

UVU Web Community

January 24, 2014

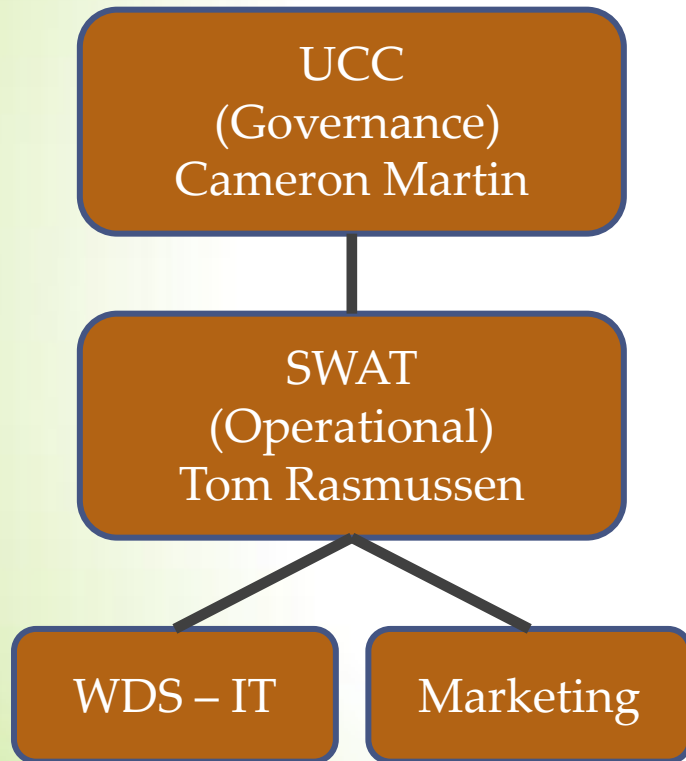
Agenda

- Quick review of web structure
- Who is my Web Steward?
- SWAT Update
- Auditing your website
- Update on OUCampus v10
- A few tips...

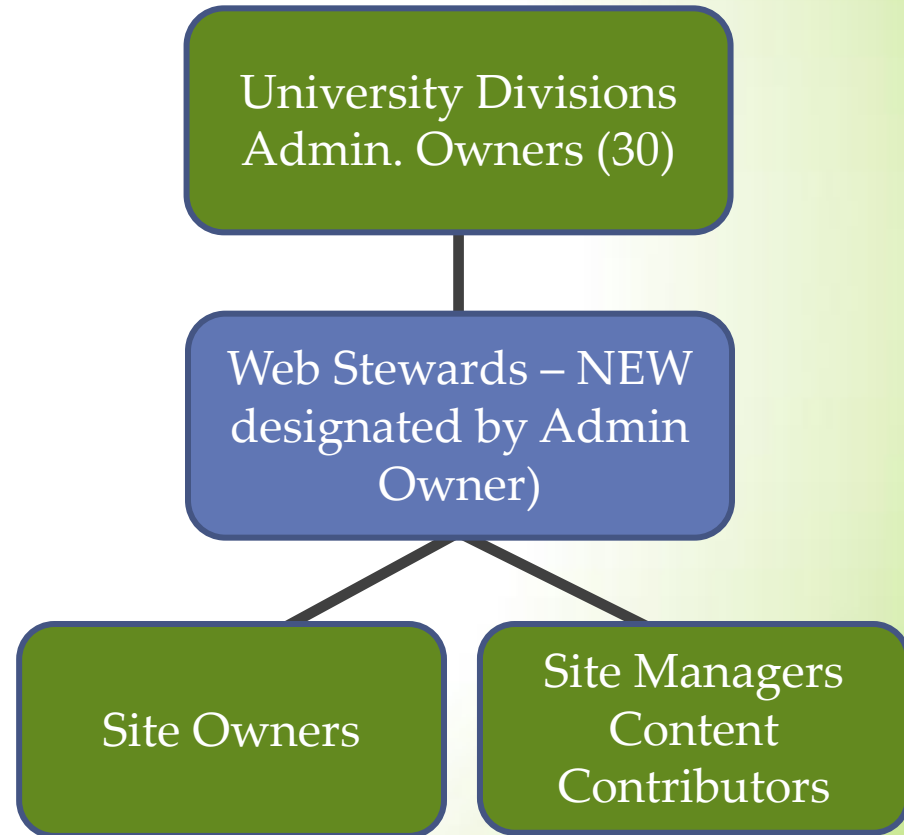


Web Structure

UVU Web Governance



Department Site Governance



Who is my Web Steward?

Web Division	Admin Owner	Web Steward	Web Division	Admin Owner	Web Steward
Academic Affairs	Ian Wilson	Karen Cushing	VP Student Affairs	Michelle Taylor	Ronnett Stutz
Academic Programs	Maureen Andrade	Karen Cushing	Student Life	Shad Sorenson	Ronnett Stutz
Engaged Learning	Brian Birch	Brian Birch	Student Success and Retention	Michelle Kearns	Ronnett Stutz
Academic Administration	Kat Brown	Laura Busby	Recruitment and Outreach	Kirk Young	Ronnett Stutz
eLearning and Academic Outreach	Ian Wilson	Karen Cushing	Enrollment Management	Liz Childs	Ronnett Stutz
School of Business	Norman Wright	Patti Monsoor	VP Finance and Administration	Val Peterson	Sandra Koller
School of the Arts	Newell Dayley	Linda Moore	Facilities and Planning	Jim Michaelis	Amy Birk
College of HASS	David Yells	Vegor Pedersen	Finance and Business Services	Michael Francis	Sandra Koller
College of T&C	Michael Savoie	Jim McCullough	Office of IT	Ray Walker	Brandon Parmley
College of Science and Health	Daniel Horns	Mike Bird	VP University Relations	Cameron Martin	Stephanie Albach
University College	K.D. Taylor	Chrystine Whyte	Marketing and Communications	Chris Taylor	Ashley Sumner
School of Education	Parker Fawson	Talitha Hudgins	Economic Development	Steven Roy	Karen Wenn
College of Aviation and Public Safety	Wayne Dornan	Brian Hadley	VP - Planning, Budget and HR	Linda Makin	Stacy Fowler
Presidents Office	Kyle Reyes	Candice Gardner	Human Resources	Mark Wiesenberg	Colby Callahan
			IRI	Robert Loveridge	Leisa Galloway
			VP Development and Alumni	Marc Archambault	Jessica Ballard

SWAT Update

- SWAT membership to include Web Stewards
- Meeting once a month, third Wednesday 1:30pm, 90 minutes
- Discuss web issues and processes
- Input on standards, procedures, protocols, etc.
- First main topic...web content audit

How to Audit Your Site

What is the purpose of an audit?

What is the process I should follow during an audit?

Where can I get help if I have questions?

Purpose of an Audit

To update the “content” of your website by cleaning up, cleaning out, and updating content, pages, documents, files, images, etc.

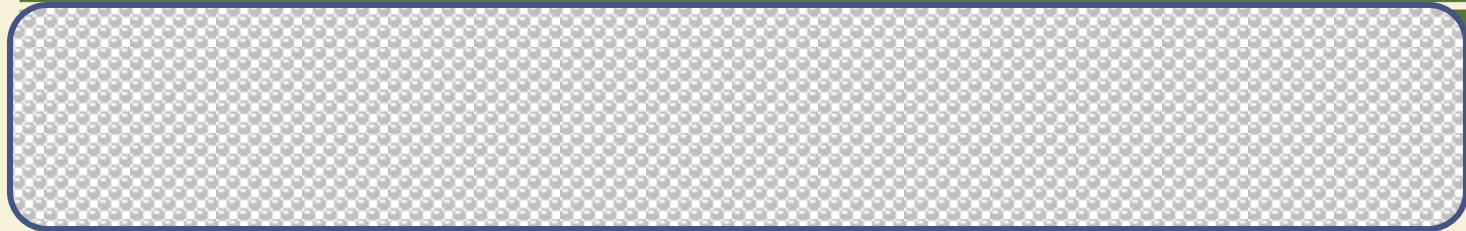
Definition of “content”: All pages, text, links, images, tags, documents, files, and navigation within your website

Delete it!

 **SEARCH**

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This area is currently under construction, please check back at a later date.



Condense it!

UVU LINK

UVU UTAH VALLEY UNIVERSITY

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University College

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UVU >> On-Line Writing Lab >> Writing Scholars Program Printer Friendly

Writing Fellows Program

Mission Statement

The Writing Fellows program is designed to emphasize and facilitate continued writing education in discipline-specific courses with the intent to assist the students in developing academic standards of writing.

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UVU >> On-Line Writing Lab >> Writing Scholars Program Printer Friendly

Writing Fellows Program

Program Description

Piloted in the Spring 2007 and Fall 2007 semesters, the Writing Fellows program is a central part of UVU's Writing Center. Our program works with both the instructor and the student on an individual basis; it provides tutoring that is based on the elements of the specific discipline as well as the requirements of the specific instructor. Each participating course has an assigned Writing Scholar who, together with the course instructor, designs a writing program specialized to meet the needs of that particular course. The program generally involves writing assignments that includes either a mandatory or a recommended tutoring session with the scholar. The instruction given during these sessions can vary from global issues, such as organization, style and voice, to local issues, such as grammar and word choice—all within the context of the discipline and assignment.

UNIVERSITY COLLEGE - ONLINE WRITING LAB : WRITELAB@UVU.EDU | 801.863.8936 | ROOM LI-208
Utah Valley University - 800 West University Parkway - Orem, UT 84058 - (801) 863-INFO (4636) - Rights & Responsibilities | © 2013 UVU - Report Errors

Last Updated 5/9/12

Update it!

- Update links
- Update content
- Update images
- Update navigation
- Update headings
- Update titles, descriptions, keywords, etc.



The Process

1. Go to your site URL (example: www.uvu.edu/web)
2. Login using the Last Updated or UVU Logo at the bottom of the page
3. Review every file within your site structure
 - See next page for check list
4. Republish all pages that are remaining (this will update the publish date)
 - By page
 - By folder
5. Go to your live site and click through every link to verify that it still works and is correct
6. Correct any errors and republish (if needed)

Reviewing Every Page

- Delete it, Condense it, Update it
- Check for spelling and grammar errors
- Check each image for appropriate ALT tags
- If there are multiple versions, remove all but the current version
- Check all the links and make sure they are working
- Check for any outdated or unused images in the /images folder of your site
- Remember, images only show up on the Production tab
- Clean out any old PDF, DOC, PPT, etc. files that are no longer needed

Location: [top](#) / [web](#) /

copy move recycle publish

	Type	Name / Date	Edit	Review	Publish
		Up a directory			
		_breadcrumb.xml 1/14/13 2:49 PM	327B		
		about 11/12/13 10:46 AM			
		community 1/14/13 2:53 PM			
		docs 1/14/13 2:39 PM			
		images 6/17/13 2:52 PM			
		index.pdf 1/24/14 8:09 AM	6.5K		
		lib 1/22/14 1:14 PM			
		oulogin.html 1/6/14 12:12 PM	1.6K		
		services 1/14/13 2:54 PM			
		standards 9/9/13 1:53 PM			
		support 1/22/14 1:06 PM			
		tableau_test.pdf 12/12/13 11:05 AM	4.9K		
		test.pdf 1/14/14 1:37 PM	4.1K		
		training 10/18/13 1:11 PM			

[Edit Content](#)

New!

CSS TRAINING

Learn to customize your pages with the basics of CSS.

[Edit Content](#)

The Web Community Resources site is a new place to find information and tools about all web-related services and needs across the UVU campus.

In conjunction with the newly established Web Community, this site contains documentation, training information, contact information, service descriptions, and a community blog to promote discussion, improve support, and help for everyone who works with the web.

WHERE TO START



GET ACCESS

If you're new to working with the web at UVU, find out how to get access to your website.



VIDEO TUTORIALS

Training tutorials show how to get things done in DU Campus.



TRAINING

Learn the ins-and-outs of working with the web at UVU by attending a training session.



STYLE GUIDES

Find out the guidelines for making your site look its best!



SUBMIT A PROJECT

Submit a new project to get a new site, redesign an existing site, or to work with Web Development Services.



HELP!

Submit a support ticket if you're having problems or need help with something on your website.

[Edit Content](#)

GET INVOLVED!

UPCOMING EVENTS

JAN 24 FRI

WEB COMMUNITY MEETING

All those who work on department websites are invited to join us for web community meetings. [REGISTER](#)

FEB 19 WED

DU CAMPUS BASICS TRAINING

Learn the basics of using DU Campus to edit and maintain your department website. [REGISTER](#)

FEB 19 WED

HTML BASICS TRAINING

Find out the basics of how to customize your department site using HTML. [REGISTER](#)

FEB 19 WED

CSS BASICS TRAINING

Get an introduction to using CSS with HTML to fine-tune the look of your site. [REGISTER](#)

[VIEW ALL UPCOMING EVENTS.](#)

WEB COMMUNITY BLOG

CONTACT US

If you can't find answers to your questions on this website, or if you need some additional assistance, please feel free to contact us via email at websupport@uvu.edu, or by phone at 801-863-7975.

When Done...

- All information on the website pages is correct and accurate.
- All contact information on the website pages is correct and accurate.
- Spelling and grammar has been checked and is correct and accurate.
- All graphics must have alt tags that make sense
- All unused or unwanted pages, photos, and files have been deleted.
- All links have been verified as working (no broken links).
- There are no links to unfinished pages or pages under construction.
- All images display properly.
- All issues that you cannot fix have been reported to WebSupport@uvu.edu.

How To Get Help

WebSupport@uvu.edu

801-863-7975

We can help you with:

- Content
- Design/Layout
- Navigation
- OUCampus support
- Keywords
- Google Analytics

Congratulations!

- This would complete your audit before the official site audit in March and April
- Complete your audit before Feb. 15th if possible
- The Page Count and Age Report will be going out after Feb. 19th
- Not necessary to rush, but a good goal!

OUCampus v10 Update

- Beta is closed
- OmniUpdate has released V10!
- We are scheduled to have our Training site migrated in February
- Training for all OUCampus users will start in April
- Online training materials will be updated by April
- New sites (new template) will be moved in May (tentative)

CSS Training FYI

- CSS training is now available
- Pre-requisite: Have taken the HTML Basics training or know HTML basics
- Sign up at www.uvu.edu/web to save your seat!

A Few Tips...

- If your page “looks odd” in your browser:
- Try clearing your cache
 - see videos on how to do this at www.uvu.edu/web/training/howto/clearcache.html
- If in IE, turn OFF “compatibility mode”



Q & A

WebSupport@uvu.edu

801-863-7975