

Internet & Intranet Style Guide

Official Richland Design

Every page hosted on the Richland College web server must contain and adhere to the following guidelines:

1. All material must follow DCCC Style Guidelines.
2. Richland Global Navigation Bar at the top of each page.
3. A clear page title at the top under the Global Navigation Bar.
4. A navigation menu on the left of the content linking to every main page in the site.
5. Richland Global Footer Code at the bottom of each page.
This code includes the feedback form and the date the page was last updated.
6. If you want to integrate multimedia components in your site, such as video, audio, flash, etc., make an appointment with the webmaster to discuss options available.
7. Image tags include ALT, WIDTH, and HEIGHT attributes.
8. Each page must contain proper meta tags defined by RLC Web team.
9. All [ADA Compliance guidelines](#) must be followed.
10. Limited number of text colors and attributes.
11. Information is the most important element of the web site so graphics are inserted only to enhance not to distract from the content.
12. Links need to be descriptive of the link.
For example, Check your grades, Student Life or Employment Opportunities
13. It is helpful if content owners check and update their pages at least every 3 months.

Web Policy

Hosting

Employees can post any information on the Richland website as long as it performs a Richland College-related business function and is not considered offensive. However, all web pages are subject to approval of the Information Services Office and the WebMaster and should follow the Richland Internet and Intranet Style guide.

- We do not provide web hosting for non-college related business or personal information that is not relevant to your job at the college.
- Individual instructor pages must be hosted on [eCampus](#).
- We will host information about college-related events or events that happen on the college campus.
- We will host any college-related information.
- We do not provide hosting of student built web pages, regardless of their function. Some student-built pages are, at this time, hosted by the multimedia center for their students in which web page construction is an integral part of their class. This is done on a separate web server.
- If a student is instructed by a Richland College employee to create a Richland College Department web page, they must follow all web guidelines, policies and procedures. A meeting must first be arranged between the student, the Richland employee and the Richland College WebMaster to discuss the content and look of the page. Their page will be subject to any and all changes seen fit by the Richland College WebMaster.
- Students may not solicit their work to employees and departments.
- We will not host files that are not delivered over the web (the web server is not a file server).
- We will not support active server pages (asp) or Frontpage.
- We only support gif, jpg, html, cfm and pdf files.
- Any copyrighted material needs written permission from the owner to be posted.

Web Pages Construction

The Web team constructs web pages for you that follow the above hosting rules.

Club pages' contents are the responsibility of the individual clubs and must be limited to club business and be approved by the Student Programs Office and the club sponsors.

We do not recommend constructing your own web pages. It is the job of the Richland College Web team to create and update the web pages that will be placed in the web site. If you need a web page created or updated just submit the appropriate content and the web team will do it for you.

RLC Web Responsibilities

- Create and update Richland College web site pages.
- Provide the community and employees with information/services about Richland College in a cost-effective environment.
- Provide guidance and training to faculty and staff pertaining to the RLC web site.
- We do not administer eConnect, eCampus, Blackboard, Colleague, Student email or Groupwise email. These services are provided by the District and Richland Information Technology offices.

Web Posting Procedures

A Web Page Production Request Form must be fully completed for all requests. Requests will not be take verbally or via E-Mail, although content files can be sent via E-Mail.

Request forms, disk, and associated paperwork should be attached together and placed in the Web team mail box in A104 or mailed to Webmaster at Information Services. Do not slip it under the door it may get lost.

Blank request forms are available in A104 or from the Web team.

Guidelines

- New pages or major updates.
 - Information and images must be provided on disk and in printed form.
 - Where you want this page to be linked from must also be included in the request
- Minor Updates
 - Printed copy of the web page marked up in red ink in legible writing or typed up in Word
 - URL must be on the Web Page Production Request Form

Intranet Specific Information

- If a page is to be placed on the Intranet you must indicate the level of security (restriction) you wish placed on the viewing of this document.
 - All Users in the DCCCD
 - A special group already established in the Novel system
 - A new group that does not already exist
(You will need to send a list of who should have access)
- An Intranet banner or text at the top of each page to identify that the page is located on the Employee Intranet, and, when appropriate, designate whether it is a District, Richland only, etc. Intranet page.