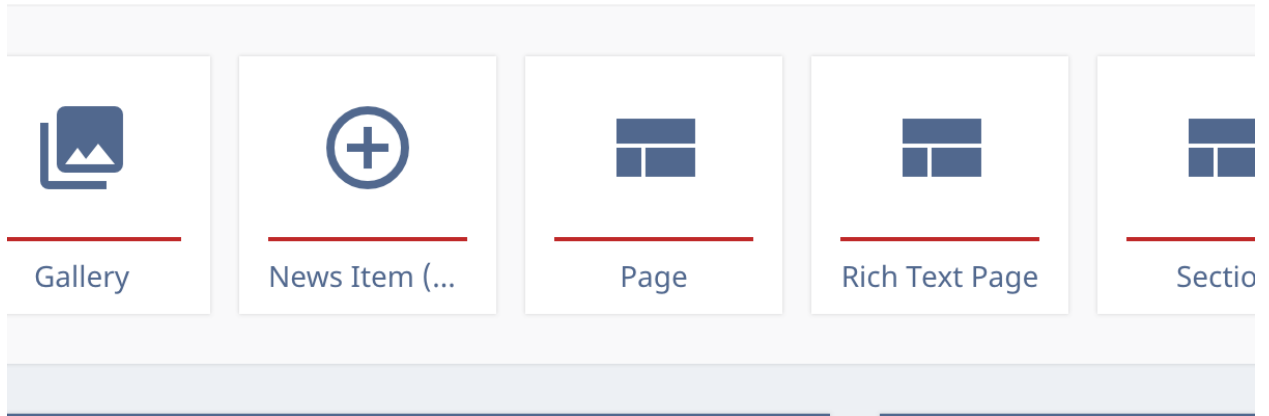# Implement a Faculty Notes page for Graduates

1. Log in to brightspot.byu.edu.
2. On the dashboard, in the list of Quickstart menu items, select the item with "Page" to create a new page.

3. Fill out the "Display Name", "Internal Name", and "Description" to your liking. You can preview the appearance of these edits by clicking the eye icon on the top-right of your screen.
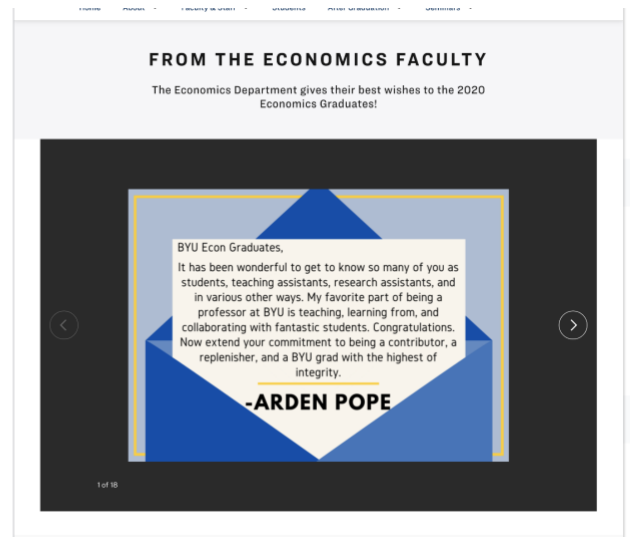

4. Then scroll down until you find a section named "Content." Hit the "Add" in this section to add a new piece to your page.
5. You will see this menu pop up. Select "Gallery" on the left side of the pop up. This will scroll the options down to Gallery components. Then Select the

"Carousel – Full Width" option.

6. Inside of this newly created section on the left side of your screen, you will need to upload the photos you wish to you. On the bottom of this popup card, select the "Upload Files" button.
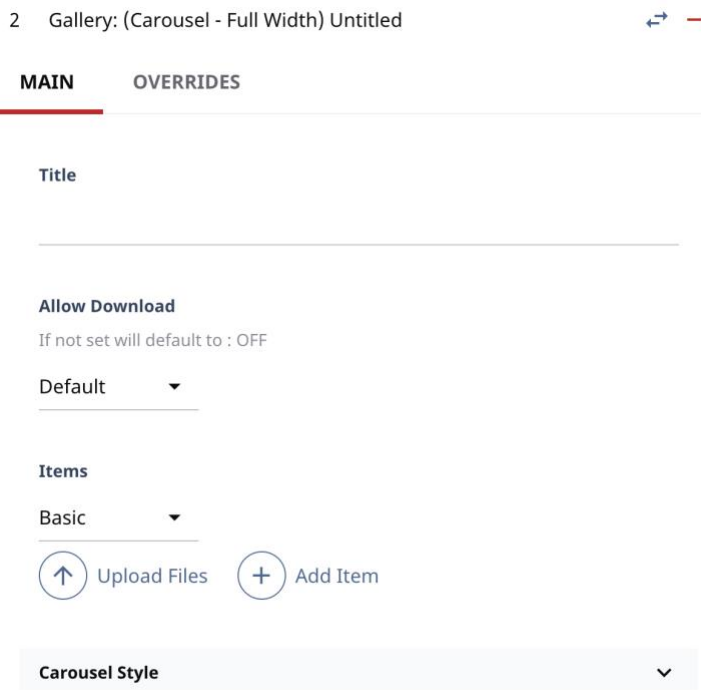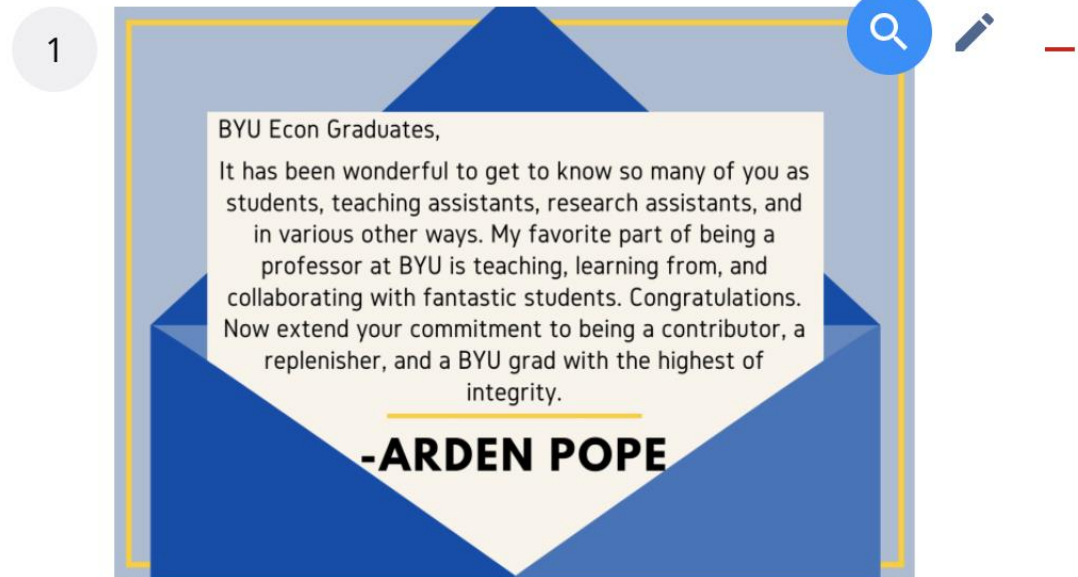

7. You will now be able to select individual files or select a folder to upload the files in that folder. Once your images are properly selected, press the
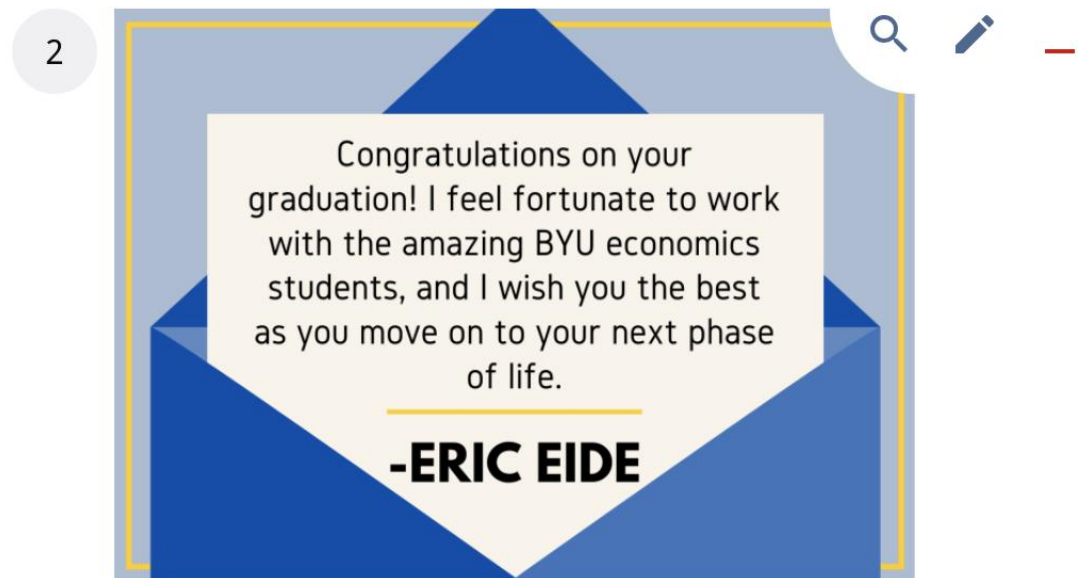
"Upload" button. All of your images should now appear in a list like so:
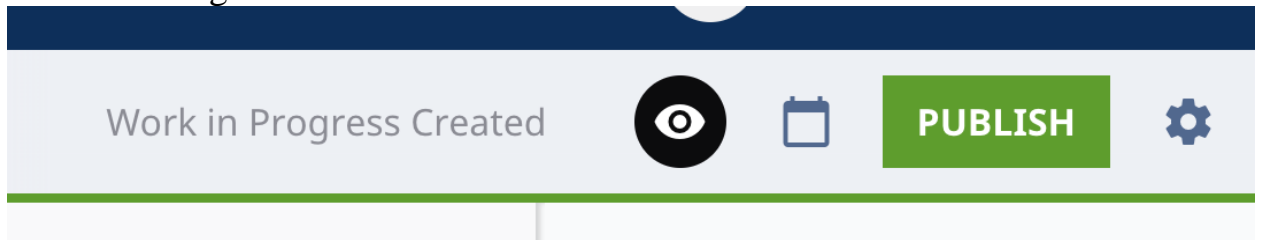
Items ?

Basic ▾

a. Pope.png

eide.png

8. Hit the "Publish" button on the top-right of the screen to save your page with all of its changes

9. Now that the page is created, you will need a link on another page to point to this page. Most department sites have a list of cards on with announcements on their homepage that look like this

10. We will use this template to make a new card that links to our page we created. While editing the page you want to put the link on, scroll through

the "Content" section of the Brightspot editor until you find where the details for the list of cards are. They will looks something like this:

11. In this list, click the "Add" button to create a new card

12. A list of elements will come up to choose from. Scroll down and choose the option called "Promo."

13. Now, fill in all the information for this new card. The title is the bolded text, the description is the text not bolded. On the field called "Item" keep the default setting as "Internal." This means we are creating a link that is internal, or to something that is within our website. Click the Search icon to select a page for the card to link to. A list of pages of your site should come up. Choose the one that you created and according to the name you gave it.

Item

Internal ▼

MAIN	ADVANCED

Item

(Required) 🔍 ✏️

Title

_____

Description ❓

B _I_ U ▼ | 🔗 H2 H3 H4 H5 H6 NoWrap
‹ ›

0w 0c

Image

None ▼

LIST	**MIXED**			Show 50 ▼

Select Fields   Sort: Update Date ▼

Update Date		Type	Label
Wed, Apr 15	4:26 PM	Page	Graduation 2020
	3:47 PM	Page	Course Schedule
	11:38 AM	Homepage	Economics home
	10:55 AM	Page	Make a Donation
Tue, Apr 14	4:00 PM	Page	Faculty Notes
	3:57 PM	Page	Valedictorian

14. You should now see that page name fill in the "Item" field on the left. Now it is ok to hit the exit out of the popup by hitting the "x" in the top-right of the popup.
15. Now, scroll to the "Image" section of your Promo card to add an image and finish. Under the "Image" header, click the dropdown that will likely have "None" listed. We can choose one of three choices: None, Shared, or One-off image. None uses no photo, shared allows you to use any images that you have uploaded to the site as a "shared" image, and one-off is a one-time use photo that can't be accessed anywhere else.
16. By selecting "One-off image" a form opens to let you upload a photo

Image ❓

One-Off Image ▾

File

New Upload ▾   CHOOSE

Alt Text

17. Selecting "New Upload" will allow you to choose a photo that is on your computer.
18. Now that the image is selected, you should see the changes in your site preview by toggling the eye icon. Once it passes the eye test, click the "Publish" button again in the top-right of the screen. You are done!