



Annual Web Audit

Thank you for participating in our Annual Website Audit. With everyone's help, we can keep the UVU website clean, lean, accurate, and up-to-date.

The information below is provided to assist you in your audit. Each Web Steward can use these materials to communicate the audit instructions and requirements to the Site Managers and Content Contributors.

Audit Instructions

Website Audit Instructions (Site Managers and Content Contributors)	Web Division Audit Procedures (Web Stewards)
<p>The UVU website will undergo a website audit every 12 months. This audit will be coordinated through the Strategic Web Action Team (SWAT) early in the year. Each division's web steward will oversee the audit for each website within their division. This website audit needs to be completed by June 14, 2024. Please follow the instructions below to complete a successful website audit.</p> <p>As a site 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, etc. Here are the simple steps to a website audit:</p> <ol style="list-style-type: none"> 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 Site Audit Checklist and these instructions to complete your website audit: <ol style="list-style-type: none"> 1. Your site manager needs to login to your site in Omni CMS <ol style="list-style-type: none"> 1. Login using the UVU logo at the bottom of the page 2. Review every file within your site structure checking it against the page audit checklist and making sure it passes 3. Republish all pages (this will update the publish date) <ol style="list-style-type: none"> 1. You can republish by page or by folder 4. Go to your live site and click through every link to verify that it still works and is correct 5. Fix the errors in Omni CMS and republish (if needed) 3. Complete the website audit completed form by the deadline (June 14, 2024). When you fill out that form, a notification gets sent to your web steward that you have completed your site audit. 4. 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) <p>Thank you for all your efforts in helping us maintain an updated and accurate UVU website.</p> <p style="text-align: right;">Download Instructions as Word Doc</p> <p style="text-align: right;">Submit Website Audit Complete Form</p>	<p>To audit a Web Division on the UVU Website:</p> <ul style="list-style-type: none"> • Receive information at the April SWAT meeting (audit overview and process) • Receive documents from the SWAT Chair to assist in managing each division's audit via email by April 30, 2024. These documents include: <ul style="list-style-type: none"> ◦ Updated web owners' report ◦ Web division audit procedures ◦ Website audit instructions, site audit checklist, and page audit checklist (to be given to each website owner/site manager) ◦ Page age & count report (remember to check all pages no matter the age) • Work with each site owner/site manager within the division's web owners report completing each website audit: <ul style="list-style-type: none"> ◦ Distribute instructions and documents to each site owner/site manager in the division's web owners report by emailing to each a copy of the website audit instructions and the audit checklist ◦ Let each site owner/site manager know their audit needs to be completed a week prior to the June 14 deadline. For each to complete their audit, they need to finish the audit checklist and then fill out the website audit completed form. ◦ When they fill out this form, it will send an email confirmation to the web steward over their site. ◦ Monitor progress for each site within your division during the audit • Upon receiving a website audit completed email from each site owner/site manager within the division, each web steward should then complete the web division audit completed form. When the web steward completes this form, it will send a confirmation to the SWAT chair letting them know the audit is complete for that division. This must be completed by June 14, 2024. • There will be spot checks throughout the UVU website for accuracy. Please make sure your web team members know this. • Keep any documentation needed for future reference <p style="text-align: right;">Download Instruction as Word Doc</p> <p style="text-align: right;">Submit Division Audit Complete Form</p>

Audit Checklists

Page Audit Checklist	Site Audit Checklist
<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ◦ Editing department footers • Spelling, grammar, and links on the page have been checked and are correct (Error Free Campus Initiative) <ul style="list-style-type: none"> ◦ Use page check tools to check spelling • All images on the page must have meaningful alt tags (image descriptions) <ul style="list-style-type: none"> ◦ Adding alt tags to images • All images display properly • All images in gallery or slider assets have accurate descriptions in description fields <ul style="list-style-type: none"> ◦ Working with image assets • 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 (such as index-old.html, index-1.html, etc.) have been removed • All links on the page have been verified as working and accurate (no broken links/404 errors, or links pointing to the wrong pages) <ul style="list-style-type: none"> ◦ Use page check tools to check links • All header tags are nested properly (H1, then H2, then H3, etc.) • There are no links to unfinished pages, pages under construction, or pages coming soon • All pages have meaningful page titles, meta keywords, and meta descriptions in the page properties <ul style="list-style-type: none"> ◦ Search engine optimization • 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 from the page have been captioned (use the Kaltura system where appropriate) <p style="text-align: right;">Download Page Checklist as Word Doc</p>	<ul style="list-style-type: none"> • All pages have been updated, condensed, or deleted and accurate (see the page audit checklist for page checklist) • All pages have been checked for spelling, grammar, broken links, etc. (Error Free Campus initiative) <ul style="list-style-type: none"> ◦ Using page check tools to check spelling and links • Department contact information in the footer is accurate <ul style="list-style-type: none"> ◦ Editing department footers • All unused or unwanted pages, images, and files have been deleted • Any old version of pages saved under different names (such as index-old.html, index-1.html, etc.) have been removed • All documents (PDFs, Docs, PPTs, etc.) have been checked for accuracy and removed if no longer needed • All PDFs on the site have been checked for accessibility and their accessibility status is noted/tracked for future remediation. <ul style="list-style-type: none"> ◦ Verify PDF accessibility using Adobe Acrobat Pro ◦ Validating PDF files • 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 web pages within the site has been performed • All issues that you cannot fix have been reported via a support ticket 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 <ul style="list-style-type: none"> ◦ Updating employee profiles <p style="text-align: right;">Download Site Checklist as Word Doc</p>

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<p>STUDENT</p> <p>ADMISSIONS ACADEMICS CAMPUS LIFE LOOKING TO ATTEND UVU CURRENT STUDENT ACCREDITATION</p>	<p>EMPLOYEES</p> <p>CAREER OPPORTUNITIES EMPLOYEE RESOURCES DIRECTORY PEOPLE & CULTURE</p>	<p>COMMUNITY</p> <p>ATHLETICS VISITORS & COMMUNITY OFFICE OF THE PRESIDENT ABOUT UVU / HISTORY ALUMNI INCLUSION & DIVERSITY ESPAÑOL GIVE TO UVU CONTACT US</p>	<p>UTILITY</p> <p>COVID-19 INFO MAPS / PARKING SERVICE DESK EMERGENCY POLICE GET HELP SEARCH ACCESSIBILITY TITLE IX / EQUAL OPPORTUNITY</p>
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