

Monmouth College

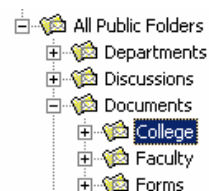
World Wide Web Publishing Agreement

Class Pages

Class Webmasters at Monmouth College perform the following functions:

- Within their class, they coordinate the gathering of accurate information for the Web page and decisions about how the information will be organized.
- Determine within their class how often page information is going to change and when information will be updated.
- Integrate Web information into the class publication cycle.
- Prepare the information for display on the Web by saving it in the appropriate file type (See Web Design Guidelines).
- Respond in a timely fashion to e-mail inquiries generated by their pages and to Webmaster queries related to their unit.
- Verify that the information they place on the Web is accurate and current.

As a sponsoring instructor, I agree to accept the responsibilities outlined for the class designated below. I have read and understand the documents *Information Systems Policies and Procedures* and *World Wide Web Publishing Policies* (located in the Outlook public folders...see illustration to the right) and will comply with their requirements.



Name of Class: _____

Name of Class Instructor (please print): _____

Phone Number: _____ E-mail address: _____

Signature of Instructor: _____ Date: _____

Class Student List

A list of the students who require permissions for the class page will be required. Please print the names (and, if known, the logon name) of the students who will require access to the page below.

NOTE: Any permission changes that need to be made to the above list are the responsibility of the **Supervising Instructor**. You may e-mail permission changes to **Information Systems Office (off-campus address: ISOFFICE@monm.edu)**. The Information Systems Center Office will **not** be responsible for unauthorized use of the Class page.

Office Use

Server: _____ Title: _____ Code: _____ Date: _____