## UNIVERSITY NEWS BASICS

### WHAT IS IT?

- UNIVERISTY NEWS BASICS
  - WHAT IS IT?
  - HOW TO VIEW THE NEWS
  - LOGGING IN TO AND OUT OF THE ADMINISTRATIVE SYSTEM

## THE ARTICLES TAB

### FINDING AN ARTICLE

- THE ARTICLES TAB
  - FINDING AN ARTICLE
  - ADDING AN ARTICLE
  - EDITING
  - SCHEDULING
  - FEATURE AND INTERIOR PHOTOS
  - REDIRECTION
  - SAVING DRAFTS
  - PUBLISHING TO A WEB CHANNEL
  - REVISIONS
  - MEDIA SETS
  - DELETING
  - HIDING AN ARTICLE

## THE WEB CHANNELS TAB

### CHANNELS AND CHANNEL GROUPS

- THE WEB CHANNELS TAB
  - CHANNELS AND CHANNEL GROUPS
  - CHANNEL GROUP MANAGERS
  - ADDING A CHANNEL
  - EDITING A CHANNEL
  - SETTING PERMISSIONS
  - DELETION

## THE USERS TAB

### WHAT IS AN ADMINISTRATOR?

- THE USERS TAB
  - WHAT IS AN ADMINISTRATOR?
  - ADDING A USER
  - EDITING USER PERMISSIONS
  - USER “DELETION”

## USING MAGNETS TO PUBLISH TO ANOTHER WEB PAGE

### WHEN TO USE MAGNETS

- USING MAGNETS TO PUBLISH TO ANOTHER WEB PAGE
  - WHEN TO USE MAGNETS
  - REQUIREMENTS
  - QUERY STRING PARAMETERS
  - PUTTING IT ALL TOGETHER

## GLOSSARY OF TERMS

- GLOSSARY OF TERMS
University News Basics

What is it?
The University News system is a web-based tool for creating and publishing news articles for the Montclair State University website. The News system consists of two parts; the front-end and the back-end.

The front-end is the half of the system that web site visitors see. It is responsible for displaying news articles and associated media content and for organizing that content in such a way that visitors can easily read the news. The back-end is the section accessible only to the website administrators and news authors. It allows these select users the ability to create and edit articles, to add multi-media files to the articles, and to publish these articles to various news channels.

How to View the News
To view the news, open the page http://www.montclair.edu/news/. This is the front page to the “General” channel group for the university. On this page you will see the most recent articles displayed in three modes: “Basic,” “Feature,” and “Feature with Photo.” Basic articles are displayed as only a headline with a link to the full article. Features are displayed as the headline, the lead, and the byline with a link to the full article. Features with photos are displayed as the headline, the lead, the byline, and, if present, the feature photo with credit and caption.

On the right hand column, visitors can narrow down their view by selecting a channel. Channels are a method of grouping articles with the same subject or that are intended for the same audience.

Visitors also have access to archives for either the entire group or for any given channel. The archives are organized by year, then month, and finally in order in which they were created.

The channels also automatically generate an RSS feed. RSS feeds allow visitors to “subscribe” to a channel and receive content from it automatically without the need to check back in over time. This is ideal for channels that update frequently as the visitors will have a way to keep abreast without any extra effort.

Logging In to and Out of the Administrative System
To log into the back-end system, a user must navigate to the news administration page at http://www.montclair.edu/news/admin/. The user will be asked to provide their NetID and password.
Note: It is recommended that users access the site with Mozilla Firefox 2.0 or later. Although the system will function properly with other browsers and versions, Firefox has shown to be the most stable browser for this site.

The University News system uses the MSU Login system for checking your NetID and password. This system will remember your NetID for convenience and fill it in automatically each time you visit after the first time you visit.
At the top of every page after having logged in, the user will see a header telling them that they’re in the University News system, a bar that tells them what username they’ve logged in with, a button that allows them to log out manually, and a set of tabs showing them what administrative tabs they can access.

If a user is inactive for more than a half hour, the site will automatically log them out. This is important to keep in mind when writing an article because *you may lose work if you take too long writing an individual article.* It is recommended that you save a draft of your work every 15 minutes to avoid being logged out automatically.
The Articles Tab

The Articles tab is the first tab that users see after logging into the University News administrative back-end system. As it deals directly with articles it is the largest and most important tab.

Finding an Article

When users log in, they will be presented with a table of articles sorted by creation date. Every article is tagged with the date and time it was created, the last date and time on which it was edited, and which user was the last user to edit it. To sort by any of these columns (or by the headline) a user can click on the column heading. To sort in the reverse order, click on the column heading again. For example, the list in the image above is sorted by creation date in ascending order (oldest to newest). To put the newest articles at the top of the list, click on the text “Created On” at the top of the column.
The list is now sorted by creation date with the newest articles first.

The user can also search the headline, lead, and body of an article in order to find older information using the search box above the table. Entering the search term “centennial” returns the following results:
The results of a search are displayed according to *relevance* – a numerical ranking determined by how many of the search phrases showed up in the article and how frequently.
You can also use the channel selector to look for an article on a particular channel. Simply select the channel or channel group you want to look at, then use the instructions above to find the article.

**Adding an Article**

To add an article, click on the “Add Article” link on the articles tab.
On the “Add Article” page, enter the headline of the new article and click on “Add Article” to create a new article, or click on “Cancel” to return to the articles tab. If you create the new article, you will then be taken to the “Edit Article” page to finish creating the article.
**Editing**

The “Edit Article” screen is accessed one of two ways. First, if you create a new article using the “Add Article” page, you will be brought to the “Edit Article” page after the article has been created. Second, if you want to edit an already-existing article you can click on the “Edit” link next to it on the Articles tab.

At the top of the page you’ll be able to fill in the essential information for the article; the headline, the lead, the byline, and the body. These key pieces of information will contain the bulk of the content you wish to convey to the visitor.

The headline, lead, and byline are simple text fields. The body, however, uses an HTML editor named Xinha in order to allow users to format the text they’ll be posting in the article. Users can use it for simple things (like bolding and italicizing text) or even more complex things (creating tables, adjusting alignment, and adding links).

Although text copied and pasted into the body from Word or from a web page will retain its formatting, it’s recommended that you write content directly into the browser in order to avoid any possible copy errors.
Scheduling

Next the user can specify a start date and end date for the article. If no start date is specified, the article will start displaying immediately and continue to display until the end date. If no end date is specified then the article will display indefinitely. It is recommended that users set end dates for all articles they write.
**Feature and Interior Photos**

Next users can specify a feature image and an interior photo, and each one can have a credit and a caption associated with it. To add a photo, click on the link labeled “Upload” for either the feature image or the interior photo.
The “Upload an Image” form will prompt you to select an image from your computer. Click on the button labeled browse …

You can then select an image from your computer. After selecting the image, click on “Send File.” The file will upload to the server and a thumbnail will be generated on the “Edit Article” page.

*Note: Files will be renamed automatically if the file name conflicts with that of an already existing file.*

Users can also click the “Remove” link to get rid of a feature image or an interior photo.

**Redirection**

This space is for a full-path URL to be used in the event that the headline of the news item is to point to a Web page rather than to an article in the News System. (A full-path URL is one that includes the http:// or https:// part of the URL, for example: [http://www.montclair.edu](http://www.montclair.edu)) Any URL in this space should point to a Web page that is hosted on a Montclair State Web server. Please do not use this space for URLs that point to a third party Web page because viewers will be linking to Web content that is not Montclair State’s without having been advised that they are leaving the University site. Since Montclair State has no control over the content of third party Web pages, it is imperative that viewers know that the page they are about to see, is not Montclair State’s.

If a link to a third party Web page needs to be made, then a news item should be created and the link placed in the body of the news item together with language that clearly
explains that the link goes to a third party’s Web site. Again, always use full-path URLs for all links.

**Saving Drafts**

After editing, users can save a draft version of their articles using the “Save Draft” button. If an article is saved as a draft, the current version will continue to be displayed, but the draft version will appear the next time you attempt to edit the article. This feature is so that you can save your place and continue editing later, even if the content of an article is not yet ready for publication.

**Publishing to a Web Channel**

To publish the article to a web channel, click the “Finalize and Publish for Web Channels” button. This will update the version displayed to visitors on any publicly viewable web channels.

If you do not have access to publish articles, or if the article is published on channels that you don’t have access to edit, you will only be allowed to save the article as draft.

Next, in order for the article to appear online it must be associated with at least one channel in some way. On the Articles tab, click on “Web Publishing” next to the article’s name.
From this screen a user may select on which channels the article should appear and in what manner.

**Example Article**

“Basic” articles will only appear as a headline.

**Example Article**

“Feature” articles appear as a headline, byline, and lead.
“Feature With Photo” articles appear as a feature photo, credit, caption, headline, byline, and lead.

Articles are arranged so that features appear first, then basic articles, but then are sorted by priority. So a “Basic” article with high priority will appear below any “Feature” article, but above and “Basic” articles with low priority.

Revisions
If a user makes a mistake while editing a page and publishes that mistake (i.e. accidentally deleting a paragraph), he or she can retrieve an older version of the article and even “restore” it (copy that previous version into the “draft” version so that it can be tweaked and published). The above articles are very similar except that the current version has an expiration date and the previous version does not.

The left-hand column displays the current version and the right-hand column displays one of any number of previous versions. Users can select between previous versions using the pull-down menu at the top of the right-hand column. The articles are laid side-by-side for easier comparison.

**Media Sets**

By clicking on the “Media Set” link next to an article on the Articles tab, a user can view media attached to the article, add media, and choose in what order that media will display.

To add a media file, click on “Add Media Object.”
Next, use the upload form to give the media object a title and select the file you want to upload.
After a file is uploaded, you will see a preview of that file and will be allowed to enter a credit and a caption for the file.
The media file will appear on the Media Set page with that article’s other media. From here you can use the “Move Up” and “Move Down” links to rearrange the items so that they appear in a specific order.

**Deleting**

To delete an article, click on the link “Delete” next to the article on the Articles tab. You will be asked to confirm the deletion as follows:
Once an article is deleted, it cannot be retrieved using the revision system. It is advisable that articles not be deleted unless they are mistakenly posted duplicates. Instead, if you want an article to be removed from the news page, set an end date for it some time in the past.

*Note: All published articles, including those that have expired, are available from the archives page on the front-end system.*

**Hiding an Article**

An administrator can hide an article so that non-administrators are unable to view it or to publish it to their channels. This is used to make sure that emergency announcements only appear on emergency announcement channels.

On the Edit Article page, select “Visible to Administrators Only” to hide an article from non-administrator users.
The Web Channels Tab

The Web Channels tab allows users to create and delete channels and to assign user permissions to specific channels. Most users will only have access to create and edit articles. Only people in charge of regulating the flow of information will have access to edit the channels themselves.

Channels and Channel Groups

Channels are a method for grouping articles with the same audience together, much like TV channels or the sections of a newspaper. Groups help to segment the system into multiple front-ends (i.e. CHSS News, University News, and Athletics News).
The main University News site pulls from the “General” channel group. As such, only the channels from that group are available in its right column menu. In practice, each channel group represents a different sub-site of the MSU website.
Channel Group Managers

Administrators can assign group managers for a channel group that are able to create channels, publish to channels, decide who is able to publish to those channels, and delete channels within a particular channel group.

Adding a Channel
To add a channel, click on the “Add a Channel” link at the top of the Web Channels tab.
Fill in a name for the channel, a short one-sentence description, and what group the article should belong to. Click “Add Channel” to create the new channel or “Cancel” to return to the Web Channels tab.

**Editing a Channel**
Editing a channel is done just like adding a channel. Click on “Edit” next to the channel name on the Web Channels tab, then edit the channel’s name, description, and group, and click “Edit Channel” to save your changes.

**Setting Permissions**
Permissions determine which users can and cannot publish articles to the channel. To set permissions for a channel, click the “Set Permissions” link next to the channel’s name in the Web Channels tab.
You will be presented with two lists: the “Allow Access” list and the “Deny Access” list. To move a user from one list to the other, click on the arrow next to his or her name. All users are on the “Deny Access” list by default.
Users will only be able to add articles to or remove articles from channels to which they have access to publish.

*Note: Administrators can publish to any channel regardless of the channel’s permission settings.*
If a user attempts to edit an article that is published on a channel to which he or she does not have access, the user will be presented with a warning message letting him or her know that only a draft version will be saved, not a final version. This prevents users from publishing content on others’ channels without approval.
Deletion

To delete a channel, click on the “Delete” link next to the channel’s name on the Web Channels tab. You will be asked to confirm that you intend to delete the channel. Click “yes” or “no” to either delete the channel or to return to the Web Channels tab.

Even though you are able to delete a channel, this will not delete any articles published on the channel. The articles will still exist, and will still appear on any other channels to which they were published. If an article was only published to the channel being deleted, then that article will be effectively inaccessible to an outside visitor.
The Users Tab

The users tab allows a user to add users to the system or to add or remove user rights from other users. Very few users have access to edit other users’ permissions. In most cases, only administrators are allowed to do so.

Note: Even though a user’s permissions for the University News system may be altered through the Users tab, the user’s NetID and password are handled through a different authentication system and are inaccessible through this tab. University News administrators will not be able to answer questions regarding NetID and password problems. Please address questions and errors regarding NetID to the OIT Help Desk.

What is an Administrator?

An administrator is a user within the University News system that has access to every part of the system. An administrator can edit and finalize any article to any web channel, edit any web channel or channel group, and edit user permission settings. Administrator status supersedes permission settings. For example, even if an administrator is on the “Deny Access” list for a channel, he or she can still publish to that channel.
Adding a User

To add a user, click on the “Add User” link on the Users tab. Next, type the user’s name (or some portion of the user’s name) in the search box and click “Search.”

The system will return a list of users who match the name you entered in some way. If the user is not on the list, you can enter new search terms and click “search” again. If the user is on the list, click on the user’s name to select him or her, then click on the “Add user” button at the bottom of the page.

Note: To add a user, the user must have an existing NetID and password on the Montclair State University campus network.
**Editing User Permissions**

Click on the “Edit Permissions” link next to the user’s name on the Users tab. Next, check the boxes next to the activities that user should be allowed to perform. If the user is an administrator, just click the Administrator check-box at the bottom of the page.

*Note: Some of the listed features are potential future features that do not come into play in this document and are not officially planned for a future revision.*

**User “Deletion”**

There is no way to delete a user from the system entirely because it has the potential to break records indicating who edited or created an article. To effectively “delete” a user, revoke all of that user’s permissions. The user will then receive the same permission denied message that one would receive if he or she was not a registered user.
Using Magnets to Publish to Another Web Page

When to Use Magnets
Magnets are used to place content from the University News system onto other web pages throughout the Montclair State University website.

Requirements
The page on which you wish to place the magnet must be on the www.montclair.edu web server. If it has not been converted over to the new CSS templates, then you will need to ensure that you include the javascript file /javascript/resources.js.

You must also create a HTML DIV element on the page with a unique ID to receive the magnet content.

Query String Parameters
The file that creates the magnet accepts a series of parameters in the query string to specify which articles to display and in what manner. The query string parameters are as follows:

- BaseURL – The directory that the magnet should point to in order to create links to the full article content
- ChannelID – The ID of the channel whose content you’d like to display. You must specify either a ChannelID or a ChannelGroup, but never both.
- ChannelGroup – The name of the channel group whose content you’d like to display.
- NumItems – The number of items you’d like to display in the magnet. If no number is specified, the magnet will return 5 items or less.
- DisplayMode – A description of how you’d like the articles displayed. The valid display modes are Basic, Feature, and FeaturePhoto. If no display mode is specified (or an invalid display mode is specified) the articles will be displayed in Basic mode.

Putting it All Together
After you’ve decided where you want the magnet, what channel you want displayed, and in what manner you want that content displayed, the next step is to create the code that will put the magnet onto your website. The following example will place a CHSS News feed onto the CHSS homepage.

Our query string parameters are:

- BaseURL – /chss/chss_news/
- ChannelID – 11
- ChannelGroup – (not in use)
- NumItems – 5
• DisplayMode – FeaturePhoto

The resulting code would be:

```html
<!-- First we include the CSS styles that define how articles should be displayed in a magnet. -->
<link rel="stylesheet" type="text/css" href="/news/magnet.css" />
<!-- Next, we place the DIV element where the content will be inserted. -->
<div id="CHSSNews"></div>
<!-- Finally we place the Javascript that will load the magnet and put it in the DIV element listed above. The function "AJAXGenericLoad" is in the file "/javascript/resources.js" that you must include to use the magnet. -->
<script type="text/javascript">
AJAXGenericLoad(document.getElementById("CHSSNews"),
"/news/magnet.php?DisplayMode=FeaturePhoto&ChannelID=11&BaseUrl=/chss/chss_news/&NumItems=5");
</script>

And the magnet appears in the left hand column here:
Glossary of Terms

Archive – A collection of articles arranged by date regardless of whether or not they have expired. Archives are available either across an entire channel group or on an individual channel from the right-hand column of the page.

Article – A single news item. Articles must have, at the very least, a headline. Articles may have a lead, body, byline, redirection URL, interior photo, feature photo, and media set.

Back-end – The part of the University News system that Users access in order to edit articles, create articles, and perform other administrative functions.

Body – The bulk of the article. This is where a user would write the content that they want the visitor to read.

Byline – A line of text appearing below the headline identifying the author (or authors) of an article.

Caption – A small block of text placed under an image to describe the content of an image, its relevance, or some other information related to the image.

Channel – A venue through which a user can publish an article to the web. Articles are not visible to site visitors unless they have been published to a channel.

Channel Group – An association of channels meant to segment the overall news system into multiple news systems for various constituencies (i.e. a college may have a channel group which includes channels for general news, event announcements, and channels for specific departments within the college).

Channel Group Manager – A user who has been given authority to maintain a channel group. A channel group manager may create channels within his or her assigned channel groups, delete channels from within those groups, edit channels within those groups, and assign user permissions to channels within those groups. Channel group managers may also publish articles to any channels within their assigned channel groups regardless of whether or not they have been granted explicit permission to post to those channels.

Credit – One line of text that appears under an image to let visitors know the source of that image. DO NOT post photos or images if you do not have the appropriate copyrights.

Draft – A version of the article that has not yet been published. If an article has been changed but is not yet ready for publication a user can save a draft of that article for further editing and eventual publishing later.
Feature Image – *A large image that appears above the article meant to catch the eye. A feature image may also have a caption and a credit.*

Front-end – *The part of the University News system that allows visitors to find and read articles.*

Headline – *One sentence or less that summarizes the content of the article or the nature of an article. If an article cannot be summarized in a single sentence or phrase, then users are encouraged to use a phrase like “Important information about [subject matter]” and then use the lead to extrapolate.*

Interior Photo – *An Interior Photo is a photo that appears as part of a sidebar within an article. Interior Photos can also include a caption and a credit. Visitors can click on the photo in the sidebar to get a larger view.*

Lead – *A paragraph or less meant to expand on the headline. Leads should be used if the headline cannot summarize the article or as explanatory text for a vague headline.*

Magnet – *A set of articles displayed on a web page elsewhere on the site. Magnets are used to place headlines on homepages or to create sidebars containing a quick overview of the news.*

Media Set – *A collection of media files associated with an article. Media can include photos, videos, and mp3 audio. DO NOT post photos, videos, or audio files if you do not have the appropriate copyrights. A link to the media set appears in a sidebar within the body of the article.*

Redirect URL – *An address pointing to a website which users should be redirected to when they attempt to view an article. This is useful when a page already exists to explain some important event (i.e. Open Houses) and the user merely wants to add a link to that page within the news system. If the user inputs a redirect URL in this case, the visitor would be redirected to the Open Houses page when they try to view the article. This feature should never be used to link to a page not on the Montclair State University website. Links to outside websites can be placed in the body of an article as long as it is made clear to the reader that clicking on that link will bring them to another website.*

Revision – *A previously published version of an article. A user may restore a previous version of an article if some irreversible mistake had been made in editing.*

RSS Feed – *An XML document that contains articles used to provide automatic updates to subscribers. The University News system automatically generates these feeds so that visitors can stay up-to-date on the news being published to the MSU website automatically.*

User – *A person who has logged in to the back-end system and can make changes to articles or channels.*
Visitor – A person viewing articles online who has not logged in and who has no ability to make changes to articles or channels.