**IU Web Update/Development Form**

University Communications (UC) is continuing to partner with all the departments of Immaculata University to update, develop, and enhance its web presence. We appreciate your feedback and suggestions as we work with you in this ongoing process. To facilitate your requests, we ask that you review this document and familiarize yourself with the established guidelines.

If you would like to request updated or additional content on Immaculata’s websites, insert photos or graphic design, report an issue, or make other suggestions, please e-mail UC at macmedia@immaculata.edu. One of our staff will contact you within three business days to provide assistance. You are welcome to send reminders and to ask for an estimated timeframe in which your request will be handled.

Please be advised that, as a web content manager or University website contributor, you are ultimately responsible for ensuring that web content, navigation, and design for your specific area are correct and up-to-date. UC will make every effort to work with you toward this goal, but we ask that you notify us promptly about any issues or requested changes.

If you request changes, it is necessary for you to first get departmental approval for the changes. UC asks that you communicate your request clearly and verify that we have made the changes upon completion according to your specifications. If you need to refer to the previous version of the main IU website, you may e-mail macmedia@immaculata.edu to request a link.

A. **To request training on Drupal**
   1. E-mail macmedia@immaculata.edu to schedule a training session on how to use Drupal, the web content management system. UC staff will meet with you to help you learn how to edit web content.

B. **To request new content and/or design**
   1. Some changes or additions to content, navigation, and design require approval from supervisors who are responsible for sections of the websites. Please ensure that you confer with the appropriate administrators in your department to gain their approval before requesting changes.
   2. For new content, e-mail macmedia@immaculata.edu with the content you would like to create. If you want it to appear on an existing page, please include a link to that page.
   3. UC will be happy to assist you as necessary with writing new copy, creating videos, or adding photos or graphics. Please be advised that creating videos, photos, or graphic design will need to be scheduled in advance and added to the UC workflow.
   4. UC may make minor edits to the content to correct grammar or style. If major changes are deemed necessary, UC will contact you to make recommendations for your review.
C. **Page ownership**
   1. Drupal operates on a system of “ownership” of pages, allowing only one user account to own a web page and make changes to it. To request that ownership of a page be transferred, first discuss with the appropriate administrators and agree on who should own the page.
   2. E-mail **macmedia@immaculata.edu** with a link to the page(s), the name of the user who currently owns the page(s), and the name of the user to whom the ownership should be transferred.
   3. If you would like to add content that relates to a department other than your own, please communicate with staff in that department to ensure that you are not creating duplicated content and to decide who will own the new content and where in the navigation it should be housed. Whenever possible, add links to existing web pages instead of creating new pages.

D. **Updating pages**
   1. UC regularly checks for draft pages and publishes them on the websites so that they are available to all users. To mark your page as ready to be published, please save it, select “Needs review” in the drop-down box at the top of the View Draft page, and click on the “Apply” button.
   2. Be sure to click your browser’s “refresh” button to see the published page with changes.
   3. If you want to return to a draft later to continue the editing process, you can save the page, but keep it marked “Draft” in the drop-down box at the top of the View Draft page. This will ensure that the unfinished page is not accidentally published.

E. **Creating new pages**
   1. If you create a new page, please ensure that a left-side navigation menu is added to the page.
   2. If you do not have the editing privileges to do this, please e-mail **macmedia@immaculata.edu** to request that a menu be added. Explain where you would like to place the page in the navigation. Specify the “parent” page under which you would like your new page to appear and whether you would like your new page to be placed in a certain order among any existing sub-pages.

F. **Questions**
   1. Should you have questions about this document or other related web issues, please e-mail **macmedia@immaculata.edu**.