

# Finalsite Composer Accessibility Conformance Report

## WCAG Edition

(Based on VPAT® Version 2.5)

**Name of Product/Version:** Finalsite Composer

**Report Date:** October 2024

**Product Description:** Finalsite Composer is a user-friendly content management system (CMS) designed specifically for K-12 schools, enabling administrators to easily create, edit, and maintain visually engaging web pages without coding knowledge. It offers modular elements, customizable page structures, and centralized settings to streamline website updates and support school branding.

**Contact Information:** [support@finalsite.com](mailto:support@finalsite.com)

**Notes:** The following URLs and/or functions were tested as part of this VPAT.

**Composer Navigation Menu**

**Pages**

**Banners**

**Elements**

**Multiple Themes**

**Search Tool**

**Permissions. Test generated content.**

**Evaluation Methods Used:** To complete a VPAT, we collaborate with a dedicated team of testers who share their personal experiences using assistive technologies like screen readers. This helps us better understand the challenges people with disabilities face online and improve our web accessibility solutions.

Our team includes certified accessibility experts, developers, manual testers, and our A11iance team — people with disabilities who test using various assistive technologies. This diverse approach helps us assess accessibility comprehensively:

- Using screen readers like NVDA and JAWS
- Testing on both PC and Mac
- Combining automated and manual testing

By leveraging this diverse expertise and rigorous testing approach, we can help you ensure that your product meets the highest accessibility standards for all users.

# Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
<a href="#">Web Content Accessibility Guidelines 2.0</a>	Level A (Yes) Level AA (Yes) Level AAA (No)
<a href="#">Web Content Accessibility Guidelines 2.1</a>	Level A (Yes) Level AA (Yes) Level AAA (No)
<a href="#">Web Content Accessibility Guidelines 2.2</a>	Level A (Yes) Level AA (Yes) Level AAA (No)

## Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can only be used in WCAG Level AAA criteria.

## WCAG 2.x Report

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

## Table 1: Success Criteria, Level A

Notes:

Criteria	Conformance Level	Remarks and Explanations
<a href="#">1.1.1 Non-text Content</a> (Level A)	Partially Supports	Image is decorative and should be hidden from screen reader users for example: 'Volleyball' image, 'group of teachers' image, etc.
<a href="#">1.2.1 Audio-only and Video-only (Prerecorded)</a> (Level A)	Not Applicable	
<a href="#">1.2.2 Captions (Prerecorded)</a> (Level A)	Not Applicable	
<a href="#">1.2.3 Audio Description or Media Alternative (Prerecorded)</a> (Level A)	Not Applicable	
<a href="#">1.3.1 Info and Relationships</a> (Level A)	Partially Supports	<p>There is no heading structure defined for the theme pages or the Search page. Headings (&lt;h1&gt;-&lt;h6&gt;) provide important document structure, outlines, and navigation functionality to assistive technology users. Provide a clear, consistent heading structure, generally one &lt;h1&gt; and sub-headings as appropriate.</p> <p>On the Themes dialog, there is a section for “Themes Environment.” These are supposed to be radio buttons. They do not display as radio buttons and the group is missing a fieldset.</p> <p>On the Search page, the left-hand navigation buttons have no HTML markup providing accessible names for the elements. Different screen readers may or may not tell the user what these elements are or may guess. A user with a vision disability may not hear information about these elements.</p> <p>The elements inside the Composer menu are visually indicated as list but are not implemented as a list and list item.</p> <p>The heading structure is not logical on the page. Currently, H5 comes after h1 on the About page.</p>

Criteria	Conformance Level	Remarks and Explanations
<a href="#">1.3.2 Meaningful Sequence</a> (Level A)	Partially Supports	<p>With the Search page, the tab / screen reader order is difficult to follow as many elements from the main page are tabbed / announced. The Search tools are numbers 20 through 23 in the tabbing order; this shows that the user has to navigate 19 tabs on the previous page first. This is confusing for the user since they are no longer on that page.</p> <p>On the Search page, the Synonym data table has no name or scope associations. Assistive technologies may have difficulty presenting this to a user. Tables must make header cell associations using additional markup. If applicable for this table design, add scope attributes to the &lt;th&gt; cells using the appropriate values: col, row, colgroup, or rowgroup.</p> <p>On the Permissions page, the Group Names cannot be tabbed so that the user must tab through all the selects to reach the section they need. This is difficult for a user with limited mobility. Navigation would be easier if each Group Name was a collapsed sub-menu list with the selects displaying when the Group Name is expanded. This way, the user could tab the Group Names and expand only the one they needed.</p> <p>The content inside the dropdown in the header is announced even when it is not visually present on the page.</p>
<a href="#">1.3.3 Sensory Characteristics</a> (Level A)	Supports	
<a href="#">1.4.1 Use of Color</a> (Level A)	Supports	
<a href="#">1.4.2 Audio Control</a> (Level A)	Not Applicable	
<a href="#">2.1.1 Keyboard</a> (Level A)	Does not Support	<p>Both the keyboard-only user and the screen reader user rely on the ability to navigate to, focus, and activate all interactive elements from the keyboard. There are numerous places throughout the pages where there is minimal or no keyboard functionality. Most often, this is due to the element not being included in the tab order.</p> <p>On the theme dialogs, the user can tab-navigate the left-hand of the page but must mouse-focus to move to the right-side. The right-side of</p>

Criteria	Conformance Level	Remarks and Explanations
		<p>the dialog is formatted as a table and the user cannot tab all the cells of the table, only the 4<sup>th</sup> column of icons.</p> <p>On the upper right of each dialog is a tabpanel of links to Upload Files, New Folders, Bulk Delete, and Settings. These are dialogs within dialogs that are not keyboard accessible and the screen reader does not read them. They only display on mouse-click.</p> <p>On the Search page, multiple elements cannot be reached with the keyboard. These include the buttons for Search Rules, Add Rules, and Analytics along with the buttons contained in the Top Searches and Top Searches Returning Few Hits tables.</p> <p>On Search: the Advance Tools: Manage Synonyms/Add Synonym button is not in the tabbing order so is not keyboard accessible. The "Type" button, when activated, displays an up / down icon associated with sorting but the list remains static. This is also not in the tabbing order.</p> <p>The three dot button beside the Indy-Bristol element is not keyboard accessible.</p>
<a href="#">2.1.2 No Keyboard Trap</a> (Level A)	Supports	
<a href="#">2.1.4 Character Key Shortcuts</a> (Level A 2.1 and 2.2)	Not Applicable	
<a href="#">2.2.1 Timing Adjustable</a> (Level A)	Not Applicable	
<a href="#">2.2.2 Pause, Stop, Hide</a> (Level A)	Not Applicable	
<a href="#">2.3.1 Three Flashes or Below Threshold</a> (Level A)	Supports	
<a href="#">2.4.1 Bypass Blocks</a> (Level A)	Partially Supports	There is a 'Skip to main content' link provided but it is not visible to the user even when it receives keyboard focus.
<a href="#">2.4.2 Page Titled</a> (Level A)	Partially Supports	Pages may not have a descriptive title provided.
<a href="#">2.4.3 Focus Order</a> (Level A)	Partially Supports	When navigating the Themes dialog, there are a series of icon buttons in the footer. When tabbed and with the screen reader, these elements are presented in backwards order from how they appear onscreen: Update,

Criteria	Conformance Level	Remarks and Explanations
		<p>Delete, Clone, Edit, Expand/Collapse the left-hand navigation should be presented in the opposite order.</p> <p>When a user navigates with the keyboard only, the elements in the hamburger menu don't have a logical navigation sequence. Currently, focus moves to all other menu items in the nav bar instead of sub menu items inside the 'Composer'</p> <p>The focus order is not correct in the footer. Currently, focus moves to the 'Settings' element first and then 'delete' element.</p>
<a href="#">2.4.4 Link Purpose (In Context)</a> (Level A)	Partially Supports	The 'Go' link does not have unique and descriptive link text provided.
<a href="#">2.5.1 Pointer Gestures</a> (Level A 2.1 and 2.2)	Not Applicable	
<a href="#">2.5.2 Pointer Cancellation</a> (Level A 2.1 and 2.2)	Not Applicable	
<a href="#">2.5.3 Label in Name</a> (Level A 2.1 and 2.2)	Supports	
<a href="#">2.5.4 Motion Actuation</a> (Level A 2.1 and 2.2)	Not Applicable	
<a href="#">3.1.1 Language of Page</a> (Level A)	Supports	
<a href="#">3.2.1 On Focus</a> (Level A)	Supports	
<a href="#">3.2.2 On Input</a> (Level A)	Supports	
<a href="#">3.2.6 Consistent Help</a> (Level A 2.2 only)	Supports	
<a href="#">3.3.1 Error Identification</a> (Level A)	Supports	
<a href="#">3.3.2 Labels or Instructions</a> (Level A)	Supports	
<a href="#">3.3.7 Redundant Entry</a> (Level A 2.2 only)	Not Applicable	
<a href="#">4.1.1 Parsing</a> (Level A) WCAG 2.0 and 2.1 – Always answer 'Supports' WCAG 2.2 (obsolete and removed) - Does not apply	Supports	For WCAG 2.0 and 2.1, the September 2023 errata update indicates this criterion is always supported. See the <a href="#">WCAG 2.0 Editorial Errata</a> and the <a href="#">WCAG 2.1 Editorial Errata</a> .
<a href="#">4.1.2 Name, Role, Value</a> (Level A)	Partially Supports	The elements inside the 'Composer' menu are implemented incorrectly as links instead of buttons.

Criteria	Conformance Level	Remarks and Explanations
		<p>The expanded/collapsed state of the menu items inside the Composer element are not announced to the screen reader user. For example: Pages, Banners, Elements, etc.</p> <p>The selected state of the element inside the nav bar is not announced to the screen reader user. For example: for Composer element.</p> <p>The checked/unchecked state of the checkboxes inside the 'Filter by Domain' button are not getting conveyed to the screen reader user.</p> <p>The iframe on the page before the main content, does not have title provided. Currently, it announces as "untitled frame"</p>

## Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
<a href="#">1.2.4 Captions (Live)</a> (Level AA)	Not Applicable	
<a href="#">1.2.5 Audio Description (Prerecorded)</a> (Level AA)	Not Applicable	
<a href="#">1.3.4 Orientation</a> (Level AA 2.1 and 2.2)	Supports	
<a href="#">1.3.5 Identify Input Purpose</a> (Level AA 2.1 and 2.2)	Not Applicable	
<a href="#">1.4.3 Contrast (Minimum)</a> (Level AA)	Supports	
<a href="#">1.4.4 Resize text</a> (Level AA)	Partially Supports	The content on the page is getting stuck when the text size is increased to 200% and the user is not able to access any content on the page.
<a href="#">1.4.5 Images of Text</a> (Level AA)	Supports	
<a href="#">1.4.10 Reflow</a> (Level AA 2.1 and 2.2)	Partially Supports	The content is getting truncated on the page when the browser is zoomed to 400% and the user is not able to navigate on the page.
<a href="#">1.4.11 Non-text Contrast</a> (Level AA 2.1 and 2.2)	Partially Supports	

Criteria	Conformance Level	Remarks and Explanations
		<p>On the Search page, the Edit and Delete buttons receive a very pale focus that is difficult to see. Focus must encompass the element with a minimum contrast of 3:1.</p> <p>On the Permissions page, the focus on the selects is very pale and difficult to see.</p> <p>The focus outline on the 'Pages' element does not meet the minimum color contrast ratio requirements of 3:1</p> <p>The right chevron icon do not meet the minimum color contrast ratio requirements of 3:1</p>
<a href="#">1.4.12 Text Spacing</a> (Level AA 2.1 and 2.2)	Partially Supports	The content is truncated when the text spacing is adjusted by the user on the page.
<a href="#">1.4.13 Content on Hover or Focus</a> (Level AA 2.1 and 2.2)	Not Applicable	
<a href="#">2.4.5 Multiple Ways</a> (Level AA)		
<a href="#">2.4.6 Headings and Labels</a> (Level AA)		
<a href="#">2.4.7 Focus Visible</a> (Level AA)	Partially Supports	<p>In the footer, there are button icons for Update, Delete, Clone, Edit, and Expand/Collapse the left-hand navigation pane. These elements do not receive any visible focus when tabbed.</p> <p>The 'Filter by Domains: All' element does not have a visual focus indicator provided.</p> <p>Many interactive elements on the page do not have a visual focus indicator provided. For example: 'Shared', 'Delete' etc.</p>
<a href="#">2.4.11 Focus Not Obscured (Minimum)</a> (Level AA 2.2 only)	Supports	
<a href="#">2.5.7 Dragging Movements</a> (Level AA 2.2 only)	Not Applicable	
<a href="#">2.5.8 Target Size (Minimum)</a> (Level AA 2.2 only)	Supports	

Criteria	Conformance Level	Remarks and Explanations
<a href="#">3.1.2 Language of Parts</a> (Level AA)	Supports	
<a href="#">3.2.3 Consistent Navigation</a> (Level AA)	Supports	
<a href="#">3.2.4 Consistent Identification</a> (Level AA)	Supports	
<a href="#">3.3.3 Error Suggestion</a> (Level AA)	Not Applicable	
<a href="#">3.3.4 Error Prevention (Legal, Financial, Data)</a> (Level AA)	Not Applicable	
<a href="#">3.3.8 Accessible Authentication (Minimum)</a> (Level AA 2.2 only)	Not Applicable	
<a href="#">4.1.3 Status Messages</a> (Level AA 2.1 and 2.2)	Not Applicable	

**Table 3: Success Criteria, Level AAA**

Notes:

Criteria	Conformance Level	Remarks and Explanations
<a href="#">1.2.6 Sign Language (Prerecorded)</a> (Level AAA)	Not Evaluated	
<a href="#">1.2.7 Extended Audio Description (Prerecorded)</a> (Level AAA)	Not Evaluated	
<a href="#">1.2.8 Media Alternative (Prerecorded)</a> (Level AAA)	Not Evaluated	
<a href="#">1.2.9 Audio-only (Live)</a> (Level AAA)	Not Evaluated	
<a href="#">1.3.6 Identify Purpose</a> (Level AAA 2.1 and 2.2)	Not Evaluated	
<a href="#">1.4.6 Contrast (Enhanced)</a> (Level AAA)	Not Evaluated	
<a href="#">1.4.7 Low or No Background Audio</a> (Level AAA)	Not Evaluated	
<a href="#">1.4.8 Visual Presentation</a> (Level AAA)	Not Evaluated	
<a href="#">1.4.9 Images of Text (No Exception)</a> (Level AAA)	Not Evaluated	
<a href="#">2.1.3 Keyboard (No Exception)</a> (Level AAA)	Not Evaluated	
<a href="#">2.2.3 No Timing</a> (Level AAA)	Not Evaluated	
<a href="#">2.2.4 Interruptions</a> (Level AAA)	Not Evaluated	
<a href="#">2.2.5 Re-authenticating</a> (Level AAA)	Not Evaluated	

Criteria	Conformance Level	Remarks and Explanations
<a href="#">2.2.6 Timeouts</a> (Level AAA 2.1 and 2.2)	Not Evaluated	
<a href="#">2.3.2 Three Flashes</a> (Level AAA)	Not Evaluated	
<a href="#">2.3.3 Animation from Interactions</a> (Level AAA 2.1 and 2.2)	Not Evaluated	
<a href="#">2.4.8 Location</a> (Level AAA)	Not Evaluated	
<a href="#">2.4.9 Link Purpose (Link Only)</a> (Level AAA)	Not Evaluated	
<a href="#">2.4.10 Section Headings</a> (Level AAA)	Not Evaluated	
<a href="#">2.4.12 Focus Not Obscured (Enhanced)</a> (Level AAA 2.2 only)	Not Evaluated	
<a href="#">2.4.13 Focus Appearance</a> (Level AAA 2.2 only)	Not Evaluated	
<a href="#">2.5.5 Target Size</a> (Level AAA 2.1 and 2.2)	Not Evaluated	
<a href="#">2.5.6 Concurrent Input Mechanisms</a> (Level AAA 2.1 and 2.2)	Not Evaluated	
<a href="#">3.1.3 Unusual Words</a> (Level AAA)	Not Evaluated	
<a href="#">3.1.4 Abbreviations</a> (Level AAA)	Not Evaluated	
<a href="#">3.1.5 Reading Level</a> (Level AAA)	Not Evaluated	
<a href="#">3.1.6 Pronunciation</a> (Level AAA)	Not Evaluated	
<a href="#">3.2.5 Change on Request</a> (Level AAA)	Not Evaluated	
<a href="#">3.3.5 Help</a> (Level AAA)	Not Evaluated	
<a href="#">3.3.6 Error Prevention (All)</a> (Level AAA)	Not Evaluated	
<a href="#">3.3.9 Accessible Authentication (Enhanced)</a> (Level AAA 2.2 only)	Not Evaluated	

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