

WEB COMMUNITY

UVU Annual Web Audit, Video Gadget, and Web Community Website

January 27, 2017

Our Agenda Today

- UVU annual Website Audit details and instructions
- New video gadget
- New navigation focus group

UVU ANNUAL WEBSITE AUDIT

Nathan Gerber

Audit Information

- **WHY:** To maintain an up-to-date, accurate, and quality web presence
- **WHAT:** Check every web page and file on the UVU system for accuracy and quality
- **WHO:** Every Site Owner, Site Manager, and Content Contributor play an important part in this audit process
- **WHEN:** February 1 – March 15, 2017
- **HOW:** Follow the Web Site Audit Instructions and Audit Checklist

1. Receive the Website Audit Instructions, Audit Checklists (2) and Site Audit Checklist from your Web Steward
2. Use the checklists and these instructions to:
 - a. Login to your site in OUCampus (Use the UVU Logo on bottom of page)
 - b. Review every file in your site checking it against the Audit Checklist
 - c. Republish all pages – this will update the publish date (You can republish by page or by folder)
 - d. Go to your live site and click every link to verify it works correctly
 - e. Fix the errors in OUCampus and republish (if needed)
3. Complete the Website Audit Completed form http://www.uvu.edu/web/about/swat/site_audit.php by March 15, 2017
 - a. When filled out, the form sends a notification to your Web Steward that you have completed your site audit
 - b. Spot checks will be performed to double check accuracy

Website Audit Instructions

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

Last Updated: January 18, 2017

The UVU and [myUVU](#) websites will undergo a website audit every 12 months. This audit will be coordinated through the Strategic Web Action Team (SWAT) during the early part of the year. Each division's Web Steward will oversee the audit for each website within their division. This website audit needs to be complete by March 15, 2017. Please follow the instructions below to complete a successful website audit.

As a Web Owner/Site Manager, you are responsible for a piece of the UVU website. This piece, or sub-site, needs to be audited yearly for updates to content, images, tags, links, accessibility needs, etc. Here are the simple steps to a website audit:

1. Receive the Website Audit Instructions, Site Audit Checklist, and Page Audit Checklist from your Web Steward with specific timelines for your division.
2. Use the **Page Audit Checklist** and these instructions to complete the audit for EACH PAGE within the department's OU Campus area:
 - a. Your Site Manager needs to login to your site in [OUCampus](#)
 - i. Login using the UVU Logo at the bottom of the page
 - b. Review every file within your site structure checking it against the Page Audit Checklist and make sure it passes
 - c. Republish all pages (this will update the publish date)
 - i. You can republish by page or by folder
 - d. Remove any files, images, documents, PDFs, etc. that are no longer being used
 - e. Go to your live site and click through every link to verify that it still works and is correct
 - f. Fix the errors in [OUCampus](#) and republish (if needed)
3. Use the **Site Audit Checklist** to verify additional pieces are updated and/or corrected
4. Once your audit is finished, [visit](#) the Website Audit Completed form found at http://www.uvu.edu/web/about/swat/site_audit.php and submit it by the deadline (March 15, 2017). When you fill out the form, a notification gets sent to your Web Steward that you have completed your site audit.
5. There will be **SPOT CHECKS** throughout the UVU website for audit completion. These reports will be sent to your Web Steward and Administrative Site Owner (VP, AVP, Dean)

Thank you for all your efforts in helping us maintain an updated and accurate UVU website.

The Strategic Web Action Team (SWAT)

CHECKLIST – PAGE AUDIT

- Each page have been updated, condensed, or deleted
- All information on the website is up-to-date and accurate
- All department contact information is correct and accurate
- Spelling and grammar has been checked and is correct
- All images must have alt tags (Image Descriptions) that make sense
- All images in sliders/galleries have accurate descriptions
- All links are descriptive (no “click here”)
- All header H tags are ordered/nested properly
- No links to unfinished, under construction or coming soon pages
- All videos (embedded or linked) have been captioned (use Kaltura where appropriate)
- All unused or unwanted pages, images, and files have been deleted
- Any old version of pages have been removed (i.e. index-old.html, index-1.html, etc.)

Web Page Audit Checklist

From: Strategic Web Action Team (SWAT)

Last Updated:
February 1, 2017

To complete a Website Audit, this checklist needs to be completed in detail for **EACH PAGE** on your site.

Task	Completed
Each page has been updated, condensed, or deleted	
All information on the page is up-to-date and accurate	
All contact information on the page is correct and accurate including the department contact info in the department footer	
Spelling and grammar on the page has been checked and is correct	
All images on the page must have alt tags (Image Descriptions) that make sense	
All images display properly	
All images in gallery or slider assets have accurate descriptions in description fields	
All links must be descriptive in their text OR have a title attribute added to them (no “click here”)	
Any old version of the page saved under different names have been removed (i.e. index-old.html, index-1.html, etc.)	
All links on the page have been verified as working and accurate (no broken links/404 errors or links pointing to wrong pages)	
All header H tags are nested properly (H1, then H2, then H3, etc) (see www.uvu.edu/web/standards for more information)	
There are no links to unfinished pages, pages under construction, or pages coming soon	
Once all pages are up-to-date, republish all pages and files to update the last published date	
All videos embedded on the page or linked to, have been captioned (use the Kaltura system where appropriate)	

Order/Nesting of Header Tags

CORRECT NESTING

**EXAMPLE PAGE TITLE <h1>
font-size:24px;**

wds/example page title

**EXAMPLE HEADING 2 <h2>
font-size:22px;**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

EXAMPLE HEADING 3 <h3> font-size:18px;

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

EXAMPLE HEADING 4 <h4> font-size:16px;

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

EXAMPLE HEADING 5 <h5> font-size:12px;

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

INCORRECT NESTING

EXAMPLE PAGE TITLE <h1> font-size:24px;

WDS / EXAMPLE PAGE TITLE

EXAMPLE HEADING 4 <h4> font-size:16px;

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

EXAMPLE HEADING 5 <h5> font-size:12px;

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

EXAMPLE HEADING 2 <h2> font-size:22px;

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

EXAMPLE HEADING 3 <h3> font-size:18px;

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

CHECKLIST – SITE AUDIT

- All pages have been audited
- Department contact info in the footer is accurate
- All unused files have been removed
- All documents (pdfs, docs, ppts, etc.) have been checked for accuracy
- Old documents have been removed
- Unused assets have been removed
- All videos have been captioned
- A final check through entire live site has been performed
- All issues that you cannot fix have been reported to WebSupport@uvu.edu
- Once all pages are up-to-date, republish all pages and files to update the last published date

Website Audit Checklist

From: Strategic Web Action Team (SWAT)

Last Updated: February 1, 2017

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

Task	Completed
All pages have been updated, condensed, or deleted and accurate	
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/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	

When Your Audit Is Complete

- **Finish the audit by completing the form at http://www.uvu.edu/web/about/swat/site_audit.php**
- **Spot checks will be performed and a report will be sent to your Web Steward and Admin Owners (VP, AVP, Dean) about each site**

WEB COMMUNITY WEBSITE UPDATED

Will be coming soon

Includes information to help with the audit

NEW VIDEO GADGET

Nathan Gerber

Kameron Black

New Video Gadget

- All videos need to be captioned for accessibility purposes
- Kaltura is our video platform and is tied to Rev.com for auto-captioning
- All captioning charges (per minute) will be paid for by OIT
- Captioning videos is now offered for free for videos used on the UVU website and myUVU portal systems

VIDEO GADGET DEMOSTRATION

Kameron Black

Video Scenarios

- We created/own the video
- Videos embedded on my web page belong to someone else
- Videos linked to belong to our vendor
- We link to many resource videos located on other sites
- We have videos that are only instrumental music
- Bottom line: all videos referenced on the UVU website and myUVU portal system that have speech, must be captioned

NEW NAVIGATION FOCUS GROUP

Mallory Snyder

Q & A

www.uvu.edu/web

WebSupport@uvu.edu

801-863-7975