



QCC Website Dashboard Content Submission

This document provides guidance for using the QCC Website Submission Form on Smartsheet to request updates to the Quality Counts California website.

To make the form more manageable, it is organized into several sections controlled by conditional logic. This means that your responses to certain questions determine which sections and fields will be made available to you.

Submitter Contact Information

This section asks for the **first and last name, organization, and email address** of the submitter. If you are making a submission on someone else's behalf, please provide the details of the person who should be contacted if there are any questions about the content.

First Name *

Last Name *

Agency *

Email address *

If you select “**Other**” as your organization, a new field will appear asking you to specify. For clarity, please write out the agency name in full.

Agency *

Please specify your agency



Submission Information

Initially, the only field visible for Submission Information is Content Type. Select the appropriate content type to access the relevant fields.

There are three content types:

- **Resource**
 - Resources post to the resource library and to any selected audience dashboards.
- **Learning Opportunities**
 - Learning Opportunities post to Early Educator and Quality Partners dashboards, as selected.
- **Other**
 - “Other” content requests are for updates outside of dashboard content. These may include updating County Profile contact information or reporting broken links.

If you select “**Other**” an open text field will appear. Please provide the name and URL of the page where your update should be, as well as a description of the change being requested.

If you selected “**Resource**” or “**Learning Opportunity,**” several new fields will appear.

Resource and Learning Opportunity Field Tips

- **Content title**
 - Provide a title exactly as you would like it to appear on the side. This may simply be the title of a publication or tool you are linking to, or it may be a “headline” style title.
- **Content description**
 - Your description should provide a general introduction to the resource that, at minimum, explains its purpose and source.
- **What languages should this post be tagged as?**
 - Select the appropriate languages based on resource itself, not text of the post.
 - If you select “Other” a new field will appear asking you to specify the language(s).



- **Content URLs**
 - You can submit multiple URLs for a resource.
 - Separate URLs with a line break
 - If submitting URLs for multiple language versions of a resource, consider noting which language each URL goes to if it is not evident in the URL itself (for example, “Final_Report_esp.pdf”).
- **What audiences is this content intended for?**
 - Select all relevant audiences
 - Learning Opportunities should not be tagged for families or policymakers.
- **Should this be a “Featured Resource” on dashboards?**
 - Only visible on Resource submissions.
 - Check yes if you want the resource “pinned” to the top of the resource panel on dashboards.
- **Should this resource be excluded from Resource Libraries?**
 - Only visible on Resource submissions.
 - Check yes if the resource should *only* appear in the resource panel on dashboards.
- **Would you like this post to be considered for the Carousel?**
 - All requests for carousel features will go to the QCC State Support Team for review.
 - Selecting either of the “Yes” options will cause additional options to appear.
 - To review the current contents of carousels, select the link in intro text the additional options.
- **Should the same title be used for the post and the carousel?**
 - Checking “No” triggers an additional field where you will provide a carousel-specific title.
- **Provide a description for the carousel**
 - Carousel text is limited to approximately 300 characters.
 - Consider writing a carousel-specific teaser/blurb to prevent important information from being cut-off.
- **Is there a specific date this post should be demoted or removed?**
 - Selecting either “Yes” options will trigger date selection fields.