

Center for Faculty Development

Faculty Website Guide

OU CAMPUS FACULTY WEBSITE GUIDE	1
INTRODUCTION	3
I. ACCESSING YOUR WEBSITE VIA OU CAMPUS	3
II. NAVIGATING AROUND OU CAMPUS	4
Page View.....	4
Pages List View	5
❖ The Home Folder	5
❖ Primarynav, Sidenav	6
III. THE PAGE TOOLBAR.....	7
Preview	7
Edit	7
Properties	7
❖ Hide or Unhide a Page.....	7
❖ Edit Your Contact Profile Information	8
Versions.....	8
Check In/Out.....	8
Publish.....	9
IV. UPLOAD ACCESSIBLE DOCUMENTS & IMAGES	10
V. EDITING A WEB PAGE	11
Locating Your Web Page to Edit.....	11
The WYSIWYG Editor	11
❖ Inserting Hyperlinks.....	12
❖ Inserting Images.....	14
❖ Inserting media.....	14
VI. PUBLISHING YOUR WEB PAGE	16
VII. WHERE TO FIND HELP	16

Introduction

This documentation explains the overall OU Campus environment and tools used in editing your web pages, uploading documents, making links, and publishing web pages.

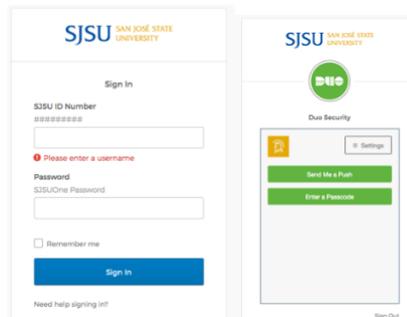
You need your SJSUOne and DUO accounts to access your website. For a SJSUOne account, visit [SJSU directory](http://directory.sjsu.edu) at <http://directory.sjsu.edu>, if you are not listed in the directory, contact University Personnel at <https://www.sjsu.edu/up/>. If you are listed, but your address is not, you may be a new hire and an account will soon be created for you. For OU Campus account, if you are not sure whether you have one, contact [IT Help Desk](#) at <https://www.sjsu.edu/it/support/> or submit a Request for Help: [Help Ticket](#).

I. Accessing Your Website via OU Campus (Login/Logout)

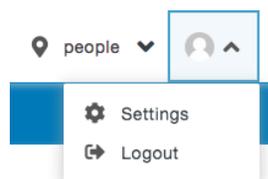
1. Enter <http://sjsu.edu/people/first.lastname> in the URL box of any browser and click **Last Modified**: date stamp link at the lower right corner of your web page.



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



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



II. Navigating Around OU Campus

Page View

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

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

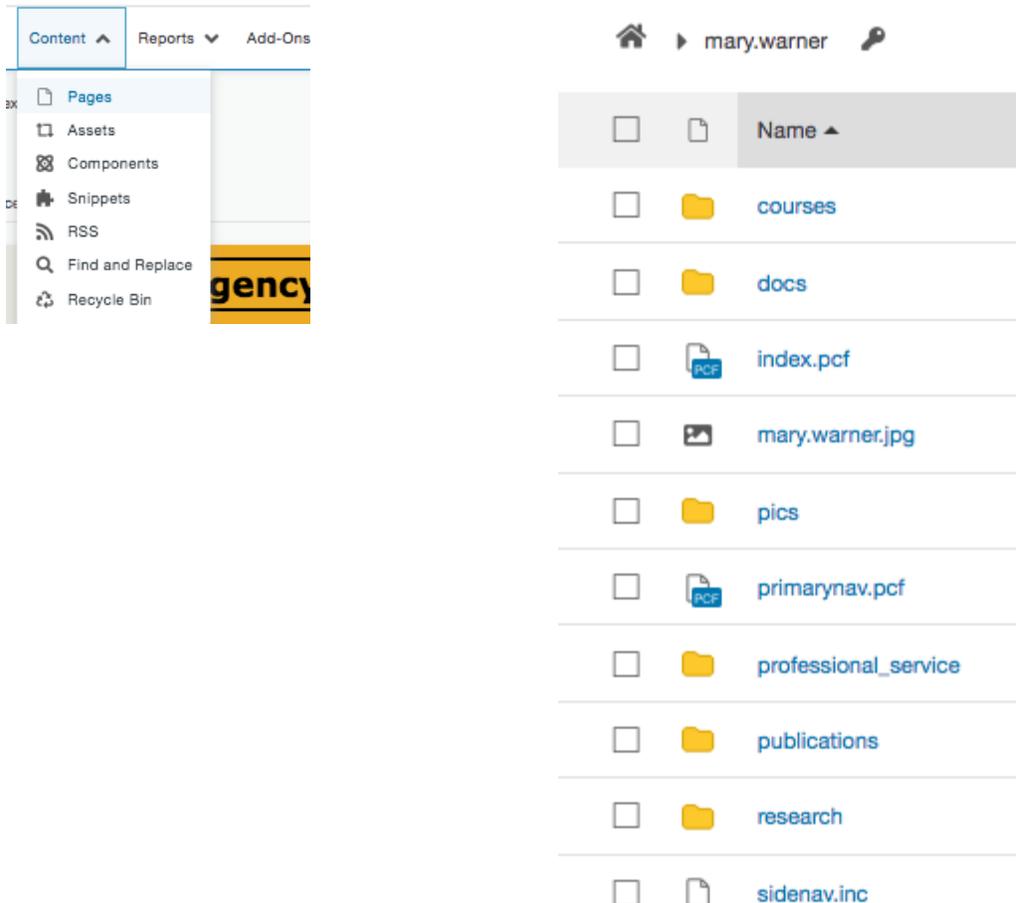
The screenshot shows the OU Campus interface. At the top, there is a navigation menu with 'OU Campus' logo and dropdown menus for 'Dashboard', 'Content', 'Reports', 'Add-Ons', and 'Setup'. A box labeled '1' highlights the 'Content' dropdown. Below the menu is a breadcrumb trail: '< Back to Pages /mary.warner/index.pcf'. A toolbar contains 'index.pcf', 'Preview', 'Edit', 'Source', and 'Properties'. A box labeled '2' highlights the 'Edit' button. The main content area, labeled '3', features an 'Emergency Notification' banner about COVID-19, a search bar, and a profile for 'WARNER, MARY L' at San José State University. The profile includes tabs for 'Publications & Presentations', 'Professional Consultations', and 'Professional & Service Activity'. It lists 'Warner, Mary L' as a Professor of English, with contact information for email (mary.warner@sjsu.edu) and telephone ((408) 924-4417). A green 'Edit Additional Info' button is visible. On the right side, there are links for 'one.SJSU', 'Canvas', 'Athletics', and 'Give to SJSU', along with a 'Navigate' section containing a 'BACK to A-Z People Index' link and a list of 'Warner, Mary L' publications.

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

1. Global Navigation
2. Page Actions Toolbar
3. Page View

Pages List View

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



❖ The Home Folder

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

Index.pcf

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

Primarynav.pcf

The **primarynav.pcf** is a unique page that only appears in the Home Folder. This page controls the navigation menu at the top of your pages.

Sidenav.inc

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

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

The screenshot shows a faculty profile page for Warner, Mary L. at San José State University. The page is annotated with three regions:

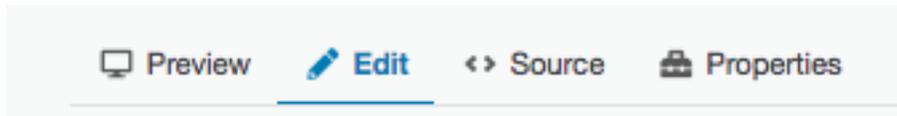
- Primarynav region:** Located at the top, it contains navigation links: "Publications & Presentations", "Professional Consultations", and "Professional & Service Activity".
- Index editable region:** A box highlights the profile details, including "Email" (Preferred: mary.warner@sjsu.edu), "Telephone" (Preferred: (408) 924-4417), and "Education". A green button labeled "Edit Additional Info" is also visible.
- Sidenav region:** A box highlights the right-hand navigation menu, which includes: "one.SJSU", "Canvas", "Athletics", "Give to SJSU", "Navigate" (with a link to "BACK to A-Z People Index"), and a list of profile sections: "Publications & Presentations", "Research & Scholarly Activity", "Professional & Service Activity", "favorite links", and "Published Books".

Home Button 

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

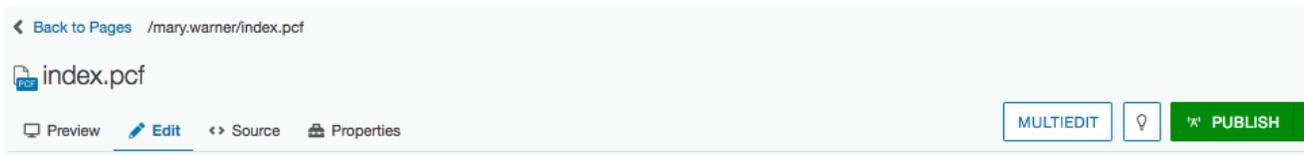
The screenshot shows the bottom navigation bar with a home icon, a breadcrumb "mary.warner", a filter box containing the text "Filter", and a "STAGING" dropdown menu.

The Page Toolbar



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

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

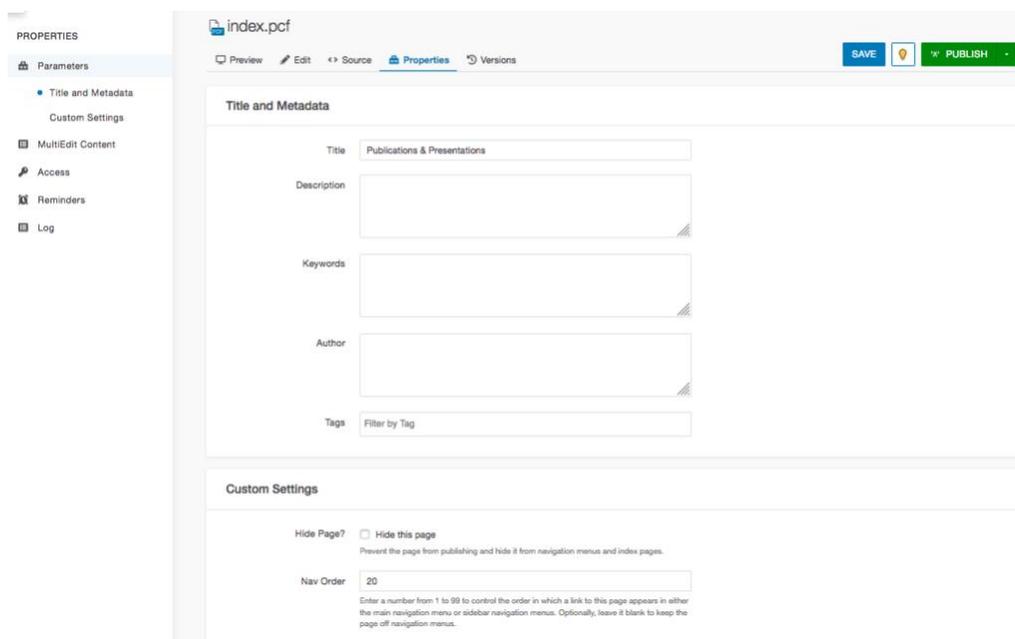


Source: Show the html code of the page.

Properties

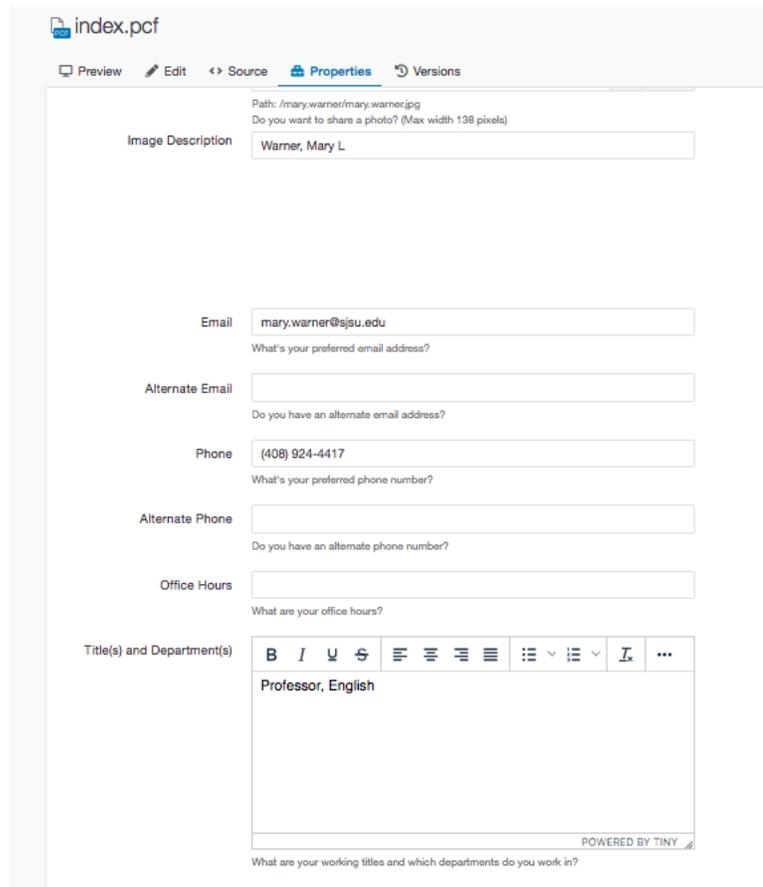
❖ Hide or Unhide a Page

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



❖ Edit Your Contact Profile Information

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



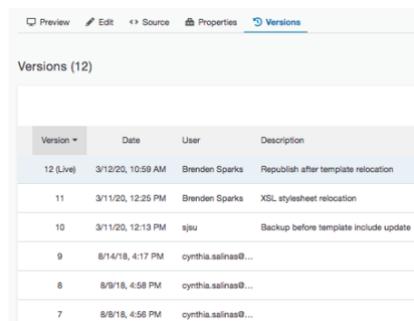
The screenshot shows the 'Properties' tab of a web editor for a file named 'index.pcf'. The interface includes a navigation bar with 'Preview', 'Edit', 'Source', 'Properties', and 'Versions'. The main content area contains several form fields for contact information:

- Image Description:** Path: /mary.warner/mary.warner.jpg. Do you want to share a photo? (Max width 138 pixels). Input: Warner, Mary L.
- Email:** Input: mary.warner@sjsu.edu. Question: What's your preferred email address?
- Alternate Email:** Input: (empty). Question: Do you have an alternate email address?
- Phone:** Input: (408) 924-4417. Question: What's your preferred phone number?
- Alternate Phone:** Input: (empty). Question: Do you have an alternate phone number?
- Office Hours:** Input: (empty). Question: What are your office hours?
- Title(s) and Department(s):** A rich text editor with a toolbar (B, I, U, S, alignment, list, link) and input: Professor, English. Question: What are your working titles and which departments do you work in?

At the bottom right of the text editor, it says 'POWERED BY TINY'.

Versions

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



The screenshot shows the 'Versions' tab of the web editor. It displays a table with 12 versions. The table has columns for Version, Date, User, and Description.

Version	Date	User	Description
12 (Live)	3/12/20, 10:59 AM	Brenden Sparks	Republish after template relocation
11	3/11/20, 12:25 PM	Brenden Sparks	XSL stylesheet relocation
10	3/11/20, 12:13 PM	sjsu	Backup before template include update
9	8/14/18, 4:17 PM	cynthia.salinas@...	
8	8/9/18, 4:58 PM	cynthia.salinas@...	
7	8/8/18, 4:56 PM	cynthia.salinas@...	

Check In/Out

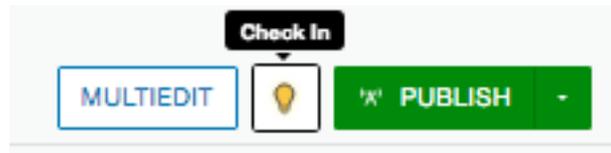
When a web page is checked out to you, the light bulb will be lit. When the light bulb is lit, you will see more features become available. This checked in/out or unlit/lit light bulb is also visible on pages list view. No other users can access the

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

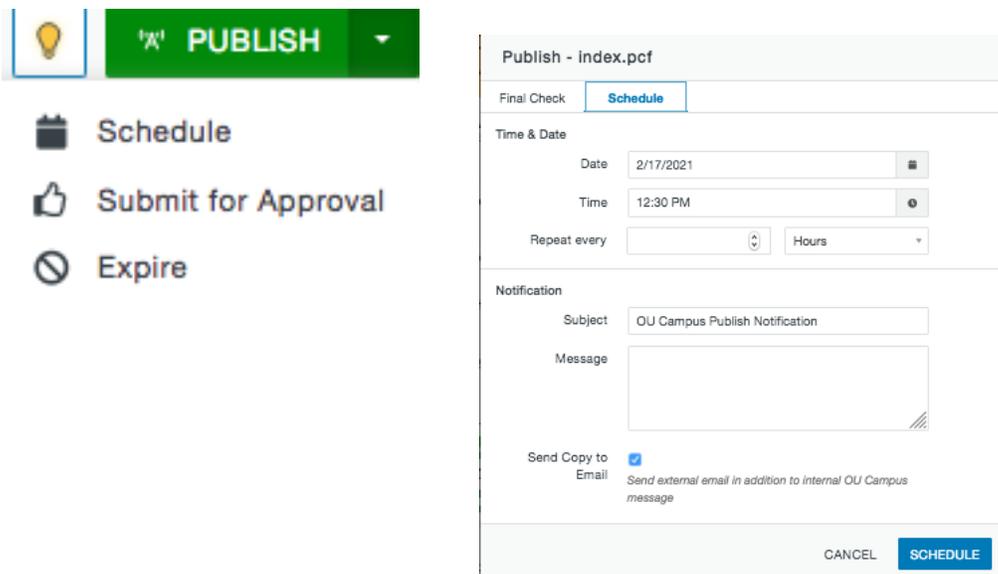


Publish

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



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



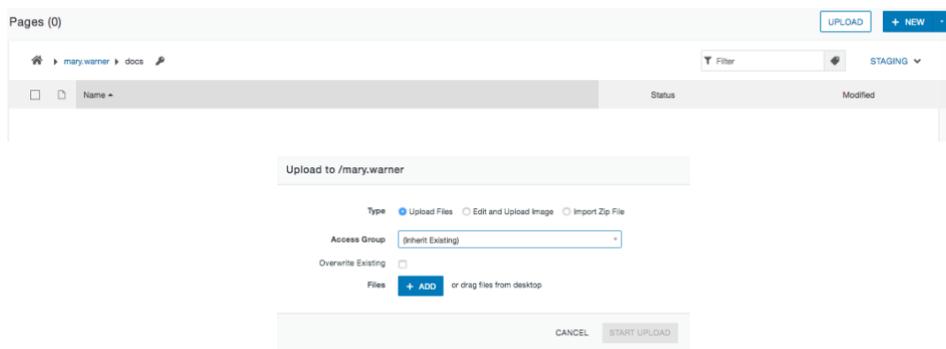
If you schedule to publish a page on a specific date and time, it will not be available for edits until you remove the scheduled date and time by clicking **Remove Scheduled Publish** then the **Remove** button.

III. Uploading Accessible Documents & Images

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

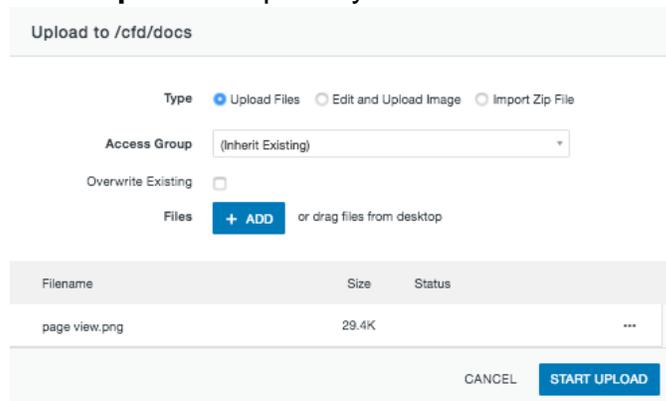


1. To upload a document such as a Word doc, Powerpoint, pdf, or excel file, open **the docs** folder first then click on **UPLOAD**.



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

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



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

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

IV. Editing a Web Page

Locating the Webpage to Edit

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

Publications & Presentations Professional Consultations Professional & Service Activity

SJSU Home > People > Warner, Mary L > Publications & Presentations

Publications & Presentations

[Edit Content](#)

Warner, Mary L

Publications

Books

Teaching Writing Grades 7-12 in an Era of Assessment: Passion and Practice, Pearson Publishers, September 2013; I am co-editor of the book, author of Chapter 2, and contributor to Chapters 4 and 5.

Adolescents in the Search for Meaning: Tapping the Powerful Resource of Story, Scarecrow Press, March 1, 2006.

Winning Ways of Coaching Writing: A Practical Guide to Teaching Writing Grades 6-12. I am author of two chapters and editor of the book overall; it is published with Allyn and Bacon, August 2001.

Book Reviews

Review of the book manuscript proposal: *The Bible as Literature: An Introductory Study*, written by Professor Luke Ferretter, Baylor University. Review submitted January 23, 2014.

(Note: All the book reviews for ALAN are peer reviewed by Dr. Pam Cole, Professor of English Education and Literacy at Kennesaw State University, Editor of ALAN Picks)

Callie by Jessica Lee Anderson -- review published in June 2012 in ALAN Picks on *ALAN Online* -- The Official Site of the Assembly on Literature for Adolescents of the National

You will see WYSIWYG editor toolbar as below.

Heading 2 Styles

WARNER, MARY L
SAN JOSE STATE UNIVERSITY

Search SJSU

Publications & Presentations Professional Consultations Professional & Service Activity

SJSU Home > People > Warner, Mary L > Publications & Presentations

Publications & Presentations

Warner, Mary L

Publications

Books

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Adolescents in the Search for Meaning: Tapping the Powerful Resource of Story, Scarecrow Press, March 1, 2006.

one.SJSU
Canvas
Athletics
Give to SJSU

Navigate

BACK to Warner, Mary L
Publications & Presentations
Research & Scholarly Activity
Professional & Service

The WYSIWYG Editor

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

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



❖ Inserting Hyperlinks

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

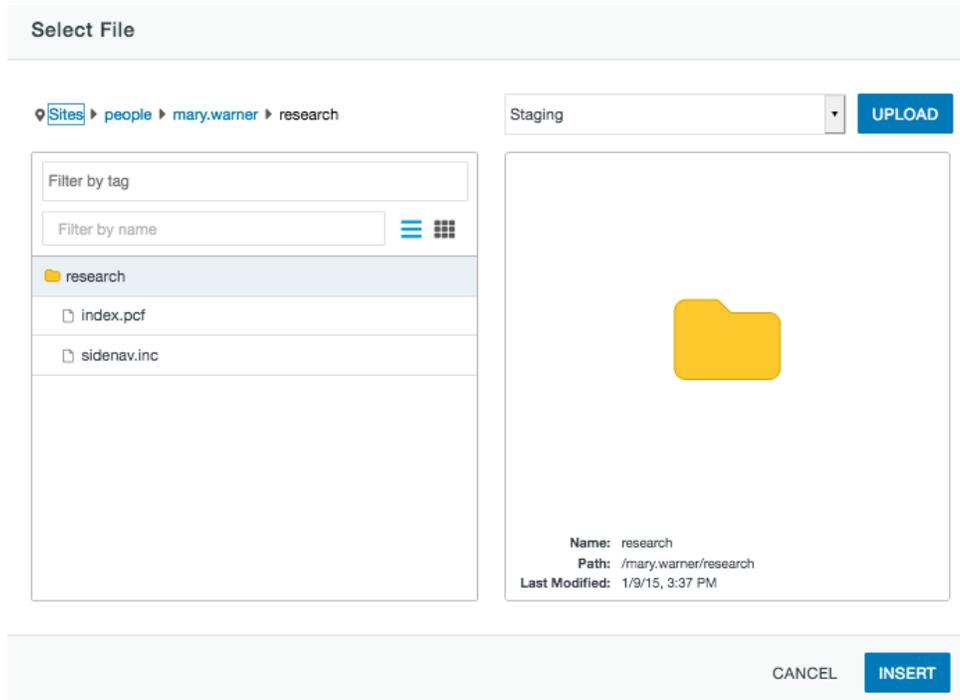


You have the options to link to an internal or external web page, an uploaded document/file, anchors or a specific area.

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

A screenshot of the 'Insert/Edit Link' dialog box. The 'Basic' tab is selected. The 'URL' field is empty, and a red arrow points to a 'BROWSE' button next to it. The 'Text to display' field contains 'Merrill Education/'. The 'Title' field is empty. The 'Open link in...' dropdown is set to 'Current window'. The 'Class' dropdown is set to '(not set)'. The 'Custom Class' field is empty. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

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



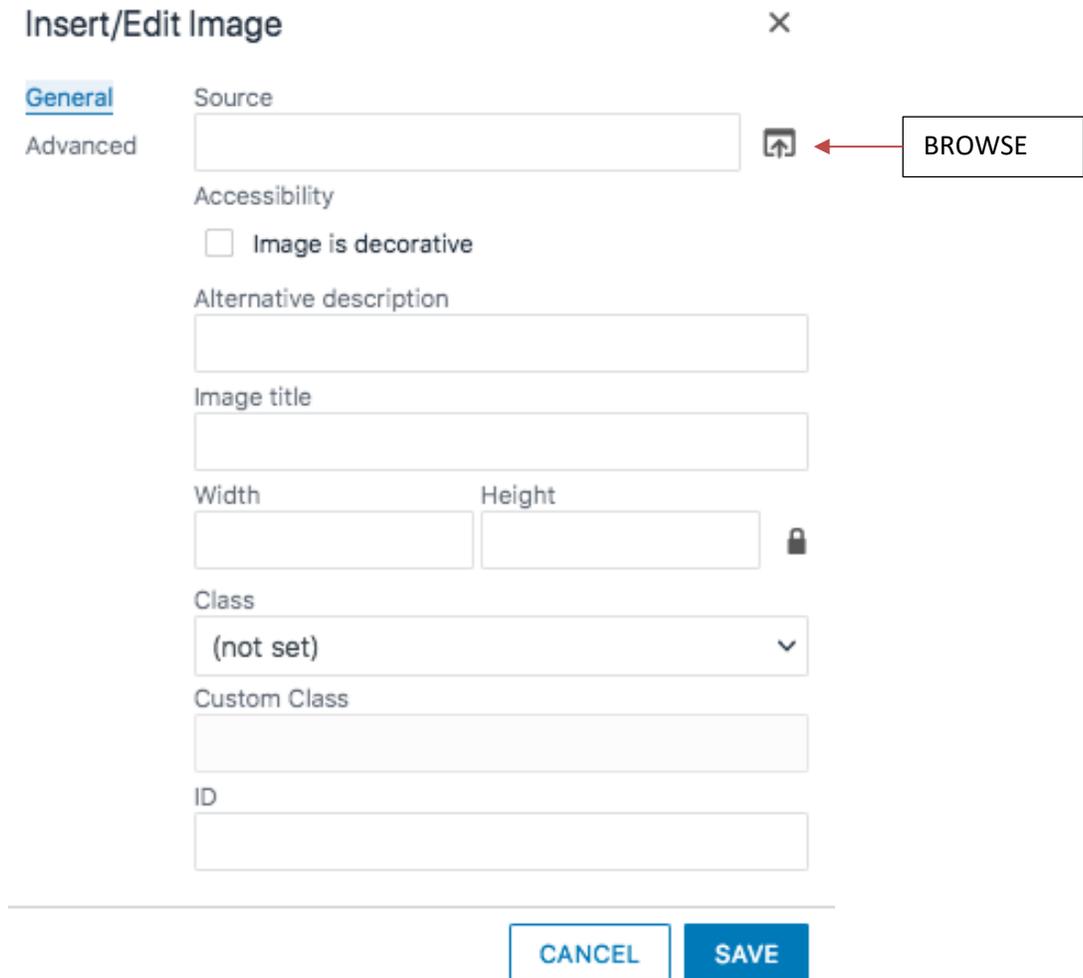
In the **Select File dialog box**, navigate to select your desirable file(s) from the left pane if file has already been uploaded on OU Campus server.

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

Click Save.

❖ Inserting Images

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



Insert/Edit Image

General

Advanced

Source

BROWSE

Accessibility

Image is decorative

Alternative description

Image title

Width Height

Class

(not set)

Custom Class

ID

CANCEL SAVE

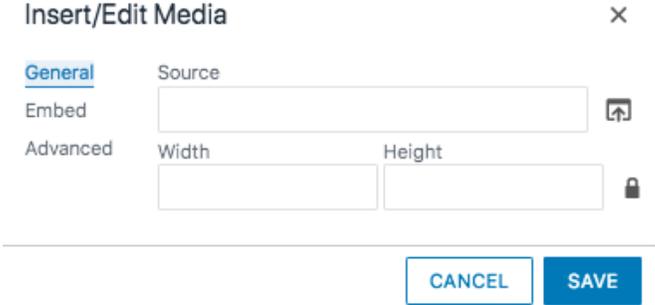
To comply with accessibility guidelines, enter metadata or appropriate description about the image in the **Alternative Description** (alt tag) and **Image Title** (title tag) boxes. If the image is for decorative purpose, check the box next to **Image is decorative**.

Click Save.

Insert/Edit Media

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

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



Insert/Edit Media ×

General
Embed
Advanced

Source 

Width Height 

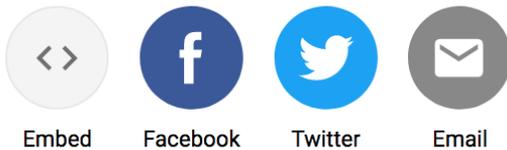
CANCEL SAVE

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

Embed Your Video

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

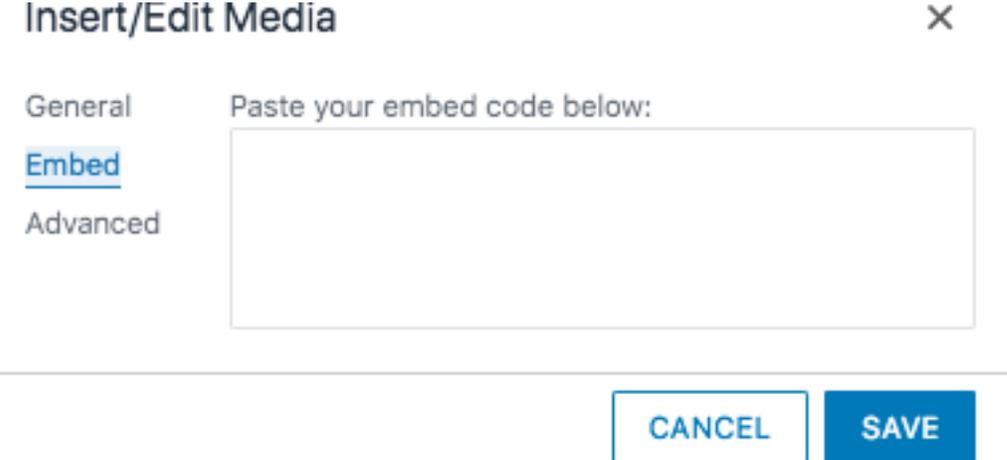
Share



Embed Video

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

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



Insert/Edit Media ×

General
Embed
Advanced

Paste your embed code below:

CANCEL SAVE

NOTE: To comply with [accessibility captioning guidelines](http://www.sjsu.edu/cfd/teaching-learning/accessibility/captioning) (<http://www.sjsu.edu/cfd/teaching-learning/accessibility/captioning>), your media files must have transcript and/or closed captions.

V. Publishing Your Web Page

You can publish your page after editing a page and you want it to go live.

1. Click the green **Publish** icon



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

Publish - index.pcf

Final Check | Schedule

Are you ready to publish?
Double-check your page before publishing. html ✓ RUN ALL CHECKS

AB Spelling English

ⓘ Links: [4 warnings](#)

ⓘ W3C Valid

ⓘ Accessibility

'A' Publish Target Production

📅 Schedule: [Add Schedule](#)

Version Description 0/256

CANCEL PUBLISH

Where to Find Help

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

For assistance with creating or updating a profile website, [Contact the Center for Faculty Development](#) or email: cfd@sjsu.edu

For technical support with faculty websites, [open a help ticket](#).

