Center for Faculty Development

Faculty Website Guide
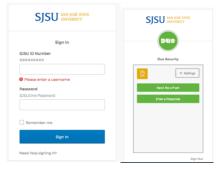
SJSU | CENTER FOR FACULTY DEVELOPMENT

Introduction

This documentation explains the overall OU Campus environment and tools used in editing your web pages, uploading documents, making links, and publishing web pages.
You need your SJSUOne and DUO accounts to access your website. For a SJSUOne account, visit SJSU directory at http://directory.sjsu.edu, if you are not listed in the directory, contact University Personnel at https://www.sjsu.edu/up/. If you are listed, but your address is not, you may be a new hire and an account will soon be created for you. For OU Campus account, if you are not sure whether you have one, contact IT Help Desk at https://www.sjsu.edu/it/support/ or submit a Request for Help: Help Ticket.

I. Accessing Your Website via OU Campus (Login/Logout)
1. Enter **http://sjsu.edu/people/first.lastname** in the URL box of any browser and click **Last Modified:** date stamp link at the lower right corner of your web page.

SJSU SAN JOSÉ STATE UNIVERSITY

San Jose State University
One Washington Square,
San Jose, CA 95192
408-924-1000

Last Modified: Mar 12, 2020

2. The SSO (Single Sign-on) login page will appear. Enter your SJSU ID and password to log into your OU Campus account. Click Sign in and then enter your DUO Security.

3. To log out from OU Campus, click your name at the upper right corner and select **Logout**.

II.   Navigating Around OU Campus
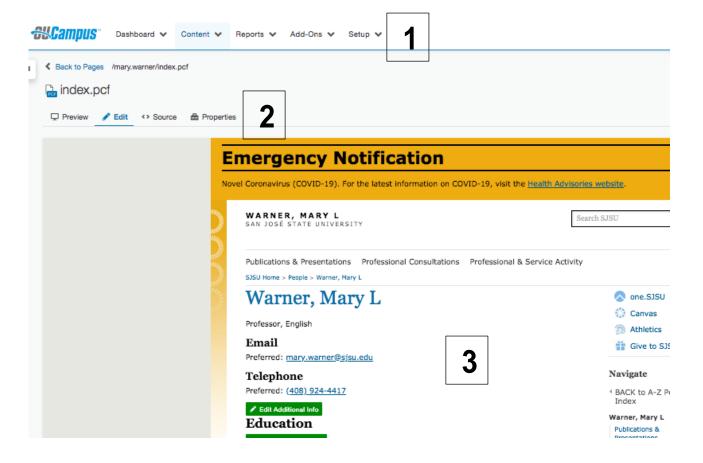
Page View

OU Campus is a web content management system (CMS) that allows you to create/modify web content and manage your web pages. This document focuses on **content editing for faculty website only**.

Once you log in, the screen below will appear. This is your home profile page in **Page View**.
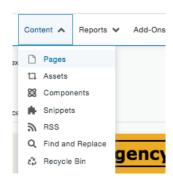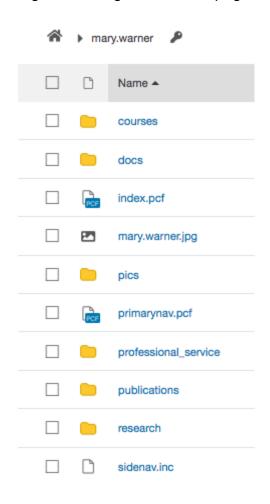

The picture above shows areas that you will use to interact with your content in OU Campus. Whenever you want to make any changes to your web page, you need to be in Page View.

1. Global Navigation

2. Page Actions Toolbar

3. Page View

Pages List View
Click **Content** on the **Global Navigation** menu and select **Pages** from the dropdown menu. You are now in the **Pages List View**. In this view, you can see multiple folders, files, and pages all at once, instead of looking at one single, individual page.

❖ **The Home Folder**
All of the content of your website is contained in a folder with your name on it, in the format: firstname.lastname. In the screenshot above, the Home Folder's name is visible at the top of the screen as "**mary.warner.**" This is considered the **top-level** of your website, consisting of many other folders, documents, images.

Index.pcf
The **Index.pcf** file is where you edit your web content information for your home page.
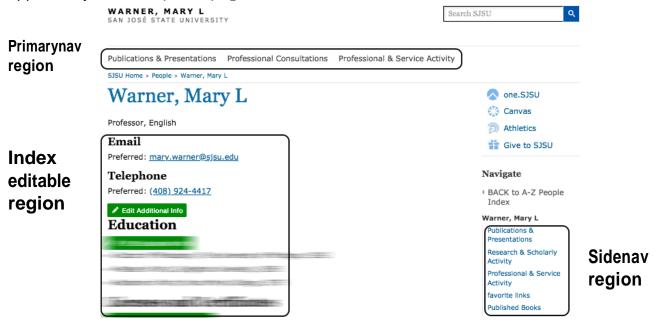
Primarynav.pcf
The **primarynav.pcf** is a unique page that only appears in the Home Folder. This page controls the navigation menu at the top of your pages.

Sidenav.inc
The **Sidenav.inc** file contains an unordered bullet list of text information. The purpose of the list is to provide navigational hyperlinks linking the text to deeper level content.

Below is a screenshot of where the contents of **Primarynav**, **Index**, and **Sidenav** files appear on your home profile page.

Primarynav region

Index editable region

Sidenav region

WARNER, MARY L
SAN JOSÉ STATE UNIVERSITY

Search SJSU

Publications & Presentations   Professional Consultations   Professional & Service Activity

SJSU Home > People > Warner, Mary L

Warner, Mary L

Professor, English

Email
Preferred: mary.warner@sjsu.edu

Telephone
Preferred: (408) 924-4417

✏ Edit Additional Info

Education

one.SJSU
Canvas
Athletics
Give to SJSU

Navigate

‹ BACK to A-Z People Index

Warner, Mary L

Publications & Presentations
Research & Scholarly Activity
Professional & Service Activity
favorite links
Published Books

Home Button 🏠

If you click the **Home** button, you will see an alphabetical list of all the faculty folders at SJSU. The folders will not be interactive, since each faculty member only has access to his or her own folder. To return to your Home Folder, you can use the Filter box to avoid having to scroll down a long list of names. Enter a few characters of your name in the **Filter** box, and your Home Folder will appear. The Filter box can be used to quickly find a specific piece of content in an otherwise crowded folder.

🏠 ▸ mary.warner 🔑   🔽 Filter   🏷   STAGING ⌄

The Page Toolbar

Preview: Allows you to preview your web page before you publish it.

Edit: Allows you edit your web page. There are several editable regions of the page that are accessed by clicking on green edit buttons. Each button opens a different editable region and will be labeled with a description like "Edit Educational Info" or "Edit Biographical Info." In addition, there is a unique blue edit button, labeled "MultiEdit," at the top right of the page that is used to modify your home contact information and page properties. MultiEdit will be discussed later.
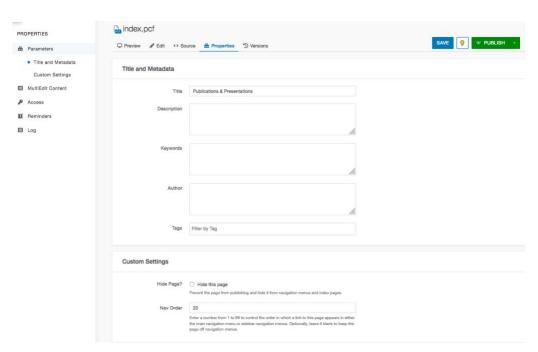

Source: Show the html code of the page.
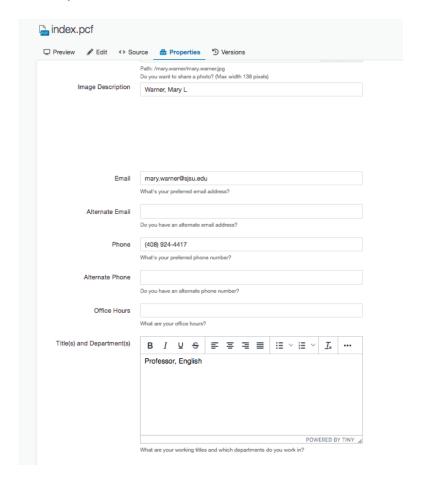
Properties

❖ Hide or Unhide a Page

Parameters: Allows you to view and edit your page parameters such as, page title, description, keywords, etc. Check the box next to **Hide this page** under **Custom Settings** if you do not want this page to be published or seen. Click **Save** and you need to publish this saved modification.
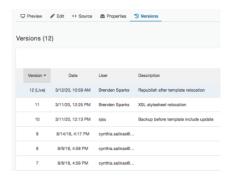
❖ Edit Your Contact Profile Information

On your home page, MultiEdit contains a number of contact information fields. Click them to edit your contact information then click **Save**.

Versions

Provides a list view of all the saved versions of your web page. You may revert back to any previous saved version by selecting it. This is a useful recovery system.
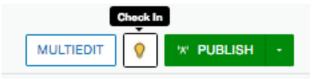

Check In/Out

When a web page is checked out to you, the light bulb will be lit. When the light bulb is lit, you will see more features become available. This checked in/out or unlit/lit light bulb is also visible on pages list view. No other users can access the

page and make changes until the page is checked back in. Pages that are checked out to someone else appear with a red padlock icon. Click on the lit light bulb to check in a page.
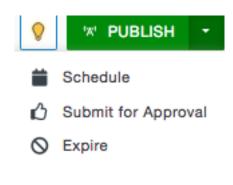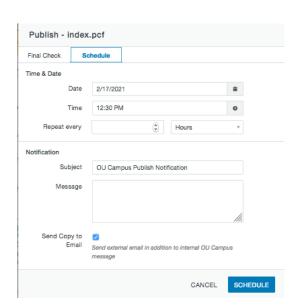

Publish

All web pages and other content files on OU Campus are archived on the staging server. Click **Publish** to publish the page so that your students can view it.

You can also schedule to publish a page on a specific date and time by clicking the down arrow next to **Publish** then select **Schedule**. Determine the date and time and other notes/information on the **Publish – index.pcf** screen below.
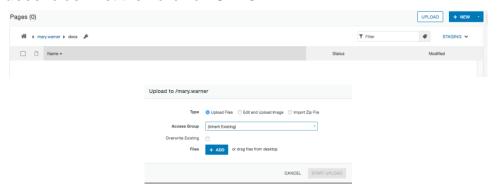
If you schedule to publish a page on a specific date and time, it will not be available for edits until you remove the scheduled date and time by clicking **Remove Scheduled Publish** then the **Remove** button.

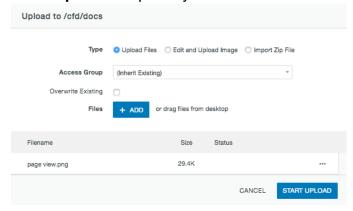III.   Uploading Accessible Documents & Images

To upload an existing document or image, click **Content** on the **Global Navigation** bar and the pages list view becomes available.

1. To upload a document such as a Word doc, Powerpoint, pdf, or excel file, open **the docs** folder first then click on UPLOAD.

2. Click on the ADD button and then navigate to the document you want to upload, OR, you can drag a file from the desktop to the ADD area.

    a. Click **Start Upload** to upload your file.

NOTE: It is your responsibility to ensure all uploaded documents are accessible. Visit Accessible documents at www.sjsu.edu/cfd/teaching-learning/accessible-education/accessibility-guidelines/accessible-documents.pcf

To upload an image file, open the pics folder located on page list view, either click ADD and locate the image file on your computer or drag the image from your desktop onto the ADD window. Click upload.
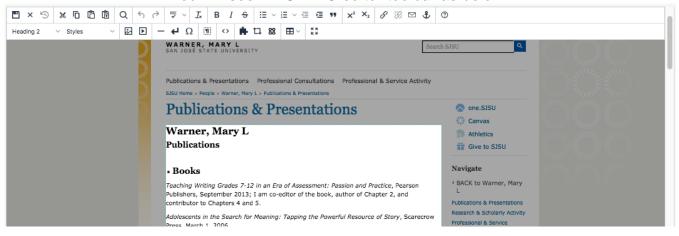
IV.   Editing a Web Page

Locating the Webpage to Edit

1. Click **Content** on the **Global Navigation** and the **pages list view** becomes available.
    a. Click the name of your web page you want to edit. *It might be in one of the folders*.

2. Click the green **Edit Content** button .

You will see WYSIWYG editor toolbar as below.

The WYSIWYG Editor
The What You See Is What You Get (WYSIWYG) editor should look familiar to you as it is present in many web and word processing applications. It allows you to generate Hyper Text Markup Language (HTML) content for the web without the need to program in HTML codes.

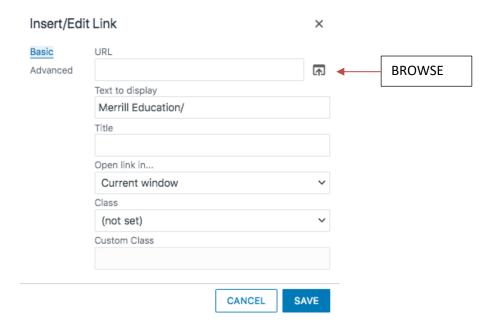After you finish editing the page, click the Save icon (in Red rectangle).:

❖ **Inserting Hyperlinks**

    i.   Enter text or select the text in the webpage you want to hyperlink then click on the link symbol, the first link. (second one is to break a link):
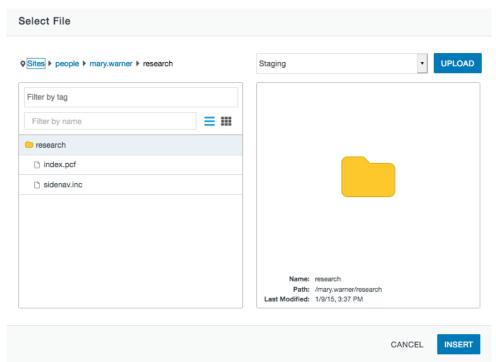

You have the options to link to an internal or external web page, an uploaded document/file, anchors or a specific area.

    ii.   Link to an internal or external webpage:
        Manually enter or copy and paste the URL in the **URL** box. Click the Save button at the bottom right.

iii. Link to uploaded documents:
Enter the text or select the text on the webpage you want to link the document.
Click the **Link** icon and then the Browse icon to search for the document you want to link to.(see image above.)
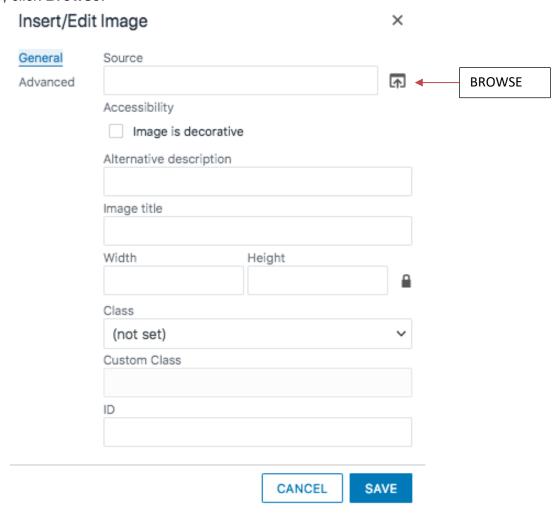

In the **Select File dialog box**, navigate to select your desirable file(s) from the left pane if file has already been uploaded on OU Campus server.

If the document has not been uploaded yet, click **Upload** at the upper right, navigate, locate and upload the document from your local computer.

Click Save.

❖ **Inserting Images**

Click **Insert/Edit Image** icon on the WYSIWYG toolbar and the **Insert/Edit Image window** will appear. If the image is a file already uploaded on OU Campus server or on your local computer, click **Browse**.
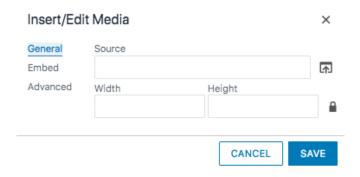

To comply with accessibility guidelines, enter metadata or appropriate description about the image in the **Alternative Description** (alt tag) and **Image Title** (title tag) boxes. If the image is for decorative purpose, check the box next to **Image is decorative**.

Click Save.

Insert/Edit Media

There are different ways to insert and upload your media. Our recommendation is to upload your video onto YouTube and insert the embedded codes from YouTube onto OU Campus. Follow instructions below.

Click **Insert/Edit Media icon** ▶ and the **Insert/Edit Media window** will appear.

Insert/Edit Media ✕

General   Source
Embed   [   ] ⬆
Advanced Width   Height
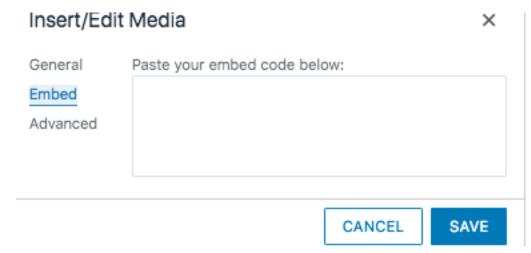   [   ]   [   ]   🔒

CANCEL   SAVE

Type in or copy and paste the URL in the Source box, OR click the Browse icon and locate the media on your computer. Click Save.

Embed Your Video

Go to your YouTube video, click **Share** underneath the video screen and select **Embed**. An embedded video source code will become available. Copy the embedded source code.

Share

‹›   f   🐦   ✉

Embed   Facebook   Twitter   Email

Embed Video

```
<iframe width="560" height="315"
src="https://www.youtube.com/embed
/OR-KNb69-LE" frameborder="0"
allow="accelerometer; autoplay;
```

Paste this embedded source code into the box of your OU Campus' **Insert/Edit Embedded Media** window. Click **Save** to add this media.

Insert/Edit Media ✕

General   Paste your embed code below:
Embed
Advanced   [   ]

CANCEL   SAVE

NOTE: To comply with accessibility captioning guidelines (http://www.sjsu.edu/cfd/teaching- learning/accessibility/captioning), your media files must have transcript and/or closed captions.
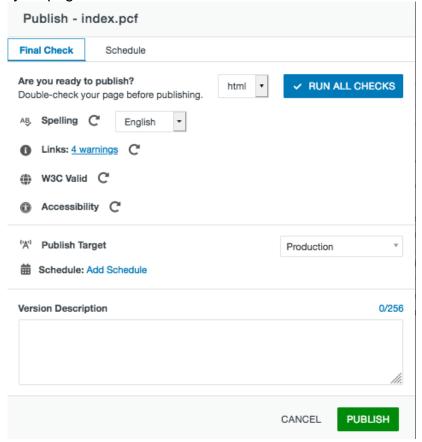
V.   Publishing Your Web Page
You can publish your page after editing a page and you want it to go live.

1. Click the green **Publish** icon

2. The **Publish** dialog screen appears. The Run Check will check the four items below it and the PUBLISH button will turn green when ready to publish. Click **Publish** to publish your page.

Where to Find Help

Click on the Question mark at the top right and select support:
It will go to the OUCampus website where you search by keywords.

For assistance with creating or updating a profile website, <u>Contact the Center for Faculty Development</u> or email: <u>cfd@sjsu.edu</u>

For technical support with faculty websites, <u>open a help ticket</u>.