



# WEBSITE REDESIGN

FACULTY  
& STAFF  
GUIDE

2013

STONEHILL  
COLLEGE

# STONEHILL'S NEW **WEBSITE**

This booklet will outline the changes you will see and help you navigate the components of the site on which you have come to rely.

**W**elcome to the new Stonehill.edu. While it may look different at first, we hope you find a sense of familiarity in how our campus and community are reflected online. Beyond the visual design there are some fundamental changes in comparison to Stonehill's previous site. This booklet will outline those changes and help you navigate the components of the site on which you have come to rely.

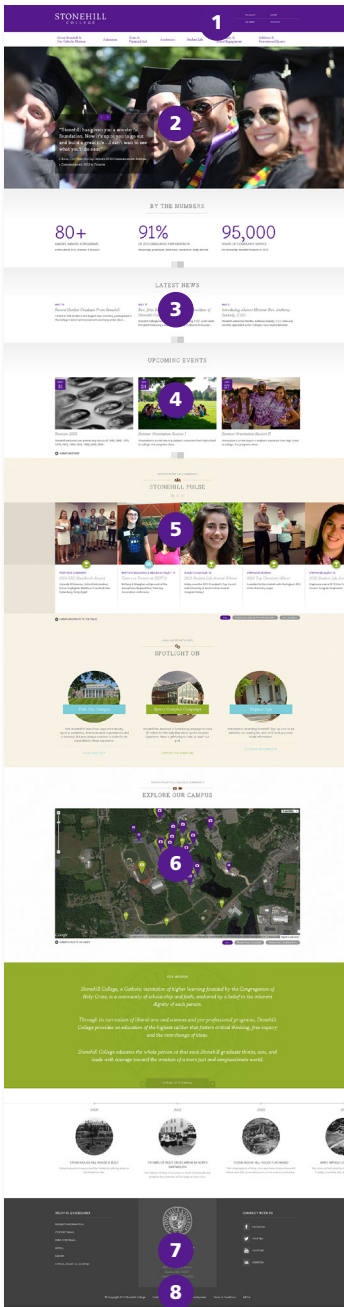
First, you will notice that the structure has been significantly adjusted to present Stonehill in a way that is more intuitive to a web visitor and less based on the organizational structure of our institution. This provides flexibility to the site and allows us to more completely represent Stonehill.

You will also notice there are many more opportunities for interactivity and engagement. We have intentionally provided multiple places where users can submit content. This user-generated content not only keeps the site fresh, it gives everyone in our community an opportunity to engage more actively with the website itself. We encourage and look forward to seeing community contributions enhance the site.

We hope you have a pleasant experience as you explore the new site. We have done everything we can to ensure that it is engaging, exciting and informative. This is only the beginning. We plan to continually and consistently evolve and update. Should you have any feedback, please do not hesitate to contact anyone in the Marketing Department.

— The Stonehill Marketing Team

# ANATOMY OF THE HOME PAGE



## 1 AUDIENCE SPECIFIC GATEWAYS

These gateways are designed to provide content tailored to the needs of the specific audience. Faculty and staff can use these gateways, which appear at the top of every page, to access quicklinks to myHill, employee email, Pro-Card reconciliation and dedicated content.

## 2 FEATURE STORY

Multiple feature stories will cycle through on the home page. Major news items may be featured here as well.

## 3 NEWS

The official news feed for Stonehill College.

## 4 EVENTS

Major institutional promoted events. An online submittal form will be used to manage events featured on the home page.

## 5 STONEHILL PULSE

Inspired by the bulletin boards across campus celebrating the achievements of our students, this is a place to celebrate individual successes.

## 6 EXPLORE OUR CAMPUS

Provides an opportunity for the community to upload photos/videos and geo-target where they were taken on campus.

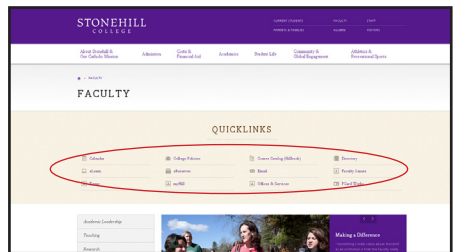
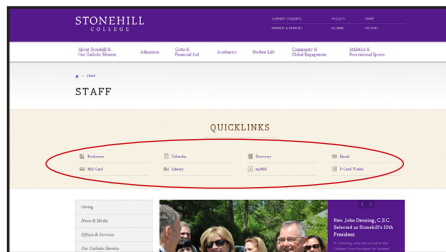
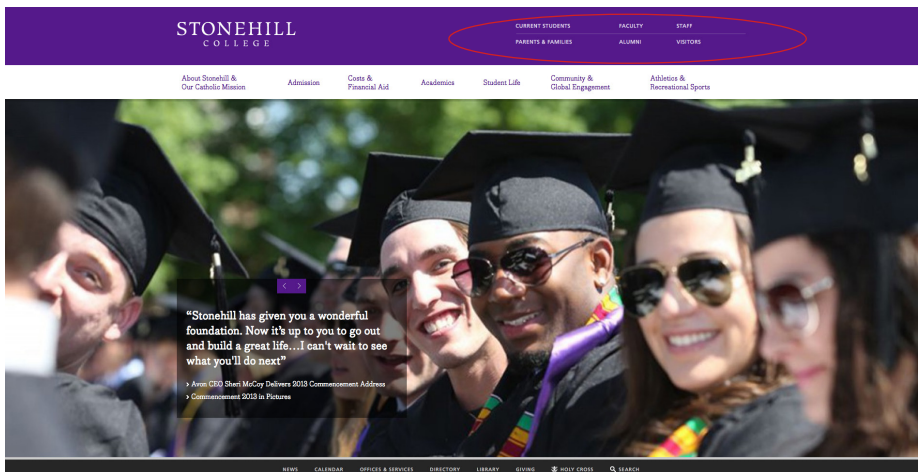
## 7 FOUNDATIONAL FOOTER

Each page of the website will be grounded with this fundamental information.

## 8 FLOATING BOTTOM NAVIGATION

Will scroll to frame the bottom of the user's view. This will be accessible throughout the site. Includes links to the News, Calendar, Offices & Services listings, employee Directory and a Search function.

# AUDIENCE SPECIFIC GATEWAYS



## To Access myHILL:

1. Navigate to the faculty or staff gateway.
2. Select the myHill icon under the "Quicklinks" header.
3. myHill should open in a new window or a new tab within your browser.

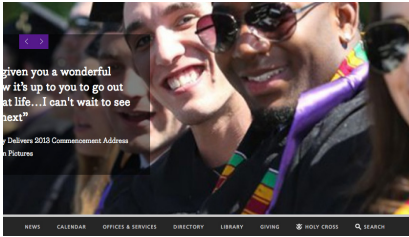
## To Access Email:

1. Navigate to the faculty or staff gateway.
2. Select the Email icon under the "Quicklinks" header.
3. Email should open in a new window or a new tab within your browser.

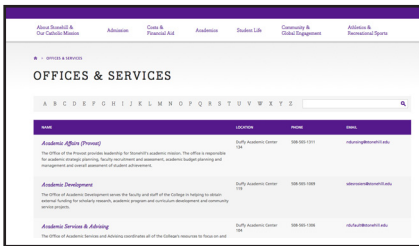
## To Access P-Card Works:

1. Navigate to the faculty or staff gateway.
2. Select the P-Card Works icon under the "Quicklinks" header.
3. P-Card Works should open in a new window or a new tab within your browser.

## FLOATING BOTTOM NAVIGATION

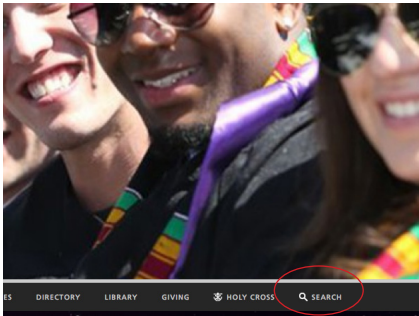


The floating bottom navigation will always frame the bottom of the user's view of the website. This tool will be accessible throughout the site and includes links to News, Calendar, Offices & Services listing, employee Directory, Library, Giving, Holy Cross and a Search function.



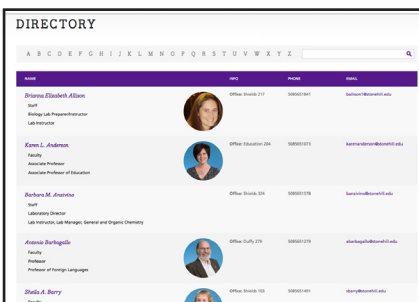
## OFFICES & SERVICES

The Offices & Services section is now essentially what used to be considered the A-Z index. You can browse through offices alphabetically or search for a particular service using the search function within the index.



## SEARCH BOX

The search box is revealed when you roll over the magnifying glass icon or the word "Search" on the floating bottom navigation. You can search the entire site just as you were able to search the previous site.



## DIRECTORY

The Directory is navigable alphabetically or by using the search function within the directory itself. All information is pulled in from Banner and work will be done over the summer to ensure consistency. *If you do not have a photo in the directory and would like to include one, please contact us.*

# SHARE **YOUR STORIES**

**+** SUBMIT A STORY

**+** SUBMIT PHOTOS

**+** SUBMIT A GLOBAL STORY

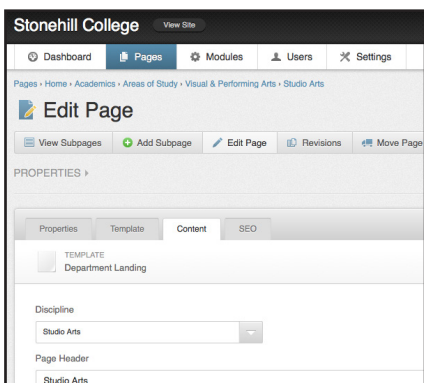
**+** SUBMIT A PHOTO OR VIDEO

**+** SUBMIT AN UPDATE TO THE PULSE

*What's Going On?*  
Submit your story or photos!  
**SHARE YOUR STORY**

In order to represent the vibrancy and activeness of our community it is essential to keep the content on this site up to date and fresh. We look to the community to support this by asking you to share your stories. Please look for buttons throughout the site to submit your stories, videos, photos or achievements. If what you want to share doesn't fit into one of the easy to submit forms, please feel free to call or email us in the Marketing Department and we will be happy to gather the information from you.

# TRAINING **SESSIONS**



The following Content Management System (CMS) training sessions will be offered from 11 a.m. – 12:30 p.m. in the MacPhaidin Library, Room 116.

**Faculty training for bio pages:** June 10. Additional trainings will be offered in September.

**General trainings offered for current users of the system:** June 11, 12, 13, 18, 19, 20, 25, 26, 27, July 9, August 14, September 16, October 22, November 20, December 12

*Additionally, there will be CMS and web content strategy open trainings held regularly during the academic year for those who are interested.*



## QUESTIONS?

If you have any questions, comments or feedback please let us know.

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