



## VSU Migrates to New Website

VSU is migrating to a new website the first week of October, 2012. The website is being migrated in a phased approach over the next 12-18 months. The first departments selected to migrate were those that have a significant impact on “future” students here at VSU. Departments not migrated in this first phase will be scheduled for a later phase. All departments will have the opportunity to migrate.

Migrated users will also utilize a new Content Management System (CMS) to edit their respective websites. The software vendor is Hannon Hill and Cascade Server is the name of the CMS.

Departments/colleges/areas affected by the second phase will be contacted by a University Web Team member in advance. They will work with the Web Content Manager on their current site and the process to migrate their pages to the new site. All users editing their websites will be scheduled for training and will be given time prior to migration to refine their site prior to the site going live.

All questions regarding the website migration should be directed to [webteam@valdosta.edu](mailto:webteam@valdosta.edu).

### FAQs

#### 1. What departments/areas are migrating in Phase 1 (first week in October)?

- a. VSU Home Page
  - i. President’s Page
  - ii. Communications
  - iii. About VSU
  - iv. News
  - v. Events
  - vi. Points of Pride
  - vii. Social Media
- b. Admissions
- c. Adult and Military Programs
- d. Registrar
- e. Bursary
- f. Auxiliary Services
  - i. 1-Card
  - ii. Access Control
  - iii. Bookstore
  - iv. Parking and Transportation
  - v. Student Health
  - vi. Tech Shop
  - vii. Telecommunications
- g. Leadership and Orientation
- h. Student Life
- i. Testing

**2. Why did VSU change the website and switch to a new web editing software – Cascade Server?**

VSU has redesigned the website to better represent the university and to make it easier for visitors and members of the university community to easily find the information they are seeking. The university is using a new content management system, Cascade Server, to organize and display information on the site.

Advantages of the new design:

- Audience segmentation helps prospective students, current students, faculty, staff and alumni find information that is relevant to them.
- Responsive design automatically optimizes the site for computer, tablet and smart phone screens.
- Slide shows and larger images help to convey the VSU experience.
- Enhanced keyword integration provides better search results.
- Site can be rapidly updated to provide latest news, including emergency information.

Advantages of Cascade Server CMS

- Pages can be updated from any Internet-connected computer. No special software required.
- Spell check, broken link detector and accessibility review are built into publication process. Information can be scheduled for publication in advance.
- Slideshows, ad buttons and other special features can be easily created by departments.

**3. Why are some pages still in the old format?**

Those pages have not been migrated yet. Some pages will remain in the old format until those departments/colleges/areas migrate to the new format. We expect the entire website to be migrated within 18 months.

**4. When will my department/college/area migrate?**

When a department/college/area is scheduled to be migrated, your area will be contacted by a University Web Team member in advance. Key individuals will work with the Web Content Manager on your current site and the process to migrate your pages to the new site. All users editing your website will be scheduled for training and will be given time prior to migration to refine your site prior to the site going live.

**5. What if I find a problem on a page in the new website, for example a link that is not working?**

On each new website page there is a Feedback button located in the top right section of the page. Please select that button and indicate the issue you discovered. A web team member will be assigned to the issue for resolution. The feedback button will appear on the website until the first week of November, 2012. A permanent feedback button is located on the main VSU home page footer.

**6. Where is the drop-down for accessing VSU departments?**

Select the A-Z Index located in the upper right corner of the Main Web Page.

**7. Where are the Banner, BlazeVIEW, Email and IT Helpdesk links?**

Select the MyVSU button located in the upper right corner of the Main Web Page. There are also links under the Current Students section.

**8. What if I am not seeing pages correctly on the website?**

First step is to clear your browser cache.

**9. My browser favorites no longer work?**

Some links to your favorite websites will need to be recreated after the launch.

**10. What if I have a new employee starting and one of their responsibilities will be to edit the webpage and our site has not migrated yet?**

Training for Contribute will continue during the migration process. Any sites not migrated will still be edited with Contribute until they are migrated to the new CMS-Cascade Server.

**11. Will the website be updated in case of an emergency situation on campus?**

Yes, a scrolling message located in a yellow bar under the header will appear indicating the emergency. The message is automatically removed when the all-clear has been communicated.

**12. What happens when I look at the website on a smart device?**

The new website incorporates responsive design which automatically optimizes the site for the computer, tablet and smart phone screens.

**13. What if I want to see a Preview of the new website?**

The University Web Team will be offering Preview sessions prior to and possibly immediately after launch, if need arises.