Navigating the Pages View

1) Visit one of your department webpages. Then log into OU Campus.

2) You will be redirected to **Edit** mode of the webpage.

3) In the top left corner of the page you should see a series of text:
   Content -> Pages -> The directory path of your current location

   Content ▸ Pages ▸ /oucampustraining/bigbird/index.pcf

4) This is called a Breadcrumb. A breadcrumb is a navigation tool that gives you the ability to click a link to navigate to the parent directory or root of your site

5) Click on the word **Pages**. It is a link and will take you into the **Pages** or **Directory view** of your website.

6) Find the breadcrumb again in top left corner of the page. Go into the root of your directory by selecting your department name.

   🏠 ▸ oucampustraining

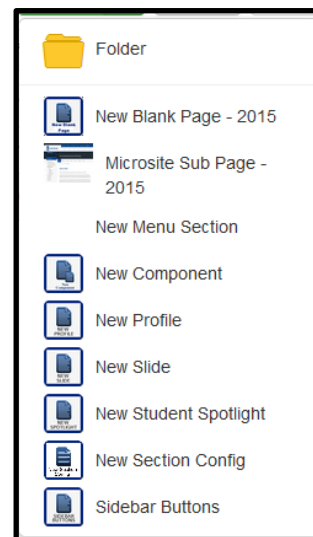# Navigating the Pages View

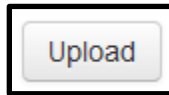# Lay Out of Pages View
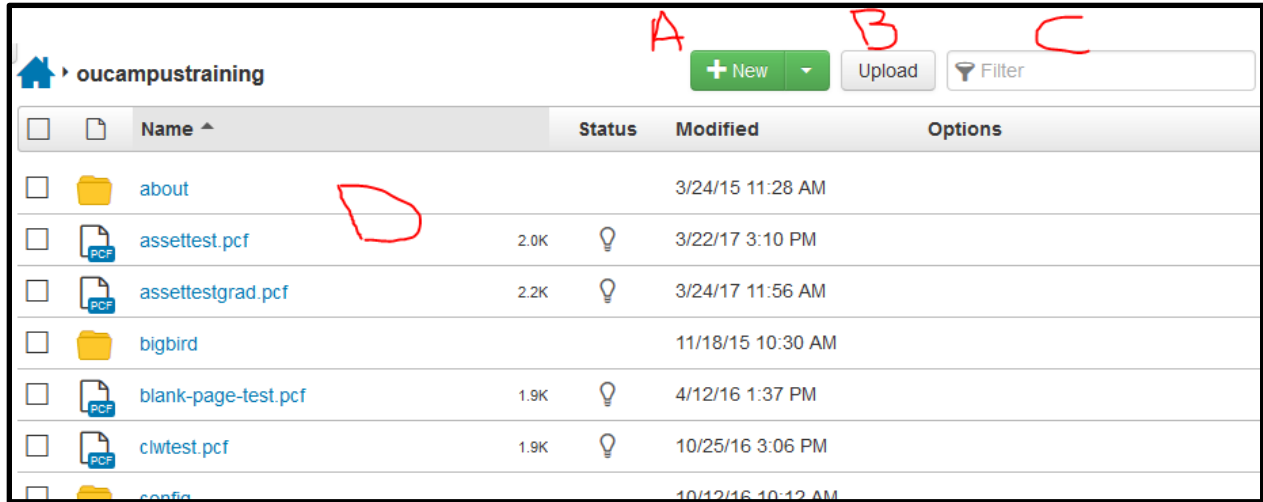
A.

Select the drop down menu to the right of the word
New. **New** provides access for creating new content like
a web page, menu section, faculty profile, slide, student
spotlight.

Navigating the Pages View

B.
Upload

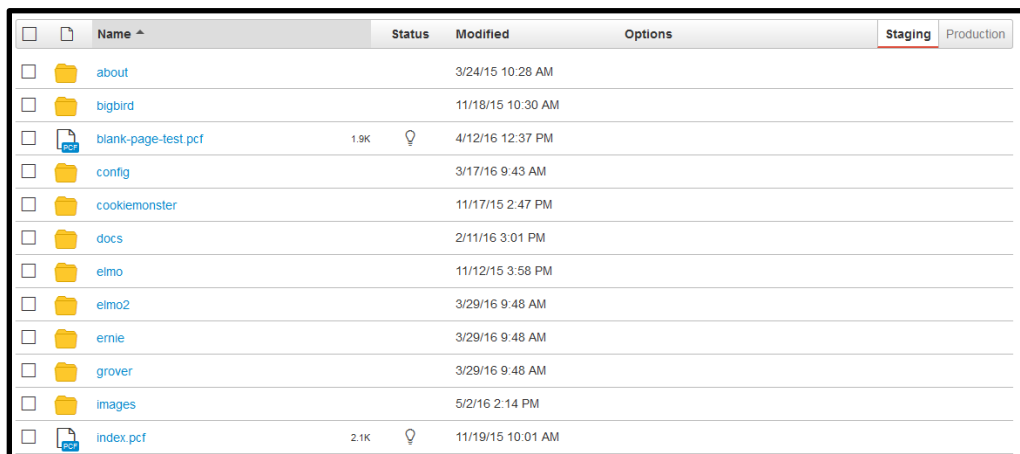Upload provides the ability to upload files like images, PDFs, Word and Excel documents.

C.
Filter

By just typing into the field, the current list view will be filtered through or eliminate options based on the text you are typing.

For example, if you are ever in the root of the entire OU Campus system, simply start typing the name of your site and it will filter through the options.

D.   Content List Options

☐	🗋	Name ▲		Status	Modified	Options		Staging	Production
☐	📁	about			3/24/15 10:28 AM				
☐	📁	bigbird			11/18/15 10:30 AM				
☐	📄	blank-page-test.pcf	1.9K	💡	4/12/16 12:37 PM				
☐	📁	config			3/17/16 9:43 AM				
☐	📁	cookiemonster			11/17/15 2:47 PM				
☐	📁	docs			2/11/16 3:01 PM				
☐	📁	elmo			11/12/15 3:58 PM				
☐	📁	elmo2			3/29/16 9:48 AM				
☐	📁	ernie			3/29/16 9:48 AM				
☐	📁	grover			3/29/16 9:48 AM				
☐	📁	images			5/2/16 2:14 PM				
☐	📄	index.pcf	2.1K	💡	11/19/15 10:01 AM				

You can open a folder or edit a file by selecting its name. By hovering over a filename, options (Edit, Review, Publish) will appear to the far right of the name.

**Edit -> Page:** Take you into Edit mode

Review -> Preview: Gives you a preview of what the page will look like on the internet.

Publish -> Publish: Is how you publish the page out to the internet and make your changes live.

Status Indicators Descriptions

|								
☐	📄 PCF	newsfeed.pcf	1.9K	💡	12/1/16 2:25 PM	✏ Edit ▾	👓 Review ▾	📣 Publish ▾
☐	📁	oscar			3/29/16 10:42 AM			
☐	📄 PCF	oucgallery1.pcf	1.9K	💡	12/2/16 1:37 PM			
☐	📄 PCF	oucgallery2.pcf	1.9K	💡	12/2/16 1:40 PM			
☐	📄 PCF	pagetestinroot.pcf	1.2K	💡	5/10/16 3:49 PM			
☐	📄 PCF	patoshajeff.pcf	1.9K	💡	9/27/16 3:08 PM			
☐	📄 PCF	patoshajeffery.pcf	1.9K	💡	10/10/16 3:16 PM			
☐	📄 PCF	patoshajeffery25.pcf	2.2K	💡	11/7/16 2:19 PM			
☐	📄 PCF	patoshajtest.pcf	2.3K	💡	4/12/17 11:48 AM			
☐	📄 PCF	patoshatest-1.pcf	2.2K	💡	10/21/16 11:31 AM			
☐	📄 PCF	pattestaccordian.pcf	3.5K	💡	9/8/16 9:55 AM			

Icon	Description
💡	An unlit light bulb indicates that the page is checked in and can be checked out for editing by any user with the proper permissions.
💡	A lit light bulb indicates that the page is checked out to the current user (the individual currently logged into OU Campus).
🔒	A red lock indicates that the page is checked out to another user. Users can hover over the lock to see who has checked out the page.
📅	A green calendar icon is the status indicator for a publish scheduled by the current user. Administrators or the individual who scheduled the page to be published can click on the icon to change the publish date and time or cancel the publish completely.
📅	A red calendar icon is the status indicator for a publish scheduled by another user. Administrators or the individual who scheduled the page to be published can click on the icon to change the publish date and time or cancel the publish completely.
🚫	A red circle with a line through it is the status indicator for an expire scheduled by the current user or another user. A scheduled expire can be removed or rescheduled by the user who scheduled the expire. An administrator can check in the page, which effectively cancels the scheduled expiration. This icon is displayed to all users, not just the user who scheduled the expiration.

Navigating the Pages View