DIVISION OF STUDENT AFFAIRS
COLORADO STATE UNIVERSITY

Content Management System User Guide
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Content management system courtesy of MojoPortal, © 2008 Source Tree Solutions, LLC
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Introduction to Your Content Management System

Understanding a bit more about what a content management system does and how/why it’s being used within the Division of Student Affairs at CSU. This manual assumes that you already have a CMS installed for your site; if this is not the case, please contact your webmaster or the Division of Student Affairs webmaster using the contact information above.

To begin, you may want to print a copy of this document for future reference.

Click Print on the Office Button menu, and press ENTER to receive the entire manual.

What is a Content Management System?

A content management system (CMS) is a computer software system for organizing and facilitating collaborative creation of documents and other content. For our purposes, a CMS is deployed as web application for easily managing web sites/content within the Division of Student Affairs. CMS’s make web page content management simple for even non-technical users, allowing designated users to change most aspects of their sites themselves, without the intervention of a web developer. Anyone with basic word processing skills can easily learn to manage the CMS deployed for your website.
The Technical Details - MojoPortal

The particular system in use on many sites throughout the Division is called MojoPortal (http://www.mojoportal.com). MojoPortal is an open source web site framework written in C# (under ASP.NET). Normally, MojoPortal is installed by your resident web developer and deployed on an ACNS-managed server. It is then configured and “skinned” according to the site’s particular needs and required look and feel.

Before We Begin

By the time you have received this manual, you should already have access to the initial installation of the CMS representing your web site. This manual assumes the following:

- **Your web developer has provided you a URL to your site.** This likely will be on a test server, so that the general public (e.g., via search engines) will not be aware of this address. An example of such a URL could be http://wsdev.colostate.edu/CWIS199/. The public URL for the same site, in this example, would be http://www.studentaffairs.colostate.edu/.

- **You have an administrative login to the site.** If you do not have a username/password, contact your web developer and he/she can provide you one.

- **You are new to MojoPortal.** This is not a technical manual; if you are a web developer or already have a thorough understanding of the MojoPortal CMS, you will likely want to skip this beginner’s manual and proceed directly to http://www.mojoportal.com in order to learn more about the advanced features of the CMS.

Objectives of this Manual

The objectives of this manual are to:

- Help you understand why your site is being converted to a content management system

- Provide you with hands-on instructions for managing your CMS, for both the front (the “visitor” area) and back-end (the “administrative” area) of your site
**Why Do I Need a CMS?**

Up until recently, changes to Divisional websites were done primarily by web developers themselves. This meant that, whenever a department had a page update, these changes had to be sent to the developers to post on their behalf. The process, while more centralized, doesn’t facilitate timely delivery of web content, nor does it necessarily encourage departments to keep their sites up-to-date, of their own accord. In a CMS, pages and content can be added via a browser interface without requiring users to understand “web” languages such as HTML and CSS (although knowing these languages makes the process even easier). A CMS, in essence, is very much an enabler of end users, as it shifts a large degree of control to the end departments.

Currently, most sites within the Division of Student Affairs are in the process of being converted to content management systems, if they aren’t already. Any site that has content that changes more than a few times a year is a particularly good candidate for conversion to a CMS.

**Managing Your Site’s Hierarchy|Pages**

In this section we’ll take an example web site for the Wellness Zone, set up on a test server. You may follow along as we progress through the manual, actually making changes to the site yourself, in the playground area created for their site. Or, you may wish to follow along on your own site; making changes that you will actually need, and learned the CMS!

**Logging In As the Administrator**

Open up your favorite web browser (Firefox or IE, e.g.) and go to [http://wsdev.colostate.edu/CWIS195/WellnessMojo/](http://wsdev.colostate.edu/CWIS195/WellnessMojo/) (or your own site’s URL). You should see a site similar to the following:
FIGURE 1.1 shows the home page of the Wellness Zone on a CSU test server (i.e., this isn’t a publicly-advertised URL). Keep in mind that others will be editing this and other pages, so content displayed on the page may vary.

Click “Sign In” at the bottom of the screen (Figure 1.1). You should now see a login screen (Figure 1.2, at right). Enter admin@admin.com for the Email and “admin” (without quotes) for the password. Click the “Sign In” button.
Overview of Site Front-End, As Administrator

The Edit link enables you to directly edit the content underneath.

The following icons appear on the page:
1. Administration Menu,
2. Add New Page
3. Edit Settings For This Page
4. Add/Remove/Arrange Content on This Page

FIGURE 1.3 shows the home page after you have logged in as an administrator. Notice what’s changed above. There are now 2 Edit links, as well as a number of other icons on the page, as shown below:

You should see the following icons on the page. You will not, however, see the titles for these icons until you hover your mouse over them.

- Administration Menu. This link takes you to the Administrative back-end; it is the “key” to managing the overall structure and/or otherwise managing global settings on your site.
- Add New Page. This link will allow you to create an entirely new page on your site.
- Edit Settings For This Page. This link enables you to change the page name, page URL, whether or not to include this page in your menu, define which roles can view or edit this page, etc.
- Add/remove/Arrange Content on This Page. The pencil icon allows you to add content, also called “Modules” or “Features” to the current page. Modules will be

NOTE: If you do not see any of these icons on your page(s), it in all likelihood means you are either not logged in or you are logged in as a user with insufficient access privileges. Contact your web developer if you need further assistance.
discussed in greater depth later in the manual, but include such things as html content, blogs, contact forms, calendars, and Google Maps.

**Adding Pages to Your Site**

In this section we will create a new page called “Calendar” to display the Wellness Zone’s calendar events to visitors.

1. Click the Add New Page icon.

   ![Figure 1.4](image)

   **Figure 1.4** shows the screen for adding a new page to your site.
2. Change Parent Page from “Home” to “Root”.

3. Change “New Page” to “Calendar”.

4. The URL should automatically be changed to “~/calendar.aspx”.

5. Click Create New Page.

Once you have created your page, you will return to the same screen, should you need to make additional changes. Notice that a new tab called “Calendar” has been created on the far right.

**Editing Pages**

If you are not at the Page Settings area for the Calendar page, click the “Edit Settings for this Page” icon ⬇️. You should see an area that looks like this:

![Settings tab](image)

**FIGURE 1.5** provides a view of the Settings for our new Calendar page.

The Settings, Security, Meta Settings, and Search Engine Optimization tabs are all that you need to edit page settings. Mainly this is used to edit page names, URLs, and breadcrumbs (explained later). Let’s continue setting up our Calendar page…

**Using the Page Title Override**

1. Type “Calendar - Colorado State University” in the Page Title Override textbox.

2. Click Save.

This is a small, but helpful search engine optimization tweak – you have added “Colorado State University” to the title of the page, as shown below:

![Page title](image)

**FIGURE 1.5** shows the title bar for your newly created page. Although this a minor change to your site, it can have important, positive effects in terms of branding and search engine rankings.
This can potentially help visitors find your page in search engines (e.g., if they were to type “Wellness Zone Calendar Colorado State University” into Google), and also serves to “brand” the page as one originating from the University.

Deleting Pages
If you are not at the Page Settings area, click the “Edit Settings for this Page” icon 📊 for the page you wish to delete. For future reference, you must click the “Delete” button at the bottom of the page to delete it. However, in our tutorial, we will still need to work on the calendar page for now.

FIGURE 1.6 displays the warning screen you receive after clicking the Delete button (below the pop-up). Pressing “OK” deletes this page from your site. Anything on this page will be permanently removed from the CMS.

Please be advised that, once you delete a page, it is irrecoverable! If you would rather hide the page, please see the section on Hiding Content.

Moving Pages
Often you will want to move a page after creating it. To do so, click the 🔄 icon to go to the Administration menu. Then, click “Add/Edit Pages” and select the page you want to move (e.g., “Calendar”). Click the ↑ or the ↓ icons to change the page’s hierarchy on the site. For our purposes, let’s move the Calendar page up a couple of steps. Notice that, once you click the arrows, the page’s name moves around the tab menu as well.
FIGURE 1.7. Here we clicked the up arrow twice to move the Calendar page within our site’s menu.

Managing Content

In this section, we will be covering content “modules”, which are the building blocks for adding text, graphics, and most anything else to your site.

HTML Content

To **add text to your site (including links)**, you will want to add the HTML Content module (you don’t need to know HTML to use it, but, if you care to know, HTML stands for Hypertext Markup Language) to your site. To see how you would do this, first click the tab for the new Calendar page you just created, or any other page where you would like to add text.
FIGURE 2.1 shows a blank Calendar page. Although you created a calendar page, you have not yet added any content to the page.

1. Now, click the pencil icon to add content to the page.

FIGURE 2.12 depicts the area where we manage content “modules” for our site’s pages.

2. Next to Feature, leave HTML Content selected.

3. For your Title, enter, “Our Calendar”

4. Leave Location set to “Center”.

5. Click “Create New Content”.

To see how your page looks with this new content, click “View This Page”.

Note how this page offers you choices of where you can add content: in the Left, Center, or Right Panes. For our purposes, we will be adding content to the center Pane throughout this manual (this is the most commonly used area for adding content), but you can also add content to the left or right “columns” of your page, as you see fit.
FIGURE 2.14 shows that our page now has a new heading, an “Edit Settings for this Content Instance” icon, and an “Edit” link.

Not much has changed, yet…

1. Click the blue “Edit” link

FIGURE 2.15 shows the edit box for a HTML Content area.

2. In Figure 2.15, you see an area where you can add text, similar to a word processor.

3. Type “Check out our new calendar!” in the box or whatever text you desire.

4. Select the text you just typed, and use the Style dropdown list to select Heading 1.

5. Click Update at the bottom of the page.

For many, the HTML Content module is one of the most frequently used modules, as it is best suited for any text you might need to add to your site. Therefore, we will now
spend some time on the functions of some of the more important buttons in your editor’s toolbar. For a complete description of other buttons, please see http://docs.fckeditor.net/FCKeditor_2.x/Users_Guide/Quick_Reference.

**Common Toolbar Functions**

<table>
<thead>
<tr>
<th>Toolbar Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Source]</td>
<td>View or edit the document source code (for advanced users who know HTML). See Source Editor.</td>
</tr>
<tr>
<td>![Paste]</td>
<td>Paste content copied from Microsoft Word or similar applications. See Cut, Copy and Paste.</td>
</tr>
<tr>
<td>![Undo]</td>
<td>Undo or redo the most recent action taken. See Undo and Redo.</td>
</tr>
<tr>
<td>![Find]</td>
<td>Find a word or phrase within the document. See Find and Replace.</td>
</tr>
<tr>
<td>![BoldItalicUnderlineStrikethrough]</td>
<td>Applies bold, italic, underscore or strikethrough formatting to the highlighted text. See Text Formatting.</td>
</tr>
<tr>
<td>![NumberedBullet]</td>
<td>Creates numbered or bulleted lists. See Creating Lists.</td>
</tr>
<tr>
<td>![Indent]</td>
<td>Increase or decrease the text indentation.</td>
</tr>
<tr>
<td>![Quotations]</td>
<td>Format a block of text to identify quotations (text from other sources).</td>
</tr>
<tr>
<td>![AlignLeftCenterRightJustify]</td>
<td>Sets the text alignment (left, centered, right or justified). See Text layout and format in Text Formatting.</td>
</tr>
<tr>
<td>![Hyperlink]</td>
<td>Converts or removes the text in hyperlinks. It may also be used to manage file uploads and links to files on the web server. See Links, E-Mails and Anchors.</td>
</tr>
<tr>
<td>![Image]</td>
<td>Inserts images into the document. See Inserting Images.</td>
</tr>
<tr>
<td>![Table]</td>
<td>Creates a table with the defined number of columns and rows. See Tables.</td>
</tr>
<tr>
<td>![Divider]</td>
<td>Inserts a divider line (horizontal rule).</td>
</tr>
<tr>
<td>![Emoticons]</td>
<td>Inserts an emoticons image (smiley faces, email icon, light bulb, etc.).</td>
</tr>
<tr>
<td>![SymbolsSpecialCharacters]</td>
<td>Inserts symbols &amp; special characters (accented characters, trademark, currency symbol, etc.).</td>
</tr>
</tbody>
</table>

**Style**

**Format**

**Font**

**Size**

Styles & formatting determine the appearance and semantic value of your document. You may use the drop down boxes to apply styles, set the font, its size, etc. To remove the applied style select the style name again. See Text Formatting.

![Text Color] Changes the color of the text. See Size and color in Text Formatting.

![Text Background Color] Changes the background color of the text. See Size and color in Text Formatting.

![Maximize] Maximizes the editor size inside the browser.

FIGURE 2.16 explains the uses of many of the buttons you’ll find in the HTML Content toolbar.

If you want to add a picture, please see the section on “Managing Graphics”.

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**Event Calendar**

**Adding a Calendar to Your Page**
We have a calendar page, but as of yet, no calendar. The Event Calendar module will accomplish this.

1. Now, click the pencil icon to add content to the page.
2. Next to Feature, select Event Calendar.
3. Enter your title, e.g., “View Calendar”
4. Leave Location set to “Center”.
5. Click “Create New Content”.
6. Click “View This Page” to see the calendar.

If the calendar that appears on your page is a bit plain, it can by styled according to your preferences by your web developer.

**Adding an Event to Your Page**
A calendar isn’t very useful without events, so let’s add one now.

1. Click “Add Event”.

---

**FIGURE 2.2** displays the screen from which you can add an event to your calendar.
2. Enter a brief description and event title.

3. For now, just leave Event Date, Start Time, and End Times unchanged.

4. Click “Update” to see your new event.

**Editing/Deleting an Event on Your Page**

To edit an existing event, click the pencil icon and change whatever event information you like. To delete the event from the calendar, click the “Delete this item” button at the bottom of the screen.

**Blog**

A blog is a means of journaling online. Although it does have its uses, it is not generally recommended for use in a university setting, unless its access is restricted to internal staff (e.g., if there is a need for student interns to chronicle themselves and their experiences). Please consult your resident web developer before integrating this module into your site.

**Adding a Blog to Your Page**

1. Click the pencil icon to add content to the page.

2. Select “Blog” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”

3. Blogs need special configuration to function properly, so click the Gear icon access this module’s settings.

4. Under Blog Settings, specify an Author, Author E-mail, Copyright, Description, check which additional items need to be displayed, and whether comments should be allowed (WARNING: If this option is checked, anyone can add a comment to your blog!).

**Adding a Post to Your Blog**

1. Click “Add Post”.

2. Add a Description and Title for your blog, similar to Figure 2.3.

3. Type in a category name (e.g., General), then click “Add Category”

4. You may want to specify the number of days that comments may be added to your post
Blog Entry

This is my great blog entry.

Figure 2.3 demonstrates the screen for adding a blog entry.

**Editing/Deleting a Post on Your Page**

To edit an existing post, click the pencil icon next to the post and change whatever information required. To delete the post entirely, click the “Delete this item” button at the bottom of the screen.

**Contact Form**

A contact form allows your visitors to contact you directly, using a simple form.

**Adding a Contact Form to Your Page**

1. Click the pencil icon to add content to the page.

2. Select “Contact Form” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”

3. Contact forms need special configuration to function properly, so click the Gear icon access this module’s settings.

4. Edit the e-mail address reflect the recipient’s address (first.last@colostate.edu)
5. Check the box “Enable SPAM blocking”

6. Click “Save”.

If you wish, you may return to the page containing your contact form and send a test message to see if the e-mail went through. If you do not receive the message within a couple of hours, please contact your web developer

**Image Gallery (Simple Folder Version)**

If you’d like to create a simple image gallery that is automatically populated with all the images stored in a designated folder, follow the directions below. Please also see the section on “Managing Documents” before posting any pictures online.

**Adding a Simple Image Gallery to Your Page**

1. Click the pencil icon to add content to the page.

2. Select “Image Gallery (Simple Folder Version)” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”.

3. More than likely you won’t see any images just yet. To see images, click “Edit” next to your new image gallery title.

4. Click the first Browse button under Upload Images.

5. Select the first image you’d like in this gallery and click “Open”.

6. Click “Upload Images” to see your first image. Repeat the above upload process to add your remaining images, or, if you have more than a few, contact your web developer to have him/her add the images for you.

**Editing/Deleting a Simple Image Gallery on Your Page**

1. To edit the image gallery’s default location, click “Edit” and specify a new directory under ~/Data/Sites/1/FolderGalleries/XXXX. You may want your webmaster to create this new directory for you.

2. To delete the image gallery, click the pencil icon and select your content’s title in the pane in which you placed it. Then, click the “X” icon near the bottom of the page. You will be asked to confirm your intention to delete the content module before it is permanently deleted. Note that your images will not be deleted, just the instance of the image gallery on the page.

**Image Gallery**

If you’d like to create an image gallery that allows you to caption photos, change display order, and add a description to your images, follow these directions:
**Adding an Image Gallery to Your Page**

1. Click the pencil icon to add content to the page.

2. Select “Image Gallery” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”.

3. Click “Add Image” and add your Description, Caption, Display Order, and then click “Browse”.

4. Select the first image you’d like in the gallery and click “Open”.

5. Click “Update” to see your first image. Repeat the above upload process to add your remaining images.

**Editing/Deleting an Image Gallery on Your Page**

1. To edit the image gallery, including thumbnail height, thumbnails per page, full image height, etc. click the gear icon.

2. To delete the image gallery, click the gear icon next to the gallery’s title. Then, click the “Delete” button near the bottom of the page. You will be asked to confirm your intention to delete the content module before it is permanently removed. Note that your images will not be deleted, just the instance of the image gallery on the page.

**Forums**

Forums, like blogs, must be used with caution, especially when used in the public domain. Please consult your resident web developer before integrating this module into your site.

**Adding a Forum to Your Page**

1. Click the pencil icon to add content to the page.

2. Select “Forums” from the drop-down list, add a title, leave location set to Center, click “Create New Content”, and then “View this Page”.

3. Click “Add Forum”.

4. Give your forum a title and description.

5. Be sure “Allow Anonymous Posts” is left unchecked.

6. If you need to alter settings for posts per page and topics per page, do so here.

7. Click “Create New Forum”
8. To post to the newly created forum, click the forum’s name, then “new topic”, enter a description and subject, then click “Post”

**Editing/Deleting a Forum/Post on Your Page**

1. To edit an existing forum/post, click the pencil icon next to the title you wish to edit.

2. To delete the forum, click the gear icon next to the forum’s title. Then, click the “Delete” button near the bottom of the page. You will be asked to confirm your intention to delete the content module before it is permanently removed.

**Google Map**

Google Maps are an increasingly common way of displaying geographic data on websites. They are most frequently used to display the physical location associated with a web site (e.g., your department’s location). Your web developer will need to configure a special setting in your CMS to allow you to add a Google Map

**Adding a Google Map to Your Page**

1. Click the pencil icon to add content to the page.

2. Select “Google Map” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”.

3. You should see a Google Map on the page. If not, your web developer needs to properly configure your site.

4. To edit the map, click “Edit” and then type in a Location (include a full address, like “Oval Drive, Fort Collins, CO”), a caption, and which options you would like displayed on the map, such as driving directions. You should probably also set the map width to 400 or less (if the Google Map doesn’t display correctly in your browser, please consult your developer for adjustments)
FIGURE 2.4 shows what a typical Google Map looks like. Visitors can get directions to the point above by typing their address in the bottom input box, zoom in, change views, etc.

**Editing/Deleting a Google Map on Your Page**

1. To edit an existing Google Map, click the gear icon next to the module’s title.

2. To delete the map, click the gear icon, then click the “Delete” button near the bottom of the page. You will be asked to confirm your intention to delete the content module before it is permanently removed.

**Links (Link Module)**

Links can be added in one of two ways to your site, either as its own module or directly in the HTML content module (using the toolbar - see the section on “Managing Links”). If you have a grouping of links that you wish to post to a page (e.g., a list of resources), you may wish to use the Links module.

**Adding the Link Module to Your Page**

1. Click the pencil icon to add content to the page.

2. Select “Links” from the drop-down list, add a title, leave location set to Center, click “Create New Content”, and then “View this Page”.

---

Oval Drive, Fort Collins, CO

FIGURE 2.4
3. To add your first link, click “Add”, then give the link a title, enter a URL, and select whether you want this link to open in a new window. Click “Update”.

**Editing/Deleting Links on Your Page**

1. To edit an existing link, click the pencil icon next to the link’s title. You may also click the gear icon if you wish to show the link’s description or show a delete icon on the page.

2. To delete a link, click the pencil icon next to the link’s title and then “Delete this item”. To delete the entire link module from the page, click the gear icon and then the “Delete” button.

**Poll**

Polls help you interact with your visitors, ascertaining their opinions on any question you desire. The poll available for this CMS allows only one vote per IP address (i.e., one user can’t vote multiple times)

**Adding a Poll to Your Page**

1. Click the pencil icon to add content to the page.

2. Select “Poll” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”.

3. Click “Choose poll”, then “Add new poll”.

4. Enter your question, followed by whether you’d like to allow anonymous voting, the viewing of results before voting, etc. To add poll responses, type in your first answer next to the “Add to options” button.

5. Click the “Add to options” button after entering the first response. Continue entering your responses, as needed.

6. Set dates for when your poll should be active on your site.

7. Click “Save”

8. Click “Make Active” if you wish to make the poll immediately active.

9. To see the poll live, click the “Calendar” tab (or navigate to whatever page you used for the poll).

**Editing/Deleting a Poll on Your Page**

1. Click “Choose poll”, then “Edit poll” to change any of the poll details.

2. To remove a poll, click “Choose poll”, then “Remove current poll”
**RSS Feed**

RSS (rich site summary) is a format for sharing content among different web sites. Individuals may subscribe to a site’s RSS feed using a feed aggregator (for example, you can read more about how to manage RSS feeds in Outlook 2007 at [http://office.microsoft.com/en-us/help/FX100340981033.aspx](http://office.microsoft.com/en-us/help/FX100340981033.aspx)) and thus automatically receive updates from that site without ever needing to visit its pages. Your CMS can import these RSS feeds from other sites. However, please use caution when importing these feeds, since normally you can’t control the content being “pulled” from the other site.

**Adding an RSS feed on Your Page**

1. Click the pencil icon to add content to the page.

2. Select “RSSFeed(s)” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, and then “View this Page”.

3. Click “Add New Feed”

4. Next, you will need to see add RSS feed information. As an example, you may enter the following:
   
   a. Name: CNN Top Stories
   
   b. Site URL: [http://www.cnn.com](http://www.cnn.com)
   

5. Click “Save”. You should see something like this on your page:

   ![RSS Feed](http://example.com/rss/feed)

   **All hits yet another high**

   Tuesday, May 06, 2008 5:16:13 AM

   Read full story for latest details.

   * Email this  + Add to delicious  + Digg This!  + Share on Facebook  + Stumble It!  

   [CNN Top Stories](http://www.cnn.com)

   **Schools to build tornado safe rooms**

   Tuesday, May 06, 2008 5:10:30 AM

   Read full story for latest details.

   * Email this  + Add to delicious  + Digg This!  + Share on Facebook  + Stumble It!  

   [CNN Top Stories](http://www.cnn.com)

**FIGURE 2.5** lists an RSS feed from CNN.com. Many sites now offer RSS feeds which can be “subscribed” to on your CMS. Note that you can e-mail content, “digg” it, share it on Facebook, etc.
Notice that your CMS also aggregates the feed - RSS. This feed can then be shared with others or imported into an aggregator. For more information regarding the potential uses of RSS, please contact your webmaster.

**Editing/Deleting an RSS feed**

1. Click the pencil icon next to the feed’s name, and then edit any of the feed’s details.

2. To delete the feed entirely, click the pencil icon next to its name and then the “Delete” button

**Shared Files**
The Shared Files module serves as a repository for files you wish to share with site visitors. Care must be used when placing this module on the page to ensure that only specific users can upload files to this page (e.g., only administrators). Please consult your designated web developer before integrating this module on your site.

**Adding Shared Files to Your Page**

1. Click the pencil icon to add content to the page.

2. Select “Shared Files” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, and then “View this Page”. You should see the following:

3. If you have different kinds of files you’ll be storing, you may want to first create a folder (e.g., Documents and Images) by typing in the name of the folder and clicking “Create New Folder”

4. To upload a file to your new folder, first click the folder’s name and then “Browse…” to select/upload your chosen file.
FIGURE 2.62 displays a file storage area with a folder and a file (2 objects). By default, only the administrator sees this view.

![My Shared Files](image)

<table>
<thead>
<tr>
<th>File Name</th>
<th>Size (kb)</th>
<th>Modified</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>back.png</td>
<td>0</td>
<td>5/6/2008 11:18:14 AM</td>
<td>Shaun Geisert</td>
</tr>
</tbody>
</table>

2 objects

FIGURE 2.63 displays the same view, as seen by the general public (an unauthenticated user). Such users can only download files.

**Editing/Deleting a File/Folder**

1. To edit a file/folder, click the pencil icon next to the item’s name, then edit any of its details.

2. To delete a file/folder, click the checkbox next to the item’s name, then the red “X” to delete it.

**Site Statistics**

The site statistics module displays information about your site’s membership, including new members, number of visitors and registered users online.

**Adding Site Statistics to Your Page**

1. Click the pencil icon to add content to the page.

2. Select “Site Statistics” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, and then “View this Page”.

You should now see something similar to the following:
FIGURE 2.7 displays identical views of the site statistics module, the first as viewed by an administrator, the second as viewed by the general public.

**Editing/Deleting Site Statistics from Your Page**

1. To edit site statistics, click the gear icon next to the module’s title.

2. To delete site statistics, click the gear icon, then click the “Delete” button near the bottom of the page. You will be asked to confirm your intention to delete the content module before it is permanently removed.

**Survey**

The survey module allows you to get more detailed information from your visitors than can be obtained by using a poll. This module is much more basic than Student Voice, but still can be useful in obtaining information from your site’s users.

**Adding a Survey to Your Page**

1. Click the pencil icon to add content to the page.

2. Select “Survey” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, and then “View this Page”.

3. Click “Choose Survey”, then “Add New Survey”.

4. Designate a Survey Name, Welcome text, and the text to be displayed after completion of the survey. Click “Save”.

5. Click “Add/Edit” under Pages to add the first page to your survey.
6. Click “Add New Page”. Enter a Page Title and click “Save”.

7. Click “Add/Edit” under Question Count to add your first question.

8. Select the type of question (e.g., TextBox), then “Add New Question”.

9. At this point, you can specify the question’s name, whether it is required, and what message should be displayed for users should they skip the question (e.g., “Please enter your name”). Click “Save Question”.

10. Continue adding new pages/new questions as necessary. When finished, click “Choose Active Survey for ‘SURVEY NAME’”.

11. Click “Make Active” to make the survey active.

12. To see the survey live, click the “Calendar” tab (or navigate to whatever page you used for the survey). Here is what a sample survey looks like:

   **My Survey**

   Please answer the following questions for us.

   ![Start Survey Button]

   FIGURE 2.81 shows “front page” of the survey module.

   **My Test Survey - Page 1**

   Please describe this site in 500 words or less.

   ![Well, it is nice.]

   ![Finish Button]

   FIGURE 2.82 shows the first and only page of my test survey.

   **My Survey**

   Thank you!

   FIGURE 2.83 shows the “completed text” once a user has finished the survey.
To view responses to your survey, click “Choose Survey” then “View” under Responses. You can download responses as a .csv file by clicking the Download icon.

**Editing/Deleting a Survey on Your Page**

1. Click “Choose Survey”, then “Add/Edit” under Pages or the pencil icon to change the overall poll questions/settings. After clicking “Add/Edit”, you can in turn click the pencil icon to edit a page or “Add/Edit” again (under Question Count) to edit a question.

3. To remove a survey/page/question, click the “X” next to its title. You will be asked to confirm your intention to delete the item before it is permanently removed.

**Managing Links**

One of the most frequent tasks involved in managing your CMS involves linking to internal/external resources, including files, graphics, audio/video files, or to other web pages. We will first cover how to link to web pages:

If you want to add an entire grouping of links, please see the section on the Link Module. Otherwise, you will want to add links (along with your other text) within the HTML Content module.

1. If you do not already have an HTML content module on your page, click the pencil icon to add content to the page.

2. Select “HTML Content” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”.

3. Click the blue “Edit” link.

4. Type “My First Link” in the box or whatever text you desire.

5. Select the text you just typed.

6. Click the Insert/Edit Link icon in the HTML Content toolbar

   ![Insert/Edit Link](image)

   FIGURE 3.1 shows the Insert/Edit link icon in the HTML Content toolbar.

You should see the following pop-up window:
FIGURE 3.11 shows a drop-down box for link type. URL and Email are link types are the most frequently used (http://www.google.com and john.doe@colostate.edu, for example)

7. Type the address (URL) of a favorite site (e.g., http://www.google.com) under “URL”.
8. Click “OK”.
9. Underneath the link you just created, type “My First E-mail Link” in the box or whatever text you desire.
10. Select the text you just typed.
11. Click the Insert/Edit Link icon in the HTML Content toolbar (as above)
12. In the pop-up window, under Link Type, select “E-mail”.
13. Type in any e-mail address (e.g., john.doe@colostate.edu).
14. If you desire, enter a subject and/or body text.
15. Click “OK”, then “Update”. You should now be able to see/click the 2 links you just created!

My First Link

john.doe@colostate.edu

FIGURE 3.12 displays 2 example links created using the HTML Content toolbar (clicking the icon)
Managing Documents

More than likely you will need to link to not only web pages, but also documents such as Power Point presentations, Word documents, Spreadsheets, pdfs, etc. Let’s go over the general process of linking to documents online:

To begin, not everyone has a clear understanding of what’s going on when you are linking to a file on the web. Let’s say, for example, you have a scholarship application saved as a Word document that you would like to place on your web site.

1. In a typical situation, the **Word document is first saved somewhere on your computer**. Perhaps it was first sent to you by someone else, or maybe you created it yourself. However the file came into your possession, it more than likely is not yet stored anywhere online.

2. To get a copy of that document online you have to “serve” it somehow, and that is done by **copying the file onto a server**. A server is just a computer that stores files, similar to your own computer, but in a way that others can access them via the web.

3. Finally, **once the document is stored on the server, it can then be linked to** (eg, [http://www.google.com/intl/en_ALL/images/logo.gif](http://www.google.com/intl/en_ALL/images/logo.gif) is the link to a graphic of Google’s logo).

Managing Graphics

Perhaps the most common type of linked document is a graphic of some kind. Almost every page on the web contains some sort of graphic, such as a logo or even just a decorative image. Inserting an image into your CMS is relatively straightforward.

1. Once logged in as an admin, click the “Edit” link by any HTML content area.
FIGURE 3.12 shows the edit box for a HTML Content area.

2. In Figure 3.12, you see a blank area.

3. Click the insert picture graphic.

4. Click “Browse Server” to select an image on your server, or type in a URL of an existing image and click “OK”.

5. Navigate to your desired image and select it by clicking on its name, or, if you need to upload a new image to the server, click the “Browse” button at the bottom of the pop-up window and select your local file. Click “Open” to select the file, then “Upload” to upload it. NOTE: Be sure to only upload “web-safe” images to the server. Additionally, for organizational purposes, you probably will want to upload your files into an “images” or “pictures” directory. If it doesn’t already exist, create this directory on the server by clicking “Create New Folder” and typing in the name of the folder. For more information, please read the section below on “Preparing to Upload Your Files”.

6. Click OK at the bottom of the pop-up window to insert the graphic.

Preparing To Upload Your Files

4. Before anything is copied onto the server, however, you have some important considerations.
   a. Is this document appropriate to be served in the first place?
      i. There are certain kinds of documents that shouldn’t be served because they contain sensitive data. Documents containing Social Security numbers, credit card numbers, or other sensitive or private data, for example, should never be placed online.
      ii. There are certain documents that shouldn’t be served because too many users won’t be able to open them (i.e., they aren’t accessible). For example, it is perfectly fine to upload a .xlsx (Excel 2007) document to our servers. Users should be able to download the file without any problems. However, many users do not have Office 2007 installed on their computers yet, so they won’t be able to open the file. Saving that same .xlsx document in an Excel 1997 format will reach many more users, since a much larger percentage of people have this program installed on their machines. Better yet, if the document only needs to be read by your users (i.e., is “read-only”), it is best to convert the Excel document to a
PDF, which is viewable by the vast majority of web users. Finally, where possible, the best solution is often to not serve the document at all, but instead to convert it to text which is then pasted directly into the HTML Content editor, thus accessible by anyone who can read your page.

Determining how documents should best be served can sometimes be complex; please consult your web developer if you have any questions.

iii. **There are certain documents that shouldn’t be served because the files are too large.** File sizes of, say, 10-20 megabytes or more aren’t the best to serve via the web. This is because users without high-speed Internet connections will have to wait too long to access the file. For example, a 10 megabyte file (the size of a large .mp3 audio file) will take less than one minute to download on campus at CSU, but will take about an hour to download if you only have a 28.8 modem (e.g., many dial-up Internet users). If your file is larger than 10 megabytes or so, you should strongly consider either compressing that file or finding a different means of transferring the file to your users. Furthermore, larger files consume more hard drive space and can become burdensome to CSU’s servers when used excessively.

1. **NOTE:** Graphics need to be web-safe before being uploaded online. A web-safe graphic is one that is compressed and resized to be the smallest size possible without comprising too much quality, and saved in the appropriate format (such as .gif or .jpg). For more information, please read “Web Graphics Basics” at [http://www.efuse.com/Design/web_graphics_basics.html](http://www.efuse.com/Design/web_graphics_basics.html).

iv. **There are certain kinds of documents that can’t be served.** Servers at CSU, for example, cannot “serve” Access database files (.mdb) directly to users, because of security risks.

Here is a list of some common file extensions that can be served:

- .doc (Word 97-2003)
- .xls (Excel 97-2003)
There are many other file formats that can be stored on CSU's servers, but the above should cover most of your needs. If you have a question regarding whether a file can be served, please ask your resident web developer.

b. Where should the file be stored on the server?

i. Once you’ve determined that you can/should serve the document, you need to find a place for it on the server. This becomes a major issue when you begin amassing a large amount of files in one place and can't easily find them. One recommended approach is to separate the types of files into different directories. For example, compare the following 2 screenshots:

FIGURE 3.13 is an example of an unorganized directory, which often results from lack of forethought when uploading files to your web server.
FIGURE 3.14 shows the same directory, now organized by document type (CSS files go into the CSS folder, databases in the dbs folder, other documents into documents, etc.).

The second example above is much more organized and provides an organizational schema that will be much more intuitive for you or others who may need to peruse the directory. Here are a few examples of effective organizational schemas as you plan how to store your files on the web server:

- **By Program**
  - For example, “clp” for Community Liaison Program or “ral” for Resources for Adult Learners

- **By Topic**
  - “scholarships” or “newsletters”, for example

- **By Audience**
  - “prospective_students” or “current_students”

- **By Document Type**
  - “images”, “css”, or “videos”

Sometimes the most effective schema employs a combination of the above, as the following figure demonstrates:
FIGURE 3.15 shows a directory structure that employs a combination of the above organizational schemas.

**Uploading Your Files**

Once you’ve determined that your files are appropriate for server storage and you’ve created a schema to manage the organization of the files, you are ready to upload. Here’s how you can upload files to your CMS:

1. If you do not already have an HTML content module on your page, click the pencil icon to add content to the page.

2. Select “HTML Content” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”.

3. Click the blue “Edit” link.

4. Type “My First Document” in the box or whatever text you desire.

5. Select the text you just typed.

6. Click the Insert/Edit Link icon in the HTML Content toolbar, as demonstrated above.

7. In the ensuing pop-up window, click “Browse Server”

You should now see a window that is similar to the following:
FIGURE 3.16 shows the Resources Browser window. Notice that there is an organizational structure in place, although it could be improved upon (e.g., “Wellness Zone Pictures” and “images” could be combined into one folder).

8. Click “documents” and then the file “water.doc”.

9. Click “OK” to create the file link, then “Update” to save your new link to your CMS. You should now see a link that looks something like this: My First Document. Clicking this link should allow you to either save or open the document.

In the above scenario, the file was already on the server for you to link to. What if you want to upload a new file, into a new directory, however? Here’s how:

1. If you do not already have an HTML content module on your page, click the pencil icon to add content to the page.

2. Select “HTML Content” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”.

3. Click the blue “Edit” link.
4. If you’d like, this time you can simply select the link you created in the previous step.

5. Click the Insert/Edit Link icon in the HTML Content toolbar, as demonstrated above.

6. In the ensuing pop-up window, click “Browse Server”.

7. This time, click “Create New Folder” and name it whatever you wish (e.g., “applications”).

8. Click your newly-created folder’s name.

9. Now click “Browse…” under “Upload a new file in this folder”.

10. Select a small file somewhere on your computer, then “Open”

11. Click “Upload” to upload the file

12. Now click your newly-uploaded file’s name in the top window.

13. Click “OK” and then “Update” to save your new link.

14. Click the new link to ensure that it works.

As you are working with files both locally and on the server, you will likely run into questions/concerns. Please contact your web developer for assistance.

**Managing Media (Audio/Video)**

Besides normal files, you will inevitably want to upload and/or link to audio and video files. In this section you will learn how to integrate these types of files into your CMS.

**Adding a YouTube video to your CMS**

Occasionally there’s a video already online that will best convey the message you intend for your visitors, instead of, or in addition to, “body” text. Video is becoming a popular way of communicating online, and your CMS allows you to integrate many common video formats, such as from Google Video (http://video.google.com/) or YouTube (http://www.youtube.com/).

1. Go to http://www.youtube.com/ and click on an appropriate video for temporarily embedding into your page (or, you can embed this video: http://www.youtube.com/watch?v=HkXXBVjundA).

2. On the right side of the page, there is box that should look something like Figure 4.1. Copy all of the code in the textbox under “Embed”.

---

**Always be sure of both the appropriateness and legality of posting the entirety of any audio/video file on any web page hosted at CSU. Hosting copyrighted works without permission is copyright infringement.**
FIGURE 4.1 shows a box containing a textbox at the bottom with code beginning with "<object width="425"…"

Or, you can simply copy the following code:

3.  <object width="425" height="355"><param name="movie" value="http://www.youtube.com/v/HkXXBVjundA&hl=en"></param><param name="wmode" value="transparent"></param><embed src="http://www.youtube.com/v/HkXXBVjundA&hl=en" type="application/x-shockwave-flash" wmode="transparent" width="425" height="355"></embed></object>

4.  If you do not already have an HTML content module on your page, click the pencil icon to add content to the page.

5.  Select “HTML Content” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”.

6.  Click the blue “Edit” link.

7.  Because we are dealing with HTML code directly, we have to switch to Source View by clicking this button: Source. You should now see something similar to the following:

FIGURE 4.2 shows a box containing HTML code. You will paste the code copied from step 2 above into this box.

8.  Place your cursor where you would like to paste the video.
9. Paste the code (CTRL + V).

10. Click “Update”. You should now see a Google Video embedded on your page. Using the above steps, you can now embed a video from any site that shares its code with you.

**Adding other videos to your CMS**

If you have a Flash video that you’d like to use on your site, it can be embedded into your page using the following steps.

1. If you do not already have an HTML content module on your page, click the pencil icon to add content to the page.

2. Select “HTML Content” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”.

3. Click the blue “Edit” link.

4. Click the “Insert/Edit Flash” icon.

5. At this point, you can either click the “Browse Server” button to select an existing Flash file (.swf) or upload one. Or, you can enter the URL of a file directly into the textbox if it already exists online. In this example, paste this URL into the box: http://ramwelcome.colostate.edu/swf/rw-2007c.swf.

6. If you click on the Preview box after pasting the URL, you should see a preview of the movie. If you wish, enter “500” for Width and Height.

7. Click “OK”, then “Update”. You should now see a Ram Welcome video on your page.

It is also possible to add many other types of video to your CMS (Quicktime, Windows Media files, etc.). However, going into the specifics of doing so (including coding and accessibility issues), is outside the scope of this manual. Please contact your web developer if you need additional assistance in setting up video on your web site.

**Adding audio to your CMS**

If you would like an integrated mp3 player or “skin” on your page, your web developer will need to set this up for you. If, however, you simply need to link to an mp3 file, your CMS can easily accommodate your needs without extra assistance.

1. If you do not already have an HTML content module on your page, click the pencil icon to add content to the page.

2. Select “HTML Content” from the drop-down list, add a title, leave location set to Center, and click “Create New Content”, then “View this Page”.

3. Click the blue “Edit” link.

4. Type “My First Audio File” in the box.

5. Select the text and click the “Insert/Edit Link” icon.

6. Click “Browse Server”.

7. Click the “audio” folder.

8. Select the file “Better Sleep.mp3” or upload/select your own mp3 file.

9. Click “OK” then “Update”. You should now see an audio file that, when clicked, will either allow you to download the file or play it directly in your browser.
Back-End Site Administration

In this chapter you will learn about how to manage the “back-end” of the site using the Administration menu.

MojoPortal is a powerful and feature rich CMS. This chapter will discuss the main features of the Administration Menu: Site Settings, Content Manager, Add / Edit Pages, Role Administration, Feature Modules, URL Manager, File Manager, Member List, Add New User, Newsletter Administration, and System Information. However, this chapter is not comprehensive. It will not discuss the Task Queue, System Log, and Banned IP Addresses. For additional information about this features please consult the MojoPortal online documentation, http://www.mojoportal.com.

Administration Menu

To access the Administration Menu, start by signing into the CMS and selecting the Administration Menu, which is a key icon.
From the Administration menu site administrators may manage all parts of the web site.

**Site Settings.** Create new and edit current site properties, security settings, and meta settings.

**Content Manager.** Create, edit and delete page content as well as adjust content positioning, security settings, and publishing options.

**Add / Edit Pages.** Create, edit and delete pages in the site. This menu additional has features to reposition pages in the site tree and change page properties.

**Role Administration.** Create, edit and delete user roles.

**Feature Modules.** Manage many of MojoPortal’s “plug-in” features like the blog engine, newsletter, and event calendar.

**URL Manager.** Create, edit, and remove special page URLs. Useful for sites with multiple sites on one CMS or where a page has a special event and specific / easy to remember URL.

**File Manager.** Upload, download, and delete documents, files and images that are available to users and visitors to the site.

**Member List.** Preview, search, create, delete, and change preferences and security settings for users of the CMS.

**Add New User.** Add a new CMS user.

**Newsletter Administration.** Create email newsletters with updates about the CMS that are sent to the CMS users.

### Site Settings

A site administrator may manage all parts of a site under the Site Settings menu. From this menu the administrator may set the general, security and meta settings.

#### Creating a New Site

Following the installation of MojoPortal a default site will be created. This will become the parent site in the CMS and to all site subsidiaries. A key distinction between
MojoPortal and other CMS applications is its flexibility. The same installation of the CMS can support multiple sites may be created with their own identity, users, content, and security settings. In the Colorado State University web environment, creating additional sites on one CMS installation requires additional support and configuration from ACNS and the web accounts’ assigned web developer. For information on creating a new site on one installation please consult the online MojoPortal documentation, http://www.mojoportal.com/multiplesites.aspx.

**General Settings**

Skins. Skins are like templates. They apply to all pages and give the site a consistent look and feel. MojoPortal installs with approximately a dozen skins. With the assistance of the site’s web developer current skins may be customized and additional one created.

Site Email From Address. The Site Email From Address is the default email address for the site. This address is used whenever the CMS sends an email.

Default Content Editor. The Default Content Editor is the WYSIWYG (What You See Is What You Get) text editor. This is the primary interface used for editing content in the site. The default editor is FCKeditor, but MojoPortal also supports TinyMCE and XStandard. Selection of an editor is really a matter of preference.
Enable MyPage Feature. MyPage is a powerful feature of MojoPortal that enables users to have personalized pages; similar to that of iGoogle and My Yahoo. For more information about MyPage, please consult the MojoPortal online documentation, http://www.mojoportal.com/usingmypage.aspx

Allow Users to Choose Skins. With this feature selected users may change the skin in their user profile.

Allow Setting Skin for Page. The Allow Setting Skin for Page selection allows pages with different skins. Generally this is not selected so that the site presents itself consistently across all pages.

Allow Hiding Main Menu on Page. If checked, users will have the option to hide the main menu on a page.

Security Settings

Figure 4: Main Security Settings

users as needed.
Use Email for Login. This option requires users to log in using their email rather than a user name. With use of LDAP authentication, see LDAP Settings, this is not necessary since users will use their CSU EID and password to log in.

Require Email Confirmation for Registration. Upon registration a new user will receive an email confirmation. Users are expected to reply to this email to activate their account and access the CMS. Select this option to enable the email confirmation. With LDAP authentication this is not necessary because the users are already confirmed by the directory service.

Password Format. MojoPortal stores user passwords, unless using LDAP authentication, in one of three formats. Clear Text is viewable inside database by the web administrator and can easily be recovered and changed. However, this is not very secure. Encrypted passwords are more secure. Web administrators can see but cannot decipher the password in the database. The password may be recovered using MojoPortal’s password recovery tools. Hashed passwords are the most secure, but cannot be recovered. When using LDAP authentication user passwords are not stored.

Allow Password Retrieval. Check this option to allow users to recover their password.

Requires Question and Answer. Check this option to require users to correctly answer a security question in order to recover a password. This is not necessary with LDAP authentication.

Allow Password Reset. Check this option to allow users to reset their password. This is not necessary with LDAP authentication.

Max Invalid Password Attempts. Sets the number of failed login attempts. Use this option in conjunction with Password Attempt Window in Minutes.

Password Attempt Window in Minutes. This selection sets the number of minutes a user must wait before logging in again following the maximum failed login attempts.

Minimum Password Length. The minimum length of a password

Minimum Password Non-Alphanumeric Characters Required. Non-alphanumeric characters are characters other than A-Z or 0-9. Use of non-alphanumeric characters improves password strength. The number in this setting corresponds with the number of non-alphanumeric characters required in a password.

Password Strength Regular Expression. Insert a regular expression to validate the strength of a user’s password.

LDAP Settings
LDAP (Lightweight Directory Access Protocol) is a protocol for querying and modifying directory services. MojoPortal has the ability to create and validate users against the University's directory service. **Before switching to LDAP authentication, create a new user whose username appears in the University's LDAP (i.e., EID). Failure to do this may lock out of the CMS.**

To configure LDAP

Assuming the site administrator is logged in to the CMS, create a new MojoPortal user. Assign this user site administrator. The new user's username should match the EID as it appears in the LDAP. Log out and log in using the new user account.

Go to the LDAP Security Settings

Check Use LDAP for Authentication.
Enter the EID password for the **LDAP user password**. This password is not stored, but used to test the LDAP configuration.

Enter `hasty.colostate.edu` for the **Hostname of the LDAP Server**.

Enter `389` for the Port Number of the LDAP Server.

Enter `colostate` for the **LDAP Domain**.

Enter `CN=Users,DC=mylocaldomain,DC=local` for the **Root DN for User Authentication**.

Select `CN` for LDAP User DN Key.

Click Save.

Note. Automatically Add LDAP Users on First Login will be selected as default. When a new user authenticated, they will be added to the list of MojoPortal users.

**OpenID Security**
Open ID is a lightweight single sign-on and portable identity protocol. In an open web environment is recommended that the site administrator requires OpenID since it is more secure. However, in the Colorado State web environment EID authentication with use of the LDAP is sufficient. For more information about OpenID, consult [https://www.myopenid.com](https://www.myopenid.com)

**Anti-SPAM Security**
RecaptchaCaptcha, SubkismetCaptcha, and SimpleMathCaptcha are anti-spam programs. They discern whether the user completing a form, such as a contact form, is a real-person or a “spamming bot”.
Meta Settings

The Meta Settings provide information about the web page. The HTML or XHTML meta element can provide information about the page's description, keywords, content type and encoding, and other information. For additional information about meta settings, see http://www.w3.org/TR/REC-html40/struct/global.html#h-7.4.4. Generally you would not adjust the meta settings unless you are improving the page's search engine performance, description or content type.

**Default Page Keywords.** The keyword attribute is the most commonly used meta element. It identifies keywords relevant to the page which are used by search engines.

**Default Page Description.** The description attribute of the meta element is a concise description of the site. The description is just as, if not more, important as keywords. The description is a concise statement about the document.

**Default Page Encoding.** Sets the content type and encoding, such as “text/html”.

**Default Page Additional Meta Tags** are available and may be placed in this field.
Content Manager

In MojoPortal a page may have many content items. The Content Manager is one many tools for managing content for the site. Using the content manager site administrators may create, edit, and delete, and reposition content on a page. Clicking View/Edit will show the page with the content. For more information managing content, see the Chapter on Managing Content.
The Publish / Delete Content menu gives the site administrator full control over the content. To change the settings for an item, click the plus sign. The Column selection and Order input will position the content element in the corresponding position on the page. Publish Begin and End will display the content between the indicated dates and times. You can also click View / Edit or on the gear icon on the page to change the content and properties.
Add / Edit Pages

Add / Edit Pages lists all the current pages in your site.

Reposition Pages. Select the page and click the up or down arrows to move the page and change its orders.

Page Settings. Click the gear icon. See the chapter on Managing Content for assistance.

Add a Page. Click the pencil icon. See the chapter on Managing Content for assistance.

Delete a Page. Click the X icon. A delete page and its content cannot be recovered once deleted.
**User Administration**

**Add User**

To create a new user in MojoPortal, select Add New User from the Administration Menu. When adding a new users enter the corresponding information. If using LDAP Authentication, enter the user’s CSU EID as the User ID.

**Member List**

Selecting the Member List from the Administration menu will show a list of users with options to view their profile or manage their use preferences. Selecting the gear icon to the left of a users name will display user manager where user information like the identity, profile, newsletter preference, roles, activity and location may be managed. To manage a user, click the gear icon in the member list.

**Identity / Security.** Use the Identity / Security tab to change user information like the full name, user id, email address, security question and security answer. To additional options in this menu include the **Is Locked Out** and **Display in Member List**. The locked out option prevents a user from accessing the CMS. Use this control to manage malicious or inappropriate users. The display in member list option, if not checked, will hide a user from the member list. Use this option lends a degree of anonymity while permitting the user to participate in the CMS.

**Profile.** Using the Profile menu, the site administrator may change details about a user, such as, gender, name, web site, county, state, occupation, interests and chat programs.
Newsletters. The Newsletters tab sets a user’s preference to email newsletters, HTML or plain text.

Role Membership. Add or remove users from roles using the Role Membership tab. To add a role, select the role from the drop down list and click “Add User to this Role.” To remove a role, click the X by the role.

User Activity will provide information about a user’s logins, failed attempts, and posts. As an administrator there is a comment box to note any additional information about a user.

The Location menu logs a user’s IP address and other regional information.

Role Administration
In the Role Administration menu the site administrator and role administrator may add and remove user roles. MojoPortal includes six roles. Additional roles may be added or removed depending on the need of the CMS and users.

Administrator. This role cannot be deleted. Administrators have full access to the CMS. Thus, this is a privileged role and should only be assigned to one or two individuals. Administrators may add / remove other roles, users, configure the site settings, create new sites, and create users outside of the site registration. Site administrators have no restrictions.

Role Administrator. This role may be assigned to a user who can add / remove other users’ roles.

Content Administrator. This role cannot be deleted. Content administrators may view any page regardless of permissions, except those belonging to administrators. They can add / remove pages, edit any module, determine roles for a page and change the site settings, except for security settings.

Authenticated User. Authenticated User is another role that cannot be deleted. By default all users are assigned as an authenticated user. This role is useful for having internal pages in the site that are not designed for the WWW.

Content Publisher and Content Author are not required but have utility in writing and publishing content. A user (a publisher) may be responsible for a section of the site with author reporting to him / her. Authors may write content and pending approval of the publisher have it viewable on the site.

Pages and content may have specific roles assigned to them.
Features Modules

MojoPortal is packed full of features that enhance the site. The Administration Menu lists an option to manage these features. However, the need to change these and their settings is rare. It’s a better practice to leave them be. Please consult MojoPortal’s online documentation about managing these features if it is necessary to make changes.

URL Mapping

Using the URL Mapping, a site administrator may assign URLs to specific pages in the site. For example, let’s say the Wellness Zone created a Wellness Fair. They created a new domain for the event, http://wellnessfair.colostate.edu, and gave it a page, wellness.aspx, in the current CMS. This new page would have the URL, http://www.wellness.colostate.edu/wellnessfair.aspx. It’s not bad, but may be hard to remember. It would be easier to use the new URL to spread the word about this event. Using the URL Mapping tool, the site administrator can “map” the URL to this page. Do this may entering the mapped URL and then selecting the page from the drop down list. Click “Add New URL Mapping” which finished.
MojoPortal’s File Manager is a back-end utility for uploading, downloading and working with the site’s file system. It is important to note that only users with administrator or content administrator privileges have access to this utility. Just like working with a file system, the File Manager supports destructive actions like deleting directories and files. **Delete, move, and rename files with caution since that may result in undesirable outcomes for the CMS.** It is strongly encouraged that users
upload files to the CMS using the WYSIWYG edit (i.e., FCKeditor) when managing content.

**Working with the File Manager**

Viewing Directory Contents. Click on the directory.

**Download a File.** Click on the file.

**Renaming Directories / Files.** Click the Rename link to the right of the item. Enter the new name and click Update.

**Deleting Directories / Files.** Check the box to the left of the item, then click the icon on the top of the screen.

Move Up a Directory Level. Click the icon.

**Required Directories**

There are some directories in the File Manager that should never be renamed or deleted. These include: htmlfragments, index, and systemfiles. In addition, directories skins, logos, and style should never be renamed or deleted since the CMS layout (skin) may needs these to render the template.

**Newsletter Administration**

The Newsletter Administration is where the site and content administrators may create and distribute email newsletters.

![Wellness Zone](image)

Figure 11: Newsletter Administration
Creating a Newsletter
Select “Add New Newsletter” to create a new newsletter.

Newsletter Settings

- **Title.** Title for the newsletter
- **Email From Name.** Name of the newsletter author.
- **Email From Address.** The email address of the author.
- **Email Reply To Address.** The reply email address. This is does not have to be the author’s email.

**Newsletter Description**
The Newsletter Description is a short description of the newsletter.

**Newsletter Security**
Newsletter Security sets the subscription requirements by a user’s role type.

**View / Edit Drafts**
Compose newsletters by using the View / Edit Drafts menu.

- **Subject.** The subject of the newsletter.
- **Save.** Saves the newsletter but does not send it to recipients
- **Delete.** Destructive. Deletes the newsletter. It cannot be recovered.
- **Send Preview.** Sends a draft of the newsletter to the supplied email address.

- **Generate Plain Text from HTML Version.** Converts the newsletter to plain text, which is supported by all email clients.

- **HTML Templates.** A template for the newsletter. MojoPortal provides sample templates. Additional newsletter templates may be created. Consult the website administrator for assistance. To load a template, select the template and click Log HTML Template.

- **Save Current As Template Named.** Saves a newsletter as a template for use later on.

- **Manage Templates.** Edit and create templates.

Use the HTML editor to compose a newsletter. The Plain Text tab will switch the view to a plain text newsletter.

*Newsletter Templates*

Create and manage newsletter templates using the Letter HTML Templates. Create a template by clicking Add New Template. Use the HTML Editor to create the design and click “Save” when finished.