Content Management and Content Modules

This document along with the following iModulestutorial video should take you about 20 minutes to complete.

The purpose of this training document is to get you familiar with logging in to iModules and editing content within a content block, a specific type of content module, as well as adding content blocks to your page.

Content Module – is discrete working area in iModules in which different types of content are expressed (e.g. text, images, RSS feeds, calendars and more.)

Content Block – is a content module that is dedicated to text and images.
To begin, login to iModules. Click the Admin Login in the upper right corner of your Penn Club page.
This is the log in screen that you will see.

Click on the GO>> button by “I have a PennKey” and you will be directed to enter your PennKey to log in.
Once logged in, you will be re-directed to your Penn Club page. You should see the iModules navigation bars on top.

Also, there are new icons located on your page. These icons when clicked will provide the editing functionality for your page.
For content block editing, look for this one particular icon, ![A LEGO®-like brick with a pencil.](image)

This icon is the content block edit button.

Click this icon to open the **content editor** in a new window which will open on top of your current page.

*Content Editor* – an iModules application that formats text and images to be entered onto a web page.
Please watch the 10 minute iModules tutorial, **Using the Content Editor**, to learn how to use the content editor to create your content in iModules:

https://confluence.imodules.com/display/help/Using+the+Content+Editor
Now, you are able to add more content modules to your page.

Click the Show Blue Area on the page below the iModules toolbar. This will highlight the locations on the page where content modules can go.
On our Club pages, there are a few areas for content modules: one behind the title bar (the large purple arrow); the main area of the page (the small purple arrow) and underneath the navigation bar (the purple circle.)

The most frequently used contact modules are:

- **Content Block module**
- **RSS Feed module**
- **Image Rotator module**
- **Event Calendar module**

**RSS Feed** – is the code that pushes content from a constantly updated site, like a blog or a news site, onto another site. RSS stands for Really Simple Syndication. (The icon that represents the RSS feed on a webpage is ![RSS icon](https://example.com/rss_icon.png).)

**Image Rotator** – is a module that allows you to upload photos as a slideshow onto your page.
For now, we will be working with Content Blocks and RSS Feeds. Later trainings will address Image Rotator and Event Calendar. The Show Blue Area has been left on as a guide to help visualize adding content modules.

For this example, we will be adding content to a blank page to see the functionality better.
To add a content module, hover over Content Modules until the drop down menu appears.
Hover over the first option of **Content** until the **Content Block** option appears, then hover over that option: **Content Block**
Then you can drag the content block onto the page.
When you reach an area where a module can be placed, it will activate and show up with a darker blue border. Drop the module in that spot and it will leave the content module there.
Note that any content blocks that you drop onto a page will be titled after the title of the page. As you can see both of the content blocks on this page are titled “Mission” after the title of the Mission page.
I clicked the *Hide Blue Area* to show you what the pagelooks like without any guilds before editing. The content block is still there, though not as visible.

As shown in above in the *Content Management* portion of this training, clicking the LEGO®-like brick will open the editor to add content.
Following the information in Content Management portion, new content was added to the page.
An RSS feed can help you to populate your page with robust content from other sources. Two popular sources to use are the Penn in the News RSS feed (http://www.upenn.edu/pennnews/rss/news-releases) and the Frankly Penn blog RSS feed (http://www.franklypenn.com/?feed=rss).

Additionally, many news and blog sites have RSS feeds that you can use for your page. You may want to include a link to your local news outlet or a local blog. Look for the RSS feed icon on your favorite site and click on it for the URL to use.

This example will be shown without the Blue Area on.

To add an RSS feed, hover over Content Modules until the drop down menu appears.
Hover over the *RSS Feed* option and wait for your cursor icon will change from an arrow to a crossbar.
Then drag the content block onto the page. As you drag any content block over the page, it will activate any area – highlighting in blue with a darker blue border – in which you can drop the content module into when it passes over.
Find the area where you want to place the RSS feed and drop it in that spot.
It will leave a content block in that area with the RSS icon with a pencil on top. Click that icon to edit the RSS feed.
It will open the Custom Content – RSS Feed page.
In the RSS Feed URL page, add the URL for the particular feed that you want, then limit the number of articles that you want to display at one time in the Item Display Limit box. Limiting the number of displayed items to 2 or 3 will help to keep the posting somewhat compact.

URL – stands for uniform resource locator. It is a specific character string that references either a location online or a location within a document online. URLs that start with http:// are also known as a web address.

character string – is a linear sequence of characters - including letters, numbers, spaces and special characters - which are typically processed by a computer. The term, string, is synonymous with character string.

Then click the Load Content button.
Your page now has an active RSS feed on it.

You are now able to add content blocks and RSS feeds to your page.