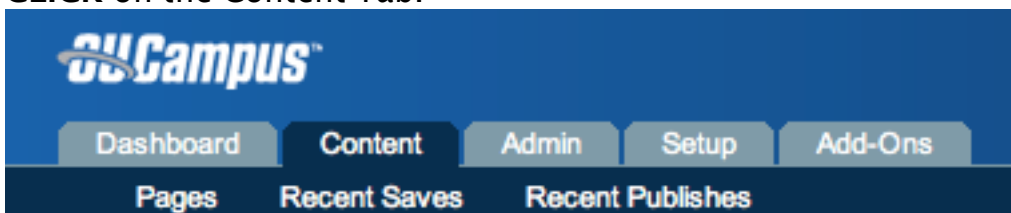


SHARED GOVERNANCE WEB SITE RSS FEED FUNCTION

HOW TO CREATE AN RSS FEED PAGE

To create a new page for an agenda, meeting notes or announcement, follow these steps:

1. **LOG IN** to your Shared Governance site (as you normally do with OmniUpdate).
2. **CLICK** on the Content Tab.



3. **FIND** the appropriate folder within your directory (announcements, agendas or notes) and **CLICK** on it. (You should see a new list of files specific to that folder.)

The screenshot shows a file management interface with a table of files and folders. The table has columns for Name, Edit, Review, Publish, Admin, and File. The 'index.php' file is highlighted in green, indicating it is selected. A notification box at the bottom of the interface provides instructions on checked-out pages.

Name	Edit	Review	Publish	Admin	File
about 4/29/08 5:49 PM					
academics 4/29/08 5:49 PM					
admissions 5/1/08 9:13 PM					
alumni 5/1/08 2:20 PM					
athletics 5/1/08 2:35 PM					
contact 4/29/08 5:49 PM					
crisis 4/29/08 5:49 PM					
faculty 5/1/08 10:32 PM					
fire.shtml 5/1/08 2:35 PM	3.7K				
folder 5/9/08 2:12 PM					
index.php 5/12/08 11:00 AM	9.1K				
z-omniupdate 4/29/08 5:49 PM					

Remember: Pages which are checked-out to you are not editable by other contributors. Be sure to check your pages back in for others to edit when you're done with them. For further help with this screen, see [the pages documentation](#).

SHARED GOVERNANCE WEB SITE RSS FEED FUNCTION

4. **CLICK** on the round green +new button in top right corner to create a new page.
5. You should see one of these RSS page template images for the page type. **CLICK** on it.



6. **TYPE** information for the fields in the dialog box (see examples next page).

Add a New Announcement Page and an RSS feed entry

[Back to templates](#)

Your Department Name

Announcement Title

Announcement Summary

Path: p

Article Body

Path: p


New File Filename

SHARED GOVERNANCE WEB SITE RSS FEED FUNCTION

- **Your Department Name:** Ex. Classified Senate or ERCOPBT (use the acronym if it is too long and people can recognize it)
- **Title:** Agenda – March 5, 2008
- **Summary:** Ex. The agenda for the Classified Senate meeting on March 5, 2008 is now available for review (or include topic list).
- **Location:** (PLEASE LEAVE BLANK)
- **Time:** (PLEASE LEAVE BLANK)
- **New File Filename:** (use the date using this format 05mar2008 or 16jul2008) Ex. 16jul2008.html (**must include .html**)
- **When done, CLICK Create.** *Before publishing, complete Step 7.*

7. IMPORTANT! Edit Link Parameter Before Publishing

De Anza's OmniUpdate configuration requires that you edit the Link Parameter for your RSS item before you publish the new Web page. Please follow these steps listed. You may also make other edits to your RSS feed item while in this dialog box.

- CLICK on the Edit RSS orange icon 
- CHANGE the Link parameter to be <http://www.deanza.edu/...> instead of <http://omni.deanza.edu>

Edit Existing RSS Items

Update RSS Item

Title:

Description:

Link:

- CLICK on the Update button to save the change.

SHARED GOVERNANCE WEB SITE RSS FEED FUNCTION

8. Now EDIT the Main Content area of your new page just as you would with any new page in OmniUpdate.
9. When done editing, **SAVE** the page and then **PUBLISH** to publish both the RSS feed item and the Web page that the feed will link to.

CHECKING TO MAKE SURE THAT THIS ALL WORKED!

1. Open a new browser window to look at your shared governance site on www.deanza.edu/gov/
 - The main page for each sub-section of agendas, notes OR announcements should now include the summary of the newly created page with a link to the new page.
 - You should also see the page title listed on the left navigation menu for that sub-section.
 - The RSS feed links to your new page should read www.deanza.edu/gov/ . . . NOT omni.deanza.edu/gov/ . . .

DELETING AN RSS FEED PAGE

If you need to delete an RSS Feed page for any reason, please contact the Web Team at webteam@saturn.deanza.edu with a link to your shared governance site and the RSS feed file to delete, including the function type, eg. Agenda.

CREATING A RSS FEED UPDATE OR EDITING AN EXISTING RSS FEED

Please visit the online OmniUpdate Users Guide for this information.

http://www.deanza.edu/webguide/omniupdate/user-guide/RSS_usage.html

OMNIUPDATE RSS FEED TRAINING

- For a demonstration on how to use this feature, please attend one of the upcoming OmniUpdate open lab sessions listed at <http://www.deanza.edu/webguide/omniupdate/users.html>
- Or contact the Web Team at webteam@saturn.deanza.edu with questions or feedback on OmniUpdate @ De Anza.