

# OneCampus Implementation Checklist

## PROMOTE

### Project Kick-Off (1 week)

- ▶ Appoint a project lead or service catalog expert
- ▶ Assemble a support team with representatives from marketing/communications, student services, and IT
- ▶ Set a target launch date (pilot and/or full deployment)
- ▶ Attend a kick-off launch call with the rSmart team

### Technical Set-Up (1-2 weeks)

- ▶ Select and configure URL for OneCampus site
- ▶ Integrate OneCampus with campus authentication/ single sign-on (SSO)

### Training & Site Build (4-8 weeks)

- ▶ Attend administrator training (2 hours)
- ▶ Customize your header, footer, and CSS
- ▶ Determine the site structure including categories, roles, and/or campuses
- ▶ Gather an initial list of tasks with name, URL, and description (≈ 50-100)
- ▶ Create custom task icons (or use icons provided)
- ▶ Build out tasks and create task centers
- ▶ Add featured tasks (optional)
- ▶ Provide demos to user groups to create buy-in and gain feedback

## PREPARE FOR LAUNCH

### Communications Strategy & Promotion

- ▶ Establish student and/or faculty focus groups
- ▶ Determine the most effective communication channels based on target audience/users
- ▶ Introduce/promote via social media accounts and student newspaper
- ▶ Feature OneCampus link on institution's home page
- ▶ Distribute press releases after selection and launch
- ▶ Promote at campus events/activities and in high-traffic areas
- ▶ Cross-promote with existing systems or software such as a legacy portal
- ▶ Introduce during new student/staff orientation
- ▶ Identify tech-savvy faculty or staff to promote amongst their peers and to students
- ▶ Advertise the URL on promotional items, signage, bus wraps, etc.
- ▶ Get creative!

## MAINTAIN

### Ongoing Activities

- ▶ Review user ratings, comments, and feedback
- ▶ Add new tasks
- ▶ Approve tasks submitted by publishers
- ▶ Remove old or expired tasks
- ▶ Maintain/update contacts
- ▶ Review/add tags to enhance search functionality
- ▶ Use announcements to share task-related deadlines and updates
- ▶ Add popup and/or banner alerts to notify all users of important information
- ▶ Review the URL Checker report for any broken links and update as needed
- ▶ Provide feedback to rSmart on product features and functionality

**HELP YOUR STUDENTS  
FIND SUCCESS**

