# 2025 Web Audit Checklist

Thank you for participating in the 2025 UVU Web Audit. The web audit is **coordinated by SWAT**, which includes representation from each area of campus. **Assigned site owners, site managers, and content contributors for each site** on uvu.edu work on auditing the pages and files in their sites. Departments can decide who among their site owner, site manager, and content contributors will be responsible for audit tasks.

**If you are not sure who should participate in the audit for your site,**[**check your site's access/ownership roles**](https://www.uvu.edu/web/webowners/).

## Audit Tasks

The tasks outlined here should be completed for each page or file on your department website. Many of the tasks listed here include links to documentation or tutorials to help you complete the task. Training sessions are also listed on the [Web Community Resources site](https://www.uvu.edu/web/audit/#support-training).

For complex fixes, you may contact [your area web developer](https://www.uvu.edu/deat/team/index.html), or [submit a web fix through Service Center](https://uvu-it.atlassian.net/servicedesk/customer/portal/31/group/116/create/1984) for additional support.

### Checklist

|  |  |  |
| --- | --- | --- |
| Task | Resources/Tutorials | Completed |
| Each page has been updated, condensed, or deleted. |  |  |
| The information on each page is up-to-date and accurate. |  |  |
| Department contact information and staff/faculty listings are correct. | [Learn how to update department footer contact information](https://www.uvu.edu/web/support/200-oucampus/243-edit-footer.html)  [Learn how to update employee profile information in myUVU](https://www.uvu.edu/web/support/1000-optimize-improve/1006-employee-profile.html) |  |
| Spelling and grammar on each page has been checked. | [Learn how to use page check tools to check spelling](https://www.uvu.edu/web/support/200-oucampus/264-page-check.html) |  |
| Old versions of pages (such as "index-1.html") have been deleted. |  |  |
| Each page has been checked for placeholder or incomplete content (no "lorem ipsum" or "under construction"). |  |  |
| All embedded or linked videos include accurate captions. | [Learn how to add videos using the Kaltura gadget](https://www.uvu.edu/web/support/600-video/602-add-kaltura.html)  [Learn how to add captions to YouTube videos](https://support.google.com/youtube/answer/2734796?hl=en) |  |
| Headings are used and ordered properly. | [Learn how to format text in Modern Campus CMS](https://www.uvu.edu/web/support/300-design-format/371-format-text.html)  [Learn about heading structure](https://www.a11yproject.com/posts/how-to-accessible-heading-structure/) |  |
| All images on each page, including those in sliders and galleries have helpful alt tags (image descriptions). | [Learn how to add alt text to images](https://www.uvu.edu/web/support/900-accessibility/902-accessible-images.html)  [Learn about creating meaningful alt text](https://www.section508.gov/create/alternative-text/)  [Learn how to write alt text for diagrams and charts](http://diagramcenter.org/table-of-contents-2.html)  [Image description generator](https://teachonline.asu.edu/image-accessibility-generator/) |  |
| All images on each page display properly. |  |  |
| Unused images have been deleted. |  |  |
| Unused PDFs or other documents have been deleted. |  |  |
| All PDFs, Word documents, etc. have been checked for accessibility or submitted to the ATC for remediation via Service Center. | [Learn how to check PDFs for accessibility issues with Adobe Acrobat](https://youtu.be/qif8k4ZhSGU?si=vDbQkpMc3isMKKy3)  [Submit a document remediation request to the ATC](https://uvu-it.atlassian.net/servicedesk/customer/portal/31/create/889) |  |
| Any broken links have been fixed or removed. | [Learn about working with links in Modern Campus CMS](https://www.uvu.edu/web/support/700-links/701-add-link.html) |  |
| All links have descriptive text (no "click here" links or "naked URLs"). | [Learn about writing descriptive link text](https://www.wcag.com/blog/writing-meaningful-link-text/) |  |
| All pages have unique meta title that is between 40-65 characters. | [Learn how to update the page meta title in Modern Campus CMS](https://www.uvu.edu/web/support/200-oucampus/205-file-properties.html) |  |
| All pages have a meta description of the content of the page that is 140-180 characters long. | [Learn how to update the page meta description in Modern Campus CMS](https://www.uvu.edu/web/support/200-oucampus/205-file-properties.html) |  |

## Post-audit Reporting

After you have finished auditing your site, **site owners or site managers** should submit an [“audit complete form,”](https://www.uvu.edu/web/audit/site_audit.php) which will be sent to Web Stewards for tracking.

**Web Stewards**, once all the sites in your division have been audited, please submit a [“division audit complete”](https://www.uvu.edu/web/audit/web_division_audit.php) form.

Additional information about the audit can be found on the [Web Community Resources site](https://www.uvu.edu/web/audit/index.html). Please contact [websupport@uvu.edu](mailto:websupport@uvu.edu) with additional questions.