Departmental Web Page Editing

Daytona State College
www.daytonastate.edu
For more information visit: www.daytonastate.edu/web_central/
# Table of content

1. Where the Information Comes From .................................................................................................................. 1
2. Adding and Editing Information in Kaleidoscope ............................................................................................. 5
3. Adding Documents in the Portal .......................................................................................................................... 7
4. Basic HTML tags for Memo Fields .................................................................................................................. 8
5. A Guide to Responsive WEB Pages .................................................................................................................. 9
1. Where the Information Comes From

The information on the academic department pages is entered by the department Chairs through either Kaleidoscope or the web Portal.

- **db_dept2_table in Kaleidoscope.**
- **The “Intro/Info” tab is the default page and is updated in Kaleidoscope.**
- **The first listing will come automatically from a Department Table which is maintained by Angela Kennerly.**
- **db_dept2_table in Kaleidoscope.**

If the location and phone/ext do not show here, refer to the user guide for Faculty Web Pages. You can find this at [http://www.daytonastate.edu/web_central/](http://www.daytonastate.edu/web_central/)
All teachers who are part of any particular department will be automatically listed here if they are currently teaching or will be teaching next semester. If a listing is wrong in here, please email the helpdesk.

When any faculty name is selected, a new employee website will appear with location information, phone extension and other information. If any of this information is incomplete or incorrect, refer to the Faculty Web Page User Guide which can be found at http://www.daytonastate.edu/web_central/index.html

This will come from a special application in Kaleidoscope that will be updated by the department Chairs.
All classes that are offered by the department are automatically listed here.

When a course is selected, a popup will display the course description and links to course search and MyDaytonaState for registration.

Documents are added by the Chair in the MyDaytonaState portal.
db_dept2_table in Kaleidoscope.
2. Adding and Editing Information in Kaleidoscope

Once you have logged into Kaleidoscope, select Application from the menu, then choose “OTHER”, then “TableEdit”.

Once you select db_dept2_table from the dropdown menu, select your department from the list.

To add additional contacts, enter the CARS ID in the “contact1_id”, then enter the title for this person in the “contact1_title”. Repeat in the “contact2” fields for a third contact.
To add or edit the department introduction or information, click on the "[MEMO]" to display the edit window. Because this window does not wrap the text you enter, it might be easier to enter the text in Word or Notepad, then copy and paste into the memo window. This editing window also allow you to use basic HTML commands.

To add links to the “Links” page, click on “[memo]” and enter the HTML code for the link, e.g., <a href=http://www.daytonastate.edu>Visit the Daytona State College website</a>

Be sure to click on the post button (the check mark) to save your changes in each memo field.
3. Adding Documents in the Portal
This must be done under the department Chair’s logon to be applied to the Department’s pages. Log on to the portal and click on the My Pages tab, then Handouts (on the left hand navigation menu).

Click on “Add a Set” to create your departmental documents folder.

You MUST name the folder/set “Departmental Documents” for the system to pull the documents automatically into your department pages.

Click “Save” when you have entered the name. The description is optional and will not show on your department pages.

Enter a name for the document, then “browse” on your computer for the document you want to upload. Again, the description is optional and will not show up on the department pages. Make sure that the “Set” is set to “Departmental Documents”, not “Syllabi” or “Ungrouped.”

If you are through uploading documents, click “Save”. If you have more documents you want to upload, click “Save and Add Another.”
4. Basic HTML tags for Memo Fields

These are some basic HTML tags that will work in the Kaleidoscope memo fields to allow you to “spice” up your introduction and information page.

<p>Enter Text</p>
This is the paragraph tag. When used, it will separate the paragraphs with one line space. If you want more space, use <p></p> with no text between the tags.

<a href="http://enter.web.address.here.com">Enter text here</a>
This tag creates a link on the page. On the “links” memo field, this is the only tag that functions. Any other text added in the links memo field that is not between the tags is turned into an empty link – it will go to an error page. The tag also works on the “intro” and “info” memo fields and will allow other text before or after the tag. The only link that should go in the “intro” or “info” memo fields, however, is a link to an extended departmental site. For more information on extended departmental sites, please visit www.daytonastate.edu/web_central/

<strong>Enter Text</strong>
This tag changes the text to bold.

<em>Enter Text</em>
This tag changes the text to italics.
5. A Guide to Responsive WEB Pages

The following is a list of steps that need to be followed in order to achieve a responsive content when working outside of the Omni Update editor.

1. Images
   a. Every `<img />` tag must contain the following:
      ```html
class='img-responsive pull-left interior-banner'
```
   For example:
   ```html
   <img class='img-responsive pull-left interior-banner' src="MAT.jpg" width='100%' alt="Math" />
   ```

2. Videos
   a. The container `<div>` for video `<iframe>` width and height must be replaced with the following: `width: auto; height: auto;`
      For example:
      ```html
      <div style="float: right; margin-left: 12px; width: auto; height: auto; padding: 12px;">
        <iframe src="http://www.youtube.com/lI-un1" width="560" height="315"></iframe>
      </div>
      ```
   b. Every video `<iframe>` must be surrounded with the following: `<div class='fitvids'></div>`
      For example:
      ```html
      <div class='fitvids'>
        <iframe src="www.youtube.com/lI-un1"></iframe>
      </div>
      ```

3. Columnar data (not in `<table></table>`) 
   a. Columnar data must be surrounded with the following `per column` (this support 2, 3 and 4 columns) 
      Note: This is not needed for a single column:
      ```html
      <div class='col-sm-3 col-lg-3 home-3col'>
        <p> data 1 </p>
        <p> data 2 </p>
        ...
        <p> data n </p>
      </div>
      ```
      For example:
      ```html
      <!-- column 1 -->
      <div class="col-sm-3 col-lg-3 home-3col">
        <p><a target="_blank" href="EmpInfo.aspx?id=g9C...Vhg=" style="...">FN LN MI.</a></p>
        <p><a target="_blank" href="EmpInfo.aspx?id=k7x...4Rg=" style="...">FN LN MI.</a></p>
        ...
        <p><a target="_blank" href="EmpInfo.aspx?id=hf4...u7s=" style="...">FN LN MI.</a></p>
      </div>
      <!-- column 2 -->
      <div class="col-sm-3 col-lg-3 home-3col">
        <p><a target="_blank" href="EmpInfo.aspx?id=kug5...Dt4=" style="...">FN LN MI.</a></p>
        <p><a target="_blank" href="EmpInfo.aspx?id=Hl7...8rC=" style="...">FN LN MI.</a></p>
        ...
        <p><a target="_blank" href="EmpInfo.aspx?id=hf4...u7s=" style="...">FN LN MI.</a></p>
      </div>
      <!-- column 3 -->
      ...