Web-One

Web-One Essentials: Creating, Editing and Publishing Web Content

IT Training

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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.

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 A publisher also has the ability to go back to historical content of any type.

LOG IN TO WEB-ONE

1. Log in to the **Portal** using your **CSUN Username** and **Password**.
2. Go to the **Web-One** pagelet
3. Select the **Content Owner Login** link to log in as a content owner.

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

COMPATIBLE BROWSERS & POP-UP BLOCKERS

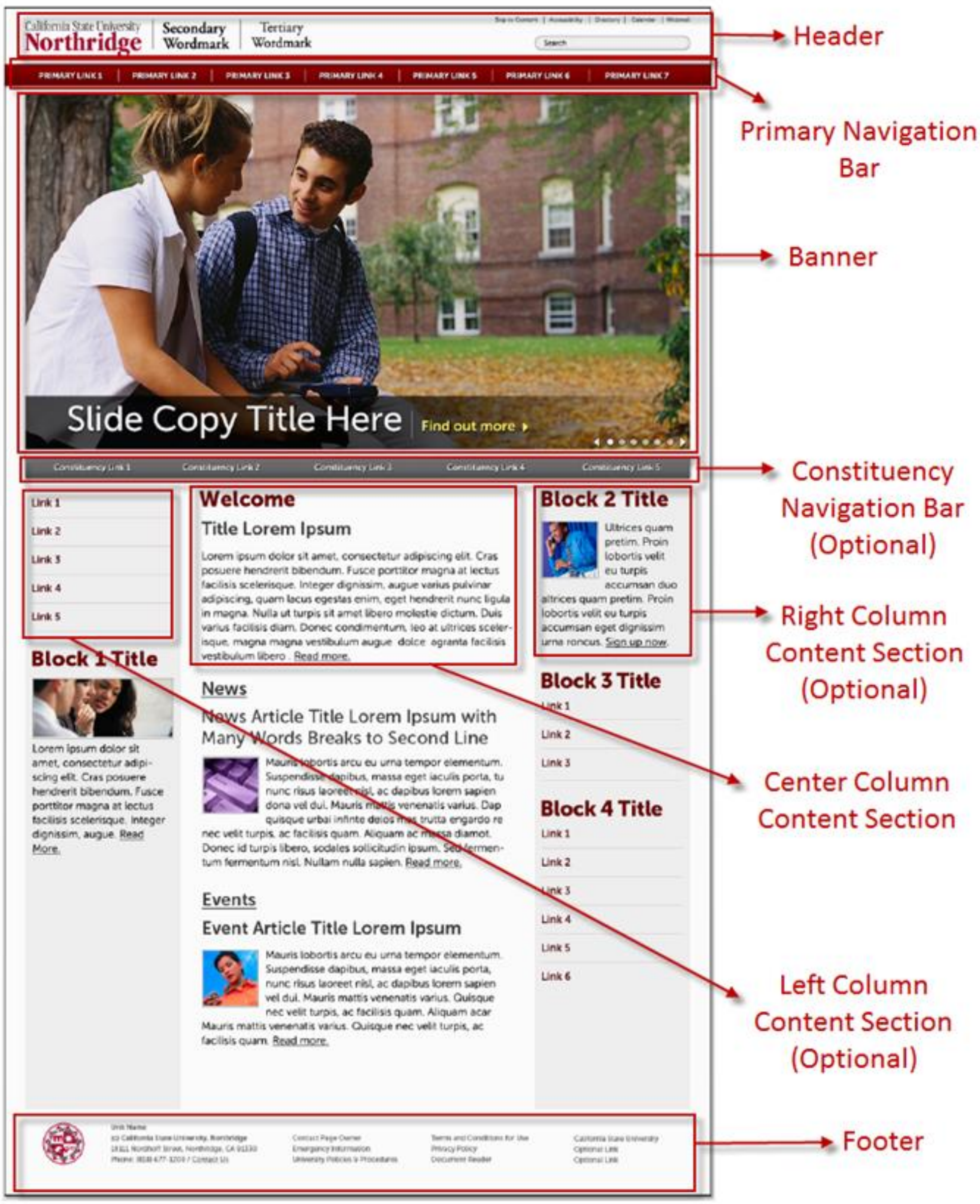
Choose from one of the following supported browsers:

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

Note: Remove pop-up blockers to ensure proper Web-One functionality.

YOUR GROUP LANDING PAGE

Your group landing page is the first page that most users will see when they navigate to 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 will provide 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.



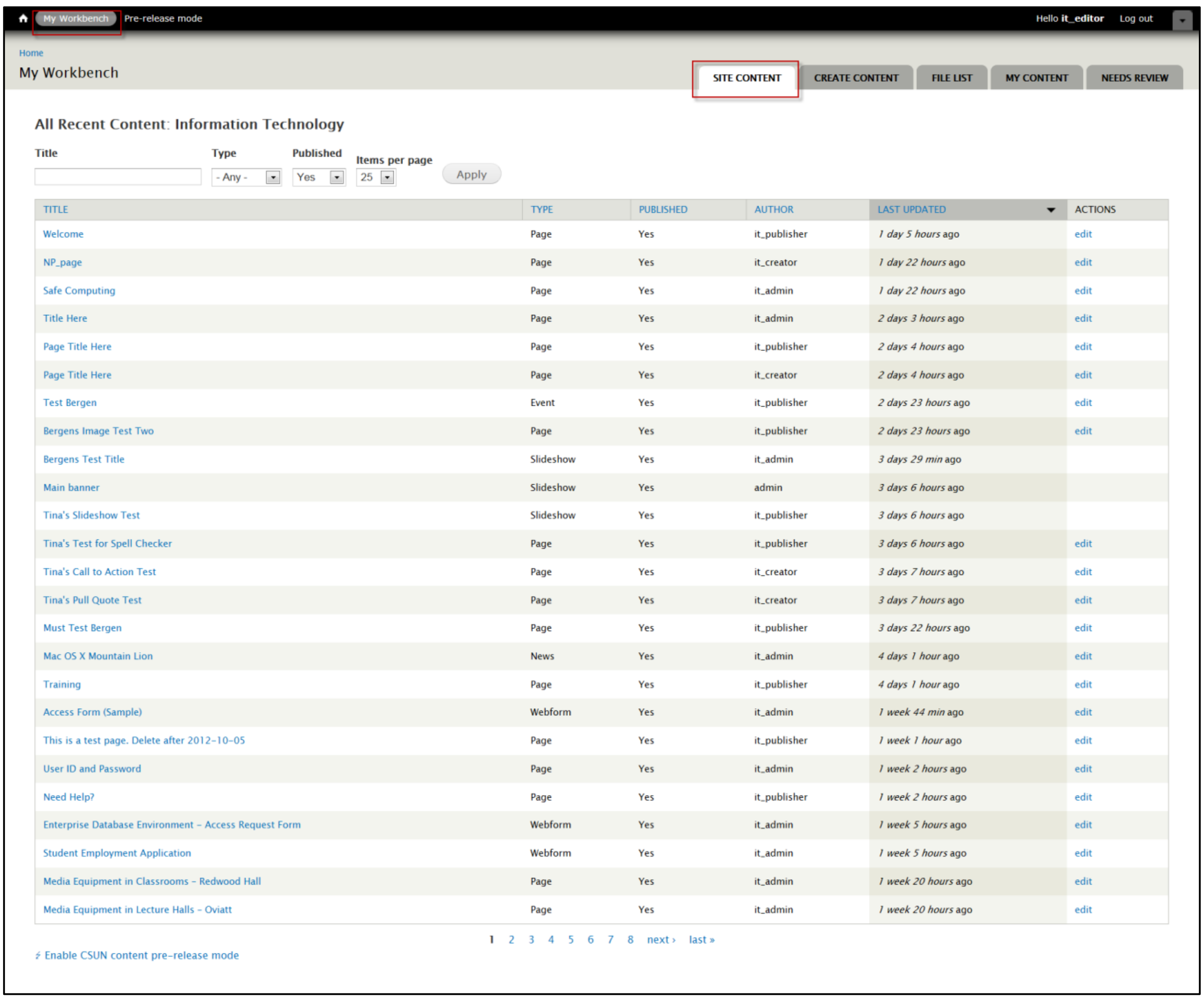
Group Landing Page Template	Description
Header	Consistently used on all CSUN web pages and includes CSUN word marks and links to utilities (e.g. accessibility, PeopleFinder).
Primary Navigation Bar	Customizable with up to 7 direct links to other webpages.
Banner	Customizable with one image or up to 6 images that rotates 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 optional group links.

As a CSUN web content creator the **My Workbench** tool helps you navigate throughout the system Using the WYSIWYG Text Editor (see page 80 for more information). To start, select the **My Workbench** button. If you lose your place when working on content, you can always start over at the **My Workbench** page by selecting the **My Workbench** button.

My Workbench

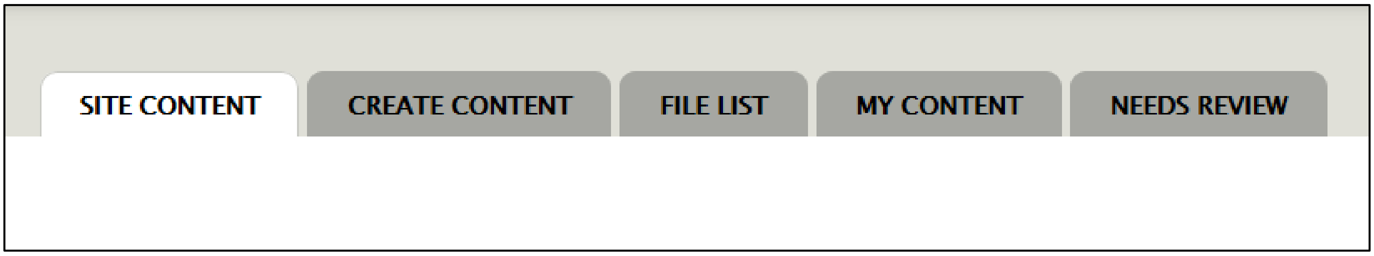
My Workbench is the main starting point for CSUN web content owners to create, edit and publish content.

When **My Workbench** is selected, it defaults to the **Site Content** tab. **Site Content** is where you can find and edit unpublished or published webpages. This tab is also used to search for content using the field and dropdown menus to narrow the search.



My Workbench Tabs

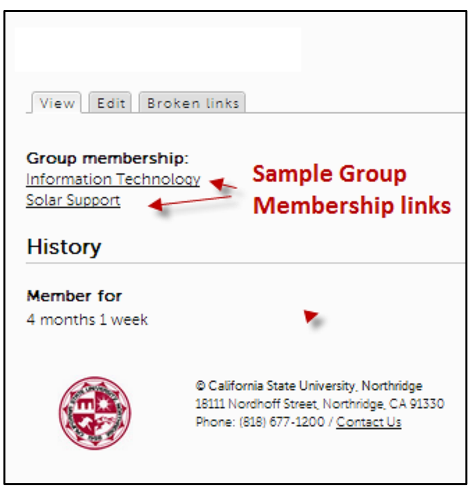
Additional tabs in the **My Workbench** page display in the upper right. These tabs display different pages of information in the system.



Site Content:	Displays a list of all unpublished and published webpages in the system.
Create Content:	To create a webpage, select the **Create Content** tab and choose the applicable content type to create a webpage.
File list:	Files such as audio clips, images and video clips are uploaded and displayed in the **File list** tab. This tab displays the files from every group, so this tab can contain several pages of files.
My Content:	A list of webpages (content) displays on the **My Content** tab. Content can be searched using the **Title** field and the dropdown menus to narrow the search.
Needs Review:	On this tab, a creator or editor will see a list of their content pages waiting for review. A publisher will see a list of pages waiting to be approved to publish.

Navigating to the Group Landing Page in Web-One

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

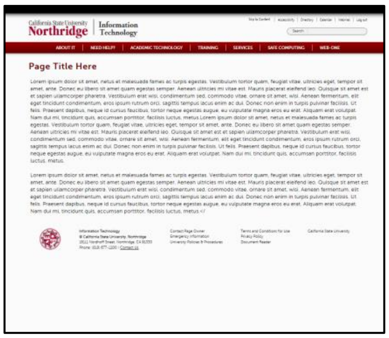


Note: this user has access to more than one group landing page.

Panelizer is the tool that lets you choose the webpage layout (e.g. one column, two column or three column) and create the links to display on the left and right columns for the two and three column layout. Each new webpage defaults to a one-column layout.

Layout is configured in the Panelizer tab. Panelizer allows you the flexibility to choose different layouts for basic pages as well as Events, News and Video pages. You can add, remove and create various pieces of content using Panelizer.

Layout Examples Using Panelizer



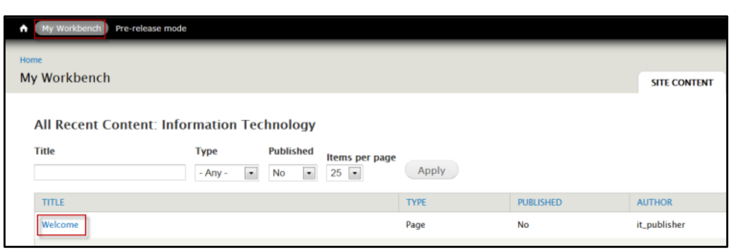
ONE COLUMN LAYOUT

TWO COLUMN LAYOUT, DISPLAYS LEFT COLUMN

THREE COLUMN LAYOUT, DISPLAYS LEFT AND RIGHT COLUMN

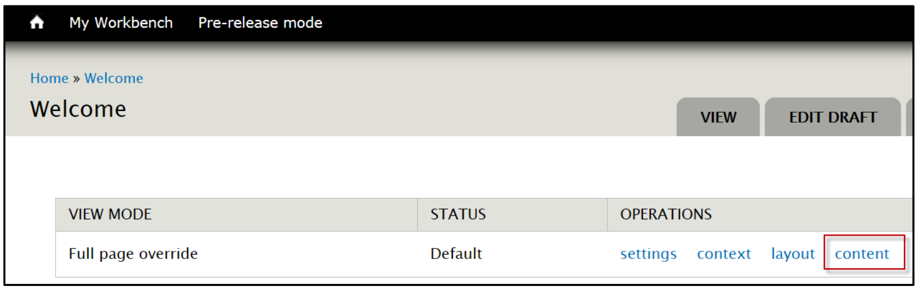
Navigating to Panelizer

1. To access the **Panelizer**, from the **My Workbench** page select the title of the page that requires layout or left/right sidebar editing.

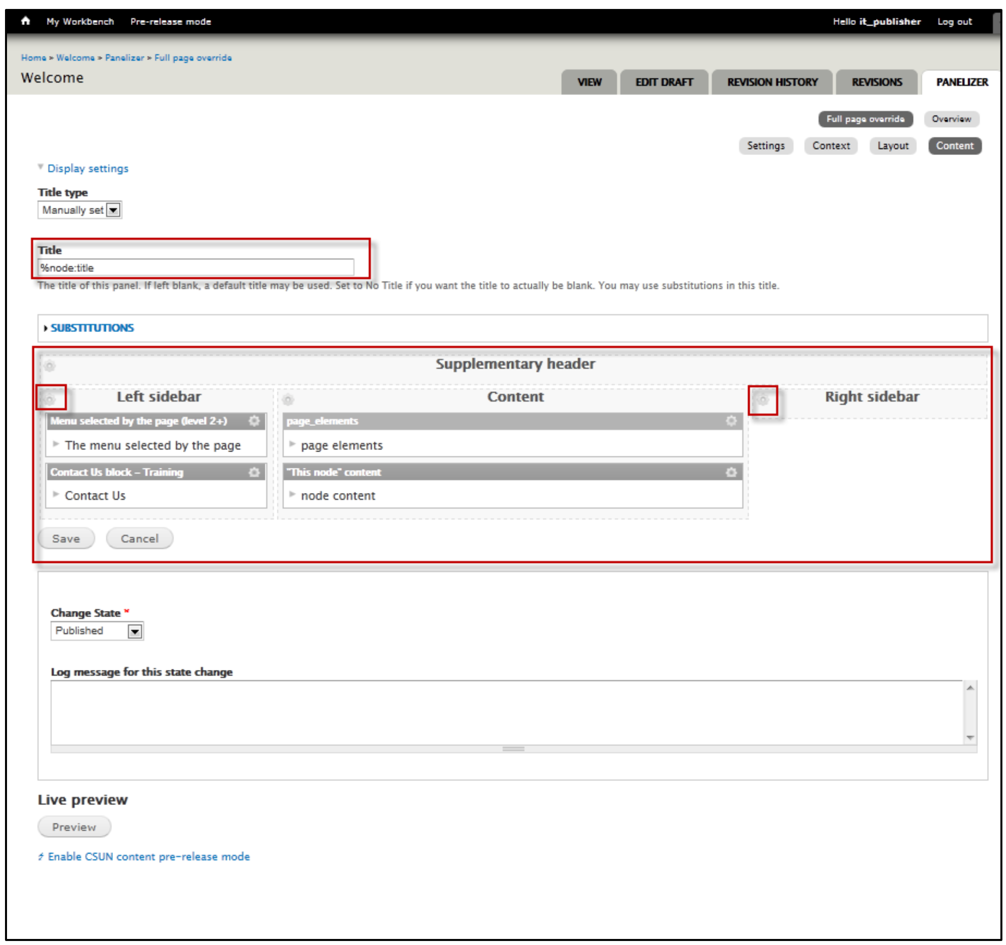


2. Select the **Panelizer** tab.

3. Select the **content** link.



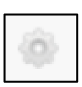
Using Panelizer



The **Panelizer** content screen displays. To change the title of the webpage, you can enter a new title in the **Title** field.

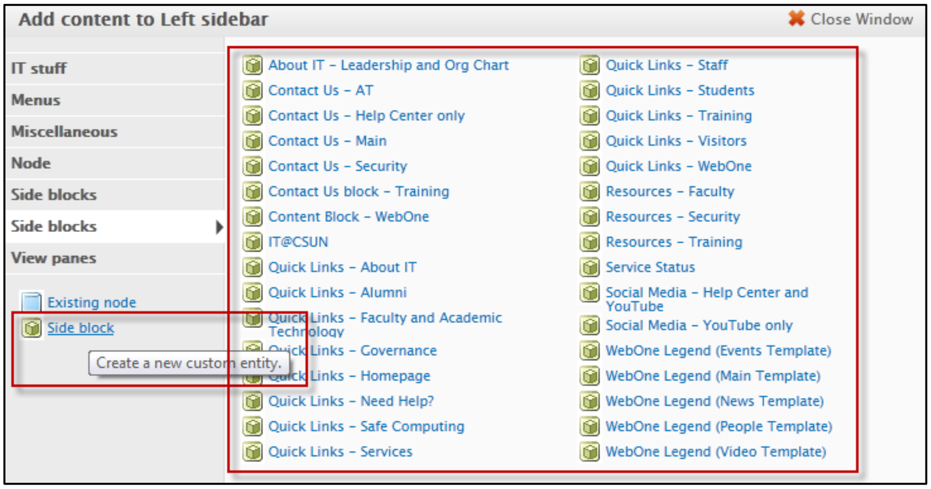
To add a two or three column layout to the page, content must be added to the left or right sidebar. When a sidebar is left blank (see the **Right sidebar** as an example) a column doesn't display.

When selected, the **Gear** icons on the **Panelizer** content screen allow you to add content to the page.

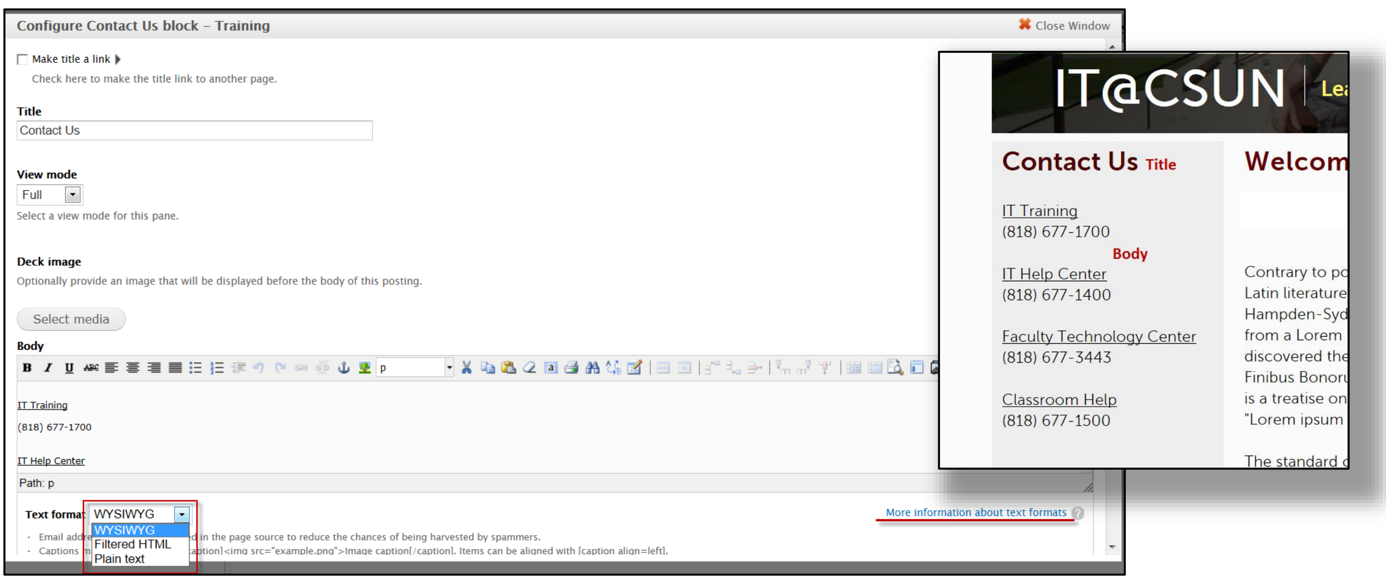


Creating a New Side Block

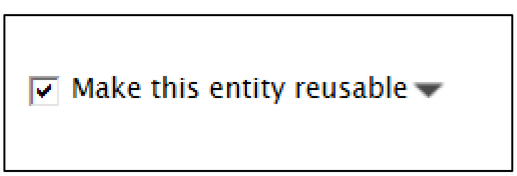
1. To create a new side block select the **Side block** link from the window.



2. The **Configure new Side block** window displays. Enter the information (as needed) into the fields. For advanced users, select the dropdown menu to find a **Filtered HTML** text format available. For more information on text formatting select the **More information about text formats** link.



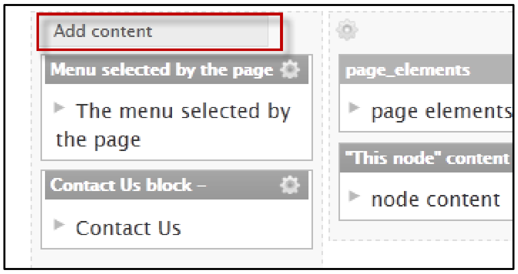
3. To make the side block reusable, from the same **Configure new Side block window**, select the **Make this entity reusable** checkbox.



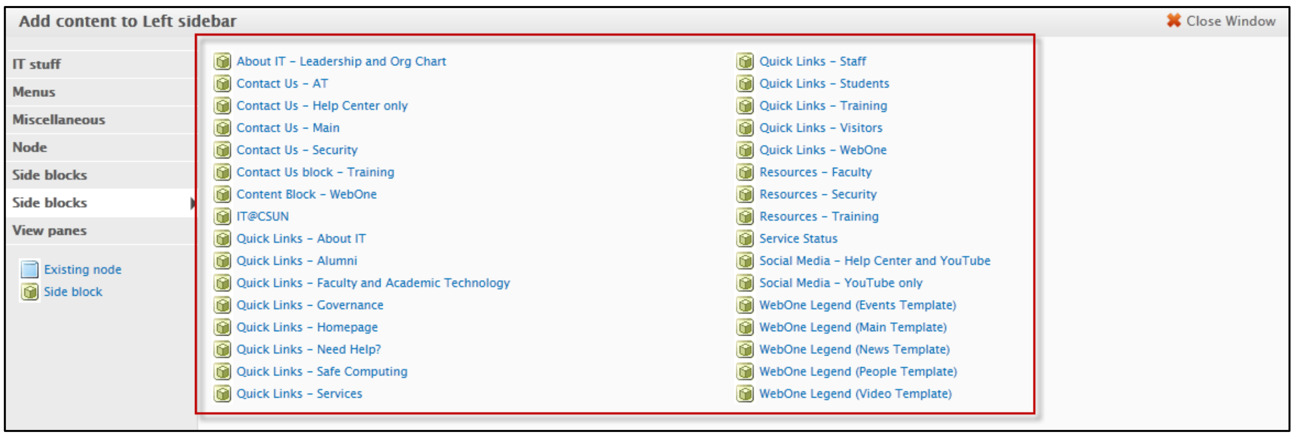
4. Once the fields are filled out, select the **Save** button on the main Panelizer content screen.

Adding Sidebar Content to Create Different Page Layouts

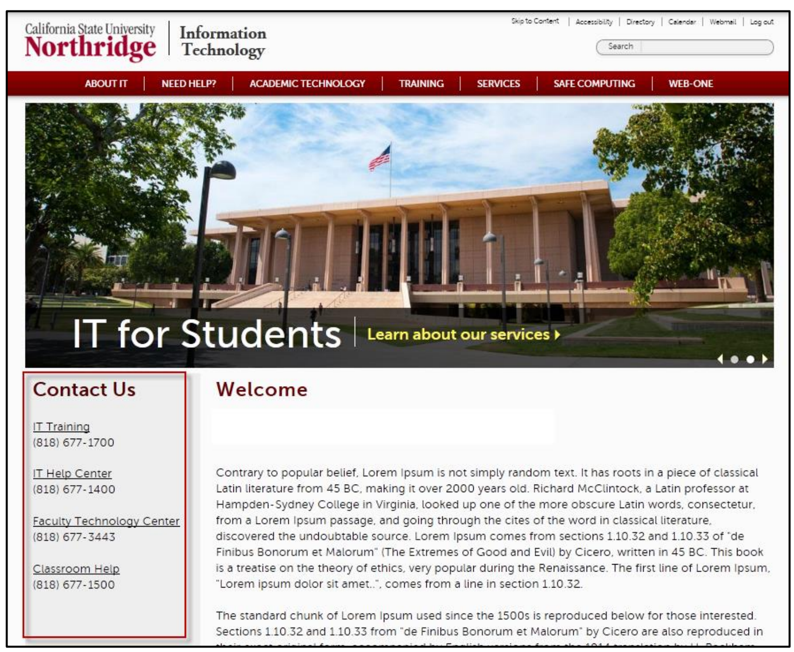
1. Select the **Gear** icon from the **Left Sidebar**, **Content** or **Right Sidebar**.
2. An **Add Content** menu displays. Select the menu to view an additional window to add, remove or move pieces of content.



3. The sidebar or content menu displays. Select an existing side block from the list to add content.

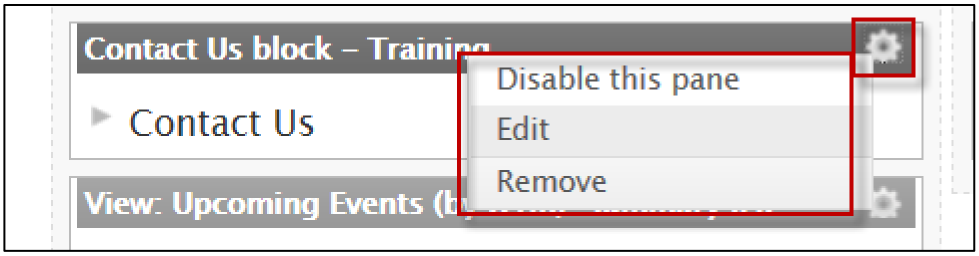


This example displays the **Contact Us block** side block after it was added to the page. This created a two column page layout.



Editing, Deleting or Disabling Sidebar Content

1. From the the main Panelizer content screen, select the gear next to the sidebar content (image shows a block) that requires editing, deleting or disabling. Choose the appropriate option from the menu. (**Disabling this pane** hides the sidebar content that is selected).

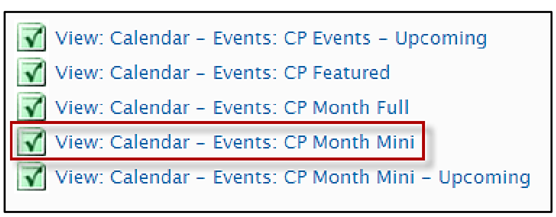


Note: Editing an existing side block will impact any pages referencing that side block.

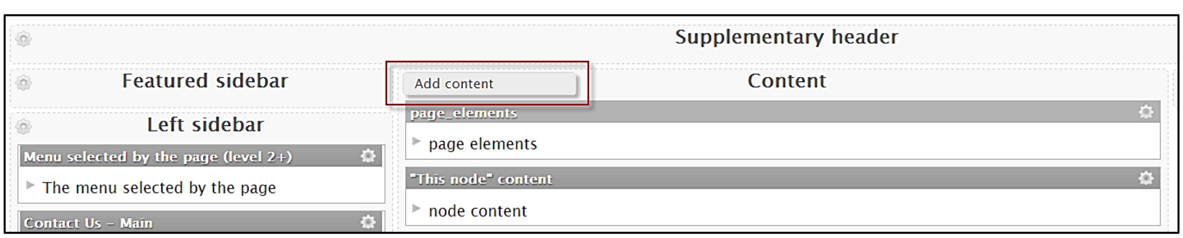
Adding a Mini Calendar to a Page

1. In Paneizer, select the **Gear** icon from the **Left Sidebar** or **Right Sidebar**.
2. An **Add Content** menu displays. Select this menu to view an additional menu to add, remove or move pieces of content.

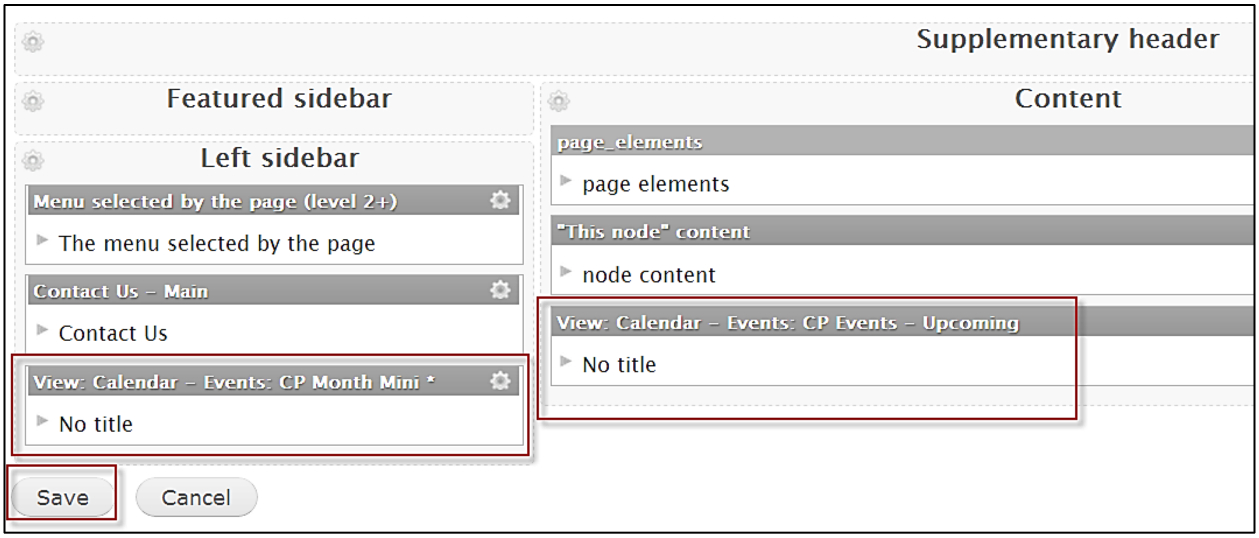
3. Select **Calendar** from the content menu.
4. Select **View: Calendar – Events; CP Month Mini**.



5. Select the **Finish** button.
6. In Panelizer, select the **Gear** icon for the **Center** panel. A second component must be added to made the mini calendar functional and this component must be added to the center panel.



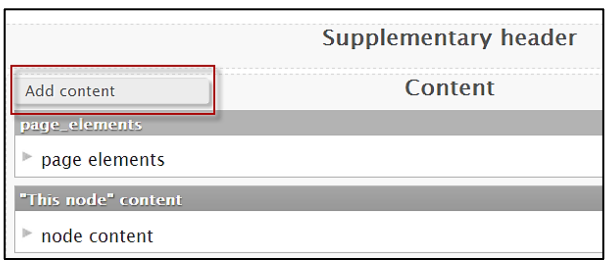
7. Select **Calendar** from the content menu.
8. Select **View: Calendar – Events; CP Events Upcoming**. Your panelizer page should look something like this:



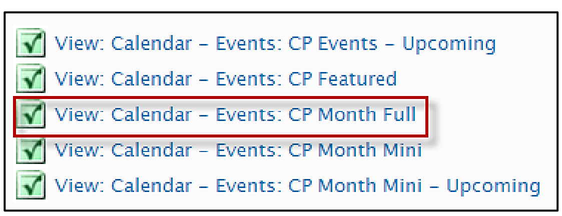
9. Select the **Save** button to save changes. View the page to see changes. If you need to resposition the calendar, drag and drop it to its desired location in panelizer.

Adding a Calendar Grid to the Center of a Page

1. In Panelizer, select the **Gear** icon from **Center** panel.
2. An **Add Content** menu displays. Select this menu to view an additional menu to add, remove or move pieces of content.



3. Select **Calendar** from the content menu.
4. Select **View: Calendar - Events; CP Month Full**.



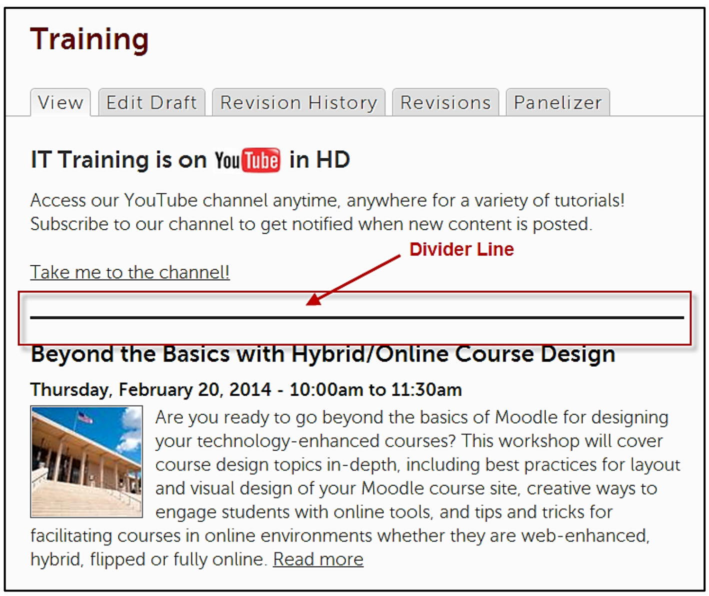
5. Select the **Finish** button.
6. In Panelizer, select the **Save** button to save changes. View the page to see changes.

Adding a Divider Line to a Page

1. In Panelizer, select the **Gear** icon from the **Center** panel.
2. An **Add Content** menu displays. Select this menu to view an additional menu.
3. Select **Miscellaneous**.
4. Select **Divider**.

5. Select the **Finish** button.
6. Select the **Save** button to save changes. If you need to reposition the divider to a different location, drag and drop it to its desired location in panelizer.

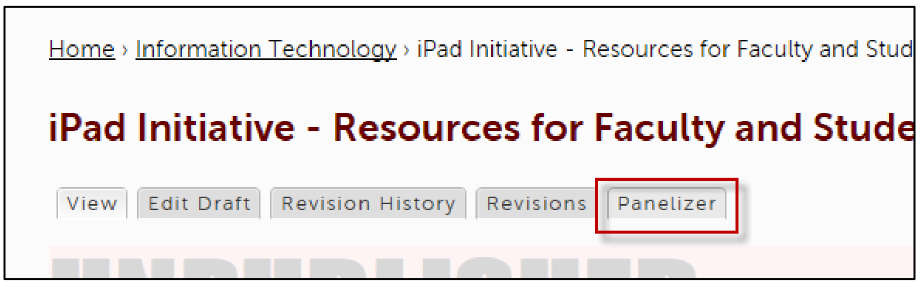
Example of page with a divider line:



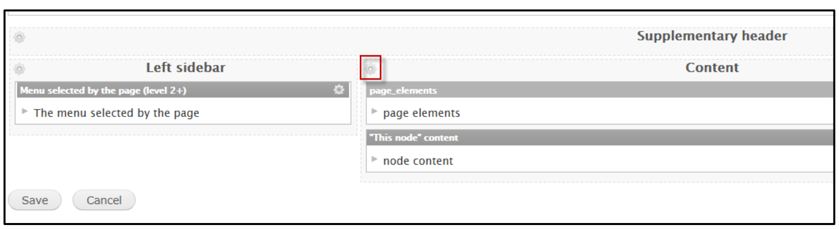
Adding Breadcrumbs to a Page

Breadcrumbs add an additional method of navigation to a website. The breadcrumb links can help you navigate back through a website without using the back button on the browser.

1. Select a page you want to add a breadcrumb to and select the **Edit** link, followed by the **Panelizer** tab.



2. Select the **Content** link.
3. From the **Content** column, select the **Gear** icon followed by the **Add content** option.

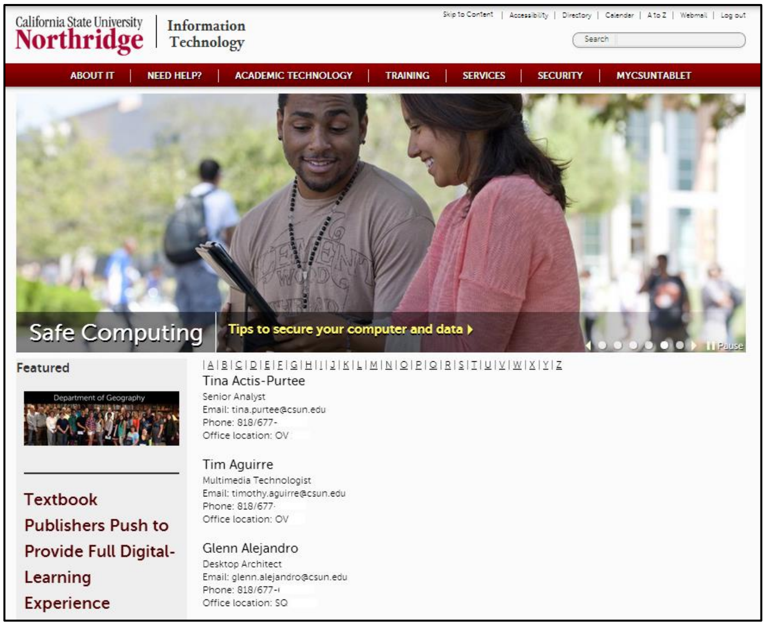


4. Find and select the **Page Elements** link.
5. Select the **Breadcrumb** link.
6. The **Breadcrumb** element displays in the **Content** column. Drag and drop the element to the location where you want your breadcrumb to display.
7. Select the **Save** button.

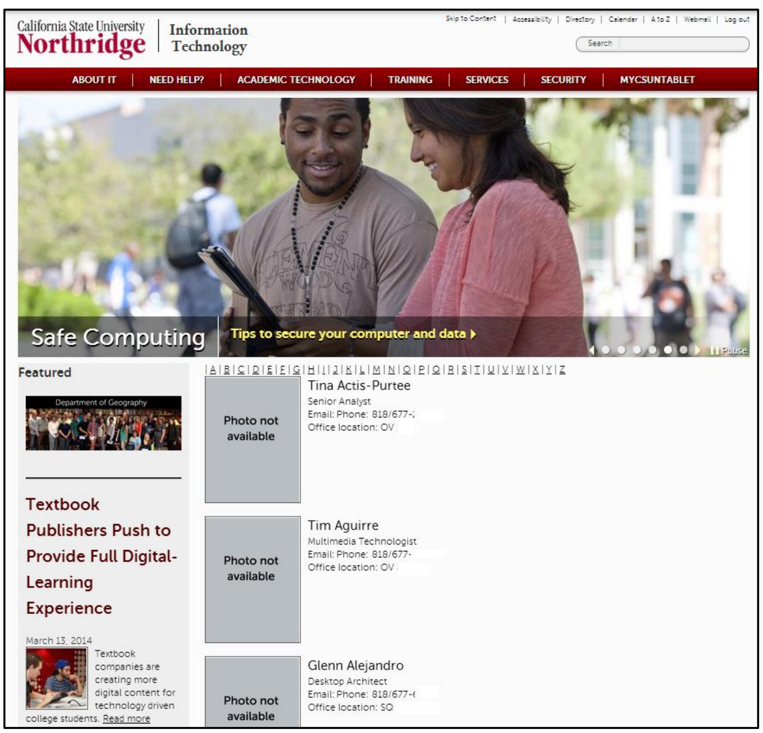
Adding a Person A to Z Listing to a Page

Using the panelizer, you can add a person A to Z listing with or without photos through the content pane. The content pane of a general page is the only place you should add the Person A to Z listing.

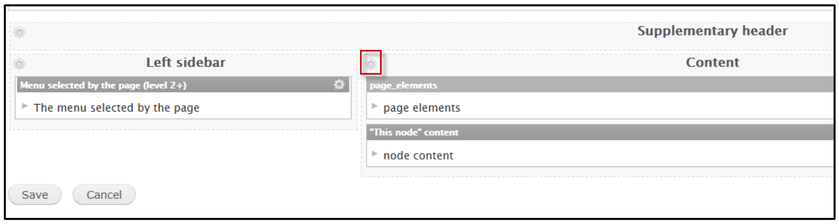
A person A to Z listing without photo.



A person A to Z listing with photo.



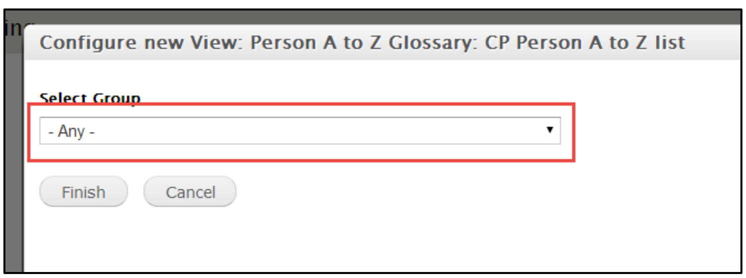
1. Select a page you want to add the Person A to Z listing and select the **Edit** link, followed by the **Panelizer** tab.
2. Select the **Content** link.
3. From the **Content** column, select the **Gear** icon followed by the **Add content** option.



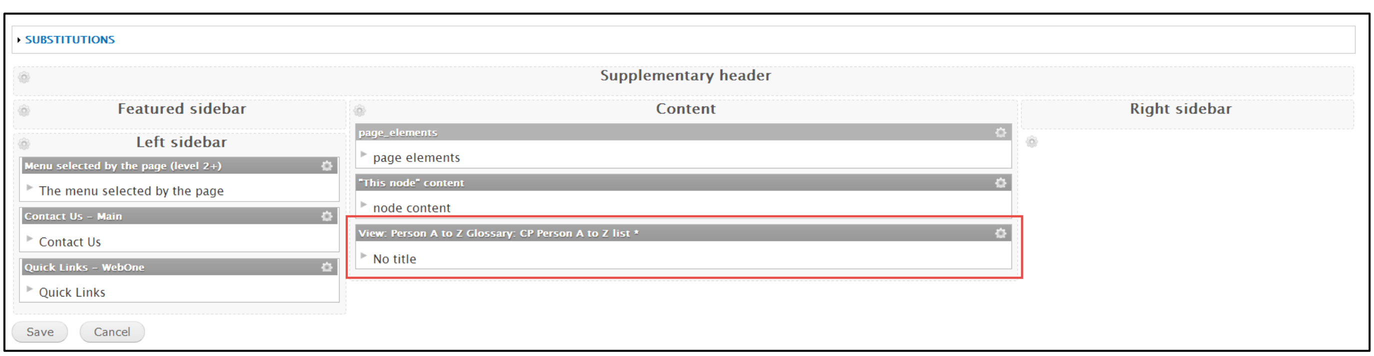
4. On the left-hand side of the window, locate the **Person A to Z** from the list of category options.

5. Choose the Person A to Z list with or without a photo.

6. Select your group you are creating the Person A to Z listing for.



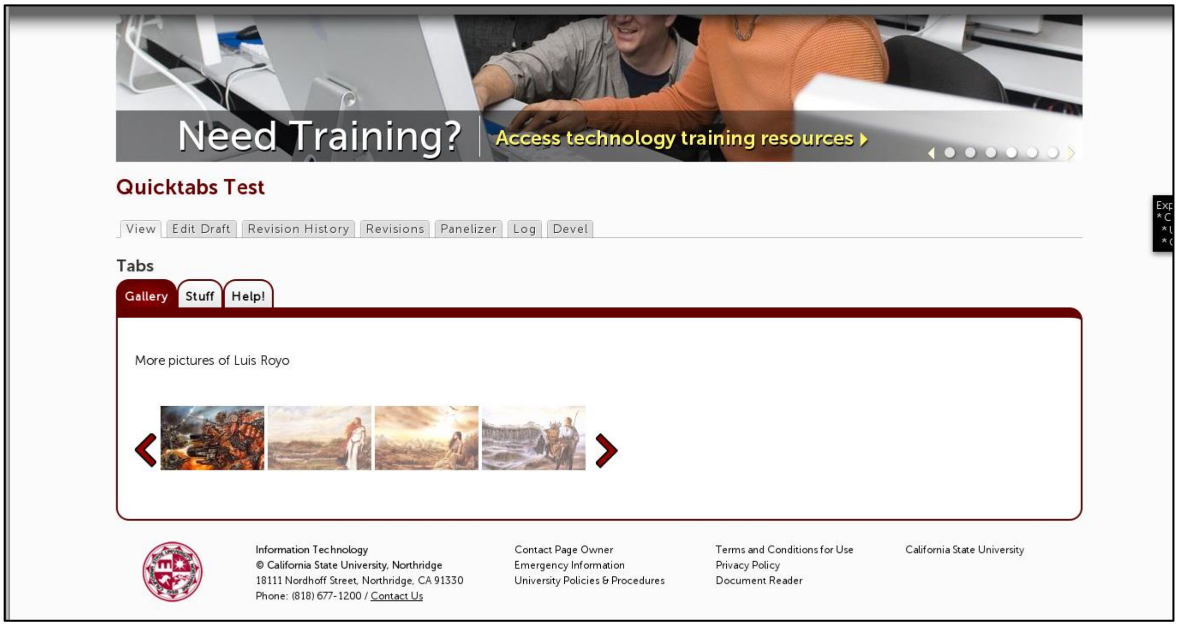
7. Your page displays the Person A to Z list.



8. View your page with the Person A to Z listing by select the **View** tab.

Tabs Layout

A Global Administrator can assist a publisher, editor or creator in creating a tabs layout for a page. To enable this feature, contact the Help Center at x1400.



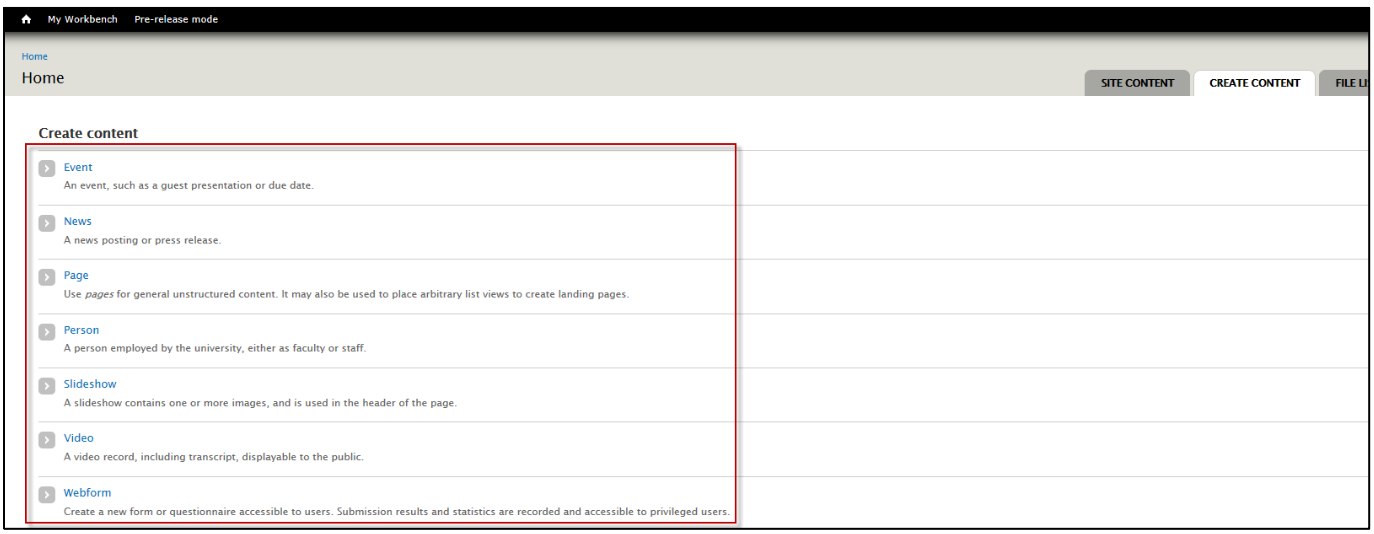
CREATING NEW CONTENT

A webpage can contain many types of content, such as informational content, news items, lists of people, etc. In Web-One, a **content type** is a pre-defined collection of data types which relate to each other. For example, webpage showing news items will be created using a news item content type which includes a specified layout for the titles, spacing, placement of images and wording on the webpage.

The initial release of Web-One contains several content types, including Event, News, Page, Person, Slideshow, Video and Webform.

Descriptions and instructions on how to create each type of content is included in pages 23-93.

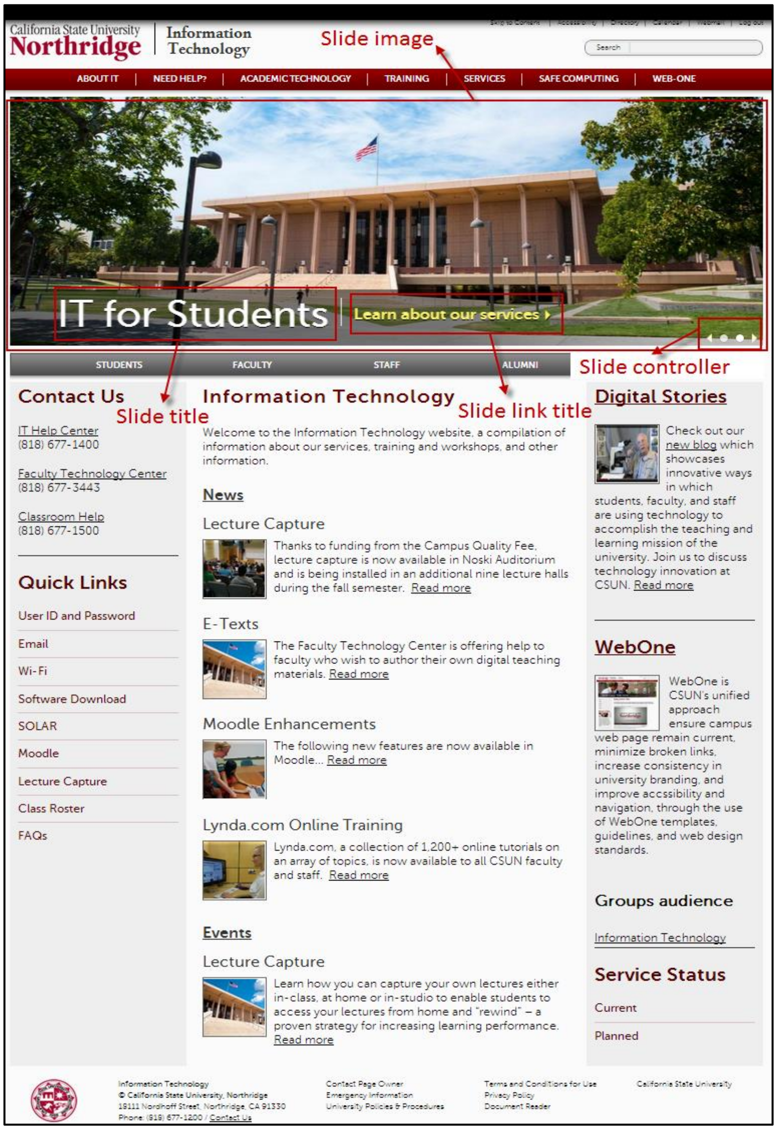
Content Types



CREATING A SLIDESHOW (BANNER)

A Slideshow displays a series of up to six images with brief pauses in between each image, immediately below the primary navigation bar. All Group "landing pages" are required to have a slideshow of at least one image.

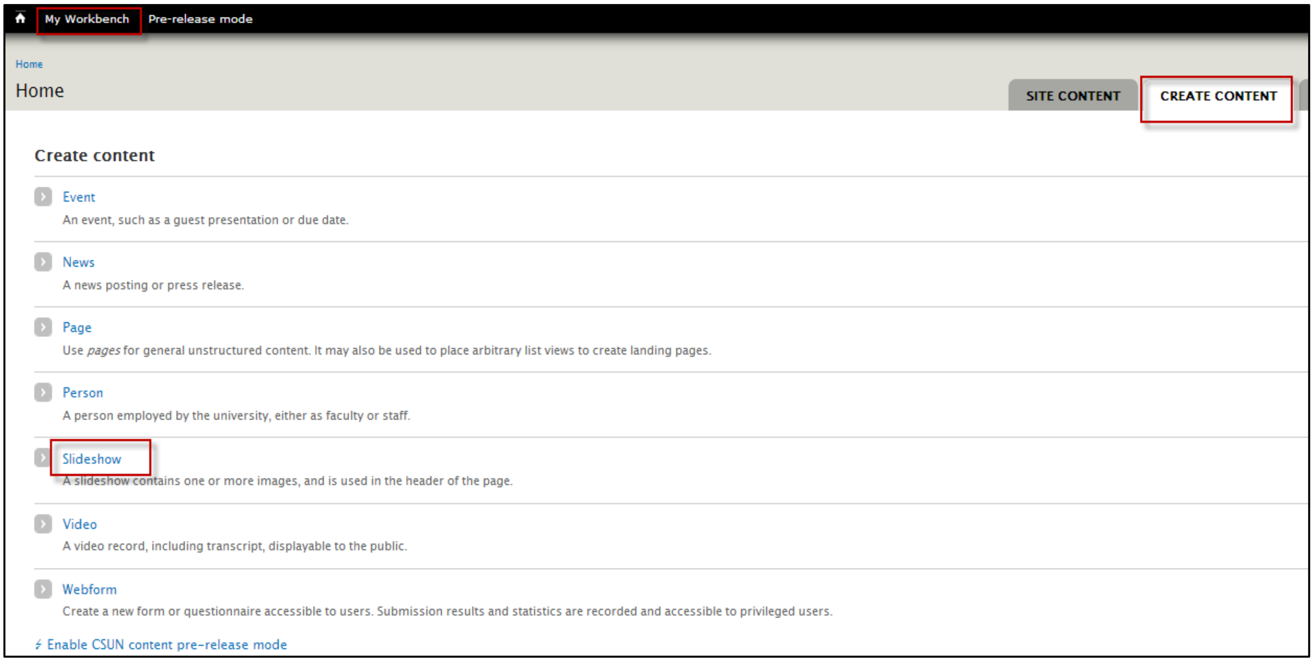
A slideshow is optional for all other pages in your Group site. Slideshows can include one (static image) or up to six images in a rotating slideshow. Different slideshows can be used throughout your Web-One Group site. Slideshows have a space designated for a title and subtitle. The title wording can be linked to a URL.



* Denotes required information

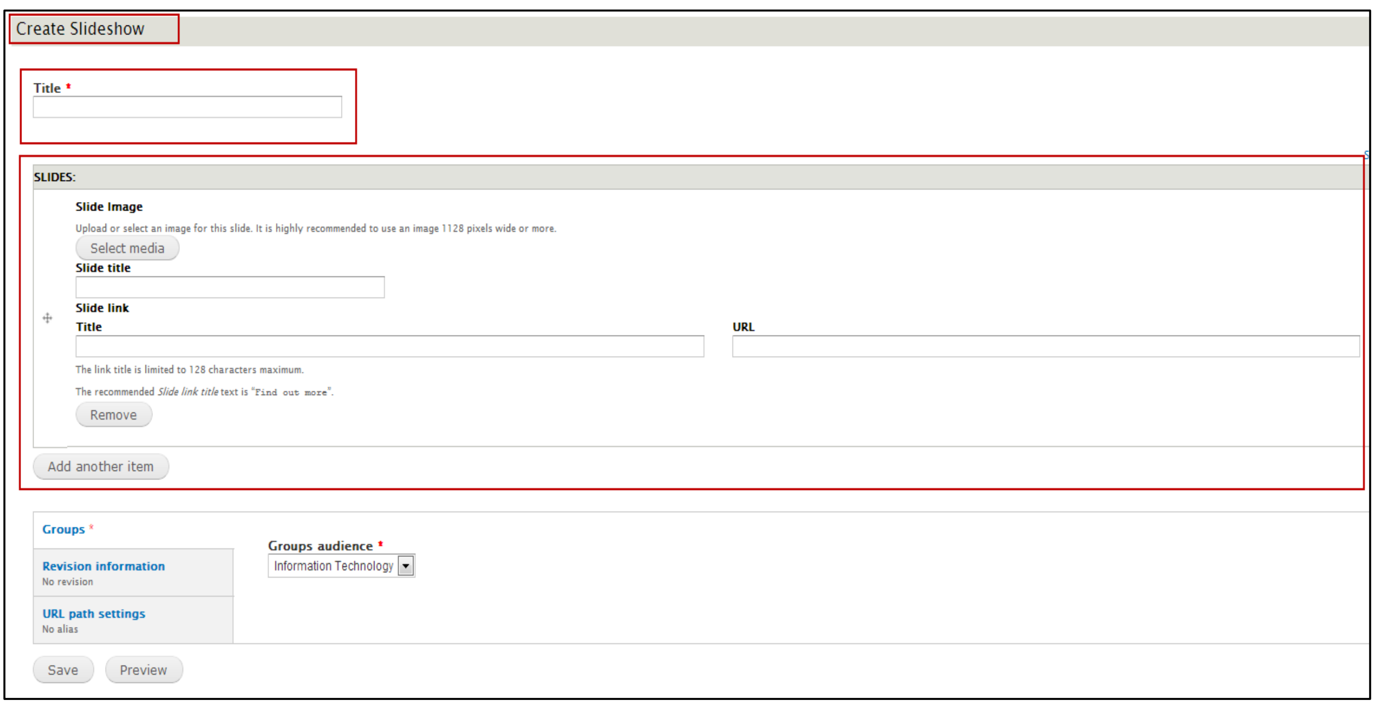
Navigating to the Slideshow Page

1. From the **My Workbench** page, select the **Create Content** tab.
2. Select the **Slideshow** link.



Creating a Slideshow

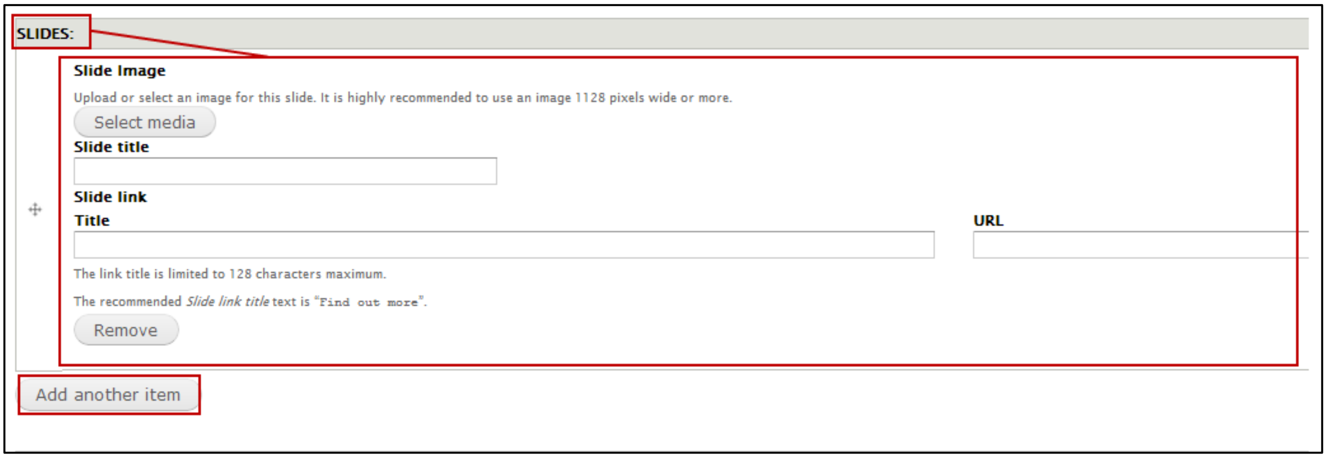
The **Create Slideshow** page displays. Complete and or review the following.



Create Slideshow fields	Description
Title (*)	The title for the Slideshow.
Slides	This section is used to create individual slides. The Slides fields are used to add extra information about each individual slide.

(*) = Required

1. On the **Slides** section of the **Create Slideshow** page, review the following fields. If you leave these fields blank, your image displays without a title or URL.

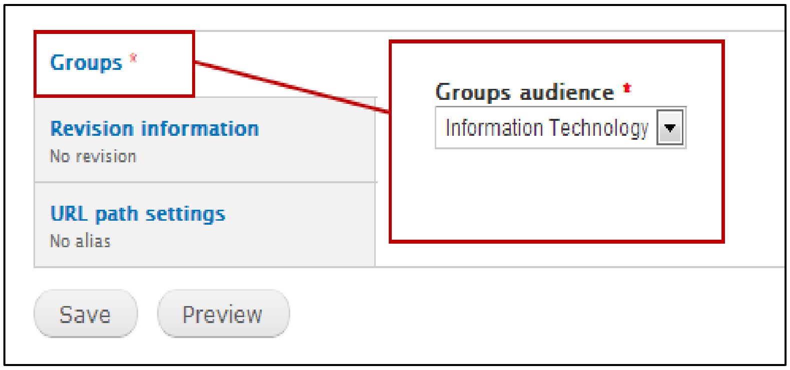


Slides Fields	Description
Slide image	The image that will be displayed on that individual slide. Use the **Select Media** button to select an image from one of the available libraries. The recommended dimensions for the slide images are (600, 400 or 336) pixel height and (1128) pixel width.
Slide title	The title of that individual slide.
Slide link title	The title of the slide link. It is limited to 128 characters maximum.
Slide link URL	The actual URL of the link.

Select the **Add another item** button if you want to add another individual slide to the slideshow.

Note: To create a blank slideshow, complete the title field and leave the slides fields empty.

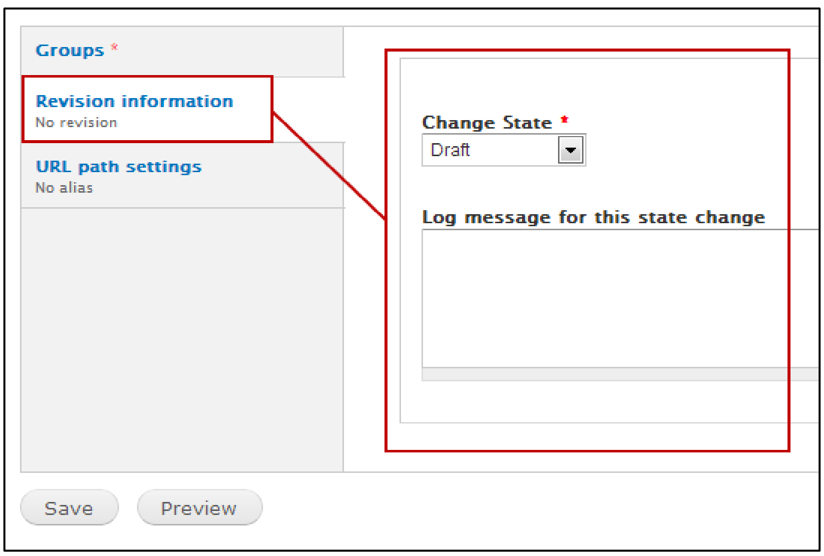
2. By default the **Groups** tab is selected. Complete the following:



Groups option	Description
Groups audience (*)	This is a required field. Use the dropdown to specify which group this Slideshow is visible. If you only have access to one group, then that group will appear by default.

(*) = Required

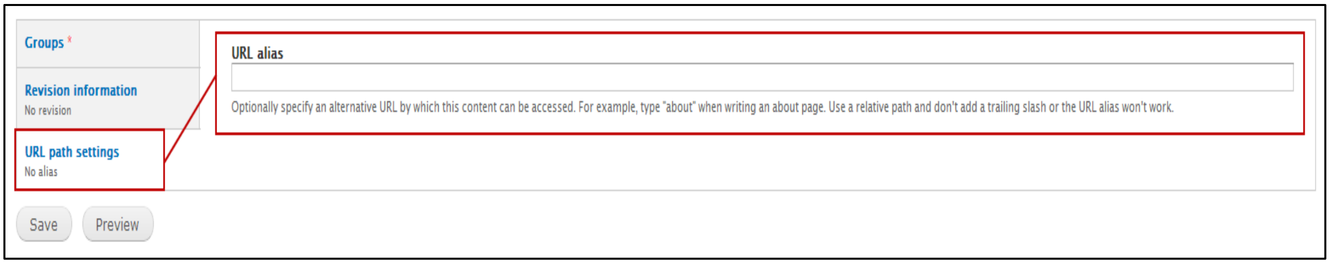
3. Select **Revision information**.



Revision Information Field	Description
Change State (*)	This dropdown is used to select the revision status: Draft or Needs Review. What appears in this dropdown is determined by your permissions.

(*) = Required

4. Select **URL path settings.**



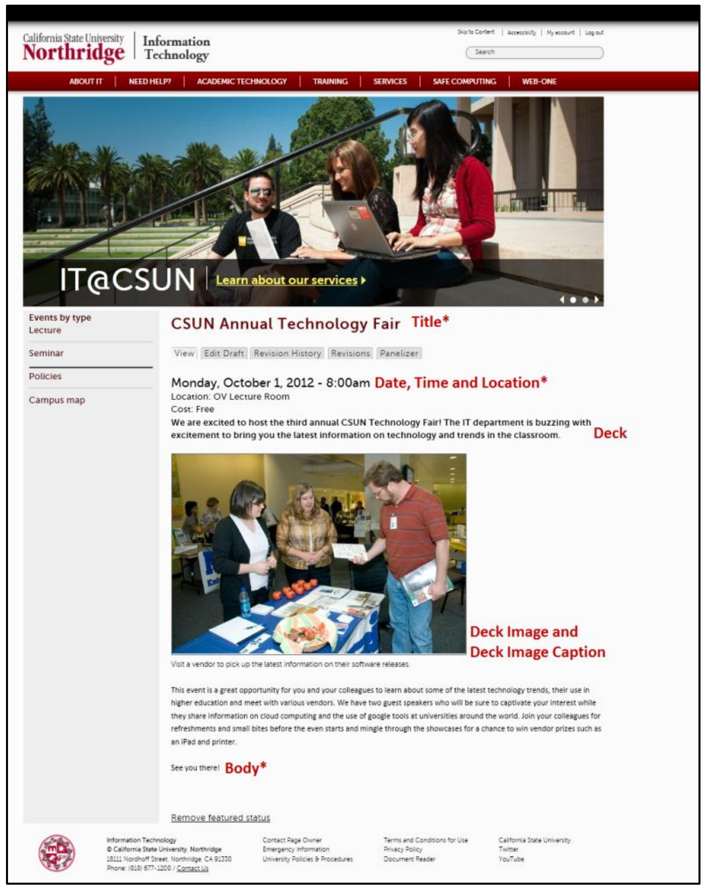
URL Path Settings	Description
URL alias	This field is used to manually add a customizable URL alias for the slideshow.

5. Select the **Save** button to save and view the content you just created.

The ***Events content type*** enables you to inform others about upcoming events. Events can be viewed in a list with a lede (teaser), encouraging a reader to view more about that particular event which is available on an event page.

Selected events can be chosen to display as “featured events” which will display at the top of the event list by date. You can choose to have featured events display on your Group landing page or any other page in your site.

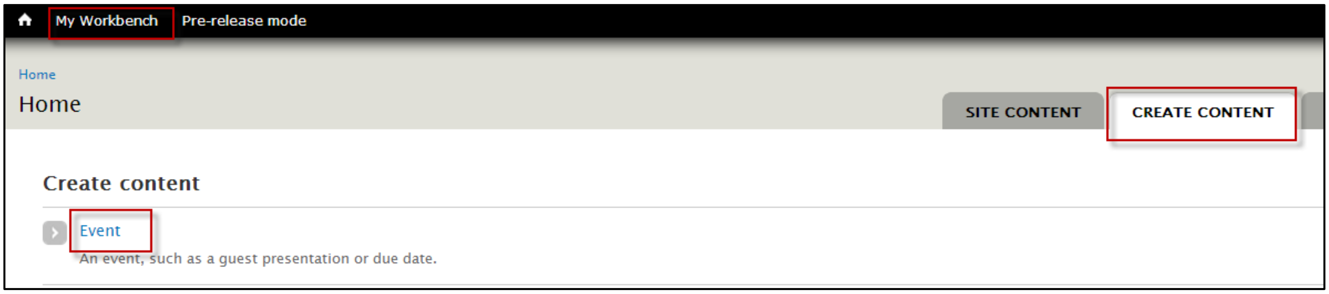
Events require a date, time, location, lede text (*or teaser) about the event, and body of text describing* the event. Additional options enable you to include an image or slideshow and a deck (*or introduction*).



AN EVENT DISPLAYING ALL OPTIONS FOR THE EVENT CONTENT PAGE

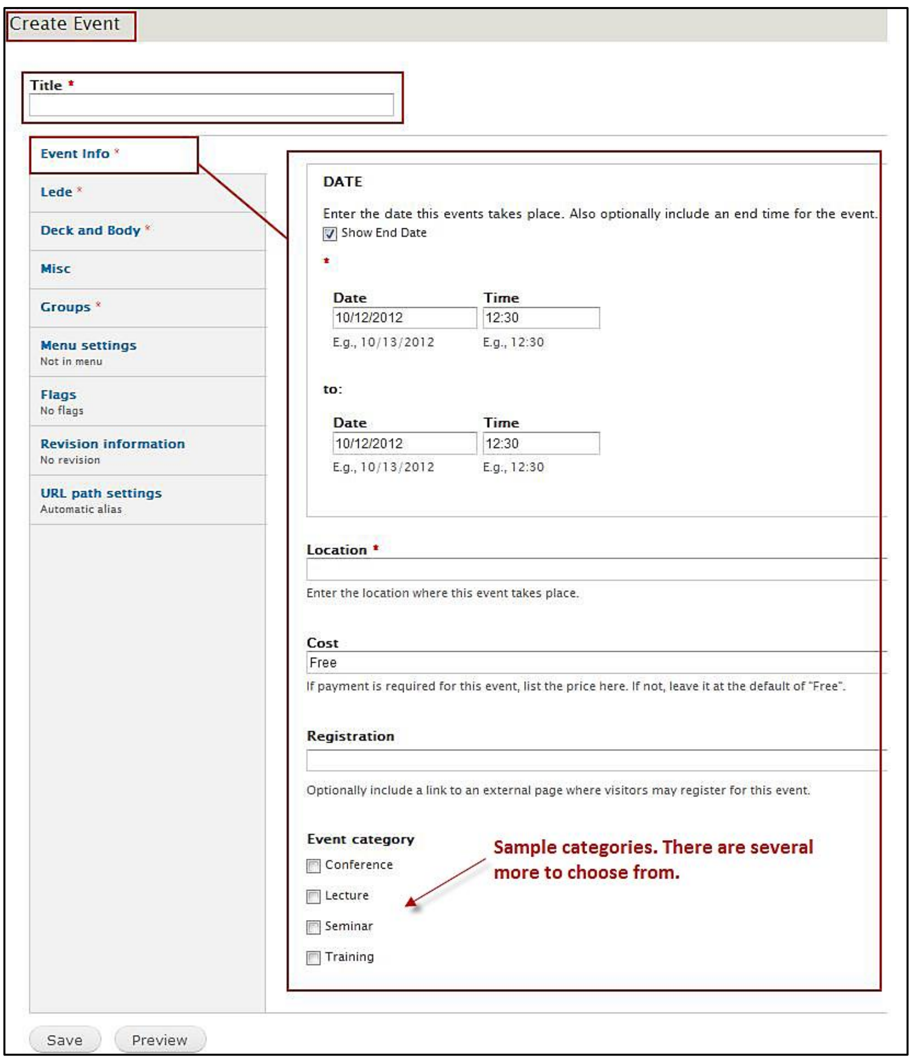
Navigating to the Event Page

1. From the **My Workbench** page, select the **Create Content** tab.
2. Select the **Event** link.



Creating an Event Page

The **Create Event** page displays.

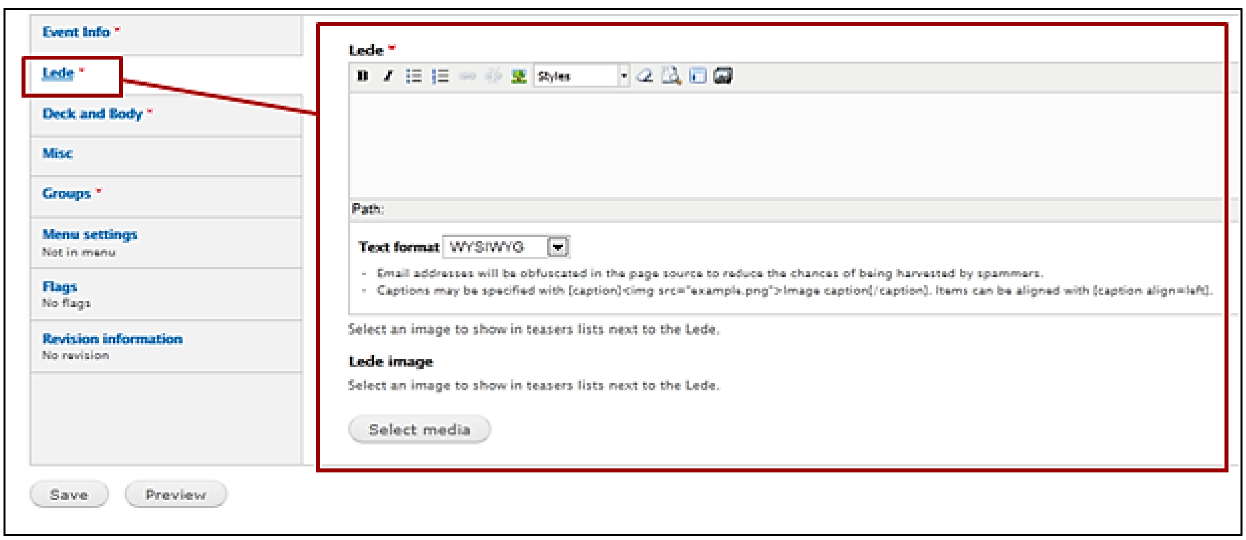


1. By default the **Event Info** tab displays. Enter information (as needed) into the following fields:

Event Info Fields	Description
Title (*)	The title for the event.
Date/Time (*)	The date and time for the event. Select the date field to choose from a calendar. Use military time when entering time.
Location (*)	Enter a location for the event.
Cost	If applicable, enter the cost information for the event.
Registration	If applicable, enter a registration link (URL) for the event.
Event Category	Select an event category. This not is not a required field, but may be used to filter events should you choose to do that.

(*) = Required

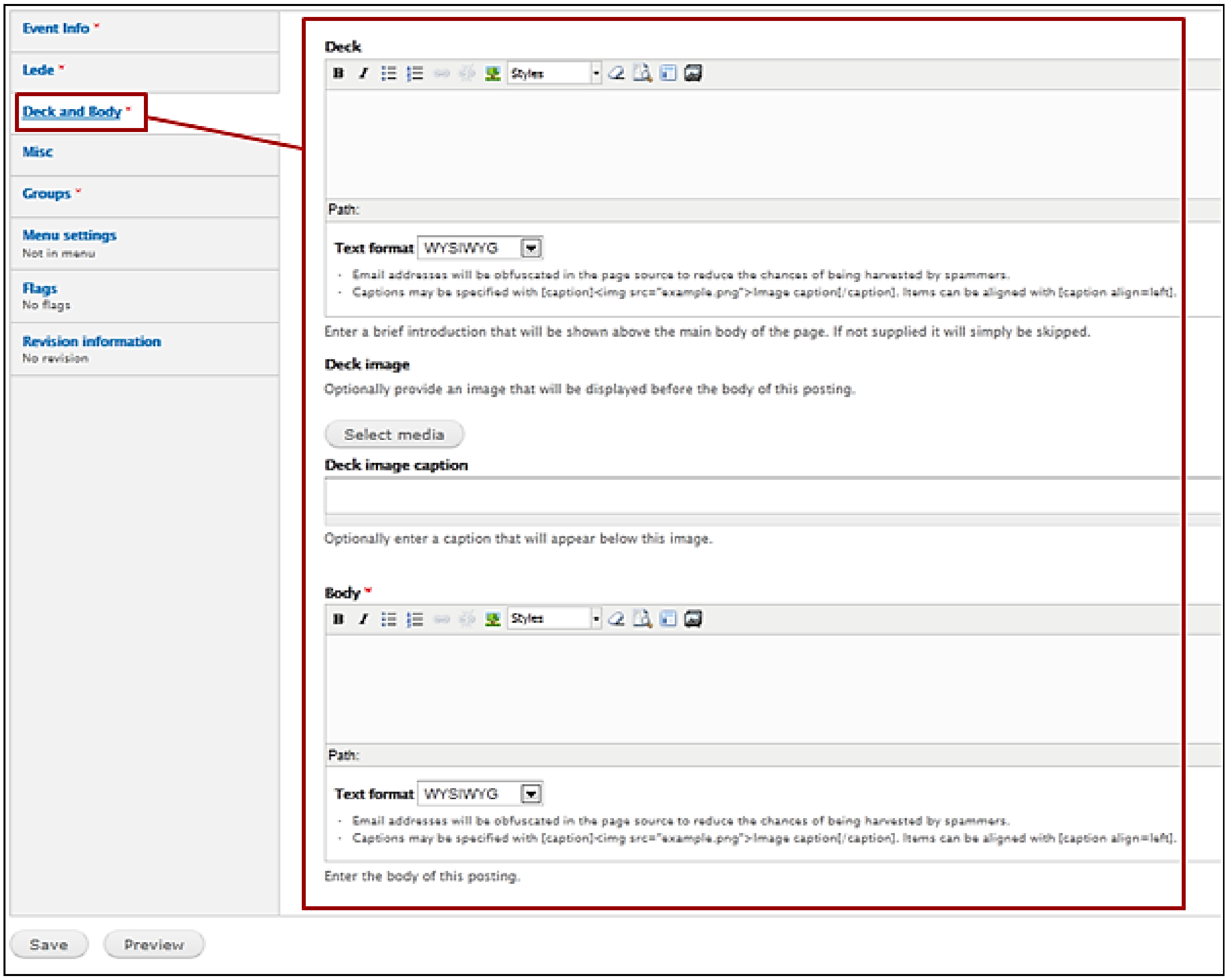
2. Select **Lede** and complete or review the fields. For additional information on how to use the text editor see Using the WYSIWYG Text Editor.



Lede Fields	Description
Lede (*)	The lede is a teaser for the event and is a required field.
Text format	This field allows you to select the text format for your lede.
Lede image	The lede image is the image that displays along with the lede (teaser). Use the Select Media button to select an image from one of the available libraries.

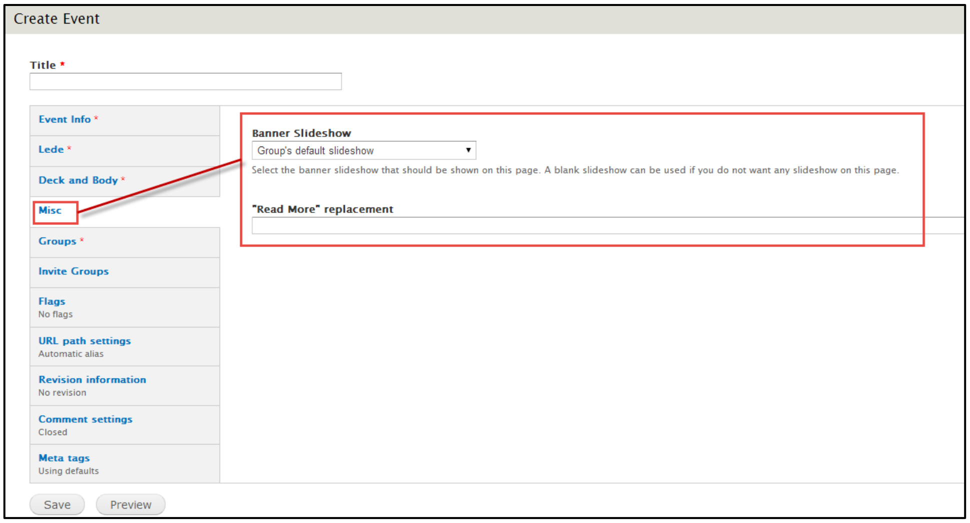
(*) = Required

3. Select **Deck and Body** and complete and or review the following fields:



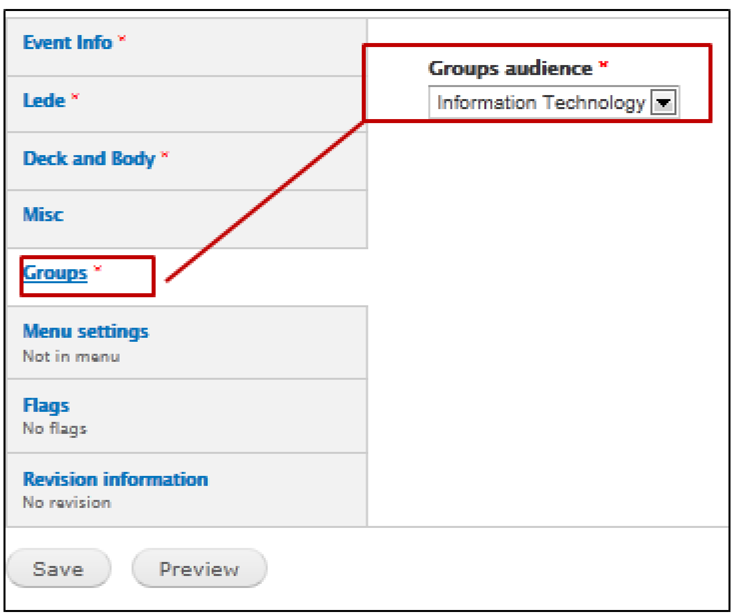
Deck & Body Fields	Description
Deck	This is an optional field that displays information above the main body of the page.
Text format	This field allows you to select the text format for your deck and body.
Deck image	The deck image is the image that displays along with the deck. Use the Select Media button to select an image from one of the available libraries.
Deck image caption	Enter a caption for the image.
Body (*)	This field is a required field. The body is the information that highlights and describes the event.

4. Select **Misc** and select the following:



Misc Fields	Description
Banner Slideshow	Select the banner slideshow that should be shown on this page. A blank slideshow can be used if you do not want any slideshow on this page. This slideshow is the rotating images that appear at the top of a page.
“Read More” replacement	Insert accessible text that replaces the “Read more” link that displays when the Event is published.

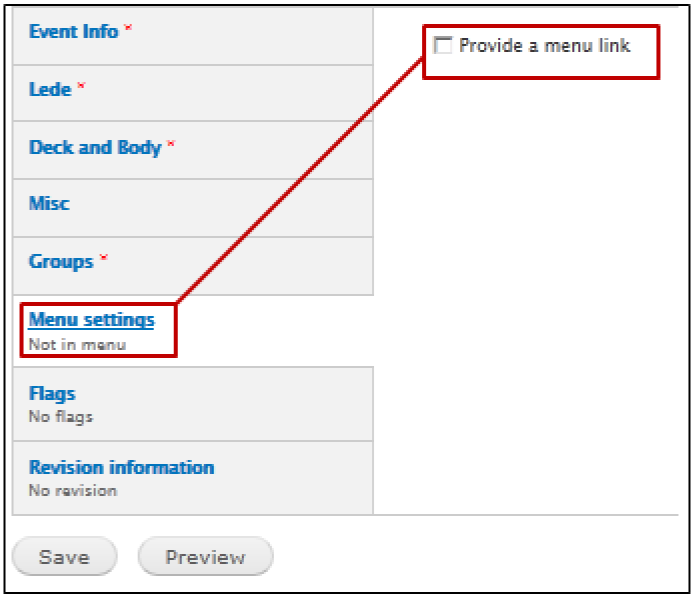
5. Select **Groups**:



Groups Field	Description
Groups audience (*)	This is a required field. Use the dropdown to specify which group this event belongs. If you only have access to one group, then that group will appear by default.

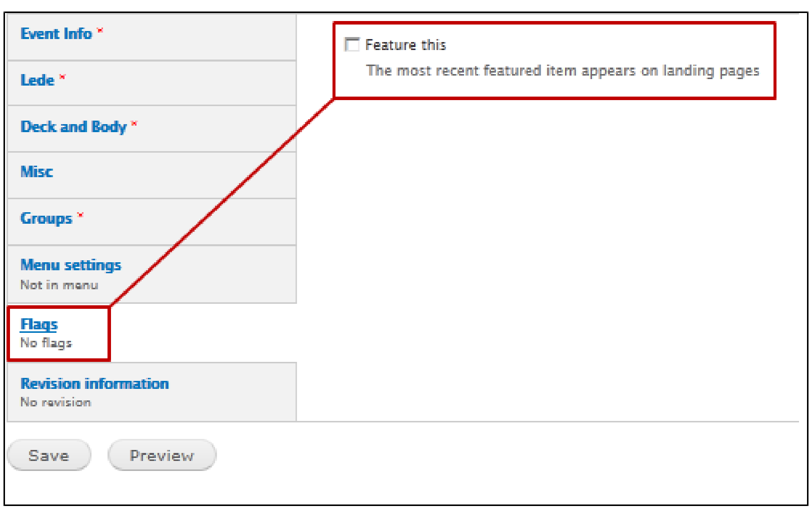
(*) = Required

6. Select **Menu settings**.



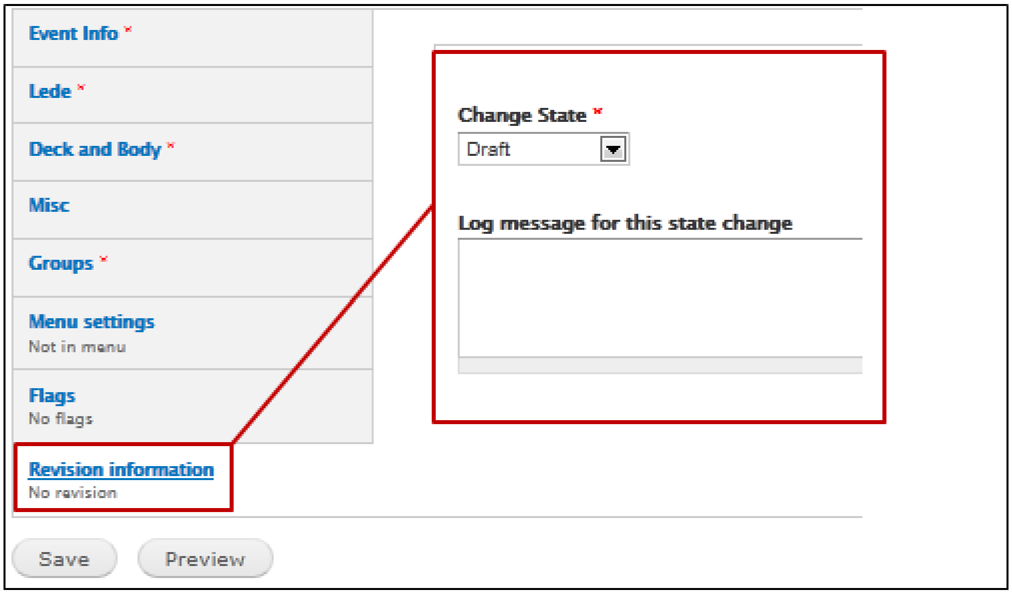
Menu Settings	Description
Menu setting checkbox	Checking this box adds a menu link.

7. Select **Flags**.



Flags	Description
Feature this checkbox	Checking this box features the Event item on any pages referencing the featured Events.

8. Select **Revision information**.



Revision Information Fields	Description
Change State (*)	This dropdown is used to select the revision status: Draft, Needs Review or Published). What appears in this dropdown is determined by your permissions.

(*) = Required

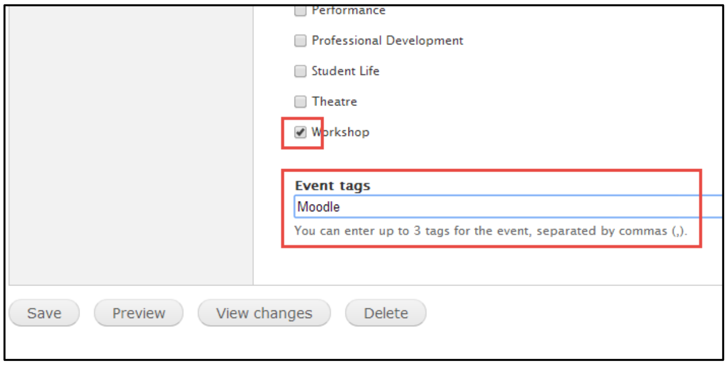
9. Select the **Save** button to save and view the content you just created.

Categorizing and Adding Tags to an Event

A set number of categories display once an event is created. Categories help sort events. If a category is too broad, adding a tag can be helpful to sort. Tags allow an event to be described using an additional label. For example, if the category of Professional Development is too broad, you can add a tag called, Moodle Workshop, to be more specific and help describe what Professional Development means. Do not mistake tags for metatags; tags are not used for searching content.

1. On the **Event Info** tab, select the category or categories that fit your event.

2. Below the category checkboxes, enter up to three **tags**. Separate any tags with a comma. Once a tag is created other users can see and use the same tag.

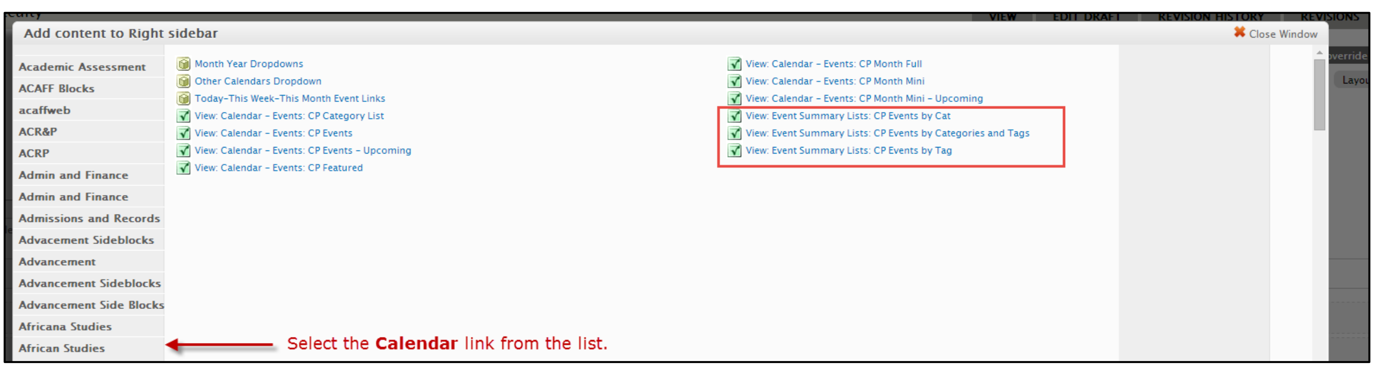


NOTE: Create and use tags carefully.

Adding Category and Tag Listings to a Sidebar

Once a page is created you can add categories, tags or a display both listings on a sidebar of a page.

1. Select a page in Web-One and choose the **Panelizer** tab.
2. Choose the **Content** link.



3. Select the left or right gear icon in either sidebar.

4. Choose the **Calendar** link from the list on the lefthand side. Select an option to display the list of Categories, Tags or display both Categories and Tags.

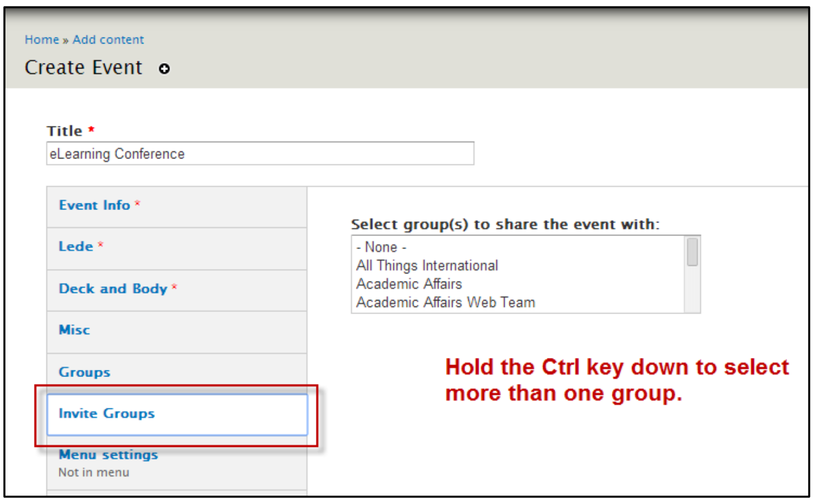
5. Select the **Finish** button and **Save** the configuration.

Sharing a New Event with Another Group

There are a lot of events throughout campus and you may want to share an event on your Event Listing page from a different area. Sharing an event will display another group's event on your Event Listing page.

***Please note that if an event is shared with another group and the group deletes the event, it will be permanently deleted.**

1. Log in to Web-One.
2. Select the **My Workbench** button.
3. Select the **Event** link from the **Create Content** tab.
4. Insert a **Title** and all other required and pertinent information about your event. In the **Invite Groups** tab, select the groups you want to share your event with. To select more than one group, hold the **Ctrl** key down.
   NOTE: The Event must be published for other departments to view and add the event to their Event listing page and Event calendar.



Note: To request that your event display on the university calendar, University Advancement will review your event and verify it meets the following criteria:

1. Include a custom lede image.

2. Accurate and error free information.

3. Include a statement such as, "All are Invited", this includes external community.

Note: The group admin for the group/s selected <u>do not</u> get email notifications indicating that an event has been shared. Please contact them directly to let them know. They must manually go into their **Group** tab > **Event Sharing Invitations** to accept the event.

Sharing an Existing Event

1. While logged in, open up the event you want to share and select the **Edit Draft** tab.
2. Select **Invite Groups** from the menu on the left.
3. Select the group that you want to share the event with. Hold the **Ctrl** key down while selecting to share with more than one group.
4. Add a notation if desired.
5. Press the **Save** button.

Note: The group admin for the group/s selected do not get email notifications indicating that an event has been shared. Please contact them directly to let them know. They must manually go into their **Group** tab > **Event Sharing Invitations** to accept the event.

Note: To request that your event display on the university calendar, University Advancement will review your event and verify it meets the following criteria:

1. Include a custom lede image.

2. Accurate and error free information.

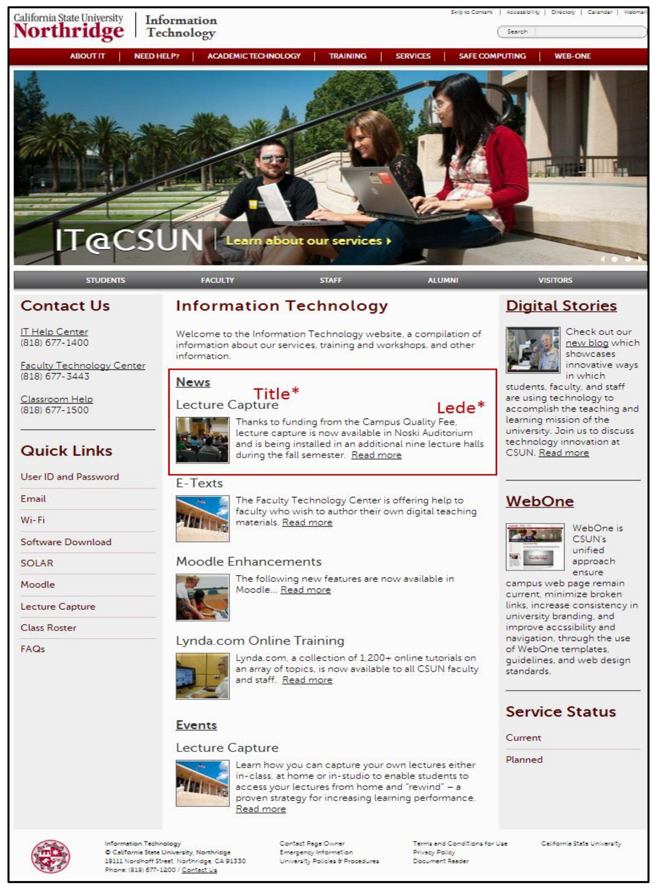
3. Include a statement such as, "All are Invited", this includes external community.

The ***News content type*** enables you to inform others about news, current information, or announcements. News can be viewed in a list.

Selected news articles can be chosen as “featured news” which will display at the top of the news list, on your group landing page, and on other pages referencing the news page.

All news items require a title, and a lede (*or teaser*) about the news item. Additional options include adding an image or slideshow and deck (*or introduction*).

News items can be categorized into three types of news including: announcement, news post, and press release.



A NEWS ARTICLE FEATURED ON THE GROUP LANDING PAGE.

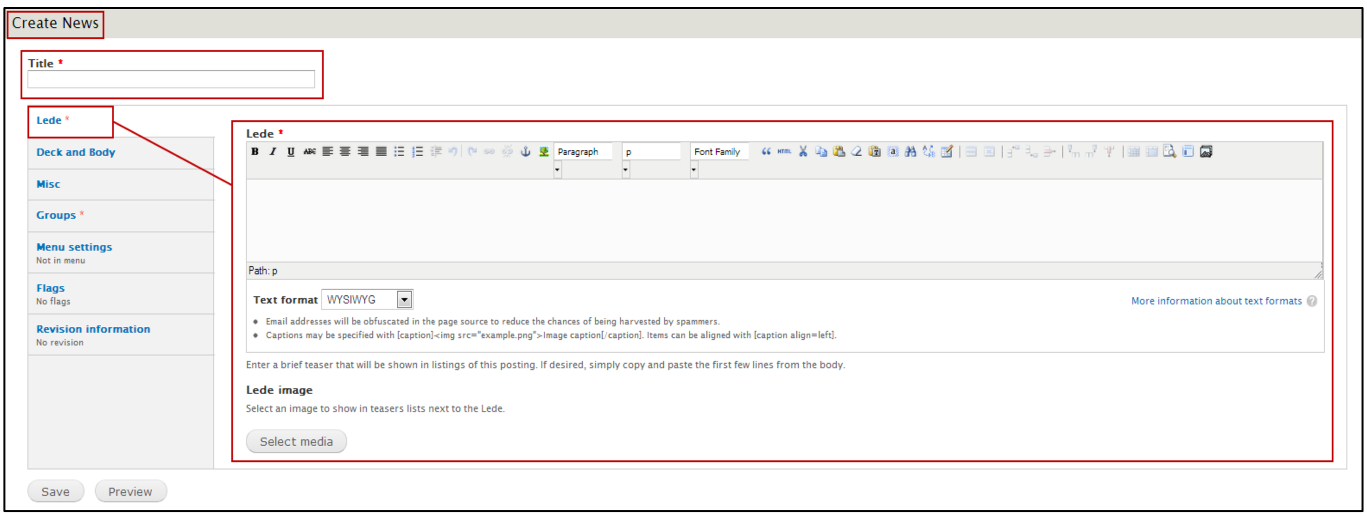
* Denotes required information

Navigating to the News Page

1. From the **My Workbench** page, select the **Create Content** tab.
2. Select the **News** link.

Creating a News Page

The **Create News** page displays. The **Lede** tab is selected by default.

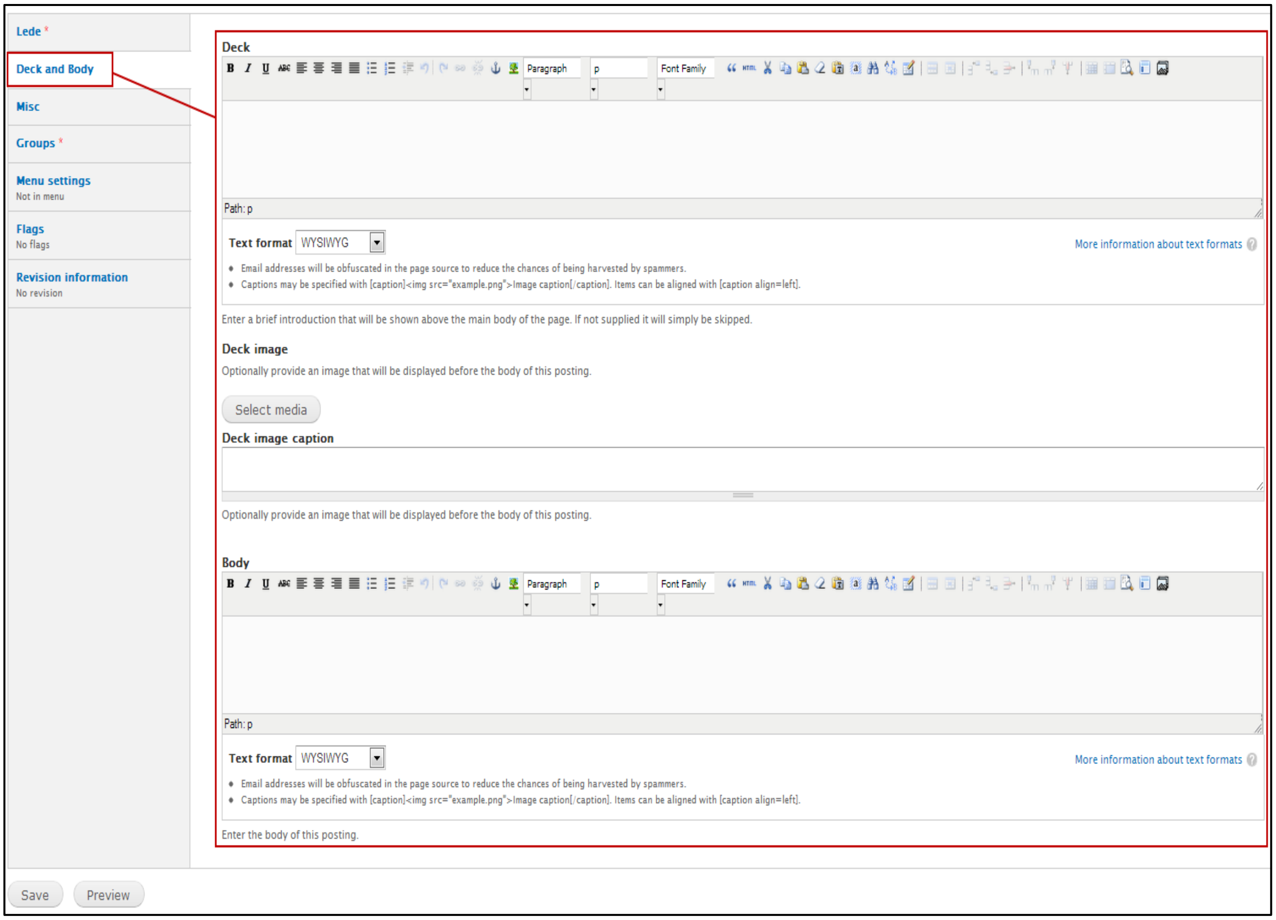


1. On the **Lede** page complete or review the fields. For additional information on how to use the text editor see Using the WYSIWYG Text Editor.

Lede Fields	Description
Title (*)	The title for the news item.
Lede (*)	The lede is a teaser for the news item.
Text format	This field allows you to select the text format for your lede.
Lede image	The lede image is the image that displays along with the lede (teaser). Use the **Select Media** button to select an image from one of the available libraries.

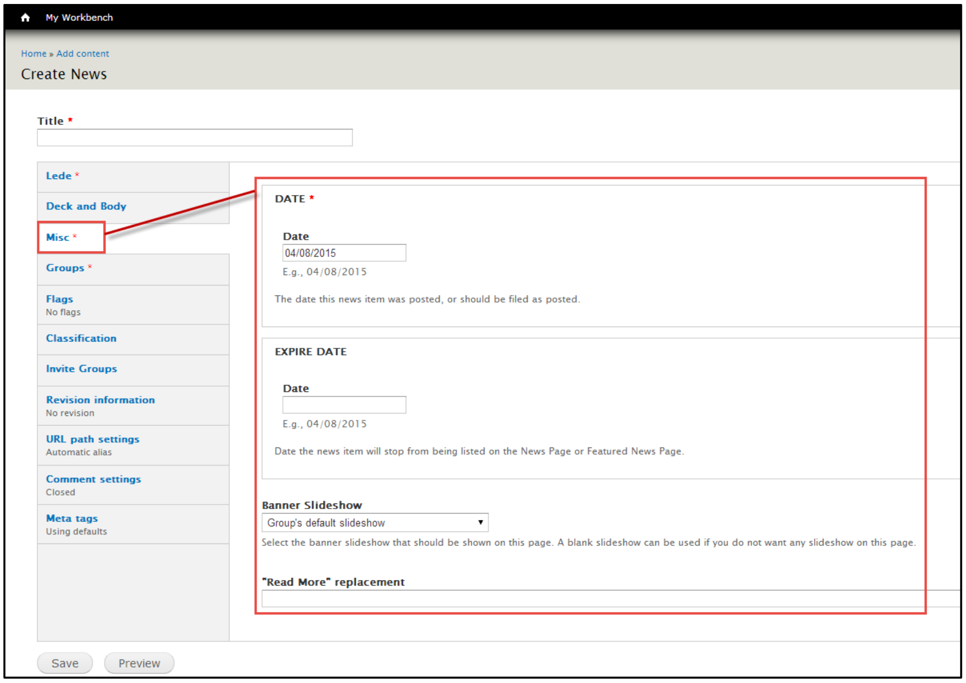
(*) = Required

2. Select **Deck and Body** and complete and or review the following fields:



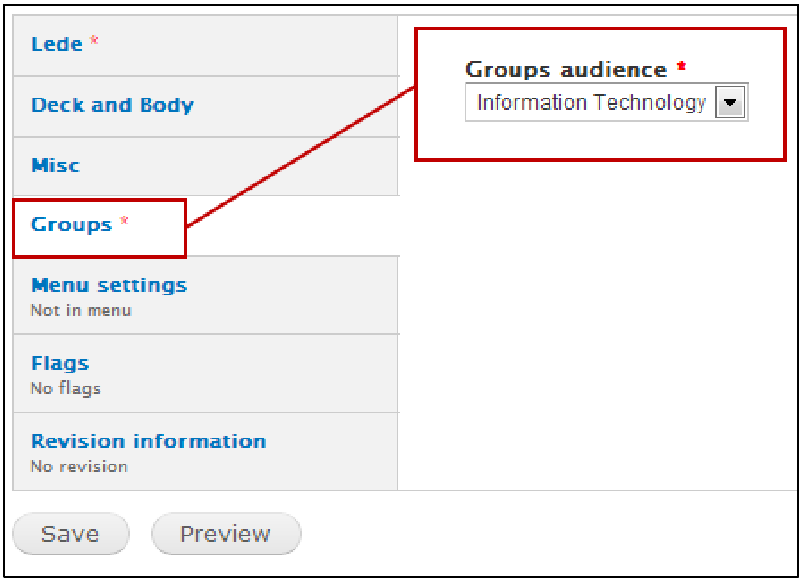
Deck & Body Fields	Description
Deck	This is an optional field that displays information above the main body of the page.
Text format	This field allows you to select the text format for your deck and body.
Deck image	The deck image is the image that displays along with the deck. Use the **Select Media** button to select an image from one of the available libraries.
Deck image caption	Enter a caption for the deck image.
Body	This is an optional field. The body is the information that highlights and describes the news item.

3. Select **Misc**, select and or review the following:



Misc Fields	Description
Date	The date the news item was posted or should be filed as posted. Select the date field to choose from a calendar. Use military time when entering time.
Expire Date	Date the news item will stop from being listed on the News Page or Featured News Page.
Banner Slideshow	Select the banner slideshow that should be shown on this page. A blank slideshow can be used if you do not want any slideshow on this page. This slideshow is the rotating images that appear at the top of a page.
“Read More” replacement	Insert accessible text to replace the automatically generated “read more” link that displays on the news listing page.

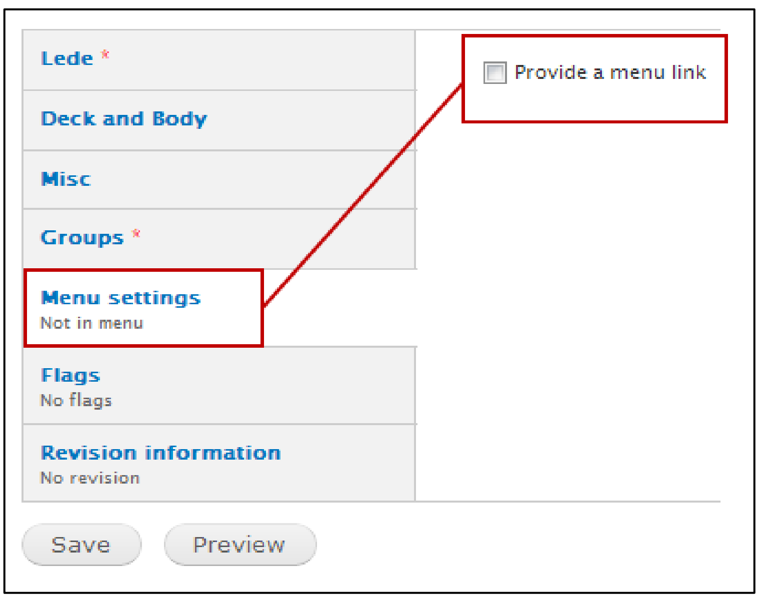
4. Select **Groups** and complete the following:



Groups Field	Description
Groups audience (*)	This is a required field. Use the dropdown to specify which group this news item is visible. If you only have access to one group, then that group will appear by default.

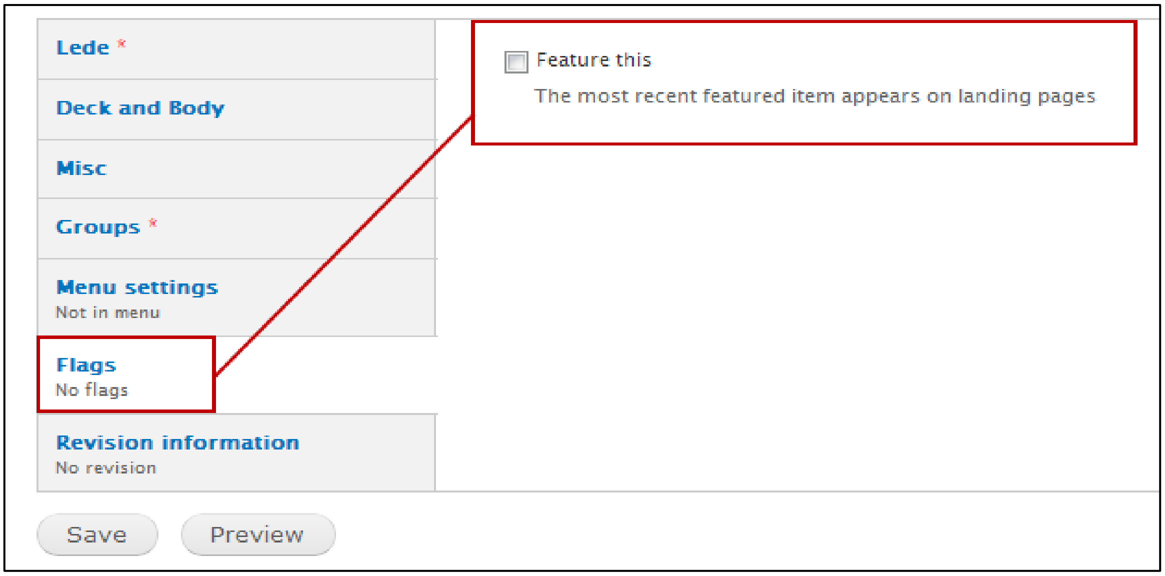
(*) = Required

5. Select **Menu settings**.



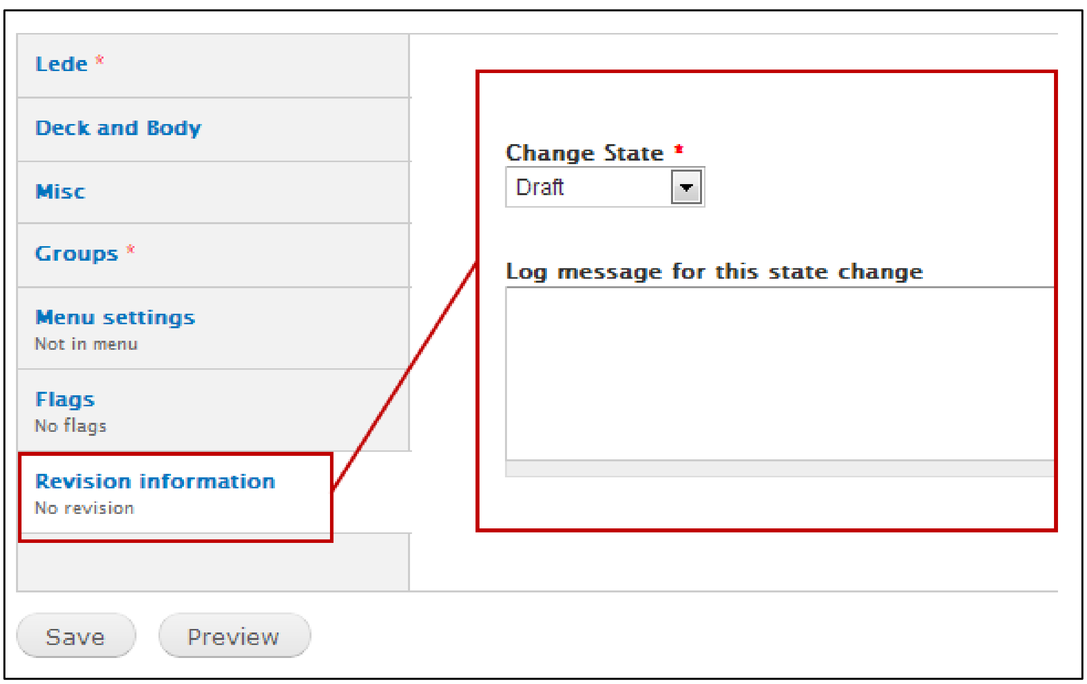
Menu Settings	Description
Menu settings checkbox	Checking this box adds a menu link.

6. Select **Flags**.



Flags setting	Description
Feature this checkbox	Checking this box features the most recent news item on landing pages.

7. Select **Revision information**.



Revision Information Field	Description
Change State (*)	This dropdown is used to select the revision status: Draft or Needs Review. What appears in this dropdown is determined by your permissions.

(*) = Required

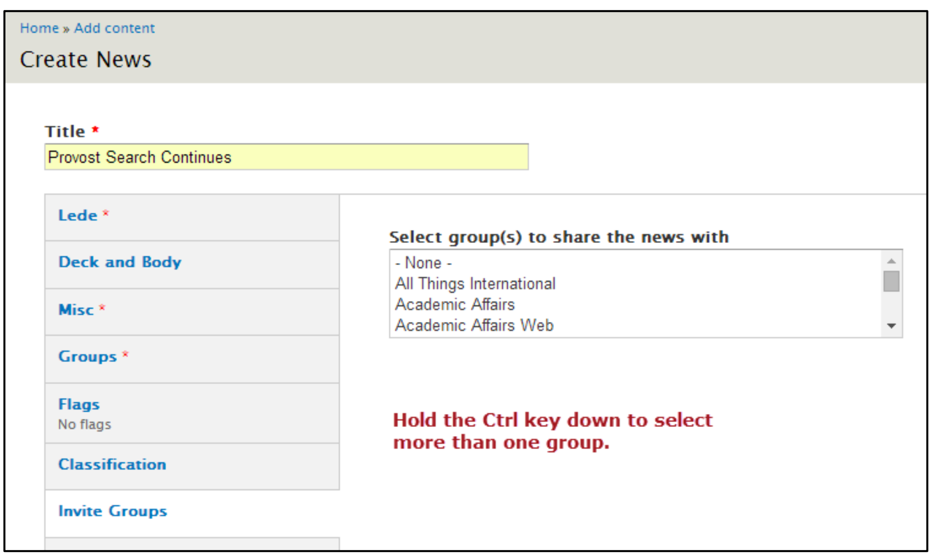
8. Select the **Save** button to save and view the content you just created.

Sharing a News Article with Another Group

There is a lot of news throughout campus and you may want to share that news on your News Listing page from a different area. Sharing a news article will display another group's news on your News Listing page.

*__Please note that if a news article is shared with another group and the group deletes the article, it will be permanently deleted.__

1. Log in to Web-One.
2. Select the **My Workbench** button.
3. Select the **News** link from the **Create Content** tab.
4. Insert a **Title** and all other required and pertinent information about your news article. In the **Invite Groups** tab, select the groups you want to share your news article with. To select more than one group, hold the **Ctrl** key down.
   NOTE: The News must be published for other departments to view and add the article to their News listing page.



Note: The group admin for the group/s selected <u>do not</u> get email notifications indicating that a news article has been shared. Please contact them directly to let them know. They must manually go into their **Group** tab > **News Sharing Invitations** to accept the news.

Sharing an Existing News Article

1. While logged in, open up the published news article you want to share and select the **Edit Draft** tab.
2. Select **Invite Groups** from the menu on the left.
3. Select the group that you want to share the news with. Hold the **Ctrl** key down while selecting to share with more than one group.
4. Select the **Save** button.

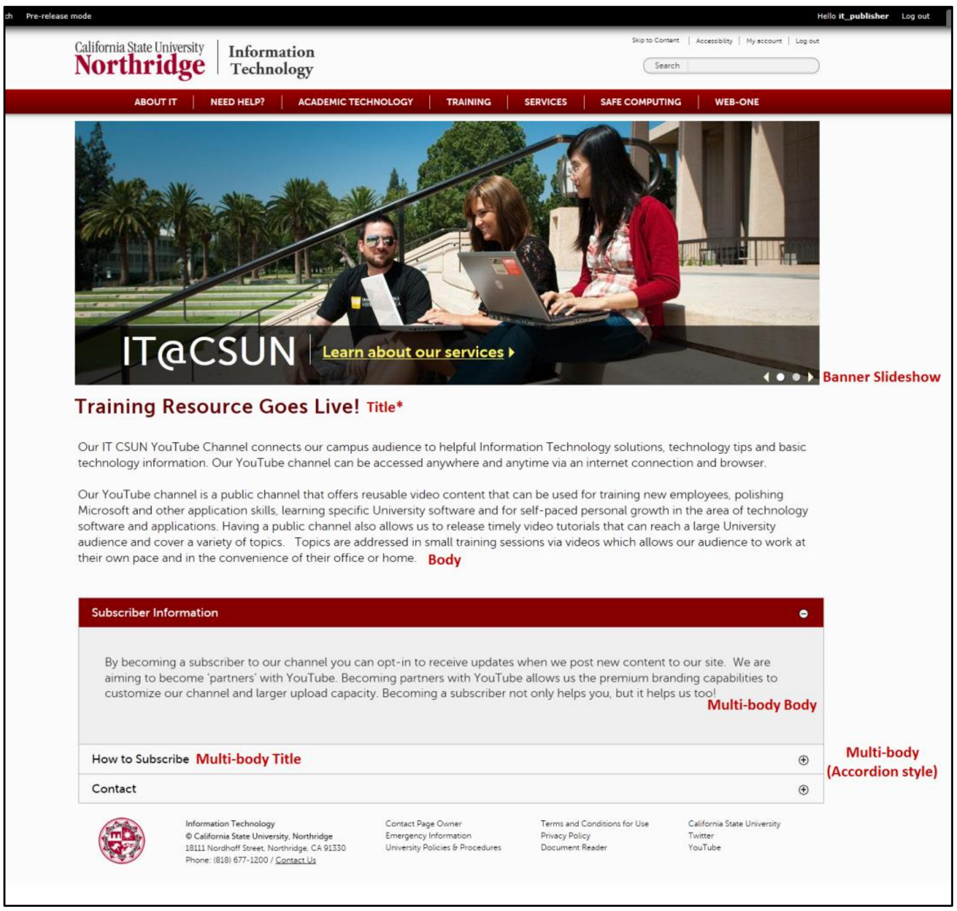
Note: The group admin for the group/s selected <u>do not</u> get email notifications indicating that an news article has been shared. Please contact them directly to let them know. They must manually go into their **Group** tab > **News Sharing Invitations** to accept the news.

CREATING A GENERAL PAGE

The ***Page content type*** is used for general content that is not one of the other categories such as Event, News, Video, or Slideshow.

A page content type is likely to be used for a Group landing page or other webpages where general information is displayed.

The page content type should be used when displaying content using the accordion style layout (also known as multi-body page), which has headings that expand and collapse content. See the multi-body section below.

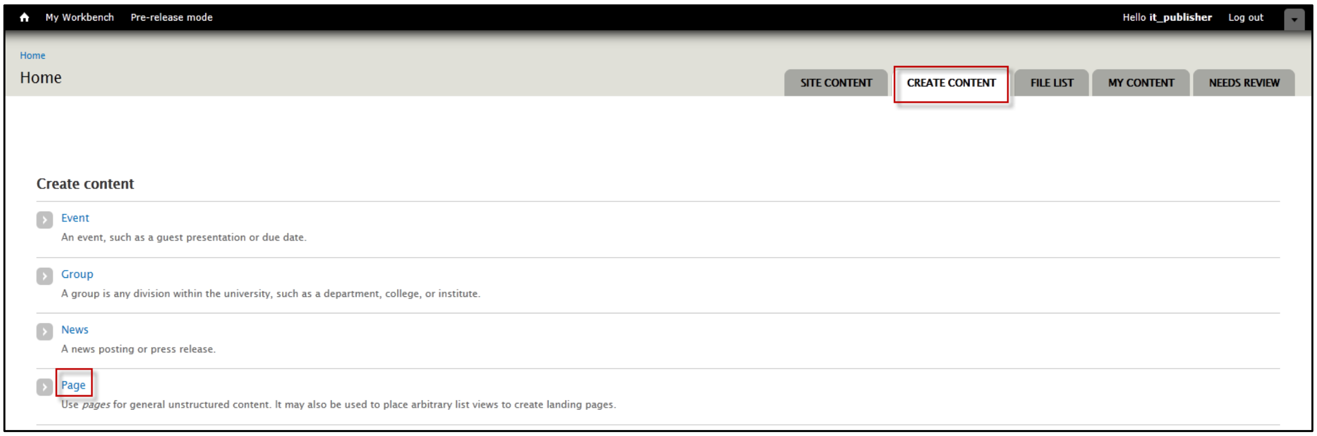


A GENERAL PAGE DISPLAYING ALL OPTIONS.

*Denotes required information

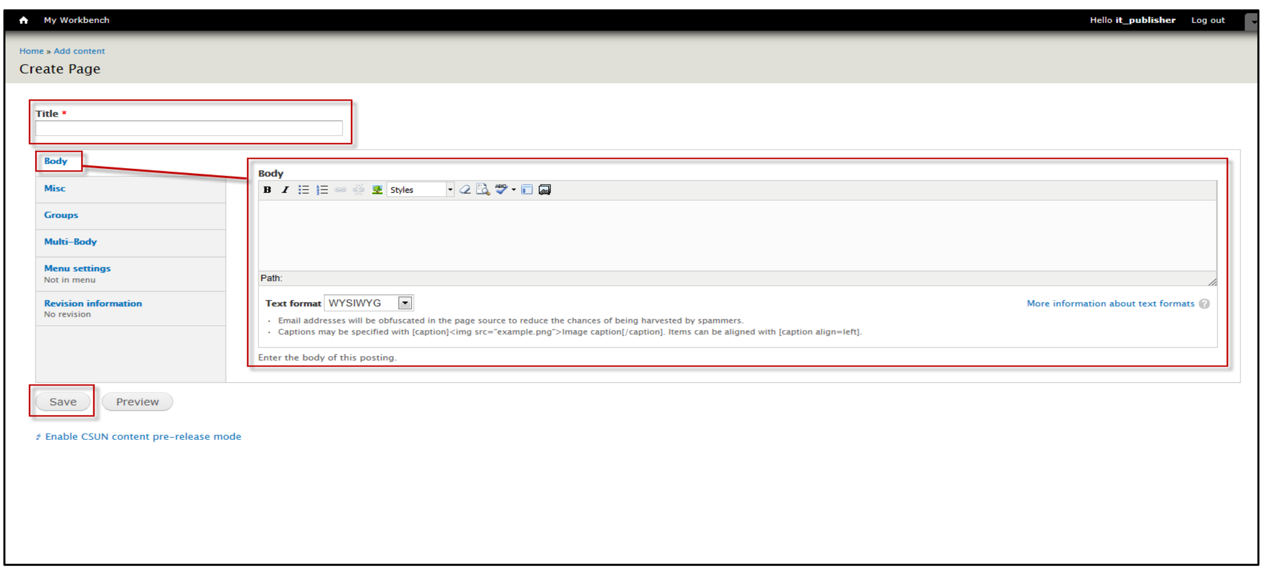
Navigating to the Page Content Type

1. From the **My Workbench** page, select the **Create Content** tab.
2. Select the **Page** link.



Creating the Page

The **Create Page** displays.

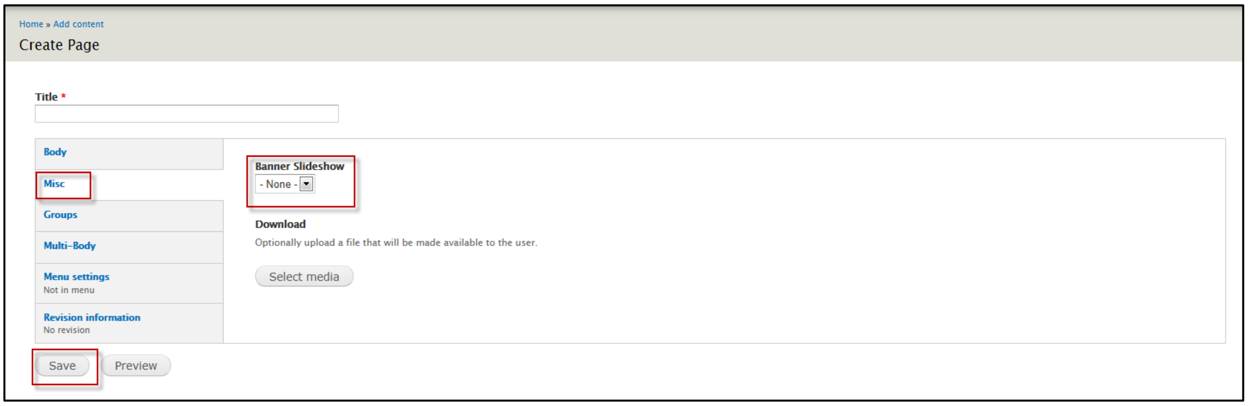


1. By default, the **Body** tab displays. Enter the information (as needed) into the fields. For additional information on how to use the text editor see Using the WYSIWYG Text Editor.

Page Info Fields	Description
Title (*)	The title for the event.
Body	The body is the information that describes the content of page.

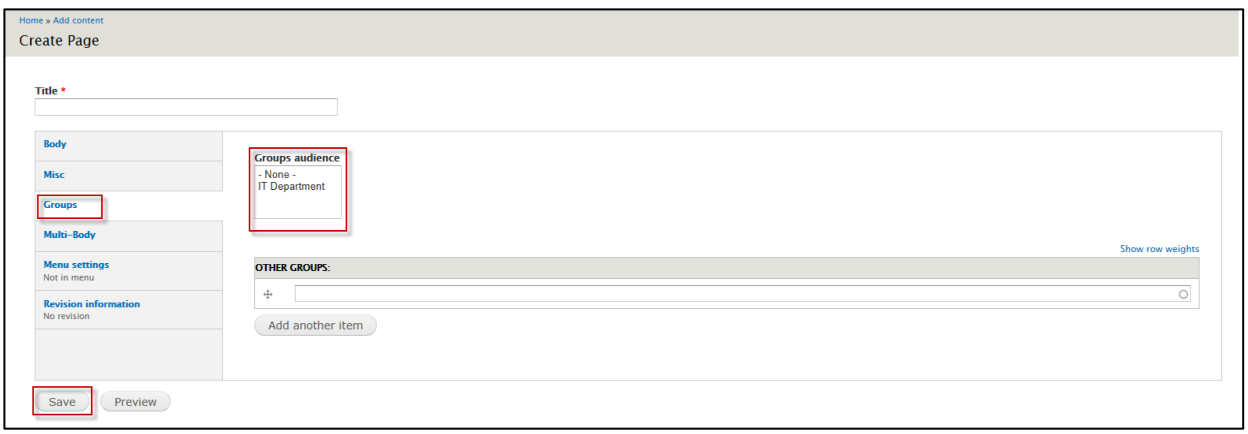
(*) = Required

2. Select **Misc** and select the following:



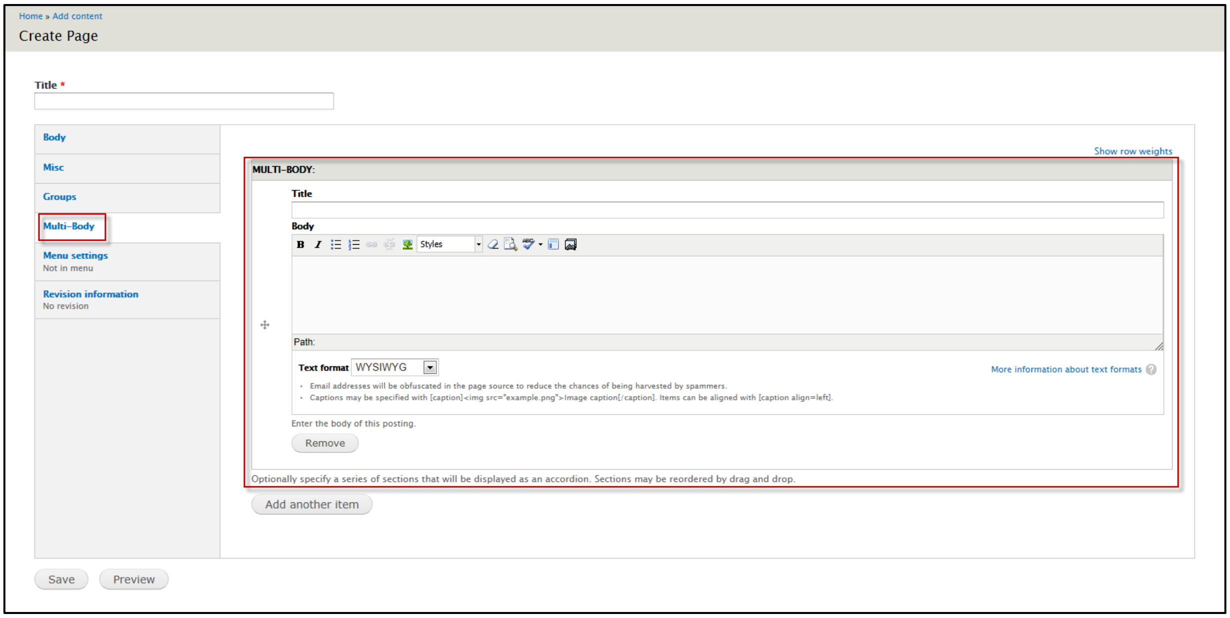
Misc Fields	Description
Banner Slideshow	Select the banner slideshow that should be shown on this page. A blank slideshow can be used if you do not want any slideshow on this page.This slideshow is the rotating images that appear at the top.

3. Select **Groups**:



Misc Fields	Description
Groups audience (*)	Use the dropdown menu to specify which group this page applies. If you only have access to one group, then that group will appear by default.

(*) = Required



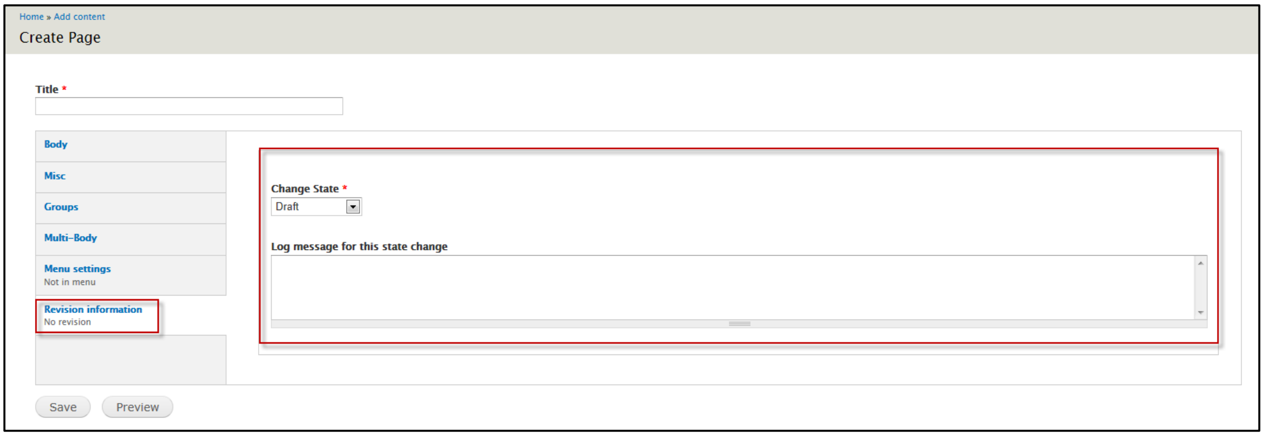
4. The multi-body section of **Page** is an *optional* way to display content in a collapsible format called an accordion style (refer to the Creating A General Page Section to view an accordion). Select **Multi-Body** and enter the information (as needed) into the fields.
5. Select the **Add another item** button to create a heading (or accordion).

Multi-Body Fields	Description
Multi-body Title	This multi-body title displays as the header of the content. When the header is selected, the content will expand/collapse to view additional information.
Multi-body Body	Enter additional information for that displays below the header when expanded.

6. Select **Menu settings**.

Menu Settings	Description
Menu setting checkbox	Checking this box adds a menu link.

7. Select **Revision Information**.



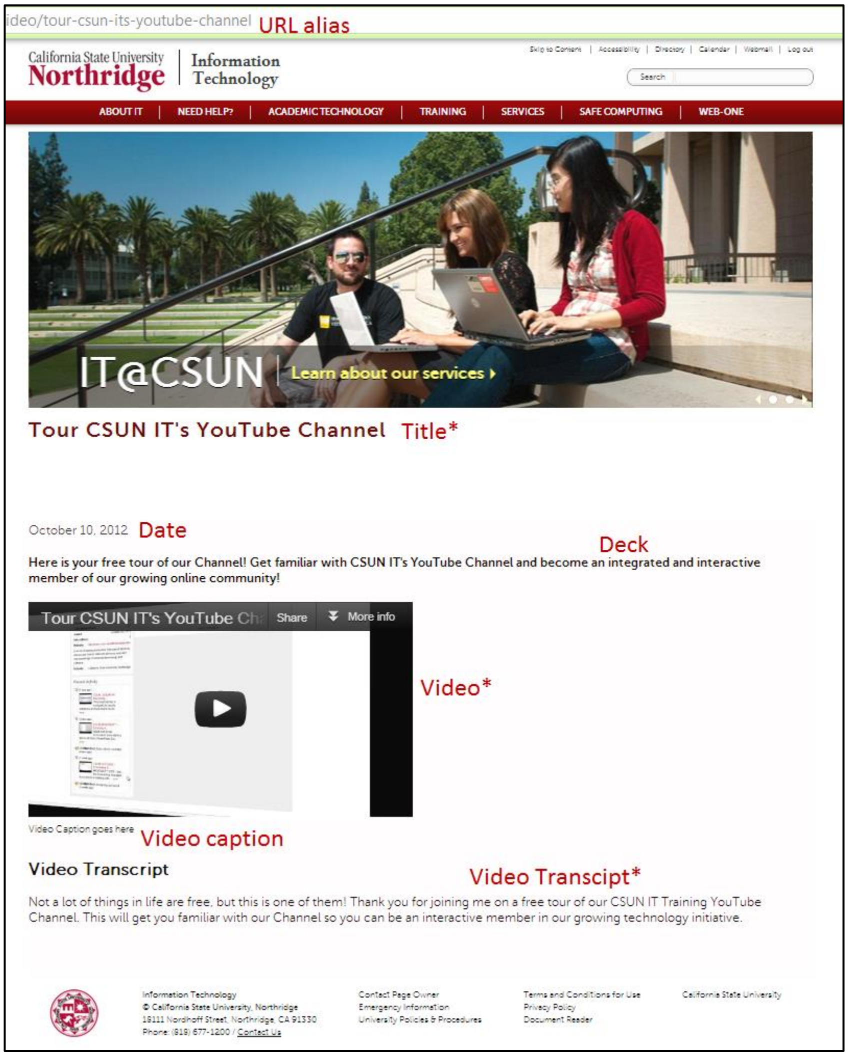
Revision Information Fields	Description
Change State (*)	This dropdown is used to select the revision status: Draft, Needs Review or Published). What appears in this dropdown is determined by your permissions.

(*) = Required

8. Select the **Save** button to save and view the content you just created.

LINKING TO A VIDEO

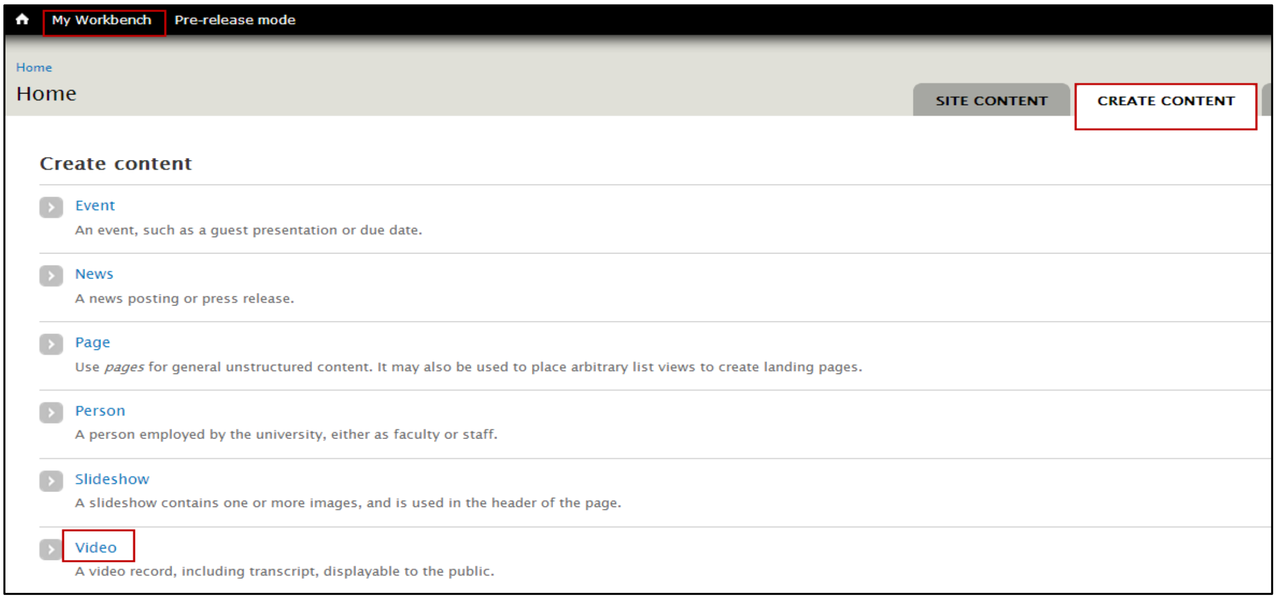
Using a ***video content type*** enables you to post a video viewable to the public. Videos are not uploaded to Web-One; instead, content owners insert a link to a video that resides on any video hosting site elsewhere (e.g. YouTube). The video content type requires a title, a URL to link to the video, and a video transcript. Additional options include video caption, deck (*or introduction*) and the ability to customize the URL alias.



* Denotes required information

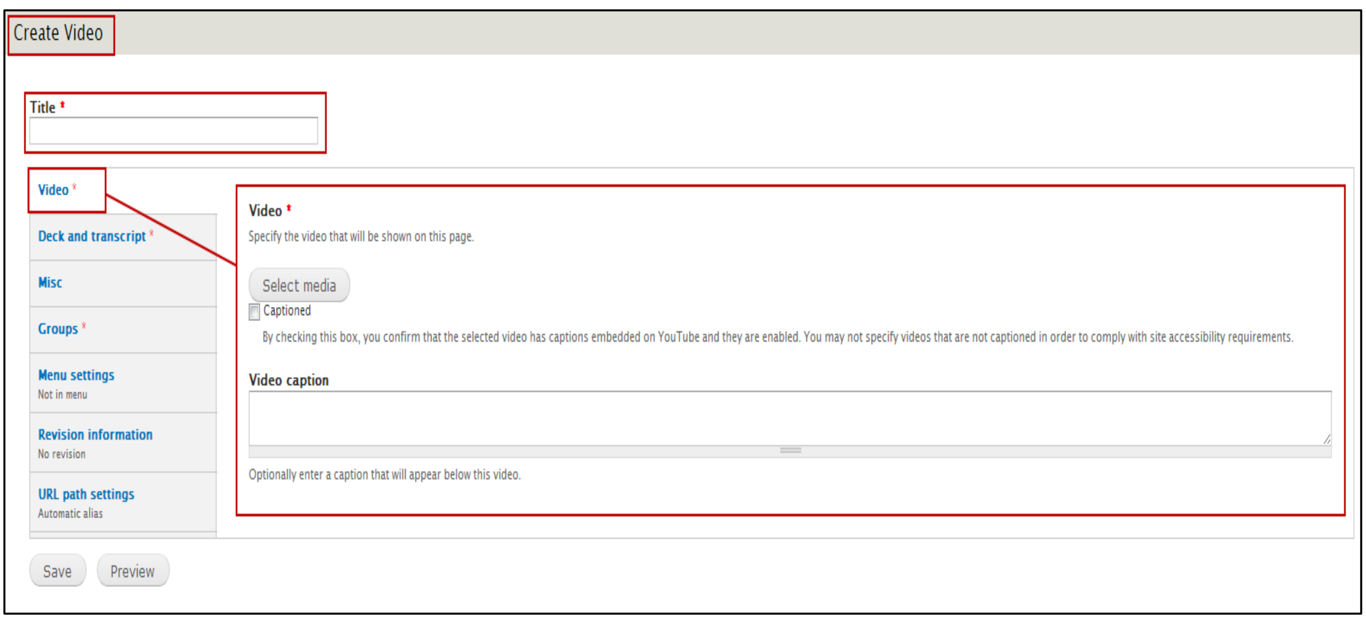
Navigating to the Video Page

1. From the **My Workbench** page, select the **Create Content** tab.
2. Select the **Video** link.



Creating a Video

The **Create Video** page displays. The **Video** tab is selected by default.

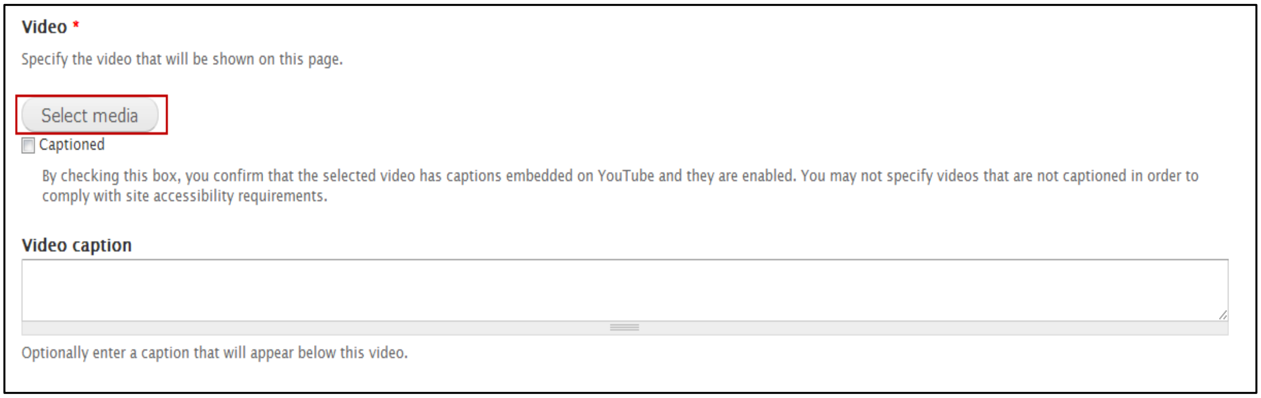


1. On the **Video** page complete and or review the following fields:

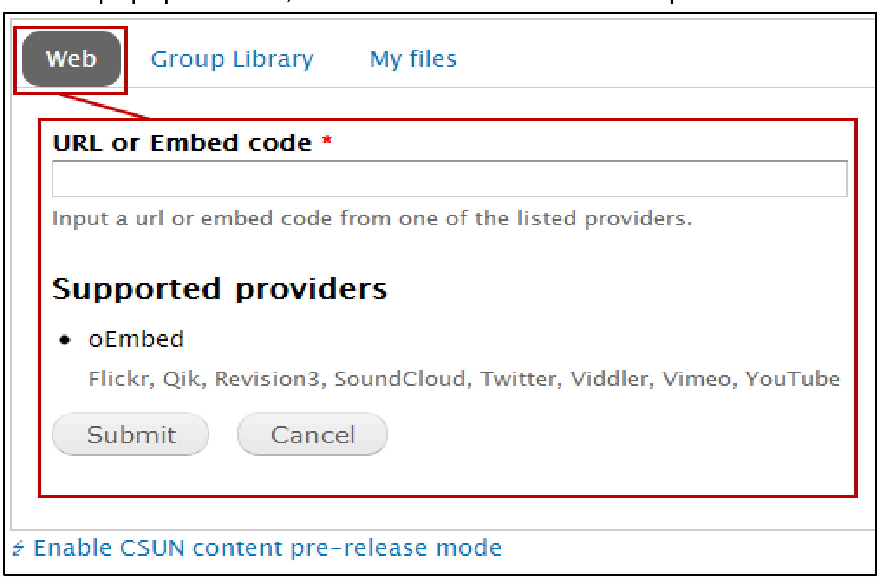
Video Fields - Part I	Description
Title (*)	The title for the video page.
Video(*)	The video that will be publicized on the video page.

(*) = Required

2. Select the **Select media** button to add a video.



On the popup window, select the **Web** tab and complete the following field:



Note: Videos must be uploaded to YouTube prior to adding it to the system. YouTube videos with the embedding option disabled will not be uploaded successfully.

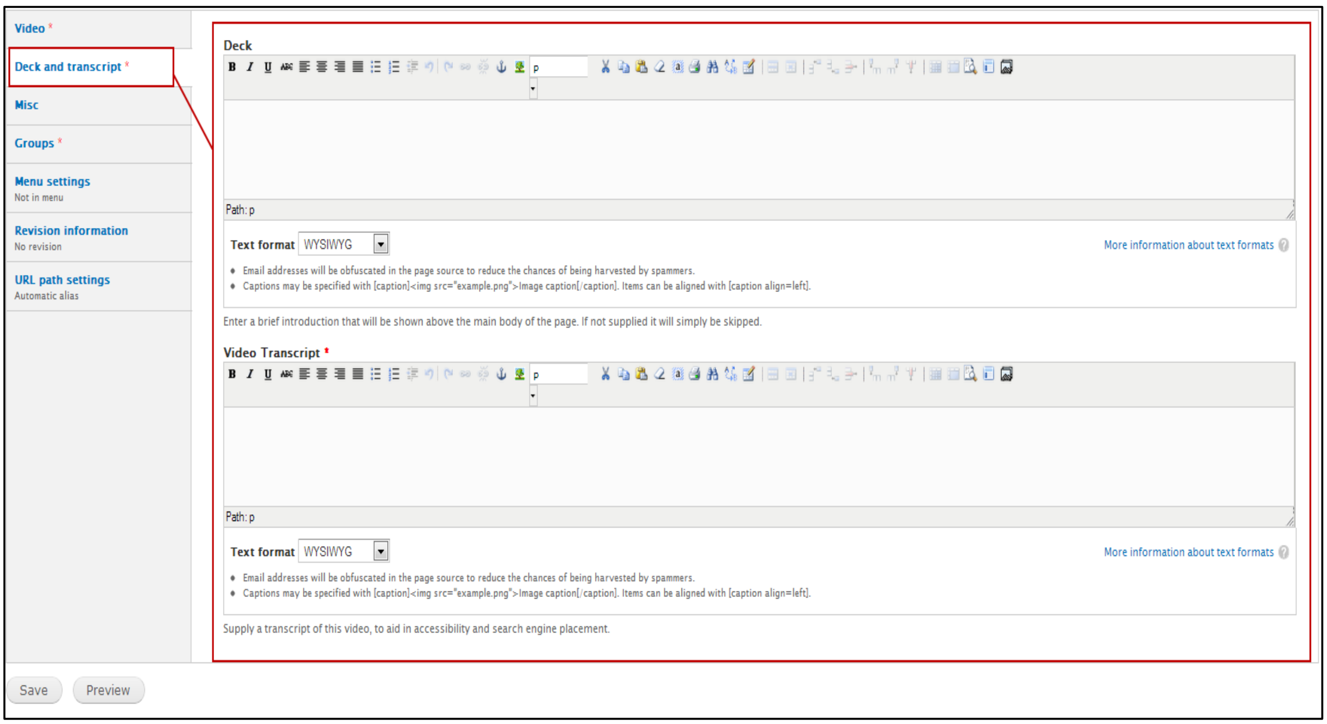
Select Media Field	Description
URL or Embed code (*)	This URL is the address of the webpage. To acquire an accurate URL for the video, navigate to the YouTube video you desire to upload. Copy the address from the browser and paste it into this field.

(*) = Required

3. Select the **Submit** button to upload the video and to return to the Video page. Select and or review the following fields:

Video Fields - Part II	Description
Captioned checkbox	Checking this box add the captions embedded within the uploaded video. You must confirm whether or not the captions are enabled.
Video caption	This is an optional field. Caption is a short explanation or a description of the content of the video shown below the uploaded media.

4. Select **Deck and Transcript** and complete and or review the fields. For additional information on how to use the text editor see Using the WYSIWYG Text Editor.



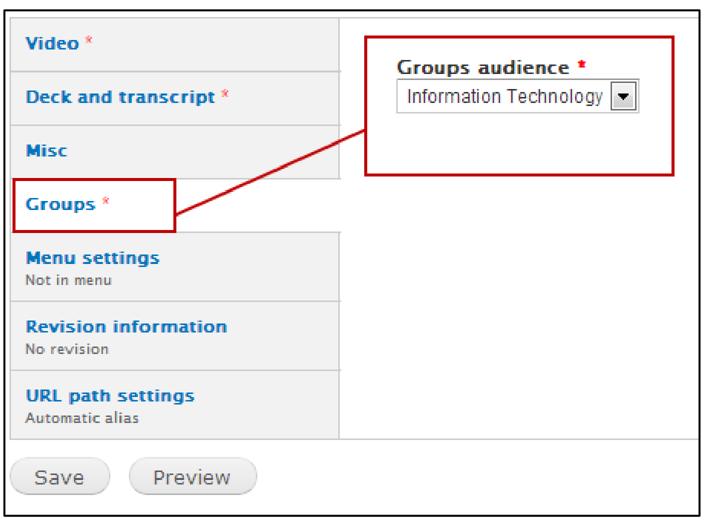
Deck & Video Transcript Fields	Description
Deck	This is an optional field that displays information above the video display.
Text format	This field allows you to select the text format for your deck and video transcript.
Video Transcript (*)	The video transcript field is a required field. Transcript is the written version of the audio contained within the uploaded video. It gives the video a searchable and an accessible functionality.

(*) = Required

5. Select **Misc,** select and or review the following:

Misc Fields	Description
Date	The date the video item was posted or should be filed as posted. Select the date field to choose from a calendar. Use military time when entering time.
Banner Slideshow	Select the banner slideshow that should be shown on this page. A blank slideshow can be used if you do not want any slideshow on this page. This slideshow is the rotating images that appear at the top of a page.

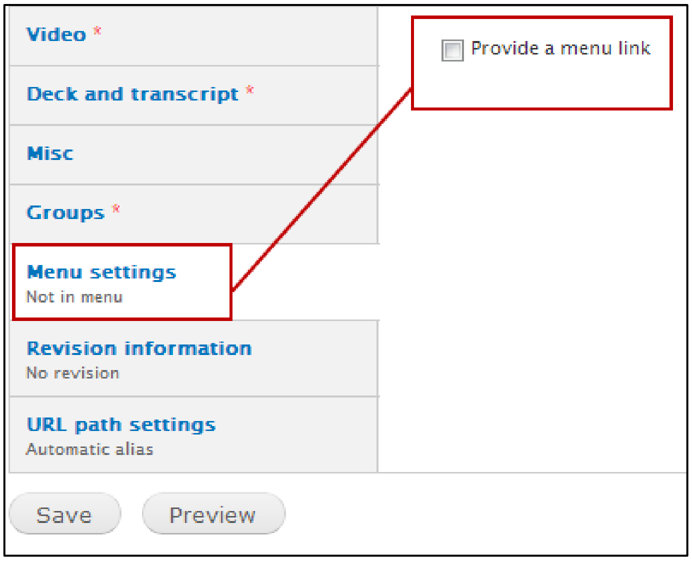
6. Select **Groups**:



Groups Field	Description
Groups audience (*)	This is a required field. Use the dropdown to specify which group this video item is visible. If you only have access to one group, then that group will appear by default.

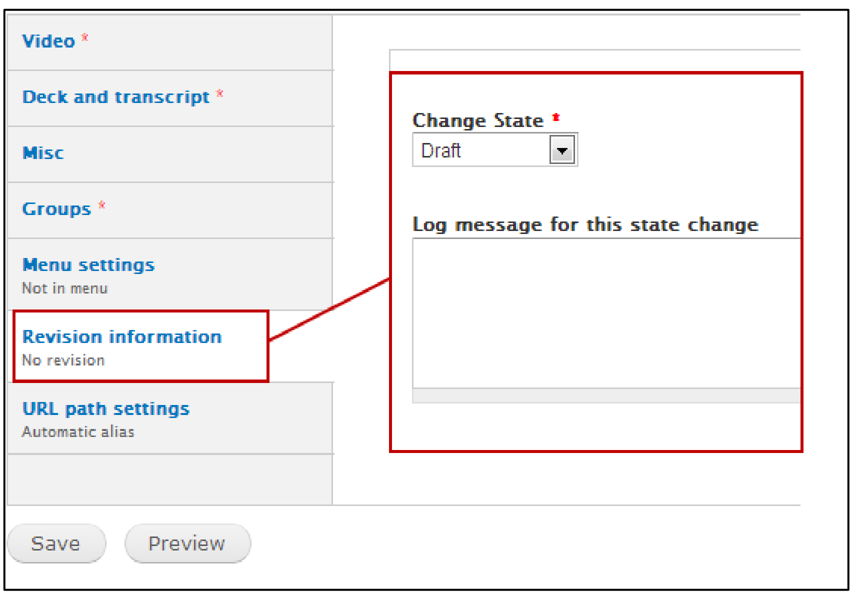
(*) = Required

7. Select **Menu settings**.



Menu Settings	Description
Menu setting checkbox	Checking this box adds a menu link.

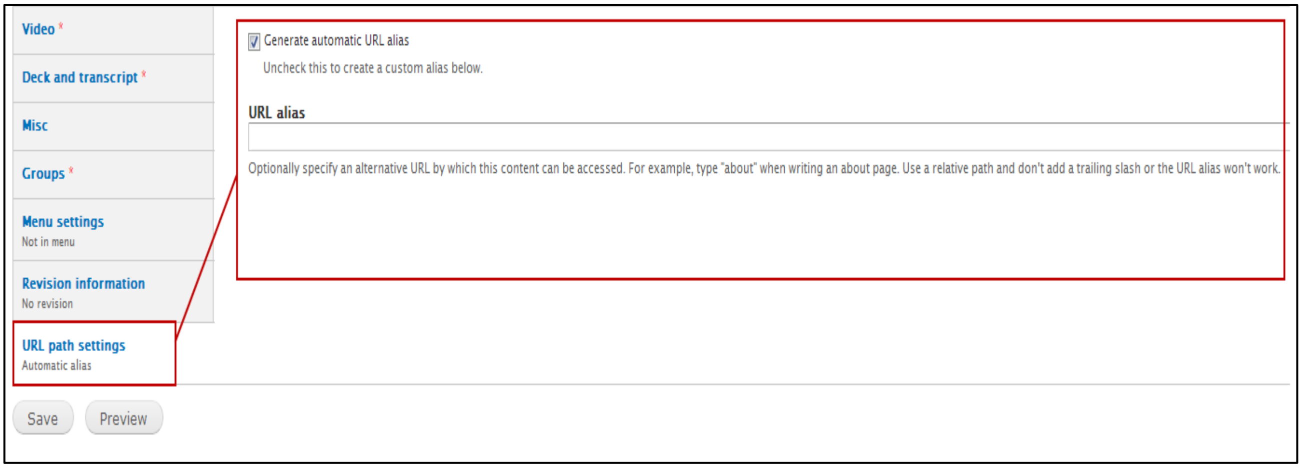
8. Select **Revision information**.



Revision Information Field	Description
Change State (*)	This dropdown is used to select the revision status: Draft or Needs Review. What appears in this dropdown is determined by your permissions.

(*) = Required

9. Select **URL path settings.**



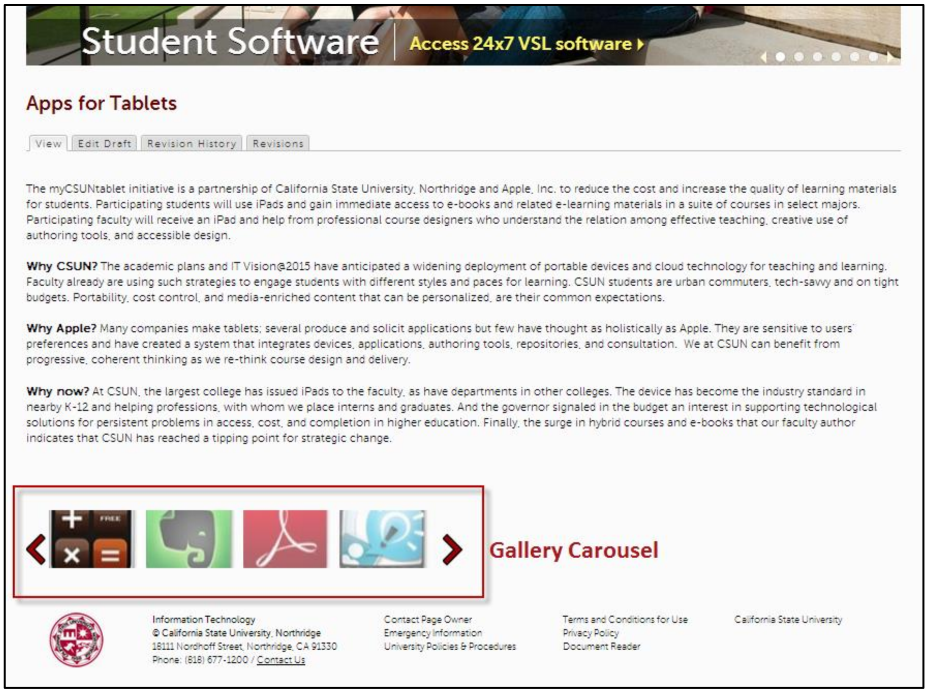
URL Path Settings	Description
Generate automatic URL alias checkbox	Checking this box adds an automatic URL alias. The URL alias provides a more understandable path name to the content.
URL alias	This field is used to manually add a customizable URL alias for the video page.

10. Select the **Save** button to save and view the content you just created.

CREATING A GALLERY CAROUSEL

A Gallery Carousel is content type that can display multiple images on a webpage as thumbnails, along with the gallery carousel. The carousel action uses a forward and back button to sort through the images. Selecting an image displays the image in a larger view.

The Gallery Carousel stands alone as a content page that follows a template. The carousel will always display at the bottom and the content above it. You can link to this page just like any other page in Web-One.

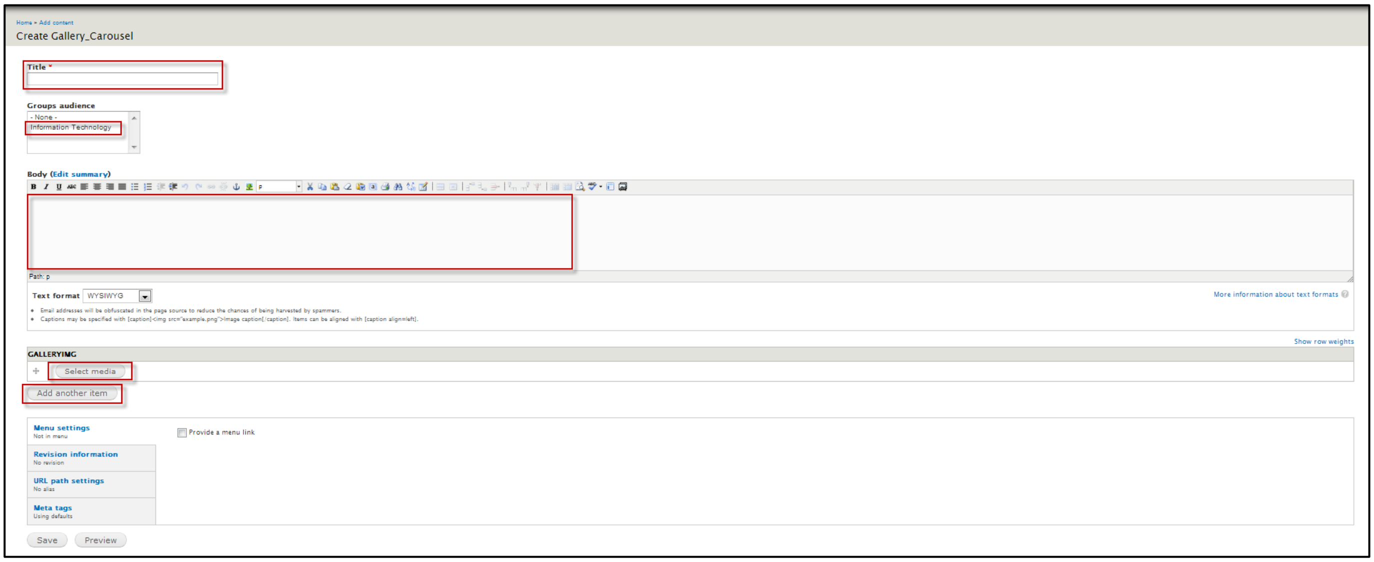


Navigating to the Gallery Carousel Page

1. From the **My Workbench** page, select the **Create Content** tab.
2. Select the **Gallery Carousel** link.

Creating a Gallery Carousel

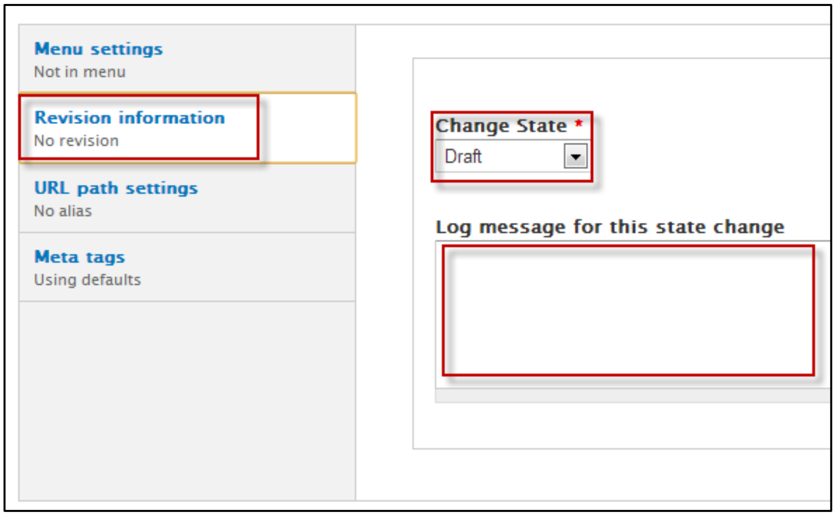
The **Create Gallery Carousel** page displays. The **Menu Settings** tab is selected by default.



1. On the **Menu Settings** page, complete or review the fields.

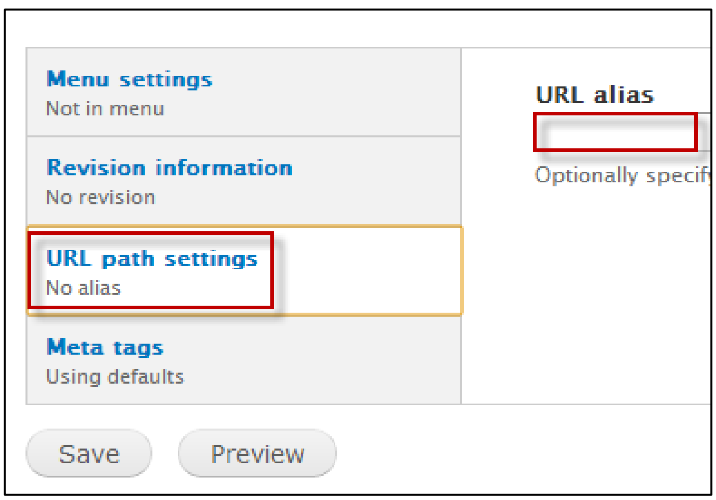
Menu Settings Fields	Description
Title (*)	The title for the webpage.
Group Audience	Select the group you are creating the webpage for. If you do not select a group, you will not be able to retrieve your gallery carousel page.
Body	The body is the information that describes the content of the page.
Select media button	Select the media button to insert an image into the gallery carousel.
Add another item	Adds another image to the gallery carousel.

2. Select the **Revision information** tab.



Revision Information Field	Description
Change State (*)	This dropdown is used to select the revision status: Draft or Needs Review. What appears in this dropdown is determined by your permissions.

3. Select **URL path settings**.

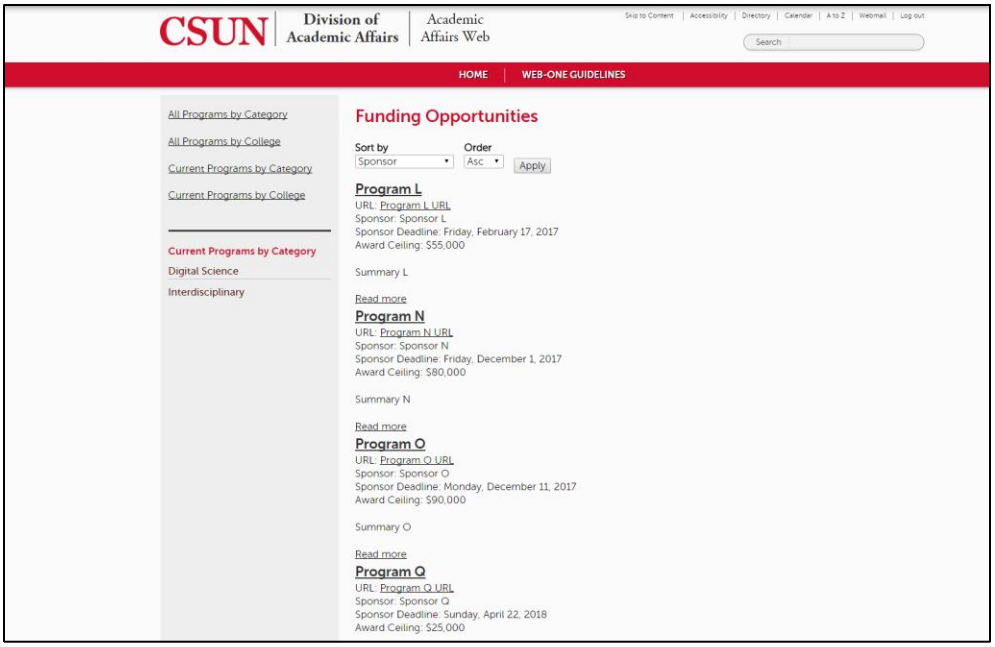


URL Path Settings	Description
Generate automatic URL alias checkbox	Checking this box adds an automatic URL alias. The URL alias provides a more understandable path name to the content.
URL alias	This field is used to manually add a customizable URL alias for the video page.

CREATING AN AWARDS PAGE

The **Awards content type** is used to display funding opportunities for research projects. For each funding opportunity available, a new awards content page is created. Awards content pages can be edited and maintained as needed. Faculty can view, apply and filter all funding opportunities that display. Your area has a main program funding webpage that displays each award available. If you are unsure what that page or URL is, contact your Web-One liaison. You do not need to make any changes or updates to the main awards webpages. Most colleges refer to a funding opportunity as a program however inside Web-One it is labeled as “Award”.

Example of program funding opportunity display:

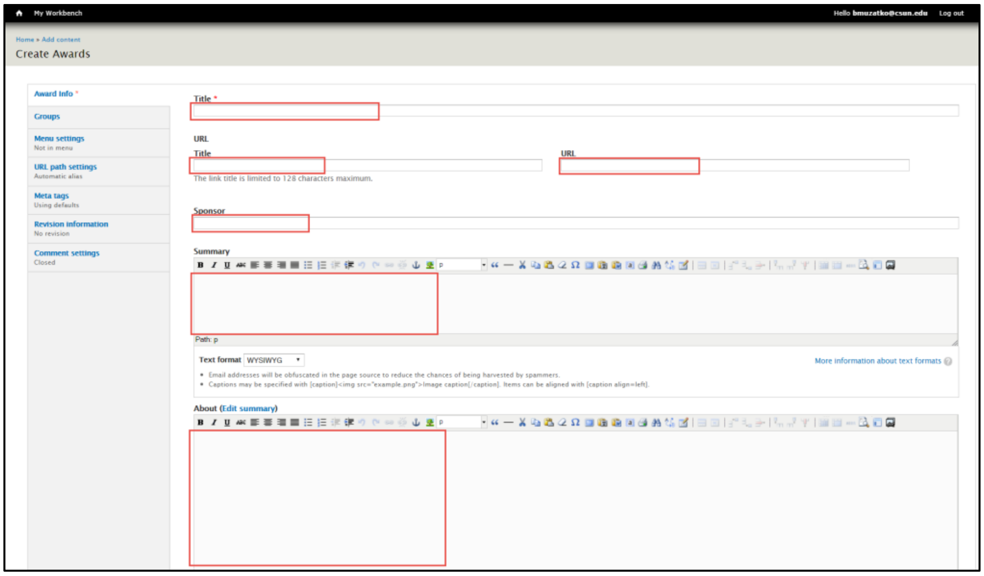


Navigating to the Awards content type

1. From the **My Workbench** page, select the **Create Content** tab.
2. Select the **Awards** link.

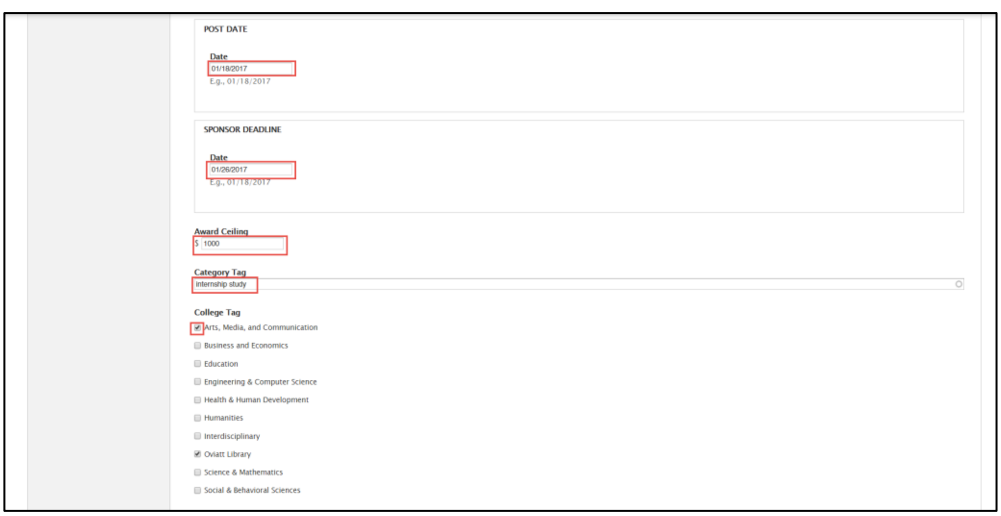
Creating an Awards Page

The **Create Awards** page displays.



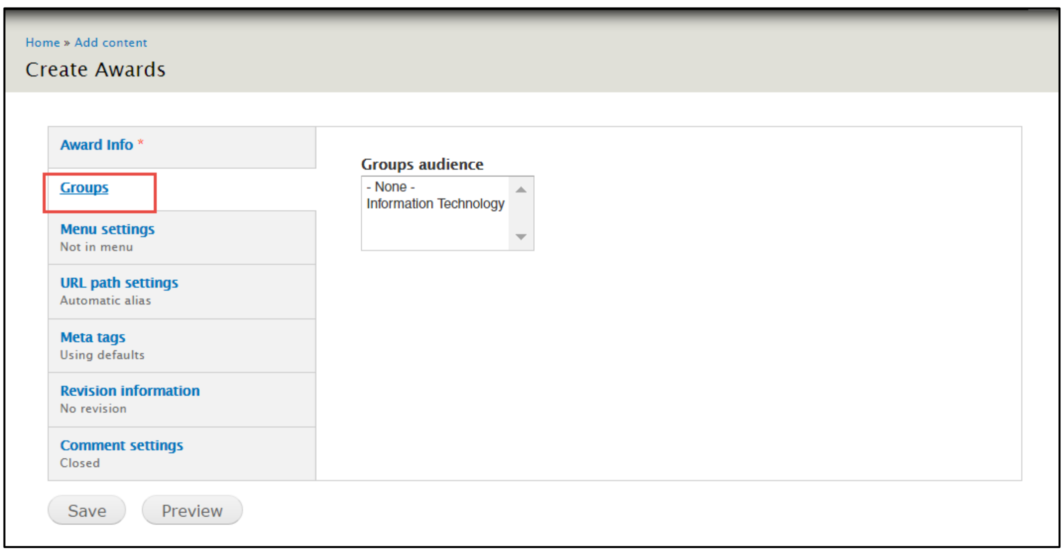
1. By default, the **Award Info** tab displays. Enter the information (as needed) into the fields.

Create Awards Page fields	Description
Title (*)	The required title for the program name
URL	Enter a title and corresponding URL that links to information about sponsor/program
Sponsor	Name of organization offering the program
Summary	Brief description of the program being funded
About	Describes the program such as purpose, consideration factors, and highlights



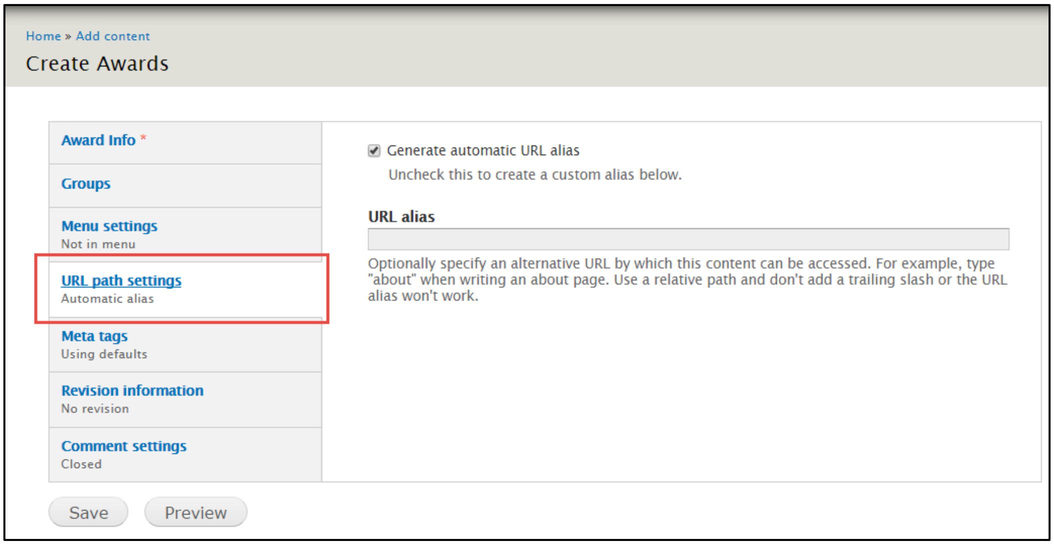
Create Awards Page fields continued	Description
Post Date	Defaults to today's date. Change if necessary
Sponsor Deadline	Choose a date the proposal is due
Award Ceiling	Identify the total award amount
Category Tag	Optional descriptor for the award. Example: Collaborative, Limited Submission, and Centers & Institutes
College Tag	If the award relates to one or more colleges, check all that apply. This enables users to search for programs available by college

2. Select the **Groups** tab to add the **Awards** content to a group or groups. This is a required field.



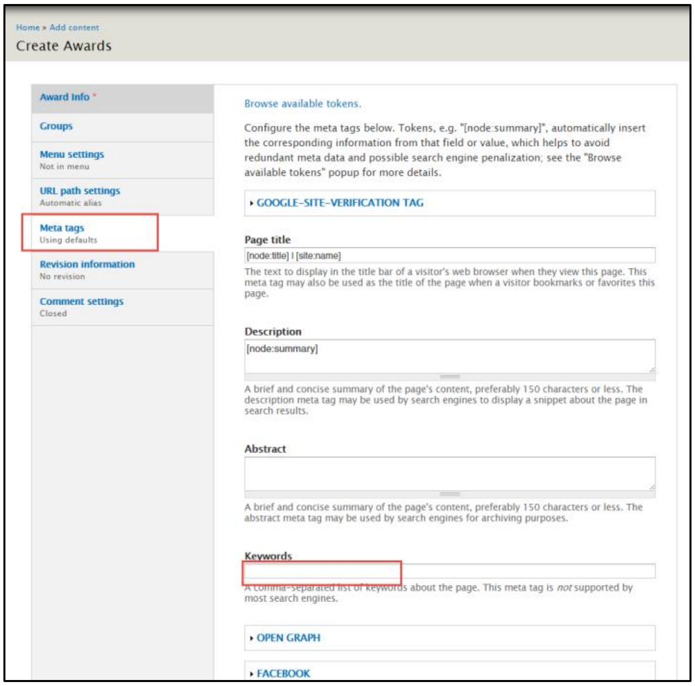
Groups	Description
Groups audience (*)	Use the dropdown menu to specify which group this page applies. If you only have access to one group, then that group will display by default.

3. You can *skip* the **Menu settings** tab and select the **URL path settings** tab. If you want to generate a new URL for the page, this is an option, it is not required, however.



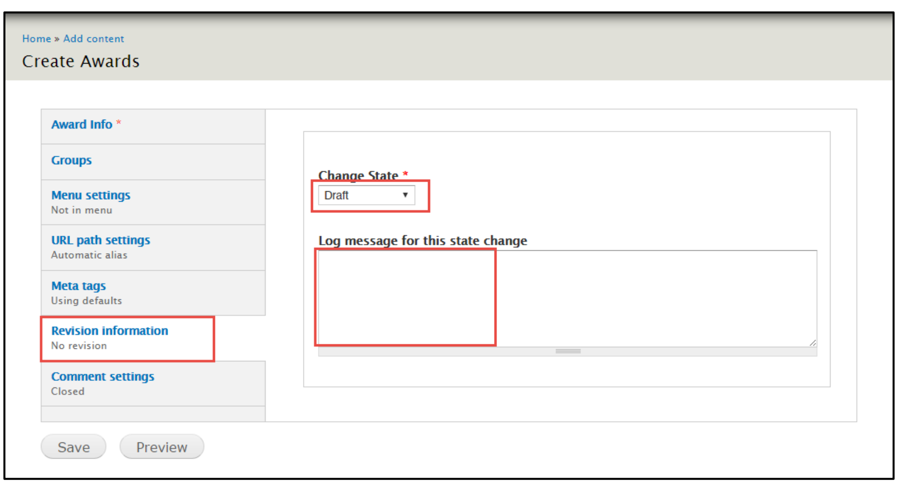
URL Path Settings	Description
Generate automatic URL alias checkbox	Checking this box adds an automatic URL alias. The URL alias provides a more understandable path name to the content.
URL alias	This field is used to manually add a customizable URL alias for the video page.

4. To enable your page to be easily found when searched, you can add keywords to the webpage. Select the **Meta tags** tab. Enter **Keywords** in the field.



Meta tags	Description
Keywords	Enter keywords that describe your page. Use a comma to separate

5. In the **Revision information** tab, select the dropdown menu under **Change State** to change the state of your page. Use the optional text field below to log a message about the page.
   Note: If you have not saved your page yet, you do not see the third option to **Publish** the page.



Revision Information Fields	Description
Change State (*)	This dropdown is used to select the revision status: Draft, Needs Review or Published). What appears in this dropdown is determined by your permissions.

6. *Do not change* any settings in the **Comment settings** tab.
7. Select the **Save** button to save your **Awards** page. To display this award on the main program funding opportunities page, you must publish the awards page.
8. Select the **Revisions** tab and choose **Published** from the **Change State** dropdown menu.

The ***person content type*** lists the contact information for each employee associated with the group.

Editing Information for a Person in the List:

When a Web-One group site is created, a list of people associated with the group is also created, feeding from the People Finder page. The people list is automatically updated on a nightly basis to update changes from the People Finder data. Therefore, changes should not be made to other fields (title, email, phone, office location) because they will automatically be overridden with the next data feed.

However, the person list offers the option to include a URL to a website or the person's image, neither of which are currently in PeopleFinder. Website URLs and images will not be overridden by the nightly data feed.

Adding a Person to the List:

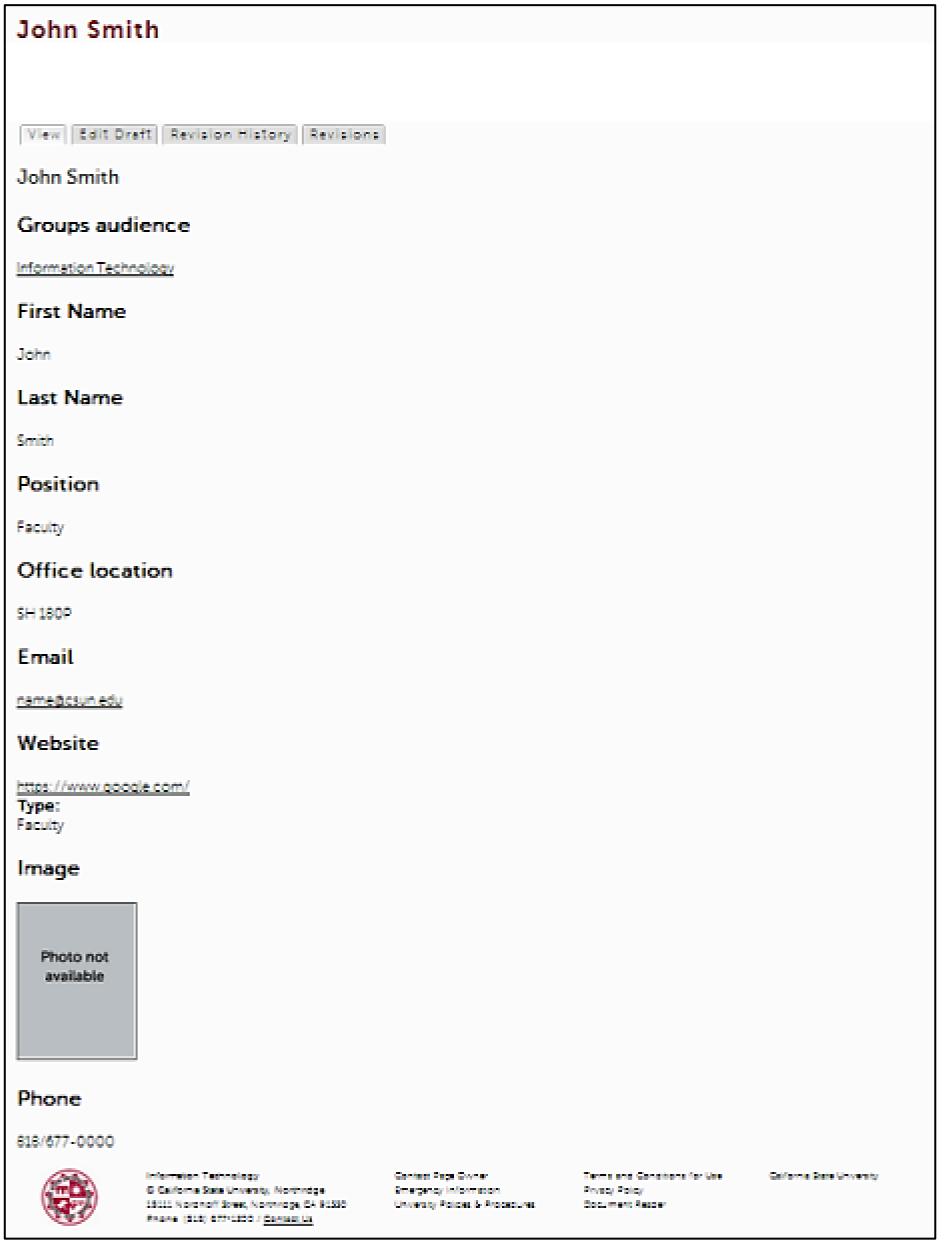
The person list also offers the option to add a new person who is not automatically associated with the group. If they are not part of the group, their information will not be overridden by the nightly data feed.

Example #1 – Person Listing w/Photos (created by Group Admin)

Example #2 – Person Listing without Photos (Created by Group Admin)

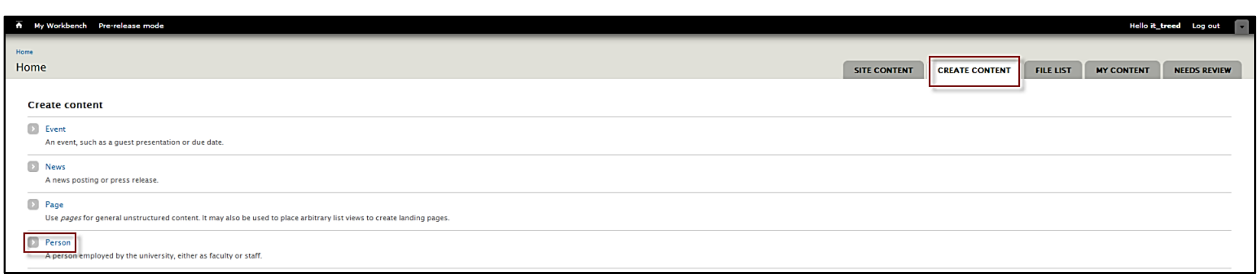
Note: These listing pages are created by the Group Admin for your area, but the data contained on these pages are pulled from People Finder, or from the Person pages created by the content creators for your area.

Example # 3 – Person Page



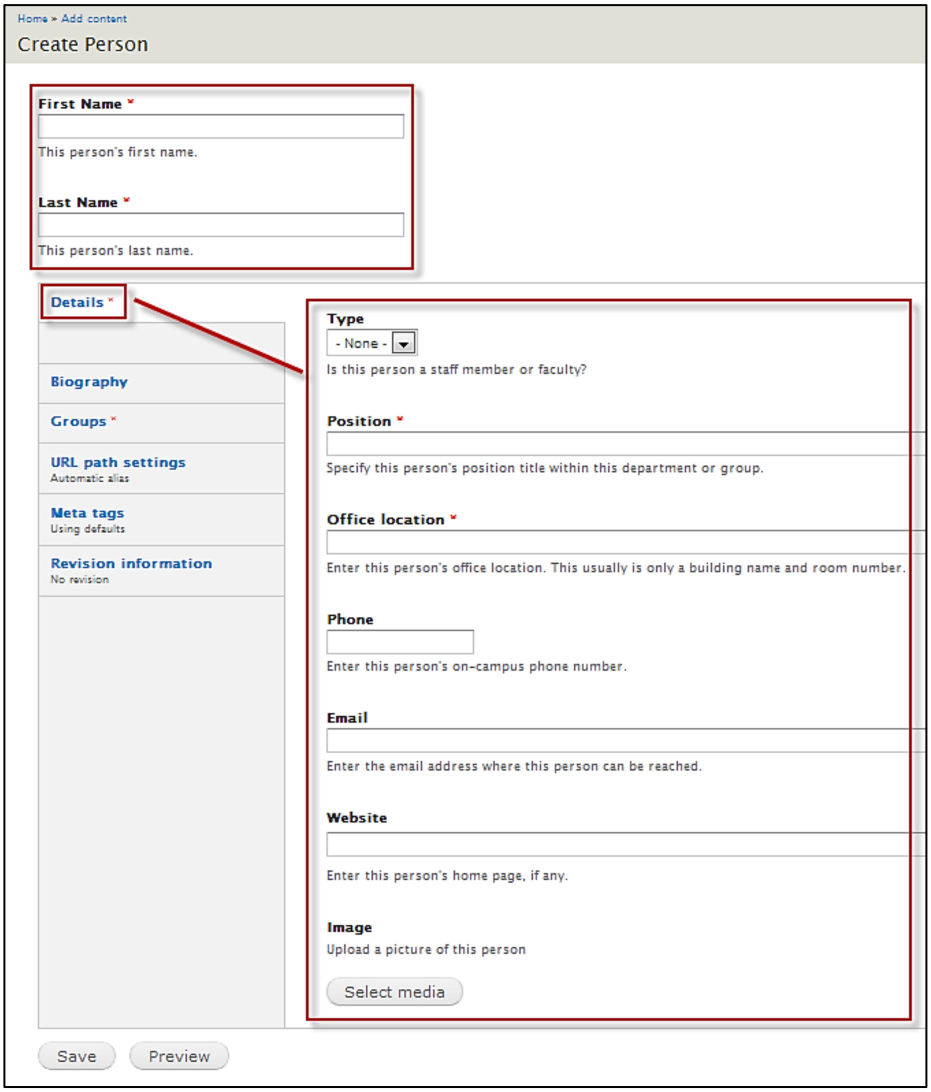
Navigating to the Person Page

1. From the **My Workbench** page, select the **Create Content** tab.
2. Select the **Person** link.



Adding a New Person

The **Create Person** page displays.



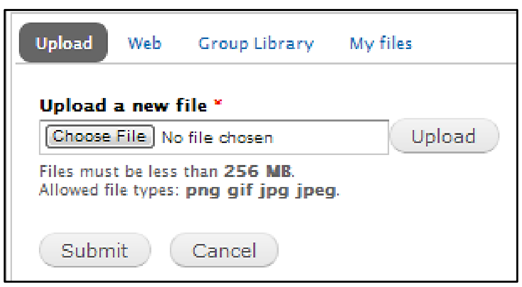
(*) = Required

1. In the **Create Person** page, complete the **First Name** and **Last Name** fields. These are required fields.
2. Select the **Details** tab and enter the following information:

Details tab	Description
Type dropdown	Is this person staff or faculty? Select None, Staff or Faculty from the dropdown.
Position (*)	Specify this person's position title within this department or group.
Office location (*)	Enter this person's office location. This is usually a building name and room number.
Phone	Enter this person's on-campus phone number. The number should be entered in this format: **818/677-0000**.
Email	Enter the CSUN email address where this person can be reached.
Website	Enter the URL for this person's home page, if any.

(*) = Required

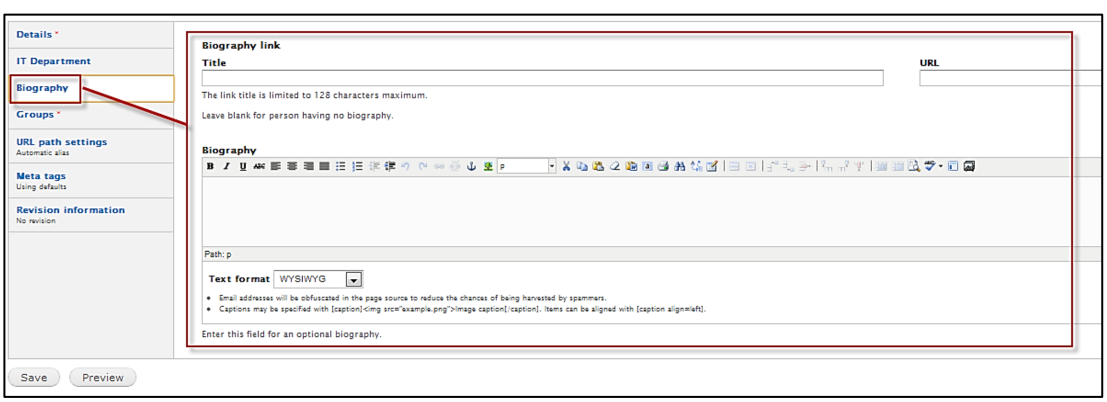
3. To upload a photo for this person, select the **Select media** button.
   a. You can choose a file to upload, or search for one under Web, Group Library or My Files.



   b. Once the image is found, select the **Submit** button to add the image to the person page.

Note: Whether or not an image is added, will depend on the internal business process for your Organic Group.

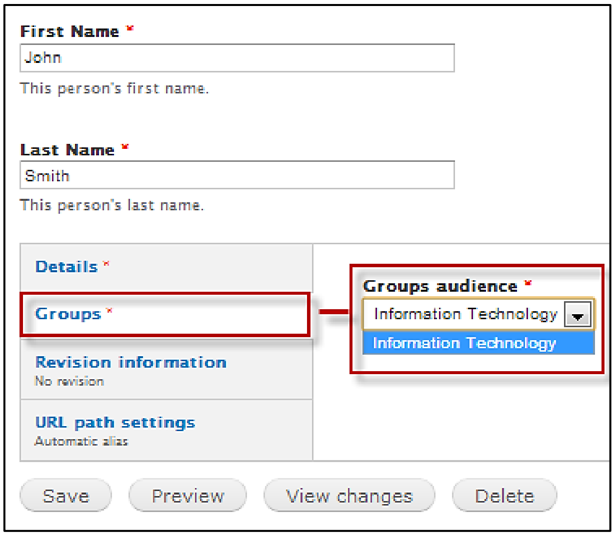
4. If the person has biography information that needs to be included, select the **Biography** tab.



5. Enter the following information:

Biography tab	Description
Title	Use this field if you want to link to existing biography information that is housed on another page. Enter a title or name for the link.
URL	Enter the URL for the link.
Biography	Use this section of the WYSIWYG editor to create biography text if none exists elsewhere.

6. Select the **Groups** tab. The **Groups audience** dropdown displays. This is a required field.

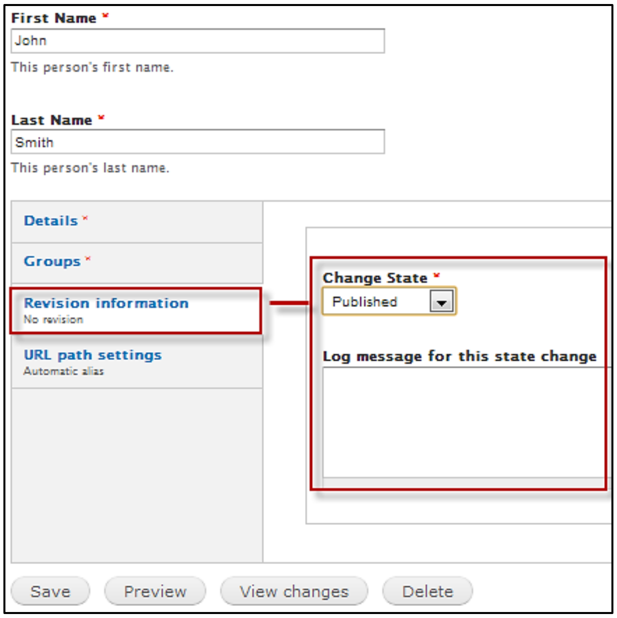


(*) = Required

Groups tab	Description
Groups audience (*)	Most users will only have access to create content for one group, but if you have access to more than one group, the groups that you have access to will display in this dropdown. Select the appropriate group audience.

(*) = Required

7. Select the **Revision information** tab.

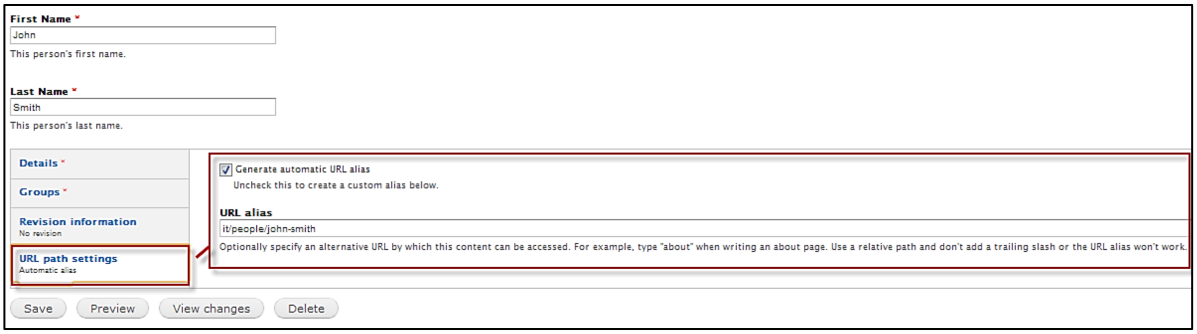

First Name *
John
This person's first name.
Last Name *
Smith
This person's last name.
Details *
Groups *
Revision information
No revision
URL path settings
Automatic alias
Change State *
Published
Log message for this state change
Save
Preview
View changes
Delete

8. Complete the following:

Revision information tab	Description
Change State dropdown (*)	This determines the status of the content you are creating (**Draft, Needs Review, Published**). The options available depend on your permissions. Content must be saved before it can be published.
Log message	Enter a message for this change (if needed). For example, a note to the Editor/Reviewer.

(*) = Required

9. Select the **URL path settings** tab.



10. Complete the following fields as needed:

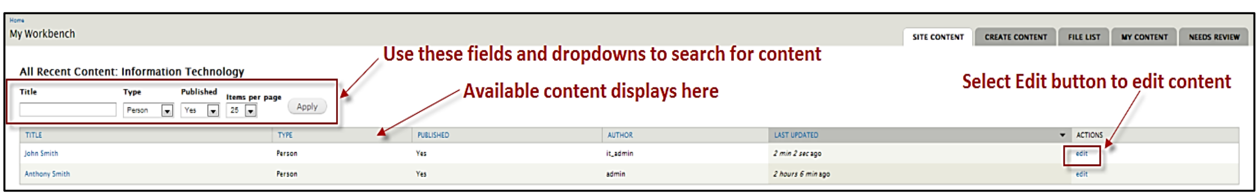
URL Path settings tab	Description
Generate automatic URL alias checkbox	If this box is checked, the URL for the webform will be generated automatically. Unchecking the box, will allow you to enter an alias in the **URL alias** field.
URL alias	Enter a custom URL if you want it to be different than one automatically generated. You must uncheck the **Generate automatic URL alias** checkbox to enter an alias in this field.

11. Select the **Save** button.

Edit a Person

If a person already exists in Web-One, but you need to make a change to their contact information:

1. Log in to Web-One.
2. Select **My Workbench**.

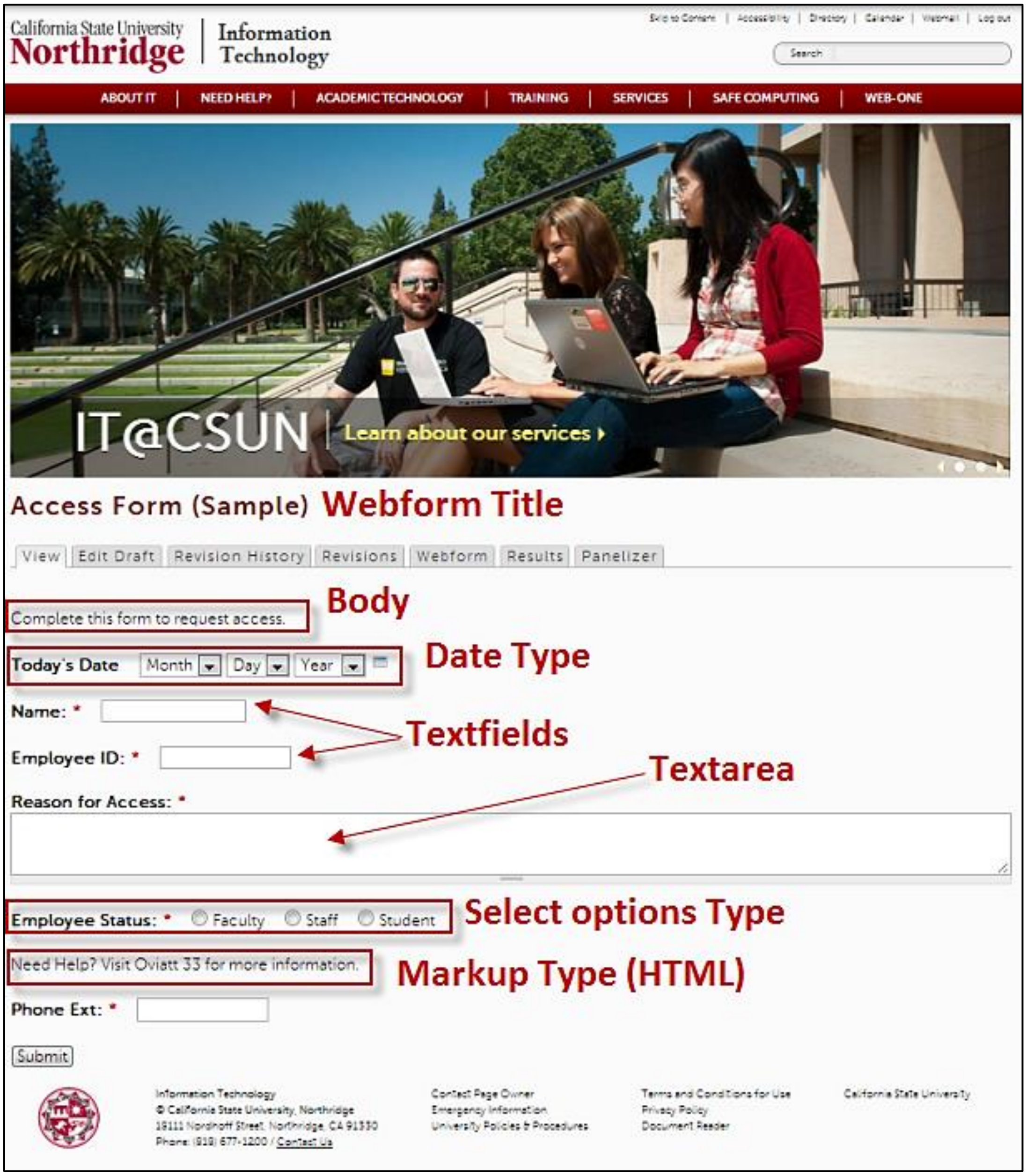


3. Search for the person you wish to edit. Use the search fields and dropdown menus to narrow the search results.
4. Once found, select the **Edit** button.
5. Make changes as needed. Refer to the previous section for instruction.
6. Select the **Save** button.

CREATING A WEBFORM

The ***webform content type*** allows you to create forms with fields that can be filled out by a visitor to your webpage.

The webform setup requires a title, body and fields needed to capture data, along with an email address. When the forms are completed and submitted online, they will be automatically sent to this email address.

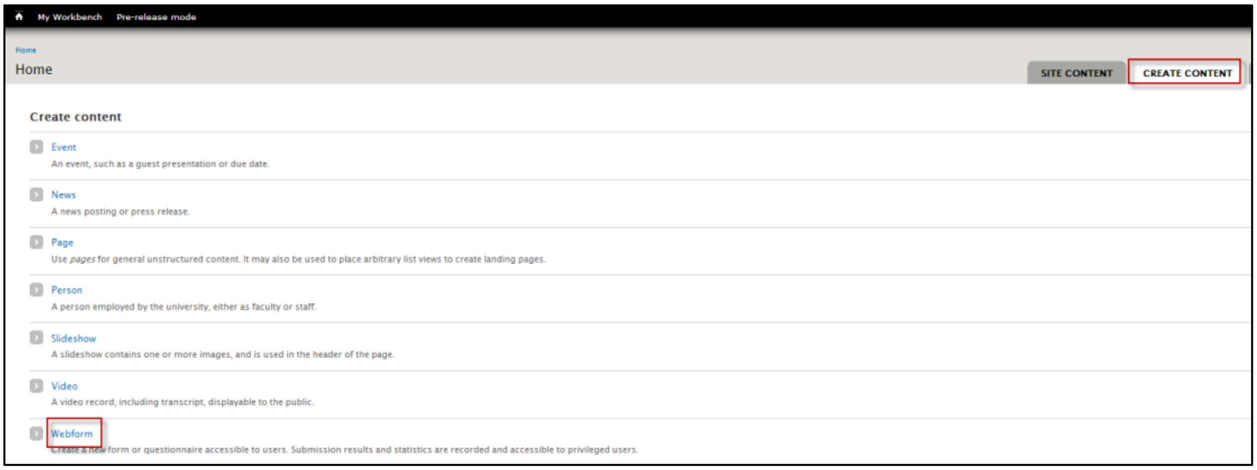


WEBFORM WITH THE BASIC FIELD TYPES HIGHLIGHTED

*Denotes required information

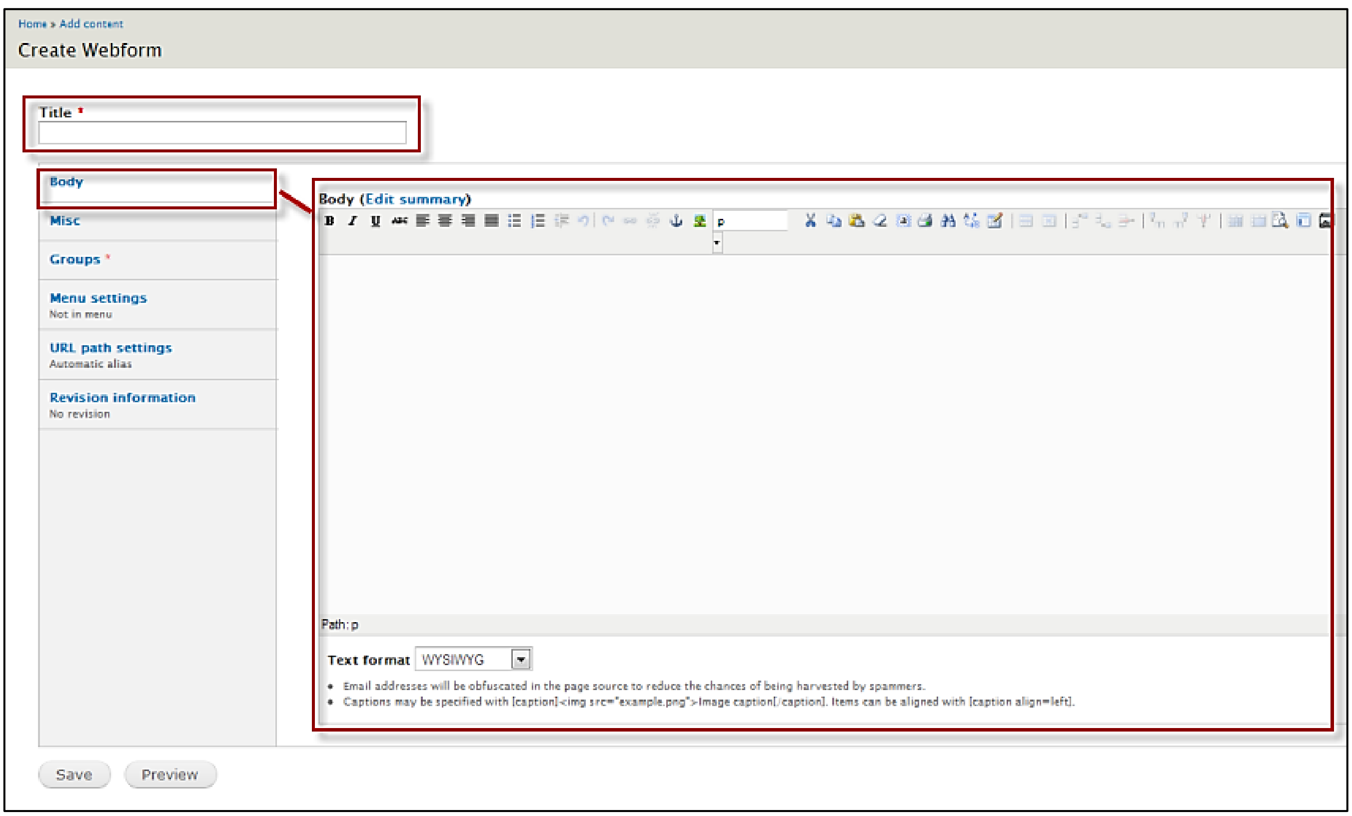
Navigating to the Webform Page

1. From the **My Workbench** page, select the **Create Content** tab.
2. Select the **Webform** link.



Creating a Webform

The **Create Webform** page displays. For additional information on how to use the text editor see Using the WYSIWYG Text Editor.

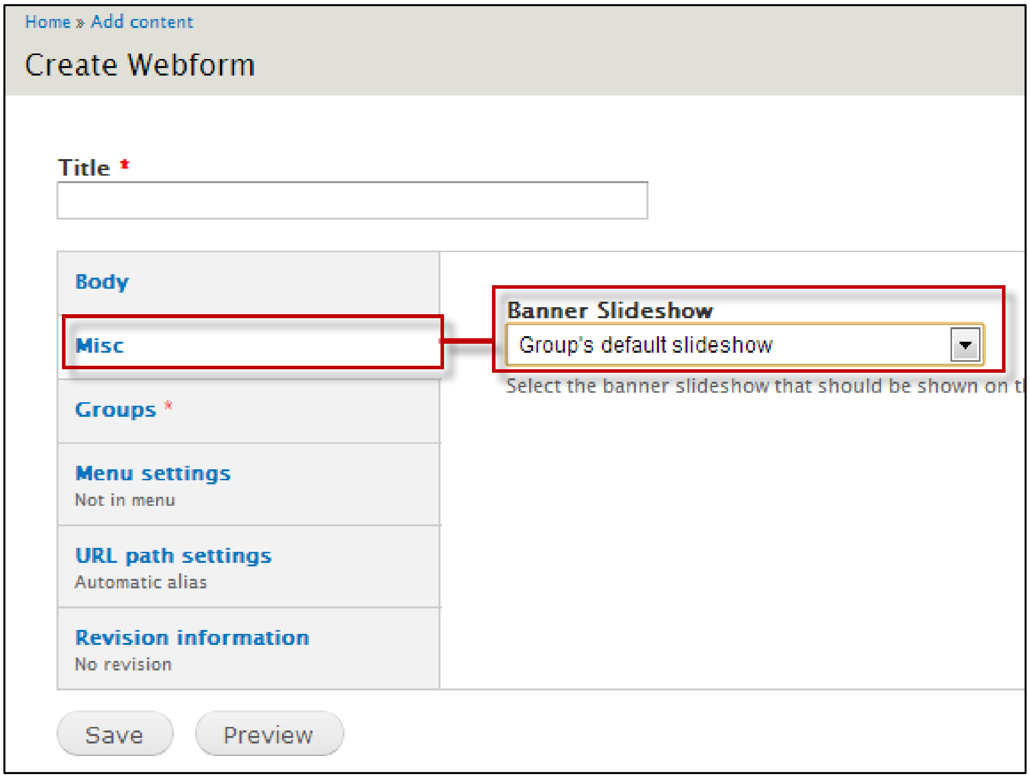


1. Enter a title for the form. The **Title** field is required.
2. Select the **Body** tab, enter the following information:

Body tab	Description
Body	In a webform, the **Body** field is used to add descriptive text or instructions for completing the form. Enter and format the text using the WYSIWYG editor.

(*) = Required

3. Select the **Misc** tab. The **Banner Slideshow** dropdown displays.

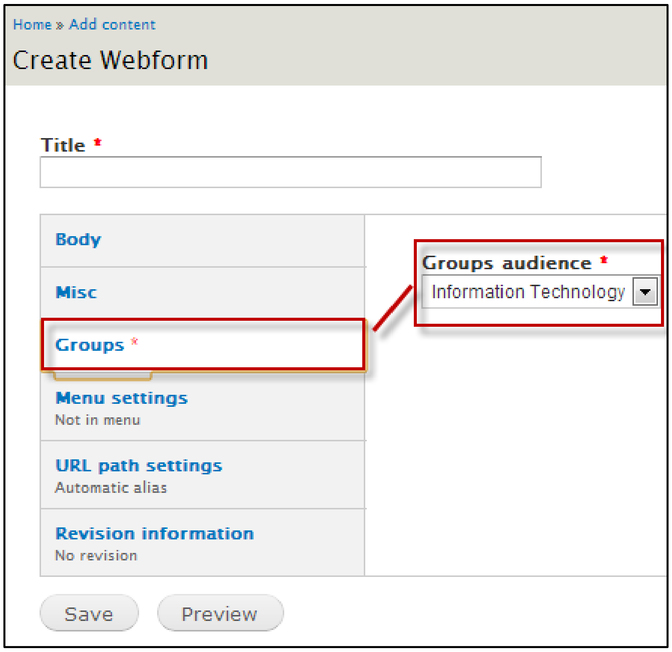


(*) = Required

4. Select a banner slideshow from the dropdown:

Misc tab	Description
Banner Slideshow	Select the banner slideshow to display on this page. If you do not want to include a slideshow, you must create a “blank” slideshow using the Slideshow content type which can then be added <u>after</u> the webform has been saved.

5. Select the **Groups** tab. The **Groups audience** dropdown displays. This is a required field.



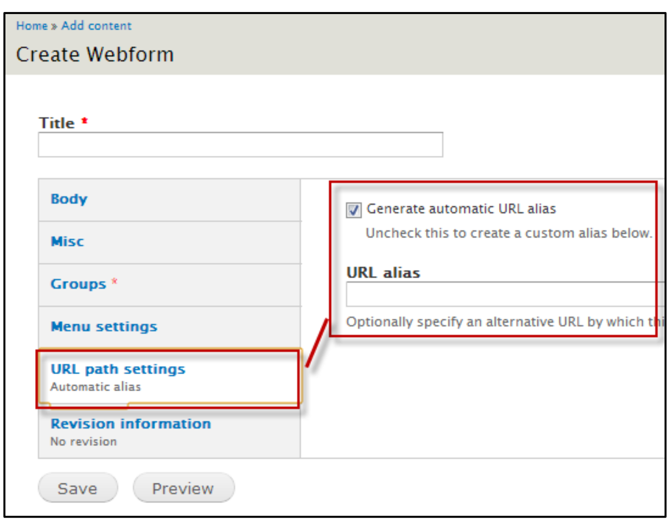
(*) = Required

6. Select a group from the dropdown.

Groups tab	Description
Groups audience (*)	Most users will only have access to create content for one group, but if you have access to more than one group, the groups that you have access to will display in this dropdown. Select the appropriate group audience.

(*) = Required

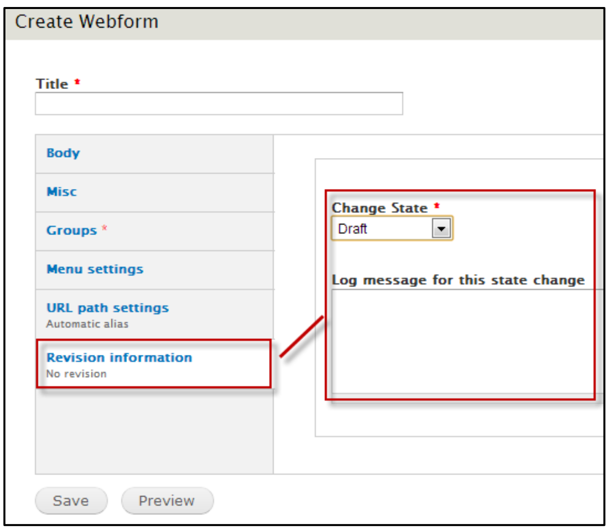
7. Select the **URL path settings** tab.



8. Complete the following fields as needed:

URL Path settings tab	Description
Generate automatic URL alias checkbox	If this box is checked, the URL for the webform will be generated automatically. Unchecking the box, will allow you to enter an alias in the **URL alias** field.
URL alias	Enter a custom URL if you want it to be different than one automatically generated. You must uncheck the **Generate automatic URL alias** checkbox to enter an alias in this field.

9. Select the **Revision information** tab.

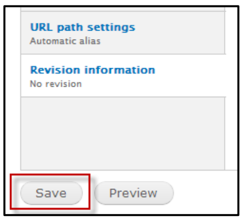


10. Complete the following:

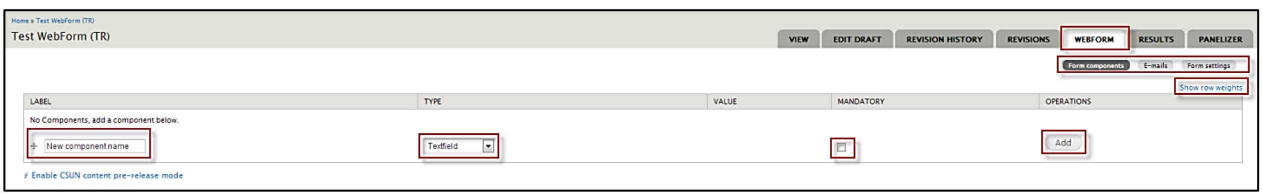
Revision information tab	Description
Change State dropdown (*)	This determines the status of the content you are creating (**Draft, Needs Review, Published**). The options available depend on your permissions. Content must be saved before it can be published.
Log message	Enter a message for this change (if needed). For example, a note to the Editor/Reviewer.

(*) = Required

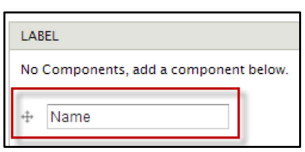
11. Select the **Save** button.



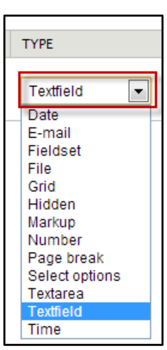
12. The **Form components** page displays. From here, you can create, edit, adjust layout, view results and designate an e-mail address for submission.



13. In the **Label** column, enter a name for the first component. In this example, *Name* is used.



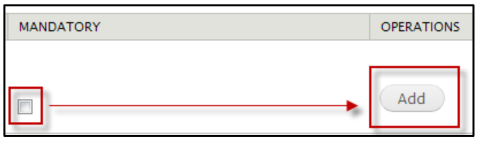
14. Select **Type** from the dropdown. The type determines the type of data you are capturing and also determines how it displays on the form. Please review the table on the next page for a definition of types. For this example, **Textfield** is selected.



Type Definitions	Description
Date	Includes controls for entering the date.
Email	This field validates the entry as an email address.
Fieldset	A grouping container; arrange controls that should be part of a group as sub items of the fieldset.
File	Controls for uploading a file to the site; the URL for the uploaded file is included in the submission email if the option is set.
Grid	A survey-like control with questions/items down the left side and responses and choices in columns on the right. All questions in the grid have the same options for response. For different sets of responses, create different grids.
Hidden	The label and text in the Description field are not displayed on the form but will be included in the data saved.
Markup	Allows you to enter custom HTML or PHP logic into your form.
Number	Controls for entering numbers.
Page break	Use this component to split the form into another page. If used, Next Page and Previous Page links display at the bottom of the form.
Select Options	Controls for adding one or more options as radio buttons in a list or group. For example, this can be used for Yes or No responses. For accessiblility, it is recommended that the listbox option be used when building this component, but if radio buttons are used, please refer to Appendix C for accessibility instructions in regards to radio buttons.
Textarea	A multi-line text field that can be sized for both height and width.
Textfield	A single-line text field that can be sized by width and maximum numbers of characters.
Time	Controls for entering the time of day.

Cite Reference: Create/Edit a Webform, Appalachian State University, http://help.cms.appstate.edu/book/createedit-webform-components

15. If the field is mandatory, select the **Mandatory** checkbox.
16. Next, select the **Add** button to proceed to the **Edit component** page.



The **Edit component** page is dynamic in that the parameters change depending on the Type selected (Textfield, Date, Markup, etc.).

The following tables pertain to the most basic webform field types. The field types that fall outside of the information here are considered more advanced and will not be covered in this document. Additionally, these tables cover the critical pieces of information needed for that particualr field type and do not cover every field available.

17. Complete the necessary fields for the field type selected:

Fields for DATE Type	**Description**
Label (*)	This field defaults to whatever label was entered when the field was first created.
Field Key (*)	This field defaults to whatever key was entered when the field was first created. However, a field key must be unique, so if you have another item with the same name in your form, adjust the field key to keep it a unique value. So if the field named "Job" is used more than once, you'll need to create unique keys such as job1, job2, etc.
Description	Used to give the user instruction on how to complete the field.
Start date/End date	Determines the earliest and latest date that can be entered into the field.
Enable pop-up calendar checkbox	Checking this box adds a date picker to the form and allows you to select a date from a dropdown or a calendar grid. 
Label display dropdown	Determines where the label is in relation to the entry field. The choices are: Above, Inline or None.

(*) = Required

Fields for E-MAIL Type	Description
Label (*)	This field defaults to whatever label was entered when the field was first created.
Field Key (*)	This field defaults to whatever key was entered when the field was first created. However, a field key must be unique, so if you have another item with the same name in your form, adjust the field key to keep it a unique value. So if the field named “Job” is used more than once, you’ll need to create unique keys such as job1, job2, etc.
Description	Used to give the user instruction on how to complete the field.
Width	Determines the width of the text box as it relates to character width (30 characters long, 25 characters long, etc.).
Label display dropdown	Determines where the label is in relation to the entry field. The choices are: Above, Inline or None.

(*) = Required

Fields for MARKUP Type	Description
Label (*)	This field defaults to whatever label was entered when the field was first created.
Field Key (*)	This field defaults to whatever key was entered when the field was first created. However, a field key must be unique, so if you have another item with the same name in your form, adjust the field key to keep it a unique value. So if the field named “Job” is used more than once, you’ll need to create unique keys such as job1, job2, etc.
Text format dropdown	Select Filtered HTML from the dropdown.
Value	Enter HTML in Value field. When saved, text will display according to the coding you specified for it.

(*) = Required

Fields for NUMBER Type	Description
Label (*)	This field defaults to whatever label was entered when the field was first created.
Field Key (*)	This field defaults to whatever key was entered when the field was first created. However, a field key must be unique, so if you have another item with the same name in your form, adjust the field key to keep it a unique value. So if the field named “Job” is used more than once, you’ll need to create unique keys such as job1, job2, etc.
Description	Used to give the user instruction on how to complete the field.
Unique checkbox	Allows for unique numbers only.
Integer checkbox	Allows for integers (whole numbers only). With this checked numbers such as 12.34 would be invalid.
Minimum	This ensures the minimal numeric value allowed.
Maximum	Determines the maximum value as well as the width of the field.
Step	Used to limit options to steps or increments of a certain number. A step of “5” would limit options to (5, 10, and 15).
Decimal places	Automatic will display up to 4 decimals places if needed. A value of "2" is common to format currency amounts.
Thousands separator	Choose between comma, period, space or none.
Label display dropdown	Determines where the label is in relation to the entry field. The choices are: Above, Inline or None.

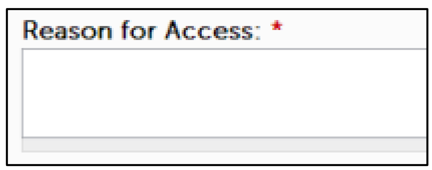
(*) = Required

Fields for PAGE BREAK Type	Description
Label (*)	This field defaults to whatever label was entered when the field was first created.
Field Key (*)	This field defaults to whatever key was entered when the field was first created. However, a field key <u>must be unique</u>, so if you have another item with the same name in your form, adjust the field key to keep it a unique value. So if the field named "Job" is used more than once, you'll need to create unique keys such as job1, job2, etc.
Next page button label	This is used for the Next Page button on the page before this page break. Default: Next Page >
Previous page button label	This is used for the *Prev Page* button on the page after this page break. Default: < *Prev Page*

(*) = Required

Fields for SELECT OPTIONS Type	Description
Label (*)	This field defaults to whatever label was entered when the field was first created.
Field Key (*)	This field defaults to whatever key was entered when the field was first created. However, a field key <u>must be unique</u>, so if you have another item with the same name in your form, adjust the field key to keep it a unique value. So if the field named “Job” is used more than once, you’ll need to create unique keys such as job1, job2, etc.
Description	Used to give the user instruction on how to complete the field.
Options (*)	The options listed here appear as radio buttons or listbox options. An example of this could be an Employee Status field that lists Faculty, Staff or Student as an option.  Options must be keyed in this format: **“safe_key”|”some readable option”** To create the options you see above, options would be entered this way: **faculty|Faculty** **staff|Staff** **student|Student** Use of alphanumeric characters and underscores is recommended in keys. One option per line.
Listbox checkbox	Select this box if you want the component to be displayed as a listbox instead of the default radio buttons.
Label display dropdown	Determines where the label is in relation to the entry field. The choices are: Above, Inline or None.

(*) = Required

Fields for TEXTAREA Type	Description
Label (*)	This field defaults to whatever label was entered when the field was first created.
Field Key (*)	This field defaults to whatever key was entered when the field was first created. However, a field key <u>must be unique</u>, so if you have another item with the same name in your form, adjust the field key to keep it a unique value. So if the field named “Job” is used more than once, you’ll need to create unique keys such as job1, job2, etc.
Description	Used to give the user instruction on how to complete the field.
Width	Determines the width of the text box as it relates to character width (30 characters long, 25 characters long, etc.).
Height	Determines the height of the textarea box as it relates to row height. Below is a textarea box with a row height of 3: 
Resizable checkbox	Selecting this option makes the text area resizable.

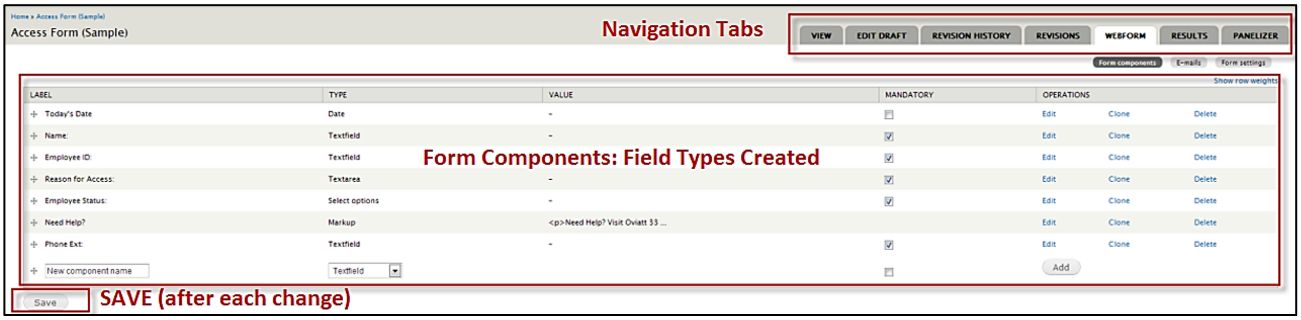
(*) = Required

Fields for TEXTFIELD Type	Description
Label (*)	This field defaults to whatever label was entered when the field was first created.
Field Key (*)	This field defaults to whatever key was entered when the field was first created. However, a field key <u>must be unique</u>, so if you have another item with the same name in your form, adjust the field key to keep it a unique value. So if the field named “Job” is used more than once, you’ll need to create unique keys such as job1, job2, etc.
Description	Used to give the user instruction on how to complete the field.
Maxlength	Maximum length of the textfield value.
Width	Determines the width of the text box as it relates to character width (30 characters long, 25 characters long, etc.).
Label display dropdown	Determines where the label is in relation to the entry field. The choices are: Above, Inline or None.

(*) = Required

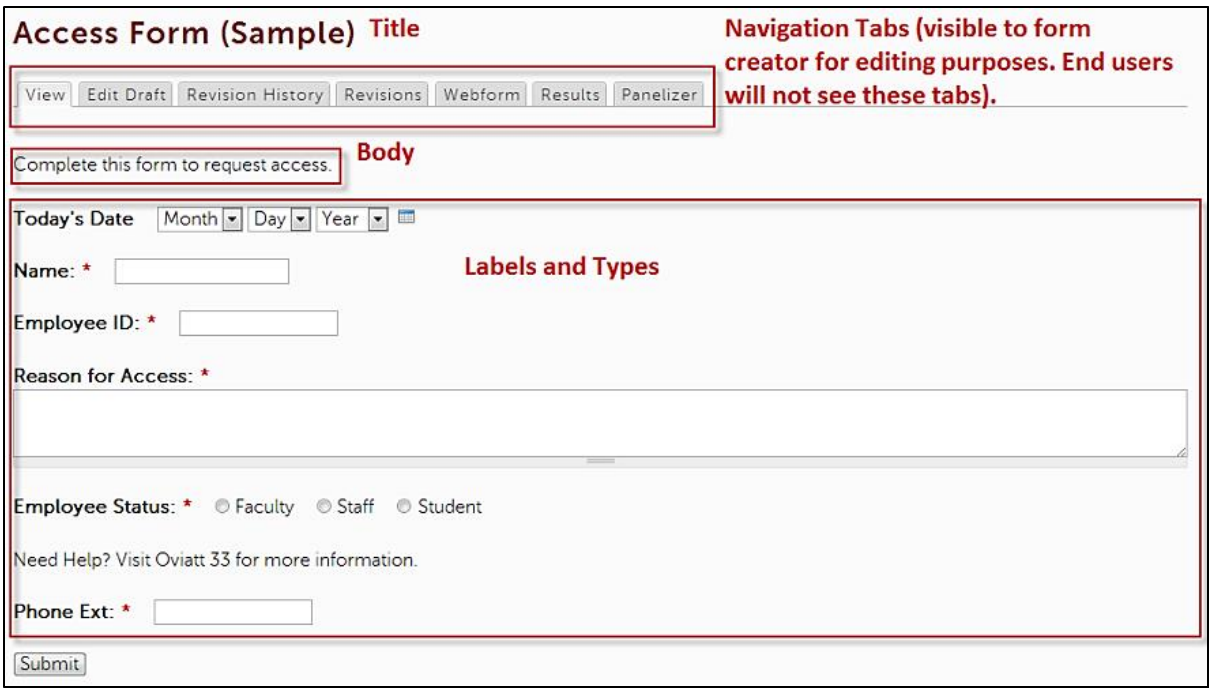
18. Once the **Edit component** page is complete, select the **Save component** button at the bottom of the page.

The Webform tab and corresponding page displays:



19. Use the **View** tab to view the form as an enduser will see it.

Here is an example of the form after selecting the **View** tab:



20. To make changes to the Body, select the **Edit Draft** tab.
21. To make changes to the form fields, select the **Webform** tab.
22. To change revision status, select **Revisions**, choose the appropriate option from the **Change State** dropdown and select the **Update State** button.
23. Select the **Results** tab to view results. Results will be covered in the *Viewing and Downloading Webform Results* section of the Webform instructions.
24. Use the **Panelizer** tab to adust the layout of the webform page itself. View the *Panelizer* section in this guide for more information.

Conditional Formatting of Fields

There may be times when you want some fields to display and other fields to remain unseen based on how a user responds to a field.

For example:

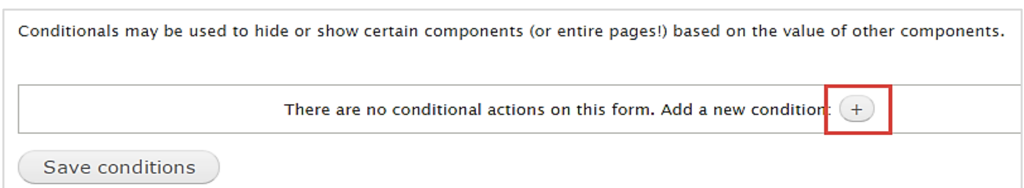
Question 1 asks: Are you a student? (Yes or No)
Question 2 asks Undergraduate or Graduate?

If the answer to Question 1 is NO, then you can edit the settings so that Question #2 does not display.

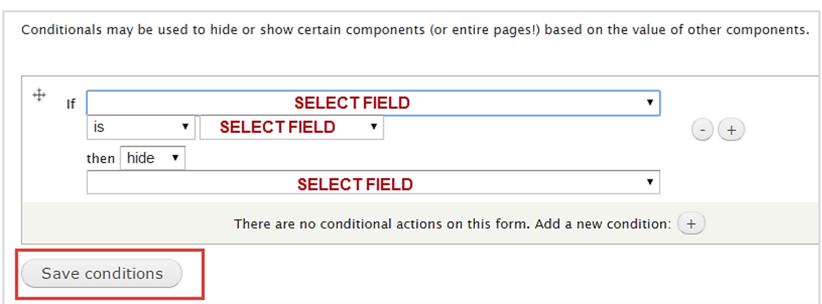
To set-up Conditional Formatting:

1. Open the webform.
2. Under the **Webform** tab, select the **Conditionals** button.

3. To add a new condition, select the plus sign (**+**).



4. The conditional setting window displays.



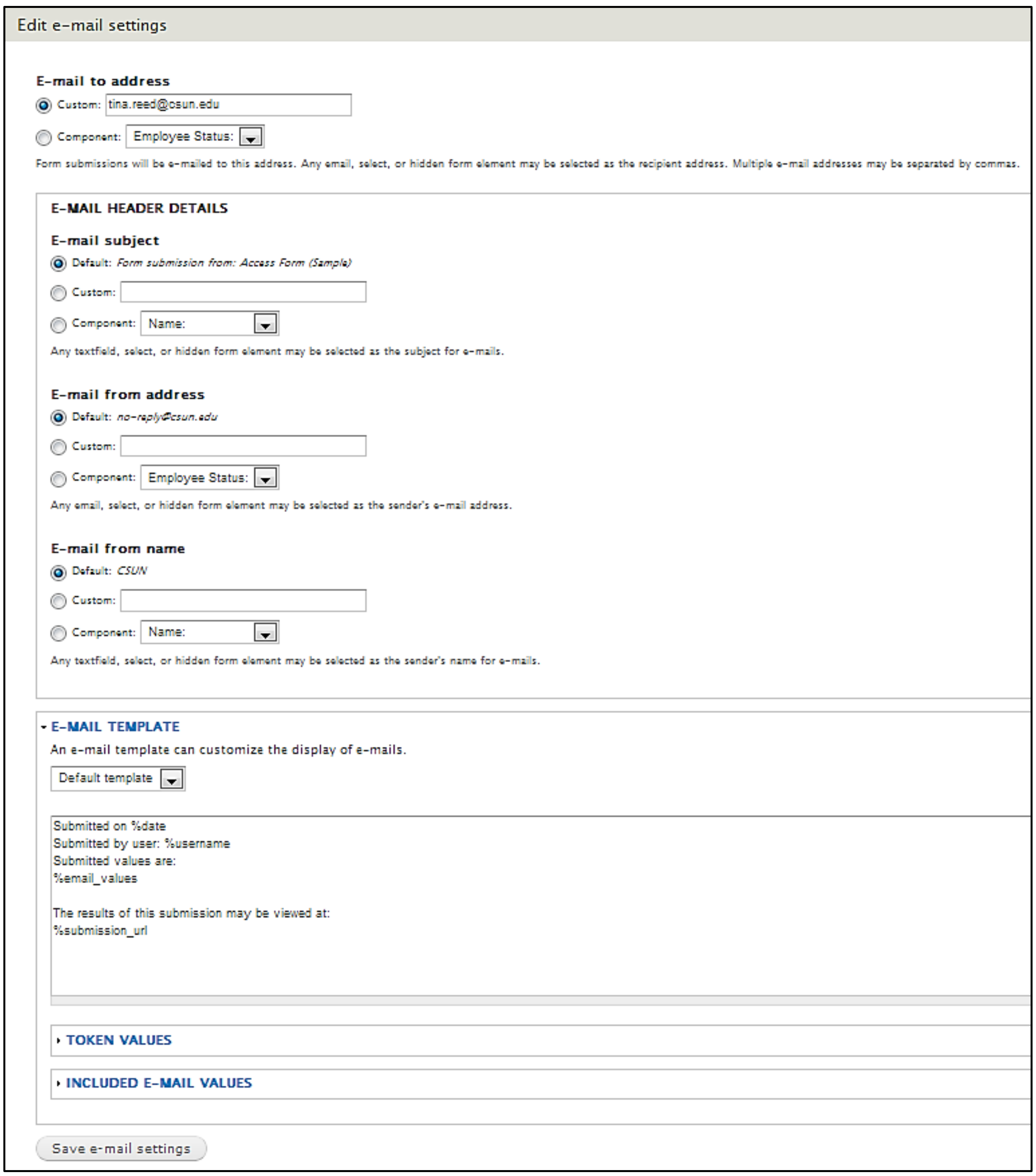
5. The dropdowns will display fields from your form. Use the dropdowns to select the fields you want to configure (If, then, etc.).
6. If you want to add or delete a condition, use the **plus** and **minus** buttons as needed.
7. Select the **Save conditions** button to complete the process.

Setting E-Mail Address for Submit Button on a Webform

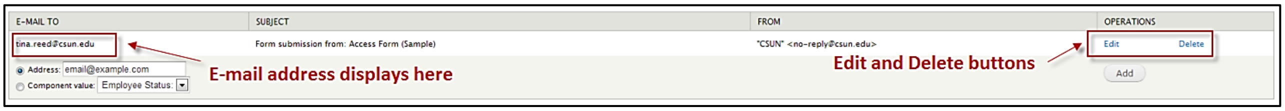
The benefit of webform submission is that the form data, once submitted, goes directly to the content owner. Webform creators can specify one or more emails addresses for this purpose.

1. Open the webform.
2. Under the **Webform** tab, select the **E-mail** button.
3. Enter an email address in the **Address** section.
4. Select the **Add** button to add the address to the form.

5. Complete the fields as needed on the **Edit e-mail settings** page.



6. Select the **Save e-mail settings** button at the bottom of the page.
7. Review the entry and edit as needed.

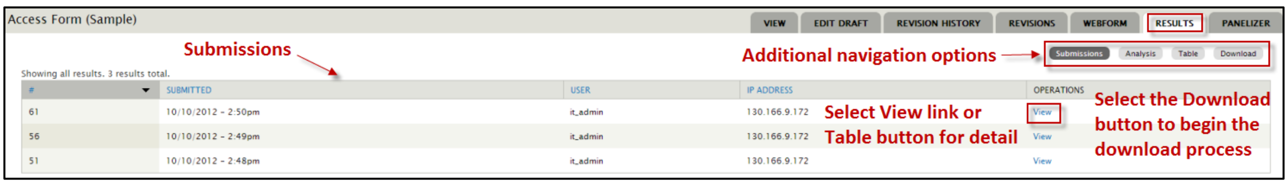


8. To add additional addresses, repeat steps 2-6.

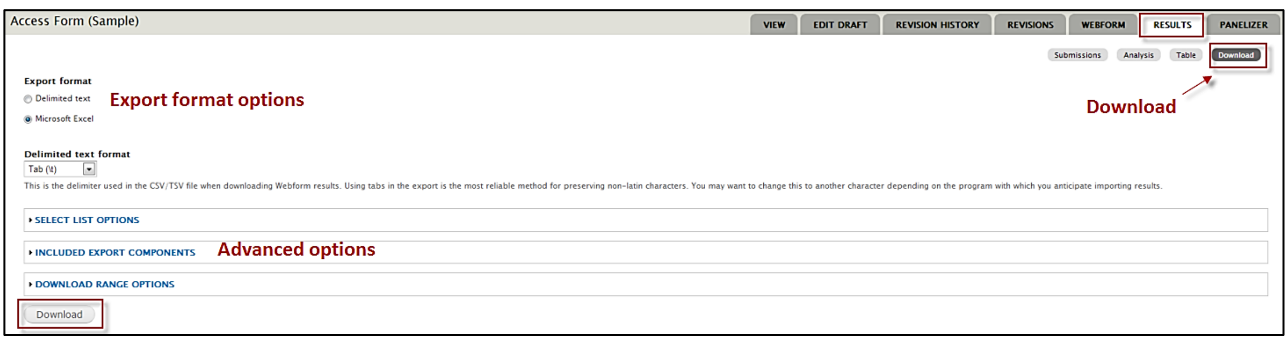
Viewing and Downloading Webform Results

Once submitted, form entries can be viewed or downloaded.

1. Open the webform.
2. Select the **Results** tab.



3. Select the **View** tab to view the detail behind each entry, or select the **Table** button to view the form data in table form.
4. To download the data, select the **Download** button.



5. Select the **Export format**. There are two options: **Delimited text** or **Microsoft Excel**.
6. Select the **Download** button to download the results.

Note: Advanced formatting options are available. Use the advanced options as needed.

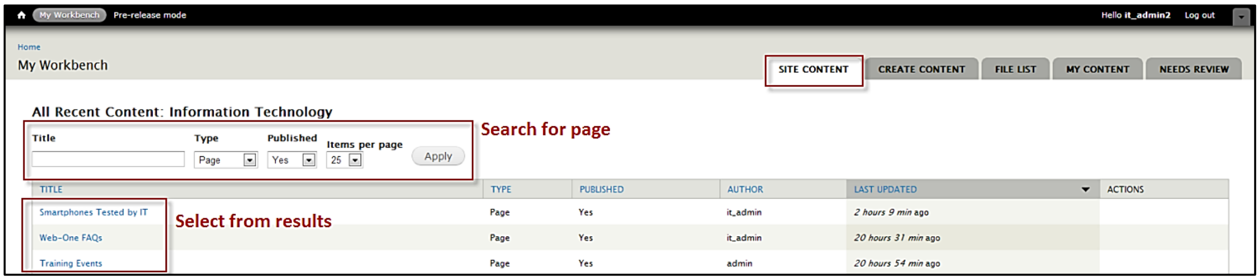
SETTING UP AN EVENT LISTING FOR A GROUP

Group Administrators who also have the *Content Publisher, Editor or Creator* role can add an event listing to an existing page. This listing displays events, items noted with a date and time, as a list.

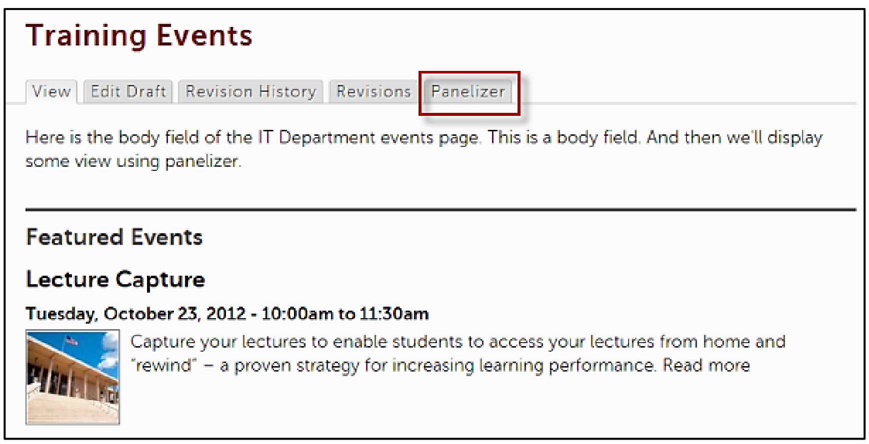
Inserting an Event Listing on a Page

Listings are placed on a Page content type.

1. Log in to Web-One.
2. Select **My Workbench**.
3. From the **Site Content** tab, search for and select the page you want to add the event listing to.

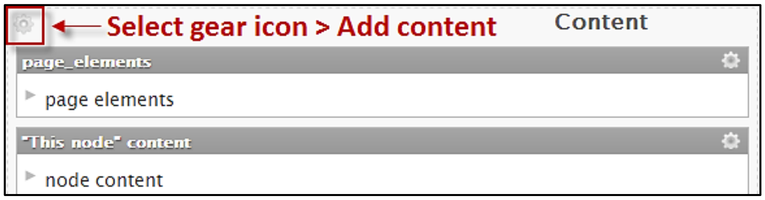


4. Select the **Panelizer** tab.

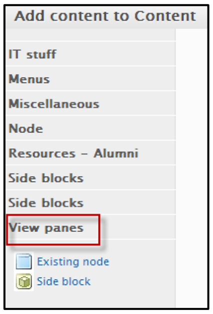


5. Select the **content** link.

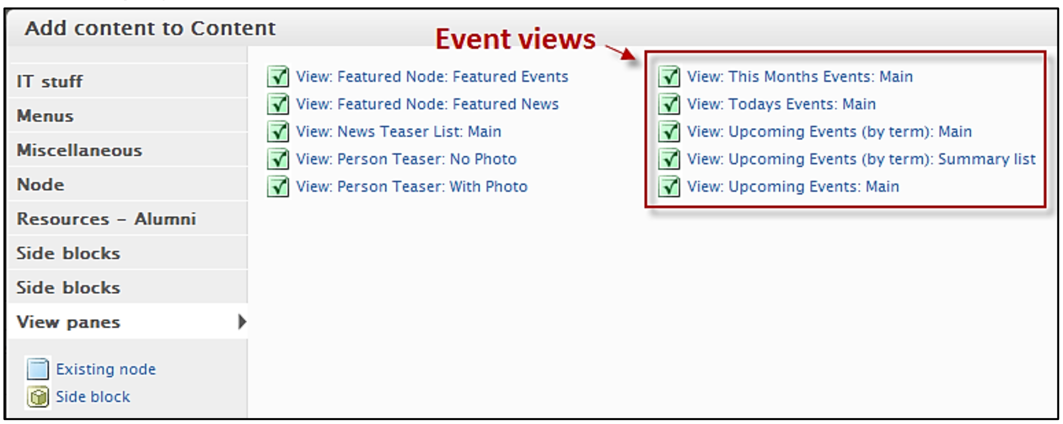
6. In the **Content** container, select the **gear** icon in the container's upper left-hand corner.
7. A popup menu displays. Select **Add content**.



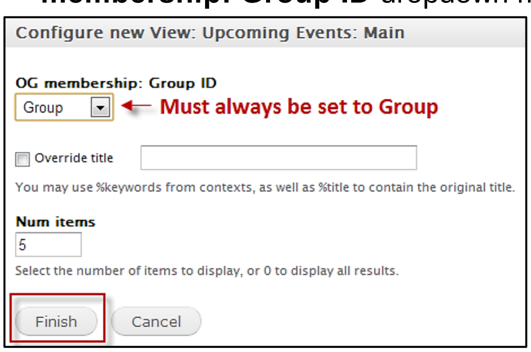
8. The **Add content to Content** window displays. Select **View panes**.



9. The event list options display as views. Select an option from the list. This determines the type of list displayed.



10. The configuration screen displays for the view selected. Select **Group** from the **OG membership: Group ID** dropdown menu.



11. Select the **Finish** button.
12. In **Panelizer,** select the **Save** button to save the configuration.

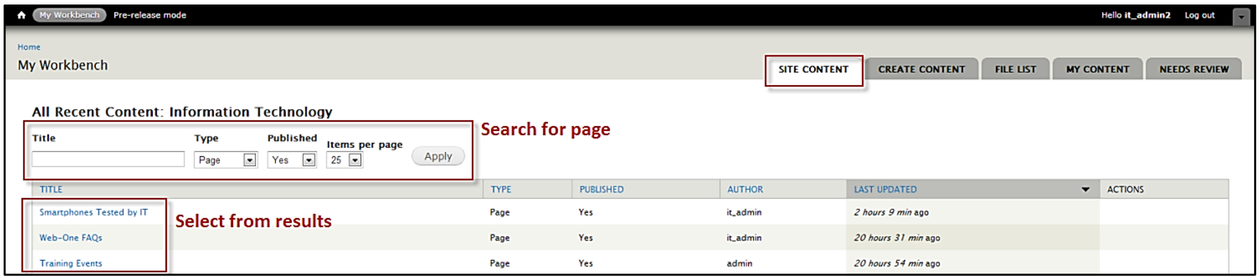
SETTING UP A NEWS LISTING FOR A GROUP

Group Administrators who also have the *Content Publisher, Editor or Creator* role can add a news listing to an existing page. This listing displays content that has been created using the News content type.

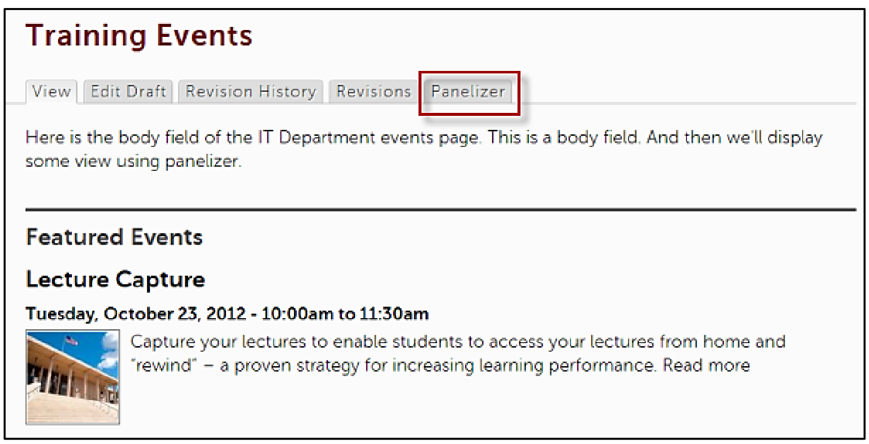
Inserting a News Listing on a Page

Listings are placed on a Page content type.

1. Log in to Web-One.
2. Select **My Workbench**.
3. From the **Site Content** tab, search for and select the page you want to add the news listing to.

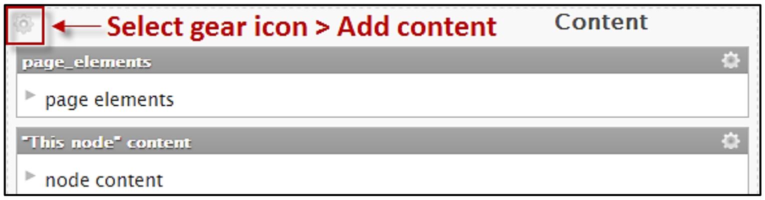


4. Select the **Panelizer** tab.

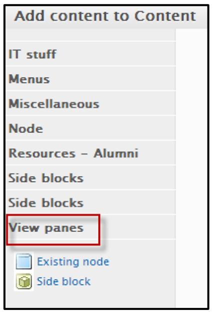


5. Select the **content** link.

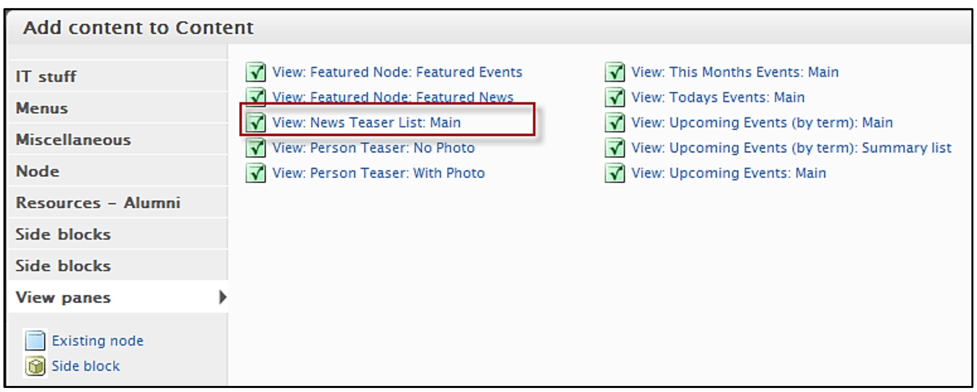
6. In the **Content** container, select the **gear** icon in the container's upper left-hand corner.
7. A popup menu displays. Select **Add content**.



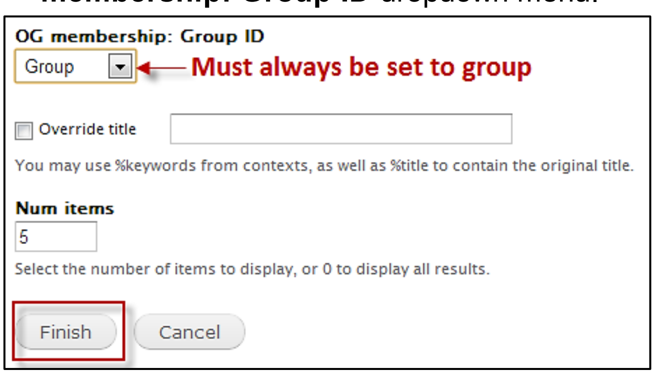
8. The **Add content to Content** window displays. Select **View panes**.



9. Select **View News Teaser List: Main**.



10. The configuration screen displays for the view selected. Select **Group** from the **OG membership: Group ID** dropdown menu.



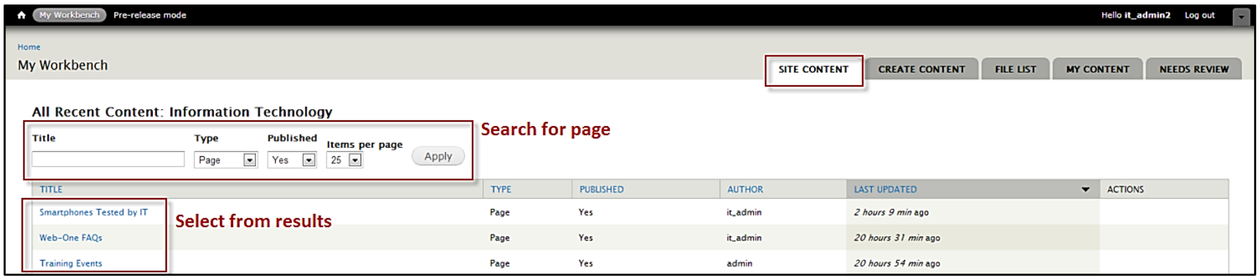
11. Select the **Finish** button.
12. In **Panelizer,** select the **Save** button to save the configuration.

Group Administrators who also have the *Content Publisher, Editor or Creator* role can add a person or employee listing to an existing page. This listing displays employee contact information.

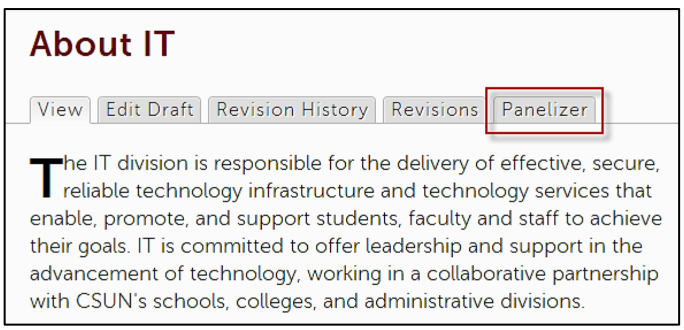
Inserting a Person Listing on a Page

Listings are placed on a Page content type.

1. Log in to Web-One.
2. Select **My Workbench**.
3. From the **Site Content** tab, search for and select the page you want to add the person listing to.



4. Select the **Panelizer** tab.

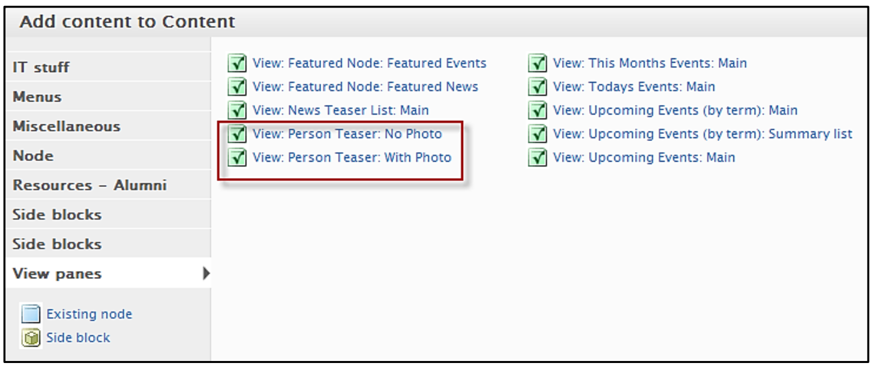


5. Select the **content** link.

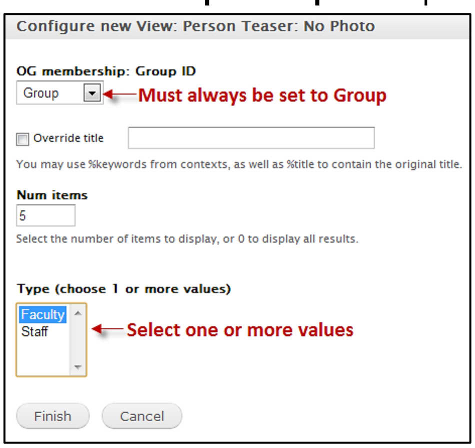
6. In the **Content** container, select the **gear** icon in the container's upper left-hand corner.
7. A popup menu displays. Select **Add content**.

8. The **Add content to Content** window displays. Select **View panes**.

9. Select **View Person Teaser: No Photo** or **View Person Teaser: With Photo**.



10. The configuration screen displays for the view selected. Select **Group** from the **OG membership: Group ID** dropdown menu. In this example, **OG** stands for Organic Group.



11. Select Faculty or Staff. To select more than one value, hold down the **Shift** key on your keyboard while selecting the additional value.
12. Select the **Finish** button.
13. In **Panelizer,** select the **Save** button to save the configuration.

FINDING CONTENT TO EDIT

Use **My Workbench** to find the content you want to view, edit or change.

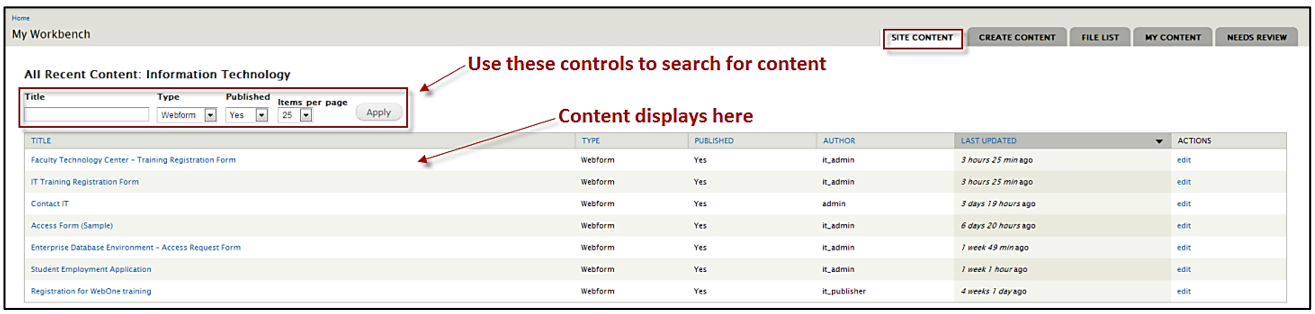
After logging in to Web-One and selecting **My Workbench**, the Site Content tab should be open by default. The search box in the upper left-hand corner of the page enables you to search for content by title, filter by content type and year published. Once you see the title of the content you want, click on the link to access and edit the content.

To view, edit or make other changes, you must first find the content in question. To search for content:

1. Log in to Web-One.
2. Select 

from the upper, left-hand corner of the page.

My Workbench displays:



3. If known, enter the title of the page in the **Title** field. This field can also be left blank.

4. Select a content type from the **Type** dropdown menu. In this example, “Webform” was selected. Selecting a specific content type will return results only for that particular content type.
5. In the **Published** dropdown, select **Any, Yes or No.** For example, selecting “Yes” will only display published content.
6. In the **Items per page** dropdown, select **10, 25, 50, 100 or 200**.
7. Select the **Apply** button to apply these parameters and to view the results.
8. Select column headings to sort results by column.

9. To search for additional content types, repeat steps 3-7.

Completed content must be published in order to be visible to the public. Content will always be in one of three states:

- Draft
- Needs Review
- Published

Draft

This is the default state when any/all content is created. When content is in the *Draft* state, it means that the content creator is still working on the content and is not yet finished with it.

Needs Review

When the content creator is finished working on the content, the content creator changes the state to *Needs Review*. This allows editors and publishers to review the content.

Published

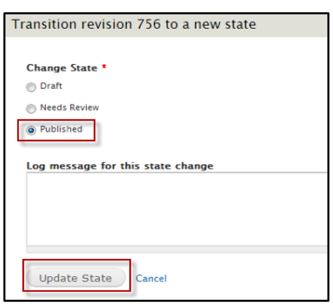
Content in the *Published* state is viewable by everyone, whether logged into the system or not.

Finding Content that is Ready for Publishing

Once the content is in a *Needs Review* state, the Publisher can then search for content that is ready for review:

1. Log in to Web-One.
2. From **My Workbench**, select the **Needs Review** tab.

3. Select the **Change editorial state** link for the content you want to publish.
4. Select the **Published** radio button.



5. If desired, enter a message into the log message window.
6. Select the **Update State** button to save the change.
7. If there is additional content to review/publish, repeat steps 2-6.

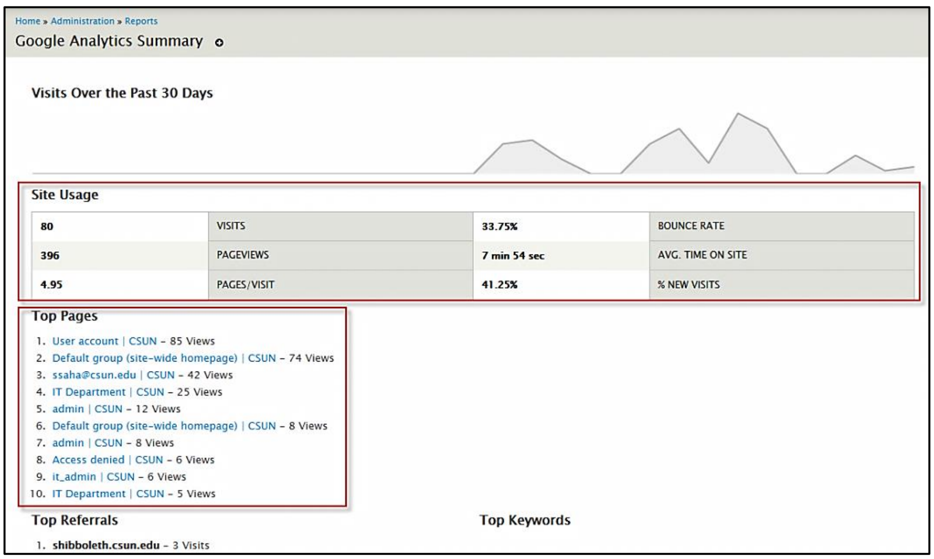
Note: If content was published in error, the state can be changed back to *Needs Review* or *Draft* as needed.

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. This report will be run by the Web-One Administrator and sent to the Group Administrator weekly.

The Google Analytics Summary page displays the following information:

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



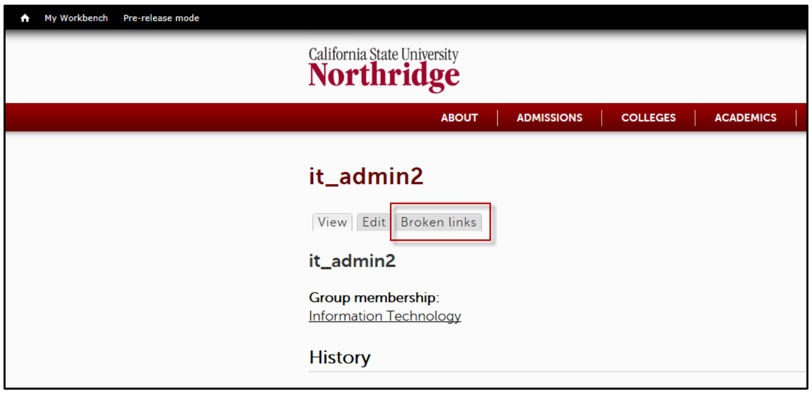
CHECKING FOR BROKEN LINKS

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

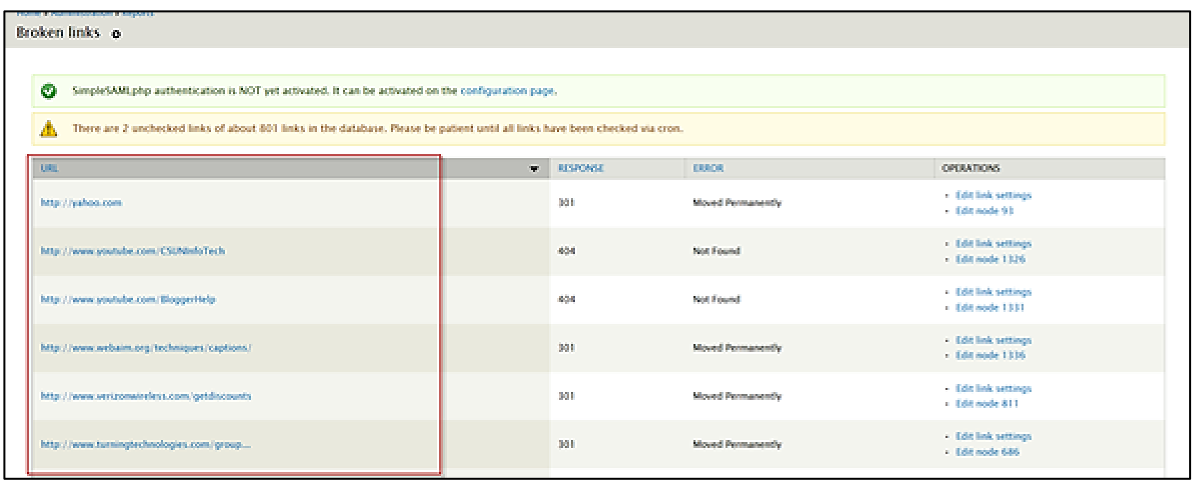
Web-One provides two ways to check for broken links. When content is being entered into the WYSIWYG editor, content creators will be able to see when a link is broken in the WYSIWYG editor because a broken link message with the broken link will appear above the body of the WYSIWYG.

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.



UNIVERSAL DESIGN AND ACCESSIBILITY

Web-One allows you to enable universal design features in your webpages according to principles that ensure content is useable and accessible.

Current universal design features within Web-One include:

- Alternative text descriptions for non-text elements. For specific instructions see Adding on page 105
- Structural markup to identify headings.
- Each field in a form has a label associated with it.
- Tables with association of all data cells in a data table with headers. Table headers can be inserted so that data in the table is associated with a label. For specific instructions see Inserting Tables with Headers on page 112

According to content owner access, each designated content owner has the ability to edit content. Editing content can be done in the Draft or Needs Review status. Also, after the content is published, it can be edited by a Publisher.

Searching for Content Pages to Revise and Edit

To revise or edit content pages, see the Finding Content to Edit section. Select the content page and navigate to the area that needs revised or edited. The WYSIWYG editor displays in the main content areas of the webpage.

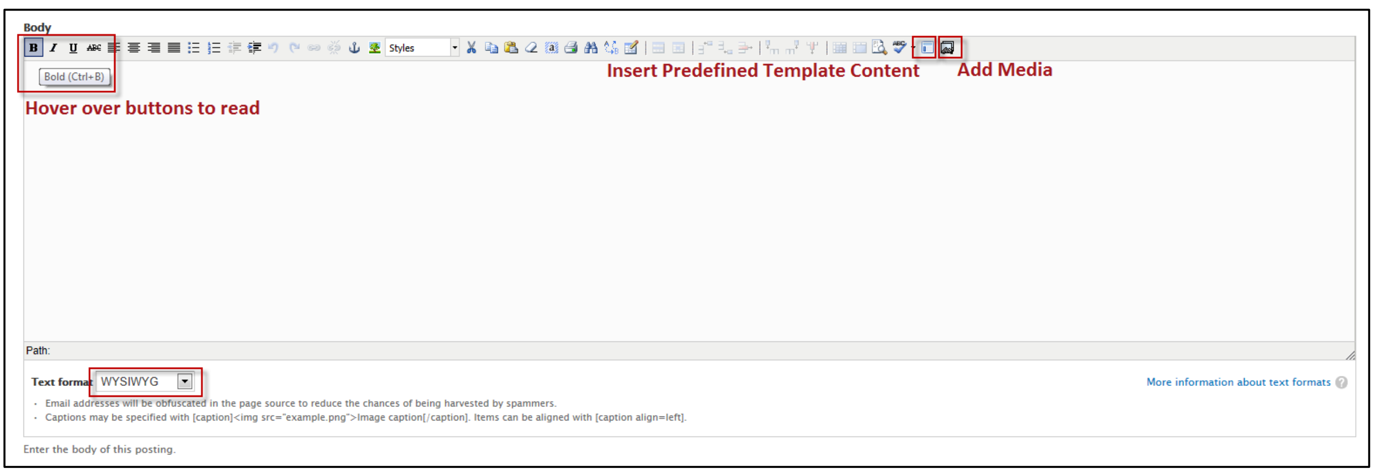
Using the WYSIWYG Text Editor

The acronym for WYSIWYG stands for What You See Is What You Get. Web-One uses a WYSIWYG text editor so you can view the content page the same way it looks when published. This allows users with no knowledge of programming language to create webpages.

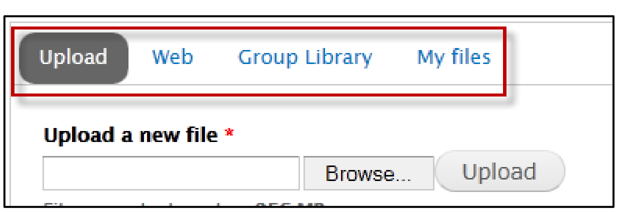
However, the WYSIWYG text editor in Web-One also allows users with advanced knowledge to switch to an HTML (hypertext markup language) editor to write webpages in HTML code.

Adding/Uploading Files

The WYSIWYG editor includes many of the same functions you find in Microsoft products such as Word or Excel. It includes the ability to add images, videos, documents, pull quotes and call to action buttons.



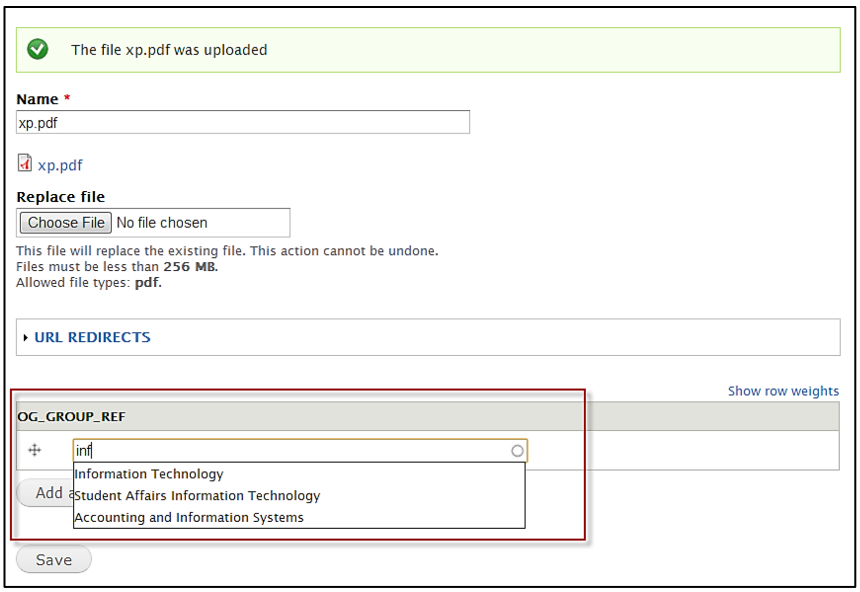
1. Select the **Add Media** link.
2. The media window displays with a series of buttons. To insert *new* media, select the Browse button and choose a media file. Options for media files include images, audio files, and documents. Choose an file from your computer and select the **Upload** button, followed by the **Submit** button.



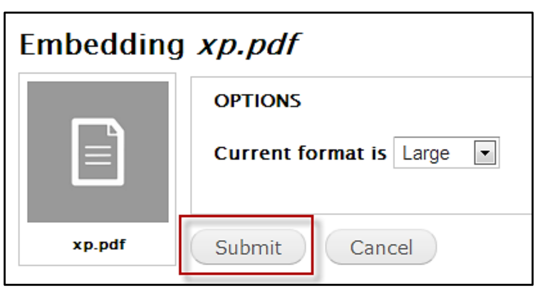
CSUN INFORMATION TECHNOLOGY

Add Media buttons	Description
Web	Enter a valid URL to embed a video on your page. A valid URL should begin with http://
Group Library	Used to select previously uploaded files from all users in your group. Use this library with caution. If a user deletes the file you are using, a broken image or video will display on your page.
My Files	Displays a list of files you uploaded.

3. In the **OG_GROUP_REF** section, enter the name of the organic group that this file belongs to. Once you begin typing, the organic groups that you have access to display. Select the appropriate organic group. This is typically the group that you belong to.
4. Select the **Save** button. .



5. Select the **Submit** button to continue.



6. Once added, a thumbnail for the file displays in the WYSIWYG body and the file has been uploaded to the file list.

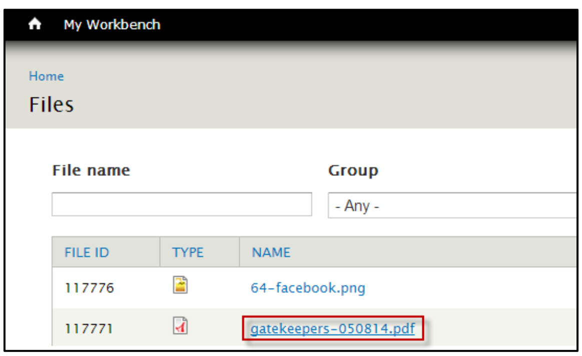
7. This thumbnail can be kept or deleted. If kept, a user can select the thumbnail to view the file. Or, the thumbnail can be deleted and a URL can be added that links directly to the file in the file list.

Note: to link to a file in the file list, find the file in the file list, hover over the file with your mouse, the URL for the file displays at the bottom left of your screen. Right-click to copy the shortcut or link address and then use that address when linking to the file.

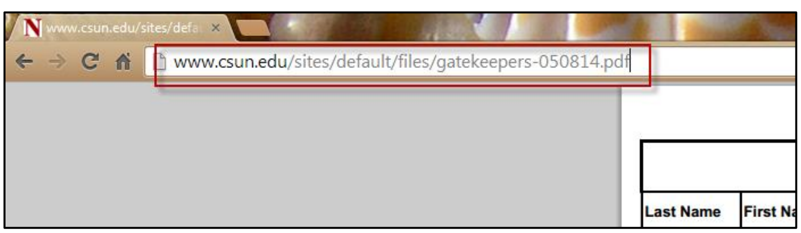
Inserting a Text Hyperlink

1. To locate the URL of a file you want to hyperlink, go to the **MyWorkbench** button, followed by the **File List** tab.

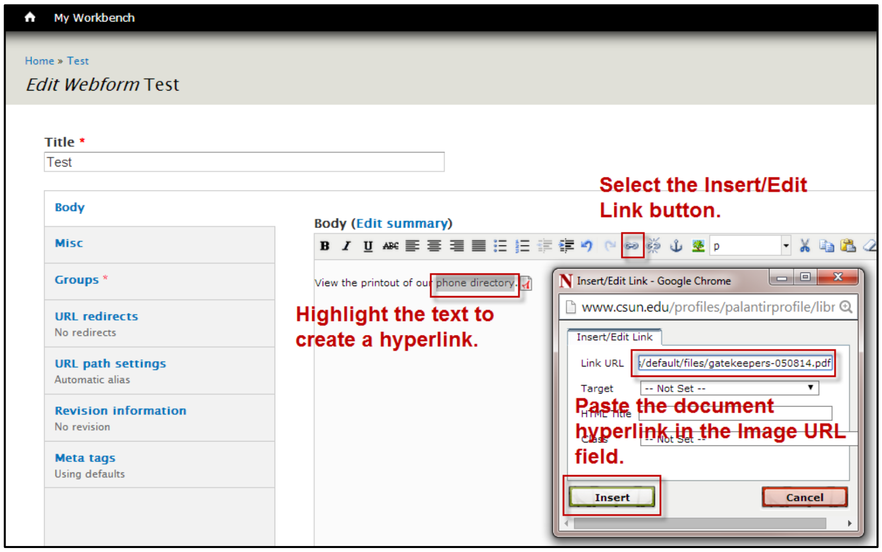
2. Select the file you want to link to. (E.g. a .pdf file)



3. Selecting the file will open the file in a browser. Copy the URL in the browser. (Ctrl + C) or right-click your mouse, and choose Copy.

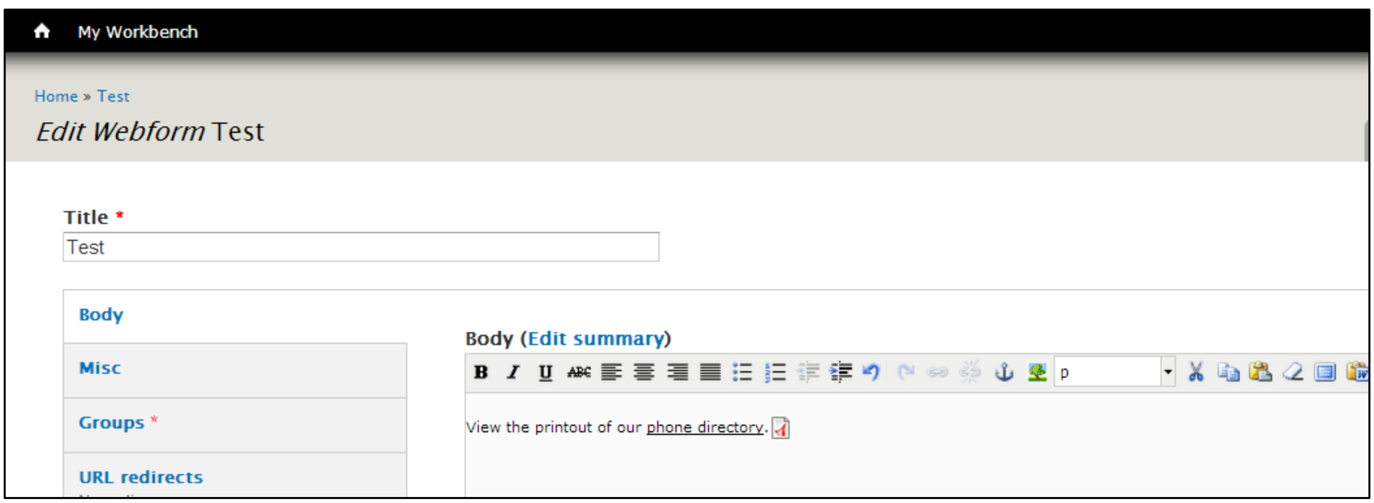


4. Navigate and open your webpage to insert the hyperlink. In the **WYSIWYG Editor** (or **Body**) section, highlight or type the text where you want the hyperlink to display. Select the **Insert/Edit Link** button.



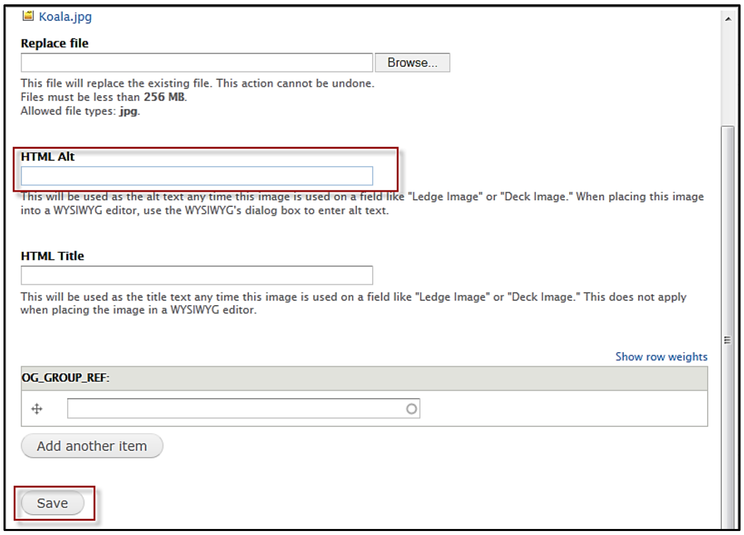
5. In the **Image URL** field, paste the file hyerlink. If necessary, include the **HTML Title** text description.

6. Select the **Insert** button. Your hyperlink displays on your page.

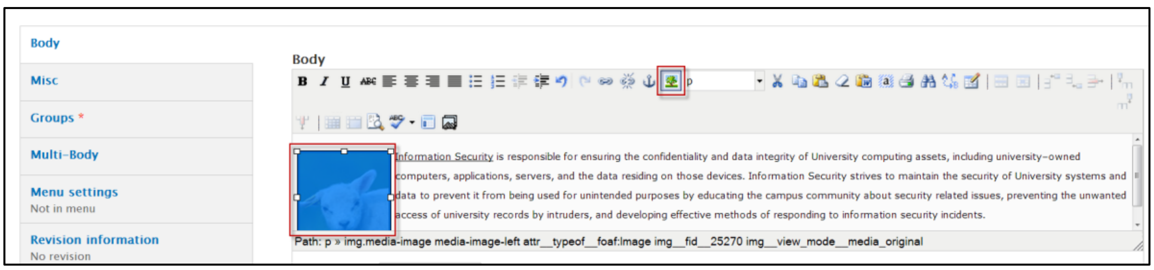


Adding Alt Text to an Image

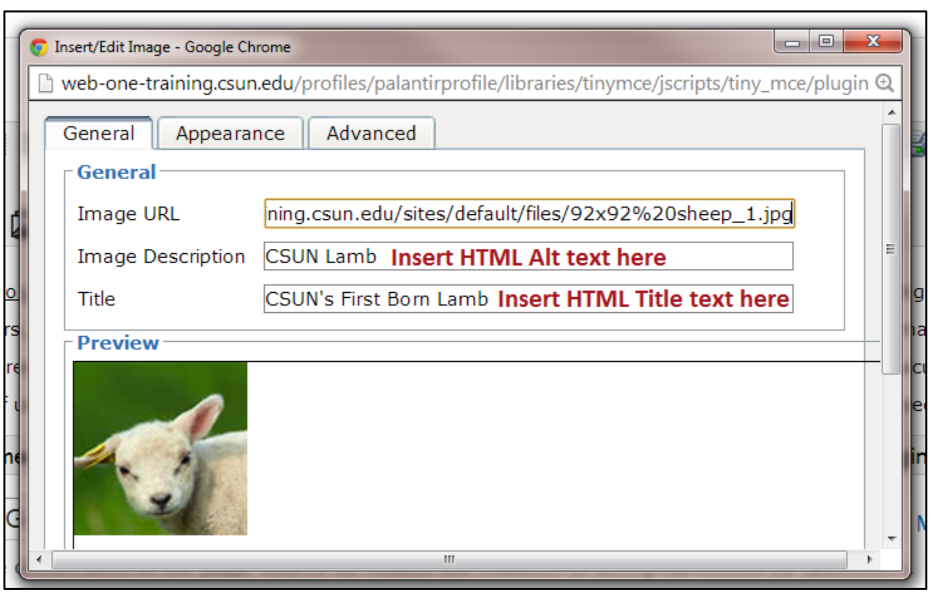
8. If you upload an image file, include alternate text for accessibility. Enter the text in the **HTML Alt** field (**HTML Title** is optional). The text entered displays when a user hovers over the online image. Select the **Save** button.\



9. Once the file is uploaded into the WYSIWYG, you must re-enter the **HTML Alt** text and **HTML Title**. From the WYSIWYG Editor, select the file with your cursor and select the **Insert/Edit Image** button.

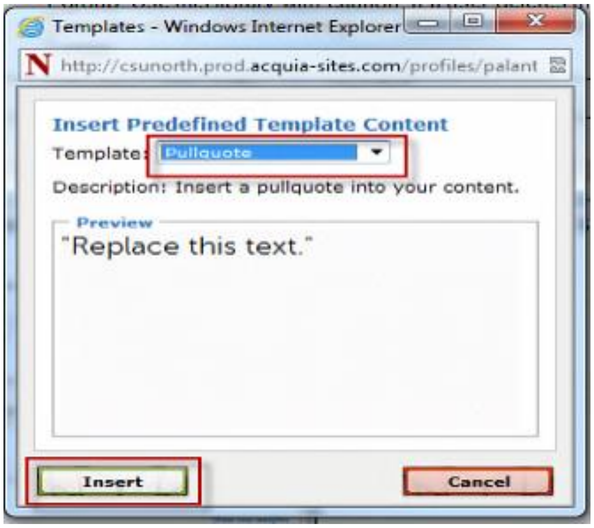


10. In the Insert/Edit Image button dialog box, re-enter the HTML Alt and HTML Title information.

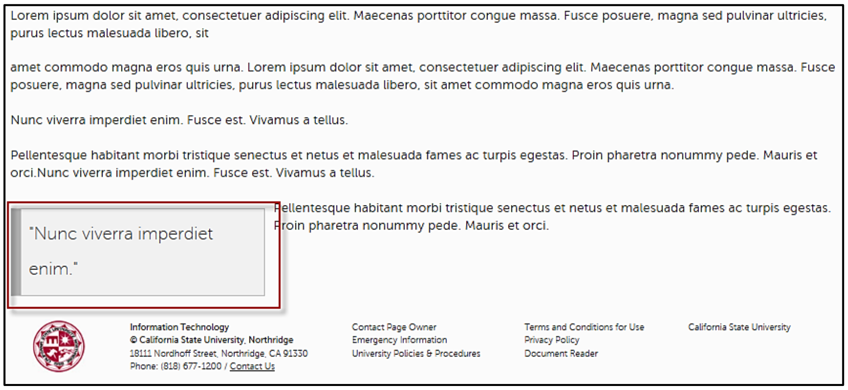


Adding a Pull Quote

1. Select the **Insert Predefined Template Content** button.
2. The Insert **Predefined Template Content** window displays. Select the **Pullquote** option from the dropdown menu, followed by the **Insert** button.

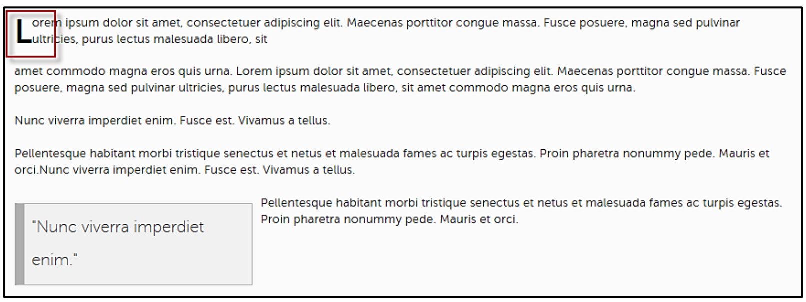


3. A pull quote fits best with a minimum of five lines of text. Once the pull quote is inserted, replace the text by typing over the text.



Adding a Dropcap

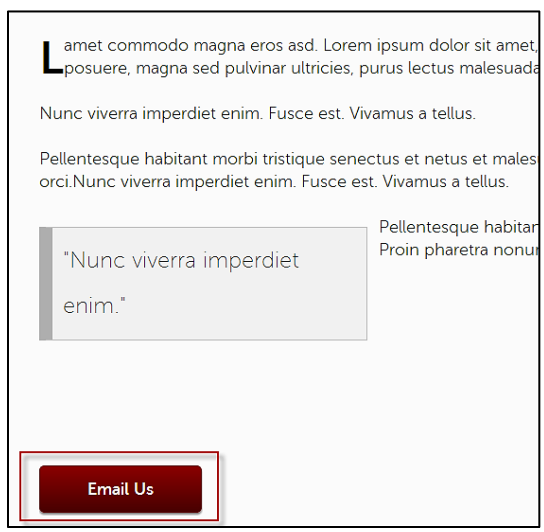
1. Select the **Insert Predefined Template Content** button.
2. The Insert **Predefined Template Content** window displays. Select the **Dropcap** option from the dropdown menu, followed by the **Insert** button.
3. Replace the text with the dropcap letter of your choice.



Adding a Call to Action Button

1. Select the **Insert Predefined Template Content** button.
2. The Insert **Predefined Template Content** window displays. Select the **Call to Action** option from the dropdown menu, followed by the **Insert** button.
3. *Place your cursor in the middle of the button text* and replace the text.

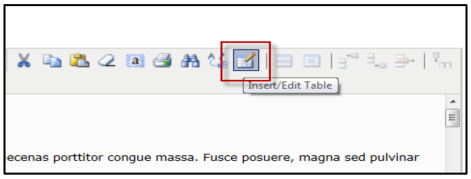
Note: If you experience problems, try a different browser or use the filtered HTML option to insert the wording.



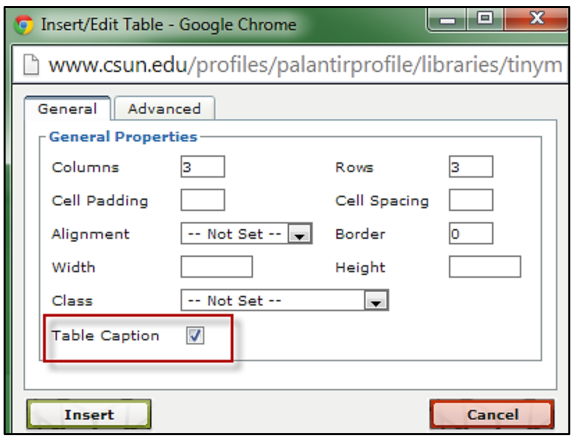
Inserting Tables with Headers & A Table Caption

For accessibility, it is important to mark your tables with headers and identify the body. It is also important to insert a caption for the table.

1. In the WYSIWYG editor, select the **Insert/Edit Table** button.



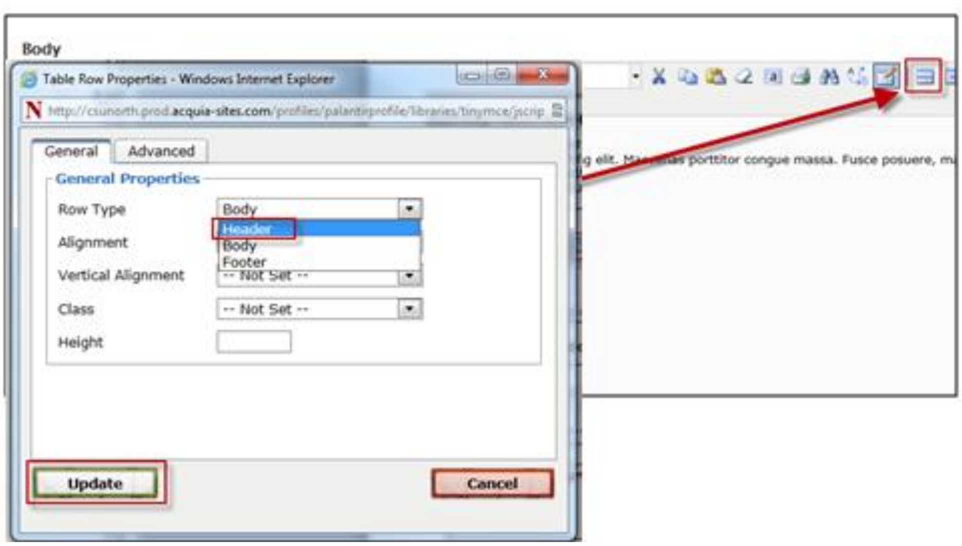
2. Identify the number of rows and columns you want <u>and</u> check the **Table Caption** checkbox. This checkbox <u>must</u> be checked and will add a row to the top of your table. You must then enter a caption, describing the type of table it is, into that space.



3. Select the **Insert** button to insert the table into the body of your page.

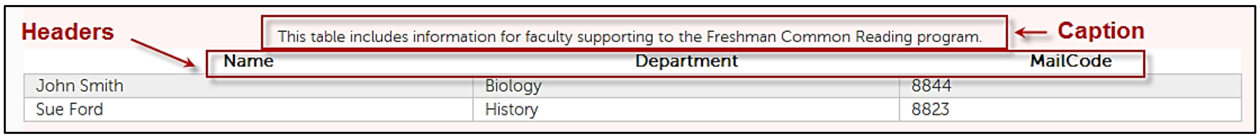
4. Highlight the header of your table and select the **Table Row Properties** button.

5. Select **Header** from the **RowType** dropdown menu followed by the **Update** button.



6. Highlight the header cells in the header row and select **Table Cell Properties**. Change the **Cell Type** from **Body to Header**. Select **OK**.
7. Identify the body of the table by highlighting the body. In **Table Row Properties**, select **Body** from the dropdown menu.

8. After the table data has been created, go to that top row that was added when you checked the **Table Caption** checkbox and enter a caption for your table. Below, is an example of a table with headers and a caption.



9. Save the page.

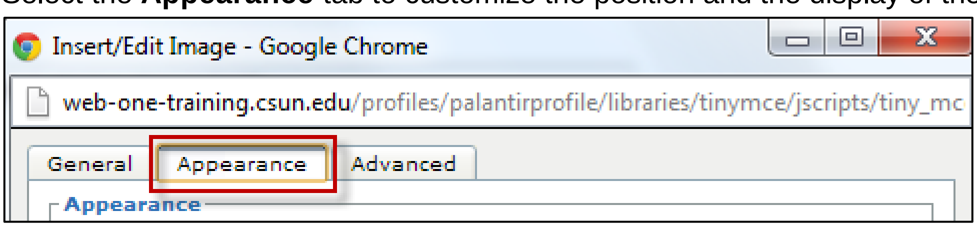
Inserting and Editing Images

The **Insert/Edit Image** button in the WYSIWYG editor allows the user to insert an image and change its properties, alignment, border, spacing, dimensions and more.

1. Select the **Insert/Edit Image** button. Or highlight a preexisted image and then select the **Insert/Edit Image** button.
2. The **Insert/Edit Image** window dispalys.To insert a new image, copy the image URL and paste it in the **Image URL** field.

General Tab Fields	Description
Image URL	Enter a valid URL to embed an image on your page. A valid URL should begin with http://
Image Description	Used to add extra information about the newly embedded image.
Title	Displays a title when you hover over the image.

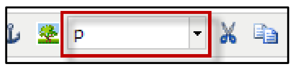
3. Select the **Appearance** tab to customize the position and the display of the inserted image.



Appearance Tab Fields	Description
Alignment	Define the inline float properties of your image.
Dimension	Enter the desired width and height of your image. By default, your image's aspect ratio is locked and changing the value will change its height commensurately.
Vertical Space and Horizontal Space	Define the inline margin properties of your image.
Border	Defines the width of the border around the inserted image.

4. Select the **Insert** button if you added a new image or the **Update** button if you edited an image.

Heading Styles

The **Styles** dropdown menu 

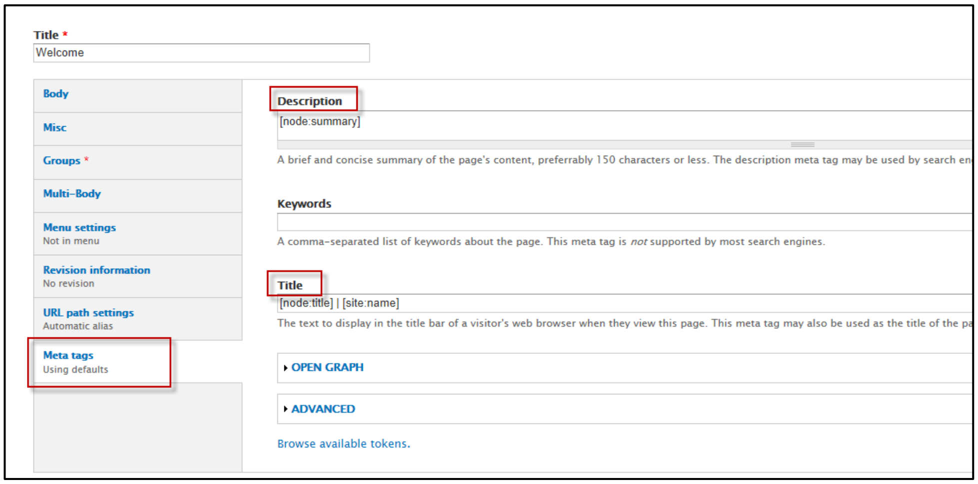
from the WYSIWYG editor's toolbar provides the user with headline styles that gives extra control over text formatting. It's important to use these styles, when possible, so that the formatting stay consistent across the site. To add a headline style to your text, highlight the text you wish to make a heading and then choose the desired style option.

Headline Options	Style Display
p	California State University, Northridge
h2	California State University, Northridge
h3	California State University, Northridge
h4	California State University, Northridge
h5	California State University, Northridge
h6	California State University, Northridge

SEARCH ENGINE OPTIMIZATION

Each webpage you create in Web-One includes a **Meta tags** section. Meta tags provide information to a search engine (such as Google) on the keywords or phrases contained in the webpage. These keywords or phrases then become what a visitor to your site might use to search your website. This process is called Search Engine Optimization, in other words, making your webpage searchable.

By default Web-One uses the **Description** and **Title** fields on this tab to create searchable keywords *for your* webpage. You can replace the **Description** and **Title** with new information for searching.



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
- Created content 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

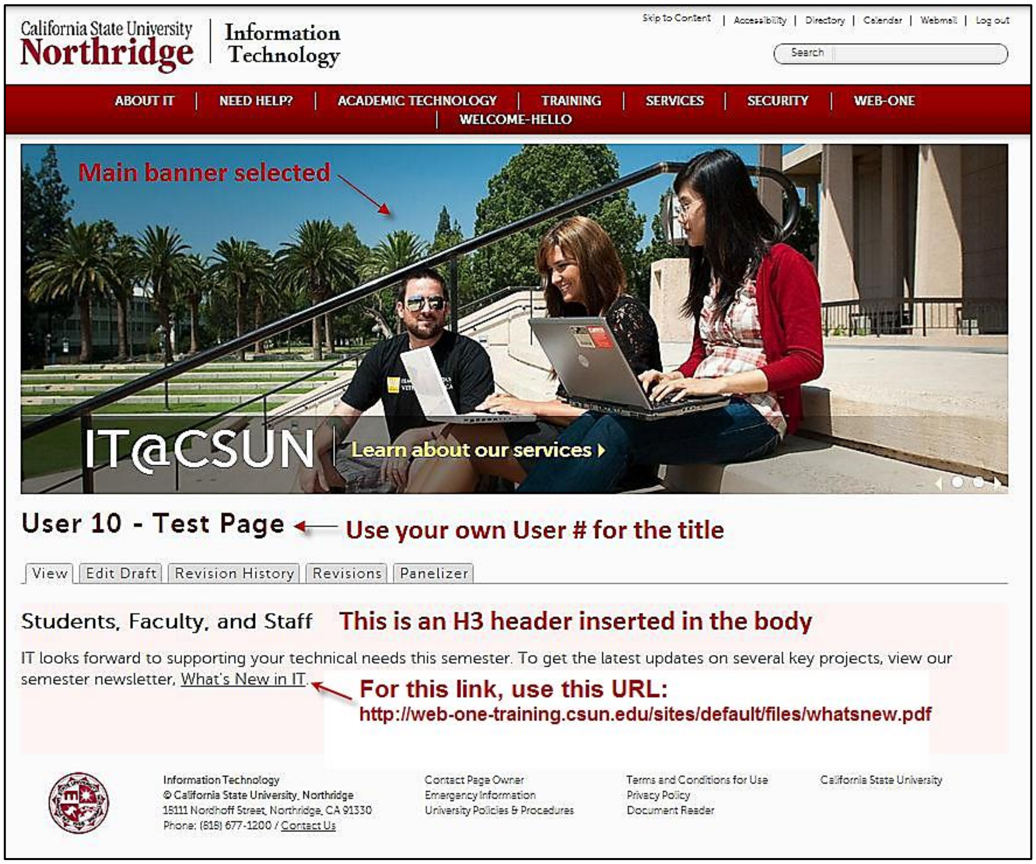
Group Administrators

- 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

Exercise #1 – Create a Page

1. Select **My Workbench**.
2. Select the **Create Content** tab.
3. Select **Page**. This is what you will be creating:

Sample Page



1. Enter the **Title** “User # - Test Page”. Use your own user number so you will be able to find your page later (see above).
2. In the **Body**, insert the heading of:

Students, Faculty, and Staff

(use h3 from the styles dropdown)

3. Add additional **Body** text by inserting the following:

> IT looks forward to supporting your technical needs this semester. To get the latest updates on several key projects, view our semester newsletter, What's New in IT.

Hint: Highlight the text you want to create a hyperlink for and then use the **Insert/Edit Link** button to add the hyperlink.

Note: Use this URL for the What's New in IT link:

http://web-one-training.csun.edu/sites/default/files/whatsnew.pdf

4. Save the page.
5. Go to the **Revisions** tab and select **Published** from the **Change State** dropdown.
6. Enter a note in the **Log message** field. (Example: I made the change we talked about.)
7. Select the **Update State** button to update the status and publish the page.

Exercise #2 – Using Panelizer to Add Side Blocks

4. Select **My Workbench**.
5. Search for the page you created in the previous exercise.
    a. If you don't see it right away, enter search parameters to narrow the search.
6. Select the page by selecting the link for the page.
7. Select the **Panelizer** tab. This is what you will be creating:

Sample Page w/ Side Blocks Added

8. From **Panelizer**, select the **content** link.
9. Select the **Gear** button for the left sidebar.
10. Select **Add content**.
11. There are three links titled **Side Blocks**. Select the THIRD **Side Blocks** link in that list.
12. Select the existing side block title “**Contact Us – Main**”.
13. Select the **Finish** button to add the side block.
14. Select the **Save** button in Panelizer to save the change.
15. Select the **Preview** button (scroll down to view the preview).

Now create a new side block with two links:

1. From **Panelizer**, select the **content** link.
2. Select the **Gear** button for the left sidebar.
3. Select **Add content**.
4. Select **Side Block** link (last option on left, different than the option used previously).
5. In the **Body** section, add two links:
    a. About IT - Use this URL: http://www.csun.edu/it/about)

    b. What’s New in IT - Use this URL: http://web-one-training.csun.edu/sites/default/files/whatsnew.pdf

6. Select the **Finish** button to add the new side block.
7. Select the **Save** button in Panelizer to save the change.
8. Select the **Preview** button to preview the change.
9. Select the **View** tab to view it as a published page.

Your page should now have two side blocks under the left sidebar.

Exercise #3 – Create a News Item

1. Select **My Workbench.**
2. Select the **Create Content** tab,
3. Select **News**. This is what you will be creating:

Sample Page

4. Enter the **Title** "User # - Digital Stories (News Test)".
5. Enter this text as the **Lede** (teaser):

Check out our new blog which showcases innovative ways in which students, faculty and staff are using technology.

(**Note**: New blog link = http://blogs.csun.edu/digitalstories/)

6. Enter this text as the **Body**:

Check out our new blog which showcases innovative ways in which students, faculty and staff are using technology to accomplish the teaching and learning mission of the university. Join us to discuss technology innovation at CSUN. If you have a topic idea for the blog, contact the Faculty Technology Center.

   (Note: New blog link = http://blogs.csun.edu/digitalstories/)

   (Note: Faculty Technology Center link = http://www.csun.edu/at/ftc/index.html)

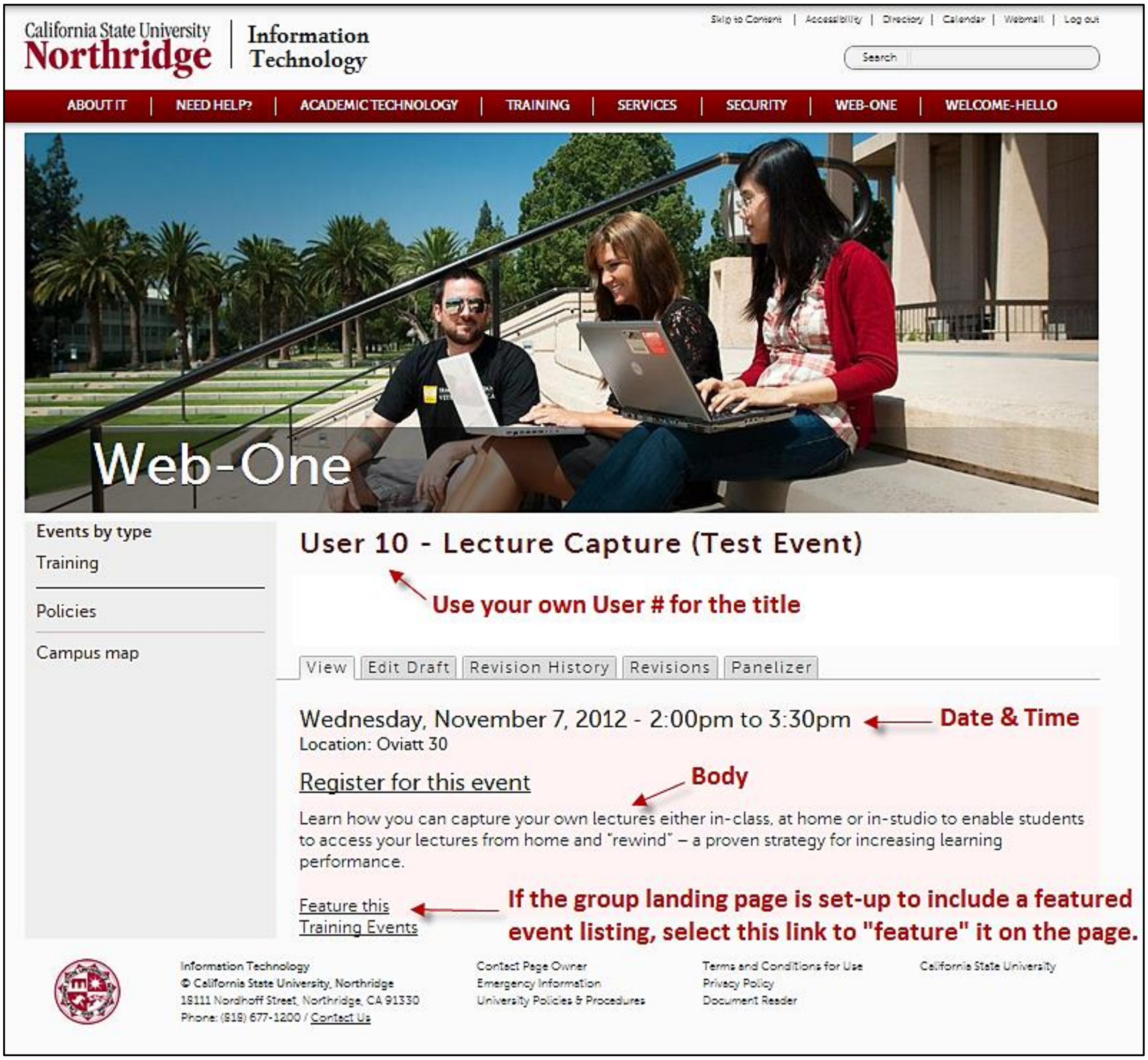
7. Save the page.
8. While viewing the page, select the "**Feature this**" link to feature this news item on the group landing page.
9. Go to the **Revisions** tab and select **Published** from the **Change State** dropdown.
10. Enter a note in the **Log message** field. (Example: I made the change we talked about.)
11. Select the **Update State** button to update the status and publish the page.

Note: If you choose to feature a news item, that item will only appear on the group landing page if the group admin for the area has set-up a news listing for the group.

Exercise #4 – Create an Event Page

1. Select **My Workbench**.
2. Select the **Create Content** tab.
3. Select **Event**. This is what you will be creating:

Sample Page



16. Enter the **Title** “User # - Lecture Capture (Test Event)”.
17. Enter the **Date** and **Time** (start and end) for the event (shown above). Hint: use Military time.
18. Enter the **Location**: Oviatt 30.
19. **Cost**: leave blank.
20. Enter a registration link: http://www.csun.edu/it/training/signups/1107leccap.html
21. Select the **Event Category**: Training
22. Enter this text as the **Lede** (teaser):

Learn how you can capture your own lectures.

23. Enter this text at the **Body**:

Learn how you can capture your own lectures either in-class, at home or in-studio to enable students to access your lectures from home and “rewind” – a proven strategy for increasing learning performance.

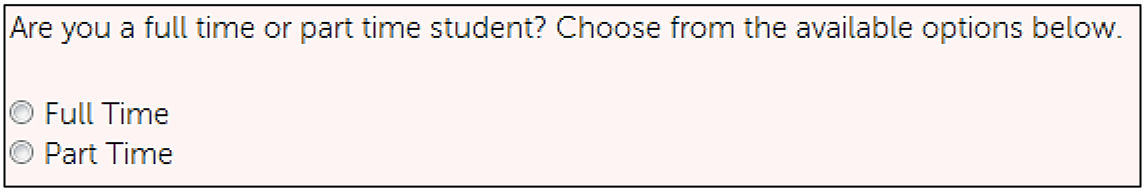
24. Save the page.
25. While viewing the page, select the “**Feature this**” link to feature this event item on the group landing page.
26. Go to the **Revisions** tab and select **Published** from the **Change State** dropdown.
27. Enter a note in the **Log message** field. (Example: I made the change we talked about.)
28. Select the **Update State** button to update the status and publish the page.

Note: If you choose to feature an event, that item will only appear on the group landing page if the group admin for the area has set-up an event listing for the group.

APPENDIX C

In Web-One, the use of radio buttons and checkboxes create fields without labels. Therefore, when a webpage is read by screen reader software, an end user does not know what the field types specify. This is a problem when creating accessible webforms. This section provides instructions for using radio buttons and checkboxes in webforms. Please refer to this section when using this field type.

One of the options when creating a webform in Web-One is the **Select options** field type. This allows you, the form creator, to add multiple options for a user to select. For example, Full Time and Part Time, as seen below:



The **Select options** field type automatically displays options as radio buttons. If you would rather not use radio buttons, checkboxes can be used when building this field but both require additional configuration to make them accessible in Web-One.

Creating Optional Radio Buttons/Checkboxes in the Select Option Field Type

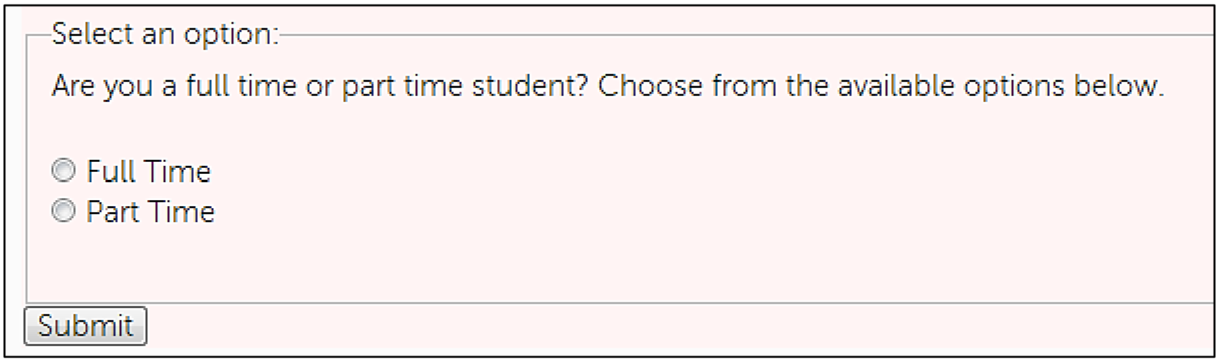
To create optional values, follow these steps:

1. Once the body of your form has been created, select **View** to view your form and select the **Webform** tab to edit your webform.
2. For '**New component name**' enter a name for the field type you are creating. It does not matter what it is as it will not display.
3. From the **Type** dropdown, select **Select options**.
4. Select the **Add** button to add the component.
5. In the **Options** field, enter the options or choices using the proper formatting as noted.
6. In the **Display** section, under **Label display**, select **None**.
7. Select the **Save component** button.

Now, because the values listed are not accessible on their own, a **Fieldset** needs to be added to describe the values that you have just added.

1. From the webform, select the **Webform** tab.
2. For '**New component name**' enter a name for the field type you are creating.It should provide some additional information such as "Select an option below:" or "Choose an option:".
3. From the **Type** dropdown, select **Fieldset**.
4. Select the **Add** button to add the component.
5. Enter a description in the **Description** field. In this example, "Are you a full time or part time student? Choose from the available options below." has been entered.
6. Select the **Save component** button.
7. Click and drag th components so that the **Fieldset** value, is above the **Select options** value.
8. On the Webform page, select the **Save** button to save changes.

9. Select the **View** tab to view the webform.
10. The **Fieldset** value (Select an option), is now above the **Select options** value of Full Time and Part Time. See screenshot.



Creating Required/Mandatory Radio Buttons/Checkboxes in the Select Option Field Type

When creating fields, it's possible to note the field as mandatory or required, but doing so does not flag the item with a red asterisk which denotes a mandatory field.

To create accessible, manadatory values, follow these steps:

1. Once the body of your form has been created, select **View** to view your form and select the **Webform** tab to edit your webform.
2. For '**New component name**' enter a name for the field type you are creating. It does not matter what it is as it will not display.
3. From the **Type** dropdown, select **Select options**.
4. Select the **Add** button to add the component.
5. In the **Options** field, enter the options or choices using the proper formatting as noted.
6. In the **Validiation** section, select the **Mandatory** checkbox.
7. In the **Display** section, under **Label display**, select **None**.
8. Select the **Save component** button.

The component and options have now been added to the form, but this next step is required in order to make it fully accessible to a user by denoting the field with a red asterisk and adding a manual note to the body indicating that the asterisk denotes a required field:

1. From the webform, select the **Webform** tab.
2. For '**New component name**' enter a name for the field type you are creating.It should provide some additional information. In this example, "Make a selection:" is used.
3. From the **Type** dropdown, select **Markup**.
4. Select the **Add** button to add the component.
5. In the **Value** section, enter the same text that you entered as the component name. In this example, "Make a Selection:" <u>but add an asterisk to the text</u>.
6. Make the text bold.
7. In the **Text format** dropdown, switch to **Filtered HTML** mode.
8. Select the **Disable rich-text** link.

9. Apply the follow code to the asterisk *.
10. In the **Text format** field, flip back to WYSIWYG.
11. Select the **Save component** button.
12. Select and drag the markup component so that it is above the **Select options** value.
13. On the **Webform** page, select the **Save** button to save changes.
14. Select the **Edit Draft** tab.
15. In the **Body** field, enter the following text: Red asterisk denotes required field.
16. Select the **Save** button.
17. Select the **View** tab to view the webform and its newly added asterisk and note. See screenshot.
18. Publish form.