



## I. TRAINING

### District

#### *Required*

- Digital Citizenship
- UX Foundations: Accessibility
- WordPress Essential Training
  - Ch 1: Getting to Know WordPress
  - Ch 2: Getting Started
  - Ch 3: Creating Posts
  - Ch 4: Adding Images and Media
  - Ch 5: Creating Pages
  - Ch 6: Managing Content
  - Ch 14: Diving Further into the World of WordPress
- WordPress: Accessibility
- Acrobat DC: Creating Accessible PDF's
  - Ch 1: Understanding Accessibility
  - Ch 2: Accessibility in PDF Files
  - Ch 3: Making an Existing PDF File Accessible
  - Ch 4: Creating an Accessible PDF File from Word
  - Ch 5: Creating an Accessible PDF File from PowerPoint and Excel
- Name, Title, and Certificates of Completion from Lynda.com must be sent to Web Services.

#### *Optional*

- Information Literacy
- Creating Accessible PDF's (2014)
- Advanced Accessible PDF's
- Google Calendar Essential Training
- Web Services shall provide additional WordPress training.

### Department

#### *Required*

- Digital Citizenship
- UX Foundations: Accessibility
- WordPress Essential Training
  - Ch 1: Getting to Know WordPress
  - Ch 2: Getting Started
  - Ch 3: Creating Posts
  - Ch 4: Adding Images and Media
  - Ch 5: Creating Pages
  - Ch 6: Managing Content
  - Ch 14: Diving Further into the World of WordPress
- WordPress: Accessibility
- Acrobat DC:

- Ch 1:

## II. ACCESS TO WEB SERVICES

### ALL LEVELS

- Required trainings shall be completed prior to gaining access to any web service.
- Web Services shall set permissions as requested by a supervisor.
- Non-employees shall not have access to employee-only portals.
- Employees shall not share login credentials per the Employee Handbook (Technology Resources and Systems Access)

### III. CURATING CONTENT

ALL LEVELS

## IV. PUBLISHING CONTENT

### ALL LEVELS

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- Dress Code
- Student Behavior
- Social Media
- Campus footer:
  - Campus Contact Information
    - f* Address
    - f* Phone
    - f* Hours

## V. MAINTAINING CONTENT

### ALL LEVELS

- Web Services shall monitor the functionality and accessibility of web pages and shall remediate any issues in a timely manner.
- Web Services shall assist Department and Campus Webmasters and Communicators in monitoring the relevance of content.