Student Intranet

APPROVERS

Contents

Populating Menus:

There are three main menus that exist across all pages. The main navigation with its drop-downs, top-bar, and, the footer menus.

Main Navigation and Drop-downs (i):

On the homepage, this is located below the main search section:
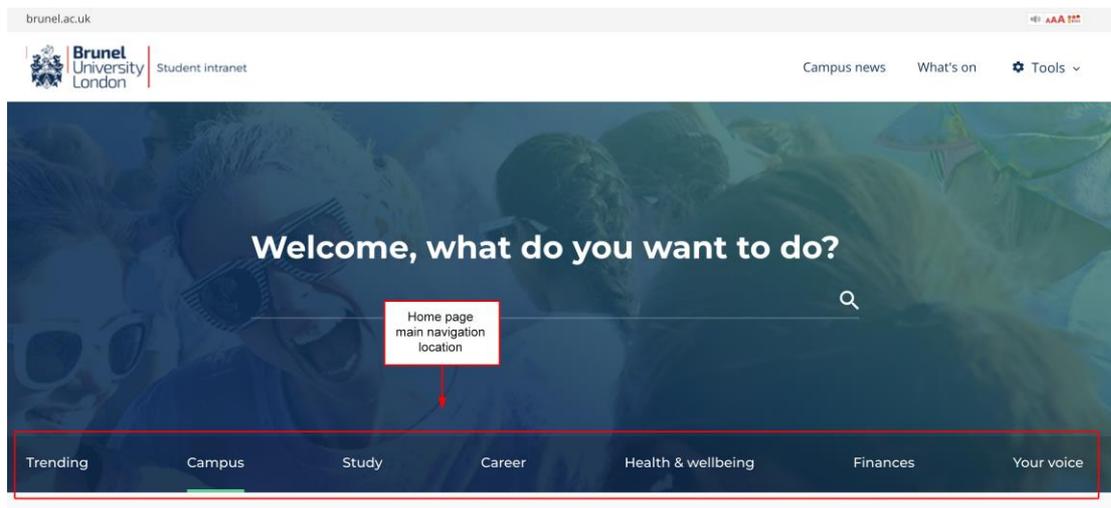
On all other pages made from the '**Content**', '**News**' or '**Events**' pages, it is located at the top of the screen:
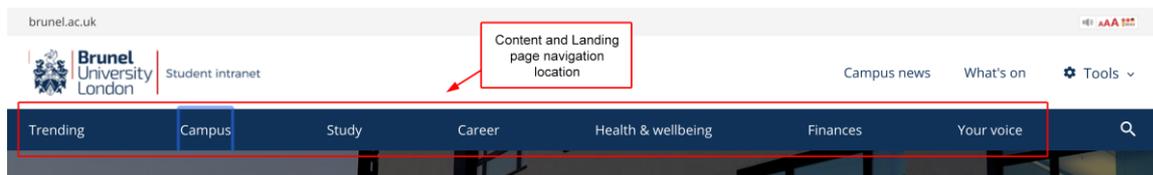
These are the same menus but in a slightly different position. Each of these menu items, called '**Navigation item**' entries, opens a tab containing links to desired content:
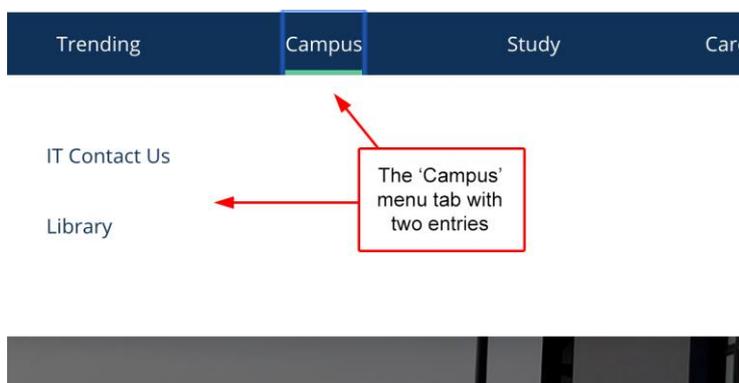
Footer Menu (ii):

This is divided into three columns and, as with the main navigation, is persistent across all pages. Again, this can only be updated by Intranet Authorisers:
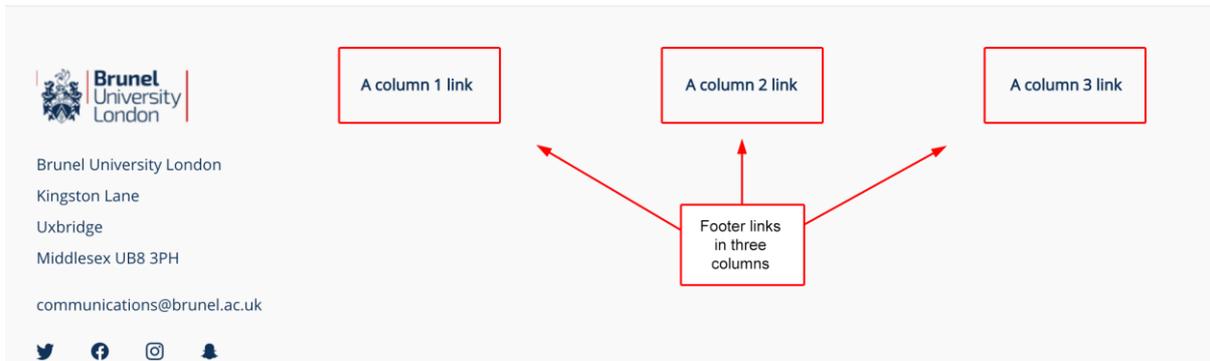
Along with the '**Trending**' and '**Tools**' menus, these are made up from '**Link Collections**' to which entries are added to make up the links.

Top-bar Menu (iii):

This is comprised of three permanent links of which '**Tools**' is the only one that can have entries added to it:
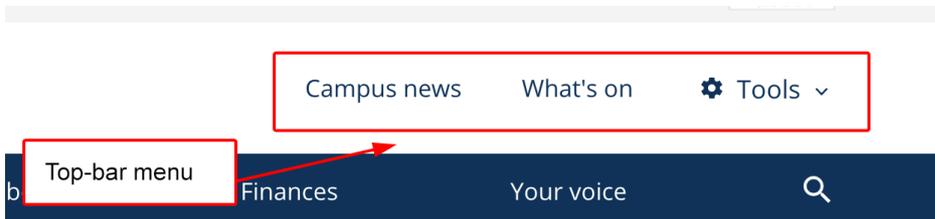
i) Main Navigation: Adding links to the tabs:

All of the main drop-down navigation items are populated using their '**Navigation Item**' parent.

'*Trending*' doesn't have an option for a card but otherwise is made the same way. It can be found under the '*Link Collection*' entries and <u>not</u> '*Navigation Items*'.

Each drop-down area should be divided into a maximum of four columns which can all contain menus, or three menus and a card!

1) In the Entry Explorer, change the '*Content Type*' to '**Navigation Item**' and you will see the main menu items in the resulting list:
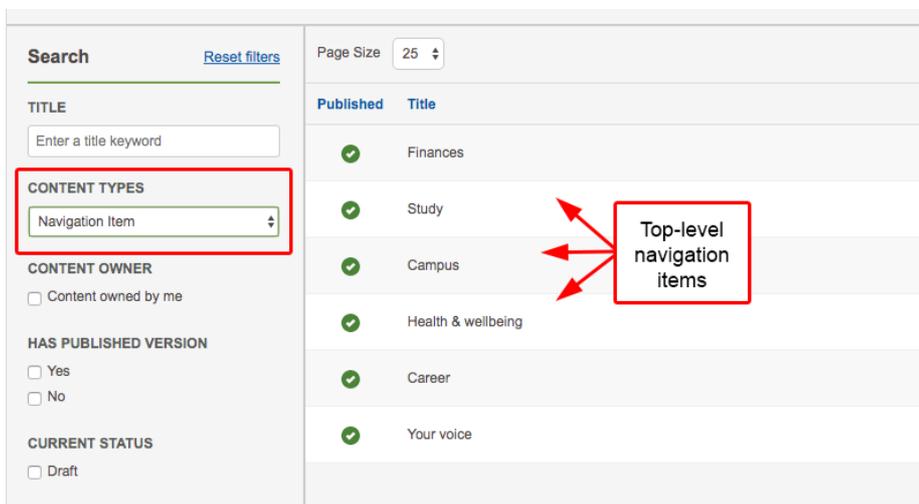
2) Click on the item you want to add, reorder or remove a link from. In this case we'll be looking at the '**Campus**' menu but not making any changes as it's Live!

This is currently made up of three link columns with their own headings, and one card:

Each column has its own section in the '*Navigation Item*'. For example, the "**Where can I?**" has its heading and four links picked:
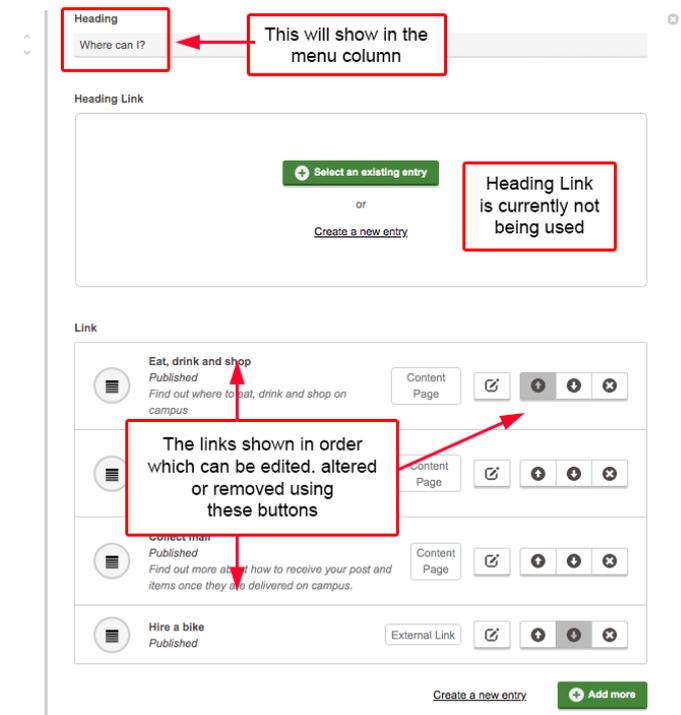
3) To add new items, click on 'Add more' and select all the items you would like to appear. Next, click the '**Add X items**' (where X is the number you selected):
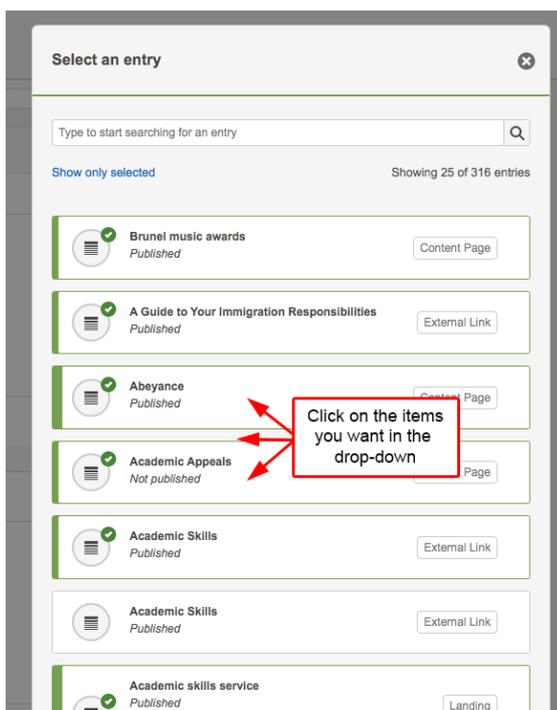
4) You will be taken back to the '*Navigation Item*' screen where you should now see your added links.

   Remember you can reorder or remove links from here too!

5) Once finished, save and then publish your changes. Preview any page to see your changes.

   NB If you already had the page open, refresh it to see the changes.

ii) Adding a Menu Card

These are very simple and display in the fourth column of the main menu items (expect under 'Trending').

NB Each drop-down area should be divided into a maximum of four columns which can all contain menus, or three menus and a card!

1) Follow steps 1 and 2 from above ("*Main Navigation: Adding links to the tabs*") and select the navigation item you'd like to add a card under.

   We'll use '**Health & wellbeing**' in this example.

2) Scroll down to the 'Card' section:
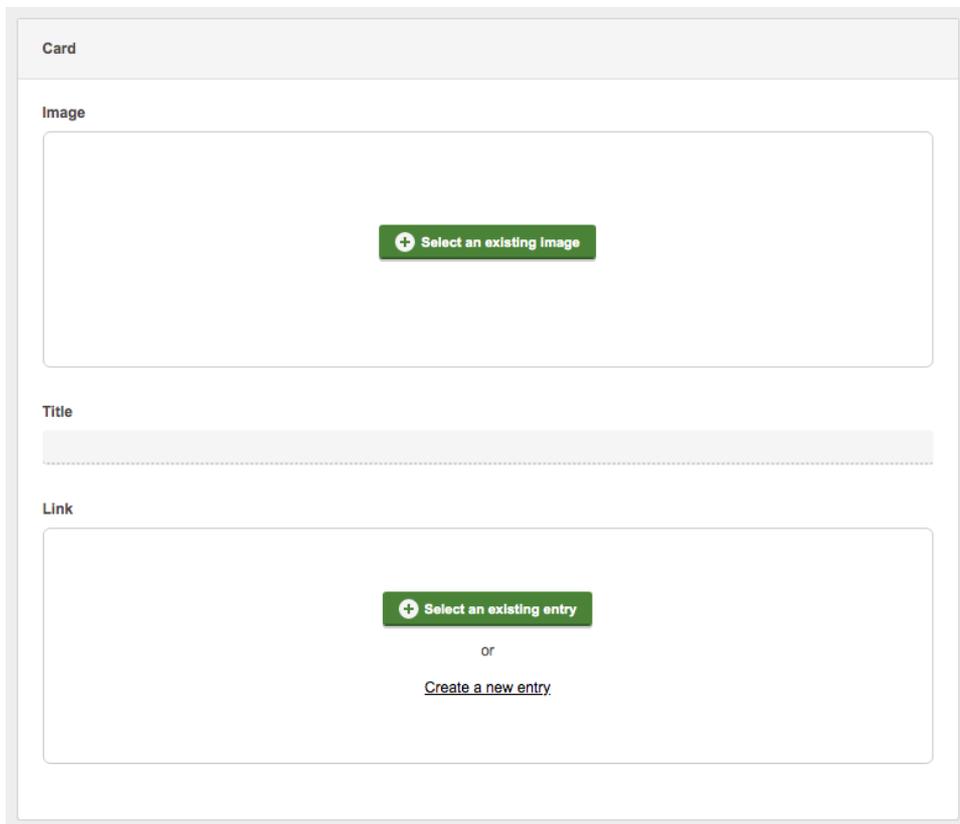
3) Click on '**Image**' and choose something representative of the card CTA and then give the card a **title**, and **link** it to existing content:

4) Save and publish the item. Preview a page to see the updated menu including your new card:

iii & iv) The 'Trending', 'Tools' and Footer Menus:

These are made from '**Link Collections**' maintained by the Intranet Authorisers.

The '**Tools**' and '**Site Footer – Column X**' entries should only use the '**Link Picker**' to select their menu items.

'**Trending**' uses the '**Link Columns**' and is populated as described above, in '*i) Main Navigation: Adding links to the tabs*'. Ignore the '*Link Picker*' for '*Trending*'!

NB in this example, we'll look at the '**Site Footer – Column 3**' menu but the process is identical for '**Tools**' and the other '..*Footer..*' menus:

1) From the entry list, change the content type filter to '**Link Collection**' and click on '**Site Footer – Column 3**':
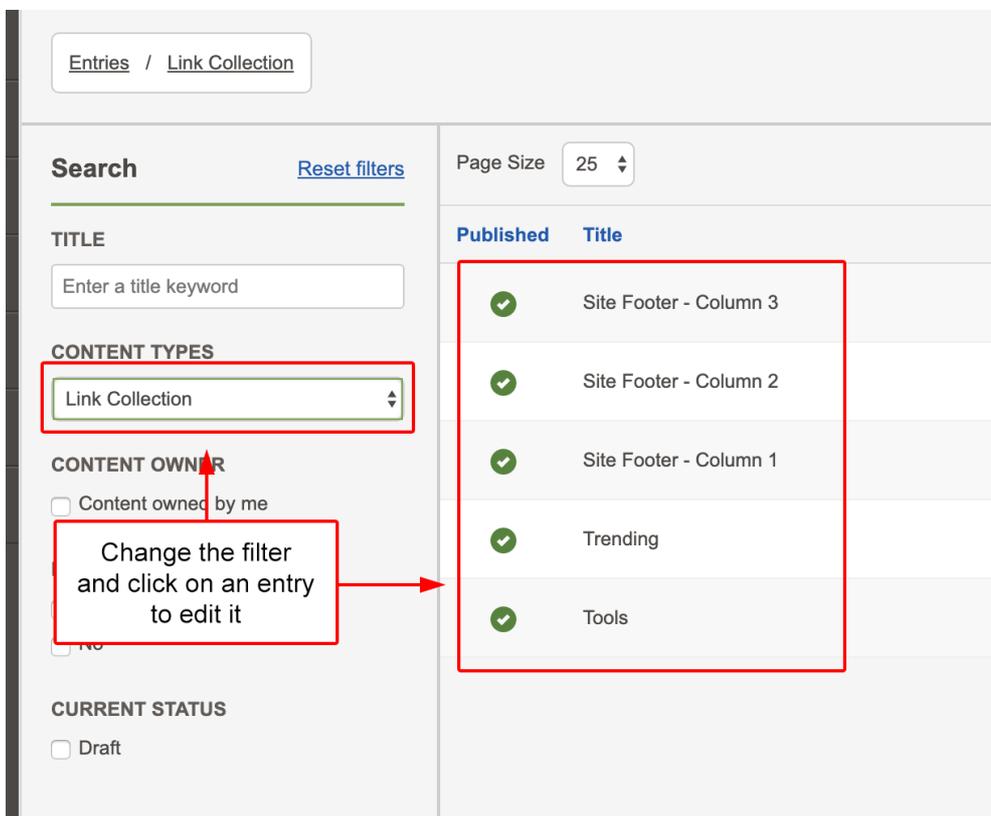
2) Click on the '**Select existing entrie(s)**' button:

NB do not change the title or slug for this entry!

3) From the pop-up list, choose the content you would like to appear in the '**Trending**' tab by clicking on them and then click the '**Add X entries**' (where X is the number chosen):

4) Having been returned to the entry, you will see your selected entries. Reorder as necessary using the up and down arrows:
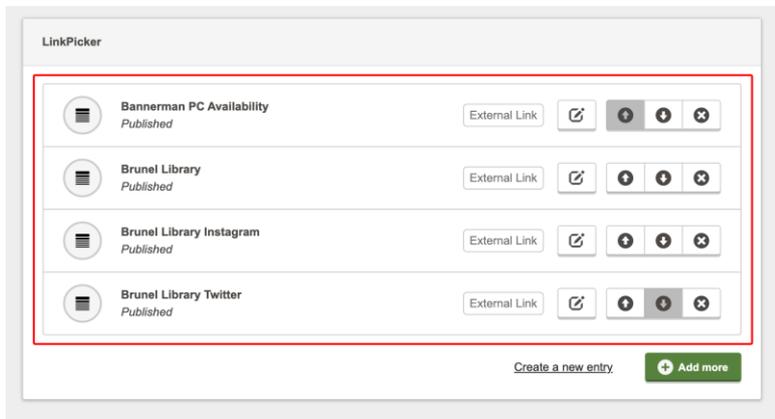
5) **Save** and then **Publish** the entry. Visit the preview site* to see the updated menu:

* you can simply preview any of the content, landing, news or event pages to quickly see the preview site if necessary

Editing, Unpublishing & Deleting Content:

Editing:

Each Entry has the option to '**Edit**' the existing content:

1) Locate the entry you wish to edit (see '*B) Browsing and Filtering Existing Content*')

2) Click on the '**Edit**' button to the right of the entry title:
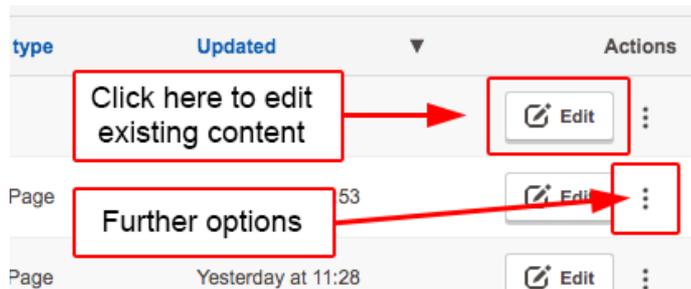
3) You will now see the entry page for that piece of content. Make any changes, save and publish.

Copying, Unpublishing & Deleting:

As per the '**Edit**' button, every Entry has three vertical pips to the right of the title. These have options, in particular, for copying, unpublishing and deleting an Entry:

> **NB Unpublishing or deleting can have implications for other areas of the site and should only be done if you are positive that it will not have an unintended knock-on effect to other content or site functionality.**

1) Locate and click on the three-pips. This will be to the right of the '**Edit**' button:
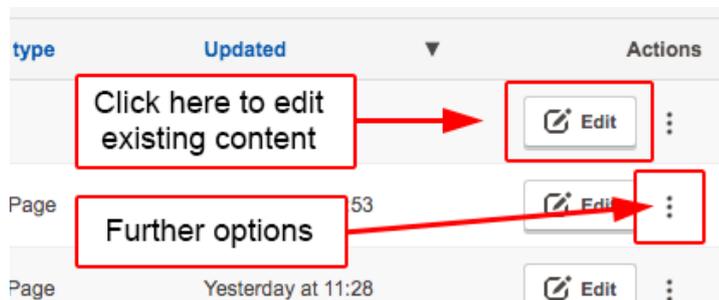
2) A drop-down menu will appear with the following options:
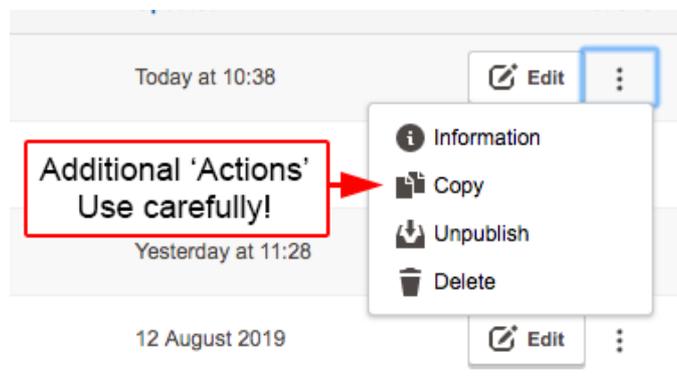
3) Select from the list of options:

Information	Shows the activity for an Entry e.g. status, date created, basic audit etc.
Copy	Allows you to duplicate an Entry. Once done you can edit this new version of it, rename and update the content. This will still need to be resaved and published.
Unpublish	Unpublishes the Entry but does not delete it. It should still be accessible from the Entry list.
Delete	Unpublishes and **permanently removes** the Entry from the site.

Example page layouts

Based on student feedback and UX principles we strongly recommend the below layouts to keep pages clean and concise.

Library landing page – landing pages are no longer in use

PDC landing page – landing pages are no longer in use

News article

A-Z page

Brunel University London | Student intranet

What's on   Campus news   ⚙ Tools ⌄   Log in

Trending   Your campus   Your study   Your career   Health and wellbeing   Your finances   Your voice   🔍

Home › Previous › A-Z

A-Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Academic Search Complete

Contains full text articles from over 5,000 journals, covering many subjects, including anthropology, politics, political science, psychology, psychiatry, sociology and social work.

ACM Digital Library

Provides access to articles and conference proceedings published by the Association for Computing Machinery. The collection is updated monthly. Brunel's institutional login is required for access.

Alexander Street Press Collections

Alexander Street Press is a publisher of award-winning online collections and videos for scholarly research, teaching, and learning. We have access to two collections on ethnography and teaching and trial access to Global Issues Library (during October 2018 only). You must use headphones when listening on PCs in the Library. These can be borrowed from the Help Desk.

American Film Institute Catalog

AFI is a filmography database documenting 48,300 American films dating between 1893-1972.

Annual Reviews

Annual Reviews publishes authoritative reviews in 40 focused disciplines within the Biomedical, Life, Physical, and Social Sciences with access to volumes until 2008, only. NB: The Library no longer subscribes to this database so there is no access to articles published since 2009.

APA E-Book Collection

Provides access to over 70 full-text American Psychological Society (APA) books on psychology, therapy and health published during 2016 and 2017.

Artech Access

Provides access to 20 ebooks on electronic and computer engineering published by Artech House.

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Related link two

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Related link four

Related link five

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Link four

Link five

Link six

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Content page

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