



Web Editor Responsibilities and Standards – Drupal WCMS

Introduction

Many individuals at VIU have/had the access and the responsibility to make changes to the various VIU webpages through Adobe Contribute. As VIU migrates from Contribute to the Drupal Web Content Management System, these responsibilities will stay the same, however the edits will be completed on the new platform of Drupal.

For consistency-sake, this document explains this role using Drupal terminology. New-to-you terminology may include the term 'Web Editor.' Within Drupal, the title Web Editor simply means 'one with permission/access to edit a Drupal site,' this is not a new role nor is it an addition of duties.

Role

Web Editors span the institution, supporting various audiences including: prospective, new, or current students, and their families; faculty; staff; alumni; donors; government; media; the general public; or a combination thereof.

A web editor regularly creates, updates and deletes content within organisational websites typically works in a job that is based within the organizational unit relating to the website they maintain.

Training

Editors are required to attend or arrange trainings with the Web Management team when needed. If training is required for your area, please open a ticket with [IT Helpdesk](#) arrange.

New Accounts

To obtain access to Drupal as a Web Editor, supervisors must request a new account by opening a ticket with [IT Helpdesk](#). Training as a Web Editor is required before an account is issued.

Web Standards

To ensure cohesion and accessibility standards throughout the university's websites, follow these guidelines.

- Keep content up-to-date and accurate throughout the year, minimally, performing an annual website content review each May. Reflect current department, service, contact information; and terminology (e.g., "Program and Course Calendar" rather than "the Calendar").
- Ensure spelling, grammar and formatting are correct.
- Remove redundant or outdated content. If a page is deleted, open a ticket with [IT Helpdesk](#) so that any links to that page can be removed or redirected as required.
- Ensure that all links are current and working. Web Management can assist providing a list of broken links by request.

See also: [VIU Drupal Training "Best Practices"](#).