

## **SITE EDITING CHECKLIST** *for standard academic sites*

### **Weekly**

- Check Dartmouth Now for stories about your department.
- Add upcoming events to the Events calendar.
- Curate events from other departments to your calendar.

### **Monthly**

- Refresh the publications on your home page.
- Edit and publish alumni updates.
- Feature a lab, class, program, or professor.
- Post upcoming deadlines.
- Check broken links.

### **Termly**

- Update course and schedule information.
- Check people profiles. (Are there any new hires? Did anyone leave?)
- Promote under-enrolled courses to the front page.

### **Yearly**

- Review all basic pages for accuracy. Things that might change include
  - department chair (check for references in site text and promo boxes)
  - committee members
  - major, minor, or honors requirements
  - contact information
- Promote the major. Sophomores must submit major cards in early April; late March is a great time to promote your major page to the top stories carousel.

### **Need Fresh Content?**

Consider writing (or asking someone to contribute) short, original articles on these topics:

- Reflections from a student on why they chose to major/minor and what they have learned.
- A short profile of or interview with a senior thesis writer.
- A brief note from a faculty member about current events.
- A roundup of recent faculty activities (research projects, sabbaticals, conference presentations, etc.).