Instruction Document for College and Departmental Sites

The purpose of this document is to instruct the DNN administrators in the creation of college and department sites that adhere to the Web Site Guidelines. For illustration purposes, visit the College and Department demonstration sites at http://sacs.utep.edu/democ and http://sacs.utep.edu/demod respectively.

College Sites
Each college within UTEP will follow a consistent appearance of their site in order to ensure that users can navigate each site without having to relearn navigational schemes.

Home Page
The home page will contain certain set of components and navigational links, as illustrated in http://sacs.utep.edu/democ. To implement required components, follow the instructions below.

- The entire layout is comprised on one Text/HTML module located in the Content Pane of the page
- Acquire the HTML code by selecting the Rich Text Editor radio button and checking the HTML mode checkbox at the bottom of the editor
- Copy the code and paste it onto the Text/HTML module for the college site
- Modify the image, In the News and Message from the Dean based on the needs of your college

Tabs
Each college site is required to have a certain set of navigational links, as illustrated in http://sacs.utep.edu/democ. To implement required components, follow the instructions below.

Navigation

- Each site is required to have a Home, Contact Us and Site Index tabs
- Modify the Home tab as it should lead to the home page of the site
- Create the following tabs: Contact Us and Site Index
- Assign these tabs the Authorized Role of All Users
- Contact Us will contain contact information for the college
- Site Index will consist of a categorical index of the site

Accreditation
All sites required to display accreditation content should include an Accreditation tab. This tab also contains a submenu with five additional links.

- Create the tab Accreditation.
- Assign the tab the Authorized Role of Administrator
• Create the following submenu items:
  o Programmatic Outcomes
  o Success Indicators
  o Standards for Outcomes
  o Outcome Modifications
  o Future Outcome Modifications
• Assign each of the five submenu items the Authorized Role of Administrator

All sites required to display accreditation content should include an “Accreditation” link, located in the College link section of the homepage. This link should be visible to all users of the site. See Screenshot A at the end of the document.

The target of the “Accreditation” link will be an alternate Accreditation tab, name Accreditation Public, as seen in Screenshot B at the end of the document. Create this as a hidden tab and assign the tab the Authorized Roles of Administrator and All Users. This page will contain accreditation information and a login to protected SACS content should be provided. A sample Accreditation page with secured login is illustrated in the Web Site Guidelines document.
Departmental Sites
Each department within UTEP will follow a consistent appearance of their site in order to ensure that users can navigate each site without having to relearn navigational schemes.

Home Page
The home page will contain certain set of components and navigational links, as illustrated in http://sacs.utep.edu/demod. To implement required components, follow the instructions below.

- The entire layout is comprised on one Text/HTML module located in the Content Pane of the page
- Acquire the HTML code by selecting the Rich Text Editor radio button and checking the HTML mode checkbox at the bottom of the editor
- Copy the code and paste it onto the Text/HTML module for the department site
- Modify the image, In the News and Message from the Dean based on the needs of your department

Tabs
Each department site is required to have a certain set of navigational links, as illustrated in http://sacs.utep.edu/demod. To implement required components, follow the instructions below.

Navigation

- Each site is required to have a Home, Contact Us and Site Index tabs
- Modify the Home tab as it should lead to the home page of the site
- Create the following tabs: Contact Us and Site Index
- Assign these tabs the Authorized Role of All Users
- Contact Us will contain contact information for the department
- Site Index will consist of a categorical index of the site

Accreditation
All sites required to display accreditation content should include an Accreditation tab. This tab also contains a submenu with five additional links.

- Create the tab Accreditation.
- Assign the tab the Authorized Role of Administrator
- Create the following submenu items:
  - Programmatic Outcomes
  - Success Indicators
  - Standards for Outcomes
  - Outcome Modifications
  - Future Outcome Modifications
Assign each of the five submenu items the Authorized Role of Administrator

All sites required to display accreditation content should include an “Accreditation” link, located in the Department link section of the homepage. This link should be visible to all users of the site. See Screenshot A at the end of the document.

The target of the “Accreditation” link will be an alternate Accreditation tab, name Accreditation Public, as seen in Screenshot C at the end of the document. Create this as a hidden tab and assign the tab the Authorized Roles of Administrator and All Users. This page will contain accreditation information and a login to protected SACS content should be provided. A sample Accreditation page with secured login is illustrated in the Web Site Guidelines document.
Screenshot A: Accreditation Tab for Public Viewing

Screenshot B: Accreditation Link in the College Link Section
Screenshot C: Accreditation Link in the Department Link Section