

OU Campus Content Contributor Workshop – New Users

1. Login to OU Campus – Footer, from your department page, using your Farmingdale username and password.
2. Interface review.
3. Creating content – New Department Section.

New Department Section

Folder Information

Directory Name **All lower case, no spaces, use dashes to separate words**

Enter the directory name that will be visible in OU Campus and in the URL. No special characters or spaces.

Friendly Name **Same name as Directory Name but in Proper Case**

Enter a friendly name for the section breadcrumb. This will be displayed in the web page to site visitors.

General Page Setup

Page Title **Page Title is the same, "Training for November 8, 2017."**

Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.

Description

Important. Enter a short description of the page, to be displayed by search engines.

Left Column

Display Left Column Display
check this box to display the left column

Right Column

Display Right Column Display
check this box to display the right column

Page Options

4. Creating empty folders for images and pdf documents.
5. Uploading and publishing a PDF document.
6. Uploading, resizing and publishing an image.

7. Elements of a webpage.

The image shows a screenshot of the Farmingdale State University website with several red callout boxes pointing to specific elements:

- "Banner Alt Text" must have image description**: Points to a large banner image of students walking on a campus path.
- Top header must be Header 1**: Points to the "Department Title H1" section.
- Phone format XXX-XXX-XXXX**: Points to the contact information for Dr. James Smith.
- Header 2**: Points to the "Our Mission" section.
- Header 3 and so on...**: Points to the "Important Links" section.
- Title for links is mandatory and cannot be the same as the text.**: Points to the "Blackboard" link in the "Important Links" section.
- Images must have Image Description and Title, and cannot be the same.**: Points to a small image of a mascot.

8. Adding alt text to Banner images.
9. Adding Headers 1, 2, 3, 4, 5, 6.
10. Adding links with proper titles.
11. Adding a link to a PDF.
12. Adding images with proper Title and Description.
13. Saving your page
14. Publishing your pages, what to check for.

ig/accessibility-training/index.pcf

Source Properties Versions

Apply Now Admissions

Farmingdale State University

- OU TRAINING
- CONTENT CONTRIBUTORS
- DOCUMENTATION
- SNIPPETS
- STYLES
- TEMPLATES
- WORKSHOPS
- FARMINGDALE HOME

Home » CMS Tr

Publish - index.pcf

Final Check Schedule Social Media

Scan your page for spelling, link, W3C validation, and accessibility issues. Run all checks, or run individually by clicking the button.

shtml Run All

Spell Check Language: English

ABC Spelling Show Results 50 errors	W3C W3C Valid No errors found.	Accessibility Show Results 2 known problems
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Publish Target: Production

Version Description: 0/256

Cancel Publish

Publish

Apply Now Admissions

Farmingdale State University

- SAMPLE DIRECTORY HOME
- ACADEMIC PROGRAMS
- FAQ
- FACULTY
- READABILITY
- PARENT DIRECTORY (IF ANY)
- FARMINGDALE HOME

Home » Directo

Publish - index.pcf

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ABC Spelling No errors found.	W3C W3C Valid No errors found.	Accessibility No errors found.
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Publish Target: Production

Version Description: 0/256

Cancel Publish