

Kalamazoo College Web Handbook

Kalamazoo College
Kalamazoo, MI 49006

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Introduction: The Web at Kalamazoo College

Kalamazoo College maintains a permanent high-speed connection to the Internet and several Web servers as part of our ongoing mission to “...*meet the scholarly, information, and instructional needs of our students, faculty, and staff, and insofar as possible, to share these resources with the broader scholarly community.*”

This handbook offers general information about Web services at Kalamazoo College. If you have questions not answered by this handbook, please consult the Information Services Web site, or contact the Information Services Help Desk. The Help Desk can be reached at 269-337-5800 or by email at helpdesk@kzoo.edu. If they cannot answer your question directly, they will refer the question to the proper Information Services staff to provide assistance. See also Contacts on page **Error! Bookmark not defined.**

Using the Web

Kalamazoo College offers a growing list of Web-based services

- The official, publicly accessible web site www.kzoo.edu offers academic program information, public relations, donor and alumni communications, and a searchable faculty/staff directory.
- The intranet portal campus.kzoo.edu offers program information and departmental resources to current students, their parents, and faculty and staff.
- Authorized users have access to password-protected areas:
 - Searchable student directory
 - Webmail
 - Moodle course management system
 - Student Records
 - Campus events and announcements
 - Other restricted information

Access to the Web is available from all networked computers on campus including office, lab and library computers, and residence hall rooms. Wireless access points are located in the student center, the library, several classroom buildings and residence halls.

Before a student computer can be connected from a residence hall, it must first be registered. More information on ResNet is available in on the Information Services web site.

Personal Home Pages

Kalamazoo College network account holders are allocated space on the *people* server to create personal sites. Pages can be published by saving them on people.kzoo.edu in the sub-directory named after the user account (note: sites predating 2006 may be prefixed with the “~” character. If you are unsure, please contact Web Services.)

Computer Accounts

To create and maintain personal home pages you must first have a network account. An account can be obtained from the Information Services Systems group in Room 120 of Upjohn Library Commons. Accounts are available to the following people:

- Faculty and staff while employed at the College
- Students while enrolled at the College

- Graduated students until six months after their graduation date
- Officially retired faculty and staff
- Guests as approved by the Associate Director of Web Services

Making Your Pages Available on the Web

Personal Web page files must be saved on the Web server named *people.kzoo.edu*. To transfer files to *people* you must use software that has the capability of connecting to the server using either FTP or WebDAV (Web Folders) protocols. Dreamweaver software is capable of both types of connections. Fetch and FileZilla are FTP programs supported by the College. Windows Explorer and Mac Finder support WebDAV. See Appendix B for setup instructions for each of these packages.

When you connect to the server using any of these means, you will have access to a folder named like your network username. This is where you can store your files. For example, knet user Jane Smith, whose knet username is jsmith, will copy her files to a folder called jsmith, (note: folders containing sites that predate 2006 *may* be prefixed with the “~” character. If you are unsure, please contact Web Services.)

The FTP host name is *peopleftp.kzoo.edu*. Passive mode is required.

The WebDAV address is *https://peopleftp.kzoo.edu*

The Web Address for your site will be *http://people.kzoo.edu/username/*. Jane’s site, from the example above, is at *http://people.kzoo.edu/jsmith/*. (note: sites that predate 2006 *may* be prefixed with the “~” character. If you are unsure, please contact Web Services.)

The Provost’s office maintains a directory of faculty pages. There are no directories of staff or student personal pages at this time. It is up to you to establish links to your site from appropriate pages such as department sites, student organization sites, etc. Contact the person responsible for the linking site to establish your link.

Department/Committee/Organization Web Pages

Academic and administrative departments, committees, student organizations and other recognized groups use the web to publish descriptions of services, activities, news and other information to current students, their parents, faculty, and staff. Each groups is given a folder on the web server on request.

Computer Accounts

To create and maintain official college Web pages you must first have a regular knet network account and a folder on the server *www.kzoo.edu*. Your knet account (also used to access fileshares and email) can be obtained from Systems in Room 120 of Upjohn Library Commons. All academic or administrative department members are considered to be pre-authorized content authors for their respective department’s Web pages, unless IS is informed otherwise.

Groups with changing membership will have access revoked at the beginning of each fall quarter. Examples of such groups include student organizations and faculty committees. A new Information Provider will have to re-sign for access before it is reactivated.

Content

All Web pages must adhere to the guidelines and policies set forth in College computing policy documents and College Graphic Identity Standards. Official web pages must include:

- the name Kalamazoo College in its header;
- a title that accurately and concisely reflects the page's contents;

- appropriate meta tags including "description" and "keywords" tags;
- a link back to the Kalamazoo College home page;
- the email address or contact information of the Information Provider who maintains the accuracy and currency of the information;
- the date of last revision;
- correct grammar;
- no spelling errors;
- no broken links;
- factually accurate information, to the best knowledge of the author.

Contact providers are responsible for insuring that the page content is accurate and up to date. Some suggestions in this regard follow.

- Perform regular (at least monthly) maintenance such as updating out-of-date pages and removing obsolete pages.
- Make this periodic maintenance of Web pages an explicit part of someone's job description.
- For College departments, a permanent College employee should understand the organization of the pages and know how to update and modify them.
- College departments should not depend solely on transient employees such as temporary workers or students.
- Commit to paper any departmental procedures and standards.
- Create a map showing all of the pages maintained by the department and how they are inter-related.

Naming Files

Case:

Our current web server is not case-sensitive, but it is a good habit to name and reference your files with consistent case, to maintain portability. For example, if you name a file with mixed case (e.g. "myStuff.htm"), use mixed case in any links to that page.

Spaces and special characters:

Avoid the use of spaces and special characters (!@#%&*";`'><|~=-) in file names. Dashes (-) and underscores (_) are fine.

Extensions:

The following extensions are recognized as web content by the server: htm, html, shtm, shtml, php, asp, aspx. Make sure your file has a valid extension.

Index Pages:

An index page is the main page of a directory or folder. Pages named index.html, index.htm, default.html, default.htm, index.php, default.php, default.asp, default.aspx, index.shtml, index.shtm will be displayed even if only the folder name is specified. This allows you to publish shorter URLs and is more flexible.

Making Your Pages Available on the Web

Web page files must be saved on the *www.kzoo.edu* web server in your assigned folder. To transfer files to *www* you must use software that has the capability of connecting to the server using either FTP or WebDAV (aka Web Folders or Network Places) protocols. Dreamweaver software is capable of both types of connections. Fetch and FileZilla are FTP programs supported by the College. Windows Explorer and Mac Finder support WebDAV. See Appendix B for setup instructions for each of these packages.

The FTP host name is *wwwftp.kzoo.edu*. Passive mode is required.

The WebDAV address is *https://wwwftp.kzoo.edu*

When you connect to the server using any of these means, you will have access to a folder named for your department or organization. This is where you can store your files. The Web Address for your site will be <http://www.kzoo.edu/yourfolder/>. For example, the business office publishes to a folder called “business”, which can be seen on the web at www.kzoo.edu/business/

Web Services maintains all site-wide main navigation and site indexes. Contact Web Services when your site is live so they can update navigation and indexes as necessary. You may also wish to establish cross-departmental links to your site . Contact the person responsible for the linking site to establish your link.

Staging (Testing) Site

It is good practice to review and/or approve changes and additions to your site before publishing them on the official server. We have a staging server for that purpose. Please request a staging site from Web Services. The Web address for your test site will be www.kzoo.edu:3001/yourfolder/. For example, the business office would test on www.kzoo.edu:3001/business/

The FTP host name is [stagingftp.kzoo.edu](ftp://stagingftp.kzoo.edu). Passive mode is required.
The WebDAV address is <https://stagingftp.kzoo.edu>

Password-protected Pages

If you wish to restrict access to your pages, you have several options. Departments and organizations may publish to campus.kzoo.edu for automatically restricting access to students, faculty and staff; or www.kzoo.edu:2001 (aka www.kzoo.edu/knet), for automatically restricting access to faculty and staff.

The Web address for your *campus* site is campus.kzoo.edu/yourfolder/. For example, the business office might publish information on campus.kzoo.edu/business/

The FTP host name is [campusftp.kzoo.edu](ftp://campusftp.kzoo.edu). Passive mode is required.
The WebDAV address is <https://campusftp.kzoo.edu>

The Web address for *knet* (not to be confused with the name of our Local Area Network!) is www.kzoo.edu:2001/yourfolder/ or www.kzoo.edu/knet/yourfolder/. For example, the business office might publish information on www.kzoo.edu:2001/business/

The FTP host name is [knetftp.kzoo.edu](ftp://knetftp.kzoo.edu). Passive mode is required.
The WebDAV address is <https://knetftp.kzoo.edu>

In addition, any of your web pages may be set up for special access (e.g. limited to a department or other group). Please discuss with Web Services.

Moodle Course Management

Moodle course management system (aka learning management system) is available at moodle.kzoo.edu. Moodle has many features including Forums, Content managing (resources), Quizzes with different kinds of questions, Blogs, Wikis, Surveys, Glossaries, Peer assessment. Faculty may request a moodle site from Web Services. Course sites are protected and accessible with knet network password.

Software and Design

Software

Many different tools can be used to create Web pages. Some people prefer using software made especially for creating Web pages. Many other programs can also save files in the HTML format (for instance, the Microsoft Office suite of applications, via the "save as..." menu). Kalamazoo College does not set a

standard or require that a certain tool be used to create and maintain Web pages. However, the College owns copies of Dreamweaver and provides limited support for this application. IS does not provide introductory training for Dreamweaver. Our distance/online learning vendor, *Element K*, does provide introductory Dreamweaver training. Please contact Curricular Support for an account on *Element K*.

Web Application Development

Web Services provides and coordinates web application development for academic and administrative departments who have a scholarly, informational or instructional need for a dynamic web-based solution. Please contact Web Services.

Limited ASP and PHP scripting is permitted for general users. MySQL and SQL Server databases are not available for personal sites. Server-side components may not be installed. Please contact Web Services if you require server-side development for your department or organization.

Mailback Forms.

An automatic form-mailback utility is available. This utility allows you to publish a form on a web page and set it up so that the data entered by the end-user is emailed back to you. For detailed settings, please see the Web Services web site.

Design

Web Services provides design consultation and services for official academic and administrative Web sites. Design tips and help are also freely available on the internet (a Google search on “web design tips” returns over a quarter of a billion pages). The Upjohn Library at Kalamazoo College has several books on web design in its collection. Element K, our online training provider, offers Dreamweaver courses. The Center for New Media Design offers graphics design services for course-related projects.

Please make sure the Web pages that you create adhere to copyright laws and Kalamazoo College honor code and computing policies. Do not use graphics or content that belongs to others without their permission.

Contacts

For Assistance With:

Dreamweaver, FTP, Firefox, Internet Explorer, Safari, access and password issues, general information, broken link reports

Contact:

Help Desk
helpdesk@kzoo.edu
337-5800

Questions or complaints about the accuracy of content or links on department or organization sites

The Information Provider identified on the site.

New site requests, interactive and database development requests, requests for general navigation additions, Moodle

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