**Grossmont College – LTR Services**

**Web Development & Support**

**OUCampus | Hands-on Lab**

# The Basics

**Lab Description**

This OU Campus CMS hands-on lab introduces Grossmont College faculty and staff web content experts to the basic skills necessary to update and create web content for their assigned areas. Participants will learn how to perform basic web editing tasks. Hands-on lab also includes links to a variety of videos to introduce GCCCD users to some of the OU Campus Gadgets that will teach them how to obtain help, check for broken links and more.  
  
**IMPORTANT:** The training environment imposes restrictions that prevents you from completing some of the tasks in this lab as described in the quick reference guide and end user videos. Tasks that are limited are referenced.

Please let me know when you have finished the hands-on lab and are comfortable working within your training folder and I will give you access to your live OU Campus website. [deanna.thompson@gcccd.edu](mailto:deanna.thompson@gcccd.edu)

## This hands-on lab assumes participants:

* Have a basic understanding of how to operate a computer and familiar with common operations such as opening, closing, and saving files
* Able to use the Internet and have experience using a web browser
* Knowledgeable in basic image formatting for use on the Web
* Prior use of Microsoft Word© and its basic functions
* Watched OU Campus – [Introduction to the Interface](https://vimeo.com/160636971) – Length: 9:08
* Attended on-demand [OU Campus Orientation Webinar](https://vimeo.com/359860290) – Length: 1:17:33

## Hand-out also includes:

## Guidelines / Best practices

## File naming conventions

## Security Practices

## Image Guidelines

## Document – file types

## Overview of web accessibility

# Lab Activities Please refer to the attached handouts and/or watch the end-user video tutorials to complete the following activities in your training folder:

1. Log in to OU Campus
2. [Create a new page](https://vimeo.com/155874711) – Length: 4:35   
   Quick reference guide – page 6
   * New content page --> name the file index
3. [Edit Content](https://vimeo.com/161858090) – Length: 11:58  
   Quick reference guide – page 3
   * Insert sample text
   * Use H1, H2, H3 headings etc.
4. Create Folders and Pages  
   Quick reference guide – page 6
5. [Page Check](https://vimeo.com/173115418) – Length: 8:14  
   Page check reviews your page for spelling, broken links, W3C validation and accessibility errors  
     
   **IMPORTANT:** Your page may or may not pass accessibility. This is true in the training environment AND on your live website. Some errors can be easily corrected by you, others require access to the source code and will require a level 10 admin to fix. Please try to fix what you can then submit pages to the webteam for approval.
6. [Publish Content](https://vimeo.com/171585742) – Length: 7:43 Quick start guide – page 5  
     
   **Restricted:** In place of the “publish” button, you will see a “submit” button. The training folder requires approval from your web administrator prior to publishing. This restriction will be lifted after you complete training and have access to your live website.
7. [Insert/Edit link](https://support.omniupdate.com/learn-ou-campus/pages-files/edit/wysiwyg/insert-edit-link.html)Online – written instructions
8. [Upload Binary Files](https://vimeo.com/155848162) – Length 6:45
   * Upload an image – to the appropriate folder
   * Upload a .pdf – to the appropriate folder  
       
     **Hint:** *Check \_resources folder and upload to the file to the appropriate subdirectory*
9. Learn how to request help - [Request Help Gadget](https://support.omniupdate.com/learn-ou-campus/gadgets/request-help.html) – Length: 5:32
10. Insert Images onto a page - [Images Gadget](https://support.omniupdate.com/learn-ou-campus/gadgets/images.html) – Length: 5 :19  
      
    **RESTRICTED:** Images will appear to be broken in editing view. The reason for this is because uploaded files in OU Campus must be published independently to be viewable on your live website. In our training environment, users are required to submit content to be approved before publishing. Please don’t be alarmed if you see a broken image on your page.
11. Review the \_nav.inc file. These are the links that appear in the left-hand navigation on every single page of your website – update and re-link if necessary

# Guidelines / Best Practices

# Naming Conventions

* Use proper naming conventions. This helps our institution maintain consistency across the web site though in addition, helps with search engine indexing.  
  + Upper case converted to lowercase
  + “\_” replaced with “-“
  + spaces replaced with “-“
  + “&” replaced with “and”
  + “,” replaced with “-“
  + No special characters, aside from "-“

# Security Practices

* Please do not share your OU Campus login credentials with others. Grossmont College uses a single sign-on username and password to gain access to various resources including email and Workday which includes personal data about you. (Including banking information)

# Image Guidelines

* Do not use copyrighted images, such as those found on the Internet. Images found online are often copyrighted and cannot be used without permission. This practice could lead to litigation.
* Use descriptive text for accessibility when adding images. Learn more about [Web Content Accessibility Guidelines here](https://www.w3.org/TR/WCAG20/)

# Documents

* Use PDF files for documents. Many documents are not compatible with all devices. The best way to ensure compatibility is to use PDF files.
* Make sure your documents meet 508 accessibility requirements. The easiest way to ensure your PDF file is accessible is to create and check for accessibility in **Microsoft Word©** and then save it as a PDF file.
  + [Learn how to make your Word documents accessible](https://support.office.com/en-us/article/make-your-word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d) (Microsoft – Office Accessibility)
  + [WebAIM – Creating Accessible Documents](https://webaim.org/techniques/word/)