

Site Administrators Meeting

January 21, 2009

2:00 – 3:00 pm

Benson Memorial Center, Room 21

Agenda

Web Monkey of the Month

Web Monkey of the Month for December 2008 is Samantha Precup, one of our fantastic Student Assistants in OMC! Congrats Sam!

January's recipient was not able to attend 8^(

Announcements

- The hunt for Sarah Stanek's replacement continues

SCU Experience

- Launch rescheduled – stay tuned!

Visual Hierarchy

- Making your Web pages easier for visitors to read
 - A short presentation on using the tools and styles available in CommonsSpot to create a visual hierarchy.
 - We did an impromptu critique of www.scu.edu/studyabroad – thanks, Vid!

Sub-site admin, maintenance

- A few suggestions to start the year off on the right foot
 - User accounts – thanks to those who actually used the renewal form
 - Change your password – use a good mix of alpha/numeric example: wa546urn
 - b =6, s=5, e=3
 - Delete obsolete content! (But be Careful!)
 - Online reference
 - <http://cms.scu.edu/webpublishing/cms/administration/tasks.cfm>
 - <http://cms.scu.edu/webpublishing/cms/administration/maintenance.cfm>

Cool stuff

- Carrot Clarinet:
<http://www.youtube.com/watch?v=LWbj7FYEi3M&url=http://swissmiss.typepad.com/weblog/videos/>
- A story of mixed emoticons
http://video.ted.com/talks/podcast/RivesTTYL_2008_480.mp4

Support Request Form

Please send requests for CommonsSpot Support via the Web Publishing site

www.scu.edu/webpublishing/contact.cfm

Web Publishing News/Blog

- The latest news and information – www.scu.edu/webpublishing

Q&A

February 3, 2009 Open Labs

The next Open Labs is scheduled for February 3, 2009 9-11 am in Learning Commons 203

February 18, 2009 Site Administrators' meeting

The next Site Administrators' meeting is scheduled for February 18, 2009 2-3 pm in Benson/Williman

The 2009 meeting schedule is available at www.scu.edu/webpublishing/sam/2009

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