

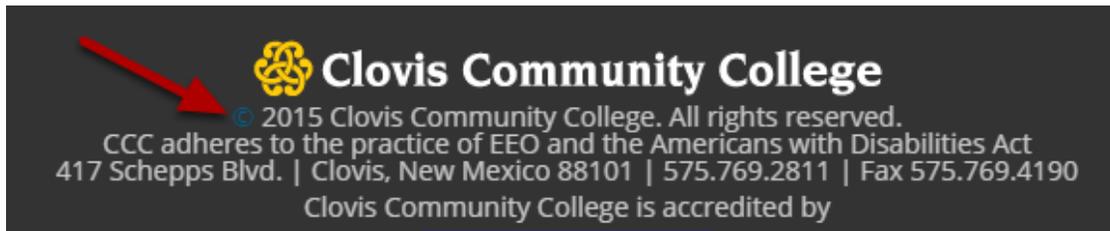
OU Campus Quick Start Guide

OU Campus is the Content Management System (CMS) was chosen to manage our website at www.clovis.edu. OU Campus allows user-friendly editing of website content, the ability to editing access, only to content owners, and the ability to add a quality control step to the process of making changes to the website.

OU Campus also has advanced features such as versioning and scheduling. Versioning keeps track of changes made to pages on the website and allows us to revert back to prior versions of a page. Scheduling allows us to schedule page changes to occur on a future date.

This guide serves as an introduction to the major features of OU Campus with the aim to get you using OU Campus as quickly as possible.

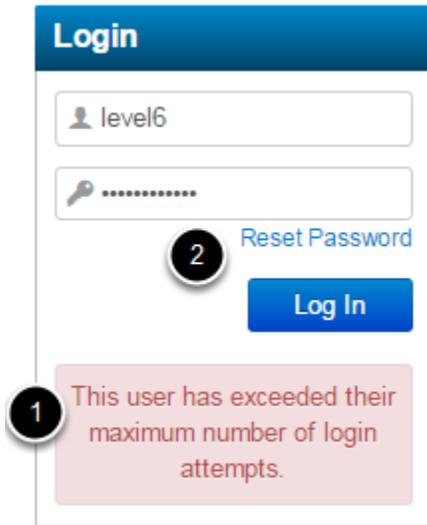
How to Log In



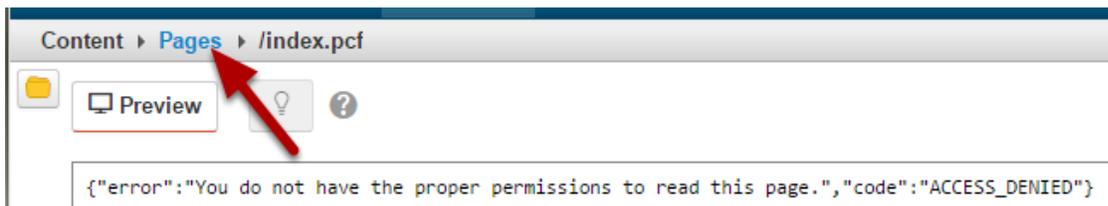
To log in to OU Campus, scroll down to the bottom of the page and click on the copyright symbol.

A screenshot of the login form for OU Campus. The form has a blue header with the word "Login" in white. Below the header are two yellow input fields: the first contains the text "level6" and the second contains a series of dots representing a password. To the right of the password field is a blue link that says "Reset Password". At the bottom of the form is a blue button with the text "Log In" in white.

Log in using the username and password that you were given. At this time your username is your Pathway username, but the password is a different password chosen by you. This may change in the future to use both your Pathway username and PIN. There are different levels of access from 1 to 10, where level 6 is an average editor and level 10 is a top-level system administrator.



1. Users are allowed 3 failed login attempts before they are locked out.
2. If you are locked out, you can use the Reset Password link to have password reset instructions sent to your email or you can log a help desk ticket to have an administrator reset the password for you.



If you click the copyright symbol on a page you don't have permission to edit, you'll see an error message. If this happens, just click on the Pages breadcrumb to find the directory of the page you are trying to edit.

Access Settings - /howto

Recursive Modification

- Apply All Settings to This Folder Only
- Apply Selected Settings to This Folder and All Enclosed Files and Folders

Recursive modification does not apply to directory variables; directory variables are always inherited.

Use the checkboxes below to select settings to apply to this folder and all enclosed files and folders.

1 Access Group

The group with rights to edit this folder.

2 Approver

Setting an approver overrides all users' approvers for this folder.

Enforce Approver Yes No

Bypass Approval

The selected group can bypass the approval process and publish this folder immediately.

Template Group

Templates allowed in this folder.

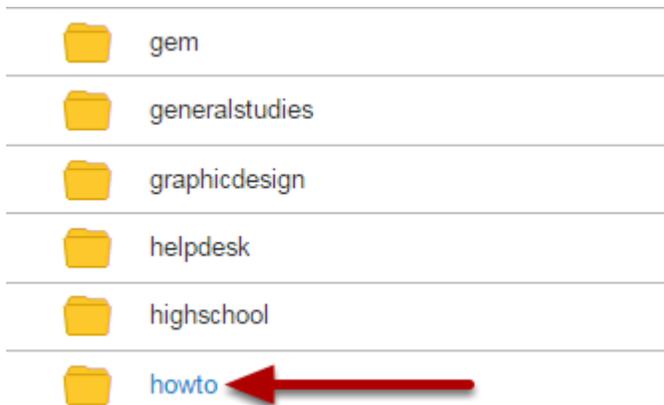
Extensions

Allow Only These Extensions Disallow These Extensions

Restrict file extensions for this folder. (Comma separated; no dots.)

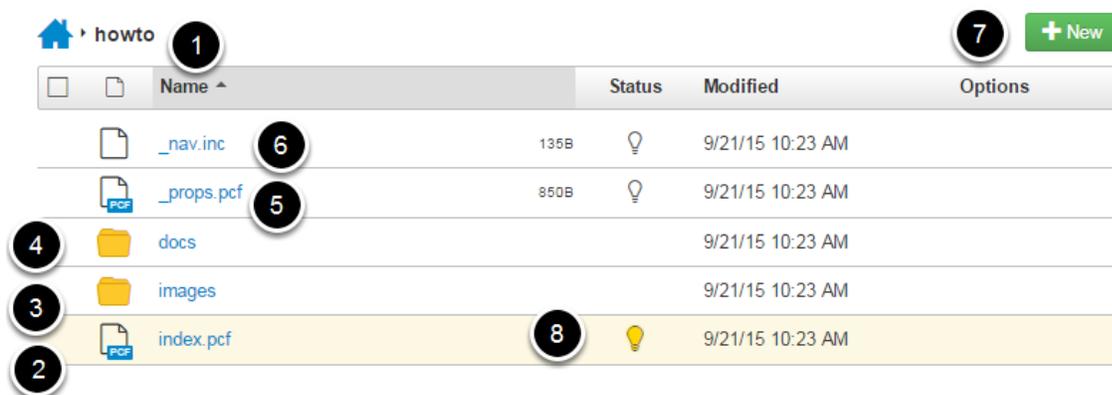
1. Access Groups are used to control access to the folders. Typically, there is one access group per top-level folder. The group is named the same as the folder and adding someone to the group gives them access change the contents of everything in the folder.

2. OU Campus has limited workflow for quality control. An approver is designated for each folder. The approver receives an email when there are changes and has to approve the change for it to show up on the live www.clovis.edu website. Once you submit changes for approval, you won't be able to make any further changes until the change is rejected and sent back with comments, or accepted and published to the website.



Folders you have access to will have a blue link. Click on the folder name to see the files inside the folder.

Folder View



1. The folder name appears in the breadcrumbs. Clicking on the Home icon takes you to the top level of the website.

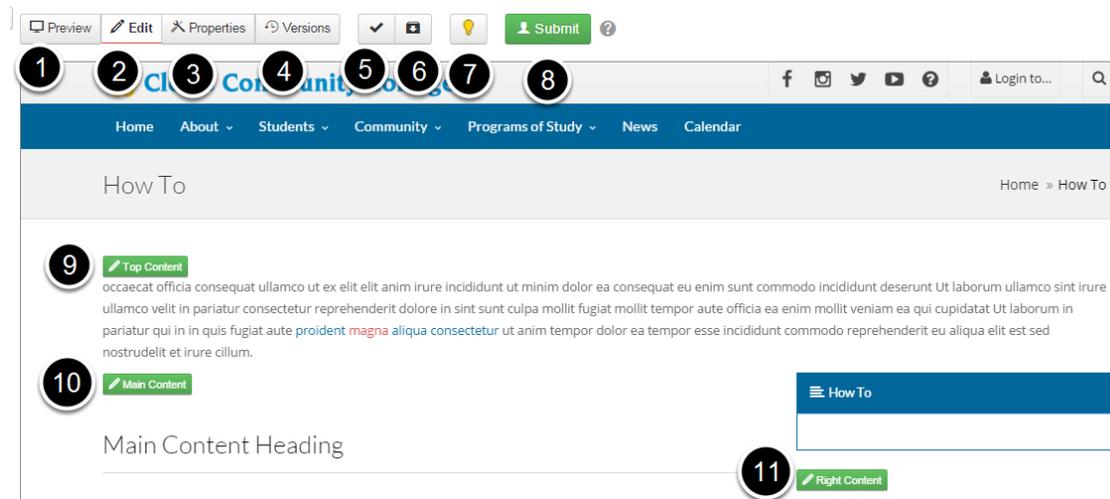
2. The index.pcf file is the default page for the folder. If someone goes to www.clovis.edu/howto, they will see this page published as index.aspx.

3. All documents such as PDFs should be uploaded to the docs folder. Make sure you click on overwrite existing files.

4. All images should be properly sized outside of OU Campus (there's documentation for that) and uploaded to the images folder.

5. The `_props.pcf` file governs how pages in this folder appear. An administrator should assist you with this file.
6. The `_nav.inc` file contains the secondary navigation menu that appears on the right-hand side of the page. An administrator should set this up for you initially. Afterwards, it is relatively easy to modify using the OU editor.
7. Click on the new button to create a new Two Column page or folder.
8. The light bulb indicates that you have this page checked out. Just looking at a page will check it out and prevent other people from modifying it. Please click on the light bulb to check in any pages you have looked at. If you see a red lock here, it indicates that someone else has the page checked out. Admins can check back the page back in but all changes will be lost.

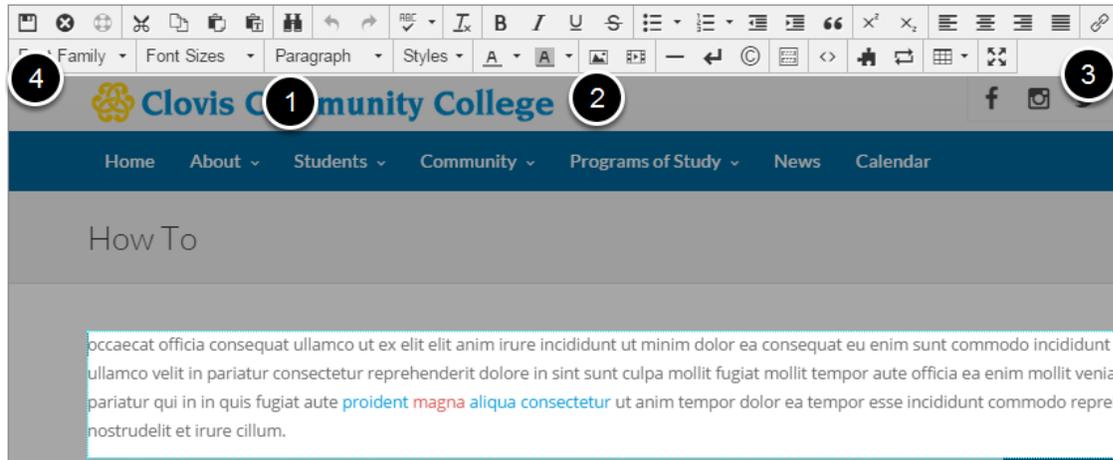
Editing View



1. The Preview button shows changes as they will appear when published. Remember to resize the browser to view how the page looks on a desktop computer, tablet, and mobile phone. If something looks odd, seek help from an administrator. We might be able to suggest alternatives such as responsive tables for displaying your information.
2. The Edit button displays edit buttons for regions of the page that can be edited.

3. The Properties buttons allows you to change page properties such as title, description, and which sections of the document are displayed. This is where you'd turn the display of the top and right sections off and on.
4. The Versions button shows you prior saved versions of this page and lets you revert to a prior version.
5. The Page check button lets you check for spelling errors, broken links, coding problems, and accessibility problems.
6. The Save Version button lets you save and name a version of this page.
7. The Check In button lets you check out the page for editing and check it back in if no changes are made.
8. The Submit button will submit changes for approval and publishing on the website. The document will be checked in when changes are submitted for approval.
9. The Top Content button lets you edit the top content section. This is usually a short line or two to grab the attention of the reader.
10. The Main Content button lets you edit the main content of the page. This usually starts off with an H2 heading. Most other headings are H3. Most text uses the Paragraph style. Have an admin help you align text by setting up responsive tables or accordions.
11. The Right Content button lets you edit the right-size secondary navigation area.

Editing a Page Section



1. You should use styles from the drop down box whenever possible. For example: use styles such as H3 instead of bolding and underlining headings.
2. After you upload an image to the images directory, you can add it using the Insert/Edit Images toolbar button.
3. You can link to a PDF file in the docs directory, another page on the website, or an external website using the Insert/Edit Link button.
4. Click the Save and Exit button when you are done making changes to the section.
5. Click on the Submit button to submit your changes for approval to be published.

1 Academic Calendar ~ Fall 2015

Classes Begin/End

Regular 16-week term August 17 – December 4

First 8-week term August 17 – October 9

Second 8-week term October 12 – December 4

Fall Registration Begins April 13

Registration Dates
Last day to register, add, or drop a class, or change from audit to credit.

Regular 16-week term August 21

First 8-week term August 21

Second 8-week term October 16

Senior Citizen Registration
Begins on April 14 and ends on the last day of registration for each term as listed in the section above.

Last day to change from credit to audit

Regular 16-week term October 9

First 8-week term September 11

Second 8-week term November 6

Withdrawal Deadline
Last day to withdraw from a class

Regular 16-week term November 6

First 8-week term September 11

Second 8-week term November 20

Workshops Before the first meeting

Holidays & Campus closures

Labor Day Closed September 7

Thanksgiving Holiday Closed November 25 - 29

Classes Resume November 30

Last Day of the Semester December 4

Winter Break Closed Dec. 21- Jan. 3

Faculty Return Date
Fall 2015 August 10

Graduation Application Deadline
Fall 2015 Diploma/Certificate November 20

Ceremony
Nurses' Pinning December 4

Official Transcripts
Official transcripts are available to other colleges, universities, or employers. Students can order a copy of their official transcripts at the Admissions and Records Office, located in the Dr. H. A. Miller Student Services Center or access the request form via your Pathway account. The form may be mailed in with payment, or faxed to the Admissions Office 575.769.4027. If you elect to fax, please follow up with a phone call to Admissions to confirm receipt of fax and proceed with the request.

Official CCC transcripts will be available upon request five working days after the semester ends. The fee for official transcripts is \$5.00 per transcript. Requests will not be processed until the required fee has been received.

Acceptable method of payment: Cash (on-campus only), Personal Check, or Credit Card (Visa, MasterCard, Discover or American Express). Please do not mail cash. To make payment contact the Cashier's at 575-769-4031. Students will be required to show photo ID in order to pick up transcripts.

Refund Dates
Regular term (16-week classes)

August 17 – August 28 100% refund

August 29 – December 4 0% refund

First Half Term (8-week)

August 17 – 21 100% refund

August 22 – October 9 0% refund

Second (2nd 8-week)

October 12 – 16 100% refund

October 17 – December 4 0% refund

Workshops
Before the first meeting 100% refund

Final Exams

Regular 16-week term November 30 – December 4

First 8-week term October 5 - 9

Second 8-week term November 30 – December 4

Grades
Grades will be available on the Web within five days from the last day of the semester. View your grades from PATHWAY. Go to pathway.clovis.edu, enter pathway username and password, click on Student Tab then look for the box entitled Student Grades.

Fall Pell Disbursement Dates
Please call the Financial Aid Office at 575.769.4060 for information regarding Pell disbursement dates.



Approved 12-3-2014

Design for the printed page is different than design for the web. The web does not have fixed boundaries like a page of paper does. You cannot make everything line up exactly. You have to design for different size displays: Desktop computers with wide monitors, tablets, mobile phones. Resize the browser window to see how your content looks at different widths.

Styles are important because it lets us change the look and feel of the entire site without having to edit each and every page.

1. Top level heading for your content is H2.
2. Secondary headings are H3
3. Then H4 and so on to H6
4. We cannot line items up using spaces and auto-fill dots like MS Word lets us do. The closest that we can get is to use responsive tables for data and make sure it looks okay at different browser widths.

5. We don't have room for three columns with the navigation and contact information on the right. Even on the homepage, where these elements do not exist, the columns have to become one column on tiny screens like a mobile phone.
6. The web requires a hard return after heading codes.
7. The green border simulates a wide screen desktop computer screen or a paper printed in landscape orientation.
8. The red border simulates a smaller screen like a mobile phone or small tablet.

Fall 2015

Classes Begin/End

Regular 16-week term	August 17-December 4
First 8-week term	August 17-October 9
Second 8-week term	October 12-December 4

Fall Registration Begins April 13

Registration Dates

Last day to register, add or drop a class, or change from audit to credit

This is how the academic calendar looks on a screen the size of an iPhone 4S.

Responsive Table Examples

Academic Calendar	Spring Tuition																																																
<p>Fall 2015</p> <p>Classes Begin/End</p> <p>Regular 16-week term</p> <p>First 8-week term</p> <p>Second 8-week term</p> <p>Fall Registration Begins April 13</p> <p>Registration Dates</p> <p>Last day to register, add or drop a class</p> <p>Regular 16-week term</p> <p>First 8-week term</p> <p>Second 8-week term</p>	<p>Spring 2015 Tuition</p> <table border="1"> <thead> <tr> <th>Credit Hour</th> <th>NM Resident In District</th> <th>NM Resident Out of District</th> <th>Non-Resident</th> </tr> </thead> <tbody> <tr><td>1</td><td>39</td><td>42</td><td>89</td></tr> <tr><td>2</td><td>78</td><td>84</td><td>178</td></tr> <tr><td>3</td><td>117</td><td>126</td><td>267</td></tr> <tr><td>4</td><td>156</td><td>168</td><td>356</td></tr> <tr><td>5</td><td>195</td><td>210</td><td>445</td></tr> <tr><td>6</td><td>234</td><td>252</td><td>534</td></tr> <tr><td>7</td><td>273</td><td>294</td><td>623</td></tr> <tr><td>8</td><td>312</td><td>336</td><td>712</td></tr> <tr><td>9</td><td>351</td><td>378</td><td>801</td></tr> <tr><td>10</td><td>390</td><td>420</td><td>890</td></tr> <tr><td>11</td><td>429</td><td>462</td><td>979</td></tr> </tbody> </table>	Credit Hour	NM Resident In District	NM Resident Out of District	Non-Resident	1	39	42	89	2	78	84	178	3	117	126	267	4	156	168	356	5	195	210	445	6	234	252	534	7	273	294	623	8	312	336	712	9	351	378	801	10	390	420	890	11	429	462	979
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3	117	126	267																																														
4	156	168	356																																														
5	195	210	445																																														
6	234	252	534																																														
7	273	294	623																																														
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For examples of the use of responsive tables, see the academic calendar at www.clovis.edu/academic, and the tuition and fees tables at www.clovis.edu/payment. These pages show how to display data aligned somewhat similar to how you would in MS Word, yet still have it be displayed nicely at any size.

Program Pages

Turn the key on a new career in Automotive Technology, where you work and repair of all types of vehicles.



In the Automotive Technology program, instruction and practical application are provided in all eight areas of [Automobile Service Excellence \(ASE\)](#) in preparation for ASE certification tests. Clovis Community College's Automotive Technology Program has met the strict standards required for Master Accreditation from National [Automotive Technicians Education Foundation \(NATEF\)](#). This is the highest level of achievement recognized by

NATEF. Although many educational institutions strive for it, only a small percentage achieves this level of accreditation.

Academics



The Automotive Technology Program offers classroom and laboratory experience, which includes all aspects

View the [program pages at http://www.clovis.edu/programs/](http://www.clovis.edu/programs/) to see examples of using text styles and accordions to break up large chunks of text and make it visually appealing.

Accordions

The following FAQ section has been added to help expedite finding answers to many of our commonly asked questions.

General Financial Aid Questions

— What is financial aid?

Financial aid helps students and their families pay for educational expenses. This includes estimated tuition and fees, room and board, books and supplies, and transportation. Financial aid includes grants, scholarships, work study/student employment, Veteran's benefits and/or loans.

+ What types of financial aid are available at CCC?

The Financial Aid FAQ page, <http://www.clovis.edu/financialaid/faq.aspx>, and the Touchnet Payment Plans FAQ page, <http://www.clovis.edu/payment/touchnet-faq.aspx>, show the use of accordions to present frequently asked questions and answers.

Department Pages

Advising Home » Advising



Need help planning your Education? CCC's Academic Advisors will help you match your needs, interests, values, and goals to the educational programs offered at CCC. You will find that college is very different from high school. Advisors will explain assessment, which is offered by our Testing Center and degree plan requirements, and review your transcripts to see how your prior classes apply to your current degree. They are also available to help you with any academic problems you may have.

- Academic Advising Homepage
- Our Team
- Transfer Students
- New Student Orientation & Campus Tours
- Special Services Office
- Counseling

Contact Info

Academic Advising Office
Dr. H. A. Miller Student Services Center
Clovis Community College
417 Schepps Blvd.

The advising page and sub pages are a good example of what a department homepage can look like.

www.Clovis.edu Home Page

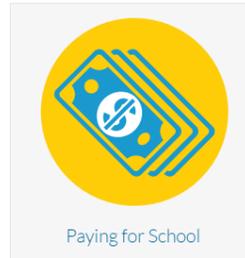
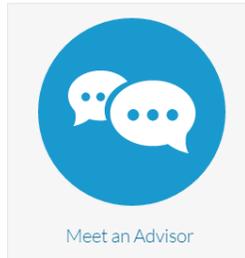
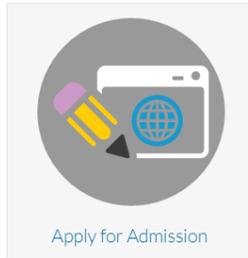
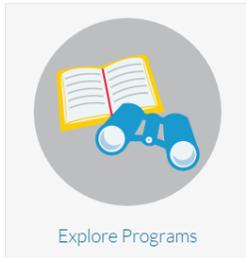
CCC 411: Easy Steps for New Students



Everyday, more and more students are looking for affordable education right here in our community. At Clovis Community College, our goal is to put you, the learner, at the center of all of our decision making.

Ready to jump in? We're ready to help! Schedule a visit with an [Academic Advisor](#) today. Who knows...your career might just be a conversation away!

Apply	▼
New students can apply online or in person at the Admissions and Records office. Once you've successfully applied, you will receive your C-Number (student ID number) that you will need for a variety of campus services.	
Financial Aid and FAFSA	▼
Placement Testing	▼
Meet an Advisor and Register	▼
Student ID	▼
Orientation	▼



The home page shows examples of a mixture of presentation elements.

Inside Clovis and Pathway



The content within inside.clovis.edu has either been moved to pathway.clovis.edu or is outdated.

The purpose for this site will only be for updating www.clovis.edu or uploading documents for the various publications.

If you have any concerns or questions, please contact Teresa Whitehead at 4072.

[Update Your Pages](#)

All Inside Clovis content should be moved to an area inside OU Campus.

A screenshot of a website navigation menu and a page titled 'Applying for Financial Aid'. The navigation menu includes 'Home', 'Student', 'Student Resources', 'Financial Aid', 'Faculty', and 'Employee'. The main content area shows the title 'Applying for Financial Aid' and a sub-section 'Steps for Applying for Financial Aid'. The first step is 'Step 1 - Complete the FAFSA'. Below this, there is a paragraph: 'You can apply for financial aid online or you can bring information into the Financial Aid Office and we can help you complete your application at the self-help terminals'. On the right side, there are two sidebar widgets. The top one is titled 'Financial Aid Awards' and lists 'Financial Aid Awards' and 'Financial Aid Statements'. The bottom one is titled 'Financial Aid Requirements' and says 'You have no Financial Aid Requirements for 2015 - 2016 Awards' and 'Choose Another Year'.

Contact Forms

What type of student are you?

New (never attended college)

Transfer

Non-degree Seeking

Please send me information about:

General CCC Information

Admissions

Financial Aid

Scholarships

Cost of Attendance

Which CCC program are you interested in?

Automotive Technology ▼

Submit

Contact forms allow you to gather information and send emails.



ID	Email	First	InformationRequested	Last	Phone	ProgramInterest
1	sknauer@mac.com	Scott	Admissions, Cost of Attendance	Knauer	5756931957	Health and Physical Education
2	courtney.tempel@clovis.edu	Tempel	Cost of Attendance	Courtney	5757912262	Automotive Technology
3	david.burch@clovis.edu	David	Cost of Attendance	Burch	1234567000	Computer Information Systems
4	noreply@0.com	Friend		Bestie	1112223333	Automotive Technology
5	laura.white@clovis.edu	Sally	General CCC Information, Cost of Attendance	Tester	575-000-0000	Automotive Technology

Information that is gathered is stored in a database on the website. Because careful not to collect confidential or FERPA type information using these forms.

A	B	C	D	E
Email	First	InformationRequested	Last	Phone
sknauer@mac.com	Scott	Admissions, Cost of Attendance	Knauer	5756931957
courtney.tempel@clovis.edu	Tempel	Cost of Attendance	Courtney	5757912262
david.burch@clovis.edu	David	Cost of Attendance	Burch	1234567000
noreply@0.com	Friend		Bestie	1112223333
laura.white@clovis.edu	Sally	General CCC Information, Cost of Attendance	Tester	575-000-0000

Form information can be downloaded in a comma-separated file that can be opened in MS Excel. In Excel, you can sort the data and use it in other programs like mail merge.

Step-by-Step Example

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How to Log In



Here's an example of how some information looks in an MS Word or Adobe Portable Document Format (PDF) file. I can show you step-by-step how to convert this information for use on the website, using one of our program pages as a guide. Let me know if that's of interest to you. ~ David Burch, 4744.



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How to Log In

To log in to OU Campus, scroll down to the bottom of the page and click on the copyright symbol.

How To

- [Quick Start Guide](#)
- [Download Quick Start Guide \(PDF\)](#)
- [Step-by-Step Example](#)
- [Download Step-by-Step Example \(PDF\)](#)

Contact Info

Help Desk
 Room 118
 Clovis Community College

Here's how that same information looks on a web browser on a desktop computer.



OU Campus is the Content Management System (CMS) we chose to manage our website at

Here's how that same information looks on my iPhone 4s.

Additional Resources

support.omniupdate.com/oucampus10/

Campus v10 SUPPORT Contributors Administrators Training What's New Support OmniUpdate

Interface

Pages

Reusable Content

Social Media

Reports

Setup

OU Campus Modules

Welcome to the OU Campus v10 Support Site!
Your one-stop reference for all functionality in OU Campus v10. See how all the functionality from previous versions has been enhanced in v10. Get started with [what's new!](#)

Contributors
Audience: New users; content contributors; content editors and publishers; creators of pages and assets; reviewers.

Administrators
Audience: System admins and assistant admins; workflow and user managers; template managers; IT; reviewers of reports.

Announcing OU Marketplace!
OU Campus version 10.3 was released on July 16, 2015. Among the features released was [OU Marketplace](#), a central location where users can view the available modules and gadgets for the OU Campus platform. Learn more by watching the video below:

Reference Guides

- End-Users
- End-Users (Short)
- Administrators
- Administrators (Short)
- Web Developers

Quick Reference Guide
About Google Analytics is now available for the recently released Google Analytics gadgets.
[Many more PDFs available here!](#)

System Status

- OU CMS Systems
- OU Search Systems
- OmniUpdate Email Server

- **Submit a Help Desk ticket for help on the Website and/or Pathway Channel**
- This document the OU Campus Getting Started Guide:
www.clovis.edu/howto/docs/quick-start-guide.pdf
- OU Campus Support Page for System Status:
<http://support.omniupdate.com/oucampus10/>
- Step-by-Step example how to from this workshop: www.clovis.edu/howto/docs/step-by-step-example.pdf (Submit Help Desk ticket to be set up in the Sandbox).
- Downloadable PDF Reference Guides: <http://support.omniupdate.com/oucampus10/>
- Training videos and Training Tuesdays webinars:
<http://support.omniupdate.com/oucampus10/about/training/videos.html>
- YouTube Channel:
https://www.youtube.com/channel/UChtvdmJaOeYpO7PWWg_Btpg