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TECH NOTES

Fall 2015

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Meet the Web Team!
Bob Truitt, Juli Szonntag, Kristin Williams, Michelle Ortner, Dan Swift
Profile: WCU Web Team

More than ever, the Web is used as a primary source of information. West Chester University’s Web Team, under the direction of Kim Slattery, is an ultra-talented group of web designers who assist with the technical design, production, and maintenance of web sites for West Chester University.

External website
www.wcupa.edu

Internal website – SharePoint
sharepoint.wcupa.edu

Mobile site
m.wcupa.edu

The web team assists with each stage of building and maintaining an attractive and informative website. Presently, the team maintains over 14,000 web pages, while assisting with the development and maintenance of many more. The team also develops online forms, automating and streamlining many manual processes, such as event registration.

The web team continues to work on a massive project converting all university web sites to responsive web design (RWD) to accommodate users accessing the WCU web site from any device. Responsive web design is an approach to web design aimed at crafting sites to provide an optimal viewing and interaction experience—easy reading and navigation with a minimum of resizing, panning, and scrolling—across a wide range of devices (from desktop computer monitors to mobile phones). With responsive design, the web page automatically adjusts to the type of device you are using and the limitations of your screen size.

Bob Truitt graduated from WCU in 1996 with a Bachelor’s degree in Computer Science. As a WCU student, he worked as a faculty/staff trainer and updated the website for SAT Training (now called FAST). Bob returned to West Chester University, this time as an employee, in 2008. His role on the web team is primarily as a web developer but he also manages the web servers and the team’s database servers. This past summer, Bob created the newest version of the campus map. Coworker, Michelle Ortner provided help with the look and feel of the map while Bob did the scripting, programming and layout. The new map is more lightweight, fully responsive, and easier to use. Check it out! http://www.wcupa.edu/campusmap/. Bob is currently working on a new, responsive version of WCU’s Sustainability website with the help of Content Writer, Kristin Williams. This is a big project which includes new features and a lot of relevant content. In his spare time, Bob enjoys exploring art mediums and methods including sketching, watercolor, mixed media as well as something called “Zentangle” which can be described as “pen to paper meditation”.

Juli Szonntag has a Finance Degree from Temple University and started working at WCU in 2002 first as a Help Desk Analyst and then in 2011 as a Web Team Specialist. Juli supports Microsoft SharePoint and Adobe Contribute and assists with editing University web pages. She maintains the SharePoint site as well as trains personnel, provides support and troubleshoots any issues that may arise regarding either SharePoint or Contribute. Recently, Juli was involved in the migration from SharePoint 2010 to SharePoint 2013. This migration required much planning, which involved transferring a large amount of data from the old version to the new version. SharePoint 2013 has a very different interface than SharePoint 2010, so a major part of the process was to train all the SharePoint site owners on the new version prior to their site being migrated. The migration was completed in the beginning of October with the last site collection going live on the new version. In her spare time, Juli enjoys travelling with her husband and spending time with her family and friends.

Kristin Williams began working at West Chester University in January 2015 as the Web Content Writer. Kristin has a Bachelor of Fine Arts degree from Lock Haven University, specializing in Photography & Graphic Design. In her position as Web Content Writer, Kristin works side by side with clients during the conversion process to a responsive design website. Her first big project was working with the College of Education - which was completed in August. She is currently working with Public Safety and the Honors College to convert their websites to the responsive format. In her spare time, Kristin enjoys spending time at home with her husband and daughter.
Michelle Ortner graduated from West Chester University Summa Cum Laude with a Bachelor of Fine Arts degree and a minor in Art History. Michelle actually started working as a web team intern in February 2012 with a primary focus on photography, especially the slideshow banner on the website home page. Her main role on the team, since starting as a full time employee summer 2013, has been the conversion of web sites to the new responsive design. Collectively the web team is currently working on over 10 websites including Strategic Planning, Campus Recreation, Public Safety, and soon the Library. Michelle calls herself more of a “web designer” since she uses her graphic design background extensively creating graphics, logos and brochures. She codes the pages she is working on and designs them with the web team’s content writer. Her favorite project since joining the team was creating the West Chester University’s “Fun Facts” page. She was given creative freedom to create the page, the graphics, and the layout. “It was a ton of fun to dive into this project and further explore graphic design’s role in web as well as current trends”. Check it out here: [http://wcupa.edu/president/funFacts/](http://wcupa.edu/president/funFacts/). Michelle was also part of the Green Dot Launch Team and created the graphics for their marketing. In her spare time, you will find Michelle playing video games or watching/travelling to her boyfriend’s softball league games.

Dan Swift began his career at West Chester University in 2012. Dan has a Bachelor of Arts (Music Composition, Lebanon Valley College) and Bachelor of Music (Music Recording/Multimedia Technology, Lebanon Valley College). His role on the web team is that of both a front and backend developer. This means that he creates web applications where he not only has to get information for users, but also controls the aesthetics and user interface as to how they get that information. He is also partially responsible for SharePoint from an administrative perspective and manages the schedules, training, and directly oversees some of the web team interns. Dan also creates and maintains many forms that appear on the web as well as within SharePoint. Recently, Dan was given the task of integrating events from the 25LIVE calendar system into the featured events section of the home page. Because the event information would be visible on the home page of the WCU website, it needed to be held to the highest standard. Currently, Dan is working on a new conference registration form and researching the viability of integrating large videos (similar to the Admissions “Apply Now” page) on high profile web pages. In his spare time, Dan really enjoys writing music in a variety of styles; anything from classical, to modern, to electronic.
Tech Update: 25LIVE

Campus Calendar
All assignments of academic courses to classrooms and event requests from students, faculty, and staff are now scheduled through 25Live.

All events will display on campus calendar.

Featured events will display on the WCU homepage

If you have any questions about scheduling an event please email: smacmgr@wcupa.edu
Tech Tip: Email Reminders

TECH TIP:
Do you ever get an important email message but are just too busy to respond? You can set a reminder to reply before your important message gets buried with all your other emails! Here’s how:

Right-click the message you want to set the reminder for, select Follow Up, and then click Add Reminder.

In the Custom dialog box, select a Due date, make sure the Reminder box is checked, then click OK.

When the date/time you specified arrives, you will receive a reminder!
• Faculty and Staff Training (FAST) offers instruction on a variety of software applications and technology tools.

• Training is held in several venues: traditional classroom, online, and on-site.

• In our BYOL sessions, we invite you to “bring your own lunch” as you learn about engaging tips or hear about teacher experiences with classroom tech tools.
  • Upcoming BYOL Sessions: Creating Accessible Email, 3D Printing: A Hands-On Workshop, and Closed Captioning

• FAST Tip Fridays are short, 30-minute sessions on a specific software topic or function. Scheduled on Fridays, FAST Tip sessions are held in an open forum, Q & A type setting. FAST Tips have focused on Excel but new sessions are being added so check the FAST schedule to see what's being offered this Friday!

  • For more information, please visit the FAST website: www.wcupa.edu/fast
Tech Trivia:
Sponsored by the Student Services Inc (SSI)
The winner will be chosen at random from those submitting all correct answers to Dr. Fabrey at jfabrey@wcupa.edu within 48 hours of the appearance of this issue of Tech Notes. Prize will be determined and awarded by SSI.

For this issue, different technology strategies will be required to find answers that are NOT technological in nature. For example, try looking up related sites and/or using quotes around several words to make sure that they appear next to each other. Try using our Library Digital Archives.

1. Microsoft is famous for having **codenames** for its versions of Windows before release. What are the codenames for Windows 95, 98, Vista, 7, and 10?

2. Find the **FUN FACTS** webpage at WCU to answer:
   - T/F: WCU has the largest varsity athletic program in Division II.
   - Name the sport and year of 5 of our national champion teams since 2000.

3. What is the name of this wartime safety device featured in the November 1915 issue of Popular Mechanics?

Answers to the Tech Notes Summer 2015 contest: 1. Norman W. Cameron was appointed our first president in 1927; 2. In 1960, Jim Bonder was our last football coach to have a perfect record, including post-season; 3. Ruby Jones hall was the last of our buildings to be completed in the 19th century – in 1899. **Winner: Shaleia Rogers!!**
# Contact Information

## IT Help Desk
(Faculty/Staff/Student)  
wcupa.edu/ithelpdesk  

**Telephone Repair**  
wcupa.edu/infoservices/commservices

**Desire2Learn (D2L)**  
wcupa.edu/d2l

**ResNet Central**  
wcupa.edu/infoservices/resnet

**Software Application Training**  
satregistration@wcupa.edu

**Web Services**  
wcupa.edu/infoservices/webinfo

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<td>Telephone Repair</td>
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<td>002 Basement, 121</td>
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<td>Desire2Learn (D2L)</td>
<td>x3350</td>
<td>02 Anderson</td>
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<tr>
<td>ResNet Central</td>
<td>x2660</td>
<td>003 Ground Floor,</td>
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<td></td>
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<tr>
<td>Software Application Training</td>
<td>x3191</td>
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<td>Web Services</td>
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<td>03 Anderson</td>
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## VICE PRESIDENT’S OFFICE

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<tr>
<td>Executive Director</td>
<td>JT Singh</td>
<td>x2828</td>
<td>023</td>
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<td>Special Assistant</td>
<td>James Fabrey</td>
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## DIVISION CONTACTS

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<tr>
<td>Client Services</td>
<td>Paul Gargiulo</td>
<td>x3397</td>
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<td>Teresa Hudson</td>
<td>x4135</td>
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<tr>
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<td>Kim Slattery</td>
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<td>Administrative Computing</td>
<td>Pat Lenzi</td>
<td>x1048</td>
<td>017</td>
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<tr>
<td>Telecom/Infrastructure</td>
<td>Joseph Sincavage</td>
<td>x3535</td>
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<td>ResNet</td>
<td>Richard Chan</td>
<td>x1061</td>
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