



Website Redesign Update

September 26, 2023

Background

- 2022:
 - September: Finals site acquired Blackboard
 - October: PSD signed our annual contract renewal with Finals site and a new contract for the design and content management system for a new website.



Goals of the Website

Goals include:

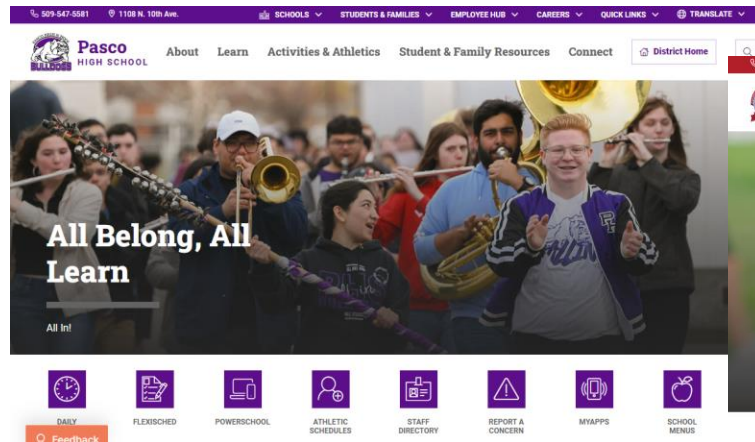
- Providing timely, engaging, and current information to our parents, students, staff, and community.
- Designing a website that's organized and user-friendly, accessible, mobile-friendly, modern, and representative of Pasco.

Project Timeline

- **November - January 27:** Discovery Phase
- **February 1- March 21:** District Homepage Design Phase
- **March 22 - April 19:** School Homepage Template Design Phase
- **April 20 - May 8:** Mobile Design Phase
- **May 9 - July 5:** District Site and 1 School Site Built Out, Reviewed, QA Tested, and Approved
- **July 6 – 25:** School Sites Configured, Built Out, Reviewed, QA Tested, and Approved
- **July 26:** Warranty Phase Starts
- ➔ • **July – October:** Add Content, Testing, Collecting Feedback
- **October 2023:** Officially Launch After School Starts

Project Update

- 25 sites have been built and designed
 - 17 elementary schools
 - 4 middle schools
 - 3 high schools (Delta has a separate website)
 - 1 Pasco Digital Learning Academy



Staff Training

- Staff trainings are being offered twice a week to over 200 website editors.
 - September 18 – November 3
- A training guide has been created for staff to use as a resource when editing pages.
- An intranet training page was developed with helpful resources for staff.



New PSD Website Cheat Sheet

The new PSD website is designed to provide a seamless online experience for everyone in the Pasco School District community. The primary audience for the new district and school websites are prospective and current families, students, and community members.


WEB EDITOR ACCESS:

- Finals site login information was emailed out to all assigned web editors in July-September. Missed the email? Please email [Cassie Galvez](mailto:Cassie.Galvez@psd1.org) at cgalvez@psd1.org to reset your password.
- Login to your dashboard: <https://psd1org.finalsite.com/fs/admin>

New Website Training

The new website is scheduled to go live on Monday, October 30. Now is the time to get the navigation finalized, add content, and review pages!

Links

- [Preview the new website](#)
- [Access the Finals site CMS](#) (bookmark in your browser)
- [Download the New Website Cheat Sheet for website editors](#) 

Timeline

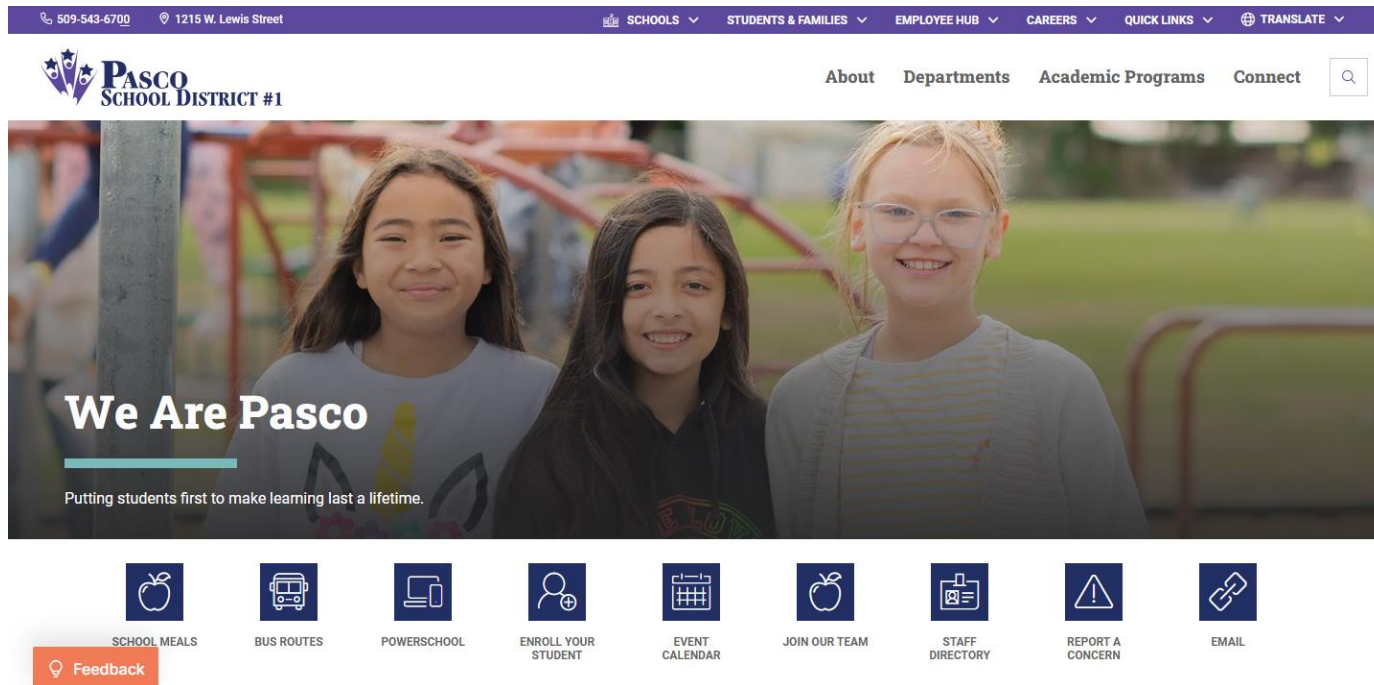
- [Latest News & Calendar Loading on Homepages](#)
 - Now – October 30
 - Calendar Events (Cassie revisit adding calendar events and publishing events) to homepages.
- [Content Adding & Editing](#)
 - District Pages: Now – October 30
 - School Pages: September 5 – October 30
 - Most district pages are built out or complete and can be edited or added to now.
 - School site will be completed and ready to add content by Tuesday, September 5.
 - Principals will be emailed when schools are ready!

Have questions or need support?

Call Cassie Galvez at x 674 or Anna Tensmeyer at x 2807.

Let's Take A Look

- Visit [Home - Pasco School District](https://finalsitecdn.com) (finalsitecdn.com)



Communications

- **Community, Parents, & Students**
 - Monthly communications send to parents, community, and students via Positively Pasco newsletter.
 - Webpage on existing website.
 - Email & App notices
- **Staff**
 - Monthly communications sent to staff via Pasco Press newsletter.
 - Leadership updates at Leadership Council.
 - Email
 - Staff trainings

Collecting Feedback

- **Students:** Presented the website during September Student Action Council meeting.
- **Staff:** Presented to staff during Leadership Council, emailed school links to schools, and met with staff in departments to gather feedback.
- **Community:** Emailed website link to Ambassadors to provide feedback.

Feedback Includes...

"This is great! I love the new look and it seems much more user-friendly." - Ambassador

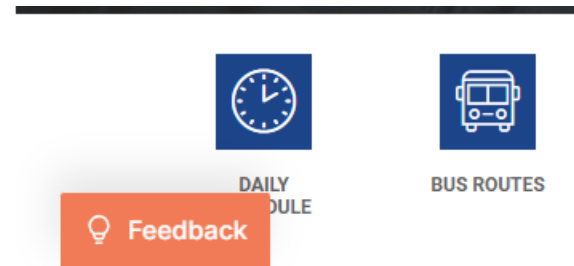
"I really like how clear the menu options are on the front page – both the high use links like bus routes, PowerSchool, and events, as well as links to my children's school." - Ambassador

"I think it would be nice to have a quick link to high school varsity sports schedules on the main page. That's something I often look for and I often have trouble finding it." - Ambassador

"It would be helpful to add directions on how to sign up for athletics on the school pages." - Student

Collecting Feedback

- Feedback Widget has been added to all pages.
 - Users can provide feedback about the site by filling out an online form available from every page of the website.
 - Feedback is emailed to Public Affairs so the issue can be addressed.

A feedback form modal with a white background and a grey border. It has a title bar that says "We appreciate your feedback" with a close button (X) on the right. Below the title bar is a section labeled "Add a comment" with a text input field containing the placeholder "Your Feedback". Below that is a section labeled "Email (required)" with a text input field containing the placeholder "someone@something.com". At the bottom left are two icons: a camera and a video camera. At the bottom right is an orange "Submit" button. Below the input fields, it says "Powered by usersnap".

Next Steps

- **Adding Content:** Uploading missing content, calendar events, and news articles.
- **Testing:** Testing pages on mobile, tablets, and different devices to make sure everything appears correctly.
- **Accessibility Review:** Having site reviewed for accessibility purposes.
- **Staff Training:** Continuing 2/week staff training until site launches.
- **Communications:** Continued communication with staff and community about website launch.

Launch

- Websites go live Monday, October 30.
- The URL's after go-live will be as follows:
 - District Website: www.psd1.org (same as current site)
 - School Websites will change to: schoolname.psd1.org
 - Example: threerivers.psd1.org
- Public Affairs and Finals site will be available for support if needed.
- We will have access to the old website for 3 months.



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