Modules in Joomla

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Web Development

School of Arts and Sciences
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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](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](http://www.sas.rutgers.edu/cms/training/administrator)

**WHAT IS JOMLA?**

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](http://www.joomla.org) and [help.joomla.org](http://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:

See position names in the modules
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

2. Click the New Button to create a new module

3. Select TYPE of Module (select CUSTOM MODULE)
4. Define the Custom Module

(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)
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

2. Go to back end, Extensions → Modules

3. In the search, type ‘Contacts’

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’.

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....

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
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

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)

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

2. Define options for Newsflash

   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)

4. Click to Upload image

1. Open Folder
   2. Click UPLOAD

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

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

2. Create the Article

Title: Faculty

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

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.

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...

   - Type Faculty in the search
   - Click the GREEN button with the name of the module
   - Click on the module button that looks like it has ‘multiple’ items.
6. This tool is ‘Modules Anywhere’

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

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)

2. Go into your ARTICLE (with your name)

To insert the module, click on the ‘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.

1. Create Menu Module -> Type = Menu

2. Define Module Options
   - Select Menu = Main Menu
   - Start Level = 2 (since it is just going to show the ‘sub menu’)
   - Show title = SHOW
   - 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
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
**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:


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 display for section 01 only)