



MCC WEB CONTENT

TRACKING GUIDELINES

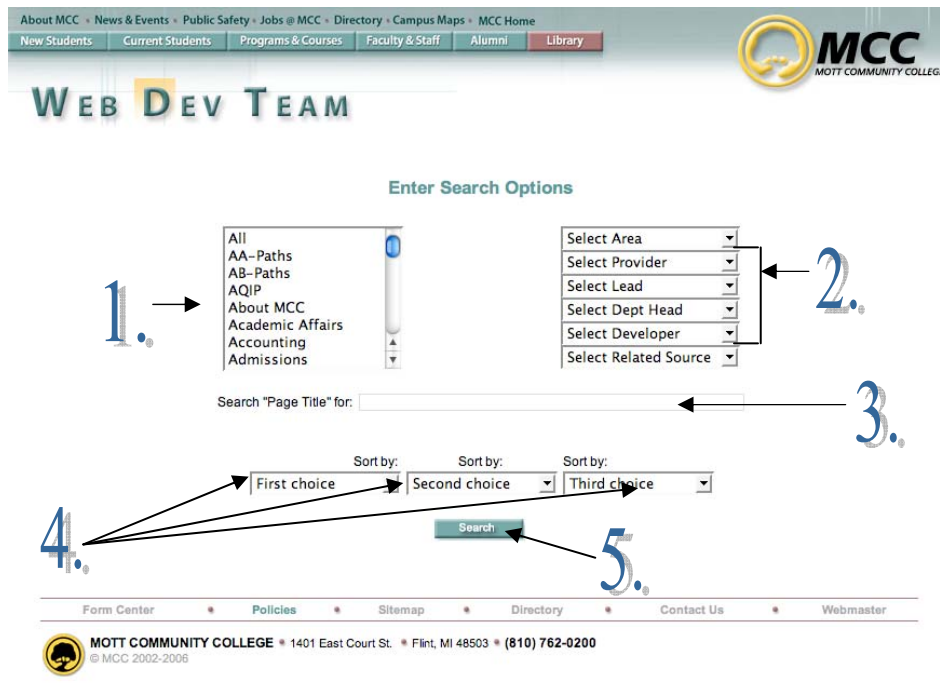
CREATED BY INFORMATION SYSTEMS

4/9/07

SEARCH FOR YOUR CONTENT

Location: <http://www.mcc.edu/cgi-bin/wdtsearch.cgi>

There will also be a link off of the WDT homepage: <http://www.mcc.edu/wdt/index.shtml>



There are three main search criteria available:

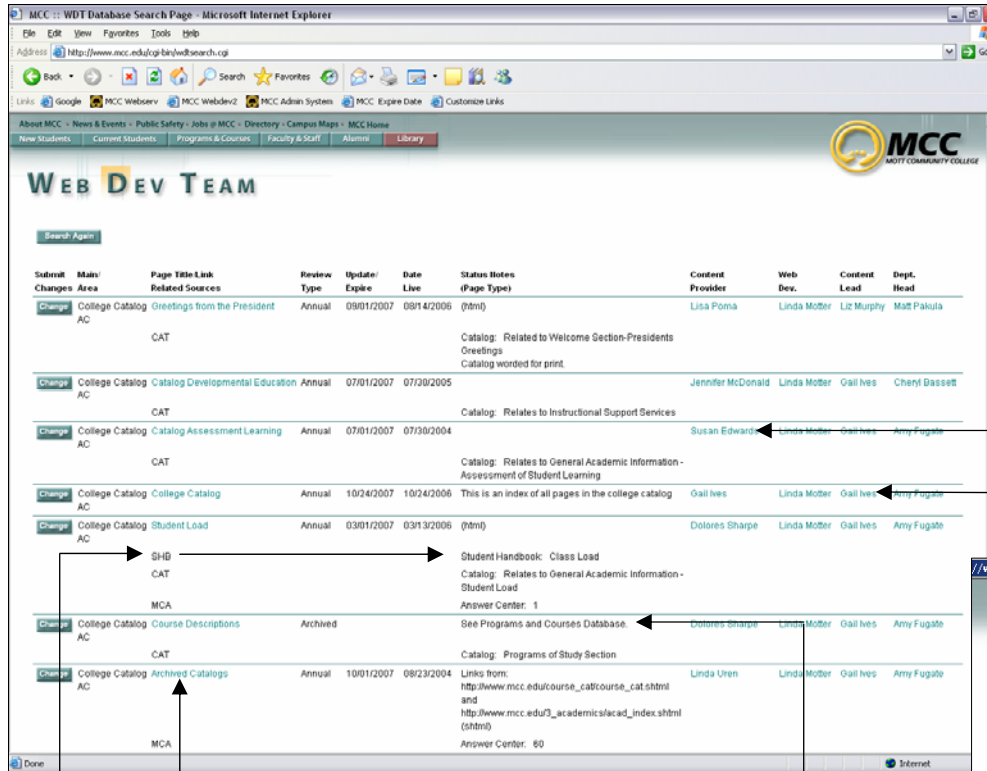
1. Main Section
2. Category
3. Page Title

And then three options for sorting the data results, ie; update date, then person, then area...

1. Allows a search by choosing one or more **Main Section**, or if nothing is selected the default is *all* sections.
2. May be used in conjunction with 1. and helps define the search to get more specific results. **Each category:** area, provider, lead, department head or developer can have a selection or select only one or two of them to further narrow the search results.
3. A **Search by Page Title** is useful if the page title or a portion of the title is known and you want to exclude all other listings.
4. Provides three additional sort options to **display the search results**. For example sorting to find pages with related sources, or to find out what content is closest to expire choose the update date. If no sort options are selected the system will display results in random order by area and URL.
5. After search requirements and sort designations have been assigned you must submit the search by clicking on the **search button**.

SEARCH RESULTS

The following screen shot displays search results from a sort by > Section > College Catalog:



| Submit Changes | Main Area | Page Title | Related Sources | Review Type | Update/Expire | Date Live | Status Notes | Content Provider | Web Dev. | Content Lead | Dept. Head |
|----------------|--------------------|---------------------------------|-----------------|-------------|---------------|------------|--|-------------------|--------------|--------------|----------------|
| Change | College Catalog AC | Greetings from the President | | Annual | 09/01/2007 | 09/14/2006 | (html) | Lisa Poma | Linda Motter | Liz Murphy | Matt Pakula |
| | | CAT | | | | | Catalog: Related to Welcome Section-Presidents Greetings Catalog worded for print. | | | | |
| Change | College Catalog AC | Catalog Developmental Education | | Annual | 07/01/2007 | 07/30/2005 | | Jennifer McDonald | Linda Motter | Gail Ives | Cheryl Bassett |
| | | CAT | | | | | Catalog: Relates to Instructional Support Services | | | | |
| Change | College Catalog AC | Catalog Assessment Learning | | Annual | 07/01/2007 | 07/30/2004 | | Susan Edwards | Linda Motter | Gail Ives | Amy Fugate |
| | | CAT | | | | | Catalog: Relates to General Academic Information - Assessment of Student Learning | | | | |
| Change | College Catalog AC | College Catalog | | Annual | 10/24/2007 | 10/24/2006 | This is an index of all pages in the college catalog | Gail Ives | Linda Motter | Gail Ives | Amy Fugate |
| Change | College Catalog AC | Student Load | | Annual | 03/01/2007 | 03/13/2006 | (html) | Dolores Sharpe | Linda Motter | Gail Ives | Amy Fugate |
| | | SHB | | | | | Student Handbook: Class Load | | | | |
| | | CAT | | | | | Catalog: Relates to General Academic Information - Student Load | | | | |
| | | MCA | | | | | Answer Center: 1 | | | | |
| Change | College Catalog AC | Course Descriptions | | Archived | | | See Programs and Courses Database | Dolores Sharpe | Linda Motter | Gail Ives | Amy Fugate |
| | | CAT | | | | | Catalog: Programs of Study Section | | | | |
| Change | College Catalog AC | Archived Catalogs | | Annual | 10/01/2007 | 08/23/2004 | Links from: http://www.mcc.edu/course_cat/course_cat.shtml and http://www.mcc.edu/academics/facad_index.shtml (html) | Linda Uren | Linda Motter | Gail Ives | Amy Fugate |
| | | MCA | | | | | Answer Center: 60 | | | | |

Click on the link to get contact information.



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Click on **the link** to go directly to the web page for reviewing. If a link is missing please contact the Content Manager or the assigned web developer.

Related Sources: codes will alert you to content in other media that also require your review and update.

- **CAT** - College Catalog
- **MCA** - MCC Answer
- **SHB** - Student Handbook
- **OTH** - Other


Details about it may be on the adjacent line under the “Notes” column.

Status Notes: guide the provider with suggestions for web enhancements or missing content, for use by all.

Changes to the actual linked web page should be done by clicking on the “Page Change Request” button located at the bottom of the page.

MAKING CHANGES

If you are a listed content provider, developer or lead, you may submit a change for the content status tracking database:



The screenshot shows a web browser window with the Mott Community College logo and navigation menu. The page title is "WEB DEV TEAM" and the main heading is "Content Status Tracking Change Request". The form includes the following fields and text:

- EMAIL ADDRESS: (*required)
- REQUESTED CHANGES:
- TO PAGE TITLED:
- IN SECTION:
- LOCATED AT: http://www.mcc.edu/3_academics/pc_student_load.shtml
- A text area containing: "Please change Update: 11/04/07 Dept Head: Rebecca Gale-Gonzalez"
- A "Submit Change" button.

At the bottom of the page, there is a footer with navigation links (Form Center, Policies, Sitemap, Directory, Contact Us, Webmaster) and contact information for Mott Community College.

All requests require an email address. The page title, section ID and location or URL (link) information will be automatically populated from the database.

Simply enter your email and then type your change in the box above the submit change button.

For consistency please type the column heading: followed by the change.

Example:

Update: 11/04/04
 Dept Head: Rebecca Gale-Gonzalez
 Expire Date: please change to August 5, materials will not be available until then



REVIEW SCHEDULE

Review Period: This helps the team plan for and determine a regular schedule of content review, with at least an annual review of all pages. We look to the department content providers to give the dates initially. As the web developer updates content or the content manager receives no change notices, these dates will be updated based on the initial dates provided and using the following criteria.

Annual – Each page should have at least an annual review. If no review date is requested this will be assigned.

Bi-Annual – Content Provider will determine dates, this is used for areas where content is static.

Monthly – Content Provider will provide preferred dates: ie. Expire first Thursday of every month. This is used when content is affected by regular monthly meetings, auditing processes or other regular activities that occur on a monthly basis.

Quarterly – Content Provider will give the initial recurring dates to list in the status notes. ie. Jan. 15, April 14, Aug. 14 and Nov. 15.

Semester - Used in Academic Areas where content changes are based on Academic Calendar.

Weekly/Daily – Used rarely, for content related to calendar or announcements.

Archived – For historical information that needs to be maintained.

Ongoing – Used only for information that changes frequently, yet not on a set schedule.

The WDT reserves the right to vary this schedule to allow for smooth flow of activities through the web development process. Complex changes that significantly alter one or more pages may require a meeting with the Web Development Team. The web developers request a five day turn around with minor content change requests. *This may result in content expire notices being sent out if the provider waits until the day or week content is scheduled for update.*

Update/Expire: This is the determined date of review based on the Review Type outlined above.

Email Notifications: The database is dynamic in that it will automatically send **review update emails** to the content provider, content lead and department head at **three weeks prior** to an expire date, again at **one week prior** to the expire date and **once a week thereafter** until content is reviewed and updated.

This could easily fill a person's email box depending on the number of pages they have. Therefore, it is important to address these notices in a timely manner. This is especially true for the Web Developers and Content Manager's email, that is why **we respectfully request that you address these notices promptly** - so that we too can delete them from our email.

This document is to provide overall guidelines for using the Content Tracking Database, if you have special needs, please contact the Content Manager or your Web Developer.