Harbert College of Business CMS - Modern Campus Training Document

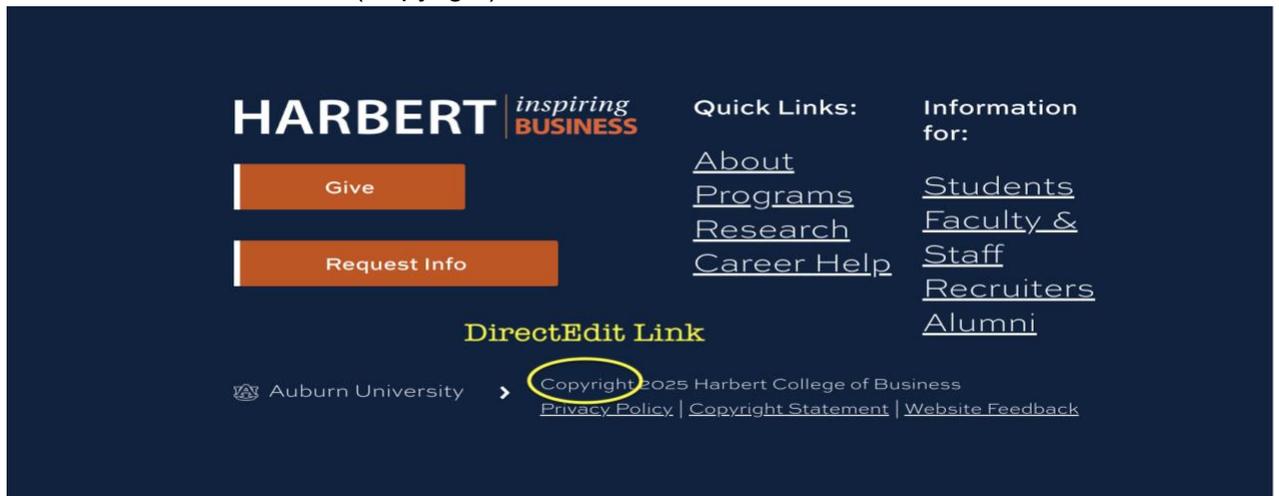## Table of Contents

Created by the Harbert College Web Team
Resources: https://harbert.auburn.edu/_training
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How To Login

1. Navigate to the live web page you'd like to edit.
2. Scroll down to the footer of your web page.
3. Click on the DirectEdit link (Copyright).

4. Log in using your Auburn University username and password.
5. Once logged in, you can click on the folder in the top left of the screen to view more pages within the folder or begin editing the page.

Modern Campus : New Look and Features

Modern Campus features a modern interface with added space to work and improved accessibility. At the top, the global navigation is easy to access from anywhere on Modern Campus.

From the global navigation you can access the Dashboard, Content (access to pages), Notifications for Changes, and a place to Request Gadgets and Add-ons.
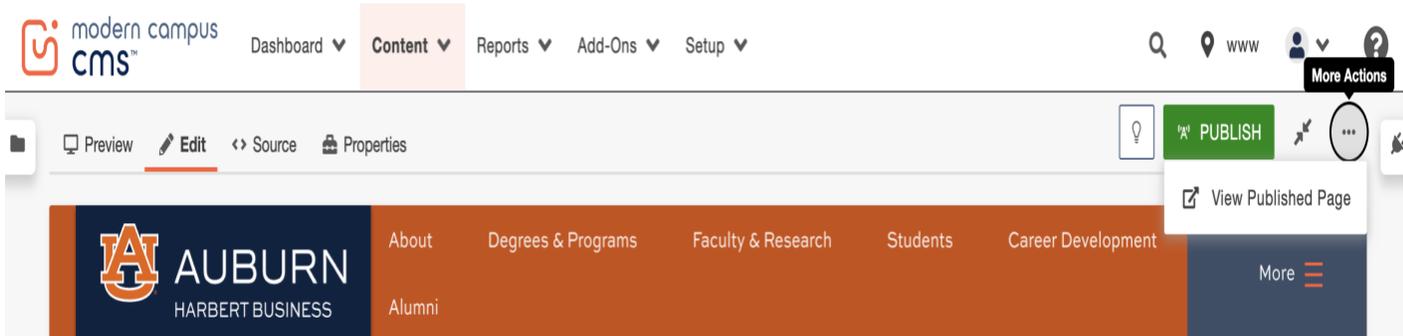
Dashboard features include:
- Checked-out pages,
- Recent page changes,
- Your inbox
- Recently visited pages (New)

New features on pages include:
- Quick link to view live page:
  - While on a page, click More Actions on the right side of the pages and select View Published Page to view the live version

- At-a-glance Unpublished Status Notification
  - Unpublished Status notifications appear next to the checked out notification (lightbulb) on the Content Page Listing, and on top left, next to the name of the page you are currently editing
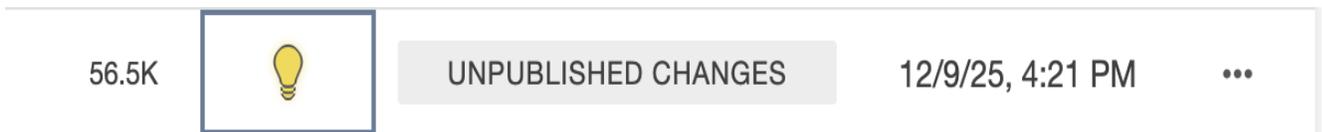
Editing Text: Add, Remove and Style

The following tables describe What You See Is What You Get (WYSIWYG) toolbar functions. Level 10 administrators can assign custom toolbars and some file types use simpler toolbars so you may not have every toolbar option available to you on a given file.

Row 1

File Tools (Save, Save As, Revert, Restore)

Icon	Tool	Description
💾	Save and Exit	Save the current file to the staging server and exit WYSIWYG editor. Remember, changes don't appear on the production server until [published]().
🗂	Save As	Save a copy of the current file to the staging server and exit WYSIWYG editor.
✕	Exit Without Saving	Exit WYSIWYG editor without saving changes.
↺	Restore Last Draft	Restore the content to its last auto-saved point. Pages are auto-saved every minute while a user is editing and can be recovered up to 20 minutes later. Auto-saved drafts can only be recovered from the same computer and browser used when the content was lost.

Cut, Copy, Paste

Many browsers disable the use of these buttons; use keyboard shortcuts instead if necessary.

Icon	Tool	Description
✂	Cut	Remove selected content from its original location, to be inserted where pasted.
▢	Copy	Copy selected content from its original location, to be inserted where pasted.
▢	Paste	Insert selected content from its original location. Paste removes styling that is not compliant with the WYSIWYG editor, e.g., Microsoft Word formatting.
▢T	Paste as Text	Remove all formatting before inserting selected content from its original location. The icon remains selected until clicked again. All following pastes are plain text, until you exit the WYSIWYG editor.

Find and Replace

Icon	Tool	Description
🔍	Find and Replace	Search for text in the editable region, then replace with other text.

Undo/Redo

Icon	Tool	Description
↰	Undo	Erase the most recent changes made in this session, one-by-one.
↱	Redo	Reverse the undo.

Spell Check

Icon	Tool	Description
ABC✓	Spellcheck	Check the spelling within the editable region. Misspelled words are underlined in red. Right-click the underlined word to change it to the suggested word, ignore it, or add it to the custom dictionary. The "Spellcheck" dropdown menu lists the languages available for spelling check.

Clear Formatting

Icon	Tool	Description

Icon	Tool	Description
I_x	Clear Formatting	Remove styling on the selected text.

Font Formatting

Icon	Tool	Description
B	Bold	**Bold** selected text.
I	Italic	*Italicize* selected text.
U	Underline	<u>Underline</u> selected text. Underline formatting does not create a link (to create a link, click "Insert/Edit Link").
S	Strikethrough	~~Cross out~~ selected text.

Lists and Indents

Icon	Tool	Description

(bullet list icon)	Bullet List	Organize the selected content into a bulleted list. For example: • Strawberries • Raspberries • Cherries The "Bullet List" dropdown menu depicts the styles available for the list item marker.	
(numbered list icon)	Numbered List	Organize the selected content into a numbered list. For example: 1. Strawberries 2. Raspberries 3. Cherries The "Numbered List" dropdown menu depicts the styles available for the list item marker.	
(decrease indent icon)	Decrease Indent	Move selected text block to the left.	
(increase indent icon)	Increase Indent	Move selected text block to the right.	
(blockquote icon)	Blockquote	Specify a section of text quoted from another source.	

Superscripts and Subscripts

Icon	Tool	Description
x^2	Superscript	superscript selected text.
x_2	Subscript	subscript selected text.

Text Alignment

Icon	Tool	Description
≡	Align Left	Align an element, such as a paragraph, to the left margin.
≡	Align Center	Center an element, such as a paragraph, within the left and right margin.
≡	Align Right	Align an element, such as a paragraph, to the right margin.
≡	Justify	Align an element, such as a paragraph, with both margins.

Link Tools

Icon	Tool	Description
🔗	Insert/Edit Link	Create or edit a link from the selected content to other content.
⛓️	Remove Link	Remove a link from the selected content.
✉️	Insert/Edit Mailto Link	Create a link from the selected content that prompts an email client to open a new email.
⚓	Anchor	Create or edit a page marker that can link to other content.

WYSIWYG Help

Icon	Tool	Description
⦸	Help	Reference information about the WYSIWYG toolbar.

Row 2
Font Properties (Family, Size, Paragraph, Formats)

Icon	Tool	Description

Arial	Fonts	Change the font family for the selected text. The "Fonts" dropdown menu lists standard fonts recognized by most web browsers.
16px	Font Sizes	Change the font size for the selected text.
Paragra	Blocks	Set the appearance of content on a line using HTML elements. A common use case is headings.

Text Properties

Icon	Tool	Description
A ∨	Text Color	Change the color of the selected text. The default palette comes with 40 predefined colors.
	Background Color	Change the background color of the selected text. The default palette comes with 40 predefined colors.

Images and Media

Icon	Tool	Description
	Insert/Edit Image	Insert or edit an image.
	Insert/Edit Media	Insert or edit a video or other playable media.

Miscellaneous Functionality

Icon	Tool	Description
	Horizontal Line	Insert a horizontal line <hr /> at the cursor.
	Insert Line Break	Insert a line break at the cursor.
Ω	Special Character	Insert a special character, such as a copyright symbol or Greek alphabet letter, at the cursor. The "Special Character" box lists 200 special characters.
	Show Blocks	View a block-level element, such as <p> or <blockquote>, with a thin border and labeled with a small tag.

Reusable Content

Icon	Tool	Description
	Insert Snippet	Add preexisting snippets of formatted content to the page. The system administrator determines the available snippets.
	Insert Asset	Add preconfigured assets of formatted content to the page. The system administrator determines the available assets.
	Insert Component	Add preconfigured components of form-based content to the page. The system administrator determines the available components.

Table Tools

Icon	Tool	Description
	Table	Insert and modify a table.

Headings Matter

Headings communicate the organization of the content on the page. Web browsers, plug-ins, and assistive technologies can use them to provide in-page navigation.

Nesting Headings

Nest headings by their rank (or level). The most important heading has the rank 1 (`<h1>`), the least important heading rank 6 (`<h6>`). Headings with an equal or higher rank start a new section, headings with a lower rank start new subsections that are part of the higher-ranked section.

Skipping heading ranks can be confusing and should be avoided where possible: Make sure that a `<h2>` is not followed directly by an `<h4>`, for example. It is ok to skip ranks when closing subsections, for instance, a `<h2>` beginning a new section can follow an `<h4>` as it closes the previous section.

Fixed Sections

In fixed sections of the page, for example in sidebars, the heading ranks should not change depending on the ranks in the main content area. In those cases, consistency across pages is more important.

Example of correct Heading Nesting:

(h1) SpaceTeddy Inc.
  (h2) Navigation Menu
  (h2) Sidebar
   (h3) More news
   (h3) What our clients say
   (h3) Ratings
  (h2) An inside look at the ...
   (h3) Cotton Fur
   (h3) Sapphire Eyes
    (h4) How they are produced
  (h2) Footer
   (h3) About the company
   (h3) Our retail stores

Resource: https://www.w3.org/WAI/tutorials/page-structure/headings/

Editing with Snippets

Editing your page is different in Modern Campus. You will use snippets to help shape the content on your page.

Content Container Snippet
not used in Blog Posts or News Articles
The content container snippet puts a margin on your content. *This means that if you don't use the content container, your content will be full-page width.* Your content container can be set to standard, wide, or narrow margins, and can contain the following:
- Text elements:
  - Headers
  - Paragraphs
  - Unordered and Numbered Lists
  - Tables
  - Quotes
- Images (except for full-page width image options)
- Other snippets, but not always recommended

Frames
Some snippets have two pieces, the element or block, and the **frame** that holds the element or block. *You will always add the frame to your editable content region.* Frame snippets include:
- Accordion Frame
- Card Frame
- Block Slider Frame
- Grid Frame
- Testimonial Frame
- And other specialty snippets.

To insert a snippet on a page you're editing:

1. While in an editable region, click Insert Snippet .
2. In the "Choose Snippet" box, click a snippet name to add to the page.
   - You can use the top dropdown to view a specific category, or filter snippets by name.
   - Snippets are previewed on the right-hand side, but not all snippet styling renders, as some of that depends on which page the snippet is placed in.
3. Click Insert.
4. Fill out the snippet as desired with content.
   - Oftentimes a snippet appears one way while editing and another in the page preview. A common type of snippet is a table transformation, where the snippet appears in the editable region as a table that you fill out. Then, when you save

and preview, the information you entered in the table is placed in more complex styling.

- The snippets on your site are unique to your page design. For specific questions about what content should go in a snippet, contact a web administrator at your institution.

5. Save the page and exit the editable region to see how the snippet displays.

Removing a snippet from a page depends on the snippet content. If it's a table, right-click the table and select "Delete Table." Otherwise, click and drag your cursor to highlight the unwanted content, and then press Backspace or Delete.

For in-depth resources visit: https://support.moderncampus.com/index.html

Insert and Upload an Image

To add an image to a page:

While editing an editable region, click the "Insert/Edit Image" icon in the toolbar.
In the "Source" field, click the file chooser .
Navigate through folders in your Modern Campus site or search an auxiliary site or other environment, using the dropdown.
If the image you want isn't available, you can upload it.
Click your image file.
Click Insert.
In the "Alternative Description" field, enter alternate text to describe the image if the image cannot be displayed.
This is important to meet accessibility compliance standards.

1. In the "Image Title" field, enter text to appear when hovering over the image.
2. Enter new values in the "Width" and "Height" fields to modify the dimensions of the image.
   - Click the lock icon to constrain proportions.
3. Click Save.

Hyperlinks and Buttons

Add a link from your page to another page, section, or file (i.e., PDF) in your Modern Campus website or to an external web page as follows:

When linking to a page or file in your website, it's important to use the file chooser rather than pasting in the URL. Choosing the file allows dependency manager to track your link and keep it from breaking if the page is moved or renamed.

1. While editing an editable region, select the text or image to display as a link.
2. Click Insert/Edit Link 🔗 in the What You See Is What You Get (WYSIWYG) toolbar to open the "Insert/Edit Link" box.
3. In the "URL" field, paste the external web address or click the file chooser ⬆.
   ○ From file chooser, navigate through folders in your OU Campus site.
     ■ Search an auxiliary site or other environment, using the dropdown.
   ○ Click the file to link.
   ○ Click Insert.
4. To link to an anchor, type #anchorname in the "URL" field.
5. In the "Title" field, enter the name of the page you're linking to.
   ○ "Title" text appears when someone hovers over the link and is used by screen readers. This is important to meet accessibility compliance standards.
6. Set the "Open link in..." field to Current Window or New Window, using the dropdown.
7. To create a button, set the styling for your link, using the "Class" dropdown.
8. Click Save.

Creating A New Blog Post

1. Navigate to Content > Pages and select +New > Blog Post.
2. Enter your Blog Title, the Description, and Tags (these are your Blog categories).
    a. Keywords are for limited SEO purposes.
3. Create a filename using only lowercase letters, underscores, and dashes.
4. Click Create.
5. Activity notifications will appear at the bottom left of the page. Use them to view details of your created posts.
6. You have three areas to edit. The MultiEdit form area and the two editable regions on the page.
    a. Begin by editing the MultiEdit form.
        i. You can add a hero image to the top of your page or click Clear to use the gray pattern background.
        ii. Edit your blog title, set the publish date, and add an author.
        iii. Add your blog card image. The best size is 500 x 500 pixels.
            1. Navigate to your images folder.
            2. Select an image or upload one by clicking Upload.
                a. Click +Add or add one by dragging it from your desktop. File names can only contain lowercase letters, dashes, and numbers.
                b. To rename a file, click More Actions and select Rename.
                c. When ready, you may select Start Upload. Note: you can overwrite existing files.
            3. Click the Insert button.
        iv. Add the Image Description for screen readers. Be descriptive and add any text that is in the image.
        v. Click Save.
        vi. Under Properties, you can edit the Title, Description, and Tags.
            1. Tags are used to filter your posts and are the same as the categories on your blog menu.
        vii. Click Save.
    b. Now you can begin editing the content regions on your blog page.
        i. Be conscious of Auburn University's image and web accessibility standards when making decisions about font size, color, and highlights.

For in-depth resources visit: https://support.moderncampus.com/index.html

Resources and Contact Information

- Modern Campus Support: Home
  https://support.omniupdate.com

- Accessibility Training
  https://www.w3.org/WAI/tutorials

- Jeremy Britten, Webmaster
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