2011-12 WEBSITE FAQ FOR FACULTY, STAFF, and STUDENTS

OUR HOMEPAGE & ALL PAGES BELOW START @ WWW.CMU.EDU/ART

PEOPLE PAGES
http://www.cmu.edu/art/people

The people profiles are grandfathered in from the old site, same as they were before. Bob is hosting them on the School of Art server. The only difference is that we stripped down the design, and will be honing it to look more like the new site over the next few months.

UPDATING YOUR PAGE
Please email your profile updates to <laurengo@andrew.cmu.edu> at the beginning of the Fall semester. I will send out a reminder email to everyone with a deadline.

ARTSCAN
http://www.cmu.edu/art/artscan

Artscan is now being driven by a Wordpress blog on the SOA server. It will still be published on a monthly basis. Wordpress had the archive function we were looking for, and although the design can't exactly match the new site, we are closer than we were before with better functionality and more modern look overall.

SUBMITTING ARTSCAN NEWS
Everyone can/should submit your news right on the artscan homepage. There is a submission form where you can add your text and web links.

Please refer anyone who asks about Artscan & submitting to this page.

RESOURCES
http://www.cmu.edu/art/resources

A new section that the old website did not have - meant to help faculty & students easily access information they regularly need (i.e. handbook, forms, list of art organizations, common grants/applications, material suppliers, safety rules & regulations, etc).

Please use this section often and share it with your students. It is still being added to and will surely evolve over the year.

If listed items are not linked it is because I am waiting for an updated version of that document. All forms can still be accessed in the traditional way - by contacting staff or going to the Art office and requesting! We got you covered.

UPDATING RESOURCES
Send requests and concerns to lauren@andrew.cmu.edu. I will collect and rationalize these over the next semester & follow up with everyone in the spring on any major developments.
SOCIAL MEDIA
twitter >> http://twitter.com/#!/SOA_CMU
flickr >> http://www.flickr.com/photos/soa_cmu
vimeo >> we are working on getting video content online, goal is to have this incorporated spring semester

GET INFO
http://www.cmu.edu/art/get-info
Anyone looking to get on a mailing list, request MFA materials, or update their contact info should go here.

MEDIA AREAS/CONCENTRATIONS
http://www.cmu.edu/art/programs/bfa/concentration
Another new section of the site, reflecting the concentrations of our BFA program: ETB, DP3, SIS, CP. Art History & Theory (previously Academic) has its own section under Curriculum, which is also thoroughly covered.

We worked hard to keep these areas full of information, but short & sweet for easy reading on the web. Each area is organized a little differently to suit your requests. Each area also has a Flickr feed highlighting a class or project.

UPDATING MEDIA AREAS
Please continue to send me hi-res images from your classes. This drives new imagery on the page, and gives us new albums to feature. You can put a DVD in my mailbox or upload files faculty server under the images folders made for you.

MFA PROGRAM
http://www.cmu.edu/art/programs/mfa

- News highlights & individual projects are featured in the right rail on the MFA landing page and under Contextual Practice.

- MFA exhibitions are featured in the right rail on the MFA exhibitions page. Archived as well.

- MFA Academic Panels and presentations are featured on the right rail on the Curriculum page.

UPDATING MFA
Please keep emailing me your projects so I can feature them here and in the news rotation. Note that if you have your own Vimeo/Flickr account I can easily embed/link to that directly.

Any potential applicant should be sent to this section, as well as the application page: http://www.cmu.edu/art/admission/mfa.html
NEWS STORIES
http://www.cmu.edu/art/news

These are short stories highlighting significant accomplishments, profiling a faculty/staff/student, big events etc throughout the entire school. Many of these news stories will coincide with press releases sent out over the course of the year.

Our goal is to have 4-6 news stories/semester.

CONTRIBUTING TO NEWS
Please email laurengo@andrew.cmu.edu a heads up on anything you think would be interesting to feature! You or a student can either write this, or I will work with you on the best way to get it covered.

It would be ideal to feature many voices through this forum as possible because it is the first thing people encounter when visiting our site.

CALENDAR
http://www.cmu.edu/art/calendar

We have all new calendars running on GoogleCal. I will send a calendar invite to you all in a separate email.

• School of Art Calendar (shows all events and meetings) – updated by Lauren
• Printshop/Woodshop/Welding&Sculpture Calendars (shows monitor schedules) – updated by Terry & Matt
• Hallway/Ellis Exhibition Calendars (shows when they are in use) – updated by Cindy

We recommend you use the Weekly view to best view what’s coming up. You can also subscribe to all calendars through your gmail account.

DAS (DIGITAL ARTS STUDIO)
http://www.cmu.edu/art/facilities/das

A page for DAS is part of our website under facilities. The audience for this is people outside the School. Fran is keeping her own DAS page that you are already familiar with running on the Art server.

You can link to her page to submit job requests and check out the DAS calendar from the link above, or go directly to her site as usual. http://artscool.cfa.cmu.edu/~printlab/

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