6.6 DEPARTMENTAL WEB CONTENT

Departmental content is the responsibility of a Content Manager. Each department / division will assign at least one Content Manager. Choosing departmental content managers is up to the discretion of the individual departments.

All departmental content placed on the website will be subject to the Web Accessibility Guidelines. Any web content not meeting these standards will be brought to the attention of the Content Manager and ITS. Content not meeting these standards will be subject to removal from the server. Web Services will work with the content manager to bring the departmental web content up to ADA guidelines.

Content Manager duties also include:

- Keeping all content current
- Publishing the web page/site
- Ensuring compliance with Bluegrass CTC and KCTCS policies
- Notifying the responsible parties if linking to another web page/site
- Ensuring that the finished page/site is accessible through common browsers such as Microsoft Internet Explorer and Netscape
- Making certain all aspects of the site are functioning properly
- Notifying Web Services when the site becomes functional

All faculty and staff members chosen as content managers are encouraged to take advantage of the technology training offered by Web Services.

Web Accessibility

Bluegrass Community and Technical College endorses and adheres to the following accessibility guidelines:

- Section 508 of the Rehabilitation Act (http://www.section508.gov/)
- W3C Web Accessibility Initiative (http://www.w3.org/WAI/)

New and revised Web pages published or hosted by the Bluegrass Community and Technical College must comply with W3C and Section 508 standards.

Distance Learning

Currently, Bluegrass Community & Technical College uses the Blackboard Course Management System (CMS). All Bluegrass Community & Technical College courses have a course shell created and students are automatically placed in the CMS. Faculty may choose whether to enhance their face to face courses or not. Faculty and student CMS accounts are the same

User ID and Password as WebMail and PeopleSoft. Faculty must go through program review for web-centric courses.

Help with distance learning course material is available in 130B Moloney Building, Cooper Campus on a walk-in and appointment basis. Assistance may be requested by visiting the following web address:

http://www.bluegrass.kctcs.edu/its/support/

Information Technology Enterprise System

BCTC employees are given an account on the Information Technology Enterprise System (ITES). The enterprise system is a portal to many web-based departmental and college-wide applications. To access ITES, go the following web address:

http://www.bluegrass.kctcs.edu/ites/

Technology Training

The Technology Resource Center offers training for all faculty and staff members. Employees may attend training in one of the following three formats:

Training courses: Training courses are offered on a regular basis in the TRC. Some of the more common training courses offered are Blackboard, Microsoft Office, Macromedia products, Outlook, and ADA compliance. The TRC also offers training not listed and will be available for departmental requests for training.

By Appointment: Appointments are available for one-on-one consultation and training.

Walk-in: Faculty and staff may stop by at any time for one-on-one training provided that staff members are available to provide the training. If no personnel are available, appointments will be set up or the trainee may wait for the next available person.

Additional information regarding training, including contacting ITS for training requests and available training dates/times, may be made by visiting the following web address:

http://www.bluegrass.kctcs.edu/its/training/

Open Computer Lab Policies

- No food or drink is permitted in the labs.
- No noisemaking or talking is permitted in the labs; this includes playing CD's or using cellular phones. Telephone calls should be taken in the hall.

- Lab users may not install personal or class related software. All files are automatically scanned for viruses as they are used on the workstation.
- All printouts must be class related. No personal or multiple print jobs shall be permitted in the labs.
- Faculty must contact the lab manager before bringing a class to preview a lab.
- Students are responsible for all of their personal items at the computer station. Valuables should not be left alone.
- Lab personnel are available to help students with the equipment, but they do not provide tutoring. Instructors are to be contacted for homework help. Lab personnel will start students in a program, but cannot give instruction in using the program related to completion of work to be done by the student.
- Students should save their computer work early and often. Students should not wait until finished to save!!! If work is unsaved, it may be impossible to recover in the case of a computer crash.
- The Open Computer Labs do not allow the printing of envelopes, different paper, or transparencies (even if the student provides them).
- The Open Computer Labs follow a no tolerance policy to viewing pornography, nudity, and sexual content in the labs.
- Hours of operation will be posted outside the entrances to the Open Computer Labs. Information about the labs, including hours, may also be found at the following web address:
- http://www.bluegrass.kctcs.edu/its/openlabs/