6

Matrix Tutorial

Creating and Editing

a Course Induction

SquizMatrix

Contents

Matrix Best Practice

- Ensure you are using suitable keywords in content.
- Try not to be repetitive.

- Although the timetable must be in pdf form avoid them elsewhere, if possible.
- Avoid outbound links wherever possible, and particularly ones that don't add value to the page (e.g. linking off to corporate home pages, especially when these links don't qualify NTU's relationship with the employer). Wherever possible, keep the user on the page.

Any problems?

If you encounter any problems you cannot solve by referring to the guidance documents you have been provided, please raise a request using the [Web and Digital Requests form](#).

Creating a course induction page

All course induction pages are created in folders belonging to their school. Before creating one, you need to find your school's folder.

1. Open https://www.ntu.ac.uk/study-and-courses/starting-at-ntu/course-inductions/schools/_edit

2. Click on the 'Asset Finder' button in the top right of Matrix
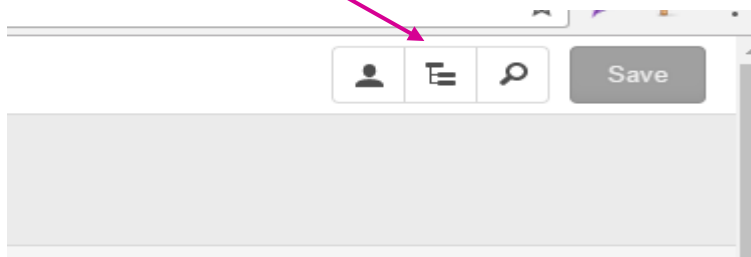
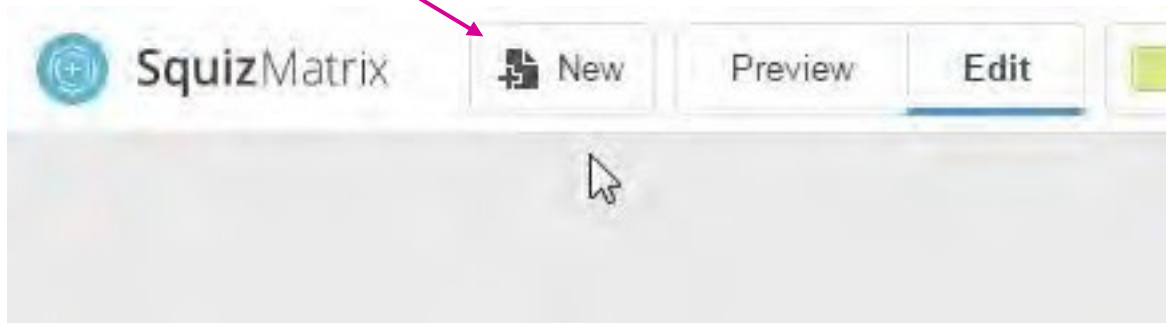This will display the Asset Finder, showing you the individual folders for each school
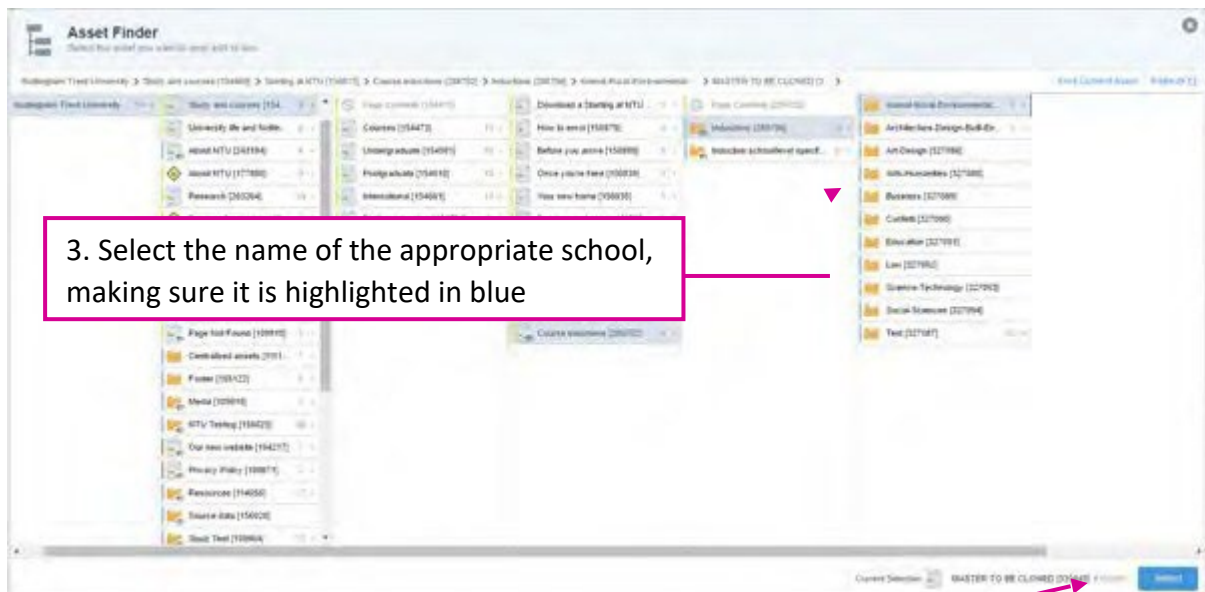
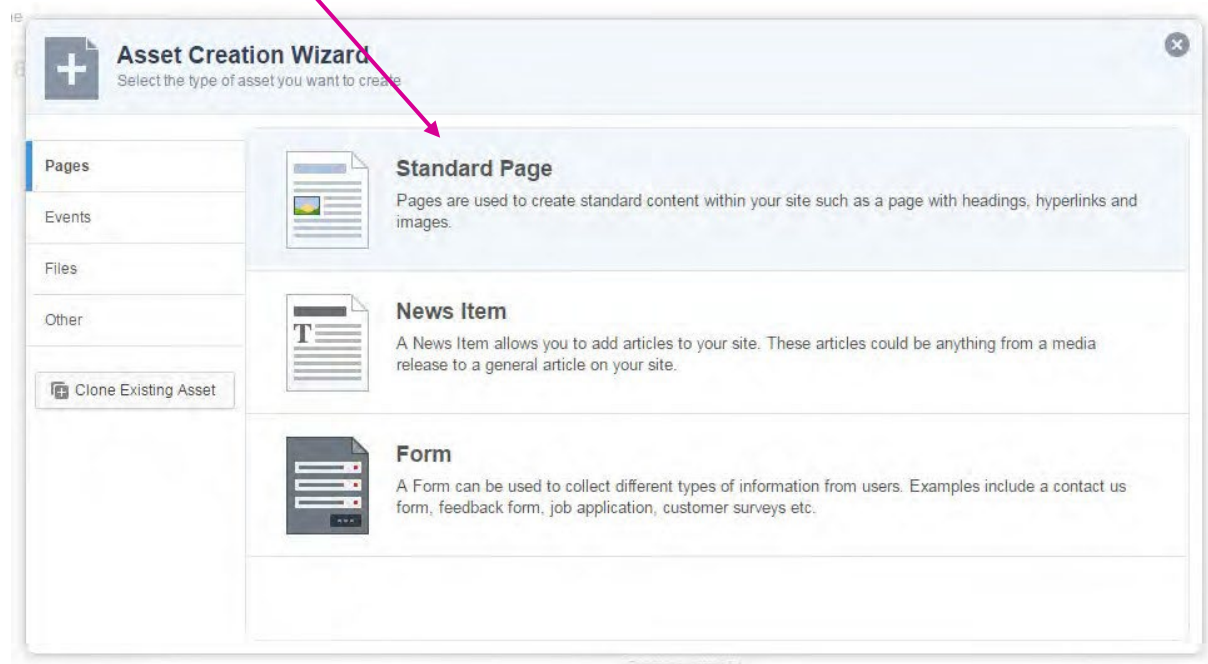3. Select the name of the appropriate school, making sure it is highlighted in blue

4. Click 'Select'

You are now in your school's folder, and can create an induction page

1. Click on the 'New' button in the top left of the Matrix toolbar.

2. An Asset Creation Wizard will appear. Click on 'Standard Page'.

The Standard Page creation screen will appear. We need to give the page a name and choose where it will sit. These are both marked with a **red asterisk** and are required fields.

Use the course name as the name of this page. This will make it easier to find when there are a lot in the list. Bear in mind, the Page Name is used to generate the URL of the page.

Standard Page
Pages are used to create standard content within your site such as a page with headings, hyperlinks and images.

+ Add More

A course in this sch...

Details

Title *

A course in this school

Show in menu?

Yes   No

This option will affect all link locations

Create locations

Select the locations to create this asset under *

No locations are currently set

Select New Location   or   Select Current Asset

Back   Create

3. Enter a name for the new page. This should match the Course name. It will become the URL of the page

4. Click 'Select New Location'

This will open the Asset Finder. You should already be in the folder for your school, but it is worth double-checking that this is the case.

Asset Finder
Select the asset you want to view, edit or use.

6. Select the name of the appropriate school, making sure it is highlighted in blue

7. Click 'Select'

This will return you to the Standard Page creation screen page

The system will create the page

When the Wizard Complete screen appears, as below, the induction page has been successfully added to the system.

Click 'Edit' to go straight to the page and start editing
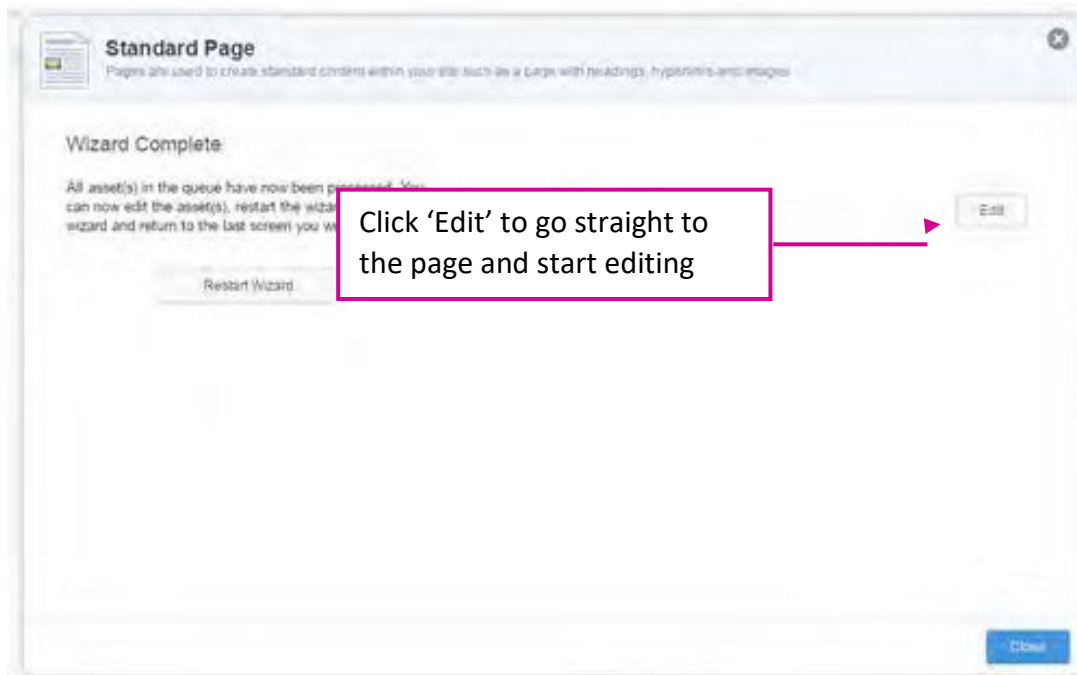
Details Screen

Here you can review the name you gave the page. Page name will be the title of the page, appears at the top of the page as the H1 and will be used in browser tabs. The page short name is what will appear in the breadcrumb. Ideally, the Page Name and Page Short Name fields should be the same.

The page name has been used to generate the URL of the page. If changes to the URL are necessary, these must be requested using the online Web & Digital form.
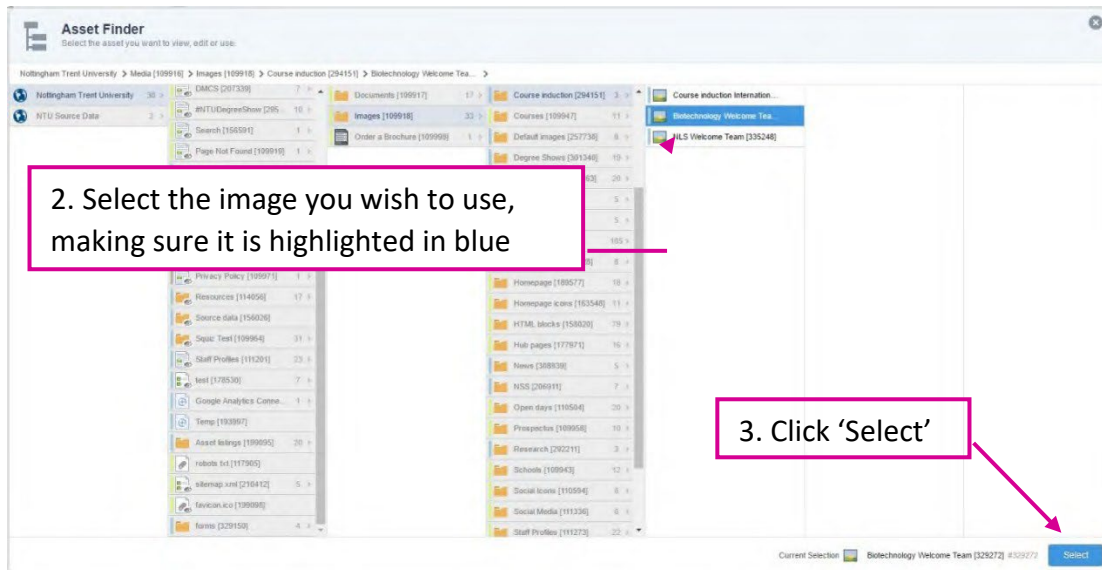
The Related Image will appear at the top of the induction page, as an image of the Welcome Team.

Adding a Welcome Team Image

The team image should be uploaded to matrix prior to this step. If you want to check this, use Image Search: https://www.ntu.ac.uk/media/images/image-search

This will open the Asset Finder. Navigate to:

Media > Images > Course Induction

2. Select the image you wish to use, making sure it is highlighted in blue

3. Click 'Select'

Matrix only allows the related image field to be populated with an image. It greys out all other content, preventing you from selecting it.

This will return you to the Details screen. The Related Image field will now hold the details of your chosen image.
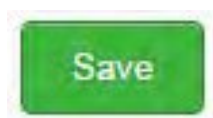
Click 'Save' in the top right hand

Course Induction Page Layout

My course

Congratulations on securing your place on the new syllabus CIM level 4 Certificate in Professional Marketing. We are looking forward to meeting you on **Monday 10 April 2017 at 5.30 pm.**

Welcome also to No[...] of Marketing (otherwise known as CIM). We trust that y[...] neficial to your career as a marketer.

My course section:

Editable and a required field

Nottingham Busines[...] r 25 years and boasts excellent assessment pass ra[...] e one of the first providers to be awarded **Accredited** [...] ccessfully renewed on an annual basis ever since, ensuring our consistent commitment to the delivery of industry accredited education.

For its part, the CIM is the world's leading marketing management professional body with over 32,000 members across the globe. It is the only professional marketing body to hold a Royal Charter and provides the possibility of achieving individual Chartered Marketer status for those members successfully completing the CIM Professional Postgraduate Diploma.

ⓘ Please read our notes on the University's commitment to delivering the educational services advertised.

Pre-arrival activities

Prior to coming to your [...] tion for the CIM Digital Marketing Module –This may be [...] ourse session.

Pre-arrival activities section:

Editable and a required field

Purpose

The purpose of this act[...] ations area and will support you in your portfolio development for the assessment in June.
This activity may be used to inform one of the workshops in the initial sessions of the module

Timetable

Your course induction has been designed to introduce you to your course content and tutors. You will also meet your personal tutor and peers in your tutor group.

Take a look at your induction timetable.

You will find the most up-to-date version of your course timetable in NOW - your personal online workspace. Please note that you will need your student number and the password that you have created for yourself when you enrolled to log in to NOW ☑️ .

For further information a[...] pages.

Timetable section:

Non-editable, but it contains a link to the timetable pdf inserted in the metadata

If you are an internation[...] n to demonstrate your eligibility to study at the Universi[...]

European Economic A[...]

You will need your curre[...]

Non EEA students

You will need:

- your current passport or travel document
- visa documentation proving of your right to study at NTU (e.g. Tier 4 Visa with NTU sponsor licence number).

Further information about when and how you are required to present this documentation is available on our international student enrolment pages.

If you hold a Tier 4 student visa, details of your specific responsibilities as a Tier 4 student and the University's responsibilities as your sponsor are available on our visa and immigration pages.

PLEASE NOTE:

The text on this page does not go into the Content screen.

Course Inductions are populated entirely using the Metadata screen

Metadata screen

Apart from the profile image, the Metadata screen is used to populate all the content on a course induction.

The first thing we need to add to the metadata is the Associated Course. When added to an induction page it populates the Course name and image at the top of the page. If the course name is wrong for any reason, this will need to be amended in Banner.

Starting at NTU
Equestrian Psychology and Sports Science, BSc (Hons)

Welcome to your new course and your new life as an NTU student. We've gathered together all the things you'll need to know to help you settle in here – have a read through and start thinking about how you're going to engage with your subject.

This is the Welcome text and is identical across all course induction pages

Adding the Associated Course

The Associated Course field is at the top of the Metadata screen

1. Untick 'Use default'

2. Click 'Select'

The Asset Finder will open. Navigate to:

Courses > Your school

Click 'Save' in the top right hand

2. Go through the folders [school] > [study level] > [this year] and find the course you want in the 'this year' folder*, making sure it is highlighted in blue.

3. Click 'Select'

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* The courses under each level of study are now organised into 2 folders (where appropriate), the main folder you initially go to is for the courses that start next year.

Within that folder will also be a folder called **This year** – this is for the courses that start this year, and it is these courses you should link to – it's important to link to the correct year as some aspects of course design and delivery as well as requirements etc. can change year-on-year.
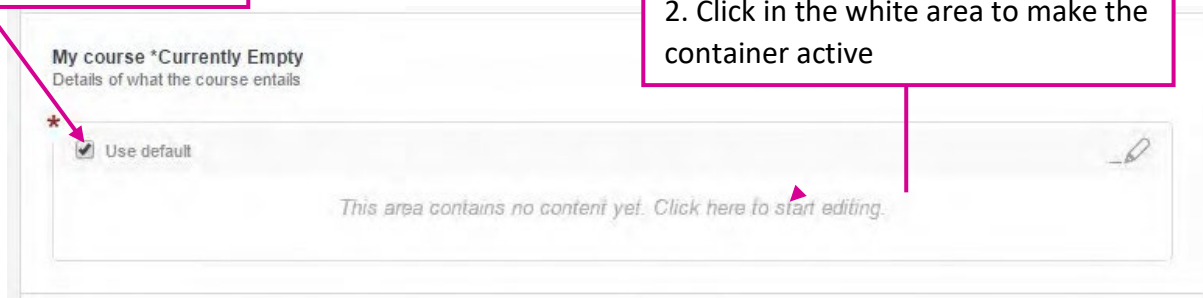
NOTE: You can ignore the **Welcome text** field, as this is default text used on all course inductions.

Adding content to the containers

My Course and Pre-arrival activities are both populated by entering text into a content container (simple text box). They are required fields and must be populated for the page to be made live. The content will be in the course induction request form.
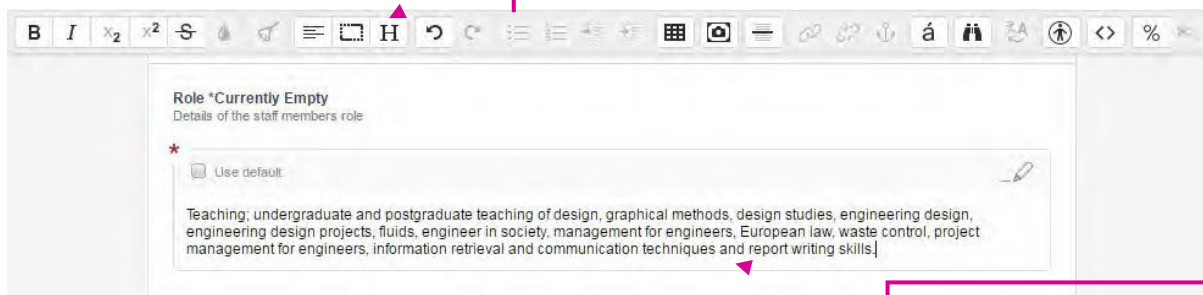
1. Untick 'Use default'

2. Click in the white area to make the container active

My course *Currently Empty
Details of what the course entails

* Use default

This area contains no content yet. Click here to start editing.

Clicking into the container will also bring up the container toolbar at the top of the screen allowing you to add links to your text.

Role *Currently Empty
Details of the staff members role

* Use default

Teaching; undergraduate and postgraduate teaching of design, graphical methods, design studies, engineering design, engineering design projects, fluids, engineer in society, management for engineers, European law, waste control, project management for engineers, information retrieval and communication techniques and report writing skills.

3. Type / paste the text into the content container.

Save

Click 'Save' in the top right hand.

Adding a link to text

1. Select the piece of text that will be hyperlinked

2. Click on the interlinking chain symbol
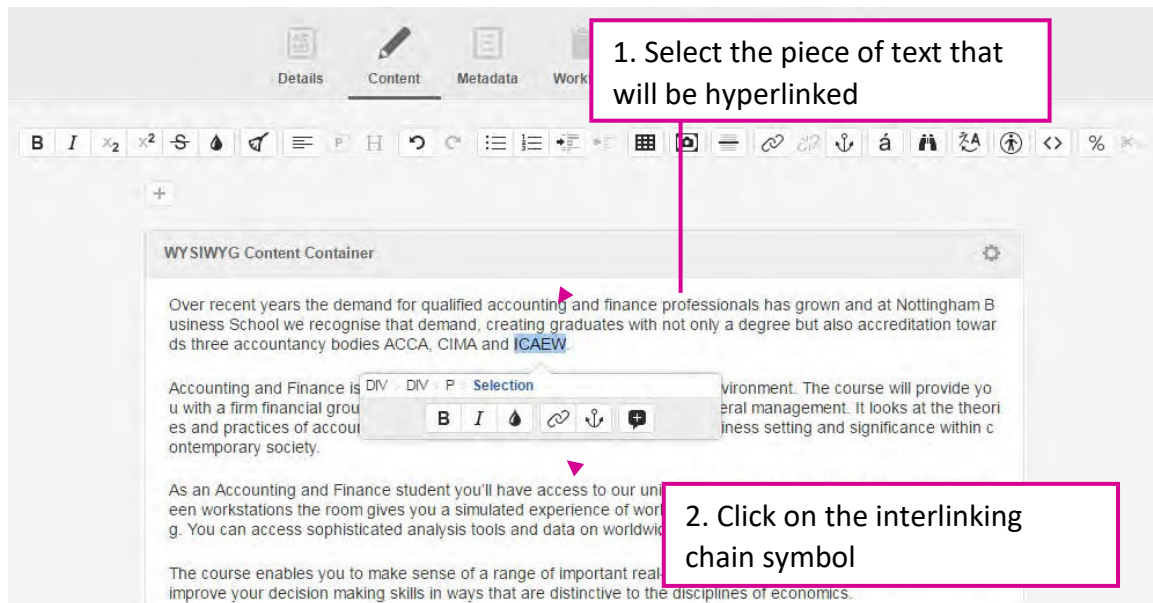
A window will open, giving you two options for adding the URL, depending on whether the page is in Matrix or not:

For an external or Old NTU (starting with www4.ntu.ac.uk) URL:

Type or paste the whole URL into the URL field, then click 'Insert Link'.

For a Matrix page:

Click the locator symbol to open up asset finder and search for the asset you want to link to.
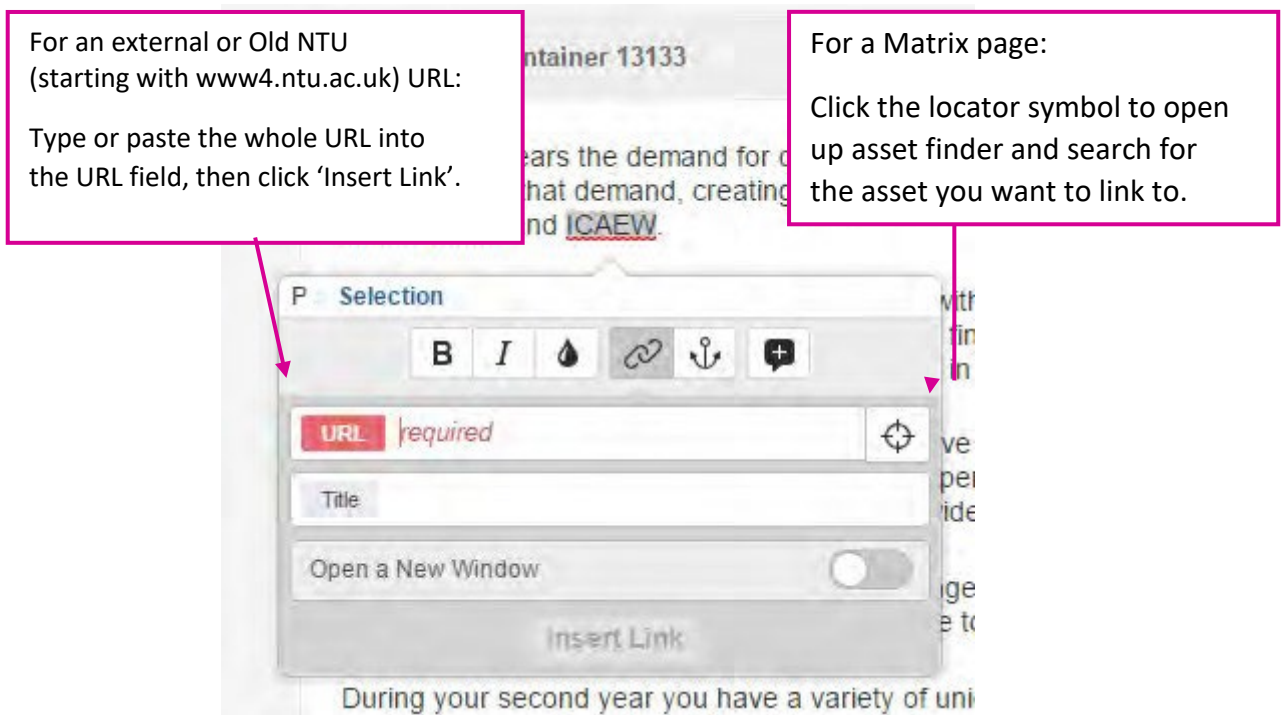
If you clicked the locator symbol, the Asset Finder will appear. You can then navigate to the location of the page you want to link to:

3. Click on your chosen page, making sure it is highlighted in blue.

4. Click 'Select'
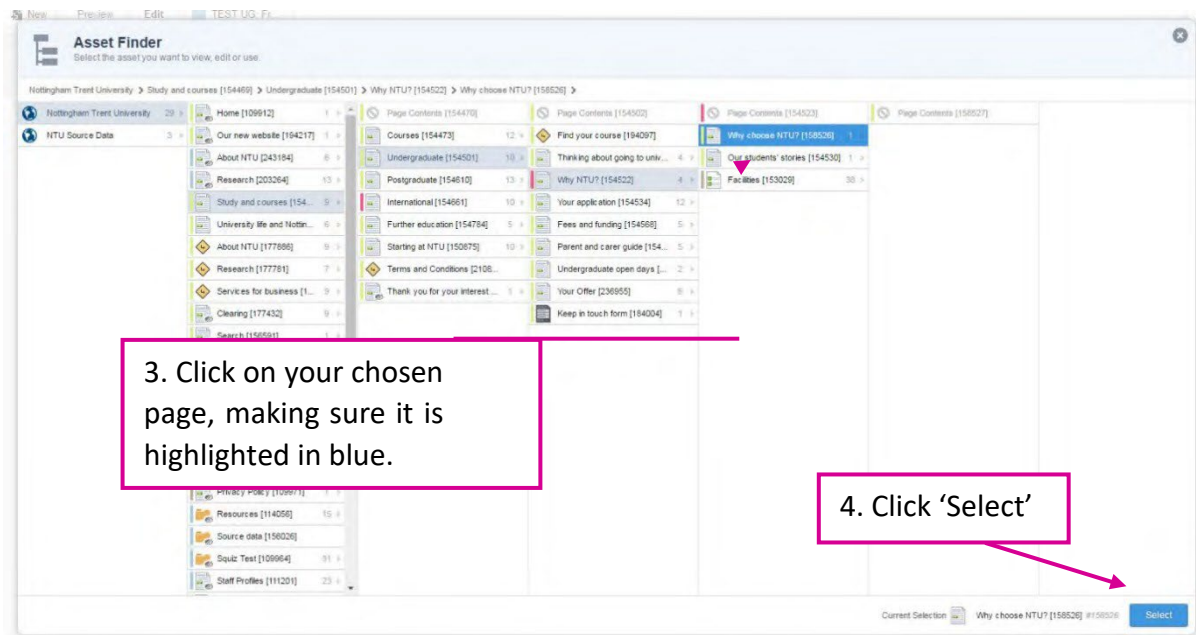
This will return you to the URL pop-up, when you can click 'Apply Changes'.

Make sure to click 'Apply Changes' before you click away, otherwise the URL information is lost and you have to start again.

Click 'Save' in the top right hand.

Adding the Timetable pdf

The timetable section of the page has a large block of text, with information about getting your timetable. None of the text is editable – the only bit that you can set is where the 'induction timetable' link goes:

On the Metadata page, scroll to the Timetable field.

The Asset Finder will open. Navigate to:

Media> Documents > Course inductions

3. Click on the timetable file for this induction, making sure it is highlighted in blue
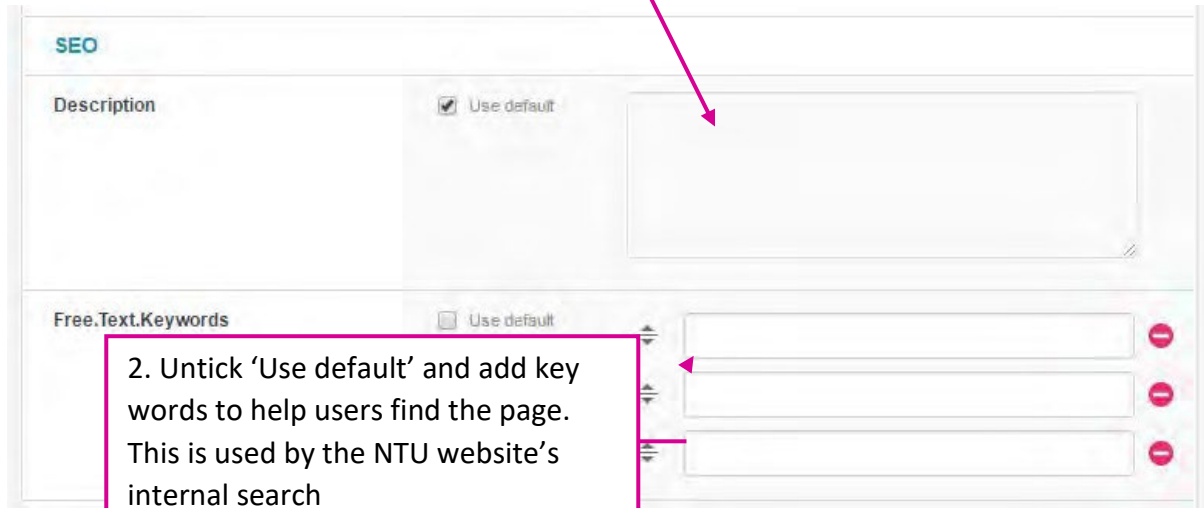
4. Click 'Select'

This will return you to the Metadata page, with the Matrix ID of the timetable file in place.

The 'induction timetable' link on this course induction page will now link to that timetable.

Adding SEO Data

1. Untick 'Use default' and enter a short description of the page. This field will be used in Google search results

2. Untick 'Use default' and add key words to help users find the page. This is used by the NTU website's internal search

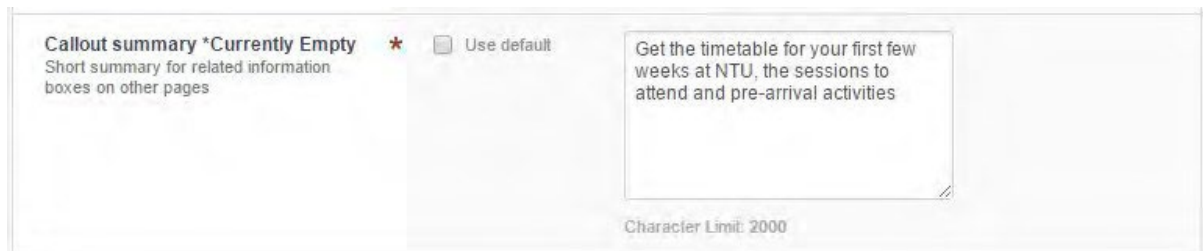Click 'Save' in the top right hand

Ignore:

- Keywords
- Canonical URL
- Contact number
- Contact name
- Contact email

Adding a callout summary

When the event is linked to from other pages, this short blurb will be displayed underneath. This is a required field and should be within 200 characters.

Ignore:

- Social Share
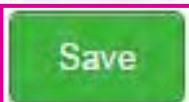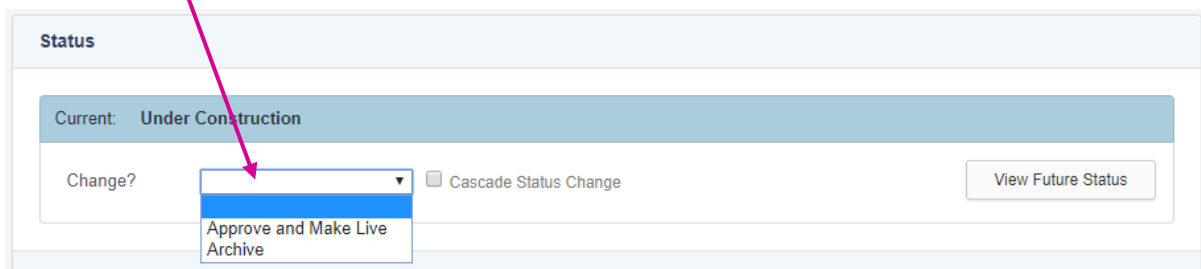
  Click Save in the top right-hand corner.

Submitting the page for approval

When all the necessary content is in place, the page is ready to be sent for approval by the Web and Digital team. Go to the Details screen. At the top of the screen there is a drop-down marked 'Change?'. This is where you will change the status from **Under Construction** to **Submit for approval**.

1. Click on the drop-down. You should see the option to 'Approve and Make Live'

If you can only the see the option to 'Archive', this means that one of the required fields (fields with a red asterisk) has been left blank on the Metadata screen. Go to the Metadata screen and check the fields, and enter the missing information.

Click Save in the top right-hand corner.

The Current status bar will change colour and display the term **Awaiting approval** or **Safe edit awaiting approval**. Once approved it will go live and be searchable on the site.

The Web & Digital team will aim to make your course induction pages live within 72 hours / three days.