ROLES AND RESPONSIBILITIES
MEL

- Branding Questions & Guidelines
- Directory (MUST FILL OUT FORM)
- Graphics & Image Needs
- Buttons & Banners
- Scrollers
- New External Subsites
• PERMISSIONS
• TEAMSITES
• INFOPATH FORMS
• ADVANCED FEATURES WORKFLOWS
• NO MORE CUSTOM WEB DEV, THOUGH!
OIT/HELP

• TRAINING
• “INTRO TO SHAREPOINT”
• TECHNICAL SUPPORT
• CHECK WITH MATT FIRST
  • MATT WILL ESCALATE IF NECESSARY
SECTION CONTENT EDITORS

• REVIEW CONTENT
  • AT LEAST ONCE A SEMESTER
  • IDEALLY ONCE A MONTH (OR AS NEEDED)
• REMOVE STALE/OUTDATED CONTENT
• CHECK FOR BROKEN LINKS (AKA 404 PAGES/404 SQUIRREL)
SECTION CONTENT EDITORS

• ADD/UPDATE CONTENT/LINKS/DOCUMENTS
• SUBMIT REQUESTS FOR USEFUL IMAGES/FORMS/ADVANCED FUNCTIONALITY
• ATTEND TRAINING IF NEEDED/APPLICABLE
SHAREPOINT DEFINITIONS
EXTERNAL SITE

• CMICH.EDU
• INFORMATION FOR THE GENERAL PUBLIC, ALUMNI, PROSPECTIVE STUDENTS, ETC.
• VIEWABLE BY EVERYONE BY DEFAULT
EXTERNAL SITE

EXAMPLE CONTENT

• PUBLIC EVENTS
• ACADEMIC PROGRAM INFORMATION
• SCHOLARSHIP LISTS
• MARKETING MATERIALS
• GENERAL DEPARTMENT/COLLEGE-RELATED STUDENT RESOURCES
TEAM SITE (AKA INTERNAL SITE)

- TEAM.CMICH.EDU
- STAFF/FACULTY INFORMATION
- ONLY VIEWABLE WITH PERMISSION (SEE MATT)
TEAM SITE
(AKA INTERNAL SITE)

EXAMPLE CONTENT

• INTERNAL DEPARTMENTAL RESOURCES
• SHARED DEPARTMENT DOCUMENTATION
• REIMBURSEMENT FORMS
BLACKBOARD

- BLACKBOARD.CMICH.EDU
- COURSE MATERIALS
- ONLY VIEWABLE WHEN ENROLLED/ASSIGNED BY OIT (SEE HELP DESK)
BLACKBOARD

EXAMPLE CONTENT

• LESSON SLIDES
• GROUP PROJECTS
• PRESENTATIONS
• ASSIGNMENTS
CUSTOM

• CASE-BY-CASE BASIS
• SPECIFIC USE CASES
• REQUIRES DEV REQS

EXAMPLE CONTENT
• ADVISING WORKBENCH
OIT/ADA CHANGES
AUTOMATIC PAGE

• PROVIDES CODE FOR SCREEN READERS TO UNDERSTAND & RELAY CONTENT
• BOOSTS SEARCH ENGINE OPTIMIZATION (SEO) I.E., GOOGLE LISTINGS
• DISPLAYS PAGE NAME CREATED IN SHAREPOINT
OTHER OIT UPDATES

- AUTOMATIC SITE TITLES
- CONTENT AREA BACKGROUND
About our College

About the College of Education and Human Services

Central Michigan's College of Education and Human Services (CEHS) is distinguished by its close examination of everyday humanity. Comprised of five academic departments, including Counseling and Special Education, Educational Leadership, Human Environmental Studies, Recreation, Parks and Leisure Services Administration, and Teacher Education and Professional Development, CEHS is about life in progress. Faculty researchers cover the life span from early childhood education to gerontology. Students explore diverse fields.
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POSSIBLE WORKSHOPS

• WEB PARTS
• SHAREPOINT FUNCTIONS
• LAYOUTS & SITE SETTINGS
• CONTENT ORGANIZATION/STRUCTURING