Minot State University Web Template Requirements

Legend											
Required ●											
Suggested ▲											
Optional 0											
Restricted X											
Not Applicable --											

	Primary Template Elements			*Non-Template Elements*				*Other*				
Web Classifications	**Official Logo**	**Primary Navigation**	**Footer**	**Site Heading**	**Secondary Navigation**	**Content**	**Optional Graphic**	**Contact**	**Disclaimer**	**Site Compliance**	**Domain Registration**	**Graphic Standards**
Official	●	●	●	●	●	●	0	**See Footer**	**See Footer**	●	0	●
Affiliated	●	●	●	●	●	●	0	**See Footer**	**See Footer**	●	0	●
Professional Courtesy	X	X	X	--	--	--	--	▲	●	▲	0	▲
Individuals/Groups	X	X	X	--	--	--	--	▲	●	▲	0	▲

Classification Definitions/Exceptions

Official - Administrative and service units, colleges, academic departments/divisions, research, extension, distance education, committees/groups and all other official units of the University.

~Primary Web site hosted, maintained and supported on www.minotstateu.edu, the official Web server for Minot State University, and in compliance, at all levels, with template requirements as indicated above (Level 1 = primary Web site).

Affiliates - Those centers and institutes, directly affiliated with the University, where University guidelines provide exception to uniquely market to external and specialized audiences.

~Primary Web site hosted, maintained and supported on www.minotstateu.edu, the official Web server for Minot State University.
~Those entities with "affiliated" status will not be required to extend the base template to secondary Web sites, i.e., stand-alone project Web sites developed and/or hosted by the affiliate (Level 2 = secondary Web site).
~Proper use of the Minot State University brand and logo restrictions will apply to both primary and secondary Web sites.

Professional Courtesy Examples: Minot State University-Bottineau and affiliates, Dakota Chamber Music, etc.

Individuals/Groups Web sites of registered MSU student organizations, personal Web pages of students, faculty and staff, and all other non-official University groups.

ATTACHMENT A
ATTACHMENT B

Sample actual pages

Page elements separate from template
- **A: Site Heading (Department, Affiliate, Center, etc.)**
- **B: Site Menu (Site specific navigation)**
- **C: Page Content**
- **D: Optional Graphic**

Official Logo

Required for: Official, Affiliated
Restricted for: Professional Courtesy, Individuals/Groups
Suggested for:
1. Clearly identifies University branding.
2. Provides "official" representation of the University.

Primary Navigation

Required for: Official, Affiliated
Restricted for: Professional Courtesy, Individuals/Groups
Suggested for:
1. Provides overall navigation for Minot State University Web site.
2. Uses University navigation mechanisms in a consistent manner and as specified in the template.
3. Includes navigational schemes to link back to "MSU Home Page".

Footer

Required for: Official, Affiliated
Restricted for: Professional Courtesy, Individuals/Groups
Suggested for:
1. Provide users with necessary contact information to foster communication.
2. Footer detail, as specified in template, provides "Privacy Link" in compliance with the State Board of Higher Education, assurance of what will and will not be done with information on the site, and includes a disclaimer to alleviate liability on the part of the University.

NON-TEMPLATE ELEMENTS

Site Heading

Required for: Official, Affiliated
Suggested for:
1. Declares the Web site you have navigated to.

Secondary Navigation

Required for: Official, Affiliated
Suggested for:
1. Provides navigation within the individual sites (Example: COB).
2. Carries consistent navigation to the next level (no need to re-learn navigation at each level).

Content

Required for: Official, Affiliated
Suggested for:
1. Ensure that information is current, accurate, and has no spelling or grammatical errors.
    a. Designated content managers will provide timely electronic updates to MSU Webmaster (as determined by department heads, chairs, etc.) to develop Template Sections A, B, C, D.
    b. Content Management Software (CMS) will be made available as determined by the MSU Webmaster.
2. Sites using CMS that fall out of compliance will be expected to fix compliance issues (accessibility, graphic standards, etc.) when notified.

Optional Graphic

Optional for: Official, Affiliated
Suggested for:

1. Used to personalize Web site.

OTHER

Contact

| Required for: Official, Affiliated (As part of template) |
| Suggested for: Professional Courtesy, Individuals/Groups |
| 1. Establishes accountability for information posted on the University Web site. |

Disclaimer

| Required for: Official, Affiliated (As part of template) |
| Suggested for: Professional Courtesy, Individuals/Groups |
| 1. Relieves Minot State's liability for the individual views expressed on the page. |

2. Should read: "This WWW page represents the views of the author and
   not necessarily those of Minot State University. MSU is not responsible
   or liable for its contents."

Site Compliance

| Required for: Official, Affiliated |
| Suggested for: Professional Courtesy, Individuals/Groups |
| 1. MSU template meets all compliance standards up to Level II. |

2. Check accessibility standards using screen reader software (Jaws)
and Bobby/W3C to ensure accessibility standards are met.
3. Provide the text equivalent for images that contain information users need,
including navigations buttons, to describe the function of each visual.
4. In hypertext links, use text that describes the link when read out of
context. For example, avoid "click here."
5. Use of multimedia (see "Graphic Standards).

Domain Registration

| Optional for: Official, Affiliated, Professional Courtesy, Individuals/Groups |
| Suggested for: |
| 1. Must be approved and maintained by IT Central, Minot State University. |

Graphic Standards

| Required for: Official, Affiliated |
| Suggested for: Professional Courtesy, Individuals/Groups |
| 1. Ensure all images are optimized. |

2. When creating Web sites, content (images, music, text, video) taken from
various sources (other Web sites, books, journals, etc.) require proper citation
and/or permission for use or re-use.
3. Animated gifs can cause problems and should be avoided.
4, Multimedia that offers visual content enhancements can often limit
accessibility to those with disabilities. If used a reasonable attempt should be
made to describe, make accessible, or offer an alternative accessible version
of the content.
5. alt tags are required for accessibility; used to describe part of the content
and not just for decoration.

Approved 12/1/05