Accessibility Procedures, popetech

- popetech scans the main KCCD site: www.kccd.edu, once a month. Usually on the first or second day of the month. The results of the scan will be sent to members of the web team via email. The report is also available online on the popetech site.
  - The scan consists of checking around 235 pages of the KCCD site, and listing the following areas:
    - Errors
    - Alerts
    - Features
    - Contrast
    - Structure
    - ARIA
- Steps to login, find the latest report, and navigate to the errors section are below:
  - Login to the popetech software: https://app.pope.tech/
  - Once logged in, we go to the 'Websites' menu option and search for our site 'KCCD Main Site.'
  - Once you click on the two arrows button under 'Actions', it will take you to our site settings. On the right-hand side under 'Scans and Crawls', you will see all scans.
    - Scan #1 is the most recent scan at the time.
  - If you click the two arrows button under 'Details', you will be able to see the scan results.
    - In this area, you will now see the results of the latest scans where you will be able to see all the areas scanned.
  - In the 'Overview' section, click on 'Errors'. This will filter all errors in the list below.
  - If you click on the two arrows button under 'Detail' you will be able to see the error in full detail.
    - If you click on the '</>' button under 'Code' you will see exactly where in your source code the error is.
- Our focus of the scan is the errors area because that means the site was flagged for accessibility errors.
  - Members of the web team access the errors section on popetech and review the errors. Look at the source code and see where in the code the error is. This allows the web team to review the code and see what changes are needed to make the page accessible. **Please note: the popetech software will give tips and steps on how to fix the issue if the user is having issues with fixing the problem.**

    - Tips and Tricks to fix the errors:
      - Read the popetech documentation.
      - Research online to see how to fix the issue and make it accessible.
      - Collaborate with the web team to brainstorm the proper solution.