VLab
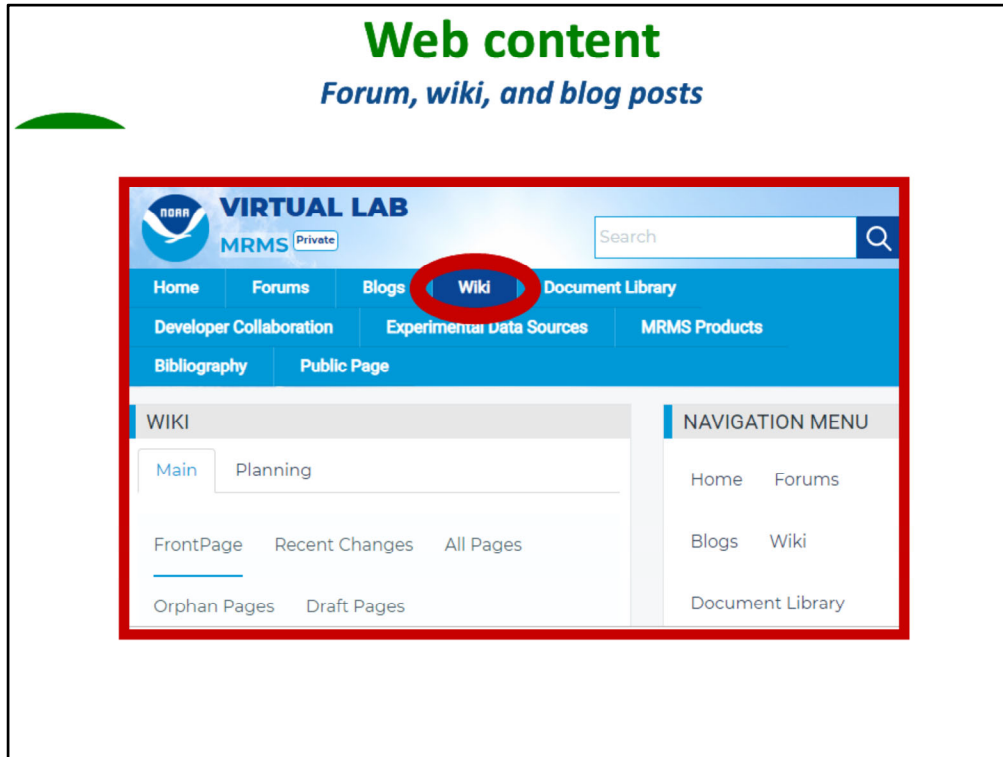**Community Management 2**

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Welcome to VLab Fundamentals Training: Community Management - Part 2. I'm Stephen Corfidi with CIMMS / WDTD. This module, the second of two, will complete our introduction to the management of VLab communities for community owners.

Blogs, forums, and wikis are common forms of community **web content**. Each may be accessed via their respective tabs, highlighted here in green, under "Navigation" or "Content" in the Product Menu drop-down. Depending on how your community's *landing page* is configured, any blogs, forums, and wikis that exist in the community also may be accessed from tabs at the top of the page.

Blogs are a convenient vehicle for you, the community owner, to provide information to community members. All community members can access blogs. **Forums**, in contrast, are *two-way* discussion boards on topics of interest to the community; they are organized in outline-type fashion into categories, sub-categories, and threads. Community owners generally want to maintain some degree of control over the evolution of forum discussions on their pages and, in particular, the initiation of new forum threads. Forum management is accomplished using *permissions*. For example, you can prevent the initiation of new threads by ensuring that the "Add Message" permission is turned off for the "Site Member" role. The "Permissions" buttons take you to the forum permissions interface (not shown). The permissions that you set apply only at the level in the forum hierarchy at which they are set. Thus, even if "Add Message" is disabled for the top level of a forum, separate permission settings are required to manage the "Add Message" capability at other levels in the hierarchy.

Wikis are used to *share* information and to collaboratively develop content. Users with the appropriate permissions can update wiki content, and those who have subscribed to the wiki will be notified of updates via *email*. With version control, wiki owners can easily recover previous content should a user update the wiki in a way that needs correction.

If, as community owner, you want to receive email notifications when any new forum or wiki posts have been made, simply click the "Check Subscribe" toggle on the right side of the page; the toggle changes to "Unsubscribe" once you are successfully subscribed. The "Subscribe" toggle allows you to be notified of new forum and wiki posts via email, without having to check individual forums or wikis for updates. Email replies to email forum notifications are posted to the thread from which the notification originated. Of course, as community owners normally are the primary author of blogs, owners ordinarily do not need email notification of new blog posts. Nevertheless, community owners can elect to receive email notifications of new blog posts by clicking the appropriate "Subscribe" tabs in their respective portlets.

Web content editing - Part 1
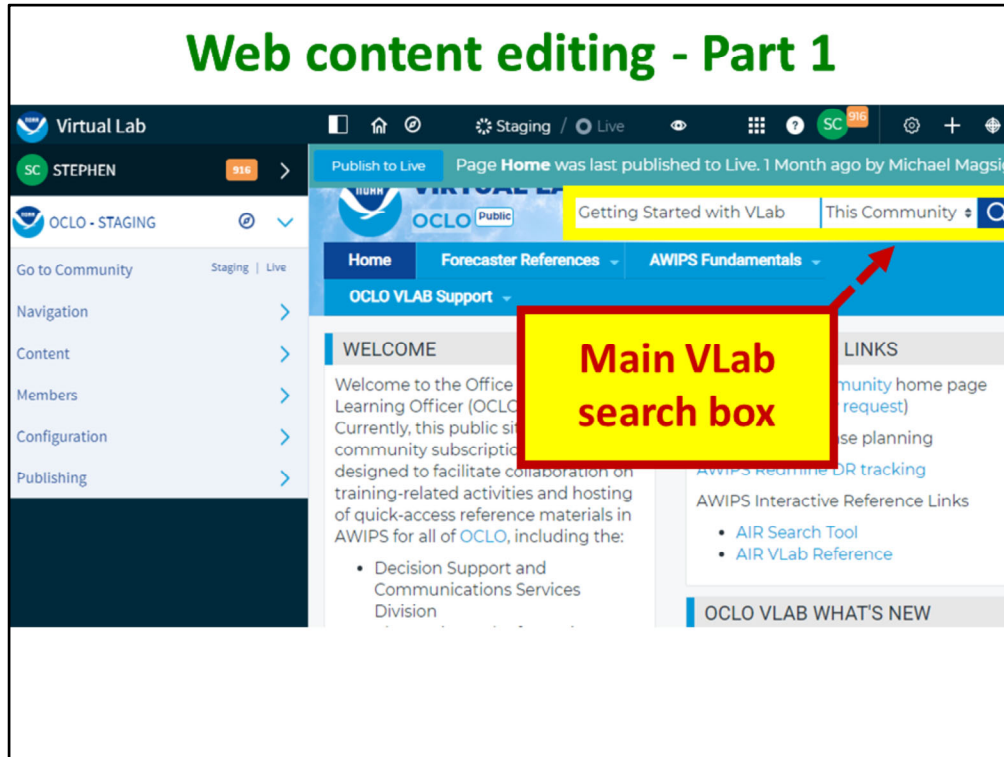
Web content editing is a fundamental task of any VLab community manager. To edit an existing piece of web content, first go to the page that contains the web content portlet, or is the intended location for new content. In this case, we'll select "VLab," beneath the "Navigation" option on the Product Menu drop-down and move to the "VLab Intro Job Sheet" titled "Getting Acquainted with VLab Communities." Alternatively, you can access the page and portlet from the drop-down tabs on the main part of your community's landing page, if your page is so configured. On the other hand, an often faster, and preferred way to locate a piece of content --- especially one that you have not accessed for some time --- is to use the **main VLab search box in the upper right part of your community's landing page**. Although your community's landing page may have other search boxes located elsewhere on the page, the *top-right* box is the one that consistently will return the most relevant results given VLab's current configuration.

Once the portlet for the content appears, click on the "Three-dot" (or ellipsis) icon in the upper right corner of the portlet, and select "Edit web content" from the drop-down box that appears. You can also select "Content" and then "Web Content" in the Product Menu drop-downs on the left side of your community's landing page to directly reach an existing piece of web content for editing.

Selecting "Edit web content" opens the **content editing page** shown here. "Title" provides space for entering or editing the content's title. Web content titles should be concise but also sufficiently descriptive to maximize the utility of results delivered by VLab's search tool; here we've used "Getting Started with VLab Communities." Including the content's *type* in the title (for example, "Job Sheet" or "Reference") --- and using spaces rather than connecting characters (such as underlining between individual words) --- can improve search results. Immediately below the title entry area is space for adding an optional summary of the content. Actual web content is then entered in the white area beneath "Content." Entering text to this area opens the actual "In-line," **"What-You-See-Is-What-You-Get" (or WYSIWYG***) editor**, only the top part of which is seen here. This style of editor *temporarily* displays editing options (such as those for text shown on the black bar here) when highlighted text is double-clicked.

Clicking on the "Sideway-S" icon that appears on the right side of the text entry area when you begin to edit allows you to type HTML code directly into the editor. To exit the HTML editing mode, select the "Paint Roller" icon. Be aware that if you enter incorrect HTML code, the editor will attempt to correct the problem --- and may, at times, remove good content. To add images, documents, or tables from your document and content files, first click the "Add" or "Plus" (+) icon that appears upon mouse-clicking anywhere in the editing area. You can then use the "Mountain" and "Grid" icons that subsequently appear upon clicking the "Plus" icon to add images and tables from VLab file folders; images and tables also can be selected from those on your own computer. The "Line" icon may be used to add breaks between different sections of your web content.

Web content editing - Part 2

Save your files --- early and often!

Whenever editing web content, it is good practice to **frequently save your work**. Clicking "Save as Draft" in the lower-left part of the editing box locally stores your changes. Once you have finished editing, select "Publish" in the *far* lower-left corner to make your revised content accessible to others. Frequent saves are important because, at the moment at least, there is no completely fool-proof way to know whether or not your editing session has been "timed out" for security purposes. Although a pink "inactivity" warning box will appear on your screen prior to such a session time-out, if you step away from your computer, the warning might be missed. Editing sessions also may be prematurely terminated because of communication disconnects or VLab server failures. Frequent "saves" are therefore prudent --- despite the inconvenience of having to re-load your file after each save. The good news is that plans are in the works to incorporate an auto-save option in future versions of VLab.
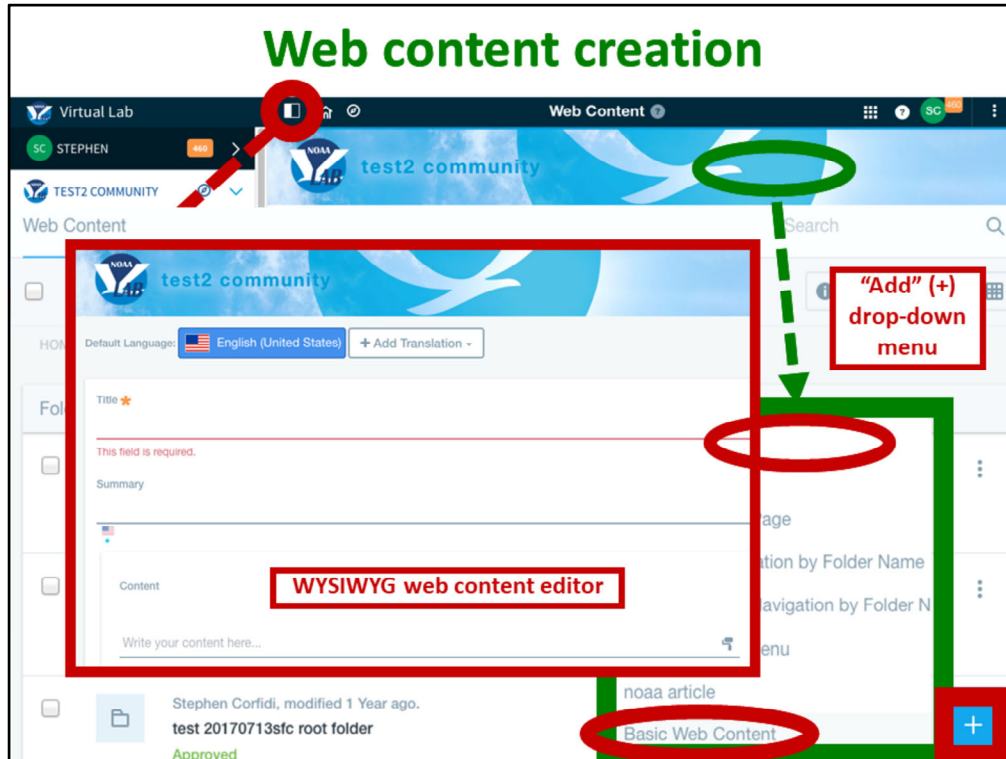
There are two ways to add a *new* piece of web content to a VLab page. The first method involves the "Add" (or "Plus" (+)) icon on the right end of the Control Menu bar. Click the "Add" icon once you have navigated to the page on which you wish the content to appear; this displays the "Add" drop-down menu shown here. In the "Applications" part of the drop-down, the "Content Management" sub-menu provides access to the "Web Content Display" icon that enables you to add a web content portlet to the page. Drag the Web Content Display icon from the drop-down menu into your page; once there, the portlet is ready to accept web content by clicking on the "Add" icon on the right side of the portlet. Selecting "Basic Web Content" from the options that subsequently appear then opens the VLab WYSIWG web content editor discussed in the previous slide. The second way to add new web content is to select "Web Content" under "Content" in the Product Menu drop-down on the left side of your community's landing page. In the listing that appears upon selecting "Web Content," clicking the blue "Add" icon in the lower right corner of the page displays a small dialogue box --- outlined here in green --- from which "Basic Web Content" may be selected to open the WYSIWYG web content editor.

The Asset Publisher

...used to display and manage selected content
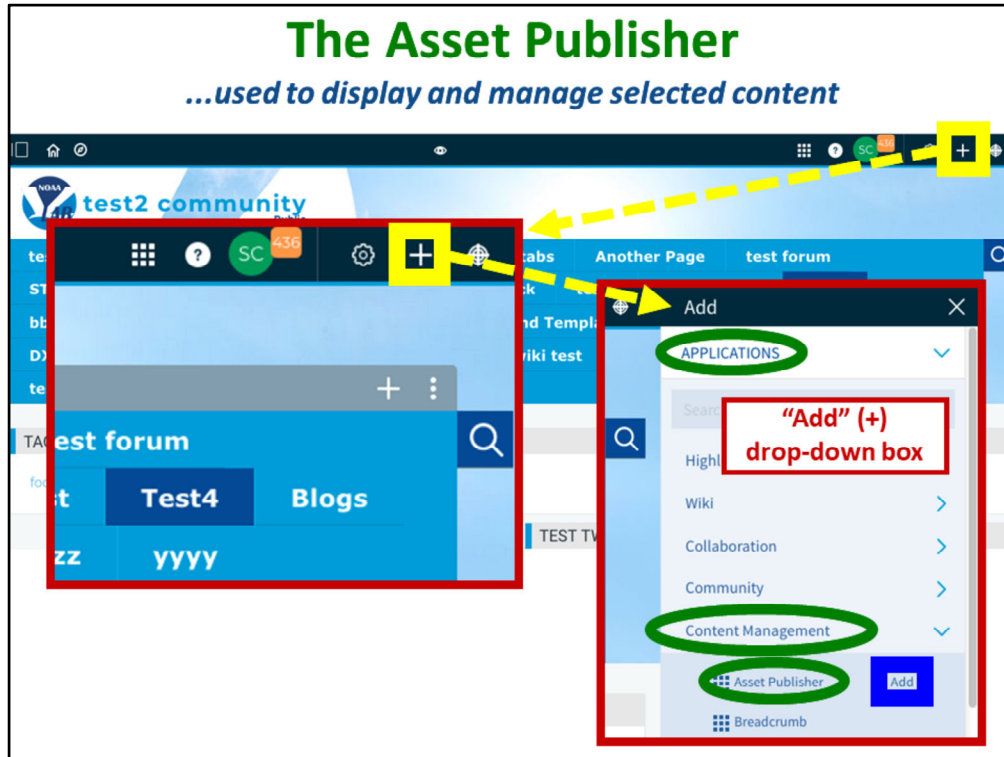
As already mentioned, VLab web content is not directly tied to a specific VLab page. This is a useful feature if you want to display the same content on more than one page. To realize this functionality --- *Liferay* introduced the concept of *display pages* and *canonical URLs*. Every piece of web content in a VLab portal has what is called a *canonical URL*. A **canonical URL** is simply the location of that content in the VLab; this location is referenced any time the content is displayed. A **display page**, meanwhile, is any VLab page that contains an **Asset Publisher** portlet that has been configured to display the web content associated with the page. When creating or editing web content, you need to assign a display page to accompany the content. But only pages with a properly configured *Asset Publisher* are available for selection.

So just what is an Asset Publisher, and how does it work? In *Liferay*, various forms of content such as documents, tables, and images --- and web content including blogs and forum posts --- are known as **"assets."** The *Liferay* **Asset Publisher** is an application used to collect and display selected VLab content. For example, the Asset Publisher can be configured to collect and display content from within a VLab community based on the chronological time of the content's creation --- yielding a community "What's New" listing. By providing control over what content is selected and how and where that content is displayed on a page, the Asset Publisher can be fine-tuned to present the most relevant material to community users.

The Asset Publisher is especially useful for streamlining the effort involved in setting up multiple display pages for content similar in nature and structure. For example, if you are assembling a series of one-page reference sheets on a related topic – say, a set illustration and explanatory remark sheets on various types of radar-observed mesoscyclone signatures --- the asset publisher enables you to design a single, default display page for those reference sheets. This saves you from having to manually create and maintain individual display pages for each sheet. Using the asset publisher, a single, default page is used to load and display any one of those similar reference sheets. **The Asset Publisher also helps ensure consistent context and design**, serving as a template of sorts for individual pieces of related content.

To use the Asset Publisher, the application must first be *added as a portlet* to the VLab page of your choice. This is done by selecting the "Add" (or "Plus" (+)) icon on the right end of the Control Menu bar, and then selecting "Asset Publisher" under "Applications" and "Content Management" on the drop-down menu. Clicking the word "Add" (outlined here in blue) places the Asset Publisher on your selected page.
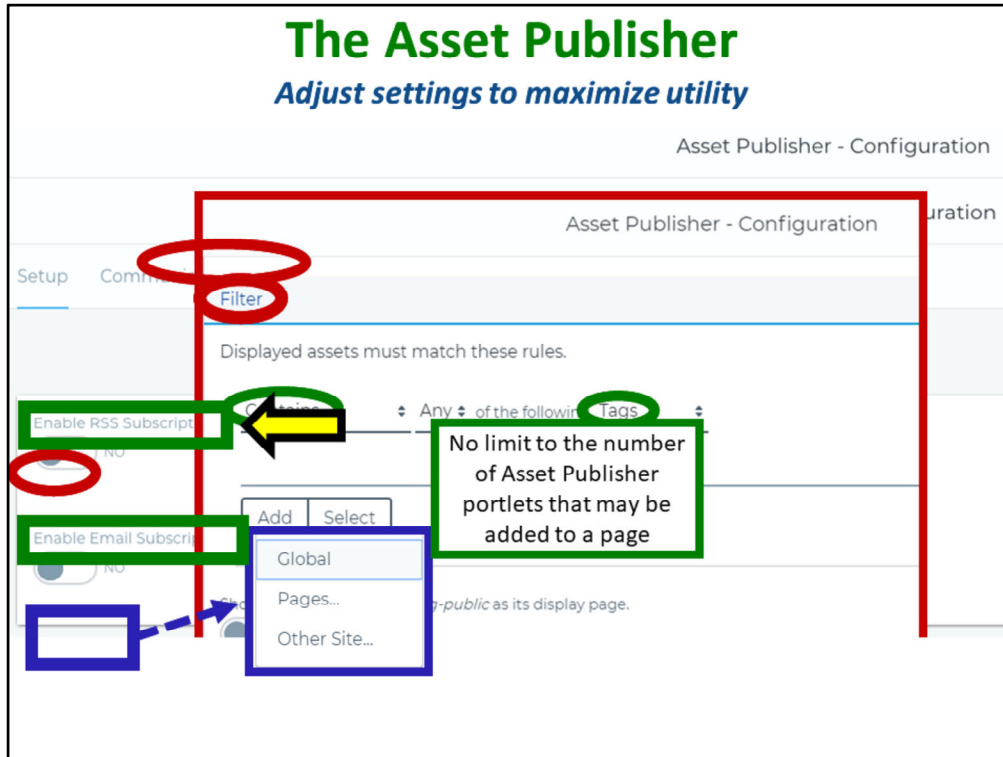
Once in place, **the Asset Publisher should be fine-tuned to maximize its utility**. To begin, content selection can be configured to be either **"Dynamic"** or **"Manual."** With dynamic asset selection, content is automatically displayed based on certain rules or filters. For example, you can set the Asset Publisher to display only certain types of content, or content to which certain tags or categories have been applied. With manual asset selection, the Asset Publisher will only display assets that have been explicitly selected by the community administrator. While the manual option provides great flexibility in asset selection, periodically updating the assets to be displayed can be time-consuming; as a result, it often is more convenient to use the dynamic option.

The Asset Publisher also may be set to restrict the **scope** or range over which both the dynamic and manual asset selection settings operate. The Asset Publisher can only display assets that are located within the Asset Publisher's configured *scope*. By default, the Asset Publisher is "scoped" to the *community* to which it was added. You can, however, customize the scope of the Asset Publisher using the "Asset Selection" section of the Asset Publisher configuration window. To extend the Asset Publisher's scope, click the "Select" box under "Scope;" choose "Global" for global scope (that is, to include the entire VLab site), "Pages" (to include specific pages), or "Other Site" (to add the scope of another site).

Continuing down in the configuration window, under "Filter," you can further specify the assets that you want displayed by adding and / or selecting entries in the "Contains" and "Tags" dialogue boxes. Returning to the top of the configuration window, the "Display Settings" tab enables

customization of the content display. The "Subscriptions" tab, meanwhile, is used to enable email and RSS subscriptions. "Email" generates *daily* email notifications of any updates that are made to your content. RSS capability, in contrast, allows users and other web applications to automatically see any changes made. "RSS" is the acronym for "Rich Site Summary" or "Really Simple Syndication." RSS is a form of web feed that automatically passes web content to, for example, news aggregators that periodically check the RSS feed for new content. RSS feeds provide users of your web content --- who may have multiple sites with which they wish to remain current --- a convenient way to stay up-to-date with changes made to your content. RSS feeds have an added benefit --- reduced exposure to security threats --- compared to email notifications.

Because the Asset Publisher is not a "single-instance" application, multiple Asset Publisher portlets may be added to a given VLab page.

Using the Asset Publisher for web content display
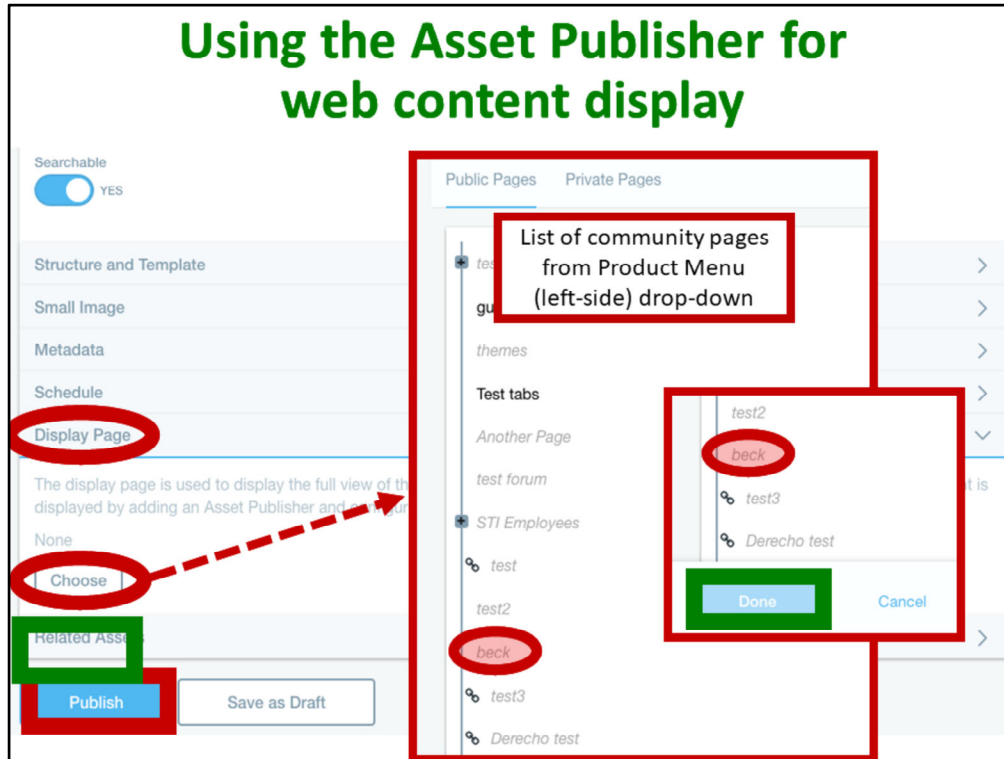
We've seen that a *display page* --- that is, any VLab page with an *Asset Publisher* portlet that has been configured to display web content associated with the page --- must be created to display web content. We'll now show how to create a display page, and to properly configure its Asset Publisher to display your content. Before starting, first ensure that the edit controls are "on" on the page containing the Asset Publisher portlet. Recall that the "Eye" icon in the middle of the Control Menu bar toggles page edit controls "on" and "off." If there is a slash through the eye icon, edit controls are off; a "click" on the icon turns the controls "on." Mousing over the Asset Publisher portlet displays the "Three-dot" or ellipsis portlet control icon. Clicking the icon and selecting "Configuration" from the drop-down box that subsequently appears opens the Asset Publisher – Configuration page. Via the "Display Settings" tab on that page, locate the "Set as the Default Asset Publisher for This Page" slider button; sliding the button to the right turns the Asset Publisher "on." Scrolling down to the bottom of the configuration page and clicking "Save" completes the *display page* creation process; your page is now configured to display web content.

The final step in using the Asset Publisher to display web content is to tie your content to the display page just created. To do this, first go to the web content that you want made accessible. Use the "Display Page" tab and then "Choose" to locate the page containing your Asset Publisher portlet in the resulting drop-down listing; here we'll assume that our Asset Publisher was added to the "beck" web content page. Clicking "Done" and then "Publish" at the bottom of the web content editor makes your content available for access.
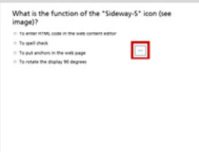
Learning application #3

Quiz - 4 questions

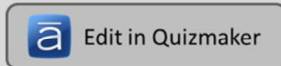Last Modified: Jan 16, 2020 at 01:29 PM

PROPERTIES

On passing, 'Finish' button:	Goes to Next Slide
On failing, 'Finish' button:	Goes to Next Slide
Allow user to leave quiz:	After user has completed quiz
User may view slides after quiz:	At any time
Show in menu as:	Single item

[a] Edit in Quizmaker   [⚙] Edit Properties

VLab, or, more properly, *Liferay* allows users to create more complex or customized web structures than the typical "title-plus-text" combinations utilized when creating default web content. VLab in fact allows users to mix and match short or long text fields, numerical fields, buttons or drop-downs, and other elements into new, pre-defined "structures" that may then be used anytime new content of a given type is created. Such capability is particularly useful, for example, when creating job sheets, where separate fields are desired for the job sheet's title, description, and main body, as well as for repetitive fields such as revision dates and footnotes.

When designing custom structures, keep in mind that you must provide VLab with instructions on how content created with that structure is to be displayed; VLab's "canned" or basic web content display routines will not properly render such content. Specific "templates" --- essentially, a series of JavaScript, FreeMarker, and / or Cascading Style Sheet (CSS) viewing instructions --- must be specified for each customized structure. These templates, though, provide considerable creative and innovative power, enhancing user control over how content appears on a page.

Employing this capability is easy. For example, to integrate CSS in a piece of web content, first hover your mouse over the content's gray portlet bar to display the three-dot or ellipsis icon above the right end of the bar. Click the icon to display the dialogue box shown here. Selecting "Look and Feel Configuration" subsequently displays this "Look and Feel" page. CSS integration options appear under the "Advanced" tab, while "Text Styles" provides control over the appearance of text. Clicking "Save" confirms your selections.

The left-side Product Menu drop-down is used to enter JavaScript for execution. First select your page's name under the "Navigation" tab; here we'll use the page "test-public." Clicking the ellipsis icon to the right of the page's name reveals a small dialogue box; select "Configure Page" to display another pop-up box (shown here at the far right) that accepts JavaScript for execution beneath its "Advanced" tab.

The Product Menu drop-down --- via the "Configuration" tab instead of "Navigation" --- is also used for selecting any Application Display Templates that you may have created. The AWIPS Fundamentals applet, on the OCLO homepage seen here, is an example of such an applet.

Forms, Dynamic Data Lists, and Polls
Apps for soliciting input
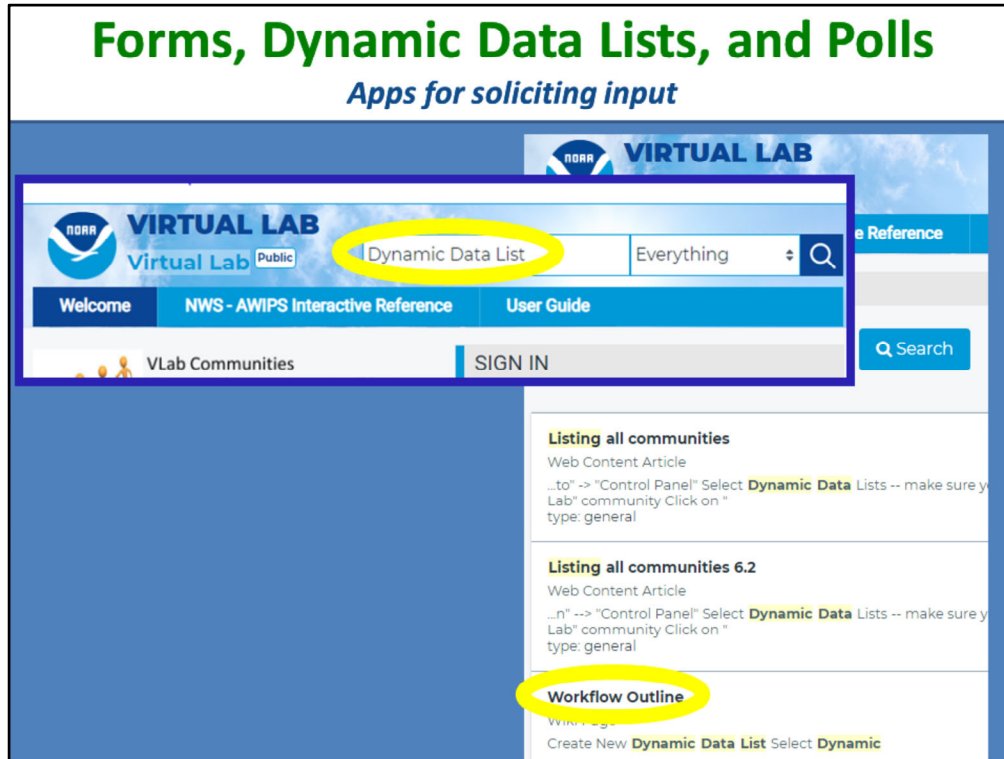
VLab also supports the use of Polls, Forms, and Dynamic Data Lists. **Forms** and **Dynamic Data Lists** are useful for collecting feedback from community members or those outside your community. Forms are most appropriate for basic applications. Input may be provided using **radio buttons**, text, and single and multiple-select drop-down lists. Dynamic data lists lend themselves to more complex applications, including Boolean, decimal, and geolocation input. Form-collected data can be saved in JSON (Javascript Object Notation) format, or exported in CSV (Comma-Separated Values) format; responses also can be sent to an email address. Dynamic Data Lists support the display of data in the portlet in which they are embedded, and they can be styled with templates. **Polls** provide another way to solicit input. Polls only support multiple choice questions, but poll responses may be analyzed with respect to vote counts and percentages.

Poll, Form, and Dynamic Data List portlets may be added to a page using the "Add" (or "Plus" (+)) icon on the right end of the Control Menu bar. "Form" and "Dynamic Data Lists" displays appear under "Collaboration" in the "Applications" drop-down; polls are added by selecting "Polls Display" under "Content Management" in the "Applications" drop-down. Alternatively, the portlets may be added by selecting the "Polls," "Forms," or "Dynamic Data Lists" tabs under "Content" in the left-side Product Menu drop-down. Note that, given the use of the "Nine small square" icons in each case, no limit exists as to the number of Poll, Form, or Dynamic Data List portlets that may be added to a page. A workflow outline on dynamic data lists may be accessed by entering "Dynamic Data List" in the search entry box of the VLab User Guide.
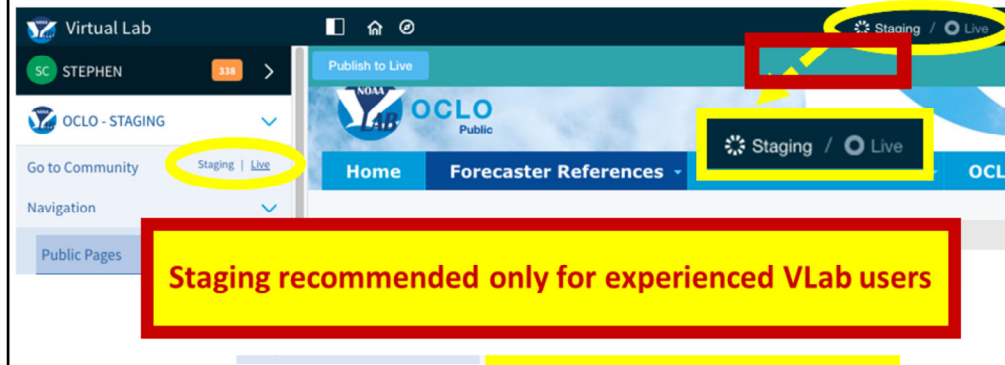
*(Note: A **radio button** or **option button** is a graphical control element that allows the user to choose only one of a predefined set of mutually exclusive options. The singular property of a radio button makes it distinct from a checkbox, which allows more than one (or no) item to be selected, and for the unselected state to be restored).*
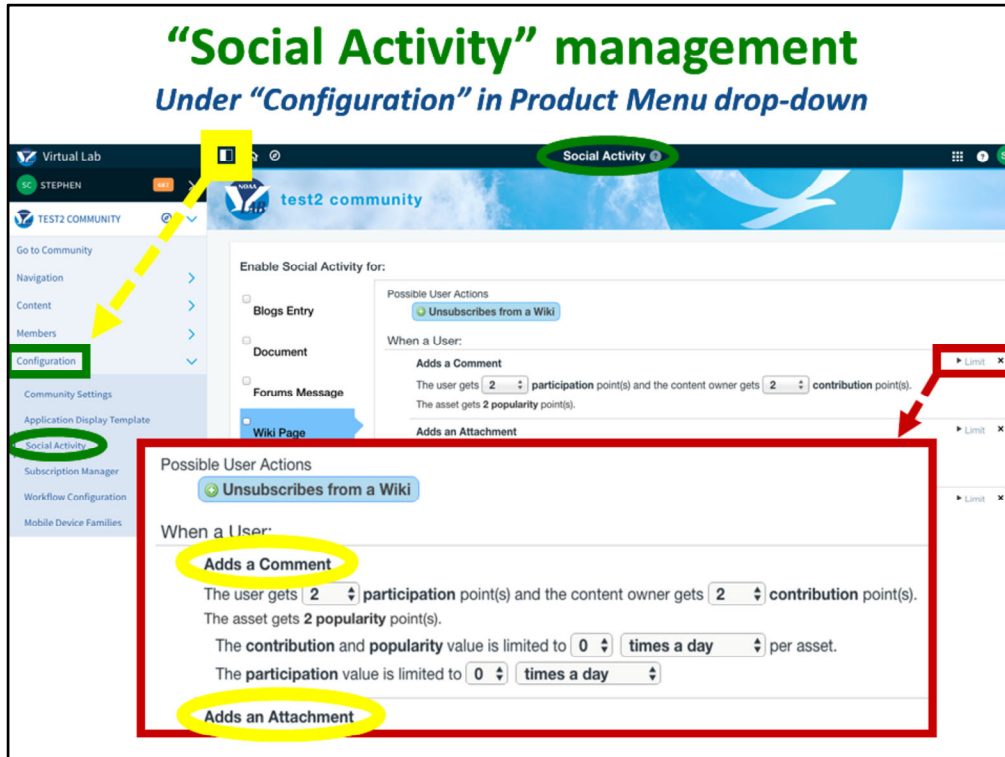
Under "Configuration" in the Product Menu left-side drop-down, the **"Social Activity" tab** provides the Blog, Forum, and Wiki owner with the ability to track the usage of those assets and, by selecting the "Limit" tab, also track user participation. User participation and asset usage is tracked by assigning "activity points" for actions such as posting a comment or adding an attachment, as shown for the wiki example enlarged here.

Normally, when editing web content in a portlet, you simply select the ellipsis icon in the upper right part of the content (on the right end of the gray portlet bar), and then select "Edit Web Content" in the pop-up box that subsequently appears. Once the changes have been saved, they are viewable by others in your community (and by the public if public pages are involved). Sometimes, however, you might want to make a series of content changes that involve files in more than one portlet --- or numerous modifications to a given portlet --- and would like to complete those edits before opening the "final package," so-to-speak, for review or editing by the remainder of your Community. **Staging** addresses this need.

With staging, a "clone" of your community is created that contains copies of all the pages and data associated with portlets that you have selected for staging. The clone becomes what is known as the "Staging Environment," while the original version of your community becomes the "Live Environment." When a portlet has been selected for staging, its data are copied to the Staging Environment and the content no longer can be edited "live." Edits made to the staged content, however, will not appear in the "Live" community until the staged content has been **"Published to Live."** Portlets such as wikis, forums, and polls that are meant to be used interactively with and by community members ordinarily are not staged, as to do so would effectively limit the interactive capabilities of those portlets to the Community manager. If, once you are in the staging environment, you want to disable staging and return to "live" editing, you need to first make certain that any edits made while in staging have been published; otherwise, those changes will be lost.

Staging is enabled or disabled for individual portlets using a series of "Yes / No" toggle buttons that are accessed by selecting "Staging" under the "Publishing" tab in the Product Menu drop-down. Once a portlet has been checked for staging, the data in the portlet are copied to "staging" and the data no longer can be edited "live." When *de-selecting* a portlet from the "staging" mode, be certain that any edits made while the portlet was in "staging" have been "Published to Live;" otherwise those changes will be lost. Nevertheless, because version history is supported, two users *can* simultaneously edit the same file if it is being staged. To move between *displaying* "Staged" vs. "Live" content, simply select either so-named tab located in the middle of the Control Menu bar. The "Staging" and "Live" tabs under the community name in Product Menu drop-down provide additional confirmation regarding which mode, "Staging" or "Live," that you are working in; the mode *without* underlining is the current one.

In summary, staging is a powerful tool when used correctly. Successful use does, however, require careful tracking of the portlets that have been selected for staging, and that users remember to "Publish to Live" any edits made while in staging if a decision is made to leave that mode. For such reasons, staging is most appropriate for experienced VLab users.

AIR – The AWIPS Interactive Reference

Managing AWIPS-accessible reference material in VLab
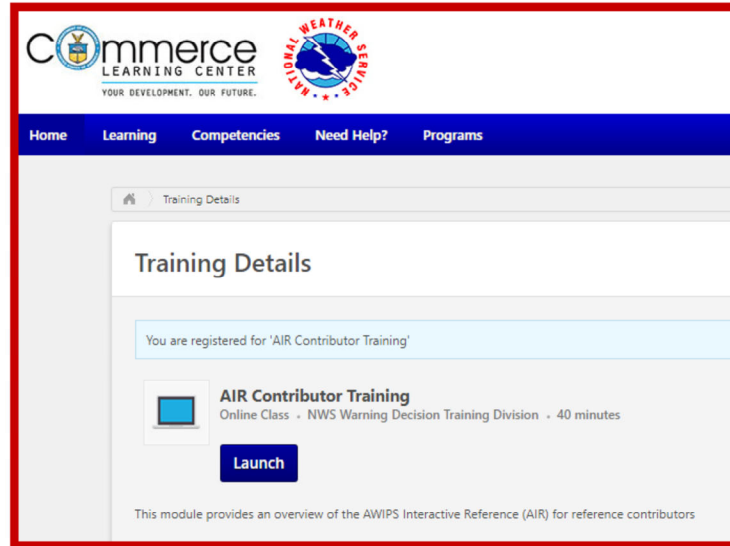
Before closing, a few words are in order about AIR, the AWIPS Interactive Reference. AIR uses the legend text on AWIPS product legends to search VLab for product reference materials that have been specifically "registered" for return by AIR.   **Community managers are responsible for registering any community content that they want to be accessible by AIR, and for granting AIR permissions**. Community managers also decide whether or not AIR search returns are to be **private** (that is, requiring VLab log-in on AWIPS), or **public** (no log-in required; your content may be returned as part of anyone's AIR search). These tasks are accomplished via the "Consolidated Reference Management" tab under "Content" in the Product Menu drop-down. Detailed instructions on configuring VLab content for access by AIR are provided in the *AIR Contributor Training* module, available through the Commerce Learning Center (CLC).

In VLab, the AIR search tool is located beneath the "NWS" tab on the Control Menu bar. Once community content has been configured to be discoverable by AIR, the AIR search tool in VLab works the same as it does in AWIPS.
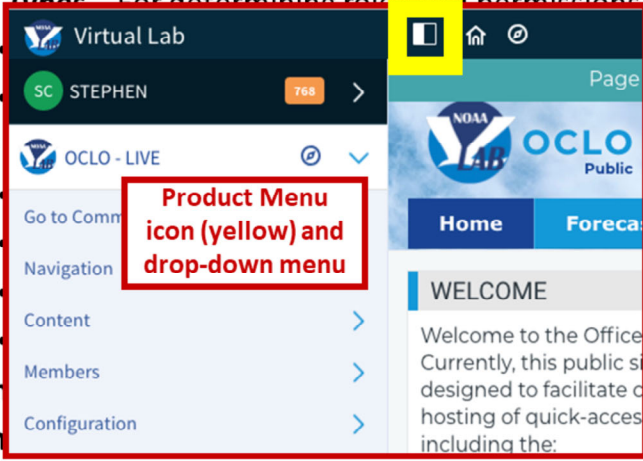
Summary
VLab Community Management – *Page 1 of 5*

- **VLab Admin Team:**
  - Create local communities
  - Handle password tie-in to LDAP accounts
  - Responsible for software extensions

- **SOOs, DOHs, and ITOs provide local community management, including:**
  - Adding / removing members
  - Assigning member roles and permissions
  - Defining teams
  - Page creation
  - Web content creation and management
  - Registering AIR content
  - Deciding which pages are public vs. private
  - Deciding whether or not to use staging

This presentation has introduced the primary tasks associated with VLab community management, with emphasis on the management of local VLab communities. The VLab Administrative Team set up your local community with default membership, and connected the community's password management to the NWS' LDAP accounts. The Admin Team will also execute and oversee any future software extensions. **SOOs, DOOs, and ITOs, meanwhile, are responsible for most local community management tasks.** These responsibilities include the addition and removal of community members, assigning member roles and permissions, and defining teams. Community management also includes the creation of VLab pages, and the creation and management of the content that is to appear on them. Other management duties include registering content for access by the AWIPS Interactive Reference (or AIR), deciding which community pages will be made public or private, and deciding whether or not to use staging.

Summary
VLab Community Management – *Page 2 of 5*

- **Product Menu icon** - For accessing management tools
- **User Types** - For determining roles and permissions granted
- **User** ...
- **Team** ...
- **Perm** ... content, and portlets

The rectangular **Product Menu icon** on the *left* end of the **Control Menu bar** provides access to the tools needed for managing pages and content. As VLab manager, the **User Types** for which your pages and content are intended must be kept in mind. User types are based on how a VLab user has connected to the VLab. User type determines, in part, the roles and permissions that the community manager may grant a user for access to VLab content. Authenticated Users are those who have logged into the VLab with an I.D. and password, while Unauthenticated Users are those who have not.

User *Roles*, meanwhile, are for guiding VLab content management decisions, especially those related to public vs. private content. Like user types, user *roles* also are based on how the user is connected to the VLab. Roles are assigned by community owners to allow community members to share owner responsibilities and / or to be able to create community content. Pre-set user roles include (1) "Guest" (an unauthenticated VLCS user), (2) "User" (an authenticated VLCS user), (3) "NOAA User" (an authenticated user with a NOAA email address), and (4) "Site Member" (an authenticated user who also is a member of your community). By default, community members can only *view* community content; additional roles must be assigned individually by the site owner. Primary content management roles include but are not limited to (1) **Site Owner** (that is, the SOO, DOH, or ITO), (2) **Site Administrator** (this role is like that of site owner, but site administrators cannot assign the site owner role to other members), (3), **Content Reviewer** (those who contribute and edit web content), and (4) **AIR Manager** (for those who register content for AWIPS Interactive Reference searches).

VLab **teams** are sub-groups of community members intended to work on specific projects. Teams add a degree of flexibility to community management as community owners can create various groupings of members, and set permissions for specific community functions.
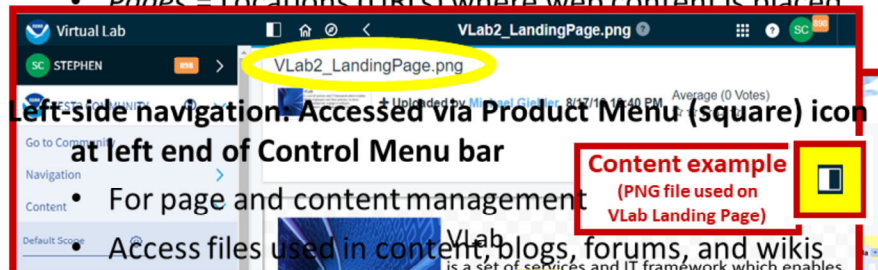
Permissions are used to control visibility and access to your community's pages, content, and portlets by community members --- and by those outside the community.

Summary
VLab Community Management – *Page 3 of 5*

- **Content, Pages, and Portlets**
  - Pages ≠ Web content
  - *Content* = Document and media files, etc.
  - *Pages* = Locations (URLs) where web content is placed

- **Left-side navigation: Accessed via Product Menu (square) icon at left end of Control Menu bar**
  - For page and content management
  - Access files used in content, blogs, forums, and wikis

- **Right-side navigation: Accessed via "Plus" (+) icon at right end of Control Menu bar**
  - For application (i.e., portlet) and content addition
  - Portlets either single- or multiple-use

Content example
(PNG file used on
VLab Landing Page)

The words "content," "pages," and "portlets" have specific meanings in the context of VLab.   An important concept to keep in mind is that **VLab pages are *not* the same as VLab web content**. VLab **content** consists of the various document and media files that together comprise the web content that is created, stored, and displayed in VLab. In contrast, VLab **pages** are *locations* --- that is, URLs --- where various forms of web content such as documents, images, and pdfs are placed for access through VLab **portlets**. Portlets normally appear as gray, horizontal bars with the name of the portlet shown in the left end of the bar; they are portals used to access nearly anything displayed on a VLab page, including blogs, forums, wikis.

Because of the way VLab is configured, **VLab web content is not tied to a specific VLab page.** This is a useful if you want to display the same web content on more than one page, as the content does not have to be re-created for multi-page display. On the other hand, because web content is not tied to a static URL, you cannot simply link to that content from other content. **Also, VLab is not a web server;** you cannot, for example, upload a nested html directory tree from a web server and expect all of the internal references to "work" in VLab. Nevertheless, once content has been added to VLab pages and once the proper permissions have been set, pages and their content may be accessed via the community's drop-down menus (the page names are used to populate the menus) --- and you may link to those pages from the web.

The Product Menu icon on the **left side** of the community landing page's Control Menu bar is used to access VLab's *content management* tools; the icon opens and closes the Product Menu drop-down. The "Content" tab in the drop-down provides access to content, while the "Navigation" tab enables page access. *Content addition* and *portlet addition*, meanwhile, are accomplished via the **"Add" or "Plus" (+) icon** at the **right end** of the Control Menu bar. Although many different types of portlets exist, each is either a **"Single-use"** portlet that can appear only once on a given VLab page, or a **"Multiple-use"** type that may be added any number of times.

Summary

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- **"Content" tab in Product Menu accesses content files**
  - "Documents and Media" sub-tab
  - "Web Content" sub-tab
- **Editing content**
  - "Eye" icon "open"
  - "Three-dot" (ellipsis) icon opens content editing page
  - Highlight desired text to open WYSIWYG editor
  - Separate icons for regular vs. HTML editing
  - Save often with "Save as Draft" / "Publish" tabs
- **Community owners make public vs. private page designations**
  - Public pages accessible by anyone;
    private pages only by community members
  - Pages are private by default

As just noted, the "Content" tab in the Product Menu drop-down provides access to the files and folders used by VLab web content. A community's document and media files are stored, appropriately enough, in the **"Documents and Media"** sub-tab; **"Web Content,"** meanwhile, contains links to the community's web content files and folders.

To edit a piece of web content, first ensure that the **"Eye" icon** near the center of the Control Menu bar is "open" that is, un-slashed, then navigate to the page containing the content to be edited. On that page, the **"Three-dot" (or ellipsis) icon** at the right end of the content's portlet opens the web **content editing page**. Alternatively, you can select "Content" and then "Web Content" in the Product Menu drop-downs on the left side of the community landing page to directly reach an existing piece of web content. Highlighting an area of text in the content displays the "What You See Is What You Get" or **WYSIWYG editor toolbar**. The **"Sideway-S" icon** on the right side of the editor enables direct entry of HTML code; the **"Paint Roller" icon** returns you to regular editing. It is important to save edits frequently using the **"Save as Draft"** and **"Publish"** tabs, as edit sessions occasionally terminate without notice as a result of communication disconnects or server failures.

Community owners control the accessibility of community web content by designating that content to be either "public" or "private." As web content *inherently* is neither public nor private, **the public / private designation applies to what is used to *display* the content --- that is, the *page*.** *Public pages* are meant to be accessible to anyone --- even to "guests" outside the community who are not logged into VLab --- provided that permissions have been properly set to provide access to not only the page, but also its content and portlets. Access to *private pages,* in contrast, is limited to community members who have logged into VLab. Remember that the default page setting is "private;" community owners must change page settings to make their pages public.

Summary

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- **Display pages and the Asset Publisher**
  - Display pages used to display web content ("Assets")
  - Display pages are those with Asset Publisher (AP) portlets
  - APs serve as templates to simplify content display
  - Asset selection can be "Dynamic" or "Manual"
  - Portlets are added using "Add" or "+" icon
- **Blogs, Forums, and Wikis**
- **Forms, dynamic data lists, and polls**
  - Useful for feedback collection
  - Added using "Add" or "+" icon
- **Staging**
  - Useful when making numerous edits to multiple portlets
  - Enabled / disabled by "Yes / No" toggle buttons
  - Powerful, but most appropriate for experienced users

Because VLab web content is not associated with a specific VLab page, **display pages** are used to display web content or "Assets." A display page is a page containing a special type of portlet known as an **Asset Publisher** that has been configured to display the content associated with the page. The Asset Publisher streamlines the effort involved in setting up multiple pages intended to display content of similar nature and structure. In short, **the Asset Publisher provides a template for displaying individual pieces of related content.** Only pages that have been properly configured with the Asset Publisher are available for display in VLab. Content selection with the Asset Publisher can be configured to be either **"Dynamic"** or **"Manual."** With dynamic asset selection, content is automatically displayed based on certain rules or filters. With manual asset selection, the Asset Publisher will only display assets that have been explicitly selected by the community administrator. Like all portlets, Asset Publisher portlets are added to a page using the "Add" (or "Plus" (+)) icon at the right end of the Control Menu bar. Because the Asset Publisher is not a "single-instance" application, multiple Asset Publisher portlets may be added to a given VLab page.

Blogs, forums, and wikis also may be added to VLab pages using the "Add" (or "Plus" (+)) icon on the right end of the Control Menu bar. These web tools operate in conventional ways, but may be readily configured to suit the needs of your own community. **Forms** and **dynamic data lists** are useful for collecting feedback from community members and those outside the community. Forms accept several types of input files including **radio buttons**, text, and single and multiple-select drop-down lists; dynamic data lists accept even more. Form-collected data can be saved in JSON (Javascript Object Notation) or CSV (Comma-Separated Values) formats, and can be sent to an email address. Dynamic Data Lists support the display of data in the portlet in which they are embedded, and can be styled with templates. **Polls** provide another way to solicit input. Polls only support multiple choice questions, but responses may be analyzed by vote counts and percentages. Once having been created using the left-side, Product Menu drop-down, poll, form, and dynamic data list portlets are also added using the "Add" (or "Plus" (+)) icon. There is no limit to the number of polls, forms, or dynamic data lists that may be added to a page.

Staging is useful for editing complex, frequently used sites. For example, staging is helpful when a series of content changes involving files in more than one portlet (or numerous modifications in a given portlet) is necessary --- and you want to complete those edits before opening the package for review by the remainder of the Community. Staging of individual portlets is enabled or disabled using "Yes / No" toggle buttons that appear upon selecting "Staging" under the "Publishing" tab in the Product Menu drop-down. Staging requires careful tracking of the portlets selected for staging. Users must also remember to save any edits made while in the staging mode before exiting; otherwise those changes will be lost. In short, staging is a powerful tool, but is most appropriate for experienced VLab users.

More information on VLab community management

- **See the VLab Community Management job sheets:**
  https://vlab.ncep.noaa.gov/web/oclo/vlab

- **Contact information:**
  - Stephen Corfidi   stephen.corfidi@noaa.gov
  - Michael Magsig   michael.a.magsig@noaa.gov

VLab Admin:
vlab.admin@noaa.gov

VLab *User Guide*:
https://vlab.ncep.noaa.gov/group/guest/vlab-user-guide-7.0.0

Final quiz begins on next slide…

This presentation has introduced the primary tasks associated with VLab community management. To start managing your community, you should now examine the accompanying job sheets. You can access the job sheet page using the URL shown, or you can right-click on any product legend in CAVE, select "Reference On Product" and, in the AIR search tool, manually enter "VLab Community Management" for the keyword search; the VLab Community Management Job Sheets Page will appear at the top of the search results. The job sheets also may be accessed from the Forecaster References Misc submenu in OCLO's VLab community.

This concludes the two-part presentation of "VLab Community Management." Thank you for listening. For any questions about this training, feel free to contact Mike and me at the email addresses shown. General questions about VLab may be directed to the VLab Admin team via email at vlab.admin@noaa.gov. Information also is available in the VLab *User Guide* at this link: https://vlab.ncep.noaa.gov/group/guest/vlab-user-guide-7.0.0   Now, to complete the present training, advance to the next slide and take the Final Quiz. The quiz contains 14 multiple- choice, matching, and multiple-answer questions. The passing grade is 70%.
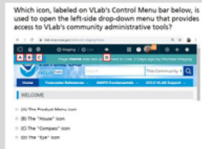
Final quiz

Quiz - 14 questions

Last Modified: Dec 10, 2019 at 04:05 PM

PROPERTIES

On passing, 'Finish' button: Goes to Next Slide

On failing, 'Finish' button: Goes to Next Slide

Allow user to leave quiz: After user has completed quiz

User may view slides after quiz: At any time

Show in menu as: Single item

| Edit in Quizmaker | Edit Properties |