



New Website Launch: Office of Communications Projected Timeline

The table below explains the timeline for the roll out of the new website. Updates will continue to be provided by the Communications Team. As staff review and use the new sites for the school division and each school, we ask that everyone please share any issues you identify:

- Please use the [ACPS Web Launch Feedback Form](#) to alert the communications team of any issues you may see. These will be addressed in as timely a manner as possible.
- If you have any questions or something is urgent, please contact Gladis Bourdouane, assistant director of communications, at gladis.bourdouane@acps.k12.va.us or 571-319-7841 or Kevin Morse, web communications specialist at kevin.morse@acps.k12.va.us.

*Projected Timeline	Activity
June 27, 2022	<ul style="list-style-type: none"> • Communications will share a link to the new website with staff.
July 1, 2022	<ul style="list-style-type: none"> • Soft launch–Moving to a new website content management system at the same URL: Finalsite <ul style="list-style-type: none"> ○ Includes migrating content from google docs (that each school principal and department lead has reviewed and approved) and which was copyedited by a communications team member ○ Not all content will be available immediately, as work will continue on the site to be final before the first day of school, Aug. 22, 2022. ○ Past editions of ACPS Express will continue to be available ○ Note that the “old” website will no longer be accessible after June 30, 2022 • Soft launch–will include the following sections: <ul style="list-style-type: none"> ○ About Our School ○ Contact Us ○ School Board ○ School Board Policies ○ Superintendent ○ Leadership Team ○ Calendar ○ Access (PowerSchool and Canvas) ○ Emergency Information/Announcements ○ Summer programs --Student services ○ School nutrition services

July 4-8, 2022	<ul style="list-style-type: none"> • Division calendar upload (push key dates to all school sites)
July 11-15, 2022	<ul style="list-style-type: none"> • Press releases upload will be completed
July 18-22, 2022	<ul style="list-style-type: none"> • Training kickoff for web editors in schools and departments
July 25-29, 2022	<ul style="list-style-type: none"> • Makeup training for web editors in schools and departments • Staff directory integration
Aug. 1-5, 2022	<ul style="list-style-type: none"> • Makeup training for web editors in schools and departments
Aug. 8-12, 2022	<ul style="list-style-type: none"> • Back-to-School edition of <i>ACPS Express</i> newsletter on Aug. 12, 2022 will highlight launch of new division and school websites for 2022-23 school year • Communications team will be using a new Communications Project Request Form for other departments and schools to submit newsletter items, website, as well as other requests to the Office of Communications.
Aug. 15-19, 2022	New website ready for the new school year. Soft launch rollout complete.
Aug. 22, 2022	Official new website launch for first day of school
Aug. 22-26	Virtual open office hours for web editors (ongoing at various points in year)

**Subject to change*

Update shared with principals in WWW on June 15, 2022:

The ACPS website redesign project is nearing its launch on July 1, 2022, at which time the school division's website, as well as the websites of all ACPS schools will feature a new design. Our team has been migrating content from the google docs that school principals and department heads reviewed and updated, as well as copy editing that content – this has ensured that the content being migrated is accurate, consistent and clear across the division and school webpages.

The communications team will continue to upload content throughout the summer, across the division and school websites, to ensure all relevant content is posted by the start of the new school year in August.

Monitoring and editing of website content will be ongoing. For the website launch, we have developed a google form for staff to inform us of any issues that you come across such as missing web pages, web pages in the wrong place, content missing from a web page, issues with formatting, etc. This form can be found here: [ACPS Web Launch Feedback Form](#).

During the weeks of June 20-30, we will share a link to the new website with you, so you can have a first look at the website before the public launch on July 1, 2022. As of June 20 and going forward, please use the web launch feedback form to alert us of any issues you may see (note that this form will not be usable until you've been provided with the link to the new website). These will be addressed in as timely a manner as possible. If you have any questions or something is urgent, please contact gladis.bourdouane@acps.k12.va.us

For all the school webpages, we have prioritized the following content categories to be available for the initial public launch on July 1:

- About Our School
- Contact Us
- Leadership Team
- Calendar
- Access (PowerSchool and Canvas)
- Emergency Information/ Announcements
- Summer programs --Student services
- School nutrition services We are also sharing the website editor google form, which most of you completed this spring: <https://forms.gle/pcudbB9Xe2zJTXM6>

If you haven't already done so, please complete this form to provide us with the names of individuals who will have website editing privileges for your department/school.

We ask that every department and school identify at least one person to receive training in how to update and maintain the school website or department web pages since this routine maintenance will be the responsibility of each school and department; you are welcome to assign more than one person for web editing training. This summer, website editors will be provided training and access to the Finalsite CMS. Our team will continue to be a resource to principals and directors when new web pages need to be created or there is a need that is outside of routine updating and maintenance; also, we are available at all times to provide support and refresher training to anyone who needs it. Throughout the summer, we will finalize the migration of content onto the new website, develop FAQs, and provide training resources. For any questions about the website redesign project, please reach out to us.

Contact: Gladis Bourdouane, Assistant Director of Communications, gladis.bourdouane@acps.k12.va.us or 571-319-7841 or Kevin Morse, Web Communications Specialist, kevin.morse@acps.k12.va.us