

# CMS Site Review

Site name:

Site URL:

Review date(s):

Site Type: Migrated site | Brand-new Site

Academic Site Type: Academic Site | Non-Academic Site (i.e., no degrees)

Status Column Legend:

**X** = Needs correction

**OK** = Good, no action needed

**N/A** = Not applicable

**FYI** = For your information

**ADA** = The ADA team will review

## Required for Launch

Status:	Issue:	Explanation of Issue:	Issues found:
	-0/-1 Page URLs – Present/Need to Be Updated	<a href="#">Broken Links</a>	
<b>ADA</b>	Accessible PDFs/Documents	<a href="#">Documents</a>	
	Accordions titles are set to H3	<a href="#">Headers: Accordion Titles Should Be H3s</a>	
	Alternative Text – Needs Improvement/Best Practices	<a href="#">Alternative Text</a>	
<b>ADA</b>	Color Contrast Sufficient	<a href="#">Accessibility: Color Considerations</a>	
	Contact Page Present ( <i>required in most cases</i> )	<a href="#">Contact Page</a>	
	Email/Phone - Correctly Formatted	<a href="#">Site Approval Checklist: KU Style</a>	
	Footer – Includes Contact Info	<a href="#">Site Approval Checklist: Contact Information and Footer</a>	
	Footer – Defaults Updated/Removed	<a href="#">Site Approval Checklist: Contact Information and Footer</a>	
	Headers – No Additional Bolding Added to Sunflower Headers Styles	<a href="#">Headers: Do Not Add Bold to Header Classes</a>	
<b>ADA</b>	Headers – No Empty Headers	<a href="#">Headers</a>	
	Headers – Present/Proper Use	<a href="#">Headers</a>	
	Headers – Use Proper Order/Nesting + Not Used for Aesthetics	<a href="#">Headers</a>	
	Images - Missing Alternative Text	<a href="#">Alternative Text</a>	
	Images – Quality of file not acceptable	<a href="#">Images: Guidelines and Best Practices</a>	
	Images as Text – Sufficient Explanation Present for Screen Reader Users	<a href="#">Common Errors: Avoid Images as Text</a>	
	Links - Non-Descriptive Link Titles	<a href="#">Common Errors: Descriptive Link Titles</a>	
	Links - File Type Not in Document Link Titles	<a href="#">Common Errors: Document Link Titles</a>	
	Links - Full URLs as Link Titles	<a href="#">Common Errors: URLs as Link Titles</a>	
	Links - Absolute URLs to Internal Pages	<a href="#">Common Errors: Absolute URLs for Links to Internal Pages</a>	

Status:	Issue:	Explanation of Issue:	Issues found:
	Links - Links to Drupal 7 Site(s)	<a href="#">Do Not Link to Your Drupal 7 Site</a>	
	Links – Open in Same Window (optional exception: links to non-KU sites NOTE: behavior must be consistent site-wide)	<a href="#">Links: Guidelines and Best Practices</a>	
	Links - Broken Links	<a href="#">Broken Links</a>	
	Links – Mailto: links include email in the link text	<a href="#">Links: Links to Email</a>	
	Main Menu ( <i>academic sites only</i> ) – Degree/Application Info Uses an Approved Option	<a href="#">Site Approval Checklist: Site Menu – Main Menu Requirements for Academic Sites</a>	
	Main Menu ( <i>academic sites only</i> ) – Menu Includes: About, Academics, Admissions, People, Research	<a href="#">Site Approval Checklist: Site Menu</a>	
	Page Title – Properly Written/Optimized for Search	<a href="#">Page Titles vs. H1 Headers</a>	
	Person Profiles – Full Profiles Use Default Content Type (i.e., not custom profile)	<a href="#">Site Approval Checklist: Person Profiles</a>	
	Tables – Used Correctly w/Table Headers	<a href="#">Tables: Accessibility</a>	
	Webforms – Forms Collecting “Critical” Information Use Appropriate Forms Service	<a href="#">Webforms</a>	
	Webforms – Forms Collecting “Critical” Data Approved by ITSO	<a href="#">Webforms</a>	
ADA	Videos – Captions Present, Including Videos w/No/Little Talking	<a href="#">Video Captioning</a>	
ADA	Videos – Captions Accurate	<a href="#">Video Captioning</a>	
ADA	Videos – Captions Include Audio Descriptions as Needed	<a href="#">Video Captioning</a>	
	Web Writing	<a href="#">Web Writing</a>	

## Strongly Recommended

Status:	Issue:	Explanation of Issue:	Examples:
	Accordions – Contain Too Much Information	<a href="#">Accordions: Guidelines/Best Practices</a>	
	Consistency – Header Case Not Consistent Across Site	<a href="#">Common Errors: Consistency</a>	
	Consistency – Link Case Not Consistent Across Site	<a href="#">Common Errors: Consistency</a>	
	Consistency – Headers Styles Not Consistent Across Site	<a href="#">Common Errors: Consistency</a>	
	Consistency – Button Styles Not Consistent Across Site	<a href="#">Common Errors: Consistency</a>	
	Continuity from Link Title, Page Title, URL, H1	<a href="#">Connecting Your Link Title, Page Title, URL and H1 Header</a>	
	Headers – Written Following Guidelines/Best Practices	<a href="#">Headers: Writing Effective Headers</a>	

Status:	Issue:	Explanation of Issue:	Examples:
	Hosting Content Site Owner/Dept. Does Not Control	<a href="#">Documents: Avoid Hosting Content You Do Not Control</a>	
	Hosting Archival/Historical Content (i.e., more than ~2 years old)	<a href="#">Documents: Avoid Hosting Archival/Historical Documents</a>	
	Images – Quality of file could be improved	<a href="#">Images: Guidelines and Best Practices</a>	
	Main Menu – Important pages are included in site main menu	<a href="#">Menu/Navigation: Most Pages Should Be in Site Menu</a>	
	Main Menu ( <i>non-academic sites only</i> ) – Menu Includes: About, People, Research	<a href="#">Site Approval Checklist: Site Menu</a>	
	PDF Form(s) – Convert to Accessible Webform(s)	<a href="#">Documents: Recommended Strategies for Common Use Cases - Forms</a>	
	Person Profile Images – Placeholder Image Used When No Profile Image Provided	<a href="#">Person Profile: Use Jayhawk Placeholder if No Profile Image Available</a>	
	Tables – Use KU Sunflower Table Styles	<a href="#">Body 9: Tables</a>	

## Additional Specific Issues

List any other issues or suggestions