

**Center for Faculty Development and Support**

***OU Campus Faculty Website  
Guide***



CENTER FOR FACULTY  
DEVELOPMENT AND SUPPORT

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## Introduction

SJSU has adopted OU Campus in January 2015 as the official web content management system (CMS) to create and maintain campus faculty web content. If you have already developed web content via Website Builder, all your existing web pages/content have been migrated to this new OU Campus environment. You can attend training workshop, open lab, or follow this documentation to activate your web pages, edit or make changes to text content, publish web pages, and establish your official profile at SJSU.

This documentation explains the overall OU Campus environment and tools used in editing your web pages, uploading document, making links, and publishing web pages. Universal accessibility and usability guidelines will be discussed. Step-by-step instructions will be demonstrated, followed by hands-on practices and discussions in an instructor-led workshop. You can also use this documentation as a step-by-step tutorial to learn at your own pace.

You need both your SJSUOne and OU Campus account to access your website. For a SJSUOne account, visit [SJSU directory](http://directory.sjsu.edu) at <http://directory.sjsu.edu>, if you are not listed in the directory, contact [Human Resources](http://www.sjsu.edu/hr/) at <http://www.sjsu.edu/hr/>. 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](http://its.sjsu.edu/support) at <http://its.sjsu.edu/support> or submit a Request for Help at [iSupport@SJSU](mailto:iSupport@SJSU)

## Learning Objectives

After completing this training you should be able to:

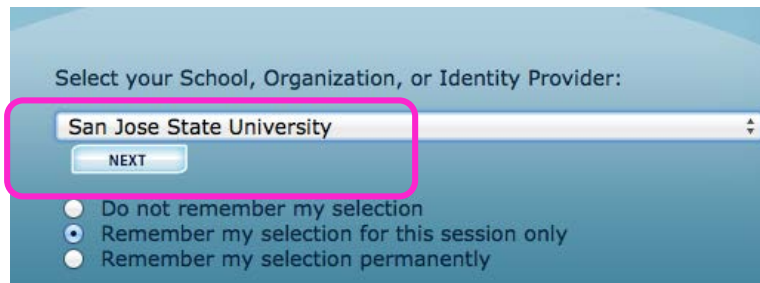
1. Log in with your SJSUOne account to access your website via OU Campus and logout
2. Able to recognize different areas of OU Campus and navigate between an individual page view, pages list view, and find your home profile page
3. Know how to use the Page Actions Toolbar and its tools to update contact information, activate or unhide a page
4. Upload documents and images and be mindful to comply with accessibility guidelines
5. Know how to use the WYSIWYG Editor to edit your text content and insert a link to documents or external web pages
6. Publish your web pages
7. Know where and how to find help.

## I. Login/Logout Your Website via OU Campus

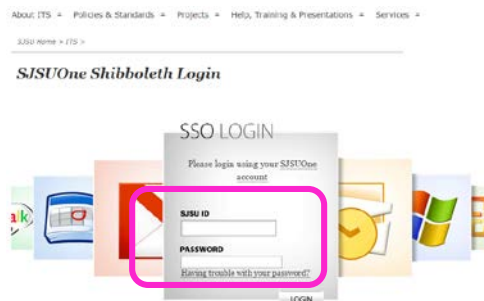
1. Enter **http://sjsu.edu/people/first.lastname** in the URL box of any browser and click **Last Modified**: date stamp link at the lower right corner of your web page, and **a.cms.omniupdate.com** page will appear as below.



2. Click the down arrow to select **San Jose State University** then click **Next** or press **Enter** key.



3. The SSO (Single Sign-on) login page will appear. Enter your SJSU ID and password to log into your OU Campus account.



4. If you have lost your password or your password has expired, click "**Having trouble with your password?**" and follow the instructions to reset your password.
5. To log out from OU Campus, click your name at the upper right corner and select **Logout**.



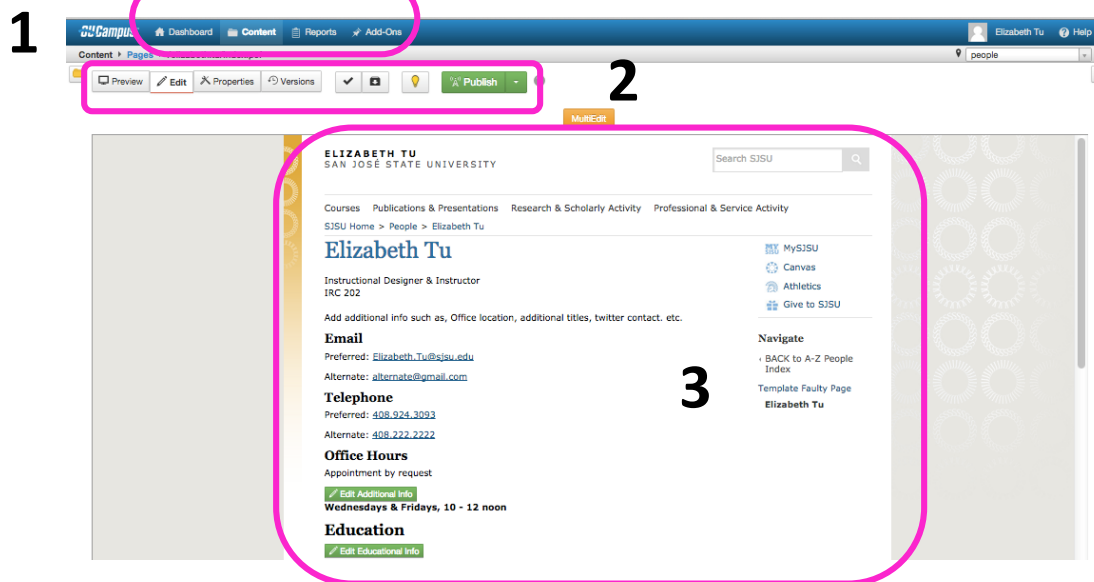
**EXERCISE #1:** Log into your OU Campus account using your SJSU ID and password and logout.

## 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**.

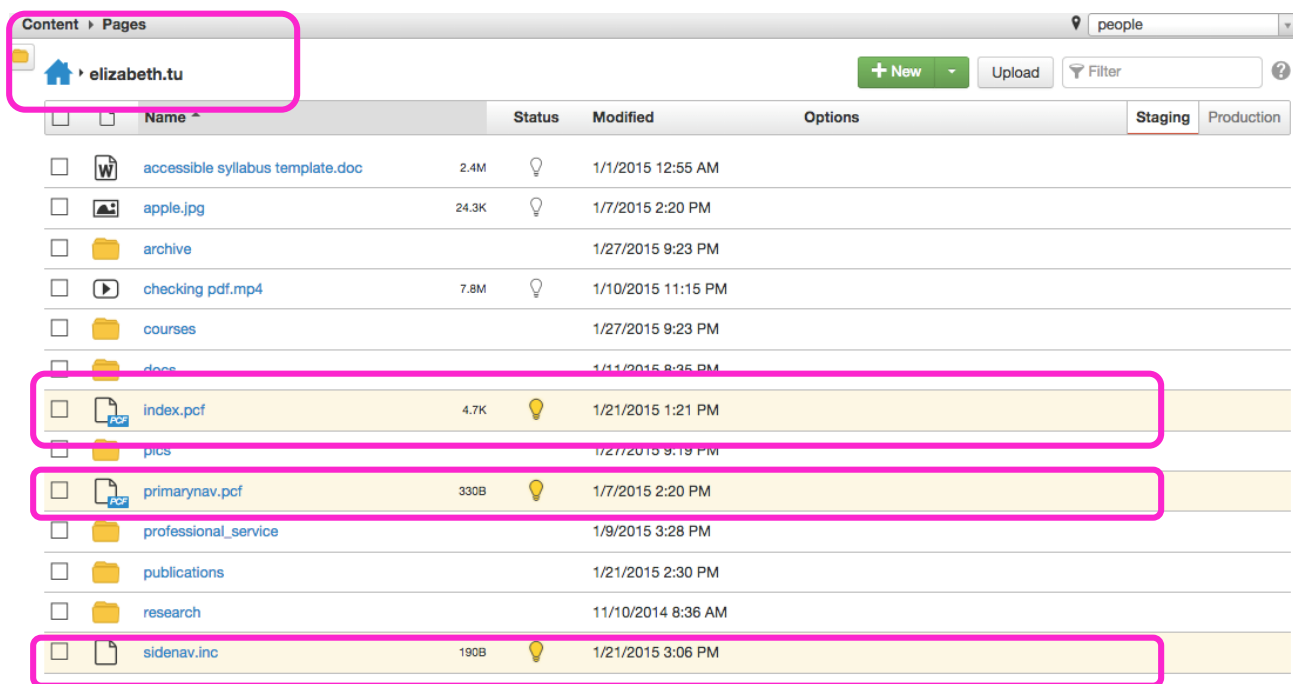


Highlighted in the screenshot are areas that you will use to interact with your content in OU Campus. Whenever you want to make any changes to your web page, you need to be in Page View.

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 "elizabeth.tu." This is considered the **top-level** of your website, consisting of many other folders, documents, images, and the three files below.

#### Index.pcf

The **Index.pcf** file is where you edit your web content information.

#### 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

SPARKS, BRENDEN  
SAN JOSÉ STATE UNIVERSITY

Search SJSU

Advising Presentations Courses Research & Scholarly Activity Professional & Service Activity asd;kja;sldkf

SJSU Home > People > Sparks, Brenden

## Sparks, Brenden

**Email**  
Preferred: [brenden.sparks@hogwarts.edu](mailto:brenden.sparks@hogwarts.edu)  
Alternate: [brenden.sparks@sjsu.edu](mailto:brenden.sparks@sjsu.edu)

**Telephone**  
Preferred: [867-5309](tel:867-5309)

**Office Hours**  
M-W-F: 8:00 - 10:00, Tu-Th: 9:00 - 10:00

**Licenses and Certificates**  
[Cornerstone Certificate](#)

MySJSU  
Canvas  
Athletics  
Give to SJSU

**Navigate**  
BACK to A-Z People  
Index

**Sparks, Brenden**  
Courses  
Publications & Presentations  
Research & Scholarly Activity  
Professional & Service Activity

Sidenav region

From the **Pages List View** below, you will see two additional key areas:

4. Breadcrumb with **Home** button
5. Filter

elizabeth.tu > courses

4

+ New Upload Filter

Name	Status	Modified	Options
c1		1/8/2015 4:14 PM	
c3		1/8/2015 4:13 PM	
comm20		1/9/2015 3:28 PM	
hist108		1/9/2015 3:28 PM	
index.pcf	1.7K	1/21/2015 3:08 PM	
music111		1/21/2015 3:12 PM	
PHIL111		1/11/2015 2:29 PM	
sidenav.inc	183B	1/21/2015 3:12 PM	

5

#### ❖ Breadcrumb

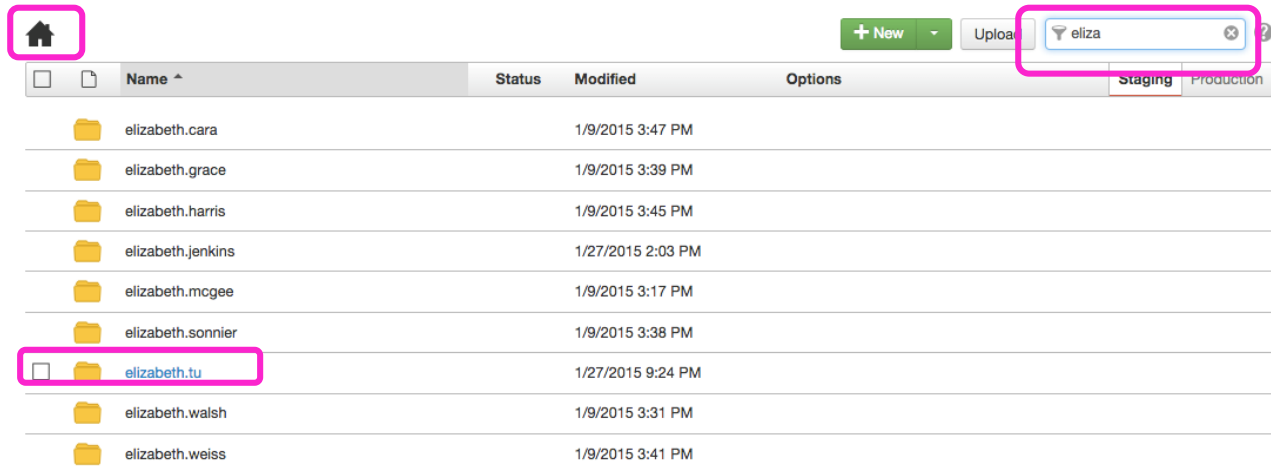
The breadcrumb is a tool to help you move up and down the folders in your site. As you click on the names of the different folders in the Pages List View and move into deeper level of your website, the Breadcrumb becomes a path with links to each of the folders you have previously opened. Clicking on the blue texts in the breadcrumb allows you to move around your site's structure, as if you were following a trail of breadcrumbs out of a deep forest.

#### 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.

## ❖ Filter Box

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.



**EXERCISE #2:** Explore OU Campus key areas, navigation toolbars and tools, become familiar with the structure and terms in OU Campus. Locate 1) your contact information on home index page and 2) click the Home button and use filter box to find your home profile folder.

## III. Using Page Actions Toolbar



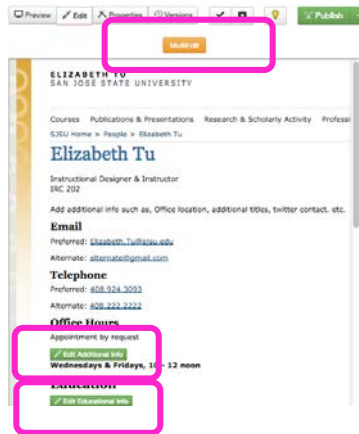
### 1. Preview Action

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

### 2. Edit Action

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 orange edit button, labeled "MultiEdit," at the top of the page that is used to modify your home contact information and page properties. MultiEdit will be discussed later.

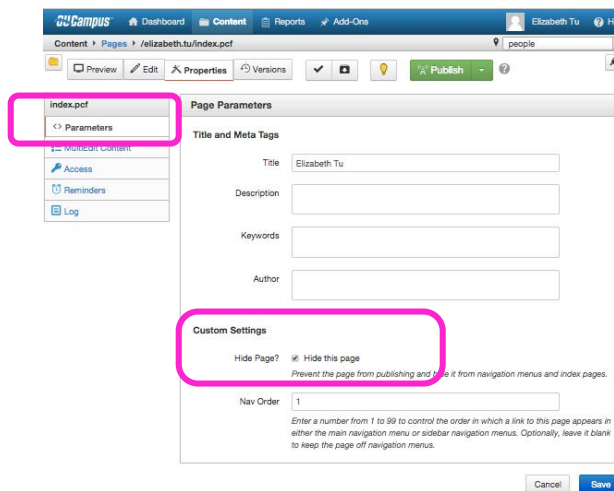




### 3. Properties Action

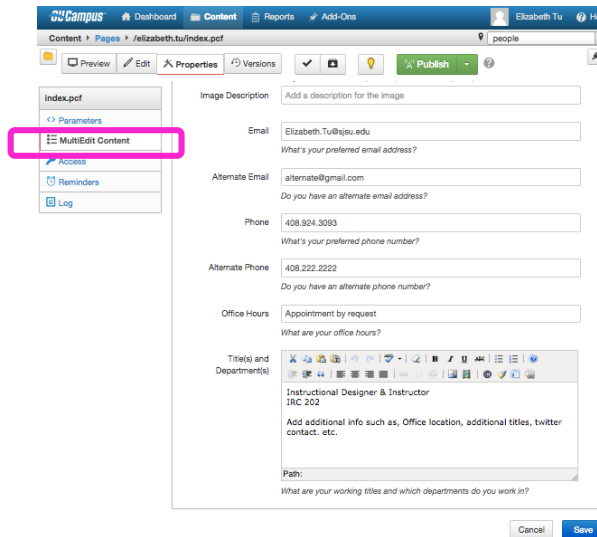
#### ❖ Hide or Unhide a Page

- a. **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.



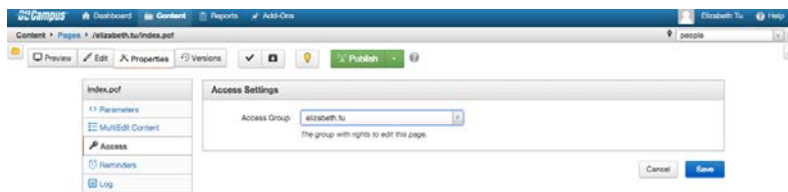
#### ❖ Edit Your Contact Profile Information

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



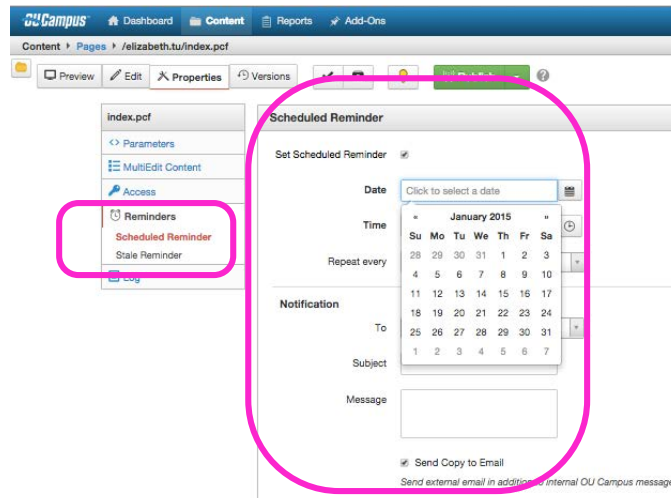
**c. Access**

You should be the only user who has access to this page. If you change this to someone else, you will lose access to this page.

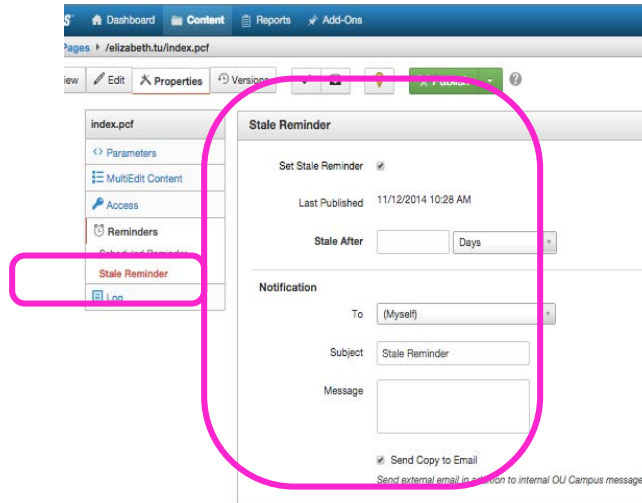


**d. Reminders**

- **Scheduled Reminder:** If you want a reminder message about this page sent on a specific date and time, check the box next to **Set Scheduled Reminder** under **Reminders**. Determine your scheduled date, time, repeat reminder or not, notification address and reminder message, etc. then click **Save**.

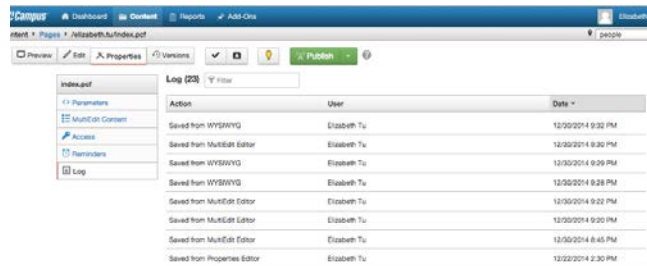


- **Stale Reminder:** If you want to send a notification of the latest published version of your web page, select **Stale Reminder** under **Reminders**, check the box next to **Set Stale Reminder** then click **Save**.



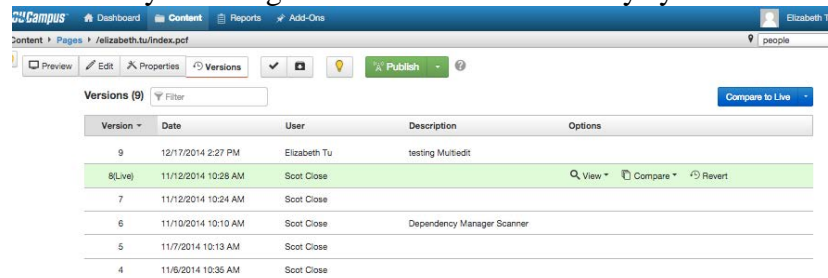
#### e. Log

Records the date and time of each action you have performed on your web pages.



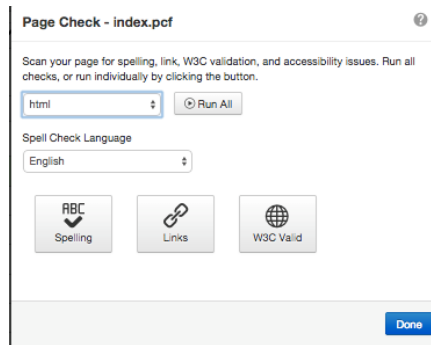
#### 4. Versions

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.



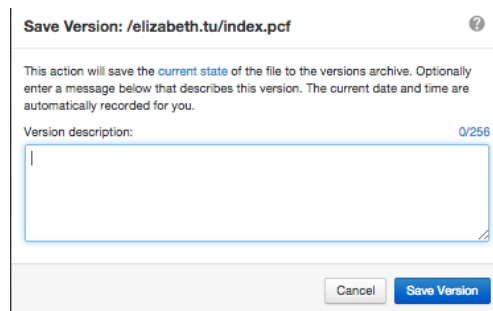
#### 5. Page Check

Allows you to run **Spell check**, **Link check**, and **World Wide Web Consortium (W3C) Valid** with your web page.



## 6. Save Version

Though OU Campus will automatically save a new version each time you publish a page, you have the capability to create a permanent or backup version of any page by clicking this **Save Version** and enter your notes in the **Version description** box.



## 7. 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.



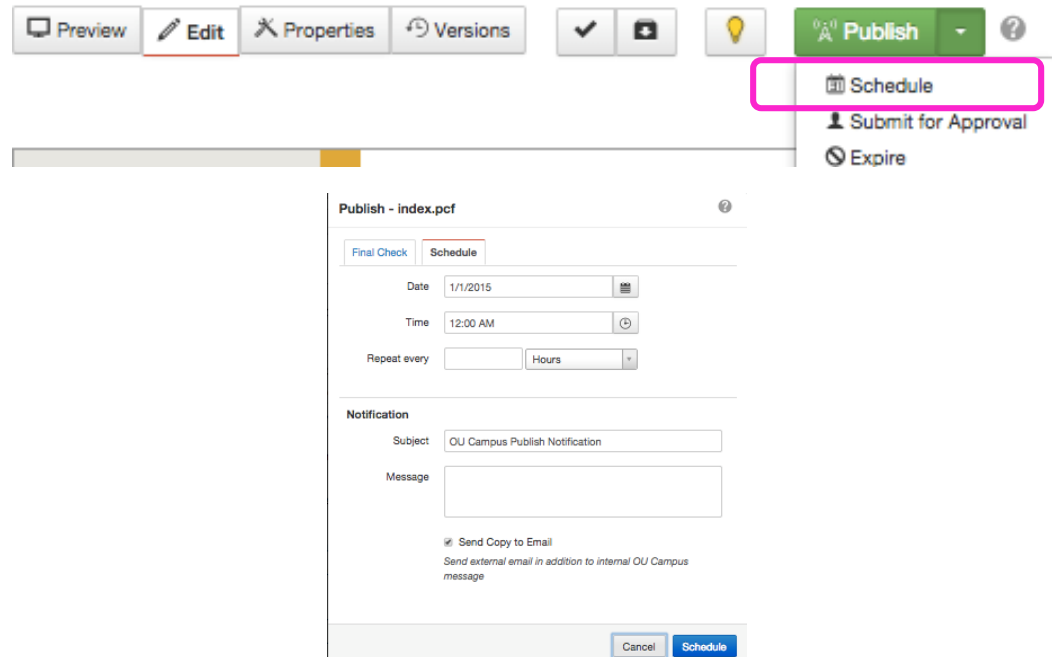
	Name	Status	Modified	Options
<input type="checkbox"/>	primarynav.pcf	330B	11/7/2014 10:13 AM	
<input type="checkbox"/>	publications		11/10/2014 8:35 AM	
<input type="checkbox"/>	research		11/10/2014 8:36 AM	
<input type="checkbox"/>	professional-service		11/10/2014 8:37 AM	
<input type="checkbox"/>	sidenav.inc	268B	11/10/2014 8:38 AM	
<input type="checkbox"/>	The Dress Shoes.JPG	1.3M	12/17/2014 12:07 PM	
<input type="checkbox"/>	courses		12/22/2014 2:00 PM	
<input type="checkbox"/>	index.pcf	4.1K	12/30/2014 9:32 PM	

## 8. Publish

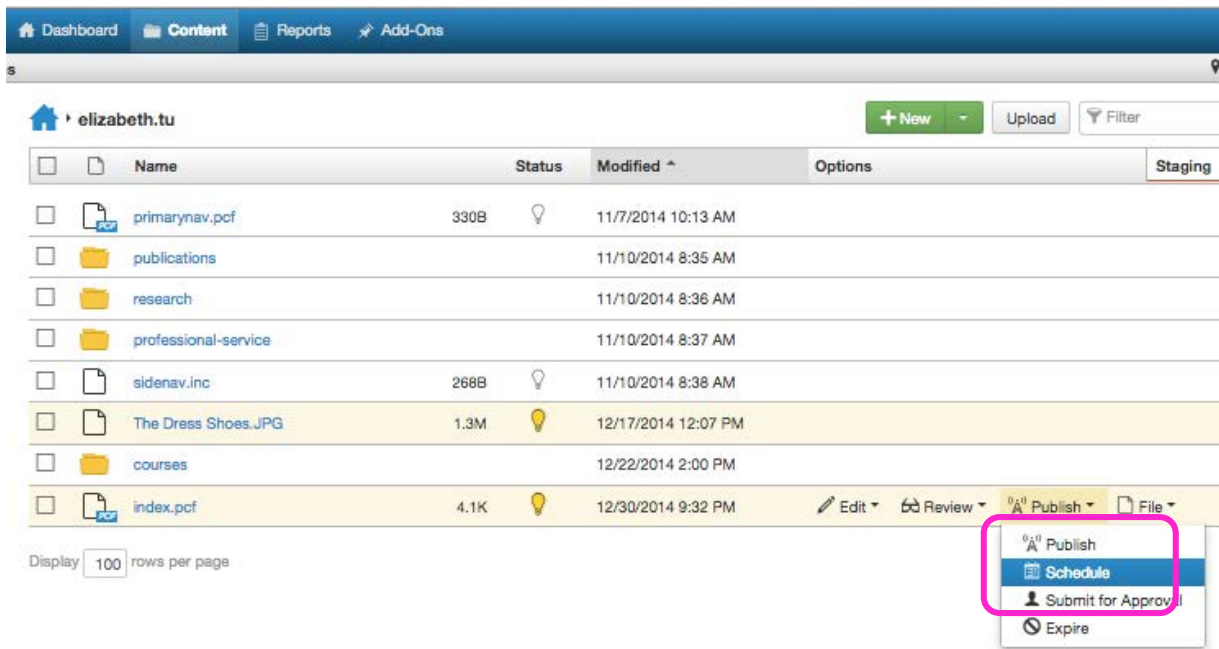
All web pages and other content files on OU Campus are archived on the staging server. Click **Publish** to publish the page so that your students can view it.



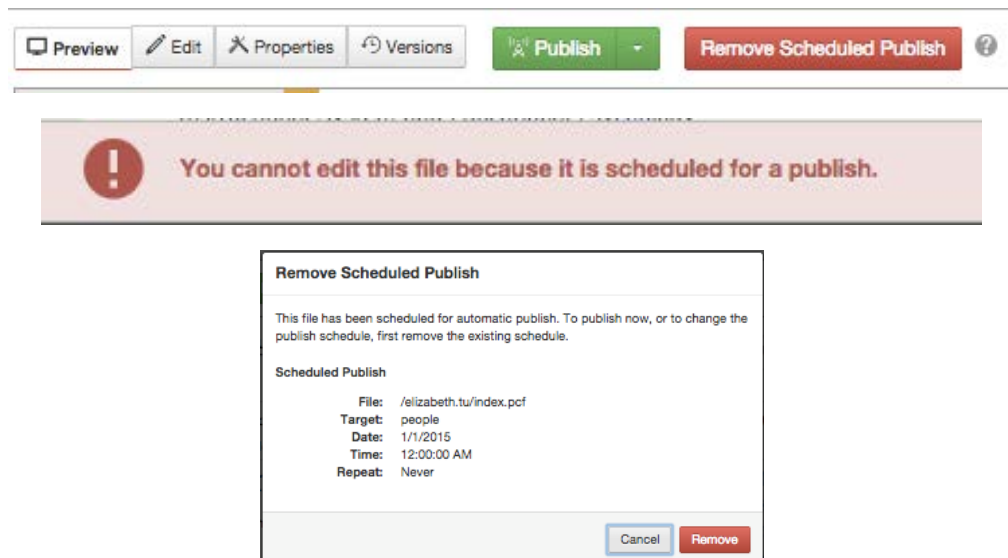
You can also schedule to publish a page on a specific date and time by clicking the down arrow next to **Publish** then select **Schedule**. Determine the date and time and other notes/information on the **Publish – index.pcf** screen below.



You can also **Publish** or **Schedule** to publish a page from the pages list view 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.



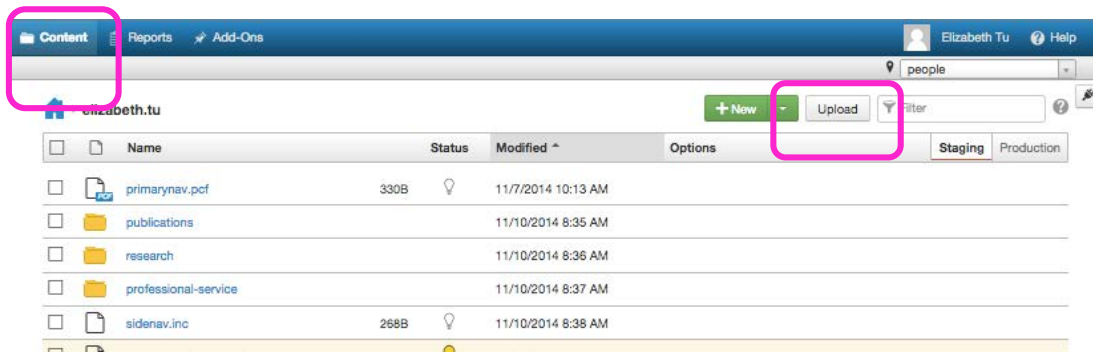
## 9. Help

Click the question mark icon to view the complete documentation of Page Actions Toolbar.

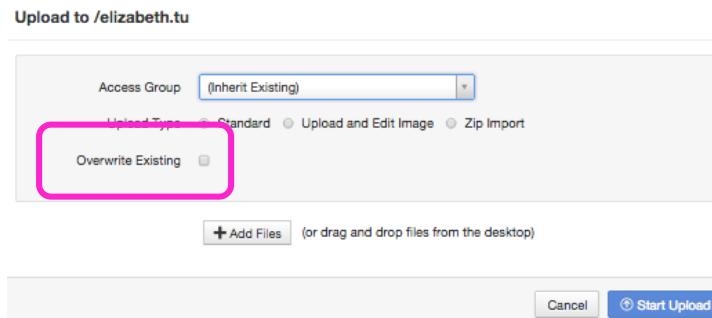
**EXERCISE #3:** Explore the tools on Page Actions Toolbar and use MultiEdit to update contact information on your home profile page and hide/unhide one of your pages.

#### IV. Upload Accessible Documents & Images

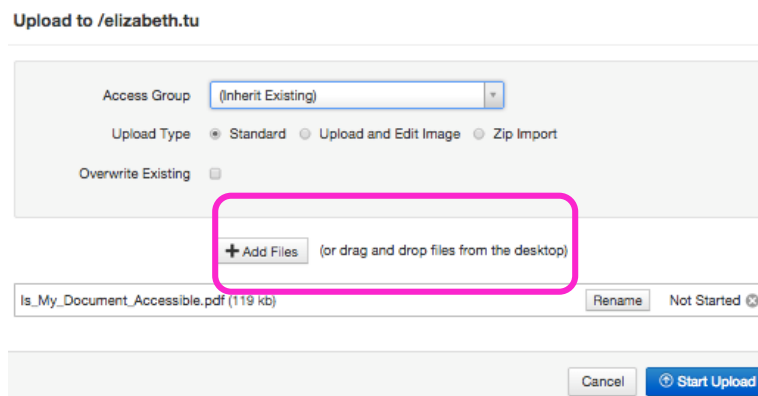
1. To upload an existing document or image, click **Content** on the **Global Navigation** bar and the pages list view becomes available.



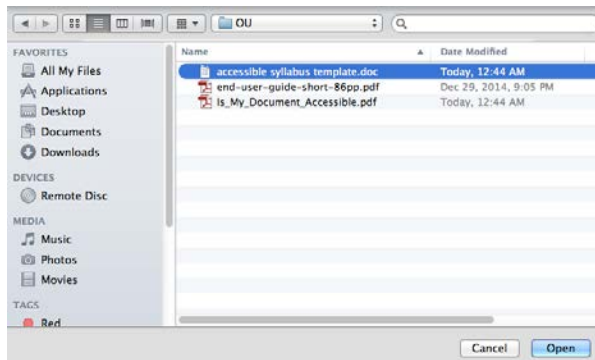
2. Click **Upload** and the **Upload to /your first.lastname** dialog box below appears. If you want to overwrite an existing version of the file with the same file name, check the box next to **Overwrite Existing**.



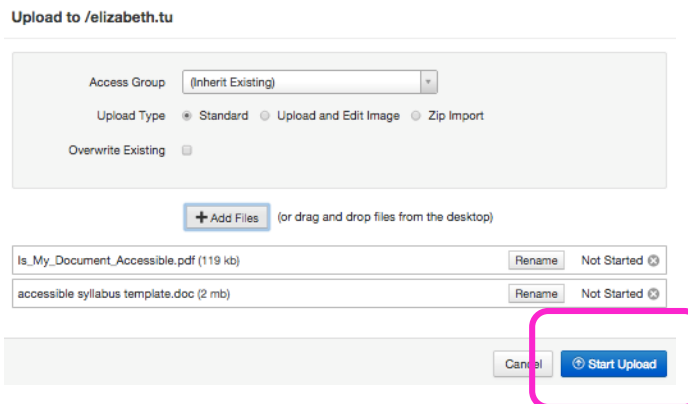
3. Below are two ways to upload documents.
  - a. Drag and drop your files from your local computer. Or,



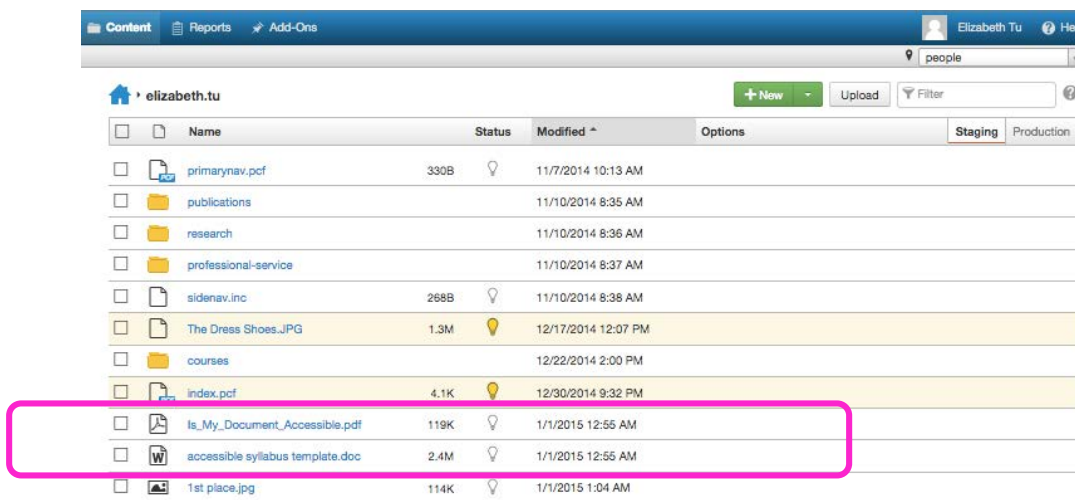
- b. Click **+Add Files** and browse from your local computer to locate the file you want to upload and double-click or click **Open**.



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



d. A PDF and a Word document have been uploaded onto the OU Campus staging server below.

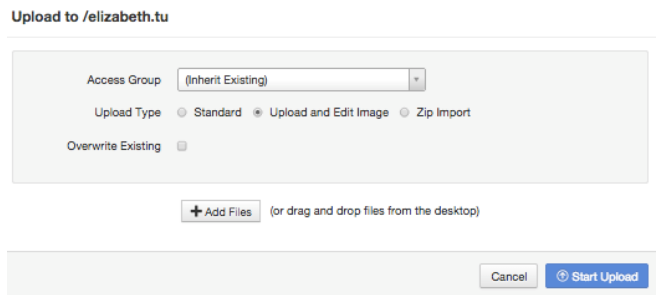
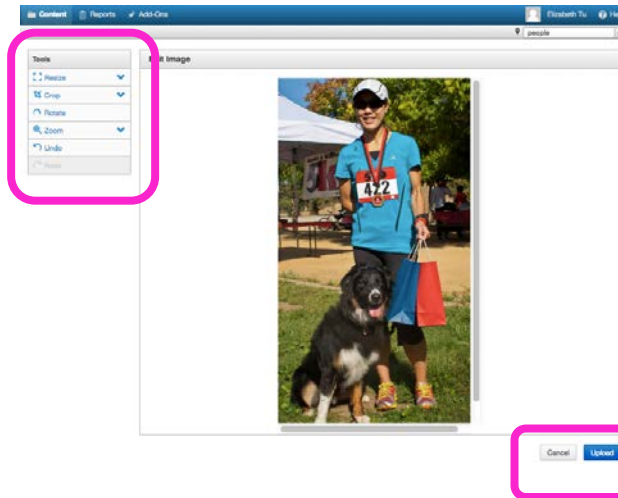


NOTE: It is your responsibility to ensure all uploaded documents are accessible. Visit [Creating Accessible Documents](http://www.sjsu.edu/cfd/teaching-learning/accessibility/accessible-documents/) at <http://www.sjsu.edu/cfd/teaching-learning/accessibility/accessible-documents/> to learn accessibility guidelines.

- To upload an image file, click **Upload and Edit Image** radio button, either Drag and drop or locate the image file from your local computer, the **Edit Image** pane with the image will appear. You may use any of the following tools to edit your image:



- a. Resize
- b. Crop
- c. Rotate
- d. Zoom
- e. Undo
- f. Redo



5. Click **Upload** at the lower right corner once you finish editing you image to upload this image file.

NOTE: You will be introduced to yet another method to upload documents and how to hyperlink to your uploaded documents or an external web pages in the next section.

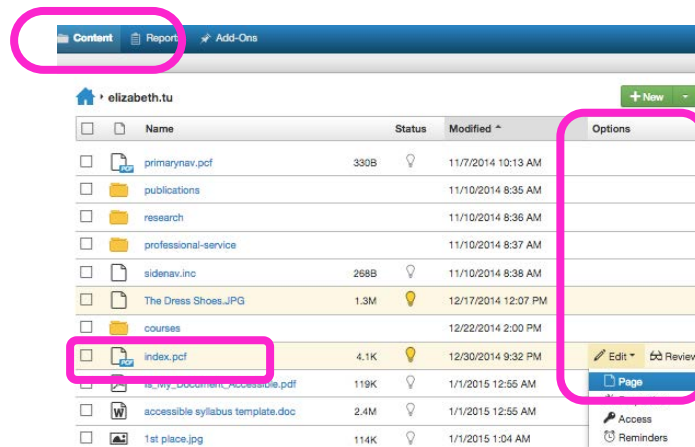
**EXERCISE #4:** Uploading a Word, PDF document and an image from your local computer.

## V. Editing a Web Page

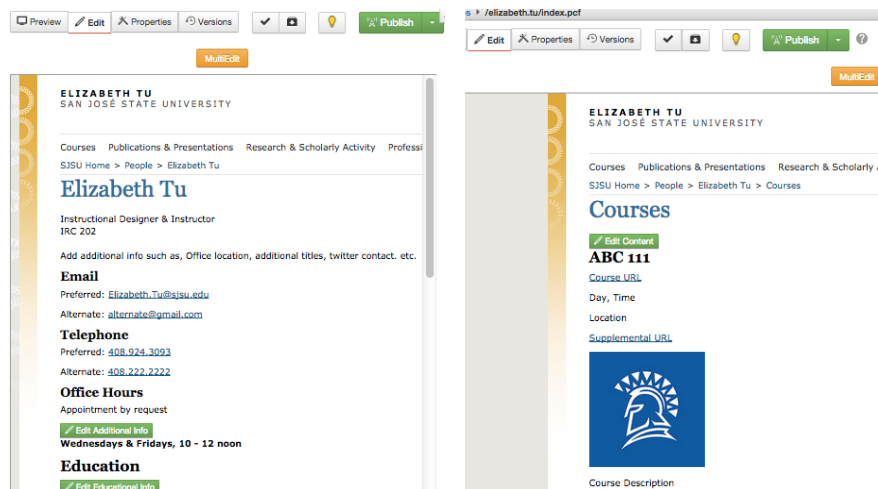
### Locating Your Web Page to Edit

To locate the web page you want to edit,

1. Click **Content** on the **Global Navigation** and the **pages list view** becomes available.
  - a. Click the name of your web page; or,
  - b. Go to the **Options** column of your selected page click the down arrow next to **Edit** icon to select **Page**.



2. Click the green **Edit Content** button (your home page will have multiple editable regions with multiple green edit buttons, each with a different descriptive label)



3. 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. It is organized into three rows and each row has groups of functionality with a vertical line separating the groups. A quick overview of the three rows of WYSIWYG toolbar is as follows. You will be given more detailed explanation of a few OU Campus unique tools.


1. [Toolbar Row 1](http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-1/index.html#file): <http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-1/index.html#file>

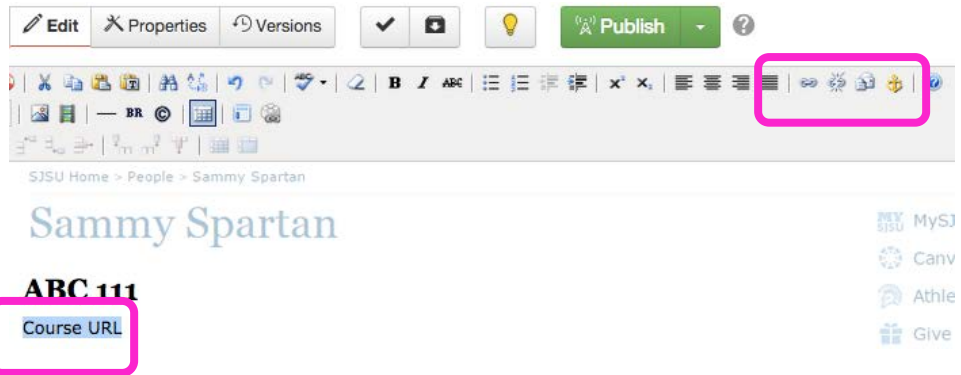


- a. Save, Save As, Revert, Restore
  - i. Avoid using Save As to prevent duplication of pages.
  - ii. **Revert content to last saved:**  This is a unique OU Campus WYSIWYG tool which allows you to undo all changes and revert your web content to the last saved version.
  - iii. **Restore auto-save content:**  This is a unique OU Campus WYSIWYG tool. If the browser crashes or you accidentally close the browser before saving, you can click this icon to restore content up to 24 hours.
- b. Cut, Copy, Paste, Paste as Plain Text
  - i. **Paste as Plain Text:**  This is an important feature when pasting large sections of content from other web pages, Word, PDF documents, etc. into OU Campus environment. Toggle on this Paste as Plain Text button to prevent undesirable HTML markup codes from being added to your web page.
- c. Find, Replace
- d. Undo/Redo
- e. Toggle Spell Checker
- f. Remove Formatting
- g. Font Formatting
- h. List, Indents
- i. Text Placement (Vertical) – superscript and subscript
- j. Align, Justify (Horizontal)
- k. **Link Tools**, WYSIWYG Help Documentation

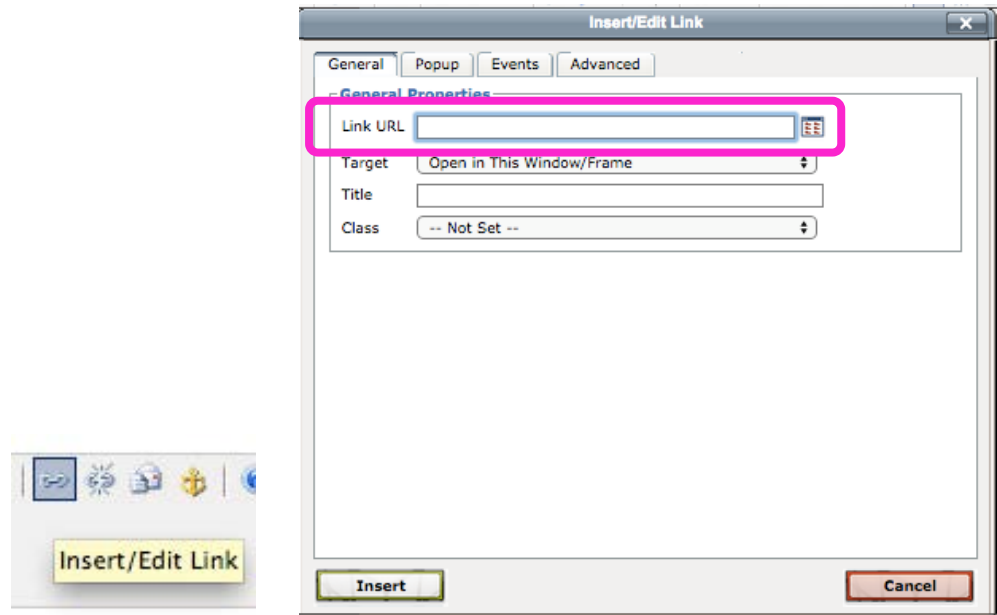
❖ Inserting Hyperlinks

Follow instructions below to hyperlink your text content to an uploaded documents or an external web pages.

- i. Enter text or label the document or website you want to hyperlink, highlight the text label then the **link group icons**  will become available. You have the options to link to an internal or external web page, an uploaded document/file, anchors or a specific area.



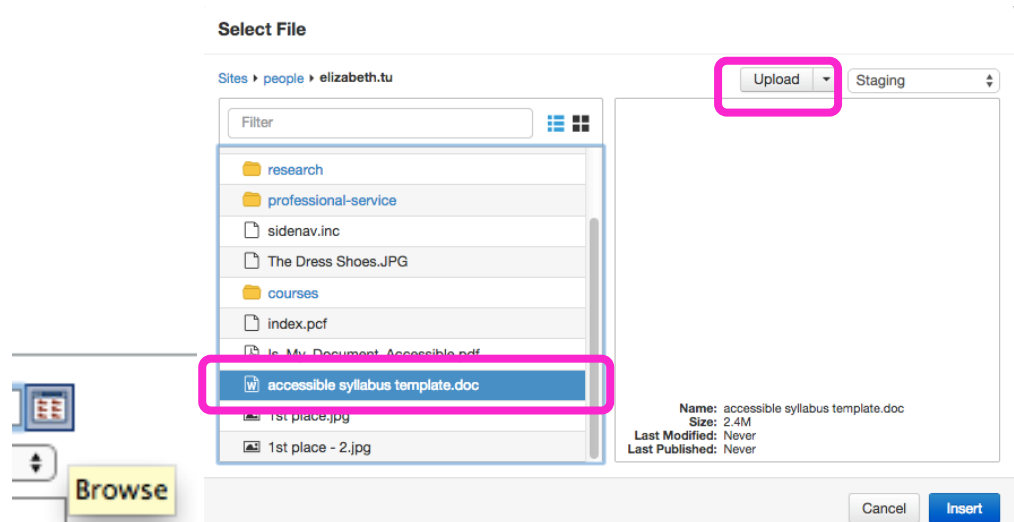
- ii. Link to an internal or external web pages:  
Click **Insert/Edit Link** icon and **Insert/Edit Link window** below becomes available. Manually enter or copy and paste the URL in the **Link URL** box.



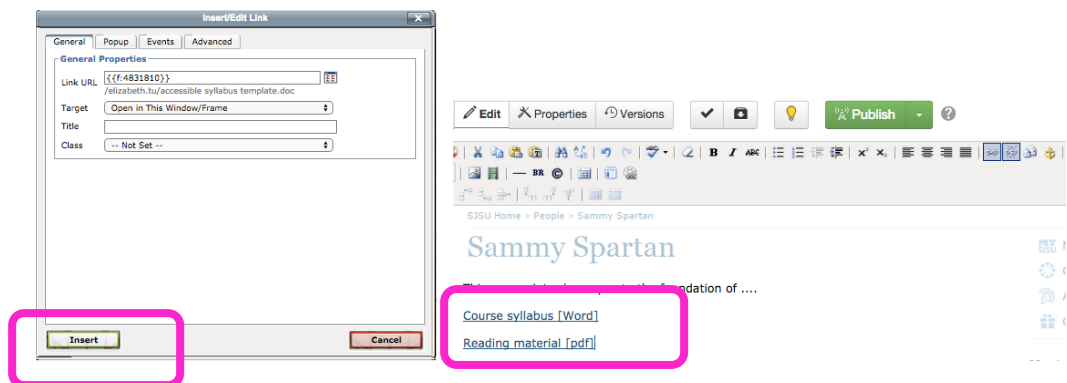
- iii. Link to uploaded documents:  
Enter the text or label the document you want to hyperlink and specify file type information such as, [doc], [pdf], [ppt], etc. in brackets. Highlight the text label and click **Insert/Edit Link** icon and the **Insert/Edit Link window** appears.

Click **Browse** next to the Link URL box. 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. See section VI Upload Accessible Documents above to review instructions.



- iv. Click **Insert** at the lower right corner in this **Select File dialog** box. From the next **Insert/Edit Link** window, click **Insert** again at the lower left corner.



Your text label information is now hyperlinked to your uploaded documents with underline beneath it.

The question mark link icon provides you with complete documentation of WYSIWYG toolbar and a list of its tools and descriptions.

2. [Toolbar Row 2](http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-2/index.html): <http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-2/index.html>



#### ❖ Adding Structure to Your Text Content

##### a. Format Drop-down

- i. Click the **down arrow** from **Format Drop-Down** to view the format list. Select the appropriate heading for your page structure. Make sure you follow accessibility guidelines to assign the correct heading structure

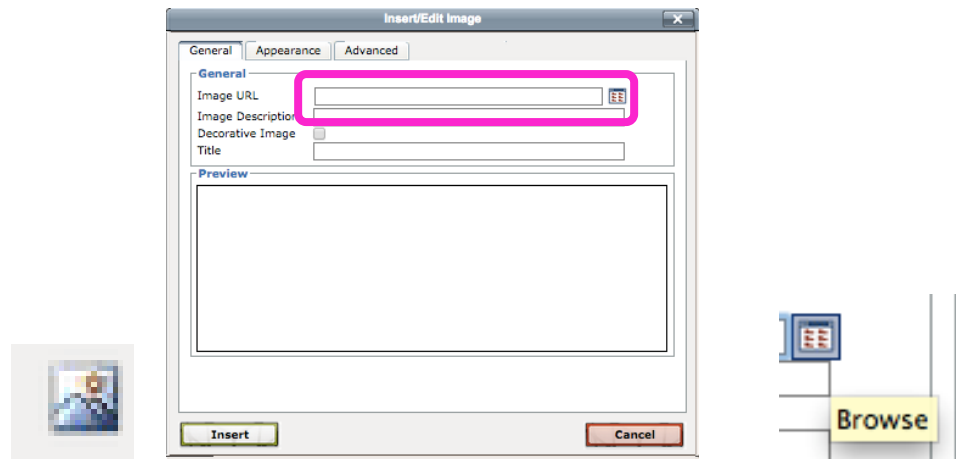
sequence, that is, heading 2 after heading 1, heading 3 after heading 2, etc. Use **Paragraph** for normal paragraph body text.



❖ Adding Descriptive Alternative Text to Images

b. Insert/Edit Image

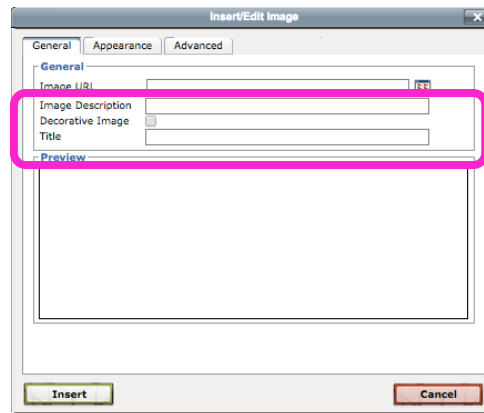
- i. Click **Insert/Edit Image** icon and the **Insert/Edit Image window** will appear. Manually enter URL in the **Image URL** box if the image is on external website. If the image is a file already uploaded on OU Campus server or on your local computer, click **Browse**.



- ii. In the **Select Image dialog box**, either navigate the OU Campus file structure to locate your image file, or, click **Upload** to locate the image from your local computer. Click **Insert** to add your image.



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



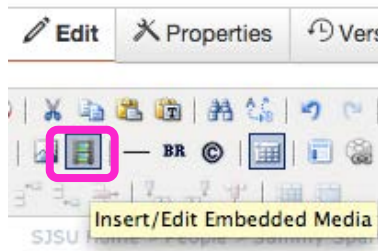
- iv. Click **Insert**.

c. Insert/Edit Embedded Media

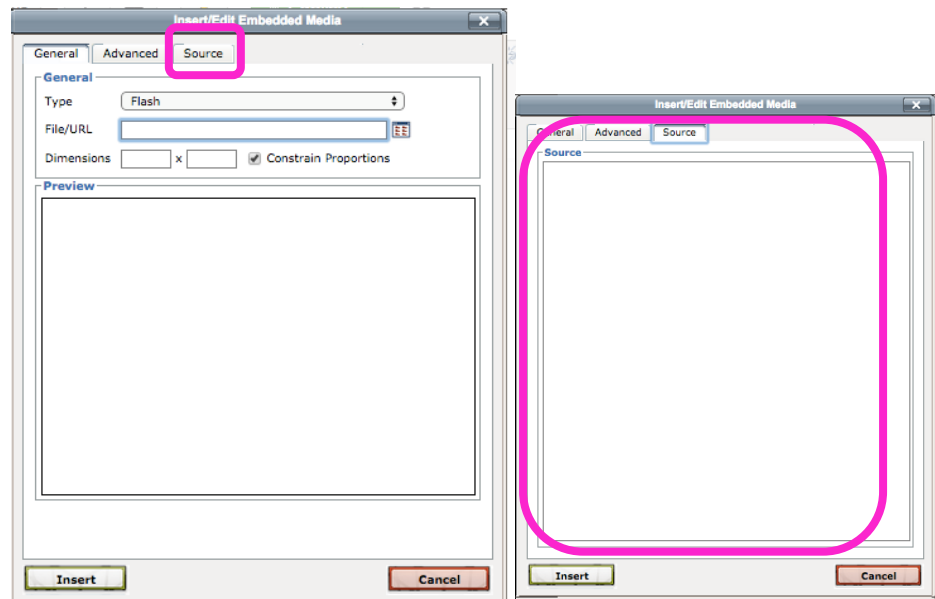
There are different ways to insert and upload your media. Our recommendation is to upload your video onto YouTube and insert the embedded codes from YouTube onto OU Campus. Follow instructions below.

NOTE: To learn how to upload videos onto YouTube, register and attend accessible video via YouTube workshop offered by [CFD](http://www.sjsu.edu/cfd/events) at <http://www.sjsu.edu/cfd/events>.

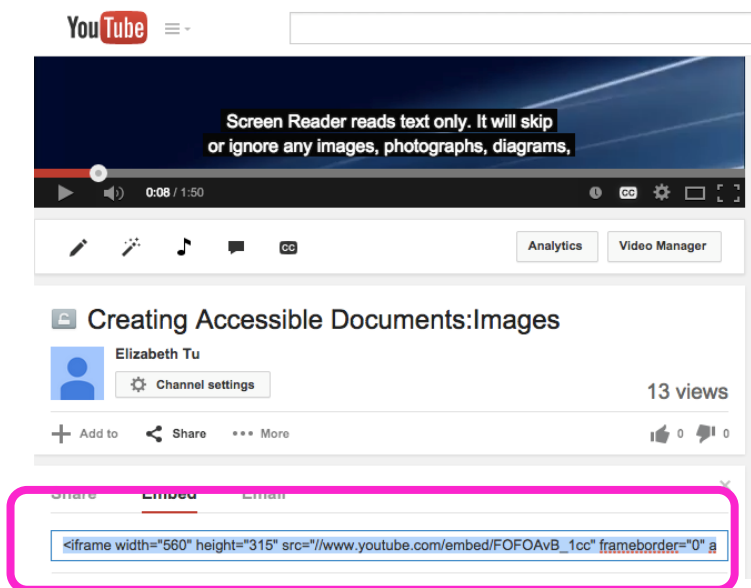
- i. Click **Insert/Edit Embedded Media** and an **Insert/Edit Embedded Media window** will appear.



- ii. Click **Source** tab and the **Source** box will become available.

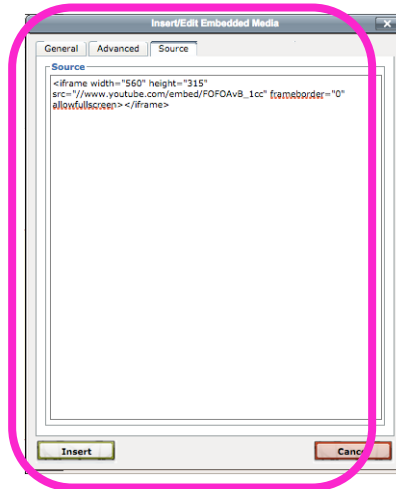


- iii. Go to your YouTube video, click **Share** underneath the video screen and select **Embed**. An embedded video source code will become available. Copy the embedded source code.





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



NOTE: To comply with [accessibility captioning guidelines](http://www.sjsu.edu/cfd/teaching-learning/accessibility/captioning) (<http://www.sjsu.edu/cfd/teaching-learning/accessibility/captioning>), your media files must have transcript and/or closed captions. You may complete [captioning request form](http://goo.gl/qUyEDv) (<http://goo.gl/qUyEDv>) or email [Video Captioning Stations](mailto:accessible-teaching@sjsu.edu) at [accessible-teaching@sjsu.edu](mailto:accessible-teaching@sjsu.edu) to request assistance.

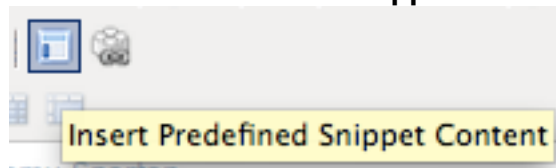
- d. Insert Horizontal Line
- e. Insert Line Break
- f. Insert Special Character
- g. Show/Hide Guidelines/Invisible Elements**

This is a unique OU Campus WYSIWYG tool. It allows you to add/remove the outlines of tables and other elements, for visual purposes only.

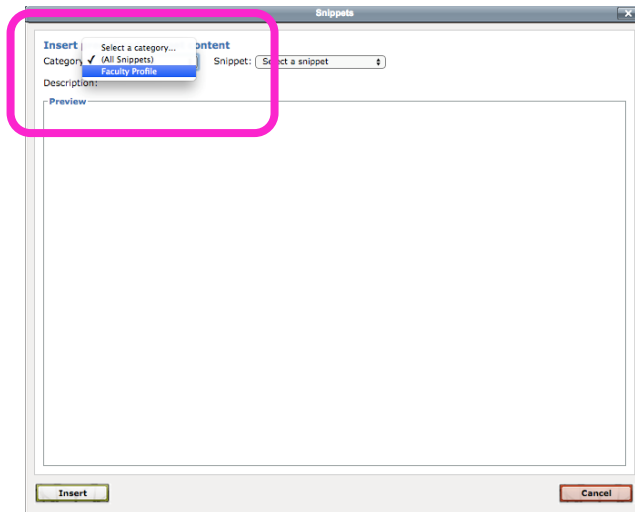
#### **h. Insert Predefined Snippet Content**

This is a unique OU Campus WYSIWYG tool. It allows users to add preformatted placeholder text or web content to their pages. There are a number of snippets available that will create editable placeholder text for faculty profile pages, featuring sample CV info, publication or presentation info, courses, etc.

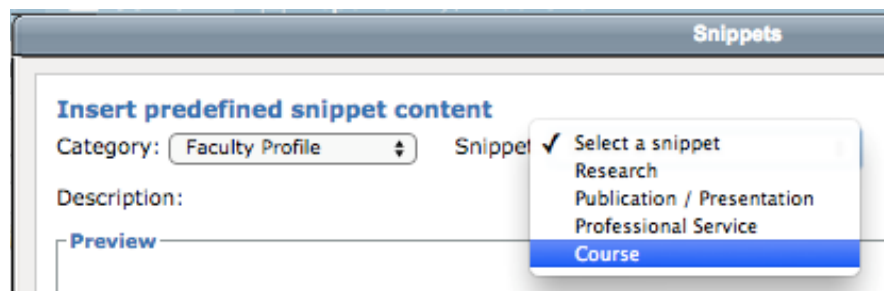
- i. Click **Insert Predefined Snippet Content** icon.



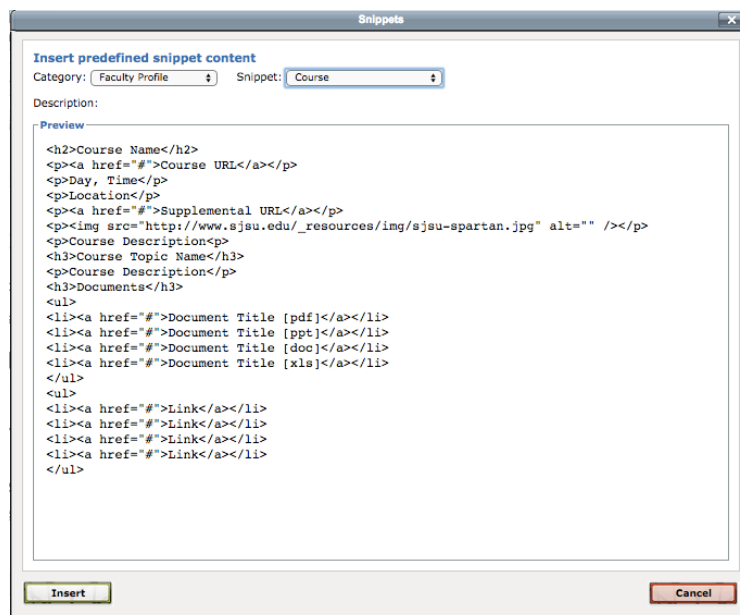
- ii. Click the up/down arrow in the **(All Snippets) Category** box and select **Faculty Profile**.



- iii. Go to the next Snippet box, click the up/down arrow in the **Snippet** box to select your desirable snippet such as, Research, Publication/Presentation, Professional Service and Course.



- iv. Your predefined snippet content in HTML codes will be displayed. Click **Insert** to add this snippet content.



## i. Insert/Edit Asset

This is a unique OU Campus WYSIWYG tool. Assets are reusable content widgets that allow you to create content in one place and syndicate it across multiple pages. To learn more, attend an Open Lab or contact Web Services.

3. [Toolbar Row 3](http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-3/index.html): <http://support.omniupdate.com/oucampus10/pages/wysiwyg/toolbar-row-3/index.html>



The functionality of this row is dimmed and is designed for table content only. Click **Insert/Edit Table** icon to determine the columns and rows of your table content and click **Insert**. Your table will appear with the available editing tools to define the properties of your table.

The screenshot shows the 'Insert/Edit Table' dialog box with the following settings:

General Properties	
Columns	3
Rows	5
Cell Padding	
Cell Spacing	
Border	0
Width	
Height	
Class	-- Not Set --
Table Caption	<input type="checkbox"/>

The background page shows a table with 3 columns and 5 rows, with the following structure:

Column 1/Row 1	Column 2	Column 3
Row 2		
Row 3		
Row 4		
Row 5		

**EXERCISE #5:** Complete the exercises below to edit page content in an editable region

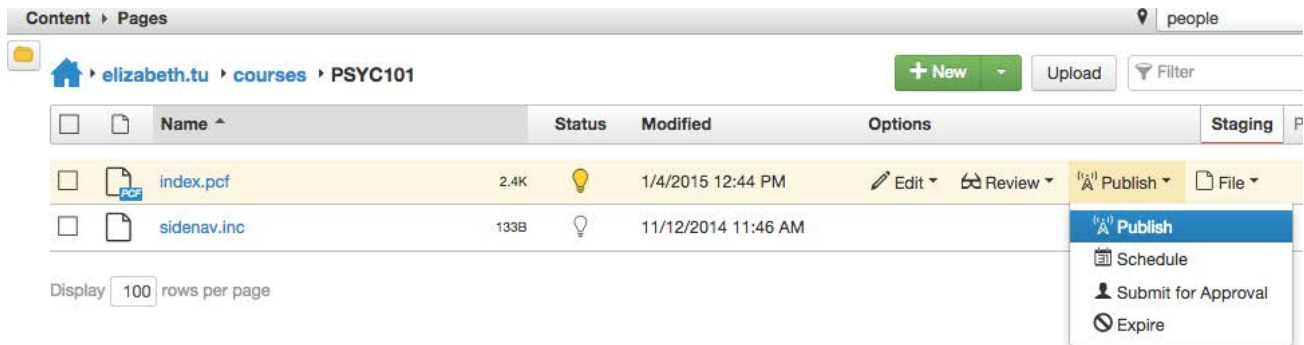
- 1) Copy and paste some text, clean it up with the Remove Formatting tool, and then manually format it using Headings and bulleted lists
- 2) Create a link to another page within the internal OU Campus server as well as to an external document outside of OU Campus you upload from your local computer
- 3) Add an image to the page
- 4) Find a YouTube video and embed it on the page (optional)

## VI. Publishing Your Web Page

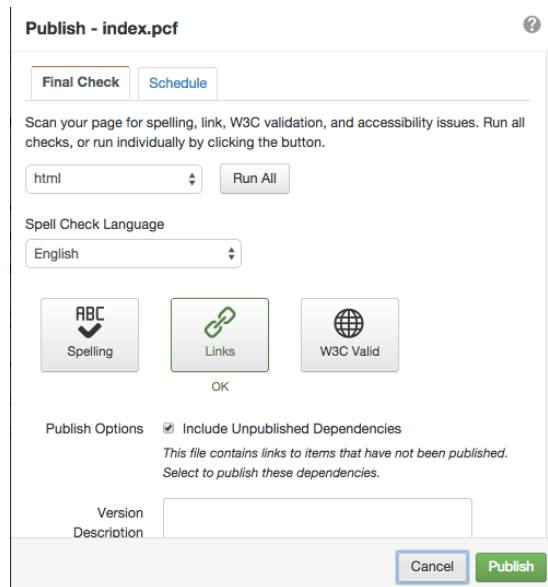
You can publish your page when editing a page.



Or, you can publish it from the pages list view.



1. Click the green **Publish** icon or select **Publish** to publish your web page. The **Publish – Index.pcf** dialog screen will appear. It is a good idea to perform **Spelling** and **Links** checks. Review the errors if any by clicking the error areas to fix them. When ready and satisfied, click **Publish** to publish your page.



**EXERCISE #6:** Publish your modified home page

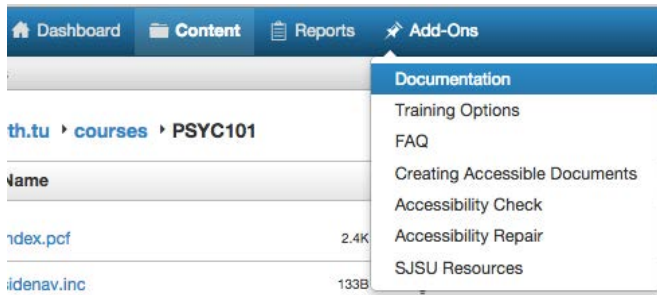
## VII. Where to Find Help

### Access Help

- ❖ From Documentation

Go to **Global Navigation > Add-Ons** and select **Documentation**.

Center for Faculty Development and Support revised in February, 2015

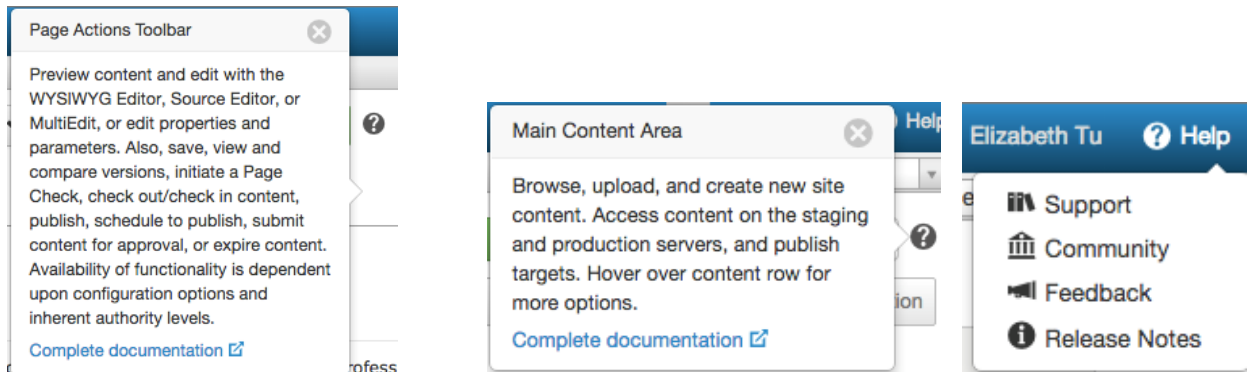


Enter keyword(s) of your question in the **Search** box to locate your answer.



❖ From Question Mark

Click wherever you see a question mark, a pop-up window with documentation or a separate OU Campus support page will appear.



**Important URLs**

- [CFD training workshops](http://www.sjsu.edu/cfd/events) and [Open Labs](http://www.sjsu.edu/cfd/events): <http://www.sjsu.edu/cfd/events>
- [OU Campus content](http://its.sjsu.edu/services/oucampus/): at <http://its.sjsu.edu/services/oucampus/>
- [OU Campus version 10 support documentation](http://support.omniupdate.com/oucampus10/about): <http://support.omniupdate.com/oucampus10/about>
- [Center for Faculty Development Communication Technology](http://www.sjsu.edu/cfd/communication-technology) <http://www.sjsu.edu/cfd/communication-technology>