

FACULTY OF LAW – SUBSITE USER GUIDE

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Logging into the site

Login to the pre-go-live site via the following link: <https://stage.law.ox.ac.uk>

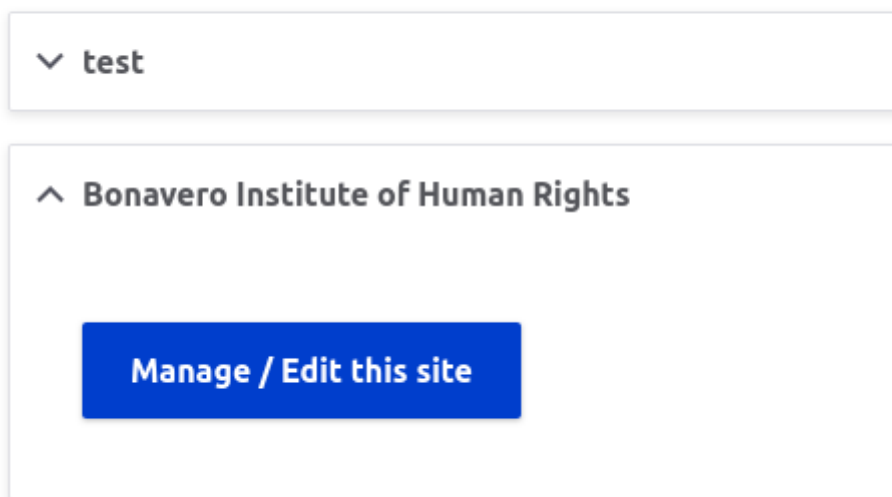
Click on the link in the footer called “Oxford login” and login with SSO.

Accessing your subsite for managing

Once you log on, you will be taken to your profile page which contains a list of the subsites that you have access to.

Click on the name of a subsite and you will see a ‘manage/edit this site’ button.

User manage own child sites



If you need editor access to a subsite that is not shown here, please contact the admin of the subsite who can give you access.

Editing and managing your subsites

Your subsite management screen allows you to

Subsite user guide

- Create new pages
- Manage subsite – see below for instructions
- View all users of the subsite
- Search for a page by typing in part of the title – and then view or edit this page
- View a list of pages with most recent first – and then view or edit them

Update screenshot

	Page type	Published	Changed	Operations
The Institute's Mission, Fundamental Principles & Strategic Goals	Basic page	✓	Mon, 09/05/2022 - 16:22	Edit ▼
Bonavero Events	Basic page	✓	Fri, 09/02/2022 - 09:00	Edit ▼

Managing and configuring your subsite

After clicking the manage/edit button, you will now see the admin menu for your subsite.

There are two different kinds of subsites, subsite light which has basic subsite functionality and subsite standard which has enhanced functionality.

The admin menu that you see will be slightly different for each type of subsite.

Update screenshot

	Page type	Published	Changed	Operations
The Institute's Mission, Fundamental Principles & Strategic Goals	Basic page	✓	Mon, 09/05/2022 - 16:22	Edit ▼
Bonavero Events	Basic page	✓	Fri, 09/02/2022 - 09:00	Edit ▼

- **Configure**
 - Here you can edit the name of your subsite.

Subsite user guide

- Additional functionality is available for a subsite standard:
 - You can also choose your subsite colours. Your subsite can have a primary colour which is used for the background behind the banner text, a secondary colour which is used for some decorative styling elements and a link colour which is used for links. If you do not select any colours, the site will use the default colours.
 - When you save your colours, the site will check your selected colours against accessibility contrast guidelines and flag up any accessibility issues. There is a link to accessibility tools that will let you adjust your colours so that they pass. You can then re-save them onto the site.
- **Users**
 - You can add internal and external users as and administrators. Admins have access to the functionality described in this guide.
 - For internal users, you will need to know the user's SSO. [working to change this to use email as well]
 - For external users, you will first need to get them added to the site as a Drupal user. To do this, talk to the overall site administrator. You will then be able to add them to your subsite as a user.
 - You can remove users from your subsite here too.
- **Sponsors**
 - Here you can add the logos of sponsors to appear at the bottom of your subsite homepage.
- **Branding**
 - **Here you can add your subsite logo.**
- **Menu**
 - **Subsite light: You can create a mini menu by listing out related links.**
 - Subsite standard: Here you can manage your subsite menu. You can add a new menu item, remove a menu item and reorder menu items. Remember to save all changes.
- **Social media**
 - Here you can add an email address and the social media links for the subsite.
- **Affiliation**

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- Here you affiliate a person to your subsite
- **Homepage**
 - This is the place to fill in the information to appear on your subsite homepage.
 - Here you can add a banner and secondary banner, right hand side content, highlights and other pieces of content using the Page builder option.
-

Adding content to subsite homepage

The fields are grouped by sections to make it easier to load content for your subsite homepage.

You can click on each section to open them up and click again to close them.

1. Banner

Here you can add your primary banner image with a title, subtitle and a link. (See next page)

Primary Banner

Banner Image

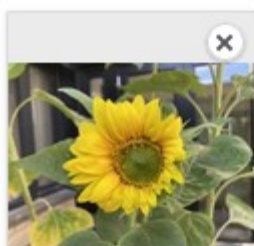
Collapse



Banner Title

banner title here

Banner image



img_2028.jpg

The maximum number of media items have been selected.

Banner link

URL *

Children's and Family Law Discussion Group (19871)



Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text

Link text here

This will look like the below screenshot when viewing the page:



2. Secondary banner

The secondary banner can be used as an additional section underneath a primary banner. The secondary banner will only display if you have a primary banner. You can add a secondary banner image with a title, text and multiple links. (See next page)

Secondary Banner

Secondary banner title

Secondary banner title here

Secondary banner text

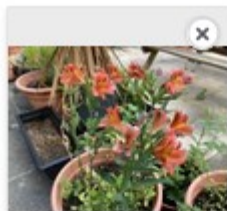
B I | Format | Styles | Source

some text for secondary banner

Text format Basic HTML

[About text formats](#)

Secondary banner image



img_2010.jpg

An image placed to the left of your introduction (Not the main banner image). This field can be left blank. The maximum number of media items have been selected.

[Show row weights](#)

Secondary banner links

URL *

"State legitimacy, law, and the political subject (21)"



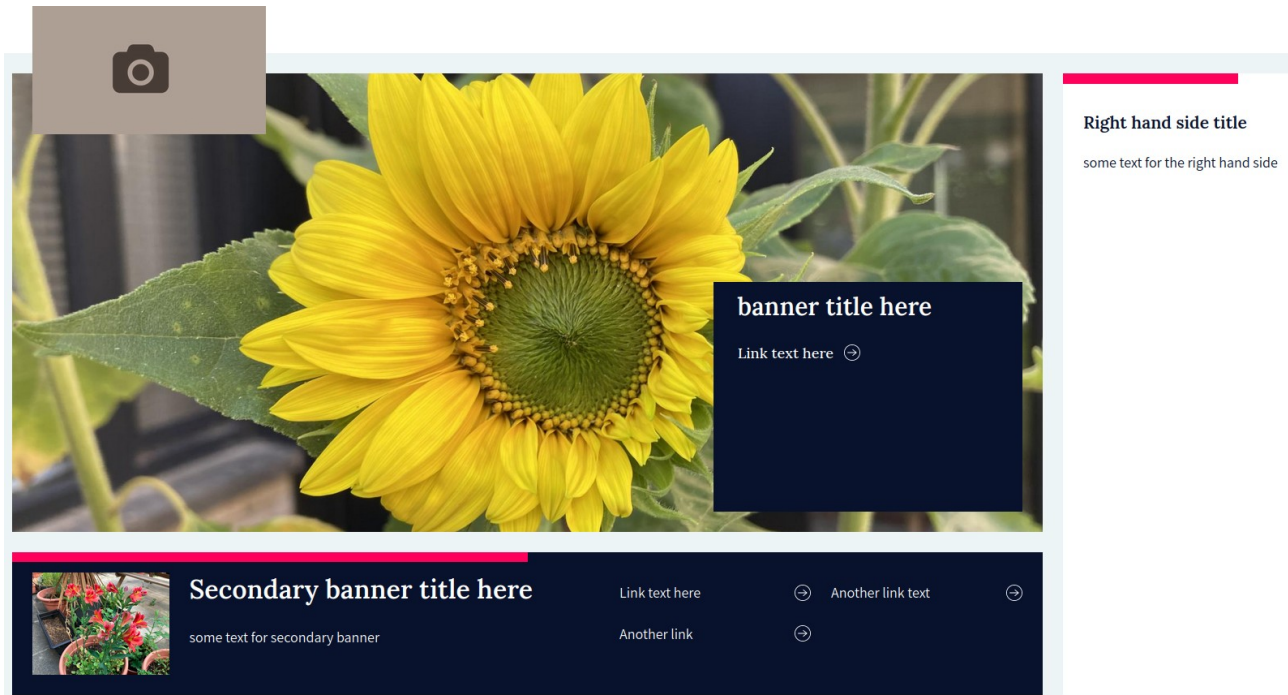
Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<noink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text

Link text here

Subsite user guide

This will appear below the primary banner and look like the below screenshot when viewing the page:



3. Right hand side

You can add a title and some text that will appear on the right hand side next to the primary banner section.

^ Right hand side

Right hand Side title

Right hand side text

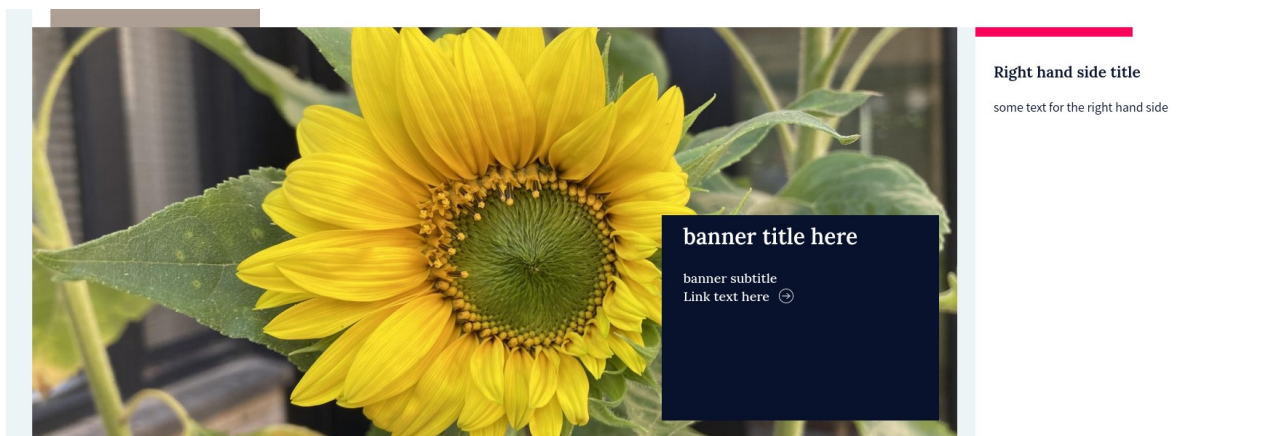
B I Normal ▾ Styles ▾ Source

some text for the right hand side

body p

Text format Basic HTML ▾ [About text formats](#)

This will look like the below screenshot when viewing the page:












4. Introduction, Highlights & Body

The introduction allows you to put some introductory text beneath the banner. If you do not use a banner, then the introduction will display at the top of the page. This contains content that has been migrated over from the old site.

Subsite user guide

Introduction

B *I*        | Format ▾ |  | Styles ▾ |  Source



introduction text here


Text format Basic HTML ▾



[About text formats](#)

Highlights allows you to reference content for highlights which will appear as row of feature boxes. If there are more than 3 highlights, it will display as a carousel. To add an item into the highlights, start typing the name of the piece of content and then select the item that you want.

Highlights

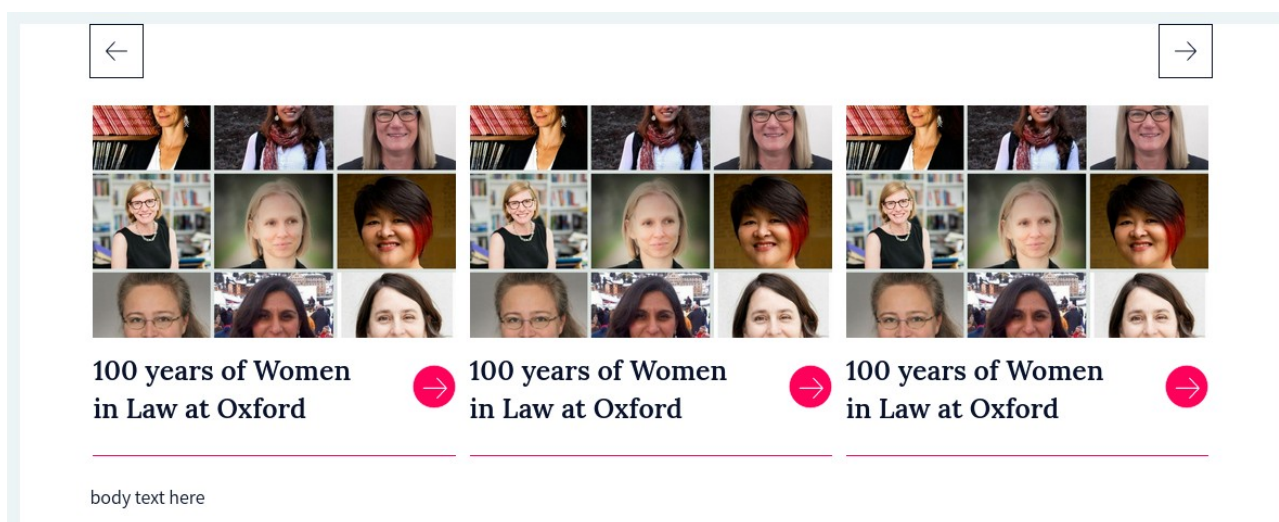
 

[Add another item](#)

Subsite user guide

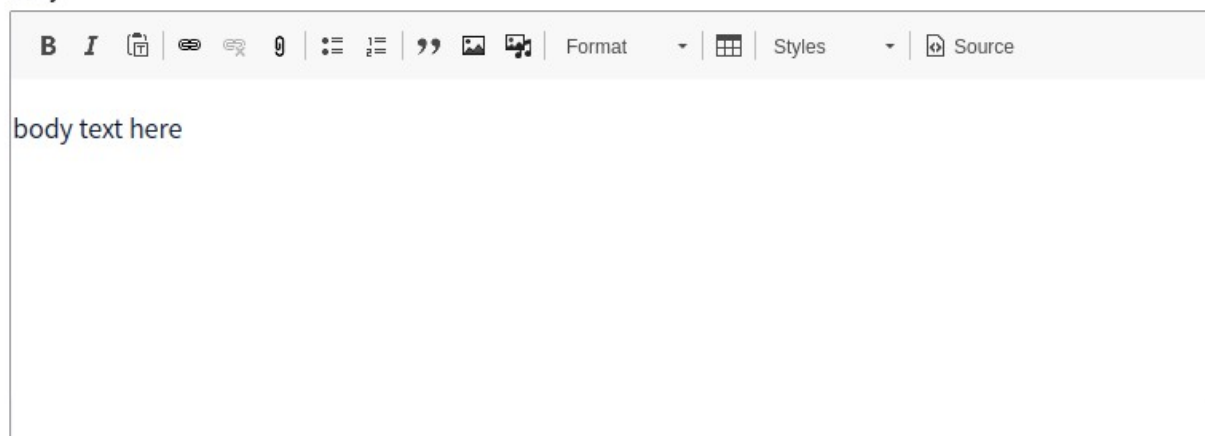
Tip: You can directly reference a piece of content by typing its title followed by the node id in brackets. See example below.

Highlights will look like the below screenshot when viewing the page:



The body allows you to add content into your page. This contains content that has been migrated over from the old site.

Body

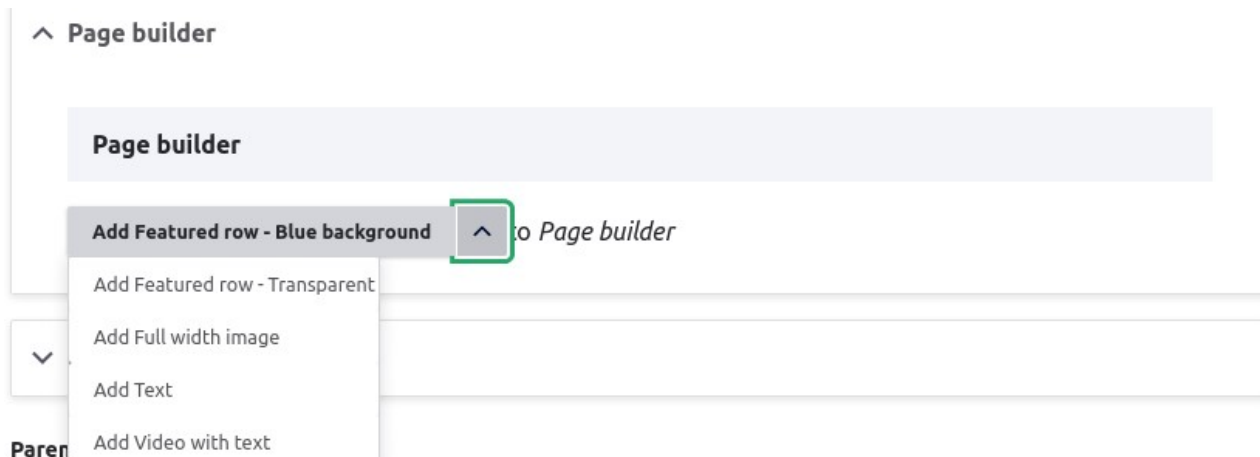


Text format Basic HTML ▾

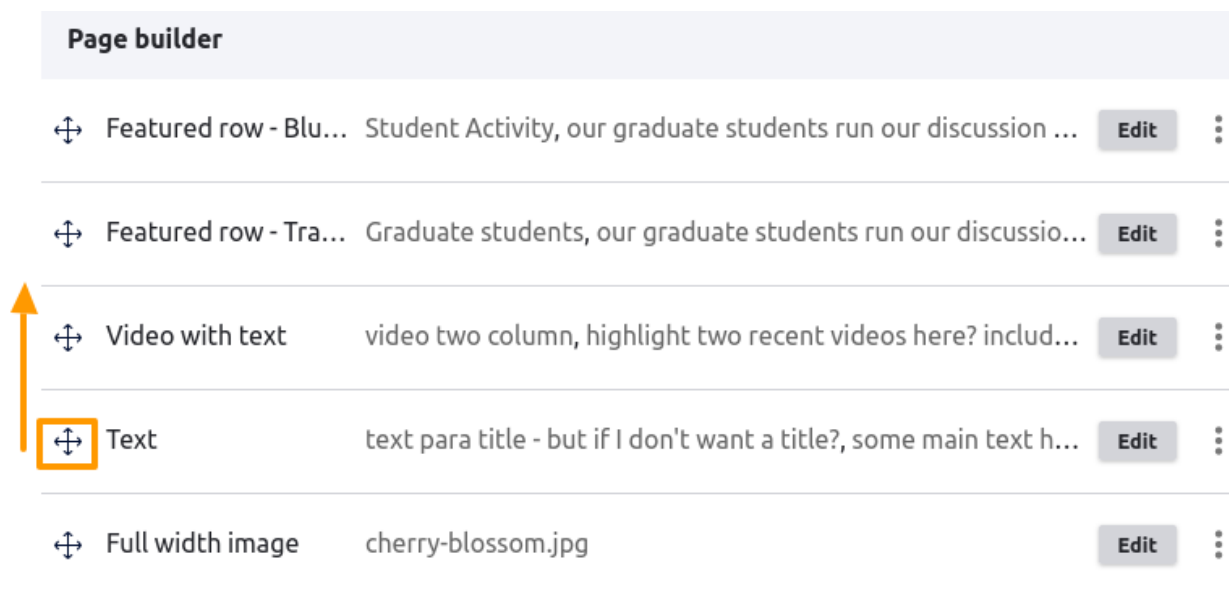
[About text formats](#)

5. Page builder

You can build up your page using different types of sections in the page builder.



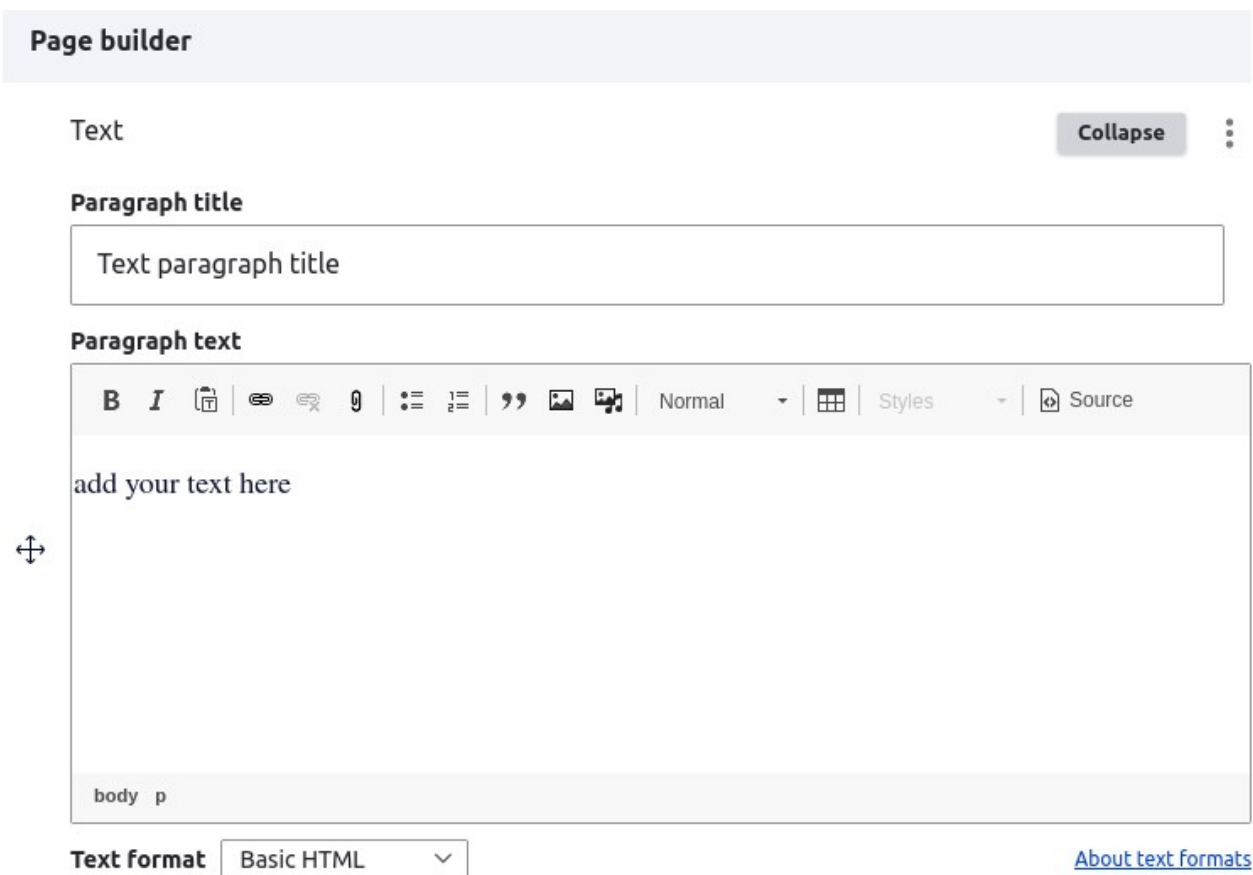
This is very flexible, you can pick and choose which options you would like to use and in what order. You can also re-order the sections later by collapsing them and dragging the cross in front of the field up or down.



Page builder options

I. Text

This allows you to add some content with a heading (title).



This will look like the below screenshot when viewing the page:

Text paragraph title

We are a leading centre for legal teaching. Our courses at both undergraduate and postgraduate level build your understanding of legal reasoning, enable your to quickly able to critically analyse legal situations, and encourage you to confidently argue and debate your interpretations. Our students go on to be leaders in their fields and role models for lawyers around the world.

II. Featured row – Blue background










This allows you to add a title, some text and reference 2 pieces of content that exist on the website.

Featured row - Blu... Collapse ⋮

Title

Student Activity

Paragraph text

B I        | Format - |  | Styles - |  Source

our graduate students run our discussion groups - limited to two here with small images

Text format Basic HTML ▼ [About text formats](#)

Referenced content

+ Medical Law and Ethics Discussion Group (19512) 🔍

+ Animal Law Discussion Group (19752) 🔍

Only 2 referenced pieces of content in this field.

This will look like the below screenshot when viewing the page:



III. Featured row – Transparent

This works similarly to the ‘Featured row – Blue background’ but here you can reference as many pages as you wish on a transparent background. (See next page)

Featured row - Tra... Collapse

Title

Featured row transparent title

Paragraph text

B I | Format - | | Styles - | Source

some text here: Our courses at both undergraduate and postgraduate level build your understanding of legal reasoning, enable your to quickly able to critically analyse legal situations, and encourage you to confidently argue and debate your interpretations

Text format Basic HTML [About text formats](#)

Referenced content

Add another item

Subsite user guide

This will look like the below screenshot when viewing the page:

Featured row transparent title

some text here: Our courses at both undergraduate and postgraduate level build your understanding of legal reasoning, enable your to quickly able to critically analyse legal situations, and encourage you to confidently argue and debate your interpretations



Medical Law and Ethics Discussion Group



Animal Law Discussion Group



Medical Law and Ethics Discussion Group




IV. Full width image

This page builder option allows you to add one image that will be full width on the page.

Full width image Collapse

Paragraph image



img_2028.jpg

The maximum number of media items have been selected.

This will look like the below screenshot when viewing the page:



V. Video with text

This will allow you to add a video with some text next to it. The video needs to be hosted on YouTube or Vimeo, but you can display and play the video on the site. To add the video, click 'add media' and add the video URL or select a previously added video. (See next page)











Subsite user guide

Video with text Collapse ⋮

Title

Video title

Paragraph text


B *I*         Normal ▾  Styles ▾  Source

some text here

body p

✚ **Text format** Basic HTML ▾ [About text formats](#)

Remote video

✕

The Child and Me...

The maximum number of media items have been selected.

This will look like the below screenshot when viewing the page:



6. Listing content

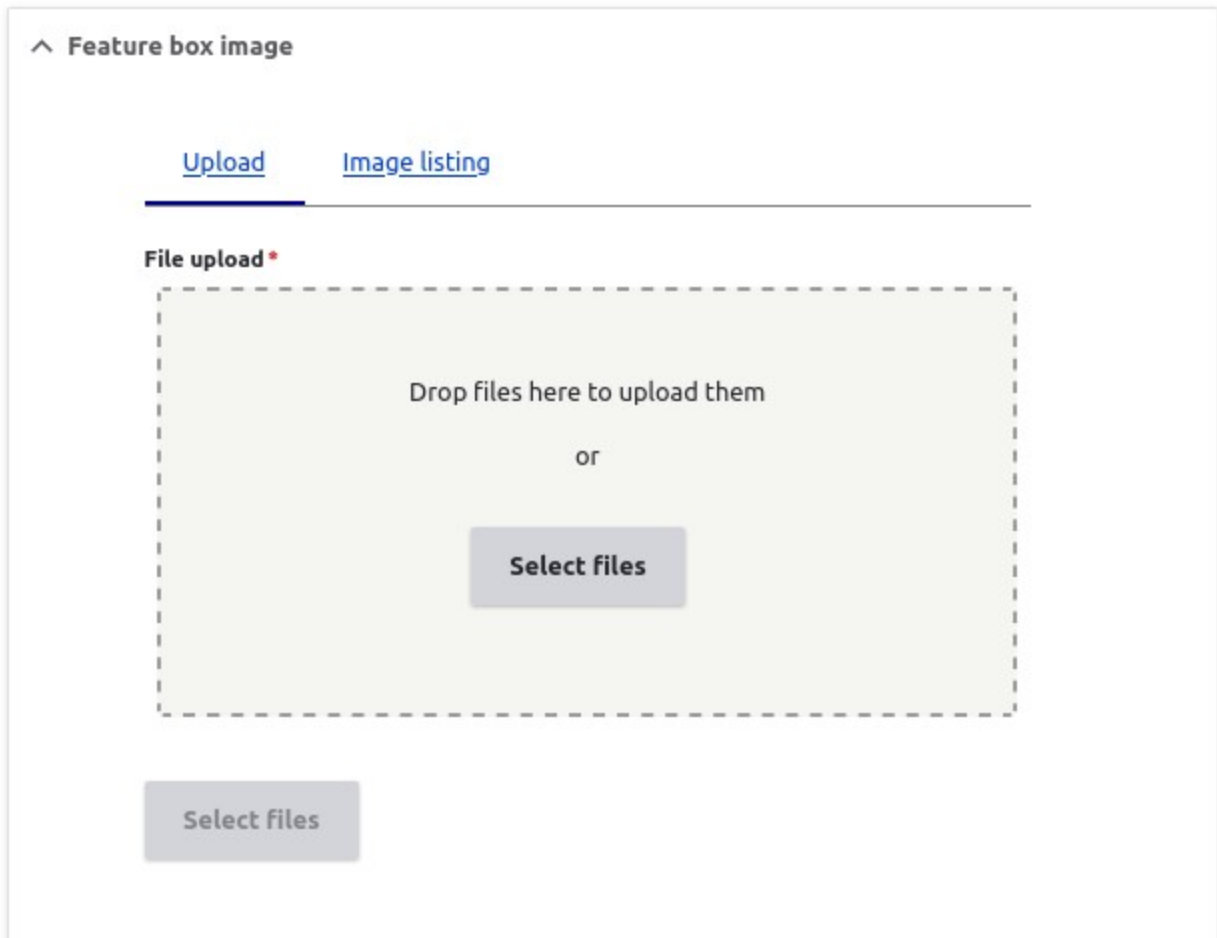
You can use this page to feature / list it on other pages by simply adding an image in this section.

This image won't appear on this page but will appear on other pages where you reference it via the Page builder.

(See next page)

Update screenshot

^ Listing content



7. Taxonomy

You can tag the page with different taxonomy terms.

8. Migrated content

Content that was migrated from previous website but not necessarily showing on this site.

9. Events, new & people tickboxes

Events, news and people listings will automatically appear on your subsite homepage, unless you tick the box to hide the list.

Hide Events

Hide News

Hide People

Adding content to your subsite

To add content to your subsite, use the buttons on the manage screen.

Any basic pages or section index pages that you create will automatically be linked to your subsite.

News and events need to be linked to your subsite using the box on the edit screen that looks like this:

Link to Faculty Centre, Institute, Project(s), etc.



Basic pages, news and events – do we need instructions?

A section index page has a special set-up within the page builder to allow you to add sets of feature boxes that reference other pages on the site. To add an item, start typing the name of the piece of content and then select the item that you want.

Tip: You can directly reference a piece of content by typing its title followed by the node id in brackets. See example below.

Section Index Collapse ⋮

Referenced items

↕

↕

↕

↕

↕

Highlight Type

▼

There are three different display options for these referenced items:

1. Tertiary is the most basic display. It displays only a title.

A test section index page

[Kate test basic page >](#)

[Kate test basic page >](#)

[Kate test basic page >](#)

[Kate test basic page >](#)

2. Secondary displays a title, image and body.

A test section index page



Feature box title for a test basic page



The feature box body text for a test basic page



Feature box title for a test basic page



The feature box body text for a test basic page



Feature box title for a test basic page



The feature box body text for a test basic page

3. Carousel displays the same content but in a larger format with a carousel if there are more than two items.

A test section index page



Feature box title for a test basic page

The feature box body text for a test basic page



Feature box title for a test basic page

The feature box body text for a test basic page



In all three displays, if there is information in the listing content of the referenced item, then that content will be displayed. If there is no title in the listing content, then the page title will display instead. If there is no image in the listing content, then no image will display. If there is no body text in the listing content, then no additional text will display.

Should we rename these display options to something more user-friendly?

Subsite user guide

Subsites can only be created by super-editors.

To create a new subsite, go to Structure > Child Site list. Here you will see all the subsites that are on the website. Click the 'add subsite' button at the top.

Creating new subsites

Subsites can only be created by super-editors.

To create a new subsite, go to **Structure > Child Site list**. Here you will see all the subsites that are on the website. Click the 'add subsite' button at the top.

Child Site entities ☆

[+ Add Subsite](#) ←

CSuite Child Site ID	Name	Operations
1652	iMANAGE - Rethinking Employment Law for a World of Algorithmic Management	Edit ▼
1311	(Post)Socialisms in the Global Context Discussion Group	Edit ▼

There are two different types of subsite.

- Subsite light – This is the basic type of subsite.
- Subsite standard – This has enhanced functionality to be used by larger subsites e.g. centres. It allows a subsite to choose its own colour scheme and manage its own menu.

Add child site ☆

[> Subsite light](#) ←

[> Subsite standard](#)

On the next page, add the name of your subsite and save. After this, click the 'manage site' button.

Subsite user guide



You will get to the same screen as for managing your subsite (detailed at the beginning of this document).

On the user tab, you will need to add the subsite admin. They will then have access to their new subsite.

A subsite light can be upgraded to a subsite standard by the subsite admin by using the upgrade item in the manage site menu.