

# Student Records Home Page

The homepage for Student Records is built using four sections. Therefore there will be four different processes in changing or modifying the content. The four parts are:

1. Photo Gallery,
2. Standard Content Area,
3. Localist Widget Web Part
4. Tabbed Content Web Part

## DEPAUL | Student Records

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### Welcome to the Office of Student Records

The Office of Student Records supports the core principles of the University and ensures the accuracy and privacy of each student's academic record in order to protect the value and integrity of a DePaul education. [Read more about our Mission and Services.](#)

2. Standard Content Web Part

### Holiday Break - University Closed

DePaul University will be officially closed for Holiday Break on Friday, December 21 and remain closed until Wednesday, January 2, 2013. Transcript requests that are submitted after noon on Thursday, December 22 will not be processed until we reopen for business on Wednesday, January 2, 2013. Try an [e-Transcript](#) to get faster delivery.

Jan 13 [Last Day to Add a Class - Winter Qtr. 2013](#)

Jan 20 [Last Day to Drop w/ No Penalty for Winter Quarter 2013](#)

Feb 1 [Deadline for June 2013 Commencement](#)

Feb 11 [Registration Begins for Spring Qtr. 2013](#)

Feb 24 [Last Day to Withdraw from Winter Quarter 2013 Classes](#)

3. Localist Widget

Academics	FERPA & Personal Info
<a href="#">Change Major or College within DePaul</a> <a href="#">Degree Conferral Process</a> <a href="#">Diplomas</a> <a href="#">Degree Progress Report</a> <a href="#">Test Credit and Placement</a> <a href="#">Transcripts</a> <a href="#">Registration</a> <a href="#">Verifications</a> <a href="#">Withdrawal/Leave of Absences</a>	<p>4. Tabbed Content Web Part</p>

## Editing the Photo Gallery

1. Navigate to the **Student Records home page** using **Internet Explorer** as the preferred browser. Use the **Editor Login** to start the process.
2. Before adding a new picture to the Photo Gallery web part, you should **first add it to your Image Library**. Make sure that the size of the image is **912px by 259px**.
  - a. From **Site Actions** dropdown; choose **View All Site Content**.
  - b. **Click** on the **Images** link
  - c. **Click** on the **Add new item** link
  - d. **Browse** and find the image on your computer. **Click Save**.
  - e. The image will be **imported in a Draft status**; you will **need to have it Approved** before it will show up to your users. **Click on the check box by the image** and then **click on View Properties** to see the Approval status.
  - f. **Check Out** the image.
  - g. **Check In the image** and from the dialog box, click on **Save a Major Version** radio button.
  - h. From the **Start Workflow Dialog** box, **fill out Request text box** and click on **Start**. You will receive an Email stating the Approval process has started.
  - i. If you **View Properties**, you will see **the status has changed to Pending**.
  - j. **Wait for the Approval Email** before completing step 6 below.
3. **Go back to the Student Records home page. Click on Edit.**
4. **You can only have 3 pictures in the Photo Gallery**, so you will need to **remove one first**. Click on the picture you want to replace and delete.
5. Use the link "**Click here to insert a picture from SharePoint**". Use the dialog box and browse to the Image library and choose your photo. Make sure that the image you are importing is **912px by 259px** and leave all the other boxes blank.
6. Once you have inserted the picture, you will need to **submit the page for approval**. **Click on Save and Close** and then **Click on Check In**. Fill out the dialog box listing change of picture and then **Continue**. From the **Publish tab**, **click on Submit**. **Fill out the Request text box** on the Start Workflow text box and **click on Start**. You will receive an email stating approval has started on the Home page.

## Editing the Standard Content Area

1. Make sure you are at the Student Records homepage using the preferred Internet Explorer browser and login to start the editing process.
2. **Click on the Edit** icon.
3. **Navigate to the Standard Content Area of the page. Click inside the area to edit.**
4. It is recommended to replace the existing content with new content or to modify/correct existing content in place. The context **Editing Toolbar** will be open.
5. After you **complete your work, click on Save and Close**
6. **Then Check In**. Fill out the dialog box with note about changes you made. Click on the **Continue Button**.
7. You now need to send it up the workflow for approval.

8. **Click on the Publish tab and from the Ribbon, choose Submit.**
9. **Complete the Request text box** in the Start Workflow dialog box.
10. Then **click on Start button**.
11. You will receive an email letting you know that the approval process has been started.
12. When the page has been approved you will receive an email.
13. The changes will now be visible to anyone viewing the Student Records web page.

## Editing the Localist Web Part

There really is no need to edit the Localist Web Part as it takes a prebuilt string of HTML with parameters. However if you need to make changes, here are the steps:

1. Please **click on link to reference** “Localist Widget Builder Guide” to create the necessary HTML code.
2. **Paste HTML code** generated by Localist Widget here
3. **Click Save**

The screenshot shows a web part titled "Registration Dates" with a close button in the top right corner. The main content area contains the following text:

Instructions: Copy and Paste the HTML url generated by the Localist Widget builder available at <http://depaul.localist.com/help/widget> (Use the HTML Format option).

Enter Url:

**Jan 13** [Last Day to Add a Class - Winter Qtr. 2013](#)

**Jan 20** [Last Day to Drop w/ No Penalty for Winter Quarter 2013](#)

Three callout boxes with red arrows point to specific elements:

1. Click here for reference to build Localist HTML code (points to the URL in the instructions)
2. Paste HTML code generated by Localist widget here (points to the text input field)
3. Click Save (points to the Save button)

## Editing the Tabbed Content Web Part

The last web part on your page contains links to other SharePoint content and is linked to other pages within the Student Records site. You will be directing users to specific topics presented on specific pages.

1. **Click on the Edit link** to start the process.
2. It will open up a **dialog box with the Edit Toolbar** at the top.
3. You will be **creating links to SharePoint web pages or to outside content**
4. Once you have completed editing, **click on Save**

## Editing the Home Page Conclusion

After completing all your editing on the Student Records Home Page, you will need to submit all your additions and changes for approval so that the new content is viewable. Please complete the following steps:

1. After you **complete your work, click on Save and Close**
2. **Then Check In.** Fill out the dialog box with note about changes you made. Click on the **Continue Button.**
3. You now need to send it up the workflow for approval.
4. **Click on the Publish tab and from the Ribbon, choose Submit.**
5. **Complete the Request text box** in the Start Workflow dialog box.
6. Then **click on Start button.**
7. You will receive an email letting you know that the approval process has been started.
8. When the page has been approved you will receive an email.
9. The changes will now be visible to anyone viewing the Student Records web page.