Omni Campus User Guide

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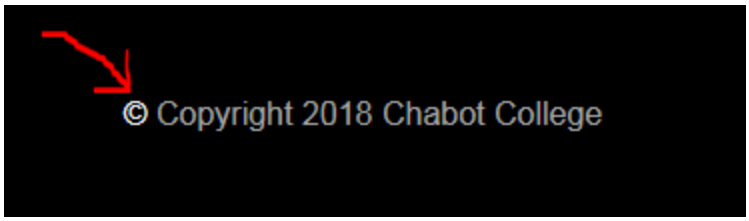
COMMITTEE AGENDA AND MINUTES

Getting to your web pages for editing

1. Browse the web page you want to edit.
2. Scroll all the down and click on the copyright symbol



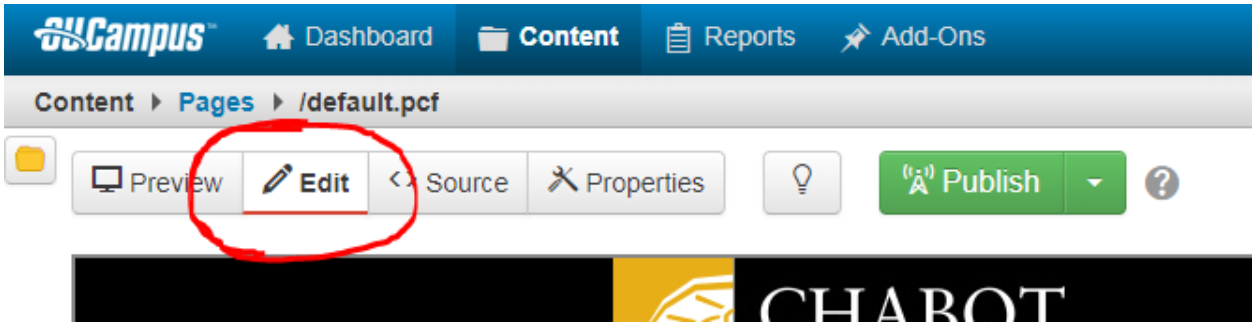
3. A new browser tab opens to the Omni login page
4. Log in with the same username and password you use to log into your office computer.

   Do not use the Reset Password link. If you have trouble logging in, contact Wing at wkam@chabotcollege.edu

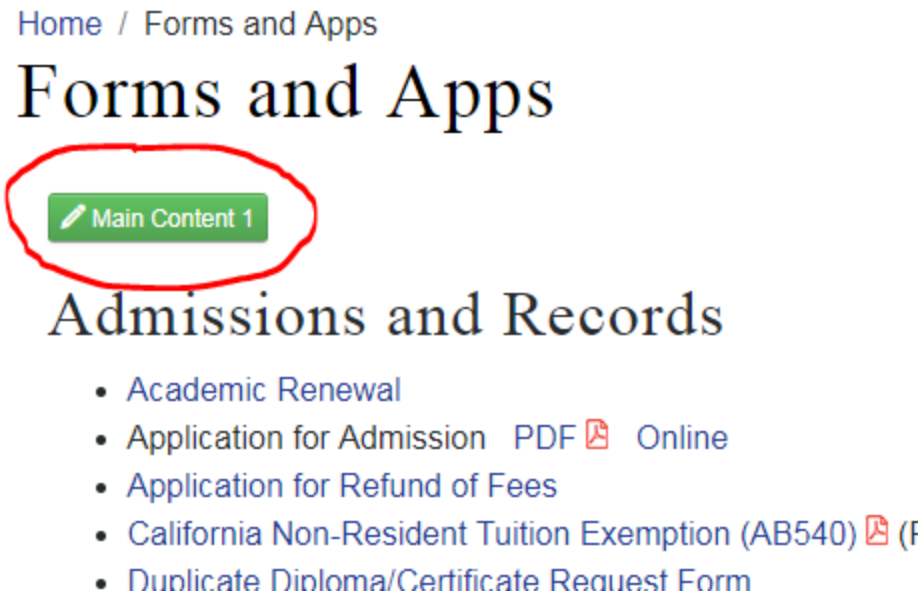
EDITING THE WEBPAGE

Using the Editor

1. Check if you are in the 'Edit' mode by looking at the top left. Click 'Edit' if not.



2. In the content area, look for green buttons labelled 'Main Content 1.' The number can be different if there are more than one. These are called 'editable region'.

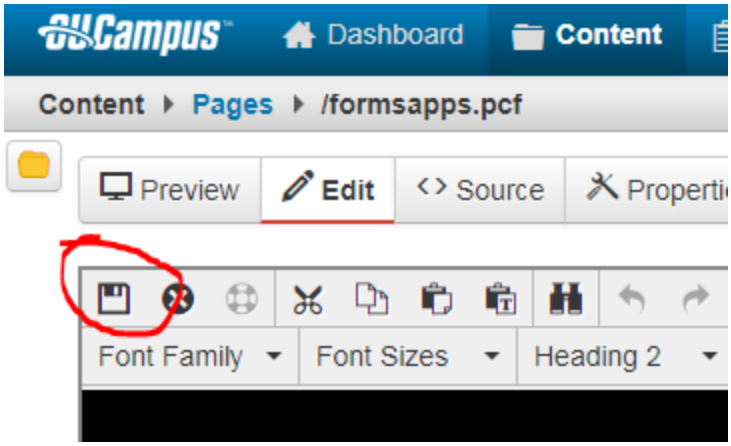


3. Click on the green button and the editable region will be highlighted, and the format ribbons will appear. Now, you can edit the content.

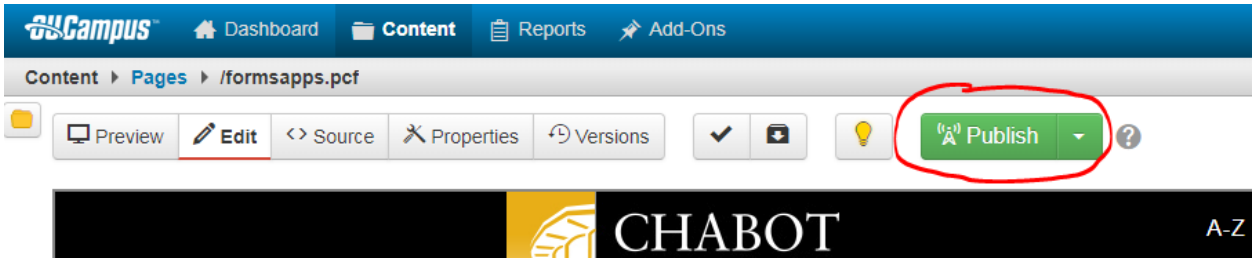
4. To quickly save, use the shortcut key (ctrl + s). This will save and leave you where you did your last edit. There is no button to just save.

   When using the 'Save and Exit' button on the top left, it will take you out of editable

region mode after saving. You will have to click the green button again, and scroll down to continue editing. This is inconvenient when you have many edits to make.
Use this on the last save.



5. Publishing



   a. After the edits are done, click ‘Publish’
   b. Check spelling and links
   c. When ready, click ‘Publish’ again on the popup window.

Copy from Word

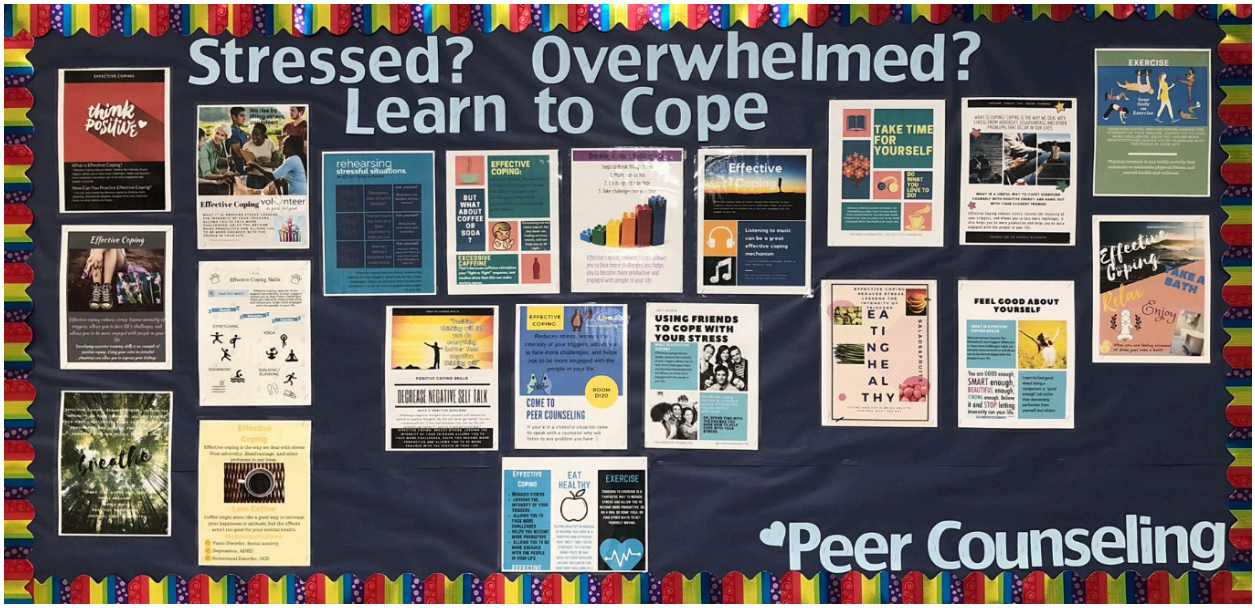
When copying from Word, Excel, any Office file or Google Docs, the content needs to be cleaned because many styles and formatting are also copied over. The resulting webpage would look very off.

1. Copy and paste from Word to https://html-cleaner.com/
2. Click the ‘tidy’ button.
3. Select the content and **make sure to not select the advertisement** at the bottom.

Content Formatting Standards

1. Use black text and avoid colored text. Visitors who are color-blind will not be able to see the different colors.
2. Use bold and italics in place of colored text.

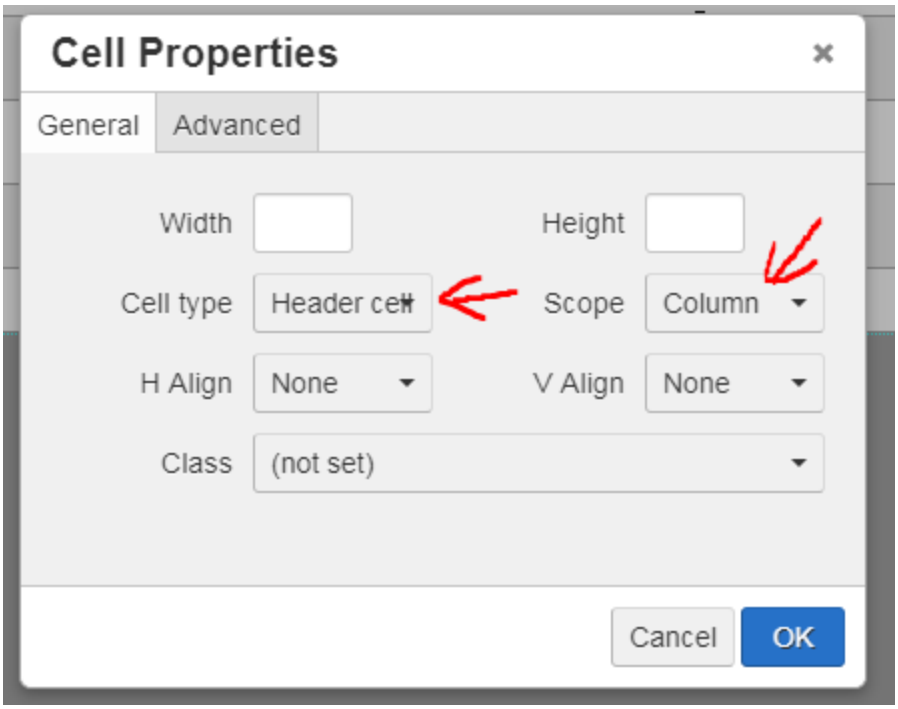
3. Group content into specific themes or categories. Review [How to Write Effective Web Content]
4. **Less is More**



Tables

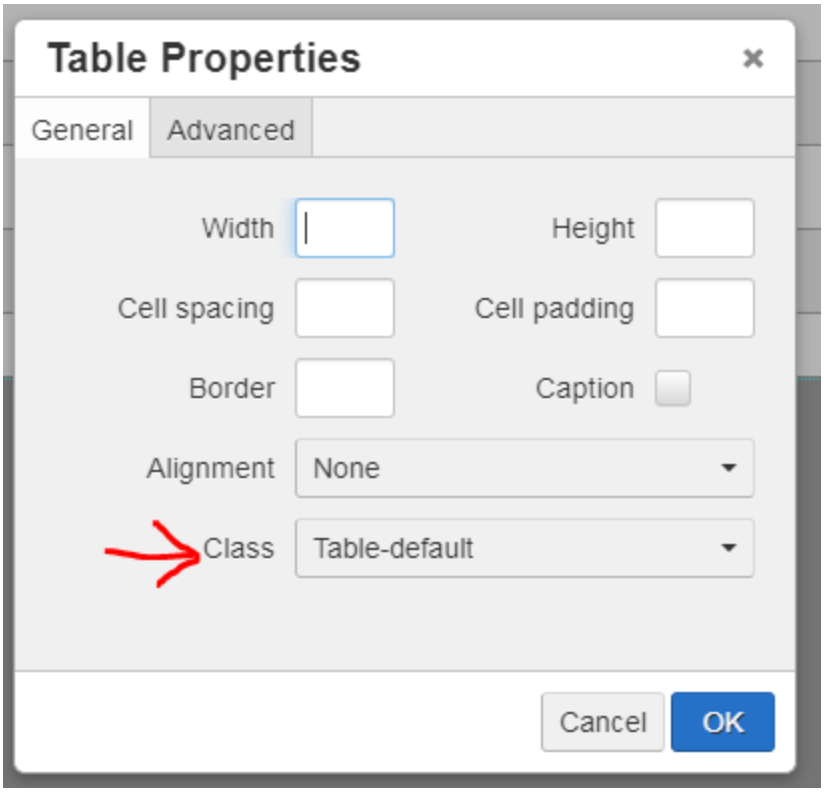
Do not use tables to layout content due to inaccessibility.
Use it *only* to display data.
If you want to layout the content in a specific way, contact Wing for assistance.

1. **The first row must be a header** and be defined as such.
   STEPS:
   a. Select the all the cells in the first row.
   b. Right click and select 'Cell', then 'Cell Properties'
   c. For 'Cell Type', select 'Header Cell'
   d. For 'Scope', select 'Column'.
   Here is how it would look like:



2. **Formatting the table**: Tables can be style with the available table styles.
   STEPS:
   a. Right click in an empty cell.
   b. Select 'Table Properties'

c. In the ‘Class’ field, select ‘Table-default’



3. **Enter data** in separate rows for clarity and accessibility.

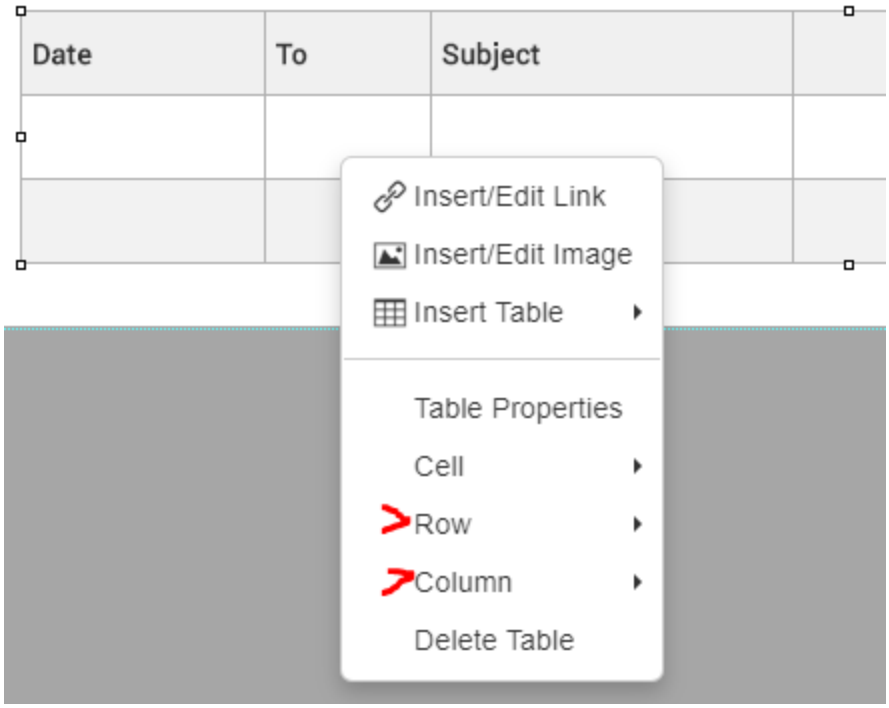
This is incorrect:

Course	**Date & Professor**	**Room**
Biology 1	1/1/2019 Kirk	101
	2/2/2019 Janeway	202
	3/3/2019 Picard	303

This is correct:

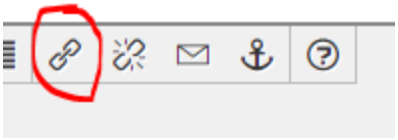
Course	**Date**	**Professor**	**Room**
Biology 1	1/1/2019	Kirk	101
Biology 1	2/2/2019	Janeway	202
Biology 1	3/3/2019	Picard	303

4. **To add or remove columns and rows**, right click in a cell and select ‘Row’ or ‘Column’, then select the action you want.

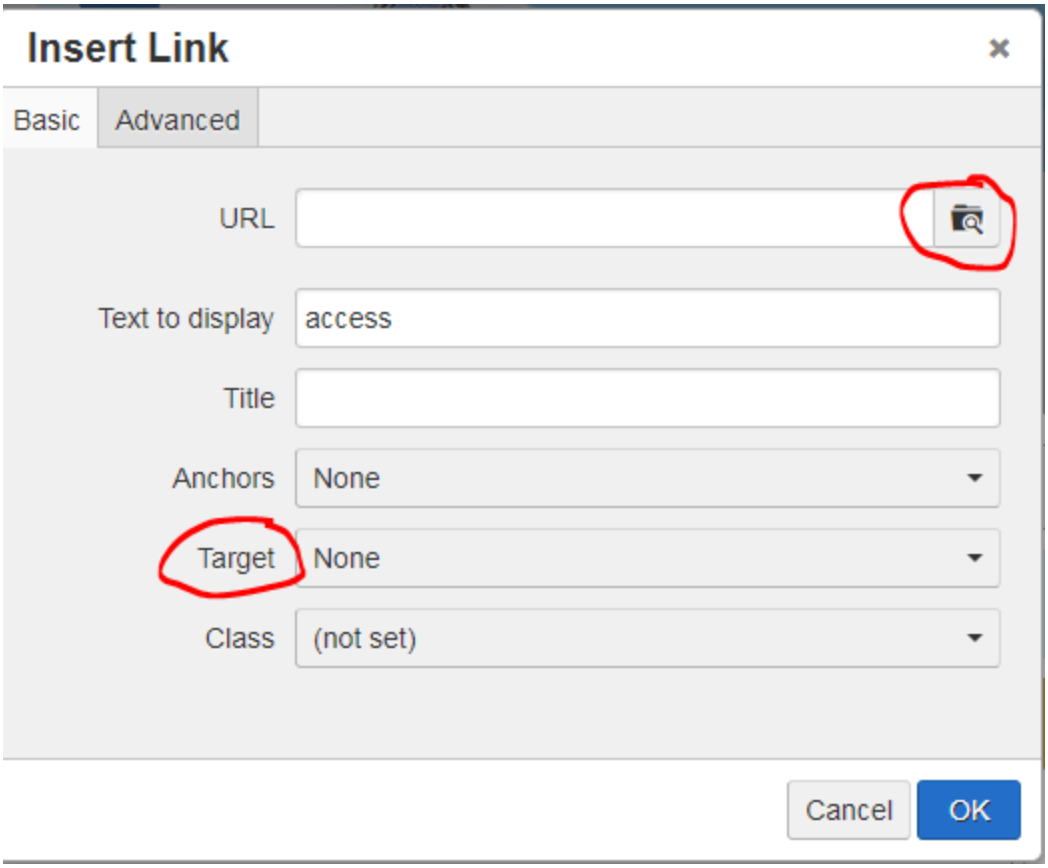


Creating Links

1. Select text
2. Click on link icon from the formatting ribbon



3. On the URL textbox, click on the folder icon and select the webpage or document you want to link to. **Always keep the 'Target' as 'None'.**



4. **DO NOT POST 'BARE URL'**

Incorrect:
Buy this great ergo chair here at
https://www.amazon.com/NOUHAUS-Ergo3D-Ergonomic-Office-Chair/dp/B07SD9H4WP/?_encoding=UTF8&pd_rd_w=jiiW0&pf_rd_p=49ff6d7e-521c-4ccb-9f0a-35346bfc72eb&pf_rd_r=ZSSBCJXQZSHXNBKMRX52&pd_rd_r=eaba90d2-bd8b-40a3-beb7-e0f7d5039aa1&pd_rd_wg=RYV4P&ref_=pd_gw_ci_mcx_mr_hp_d

Correct:
Buy this great ergo chair on Amazon.

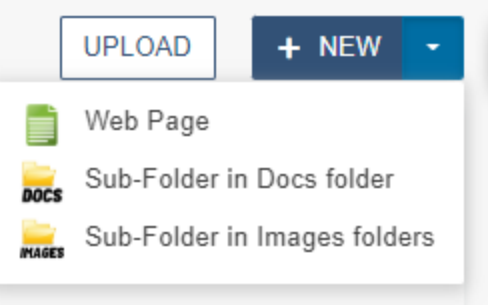
5. Do not say: “Click here to apply”.
   Instead, just say “Apply” and apply the button style to the link.

Managing Files

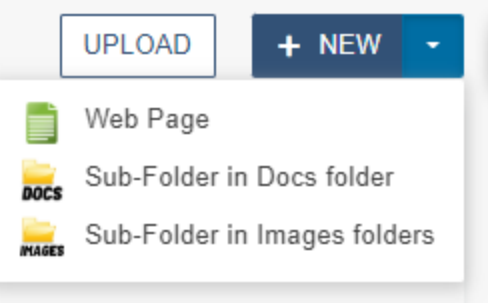
File Standards

All websites will have 2 ‘non-webpage’ folders:

1. **docs**
   a. Used to store only all pdf, office doc files.
   b. Do not save any images nor webpages here.
   c. You can create additional subfolders when needed. Click on ‘New’ blue button on top right corner, select ‘Sub-Folder in Docs folder’



2. **Images**
   a. Use to store only all image files (gif, jpg).
   b. Do not save any ‘docs’ files (pdf, Microsoft Office) nor webpages here.
   c. You can create additional subfolders when needed. Click on ‘New’ blue button on top right corner, select ‘Sub-Folder in Images folder’



Filename standards:

1. Use all lowercase, separated by dashes. Example: *committee-standards-policies.pdf*.

2. Use dashes only and avoid all other characters such as: _, &, (), etc.
   For example, do not name a file as *committee-standards&policies.pdf .* Omni Campus will reject this filename.
3. Spaces are acceptable, but avoid them when possible.
   Example: *Committee Standards and Policies.pdf .*

Files in general:

1. Upload and post only the most current version onto your website, and state the version or date in the document title page or header/footer.
   Example: the filename for a 'master plan' document would be master-plan.pdf and in the title page, it would have:

   Master Plan

   Draft

   Jan 1, 2019

2. Keep the separate version files in the S-drive or google drive.
   a. Master-plan-2018-07-01.pdf
   b. Master-plan-2018-10-01.pdf
   c. Master-plan-2019-01-01.pdf

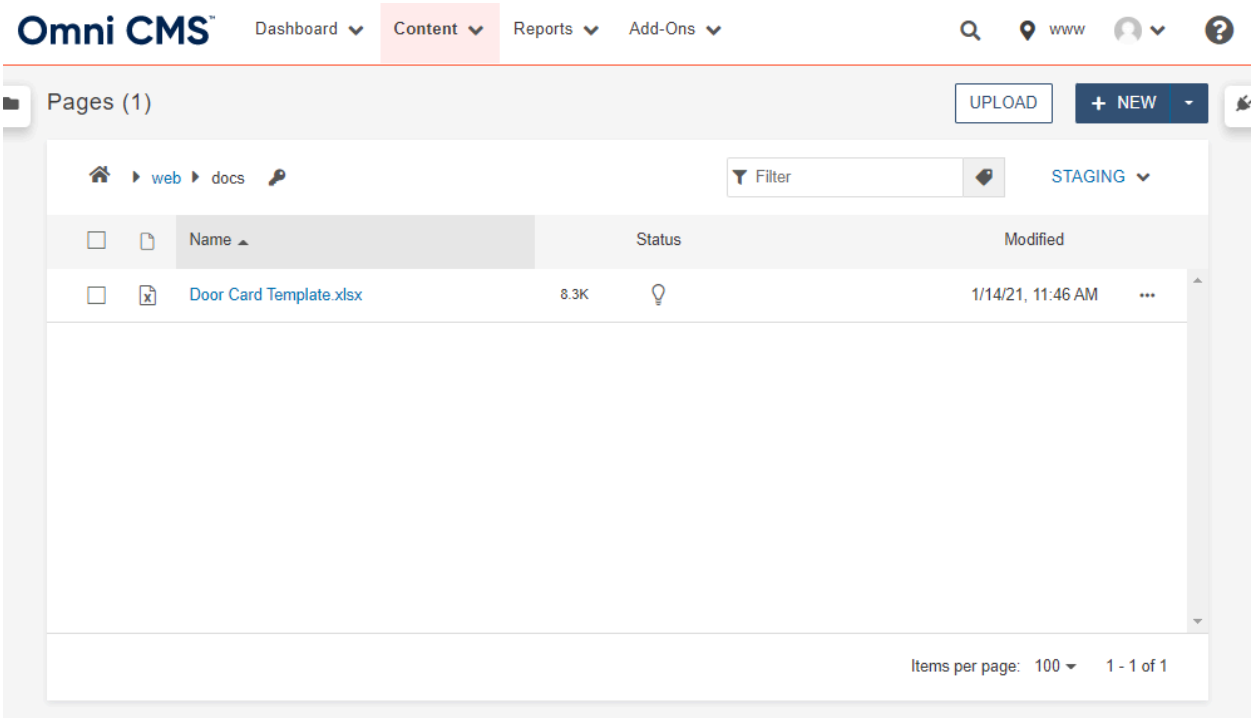
3. Publish the most current version whenever possible.
   a. Publish historical versions of a document only if required by accreditation or due to compliance.
   b. If historical files are required to be made public on a website, please research and confirm how many years of documents are required to be publicly available, and for how long. For example, displaying files publicly for the most current 3 academic years.

4. For files by date or academic year, standardize on a format.
   NOTE: Moving forward, files older than 2 years will be removed. Be sure to save the official/original version in the S-drive or google drive.

   Examples:
   a. By academic year: 2020-2021-master-plan.pdf
   b. By date: master-plan-2020-01-23.pdf

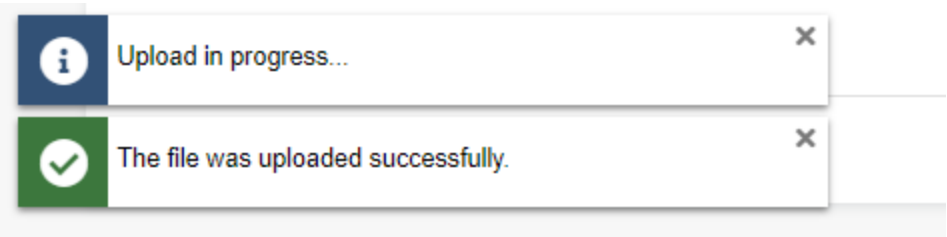
Steps to upload

1. In OU, open the folder where you want to store the files
2. Drag the file from your desktop to the browser. Keep holding down the left mouse button.
3. Drag the file to the Omni folder screen:



4. Drag the file to anywhere in the white area, and let go of the mouse button.
   If there is a sub-folder, you can drag the file directly over the folder, and let go of the mouse button. This will upload the file directly to the sub-folder.

5. Look for the confirmation message:



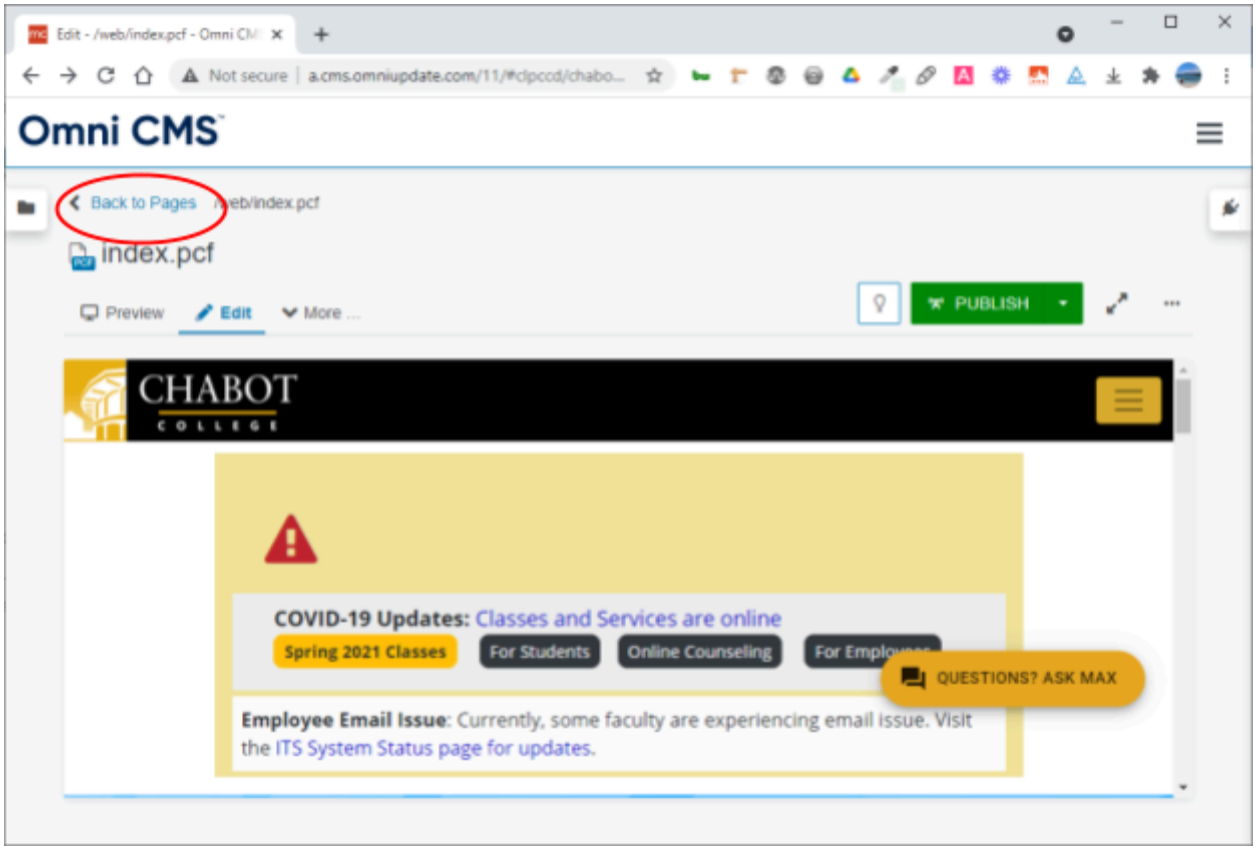
Replacing a File

When uploading a new version of a doc file, replace it instead of deleting it and uploading the new version. In case it is linked to from other webpages, replacing it would prevent broken links.

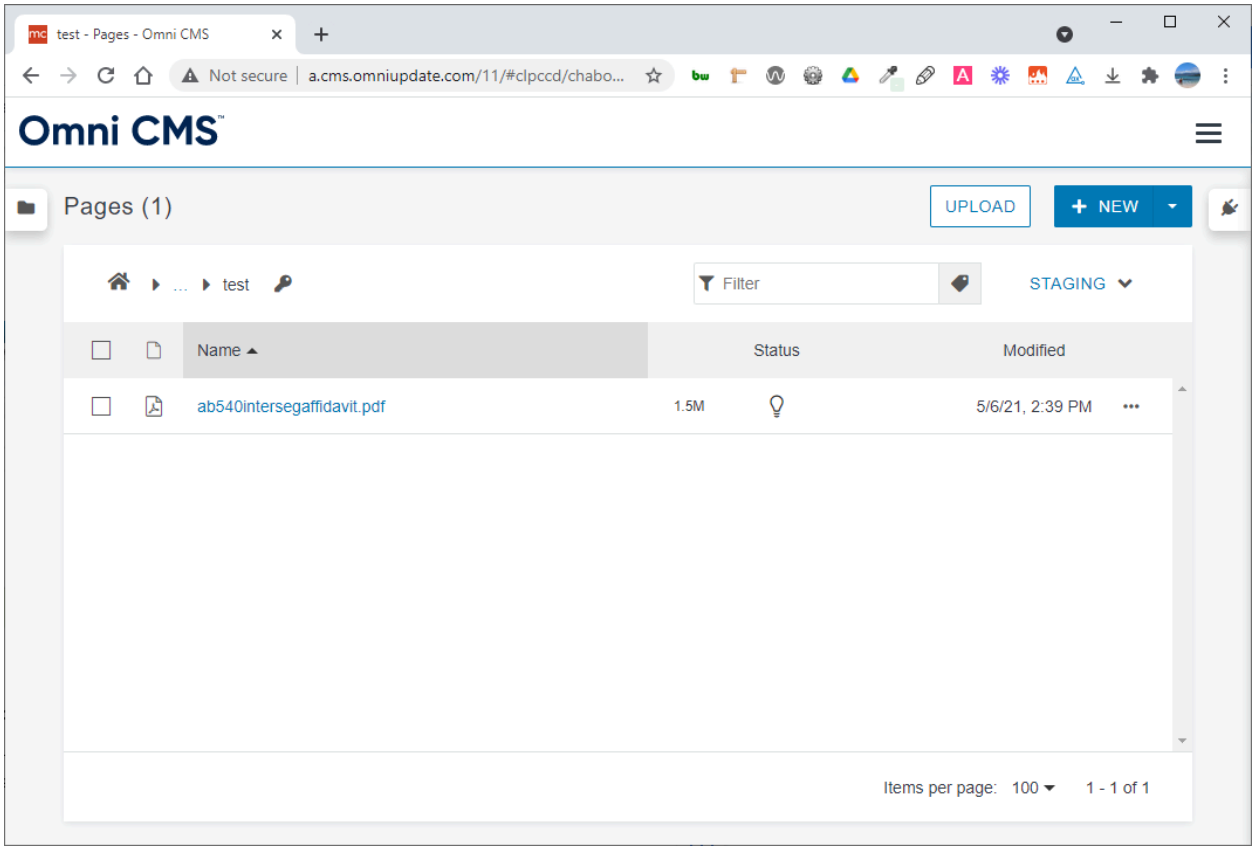
Watch the video: Omni Replacing a file
The steps are also outlined below.

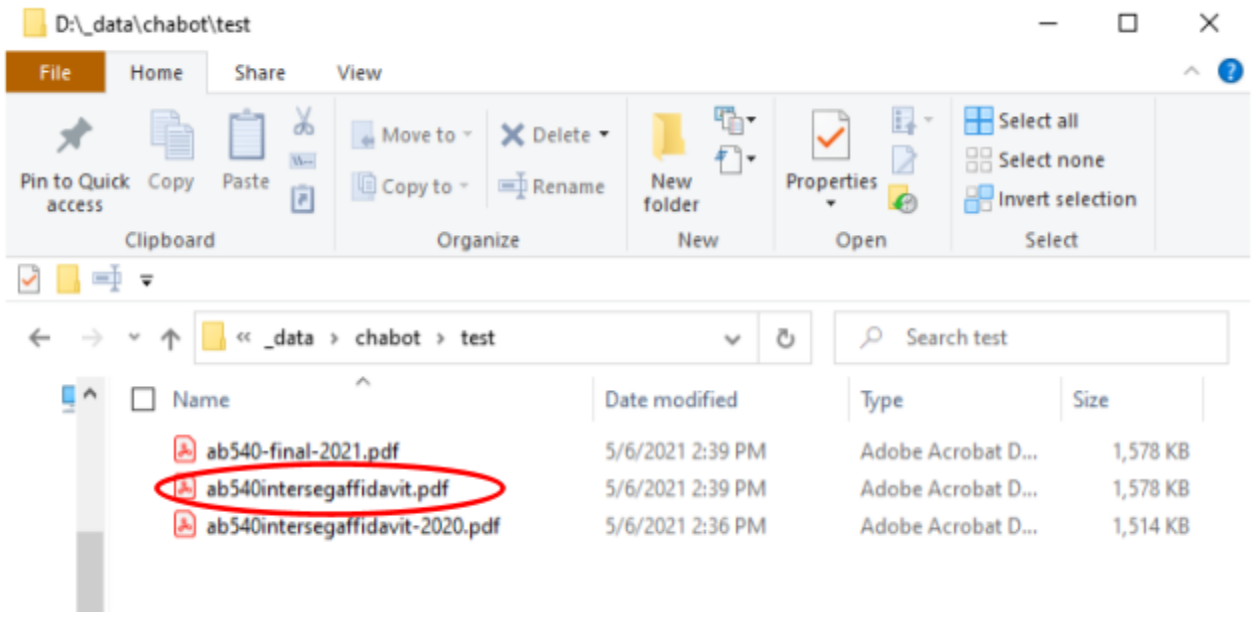
Steps

1. Click on the ‘Back to Pages’ link

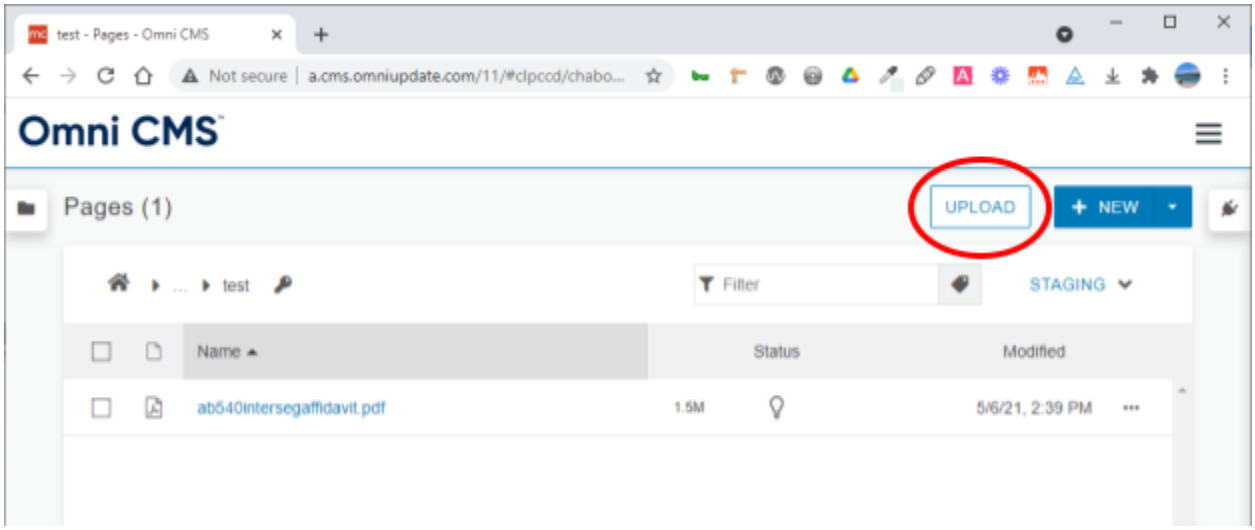


2. Navigate to the docs folder and make sure the filename your uploading is exactly the same as the filename you’re replacing in the docs folder page.

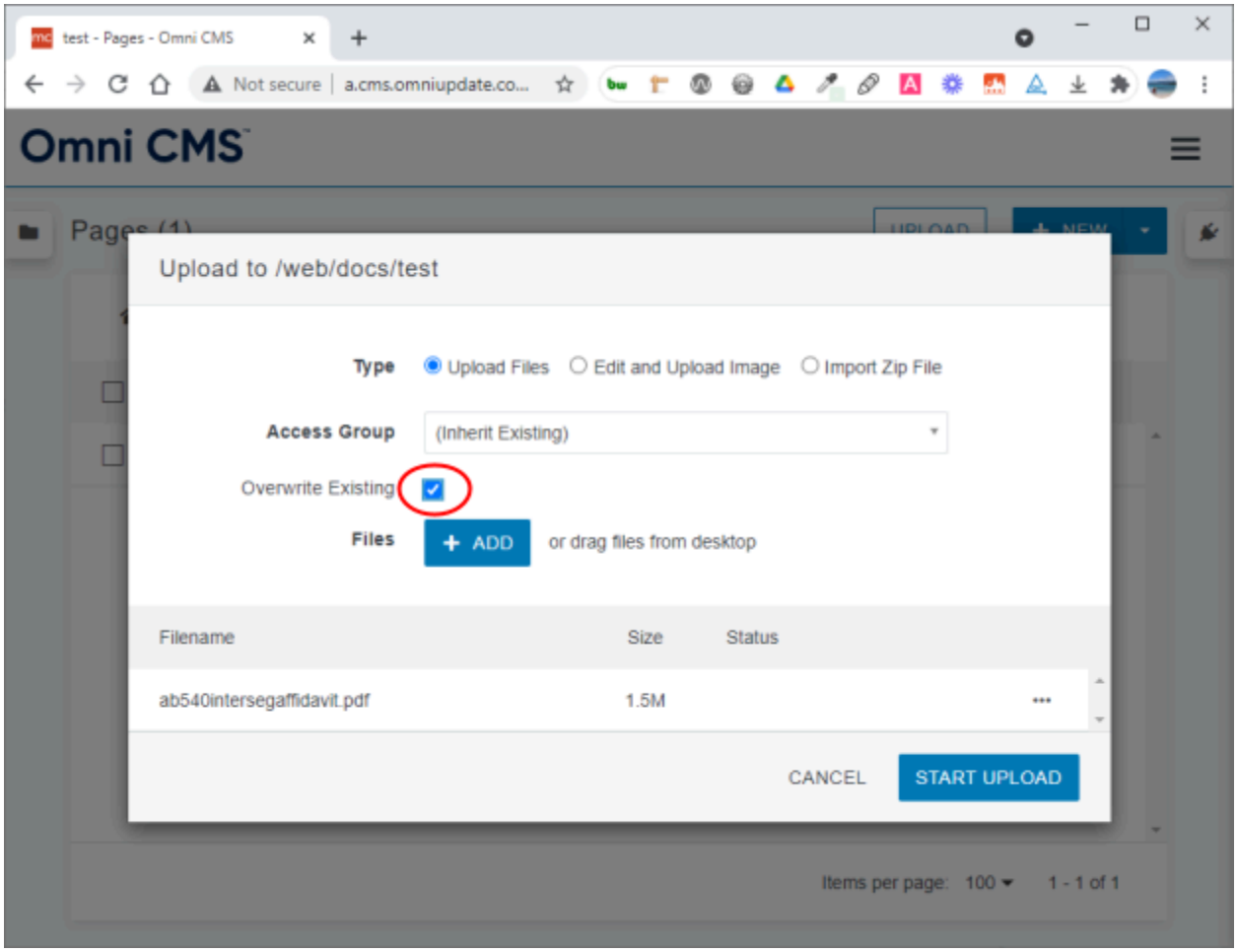




3. Click Upload



4. Drag and drop the file onto the popup box and check ‘Overwrite Existing’, then Start Upload



5. Then publish the file.

Images

1. Select the class, “Image Responsive”
2. Enter alternative description text describing the content of the image. Be concise.
3. Do not use images to present textual information as it cannot be read by screen readers and is not accessible.

   Example of what **not** to do:

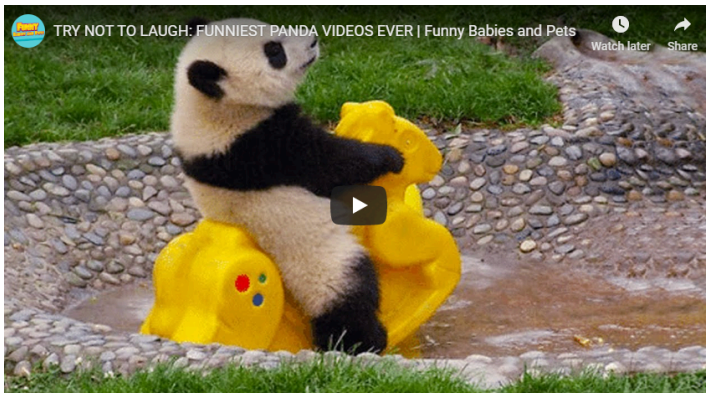
Videos

Accessibility:

- Before the video, provide a link to the video. The text would begin with the word ‘Video’ and a brief description.
- All videos must meet accessibility requirements. Refer to W3C’s guide

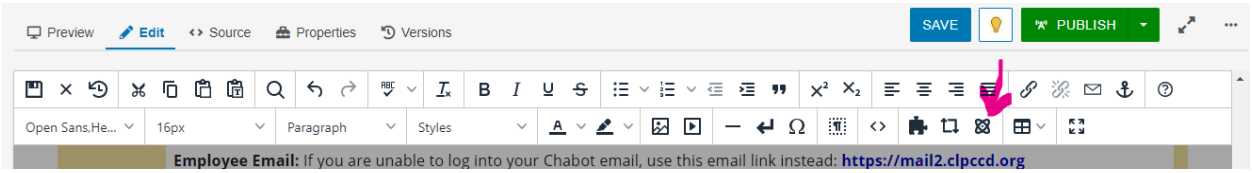
Example:

Video: Panda playing

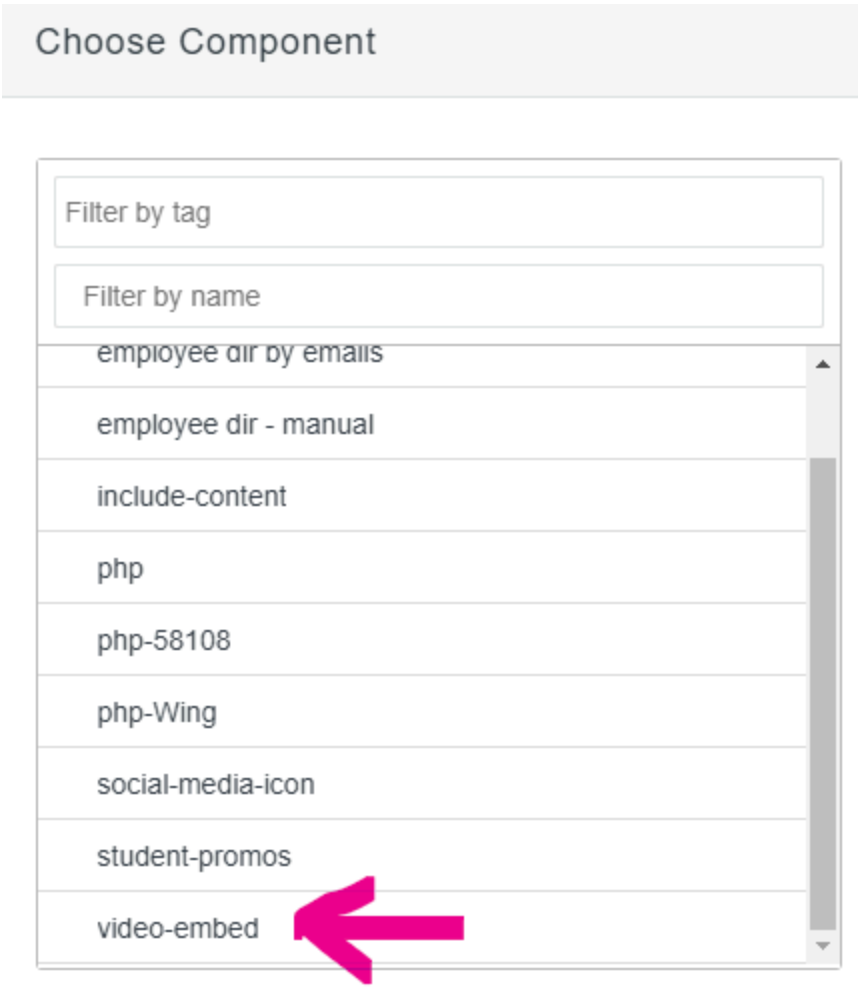


Adding a Youtube video

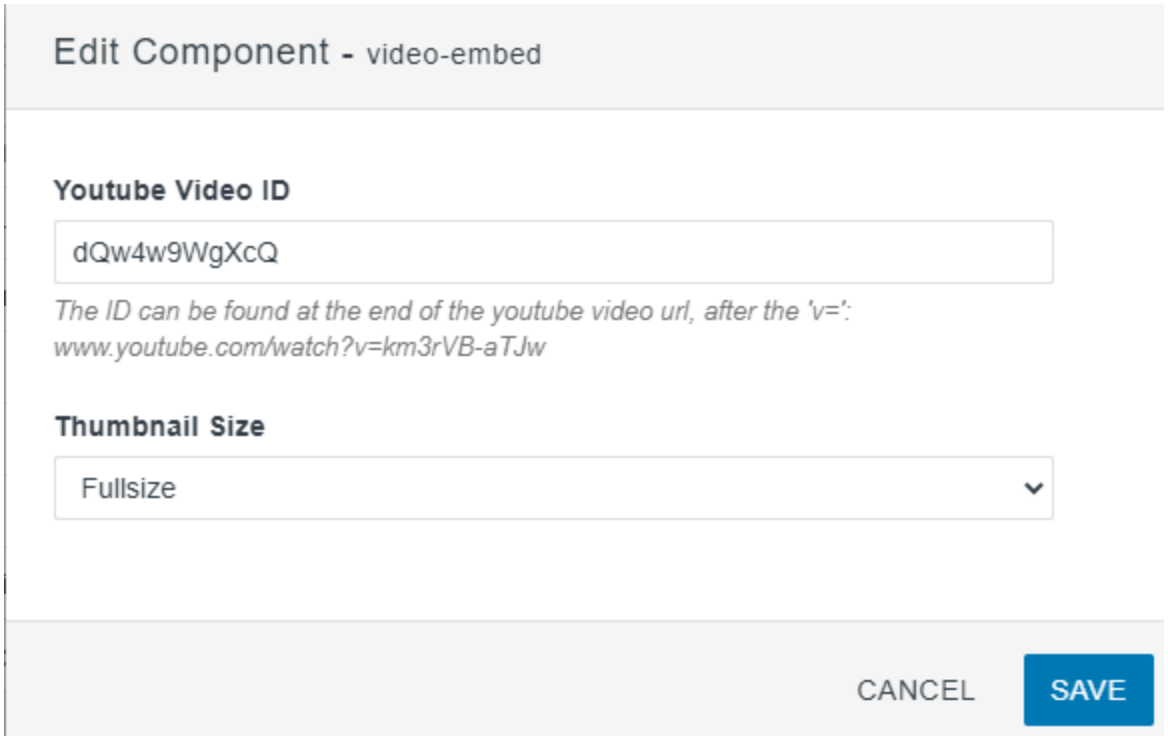
1. Click on the edit region green button and in the editing ribbon, click on ‘Insert Component’



2. Select the ‘video-embed’ option



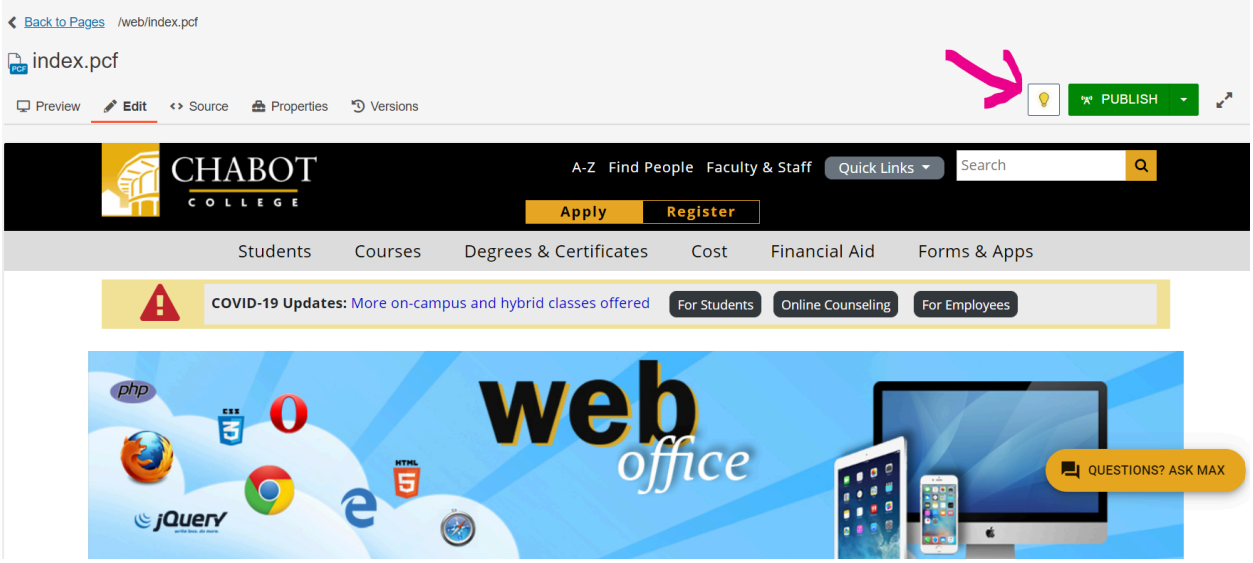
3. Paste the Youtube video id. This ID can be found at the end of the Youtube video url, after the “v=”..
   For example, the video id is bolded in
   https://www.youtube.com/watch?v=**dQw4w9WgXcQ**


Edit Component - video-embed
Youtube Video ID
dQw4w9WgXcQ
The ID can be found at the end of the youtube video url, after the 'v=':
www.youtube.com/watch?v=km3rVB-aTJw
Thumbnail Size
Fullsize
CANCEL
SAVE

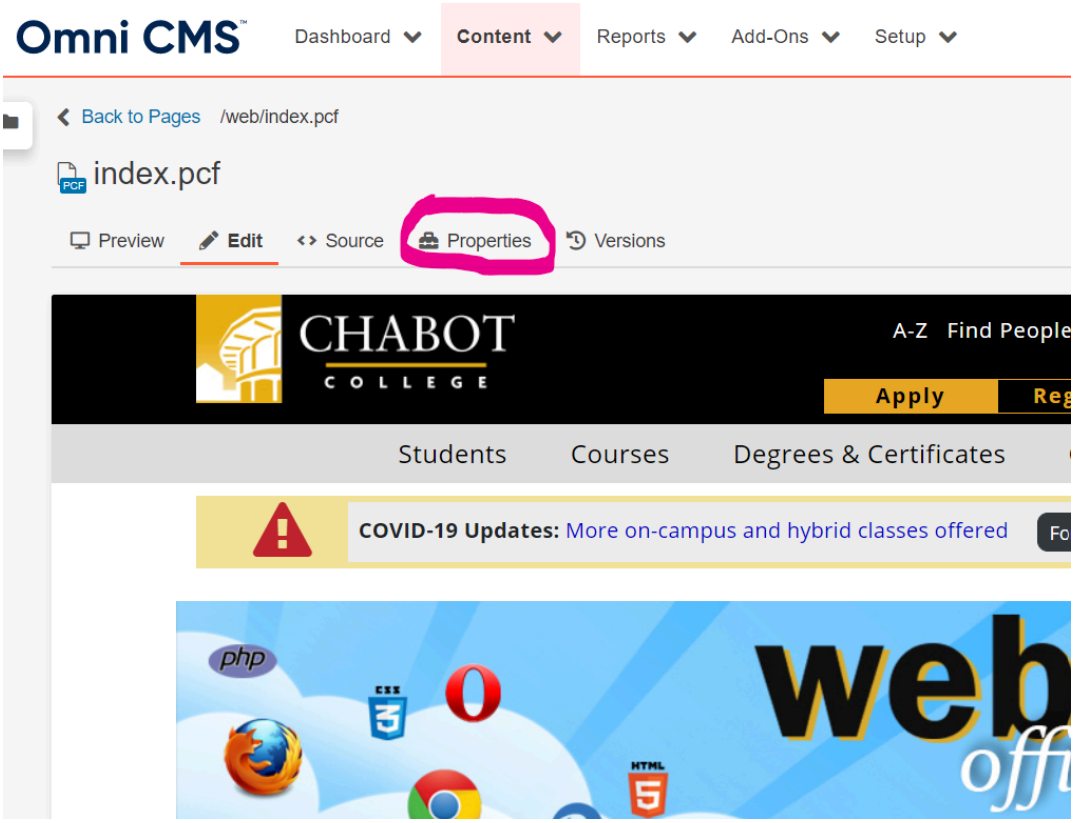
4.

Update Page Title

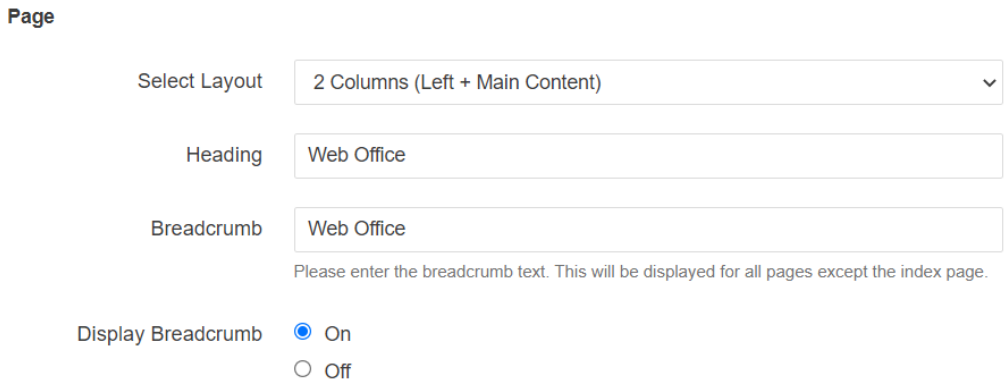
1. Make sure to ‘Check Out’ the page. The light bulb would be on (ie yellow) when it’s checked out.



2. Click on the ‘Properties’ link

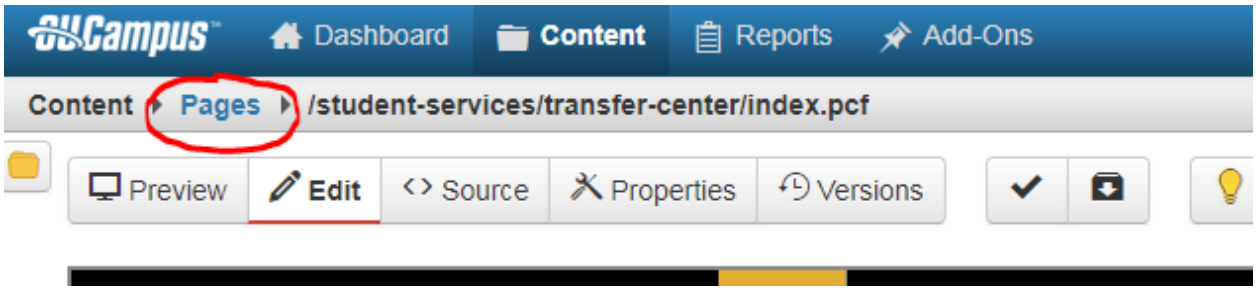


3. Scroll down to the **Page** section and update the Heading and Breadcrumb fields. Use the same text for both.



UPDATE LEFT NAV

1. Click on the ‘Pages’ link at the top left



2. Click on the file ‘_nav.inc’
3. All heading text must be formatted as Heading 2
4. All links must in formatted as a button list item
5. Link to a webpage or docs file.

CREATE NEW WEB PAGE

1. Title: friendly text, proper casing
2. Description: leave blank
3. Do not add navigation item
4. Filename:
    a. All lower case
    b. Use dashes only. No spaces, underscores, etc.
    Ex: weekend-at-bernies
5. Click create
6. Add to left nav and link

COMMITTEE AGENDA AND MINUTES

All committees and advisory group will have a ‘docs’ folder with the following structure:

- Docs
    - Agenda-minutes
        - 2017-2018
        - 2018-2019

Following the filename format as specify at
http://www.chabotcollege.edu/web/how-to/update-agenda-minutes.php

Uploading files

1. Open the folder you want to store the files
2. Drag and drop the files as shown above.
3. Check the agenda and minutes webpage to confirm it is displayed.