# Omni CMS Training

### **Brad Seng**

Web Master Marketing & Communications

El Camino College



### Apply & Register for Fall Classes

Fall classes begin August 27 Learn More

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hity that believes in you and your power to succeed. We put guidance, support, and ips so you can take what you need and use it to excel in ways you never imagined. gether, we'll create a future that you can be proud of.

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#### CREDENTIALS

## **Omni CMS User Accounts**

- Not Single Sign-on (SSO) or connected to ECC System
- Your username is your email minus "@elcamino.edu" part
- Password is ECCWeb2022!
- Please change it to a more complex and secure password after the training session





BACKGROUND

# Introduction

- Brad Seng
- Marketing & Communications
- CSULB
- Here to help!

# Welcome!

# **Training Overview**

TRAINING

### Training Overview

### What You'll Learn Today

- Logging In
- Getting to Know Omni CMS
- Overview of Pages and Sections
- How to Edit and Publish a Page
- Best Practices
- Q&A

# About the Website

TRAINING

### **Website Facts**

### A True Collaborative Effort

- Website has over 10,000 pages
- Over 200 editors
- Departments are responsible for editing their own webpages
- Web Master provides training and support

#### BACKGROUND

## How the Website Works

From editing to publishing

### **Before You Submit Your Webpage:**

Webpage editors will use Omni CMS to edit their page.

- Confirm content is accurate.
- Check spelling, grammar and punctuation.
- Ensure that all content is accessible and links work.
- Delete old or no longer useful content.

**Note:** Once page is sent for publish, it will be unavailable for editing until the Web Master either publishes the page or declines it and sends it back for more edits.

#### BACKGROUND

## How the Website Works

From editing to publishing

### **After You Submit Your Page:**

Web Master will check:

- Spelling, grammar, punctuation
- Accessibility compliance
- Conforms to brand guidelines
- Correct snippet usage

If approved, the webpage editor will receive an email notification.

If declined, an email containing edits will be sent.

Approval timeframes range from 24-48 hours, Monday through Friday.

# Web Master

- Publishing pages
- Omni CMS support to staff
- Brand guidelines compliance
- Accessibility
- Deleting, moving, overwriting, archiving files
- Create new pages
- Working with Omni CMS support to resolve issues

# Webpage Editors

- Edit existing pages
- Requesting new pages/sections
- Accuracy of content (ex. hours)
- Spelling and grammar
- Links are correct
- Accessibility (ex. alt text, captions)
- Site file organization (images go in images folder, documents go in docs folder)

# What is Omni CMS?

BACKGROUND

### What is Omni CMS?

Content Management System Omni CMS (formerly OU Campus) is a web content management system used by ECC to manage the website.

### Why We Use Omni CMS:

- Approval workflows
- Accessibility checks built in
- User and access management
- Only a web browser is required (no special software required)
- Used by many other colleges and universities
- Excellent support and help documentation

# Logging In

### CREDENTIALS

# **Logging In**

- Direct edit button in footer
- Bookmark Omni CMS Log-in Page: <u>www.elcamino.edu/omni</u>
- Your username is your ECC email without '@elcamino.edu'

<b>modern</b> <b>Engagement</b> Evolved <sup>™</sup> Log in to your account	
Lusername	
Password	
LOGIN	
Reset Password	



# **Omni CMS Overview**

### **Design with Snippets**

#### Thank You!

Thank you to all our generous 2021-2022 donors!

Nearly \$2.2 million in contributions were received by the Foundation in support of our many student success programs and initiatives. View our complete donor listing.

#### **Donate Today**

600+

Scholarships provided annually

When you support the El Camino College Foundation, your donation makes a direct impact on access to higher education and sustainable employment opportunities.

Browse programs you can contribute to through the Foundation and find out how you or your organization can support our students and the El Camino College community.

\$700K+

Amount of scholarships awarded annually



Frequently Asked

Questions

**View Donor List** 

#### How it Works

Browse through this easy and interactive jobs board site to find the perfect employee/employer. If you need help with general job search assistance, visit Resources for Students for more information.





Easily create an account and start posting job opportunities.

Certificates



#### Welding Certificate of Achievement \$2.3M related to welding. **Career Education** Events Funds raised by the Foundation in 2020-21 fields. How do I apply to the MESA Program? +

MESA helped me to meet my goals by fostering a community where I could access tutoring and counseling specialized for science students. With MESA, I was part of an academic community where we could form study groups and excel despite the rigor of our classes."

Jessica De La Cruz, Aerospace Engineering Graduate

Research & Internship

Opportunities

Organizations

Student & Professional

Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous Certificate of Accomplishment \_\_\_\_ With courses that cover gas tungsten arc welding, this certificate prepares you for a career in a wide array of fields · Develop skills in welding ferrous and non-ferrous alloys in flat, horizontal, vertical, and overhead positions. Acquire proficiency in blueprint reading, layout, structural fabrication, and pipe welding. Consider a variety of welding careers in construction, manufacturing, maintenance, and other highly in-demand · Prepare yourself for employment, or, if you're already employed, take advantage of opportunities to upgrade your skills. Semi-Automatic Welding Certificate of Accomplishment Shielded Metal Arc Welding (SMAW) Structural Steel Certificate of Accomplishment **Structural Steel Fabrication Certificate of Accomplishment** 

# **Getting to Know Omni CMS**

### Dashboard

- Recently accessed files
- Bookmarks
- Inbox for admin messages
- List of checked out Files

### **Pages Listing**

- Matches URL Structure
- Index is the landing page or main page
- Greyed-out = No Access
- Delete/Move/Overwrite contact Web Master

### Editor

- Look for the Green "Main Content" button (under edit tab)
- Use snippets
- Avoid font style, size and color changes.

## **Overview of a Section**

- A section is a folder containing the webpages for your department or program.
- At minimum, there is:
  - $\circ \quad \text{index.pcf}$
  - \_props.pcf
  - \_nav.ounav
- Be sure to create an **images** folder and a **docs** folder in your section.
- Avoid spaces and underscores in file names. Use dashes instead.

*	▶ sup	pport 🕨 resources 🕨 puente-project 🏾 🥬
		Name 🔺
		_nav.ounav
	PCF	_props.pcf
	PCF	alumni.pcf
	PCF	become-a-mentor.pcf
	PCF	classes.pcf
		docs
	PCF	eligibility.pcf
		images
	PCF	index.pcf
	PCF	my-new-page.pcf
	PCF	staff-and-counselors.pcf

# Edit & Publish Webpages

## How to Edit and Publish a Page

- Navigate to the page you plan to edit
- Click the copyright symbol at the bottom
- Click the edit tab, then click the green "Main Content" button
- Make edits and proofread the page
- Click the "Submit" button, enter a brief description of edits and send to Web Master for review and publishing



# **Best Practices**

## **Best Practices**

### **Be Accessible**

- It's a legal requirement
- Use alt tags on images
- Do not post text as images
- Convert PDF to HTML
- Contrast colors, use ECC brand colors to avoid issues
- Use descriptive link text, avoid "Click here"

ternative Text: Be sure to caption all images!
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#### Text as Images: Avoid posting PDFs or text as images.

College @	Explore Programs	Apply/Register	Find Support	Discover Campus	q	
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Section Menu 🚍	Home / Departments / Marketing & Con	nmunications / Test Page				

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### **Scannable Content**

- Keep it short and scannable
- Avoid walls of text, consider using accordion snippets or cards
- Use H2, H3, etc., to break up content
- Keep section menu short, limit to 5 or 6 links

# Explore Programs Apply/Register Find Support Discover Campus



Our Administration of Justice Associate of Science (AS) and Administration of Justice Associate of Science for Transfer (AS-T) degrees typically take two years. You can complete a certificate in less than six months. Administration of Justice training and education at El Camino will challenge you to be your best. We liheli poy uchoose the option that's best for you.

Some administration of justice students at EI Camino want to start a career in public service/law enforcement as soon as possible. Others want to continue their education at a four-year college or university. We can help you achieve your goals. Administration of Justice Associate in Arts (AA) Dearee

An administration of justice degree can lead to a variety of careers in public service and law enforcement. This is also a great pathway to transfer and earn a bachelo's degree. You can apply principles of the justice system as they relate to arrest, search and seizure, human relations, and concepts of criminal law, practice report writing and record keeping, learn to recognize and interpret suspicious or criminal behavior based on facts presented, meet most common transfer requirements, and start your journey toward a bachelor's degree in criminal justice and even graduate study.

Administration of Justice Associate in Science for Transfer (AS-T) Degree

El Camino

A degree in administration of justice opens opportunities to a variety of career areas. The AS-T degree in administration of justice offers a direct path to complete a bachelor's degree in a similar major at a California State University campus. You will also get priority consideration for admission to the CSU system.

You'll be able to gain a strong academic foundation in administration of justice and prepare for university study, enroll in courses specifically designed to transfer to a CSU campus, take classes on topics such as criminal law, intelligence and security, crime scene investigation, corrections and rehabilitation, and the legal aspects of evidence, start your journey on a clear pathway toward a bachelor's degree and even graduate study.

Certificates include: Administration of Justice Certificate of Achievement, Homeland Security Essentials Certificate of Accomplishment, and Forensics Certificate of Achievement.

**Text Formatting:** Use headers and snippets to break up copy. Formatting copy makes it easier to read and scan.

#### AFTER



Our Administration of Justice Associate of Science (AS) and Administration of Justice Associate of Science for Transfer (AS-T) degrees typically take two years. You can complete a certificate in less than six months.

#### Education Designed for a Career or Transfer

Some administration of justice students at El Camino want to start a career in public service/law enforcement as soon as possible. Others want to continue their education at a four-year college or university. We can help you achieve your goals.

#### Administration of Justice Associate in Arts (AA) Degree

An administration of justice degree can lead to a variety of careers in public service and law enforcement. This is also a great pathway to transfer and earn a bachelor's degree.

- Apply principles of the justice system as they relate to arrest, search and seizure, human relations, and concepts
  of criminal law.
- Practice report writing and record keeping.
- Learn to recognize and interpret suspicious or criminal behavior based on facts presented
- Meet most common transfer requirements.
- Start your journey toward a bachelor's degree in criminal justice and even graduate study.

#### Administration of Justice Associate in Science for Transfer (AS-T) Degree

A degree in administration of justice opens opportunities to a variety of career areas. The AS-T degree in administration of justice offers a direct path to complete a bachelor's degree in a similar major at a California State University campus. You will also get priority consideration for admission to the CSU system.

- Gain a strong academic foundation in administration of justice and prepare for university study.
- Enroll in courses specifically designed to transfer to a CSU campus.
- Take classes on topics such as criminal law, intelligence and security, crime scene investigation, corrections and
  rehabilitation, and the legal aspects of evidence.
- Start your journey on a clear pathway toward a bachelor's degree and even graduate study.

#### Certificates

Administration of Justice Certificate of Achievement	+
Homeland Security Essentials Certificate of Accomplishment	+
Forensics Certificate of Achievement	+

## **Best Practices**

### **Editor**

- Stick with the default font, text size, and colors
- Let snippets handle the design and make sure the content is great.
- Run the spell check tool and make corrections manually (right click does not work)
- Be sure to check grammar! Omni CMS does not have grammar check.

**Double-Check Your Work:** Be sure to proofread your content carefully and run spell check before submitting for publishing.

Publish - test-1.pcf	
Final Check Schedule	
Are you ready to publish? Double-check your page before publishing.	✓ RUN ALL CHECKS
<ul> <li>Spelling: <u>No errors found</u> C<sup>*</sup> English ~</li> <li>Links: Exceptions: 1</li> </ul>	
Accessibility C	
Schedule: Add Schedule	
Version Description	0/256
c	
	11.
	CANCEL PUBLISH



# **Contact Information**

### **Brad Seng**

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Web Master Marketing & Communications

### **Snippets Training**

Take your webpage to the next level and learn how to use snippets!

### **Upcoming Dates:**

• To be announced

Please email <u>webmaster@elcamino.edu</u>