

Web-One is CSUN's unified approach to improve accessibility and navigation and increase consistency to CSUN's web presence through the use of templates, guidelines, and web design standards. By using a web content management system, Web-One will make it easier to keep content current on the CSUN website.

If you are reviewing this guide, **you have decided to migrate your site to Web-One!** This information outlines the five phases for getting started with a site migration.

Before you begin, answer this question: What type of migration are we doing?

- a. We are moving our site 'as is'.
or
- b. We are reorganizing and cleaning up our site.

If you answered a., you are farther along in the process than if you answered b. This means that you will spend less time in Phases III and IV of this guide.

Phase I: Creating Your College or Department Web-One Team

Select team members from your college or department that will be responsible for: evaluating your current and new website, rewriting webpages, selecting template design layout and migrating your website.

When selecting team members, consider their availability and the time that is required for testing, team meetings and additional decision-making.

Phase II: Creating a Site Map of Your Current Website

To begin Phase II, think about answering this question: "What does our site like now?" In this phase you will need to account for everything on your current website. A site map is a list or diagram of your entire website and it includes all of the files associated with your site. Some of these file types may include:

- HTML
- videos
- PDFs
- images

Creating a site map is an essential component of the migration. If you are looking for a tool, there is software available online such as MindMeister <http://www.mindmeister.com/> or you can create a spreadsheet. In your spreadsheet, we recommend capturing the necessary information provided in Phase IV of this guide.

Once your site map has been created, refer to it to decide what you would like to keep, what needs to be updated and what needs to be created.

Phase III: Designing the Information Architecture and Taxonomy for Your Website

To begin Phase III, think about answering this question: “What do we want our site to look like?” Information architecture and taxonomy is how your site is structured and how you relate content by topic.

In this phase, proceed by referring to the site map you created in Phase II and capture the remaining information provided in Phase IV of this document. A complete spreadsheet will allow you to compare the current with your future site.

This phase will be the most time consuming and detailed phase of your migration to Web-One, especially if you are reorganizing your site and doing a content clean-up.

RELATING CONTENT THROUGH THE GROUP LANDING PAGE (Or homepage)

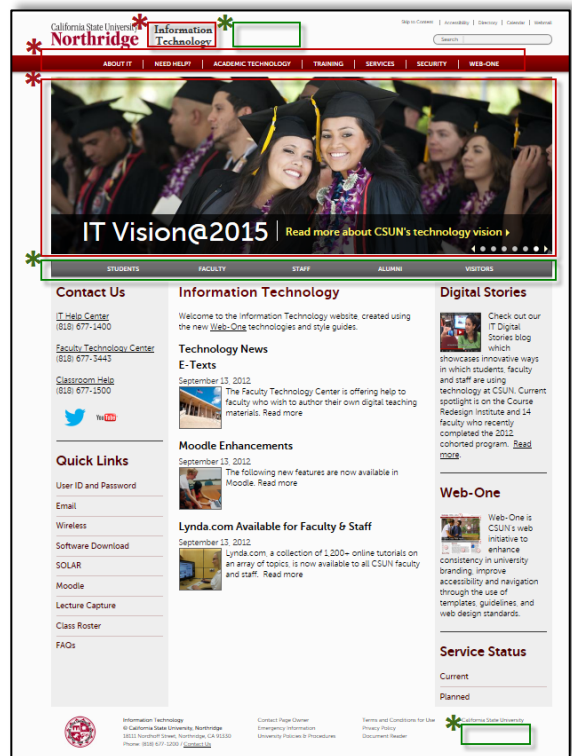
There is required and optional information to include in your Group Landing page (or homepage) design.

Required

1. Group Landing page: You should select a layout for your Group Landing Page (or homepage) and determine what content (including Primary Navigation links) should be included. Web-One provides three layout options: one-column, two-column and three-column.
2. Header: The header is consistent on all CSUN webpages and includes the CSUN word mark. Your group should decide on a secondary word mark (e.g. Information Technology) and an optional tertiary word mark (e.g. Training).
3. Primary Navigation bar: As visitors navigate your website, the primary navigation remains consistent. You can add up to seven links and you should decide what these links should be.

Optional

1. Constituency Navigation bar: You can decide to include customizable links to reach different constituents (e.g. students, faculty, staff, and alumni.)
2. Banner: You can decide to use one image or up to six images that will rotate automatically every five seconds or manually controlled by the visitor.



*Required

*Optional

3. Footer: The footer is consistent on all CSUN webpages and links to the University's privacy policy, emergency information, etc. You have the option to include two additional links.

Once you have decided on the layout and content for your group landing page proceed by creating webpages for your website.

Phase IV: Accounting for Your Site Content

Whether you will be migrating all or only a portion of your site, we recommend coming up with a way to account for all of your content.

Creating lists

Refer to your site map to help you determine which files (HTML, PDFs, Web forms, etc.) will be migrated and then create one Excel spreadsheet for each file type. You can also list all of your files in one master spreadsheet; it is up to you to determine what works best. For example, if you are migrating HTML files, list all of your files in one spreadsheet and include columns for the following information:

- Current URL (e.g. <http://www.csun.edu/it/training/guides.html>)
- Current page title (e.g. IT Training Guides)
- Date migrated to Web-One
- Web-One content type (e.g. Page)
- Web-One URL (e.g. <http://www.csun.edu/it/training-guides>)
- Web-One page title (e.g. Training Guides and Resources)
- Alias (e.g. tg)
- Edits needed
- Name of person responsible for edits
- Date edits were made
- Ready for production
- Comments

This information will vary depending on the file type and on the decisions made by your college or department. For example, you may not decide to set up aliases, or you may not include Page titles for PDFs.

Once the migration has been completed, these lists will trace how many files migrated and how many are still pending, if any. Also, the Comments column allows you log any issues with the files, such as outdated content, accessibility issues (e.g. table headers and alt text are needed, etc.).

Phase V: Requesting a Web-One Site

Once you are ready to begin building your site in Web-One, your Web-One liaison can request an account for your Group by sending an email to the IT Help Center (helpcenter@csun.edu) with the following information:

- a. Name of group
- b. URL of site
- c. Name of primary Group Admin associated with the Group, and backup if possible
- d. Email address of the Group Admin
- e. All department ID numbers in the group