



WEBSITE DEVELOPMENT

The development of websites for the CSU public web server requires the site be subject to the specifications of the CSU Web Policy and CSU Style Guide.

You can find everything you need to know about gaining access, writing, editing and then publishing (or uploading) web pages at CSU at the following web address:
www.csu.edu.au/webpublishing/

There are also links provided to the CSU Web Policy and CSU Web Disability Action Plan.

PROCEDURES

1. Contact the IT Service Desk to discuss your needs. An online form may be submitted with the IT Service Desk, located at: www.csu.edu.au/division/dit/sdesk_form.htm Websites required specifically for the marketing of University courses must be approved by the Division of Marketing. If applicable, please contact the Office of Marketing Communications on (02) 6933 2763 to discuss your requirements.
2. If necessary, a meeting will be arranged to discuss the scope of the website and navigation structure. Deadlines are outlined and the best case "Go Live" dates fixed. Late provision of finalised content will extend the "Go Live" date. You will be asked to provide information such as finalised menu items, preferred images and title for the construction of the graphical shell to house the new website.
3. The location of your website is discussed. Most addresses depend on the site's relation to the client's area within the University, e.g. marketing promotional sites with a limited lifespan are usually located under the /student/ directory. Special need addresses, such as top-level directories, are restricted and can only be approved by submitting a request to the Web Management Committee. Only sites with the Committee's approval are granted these addresses (e.g. www.csu.edu.au/mynewsite/).
4. Graphic design process: Web designers prepare a graphical shell which is sent to you via email for proofing. Useability issues are addressed. Comments, feedback and changes are noted and implemented.
5. You are required to provide finalised content for the website. Content should be:
 - Provided electronically in Microsoft Word documents. Any additional instructions and associated attachments (PDF files, forms, images etc) should also to be provided in this manner. Please try to keep content to simple text. Formatting: use existing styles in Microsoft Word, e.g. apply Heading 1 for main headings, Heading 2 for subheadings etc.
 - Written in a manner specifically for CSU web delivery (please contact the Office of Marketing Communications for help with editing/writing: (02) 6933 2763)

- Checked and approved with respect to copyright of material. For more information, see: www.csu.edu.au/copyright/
- Reviewed, and approved at initial site construction. Minimal changes will be made after initial delivery. Major rework of content will need to be done on site handover by your specified page curators.

6. Content is added to the site structure. A style sheet will be applied to ensure consistency of content.
7. Once the site is checked against CSU Web Accessibility Policy and tested for browser compatibility, the site is emailed to you for proofing. Final changes may be made.
8. Other appropriate CSU website locations to which your new site may be linked are discussed at this stage, and implemented on the "Go Live" date.
9. With your final approval, the site is sent live on the CSU public web server. Once this occurs, the site is handed over to you for ongoing maintenance.
10. Permissions are established for maintainers and editors (page curators) on submission of the following form - <https://online.csu.edu.au/general/forms/webpub.htm>
11. Training in web publishing can be arranged if required. Visit: www.csu.edu.au/division/dit/training/it_training.htm

SITE LIFE & REVIEW

Please ensure that you review your website and update content at least once a year.

Development of graphical changes, online forms and other maintenance can be completed by Online Services if required and can be instigated by calling the IT Service Desk or submitting an online request form.

CONTACT DETAILS

Contact

The Division of Marketing
The Division of Information Technology

Online request

www.csu.edu.au/division/dit/sdesk_form.htm

Phone

The Office of Marketing Communications: (02) 6933 2763
It Service Desk: (02) 6338 4357
Paula Coller: (02) 6933 4003

Web publishing information

www.csu.edu.au/webpublishing

Style sheet

www.csu.edu.au/division/marketing/stylesheet.html