UF/IFAS DEPARTMENT

WEB Maintainers Meetup

- **Web Branding Committee**
- **Introduction and** TERMINALFOUR (T4) **recap**
- **Preparation**
- **Page layouts**
- **Questions**

Some Key Feedback

- Greater consistency in wording
- Greater consistency in look (cousins/not twins)
- Greater connection to UF in look and links
- Greater emphasis on recruitment
- Greater emphasis on attracting multiple audiences

INTRODUCTION
and TERMINALFOUR (T4) recap

What is TERMINALFOUR (T4)?

TERMINALFOUR (T4) is the new UF Web Content Management System (WCMS) chosen for the next five years. T4 allows non-technical web users to easily update content on web pages.

Power User

Moderator

Contributor

Training: TERMINALFOUR

Enroll here and indicate "**IFAS**" as your unit:

http://webservices.it.ufl.edu/contact/terminalfour-enrollment/

*Training will not be available until mid-August.

tentative date

Web Developer

End-user

More Training: INFO

- UNIT = IFAS

- UNIT WEBMASTER= WEBTEAM@IFAS.UFL.EDU

How We Will Communicate

lists: **IFASWEB-L**, ICC-L,IFAS-ALL-L

email: webteam@ifas.ufl.edu

via our **blog** feed: http://goo.gl/EDHhjk

via our webpage: http://ics.ifas.ufl.edu/web.php#communication

Go Here For...

- The recorded webinar: http://goo.gl/c4xEgT

- For current updates regarding the UF/IFAS unit status migration to TERMINALFOUR go here: http://goo.gl/EDHhjk

- UF/IFAS FAQs are here: http://goo.gl/R3vM43

- UF T4 FAQs are here: https://webservices.it.ufl.edu/faqs/

UF/IFAS Migration To T4 Timeline
(Tentative)

UNIT/WEBSITE TYPE	IMPLEMENTATION ORDER	WHY?
1. Critical Path	UF/IFAS Main, Research.ifas, UF/IFAS CALS	UF/IFAS needs to establish proof of concept (workable examples so we can provide unit support)
2. UF/IFAS Research Centers	Alphabetical Order	Most of the RECs are already migrating to the new UF/IFAS branded template and possess the technical abilities to migrate with minimal training
3. UF/IFAS Departments	Based on a criteria used to assess your website (e.g., # of broken links, etc.)	UF/IFAS web maintainers represent a mix of technical and non-technical people. Therefore, UF/IFAS departmental websites will require more attention from UF/IFAS Web Services.
4. UF/IFAS Extension	A committee will be established to assist in creating a new web strategy for Extension	
5. Ad Hoc Other Websites	As solicited	

=111 sites approximately

UF/IFAS Migration To T4 Timeline
(Tentative) DEPARTMENTS

Third Wave: UF/IFAS Departments

End Of Year 2014 and Year 2015

1. Plant Pathology/Michael Morrow
2. Wildlife Ecology and Conservation/Tom Barnash
3. Animal Sciences/Rebecca Matta
4. Agronomy/Jimmy Auszewski
5. Agricultural Education and Communication/Andrea Davis
6. School of Natural Resources and Environment
7. Food and Resource Economics/Ed Howard
8. Food Science and Human Nutrition/Meri Nantz
9. Microbiology and Cell Science/Javier Real
10. Environmental Horticulture /Treva Damron, Dee Boyle (assistant)

11. Soil and Water Science/Raichel White
12. Agricultural and Biological Engineering/Robyn Snyder
13. Horticultural Sciences /Kamin Miller
14. Family, Youth and Community Sciences/Earl Sloan
15. Entomology and Nematology / We need **one**
16. School of Forest Resources and Conservation/ Rhiannon Pollard
18. Florida Master Gardener /Jennifer Sykes
19. 4-H /Shammond Scott
20. Sea Grant /Dorothy Zimmerman

Criteria For Timeline Order

Website Assessment

Entity Name

██████████████████████

Date

10/11/2013

Domain Name

██████████████████████

Current Framework

IFAS Template - OLD

1. Overall Appearance
   a. Does the website meet UF Web policy? Yes
   b. Does the website meet UF/IFAS Web policy? Yes
   c. Does the website meet UF/IFAS web branding standards? No, see comments
   d. Comments
      Requires updating to new template. Migration to the new template will fix non-compliance issues.
2. Directory Structure
   a. Do files appear to be in the correct location? No, the directory requires reorganization. Remove ALL unused files.
   b. Are files named according to 508 and Wc3 standards? Yes
   c. Comments
      Moving forward web standards encourage dashes over underscores in the filename of webpages and documents such as .pdfs. I am still working on this myself.
3. Link Check
   a. #broken- 14,667

OF NOTE: LINK CHECK

3. Link Check
   a. #broken- 14,667

PREPARATION
your part and our part

While You Wait...

Update the content on your website, remove unused content, remove broken links, and develop a clear web communication strategy that appeals to the public.

On WordPress?

If you are on WordPress you will need an **aggressive plan to get off by Fall 2015**. Websites on WordPress **will be migrated manually** from WordPress to TERMINALFOUR. Each sub unit is responsible for its manual migration whether in WordPress or not.

UF/IFAS Migration To T4 Preparation

1

IDENTIFY

1. Point Person
2. Decision-maker

2

DETERMINE

1. Web Strategy
   (Fill-out a web communication strategy form)

3

MEET - UP

Schedule a meeting with UF/IFAS Web Services. This meeting should include the director, the web maintainer if you have one, and UF/IFAS WS.

4

PREPARE

1. Get your web assessment form
2. (Fill-out your homepage questionnaire)

*After completing these forms and training a website shell in TERMINALFOUR will be issued to the UF/IFAS sub-unit.

Communication Strategy Form

Page 1 of 1

Website Communication Strategy

Websites with university content are considered official communications and as such are covered by UF and UF/IFAS policies and best practices. To maximize the effectiveness of your site it is helpful to develop a simple strategy to direct its operation. The following outline provides areas for consideration when preparing a plan for your site.

Contact Information

Entity Name *
(e.g., Animal Science Department or UF/IFAS Extension Alachua County)

Website Adress*
(e.g., http://ifas.ufl.edu)

Entity Head Contact*
(e.g., The name of your director, department head, or manager)

OF NOTE: HOW CAN YOUR WEBSITE HELP INCREASE PROGRAM RECRUITMENT?

Homepage Questionnaire

Homepage- Questionnaire

The below questionnaire will help you organize and populate your NEW HOMEPAGE. An example is here and here and here. When completed we will give your web people access to the NEW Web template. Contact webteam@ifas.ufl.edu with questions.

There are nine questions with 7 sections.

OF NOTE: THE QUESTIONNAIRE HELPS YOU WITH YOUR NAVIGATION, SITEMAP, AND MIGRATION TO A NEW WEB TEMPLATE.

Main Menu

Home	About Us	Directory	Link 1	Link 2	Link 3

Question 1: List your main menu text and the order beginning with "TRENDING".

HOME	ABOUT US	TRENDING				

Here is an example dropdown menu. Use the table area below to fill-in your sub-menu items:

Home	About Us	Directory	Resources	Plant Clinic	Teaching	Search

Faculty Questionnaire

Faculty Questionnaire

Hello Faculty,
I am providing a questionnaire regarding what content you will need to supply for faculty pages on your NEW WEBSITE!

* If for some reason the questions do not address your thoughts or intentions please feel free to add other comments, questions, or content in the last section.

There are at least 10 pieces of content needed to complete your faculty page.
*Submit all information to youremail@ufl.edu. **Subject line**: Your Name-Faculty Page.

Your Personalized Faculty Page Will Look Like This:

Dr. Vance M. Whitaker

Assistant Professor Breeding—Strawberries

Dr. Whitaker develops new strawberry cultivars for Florida. Breeding and selection is enhanced by the genetic characterization of traits and through collaborative research with UF and other researchers in areas including genomics, pathology, production techniques and postharvest quality. Dr. Whitaker works closely with the industry and oversees the strawberry Clean Plant Program which generates virus-tested tissue cultures of new breeding selections as a source of clean nursery stock.
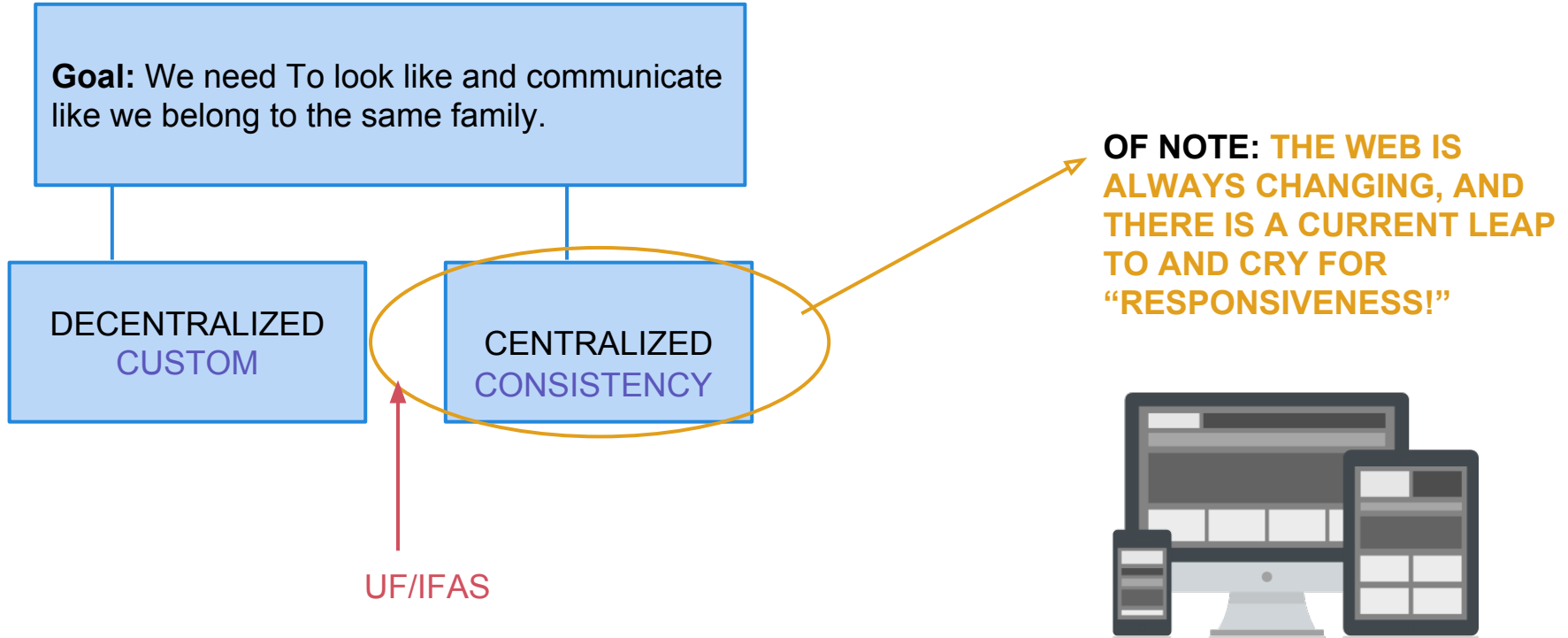
Programs

► Extension

► Research

Assistant Professor Breeding—Strawberries

Contact

OF NOTE: SEND THIS FORM OUT TO FACULTY MEMBERS VIA EMAIL AND REQUEST IT BACK VIA EMAIL. THIS ALLOWS WHOMEVER TO COPY AND PASTE TO POPULATE FACULTY PAGES FROM THE QUESTIONNAIRE.

Do We Need All This Planning? YES!

Goal: We need To look like and communicate like we belong to the same family.

DECENTRALIZED
CUSTOM

CENTRALIZED
CONSISTENCY

UF/IFAS

OF NOTE: THE WEB IS ALWAYS CHANGING, AND THERE IS A CURRENT LEAP TO AND CRY FOR "RESPONSIVENESS!"

PAGE LAYOUTS

and templating

Framework + Styling = Template

The framework determines the number of page layout options available to users (2 boxes, 3 boxes, 1 column, etc.) Inside the framework are content elements.
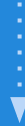
The design will adhere to UF and UF/IFAS branding standards and web policies. Goal: make 3 different color options available for you to choose from via the homepage questionnaire.
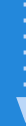
A universal set of content elements and other components that make up a website. The UF/IFAS template has two parts: framework and the styling/design.
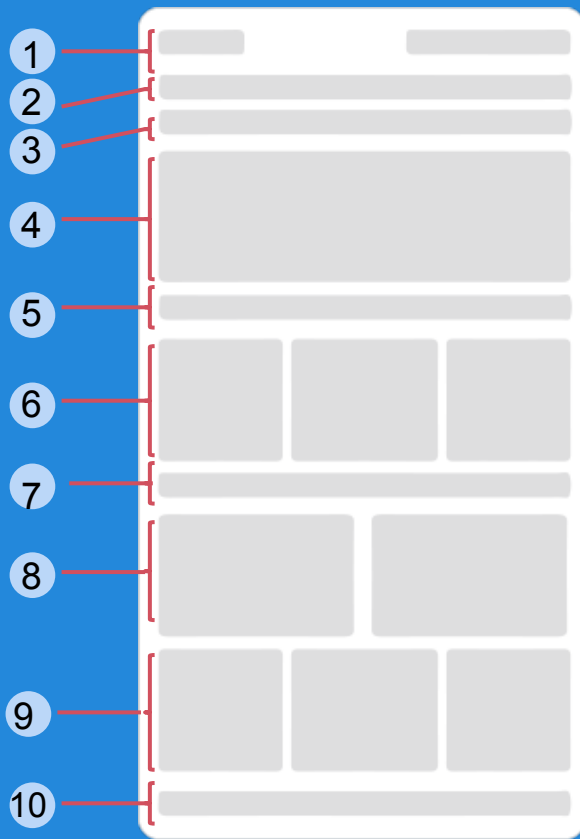
Styling COLOR Options

1 TBD

UF/IFAS
(as currently seen on http: //ifas.ufl.edu)

2 TBD

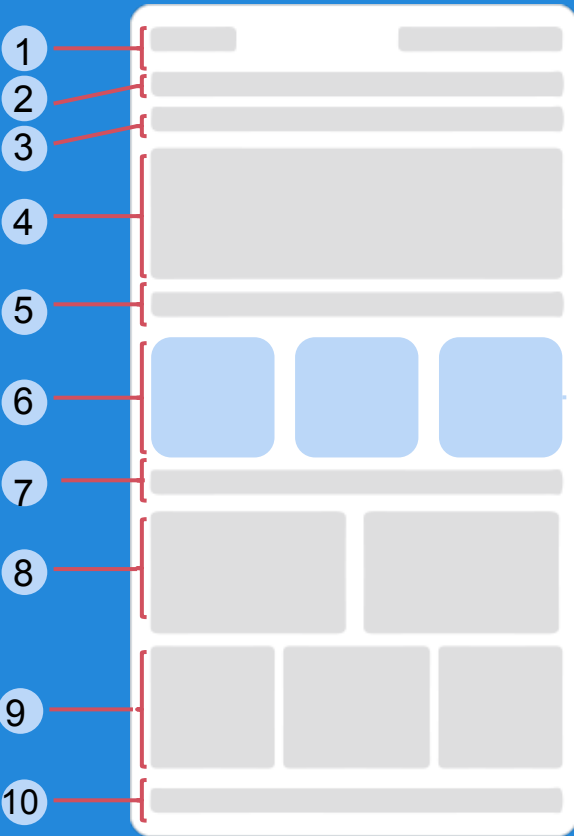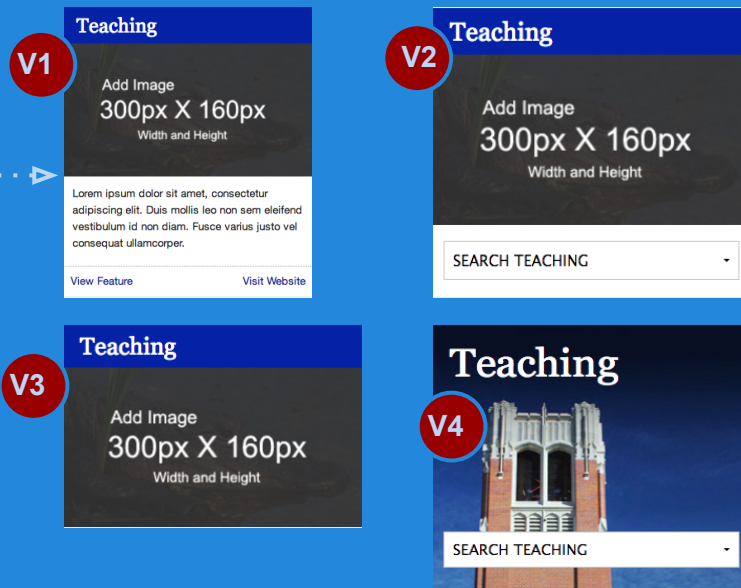**GENERAL SPECS: HOMEPAGE (INDEX)**

- Responsive/Adaptive: One website to maintain, multiple viewports

- Responsive tables included

- Built With: HTML, CSS, and JS

- Framework Base: Normalizer, Boilerplate, HTML5 and JQuery

- The template should work well with any back-end or server technology such as TERMINALFOUR (T4)

- Homepage: 10 regions with multiple variants

UF/IFAS TEMPLATE OVERVIEW

HOMEPAGE = 10 REGIONS
Region #6 has 5 variants

V1

Teaching

Add Image
300px X 160px
Width and Height

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis mollis leo non sem eleifend vestibulum id non diam. Fusce varius justo vel consequat ullamcorper.

View Feature   Visit Website

V2

Teaching

Add Image
300px X 160px
Width and Height

SEARCH TEACHING

V3

Teaching

Add Image
300px X 160px
Width and Height

V4

Teaching

SEARCH TEACHING

EXAMPLE

HOMEPAGE = 10 REGIONS

Variant #5 is totally different

Teaching

V5

Add Image
300px X 160px
Width and Height

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis mollis leo non sem eleifend vestibulum id non diam. Fusce varius justo vel consequat ullamcorper.

View Feature   Visit Website
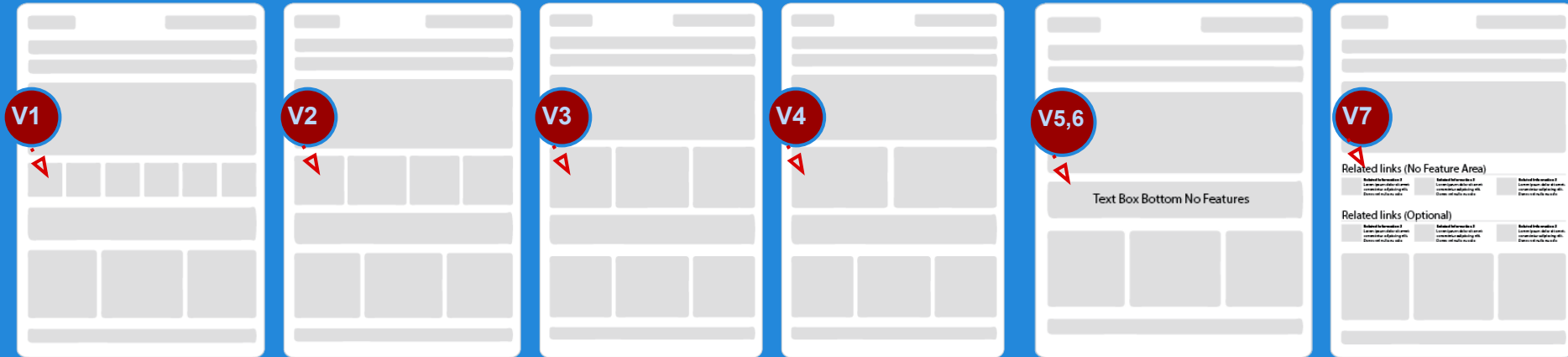
Contains only 7 regions: Region #6 Has Pic+ Text + Links, No #4 region (slider), No #5 region (alert box), No #7 region (program Area section)
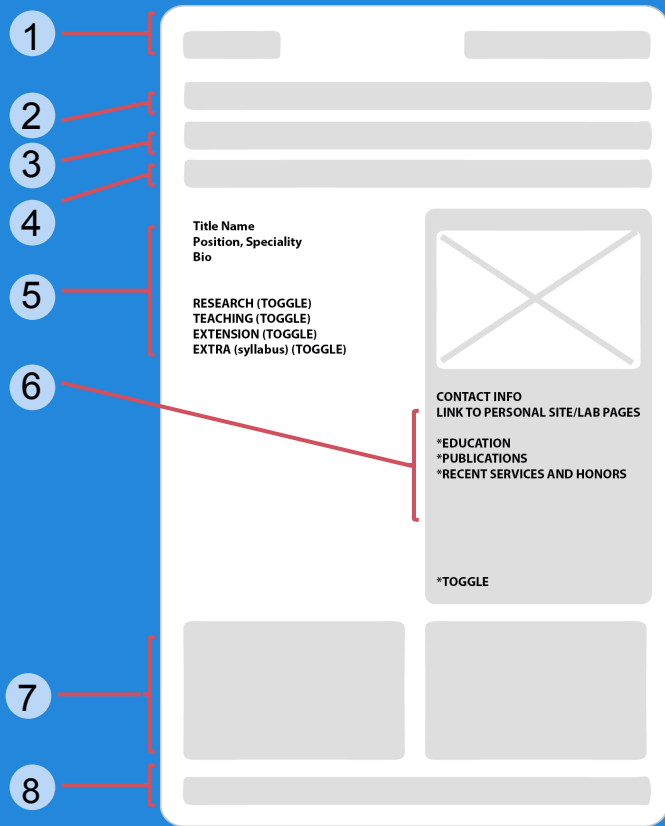
UF/IFAS TEMPLATE OVERVIEW: REGION 6 - 5 VARIANTS

PROGRAM AREA PAGES = 10 REGIONS
Region #5 has 7 variants

V1

V2

V3

V4

V5,6

Text Box Bottom No Features

V7

Related links (No Feature Area)

Related Information 2
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec vel ma u.

Related Information 3
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec vel ma u.

Related Information 4
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec vel ma u.

Related links (Optional)

Related Information 2
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec vel ma u.

Related Information 3
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec vel ma u.

Related Information 4
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec vel ma u.

EXAMPLE

GENERAL SPECS: FACULTY INDIVIDUAL

- Region #4: Bread Crumbs

- Region #5: Title, Name, Specialty, Bio

- Region #6: Picture, Contact Info, Link to lab and personal websites, education, publications, and recent services/honors

- Individual faculty pages: 8 regions

EXAMPLE

Diagram labels:

1
2
3
4
5
6
7
8

Title Name
Position, Speciality
Bio

RESEARCH (TOGGLE)
TEACHING (TOGGLE)
EXTENSION (TOGGLE)
EXTRA (syllabus) (TOGGLE)

CONTACT INFO
LINK TO PERSONAL SITE/LAB PAGES

*EDUCATION
*PUBLICATIONS
*RECENT SERVICES AND HONORS

*TOGGLE

UF/IFAS TEMPLATE OVERVIEW: INDIVIDUAL FACULTY PAGES

FACULTY DIRECTORY PAGES = 2 VARIANTS

Table

Accordion

V1

NAME TITLE CONTACT INFO	NAME TITLE CONTACT INFO
NAME TITLE CONTACT INFO	NAME TITLE CONTACT INFO
NAME TITLE CONTACT INFO	NAME TITLE CONTACT INFO

V2

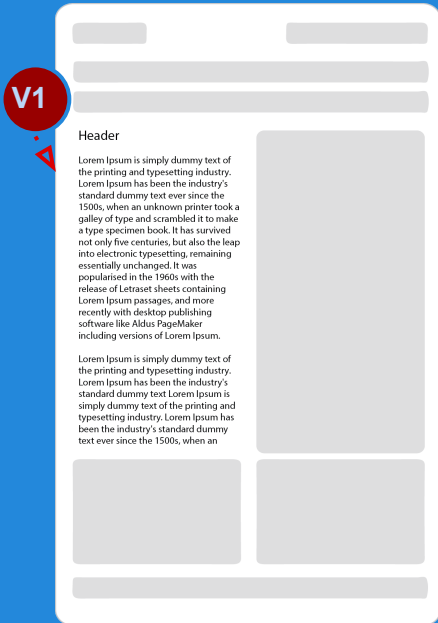▶ FACULTY NAME

▶ FACULTY NAME

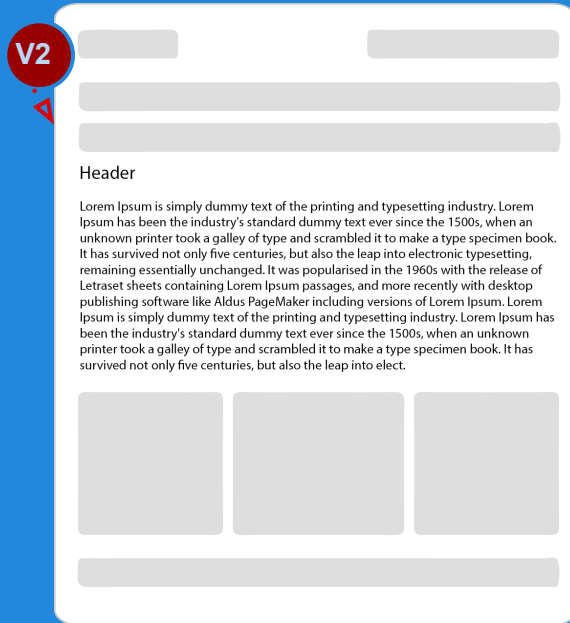▶ FACULTY NAME

▶ FACULTY NAME

▼ NAME
TITLE
CONTACT INFO

EXAMPLE

SECONDARY PAGES = 2 VARIANTS

2 column

V1

Header

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an

OFF NOTE:
Other content elements available with these pages: Tables, Lists and Accordions

Full-width

V2

Header

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into elect.
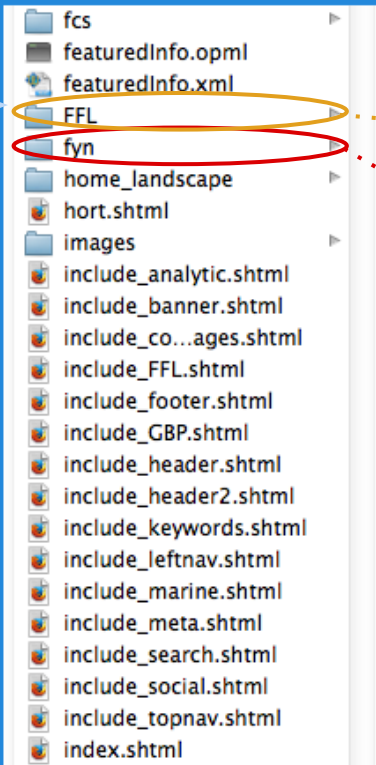
Other Information

- Access to a style guide will be provided
- Template updates will be announced as needed (framework and design)
- When migrating take the *root* approach
  - Example: Migrate the *root* folder then *subsite* folders (see example on next slide)
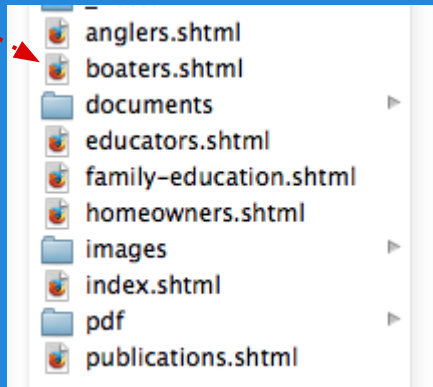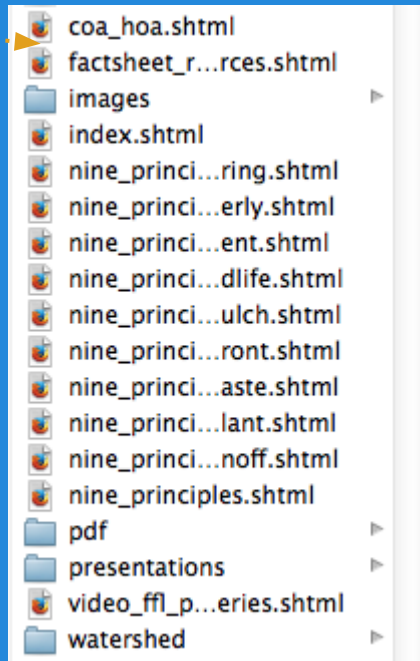
ROOT DIRECTORY
WHERE THE MAIN INDEX PAGE LIVES

SUB SITE 1

SUB SITE 2

"*Root*" first approach THEN subsites until all sites in the directory are migrated

Who Should You Contact?

For questions about the T4 migration contact:

- **Technical inquiries** during and after migration: webteam@ifas.ufl.edu

- **Non-technical inquiries**: rborger@ufl.edu

QUESTIONS