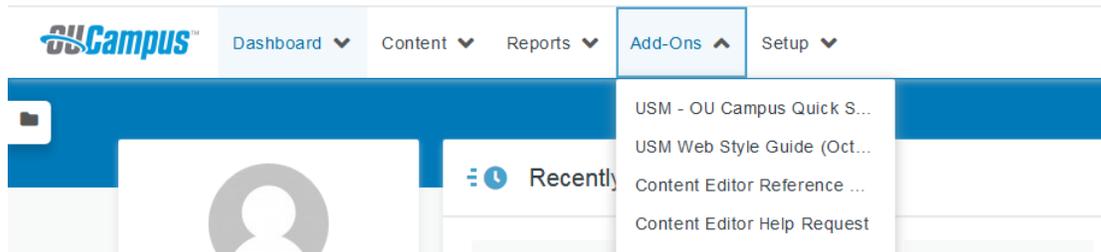


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QUICK START RESOURCES

- The USM Web Style Guide and training resources are available under Add-Ons in the top menu:



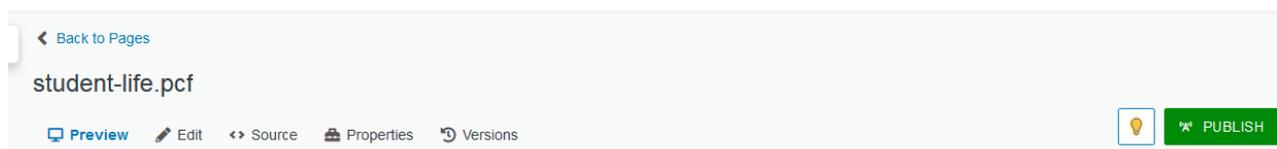
- The video from the most recent training session will be available in early December.

NEED TO KNOW

- Since the site is live, **Publish means the world can see your page!** You can use the Preview button inside the OU editor to Preview how a page will look before you publish it:



- If you accidentally Publish something before it is ready, the quickest fix is to go to Versions to Revert back to the previous live version. Remember the page must be checked out (lightbulb yellow) to see Versions:



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LOG IN

- Chrome or Firefox are recommended editing browsers.
- Mac users should change setting to enable right clicks.
- Go to the live page you want to edit, scroll all the way to the bottom, and click the “Last Updated DATE” link in the copyright line:

© 2019 The University of Southern Mississippi. All rights reserved. [Last Updated 6/18/19](#)

- If you have trouble with the direct edit link, go to <https://a.cms.omniupdate.com/11/#oucampus/usm/www/> to sign in and to go Content → Pages to navigate to your site/pages inside OU.

LOGGING OUT BEST PRACTICES

- Before you log out, revisit your My Checked-Out Content list in the Dashboard or Gadgets menu to make sure you do not still have pages checked out.
- **This is especially important if you submit a help request – please check in your page so the team can edit it without overwriting unsaved changes.**



My Checked-Out Content



[/about/contact.pcf](#)

Locked: 12:43 PM

Saved: 7/9/20



[/about/campus-map.pcf](#)

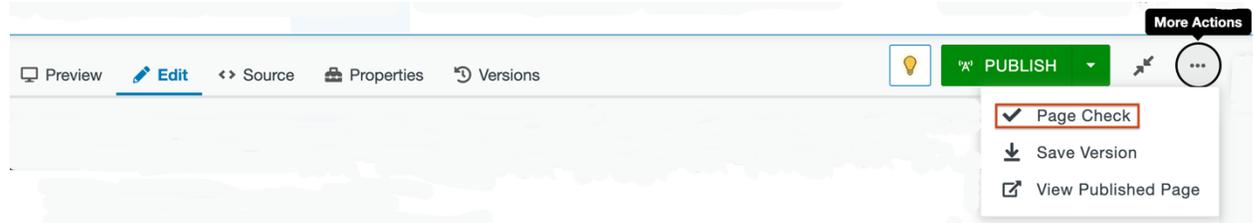
Locked: 12:43 PM

Saved: 8/7/20

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PAGE CHECKS

- **Running a page check** on each page before publishing is recommended. This will help identify any broken links or hidden issues that may need to be addressed. Click the More Actions dots in the main editing menu and then select Page Check to run Spelling, Broken Links, and Accessibility checks:



- When publishing a page, the spell check must pass before the page can be published.
 - An email obfuscation tool designed to prevent spam is showing up in spell checks. **If you receive a spelling error that looks similar to the following example, choose Add to Dictionary** to allow your page to publish:
SPECIAL_LINKslisFREEMississippi
- Soon the broken link checks and accessibility checks will be enabled so they have to pass before the page can be published.
 - If there is an issue with a page check, submit a Content Editor Help Request (under Add-Ons).

ASSETS

- Assets will be used as authoritative sources of information. If you would like an Asset created for your area, email web@usm.edu. Please do not create your own so there is not confusion about which ones are approved for use.

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WHERE TO EDIT SPECIAL SECTIONS OF YOUR SITE

- **Sidebars**

- Contact blocks and other sidebar elements are saved in a separate file inside each folder called `_site-sidebar.pcf`
- This file controls the sidebar across all pages in your site.
- **You must publish the updated site sidebar file for your site to update.**
- If you need to delete information in a contact block, delete the content in each cell instead of deleting the row. Deleting a row in a contact block will cause the other rows to become misaligned.

- **Our Programs and Program Pages – Availability Tables**

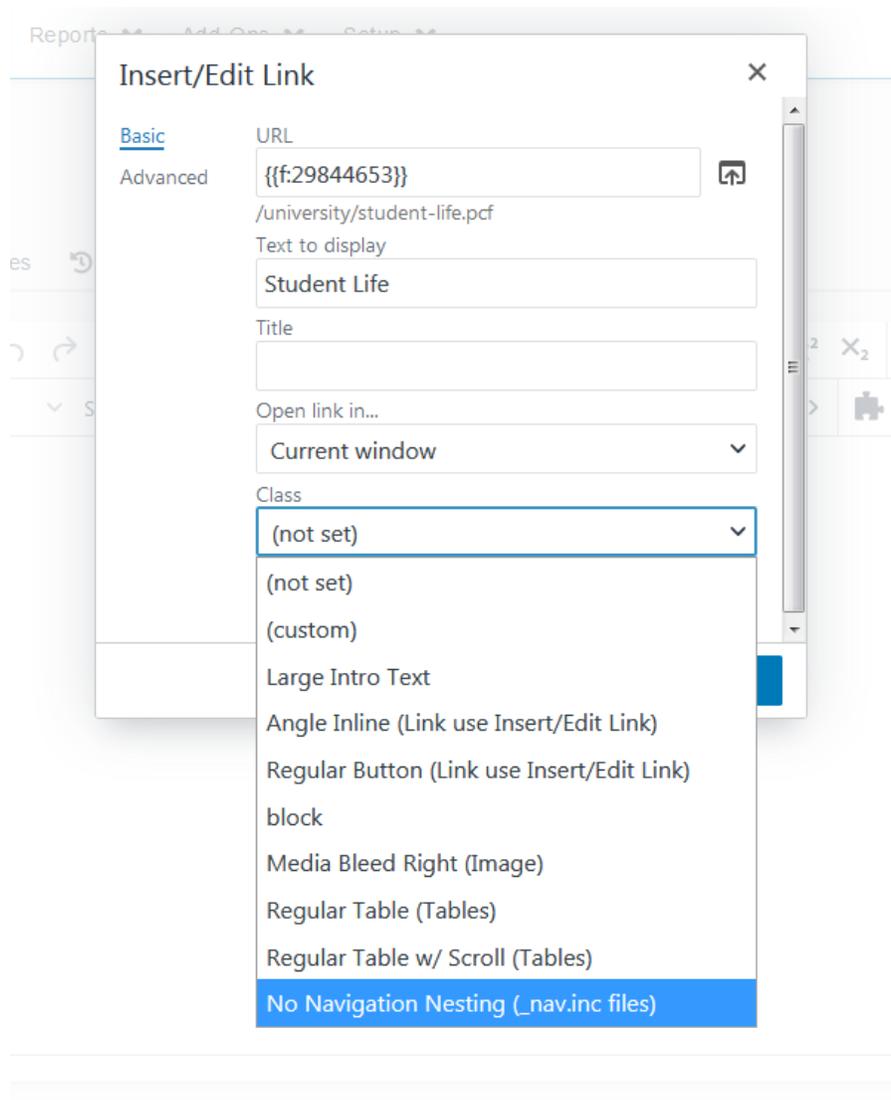
- The “**Our Programs**” section on each College and School page and the **Availability tables** on the individual Program Pages are auto populated through a complex data set that lives in the back end of the site.
- Because of how the data is stored and managed, you will not have direct access to edit the “Our Programs” section on College and School pages or the Availability tables on Undergraduate and Graduate Program pages. **If there is an issue with the program data, submit a Content Editor Help Request (under Add-Ons).**

- **Navigation**

- Is saved in a separate file inside each folder called `_nav.inc`
- **If you choose to edit navigation, remember these important details:**
 - **You must publish the updated navigation file separately for your site to update.**
 - **Links external to your site (including links that go to a different USM site) should be set to open in a new tab or window.**

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- **Best practices are no more than 6 menu items and no submenus.** This is extremely important for prospective and current student audiences, as multi-level navigation menus negatively impact navigation on mobile devices. We are happy to consult with you on strategies for achieving these best practices – email web@usm.edu to request help with navigation.
- To eliminate nested navigation (submenus) when adding a link to another site, set the class as No Navigation Nesting



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- **College navigation structures** were set up to be parallel based on web page visitor feedback, and the first 4 items should stay the same:
 - About
 - Programs
 - Schools
 - People
 - [Optional Link]
 - [Optional Link]

- **School navigation structures** were set up to be parallel based on web page visitor feedback, and the first three items should stay the same:
 - About
 - Programs
 - People
 - [Optional Link]
 - [Optional Link]
 - [Optional Link]

WORKFLOW STEPS FOR CORRECTING DIGITAL MEASURES FACULTY PROFILES

- This video explains which **fields faculty have access to edit directly** in Digital Measures (Creative Activities works like Publications) - <https://www.youtube.com/watch?v=Q6w6Jxzkpms&t> - note the Digital Measures data syncs with OU twice a day, so changes will not be immediate but will show up within 24 hours.

- Faculty names are populated from the **Preferred Name** field, which faculty have the ability to edit. Head shot files are matched in the system based on the name used. If a faculty member changes his or her name, the head shot file for that

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person will also need to be updated. Faculty who edit names and already have a head shot posted in the faculty directory should email web@usm.edu so we can update the respective image file.

- **Faculty who need help editing a field inside Digital Measures** can use the "Ask a Question" feature - a question mark in the top bar after they log in to Digital Measures.
- If there is **an issue with data in a field faculty cannot edit directly**, or if you have **faculty who need to be added or removed**, School directors should compile details including affected faculty ID numbers to send to Douglas.Masterson@usm.edu.
- **New faculty head shots** can be sent to web@usm.edu directly from Photo Services. Or, **School-director approved requests for updated faculty headshots** should still be sent through the School directors to web@usm.edu.
- If there are **questions or issues related to the formatting of templates** for Profile pages or the Profile listing page, those can be submitted to the web team for review via the standard feedback form at webfeedback.usm.edu.

COMING SOON

- The **internalportal** log in will be activated December 1. As you are reviewing pages, be sure the ones inside your internalportal folder are supposed to be log-in only (available to all faculty, staff and students).
- The **“Collaborations Slider”** Snippet will be activated soon. We will notify you before this occurs to ensure that content in that Snippet has been adjusted before the Snippet goes live.