

Creating and Setting Up the Initial Content

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The following sections outline the steps necessary to create and set up the initial content displayed on the homepage.

Creating a photo album

The system lets you create and maintain a photo album for images and photos that are relevant to the group or course and its activities. For example, a golf group may want to post pictures from its last tournament, or a geography course may want to post pictures of places mentioned in the course of study.

The photo album can contain any number of images and photos up to a default limit of 12 MB. When you upload files, the system will downsize photos and images to an average size of 40 K. If each image were to take the average size (40 K), an album could contain just over 300 images. It is important to note that the 12 MB size limit also includes any photos that have been submitted but not yet posted and those that have been inactivated. If you attempt to submit or post an image to an album that contains no more space you will receive an error message.

Note: The amount of space allocated for storing photos may be different than the default limit. See your system administrator to determine the amount of space available to your institution.

The photo album supports two file formats: graphic interchange format (GIF) and Joint Photographic Experts Group (JPG or JPEG). Once files have been posted, you can give them titles and captions. When members first click into the photo area, they see thumbnails of each image, including the title, when the image was posted and by whom, and the caption. Clicking on the image displays the photo viewer web page, which allows members to see the larger image and to navigate forward or backward through the album.

Steps

Follow these steps to create a photo album.

1. Access the group or course home page.
2. From the Content Tools menu, locate and click **Manage Photos**. You'll see a Manage Photos page similar to the following:

My Groups **Groups Index** **Create Group**

Manage Photos - American history group

May 10, 2007

Your Location: [Group Homepage](#) / Manage Photos

Group Tools
[Homepage](#)
[Announcements](#)
[News](#)
[Photos](#)
[Links](#)
[Files](#)
[Message Board](#)
[Calendar](#)
[E-mail](#)
[Chat](#)
[Members](#)

Content Tools
[Manage Homepage](#)
[Manage Guest View](#)
[Manage News](#)
[Manage Photos](#)
[Manage Links](#)
[Manage Files](#)
[Manage Message Board](#)
[Manage Calendar](#)
[Manage Announcements](#)

Configuration Tools

Click on a photo or its title to **view** it. To **activate** a photo, check the box and click "Activate." To **remove** a photo, check the box and click "Delete."

Submitted Photos

	Title	Posted By	Posted On
There are no submitted photos.			

Click on a photo or its title to **view** it. To **inactivate** a photo, check the box and click "Inactivate." To **remove** a photo, check the box and click "Delete."

Active Photos

[Post a New Photo](#)

	Title	Posted By	Posted On
There are no active photos.			

Inactive Photos

	Title	Posted By	Posted On
There are no inactive photos.			

3. It contains three sections:

- **Submitted Photos:** A list of all photos that have been submitted by members, but not yet reviewed and posted.
- **Active Photos:** A list of all active (posted) photos.
- **Inactive Photos:** A list of all photos that have been deactivated (removed from the homepage), but not yet deleted.

Note: At this point, there should be no content under any of these sections.

4. Locate and click the **"Post a New Photo"** link that appears within the Active Photos list.

You see the Post a Photo window.

The screenshot shows a web interface for posting a photo to a group. At the top, there are navigation tabs: 'My Groups', 'Groups Index', and 'Create Group'. Below these is the title 'Post a Photo - American history group' with a date 'May 10, 2007'. A breadcrumb trail reads 'Your Location: Group Homepage / Photos / Post a Photo'. On the left is a sidebar with two sections: 'Group Tools' (containing links like Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, Members) and 'Content Tools' (containing links like Manage Homepage, Manage Guest View, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Calendar, Manage Announcements). Below these is a 'Configuration Tools' section with links for General Settings, Applications, Sub-Groups, and Members. The main content area contains instructions: 'Post photos in jpeg or gif format (file extensions .jpg, .jpeg or .gif) only. Photo files may not be larger than 1 mb.' Below this, the 'Posted By' field is set to 'Administrator'. The 'Status' field is a drop-down menu with a downward arrow. The 'Photo File Name' field is a text input with a 'Browse...' button to its right. The 'Photo Title' field is a text input. The 'Photo Caption' field is a text input with a 'Caption Uses Plain Text' drop-down menu. Below these fields is a large text area for the caption. At the bottom of the form are 'Post' and 'Cancel' buttons.

5. From the **Status** field, use the drop-down to select **Active**.
6. In the **Photo File Name** field, enter the path to the photo or image or click the Browse button to locate the photo or image on your machine or a network location.

7. If you click **Browse**, you see a dialog box similar to the following that allows you to search for a file.



8. After you have specified or searched for the file, use the **Photo Title** field to enter a title.

Note: This field is required and only supports 60 characters.

9. In the **Photo Caption** field, enter a caption for the photo.

Note: This field is also required. It supports 5000 characters. The caption field also supports basic HTML formatting so that you can change the characteristics of the font (color, size, etc.) or add a link. For example, if you want the caption to be displayed in a red font, you could bracket the text with the following HTML tags:

```
<font color="Red">here is some red text</font>
```

10. When using HTML formatting, the following tags are not typically supported: <applet>, <area>, <base>, <basefont>, <bgsound>, <body>, <button>, <caption>, <div>, <embed>, <fieldset>, <form>, <frame>, <frameset>, <head>, <html>, <iframe>, <input>, <label>, <layer>, <legend>, <link>, <map>, <meta>, <nobr>, <noframes>, <noscript>, <object>, <optgroup>, <option>, <pre>, <script>, <select>, , <style>, <textarea>, <thead>, <title>, and <wbr>.
11. These may vary at your institution. Additionally, you may not employ JavaScript. The non-supported tags and JavaScripting will be removed by an application called Tidy. The system also uses Tidy to detect and fix minor errors, to flag an error on an uncorrectable problem, and to close any unclosed tags that might cause problems in certain browsers.

12. To add the photo or image to the album, click **Post**. To exit without adding the photo or image, click **Cancel**.

Note: If you posted the photo, you will see a dialog stating that your photo has been posted. Click **Ok**. You are returned to the Manage Photos window, where you see a thumbnail of the photo you just added listed under the Active Photos section.

13. To add more photos to the album, repeat the steps 5 through 10.

Creating Links

Purpose

The system allows you to create and maintain a list of Internet links that provide resources for the group. For example, a ski club might want to add links to local ski resorts or the local ski report, an engineering course might want to add links to commercial Web sites for companies conducting research in areas the course is studying.

When you add links to the homepage, you must include a title for the link, the URL (Web address), and a link description. The title provides the actual link that members will click to access the URL. The description should provide some indication to users of the contents of the page that they will be accessing. Any number of Internet links can be posted.

Steps

Follow these steps to create an initial set of links for group or course members.

1. Access the group or course home page.
2. From the Content Tools menu, locate and click **Manage Links**.

3. You see a Manage Links page similar to the following:

My Groups Groups Index Create Group

Manage Links - American history group May 10, 2007

Your Location: [Group Homepage](#) / Manage Links

Group Tools
[Homepage](#)
[Announcements](#)
[News](#)
[Photos](#)
[Links](#)
[Files](#)
[Message Board](#)
[Calendar](#)
[E-mail](#)
[Chat](#)
[Members](#)

Content Tools
[Manage Homepage](#)
[Manage Guest View](#)
[Manage News](#)
[Manage Photos](#)
[Manage Links](#)
[Manage Files](#)
[Manage Message Board](#)
[Manage Calendar](#)
[Manage Announcements](#)

To **view** or **edit** a link, click on the link title. To **activate** a link, check the box and click "Activate." To **remove** a link, check the box and click "Delete."

Submitted Links

Title	Posted On	Posted By
There are no submitted links.		

To **view** or **edit** a link, click on the link title. To **inactivate** a link, check the box and click "Inactivate." To **remove** a link, check the box and click "Delete."

Active Links

[Post a New Link](#)

Title	Posted On	Posted By
<input type="checkbox"/> History of the United States	March 28, 2007	Administrator

☐

Inactive Links

Title	Posted On	Posted By
There are no inactive links.		

It contains three sections:

- **Submitted Links:** A list of all the links that have been submitted by members, but not yet reviewed and posted.
 - **Active Links:** A list of all active (posted) links.
 - **Inactive Links:** A list of all links that have been deactivated (removed from the homepage), but not yet deleted.
4. At this point, there should be no content displayed under any of these sections.
5. Locate and click the **"Post a New Link"** option that appears within the Active Links list.

6. You see the Post a Link window.

The screenshot shows a web interface for posting a link. At the top, it says 'Post a Link - American history group' with a date 'May 10, 2007'. Below this is a breadcrumb trail: 'Your Location: [Group Homepage](#) / [Links](#) / Post a Link'. On the left is a sidebar with 'Group Tools' (Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, Members) and 'Content Tools' (Manage Homepage, Manage Guest View, Manage News). The main area is titled 'Posted By: Administrator'. It contains several fields: a 'Status' dropdown menu, a 'Title' text box, a 'URL' text box, and a 'Link' dropdown menu set to 'Description Uses Plain Text'. Below these is a large 'Description' text area. At the bottom are 'Post' and 'Cancel' buttons.

7. In the **URL** field, enter the complete Internet address of the link. For example, if you were adding a link to CNN.com, you would enter the following:
`http://www.cnn.com`

The **URL** field also supports addresses containing the following protocols:

- `https://`
- `ftp://`
- `nntp:`
- `mailto:`

8. In the **Description** field, enter a one or two sentence description of the page that will open when the users click on the link.

Note: This field is required. It supports 1000 characters. The **Description** field also supports basic HTML formatting so that you can change the characteristics of the font (color, size, etc.), add tables, include images, etc. For example, if you were managing a homepage for a golf club and were adding a link to a local golf course, you could add the course logo by using the `` tag pointing it to a server where the image was stored.

9. To add the link, click **Post**. To exit without adding the link, click **Cancel**.
10. If you posted the link, you will see a dialog stating that your link has been posted. Click **Ok**.

Note: You are returned to the Manage Links window, where you see information about the link listed under the Active Links section.

11. To add more links, repeat these steps.

Creating News Articles

Purpose

The system allows you to create and maintain a list of news articles. A news article might be nothing more than an informational announcement, or it might be a treatise on a topic of interest for the group. For example, a movie club might post articles with brief information about upcoming movie festivals or screenings; a literature course might post a book review written by a course member.

When you add articles to the homepage, you must include a title for the article and the actual text that constitutes the article.

Steps

Follow these steps to create an initial set of news articles.

1. From the Content Tools menu, locate and click **Manage News**. You'll see a Manage News Articles page similar to the following:

My Groups **Groups Index** **Create Group**

Manage News - American history group

May 10, 2007

Your Location: [Group Homepage](#) / Manage News

Group Tools
[Homepage](#)
[Announcements](#)
[News](#)
[Photos](#)
[Links](#)
[Files](#)
[Message Board](#)
[Calendar](#)
[E-mail](#)
[Chat](#)
[Members](#)

Content Tools
[Manage Homepage](#)
[Manage Guest View](#)
[Manage News](#)
[Manage Photos](#)
[Manage Links](#)
[Manage Files](#)
[Manage](#)
[Message Board](#)
[Manage Calendar](#)
[Manage Announcements](#)

Configuration Tools
[General Settings](#)
[Applications](#)

To **view** or **edit** an article, click on the article title. To **activate** an article, check the box and click 'Activate.' To **remove** an article, check the box and click 'Delete.'

Submitted Articles

Title/Subject	Posted By	Posted On
There are no submitted articles.		

To **view** or **edit** an article, click on the article title. To **inactivate** an article, check the box and click 'Inactivate'. To **remove** an article, check the box and click 'Delete'.

Active Articles

[Post a new Article](#)

Title/Subject	Posted By	Posted On
<input type="checkbox"/> President of the History department to guest host	Administrator	March 28, 2007

[Inactivate](#) [Delete](#)

Inactive Articles

Title/Subject	Posted By	Posted On
There are no inactive articles.		

It contains three sections:

- **Submitted Articles:** A list of all articles that have been submitted by members, but not yet reviewed and posted.
- **Active Articles:** A list of all active (posted) articles.
- **Inactive Articles:** A list of all articles that have been deactivated (removed from the homepage), but not yet deleted.

Note: At this point, there should be no content displayed under any of these sections.

2. Locate and click the **"Post a New Article"** link that appears within the Active Articles list.
3. You see the Post an Article window.

The screenshot shows a web interface for posting an article. At the top, there are navigation tabs: 'My Groups', 'Groups Index', and 'Create Group'. Below these is the title 'Post an Article - American history group' with a date 'May 10, 2007'. A breadcrumb trail reads 'Your Location: [Group Homepage](#) / [Manage News](#) / Post an Article'. On the left is a sidebar with 'Group Tools' (Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, Members) and 'Content Tools' (Manage Homepage, Manage Guest View, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Calendar). The main form area has 'Posted By: Administrator' and a 'Status:' dropdown menu. Below is a required field for 'Title/Subject:' and a dropdown for 'News Article:' set to 'Article Uses Plain Text'. A large text area for the article content is below these. At the bottom are 'Post' and 'Cancel' buttons.

4. From the **Status** field, use the drop-down to select Active.
5. In the **Title/Subject** field enter a title or subject for the article.

Note: This field is required and supports 60 characters.

6. In the **News Article** field, enter the text of the article.

Note: This field is required. It supports 25,000 characters. The article field also supports basic HTML formatting so that you can change the characteristics of the font (color, size, etc.), add tables, include images, etc. For example, if you wanted the article to contain headings and subheadings, you could use standard <h1>, <h2>, <h3>, etc. tags.

7. To add the news article, click **Post**. To exit without adding the article, click **Cancel**.
8. If you posted the article, you will see a dialog stating that your article has been posted. Click **OK**. You are returned to the Manage News Articles window, where you see information about the article listed under the Active Articles section.
9. To add more articles to the homepage, repeat steps 5 through 9.

Creating Message Board Topics and Descriptions

Purpose

If your group or course has been given access to the message board feature by the administrator, you should create a set of initial message board topics and descriptions that will encourage members to access and use the message board. Members themselves can add topics to the message board. However, as the group or course leader you are the only one who can delete topics and replies, unless you delegate this permission to members of the group.

Steps

Follow these steps to create an initial set of message board topics and associated descriptions.

1. From the Content Tools menu, locate and click the **Manage Message Boards** link.

You see the Message Board Topics window displaying all message board topics available to the group. At this point the window should appear similar to the following as there shouldn't be any topics:

The screenshot shows a web interface for a message board. At the top, there are navigation links: "My Groups", "Groups Index", and "Create Group". The main heading is "Message Board Topics - American history group" with a date "May 10, 2007". Below this, it says "Your Location: [Group Homepage](#) / Message Board Topics". The section title "American history group" is followed by a search bar with a "Post a Topic" button, a search icon, and a dropdown menu set to "Titles". There are "go" and "reset" buttons. Below the search bar is a table with columns: "Topic List (click to view topic list)", "Author", "Messages", and "Posted on". The table contains one row for a topic titled "George Washington" by the "Administrator" with 1 message, posted on "3-27-07". At the bottom, there is a copyright notice "Copyright © SunGard Higher Education 1998 - 2007.", a "Top" link, and the "SUNGARD HIGHER EDUCATION" logo.

Topic List (click to view topic list)	Author	Messages	Posted on
George Washington	Administrator	1	3-27-07

- To add topics to the message board, click the **Post Topic** icon.

You see the Post a Topic window:

The screenshot shows a web interface for creating a new topic. At the top, there are three tabs: 'My Groups' (selected), 'Groups Index', and 'Create Group'. Below the tabs is the title 'Start New Topic - American history group' with a date 'May 10, 2007' to its right. Under the title is the breadcrumb 'Your Location: [Group Homepage](#) / [Message Board Topics](#) / Start New Topic'. A horizontal line separates this from the main heading 'Add New Topic to: American history group'. Below this heading is a form with a label '* Title : ' followed by a text input field. At the bottom of the form are two buttons: 'Add Topic' and 'Cancel'. At the very bottom of the page, there is a copyright notice 'Copyright © SunGard Higher Education 1998 - 2007.' and a logo for 'SUNGARD HIGHER EDUCATION' with a 'Top' link above it.

- In the **Title** field, enter the topic.
- Click the **Add Topic** button.

Note: You are returned to the Message Board Topics page. To add additional topics, click the **Post a Topic** icon and repeat the steps outlined above for entering a title. These same message board topics appear on the homepage.

- To create additional message board topics, repeat steps 2 through 4.

Creating Announcements

Purpose

If your group or course has been given access to the announcements feature by the administrator, you should create an initial announcement that welcomes members to the homepage, as well as any other appropriate announcements for your group or course.

Note: These announcements will also appear in members' Personal Announcements channel in the portal if that channel is placed on one of a user's tabs.

Steps

Follow these steps to create an announcement.

1. From the Content Tools menu, click the **Manage Announcements** link.

You see the Manage Announcements page. At this point, the screen should look similar to the following since there aren't any announcements:

The screenshot shows the 'Manage Announcements' page for the 'American history group'. At the top, there are navigation tabs: 'My Groups', 'Groups Index', and 'Create Group'. Below these is the page title 'Manage Announcements - American history group' with a date 'May 10, 2007'. A breadcrumb trail shows 'Your Location: Group Homepage / Manage Announcements'. On the left is a sidebar with 'Group Tools' including 'Homepage', 'Announcements' (highlighted), 'News', 'Photos', 'Links', 'Files', 'Message Board', 'Calendar', 'E-mail', 'Chat', and 'Members'. The main content area has instructions: 'To view or edit an announcement, click on the announcement title. To remove an announcement, check the box and click "Delete."' followed by 'Number of Announcements: 0' and a 'New Announcement' button. Below this is a table header with columns: 'Title (Click to Edit and Resend)', 'Exp Date:', 'Post Date:', and 'Status'. A red message states 'There are no announcements.'

2. Click the **New Announcement** button.
3. You see a Compose Announcement screen similar to the screen shown below:

The screenshot shows a web interface for composing an announcement. At the top, there are navigation tabs: 'My Groups', 'Groups Index', and 'Create Group'. The main heading is 'Compose Announcement - American history group' with a date 'May 10, 2007' on the right. Below the heading is the breadcrumb 'Your Location: [Group Homepage](#) / [Manage](#) / Compose Announcement'. On the left is a sidebar with two sections: 'Group Tools' (containing links like Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, Members) and 'Content Tools' (containing links like Manage Homepage, Manage Guest View, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board, Manage Calendar). The main content area has a 'Title:' field with a red asterisk, a large 'Announcements:' text area, and delivery/expiration dates (May 10, 2007 and May 17, 2007). At the bottom right are 'Send' and 'Cancel' buttons.

4. Enter a title for the announcement in the **Title** field (50 character maximum).
5. Enter the text of the announcement in the **Announcement** field.
6. Click **Send** to post the announcement.

Note: You see a message confirming your announcement has been delivered. The announcement will now appear on your group or course homepage and in each member's personal announcements channel for a seven day period, starting from the announcement post date.

7. Click the **Ok** button.

Creating Featured Content

Purpose

After you have added photos and links to the homepage, you can set some of these as featured content that will display to users when they first enter the online course or group. This featured content consists of a featured photo, a featured link, and a series of "top" links.

Note: By default, the featured content is set to be inactive on the homepage. Before you can see featured photos and links, you must first create a photo album for the group and activate a number of Internet links. If you don't want to activate a certain section, leave it set to inactive.

Steps

Follow these steps to create the initial featured content that will appear on the homepage.

1. From the Content Tools menu, click the **Manage Homepage** link.

You see homepage edit options similar to the following:

My Groups Groups Index Create Group

Manage Homepage - American history group

May 10, 2007

Your Location: [Group Homepage](#) / Manage Homepage

Group Tools
Homepage
Announcements
News
Photos
Links
Files
Message Board
Calendar
E-mail
Chat
Members

Content Tools
[Manage Homepage](#)
[Manage Guest View](#)
[Manage News](#)
[Manage Photos](#)
[Manage Links](#)
[Manage Files](#)
[Manage Message Board](#)
[Manage Calendar](#)
[Manage Announcements](#)

Featured Photo
No featured photo selected.
[Edit](#)

Featured Link
No featured link selected.
[Edit](#)

Top 5 Links
No links selected.
[Edit](#)

Just getting started ?
Read the [Group Leader Guide](#) for ideas and strategies. You will need [Acrobat Reader](#) to view the guide.

2. Locate the Featured Photo section of the page and click the **Edit** button.

Note: If there are no photos, you will first have to post photos to the group's album.

3. You see the Set Featured Photo window, which provides a view of all pictures contained in the group or course photo album, similar to the following:

[My Groups](#) [Groups Index](#) [Create Group](#)

Set Featured Photo - American history group May 10, 2007

Your Location: [Group Homepage](#) / [Manage](#) / Set Featured Photo

Group Tools
[Homepage](#)
[Announcements](#)
[News](#)
[Photos](#)
[Links](#)
[Files](#)
[Message Board](#)
[Calendar](#)
[E-mail](#)
[Chat](#)
[Members](#)

To **Set** the featured photo, select a photo and click Set Photo. Only one photo can be selected. To **View** a photo, click on the photo title. If you do not wish to use this feature, select the **Section Inactive** option.

Available Photos

	Title	Caption
<input checked="" type="radio"/>	Section Inactive	
<input type="radio"/>	 Campus	Main campus in the fall

Note: By default the **Section Inactive** radio button is checked, removing the featured photo from the homepage view.

4. To activate a featured photo, click the radio button next to a picture that you want to display and click the **Set Photo** button.

Note: You see a message stating the featured photo has been updated. Click **Ok** and you are returned to the Manage Homepage window.

5. Locate the Featured Link section of the page and click the **Edit** button.

Notes: You see the Set Featured Link window, which provides a view of all links posted for the group or course, similar to the following:

If there are no links, you will have to post some.

Set Featured Link - American history group

May 10, 2007

Your Location: [Group Homepage](#) / [Manage](#) / Set Featured Link

Group Tools Homepage Announcements News Photos Links Files Message Board Calendar E-mail Chat Members	<p>To set a featured link, select a link and click Set Link. Only one link can be selected. To view a link, click on the link title. If you do not want to use this feature, select the Section Inactive option.</p> <h3>Available Links</h3> <table><thead><tr><th>Title</th><th>Description</th></tr></thead><tbody><tr><td><input checked="" type="radio"/> Section Inactive</td><td></td></tr><tr><td><input type="radio"/> History of the United States</td><td>A brief history of the United States</td></tr></tbody></table> <p><input type="button" value="Set Link"/> <input type="button" value="Cancel"/></p>	Title	Description	<input checked="" type="radio"/> Section Inactive		<input type="radio"/> History of the United States	A brief history of the United States
Title	Description						
<input checked="" type="radio"/> Section Inactive							
<input type="radio"/> History of the United States	A brief history of the United States						

6. By default, the Section Inactive option is checked, removing the featured link from the homepage view. To activate a featured link, click the radio button next to a link that you want to display and click the **Set Link** button.

Note: You see a message stating the featured link has been updated. Click **Ok** and you are returned to the Manage Homepage window.

7. Locate the Top 5 Links section of the page and click **Edit**.

Note: You see the Set Top 5 Links window, which provides a view of all links posted for the group or course, similar to the following. If no links appear, you will need to post some.

The screenshot shows a web interface for managing a group's top 5 links. At the top, there are tabs for 'My Groups', 'Groups Index', and 'Create Group'. Below these is the title 'Set Top 5 Links - American history group' with a date 'May 10, 2007'. A breadcrumb trail reads 'Your Location: Group Homepage / Manage Homepage / Set Top 5 Links'. On the left is a sidebar with 'Group Tools' (Homepage, Announcements, News, Photos, Links, Files, Message Board, Calendar, E-mail, Chat, Members) and 'Content Tools' (Manage Homepage, Manage Guest View, Manage News, Manage Photos, Manage Links, Manage Files, Manage Message Board). The main area contains instructions: 'To **Set** the top five links, select up to five links and click Set Links. To **View** a link, click on the link title. If you do not wish to use this feature, select the **Section Inactive** option.' Below this is a table titled 'Available Links' with columns 'Title' and 'Description'. The table lists five options: 'Section Inactive' (checked), 'CNN', 'History', 'History of the United States', and 'Mt. St. Helens'. Each has a checkbox. The 'Description' for 'CNN' is 'History in the making - today's news is tomorrow's history.'; for 'History' is 'The History Channel'; for 'History of the United States' is 'A brief history of the United States'; for 'Mt. St. Helens' is 'Natural history in motion. Check here for the previous and current eruption information. You read that...'; and for 'NASA' is 'National Air and Space Administration'. At the bottom right are 'Set Links' and 'Cancel' buttons.

Title	Description
<input checked="" type="checkbox"/> Section Inactive	
<input type="checkbox"/> CNN	History in the making - today's news is tomorrow's history.
<input type="checkbox"/> History	The History Channel
<input type="checkbox"/> History of the United States	A brief history of the United States
<input type="checkbox"/> Mt. St. Helens	Natural history in motion. Check here for the previous and current eruption information. You read that...
<input type="checkbox"/> NASA	National Air and Space Administration

Note: By default the **Section Inactive** option is checked, removing the featured link from the homepage view.

8. To activate links to display under the Top 5 Links section, click the checkbox next to each link that you want to display and click the **Set Links** button.

Notes: You do not have to select five links, but you cannot select more.

9. You see a message stating the Top 5 Links have been updated. Click **Ok** and you are returned to the Manage Homepage window. You have now set the featured content that members will see when they access the homepage.

Managing News

Purpose

Once you have added news articles to the homepage, other members will submit articles or information that they think should be posted. To maintain the news articles, you will review the items that have been submitted, post those that you think are valuable for the group or course, and if necessary inactivate or delete information that is currently posted.

Steps

Follow these steps to review submitted articles and maintain active articles.

1. From the Content Tools menu, click the **Manage News** link.
2. You see the Manage News Articles page similar to the following:

[My Groups](#) [Groups Index](#) [Create Group](#)

Manage News - American history group

May 10, 2007

Your Location: [Group Homepage](#) / Manage News

Group Tools

- [Homepage](#)
- [Announcements](#)
- [News](#)
- [Photos](#)
- [Links](#)
- [Files](#)
- [Message Board](#)
- [Calendar](#)
- [E-mail](#)
- [Chat](#)
- [Members](#)

Content Tools

- [Manage Homepage](#)
- [Manage Guest View](#)
- [Manage News](#)
- [Manage Photos](#)
- [Manage Links](#)
- [Manage Files](#)
- [Manage Message Board](#)
- [Manage Calendar](#)
- [Manage Announcements](#)

Configuration Tools

- [General Settings](#)
- [Applications](#)

To **view** or **edit** an article, click on the article title. To **activate** an article, check the box and click 'Activate.' To **remove** an article, check the box and click 'Delete.'

Submitted Articles

Title/Subject	Posted By	Posted On
There are no submitted articles.		

To **view** or **edit** an article, click on the article title. To **inactivate** an article, check the box and click 'Inactivate!'. To **remove** an article, check the box and click 'Delete'.

Active Articles

[Post a new Article](#)

Title/Subject	Posted By	Posted On
<input type="checkbox"/> President of the History department to guest host	Administrator	March 28, 2007

[Inactivate](#) [Delete](#)

Inactive Articles

Title/Subject	Posted By	Posted On
There are no inactive articles.		

It contains three sections:

- **Submitted Articles:** A list of all articles that have been submitted by members, but not yet reviewed and posted. Submitted articles may be activated (posted) or deleted without reviewing them by using the buttons that appear on the page.

- **Active Articles.** A list of all active (posted) articles. You may inactivate or delete an active article by using the buttons that appear on the page. You may also edit the article or its related information by clicking on its title.

- **Inactive Articles.** A list of all articles that have been deactivated (removed from the homepage), but not yet deleted. You may reactivate or delete inactive articles by clicking on its title.

Note: On a regular basis you should review all submitted articles to delete those that you don't want to use and to post those that are appropriate.

3. You see the View Article window displaying the title of the article, the name of the person who submitted the article and the date it was submitted, and the text of the article.

At this point you can do one of two things:

- edit the article
- delete the article.

Note: Deleting the article removes it from the submitted list or from the page. Editing the article allows you to set its status to active or inactive, thereby posting it to the homepage or preserving it for later use.

4. To delete the article, click the **Delete** button.

Note: You are prompted by a dialog confirming that you want to delete the article. Once deleted, the article is no longer available for use.

5. To edit the article and post it or inactivate it, click the **Edit** button.

Note: You see the Edit Article window, which displays the selected Article and its information in data entry fields that allow you to modify the title and article text.

6. To change the article's title or information, click in the appropriate field and update the text.
7. To change status, select the appropriate option from the **Status** drop-down.

Note: The Active status posts the article to the homepage. The Inactive status places the article in the Inactive Articles list.

8. When you are finished editing the article or its status, click **Update**.

You see a message stating the article has been updated. Click **Done**. You are returned to Manage Links page.

9. As you begin to add articles to the homepage, you will occasionally need to delete, inactivate, or reactivate them as follows:
10. To delete any submitted, active, or inactive article, click the checkbox next to the article's title and then click the appropriate **Delete** button.
11. To inactivate an active article, click the checkbox next to the active article's title and click the **Inactivate** button.
12. To activate an inactive article, click the checkbox next to the inactive article's title and click the **Activate** button.