Faculty Web

Editing

Faculty Web sites are maintained through Omni Updates Campus Content Management Systems as of January 2013. Please address questions to the Office of Help Desk/Training Services at 979/532-6568.
Table of Contents

Note: Ctrl + Click on each item to go directly to that page in the document

Getting Started with your Faculty Web Page ..................................................................................3
Logging into OU Campus ..............................................................................................................3
Editing the homepage “My Profile” ............................................................................................7
Create New SubFolder ..................................................................................................................12
Creating a New Page .................................................................................................................. 14
Uploading Files ............................................................................................................................ 17
Creating Hyperlinks ..................................................................................................................... 20
Inserting Images ........................................................................................................................... 23
Getting Started with your Faculty Web Page

1. Read and understand “Regulation 773: Faculty Web Pages”.

2. Download and complete the “Faculty Web Page Application Form” from the “College Forms” page on the WCJC Intranet. This form must be accompanied with photocopies of copyright clearances and Publicity Releases for any images or documents used if applicable. Please submit the completed and signed “Faculty Web Page Application form” to the College’s Webmaster via campus mail.

3. After receiving the completed and signed “Faculty Web Page Application form”, the Webmaster will set up a FacultyWeb User Account for you. Your account will contain a preset Profile page (or Home page) which contains your WCJC employee photo and contact information. The Webmaster will provide you with the URL of your Faculty Web page so you can login by clicking on the “Last Updated” link on the bottom left hand side of your screen. After logging in, you can add more content into the editable areas using a WYSIWYG (What You See is What You Get) editor on your Profile page and create new pages using the built-in template. Please follow the steps below to log into your FacultyWeb user account and create your WCJC FacultyWeb pages.

Logging into OU Campus

To log into OU Campus to create and edit your web pages, open your Internet browser:

1. Go to your Faculty web home page: http://facultyweb.wcjc.edu/YourAccount. (For example: http://facultyweb.wcjc.edu/JDettling)

2. Picture and contact information will appear. Click on the “Last Updated” link located on the bottom left hand side of your screen.)

![Image of Faculty Web Profile Page]

Last Updated: 5/15/13
3. OU Campus login screen will appear. Log in using your WCJC login name and password.

![Login Screen]

**Navigation Tips**

1. Navigation tips... click the yellow folder icon to open the Navigation Pane

![Navigation Pane]

**WCJC Home**

<table>
<thead>
<tr>
<th>My Profile</th>
<th>John Dettling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 101</td>
<td></td>
</tr>
</tbody>
</table>
2. Navigation pane appears...

3. Click the page and click “Preview” or “Edit’
4. To work with Pages, click “Content” & “Pages”

5. Click the name of the page to open. Move the cursor over icons to see the menus and sub-menus: copy, move, rename, etc.

6. The tabs for “Staging” and “Production” server. (Uploaded files will not be seen in “Staging”)

You must click “Production” to see the uploaded files
Editing the homepage “My Profile”

Faculty pictures are posted by the administrator and are not editable. Full-time faculty contact information will be pulled from the database and is not editable. Part-time contact information is pulled from the department website.

1. To edit your Faculty Profile page or home page, click on the red “Multi Edit” button on the top.

2. The Page Multi Edit screen will appear. You can add or edit content in the following editable areas using a WYSIWYG (What You See Is What You Get) editor.

- Bio
- Office Hours
- Education
- Courses Taught
- Areas of Interest
- Links
3. You can type or copy and paste content into the editable fields. When pasting text into the WYSIWYG editor, please click the “Paste as Plain Text” icon *before* you press the “Ctrl” and “v” keys to paste text into the editor box.
4. This will turn on the **pasting-as-plain-text mode** of the WYSIWYG editor so you can paste text from other sources into your page without carrying over the formatting. This will keep font sizes on the homepage standard.

5. The WYSIWYG editor and default toolbar can provide basic word processing features. You can modify the formatting of your content by using these tools.

![Commonly Used Functions](image)

6. Enter or copy and paste information into each area. (Areas with no content will not appear). Note: The font size will appear smaller in the editor than when it is published.
7. When editing is complete, click “Save” at the bottom of the page.

Publishing

1. Then click on the green “Publish” button at the top of your screen to publish your page.

2. You can use “Final Check” for spelling checking, link checking, and accessibility checking before a page is published. Once the check has completed, click on the “Publish” button to publish your page.
If errors are found, click the “Show Results” to view

A list of all the misspelled words will be displayed in the “Spell Check Results” window.
Click “Publish” when errors have been corrected.

8. Once the page is successfully published to the production server and is live to the web, you will see the message at the bottom of the page. Click on “View in new window” to view your page in the Web browser.

Create New SubFolder

1. You may create a subfolder within the “documents” or “images” folder. Begin by clicking “Content” and “Pages” tabs

2. To create a subfolder, click the “documents” or the “images” folder to open it
3. Click on “new” button on the upper right and select Folder to create a new folder.

![Image of Faculty Web page with New Folder button highlighted]

4. A “New Folder” dialog box will be displayed. Enter the name of the folder and click “Create” (no spaces in folder name)

![Image of New Folder dialog box]

**New Folder**

The folder will inherit access settings from its parent.

**Name** Biology-101

*Name the new folder. Use lowercase letters, numbers, underscores, and hyphens only.*

![Image of Create button highlighted]

5. You will see the new folder and a confirmation message at the bottom of the page.

![Image of new folder with confirmation message]

Created new folder “Biology-101”.
Creating a New Page

1. After logging into your account, navigate to Content > Pages, then click on the “new” button (on the upper right) to create a new subpage. You will see a thumbnail image of subpage template on the drop-down menu; choose the template (newsubpage.tcf) by clicking on it.

2. A window will open where you will need to fill in more information about your new page. Complete these sections and then click on the “Create” button to create your new subpage.
4. You will see a new page has been created in the left file directory and a link has automatically been added to the left navigation bar of your page template.

5. Now you can start editing your new page by clicking the “Edit” button.

6. To edit the Title of the page, click the first green “Edit” button.
   To edit the content text of the page, click on the second green “Edit” button.
7. Type in content text into the WYSIWYG editor. You can modify the formatting of your content by using the tools on the tool bar.

Biology 101
- Syllabus - Fall 2015

Then click the MultiEdit button

Note: All changes must be “saved” and “published”.

Uploading Files

6. You will have a “documents” folder and an “images” folder after your account is set up. Please upload image files to the “images” folder and other files, such as Word, Powerpoint, Excel, PDF, into the “documents” folder.

7. After logging into your account, navigate to Content > Pages to view your file directory.

8. You can utilize the new drag and drop functionality to upload files in OU Campus. To upload a file to the “Biology-101” folder, click on the folder to open it. Resize the web browser and the file folder on your computer by dragging the corner of the browser or folder window. Then you should be able to see both the web browser and file folder.
9. Click and drag the file you want to upload from the folder (Biology 101) on your computer to the Biology-101 folder in the web browser. (Don’t release the file to be uploaded until you see the green lines and “Drop file to upload…” at the bottom as shown below).

10. You will see the file being uploaded to the Staging server and a confirmation message is displayed at the bottom of the page.
11. You can drag and drop multiple files at the same time.

12. Please do not leave any space in the file name. Use HYPHEN between words for file name, otherwise you will see a red error icon in the “File” box.

13. Rename your file if necessary. Use hyphen instead of underscore, because underscore is not visible if it’s hyperlinked and underlined. For example, Biology-101-Syllabus-Fall-2015.pdf.

14. Click the name of the uploaded file to open. Move the cursor over icons to see the menus and sub-menus: copy, move, rename, etc.

15. Click on the “Publish” button to publish the files you just uploaded, otherwise they will not be accessible to the site visitors.
Note: Uploaded images are available to insert on a web page. Uploaded documents can be linked in. Files uploaded using the drag and drop functionality are stored on the staging server by default. They will be "pushed" to the production server when you click the “Publish” button, or when you publish the page that contains the uploaded image or linked binary files (PDF, Word, etc.).

Creating Hyperlinks

1. To create a hyperlink and link to an uploaded file, select the text or image you want to hyperlink, for example, “Syllabus - Fall 2015”, then click on the “Insert/Edit Link” icon on the tool bar.

2. The “Insert/Edit Link” dialog window will open. Click on the “Browse” icon to navigate to the file you want to link to from your website, or you can type or paste in the full URL (web address) of the page you want to link to.
3. Select a page or file from the list on the left, then click the "Insert" button

![Select File]

4. Choose “Open in New Window (_blank)” in the Target drop-down box to make the hyperlink open in a pop-up window.

![Insert Edit Link]
5. Type in a title in the **Title** box.

![Insert/Edit Link](Image)

6. Then click on the “**Insert**” button.

![Insert Button](Image)

7. A hyperlink will be successfully created. Click on the “**Save**” button to save your page,

![Save Button](Image)

8. Then click on the “**Publish**” button to publish your page.

![Publish Button](Image)
Inserting Images

**Note:** Images must first be “uploaded” to your “Images” folder.

1. To insert an uploaded image into your page, click on the “Edit” button to open your page in the WYSIWYG editor, place your cursor where you would like to insert the image and click on the “Insert/Edit Image” icon on the tool bar.

2. The “Insert/Edit Image” dialog window will open. Click on the “Browse” icon to navigate to the image you want to insert, or you can type or paste in the full URL (web address) of the image you want to insert.

a. Click on the Environment drop-down menu to choose either Staging or Production server, depends on where the image file is located. Images that are uploaded using the drag and drop functionality are stored on the Staging server by default.
b. Navigate through folders to locate the image you would like to insert. If the path is Sites > FacultyWeb on Production server, you will need to move to your personal image folder.

c. Click “Users” (you may need to scroll down to see this folder)
d. Scroll down until you see your user name... click to open the folder

Select Image

Select a file to see its preview

Cancel Insert

e. Click “images” folder to open

Select Image

Select a file to see its preview

Cancel Insert
3. Click the image you would like to insert, an image preview will be displayed in the right pane of the Select Image window. Click on the “Insert” button to insert the image into the page.

4. Enter appropriate text in the “Image Description” and “Title” boxes for Section 508 compliance, and click on the “Insert” button in the window.
You must enter “Image Description”. If you fail to do so, you will see the following error.

5. You can resize the image by selecting the image, then clicking on the “Insert/Edit Image” icon on the tool bar.

6. Click the “Appearance” tab and enter the new size in the Dimensions box. When finished, click on the “Update” button.
7. Click the Save icon

8. Click “Publish”
9. Click “Publish” on the Final Check

10. The following confirmation message will be displayed at the bottom of the page. Click “View in new window”.

   ![This page has been published successfully and is now live on the web. View in new window]
11. To continue editing, click the “Last Updated…” at the bottom of the screen