



Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University

How to Create a Policy Toolkit

Purpose

The purpose of this guide is to assist DCU Drupal Editors with creating tailored Policy Toolkit web pages within their own unit's section of the DCU website.

What are Policy Toolkits?

Policy Toolkits are a means of gathering together, in one website location, all of the documentation needed to fully implement a DCU Policy. The reason for doing so is that DCU policies are not intended to be stand-alone documents and they rely upon related procedures, guides, forms etc. in order to be fully understood and implemented.

Examples of some existing Policy Toolkit webpages already on the DCU website are:

- a) [Child Protection](#) as managed by the Office of the Chief Operations Officer.
This is a relatively straight forward example.
or
- b) [Annual Leave Toolkit](#) as managed by DCU People.

Procedure to create a Policy Toolkit

Note: This procedure refers to example (a) above only. If you wish to adopt the example in (b) please contact DTS and ask for assistance.

- 1) Log into Drupal as an Editor e.g. dcu.ie/editor
- 2) Create a new webpage within your unit's section of the website.
- 3) Open the new webpage, select 'Edit' page and then select 'Building Blocks'.
- 4) You now need to create a number of accordions, with text, to accommodate the documents, links etc. necessary to publish the toolkit.
- 5) Populate section / accordion on the webpage with either text or links to other webpages or files as normal in order to allow a user to easily navigate to the relevant section of the website.
- 6) Ensure you select 'Publish' in the final section of the edit page before selecting 'Save'.

Version Control Panel

Policy Name	Policy Toolkit Manual		 Ollscoil Chathair Bhaile Átha Cliath Dublin City University
Unit Owner	Office of the Chief Operations Officer		
Version Reference	Original Version 2.0	Reviewed Version	
Approved by	Risk & Compliance Officer	N/a	
Effective Date	August 8 th 2025	N/a	

End.