CONTENTS

ACCURACY REVIEW CHECKLIST ................................................................................................. 1
ACCESS SMARSTHEET .................................................................................................................. 2
  What is smartsheet? ................................................................................................................. 2
  Where do I login? .................................................................................................................... 2
  How do I use the sheet for my webpages? ............................................................................... 2
  How do I setup alerts/reminders? ............................................................................................ 3
HOW TO SUBMIT UPDATES TO WEBPAGES ............................................................................. 4
  Preparing the content ............................................................................................................. 4
  Submitting the webpage update request ................................................................................ 4
APPENDIX: EDITORIAL TIPS ..................................................................................................... 5
  Top Style Corrections ............................................................................................................. 5
  Program Names .................................................................................................................... 5-6
ACCUacy 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 □ Check for information that is outdated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:
**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/](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
How do I set up alerts/reminders?

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

![Image showing bell icon in column 4](image)

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

![Image showing New Reminder](image)
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 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
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 (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)
When listing USC Rossier programs in a list, use the following order:

Professional Development
16. AASA-USC Urban Superintendents Academy Certificate
17. Differentiated Curriculum for Gifted Students Certificate
18. Early Identification of Young Gifted Learners
19. Equity Educators Certificate
20. Global Teacher Institutes
21. K-12 Writing Institute Workshop
22. Leadership in Enrollment Management Certificate
23. Reading and Literacy Added Authorization
24. School Business Management Certificate
25. School Leadership Academy
26. Summer Gifted Institute Workshop

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