

Introduction

Each team has responsibility for the content and layout of their web pages. Each team should also ensure that the content and layout of their pages adheres to the website style guide.

Major changes or additions to the website will be reviewed by the web group to allow all departments the opportunity to assess the proposed updates.

To ensure consistency across the website all changes on T4 will be made by the DDIL team.

Updating Content / Adding Content to an Existing Page

Minor Changes

Minor changes are those which do not affect the layout, formatting or style of a web page, and do not significantly alter the content of a page. Examples of minor changes are:

- Correcting a broken link;
- Correcting a spelling / grammar error;
- Rewording or rephrasing a small section of text i.e. one sentence or small paragraph.

To make a minor change to a web page:

- Send details of the required change(s) to ddil@gcu.ac.uk;
- Include the URL of the affected page and details of the content to be updated;
- A member of the DDIL team will make the required change(s) on the live server within one working day and send notification of the successful update to the staff member who made the original request.

Major Changes

Major changes are those which affect the layout, formatting or style of a web page, or significantly alter the content of a page. Examples of major changes are:

- Rewriting a large section of text or a whole web page;
- Reformatting a page from standard content into tabbed content;
- Moving a web page from one location to another;
- Renaming a web page.

To make a major change to a web page:

- Send details of the required change(s) to ddil@gcu.ac.uk;
- Include the URL of the affected page and details of the required changes;
- A member of the DDIL team will make the required change(s) on the staging server and present the update at the next fortnightly meeting of the web group;
- The web group will discuss the change(s) and, if approved, a member of the DDIL team will make the required change(s) on the live server within one working day and send notification of the successful update to the staff member who made the original request;

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- If the web group have suggestions or recommendations, a member of the DDIL team will discuss these with the staff member who made the original request. Once agreement has been reached, a member of the DDIL team will make the required change(s) on the live server within one working day and send notification of the successful update to the staff member who made the original request.

Major Changes (Urgent)

Urgent major changes are those which need to be made as quickly as possible and cannot wait for approval at the fortnightly web group meeting.

If urgent major change(s) are required then staff should follow the procedure for major changes, making it clear in your original request that the update is urgent. In these instances a member of the DDIL team will make the required change(s) on the live server within one working day and send notification of the successful update to the staff member who made the original request.

A member of the DDIL team will present the update at the next fortnightly meeting of the web group. If the web group have suggestions or recommendations, a member of the DDIL team will discuss these with the staff member who made the original request. Once agreement has been reached, a member of the DDIL team will make the secondary updates on the live server within one working day and send notification of the successful update to the staff member who made the original request.

Making Changes – DDIL Team Unavailable

If none of the DDIL team are available they will place an out of office on their mailbox. If you receive an out of office message:

- Check the date when a DDIL team member will be available to process your request (this will be in the out of office message);
- If the request is not urgent you do not need to take any further action – a member of the DDIL team will prioritise the request upon their return;
- If the request is urgent send an email to the IT Helpdesk (ithelp@gcu.ac.uk);
- Begin your message with the following line:
 - *****Urgent library web page update required. DDIL team unavailable – please assign to the University web team***;**
- Include the URL of the affected page and details of the content to be updated;
- Where possible provide a target date for completion of the request;
- The University web team will usually respond to the staff member who made the original request once the change has been made.

Adding New Pages or Sections

These are significant changes to the website which would involve adding a completely new web page or a new section to the navigation structure.

To add a new page or section:

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- In the first instance discuss your ideas with a member of the DDIL team. Initially we would want to decide:
 - If the content already exists on the website or if it can be added to an existing page / section of the website;
 - Where the new page / section should be placed within the existing structure of the website;
 - Which team(s) should be responsible for the content and layout of the new page / section.
- Send details of the new page / section to ddil@gcu.ac.uk;
- Include the content of the new page and where it should be located in the structure of the website;
- A member of the DDIL team will create the new content on the staging server and present it at the next fortnightly meeting of the web group;
- The web group will discuss the new content and, if approved, a member of the DDIL team will make the required change(s) on the live server within five working days and send notification of the successful update to the staff member who made the original request;
- If the web group have suggestions or recommendations, a member of the DDIL team will discuss these with the staff member who made the original request. Once agreement has been reached, a member of the DDIL team will make the required change(s) on the live server within five working days and send notification of the successful update to the staff member who made the original request.