patterns lab

Hawler Medical University Website

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Prepared by:

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Task#1: Adding news, events, seminars, etc.

- Click "Components".
- Go to K2.
- Click "Items".
- Click "New"
- Enter the title of the item
- In the "Category" field, select the college and type of item. For example, you could choose "College of Nursing - News" which will add the item to the news for the College of Nursing.*[1,2]
- Enter the content of the item in the "Content" tab.
- You can add an image to the item in the "Image" tab. This will appear on top of the news content.
- You can add image gallery, in the "Image gallery" tab. The gallery will appear below the news content.
- Click "Save".

Notes:
1- If the item is a conference, you will need to go to the "Extra Fields" tab to enter the "Conference Year".
2- If the item is workshop or seminar, you will need to go to the "Extra Fields" tab to enter the "Date" of the event.

Task#2: Edit pages

- Go to "Content".
- Click "Articles".
- Select the page you want to edit.*[1]
- Make your changes in the "Content" tab.
- Click "Save" when you are done.

Notes:
1- You can filter the articles to view one college by clicking "Search Tools", and selecting the college in the "Category" field.

Task#3: Add Pages

- Go to "Content".
- Go to "Articles".
- Click "Add New Article".
- Enter the title in the "Title" input field.
- Enter content in the "Content" tab.
- Select the category of the article in the "Category" drop down on the right side.
- Click "Save & Close".

- Once the article is created, go to "Menus".
- Go to the menu you want the page to be linked to. Ex: "College of Medicine" for the page to appear in the College of Medicine Menu, or "Main Menu" for the page to appear in the Webiste's main menu.
- Click "Add New Menu Item"
- Enter the name on the menu entry in the "Menu Title" input field.
- Click "Select" next to "Menu Item Type *".
- When a window appears, click "Articles", then click "Single Article".
- When the page reloads, click "Select" next to "Select Article".
- Click on the page you just created. (Newest page appears at the top*[1]).
- If you wish for this new link to appear in a submenu, choose a submenu from the "Parent Item" drop down on the right. Ex: "Departments" in the "College of Medicine" submenu, for the link to appear under the "Departments" submenu of that college. Or "Divisions" in the "Main Menu" for the link to appear under the "Divisions" submenu of the main menu for the website.

Task#4: Adding Modules to Pages:

When a page is created, it will be only a page without side-menu, footer, or news slider. Let's say we have created new department in College of Dentistry. First, we add the page for that department according to the Task#3 instructions. Then, we need to add the side-menu, news slider, and footer of College of Dentistry to the new department page. To do these, we follow these steps in the administrator area:
- Go to "Extensions".
- Click "Modules".

1.
- To find the news slider module, click "Search Tools", then in the "- Select Position -" drop down, find and click on "hero".
- Click "College of Dentistry - Hero Position". (*for the dentistry news slider.)
- Go to the "Menu Assignment" tab and check the new page you want the slider to appear on.
- Click "Save & Close".

2.
- To find the side-menu module, change the position dropdown from "hero" to "menu-side".
- Click on "College of Dentistry". (*for the dentistry side-menu.)
- Go to the "Menu Assignment" tab and check the new page you want the slider to appear on.
- Click "Save & Close".

3.
- The find the footer modules, change the position dropdown from "menu-side" to "block-footer".

The following steps are done for both "College of Dentistry - Contact Us" and "College of Dentistry - Map" modules:
- Click on the module.

- Go to the "Menu Assignment" tab and check the new page you want the slider to appear on.
- Click "Save & Close".