files	6-days ago
Analytics	Accessibility Issues (A)	SEO Issues last 30 days	6 Reasons Your Website Will Fail Without a Strategy Go to Blog Post
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Settings	Accessibility Issues (AA)	Policy Matches	24th Go to Release Notes
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0 misspellings	0 AA issues	0 media files with policy matches.	^{13 days ago} Why You and Your Agencies are Both Responsible for an Accessible Website Go to Blog Post
Quality Assurance Issues	Accessibility Issues	Priority Policies	19 days ago
Broken links 0	h1 Issues with Headings 2	Priority Policy name Group matches	No More Excuses – There is Now a U.S. Deadline for Becoming Accessible
Misspellings 0	Issues with Images 1	No more "Read More" as 0	Go to Blog Post
Potential Misspellings 0	Ø Issues with Links 2	HTTPS and HTTP mixed 0	20 days ago 3 Important Things to Learn from Your

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.

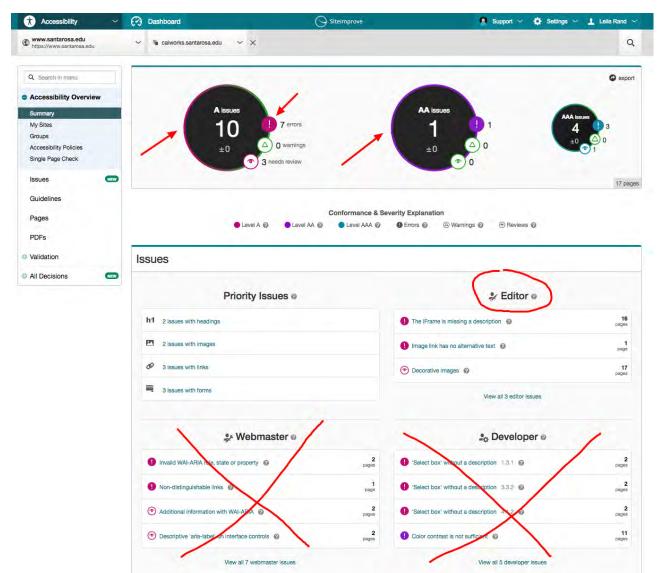


0 I 0 I D I

Using the Siteimprove website – Accessibility

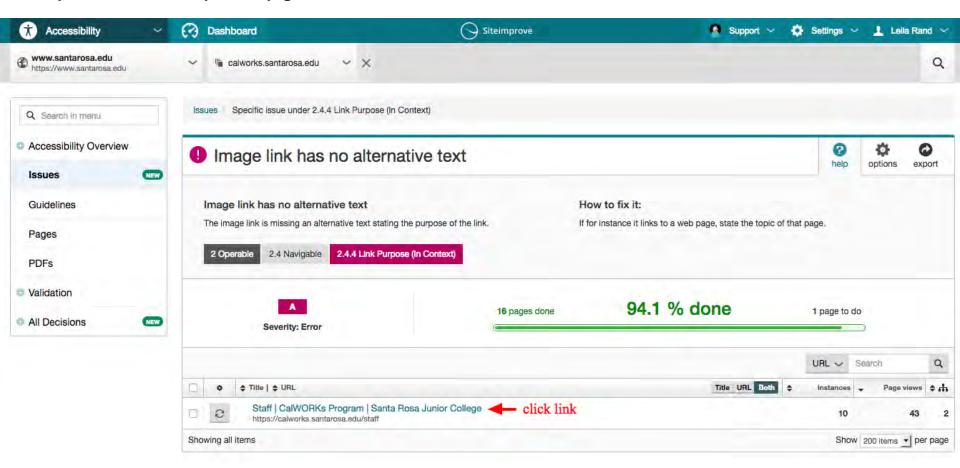
The Accessibility Summary page is an overview of A and AA issues on your site (don't worry about AAA issues at this time). Drupal Content Admins are ONLY required to fix issues that appear under the "Editor" role.

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.

Accessibility Issue (A)	This is Siteimprove's cached version of <u>https://calworks.santarosa.edu/staff</u> .		
2.4 NAVIGABLE 24.4 Link Purpose (In Context) ① Image link has no alternative text ◆	ABOUT SPUC ADMIDSIONS ADADEMICS STUDENTS DAMPUS LIFE ADMINISTRATION FACULTY'S STAFF FOUNDATION FACUNDATION FACUNDATION		
The image link is missing an alternative text stating the purpose of the link. If for instance it links to a web page, state the topic of that page.	CilWDRKSHome STAFF Program Eligibility		
Instances on this page 10	Employment Services INV Resources Welfare to Work Resources		
No alt text	Sudent Spatight		
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🖾 No alt text			
No alt text	Lily Hunnemeder-Borgfelt Kasia Fortunati Shaun Rowley		
No alt text	Frank Control Film Devices Film Control		
How to meet these criteria?	Second Convertient Convertient Convertient Convertient Convertient Convertient		
Techniques In order to sufficiently meet this criterion, one of the following techniques can be applied.	Image:		
 <u>ARIA4</u> Using a WAI-ARIA role to expose the role of a user interface component <u>H30</u> Providing link text that describes the purpose of a link for anchor elements 			
Failures The following examples show typical mistakes that cause this error.			
1. F89 Failure of Success Criteria 2.4.4, 2.4.9 and 4.1.2 due to using null alt on an image where the image is the only content in a link			
The references are taken from the official accessibility guidelines <u>WCAG 2.0</u> .	Alt text: No alt text Image location: https://calworks.santarosa.edu/sites/calworks.santarosa.edu/files/styles/220x220/public/staff/lily%20portrait.jpg?itok=QpCKhu		
	HTML: <img <="" td="" typeof="foaf:Image"/>		
	<pre>src="https://calworks.santarosa.edu/sites/calworks.santarosa.edu/files/styles/220x220/public/staff/lily%20portrait.jpg?itok=QpCKhu"</pre>		
DECESSIONS ON THES PAGE SHOW 2	alt="" width="220" height="220">		

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.

Name	Age	Birthday
Jackie	5	April 6
Beth	8	January 14

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.