

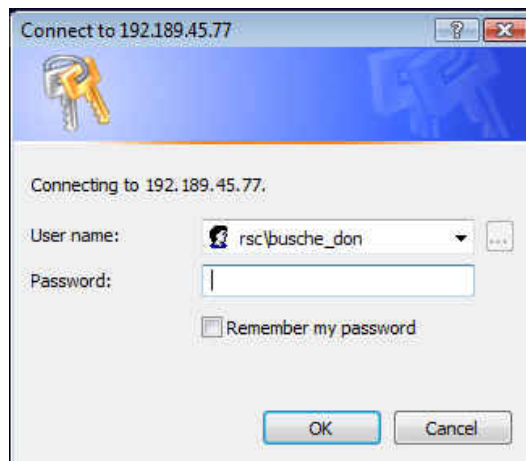
SCC Website User's Manual

Login Procedure

1. Open **Internet Explorer** and key the following Web address: sccollege.edu and press **Enter**.
The "new" **SCC Welcome Page** will display.
2. Click the **Faculty & Staff** link in the Quick Links listing in the left column.
The Faculty & Staff welcome page displays as shown below.



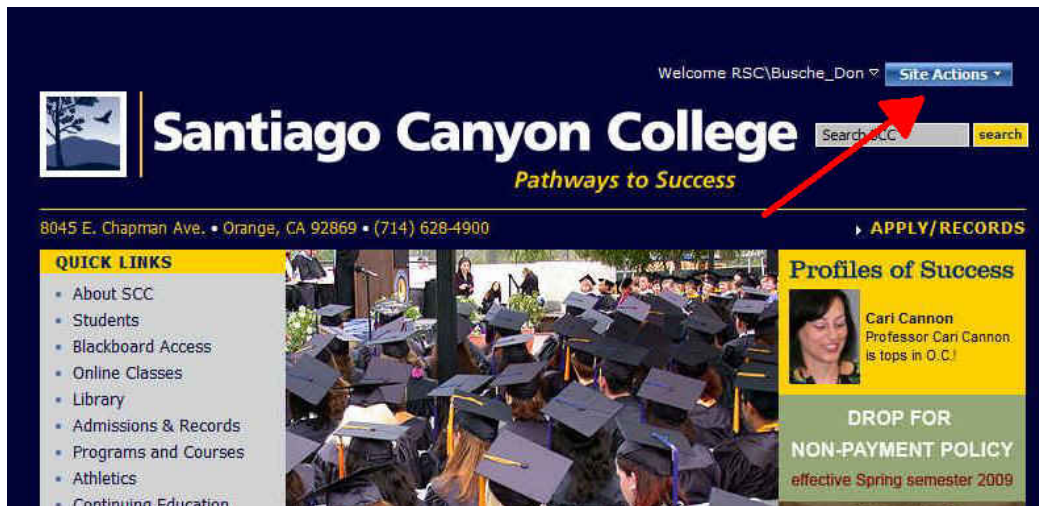
3. Click the **Sign In** link in the upper right-hand area of the page (see arrow above).
The **User Name** and **Password** prompt displays.



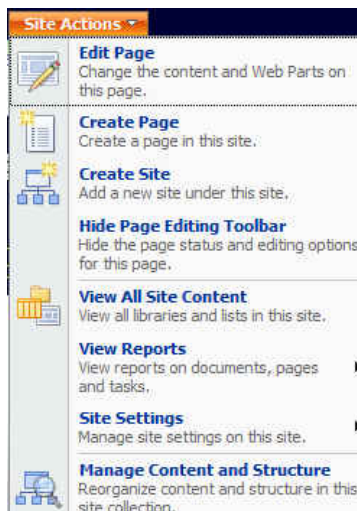
4. Enter the following:

- User Name: **RSC\your user name** (You must key the letters “RSC” and a backslash “\” before your user name. Your user name is the same as you use to access your district e-mail account.)
 - Password: **password** (Use the same password that you use for your district e-mail account)
Note: user names are not case sensitive but passwords are.
5. Navigate the site to the page you wish to edit. You can use the **Quick Links** in the left column or you can key the name of the page in the search copy and click **Search**.

The page you wish to edit should be displayed. All pages that you have permission to edit will have a blue **Site Actions** button and a “welcome” line to the left of it as shown below. (*Note: Your display window should show the page to which you have navigated, not the SCC main page as shown below.*)



6. Click the **Site Actions** menu and review the options in the menu.



The Site Actions Menu

- In the **Site Actions** menu, select the **View All Site Content** option.

In the **All Site Content** area, notice you have links to a **Documents**, **Pages**, and **Images** folder. These are your site's Document Libraries.

Santiago Canyon College > Students > All Site Content

All Site Content

Create View: **All Site Content**

Name	Description	Items	Last Modified
Document Libraries			
Documents	This system library was created by the Publishing feature to store documents that are used on pages in this site.	0	3 weeks ago
Images	This system library was created by the Publishing feature to store images that are used on pages in this site.	2	9 days ago
Pages	This system library was created by the Publishing feature to store pages that are created in this site.	1	8 days ago
Picture Libraries			
There are no picture libraries. To create one, click Create above.			
Lists			
Workflow Tasks	This system library was created by the Publishing feature to store workflow tasks that are created in this site.	7	8 days ago
Sites and Workspaces			
There are no subsites or workspaces. To create one, click Create above.			
Recycle Bin			
Recycle Bin	Use this page to restore items that you have deleted from this site, or to empty deleted items.	0	

- Click the **site name** to return to the site's **welcome page**. The site name is to the left of the "All Site Content" path name at the top of the pages. In the illustration below, the site name is "Students."

Santiago Canyon College > Students > All Site Content

All Site Content

Create

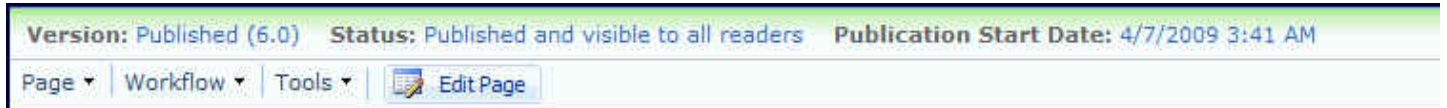
Name	Description
Document Libraries	
Documents	This system library was created by the Publishing featu documents that are used on pages in this site.
Images	This system library was created by the Publishing featu images that are used on pages in this site.
Pages	This system library was created by the Publishing featu pages that are created in this site.
Picture Libraries	

Note: A red arrow points to the "Students" link in the breadcrumb path.

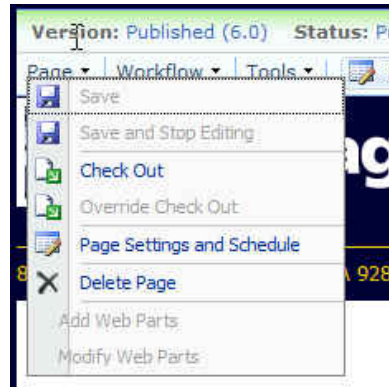
Exploring the Page Editing Toolbar

9. Click the **Site Action** menu and verify that **Hide Page Editing Toolbar** is listed. If Show Editing Toolbar is displayed, click it to show the toolbar. *Note: This menu item is a toggle which means that you turn on (show) or turn off (hide) the Editing Toolbar by clicking.*

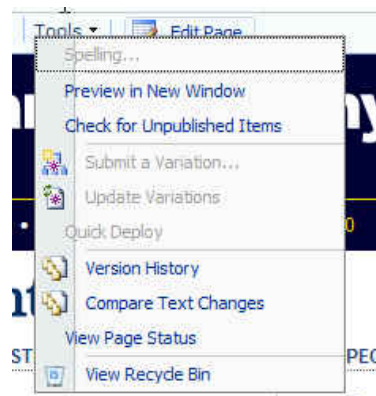
The **Page Editing Toolbar** now appears at the top of your page.



10. Click the **Page** menu on the **Page Editing Toolbar** and review the menu items.



11. Click the **Tools** menu on the **Page Editing Toolbar** and review its menu items.



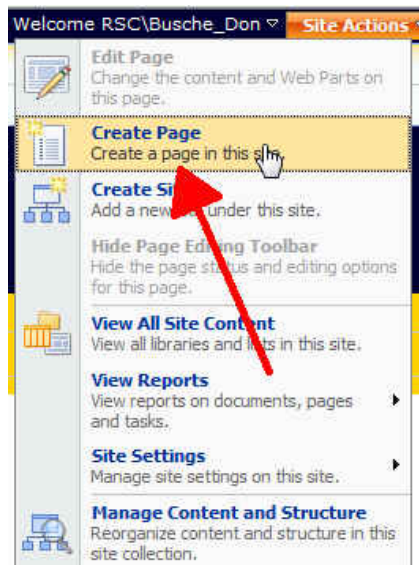
The Welcome (Default) Page

When a site is created, the first page of the Site, which is called the Welcome Page, is also created. The Welcome Page is a special page because it is the first page a visitor will see when they visit your site and; therefore, should not be deleted or renamed. As with all pages, the Welcome Page is stored in the Pages Document Library, which is accessed via the Site Actions menu View All Site Content option (which you explored above).

You use the **HTML Editor** to add and revise content on your pages. The HTML Editor gives you many text editing tools and is very similar to a word processor. You can also “copy” content from MS Word, Excel, and other programs and then “paste” the content into the HTML Editor. Most of the time, copy and paste procedures work well. However, sometimes minor or major reformatting of the pasted content is required in order for your content to look good.

Creating a New Page

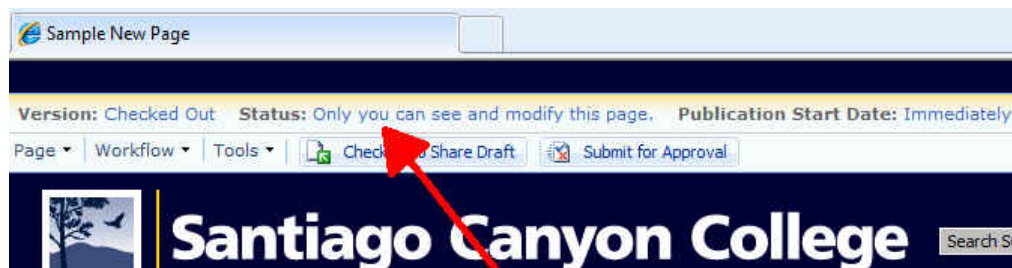
1. Verify that you are in the site where you wish to create a new page.
2. In the **Site Actions** Menu, click the **Create Page** option.



3. On the **Create Page** form, key a Title and Description, and select a template type (see sample below.)

4. Click the **Create** button that appears at the bottom of the form.

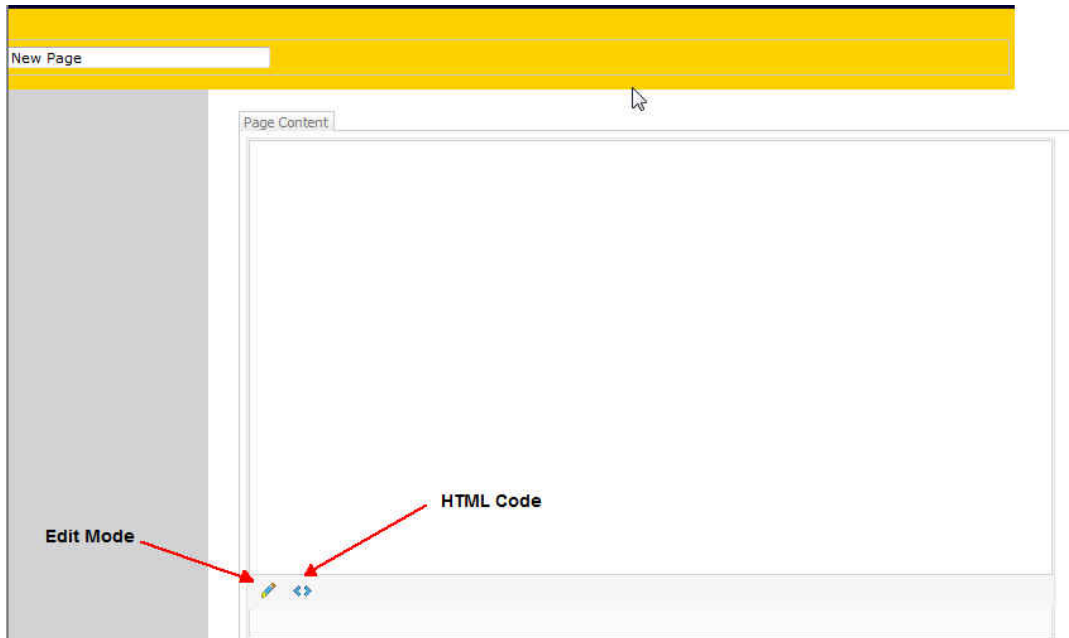
The page is created and is checked-out to you. You can verify this by looking at the **Page Editing Toolbar**. **Version** is set to **Checked Out** and the **Status** is set to **“Only you can see and modify this page.”** The page is in Edit Page mode.



*Note: When a page is **Checked Out**, the page cannot be edited by another person until you check the page in or approve the page for publishing.*

Adding Content to a Page

1. In the **Pencil** at the bottom of the **Page Content** area of the page to display the **HTML Editor Toolbar**.

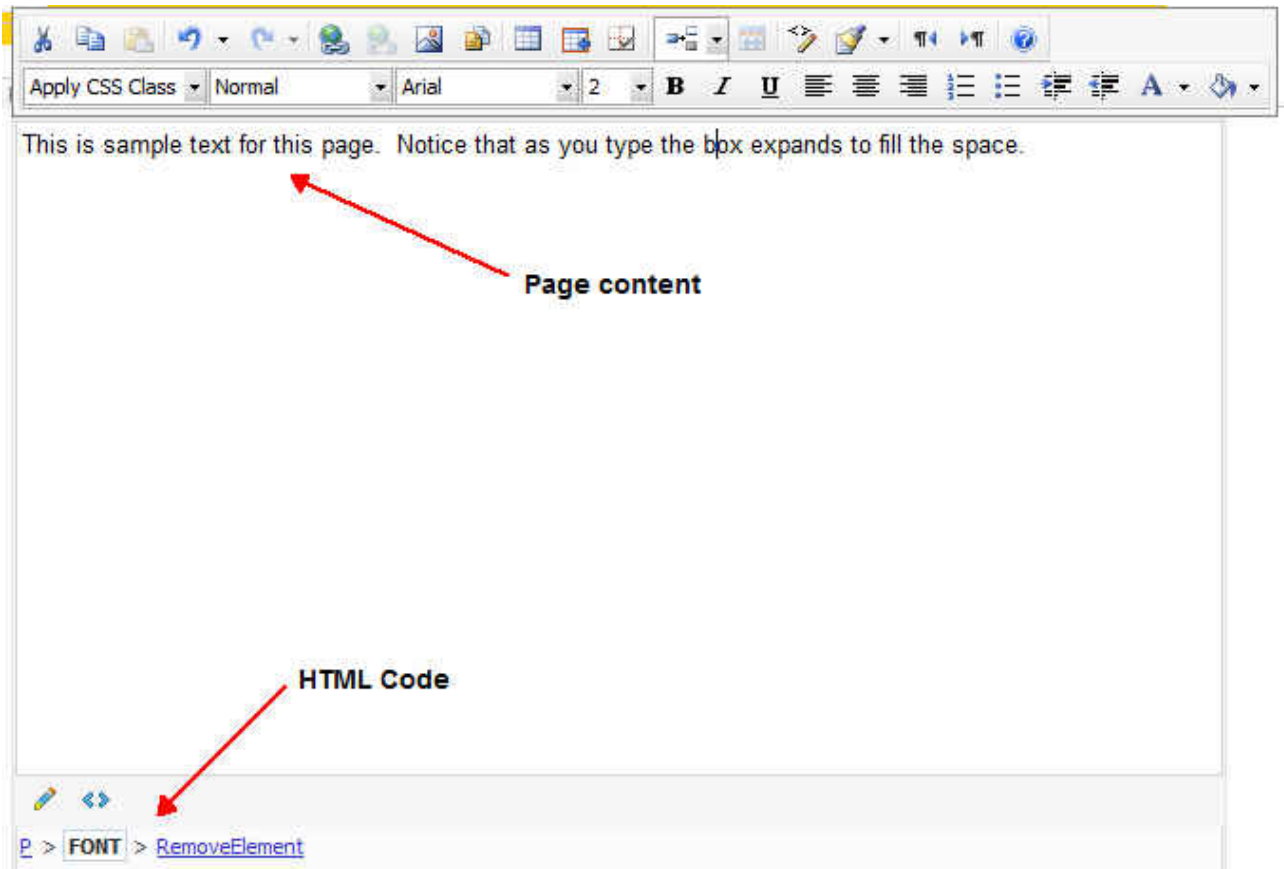


The HTML Editor Toolbar (see below) will display the top of the **Page Content** region.



2. Add content to the page:
 - a. Position the cursor so that it is at the starting point of the Page Content area and key the following text:

This is sample text for this page. Notice that as you type the box expands to fill the space.

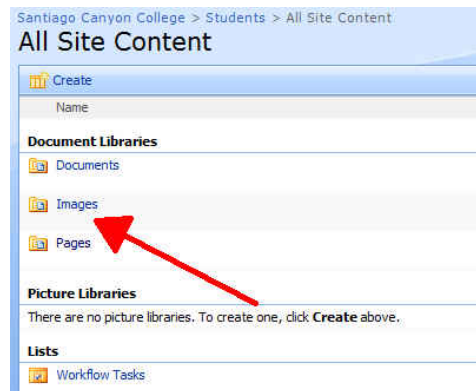


- b. After keying the text, click on the **Spelling** option in the **Tools** menu of the **Page Editing Toolbar**. Run the spell check to ensure that there are no typos in the text that you keyed.
 - c. After the spell check is complete, click **OK** to continue.
5. Edit the text as following:
- a. Using the mouse, highlight the first sentence, then in the **HTML Editor Toolbar**, click the font dropdown list and select **Arial**.
 - b. Click the “**undo**” icon on the **HTML Editor Toolbar** (the arrow curving to the left) to return the text to its former style.
 - c. Click the cursor some place in the first sentence, then in the **HTML Editor Toolbar**, click the **font size** dropdown list box and select the **6** option.
6. Save your changes by clicking the **Save and Stop Editing** option in the **Page** menu of the **Page Editing Toolbar**.

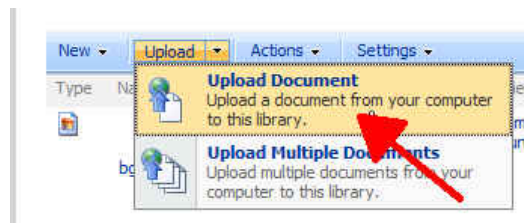
Uploading an Image into the Images Library

Before you can place an image on your webpage, you must upload the image into the **Images Library**.

1. Click the **Site Actions** menu and select **View All Site Content**.
2. Click the **Images** link that appears under **Documents Libraries**.



3. In the **Images Library** window that displays, select **Upload Document** in the Upload Menu.



4. In the **Upload Document** form that appears, click **Browse** and navigate to a graphic (image) file on your computer, then click **Open**.
5. On the **Upload Document** form that appears, leave everything as it is and click **OK** to upload your image to the Images Library.
6. Date set to **Immediately** and **Scheduling End Date** set to **Never**. Click the **Check In** button. On the Images Properties form, key a title in the Title field. Leave the Scheduling Start

The document was uploaded successfully and is checked out to you. You must fill out any required properties and check it in before other users will be able to access it.

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

Check In Cancel

Delete Item Spelling... * indicates a required field

Name * Trees.jpg

Title Trees Logo

Scheduling Start Date

Immediately

On the following date:

12 AM 00

Scheduling End Date

Never

On the following date:

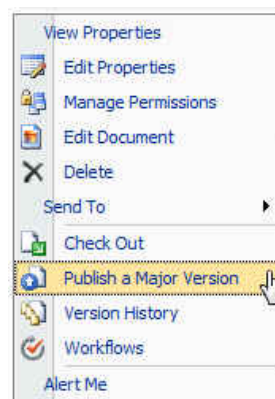
12 AM 00

Version: 0.1
Created at 4/16/2009 11:36 AM by RSC\Busche_Don
Last modified at 4/16/2009 11:36 AM by RSC\Busche_Don

Check In Cancel

You have successfully uploaded your image and checked it in. Now, you need to publish it so other authors in this site will have access to this image should they wish to use it.

- In the **Images Library**, which appears after checking in your image, put your mouse over the name of the image you just uploaded, click the down arrow, then select **Publish a Major Version** from the menu that appears.



- On the **Publish Major Version** form, leave the **Comments** field empty and click the **OK** button.

Santiago Canyon College > Students > Images > Trees > Check In

Publish Major Version

Use this page to publish the current version of this document.

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper permission.

Comments

Type comments describing what has changed in this version.

Comments:

OK

9. On the **Start Parallel Approval** page, click the **Start** button, which appears at the bottom of the page.

Note: It is not necessary to key in a message and due date on this form during this training session.

However, in the "real world" you may want to do this.

Santiago Canyon College > Students > Images > Trees > Workflows > Start Workflow

Start "Parallel Approval": Trees

Request Approval

To request approval for this document, type the names of the people who need to approve it on the **Approvers** line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once everyone has finished their tasks.

Approvers... Approvers

Assign a single task to each group entered (Do not expand groups).

Type a message to include with your request:

Due Date

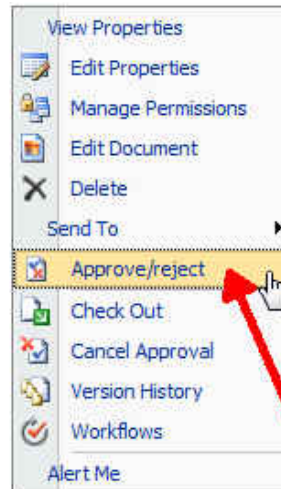
If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.

Tasks are due by:

10. After clicking the **Start** button, you will be redirected to the **Images Library**. Notice the status of your image is now set to Pending.

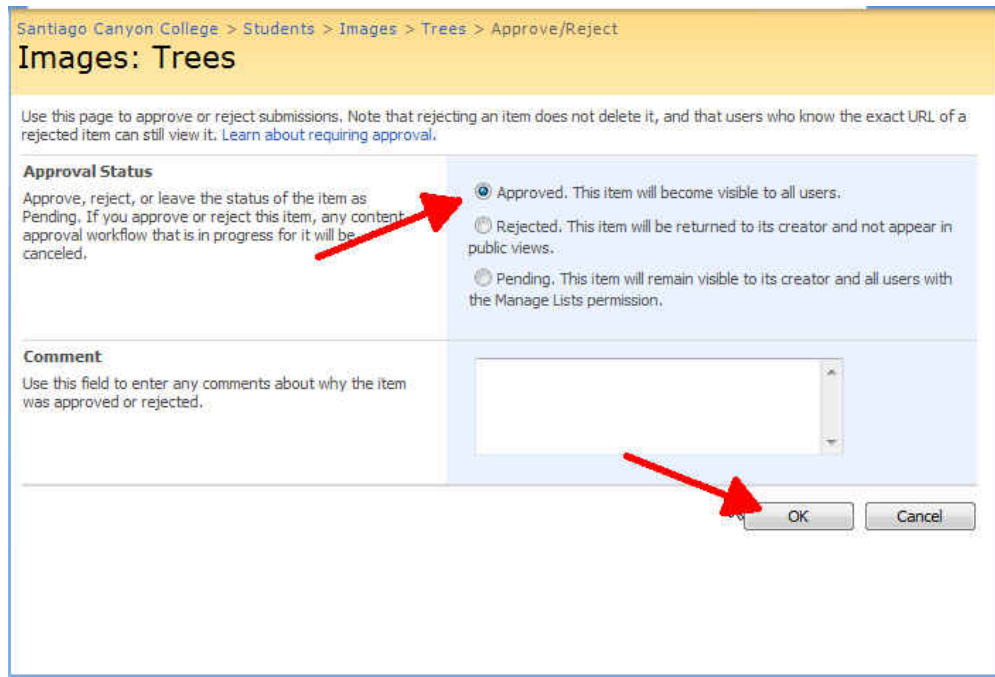
Type	Name	Modified	Modified By	Approval Status	Thumbnail	Picture Width	Picture Height
	bg_mmenu_students	4/6/2009 2:29 PM	System Account	Approved		378	
	bg_title	4/6/2009 2:30 PM	System Account	Approved		150	
	Trees !NEW	4/16/2009 12:01 PM	RSC\Busch, Don	Pending		2403	

11. Next, try to approve the image. Put your mouse over the image name. Select **Approve/reject** in the menu that appears.

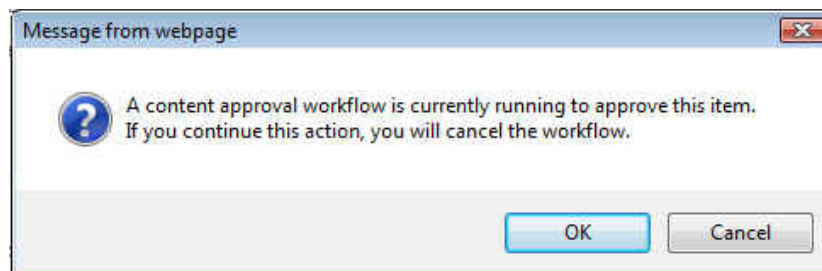


12. If you do not have the necessary permissions, you will get an “Access Denied” error message. If you have the necessary permissions, you will be able to approve the new image. In this training lesson you should have the necessary permissions, so an Approve/Reject page will display as shown below.
13. On the **Approve/Reject** page, select **Approved. This item will become visible to all users.** and then click on the **OK** button.

*Note: It is not necessary to put any comments in the **Comment** field during*



14. When prompted about the content approval running, click on the **OK** button to continue.

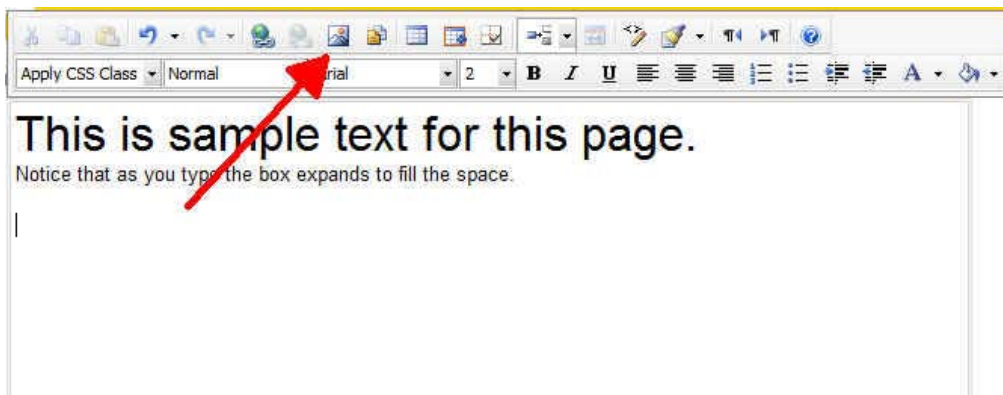


15. The image is now uploaded, checked-in, and approved.

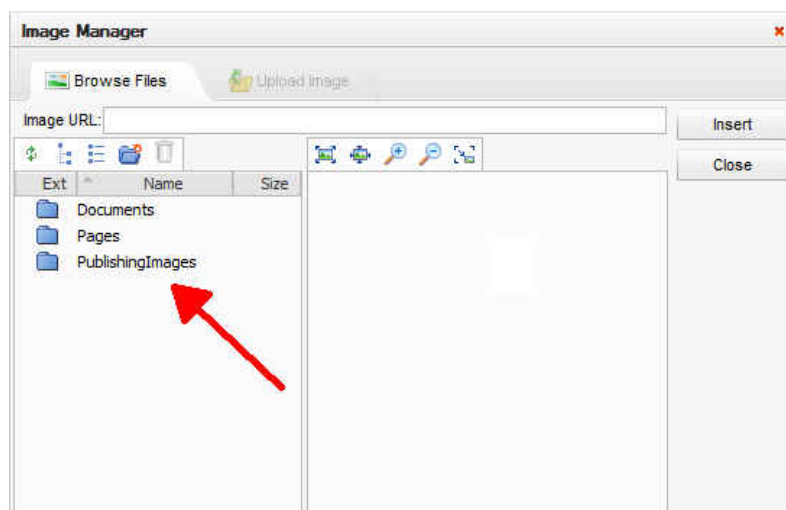
Type	Name	Modified	Modified By	Approval Status	Thumbnail	Picture Width	Picture Height	Checked In
	bg_mmenu_students	4/6/2009 2:29 PM	System Account	Approved		378	440	
	bg_title	4/6/2009 2:30 PM	System Account	Approved		150	27	
	Trees	1/7/2009 1:13 PM	RSC\Busche Don	Approved		2403	1479	

Adding an Image to Your Page

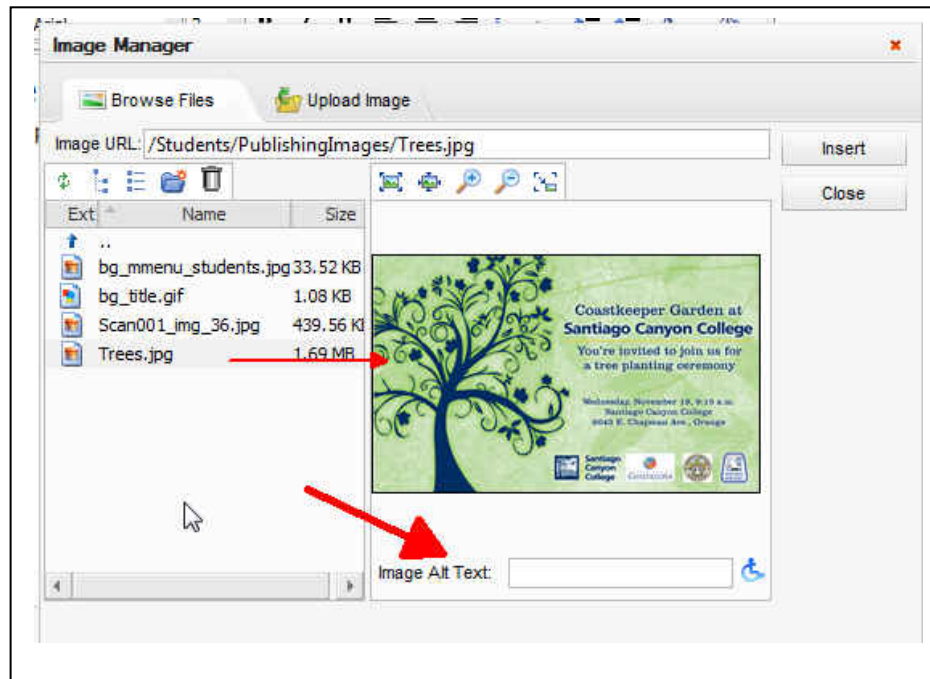
1. Return to the training page you created:
 - a. Click **Sites Actions** menu.
 - b. Select **View all Site Content** option.
 - c. Click the **Pages** folder icon to display a list of the pages in this folder.
 - d. Click the name of the page you are creating (Sample new page in this training session) to display the page.
2. Click on **Edit Page** in the **Page Editing Toolbar** to return to the page editing mode.
3. Click an insertion point after the last sentence in the **Edit Content** area and press **Enter** twice.
4. Click the **Insert Image** icon on the **Page Editing Toolbar**.



5. The **Image Manager** window will appear. Double click the **PublishingImages** folder icon the left window to display a listing of your published images.



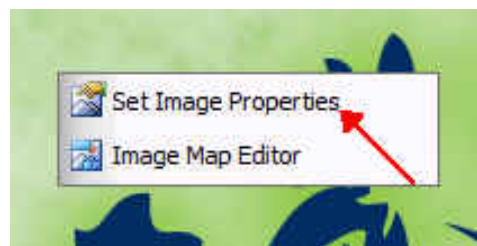
6. Click the name of the image you wish to use. An image of the graphic will display in the area to the right of the image names as shown below. Notice that the path to the image is shown in the **Image URL:** textbox.



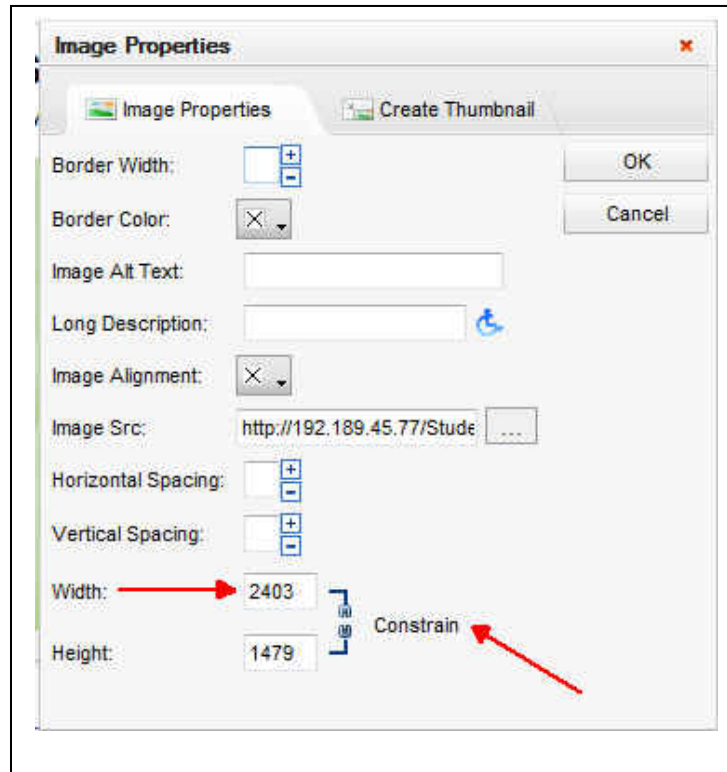
7. Click in the Image **Alt Text** box and key a short description of the image.
8. Click **Insert**. Your page will display with the image placed on it.

Note: The image will display at the size it was when it was saved. You can now adjust the size.

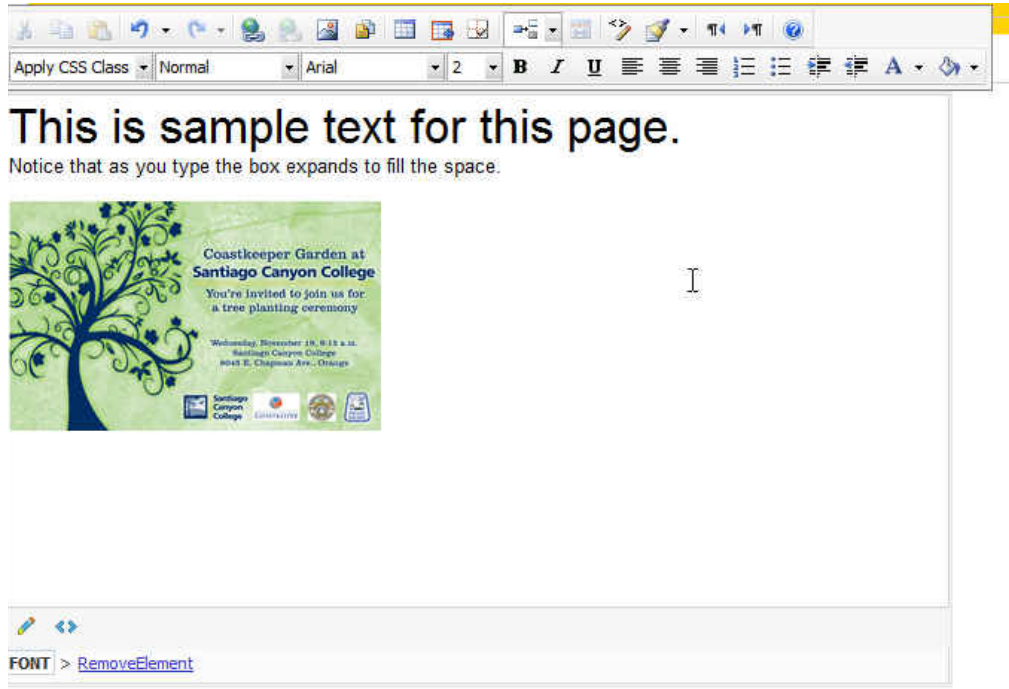
9. To adjust the size of the image:
- Click the graphic to display the popup menu and select **Set Image Properties**.



- Click Specify Size if you wish to use the image in a size other the size as it was saved. If you select this option, indicate the size (in pixels) for the width and height or enter one dimension and click **Constrain**, then click **OK**.

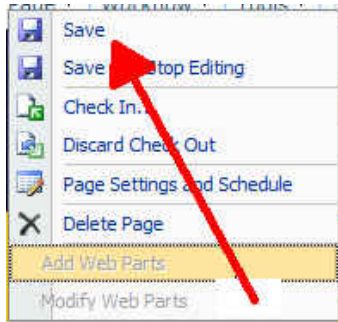


10. Your image now appears on your page.



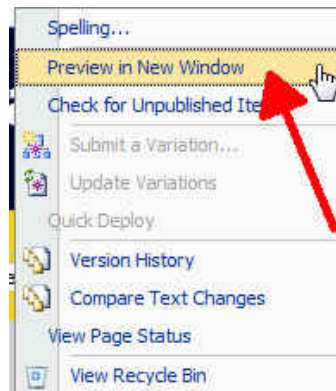
Saving and Viewing a Page

1. Click on the **Page** menu in the **Page Editing Toolbar** and select the **Save**.



2. Do the following to preview your page in a browser window.
 - a. Select **Preview in New Window** from the **Tools** menu located in the **Page Editing Toolbar**.

Note: Ensure that any "pop-up blockers" are not preventing the new window from opening.



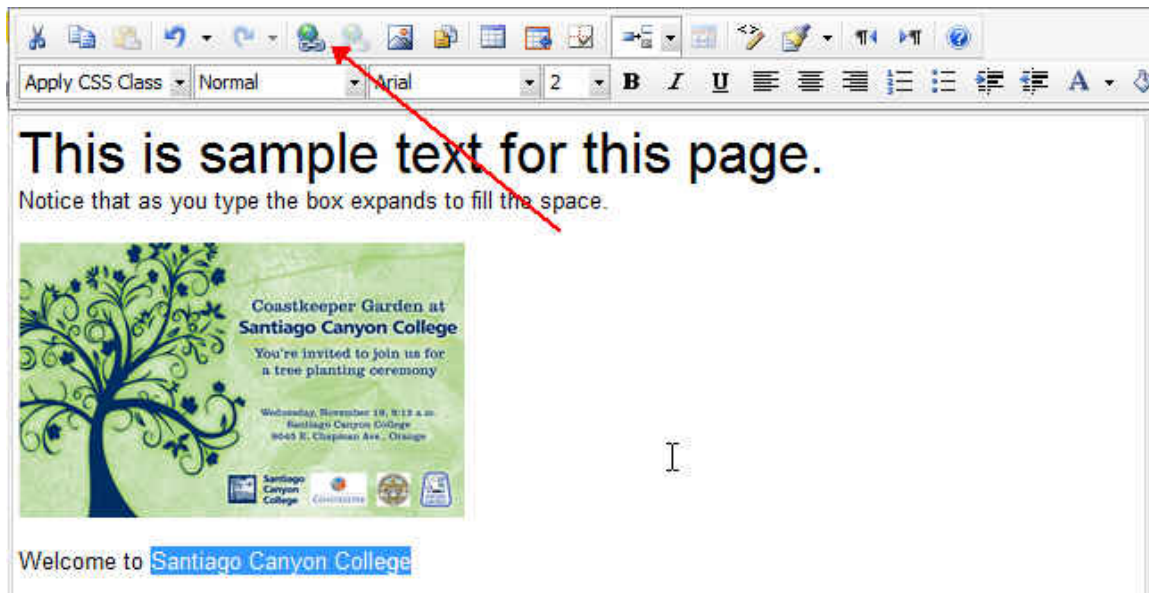
- b. After previewing, close the preview window and return back to your page which is still in Edit Page mode.

Adding a Link to Your Page

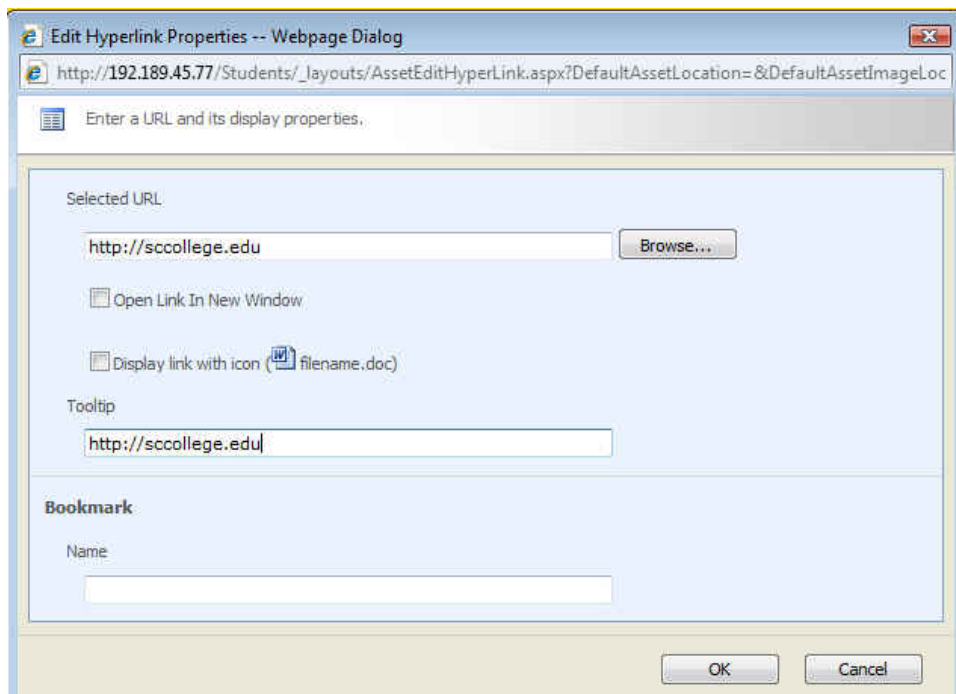
1. Display your training page if it is not displayed.
2. Click an insertion point and press **Enter** twice.
3. Key the following text:

Welcome to Santiago Canyon College

4. Highlight the words “**Santiago Canyon College.**”
5. Click the **Link Manager** icon on the HTML Editor toolbar.

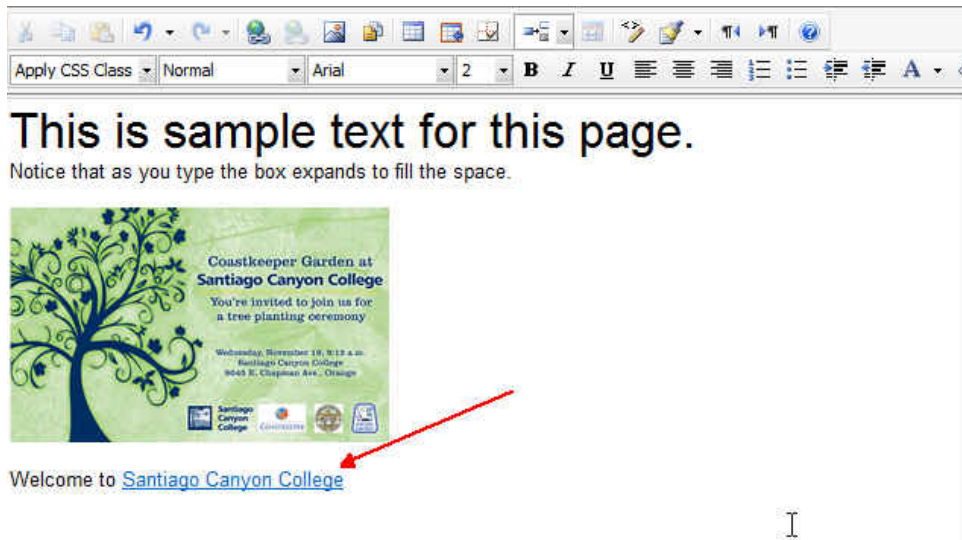


6. Complete the **Edit Hyperlink Properties** box by keying the URL and **Tooltip** as shown below the click **OK**.



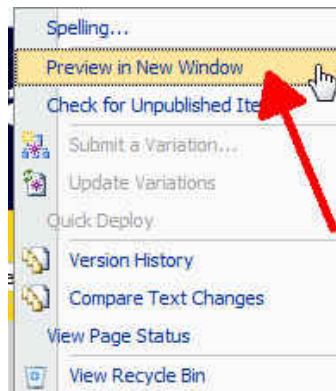
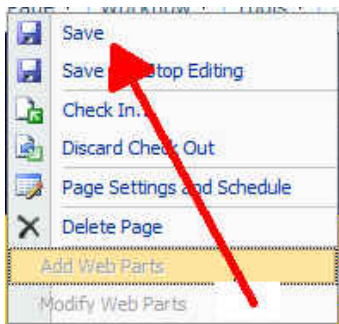
Note: Use the Browse button to navigate your website if the link is a page, document, or image on your website.

7. Your page is display with the link in blue as shown below.



8. Save the page and test the hyperlink:

- Click the **Page** menu on the **Page Editing Toolbar** and select **Save**
- Click the **Tools** menu on the **Page Editing Toolbar** and select **Preview in New Window**.

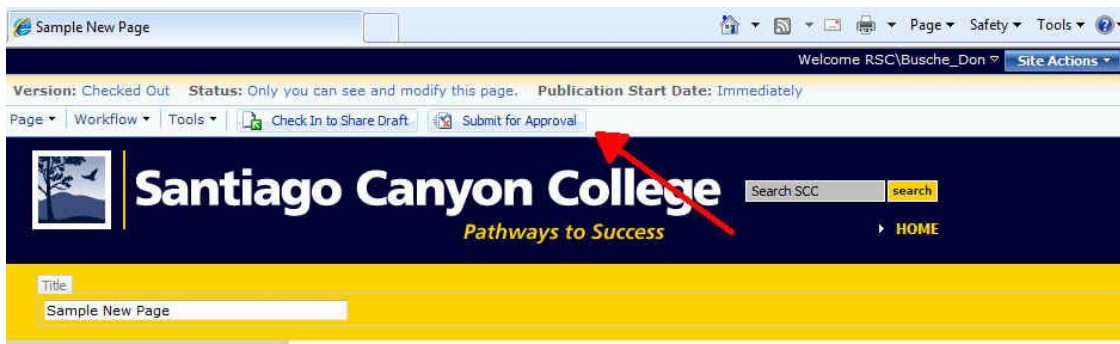


9. After previewing the page, close the preview window and return to your page, which is still in Edit Page mode.

Publishing a Page

A page must be approved before it can be viewed by others.

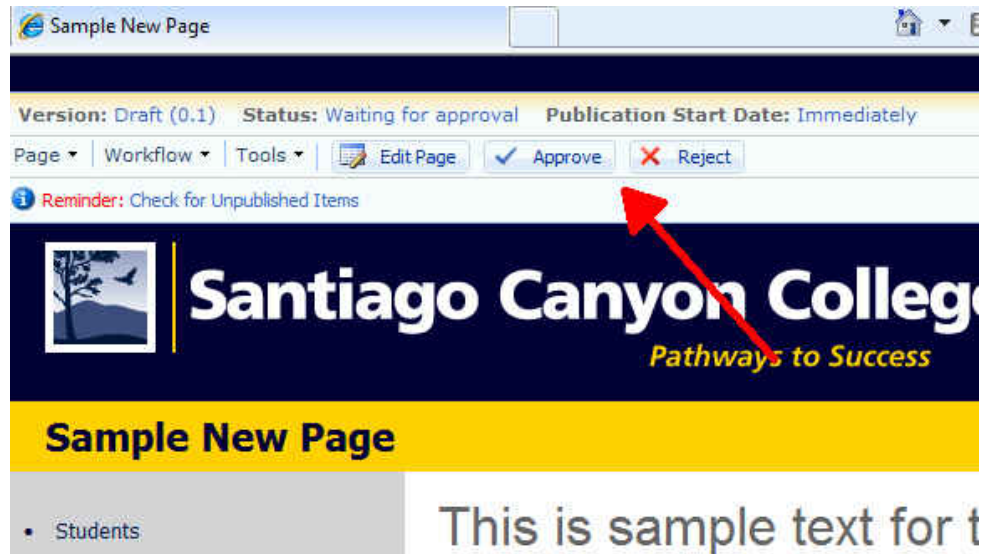
1. Click on the **Submit for Approval** button in the **Page Editing Toolbar**.



2. On the **Start Parallel Approval** page, click on the **Start** button.

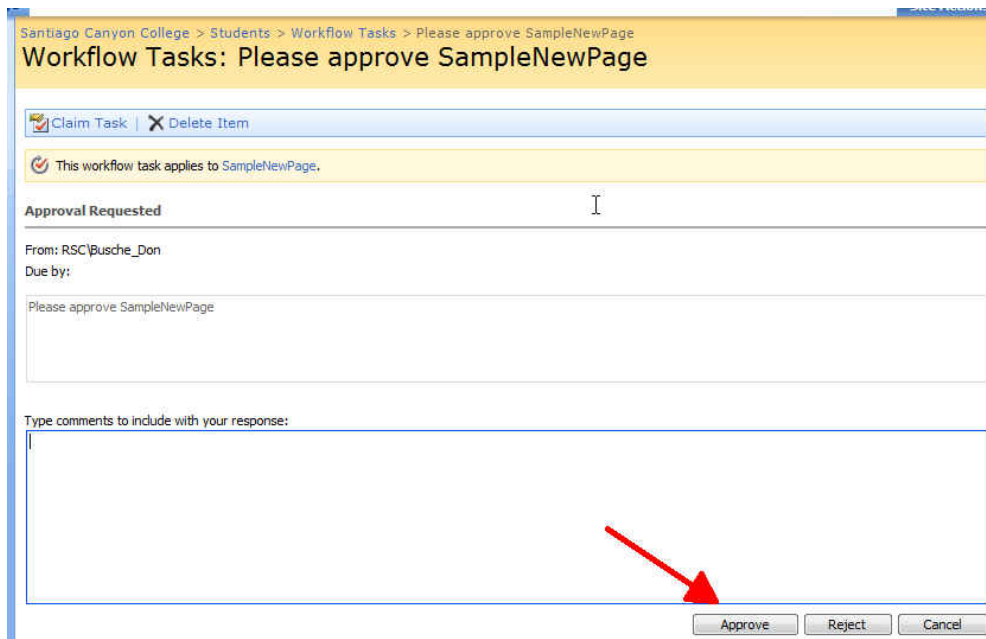
 A screenshot of the 'Start Parallel Approval' page. The page title is 'Start "Parallel Approval": SampleNewPage'. The form includes sections for 'Request Approval', 'Due Date', and 'Notify Others'. A red arrow points to the 'Start' button at the bottom right. The 'Request Approval' section includes a text area for 'Type a message to include with your request:' and a checkbox for 'Assign a single task to each group entered (Do not expand groups)'. The 'Due Date' section includes a text area for 'Tasks are due by:'. The 'Notify Others' section includes a text area for 'CC...'.

After clicking **Start**, you will be redirected to your Page. Note that **Approve** and **Reject** buttons appear in the **Page Editing Toolbar**.



3. Click on the **Approve** button.

The Workflow Tasks window will display as shown below.



4. Click **Approve**.
5. Your page is now published and ready for the world to see! You can verify this by selecting to the **Show Page Editing Toolbar** from the **Site Actions** menu and then look at the status of the page.