

# Logging in to OU Campus

To access the OU Campus Login page, browse to your web page on the El Camino website then click the "**Last Published**" date stamp at the bottom of the page, which appears as follows: **Last Published [MM/DD/YY]**.

Last Published 9/1/11

1. Type in the **Username and Password** you were given by the Administrator.
  - Username: first initial, last name  
i.e. bhayden  
**The same as your El Camino network/email ID.**
  - Default Password: first initial, last initial, 1234  
i.e. bh1234
2. Click the **Login** button to open the OU Campus interface.

**NOTE:** If you fail to type the correct *Username or Password* for three consecutive attempts, your account will be **locked** and you must contact the El Camino Web Developer at [webdeveloper@elcamino.edu](mailto:webdeveloper@elcamino.edu) to have it reset.

Once you log in, your web page will display in OU Campus, ready for editing.



# Publishing Web Pages in OU Campus

After saving your edits, they are not yet live until the pages are **Approved and Published**. Once you send a page for approval, it will be made live by the **EI Camino Web Developer within 24 hours**.

## Before You Send

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### Check Spelling and Links:

Do not forget to do a spell check (within the WYSIWYG editor, click  to **toggle the Spell Check tool**) and check all your links to see if they are functioning properly (using either the **Check Links button**  under Contents > Pages, or the Links button in the **Page Action Toolbar**).

## The EI Camino College Approval Process

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In an effort to ensure accuracy on all department web pages, The ECC Web Developer has developed the following guidelines to assist you as you update your web pages.

1. Please be sure your dean or director has approved the web page content on each page before sending it to the Web developer for publishing.
2. Web pages must be reviewed in Omni using the staff member's account or printed in hard copy for dean or director to approve.
3. Once pages are approved by the dean or director, the staff member should submit the web page for publishing. By submitting the web page to the Web Developer, this represents the page has been cleared and signed off for by the correct parties. If necessary (for your own documentation) you may want to print the web page and have the dean or director sign off on it.
4. Upon approval by the Web Developer, the web page goes live to the EI Camino College web site.
5. Although you should be reviewing your own web pages as if they are ready to go live to the Web, the Web Developer reviews the pages for the following criteria:
  - Spelling
  - Broken links
  - Layout of text (alignment, spacing)
  - Font and background colors are consistent to the web standards developed by the Web Task Force Committee
  - Tables used where appropriate

Please NOTE: The Web developer does not review the content on your web pages, therefore all review must take place before it is submitted for approval.

## Sending Pages for Approval

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To send your page for approval, first save your web page by clicking the **Save Icon**  in the web page editor.

**NOTE:** When you save a page in OU Campus, the page will be saved to the **Staging Server** but is not yet live to the world (think of it as a working copy viewable only within the OU Campus system). You need to Send For Approval to make the page live on the ECC website.

After saving your web page, you can then:

- **Preview** the page or include file to view your changes.
- **Edit** the page further.
- **Check-In** the page for another user to edit and publish later.
- Or **Send the page for Approval**.

Since most ECC OU Campus Users do not have administrative rights to publish to the live server, they must send the page to the Web Developer for approval.

After clicking the **Send for Approval** icon, you will be prompted to fill out the “**Send File To Another User**” form to send the page for approval to the **webadmin**. The webadmin will review your web page before publishing it live to the ECC server.



Once sent for approval, **the page should be approved and published within twenty-four hours** and the page will be moved from the staging server to the production (live) server, so it will be available for the world to view.

# General ECC Web Page Guidelines

Please contact the Web Developer at [webdeveloper@elcamino.edu](mailto:webdeveloper@elcamino.edu) if you have any questions or suggestions regarding OU Campus or general ECC Web Page Guidelines. Any site found violating any of the following items is, through the web monitoring process, subject to immediate removal from the college resource until the site complies.

1. All web pages must be consistent with the El Camino College mission and goals.
2. Any department or personnel who create a web page should assume personal responsibility for its accuracy and quality.
3. Only licensed software, including text and graphic editors, may be used to create web pages.
4. Each El Camino College Web page must include the college logo. You may access the logo via the Portal (click on the Forms tab). If you have specific size or color requirements please contact the Web Developer at [webdeveloper@elcamino.edu](mailto:webdeveloper@elcamino.edu).
5. Do not display student scores or grades publicly in association with names, Social Security numbers, identification numbers, or other personal identifiers.
6. If scores or grades are posted, use some code or random numbers known only to you and the individual student.
7. If a partial Social Security number is used, use no more than the last five digits.
8. IN NO CASE SHOULD THE LIST BE POSTED IN ALPHABETICAL ORDER.
9. No direct advertising or solicitation that renders financial gain to the individual will be permitted on a college web page.
10. In order to maintain consistency in your web page directory, it is recommended that you keep all of the images used in your site in an images subdirectory.
11. Use good syntax for naming directories, files and images: lowercase letters, no spaces or extraneous characters except the “\_” character, use short and descriptive file names.
12. Use .gif and .jpg images appropriately for the types of images on your web page.
13. Optimize your graphics in an image editing program before putting them on your web page. If needed, please send them to the Web Developer to make adjustments. If you do optimize, please set to a resolution of 72dpi.
14. Always use “alt tags” for images. This will make all your pages web accessible.
15. Avoid flashing or blinking .gifs. Although there are exceptions where these images are warranted, it is best to avoid them from an accessibility standpoint.
16. The standard colors for the ECC web site are as follows: #eeeeee, #cccccc, #990000, #3366cc, #003399, #000000, 999999. These RGB web safe colors are acceptable on any table backgrounds, and some have been incorporated into the font colors. Font colors are set in a system wide style sheet so there is no need to edit any of your text with different colors.

Do not resize images in the OMNI program. Resize your images in an image editing program such as Photoshop. (If you don't have this software and need some help please contact the Web Developer for assistance.)