Dear Service-Learning Staff:

As many of you are aware I have been working on transferring our old website to our new one. My hard date of completion is January 18th. My soft date of completion is December 17th. To accomplish this we are going to need to work on this together. Below is a delegation list of different tasks that I need your help on. Thanks for your effort on this project.

* Please note that the dates are soft and subject to change.

Elisha: Please go through the agency section on the new website highlighting any text that is supposed to be a link. Please indicate if the link is supposed to be a handout, a link to an external website or a link to an internal webpage. You will find this information by looking through the old website. I will check in twice a week to see how your progress is going. This is all likely going to be confusing at first, so please do not hesitate to ask me questions at any time. Also please be aware that not all of the sub pages might be created, so there might be a pause in this work. Also, as you are going through please save handouts and url’s in your section to a central folder so you don’t have to search for them later.

Date range: October 19, 2009 – November 2, 2009

Elisha: After reviewing with me to make sure that all of the links have been found in the agency section, please start actually linking the handouts and the webpages in the your highlighted places. Please also test them to make sure they work.

Date range: November 16, 2009 – November 29, 2009

Alex: Please go through the faculty section on the new website highlighting any text that is supposed to be a link. Please indicate if the link is supposed to be a handout, a link to an external website or a link to an internal webpage. You will find this information by looking through the old website. I will check in twice a week to see how your progress is going. This is all likely going to be confusing at first, so please do not hesitate to ask me questions at any time. Also please be aware that not all of the sub pages might be created, so there might be a pause in this work. Also, as you are going through please save handouts and url’s in your section to a central folder so you don’t have to search for them later.

Date range: October 19, 2009 – November 2, 2009
Alex: After reviewing with me to make sure that all of the links have been found in the faculty section, please start actually linking the handouts and the webpages in the highlighted places. Please also test them to make sure they work before moving on.

Date range: November 16, 2009 – November 29, 2009

Lori: Please go through the student section on the new website highlighting any text that is supposed to be a link. Please indicate if the link is supposed to be a handout, a link to an external website or a link to an internal webpage. You will find this information by looking through the old website. I will check in twice a week to see how your progress is going. This is all likely going to be confusing at first, so please do not hesitate to ask me questions at any time. Also please be aware that not all of the sub pages might be created, so there might be a pause in this work. Also, as you are going through please save handouts and url’s in your section to a central folder so you don’t have to search for them later.

Date range: October 19, 2009 – November 2, 2009

Lori: After reviewing with me to make sure that all of the links have been found in the student section, please start making those links. Please also test them to make sure they work before moving on.

Date range: November 16, 2009 – November 29, 2009

Kara: Please start working on the new information that is supposed to be included in the faculty section. When posting the text into the contribute page please copy and paste it into notepad first to get rid of formatting and syntax coding that can be found in word and in other websites. Please let me know when you are available so I can show you how to use contribute.

Date range: October 19, 2009 – November 2, 2009

Kara: Please review each main header section in the faculty pages. A synopsis on a majority of them will need to be written. (See Below)

Date range: October 19, 2009 – November 2, 2009

Kara: move around text, paragraphs, edit wording, etc. Style would not be as important at this point in time. I want the text to be set so that the SLA’s can get the links done.

Date range: November 2, 2009 – November 16, 2009
Jillana: Please start working on the new information that is supposed to be included in the student section. When posting the text into the contribute page please copy and paste it into notepad first to get rid of formatting and syntax coding that can be found in word and in other websites. Please pay close attention to the main headers. On a majority of them a synopsis will need to be written. Please let me know when you are available so I can show you how to use contribute.

Date range: October 19, 2009 – November 2, 2009

Jillana: Please review each main header section in the student pages. A synopsis on a majority of them will need to be written.

Date range: October 19, 2009 – November 2, 2009
Jillana: Please start editing text within the student section. This is where you move around text, paragraphs, edit wording, etc. Style would not be as important at this point in time. I want the text to be set so that the SLA’s can get the links done.

Date range: November 2, 2009 – November 16, 2009

Laura: Please start working on the new information that is supposed to be included in the Agency section. When posting the text into the contribute page please copy and paste it into notepad first to get rid of formatting and syntax coding that can be found in word and in other websites. Please pay close attention to the main headers. On a majority of them a synopsis will need to be written. Please let me know when you are available so I can show you how to use contribute.

Date range: October 19, 2009 – November 2, 2009

Laura: Please review each main header section in the student pages. A synopsis on a majority of them will need to be written.

Date range: October 19, 2009 – November 2, 2009
Laura: Please start editing text within the agency section. This is where you move around text, paragraphs, etc. Style would not be as important at this point in time. I want the text to be set so that the SLA’s can get the links done.

Date range: November 2, 2009 – November 16, 2009

I am currently working on creating sub pages to the main template pages. Please see me with any questions or concerns.