Intermediate Training Manual Insert

2015-2016

Introduction

The purpose of this insert is to allow College of Arts and Letters departmental web editors to customize and edit their affiliate web pages with a higher level of understanding and execution in the Concrete5 open source content management system. This document is designed to be paired with the Concrete5 Beginner Training Manual, and should only be introduced when users have a firm understanding of all that the beginner manual includes.

The Intermediate Training Manual Insert informs departmental users of how to create a more interactive, audience-invoking site. This insert will teach departmental web editors how to customize their affiliate pages by adding videos, forms, Google Maps, slideshows, and surveys. Using these tools, websites have the ability to not only draw more web traffic, but keep site visitors on the page for a longer duration. This ensures optimal information absorption, and keeps the visitor interested in the presented content and interacting with the site.
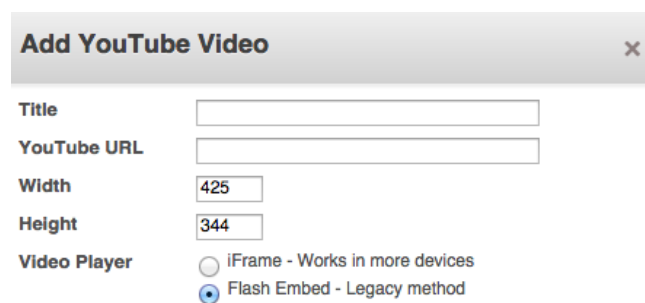
Editing

In this section, you will learn how to add more interactive content to your site that aims to successfully accomplish the preconceived goals of increased site views and average page duration. To add, utilizing tools such as surveys and forms offer more feedback from visitors that can be used to improve departmental goals, as well as the actual website in reaching its target audience.

Before you can add any of these tools, first enter into editing mode and find the page you would like to add content to. From there, select the add new block window where you should find yourself with a list of different content sections to add.

Videos

There are two ways to add videos to your CAL affiliate webpage, depending on the type of video you have selected.

If you would like to add a YouTube video to your site, scroll down and select "YouTube Video" in the Add Block window. From there, a small window will pop up that will ask you for both the Title of the video, and the link. When you have selected the video you would like to insert on your page, copy and paste the Web URL directly from YouTube into the
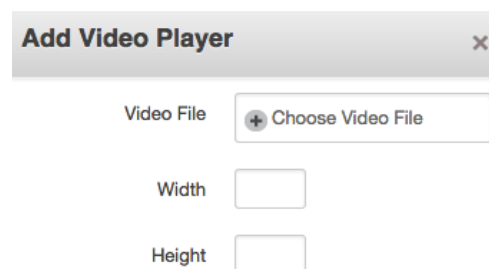

link box. The title can be named anything you like, it does not appear on the web page or in edit mode on Concrete5. The height and width are preset to fit the webpage, however you may decide to play around with custom sizes if you wish. Finally, keep the Video Player selected as "Flash Embed." Hitting "Add" uploads the video to your page.

Note: Flash player is disabled in edit mode, and videos can only be viewed after publishing changes.

The second method of adding video content is by adding videos saved to your computer. To do this, scroll down to "Video Player" in the Add Block window. From there, you will see a small pop-up window where you can upload the file. Selecting the "Choose Video File" redirects you to the site File Manager that contains only videos. You can either choose a video from the File Manager database, or upload a new video using the same methods utilized when uploading new images. Again, you have the chance to edit the height and width of the video player.
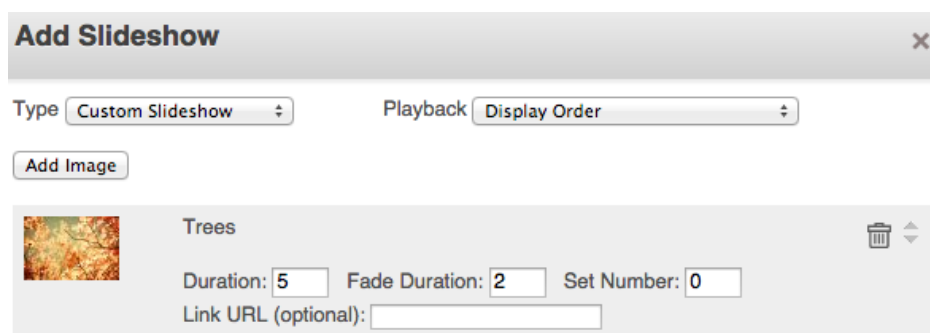
Note: Uploading videos to the File Manager may take some time and it is necessary to leave the page open until the video is successfully uploaded.

After uploading the video block to your site page, you can move the block to any position you like. In addition, videos will not start automatically, they require the visitor to manually select play.

Slideshows

Slideshows are useful in showcasing department missions, community outreach, and internal events that take place.

To add a slideshow, scroll down to "Slide Show" in the Add Block window. From there, selecting "Add Image" brings you to the site File Manager where you can either browse already existing images or upload new files. After choosing an image, you will be redirected back to the "Slideshow" window. You can only add one image at a time, and there is a minimum requirement of two files in the slideshow. Once you have selected all the images you would like to use, you will notice several options in the slideshow window to choose from.
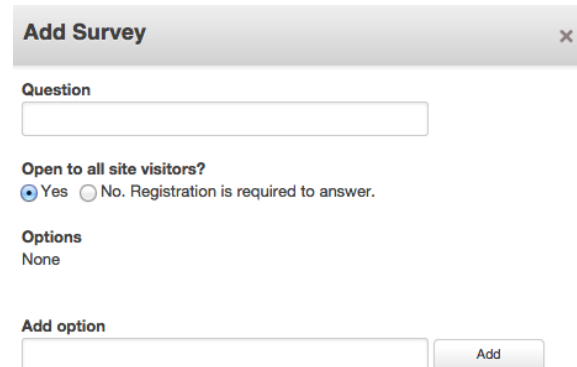

First, keep the custom type, but you may choose to experiment with a random playback or any of the other options. In addition, each image has custom properties such as duration, fade duration, and set number. Duration refers to the amount of seconds the image is shown, while the fade durations specifies the length of seconds the image takes to fade out. Additionally, you may choose to add a link that redirects a visitor to a new site when clicking on the image. You will also notice a trash can and arrows at the far right of the image. This allows you to delete an image from the slideshow, or edit the

order in which the images appear. When you are satisfied with your slideshow, select
"Add."

Note: The full slideshow can be previewed in edit mode before it is published.
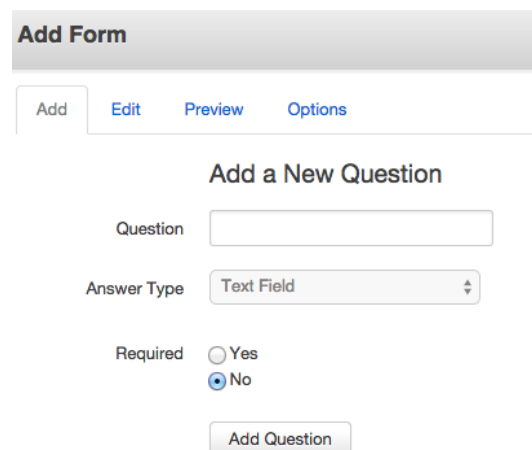
Surveys

A survey is a one question feedback tool that
collects quick user polls, and allows site
visitors to interact with the page. To insert a
survey into your department page, scroll down
to "Surveys" in the add block window. From
there, you will be directed to a "Add Survey"
window where you will insert the question you
would like to ask, and insert the answer option
choices in the text box below and select
"Add." In between the two text boxes, you will
notice an option to either allow the survey open to all visitors, or only registered visitors.
Keep the preset to open to all visitors.

When you have completed survey, select "Add."

Forms

A form is a questionnaire you can post to your web page that collects hands on
information from site visitors. This tool can be used as an extensive survey that gathers
information for more than one question. All collected content can be emailed to a
chosen departmental representative.

To add a form to your page, scroll down to
"Form" in the add block window. From there, you
will be directed to a Form window that asks you
to add a new question. After inserting your
question, you will notice several options for how
the individual may answer the question such as
text area where you can define the size of the

textbox, select box where you can provide a list of answers to choose from, or email address to personally answer the individual's question. In addition, you can choose to make the question required or not. When you are satisfied with the format of the question, select "Add Question."

To add more questions, choose the "Add" tab and follow the same steps. After adding your questions, you can navigate to the "Edit" tab to edit your questions. In addition, you can select the "Preview" tab to view what your questions will look like individually, and grouped together as a whole.

Under the "Option" tab, you have the option of managing the form on your end. For example, you can name the form, as well as create a message that is displayed after the form is completed. To add, you may choose to enter your email into the section that asks if you would like to be notified via email when someone has completed the form.

When you are satisfied with your form, select "Add."

Google Maps

Adding a Google Map to your site page can help visitors locate either you department's location, or the location of an event. To add a Google Map, scroll down to "Google Map" in the Add Block window. From there, you will be directed to a pop-up window that asks for the address of the location you wish to use. In addition, the box below specifies how zoomed in the map is, and offers a spectrum of most and least zoomed. The title box is optional. After you have entered in the address you would like Google Maps to display, select "Add."