

OU Campus Step-by-Step

This guide is going to show you one example of taking a MS Word file and converting it to the web.

From this...

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.

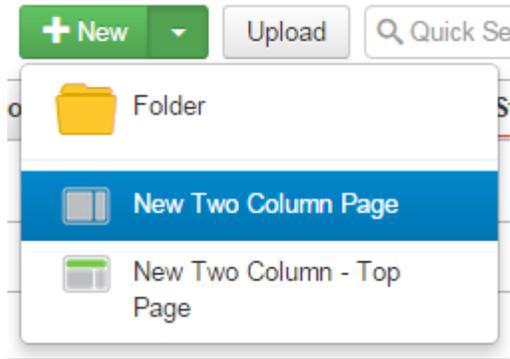
We will be using the MS Word version of OU Campus Quick Start Guide

To this...

The screenshot shows a web page for the Automotive Technology program. At the top, there is a breadcrumb trail: "Home » Automotive". The main heading is "Automotive Technology". Below this, there is a paragraph: "Turn the key on a new career in Automotive Technology, where you will learn diagnostics, inspection, and repair of all types of vehicles." To the left of this paragraph is the ASE NATEF logo, which includes the text "ASE CERTIFIED PROGRAM" and "NATEF ASE CERTIFIED PROGRAM". To the right of the paragraph is a block of text: "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." Below this text is a section titled "Academics" with a dropdown arrow. The text under "Academics" reads: "The Automotive Technology Program offers classroom and laboratory experience, which includes all aspects of diagnostics, repair, and maintenance. Laboratory work on vehicles from a variety of manufacturers gives students a well rounded knowledge of the industry. Students become familiar with computerized technical manuals and multiple diagnostic hand and power tools used every day by professional line technicians. Training includes the application of diagnostics, parts inspection, and repair or replacement of failed components. In this program, students will study:" followed by a bulleted list: "Automotive Electronics", "Engine Repair & Performance", "Automatic & Manual Transmissions", "Transaxle Theory", "Engine Repair Diagnostics", "Suspension and Steering Theory", and "Brake Systems/Antilock Brake Systems". To the right of the "Academics" section is a blue box titled "Automotive Technology" containing the text: "Degrees and Certificates Offered", "Associate of Applied Science in Automotive Technology", "Certificate of Completion in Automotive Chassis Systems", and "Certificate of Completion in Automotive Power Train Systems". Below this is the text: "Gainful Employment Information for: Chassis Systems, Power Train Systems". At the bottom right is another blue box titled "Contact Info" containing the text: "For more information about CCC's Industrial Technology program, please contact: Paul Blair, 575.769.4178, paul.blair@clovis.edu".

We will be using the CCC program pages as an example of how we want the converted document to appear.

Create a new page



In a folder in OU campus, click on New | New Two Column Page

New Two Column Page

General Page Setup

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

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

File Configuration

3 Add Navigation Item
Specify if this page should be added to the navigation file automatically. Note that both files need to be published after creation.

4 Filename
Enter a filename using only lowercase letters, underscores, or dashes

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.

5

1. Give the page a title. This needs to be relatively short as it appears at the top of the page.
2. Give a description. This appears in the search engine result descriptions of the page
3. Add the page to the navigation menu, unless it should be hidden from the secondary navigation

on the right-hand side of the page.

4. Give the file a name using lowercase letters, underscores and dashes (no spaces or special characters please).

How To 1 Home » How To 2

Top Content
occaecat officia consequat ullamco ut ex elit elit anim irure incididunt ut minim dolor ea consequat eu enim sunt commodo incididunt deserunt Ut laborum ullamco sint irure ullamco velit in pariatur consectetur reprehenderit dolore in sint sunt culpa mollit fugiat mollit tempor aute officia ea enim mollit veniam ea qui cupidatat Ut laborum in pariatur qui in in quis fugiat aute proident magna aliqua consectetur ut anim tempor dolor ea tempor esse incididunt commodo reprehenderit eu aliqua elit est sed nostrudelit et irure cillum.

Main Content
Main Content Heading

How To

Right Content
Right Column

This is how the new page looks. Resize your browser to make sure the title (1) doesn't overwrite the breadcrumbs (2) at lower browser sizes. You can make changes under page properties area.

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Highlight and copy the part of the MS Word Document that we want to appear in the Top Content section of the page.

Top Content
occaecat officia consequat ullamco ut ex elit elit anim irure incididunt ut minim dolor ea consequat eu enim sunt commodo incididunt deserunt Ut laborum ullamco sint irure ullamco velit in pariatur consectetur reprehenderit dolore in sint sunt culpa mollit fugiat mollit tempor aute officia ea enim mollit veniam ea qui cupidatat Ut laborum in pariatur qui in in quis fugiat aute proident magna aliqua consectetur ut anim tempor dolor ea tempor esse incididunt commodo reprehenderit eu aliqua elit est sed nostrudelit et irure cillum.

Click on the Top Content button to edit that section.



Click on the Paste as Text button on the editor's menu. You **always** want to use paste as text when copying and pasting content from an outside source. **If you don't you will have hidden codes from MS Word and HTML pages that will cause major problems.**



CTRL-X to paste the contents.



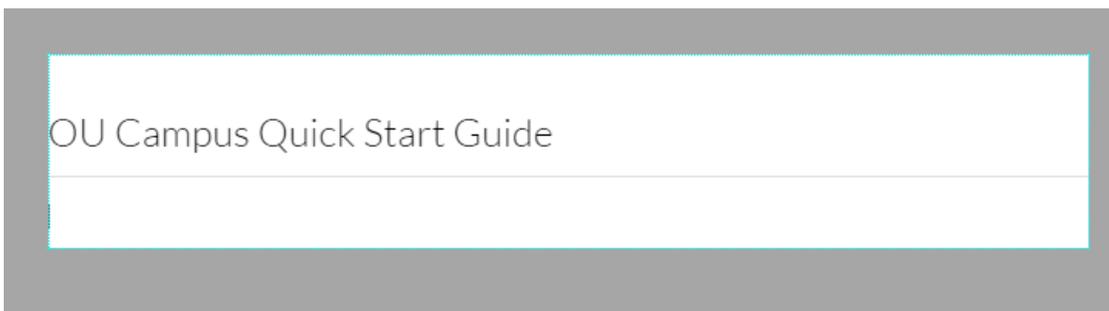
CTRL-S (or click on the Save icon) to save.

Edit the Main Content area

 Main Content

Main Content Heading

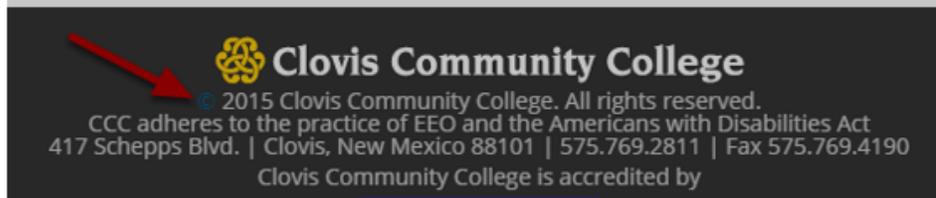
Click on the Main Content button



Highlight and change the text of the heading. Hit the Enter key to move the cursor below the line.

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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.

Login

Switch to the MS Word document, highlight and copy the rest of the document.

OU Campus Quick Start Guide

1

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2

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How to Log In

3

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

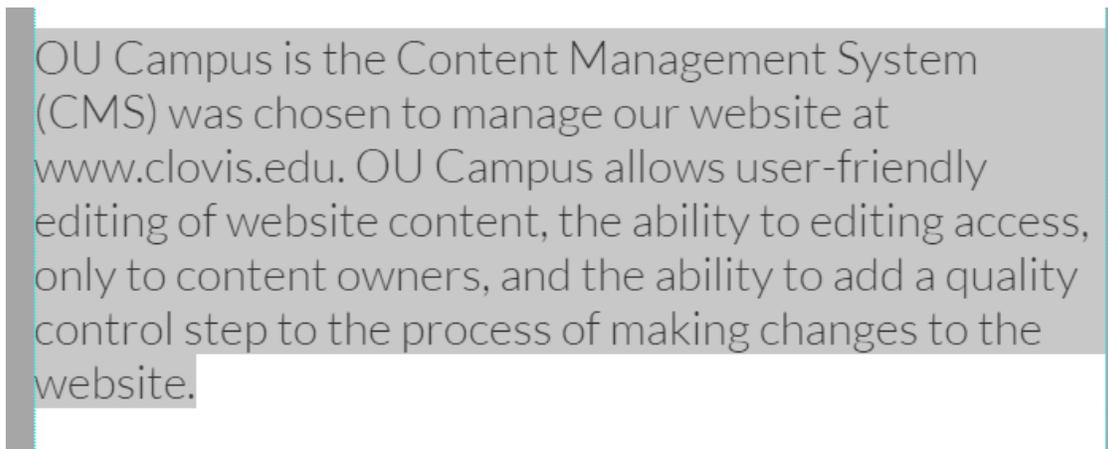
Log in using the username and password that you were given. At this time your username is your Pathway username, but the password is a different password chosen by you. This may change in the future to use both your Pathway username and PIN.

Paste the contents into the main section.

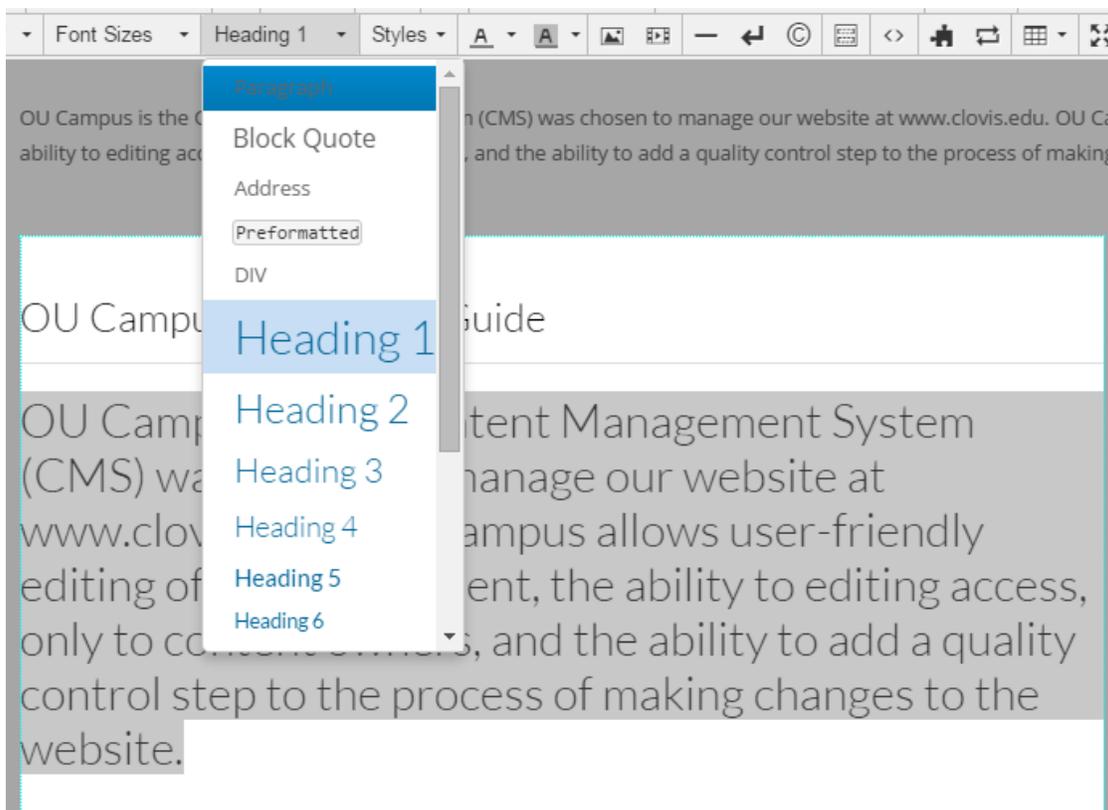
1. This is the top level heading. We'll have to change it's style to an H3 because H2 and H1 are reserved for use above this section.
2. You'll have to adjust for lines that don't wrap correctly, have more than one line break, etc. The WYSIWYG editor in OU Campus is much like editing in MS Word.

3. This heading gets the next level style: H4 in this case.

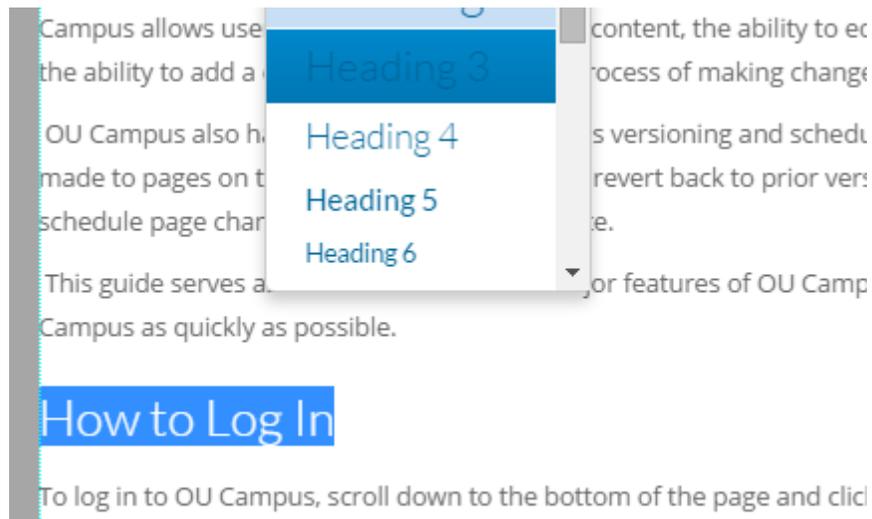
Note: We'll add all the images in the end.



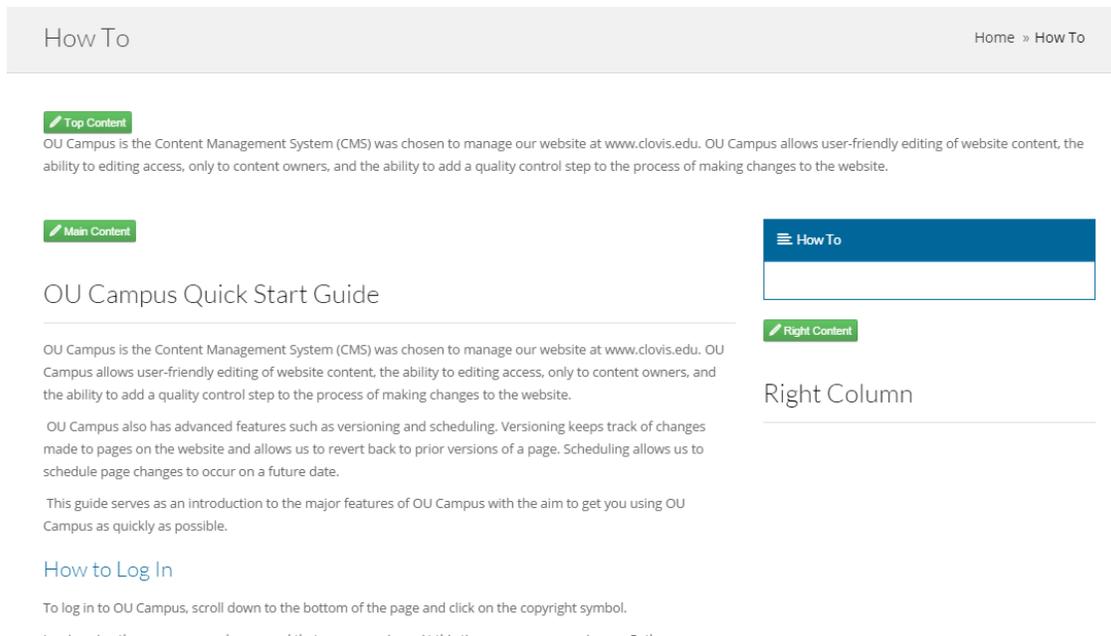
Highlight the text you need to change.



Choose the correct type from the pull-down menu: Paragraph in this case.

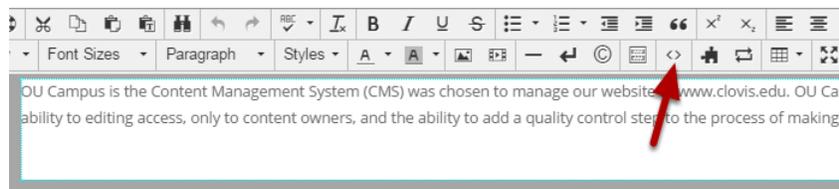


Do the same for the headings



Save the main section when done. It should be looking more readable now.

Change the look of the Top Content section text



Click on the Top Content button.
Click on the source code part button on the toolbar.

```
<p class="LessonDescription">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.</p>
<p class="LessonDescription">&nbsp;</p>
```

The source code view shows us the special codes.

```
<p class="blockquote-big">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.</p>
<p>&nbsp;</p>
```

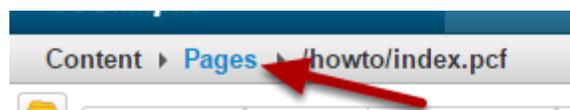
Change the paragraph class on the "p" tag from the MS Word class of "LessonDescription" to the OU Campus class of "blockquote-big." This part is advanced and requires basic HTML knowledge, so you might need some help with it.

 Top Content

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.

Save the section and you'll see a preview of the changes.

Switch to Folder View



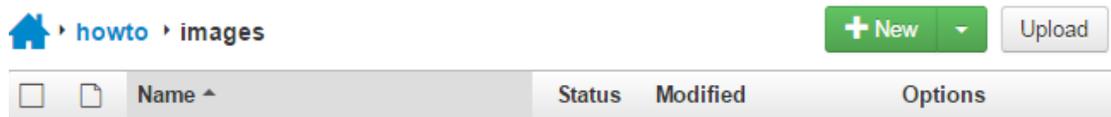
Click on the Pages breadcrumb to show the folder view.

 **howto**

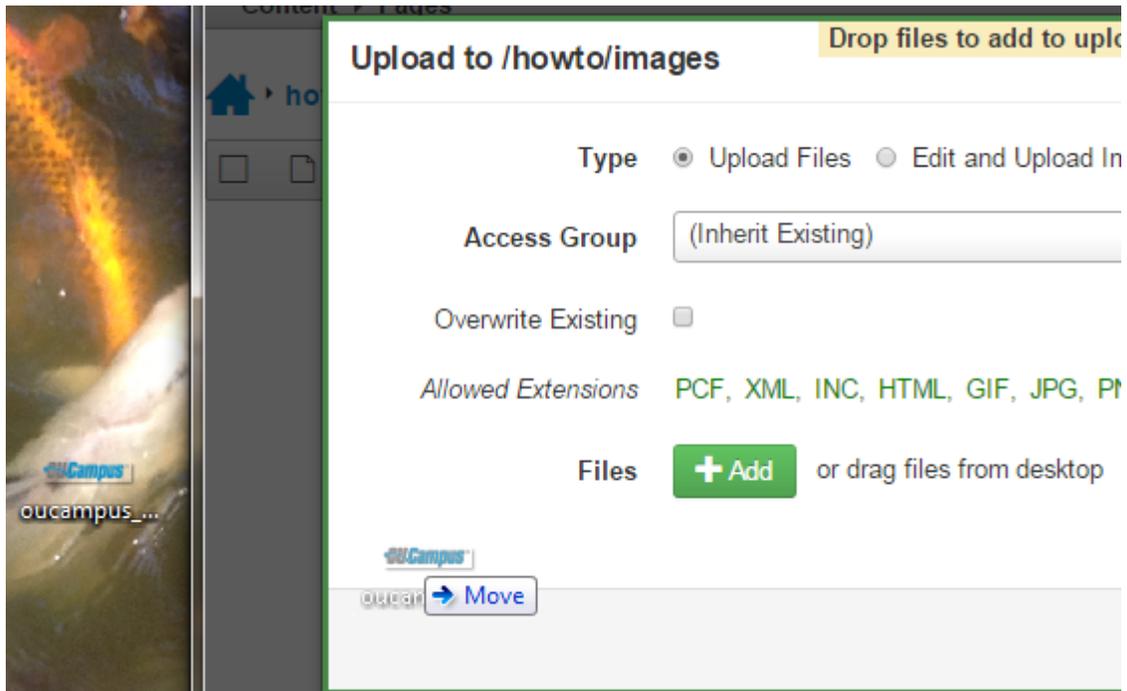
			Name ^	Status	Modified
1			_nav.inc	134B	 9/23/15 10:43 AM
2			_props.pcf	850B	 9/21/15 10:23 AM
3			docs		9/23/15 10:51 AM
4			images		9/21/15 10:23 AM
5			index.pcf	12.6K	 9/25/15 10:16 AM

1. `_nav.inc` contains the HTML code for the right-side navigation area for all pages in this folder. Editing this is advanced and requires basic HTML knowledge, so you might need some help with it.
2. The `_props.pcf` stores properties information. Please get help if you need to edit this.
3. The `docs` folder is where you store attachments like PDF files. You can create more sub-folders beneath the `docs` folder for organization.
4. The `images` folder is where you store images used in the web pages. You can create more sub-folders beneath the `docs` folder for organization.
5. File names ending with the `.pcf` extension are web pages. In the CMS, these will have a `.pcf` extension. When published to our website, they will have a `.aspx` extension. The index page is the home page for the folder. You can have many web pages in a folder and create more sub-folders for organization.

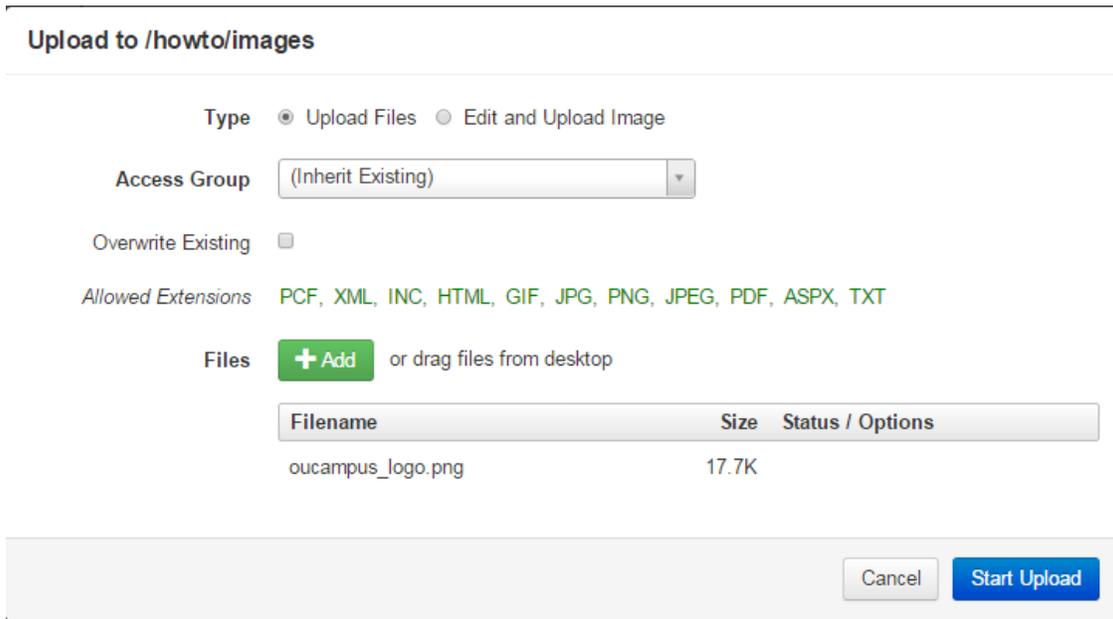
Upload Images to the Images Folder



Click on the `images` folder.
Click on the Upload button.

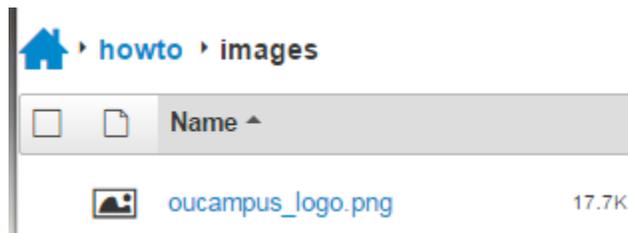


Drag and drop an image or multiple images from your computer to the upload page. This example shows me uploading the OU Campus logo.



You will see the files listed.

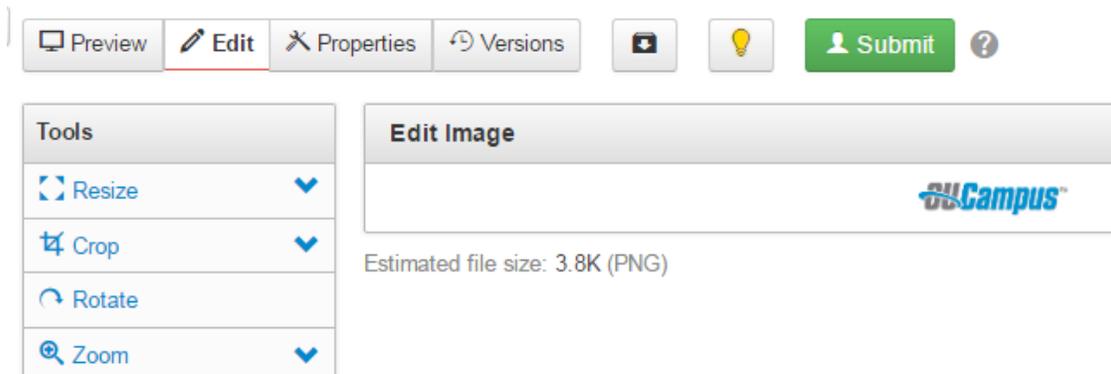
Click on the Start Upload button.



You'll see the images listed in the folder.



You can use the image tools built into OU Campus to resize the image to the exact size you are going to use. Please ask me for more information about how and why to resize images.



Submit for Approval - oucampus_logo.png



To

Subject

Message

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

You need to submit all changes (web pages, images, docs) for approval before you'll see them on the website.

is now pending approval by Level 10 Training Account



Level 10 Training Account

[Workflow](#) | [Inbox](#)

My Checked-Out Content

- [/howto/images/2015-09-25_10-34-32.jpg](#)
Locked: 9:35 AM
Saved: 9:35 AM
- [/howto/images/oucampus_logo.png](#)
Locked: 9:33 AM
Saved: 9:33 AM

You'll receive a message when an admin approves your changes and published the content.

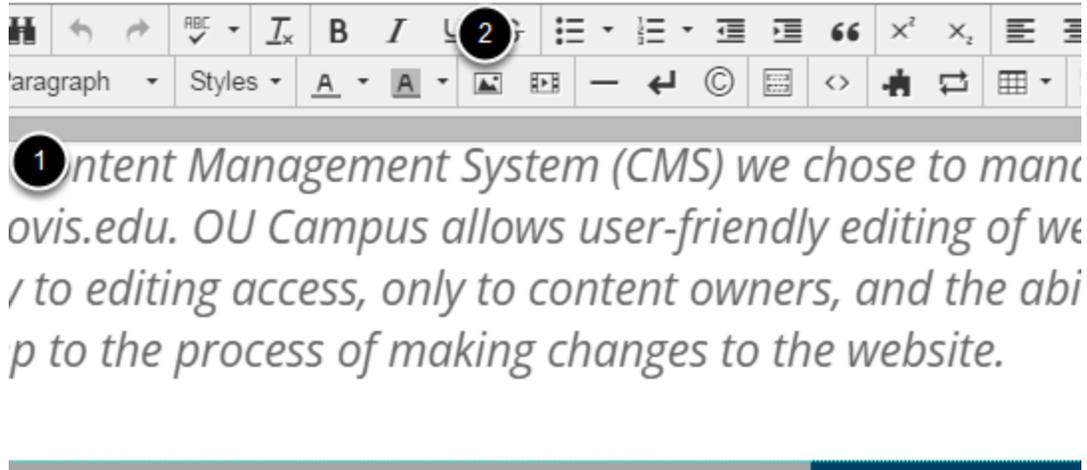
Content > Pages > /howto/images/oucampus_logo.png

[Preview](#) [Edit](#) [Properties](#) [Versions](#) [Publish](#) [Decline](#) [?](#)

[Home](#) > [howto](#) [+ New](#)

		Name ^	Status	Modified
		_nav.inc	134B	9/23/15 10:43 AM
		_props.pcf	850B	9/21/15 10:23 AM
		docs		9/23/15 10:51 AM
		images		9/25/15 10:24 AM
		index.pcf	12.6K	9/25/15 10:20 AM

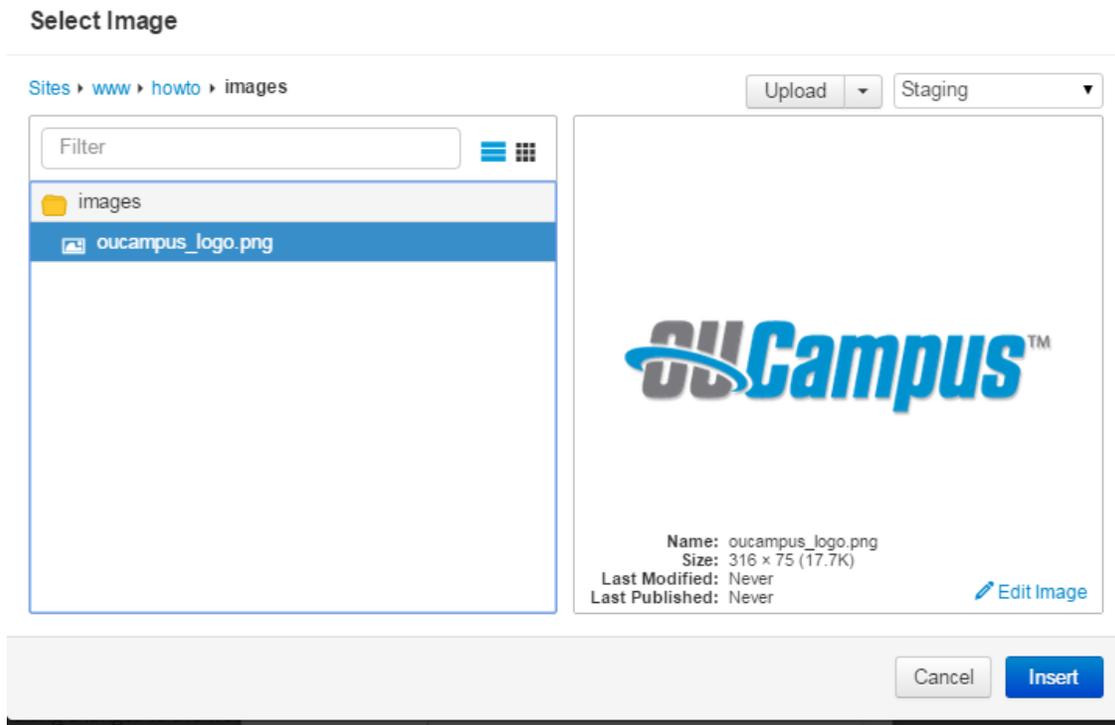
Add the Logo to the Top Content Section



Edit the Top Content section.

1. Click in the content at the beginning of the line where you want to insert the image.
2. Click on the Insert/Edit image button on the toolbar.

Click on the browse button to select the image.



Click on www in the breadcrumbs

Click on the name of your top level folder

Keep clicking on folders until you reach the images folder containing your image.

Click on the image

Click on the Insert button

Insert/Edit Image [X]

General | Appearance

Source: {{f:8071141}} [Image Icon]
/howto/images/oucampus_logo.png

Description: OU Campus Logo

Tooltip: OU Campus Logo

Dimensions: 316 x 75 Constrain proportions

Class: (not set) [Dropdown Arrow]

ID: [Empty Text Box]

Cancel OK

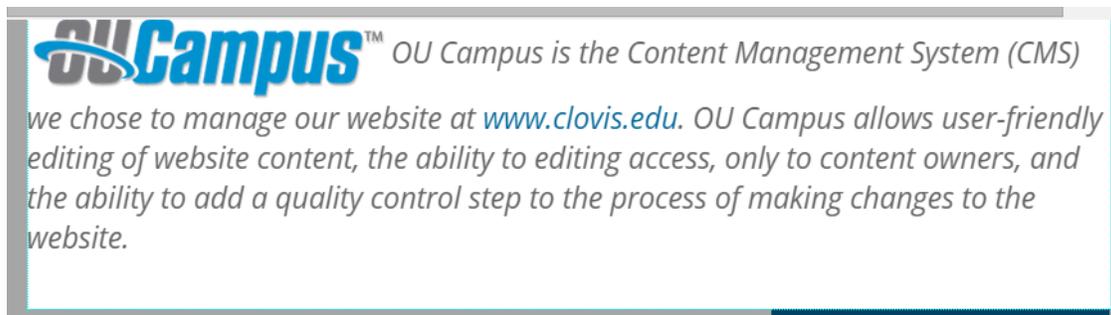
The Source field will fill in a special code that represents that image file. This will refer to the file even if it is changed, moved, or renamed.

Fill in the Description and Tool tip fields for user accessibility

Do not change the Dimensions size. Consider resizing the image instead.

Change the Class to Responsive Image

Click on the OK button.



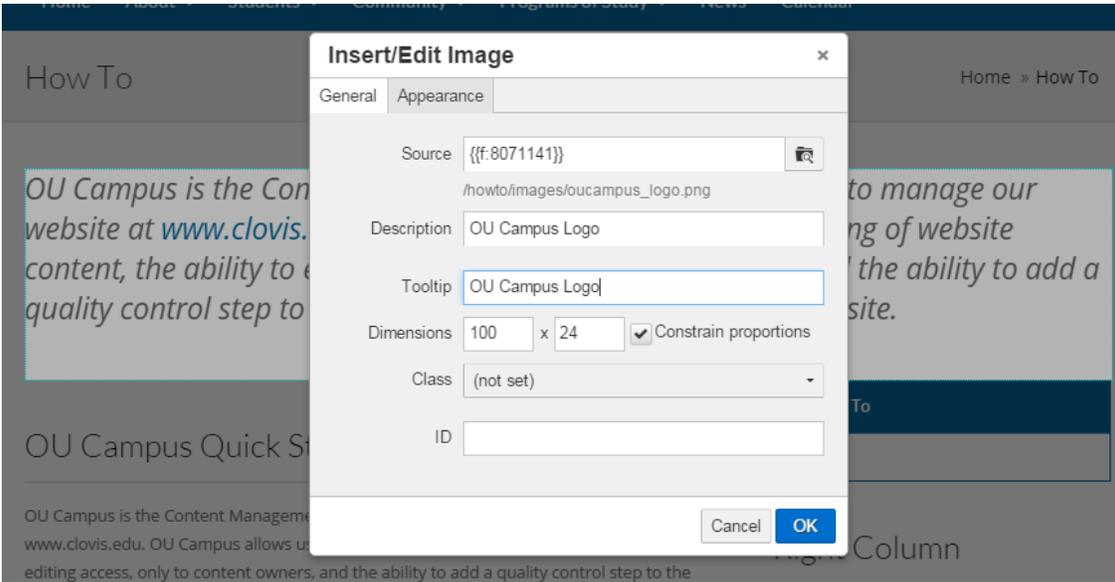


OU Campus is the Co

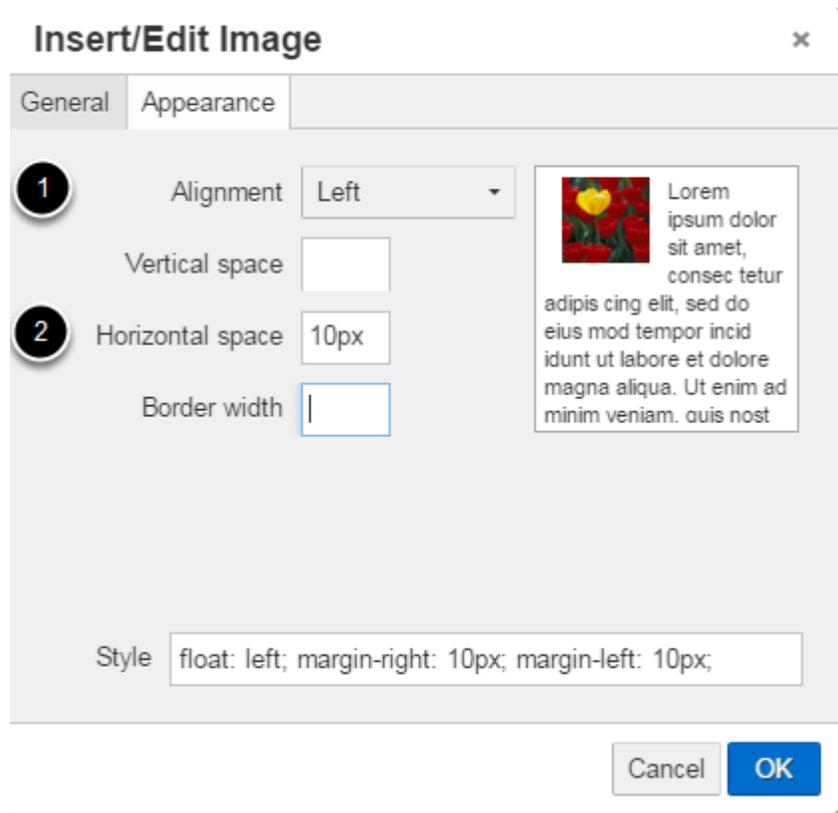
we chose to manage our website at www.clovis.edu
editing of website content, the ability to editing a
the ability to add a quality control step to the pro
website.

The image will not show up in Preview mode until it is published.

Image Appearance Settings

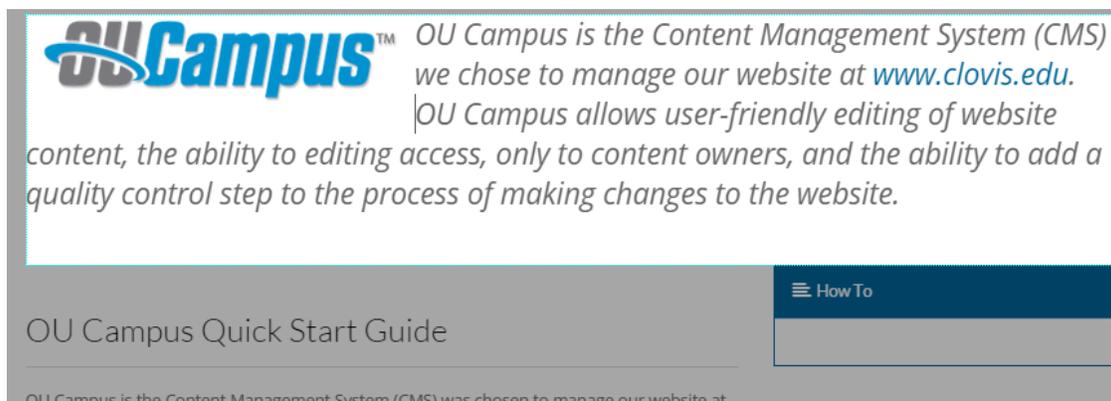


Click on Insert/Edit Image settings on the toolbar to change the image appearance settings.



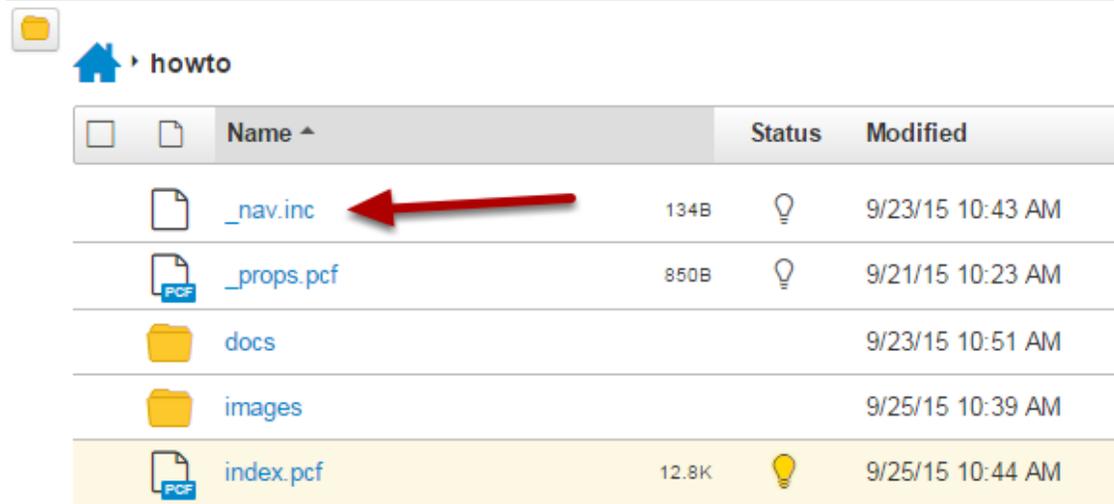
Click on the Appearance tab.
You can change the appearance alignment and spaces around the image.
A preview shows to the right.

Note: please do not get creative and make the image look different than other images on the site.



This shows subtle changes to the text wrapping when we align the image to the left and add some horizontal padding.

Edit the Right-Hand Side Navigation

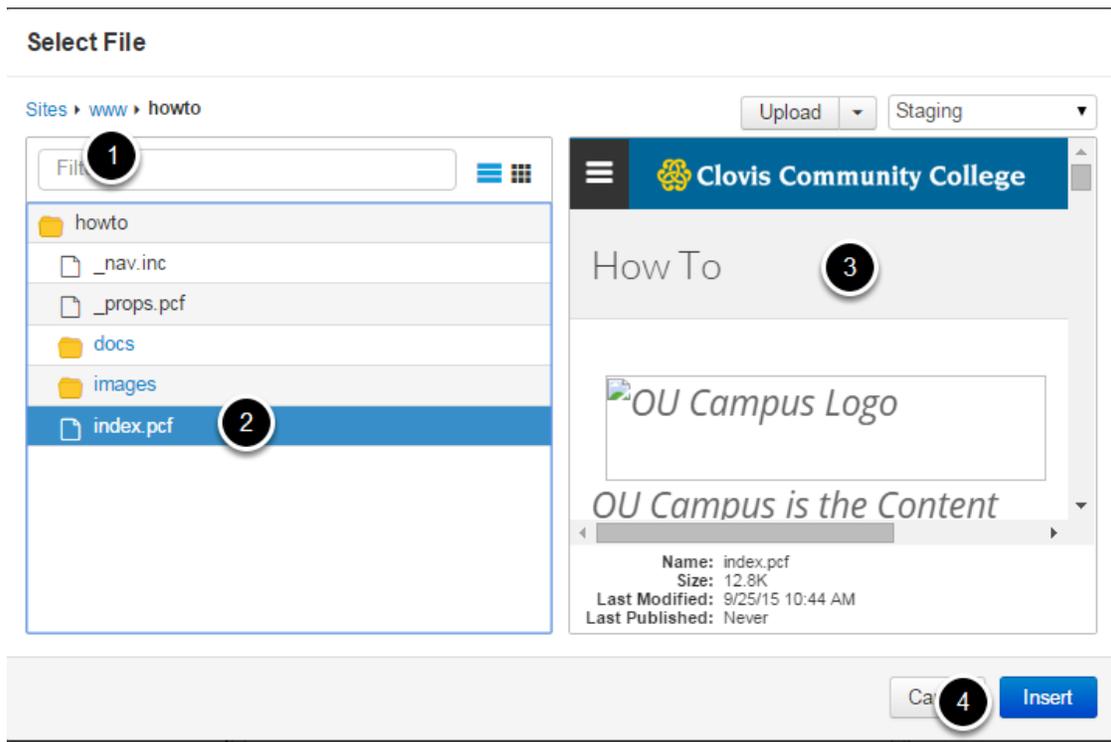


Edit the `_nav.inc` file from the Folder View

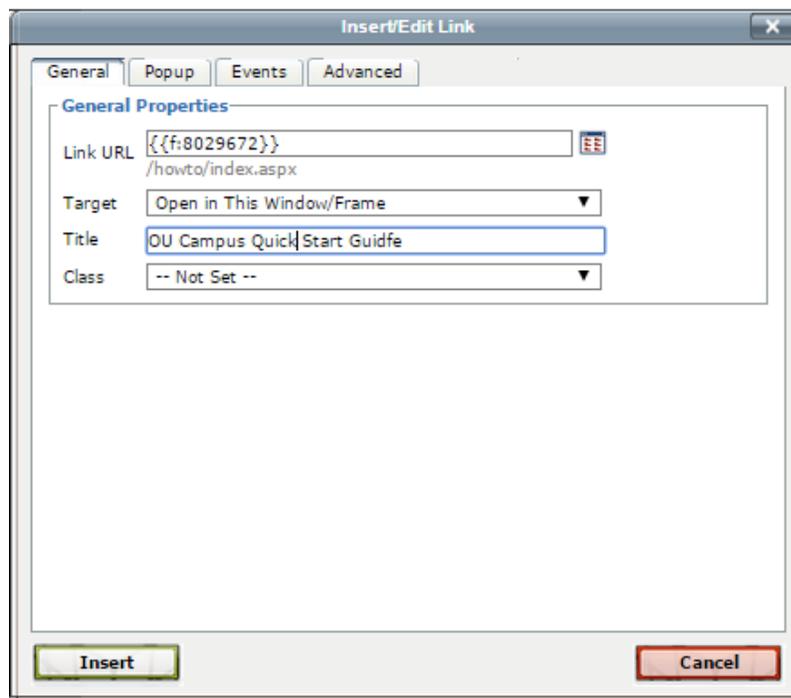


- [OU Campus Quick Start Guide](#)

Click on the Insert/Remove Bulleted List Item on the toolbar to add a line.
Click on the Insert/Edit Link to link to a page.



1. Use the breadcrumbs to navigate to the folder containing the destination page.
2. Click on the page.
3. A preview of the page appears.
4. Click on the Insert button to insert a link to the page.



Fill out the Target and Title areas and click on Insert.

Editing the Right Content to add Contact Info

Main Content

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[How to Log In](#)

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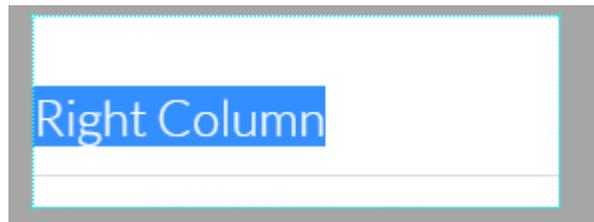
How To

- [OU Campus Quick Start Guide](#)

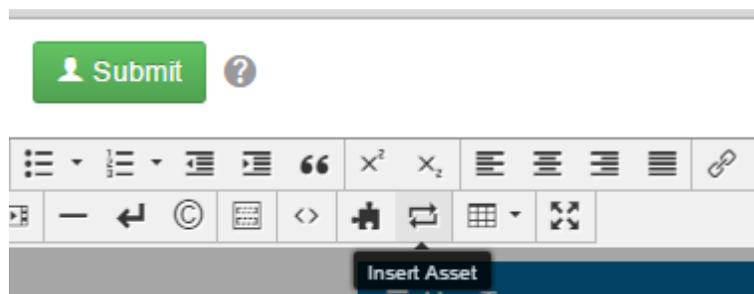
Right Content

Right Column

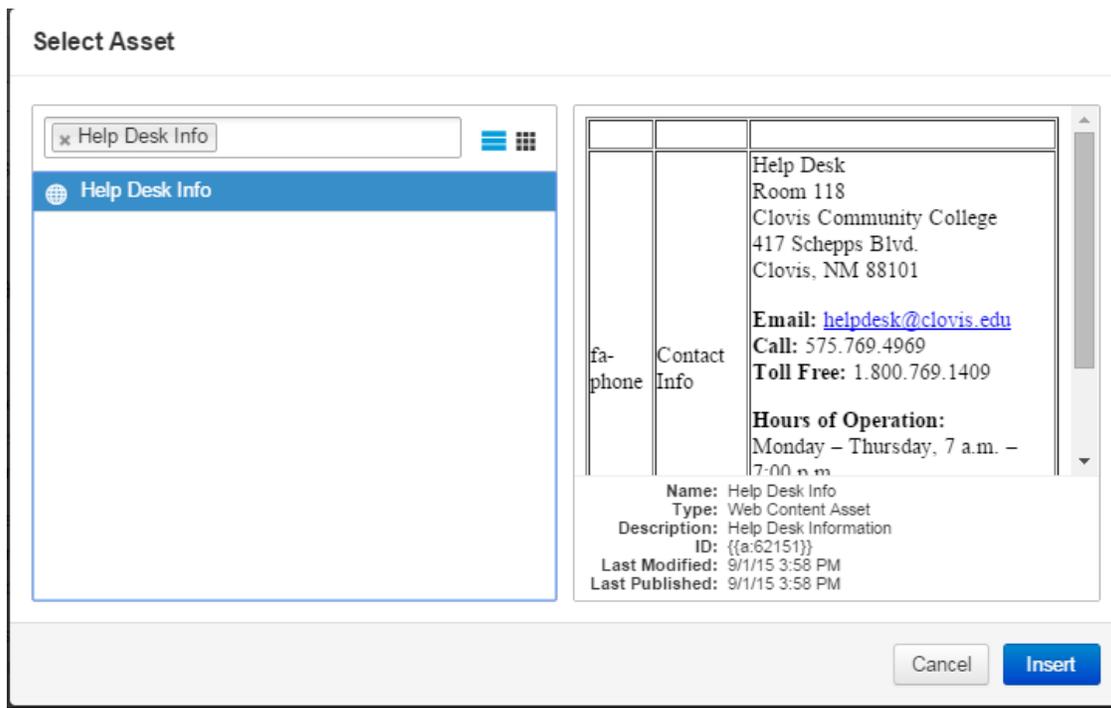
Click on the Right Content button.



Highlight all content of the section using CTRL-A. Hit the Delete key twice to clear all content.

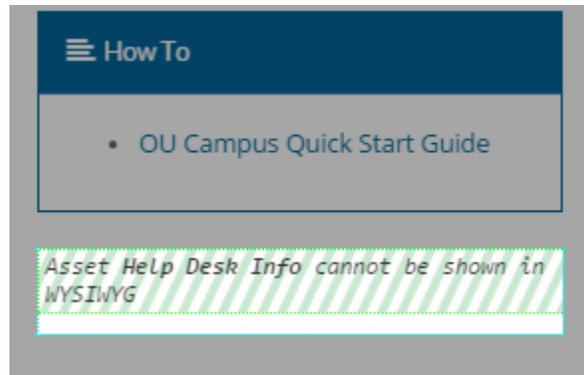


Choose InsertAsset from the toolbar menu



Search for the contact info asset for your folder.
Click on the Insert button

Note: For new folders, you might have to copy and change an existing one.



A placeholder appears for the Info asset.

Top Content



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Main Content

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How To

- [OU Campus Quick Start Guide](#)

Right Content

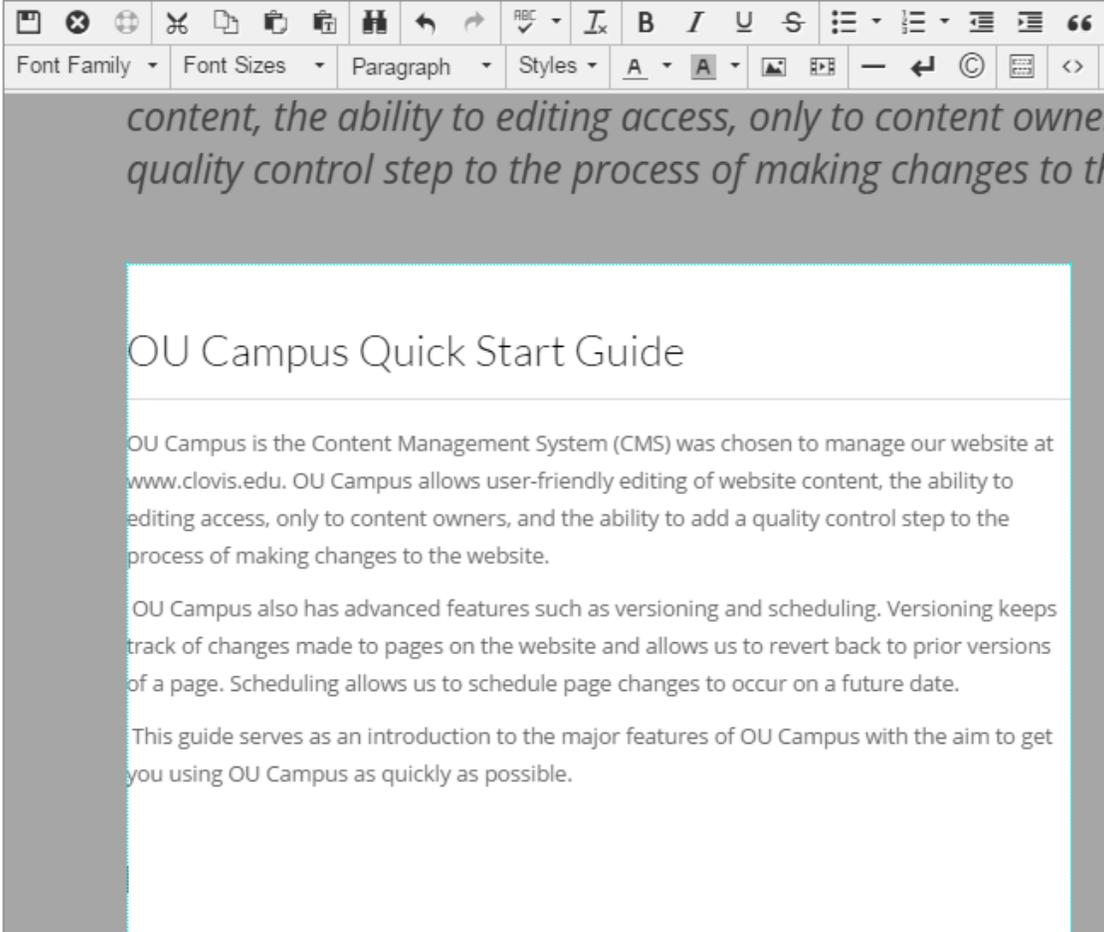
Contact Info

Help Desk
Room 118
Clovis Community College
417 Schepps Blvd.
Clovis, NM 88101

Email: helpdesk@clovis.edu
Call: 575.769.4969
Toll Free: 1.800.769.1409

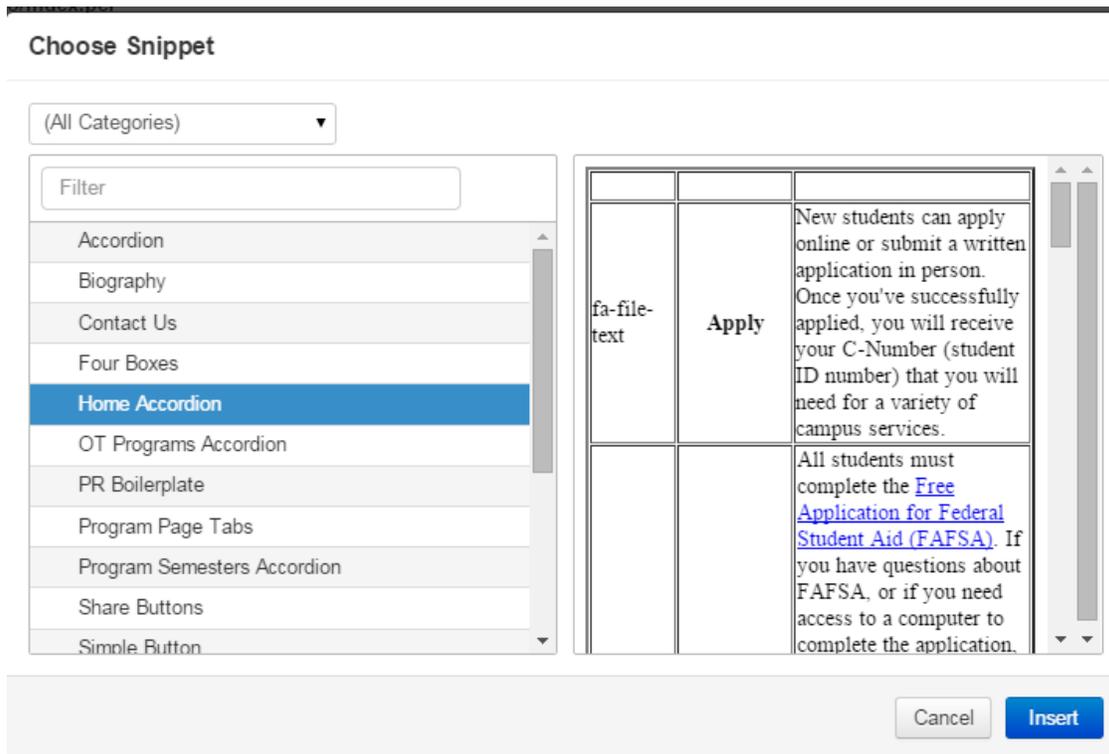
Save and you will see the contact info in preview

Adding an Accordion



The screenshot shows a WYSIWYG editor interface. At the top is a toolbar with various icons for editing, including undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and quote. Below the toolbar are dropdown menus for Font Family, Font Sizes, Paragraph, and Styles. The main editing area contains text that is partially obscured by a grey background. The visible text includes: *content, the ability to editing access, only to content owne* and *quality control step to the process of making changes to th*. A white rectangular box with a blue border highlights a section of the text. The title of this section is "OU Campus Quick Start Guide". Below the title, the text reads: "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." The next paragraph states: "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." The final paragraph says: "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."

Edit the Main Content section

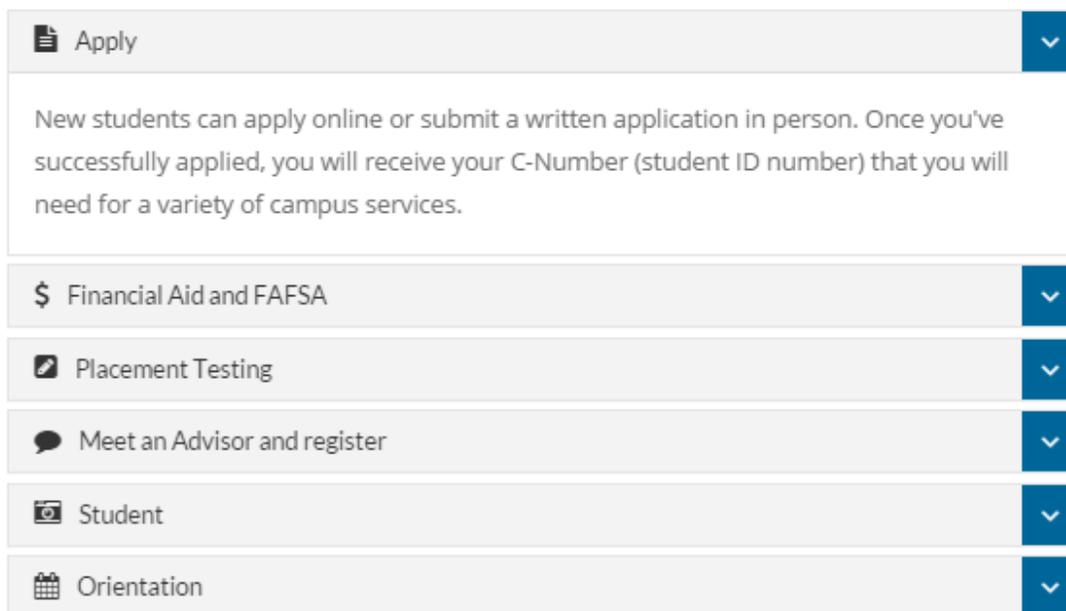


- Click on the Snippet icon on the toolbar
- Click on the type of accordion you want to insert
- Click on the Insert button

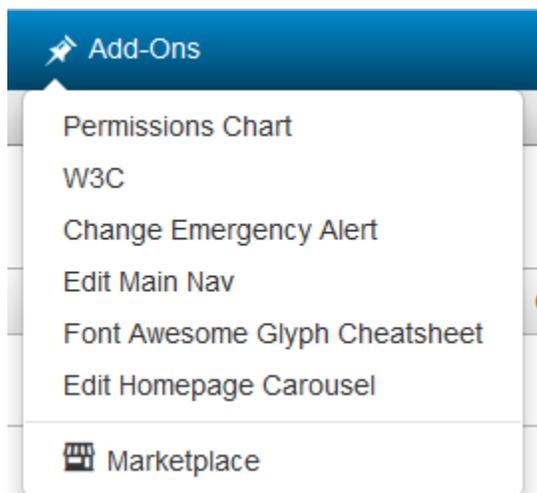
Icon Class	Title	Content
Ex. fa-file-text		
1 fa-file-text	2 Apply	3 New students can apply online or submit a written application in person. Once you've successfully applied, you will receive your C-Number (student ID number) that you will need for a variety of campus services.
fa-dollar	Financial Aid and FAFSA	All students must complete the Free Application for Federal Student Aid (FAFSA) . If you have questions about FAFSA, or if you need access to a computer to complete the application, we have computers and friendly assistants to help you complete this process. We've made applying for scholarships at CCC quick and easy, allowing students to apply for all available scholarships with one simple, online application. Find out more about CCC scholarships...

- You'll see a table.
1. The first column contains the name of the icon used in the accordion
 2. The second column contains the title that is still visible when the accordion is closed

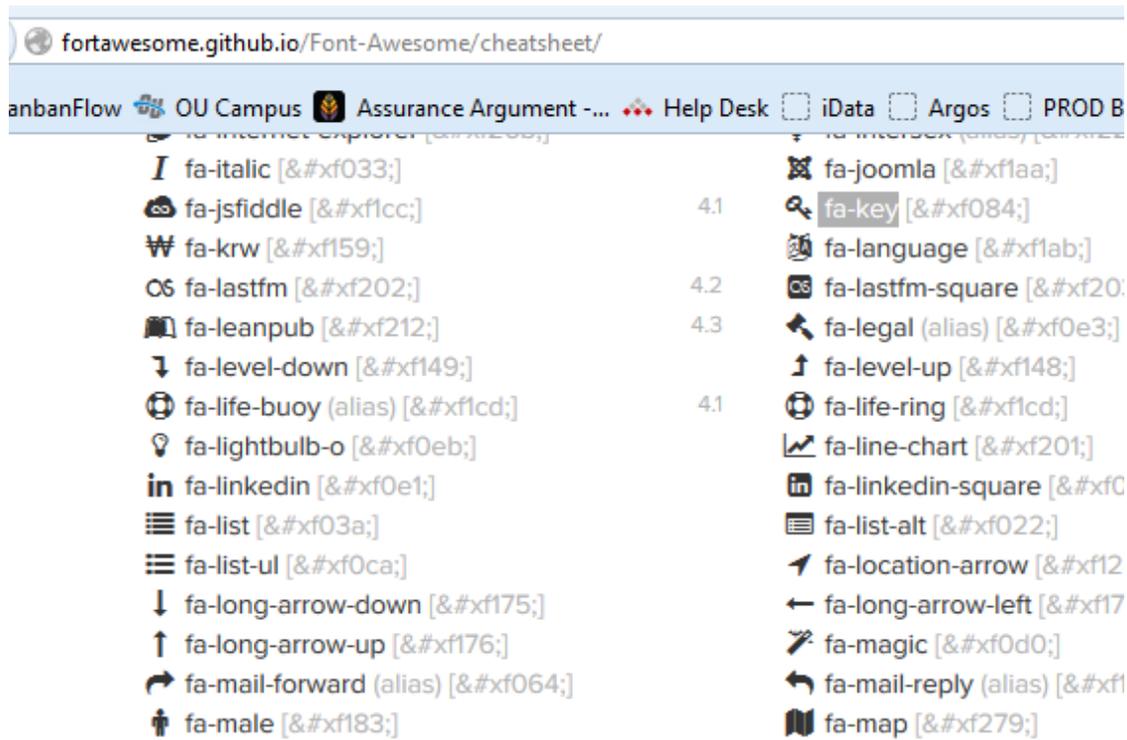
3. The third content contains the content visible only when the accordion is open



Accordion in preview mode.



The codes for the icons are available on the FontAwesome Glyph Cheatsheet on the Add-Ons menu.



Find the appropriate icon and copy and paste its code.

How to Log In

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

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.

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.

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

Cut and paste the content for the Title and Content columns.

Icon Class	Title	Content
Ex. fa-comment		<p>To log in to OU Campus, scroll down to the bottom of the page and click on the copyright symbol.</p> <p>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.</p> <ol style="list-style-type: none"> 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. <p>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.</p> <ol style="list-style-type: none"> 1. Access Groups are used to control access to the folders.
fa-key	How to Log In	

🔍 How to Log In ▼

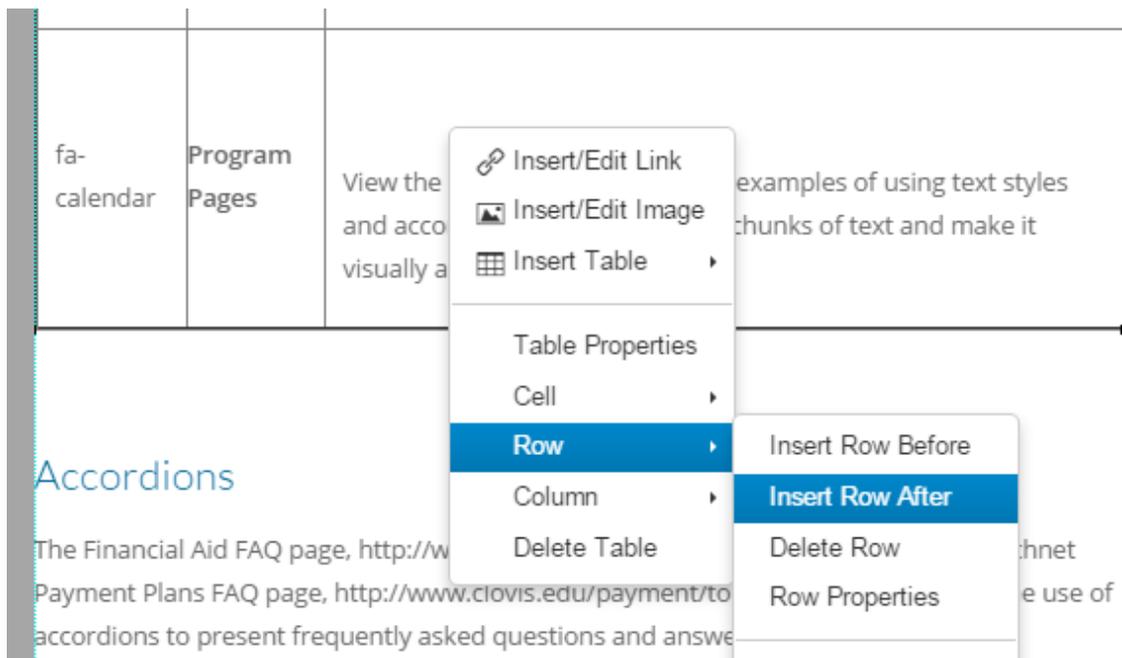
To log in to OU Campus, scroll down to the bottom of the page and click on the copyright symbol.

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.

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

Preview and save

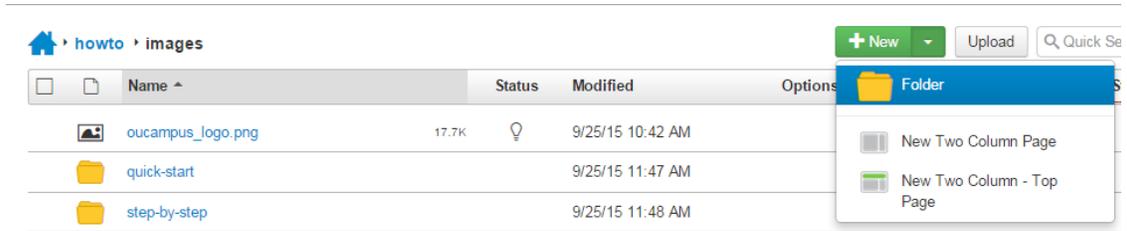


Right-click and choose Row | Delete Row to remove a row
 Right-click and choose Row | Insert Row Before or After to add a row.

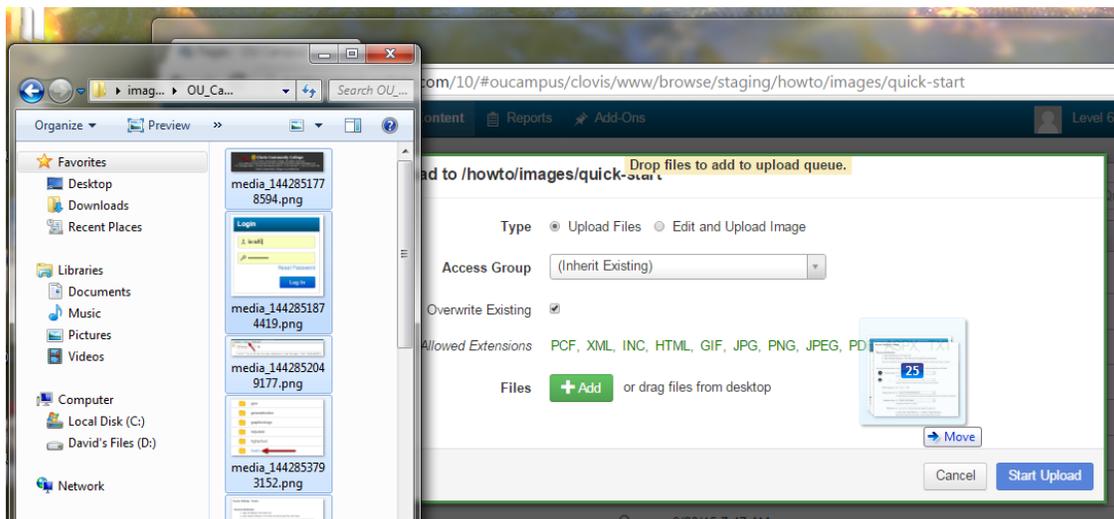


Preview and save when done.

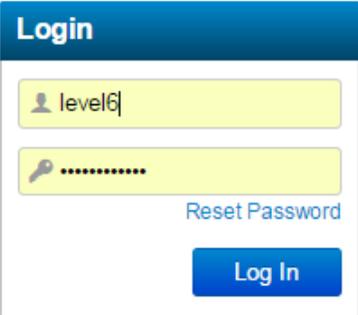
Adding images



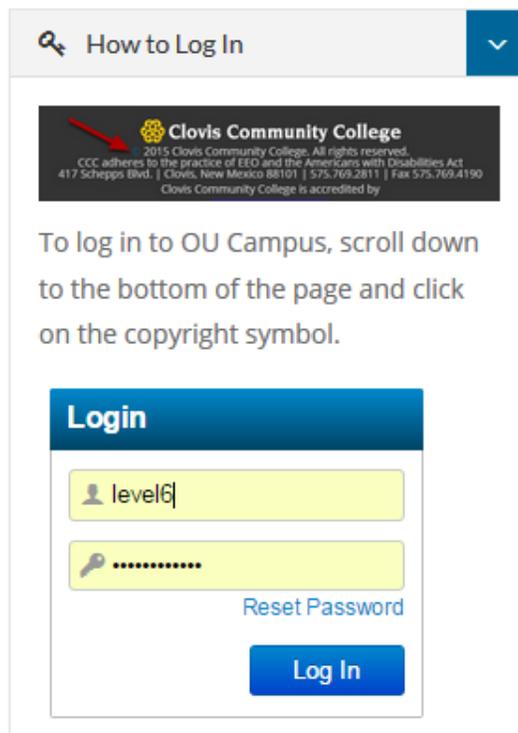
You can create new folders to organize images.



Click on the Upload button, select the images, drag and drop them on the window, and click on the Start Upload button.

Icon Class Ex. fa-comment	Title	Content
		 <p data-bbox="730 436 1367 520">To log in to OU Campus, scroll down to the bottom of the page and click on the copyright symbol.</p> 

Insert the images as we did before with the logo.



Make sure the images have the Responsive Image class and resize when the window width is decreased.