# **Website Audit Checklist**

**From: Strategic Web Action Team (SWAT)**

*Last Updated: January 18, 2023*

To complete a Website Audit, this checklist needs to be completed in detail for **EACH SITE**.

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| *Task* | *Completed* |
| All pages have been updated, condensed, or deleted and accurate (see Page Audit Checklist for page checklist) |  |
| All pages have been checked for spelling, grammar, broken links, etc. (Error Free Campus initiative) |  |
| Department contact information in the footer is accurate |  |
| All unused or unwanted pages, images, and files have been deleted |  |
| Any old version of pages saved under different names have been removed (i.e. index-old.html, index-1.html, etc.) |  |
| All documents (pdfs, docs, ppts, etc.) have been checked for accuracy and removed if no longer needed |  |
| All unused assets have been removed from the system |  |
| All videos embedded on the page, or linked to, have been captioned (use the Kaltura system where appropriate) |  |
| A final check through all webpages within the site has been performed |  |
| All issues that you cannot fix have been reported via a support ticket at [www.uvu.edu/web](http://www.uvu.edu/web)/support or emailed to WebSupport@uvu.edu |  |
| Once all pages are up-to-date, republish all pages and files to update the last published date and verify all links are still working correctly |  |
| All employees (FT and PT) have been informed of the new Directory system and they have logged in and updated their new Profile Information |  |