

Center for Faculty Development and Support

OU Campus Faculty Website Tutorial



CENTER FOR FACULTY
DEVELOPMENT AND SUPPORT

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Introduction

This tutorial explains how to use OU Campus to develop a faculty website at San José State University. You will be introduced to the basic concepts and skills in editing your web pages, uploading documents and images, and publishing web pages. Universal accessibility and usability guidelines will be discussed. Step-by-step instructions will be demonstrated, followed by hands-on practices and discussions in an instructor-led workshop. You can also use this documentation as a step-by-step tutorial to learn at your own pace.

SJSU has recently adopted OU Campus as the official web content management system to develop campus faculty web content. If you have already developed web content via Website Builder, all your existing web pages/content have been migrated to this new OU Campus environment. Attend hands-on training, open lab or follow this tutorial to edit or modify your web pages.

You need both your SJSUOne and an OU Campus account to access your website. If you are able to access your website or are not sure whether you have an OU Campus account, contact webservices@sjsu.edu to request one. For a SJSUOne account, visit [SJSU directory](http://directory.sjsu.edu) at <http://directory.sjsu.edu>, if you are not listed in the directory, contact [Human Resources](http://www.sjsu.edu/hr/) at <http://www.sjsu.edu/hr/>. If you are listed, but your address is not, you may be a new hire and an account will soon be created for you.

Learning Objectives

After completing this training you should be able to:

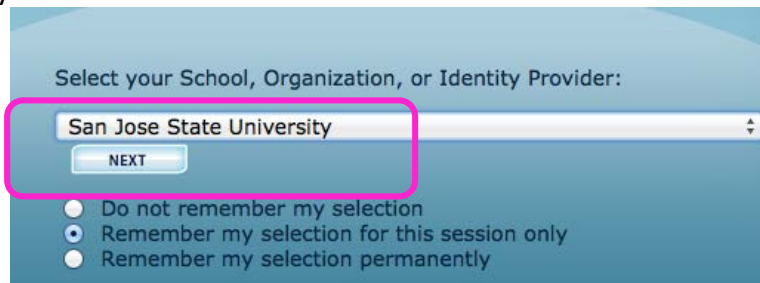
1. Log in with your SJSUOne account to access your website via OU Campus and logout
2. Able to recognize different areas of OU Campus and navigate between pages, the file navigation sidebar, and find your home page
3. Know how to use the Page Actions Toolbar and its tools to update contact information, send a reminder and schedule to publish a page on specific date and time
4. Upload documents and images and be mindful to comply with accessibility guidelines
5. Know how to use the WYSIWYG Editor and File Navigation Sidebar to edit your web page
6. Publish your web pages
7. Know where and how to find help.

I. Access Your Website via OU Campus

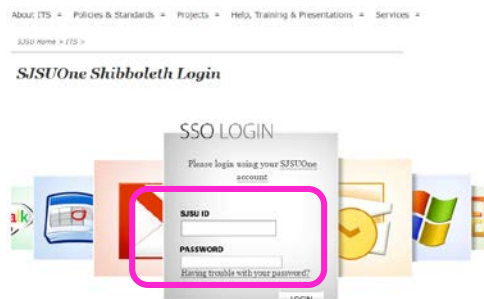
1. Enter **http://sjsu.edu/people/first.lastname** in the URL box of any browser and click **Last Modified**: date stamp link at the lower right corner of your web page, and **a.cms.omniupdate.com** page will appear as below.



2. Click the down arrow or enter **San** to select **San Jose State University** then click **Next** or press **Enter** key.



3. The SSO (Single Sign-on) login page will appear. Enter your SJSU ID and password to log into your OU Campus account.



4. If you have lost your password or your password has expired, click "**Having trouble with your password?**" and follow the instructions to reset your password.
5. To log out from OU Campus, click your name at the upper right corner and select **Logout**.

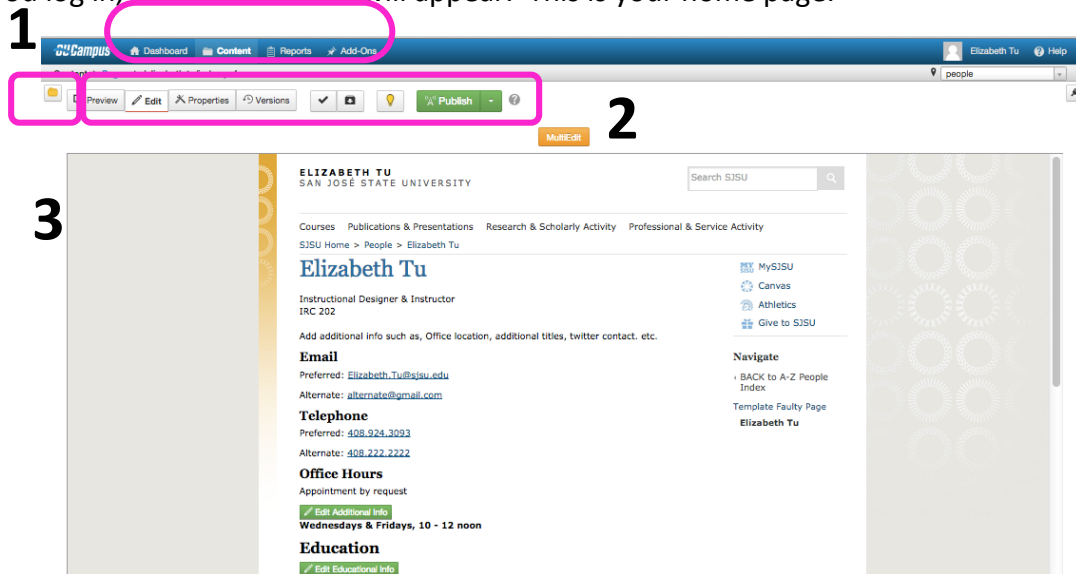


EXERCISE #1: Log into your OU Campus account using your SJSU ID and password and logout.

II. A Quick Overview of OU Campus

The OU Campus is a web content management system (CMS) that allows you to create web content and manage your web pages. It consists of many features with different access permission for content contributors and administrators who have different responsibilities in developing and managing web content. This document focuses on content editing for faculty website only. You will be introduced to a quick overview of the five key areas in OU Campus and learn its important structures, terms, and concepts.

Once you log in, the screen below will appear. This is your home page.



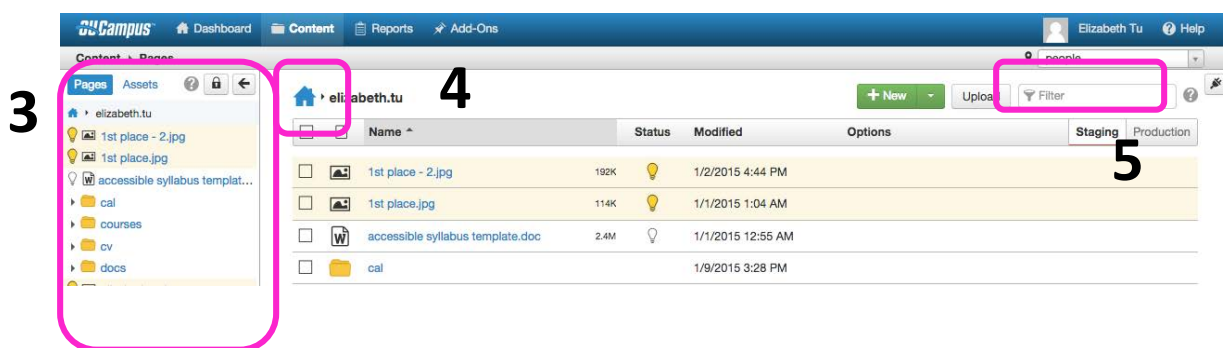
Highlighted in the screenshot are three key areas used to interact with your content in OU Campus:

1. Global Navigation with the following menus: Dashboard, Content, Report and Add-ons
2. Page Actions Toolbar with the following buttons: Preview, Edit, Properties, Versions, Page Check, Save Version, Check Out/Check In, Publish
3. File Navigation Sidebar icon (Closed)

Click **Content** on the **Global Navigation** menu and select **Pages** from the dropdown menu. You will now see your content in the Pages List View. In this view, you can see multiple folders, files, and pages all at once, instead of looking at a single, individual page like where you were previously.

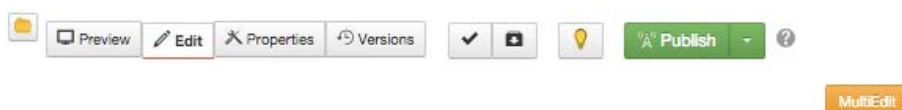
Highlighted in the screenshot are additional key areas:

3. File Navigation Sidebar (Open)
4. Home button
5. Filter



EXERCISE #2: Explore the five OU Campus key areas, navigation toolbars and tools, become familiar with the structure and terms in OU Campus. Locate 1) your contact information home index page and 2) click the Home button and then use the filter box to find your profile.

III. Using Page Actions Toolbar

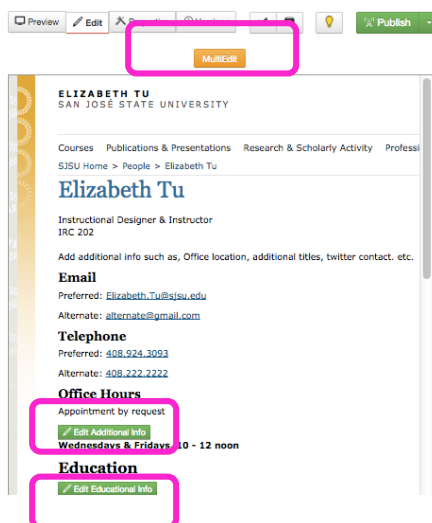


1. Preview Action

Allows you to preview your web page before you publish it.

2. Edit Action

Allows you edit your web page. There are several editable regions of the page that are accessed by clicking on green edit buttons. Each button opens a different editable region and will be labeled with a description like "Edit Educational Info" or "Edit Biographical Info." In addition, there is a unique orange edit button, labeled "MultiEdit," at the top of the page that is used to modify page properties. MultiEdit will be discussed later.



3. Properties Action

- a. **Parameters:** Allows you to view and edit your page parameters such as, page title, description, keywords, etc. Check the box next to **Hide this page** under **Custom Settings** if you do not want this page to be published or seen. Click **Save**.

The screenshot shows the Blackboard interface for editing a page. On the left sidebar, the 'Parameters' option is highlighted with a pink box. The main content area is titled 'Page Parameters' and contains two sections: 'Title and Meta Tags' and 'Custom Settings'. The 'Custom Settings' section is highlighted with a pink box and contains a checkbox labeled 'Hide Page?' which is checked, with the text 'Hide this page' next to it. Below this is a 'Nav Order' field with the value '1'. At the bottom right, there are 'Cancel' and 'Save' buttons.

- b. **MultiEdit Content:** On your home page, MultiEdit contains a number of contact information fields. Click them to edit your contact information then click **Save**.

The screenshot shows the Blackboard interface for editing a page. On the left sidebar, the 'MultiEdit Content' option is highlighted with a pink box. The main content area is titled 'MultiEdit Content' and contains various contact information fields: 'Image Description', 'Email', 'Alternate Email', 'Phone', 'Alternate Phone', 'Office Hours', 'Title(s) and Department(s)', and 'Path'. Each field has a text input area and a label. At the bottom right, there are 'Cancel' and 'Save' buttons.

c. Access

You should be the only user who has access to this page. If you change this to someone else, you will lose access to this page.

The screenshot shows the Blackboard interface for editing a page. On the left sidebar, the 'Access' option is highlighted with a pink box. The main content area is titled 'Access Settings' and contains a dropdown menu labeled 'Access Group' with 'elizabeth.tu' selected. Below this is a text input field for 'The group with rights to edit this page.' At the bottom right, there are 'Cancel' and 'Save' buttons.

d. Reminders

- **Scheduled Reminder:** If you want a reminder message about this page sent on a specific date and time, check the box next to **Set Scheduled Reminder** under **Reminders**. Determine your scheduled date, time, repeat reminder or not, notification address and reminder message, etc. then click **Save**.

The screenshot shows the Outcampus interface with the 'Scheduled Reminder' form open. The left sidebar has a 'Reminders' menu item highlighted. The form has a 'Set Scheduled Reminder' checkbox checked. The 'Date' field has a calendar picker showing January 2015. The 'Time' field is set to 10:28 AM. The 'Repeat every' field is set to 1. The 'Notification' section has a 'To' field set to '(Myself)', a 'Subject' field set to 'Stale Reminder', and a 'Message' field. There is a 'Send Copy to Email' checkbox checked at the bottom.

- **Stale Reminder:** If you want to send a notification of the latest published version of your web page, select **Stale Reminder** under **Reminders**, check the box next to **Set Stale Reminder** then click **Save**.

The screenshot shows the Outcampus interface with the 'Stale Reminder' form open. The left sidebar has a 'Reminders' menu item highlighted. The form has a 'Set Stale Reminder' checkbox checked. The 'Last Published' field is set to 11/12/2014 10:28 AM. The 'Stale After' field is set to 1. The 'Notification' section has a 'To' field set to '(Myself)', a 'Subject' field set to 'Stale Reminder', and a 'Message' field. There is a 'Send Copy to Email' checkbox checked at the bottom.

e. Log

Records the date and time of each action you have performed on your web pages.

Action	User	Date
Saved from WYSIWYG	Elizabeth Tu	12/22/2014 9:32 PM
Saved from MultEdit Editor	Elizabeth Tu	12/22/2014 9:30 PM
Saved from WYSIWYG	Elizabeth Tu	12/22/2014 9:29 PM
Saved from WYSIWYG	Elizabeth Tu	12/22/2014 9:28 PM
Saved from MultEdit Editor	Elizabeth Tu	12/22/2014 9:22 PM
Saved from MultEdit Editor	Elizabeth Tu	12/22/2014 9:20 PM
Saved from MultEdit Editor	Elizabeth Tu	12/22/2014 8:45 PM
Saved from Properties Editor	Elizabeth Tu	12/22/2014 2:30 PM

4. Versions

Provides a list view of all the saved versions of your web page. You may revert back to any previous saved version by selecting it. This is a useful recovery system.

Version	Date	User	Description	Options
9	12/17/2014 2:27 PM	Elizabeth Tu	testing MultEdit	
8(Live)	11/12/2014 10:28 AM	Scott Close		View Compare Revert
7	11/12/2014 10:24 AM	Scott Close		
6	11/10/2014 10:10 AM	Scott Close	Dependency Manager Scanner	
5	11/7/2014 10:13 AM	Scott Close		
4	11/6/2014 10:35 AM	Scott Close		

5. Page Check

Allows you to run **Spell check**, **Link check**, and **World Wide Web Consortium (W3C) Valid** with your web page.

Page Check - index.pcf

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
Links
W3C Valid

Done

6. Save Version

Though OU Campus will automatically saves a new version each time you publish a page, you have the capability to create a permanent or backup version of any page by clicking this **Save Version** and enter your notes in the **Version description** box.

Save Version: /elizabeth.tu/index.pcf

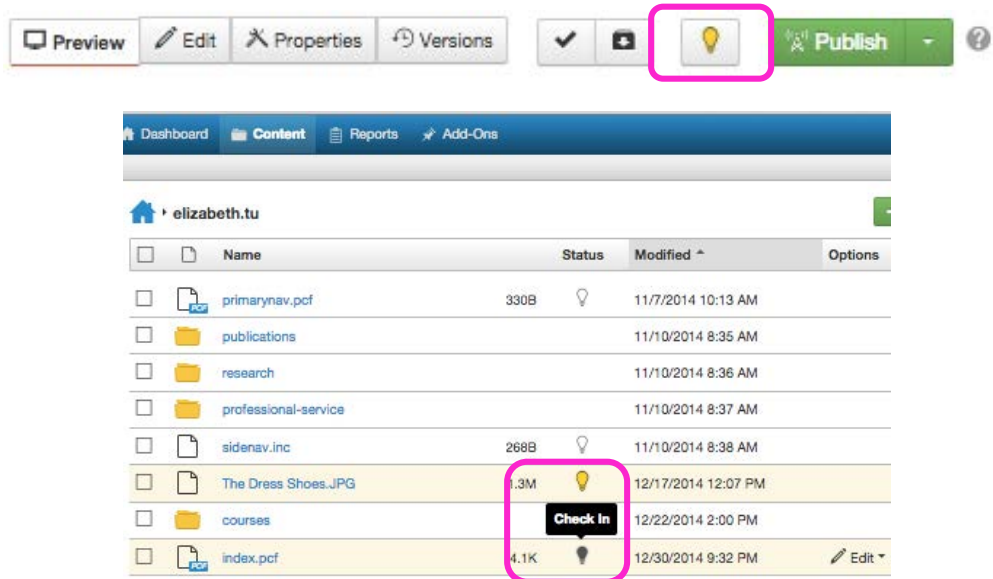
This action will save the **current state** of the file to the versions archive. Optionally enter a message below that describes this version. The current date and time are automatically recorded for you.

Version description: 0/256

Cancel
Save Version

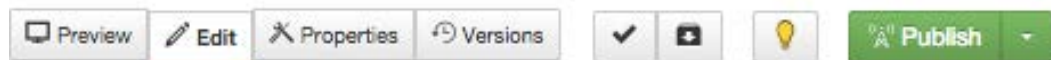
7. Check In/Out

When a web page is checked out to you, the light bulb will be lit. You may also see this checked out or lit light bulb on pages list view. No other users can access the page and make changes until the page is checked back in. Pages that are checked out to someone else appear with a red padlock icon. Click on the lit light bulb to check in a page.

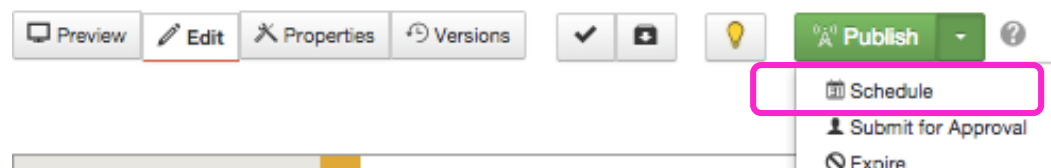


8. Publish

All web pages and other content files on OU Campus are archived on the staging server. Click **Publish** to publish the page so that your students can view it.



You can also schedule to publish a page on a specific date and time by clicking the down arrow next to **Publish** then select **Schedule**. Determine the date and time and other notes/information on the **Publish – index.pcf** screen below.



Publish - index.pcf

[Final Check](#) [Schedule](#)

Date: 1/1/2015

Time: 12:00 AM

Repeat every: Hours

Notification

Subject: OU Campus Publish Notification

Message:

☒ Send Copy to Email
Send external email in addition to internal OU Campus message

[Cancel](#) [Schedule](#)

You can also **Publish** or **Schedule** to publish a page from the pages list view below.

Dashboard Content Reports Add-Ons

elizabeth.tu

+ New Upload Filter

Name	Status	Modified	Options	Staging
primarynav.pcf	330B	11/7/2014 10:13 AM		
publications		11/10/2014 8:35 AM		
research		11/10/2014 8:36 AM		
professional-service		11/10/2014 8:37 AM		
sidenav.inc	268B	11/10/2014 8:38 AM		
The Dress Shoes.JPG	1.3M	12/17/2014 12:07 PM		
courses		12/22/2014 2:00 PM		
index.pcf	4.1K	12/30/2014 9:32 PM	Edit Review Publish Schedule Submit for Approval Expire	

Display 100 rows per page

If you schedule to publish a page on a specific date and time, it will not be available for edits until you remove the scheduled date and time by clicking **Remove Scheduled Publish** then the **Remove** button.

Preview Edit Properties Versions Publish Remove Scheduled Publish

You cannot edit this file because it is scheduled for a publish.

Remove Scheduled Publish

This file has been scheduled for automatic publish. To publish now, or to change the publish schedule, first remove the existing schedule.

Scheduled Publish

File: /elizabeth.tu/index.pcf

Target: people

Date: 1/1/2015

Time: 12:00:00 AM

Repeat: Never

Cancel

Remove

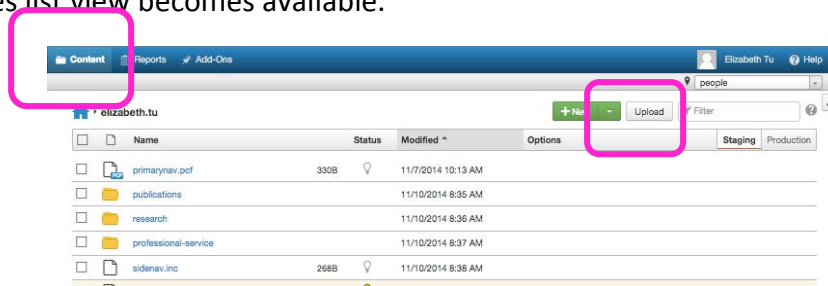
9. Help

Click the question mark icon to view the complete documentation of Page Actions Toolbar.

EXERCISE #3: Explore Page Actions Toolbar and use MultiEdit to update contact information on your Homepage and schedule to publish the page one hour from now.

IV. Upload Accessible Documents & Images

- To upload an existing document or image, click **Content** on the **Global Navigation** bar and the pages list view becomes available.



- Click **Upload** and the **Upload to /your.first.lastname** dialog box appears. If you want to overwrite an existing version of the file, check the box next to **Overwrite Existing**.

Upload to /elizabeth.tu

Access Group (Inherit Existing)

Upload Type

Standard

Upload and Edit Image

Zip Import

Overwrite Existing

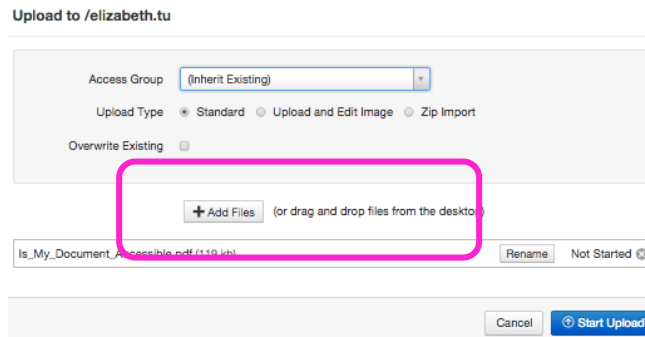
+ Add Files

(or drag and drop files from the desktop)

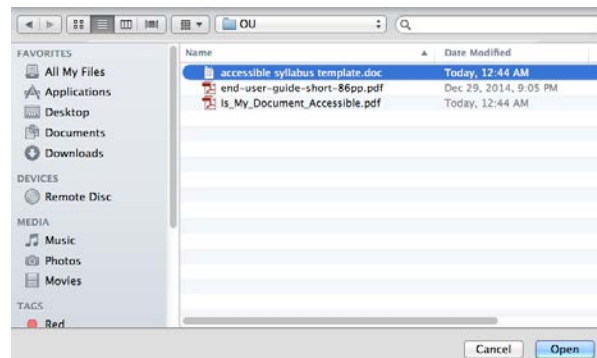
Cancel

Start Upload

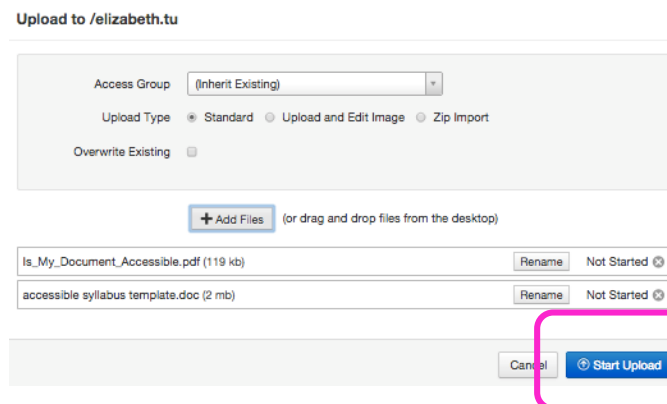
- Below are two ways to upload documents.
 - Drag and drop your files from your local computer. Or,



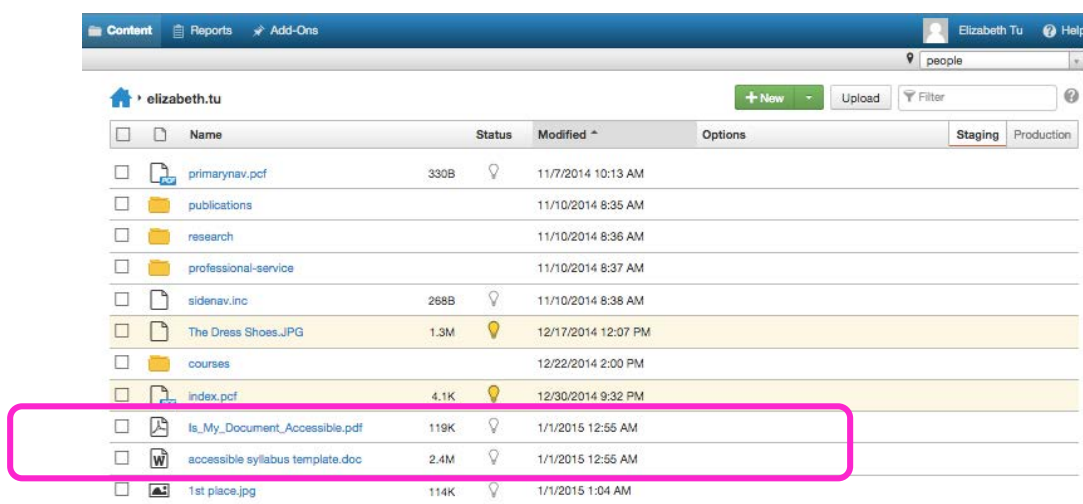
- b. Click **+Add Files** and browse from your local computer to locate the file you want to upload and double-click or click **Open**.



- c. Click **Start Upload** to upload your file.

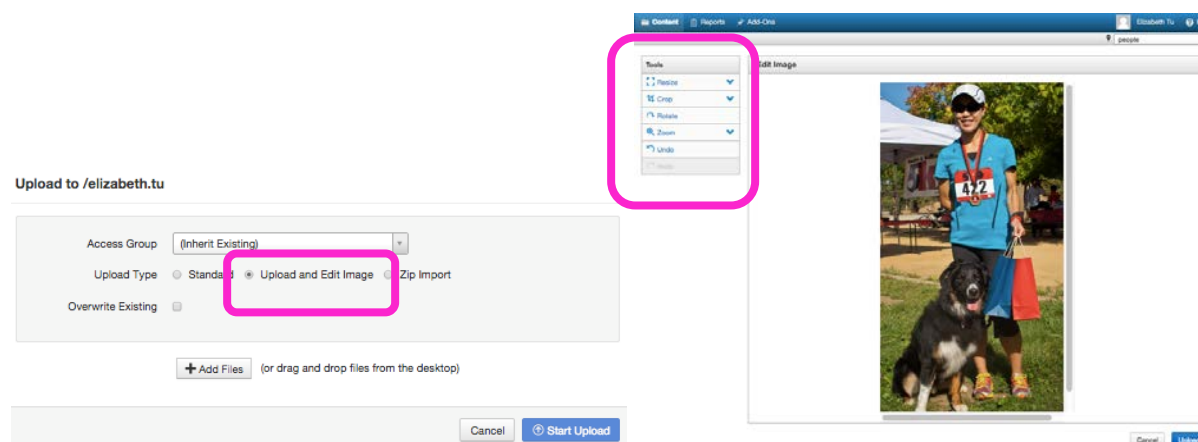


- d. A PDF and a Word document have been uploaded onto the OU Campus staging server below.



NOTE: It is your responsibility to ensure all uploaded documents are accessible. Visit [Creating Accessible Documents](http://www.sjsu.edu/cfd/teaching-learning/accessibility/accessible-documents/) at <http://www.sjsu.edu/cfd/teaching-learning/accessibility/accessible-documents/> to learn accessibility guidelines.

4. To upload an image file, click **Upload and Edit Image** radio button, either Drag and drop or locate the image file from your local computer, the **Edit Image** pane with the image will appear. You may use any of the following tools to edit your image:
 - a. Resize
 - b. Crop
 - c. Rotate
 - d. Zoom
 - e. Undo
 - f. Redo



5. Click **Upload** at the lower right corner once you finish editing you image to upload the image file.

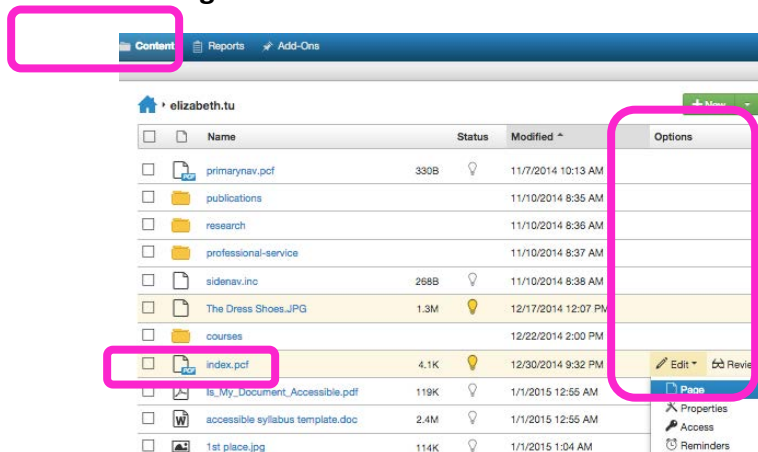
EXERCISE #4: Uploading a Word, PDF document AND an image from your local computer.

V. Editing a Web Page

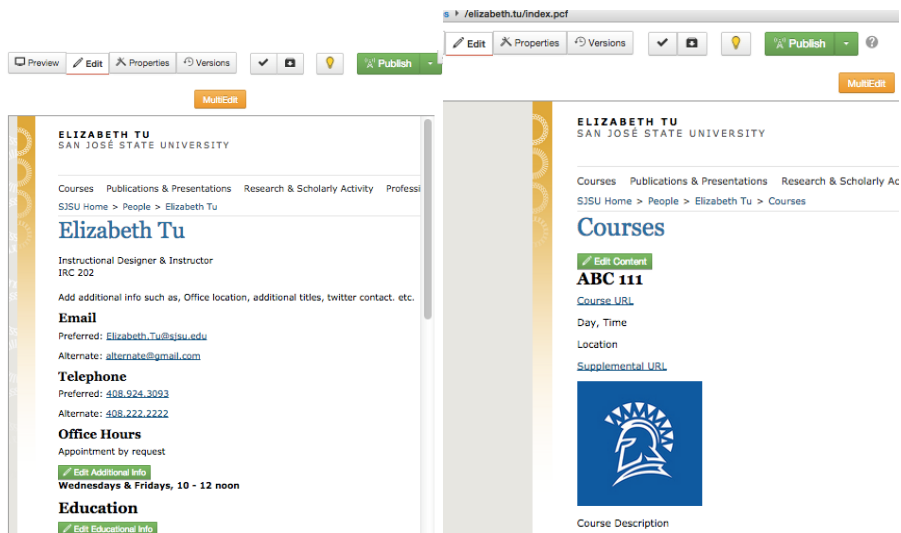
Locating Your Web Page to Edit

To locate the web page you want to edit,

1. Click **Content** on the **Global Navigation** and the **pages list view** becomes available.
 - a. Click the name of your web page; or,
 - b. Go to the **Options** column of your selected page click the down arrow next to **Edit** icon to select **Page**.



2. Click the green **Edit Content** button (your home page will have multiple editable regions with multiple green edit buttons, each with a different descriptive label)



3. You will see WYSIWYG editor toolbar as below.







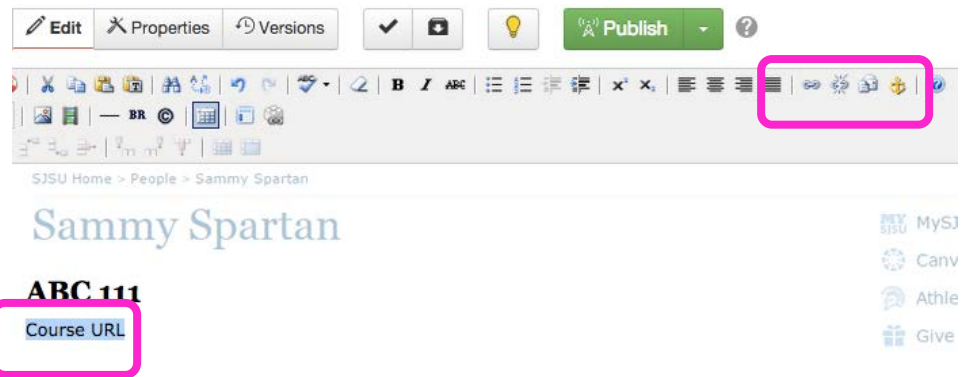
The WYSIWYG Editor

The What You See Is What You Get (WYSIWYG) editor should look familiar to you as it is present in many web and word processing applications. It allows you to generate Hyper Text Markup Language (HTML) content for the web without the need to program in HTML codes. It is organized into three rows and each row has groups of functionality with a vertical line separating the groups. A quick overview of the three rows of WYSIWYG toolbar is as follows:

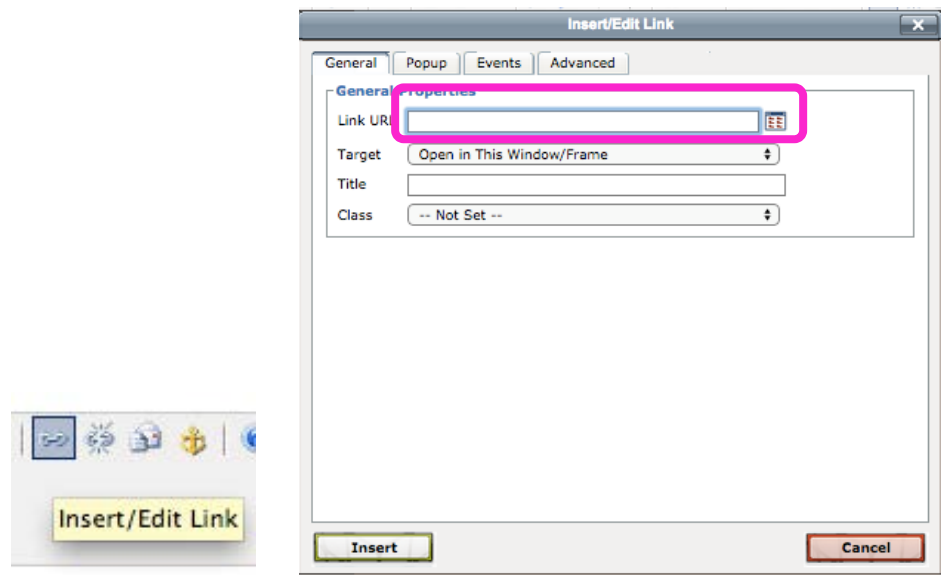
1. [Toolbar Row 1](http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-1/index.html#file): <http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-1/index.html#file>



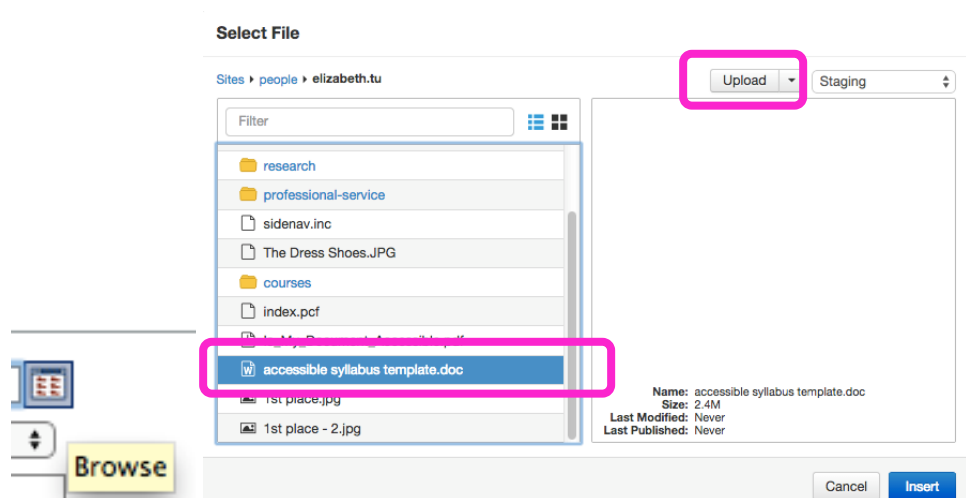
- a. Save, Save As, Revert, Restore
 - i. Avoid using Save As to prevent duplication of pages.
 - ii. **Revert content to last saved:**  This is a unique OU Campus WYSIWYG tool which allows you to undo all changes and revert your web content to the last saved version.
 - iii. **Restore auto-save content:**  This is a unique OU Campus WYSIWYG tool. If the browser crashes or you accidentally close the browser before saving, you can click this icon to restore content up to 24 hours.
- b. Cut, Copy, Paste, Paste as Plain Text
 - i. **Paste as Plain Text:**  This is an important feature when pasting large sections of content from other web pages, Word, PDF documents, etc. It is important to toggle on the Paste as Plain Text button. It will prevent undesirable HTML markup from being added to the page.
- c. Find, Replace
- d. Undo/Redo
- e. Toggle Spell Checker
- f. Remove Formatting
- g. Font Formatting
- h. List, Indents
- i. Text Placement (Vertical) – superscript and subscript
- j. Align, Justify (Horizontal)
- k. Link Tools, WYSIWYG Help Documentation
 - i. Highlight the text or image that you want to hyperlink, the **link group icons**  will become available. You can link to an internal or external web page, an uploaded document/file, anchors or a specific area.



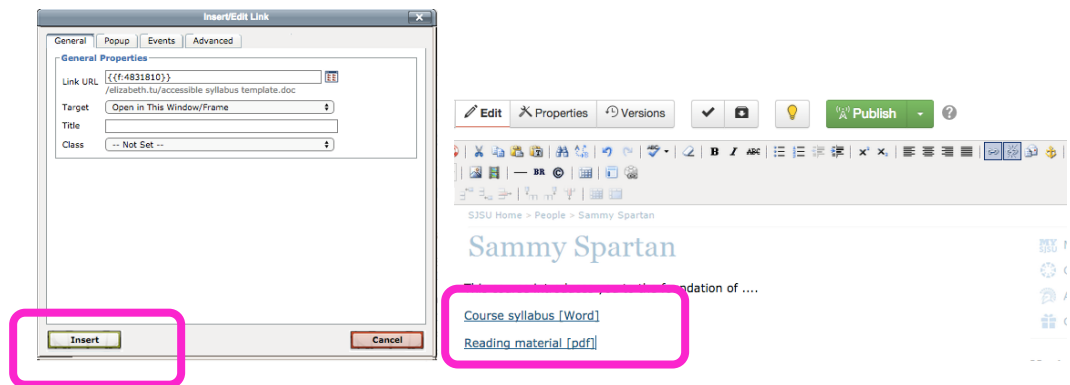
- ii. Click **Insert/Edit Link** icon and **Insert/Edit Link dialog box** becomes available. Manually enter URL in the **Link URL** box or click **Browse**.



- iii. In the **Select File dialog box**, navigate to select your file, or, click **Upload** to upload the document from your local computer.



- iv. Click **Insert**. From this Insert/Edit Link dialog box, click **Insert** again.

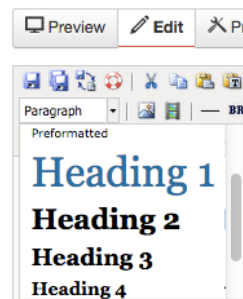


The question mark link icon provides you with complete documentation of WYSIWYG toolbar and a list of its tools and descriptions.

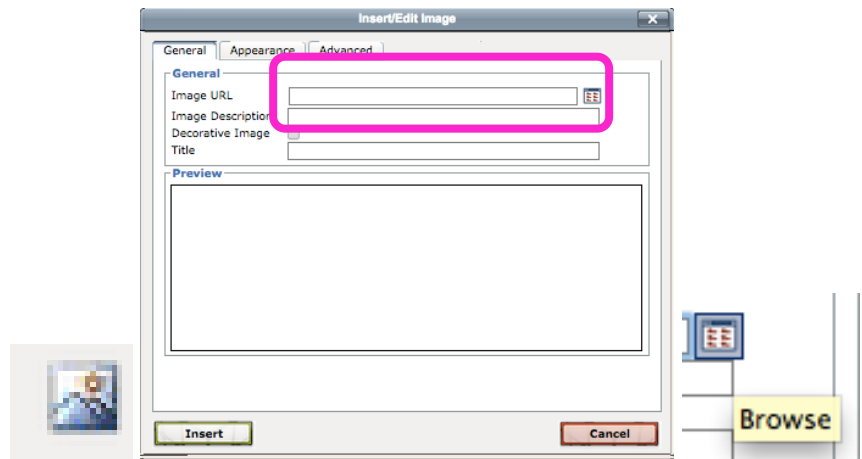
2. [Toolbar Row 2](http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-2/index.html): <http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-2/index.html>



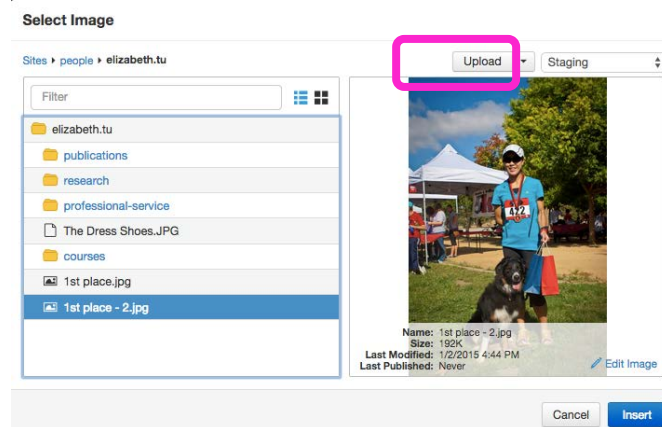
- a. Format Drop-down
- Click the **down arrow** from the **Format Drop-Down** to view format list. Select the appropriate heading for your page structure. Make sure you follow accessibility guidelines to assign the correct heading structure sequence, that is, heading 2 after heading 1, heading 3 after heading 2, etc. Use **Paragraph** for normal paragraph body text.



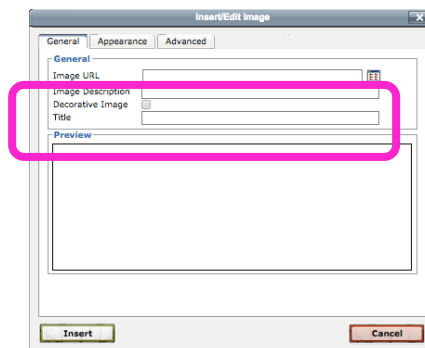
- b. Insert/Edit Image
- Click **Insert/Edit Image** icon and the **Insert/Edit Image dialog box** will appear. Manually enter URL in the **Image URL** box or click **Browse**.



- ii. In the **Select Image dialog box**, either navigate the OU Campus file structure to locate your image or click **Upload** to locate the image from your local computer. Click **Insert** to add your image.



- iii. To comply with accessibility guidelines, enter metadata or appropriate description about the image in the **Image Description** (alt tag) and **Title** (title tag) boxes. If the image is for decorative purpose, check the box next to **Decorative Image**.



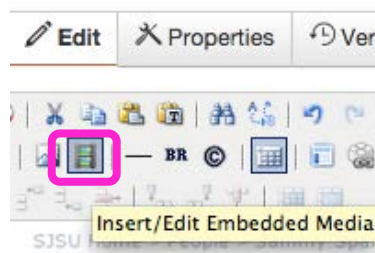
- iv. Click **Insert**.

c. Insert/Edit Embedded Media

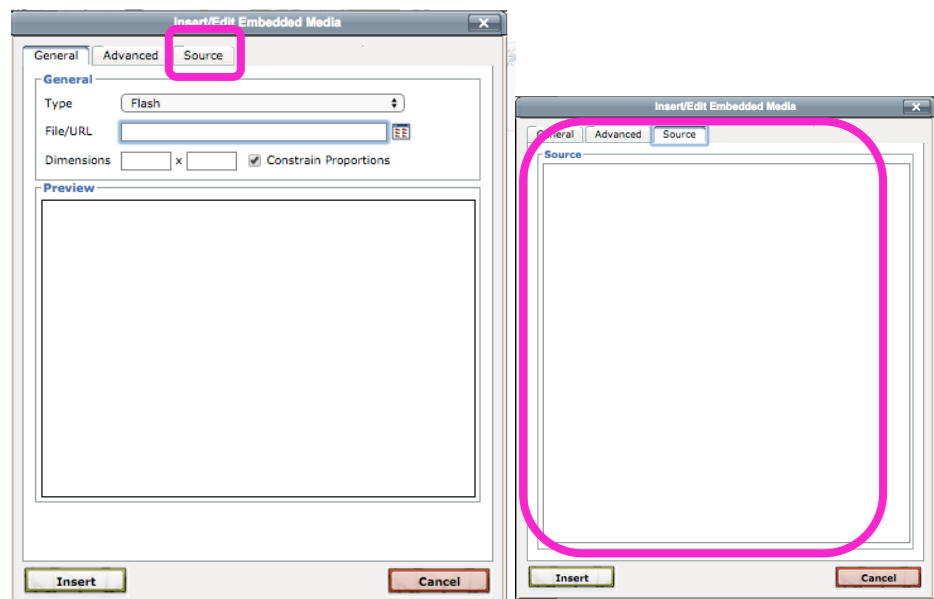
There are different ways to insert and upload your media. Our recommendation is to upload your video onto YouTube and insert the embedded codes from YouTube onto OU Campus. Follow instructions below.

NOTE: To learn how to upload videos onto YouTube, register and attend accessible video via YouTube workshop offered by [CFD](http://www.sjsu.edu/cfd/events) at <http://www.sjsu.edu/cfd/events>.

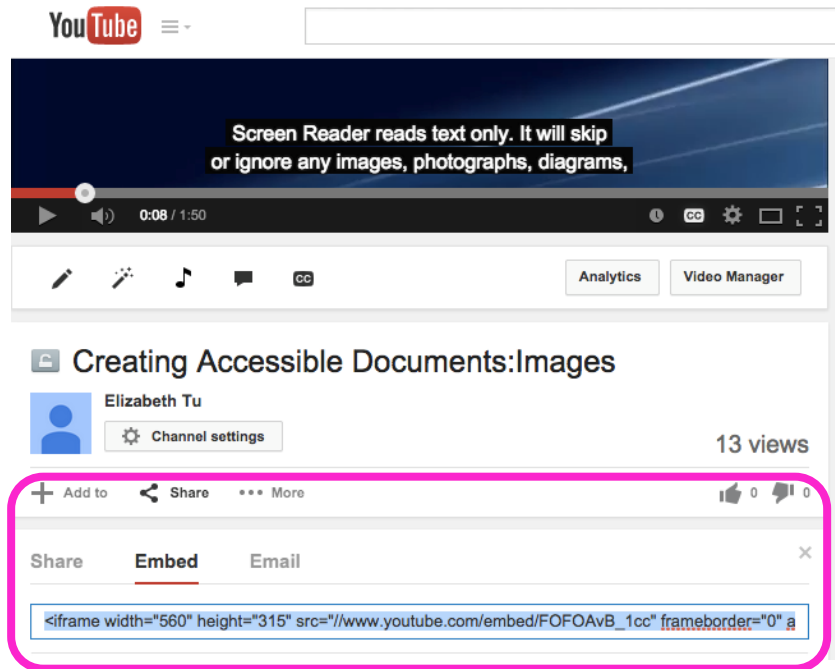
- i. Click **Insert/Edit Embedded Media** and an **Insert/Edit Embedded Media window** will appear.



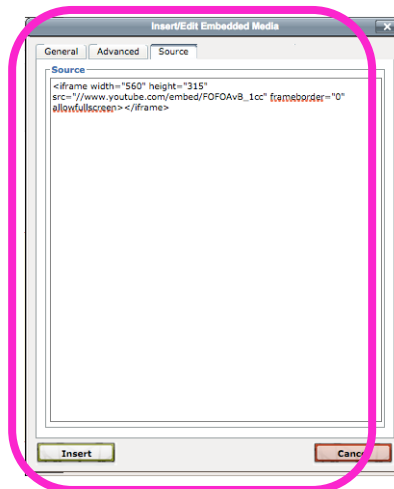
- ii. Click **Source** tab and the **Source box** will become available.



- iii. Go to your YouTube video, click **Share** underneath the video screen and select **Embed**. An embedded video source code will become available. Copy the embedded source code.



- iv. Paste this embedded source code into the **Source** box of your OU Campus' **Insert/Edit Embedded Media** window. Click **Insert** to add this media.



NOTE: To comply with [accessibility captioning guidelines](http://www.sjsu.edu/cfd/teaching-learning/accessibility/captioning) (<http://www.sjsu.edu/cfd/teaching-learning/accessibility/captioning>), your media files must have transcript and/or closed captions. You may complete [captioning request form](http://goo.gl/qUyEDv) (<http://goo.gl/qUyEDv>) or email [Video Captioning Stations](mailto:accessible-teaching@sjsu.edu) at accessible-teaching@sjsu.edu to request assistance.

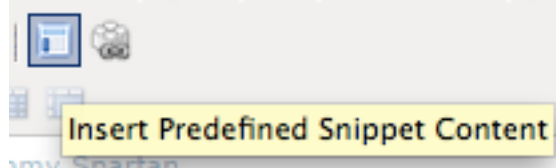
- d. Insert Horizontal Line
- e. Insert Line Break
- f. Insert Special Character
- g. **Show/Hide Guidelines/Invisible Elements**

This is a unique OU Campus WYSIWYG tool. It allows you to add/remove the outlines of tables and other elements, for visual purposes only.

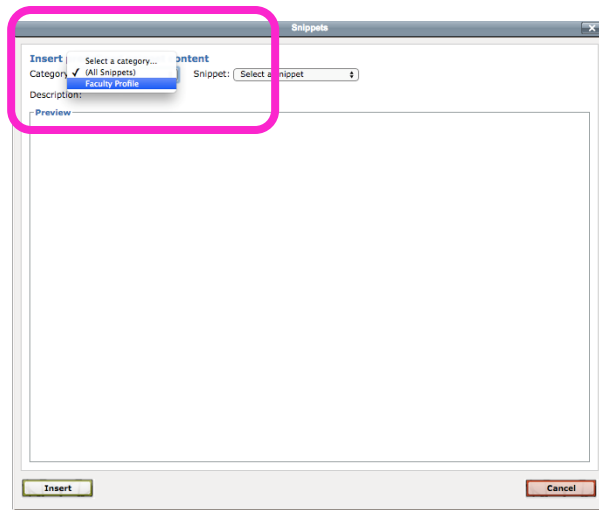
h. Insert Predefined Snippet Content

This is a unique OU Campus WYSIWYG tool. It allows users to add preformatted placeholder text or web content to their pages. There are a number of snippets available that will create editable placeholder text for faculty profile pages, featuring sample CV info, publication or presentation info, courses, etc.

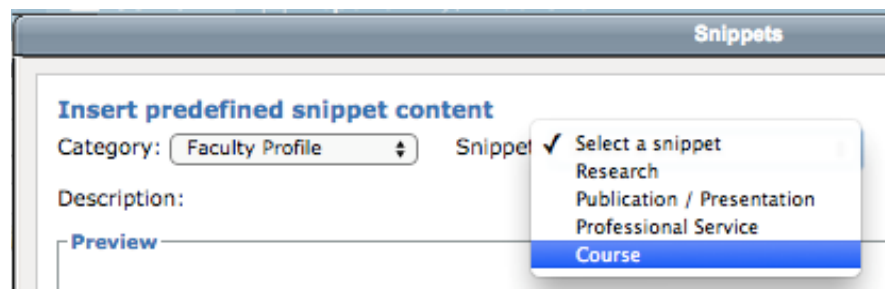
- i. Click **Insert Predefined Snippet Content** icon.



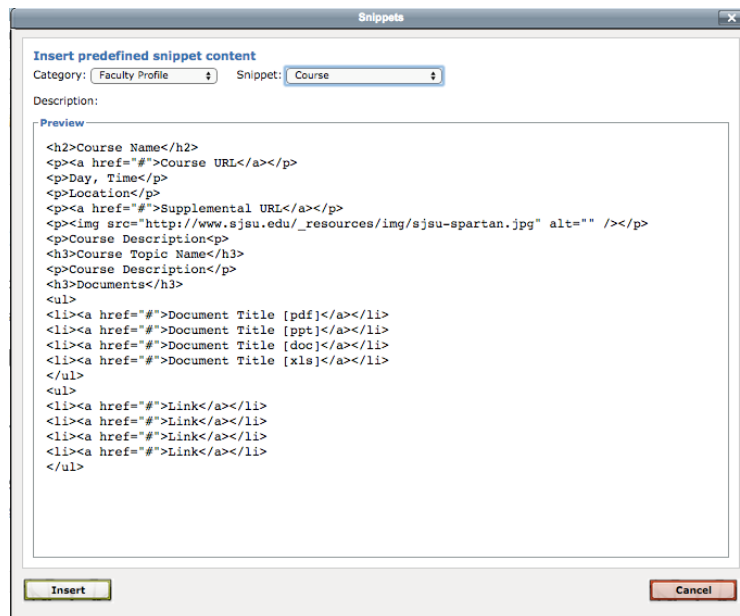
- ii. Click the up/down arrow in the **(All Snippets) Category** box and select **Faculty Profile**.



- iii. Go to the next Snippet box, click the up/down arrow in the **Snippet** box to select your desirable snippet such as, Research, Publication/Presentation, Professional Service and Course.



- iv. Your predefined snippet content in HTML codes will be displayed. Click **Insert** to add this snippet content.



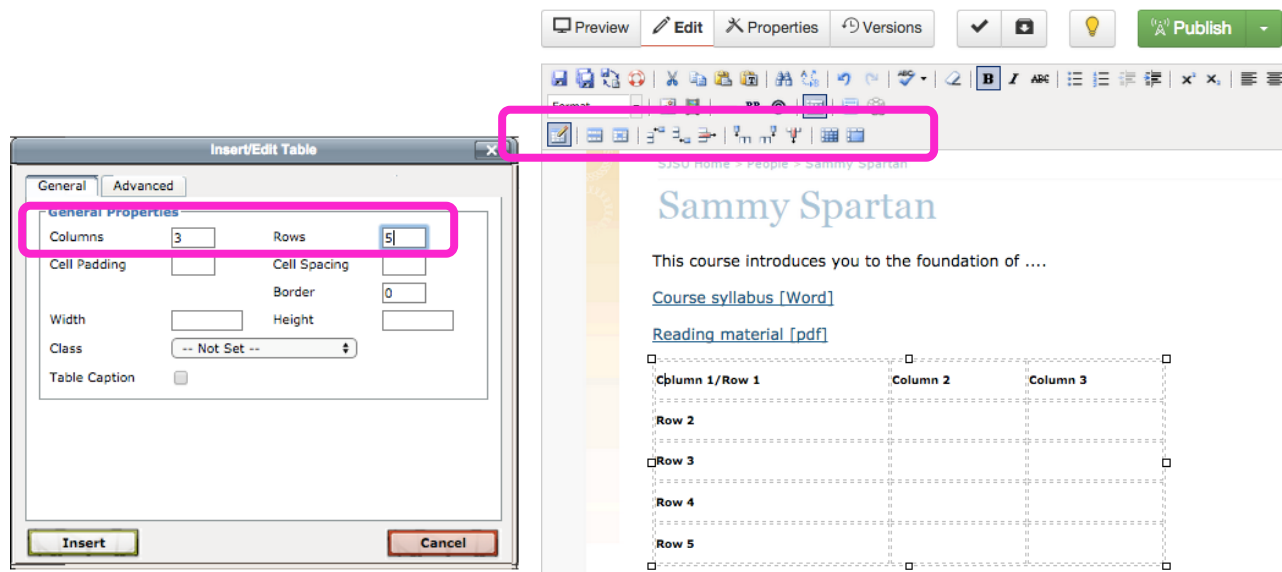
i. Insert/Edit Asset

This is a unique OU Campus WYSIWYG tool. Assets are reusable content widgets that allow you to create content in one place and syndicate it across multiple pages. To learn more, attend an Open Lab or contact Web Services.

3. [Toolbar Row 3](http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-3/index.html): <http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-3/index.html>



The functionality of this row is dimmed and is designed for table content only. Click **Insert/Edit Table** icon to determine the columns and rows of your table content and click **Insert**. Your table will appear with the available editing tools to define the properties of your table.



EXERCISE #5: Complete the exercises below on editing page content in an editable region

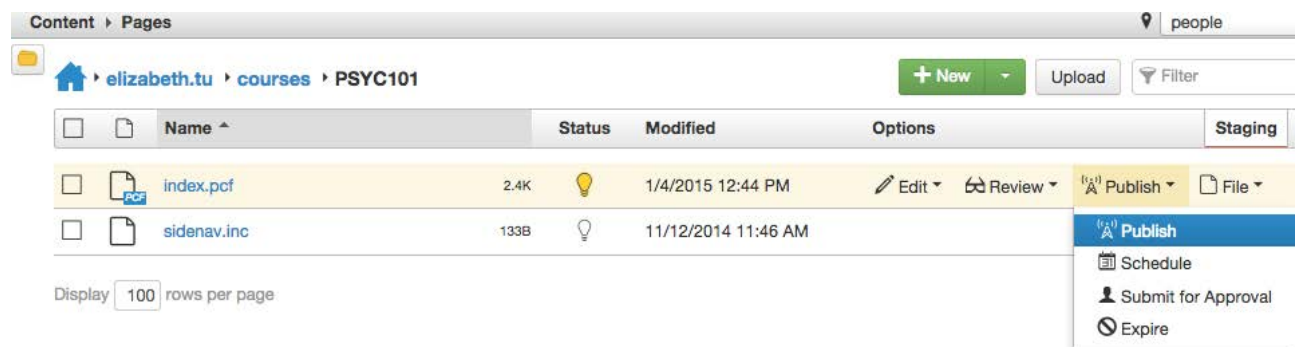
- 1) Copy and paste some text, clean it up with the Remove Formatting tool, and then manually format it using Headings and bulleted lists
- 2) Create a link to another page in your profile as well as to a document you uploaded in a previous exercise
- 3) Add an image to the page
- 4) Find a YouTube video and embed it on the page

VI. Publishing Your Web Page

You can publish your page when editing a page.



Or, you can publish it from the pages list view.



1. Click the green **Publish** icon or select **Publish** to publish your web page. The **Publish – Index.pcf** dialog screen will appear. It is a good idea to perform **Spelling** and **Links checks**. Review the errors if any by clicking the error areas to fix them. When ready and satisfied, click **Publish** to publish your page.

Publish - index.pcf

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 Links W3C Valid

OK

Publish Options ☒ Include Unpublished Dependencies
This file contains links to items that have not been published. Select to publish these dependencies.

Version
Description

Cancel Publish

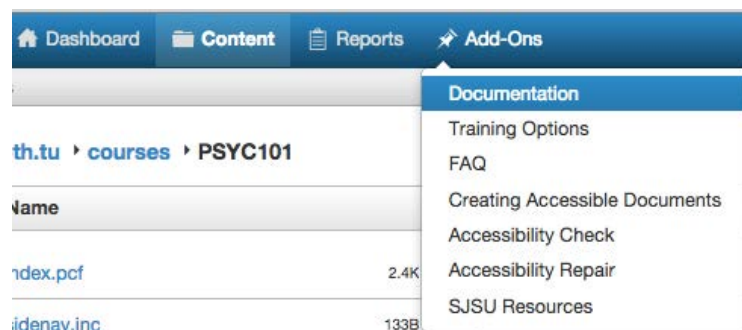
EXERCISE #6: Publish your modified home page

VII. Where to Find Help

Access Help

- ❖ From Documentation

Go to **Global Navigation > Add-Ons** and select **Documentation**.

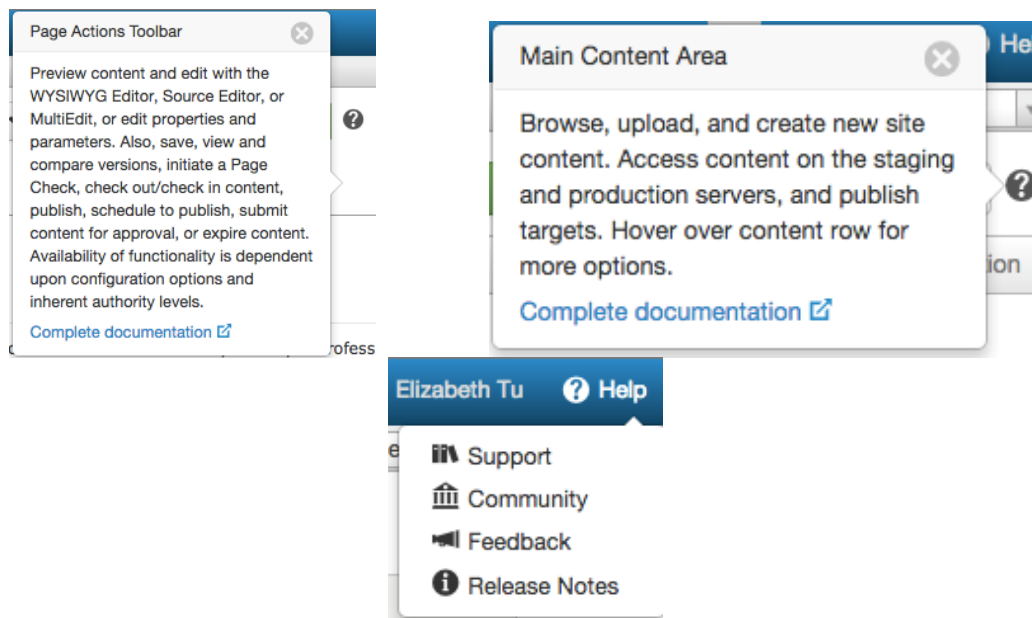


Enter keyword(s) of your question in the **Search** box to locate your answer.



❖ From Question Mark

Click wherever you see a question mark, a pop-up window with documentation or a separate OU Campus support page will appear.



Important URLs

- [CFD training workshops](http://www.sjsu.edu/cfd/events): <http://www.sjsu.edu/cfd/events>
- [Open Labs](http://www.sjsu.edu/cfd/events): <http://www.sjsu.edu/cfd/events>
- [OU Campus content](http://its.sjsu.edu/services/oucampus/):
at <http://its.sjsu.edu/services/oucampus/>
- [OU Campus version 10 support documentation](http://support.omniupdate.com/oucampus10/about):
<http://support.omniupdate.com/oucampus10/about>
- [Center for Faculty Development Communication Technology](http://www.sjsu.edu/cfd/communication-technology)
<http://www.sjsu.edu/cfd/communication-technology>