

I. TRAINING

District

Required

- Digital Citizenship
- UX Foundations: Accessibility
- WordPress Essential Training
 - Ch 1: Getting to Know WordPress
 - Ch 2: Getting Started
 - Ch 3: Creating Posts
 - Ch 4: Adding Images and Media
 - Ch 5: Creating Pages
 - Ch 6: Managing Content
 - Ch 14: Diving Further into the World of WordPress
- WordPress: Accessibility
- Acrobat DC: Creating Accessible PDF's
 - Ch 1: Understanding Accessibility
 - Ch 2: Accessibility in PDF Files
 - Ch 3: Making an Existing PDF File Accessible
 - Ch 4: Creating an Accessible PDF File from Word
 - Ch 5: Creating an Accessible PDF File from PowerPoint and Excel
- Name, Title, and Certificates of Completion from Lynda.com must be sent to Web Services.

Optional

- Information Literacy
- Creating Accessible PDF's (2014)
- Advanced Accessible PDF's
- Google Calendar Essential Training
- Web Services shall provide additional WordPress training.

Department

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 - Ch 14: Diving Further into the World of WordPress
- WordPress: Accessibility
- Acrobat DC:

- Ch 1:

II. ACCESS TO WEB SERVICES

ALL LEVELS

- Required trainings shall be completed prior to gaining access to any web service.
- Web Services shall set permissions as requested by a supervisor.
- Non-employees shall not have access to employee-only portals.
- Employees shall not share login credentials per the Employee Handbook (Technology Resources and Systems Access)

III. CURATING CONTENT

ALL LEVELS

IV. PUBLISHING CONTENT

ALL LEVELS

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- Dress Code
- Student Behavior
- Social Media
- Campus footer:
 - Campus Contact Information
 - f* Address
 - f* Phone
 - f* Hours

V. MAINTAINING CONTENT

ALL LEVELS

- Web Services shall monitor the functionality and accessibility of web pages and shall remediate any issues in a timely manner.
- Web Services shall assist Department and Campus Webmasters and Communicators in monitoring the relevance of content.