

Siteimprove Quick Start Guide

Get started with Siteimprove by improving your scores under the Quality Assurance and Accessibility sections of the tool. Follow our guidance below for the top issues you may encounter.

Quality Assurance

Top 2 Issues:

1. Broken Links: Review the “Pages with Broken Links” report in Siteimprove.

- Use the drop-down arrow to expand the list, next to the broken link number.
- Click on a link:
 - If a link is broken, update or remove the link in Cascade and republish the page. (For broken links in the navigation, please note, you will have to republish the entire site.) When Siteimprove rescans the site (usually once a week), you will see these changes reflected in your site score.
 - If a link is not broken, you can select “Dismiss” and then “Dismissed link (for now)” and it will not count against your site score.

2. Misspellings: Review any misspellings identified in Siteimprove and adjust in Cascade as needed. Approve words if they are unique to your office or the University.

Accessibility

Top 3 Issues:

1. Empty headings: This is usually a blank heading tag in a text region. Backspace out the line break Siteimprove highlighted, and then hit enter to re-add an ordinary line break. If this is not the issue, contact UC web.

2. Page missing a title: The “Title” field for that page is missing from Cascade. This will appear in your browser tab, as part of search results, and as part of social media information if page is shared. Please use this naming convention:

Display Name - Site Name - University of Richmond

3. Link missing a text alternative:

Siteimprove highlights a space between words in a text region, usually right next to a link.

- This space is actually an empty link. This can usually be removed by deleting the space or deleting characters adjacent to that space.

Siteimprove highlights an image. This happens when an image with no alt text is the only thing inside a link, and it can be fixed by adding alt text to that image.

- If the image is a Hermes image, go to the image in `_cdncontent` and add alt text.
- If it is a kp4 image, re-upload the image to `_cdncontent` using the asset factory and attach it.

- If the image is in a text region, please use a floated content image if possible. If that is not possible, you will have to hit the code button in the text editor and add alt text in the HTML manually.

Siteimprove highlights something that is not inside an editable region, such as the header.

- Contact University Communications for assistance with this type of issue.

Additional Issues:

- Any issues that occur in the body of a faculty/staff bio will have to be fixed where the bio content originates. For staff bios this is the Cascade bios system. For faculty, it is Cascade for all schools except Robins and Law, which are in Faculty Success.
- If you see a bunch of other issues beyond this, check to see if you have any pages still in kp4. If you do, then ignore all issues on those pages and work on transitioning them to Hermes.
- The accessibility issue “Interactive element does not meet minimum size nor spacing” should be ignored. It is a bug that Siteimprove has claimed will not be fixed until early 2025.