

# IMPLEMENTING TEAMSITE: INFRASTRUCTURE TO EMPOWER ACADEMIC STAFF

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Historically all teaching and learning resources provided to students via the Faculty's website have been managed by the Faculty's web team. Increased demand for online support materials has lead to the Faculty to look for ways to enable academic staff to publish their resources themselves.

A key requirement of any potential system was the acknowledgment that academic staff should not be required to learn HTML, and that the process should not add significantly to their workload. TeamSite, the university's web content management system, fulfilled these requirements. A pilot group of staff, including approximately 13 academics, was identified to use TeamSite.

Academic staff will primarily use FrontOffice, a TeamSite plug-in for Microsoft products. FrontOffice enables staff to author their online resources in Word or PowerPoint and then save and publish their materials directly to the website. They will no longer have to wait in "the queue", and will be able to edit and publish at will. Behind the scenes predefined workflow will control approval processes when required, ensure that files are located correctly and update relevant indexes automatically. TeamSite's strong templating feature allows the web team to maintain consistency of appearance across the website and to enforce accessibility of material.

## **Keywords**

*Web content management, TeamSite, empowerment*

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