



End-User Reference Guide

New Mexico Institute of Mining and
Technology
OU Campus Version 10

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Introduction

OU Campus is designed to be an easy way for users to edit and manage web pages without any coding experience. To help you with your OU Campus experience, we've provided this End-User Guide. It explains common functions in OU Campus such as how to log in, how to edit and publish pages, how to upload images, and other functions.

In addition to this guide, help for OU Campus can be found at our support site at:

<http://support.omniupdate.com/>

The support site provides comprehensive documentation for OU Campus and all its features, from tutorials to configuration options to archived training sessions. It can be accessed directly from OU Campus via the **Help** link in the upper right-hand corner of the interface. The support site is free to use and available to everyone; we encourage you to make use of it if you have questions.



Additionally, there are in-context help links located throughout OU Campus, marked by a question mark symbol. These links provide explanations for specific areas/tasks, and point to the relevant page on the support site.



Each month, OmniUpdate holds a Monthly Orientation Training webcast. These sessions provide an overview of how to use OU Campus and are open for anyone to attend, whether you are a new user who needs an introduction to the CMS or a returning user who could just use a refresher. You can get more information and register for the next session at:

<http://support.omniupdate.com/oucampus10/about/training/monthly-orientation.html>

Finally, your institution's administrators are also available as help resources should you have questions about OU Campus or are running into an issue. Directly contacting the OmniUpdate support team is restricted to key administrators only.

Logging In

Logging into OU Campus can be done via two ways. One is to navigate directly to a URL within OU Campus; if you are not logged in, you will then be prompted to do so. The other is via a DirectEdit link. DirectEdit links are placed on every published page in your website. Clicking a DirectEdit link logs you into OU Campus and takes you directly to editing that page.

To log into OU Campus via DirectEdit:

1. Navigate to the desired page on the live website.
2. Click the DirectEdit link on the published page. For New Mexico Tech's website, the DirectEdit link is copyright symbol in the footer.



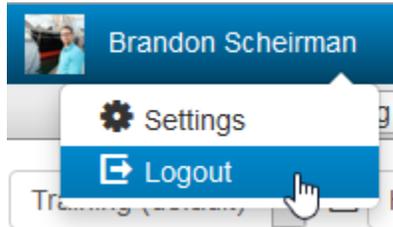
3. Use the login credentials that have been provided to you by an administrator at your school.

A screenshot of a login form. The form has a blue header with the word 'Login' in white. Below the header are two input fields: 'Username' with a person icon and 'Password' with a key icon. To the right of the password field is a link that says 'Reset Password'. At the bottom of the form is a blue button with the text 'Log In' in white.

4. You are now logged into OU Campus and viewing a page, ready to edit it if you want.

To log out of OU Campus:

1. Locate your user name in the top right-hand corner of the screen (in the Global Navigation Bar), and hover over it.
2. Click **Logout** from the menu.



Navigating in OU Campus

Your primary means of navigation through OU Campus is the global navigation bar, found at the top of the screen.



The global navigation bar contains the following items:

- **Dashboard:** This will be your default start location when you're logging into OU Campus not via DirectEdit. It contains access to your workflow, inbox, and several informational gadgets.
- **Content:** This is where you access editing web pages and other files.
- **Reports:** From here you can run various reports about content and content status, such as which pages you published recently.
- **Add-Ons:** Your administrator can configure additional links to go under the Add-Ons menu. You may even have accessed this end-user guide from there!
- **User Avatar and Name:** OU Campus uses [Gravatar](#) to set your profile picture, based off of the email address associated with your OU Campus account. You can also access your user settings and log out by hovering over your name.
- **Help:** Help menu items include access to our support site, our community network, our feedback forum, and the official release notes for OU Campus.

Dashboard

The Dashboard menu has three options: **Dashboard**, **Workflow**, and **Inbox**. On your **Dashboard**, you can view certain gadgets, such as your inbox and recent activity on pages you have access. Your **Inbox** is where you can view and send messages through OU Campus. **Workflow** refers to the process in OU Campus of sending files to other users for review and publication; we'll cover that in a later section.

Content

The Content menu has two or three options, depending on your user level: **Pages** and **Assets** for levels 0 through 4, with the addition of the **Recycle Bin** for levels 5 through 8. Level 9 and 10 administrators have additional options available to them. Selecting **Pages** provides access to the Pages List View, which is where you view the file structure of the website and can navigate to folders and pages to edit them. This is where the majority of

website content is stored. **Assets** are a type of reusable content in OU Campus that we'll explain further in a later section.

Reports

The Reports menu has six different types of reports that you can run to gather information on your activity in OU Campus. These reports are:

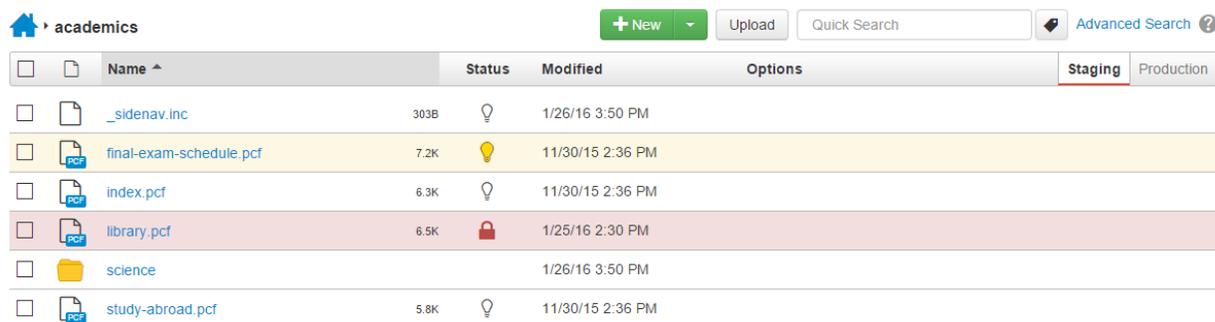
- **Required Actions:** Shows you pages that contain broken links
- **Checked Out Content:** Shows you pages that are currently checked out to you
- **Pending Approvals:** Shows you pages that are waiting for your approval
- **Scheduled Actions:** Shows you any actions (such as publishes or reminders) you have set for later
- **Recent Saves:** Shows you pages you saved recently
- **Recent Publishes:** Shows you pages you published recently

Add-Ons

Add-Ons are optional links to applications or webpages that administrators can configure. The **Marketplace** item is available by default, and is where you can view new modules and gadgets offered by OU Campus.

Pages List View

This is the main view in OU Campus where you'll be working. From here, you can view all the folders and pages that make up your website (as long as you have access to them). Clicking on the name of a file will take you to **Edit** mode; clicking the name of a folder will take you to the list view of the content within.

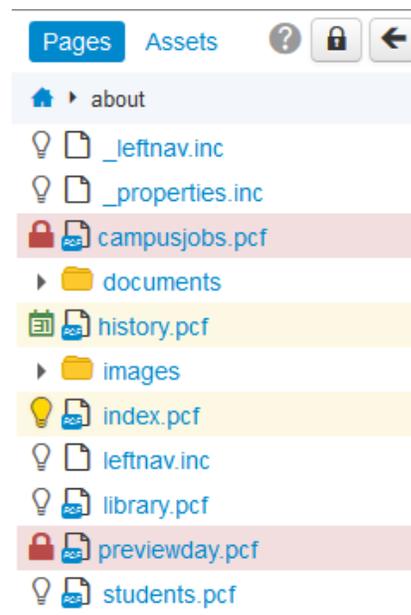


<input type="checkbox"/>	<input type="checkbox"/>	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>	<input type="checkbox"/>	_sidenav.inc	303B	1/26/16 3:50 PM			
<input type="checkbox"/>	<input type="checkbox"/>	final-exam-schedule.pcf	7.2K	11/30/15 2:36 PM			
<input type="checkbox"/>	<input type="checkbox"/>	index.pcf	6.3K	11/30/15 2:36 PM			
<input type="checkbox"/>	<input type="checkbox"/>	library.pcf	6.5K	1/25/16 2:30 PM			
<input type="checkbox"/>	<input type="checkbox"/>	science		1/26/16 3:50 PM			
<input type="checkbox"/>	<input type="checkbox"/>	study-abroad.pcf	5.8K	11/30/15 2:36 PM			

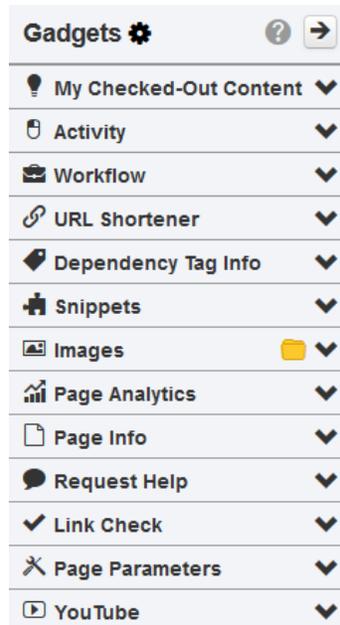
Some additional functions include the green **+New** button at the top, which lets you create new content, the **Upload** button at the top, which you can use to upload files, and the search bar which you can use to filter or search for content.

OU Campus uses a file structure system to both organize pages and to create the structure of the website itself. For example, a page in the academics directory will have the URL of www.nmt.edu/academics/page.html.

There are also two expandable/collapsible regions on either side of Pages List View. On the left side is the File Navigation Sidebar, which displays the file structure of the website, allowing you to expand and collapse folders without having to navigate to them. It can be a quick way to navigate through files. Selecting the lock icon will automatically sync the list to your location in Pages List View.



On the right-hand side is the Gadgets Sidebar. Gadgets are little programs within OU Campus that provide additional or streamlined functions. We'll learn more about those in a further section as well.



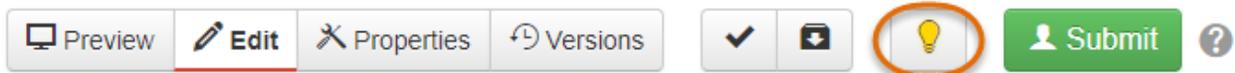
Editing Pages

Checking Out

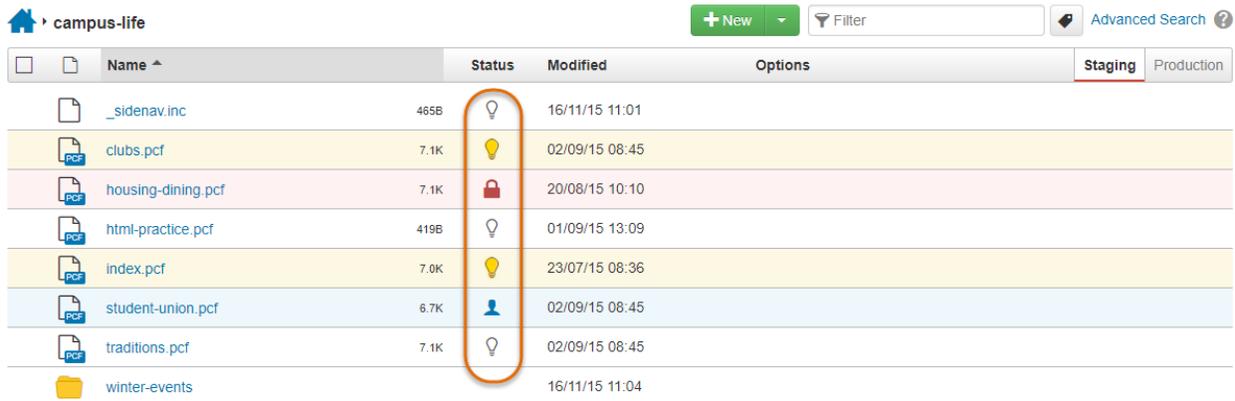
The first step in editing a page is checking it out. Much like checking out library books, checking out a page in OU Campus ensures it is locked to you and that no other users can make changes while you are working on it.

To check out a page, click the lightbulb icon for the page, turning it yellow. This icon can be found in multiple locations:

- In the Page Actions Toolbar at the top of a page when you're viewing it.

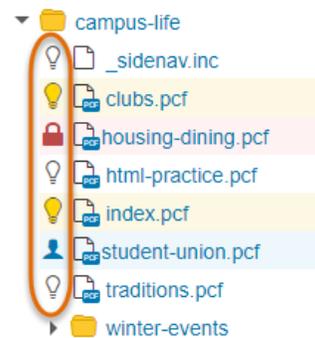


- In Pages List View.

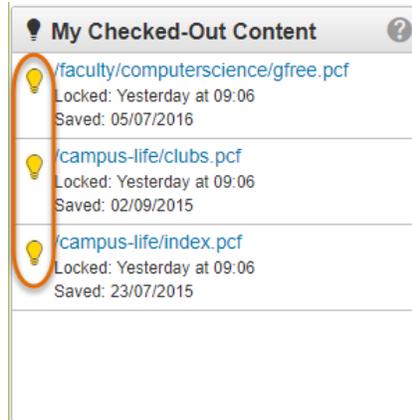
A screenshot of the Pages List View for the 'campus-life' site. The table has columns for Name, Status, Modified, Options, Staging, and Production. The 'Status' column contains icons: a lightbulb (checked out), a yellow lightbulb (checked out by another user), a red padlock (locked), and a person icon (checked out by the current user). The lightbulb icon in the first row is circled in orange.

Name	Status	Modified	Options	Staging	Production
_sidenav.inc	Lightbulb icon	16/11/15 11:01			
clubs.pcf	Yellow lightbulb icon	02/09/15 08:45			
housing-dining.pcf	Red padlock icon	20/08/15 10:10			
html-practice.pcf	Lightbulb icon	01/09/15 13:09			
index.pcf	Yellow lightbulb icon	23/07/15 08:36			
student-union.pcf	Person icon	02/09/15 08:45			
traditions.pcf	Lightbulb icon	02/09/15 08:45			
winter-events		16/11/15 11:04			

- In the File Navigation Sidebar on the left-hand side.



- From the **My Checked-Out Content** gadget on either your Dashboard or the Gadgets sidebar.



- And finally, from the **Checked-Out Content** report.

Checked-Out Content (3)

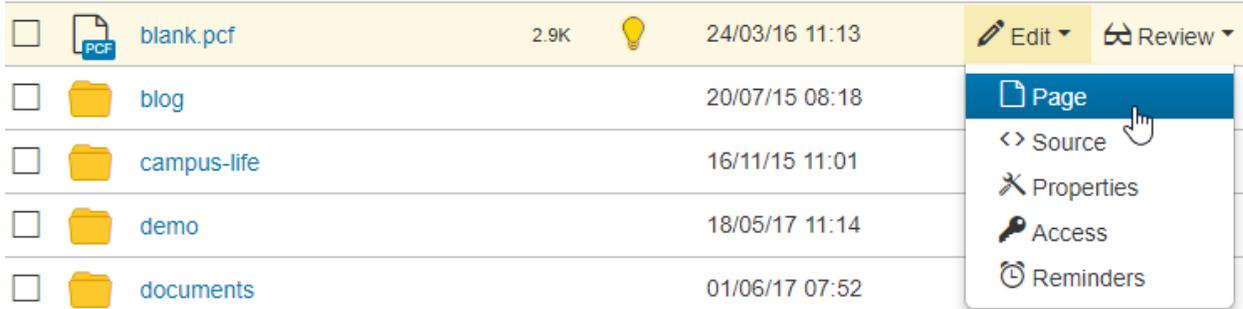
<input type="checkbox"/>	Name	Status	Checked-Out Date	Last Saved Date
<input type="checkbox"/>	/faculty/compute...		17/07/17 08:06	05/07/16 10:19
<input type="checkbox"/>	/campus-life/clu...		17/07/17 08:06	02/09/15 08:45
<input type="checkbox"/>	/campus-life/ind...		17/07/17 08:06	23/07/15 08:36

A yellow lightbulb indicates the page is checked out to you; a white one indicates it is available. If the page has a red lock icon, that means it's checked out to another user.

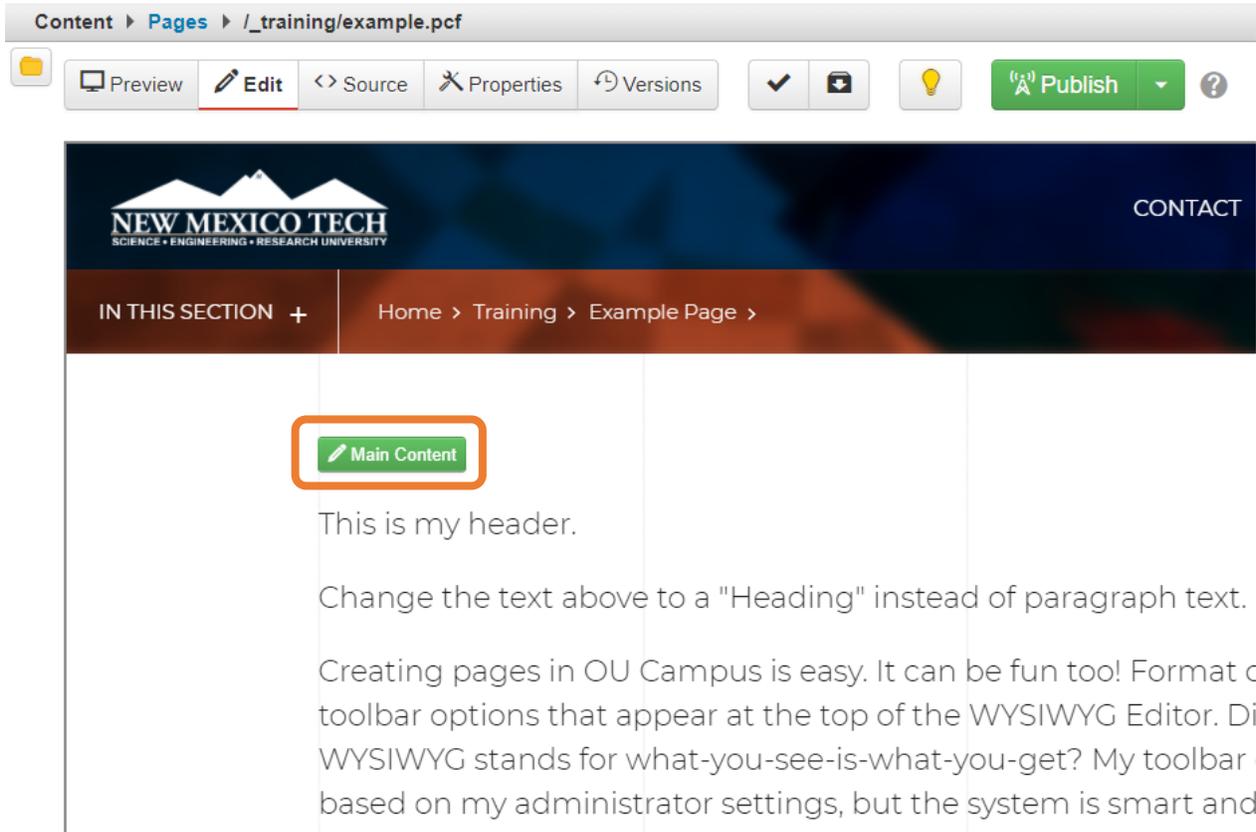
	index.pcf	5.4K		29/03/17 10:58
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Editable Regions

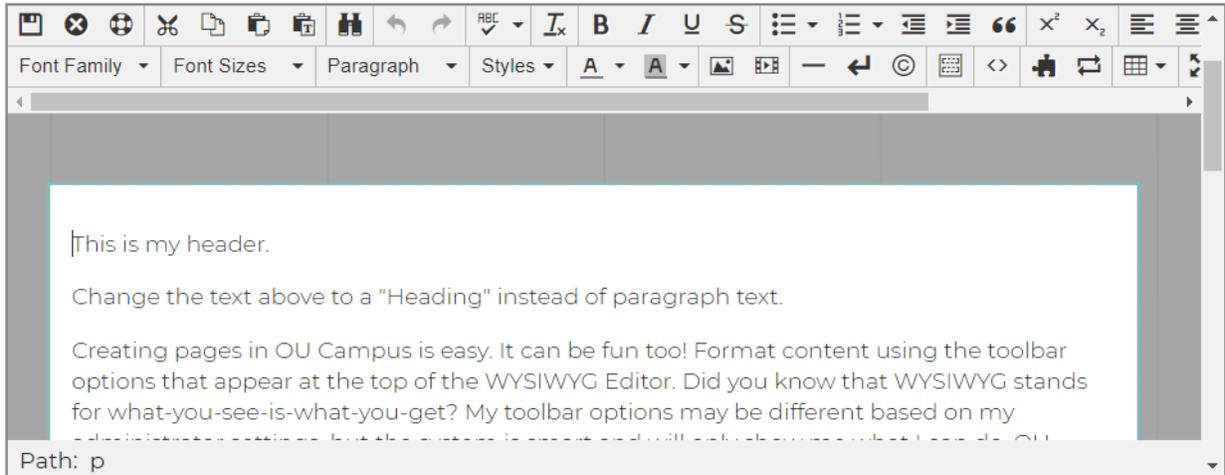
To open a page, click its name while in Pages List View. You can also hover over the page and select **Edit > Page**.



The page is now in **Edit** mode, which you can confirm in the Page Actions Toolbar. You'll also know it's in **Edit** mode when the green editable region buttons are visible.



Clicking a green button will open that editable region. Now you can type in the region, edit text, and insert images, links, and other content while being able to see what the changes will look like on the published page. This called the WYSIWYG Editor, or “What You See Is What You Get”.



The JustEdit toolbar at the top of the editing window contains much of the same functionality as common word processors, such as font styling and alignment, spellcheck, and lists, as well as the ability to insert content like images, assets, links, and tables. To save your changes and exit the editable region, select the **Save and Exit** icon in the very top left corner of the toolbar.



To save your changes while continuing to work in the region, use the keyboard command **Ctrl + S** for Windows or **Cmd + S** for Mac.

Note: It's recommended that you use the keyboard shortcuts **Ctrl/Cmd + C** and **Ctrl/Cmd + V** to copy and paste, respectively, rather than the buttons on the toolbar as some web browsers block copy and paste buttons from working.

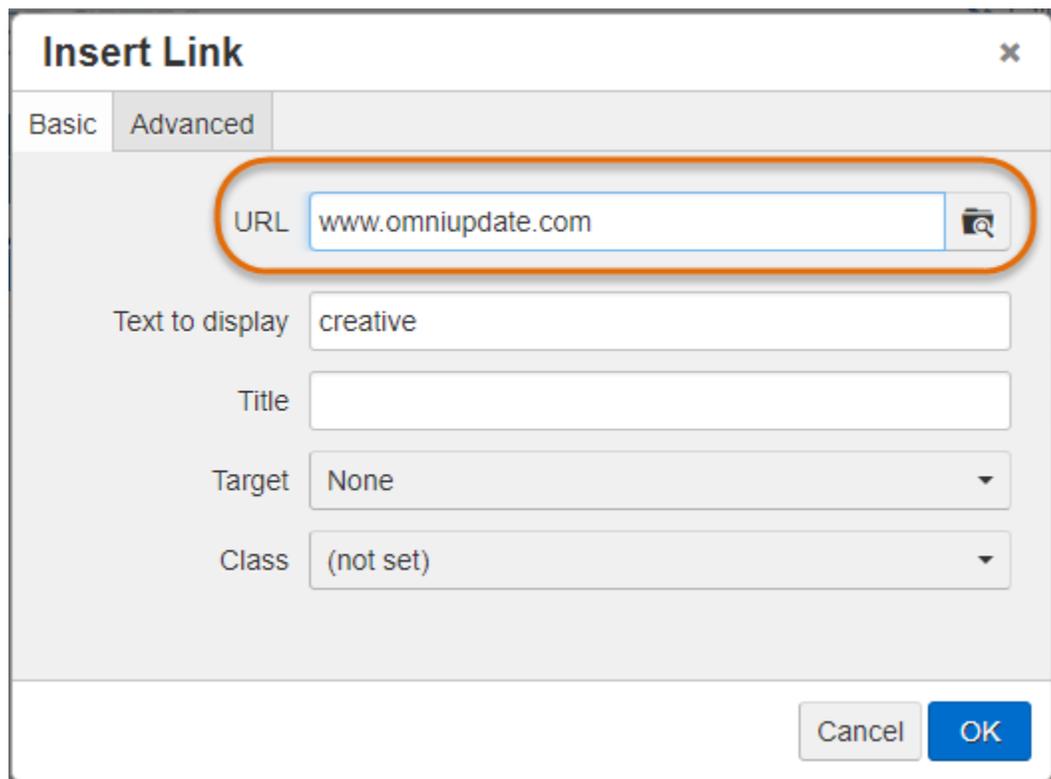
Inserting a Link

To insert a link on a page:

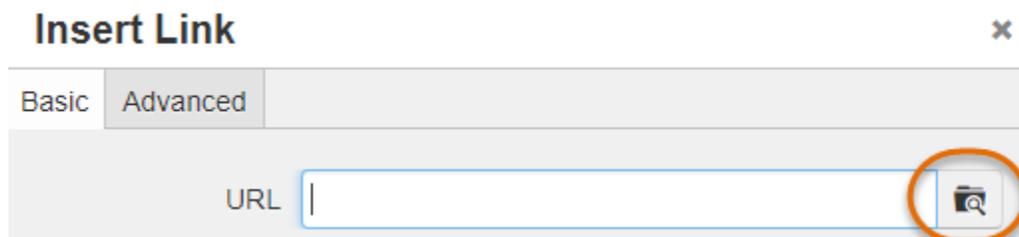
1. In an open editable region, highlight the text that you want to turn into a link.
2. In the toolbar, click the **Insert Link** button.



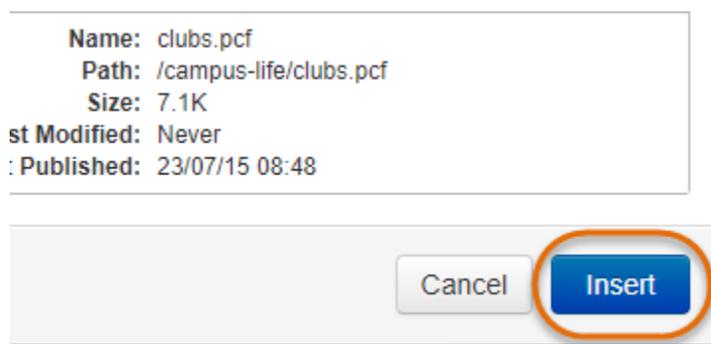
3. To insert an *external* link, i.e. a URL not managed in OU Campus, copy and paste it into the URL field.

A screenshot of the 'Insert Link' dialog box. The 'Basic' tab is selected. The 'URL' field contains 'www.omniupdate.com' and is circled in orange. Below it are fields for 'Text to display' (containing 'creative'), 'Title', 'Target' (set to 'None'), and 'Class' (set to '(not set)'). At the bottom right are 'Cancel' and 'OK' buttons.

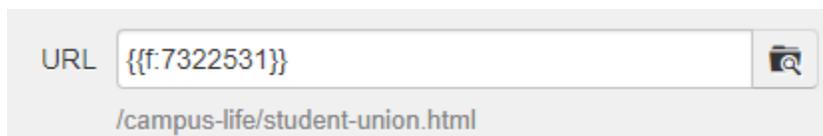
4. To insert an *internal* link, select the file browser icon to the right of the URL field.



5. Navigate through the file structure to select the page you want to link. Once you've chosen a page, select **Insert**.



6. Notice what appears in the **URL** field. This is a **dependency tag**. OU Campus uses something called Dependency Manager to keep track of and link to internal files. Each file is assigned a unique tag that is inserted into links. This way, the link remains valid even when the file is moved or renamed (though there's nothing we can do about deleted files).



7. Other fields include **Title**, which is the text that displays when you hover your cursor over the link; **Target**, where you can choose if the link opens in a new window or not; and **Class**, where you can apply a style to the link. The **Advanced** tab also provides additional configuration options.
8. Finally, click **OK** to place your link on the page.

To edit an existing link, place your cursor in it and then select the **Insert/Edit Link** icon from the toolbar. The **Remove Link** button is also available next to it.

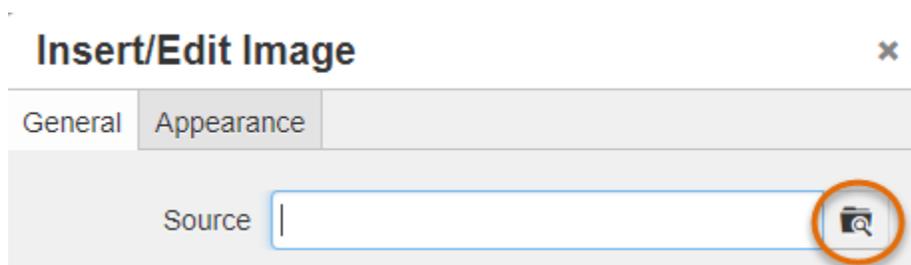
Inserting an Image

To place an image on a page:

1. In an open editable region, place your cursor on the page where you want the image to be placed.
2. In the toolbar, select the **Insert/Edit Image** icon.



3. In the **Source** field, click the file chooser icon.



4. Use the file chooser to navigate through your website's file system and find the image you want to add. Once you've chosen an image, select **Insert**.
5. Fill in the **Description** field. This is mandatory for accessibility reasons.
6. You can also alter the **Dimensions** of the image or add a **Class** from the dropdown.
7. The **Appearance** tab lets you further alter the image. To affect the vertical space, horizontal space, and border width fields, type a number into the field and then click outside of it. Additional formatting can be entered in the **Style** field as well.
8. Once you're done, click **OK** to place the image on the page.

Inserting a Video

To place a video on a page:

1. In an open editable region, place your cursor on the page where you want the video to be placed.
2. In the toolbar, click the **Insert/Edit Video** button.

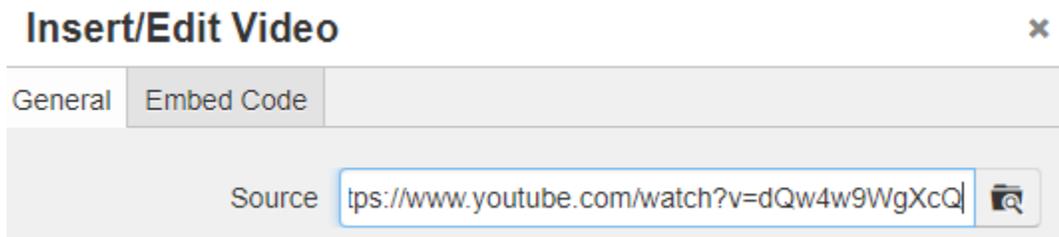


3. To insert a video that has been uploaded to OU Campus, select the file chooser icon in the **Source** field and browse for the video.



Once you have found the video file, click **Insert**.

4. To embed a video from an external source (such as YouTube), past the video URL in the **Source** field.



5. Other fields include **Alternative source**, where you can enter a backup file in case the video doesn't display properly; **Poster**, where you can upload a thumbnail; and **Dimensions** that you can edit. You can also directly paste the embed code for the video in the **Embed Code** tab.
6. Click **OK** to place the video on the page. While in edit mode, you'll only see the video as a gray box; save and exit the editable region to see how it will display on the published page.

Using Reusable Content (Assets and Snippets)

Assets

Assets and snippets are two kinds of reusable content in OU Campus. **Assets** are files created and managed separately from pages; when you place an asset on a page, you cannot edit the content. However, when an asset file is edited, every page containing that asset is republished to reflect that change. Assets are useful for placing the same information across multiple pages, such as a university address or phone number. This way, if the information changes, the original asset only needs to be modified once, as opposed to editing it on each page it appears.

To insert an asset:

1. In an open editable region, place your cursor where you want the asset to be placed.
2. Click the **Insert Asset** icon on the toolbar.



3. Select an asset from the file chooser. Assets come in five types: Web Content, Plain Text, Source Code, Image Gallery, and Form.
4. Once you've chosen an asset, click **Insert** to place it on the page. While in an editable region, the asset will display as a striped box, to indicate you cannot edit it.

Asset Contact Form cannot be shown in WYSIWYG

5. To see how the asset will look on the published page, save and exit the editable region.

Snippets

Snippets are content that you insert onto a page and can then edit without changing the original file; often they are used to make items such as tables or image frames, where the

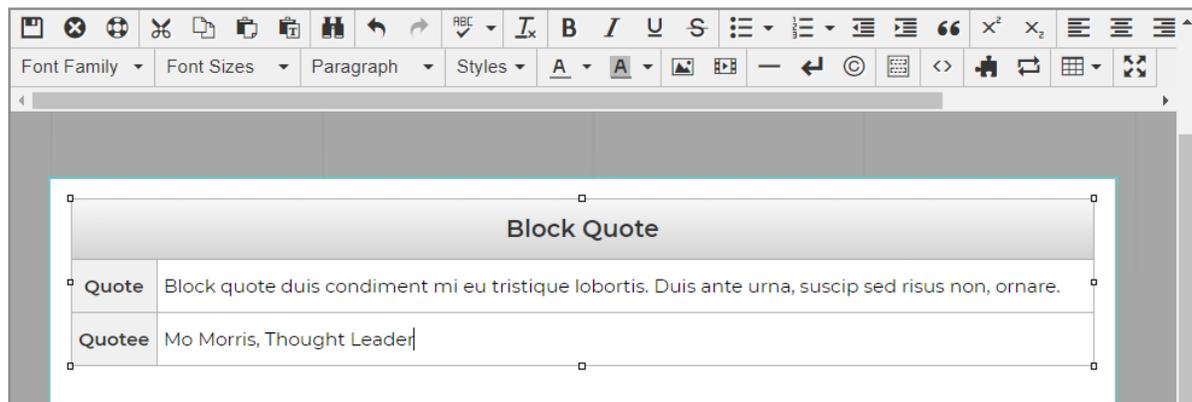
snippet provides the styling and the editor fills in unique content when it is placed on the page.

To insert a snippet:

1. In an open editable region, place your cursor where you want the snippet to appear.
2. Click the **Insert Snippet** icon on the toolbar.



3. Choose a snippet from the ones available. You can see a basic preview of what it will look like on the right-hand side. When you've selected one, click **Insert**.



4. Now that the snippet is placed on the page, fill out content in the appropriate areas. To see what the snippet will look like on the published page, save and exit the editable region.



Block quote duis condiment mi eu tristique lobortis.
Duis ante urna, suscip sed risus non, ornare. "

- Mo Morris, Thought Leader

MultiEdit

You may come across pages that do not have editable regions as normal, but instead an orange **MultiEdit** button at the top of the page.

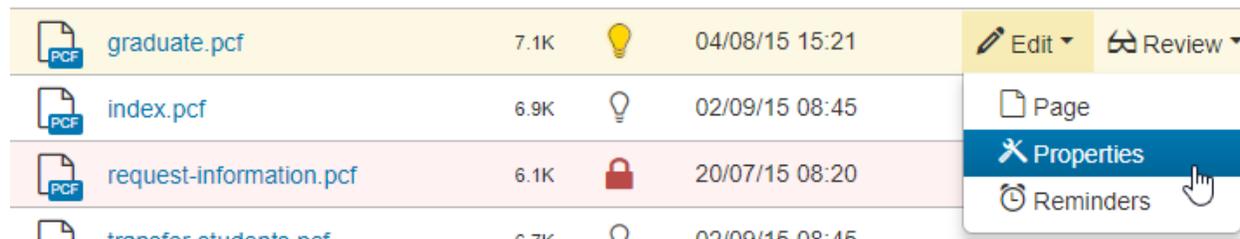
An orange rectangular button with the text "MultiEdit" in white.

Clicking the button will open a form-type interface where you can enter information into the page with limited ability to edit the styling or formatting. MultiEdit is commonly used for pages such as faculty profiles, where the content will change but the format is meant to stay consistent.

Editing Page Properties

Some information on a page is edited via **Properties**, rather than through the WYSIWYG editor. Page properties can be found in the Page Actions Toolbar as long as the page is checked out to you. You can also access them by hovering over the file in Pages List View and selecting **Edit > Properties** (again, this will only appear if you've checked out the page).

Note: Depending on your user settings, you may not have access to Page Properties.

A screenshot of a table with four rows of page information. The third row is highlighted in pink. A context menu is open over this row, showing options: Page, Properties (highlighted with a mouse cursor), and Reminders. The table columns include a file icon, filename, size, status icon, and timestamp.

 graduate.pcf	7.1K		04/08/15 15:21	 Edit ▾	 Review ▾
 index.pcf	6.9K		02/09/15 08:45		
 request-information.pcf	6.1K		20/07/15 08:20		
 transfer-students.pcf	6.7K		02/09/15 08:45		

There are three items under Properties:

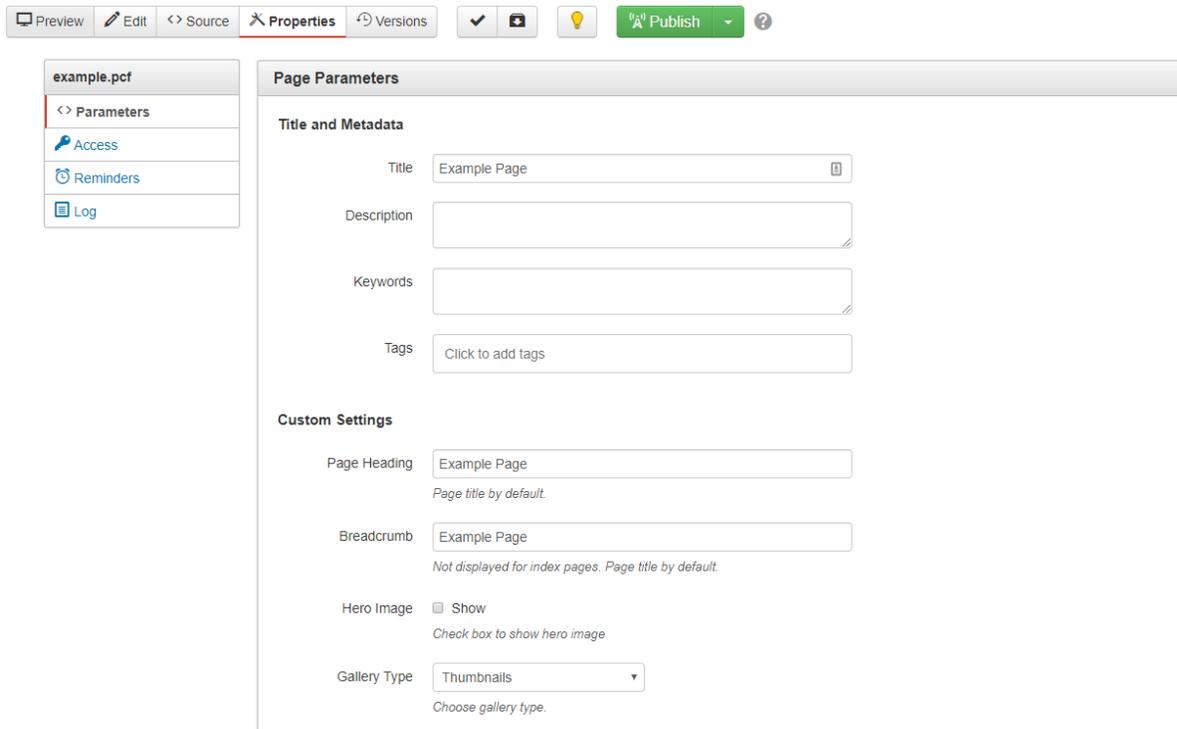
- **Parameters:** This includes metadata about the page, such as title and description, as well as different configuration options.
- **Reminders:** You can set Scheduled and Stale Reminders for a page, to notify you either at a certain date/time or when a page has gone unedited for too long.
- **Log:** Tracks all the changes that have been made to the page.

Editing Page Parameters

Page Parameters is divided into two sections. The first is **Title and Metadata**. The Title and Description fields are displayed when the page comes up as a result on a search. Tags are

used within OU Campus to organize and sort files; your administrator will probably have specific guidelines for tagging content that they want you to follow.

Custom Settings can vary from page type to page type within your implementation of OU Campus. These often cover settings such as the header image for the page, whether to display right and left columns, and other options for configuring content outside of the editable regions on the page.



Setting Reminders

There are two types of reminders you can set in OU Campus for a page. A **Scheduled Reminder** sends you a notification on the specified date and time, with the option to repeat the reminder. A **Stale Reminder** is only triggered if the page has not been edited within the specified period of time.

Versions

While working on a page, you may want to back it up before making any changes, so you can revert to a previous version if you don't like the changes you've made. To save a version of a page, make sure the page is checked out, and then click the **Save Version** in

the Page Actions Toolbar. You can enter a description to indicate what changes were made since the previous version or other useful information.



You can also view all versions of a page by selecting **Versions** from the Page Actions Toolbar. The green highlight indicates the version that is currently live on the production server. When you hover over a version, several options are available:

- **View:** See what that version of the page looks like.
- **Compare:** Compare that version of the page with the version you're currently working on.
- **Revert:** Change the version you're currently working on to the highlighted version.

Versions (23) Compare to Live

Version	Date	User	Description	Options
23(Live)	29/03/17 10:58	Erica Bogosian		Live on publish target: gallena
22	02/12/16 15:17	Erica Bogosian		
21	16/11/15 10:44	Erica Bogosian	Sportsball team description updated.	View Compare Revert

There is also the option to **Compare to Live**, in the top-right corner, allowing you to compare the version you're working on to the page on the published website.

Publishing Content

OU Campus uses a two-server system. This means that any changes you make to pages are on the **staging server**, while the live website exists on the **production server**. This allows you to edit and create new content without worrying about web visitors seeing it until it's ready to go public. To make changes go live, you publish your pages and other files.

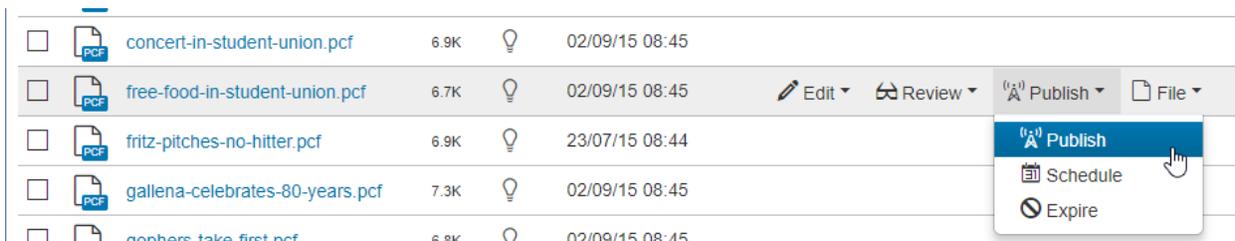
The ability to publish pages directly without submitting them to another user for review and approval is determined both by user level and/or administrator-configured settings. We'll cover what it looks like both to publish a page on your own and to submit it in a workflow.

Publish Now

There are two ways you can publish a page. One is via the green **Publish** button in the Page Actions Toolbar.

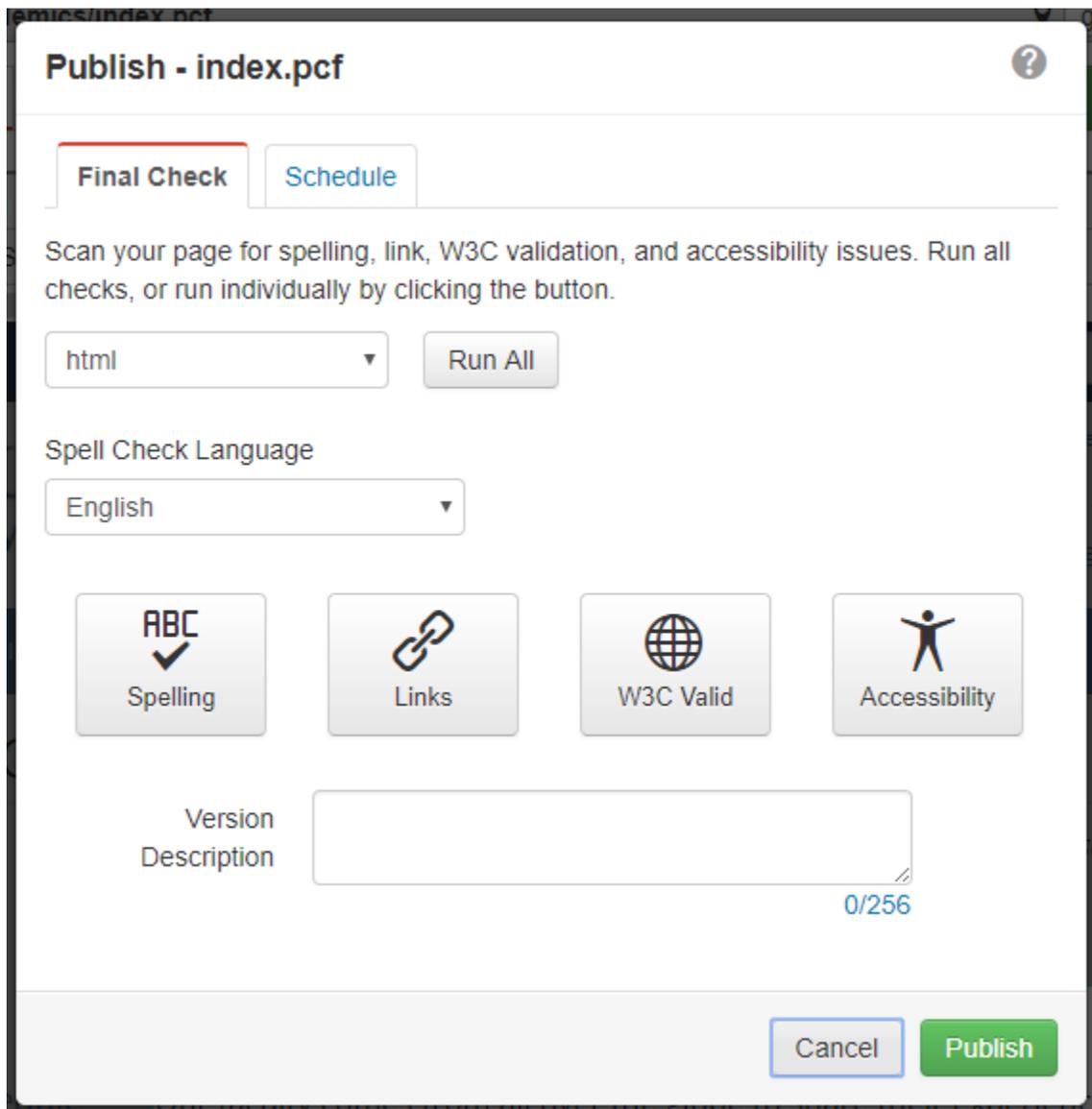


The other is in Pages List View when you hover over a page and select **Publish** from the dropdown menu.



A page does not need to be checked out for you to publish it, but you cannot publish a page checked out to somebody else.

Once you've clicked **Publish**, the Publish modal will appear with the "Final Check" tab open. From here you can run checks for spelling, links (to make sure there are no broken links on the page), W3C Valid (to check the code), and accessibility. Your administrators may choose to enforce some/all of these checks so they must be passed before a page can be published.



You can also enter a version description to indicate what changes have been made since the last time the page was published.

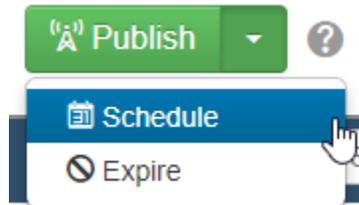
Click **Publish** for the page to go live. If it is published successfully, you will receive a success message at the bottom of your screen, with a link to the page on the live website.

Schedule Publish

Because you can make changes to pages in OU Campus before they are visible to website visitors, you have the ability to make edits and create content in advance of when it needs

to go live and then schedule it to be published at the proper time and date. This is useful, for example, for announcements and other time-sensitive content.

You can schedule a publish from the same locations as publishing it directly: from the drop-down menu when hovering over a file in Pages List View, from the “Schedule” tab in the Publish modal, or from opening the dropdown of the green **Publish** button.

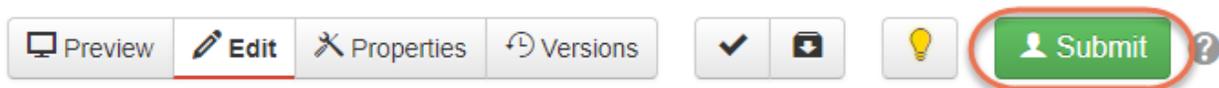


All of these methods will bring you to the “Schedule” tab of the Publish modal. In this tab, you can select the date and time you want to publish the page, as well as if you want it to repeatedly publish. You can also configure a message to be sent to you when the page is published.

Click **Schedule** to schedule the publish. You can view a list of all pages you have scheduled to publish from the **Scheduled Actions** report.

Workflow

Depending on your user permissions or the access settings of a page or directory, you may not be able to directly publish a page. If this is the case, you won't see the green **Publish** button in your Page Actions Toolbar; instead, it will say **Submit**.



You will also have the Publish option replaced with Submit when you hover over an item in Pages List View.

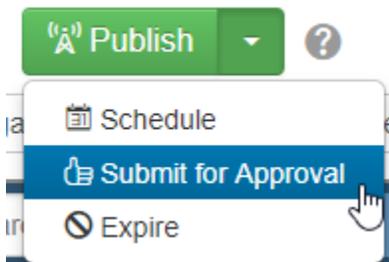
Submitting a Page for Approval

Submitting a page sends it to another user (usually a higher-level administrator) for them to review, approve, and publish. When you click **Submit**, the Submit modal will appear. The options here include who you are sending the page to (which may or may not be predetermined), the **Subject** (which is required), and an optional message where you can

further explain what changes need reviewing. Click **Submit** to send the page to the other user.

The page will now be locked to that user. You'll also notice that in Pages List View the page is marked with a blue silhouette icon, indicating it is awaiting approval.

You can submit a page for approval to another user, even if you have the ability to publish it directly. Just click **Submit for Approval** from the dropdown Publish menu.



Approving or Declining Pages

To keep an eye on what pages you've submitted to other users, as well as managing any that users have submitted to you, navigate to **Dashboard > Workflow**.

Pages that are waiting for your approval will have a thumbs-up icon. To view the page, click the file path to be taken to the file. From here you can publish it, decline it, or pass it along to another user for approval.

Workflow Messages

If you click on the workflow item itself and not the file path, you'll be able to view all items in that workflow – i.e., each time it was passed to another user and any messages sent along with it. You can also see this by hovering over the item and selecting **View**.

Workflow Items (4)

 Filter

<input type="checkbox"/>	From	Approver	File	Status	Date / Options
<input type="checkbox"/>	Lavernius Tucker	You	/campus-life/clubs.pcf		 View
<input type="checkbox"/>	Butch Flowers	Erica Bogosian	/campus-life/traditions.pcf		28/11/16 11:09
<input type="checkbox"/>	Butch Flowers	Erica Bogosian	/campus-life/html-practice.pcf		28/11/16 11:09
<input type="checkbox"/>	Erica Bogosian	North Dakota	/campus-life/student-union.pcf		01/07/16 12:32

Messages in a workflow can be sent to all users or privately to any user involved in the workflow. Private messages are highlighted yellow and are only visible to the sender and addressee.

Note that workflow messages are separate from your inbox. Your inbox works like any other email or messaging system, while workflow messages are attached to a specific file.

Creating New Content

Note that depending on your user level and/or any restrictions an administrator has set, some of these abilities may not be available to you.

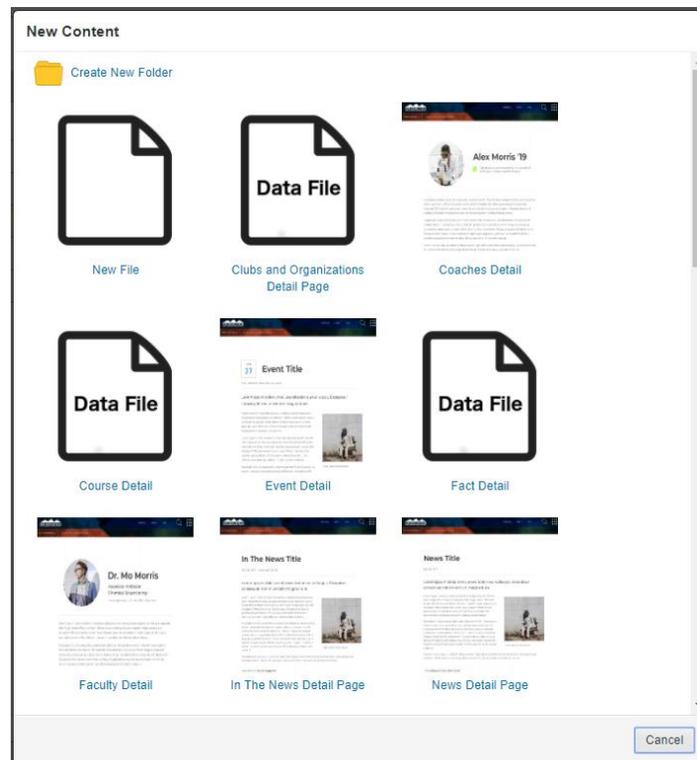
Making a New Page

To make a new page:

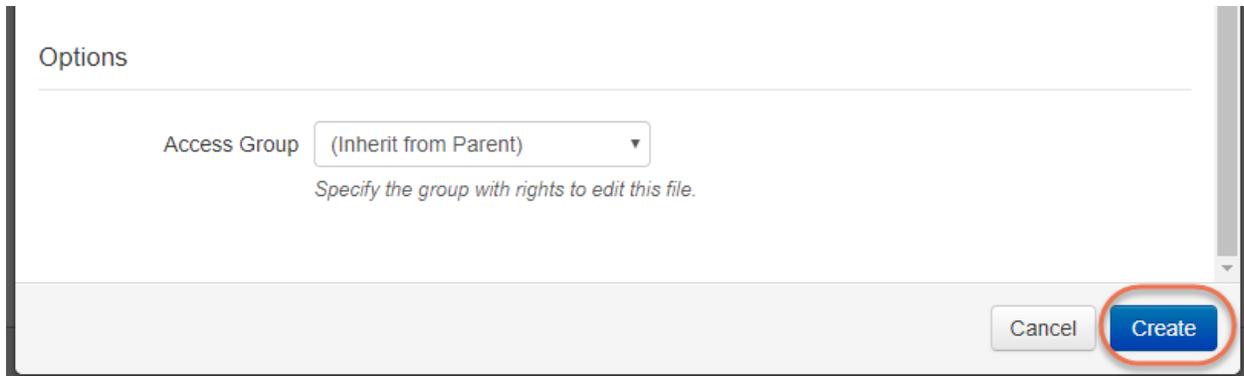
1. Navigate to the Pages List View by selecting **Content > Pages** from the global navigation bar.
2. Click the green **+New** button.



3. The **New Content** Modal will appear with a list of all available templates. Depending on your location inside the file structure, different templates may be available than those shown here.



4. The **New Page** modal will appear. Fill out fields such as the title of the page, a description, the file name (which should reflect the page title), and other configuration options.
5. Click **Create** to create your new page. You will be taken directly to Edit mode of the page. Once you are finished editing it, publish the page for it to go live on the website.



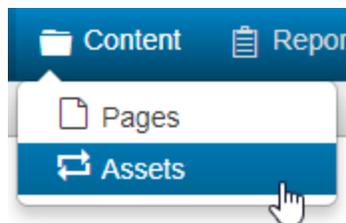
When adding a new page to a directory, you will also want to edit the navigation file for that directory to make sure it's properly linked to on the website. For more instructions on editing nav files, see the **Navigation Files** section.

Making a New Asset

Assets are a type of reusable content in OU Campus. They're managed centrally from one location (Assets List View). After you make an asset, it can be placed on as many pages as you want, and cannot be edited from the pages. However, when the original asset is changed, all pages that "subscribe" to that asset will automatically be republished to show those changes.

To make a new asset:

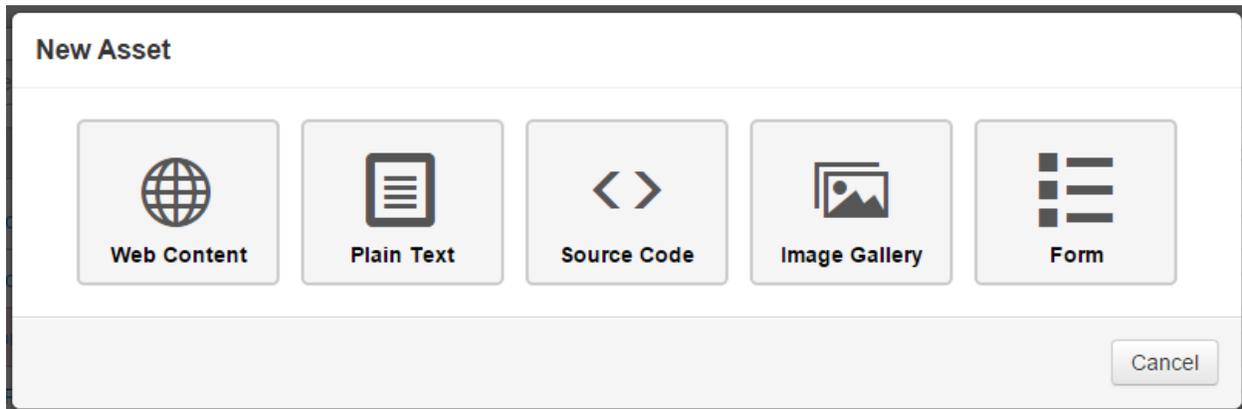
1. Navigate to the Assets List View by selecting **Content > Assets** from the global navigation bar.



2. Click the green **+New** button at the top of the screen.



3. Select a type of asset to create.



The types are:

- **Web Content:** Used for entering HTML-formatted text or media items.
 - **Plain Text:** Used for entering unformatted text.
 - **Source Code:** Used for entering source code or scripts such as JavaScript and PHP.
 - **Image Gallery:** Used to add multiple images into a gallery to display on a page.
 - **Form:** Used to create and manage forms, surveys, and polls.
4. For Plain Text, Source Code, or Web Content assets, create the content using the **Content** field. For Image Gallery assets, edit the Gallery Options before adding images. For Form assets, add form elements (i.e., the questions), an email message, and edit the form settings.
 5. Click **Create** to create your asset and make it available to be placed on pages. Other users will be able to use it too. Just like pages, Assets must be published to appear on the live website.

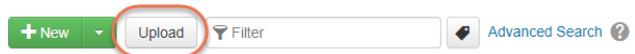
To edit an existing asset, navigate to Assets List View, select the asset, and make any desired changes. Publish the asset for those changes to take effect.

Uploading Files

Files can be uploaded either from Pages List View or while you're browsing for a file, such as when inserting a link or an image. OU Campus supports uploading text files, images, audio and video media, PDFs, and many more types of files.

To upload from Pages List View:

1. Navigate to the directory where the files should be uploaded.
2. Click the **Upload** button on the top of the screen.



3. Alternatively, drag files from your desktop or a file browser into OU Campus to upload them immediately. The green highlighting will indicate you can “drop” the file there to upload it.

Content > Pages gallena-sandbox

[Home](#) > [images](#) > [training](#) + New Upload Quick Search ?

<input type="checkbox"/>	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>	classroomexperience.jpg	39.5K	💡	6/8/15 9:27 AM		
<input type="checkbox"/>	clubs.jpg	39.6K	💡	6/8/15 9:29 AM		
<input type="checkbox"/>	enjoyingsun.jpg	44.8K	💡	6/8/15 9:29 AM		
<input type="checkbox"/>	graduatinginstyle.jpg	19.8K	💡	6/8/15 9:29 AM		
<input type="checkbox"/>	graduation.jpg	34.6K	💡	6/8/15 10:11 AM		
<input type="checkbox"/>	hello-i-am-brandon.jpg	247K	💡	6/8/15 9:29 AM		
<input type="checkbox"/>	rally.jpg	81.7K	💡	6/8/15 9:29 AM		
<input type="checkbox"/>	sororityfraternity.jpg	38.0K	💡	6/8/15 9:29 AM		
<input type="checkbox"/>	studying.jpg	29.8K	💡	6/8/15 9:29 AM		

i Drop file to upload to /images/training ✕

4. If the **Upload** button is clicked, the Upload modal will appear.

Upload to /images

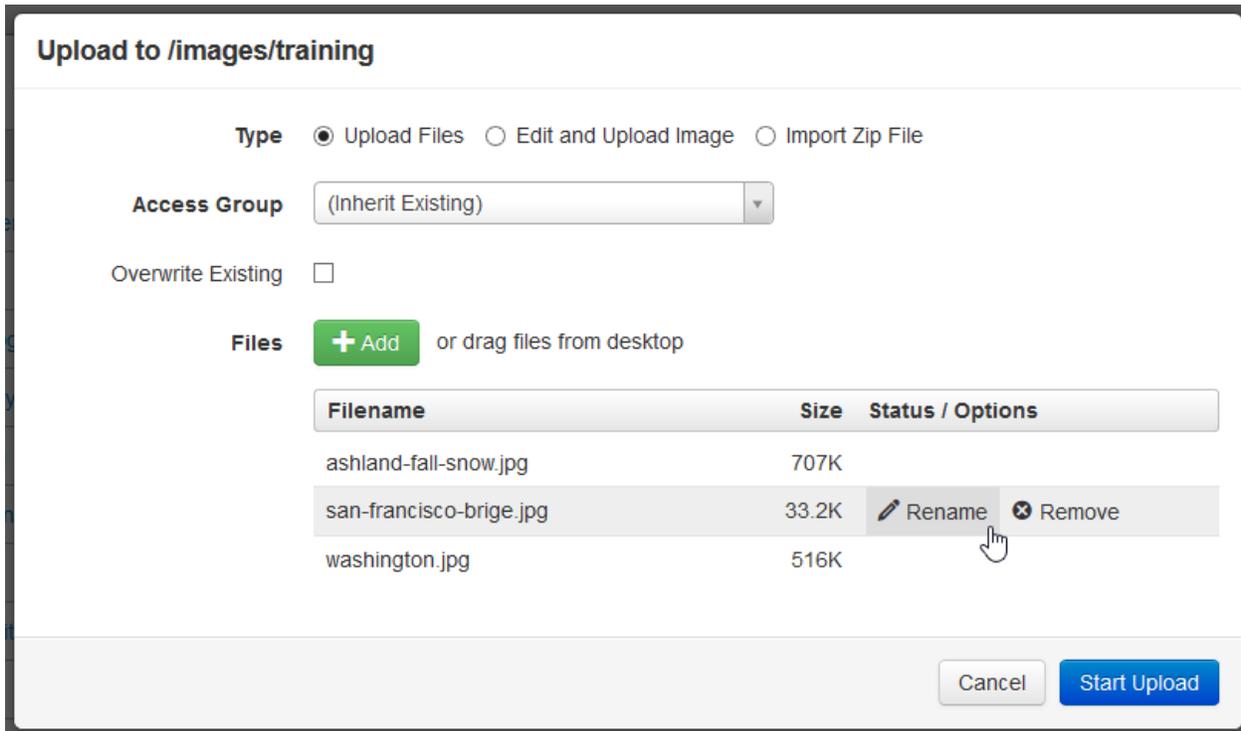
Type Upload Files Edit and Upload Image Import Zip File

Access Group (Inherit Existing)

Overwrite Existing

Files or drag files from desktop

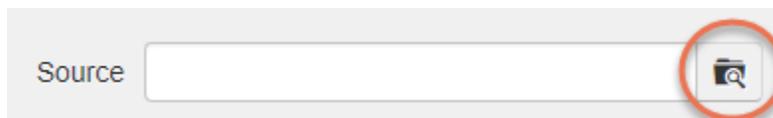
5. Select the **Upload Type**, the **Access Group** for the files, and whether they should overwrite any files with the same name in this location.
6. Click the green **+Add** button to browse for files on your computer, or drag and drop files into the modal.
7. Files you've uploaded may not fit the naming convention enforced for your website. To rename a file, hover over it and select **Rename**. Once you've typed in a name, click away from the filename field to save the changes. You can also remove a file from the upload queue.



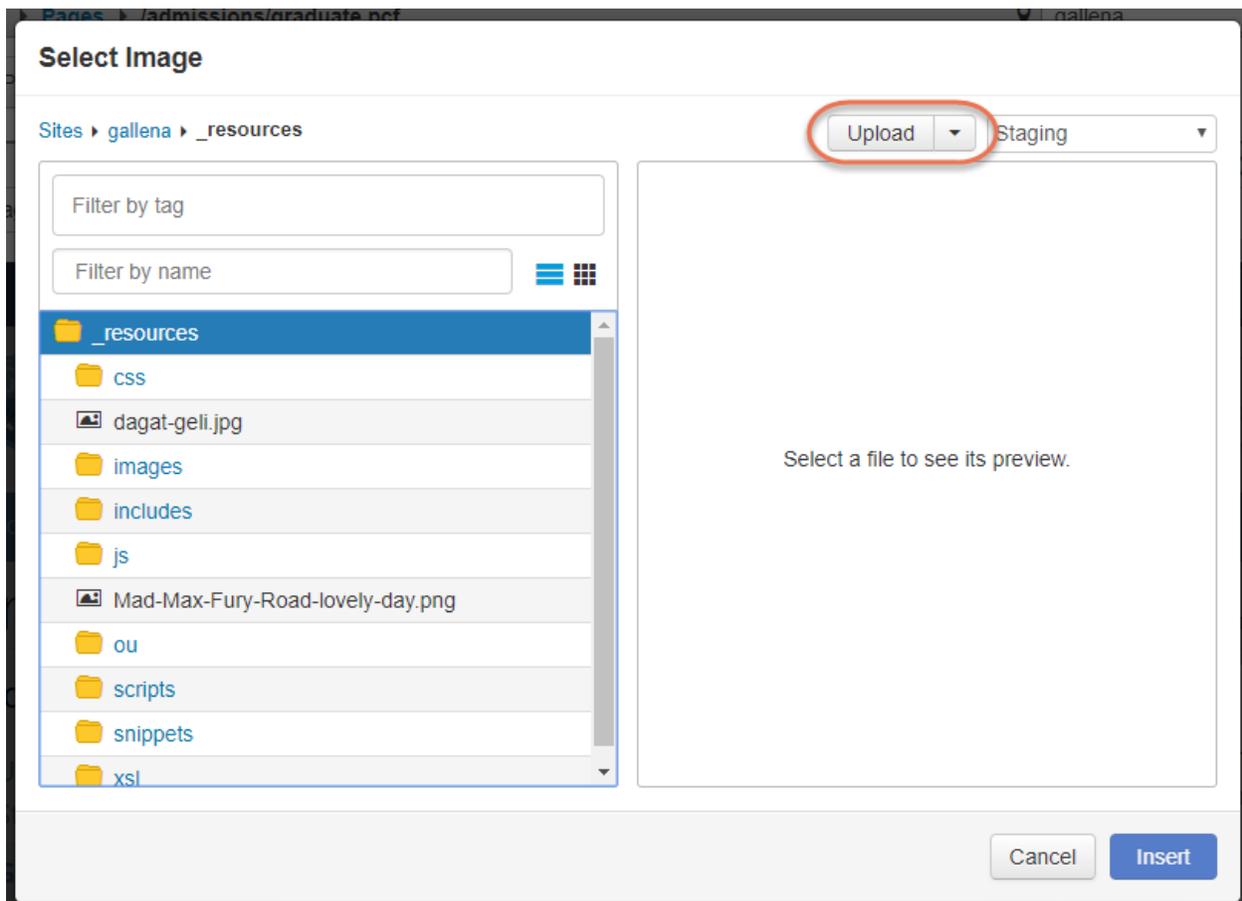
8. Click **Start Upload** to upload the files to the directory.
9. **Publish** your files to make them visible on the live website and to add them to pages.

To upload files from a file chooser:

1. Open an editable region on a page.
2. Click the **Insert/Edit Image**, **Insert/Edit Video**, or **Insert/Edit Link** icon in the JustEdit toolbar.
3. Click the filechooser icon by the Source or URL field.



4. Navigate to the directory where you want to upload the file and click the **Upload** button in the top-right of the modal.



5. The Upload modal will appear. Follow the same steps as uploading from Pages List View to add the files.
6. The files are now uploaded into the directory and can be placed on the page.
7. Remember that these files must be published before they can appear on the live website. However, this can be done when publishing the page if you've inserted or linked to the newly uploaded files. Just make sure the "Include Unpublished Dependencies" box is checked when you publish the page.

essions/graduate.pcf

Publish - graduate.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

Spell Check Language
English

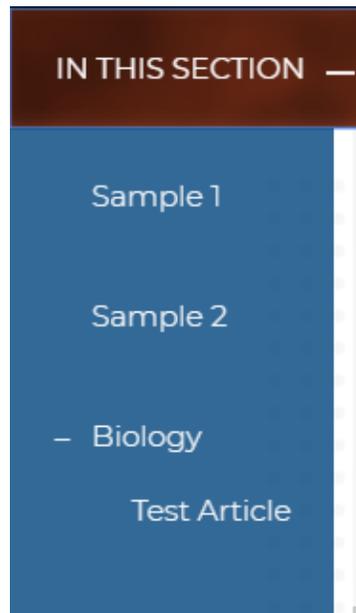
 Spelling |  Links |  W3C Valid |  Accessibility

Publish Options Include Unpublished Dependencies
This file contains links to items that have not been published.
[View Files](#)

Version Description
0/256

Navigation Files

Aside from the main navigation on your school's website, each section has its own set of links to pages, called the **side navigation** or **sidenav**.



This sidenav allows people to travel to other pages within the same section. It is created by the `_nav.inc` files that live in each folder in OU Campus. Every folder that contains webpages (which we call a “section”) will have its own `_nav.inc` file. That navigation file is pulled onto each page in that section, so each page has the same navigation information. Because of this, if a page in a section is added or removed, or the page title changes, then the `_nav` file will need to be edited and republished to update the navigation. The pages in that section will automatically see the updated navigation as soon as that publish happens (no need to edit individual pages).

When creating a new page, there will be an option to create a new navigation item at the same time as the page is created. This will automatically add the appropriate link to the sidenav on the staging server. The `_nav.inc` file needs to be published for the live site to get the updated information.

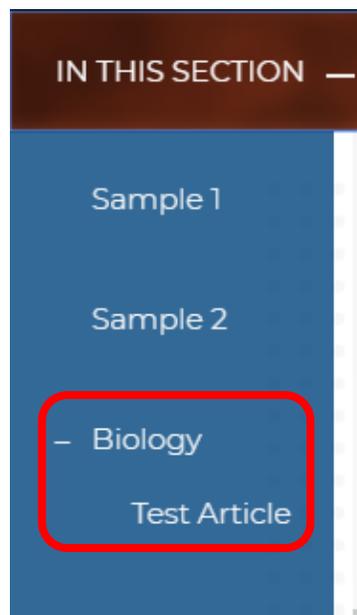
To edit the sidenav file:

1. Navigate to the directory in Pages List View and click on `_nav.inc` to open it.

2. You will see a bulleted list of links. Hit **Enter** to make a new bullet and click **Insert/Edit Link** to add a new link to the bottom of the navigation.
3. Removing a link is easy – simply delete the link and its associated bullet.
4. Editing an existing link's title or URL is even easier – simply adjust the text to change the title or click **Insert/Edit Link** when on a link to modify the URL (see “Inserting a Link” on pages 15 and 16 for more information if you need it).
5. Click **Save** when you're done with your edits.
6. Remember to **Publish** the file to make these changes appear on the live site.

Nesting Navigation

You also have your section navigation “nest” to show multiple “levels” of the site at once to help people navigate. The way OU Campus creates this “nesting” effect is by combining multiple sidenav files together on the live site.



In OU Campus, this “nesting” is a reflection of the way your files are organized within the CMS. In the above example, “Test Article” is nested inside of the “Biology” directory within OU Campus’ file structure, and the link to that page is in the “Biology” sidenav file. “Sample 1”, “Sample 2”, and “Biology” are all on the same level in the navigation, and therefore they are in the same directory inside OU Campus.

If you want to start creating “nesting,” follow these steps:

1. Travel to the section you want to be the “parent” in your nesting relationship.

2. Click **+New** and select a **New Section** template. We'll call this new section the "child" with regards to the nesting relationship.
3. Fill out the template form and click **Create**. Make sure **Add Navigation Item** is set to "Yes."
4. Edit the files that you've created if necessary, and **Publish** them out.
5. Travel into the "parent" directory again and publish the `_nav.inc` file in that directory. This sets OU Campus up to "nest" files inside your new section.
6. Travel inside the "child" section and click **+New** to make more pages.
7. Choose a template (it can be any "normal" page template) and make sure **Add Navigation Item** is set to "Yes" as you fill it out.
8. **Publish** your new page and the `_nav.inc` file inside the "child" section.

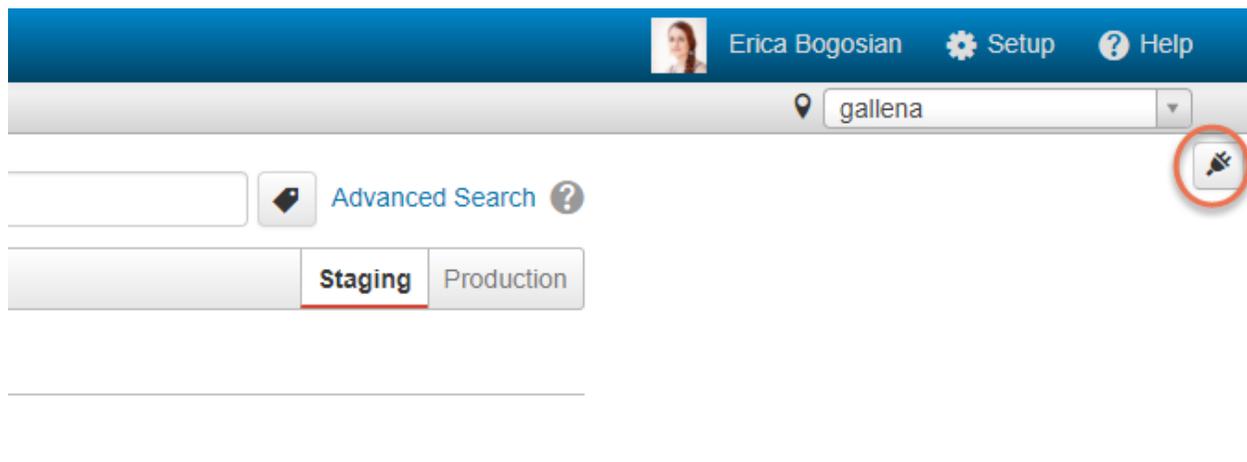
Check out the live site and observe that you've nested your files! This nesting matches where your files are located in the OU Campus file structure.

Gadgets

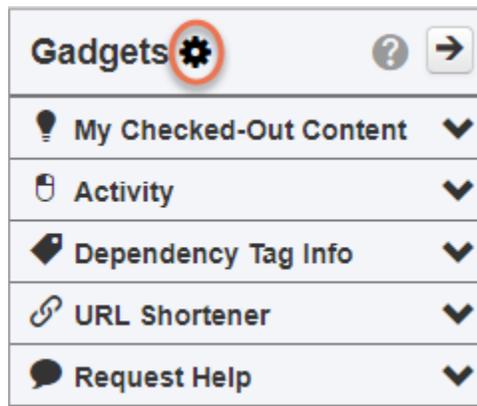
Gadgets are additional tools provided in OU Campus, available in both the Gadgets Sidebar and on your Dashboard. They are context-aware, meaning that certain gadgets will only display in locations where they can be used. For example, the Images gadget, which inserts images onto a page, is only available when you're editing content.

To configure which gadgets are available to you:

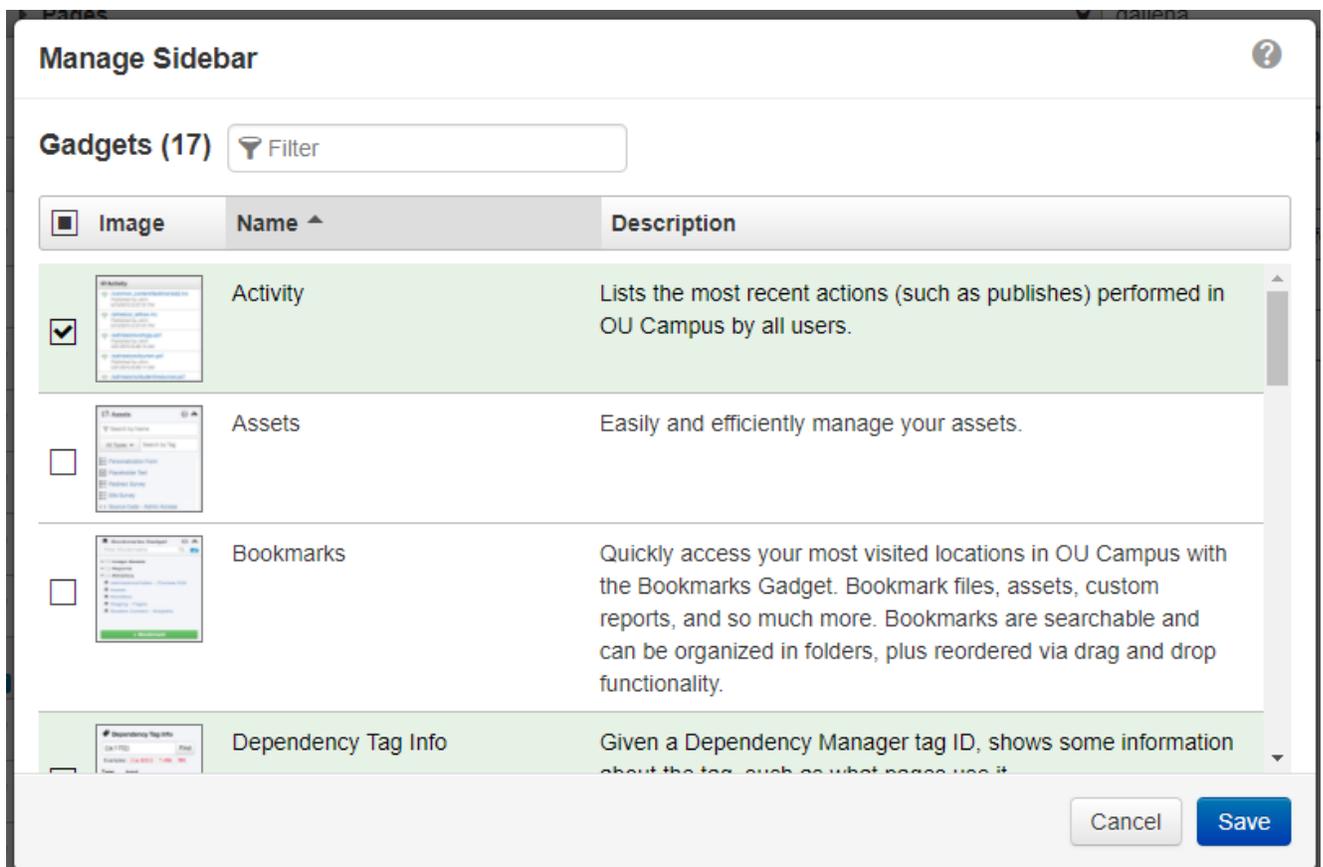
1. Click the **Show Gadgets** button on the top right of your screen.



- The Gadgets sidebar will appear. Click the **Choose Gadgets** gear icon at the top.



- From the modal that appears, you can choose which gadgets you want to appear in your sidebar. Remember, gadgets are context-aware, so even when they're enabled you'll only see them appear in areas where you can use them.



4. You can also configure the gadgets on your Dashboard by clicking **Configure Dashboard** in the top right corner.

Erica Bogosian
Workflow | Inbox

[Configure Dashboard](#)

Inbox

- Lavernius Tucker 05/07/2016
Requesting the "Notes Gadget" Gadget
Have a look at the "Notes" Gadget and let me know wha...
- Erica Bogosian** 09/03/2016
Stale Reminder
This is the scheduled reminder for page, /admissions/ind...
- Erica Bogosian** 09/03/2016
Stale Reminder
This is the scheduled reminder for page, /admissions/tra...
- Erica Bogosian 09/03/2016
Stale Reminder
This is the scheduled reminder for page. /aaaah.pcf. The...

My Checked-Out Content

- /admissions/transfer-students.pcf**
Locked: Today at 10:33
Saved: 02/09/2015
- /admissions/graduate.pcf**
Locked: Last Monday at 08:31
Saved: Last Monday at 08:31
- /index.pcf**
Locked: 19/07/2017
Saved: 29/03/2017
- /admissions/blue.pcf**
Locked: 17/03/2017
Saved: 17/03/2017
- /admissions/undergraduate.pcf**

Activity

- /admissions/conference-ppt-template.png**
Binary uploaded by Erica Bogosian
Last Monday at 08:31
- bananaphone**
Asset created by Sheila
Last Thursday at 11:41
- /academics/index.pcf**
Page published by Leonard Church
19/07/2017
- /documents/training-responses.docx**
Binary uploaded by Erica Bogosian
01/06/2017

Additional Tools

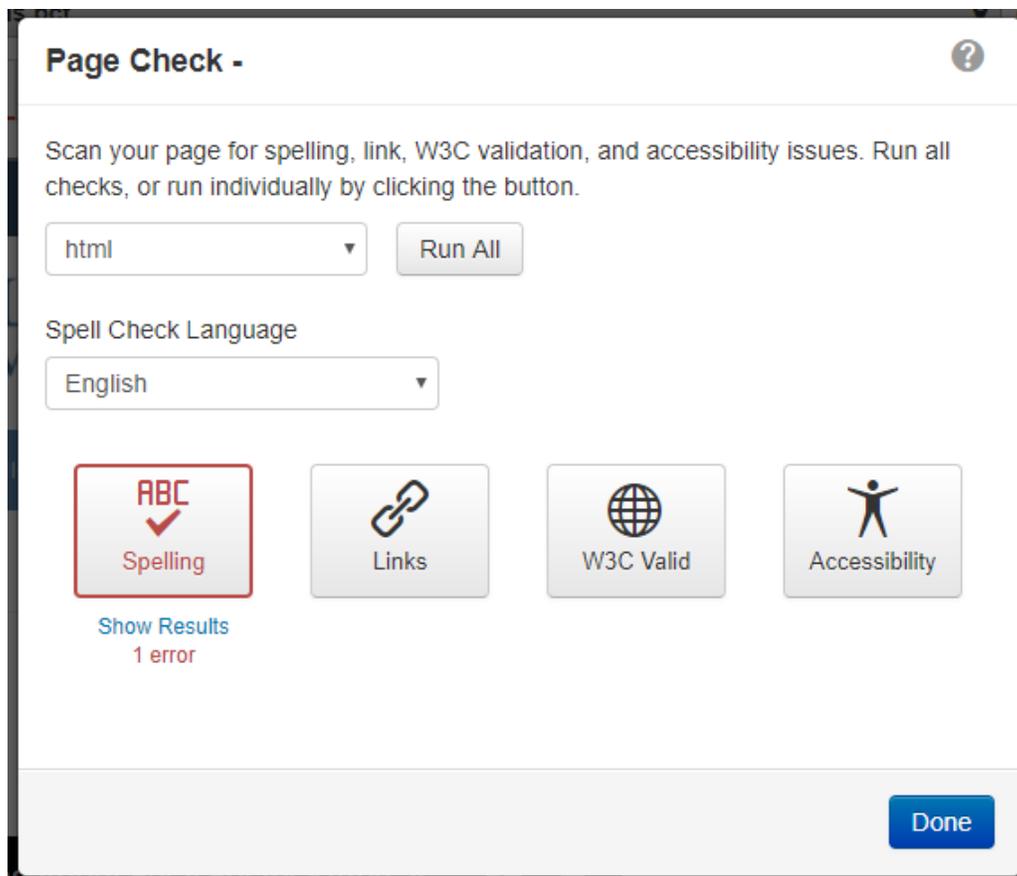
Now that we've covered the core functionality of OU Campus, here are some additional tools you can use to enhance your experience.

Page Check

Page Check is found in the Page Actions Toolbar when you've checked out a page.



By clicking the Page Check button, you can run the same checks on a page as when you publish it: Spelling, Links, W3C Valid, and Accessibility.



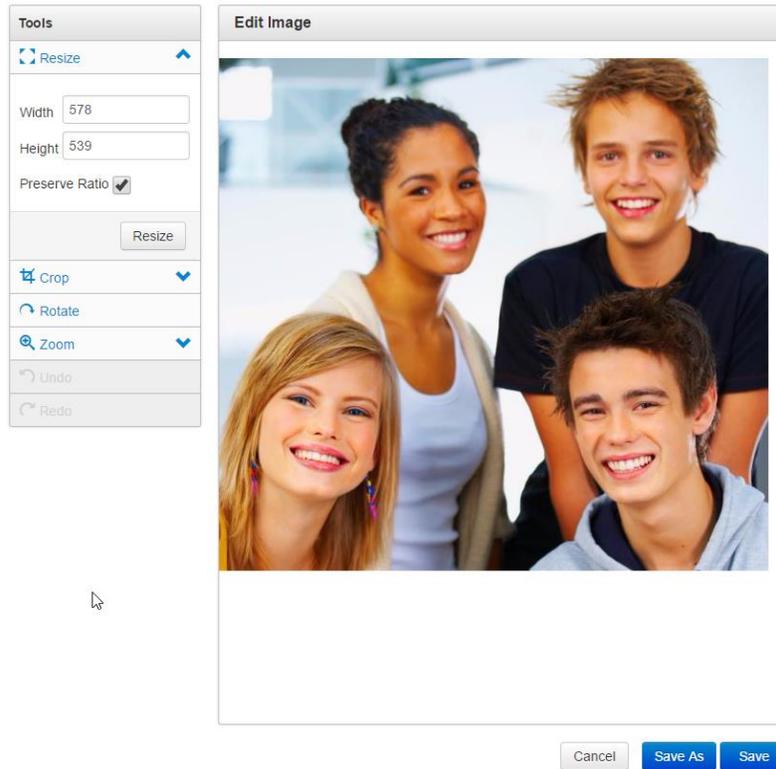
Spelling errors and broken links can be easily fixed on the page; if your administrator has given you access, you can also add words to the OU Campus dictionary. The W3C Valid and Accessibility checks look at the code of your page, and errors here will require administrator troubleshooting.

Image Editor

OU Campus has a built-in image editor to perform basic functions such as resizing, cropping, and rotating images. You can enter the Image Editor immediately after an image is uploaded, or you can navigate to it at any time by clicking on an image file in the Pages List View through **Content > Pages**.

To use the image editor:

1. In Pages List View, hover over an image file and select **Edit** from the Edit menu. Alternatively, click on the image's name and select **Edit** from the Page Actions Toolbar (like you would to edit a page) to open the Image Editor.
2. Using the tools available in the **Tools** menu, modify the image as desired. Note that you will have to confirm individual actions for them to take effect; for example, you must click the **Resize** button to confirm resizing the image.



3. Click **Save** to save changes to the original image, or click **Save As** to save the modified version as a new file.
4. The final step is publishing the image, to make the changes live.