

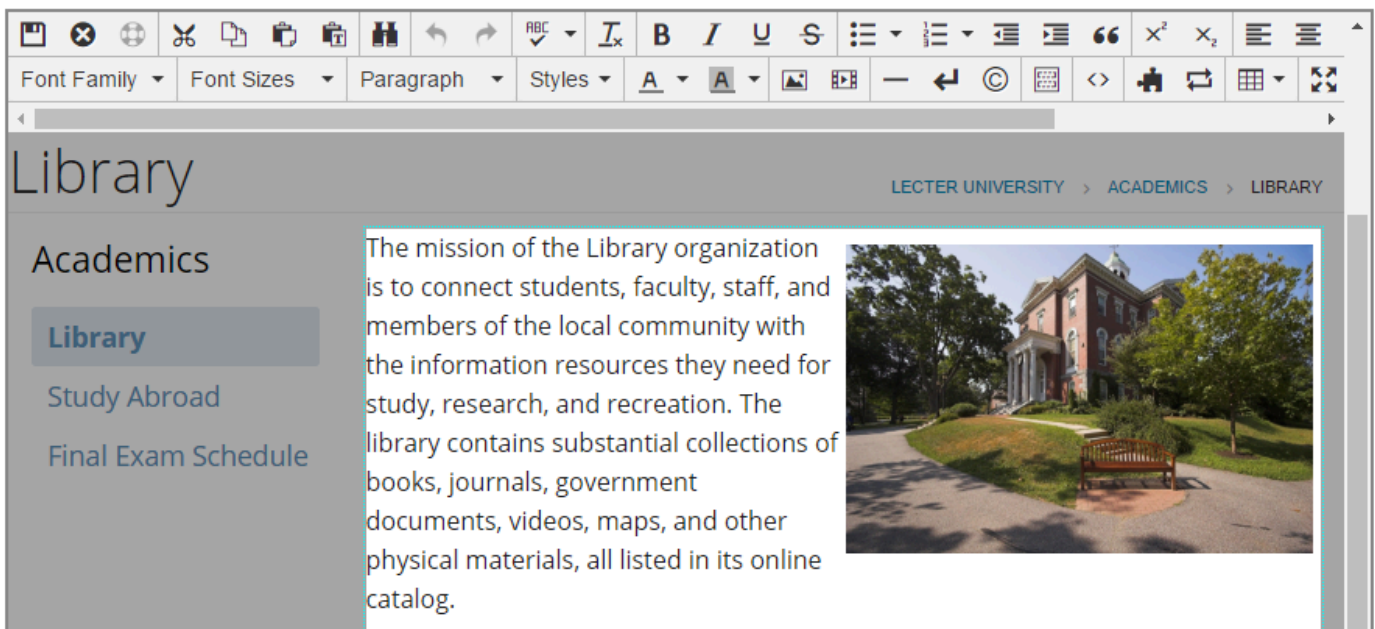
## About OU Campus

OU Campus is a content management system (CMS) that makes it easy to manage web pages and repurpose content. It's a powerful, feature-rich product, but the goal is to make each feature and function work in a user-friendly way. Here are some basics of OU Campus:

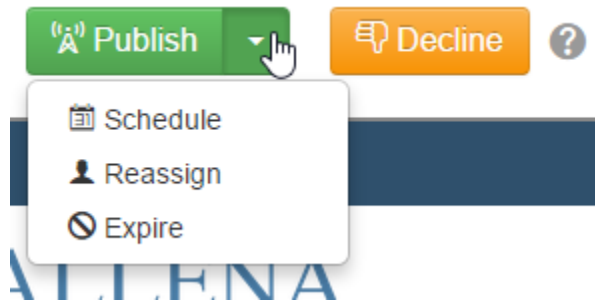
The layout of OU Campus consists of a main global horizontal menu at the top of the screen, with each menu item expanding downward into other sub-options. Learn more about the overall interface in the [Interface](#) section.



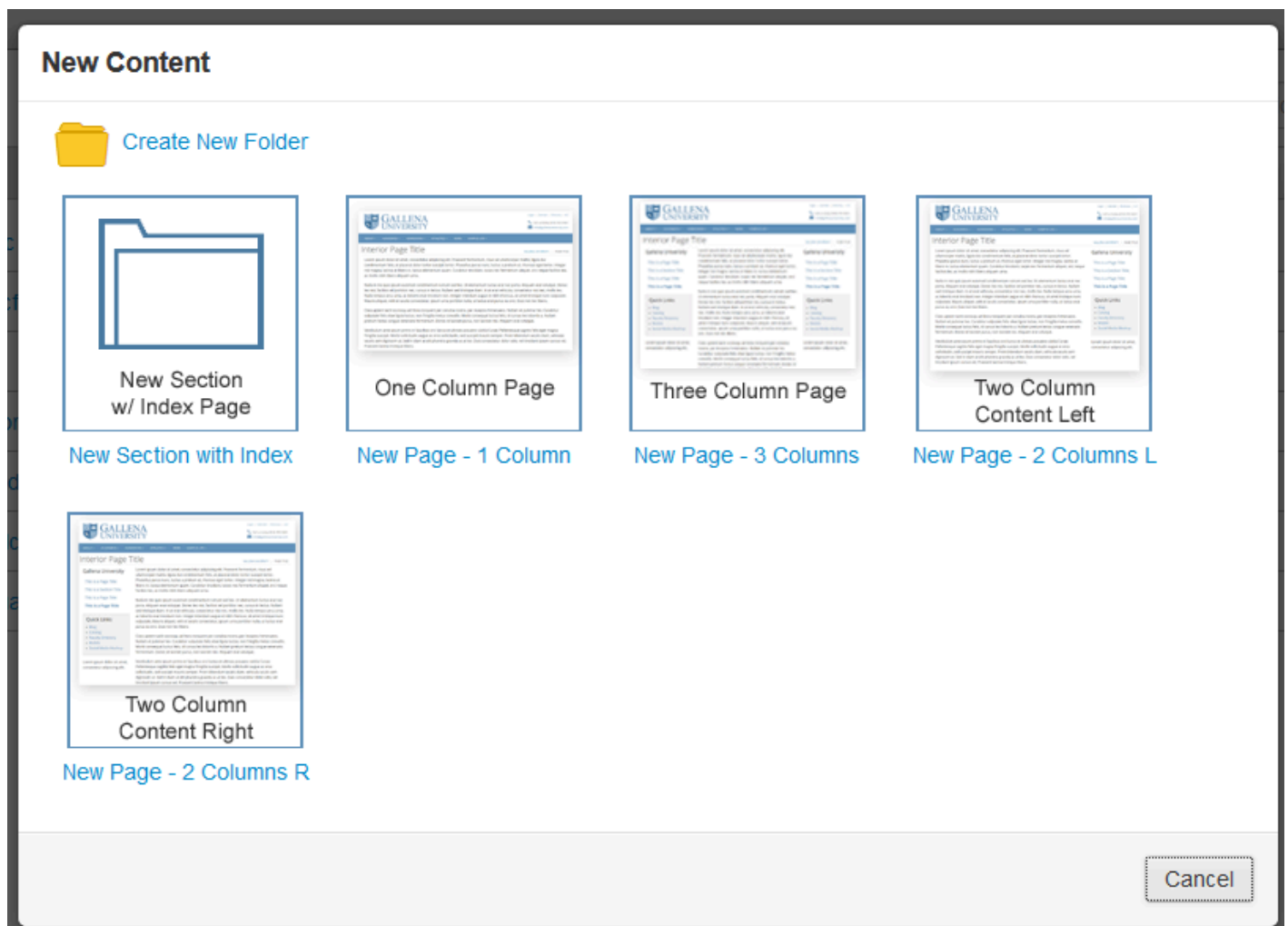
When it comes to editing content in the system, content on the page is split into [editable regions](#) to allow for more granular edits. OU Campus includes a WYSIWYG (What You See is What You Get) Editor called [JustEdit](#) as well as a full-fledged [source code editor](#) and the ability to edit other [page parameters](#). Pages are [checked out](#) to only one user at a time to prevent users from overwriting each other's work.



OU Campus includes the ability to enforce workflows through a [content approval process](#). End-users will either have the ability to publish pages once they have finished editing them, or they will send the completed pages to a designated approver as defined by the workflow. The designated approver can then approve or decline the changes, or send the page to a third designated user, and so on.



Creating new pages is achieved through the use of preconfigured templates, which can be used to provide consistency to the overall site design. Certain users also have permission to [upload files](#), such as images, documents, and media, into OU Campus.



For administrators, the system has a robust set of controls, which will allow admins to have full control over their site. Administrators (User Levels 9 or 10) can add, enable, and disable functionality on a user, directory, site, or even page level. By harnessing the built-in [Access Settings](#) of OU Campus, admins can make it so that end-users only have access to certain portions of the site, or even certain portions of a page. Users can only edit content to which they've

been given access. The CMS uses authority levels and permissions to provide access to various functionality. This provides great flexibility in that end-users can focus on editing content rather than trying to navigate or understand a complex system.

### Access Settings - [graduatinginstyle.jpg](#) ?

Access Group  ▼  
*The group with rights to edit this page.*

Approver  ▼  
*Setting an approver overrides all users' approvers for this page.*

Enforce Approver  Yes  No

Bypass Approval  ▼  
*The selected group can bypass the approval process and publish this page immediately.*

Exclude Search  Yes  No

Exclude from Sitemap.xml  Yes  No

Finally, the OU Campus CMS has several features that allows for easy repurposing of content. For example, [assets](#) can be placed on multiple pages and then edited from a central location to speed up the editing process. [Snippets](#) can be used to inject pre-written blocks of HTML onto pages, while still retaining the ability to edit that content on a single page. [Include files](#) can also be used to repurpose content on the source code side of things.

## Choose Snippet

Generic ▾

Filter

Personalization

**Two Column - Flex**

**Enter Column Width Below      Enter Column Width Below**  
*Note: Total width must equal twelve. Example: six and six, four and eight, etc.*  
**four                                      eight**  
Enter Content Here                  Enter Content Here

**PRESS ENTER HERE FOR A NEW LINE->**

Cancel    **Insert**

From a programming standpoint, OU Campus is server-agnostic and functions in Windows and Linux environments alike. All server-side languages (PHP, ASPX, ColdFusion, etc) are supported by the CMS, and files built within the system use XML and XSL to transform content from our PCF file extension into HTML on the live website.