

MEMO

RU-tv Website Status

Date: August 18, 2011
To: Brenton Smith
CC: Joanne Dus-Zastrow, Eve Burris, Jeanne Weber, Jessica Crotty, Katie Murphy
From: Jeremee Johnson, Project Manager

Status

- **Revised Schedule:**
 - 8/15-8/26: Site Build Out
 - 8/15-8/26: Graphic selections and placement
 - Week of 8/29: RU-tv staff & student staff training
 - 8/22-9/2: Content Review, Homepage Finalization
 - 9/7-9/13: Proofreading
 - 9/14-9/16: Make proofreading edits
 - 9/19-9/23: Content freeze
 - **9/23: Launch the site**

- **The Site Buildout (placing content):** Many of the pages are built, but need review and additional information from RU-tv. During the week of August 22, we should meet to discuss the homepage content. We expect an update soon on the timing of when the video programming will be added to the homepage.
 - **Graphics:** Some photos have been added to main section overview pages in the site. Additional graphics will be added over the next week with a goal of completing graphics by August 26. Every page will not have graphics.

- **Training:** I would like to schedule training asap, perhaps during the week of August 29. Please identify initial RU-tv trainees, who can then train other students/staff. In order for RU-tv to successfully manage its site, designated staff will be trained in how to edit and add pages, and how to update the site's homepage using the Drupal content management system, including the site's homepage. Once staff are trained, a designated staff person should then train other RU-tv staff and students going forward.

- **Site Content Review & Finalization by RU-tv:** Content on the site has been updated and edited. It still has to be proofread. **All of the content in the site needs to be carefully read and updated as needed by RU-tv. Below are some specific notes and requests based on my review and editing of the content.**

About Us Section

About RU-tv: <http://rutv.platform.drupaldev.rutgers.edu/about-us/about-ru-tv-network>

1. What year was RU-tv established?
2. Please confirm all of the facts about RU-tv, e.g. 100 channels, seven university channels, etc.

Department Names: <http://rutv.platform.drupaldev.rutgers.edu/about-us/about-ru-tv>

Note that I eliminated the “departments” page, as the Department intro text and links are on the “About RU-tv Network page”.

3. Please confirm if the name of the Department is “Operations,” Operations/Master Control,” etc?
4. Please review all department pages to ensure they are accurate. Also, please review the lead in questions for accuracy.
5. For Operations/Master Control page, please review the write-up and supply additional bullet points for student responsibilities.

Awards and Recognition: <http://rutv.platform.drupaldev.rutgers.edu/about-us/awards-recognition>

6. Please supply content for this page.

RU-tv Stories: <http://rutv.platform.drupaldev.rutgers.edu/about-us/ru-tv-stories>

7. Please provide Patrick Stahl’s graduation year, school, and major.
8. Do you have photos of Patrick Stahl either current or from his past days as an intern?

Announcements: <http://rutv.platform.drupaldev.rutgers.edu/about-us/announcements>

9. In order to populate the home page, we will need at least one or two short announcements for the homepage and “Announcements” page. I’d like to brainstorm on the homepage during the week of August 22.

Information for Advertisers: <http://rutv.platform.drupaldev.rutgers.edu/about-us/information-advertisers>

10. RU-tv to supply content for this page.

Contact Us: <http://rutv.platform.drupaldev.rutgers.edu/about-us/contact-us>

11. Is there a contact for programming? All of the departments are listed, except for programming.
12. Is the PSA contact different from RU-info/Tasha’s contact info?

Programming & Channels Section

Our Programs: <http://rutv.platform.drupaldev.rutgers.edu/programming-channels/our-programs>

13. For the pull quote (under Student-Produced Programs), please provide the average number of hours of programming produced by students in a semester or another interesting factoid.
14. Please review the list of programs to ensure the list is complete and accurate.
15. For the “Great a PSA Today” sidebar, please review the contact information provided. Is this information different from the contact information for “RU-info”?

Program Pages: <http://rutv.platform.drupaldev.rutgers.edu/programming-channels/podium>

All of the program pages need to be determined. At the Podium pages, shows a rough idea of how these pages are shaping up. Creative Services’ art department is working on banners for each of the shows. Brent mentioned putting a link to the live stream, however text will need to be added to the page, so that people understand that this is a placeholder video.

- **The WeatherWatcher Forecast** page is in Our Programs: <http://rutv.platform.drupaldev.rutgers.edu/learning-education/weatherwatcher> (We embedded a Facebook video on this forecast page).

RU-tv at the Movies: <http://rutv.platform.drupaldev.rutgers.edu/programming-channels/ru-movies>

This page uses an embedded google calendar. Leeann created the calendar. It is set on the default agenda view.

Channel Guide: <http://rutv.platform.drupaldev.rutgers.edu/programming-channels/channel-guide>

This page was updated, per Brent's

Program Archives: <http://rutv.platform.drupaldev.rutgers.edu/programming-channels/program-archive>

Scott created all of the program archives. He kept most recent archives on the page: Wake Up Rutgers archive is from September 2010-Present, SportsKnight is September 2008 - Present, PSA's are September 2010-Present, and Inside Rutgers is August 2007-Present. For the shows that are no longer produced, those have been placed as subpages to "Special Programs Archive".

16. We discussed that RU-tv would use PEG player for all archives in the future. Exactly what this means for updates to the archives should be identified. It is possible to continue to use these summary pages and just link to the unique show in the peg player.

Ways to Watch Section

Ru-tv Online: <http://rutv.platform.drupaldev.rutgers.edu/ways-watch/ru-tv-online>

We managed to put the player on the page

17. Creative Services needs to explore repositioning the copy at the top of the page to align left with the new player's left margin.

RU-iptv: <http://rutv.platform.drupaldev.rutgers.edu/ways-watch/ru-iptv>

This section contains the RU-iptv main launch page, the user guide page, and the FAQ page.

18. RU-tv should to test if this "Tune In" button works.
19. Is there anyone in OIT that needs to be notified of the update to RU-tv's website?
20. When the site launches will this link need to redirect to anything. This is something, we need to discuss with Eve.

Get Involved Section

Get Involved Overview: <http://rutv.platform.drupaldev.rutgers.edu/get-involved/get-involved-overview>

21. Creative Services will add photos to the main landing page

Student Employment: <http://rutv.platform.drupaldev.rutgers.edu/network-assistant-positions>

In order to allow data to be captured in a database, RU-tv created a google form for the network assistant's page. Everyone is okay with using this embedded forms. Therefore, all of the forms on this site will be managed by RU-tv using google docs.

Submit a Video: <http://rutv.platform.drupaldev.rutgers.edu/get-involved/submit-video>

22. Per our meeting on 8/15, Brent plans to revise this page to convey the fact that people can send letters of inquiry and how to FTP videos.
23. The "Production Submission" form needs to be upload and linked to the text and to related links.

Promote Your Organization or Events: <http://rutv.platform.drupaldev.rutgers.edu/get-involved/promote-your-organization-or-event>

24. RU-tv to supply content for this page.

Promote Your Event Form: <http://rutv.platform.drupaldev.rutgers.edu/get-involved/promotion-form>

25. Is this the same form people should use to submit PSA ideas? If so, we'll want to add links to it from the PSA areas.

26. RU-tv will create a google document for this form, which will be modeled after Media Relations' submit the news form: <http://www.rutgers.edu/news-center/submit-news> and also RU-tv's original "Submit a Suggestion" form: <http://rutv.rutgers.edu/suggestions-form.shtml> .

Learning & Education Section

Broadcast Communications Living-Learning Community:

<http://rutv.platform.drupaldev.rutgers.edu/learning-education/broadcast-communications-living-learning-community>

27. Please read this section carefully to ensure it is accurate. It has been rewritten, subtitled, and reorganized. To make the page evergreen, I removed the "2011" from the May 1 application date. Are there other application dates that people should be aware of, for example, during our 8/15 meeting Brent had mentioned something about applications aren't reviewed until January for living-learning communities.
28. Please confirm that this is the video you'd like to use for this page. Has this video been converted to flash version, if so, please provide a link to the .flv file so that we can put it in the drupal player?

Broadcast Community Housing Application: <http://rutv.platform.drupaldev.rutgers.edu/learning-education/broadcast-communications-housing-application>

29. Please confirm that this should be the name of this form. Is it a "housing" form or "program" form?
30. RU-tv will need to re-create this form in google docs and supply Creative Services with the embed code and temporary access.

WeatherWatcher Living-Learning Community: <http://rutv.platform.drupaldev.rutgers.edu/learning-education/weather-watcher-living-learning-community>

Note that originally the weatherwatcher forecast was going to be on this page. However, I thought it would be better to this page parallel to the other living-learning community page. The WeatherWatcher Forecast page is in Our Programs: <http://rutv.platform.drupaldev.rutgers.edu/learning-education/weatherwatcher> (We embedded a Facebook video on this forecast page).

31. Please read this section carefully to ensure it is accurate. It has been rewritten, subtitled, and reorganized. To make the page evergreen, I removed the "2011" from the May 1 application date. Are there other application dates that people should be aware of, for example, during our 8/15 meeting Brent had mentioned something about applications aren't reviewed until January for living-learning communities.
32. Please confirm that this is the WeatherWatcher promo:
<http://urwebsrv.rutgers.edu/video/rutv/psa/psa-weatherllc.wmv> that should be used for this page. If so, please provide a link to a flash version.

Weather Watcher Housing Application: <http://rutv.platform.drupaldev.rutgers.edu/learning-education/weather-watcher-housing-application>

33. Please confirm that this should be the name of this form. Is it a "housing" form or "program" form?
34. RU-tv will need to re-create this form in google docs and supply Creative Services with the embed code and temporary access.

Internships: <http://rutv.platform.drupaldev.rutgers.edu/learning-education/internships>

35. RU-tv to supply content for this page.

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