A guide to requirements for a new sun.ac.za website

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Introduction

This document outlines the requirements that need to be met for a Sharepoint website to be created, and provides guidelines regarding site setup and content.

- **Intent:**
  Sharepoint websites provided by the Digital Media department are specifically public facing websites, designed to be used as a marketing tool by your Faculty / Department / Centre, etc.

- **Standards:**
  We make use of standard templates and styles which keep the look and feel of all public facing University pages consistent, and you will be required to adhere to these standards when creating your site.

- **Content policy:**
  Under no circumstances may potentially sensitive documents or information be placed on your public facing website.

Site creation process

- The Digital Media department will set up the basic shell (outline) of your site, as per the site map provided (see guide below).
- We will then provide training to the designated site owner/s, who will then be responsible for adding, editing and maintaining the site going forward.
- We also provide on-going technical support and advice.

Before you begin

- Consider what the intention of your website is and how best you can categorize the information you want to display.
- This will determine what your site map looks like, which in turn translates directly into the menu (navigation) of your site.
- Properly thought out navigation will make it easy and logical for a user to find information on your site.
- Do some research by looking at what other Faculties/Departments in the University have done. This will also give you an idea of what your site will look like.

Allocating a Dedicated Webmaster/Site Owner

- Your website must have a dedicated Site owner who will be responsible for the site and its contents.
- This person will also be the point of contact for the Digital Media team going forward.
- Should this person be required to hand over this responsibility to someone else, you must inform the Digital Media Team beforehand to ensure smooth handover.

Creating a Sitemap

The site map should be in both English and Afrikaans and delivered in an Excel or Word format (an example of a sitemap is included below).

Site map constraints

Very Important

- The homepage cannot have a dropdown menu (it is the "house icon" in the menu bar)
- The number of items in the top level menu is constrained by the length of the menu bar (approx. 950 pixels). Too many main menu items will cause the menu bar to wrap.
- Each menu item is a page, and will require content, so be careful when requesting sub menu items that you are not potentially duplicating information.
- If you have a large number of dropdown items on a menu (a sub menu), the list can become too long for it to be visible without scrolling down, which can be irritating for an end user.
- A menu can only be 3 levels deep – top -> sub menu -> sub, sub-menu

Site Map example

1st level	2nd level	3rd level
Home		
About us	History	
	Mission and Vision	
Staff	Academic	
	Support	
Academic Programmes	Undergraduate	
	Postgraduate	
	How to apply?	
Research	Projects	
	Publications	
	Dissertations	
	Conference proceedings	
Contact Us		

Site content considerations

- Content should ideally be available in both English and Afrikaans (there is a language button built into all page templates to enforce this)
- If you do not have your content available in Afrikaans, you still **have to have an Afrikaans page** as it is there by default (via the Afrikaans button at the top of the page).
  In this case, the Afrikaans page can simply say "Content only available in English", and allow the user to click back to the English side.
- Your homepage can have a News carousel, and an Events and Notices box. If you choose these components you will be required to create news articles and post events and notices.
- Images make pages more visually interesting, so considering using where appropriate, but remember to re-size before uploading as large images can slow your website down.

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