



## My Faculty Web Site – Getting Started

De Anza College provides an easy way for faculty members to build and manage web sites using OmniUpdate, a Web content management system. No knowledge of code is required. OmniUpdate is a lot like MS Word – if you know how to use it, you can use OmniUpdate to keep your faculty Web site current and up to date!

### What do I need to get started?

- An Internet connection
- Firefox 2.0 or above Web browser
- An account for access to your OmniUpdate faculty Web site
- A small investment in learning the OmniUpdate tool!

### What can I do with my faculty Web site?

The De Anza Web Team will set up the basic structure for your Web site using the power of templates. Your use of the De Anza templates provides accessibility and consistency in Web page navigation for all our students. From there, you add the content!

- Create class sub-sections and new Web pages
- Copy and paste content from other sources into your Web pages
- Upload PDF copies of greensheets, lecture notes, PowerPoint presentations and quizzes to then link from your Web pages
- Add links to PDFs, new pages and useful Web resources outside [www.deanza.edu](http://www.deanza.edu)
- Upload and insert images
- Format subheadings, lists, and font styles that will make your content easier to read!

### Training – Two ways to learn OmniUpdate to get an Account

1. Attend a two-hour OmniUpdate Basic Training class (free and offered several times a quarter)
2. Take the online Account Request Pre-Test after you read the OmniUpdate @ De Anza Quick Guide

To learn more, go to [www.deanza.edu/webguide/omniupdate](http://www.deanza.edu/webguide/omniupdate) and click on **Getting Started** on the left menu. Email [webteam@saturn.deanza.edu](mailto:webteam@saturn.deanza.edu) with questions.

*More on the other side*



# Faculty Web Site Best Practices and Resources

## Creating your Web site

After you request an account, either for use during training or after taking the pre-test, the Web Team will create the basic structure for your faculty Web site so that you can **focus on adding content**. See the example: <http://www.deanza.edu/faculty/samplefaculty/index.html>

## Using Your Web Site

As you build your site by adding content and creating new pages, you'll want to think about which type of information to publish and how (Web page or printable document format) and which type of Web devices and software students have to view or download your pages. Not everyone has access to PowerPoint or the same version of Word. For accessibility, it's best to copy content into a Web page. When that's not appropriate or time efficient, such as with a PowerPoint, it's best to convert the document to a PDF. Adobe Reader is a free tool for viewing PDFs (this is not a conversion tool).

## Convert documents to PDFs – Free Tools

Most Macs come with a PDF conversion tool. If you use a PC and don't have Adobe Acrobat or Office 2007, you can download these free PDF conversion tools (Note: not supported by ETS).

- DoPDF: <http://www.dopdf.com/>
- Open Office <http://www.openoffice.org/>
- Adobe Acrobat is available in Staff Development Lab (LCW-16)

## Use of Images – Some Considerations

- Copyright permission
- Use images thoughtfully (they add to Web page download time)
- Optimize images before uploading (resize to 72 dpi for computer display)
- Crop an image to include the significant elements
- **Use the free Web Resizer tool** <http://www.webresizer.com/>

## Promote your Web Site

- Faculty Web site listing <http://faculty.deanza.edu/>
- Department faculty listing
- Schedule of classes

## OmniUpdate Support

- OmniUpdate Help <http://support.omniupdate.com/documentation/ox/>
- OmniUpdate @ De Anza Website – include online **Users Guide, Tips and Tricks, Best Practices, Open Lab Dates** <http://www.deanza.edu/webguide/omniupdate/>
- OmniUpdate @ De Anza Quick Guide [http://www.deanza.edu/webguide/omniupdate/pdf/omniupdate\\_guide.pdf](http://www.deanza.edu/webguide/omniupdate/pdf/omniupdate_guide.pdf)
- Email [webteam@saturn.deanza.edu](mailto:webteam@saturn.deanza.edu) Let us know when you are ready to GO LIVE!

## Examples of how Faculty members are using their Web sites

- <http://www.deanza.edu/faculty/cuffjudy/>
- <http://www.deanza.edu/faculty/clemrob/>
- <http://www.deanza.edu/faculty/wagnerdebbie/>
- <http://www.deanza.edu/faculty/hunglih/>
- <http://www.deanza.edu/faculty/millerdeborah/>
- <http://www.deanza.edu/faculty/ahernjames/>