

# UofSC SCHOOL OF MEDICINE COLUMBIA

# WEBSITE UPDATE

## WE NEED YOUR HELP!

It's time to do some spring cleaning on the School of Medicine websites. The Office of Communications and Marketing maintains the school's websites, but you are the subject matter expert on your department and programs. So, we need your help!

We are asking each department to review their content on both the external ([www.sc.edu/medicine](http://www.sc.edu/medicine)) and internal ([my.sc.edu/medicinecolumbia](http://my.sc.edu/medicinecolumbia)) websites. When reviewing the content, please look for:

- Faculty/staff who are no longer with the school and need to be removed from the website
- Faculty/staff who are missing and need to be added
- Feature stories that are outdated and need to be replaced (suggest new content, if possible)
- Images that are dated or stale
- Programmatic information that is outdated and needs to be updated
- Programmatic information that is missing
- Navigation problems
  - Information that is misplaced
  - Information difficult for the intended audience to find
  - Broken links

**Please compile a list of any edits needed to your site by May 1, 2021.**

Once your edits have been compiled, you'll be able to work with your departmental web liaison to make changes. If you don't have a liaison, you can select one or work directly with the Office of Communications and Marketing.

## NEXT STEPS

### Option 1: My department has an approved web liaison

If your department has an approved web liaison, he or she will be able to access the university's content management to make edits to your pages. If there are edits needed that are outside of your liaison's comfort zone, they can contact Alyssa Yancey ([alyssa.yancey@uscmcd.sc.edu](mailto:alyssa.yancey@uscmcd.sc.edu)) for assistance.

### Option 2: My department does NOT have an approved web liaison, but I would like to select one

If your department does NOT have a web liaison, but you would like to select one, then you will need to complete the **Web Liaison Approval Form**. Once this form is returned, the selected liaison will be provided a link to sign-up for training. There are two training sessions that must be completed before the liaison will be given access to edit the site.

The content management system is relatively user-friendly and does not require any knowledge of coding.

### Option 3: My department does NOT have an approved web liaison, and I do NOT wish to select one at this time

Ideally, each department would select an individual to assist with web maintenance. If your department is unable to have someone trained at this time, you can work directly with the Office of Communications and Marketing to update your webpages.

*Thank you in advance for your assistance and understanding as we work to update and improve our school's web presence.*

*If you have any questions, please contact Alyssa Yancey at [alyssa.yancey@uscmcd.sc.edu](mailto:alyssa.yancey@uscmcd.sc.edu) or 803-216-3302.*