NCCU.edu Content Publishing Guide

Overview

This document outlines the standard publication options available for NCCU.edu. It will be updated when changes are made to the publishing process or when additional features become available.

Publishing Workflow

The publication workflow is as follows:

- 1. All web content is forwarded to the department's designated Web Liaison.
- 2. The Web Liaison consolidates the content into a single office document and forwards it to the department chair/dean for vetting and approval.
- 3. The Web Liaison then forwards it to the Office of Public Relations (OPR) for approval.
- 4. Once approved, the Web Liaison uploads and submits the approved content for publication through the CMS.
- 5. A Shared Resource tests the content and then approves or denies it based on the following criteria:
 - a. Quality Assurance
 - b. Accessibility
 - c. Search Engine Optimization
 - d. Security
- 6. Information Technology Services (ITS) Web Support Services conducts a final review and approves or denies publication of the content.

Note: Small content changes such as punctuation spelling corrections, revised date or contact information do not need to be approved by OPR.

Web Liaisons

You may view the current list of departmental Web Liaisons here:

http://www.nccu.edu/administration/its/web-support-services/web-liaison-list.cfm

Standard Template

The Summer 2013 Template is the current standard template, which should be used for all webpages hosted under the NCCU.edu domain. It was initially rolled out on November 14, 2013. The template is comprised of the layout components that are common to most webpages – this includes the color scheme, fonts, primary navigation, page header, page footer and any other components that normally do not change from page to page. Any page using a different template must be granted prior approval by ITS Web Support Services to be published.

Webpage Layouts

Here are the currently available webpage layouts. Each layout is integrated into the standard template.

Author: NCCU Web Working Group Committee

Last Revised: 4/23/2014

Sub-Homepage

- http://www.nccu.edu/development/demo/sub-homepage.cfm

Note: The sub-homepage layout is reserved for school and college sub-sites only.

Content with No Image

- http://www.nccu.edu/development/demo/content-with-no-image.cfm

Content with an Image

- http://www.nccu.edu/development/demo/content-with-an-image.cfm

Directory Listing

- http://www.nccu.edu/development/demo/directory-listing.cfm

Event Listing

- http://www.nccu.edu/development/demo/event-listing.cfm

Document Listing

- http://www.nccu.edu/development/demo/document-listing.cfm

FAQ Listing

- http://www.nccu.edu/development/demo/faq-listing.cfm

News Article Listing

- http://www.nccu.edu/development/demo/news-article-listing.cfm

Degree Program Guide

- http://www.nccu.edu/development/demo/degree-program-guide.cfm

Note: Additional layouts will become available soon.

Image Formats

Here are the various image formats.

Format 1 – Sub-Homepage Feature Slideshow

This image should be 721px by 437px. It is used on the sub-homepage feature slideshow.



- http://www.nccu.edu/development/demo/summer2013/school.html

Note: The sub-homepage feature slideshow also supports video of the same dimensions (721px by 437px).

Format 2 - Profile

This image should be 230px by 350px. It is used on content pages.



- http://www.nccu.edu/development/demo/summer2013/2col-inside2.html

Format 3 - Landscape

This image should be 355px by 230px. It is used on content pages.



- http://www.nccu.edu/development/demo/summer2013/2col-inside3.html

Note: Formats 3 is not yet available. It will become available soon.

Format 4 - Masthead

This image should be 736px by 336px. It is used as a masthead on content pages.



- http://www.nccu.edu/development/demo/summer2013/3col-inside2.html

Format 5 – Degree Program Guide

This image should be 150px by 150px. It is used on degree program guide pages.

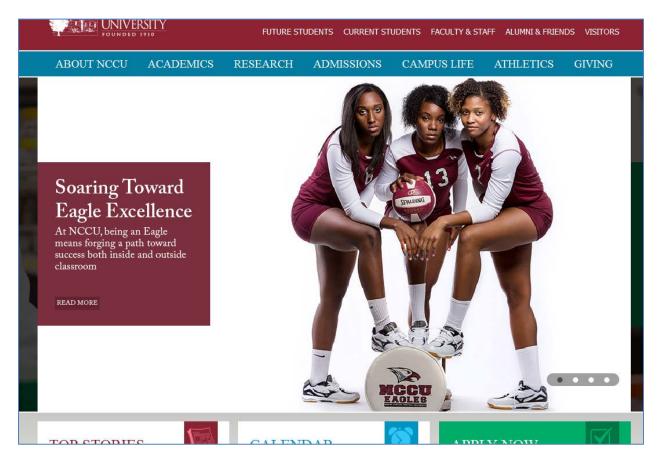
he cultivation of intellectual curiosity and prerequisite knowledge, attitudes and et the requirements of accrediting is that provide high returns on college for the student who wishes to ting and drawing, printmaking, e encouraged to continue to study at



- http://www.nccu.edu/development/demo/degree-program-guide.cfm

Format 6 – Homepage Feature Slideshow

This image should be 1,024px by 576px. It is used on the NCCU.edu homepage.



http://www.nccu.edu/

Note: The homepage feature slideshow also supports video of the same dimensions (1,024px by 576px).

Note: OPR manages the homepage slideshow. Please coordinate content for this slideshow with the OPR department.

Format 7 - myEOL Feature Slideshow

This image should be 564px by 224px. It is used on the myEOL feature slideshow.



- https://www.nccu.edu/intranet/index.cfm

Note: ITS Web Support Services manages the intranet slideshow. Please coordinate content for this slideshow with the ITS Web Support Services department.

Repositories

In addition to regular webpages, there are centralized repositories available for many common types of content. Whenever feasible, content should be integrated into a repository where it can be automatically integrated into a departmental webpage and university-wide listing. Forms and documents, FAQs, news articles and announcements can be managed directly by Web Liaisons.

Forms and Documents

- Application http://www.nccu.edu/formsdocs/index.cfm
- Documentation http://www.nccu.edu/formsdocs/details.cfm?id=2397

FAQs

- Application http://www.nccu.edu/knowledgebase/
- Documentation http://www.nccu.edu/formsdocs/details.cfm?id=2398

News Articles and Announcements

- Application - http://www.nccu.edu/news/edit.cfm

Note: Documentation for the news articles and announcements will become available soon.

University Calendars

- Application (ActiveData)- http://webevent.nccu.edu/CalendarNow.aspx
- Application (in-house) http://www.nccu.edu/calendar/index.cfm

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Note: Documentation for the University Calendars will become available soon.

Note: OPR manages the ActiveData Calendar. Please coordinate content for the ActiveData Calendar with the OPR department.

Note: Please use the in-house calendar rather than the ActiveData calendar whenever possible, as the ActiveData calendar will be soon be replaced by the in-house calendar.

Support

You may contact ITS Web Support Services at webmaster@nccu.edu with any questions regarding this process.