

2009-2010 Student Organization Website Policies

All recognized student organizations at Lycoming College are required to have and frequently maintain an organization website. The general policies are located here:

<http://srv2.lycoming.edu/myLyco/all/studentaffairs/studenthandbook/computerpolicies.html#organizations>

All organizations are responsible for reading and adhering to these policies. Periodical audits of all student organization websites are conducted by the Office of Student Programs and Leadership Development. Problems with websites will be addressed following these audits as well as throughout the year as needed.

Current websites and their content are being moved to a new server. As a result, the current method of maintaining websites via Microsoft FrontPage will no longer be used.

To begin this new process, every student organization must re-register their website & webmaster by utilizing this form: <http://www.lycoming.edu/StudentPrograms/websiterequestform.html>.

Each webmaster will then have a new drive assignment (drive letter p) assigned to them. There will then be a folder in the p: drive with your group's name on it holding the contents of your organization's website.

There are a few new options on how a student organization can work with a website. You must pick one of the two options below:

1. For those groups wishing to continue to update and maintain your current contact, please see the directions below entitled, "How To Edit Student Organization Web Sites"
2. The URL of your Orgsync Portal homepage, can be utilized as a website. If this is your group's option, then please email Larry Mannolini, Director of Student Programs after filling out the website request form referred to above. Indicate in the email you will be utilizing your Orgsync Portal homepage for your group as your website. We will adjust your Orgsync setting accordingly.

How to edit student organization web sites

In Computer Lab A5:

- Log in to the computer using your Novell username and password
- Click Start → Programs → My Computer → double-click on p: drive
- Choose the folder for the student organization you are trying to edit
- Find the file you want to edit and right-click on it. Choose Open With → Microsoft Office SharePoint Designer
- Edit the page
- Save the page

For assistance or training, contact the help desk (help@lycoming.edu) or Lin Wei (wei@lycoming.edu) SharePoint Designer has some help files in the program itself, plus online references at <http://office.microsoft.com/en-us/sharepointdesigner/FX100646991033.aspx>

On a personal computer:

***You must have Amaya (freely downloadable at <http://www.w3.org/Amaya/>) or a similar web editor installed on your computer.

(continued on page 2)

- Enter your network storage drive (<http://netstorage.lycoming.edu/netstorage/>)
- Choose the p: drive
- Download the file you want to edit to your local computer
- Open the file in Amaya
- Edit the page
- Save the page
- Upload to network storage, overwriting the old file that you just changed

For assistance or training, contact the help desk (help@lycoming.edu) or Lin Wei (wei@lycoming.edu) Amaya contains a fairly extensive help file within the program. Please refer to this prior to contacting IT Services.