

## Biology Grad Caucus Webmaster SOP

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### Responsibilities:

1. Maintain mail lists
  - *bisc-grad-execs*
    - Mail list for all grad caucus members
    - Gives access to bisc grad caucus WebDAV space
  - *bisc-grad-webmasters*
    - Gives access to bisc grad caucus WebDAV space
2. Maintain webpage: <https://biscgrads.blogspot.ca/>
  - Store PDFs of minutes in bisc grad caucus WebDAV space
  - Update PDF of minutes to 'Minutes' page
  - Update PDF of minutes as blog post
  - Update contact info of all caucus members
  - Post blog posts about upcoming events, important information etc.
  - Share the link to the webpage of documents for Caucus execs (only accessible through the URL): <http://biscgrads.blogspot.com/p/documents-for-caucus-execs.html>

### Step 1: Access to mail lists

- The new webmaster needs to be added as an owner to both mail lists before being able to access the university website to store files, or to be able to add other grad caucus members to the mail list. The previous webmaster can give you access as follows:
  - *TO ADD AS NEW OWNER:*
    - Go to maillist.sfu.ca
    - 'Find maillists owned by me' → 'bisc-grad-execs'
    - Scroll to 'Owner' → 'Transfer' → enter email of new webmaster → 'transfer'
    - Repeat for 'bisc-grad-webmaster' mail list

### Step 2: Maintaining mail lists

- The webmaster is responsible for adding all new caucus members to the 'bisc-grad-execs' mail list. The previous webmaster can give you access as follows:
  - *TO ADD TO MAILLIST:*
    - Go to maillist.sfu.ca
    - 'Find maillists owned by me' → 'bisc-grad-execs' → 'maillist members'
    - Scroll down to 'add new members' → add emails of new members → 'Add'

- All members should be 'allowed to send' → this means everyone will be able to send mass emails to the caucus by sending emails to 'bisc-grad-execs@sfu.ca'
- The caucus chair should be selected as 'Manager' → this will give them access to also add and remove emails.

### Step 3: Access to the webpage

- All updates to the webpage are made through our blogspot page run through Blogger. The previous webmaster can give you access.
  - *TO GIVE ACCESS BISC CAUCUS BLOGSPOT:*
    - Sign in
    - 'Settings' → 'Basic'
    - Scroll down to 'Permissions' → 'add authors'
    - Enter email and 'Invite'
    - Good idea to add the caucus chair as well so they can post blog posts about upcoming events etc. if they so choose.

### Step 4: Storing files/meeting minutes

- The webpage itself is not run through SFU, but the PDF files of the meeting minutes are stored through the university WebDAV, which is essentially a space we store files. You can connect to the bisc grad caucus WebDAV space so that it looks like an attached disc on your computer- you then drag files (ie PDFs of minutes) into the WebDAV folders and subfolders easily! When storing files in the grad caucus WebDAV, a link is generated. This link is then used to post these files to the caucus webpage.
  - *TO CONNECT TO BISC GRAD CAUCUS WEBDAV*
    - Mac (10.4 or newer):
      - 'Finder' → 'Go' → 'Connect to Server' → Enter in our WebDAV url: [https://webdav.sfu.ca/web/biology/grad\\_caucus/](https://webdav.sfu.ca/web/biology/grad_caucus/) → type in username (SFU ID) and password.
      - Your WebDAV space will show up on your desktop
      - \*\*You need to be added to the bisc-grad-webmaster or bisc-grad-execs mail list first to have access!!
    - Anything not a MAC 10.4 or newer:
      - See this page for help: [https://www.sfu.ca/itservices/publishing/publish\\_howto/webdav.html](https://www.sfu.ca/itservices/publishing/publish_howto/webdav.html)
      - Scroll to 'Connecting to your WebDAV space from your desktop'
  - *TO STORE FILES IN CAUCUS WEBDAV:*
    - Save as PDF on your computer under the file name format: YYYY-MM-DD
    - Go into the caucus WebDAV → 'Business' → 'Minutes' → 'Files'
      - Save or drag minutes PDF into 'Files'

### Step 5: Uploading meeting minutes to the SFU BISC Grad Caucus Blogspot

- Coordinate with the caucus secretary to get the meeting minutes emailed to you within the week after the meeting. The meeting minutes need to be approved by the chair, so there is some delay before you are able to post. The meeting minutes should be posted in two places: the 'Meeting Minutes' page, and as a blog post.
  - *HOW TO POST IN THE MEETING MINUTES PAGE*
    - ◆ Sign in → 'Pages' → 'Meeting Minutes'
    - ◆ Type in date of caucus meeting
    - ◆ Highlight text → 'Link' → Enter link to PDF of meeting minutes you have stored in the caucus WebDAV
      - Here, I usually copy and paste the link from the month before and just change the date (if you have stored all files using the YYYY-MM-DD format, this will be fine)
      - The general path is:  
[http://www.sfu.ca/biology2/grad\\_caucus/Business/Minutes/Files/YY-YY-MM-DD.pdf](http://www.sfu.ca/biology2/grad_caucus/Business/Minutes/Files/YY-YY-MM-DD.pdf)
    - ◆ 'Update'
    - ◆ 'Go to blog' to check that it worked
  - *HOW TO POST AS NEW BLOG PAGE*
    - ◆ This path is also followed to post any general blog updates.
    - ◆ Sign in → 'Posts' → 'New Post'
    - ◆ Again, I copy and paste the format from the month before. Post however you'd like, but I generally post as follows:
      - Title: MONTH Meeting Minutes
      - BODY:

The minutes of the MONTH YEAR BISC Graduate Caucus meeting are available here:

[http://www.sfu.ca/biology2/grad\\_caucus/Business/Minutes/Files/YYYY-MM-DD.pdf](http://www.sfu.ca/biology2/grad_caucus/Business/Minutes/Files/YYYY-MM-DD.pdf)

- Of course, highlight the text of the link and add link to the file.

### Step 5: Edit/Update webpages

- You can edit webpages by signing in and automatically being directed to the back end list of pages, or scroll to the end of the blog spot page and click on the little pencil icon.
- Don't forget to check your edits after updating!