

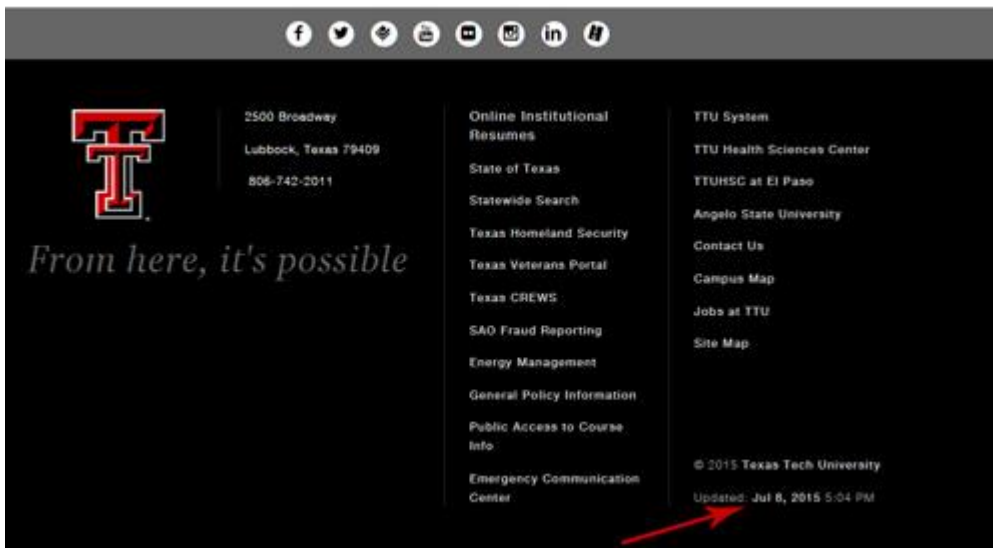
Accessing and Editing Your Faculty Page

The new Psychological Sciences website is now using a Content Management System (CMS) called OmniUpdate or OUCampus. With this new system, each faculty member will be able to edit their own bio pages. You will also be able to create new pages (such as a lab page), and upload files.

Note: In order to edit a page, you must be given access to your folder. To request access, send your eRaider username to me (micah.iserman@ttu.edu). This only needs to be done once; once you have access, you can edit any page in your folder, as well as create new pages, and upload files.

Steps to Accessing OmniUpdate

1. Go to the page you would like to edit (e.g., www.depts.ttu.edu/psy/people/jalquist).
2. At the bottom of every page in the CMS, there is a date when it was last edited:



Each faculty member has their own folder. The main bio page is at www.depts.ttu.edu/psy/people/FirstInitial+Lastname/index.php
Any additional pages you add will be in that folder
(e.g., [/psy/people/ FirstInitial+Lastname /addedpage.php](http://www.depts.ttu.edu/psy/people/FirstInitial+Lastname/addedpage.php))

3. Click on the date to be taken to the CMS.

4. You may be prompted to select your school before you can enter the CMS:

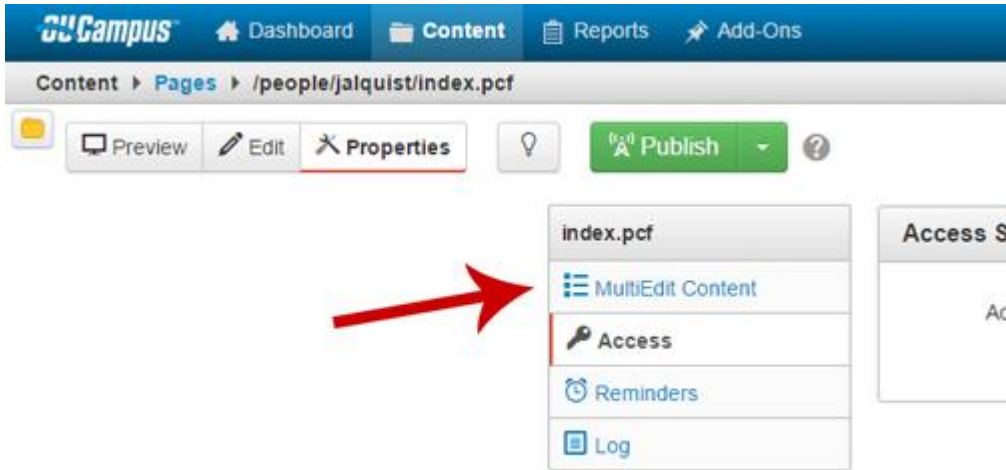


Select your school from the dropdown, click the “Remember my selection permanently” button, then click “NEXT”. You will then be taken to an eRaider page where you will log in.

5. Once in the CMS, if you are editing a bio page, click “Properties” at the top of the page:



6. Then click on “MultiEdit Content” in the menu on the side:



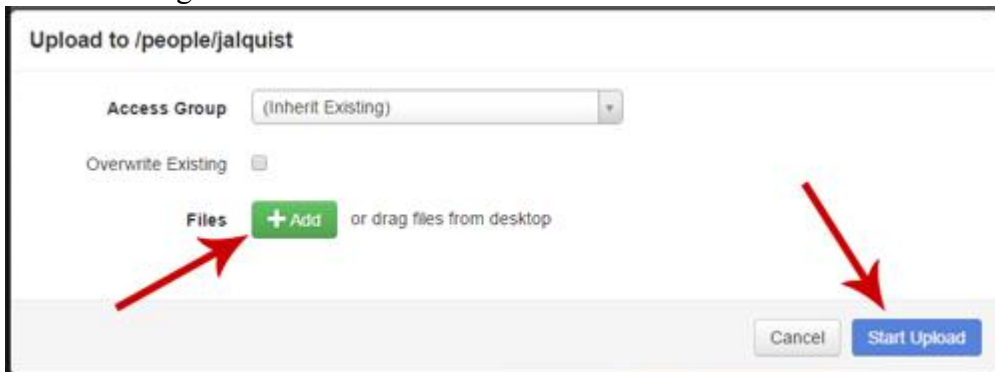
7. From here, you can edit the information on your bio page. You can also add or edit pictures by clicking on the image icon:



Selecting “Upload”:

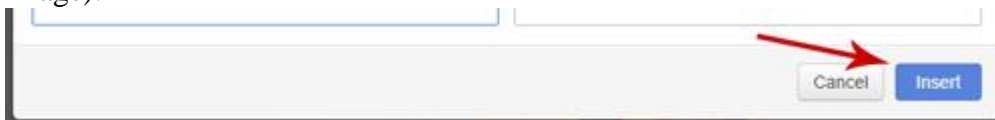


Then selecting “+Add”



Once you have selected your image, “Start Upload”.

When the image has uploaded, click “Insert” to add it to your page (replacing any current image):



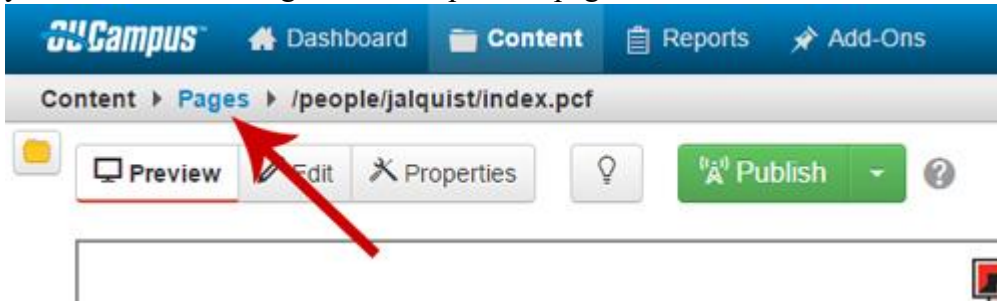
8. When you are done editing your page, click “Save” at the bottom of the screen, and then click “Publish” at the top of the screen and in the following prompt:

The image shows a screenshot of the Canvas LMS interface. At the top, there is a navigation bar with 'Canvas' logo and links for 'Dashboard', 'Content', 'Reports', and 'Add-Ons'. Below this, the breadcrumb trail reads 'Content > Pages > /people/jalquist/index.pcf'. A toolbar contains buttons for 'Preview', 'Edit', 'Properties', 'Versions', a checkmark, a camera icon, a lightbulb icon, and a green 'Publish' button. A red arrow points to the 'Publish' button in the toolbar. Below the toolbar is a preview of the page header, featuring the Texas Tech University logo and the text 'TEXAS TECH UNIVERSITY'. A red navigation bar at the bottom of the preview contains links for 'Admissions, Costs & Aid', 'Majors & Colleges', and 'Research'.

The 'Publish - index.pcf' dialog box is open, showing a 'Final Check' tab. It contains the following elements:

- A 'Schedule' tab.
- Text: 'Scan your page for spelling, link, W3C validation, and accessibility issues. Run all checks, or run individually by clicking the button.'
- A dropdown menu set to 'php' and a 'Run All' button.
- 'Spell Check Language' dropdown set to 'English'.
- Four buttons: 'Spelling' (with ABC icon), 'Links' (with link icon), 'W3C Valid' (with globe icon), and 'Accessibility' (with person icon).
- 'Version' and 'Description' labels next to a text input field.
- A character count '0/256' next to the input field.
- 'Cancel' and 'Publish' buttons at the bottom right. A red arrow points to the 'Publish' button.

9. In the CMS, you can also add other pages or files to your folder. To see the content of your folder, click “Pages” at the top of the page:



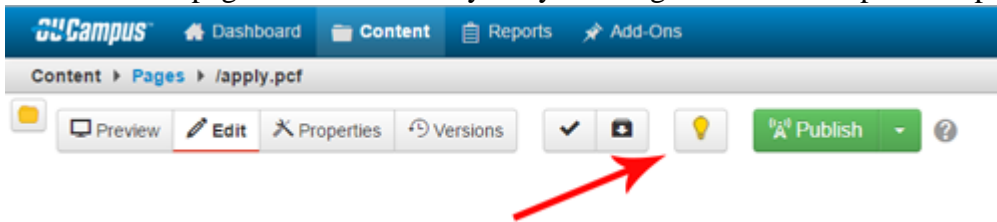
All faculty will have an “index.php” file in their folder. Others might have pictures and/or documents (such as a CV).

10. You can create new pages using the TTU Template or upload files using the buttons on the top of the page:

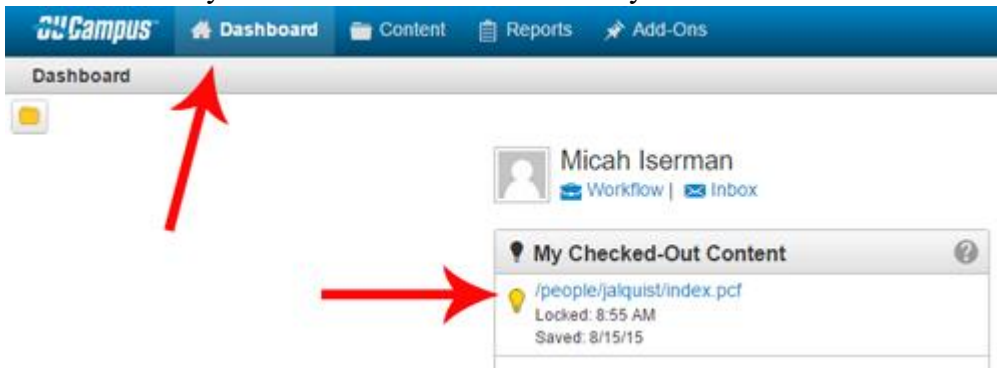


If you want to create a new page, for the most part you will select “Standard Page”, but you are free to play with the other options.

11. When you are done adding or editing, please be sure you do not leave pages checked out. You can see a page is checked out by the yellow lightbulb at the top of that page.



Or from the “My Checked-Out Content” box on your Dashboard.



These can be unchecked out by saving the page, or by clicking on the yellow lightbulb.