

Frequently Asked Questions

What can I edit in my Google Site and what should I come to IT about?

Within your Google Site, you may edit any of the content that you would like. The built in editor bar at the top of the browser window is a great assistant for adding photos, changing font, adding bulleted lists, and many other general content changes.

There are certain things, however, that you will not be able to do without HTML knowledge. These tasks include adding a new link to the left navigation, removing a link from the left navigation, and creating a new page (using our template). We ask that you please contact IT to request these changes.

Who do I contact in IT about changes to my website?

The IT Web Team has one general email that handles any changes to our website: webchanges@rmu.edu. By emailing this address, a ticket will automatically be generated and everyone within the IT Web Team will be notified of this request. This is the best way to ensure that your request will always be received.

How can I tell what is an Academics webpage and what is part of my School's Google Site?

The URL in your browser is the best way to determine which part of the RMU website that you're in. If the URL contains [yourschoolabbreviation.rmu.edu](#) (ex: [sbus.rmu.edu](#)), then you are within the Google Site for your school. If the URL contains [wpmajdegr.major_desc](#) or [findoutmore.open_page](#), then you are within one of the Academics webpages.

Why are there two different area's (one for schools and one for Academics) and how are they connected?

The Academic webpages have been created to ensure the accuracy of the degrees listed on our website. These pages link directly to our database and display only majors/degrees, concentrations, minors, and certificates that are currently active and valid. These pages still belong to the school and are able to be edited (see the [RMU Academic Guide to Editing Major/Degree Content](#) above).

The School's Google Sites were created to carry over the information from the previous Schools SharePoint pages. These pages are under the full control of each of the schools, so that they can offer any information that they deem necessary. There is no connection from the Google Site to our database, which is why it allows the school to create any informational content that they feel necessary.

The connection between the two are static and dynamic links. The Academics system links to the Schools Google Site via the Schools tab. Whenever you click on a school, all of the links for the Departments link directly back to the Google Site. Within the Google Site, the links to the majors and degrees go directly to the

Academic webpages. This ensures accuracy and fluid connection between the two.