Introduction

Today's workshop introduces CommonSpot, ECU's Web Content Management System, through hands-on training.

1. Introduction
2. Login
3. Interface
4. Pages
5. Elements
6. Templates
7. Footer

Request CommonSpot Access to an Existing Web Site
Log in to ithelp.ecu.edu and go to Online Forms > Account Access > CommonSpot Access Request to complete the form. Be sure to include the full URL of the website for which you need access. Supervisors complete this form for students.

Request a New CommonSpot Website
If your department needs a new website, submit an online request by going to ithelp.ecu.edu and completing the electronic form, CommonSpot/Web to request that a new website be created for you.

CommonSpot Resources:
- Join the CommonSpot Yammer Community: http://yammer.ecu.edu
- Find downloadable tutorials and videos: http://blog.ecu.edu/sites/commonspt
- Find page and accessibility requirements and more: http://www.ecu.edu/cs-itcs/webpublishing/
- Call the IT Help Desk at 252.328.9866/1.800.340.7081 or submit an online service request at http://ithelp.ecu.edu
Exercise 1. Log In

CommonSpot™ Content Server
You need to log in to access this page. Please enter your username and password and click Log in.

Welcome, please login
User ID: user1
Password: •••

Example Login:
http://author.ecu.edu/cs-training/class/user1/login.cfm

Log in to the AUTHORIZING server to edit pages:

1. Open a browser (Firefox, Internet Explorer, Chrome or Safari).

2. Type the URL of your training website. Press Enter.

3. Type the training username/password.
   The site’s home (index) page opens.

4. Click the pencil icon in the upper right corner of the screen. The CommonSpot Entrance Tab opens.

5. Choose Work on this Page.
   The page reopens showing the editing tools and menus
   You can now edit your website.

For a video review of this process, visit the CommonSpot Blog at http://blog.ecu.edu/sites/spot. Choose the “Tutorials” link on the right.
The CommonSpot Interface

Menus

The CommonSpot menu bar includes the gray website menu bar, the dark blue page menu bar, the theme picker, the purple login/subsite tools button and the Preview and Submit buttons on the right. The blue “X” is part of the log out process (more on that later).

![Menu Bar Image]

Authoring Icons

1. **Container Tools icon.** Containers hold other elements, a text box or link, for example. Compare it to a bucket. Boundaries are denoted by a dotted line. Template containers are fixed.

2. **Element Tools icon.** Indicates anything added to your page, such as text, an image, link, etc. See the options for the element by clicking the icon in the top left corner of the element.

3. **New Element Link icon.** Indicates where an element may be added within a container. Click to open the element gallery dialog box, then choose an element.

Exercise 2. Create a New Page

1. Click the New drop-down menu and choose, Page… The Create Page dialog box opens.

![Create Page Dialog]

2. Click Next to save the new page within the current subsite. The Template Gallery dialog box opens.
3. Click the Template to create second level page.


5. Type page2 in the Name textbox.*

6. Type Page 2 as the Title.**

7. Click the orange down arrow.

8. Click Next.

8. Click Save on the next screen.

*Name forms the URL for a new page. A home page in CommonSpot is always named, index.

Subsequent page names should not contain spaces. However, you can use the following conventions.

Example ways to configure a page name:

- department_events
- DepartmentEvents
- department-events

**The Title and Title Bar Caption of a page can contain spaces, capital letters, etc.

**Exercise 3. Make it Public**

Active pages show on the www (read only) server. They are public.

New pages are always inactive until you activate.

Click the Activate button (top right of the screen) to make your new page public.
Exercise 4. Add Some Text

1. From the dark blue page menu, choose View >> Work on this Page.

2. Decide which container will hold the text box.

3. Find the **Click to insert new element** link in that container.

4. Click this link. The **Element Gallery** dialog box opens.

5. Click the **Text Elements** category to expand that section. Click **Formatted Text Block**.

You will now see the link below on your page.

6. Click the new link, **Click here to define the Formatted Text Block element**. The rich text editor opens. You can now add text to your page.

   Type text into the **Rich Text Editor**. Note the toolbars, which look a lot like a text editor program. Also, the Properties Inspector feature shows the html tags.

   Click **Save** to add the content to your page.

   Notice the “gear” icon has been replaced with a bright yellow “plus” sign or arrow.

   This means your changes are only saved on the author server. Click the yellow icon to re-open the text box and add more text or publish your changes to the www server.
Exercise 5. Add an Image

1. Choose the container for your image and then **Click to insert new element** anywhere on your page. The **Element Gallery** opens.

2. From the **Image Elements** category, click the **Single Image** option.

The dialog box will close and return to your page.

A new link has been added to your page asking you to **define the Single Image element**.

What does it mean to “Publish” changes?

Changes made to a page in **Author** must be submitted, or published (copied), to the www server to be made public.

To do this, click the **Submit** button in the top right of your screen or click the **yellow icon** on the element and choose **Submit** or **Submit Page** from the options box.

You always have the option to click an element’s “gear” or yellow icon to make more changes to that element.

For example, to change the text you just typed, click the yellow plus sign, then the **text icon**; to re-open the rich text editor.

Click **More** to copy, delete or move the element.

When finished, click the **Submit** button to copy changes to the www server.
3. Click the new link, **Click here to define the Single Image element**. The Image Properties dialog box opens.

4. Click the Choose... button for the “image” category. This will open the Choose Image search box.

   The Choose button let you pick an image already uploaded to your website’s image folder.

   The New... button allows you to upload an image from your computer to your site’s Image Gallery.

5. Click **Search**.

   * For now, leave all defaults the same, but note that you can alter the search criteria or subsite.

   Also, you can include any the image folder for any child subsites in your image search.

6. Highlight the image and then click the **Use Highlighted Image** link at the bottom of the dialog box to return to the Image Properties dialog box.

   Note that a thumbnail of your chosen image in the upper left.

   Be sure to add Alternate Image Text to make the page more accessible.

7. Click **Save** to add the image to your page.

   Note the graphic’s size is posted underneath the thumbnail.
Exercise 6. Add a Link (to the ECU Home Page)

7. Choose a container on your page for the link.
8. Click the Click to insert new element link. The Element Gallery opens.
9. Expand the Link & List Elements category and choose Link.
10. From your page, click Click here to define the Link element.
11. Type the (Header) text you wish visitors to click.
12. Click Next (not Save).

7. From the Link Action tab, click the Type drop-down to choose the link action.
8. Choose Unregistered URL or Relative Internal URL (the last one). The dialog box adds a blank text box.
9. Type http://www.ecu.edu into the blank text box.
10. Click Save. The link is added to your page.

Exercise 7. Create a Template

All CommonSpot pages are built from a set of templates.

Each department has a template on which their pages are based. This template displays all the links, images or text that needs to appear on each page of the website that is specific to the department.

Once created, all new site pages can be based on this template so that navigation, links and other site information is consistent throughout the entire website.

To see the list of templates used to create a page in your website, choose the Hierarchy option from the Templates button (dark blue page menu).

We will now create a template using Page 2.
1. Publish all changes for Page 2 by clicking the Submit button in the upper right of the screen.
2. From the dark blue Templates menu, choose Save As Template. The Save As Template dialog box opens.

3. Click the radio button for the second option, Copy the current page as a template and change its inheritance to derive from the new template.
4. Click Next.
5. Keep the default Category (3 – Department Templates).
6. Choose a name for your template.

7. Type a short description of the template.
8. Click Save. The New Template Created dialog box displays.
9. Choose the second option, Display the new template.
10. Click Go. The new template displays.
11. Click the Templates menu again.
12. Choose Submit Template for Public Use. This is important so that others who contribute to your site (including yourself) will be able to choose the new template to create a page.
13. Choose Activate & Submit.
14. Click Done.

Exercise 8. Update the Footer

For each CommonSpot website, there is a corresponding Tools folder. This is where the contact information in the footer of your site is updated.

1. To log in to the Tools folder, click the Subsite Tools button on your page.

2. Choose Edit Custom Footer.
4. When finished customizing the new footer, click the **Save Footer** button.

**The information bordered in red is the default footer. Do not use this footer!**

3. Customize each line of the footer as follows:

   **Text:** The words that display (Required).
   **Hyperlink:** The word/s from the text that forms the hyperlink
   **Address:** The hyperlink URL

   **Save Footer button:** Click to save your customizations. Scroll down to check your new footer.

   **Use This Footer button:** Switches a site back to the default footer. Remember, each department should use its own customized contact info!

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**Exercise 8. Log Out/Log In**

To add your name and password to the CommonSpot user database, follow the four steps below.

**Step 1. Log out** of the CommonSpot Tools folder and **close** the browser.

**Step 2. Open** the browser again and **type in** the address of your training site.

**Step 3. Log in** using **YOUR PirateID and passphrase** (not the training userID). The page will open but there will be no buttons or icons.

**Step 4. Close** the browser window.

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**WE’D LOVE TO HEAR YOUR FEEDBACK!**

CLICK THE SURVEY LINK IN YOUR THANK YOU E-MAIL AND LET US KNOW YOUR EXPERIENCE WITH THIS TRAINING.