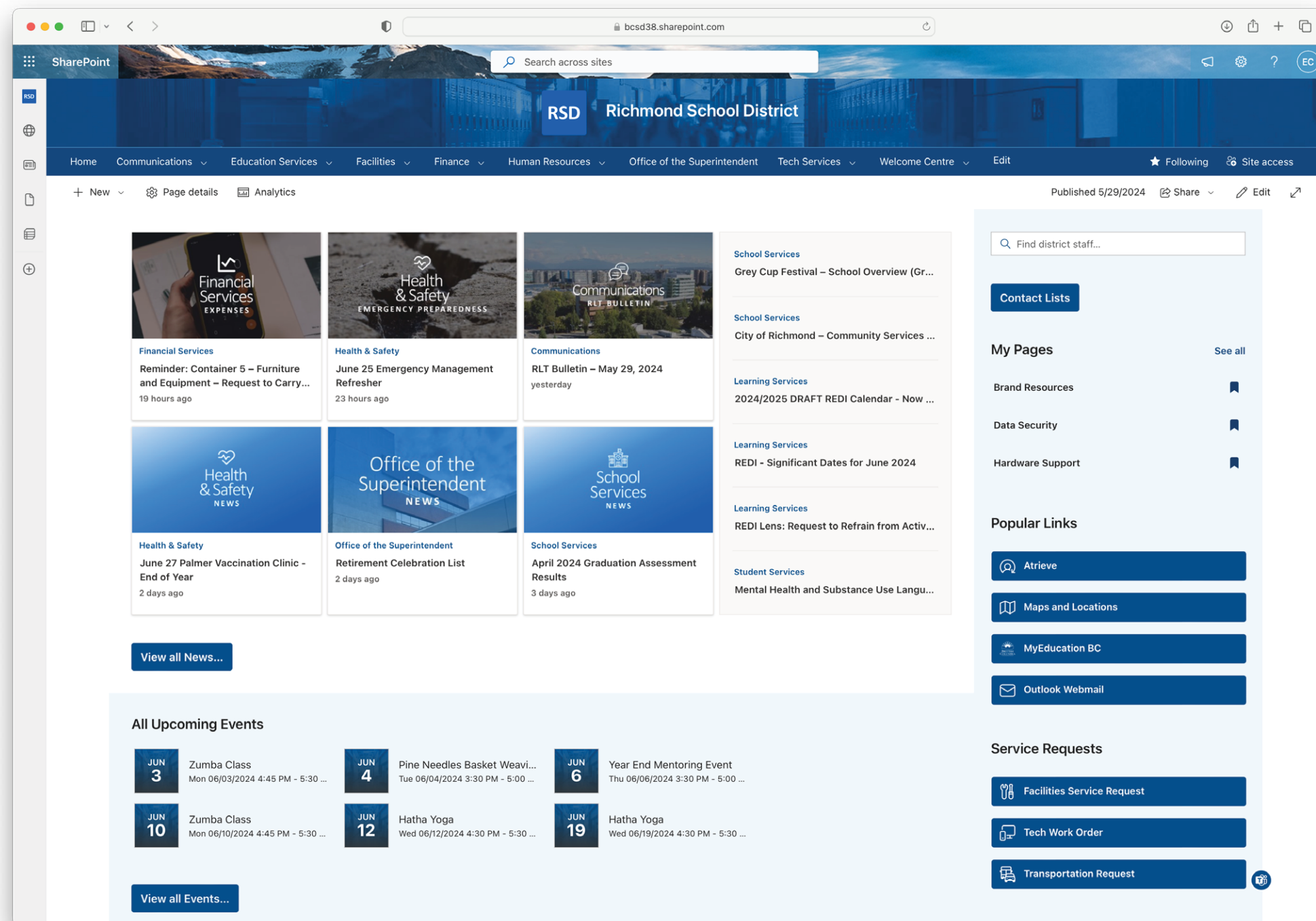


Richmond School District | Intranet Submission

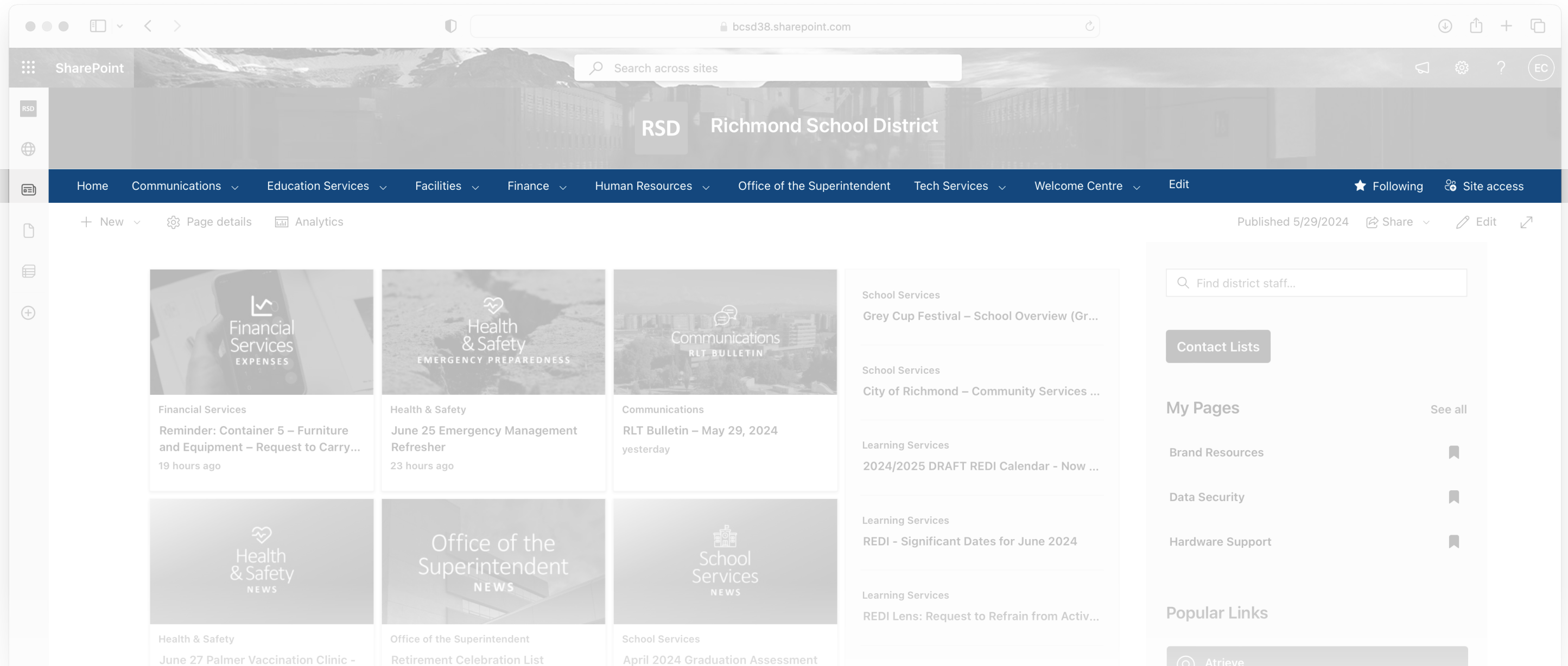
# RichNet



Welcome to RichNet, the Richmond School District's new intranet, built around SharePoint Online. In this document, we'll outline how our intranet revolutionizes communication and collaboration within our educational community.

The development of RichNet began by first hiring Prescient Digital, an intranet consultant. Over the course of a year, we gathered feedback from over 1,000 staff members and created a comprehensive strategy, including a governance structure, which laid the foundation for the intranet you see today.

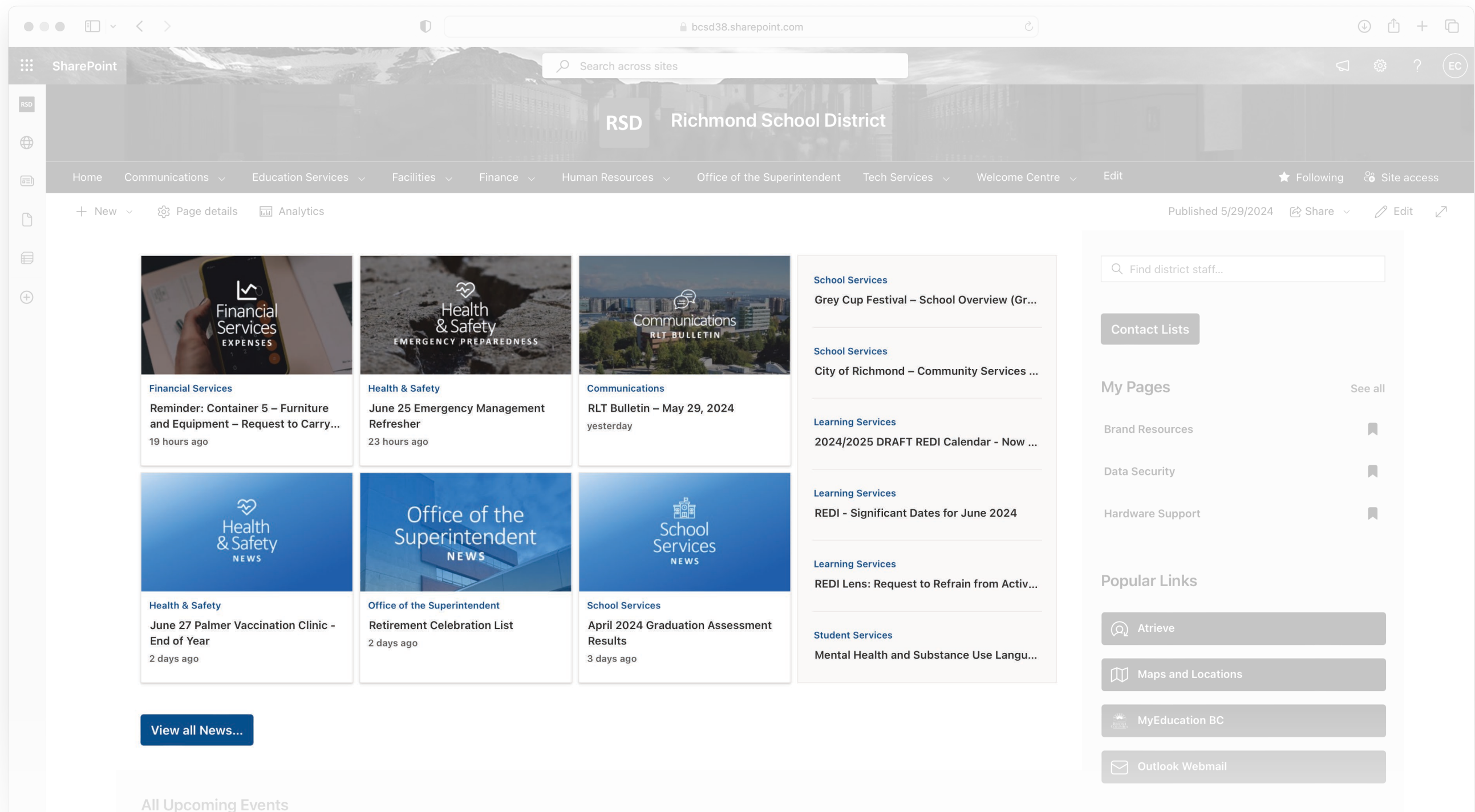
RichNet was purposefully built to meet and serve the varied needs of our wide-ranging user base. This platform facilitates regular news updates, which keeps our staff informed and connected.



## Global Navigation

RichNet was divided up into department sites utilizing the SharePoint Hub site structure. Links to each department site are found in the global navigation bar that is shown across the top of the home page.

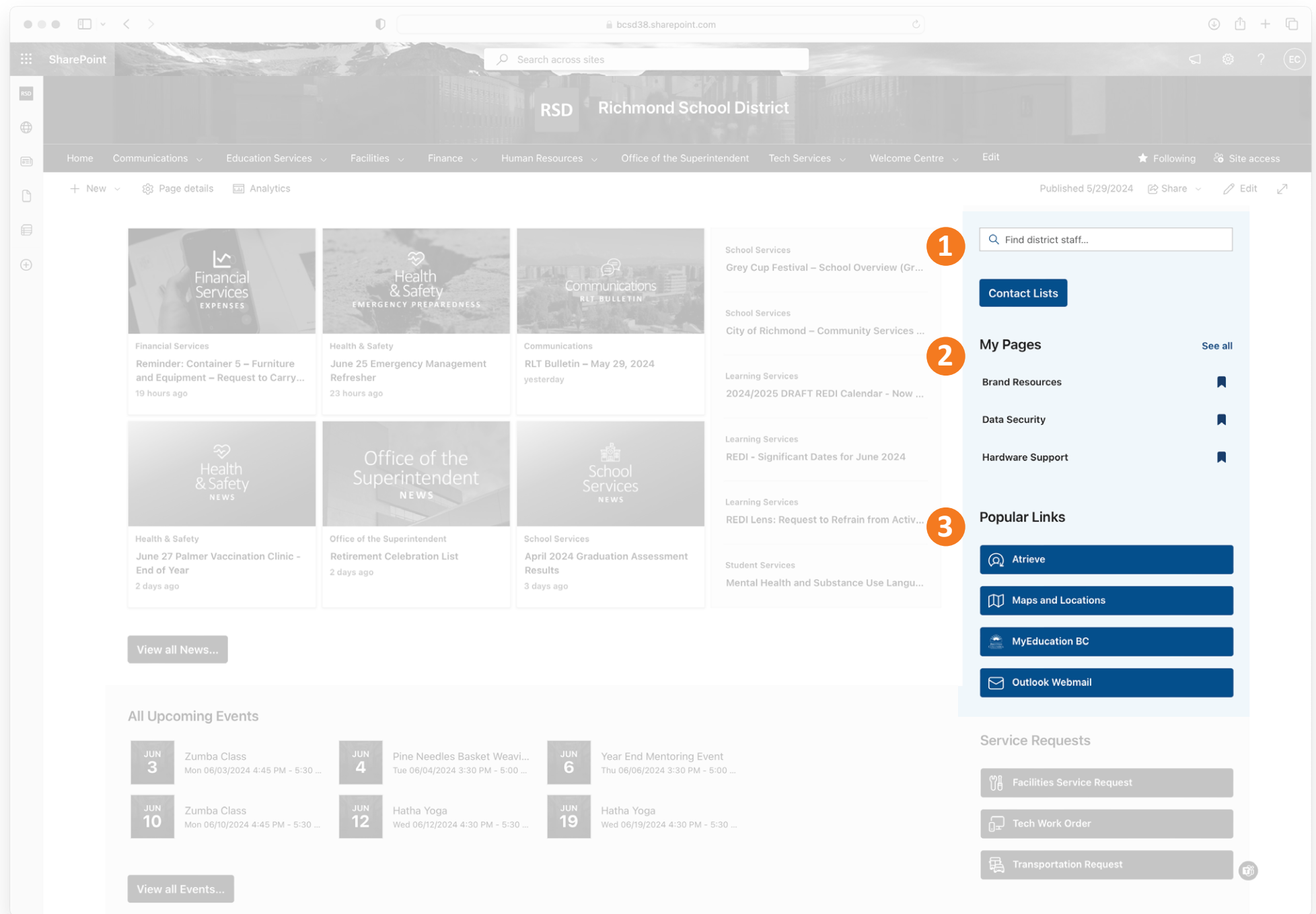
Menu links act as drop down menus containing links to nested pages within each site.



## RichNet News Panel

By utilizing the SharePoint Hub site structure, news published within each department site can be aggregated and shown on the home page for staff to see.





## Home Sidebar

Navigate through the RichNet home page seamlessly with the intuitive sidebar, designed to offer quick access to essential tools and links to other district web platforms. These essential tools were chosen by staff as high priority items that they wanted to access quickly from the homepage.

### 1. Staff Search Tools

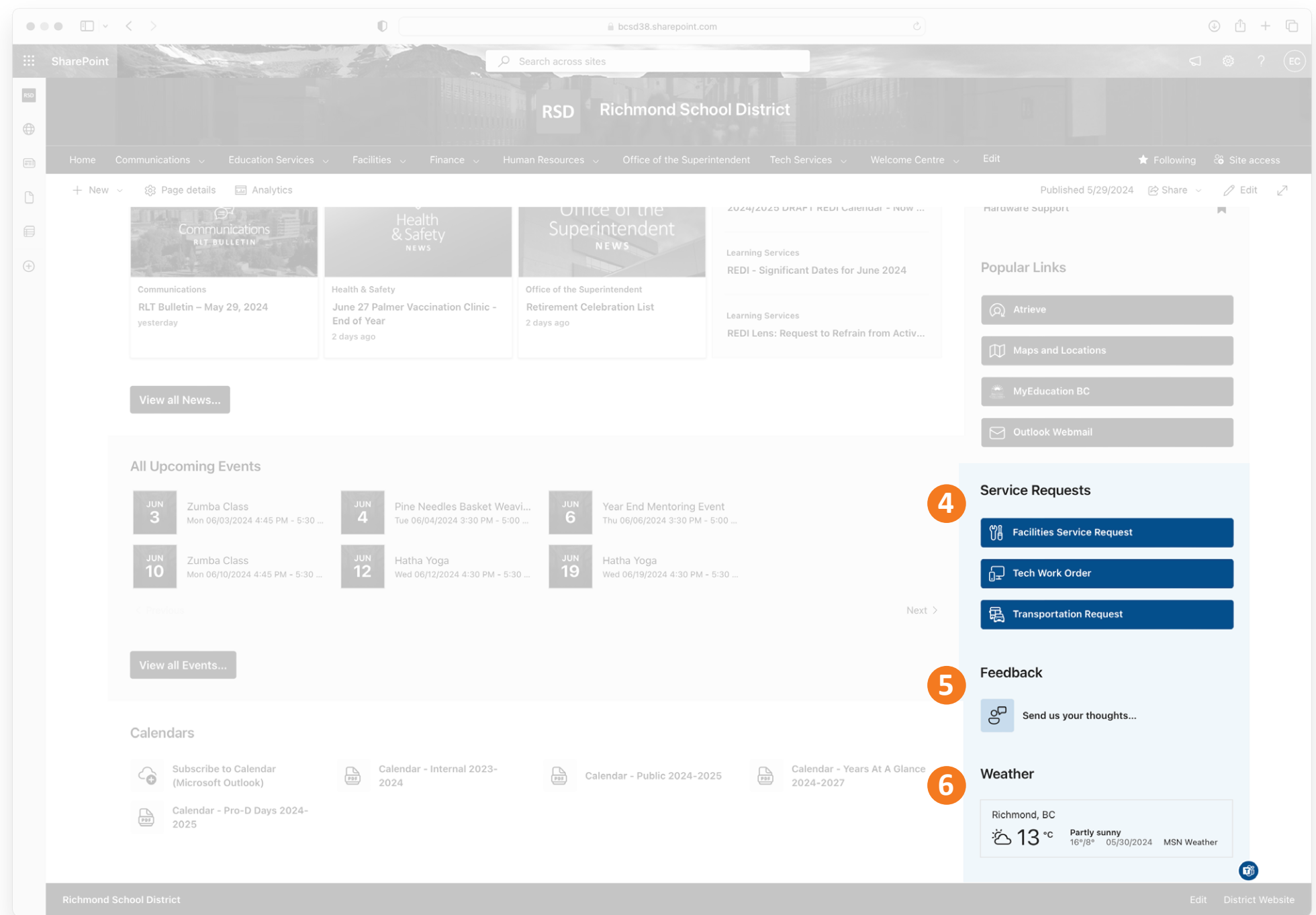
District staff can locate their colleagues using a built-in search function. Additional contact details can be retrieved from regularly updated contact lists.

### 2. My Pages

Frequently accessed pages within RichNet can be bookmarked and shown here on the home page.

### 3. Popular Links

Access key platforms effortlessly through our popular links widget. From email and the HR portal to MyED BC and our maps and locations page, our curated selection of resources is conveniently at hand.



## Home Sidebar *Continued*

### 4. Service Requests

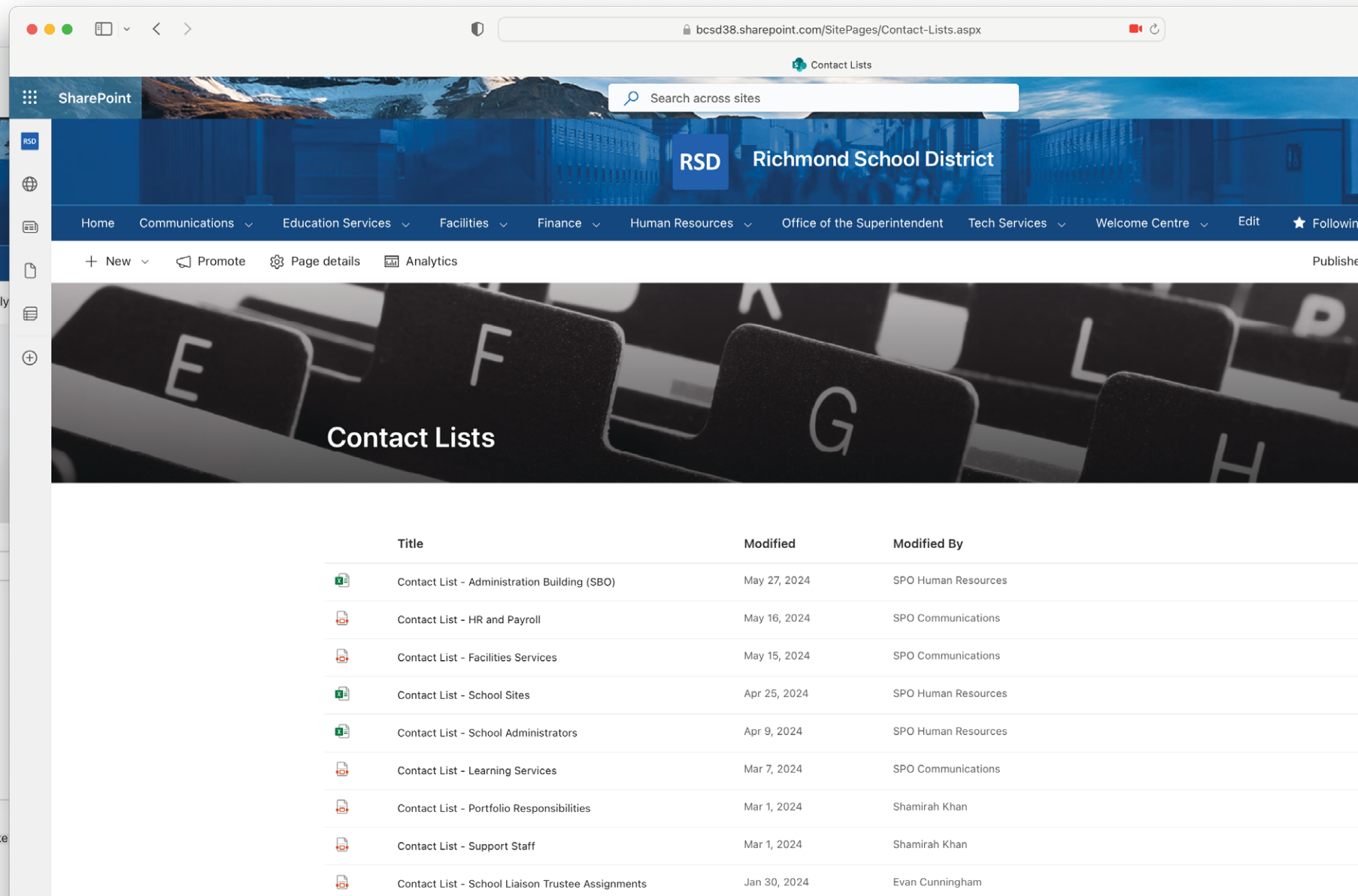
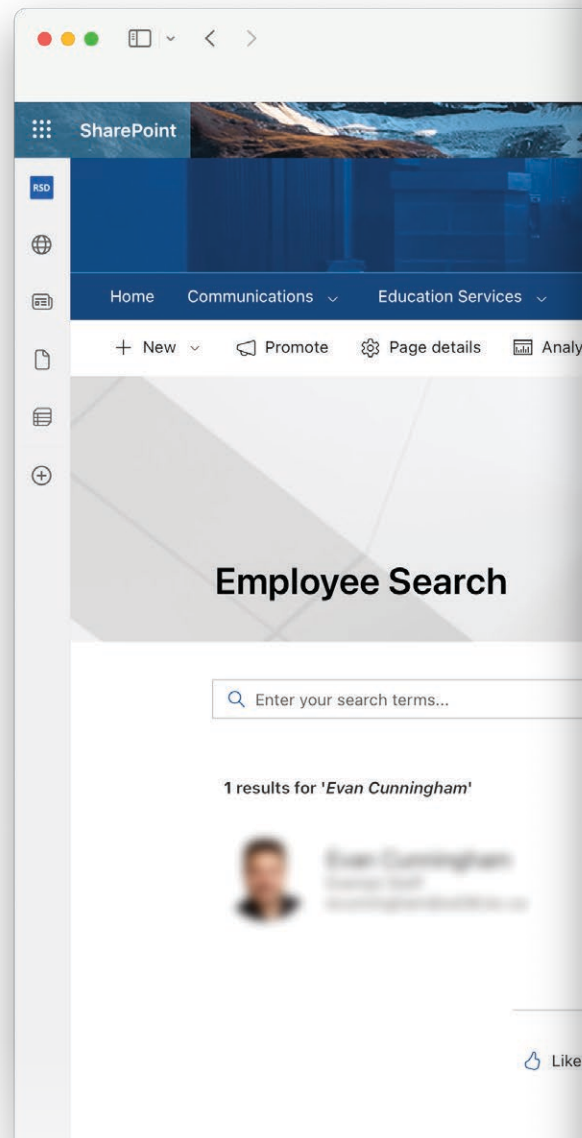
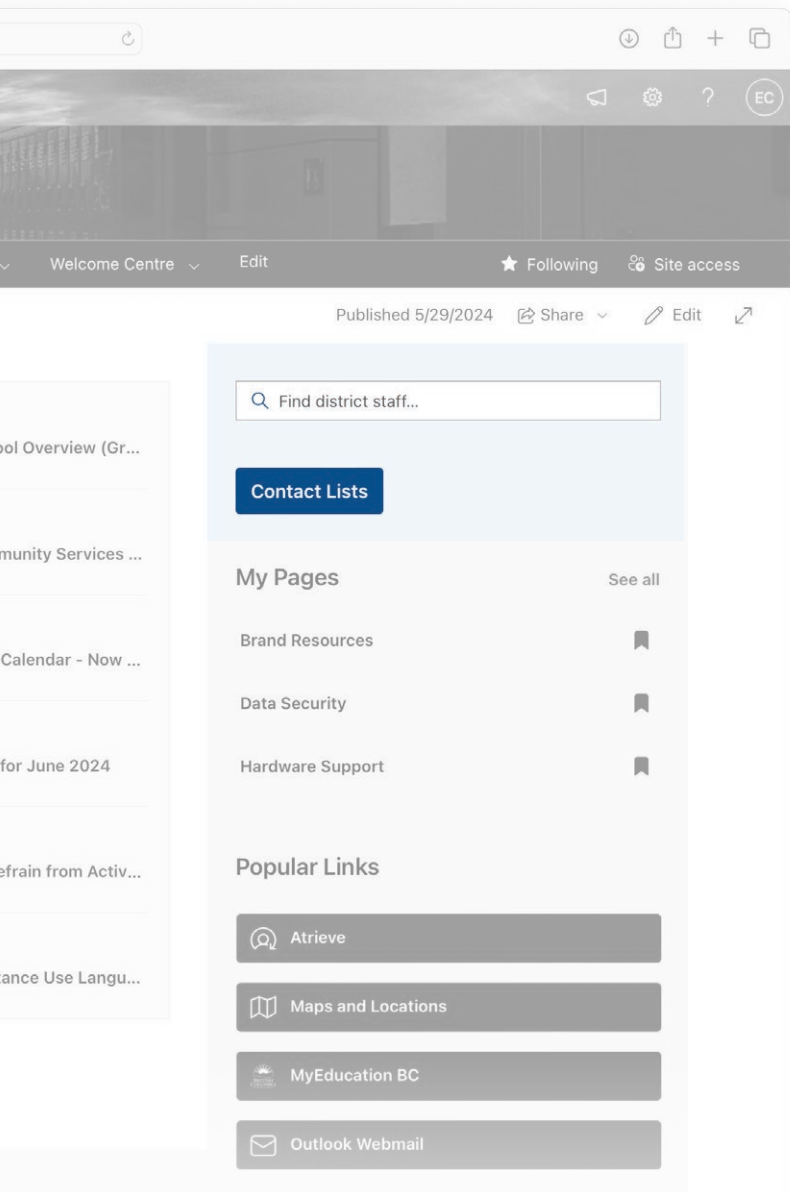
Our Service Request widget offers easy access to facilities service requests, tech work orders, and transportation requests, consolidating these essential functions into one convenient location on our intranet. Staff can quickly submit and track various requests, facilitating efficient resolution and smooth district operations.

### 5. Feedback

As feedback is crucial to us, we carefully consider every request and suggestion we receive. Staff can share insights and suggestions through our dedicated feedback link, contributing to the ongoing evolution of RichNet.

### 6. Weather

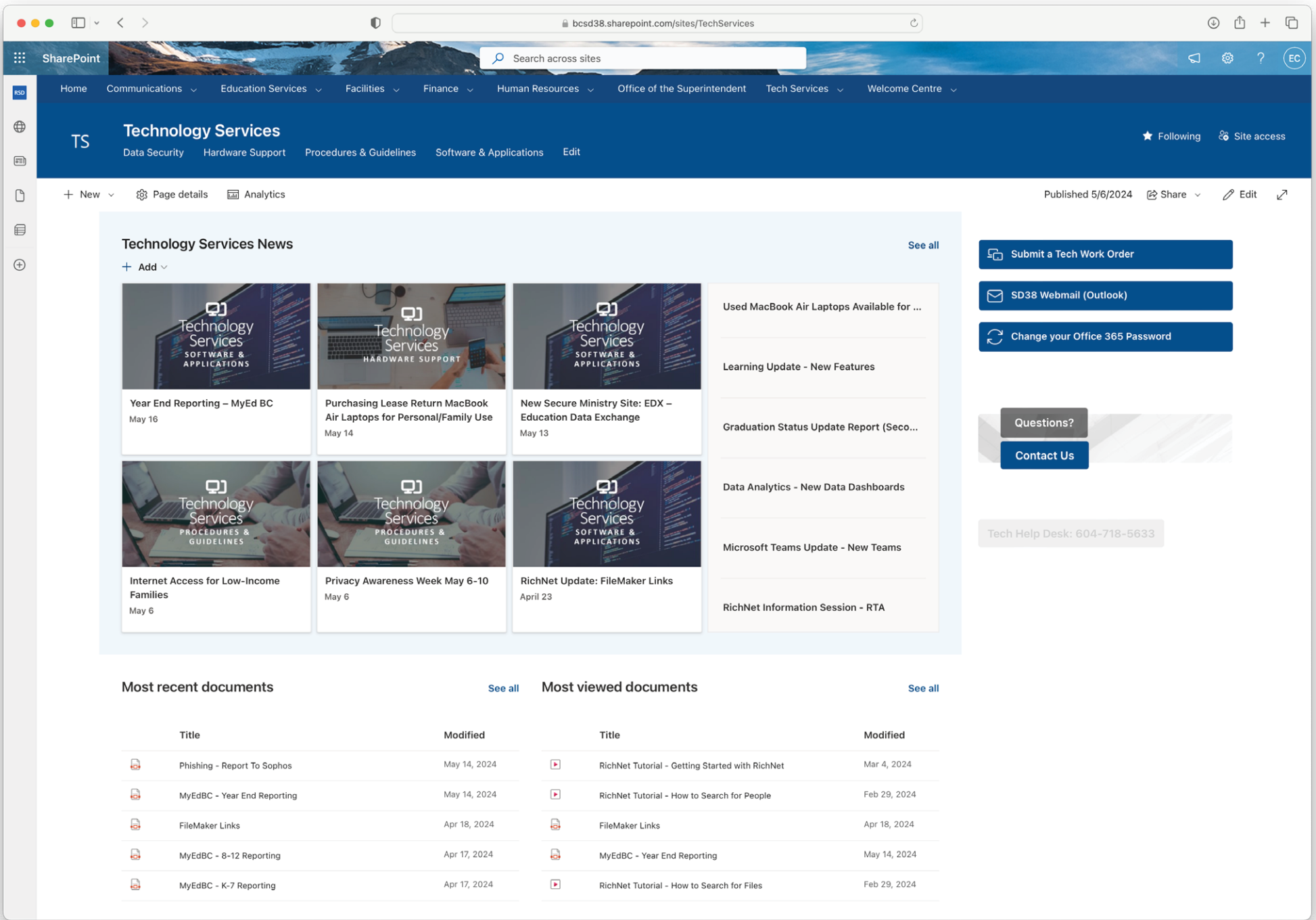
Staff can stay informed and connected with our real-time weather widget, fostering a sense of community across our district.



## Staff Search

One of the top 3 things we heard from staff is that they wanted a better staff directory and a better way to search for colleagues. We turned our minds towards offering staff with a variety of different and better ways to locate colleagues with our staff directory search tool. Here, staff can create emails in Outlook and initiate chats via Microsoft Teams with just a few clicks, enhancing communication and collaboration across our district. We also created a staff contact list page that has contact lists for all of our district’s various departments.



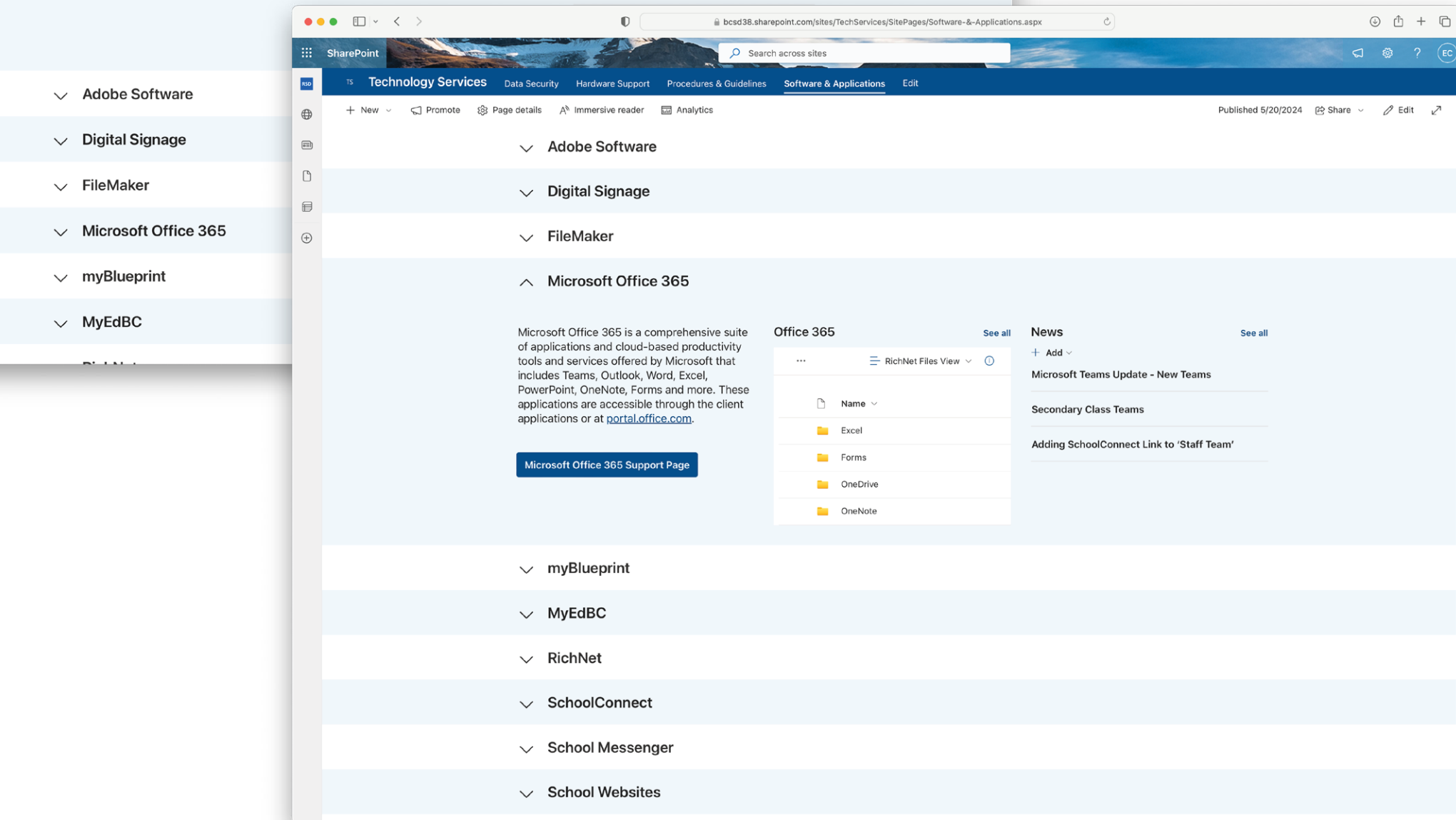
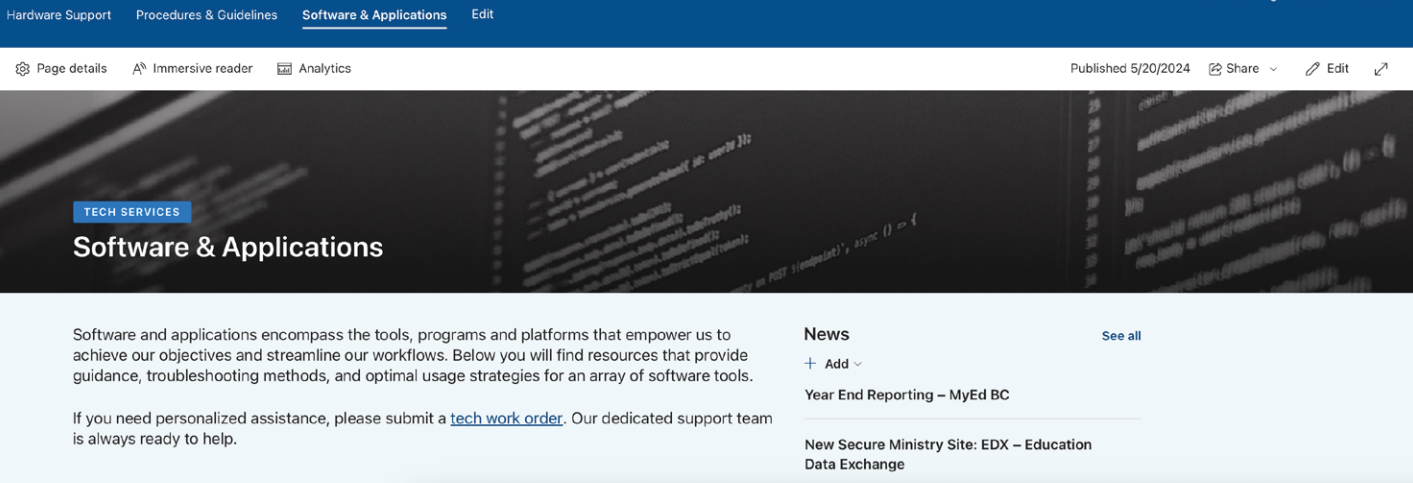


## Department Sites

Each department site on RichNet follows a familiar and consistent layout, ensuring ease of navigation for our staff. Within the department site, staff will find a dedicated news area, featuring updates directly from that department. Additionally, there are resource links and two document lists: one showcasing the most recent documents added to the site, and the other highlighting the most viewed documents. We aim for these lists to swiftly connect staff with the information they need.

If not, they can easily navigate through the department’s navigation menu, which corresponds to core areas within that department. For example, clicking into the IT department’s ‘Software & Applications’ page reveals sections dedicated to popular software titles used across the district.

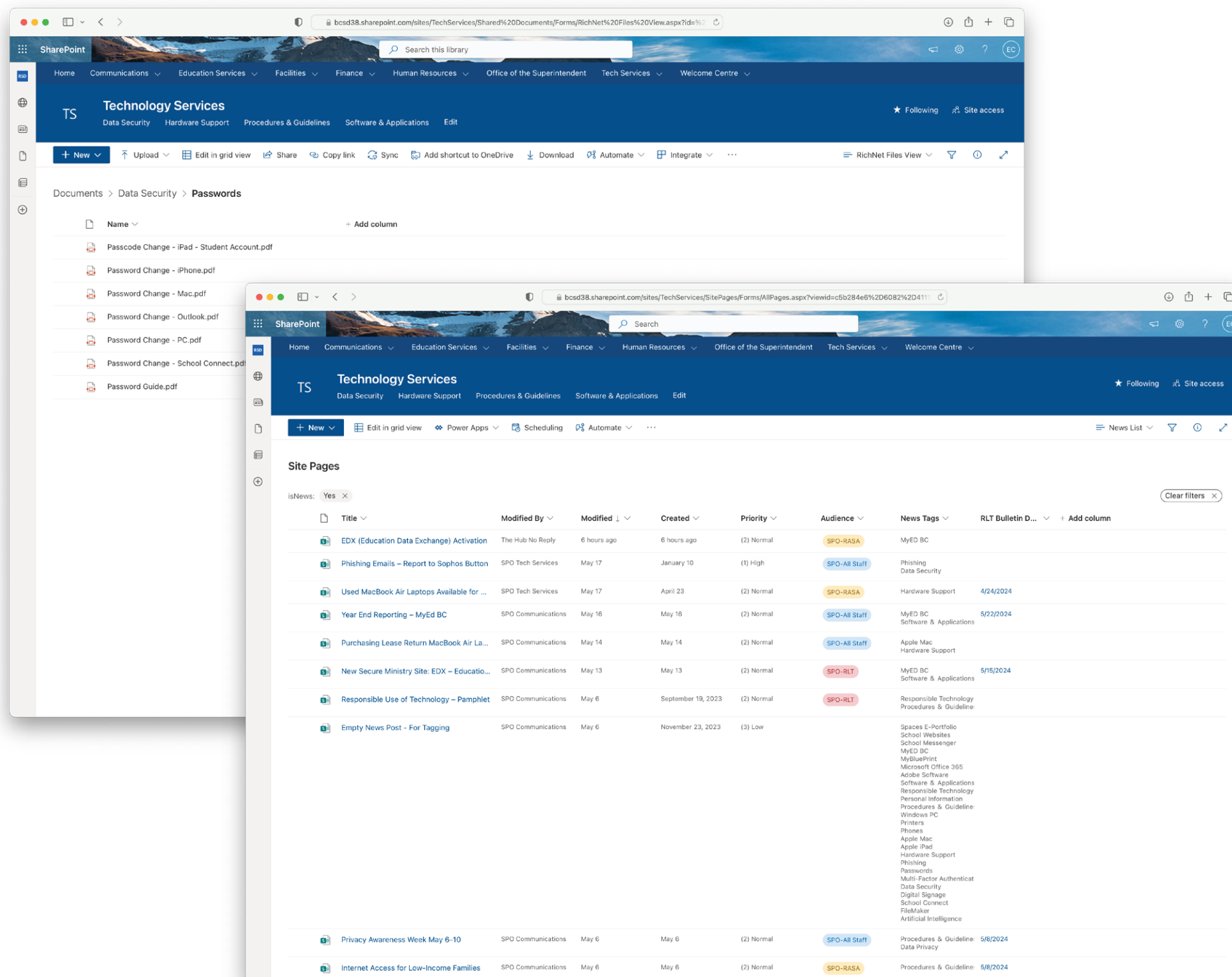




## Department Sites *Continued*

If the department site home doesn't contain the information a staff member is looking for, they can easily navigate through the department's navigation menu, which corresponds to core areas within that department.

For example, clicking into the IT department's 'Software & Applications' page reveals a layout of section topics pertaining to popular software titles used across the district. When opened, these sections will reveal some summary information about the topic, a list of important file downloads and any relevant news relating to that topic.

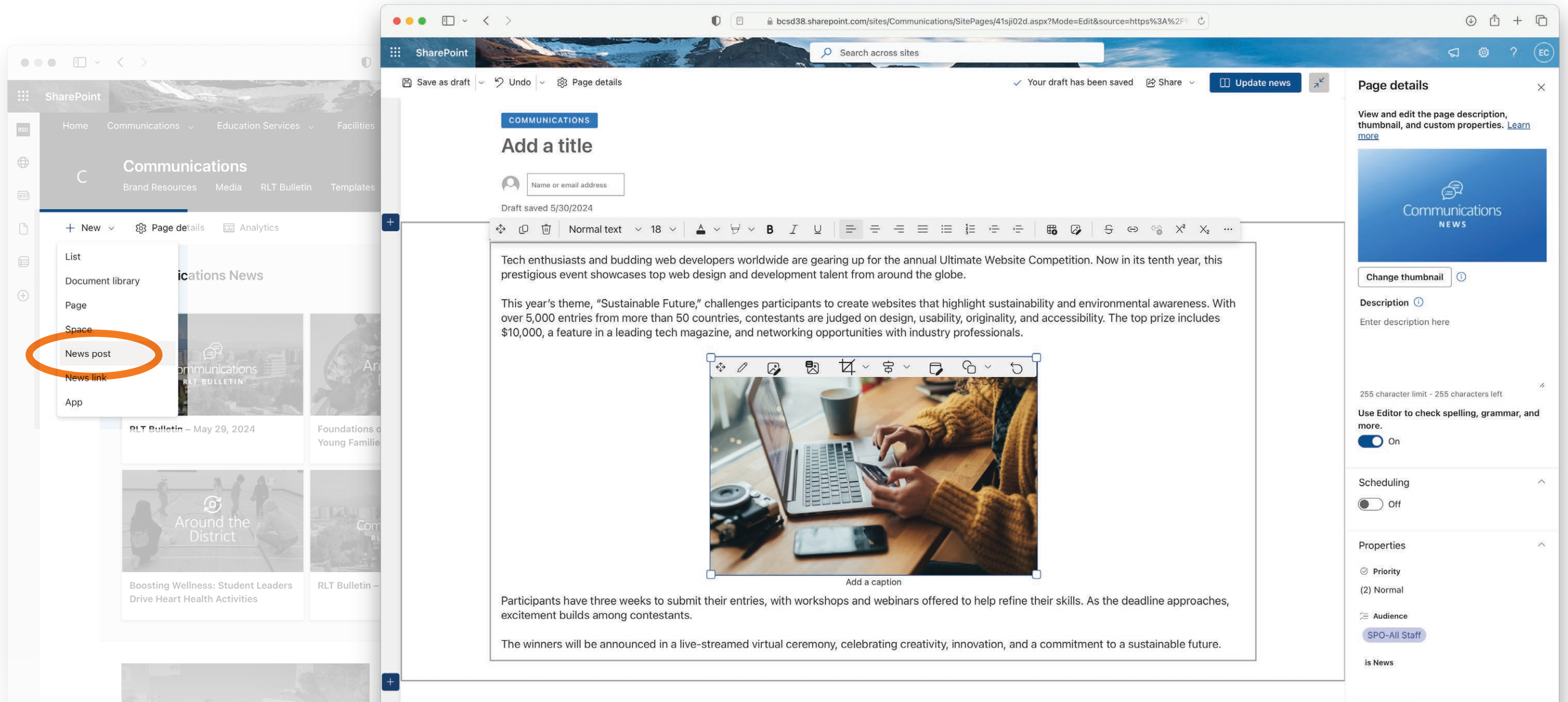


## File Management and Content Governance

We have enhanced our intranet file management by establishing a governance structure with content managers from each department. These managers upload departmental content and publish news, keeping our intranet organized and updated.

The Communications team reviewed thousands of files across all departments to ensure accuracy and relevance. Together, we developed and implemented standardized naming conventions, streamlining file management. These enhancements have greatly improved the effectiveness of search results on the site.

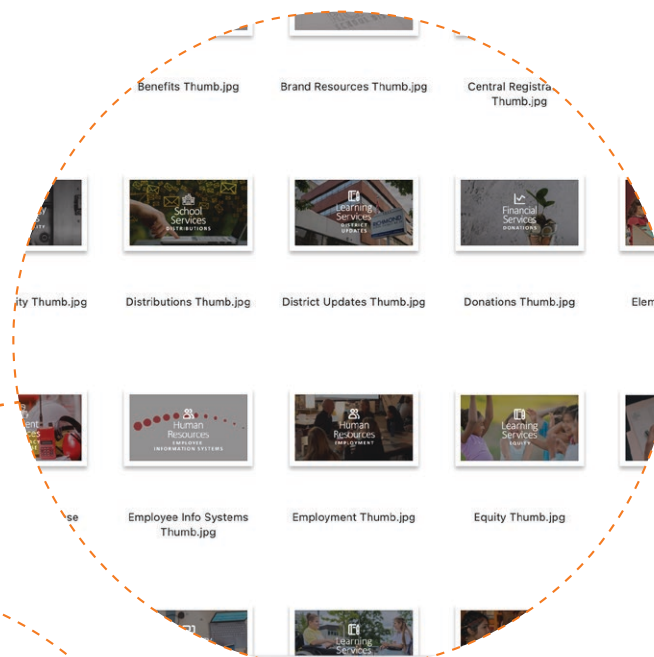
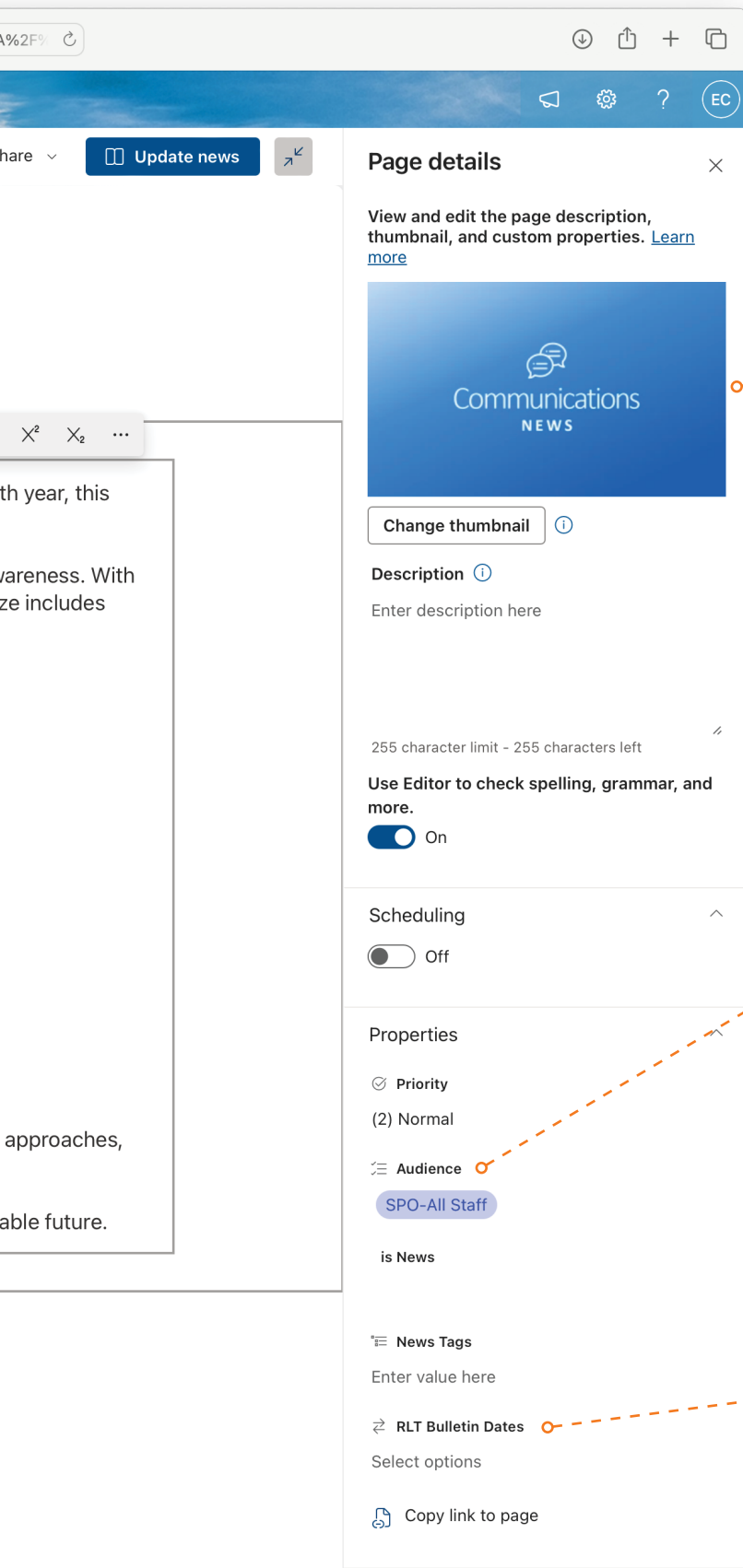
Content managers are trained to follow these naming standards, improving the organization and efficiency of our intranet. This facilitates better communication and information sharing across the organization.



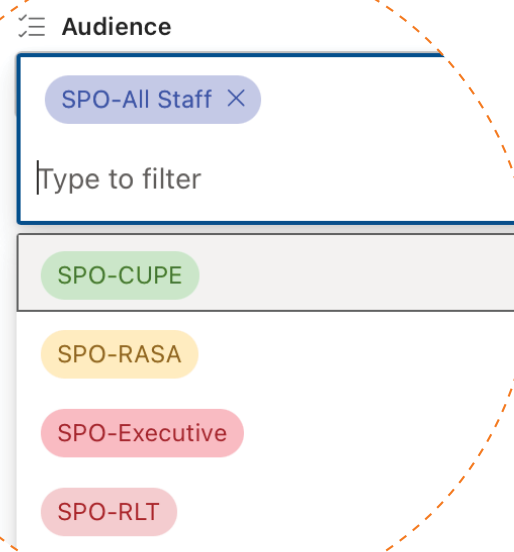
## News Publishing

Publishing news on RichNet is straightforward and accessible to authorized content managers. Below the site navigation, content managers will find a dedicated 'New' menu where they can create a news post. We've provided templates for their convenience. By selecting the default template, content managers can easily specify a news title and craft the news post content.

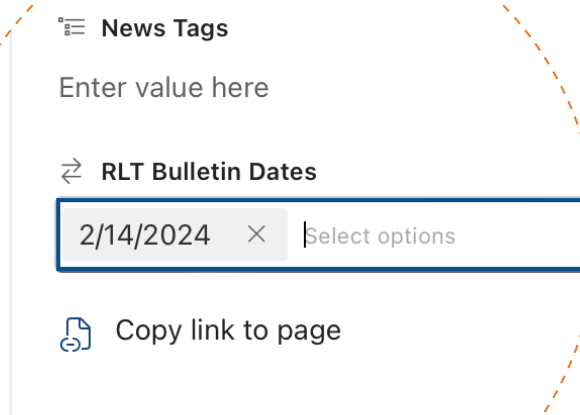




Thumbnail library



Audience settings



More details

Bulletin date settings

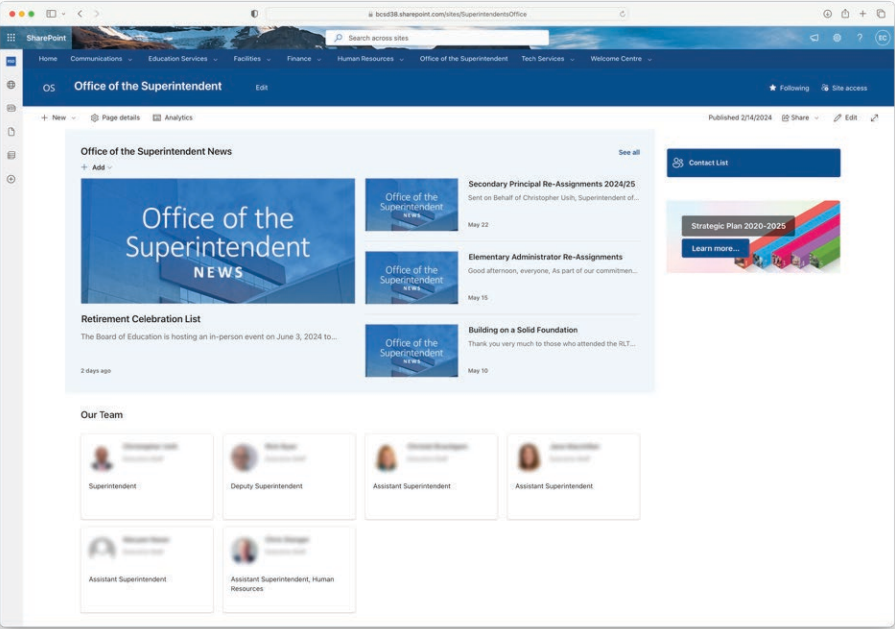
## News Publishing *Continued*

In the Page Details sidebar, staff can further customize their post by selecting a custom thumbnail that pertains to the topic their post is speaking to. Thumbnails have been generated for all of the core topics showcased in each department site.

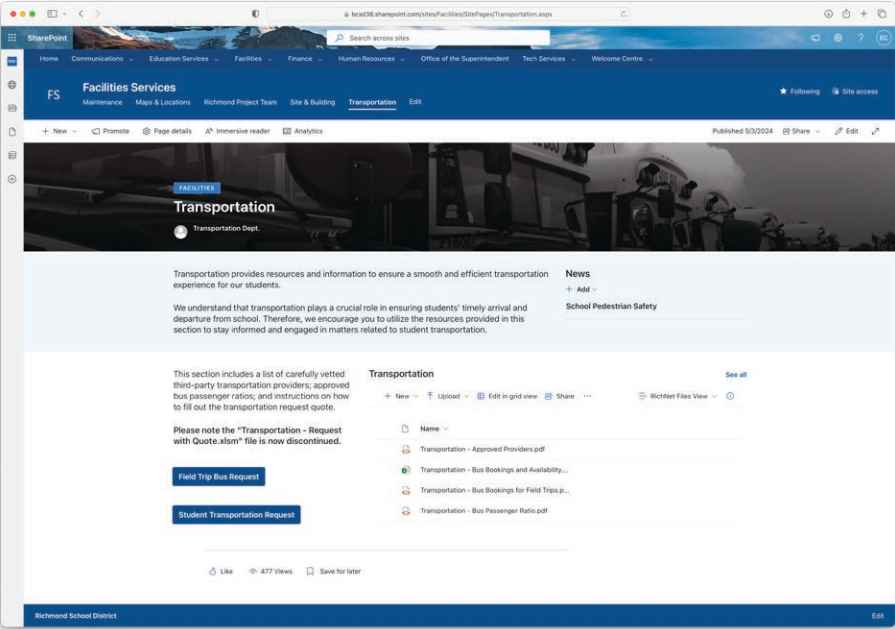
News on RichNet is often only relevant to a specific group of users. In these cases, content managers can select a target audience. Once the news has been published, SharePoint will trigger a custom PowerAutomate flow that will automatically assign the correct permission groups to the news post which ensures news is only seen and viewable to those who have access.

Lastly, content managers can choose a publication date from a predefined list of dates to ensure inclusion in the next weekly email bulletin.

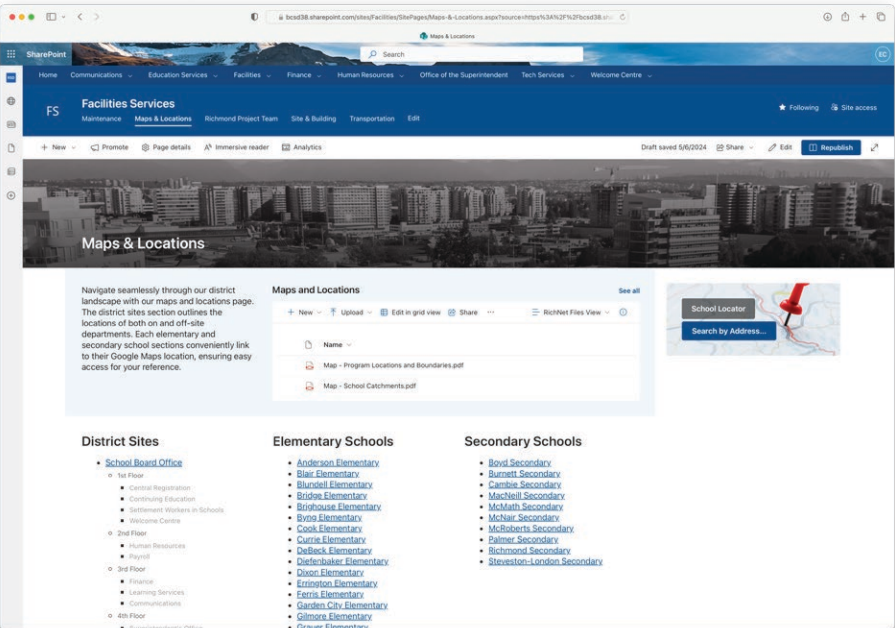




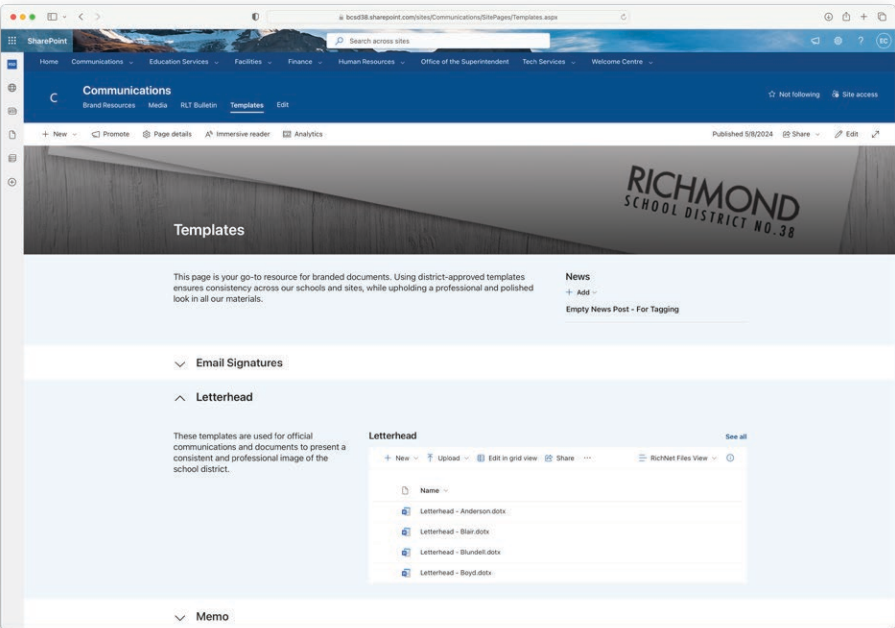
Office of the Superintendent – Home Page



Facilities Services – Transportation



Facilities Services – Maps and Locations



Communications – Templates

# Sample Pages

Here we’ve highlighted some sample page layouts found across RichNet.

JUN 3

Zumba Class

Mon 06/03/2024 4:45 PM - 5:30 ...

JUN 4

Pine Needles Basket Weavi...

Tue 06/04/2024 3:30 PM - 5:00 ...

JUN 6

Year End Mentoring Event

Thu 06/06/2024 3:30 PM - 5:00 ...

JUN 10

Zumba Class

Mon 06/10/2024 4:45 PM - 5:30 ...

JUN 12

Hatha Yoga

Wed 06/12/2024 4:30 PM - 5:30 ...

JUN 19

Hatha Yoga

Wed 06/19/2024 4:30 PM - 5:30 ...

View all Events...

## Closing

RichNet, our school district’s intranet, is the product of collaborative efforts, active engagement, and continuous feedback from our stakeholders. Each feature and improvement reflects the valuable input from staff within our organization. We are grateful for the opportunity to showcase RichNet’s capabilities. By enhancing internal communications and fostering a culture of collaboration, RichNet is poised to significantly impact our educational community. Thank you for considering our submission.

bcsd38.sharepoint.com

Search across sites

Richmond School District

Human Resources

Office of the Superintendent

Tech Services

Welcome Centre

Edit

Following

Site access

**RICHMOND**  
SCHOOL DISTRICT NO.38