

1. Campus

How to Complete and Submit this Report Form

The instructions provided here are intended to assist campuses with navigating the web-based report interface. Instructions for compiling the report content are available at the public-facing [ATI Moodle site](#).

We suggest printing out the status level table, available in the [ATI Annual Report AY 10/11 Instructions](#) document on the ATI Moodle site, to use as a reference as you fill out the report.

Submission Due Date = November 15, 2011

About the Online Report Form

You must have JavaScript enabled.

The application displays much better in Firefox or Chrome than in Internet Explorer (IE).

Data Entry

You can copy and paste from Word documents into the report form.

Next button – Saves any data you have entered on a page and moves you to the next page. Note: To save information you've entered when you can't or don't want to move forward (use Next), use Back (see below).

Back button – Saves data you've entered on a page even if all required fields have not been completed. Note: If you get an "incomplete information" error message that prevents you from using Back, enter dummy information into the required fields and then click Back. The dummy information can be corrected later.

Warning: Exiting a page without clicking either Next or Back will cause you to lose any data you've entered on that page.

Submit button – Cannot be used until the "This report has been approved by:" box has been completed. Once submitted, the report can no longer be accessed.

F5 – Using "F5" to refresh a page takes you back to the first (Campus Name) page.

Multiple Users

The report URL must be forwarded to anyone who needs to enter data into this report form.

More than one person can use the report URL, but not at the same time.

Clicking on the URL takes you to the last page on which any previous user entered and saved data.

Known Accessibility Issues and Workarounds

Dropdown boxes do NOT have descriptive titles. Table headings suffice to describe dropdown boxes and text fields in the table.

For all tables, JAWS does not detect or read the column headers for the pull-down fields in the first row. Those in subsequent rows are detected and read correctly, as are the Comments fields in all rows. JAWS users should use the Read Cell function (Ctrl+Alt+Number5).

Tables do NOT have descriptive summaries.

All tables report having twice as many columns as are visually present. For example, JAWS indicates that the Success Indicators table has 12 (not 6) columns.

The column and row headers that together provide the text description for all embedded text fields are unreadable by JAWS unless users use the Read Cell function (Ctrl+Alt+Number5).

Using F5 to refresh a page takes users back to the first (Campus Name) page, but JAWS continues to read the page users were on before they refreshed unless they use the Refresh Virtual Cursor function (Insert+Esc).

Tab order does not mirror visual presentation but the order is logical (e.g., Back follows Next in the tab order though it precedes it visually).

Assistance

If you have any questions or concerns regarding this report please contact:

ATI via email at ati@calstate.edu.

Cheryl Pruitt at 562-951-4384 for Web or Procurement reports or this online reporting process.

Mark Turner at 562-951-4353 for Instructional Materials or Procurement reports.

1. Campus Name - Required

Chico

2. 1.0 Web Accessibility Evaluation Process

1.0 Web Accessibility Evaluation Process

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

2. Goal 1.0: Identify and repair or replace inaccessible websites, web applications, and digital content.

Goal Status - Required

Managed

Key Accomplishments 10/11 (Please list 3 to 5)

Accomplishment 1 : Completed implementation of campus WCMS and import of sites into accessible templates within WCMS. The WCMS enforces a degree of accessibility based on internal rules.

Accomplishment 2 : Completed re- design of existing sites into new more accessible templates.

Accomplishment 3 : Continued to identify old/unused web sites and site content that was not accessible and removed or archived them.

Accomplishment 4 : Used student assistants to address and correct some of the simpler accessibility issues on sites that are in the campus WCMS.

Key Plans 11/12 (Please list 3 to 5)

Plan 1 : Work on procedures for manual evaluations of web applications.

Plan 2 : Continue to identify old/unused web sites that are not accessible and remove or archive.

Comments

3. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
1.1 Assigned responsibility for the evaluation process to a body (person(s) or business entity).	Managed	2007	Yes	No	
1.2 Inventoried all campus administrative websites.	Optimizing	2007	No	No	
1.3 Inventoried all administrative websites developed by contract vendors.	Managed	2007	No	No	
1.4 Established a process to perform regularly scheduled accessibility audits using established criteria to identify websites that need remediation.	Managed	2007	No	No	
1.5 Conducted automated accessibility evaluations on websites and web applications.	Optimizing	2007	No	No	
1.6 Conducted manual accessibility evaluations on websites	Defined	2008	No	Yes	

and web applications.	Defined	2008	No	Yes	
1.7 Established a procedure to distribute evaluation results to campus members and vendors responsible for website and maintenance.	Managed	2007	No	No	
1.8 Established a follow-up procedure that tracks remediation or replacement of documented compliance issues.	Managed	2007	No	No	
1.9 Established a procedure to ensure that campus members involved in maintaining websites and web applications, are familiar with the web accessibility evaluation process.	Established	2007	No	Yes	
1.10 Established a procedure to ensure that campus members involved in maintaining websites, web application know who to contact for compliance assistance.	Optimizing	2008	No	Yes	
1.11 Conducted manual accessibility evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF).	Initiated	2009	No	No	
1.12 Conducted manual evaluations on digital content – videos.	Initiated	2008	No	No	
1.13 Conducted manual evaluations on digital content – audios.	Initiated	2008	No	No	
1.14 Established a procedure to distribute evaluation results to campus members and vendors responsible for digital content maintenance.	Initiated	2007	No	No	
1.15 Established a procedure to ensure that campus members involved in maintaining digital content are familiar with the web accessibility evaluation process.	Established	2007	No	No	
1.16 Established a procedure to ensure that campus members involved in maintaining digital content know who to contact for compliance assistance.	Established	2007	No	No	
1.17 Documentation of the web accessibility evaluation process is archived and can be produced for inspection.	Established	2007	No	No	

4. Area(s) of Requested Collaboration for Web Accessibility Evaluation Process

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	1.6	Yes	No	Leverage tools and processes that other campuses have developed for manual evaluation/remediation.
2	Leverage tools and processes that other campuses have developed for manual evaluation/remediation.	Yes	No	
3	No	Yes	No	
4	No	No	No	
5	No	No	No	
6	No	No	No	

3. 2.0 New Website/Web Application and Digital Content Design and Development Process

2.0 New Website/Web Application and Digital Content Design and Development Process

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

26. Goal 2.0: New website/web application and digital content development complies with all Section 508 accessibility guidelines.

Goal Status - Required

Established

Key Accomplishments 10/11 (Please list 3 to 5)

Accomplishment 1 : Continued implementation of new sites using standard, accessible web site templates within the campus Web Content Management System (WCMS).

Accomplishment 2 : Reviewed all new sites in WCMS for Section 508 compliance

Key Plans 11/12 (Please list 3 to 5)

Plan 1 : Continue to review all new sites for Section 508 accessibility.

Plan 2 : Begin a process for standardizing the incorporation of accessibility into campus web applications.

Comments

27. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
2.1 Established a process to ensure that new websites and web applications are developed with "designed in" accessibility included.	Established	2007	No	Yes	Most websites now have "designed in" accessibility via the WCMS. Web applications that are procured are reviewed for accessibility via VPAT process. Web applications that are developed locally are not necessarily reviewed for accessibility.
2.2 Established a procedure to ensure that accessible coding techniques are used to develop new websites and web applications.	Established	2008	No	Yes	See comments for 2.1
2.3 Established a procedure to ensure that campus members involved in the design and development processes are aware of Section 508 guidelines.	Established	2007	No	Yes	Web designers are mostly on board with accessible design; web application developers are much less aware.
2.4 Established a procedure to ensure that campus members involved in website design and development know who to contact for compliance assistance.	Managed	2008	No	No	
2.5 Developed digital content: documents (word processor produced, excel, PowerPoint, PDF) in accordance with Section 508 accessibility guidelines.	Initiated	2007	No	No	

2.6 Developed digital content: videos in accordance with Section 508 accessibility guidelines.	Initiated	2007	No	No	
2.7 Developed digital content: audios in accordance with Section 508 accessibility guidelines.	Initiated	2007	No	No	
2.8 Established a procedure to ensure that campus members involved in digital content development know who to contact for compliance assistance.	Established	2008	No	No	

28. Area(s) of Requested Collaboration for New Website/Web Application and Digital Content Design and Development Process

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	2.1	Yes	No	Leverage tools and processes developed at other campuses to address designed in accessibility for web apps.
2	2.2	Yes	No	Leverage tools and processes developed at other campuses on accessible coding techniques.
3	2.3	Yes	No	Leverage tools and processes developed at other campuses to create awareness and buy in among designers and developers.
4	Leverage tools and processes developed at other campuses to create awareness and buy in among designers and developers.	Leverage tools and processes developed at other campuses to create awareness and buy in among designers and developers.	Leverage tools and processes developed at other campuses to create awareness and buy in among designers and developers.	
5	Leverage tools and processes developed at other campuses to create awareness and buy in among designers and developers.	Leverage tools and processes developed at other campuses to create awareness and buy in among designers and developers.	Leverage tools and processes developed at other campuses to create awareness and buy in among designers and developers.	
6	Leverage tools and processes developed at other campuses to create awareness and buy in among designers and developers.	Leverage tools and processes developed at other campuses to create awareness and buy in among designers and developers.	Leverage tools and processes developed at other campuses to create awareness and buy in among designers and developers.	

4. 3.0 Ongoing Monitoring Process

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For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

29. Goal 3.0: Updating and maintenance of websites/web applications and digital content comply with Section 508 Accessibility Standards.

Goal Status - Required
Established

Key Accomplishments 10/11 (Please list 3 to 5)

Key Plans 11/12 (Please list 3 to 5)
Plan 1 : Begin developing processes for monitoring web applications.

Comments

30. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
3.1 Assigned responsibility for the ongoing monitoring process of websites and web applications to a body (person(s) or business entity).	Managed	2007	Yes	Yes	
3.2 Established a procedure to verify that any changes made to existing website and web applications comply with 508 accessibility guidelines.	Defined	2007	No	Yes	
3.3 Established a procedure to ensure that campus members involved in website and/or web application development are familiar with the monitoring process.	Established	2008	No	Yes	
3.4 Established a procedure to ensure that campus members that develop websites, web applications know who to contact for compliance assistance.	Established	2008	No	Yes	
3.5 Assigned responsibility for the ongoing monitoring process of digital content to a body (person(s) or business entity).	Established	2007	No	No	
3.6 Conducted Section 508 evaluations on digital content: documents (word processor produced, excel, PowerPoint, PDF) before the documents are published to the web.	Not Started	Not Started	No	No	
3.7 Conducted Section 508 evaluations on digital content: videos before the videos are published to the web.	Not Started	Not Started	No	No	
3.8 Conducted Section 508 evaluations on digital content: audios, before the audios are published to the web.	Not Started	Not Started	No	No	
3.9 Established a procedure to ensure that campus members involved in digital content development are familiar with the monitoring process.	Established	2008	No	No	
3.10 Established a procedure to ensure that campus members that develop digital content know who to contact for compliance assistance.	Established	2008	No	No	
3.11 Documentation of the web accessibility monitoring process is archived and can be produced for inspection.	Established	2007	No	No	

31. Area(s) of Requested Collaboration for Ongoing Monitoring Process

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	No	No	No	
2	No	No	No	
3	No	No	No	
4	No	No	No	
5	No	No	No	
6	No	No	No	

5. 4.0 Exemptions and Alternatives Process

4.0 Exemptions and Alternatives Process

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

32. Goal 4.0: Documented non-compliant websites, web applications and digital content must be delivered in an equally effective alternate format and granted an exemption.

Goal Status - Required

Established

Key Accomplishments 10/11 (Please list 3 to 5)

Key Plans 11/12 (Please list 3 to 5)

Plan 1 : Develop processes and prodedures for granting and monitoring exemptions for web applications.

Comments

33. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
4.1 Established a process for granting exemptions.	Established	2008	Yes	Yes	
4.2 Documented process for handling exemptions is part of the campus Web Accessibility Plan.	Established	2008	Yes	Yes	
4.3 Established a procedure to ensure that campus members responsible for website and web application are aware of the process for providing accessible alternate formats.	Initiated	2008	No	Yes	
4.4 Accessible alternate format is in place for all website and web applications exemptions.	Initiated	2009	Yes	Yes	Disabled users can request accessible content for sites with exemptions

4.5 Established a follow-up procedure to remediate non-compliant websites, and web applications.	Initiated	2008	No	Yes	
4.6 Established a procedure to ensure that campus members responsible for website, and web applications, know who to contact for compliance assistance.	Established	2008	No	Yes	
4.7 Documentation of the website, and web application, exemptions and alternative accommodations process is archived and can be produced for inspection.	Established	2008	Yes	Yes	
4.8 Accessible alternate format is in place for all digital content exemptions.	Initiated	2009	Yes	No	Disabled users can request accessible content for sites with exemptions
4.9 Established a procedure to ensure that campus members responsible for digital content are aware of the process for providing accessible alternate formats.	Not Started	Not Started	No	No	
4.10 Established a follow-up procedure to remediate non-compliant digital content.	Initiated	2008	No	No	
4.11 Established a procedure to ensure that campus members responsible for digital content know who to contact for compliance assistance.	Established	2008	No	No	
4.12 Documentation of the digital content exemptions and alternative accommodations process is archived and can be produced for inspection.	Established	2008	No	No	

34. Area(s) of Requested Collaboration for Exemptions and Alternatives Process

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	No	No	No	
2	No	No	No	
3	No	No	No	
4	No	No	No	
5	No	No	No	
6	No	No	No	

6. 5.0 Training Process

5.0 Training Process

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

35. Goal 5.0: Professional development training has incorporated Section 508 accessibility guidelines into website and web applications development and digital content preparation.

Goal Status - Required

Initiated

Key Accomplishments 10/11 (Please list 3 to 5)

Key Plans 11/12 (Please list 3 to 5)

Plan 1 : Continue incorporating accessibility awareness into WCMS training

Plan 2 : Begin the process of training web application developers to incorporate accessibility into their web application code.

Comments

36. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
5.1 Assigned responsibility for the training process of web development and web application development to a body (person(s) or business entity).	Defined	2008	No	Yes	
5.2 Assigned responsibility for the training process of digital content development to a body (person(s) or business entity).	Not Started	Not Started	No	No	
5.3 Established a web based repository for training materials that are available to members of the campus community.	Established	2007	No	Yes	
5.4 Established and deployed accessible web training program for web developers and designers.	Initiated	2008	No	Yes	
5.5 Established and deployed accessible web training program for web content contributors.	Initiated	2009	Yes	No	
5.6 Established and deployed accessible web training program for digital content: (word processor produced, excel, PowerPoint, PDF) publishers.	Not Started	Not Started	No	No	
5.7 Established and deployed accessible web training program for digital content: video publishers.	Not Started	Not Started	No	No	
5.8 Established and deployed accessible web training program for digital content: audio publishers.	Not Started	Not Started	No	No	
5.9 Training is offered on a regular schedule.	Defined	2009	No	No	
5.10 Established a procedure to ensure that campus members are aware of the training process and know who to contact for training assistance.	Established	2009	No	No	
5.11 Documentation of the training sessions and attendance is archived and can be produced for inspection.	Managed	2009	No	No	

37. Area(s) of Requested Collaboration for Training Process

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	5.4	Yes	No	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.
	Leverage tools and	Leverage tools and	Leverage tools and	

2	materials developed at other campuses on accessible web training for web developers and designers.	materials developed at other campuses on accessible web training for web developers and designers.	materials developed at other campuses on accessible web training for web developers and designers.	
3	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	
4	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	
5	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	
6	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	Leverage tools and materials developed at other campuses on accessible web training for web developers and designers.	

7. 6.0 Communication Process

6.0 Communication Process

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

38. Goal 6.0: In general the campus community is aware of Section 508 guidelines to make web based information available to everyone (students, staff, faculty and the general public) regardless of disability.

Goal Status - Required

Established

Key Accomplishments 10/11 (Please list 3 to 5)

Key Plans 11/12 (Please list 3 to 5)

Plan 1 : Begin process of communicating accessibility practices to web application developers.

Comments

39. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
6.1 Assigned responsibility for the communication process to a body (person(s) or business entity).	Managed	2008	No	No	
6.2 Established an ongoing general campus communication that promotes web accessibility	Defined	2007	No	Yes	

awareness.					
6.3 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new faculty.	Not Started	Not Started	No	No	
6.4 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for new staff.	Not Started	Not Started	No	No	
6.5 Established a procedure that incorporates electronic content Section 508 guidelines into the orientation process for students.	Not Started	Not Started	No	No	
6.6 Documentation of the communication process is archived and can be produced for inspection.	Established	2007	No	No	

40. Area(s) of Requested Collaboration for Communication Process

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	No	No	No	
2	No	No	No	
3	No	No	No	
4	No	No	No	
5	No	No	No	
6	No	No	No	

8. 7.0 Administrative Process

7.0 Administrative Process

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

41. Goal 7.0: Campus governance entities are aware of and kept informed about web accessibility.

Goal Status - Required

Managed

Key Accomplishments 10/11 (Please list 3 to 5)

Key Plans 11/12 (Please list 3 to 5)

Plan 1 : Incorporate web application development into the overall governance process for web accessibility.

Comments

42. Success Indicators

	Status - Required	Year Started	Worked on in 10/11 - Required	Will work on in 11/12 - Required	Comments
7.1 Developed and published a Web Accessibility Plan.	Established	2007	No	Yes	

7.2 Established a procedure to update and revise the Web Accessibility Plan as necessary.	Established	2008	No	No	
7.3 Established metrics for each of the Web Accessibility Plan areas (evaluation, monitoring, new development, exemptions & alternatives, training, and communication).	Initiated	2008	No	No	
7.4 Established a procedure to document the results of the metrics as applied to the web plan areas and to distribute those results to campus governance entities.	Not Started	Not Started	No	No	

43. Area(s) of Requested Collaboration for Administrative Process

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	No	No	No	
2	No	No	No	
3	No	No	No	
4	No	No	No	

9. Contributors

44.

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Anthony	Dunn	Web Accessibility and Content Management Coordinator	adunn@csuchico.edu	530-898-6550
2	Brooke	Banks	Director, IT Planning & Projects	bfbanks@csuchico.edu	530-898-6212
3					
4					
5					

45. Final Comments

46. Required - This report has been approved by:

Anthony Dunn

10. Thank You!

Thank you for completing your campus's Annual Accessibility Report. Your responses are invaluable and will help the CSUCO ATI department:

Identify, highlight, and share best practices across the CSUs.

Match campuses who have offered support to those that are seeking it.

Summarize the overall state of accessible technology support across the CSU.

Please feel free to suggest any ways this reporting form or process could be improved.

CSUCO ATI

