

## Office of Web Services

### The UIS Website Project

The Office of Web Services (OWS) is remodeling all academic and support unit websites at UIS with three issues in mind: *recruitment of prospective students*; *technical support issues*; and *Web accessibility*. We are using a Web Publishing System and Official UIS Web Page Templates.

As part of the UIS Website Project, OWS will construct new websites using content prepared by the department. Once we finish the site and have department sign-off, we will install special software on a department computer, and teach department personnel how to maintain the website.

#### Procedures and Information:

1. If you have not yet redeveloped your website in the campus Web Publishing System, please download these documents:

**Guidelines for Academic Websites**

or

**Guidelines for Support Unit Websites**

and

**Academic Site Map**

or

**Support Unit Site Map**

2. **Gather the** content for your website. Much of the content may already exist on your current website. See the *Guidelines* document for info on how to prepare your content files.
3. Complete the Academic or the Support Unit **Site Map** using Microsoft Word or another word processor. On the Site Map, in addition to the pages that are already specified for every site, you should include the names of additional web pages for your department. Put the names of the content files you prepared in Step 2 next to each web page name on the Site Map.
4. When your content and Site Map are ready, contact the Office of Web Services at [webservices@uis.edu](mailto:webservices@uis.edu). You will be given permission to access shared server space where you can place all your files for the website.
5. **The Office of Web Services will create your new website.** You will have opportunities during the process to make changes and suggestions. We will not deploy the new site until you give us a final sign-off via email.
6. Each department may assign personnel to maintain the department website. Each website may have: One Publisher, or Two Publishers, or One Publisher and One Writer. Only full-time staff and/or faculty may be Publishers. A **Publisher** creates and/or approves content and clicks the button that publishes Web pages to the server. A **Writer** creates content and then sends an email to a Publisher who approves and publishes the Web page. A **maximum of two persons** may be assigned to each website.

7. When the new website is complete, the persons assigned to maintain the site will be asked to attend a training session titled **Web Overview and Contribute Training**.
8. Once Web personnel have completed training, the UIS Tech Support department will be notified, and will call or send email to arrange a convenient time to **install the Contribute Web editing software** on the computer of your choice.
9. **IMPORTANT NOTE ABOUT CONTRIBUTE SOFTWARE:**

The ITS department provides and installs Contribute software free of charge to official units with websites.

If you purchase your own copy of Contribute software, you **must have it installed by the Tech Support Department**. Otherwise, UIS cannot be responsible for updating and maintaining your software.
10. Once you are using Contribute to maintain your new website, **please direct all questions and comments to the UIS Tech Support Department**. They will answer your questions or direct you to someone who can help you.  
[techsupport@uis.edu](mailto:techsupport@uis.edu)  
217/206-6000

**Additional Information:**

**Policies and Development:**  
Office of Web Services

<http://www.uis.edu/webservices/>

**Munindra Khaund**  
206-8384  
[mkhau01s@uis.edu](mailto:mkhau01s@uis.edu)

**Staging Server URL**  
(to view website development)  
<http://webstage.uis.edu>

**Training and Support:**  
Information Technology Services

<http://www.uis.edu/its/>

**Software Training:**

**Munindra Khaund**  
206-8384  
[mkhau01s@uis.edu](mailto:mkhau01s@uis.edu)

**Software Installation and Technical Support:**

**Todd Rotroff**  
206-7357  
[trotr1@uis.edu](mailto:trotr1@uis.edu)