

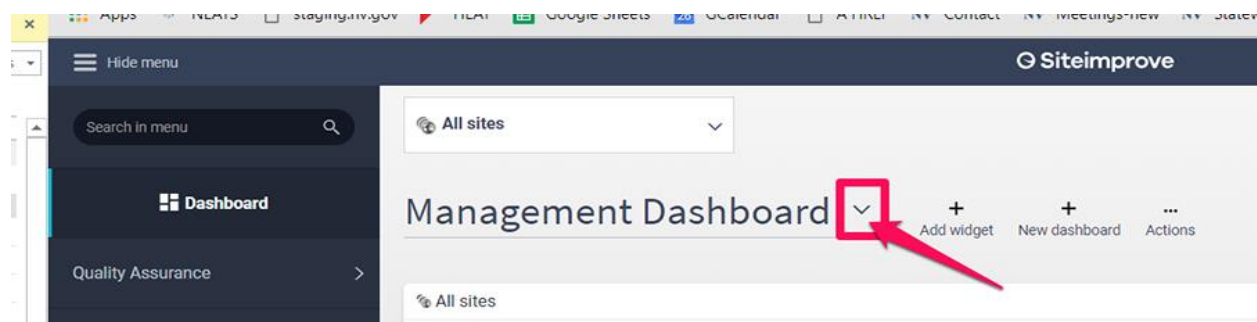
Siteimprove Accessibility Quick Start Guide

Logging in to the Siteimprove Monitoring Tool

- Login to [Siteimprove's website \(http://siteimprove.com\)](http://siteimprove.com)

Siteimprove Reporting Dashboards

Choose the type of dashboard to view on login to Siteimprove. We recommend the Management Dashboard to see a summary of the Accessibility, Quality Assurance and SEO scores for your website. Click the Dashboard drop-down button and choose a dashboard.



Accessibility Dashboard Navigation

The left-pane of the Dashboard window provides navigation. To view accessibility scores and issues click on **ACCESSIBILITY**

- **Accessibility Overview**
 - determine accessibility overall score, score details and progress. This view also provides you with the issues that need to be fixed and which types of issues will have the greatest effect on the overall score.
 - You can also find out the next time the Siteimprove tool will crawl your site. **DO NOT PRESS THE RECRAWL BUTTON – USE THE SINGLE PAGE CHECK tool**
 - review the progress chart of issues since Siteimprove began monitoring your site
 - PDFs with accessibility issues
- **Summary**
 - **My Sites** – displays statistics for the sites you have access to
 - **Groups** – Groups are used to display information for specific sections of a website. A Group in Siteimprove refers to a selection of pages with a common element in the URL or page title. Groups are especially useful if multiple editors are responsible for different areas of the website. Large agencies with multiple editors may find this useful.
 - **Accessibility Policies** – DO NOT DELETE ANY POLICY
 - **Single Page Check** – use this tool to re-check any webpage
- **Issues**
 - The issues page shows how many issues there were, how many have been fixed, how many issues still require fixing

- This page lists each specific issues and the number of pages each issue appears on
- Indicates the severity level of each specific issue
- **Guidelines**
 - Displays each Issue type, conformance level, errors, warnings and reviews and whether they pass success criteria or not
- **Pages**
 - Displays the pages and how many issues of each conformance level are found on each page or whether the page passes a conformance level. This page also indicates page views.
- **PDFs**
 - This page displays PDF documents with accessibility issues. Please be aware Siteimprove only monitors PDF documents that are 15MB or smaller. You will need to open the PDFs Siteimprove identifies and fix them using Adobe Acrobat Pro. No other tool corrects the reading order.
- **Validation**
 - Ignore this section. All HTML & CSS validation must be done by EITS Web Group.
- **All Decisions**
 - All decisions made for the site will appear in this section
- **Chrome Extension**
 - Option to Download the Chrome Extension Tool

Additional Dashboard Training

[Siteimprove Dashboards](#)

(<https://support.siteimprove.com/hc/en-gb/articles/360001851152-Siteimprove-Dashboards>)

Can't Fix Decisions

Can't Fix Decisions can be made on an entire site basis. You will follow the **How-To procedure below** to 'approve' each of the WAI-ARIA roles shown below which will remove it from the review process and this will raise the accessibility score for your website. EITS Web Staff have reviewed the WAI-ARIA ROLES and they are appropriate and accurate. These roles appear on most every page in every Ektron website.

CMS USERS CAN SKIP THIS SECTION:

Project Managers, Trainers, Web Developers, Designers, and Content Editors of websites outside the State CMS

Skip the **next two** sections and go directly to the **Common Issues** section. You will first need to apply WAI-ARIA Roles to your site before you will need to review them. Below are links to tutorials that will assist you in understanding how to apply WAI-ARIA roles to your website code.

- [DEVELOPER: Web Accessibility Tutorials – Guidance on how to create websites that that meet WCAG](#)

WAI-ARIA Issues and Other Review Items to be Approved

(<http://ada.nv.gov/Training/CI/SiteimproveCantFix/>)

- Are landmarks appropriately applied?
- Do WAI-ARIA roles match the functionality of the element?
- Does the 'aria-label' attribute accurately describe the element?
- HTML is used to format content? Only automatically pass this when it is flagging the Chrome Search
- Provide Enough Time

How to apply a Can't Fix Decision:

- Login to the Siteimprove Monitoring Tool
 - [Siteimprove's Website \(http://siteimprove.com\)](http://siteimprove.com)
- Choose your site in the site drop-down menu
- Choose the Accessibility option on the left navigation
- Click on Accessibility Overview
- Take note of the Overall Accessibility score shown. This is what we want to improve.
- Click on Issues
- Identify a WAI-ARIA or review item:
- Click on the issue name
- At the top of the issue window, click on the Options button in the upper right area of the screen.
- Click the 'Decision for this issue' button
- Enter APPROVED: and a description of why you are approving this item. This will allow management to recognize approval items versus issues that can't be fixed for your website.
- Click the SAVE CHANGES button

Additional review items:

These items require manual review of each occurrence on each page:

- [Is the image free of text? \(http://ada.nv.gov/Training/CI/ImageFreeOfText/\)](http://ada.nv.gov/Training/CI/ImageFreeOfText/)
- [Is the tabbing sequence logical? \(http://ada.nv.gov/Training/CI/Siteimprove-LogicalTabbingSequence/\)](http://ada.nv.gov/Training/CI/Siteimprove-LogicalTabbingSequence/)
- [HTML is used to format content? Verify Google Search is what is being identified \(http://ada.nv.gov/Training/CI/Sitimeprove-GoogleSearch/\)](http://ada.nv.gov/Training/CI/Sitimeprove-GoogleSearch/)

Common Issues Editors Need to Fix: (<http://ada.nv.gov/Training/CommonIssues/>)

The issues below require manual review of each occurrence on each page. Once corrected, these will also raise the accessibility score of the site. Use the link above to go to the Common Issues webpage and find out what to do for each issue below and other issues Siteimprove may identify on your site:

- Image with no alt attribute
- No top-level heading on the page
- No headings on page
- Webpage title is missing text (Metadata Title)

- Local link destination does not exist (Slides Smart Form)
- iFrame is missing a description
- Alternative text for an image is a file name
- Alternative text for image is identical to link text

Additional Training:

- [Siteimprove](http://ada.nv.gov/Siteimprove/Siteimprove/) (<http://ada.nv.gov/Siteimprove/Siteimprove/>)