

OIT WEBSITE

documentation

CONTENT EDITORS

WHAT YOU CAN AND CAN NOT EDIT

The OIT website is centered around the OIT Service Catalog; as such, any changes to a service's main landing page (for instance, oit.utk.edu/research) must be approved by a director, then sent to a website administrator. Service owners and content editors can edit any other page in their section, as needed.

The right-hand sidebar is only editable by site admins. If changes need to be made, the service owner can contact site administrators.

LOGGING IN

oit.utk.edu/wp-admin

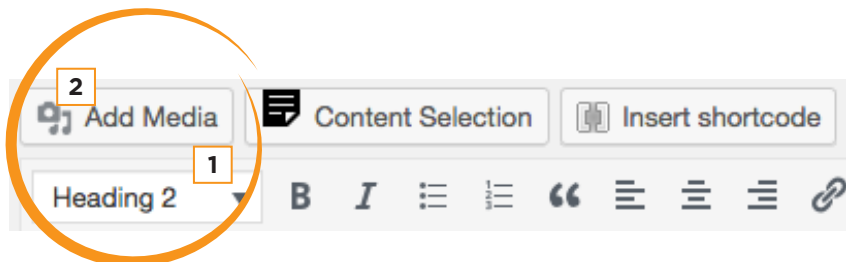
CREATING NEW PAGES

- Select “Add New” from either the page list or on an individual page.
- Add the page title in the top bar.
- The URL name will be automatically generated from your title, but you can adjust it if need be. Please note, you can not duplicate page titles across the site; so keep this in mind when choosing your page title.
- Add content in the main text box.
- The “Visual” tab allows you to edit in a WYSIWYG format, where as the “Text” tab allows you to edit HTML.
- To format the text, use the toolbar on top of the content entry screen.

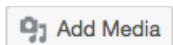
Note: You can choose to minimize or expand your options here.

SETTING HEADERS [1]

- The title of your page will be the H1 (main header) of the page. There is no need to add another H1.
- H2's are as the next level header, and H3 after that. Set your formatting with the drop-down menu on the left-hand side of the toolbar. Please do not select bold for H2s or H3s, they are styled with the CSS.



ADDING IMAGES [2]



- To add an image to your page, choose “Add Media” above the content area.
- You will then get the option to browse the current media library or upload your own image.
- Once you've selected or added an image, you will get the ability to adjust the alignment, display size, alt text, and link destination. Alt texts are required for an accessible site, so please be sure to add them. (See image on next page.)
- Once you've inserted the image into your page, you can readjust these settings by clicking on the image. You will then get another toolbar that allows you to quickly adjust the alignment, or select the pencil for more options.

SELECTING A PARENT

- Think of the parent page as the page that is a level higher than the page you're creating. So, what section of the site does your page belong to? If your page has a Parent, you can set this in the Page Attributes box on the right-hand side of the screen.

EDITING CONTENT

- Select "Services" from the left-hand sidebar, and then choose the section you wish to edit.
- You'll see a list of pages. Click on either the title of the page or hover and choose "Edit."
- You can adjust the number of pages you see through Screen Options (located on the top right-hand corner of your screen). You can also search for a specific page title.

LINKS



- To add a link, select the text you want to be a link and choose the link button from the toolbar.
- You will then see a bar where you can choose to type in a URL, or choose the gear icon for more options. The gear allows you to search and link to existing content, edit the Link Text, or type in the URL.
- To remove a link, select the broken link button from the toolbar.

SHORTCODES



Shortcodes allow you to add dynamic content without touching code. By default, UT has a few shortcode options, which can be located at: <http://brand.utk.edu/websites/using-wordpress-theme/shortcodes/>

We also have the Ultimate Shortcode plugin that will allow you to add even more shortcodes to your page.

Here are a few we commonly use.

Accordions

- Collapsibles: This is the main collapsible we use for content.

```
[collapsibles]
[collapse title="name"]
content
[/collapse]
[/collapsibles]
```

- Ultimate Shortcode's accordion. This can be used if you're embedding an accordion inside another accordion, or in other special circumstances.

Choose: Insert shortcode and then accordion.

```
[su_accordion]
[su_spoiler title="Title"]Content[/su_spoiler]
[su_spoiler title="Title"]Content[/su_spoiler]
[su_spoiler title="Title"]Content[/su_spoiler]
[/su_accordion]
```

- 1.1 Need
- 1.2 Readiness
- 1.3 Objectives
- 1.4 Delivery

Getting Ready for Teaching Online: Self-Assessment

Are you detail-oriented in managing your class, for example, sticking to deadlines and giving detailed instructions on the assignments?

Yes

Good! Proceed to the next question.

No

Buttons

- To add a button with the shortcode:
`[button link="URL" color="globe"]Button Text[/button]`
- You can also add a button in the Text tab, by adding a class to the `<a>` tag:
`Log in to download software`

Chat with the OIT HelpDesk

Notes

To add a note or a highlight box, use the following shortcode:

```
[su_note note_color="#f6f3f3" class="displayblock"]
<h3>Need immediate classroom help? Call 865-974-9110</h3>
If the problem cannot be fixed over the phone, a tech will be
dispatched and should arrive in your classroom within ten
minutes.
[/su_note]
```

- You can also choose Insert Shortcode > Note

Report an Issue

Need immediate classroom help? Call (865) 974-9110

We'll try to fix the problem over the phone. If we can't, a tech will be dispatched and should arrive in your classroom within ten minutes.

Don't need immediate assistance?

If you notice an issue with the classroom but do not need immediate assistance, contact the [OIT HelpDesk online](#) or by phone at (865) 974-9900.

Video

To add a note or a highlight box, use the following shortcode:

```
[su_youtube url="https://www.youtube.com/watch?v=h7H0QwEVjv4" ]
```

You can add height and width dimensions as well:

```
[su_youtube url="https://www.youtube.com/watch?v=h7H0QwEVjv4" width="260" height="200"]
```

- You can also choose Insert Shortcode > YouTube

Tables

Tables should not be used unless organizing tabular data. Should you need them, wrap the table in an `su_table` shortcode to add color and styling.

In either the visual or text table, start your table with `[su_table]` and end with `[/su_table]`

```
[su_table]
<table>
  <thead>
    <tr>
      <th>Channel</th>
      <th>Description</th>
      <th>Channel</th>
      <th>Description</th>
    </tr>
  </thead>
  <tbody>
    <tr>
      <td><strong>3.1</strong></td>
      <td>UT Channel 1</td>
      <td><strong>54.4</strong></td>
      <td>Shop TV</td>
    </tr>
    <tr>
      <td><strong>3.2</strong></td>
      <td>TVC</td>
      <td><strong>54.5</strong></td>
      <td>QVC</td>
    </tr>
  </tbody>
</table>
[/su_table]
```

Channel	Description	Channel	Description
3.1	UT Channel 1	54.4	Shop TV
3.2	TVC	54.5	QVC
3.3	UT Channel 3	54.6	HSN
3.4	UT Channel 4	55.1	Cooking Channel HD
3.5	UT Channel 5	55.2	HGTV HD
6.1	ABC WATE	56.1	Bravo HD
6.2	Get TV	56.2	Nickelodeon HD
6.3	LAFF	57.1	Nick Jr
7.1	IND WKNX	57.2	Teen Nick