

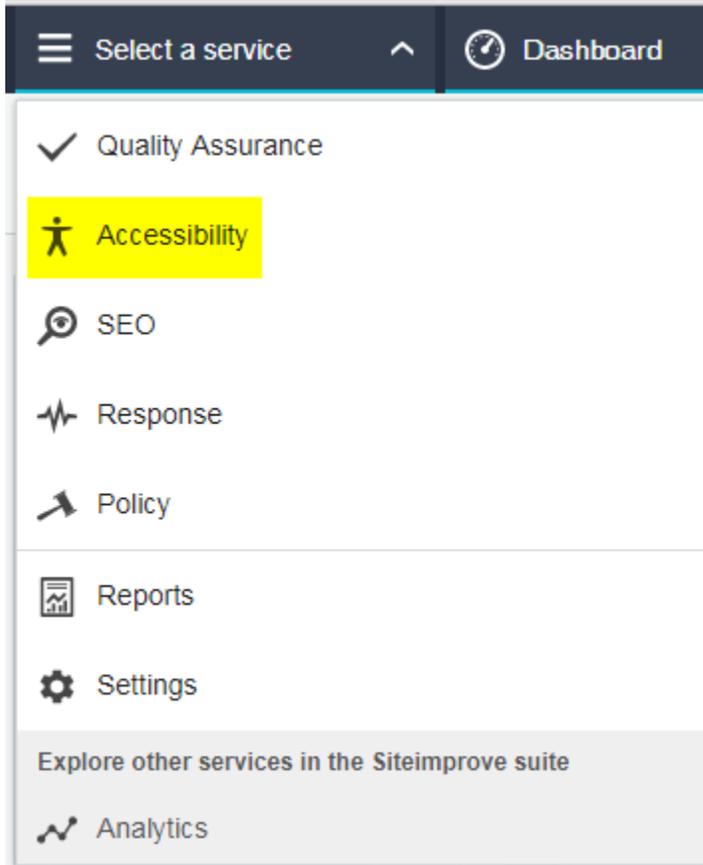
Using SiteImprove

1. [Log into SiteImprove](https://my2.siteimprove.com/). The URL is <https://my2.siteimprove.com/>.
2. Scroll then highlight where your website is located. For example, P-12 Education

The screenshot shows the SiteImprove dashboard interface. At the top, there is a navigation bar with a 'Select a service' dropdown and a 'Dashboard' button. Below this, a search bar indicates 'No site selected'. The main content area is a grid of website cards, each with a thumbnail image, a title, and a page count. The 'P-12 Education' card is circled in red.

Website Name	Page Count
ACCES NY	716 Pages
Board of Regents	1,803 Pages
CFO/PIMS/OMS	508 Pages
CN	1,386 Pages
EngageNY	19,536 Pages
Higher Ed - OHE	738 Pages
National CCRS	2,835 Pages
NYS Archives	895 Pages
NYS Museum	20,412 Pages
NYSED Main Site	564 Pages
P-12 Education	5,022 Pages
PD - IHRS	21 Pages

3. Under Select a service, select Accessibility



4. In the left-hand frame, click to select PDFs

The screenshot shows the Accessibility Dashboard interface. At the top, there is a dark navigation bar with 'Accessibility' and 'Dashboard' labels. Below this, a header section displays 'P-12 Education' with the URL 'http://www.p12.nysed.gov/' and a dropdown menu, alongside 'No group selected' with another dropdown. The main content area is split into a left sidebar and a right main panel. The sidebar, titled 'Accessibility Overview', contains a search bar and a list of menu items: 'Summary', 'My Sites', 'Groups', 'Accessibility Policies', 'Single Page Check', 'Issues', 'Guidelines', 'Pages', 'PDFs' (highlighted in yellow), 'Validation', 'All Decisions', and 'Chrome extension'. The main panel features a large circular gauge showing 'A issues' with a value of '59' and a change of '±0'. To the right of the gauge are three smaller circular icons: a red exclamation mark labeled '47', a yellow triangle labeled '3 warn', and a blue eye labeled '9 needs rev'. Below the gauge is a legend with a red circle for 'Level A' and a purple circle for 'Level B'. The bottom section of the main panel is titled 'Issues' and includes a 'Priority Issues' link.

5. You will now see all the PDF files contained in the P-12 websites

6. To see the PDF files, for your area:

- In the URL text box, type in a slash and then the name of your subweb. For example, /irs. Press Enter.

P-12 Education
http://www.p12.nysed.gov/

No group selected

PDFs with Accessibility issues

Inaccessible PDFs can greatly affect the user experience of visitors using a user agent such as a screen reader to interpret the document.

URL /specialed

	Document title	URL	Last modified	Machine-readable text	Tagged	Issues	Pages
	Unknown	http://www.p12.nysed.gov/assessment/hsgen/111/plm.pdf	11/18/2010	✓	✓	7	2
	Unknown	http://www.p12.nysed.gov/assessment/math/re/interalg-memo07.pdf	9/10/2007	✓	✓	7	1
	Unknown	http://www.p12.nysed.gov/assessment/reports/2012/physics-fr12.pdf	5/28/2013	✓	✓	7	1

- You will now see a list of all PDF files, with accessibility issues, in the Special Ed website. Next to URL, you can click the down arrow to show the PDF files in a reasonable descending order.

P-12 Education
http://www.p12.nysed.gov/

No group selected

PDFs with Accessibility issues

Inaccessible PDFs can greatly affect the user experience of visitors using a user agent such as a screen reader to interpret the document.

Text content Tags URL /specialed

Search for URL /specialed

	Document title	URL	Last modified	Machine-readable text	Tagged	Issues	Pages
	IDEA Part B State Performance Plan 2005-2010	http://www.p12.nysed.gov/specialed/spp/2010/final110.pdf	6/29/2017	✓	✓	5	2
	Part B State Performance Plan (SPP) for 2005-2012 New York State Revis...	http://www.p12.nysed.gov/specialed/spp/2012/final212.pdf	6/29/2017	✓	✓	5	2
	Unknown	http://www.p12.nysed.gov/specialed/finance/2016-17-idea-grant-application-documents...	4/27/2015	✓	✗	5	1

- We need to ensure that the PDF files meet the bronze level. Each file needs to be tagged, have a Title and have a language definition. This file is missing all 3 of those items. You can click to view the file issues by clicking the plus sign next to the Issues number.

<input type="checkbox"/>		Document title URL	Title URL Both	Last modified	Machine-readable text	Tagged	Issues	Pages
<input type="checkbox"/>		New York State School for the Deaf Questions and Answers from the Reso... http://www.p12.nysed.gov/specialed/aim/RCVI-largeprint-QA.pdf		6/22/2017	✓	✓	2	1
<input type="checkbox"/>		New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/specialed/applications/2012-onepercentapp.pdf		6/22/2017	✓	✓	3	2
<input type="checkbox"/>		New York State School for the Deaf Application Procedures for Summer 20... http://www.p12.nysed.gov/specialed/applications/2012ESY-memo.pdf		6/22/2017	✓	✓	1	1
<input type="checkbox"/>		New York State School for the Deaf Media Materials Produced by America... http://www.p12.nysed.gov/specialed/applications/2013-APH-fieldmemo.pdf		6/22/2017	✓	✓	5	1
<input type="checkbox"/>		New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/specialed/applications/2013-onepercent-cover.pdf		6/22/2017	✓	✓	2	1
<input type="checkbox"/>		New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/specialed/applications/2013-onepercentapp.pdf		6/22/2017	✓	✓	4	2
<input type="checkbox"/>		New York State School for the Deaf Application Procedures for Extended S... http://www.p12.nysed.gov/specialed/applications/2013ESY-memo.pdf		6/22/2017	✓	✓	2	1
<input type="checkbox"/>		New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/specialed/applications/2014-15-application-exception-to-one-...		6/22/2017	✓	✓	2	1
<input type="checkbox"/>		New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/specialed/applications/2014-OnePercent-app.pdf		6/22/2017	✓	✓	1	2
<input type="checkbox"/>		New York State School for the Deaf Application for Exception to the One P... http://www.p12.nysed.gov/specialed/applications/2014-OnePercentCap-cover.pdf		6/22/2017	✓	✓	1	1
<input type="checkbox"/>		New York State School for the Deaf Annual Registration for Procurement o... http://www.p12.nysed.gov/specialed/applications/APH-Registration-January-2015.pdf		6/22/2017	✓	✓	4	1
<input type="checkbox"/>		2016-17 Application for Exception to the One Percent Cap on Proficient or ... http://www.p12.nysed.gov/specialed/applications/documents/2016-2017-application-for-...		1/19/2017	✓	✓	2	1
<input type="checkbox"/>		Unknown ⓘ http://www.p12.nysed.gov/specialed/applications/documents/CoverMemo-OnePercentC...		12/30/2015	✗	✗	3	1

export

Issue	Number of issues
The document is not tagged	Entire document
The document is missing a language definition	Entire document
The document has no title	Entire document

Showing all 3 items Show 50 items per page

- If a file is listed with Unknown as the Title, then that means that the file is missing the Title. This file is tagged. However, it is missing a Title.

	Unknown http://www.p12.nysed.gov/speciald/applications/documents/October19State-operated...	11/5/2015				4	1
export							
Issue							Number of issues
	The document is missing a language definition						Entire document
	The document has no title						Entire document
	The document contains no headings						Entire document
	The image has no alternative presentation						1
Showing all 4 items							Show <input type="text" value="50 items"/> per page

- Once you have fixed a PDF file, and the revised file is on the server, then you can clear your browser cache. Then you can Re-check the file by clicking the Re-check icon.

	Unknown http://www.p12.nysed.gov/speciald/applications/ESY/ESY-2015/2015-esy-memo.pdf	2/24/2015				2	1
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