

Web-One

Group Administrator

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WHAT IS WEB-ONE?

Web-One is CSUN's unified approach to improve accessibility and navigation and increase consistency throughout CSUN's web presence through the use of templates, guidelines, and web design standards.

Using the Web-One content management system to create and maintain CSUN webpages should make it easier to keep content current on the CSUN website.

Benefits of Web-One

- No experience in web design or web development is required to use Web-One
- Knowledge of Web programming language is not necessary
- Web-One tools are accessible from anywhere, anytime and anyplace via an Internet connection and Web browser
- Workflow in Web-One provides additional editing opportunities so Web content can be reviewed before being published
- Predesigned templates generate webpage layouts, making it easier to create consistent looking webpages

GROUPS

A Group in Web-One can be a department, college, or division (e.g. Math, Humanities, Information Technology).

ROLES FOR WEB CONTENT OWNERS

There are four different roles in Web-One: Group Administrator, Content Creator, Content Editor and Content Publisher. Web content owners create, edit or publish content depending on the access granted for that role. You may have multiple roles assigned to you.

Group Administrator

A Group Administrator can manage group settings and membership, but cannot edit content.

Content Creator

A Content Creator has the ability to create content pages and edit their own content. The Content Creator cannot publish their content.

Content Editor

A Content Editor can create and edit content pages and edit the content of others.

Content Publisher

A Content Publisher can create, edit and publish content regardless of the owner. A publisher also has the ability to go back to historical content of any type.

LOGGING IN TO WEB-ONE AS GROUP ADMINISTRATOR

1. Log in to the **Portal** using your **CSUN Username** and **Password**.
2. Go to the **Web-One** pagelet.
3. Select the **Group Administrator Login** link.



Note: If you do not see the Web-One portal pagelet, go to www.csun.edu/saml_login and login with your CSUN username and password.

COMPATIBLE BROWSERS AND POP-UP BLOCKERS

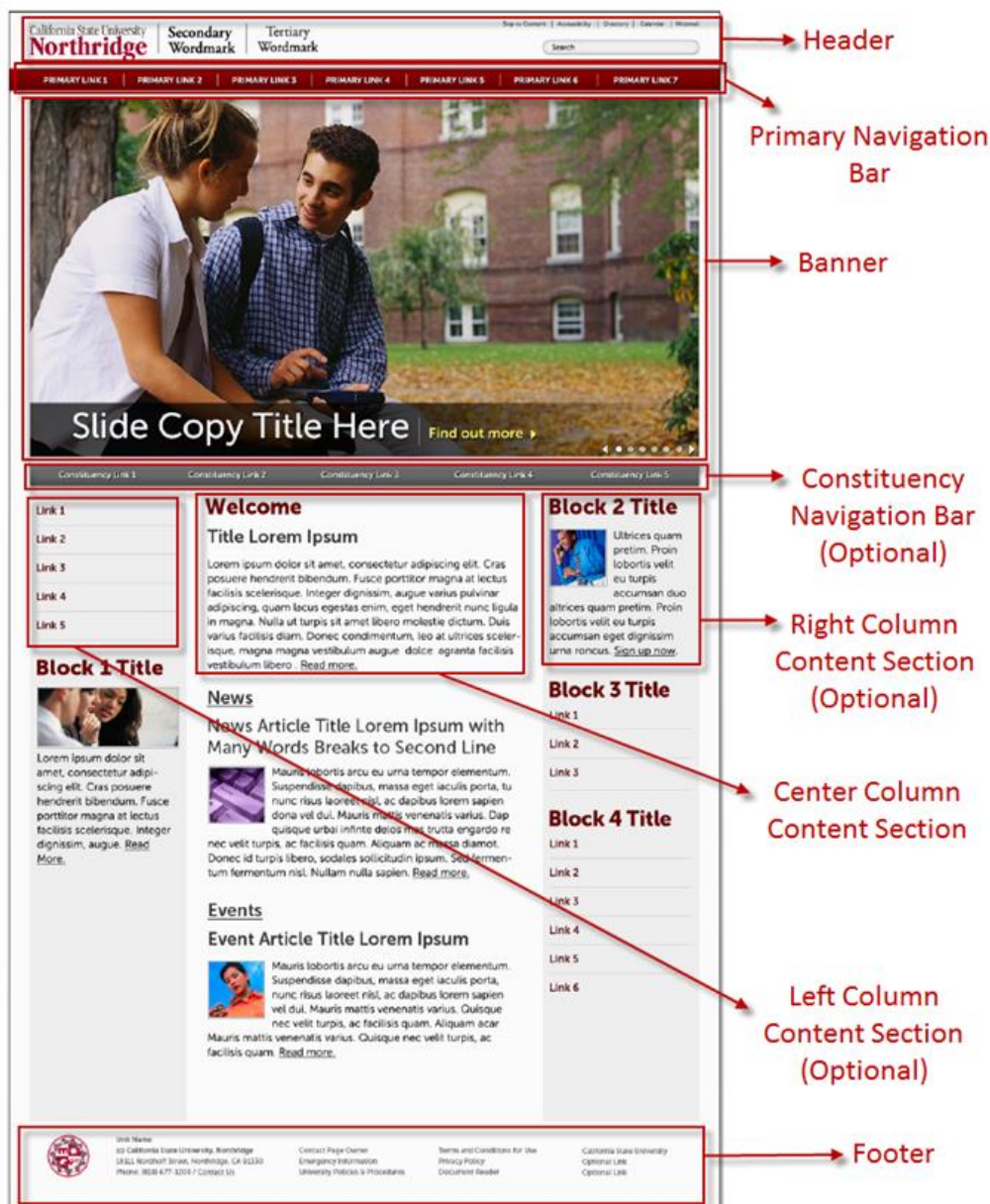
When using Web-One, Firefox appears to be the most stable. If you experience problems with the browser you are using, make sure you are using the most current version of whatever browser you choose.

- Internet Explorer 8 or 9
- Firefox 14
- Safari 5
- Chrome 13 and 22

Note: Pop-up blockers should be removed while using Web-One.

YOUR GROUP LANDING PAGE

Your group landing page is the first page users will see when they visit your site. The group landing page in Web-One is compiled of several design elements and content types that are compiled in various areas of Web-One. A brief overview of the group landing page provides critical insight into the use of themes, content types, and the organization of data in Web-One. The details needed to create these elements will be covered throughout the rest of the user guide.



Group Landing Page Template	Description
Header	Consistently used on all CSUN webpages and includes CSUN word marks and links to utilities (e.g. accessibility, PeopleFinder).
Primary Navigation Bar	Customizable with up to 7 direct links to other webpages.
Banner	Customizable with one image or up to 6 images rotating automatically every 5 seconds or manually controlled by the viewer.
Constituency Navigation Bar (Optional)	Customizable direct links to reach webpage constituents (e.g. students, staff, faculty, alumni, prospective students).
Left Column Content Section (Optional)	Column for additional content (text, links, images and video). The Center Content will expand to fill this space if there is no content.
Center Column Content Section	Main section to display general information, plus News and Events.
Right Column Content Section	Column for additional content (text, links, images and video). The Center Content will expand to fill this space if there is no content.
Footer	Consistently used on all CSUN web pages and includes privacy policy, emergency information, etc., plus two customizable links.

CREATING A URL REDIRECT FOR YOUR GROUP LANDING PAGE

If you plan to change the URL for your current homepage before migrating to Web-One, then the following two items must be done before the migration process is complete:

1. Create a redirect for your group landing page in Web-One.
2. Once the redirect has been created, submit a [technical support request](#) to the Help Center, explaining that a redirect has been created in Web-One and that you want your group landing page to now point to this new URL.

Example:

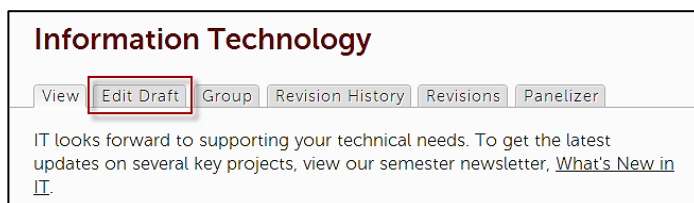
From: <http://www.csun.edu/presofc> (old URL for the President's Office)

To: <http://www.csun.edu/president> (new URL for the President's Office)

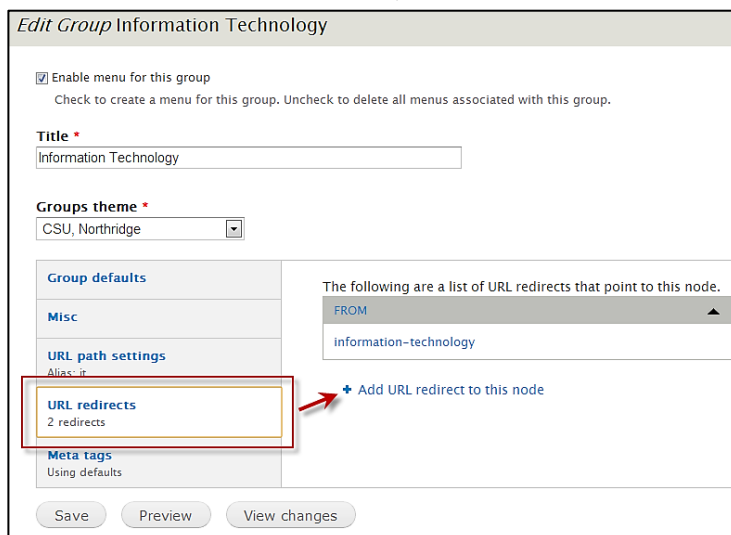
Note: Redirects can be created by Publishers, or they can be coordinated by the Group Administrator for your area.

Creating the Redirect

1. Log in to Web-One.
2. Select the group membership link for your group.
3. Select the **Edit Draft** tab.



Select the **URL redirects** tab, and then select the **Add URL redirect to this node** link.



4. Complete the **From** and **To** fields.

From *

Enter an internal Drupal path or path alias to redirect (e.g. *node/123* or *taxonomy/term/123*). Fragment anchors (e.g. *#anchor*) are **not** allowed.

To *

Enter an internal Drupal path, path alias, or complete external URL (like *http://example.com/*) to redirect to. Use *<front>* to redirect to the front page.

ADVANCED OPTIONS

[Enable CSUN content pre-release mode](#)

5. Select the **Save** button.

Group defaults	The following are a list of URL redirects that point to this node.				
Misc					
URL path settings Alias: president					
URL redirects 3 redirects					
Meta tags Using defaults					

FROM	TYPE	COUNT	LAST ACCESSED	OPERATIONS
/president	Default (301)	0	Never	Edit Delete
presofo	Default (301)	4496	36 min 23 sec ago	Edit Delete

[+ Add URL redirect to this node](#)

6. The redirect information displays (see above). To complete the redirect process, submit a [technical support request](#) to the Help Center that includes the old URL and the new URL for your group landing page. The redirect will not work until this request has been processed.

Note: Creating the redirect in Web-One is just one piece. You must also submit a [technical support request](#) to the Help Center to activate the redirect or the redirect will not work.

SETTING A DEFAULT SLIDESHOW FOR A GROUP

Group Administrators can set a default slideshow for the group. Pages default to this slideshow unless a different slideshow is specified for the page.

Setting the Default Slideshow

7. Log in to Web-One.
8. Select the group membership link for your group.
9. Select the **Edit Draft** tab.

The screenshot displays the California State University Northridge Information Technology website. The header includes the university logo, navigation links (Skip to Content, Accessibility, Directory, Calendar, Webmail, Log out), and a search bar. A red navigation bar contains links: ABOUT IT, NEED HELP?, ACADEMIC TECHNOLOGY, TRAINING, SERVICES, SECURITY, and WEB-ONE. Below this is a large banner image of three people using laptops, with the text 'IT@CSUN' and 'Learn about our services'. A horizontal menu below the banner lists: STUDENTS, FACULTY, STAFF, ALUMNI, and VISITORS. The main content area is divided into three columns. The left column, 'Contact Us', lists IT Help Center, Faculty Technology Center, and Classroom Help with their respective phone numbers and social media icons. The middle column, 'Information Technology', features a tabbed interface with 'Edit Draft' highlighted in a red box, and buttons for View, Panel, Group, Revision History, and Revisions. Below the tabs is a welcome message and a 'Technology News' section with an 'E-Texts' link. The right column, 'Digital Stories', includes a video player and text about the IT Digital Stories blog.

10. On the **Group defaults** tab, select a banner slideshow from the **Default banner slideshow for this group** dropdown menu.

The screenshot shows the 'Group defaults' tab in a web application. On the left, there is a sidebar with a 'Misc' section. A red box highlights the 'Group defaults' tab, and a red arrow points from it to a dropdown menu. The dropdown menu is titled 'Default banner slideshow for this group' and contains the following options: 'Main banner', '- None -', 'Blank slideshow', 'FPO slideshow', 'Main banner' (highlighted in blue), 'Oviatt Library Celebrate National Tartan Day', and 'QA test slideshow'. Below the dropdown, there is a small text label: 'Select the page that will be used as the default News landing page for this group.'

11. Scroll down to the bottom of the page and select the **Save** button.

SETTING UP PRIMARY AND CONSTITUENCY NAVIGATION

Group Administrators can set up the Primary and Constituency navigation for their group. The placement of the primary and constituency navigation is as follows:



Primary Navigation:

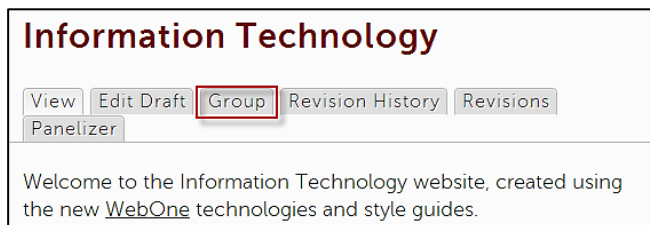
Lists of the top-level pages for your group.

Constituency Navigation:

This is optional but can be set by group. See image above for an example of what Constituency navigation looks like.

Setting Up Primary Navigation

1. Decide what your primary navigation is (maximum: seven links).
2. Once content has been created, Group Administrators link to those pages.
3. Log in to Web-One.
4. Select the group membership link for your group.
5. The group landing page displays. Select the **Group** tab.



6. Select the **Menus** link.

Home » Information Technology

Home **VIEW** **EDIT DRAFT** **GROUP** **REVISION HISTORY** **REVISIONS** **PANELIZER**

- > Add people
Add group members.
- > Menu position rules
Configure rules for menu positions.
- > **Menus**
Manage group menus

7. Select **list links**.

Home » Information Technology » Group		
List menus for Information Technology		
TITLE	OPERATIONS	
Main menu (IT)	list links	edit menu add link

8. Select the **Add Item** tab.

The **Add item** configuration page displays:

Home » Information Technology » Group » Menu » Main menu (IT)

Add item into menu Main menu (IT) **LIST ITEMS** **ADD ITEM** **EDIT MENU**

Menu link title *
The text to be used for this link in the menu.

Path *
The path for this menu link. This can be an internal Drupal path such as `node/add` or an external URL such as `http://drupal.org`. Enter `<front>` to link to the front page.

Description
Shown when hovering over the menu link.

☒ Enabled
Menu links that are not enabled will not be listed in any menu.

☐ Show as expanded
If selected and this menu link has children, the menu will always appear expanded.

Parent link
<Main menu (IT)>

Weight
0
Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

Save

9. Complete the following fields:

Field Name	Description
Menu link title (*)	Enter a title for the primary navigation link.
Path (*)	Enter the URL (where you want the link to take you). For example: it/training must be entered as node/256 . <u>All URLs entered for the primary navigation must use the node/#### format.</u> To determine the node # for the page you are referencing, open that page in edit and the node # will be listed at the top of your browser window.
Description	Shown when hovering over the menu link.

(*) = Required

10. Select the **Save** button.

The **List items** configuration page displays:

Home » Information Technology » Group » Menus

List items for menu Main menu (IT)

LIST ITEMS ADD ITEM EDIT MENU

Drag to re-order links (up, down, left, right)

Use these controls to enable, disable, edit and delete a link

MENU LINK	ENABLED	OPERATIONS
+ About IT	<input checked="" type="checkbox"/>	edit delete
+ Need Help?	<input checked="" type="checkbox"/>	edit delete
+ Academic Technology	<input checked="" type="checkbox"/>	edit delete
+ Training	<input checked="" type="checkbox"/>	edit delete
+ Services	<input checked="" type="checkbox"/>	edit delete
+ Security	<input checked="" type="checkbox"/>	edit delete
+ Web-One	<input checked="" type="checkbox"/>	edit delete
+ Home (disabled)	<input type="checkbox"/>	edit delete
+ Events (menu position rule) (disabled)	<input type="checkbox"/>	edit
+ Events	<input checked="" type="checkbox"/>	edit delete
+ Work for Us	<input checked="" type="checkbox"/>	edit delete
+ News (disabled)	<input type="checkbox"/>	edit delete
+ News (menu position rule) (disabled)	<input type="checkbox"/>	edit
+ Academic Technology (disabled)	<input type="checkbox"/>	edit delete

Save configuration

- To re-order the links, drag the **re-order** button to the desired position and save.
- To edit a link, select the **edit** link, enter changes and save.
- To delete a link, select the **delete** link, confirm the deletion and save the configuration.
- To view the new link, make sure all work is saved and then navigate back to the home page.

Adding Dropdown Menu Items to the Primary Navigation

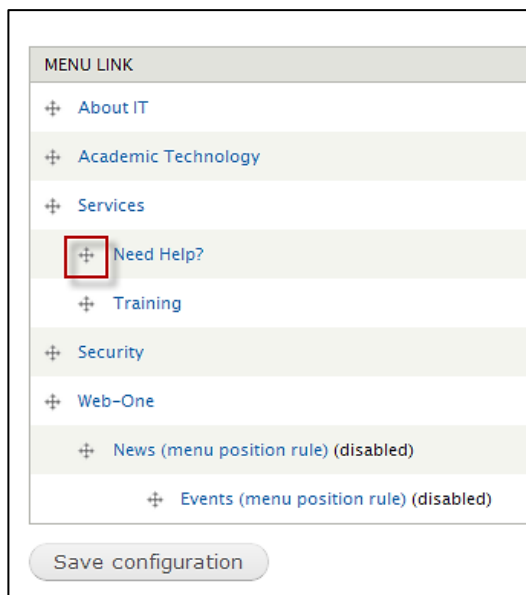
The previous section covers the creation of the menu items for the primary navigation. This section covers how to add dropdown options to the primary navigation items you've just created.

Example of Dropdown Menu Items (below)



To add dropdown menu options, the links must first be created. Review the previous section to create those items. Once created:

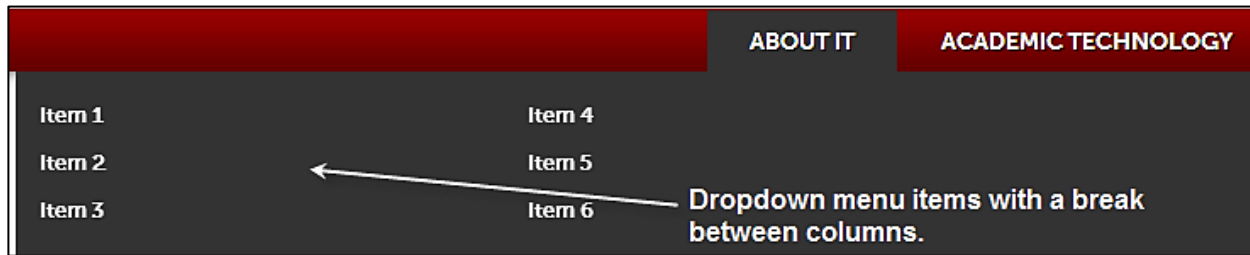
1. From the landing page, select the **Group** tab.
2. Select the **Menus** link.
3. Select **list links**.
4. The **Menu Link** page displays.



5. Find the menu item that you want to move. Hover over the menu item's **drag and re-order** button, and then drag the menu item to its new location. In this example, the **Need Help?** menu item is dragged and dropped under the **Services** menu item.
6. Repeat this for any other items that need to be moved.
7. Select the **Save configuration** button to save changes.

Inserting a Menu Break in the Dropdown Menu Items

Without breaks, menu dropdown items will continue in a column until a break is added. The menu break, forces the dropdown menu items into a new column. See example below.



To insert a menu break:

1. Log in to Web-One.
2. Select the group membership link for your group.
3. The group landing page displays. Select the **Group** tab.
4. Select the **Menus** link.
5. Select **list links**.
6. Select the **Add item** tab.
7. The **Add Item** configuration page displays.

Add item into menu Main menu (IT)

Menu link title *

The text to be used for this link in the menu.

Path *

The path for this menu link. This can be an internal Drupal path such as *node/add* or an external URL such as *http://drupal.org*. Enter *<front>* to link to the front page.

Description

Shown when hovering over the menu link.

☒ Enabled
Menu links that are not enabled will not be listed in any menu.

☐ Show as expanded
If selected and this menu link has children, the menu will always appear expanded.

Parent link

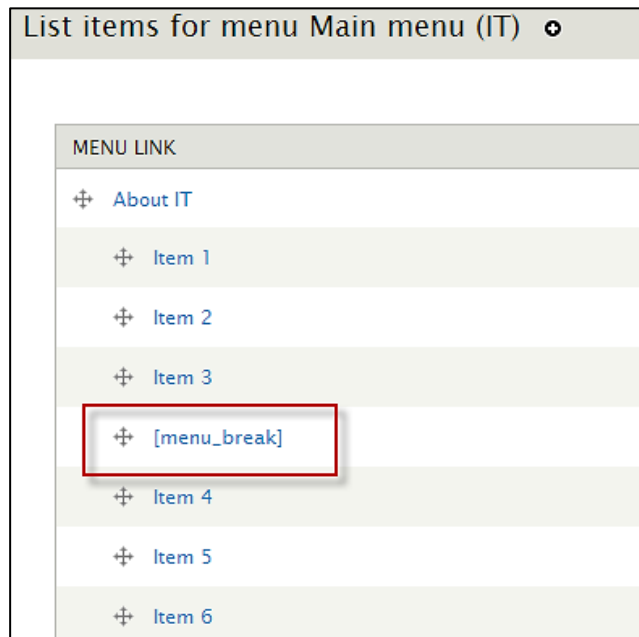
The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parents if selecting them would exceed this limit.

Weight

Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

[Delete](#)

8. In the **Menu link title** field, enter **[menu_break]**.
9. In the **Path** field, enter **node/11001** (CSUN homepage).
10. Select the **Save** button.
11. The **List Items** configuration page displays.



12. The menu break appears as an item in the list. Drag the menu break to its desired location.
13. Select the **Save Configuration** button at the bottom of the screen to save the configuration.

Setting Up the Constituency Navigation

The constituency navigation is optional. If a group decides not to use this type of navigation, no further action is needed. If constituency navigation is used, it displays on the group landing page. Follow these instructions to add Constituency navigation:

1. Decide what your constituency navigation will be (maximum: five links).
2. Once content is created, Group Administrators link to those pages.
3. Log in to Web-One.
4. Select the group membership link for your group.
5. Select the **Edit Draft** tab.



- The **Edit Group** configuration page displays. In the **Constituency Links** section, enter the **Title** and URL for the links to be added.
- Use the **re-order** button to reposition the links, if needed.

CONSTITUENCY LINKS: [Show row weights](#)

	Title	URL
+	Students <small>The link title is limited to 128 characters maximum.</small>	http://csunorth.prod.acquia-sites.com/it/students
+	Faculty <small>The link title is limited to 128 characters maximum.</small>	http://csunorth.prod.acquia-sites.com/it/academic-technology
+	Staff <small>The link title is limited to 128 characters maximum.</small>	http://csunorth.prod.acquia-sites.com/it/staff
+	Alumni <small>The link title is limited to 128 characters maximum.</small>	http://csunorth.prod.acquia-sites.com/it/alumni
+	Visitors <small>The link title is limited to 128 characters maximum.</small>	http://csunorth.prod.acquia-sites.com/it/visitors

Links for the constituency menu. Maximum of five links.

- Select the **Save** button at the bottom of the page. The constituency links display on the group landing page.

Note: Constituency links can be added to any page. To place them on additional pages, review the next section.

Adding Constituency Links to Additional Pages

When constituency links are added, the default is to appear on the main landing page, as seen below. However, these links can be added to any page by a Group Admin with content creator, editor or publisher access.

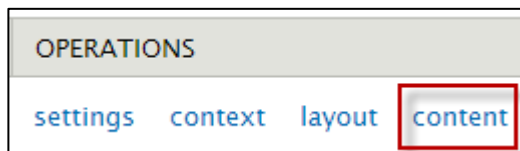


To add constituency links to additional pages, Group Admins must also have access to Panelizer as a content creator, editor or publisher access.

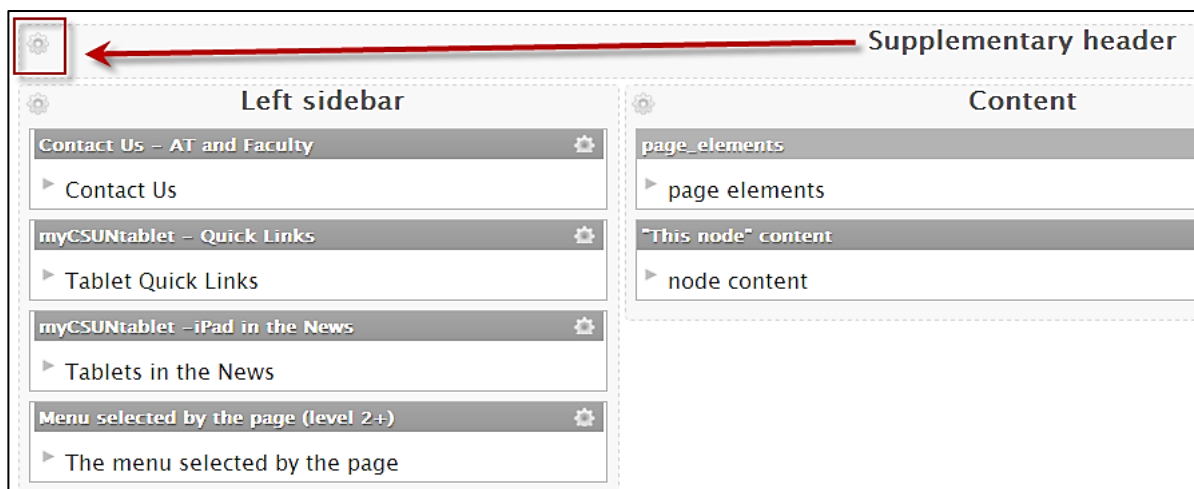
1. Log in to Web-One.
2. From **My Workbench**, find the page that you want to work with.
3. Select the **Panelizer** tab.



4. Select the **Content** link.



5. In the **Supplementary Header** section, select the **Gear** icon.



6. Select **Add content**.
7. From the left-hand menu, select **Node**. You might have to scroll down to see it.
8. Select the node titled: **Field: Constituency Links (field_group_constituency_links)**.



9. Verify that the **Node** field is set to **Group**.
10. Select **Hidden** from the **Label** dropdown. This will hide the title and just display the links.

Formatter options for: Constituency Links (field_group_constituency_links)

Node
Group ▼

Verify that this is set to Group. It normally defaults to group but double check.

☐ Override title


You may use %keywords from contexts, as well as %title to contain the original title.

Label
Hidden ▼

Select a formatter
Title, as link (default) ▼

Continue Cancel

11. Select the **Continue** button.
12. Select the **Finish** button.
13. In **Panelizer**, select the **Save** button to save changes.
14. View the page. The constituency navigation now displays.

STUDENTS	FACULTY	STAFF	ALUMNI	VISITORS
Contact Us Faculty Technology Center (818) 677-3443 IT Help Center (818) 677-1400	myCSUNtablet Initiative <div>View Edit Draft Revision History Revisions Panelizer</div> <p>The myCSUNtablet initiative is a partnership of California State University, Northridge and Apple, Inc. to reduce the cost and increase the quality of learning materials for students. Participating students will use iPads and gain immediate access to a books and related learning materials in a suite of</p>	Accessibility  <p>Learn more about the Apple iPad accessibility features, including assistive technologies for the</p>		

SETTING UP GROUP MENU CONFIGURATION

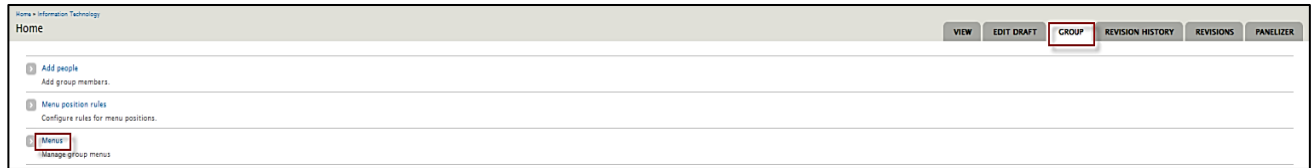
Groups have a single menu. It is generated by the system whenever a new group is created. Groups cannot have more than one menu.

Viewing and Editing the Menu

1. Log in to Web-One.
2. Select the group membership link for your group.
3. Select the **Group** tab.

The screenshot displays the California State University Northridge Information Technology website. At the top, the header includes the university logo, navigation links (Skip to Content, Accessibility, Directory, Calendar, Webmail, Log out), and a search bar. Below the header is a red navigation bar with links: ABOUT IT, NEED HELP?, ACADEMIC TECHNOLOGY, TRAINING, SERVICES, SECURITY, and WEB-ONE. The main content area features a large banner image of three people using laptops, with the text 'IT@CSUN' and a link 'Learn about our services'. Below the banner is a horizontal menu with links: STUDENTS, FACULTY, STAFF, ALUMNI, and VISITORS. The 'Information Technology' section is active, showing a 'Group' tab selected in a row of tabs (View, Edit Draft, Group, Revision History, Revisions). Below this, a welcome message states: 'Welcome to the Information Technology website, created using the new WebOne technologies and style guides.' To the left, the 'Contact Us' section lists the IT Help Center, Faculty Technology Center, and Classroom Help with their respective phone numbers and social media icons. To the right, the 'Digital Stories' section promotes a new IT Digital Stories blog. The 'Technology News' section features an 'E-Texts' article about the Faculty Technology Center's help for faculty authoring digital teaching materials.

4. Select the **Menus** link.



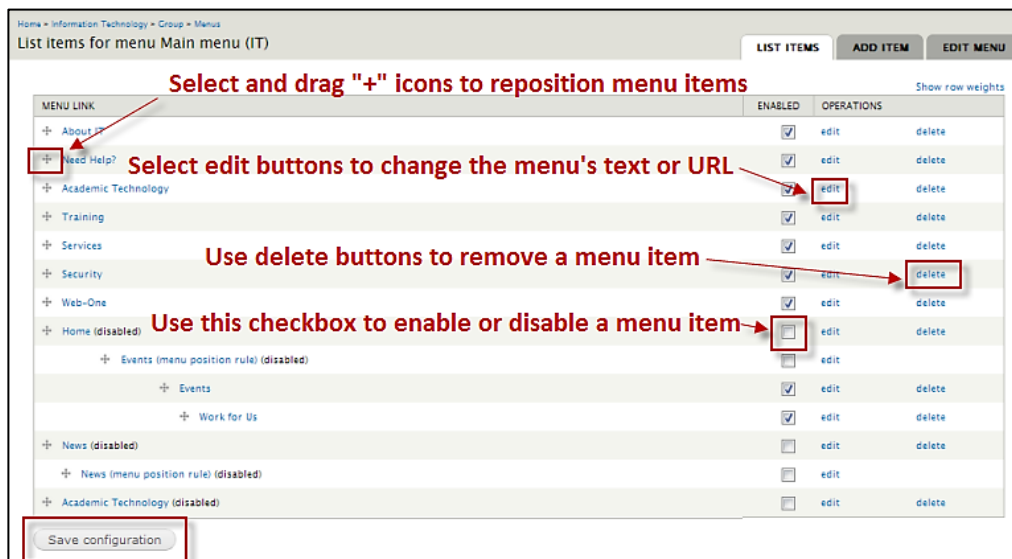
5. Select **List Links** to view the current menu with its existing links.



Working with Menu Items

The **List items for menu** page displays.

1. Adjust menu items as needed.



Moving Menu Items

Select and drag the "+" icons to reposition menu items. These can be moved up or down, left or right.

Editing Menu Items

To change the item's text or URL, select the edit link for the menu item.

Deleting Menu Items

To completely delete a menu item, select its delete button. A window will ask you to confirm.

Disabling Menu Items

As an alternative to deleting an item, you can disable it. Disabling the item will keep it from being rendered, but keeps the item in the system so it can potentially be re-enabled later.

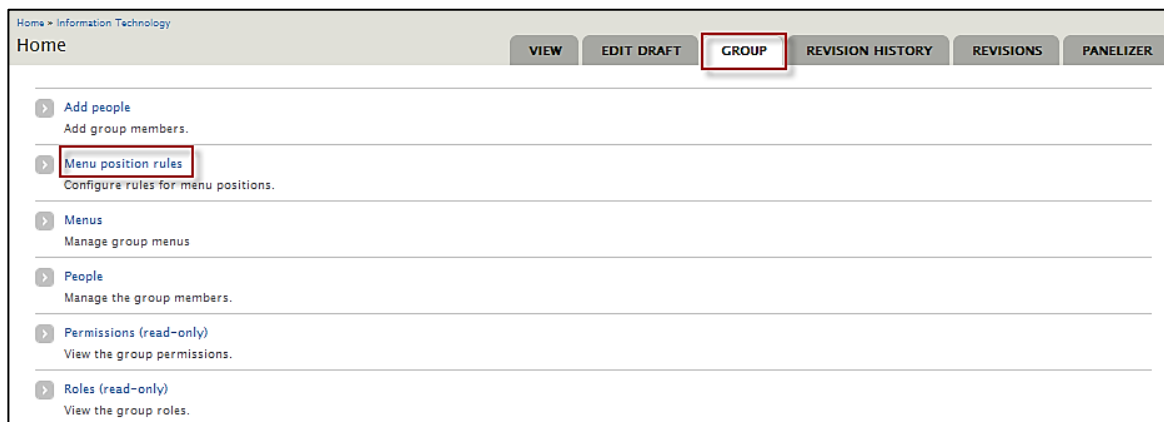
2. Select the **Save configuration** button after any changes.

Create Menu Position Rules

This feature allows for the creation of rules that will dynamically add the current page into the menu system at the requested locations. For example, news items will display under News, etc.

To configure menu position rules:

1. Log in to Web-One.
2. Select the group membership link for your group.
3. Select the **Group** tab.



4. Select the **Menu position rules** link.

The **Menu position rules** page displays:



5. Select the **Add menu position rule** link to add an additional rule.

Or...

6. Select the **edit** button to edit an existing rule.
7. Add one or more conditions within the vertical tabs and specify where in the group's menu the item should be positioned.

Note: If creating a new rule, a title for the rule is required. This title does not appear on any of the pages. Choose a rule title that reminds you of the rule created. For example, “News” to reflect a rule pertaining to news items.

Home » Menu position rules for Information Technology

Menu position rules for Information Technology

Administrative title ▼

This title will be used administratively to identify this rule.

Parent menu item ▼
<Main menu (IT)> ▼
Select the place in the menu where the rule should position its menu links.

Conditions
All the conditions must be met before a rule is applied.

Add or edit conditions within the vertical tabs

Specify where in the group's menu the item should be positioned

Content types
Any content type

Pages
Any page

User roles
Any user role

Taxonomy
Any vocabulary or taxonomy

Organic Groups
Information Technology

Content types

☐ Event

☐ Group

☐ News

☐ Page

☐ Person

☐ Slideshow

☐ Video

☐ Webform

Apply this rule only on pages that display content of the given type(s). If you select no types, there will be no type-specific limitation.

Save

8. Select the **Save** button.

CREATING CUSTOM PERSON LIST PAGES BY DEPARTMENT

The delivered Person list includes employee names for the entire organic group. When viewed on a page, that list displays all employees alphabetically.

To display a person list by department, the process consists of two main steps:

1. The content creator, editor or publisher for the department must create a new page specific to the department. This is where contact information for the department will be displayed. In IT, this is a basic page with the page title reflecting the appropriate department. Example: it-staff-academic-technology.
2. After the page is created, the Group Admin can add the **View: Person for XX Teaser: No Photo** pane (where XX = the name of your org group) using Panelizer and then configure the pane to display information for a specific department.

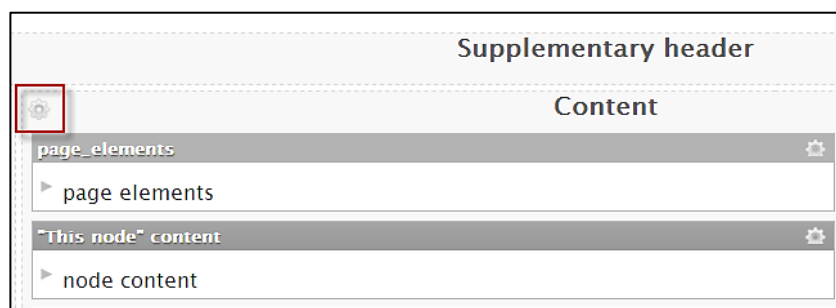
Note: in order to access Panelizer on the page, the Group Admin must also have a creator, editor or publisher role.

Configuring A Pane To Display Person List By Department

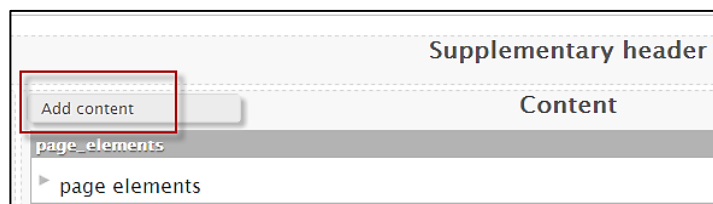
Departmental listings can be added to any page using Panelizer, but if you want your department's information to display on a brand new page, the content creator, editor or publisher must first create the page.

Once created, do the following:

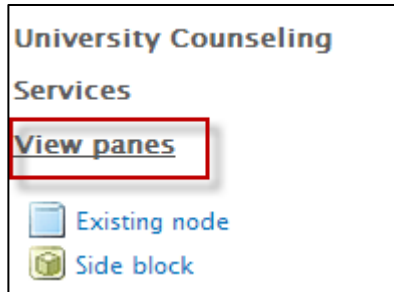
1. Log in to Web-One.
2. Find and open the page that will house the department's contact information.
3. Select the **Panelizer** tab.
4. Select the **Content** link.
5. In the **Supplementary Header** column, select the **Gear** icon.



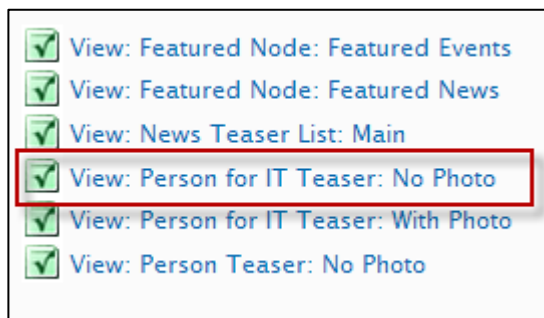
6. Select **Add content**.



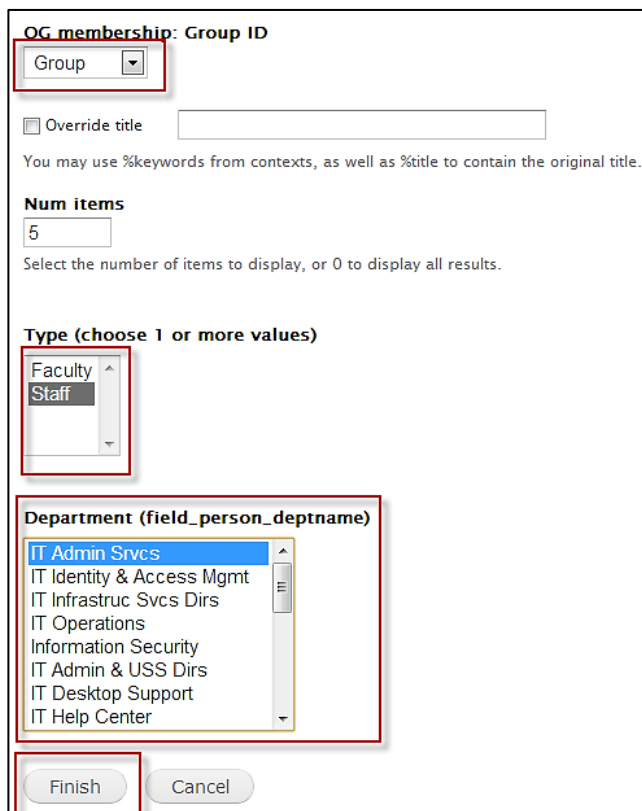
7. The **Add Content to Content** window displays. Scroll down and select the **View panes** link.



8. Select the pane titled **View: Person for XX Teaser: No Photo** (where XX = the name of your org group). The example you see below is what is used in IT. Your options should list your own organic group.



9. The configure window displays. Select the following:



- In the **OG membership Group ID** dropdown, select **Group**.
- In **Type**, select **Faculty or Staff**.
- In **Department**, select the department you want to add.

10. Select the **Finish** button to add the pane.

11. In Panelizer, select the **Save** button to save the new pane.

12. View the page. The page now displays contact info for the department selected.

13. Repeat the process for each department as needed.

Tip: Once all of the department contact pages are set-up, a Group Landing page can be created to include links to all of the department pages. See example below:

California State University
Northridge

Information
Technology

[Skip to Content](#) | [Accessibility](#) | [Directory](#) | [Calendar](#) | [Webmail](#)

[ABOUT IT](#) | [NEED HELP?](#) | [ACADEMIC TECHNOLOGY](#) | [TRAINING](#) | [SERVICES](#) | [SECURITY](#) | [MYCSUNTABLET](#)

Contact Us

[IT Help Center](#)
(818) 677-1400

[Faculty Technology Center](#)
(818) 677-3443

[Classroom Help](#)
(818) 677-1500

IT Staff

[All Staff](#)

Departments

- [Office of the VP for IT and CIO](#)
- [Academic Technology](#)
- [Administration and User Support Services](#)
- [Infrastructure Services](#)
- [Information Systems](#)

Quick Links

[Work for Us](#)

[IT Governance](#)

[IT Plans](#)

[IT Surveys](#)

[IT Vision@2015](#)

Example of Group Landing page with links to individual department pages.

Information Technology
© California State University, Northridge
18111 Nordhoff Street, Northridge, CA 91330
Phone: (818) 677-1200 / [Contact Us](#)

Contact Page Owner
Emergency Information
University Policies & Procedures

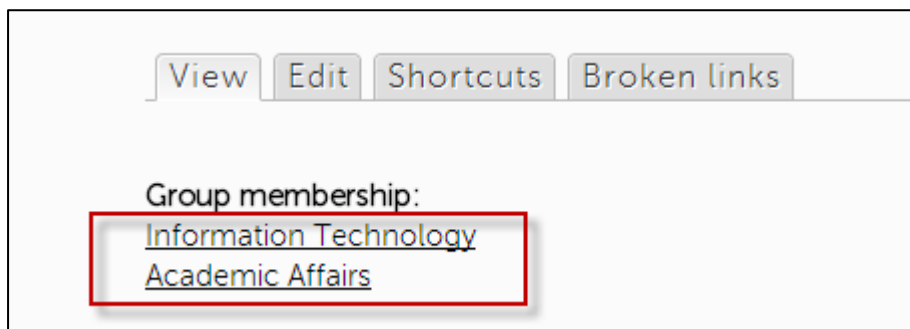
Terms and Conditions for Use
Privacy Policy
Document Reader

California State University

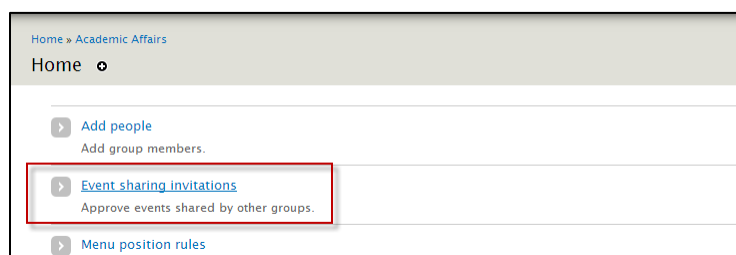
ACCEPTING AN EVENT INVITATION

Once the event is created and groups are invited, you can add an event to your Event Listing page by Accepting an Event invitation.

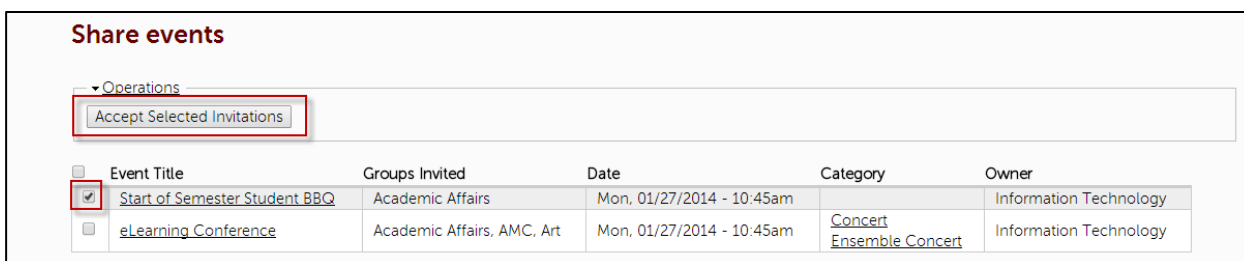
1. Log in to Web-One.
2. Select a **Group Membership** link.



3. Select the **Group** tab.
4. Select the **Event sharing invitations** link.



The **Share events** page displays. Check all events you want to display on your Event Listing page and choose the **Accept Selected Invitations** button.

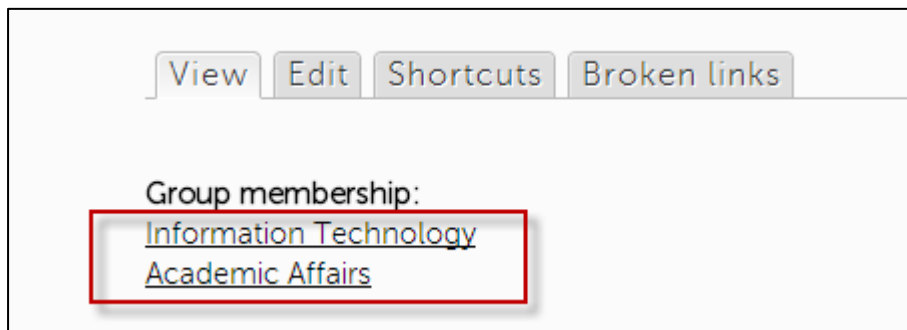


The events display on your group's Event Listing page.

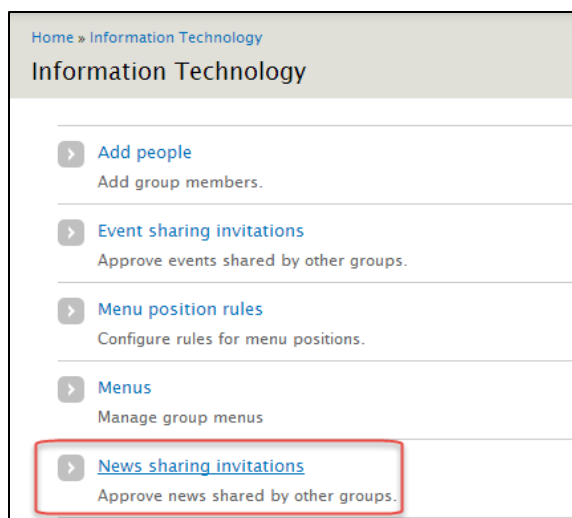
ACCEPTING A NEWS INVITATION

Once the news article is created and groups are invited, you can add a news article to your News Listing page by accepting a News invitation.

1. Log in to Web-One.
2. Select a **Group Membership** link.



3. Select the **Group** tab.
4. Select the **News sharing invitations** link.



The **Share news** page displays. Check all news articles you want to display on your News Listing page and choose the **Accept Selected Invitations** button.

The news article displays on your group's News Listing page.

CUSTOMIZING GROUP HEADERS AND FOOTERS

Group Administrators have the ability to make minor adjustments to the group header and footer. Although most elements of the header and footer are standardized, secondary and tertiary wordmarks can be added to the header and there are two additional links that can be added into the footer.

Customizing the Header: Secondary and Tertiary Wordmarks

The two header elements that can be customized are the *Secondary wordmark* and the *Tertiary wordmark*.



1. Log in to Web-One.
2. Select the group membership link for your group.
3. Select the **Edit Draft** tab.



The **Edit Group** page displays:

Home » Home
Edit Group Information Technology

VIEW EDIT DRAFT GROUP REVISION HISTORY REVISIONS PANELIZER

☒ Enable menu for this group.
Check to create a menu for this group. Uncheck to delete all menus associated with this group.

Title
Information Technology

Groups theme
CSU, Northridge

Group defaults

Misc

SECONDARY AND TERTIARY WORDMARKS:

Wordmark text
Information Technology
Specify the name of the group or the college¹. Use a maximum of 2 lines of text.
URL
Optionally specify the URL of the college above. If not specified, the URL of this group will automatically be used.

Wordmark text
Specify the name of the group or the college¹. Use a maximum of 2 lines of text.
URL
Optionally specify the URL of the college above. If not specified, the URL of this group will automatically be used.

¹ If this group is a department, specify the name of the college and then the name of the group. Otherwise, just specify the name of the group.

4. On the **Group Defaults** tab, in the **Secondary or Tertiary Wordmarks** section, add or change text and URLs as needed.
5. Select the **Save** button.

Customizing the Footer

The footer has two optional links that can be added and display in the bottom right hand section of the footer.

1. Log in to Web-One.
2. Select the group membership link for your group.
3. Select the **Edit Draft** tab.
4. In the **Edit Group** page, scroll down to the **Group Links** section.

GROUP LINKS:

Title
First link goes here
The link title is limited to 128 characters maximum.
Link "title" attribute
title = "

URL

Title
Second link goes here
The link title is limited to 128 characters maximum.
Link "title" attribute
title = "

5. Enter the title and URL for each link.
6. Select the **Save** button at the bottom of the page to save changes.

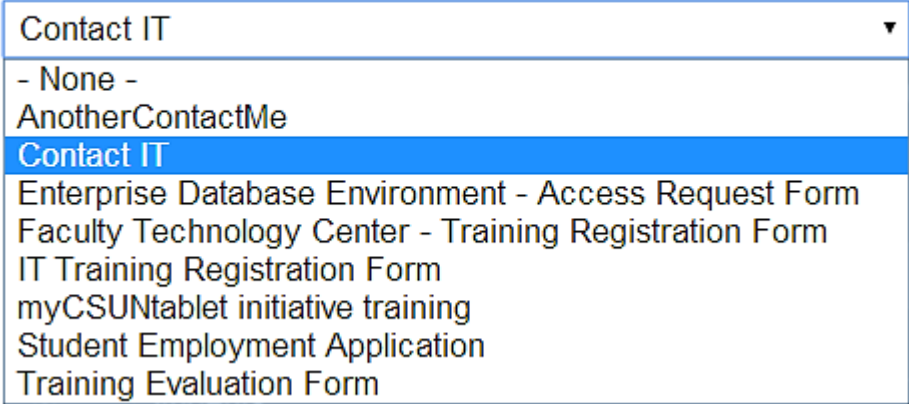
Note: New links appear at the bottom of the group landing page, in the footer section.

Customizing Contact Page Owner Link on Footer

1. A creator, editor or publisher for the group must first create and publish a contact webform in Web-One. For instructions, visit the Web-One Essentials User guide.
2. After the webform has been published, select the group membership link for your group.

Select the **Edit Draft** tab.

3. In the **Contact page** dropdown, select the webform that you created as your contact form.



The screenshot shows a dropdown menu titled "Contact page". The menu is open, displaying a list of options. The first option is "Contact IT", which is currently selected and highlighted in blue. Below it are several other options: "- None -", "AnotherContactMe", "Contact IT", "Enterprise Database Environment - Access Request Form", "Faculty Technology Center - Training Registration Form", "IT Training Registration Form", "myCSUNtablet initiative training", "Student Employment Application", and "Training Evaluation Form". The dropdown menu is set against a light gray background.

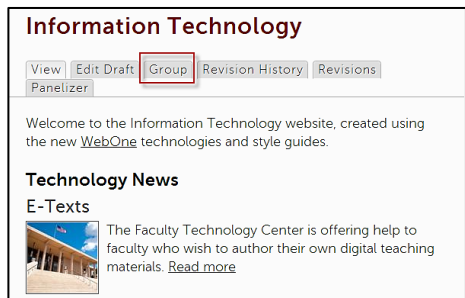
4. Select the **Save** button at the bottom of the page.

ADDING A NEW USER TO A GROUP AND SETTING THE APPROPRIATE ROLES

Group Administrators can add existing users to a group.

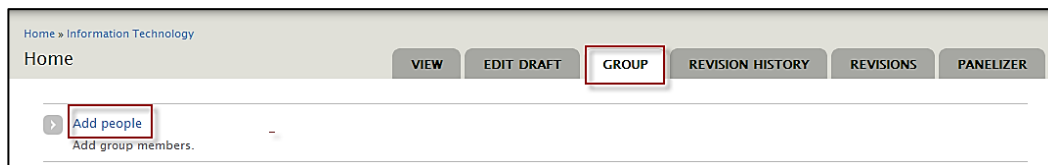
Adding a User to a Group

1. Log in to Web-One.
2. Select the group membership link for your group.
3. Select the **Group** tab.



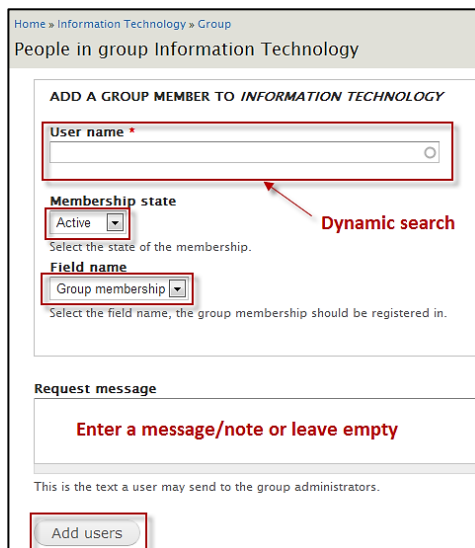
The screenshot shows the 'Information Technology' website interface. At the top, there are tabs: 'View', 'Edit Draft', 'Group' (which is highlighted with a red box), 'Revision History', and 'Revisions'. Below the tabs, there is a welcome message and a section titled 'Technology News' with a sub-section 'E-Texts' and a small image of a building.

4. The **Group** configuration page displays. Select the **Add people** link.



The screenshot shows the 'Group' configuration page. At the top, there are tabs: 'VIEW', 'EDIT DRAFT', 'GROUP' (highlighted with a red box), 'REVISION HISTORY', 'REVISIONS', and 'PANELIZER'. Below the tabs, there is a section titled 'Add people' with a red box around the 'Add people' link and the text 'Add group members.'

The **People in group** page displays:



The screenshot shows the 'People in group' page for 'Information Technology'. The page title is 'People in group Information Technology'. Below the title, there is a section titled 'ADD A GROUP MEMBER TO INFORMATION TECHNOLOGY'. This section contains several fields: 'User name' (a dynamic search box with a red box and an arrow pointing to it labeled 'Dynamic search'), 'Membership state' (a dropdown menu with 'Active' selected), 'Field name' (a dropdown menu with 'Group membership' selected), and 'Request message' (a text area with the prompt 'Enter a message/note or leave empty'). At the bottom of the form, there is a button labeled 'Add users'.

Note: The User name field is a dynamic search box. Enter all or part of an employee's name and the dynamic search displays names which you can then select.

5. Complete the following information:

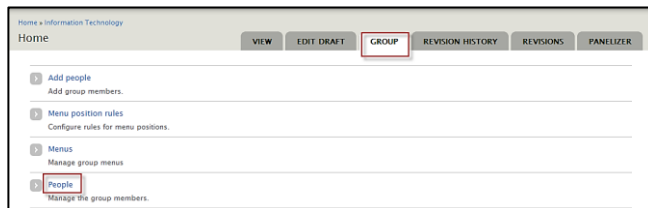
Field	Description
User Name (*)	Enter the user name for the employee. This is a required field. User names typically match what is used for campus email. Example: john.smith. This field is dynamic so once you enter all or part of the user name, a list of options appears. Select the appropriate user.
Membership state dropdown	The choices are: Active, Pending, Blocked. Select “Active” to add a new user and set them to active status. This status affects their access within Web-One.
Field name dropdown	This field should be set to “Group membership”.
Request message	This field can be left empty.

(*) = Required

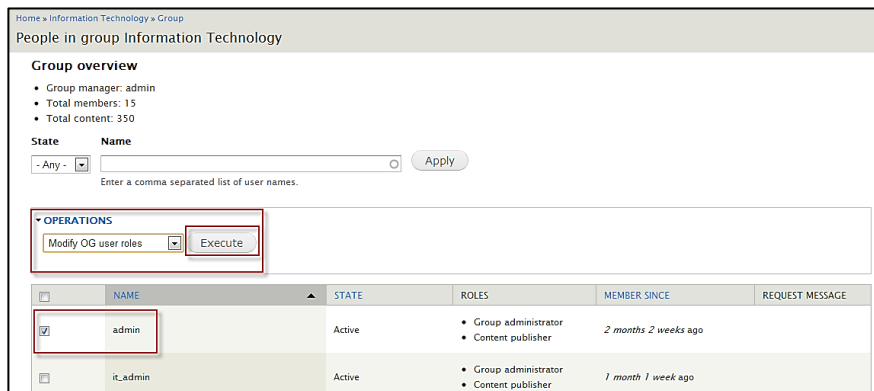
6. Select the **Add users** button.

Adding One or More Roles to a User

1. Select the group membership link for your group.
2. Select the **Group** tab.
3. Select the **People** link.



4. The **People in group** page displays. Select a user by selecting the checkbox.
5. Select **Modify OG user roles** from the **Operations** dropdown.



6. Select the **Execute** button.
7. You will then be given a set of options:
 - a. Add roles to the selected user(s).
 - b. Remove roles from the selected user(s).

Home » Information Technology » Group

Set parameters for *Modify OG user roles*

Add roles

Group administrator
Content editor
Content creator
Content publisher

Choose one or more roles you would like to assign to the selected users.

Remove roles

Group administrator
Content editor
Content creator
Content publisher

Choose one or more roles you would like to remove from the selected users.

Next Cancel

8. Select one or more roles to add or remove. Use the **Shift** key on your keyboard while selecting a role to select more than one role.
9. Select the **Next** button.
10. Select the **Confirm** button when asked to confirm.

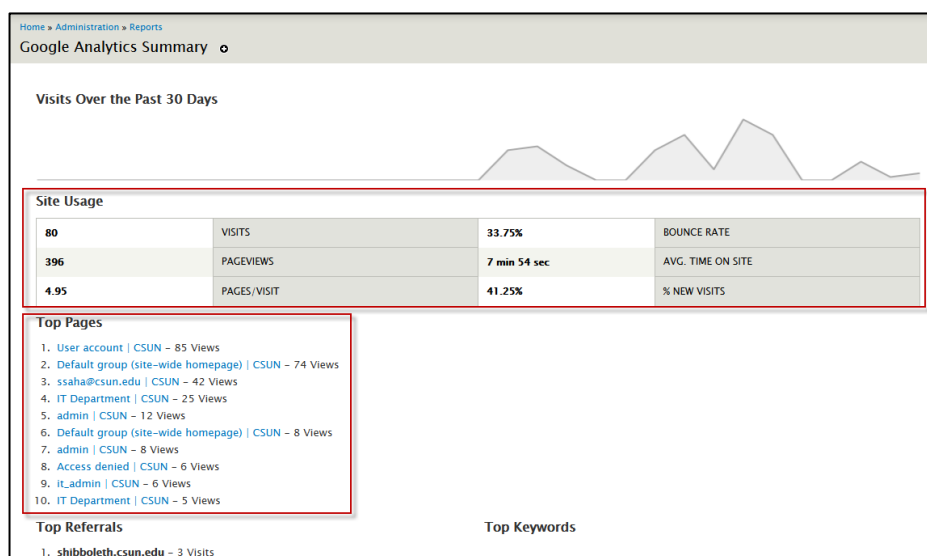
Note: When granting the **Content publisher** role to a user, an additional step is required. A Web-One administrator in IT will need to grant the user the global role of *Publisher*.

GOOGLE ANALYTICS

Web-One integrates the Google Analytics tool to provide information about the visits (or traffic) and usage of the webpages associated with your group.

The Google Analytics Summary page displays the following information:

- Visits
- Pageviews
- Pages/Visit
- Bounce Rate
- Average Time on Site
- % New Visits and Top Pages



The information on this page is what the IT Web-One Administrator sees. If you would like to receive a monthly report for your area, please do the following:

1. Open an [EB ticket](#) to the **IT Web One Dispatcher** (you may select **Other** if you do not see **IT Web One Dispatcher**).
2. Specify which page you would like tracked (college, department, group, etc.).
3. Specify which **email address** to send the monthly report to.
4. A monthly usage report will be sent to you.

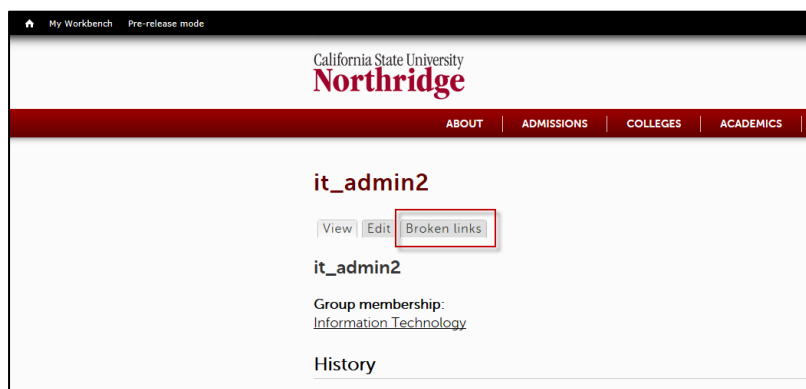
CHECKING FOR BROKEN LINKS

Broken links exist on webpages when an incorrect URL was inserted or an internal or external webpage that you are linking to was removed or moved.

Web-One provides two ways to check for broken links. When content is being entered into the WYSIWYG editor, content creators will be able to see when a link is broken in the WYSIWYG editor because a broken link message with the broken link will appear above the body of the WYSIWYG.

Web-One also provides a Broken links report to display a list of broken links.

1. To access the **Broken links** tool, log in to Web-One. From the main login page, select the **Reports** tab.



The Broken links summary displays. The page includes **Error** reasons and **Operations** to fix the broken link. Select the **Edit link settings** link to correct the broken link.

A screenshot of the 'Broken links' report. At the top, there are two status messages: a green one stating 'SimpleSAML.php authentication is NOT yet activated. It can be activated on the configuration page.' and a yellow one stating 'There are 2 unchecked links of about 801 links in the database. Please be patient until all links have been checked via cron.' Below these is a table with columns: URL, RESPONSE, ERROR, and OPERATIONS. The first column is highlighted with a red rectangle. The table lists several broken links with their respective response codes and error messages, and provides links to 'Edit link settings' and 'Edit node' for each.

URL	RESPONSE	ERROR	OPERATIONS
http://yahoo.com	301	Moved Permanently	Edit link settings Edit node 93
http://www.youtube.com/CSUNInfoTech	404	Not Found	Edit link settings Edit node 1326
http://www.youtube.com/BloggerHelp	404	Not Found	Edit link settings Edit node 1331
http://www.webcam.org/techniques/captions/	301	Moved Permanently	Edit link settings Edit node 1336
http://www.xenixonlineless.com/getdiscounts	301	Moved Permanently	Edit link settings Edit node 811
http://www.turningtechnologies.com/group...	301	Moved Permanently	Edit link settings Edit node 686

Appendix A

Web-One Content Owner Roles and Responsibilities

Web-One is CSUN's unified approach to improve accessibility and navigation and increase consistency to CSUN's web presence through the use of templates, guidelines, and web design standards. Using a web content management system in Web-One should make it easier to keep content current on the CSUN website. Web-One has identified four campus user roles and each role has a different set of permissions within a group. A Group in Web-One can be a department, college, or division (e.g. Math, Humanities, Information Technology). The campus Web-One liaisons will work with each department, college, and division to identify the appropriate individuals in their respective areas and assign roles that mirror their area of responsibility. Note that a person may be assigned multiple roles and each group administrator can determine the appropriate use of roles for their area. For example, a small department may choose to assign one person (plus backup) to serve as the publisher and group administrator for their department, without additional content creators or editors. An overview of the permissions in each role is listed below.

Content Creators

- Create and customize page layout (e.g. one, two or three column layout choice, banner slide show images)
- Create and edit events, news items, videos, web forms, banner slide shows
- Upload files (e.g. PDFs)
- Ability to edit content that they have created themselves
- Content created by this role will be submitted for review by editors and publishers
- This role cannot publish content to the website

Editors

All privileges of content creators listed above plus:

- Ability to edit any content they have created as well as any other content within their Web-One group.
- Content created and edited by this role will be submitted for review by publishers
- This role cannot publish content to the website

Publishers

All privileges of content creators and editors listed above plus:

- Publish content for their Web-One group
- Setup primary and (optional) constituency navigation links for the Group

Group Administrators

- Assign a name for their Web-One Group (i.e. English or Humanities)
- Assign roles to others in the Group
- Assign a theme for the Group (initial Groups will use the initial CSUN Theme 1)
- Setup secondary and tertiary wordmarks, primary and (optional) constituency navigation links for the Group
- Setup Group defaults for news, events, banner, etc.
- Establish Group hierarchy and URL path
- Receive Google Analytics reports for the group site
- This role cannot create, edit, or publish content to the website

Campus **Web Developers**, wishing to develop enhancements for the Web-One environment should refer to the Web Development Guidelines for Web-One Enhancements.