Website Training Guide

College of Engineering

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1. Logging In

To log in to your site, simply:

1. Access your site by clicking the login icon ✉️ at the bottom of the website or the following URL: yoursitename.osu.edu/user (replacing yoursitename with the name of your department or organization).
2. Enter your OSU name.# and password in the login screen.
3. You should see the black Administrator’s toolbar across the top of the page with your OSU name.# information.
2. FINDING YOUR WAY AROUND

• Toolbar – black toolbar across the top of your window that provides you with access to administrative tasks.
  o Home – Link to the live home page of your website
  o Menu (Dashboard) – Provides a central location for managing tasks and content on your site.
  o Name, # - Your account information
3. **INITIAL SITE SETUP**

Your new site has been created with some basic templates and site information as an example of how your site should look with the OSU branding guideline. You can add text and change the appearance of the template.

3.1. Changing the Site Name (Header and Footer)

By default, the header area of your site is your Site Name. You can change the text in the Site Name field:

1. Go to **Apps > Site Information > Configure** tab > **Site Information** tab
2. Edit the information if necessary.
3. Scroll down and **Save configuration**.

3.2. Changing the Contact Information (Footer)

1. Go to **Apps > Site Information > Configure** tab > **Contact Information** tab
2. Enter the information.
3. Scroll down and **Save configuration**.

3.3. Adding Social Networking Icons (Footer)

You can add Social Networking icons at the footer by entering their account information.

1. Go to **Apps > Site Information > Configure** tab > **Social Networking** tab
2. Edit the information if necessary.
3. Scroll down and **Save configuration**.
4. **TURNING ON APPS**

You can enable News, Events, People, Courses, and Categories features for your website with a click of a link. Also, you will be able to change Site Information, and Appearance here.

4.1. News

1. Click on **Apps > News**
2. Click on **Enable App**
3. The confirmation message will display in Green. **Enabled News app**
4. The **News** menu option has been added to your top navigation.

4.2. Events

1. Click on **Apps > Events**
2. Click on **Enable App**
3. The confirmation message will display in Green. **Enabled Events app**
4. The **Past Events** and **Upcoming Events** menu options have been added to your top navigation.

4.3. People

1. Click on **Apps > People**
2. Click on **Enable App**
3. The confirmation message will display in Green. **Enabled People app**
4. The **Directory** menu option has been added to your top navigation.

4.4. Courses

1. Click on **Apps > Courses**
2. Click on **Enable App**
3. The confirmation message will display in Green. **Enabled Courses app**

4.5. Categories (a.k.a. Taxonomy)

1. Click on **Apps > Categories**
2. Click on **Enable App**
3. The confirmation message will display in Green. **Enabled Categories app**
4.6. Blog

1. Click on **Apps > Blog**
2. Click on **Enable App**
3. The confirmation message will display in Green. **Enabled Blog app**

4.7. Site Information

   This should have been enabled as a default setting

4.8. Appearance

   This should have been enabled as a default setting

4.9. Tweets

   This should have been enabled as a default setting

4.10. Pages

   This should have been enabled as a default setting
5. CONTENT TYPES

Once you have logged-in and enabled the Apps you need, you're ready to start editing existing and creating new content.

At the top of the Admin Toolbar, you should find a link called ‘content’. Click this then click Create Content tab and you'll see a list of the types of content you can create. This list reflects the privileges assigned to your user account or to the group (‘role’) of which your account is a part.

There are several types of content that may be available on your website (not all content types are available for all sites).

Blog Post
A story with a personal perspective or style of narration

Course Offering
A course offering

Event
An announcement for an upcoming event occurring at a particular time and place

Lading Page
A customizable landing page.

News Article
A report covering interesting research or the outcome of an event.

Page
A page with an optional sidebar.

Person
A person for your directory with values populated from KMdata.

Upload Media
Add photos, videos, audio, or other files to the site
6. FINDING CONTENT

Once logged in, you should be able to navigate to any page in your menus and click on the title of an article to edit/view the article.

Some articles may not be linked to a menu item, and can be found through the ‘Content’ page. When you are logged in, you will see a black toolbar at the top of your screen that links to different functional admin areas. Click on Content.

You should then see the following screen to display articles that have been submitted to your web site:
7. **ADDING CONTENT**

You can easily add basic pages to your site and adjust the way the content looks.

- **Add Page**: Click on the Content link in the gray Shortcut menu, choose the Create Content tab then select the type of content you want to create and enter the content in the appropriate fields.
- **Format content**: Some fields display the WYSIWYG toolbar that allows you to change the format of the text. Using this toolbar you can make the text bold or italic, create bulleted or numbered lists, and many more options.
- **Add pages to menus**: As you create pages, you can add them to existing menus so site visitors can find them.
- **Add sidebar**: Sidebar allows you to add a block on the right side of the page. You can add images or small bits of text to add interest to your site.

7.1. Main Pages

First, Site Editor adds content using the Basic Page Content Type and adds it to the Main Menu using “Section” name as the title of the page.

1. **Content > Create Content > Page**
2. Add your content and click on Provide a menu link.
   - Enter the menu name (name of Section)
   - Select Main Menu as the Parent item (should already be selected)

7.2. Secondary Pages

1. **Content > Create Content > Page**
2. Add your content and click on Provide a menu link.
   - Enter the menu name (name of Section)
   - Select “Section name” as the Parent item (should be listed UNDER Main Menu)
3. **Save** the page.

**Final Results**

When the page is created:

- The Menu for that section automatically displays on that page.
- The URL alias is built using the hierarchy of the menu structure.
  - academics/graduate-program
  - academics/graduate-program/applying
8. **EDITING CONTENT**

Once you have created content, you can always click on the title of the article and edit it. This section covers making changes to existing content on the website.

8.1. **Making Changes to Existing Content**

1. When you are logged into a site as a site editor, you will see a slightly different version of the site that introduces editing tabs.

2. Navigate to the Content you would like to change. Click on the title of the content, then click on the ‘New Draft’ or ‘Edit Draft’ tab.
3. Use the content editing window to make your changes.
4. Scroll down the page and click ‘view changes’ to preview your changes.
5. Once you are satisfied with your changes, hit the ‘Save’ button.
8.2. Editing Options

When editing Content, there are several components that may be updated, including:

- Title
- Body
- Sidebars
- Permalink
- Menu options
- Authoring information
- Publishing options

Some of these items will be discussed in more detail later.

8.3. Revision Information (Moderate)

This option allows you to retain old versions of an article. If you make a mistake during your updates, you can always revert back to a previous version.

8.4. Featured Image

You may also be able to attach an image to the content. This image will show up with this content is featured in a slideshow.

1. Click the Select button
2. Browse to the image you would like to upload by clicking ‘Choose’, and ‘Upload’ it.
3. Files must be less than 2 MB. Allowed file types: .png, .gif, .jpg, .jpeg. Images must be between 640x480 and 1200x900 pixels.
4. Click Next button
5. Once done, you can save your content with the added image.

8.5. Authoring information

This shows the author and date of submission for content submitted to the website.

8.6. Publishing options

Once you have published content on your site, you have several workflow related publishing options.
Good site architecture is the foundation of your website. It starts by determining the main sections or content areas and then creating a content inventory to determine what content belongs in those “Sections.” Outlining this structure prior to building the site provides a roadmap for building your site and makes it easier for those adding content to your site to know where it should reside within the site.

### 9.1. Sample Hierarchy

Here is a sample hierarchy for what a traditional academic department site might look like. Home, About Us, News and Calendar are part of your original site setup. But you might want to add an Academics and/or Research section to your architecture/menu structure. As you add pages to your site, you assign them to the Main Menu in the nested hierarchy you created in this type of outline.

- Home
- About Us
  - History
  - Chairs Message
  - Getting here
- Academics
  - Graduate Program
    - Requirements
    - Applying
    - FAQs
  - Undergraduate Program
    - Requirements
    - Applying
    - FAQs
  - Courses
- Research
  - Research Project One
  - Research Project Two

### 9.2. Building Your Menu Navigation

Once you have your outline, you are ready to build your site architecture and menu navigation.
9.3. Changing Menu Navigation

You can easily change your site navigation by dragging and dropping each menu item to build the navigation of your website.

1. **Menu (Dashboard) > Menu**
2. By dragging and dropping a menu link you can easily create site navigation.

![Menu with links]
10. **CREATING THE HOMEPAGE OF YOUR WEBSITE**

All new sites are initially created using the default design template. You can easily add a landing page and by clicking the “Make this the Front Page” button, you will create a homepage for your site. You have the option of choosing different design templates as well as customizing your site’s accent colors, sidebar heading styles and image styles:

10.1. Creating Homepage

1. Click on **Content** in the Administrator Toolbar.
2. Click on the **Create Content** tab from the page.
3. Click on **Landing page**.
4. Add the Title of the page (i.e. Home), Click **Save** then, Click the **Make this the Front Page** button.
5. A confirmation message will appear in a green box.
6. Click on **Customize this page** at the bottom of window.
7. By clicking the “+” icon, you can add items to the homepage. (i.e. Content Slideshow, Carousel, News, Events, Twitter feed, and more)
8. Click **Save as custom**.

10.2. Changing Template Layout

Modify your site’s design by changing templates. Look for the templates name and start with the landing page templates.

1. Click **Change this layout** at the bottom of window.
2. **Choose a template**: For the homepage we recommend the 2-Column, 3-Column or 4-Column landing page
3. Click on **Customize this page**
4. Click **Save** to save all your changes

10.3. Adding Drop Shadow for a Panel

Add the Drop Shadow style to create a visual break between the horizontal panels.

1. Click the **paint brush icon** on each panel you would like to customize
2. **Drop Shadow** for panel: Will add drop a shadow to the panel to separate the section.
3. Click **Save** after all the changes.
11. **Logging Out**

Once you have finished all of your site updates and work, log out of the system. You will find the ‘Log out’ link in the menu bar. Click on the ‘Logout’ link and the system will log you out.

It’s a good idea to make your edits, log out and review them as someone that’s not logged into your website.