



Connect Guidelines Review

UC Merced Connect Guidelines

Small changes:

- adjustments to existing platform content
- comparatively small impact to the current UX
- ie link updating, new text or blocks, etc

Large changes:

- additions of new pages/modules
- add to or significantly change the current UX
- may or may not require technical or xmodule development (data, social feeds)



Small Changes - Process

Small changes:

- link updating, new text or blocks, etc

Before you start:

1. Do you own/have permission from all workspace owners?
2. Make your edits
3. Deploy to test ONLY (requires approval)
4. Verify your changes via test page/test app



Small Changes - Process

When your changes are ready for live app:

1. Request your change deployment via the log: <https://airtable.com/shrGEPNBEZJAb6ZfX> (mark as Small change)
2. Review & approval
 - Content: OIT Comms
 - Design: External Relations
3. Deployments on Tuesdays
4. Connect Changes Opt-In Channel



Large Changes - Process

Large changes:

- New or significantly changing modules/screens, change in functionality that impacts other units/workspaces

Before you start:

1. Are there any campus stakeholders you should consult for impacts to their processes?
2. Create your content in Sandbox
3. Deploy to test
4. Verify your content functionality via Sandbox test pages



Large Changes - Process

When your changes are ready for live app:

1. Request your content deployment via the log:
<https://airtable.com/shrGEPNBEZJAb6ZfX>
(mark your change as Large)
2. Review & approval will take 3-6 weeks
 - General: Governance
 - Content Functionality: OIT
 - Design: External Relations
3. Deployments on Tuesdays
4. Connect Changes Opt-In Channel