



Modules in Joomla

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Modules in Joomla!

WELCOME

Instructor for this Workshop

School of Arts & Sciences, Web Development

Once you arrive:

1. Login to the workstation with your NetID
2. Open a web browser (Firefox or Chrome)
3. Go to the website: <http://www.sas.rutgers.edu/cms/training>
4. Open a 2nd tab for the 'back end'
 - a. <http://www.sas.rutgers.edu/cms/training/administrator>

WHAT IS JOOMLA?

Joomla! is Content Management System (CMS) software that runs on a web server, and allows you to update your unit's web site through a browser (such as Google Chrome, Mozilla Firefox, or Safari).

A content management system isolates the process of updating information from the more technical aspects of updating a website (such as administration, configuration, and design), and eliminates the need to edit HTML or use web design software.

Visit www.joomla.org and help.joomla.org for more information on Joomla!

We host the local NJ User Group Meeting: joomlausersnj.com

WHAT IS A MODULE?

A Module in Joomla is a 'mini program' that can be displayed in various positions on the website. Modules can make your site more dynamic and easier to work with if used properly. A module has two very important properties:

1. Position

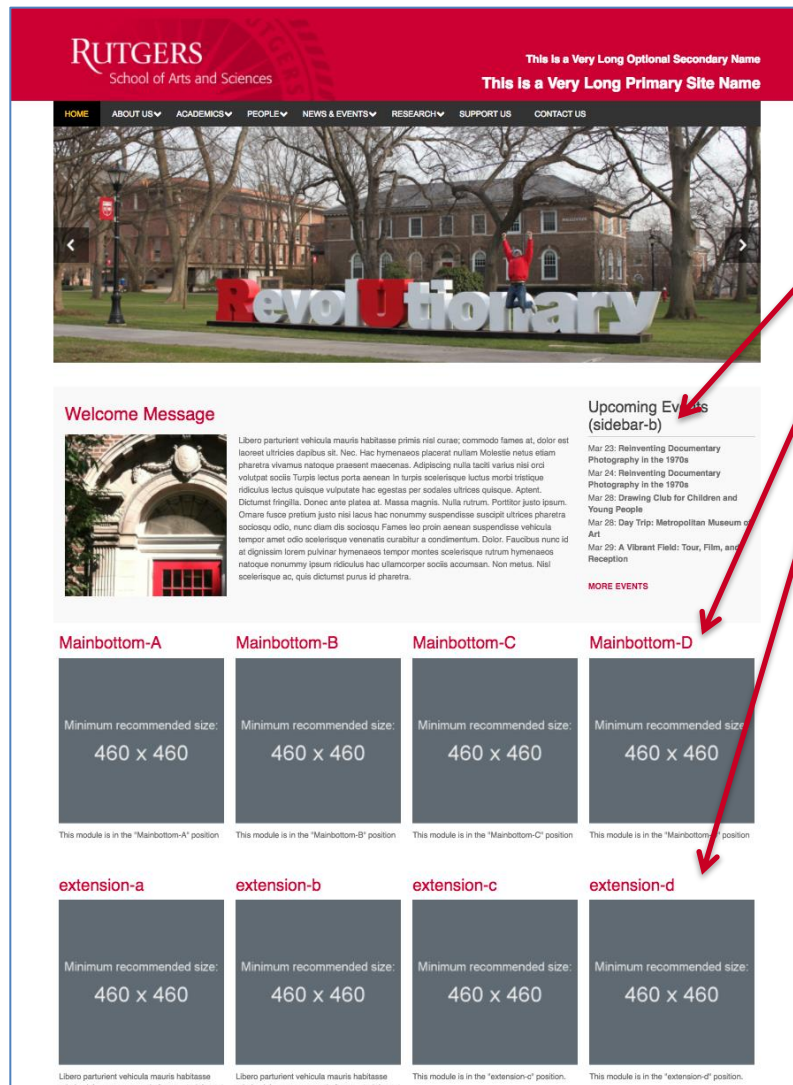
This determines WHERE on the web page it will display

2. Menu Assignment

This determines what page(s) the module will display on. If a position doesn't 'exist' on a specific page it will not display.

MODULE POSITIONS

Each template that is used in Joomla! Has different module positions. For our SAS-RED template the positions are as documented below:

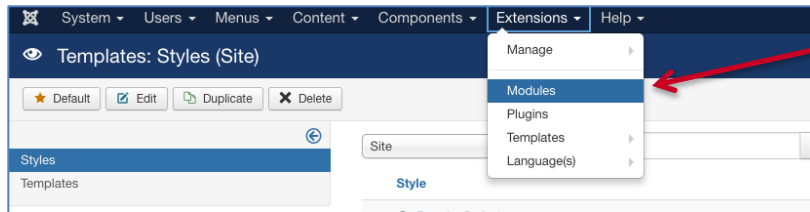


CREATE A CUSTOM MODULE

A custom module allows you to add custom text or image and place it in a position on the website.

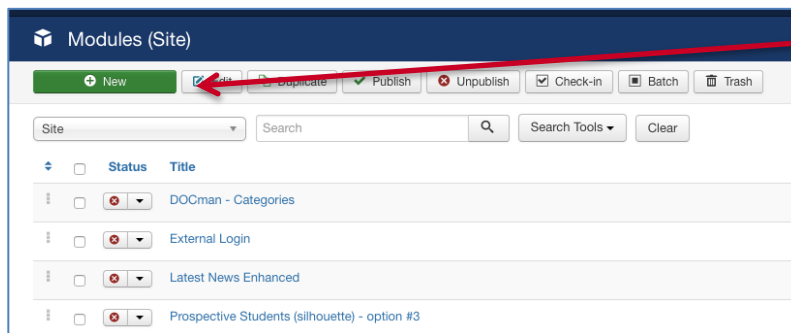
CREATE A NEW MODULE

1. Extensions → Modules



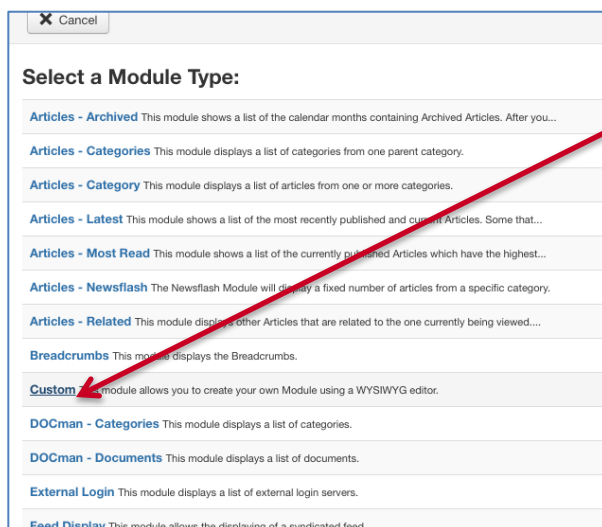
Extensions → Modules

2. Click the New Button to create a new module



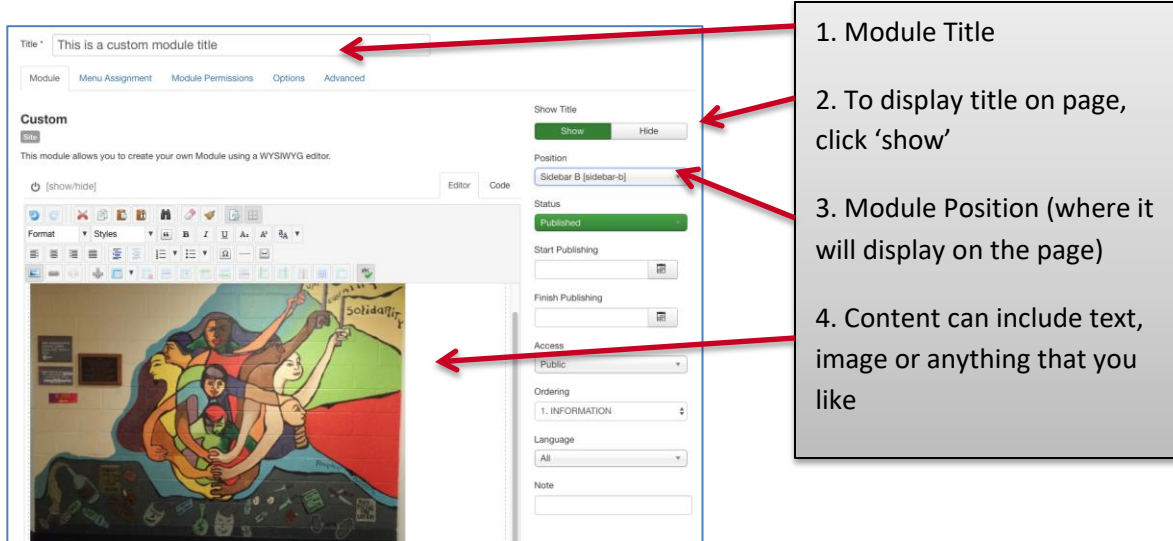
Click NEW

3. Select TYPE of Module (select CUSTOM MODULE)



Select Custom

4. Define the Custom Module

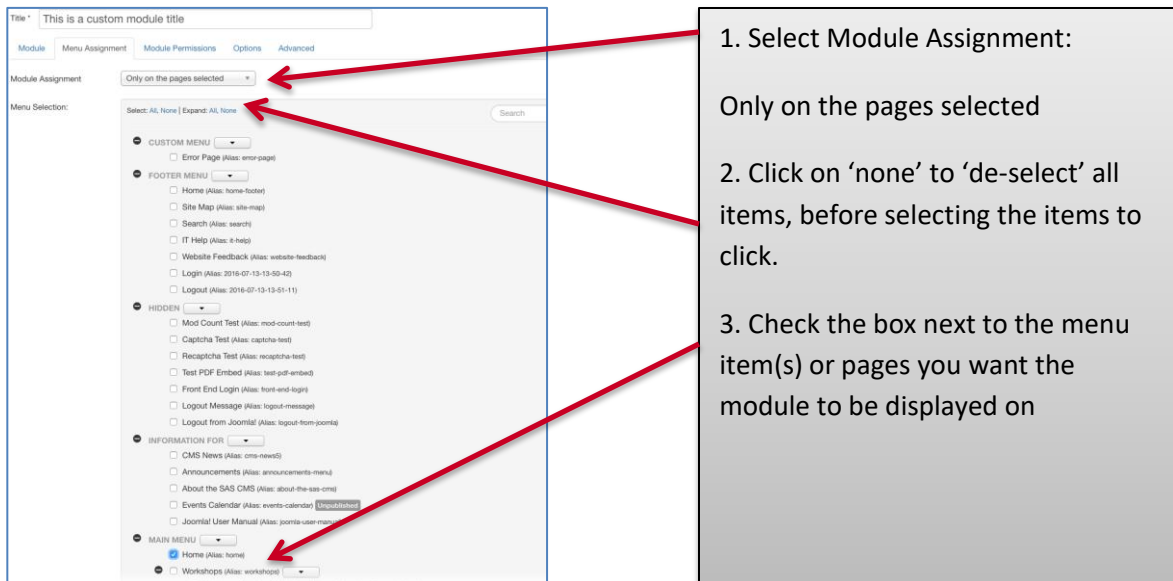


The screenshot shows the Joomla! Custom Module configuration interface. The title field is set to "This is a custom module title". The "Show Title" button is highlighted. The "Position" is set to "Sidebar B [sidebar-b]". The "Status" is set to "Published". The "Access" is set to "Public". The "Ordering" is set to "1. INFORMATION". The "Language" is set to "All". The "Note" field is empty. The content area shows a WYSIWYG editor with a painting of a group of people.

1. Module Title
2. To display title on page, click 'show'
3. Module Position (where it will display on the page)
4. Content can include text, image or anything that you like

(For this class, title should be: Custom First Name, Last Initial)

5. Determine what PAGE(s) the module will appear on (For class select YOUR MENU ITEM)



The screenshot shows the Joomla! Module Assignment configuration interface. The "Module Assignment" is set to "Only on the pages selected". The "Menu Selection" is set to "None". The "Menu Item" is set to "Home (Alias: home)". The "Menu Item" is set to "Workshops (Alias: workshops)".

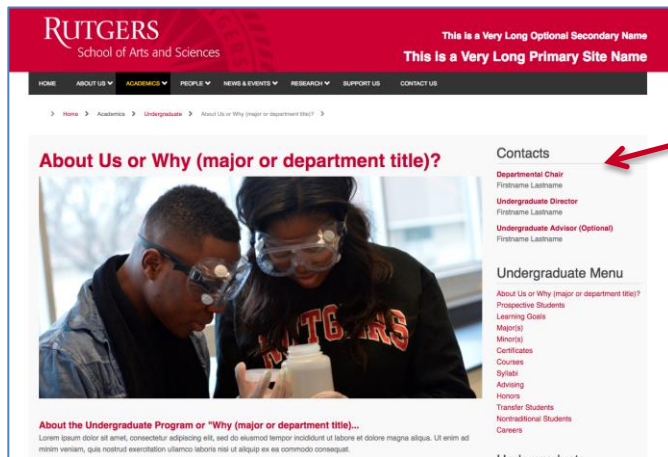
1. Select Module Assignment:
Only on the pages selected
2. Click on 'none' to 'de-select' all items, before selecting the items to click.
3. Check the box next to the menu item(s) or pages you want the module to be displayed on

EDIT A CUSTOM MODULE

If a module already exists on your website, and you need to edit it, first figure out what type of module it is. If it just has text or an image in it, it is probably a CUSTOM module type.

(For this class, Edit YOUR Module that you just created)

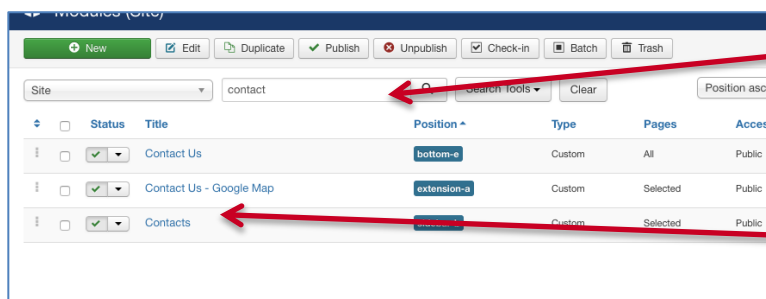
1. Sample Custom Module



Contacts is a Custom Module. It has text 'typed' into it.

2. Go to back end, Extensions → Modules

3. In the search, type 'Contacts'

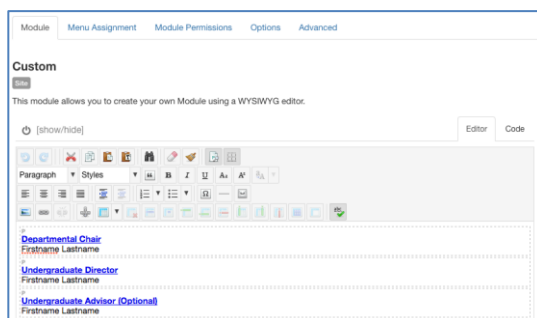


Type 'contact' in the search.

Hit <ENTER>

Click on Contacts (in position sidebar-b)

4. Edit the module as needed (similar to editing an article)



DISPLAY A CATEGORY LIST

If there are multiple articles in the same category, and it would be useful to display a list of those articles in a position on the page, a Category List module is very useful.

For example, this site has different articles for each of the course offerings. They are broken out by 'category'

Graduate Course Offerings
Spring 2017

This is a listing of our course offerings for the Spring 2017 semester. Click the plus sign (+) to display full information about the course (and link to syllabus, if one has been uploaded):

Show: All entries Search:

COURSE	CR	COURSE TITLE	CROSS LISTING
+ 16:730-570	3	Sem Phil of Language	16:185-600
+ 16:730-580	3	Seminar in Ethics	
+ 16:730-602	3	Spec Studies Philos	
+ 16:730-605	3	Spec Studies Philos	
+ 16:730-653	3	Adv Topics: Metaphysics	
+ 16:730-658	3	Adv Topics: Phil Physic	
+ 16:730-670	3	Adv Topics: Phil of Lang	
+ 16:730-675	3	Adv Topics: Phil of Mind	16:185-601
+ 16:730-680	3	Adv Topics: Ethics	
+ 16:730-695	3	Dissertation Seminar	
+ 16:730-702		Res in Philosophy	
+ 16:730-800	0	Matriculation Contd	
+ 16:730-811	0	Graduate Fellowship	
+ 16:730-866	6	Full Ga Appointment	
+ 16:730-867	3	Part Ga Appointment	
+ 16:730-877	6	Full Ta Appointment	
+ 16:730-878	3	Part Ta Appointment	

Showing 1 to 17 of 17 entries Previous 1 Next

Graduate Menu

- Graduate Admissions
- PhD Requirements
- Graduate Learning Goals & Assessment
- Placement
- Philosophy Course Catalog
- Climate
- Legal Philosophy MA
- Graduate Course Offerings
- Prospective Graduate Students
- Resources for Graduate Students

Graduate Course Offerings

- Current Offerings
 - Spring 2017
 - Fall 2016
- Past Offerings
 - Spring 2016
 - Fall 2015
 - Spring 2015
 - Fall 2014
 - Spring 2014
 - Spring 2013

1. Graduate Course Offerings is a Module
2. the Articles are arranged and grouped by CATEGORY
3. The Articles are SORTED by the manual article order

1. Create a new module, with the type: ARTICLES - CATEGORY

Select a Module Type:

- AcyMailing Module** Subscribe / Unsubscribe Module for AcyMailing
- Articles - Archived** This module shows a list of the calendar months containing Archived Articles. After you...
- Articles - Categories** This module displays a list of categories from one parent category.
- Articles - Category** This module displays a list of articles from one or more categories.
- Articles - Latest** This module shows a list of the most recently published and current Articles. Some that...
- Articles - Most Read** This module shows a list of the currently published Articles which have the highest...
- Articles - Newsflash** The Newsflash Module will display a fixed number of articles from a specific category.
- Articles - Related** This module displays other Articles that are related to the one currently being viewed....

2. Select the Filtering Options

1. Select # of articles to display

2. Select category or multiple categories to display

3. Select if Featured articles SHOULD or SHOULD NOT appear

4. Can select specific IDs not to appear in the result.

3. Select the Ordering Options To select 'RANDOM', that is in the option for Article Field to Order By

If Article Order is selected, it is possible to 'manually' define the order of the articles

How to ORDER articles Manually

Go to Content → Articles

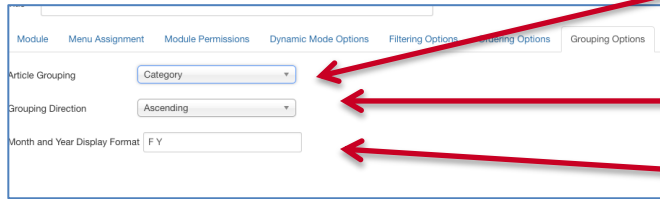
1. Click search Tools

2. Select CATEGORY to display the articles from.

3. Click on the 'ORDERING' ICON

4. Once the '3 dots' are black, you can DRAG the articles into the sequence as needed.

4. Grouping Options



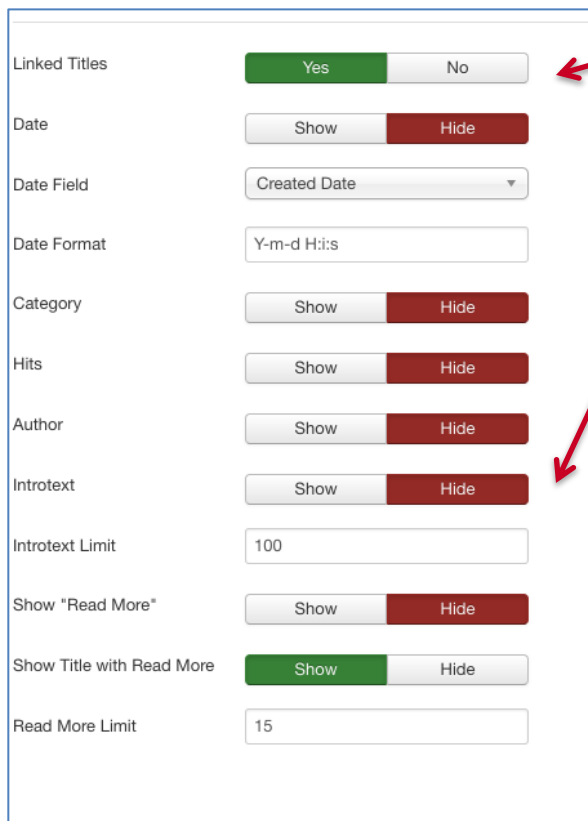
The screenshot shows the Joomla! configuration interface for the 'Grouping Options' tab. It includes a navigation menu at the top with tabs: Module, Menu Assignment, Module Permissions, Dynamic Mode Options, Filtering Options, Displaying Options, and Grouping Options. The main content area has three settings: 'Article Grouping' set to 'Category', 'Grouping Direction' set to 'Ascending', and 'Month and Year Display Format' set to 'F Y'. Red arrows point from the explanatory text box to these three settings.

1. Select type of grouping (by category for example)

2. Select sort order

3. If grouping by date, can format the date (by year for example)

5. Display Options (2nd to last TAB)



The screenshot shows the Joomla! configuration interface for the 'Display Options' tab. It lists various display settings with toggle buttons or input fields: 'Linked Titles' (Yes/No), 'Date' (Show/Hide), 'Date Field' (Created Date), 'Date Format' (Y-m-d H:i:s), 'Category' (Show/Hide), 'Hits' (Show/Hide), 'Author' (Show/Hide), 'Introtext' (Show/Hide), 'Introtext Limit' (100), 'Show "Read More"' (Show/Hide), 'Show Title with Read More' (Show/Hide), and 'Read More Limit' (15). Red arrows point from the explanatory text box to the 'Linked Titles' and 'Introtext' settings.

1. Display a 'linked title'

2. Show or hide intro text / read more, etc

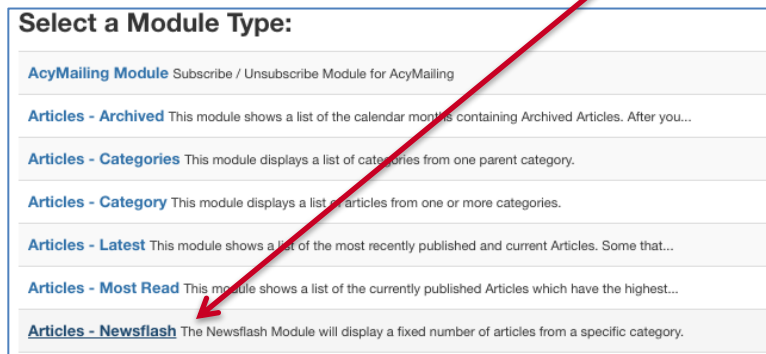
DISPLAY A 'NEWSFLASH' FOR ARTICLE CONTENT DISPLAY

Now that the Article Category module (see instructions above), can display article content, this module type may not be necessary. But it is a 'simpler' approach.

A sample use for this is to display a 'testimonial', randomly on a page, each time you visit the page a different 'article paragraph' can display.

This core Joomla Module has existed in Joomla since Joomla 1.0.

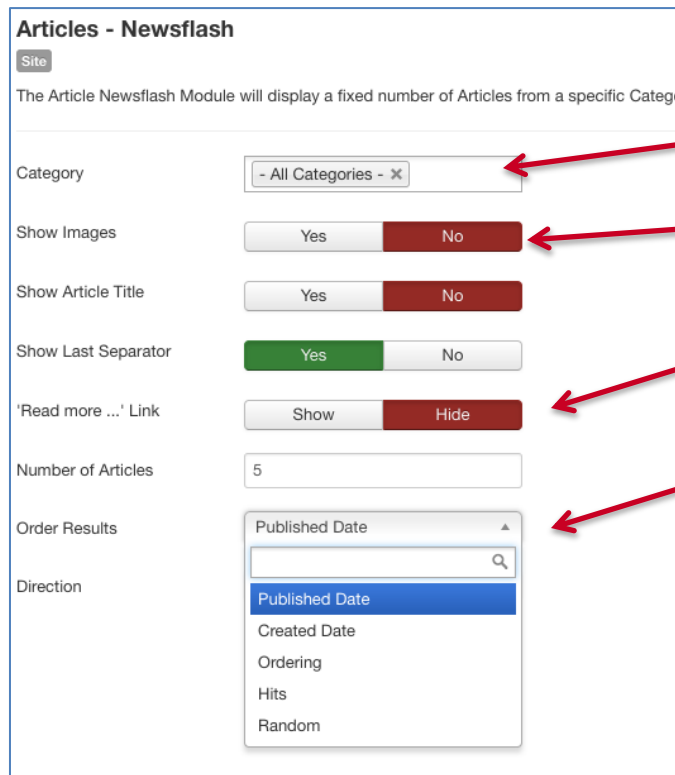
1. Create a new module with a type of Articles News Flash



Select a Module Type:

AcyMailing Module	Subscribe / Unsubscribe Module for AcyMailing
Articles - Archived	This module shows a list of the calendar months containing Archived Articles. After you...
Articles - Categories	This module displays a list of categories from one parent category.
Articles - Category	This module displays a list of articles from one or more categories.
Articles - Latest	This module shows a list of the most recently published and current Articles. Some that...
Articles - Most Read	This module shows a list of the currently published Articles which have the highest...
Articles - Newsflash	The Newsflash Module will display a fixed number of articles from a specific category.

2. Define options for Newsflash



Articles - Newsflash

Site

The Article Newsflash Module will display a fixed number of Articles from a specific Category

Category:

Show Images: ☐ Yes ☒ No

Show Article Title: ☐ Yes ☒ No

Show Last Separator: ☒ Yes ☐ No

'Read more ...' Link: ☐ Show ☒ Hide

Number of Articles:

Order Results:

Direction:

- Published Date
- Created Date
- Ordering
- Hits
- Random

1. Can select multiple categories

2. Define if you want images displayed or not

3. show read more or not

4. Ordering can only be by Date, Ordering (manual article ordering), Random (no option to order by title)

* cannot select featured or not...

RANDOM IMAGE MODULE

This module will display a single image from a folder. If you have 10 images in the folder, each time the page is visited a different image will be displayed. This can add interesting variety to the site, without having a complex slideshow.

It is recommended that the image is RESIZED and CROPPED so all images in the folder are the same size.

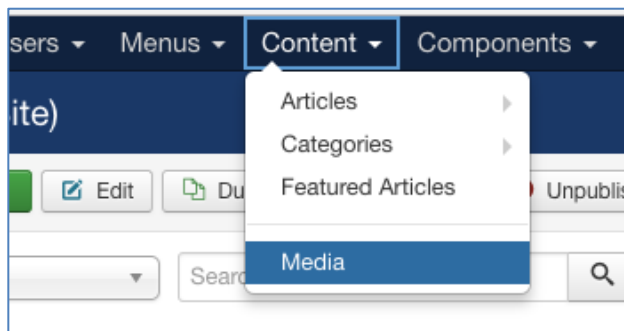
It is possible to assign a link to ALL images, if someone clicks on the image they can be taken to a specific area of the website. The link has to be the SAME for all images.

This is not to substitute for an actual photo gallery or slide show.

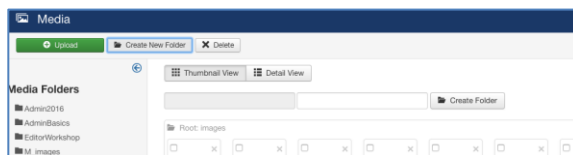
A suggested use is for a 'study abroad' or perhaps different pieces of artwork to be displayed on the home page of a website.

Work with Images via MEDIA (option #1)

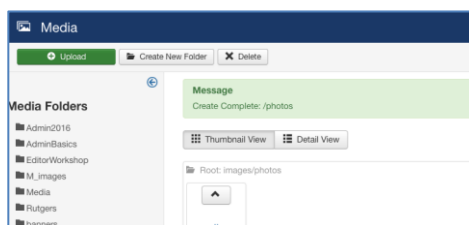
1. Upload Images to the Specific Folder (Content → Media)



2. Create new Folder to place images in



3. Upload images into the folder (Select folder first)

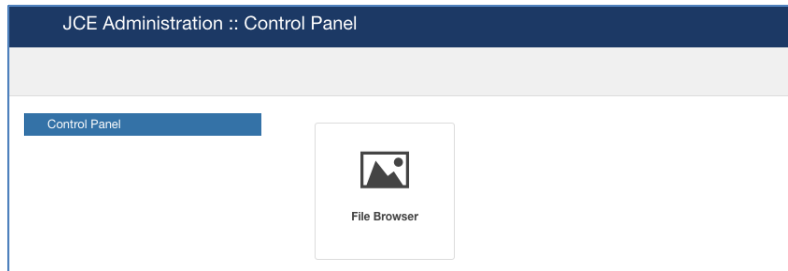


Upload Images using JCE Editor – File Browser (Option #2)

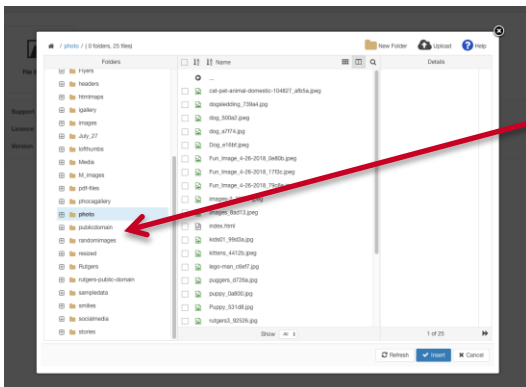
If your system does not have JCE Editor, create a work order

If you have JCE Editor, but do not see File Browser, Create a work order, we can add it for you

1. Components → JCE Editor Pro → Control Panel
2. Click on FILE BROWSER

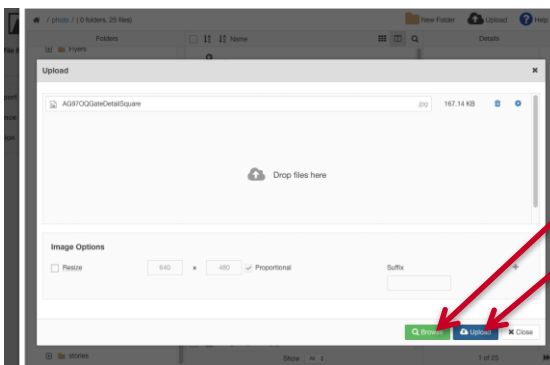


3. Click on photo folder on LEFT (or the folder that the instructor requests)



1. Open Folder
2. Click UPLOAD

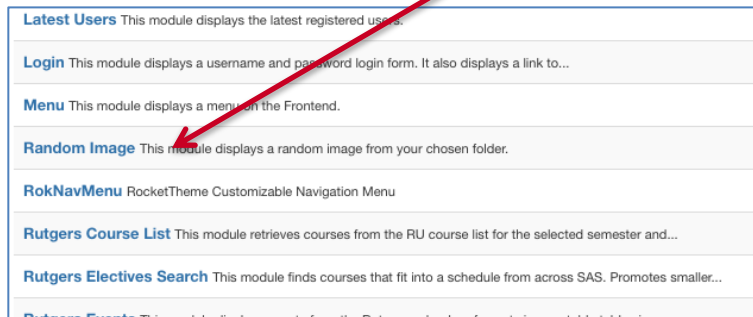
4. Click to Upload image



1. Click BROWSE to find file
2. Click Upload once file is in the box.

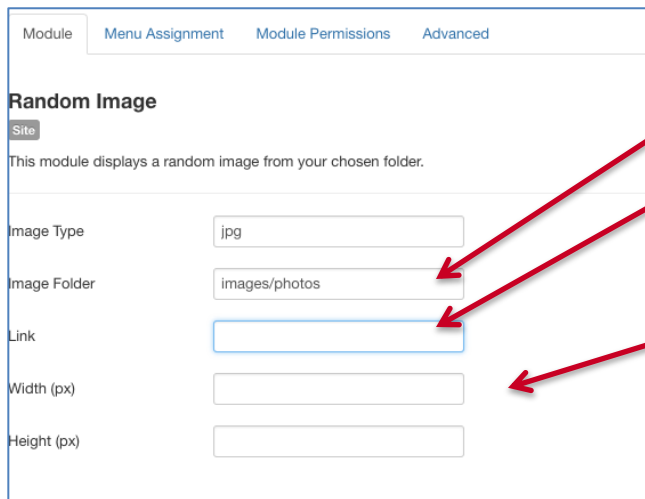
Create RANDOM Image Module

1. Create new module type: RANDOM IMAGE



Latest Users	This module displays the latest registered users.
Login	This module displays a username and password login form. It also displays a link to...
Menu	This module displays a menu on the Frontend.
Random Image	This module displays a random image from your chosen folder.
RokNavMenu	RocketTheme Customizable Navigation Menu
Rutgers Course List	This module retrieves courses from the RU course list for the selected semester and...
Rutgers Electives Search	This module finds courses that fit into a schedule from across SAS. Promotes smaller...
Rutgers Events	This module displays events from the Rutgers calendar of events in a sortable table view.

2. Define the options with Random Image Module (all text is CASE SENSITIVE)



Module Menu Assignment Module Permissions Advanced

Random Image

Site

This module displays a random image from your chosen folder.

Image Type

Image Folder

Link

Width (px)

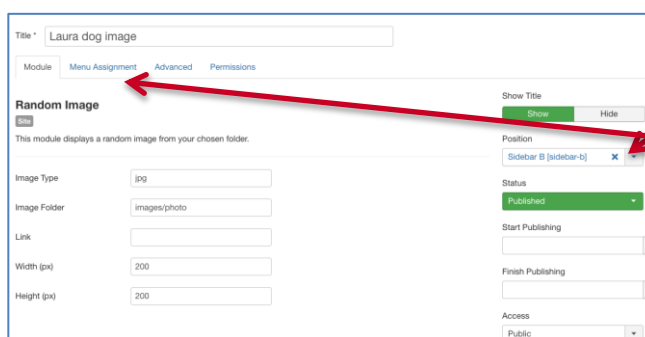
Height (px)

1. Specify Image FOLDER that the images are in.

2. Specify a single LINK (optional)

3. Define the WIDTH and HEIGHT of the display. Images should be resized FIRST and should all be the same size.

3. Setup Module to display



Title *

Module Menu Assignment Advanced Permissions

Random Image

Site

This module displays a random image from your chosen folder.

Image Type

Image Folder

Link

Width (px)

Height (px)

Show Title

Position

Status

Start Publishing

Finish Publishing

Access

1. Select POSITION (sidebar-b)

2. Select MENU ASSIGNMENT

PLACE A MODULE WITHIN CONTENT

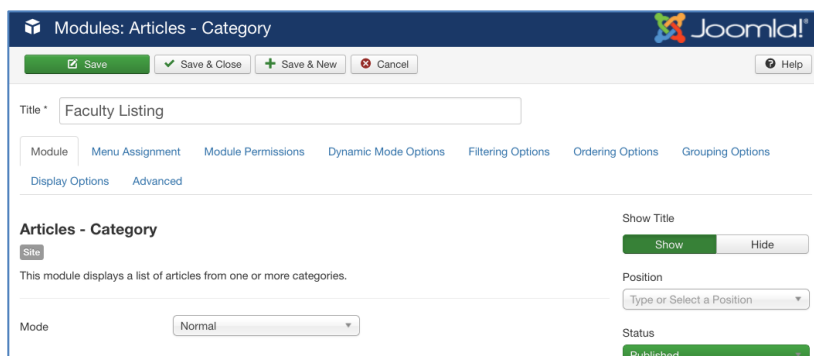
Normally a module is displayed in a specific module 'position'. It is possible to 'nest' a module inside of an article. For example if you have a list of courses that are taught for a specific 'unit' you can put this 'list' or 'schedules' inside of the article.

1. Create the Module first

In this example, I'm creating a Articles – Category Listing of Faculty Members

This module has the following criteria:

- Filtered → Faculty Category
- Position → NONE (do not set the position)
- Menu Assignment → NONE (Do not set it to appear on menu items)

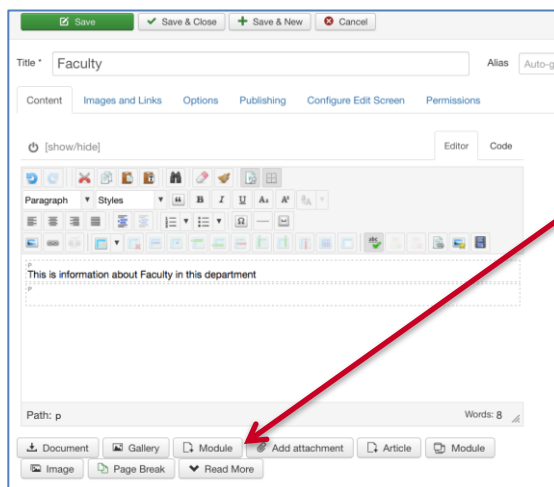


The screenshot shows the Joomla! configuration interface for the 'Articles - Category' module. The title is 'Faculty Listing'. The 'Articles - Category' section is active, showing a description: 'This module displays a list of articles from one or more categories.' The 'Mode' is set to 'Normal'. On the right, 'Show Title' is set to 'Show', 'Position' is set to 'Type or Select a Position', and 'Status' is set to 'Published'.

2. Create the Article

Title: Faculty

Description: Add information into the article, place cursor where you want the 'module' to appear.

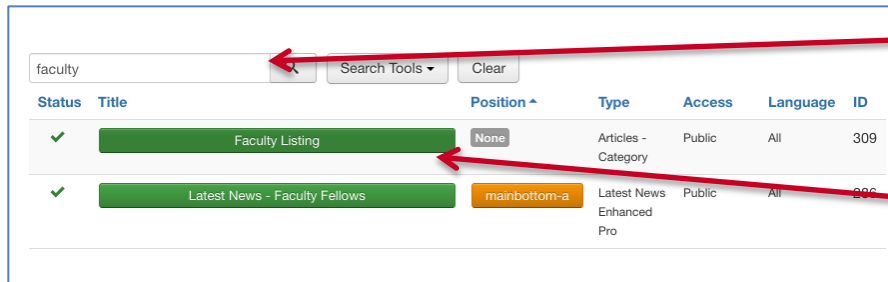


The screenshot shows the Joomla! Article Editor for the article titled 'Faculty'. The description text is 'This is information about Faculty in this department'. At the bottom of the editor, there is a toolbar with buttons for Document, Gallery, Image, Page Break, Module, Add attachment, Article, and Module. A red arrow points to the 'Module' button in the bottom toolbar.

Click on Module at the bottom of the editor.

(Note you can use either Module button), we will try the first one first.

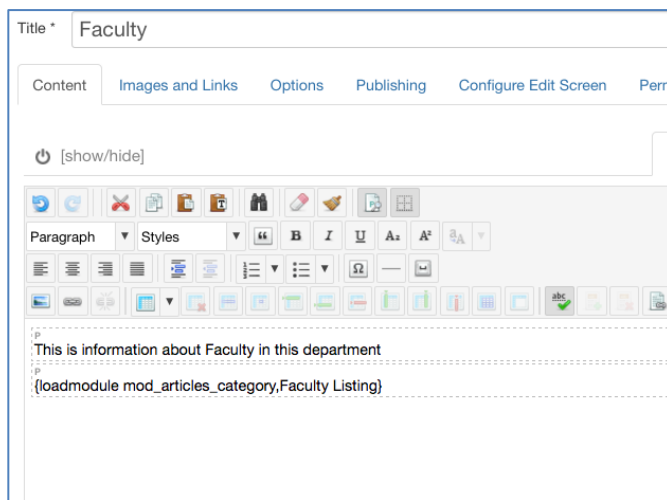
3. When on the module page, filter by 'faculty' (the title of the module). Then click the GREEN button.



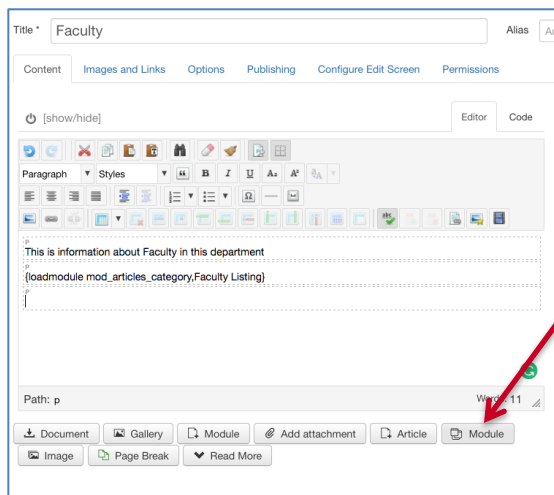
Type Faculty in the search

Click the GREEN button with the name of the module

4. You will now see the module included in the article



5. If you use the 'other' module button, you can add it slightly differently...



Click on the module button that looks like it has 'multiple' items.

6. This tool is 'Modules Anywhere'

Insert Module

Select a style if desired and click on one of the modules links. They will insert the tags: {module ID},{module Module Name},{modulepos Position}

Module Style: none *
Show Title: Default No Yes
Embed in a DIV: No Yes

Search: faculty

ID	Status	Title	Position	Type
309	✓	Faculty Listing	None	mod_articles_category
286	✓	Latest News - Faculty Fellows	mainbottom-a	mod_latestnewsenhancedextended

Enter Faculty in the Search

Can click on the Module ID number, this way if you change the 'title' of the module, this tool will still work.

7. See the display of the module in the article

Title: Faculty

Content Images and Links Options Publishing Configure Edit Screen Permissions

[show/hide]

Paragraph Styles

This is information about Faculty in this department

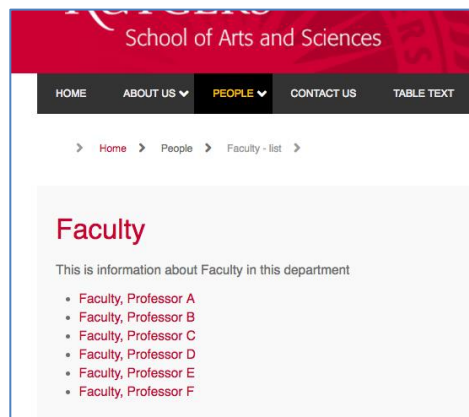
```
(loadmodule mod_articles_category, Faculty Listing)
```

```
(module 309)
```

The coding for this one uses the Module ID.

FYI, you can just change the module id to display a different module, as long as you know the Module ID Number

8. Preview of using the module inside of the article



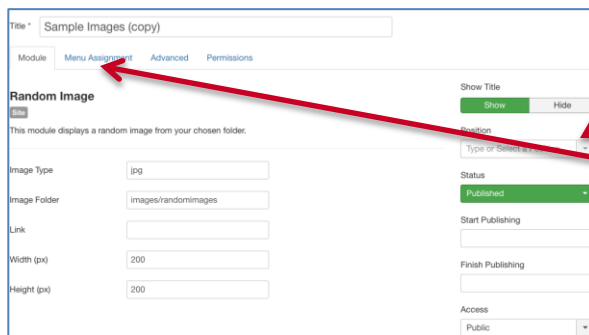
PLACE RANDOM IMAGES MODULE WITHIN AN ARTICLE

1. COPY Random Image module created before

Click on the Random Image Module Created Before

Click SAVE AS COPY

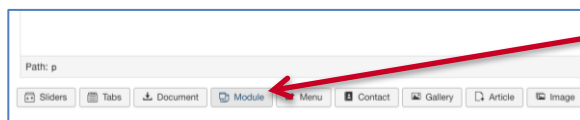
Rename as: Your Name – (copy)



1. Set POSITION to NONE (remove position)
2. Set Menu Assignment to NO PAGES

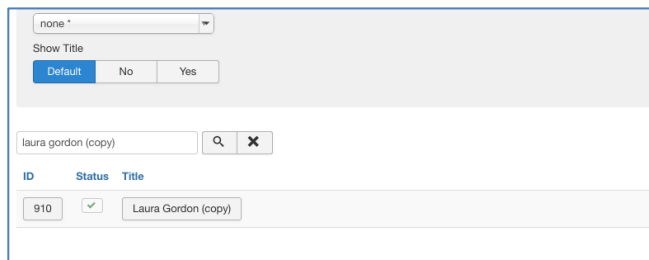
2. Go into your ARTICLE (with your name)

To insert the module, click on the 'module button'

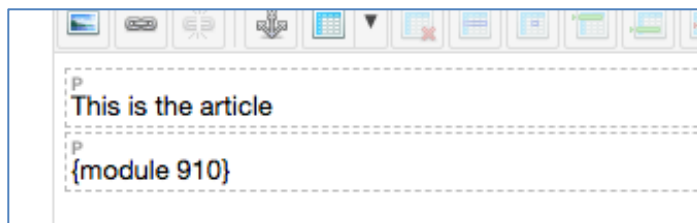


Click on Module Button

3. Click on the Module NUMBER to insert it into the article

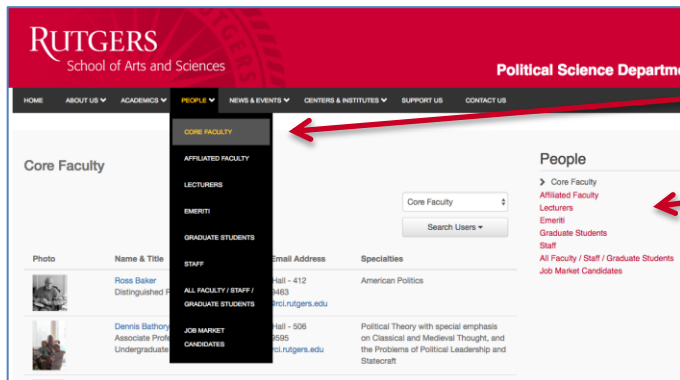


4. View the 'code' that is added into the article:



ADD MENUS TO YOUR SITE

It is useful to display right hand menus on your site pages, especially pages where there are multiple navigation options.



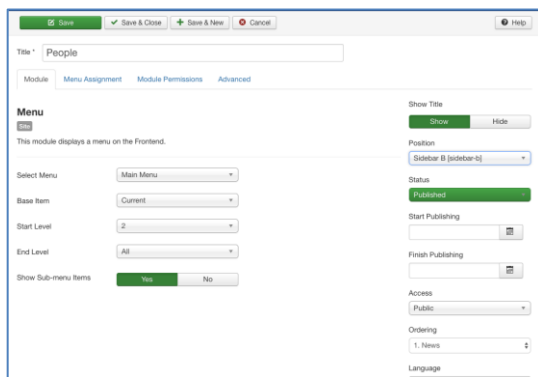
See Dropdown Menu
'under people'.

The menu on the right is
the IDENTICAL menu.

This gives users easy
navigation options.

1. Create Menu Module -> Type = Menu

2. Define Module Options



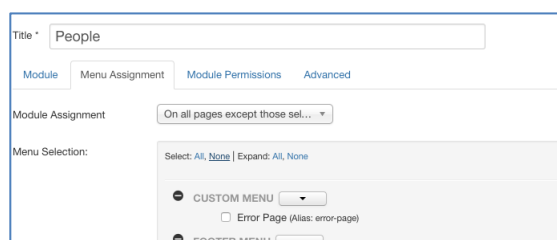
1. Select Menu = Main Menu

2. Start Level = 2 (since it is just
going to show the 'sub menu')

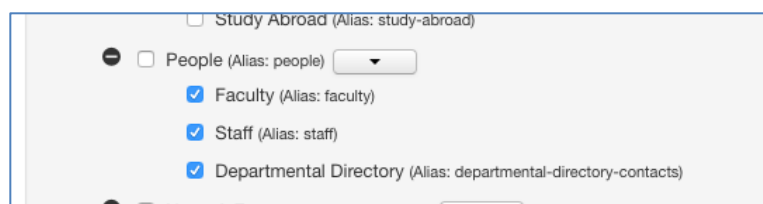
3. Show title = SHOW

4. Position = sidebar-b

3. Define Menu Assignment tab



4. Select Pages to display on (in Menu Assignment Tab)



ADD RU COURSES MODULE TO YOUR WEBSITE

RU courses is a module that will display the current schedule of classes in a specific 'department, graduate/undergrad'. The newest version includes all 'current' years and semesters that are available for view.

The original version of the tool made you select the semester/year in the module, in the newer version you do not have to do that, as all semesters/years are displayed.

Sample Page:

<https://arthistory.rutgers.edu/academics/undergraduate-welcome/course-schedule>

The screenshot shows the 'Course Schedule' page for the Rutgers University Art History department. The page features a navigation bar at the top with links to HOME, ACADEMICS, PEOPLE, NEWS & EVENTS, ALUMNI, SUPPORT US, CHAPS, and CONTACT US. The main content area is titled 'Course Schedule' and includes a sub-header 'Spring 2020 Schedule'. Below this, there are dropdown menus for 'Year' (set to 2020) and 'Semester' (set to Spring). A search bar is also present. The course listings are displayed in a table with columns for Year, Term, Course, Cr, and Title. The table lists 10 courses for Spring 2020, including 'Introduction to Western Art History (pre-history to 1400)', 'Introduction to Western Art History (1400 to the Present)', 'Latinx Art', 'Ocean, Afr, Precol Art', 'Cinema and the City', '15th-c Italy: The Birth of the Renaissance', 'Later Greek Art', 'Arts of West Africa', 'Impressionism', and 'Approach to Art Hist'. To the right of the table, there is a 'Contact' section with a list of staff members: Susan Sidlauskas, Carla Yanni, Tamara Sears, Geralyn Colvil, and Danielle Vroom. Below the contact section is an 'Undergraduate' section with a list of links: Why Art History?, Prospective Students, Learning Goals, Major Requirements, Minor Requirements, Certificate in Historic Preservation, Course Schedule, Course Descriptions & Syllabi, Advising, Honors Program in Art History, Resources, Rutgers Art History Student Association, Undergraduate News, Undergraduate Awards, Internships, Fellowships, and Study Abroad Programs. At the bottom right, there is a section for 'Undergraduate Quicklinks'.

+	Yr	Term	Course	Cr	Title	Cross Listing
±	2020	Spring	01:082:105	3.00	Introduction to Western Art History (pre-history to 1400)	
±	2020	Spring	01:082:106	3.00	Introduction to Western Art History (1400 to the Present)	
±	2020	Spring	01:082:230	3.00	Latinx Art	01:595:230:01 (27227)
±	2020	Spring	01:082:250	3.00	Ocean, Afr, Precol Art	
±	2020	Spring	01:082:275	3.00	Cinema and the City	
±	2020	Spring	01:082:309	3.00	15th-c Italy: The Birth of the Renaissance	
±	2020	Spring	01:082:343	3.00	Later Greek Art	
±	2020	Spring	01:082:371	3.00	Arts of West Africa	
±	2020	Spring	01:082:396	3.00	Impressionism	
±	2020	Spring	01:082:403	3.00	Approach to Art Hist	

CREATE NEW MODULE TO ADD TO SITE

1. Click new Module, select RU Courses



2. Module setup

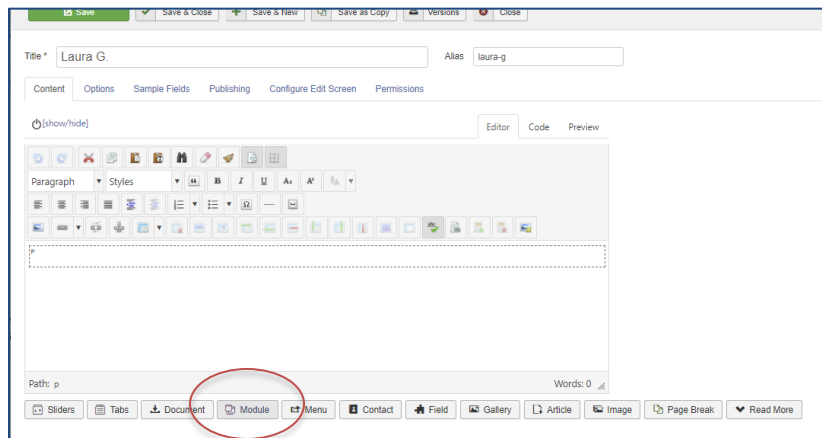
This module will be MANUALLY placed into an article on the website.

- a. Title – YOUR NAME - Courses
- b. Select Subject
- c. Select Course Level (Graduate or Undergraduate)
- d. Leave POSITION → NONE
- e. Menu Assignment → NO PAGES

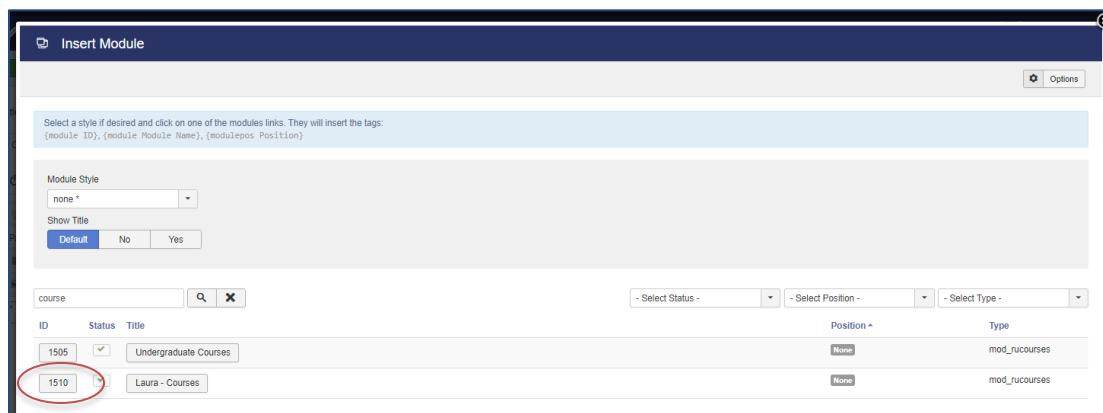
A screenshot of the 'Rutgers Course List' module setup form. The form is divided into two main sections: 'Module' and 'Menu Assignment'. The 'Module' section includes fields for 'Database INI Path', 'Subject' (set to '198: Computer Science'), 'Course Level' (radio buttons for 'Undergraduate' and 'Graduate'), 'Schools' (set to '01,16'), 'Hidden Course Numbers' (set to '111,112,113'), 'Additional Course Listings' (set to '01:090-101:05,01:192-126'), 'Additional Subjects' (set to '16:641:G,16:642:G'), 'Show Course URL' (checkbox), and 'Select Semester' (dropdown set to 'Show Current'). The 'Menu Assignment' section includes fields for 'Show Title' (Show/Hide buttons), 'Position' (dropdown), 'Status' (dropdown set to 'Published'), 'Start Publishing' (calendar), 'Finish Publishing' (calendar), 'Access' (dropdown set to 'Public'), 'Ordering' (dropdown set to '1. Banner Rotator FX'), 'Language' (dropdown set to 'All'), and 'Note' (text area). The form also includes a 'Syllabus location and Semester dates available at Extensions>Plugins>RUCourses' note.

ADD MODULE TO ARTICLE FOR DISPLAY

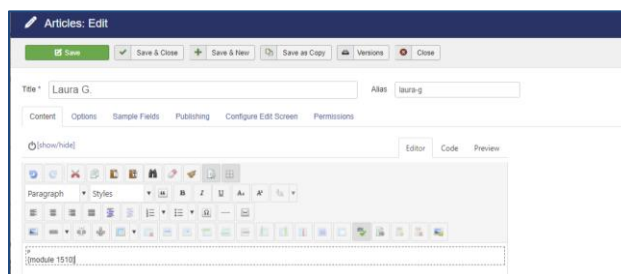
1. Edit Article (article with your name on it)
2. Click on the MODULE button on bottom, and select your courses module



Select your version of course module → click on the NUMBER of the module



See module id in your article:



SYNOPSIS / CLASS DESCRIPTIONS OVERVIEW

<https://www.sas.rutgers.edu/cms/deptdemo/academics/undergraduate-program/course-synopses>

The goal is for the department to include a course 'summary' / 'synopses' / 'description'

This description should include MORE information than what is displayed on the current course catalog, but it should not be a complete syllabus. The 'syllabi' should be used on the Learning Management Systems only (Sakai / Canvas), and for registered students to work with.

Here is a sample course description page:

<https://www.sas.rutgers.edu/cms/deptdemo/academics/undergraduate-program/course-synopses/122-01-119-103-principles-of-biology-sample>

If you have a **SAMPLE syllabi as a pdf**, it can be linked directly to the course schedule, but it is not preferred.

This is not what the course description should be:

http://catalogs.rutgers.edu/generated/nb-ug_current/pg397.html

01:119:103 Principles of Biology (4)

Selected topics in general biology, including cell structure, genetics, plant and animal diversity, basic plant and animal biology, ecology, and evolution.

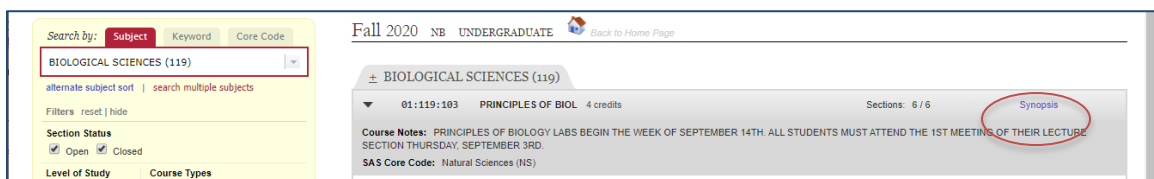
Lec. 3 hrs., lab. 3 hrs. Designed for students who must take a one-semester laboratory course in introductory biology to meet major requirements. Credit not given for this course if student has already completed 01:119:115. Not for life sciences major credit.

Main Course Listing Page

On the Schedule of Classes, you can indicate for each course a link to the 'main course description page', this way you have a listing of 'course descriptions' somewhere on your website, and you won't have to change them each time you add / change a course.

<https://sis.rutgers.edu/soc/#courses?subject=119&semester=92020&campus=NB&level=U>

On this page the 'synopsis' should go to the SAS course Description page



ADD SYLLABUS TO DISPLAY

The syllabus is controlled by the NAMING convention of the .pdf files that you place in the syllabi folder (using the jce editor → file browser)

If you decide to go this direction, please only keep syllabi for the CURRENT SEMESTER in the syllabi folder. Once the semester is over, please delete the syllabi. Do not keep years worth of syllabi in this folder, as it will slow down the system significantly.

1) Rename the syllabus files.

Use the following naming convention:

YYYYsemester-school-subject-course.file_extension or YYYYsemester-school-subject-course-section.file_extension

- YYYY: the four digit year.
- semester: To indicate "semester", use corresponding number below:
- Spring: 1
- Summer: 7
- Fall: 9
- Winter: 0
- school-subject-course: standard course number

section: [optional] If the section is not supplied, the syllabus will be treated as a default syllabus for the course and be loaded for any sections which do not have one uploaded.

file_extension: The extension can be pdf, doc, docx, txt. PDF is preferred as it will retain text and layout formatting.

Example:

A syllabus for 01:377:140 (Foundations of Exercise Science and Sport Studies) Section 06, Fall 2018, PDF format:

20189-01-377-140-06.pdf

2) Upload the files.

Be sure to upload the documents to the "syllabi" folder on the root level of images. If uploaded elsewhere, "RU Courses" will not be able to find them.

To create, or check for a "syllabi" folder, go to Components --> JCE Editor and click the "File Browser" icon that shows in the center of the page. If no syllabi folder exists at the root level (under "Home"), click the "New Folder" icon and create one named "syllabi".

- Navigate so that you are in the "syllabi" folder. When you are, its name will appear highlighted (left column).
- Click the cloud icon to upload files. **More than one file may be uploaded at a time.**
- If a file was not named properly, it can be renamed here. To do that, click the file then look for the edit icon in the right side of window.

Sample Result:

Notice the syllabi for section 01, is a different NAME of a file than the others. We named with 2 different names:

20189-01-790-102.pdf (this is display for all sections)

20189-01-790-102-01.pdf (this is displayed for section 01 only)

Fall 2018

Show All entries

Search:

COURSE	CR	COURSE TITLE	CROSS LISTING
+ 01:790:101	3.00	Nature of Politics	
- 01:790:102	3.00	Intro Int Relations	

SECTION	PROFESSOR	SCHEDULE	SYLLABUS
Section 01 Note: Will Be Taught by Chris Primiano			
01 (00378)	---	Thu 1:10PM-2:30PM Tue 1:10PM-2:30PM Thu 10:55AM-12:15PM	VH-105 (CAC) VH-105 (CAC) HCK-112 (D/C) Lec Lec Rec Syllabus
Section 02 Note: Will Be Taught by Chris Primiano			
02 (00379)	---	Wed 11:30AM-12:50PM Thu 1:10PM-2:30PM Tue 1:10PM-2:30PM	SC-206 (CAC) VH-105 (CAC) VH-105 (CAC) Rec Lec Lec Syllabus
Section 03 Note: Will Be Taught by Chris Primiano			
03 (00380)	---	Fri 12:35PM-1:55PM Thu 1:10PM-2:30PM Tue 1:10PM-2:30PM	HCK-131 (D/C) VH-105 (CAC) VH-105 (CAC) Rec Lec Lec Syllabus
04 (00381)	---	Tue 1:10PM-2:30PM Wed 10:20AM-11:40AM Thu 1:10PM-2:30PM	VH-105 (CAC) BE-121 (LIV) VH-105 (CAC) Lec Rec Lec Syllabus
05 (00382)	---	Tue 1:10PM-2:30PM Thu 1:10PM-2:30PM Wed 12:00PM-1:20PM	VH-105 (CAC) VH-105 (CAC) BE-011 (LIV) Lec Lec Rec Syllabus
12 (03765)	HIGER, AMY	Tue 7:40PM-9:00PM Thu 7:40PM-9:00PM	MU-211 (CAC) MU-211 (CAC) Lec Lec Syllabus
Section H1 Note: Recitation Meets Every Other Thursday 12:35-1:55 in Rab 204			
H1 (12698)	---	Thu 1:10PM-2:30PM	VH-105 (CAC) Lec Syllabus