


OUCampus provides you with an easy way to manage your web pages. Just log in to any page using a web browser and begin editing the page. Once you are done editing, the system can be set up to require approval of the changes before publishing or the changes can be published directly to the website.

Logging On to OUCampus

Log on to OUCampus by navigating to the site's home page by clicking **DirectEdit** link on the page you want to edit.

1. Type *http://webstage.emich.edu/* followed by the site's directory (e.g., *http://webstage.emich.edu/it*) in the browser's **Address** bar.
2. Press the **[Enter]** key on the keyboard.

Note: The site's **Home** page is displayed. Alternately, if you know the address to a specific page, type the address in the **Address** bar to open that page directly.

3. Click the **DirectEdit**  link in the upper-right of the header graphic.

Note: The **OUCampus Login** page is displayed.

4. Type your My.Emich username in the **Username** field.
5. Type your My.Emich password in the **Password** field.
6. Click the **Login** button.

Note: The desired page is displayed in the **Content** tab. If you have edit access to the page, **Edit** buttons are displayed.

Locating & Opening a Page

Use the **Content** tab to locate and open a different page from the one you opened when you logged in to OUCampus.

1. Once you have logged in, click the **Pages** link located just below the **Content** tab.

Note: The **Folder Structure** view is displayed with a list of the current folder's content, including the currently selected page. Use the **Location** field to determine where you are in the site's folder structure.

2. To navigate down the folder structure, click the name of the desired folder in the **Name/Date** column.

Note: The contents of the folder you selected are displayed. If available, you can travel up the structure by clicking the **Up a directory** link in the **Name/Date** column.

3. Click the desired page name in the **Name/Date** column.

Note: The selected page is displayed. If you don't have access to the page or it has been checked out by someone else, you won't be able to click on the page name.

Editing a Page

If you have access to a page, edit buttons will be displayed. These buttons indicate the editable regions of the page.

1. From the opened page, click the **Edit...** button for the region of the page you want to change.

Note: The editable region is displayed as bright white. All non-editable regions are displayed as light gray.

2. Type any text in the editable region, using the **Edit** toolbar to format the text.


Note: The available tools are similar to those in MS Word.

3. When you are finished, click the **Save** button on the toolbar.


Note: The **Preview** page is displayed.

Inserting a Link in a Page

You can link to web pages and files. An Approver must upload the files to OUCampus before it is available for use.

1. From an editable region on the page, type the text you want to become a link.
2. Click the left mouse button and drag to select the link text.
3. Click the **Insert/Edit Link**  button on the edit toolbar.

Note: The **Insert/Edit Link** window is displayed.

4. To link to a file, click the **Browse**  button.

Note: The **OmniBrowser** window is displayed. Alternately, if you are linking to a web page, type the page address (e.g., *http://www.emich.edu*) in the **Link URL** field and skip to step 7.

5. Locate and select the desired file from the **File Browser** list.

Note: When linking to a file, an Approver must upload it to OUCampus before it is available for use.

6. Click the **Select File** button.

Note: The **Insert/Edit Link** window is displayed.

7. To open the page/file in a new window, click the **Target** field pull-down arrow and select **Open in New Window (_blank)** from the list.

Note: By default, the page/file will **Open in This Window/Frame**, replacing the page containing the link.

8. If necessary, type descriptive text in the **Title** field.

Note: This description is accessed by screen readers and further describes the content found on the destination page/file.

9. Click the **Insert** button.


Note: The link is inserted into the selected editable region.

10. When you are finished, click the **Save** button on the toolbar.

Note: The **Preview** page is displayed.

Checking In Pages


Once checked out by you, a web page must be checked in by you before anyone else can open or act on it.

1. From the **Folder Structure** view, locate the web page you want to check in and click the **Check In**  button.

Note: The button toggles to become a **Check Out**  button.

Inserting a Snippet in a Page

A snippet is reusable content you can quickly place on a page. The Department of Integrated Content must create and add the Snippet to OUCampus before it is available for use.

1. From an editible region on the page, click the **Insert predefined snippet content**  button on the edit toolbar.

Note: The **Snippets** window is displayed.

2. Click the **Category** field pull-down arrow and select the desired category (e.g., Image) from the list.
3. Click the **Snippet** field pull-down arrow and select the desired snippet (e.g., Image with captions) from the list.
4. Click the **Insert** button.


Note: The snippet is inserted into the selected editible region.

5. Using the edit toolbar, make any desired changes.
6. When you are finished, click the **Save** button on the toolbar.

Note: The **Preview** page is displayed.

Inserting an Image in a Page

Because people prefer pictures to words, images on a website make the user experience better. An Approver must upload the image to OUCampus before it is available for use.

1. From an editible region on the page, click the **Insert/Edit Image**  button on the edit toolbar.

Note: The **Insert/Edit Image** window is displayed.

2. Click the **Browse**  button.

Note: The **OmniBrowser** window is displayed.

3. Locate and select the desired image in the **File Browser** list.
4. Click the **Select File** button.

Note: The **Insert/Edit Image** window is displayed.

5. Type a description in the **Image Description** field.
6. Click the **Insert** button.

Note: The image is inserted into the selected editible region.

7. When you are finished, click the **Save** button on the toolbar.

Note: The **Preview** page is displayed.

Sending a Page for Approval

If approval is required prior to publishing a web page, a **send for approval button** will be displayed above the opened page.

1. From the opened page, click the **send for approval**  button.

Note: A mail window is displayed. The **To** field displays the My.Emich username of the designated Approver

2. Type *Web Page Approval Requested* in the **Subject** field.
3. Type *Please review and approve the web page referenced in this message.* in the **Message** field.


4. Verify the **Send external email** checkbox is checked.

5. Click the **Send** button.

Note: An email message is sent to the Approver.

Uploading Files (PDFs/Images)

An Approver must upload files before they are available for use.

1. From the **Content** tab, navigate to the desired folder.
2. Click the **Upload**  link in the top-right of the page.

Note: The **Upload** window is displayed.

3. Click the **Browse** button.

Note: The **File Upload** window is displayed.


4. Locate and double-click the desired file.

5. Click the **Upload** button.

Note: The file is uploaded to the production (www) server.

Approving/Publishing a Page

Pages reside on the test area until published, at which point they are copied to the website.

1. From the opened page, click the **publish now**  button.

Note: The **Final Check** window is displayed. Alternately, click the **...approve or decline...** link in the email message.

2. When you are finished, click the **Publish** button.

Note: The page is published to the website.

Additional Help

- Contact Integrated Content at 734.487.5376 for questions and help getting access to, and entering web pages in OUCampus.
- Contact the IT Help Desk at 734.487.2120 or it.helpdesk@emich.edu for questions and help with My.Emich user names and passwords.