Welcome to LibGuides v2

LibGuides Working Group
April 30, 2015
What will we accomplish today?

- Introduction to LibGuides v.2
  - Preview of LibGuides v.2
  - Assets
  - Box types
  - Training
  - Practice

- Migration
  - Schedule
  - Preparation for migration
  - Clean-up time

- Q&A
Introduction to LibGuides v.2
Introduction to LibGuides v.2

- LibApps account
  - Your LibApps account provides access to all products you subscribe to, e.g. LibGuides, LibAnswers, LibCal etc. You may access all products you subscribe to from the LibApps Dashboard.

- Profile applies to all products; image library may be used across all products

- If you are participating in LibAnswers you will have a LibApps account but will still need a beta account for LibGuides v.2

- https://ucalgary.libapps.com/libguides/
Introduction to LibGuides v.2

- Only 4 box types but retain the same content formats!
  - Profile box
  - Standard
  - Tabbed
  - Gallery
- Mix and match formats within the same box
- Ability to re-use most types of content
LibGuides v.2 - Assets

- Assets
  - Personal assets “library”
  - Value of assets is their re-usability
- Content Assets:
  - Books
  - Videos
  - Links
  - Widgets
  - RSS feeds
  - Documents or files
- Database Assets:
  - A-Z Database List has been created in LibGuides Version1 which will be migrated to Version 2 to simplify adding databases to your LibGuides
- Resource icons
What does LibGuides v.2 look like?

Welcome page

http://ucalgary.beta.libguides.com/
Guide examples

LibGuides v.1 (Career Services LibGuide)
http://libguides.ucalgary.ca/career-services

Test Version 2: (Career services LibGuide)
http://ucalgary.beta.libguides.com/c.php?g=224462

Example 2 Version 2 (Leadership LibGuide)
http://ucalgary.beta.libguides.com/c.php?g=2181
Training for LibGuides v.2

- [http://support.springshare.com/libguides/training](http://support.springshare.com/libguides/training)
- or
- login to LibApps and click the “Help” tab
LibGuides V.2 Sandbox

- Let’s take half an hour or so to “play” in Version 2
- Create a new guide
- Add some assets to your “asset library”
- Add some images to your “image manager”
- Customize your profile
Migration
## Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 7-10</td>
<td>Clean Up Time – Try to do some tidying of your guides</td>
</tr>
<tr>
<td>April 24</td>
<td>NO CHANGES to version 1 after this date (if you do make changes they will NOT be migrated over to version 2).</td>
</tr>
<tr>
<td>April 24</td>
<td>Drop-in day! Swing by the TFDL for a drop-in refresh session on version 2. Bring your questions.</td>
</tr>
<tr>
<td>April 30</td>
<td>Migration Day! Springshare will migrate over all your content and account information into version 2.</td>
</tr>
<tr>
<td>May 5, 6</td>
<td>Libguides Working Group and IT staff assess the migration. No changes please!</td>
</tr>
<tr>
<td>May 7, 8</td>
<td>Libguides clean up days! Clean up your own guides in version 2!</td>
</tr>
<tr>
<td>May 18-23</td>
<td>Libguides in person training. Join us for a brainstorm and discussion on making your version 2 guide great. Exact dates TBA!</td>
</tr>
<tr>
<td>May 19</td>
<td>Final debrief for Libguide Migration Team</td>
</tr>
<tr>
<td>May 25</td>
<td>GO LIVE with version 2</td>
</tr>
<tr>
<td>May, June, July</td>
<td>Access to version 1 still available but only to view internally.</td>
</tr>
<tr>
<td>July 30</td>
<td>Version 1 is gone and no longer available for you to view.</td>
</tr>
</tbody>
</table>
Migration

- Migration happens once.

- After migration takes place, both LibGuides v.1 and LibGuides v.2 will be accessible until May 25.

- After migration, you will need to make changes in both versions if you plan to continue using version 1

- “Go live” date is May 25 - after this date LG1 no longer available to patrons and can be viewed internally only.
<table>
<thead>
<tr>
<th>Will be Migrated</th>
<th>Will Not be Migrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>All User Accounts</td>
<td>System / Group Banner Images</td>
</tr>
<tr>
<td>All Guides / Most Guide Content (See Will Not be Migrated list for content that will not be migrated.)</td>
<td>System / Group Custom HEAD Code</td>
</tr>
<tr>
<td>Statistics (happens just before going live)</td>
<td>System / Group Custom Header Code</td>
</tr>
<tr>
<td>Images in the Image Manager</td>
<td>System / Group Custom Footer Code</td>
</tr>
<tr>
<td>Subjects</td>
<td>Printer Friendly Custom HEAD Code</td>
</tr>
<tr>
<td>Tags</td>
<td>Printer Friendly Custom Header Code</td>
</tr>
<tr>
<td>Friendly URLs</td>
<td>Printer Friendly Custom Footer Code</td>
</tr>
<tr>
<td>Groups (LibGuides CMS Only)</td>
<td>Tab / Box Color Choices</td>
</tr>
<tr>
<td>Resource Icons</td>
<td>Custom Analytics Code</td>
</tr>
<tr>
<td>Access Rules (LibGuides CMS Only)</td>
<td>System / Group Homepage Options</td>
</tr>
<tr>
<td>Language Options</td>
<td>Admin Alert Box Content</td>
</tr>
<tr>
<td><strong>E-Reserves</strong></td>
<td>These Box Types:</td>
</tr>
<tr>
<td></td>
<td>• Table of Contents (Switch to side nav template post migration.)</td>
</tr>
<tr>
<td></td>
<td>• LibAnswers (Will be a LibGuides v2 content type, but only for LibAnswers v2; manual addition of LibAnswers v1 widgets will need to happen.)</td>
</tr>
<tr>
<td></td>
<td>• Surveys (Will be a LibGuides v2 content type, but only for CMS clients, just like in v1)</td>
</tr>
<tr>
<td></td>
<td>• Events (No equivalent in v2; if you have LibCal, add LibCal widgets via the Media / Widget content item.)</td>
</tr>
<tr>
<td></td>
<td>• Delicious (Integrate Delicious widgets via Media / Widget content item post migration.)</td>
</tr>
<tr>
<td></td>
<td>• User Link Submission (No equivalent in v2.)</td>
</tr>
<tr>
<td></td>
<td>• Feedback (No equivalent in v2.)</td>
</tr>
<tr>
<td><strong>Remote Scripts</strong></td>
<td>Comments / Discussion Boards</td>
</tr>
<tr>
<td></td>
<td>We are working on how to add these to the v2 system. Use of this functionality was about 0.25% (yes, a quarter of 1 percent) or less, so we’re discussing alternate functionality.</td>
</tr>
<tr>
<td>will become widget assets</td>
<td>Forms &amp; Surveys (being replaced with LibSurveys)</td>
</tr>
<tr>
<td>an iFrame tag will point to the original script URL</td>
<td>Images from Deleted v1 Account Image Libraries (Accounts deleted at any point prior to migration.)</td>
</tr>
</tbody>
</table>
Migration

- Content types are the same in LibGuides v.1 and LibGuides v.2
  - Rich-text
  - Links (in Links box types)
  - Documents and files
  - Books from the catalogue
  - Widgets
  - RSS feeds
  - Google Search
Assets

- Ask yourself: *Do I want this book, link, video, widget, etc. to become part of my asset Library so that I or other people can re-use it in other guides?*
Rich text

When creating a new box, carefully select the box type based on the type of content you want to put inside. If you are unsure about which box is best for your purposes, please use the Box Types Explorer to browse the different options available.

Select the Content Box Type

- Rich Text / Dynamic Content / Scripts
  - Linka Boxes
  - Multimedia Boxes
  - User Input Boxes
  - Miscellaneous Boxes
  - Google Boxes
  - System Content Boxes
  - LibAnswers

Box Types Explorer

- Rich Text / Dynamic Content / Scripts

This is the most versatile box type, for any type of formatted text, HTML, or JavaScript code, or embedded widgets.

It is important to note that every box type contains the functionality of the Rich Text Box. Everything you can do inside the Rich Text/Dynamic Content box type you can do with other boxes as well.

More info...
Preparation for migration
“Moving House!”

Has it been used in the past 12 months?

Is it still relevant?

What about those unpublished guides?
Preparation and clean up for migration - a two-step process

- Any preparation and cleanup performed before migration will make the migration of your guides seamless.
- Of course there will also be post-migration work to be done too!
- Two-step process
  - 1. Delete/unpublish guides that are no longer relevant and update course guide titles
  - 2. When you are ready - go through the preparation checklist that has been posted to the Best Practices Guide (http://libguides.ucalgary.ca/migration)
LibGuide Cleanup

- There are some things that can be done quickly and easily to remove unneeded information from your LibGuides
- In Version 1 go to your Dashboard page
- Guides >> All Guides Index
- Select guides you own, co-own, edit etc.
- Sort on any column
- Look at unpublished guides
- Look for test or practice guides
- Link checker - look at broken links
- Look at Guide statistics
- Image manager
LibGuides V.1 Cleanup

- Let’s take half an hour or so to cleanup guides in Version 1
- Delete guides that are no longer relevant
- Clean up image manager
- Start building your asset library by changing content in rich-text boxes to link & lists boxes, books from the catalogue boxes etc.
- Start going through the preparation and cleanup checklist
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