

2010-2011 Student Organization Website Policies

All recognized student organizations at Lycoming College are required to have and frequently maintain an organization website. The general policies are located here:

<http://srv2.lycoming.edu/myLyco/all/studentaffairs/studenthandbook/computerpolicies.html#organizations>

All organizations are responsible for reading and adhering to these policies. Periodical audits of all student organization websites are conducted by the Office of Student Programs and Leadership Development. Problems with websites will be addressed following these audits as well as throughout the year as needed.

In order to change your webmaster, each organization President should email the Director of Student Programs, Larry Mannolini, with the name of their webmaster. OSPLD will authorize the access with IT and will contact the President and the webmaster indicating access rights have been given. Each webmaster will then have a new drive assignment (drive letter p) assigned to them. There will then be a folder in the p: drive with your group's name on it holding the contents of your organization's website.

There are a few new options on how a student organization can work with a website. You must pick one of the three options below:

Option 1: Utilize Microsoft Office SharePoint from a campus computer lab

In Computer Lab:

- Log in to the computer using your Novell username and password
- Click Start → Programs → My Computer → double-click on p: drive
- Choose the folder for the student organization you are trying to edit
- Find the file you want to edit and right-click on it. Choose Open With → Microsoft Office SharePoint Designer
- Edit the page
- Save the page

For assistance or training, contact the help desk (help@lycoming.edu) SharePoint

Designer has some help files in the program itself, plus online references at <http://office.microsoft.com/enus/sharepointdesigner/FX100646991033.aspx>

Option 2: Utilize your own Web Editor

Similar to method 1 except webmaster may use any web editor of their choice at their own personal expense. You would still access, edit, and save files via your p: drive. The advantage to this option is that you may edit your site from anywhere with internet access.

Option 3: Basic Website Creation Utility

This is a very basic website with limited options for customization. It is, however, the best option for groups who wish to only have a basic website. If you already have a website, this will replace the one you currently have and your URL will be new.

Go here: <http://www.lycoming.edu/studentPrograms/addStudentOrg.aspx>

- a. (this form is 4 steps/pages long)

STEP 1: Basic Information

- b. Fill out the name/title of the organization
- c. Fill out the purpose/mission of the organization
 - i. This text area is just like using Microsoft Word in terms of formatting (bold, italics, bulleted lists, etc.)
- d. Click the '**Go To Step 2 of 4**' button

STEP 2: Officers & Events

- e. Officers (none of these fields are required)
 - i. Add Officer
 - 1. Fill out name, email address, and position
 - 2. Click the green plus icon
 - ii. Edit Officer
 - 1. Click the pencil icon next to the officer to edit
 - 2. Edit the desired fields
 - 3. Click update
- f. Events (none of these fields are required)
 - i. Add Event
 - 1. Fill out title, date, start time, and end time
 - 2. Click the green plus icon
 - ii. Edit Event
 - 1. Click the pencil icon next to the event to edit
Edit the desired fields
 - iii. Click update
- g. Click the '**Go To Step 3 of 4**' button

STEP 3: Photo Gallery

- h. Click the 'Browse' button and select all photos to be uploaded (don't worry about size)
- i. Click 'Start Upload'
- j. After all uploads have been completed click the '**Go To Step 4 of 4**' button

STEP 4: Style Options

- k. Use the color pickers to select both the background color and the text color
- l. Select your font
- m. Prove that you are a human
- n. Click the '**Submit Form for Review**' – At such time OSPLD will review your site and approve it for publishing.

STEP 5: Editing/Making Corrections

- o. Email the Director of Student Programs and Leadership Development, Larry Mannolini, at mannolin@lycoming.edu. He will authorize the creation of a login and password for your webmaster through IT.