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## Digital Communications Newsletter, March 2020

University of Maine Digital Communications

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## UMaine Website Owners and Managers — March 2020 update

1 message

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**UMaine Digital Communications** <um.weboffice@maine.edu>  
Reply-To: UMaine Digital Communications <um.weboffice@maine.edu>  
To:

Tue, Mar 17, 2020 at 10:26 AM



[View this email in your browser](#)

# UMaine website managers

## Community update • March 2020

You are receiving this email because you have an account in UMaine's public website system, WordPress. If you no longer manage web content, please contact us at [um.weboffice@maine.edu](mailto:um.weboffice@maine.edu)

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### In this email:

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[If you have a question you would like to see answered, let us know.](#)

### Quick links:

- [User guide for UMaine websites](#)
- [Contact Digital Communications for support](#)
- [Coronavirus community updates](#)

## Coronavirus and web content updates

The concerns around the novel coronavirus (COVID-19) have brought changes to UMaine in how we will continue this semester post-break, and we all play a part in reducing confusion and conflicting information on our websites.

### Review web content on your site(s) related to the current semester

This includes any event information you may have submitted to the UMaine campus calendar, as well as events you may have scheduled on your own website calendars. If you have changes to upcoming events that are in the UMaine campus calendar, please email Rosie Seaber ([rosie.seaber@maine.edu](mailto:rosie.seaber@maine.edu)) to make adjustments to that information.

### Central website for community updates

A website has been created to provide a central hub for UMaine/UMM novel [coronavirus community updates](#), the address is [umaine.edu/coronavirus](http://umaine.edu/coronavirus). Please contact us at [umaine.alerts@maine.edu](mailto:umaine.alerts@maine.edu) if you have questions or concerns that are not yet addressed on this site, or have COVID-19 related content you need to put online.

### Information line and email for questions

University of Maine and University of Maine at Machias community members can call the COVID-19 information line — 207.581.2681 — for campus and UMS updates, answers to frequently asked questions, and information on resources. This information line, based in the Division of Student Life, also serves the University of Maine System.

Questions also can be emailed to [umaine.alerts@maine.edu](mailto:umaine.alerts@maine.edu) and will be answered as soon as possible.

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## Training and consultations via Zoom

Effective March 16, trainings and consultations will be conducted via Zoom videoconferencing. If you are unfamiliar with using Zoom and plan to attend an upcoming training session, please ensure your computer is set up to work with this technology. If you are unfamiliar with Zoom to conduct team/committee/group meetings, [their online tutorials are helpful](#). For faculty who need help with adopting this technology for classroom instruction, [training in using Zoom tailored for classwork is available from UMaine's Center for Innovation in Teaching and Learning](#), as is a [helpful quick start guide for students](#).

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## Upcoming training dates

*Training is currently conducted via Zoom videoconferencing. [More information about Zoom is available.](#)*

**UMaine WordPress Basics:** Alternating Thursdays, 10–11:30 a.m.

April 2, 16 & 30

This 90-minute session covers the basics of using WordPress at UMaine — how to log in, create pages, and edit header, footer and sidebar elements. We welcome anyone and everyone to join us for an orientation or refresher. Email [um.weboffice@maine.edu](mailto:um.weboffice@maine.edu) to join one of the upcoming sessions.

**UMaine WordPress Beyond the Basics:** Alternating Thursdays, 10–11:30 a.m.

March 26, April 9 & 23

If you need to create web forms or event calendars on your website, this training is for you. In this 90-minute session we go beyond the basics of creating pages and posts, and focus on additional features you may find useful. The WordPress Basics training is a prerequisite. Please email [um.weboffice@maine.edu](mailto:um.weboffice@maine.edu) to register for one of the upcoming dates.

**Friday consultations:** Every Friday

1:30 - 2:30, 2:30 - 3:30 p.m. (two 1-hour sessions)

March 20 & 27, April 3, 10, 17 & 24

Two 1-hour time slots are available every Friday afternoon at 1:30 and 2:30 if you are interested in a website consultation on any of our training topics, or simply want to review your website and brainstorm improvements. [Email us at \[um.weboffice@maine.edu\]\(mailto:um.weboffice@maine.edu\)](#) and we will work together to find a convenient available date. Zoom videoconferencing is available for these sessions.

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## Training topics by appointment

These training topics are available for our Friday consultations on request, and are held via Zoom videoconferencing.

### UMaine Map Training

If you need to depict points of interest on campus, across the state, or around the globe, our UMaine map feature is worth exploring. In this training you will learn how to create individual map points, categorize map points together in a single map, and customize the map points by adding icons for easy visual identification. Please email [um.weboffice@maine.edu](mailto:um.weboffice@maine.edu) to schedule.

### SEO Workshop

What is SEO? This jargon is an abbreviation for "search engine optimization," and our SEO workshops will explain what you should focus on to improve how your web

pages are found by users of Google, Bing and our own UMaine site search. Please email [um.weboffice@maine.edu](mailto:um.weboffice@maine.edu) to schedule.

### **Using Monsido to Improve Your Website**

The University of Maine System has provided a website tool to aid in the important task of managing the quality and accessibility of web content. Monsido scans UMaine websites, and interactive reports are available. If you want to learn more about Monsido's reports and how you may use its information to fix broken links, find misspellings, and discover where content updates are most needed, email [mike.kirby@maine.edu](mailto:mike.kirby@maine.edu) to get started, and review your site's scan results.

### **Website consultation workshop**

Is your website helping you meet your goals? Do you want to make improvements, but do not know where to begin? We now offer "office hours" style website consultation workshops, where we can meet to focus on your content and brainstorm improvements that can be made. Please email [um.weboffice@maine.edu](mailto:um.weboffice@maine.edu) to schedule.

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## **Accessibility and videoconferencing**

Web accessibility has always been a requirement for UMaine websites, and has been a regular feature in our monthly newsletter. For 2020, Digital Communications will be sharing information about both accessibility and inclusion. The term "accessibility" refers to our efforts to remove barriers that prevent access to websites by people who have a disability. Inclusion broadens this concept, to remove barriers and ensure involvement from everyone in our diverse community. This month, we focus on the accessibility considerations of Zoom videoconferencing.

### **Using Zoom with Accessibility in mind**

Zoom has several accessibility features, but is not a seamless experience if you have colleagues or students who need accommodations. Transcripts can be generated for your meeting automatically, and you can improve their quality greatly through some simple steps:

- **Conduct your meeting in a quiet space** — reduce background noise. Zoom will be able to better transcribe your words if it can clearly distinguish your speech from the ambient room noise. If you are in a large space with air handlers for example, consider moving to a quiet secluded location for your meeting.
- **Encourage attendees to keep their own microphones muted.** There is a "Meeting Options" setting available, "mute participants upon entry" and it should be checked. Begin your meeting with a request that everyone keep

their microphones muted unless they are speaking, and this will reduce transcription problems.

- **Speak clearly and plainly.** Pause between sentences. This will help the transcription system identify when sentences start and stop.
- **Record the meeting automatically.** This is another meeting option available during set up. At the beginning of the meeting, mention that it will be recorded and a transcription made available after the fact for those who need such accommodation.
- **Allow audio through both computer and telephone.** Some users may have better audio connectivity through their telephone system, while others may have accessibility tools for their computer that they prefer.

### **Using Zoom with a screen reader and/or keyboard navigation**

While Zoom does offer keyboard navigation options for use with a screen reader, some features (such as chat) have known issues. If you plan to share document links using the chat feature, consider sending these to attendees ahead of the meeting as those links are difficult to access via keyboard alone in the chat interface. [More information about Zoom's keyboard shortcuts and hot keys is available on their support site.](#)

### **Transcripts and captioning for Zoom recordings and storage in Kaltura**

Kaltura is the University of Maine System's video streaming and storage service. Students, staff and faculty can choose to have their Zoom meetings recorded and saved to the cloud and it will be "deposited" first to their Zoom account, and then to their Kaltura account. The Kaltura copy will be the permanent version of that recording, while the Zoom copy will eventually be deleted. What is important to note in terms of accessibility is that the Kaltura file will be automatically captioned (by Kaltura's system). These captions will need to be edited in post-production to fix errors and misspellings.

If you have any questions about web accessibility, or want to see us cover an accessibility topic in a future newsletter, please get in touch with us at [um.weboffice@maine.edu](mailto:um.weboffice@maine.edu).

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We hope you have found this update from Digital Communications helpful. Feel free to forward this newsletter to a colleague:



Forward this newsletter

**University of Maine**

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[umaine.edu](http://umaine.edu)

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