

# OuCampus: Training Outline

Duration: 2hrs.

Notes: Session uses training site –<http://webdev.fresnostate.edu/training>

1. Campus WCMS Overview
  - a. System big picture, staging vs. production (multiple cloud servers)
2. Site Structure
  - a. Elements that make up templates
3. Access
  - a. Access Groups and how they work
4. The Software
  - a. Web Based
  - b. Accessible from anywhere
5. Editing Pages
  - a. Navigate to page
  - b. Direct edit link
  - c. Check-in, out
  - d. Editing basic content:
    - i. Text
    - ii. Images
      1. Already on the server
        - a. Explanation of file structure (Images and Docs folders)
      2. On your computer
      3. Image library
    - iii. Hyperlinks
      1. To off campus site
      2. To internal department page
      3. To a document
      4. Mailto link
    - iv. Assets
    - v. Snippets
  - e. Save & Publish
    - i. Hard save vs. Soft save
    - ii. Schedule
    - iii. Send for approval
      1. Approver & publisher
    - iv. Publishing multiple pages
6. Creating New Items
  - a. New folder vs. new section
  - b. New pages
    - i. 2 column vs. 3 column
7. Modifying Breadcrumbs
  - a. Page vs. section

8. Modifying Navigation
  - a. Top nav vs. side nav
9. Modifying Banner
10. Modifying Department Contact
11. Help & Support
  - a. Work orders through campus Help Desk
  - b. Webcomm webpage