

CommonSpot™
Winter 2012
Demo Site Guide

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Chapter 1 Overview and Installation Instructions

CommonSpot ships with a demo site to introduce you to CommonSpot and its robust set of features and functionality in the context of a fictitious academic institution's Web site called CommonSpot University. Implemented in the context of the demo Web site, this guide provides:

- [Demo Site User Map](#)
- [Demo Site Solution Map](#)
- [Customization and Integration Map](#)
- [Demo Site Navigation Map](#)

1.1. Overview

This section of the guide covers the following:

- [About the CommonSpot University Demo Site](#)
- [Demo Site Installation Instructions](#)
- [Additional Demo Site Configuration Requirements](#)
- [How to Use the Demo Site Guide](#)

We highly recommend participating in a live demonstration of CommonSpot prior to installing a copy of the demo site in order to get a basic understanding of the site and of CommonSpot's content management capabilities.

1.2. About the CommonSpot University Demo Site

The CommonSpot University Web site represents an Internet Web site for a fictional higher education institution. The site provides a representative sample of the types of content colleges and universities provide as they reach out to prospective students. On the site, you will find information about the university, its departments and colleges, and its academic and campus community. You will also find targeted content based on several key audiences, including faculty and staff, alumni, and students.

The site functions as a key communication medium for CommonSpot University, and also offers faculty and staff a secure site with tools and resources for contributing and managing content. It also functions as a secure Web administration area where staff can use several Web applications to post and maintain a handful of dynamic content solutions on the site.

1.2.1. Demo Site Installation Instructions

Note: Before attempting to install the demo site, please make sure that there are no Web sites with the name *demo* already installed within CommonSpot. The demo site installation requires this site name to be reserved.

The current release of CommonSpot ships with an installable copy of the CommonSpot University demo site. You can install the demo site in two ways:

Install the demo site along with a new installation of CommonSpot. Refer to the *CommonSpot Installation Guide* for complete instructions.

For users who are upgrading from a previous version of CommonSpot, navigate to the URL for the demo site installer at http://{yourserver}/commonspot/installation/install_demo.cfm.

You can also use this option to install the demo site later.

Once installed, the demo site is accessible via <http://{yourserver}/demo>.

Note: If the parent directory defined for the demo site is not the same as the Web root directory, you may need to define a Web server mapping for the demo site before accessing it.

To enable search, you must also install Verity as described under [Search](#) later in this document.

Note: The demo site ships without version history for any of the existing pages. To explore the Version History and Visual Difference features, you will need to modify existing content on a page. Refer to Version History and Visual Difference in the *CommonSpot Content Contributor's Reference* for more information on these features.

1.3. Additional Demo Site Configuration Requirements

Additional configuration is required if you wish to use some of the pre-installed applications developed on CommonSpot's custom application development framework, in particular the Blog and Event Calendar.

Several add-on applications use CommonSpot's Content Creation API and additional CommonSpot security hooks. To configure the content creation API environment for the demo site complete the following steps:

1. Access your demo site file system and open the following directory: `<web root folder>\demo\demo\samples\security\`
2. From this directory copy `directrequest.dat` and `loaderrequest.dat`
3. Change to the CommonSpot directory, navigate to:
`<web root folder>\commonspot\security\access\custom\`
4. Paste `directrequest.dat` and `loaderrequest.dat` into this directory.
5. Restart ColdFusion.

Once you complete the steps above, you are ready to start using the demo site and the applications that make use of the Content Creation API.

Note: For complete instructions on the Content Creation API, please refer to the *CommonSpot Developer's Guide*.

1.4. How to Use the Demo Site Guide

The *Demo Site Guide* approaches CommonSpot features and functionality from three angles, outlined below. Choose the approach that best suits your interest and then navigate to the section to learn more.

1.4.1. Using the Solution Map

This section in the Guide approaches the features and functionality by **solution**. It then outlines which features and functionality are used in the solution, and directs you to the navigational section(s) in the demo site where the solution is implemented. If you are looking for specific solutions or features, this might be the best section to start with.

1.4.2. Using the Demo Site Navigation Map

This section in the Guide approaches the demo site by reviewing some of the pages within each of the main navigational sections. Screen shots are used to point out key solutions that can be found on each page, so that you can then reference the Solution Map to review the solution, its features, and what guides to reference to learn more about how it was implemented. If you prefer to navigate the site and see visuals of where CommonSpot solutions and features exist in sections and on pages, this might be the best section to start with in the Guide.

1.4.3. Using the Customization and Integration Map

CommonSpot provides developers with a robust set of hooks for customizing and extending its capabilities, and to seamlessly integrate with custom or third-party applications. This section of the guide documents the customizations and integration hooks used in the demo site. The section is organized by customization or integration type, and references the demo site implementation.

Chapter 2 Demo Site User Map

The CommonSpot demo site ships with an independent Users datasource, which allows the demo site to contain its own user logins and security settings. The sections that follow describe the users in the demo site, list additional users authenticated through an external database, and review the roles of these users in the context of the CMS and the CommonSpot University Web site.

This chapter includes the following sections:

- [Demo Site Users and Groups](#)
- [Demo Site External Users](#)
- [Demo Site Security, Roles and Approval Settings](#)

2.1. Demo Site Users and Groups

The demo site will not respond to the logins used in the rest of your CommonSpot installation. Instead, use the following logins for the demo site:

User ID	Password
webmaster	password
editor	password
manager	password
Marketer	password
Connie	Password
campuslife	password
alumni	password
user*	Password
evan@commonspot.edu*	Password
mike@commonspot.edu*	Password

Note: The 'user' login is the container user for all members logging into the demo site. The '@commonspot.edu' users are staff members that are set up as users in order to manage the demo site blog. These accounts are not designed to be accessed directly but rather through custom authentication. See [custom authentication](#) for more details.

Along with the users listed above, the demo site contains the following groups and members:

Group Name	Members
webmasters	webmaster
Web Communications editor	editor
Web Communications Managers	manager, webmaster
Alumni Relations editor	alumni, webmaster
Campus Life editor	campuslife, webmaster

Access demo site user and group management functions separately from your normal users and groups — just click the User Administration or Group Administration menu options from Site or Subsite Administration.

2.2. Demo Site External Users

Demo site external users all live inside the 'commonspot-demo-custom' database table named 'accounts'. This table acts as the source for managing all faculty and staff member logins, authenticated through CommonSpot's Custom Authentication event handler at every login.

User ID	Password	Group Membership
scott@commonspot.edu	password	Staff
mike@commonspot.edu	password	Staff
fred@commonspot.edu	password	Faculty
laura@commonspot.edu	password	Faculty
john@commonspot.edu	password	Staff
heidi@commonspot.edu	password	Faculty
bob@commonspot.edu	password	Faculty
evan@commonspot.edu	password	Staff
chris@commonspot.edu	password	Faculty
rob@commonspot.edu	password	Faculty
sam@commonspot.edu	password	Faculty
ron@commonspot.edu	password	Faculty
todd@commonspot.edu	password	Faculty
peter@commonspot.edu	password	Faculty
allen@commonspot.edu	password	Faculty
dave@commonspot.edu	password	Faculty
mindy@commonspot.edu	password	Staff
steve@commonspot.edu	password	Faculty
barb@commonspot.edu	password	Faculty

2.3. Demo Site Security, Roles and Approval Settings

Security in the CommonSpot demo site is handled mostly through groups and their memberships. Two areas of the demo site are secured from anonymous users and require authentication: the /facultyandstaff/web/ and /webadmin/ subsites.

There are three subsites whose unique approval requirements differ from the rest of the subsite: the /alumni/, /campuslife/, and /safety/ subsites.

The chart below shows the different rights and privileges of the different demo site groups in these areas, as well as the approvers, if any, defined for the subsite.

Subsite/Area	Read Rights	Contributor Rights	Approvers
Entire Site (unless noted below)	All	webmasters Web Comm. editor	webmasters * Web Comm. Managers
/demo/facultyandstaff/web	webmasters Staff members Faculty members	webmasters	None
/demo/webadmin/	webmasters Staff members	webmasters	None
/demo/alumni/	All	webmasters Alumni Relations editor Web Comm. editor	webmasters * Web Comm. Managers ++ AND Alumni Relations editor
/demo/campuslife/	All	webmasters Campus Life editor Web Comm. editor	None
/demo/safety/	All	webmasters Web Comm. editor	webmasters * Web Comm. Managers ## THEN webmasters

* webmasters are always included in every approval, and can choose to approve any content in lieu of any other group noted

++ This is a parallel approval that requires BOTH of these groups to approve the content

This is a multi-level approval that requires the first group to approve the content before it is assigned to the second group

Chapter 3 Demo Site Solution Map

CommonSpot's robust feature set and functionality make it easy to create and manage Web content throughout the entire content lifecycle. These solutions enable faster and easier publishing, making staff more productive, operations more efficient, and content more relevant and up-to-date. The demo site solution map presents multiple content management solutions, the features and functionality that support them, and the user logins required to view solution implementations. The overview of each solution below is not meant to replace more in-depth product documentation. References to additional documentation provide more information about the CommonSpot features outlined in a solution.

This chapter contains the following sections:

- [Blogs](#)
- [Content Freshness, Publication and Expiration](#)
- [Content Personalization: Audience Specific Content](#)
- [Content Reuse](#)
- [Content Scheduling: Timeframe and Location Specific Content](#)
- [Custom Metadata](#)
- [Design Layout Options using Custom Metadata](#)
- [Document and Asset Management](#)
- [Dynamic Navigation](#)
- [Events Calendar](#)
- [External Application Integration](#)
- [External User Authentication](#)
- [Flash](#)
- [HTML Design and CSS](#)
- [HTML Presentation Tools](#)
- [Images and Image Editing](#)
- [In-Context Content Object Authoring](#)
- [Job Listing Application](#)
- [Landing Page Templates](#)
- [Link Management and Validation](#)
- [Multi-Language Content and Templates](#)
- [Random Content](#)
- [Related Links](#)
- [Roles and Permissions](#)

- [Search](#)
- [Staff Profile Application](#)
- [Taxonomy and Facet Navigation](#)
- [Templates](#)
- [Web Forms and Surveys](#)
- [Workflow](#)
- [WYSIWYG Editing](#)
- [XML Feeds: RSS, Atom and Podcasts](#)

3.1. Blogs

Features: PaperThin Blog Application, Templates, Global Custom Element
Sections: Campus Life, Web site Administration
Users: webmaster, any staff member
References: *Content Contributor's Reference, Developer's Guide, Blog Installation Guide*

The demo site implements a blog developed by the PaperThin Professional Services team using CommonSpot's Application Development Framework. The Campus Blog is a good example of how to implement blogs in CommonSpot. A blog has two components. The first is a 'Blog Manager', which exists for each blog where users write and review posts, add categories, and manage comments. The second is a 'Blog Renderer', which essentially implements a page where the blog posts are displayed for reading and commenting. The Blog Manager and Blog Renderer are terms used in this and other guides.

In the Campus Life section of the site, announcements and information are presented as a blog, with various categories linked in the right column to allow users to filter blog posts. Linking on a blog title brings you to the blog post where you can also comment on the post. No comments have been created for any blog posts in the Campus Blog. The Campus Blog page was created from the Blog Renderer template.

The Campus Blog is managed inside the Web site Administration section under Active Blogs. This section is not linked, and must be browsed to via the URL <http://{yourserver}/demo/webadmin>. Once logged into this secure area as a staff member (refer to the Demo Site User Map for information on which users are staff members), you will see a link to 'Active Blogs'. Staff members can then write posts, review their previous posts, review their comments, and add/edit categories.

Note: The demo site supports two (2) staff members with permissions to blog. The UserIDs are `evan@commonspot.edu` and `mike@commonspot.edu`, and the Password is 'password' for each User ID. You can set up additional staff members to blog by adding them as users via the demo site User Administration.

Simply click 'Add new user', then enter the email address from the 'accounts' table of the 'commonspot-demo-custom' database as the User ID (which is their email) for the staff member. It does not matter what you enter for their password, as these users are always authenticated externally first. Users do not need to be designated as contributors. Once you create a user with a User ID the same as the external account ID, he/she can write and manage blog posts.

To create a new blog in the demo site, simply create a page using the Blog Manager template within the Web site Administration section. This page allows you to set the title, tagline and headline image for your blog. Once you have created a page from your blog template, simply activate the page, and your blog will be registered and linked on the 'Active Blogs' page linked from the subsite menu. To display posts from the blog, you need to create a page from the 'Blog Renderer' template. Then configure this page to render a specific blog by selecting your newly created blog in the custom metadata for this page. As a last step, simply activate the page. No additional configurations are required. This will now be where visitors can view your blog and submit their comments.

Note: This is one version of a blog application. A new application written for the CommonSpot ADF has been improved in several ways. To learn more about it, we recommend visiting the Commons, the CommonSpot community site: http://community.paperthin.com/projects/pt_blog/

3.2. Content Freshness, Publication, and Expiration

Features: Standard Metadata, Freshness Reminder, Expiration, Publication Date, My CommonSpot
Sections: This solution can be implemented on any page
Users: editor, webmaster, campuslife, alumni
References: *Content Contributor's Reference*

CommonSpot pages are set up to publish on the date and time content is created, pending any workflow. However, pages can also be set to publish at a specific date and time, as well as expire on a specific date (also known as sunrise and sunset). Publication and expiration dates are configured in the page creation process or edited at any time by updating the page's Standard Metadata. Any time content is scheduled for publication at a future date or time, CommonSpot tags it as 'scheduled for release' (and includes a visual toolbar at the top of the page as a reminder). These pages then appear in your My Pages report when filtering by 'state.' Expired content is automatically removed from any self-updating page lists, and is no longer browsable. If there is concern with expiring pages that might have been bookmarked by site visitors in their client browser, there is an option upon expiration to redirect to another URL or to present a warning message, rather than to just deny access.

'Freshness Reminders' can also be set for the owner of any CommonSpot page to review and update content. The page owner can then receive an email notification reminder and/or view a listing of

reminders in his/her the Reminders section of My CommonSpot, a personalized report presented to every user upon logging in. Log in as one of the demo site users to view their version of My CommonSpot and some of the Reminders pre-configured for the demo site. Then go in and create your own!

3.3. Content Personalization: Audience-Specific Content

Features:	Container, Schedule Element
Sections:	Base Plus One Template, Faculty, and Staff Web site
Users:	webmaster, faculty, or staff member
Reference:	<i>Content Contributor's Reference</i>

The demo site presents personalized content for faculty and staff within the Faculty and Staff Web site section. Once logged in, CommonSpot automatically interprets which groups faculty and staff belong to so that faculty members see one message, while staff sees another. This functionality is enabled through the scheduling of its container, 'Elements', by which it can display content according to time or audience. Once scheduling is enabled (this is done using the Container Toolbar to configure its 'Layout'), the Container Toolbar allows end users to configure its 'Criteria' settings, and edit the scheduling properties for any of the contained elements, where specific elements can be configured for specific groups.

To view personalized content, log in to the Faculty & Staff Web site as evan@commonspot.edu and notice the 'Welcome Staff Member' message in the right column. Then log in as rob@commonspot.edu and notice the 'Welcome Faculty' message. To add your own personalized content, such as an image or text block, add the new element to the right column, add the content, and then edit the 'Criteria' for the container to show new content for either faculty or staff.

3.4. Content Reuse

Features:	Page Index, Custom Element, Custom Render Handler
Sections:	This solution is implemented across all sections
Users:	webmaster, alumni, campuslife
References:	<i>Content Contributor's Reference</i> , Developer's Guide

CommonSpot supports content reuse in two ways by allowing end users to repurpose page metadata and content object metadata. There are many examples of content reuse in the demo site across the various demo site navigational sections, but the most apparent can be found on the landing (index) pages.

A linked list of pages can be easily defined using a Page Index Element, whose menu toolbar enables end users to define the 'Filter' criteria, based on the metadata of specific pages and/or documents to be listed. Once the filter criteria are defined and the list rendered, you can alter the Page Index presentation by editing its 'Layout' from the element toolbar. Select which standard metadata properties you want to display (for example, title, description, publication date). Once defined, the list will automatically self-update when any page matches the filter criteria, and the page list will be re-cached. The lists of News articles on the demo site are a good example of page content reuse through a Page Index. These News lists are configured to display pages created from the Press Release template. Many of these lists also

filter by additional criteria such as the date of the article, or whether the article is tagged as a feature, alumni, campus life, or home page article.

Content object reuse is also implemented in the demo site. Content objects metadata is defined within a 'Custom Element' in CommonSpot, whose interface can be configured to display existing data using the 'Render Mode' option on its toolbar menu. Once configured for reuse, the options for the custom element filter are either to show all of its data, or define filter criteria to display only a subset of its data. Similar to Page Index filters, which use page metadata as the criteria for rendering their pages, a Custom Element can utilize any of its own metadata field definitions in a filter to choose which data to render. The difference between the Page Index and Custom Element is determined in how the presentation is controlled for the data being displayed. The Page Index 'Layout' options are limited to a handful of predefined views using only a subset of page standard metadata (that is, you have no control over their placement), whereas a Custom Element's layout can be configured with an unlimited number of 'Display Templates' which expose all of the element's defined fields for defining its presentation. You can also define a customized HTML presentation by registering a 'Custom Render Handler' for a Custom Element.

Note: For more information on Page Index and Custom Element presentation options, refer to the [HTML Presentation Tools](#) section later in this chapter.

A good example of content object reuse is implemented on the demo site with Event Calendar data, where Simple Event Lists are rendered on various landing pages (using a display template) in addition to the 30 day small- and large-calendar displays, which are custom HTML presentations of event data using Custom Render Handlers.

3.5. Content Scheduling: Timeframe and Location Specific Content

Features: Container, Schedule Element
Sections: Base Plus One Template, Campus Life
User: webmaster
Reference: *Content Contributor's Reference*

The demo site implements content scheduling based on two different factors – scheduled timeframes and scheduled locations. Content scheduled based on time includes by date, date range, days of the week, or a combination of any of these criteria. A good example of content scheduled based on timeframes is implemented on the Dining page in the Campus Life section. If you link from Dining to the Cafeteria Menu, you will see in the right column content scheduled based on specific ranges of time. The 'Container' element is configured to show one of three text blocks, each at a specific time of the day with 'Breakfast Specials' shown in the morning, 'Lunch Specials' at noon and 'Dinner Specials' in the evening. Editing the container's criteria allows you to view the schedule for each element.

Note: If you don't want to wait for the time to change in order to see the different 'menu special' content scheduled for display, you can change your Web server's system time clock to a time of day that will cause CommonSpot's scheduling to update the content.

The demo site also schedules the multi-language link bars (the main audience and navigational links across the top of every page) in the Base Plus One template. The filter criteria of the schedule uses the subsite location to determine the template used to create pages in that subsite. Using the 'Schedule Element' the Spanish link bars are scheduled to render on all pages in the Spanish News section built in the /demo/newsevents/spanish/subsite. All other pages are scheduled to display the English link bars.

Note: For more information how the demo site implements the Spanish News section, refer to [Multi-Language Content and Templates](#) in this guide.

3.6. Custom Metadata

Features: Custom Metadata, Metadata Forms, Page Index
Section: News and Events
Users: editor, webmaster
Reference: *Content Contributor's Reference*

The demo site has several examples of how CommonSpot's Custom Metadata can be utilized in one of four basic ways: to classify content, to tag content for linking and content reuse, to capture additional page content, or to define design layout options. We cover Design Layout Options as a separate solution. The best example of how to see the other ways Custom Metadata can be implemented is by creating a new press release as either an editor or webmaster. After entering the 'Standard Metadata' for the Press Release, page creation prompts for a 'Metadata Form' for 'News' metadata defined through Site Admin - Metadata Forms. This metadata form is presented every time a press release is created, so that users can enter the press release 'Author' (additional content), and tag this article for publication in another area of the site (classify content, and tag content for linking and content reuse).

CommonSpot's Custom Metadata is very powerful. Metadata can be used to classify and organize content, tag content for linking and content reuse, capture additional page content, or define design layout options for the page.

Note: The editor is limited to publishing content to Featured News, Campus Life, and Alumni. The webmaster is the only user with permissions to publish press releases to the Home Page. The ability to limit user access to specific fields is defined by Field Level Security within the Metadata Form. For more information on Field Level Security, refer to the *Administrator's Reference*.

Once the page has been tagged with custom metadata, you can implement content reuse and build a self-updating list of pages. In the demo site, you will find an area where Featured News is listed on the News and Events landing page, and where Campus News is listed on the Campus Life landing page. Try tagging an article for the Alumni site and building a list of Alumni News on the Alumni landing page inside its right column.

Note: For more examples on page lists based on custom metadata criteria, review the [Content Reuse Solution](#) in this guide. For more information on how to generate these lists, refer to the Page Index inside the *Contributor's Reference*.

3.7. Design Layout Options using Custom Metadata

Features:	Custom Metadata, Base Template
Section:	This solution is implemented on many pages, in particular landing pages
Users:	editor, webmaster, alumni, campuslife
References:	<i>Administrator's Reference, Developer's Guide</i>

The demo site supports several different layout options that alter the main design of the page. These options leverage custom metadata and are presented in the 'Layout' metadata form tab. The options that are available to alter these areas of the main design include:

Show the subheader (title, email/print icons)

Show right column

Show left column (Subsite Menu, Empty Container, Hide Left Column)

Show Top Container (Subsite Menu, Hide Top Container, Show Above Left & Main Content, Show Above Main Content)

For example, the demo site's Landing Page template (see [Landing Page Template Solution](#) in this Guide) is set up to:

Not show the subheader

Not show the right column by default

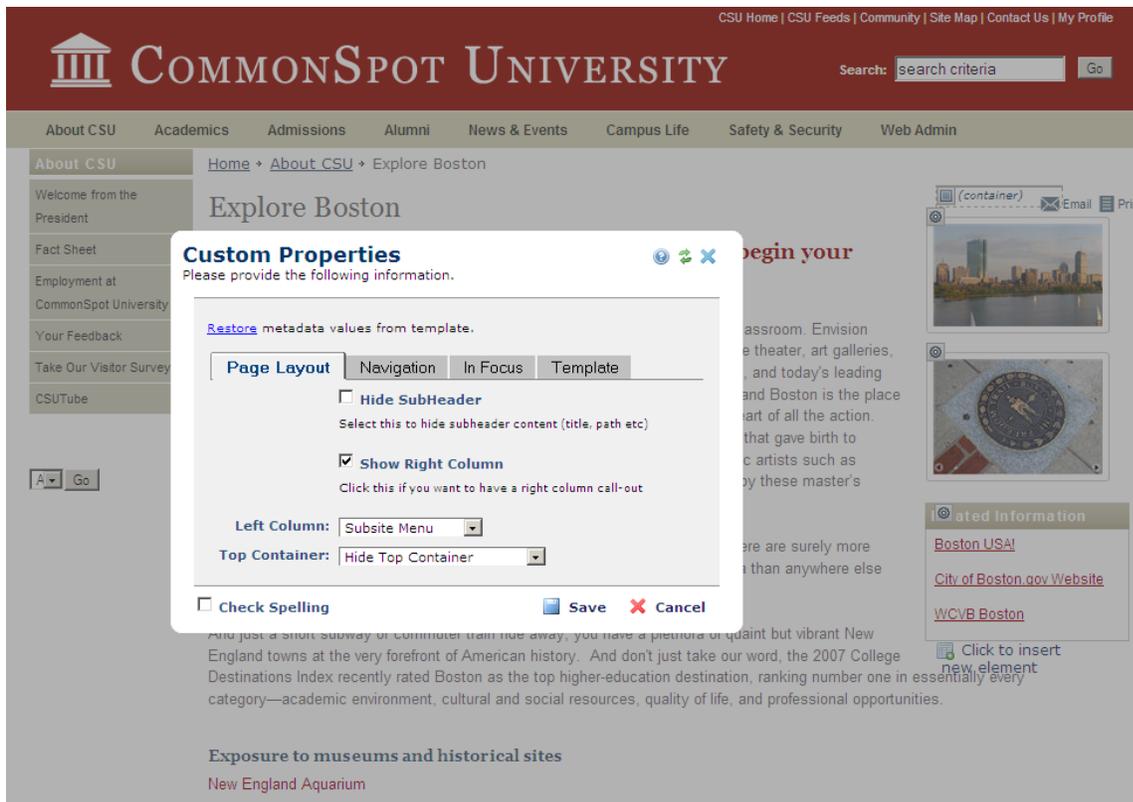
Show the left column with a subsite menu

Render a top container above the main and left content so a banner image can be added

These options can also be set up in a template so that the pages created from the template inherit any pre-configured design layout options. However, even when a page inherits design layout settings from a template, end users with the right permissions can change them by updating the page's custom metadata.

Note: These options adjust the HTML and CSS in the Demo Site Base Template. To learn more about how the Base Template was constructed with logic for adjusting these Layout options, refer to [Standard Design: Interpreting Layout Metadata](#) in the Customizations and Integrations Map. For more information on how to call Custom Metadata from the Base Template in general, refer to the *Developer's Guide*.

The screen shot below shows an example of which 'Layout' options alter which areas of the main design template. We suggest you try altering these options to see them in action for yourself.



3.8. Document and Asset Management

Features: Uploaded Documents, External Links, Reports, Find and Choose Page options, My Pages

Sections: This solution can be implemented from any section, and in Subsite Administration

Users: Any contributor, webmaster

References: *Contributor's Reference, Administrator's Reference*

The demo site has a number of external documents and assets uploaded to the system for use as link targets. These documents and assets can be linked from any link, linkbar, or link inside a WYSIWYG Rich Text editor. For example, try browsing to a WYSIWYG page under About CSU, editing the Formatted Text Block, highlighting and linking some text, and linking to an 'Existing Page, Document, or URL'. Select the Choose option, then select the 'Resources' subsite from the Subsite dropdown to see demo site documents listed as linkable assets.

Users can manage their own documents from the 'My Uploaded Documents' report. Try logging in as the webmaster and accessing the 'My Uploaded Documents' report from My Content, to see a number of uploaded and external documents (links to other sites) listed. Try logging in as a different user, and initiate an 'Upload Document' and/or 'Register External Page' to move some external documents and assets into the system. Then view the 'My Pages' report to see these listed.

Administrators can also use the Reports menu to manage *all* documents and assets in the site. From the Reports menu, use the Pages, Templates Uploaded Documents, & Registered URLs report to view document assets by type. Check Include Child Subsites to view a report for all subsites. Notice how this report gives you the option to navigate to a page to make changes and makes multiple other options

available for page change and management in the Actions column. The Report of Images gives you similar options for managing this asset type. This is a great document management tool for administrators to maintain the various documents in the system.

3.9. Dynamic Navigation

- Features:** Page Index, Custom Metadata, Breadcrumb, Navigation Application
Sections: This solution is implemented across all sections
User: webmaster
References: *Content Contributor's Reference, Administrator's Reference*

The demo site implements a dynamic navigation whereby any page in the subsite can be included in the left navigation. To understand how this is accomplished, simply browse to a section of the site and select one of the pages in the left navigation, for example, navigate to /demo/alumni/alumni-association-info.cfm Log in and author the page as 'webmaster' and select Custom from the Properties menu. Open the 'Navigation' tab and notice the list of items in the right column. If the page is in the navigation already, it will be listed here. You may re-order the pages by clicking and dragging them to any position. Remove it from the navigation by dragging it to the trash can. If it's not there, you can choose the "Add to Navigation" checkbox. Save your changes when you're done.

Rendering of navigation is controlled on the 'Base Plus One' template. The navigation element contains a render handler that retrieves the links based on the current subsite, and renders the look and feel according to the site's design.

Note: Even though the Navigation updates dynamically when a new page is tagged for include, CommonSpot still generates cached HTML of the navigation list on every page the update affects. If changes are not reflected immediately, you can rebuild the cache on the page you are on by choosing "Clear and Update Cache" under the Actions menu. If this does not alter the navigation on the page and if the change is not reflected in the custom metadata form, then it is likely that your Content Creation API is either not yet configured or improperly configured.

The demo site also implements a Dynamic Navigational Breadcrumb. The breadcrumb is one of many out-of-the-box elements presented in the Element Gallery. The breadcrumb is also configured at the 'Base Plus One' template to automatically generate the navigational path of the current page.

3.10. Events Calendar

- Features:** PaperThin Calendar Application, Datasheet, Simple Form, Global Custom Element
Sections: News & Events, Academics, Admissions, Alumni, Campus Life, Home Page, Website Administration
Users: webmaster, any Staff Member
References: *Content Contributor's Reference, Developer's Guide, Calendar Installation Guide*

The demo site implements an events calendar that is configured to display events by Day, Week, and Month views, as well as in a small 30-day calendar and large 30-day calendar view. The primary events calendar is displayed under the News and Events section of the site. Events are defined as a 'Global Custom Element', a reusable content object. This event calendar custom element can be used on any page

and configured to display existing events. Which events display is controlled by the filter criteria selected. Possible criteria include by category, date, sponsor, location or any other field. The Home Page and various landing pages contain a list of events filtered by category. These use the 'Simple Event List' display template to output the event date and title only.

Events can be managed and added by the webmaster or a staff member (refer to the [Demo Site User Map](#) to get information on which external users are staff members) or the webmaster inside the secure Web site Administration section. This section is not linked, and must be browsed to via the URL <http://{yourserver}/demo/webadmin>. Once logged into this secure area you will see a link to 'Manage Events'.

The field definitions for the Event can be changed, deleted, or added under Elements in the Site Administration section. You must first 'unlock' the Event element in order to make changes to its field definitions.

Note: A newer version of the Calendar application is available in the commons, the CommonSpot community site. To learn more about how to implement a similar calendar system, visit http://community.paperthin.com/projects/pt_calendar2/

3.11. External User Authentication

Features: Custom Authentication, Content Security
Sections: Faculty & Staff Website, Web Administration
Users: webmaster, any staff or faculty member
Reference: *Developer's Guide*

The demo site authenticates some faculty and staff users against an external database by implementing an authentication event handler in CommonSpot called Custom Authentication. This is an example of how CommonSpot handles authenticating users against ANY external identification system or directory (for example, LDAP, Kerberos etc.). Faculty and Staff login, User ID, and Password are maintained in the external 'commonspot-demo-custom' database, inside the 'accounts' table, which also includes a field to assign their 'group membership' to determine whether they are assigned to the staff or faculty group.

Faculty can only log in to the Faculty and Staff Web site; however staff can log in to both the Faculty and Staff Web site as well as the Web site Administration section (browsable from the URL <http://{yourservername}/demo/webadmin>). These sections are secured so that only authenticated and authorized users are allowed to access their content. This is accomplished by assigning 'Read Rights' only for those users or groups that have permission. All other groups, including anonymous and authenticated users, are denied Read Rights. These security settings are defined within Subsite Administration under the Content Security section of each subsite (<http://{yourservername}/demo/admin.cfm>).

Note: For more information on the Custom Authentication Event Handler, review the [Customization and Integration Map](#). For more information on Custom Authentication in general, refer to the *CommonSpot Developer's Guide*.

This version of the CommonSpot University demo site contains a new version of Faculty and Staff profiles. The profiles are not yet fully connected to the external database, so not all faculty or staff in the directory will be able to log in the same way.

3.12. Flash

Feature: Flash Element
Section: About CSU
User: webmaster
Reference: *Content Contributor's Reference*

The demo site implements Flash on a page inside the About CSU section. This is accomplished by implementing CommonSpot's out-of-the-box Flash Element on the Missions and Goals Web page (inside the right column).

3.13. HTML Design and CSS

Features: Base Template, Style Sheets
Sections: Base Template, Base Plus One Template
User: webmaster
References: *Template Developer's Guide, Getting Started Guide*

The CommonSpot University design was created by an outside graphic designer, and implemented by PaperThin, as an example of how to migrate professional HTML and CSS-based designs into a CommonSpot Web site. The CommonSpot University Web site implements two designs, one for the home page and another for all other pages.

HTML design is managed outside CommonSpot using your HTML editing software of choice (for example, HomeSite, DreamWeaver, Eclipse, FrontPage, or even Notepad). The main HTML designs are known in CommonSpot as Base Templates. Implementing and registering these HTML designs as a Base Template is fairly simple, requiring only a few basic steps. Implementing one or the other design is made easy in CommonSpot through its extensive support of custom metadata, enabling end users to select which design is implemented within a 'Design' metadata form. While only one page implements the Home design, this is a good example of how easily users can implement a design for either a template or page. Each HTML design is saved on the Web site's file system under '/demo/templates/' and can be opened in the editor of your choice.

Note: For more information on how the demo site Base template was implemented, and how to leverage custom metadata to invoke different designs, refer to the [Customization and Integration Map](#) in this guide. Information regarding how to migrate HTML designs into a Base Template can be found in the *Getting Started Guide*. Additional information on Base Templates is available in the *Template Developer's Guide* and the *Developer's Guide*.

Style Sheets are also managed in the CSS editor of choice. The process of migrating a Style Sheet file into a CommonSpot Web site simply requires saving the CSS file under your site's '/demo/style' directory and registering the style with the appropriate template. For example, the main CSS for the demo site is registered in the Base Plus One template under the 'Style Sheets' menu on the CommonSpot toolbar. The CSS file itself can be opened in the editor of your choice to manage the styles implemented on the CommonSpot University Web site

Note: For more information on the CSS used and implemented in the demo site, refer to the [Customization and Integration Map](#) in this guide. More information in general on implementing Styles in CommonSpot is available in the *Contributor's* and *Administrator's References*.

3.14. HTML Presentation Tools

Features: Elements, Element Gallery, Custom Render Handlers
Sections: This solution is implemented in all sections
Users: webmaster, alumni, campuslife
Reference: *Contributor's Reference*

As with any CommonSpot Web site, the CommonSpot University site draws on a template, containing ColdFusion and HTML, as its framework for implementing its design, known as a Base Template. Once the base template is implemented, everything else is configured using wizard-driven tools that empower the everyday user to generate content that is presented as HTML. CommonSpot 'Elements' provide an interface for entering content, as well as options for managing the layout and presentation (the HTML) of the content. For each Element type, CommonSpot generates default HTML, but then provides a unique 'Layout' interface for controlling how the HTML can be re-generated to present the content in a different manner. The demo site has examples of various Elements, many of which have been configured to alter their default HTML using available options within their respective Layout interface.

Note: CSS can also be used to apply default styles to the HTML generated by specific Elements, as each Element has a set of default classes defined for each of its subcomponents. The Demo Site has customized those Element classes in its main.css file. In addition, each Element's toolbar allows you to apply custom Style classes should you want to deviate from the site's default Element CSS. For more information on the demo site's CSS, you should refer to the [HTML Design and CSS](#) and the [Customization and Integration Map](#). For more information on implementing styles in CommonSpot, refer to the *Content Contributor's* and *Administrator's Reference*.

CommonSpot also allows developers to take control of the HTML presentation of its Elements by writing custom HTML outputs and then registering and describing them to allow end users to select them from a list of 'Custom Render Handlers'. CommonSpot generates the Element data in both a ColdFusion structure and an XML schema. This allows developers to either register Custom Render Handlers using ColdFusion or XSLT as a means to present a customized HTML output.

Note: Available Custom Render Handlers can be selected by clicking on the 'more' option in the Element toolbar. Custom Render Handlers are registered inside the Element section of Site Administration. For more information on some of the Custom Render Handlers in the demo site, review the [Customization and Integration Map](#) in this guide. Custom Render Handlers are also covered in more detail in the *Developer's Guide*.

A good example of how differently the same content can be generated across the site is to view the list of Press Releases or News. These lists are generated using a Page Index Element and the presentations of these lists are controlled using the 'Layout' option on the Page Index Element toolbar. There are many pre-configured Layout options for a Page Index, as well as the ability to 'build your own' using its 'Custom via Parameters' option. For example 'Featured News' on the News and Events landing page is using the

default Layout option to display 'Simple Page Links', whereas on the Campus Life landing page the 'Links with Description' option is selected. On the main 'News Spot' page, however, press releases are listed using a layout of custom parameters, which includes the Title, Description, Publication Date, and a Read More link. The CommonSpot University home page 'News' list uses a Custom Render Handler to output customized HTML that displays the publication date above the linked press release title.

The demo site also implements examples of how to control the HTML presentation of content objects, referred to as 'Custom Elements' in CommonSpot. Each Custom Element Layout dialogue enables users to control the placement of each field's data via the Rich Text editor, and to generate the HTML presentation as a saved 'Display Template'. Each Custom Element can implement an unlimited number of Display Templates to accommodate your design, content presentation, and content reuse requirements. A good example of how the same Custom Element content can be presented in different ways is how CommonSpot University implements its Residence Hall content. The Display template titled 'Residence Hall Details' outputs all of the fields defined for a Residence Hall for a controlled landing page design, while the main Residence Hall List on the Residence Hall Landing page outputs a small subset of fields, enough to enable visitors to determine which Residence Hall they want to browse to. Event data is also presented using a Display Template. An example is on the home page where Events are listed with date and event title.

Try authoring the pages where these examples live and opening the Layout options on the Custom Element's toolbar. Then alter the presentation of the fields inside the Display Template used on that page, and perhaps even add or remove fields from the presentation. See how the presentation changes when you submit your work and CommonSpot regenerates the HTML.

Note: Display Templates can be defined from the Custom Element Toolbar via the Layout option. They are also configurable from the Elements section in Site Administration. For more information on Display Templates, refer to the *Content Contributor's Reference* and the *Elements Reference*.

Custom elements also allow developers to write customized HTML outputs for their data by registering 'Custom Render Handlers'. A good example of where the demo site implements customized HTML for Custom Elements is the 'Schools & Colleges' landing page. Here a Custom Render Handler was written to output a DHTML Tabbed Interface view of the data collected in the School & College Custom Element, outputting its three main fields over three tabs (Overview, Advisors, and Degrees). Custom Render Handlers were also written to present Events in the 30-day Small Calendar and Large Calendar views that you see linked from the Events Calendar home page.

3.15. Images and Image Editing

Features: Image Element, Image Gallery, Image editor
Sections: About CSU, Safety & Security
User: webmaster
Reference: *Content Contributor's Reference*

The demo site has a number of pages with images in the right column. These images are managed by first adding an 'Image Element' to the Container, and then selecting the image source from the Image Gallery. You can change the image being used, or even upload a new image from your local file system by selecting Edit on any image element's toolbar. You can also crop, resize, or manipulate the image file using CommonSpot's browser-based Image editor.

Note: CommonSpot handles a variety of digital assets, including images. The digital asset management functionality allows users to easily edit and manage images, photos, and other graphics directly within the system. Several popular image functions are available, including image crop, rotate, zoom, compress, flip, adjust contrast and brightness, and more. For more information on the Image editor, see the *Contributor's Reference*.

Images can also be added and edited on WYSIWYG pages using the Image Toolbar in the Rich Text Editor. Image Editing is initiated on any Rich Text editor image before selecting from it from the Image Gallery.

3.16. In-Context Content Object Authoring

Features: Local Custom Elements, Templates
Sections: Campus Life, Alumni
Users: webmaster, campuslist, alumni
References: *Content Contributor's Reference, Template Developer's Guide*

CommonSpot's in-context editing goes beyond just WYSIWYG editing. CommonSpot allows you to capture content from users at a more granular level using a structured content object form interface. Examples of this can be seen in how Campus Life Residence Halls and Student Organization content is managed, as well as Alumni Regional Chapter content. The content is captured inside a reusable content object (or content type), known as 'Local Custom Elements' in CommonSpot, which can then be reused on other site pages. The local custom element presentation is pre-configured and saved in a template so that when users create or author a content object page in the demo site, the local custom element content is captured in-context, and submitted back into the page in its pre-defined template presentation. This is a good example of how CommonSpot separates content from presentation.

3.17. Job Listing Application

Features: Global Custom Elements, Simple Form, Datasheet
Sections: About CSU, Web Administration

Users: webmaster, any staff member

References: *Content Contributor's Reference, Administrator's Reference*

The Job Listing application in the demo site is a great example of how to utilize CommonSpot's Application Development Framework at its most basic level without having to write a line of code. Job Listings are defined using a reusable content object, also known as a Global Custom Element, which acts as the source and repository for the application. A Job Listing management application can be found inside the Web site Administration section (browsable from the URL [http://{yourservername}/demo/webadmin](http://yourservername/demo/webadmin)), where you can edit and delete the current jobs listed. The report that displays each job listing record is defined by CommonSpot's out-of-the-box Datasheet Element. Several Datasheet views have been defined with out-of-the-box Edit and Delete 'action columns' which additionally allow you to view, edit, or delete the job applicants, departments, or job locations without having to go to another page.

There is also a link to a page to add new job listings. Here users see a Web form interface using CommonSpot's 'Simple Form' Element, with the form's source defined as the Jobs Custom Element. The Job Listings are automatically listed in the About CSU section and are set up to link to a single 'Viewing Page' that automatically displays the appropriate Job Listing record. This linking is handled by CommonSpot's Linking Wizard — no code is required. All of this is possible because of CommonSpot's Application Development Framework which allows tools to be tied together to create dynamic applications. Users can create Job Posts to be included in the pre-configured job listing, and a pre-defined page with the details concerning the job. With this design, no page creation is required, which means it is not necessary to enable the CommonSpot Toolbar or Authoring interface for users submitting and managing the content.

With CommonSpot's Application Development Framework comes the flexibility to change how applications are structured and implemented. For example, the Jobs Custom Element field definitions, 'Viewing page' and 'Display templates' can all be managed and altered inside the demo Site Administration, under Elements.

3.18. Subsite Landing Page Templates

Features: Templates, Page Index, Standard and Custom Metadata, Image Gallery, CSS

Sections: A landing page exists for every section, the template is at the root of the site

User: webmaster

References: *Content Contributor's Reference, Template Developer's Guide*

Landing pages for CommonSpot University are configured with their own banner image, and can have an optional right column (configured using the Custom metadata Layout Form) to accommodate additional content. To change the banner image, author the page as webmaster, open the banner's Container Element Layout, browse to the Layout Tab, and change the container's background image by searching the Image Gallery for an image in the category Landing Photo.

Everything else on the Landing pages is controlled by the Landing Page Template. To understand how the template is configured, browse to a landing page and navigate to the 'Template Hierarchy' dialogue to select the Landing Page Template from the list. In the template, you will notice the following pre-configured:

The banner container uses the CommonSpot Photo Gallery application to manage and display banner images.

Within the Container is a Formatted Text Block element. This element allows site managers to author a brief description about that subsite.

The landing page content well (white space in the middle of the page) contains a Page Index with the filter configured to display the list of pages included in the subsite navigation, and output their page description.

3.19. Link Management and Validation

Features: Link Wizard, Choose Page and Find options, Report of Pages, Templates, Uploaded Documents & Registered URLs, Referring Pages, Link Validation

Sections: This solution is implemented in all sections of the site

Users: editor, campuslife, alumni, webmaster

Reference: *Contributor's Reference*

CommonSpot does the work for you when it comes to managing and validating links, and the demo site is a good way to understand how to utilize its tools to accomplish this. Using the right tools in CommonSpot to create and manage your links ensures that when you do choose to move or rename a page, CommonSpot can automatically handle the updating of any affected links. Should users need to hard code a link, CommonSpot can still run its link validation to notify the appropriate administrator(s) of a broken link.

The first step is familiarizing yourself with the tools that allow you to create links in CommonSpot. Basic links can be created within the context of CommonSpot's Rich Text editor providing WYSIWYG editing, or using a variety of Hyperlink 'Elements' (for example, a Simple Link, or Linkbar). CommonSpot also provides several Elements that support the dynamic listing of links (for example, Page Index, Breadcrumb, Facet Navigation, and so on).

Each Hyperlink Element launches the CommonSpot Link Wizard. When creating a link to an existing Web page, document or asset, it is best to use the CommonSpot Link Wizard to find the content that you want to link to. Two methods of searching help you find the correct content to link to. You can choose from the current subsite, or use search results from the entire site. Either method allows you to search using Standard Metadata, Keywords, Full Text, or personal Tags to locate content. By using the Link Wizard, you ensure CommonSpot will manage the link going forward should its name or its source location change. Try editing one of the WYSIWYG pages for example, and linking to another page in the site. To create a link simply highlight some text and launch the Link Wizard found in the Rich Text editor's toolbar.

Other basic link tools are implemented in the demo site's main design, which is managed by the Base Plus One Template. Navigate to the Base Plus One Template and try editing the various 'Linkbars' on the template. One such Linkbar manages the main navigation links in red (the mouseover highlights are implemented using CSS); another provides audience-specific links located to the right of the banner. There is a third Linkbar that displays secondary links in upper left corner of the design. These are all examples of how a series of basic links can be implemented to direct site visitors to the main areas of your site.

Note: For information on creating self-updating links, refer to the [Dynamic Navigation](#) and the [Content Reuse Solutions](#) in this guide.

Having linked to a page, CommonSpot also provides tools to ensure page links are managed and maintained. For example, the Referring Pages dialogue reports on pages that link to the page you are working on. Should you want to delete the page, you can run a 'Referring Page' report to identify all of the pages linking to it so you can understand the ramifications of your decision to delete and take appropriate action to redirect, and therefore avoid inadvertent broken links. You can also run a report to 'Validate Links' from the page you are working to identify any broken links it may have. Link Validation can also be run as a scheduled process that automatically notifies the appropriate administrators of any broken links in the site.

As with any new site in CommonSpot, link validation in the demo site is disabled on the first install. To enable link validation, you must run the CommonSpot Tools to rebuild link references by following these steps:

Browse to Site Administration for the demo site.

In the left panel, expand the Utilities section and choose Site Tools.

Click the 'Rebuild Link Reference Data' link.

Click Run Utility.

CommonSpot rebuilds the link reference data and the link management tools are enabled for the demo site.

3.20. Multi-Language Content and Templates

Features: Multi-Language, Templates, Scheduling
Sections: Base Plus One Template, Las Noticias (Spanish News)
User: webmaster
Reference: *Contributor's Reference*

The News & Events section of the demo site utilizes CommonSpot Multi-Language support, effectively mapping and linking English press release pages content to their corresponding pages in Spanish. You can browse to this section at the top of the 'News Spot' page or by entering the URL <http://{yourservername}/demo/newsandevent/spanish>. You can browse to the English version of the article using the 'Artículo Inglés' (Spanish articles) link located above the right column. You will see a corresponding link on the English version that links back to the 'Article in Spanish'. The links are defined at the template level and use CommonSpot's Link Management to automatically handle the linking between language counterparts.

Note: While the link to the corresponding Spanish page will always be presented, this does not ensure a page in Spanish exists. Should a page in Spanish not exist, CommonSpot's link management utility will simply redirect back to the English page. This solution could be customized using code to only render a link when a Spanish page exists.

The Spanish pages are built on the Spanish Press Release Template, which implements the press-specific template content (publication data, right column, footer, etc.) in Spanish. However, the main design

template is set up to swap in the main Spanish links across the top at the Base Plus One Template. This is done by scheduling the Linkbars by 'Subsite location'.

Note: To learn more about scheduling content by location, review the [Scheduling Content: Timeframe and Location Solution](#) in this Guide. For more information on scheduling in general, refer to the *Contributor's Reference*.

Try creating a new page as webmaster using the 'Spanish Press Release Template'. Enter the page name, title, and description in Spanish and notice how the page design has been set up to display in Spanish using the concepts outlined above.

3.21. Photo Gallery

Features: Custom ADF Application, Images, Render Handlers, Custom Elements
Sections: Subsite Landing Page Template, all subsite landing pages, other various locations
User: webmaster
Reference: the | commons (CommonSpot community site)

In addition to the built-in image features of CommonSpot, you can include slide shows or carousels of photos across your site using the Photo Gallery application, made possible by the ADF. A good example of a photo gallery can be found on all subsite landing pages. The application has an element that lives on the Subsite Landing Page Template. In this element, you can choose various photos to display, as well as the visual rendering of the photos. For example, for a slide show, there is a render handler that cycles through each image one at a time with various options for thumbnail navigation or layout. The example in the subsite landing page template has a specific render handler optimized for the subsite landing pages, which provides a large horizontal banner with any number of images relevant to the subsite you're looking at.

To see an example, go to any subsite landing page and open up the Data button on the Photo Gallery element. Choose a photo from the left and drag and drop to the right column. You can re-order the photos or remove them from the right column as well. To add photos to the gallery, go to the Web Admin section of the site at <http://{yourserver}/demo/webadmin/PhotoGallery/Photo-Manager.cfm>

For more information about how to work with the Photo Gallery application, refer to the documentation on the CommonSpot community site, the commons at http://community.paperthin.com/projects/pt_photo_gallery/

3.22. Related Links

Features: Page Index, See Also References
Sections: About CSU, Academics, Admissions, Alumni
Users: webmaster, campuslife, alumni
Reference: *Content Contributor's Reference*

Several of the landing pages in the sections noted above, as well as some of the main pages, display Related Information as a means to show related content. These links are created by identifying 'See Also References' for the page and then configuring a Page Index filter criteria to show See-Also References exclusively.

3.23. Roles and Permissions

Features:	Content Security, General Security, Page and Template Security
Sections:	Campus Life, Alumni,
Users:	editor, manager, campuslife, alumni, webmaster, staff members
Reference:	<i>Administrator's Reference</i>

The demo site is set up with a variety of users, each with defined roles. At its most basic level, roles are defined in CommonSpot by configuring specific permissions for a group at a subsite level (each section in the demo site is a different subsite). Roles can change from subsite to subsite, with group permissions changing from one subsite to another.

For example, the Web Communications editor group has the right to create and author pages, but in most subsites, edits to pages must be approved by the Web Communications Managers group, however in the Campus Life subsite (/demo/campuslife) they can create pages without any approval required. In the Alumni subsite (/demo/alumni) changes to these pages require approval by Alumni Relations editor and Web Communications Managers. In Safety & Security (/demo/safety), changes require approval by Web Communications Managers and webmasters. These editors have no role in creating content inside the Faculty & Staff Website or the Website Administration subsite, as these areas are secured and managed only by the webmaster.

Note: To learn more about the workflow examples in the demo site, review the [Workflow Solution](#) in this guide. For more information on setting up and assigning approvals to implement a workflow solution in general, refer to the *Administrator's Reference*.

Roles can also be isolated to specific subsites. For examples, Campus Life editors have the right to create and update pages only in the Campus Life (/demo/campuslife) subsite. Campus Life editors are also the subsite administrators for this section, so they have the right to assign workflows and define additional roles for other users in this subsite. Their role is also one that does not require approval for their pages or updates. Try logging in as the campuslife user and browse around the site. Notice how the CommonSpot Toolbar is only presented when they are browsing or working on pages inside Campus Life. CommonSpot security allows you to define who can view the CommonSpot toolbar interface, which is a helpful visual for users indicating that they can manage content on the page or in the section they are browsing.

Alumni Relations editors are limited to creating and updating content in the Alumni subsite (/demo/alumni) and thus will only see the CommonSpot Toolbar when working within Alumni. These users are assigned alumni content approvals, but they must wait for Web Communications Managers, who are also assigned the same approval level.

3.24. Search

Features:	Search Form, Search Results, Search Administration
Section:	Base Plus One
User:	webmaster
References:	<i>Template Developer's Guide, Getting Started Guide</i>

CommonSpot supports the Verity search engine that ships with ColdFusion, and the demo site leverages Verity's basic search functionality. The main design includes a Search Form Element that performs a keyword search of the entire site and displays the results on a pre-configured page. The Search Form Element is implemented at the Base Plus One template level, and results are configured to display on a page that includes a Search Results Element.

By default, the demo site ships with the search functionality turned off. After initial installation, all searches will return "Search Error." Complete the following steps to turn the search feature on:

1. Browse to <http://{yourserver}/demo/admin.cfm>.
2. Expand the Properties section in the left panel.
3. Click the Search panel and change Disable All Indexing to Automatic indexing. Check Apply to all child subsites. Finally, click Save at the bottom of the dialog window.

Search ⓘ ↻ ✕

Setup and manage the full-text search collection for this subsite.

Please specify the desired search collection for pages within this subsite.

Search Collection: fefc

Search Directory: C:/commonspot-data/customers/commonspot-users-demo/sites/commonspot-demo/Verity/

Select... New...

Please select the default setting from the choices below.

Automatic indexing - content marked for indexing is automatically indexed when published or during a reindex operation.

Disable automatic indexing - content marked for indexing is NOT automatically indexed when published, but only through a reindex operation.

Disable all indexing - content is not indexed.

Save Cancel

4. You will now be directed back to Subsite Administration. Expand the Actions left panel section and click Copy Subsite Properties.



5. Select the subsites and the properties and click Copy.
7. Immediately after making these changes navigate to the Site Administration dashboard.

Site Administration

[+] Expand All [-] Collapse All

- Site Properties / Settings
- Content Creation
- Content Formatting
- Content Classification
- Approval & Workflow
- Elements & Forms
- Authoring Tools
- ↓ Utilities
- Manage Saved Searches
- Manage Shortcuts
- Rebuild Stub Files
- Reassign Content Ownership
- Manage Full-Text Search Collections
- Scheduled Jobs
- Site Tools
- Running Jobs
- Security
- XML Publication
- Integrated Support

8. Expand the Utilities panel and click Manage Full-Text Search Collections. The following dialog displays:

Manage Search Collections ⓘ ↻ ✕

The following table lists the full text-search collections within this site and their respective status. In order for the full text search functionality to work correctly, all collections should have a status of 'OK' [Select All](#) [Deselect All](#)

Status ▾	Name	Directory	Subsite Count	Items	Actions
OK	cp-demo	C:/commonspot-data/customers /commonspot-users-demo/sites /commonspot-demo/verity/cp-demo /cp-demo	15	3	<input type="checkbox"/>

+ [Add Collection](#)
📁 [Assign Subsites to Collection](#)

More Actions...
Go

i **Showing 1 record.**

More Actions...
Reindex Selected
Optimize Selected
Close

9. Click the re-index icon and wait while CommonSpot re-indexes your site. This may take several minutes, as CommonSpot must prepare a full text index for all pages in the Demo Site. After this is complete, the Demo Site will have full text search capabilities.

3.25. Staff Profile Application

- Features:** Global Custom Elements, Simple Form, Datasheet, Custom Render Handler, Custom Authentication, Custom ADF Application, Content Reuse, Custom Metadata
- Sections:** Academics, Faculty & Staff, Web Administration, Faculty & Staff Website

Users: webmaster, any staff or faculty member
References: *Content Contributor's Reference, Developer's Guide*

The Staff Profile application in the demo site is a great example of how to utilize CommonSpot's Application Development Framework. Faculty and staff profiles are defined using a reusable content object, also known as a Global Custom Element, as the source and repository for the application.

Faculty and staff records are stored in this element, called the Profile element. Each person has their own profile page, which we have set up to display basic info about that person, as well as reusing content from other areas of the site. For example, if the staff member was mentioned in a featured story, a description and link to that story will appear on the profile page. In order to accomplish this, we placed a metadata field in the feature story element that allows you to tag that story with one or more profiles. There is also a dashboard where contributors can update their own records. There is a page in the Faculty and Staff subsite which displays all the Faculty members. This page has the profile element on it with a filter that looks for any profile tagged as "Faculty". A similar page shows staff members. These records do not show in the metadata form. This is an example of how you can call up a subset of records from a global custom element in a metadata form.

The Web Admin section of the web site has a Profile manager. If logged in as a webmaster, you can go in and create or modify records in the profile element.

The Faculty and Staff Profile functionality in CommonSpot University is a straight implementation of the Profile App found on the CommonSpot community site, the commons. To learn more about how to manage profiles using this app, go to <http://community.paperthin.com>

3.26. Taxonomy and Facet Navigation

Features: Taxonomy, Facet Navigation, Custom Metadata
Section: Academics
User: webmaster
Reference: *Contributor's Reference*

The demo site includes a basic Academic Taxonomy with Facets for terms by 'degree' and by 'campus'. The degree term is applied to schools and colleges as well as faculty and staff Bios' so that data in these content objects can be tagged, and then searched using CommonSpot's Facet Navigation.

To see Facet Navigation in action, browse to the Academics section of the site and then click on Programs & Degrees. In Programs & Degrees, you can find schools and colleges that offer a specific degree program, as well as which faculty member teaches the degree. As you select terms in the Facet Navigation, discover the related list of schools and colleges as well as faculty members. Then link to the school and college Web page and faculty Bio that relates to the degree you initially selected.

This Taxonomy can be updated in the Site Administration Taxonomy section. Try adding new terms somewhere in the By Degree facet structure, then editing a Faculty Bio to include this new term. Then go back and use Facet navigation to find the Faculty Bio!

3.27. Templates

Features:	Templates, Template Inheritance, Element Gallery, My Pages
Sections:	Web root, Campus Life, Alumni
Users:	webmaster, campuslife, alumni
References:	<i>Template Developer's Guide, Content Contributor's Reference</i>

The demo site implements a number of templates that manage the design, branding of the site, as well as page layout options. The webmaster owns most of the templates in the site, while the campuslife and alumni users each own their respective templates. To understand the construction of the various templates owned by each user, login as that user and select navigate to My Templates from the CommonSpot menu. Select the template you wish to author. Authoring the template exposes a number of editable regions or Elements that can be individually edited using their element toolbar. Also notice each element's 'Inheritance Security' menu option available under the 'More' dropdown. Use this option to configure template inheritance restrictions for elements you do not want users changing at the page level.

3.28. Vanity URLs

Features:	Site Administration, Manage URL Redirects
Sections:	Admissions
Users:	webmaster, anonymous
References:	<i>Administrator's Reference</i>

The demo site implements an example "Vanity URL" – a simplified web address that redirects visitors to a specific page. Typically, vanity URLs are used in marketing communications where the actual URL is too long, confusing or cumbersome. Instead of publishing a long complicated URL on emails, letters, signs, etc., marketers can use the shorter version. This is not to be confused with *URL Shorteners*, which typically shorten the URL, but eliminate any identifying or readable aspects. In contrast, a Vanity URL can maintain your site's domain name for brand identity, as well as provide a meaningful yet short and memorable phrase.

CommonSpot University has a page called "Applying to CommonSpot University" located at:

<http://{yourserver}/demo/admission/how-to-apply.cfm>

Using the Manage URL Redirects in the Site Administrator, we set up this Vanity URL:

<http://{yourserver}/demo/apply/>

Marketing can now publicize this URL instead of the full path. All traffic will reach the how-to-apply.cfm page as intended. Keep in mind that the root of the demo site is /demo/, which is not typically the case. In a real example, the URL would look like this:

<http://{yourserver}/apply/>

You can view all site redirects, including Vanity URLs, in Site Administration under Utilities – Manage URL Redirects.

Redirect From ^	Redirect To	Reason	Expires	Last Modified	Actions
/demo/apply	 /demo/admission/how-to-apply.cfm	Permanent Vanity URL		2012-02-07	  

Note that implementing this feature requires correctly configuring a 404 handler for CommonSpot. See the *CommonSpot Developer's Guide* for details.

3.29. Video from Third-Party Services

Features: Custom Elements, Render Handlers, Video, Simple Forms, Field Level Security

Sections: CSUTube, About Subsite

Users: webmaster, anyone

References: Template Developer's Guide, Developer's Guide, the|commons

CSU Tube is a section of the CommonSpot University web site where people can view and share videos. CommonSpot can handle videos in several common ways. First, there is the video element, where you can simply place a specific video on a specific page. Secondly, you can use a custom element to store video metadata, such as title, description, location, category, etc. These videos might exist on your site, or they might be housed at a third party, such as YouTube or any of the other popular video sharing sites. CSU Tube is an example of this latter method, which is a simple and cost effective way of providing video content on your site. It is important to know, however, that the same methodology for providing YouTube hosted videos can be employed for videos that live on your server. Multimedia servers are designed for this exact purpose. However, we can't assume that you have a multimedia server, so we use YouTube as a means to illustrate how easy it is to integrate video into your site.

All the video is stored in a global custom element. In order to uniquely identify the video, there is a field for "code". In this field, you can input the unique video id, which can be gleaned from YouTube.com in the URL. It's the unique value in the query string, after the "v".

The CSU Tube page has the YouTube element placed on it three times, each with different filters or render handlers. At the top, the filter is set to call up a random video tagged as "Featured". On the left column, it is set to call up a random set of three of such videos, tagged as "Featured". The display is different here, though, as it is using a render handler that dynamically grabs the thumbnail from the YouTube web site, and then displays your description and a link to a viewing page. On the right column, the same render handler is employed, but the filter has been set to show the latest three videos to be entered. When you click on any of the thumbnails, it takes you to a viewing page, which uses a render handler to view the video. Within this render handler, is the video player "embed" code from YouTube. Because this code uses the unique identifier, the render handler dynamically drops the proper unique id into the player code and the video is instantly rendered on your page.

In addition, any video can be easily dropped on any page or template across your site, using the very same render handler.

Finally, we've exposed a page with a simple form on it, which allows users, any user, to submit a video into the system. All of our filters contain an additional parameter, "approved". Only those videos marked as "approved" will be rendered on CSUTube. There is a section in the Web Admin where web managers can look at newly submitted records and approve them if possible. In order to make sure that non-managers can still submit new content without being able to approve it themselves, we've placed field level security on the "Approved" field. Only members of the webmaster group are entitled to mark something as approved. The field is invisible to all others. This allows us to expose the simple form to the anonymous user without letting them publish things to our web site that we do not wish to publish. This is a capability that separates CommonSpot from many of our competitors.

3.30. Visitor Context Personalization

Features:	Visitor Context
Sections:	Admission
Users:	webmaster, anonymous
Reference:	<i>Administrator's Reference</i>

Personalization means delivering content to a visitor based on who they are, personal preferences, or something else that we know about them. Often, we will know something about users who register at a site. Other times, we don't know who they are, but we still want to drive content to them for a specific purpose. In those cases, we can gather information based on what they're doing on our site. This is personalization based on context.

In CommonSpot University, we have set up a simple visitor scenario where a user clicks on an email link to a specific page on the site. When they visit that page, we know something about them. Because that page is intentionally not included in our site navigation, the most likely scenario is that the user found the page by responding to the call to action in a marketing email. Because that page is about applying to CommonSpot University, we know that the user is most likely a prospective student. This is just one of many Visitor Context scenarios. Please refer to the documentation for specifics on additional scenarios.

Once we observe some context about their session, we can then show or hide content based on this new information. CommonSpot will automatically place the user into a custom-defined ad-hoc user group, called a Visitor Context Group. We can then use content scheduling in a Container or Scheduled Element, to schedule content based on membership in this group.

In our scenario, the user has received an email from the Admissions department. The email contains a message and a link to the following URL:

<http://{yourserver}/apply/>

This is a Vanity URL (see the section entitled "Vanity URLs" above). This means that this URL actually redirects the user to

<http://{yourserver}/admission/how-to-apply.cfm>

On this page, we have created a Visitor Context Rule which detects the visit, and then drops the user into a Visitor Context Group of our choosing. Earlier, we created a Visitor Context Group (Site Admin) named Potential Applicant. The rule contains the scenario ("When a visitor navigates to this page"), and the desired behavior. In this case, anyone who comes to this page should be added to the Potential Applicant group for the duration of their session.

Edit Visitor Context Rule

Please provide the following information.

When a visitor: Navigates to this page
/demo/admission/how-to-apply.cfm
[Browse Page...](#)

Add them to this group: Potential Applicant [Choose...](#)

Keep them in it: For this session only

Check this rule: Every request

Active:

Description: User came to this link from an email.

[Save](#) [Cancel](#)

The final piece of the puzzle is the content scheduling. The best example is on the home page, in the column labeled “Interact.” Here, we have turned on Content Scheduling in the column’s container. We have placed a Formatted Text Block into this column, and applied the following scheduling rules to it. This means that the text block will only show if the user is in the Potential Applicants Visitor Context Group.

Schedule/Personalize Element

Please enter the following information for this scheduled element.

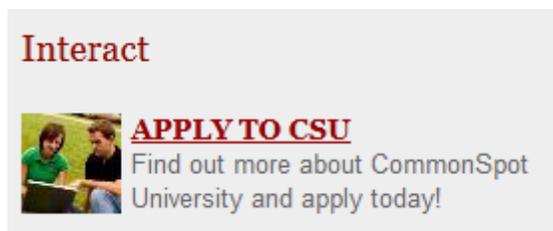
Element: textblocknohdr38610

Date Range: All Dates
 Specific Date/Time

Groups: All Groups
 Specific Groups
Potential Applicant
[Choose](#) [Clear](#)

Page Categories: All Categories

Users in the Potential Applicant group will see the following content in this space, while all other users will not.



3.31. Web Forms and Surveys

Features:	Simple Form, Datasheet
Sections:	About CSU, Website Administration
Users:	webmaster, any staff member
Reference:	<i>Content Contributor's Reference</i>

The demo site includes two web forms using CommonSpot's out-of-the-box Simple Form, one of which is a survey. To understand how the web form was created navigate to the Feedback page located in the About CSU section. Site visitors are directed to provide feedback to the webmaster, Admissions, or other offices. Try editing the Fields from the Simple Form Element Toolbar, adding another option to the 'Direct Comments To' Selection List or adding a new field altogether. CommonSpot handles the updating of the content repository automatically, storing the data submitted from the new field as well as all the scripts to process the submitted data, and if preferred sending of an email notification with the data.

Data submitted to the Feedback web form can be viewed and managed in the Website Administration subsite (browsable from the URL [http://{yourservername}/demo/webadmin](http://yourservername/demo/webadmin)). The Website Administration section contains links to Manage Feedback and view the Survey Report. These reports are implemented using the Datasheet. The Manage Feedback datasheet exposes filtered views of the comments directed to: webmaster, Admissions, or Other. You can edit and delete the feedback, as well as download the reports (in a CSV file format). The Survey Report is set up to report on survey results by filtering the columns based on the Choice selected and date submitted. However, you could easily set up filters into each Choice by editing the Datasheet, adding views into each Choice and configuring the view to filter based on the corresponding Choice.

3.32. Workflow

Features:	Workflow, Element Interface
Sections:	This solution is implemented across all sections
Users:	editor, manager, alumni, campuslife
References:	<i>Content Contributor's Reference, Administrator's Reference</i>

The demo site implements four workflow examples: No Approval, Single Level Approval, Multi-Level Approval, and Parallel Approvals. These workflows draw from the approval levels defined in Site Administration Approvals section.

To understand how to create content that requires **No Approval**, you can log in to Campus Life as the campuslife user. After creating or updating a page and then submitting it for publication, notice that no approvals are required and the changes will be published and go live immediately.

To view a workflow that only requires a **Single Level Approval**, login as editor and create or update any page on the site EXCEPT in Campus Life. When you submit the page, the Submit Page dialogue will notify you that the Web Communications Managers have the Final Content Approval. Add comments and submit. Log out, then log in as manager, and go to the My CommonSpot page. You will be able to quickly browse to the page under the 'Changes Pending My Approval' list by clicking on the page title you just submitted. Switch to Approve Mode to see the change and use the Element Toolbar to Approve Page or try out other Approval functions available in the toolbar. Once approved, the change will be live.

To see a **Multi-Level Approval** workflow, browse to the Safety & Security section, and edit or create a page as the 'editor'. Once you submit this change, you will notice that there are two (2) levels of Approval required. Web Communications Managers are assigned the Proofread Content approval level, which can be handled by logging in as the manager user. Once the manager approves this change, the next level of Final Content Approval is assigned to webmasters. Login as the webmaster user to submit the final approval required and then the change will publish and go live.

To see a **Parallel Approval** workflow, you can login to Alumni as the editor again and create or update any page in this section. You will notice that when you submit the change, it requires Alumni Content Approval by both the Web Communications Manager AND the Alumni Relation editor. This parallel workflow ensures that BOTH groups have approved the content before it is published. To see this workflow in action, login and approve the content as manager first. Check the approval status to see that CommonSpot is still waiting for approval by Alumni Relations. Login as alumni and approve the page, notice that this approval is the last step before the content is published and goes live.

Note: You can add additional levels of Approval from Site Admin Approval Levels. See these or any other levels of approval in action by assigning them at other areas of the Content Security structure. Approvals can be assigned at the Subsite, Page, Template, or Content Element level. For more information on workflow and how to set up approvals refer to the *Administrator's Reference*.

3.33. WYSIWYG Editing

Feature: Rich Text editor
Sections: This solution is implemented across all sections
Users: webmaster, editor, alumni, or campuslife
Reference: *Content Contributor's Reference*

A number of pages on the site implement WYSIWYG editing using CommonSpot's Rich Text editor. For more information on what tools and features are available in the Rich Text editor and how to use them, refer to the *Content Contributor's Reference*. We recommend reviewing the more advanced features such as the Tag Selector, Inspector Panel, and Clean HTML Content tool.

3.34. XML Feeds: RSS, Atom and Podcasts

Features: XML Publication, Live Bookmarks, PaperThin RSS Reader, Page Index, Rich Text editor, Custom Element, Authoring Interface
Sections: News and Events, Current Students, Future Students
User: webmaster
References: *Content Contributor's Reference, Administrator's Reference*

The Demo Site implements several feeds using CommonSpot's XML Publication framework. Feeds in CommonSpot can be created off any linked list (built from either a Page Index or Custom Element), or any Rich Text editor. A good example of feeds exists inside the Demo Site News & Events, where The News Spot list of press release pages and the main Events Calendar have both been syndicated into an RSS Feed. The News Spot articles have also been syndicated into an Atom feed. To create a new RSS feed, try authoring the News & Events landing page, where there is a Featured News list and a Coming Events list.

You can Create RSS on each using their Element toolbar under the 'more' option. Just name each feed as you create it, and change the page to Read Mode where you can link to the new feeds off the new feed icon displayed in each header. You will also see the new feeds listed in CSU Feeds link in the left navigation and in the top left Linkbar.

Note: In order to Create RSS feeds for other content object lists you need to first set up the XML Publication field bindings for these objects under Demo Site Administration XML Publication - Item Field Bindings. There you can 'Add Item Field Binding' setting the Publication Definition to 'SimpleSyndcation', selecting the Element Type (that is, Job Postings, Faculty & Staff Bio, Schools & Colleges, Residence Halls, or Student Organizations) and binding the fields in the custom element to the appropriate RSS item definitions. Once completed you will be able to Create RSS from this custom element's toolbar wherever it exists on the demo site.

Another part of the XML Publication framework is the ability to create Live Bookmarks. This is a method of displaying feeds as a folder of bookmarks in the client browser's address bar. When a user adds a feed, its articles appear as items in a regularly updated bookmark folder in the bookmarks menu or sidebar. Before creating Live Bookmarks, first define one or more feeds on the site. Then to create the Live Bookmark browse to the page that will display the Live Bookmark, and use the "Live Bookmarks..." menu item under the Manage menu . For example, the Demo Site has its Home page configured with a Live Bookmark for the site.

Note: For more information on how to configure Live Bookmarks on the site, refer to the Contributors Guide.

The demo site also consumes external RSS Feeds and displays their content. The Current Students and the Future Students sections each have a page displaying external RSS Feeds using the PaperThin RSS Reader. See these feeds being consumed on External Resources for Future Students (under Future Students) and Student Budget Resources (under Current Students). See how this is set up by authoring each page and editing the RSS Reader element on the page.

Chapter 4 Customization and Integration Map

The following chapter reviews various files that contribute to the Demo Site implementation by either customizing the site or acting as an integration hook. These sections are not meant to dissect the files or the code in them, but rather to describe them as a means to direct you to the right code to review as a sample of what you might want to utilize in your own CommonSpot implementation.

The customizations and integrations in this chapter are broken out into the following sections:

- [Base Template: Implementing HTML Design](#)
- [Demo Site Style Sheets](#)
- [Custom Render Handlers: Customizing HTML Output](#)
- [Custom Scripts: Application Integration and Implementation](#)
- [Custom Authentication: Authenticating Outside CommonSpot](#)

4.1. Base Template: Implementing HTML Design

As with any CommonSpot site, the 'CommonSpot University' demo site implements HTML as the foundation for its design. This HTML is output inside a CommonSpot 'Base Template'. The demo site implements two designs based on two included base template files. These are called conditionally from a single Base Template file that is registered in CommonSpot under Subsite Administration. This section covers each of these three base template files and their role in implementing the demo site's HTML design.

Note: These files can all be found in the demo site file system under `/demo/templates`.

4.1.1. Design Options: `template-basepage.cfm`

There is only one registered Base Template in the demo site, and it references the file `/demo/templates/template-basepage.cfm`. This is your base template, which defines the basic regions and other html parameters that are common to all pages of your web site. From here, you can place any html code that might appear between the body tags of your pages. Wherever you want CommonSpot to manage content or layout for a region of the page, there is a ColdFusion code snippet you can use to uniquely call out a CommonSpot element. Refer to the *Template Developer's Guide* for more info on how to manage your base template.

In CommonSpot University, the base template makes heavy use of metadata to help define how the template renders. When metadata is defined for a page, those settings are stored as a ColdFusion structure within the structure 'request.page.metadata'. These settings can then be accessed through ColdFusion code, such as in the base template. This is precisely what the CommonSpot demo site is doing to determine which HTML design should be implemented. For example, introducing another design to

CommonSpot University requires nothing more than adding another option to this custom metadata form and an additional condition to the logic outlined below for implementation.

Note: The 'Design' custom metadata form is only presented to the webmaster user. To see this option, login and author any page as webmaster, then select 'Custom Metadata' from the CommonSpot Toolbar and look for the 'Design' custom metadata tab.

Below is the code that interprets which custom metadata design was selected, and includes the appropriate secondary base template file.

```
<script>
request.design="standard";
    if (IsDefined("URL.RenderForPrint") AND (URL.RenderForPrint eq 1))
    {
        request.design="print-version";
    }
    else if ( StructKeyExists(request.page.metadata,"Design") AND
        StructKeyExists(request.page.metadata.Design,"DesignOption") AND
        request.page.metadata["Design"]["DesignOption"] is "Home" )
    {
        request.design="Home";
    }
    else if ( StructKeyExists(request.page.metadata,"Design") AND
        StructKeyExists(request.page.metadata.Design,"DesignOption") AND
        request.page.metadata["Design"]["DesignOption"] is
"Standard" )
    {
        request.design="Standard";
    }
    else
    {
        request.design="Standard";
    }
</cfscript>
<cfinclude template="template-#request.design#.cfm">
```

The HTML uses CSS, called from the main.css Style Sheet registered for the demo site, to position its main HTML areas and center the design in the browser window. The home page HTML is very similar to the standard HTML design, only a few variations in HTML exist, and some unique CSS calls as well.

This design was used to implement the 'CommonSpot University' home page. In order to configure any elements specific to this design you will need to browse to the Base Plus One in CommonSpot and select the 'Home' option from the Design Custom Metadata form.

This HTML also has some logic at the top of the page, which alters the HTML design according to metadata options defined in the page. The next section reviews this code in more detail, and the Solution Map includes a Design Layout Options using Custom Metadata section, which discusses how to take advantage of this when implementing site design in CommonSpot.

4.1.2. Standard Design: Interpreting Layout Metadata

The Design Layout Options using Custom Metadata Solution above allows an end user to choose the metadata associated with a page or template. Interacting with this metadata changes the layout of a page,

but you might wonder why. When metadata is defined for a page, those settings are stored as a ColdFusion structure within the structure 'request.metadata'. These settings can then be accessed through ColdFusion code, such as in the base template. This is precisely what the CommonSpot demo site is doing.

The fields summarized below determine whether or not to write the following main design areas in the HTML design:

hideSubHeader

This field is a checkbox, which is used to determine whether to hide the Subheader HTML block. This block as constituted includes the Page Title and the Email and Print icon links.

showRightColumn

This field is a checkbox, which is used to determine whether to hide the Right Column HTML in the design, which is identified as the 'TERTIARY' HTML block.

leftColumn

This field is a selection list of options, which determine whether a left column is written to the HTML design. The left column is identified in the HTML as the 'SECONDARY' HTML block. The options as constituted include "Empty Container" (output a blank 'Container Element'), "Subsite Menu" output a Page Index, which in the Base Plus One has been configured to display a vertical subsite menu, or "Hide Left Column" (does not output any HTML, and adjusts the Main Content Block accordingly using a variable for the appropriate Style Sheet Class).

TopContainer

This field is a selection list of options, which determine whether a top content area is written to the HTML design. The top content area is defined in different areas of the HTML depending on the selection made. The options as constituted include "Hide Top Container" (this is the default, it does not write a top content area to the HTML design), "Above Main & Left Content" (outputs an HTML block identified as 'TOPCONTENTWIDE' which runs the width of the design below the main navigation, but above the left column and main content block), "Above Main Content Only" (outputs an HTML block identified as "TOPCONTENT" which is only as wide as the main content block as it lives above the breadcrumb, but to the right of the left column), "Subsite Menu" (outputs the same HTML block identified as 'TOPCONTENTWIDE' except also outputs a Page Index Element inside it that is configured in the Base Plus One to display a horizontal version of the subsite navigation menu).

Below is the code that interprets all of the aforementioned metadata fields, and assigned variable flags and style sheet classes that are used later in the HTML design to output the appropriate areas.

```
<cfscript>
    // default settings for layout metadata
    hideSubHeader = 0;
    showRightColumn = 0;
    showLeftColumn = 1;
    leftColElement = "pageIndex";
    topContentElement = "container";
    mainClass = "normal";
    showTopContainer = 0;

    // has the user decided to show a right column on this page
    if( StructKeyExists(request.page.metadata,"Layout") AND
        StructKeyExists(request.page.metadata.Layout,"hideSubHeader") AND
        len(request.page.metadata["Layout"]["hideSubHeader"]) )
    {
        hideSubHeader = 1;
    }

```

```
}

// has the user decided to show a right column on this page
if( StructKeyExists(request.page.metadata,"Layout") AND
  StructKeyExists(request.page.metadata.Layout,"showRightColumn")
  AND
  len(request.page.metadata["Layout"]["showRightColumn"]) )
{
  showRightColumn = 1;
}

// has the user decided to show a left column on this page
if( StructKeyExists(request.page.metadata,"Layout") AND
  StructKeyExists(request.page.metadata.Layout,"leftColumn") AND
  request.page.metadata["Layout"]["leftColumn"] is
  "Empty Container" )
{
  mainClass = "normal";
  showLeftColumn = 1;
  leftColElement = "container";
}
// the user decided to show the subsite menu in the left column
else if ( StructKeyExists(request.page.metadata,"Layout") AND
  StructKeyExists(request.page.metadata.Layout,"leftColumn") AND
  request.page.metadata["Layout"]["leftColumn"] is
  "Subsite Menu" )
{
  mainClass = "normal";
  showLeftColumn = 1;
  leftColElement = "pageIndex";
}
// the user decided to completely hide the left column
else if ( StructKeyExists(request.page.metadata,"Layout") AND
  StructKeyExists(request.page.metadata.Layout,"leftColumn") AND
  request.page.metadata["Layout"]["leftColumn"] is
  "Hide Left Column" )
{
  mainClass = "wide";
  showLeftColumn = 0;
}

// has the user decided to include a top container
if( StructKeyExists(request.page.metadata,"Layout") AND
  StructKeyExists(request.page.metadata.Layout,"TopContainer") AND
  request.page.metadata["Layout"]["TopContainer"] is
  "Hide Top Container" )
{
  showTopContainer = 0;
}
// the user decided to show content above the content well and the
// left nav
else if ( StructKeyExists(request.page.metadata,"Layout") AND
  StructKeyExists(request.page.metadata.Layout,"TopContainer") AND
  request.page.metadata["Layout"]["TopContainer"] is
  "Above Main & Left Content" )
{
  showTopContainer = 1;
  topContentElement = "container";
}

// the user only wants the content to appear above the
// content well but is at the same level as the left nav
else if ( StructKeyExists(request.page.metadata,"Layout") AND
```

```
StructKeyExists(request.page.metadata.Layout,"TopContainer") AND
    request.page.metadata["Layout"]["TopContainer"] is
        "Above Main Content Only" )
{
    showTopContainer = 2;
    topContentElement = "container";
}
// the user decided to show the subsite menu above the content
// well and not in the left nav
else if ( StructKeyExists(request.page.metadata,"Layout") AND
    StructKeyExists(request.page.metadata.Layout,"TopContainer") AND
    request.page.metadata["Layout"]["TopContainer"] is
        "Subsite Menu" )
{
    showTopContainer = 1;
    topContentElement = "pageIndex";
}
</cfscript>
```

4.1.3. Other Template Files

There are a handful of other files referenced in the `/demo/templates/` directory that have a role in the demo site. They are outlined below.

template-print-version.cfm

Included as an option to the standard layout, this module renders out a print version of pages. This version excludes graphics and navigation and includes only the content. The CSS layout has also been changed to better fit a print version.

template-blanklayout.cfm

This is the most basic of the base templates. It provides a single layout element named 'contentlayout', and the CommonSpot PageMode UI at the top of the page. This base template is not rendered in the demo site.

template-basepage.head

This is used to write additional HTML and code to the demo site HTML header. If your application requires that certain content (such as `<STYLE>`) be included in the HEAD section of the generated HTML document (global style sheets, etc), enclose it in a separate file with the '.head' extension. The base name of this file must be the same as the name of the template (template is `template-basepage.cfm`, `<HEAD>` content in `'template-basepage.head'`). Be sure to wrapper the contents of the .head file inside `<CFOUTPUT></CFOUTPUT>` tags, as the .head file is included via `<CFINCLUDE>`.

Note: For more information on .HEAD files refer to the *Developer's Guide*

4.2. Demo Site Style Sheets

There are four style sheets included with the demo site installation, and they are all saved under the `/demo/styles/` directory of the site's file system. These four style sheets and the role they play in the demo site design are covered in this section.

Note: For more information on how styles are implemented we recommend reviewing the [HTML Design and CSS](#) section in the Solution Map.

The style sheets that covered in this section are:

main.css

This style sheet file is where the main styles are defined for the entire demo site. Most of the CSS in this file is used inside the base templates described above to control the 'CommonSpot University' design. Additional classes are included towards the bottom of the file that are specific to CommonSpot elements. These were brought over from the default.css file and re-configured with the appropriate Element styles for the demo site.

This CSS file is registered at the Base Plus One template in CommonSpot. To see this, browse to Base Plus One and select 'Style Sheets' from the "Manage" menu. Follow instructions in the dialogs to get to the style sheets registered for the demo site.

Note: For more information on how to register Style Sheet files, refer to the *Contributor's Reference*. For more information on registering Style Sheet classes, refer to the *Administrator's Reference*.

default.css

This style sheet file is not registered with the demo site, but it will be registered by default when you install a new site. It includes all the default 'Element' style classes. When we implemented the demo site, we registered the main.css and removed the default.css (just from CommonSpot, not from the file system). We then copied over all the default classes for Elements being implemented on the demo site so that they could be re-configured with style attributes specific to the demo site design.

body.css

This style sheet file is only used to include a reference to the body class as a hard-coded style link inside the HTML header. To avoid certain background styles being included in the Rich Text editor, the body is not defined in the main.css.

Note: For more information on how this file is included in the demo site, review the section under Base Templates for Other Template Files pertaining to the demo site's template-basepage.HEAD. For more information on implementing a .HEAD file, refer to the *Developer's Guide*

cs_overrides.css

This style sheet file has styles that, if implemented in the demo site, will override the CommonSpot Toolbar's menu positioning. This file is not implemented in the demo, but could be included in the .HEAD should you like to try customizing the CommonSpot Toolbar and its menus.

4.3. Custom Render Handlers: Customizing HTML Output

CommonSpot allows end users to control the HTML Presentation of its editable regions, known as 'Elements', using 'Layout' tools accessible from the Element Toolbar. Each Element has unique Layout options, which reconfigure the HTML presentation of the content specific to the type of Element.

Developers can, however chose to provide end users with an additional list of custom HTML presentations for each Element by writing, registering, and describing 'Custom Render Handlers'. CommonSpot generates the Element data in both a ColdFusion Structure and an XML Schema. Developers can choose to register Element 'Custom Render Handlers' by writing the HTML output using ColdFusion, XSLT code, or both.

The files listed below are saved under the /demo/renderhandlers/ in the demo site file system. Most of them are already registered as Custom Render Handlers for the Element they were written for, but some are simply included as examples of how to write a customized HTML output for specific elements.

Note: Any registered Element Custom Render Handlers are available under the 'more' option for the Element they apply to. For more information on the role that Custom Render Handlers play in the Demo Site, review the HTML Presentation Tools section in the Solution Map. Custom Render Handlers are covered in more detail in the *Developer's Guide*.

breadcrumb-startat-3rd-item.cfm

This custom render handler is not registered but could be used with a Breadcrumb element. It will start with the third item in the list and build the navigation path from that point.

custom_element_data_check_rh.cfm

Checks if any element records were returned. Writes out two separate containers for handling each case. This custom render handler is registered with the Faculty & Staff Bio element, and is used on the Faculty & Staff Website home page, to write out two containers - one if a bio exists for the current user, and one if a bio record does not.

custom_element_with_headertag_rh.cfm

Renders a custom element with tags and text from the metadata form above it. It will also render a feed icon and link if a feed has been created for the applicable custom element. This can be registered for any custom element in the system. It is used in the demo site for Events, to render a header for an RSS link above event lists.

event_detail_rh.cfm

Renders details of upcoming event. This is similar to the display template for the Events custom element, which displays the same data.

linkbar-UL-LI.cfm

The data in a link bar element is rendered as an unordered list. It is used to display the main navigation as an unordered list, which then has styles applied to it defined in main.css.

page_index_infocus_rh.cfm

This takes the data from a page index configured to retrieve pages marked for the InFocus area on the home page, and renders its links to regular CommonSpot pages, external links, and uploaded documents. It also outputs the InFocus thumbnail image.

pageindex_UL_LI.cfm

The data in a page index element is rendered as an unordered list, similar to how the link bar renders as an unordered list.

page_index_UL_LI_with_pageonclass.cfm

The data in a page index is rendered with the current page highlighted with the “pageon” class. This is used to define the subsite navigation and to highlight the current page.

page_index_with_header_rh.cfm

The data in a page index is rendered with the tag and text from the metadata form above it and also puts an RSS feed icon next to it if a feed has been configured for it. This is used for all the news lists and related information list in the right column.

page_index_withpubdate.cfm

The data in a page index is rendered for the news items on the home page. This is used because the standard layout options for the page index force the publication date to be output after the page title. This outputs the date before the title, and applies styles defined in main.css. It is used on the home page news list.

school_college_rh.cfm

The data from the School & Colleges global custom element is rendered with a tabbed interface. This is used on all the School & Colleges landing pages.

sitemap_pageindex_rh.cfm

A DHTML sitemap is created based upon the data from a page index. This is used to output the demo site's Site Map.

4.4. Custom Scripts: Application Integration and Implementation

As mentioned earlier in External Application Integration, custom scripts allow you to include any custom code (CFML, Java, JavaScript, DHTML, JSP, ASP, PHP, etc.) to be implemented from within a CommonSpot page. This code can be implemented to read or write data to and from an external source, or to perform a function that CommonSpot itself does not handle. It is a great way to integrate with external applications, or to customize applications built on CommonSpot's Application Framework. The following list contains custom scripts that are used on the demo site.

/customcf/add_book_action.cfm

Inserts book data into a custom database (commonspot-demo-custom) not managed by CommonSpot. This is called from the add_book_form.cfm script below, and posts back to the online bookstore when completed to see the updated list of books.

/customcf/add_book_form.cfm

Displays a form that will allow the user to add a book to the demo site's online bookstore. This form is presented from a page linked from the top of the online bookstore, but is secured for webmasters only.

/customcf/determine_login.cfm

Checks to see if the current user is logged in and if not, it sets the user's email to an empty string.

/customcf/edit_user_profile.cfm

Module used by the edit-user-profile.cfm page. This module contains a form that submits to this same page. If the form fields are defined, then the proper database changes are made. If the form fields are not defined, then form is output with the proper fields populated with the user information that exists in session space. This is called inside the Faculty & Staff Website for the current user to manage their account info under 'My Account'.

/customcf/email_a_friend.cfm

Displays a form in which users can email a link to the current page to a specific email address with their comments. This script is called at the Base Plus One.

/customcf/login_check.cfm

Used on Faculty & Staff Website index.cfm to welcome and displays current user's name on the page after logging in, or just displays a title

/customcf/login_check_broker.cfm

Takes call from login/logout calls located in each page via AJAX to determine whether a user is logged in or not. This script is called from the login_logout_link.cfm script below.

/customcf/login_logout_link.cfm

This module use AJAX call to login_check_broker.cfm to determine whether or not the user is logged in and active to display the proper HTML for login/logout on each page. This script is called at the Base Plus One.

/customcf/metadata-batchinsert-form.cfm

Form used to update metadata for multiple pages simultaneously, instead of updating each page one by one. This script is currently not implemented, but is included as an example on how to implement an interface to call a batch insert of external documents into the demo site.

/customcf/metadata-batchinsert.cfm

Action page that updates the selected pages' metadata from metadata-batchinsert-form.cfm.

/customcf/print_version_link.cfm

Displays the proper link on the base plus one template for either viewing the printer-friendly version of the page, or the normal render version of the page. This script is called at the Base Plus One.

/customcf/secure_auth.cfc

This folder functions to authenticate users against an LDAP Server. This script is not implemented, but is included as a sample CFC for LDAP integration.

/customcf/survey_results.cfm

This script is currently not implemented, but is included as an example of how form data could be written to a chart diagram. It needs to be customized to work with a specific survey form.

taxonomy-academic-term-list-linked.cfm

This script is currently not implemented, but is an example of how to use the Taxonomy API. It needs to be customized to work with the specific taxonomy solution.

/customcf/bulkupload (folder)

This folder contains a utility to bulk upload external files using CommonSpot's Content Creation API. A 'read me' file and an install file are included for further information.

/customcf/Tmt_tabs (folder)

Contains the tmt_tabs library that is used by the school_college_rh.cfm render handler to provide a tabbed interface to its display of custom element data

/customcf/utilities (folder)

Contains common utilities used by CommonSpot and its render handlers, as well as custom scripts including the Render Handler Object CFC

/datasheet-modules/delete_book_order.cfm (custom datasheet module)

This script is called from the 'Online Bookstore' page in the Faculty & Staff Website under the 'Your Book Orders' report. It is called when a user chooses to delete a book order, and integrates with the external 'commonsspot-demo-custom' database table of 'bookorders' to delete the selected record.

/datasheet-modules/order_book.cfm (custom datasheet module)

This script is called from the 'Online Bookstore' page in the Faculty & Staff Website under the list of available books. It is called when a user chooses to add a book order, and integrates with the external 'commonsspot-demo-custom' database table of 'bookorders' to add a new record to the table.

4.5. Custom Authentication: Authenticating Outside CommonSpot

custom-authentication.cfm

This is an event handler that lives at the demo site root folder for authenticating against external systems (LDAP, members DBs, etc). The demo site uses this to show how to authenticate its Faculty and Staff users against an external database and CommonSpot, in this case against the 'commonsspot-demo-custom' database table of 'accounts'. It first authenticates every user against the external database, and should it fail, it then checks whether the user authenticated against CommonSpot's user database. If the login does not authenticate against either the external or internal databases, the user is flagged as an invalid user.

Note: For more information on how the demo site authenticates its Faculty and Staff members, refer to the External User Authentication section in the Solution Map. For more detailed information on Custom Authentication in general, refer to the *Developer's Guide*.

Chapter 5 Demo Site Navigation Map

In this section the main navigational sections are covered, with screen shots of some the main pages within each section as examples of key CommonSpot solutions. We then point out which solutions from the Demo Site Solution Map can be found on the page. You can then reference the Solution Map to get an overview of each solution, its features, and which documents to use to learn more about how it was implemented.

The following Pages are outlined in this chapter:

- [CommonSpot University – Home](#)
- [Template – Base Plus One](#)
- [About CSU – Home](#)
- [About CSU – Meet Our President](#)
- [About CSU – Explore Boston](#)
- [About CSU – Employment at CSU](#)
- [About CSU – Feedback](#)
- [About CSU – CSU Tube](#)
- [Academics – Home](#)
- [Academics – Schools & Colleges](#)
- [Academics – Programs & Degrees](#)
- [Admissions – Home](#)
- [Admissions – Admissions Guidelines](#)
- [Alumni – Home](#)
- [Alumni – Regional Chapters](#)
- [News & Events – Home \(CSU Today\)](#)
- [News & Events – The News Spot](#)
- [News & Events – CSU Feeds](#)
- [News & Events – Events Calendar](#)
- [News & Events – Spanish News Page](#)
- [Campus Life – Home](#)
- [Campus Life – Residence Life](#)
- [Campus Life – Shaker Hall](#)
- [Campus Life – Campus Blog](#)

- [Faculty & Staff – Our](#)
- [Faculty & Staff Profile Detail Page](#)
- [Faculty & Staff Profile Dashboard](#)

5.1. CommonSpot University – Home

The screenshot shows the CommonSpot University website home page. At the top, there is a navigation bar with the university logo and name, a search bar, and a secondary navigation menu. Below this is a large banner image of two students with a laptop, featuring a 'Regional Alumni Chapters' section. The main content area is divided into three columns: 'Events', 'News', and 'Interact'. Red callout boxes with white text and arrows point to specific features: 'In Focus Region' points to the banner; 'Photo Gallery Carousel Navigatgion Links' points to a carousel indicator; 'Content Reuse: Events' points to an event listing; 'Content Reuse: Press Releases' points to a news item; 'HTML Presentation: Custom Render Handler' points to a news item; and 'Content Reuse: Video' points to a video player in the 'Interact' section.

CSU Home | CSU Feeds | Community | Site Map | Contact Us | University Login

COMMONSPOT UNIVERSITY

Search:

About CSU | Academics | Admissions | Alumni | News & Events | Campus Life | Safety & Security

In Focus Region

Regional Alumni Chapters

Active regional chapters throughout the country provide many ways for you to keep your social connections with other alumni.

Find your regional chapter

Events

FEB 10	Spring Classes Begin
MAR 18	Undergraduate Admissions Campus Visit Day
MAR 22	Alumni Exhibition and Reception
APR 22	Financial Strategies for Retirement
APR 28	More Events >

News

JANUARY 5, 2011
[Veterans Filigible](#)

DECEMBER 2, 2010
[CSU Presents Two Concerts](#)

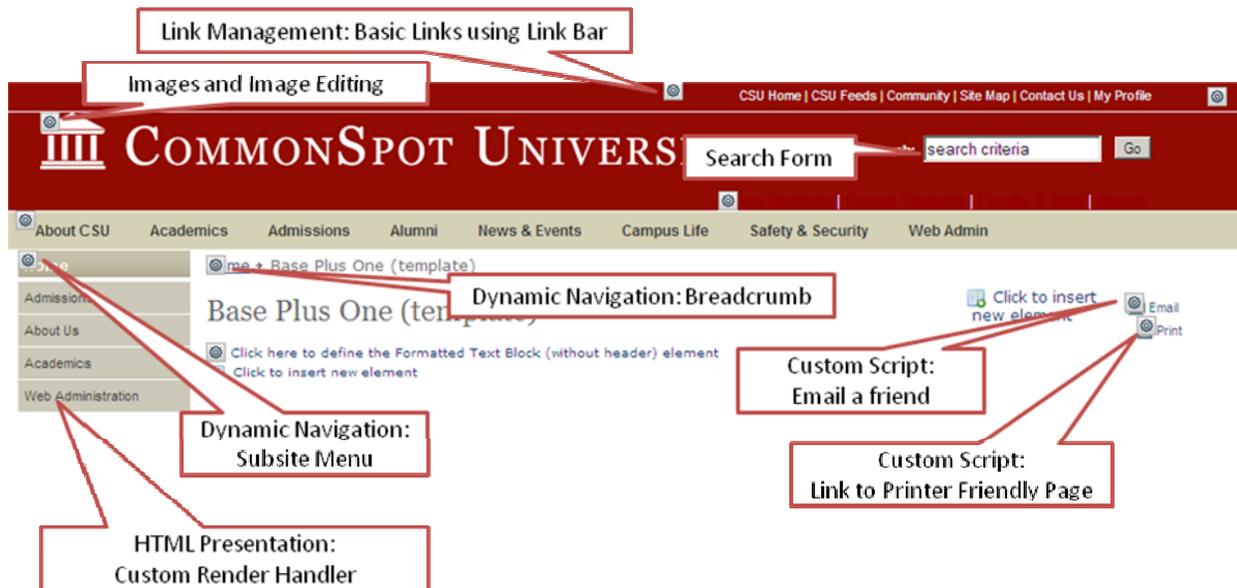
NOVEMBER 16, 2010
[Students Test Robots and Enjoy Science Fun at](#)

Interact

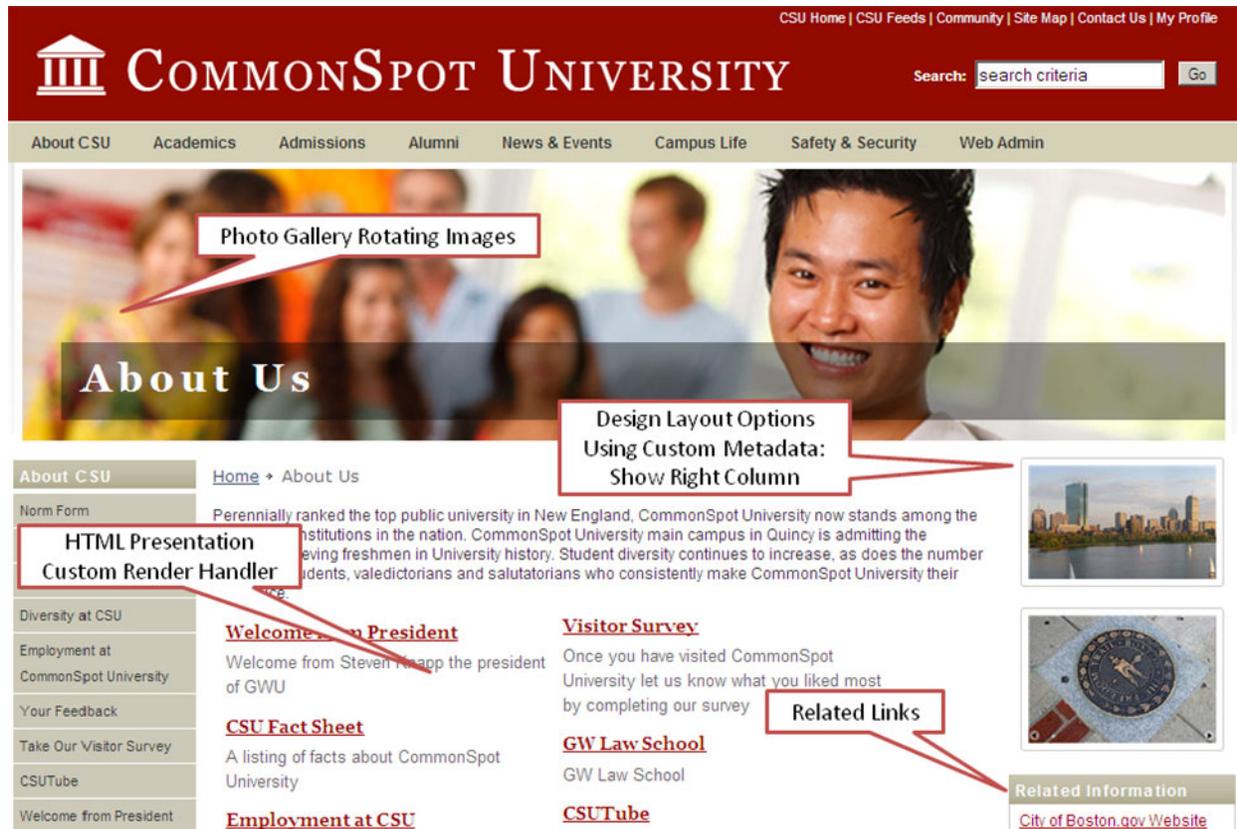
Content Reuse: Video

An Excellent Partner
A long-standing PaperThin partner, idFive talks about the merits of partnering with CommonSpot and the PaperThin team.

5.2. Template – Base Plus One



5.3. About CSU – Home



5.4. About CSU – Meet Our President

The screenshot shows the CommonSpot University website. At the top, there is a navigation bar with links for CSU Home, CSU Feeds, Community, Site Map, Contact Us, and My Profile. Below this is a search bar with the text 'search criteria' and a 'Go' button. The main navigation menu includes links for About CSU, Academics, Admissions, Alumni, News & Events, Campus Life, Safety & Security, and Web Admin. The page title is 'Welcome from the President'. The main content area contains a paragraph of text starting with 'You have reviewed any of the rest of CommonSpot University Web site, you already know that beyond academic excellence, CommonSpot University has primary objectives of providing higher education to a possible audience. Our outstanding faculty understand that students, no matter what their socio-economic background, deserve the highest quality of education. At the same time, CommonSpot University is committed to attaining fairness and equity in hiring and employment practices. We believe this broad-minded approach creates a unique experience for everyone at this university.' There are two red boxes with the text 'WYSIWYG Editing' pointing to the text. To the right of the text is a photo of a man, also with a 'WYSIWYG Editing' box. Below the photo is a 'Submit your feedback' section with a 'Click to insert new element' button. The footer contains a search bar with 'A' and 'Go' buttons.

5.5. About CSU – Explore Boston

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile

COMMONSPOT UNIVERSITY Search:

About CSU | Academics | Admissions | Alumni | News & Events | Campus Life | Safety & Security | Web Admin

About CSU | Home > About CSU > Explore Boston

Explore Boston

any way you look at it, there's no better place to enjoy your college experience. **Images & Image Editing**

More than just a city, Boston offers an experience that will extend far beyond the classroom. Envision a city where you can take painting lessons in the park. Visits to the theater, art galleries, and major-league sporting events. Internships at biotech labs, architecture firms, and today's leading edge companies. At least, that's how it should be. Boston is the place to do it. In Boston, there's the gleaming, skyscraping action. Everywhere you look, you'll find something going on. The pulsing music venues that gave birth to Aerosmith, John Mayer, and the Dropkick Murphys. The achievements of classic artists such as Monet, Gauguin, and Renoir at the Museum of Fine Arts, not to mention gems by these master's modern-day equivalents at the brand new Institute of Contemporary Art.

WYSIWYG Editing

Just across the Charles River there's the renowned city of Cambridge, where there are many more Nobel Prize winners, street musicians, coffeehouses, and bookstores than anywhere else on the globe.

Related Links

And just a short subway or commuter train ride away, you have a plethora of quaint but vibrant New England towns at the very forefront of American history. And don't just take our word, the 2007 College Destinations Index recently rated Boston as the top higher-education destination, ranking number one in essentially every category—academic environment, cultural and social resources, quality of life, and professional opportunities.

Related Information

- [Boston USA!](#)
- [City of Boston.gov Website](#)
- [WCVB Boston](#)

5.6. About CSU – Employment at CSU

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile

COMMONSPOT UNIVERSITY Search: search criteria

About CSU Academics Admissions Alumni News & Events Campus Life Safety & Security Web Admin

About CSU Home • About CSU • Employment at CommonSpot University

Welcome from the President

Fact Sheet

Employment at CommonSpot University

Your Feedback

Take Our Visitor Survey

CSUTube

Employment at CommonSpot University

Email Print

(container)

You would like to apply for any of the following positions, please send your cover letter and resume to employment@commonsport.edu

We encourage all employees who seek internal promotional opportunities. Current employees should contact the Office of Human Resources for more information. **WYSIWYG Editing** Applying for an open position.

Current Job Listings

Admissions Positions

- [Assistant Director/Transfer Coordinator](#) in Boston
- [Admissions Assistant](#) in Boston
- [Admissions Screener](#) in Quincy

Faculty Positions

- [Online Business Professor](#) in Quincy
- [House Keeper](#) in Quincy

Housing Positions

- [Housing IT Assistant](#) in Boston
- [Resident Assistant](#) in Quincy
- [Resident Assistant](#) in Boston

Content Reuse: Job Postings

Content Reuse: Job Postings

Content Reuse: Job Postings

5.7. About CSU – Feedback

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile

COMMONSPOT UNIVERSITY Search:

About CSU Academics Admissions Alumni News & Events Campus Life Safety & Security Web Admin

About CSU Home > About CSU > Your Feedback

Welcome from the President

Fact Sheet

Employment at CommonSpot University

Your Feedback

Take Our Visitor Survey

CSUtube

Your Feedback

Name:
please enter your name here

Email:

Direct comments to: Boston Maine Quincy

Affiliation: Prospective Student Student Alumni Parent Site Visitor

Comments:

Web Forms & Surveys

5.8. About CSU – CSU Tube

The screenshot shows the CSU Tube website interface. At the top, there is a navigation bar with links for CSU Home, CSU Feeds, Community, Site Map, Contact Us, and University Login. Below this is the CommonSpot University logo and a search bar. A main banner features a video player with the title "CommonSpot, An Excellent Partner fo..." and a play button. To the right of the video player is the "CSU Tube" logo. Below the video player, there are sections for "Featured Videos" and "Latest Videos". The "Featured Videos" section includes a video titled "An Excellent Partner" and another titled "An Extension of our Team". The "Latest Videos" section includes a video titled "CommonSpot Meets Business Objectives" and another titled "An Extension of our Team".

Callout boxes highlight the following features:

- YouTube Element Displaying Random Record Tagged as Featured**: Points to the main video player.
- HTML Presentation: Custom Render Handler**: Points to the video player's controls.
- YouTube Element Displaying Random Records Tagged as Featured**: Points to the "Featured Videos" section.
- HTML Presentation: Custom Render Handler**: Points to the video thumbnails in the "Featured Videos" section.
- YouTube Element Displaying Most Recently Published Records**: Points to the "Latest Videos" section.
- HTML Presentation: Custom Render Handler**: Points to the video thumbnails in the "Latest Videos" section.

5.9. Academics – Home

The screenshot shows the 'Academics' home page. At the top, there is a search bar and navigation links. The main header features the university logo and name. Below this is a navigation menu with 'Academics' highlighted. The main content area includes a large image of a professor with a callout: 'Photo Gallery Rotating Images'. Below the image is the 'Academics' section with a sidebar menu on the left. The main content is divided into columns: 'Our Faculty', 'Academic Advising', 'Programs & Degrees', 'Applied Learning', and 'Academic Resources'. A 'Related Links' section is also present. On the right, there are 'Announcements' and 'Related Information' sections. Callouts point to various features: 'HTML Presentation Custom Render Handler' (twice), 'Design Layout Options Using Custom Metadata: Show Right Column', and 'Related Links'.

5.10. Academics – Schools & Colleges

The screenshot shows the 'Schools & Colleges' page. The navigation menu is the same as in the previous page. The main content area is titled 'Schools & Colleges' and lists several schools: 'College of Health & Sciences', 'School of the Arts', 'School of Business', and 'Staff'. A callout points to the 'School of the Arts' link with the text 'Content Reuse Schools and Colleges'. There is also a 'Click to insert new element' button at the bottom of the list.

5.11. Academics – Programs & Degrees

The screenshot displays the 'Programs & Degrees' page on the CommonSpot University website. The page features a navigation menu on the left, a search bar at the top right, and a main content area with several sections. Annotations highlight specific features:

- Facet Navigation & Taxonomy:** Points to the 'Browse By Campus' and 'Browse By Degrees' sections, which allow users to filter content by location and degree level.
- WYSIWYG Editing:** Points to the 'Related Schools & Colleges' section, which lists various schools and colleges with links to their respective pages.
- Content Reuse Schools & Colleges:** Points to the 'Staff' section, which includes a 'Click to insert new element' button, indicating the ability to reuse content from other parts of the site.

The page also includes a 'Resources For' section with links for Prospective Students, Current Students, Faculty & Staff, and Alumni. A 'Useful Links' section provides links for Feedback, Blog, Jobs, Site Map, CommonSpot, PaperThin, The Commons, and ADF. A 'Connect With Us' section features social media icons for RSS, Facebook, Twitter, and YouTube, along with a 'Like' button and a prompt to be the first of friends to like the page.

5.12. Admissions – Home

The screenshot shows the Admissions page of CommonSpot University. At the top, there is a navigation bar with links for CSU Home, CSU Feeds, Community, Site Map, Contact Us, and My Profile. Below this is the CommonSpot University logo and a secondary navigation menu with links for About CSU, Academics, Admissions, Alumni, News & Events, Campus Life, Safety & Security, and Web Admin. A large banner image features a group of students looking at a laptop, with the word 'Admissions' overlaid in a large, white, serif font. To the right of the banner, a callout box points to the image with the text 'Photo Gallery Rotating Images'. Below the banner, the page is divided into several sections. On the left, there is a sidebar with a search box and a list of links: 'New Freshman Admission Guidelines', 'Apply', 'After You Are Admitted', and 'Common Questions'. The main content area has a breadcrumb trail 'Home + Admissions' and a paragraph of introductory text. Below this, there are three columns of content: 'Admissions Guidelines', 'After You Are Admitted', and 'Common Questions'. A callout box points to the 'Admissions Guidelines' section with the text 'Design Layout Options Using Custom Metadata: Show Right Column'. To the right of the main content, there is a 'Related Links' section with a callout box pointing to it, and an 'Announcements' section with a callout box pointing to it. At the bottom right, there is a 'Related Information' section with links for 'Campus Life' and 'Residence Life', and a callout box pointing to it with the text 'HTML Presentation Custom Render Handler'. A search box with a 'Go' button is located at the bottom left of the page.

5.13. Admissions – Admissions Guidelines

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile
Search:

About CSU Academics Admissions Alumni News & Events Campus Life Safety & Security Web Admin

Admission

Apply

Common Questions

After You Are Admitted

April Visits

Admissions Text Page

New Freshman Admission Guidelines

Medical Admissions Joint Programs

Home > [Admission](#) > New Freshman Admission Guidelines

✉ Email 🖨 Print

New Freshman Admission Guidelines

If you are an exceptionally strong student, you'll find plenty of company here, with lots of opportunities for academic challenge. But, in fact, we admit students with a fairly wide range of academic preparation. The key question is, do you demonstrate the potential for academic success here at CommonSpot University? To help determine this, we look at a number of factors:

1. You have completed high school, or the equivalent.
WYSIWYG Authoring We encourage you to contact the Admissions Office for information regarding options for students who are home-schooled, have completed a high school equivalency program, or have other non-standard credentials.
2. You have completed at least 17 credits (1 credit = 1 year) of required high school courses, as follows:

Course	Credits
English: At least three years literature and composition recommended. Up to one year may be from approved speech, communication, or journalism courses.	4
Mathematics: College prep courses at or above algebra level (more math is recommended for math intensive majors).	3
Natural Science: Including at least one-year lab science (more science is recommended for science intensive majors).	3
History/Social Science	3
Specific college prep electives: Chosen from above the areas, foreign language, speech/communication, or other academic areas.	2
Other electives: Chosen from the above areas, computer science, fine arts (performance courses acceptable), or other appropriate courses.	2
TOTAL	17

Note: Foreign language is not an admission requirement. However, you are required to complete no less than two college semesters of a single foreign language to graduate from CommonSpot University. You may satisfy this requirement by successfully completing two

5.14. Alumni – Home

The screenshot shows the 'Alumni' page on the CommonSpot University website. The page features a large banner image of graduates in caps and gowns. Below the banner is a navigation menu with items like 'About CSU', 'Academics', 'Admissions', 'Alumni', 'News & Events', and 'Campus Life'. The main content area includes sections for 'Alumni Association', 'FAQs', 'Alumni Awards', and 'Ways to Give'. A right sidebar contains 'Alumni Events' and 'Related Information'. Several callout boxes with red borders and white text point to specific elements: 'Photo Gallery Rotating Images' points to the banner; 'HTML Presentation Custom Render Handler' points to the banner image; 'Design Layout Options Using Custom Metadata: Show Right Column' points to the main content area; 'Related Links' points to the 'Alumni Awards' section; and another 'HTML Presentation Custom Render Handler' points to the 'Ways to Give' section.

5.16. News & Events – Home (CSU Today)

The screenshot shows the CSU Today website interface. At the top, there is a navigation bar with links for CSU Home, CSU Feeds, Community, Site Map, Contact Us, and My Profile. Below this is the CommonSpot University logo and a search bar. A secondary navigation bar includes links for About CSU, Academics, Admissions, Alumni, News & Events, Campus Life, Safety & Security, and Web Admin. The main content area features a large 'CSU Today' header with the date 'Thursday, February 3, 2011' and a 'VIEW CALENDAR' button. A large image of a man pointing at a chalkboard is on the right. The main content is organized into several sections: a featured story titled 'Alzheimer's In Mind' with a callout 'Content Reuse Featured Story'; a section titled 'Genetics Plays' with a callout 'Content Reuse Featured Story'; a section titled 'An Evening of Opera' with a callout 'Content Reuse News Articles'; a section titled 'CFO Survey: Outlook Improves: Spending and Employment Trend Upward' with a callout 'Content Reuse News Articles'; and a 'Headlines' section listing various news items with dates from January 2011 back to September 2010. A line graph is also visible in the CFO Survey section.

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile

COMMONSPOT UNIVERSITY Search: search criteria

About CSU Academics Admissions Alumni News & Events Campus Life Safety & Security Web Admin

CSU Today

 Thursday, February 3, 2011

Alzheimer's In Mind

Those with family members affected by the disease have seen good news and bad news this year. Promising research points to the possibility of earlier diagnosis, but a major late-stage drug trial was still in progress and the therapy was found to be ineffective.

Content Reuse Featured Story

Genetics Plays

CSU researchers consider the use and misuse of DNA information

Content Reuse Featured Story

An Evening of Opera

Pianist Adam Manonski and bass-baritone Francois Loupeene will present an evening of opera.

Content Reuse News Articles

CFO Survey: Outlook Improves: Spending and Employment Trend Upward

Concerns about the consumer sector and continued price pressure still limit the extent of

Content Reuse News Articles

Headlines

January, 5, 2011
[Veterans Eligible for Free Tuition](#)

January, 4, 2011
[New Ideas for Teaching Science](#)

December, 2, 2010
[CSU Presents New Concert Series](#)

November, 16, 2010
[Students Test Robots and Enjoy Science Fun at CommonSpot University Today](#)

October, 6, 2010
[Campus Car-sharing Program Introduced](#)

September, 23, 2010
[Input sought about CommonSpot University](#)

5.17. News & Events – The News Spot

The screenshot shows the 'The News Spot' page on the CommonSpot University website. The page features a red header with the university logo and name, a search bar, and a navigation menu. A left sidebar contains links for 'The News Spot', 'Events Calendar', 'CSU RSS Feeds', 'Archived News Releases', and 'Submit Your News'. The main content area displays a list of news items with titles, dates, and brief descriptions. Annotations include a red box labeled 'RSS Feed' pointing to the 'Subscribe to The News Spot' link, and another red box labeled 'Content Reuse: Press Releases by Date' pointing to a search bar.

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile

COMMONSPOT UNIVERSITY Search: Go

About CSU Academics Admissions Alumni News & Events Campus Life Safety & Security Web Admin

News & Events Home > News & Events > The News Spot

The News Spot RSS Feed

[Subscribe to The News Spot](#)

Para leer algunos de nuestros artículos en español, [visite Las Noticias](#)

[Veterans Eligible for Free Tuition](#)
January 5, 2011
Getting a college degree will become even more affordable for Massachusetts veterans, starting this fall free tuition at CSU.

[New Ideas for Teaching Science](#)
January 4, 2011
The popularity of crime scene investigation shows on TV has spawned a new interest in science, and teachers are eager to grab students' interest with that real-world application of the subject.

[Disabilities No Barrier to Campus Life](#)
January 4, 2011
The story of one student's transformation with help from the University's Center for Students with Disabilities (CSD)

[CSU Presents New Concert Series](#)
December 2, 2010
Audiences to enjoy two great concerts, all in one night this January.

[Students Test Robots and Enjoy Science Fun at CommonSpot University Today](#)
November 16, 2010
More than 150 budding scientists take over the CommonSpot University campus Saturday, to launch balloons, test robots, and test the NASCAR skills of egg-driven cars.

[Campus Car-sharing Program Introduced](#)
October 6, 2010
CommonSpot University contracted with Flexcar to launch the first car-sharing program in Boston area.

Content Reuse: Press Releases by Date

5.18. News & Events – CSU Feeds

The screenshot displays the 'CSU RSS Feeds' page on the CommonSpot University website. The page features a navigation menu with categories like 'About CSU', 'Academics', 'Admissions', 'Alumni', 'News & Events', 'Campus Life', 'Safety & Security', and 'Web Admin'. A search bar is located in the top right corner. The main content area lists several RSS feeds, each with a title, a description, and a set of social sharing icons (Add to Google, Windows Live, MY Yahoo!, and newsgator). The feeds include: 'Noticias de la Universidad (RSS2.0)', 'Media Library Podcast (RSS2.0)', 'The News Spot (RSS2.0)', 'The News Spot (Atom1.0)', 'CommonSpot Events Calendar (RSS2.0)', and 'New Recent News (RSS2.0)'. Two callout boxes are present: one pointing to the 'Noticias de la Universidad' feed with the text 'RSS Feeds: Feed Index', and another pointing to the 'The News Spot (Atom1.0)' feed with the text 'HTML Presentation: Element Layout'. On the left side, there is a sidebar with a 'News & Events' menu and a search bar. On the right side, there are 'Email' and 'Print' icons.

5.19. News & Events – Events Calendar

The screenshot shows the 'Events Calendar' page on the CommonSpot University website. The page features a list of events, a small calendar display, and a search-by-category section. Several callout boxes highlight specific features:

- HTML Presentation: Custom Render Handler**: Points to the top navigation area.
- RSS Feeds**: Points to the 'Subscribe to our Events Calendar' link.
- Content Reuse: Events by Date**: Points to the event list.
- HTML Presentation: Element Layout using Display Templates**: Points to the event list.
- Events Calendar: Small Calendar Display**: Points to the calendar grid.
- Events Calendar: Category Search**: Points to the 'Search By Category' section.

The calendar grid shows the month of February 2011, with the 10th highlighted. The search-by-category section includes options for Academic Schedule, Alumni, Arts/Theater, Athletics, Ceremonies/Meetings, and Lectures/Seminars.

5.20. News & Events – Spanish News Page

The screenshot shows a news article on the CommonSpot University website. The page has a dark red header with the university logo and name, a search bar, and a navigation menu. The article title is "El coche del campus que compartía programa introdujo". The publication date is "19/1/2010". The article text discusses a car-sharing program. Annotations include "WYSIWYG Editing" pointing to the article text, "Multi-Language Link Management" pointing to the article title, and "Artículo Inglés" pointing to a link in the "Noticias Recientes" sidebar.

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile

COMMONSPOT UNIVERSITY Search: search criteria

Sobre CSU | Académico | Admisiones | Vida Del Campus | Noticias Y Acontecimientos | Seguridad Y Seguridad

Home » News & Events » Las Noticias » El coche del campus que compartía programa introdujo

El coche del campus que compartía programa introdujo

Artículo Inglés

Noticias Recientes

- [El coche del campus que compartía programa introdujo](#)
- [Estudio Al exterior Favorablemente - Sabado](#)
- [La universidad de CommonSpot celebra su clase de 2007](#)

WYSIWYG Editing

Multi-Language Link Management

¿¿¿¿¿ esto a tierra porque usted no tiene un coche? Es un problema a que cada uno ahora y después de la frente, especialmente estudiantes de universidad. Pero este año se celebró en la universidad de Boston, Massachusetts está el que funciona en casi 30 campus de la universidad de ESTADOS UNIDOS, proporcionará los vehículos, que serán parqueados en campus y disponible para el uso a corto plazo por los miembros para las agencias mucho menos que tradicionales del alquiler de coches.

El programa de Flexcar se ofrece en las universidades tales como estado de Ohio, UCLA y tech de Georgia. La cubierta de CSU está patrocinando el programa. Un acontecimiento formal del kickoff ocurrirá viernes, de sept. el 7, en 11:30 mañana en la plaza central en la calle principal en el medio del campus de CSU. El programa dará a gente que no tiene un encargado del coche que un alternativa comprable cuando el transporte público no es factible, dice Cindy Wirtz, financiero y operacional de servicios para los servicios del auxiliar de CSU. También dará a gente que poseer un coche la opción de usar formas menos costosas de transporte sin sacrificar el acceso a un coche para las reuniones, las diligencias o las citas del apagado-campus. La cubierta de universidad llegó a estar interesada en Flexcar después de muchos de los estudiantes en los pasillos de la residencia - particularmente los estudiantes de primer año y los estudiantes de segundo año, que no pueden guardar un coche privado en campus. Inicialmente, seis vehículos estarán disponibles: un acuerdo de Honda, dos elementos de Honda SUV, y tres híbridos

5.21. Campus Life – Home

The screenshot shows the 'Campus Life' page on the CommonSpot University website. The page features a large header image of a student looking up, with the text 'Campus Life' overlaid. Below the header is a navigation menu with items like 'About CSU', 'Academics', 'Admissions', 'Alumni', 'News & Events', 'Campus Life', and 'Safety & Security'. A search bar is located in the top right corner. The main content area is divided into several sections: 'Campus Life' (with a sub-section 'Home + Campus Life'), 'Residence Life', 'Dining', 'Campus Activities', 'Campus News', 'Student Events', and 'i@ g Highlights'. Callout boxes with red arrows point to specific features: 'Photo Gallery Rotating Images' points to the header image; 'HTML Presentation Custom Render Handler' points to the 'Campus News' section; 'Design Layout Options Using Custom Metadata: Show Right Column' points to the 'Residence Life' section; 'Content Reuse: Press Releases tagged as Campus Life' points to a news item; 'Content Reuse: Events by Category' points to the 'Student Events' section; 'HTML Presentation Custom Render Handler' points to the 'Texas Hold-Em Tournament' event; and 'Content Reuse: Selected Blog Posts' points to the 'i@ g Highlights' section.

5.22. Campus Life – Residence Life

The screenshot shows the CommonSpot University website interface. At the top, there is a navigation bar with links for 'About CSU', 'Academics', 'Admissions', 'Alumni', 'News & Events', 'Campus Life', 'Safety & Security', and 'Web Admin'. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area is titled 'Residence Life'. The page content includes a paragraph about living on campus, a list of campus residence halls, and a 'Click to insert new element' button. Two red boxes with arrows point to specific elements: one labeled 'Content Reuse: Residence Halls' points to the 'Incy Towers' entry, and another labeled 'WYSIWYG Editing' points to the text 'Living on campus is a great way to make new friends, live in a community of students, and have fun! Our residence halls are living and learning communities where students have the opportunity to live with, and near students of similar interests. These "themed" halls are centered on academic, cultural, or cultural interests. A living and learning community also means that you will have academic programs targeted to you.'

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile

COMMONSPOT UNIVERSITY

Search: Go

About CSU Academics Admissions Alumni News & Events Campus Life Safety & Security Web Admin

Campus Life Home + Campus Life + Residence Life

Residence Life

Dining

Campus Activities

Campus Blog:

Announcements & Information

Social Media and Online Community

Residence Life Email Print

Living on campus is a great way to make new friends, live in a community of students, and have fun! Our residence halls are living and learning communities where students have the opportunity to live with, and near students of similar interests. These "themed" halls are centered on academic, cultural, or cultural interests. A living and learning community also means that you will have academic programs targeted to you.

Campus Residence Halls:

- [Incy Towers](#) (Capacity 270)
Single, Double Rooms for Freshman
- [Shaker Hall](#) (Capacity 570)
Single, Double, Triple Rooms for Upperclassmen
- [Harborview Hall](#) (Capacity 400)
Single, Triple Rooms for Freshman
- [John Roberts Hall](#) (Capacity 167)
Single, Double Rooms for Freshman
- [Griffin House](#) (Capacity 64)
Double Rooms for Upperclassmen

[Click to insert new element](#)

Content Reuse: Residence Halls

WYSIWYG Editing

5.23. Campus Life – Shaker Hall

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile

COMMONSPOT UNIVERSITY Search:

About CSU | Academics | Admissions | Alumni | News & Events | **Campus Life** | Safety & Security | Web Admin

Campus Life | Home > [Campus Life](#) > Shaker Hall

Residence Life | Dining | Campus Activities | Campus Blog: | Announcements & Information | Social Media and Online Community

Shaker Hall

[Residence Hall Home Page](#)

Shaker Hall is a 17 suite complex managed by University Housing. This facility is conveniently located across the street from the campus.

Each shared tv refrigerator, stove, wastebasket, Fax Box

Shaker Hall is furnished with dresser, desk chair, bookcase, closet space, and a Direct TV

Shaker Hall Also Provides a smoke-free building, Direct TV, Computer access through the campus system, limited underground parking, On-site laundry facility and maintenance Staff available 24 hours/day - 7 days/week.

Shaker Hall is located on the corner on Kenwood and Downer - right across the street from the CSU campus. Its a ten-minute walk to shops along Downer Avenue, which includes hair salon, hardware store, grocery store, ice cream store, movie theater, coffee shops and restaurant, ten-minute drive into downtown Quincy.

Residence Hall Director:
 Dave Brown, dbrown@commonsport.edu
 Category: Upperclassmen
 Location: Off-Campus
 Room Types: Single, Double, Triple
 Ammenities: Internet, Cable TV

**In-Context Content Object Authoring:
 Residence Hall Element**

**HTML Presentation:
 Element Layout using Display
 Templates**

5.24. Campus Life – Campus Blog

The screenshot shows the CommonSpot University website interface. At the top, there is a navigation bar with links for CSU Home, CSU Feeds, Community, Site Map, Contact Us, and My Profile. Below this is a search bar with the text "search criteria" and a "Go" button. The main navigation menu includes links for About CSU, Academics, Admissions, Alumni, News & Events, Campus Life, Safety & Security, and Web Admin. The left sidebar contains a vertical menu with links for Campus Life, Residence Life, Dining, Campus Activities, Campus Blog: Announcements & Information, and Social Media and Online Community. The main content area is titled "Campus Blog: Announcements & Information" and features a post titled "Exam Review" by Mike Smith, dated October 03, 2007. The post text discusses the exam return/review process. A right sidebar contains a "Categories" list with items like Clinics, Course Registration, Events, Exams, Faculty, and Grades. Three red callout boxes with arrows point to specific elements: one points to the "Exam Review" title, another points to the "Categories" list, and a third points to the main content area of the post.

Blog Application: Blog Posts and Renderer Page

Blog Application: Category Search

5.25. Faculty & Staff – Our Faculty

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile

COMMONSPOT UNIVERSITY Search: Go

About CSU Academics Admissions Alumni News & Events Campus Life Safety & Security Web Admin

Home > Faculty & Staff > Our Faculty

Our Faculty Email Print

Filter by: Our Faculty Our Staff

Joshua Albert
jalbert@commonsspot.edu

Joshua's research primarily lies within the broad mathematical areas of representation theory and harmonic analysis. Most recently, he has focused on supersingular representations and symmetric spaces over p-adic fields. His...

[View GENERAL Profile](#)

Ronald Allen
rallen@commonsspot.edu

Ronald has earned her Masters Degree in Statistics from the University of Alberta in Edmonton Canada. During his stay at this university he worked on a project involving protein secondary...

[View GENERAL Profile](#)

Michael Carroll Bob Cellucci

Content Reuse: Profile Application Filter by: Faculty

HTML Presentation: Custom Render Handler

5.26. Faculty & Staff Profile Detail Page

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile

COMMONSPOT UNIVERSITY Search: Go

About CSU Academics Admissions Alumni News & Events Campus Life Safety & Security Web Admin

Academics Home > Academics > Profile Sam Smith

Profile Sam Smith Email Print

Programs & Degrees

Academic Resources

Academic Advising

Applied Learning

Continuing & Lifelong Education

Our Faculty

Welcome to the College of Health Sciences

Sam Smith
ssmith@commonsspot.edu

My interests are in examining the effects of a physically active lifestyle on the prevention and management of chronic disease. My current efforts are focused on skeletal health and include the following funded project: 1. Exercise in childhood to prevent osteoporosis in older age. Evidence suggests that impact exercise training prior to puberty may permanently increase bone mass and thus potentially reduce osteoporosis in adulthood. However, there is no prospective longitudinal data to support this hypothesis. Our aim in this project is to assess the long-term effects of targeted exercise on bone mineral content (BMC) in growing children. Thus far we have observed a sustained effect on BMC from a simple, high impact jumping program. If this sustained into adulthood, effectively increasing peak bone mass could result in reductions in lifetime fracture risk (funding from NIH).

[My Profile](#) | [Profile Dashboard](#) | [Logout](#)

Contact

e-Mail: ssmith@commonsspot.edu

Department: College of Health & Sciences

Title: Assistant Professor and Extension Specialist

Social Networks

[Facebook](#) [Twitter](#) [YouTube](#)

Other

Profile Element Displaying Specific Record

HTML Presentation: Custom Render Handler

Content Reuse: Page Index filtered to show Featured Stories tagged with this Faculty member

Web Stories and News featuring Sam Smith

Adoption Fraud and the Role Genetics Plays
CSU researchers consider the use and misuse of DNA information

Alzheimer's In Mind
Those with family members affected by the disease have seen good news and bad news this year.

5.27. Faculty & Staff Profile Dashboard

CSU Home | CSU Feeds | Community | Site Map | Contact Us | My Profile

COMMONSPOT UNIVERSITY Search:

About CSU | Academics | Admissions | Alumni | News & Events | Campus Life | Safety & Security | Web Admin

Academics Home + Academics + Profile Dashboard

Profile Dashboard

Profile Information

 **Wendy Webmaster**
wendy@commonsspot.edu
[Edit Profile](#)

Custom Script: Dashboard From Profile Application

Content Reuse: Profiles, sorted by Date Added

Recently Added

- Chris Cooper
- Evan Washington
- Ronald Allen
- Joshua Albert
- Allen Weng
- Michael Carroll
- David Tobey
- Beth Ciovacco