

CITY COLLEGES OF CHICAGO

Web Standards Handbook

for CCC College Websites

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Overview.....	3
Handbook Adherence.....	3
District Office Web Services.....	3
Content Requests from District Office Web Services.....	3
College Website Design Approval.....	3
Copyright Permissions.....	4
Commercial Links Prohibited.....	4
Web Address (URL) Names.....	4
Requesting/renewing outside URLs.....	4
College Website URLs.....	4
Required Elements of the CCC College Websites.....	5
City Colleges of Chicago Logo and link to District Office Website.....	5
District Office News on CCC College Home Page.....	5
CCC Footer.....	5
Title Tag.....	6
User Type Home Page Links.....	6
CCC College Site Structure.....	6
CCC College Website Design Recommendations.....	6
Website Design Strategies.....	6
Website Colors.....	6
Website Fonts.....	6
College Specific Recommendations.....	7
Preventing Broken Links.....	7
College Website Content.....	7
Website Content Ownership.....	7
Accessibility Standards.....	7
Further Accessibility Information.....	8

Overview

The City Colleges of Chicago (CCC) Web Standards Handbook was created to ensure accuracy, accessibility, usability and consistency across college and district websites.

Handbook Adherence

All CCC college websites must adhere to the standards as outlined in this document. Departmental and Faculty Web Pages may be subject to accessibility standards. Please email any questions to webmaster@ccc.edu.

District Office Web Services

District Office Web Services handles several different services for the City Colleges of Chicago:

- Manage and develop the District Office Website (www.ccc.edu).
- Assign college department web directories on the Faculty Web Server.
- Provide guidance to college webmasters.
- Perform analysis through site reviews, usability testing, online surveys, and web traffic analysis.
- Provide administration and development for:
 - Webevent Calendaring
 - CCC Sites Web Server
 - Faculty Web Server
 - Olive-Harvey Website
- Design and posts promotional banners on District Office Website.
- Maintain and disseminate CCC web standards.
- Explores new web-related technologies.
- Plan and establish guidelines concerning site management, administration, and server access.
- Establish and enforce web standards, address legal issues, and make available accurate and updated information CCC websites.

Content Requests from District Office Web Services

District Office Web Services may request that college webmasters place a link or image on their websites. All requests will sent via email by Kristen Freilich, District Director Web Services. Requests must be fulfilled with 48 hours (or less if necessary). Please be receptive and responsive to these requests.

College Website Design Approval

During the design phase of a new college website, college webmaster must submit design draft and/or development links to the:

- Chancellor
- CIO
- District Director of Web Services

Submitting intended designs to these individuals for review prior to posting will ensure that college websites have required design elements and support from all levels.

Copyright Permissions

Before posting content on a CCC website, ensure that you have proper permission from the author. Contact the District Office Legal Department prior to posting if you are unsure.

Commercial Links Prohibited

CCC web pages may not link to commercial websites that advertise or sell products or services. CCC websites may not accept sponsorship from commercial entities in exchange for advertising or links to commercial websites. Exceptions may occur based on requests from the Chancellor's Office or Legal.

Web Address (URL) Names

- Requests for URL redirections must be directed to the District Director of Web Services, Kristen Freilich at kfreilich@ccc.edu.
- Requests for virtual host addresses on any CCC web server must be directed to the District Director of Web Services, Kristen Freilich at kfreilich@ccc.edu.

Requesting/renewing outside URLs

CCC does not permit hosting of .org, .com or .biz sites within its networks, however, in some cases CCC departments or colleges may have inherited such domains. In those cases, the following must occur:

- District Office and college staff must secure prior approval from Web Services before obtaining the domain name from the third-party registration service at its own expense.
- CCC must be the Domain Name Service (DNS) provider for the domain name.

College Website URLs

As approved by the Chancellor and the City Colleges of Chicago, the URL's for the College Websites are as follows:

- <http://daley.ccc.edu/>
- <http://hwashington.ccc.edu/>
- <http://kennedyking.ccc.edu/>
- <http://malcolmx.ccc.edu/>
- <http://oliveharvey.ccc.edu/>
- <http://wright.ccc.edu/>
- <http://truman.ccc.edu>
- <http://www.ccc.edu>

Required Elements of the CCC College Websites

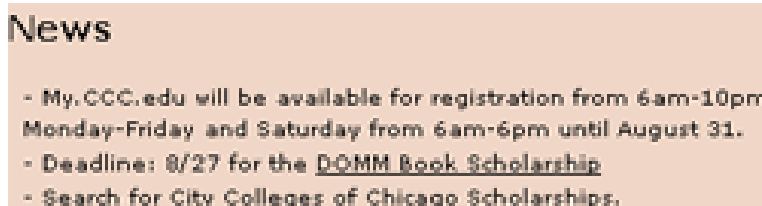
City Colleges of Chicago Logo and link to District Office Website

- All CCC college websites must include the CCC District logo and the text “one of the City Colleges of Chicago” on all top level pages.
- The logo must appear in the upper right hand or left hand corner in white on a black background.
- The logo must always link back to <http://www.ccc.edu>.
- Contact webmaster@ccc.edu for specific color and size requests other than white on black.



District Office News on CCC College Home Page

All CCC College Websites must identify space on the home page for an RSS feed from District Office.



CCC Footer

All CCC College Websites must have a footer which includes these elements:

- All College logos in solid color linking to the homepage of the college websites
 - Contact webmaster@ccc.edu with specific color requests.
- Link to the CCC website Disclaimer: <http://ccc.edu/aboutccc/disclaimer.shtml> or college’s disclaimer.
- Webmaster Link so visitors may ask questions or report outdated content.
- Link to the Responsible Computer Use Policy: http://ccc.edu/aboutccc/computer_policy.shtml
- Hearing Impaired TT/TDD number: 312..553.2757.
- College Name, Address, and Phone Number.
- Additional info as needed by webmaster.



Title Tag

Each CCC college web page must have a unique title that indicates the content of the web page.

User Type Home Page Links

Each CCC college home page must have the following links on the home page:

- Prospective Students
- Current Students
- Faculty/Staff
- Prospective Vendors
- Job Candidates

These pages can link to the District Office Website Pages for each section.

CCC College Site Structure

To provide a consistent experience for users across all colleges, college websites should organize their content according to the following top level website sections:

- Admissions
- Academic Programs or Programs
- Class Schedules
- Financial Aid
- Student Services
- About College Name

CCC College Website Design Recommendations

Website Design Strategies

College websites must be designed with the end-user in mind, in a style that is readable to as many users as possible. Webmasters must remember the wide range of users' circumstances and technical knowledge. Site users may be using a browser that does not allow frames, or use assisted technology that reads the contents of the site and relays it in audio format. They may have their screen set to a lower or higher resolution. It is essential that websites be designed so that they are accessible and useable by all visitors.

The college websites should have a professional feel to them while still reflecting the unique cultural environments of each college.

Website Colors

Browser safe colors are no longer required.

Website Fonts

Ensure that font face are consistent through website.

College Specific Recommendations

CCC college websites should have look and feel featuring logo, colors, and images/photos presented in a professional manner.

Preventing Broken Links

CCC college websites should contain little to no broken links at all times. Use link checking software to assist in finding broken links.

College Website Content

College webmasters should identify what information should appear on the website. It is expected that all content will be reviewed for spelling and grammar errors prior to posting. Content should be reviewed and updated as often as possible.

Website Content Ownership

The CCC colleges, departments, and approved student organizations are **responsible for the accuracy of their information as it appears on CCC websites**. Web Services is responsible for the content as it appears on the District Office Website.

Accessibility Standards

CCC colleges must adhere to these accessibility standards, in addition any standards required by the State of Illinois and the ICCB:

1. Use language that is as simple and clear as possible.
2. Use a text equivalent for every non-text element (e.g. via "alt", "longdesc", or in element content).
 - a. Provide a description of all images, sound files, applets, etc. in an ALT TEXT tag. The ALT tag allows you to convey to all users the content and meaning of your page. For example:

3. Use equivalent alternatives for javascript/FLASH navigations, or any time-based multimedia presentation (e.g., a movie or animation), synchronize equivalent alternatives (e.g., captions or auditory descriptions of the visual track) with the presentation.
4. Design web pages so that all information conveyed with color is also available without color. If color alone is used to convey information, people who cannot differentiate between certain colors and users with devices that have non-color or non-visual displays will not receive the information.
5. Organize documents so they are readable without requiring an associated style sheet.
6. Provide redundant text links instead of server-side image map. Provide client-side image maps instead of server-side image maps except where the regions cannot be

defined within available geometric shape.

7. Row and Column headers shall be identified for data tables.
8. Markup shall be used to associate data cells and header cells for data tables that have 2 or more logical levels of row or column headers.
9. [Do not use frames. Web pages containing frames are not universally accessible.](#)
10. Use descriptive links. Avoid using "click here" to denote a link.
11. When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, provide a link to a plug-in or applet.
12. Test web pages in multiple browsers, on both Mac and PC's. Be conscious of the download times of web pages. Some users may be using dialup (56k).
13. [Create web forms that are keyboard accessible and easy to use.](#)
14. Allow users to skip repetitive navigation links.
15. [Replace deprecated HTML tags with their stylesheet alternatives.](#)
16. Have useful page title names.

Further Accessibility Information

<http://www.cita.uiuc.edu/>

<http://webxact.watchfire.com/>