George Ciesinski

Humber College  205 Humber College Blvd., Toronto ON M9W 5L7

ITS Website

V 0.2

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# Introduction

This document is a compilation of information about the 2023 ITS Website. It aims to describe the design and build of the new version of the ITS Website. It also includes information about the source code, where it is stored, and things like code style. The objective of this document is to enable future collaboration when new developers join the project in the future.

## Start Date

The design process for the ITS Website started on April 2023.

## Team Members

George Ciesinski – Web Developer

Michael Boadu – Marketing and Communications Coordinator

## Requirements

The ITS website serves tens of thousands of Faculty Members, Staff and Students in a College environment. The below requirements will help to provide a positive and secure experience to all website users:

1. **Security** – The website should stay up to date with major security updates, and should include authentication for all users who modify the content of the site.
2. **Optimization** – All images, videos, and other assets should be optimized before usage on the site to ensure a fast browsing experience.
3. **Accessibility** – Content should meet the accessibility requirements outlined in the AODA (Accessibility for Ontarians with Disabilities Act)

# Design

This project was designed using Figma.   
  
Design Link TBD

# Source Code & Code Design

The source code for the website is stored on GitHub: <https://github.com/Humber-ITS/ITS-site>

## Technology

### CMS

The website is created primarily using Drupal 10 CMS.

<https://www.drupal.org/about/10>

#### CSS Framework

TODO

## Code Style

TODO

# Drupal CMS

This section describes the various content types, structures, modules and themes used to create the Drupal side of the website.

## Modules

The ITS site uses contributed modules in order to carry out its functions.

Please look at the Drupal-Websites.pdf document for information about the modules all Humber ITS Drupal sites use. In addition to the modules listed there, the unique modules used by the ITS Website are listed below.

## Roles

### Administrator

The ITS website has a single [User 1](https://www.drupal.org/docs/user_guide/en/user-admin-account.html) Administrator. This is the first user account and has permission to perform all tasks on the site regardless of permissions. This account is named admin on the ITS website.

Additional Administrators can be created by granting the Administrator role to new users.

More information about users, roles, and permissions can be found here:

<https://www.drupal.org/docs/user_guide/en/user-concept.html>

EXPAND THIS SECTION

## Content Types

TBD

## Structure

# Updating

Drupal core and the various modules the site uses are frequently updated to address security issues and bugs that come up over time. In many cases, it is beneficial to update these components to ensure that the Humber site is secure and working correctly.

## How to tell there are updates

Updates can be checked using the Admin toolbar on the website by visiting the Available Updates section.

Reports > Available Updates

This will show a screen similar to this which shows if Drupal core and modules are up to date:

A screenshot of a computer

Description automatically generated

If any of these components do not show Up to date and a green check mark, those components may have updates.

## Should they be updated

Updates should be made if they address a securify flaw or a bug that may affect the website. You can check this by visiting the pages of the Drupal core version or the module project pages and reading the release notes. Any significant changes will be listed there, and a decision can be made based on this information.

## Testing updates

Updates should be made on the development website and tested thoroughly before pushing to production. This would help with catching any incompatibilities or issues that may come up from the updates.

## Drupal Core

TBD

## Modules

TBD

# Administration

## One time login

If a user is unable to login for some reason, it is possible to send them a one-time login using drush uli:

drush uli --name=username --uri=website-url

If successful, it will output a URL that the user can use to login and change their password.

# Resources

## Tools

### Humber Web Accessibility Compliance (AODA)

This page provides access to the WCAG Quick-Reference guide and AODA Compliance Reference, as well as various tools that assist in evaluating Web Accessibility.

<https://humber.ca/tutorial/web-accessibility-compliance.html>

## Guidelines

### Humber Interim Web Guidelines

This document provides guidelines for standards Humber Websites should meet.

<https://humber.ca/brand/sites/default/files/publications/interim-web-guidelines.pdf>

## Articles

TBD

## Tutorials

TBD