



Channel Administration

Editing and Maintaining Content



University of Dayton

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Introduction

Channels are content delivery tools that provide quick access to information, applications, or other Web resources. As a content administrator, your primary duty is to ensure that your channel contains current information and is updated on a weekly basis.

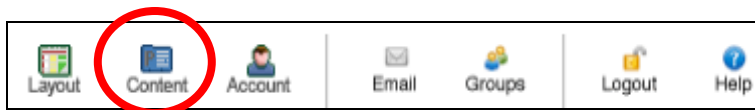
Specifications

Text: Text should be limited to 40 - 60 words and should use the default font, size, and color.

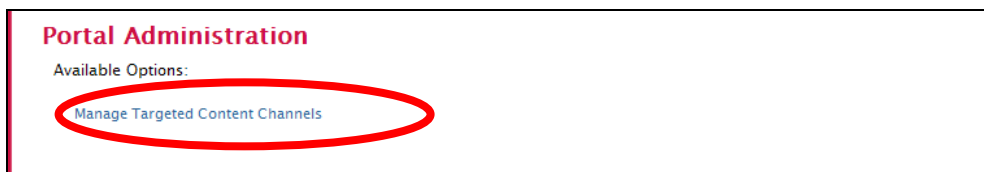
Images: All graphics and photos should use the .JPG format and should not exceed the size of 72 x 72 pixels (approx 1" x 1").

Accessing the Content Manager

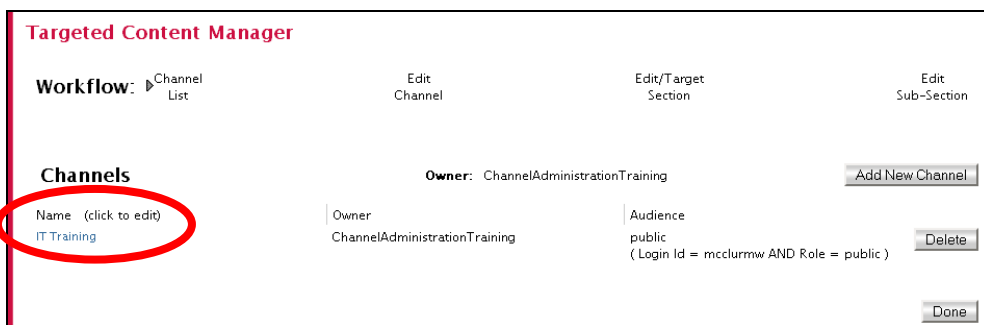
1. Click on the **Content** button at the top of the Porches homepage.



2. Click on the **Manage Targeted Content Channels** link. Porches will display the channel(s) you can edit and administer.



3. Click on the appropriate channel name link.



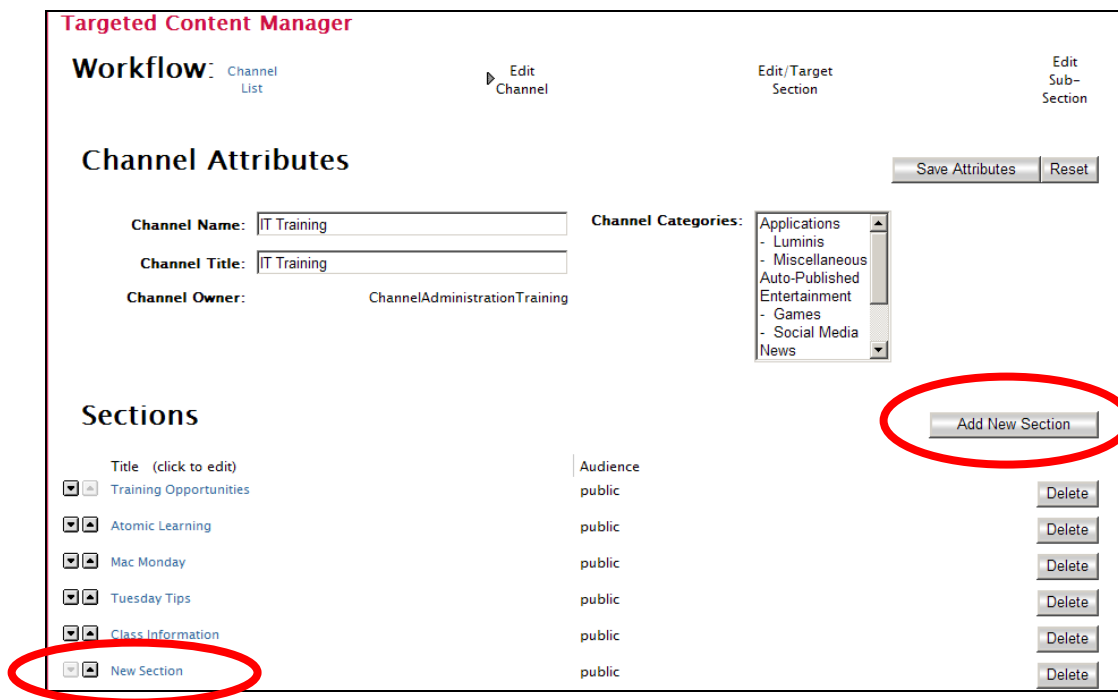
Creating / Maintaining Channel Content

Channels are composed of **sections** and **sub sections**. By default, all sections are public - visible to all Porches users. However, a **section** could also be targeted to specific audiences. For example, you could create a section that is visible to specific login ids or academic majors.

Part 1: Creating a Section

Sections consist of one or more sub-sections and contain the audience settings (users who can see a section's information).

1. Click on the **Add New Section** button.



Porches will add a **New Section** to the bottom of the section list.

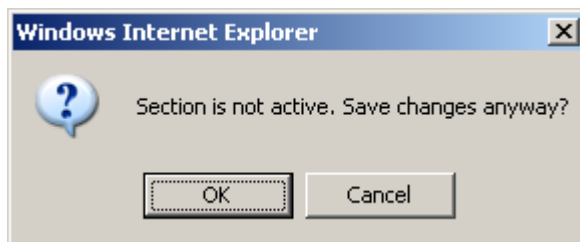
2. Click on the **New Section** link.

3. Keep the **Section Status** to **Inactive** until you are ready for your audience to see the section and sub-section information.



4. Click on the **Section Title** field and type a title.
5. Click on the **Save Changes** button.

Note: When the Section Status is Inactive, the following message will appear:



Click on the **OK** button.

Part 2: Determining the Section Audience

Once the section has been created, determine who will see the section data and choose the appropriate section audience.

1. Click on the new section name you created in the previous steps.

The screenshot shows the 'Targeted Content Manager' interface. At the top, there are navigation links: 'Workflow: Channel List', 'Edit Channel', 'Edit/Target Section', and 'Edit Sub-Section'. Below this is the 'Channel Attributes' section with fields for 'Channel Name' (IT Training), 'Channel Title' (IT Training), and 'Channel Owner' (ChannelAdministrationTraining). A 'Channel Categories' dropdown menu is open, showing options like Applications, Luminis, Miscellaneous, Auto-Published, Entertainment, Games, Social Media, and News. Below the attributes is the 'Sections' table, which lists several sections. The 'Test Section' is circled in red. The table has columns for 'Title (click to edit)', 'Audience', and 'Delete'.

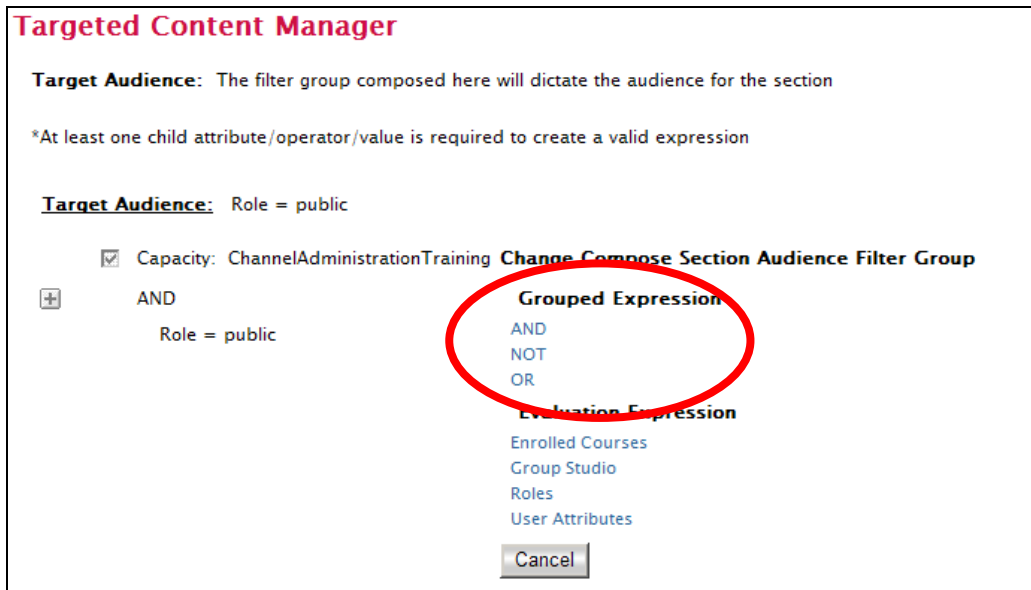
Title (click to edit)	Audience	Delete
<input checked="" type="checkbox"/> Training Opportunities	public	Delete
<input checked="" type="checkbox"/> Atomic Learning	public	Delete
<input checked="" type="checkbox"/> Mac Monday	public	Delete
<input checked="" type="checkbox"/> Tuesday Tips	public	Delete
<input checked="" type="checkbox"/> Chess Instruction	public	Delete
<input checked="" type="checkbox"/> Test Section	public	Delete

2. Click on the **Section Audience** link **public**. The public link is the default setting which allows all Porches users to view the section's information.

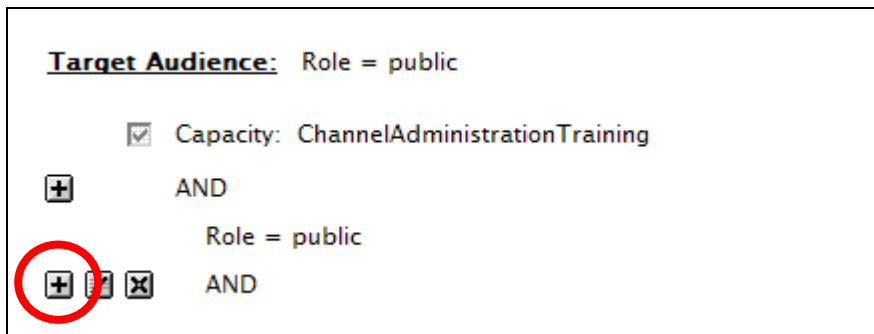
The screenshot shows the 'Targeted Content Manager' interface for editing a section. At the top, there are navigation links: 'Workflow: Channel List', 'Edit Channel', 'Edit/Target Section', and 'Edit Sub-Section'. Below this is the 'Section Attributes' section. The 'Section Status' is set to 'Inactive'. The 'Section Title' is 'Test Section'. The 'Section Options' include 'Display in bulleted lists' and 'Display links with school frame'. The 'Section Audience' is set to 'public' and is circled in red. Below this is the 'Sub Section(s)' section with a form to add sub-sections. At the bottom, there is a 'NOTE' and 'Save Changes' and 'Cancel' buttons.

NOTE: If you have made changes to or added any sub sections, you will need to click Save Changes for them to take effect. Clicking Cancel will return this section to its previously saved state.

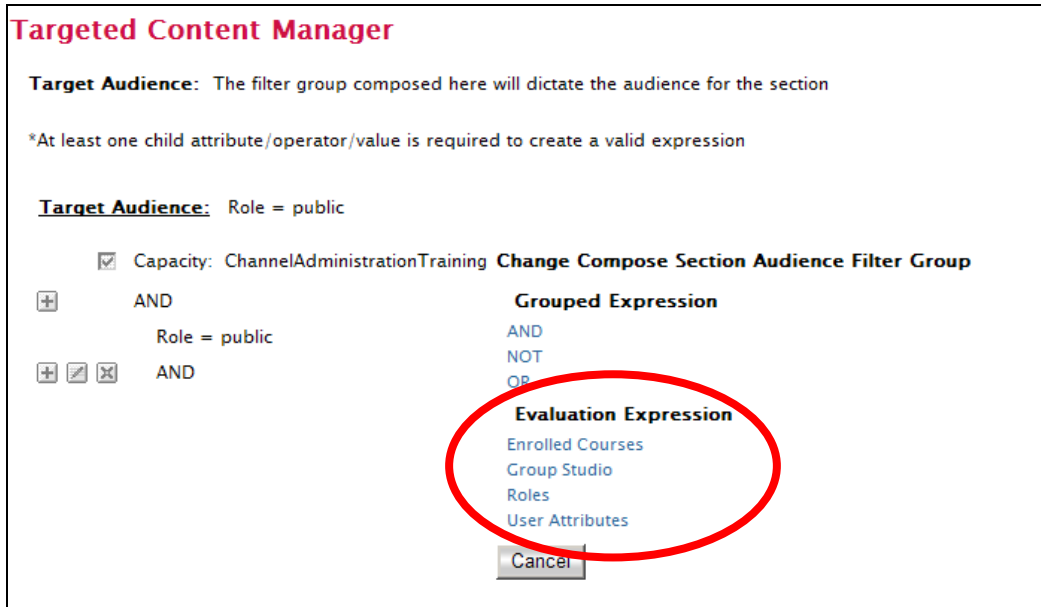
3. To modify the target audience settings, click on the add button.
4. Click on a Grouped Expression.



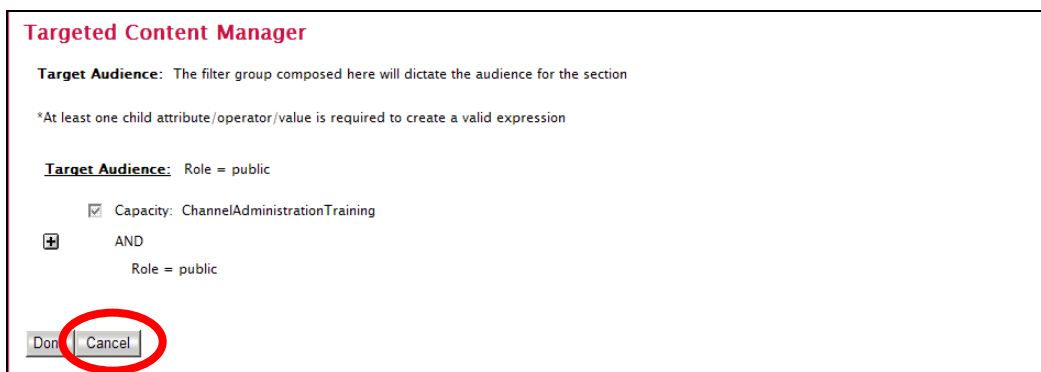
5. Click on the add button next to the new expression.



- 6. Click on an Evaluation Expression and make the necessary changes and selections. Be sure to save your settings and click on the **Done** button.



- 7. Click on the **Done** button.



- 8. Once you have created a Section and determined the Section Audience, you are ready to create **Sub-Sections**.

Part 3: Sub-Sections

Sub-sections contain the text and pictures for your channel. Each section can have multiple sub-sections that are composed of various attributes such as content (text), images and start and end dates (expiration times).

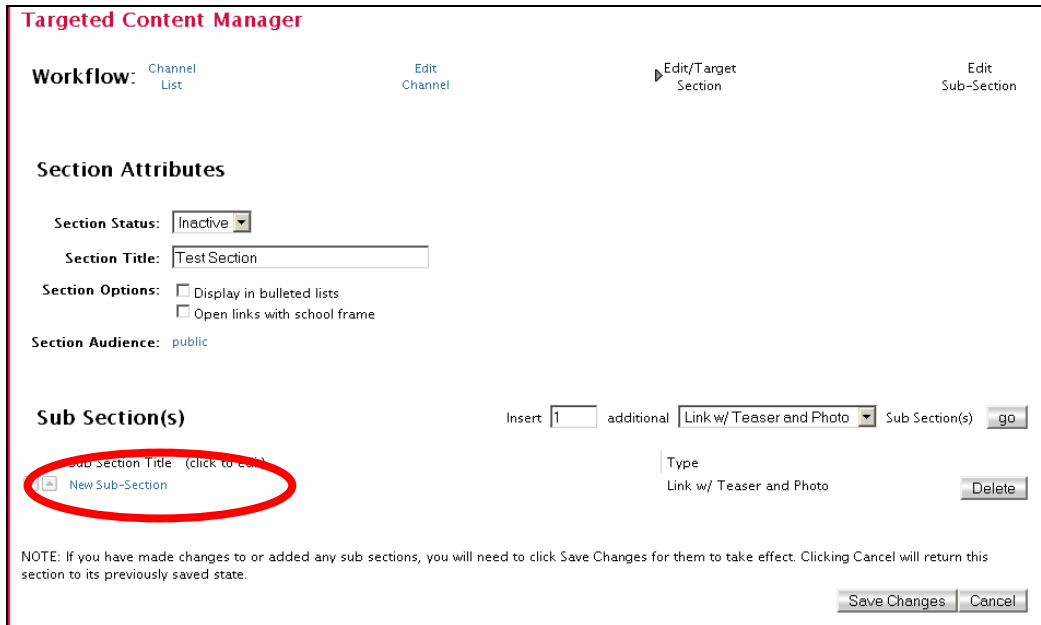
1. Go to the Sub Sections(s) portion of the Targeted Content Manager window and choose **Link w/Teaser and Photo** for each sub-section that you create.



The screenshot shows the 'Targeted Content Manager' interface. At the top, there are navigation links: 'Channel List', 'Edit Channel', 'Edit/Target Section', and 'Edit Sub-Section'. Below this is the 'Section Attributes' section, which includes a 'Section Status' dropdown menu set to 'Inactive', a 'Section Title' text input field containing 'Test Section', and 'Section Options' with two checkboxes: 'Display in bulleted lists' and 'Open links with school frame'. The 'Section Audience' is set to 'public'. The 'Sub Section(s)' section features an 'Insert' input field with the number '1', a dropdown menu for 'additional' sub-section types set to 'Link w/ Teaser and Photo', and a 'go' button. The 'go' button and the dropdown menu are circled in red. At the bottom, there is a 'NOTE' and two buttons: 'Save Changes' and 'Cancel'.

2. Click on the **go** button. A **New Sub-Section** link will appear.

3. Click on the **New Sub-Section** link.



The screenshot shows the 'Targeted Content Manager' interface. At the top, there are navigation links: 'Workflow: Channel List', 'Edit Channel', 'Edit/Target Section', and 'Edit Sub-Section'. Below this is the 'Section Attributes' section, which includes a 'Section Status' dropdown menu set to 'Inactive', a 'Section Title' text box containing 'Test Section', and 'Section Options' with checkboxes for 'Display in bulleted lists' and 'Open links with school frame'. The 'Section Audience' is set to 'public'. The 'Sub Section(s)' section features an 'Insert' field with the number '1', an 'additional' dropdown menu set to 'Link w/ Teaser and Photo', and a 'Sub Section(s)' label with a 'go' button. Below this, a table lists sub-sections with columns for 'Sub-Section Title (click to edit)', 'Type', and 'Delete'. The first entry is 'New Sub-Section' with a type of 'Link w/ Teaser and Photo'. A red circle highlights the 'New Sub-Section' link in the table. At the bottom, there is a 'NOTE' and two buttons: 'Save Changes' and 'Cancel'.

4. The Sub-Section attributes will appear.

Targeted Content Manager

Workflow: Channel List Edit Channel Edit/Target Section Edit Sub-Section

Sub-Section Attributes

Sub-Section Title: New Sub-Section (title not displayed to end users)

Start Date: [] [] [] End Date: [] [] []

Content

Heading: []

URL: http:// []

Content: Content uses HTML

Description: [Rich Text Editor]

Image

Image: Active

[] Browse...

Acceptable image formats are .GIF and .JPG for best results.

Caption: []

NOTE: This information will only be saved temporarily. To permanently save it, click Save Changes on the Edit Section page. You can also make changes to any and all sub sections before you save the section, without losing any information.

Continue Cancel

5. Type or select the appropriate information for each attribute:

Sub-Section Attributes

- Sub-Section Title: Type in a name for the sub-section.
- (Optional) Start Date and End Date if you want the sub-section to expire.


Content

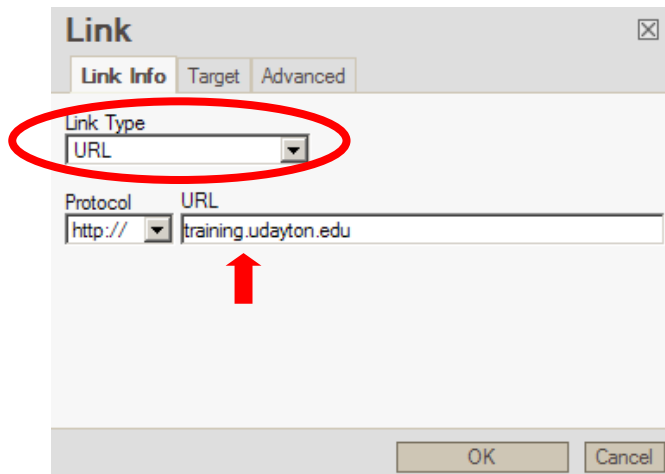
- Heading: Type a heading for the content description.
- URL: A heading is automatically linked to a specified URL. If you are unsure what URL to use, try your department’s Web site, the University of Dayton main Web site, or appropriate campus Web site.

- Content: Choose **Content uses HTML**.
- Description: Type up to 60 words. You can use bold, italics and underline but do not change the font, color or size of the text.

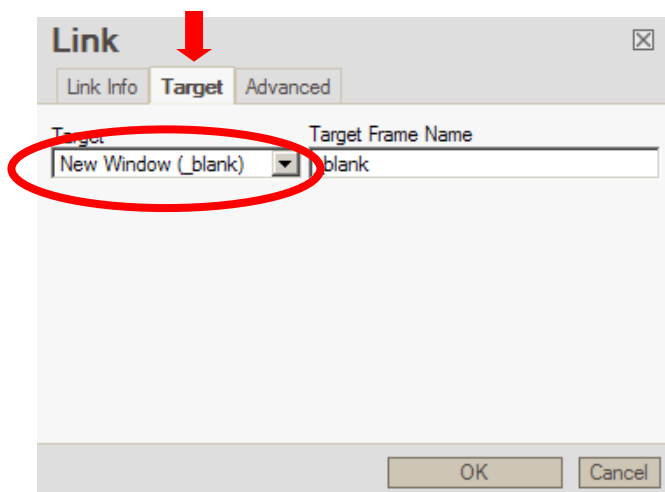
Description Links

You can use the hyperlink option to link words with URLs.

1. Highlight the text to be linked to a URL and click on the Insert/Edit Link button. 




2. Choose **URL** for the Link Type.
3. Type or copy and paste the appropriate URL into the URL field.
4. Click on the **Target** tab and choose **New Window (_blank)**.

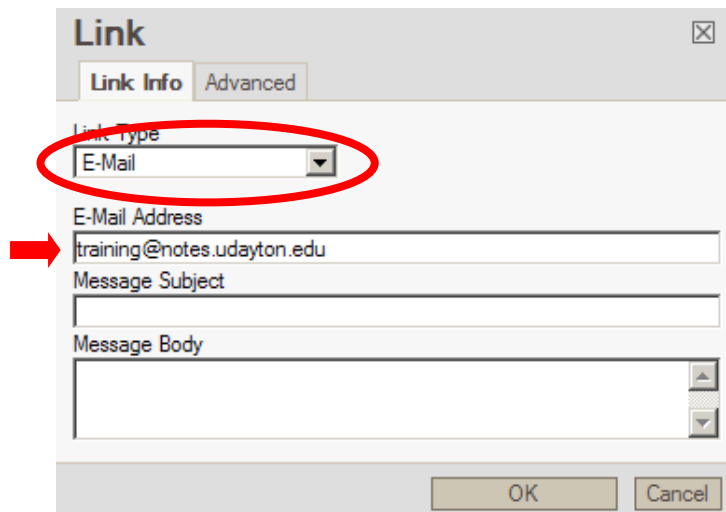


5. Click on the **OK** button.

Email Links

You can also use the hyperlink option to create an email address link.

1. Highlight the text to be linked to an email address and click on the Insert/Edit Link button. 

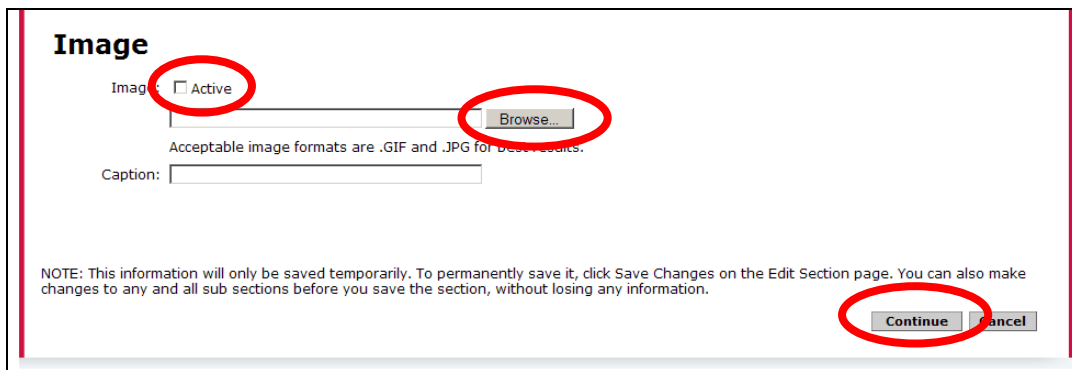
A screenshot of a "Link" dialog box with two tabs: "Link Info" (selected) and "Advanced". Under "Link Info", the "Link Type" dropdown menu is set to "E-Mail" and is circled in red. Below it, the "E-Mail Address" field contains "training@notes.udayton.edu", with a red arrow pointing to it. There are also empty fields for "Message Subject" and "Message Body". At the bottom are "OK" and "Cancel" buttons.

2. Choose **E-Mail** for the Link Type.
3. Type the appropriate email address in the **E-Mail Address** field.
4. (Optional) Type a **Message Subject** and **Message Body** if necessary.
5. Click on the **OK** button.

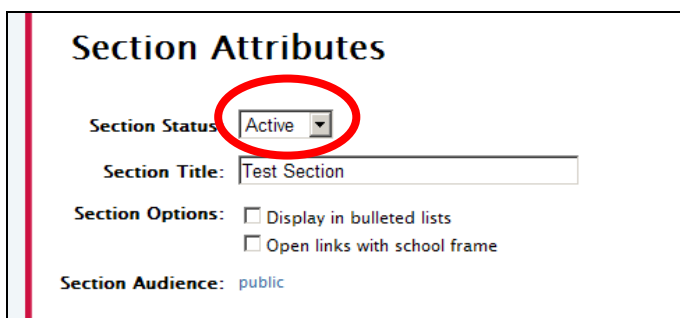
Part 4: Images and Completing the Sub-Section

Go to the **Image** section of the **Sub-Section Attributes** window. All graphics and photos should use the .JPG format and should not exceed the size of 72 x 72 pixels (approx 1" x 1").

1. Click on the **Active** check box.
2. Click on the **Browse** button and choose a graphic or photo.



3. (Optional) Type a caption in the **Caption** field.
4. Click on the **Continue** button. Porches will return you to the Section Attributes.
5. When you are ready for the audience to see your channel's information, change the **Section Status** to **Active**.



6. Click on the **Save Changes** button.

** Repeat Parts 1-4 for creating additional sections and sub-sections.

Editing Sections and Sub-Sections

Once your sections and sub-sections have been created, make sure you keep the information up-to-date and periodically update images and other attributes.

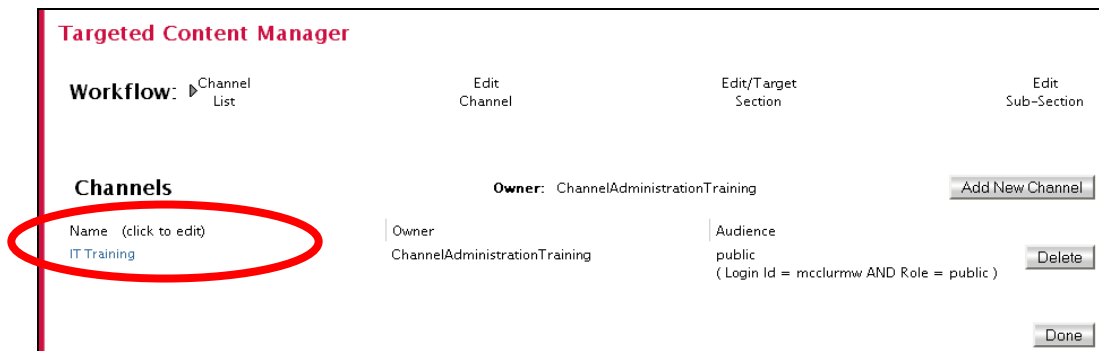
1. Click on the **Content** button at the top of the Porches homepage.



2. Click on the **Manage Targeted Content Channels** link. Porches will display the channel(s) you can edit and administer.



3. Click on the appropriate channel name link.



4. Click on the appropriate section name.

Targeted Content Manager

Workflow: Channel List Edit Channel Edit/Target Section Edit Sub-Section

Channel Attributes Save Attributes Reset

Channel Name: Channel Categories:

- Applications
- Luminis
- Miscellaneous
- Auto-Published
- Entertainment
- Games
- Social Media
- News

Channel Title:

Channel Owner: ChannelAdministrationTraining

Sections Add New Section

Title (click to edit)	Audience	
<input type="checkbox"/> Training Opportunities	public	Delete
<input type="checkbox"/> Atomic Learning	public	Delete
<input type="checkbox"/> Mac Monday	public	Delete
<input type="checkbox"/> Tuesday Tips	public	Delete
<input type="checkbox"/> Class Information	public	Delete
<input type="checkbox"/> New Section	public	Delete

5. Click on the appropriate sub-section name.

Sub Section(s) Insert additional Sub Section(s) go

Sub Section Title (click to edit)	Type	
<input type="checkbox"/> New Sub-Section	Link w/ Teaser and Photo	Delete

6. Make the necessary edits and click on the **Continue** button.

7. Be sure to click on the **Save Changes** button when you are finished making the edits and changes!