

WEBSITE ACCURACY TASK FORCE

HANDBOOK

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ACCURACY REVIEW CHECKLIST

Standard:

1. **Look for information that is incorrect**
 - Date and year
 - Cost
 - Staff or faculty no longer with USC Rossier
 - Call any phone numbers to verify
 - Send an email to posted email addresses to verify

2. **Consider what information may be missing**
 - New programs
 - New staff or faculty members

3. **Check for information that is outdated**
 - Watch all videos to ensure information is correct and no more than 5 year old
 - Flag headshots or photos that are more than 5 years old
 - Flag CV/resumes more than 5 year old
 - Look for staff or faculty that have new titles

4. **Correct spelling or grammatical errors**

5. **Check all hyperlinks**

Extras:

1. **Read from the perspective of someone visiting the website for the first time**
 - Is the navigation clear?
 - Should information be added or removed?
 - Should copy be revised for simplicity?

2. **Review for consistency with editorial style guide**
 - Check program order etc.

3. **Check for inconsistent formatting with other similar pages**

Notes:

ACCESS SMARTSHEET

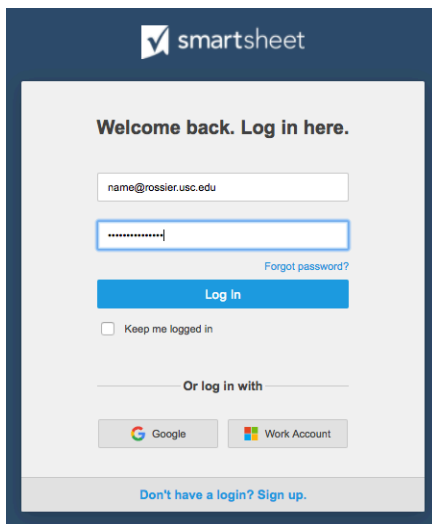
What is smartsheet?

Smartsheet is similar to an excel spreadsheet with built in functionalities for project management.

- Setup alerts/reminders
- Tracks status of projects

Where do I login?

Login at <https://www.smartsheet.com/>



How do I use the sheet for my webpages?

Review the:

- Status of the webpage (Complete, In Progress, Not Started or Needs Review)
- If the status is “Needs Review” update the webpage by clicking on the URL
- Before starting the update, please review the *HOW TO SUBMIT UPDATES TO A WEBPAGE* section

No Filter							
		Status	Assigned To	Web Section	Update Schedule	Last Modified	URL
1		Complete	Rossier Webmaster	About	Annually	07/27/17	http://rossier.usc.edu/about/locations/
2		Needs Review	Rossier Webmaster	About	Annually	05/02/16	http://rossier.usc.edu/about/deans-message/
3				About	Annually	07/11/17	http://rossier.usc.edu/about/diversity/

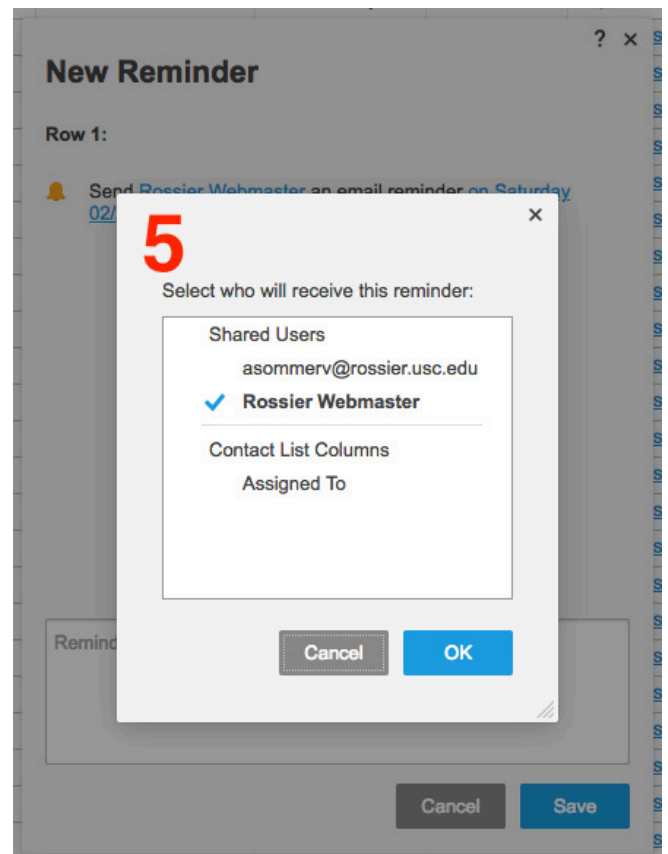
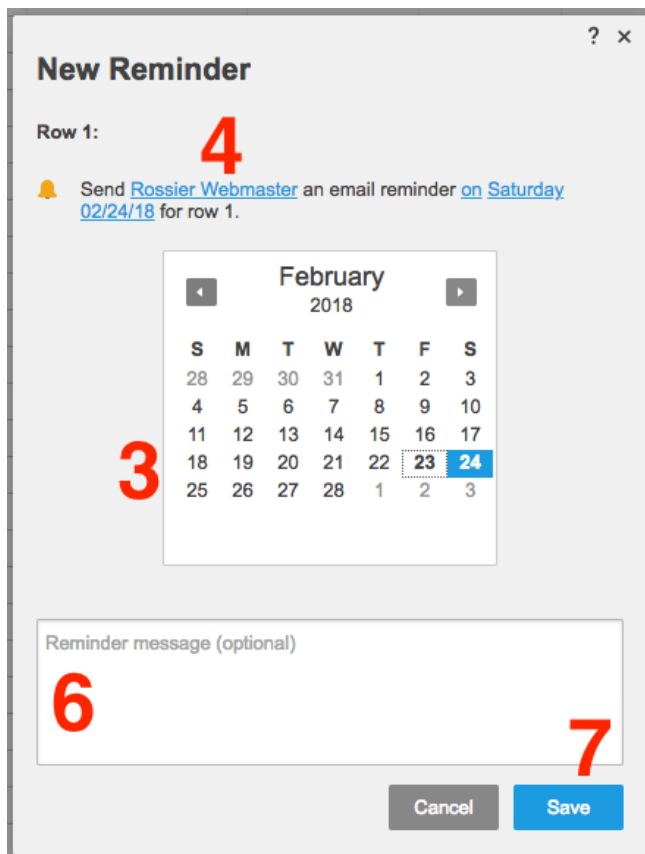
ACCESS SMARTSHEET

How do I setup alerts/reminders?

1. Hover over the webpage row and look for the bell icon in column 4

No Filter					Status	Assigned To	Web Section
1					Complete	Rossier Webmaster	About
2					Needs Review	Rossier Webmaster	About
3							About

2. Click on the bell icon and a popup calendar will appear
3. Select your date
4. If you want to change the person who will receive the alert, click on the name in “Send _____ an email reminder...” at top of the popup
5. Select the user under *Shared Users* and hit *OK*
6. Add a reminder message
7. Hit *Save*



HOW TO SUBMIT UPDATES TO WEBPAGES

*A word doc will be required to upload in this process

Preparing the content

1. Open a new blank word document
2. Navigate to the webpage requiring update
3. Add (copy/paste) the webpage URL to the word document at the top
4. Copy the webpage content (if possible) and paste it in the word document
5. Edit the content within the word document
6. Save the word document to an accessible location on your computer

Notes:

- One word document may be used if multiple webpages requires updates
- Do not include photos in the word document, you'll be able to upload them in the request form below

Submitting the webpage update request

1. Navigate to the [Rossier Website Update Request](https://rossierportal.usc.edu/websitesupport) form - <https://rossierportal.usc.edu/websitesupport>
2. Fill out the form and upload the word document from the previous step
3. Add additional comments if needed
4. Submit the request
5. You should receive a ticket email confirming your request was received

USC Rossier Website Support

USC Rossier School of Education USC University of Southern California

Submit Website Support Ticket | Your Tickets | Manage Tickets | Admin

Submit Website Ticket

Do you have changes that need to be made on a Rossier website or plans for a new website?
Please use the new ticketing system to keep track of your requests.

Fields marked with an asterisk (*) are mandatory.

Your Contact Information

Name *

Email *

Phone

Department/Center *

Request Detail

Category *

Website/page url *
For example: <http://rossier.usc.edu/about/> (if you have additional pages, include them in the description box)

Preferred completion date *
(please provide at least 3 business days of advance notice)

Upload Attachment(s)
If you have more than (3) files to upload, please use Microsoft OneDrive, Dropbox, Google Drive, etc... and include the shared link in the Description box below.

No file chosen
 No file chosen
 No file chosen

Description *

APPENDIX: EDITORIAL TIPS

Top Style Corrections

1. Always use “USC” before “Rossier”
Example: “USC Rossier School of Education” not “Rossier School of Education”
2. Don’t use periods in degrees titles (University guideline)
Example: “EdD” not “Ed.D.”
3. Don’t use “Dr.” before a name of a person with a doctorate degree (University guideline)
Example: “Karen Gallagher, PhD” not “Dr. Karen Gallagher”
4. Don’t use serial commas
Example: “Locally, nationally and globally” not “Locally, nationally, and globally”
5. Use the full program name or recommended acronym (see below)
6. List programs in alphabetical order (with the exception of PhD and WMLT programs)

Program Names

Use the full program name or acronym of the program, following the guidelines below.

- First reference: the full name of the program should be used with the acronym in parentheses.

Example:

First reference: **Doctor of Education in Educational Leadership (EDL) program**

Second and later references: **EDL program**

When listing USC Rossier programs in a list, use the following order:

Degree Programs

1. Doctor of Philosophy in Urban Education Policy (PhD)
2. Doctor of Education in Educational Leadership (EDL)
3. Doctor of Education in Organizational Change and Leadership (OCL)
4. Global Executive Doctor of Education (Global EdD)
5. Master of Arts in Teaching (MAT)
6. Master of Arts in Teaching online (MAT online)
7. Master of Arts in Teaching English to Speakers of Other Languages (MAT—TESOL)
8. Master of Arts in Teaching English to Speakers of Other Languages online (MAT—TESOL online)
9. World Masters in Language Teaching (WMLT)
10. Master of Education in Educational Counseling (EC)
11. Master of Education in Enrollment Management Policy (EMP)
12. Master of Education in Learning Design and Technology (LDT)
13. Master of Education in Postsecondary Administration and Student Affairs (PASA)
14. Master of Education in School Counseling (SC)
15. Master of Marriage and Family Therapy (MFT)

APPENDIX: EDITORIAL TIPS

When listing USC Rossier programs in a list, use the following order:

continues...

Professional Development

16. Reading and Literacy Added Authorization
17. School Leadership Academy: Preliminary Administrative Credential
18. AASA-USC Urban Superintendents Academy
19. Differentiated Curriculum for Gifted Students
20. Equity Educators Certificate Program
21. Global Teacher Institute
22. School Leadership Academy
23. Leadership in Enrollment Management
24. School Business Management Certificate Program
25. K-12 Writing Institute
26. Summer Gifted Institute

Undergraduate Minors

27. Education and Society
28. Teaching English to Speakers of Other Languages
29. The Dynamics of Early Childhood