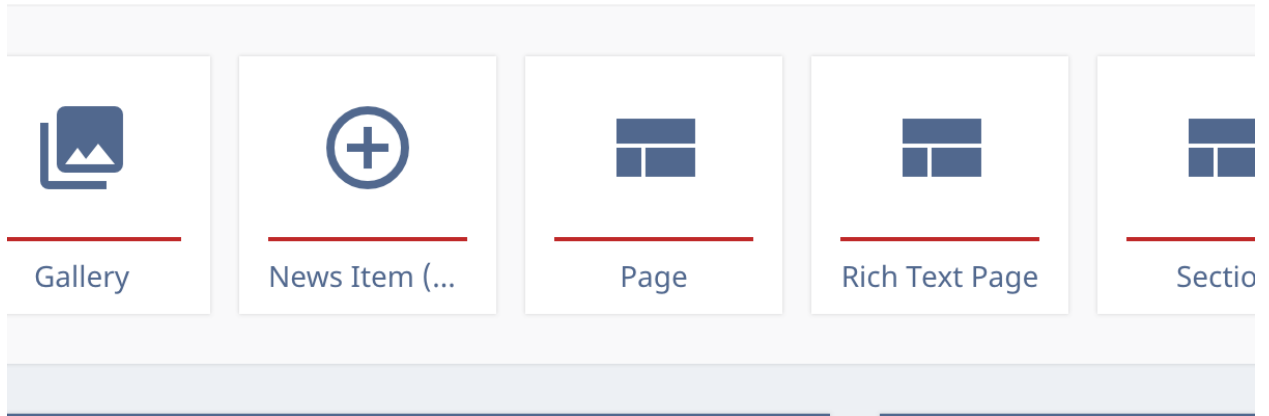


Implement a Faculty Notes page for Graduates

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.

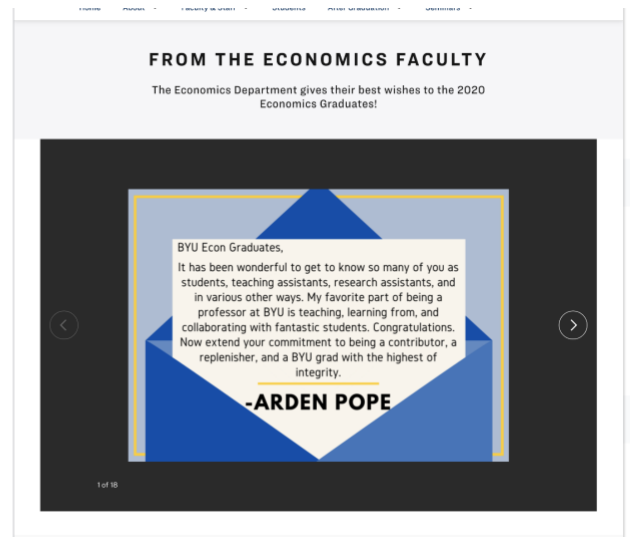
Display Name
From the Economics Faculty

Internal Name
Faculty Notes

Hide Display Name?
If enabled, the Display Name will not be shown on the frontend

Description
B I U | H2 H3 H4 H5 H6 NoWrap <>
The Economics Department gives their best wishes to the 2020 Economics Graduates!

12w 81c

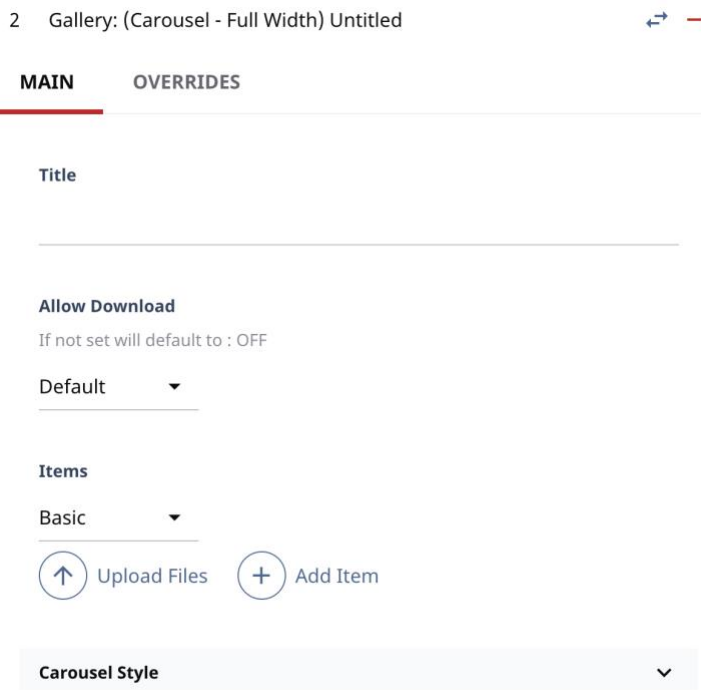


4. Then scroll down until you find a section named “Content.” Hit the “Add” in this section to add a new piece to your page.
5. You will see this menu pop up. Select “Gallery” on the left side of the pop up. This will scroll the options down to Gallery components. Then Select the

“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.

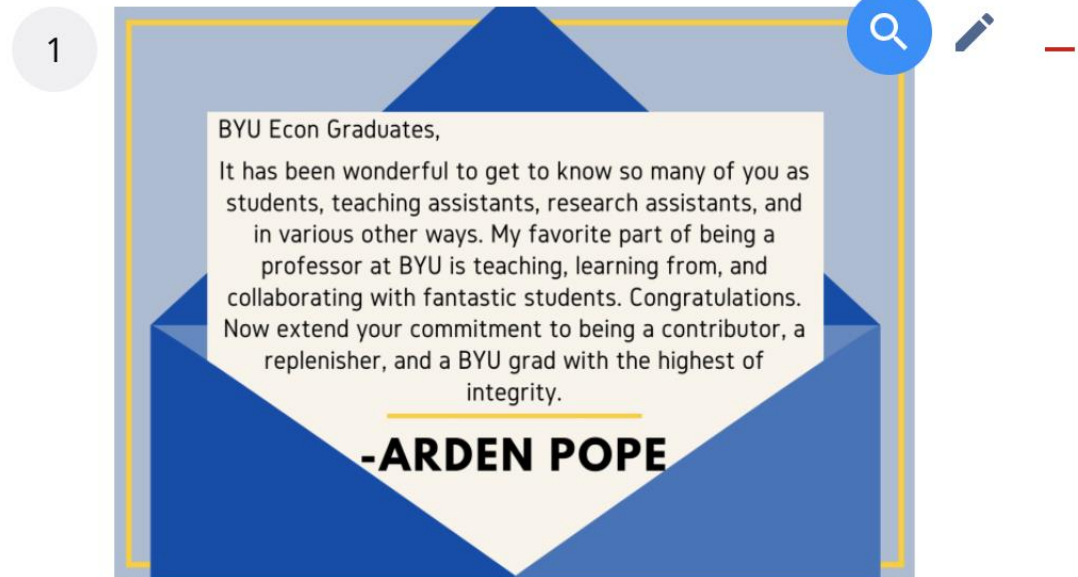


7. You will now be able to select individual files or select a folder to upload the files in that folder. Once your images are properly selected, press the

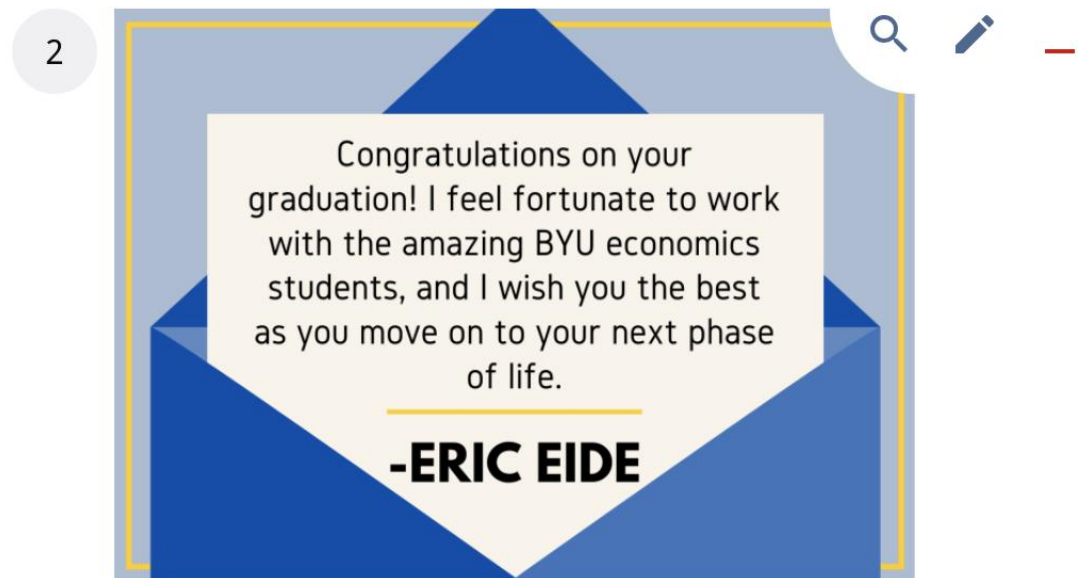
“Upload” button. All of your images should now appear in a list like so:

Items ?

Basic ▼

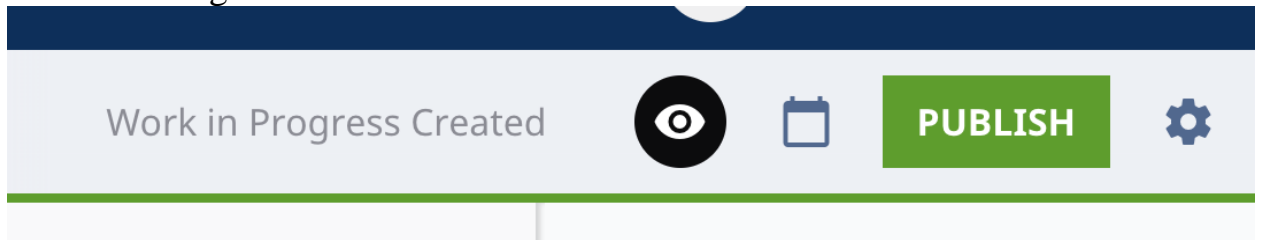


a. Pope.png



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



FHSS Virtual Convocation



Meet the Econ Graduates!



Meet the Econ Valedictorian!

Meet the Economics Valedictorian for 2020!



Best Wishes from the Econ Department

The Economics Department gives their best wishes to the 2020 Economics Graduates!

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 look something like this:

The screenshot shows the Brightspot editor interface. On the left, there is a sidebar with a 'List: (Card, Image On Top) Victoria Beecroft, From the Econom...' header. Below this, there are tabs for 'MAIN' and 'OVERRIDES'. The 'MAIN' tab is active, showing a 'Title' field, a 'Description' field with rich text formatting options (bold, italic, underline, link, H2-H6, NoWrap, and arrows), and an 'Items' section. The 'Items' section is expanded to show a list of four items, each with a number, a title, and a red minus sign for removal:

- 1 Promo: FHSS Virtual Convocation
- 2 Promo: Meet the Econ Graduates!
- 3 Promo: Victoria Beecroft
- 4 Promo: From the Economics Faculty

On the right, there is a preview of four cards arranged in a 2x2 grid:

- Top-left: 'FHSS Virtual Convocation' with an image of a graduation ceremony.
- Top-right: 'Meet the Econ Graduates!' with an image of a graduate in a blue cap and gown.
- Bottom-left: 'Meet the Econ Valedictorian!' with an image of a smiling woman. Below the title, it says 'Meet the Economics Valedictorian for 2020!'.
- Bottom-right: 'Best Wishes from the Econ Department' with an image of the Economics Department building. Below the title, it says 'The Economics Department gives their best wishes to the 2020 Economics Graduates!'.

At the bottom right of the preview, there is a small note: '*Photos Courtesy BYU Photo and FHSS Creative Design'.

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

Items

Advanced

1	Promo: FHSS Virtual Convocation	—
2	Promo: Meet the Econ Graduates!	—
3	Promo: Victoria Beecroft	—
4	Promo: From the Economics Faculty	—

[+](#) Add

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 ▾

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!