

## Design and Development Process

In this document, you will find the steps necessary work with Xap Corporation to complete development of your full presence on the College In Colorado Website. Be sure to discuss this process and any other concerns you may encounter with Xap's dedicated college Client Services Manager, Jamie Jackson ([jamie@xap.com](mailto:jamie@xap.com), 310-945-0508) or Julia Pirnack, director of Web and curriculum development for College In Colorado ([Julia.Pirnack@cic.state.co.us](mailto:Julia.Pirnack@cic.state.co.us)).

### Key Benefits

- **Widespread use:** CollegelInColorado.org is provided free of charge to every middle and high school student in Colorado. During September through December 2007 **over 33,000 students created accounts** and began using CollegelInColorado.org and nearly 1,000 educators received training on the site statewide. To date, over 130,000 student accounts have been created on the site with an average of over 11,000 virtual campus tours of Colorado colleges taken *each month*.
- **You control your data:** The scope and accuracy of the information on the site is possible only with your knowledge and assistance to keep information fresh and informative.
- **Automation with customization:** The best of both worlds. While the bulk of your data maintenance activities can be automated, you can always use the college administrators' portal to update information at any time.
- **Comprehensive information about your school:** Your institution will be highlighted and used in the following CollegelInColorado.org modules:
  - Virtual Campus Tours
  - C-Info Requestor
  - Campus Matching Assistant
  - Comparative View
  - Distance Search
  - Distance Learning Catalog
  - High School Coursework Planner
  - Career Module
  - Financial Aid Award Estimator
  - Event Calendar
  - Direct to College Connections
  - CollegelInColorado Mail
  - MentorSearch
  - Online Admissions Applications (custom applications may require an additional charge; see Design and Development – Online Applications)

### A. Information Provision

When an expression of interest is received from a college listed on the Colorado Department of Higher Education (CDHE) Private Institutions Authorized to Operate in Colorado list, College In Colorado will provide the following information:

- E-Mail containing cost of participation in the site and offer to demo;
- Marketing materials pdf; Mentor, Admissions Solution, Explorer, Planner, Test Prep;
- Website Features that Benefit Colleges pdf.

College In Colorado will follow up with an offer to meet on-site and link in Xap Corporation via conference call, to demo the product and answer any questions about participation on the Website.

When the college expresses interest in pursuing a presence on the site, College In Colorado will provide the following information to the college:

- Welcome package: Design & Development Process – Establishing Your Institution's Presence; Design & Development Process – Online Applications; Maintaining Your Institutional Data; Scheduling Institutional Data Updates; Creating Your Graduate Campus Tour
- Basic College Agreement sample.

### B. Institution Agreement and Payment of Deposit

The institution will notify College In Colorado of their interest in participating on the site, including which online application format (uniform, common or custom) is desired.

College In Colorado will forward the Institutional Agreement and invoice for deposit required to begin the design and development process.

The institution will sign the Institutional Agreement and forward to Xap Corporation for signature. Institution will forward the required deposit to College In Colorado.

College In Colorado will notify the Xap Client Services Manager of deposit receipt and authorize beginning the design and development process.

### C. Design & Development of Presence on Site

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The Xap Client Services Manager will itemize the necessary materials needed from the school in order to develop their presence on the site:

- All media for the campus tour including videos, photos and logo's that will appear on CIC
  - logo must include school name and be web ready in JPEG or TIF format
  - You may submit one image for each of the following sections of the Campus Tour (in JPEG or TIF format, JPEG preferable). Please name each picture according to the screen on which each picture should be displayed
    - At a Glance (up to 2 photos)
    - Freshman Admissions
    - Academics
    - Student Life
    - International Students
  - Campus videos in MPEG or QuickTime format. You may submit up to 10 videos according to the specifications below
    - Duration: between 30 sec. to 1:45 sec. max
    - Dimensions: 160w x 120h pixels to 320w x 240h pixels
    - File size: 800k to 5MB max Frames per second: 15 to 30(29.97). Audio: stereo 22.050 kHz
- Undergraduate Data Review and Updates. You will be provided with an account to review and update your data, which will appear in your campus tours and other modules of the Website. This data is initially provided to Xap by Wintergreen Orchard House. You will be required to review and manually update this data accordingly so it is current.
- Graduate Data - Initial Set Up: You will be provided with a separate document that describes how complete the initial manual loading of your graduate tour data. Unlike the undergraduate data, this information is **not** provided to Xap by Wintergreen Orchard House.

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The Xap Client Services Manager will itemize the necessary materials needed from the school in order to develop the selected online application (see Design and Development Process – Online Applications).

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The institution will send the materials necessary to begin development of presence on site and online application.

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CSM will start development once ALL materials are received and notify College In Colorado that design and development has begun.

Note: Any changes/modifications/customizations requested by the school will go through College In Colorado first to approve or deny. This will be a case by case basis.

## ESTABLISHING YOUR INSTITUTION'S PRESENCE

Any changes/modifications/customizations requested by the institution will go through College In Colorado for approval. This includes any “out of scope” work requested by the institution.

The institution will be notified when their presence on the Website is available for review on the beta site (test site). The institution will review and correct any data by using the Control Center and working with Xap on any items over which Xap has control.

Xap will implement reasonable additional changes and notify the institution when the changes are available on the beta site for final approval.

The institution performs a final review of their material and notifies Xap of its approval to use on the live site.

The Xap Client Services Manager will notify College In Colorado that the college presence on the site is ready for deployment. College In Colorado will review to determine if all is satisfactory.

College In Colorado will invoice the institution for the balance remaining for design, development and first year maintenance.

The Xap Client Services Manager will send the institution a Statement of Review and Acceptance when the institution indicates that they are ready for Xap to deploy to the live College In Colorado site.

The institution will return the signed Statement of Review and Acceptance to Xap's College In Colorado client services manager, Jamie Jackson by e-mail ([jamie@xap.com](mailto:jamie@xap.com)) or by fax (310-842-9898).

Xap will sign the Statement of Review and Acceptance and send a copy to both the institution and the offices of College In Colorado.

College In Colorado will confirm that payment in full has been received and approve for deployment.

Xap will deploy the new institution and application to the live CollegelInColorado.org Website and notify the institution and College In Colorado.

Xap will add links as appropriate to the Help/Contact Us; Direct to College Connections page on the Website.

### D. Training: Set up & Processing

\_\_\_\_\_ The Xap Client Services Manager will set-up a permanent Control Center user account for the primary contact/s at the institution, including the individuals responsible for data updates and applications processing and contact them directly with the information.

\_\_\_\_\_ The Xap Client Service Manager will provide training on the Real-Time Data Update System and Mentor/Campus Tour to provide the institution guidance on how to update their campus tour and institutional data that appears on the CIC site. (The XAP Real-Time Data Update System is designed to give designated campus administrators a convenient way to instantly add, update, or remove the profile information stored for their institution.)

### E. Deployment Follow up and Ongoing Support

\_\_\_\_\_ The institution will perform a complete review and update of all data on the CIC site through the undergraduate and graduate data modules once training is complete.

\_\_\_\_\_ The Client Services Manager will schedule a Control Center training (the training will take approximately one hour to one hour 30 minutes) with the institution.

\_\_\_\_\_ College In Colorado will add the institution to the e-mail list of schools to receive quarterly maintenance reminders.

\_\_\_\_\_ College In Colorado will generate a press release announcing the addition of the institution to the Website.

\_\_\_\_\_ The Xap Client Services Manager will notify College In Colorado of any concerns an institution may have as well as provide updates on the participation level and progress of the school.

The Xap Client Services Manager will continue to provide support to the institution as needed. Refer to the online help on the Control Center at anytime or contact your dedicated Xap Client Services Manager, Jamie Jackson, at 310-945-0508 or [jamie@xap.com](mailto:jamie@xap.com).

Continue reading about how your institution can effectively develop and manage data on CollegInColorado.org in the following documents:

- **Website Features that Benefit Colleges**
- **Design & Development Process – Online Applications**
- **Maintaining Your Institutional Data**
- **Scheduling Institutional Data Updates**
- **Creating Your Graduate Campus Tour**