myNorthridge

STUDENT PORTAL STYLE GUIDE AND GLOSSARY

Updated October 2014

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SIZE ADJUSTMENT

For optimal digital reproduction, do not scale smaller than 27 pixels. Each logo must be scaled proportionately. Hold down the shift key to make the logo larger or smaller.

California State University
Northridge

moodle

myNorthridge

myNorthridge

askmatty

askmatty

BRANDING

COLOR THEME

PALETTE

MATADOR RED
#A32638

R 163
G 30
B 34

BLACK
#000000

R 0
G 0
B 0

WHITE
#FFFFFF

R 255
G 255
B 255

GRAY
#656868

R 101
G 104
B 104

GRADIENT

1. #7D2022
   LOCATION 0%
2. #9F262A
   LOCATION 19.66%
3. #EC1C24
   LOCATION 66.85%

1. #808080
   LOCATION 0%
2. #606060
   LOCATION 48.85%
3. #515151
   LOCATION 49.14%
4. #444444
   LOCATION 90.26%
5. #454545
   LOCATION 100%

LINK

VISITED LINK
#550000

ROLLOVER LINK
#FF0011

ICONS

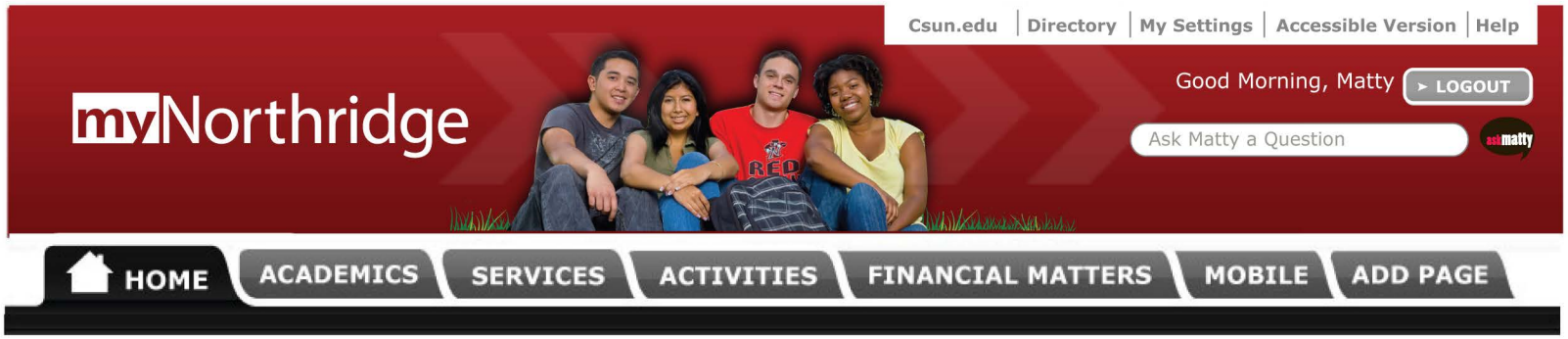
CONTENT AND STYLE

If you cannot find the icon you need, please contact Student Marketing & Communications. All icons must be approved by the student portal and mobile app planning committee and University Advancement. Icon size, including border, must not exceed 50 by 50 pixels. Stroke color is #5F605F and stroke size is two pixels wide. See the Icon Library, for the most up-to-date portal icons.

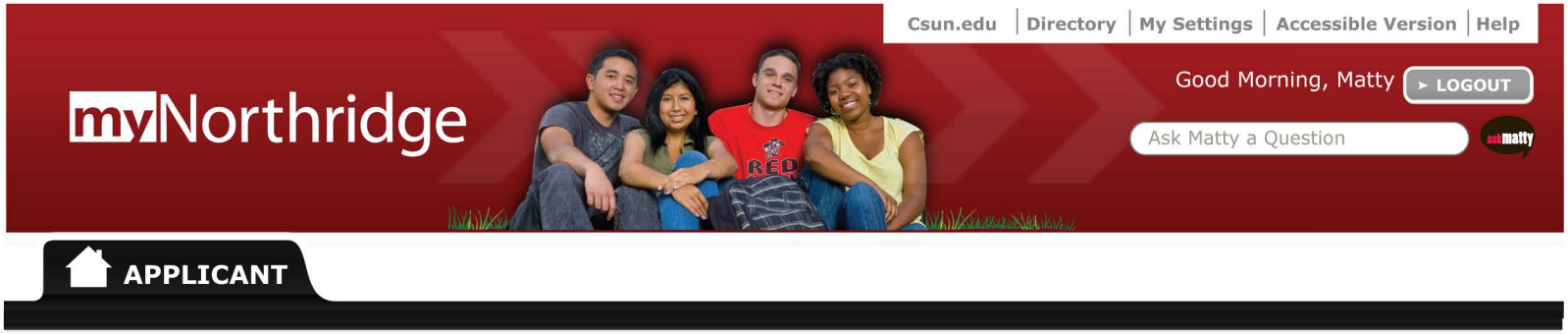
CONTENT AND STYLE

All links and banner artwork must be approved by the student portal and mobile app planning committee.

CURRENT STUDENT PORTAL



APPLICANT AND ADMITTED STUDENT PORTAL



STUDENT PORTAL

NAVIGATION > TAB STYLE

TYPOGRAPHY

Use Verdana Bold 15/18 pixels. Text should be white and all caps.

Verdana Bold
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

PADDING

Padding between the top and bottom, and left and right, of the text should be equal.

ROUND CORNER ADJUSTMENT

Each tab must have round corners. When scaling or resizing tabs in Adobe Illustrator, use the direct selection tool to move the points that make the tab larger or smaller. This will maintain the curve of the corners. The radius of the round corner is 12 pixels.

Start and end of tab navigation bar should prescribe to the following layout.

STYLE

The tab that is currently open must be black. The rest of the tabs should be the gray gradient indicated in Branding>Color Theme Page 3.

CURRENT STUDENT PORTAL

APPLICANT AND ADMITTED STUDENT PORTAL

STUDENT PORTAL

NAVIGATION > BUTTONS

LEGEND

+ Add Content — Add Content

– Hide Content — Hide Content

➤ LOGOUT — Logout

askmatty — Ask Matty

PAGELET ANATOMY

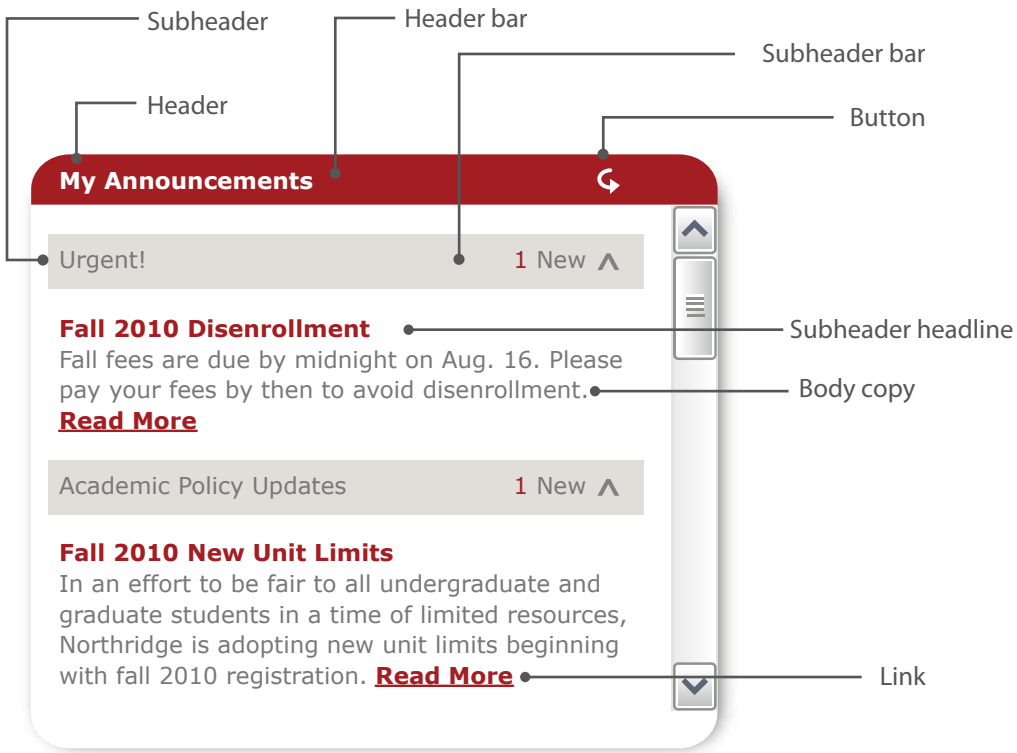
Each pagelet features eight key elements, which the style guide has divided into two categories: Typography and Graphic Elements.

Typography consists of the Headers, Subheaders, Subheader headlines, Body copy and Links. Graphic elements consist of Header bars, Subheader bars and Buttons.

Pagelets shouldn't contain a scroll bar unless specifically requested.

ROUND CORNER ADJUSTMENT

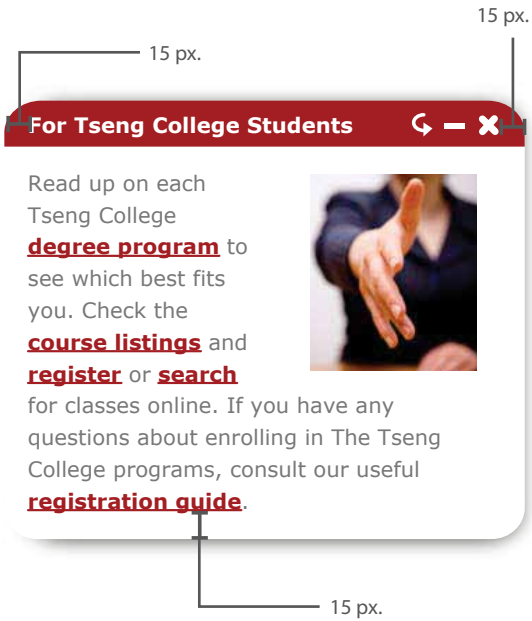
Each pagelet must have round corners. When scaling or resizing tabs in Adobe Illustrator, use the direct selection tool to move the points that change the size of the tab. This will maintain the curve of the corner. The round corner radius is 15 pixels.

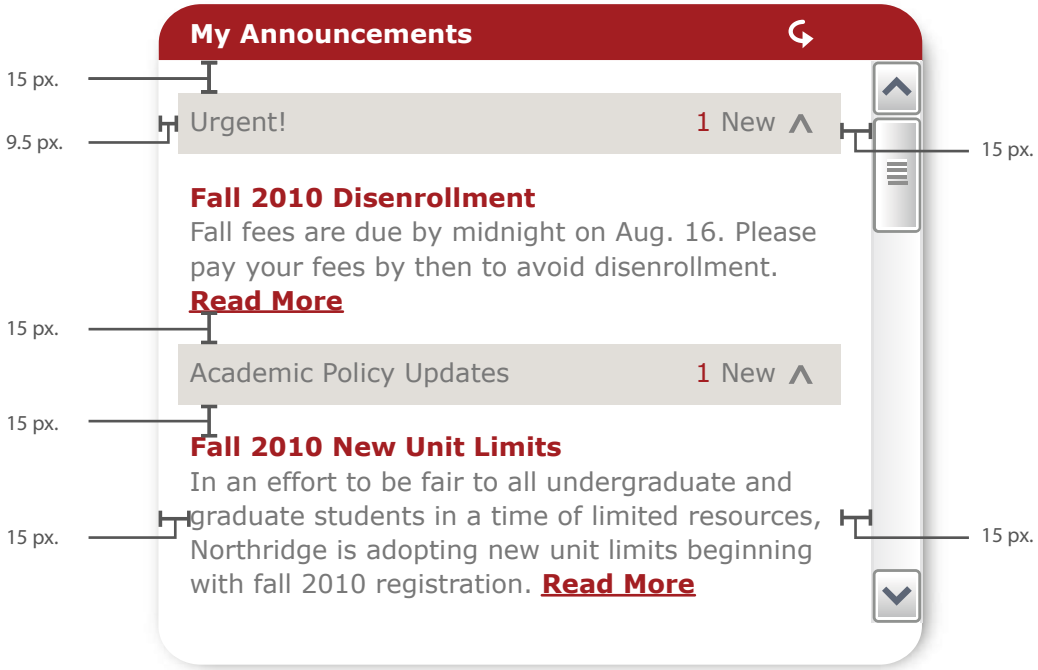


PADDING

As a general rule, padding around all pagelet elements should be 15 pixels except between the left edge of the pagelet and the subheader bar. For example, text should have 15 pixels of padding from the edge of the pagelet or the left side of the scroll bar.

There should be 10 pixels of padding around the image or text.





STUDENT PORTAL

PAGELET ELEMENTS > BUTTONS

LEGEND

Refresh

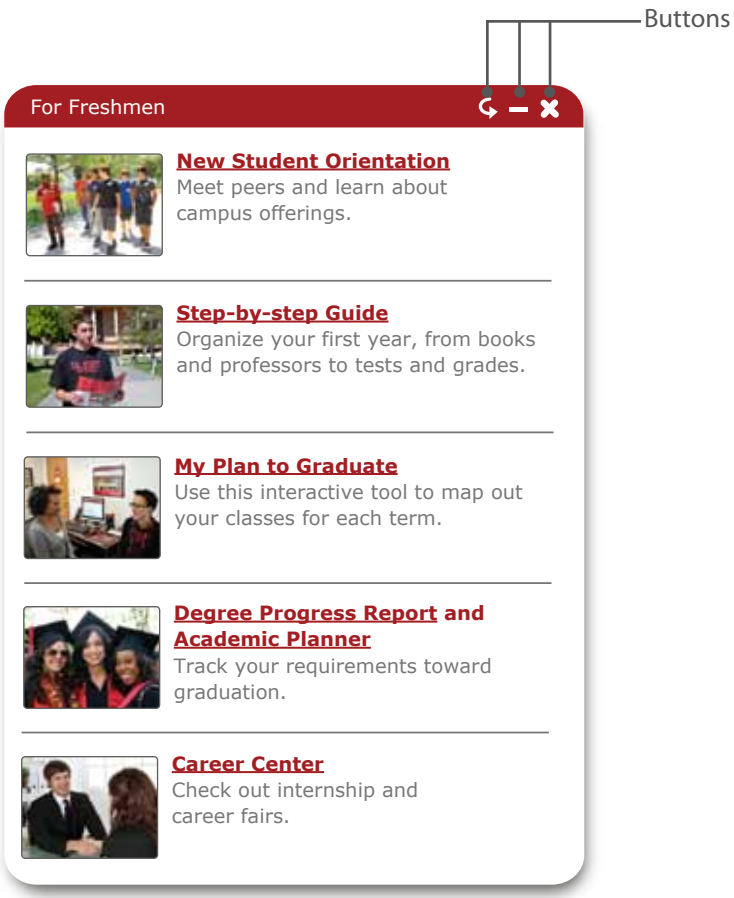
Expand

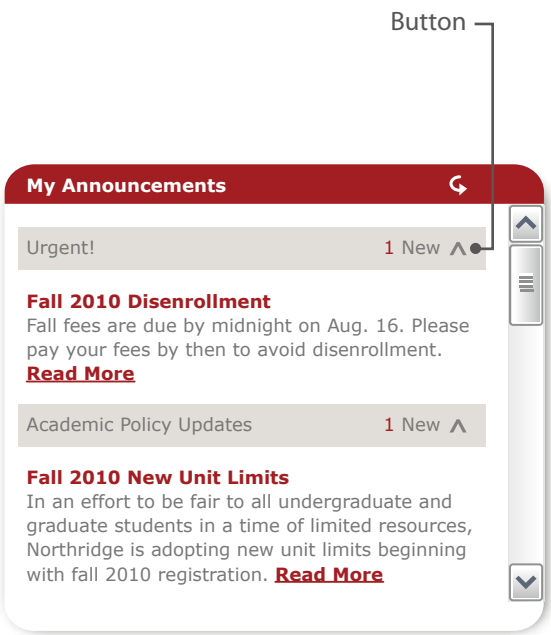
Minimize

Close or delete

Expand subheader bar

Minimize subheader bar





STUDENT PORTAL

PAGELET ELEMENTS > TAB STYLE

TYPOGRAPHY

Use Verdana Bold 12/12 pixels.

ALIGNMENT

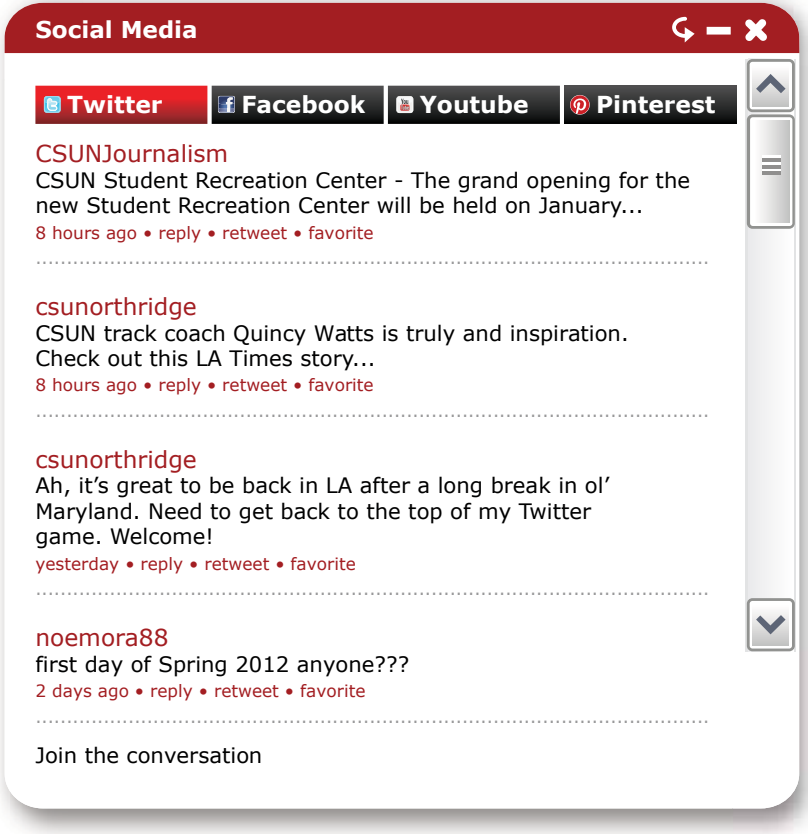
Tab navigation bar and content must be flush left.

PADDING

Padding between the top and bottom should be equal.

STYLE

The tab that is currently open must be Matador Red. The rest of the tabs must be black. For examples, see Branding>Color Theme Page 3.



HEADER

Use Verdana Regular 12/14.4 pixels.

SUBHEADER

Use Verdana Regular 12/14.4 pixels.

SUBHEADER HEADLINE

Use Verdana Bold 12/16 pixels.

BODY COPY

Use Verdana Regular 12/16 pixels.

HYPHENATION

Avoid hyphenation. Instead move word to the next line.

ALIGNMENT

This may vary with each pagelet. As a general rule, subheaders and body copy should be flush left.

Sometimes, for aesthetic reasons, the body copy under a subheader bar is indented. For example, see the following pagelet My Announcements on the right.

Header and body copy alignment

For Tseng College Students

Read up on each Tseng College **degree program** to see which best fits you. Check the **course listings** and **register** or **search** for classes online. If you have any questions about enrolling in The Tseng College programs, consult our useful **registration guide**.

Header, subheader and body copy alignment

My Announcements

Urgent! 1 New

Fall 2010 Disenrollment
Fall fees are due by midnight on Aug. 16. Please pay your fees by then to avoid disenrollment. **Read More**

Academic Policy Updates 1 New

Fall 2010 New Unit Limits
In an effort to be fair to all undergraduate and graduate students in a time of limited resources, Northridge is adopting new unit limits beginning with fall 2010 registration. **Read More**

STUDENT PORTAL

PAGELET ELEMENTS > TYPOGRAPHY > LINKS

STANDARD LINK

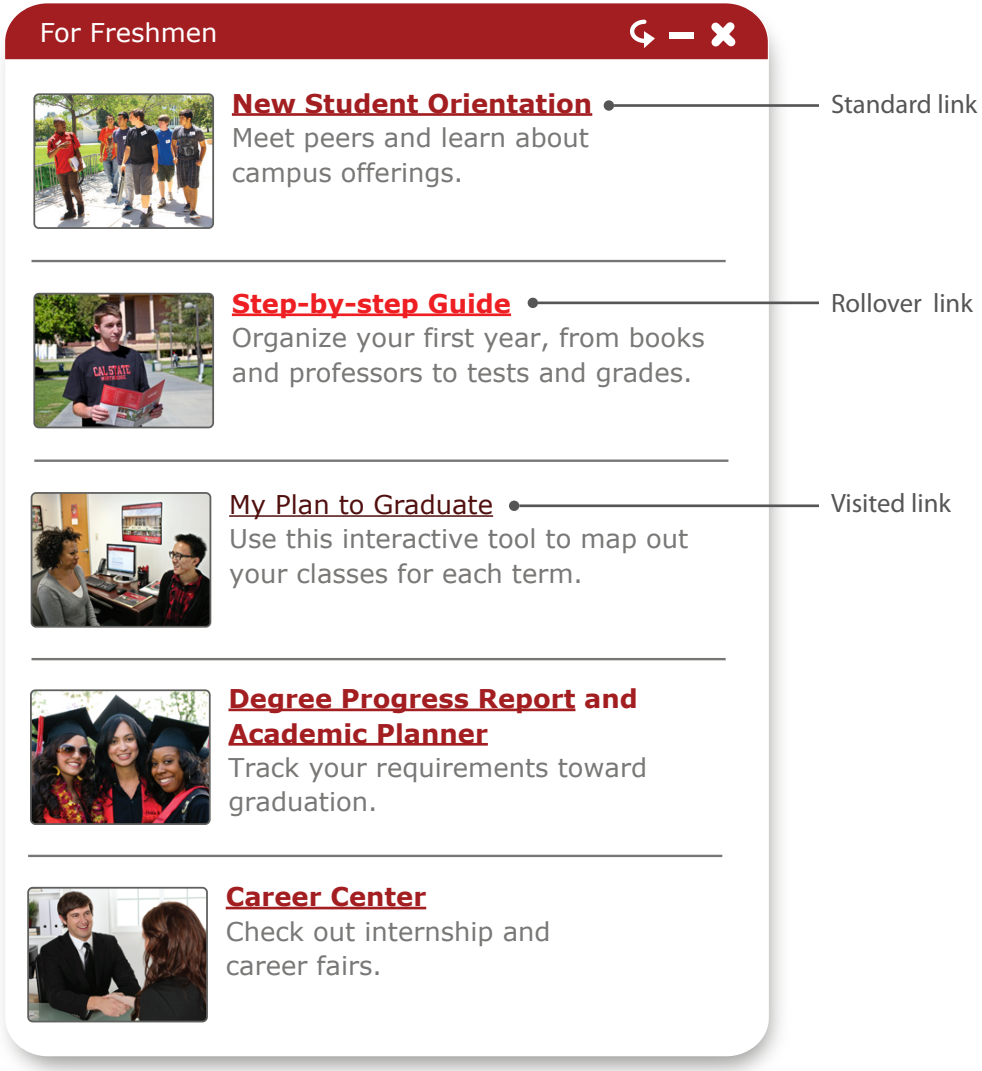
Use Verdana Bold 11/14 pixels. Links must be Matador Red, see Branding>Color Theme Page 3, and underlined.

ROLLOVER LINK

When rolling over a link, the font should not change. However, the color will change from Matador Red to the rollover link color. For examples, see Branding>Color Themes Page 3.

VISITED LINK

After a link is visited, the font weight should change from Bold to Regular. The color will also change from Matador Red to the visited link color. For examples, see Branding>Color Themes Page 3. The link should also remain underlined.



ROLLOVER

TYPOGRAPHY

Use Verdana Bold 13/20 pixels for the body copy. Text should be black.

Use Verdana Regular 10/12 pixels for the Dismiss button in the top right corner. The color of the text in the Dismiss button should be gray. See Branding>Color Theme Page 3.

PADDING

Padding from the top edge of the rollover to the text should be 30 pixels. Padding from the left, right and bottom edge of the rollover should be 20 pixels. If there is a paragraph break, there should be 30 pixels between the paragraphs.

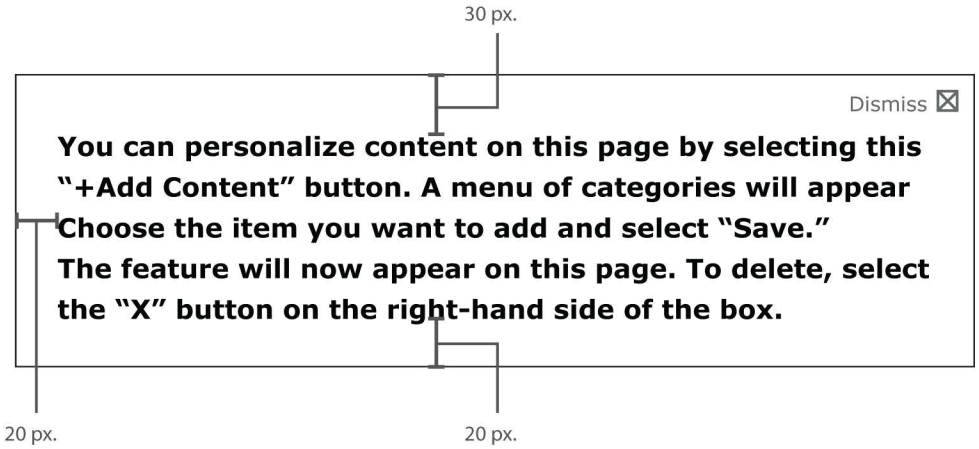
There should be 7.5 pixels of padding between the Dismiss button and the top and right edges of the rollover and 5 pixels between the text Dismiss and the ☒.

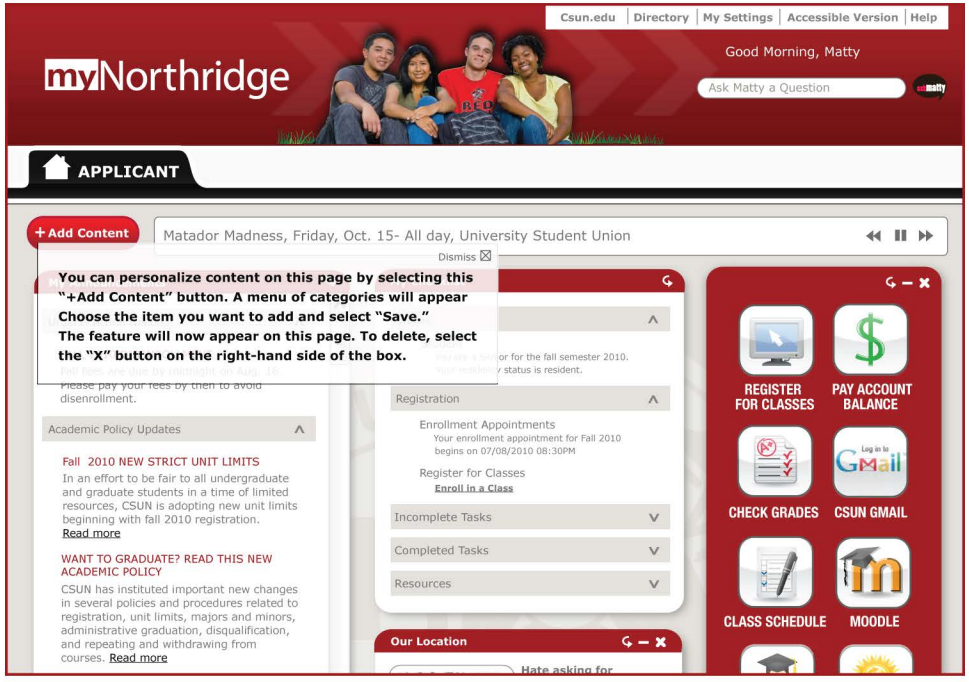
STYLE

The rollover must be white and set at 90 percent opacity.

Stroke size of the border must be 0.75 pixels.

Use the ☒ icon to accompany the text for the Dismiss button.





STYLE

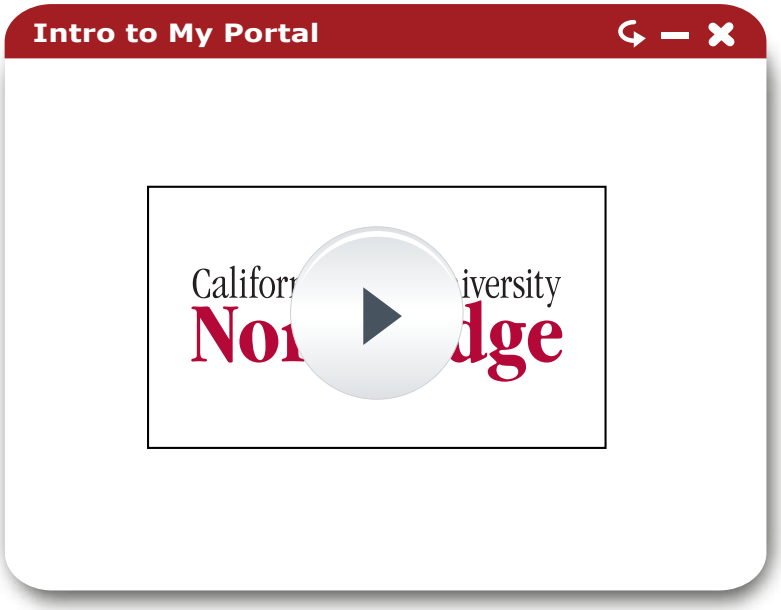
Refer to Student Portal pages 7-13.

SIZE

The width of the video must be no smaller than 200 pixels.

PADDING

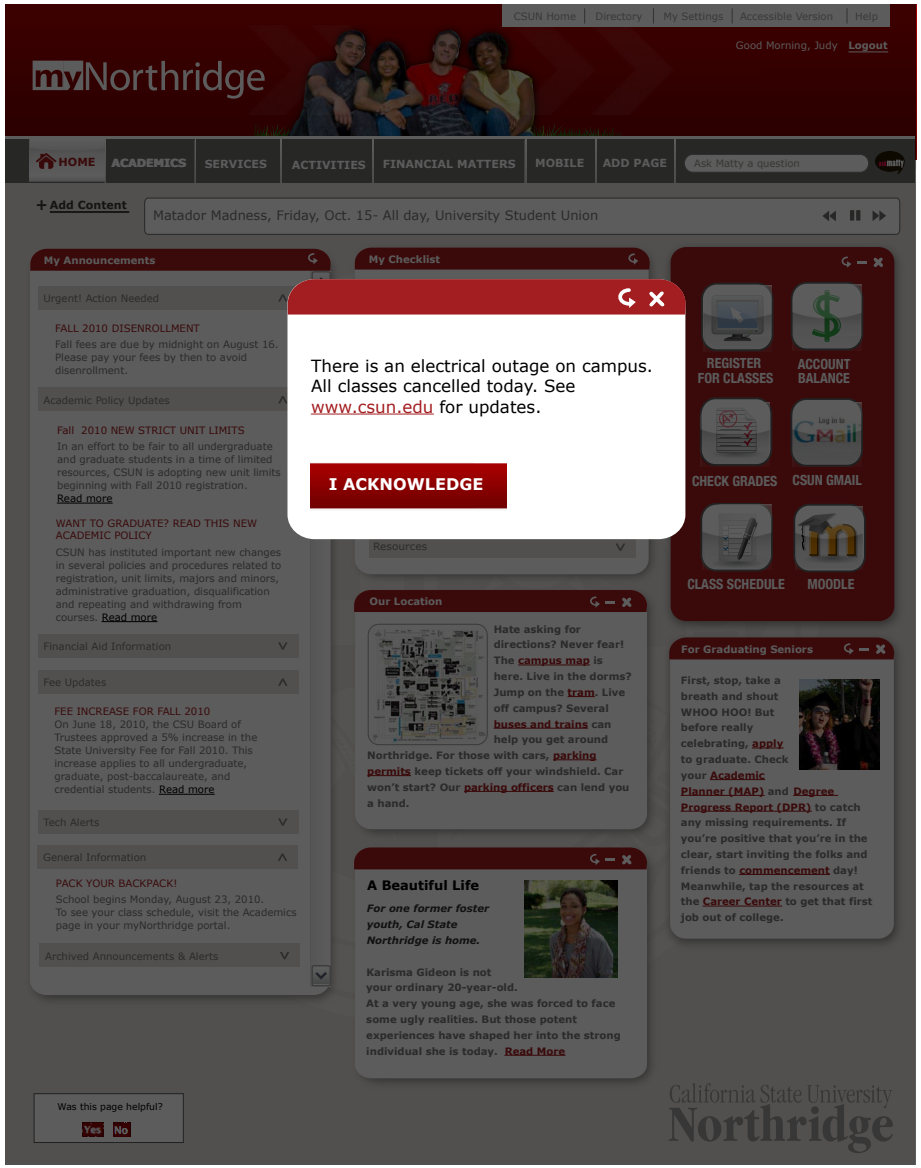
There should be at least 30 pixels around the video.



STYLE

Refer to Student Portal pages 7-13.

The background color behind the lightbox should be black and set at 50 percent opacity.



STUDENT PORTAL

PHOTO STANDARD

SIZE AND RESOLUTION

Portal images must be no more than 200 pixels wide at 72 dots per inch (DPI).

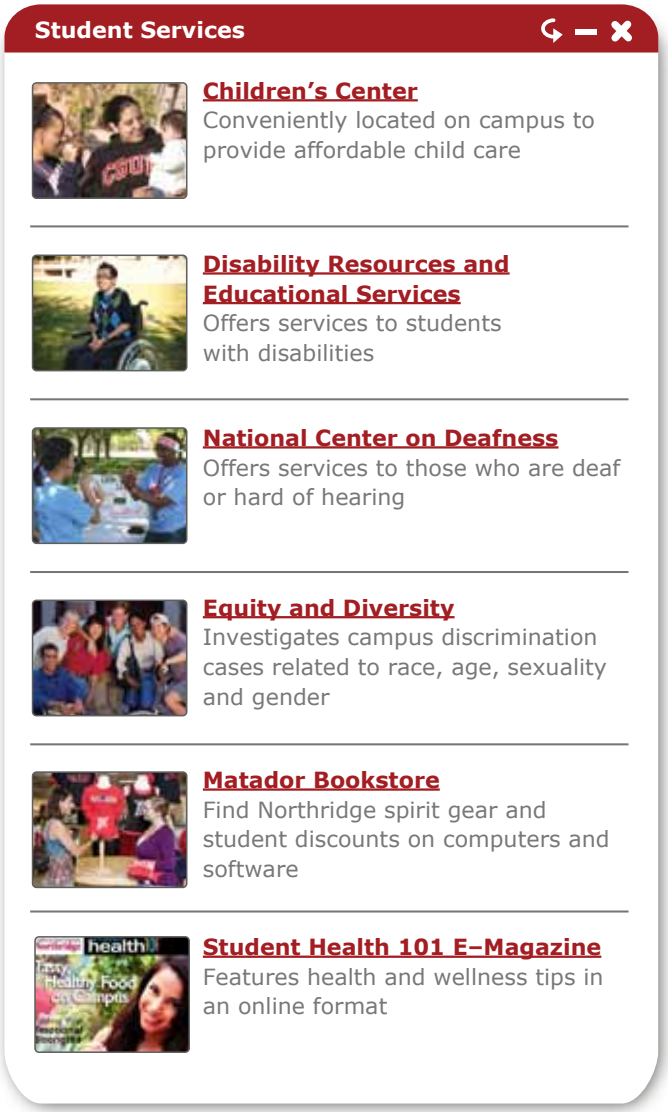
CONTENT

Portal images must be approved by Student Marketing & Communications (SM&C). SM&C reviews each image to ensure that it meets our publication requirements and represents the scholarship, pride and diversity of our university and students.

Do not use clip art of any kind. If you cannot find the image you need, please contact SM&C.

BORDER

Portal images with round corners also must have a border. The stroke color is #5F5F5D and stroke size should be 0.75 pixels.



STUDENT PORTAL

SPECIAL PAGELETS > STUDENT HIGHLIGHTS > TYPOGRAPHY

PAGELET HEADER

Use Verdana Bold 12/11.4 pixels.

HEADLINE

Use Verdana Bold 12/17 pixels.

DECK

Use Verdana Bold Italic 12/17 pixels.

BODY COPY

Use Verdana Regular 12/17 pixels.

HYPHENATION

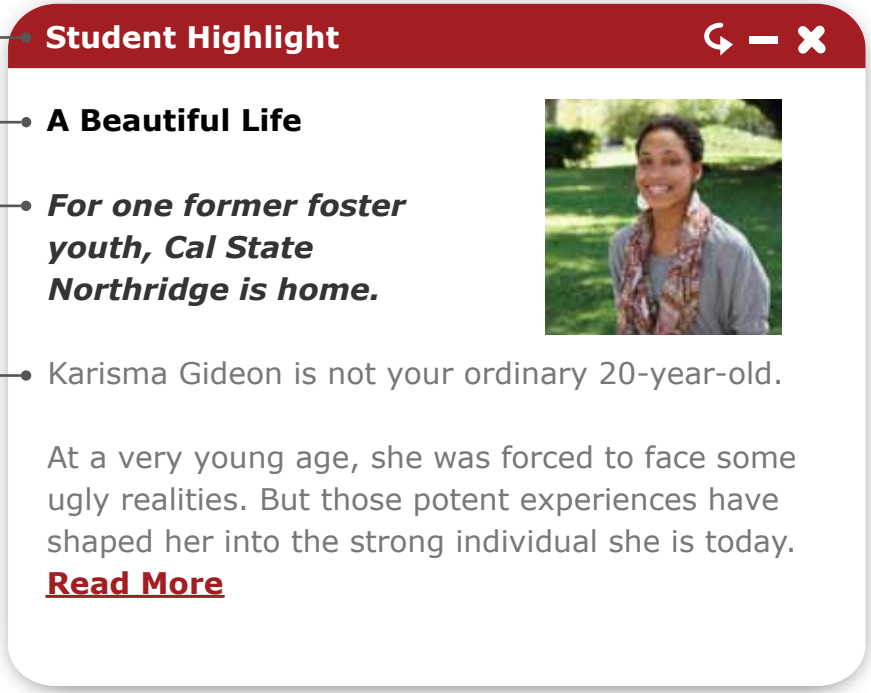
Avoid hyphenation. Instead move word to the next line.

Pagelet header

Headline

Deck

Body copy



STUDENT PORTAL

SPECIAL PAGELETS > STUDENT HIGHLIGHTS > TYPOGRAPHY > LINKS

STANDARD LINK

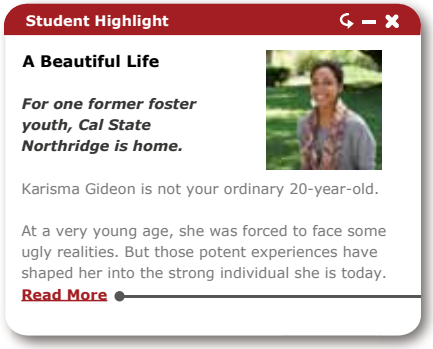
Use Verdana Bold 11/17 pixels for tracking. Links must be Matador Red, see Branding>Color Themes Page 3, and underlined.

ROLLOVER LINK

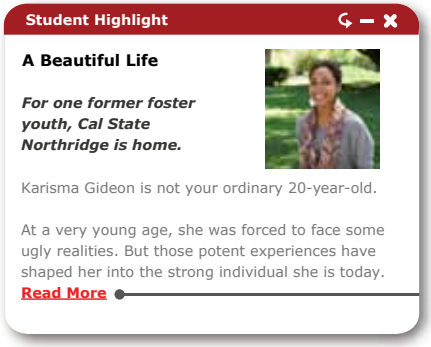
When rolling over a link, the font should not change. However, the color should change from Matador Red to the rollover link color.
For examples, see Branding>Color Themes Page 3.

VISITED LINK

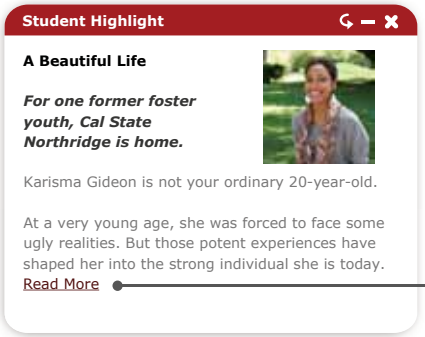
After a link is visited, the font weight should change from Bold to Regular. The color will also change from Matador Red to the visited link color. For examples, see Branding>Color Themes Page 3. The link should remain underlined.



Standard link



Rollover link



Visited link

STUDENT PORTAL

SPECIAL PAGELETS > STUDENT HIGHLIGHTS > PHOTO STANDARD

SIZE AND RESOLUTION

Portal images must be 150-200 pixels wide at 72 dots per inch (DPI).

CONTENT

Portal images must be approved by Student Marketing & Communications (SM&C). SM&C reviews each image to ensure that it meets our publication requirements and represents the scholarship, pride and diversity of our university and students.

Do not use clip art of any kind. If you cannot find the image you need, please contact SM&C.

BORDER

Portal images for the student highlight pagelets do not have round corners, strokes or decorative edges.

GLOSSARY AND STYLE GUIDE

OBJECTIVE

To establish a consistent vocabulary for the current-student myNorthridge Portal

banner A feature dedicated to sharing campus events

click To comply with Web accessibility guidelines, do not use when referring to the usage of a cursor or a mouse to access features or links on the portal. Some alternatives include choose, select or go to.

CSUN email Use when referring to the official university email for CSUN students.

cursor or mouse Do not use. See definition for click.

departments Follow the preference of each department. If not listed, please call the unit to confirm name.

- Admissions and Records
- Alumni Association
- Associated Students
- Athletics
- Career Center
- Department of Police Services
- Disability Resources and Educational Services
- Educational Opportunity Program
- Financial Aid & Scholarship Department
- Graduate Studies
- International & Exchange Student Center
- IT Help Center
- Klotz Student Health Center

departments (continued)

- Learning Resource Center
- Matador Involvement Center
- National Center on Deafness
- Office of Government and Community Relations
- Office of Institutional Research
- Office of the Vice President for Student Affairs
- Delmar T. Oviatt Library
- Parking and Transportation Services
- Office of Student Involvement and Development
- Student Housing
- Student Marketing & Communications
- Student Outreach and Recruitment
- Testing Center
- The Tseng College
- The University Corporation
- University Advancement
- University Cash Services
- University Counseling Services
- University Student Union
- Veterans Affairs

FAFSA Upon first reference, the Free Application for Federal Student Aid (FAFSA). In subsequent references, shorten to FAFSA.

GLOSSARY AND STYLE GUIDE

lightbox A content box (see definition for pagelet) that pops up on the portal either to push vital safety information in case of an emergency, or maximize video or text for better viewing

links Should always be Matador Red, underlined and bold, see Student Portal>Pagelet Elements>Typography>Links Page 13. When mentioning a department, campus resource or organization, always include a link. For actionable items, always include a link to a website and a due date.

My Announcements A content box (see definition for pagelet) dedicated to sharing the latest information about campus resources and news, academic policies, fees and portal outages

My Checklist A content box (see definition for pagelet) dedicated to a checklist of actionable items, such as fee payment reminders, enrollment and advising appointments

myNorthridge Portal or portal Do not use myNorthridge, Portal or MyNorthridge Portal.

myNorthridge Prospective Student Portal Not to be confused with the current-student portal. Features its own set of style standards.

online learning or e-learning Use when referring to online courses.

pagelet content Boxes — comprising text, hyperlinks and images — located on each tab. Users can personalize boxes by adding, deleting or minimizing, with the exception of My Announcements and My Checklist.

pagelet titles Should not exceed three words. The pagelet title should succinctly describe the content of the pagelet.

pagelet content Should be clear and concise. Ideally, pagelets should only highlight and direct users to resources found on another website without rehashing information. Sometimes, this is done with just a hyperlink. Some content may require a definition (example: Disability Resources and Educational Services offers services to students with disabilities).

SOLAR Upon first reference, the SOLAR Student Center. In subsequent references, shorten to SOLAR.

student ID A unique, nine-digit number that matches a student's identity to his or her academic record.

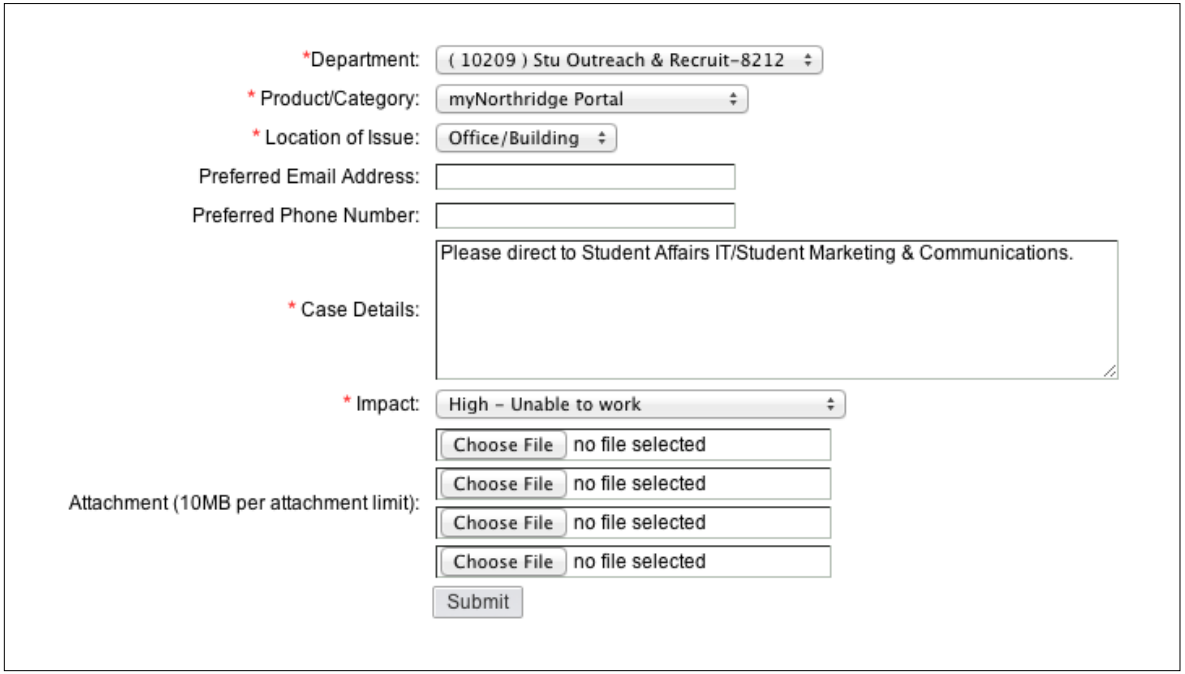
register or enroll Use interchangeably when referring to signing up for a class.

tab One of the following dividers on the navigation bar: Home, Academics, Services, Activities, Financial Matters, Mobile and Add Page

user ID An alphanumeric name that is used along with a password to log in to CSUN websites.

CONTENT REQUESTS

GUIDELINES

Use EBSuite http://techsupport.csun.edu/supportloginldap.jsp to request new portal content and changes (e.g., hyperlinks, images, pagelets and text).

After you log in, go to Create a new case, select myNorthridge Portal as the Product/Category, and direct the request to Student Affairs IT/Student Marketing & Communications in Case Details.