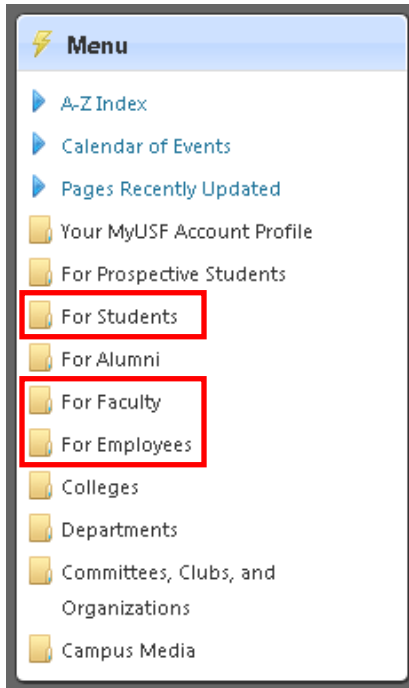
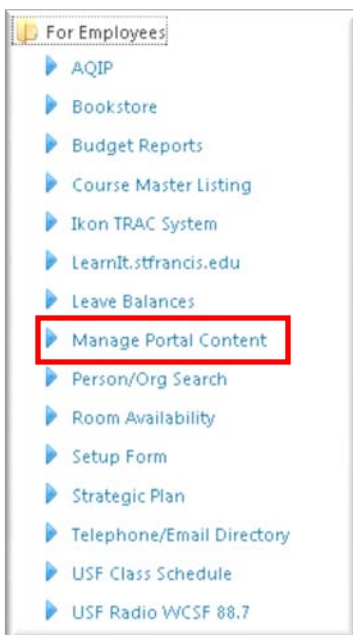


Creating Web Pages in the USF Portal

1. Locate the USF Portal menu on the left side of the Portal.
2. Click **For Employees** (or **For Students**, or **For Faculty**) in the left menu of the MyUSF Portal (**below**).



3. Click **Manage Portal Content** (below).



- Click the **Content Pages** tab (below).
- Click the **Create a Page** button (below). The **Add or Edit Page** page appears.

Departments » Information Technology » Tools » Manage Portal Content Bookmark This Page

Manage Portal Content

This page allows you to manage portal content including announcements, calendar entries, and content pages.

Search for Content
Search for a keyword in the title of any piece of Portal content

Calendar Entries Announcements **Content Pages**

All portal pages and objects which you authored or have access to edit are displayed below.

2 items found, displaying all items:1

	Added On	Title	Group	By	Type	Status	External
<input type="radio"/>	07/31/2009	Your Online Courses/eClasses	Center for Instructional Delivery	USFBANNER	JSP Page	Published	
<input type="radio"/>	07/31/2009	Center for Instructional Delivery	Center for Instructional Delivery	USFBANNER	Menu Item	Published	

- Select your workgroup from the **Originating Workgroup** list (below).

Add or Edit a Page

Step 1 - Who is posting this content?

Originating Workgroup * Please choose a workgroup

Choose the workgroup that this content will come from

from: Please choose a workgroup
Center for Instructional Delivery

- Select **Content Page** from the **Content Type** list.

Add or Edit a Page

Step 1 - Who is posting this content?

Originating Workgroup * Center for Instructional Delivery

Choose the workgroup that this content will come from

from

Step 2 - What is the content?

Content Type * Content Page

Title *

Description The Description is a brief explanation of your content which will be displayed in hint bubbles when hovering over menu items. It will also be used in searching.

- Type a title in the **Title** text box for your page (below).

Step 2 - What is the content?

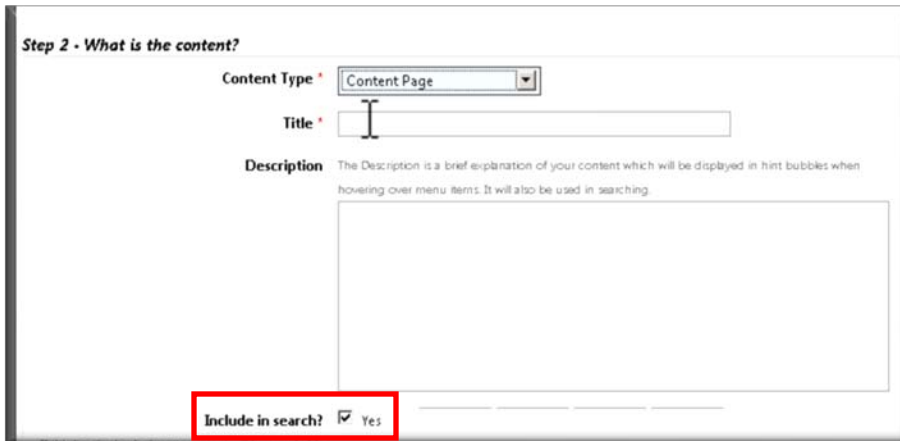
Content Type * Please select a content type

Title *

Description The Description is a brief explanation of your content which will be displayed in hint bubbles when hovering over menu items. It will also be used in searching.

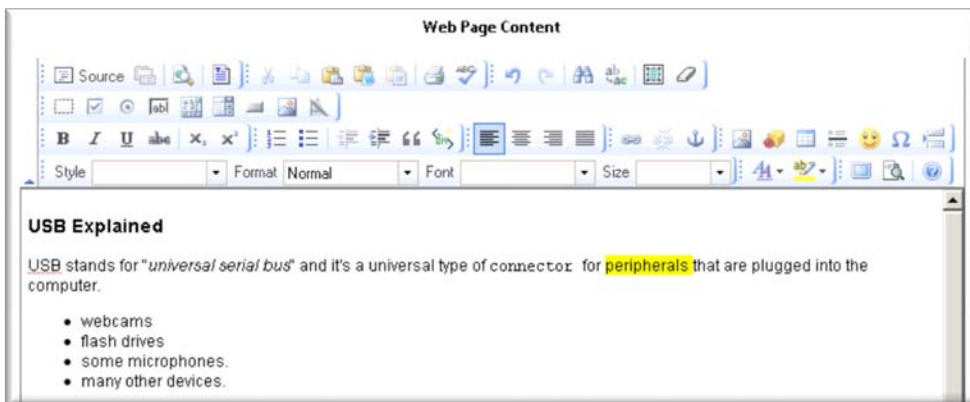
9. Type a description for your page in the Description text box.

10. Click the **Include in Search** check box to enable users to search for your content.



The screenshot shows a form titled "Step 2 - What is the content?". It includes a "Content Type" dropdown menu set to "Content Page", a "Title" text box, and a "Description" text area. A red box highlights the "Include in search?" checkbox, which is checked and labeled "Yes".

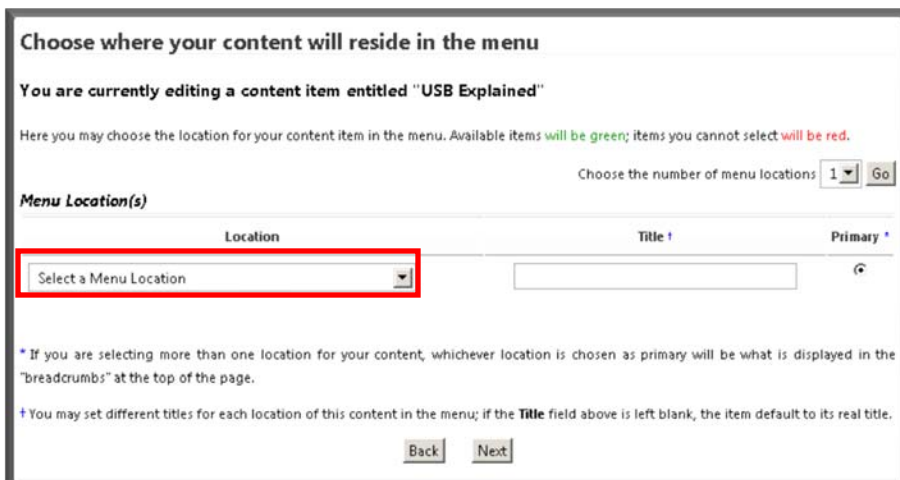
11. Type the contents of your web page in the **Web Page Content** text box.



The screenshot shows a "Web Page Content" editor with a rich text toolbar. The main content area displays the text "USB Explained" followed by a paragraph: "USB stands for 'universal serial bus' and it's a universal type of connector for peripherals that are plugged into the computer." Below this is a bulleted list: "webcams", "flash drives", "some microphones", and "many other devices".

12. Click the **Next** button.

13. Select a menu location listed with **green text (below)**. Note that you cannot select a location listed in **red**.



The screenshot shows a form titled "Choose where your content will reside in the menu". It states "You are currently editing a content item entitled 'USB Explained'". Below this is a table with columns "Location", "Title", and "Primary". A red box highlights a dropdown menu in the "Location" column with the text "Select a Menu Location".

Location	Title †	Primary *
Select a Menu Location		

* If you are selecting more than one location for your content, whichever location is chosen as primary will be what is displayed in the "breadcrumbs" at the top of the page.
† You may set different titles for each location of this content in the menu; if the **Title** field above is left blank, the item default to its real title.

Back Next

14. Type a menu title in the **Title** text box (**below**).

15. Click the **Next** button to navigate to the **Choose who can see your content** page (**below**).

Choose where your content will reside in the menu

You are currently editing a content item entitled "USB Explained"

Here you may choose the location for your content item in the menu. Available items will be green; items you cannot select will be red.

Choose the number of menu locations: 1 Go

Menu Location(s)

Location	Title †	Primary *
Select a Menu Location		<input type="checkbox"/>

* If you are selecting more than one location for your content, whichever location is chosen as primary will be what is displayed in the "breadcrumbs" at the top of the page.

† You may set different titles for each location of this content in the menu; if the **Title** field above is left blank, the item default to its real title.

Back Next

16. To target who can view the web page, click one of the following buttons: **Choose a workgroup** or **Choose a dynamic target**.

Choose who can see your content

You are currently editing a content item entitled "Fulbright Project in Chile"

⚠ Your content is not yet targeted; you do not currently have permission to publish this content publicly. Please select an option below.

You can target your content in two ways:

Choose a workgroup Choose one or more existing workgroups, such as clubs, committees or campus organizations.

Choose a dynamic target This includes, for example, "All Students" as determined from the data in Banner. Additionally, you can create your own dynamic groups based on certain criteria.

Back I'm done targeting!

17. Click checkboxes for all of the groups you want to see your web page (**below**).

UNIVERSITY OF ST. FRANCIS
Respect. Service. Integrity. Compassion.

Choose who can see your content

You are currently editing a content item entitled "Camcorder workshop"

Here you can target to workgroups based on attributes in Banner. For instance, "All Students" will display to any user who is currently an active student according to Banner.

Dynamic Workgroups

Built-In Groups	Name	Description
<input type="checkbox"/>	All Active Applicants	All applicants to the university are a member of this group.
<input type="checkbox"/>	All Active Employees (Excluding Student Workers)	All active employees excluding student workers are a member of this group. (all active employees with an employee class other than 12)
<input type="checkbox"/>	All Active Student Workers	All active student workers/student employees are a member of this group (employee class 12)
<input type="checkbox"/>	All Active Students	All active students are a member of this group.
<input type="checkbox"/>	All Alumni	All alumni are a member of this group.
<input type="checkbox"/>	Anybody logged into the Portal	Anybody who logs into the portal is a member of this group. This group allows you to protect content so that anybody who logs in can see it.

Groups created by me or my workgroup(s)

Name	Description
<input type="checkbox"/> for certain students	there is no bond film today. edit

Don't see what you want? You can create your own dynamic group! Click the appropriate button to create a new group that targets...

[Students](#) [Employees](#) [Applicants](#) [Faculty](#)

18. Click the **Save** button (**below**).

Name	Description
<input type="checkbox"/> for certain students	there is no bond film today.

Don't see what you want? You can create your own dynamic group! Click the appropriate button to create a new group that targets...

Students Employees Applicants Faculty

Back Save

19. Click the **I'm done targeting** button (**below**).

Choose who can see your content

You are currently editing a content item entitled "Camcorder workshop"

⚠ Your content is not yet targeted; you do not currently have permission to publish this content publicly. Please select an option below.

You can target your content in two ways:

Choose a workgroup Choose one or more existing workgroups, such as clubs, committees or campus organizations.

Choose a dynamic target This includes, for example, "All Students" as determined from the data in Banner. Additionally, you can create your own dynamic groups based on certain criteria.

Back I'm done targeting!

20. Click the **Save** button to save your content (**below**).

Workgroups Who Will See This Content

Existing Workgroups • None Chosen

Dynamic Workgroups • All Active Employees (Excluding Student Workers) • All active employees excluding are a member of this group. (all active employees with an employee class other than 19)

Menu Locations for this content

Location	Title	Primary
-- Center for Instructional Delivery	USB Explained	<input type="checkbox"/>

Back Save

Formatting Web Pages

Creating Text Headings

1. Type text in the **Web Page Content** text box (**below**).

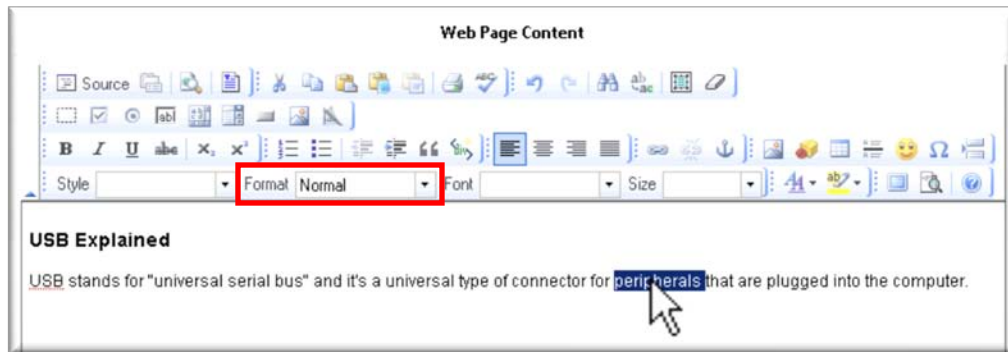
Web Page Content

Source

Style Format Normal Font Size

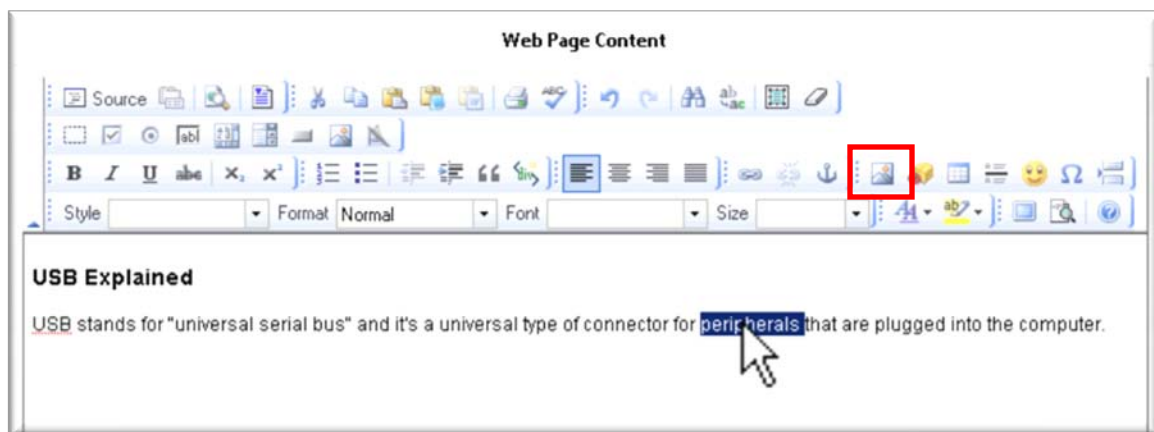
USB Explained

2. Select the text with your cursor (**Figure 16**). Select a format from the **Format List**. The selected text changes (**below**).

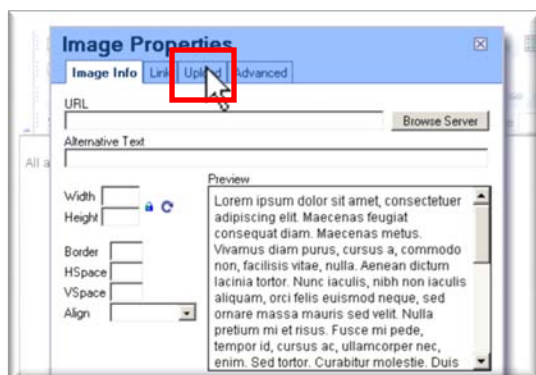


Inserting Images

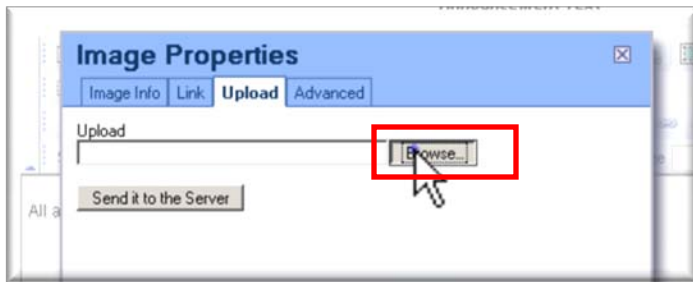
1. Click inside the **Web Page Content** text box. The cursor blinks inside the text box.
2. Click the **Insert/ Edit Image** button (**below**).



3. Click the **Upload** tab (**below**). The **Browse** button is displayed.



4. Click the **Browse** button (**below**). The **File Upload** dialog box is displayed.



5. Navigate to the image you wish to upload.
6. Select the image and click **Open**.
7. Click the **Send It to the Server** button (**below**) and then click **OK**.

