

University of Minnesota

## **Self-Help Guide**

# **Pope Tech: Run an Accessibility Scan on a UMN Website**

Pope Tech is a website accessibility scanning tool available for use on UMN websites. It will help to ensure your site is accessible.

This self-help guide takes you through the process of setting up Pope Tech to crawl and scan your site and report back on accessibility errors and issues.

## **Set Up and Use Pope Tech**

### **Getting Started**

#### **Log in to Pope Tech**

Body

Pope Tech is a website accessibility scanning tool that can crawl websites and report back on accessibility errors and issues.

### **Logging in to Pope Tech**

If you need access to Pope Tech, contact the Group Manager(s) for your unit. If you do not know who your Group Manager is, please email [popetech@umn.edu](mailto:popetech@umn.edu).

1. Go to the [Pope Tech login page](#).
2. Type your UMN email address.
  - System Campus users must enter their email address as "@umn.edu" (e.g. [joebob@d.umn.edu](#) would be entered as [joebob@umn.edu](#) in Pope Tech).
  - A radio button to log in with SSO will appear:

SSO Domain or Email detected

Email

ucm@umn.edu

Login Mode

SSO  Password

Remember me

Login

[Forgot password?](#)

3. Keep the SSO radio button selected and click the **Login** button. Pope Tech will authenticate with Shibboleth and you should be directed to your Dashboard view:

popetech

Search

Help Center

IT Site

Dashboard

Accessibility

Websites

Groups

Website: All websites

Date: yyyy-mm-dd

Region: All

Update

Result Types

Errors	139	Contrast	1.75k
Alerts	5.73k	Structure	19.01k
Features	3.82k	AFBA	28.53k

Most Common Issues

139 Total

76 Empty button	14 Empty link	14 Empty heading	13 Missing alternative ...
55%	10%	10%	9.35%

Scan Details

Name	Errors	Contrast	Alerts	Pages	Details
IT PRODUCTION	119	1,746	5,460	476	

Errors By Group

View All

By Occurrences

By Density

# Understanding Your Role Permissions in Pope Tech

There are two roles in the UMN Pope Tech instance. Each role has access to do certain tasks:

- Content Contributors
  - [Add Your Website\(s\)](#) to Pope Tech
  - [Run crawls and scans of websites](#)
  - [View scan results](#)
    - Can dismiss individual results
  - [Create reports](#)
  - [Schedule website scans](#)
- Group Manager
  - All of the above access and tasks Content Contributors can do
  - Bulk dismiss a result everywhere it appears on a website
  - [Create and manage groups](#)
  - [Manage Pope Tech access for your unit](#)

For questions or issues with Pope Tech, please contact your Group Manager or [popetech@umn.edu](mailto:popetech@umn.edu).

## Additional Resources

Learn more about digital accessibility for websites.

- [Enroll in Digital Accessibility: Foundations](#) to begin your learning. Once you have taken Digital Accessibility: Foundations, you will be eligible for any of the other courses in the program.
- If you have already taken the Digital Accessibility: Foundation course, you can enroll in [Digital Accessibility: Web Content](#) to learn specific aspects of digital accessibility to use when creating websites.

## Create and Manage Groups

Body

Group Managers have access in Pope Tech to create and organize content contributors into groups. Groups are used to organize your websites. Users can be assigned to groups, so they only have access to the websites in their group. Read [Create and Manage Groups](#) to learn how groups work, potential group strategies, and how to set up and manage your groups.

You can also watch [Groups overview \(video\)](#) or [Create, manage, and use groups \(video\)](#).

## Add a Website

### Body

You will need to [add your website to Pope Tech](#) before the tool can crawl and scan your site. First time users are encouraged to add websites individually to understand the process and configuration options. If you are a Group Manager and would like to add several websites to Pope Tech in bulk, you can send in a request to [popetech@umn.edu](mailto:popetech@umn.edu) for a mass import via a CSV file. Read the Requesting a Mass Website Import via CSV for Pope Tech section below for information on the CSV import process.

If your website content is behind authentication, refer to [Pope Tech: Crawl a Website and Scan for Issues](#) to determine if Pope Tech is the right solution for your site.

## Requesting a Mass Website Import via CSV

Please read the instructions below carefully to fill out the template:

1. Make a copy of the [UMN Specific Template](#) file.
  - Use this UMN specific template rather than the template from the vendor's website.
2. Complete the four required fields in each row.
  - Required fields are noted in the column header and have example values in row 2.
  - If the **Group** you specify does not already exist, it will be created during the import process. The **Parent Group** must already exist.
3. Complete any of the optional fields as desired. Any fields left blank will use their default values as [noted in this Google sheet](#).

- **Note:** Leave the remaining fields empty unless you have a particular reason to override any of these default values.
4. Replace the example values in row 2 (or delete the row) before you submit your CSV to the Office of Information Technology (OIT).
  5. Email your filled-in CSV to [popetech@umn.edu](mailto:popetech@umn.edu) to submit your request to OIT.

## Add Multiple Users At Once

### Body

If you are a Group Manager and would like to add multiple users at a time, you can send in a request to [popetech@umn.edu](mailto:popetech@umn.edu) for a mass import via a CSV file.

## Requesting a Mass Import via CSV for Pope Tech

Please read the instructions below carefully to fill out the template:

1. Make a copy of the [UMN Specific Template](#) file.
  - Use this UMN specific template rather than the template from the vendor's website.
  - All fields are required.
2. Enter the name for all users that you need imported in the **First Name** and **Last Name** fields. Use only one row per user, even if the user should be added to multiple groups.
  - In the example provided in the template, Jane Doe will be added to the **department A** group under the parent group **Unit 1** and the **department F** group under the parent group **Unit 3**.
    - The **department A** and **department F** groups will automatically be created during the import process if they do not already exist, but the parent groups must already exist.
3. Enter the users' emails in the **Email** row. Format the emails as **internetID@umn.edu**.
  - System campus users must be added using the Twin Cities version of their email address in both the **Email** and **SSO identifier** cells (i.e., omit the **d.**, **r.**, **crk.**, or **morris.** preceding **@umn.edu**).
4. The **Role** field must contain either **Group Manager** or **Content Contributor**.

- Refer to [Pope Tech: Log in to Pope Tech](#) to review the different Roles in Pope Tech
5. Fill out the **Group(s)** and **Parent Group(s)** fields with the relevant information.
  6. Enter the users' emails in the **SSO identifier** column.
    - Format the emails as **internetID@umn.edu**.
  7. Replace the example values in row 2 (or delete the row) before you submit your CSV to OIT.
  8. Email your filled out CSV to [popetech@umn.edu](mailto:popetech@umn.edu) to submit your request to OIT.

## Set Up Regions and Use Templates on Your Site

### Body

Website Regions separate a website into two region types: Template regions and Content regions.

- **Template region** - Elements that are repeated on multiple pages (such as headers, footers, etc) and often cannot be modified by contributors.
- **Content region** - Elements that are different on each page (often the body of the page).

Table of Contents:

- [About Website Templates](#)
  - [What are the use cases for this feature?](#)
  - [Who has permissions for this feature?](#)
  - [What does this feature do?](#)
- [Creating Website Templates](#)
- [Adding or Removing Web Pages from Website Templates](#)
- [Additional Information](#)

## About Website Templates

### What are the use cases for this feature?

This feature is helpful for two reasons:

1. Users who can only change content on a website, but not headers/footers and other Template region content, can specifically view accessibility issues that are within their control.
2. Site owners and developers can hone in on accessibility issues that are part of your website's Template region, which affect multiple pages. Addressing these issues can have a big impact on the overall accessibility of your site.

## **Who has permissions for this feature?**

Both Content Contributors and Group Managers have access to setup and modify website templates within Pope Tech.

## **What does this feature do?**

Creating a website template is how you tell Pope Tech what part of your website is the template region, or what's the same on multiple pages, and what part of your website is the content region, or what changes on every page. Setting up website templates in Pope Tech allows you to filter results of future scans based on whether errors are in the template region or content region.

You can set up multiple website templates for a single website within Pope Tech if the wrapper around the content region is not consistent on all of your pages.

For example, in the screenshot below, there are two website templates: a College template and a Calendar template. The wrapper, or template, around the content is different on college and calendar pages, so each has its own template for the Template region. The college template may be using the ID "content" for the content region whereas the calendar pages may be using the ID "calendar" for the content region.

The screenshot shows the 'Pages and Templates' interface in Drupal. At the top, there are tabs for 'Pages' and 'Templates', with 'Templates' selected. Below the tabs is a '+ New' button. A table lists two templates: 'College template' and 'Calendar'. Each row has an '#', a 'Name', and an 'Actions' column with edit and delete icons. A green box highlights the first two rows of the table. Below the table, it says 'Results: 1 to 2 of 2' and 'Limit 10'. At the bottom right, there is a pagination control showing 'Page 1 of 1'.

#	Name	Actions
1	College template	
2	Calendar	

## Creating Website Templates

To create a website template, you need to know the following:

- **The Content Area** - The HTML class or ID of the container that wraps around the content region. If your website doesn't have a defined wrapper for your content, the Website Region feature will not work.
  - For most Drupal sites, this is "content" (without the quotes). If your site is highly customized, you may need to consult your developer(s).
- **The Page Matcher** - Page Matcher(s) tell Pope Tech what pages or directories the website template is on. Is the template applied to all pages on your website or does it only apply to pages in a specific part of your website like the calendar template example above?
  - For most Drupal sites, the template can typically be used for all pages. If your site is highly customized, you may need to consult your developer(s).

Once you have these, you're ready to create your website template:

1. In the left main menu, select **Websites**.



2. Select the **Actions (>>)** icon for the website you want to create a website template for.
3. Scroll to the bottom of the page to see the **Pages and Templates** widget.
4. Select the **Templates** tab and select **New**.

**Pages and Templates**

Pages Templates **1**

[Set up website regions and website templates](#)

**+ New** **2**

#	Name	Actions
1	general	 

Results: 1 to 1 of 1

Limit 10

5. Enter the required **Name** for your template.
6. Under **Content Areas**, select the **Type** (class or id) and enter the identifier. You won't include "." or "#" before the identifier.
  - o On most Drupal sites, you can typically choose **ID** as the type and then type "content" (without the quotes) in the **Identifier** field. If your site is highly customized, you may need to consult your developer(s).
7. Under **Page Matchers**, select the **Type** (pattern or exact) and enter in the path. For pattern type paths:
  - o "/" would apply this template to the entire website.
    - For most Drupal sites, select **Pattern** and then enter "/" (without the quotes) in the **path** field. If your site is highly customized, you may need to consult your developer(s).
  - o "/calendar" would apply this template to all the pages that have the "/calendar" path.
8. Select **Add existing pages that match?** to add pages that existed before the template was created.



To manually add already existing web pages to a website template:

1. On the **Edit Website** page for that website, scroll down to the **Pages and Templates** widget. Make sure you're on the **Pages** tab.
2. Click the **Filters** button above the list of pages to reveal the available filters.
3. Using the **Template Filter** drop down, select **Not in Template** or the specific template.
4. Click the **Apply** button to activate the filter.
5. Select the checkbox next to the web pages that need to be added or removed.
6. Click the **Edit** button. *A pop-up window appears.*
7. Select the appropriate template in the template dropdown.
  - If you are removing pages from the template, check the **Remove from Template** checkbox.
8. Click the **Save** button to apply the changes.

## Additional Information

- [Pope Tech: Filter Your Accessibility Results by Content Region and Template Region](#)
- [Pope Tech: Troubleshoot Scan Results for Regions On Your Site](#)

## Crawling and Scanning

### Crawl a Website and Scan for Issues

Body

Once you have added your website to Pope Tech, you are ready to [crawl and scan your site](#) to find accessibility errors. The crawling step is how Pope Tech find the web pages on your site; the scanning step produces the report on accessibility errors and issues found on those pages.

You can also watch the [Quick Start: Crawl and Scan video tutorial \(2:51\)](#).

## Content Behind Authentication

Pope Tech cannot crawl content behind authentication. With additional setup steps, you may be able to use Pope Tech to scan content behind authentication.

**Note:** Only data classified as **public** per the [University data security classification policy](#) may be scanned with Pope Tech.

- For Drupal sites, see [Pope Tech: Scan Drupal Intranet Content](#)
  - You can also use the [Editorial11y module](#) to uncover content accessibility issues from within the Drupal interface.
- For Google Sites, see [Pope Tech: Scan Google Sites Intranet Content](#)
- For other types of websites or web applications, see [Pope Tech: Scan websites or applications behind authentication](#).

## Schedule a Scan

Body

[Scheduling scans](#) automatically keeps accessibility data up-to-date and automatically catches any issues. Recurring scans can also be automatically emailed to proactively get everyone on the same page and increase conversations about web accessibility.

You can also view this content by watching [Schedule a Scan \(video\)](#).

## Scan Drupal Intranet Content

Body

You can use Pope Tech to perform an automated accessibility check on Drupal pages that require UMN Shibboleth authentication in order to view them. For Google Sites, see [Pope Tech: Scan Google Sites Intranet Content](#). For other types of websites or applications, see [Pope Tech: Scan Websites or Applications Behind Authentication](#).

**Note:** Only data classified as **public** per the [University data security classification policy](#) may be scanned with Pope Tech.

## Add a functional account to your website

1. If you already have access to a [UMN functional account](#), you can use that account and can skip to step 3.
2. Request a [functional account](#) to use for Pope Tech testing with your website(s).
  - a. On the request form, select the following:
    - Which OIM environment should the account be created in?
      - PRODUCTION (Account will be created in OIM PROD environment)
    - What access should be provisioned for this Functional Account?
      - Ldap (Lightweight Directory Access Protocol)
3. [Create an account on your website](#) for the functional account you will use with Pope Tech.
  - a. Select the role(s) needed to access your intranet content.
    - This is likely the **authenticated user** role which will be selected by default when you create a new account, but you may need to select a custom role you have created on your website depending on your intranet implementation.

## Setup authentication for your site within Pope Tech

**Note:** [Add your website to Pope Tech](#) first if you have not done so, and then return to complete the steps below.

### Edit Website Settings

1. In your **Website Settings**, expand the **Authentication Options** accordion in the right-hand column.
2. Check the checkbox for **Use Website Authentication?**
3. Leave the **Authentication Type** dropdown set to **Cookie**
4. In the **Login URL** field, enter the full URL for the login path on your website, i.e. <https://mysite.umn.edu/saml/login>
5. Check the checkbox for **Use Advanced Authentication?**
  - New fields to set up **step 1** under a new **Advanced Steps** heading will appear.

### Configure Advanced Authentication Step 1

6. Leave the dropdown field for **Step Action** set to **Type into input**
7. In the **Element Selector (example: #myId)** field, enter **#username**
8. **Do not** check the checkbox for **Is field a password?**
9. In the **Input text** field, enter the internet ID of the functional account that you will be using for testing your website with Pope Tech. Do not include @umn.edu.

## Add and Configure Step 2

10. Click the **Add Step** button. *New fields for step 2 will appear.*
11. Leave the dropdown field for **Step Action** set to **Type into input**
12. In the **Element Selector (example: #myId)** field, enter **#password**
13. Check the checkbox for **Is field a password?**
14. In the password field, enter the UMN account password for the functional account corresponding to the username entered above. The password will appear as dots representing each character and there is no confirmation field, so ensure that you enter the password correctly.

## Add and Configure Step 3

15. Click the **Add Step** button. New fields for step 3 will appear.
16. Select **Click** in the **Step Action** dropdown
17. Enter **.idp3\_form-submit** in the **Element Selector (example: #myId)** field

## Add and Configure Step 4

18. Click the **Add Step** button. New fields for step 4 will appear.
19. Select **Wait for time** in the **Step Action** dropdown.
20. Enter **3** in the **Wait time** field.

## Complete Setup

21. In the **Success Identifier Selector (example: #myId)** field, enter **#content**
22. You will need to check the checkbox acknowledging that you "understand that scanning behind a login isn't intended to be used to scan any sensitive, private, or confidential data that shouldn't be stored on Pope Tech servers" and that you "understand, have read, and agree to the [Pope Tech terms of use](#)" before you can proceed.

23. Click the ✓ **Save** button. The Edit Website Settings window closes automatically.

## Test Authentication

24. Click **Edit Website Settings** to re-open the settings window.

25. Expand the **Authentication Options** accordion in the right-hand column.

26. Scroll to the bottom and click the button to **Test Authentication** to ensure that you have entered everything correctly.

## Add your intranet pages

Pope Tech can *scan* pages behind authentication, but it cannot find those pages by crawling your site, and those pages will not be included in your sitemap. You will either need to manually add the paths that require authentication through the Pope Tech user interface, or you can upload a CSV file containing those paths. See the vendor's [Add Pages article](#) for instructions.

If you have a large intranet site and would prefer not to manually add individual pages, you can use the OIT-created PopeTech Path List Export module to automatically generate a CSV with all of your content pages.

1. If you have a Drupal Enterprise site, an administrator will first need to install the PopeTech Path List Export module under the **Extend** menu. For Drupal Lite Sites, the module is already enabled by default.
2. After logging into your website, go to the /popetech-csv-export path on your site by copying the path above and pasting it after your domain name in your browser
  1. i.e. [mysite.umn.edu/popetech-csv-export](https://mysite.umn.edu/popetech-csv-export)
3. This will download a CSV file to your computer titled popetech-csv-export.csv. This file is already formatted in the manner that Pope Tech expects, so you do not need to open or modify the file. Locate the file; typically this will be in your Downloads folder.
4. Follow the [directions under the Upload CSV subheading in the vendor's Add Pages article](#) to load the file generated above into Pope Tech. Skip the steps under the Prepare your CSV subheading since you already have the file you need.

5. Once you have added your pages to Pope Tech, you can proceed to initiate a scan in the upper right corner of the page.

## Scan your website

Once you have tested your pages, you can proceed to [scan your website](#). Note that you should uncheck the **Crawl** option before clicking the **Start** button for intranet websites. If you leave the box checked, it will fail the crawl and then proceed to run the scan.

### Scan Google Sites Intranet Content

Body

You can use Pope Tech to perform an automated accessibility check on published Google Sites pages that require UMN Shibboleth authentication in order to view them. For Drupal sites, see [Pope Tech: Scan Drupal Intranet Content](#). For other types of websites or applications, see [Pope Tech: Scan Websites or Applications Behind Authentication](#).

**Note:** Only data classified as **public** per the [University data security classification policy](#) may be scanned with Pope Tech.

## Add a Functional account to your website

1. If you already have access to a [UMN functional account](#) that has a Google account, you can use that account and can skip to step 3.
2. Request a [functional account](#) to use for Pope Tech testing with your website(s).
  - On the request form, select the following:
    - Which OIM environment should the account be created in?
      - PRODUCTION (Account will be created in OIM PROD environment)
    - What access should be provisioned for this Functional Account?
      - Google
      - Ldap (Lightweight Directory Access Protocol)
  - Once your account is created, use an incognito/private browsing window to sign in to a Google product (i.e. gmail.com) with this account.

- When prompted, accept the Terms and Conditions to activate the Google account
3. Confirm that the functional account can view your website
    - If your published website is restricted to specific people, [share your website](#) with the functional account you will use for testing.
    - If your published website is viewable to anyone in your UMN Campus Google domain, you do not need to explicitly share your site with the account you will use for testing (as long as your testing account belongs to the same campus).

## Setup authentication for your site within Pope Tech

**Note:** [Add your website to Pope Tech](#) first if you have not done so, and then return to complete the steps below.

### Edit Website Settings

1. In your **Website Settings**, make sure the **Base URL** field is set to the url that will prefix each path on your website - i.e. <https://sites.google.com/umn.edu/mysite> or <https://mysite.umn.edu> for a website with a vanity URL. Pope Tech may have automatically updated this field after you saved it to something beginning with <https://accounts.google.com/> - this will not work.
  1. Check the **Ignore redirect?** checkbox underneath the **Base URL** to prevent Pope Tech from updating the URL
2. Expand the **Authentication Options** accordion in the right-hand column.
3. Check the checkbox for **Use Website Authentication?**
4. Leave the **Authentication Type** dropdown set to **Cookie**
5. In the **Login URL** field, enter the same URL listed in the **Base URL** field
6. Check the checkbox for **Use Advanced Authentication?** New fields to set up **step 1** under a new **Advanced Steps** heading will appear.

### Configure Advanced Authentication Step 1

7. Leave the dropdown field for **Step Action** set to **Type into input**
8. Enter **#identifierId** in the **Element Selector (example: #myId)** field

9. In the **Input text** field, enter the full email address for the functional account you will use for your testing - i.e. mytest@umn.edu
10. Do *not* check the checkbox for **Is field a password?**

## Add and Configure Step 2

11. Click the **Add Step** button. New fields for step 2 will appear.
12. Select **Click** in the **Step Action** dropdown
13. Enter **#identifierNext** in the **Element Selector (example: #myId)** field

## Add and Configure Step 3

14. Click the **Add Step** button. New fields for step 3 will appear.
15. Leave the dropdown field for **Step Action** set to **Type into input**
16. In the **Element Selector (example: #myId)** field, enter **#username**
17. Do *not* check the checkbox for **Is field a password?**
18. In the **Input text** field, enter the internet ID of the functional account that you will be using for testing your website with Pope Tech. Do *not* include @umn.edu

## Add and Configure Step 4

19. Click the **Add Step** button. New fields for step 4 will appear.
20. Leave the dropdown field for **Step Action** set to **Type into input**
21. In the **Element Selector (example: #myId)** field, enter **#password**
22. Check the checkbox for **Is field a password?**
23. In the password field, enter the UMN account password for the functional account corresponding to the username entered above. The password will appear as dots representing each character and there is no confirmation field, so ensure that you enter the password correctly.

## Add and Configure Step 5

24. Click the **Add Step** button. New fields for step 5 will appear.
25. Select **Click** in the **Step Action** dropdown
26. Enter **.idp3\_form-submit** in the **Element Selector (example: #myId)** field

## Add and Configure Step 6

27. Click the **Add Step** button. New fields for step 6 will appear.
28. Select **Wait for time** in the **Step Action** dropdown
29. Enter **3** in the **Wait time** field

## Complete Setup

30. In the **Success Identifier Selector (example: #myId)** field, enter **#yDmH0d**
31. You will need to check the checkbox acknowledging that you "understand that scanning behind a login isn't intended to be used to scan any sensitive, private, or confidential data that shouldn't be stored on Pope Tech servers" and that you "understand, have read, and agree to the [Pope Tech terms of use](#)" before you can proceed.
32. Click the **✓ Save** button. The **Edit Website Settings** window closes automatically.

## Test Authentication

33. Click **Edit Website Settings** to re-open the settings window.
34. Expand the **Authentication Options** accordion in the right-hand column.
35. Scroll to the bottom and click the button to **Test Authentication** to ensure that you have entered everything correctly.

## Add your intranet pages

Pope Tech can *scan* pages behind authentication, but it cannot find those pages by crawling your site. You will either need to manually add the paths that require authentication through the Pope Tech user interface, or you can upload a CSV file containing those paths. See the vendor's [Add Pages article](#) for instructions.

## Scan your website

Once you have tested your pages, you can proceed to [scan your website](#). Note that you should uncheck the **Crawl** option before clicking the **Start** button for intranet websites. If you leave the box checked, it will fail the crawl and then proceed to run the scan.

## Scan Websites or Applications Behind Authentication

You may be able to use Pope Tech to scan websites or web applications that are behind authentication. This article is for websites or applications that are not built with Drupal or Google Sites.

Pope Tech: Scan Websites or Applications Behind Authentication

<https://it.umn.edu/services-technologies/how-tos/pope-tech-scan-websites-or-app...>

## Accessing the Results of the Website Scan

### View Your Dashboard

Body

After you have crawled and scanned your website, you are ready to [view your dashboard](#) with the results of the scan. In the linked article you will learn how to:

- View the result types of a scan
- Drill into the data by result type
- Drill into the data by page

Watch [Drilling into results by result type \(3:56\)](#) for a video presentation of this information.

### Create and Email Reports

Body

Reports are a great way to share accessibility data with your organization without using the dashboard reports. See [Create and Email Reports](#) to learn how to create and email reports for past scans.

You can also view [Create and email reports \(video\)](#) to see this content in a video format.

### Filter Your Accessibility Results by Content Region and Template Region

Body

After you have [setup regions and templates](#) and re-scanned your website, you can [filter accessibility results by content and template regions](#). This allows users with different roles on your website to focus on the results for the elements of the website that they can control:

- Contributors and content editors can focus on results for the Content Region
- Developers and site owners can focus on results for the Template Region

Template Regions contain elements that are repeated on multiple pages (such as headers, footers, etc) and often cannot be modified by contributors. Content Regions contain the elements that are different on each page (often the body of the page).

If you are not seeing what you expect when you filter your results, proceed to [troubleshoot scan results for regions on your site](#).

## **Perform Manual Accessibility Testing**

### **Manually Conduct an Accessibility Test**

Body

Pope Tech can crawl and scan your site for accessibility errors, but automated testing does not find all accessibility issues on a site. Conducting regular manual accessibility tests for your website is a best practice. Manual testing helps you find and fix issues that automatic scans can miss.

The Pope Tech Blog has a [beginner's guide to manual accessibility testing](#). The University has an [Accessibility Testing](#) Canvas course that guides you through manual accessibility testing protocols.

### **Schedule and Track Manual Accessibility Tests**

Body

After you have [conducted a manual accessibility test](#) on your website, you can [track those manual tests](#) to help keep a record of manual tests for your site. You can also schedule manual tests for your website on various intervals so that you can see when it is time to conduct another test.

## Fixing Accessibility Errors

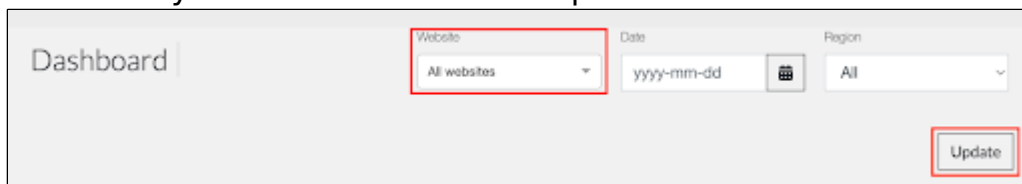
### Display the Locations of the Accessibility Errors

Body

Once your site has been [crawled and scanned by Pope Tech](#), locate specific common errors to address. Fixing these accessibility issues will make your site less confusing and more friendly to navigate for your visitors.

## Displaying the Locations of the Accessibility Errors

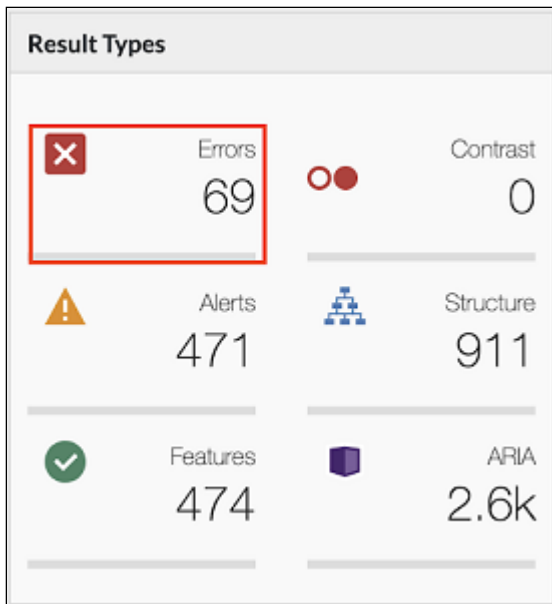
1. [Log in to Pope Tech](#).
  - If you have not used Pope Tech on your UMN site before, refer to [Pope Tech: Log in and Get Started](#).
2. From your [Dashboard](#), use the Website dropdown filter to select the desired website if you have access to multiple sites.



The screenshot shows a dashboard interface with the following elements:

- A "Dashboard" label on the left.
- A "Website" dropdown menu with "All websites" selected, highlighted with a red box.
- A "Date" field with the placeholder "yyyy-mm-dd" and a calendar icon.
- A "Region" dropdown menu with "All" selected.
- An "Update" button in the bottom right corner, also highlighted with a red box.

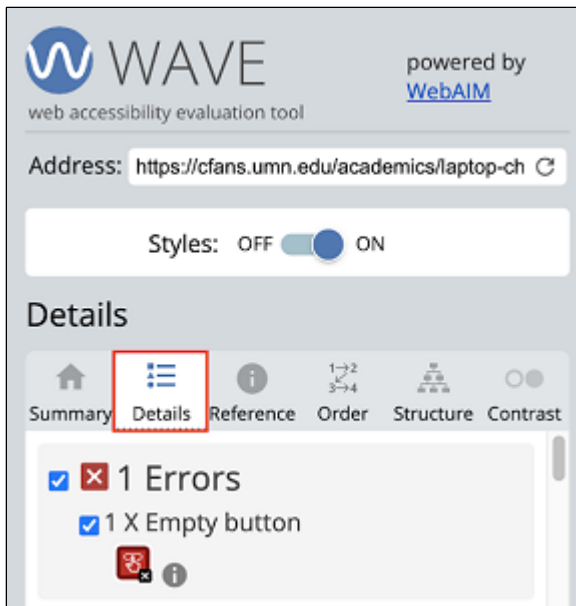
3. Select **Errors** to view the types of errors found on your site.



- Review your **Results** list to check if your site has the common error you want to resolve.

Info	Name	Count	Websites	Details
	Empty link	39,970	91	<a href="#">»»</a>
	Missing alternative text	22,587	78	<a href="#">»»</a>
	Broken ARIA menu	21,307	3	<a href="#">»»</a>
	Empty heading	13,587	106	<a href="#">»»</a>

- Note: If your site does not have any errors, you may stop here. If it does, proceed to step 5.
- Select the arrows button on the right under the **Details** column, then select the arrow button under **Details** again on the next screen.
  - Select the button in the **WAVE** (Web Accessibility Evaluation tool) column on the right for the page you want to inspect.
    - Note: For Google Sites, **WAVE** button does not work. Use the **Inspect** button instead. The buttons give the same information.
  - Select the **Details** tab in the left-hand sidebar and scroll to find the error you are working on.



8. Select the error icon for the error of your choice and the location(s) of the error will be revealed on the page to the right.
  - If nothing happens when you select the error icon under **Details**, the issue is located inside of an accordion or tab. You will need to expand your accordions or click through your tabs until you find the location of the error. Once you have expanded all accordions, selecting the icon again will reveal the location.

## Additional Information

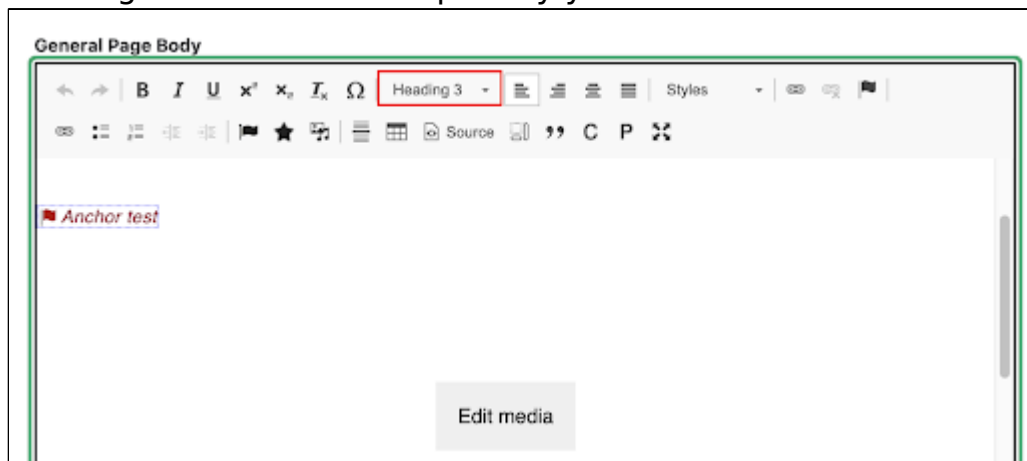
- You can dismiss an error so it won't flag that error on that site in the future.
  - Pope Tech keeps track of dismissed errors. So you can bring them back if you want that error flagged on the site again.
  - Group Managers of a site can "bulk dismiss" errors.

### Fix Empty Heading Errors

#### Body

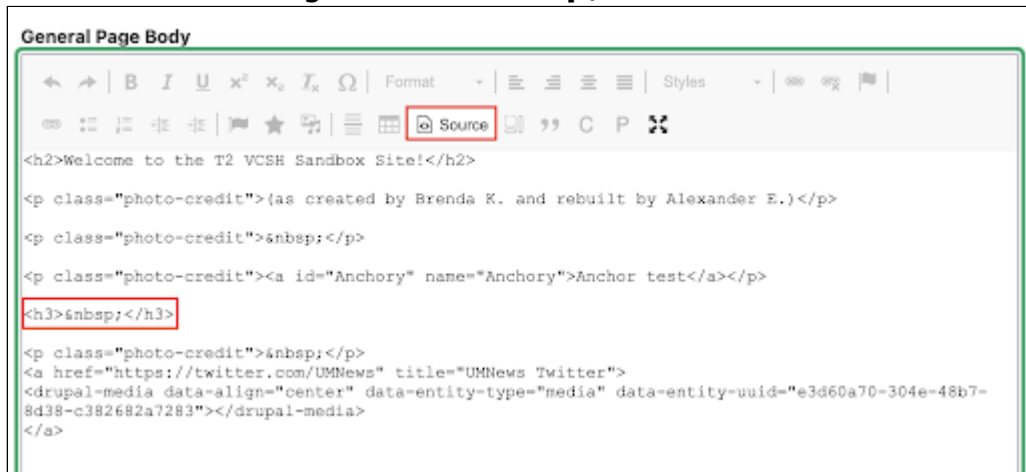
Use Pope Tech on your **OIT-hosted Drupal website** to find empty spaces labeled with heading tags. Some users, especially keyboard and screen reader users, often navigate by heading elements. An empty heading will present no information and may cause confusion. You can read more about the importance of the proper use of headings for digital accessibility on the [AccessibleU website](#).

1. [Display the locations of the accessibility errors](#) on your site.
2. In a separate browser tab, log into your website and navigate to the page that has the error you want to correct.
3. Depending on the type of field where the empty heading is located, you will either need to select **Edit** or **Layout** in order to fix the issue.
  - Content fields must be edited via the **Edit** button.
  - Custom blocks that were added via Layout Builder must be edited from the **Layout** tab.
    - a. Mouse over the appropriate block.
    - b. Select the **pencil** button that appears in the upper-right corner of the block.
    - c. Select **Configure** to edit the block.
  - If you are not sure how this content was added, check **Edit** first to see if you can find the content there.
4. Find the precise location of the empty header and remove it via one of two methods:
  - a. Option A - using no source code.
    - i. Move your cursor in the text field while looking for the empty space where the paragraph dropdown in the WYSIWYG toolbar switches to a heading format when occupied by your cursor.



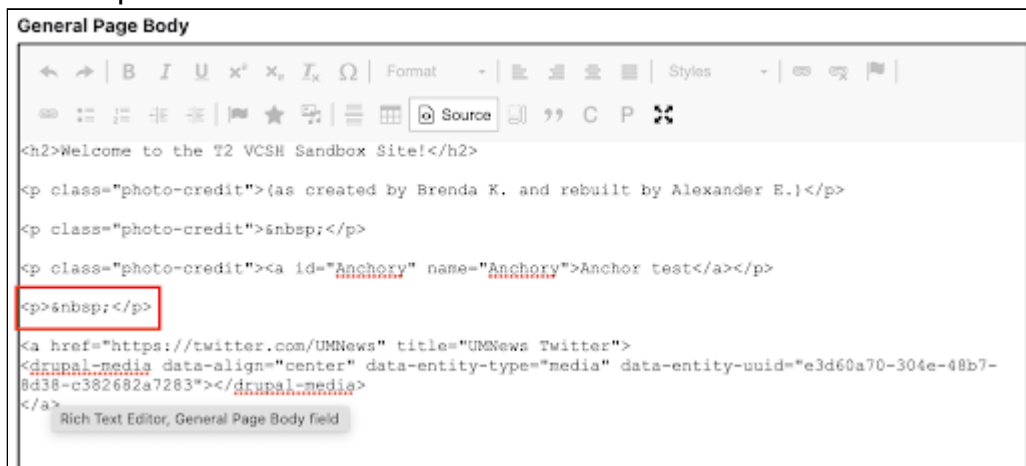
- ii. Use the dropdown to change the paragraph format to **Normal** or delete the space entirely if it's unneeded.
  - b. Option B - using source code.
    - i. Select the **Source** button to switch to source code mode.

ii. Find the header tags around **&nbsp;**;



```
General Page Body
<h2>Welcome to the T2 VCSH Sandbox Site!</h2>
<p class="photo-credit">{as created by Brenda K. and rebuilt by Alexander E.}</p>
<p class="photo-credit">&nbsp;</p>
<p class="photo-credit"><a id="Anchory" name="Anchory">Anchor test</a></p>
<h3>&nbsp;</h3>
<p class="photo-credit">&nbsp;</p>
<a href="https://twitter.com/UMNews" title="UMNews Twitter">
<drupal-media data-align="center" data-entity-type="media" data-entity-uid="e3d60a70-304e-48b7-8d38-c382682a7283"></drupal-media>
</a>
```

iii. Change the header tags to paragraph tags or delete that line entirely if the space is not needed.



```
General Page Body
<h2>Welcome to the T2 VCSH Sandbox Site!</h2>
<p class="photo-credit">{as created by Brenda K. and rebuilt by Alexander E.}</p>
<p class="photo-credit">&nbsp;</p>
<p class="photo-credit"><a id="Anchory" name="Anchory">Anchor test</a></p>
<p>&nbsp;</p>
<a href="https://twitter.com/UMNews" title="UMNews Twitter">
<drupal-media data-align="center" data-entity-type="media" data-entity-uid="e3d60a70-304e-48b7-8d38-c382682a7283"></drupal-media>
</a>
```

5. Save your changes. *The next time your site is crawled and subsequently scanned by Pope Tech, this empty heading error will no longer appear in your scan results.*

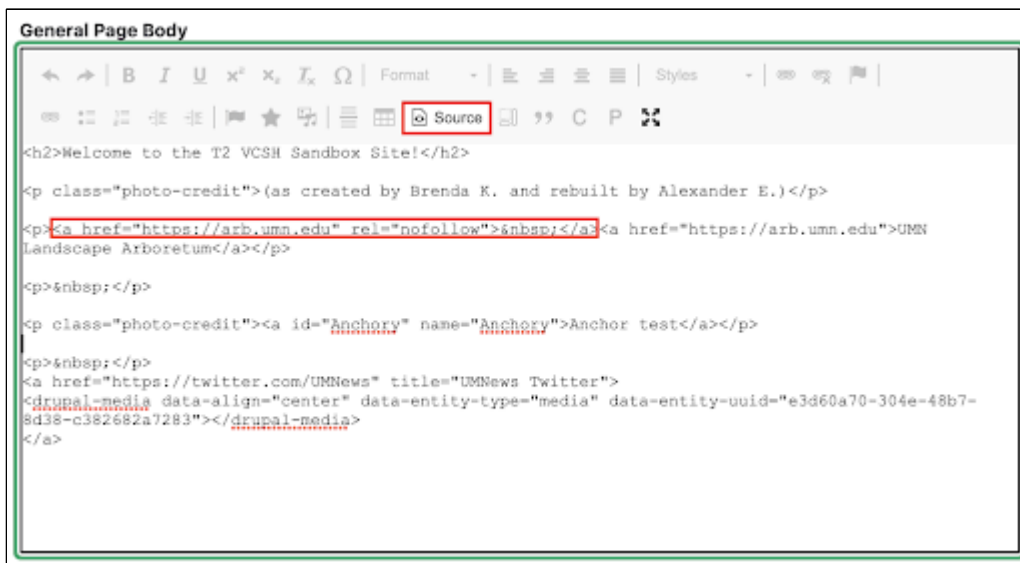
## Fix Empty Link Errors

### Body

Use Pope Tech on your **OIT-hosted Drupal website** to find links that don't have any text. If a link contains no text, the function or purpose of the link will not be presented to the user. This can introduce confusion for keyboard and screen reader users. For more information on creating accessible links, refer to the [guide on the AccessibleU website](#).

1. [Display the locations of the accessibility errors](#) on your site.

2. In a separate browser tab, log into your website and navigate to the page that has the error you want to correct.
3. Depending on the location of the link and how that content was added to the page, you will either need to select **Edit** or **Layout** in order to fix the issue.
  - Content fields must be edited via the **Edit** button.
  - Custom blocks that were added via Layout Builder must be edited from the **Layout** tab.
    - a. Mouse over the appropriate block.
    - b. Select the **pencil** button that appears in the upper-right corner of the block.
    - c. Select **Configure** to edit the block.
  - If you are not sure how this content was added, check **Edit** first to see if you can find the content there.
4. Empty links often take the form of an extra link tag in front of a link. In that case you will need to edit the source code to delete the extra link tag. Select the **Source** button in the WYSIWYG toolbar to view the source code.



5. Locate and remove the extra link tag.
  - Before example:
    - `<p><a href="https://arb.umn.edu" rel="nofollow">&nbsp;</a><a href="https://arb.umn.edu">UMN Landscape Arboretum</a></p>`
  - After example:
    - `<p><a href="https://arb.umn.edu">UMN Landscape Arboretum</a></p>`
6. Save your changes. *The next time your site is crawled and subsequently scanned by Pope Tech, this particular Empty link error will no longer appear in your scan results.*

## Fix Missing Alternative Text Errors

### Body

Use Pope Tech on your **OIT-hosted Drupal website** to find images that are missing alternative text. If you don't include alternative text with an image, a visually impaired person who disables image loading or encounters a broken image won't know what the image is meant to convey. Alternative text should accurately and succinctly describe the content and function of the image. For more information on writing alternative text, refer to the [guide on the AccessibleU website](#).

1. [Display the locations of the accessibility errors](#) on your site.
2. In a separate browser tab, log into your website and navigate to the page that has the error you want to correct.
3. Depending on how the image was added to the page, you will either need to select **Edit** or **Layout** in order to fix the issue.
  - Content fields must be edited via the **Edit** button.
  - Custom blocks that were added via Layout Builder must be edited from the **Layout** tab.
    - a. Mouse over the appropriate block.
    - b. Select the **pencil** button that appears in the upper-right corner of the block.
    - c. Select **Configure** to edit the block.
  - If you are not sure how this content was added, check **Edit** first to see if you can find the content there.
  - Note: If your image was added using the **Add Media** button in the WYSIWYG toolbar, an **Edit Media** button will appear above the image when editing the text field. Select this button to reveal the alternative text field.



4. Once you find the image, enter appropriate alternative text and save your changes. *The next time your site is crawled and subsequently scanned by Pope Tech, this particular Missing alternative text error will no longer appear in your scan results.*

## Troubleshoot Scan Results for Regions On Your Site

### Body

After running a scan and filtering the results by Template Region or Content Region, if the results of the scan are not adding up as expected then you can [troubleshoot the regions on your website](#).

In the linked article you will learn how to:

- Navigate to versions and pages not included in the results of the scan
- Use versions in Pope Tech for troubleshooting
- View pages in each version
- Use pages not included to troubleshoot

## Get Help with Accessibility Questions

### Accessibility Resources

Office for Digital Accessibility

<https://accessibility.umn.edu/>

Accessibility Ambassadors

<https://atlas.umn.edu/it-umn/accessibility-ambassadors>

Accessibility of Digital Content and Information Technology

<https://policy.umn.edu/it/digitalaccess>

## **Website Accessibility Training Courses**

Digital Accessibility: Foundations

<https://training.umn.edu/courses/15281>

Digital Accessibility: Web Content

<https://training.umn.edu/courses/16302>