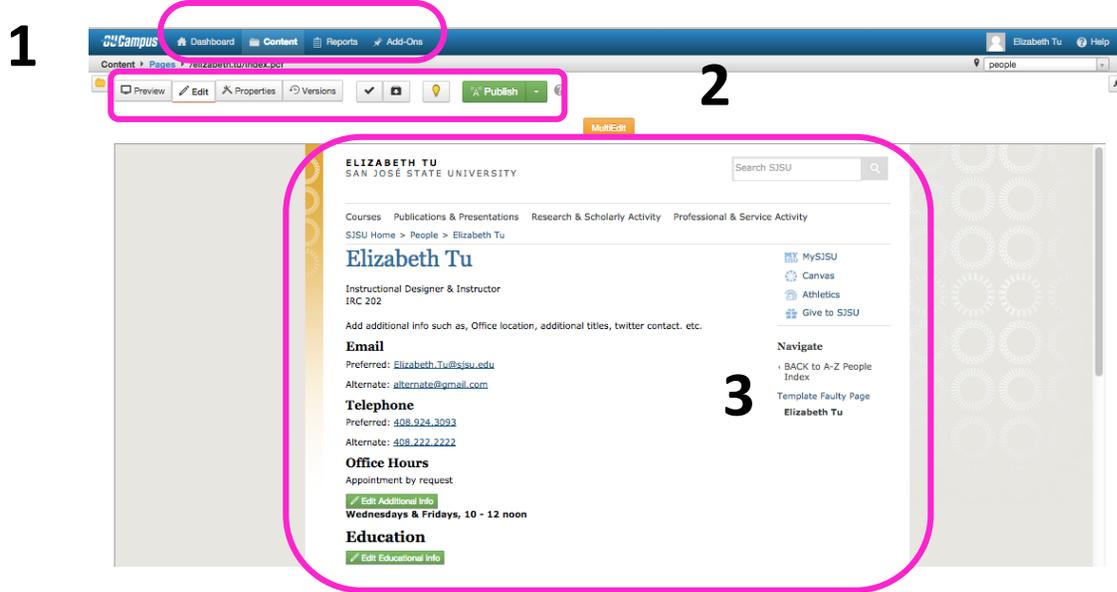


Navigating Around OU Campus

Page View

OU Campus is a web content management system (CMS) that allows you to create/modify web content and manage your web pages. This document focuses on **content editing for faculty website only**. Once you log in, the screen below will appear. This is your home profile page in **Page View**.

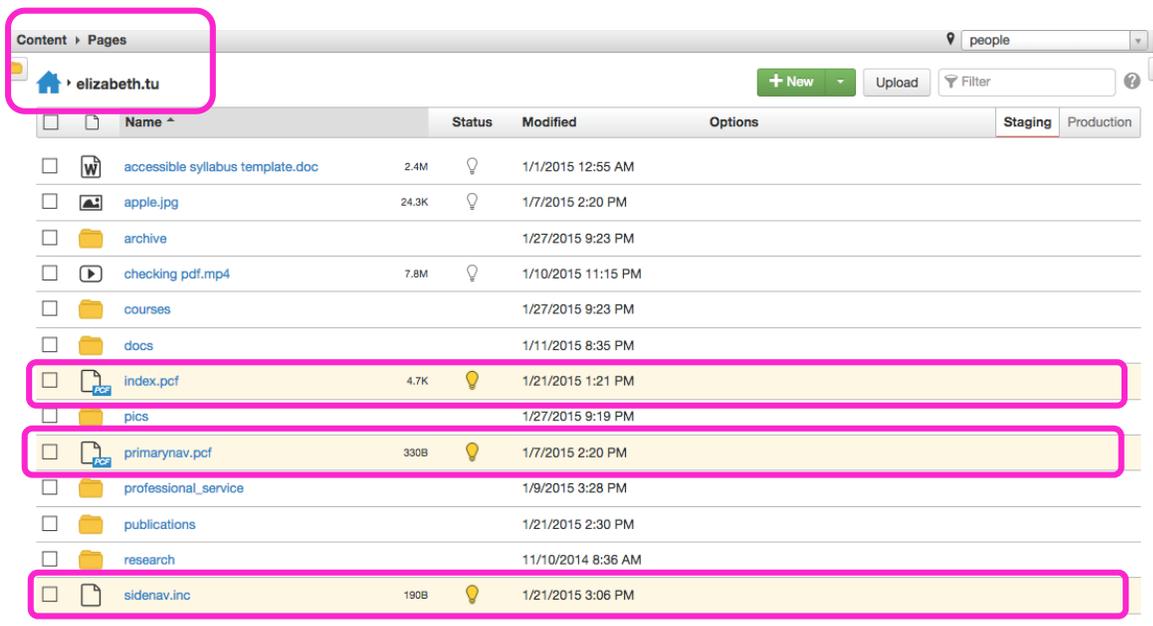


Highlighted in the screenshot are areas that you will use to interact with your content in OU Campus. Whenever you want to make any changes to your web page, you need to be in Page View.

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

Pages List View

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



The Home Folder

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

Index.pcf

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

Primarynav.pcf

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

Sidenav.inc

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

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

Primarynav region

Index editable region

Sidenav region

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

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

Breadcrumb

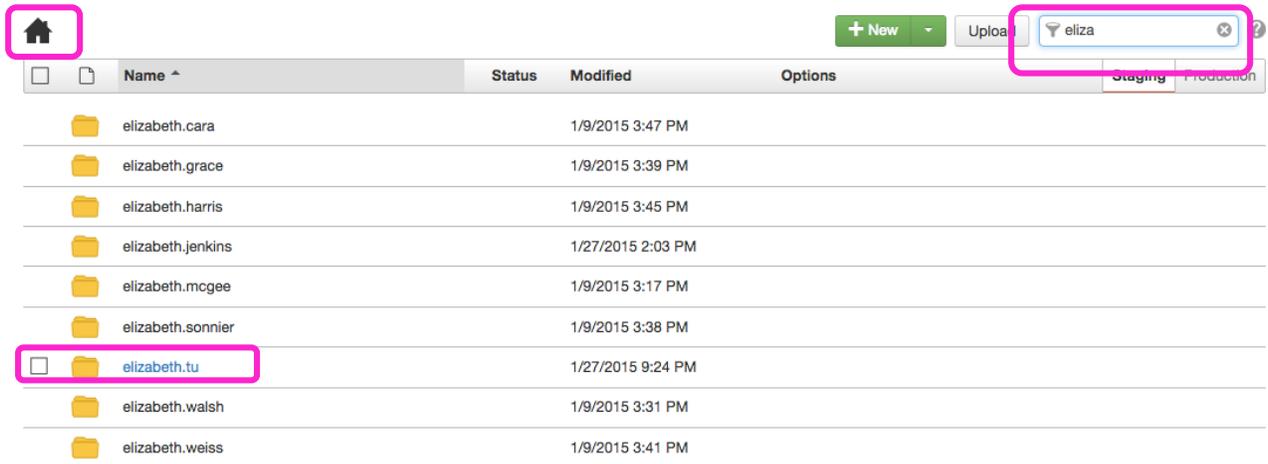
The breadcrumb is a tool to help you move up and down the folders in your site. As you click on the names of the different folders in the Pages List View and move into deeper level of your website, the Breadcrumb becomes a path with links to each of the folders you have previously opened. Clicking on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

Home Button

If you click the **Home** button, you will see an alphabetical list of all the faculty folders at SJSU. The folders will not be interactive, since each faculty member only has access to his or her own folder. To return to your Home Folder, you can use the Filter box to avoid having to scroll down a long list of names.

Filter Box

Enter a few characters of your name in the **Filter** box, and your Home Folder will appear. The Filter box can be used to quickly find a specific piece of content in an otherwise crowded folder.



The screenshot shows a file management interface with a search filter box at the top right containing the text "eliza". A home button icon is circled in pink at the top left. The folder "elizabeth.tu" is highlighted with a pink box in the list below.

Name ^	Status	Modified	Options
elizabeth.cara		1/9/2015 3:47 PM	
elizabeth.grace		1/9/2015 3:39 PM	
elizabeth.harris		1/9/2015 3:45 PM	
elizabeth.jenkins		1/27/2015 2:03 PM	
elizabeth.mcgee		1/9/2015 3:17 PM	
elizabeth.sonnier		1/9/2015 3:38 PM	
<input checked="" type="checkbox"/> elizabeth.tu		1/27/2015 9:24 PM	
elizabeth.walsh		1/9/2015 3:31 PM	
elizabeth.weiss		1/9/2015 3:41 PM	

EXERCISE: Explore OU Campus key areas, navigation toolbars and tools and locate 1) your contact information on home index page and 2) click the Home button and use filter box to find your home profile folder.