Hands-On Introduction to Queens College Web Sites

This handout accompanies training workshops for Queens College Content Editors who will manage and maintain the web content in their areas.

Overview of Queens College Web Sites

1. **Internet site** [http://www.qc.cuny.edu](http://www.qc.cuny.edu) – Public site
   - To update content, Content Editors need to login at [http://wwwdev.qc.cuny.edu](http://wwwdev.qc.cuny.edu)
   - The handout below contains training material for the Internet site.

2. **Intranet site** [http://myqc.qc.cuny.edu](http://myqc.qc.cuny.edu)
   - Also called “MyQC” is meant for the internal QC community.
   - Content Editors Forum [https://myqc.qc.cuny.edu/collabs/CEForum](https://myqc.qc.cuny.edu/collabs/CEForum)

3. **Personal sites**
   - “MySite” [https://mysite.qc.cuny.edu](https://mysite.qc.cuny.edu) - Every QC student, faculty or staff member with an AD account is allocated 250 MB for their personal space on My Site.

   • “People@QC” [http://people.qc.cuny.edu/Pages/default.aspx](http://people.qc.cuny.edu/Pages/default.aspx) is a personal public facing site for such things as curriculum vitae etc.

   Faculty and Staff members who want their own sites should put in a request to create a “People@QC” site which is a 250 MB SharePoint site. The request form can be found on MyQC, in the right-hand side “MyQC Links”.

<table>
<thead>
<tr>
<th>MyQC Links</th>
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<tbody>
<tr>
<td>Announcement Request Form</td>
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<tr>
<td>CAMS</td>
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<tr>
<td>Commencement of Attendance Revision Form</td>
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<tr>
<td>Computer Lab Request</td>
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<tr>
<td>Content Editors’ Names by Area</td>
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<tr>
<td>Course Evaluation</td>
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<tr>
<td>CUNY Portal</td>
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<tr>
<td>Faculty/Staff Parking</td>
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<td>Marketing Communications Services</td>
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<tr>
<td>Media Equipment</td>
</tr>
<tr>
<td>Parking Violation Appeal</td>
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<tr>
<td>Printshop</td>
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<tr>
<td>Report Technical Issue</td>
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<tr>
<td>Request a People@QC Site</td>
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<tr>
<td>Request New Site</td>
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<tr>
<td>Request Site Permission</td>
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<tr>
<td>Service Desk</td>
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<tr>
<td>Software Request</td>
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<tr>
<td>Textbook Orders</td>
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<td>The Summit Visitor Overnight Parking</td>
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<tr>
<td>Visitor Parking</td>
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<tr>
<td>Web Mail</td>
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<tr>
<td>Website Focus Group Sign-Up</td>
</tr>
<tr>
<td>Work Order Request</td>
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<tr>
<td>Workshops Schedule</td>
</tr>
</tbody>
</table>
The Queens College internet site provides a uniform and consistent experience for marketing Queens College to attract potential students, faculty, and staff.

Who has access to what web pages at what levels?

- Visitors (General Public) - Read
- Content Editors – Edit their own Departmental site
- Approvers – Office of Communications
- Server Admins – Office of Converging Technologies
- Other roles
To Login:

1. Go to http://wwwdev.qc.cuny.edu and log in with your AD account using this syntax:
   a) Faculty and Staff
      - Username: QC\[AD Username]
      - Password: [AD Password]
   b) Students and Guests
      - Username: instr\[AD Username]
      - Password: [AD Password]

Your AD Username is usually your first initial and your last name. If you need assistance with your AD account, please contact the OCT Helpdesk:
- URL: cams.qc.cuny.edu (to activate your AD account)
- Walk-In: DH 150
- Phone: 718-997-4444
- Email: helpdesk@qc.cuny.edu

To get permission to a SharePoint Site, please contact the portal administrator at spadmin@qc.cuny.edu

The login prompt may look different, depending on the browser you use, but the login syntax is the same.

Note: Internet Explorer is the preferred browser for SharePoint

2. Navigate to your own Departmental web site
   In this handout, the instructor will use the Computing web page as an example. You should navigate to your own Departmental page (e.g. Registrar, Weekend College, etc.) and you should see more or less the same layout and components.
   Starting from the QC homepage, depending on your Department, navigate to your own Departmental page from the Header, Footer or Primary Navigation.

Breadcrumbs:

Breadcrumb Trail, or Breadcrumbs, is a navigation tool to show where you are on the site. This will always show you exactly where you are within the site and helps to retrace your steps. For example, Home > Academics

Site Actions
If you are given permission to edit a web page, you should see a “Site Actions” button. Content Editors are given permission as content “Contributors” to their respective Departmental web sites or pages. Being contributors means Content Editors can edit web content and create new web pages, but cannot create/delete sites or perform other structural changes.

Click the Site Actions button for a drop-down menu. You can perform any actions that are not grayed out. If you see any item grayed out, that means either the function is temporarily locked or you are not granted access to that function. For example, if “Edit Page” is grayed out, the web page may have been checked out by another editor or yourself and is not available until checked in.

Mouse over any action marked with a right arrow (►) to view a submenu. Here, View Reports has a drop-down submenu.
Edit Page
1. Click on the Site Actions button, and then Edit Page to check out a web page for editing.

Page Editing Toolbar: When you check out a page, you lock out all other editors. When a page is checked out, the Page Editing Toolbar displays the Version and the Status of the page, along with a message to either:
   A. to remind you that you need to check in your draft, in order for other people to see your changes, or
   B. to inform that you are viewing a draft version of this web page and who has currently checked out the page.

A:

B:
Web Part Zones and Web Parts
A Web Part Zone consists of one or more Web Parts. A Web Part is a module made for end users to easily update web content directly from a browser. Web Parts look and function somewhat differently, depending on the browser. In the screen shots below, see what some Web Parts look like in Internet Explorer

Zone 1
Zone 1 (left column) has a user-friendly Page Content Editor similar to MS Word. You can edit the web content directly in this Editor.

1. Click in the Editor and your will see an Editing Toolbar floating above the text area.

2. The font style and size should be kept as **Verdana** style and **Size 2** for the body of the text and **Size 3** for the title.
3. **Font color can be changed when desired.**
4. **Spell check is strongly recommended after your edits.**
5. On the lower left bottom of the Page Content Editor, there are three tabs:
   - **Pencil tab:** Edit directly as if you were editing in a word processor
   - **HTML Tags tab:** Edit HTML tags; HTML knowledge is required
   - **Preview tab:** Preview your text before checking in and publishing

Zone 2
Zone 2 (right side of the page) contains several Web Parts. The content of these Web Parts can be found in All Site Content. We will discuss how to access and edit such content in the next section, All Site Content.
All Site Content
Web content on this web site is stored in Libraries, Lists, and other categorized groups.

To view all categories of the content, go to Site Actions → View All Site Content.

Under Computing, for example, are categories of
  - Document Libraries (content of Zone 1, Zone 2)
  - Picture Libraries
  - Lists (content of Zone 2)
  - Discussion Boards
  - Surveys
  - Sites and Workspaces
  - Recycle Bin

The two main types are:
Libraries – Are for collections of data such as files or pictures
Lists – Are for lists of information such as contact names or a list of links
Recall that the content of the Web Parts in Zone 2 are from All Site Content.

- To find the content sources of Features and Images web parts, go to Document Libraries, and then the Images folder.

- To find the content sources of Office Information, Important Dates, Related Links, News and Quotes web parts, go to Lists.
To edit TEXT CONTENT in Zone 2

1. Go to Site Actions → View All Site Content → Lists
2. Click the list you are looking for (Office Information, for instance)
3. Click the Edit icon (he Title of a given entry, to open that item

4. Edit the Title and content. There are check boxes for Office Info Details, Contact Info Details, Staff Directory, and Contact Us. Turn on or off these settings, according to what you wish to show on your Departmental web page.

5. Staff Directory is a blank template page automatically generated for each Department. Before turning on Staff Directory, be sure to fill in the staff information by going to View All Site Content → Document Libraries → Pages → “StaffDirectory” → Edit Page.

6. On the bottom you can see information regarding the creation and latest modification of this file.

7. Click OK when finished. Then navigate back to your Departmental page to view your changes.
To manage IMAGE CONTENT in Zone 2

1. Go to Site Actions ➔ View All Site Content ➔ Document Libraries ➔ Images

2. To view an existing image, click the Image icon ( ) or the file name of a given image that image alone will be displayed in the browser. Click the browser’s Back button to return to the list of Images.

3. To work more on the image, mouse over the name of the image and click the down arrow ( ) to trigger a drop-down menu ➔ click Edit Properties.
4. The following three fields should be properly selected or filled out
   - Position (Top, Bottom, Middle, or None)
   - Keywords (for searching purposes)
   - Descriptions (be sure to fill in this field, to be compliant with the **Americans with Disabilities Act**)

![Diagram of the selected fields with the position set to Middle, keywords set to CUNY first logo, and description set to CUNY first logo.](image-url)
To upload your own images
1. Go to Site Actions (if you are not already there yet)
   a. View All Site Content
   b. Document Libraries
   c. Images Library
2. Upload
   d. Upload Document (or Upload Multiple Documents)

Image Positions
Your images can be placed in any of the three positions on your Departmental web page, i.e. Top, Middle, and Bottom.

The template of your Departmental web page may be slightly different than that of the Computing page, but you should have the three image Positions as well.

Important: There should be only one image marked for each of the three positions. If there are multiple images for the Middle position, for example, then only the first one marked for that position will be displayed.

Image Size should follow the guideline below:

<table>
<thead>
<tr>
<th>Position</th>
<th>Image Width (pixels)</th>
<th>Image Height (pixels)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>656</td>
<td>240</td>
</tr>
<tr>
<td>Middle</td>
<td>198</td>
<td>65</td>
</tr>
<tr>
<td>Bottom</td>
<td>314</td>
<td>164</td>
</tr>
</tbody>
</table>

If your images sizes differ, the picture may look distorted.
There are 2 other ways to insert an image
First upload the image you want to use to the Picture Library (steps 1-5 of manage image content) and copy the shortcut URL for the image.

Using Image web part:
1. Edit Page>Add Web Part>Scroll down to Miscellaneous category and choose ‘Image Web Part’
2. Click ‘Open the tool pane’ or edit>Modify shared web part
3. In the text box for Image Link delete ‘http://’ and paste the shortcut URL for the image.
4. Remember to use relative path by taking out the text till ‘.edu’
5. So the URL will read similar to ‘/Computing/PublishingImages/01.jpg’
6. Click on ‘Test Link’ next to the text box to confirm the URL is valid.
7. Type an ‘Alternative Text’ for the image.
8. Set the Image Alignment using the ‘Image Vertical Alignment’ and ‘Image Horizontal Alignment’ options.
9. Click on the + next to Appearance on the tool pane.
10. To give the Image a ‘Title’, replace the ‘Image Web Part’.
11. In the drop down under ‘Chrome Type’ choose either ‘None’ or ‘Title Only’.
12. Click ‘OK’ when finished.

In Page Content Editor or Content Editor Web Part:
1. In the Editing toolbar select the Image Manager tab to add image.
2. The Image Manager box opens up which lets you browse for the image and insert it.
How to upload and hyperlink to files in Zone 1

In the text area of Zone 1, you may need to create hyperlinks to documents (in PDF, Word, Excel, and other file formats). This can be easily done by three steps: uploading a file to the QC Internet site, copying the URL of the file, and linking desired text to that file.

1. **Upload a file:**
   - Go to Site Actions
   - View All Site Content
   - Document Libraries
   - Documents
   - Upload
   - Upload Document (or Upload Multiple Documents)
   - Browse to find the file you wish to upload → OK

2. **Copy the URL of the file:**
   - After a file has been uploaded, mouse over the file name (or the icon to the left of the file name) and right click
   - Copy Shortcut (this action will copy the URL of the file)

3. **Create a hyperlink:**
   - Go back to your Departmental web page
   - Site Actions
   - Edit Page
   - Click in the text area in Zone 1 to trigger the Editing Toolbar
   - Type and highlight the text you wish to be linked to the file
   - Click the hyperlink icon ( ) in the Editing Toolbar and the Hyperlink Manager will pop up
   - In the URL field (under the Hyperlink field), delete the default text “http://” and then right click to paste the URL of the file. Note that you do not need the entire URL; instead, only the relative path after “edu” is needed. For instance, for the URL below, only “/Computing/Documents/LotusInstall.log” is necessary.

```
http://www.qc.cuny.edu/Computing/Documents/LotusInstall.log
```

   → Next to the Target field is a drop-down menu; click the down arrow and under Preset Targets select the target window of your choice. If you select “New Window,” then the linked file will open in a new window.
   → Click OK when finished

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**URL:**
Delete the default text and paste the relative path of target web address of the file

**Link Text:**
The text to be linked to the file

**Target:**
Under Preset Targets, choose “New Window” if you wish to have the file to be opened in a new window
To see whether your hyperlink works, check in the web page by clicking the “Check in To Share Draft” button. When the page refreshed, you should see the text you highlighted earlier now underlined as a hyperlink. Click the link to test that it works. You may be prompted to authenticate yourself with your AD account.

**How to Minimize/Close Web Parts**

1. On your Departmental page, go to Site Actions → Edit Page
   Remember that Web Parts look and work differently, depending on the browser you use, but the functionality is about the same across browsers.

2. To Minimized or Close a Web Part (for instance, Important Dates) in Internet Explorer
   Click the word “edit” next to the down arrow (▼) on upper right corner to trigger a drop-down menu of Options, such as Minimize, Close, and others.

Note: In Firefox click the down arrow (▼) on upper right corner. The page may refresh and a control pane for Important Dates Options will appear all the way to the right of the browser.

**Important!**

*It is strongly recommended that Content Editors do not delete a Web Part on this web site*, unless clearly instructed to do so by the Office of Communications. If you accidentally deleted a Web Part, please create a ticket online at [http://service.qc.cuny.edu/](http://service.qc.cuny.edu/) for the OCT Web group to further assist you.
To Add a Web Part (for instance, Important Dates, if closed previously)

1. Click “Add a Web Part” and a dialog box, Add Web Parts to Zone 2, will pop up.
2. On lower right of this dialog box, click Advanced Web Part gallery and options.

3. Add Web Parts menu will appear to the right of the page.
4. Under Browse, click Closed Web Parts and a Web Part List will be shown below. Highlight the web part Important Dates and add to Zone 2. Then click the Add button.

5. The web page should then refresh, with Important Dates added back on the page.
To Move a Web Part

- In Internet Explorer, simply click and drag a Web Part title to any position you wish, either within the Zone to another Zone.

- In Firefox, click the down arrow of a Web Part. When the page refreshes and the Important Dates Options appears, click Modify Shared Web Parts → expand Layout → edit Zone and Zone Index parameters.

The lower the Zone Index number is, the higher that Web Part is positioned in the Zone.
How Contact Us Works
In Zone 2, the Office Information web part contains a web form, Contact Us. The form allows people to send an inquiry over the web to a designated person in the Department. Here, we will use Human Resources Department as an example.

When an end user comes to your Departmental homepage and clicks Contact Us under Office Information, they should see a web form resembling the one below:

1. After the end user fills out the form and clicks Submit, an inquiry entry is created and stored on the web site. To see the inquiry, go to Site Actions \View All Site Content \Lists \Contact Us

2. To view details of an inquiry, click the Edit icon ( ).

3. To delete an inquiry, click Delete Item ( ).

How to log out
Simply close the browser. There is no Logout button on this web site. It is strongly recommended that you close the browser to log out every time when you are finished with your work, especially when you are using a public computer.

Approval Process
All websites except Academic websites need to go through the Application workflow. There are 3 Types of Communications Approvals:

1. **Sites** – Requesting a new site to be created, or requesting a change in site navigation, must be approved by Marketing Department in Communications. Approval process is outside of SharePoint.
   - Approver: Steven Whalen
2. **Images** – Uploading your own images to use on a page requires approval from the Design Group in Communications. Approval process is SharePoint Workflow.
   - Approver: Adrian Partridge
3. **Pages** – Changing the layout and/or content on a page required approval from the Editorial Group and/or Design Group in Communications. Approval process is SharePoint Workflow.
   - Editorial Approver (content): Leslie Jay and John Cassidy
   - Design Approver (layout): Adrian Partridge
Summary of CE SharePoint Training

A SharePoint Site is a collection of pages, lists, and libraries.

Lists: List of information such as contact names or list of links.
Libraries: Collection of files such as documents or pictures.

Once a page is ‘checked out’ other users will not be able to view or edit the page. Always remember to ‘check in’ to share after editing the page.

Best Practices
- Follow the QC design guidelines
- Format content within SharePoint
- Use Notepad as cut-and-paste in-between
- Use relative links for links within the same parent site
- Images are always published as major version.
- Final images and pages are always approved.
Who do I contact if I have questions?

- Policy, procedures, and approval workflow
  Office of Communications
  Email: Steven.Whalen@qc.cuny.edu

- “How to” questions or any material covered in the workshop; requests for introduction and advanced training
  Office of Converging Technologies (OCT) – Training group
  Email: training@qc.cuny.edu

- Technical issues, such as AD account and login errors
  OCT Helpdesk
  Walk-In: Dining Hall Room 150
  Phone: 718-997-4444
  Email: helpdesk@qc.cuny.edu

Post Workshop Support

Content Editors Forum on the Intranet, MyQC (requires QC Username and password)
Content Editors are strongly encouraged to check out the forum frequently for announcements and updates, and to post questions, comments and concerns at https://myqc.qc.cuny.edu/collabs/CEForum

Terminology

- WSS 3.0: Stands for Windows SharePoint Services
- MOSS 2007: Stands for Microsoft Office SharePoint Server 2007
- SharePoint Designer: a WYSIWYG HTML editor and web design program