



CREATING YOUR STUDENT ORG WEBSITE IN CONNECT

All student organizations have a Group Page and a Group Website in CONNECT.

Group Page (Internal Audience)

This is the group's page for members to manage events and programs. Only those who have joined the group will have full access to the group page. If someone isn't a member, they will only see basic content on the Group Page (About, Officers, Events, Surveys + Forms).

Group Website (External Audience)

This is the group's website for advertising events and programs to non-members. The group's website can be set-up in CONNECT following this tutorial. If a student org has a website hosted outside of CONNECT, you can direct individuals there instead.

Every student org website will look the same initially with a general UW-Stout template. Our campus web policy **requires** that all student organizations maintain, at a minimum, the following pages on their site:

- Standard UW-Stout Header
- Officers
- Events
- Surveys + Forms
- Files
- Contact Us



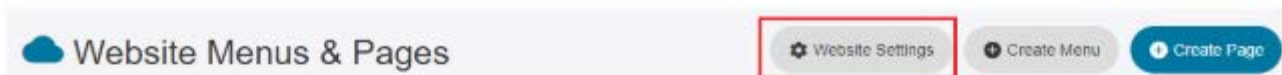
About Us

Our mission is to train students, faculty, and staff on how to best utilize the CONNECT platform. We love using CONNECT and want to share our love of the platform across campus!

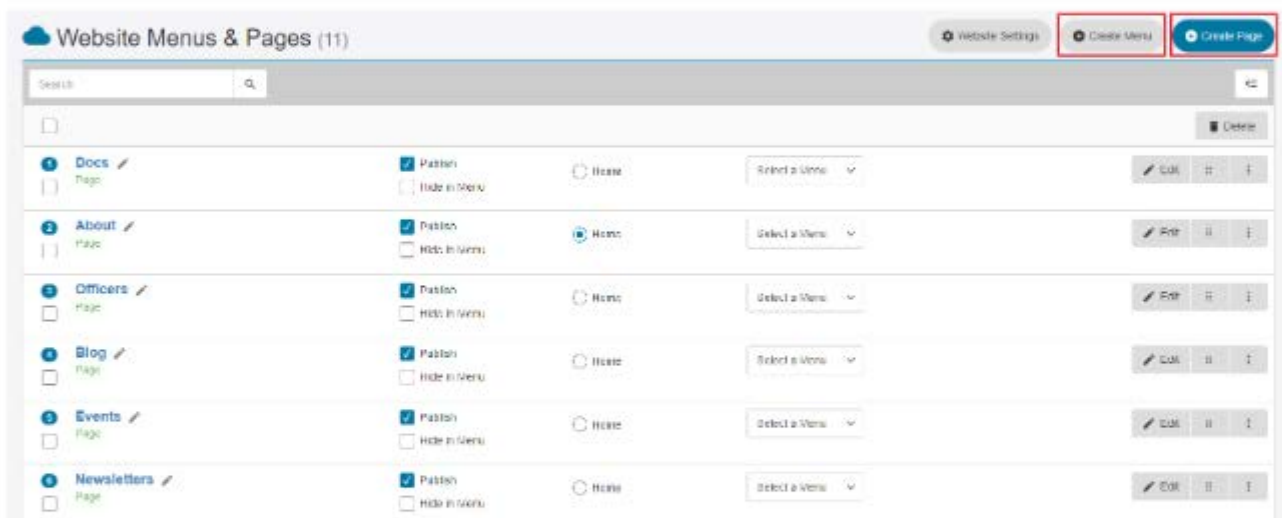
CREATE YOUR NAVIGATION

A default navigation should be in place from the start. To begin, go to your Website Settings.

1. To upload the website logo, click on "Website Settings".



2. To start creating your own navigation, click the "Create Menu" and "Create Page" buttons located at the top right corner of the page.



3. To create a Menu, you will only need to type its name and click on "OK".

Create Web Menu

Enter a name for your web menu:

5. The "Home" radio button on a page allows you to define which page will be the Home page.



6. You can then assign pages to a menu by using the "Select a Menu" dropdown.

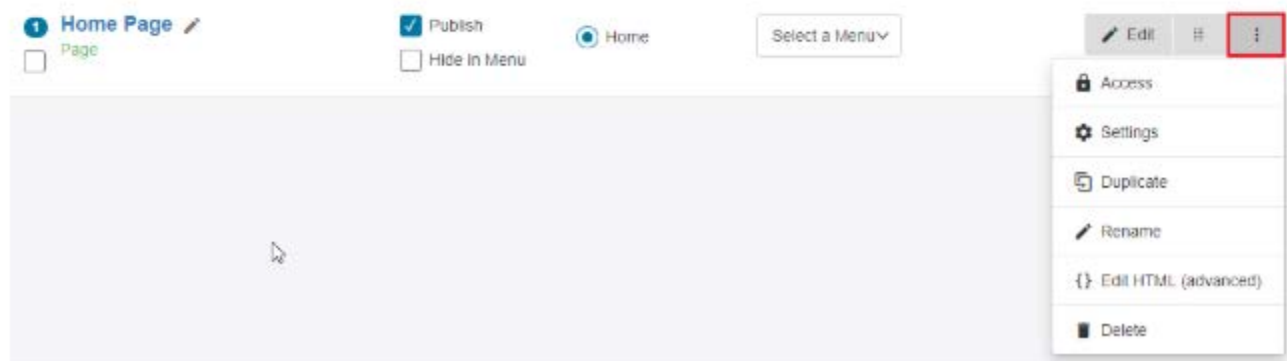


7. It is also possible to reorder menus and pages by dragging and dropping them in the list. Simply click and hold to drag the move icon located on the right of the screen.



8. "Delete", "Rename" and "Duplicate" actions are also accessible under the far-right menu.

The "Access" button allows you to restrict the privacy of a page to specific users (e.g. restrict a page to members of the group only). The "Settings" button gives you access to advanced options such as redirecting a page to an external URL.



9. The "Publish" checkbox allows you to publish or unpublish a page, and checking the "Hide in Menu" box will remove your page's link from the menu to which it has been assigned.



OVERVIEW OF CONTENT STRIPES (WIDGETS)

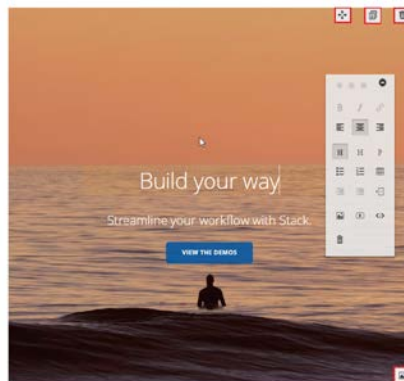
This website builder tool allows you to customize and easily redesign and maintain your website with a simple drag & drop tool (No need to edit HTML source code!). These drag and drop tools are called content stripes (or widgets).

There are two main types of content stripes (widgets): Editable and Dynamic.

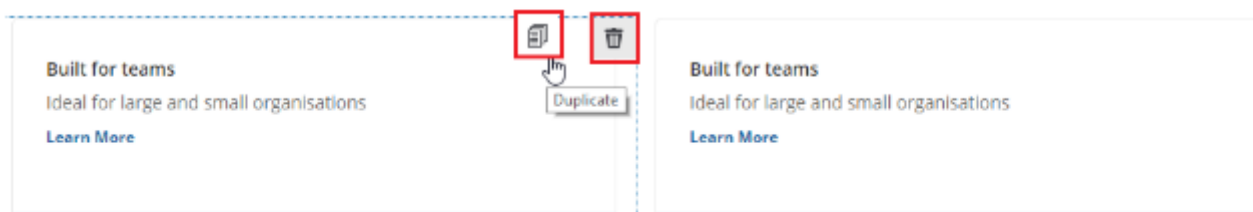
1. Editable stripes

These stripes include elements of the imported theme divided into individual horizontal zones that can be vertically reordered on the page. They allow you to easily build and customize a page with text content and images by manually editing and maintaining the information displayed.

Some stripes have a background image which can be edited by hovering, and clicking the bottom right icon.



Stripes are also sometimes composed of recurring elements that can be deleted or duplicated. The element can be a single image, or several text elements and images.



2. Dynamic stripes

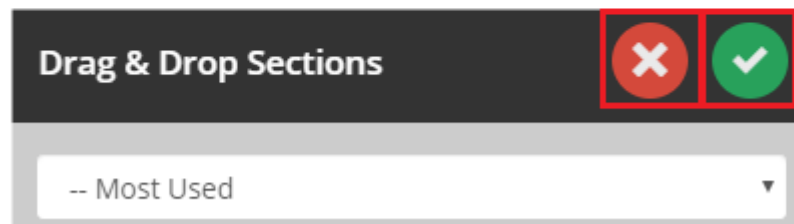
Similar to the former Website module, these stripes allow you to automatically pull data from the CampusGroups platform and are constantly regenerated to stay up to date. No need to enter or update data manually!

Examples of dynamic stripes are:

- Header (including the menu, pages, social links, school and club logo)
- Officers (the displayed content can be controlled under “Dashboard > Officers” when managing the group)
- Upcoming Events (the displayed content can be controlled under the Events tab)
- News
- Surveys
- Documents
- Contact Us
- Footer

Please note: Default stripes are added to each new page, usually a header including the dynamic menu, basic title and paragraph stripes, and a footer.

Once the edits are complete, the green save button on the top left of the screen allows you to apply the changes to the page. You can also click the Cancel red button to cancel any modifications.



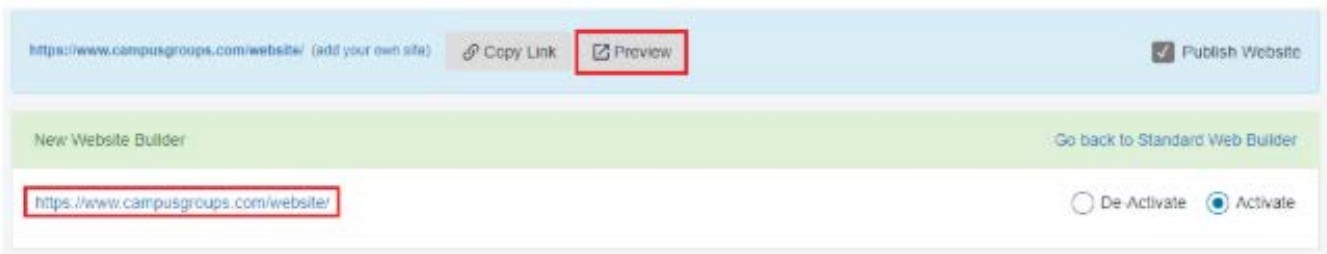
EDIT YOUR PAGES

To edit a page, you can either click on the "Edit" button of the page you want to edit from the pages list.



OR

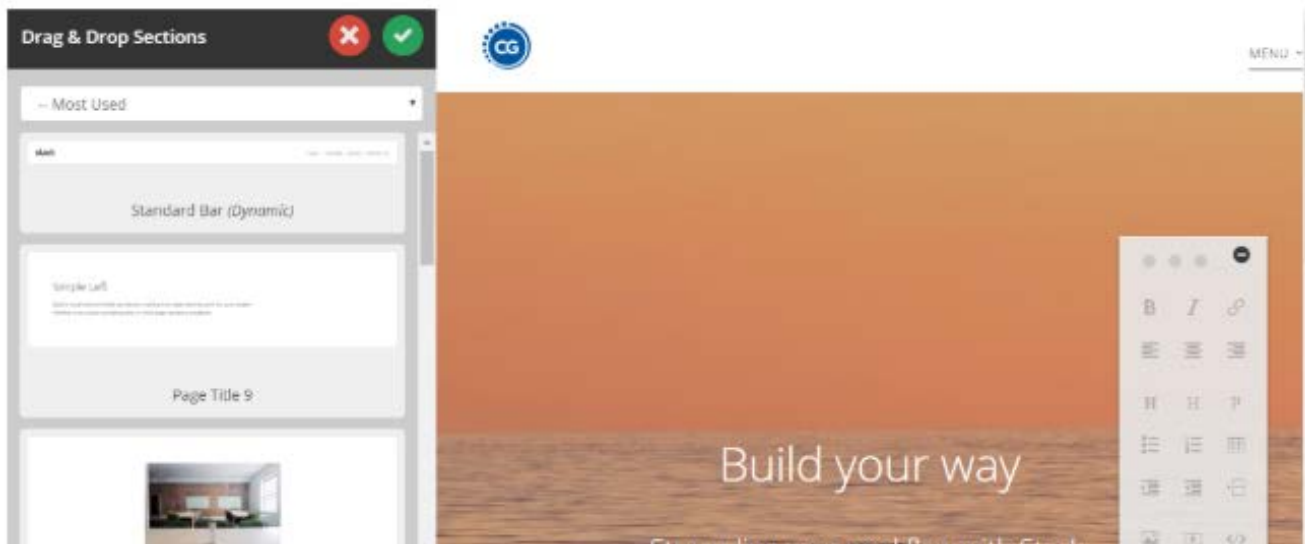
Access your page in preview mode by either clicking on the link at the top of the page or clicking on the "Preview" button.



Click the top left red icon to navigate back to the manage page or the blue Edit icon to access edit mode.

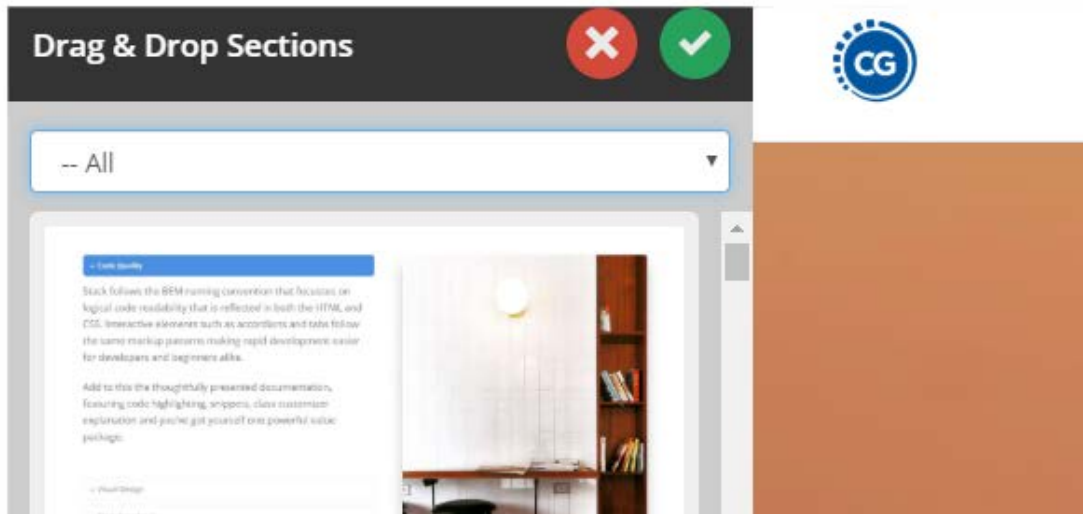


The screen should then be divided vertically in two sections:



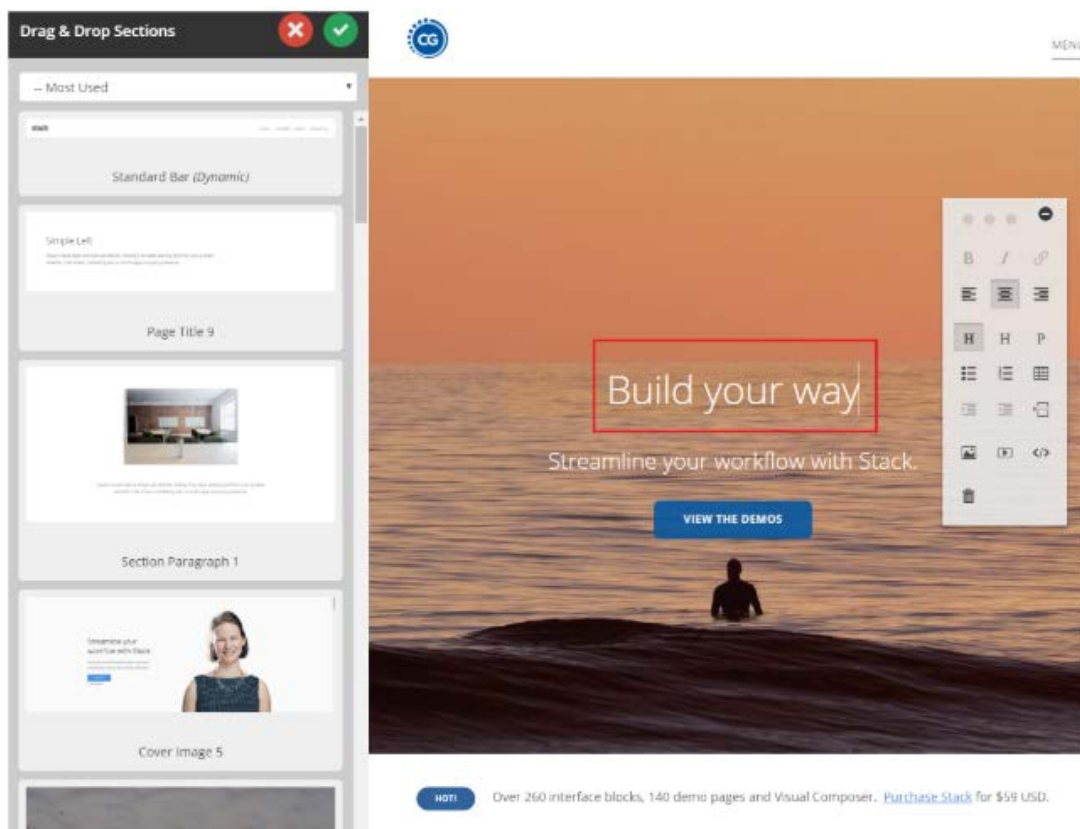
1. The list of content stripes on the left

Like building blocks, these stripes are the content elements that allow you to build a page. Simply drag and drop any of them from the left to the right section of the screen to add content to your website.



2. The content of your page on the right

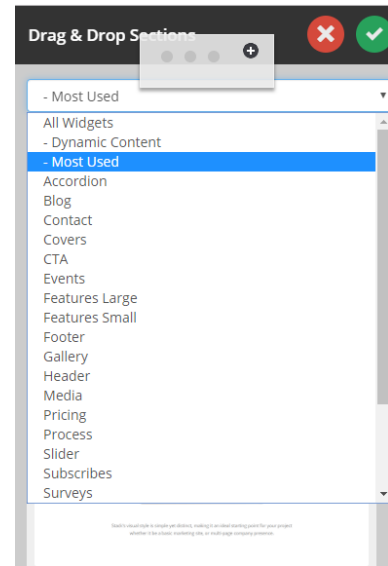
In this section, you can easily edit content by clicking on a text element (title, paragraph...) and updating it with your own text.



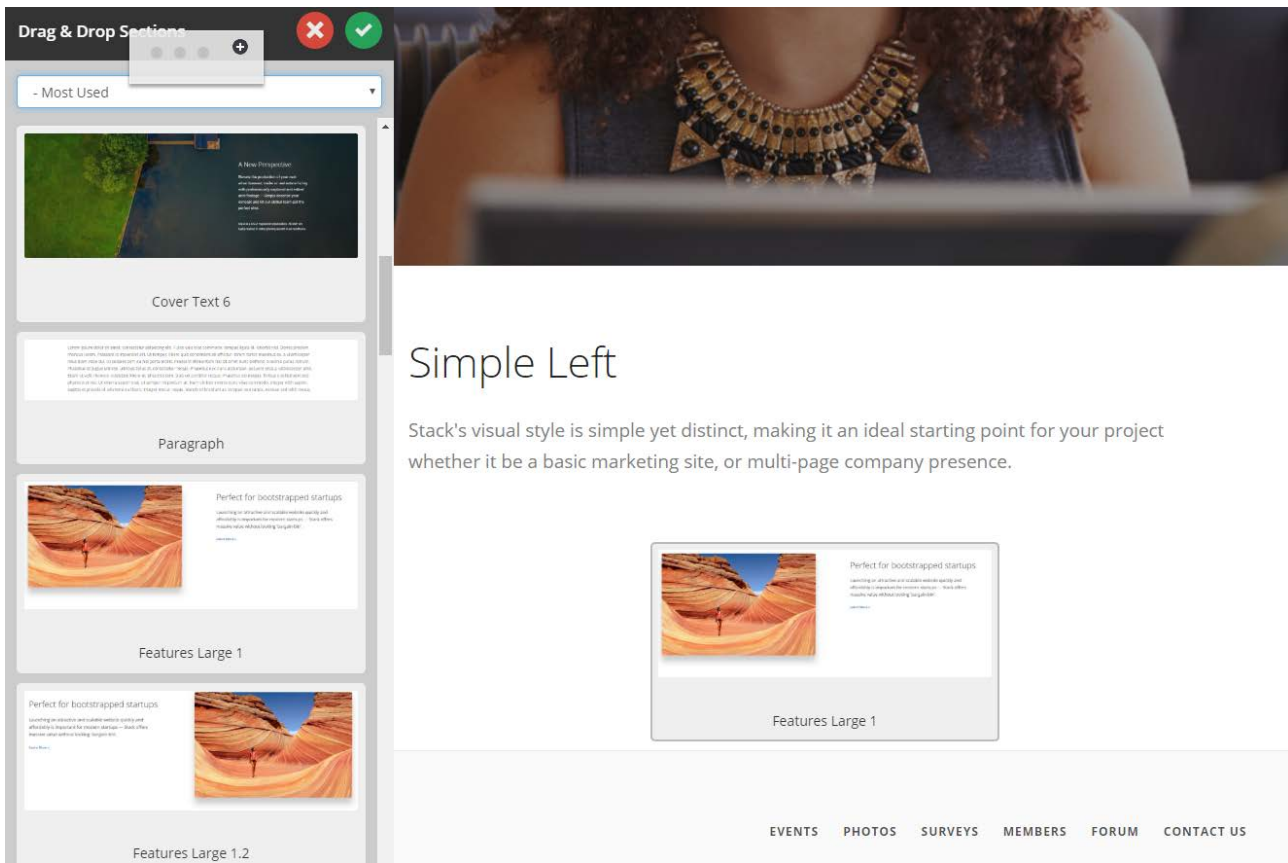
Choose from a list of widgets to begin editing your pages.

Widgets are separated out by category.

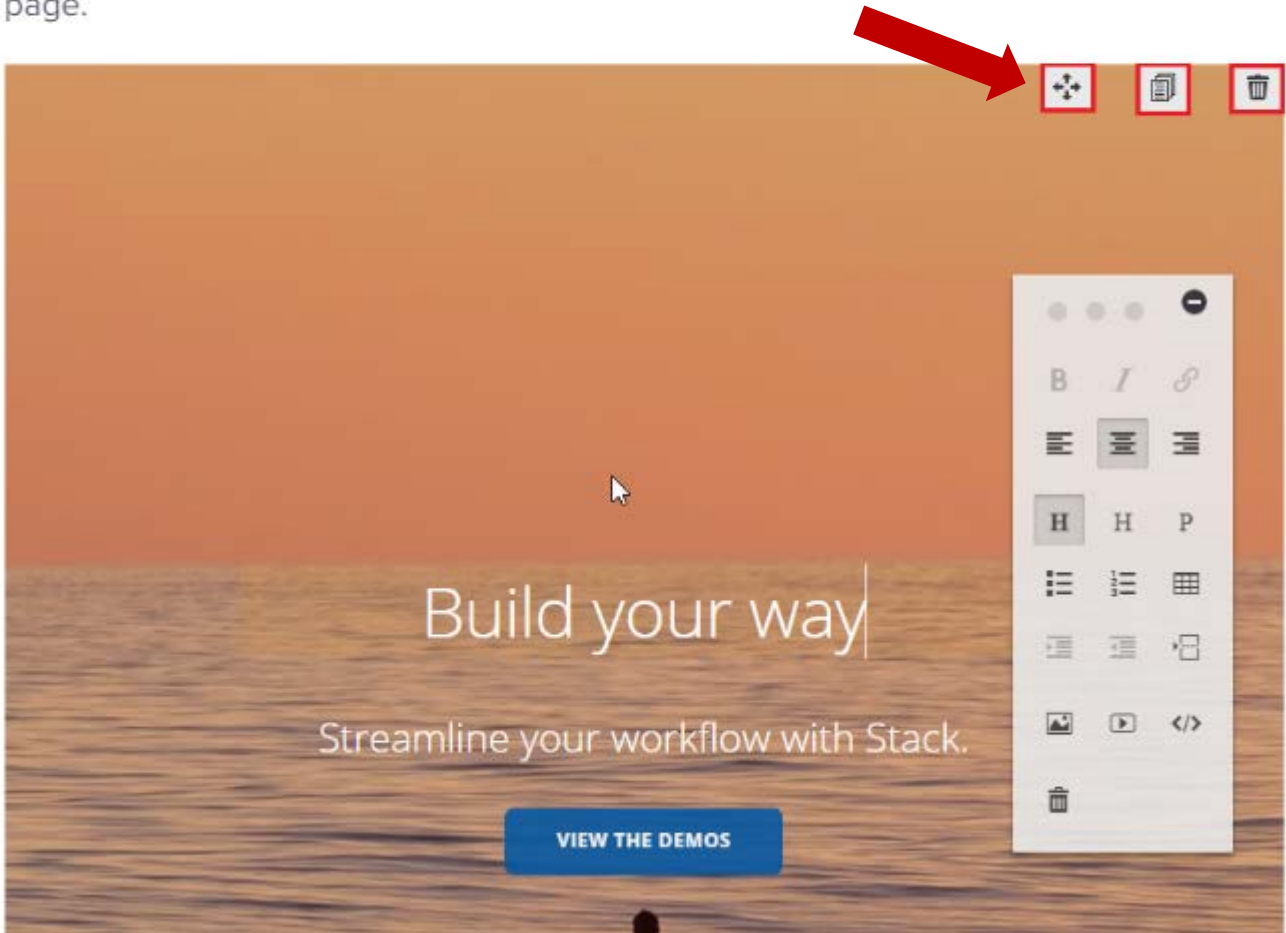
Check out the Dynamic Content and Most Used categories for some of the more popular widgets used to display content.



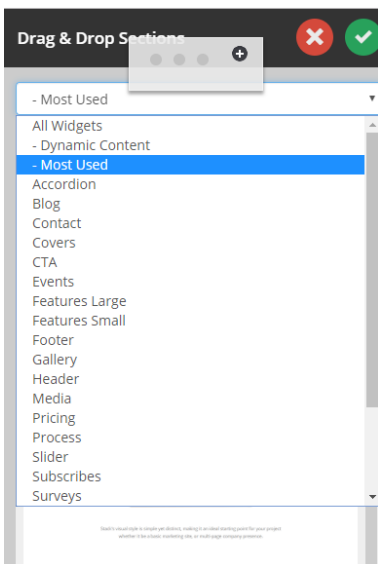
Click on a widget and simply drag and drop it to where you'd like it on your page.



Hovering on a stripe should reveal "Move", "Delete" and "Duplicate" buttons in the right corner. In the same way that you are able to reorder menus and pages, you can horizontally drag and drop the stripes anywhere on the page to build the perfect web page.



Continue to add widgets to your pages until you're happy with the content you have developed. Don't forget to save each change by clicking the green check mark.



Remember, all organization websites are required to have the following pages:

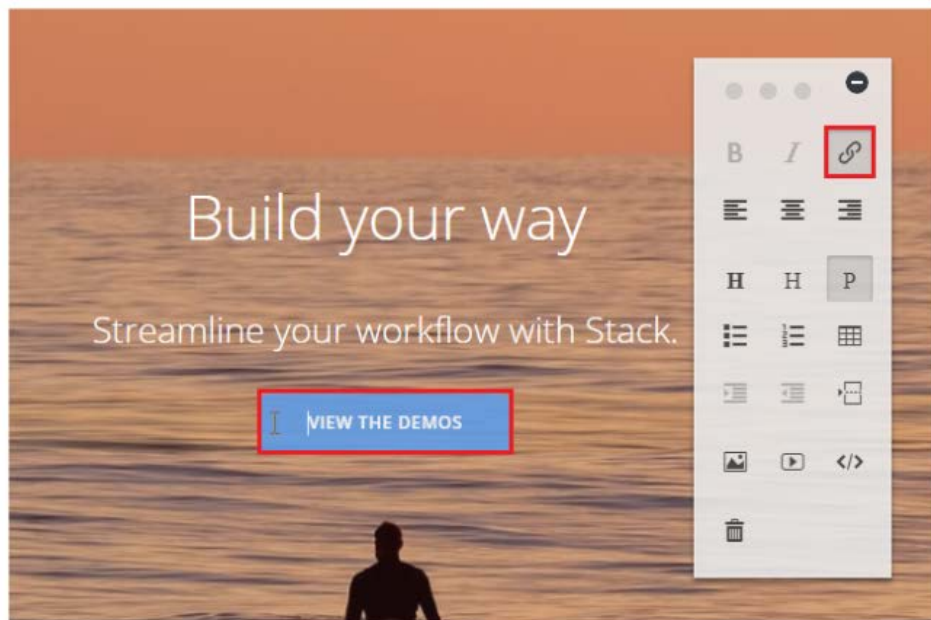
- Standard UW-Stout Header (Use Standard Header - Dynamic)
- Officers (Use the Team widget)
- Events
- Surveys + Forms (Use the Surveys widget)
- Files (Use the Documents widget)
- Contact Us

ADVANCED FEATURES OF THE TOOLBOX

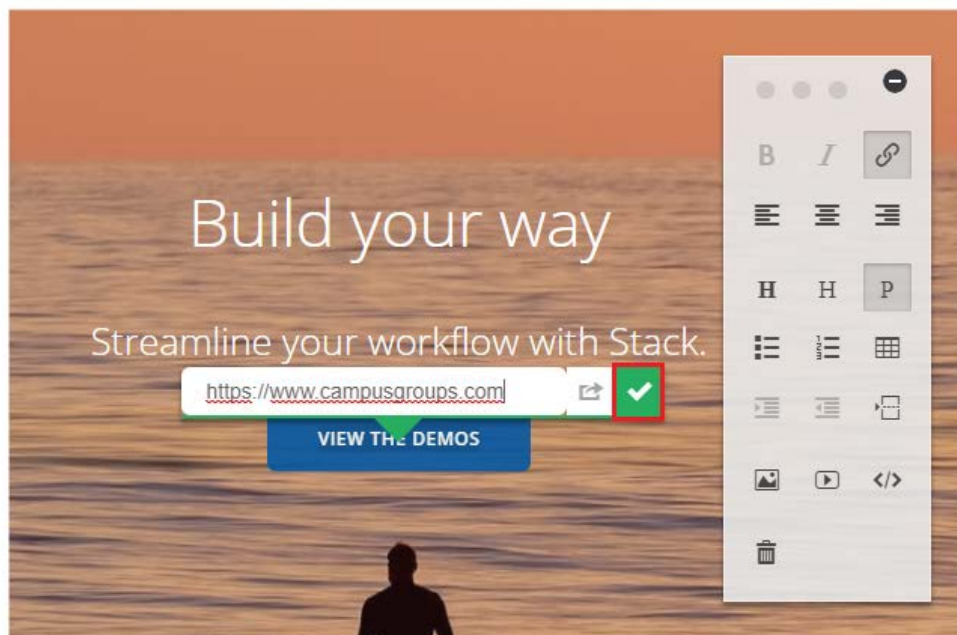
When using the new Web Builder, you will see a draggable toolbox which allows you to insert and edit specific content (bullet points, numbered lists, links, images).

1. Edit a link

- Place the cursor on the link and then click on the "Link" icon in the toolbox.



- An Edit area should appear on top of the link, allowing you to edit the URL.
- Click the green Check icon once you are done.



2. Edit an image

- Click on the image. An orange border should appear on the edges of the image.



- Click the Image icon in the toolbox.



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- Upload your image.

Insert image



Insert

Clear

- Resize your image by placing your cursor around its corners.

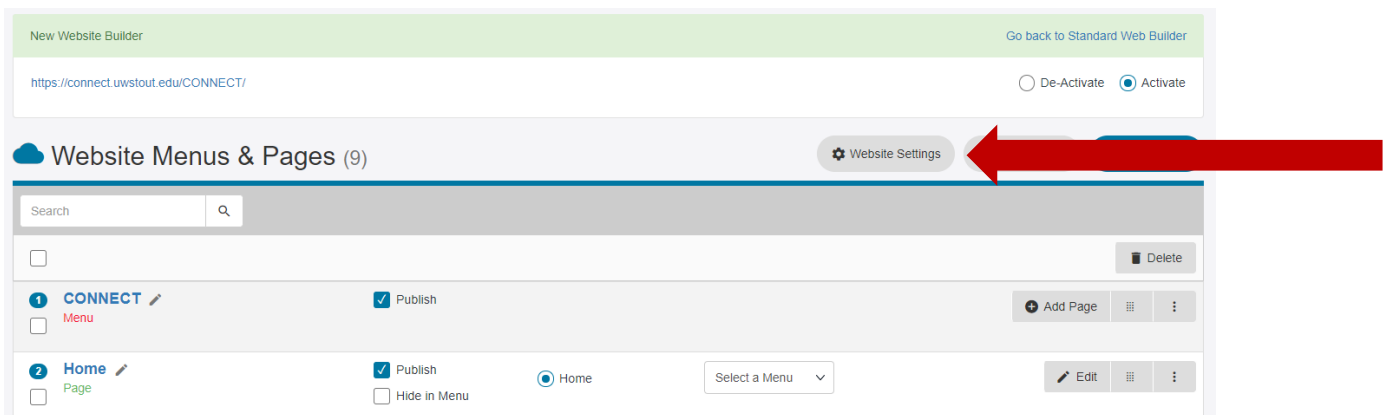


- Click again on the default image, and click the Delete button of the toolbox.

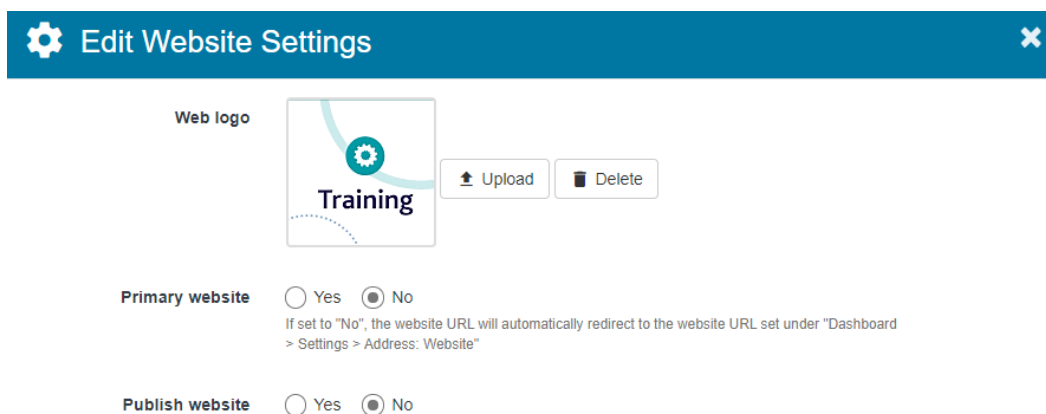
HOW TO REDIRECT TO A DIFFERENT WEBSITE

Some student organizations have a website hosted elsewhere or a national website that they'd like to direct people. In these cases, it's okay to not have a website in CONNECT and redirect to another site.

Navigate to the Website Tool and click Website Settings.



Under Primary website, make sure “No” is marked and Publish website is set to “No.”



Go to your Group Settings under your Dashboard and enter the website link you'd like it to redirect to.

