

Montgomery College

Montgomery College OIT Guide to OU Campus

CMS Reference

OIT

3-9-2018

CONTENTS

How to Edit a Page in OU Campus	2
Accessing the Editor	2
Using the Editor	2
The Toolbar	3
Understanding Snippets.....	3
Understanding Assets	4
Publishing Your Page.....	5
Advanced Publishing Options	6
Schedule.....	6
Expire	6
Publish to a Preview Server	6
Advanced Editing – Page Properties	6
MultiEdit Content	7
Hero Banner	7
Reminders	7
Log.....	7
Advanced Editing – Versions.....	8
Best Practices – Using Dependency Tags.....	8
Using Your Gadget Sidebar	9
Dependency Tag Info Gadget.....	9
How to Edit the Right Sidebar Navigation on Your Page	10
Custom Menus	10
How to Add a New Page in OU Campus.....	10
How to Add a New Section in OU Campus.....	11
How to Add a New Folder in OU Campus	12
How to Upload an Image or Binary File	13
File Naming Convention.....	13
Using Your Dashboard	14

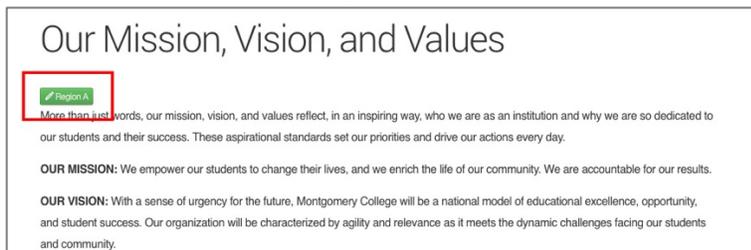
HOW TO EDIT A PAGE IN OU CAMPUS

ACCESSING THE EDITOR

- Navigate the website until you find the page you wish to edit.
- Click on the copyright (©) symbol in the page footer to log into the CMS.
 - You will then be prompted to enter your MyMC username and password. Upon successful authentication; you will be redirected to the CMS with your page already loaded.
- Click on the Light Bulb Icon to “Check out” your page.

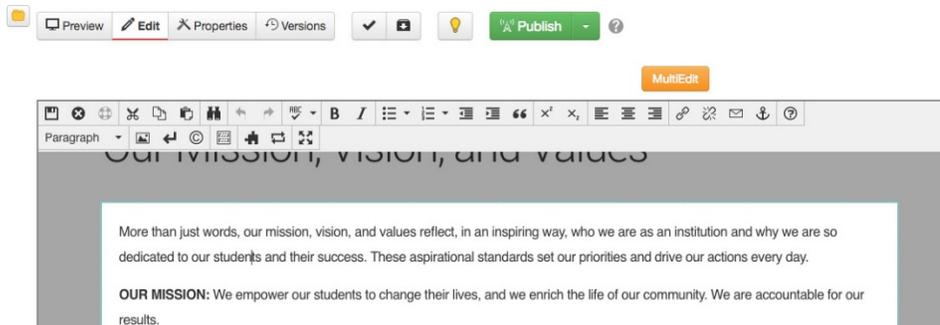


- Scroll down to the area of your page where you would like to edit and look for the green button, Region A, Region A Sidebar, Region B, Region B Sidebar (Note: Not all editable regions may be available on every page.)
- Click the button to enter the page editor.



USING THE EDITOR

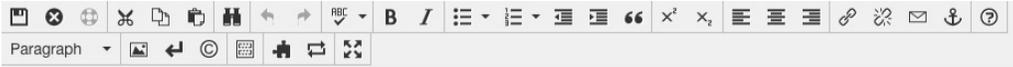
In edit mode, the editable region will be highlighted and you will be able to click within this area to insert your cursor. The rest of the page will appear “grayed out” and will be locked.



Montgomery College OIT Guide to OU Campus

THE TOOLBAR

Much like MS Word or other word processing programs, you edit your page content by inserting your cursor where you would like to make a text edit and typing, or by using one of the tools available in the editor toolbar.



The following tools are available for you to use.

- SAVE
- EXIT WITHOUT SAVING
- CUT/COPY/PASTE
- FIND AND REPLACE
- UNDO/REDO
- SPELLCHECK
- BOLD/ITALICS
- BULLETED LIST/NUMBERED LIST
- INDENT/OUTDENT
- QUOTE
- SUPERSCRIP/T/SUBSCRIPT
- ALIGN LEFT/MIDDLE/RIGHT
- CREATE LINK/REMOVE LINK
- CREATE EMAIL LINK
- CREATE PAGE ANCHOR
- HELP
- TEXT FORMAT
- INSERT IMAGE
- INSERT LINE BREAK
- INSERT SPECIAL CHARACTER
- SHOW BLOCKS
- INSERT SNIPPET
- INSERT ASSET
- MAXIMIZE CONTENT REGION

UNDERSTANDING SNIPPETS

OU Campus does not provide html code access; however, you do have the ability to add some more complex page formatting with preformatted code “snippets.”



Snippets appear as a table within the edit region when you are editing your page and may require you to provide information related to the content you are trying to insert/edit/format.

See all majors offered in each degree, or browse an alphabetical list of all programs of study.

3 Columns With Fill		
Associate of Arts MC offers 22 AA degrees recognizing mastery in the liberal and fine arts and is intended for transfer to equivalent bachelor of arts programs at four-year schools.	Associate of Science MC offers 22 AS degrees recognizing mastery in science or technology and is intended for transfer to bachelor of science programs at four-year institutions.	Associate of Arts in Teaching MC offers seven AAT degrees recognizing mastery in a core of professional education coursework and fieldwork consistent with the first two years of teacher preparation.
3 Columns With Fill		
Associate of Fine Arts MC offers two AFA degrees (graphic design and studio art) recognizing mastery in the professional arts by those planning to transfer to a BFA program.	Associate of Applied Science MC offers 39 AAS degrees recognizing mastery of vocational-technical occupational skills and intended for those seeking immediate employment	Certificate MC offers 64 certificate programs recognizing successful completion of a sequence of courses (a minimum of 12 credits) that focus on the development of specific technical skills.

Montgomery College OIT Guide to OU Campus

When you save your page and exit the editor, the CMS will transform the snippet table into the desired format you have selected.

See all majors offered in each degree, or browse an alphabetical list of all programs of study.

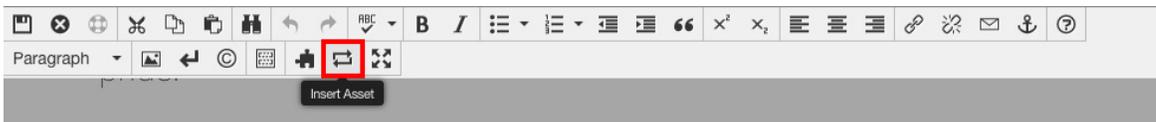
Associate of Arts MC offers 22 AA degrees recognizing mastery in the liberal and fine arts and is intended for transfer to equivalent bachelor of arts programs at four-year schools.	Associate of Science MC offers 22 AS degrees recognizing mastery in science or technology and is intended for transfer to bachelor of science programs at four-year institutions.	Associate of Arts in Teaching MC offers seven AAT degrees recognizing mastery in a core of professional education coursework and fieldwork consistent with the first two years of teacher preparation.
Associate of Fine Arts MC offers two AFA degrees (graphic design and studio art) recognizing	Associate of Applied Science MC offers 39 AAS degrees recog-	Certificate MC offers 64 certificate programs recognizing successful completion of

This allows you greater freedom in the layout and design of your page without requiring you to know HTML.

For a complete list of available snippets and directions for their use, see the Montgomery College Website Style Guide.

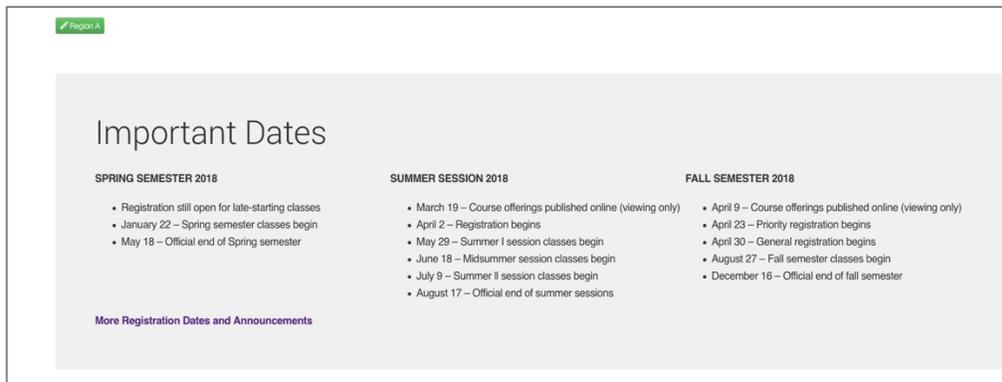
UNDERSTANDING ASSETS

Assets are re-usable bits of information or code designed to make repetitive tasks easier. Unlike snippets, assets are not editable by the user and must be requested by filling out a service desk ticket.



You use an asset when there is a need to:

- Insert a custom bit of code such as a form or iframe.
- Provide a single source of information, which can be shared across multiple pages while remaining editable in a single location. *For example, there might be an asset for the school address, which when placed on your page will always appear in a standard format.*



- Make repetitive tasks easier by simply dropping in the asset. *For example, the PDF Link asset will allow you to easily add the accessibility link to Acrobat Reader along with the appropriate icon.*

For a list of commonly used assets and instructions on their use, see the Montgomery College Website Style Guide.

PUBLISHING YOUR PAGE

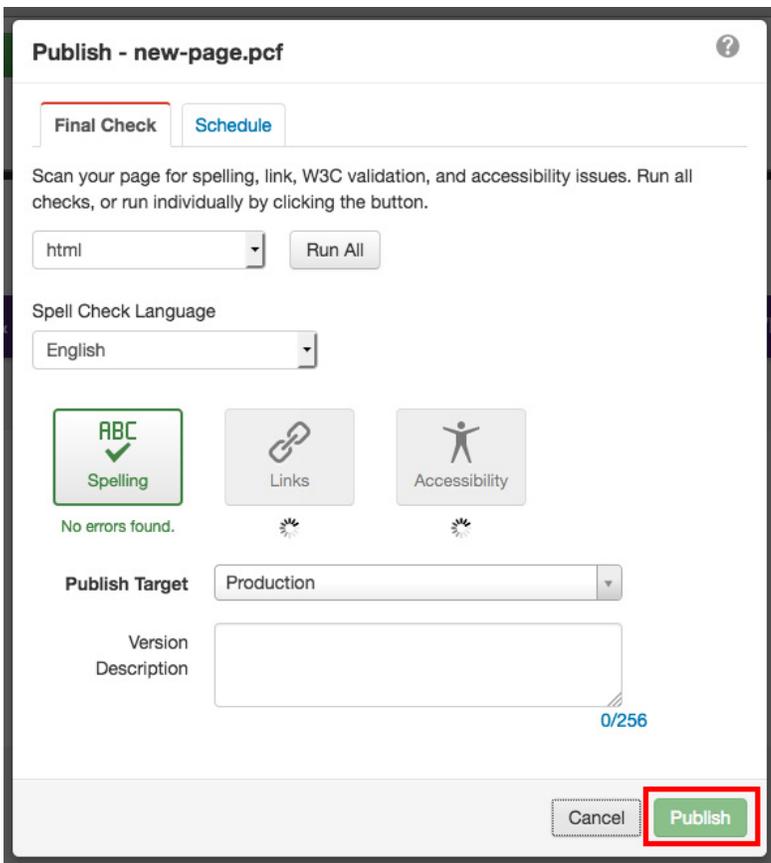
When you have finished editing your page and are ready to publish, you save your work by clicking the SAVE button on the editor toolbar.



Once you have exited the editor, click on the green PUBLISH button at the top of the page. This will automatically open a dialogue box and begin running two tests of your page content, a spell check, a link check.

There is also the option to run an accessibility check, which you may want to ensure your page meets current standards.

When all checks are complete, and you are satisfied with the results, simply click the green “Publish” button at the bottom of the dialog box to make your page live.



You will a notification pop up at the bottom of your screen to let you know if the publish was successful or if the CMS encountered any issues.

ADVANCED PUBLISHING OPTIONS

SCHEDULE

There may be times when you do not want a page to go live immediately. The CMS has a scheduling feature, which allows you to select a date and time for you page to go live. Optionally, you may elect to be notified by email when the page publish happens.

EXPIRE

If an existing page has already been published, you may set up an expiration date and have your page automatically deleted at a specified date and time. Optionally, you may elect to be notified by email when the page expiration happens.

PUBLISH TO A PREVIEW SERVER

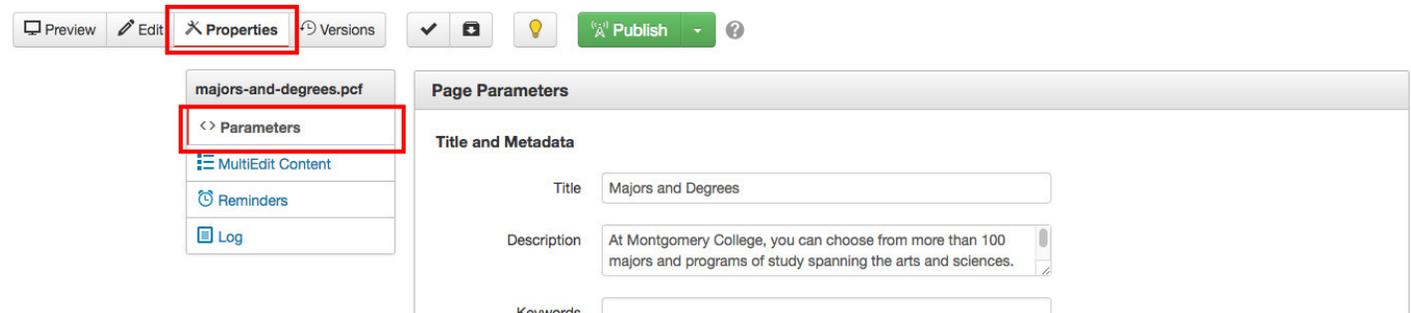
In cases where you may want to see how a page looks outside of the editor, but not make it live. You have the option of publishing to a designated preview server. This feature requires a user to have access to the preview server and will require a special log in. **Please contact the Web Services Team if you would like to know more about this feature.**

ADVANCED EDITING – PAGE PROPERTIES

In addition to being able to edit the content on the page, editors have access to some basic page properties, which include SEO information fields and template formatting options.



Page Parameters



TITLE AND METADATA

To make your page more accessible and improve your SEO ranking, you should consider adding the following key information:

- Title
- Description
- Keywords
- Tags

For more information on how best to use these options, see the Montgomery College Website Style Guide.

CUSTOM SETTINGS

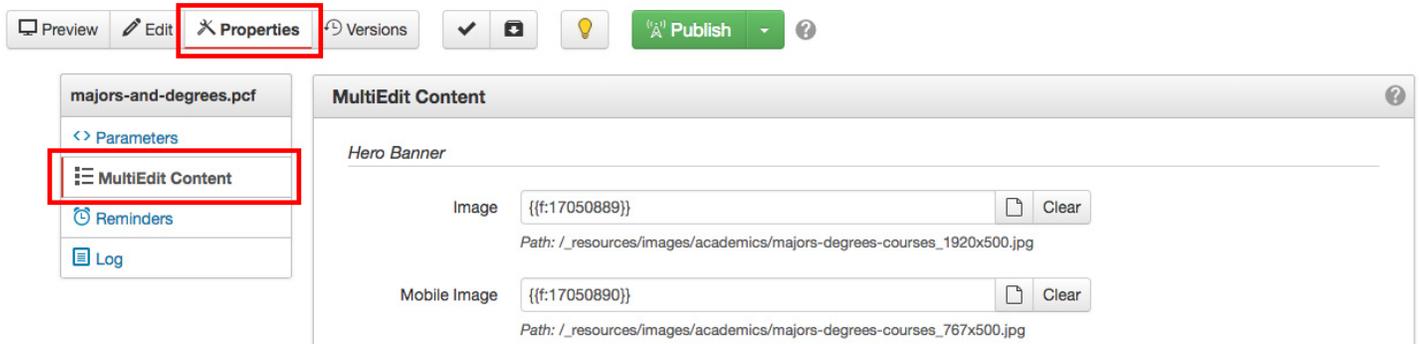
By default, the page template is set up to accommodate most of your basic editing needs. The **Region A** edit area, **Region A Sidebar** edit area and **Breadcrumb Bar** are enabled whenever a new page is created.

There may be cases however where you need to customize the template areas to further accommodate your content. For example, when creating a section landing page.

The Page Properties tab provides access to a variety of layout options which can be toggled on or off as necessary. These options include:

- Breadcrumb Display
- Hero Image Display
- Page Heading and Subheading
- Enabling Editable Regions
- Changing the default sidebar navigation menu
- Enabling Contact Forms

MULTIEDIT CONTENT



The screenshot shows the top navigation bar of the editor with buttons for Preview, Edit, Properties (highlighted with a red box), Versions, a checkmark, a plus sign, a lightbulb, a Publish button, and a help icon. Below this is a sidebar menu for the file 'majors-and-degrees.pcf' with options for Parameters, MultiEdit Content (highlighted with a red box), Reminders, and Log. The main content area is titled 'MultiEdit Content' and shows a 'Hero Banner' section with two image fields: 'Image' and 'Mobile Image'. Each field contains a placeholder code like {{f:17050889}} and a 'Clear' button. Below each field is the file path: '/_resources/images/academics/majors-degrees-courses_1920x500.jpg' for the main image and '/_resources/images/academics/majors-degrees-courses_767x500.jpg' for the mobile image.

HERO BANNER

If you have enabled the Hero Image display in the Page Parameters, you can add or edit the image that is displayed by accessing the MultiEdit tab or by selecting the orange “MultiEdit” button at the top of your page in the editor window.

For more information about Hero Images and their appropriate use, see the Montgomery College Website Style Guide.

REMINDERS

OU Campus allows users to set up optional automated reminders that will send you an email to let you know when it is time to update your page or remove stale content.

LOG

All actions performed on a page, including editing and publishing are recorded in the page’s log file.

ADVANCED EDITING – VERSIONS

The OU Campus CMS provides versioning control, which allows editors to restore a page to a previous state. It is highly recommended that when you publish a page you add a brief description of your changes so that if you need to restore a page, you can easily find the version of the page you are looking for.

Final Check Schedule

Scan your page for spelling, link, W3C validation, and accessibility issues. Run all checks, or run individually by clicking the button.

html Run All

Spell Check Language
English

ABC Spelling No errors found.

Links Show Results 1 error

Accessibility

Publish Target Production

Version Description A brief description of this publish 35/256

Cancel Publish

BEST PRACTICES – USING DEPENDENCY TAGS

Dependency tags are placeholders that you use in your pages—they are links to pages or files, not links to URLs. For example, say that you have an image file at this location:

<http://www.example.com/my-image.jpg>

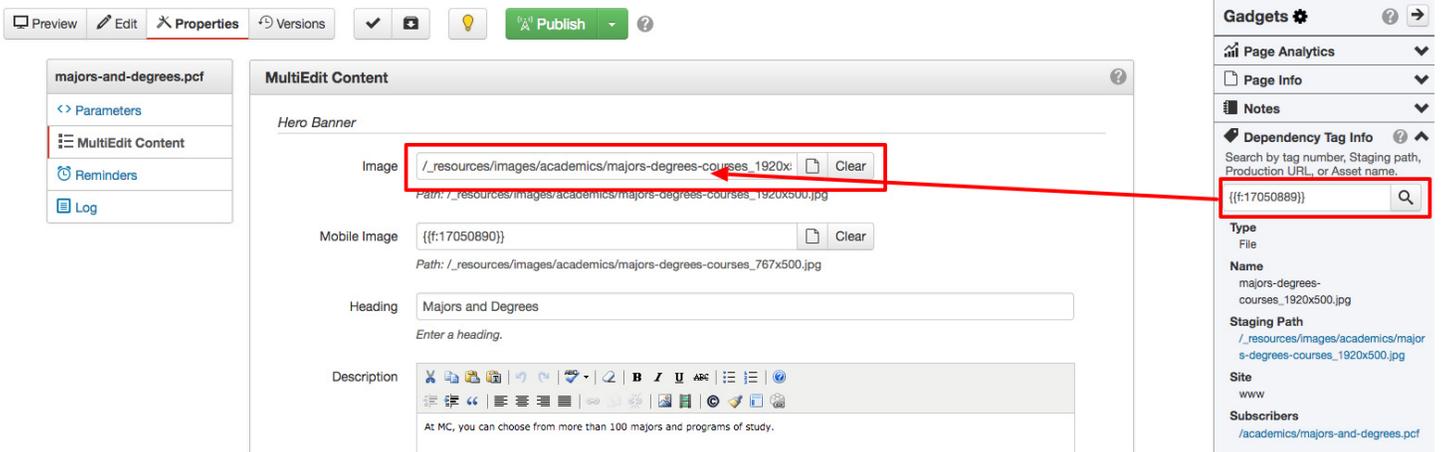
For best practice purposes, you decide to move the jpeg file to:

<http://www.example.com/images/my-image.jpg>

If your web pages link directly to the top URL, when you move the file, the web pages that reference it will immediately contain a broken image. To fix this, you have to edit each of the pages that contains the image. However, if you use a dependency tag instead of the link, the image will always appear properly on the web page referencing it without the additional step of editing the web page. OU Campus will automatically update the references to the image and deliver the correct HTML to the browser. This comes in particularly handy if you use an image on multiple pages, or if you decide to move a large number of images all at once.

Another benefit of using dependency tags is that links are also updated if you rename a file. Therefore, if you changed my-image.jpg to our-image.jpg, the dependency tag would continue to ensure that the image is still available. All of your image links, page-to-page links, and links to other files such as PDF files should be dependency tags.

OU Campus is automatically configured to use dependency tags in most instances. If you use the tool bar options to add links or place images, the system will do the conversion for you. However, if you use many of the available snippets on your page, you will need to do a little extra work using the **Dependency Tag Info** gadget.



USING YOUR GADGET SIDEBAR

The Gadgets Sidebar can be shown by clicking on the Show Gadgets button at the top right of the screen.



Once the Gadgets Sidebar has been expanded, individual gadgets may be collapsed or expanded and the user may configure which gadgets appear in the sidebar.

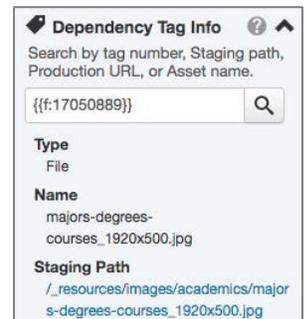
Full instructions on configuring the Gadget Sidebar may be found [online](#).

DEPENDENCY TAG INFO GADGET

The Dependency Tag Info Gadget is a sidebar gadget that allows users to search for and display information about a dependency tag within all sites for an account. This gadget is useful for when a user is trying to locate all subscribers to a specific product or file. All dependency tag types are supported and the tag syntax is specific to the dependency type (file, page, directory, asset, or s-tag).

If the user does not know the dependency tag number, they may search for dependency tags by path, URL on production, or Asset name from within the gadget.

Full instructions on using the Dependency Tag Info Gadget may be found [online](#).



HOW TO EDIT THE RIGHT SIDEBAR NAVIGATION ON YOUR PAGE

Within each section of the website, you will find a file named “_nav.inc.” This default navigation file controls the menu that appears in the right sidebar of all pages within that section.

<input type="checkbox"/>	Name ^	Status	Modified	Options	Staging	Production ▾
<input type="checkbox"/>	 _nav.inc	177B	 3/7/17 4:21 PM			
<input type="checkbox"/>	 _props.pcf	584B	 2/9/17 10:57 AM			
<input type="checkbox"/>	 index.pcf	11.7K	 9/29/17 11:00 AM			

Every time a new page is created in a section, this file is automatically updated to include a link to the new page. These links appear in a bulleted list and new pages are always appended to the bottom of the list.

You may edit this file to change or update the sidebar navigation contents and order of items.

NOTE: Changes will not be reflected on section pages unless this file is published and publishing this file will affect the default navigation of ALL pages in that section.

CUSTOM MENUS

You may override the default section menu on a page by opting to choose a new menu include file on the page Properties/Page Parameters tab.

Custom menus must be created by the Web Services Team, who will provide further instruction and assist you with the process.

HOW TO ADD A NEW PAGE IN OU CAMPUS

Navigate to the correct section of the website where you would like to add your page. Note: You can always view where you are within the site structure by clicking on the Content > Pages link at the top of the CMS interface.

Once you have found the section you are looking for, click on the green + New button and select “New Page.”



A dialog box will open and you will need to fill out the following information.

- Page Title - Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.
- Description - Important. Enter a short description of the page, to be displayed by search engines.
- Tags - Choose Tags to be added to the page. These can be updated in page properties to add more later.
- Filename - Enter a filename using only lowercase letters, underscores, or dashes

Click “Create” and your page will be created in the section in which you are working and you will immediately be placed into the page editor.

The screenshot shows the 'Universal Template' form in the OU Campus CMS. It is divided into two main sections: 'General Page Setup' and 'Interior Page Options'.
General Page Setup:
- **Page Title:** A text input field containing 'About Us'. Below it is a note: 'Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.'
- **Description:** A text area containing 'This is a page with information about our program'. Below it is a note: 'Important. Enter a short description of the page, to be displayed by search engines.'
- **Tags:** A button labeled 'Click to add tags'. Below it is a note: 'Choose Tags to be added to the page. These can be updated in page properties to add more later.'
- **Filename:** A text input field containing 'about-us'. Below it is a note: 'Enter a filename using only lowercase letters, underscores, or dashes'.
Interior Page Options:
- **Overwrite Existing:** A checkbox that is currently unchecked. Below it is a note: 'If selected, this file will overwrite any existing file of the same name in the same location.'
- **Access Group:** A dropdown menu currently set to '(Inherit from Parent)'. Below it is a note: 'Specify the group with rights to edit this file.'
At the bottom right of the form are two buttons: 'Cancel' and 'Create'.

HOW TO ADD A NEW SECTION IN OU CAMPUS

The Montgomery College CMS templates require that each section of the website have a navigation file and a properties file. Without these two files, the pages will not render properly when published. Therefore, it is critical that you use sections when adding new areas to the website information architecture where pages will be saved.

NOTE: If you create a folder, instead of a section, and place html pages within, they will not render properly when published.

Navigate to the correct section of the website where you would like to add your new section. Note: You can always view where you are within the site structure by clicking on the Content > Pages link at the top of the CMS interface.

Once you have found the section you are looking for, click on the green + New button and select "New Section."



A dialog box will open and you will need to fill out the following information.

- Folder Information
 - Folder Name - Enter the directory name that will be visible in OU Campus and in the URL. No special characters or spaces.
 - Section Title - Enter a friendly name for the section's title and/or breadcrumb.
- General Page Setup

Montgomery College OIT Guide to OU Campus

- Page Title - Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.
- Description - Important. Enter a short description of the page, to be displayed by search engines.
- Tags - Choose Tags to be added to the page. These can be updated in page properties to add more later.

New Section

Folder Information

Folder Name
Enter the directory name that will be visible in OU Campus and in the URL. No special characters or spaces.

Section Title
Enter a friendly name for the section's title and/or breadcrumb.

General Page Setup

Page Title
Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.

Description
Important. Enter a short description of the page, to be displayed by search engines.

Tags
Choose Tags to be added to the page. These can be updated in page properties to add more later.

Index Page Options

Overwrite Existing
If selected, this file will overwrite any existing file of the same name in the same location.

Access Group
Specify the group with rights to edit this file.

HOW TO ADD A NEW FOLDER IN OU CAMPUS

Use folders only when you are creating a place to save images or other binary files.

NOTE: If you create a folder, instead of a section, and place html pages within, they will not render properly when published.

Navigate to the correct section of the website where you would like to add your new folder. Note: You can always view where you are within the site structure by clicking on the Content > Pages link at the top of the CMS interface.

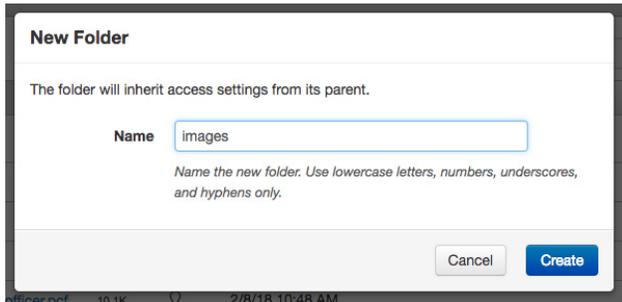
Once you have found the section you are looking for, click on the green + New button and select "Folder."



A dialog box will open and you will need to fill out the following information.

Montgomery College OIT Guide to OU Campus

- Name - Name the new folder. Use lowercase letters, numbers, underscores, and hyphens only.



New Folder

The folder will inherit access settings from its parent.

Name

Name the new folder. Use lowercase letters, numbers, underscores, and hyphens only.

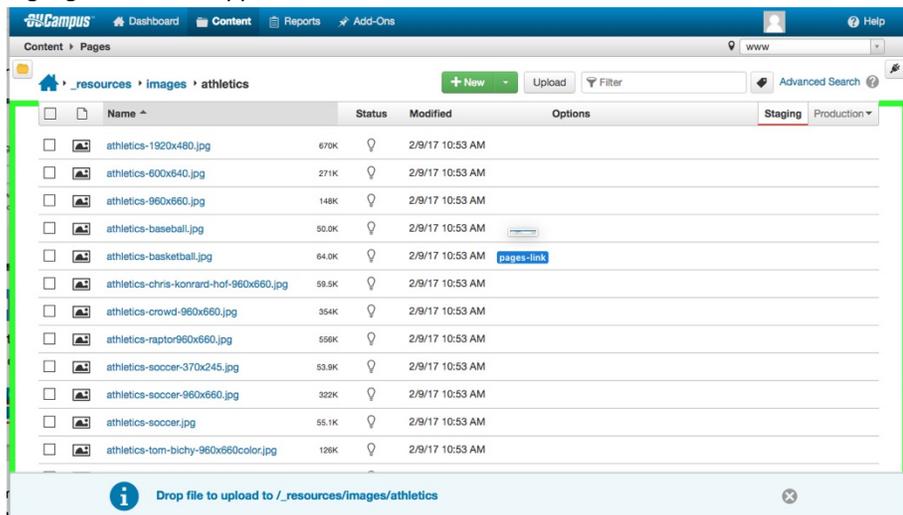
Cancel Create

HOW TO UPLOAD AN IMAGE OR BINARY FILE

Navigate to the correct section of the website where you would like to upload your file. Note: You can always view where you are within the site structure by clicking on the Content > Pages link at the top of the CMS interface



Simply click and hold your mouse button while you drag the file from your desktop into the browser window until you see a green highlighted border appear around the section contents. Release the mouse button and the upload process will begin.



FILE NAMING CONVENTION

Images and other binary files must adhere to the following naming convention: All lowercase, letters and numbers, no special characters and use a hyphen and not an underscore.

USING YOUR DASHBOARD

The OU Campus Dashboard provides a location within the CMS where each individual user can access user-specific messaging and gadgets.

Full instructions on using the Dashboard may be found [online](#).