

# Publication Process

This document describes the general steps involved in the process of publishing a post on Nunavik-IcE. Each post being unique, this process may vary. Going back and forth within the process is also normal, as we want to ensure the quality of all aspects of your post.

## 1 Ideation

**As you begin the process of sharing resources on Nunavik-IcE, ensure that it conforms to the website and KI mandate.**

*Nunavik-IcE is a KI website created to foster ongoing development and sharing Inuit-centred educational resources for and with Nunavik schools and communities.*

- Ask yourself these questions before submitting to your supervisor:
  - *Is the resource commonly available elsewhere on the web? If yes, it might not be in Nunavik-IcE mandate to share it.*
  - *Does the resource promote KI values described in the Strategic Plan?*
  - *Will the resource service students and/or parents and/or teachers of Nunavik?*
  - *Is the resource legitimate, correct, and copyright safe?*



Once you have determined a resource should be added to Nunavik-IcE, ask for your department supervisor approval.



For more information, complete Module 1 of the online training.

**Make sure to get your department supervisor approval before moving-on.**

## 2 Creation

**Follow these steps to create your post:**

- Create a new post in your preferred language.
- Describe the resource, keeping in mind the targeted audience(s).
- Attach any files or links you want to share with users.
- Specify the Meta Data for this post (targeted levels, audiences, etc.)
- Select Keywords and write an excerpt.



The creation of the post (content) is your responsibility.



For more information, complete Module 2 a, b and c of the online training.

## 3 Visuals

**Consider the following tips for visual cohesion and appeal:**

- Adjust the layout of the post for uniformity across the site.
- Adjust the layout for compatibility on different devices.
- Create/add images throughout the post to engage the viewer.
- Replace websites and documents links by preview images.
- Embed videos links so that users can watch them in the post.
- Add a cover image that will provide a visual description for users.



This task is done in collaboration with the graphic designer. Make sure to share any ideas of visuals you have for this post.



For more information, complete Module 3 of the online training.

## 4 Peer Review

**All posts must be peer-reviewed by at least one colleague.**

- Send the private link of your post to a colleague for review.
- Ask them to check:
  - the accuracy of the information
  - the preciseness of language (spelling and clarity)

Once you've received their review, make the corrections and move to the next step when you're satisfied with the quality of the post.



Share the post with your colleagues to get their feedback and a double-check.



For more information, complete Module 4 of the online training.

## 5 Translation

**All posts must be available in French, English, and Inuktitut.**

- Copy all post's text in a Word document.
- Add text appearing in images to this document.
- Add the excerpt and keywords to this document.
- Send this Word document to KI Translation department, with an expected due date.
- Once translations are done, duplicate the post on the website.

*\*If content within your post, such as videos or external links are not in 3 languages, they will still be posted on all language pages.*



Send your document to the translation department. Once it is translated, it is your responsibility to copy and paste it in your post.



For more information, complete Module 5 of the online training.

## Publication

**When your post is ready to be published to the public:**

- Notify a website admin to release it or to schedule it for a specific date.
- Once the post is online, make sure to give it a final verification.
- If you have to edit it, a website admin can give you back editing option.



Ask a website Admin to publish your post and verify it one last time when it's online.



More information at the end of Module 5 of the online training.