

About Users

Overview

OU Campus provides users an easy way to manage web pages. With the ability to login directly from the institution's website, it is easy to navigate to the page to be edited. Once logged in, users can simply click on the area to edit, and they are placed in a user-friendly What-You-See-Is-What-You-Get (WYSIWYG) Editor.

Pages are checked out to only one user at a time to prevent users from overwriting each other's work, but as the pages move through the workflow system, the system automatically changes to whom the page is checked out based on its placement in the workflow system. When creating new pages, preconfigured templates are made available to provide consistency in web page design. Users may also have the ability to upload new images, add words to the OU Campus dictionary, access full page source, and much more.

When using the DirectEdit login method, the Pages view shows the available editable regions. Once a region is chosen for editing, the WYSIWYG editor toolbar is shown. In expanded view it shows the files and subdirectories for a directory and the Page Actions toolbar. The page actions include a comprehensive set of functions that can be performed on any page. Available functions are dependent upon authority level.

For more information, visit the [Login](#) page.

The Content menu is the most frequently used menu within OU Campus. It provides access to the primary functions for editing pages. Most users will have the Pages, Assets, Recent Saves, and Recent Publishes areas available to them, but the functionality under Content depends upon user level.

For more information, visit the [Content](#) page.

When navigating through the system either by breadcrumb links, the File Navigation sidebar, or via **Content > Pages**, content within a directory is shown in the Pages list view. Hovering over content in the view, or checking out content and hovering reveals more commands on menus. Many of these are also found in the actions view toolbar that is available with preview/edit mode.

For more information, visit the [Pages](#) and [Page Actions](#) pages.

There are several types of editors available to edit pages in distinctly different ways, but the WYSIWYG Editor is the most common way for users to edit pages in OU Campus. The WYSIWYG Editor allows for a familiar experience of editing a page similar to that of many web applications and traditional word processors.

For more information, visit the [WYSIWYG Editor](#) page.

For a broader understanding of using the system, there are several topics regarding functionality that is available throughout the system.

For more information, visit the [Common Functionality](#) page.