

Where does this content belong?

The Valencia College Website contains a lot of information and must be organized in a way to help our audiences find the information they need. This document will outline the types of users and the content delivery tools available at Valencia College to connect with your users.

Be aware of what kind of content you are publishing and the users that can see it. We must be sure to protect information. This also applies to forms used to collect information. For example:

- Student information – Never post student information in a public site.
- Forms – Never collect Social Security Numbers or Date of Birth.

These tools can be used for each type of content by asking these questions:

| Who is the audience? | What type of access is required? | What type of information is being shared? | Who will need to update the information? |
|---|---|---|---|
| <ul style="list-style-type: none"> • Future Students • Current Students • Faculty • Staff • Public | <p>Secured</p> <ul style="list-style-type: none"> • User must log in to access • Any Valencia College User can access <p>Unsecured</p> <ul style="list-style-type: none"> • User doesn't need to log in to access <p>Managed</p> <ul style="list-style-type: none"> • Specific Group of users can access • Specific Users can access | <ul style="list-style-type: none"> • Event • Contact Information, Hours, Location • Course Information <ul style="list-style-type: none"> ○ for a specific CRN ○ general • Department/Office Information <ul style="list-style-type: none"> ○ For students ○ For staff ○ General • Form or Simple Web Application • Document • Picture • Dynamic Information from data | <ul style="list-style-type: none"> • Content editor • Web Developer |

Types of Content Repositories

By organizing your content to the appropriate location, you can make it easier for users to find what they are looking for.

| | Public Website | Portal (Intranet) | Learning Management System (LMS) | Collaboration | Catalog | Event | Video | Blog |
|-----------------------------|--|--|--|---|--|---|--|--|
| Software | OU Campus | Atlas | Canvas & Faculty Frontdoor | Microsoft Teams SharePoint | CourseLeaf | Localist Engage | Kaltura | WordPress |
| Examples | <ul style="list-style-type: none"> • About • Admissions • Programs • Dept. office hours • Fin Aid | <ul style="list-style-type: none"> • Registration • Grades • Pay stub • Schedule | <ul style="list-style-type: none"> • Orientation • Syllabi • Course materials | <ul style="list-style-type: none"> • Status reports • meeting notes • Documentation • Procedures / SOPs • Conversations • Assignment of work • Team meetings | <ul style="list-style-type: none"> • Programs • Courses | <ul style="list-style-type: none"> • Dates/ Deadlines • Campus Events • Student Dev. Events (Engage) | <ul style="list-style-type: none"> • Instructional | <ul style="list-style-type: none"> • The Grove • Valencia College News |
| Security Δ | Public | Private | Public & Private | Private | Public | Public & Private | Public & Private | Public |
| Primary Audience | Future Students | Current Students, Employees | Current Students | Employees | Students, Community | Current Students | Students | Employees, Community |
| Future Students | Y | N | N | N | Y | Y | N | N |
| Community | Y | N | N | Y (invited) | Y | Y | N | Y |
| Current Students | N * | Y | Y | Y | Y | Y | N | N |
| Faculty | N * | Y | Y | Y | Y | Y | Y | Y |
| Staff | Y | Y | Y | Y | Y | Y | N | Y |
| Who can add content? | <ul style="list-style-type: none"> • Web developer • Content editor | <ul style="list-style-type: none"> • Web developer | <ul style="list-style-type: none"> • Faculty • Canvas administrator | <ul style="list-style-type: none"> • Faculty • Staff • Teams – any added with permission | <ul style="list-style-type: none"> • Software Manager (Cheryl Robinson) • Program Chairs | <ul style="list-style-type: none"> • Student Development • Marketing | <ul style="list-style-type: none"> • Faculty • Staff | <ul style="list-style-type: none"> • ODHR • Public Relations |

Δ Security – Public means no login required to access content and pages are indexed with search engines. Private means user is required to “log in” (authenticate) in order to access content.