Cause Communications: Content Management Guide

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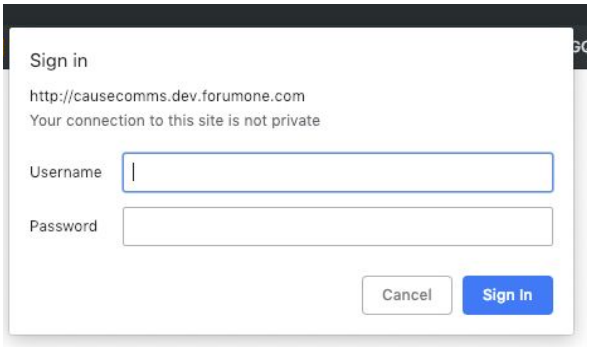
Login

All content should be edited and updated on the development site:
http://causecomms.dev.forumone.com/

Two-factor authentication for dev site:

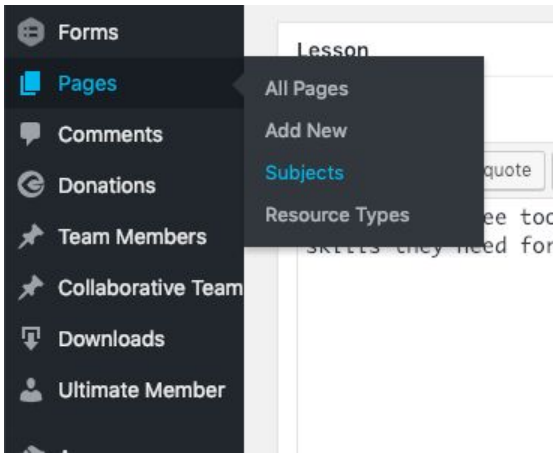


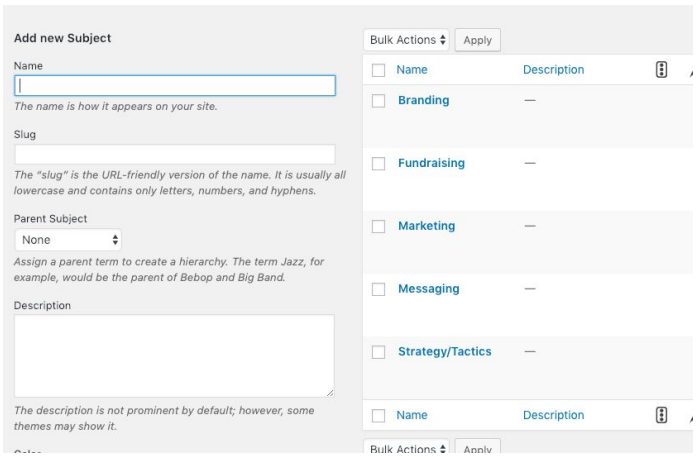
- **Step 1:** Authentication pop-up
  - Username: forumone
  - Password: f1dev
- **Step 2:** WP login:

  http://causecomms.dev.forumone.com/admin
  - Login using unique WP username and password
- Any changes that are made to the live Cause Communications website will be overwritten when the codebase is pushed from dev to live for launch.

Taxonomy Terms

Taxonomy terms for Subject and Resource Types can be managed in the WP Dashboard under **Pages> Subjects** or **Pages>Resource Types**.





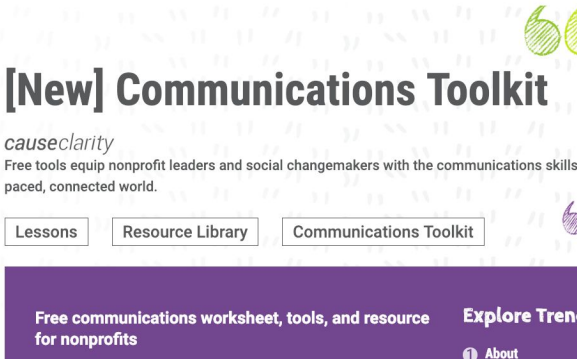
Custom Pages

These custom pages can be added by navigating from the **WP Dashboard> Pages.**

Toolkit Homepage

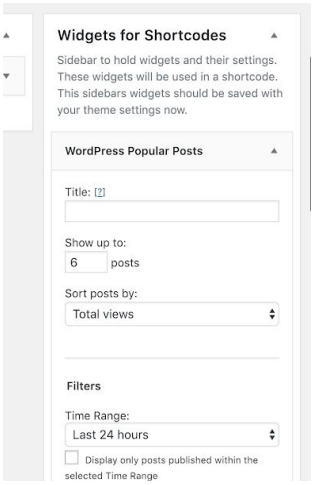
Dev: http://causecomms.dev.forumone.com/new-communications-toolkit/

Fields



- **Title**
- **Label**
- **Summary**
- **Buttons:** Flexible text and URL for “Lessons” Resource Library” and “Communications Toolkit”. Ability to add up to 3 buttons for this section.

Toolkit Homepage



- **Search Title**
- **Trending Topics Title**
- **Trending Topics:**
    - For manual control:
        - Select posts from relationship field to show in "Trending" list
    - For automatic list:

http://causecomms.dev.forumone.com/wp-admin/widgets.php

    - Options can be configured within the widget. Currently it is set to show the 6 most popular lessons.

Featured Content

- **Title**
- **Summary**

- **Image**

Lessons

- **Title**
- **Summary**
- **Lessons**
- **Download Toolkit Link**
- **WYSIYWG Editor**

Featured Content Second

- **Title**
- **Summary**
- **Image**
- **Button**
- **Videos:** Add up to four videos
- **Video Button:** Editable URL and text field.
    - Use this button to link to “See All Videos”
- **Feedback**
- **Acknowledgements**

Download Toolkit Page

Dev Link:
http://causecomms.dev.forumone.com/wp-admin/post.php?post=4500&action=edit

Fields:

- **Title**
- **Body Text:** Recommend not populating this field
- **Intro Text:** Use this field for any intro or summary text
- **Breadcrumb:** Select any page/ post from the drop down

Full Toolkit:

Only one file should be added to this section (even though multiple files can be added) as the front end design does not support multiple links for this section.

- **File**
- **Title**
- **Summary**

- **Image**

Individual Chapters

Unlimited number of files can be added to this section.

- **File**
- **Title**
- **Summary**
- **Image**

Extras

Unlimited number of files can be added to this section.

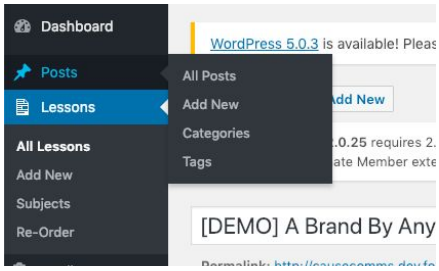
- **File**
- **Title**
- **Summary**

Resource Library Check Box

- Check this box if you would like this lesson to populate the Resource Library

Lesson Detail Page

Lessons are a new content type and will automatically be added to the resource library.



Select the Lessons Content Type from the WP Dashboard and select “Add New.”

Fields

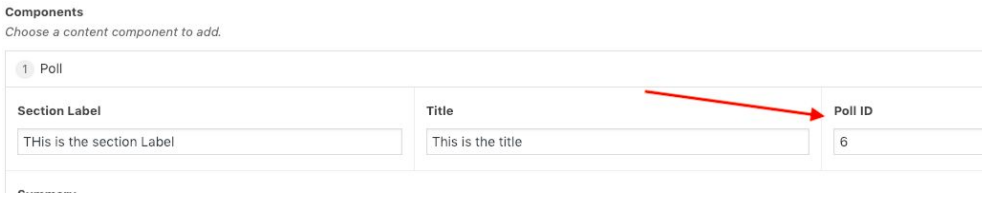
- **Title**
- **Lesson Summary:** (optional) summary of lesson

Flexible Content

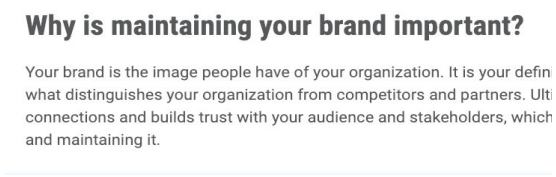
You can add any number of flexible components to this page (with the exception of the Card Stack, which you can only add one card element per page). You can also rearrange these components by dragging and dropping them on the page. All flexible components are optional.

***Note:** Flexible content components only support the use of bold and italics text. It does not support block quotes, links, etc. unless otherwise specified.*

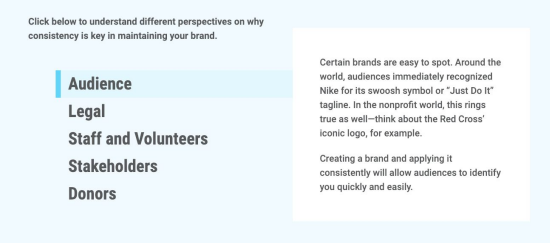
- **Poll :**
    - Polls must be created in the Polls plugin before populating this page
        - Add/Manage polls by navigating to “Polls” in the WP dashboard
        - Once a poll is completed it will be assigned a “Poll ID”
    - Include the Poll ID in the Lesson Detail Page in the appropriate field



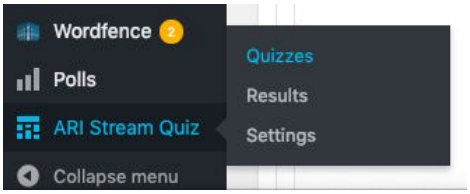
- **Call out Text:** Chalkboard style plain text (keep this section brief)
- **Card Stack:** Cards will grow to fit the size of the text included in the summary. There will always be 5 cards in the card stack.
    - Only one card stack can be used per page
    - Card Stack does not support links, block quotes, etc.
- **WYSIWYG:** Use this section to add additional text, lesson context

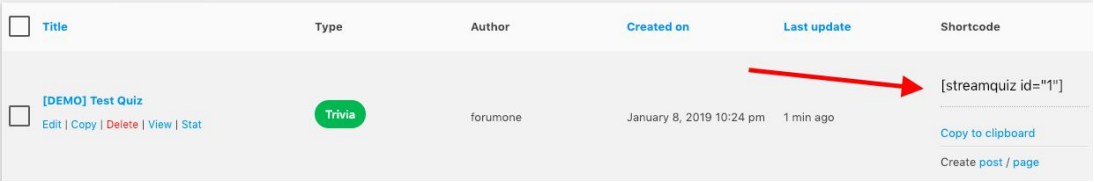


- **Key Facts:** Flexible content that can be used to display terms and their definitions
    - This component supports bullets, links, and all styling listed in the editor



- **Lesson/Quiz:**
  - Create a quiz using the ARI Stream Quiz plugin from the WP Dashboard
  - In the Quiz dashboard copy the Shortcode (ex: [streamquiz id="1"]) and copy and paste this into the WYSIWYG editor.
    - This will automatically populate this section with the appropriate quiz





- **Related Content**
  - Manually select related content for this lesson

Resource Library

This section will be dynamically populated with any content that has the Resource Library box checked on the individual page. Only the intro text and title are editable for this page.

To edit the intro text of this page Navigate to: **WP Dashboard> Pages> Resource Library**

Plugins

ARI Stream Quiz

Helpful tutorial video: https://wordpress.org/plugins/ari-stream-quiz/

Adding a Quiz:

1. **Add Quiz Title**

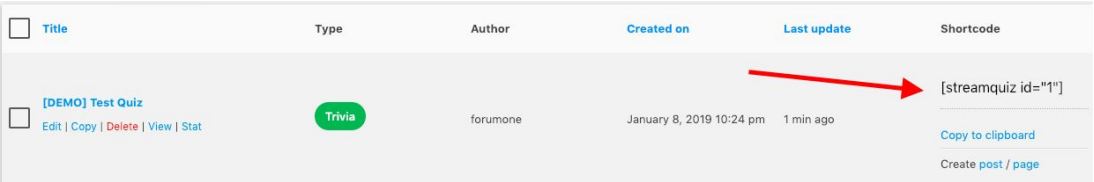
2. **Results Tab**: (Optional) Add a custom message and/or image based on the number of points the user scores

    - Set the number of points for a given message
        - Ex. 1-2 points
            - Message: “You could use a bit more practice!”
        - Ex. 3-4 points
            - Message: “Great job!”

3. **Questions Tab:** Add your questions and optional images and corresponding answer

4. **Settings Tab:** adjust settings for how questions are displayed

        - Shuffle answers
        - Random questions (not recommended)

5. **Applying to the Lesson Detail Page**

    - In the Quiz dashboard copy the Shortcode (ex: [streamquiz id="1"]) and copy and paste this into the WYSIWYG editor.
        - This will automatically populate this section with the appropriate quiz