
New CCSF Web site/Content Management System (CMS)

Q & A

Information appears on the web at www.ccsf.edu/tlc/ccsfweb

What is the timeline for the site?

June 30, 2009: Beta version of the migrated web site launched. A link appears on the present (old) CCSF Web site to the new site.

All of the key Student and Faculty Services sites are included in this plan.

Early to mid-October, 2009: Further updates added during the summer and during and after early Fall 2009 trainings will go live. Redesigned Home Page becomes the new Home Page.

End of 2009 [Tentative]: Entire site goes live—becomes the default site, with links to old site.

Will my old site disappear?

Not for the foreseeable future. At some point we may retire some of our old servers, but no timeline has been set. You will be given plenty of warning if that happens. So you can link out to your old pages while you are working on other parts of your site in the new system.

What is the address of the site?

The new site will eventually replace the existing one and keep our Web address: www.ccsf.edu
Until that time the site will have a provisional address: <http://ccsf.edu>.

Do I need an account? My supervisor/co-worker/department head already has one.

Everyone who works on the new site must have a **personal** account. Logins are now attached to a person, not to a site.

What is the process for getting an account so that I can work on the site?

Sign up for a training session (remember: so far these are for department/project/school representatives only—not for individuals). Attendees at those sessions will have accounts created and receive account forms, logins and passwords at those sessions: no attendance, no password! The place to go to check on scheduling and logistics is www.ccsf.edu/tlc/ccsfweb.

Where can I see images of the available templates?

At www.ccsf.edu/tlc/ccsfweb there is a slideshow of common Departmental templates, and a PowerPoint file of the templates available for viewing or download. These are not the only templates that are being used: some special departments have their own templates, assigned specifically to them. The range of templates available for your department may be limited.

Where is my site?

Sites have been assigned to one of the main tabs in the new web site organization. To find your site, download the **Content Migration Map** from www.ccsf.edu/tlc/ccsfweb It's an Excel workbook. Search for your site. When you search make sure that you are searching the entire **Workbook**, not just the Sheet.

I need to update my department's site with new information that is timely—it needs to be available NOW. If the new site is not really going live until at least next semester, how do I make sure info is available now?

Update the **static** information on the new site. This will give you practice on the new site and the opportunity to revise content. Then you have three options:

1. Update the new site with **all** your information. If it is done by June 30, place a link on the old site to the new site. Or ITS may be able to take people going to your old site to the new site automatically without your old page ever coming up.
2. If you must, update **both** the existing site on the present CCSF web as well as the new one. Updating the new site will give you a heads-up on the process and on the content of the new site when it does go live (and it will be available as a link on June 30, 2009). Updating the old site ensures that your information is immediately available.
3. **Wait** to do more work on the new site until the go live date is set. That will avoid your having to update two sites and duplicate effort.

How do I log on to my account on the site?

Open a browser and type:

147.144.1.223:7502

in the address line. Then login using the login and password from your initial training. The login is either the same as your GroupWise user name or your first initial followed by your entire last name, even if it ends up being more than 8 characters.

Updated Information: Stay tuned at www.ccsf.edu/tlc/ccsfweb.