End-User Reference Guide

Jacksonville University

OU Campus Version 10

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End-User Introduction

OU Campus™ provides users an easy way to manage web pages. With the ability to login directly from the institution’s website, it is easy to navigate to the page to be edited. Once logged in, users can simply click on the area to edit, and they are placed in a user-friendly What-You-See-Is-What-You-Get (WYSIWYG) Editor, also referred to as JustEdit.

The system allows an approval process to be put into place, which results in users either having the ability to publish pages once they have finished editing them, or they can send the completed pages to other users as defined by the workflow to gain approval prior to publication. The system has a built-in intelligence that allows the workflow process to be defined prior to page creation. Users do not have to understand which pages need approval prior to publication because the system tells them.

3. The original **Login** screen will be shown unless otherwise configured.

To change your user settings:

1. Hover over your user name.
2. Choose **Settings** from the menu.
3. Change any information desired (password, contact info, etc.) and click **Save** at the bottom of the page.
4. To have a user avatar appear next to your name, set up a Gravatar profile at http://gravatar.com and use that email address in the **Email** field in User Settings.

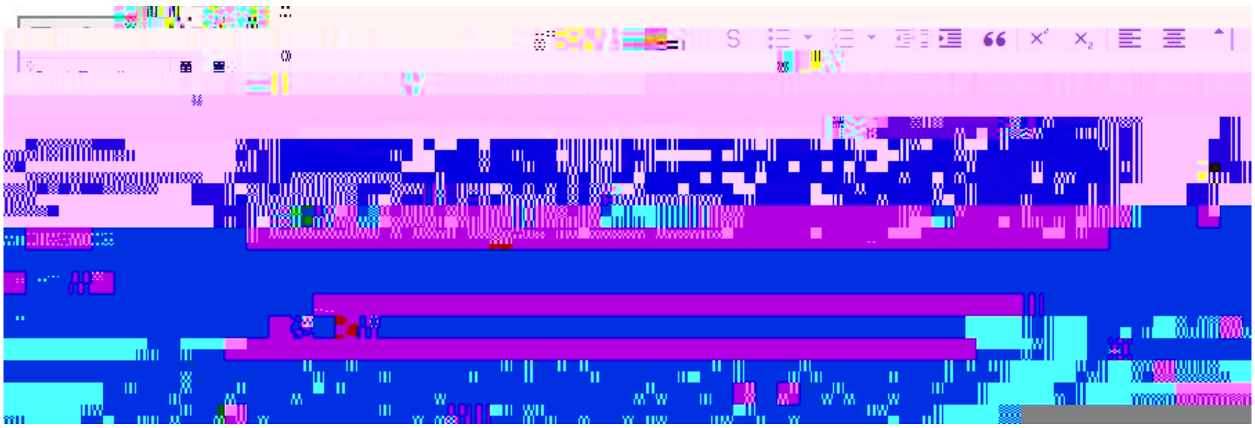
Editing Content

Overview

There are several types of editors available to edit pages in distinctly different ways, but the JustEdit editor is the most common way for users to edit pages in OU Campus. The JustEdit (What You See Is What You Get) Editor allows for a familiar experience of editing a page similar to that of many web applications and traditional word processors.

Editing a Page via the JustEdit Toolbar

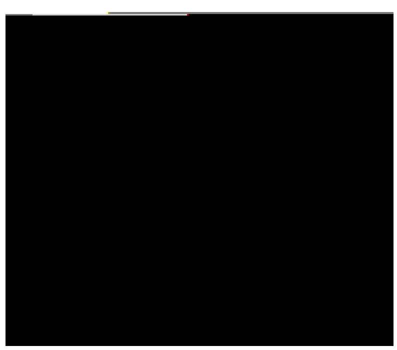
1. Navigate to the page to be edited and log in using your provided credentials.
2. Select an editable region by clicking one of the displayed Edit buttons. This opens the JustEdit Toolbar.



Make any necessary changes using the toolbar and click **Save and Exit** when done.

Editing Page Properties

The Page Properties screen is where metadata and custom settings for templates are stored. Users with access to Page Properties can edit Page Parameters, create Reminders, view the Log, add RSS items, and more.



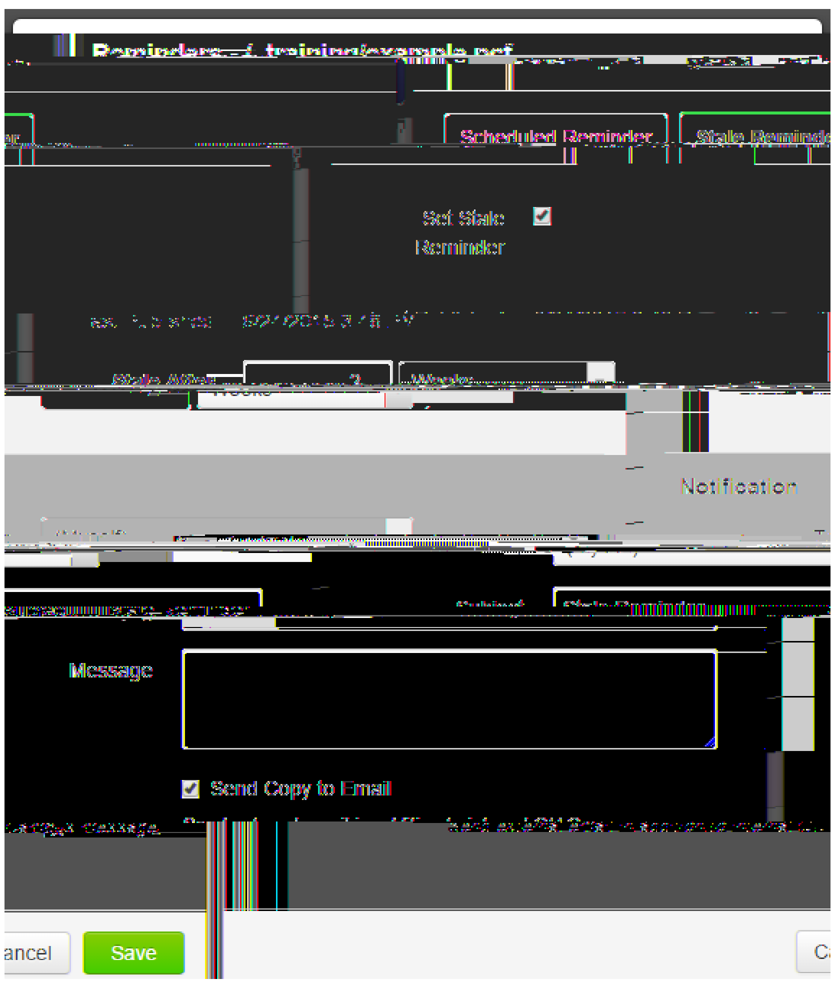
1. Navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar. Hover over the Pages content's row and select Properties from the Edit menu.

Setting a Stale Reminder

Stale reminders are used to remind users when a page has not been published after a certain amount of time. The stale reminder will send a notification to you (or another user) when the predetermined amount of time has been reached and the page has not been published.

To set a Stale Reminder:

1. Navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar. Hover over the pages content's row and select **Reminders** from the Edit menu. This option is also available in the Reminders section of Page Properties.
2. In the Reminders modal, select the checkbox on the tab labeled **Stale Reminder**. The stale reminder will trigger after a certain amount of time has passed since the page was last published.
3. Set the amount of time needed to trigger the stale reminder and fill out the Notification fields as well. Optionally, select the checkbox labeled **Send Copy to Email** to send an external email to the designated email address.
4. Click **Save**.



Publishing Content

Publish Now

1. Navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar. Additionally, expanding the File Navigation sidebar will also display a list view of all pages.

2. Hover over the target content's row and select **Publish** from the Publish menu. Additionally, clicking Edit in the Edit menu will open a view containing the Page Actions toolbar. From here the user can also click Publish.

3. If the Final Check or Page Check modal appears, optionally run any of the available tests and click Publish Now.

Schedule a Publish

1. Navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar. Hover over the page content's row and select **Schedule** from the Publish menu.

from the global
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Submit for Approval

1. Users in a workflow will only have the option to submit pages for Approval before they are published. To submit a page, navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar. Hover over the pag

Approve and Publish or Decline Content from Other Users

1. Navigate to the Workflow view by selecting **Dashboard > Workflow**.
2. Hover over the page awaiting approval and select **View**.

3. Review the content, and if the content meets the requirements to be published, click **Publish**

3. Select a user to send the file to from the drop-down menu labeled **To**.

4. Fill out all necessary fields and click **Submit**.

Schedule an Expiration

1. Navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar. Additionally, expanding the File Navigation sidebar will also display a list view of all pages. Hover over the pages content’s row and select **Expire** from the Publish menu.

2. Additionally, this option is available from the Page Actions toolbar. From here the user can also click Expire, which is an option in the drop-down menu attached to the Publish button. The Schedule Expiration modal will open.

Uploading Content

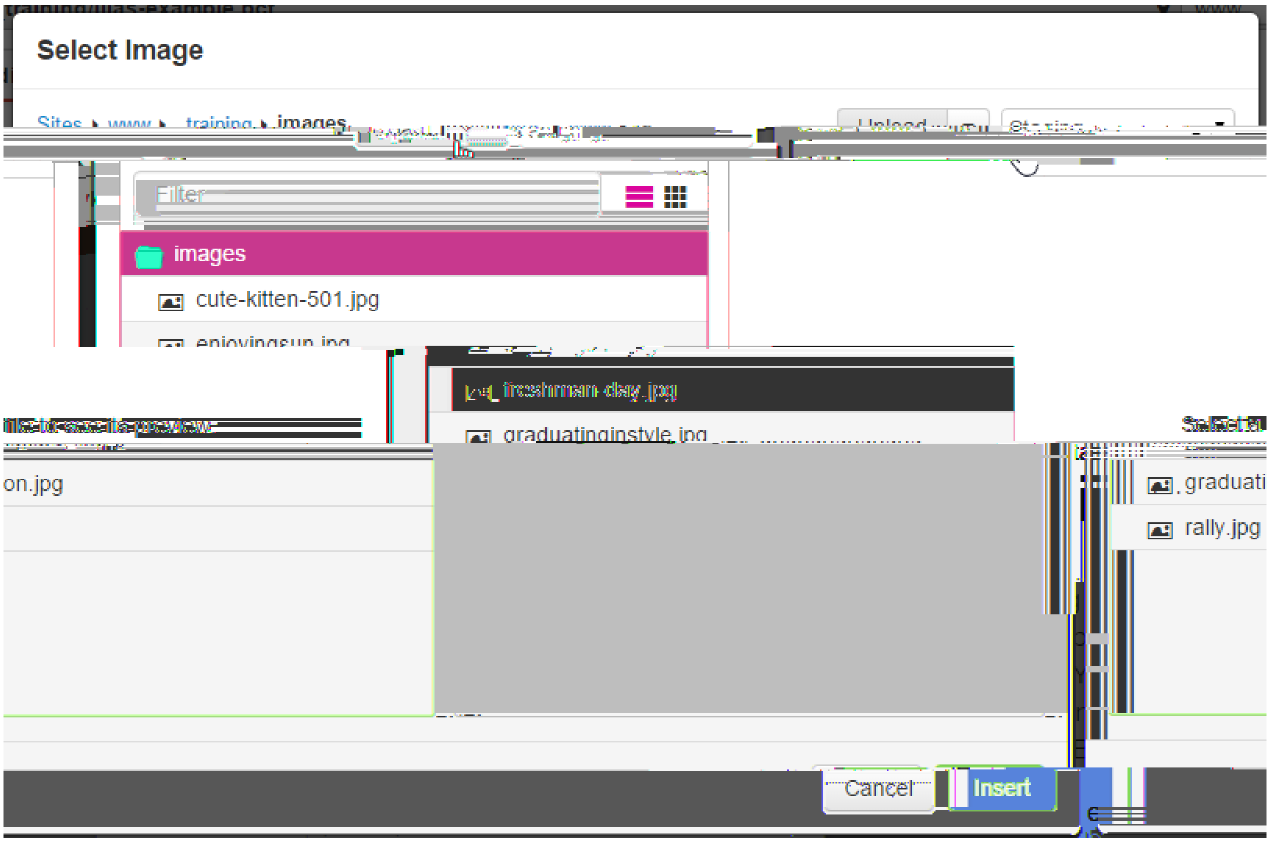
Uploading a File from the Pages List View

1. Navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar.

2. Navigate to the directory in which the content will be uploaded and click **Upload**

Uploading a File from the JustEdit Toolbar

1. Navigate to a page and enter an editable region to access the JustEdit Toolbar.
2. Click **Insert/Edit Link** to upload a document while creating a link. If inserting an image, click **Insert/Edit Image** to upload an image and place it on the page at the same time.
3. Click the **Browse** icon to open the file chooser.
4. Click **Upload**, found in the top right of the modal.



5. Select one of the radio buttons in the Upload Type parameter to define the type of upload.
6. Click **Add Files** to open the file browser, or drag and drop the files directly into the Upload modal from any external source including the user's desktop.
7. Click **Start Upload**. The documents, images, etc. will be uploaded into the folder shown in the file chooser modal. This file can now be inserted into or linked on the page.

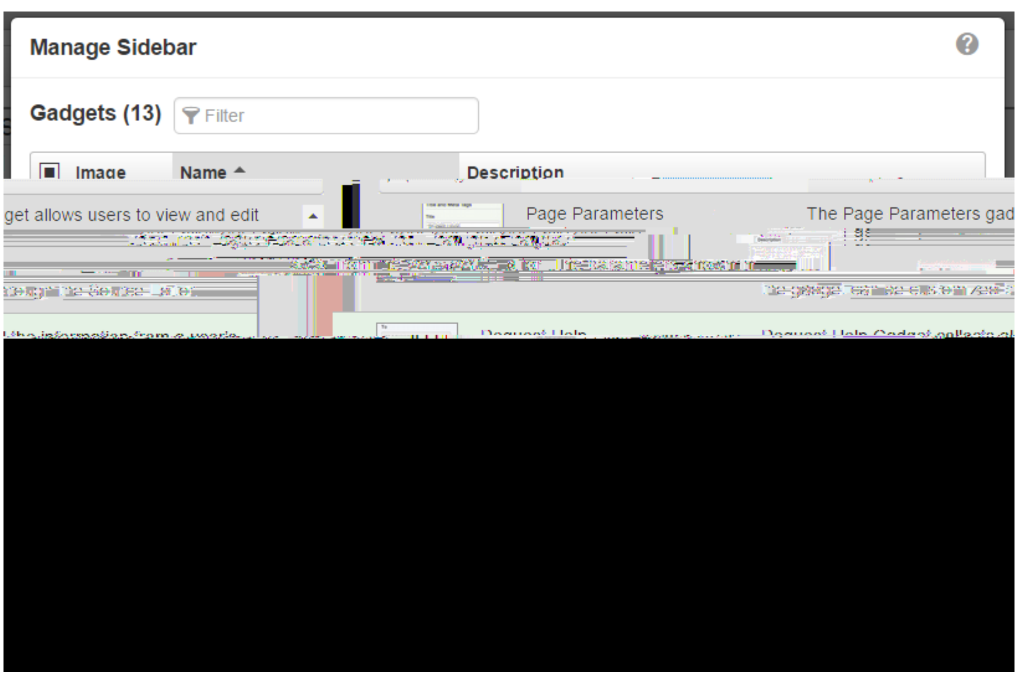
Gadgets

Gadgets are additional tools provided in OU Campus. Gadgets are available in both the Gadgets Sidebar and the Dashboard. Gadgets are context aware meaning that certain gadgets will be available in one location but not the other. Certain gadgets, like snippets and images, will also only be available in the JustEdit editor while users are editing content.

Sidebar Gadgets

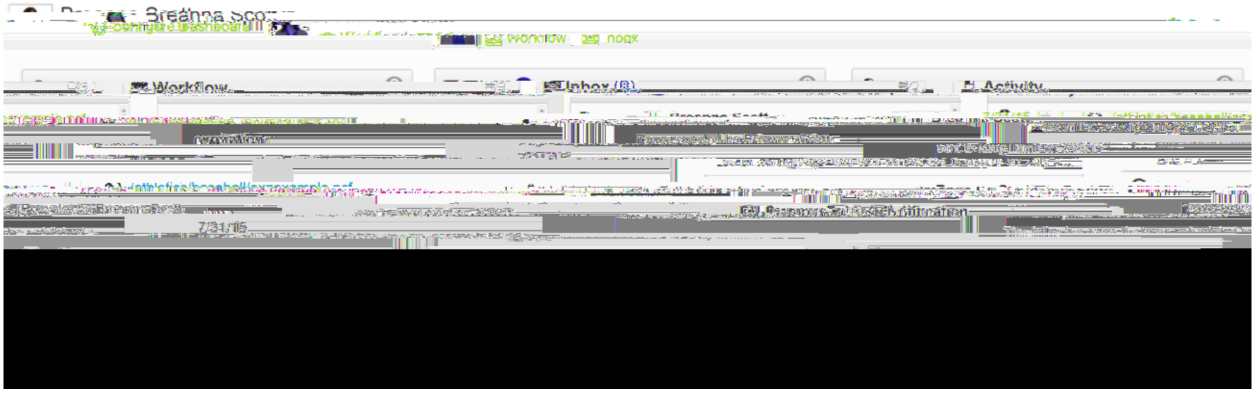
1. From any view in OU Campus, select the **Show Gadgets** icon in the top right corner of the screen to expand the Gadgets sidebar.

2. To enable or disable specific gadgets, select the **Choose Gadgets** gear icon and click on any number of the available gadgets to enable or disable them. Enabled gadgets are highlighted in green. Click **Save** when done.



Dashboard Gadgets

1. Navigate to the Dashboard view by selecting **Dashboard** from the global navigation bar. Available Gadgets will show up in the main Dashboard screen.



2. To enable or disable gadgets, click the **Configure Dashboard** link, and click on any number of the available gadgets to enable or disable them. Enabled gadgets are highlighted green. Click **Save** when done.

Additional Tools

Page Check

4. Review results and click **Done** when finished.

Using Assets

Assets are a type of reusable content inside OU Campus. They are managed centrally from **Content > Assets** and can be placed on any number of pages. When an asset is edited and published, all pages subscribing to that asset are automatically republished to reflect the change.

To insert an asset:

1. Select a page for editing and open the JustEdit Toolbar by entering an editable region.
2. In the JustEdit Toolbar, place your cursor where the asset is to be inserted and click the **Insert Asset** icon from the toolbar.

3. Select an asset to include from the Asset Browser modal and click **Insert** to include the asset in the page.

example, the “Accordion” snippet above.

Using the Image Editor

OU Campus has a built-in image editor to perform basic functions such as resizing, cropping, and rotating images. You can choose to enter the Image Editor immediately after an image is uploaded, or you can

Dashboard

There are three options on the Dashboard menu in the global navigation bar:

Overview

Clicking Overview takes users to the Dashboard overview page (see above). Simply clicking the Dashboard link in the Global Navigation bar will take users to the same location.

Workflow

The Workflow list view shows content that a user has sent to another user for approval or content that has been sent to the current user for approval. These messages are separate from other messages (which can be viewed in Inbox and Sent). Content moving through an approval process can be tracked using this screen.

Inbox

Inbox displays messages from other users as well as automated messages associated with scheduled actions, such as a notification of scheduled publish or notification of page expiration. The Inbox Gadget is also shown on the Dashboard and includes how many new messages are in the inbox. The Inbox includes a linked list of messages and the functionality to compose a message.

The available features and functionality of the Dashboard are as follows:

- **Workflow**: The Workflow list view shows content that a user has been sent for approval or content that a user has sent for approval and are separate from other messages, which can be viewed in the Inbox and Sent. Content within an approvals process can be tracked using this screen.
- **Inbox**: Inbox displays messages from other users as well as automated messages associated with scheduled actions, such as a notification of scheduled publish or notification of page expiration. The Inbox includes a linked list of messages and the functionality to compose a message.
- **Configure Dashboard**: Once specific Dashboard gadgets have been configured to be available for a group of users, members of the group can choose which gadgets to show on the main content area. The Configure Dashboard feature can be used by each individual user to choose which gadgets to show in the main content area.

Frequently displayed gadgets include an activity feed of recent site activity, the system inbox for messaging and notifications, a list of pagesC q 0.00000higes

Workflow

Overview

Workflow is a component of the Mailbox that allows users to track content that

- Filter tool to narrow down visible results in the list view
- Selection checkboxes to select and delete multiple messages at a time, or to view a single workflow message
- Sortable columns in the list view. Messages can be sorted by From, Approver, File, Status, or Date
- The linked file name which can be clicked to preview the content
- Status icons indicated where the page is in the workflow process
- The date and time that the content was sent for approval

Status in Workflow

A status icon is shown in the Status column for each content item. Content listed in Workflow can be previewed by any user, but only the user to whom the content was sent has the file checked out and can perform other actions upon it. Clicking a status icons shows the Workflow Message.

Status Icon	Description
	Pending Approval (by another user)
	Pending Approval (by the current user)
	Approved and Published
	Declined
	Cancelled from Workflow

Viewing a Workflow Message

When content is sent for approval, the sender can attach a message. This is associated with the item in Workflow as a Workflow Message, which can be viewed by performing one of the following actions:

- Hovering over the file row and clicking on the View option
- Clicking the Status icon
- Selecting the checkbox next to the item and clicking View

From within the message, users can:

- Click the linked file to preview the content sent for approval

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Replying to a Workflow Message

Inbox

Overview

OU Campus has an internal messaging system that allows users to send messages to other users and groups of users. These messages can be attached to requests for approval as part of the Workflow process, or they can be sent to users without associating them with a page. All messages can have a copy sent to a user's email address in addition to being sent internally in OU Campus.

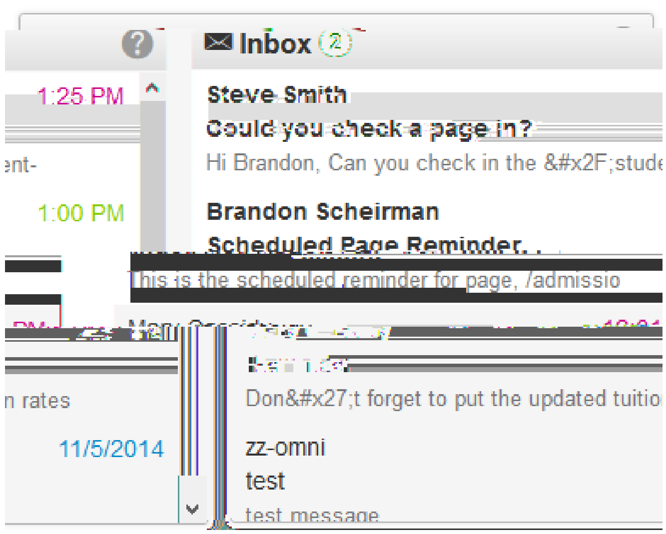
All workflow-related messages reside in the Workflow section of the Mailbox. All other messages reside in the Inbox section, with the ability to compose, reply, forward, and delete messages, as well as view sent messages in the Sent section.

Inbox

The Inbox is similar to a standard email inbox. Users can navigate to the Inbox from the Dashboard menu in the Global Navigation bar or by clicking the link to the Inbox on the Dashboard itself.

Inbox messages can be also be previewed from the Dashboard through the Inbox Gadget. Clicking a message in the gadget will take users to the message in the normal Inbox interface.

Example of Inbox Gadget in Dashboard

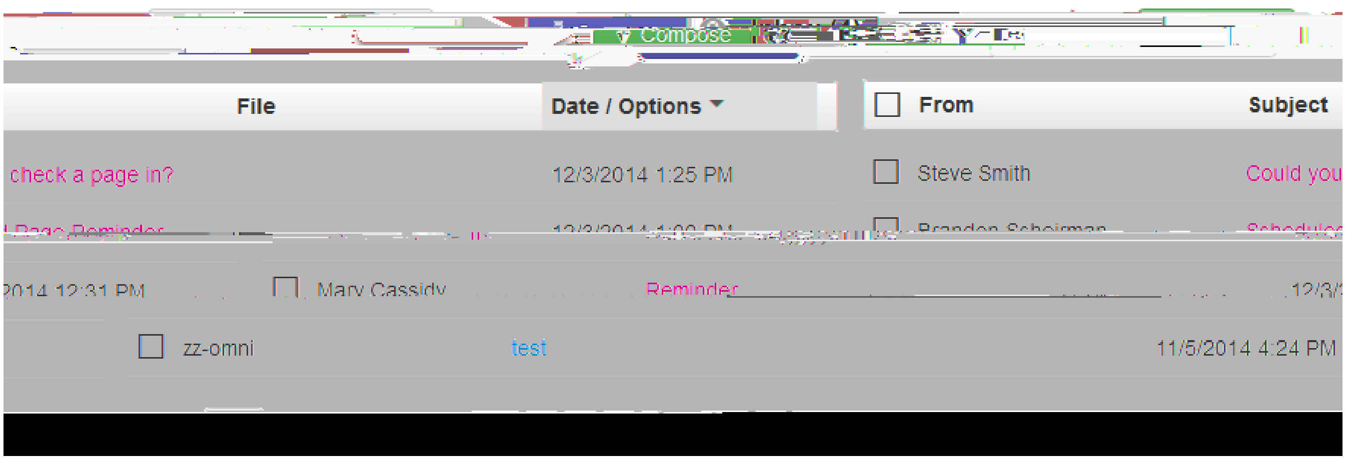


Composing Messages

Compose is found in the Inbox and in the Sent box. By default, the Send a Copy by Email checkbox is selected. This will send an email with the composed message to the recipient's external email account, as long as the user receiving the message has an email address on file. If no email address is on file, it will only send the message within OU Campus.

To compose a message:

1. Navigate to the Inbox or Sent box.
2. Click on the Compose button, found in the top right of either screen.

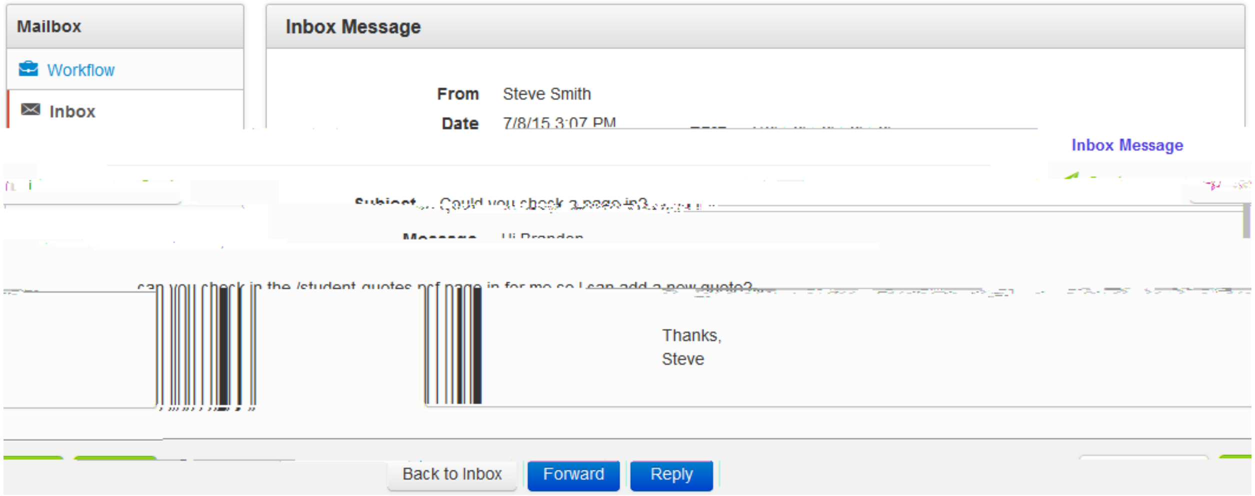


3. A modal will appear. Enter the user to whom the message should be sent in the To field. A user or a group of users may be selected from the drop-down, which appears when the user clicks into the field.
4. Enter a Subject And Message
5. By default, the Send a copy by email checkbox is selected. To only send the message within OU Campus, uncheck this checkbox.
6. When the message is complete, click Send.

Viewing, Replying to, and Deleting Messages

To view a message on the Inbox screen, hover over the message row and click View, or click the hyperlinked message subject. From the gadget, click anywhere on the desired message to enter the message view in the Inbox screen.

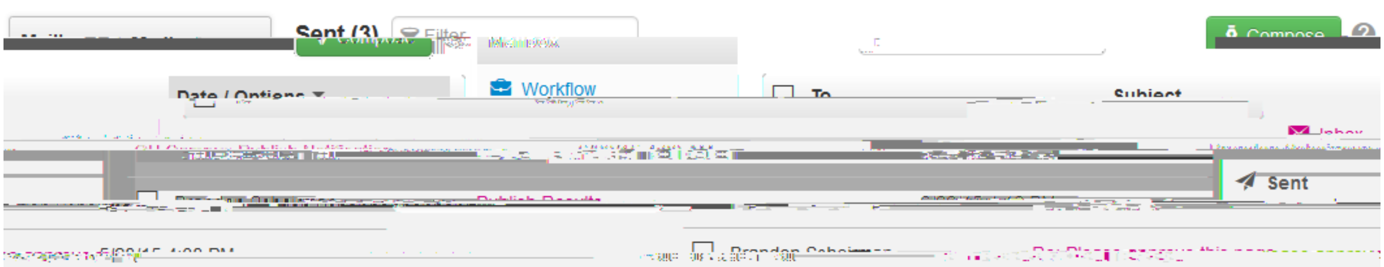
Use the blue Reply button to reply to the message, or use the drop-down indicator next to the Reply button to forward the message to another user. A user can return to the Inbox without responding to or deleting the message by clicking the Back to Inbox button or the Inbox button in the local navigation bar on the left.



A message may be deleted by hovering over the message row in the Inbox list view and clicking Delete. Multiple messages may be deleted by selecting the checkbox next to each message and clicking the Delete icon that appears in the top row.

Sent

The Sent list view shows messages that the user has sent and messages that were sent in association with scheduled publishes, reminders, and the workflow process. If a message that has been sent to the user is replied to or forwarded, then that is also shown on the Sent screen.



Other functionality available from the Sent screen includes:

- A list of the number of sent messages
- A filter tool to narrow results by the recipient or the subject