**🌐 Website/App Content Requirements (Expanded)**

**1. Department Description & Contact Information**

Include a dedicated **“About VSS”** section that:

* Describes the purpose of VSS: assisting students pursuing A.A.S. degrees or certificates in Career & Technical Education (CTE).
* Highlights the benefits and mission of VSS — helping students transition into their careers with strong vocational and academic foundations.
* Provides contact info in a clear and accessible format:
  + Address: **101 Lanham Hall, Suites P and Q, Largo, MD 20774**
  + Phone: **(301) 546-0263**
  + Email: **vss@pgcc.edu**

💡 *Tip: Add a "Contact Us" form integrated with email for easy communication.*

**2. Explanation of VSS Mission**

Have a section or welcome page that:

* Shares the history and role of VSS at PGCC.
* Emphasizes their commitment to **career-readiness**, **student success**, and **holistic support**.
* Includes a brief video (optional) with testimonials or messages from VSS staff/students.

**3. Announcements/Workshop Area**

Add a **dynamic news/events area** that:

* Lists current and upcoming **VSS workshops**, webinars, and events.
* Provides **event details**: date, time, location (in-person/online), registration link, etc.
* Offers a way to **RSVP or sign up** through a form or calendar integration.
* Sends **notifications/reminders** to users if possible (for app version).

💡 *Consider allowing event downloads to calendars like Google or Outlook.*

**4. Time Management Toolkits/Resources**

A **core feature** of the app—this section teaches **research-based time management skills**:

* **Scheduling tools**: Create, edit, and manage personalized schedules.
* **Prioritization frameworks**: Eisenhower Matrix, ABCD method, etc.
* **Delegation strategies**: Especially for students with group projects or multitasking needs.
* **Goal setting**: SMART goals tracker.
* **Reminders/alerts**: For tasks and academic milestones.

🔧 Optional Tools:

* Drag-and-drop planner
* Visual weekly/monthly calendar
* Habit tracker

**5. Multimedia Integration**

Make the content engaging and inclusive:

* **Videos** on how to use tools or learn time management skills
* **Audio podcasts** or staff messages
* **Photo galleries** of student success stories, events, etc.
* **Presentations** on time management techniques (PowerPoints, slideshows)

💡 *Ensure all media have captions, transcripts, or alt text for ADA compliance.*

**6. External Resources Section**

Link out to reputable, student-supportive platforms and information:

* PGCC academic calendar
* Local job boards/internships
* Mental health and wellness tools
* Career planning and resume builders
* Student success centers, tutoring, or academic coaching tools

**7. User Help Area / Support**

Offer a **“Help” or “Support” center** with:

* FAQ section (e.g., how to use scheduling tools, update contact info, register for events)
* Troubleshooting guides
* Tutorials (video or written)
* Live chat or contact support (if possible)
* Language selection option for multilingual support

Would you like mockups or wireframes for how these sections could look, or maybe a sample content layout for one of them (e.g., Time Management Tools or Announcements)?

**You said:**

so all these 7 bullet points can represent tabs rebric on the website?

**ChatGPT said:**

Yes, exactly! Those **7 bullet points** are perfect candidates for **main tabs (or navigation menu items)** on your website and app. Here’s how you could structure them as a clean, intuitive tab rubric:

**🔖 Suggested Tabs for Website/App Navigation**

| **Tab Label** | **Purpose** |
| --- | --- |
| **About VSS** | Department overview, mission, staff info, and contact details. |
| **Workshops & Events** | Calendar, announcements, registration for VSS workshops and upcoming events. |
| **Time Management Tools** | Interactive tools, templates, and guides for scheduling, prioritization, delegation, and goal setting. |
| **Multimedia Library** | Videos, audio clips, photos, and presentations for time management and student success. |
| **External Resources** | Helpful third-party tools, PGCC academic links, job and career support resources. |
| **Help & Support** | FAQs, user tutorials, contact form, live chat (if available), and accessibility/language options. |
| **User Dashboard** *(Optional)* | Personalized area where users manage their schedules, workshop signups, preferences, etc. (Great for the app version). |

If you're designing this for both **web and mobile**, these can either be:

* **Top or side navigation** on the website
* **Bottom navigation bar or hamburger menu** in the mobile app

Want me to help sketch out a wireframe or basic layout for these tabs?