ACO Lunchtime Information
Session Fall 2013

December 5, 2013
12 noon-1:00 pm
Cassandra Bechard
Stephen Markan
Wendy Philpott
Agenda

• WCMS - Division of support (Wendy)
• Quick updates (Cassandra)
  – Accessibility
  – Student labs
• Sharepoint 2013 (Stephen)
  – Coming upgrades & changes
• Storing your data in the cloud (Cassandra)
• NetID (Cassandra)
• Questions
Content Support:
Arts Communications, Wendy Philpott and Megan Scarborough, provide support, advice and guidance for:
• Written content and page organization
  – heading styles, descriptive titles, use of right column space
• Quality assurance review and best-practice recommendations
  – writing for the web, accessibility, menu organization
• Call-to-action button and promotional item creation
• Social media icon sourcing and placement
• Newsletter template creation
  – Alumni newsletter
Content support cont’d:

• Image/photo sourcing, resizing, editing/design
• Google Analytics set-up and support
• New functionality requests – forwarded to WCMS developers
• Grant access to new site editors
• Training access
  – courses choice suggestions, urgent training arrangements
• Initiate new website migration or creation requests
  – for academic units, research centre/lab/project, or conference sites
Technical Support

Arts Computing Office, Cassandra Bechard and help desk co-op students, provide support and assistance for:

• Technical or functionality guidance and questions
  – How do I set-up URL redirects?
  – How can I fix persistent formatting problems?
  – How do I change the banner slideshow speed?
  – How can I rearrange the menu items?
  – How do I archive or delete pages?
• Adding or deleting permissions for a user
• PDF accessibility review and editing to make accessible
  – For multiple documents, please arrange in advance
• Web form creation
• Image resizing (esp. for banner slides that must be a consistent size)
• Brief, one-on-one training refresher
Additional Support

• The central WCMS team provides extensive resources on their website: https://uwaterloo.ca/web-resources/

• Check for new training courses via IST: https://uwaterloo.ca/information-systems-technology/services/skills-electronic-workplace-sew-courses/skills-electronic-workplace-sew-course-brochure
Quick Updates

• IST website live on WCMS
• Accessibility legislation reminder
  – Uwaterloo web sites, and their contents, published as of January 1, 2012 must be accessible, as per the Accessibility for Ontarians with Disabilities Act (AODA) by January 1, 2014 (WCAG 2.0 Level A)
• Changes to our student labs
  – PAS 1080: 6 Windows
  – PAS 1098: 10 Windows, 8 iMacs
Web Accessibility Resources

- Web Resources Accessibility web page (http://uwaterloo.ca/web-resources/resources/accessibility)
- UWaterloo's AccessAbility Services web site (http://uwaterloo.ca/disability-services/)
- WebAIM web site: (http://webaim.org/)
- Accessible Word and PDF files
SharePoint Timeline

• COMPLETED
  – October 30, 2013 – Site Cleanup
  – November 21, 2013 – Production Server Build

• IN PROGRESS
  – December, 2013 Security and Performance Testing
  – DEV Server Available for Administrator Testing: https://spsccdev1.uwaterloo.ca/sites

• Migration Date (if above goes well!):
  – Saturday January 25, 2014
Getting the Word Out…

- Communication
  - Message to Site Administrators
  - Campus-wide communication on next steps via email, presentations, and web updates

- Training
  - Three “What’s New in SharePoint 2013” courses scheduled in December
  - Updated SharePoint SEW Courses starring in January 2014
  - Also Departmental Presentation and Special Request Training
Original 2010 Site
DAY 1: 2013 Migration
2013: Look and Feel Upgrade
One Way Trip

We think you’ll love the new SharePoint, but we want to make sure you’re ready since this is a one way trip. If you haven’t already played around with an upgraded copy, you can request one before you take the leap.

I’m ready

Let’s hold off
Waiting To Upgrade

Upgrade will start shortly, but if you want to remove yourself from the line, click Don't Upgrade Now. Once upgrade starts though, you won't be able to stop it until it's finished.
We're doing work to improve the site. Please bear with us if you experience temporary delays or glitches.

Site Settings - Upgrade Status

Upgrade In Progress

- Status: Upgrade In Progress
- Errors: 0
- Warnings: 18
- Upgrade Started: 2013-11-26 3:51 PM
- Last Updated: 2013-11-26 3:53 PM
- Log File: 20131126-155157-849.txt

Automatically refresh every minute

Refresh Now
Site Settings › Upgrade Status

Upgrade Completed Successfully

- Status: Upgrade Completed Successfully
- Errors: 0
- Warnings: 18
- Upgrade Started: 2013-11-26 3:51 PM
- Last Updated: 2013-11-26 3:54 PM
- Upgrade Completed: 2013-11-26 3:54 PM
- Log File: 20131126-155157-849.txt
• What does it mean to store data in the “cloud”? 
  – Cloud storage “really refers to saving data to an off-site storage system maintained by a third party. Instead of storing information to your computer's hard drive or other local storage device, you save it to a remote database. The Internet provides the connection between your computer and the database.”*
  – Essentially, you are leasing space in the service provider’s data center

http://computer.howstuffworks.com/cloud-computing/cloud-storage.htm
Storing your data in the cloud - 2

• Why do we like the “cloud”?
  – Convenience
    • Ability to access files on any device, anytime, anywhere
    • Multiple users can access and update files
  – Cost
    • Tends to be cheaper than personal storage devices
    • Some providers offer some free storage with an account
      – Live(7GB), gmail(15GB), Dropbox(2-16GB)
    • Arguably “green”, optimization of resources
  – Reassurance/reliability
    • If our computer dies, our data is still in the “cloud”)

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Storing your data in the cloud - 3

• What concerns should we have about the “cloud”?  
  – Security/Privacy
    • Ease of access to everyone
    • Vulnerable to threats
  – Copyright
    • Unclear who has rightful ownership or “possession” of the data
  – Legal Concerns
    • Your data may be physical stored in another country, on multiple servers, in multiple locations,
    • Data could be subject to laws in different jurisdictions
  – Support
    • Campus IT can only provide limited support
Storing your data in the cloud - 4

• Dropbox
  – Some compatibility issues with UW account
    • May need to use older version
      – Contact ACO Help desk for installation and set-up
    – Let us know of any issues
NetID

• “a university sponsored system that provides immediate, self-service wireless access to university guests.”
• Create accounts for single guests or in bulk quantities
• can be valid for up to 6 months, default is 35 days
• Available online at https://netid.uwaterloo.ca/
• Hosted by IST
• Available to staff and faculty
• Free
Questions?

• Thank you for attending!
• Comments/questions/feedback may be directed to:
  – Cassandra Bechard, cbechard@uwaterloo.ca
  – Dawn Keenan, dkeenan@uwaterloo.ca