



Reference Guide to Launching Your OmniUpdate Faculty Web Site

Parts 1-3

Library and Information Technology

**Web Support Services
Modesto Junior College**

Also online: <http://support.sites.mjc.edu>

Index

Part 1: Do You Have a Domain at mjc.edu?	3
SECURE A DOMAIN SUCH AS <i>HTTP://TEACHALOTS.FACULTY.MJC.EDU</i>	
Part 2: Log In to Your OmniUpdate Web Site for the First Time.....	4
HOW TO LOG IN TO YOUR OMNIUPDATE WEB SITE	
Part 3: Become Familiar with OmniUpdate's OUCampus Interface	5
DASHBOARD TAB, CONTENT TAB, ADMIN TAB & UPPER-RIGHT CORNER OF INTERFACE	
Part 4: A More Detailed Look at the Content tab > Pages interface	7
DESCRIPTION OF ICONS IN THE CONTENT TAB, PAGES VIEW AND PRODUCTION VS. STAGING SERVER	
Part 5: The New Button: Build Pages and Set the Theme	9
OPTIONS AVAILABLE WITH THE NEW BUTTON INCLUDE CREATING NEW FOLDERS, BUILDING PAGES, LAUNCHING AN EXAMPLE SITE AND SETTING THE SITE'S COLOR THEME	
Part 6: Launch a Pre-built, 9-page Web site with MJC Example Site	11
THE "EASY" OPTION! DEPLOYS A FULL-BUILT, 9-PAGE WEB SITE WITH WORKING LINKS IN THE NAVIGATION	
Part 7: Build your Web Site Page-by-Page with MJC Template Collection	17
HAVE MORE CONTROL OVER BUILDING YOUR SITE PAGE-BY-PAGE USING ONE OF THE TWELVE AVAILABLE PAGE LAYOUTS IN THE MJC TEMPLATE COLLECTION	
Part 8: Editing Web Pages in OmniUpdate	20
PAGES VIEW, ALL ICONS IN PAGES LIST, EDIT A PAGE USING WYSIWYG TOOLBAR OR HTML SOURCE EDITOR	
Part 9: Save & Publish Your Page	31
SAVE YOUR EDITS AND PUBLISH YOUR PAGES TO THE WORLD WIDE WEB	
More Documentation & Help.....	32
ACCESS ADDITIONAL HOW-TO DOCUMENTS AND HELP WITH SPECIFIC FUNCTIONS IN OMNIUPDATE, SUCH AS ADDING IMAGES AND PDF FILES.	

The remaining parts and full Reference Guide available for download at <http://support.sites.mjc.edu>, Documentation.

Part 1: Do You Have a Domain Name @ mjc.edu?

To gain access to your OmniUpdate site, you should have already completed the following:

- ✓ Requested and received confirmation of your new domain name, such as <http://teachalots.faculty.mjc.edu>
- ✓ Agreed to the Terms of Service at <https://sites.yosemite.edu/tos>.

If not, please visit the Web Services Support site at <http://support.sites.mjc.edu> to learn how to secure a domain name to host your OmniUpdate Web site.

Available Web address formats are:

- [http://\(namegoeshere\).faculty.mjc.edu](http://(namegoeshere).faculty.mjc.edu)
- [http://\(namegoeshere\).staff.mjc.edu](http://(namegoeshere).staff.mjc.edu)
- [http://\(namegoeshere\).sites.mjc.edu](http://(namegoeshere).sites.mjc.edu)
- [http://\(namegoeshere\).events.mjc.edu](http://(namegoeshere).events.mjc.edu)
- [http://\(namegoeshere\).comm.mjc.edu](http://(namegoeshere).comm.mjc.edu)

Part 2: Log In to Your OmniUpdate Web Site for the First Time

1. Enter your domain name in the address bar of a browser. When you first access your Web address for the first time, you should see this on your screen:


Welcome To Your New OmniUpdate Website!

teachalots.faculty.mjc.edu

Your new OmniUpdate website has been deployed to the YCCD Web Hosting Server. Please use this temporary login page to access your OmniUpdate account and begin deploying pages. To replace this temporary page with a homepage of your own design, simply create a new page through OmniUpdate using one of the [standard website homepage names](#).

To begin, [follow this link to the login page](#).

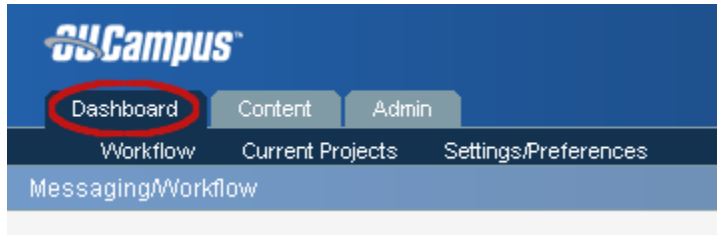
2. Click the link [follow this link to the login page](#).
3. Login with your network credentials.
4. You should be logged in to OmniUpdate now! If you experience troubles logging in, please contact technical support.

NOTE: You can always access your Web site via a Web browser (i.e., Internet Explorer, FireFox, Safari, Chrome) anywhere you have Internet access! If the Web server does not detect a valid home page file named index.html or default.html, visitors will see the above welcome message. Once you have built your site with a valid home page, you can login via the OU logo  at the very bottom of your Web pages.

Part 3: Become Familiar with OmniUpdate's OUCampus Interface

OmniUpdate's OUCampus for faculty has three main tabs in the upper left-hand corner: Dashboard, Content & Admin. **You will use the Content tab most frequently** but all tabs are described below.

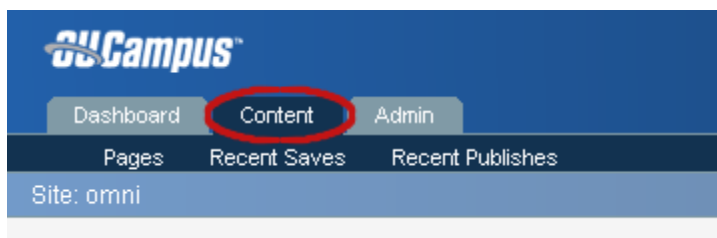
Dashboard tab



The Dashboard facilitates your account inbox and outbox as well as the ability to compose messages. It also shows current projects (pages checked out to you) and general user settings and preferences.

- **Workflow** - Facilitates your account inbox and outbox as well as the ability to compose messages.
- **Current Projects** - Displays a list of all the pages currently checked out (to you). You can edit, preview, and check in files, pass files on to the approval/publish system, and more.
- **Settings/Preferences** - Allows you to edit your user information such as your password, external e-mail address, and contact phone number. It also lists what user level you are and who your approver is, if your work requires approval prior to publication.

Content tab

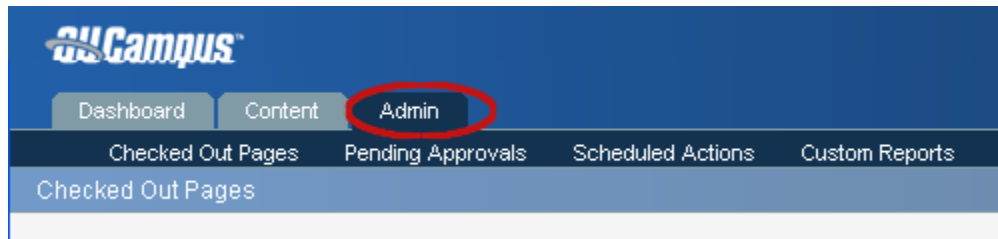


The "Content" tab is the most frequently used tab within OmniUpdate. Here users have access to primary functions they'll use when editing pages.

- **Pages** - Displays the list of editable web pages. The list of editable web pages includes a comprehensive set of functions that can be performed on any page. Available functions are dependent upon your authority level.
- **Recent Saves** - Displays a list of pages which have been updated, indicating the time, date, and user by which each page was last saved. For more detailed information regarding all the specific changes made to any file, click the "Log" button next to any file in the list.
- **Recent Publishes** - Displays a list of pages which have been published to the live site, indicating the time, date, and user by which each page was last published. For more detailed information

regarding all the specific changes made to any file, click the "Log" button next to any file in the list.

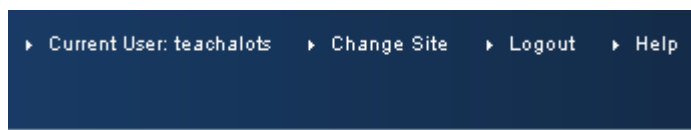
Admin tab



Admin functions (visible to users with authority level 9 or 10) include the ability to check pages back in that have been inadvertently left checked-out, and override the approval process when pages have been sent to unresponsive approvers.

- **Checked Out Pages** - Provides a list of pages that are currently checked-out by any user. From the displayed list of files, it is possible to preview any page by clicking the preview button, or check-in any page by clicking the glowing light bulb next to the appropriate page.
- **Pending Approvals** - Provides a list of pages that are currently awaiting approval by any user. Applicable if more than one person has access to a site and the approval process is being utilized.
- **Scheduled Actions** - Provides a list of pending items and associated pages that are set to occur. Items may be scheduled to automatically be published, expired, or setup to send an alert. These actions may occur once or any frequency of times.
- **Custom Reports** - Allow administrators (level 9 and level 10 users) to create the kinds of specific reports that he or she needs to manage, monitor, report, and ultimately control or change settings within OU Campus.

Upper-right corner of OmniUpdate's OUCampus



- **Current User** – Shows current user login
- **Change Site** – Not applicable for OmniUpdate faculty Web sites
- **Logout** – Link to logout of OmniUpdate. Closing the browser window effectively logs users out as well.
- **Help** – Links to OmniUpdate's support page for users and administrators.

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