Modules in Joomla!

Instructor for this Workshop:

Eddie Konczal
Unit Computing Manager, SAS IT Services (Web Development Group)
konczal@sas.rutgers.edu

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# Table of Contents

- Welcome to Modules in Joomla! ................................................................. 3
  - Getting Started ......................................................................................... 3
  - What is Joomla? ....................................................................................... 3
  - Additional Training / Documentation....................................................... 3
- What is a Module? ..................................................................................... 3
- Module Positions ..................................................................................... 4
- Custom Modules ..................................................................................... 5
  - Accessing the Joomla! Back-End ................................................................. 5
  - Create a New Module ............................................................................. 5
- Editing a Custom Module ......................................................................... 7
- Displaying a Category List ....................................................................... 8
- Random Image Module ........................................................................... 10
  - Create Random Image Module ................................................................. 10
- Placing a Module within Content ............................................................ 11
- Adding Menu Modules to your site ......................................................... 13
  - Procedure: .............................................................................................. 13
- Adding the RU Courses Module to your Website ...................................... 14
  - Sample Page: ......................................................................................... 14
  - Creating a new RU Courses Module ....................................................... 15
  - Adding Module to Article for Display .................................................... 16
  - Adding syllabus to RU Courses Module ................................................ 17
    1) Rename the syllabus files ................................................................. 17
    2) Upload the files .................................................................................. 17
  - Sample Result: ........................................................................................ 18
- Logout from Joomla! .................................................................................. 18
- Future Workshops ................................................................................... 18
WELCOME TO MODULES IN JOOMLA!

GETTING STARTED

1. If you are working from home or another off-campus location, log on to the Rutgers VPN from your computer; you can find instructions here:

https://sasit.rutgers.edu/how-to-guides/working-remotely/vpn-instructions

2. Open a web browser on your computer (Firefox, Chrome, or Safari)
3. Go to the website: https://www.sas.rutgers.edu/cms/training

WHAT IS JOOMLA?
Joomla! is Content Management System (CMS) software that allows you to update your web site through a browser (such as Google Chrome, Mozilla Firefox, or Safari). Joomla! simplifies the process of updating a website by eliminating the need to edit HTML or use web design software.

Visit https://www.joomla.org/ for more information on Joomla.

ADDITIONAL TRAINING / DOCUMENTATION
Visit our website: https://sasit.rutgers.edu/how-to-guides/web-development-documentation

WHAT IS A MODULE?
A Module in Joomla! is a “mini program” or custom block of content 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:

Position: This determines where the module will be displayed on the web page.

Menu Assignment: This determines what page(s) will display the module.
**Module Positions**

Each template that is used in Joomla! has different module positions. For our SAS-RED template commonly used positions are shown below:

In this example, the position names have been included in the module titles.

- **Sidebar-b**: module appears to right of content area
- **Mainbottom-a, b, c, d**: modules appear in top row under the content area
- **extension-a, b, c, d**: modules appear in top row under the content area
CUSTOM MODULES
A custom module allows you to add custom text and/or an image and place it into a position on the website.

ACCESSING THE JOOMLA! BACK-END
Open a new browser window: Ctrl+N (Windows) or Command+N (Mac). Then, enter the URL:

https://www.sas.rutgers.edu/cms/training/administrator/

CREATE A NEW MODULE
1. Go to: Extensions → Modules

2. Click the New Button to create a new module:

3. For “Select a Module Type,” select Custom:
4. **Configure the Custom Module:**

   ![Module Configuration Image]

   1. **Module Title:** For this workshop, enter “Custom” followed by your first name and last initial
   2. **Show Title:** To display the module title, select ‘Show’
   3. **Module Position** (where it will display on the page): select “Sidebar-b”
   4. Content can include text, image or anything that you like

5. **Click “Menu Assignment”** to determine what pages the module will appear on:

   ![Menu Assignment Image]

   1. **Module Assignment:** Change to “Only on the pages selected”
   2. Click on **None** after “Select, All” 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. For this workshop, select the menu item with your name.

6. **Click Save & Close**
EDITING 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.

1. Go to back end, **Extensions → Modules**
2. In the search field, type your name and press [Enter]
3. Click the title of your module.
4. Edit the module as needed (similar to editing an article)
5. When done, click **Save & Close**.
DISPLAYING A CATEGORY LIST

If there are multiple articles in the same category, you can display a list of those articles in a module position by creating an Articles - Category module.

For example, this site has different articles for each semester’s course offerings:

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. Enter your name followed by “Articles - Category” for “Title.” For “Position,” select “sidebar-b,” and for “Menu Assignment,” make the same selections as you did with your custom module.
3. Click **Filtering Options** to determine how many articles to display, and from which categories:

   ![Filtering Options](image)

   1. **Count**: Select # of articles to display
   2. **Category**: Select one or more categories to display

4. Select **Ordering Options** and select which article field to sort the articles by, and whether the articles should be in ascending or descending order.

   ![Ordering Options](image)

   Example: select “Random” to display the articles in a different order each time the page is visited.

5. Select **Grouping Options** to determine whether the articles should be grouped by any particular property:

   ![Grouping Options](image)

   1. Select type of grouping (for example, by category)
   2. Select “Ascending” or “Descending’ for **Grouping Direction**

6. When done, click **Save & Close**.
**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 module works best if all images in the folder are the same size.

It is possible to assign a link to the module, so that if someone clicks on the image they will be taken to a specific area of the website. Note that the link will be the same for all images.

**Create Random Image Module**

1. Create new module of type “Random Image”

2. Enter your name followed by “Random Image” for “Title.” For “Position,” select “sidebar-b,” and for “Menu Assignment,” make the same selections as you did with your custom module.

3. Configure the module options:

   1. Specify Image folder that the images are in (for this workshop, enter “images/Admin-2021”)
   2. Specify a single link (optional)
   3. Enter the width and height of the images (for this workshop, enter 460 x 460)

4. When done, click Save & Close.
PLACING A MODULE WITHIN CONTENT

Normally, a module is displayed in a specific module position. However, it is also possible to embed (or “nest”) a module inside of an article.

1. Edit your article:

   - Go to: Content > Articles
   - Click Search Tools
   - Change “Select Category” to “Modules Workshop”
   - Click on the title of your article to edit it.
   - Click within the text area below the editing toolbars.
   - Click the “Module” button below the text area:

2. On the “Insert Module” page, search for your name (see #1 below). Then, click the number for the module you would like to display inside your article (see #2 below):

   ![Module selection screenshot]

1. Eddie
2. 1687 Eddie Random Image
3. You will now see code inside the article corresponding to the ID number of your module:

4. Click **Save & Close**. The module will now be displayed within your article.
ADDING MENU MODULES TO YOUR SITE
You can improve the navigation of your website by displaying right side menu modules.

PROCEDURE:
1. Go to “Extensions > Modules“ and create a new module
2. For “Select a Module Type,” select Menu
3. Configure Module Options:
   - Title = Your name followed by “Menu”
   - Select Menu = Main Menu
   - Start Level = 2 (this tells Joomla! to start at the second level of menu items)
   - Position = sidebar-b
4. Click “Menu Assignment” to determine what pages the module will appear on.
5. Module Assignment: Change to “Only on the pages selected”
6. Click on None after “Select, All” to ‘de-select’ all items
7. Check the box next to the menu item with your name.
8. Click Save & Close.

Example:
The “People” menu on the right is identical to the dropdown Menu under “People” on the Main menu.
This allows users to access those menu items without hovering over the main menu.
ADDING THE RU COURSES MODULE TO YOUR WEBSITE

RU Courses is a module that will display the current schedule of classes for a specific subject. The newest version includes all semesters that are available for view.

SAMPLE PAGE:
https://www.sas.rutgers.edu/cms/deptdemo/academics/undergraduate-program/course-schedules

![Spring 2021 Schedule](image)
CREATING A NEW RU COURSES MODULE

1. Go to “Extensions > Modules” and create a new module
2. For “Select a Module Type,” select Rutgers Course List
3. Module configuration:
   a. Title – Your name, followed by “Courses” (see #1 below)
   b. Subject – Select your department’s subject (or one that interests you) (see #2 below)
   c. Course Level: Select “Undergraduate” or “Graduate” (see #3 below)
   d. Do not select a position (we will embed the modules into our articles)
   e. Menu Assignment (see #4 below) – select and change “Module Assignment” to “No Pages”

![Module Configuration Screenshot]

- **Title**: Eddie Courses
- **Subject**: 700: Music
- **Course Level**: Undergraduate
**ADDING MODULE TO ARTICLE FOR DISPLAY**

We can embed the RU Courses module within our articles using similar steps to those we followed for “PLACING A MODULE WITHIN CONTENT” earlier:

- Go to: **Content > Articles**
- Find your article and click on its title to edit it.
- Click somewhere within the text area of your article.
- Click the “Module” button below the text area.
- On the “Insert Module” page, search for your name.
- This time, click the ID number *(see #1 below)* for the module with type “mod ru_courses” *(see #2 below)*

![Module Selection Table](image)

- Your article will contain code similar to the below in the place where the module will be shown:

```html
{module id="1690"}
```

- When done, click **Save & Close**.

![Module Selection Table](image)
**ADDING SYLLABUS TO RU COURSES MODULE**

The RU Courses module will find and display syllabi files that follow the proper naming convention. The files should be saved as PDF files and uploaded to the “syllabi” folder using **JCE Editor Pro — 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. If you keep many semesters’ worth of syllabi in this folder, 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 2021,PDF format should have the following name:

20219-01-377-140-06.pdf

2) **Upload the files.**

Be sure to upload the documents to the "syllabi" folder in 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:**
Once you have saved your syllabi file or files, they will appear as links when the details are shown for the course:

![Syllabus result](image)

**LOGOUT FROM JOOMLA!**
Click the profile icon to the upper right of your Joomla administrator page, then click “Logout”:

![Logout option](image)

**FUTURE WORKSHOPS**
Please visit: [https://sas-it.rutgers.edu/itservices/web-development-and-support/workshops-and-training](https://sas-it.rutgers.edu/itservices/web-development-and-support/workshops-and-training)