## **Creating your own Campus**

## **Affordable Learning Solutions Website:**

## **A MERLOT-SkillsCommons Partner Service**

2021

For MERLOT-SkillsCommons to create your own Affordable Learning Solutions website with your institution’s branding and messaging, you will need to:

* Provide the information and files for the website.
* A single person who will coordinate with our web designer during the development process.
* An institutional plan for your Affordable Learning Solutions initiative. A website without a plan will not have an impact.

### **Customizing your website Design:**

We will begin the process of developing your AL$ website by having you email the following information to Gerry Hanley (Gerry.hanley@csulb.edu)

1. Provide the branding and logo for the website
	1. A high quality logo for your institution
	2. A 1125 x 325 px banner image on your home page
	3. A 1125 x 205 px banner on all other pages.
2. Define the color scheme. If your institution has defined requirements for colors, fonts, logos, etc. (institutional style guide), please provide.
3. Decide on the name for the website (e.g. Southern University Open Library for Education; SkillsCommons’ Affordable Learning Solutions), its acronym (e.g. SUOL4Ed; AL$) and the URL (e.g. [www.suol4ed.org](http://www.suol4ed.org); [www.als.skillscommons.org](http://www.als.skillscommons.org)).
4. Your institution will need to purchase, administer, and renew the domain name for your website. Usually someone in your information technology department will handle this for you. It is not expensive. You will need to tell the MERLOT-SkillsCommons team the domain name your campus has purchased.
5. Provide the content (text and images) for:
	1. The home page – the general description of your institutional initiative, the goals of the website, and an overview of the resources available on your website
	2. An “about” section – description about who, how, and why your institution is managing the initiative
	3. Edits to the “boxes” on the homepage.
	4. The URLs for the connections to other websites you want and where you would like the content/connections to be placed.

### **Design Process**

After you have provided us all the above information, we will work collaboratively with you for the 1st month (est.) to develop the v1.0 of your website. We will:

1. Schedule a virtual meeting with your AL$ coordinator & review the changes to the template
2. Schedule the next meeting to review the implementation and schedule the meeting to finalize the v1.0 AL$ website and the responsibilities for the user-support services.

### **Publish your own Faculty showcases**

1. MERLOT-SkillsCommons already has about 100 teaching ePortfolios authored by faculty across the U.S. describing how they are using OER in their courses. Your institution can include these existing faculty ePortfolios in your Faculty Showcase.
2. We invite you to have your faculty create their own Teaching ePortfolios for Using OER using MERLOT Content Builder. This is a free and open website authoring tool that includes an HBCU template with custom branding and scaffolding questions.
3. Your institution can have your faculty create their own teaching ePortfolios using the template: <https://www.merlot.org/merlot/viewSite.htm?id=9160193>. Faculty will need to register as MERLOT members (It’s FREE and Easy) and then they will have free access to the MERLOT Content Builder tool.
4. We would then post the faculty showcases on your website and the HBCU AL$ Community Portal