Arts Computing Office (ACO)
Lunchtime Information
Session Winter 2014

April 9, 2014
noon-1:00 pm
Cassandra Bechard
Julia Yaroshinsky
Agenda

• Types of web sites available at the University of Waterloo: which is right for your needs?
• What's new with the campus Web Content Management System
• Fax service at uWaterloo
• Quick updates
  – Undergraduate labs
  – Nexus accounts
  – New ACO staff member
  – Computer hardware pickup and advice
  – Student printing initiative
  – Accessibility issues and resources
University of Waterloo Website Types

What’s the best option?
Where faculty and students can request websites -1

- Waterloo Content Management System (WCMS)
  - Hosts websites for Faculty/Department/School/Units
    - This includes centres, labs and research groups
  - In order to receive a website from the WCMS it must comply with their guidelines for use
  - Instructions available for requesting a WCMS website
  - Websites must be managed by a staff or faculty member therefore requesting a website from the WCMS is not an option for student societies
Where faculty and students can request websites - 2

• Learn
  – Specifically for courses faculty members are teaching
    • The ACO and WCMS will not create websites for courses faculty teach unless a special case can be made
Where faculty and students can request websites- 3

• Arts Computing Office
  – If your site doesn’t fall under something the WCMS can host than we can provide for the following:
    • Personal sites for faculty members for publishing links to all their work, CV’s and etc.
    • Student Society websites
    • Special requests – usually research related
Options for Faculty and Students from the ACO

• From the ACO
  – WordPress
  – Old version of Drupal
    • This version is both “out of style” and harder to use than WordPress. WordPress is the preferred option.
  – Build a website from scratch using HTML & CSS
WordPress was primarily made for people interested in keeping a blog

Now you can make full websites with WordPress
  – Don’t have to use the “posts” feature

Security for WordPress can be maintained by the ACO because it is a Content Management System

WordPress is easy to use!

WordPress Demo
WordPress - 2

• Downsides
  – Need to make a case for additional themes
  – No supporting documentation from the university on how to use WordPress
From Scratch - 1

• Only for those who are willing to spend time learning HTML and CSS
• This option gives you the most control
• Thousands of templates you can work from
• “From Scratch” Demo
<html>
<head>
  <title>Less fancy</title>
</head>
<body>
  <h1>A more basic HTML page ..</h1>
  <p>This is how basic HTML can get, but even here there is some code you need to learn.</p>
  <p>If I want to add colors or other style to this page, I need to know &lt;span class="CSS"&gt;CSS&lt;/span&gt;.</p>
  &lt;a href="index.html">Back to nice home page</a></body>
</html>
From Scratch - 2

• Downsides
  – More vulnerable to security threats
  – Need to learn HTML in order to maintain content, CSS to create style and other languages if you want more functionality
  – Can use programs like Dreamweaver and Contribute to edit but they are expensive
  – NOT a good option for student societies
Learn more

• Content Management Systems
  – Read up on WordPress at WordPress.org, and what the WCMS offers in it’s system
  – Keep in mind that the ACO does not support or provide access to all of WordPress’s functions

• Want to learn HTML and CSS?
  – Excellent beginner tutorials at HTMLDOG.com

• University also offers resources on best practices, writing style and other tips
Remember to Keep in Mind

• All websites need to be accessible
  – Learn about web accessibility

• All websites should follow the University of Waterloo’s web guidelines
  – Learn more about the university’s guidelines
What’s New in the WCMS - 1

Version 1.8 released February 18

• Events

• Web Forms
  – Double-check any existing web forms are working correctly
  – Tokens, conditionals, PDF filling

• Services

• Feeding News and Event data to Open Data Application Programming Interface (API)
  – support feeding information to the portal
What’s New in the WCMS - 2

• Events now default to “promote to front”
• Listing Pages can now be filtered by:
  – Dates
  – Type
  – Audience
What’s New in the WCMS - 3

- Events filtered by “current and upcoming” and “today” are sorted in chronological order.
- Events filtered by “past” are sorted in reverse chronological order.
- For “Type” and “Audience”, any unused terms are listed, but disabled.
What’s New in the WCMS - 4

Updated sidebar:

• All sections can be collapsed/expanded
  – “Full archive” collapsed by default
  – Expanded/collapsed state is “sticky” across WCMS sites

• New “Events by type” list
Updated sidebar continued:
• New mini-calendar highlights days with events
  – Clicking on month leads to full calendar
  – Clicking on day leads to events for that day
  – Visiting any month other than current shows “return to current month” link
What’s New in the WCMS - 6

Updated sidebar continued:

• Full calendar displays all events in a month, with text listings underneath
• Calendar view can be filtered by “Type” and “Audience”
What’s New in the WCMS - 7

New fields:
• Type – short list of most common types of events
  – Conference
  – Information session
  – Lecture
  – Open house
  – Performance 
  – Reception
  – Reunion
  – Seminar
  – Thesis defense
  – Workshop
What’s New in the WCMS - 8

New fields continued:

• Tags – completely open field
  – For when type is not covered or you want to add additional tags
  – Can add unlimited tags, comma separated
  – Entering text into this field creates a tag
  – Site Managers to edit event tags through Dashboard
What’s New in the WCMS - 9

New fields continued:

– Event tags only appear in the information block of each event’s page
– Clicking on an event tag leads to a list of other events with the same tag
– WCMS team to analyze tags used, prominently used tags will be added to Type field
New electronic fax system:

- Goal: reduce the number of physical fax machines and fax lines on campus
  - Send and receive faxes via e-mail
- Few universities still use physical fax machines
- Tested on campus with positive results
- Same system successfully deployed worldwide, including the University of Montreal
Fax System at uWaterloo - 2

Benefits:

• Money
  – External fax line cost increase: $30 to $70 per month
  – 127/177 fax machines use external Bell line. Savings of up to $100,000 per year if all lines cancelled

• Paper
  – Faxes, including spam, not printed automatically
Fax System at uWaterloo - 3

• Time
  – whole process can now be done at your workstation
  – Online Interface to view fax history

• Flexibility
  – Custom cover pages
  – Statistics on usage
Fax System at uWaterloo - 4

Three main proposed options:
1. Completely Digitalized (no fax machine)
2. No fax machine, keep the fax number
3. Keep the machine and number
Fax System at uWaterloo - 5

Completely Digitalized (no fax machine)

- 1 generic campus-wide fax number, telephone services will monitor and redirect faxes to the appropriate department/personnel
- Send and receive faxes like email
- Virtually no cost (beside from long distance faxes)
- Cover page is mandatory for telephone services to make the redirection
- Privacy concerns
Fax System at uWaterloo - 6

No fax machine, keep the fax number

• Many departments want to keep their own established fax number
• Incoming faxes e-mailed directly to department
• Send faxes via e-mail
• Cost can be reduced to $26 per month
• No maintenance of machine required
Fax System at uWaterloo - 7

Keep the machine and number

• Essentially nothing will change
• However, effort will be made to convert machine from using external line to university direct dial line
Quick Updates - 1

• Undergraduate labs
  – Hagey Hall 236 now an Economics graduate student space
  – 4 Windows computers in PAS 1099

• Nexus accounts
  – Students no longer need to activate account
  – Automatically created with WatIAM account
Quick Updates - 2

• New ACO staff member
  – Herbert Balagtas
  – Unix System/Web Development Specialist

• Computer hardware pickup and advice
  – Pick-up/disposal of old computer equipment
  – Advice on purchasing new equipment
Quick Updates - 3

• Student printing initiative
  – One system across campus
  – Funds deducted directly from WatCard
  – Piloted in Applied Health Sciences, Environment, public Xerox printers
  – Positive reviews from students so far
  – Arts rollout beginning this term
    • Arts Lecture printer
Quick Updates - 4

• Accessibility issues and resources
  – Increase in Faculty printing course materials to circumvent accessibility requirements
  • This is not a solution
  – Accessible Web Content Specialist has compiled a list of common accessibility issues and fixes
  – Accessible Word and PDF files
  – Word and Acrobat built-in accessibility checkers
  – Arts Computing Office

WATERLOO
ARTS
Quick Updates - 5

• Accessibility issues and resources continued:
  – Syllabus Template
  – Accessibility
  – Disability Services
  – WebAIM web site
Questions?

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