

## Site Administrators Meeting/Open Lab

November 18, 2009

2:15 – 3:00 pm – SAM: Benson Parlors B&C

3:00 – 3:45 pm – OL: Learning Commons 203

### Agenda

#### Commonspot Administrator Training - Teri Escobar

Teri reviewed the top 5 admin tasks – learn more, sign up for her class!

- Friday, Nov 20th from 10:30-11:45 a.m. in Harrington Lab 203
- [http://www.scu.edu/training/register/?view=course&course\\_id=441&class=2316](http://www.scu.edu/training/register/?view=course&course_id=441&class=2316)

#### SCU & Social Media – Deepa Arora

Deepa reviewed recent developments with SCU involvement in Social Media

#### Site Renewal – Russ Morris

Russ revealed the URL for this year's Site Renewal process and reviewed the form.

- CMS login required
- Please submit by December 18, 2009

#### SCU Stories – Mansi Bhatia

Mansi reviewed the current state of SCU Stories and offered OMC's services to help anyone with adding the profile element.

#### Writing and Editing for the Web Workshop - Mansi Bhatia

Mansi announced the Writing/Editing for the Web Workshop

- Thursday, December 3, 2009
- 9:00 to 11:00 am
- Benson, Parlor B

#### Support Request Form

- Please send requests for Commonspot Support via the Web Publishing site [www.scu.edu/webpublishing/contact.cfm](http://www.scu.edu/webpublishing/contact.cfm)

#### Web Publishing News/Blog

- The latest news and information – [www.scu.edu/webpublishing](http://www.scu.edu/webpublishing)

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#### December 16, 2009 Site Administrators' meeting

The next Site Administrators' meeting and Open Labs is scheduled for December 16, 2009 2:15-3:45 pm in Learning Commons LC203

The complete 2009 meeting schedule is available at [www.scu.edu/webpublishing/sam/2009](http://www.scu.edu/webpublishing/sam/2009)

Russ Morris | Web Marketing Manager – OMC | [rmorris@scu.edu](mailto:rmorris@scu.edu) | x5127

Nidhi Shah | CommonSpot Support Specialist - OMC | [nshah@scu.edu](mailto:nshah@scu.edu) | x6179