MVSU Website Access Documentation

Information Technology

(2016; 10-29-2018)

Recommendations, Suggestions and Help:

It is recommended that each department designate two people who are able to maintain their respective web pages. The purpose of this guide is to provide easy to follow steps on how to update and change your department's webpages ensuring that content is always current and pertinent.

If there is a need for any other complex additions, please contact the webmaster at **dewon.hall@mvsu.edu** or dial 3724.

The new MVSU website is very powerful and will continue to grow along with the University. Let's work together to make THE VALLEY, the premier University in the Mississippi Delta, nation and world.

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The Login Page:

Scroll down to the bottom of the homepage (or any page on the website) and click the “Admin” link. Log in using your username and password. Once you’ve logged in, scroll through and find your respective department page(s). You should be able to edit the pages you have access to. If not, please email the webmaster with the list of pages you need access to at **dewon.hall@mvsu.edu**.

ssissippi ...
m/user
Search
ng Started
From Google Chrome

MISSISSIPPI VALLEY STATE UNIVERSITY

STREET ADDRESS
14000 Highway 82 W., Itta Bena, MS 38942

MAIN CAMPUS
662.254.9041

INSTATE
1.800.GO2.MVSU

Copyright 2016 Mississippi Valley State University. All Rights Reserved. | Admin | Privacy Policy | Employee Login

Web design and hosting by U.S.NEXT

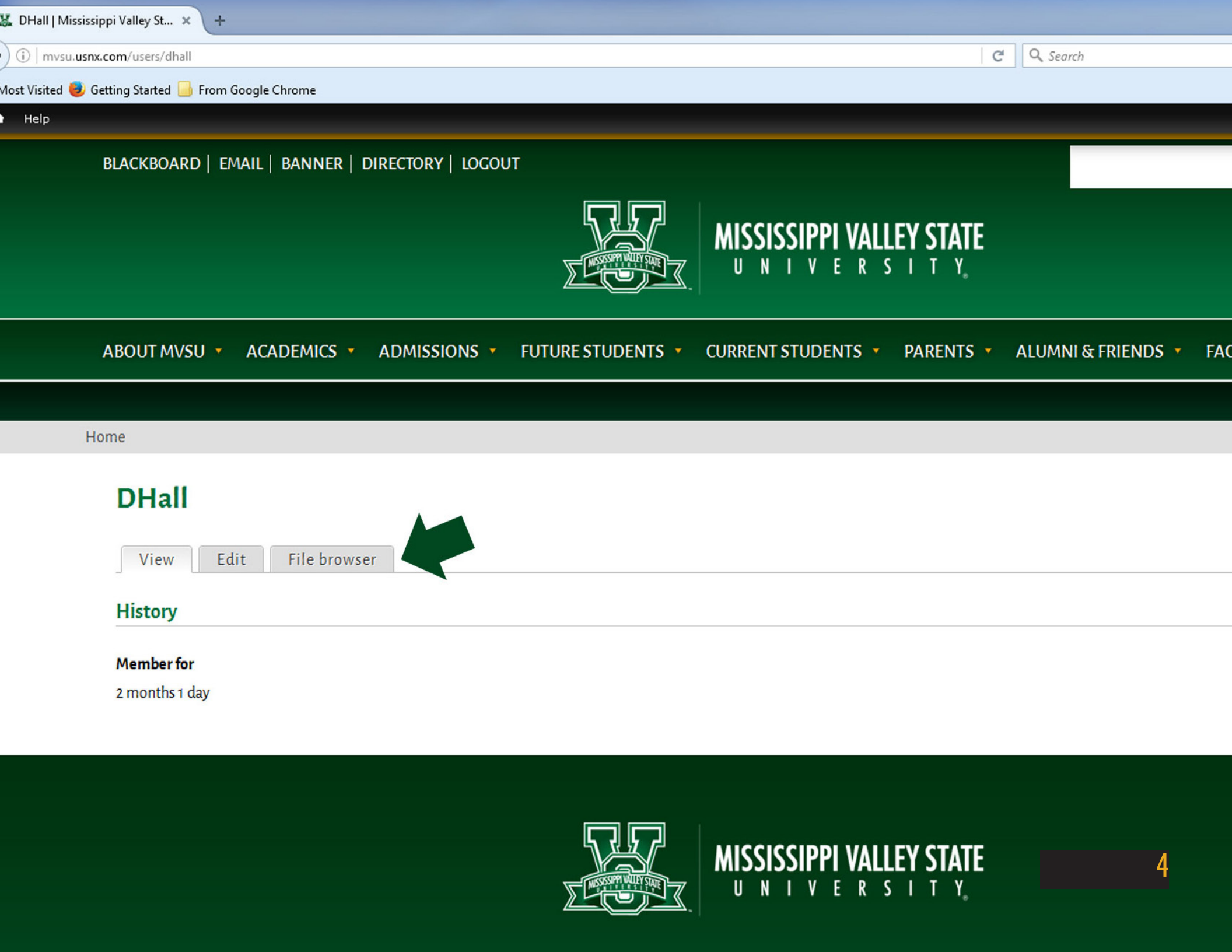
After You've Logged In:

You will see three gray tabs: *View, Edit and File Browser*.

View - Shows your login history and how long you've been a member.

Edit - This is where you can change your email, password, upload your photo and change time zones (*please leave time zones at default*).

File Browser: Shows a list of files that have been uploaded to the website.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BLACKBOARD | EMAIL | BANNER | DIRECTORY | LOGOUT
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ABOUT MVSU
ACADEMICS
ADMISSIONS
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ALUMNI & FRIENDS
Home
DHall
View
Edit
File browser
History
Member for
2 months 1 day
MISSISSIPPI VALLEY STATE UNIVERSITY
4

Page Editing:

Once you find your webpage(s), you will see the two gray tabs -***View and Edit***.

View - Allows you to see your page as it is on the website.

Edit - This is where you edit your content and/or upload files. The toolbar allows great flexibility. As with learning anything, play around with the toolbar to see what you can do with your page. There are options to really make your page(s) appealing, but consistent.

Quick Tip on line spacing:

For single spaced lines:

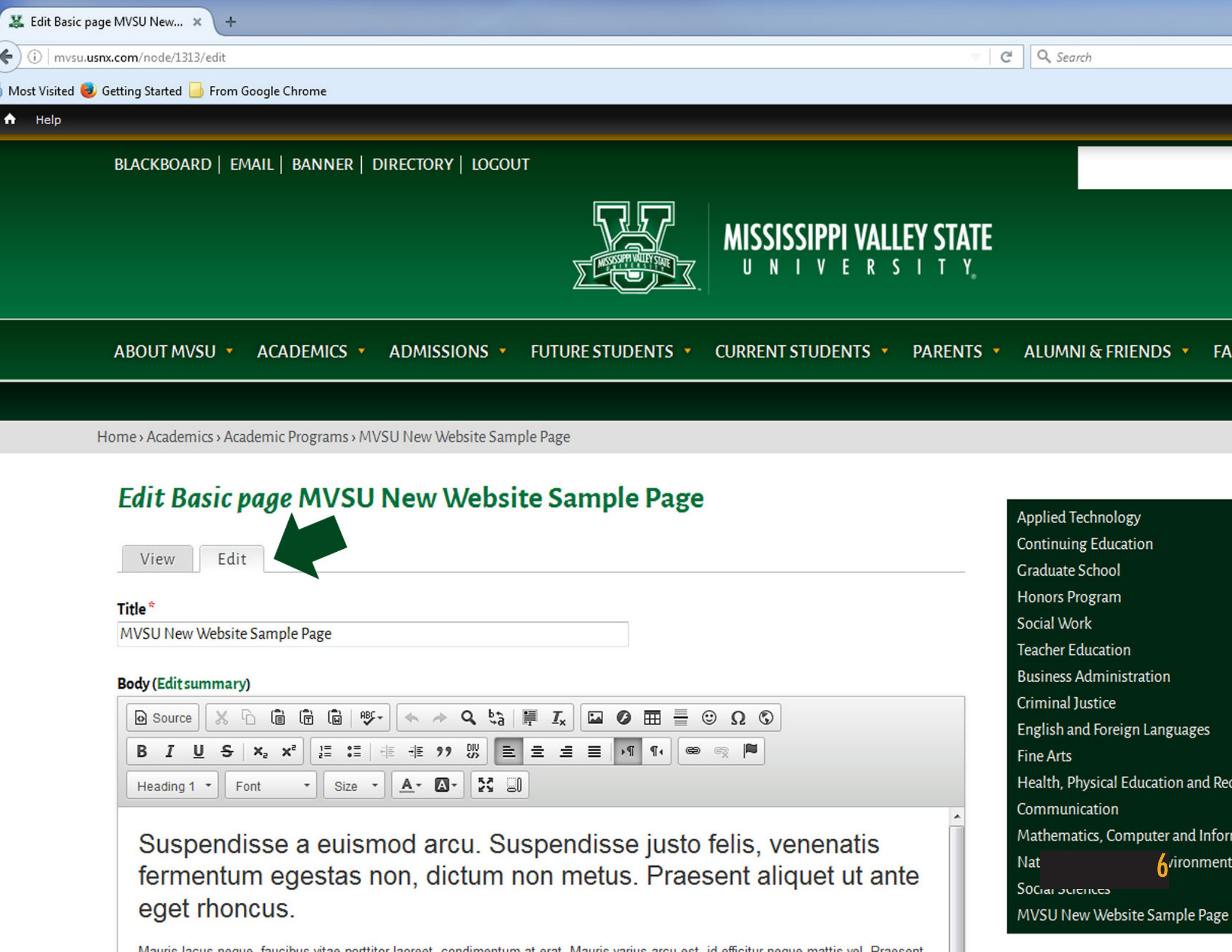
On PC: Press Shift and while holding shift, press Enter

On MAC: Press Shift and while holding shift, press Return

For double spaced lines:

On PC: Press Enter

On MAC: Press Return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ACADEMICS
ADMISSIONS
FUTURE STUDENTS
CURRENT STUDENTS
PARENTS
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Home › Academics › Academic Programs › MVSU New Website Sample Page
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Graduate School
Honors Program
Social Work
Teacher Education
Business Administration
Criminal Justice
English and Foreign Languages
Fine Arts
Health, Physical Education and Rec
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MVSU New Website Sample Page

Some rules of thumb:

The website is an extension of that MVSU brand. This guide is designed to ensure consistency across the MVSU website. When building your webpages,

DO NOT change the font. The font style is already defined within the framework of the website. To ensure this, leave the font option in the toolbar set to “Font”.

DO NOT apply any special formatting to text, outside of what is recommended within this guide.

Edit Basic page MVSU New Website Sample Page

View Edit

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MVSU New Website Sample Page

Body (Edit summary)

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Social Work
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Business Administration
Criminal Justice
English and Foreign Language
Fine Arts
Health, Physical Education and
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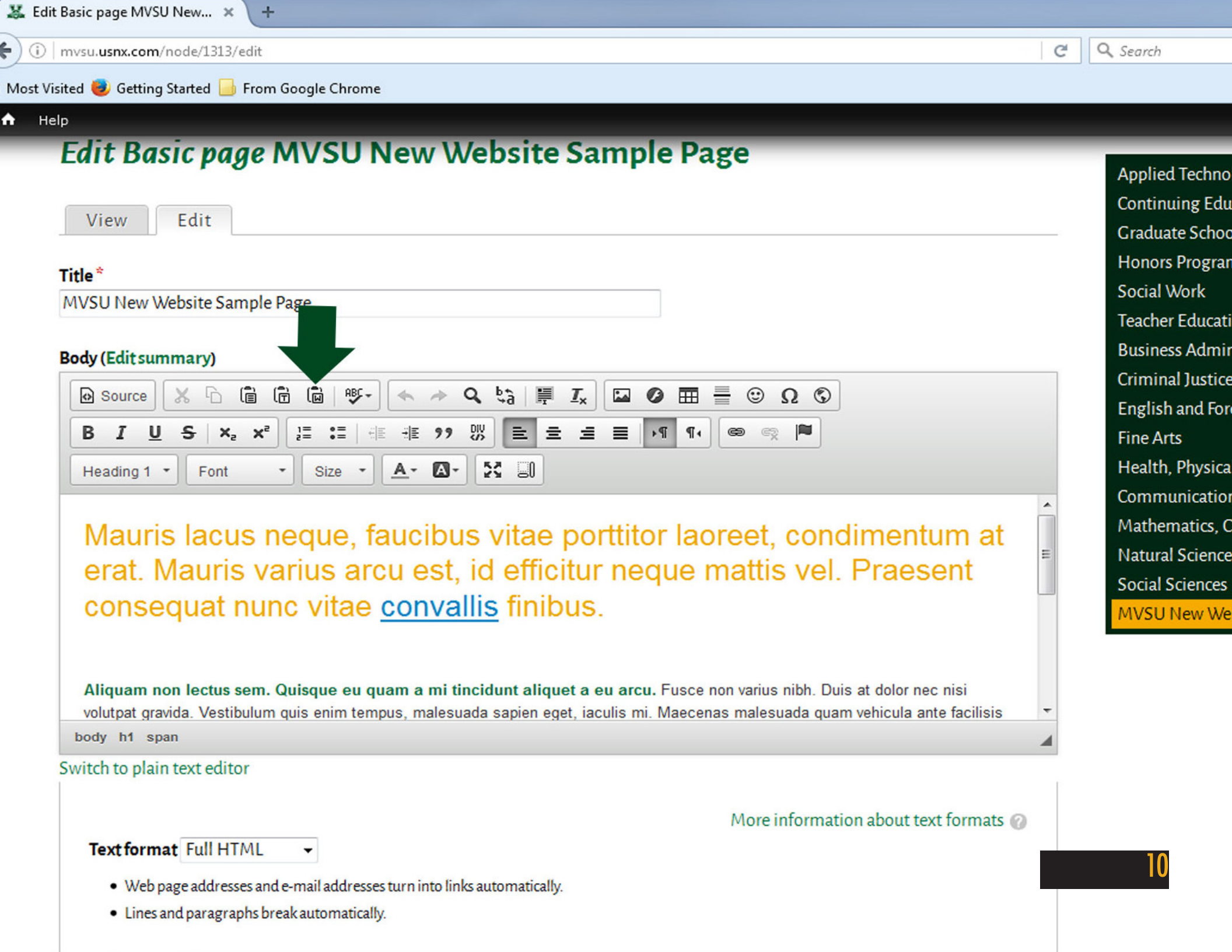
Mathematics, Computer and I
Natural Sciences and Environn

Copy & Paste:

A few notes about Copy & Paste. Keeping the font consistent is important. If you copy & paste directly from a Word Document into the editor box, the system may use the fonts within that Word document, which may not provide the desired outcome. To copy & paste from a Word Document, click the “Paste From Word” icon in the toolbar. You will see a dialogue box. Copy & Paste your text there.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More information about text formats
Text format Full HTML
Web page addresses and e-mail addresses turn into links automatically.
Lines and paragraphs break automatically.
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UNIVERSITY

ABOUT MVSU ACADEMICS ADMISSIONS FUTURE STUDENTS CURRENT STUDENTS PARENTS ALUMNI & FRIENDS FACUL

Home › Academics › Academic Programs › MVSU New Website Sample Page

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View Edit

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MVSU New Website Sample Page

Body (Edit summary)

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body h1 span

Switch to plain text editor

More information about text formats

Paste from Word

Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window.

Please paste inside the following box using the keyboard (**Ctrl/Cmd+V**) and hit OK

OK Cancel

Copy & Paste from a Word Document into this box. Then press "Ok".

- Applied Technology
- Continuing Education
- Graduate School
- Honors Program
- Social Work
- Teacher Education
- Business Administration
- Criminal Justice
- English and Foreign Languages
- Fine Arts
- Health, Physical Education and Recreat
- Communication
- Mathematics, Computer and Informati
- Natural Sciences and Environmental H
- Social Sciences
- MVSU New Website Sample Page

USING THE OFFICIAL UNIVERSITY COLORS AND OTHER VISUAL ELEMENTS TO CREATE A NICE VISUAL HIERARCHY:

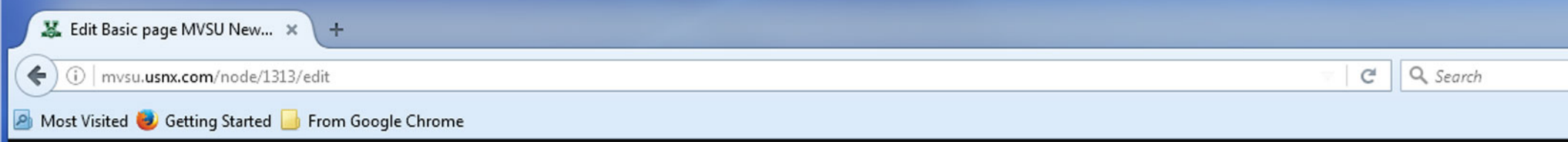
You can do this by adding colors, highlighting content, and using headers/ horizontal lines. This will be covered in the next few pages. In some cases, you may need to make some sections larger than other portions and add different colors. To break up or highlight content, use a header with a different color. It helps to break up long sections of copy. You can also use a “Horizontal Line” if needed.

The Official University Colory:

Hex Colors for the web are: Green - #026937 • Red - #CF0A2C • Gold - #EDAA00

Copy & Paste or type the colors in the “Text Color” box (include the # symbol).

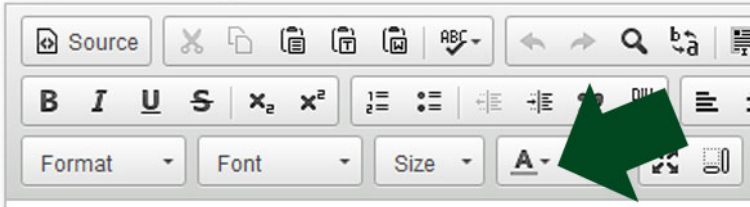
See the examples below;



Title *

MVSU New Website Sample Page

Body (Edit summary)



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More information about text formats

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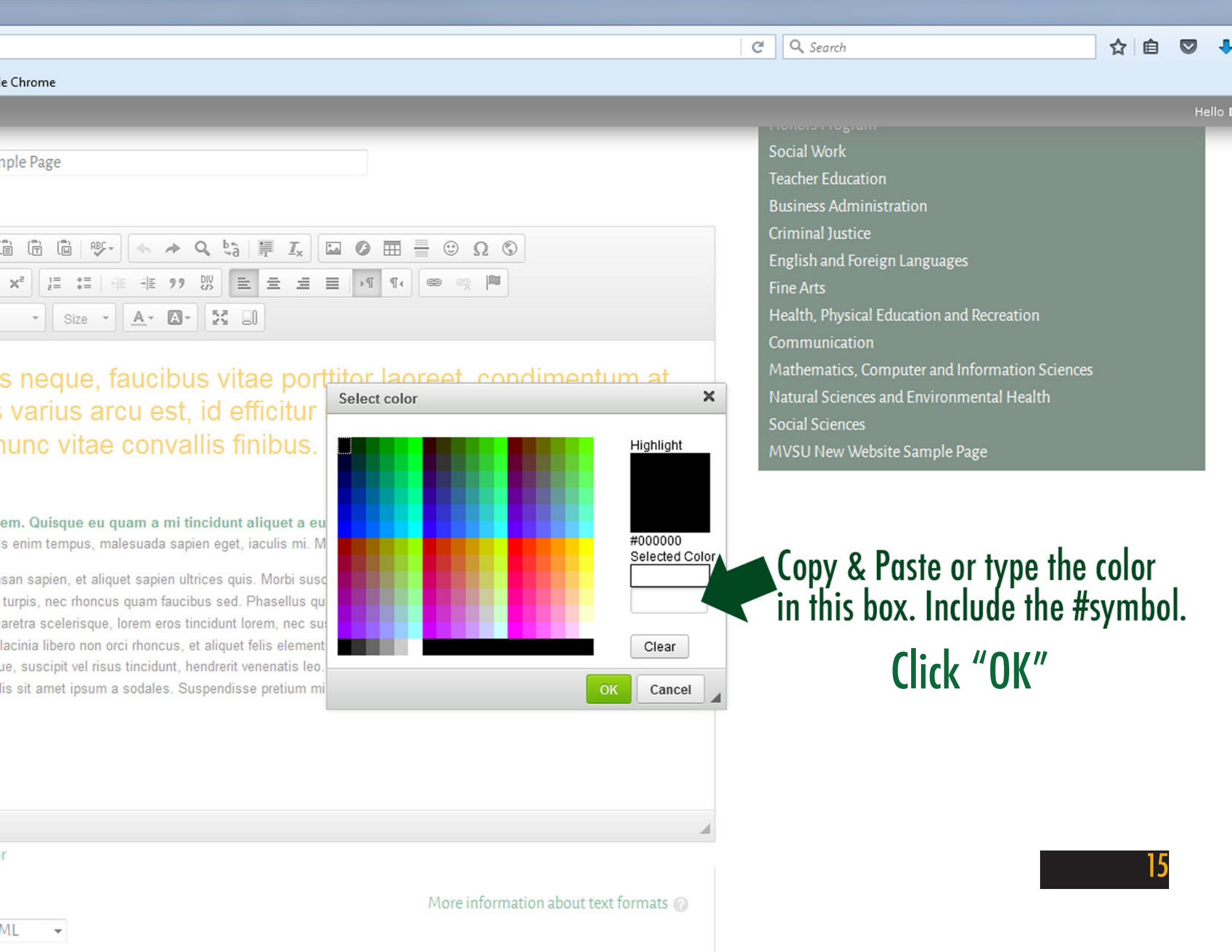
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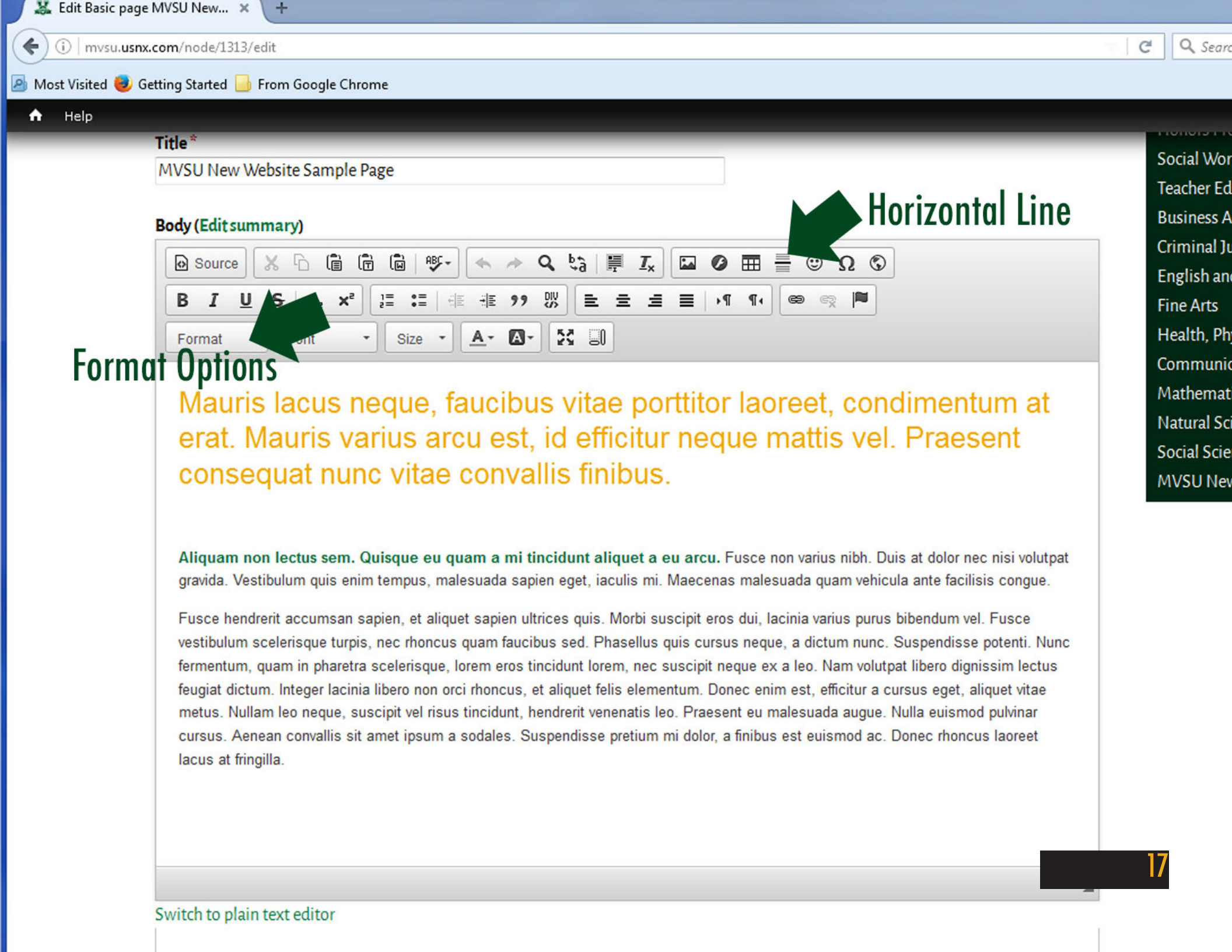
Select color
Highlight
#000000
Selected Color
Clear
OK
Cancel
Copy & Paste or type the color in this box. Include the #symbol.
Click "OK"
More information about text formats
15

HEADERS:

Headers are great when you want to highlight certain areas in your content. In the toolbar, you will see “Format.” After clicking the button, a drop down menu will give you format options.

HORIZONTAL LINES:

These are also good when there is a need to break up content.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Uploading/Linking Files and External URL's:

Uploading and linking files is very easy. *Please Note: The new website can handle large pdf files and images up to 45MB. However, it's best to practice uploading smaller images and files to make sure website speed is at a maximum.*

UPLOADING A FILE. Simply click the "Image" icon in the toolbar. A pop up box appears. Click "Browse Server." You will see another pop up box, then click "Upload." From there, you will have access to the files on your computer. Find your file, and click upload, after it's selected. You have the option to "Create a Thumbnail".

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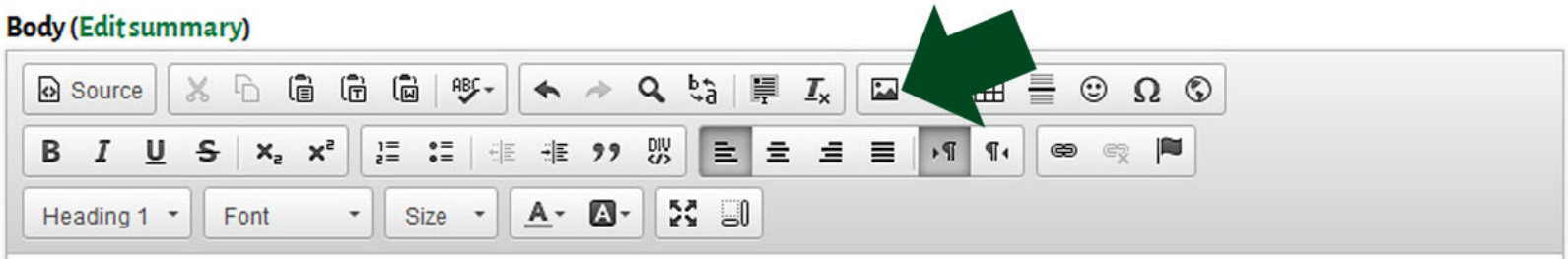

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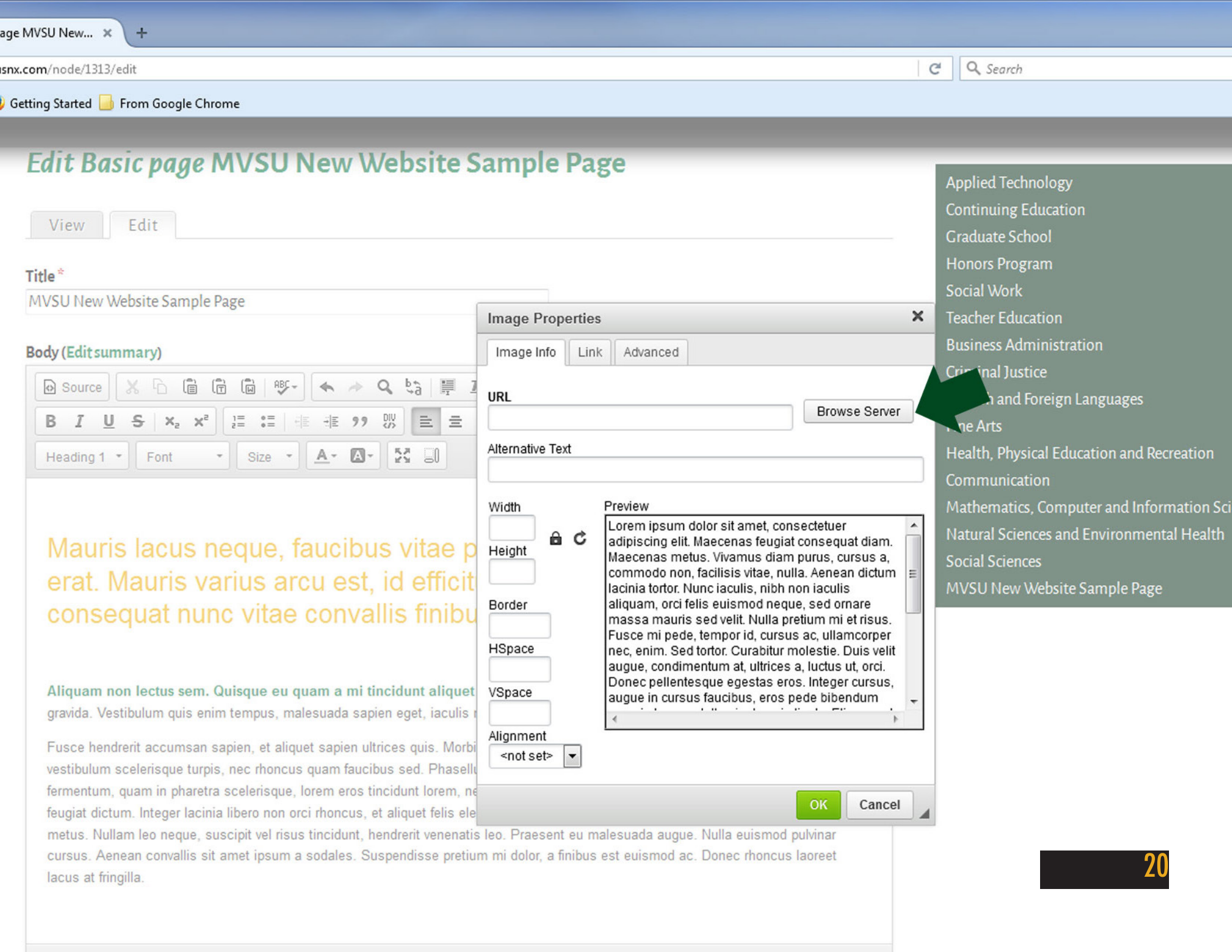
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MVSU New Website Sample Page
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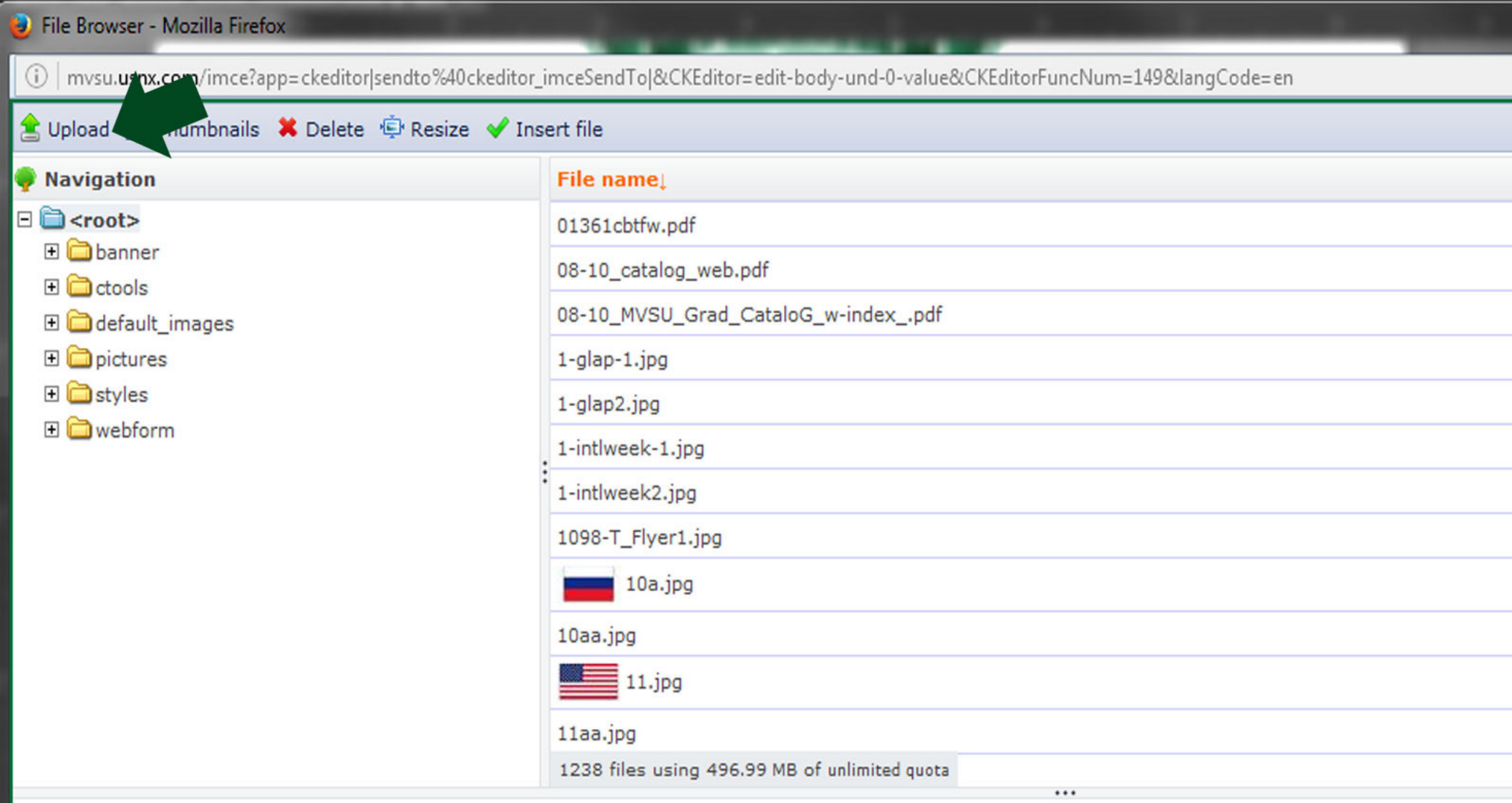
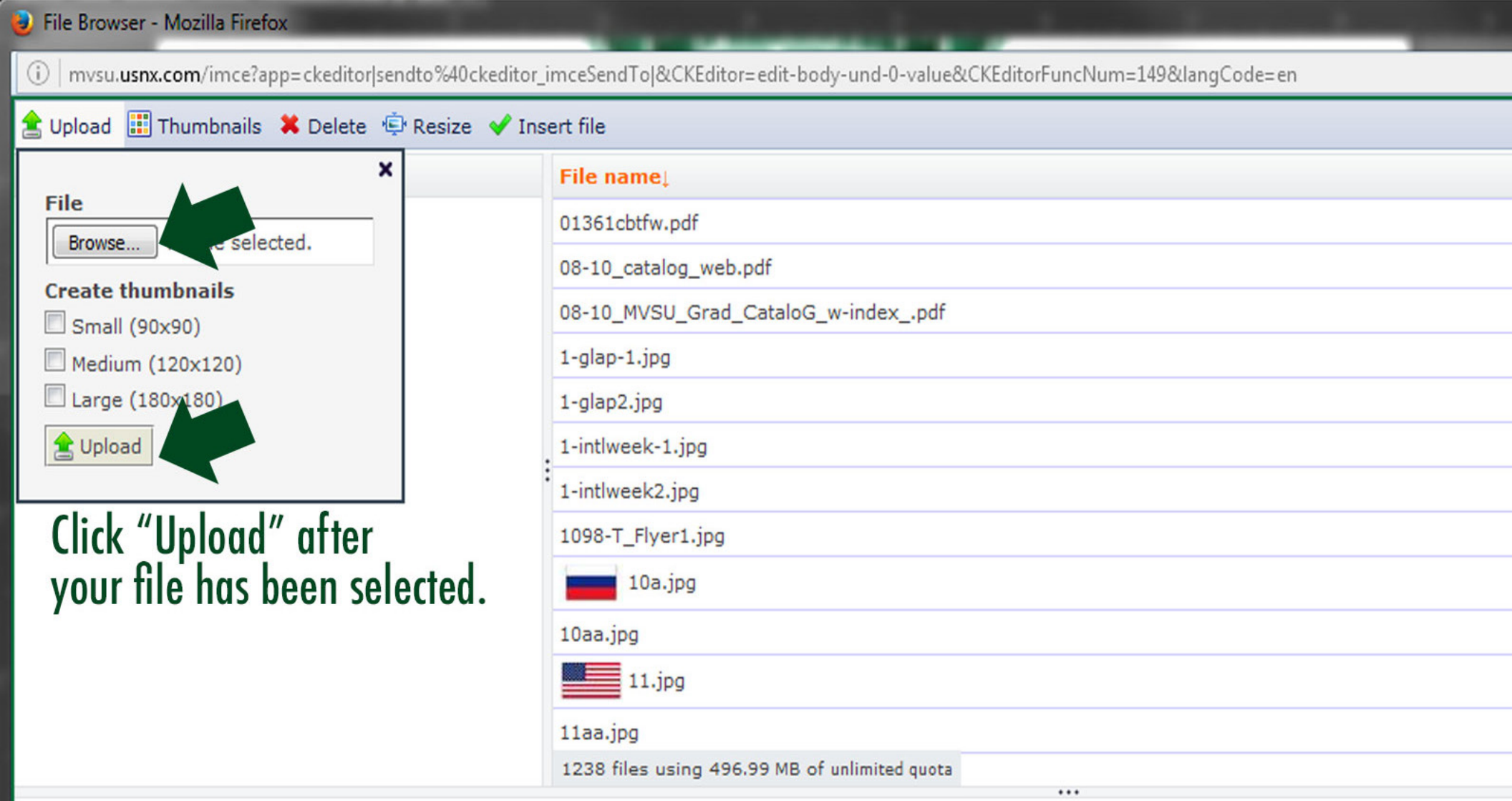


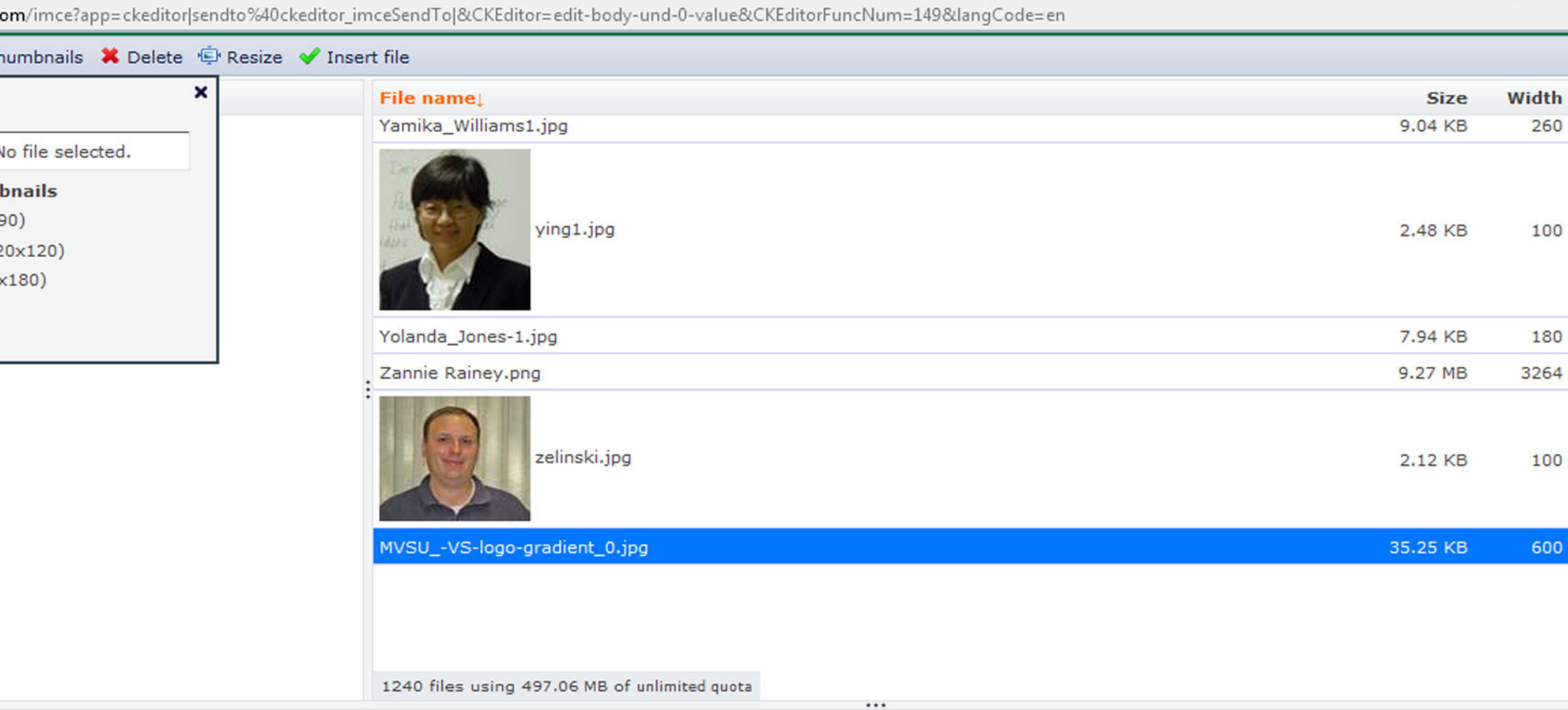
Uploading a File:

You should see this box after you clicked “Browse Server.” Click “Upload.”



Uploading a File:

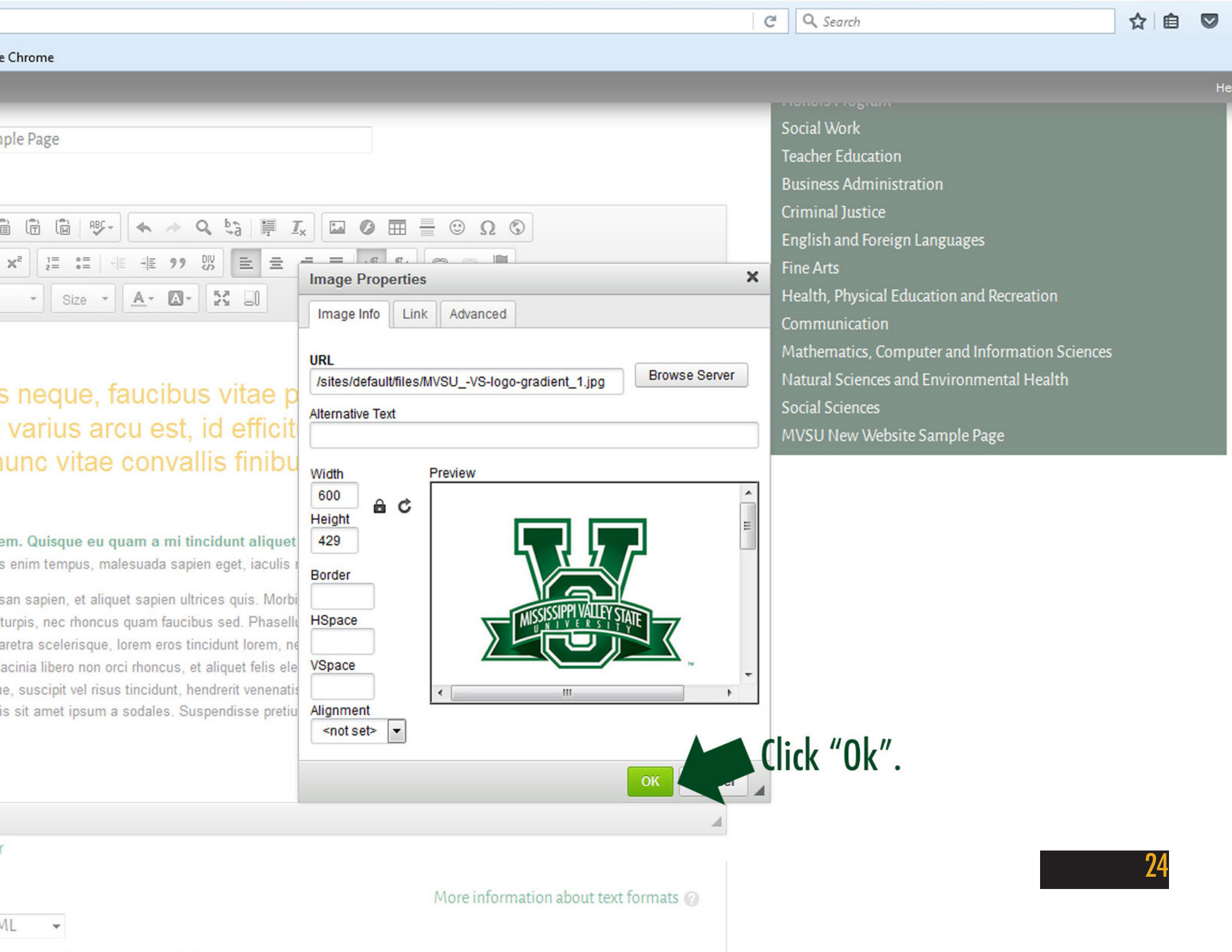
Click "Browse" and then find your file. After it's selected, click "Upload."



Uploading a File:

You will then see your image

Click your image.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Communication
Mathematics, Computer and Information Sciences
Natural Sciences and Environmental Health
Social Sciences
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Click "Ok".
More information about text formats
24

mvsu.usnx.com/node/1313/edit

Most Visited | Getting Started | From Google Chrome

Help

Title *

MVSU New Website Sample Page

Body (Edit summary)

Source | Heading 1 | Font | Size

Your image is uploaded.

Uploading a File:

Your image is placed. If you click the image again, you can resize it.

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Switch to plain text editor

More information about text formats

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LINKING TO A FILE OR EXTERNAL WEBSITE URL

Linking to a file:

This process is similar to uploading images, with some additional steps. Simply highlight the text you want to be linkable and then click the “Link” icon in the toolbar. Click “Browse Server.” Leave the “Link Type” set to “URL.” After your link is created, it should be highlighted and clickable once you save the page.

Apps MVSU Web Login

Edit Content | Manage Users | Structure | Appearance | Modules | Configuration | Reports | Help

Home > Academics > Academic Programs > MVSU New Website Sample Page > Edit

Edit Basic page MVSU New Website Sample Page

Title *

MVSU New Website Sample Page

Body (Edit summary)

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Highlight your text.

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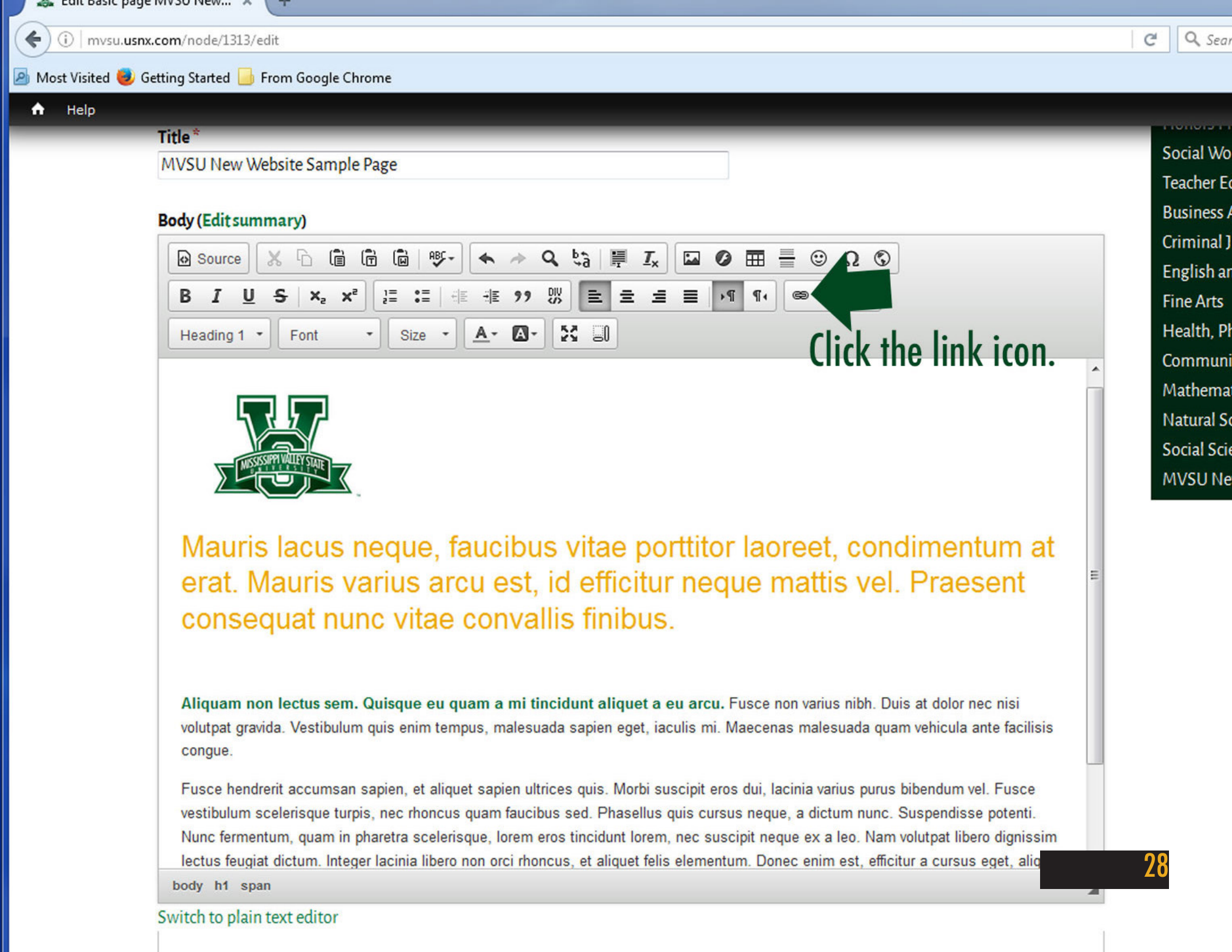
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Title *

MVSU New Website Sample Page

LINKING TO A FILE. Click "Browse Server."

Body (Edit summary)

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Switch to plain text editor

More information about text formats

Link

Link Info | Target | Advanced

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OK Cancel

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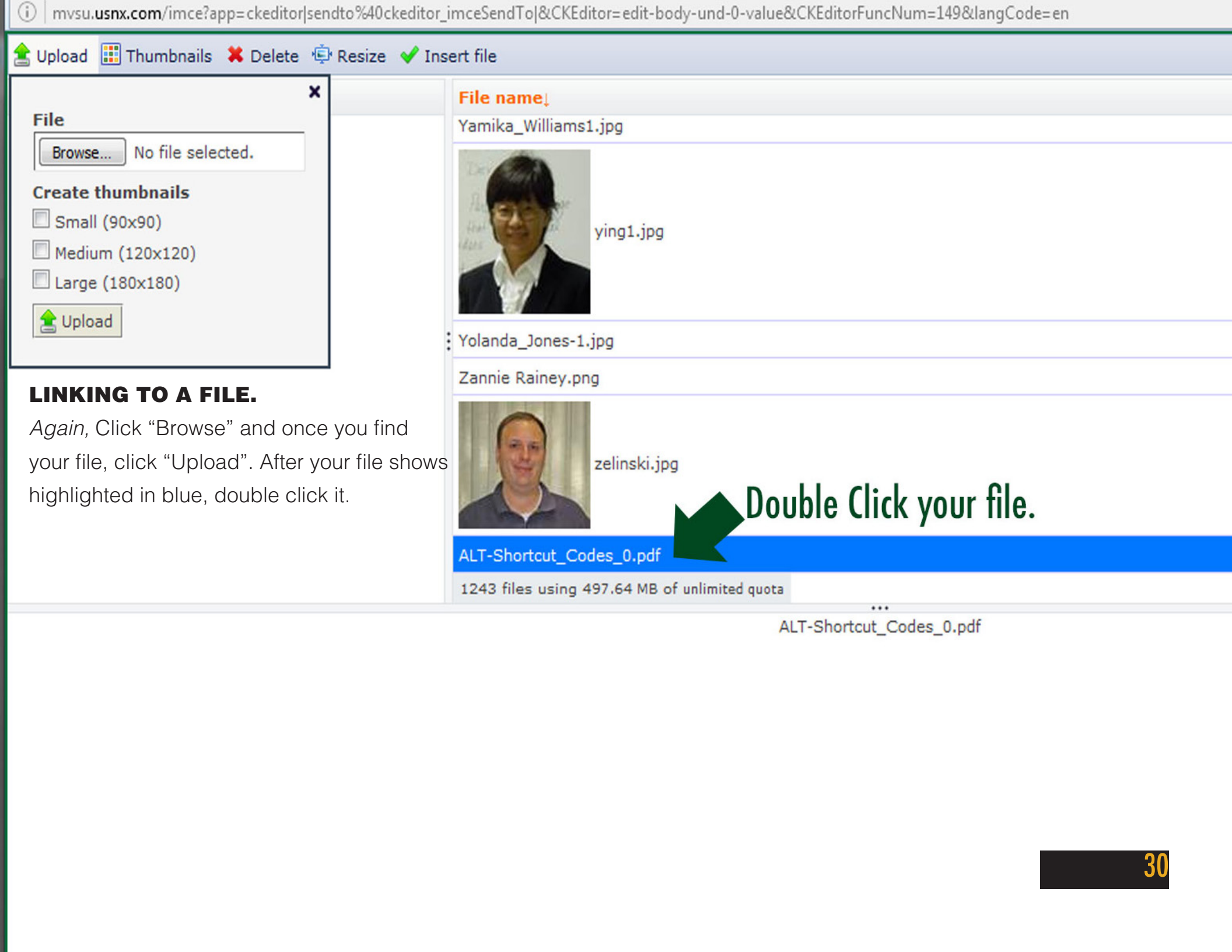
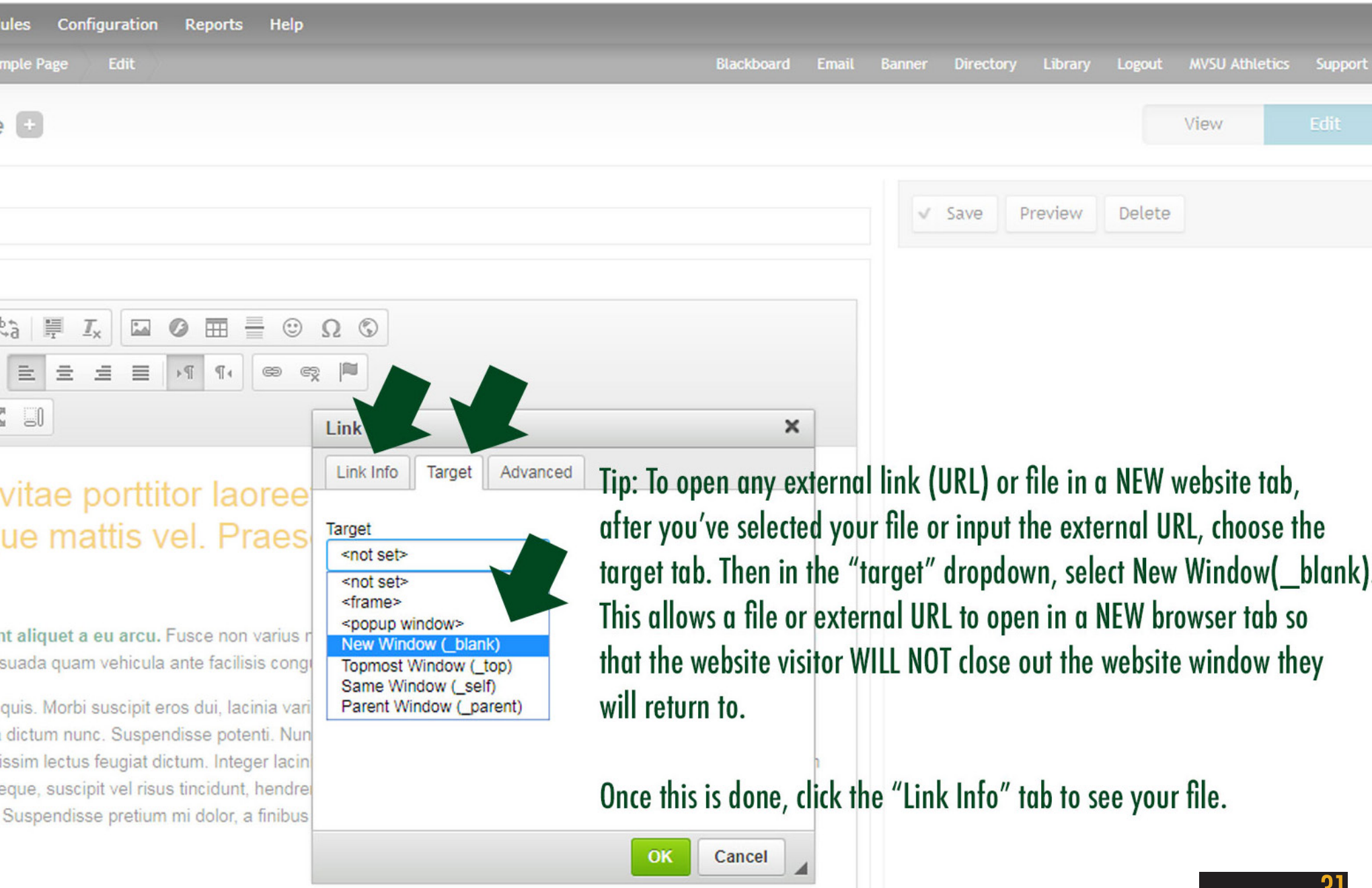
MVSU New Website



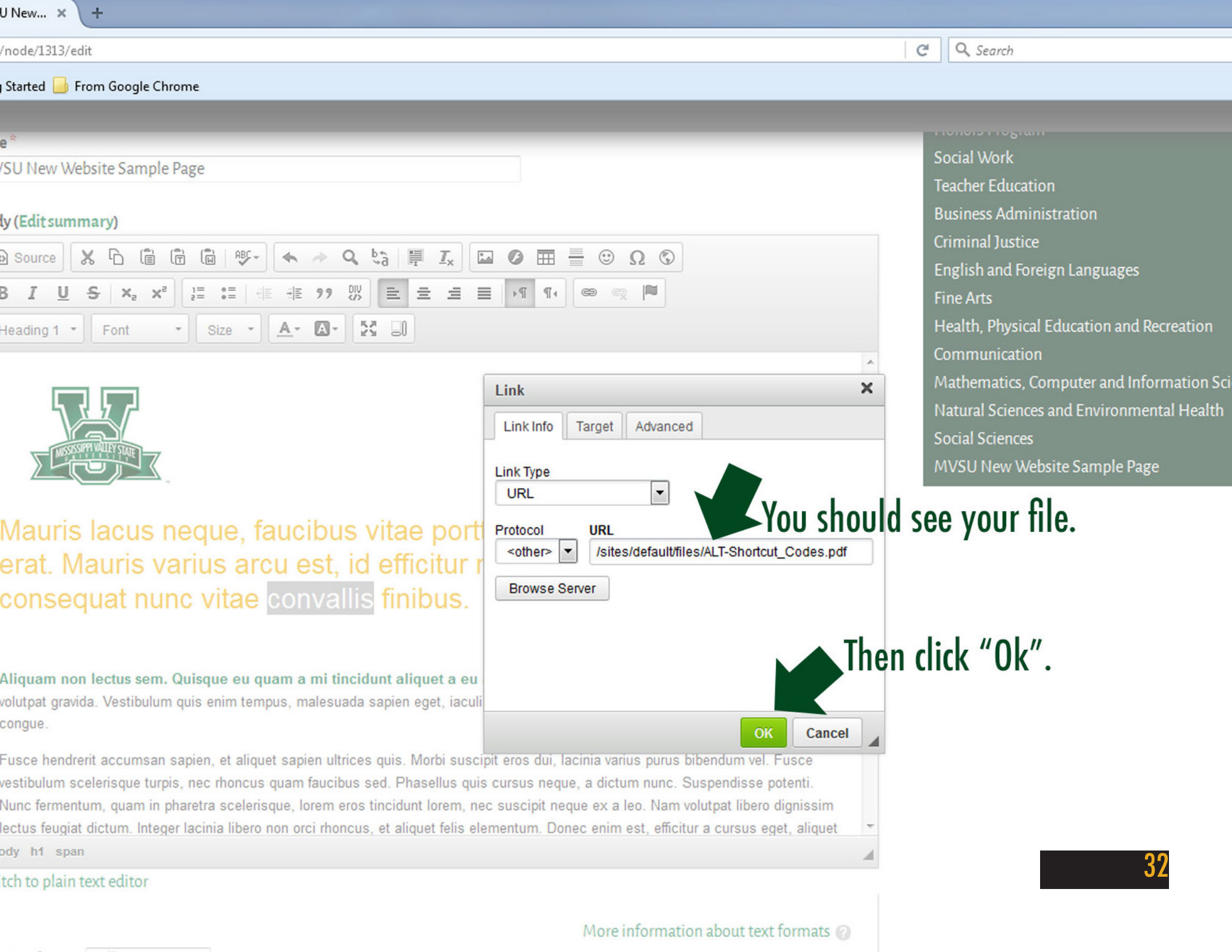
LINKING TO A FILE.

Again, Click “Browse” and once you find your file, click “Upload”. After your file shows highlighted in blue, double click it.



Tip: To open any external link (URL) or file in a NEW website tab, after you've selected your file or input the external URL, choose the target tab. Then in the "target" dropdown, select New Window(_blank). This allows a file or external URL to open in a NEW browser tab so that the website visitor WILL NOT close out the website window they will return to.

Once this is done, click the "Link Info" tab to see your file.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MVSU New Website Sample Page

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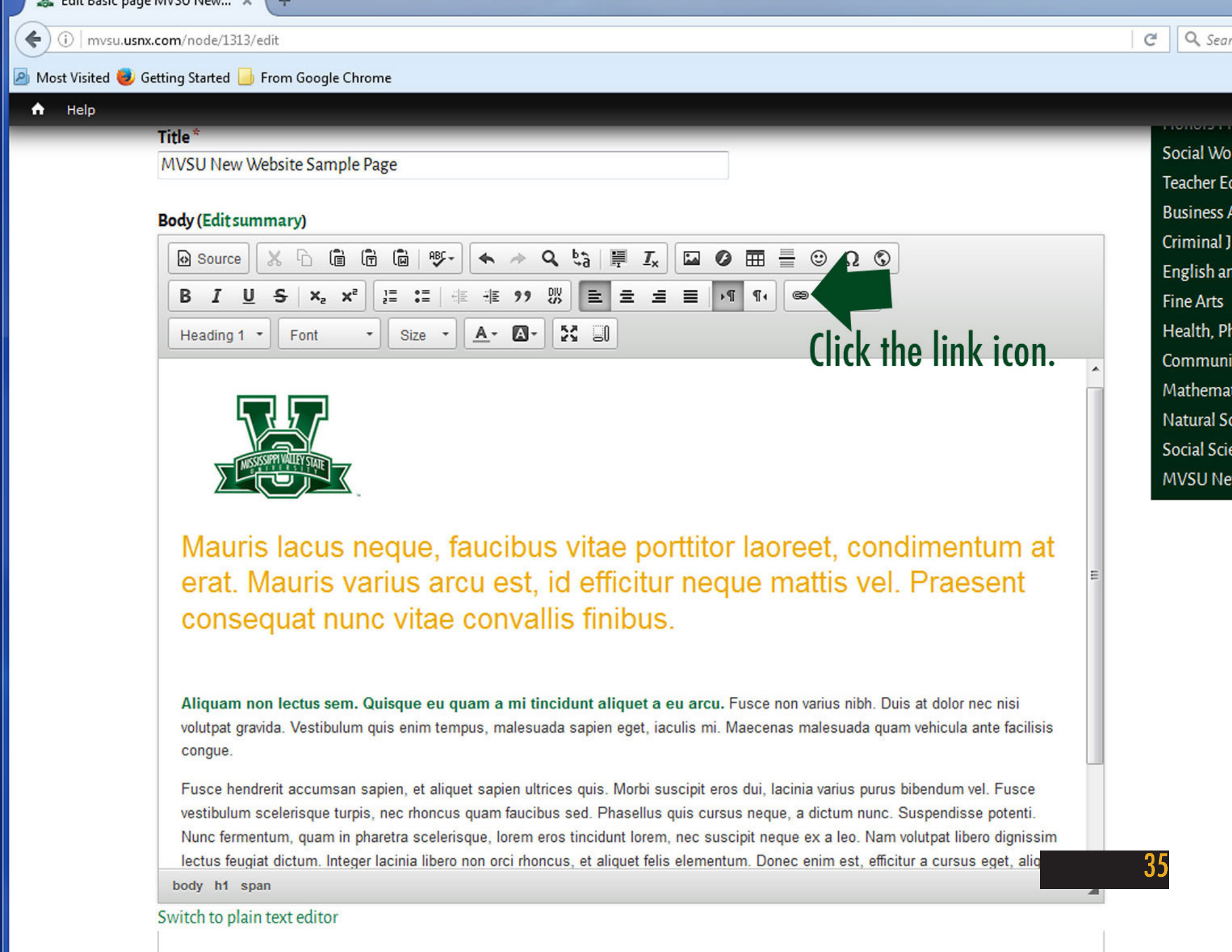
Linking to a external website URL:

This process is the same as linking to a file, but you will be linking to an external website URL. Simply highlight the text you want to be linkable and then click the “Link” icon in the toolbar. Click “Browse Server.” Leave the “Link Type” set to “URL.” After your link is created, it should be highlighted and clickable once you save the page.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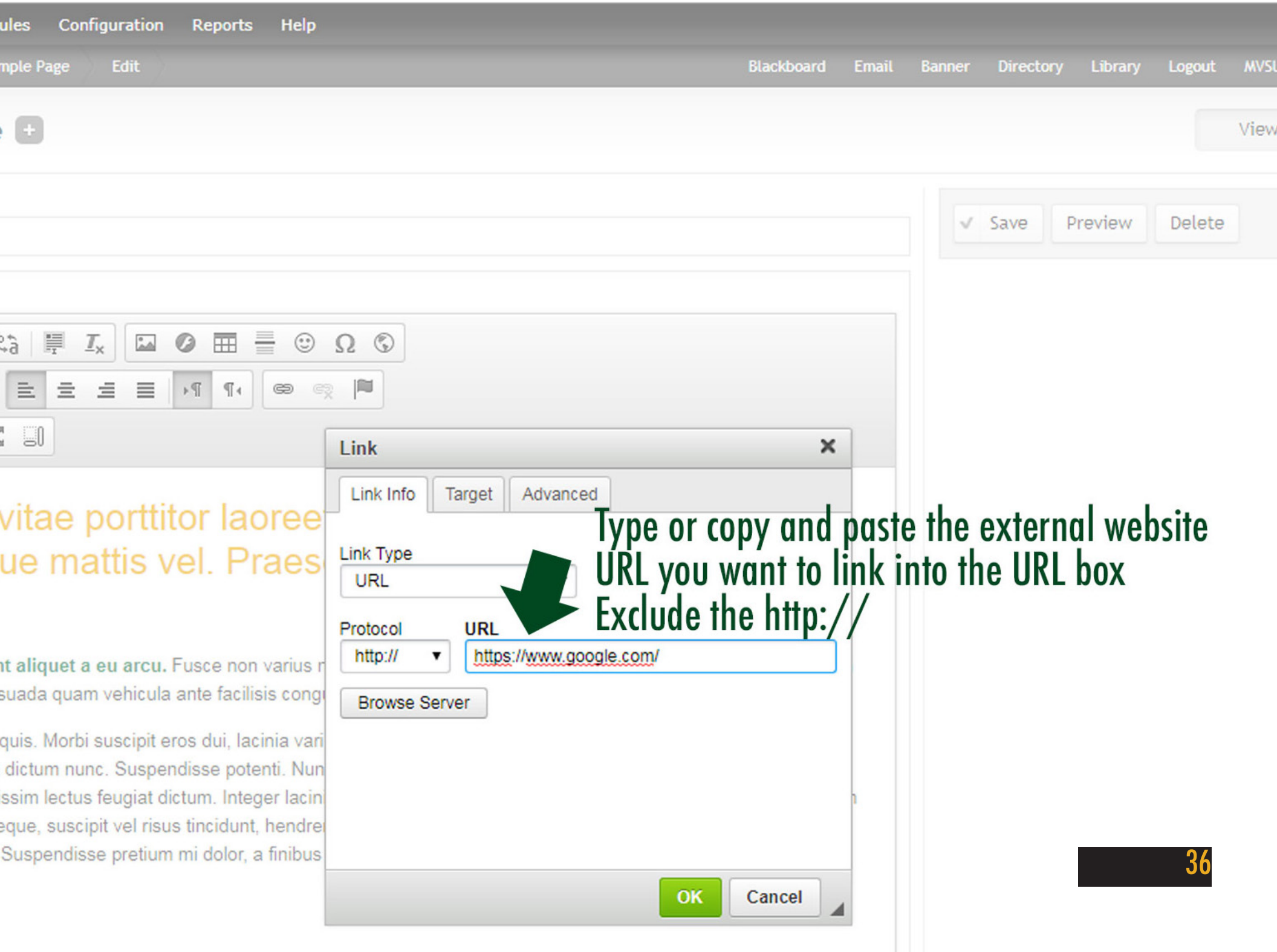
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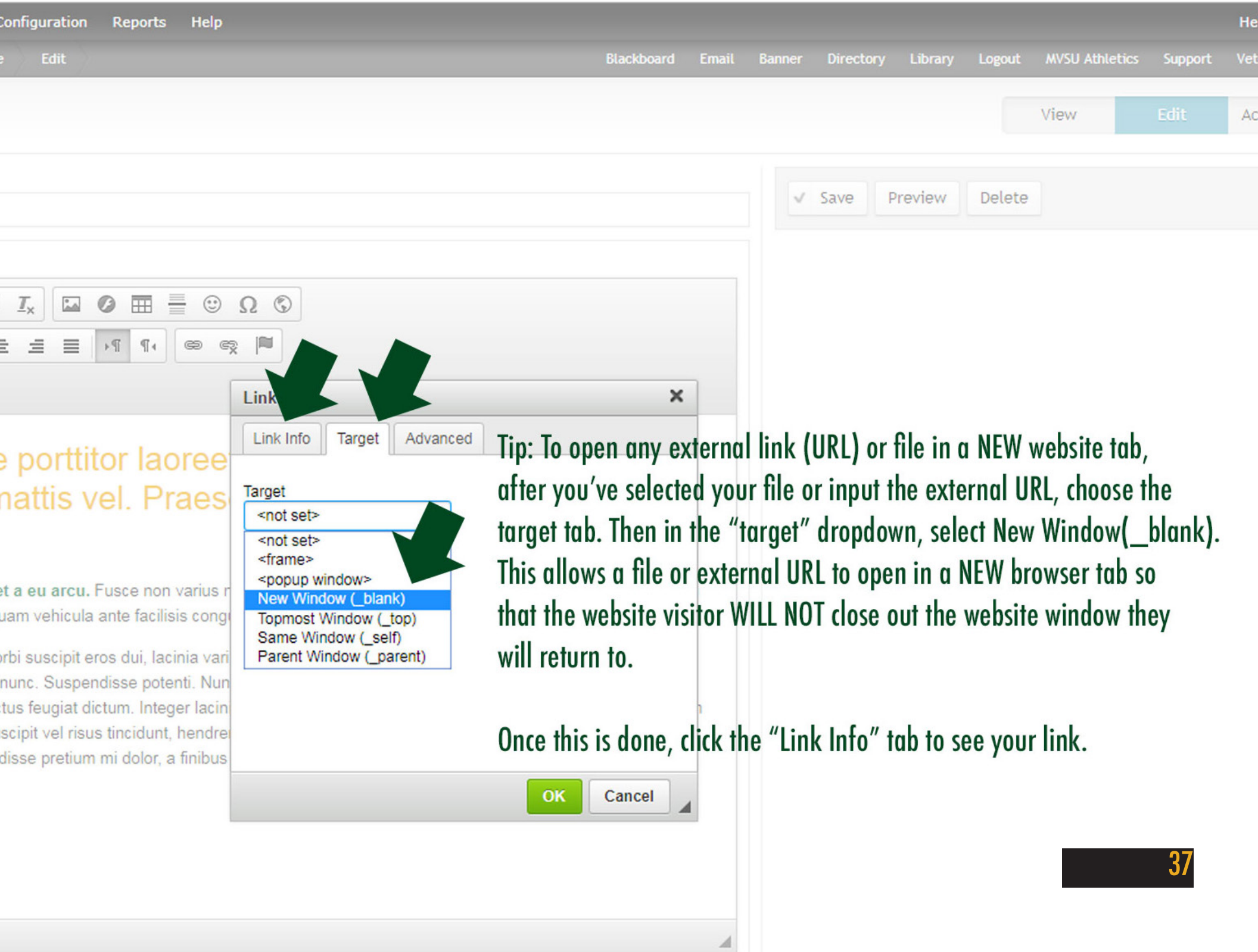

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Title *

MVSU New Website Sample Page

Body (Edit summary)

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Mauris lacus neque, faucib vitae porttitor laoreet, condimentum at erat. Mauris varius arcu e d efficitur neque mattis vel. Praesent consequat nunc vitae convallis finibus.

Your link is now live and clickable.

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More information about text formats

Text format Full HTML

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If you have any questions or comments, please contact the webmaster.

Dewon Hall | MVSU Webmaster | 662.254.3724 | dewon.hall@mvsu.edu

Information Technology
(2016; 10-29-2018)