GLOSSARY

CTC WEB TRAINING

COMMONSPOT TERMS

ROLES

Contributors – Individuals who edit and manage Web content.

Approvers – Individuals who edit, manage, and publish Web content to the live site.

REFERENCE

Accessibility – Website accessibility means that a site is usable by people with disabilities. The university follows state and federal laws and strives to adhere to Web Content Accessibility Guidelines (WCAG) 2.0 set by the World Wide Web Consortium (W3C). Compliance assures access by the broadest audience and helps improve general usability and device portability. Source: www.uaa.alaska.edu/webpublishing/policy.cfm#accessibility

CommonSpot – The content management system (CMS) UAA uses. The CMS enables individuals and groups across the university to produce and share quality Web content, without special knowledge of programming or markup languages. It has a robust and flexible approval and workflow process that gives the university control over revision and approval, ensuring consistency with business requirements and quality standards.

CommonSpot Workspace – Personalized workspace where CommonSpot Contributors can create and edit content and submit it for approval.

Content – Types of CommonSpot content include the following: pages, images, uploaded files, and external pages

Elements – Elements are specific regions of pages for holding different content types

Container – Surrounds and holds other Elements

Templates – Provide versatile, predefined page layout options for simply and effortlessly building Web pages or other templates. Authors can pick from a defined set of templates designed to handle their content requirements, or start from a blank page. The use of templates enables the administration of a consistent look and feel.

TOOLS

Container Tools (left) – Toggles the display of container Elements from visible to invisible. These are Elements that hold other Elements (Tabular Layout, Scheduled/Personalize, and Container elements).

Element Tools (middle) – Toggles the display of non-container Element icons from visible to invisible.

New Element Links (right) – Toggles the display of Insert New Element links from visible to invisible.

Source: CommonSpot Winter 2012 Contributor's Reference