

# LUMINIS (NOTES FROM KICK-OFF)

## Luminis Platform

### Portal:

- Secure
- Single Point
- Personalized (because it knows who you are)
- Diverse Information

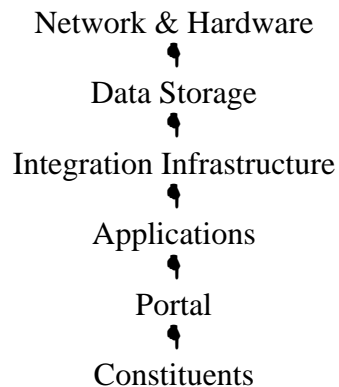
(Like a shopping mall- all in one place – all the right “stores”)

### Applications:

- Email
- Calendar
- Targeted Announcements (different messages for different groups)
- Course Studio (Seamlessly integrates with Banner)
- Group Studio (Form groups – share information – share calendars)

### Infrastructure:

- Single sign-on
- Security
- System Administration



## **How Do We Get There**

- Ensure executive sponsorship
- Establish priorities and goals
- Identify & understand technical business & organizational requirements
- Create cross-constituent ownership & involvement
- Allow for enough time for effective planning
- Provide for appropriate communication & knowledge transfer
- Build on stable & robust technology

## **Luminis Team Needs**

- Executive Sponsor
- Project Manager
- Technical Lead
- Functional Lead
- Key Stakeholder Groups
  - Faculty
  - Students
  - Administrative Staff (Web, Public Relations, Library, Residential Life, Registrar, Enrollment Management, Academic Secretary)

Luminis Team should not have less than 10 people and not more than 20.  
Team should report to the Steering Committee.  
Team member commitment is 2-3 hours a week.

## **What Are We Attempting to Change**

- Easy access to information
- How we communicate with current students
- Attract new students

## **Steps We Will Follow**

(Approx. 6-months)

1. Kick-off
2. Technical Workshop (What Mark did during kick-off)
3. Requirements Gathering (John will facilitate by phone. Each call 1 ½ -2 hours.)
  - a. Faculty
  - b. Staff
  - c. Students
  - d. Business Office/HR

- e. Student Affairs (Res. Life, Student Government, Athletics)
  - f. Other Services (Library, Bookstore, Food Service)
4. Content Planning (With team – 2 ½ days)
5. Organizational Plan
  - a. Stakeholder analysis (what are concerns)
  - b. How to communicate
  - c. Outcome is “Organizational Readiness Plan”
6. Technical Plan
7. System Administration Training
8. Content Administration Training
9. Trainer Certification
10. Go-Live
11. Post Implementation Assessment

### Misc. Notes

#### Portals:

- Students (Undergrad/Grad, Regional, Foreign)
- Faculty (Full-time, Adjunct)
- Staff (ESP, AP, Part-time, Student workers)
- Prospects (new admits)
- Alumni
- Parents?
- Community?
- Inquiries?
- Site Visitors?

#### Channels:

- Allow end users to personalize their portal
- Are based on “roles”
- Are divided into “categories”
- Student can turn on and off channels
- We can “lock” channels so they cannot be turned off
- Channels are informational, interactive and navigational (Use Pick-Of –The-Day to attract people to the portal)
- Can assign roles to channels so only certain people can add a specific channel
- We will receive many “delivered” channels and can add our own
  - Delivered channels include: email, announcements, calendar, bookmarks, tutorials, headlines, targeted channels

### **Tabs:**

- Tabs can be pointed to open a specific web page
- Can add tabs
- Can lock down tab as “home tab” (the tab that you open to when you go into the portal)
- Can change tab name
- Tabs are ROLE based (design tabs with this in mind)
- Can delete tabs (if not locked)

### **Calendars:**

- Person can have multiple calendars
- Can combine calendars into one view

### **Course Studio:**

- Faculty can manage course studio OR can delegate this task to someone else
- On a individual course basis, a faculty member can decide when student clicks on courses whether it goes to WebCT or Course Studio

### **Group Studio:**

- Groups can have sub-groups
- Public groups – anyone can join
- Private groups – join by invitation only
- Groups can be hidden
- Groups can be role related
- Groups has chat functionality
- Anyone can submit a request for a group (System or Group Administrator has to give permission for group to be formed)
- Group members need to have permission to post announcements. If you don't have permission request goes to group leader for approval. Leader is responsible for checking requests daily.

### **Email:**

Email can be targeted to specific groups by:

- Role
- Major
- Course

- Banner Population Selection (IT staff in charge of importing list for announcements using population selection)

### **Misc:**

Color set & LSSU banner are specific to ROLES and are easy to define.

Help is built into Portal but can be tailored.

Columns are customizable (can have 2, 10 or 100 columns).

Passwords for various software can be different (banner, web 4, email), but single sign-on through Portal.

Can create a GUEST Account so a potential student can see what a CURRENT student sees.

Need to turn off Pop-Up Blocker on PORTAL only.

Personal announcements can be sent as personal announcements and/or email.

### **Navigation:**

- Focus Button fills whole page with channel
- Minimize shows only headlines
- Bookmarks take you to whole new browser (If you are taken outside of Portal it will open a whole new page.)
- Bookmark+ has links that you cannot remove
- RSS Feed (Some channels are headlines)

### **To Do**

1. Name the Portal (MY LSSU?)
2. Figure out what to do about email
3. Will we allow people to add tabs to their portal? Or will we add one or two “customize me”?
4. Decide who can send announcements. (If you are given announcement permission, you can send out any “personal” announcement.) NOTE: Security is different for general announcement and personal announcement.
5. Personal Announcements – decide how many show on a page. (When someone posts a personal announcement they decide how long it stays out there. We can set a default.) Person receiving announcement can delete it after they read it.

6. Go to Yahoo & Build your own Portal (John will send other portals to practice with.)
7. Create our Elevator Statement (What is Luminis/Portal?).
8. May need subcommittee on Course Studio vs. WebCT.
9. John will send a list of schools with Guest ID's so we can go look around and get ideas.
10. We need to decide what channels appear on each page.
11. We need to decide what channels are appropriate for each group.
12. We need to build Group policies and decide how or if we are going "police" the groups.

### **Go-Live**

July 2005 for Employees (with Banner Finance Self-Service)

Late August 2005 for Faculty & Staff