

# Digital Media vs. Project Request

## How to know what form to use?

The best place to start is by asking this question -

### Does your edit require review from yourself or other parties?

If you answered YES, then you will want to use the project request form.

#### **Why?**

Our project request form is set up to have Project Manager review, and offers areas for feedback.

If you answered NO, then you will want to use the digital media request form.

#### **Why?**

Our digital media form is set up for quick edits to pages and dropdowns throughout the site. Because of the volume of requests and larger audience that submits them, this is set up without a 1-to-1 review area.



# Project Request Form Examples

## New Landing Pages

The creation of any brand new page should always be put in using the Project Request Form

## Large Page Redesigns

If you want do a large redesign of a page that includes updates to the look and feel, might require graphics, and needs to be reviewed.

## Edits That Need Review

If you have edits to a webpage that need to be reviewed by program chair or other lead, using the Project Request form allows us to organize the back-and-forth by using the Basecamp messaging system.

WHAT DO YOU WANT TO ACHIEVE?

Get applications to the new cybersecurity program. Because of the holiday, I put down the deadline as the Monday after Thanksgiving but if we can get it by the day before the holiday, that would be great.

WHO IS YOUR PRIMARY TARGET AUDIENCE, AND WHAT DO WE KNOW ABOUT THEM (DEMOGRAPHICS, INTERESTS, ETC.)?

transitioning military, first responders, and other adult trainees

WHAT IS THE MAIN THOUGHT YOU WANT TO COMMUNICATE?

You can get free cybersecurity training free of charge

HOW BEST CAN WE COMMUNICATE THAT THOUGHT?

By including all necessary info on the landing page

HOW WILL YOU MEASURE SUCCESS?

Number of apps

LIST DELIVERABLE(S) SPECIFICATIONS (FORMAT, DIMENSIONS, ETC).

We need a landing page for a new cybersecurity program the Lake County and Valparaiso campuses are developing as part of grant from the NSA awarded to a consortium of colleges. Each college will have their own landing page with a link to the application.



# Digital Request Form Examples

## Simple Edits

Any edit that does not requires review, a significant design change, or the creation of any graphics.

## Redirects, Analytics, and Page Access

If you need a page redirect set up, analytics for a page pulled, or access to edit a page or dropdown.

## Social Media, My Ivy and Other

If you want us to share a social media post, make an update to a section in My Ivy or have a question about another digital footprint of Ivy Tech (Foundation site, Student Life site, Library site, etc.)

Due on  Tue, Dec 8

**Notes** CONTACT INFORMATION  
Name: Jason Penrod  
Email: [jpenrod20@ivytech.edu](mailto:jpenrod20@ivytech.edu)  
Campus: Anderson  
Department: Marketing

### REQUEST DETAILS

Name: Update to Anderson Dental Hygiene Page  
Media: Web (Ivytech.edu MyIvy)  
Platform(s): IvyTech.edu  
Link: <https://www.ivytech.edu/dental-hygiene/>  
Caption/Content Please replace Anderson's Dental Hygiene info packet with the attached doc.  
Due Date: 12-08-2020

### SUPPORTING DOCUMENTATION

[https://ivytech.qualtrics.com/WRQualtricsSurveyEngine/File.php?F=F\\_2R9g6vtJJoIUUf6](https://ivytech.qualtrics.com/WRQualtricsSurveyEngine/File.php?F=F_2R9g6vtJJoIUUf6)



# Quick Tips For Submitting A Good Request

## 1. **Always use the form when you can**

While we are always here to answer your questions via email and Teams, it is a huge help for our organization and planning if you use the forms when asking for an update to one of our digital channels

## 2. **Combine edits using a Word Doc**

If you have multiple edits to the same page or edits to a similar group of pages, instead of submitting multiple requests, just put them all in a Word Doc and attach it to a single request!

## 3. **Include the images/graphics you want us to include or provide an idea of what you are looking for from an image perspective**

Whether by attaching them or via Canto link. Don't have a good one, simply give a detailed idea of what you want the image to be!



# Requests Done Right!

Providing simple detailed edits -- Using A Word Doc -- Bringing focus to the placement of the edit

Due on  Fri, Dec 4

**Notes** CONTACT INFORMATION  
 Name: Martha Moody  
 Email: [mmoody24@ivytech.edu](mailto:mmoody24@ivytech.edu)  
 Campus: Systems Office  
 Department: Workforce & Career/AYD

## REQUEST DETAILS

Name: Update to nursing page  
 Media: Web (Ivytech.edu MyIvy)  
 Platform(s): IvyTech.edu  
 Link: <https://www.ivytech.edu/nursing/index.html>  
 Caption/Content Under "Resources, Application Process" the application dates for Fall need to be updated. The changes are attached, indicated in red and highlighted in yellow.  
 Due Date: 12-04-2020

## SUPPORTING DOCUMENTATION

[https://ivytech.qualtrics.com/WRQualtricsSurveyEngine/File.php?F=F\\_2S1SBnOu67xMSSM](https://ivytech.qualtrics.com/WRQualtricsSurveyEngine/File.php?F=F_2S1SBnOu67xMSSM)

[www.ivytech.edu/nursing](http://www.ivytech.edu/nursing)  
 Application section  
 Update per chart below that is in red and highlighted

Nursing Program Admission Semester	Online Application Available	TEAS Test Deadline	Application Deadline
Fall	<del>March 18</del>	<del>May 4</del>	<del>May 18</del>
Spring	July 1	August 18	September 1
Summer	December 1	January 18	February 1

Nursing Program Admission Semester	Online Application Available	TEAS Test Deadline	Application Deadline
Fall	18-Mar <b>15-Mar</b>	4-May <b>30-Apr</b>	18-May <b>15-May</b>
Spring	1-Jul	18-Aug	1-Sep
Summer	1-Dec	18-Jan	1-Feb



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# Requests Done Right!

**Direct explanation of exactly where edits need to take place (page and section)**

**Simple edits listed in simple to digest form**

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**Due on**  Wed, Dec 2

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**Notes** CONTACT INFORMATION  
Name: Kimberly LaBarge  
Email: [klabarge@ivytech.edu](mailto:klabarge@ivytech.edu)  
Campus: Valparaiso  
Department: Academics

#### REQUEST DETAILS

Name: Valpo dropdown on Tutoring page

Media: Web (Ivytech.edu MyIvy)

Platform(s): IvyTech.edu

Link: <https://www.ivytech.edu/tutoring/>

Caption/Content 1. Please Change dropdown title to Valparaiso/Michigan City

2. Valparaiso: replace info in location with "Valparaiso tutoring will be virtual only until further notice" and leave hours blank for Valparaiso in table

3. Michigan City: change hours to Tuesdays 9am-5pm

4. Change virtual hours to: • Monday through Thursday from 9AM to 7PM,

• Friday from 9AM to 5PM, and

• Saturday from 9AM to 1PM



# Requests Done Right!

Combining access and edit requests into one.

If you can't make an edit, this is a great way to get both things accomplished at once!

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**Due on**  Thu, Dec 3

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**Notes** CONTACT INFORMATION

Name: Briana Stiner

Email: [bstiner3@ivytech.edu](mailto:bstiner3@ivytech.edu)

Campus: South Bend/Elkhart

Department: Marketing

REQUEST DETAILS

Name: Dental Hygiene Packet

Media: Web (Ivytech.edu MyIvy)

Platform(s): IvyTech.edu

Link: <https://www.ivytech.edu/dental-hygiene/>

Caption/Content 1- Can you please see that I have access to edit this page. Doesn't seem to be working at the time.

2. can you please update the application packet (attached)

Thank you!



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