

ALP WEBSITE

alp.uconn.edu

WebMaster Manual

This manual is for the exclusive use of the ALP Webmaster and other ALP Administrators assigned by the Board of Directors to assist the Webmaster.

ALP WEBMASTER MANUAL

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GENERAL INFORMATION

SUPPORT

John Waiveris (860) 285-0172, john@invisiblegold.com) of Invisible Gold is the website administrator. He is the one who provided us with the software tools and templates needed to build and maintain the website. You can call or e-mail John with any questions or issues relating to the website and expect a prompt response.

Useful generic information about maintaining any Invisible Gold designed website is also available by clicking on the Help icon in the left hand margin on the website and then selecting “Online Documentation.”

LOG IN

You can only make entries or changes on the site if you are logged on as an Administrator. Your designated code name as an Administrator and a temporary password will be assigned by an existing Administrator. You may change your password at any time. If you forget your login name and password, you may use “admin” for the name and “seabury08” as the password.

The Login box is in the upper right hand corner of the Home Page.

DISPLAY MODES

There are three display “mode” buttons shown in the upper left-hand corner above the blue banner:

“**guest preview**” displays the website as if you were a non-administrator user.

“**preview**” displays the website as if you were an administrator (*which you are*).

“**edit mode**” is the same as “preview” except it also displays the new/edit/move/advanced/delete buttons you need to actually make changes to the website. **YOU MUST BE IN “EDIT MODE” TO MAKE ANY CHANGE.**

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GENERAL INFORMATION (cont'd)

SORTING

Topics are arranged on the Banner and on the drop down menus according to a “sort key” number assigned to each topic by a previous administrator. Low numbered topics are listed first. The current sort key numbering scheme is by tens (10 – 20 – 30, etc.) to allow for the insertion of new topics without having to re-number all the topics.

To access a sort key for a given topic, go to the applicable topic’s page and click on “Advanced” to bring up the page’s properties.

To assign or change a sort key, you must first determine where you want the topic placed and identify the sort key currently assigned to the topics on either side of the topic to determine the appropriate sort key number to be assigned. For instance, if you want to place topic A between topics B (sort key = 50) and C (sort key = 60), you should assign 55 as the sort key number for topic A.

1. Go to the applicable topic’s page.
 2. Click on “Advanced” to bring up the page’s properties which include a “sort key” field.
 3. Change the sort key to place the topic in the desired location.
 4. Click on “Save Changes.”
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SCHEDULED MAINTENANCE

This page provides a schedule of known maintenance requirements. See the specific topic maintenance pages that follow for detailed steps on how to perform the maintenance.

- JAN - Update the **ALP Calendar** with the Spring Semester course schedule and descriptions.
- Upload the **Registration Form** for the Spring Semester.
 - After the Spring Preview Meeting, change the **Home Page** to anything you want (*see Examples*).
 - Upload a copy of the Spring edition of the **Newsletter** (ALP Horn).
 - Upload **Photos** taken at the Spring Preview Meeting.
 - Solicit **Members Writings** from facilitators of the two ALP writing courses for the previous semester. **NOTE:** The submission of writings is not mandatory; do not be aggressive in soliciting - they will submit articles when they're ready.
- FEB - Import the current **Membership List**.
- MAY - Upload a copy of the "summer" edition of the **ALP Horn**.
- Change the **Home Page** at least two weeks prior to the scheduled Annual Meeting usually held in June.
- JUNE - After the Annual Meeting, remove all entries from the **ALP Calendar** (*classes and meetings*).
- Delete the Spring **Registration Form**.
 - Update the **Board of Directors** page based on election results from the Annual Meeting.
 - Change the **Home Page** to something light for the summer (*see Examples*).
 - Upload **Photos** taken at the Annual Meeting.
 - Solicit **Members Writings** from facilitators of the two ALP writing courses for the previous semester. *See January note above.*
- AUG - Change the **Home Page** at least two weeks prior to the scheduled Fall Preview Meeting usually held in Sept.
- Update the **ALP Calendar** with the Fall Semester course schedule and descriptions.
 - Upload the **Registration Form** for the Fall Semester.
 - Manually insert the schedule of Committee Meetings and Board of Director Meetings for the next 12 months into the ALP Calendar as information is provided by the ALP Administrator.

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ALP WEBMASTER MANUAL

SCHEDULED MAINTENANCE (cont'd)

- SEPT - After the Fall Preview Meeting is conducted, change the **Home Page** to provide relevant information and to promote attendance for the Fall Social usually held in October.
- Upload a copy of the Fall edition of the **Newsletter** (ALP Horn).
 - Upload **Photos** taken at the Fall Preview Meeting.
- OCT - Import the current **Membership List**
- After the Fall Social, change the **Home Page** to anything you want (*see Examples*).
 - Upload **Photos** taken at the Fall Social.
- DEC - Change the Home Page at least two weeks prior to the scheduled Spring Preview Meeting (usually held in January).

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DEFINITIONS

BANNER TOPICS These are the primary topics displayed on the blue “banner” strip at the top of the Home Page. Clicking on any of these topics will link you to a page containing relevant information on that topic or will provide a drop down menu containing links to more specific sub-topics.

CHILD PAGES These are sub-topics or topics directly associated with a primary topic. Topics listed in drop down menus are displayed on “child pages” under the primary topic listed on the banner (i.e., “Registration” and “Seminar Proposal” are child pages under the primary topic of FORMS). **If you delete or move a page containing child pages, you delete/move the associated child page(s) as well.**

HTML This is the coding language required to apply text enhancements such as color, boldness, italics, underscoring, etc. HTML coding is not required for text displayed on “Rich Edit” templates which provides the means for text enhancements using icons similar to those used in Word.

You can find out the specifics of HTML coding by clicking on the “Help” icon in the left hand margin of any page while in the Edit Mode.

TEMPLATE Provides the format capabilities required for the information displayed on a given page. You can learn about the different templates available by logging in and selecting NEW at the top of the navigation column on the left. This will display a list of the Invisible Gold templates and allow you to view an explanation of the formatting capabilities for each.

You can determine the template type for an existing page by selecting “advanced” from the top of the screen.

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DEFINITIONS (cont'd)

TEST SITE “alp.uconn.edu/**new**” is a duplicate website set up by the Website Administrator (John Waveris). It is available for your use when you need to make major changes to the primary website that you want to test before making the changes available to members. An example of the need for the test site is the semi-annual creation of the ALP Calendar of courses prior to the Fall and Spring semesters.

Once you have tested the changes on the test site and are satisfied they are usable and accurate, you need to repeat the changes on the primary website **OR** if the changes are too numerous or too complex, you can ask the Website Administrator to transfer the entire test site to the primary “alp.uconn.edu” site.

To re-establish the test site at any time during the year, contact the Website Administrator and request he replicate the current primary website onto the test site.

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GENERIC TOPIC CHANGES

The process for making these changes applies to both banner topics and drop down menu topics.

TO ADD A TOPIC

1. Determine if you want to add the new topic to the banner or include it as part of a drop down menu from a topic already displayed on the banner.
 2. Determine Appropriate Template:
 - a) If this is a new banner topic, click on the green “New” button located in the banner and go to step 6.
 - b) If the topic is to be added to a drop down menu for an existing banner topic, place your cursor on the banner topic (don’t click just yet).
 - c) Click on the “New” button that appears at the bottom of the current drop down menu for that banner topic.
 - d) A list will appear showing a summarized description of the various templates to use. From that list, select the appropriate template for your new topic by clicking on the template title.
Note: For a more detailed description of each template, click on the “Help” icon in the left hand margin.
 3. Complete the Page for the New Topic:
 - a) Write the title of the topic in the “Name” field.
 - b) Check “Show the Child Pages” if there are going to be sub-topics that you want to display for the members to access from the new page.
 - c) SAVE
 - d) Write the text for the new topic.
 - e) SAVE
 - f) If appropriate and needed, upload photo (*see Uploading Photos for process*)
 - g) Assign sort key if you need to place the new topic in a specific order with other topics (*see General Information for Sorting process*).
 - h) SAVE
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ALP WEBMASTER MANUAL

GENERIC TOPIC CHANGES (cont'd)

TO DELETE A TOPIC

CAUTION: If you delete a page containing sub-topics (child pages), those pages will also be deleted.

1. Click on the topic.
 2. When the page appears, determine if there are child pages listed that should not be deleted.
 3. Move any child pages that should not be deleted. *See below for **Move process**.*
 4. Click on “Delete Page.”
 5. When “Are you sure” message appears, click on the “OK” button.
-

TO REVISE A TOPIC

The following process must be followed to make changes to any existing topic regardless of its template.

1. Go to the page to be changed.
 2. Click on “Edit”.
 3. Make changes to the text body and/or title.
 4. Add/Change photo(s) if needed.
 5. SAVE.
-

TO MOVE A TOPIC

CAUTION: If you move a page containing sub-topics (child pages), those pages will also be moved.

1. Go to the page to be moved.
 2. Click on “Move”.
 3. Click on the title of the topic to where the page is to be moved.
NOTE: Normally, you are moving a sub topic (child page) from one banner topic to a more appropriate banner topic. If you want to make the sub-topic a banner topic, click on “*Welcome to the UCONN Adult Learning Program Website*”.
 4. When “Are you sure” message appears, click on the “OK” button.
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SPECIFIC TOPIC CHANGES

HOME PAGE	Template	Rich Edit
	Reference	SCHEDULED MAINTENANCE GENERAL TOPIC CHANGES (<i>To Revise a Topic</i>)
	Background	Before each Preview Meeting (2) and the Annual Meeting, update the Home Page to display a promotional description and photo of the event's featured speaker along with the agenda schedule and parking instructions. After a Home Page promoted event has been held, remove the promotional text and photo from the Home Page (NOT THE PAGE ITSELF) and replace it with new text containing relevant news or reminders (with optional photos or graphics). You must not leave outdated information on the Home Page.
	I/P Source	The latest publication of the ALP-Horn.
	Frequency	At least bi-monthly.
	Process	<ol style="list-style-type: none">1. Contact the Editor and request an electronic copy of the Horn in Word format.2. When the Horn is received, remove the existing text and photo from the Home Page.3. Extract the relevant text and photo from the front page of the Horn.4. Paste the extracted text and photo onto the Home Page. <i>See Uploading Photos for process.</i>

ALP CALENDAR	Template	Calendar
	Reference	SCHEDULED MAINTENANCE Also see "ALP Calendar - Manual Changes" under CLASS SCHEDULE CHANGES DEFINITIONS: (<i>Test Site</i>)
	I/P Source	When ready, a Curriculum Committee Co-Chair will e-mail you an Excel file containing the course schedule.
	Frequency	Jan, Aug

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SPECIFIC TOPIC CHANGES (cont'd)

- ALP **Process**
- CALENDAR (cont'd)
1. Open the Excel file and save as a .csv (comma delimited)
 - a) Click **FILE . . . Save As . . .**
 - b) On the "Save As Type" bar below the title, change the file type to CSV (comma delimited). Don't take the options that specify Mac or PC.
 - c) To avoid identity confusion with previous and subsequent files, add the current date to the file name (e.g., *ALP Course Listing Jan 3 2017*).
 - d) Navigate to your "Database Imports" file folder
 - e) Save the csv file.
 - f) Close the file (Excel will ask if you want to save the file; don't save – you already did)
 2. At the **ALP Website**, log in as the Administrator.
 3. Delete the previous semester's course listings:
 - a) From the menu on the homepage, click . . **Calendars ALP Calendar**
 - b) At the very top of the screen, click . . . **System**. A listing of the previous semester's course listings and committee meetings will appear.
 - c) At the bottom of the list, click . . **Select All**. If this maintenance is not being performed after the Annual Meeting marking the end of the academic year, you should de-select the committee meetings remaining on the schedule so that they will remain on the Calendar.
 - d) Ensure that the proper items on the list are selected.
 - e) At the bottom of the list, click . . . **Delete**.
 4. Prepare the "**Class Categories**" section of the webpage
 - a) Go back to the ALP Calendar page ("Website" in upper left will take you there)
 - b) Select **Classes** and then **Seminars**
 - c) On the blue line, click on "Edit"

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SPECIFIC TOPIC CHANGES (cont'd)

- ALP **Process**
CALENDAR (cont'd)
- d) Click on the "Calendar Edit Page" link at the bottom of the page.
 - e) On the Calendar Edit Page, change **both** titles in the "Categories" block to fit the current semester (e.g., from *Spring2019-Seminar* to *Fall2019-Seminar*).
Note that there are no blank spaces.
 - f) Click **Save**. This takes you to the ALP Calendar page.
 - g) Go back to the Seminars page
 - h) On the blue line, click on "Edit" and make the following changes in the boxes that appear:
 - Alter the Name to reflect the appropriate Semester and Year.
 - Alter the Description similarly.
 - Under the Description field, uncheck any inappropriate category boxes and check the category for the semester, year, and course type.
 - Click **Save** on the blue line.
 - i) Repeat steps 4g and 4h for the Single-Session courses.
5. Upload the new course listing:
- a) On the ALP Calendar page just below the instructional text, select Import Events.
 - b) Browse the ALP Imports file folder on your computer and double click on the appropriate csv file.
 - c) Click Upload. You'll see a letter/mailbox/dotted line indicating "Done" along with the number of courses you have uploaded.
 - d) Click "Continue."
6. Check for accuracy of the upload:
- a) From the banner topics, select **Classes. . . . Single-Session.**
 - b) Compare the course listings with the ALP Horn, ensuring all classes are listed and the description for each class is complete.
 - c) Repeat steps 6a) and 6b) for the **Seminar Sessions.**
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SPECIFIC TOPIC CHANGES (cont'd)

BOARD OF DIRECTORS (child page under ABOUT US)	Template Reference I/P Source Frequency Process	Default SCHEDULED MAINTENANCE List of nominees published in the summer edition of Annually (June after Annual Meeting) <i>See GENERAL TOPIC CHANGES (To Revise a Topic)</i>
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REGISTRATION FORM (child page under PUBLICATIONS & FORMS)	Template Reference I/P Source Frequency Process	Download List SCHEDULED MAINTENANCE Curriculum Committee Co-Chair Semi-Annually (Jan and Sept) <ol style="list-style-type: none">1. When received, download onto your computer and include the applicable semester/year in the file name (e.g., spring 2017).2. Go to the website page and delete the form from the previous semester. DO NOT DELETE PAGE.3. Click on the blue "Upload" button, <u>not</u> the "Click to Upload Image" box.4. Browse for applicable form filed in step 1.5. Upload.
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NEWSLETTER (child page Under PUBL & FORMS)	Template Reference I/P Source Frequency Process	Download List SCHEDULED MAINTENANCE Newsletter Editor Tri-Annually (Jan, May and Sept) <ol style="list-style-type: none">1. When received, download onto your computer and include the applicable semester/year in the file name (e.g., spring 2017). NOTE: If received in Word format, convert to PDF for uploading.2. Go to the website page and click on "Upload".3. Browse for and select the appropriate PDF file.4. Click on Upload.
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ALP WEBMASTER MANUAL

SPECIFIC TOPIC CHANGES (cont'd)

- NEWSLETTER (cont'd) **Process**
5. Find the uploaded file among the archived newsletter list; it will be out of chronological sequence because it is automatically assigned a 99 sort key.
 6. Change the sort key:
 - a) Click on the blue "System" button at top of screen.
 - b) Find the previous newsletter and note its sort key.
 - c) Assign a new sort key to the current newsletter with a number one less than the previous newsletter.
 - d) Click on "Update Sort Key" at bottom of page.
 - e) Confirm that the archived newsletters are in proper sequence.
-

- WRITINGS BY MEMBERS **Template** Title Page
- Reference** SCHEDULED MAINTENANCE
- I/P source** Facilitators of ALP's Two Writing Courses
- Frequency** As Received
- Process**
1. Download writings received into an appropriately named folder (e.g., "Writing Uploads").
 2. If the article is submitted as a PDF file and it's not possible to convert to Word for editing purposes, skip steps 3 and 4.
 3. Edit each article for consistent formatting (i.e., each heading should have the title, author and month/year of submission), typos and obvious errors that can be fixed without affecting the author's writing.
 4. After editing, re-convert to PDF for uploading.
 5. On the website page, click on the green "New" button.
 6. Manually enter the Title, Author's Name, Category (Essay, Memoir, Fiction or Poetry), and Year.
 7. SAVE.
 8. Click on the blue "Upload" button, not the "Click to Upload Image" box.
 9. Browse for appropriate article and Upload.
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SPECIFIC TOPIC CHANGES (cont'd)

MEMBERSHIP LIST	Template	None; this is a webmaster tool used for reference and for sending mass e-mailing of special alerts to members (cancellations due to weather, last minute scheduling changes, event reminders, etc).
	Reference	SCHEDULED MAINTENANCE
	I/P source	The ALP Administrator controls the closing of registration for the current semester. When closed, the ALP Technical Support person in control of the ACCESS Database will e-mail you an Excel file containing the active membership list.
	Process	<ol style="list-style-type: none">1. Open the Excel file and save as a .csv (comma delimited) file:<ol style="list-style-type: none">a) Click FILE . . . Save As . . .b) On the "Save As Type" bar below the title, change the file type to CSV (comma delimited). Don't take the options that specify Mac or PC.c) To avoid identity confusion with previous and subsequent files, add the current date to the file name (e.g., <i>ALP Course Listing Jan 3 2017</i>).d) Navigate to your "Database Imports" file foldere) Close the file (Excel will ask if you want to save the file; don't save – you already did)2. At the ALP Website, log in as the Administrator.3. Delete the current mailing list:<ol style="list-style-type: none">a) Go to the "Lists" icon in the left panel.b) Select the Mailing List you want to replace (Members).c) At the bottom of the list, click . . .Select All.d) At the bottom of the list, click . . . Delete Selected.

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ALP WEBMASTER MANUAL

SPECIFIC TOPIC CHANGES (cont'd)

MEMBERSHIP

LIST (cont'd)

4. Upload the new Mailing List:
 - a) On the upper right of the now empty mailing list, select "Import."
 - b) Select **Upload File**.
 - c) Browse and select your .CSV file (using the date in the title to identify the correct file.)
 - d) Upload.
 - e) When it is "Done", click "**Continue**."
 5. Look at the list; there should be about 220-240 members displayed with their Last Name, First Name and E-mail Address.
 6. If a problem, repeat steps 3 and 4 before contacting the ACCESS Technician for help.
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ALP WEBMASTER MANUAL

UPLOADING PHOTOS

Photos can be uploaded onto any page other than those using the “Calendar” template: There are **three** different processes, dependent upon the type of template used for the specific page (*see page 6 for explanation of "templates"*):

SLIDE SHOW TEMPLATE	Reference	SCHEDULED MAINTENANCE
	I/P Source	Photographer assigned to event or any member wishing to contribute photos to be displayed on the website.
	Frequency	As Received
	Process	<ol style="list-style-type: none">1. Download the photos received onto your computer into an appropriately named folder (e.g., "Slide Show Uploads").2. On the website page, click on "Advanced" to view the properties of the previous slide show to note the value of the "sort key" for proper sequencing among the archive of slide shows.3. When ready to upload the new slide show, click on the green "New" button.4. Select "Slide Show" as the template.5. Fill in the name of the slideshow (i.e., "2017 Fall Preview Meeting").6. SAVE.7. Upload.8. Browse for and select the appropriate photos.9. Upload.10. Click on "Advanced."11. Change the value of the sort key to one less than the previous slide show.12. SAVE CHANGES.
	NOTE:	You cannot view the slide show while signed in as the Administrator. Log Out to view.

ALP WEBMASTER MANUAL

UPLOADING PHOTOS (cont'd)

RICH EDIT TEMPLATE

Reference Process

HOME PAGE MAINTENANCE

1. Click on the Image icon on the task bar.
 2. To the right of the "source" field, click on the image library icon.
 3. Click on the "Browse" button.
 4. Doubleclick on the photo you want to upload.
 5. Click "Upload" to add the photo to the top of the image library.
 6. Click "Select".
 7. Click on the "Upload" button.
 8. In the "alignment" field, select the position you want the photo to appear on the page.
 9. Also fill in the "spacing" fields to identify how far away you want the image to appear from the surrounding text (try "7" in each spacing field as a start).
 10. Click on the "Insert" button.
 11. Check out how the page looks and if adjustments are needed, click on the image icon again and repeat steps 8 – 10.
 12. When the page looks okay, SAVE.
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ALP WEBMASTER MANUAL

UPLOADING PHOTOS (cont'd)

ALL
TEMPLATES
OTHER THAN
SLIDE SHOW
& RICH EDIT

Reference
Process

BOARD OF DIRECTORS MAINTENANCE

1. Click on the “Click to Upload Image” box.
 2. Browse your desktop to select the photo to be uploaded.
 3. Click on “Upload” after your selection. The photo should appear on the page.
 4. Click on the “Properties” button inside the displayed photo.
 5. Scroll down the SIZE options and select “large.”
 6. POSITION options are defaulted to “right” which is where you generally want the photo to appear on the page.
 7. Click on “Save Changes.”
 8. If photo is not the size or in the position you want, re-click “Properties”, adjust the size/position, and save the changes.
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ALP WEBMASTER MANUAL

MAKING CLASS SCHEDULE CHANGES

The Curriculum Committee will invariably notify you of changes to the course schedule after the Horn has been published and you have already uploaded the ALP Calendar of courses per the above process. These are not part of "Scheduled Maintenance" but should be expected every semester. Registered attendees affected by the changes will be notified by the ALP Administrator, but the website must be changed as a matter of record and to accommodate those members who might be registering late or who might access the website for schedule confirmation for whatever reason.

When notified of a change, the following pages must be updated as soon as possible:

- ALP Calendar (Manually)
- Class Changes and Cancellations
- Announcements

ALP CALENDAR MANUAL CHANGES	Template Reference I/P Source Frequency Process	Calendar None Verbal input from Curriculum Committee Co-Chair. These changes require you to manually edit the class <u>description</u> in order to reflect the changes on the Calendar. As Needed. 1. On the ALP Calendar page, find and click on the appropriate class to bring up its description. 2. Click on "Edit." 3. Correct the "Date" field (<i>format example provided on the page</i>). 3. If applicable, correct the Start Date/Time fields and/or the Location field. 4. <u>All</u> courses are identified as occurring once. Therefore, for <u>multiple session courses only</u> , you must identify all dates occurring <u>after</u> the start date on the "Additional Days" field at the bottom of the page. 5. SAVE.
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ALP WEBMASTER MANUAL

MAKING CLASS SCHEDULE CHANGES (cont'd)

CLASS	Template	Rich Edit
CHANGES/ CANCELLATIONS (child page under ALP NEWS)	Reference	<i>GENERAL TOPIC CHANGES (To Revise a Topic)</i>
	I/P Source	Curriculum Committee Co-Chair
	Frequency	As needed.
	Process	<ol style="list-style-type: none">1. Click on "Edit."2. Enter the Class Code and Title.3. Enter a description of the scheduling change.4. SAVE.

ANNOUNCE- MENTS

NOTE: The purpose of this page is to alert visitors to conditions or scheduling changes that may affect them. This page can only be seen by the Webmaster. When activated by the Webmaster, the entered text can be seen in red at the top of every page by all visitors. When the message is no longer relevant, the text should be deleted. **DO NOT DELETE THE PAGE.**

Template	Default
Reference	<i>GENERAL TOPIC CHANGES (To Revise a Topic)</i>
I/P Source	ALP Administrator or Curriculum Committee Co-Chair
Process	<ol style="list-style-type: none">1. Click on "Edit."2. Create text.3. SAVE

ALP WEBMASTER MANUAL

SENDING E-MAIL "BLASTS"

On occasion, at the request of the ALP Administrator, ALP Co-Chair or a Committee Co-Chair, you may need to use the Mailing List to send a mass e-mail alert message (event reminder, class cancellation, etc) to all active members. These are commonly referred to by members of the Board as "Blasts."

SETUP

Reference MAILING LIST

Process

1. From any page, click on the blue "Send Email" button.
2. Fill in the TO field with "All ALP Members"
3. Click on "Members."
4. Change the SUBJECT field to fit the message (i.e., "ALP Reminder", "ALP Class Schedule Change", etc.).
5. Click on "Send a Text E-mail."
6. Replace existing text with appropriate message (i.e., "Don't forget to attend")
7. Click on "Preview" to confirm message reads the way you intended.

PREVIEW

NOTE: If you're still worried, click on "Send to You First" and check your mailbox to ensure the message was delivered with the intended message intact. This step, however, will require extra steps to return to the website and pick up where you left off.

8. If all looks ok, close the window and click on "Send E-Mail."
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