Universiteit Stellenbosch University

# SharePoint 2013

## Site Creation Requirements

Electronic Communications Team
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# Introduction

In this session we are looking at all of the requirements that need to be met before one even considers creating a site that will be publicly available. We will also look into solving any queries about the site and how the process will be working in the case of your Faculty, Department or Entity. Having a clear plan laid out before you start creating a website ensures that there isn't doubling of information and the navigation makes sense to you but also primarily the users that will be using the site to illicit information.

In the second session we will look at the details of uploading content and all of the basic skills one needs to successfully maintain their website and make sure it looks good and works properly.

# Document Requirements

To create a site on the Sun site we will need certain bit of information that will be provided from the Faculty, Department or Entity:

- ## Dedicated Webmaster/Site Owner
  This ensures accountability for the changes on the website and also gives the E-Comms team a point of contact so that we can correctly manage what is happening on the site and make sure that it follows the standards that have been set out by the university.

- ## Full Sitemap of the site to be created
  The site map should be in both English and Afrikaans and delivered in an Excel format (an example of a sitemap is attached in the next session). In the creation process there are certain operations that take place on the back end of the website that the E-Comms team and the IT department need to complete before the site is ready to be worked on and content added.

  *Note:  There may not be any drop downs below the 'Home' tab, you can place the additional tab below the 'About' tab instead.

- ## Site Content
  Again the content should be in both languages, this helps provide consistency in the actual content. Having your site content together with your sitemap ensure that the sitemap has been properly thought out, meaning that navigating through the site will be easy and logical for any user who comes and visits the site.

  *Note:  Content may be altered after this stage, this normally happens as one starts to see the content in context, on the website for the first time.

# Excel Sitemap Example:

| My Site | |
|---|---|
| **1st Level Navigation** | **2nd Level Navigation** |
| **Home/Tuis** | |
| **About Us/Meer Oor** | History/ Geskiedenis |
| **Programmes/ Programme** | Undergraduate/ Voorgraads |
| | Postgraduate/ Nargraads |
| **Students/Studente** | Prospective/ Voornemende |
| | Current/ Huidige |
| | Postgraduate/ Nagraads |
| | International/ Internasionale |
| | Selection & Admission/ Keuring & toelating |
| | Student Support/ Studente-ondersteuning |
| **Staff/Personeel** | Academic Administration/ Akademiese Aministration |
| **Research/Navorsing** | Researchers/ Navorsers |
| **Institutes & Centres/ Institute & Sentrums** | Institute of Psychology/ Instituut van Sielkunde |
| | Institute of Making Websites/ Instituut vir maak van webwerwe |
| **Contact Us/Kontak Ons** | Deans Office/ Dekaan se Kantoor |
| | |

# Suggestion for Site Content Management:

The site content for the site should be divided up into the pages that the content is going to fill, together with the same name for each of the content document, and the filing structure should mimic that of the Sitemap, this way it is easy to keep track of where the information and also makes it easier if someone else needs to take over on the site.

Things such as images and documents should also be placed in this file structure in the same manner but take note that one should not have the images embedded with the text of the content as the images will first need to be uploaded into your site's library and then inserted onto the page from there. Images should also not be of a large size, this will slow down your website when the users are trying to view it. Average image size in terms of pixels should be maximum 600x600.

Any documents that you wish to upload to the site and link to your pages should be saved and uploaded in PDF format and not Microsoft Word (or any other text editor) format as the PDF file format is universal to all users. If it is a form that the user will need to fill out online and email to the Faculty, Department or Entity then one can use the Microsoft Word format but it is suggested that you avoid this type of document.