OU Campus Faculty Website Tutorial
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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 at http://directory.sjsu.edu, if you are not listed in the directory, contact Human Resources 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 to 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**.

   ![Parameter Settings Screenshot]

   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**.

   ![MultiEdit Content Screenshot]

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.
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*.

- **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*.

e. Log

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

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

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.
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.

![Check In/Out Image]

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.

![Publish Image]

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.

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

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

   2. 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.

   3. Below are two ways to upload documents.
      a. 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 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:


   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.


   a. Format Drop-down
      i. Click the **down arrow** from the **Format Drop-Down** to view format list. Select the appropriate heading for your page structure. Make sure your 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
      i. 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 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/Insert 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), your media files must have transcript and/or closed captions. You may complete captioning request form (http://goo.gl/qUyEDv) or email Video Captioning Stations 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 adds/removes 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 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.


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](image)

**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.**

![Add-Ons](image)

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
- **Open Labs**: http://www.sjsu.edu/cfd/events
- **OU Campus content**: at http://its.sjsu.edu/services/oucampus/
- **OU Campus version 10 support documentation**: http://support.omniupdate.com/oucampus10/about
- **Center for Faculty Development Communication Technology** http://www.sjsu.edu/cfd/communication-technology