



OneBrock

Group Site Owner's Guide

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Group site

Group site owner

The “Group Site Owner” is responsible for creating and editing all Group site content.

The Group site owner has the ability to give site members either “Full Control”, “Edit” or “Read” access. By default, the Group site owner has “Full Control” access.

Public vs. private

After creating a Group site, by default your site will be “Public”. This means that anyone at Brock can see your Group site. If this is not what you want, it is important to change your privacy settings to “Private” and then add only the people you want to view your site.

To check or change the privacy settings:

1. Click the gear in the top-right corner of the page.
2. Select “Site information” from the dropdown menu.
3. Under “Privacy settings” select the downward arrow and choose either “Private” or “Public”.
4. Click “Save” to save your changes.

If you have made your Group site private, learn how to grant or edit access for members on page 3.

Content standards

Brock web design standards

Brock’s brand and web standards help messages and images stay consistent and clear.

- Website design standards:
<https://wp.brocku.ca/wordpress/website-design-standards/>

Accessibility standards

All content needs to be accessible and follow the AODA-WCAG 2.0 Guidelines (Accessibility for Ontarians with Disabilities Act - World Wide Web Consortium Web Content Accessibility Guidelines).

- AODA-WCAG 2.0 guidelines:
<http://www.aoda.ca/wcag/>
- OneBrock accessibility tips:
https://brocku.sharepoint.com/helpcentre/Pages/tutorial_accessibility.aspx

What does a Group site look like?

Theme

Each group site has the OneBrock theme by default.

Layout and content

A group site is highly customizable to fit your needs. A group site owner has the ability to change the items in the left navigation menu, as well as the layout and content of each page, including the landing page.

Office 365 | SharePoint | **Brock** | [Icons]

Home | Announcements | Faculties and Departments | Services Directory | Workday | Help Centre

Brock University | Search this site

Human Resources

Human Resources

- Contact Us
- Accessibility
- Benefits
- Career Opportunities
 - Recruitment
 - TES
- Collective Agreements
- Compensation
- Health, Safety and Wellness
 - Wellness Day
- Job Descriptions and Job Evaluations
- Learning and Development
- Payroll
- Pension
- Performance Management
- Policies and Employment Information
- Project Mosaic

Quick Reference:

- For Employees
- For Managers

Human Resources

Welcome to Human Resources at Brock University! Our strategic priorities begin with a commitment to ensuring Brock is a preferred place to work and study. Your HR team is organized into five main portfolios of service: Organizational Development and Talent Acquisition; Total Rewards; Health, Safety and Wellness; Systems and Special Projects; Employee and Labour Relations.

We've developed an easy-to-use [Your HR contact sheet](#) so that you can find and contact us with ease.

This site is for you and it is our hope that OneBrock intranet will support you as a member of the Brock family. We would love to hear your suggestions on content and welcome your input and feedback at HR-Connection@brocku.ca.

Please note - Human Resources will be closed September 7, 2:30pm to 4:30pm.

For employees | **For managers** | **Contact us**

Department information

Location
Schmon Tower - 12th floor (ST1220)

Hours
Monday to Friday
8:30 am to 4:30 pm

Contact information
Phone
905-688-5550 extension 3274
Fax
905-688-8481

Department site owner
☐ Karen Merritt

Quick links

- Accessibility training
- Health, safety, and wellness training
- Careers@Brock
- Focus on learning
- Wellness calendar
- Your HR Connection - Volume 6
- Your HR Connection - Volume 5
- Your HR Connection - Volume 4
- Your HR Connection - Volume 3
- Your HR Connection - Volume 2
- Your HR Connection - Volume 1

News

Updating your address

Events

Department Chair, Centre Director, and Library Head Orientation
Cyber security awareness workshops
Biosafety training

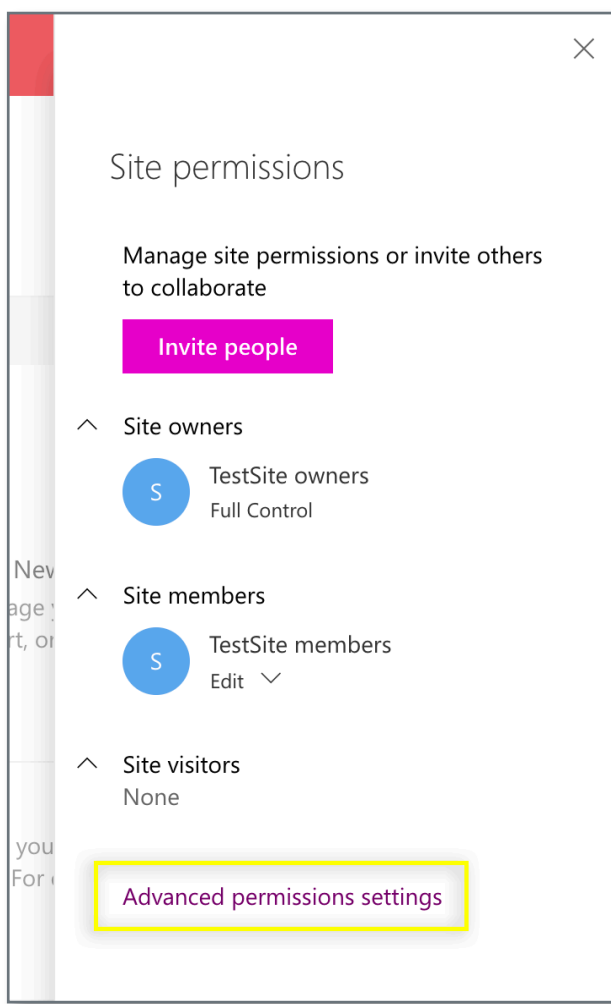
Access permissions

View and edit permissions

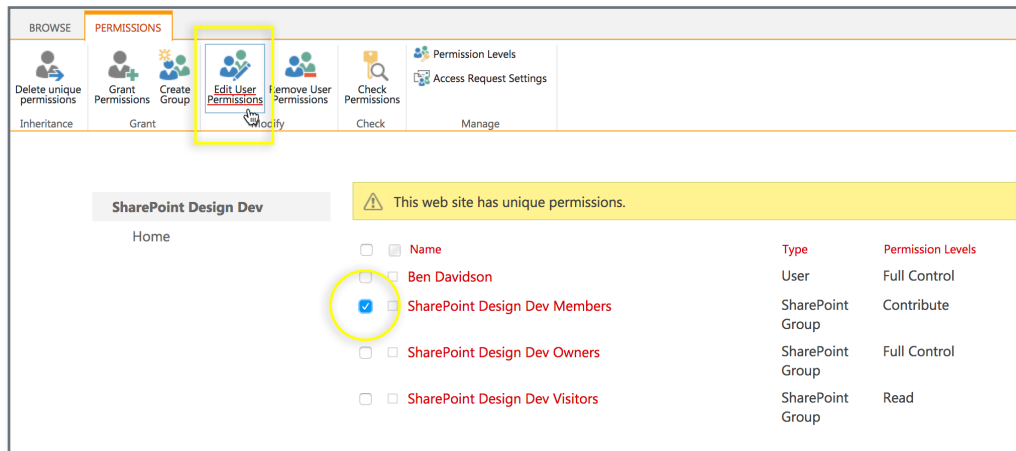
Different site members will have different permissions assigned to them that determine what they can and cannot access and what kind of abilities they have in terms of viewing, adding to and editing the site.

The permissions for Group sites are configured differently than for Team and Department sites.

1. Click the gear icon in the top-right corner of the screen.
2. Click Site permissions from the dropdown menu.
3. A sidebar will appear that lists site owners, members and visitors. Click Advanced permissions settings.



- The names and role groups of the people associated with your site will appear. To edit a person or group, select the checkbox beside their name and select Edit User Permissions from the top ribbon. Use the ribbon to also Check Permissions, Grant Permissions or Remove User Permissions as needed.



- The Edit Permissions page will list the different types of permissions you can give to members or role groups. Read through the different types and when you are satisfied, click OK at the bottom-right of the page.

Home Announcements Faculties and Departments Services Directory Workday Help Centre

Permissions Edit Permissions

SharePoint Design Dev
Home

Users or Groups
The permissions of these users or groups will be modified.

Choose Permissions
Choose the permissions you want these users or groups to have.

Users:
SharePoint Design Dev Members

Permissions:

- ☐ Full Control - Has full control.
- ☐ Design - Can view, add, update, delete, approve, and customize.
- ☐ Edit - Can add, edit and delete lists; can view, add, update and delete list items and documents.
- ☒ Contribute - Can view, add, update, and delete list items and documents.
- ☐ Read - Can view pages and list items and download documents.
- ☐ View Only - Can view pages, list items, and documents. Document types with server-side file handlers can be viewed in the browser but not downloaded.
- ☐ Create new subsites - Can create new subsites
- ☐ Approve - Can edit and approve pages, list items, and documents.
- ☐ Manage Hierarchy - Can create sites and edit pages, list items, and documents.
- ☐ Restricted Read - Can view pages and documents, but cannot view historical versions or user permissions.
- ☐ Restricted Interfaces for Translation - Can open lists and folders, and use remote interfaces.
- ☐ Records Center Web Service Submitters - Submit content to this site using Web Services.
- ☐ Add and View List Item Only

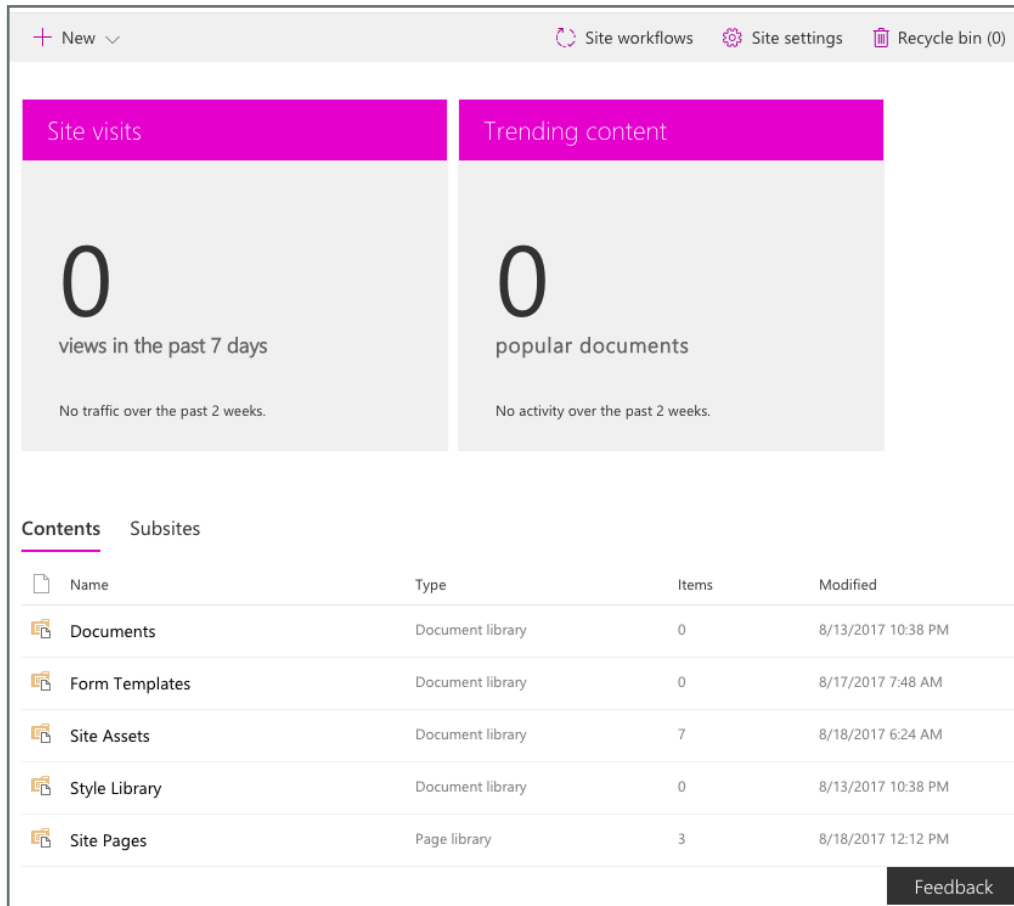
OK Cancel

- Click "OK" when you are ready to save your changes.

Content

Site contents

Use the “Site Contents” page to view all content in the department site, access the recycle bin, add new pages, document libraries, and lists.

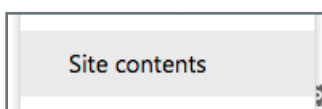


View site contents

1. Select the gear icon in the top-right corner.

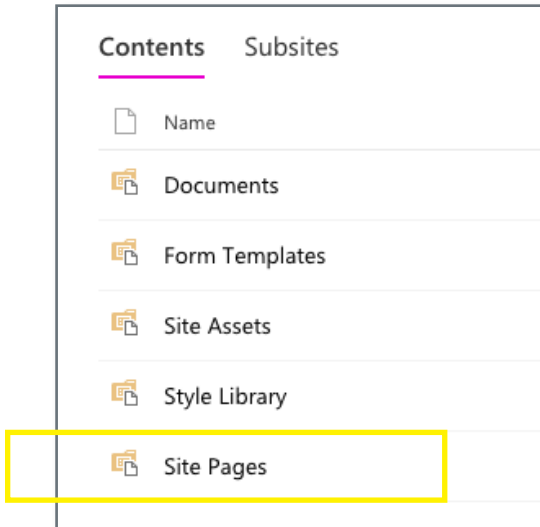


2. Select “Site contents”.

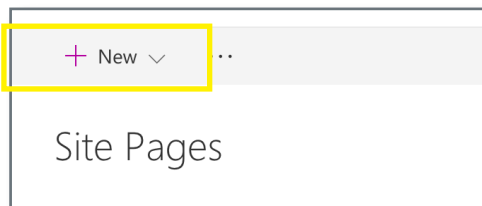


Add a new page

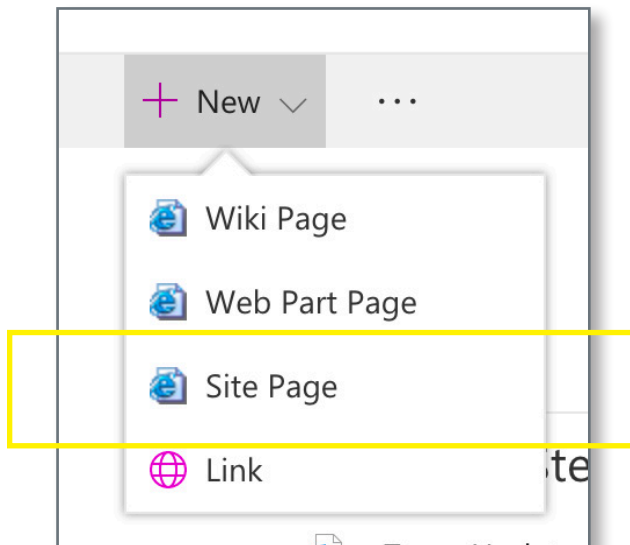
1. Open the "Site Contents".
2. Select "Site Pages".



3. Select "New".

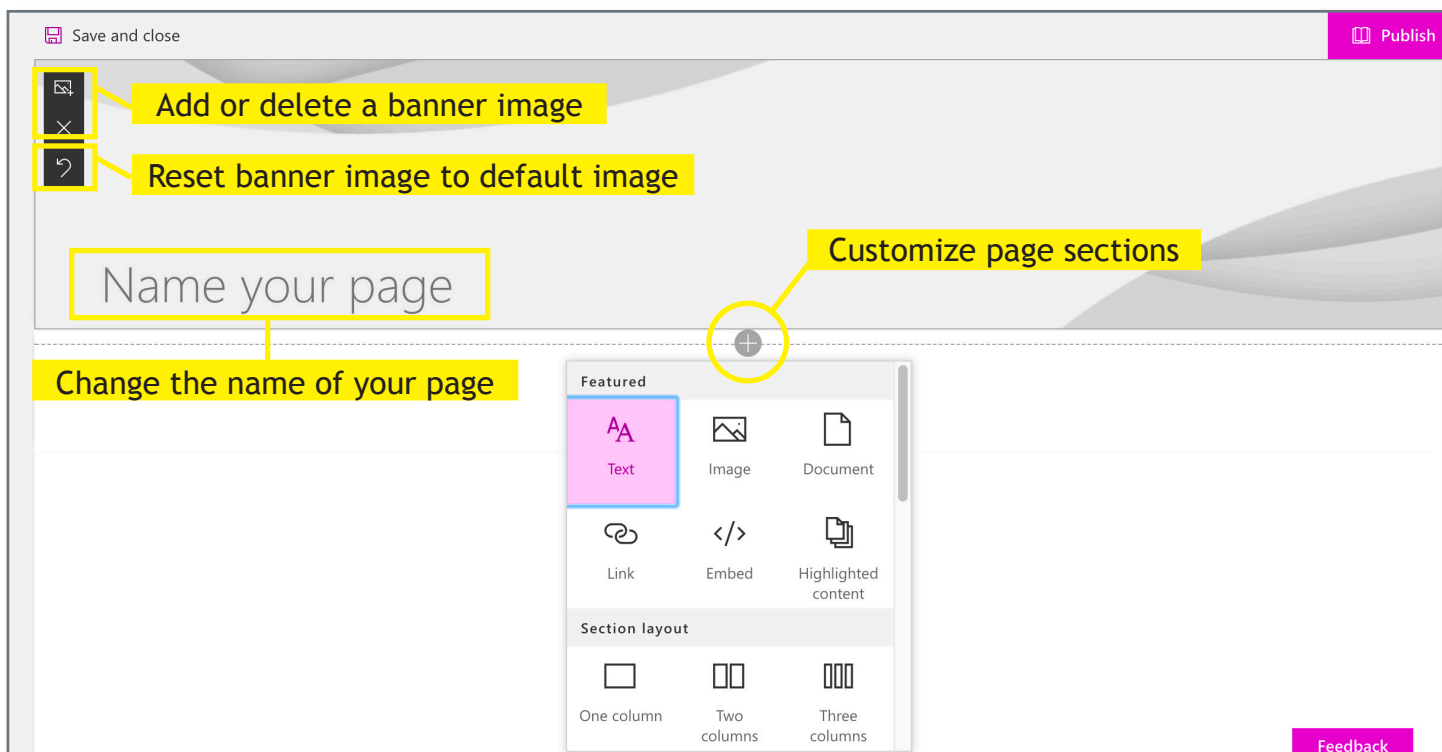


4. When the dropdown menu appears, select "Site Page".

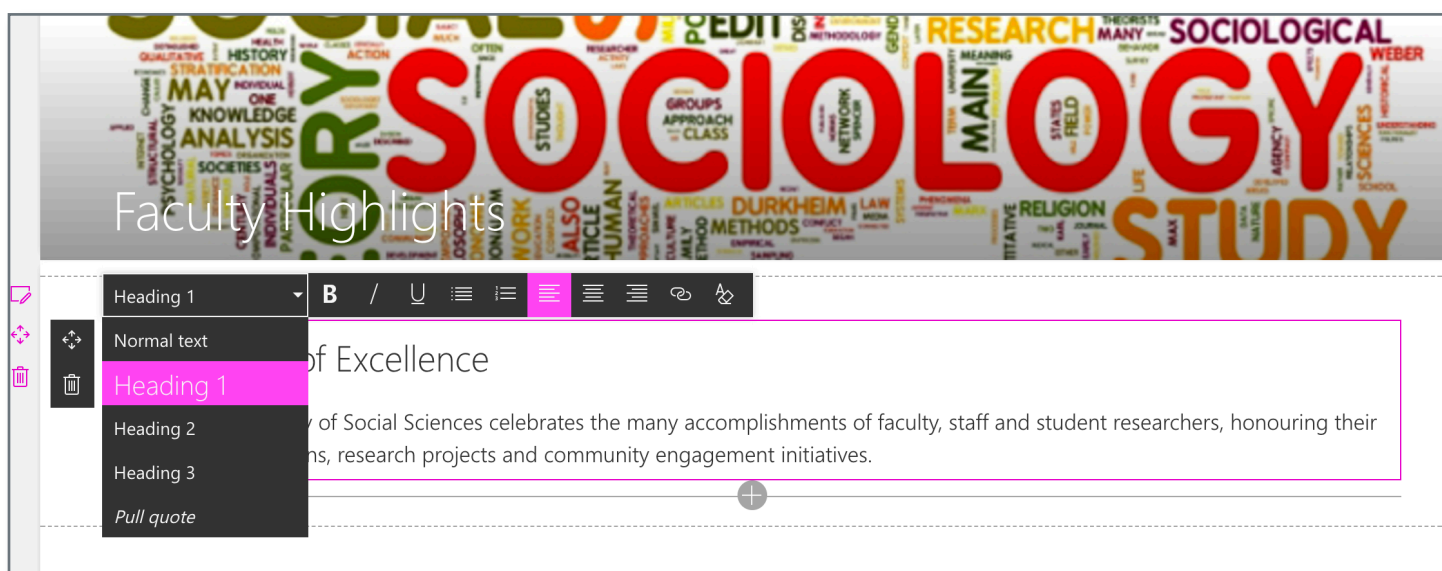


Edit a page

1. Name your page, add a page banner image and add/customize page sections by selecting the “+”.



2. To edit text size, weight, justification and hyperlinks, simply click on the text you would like to edit and an editor will appear above the text.



3. Change the layout of the page by creating more than one column in each section.

The screenshot shows the OneBrock editor interface. At the top, there's a section titled 'Celebration of Excellence' with a paragraph: 'Each year, the Faculty of Social Sciences celebrates the many accomplishments of faculty, staff and student researchers, honouring their successes, publications, research projects and community engagement initiatives.' Below this is a large image of a university campus. A menu is open over the image, showing options: 'Link', 'Embed', 'Highlighted content', and 'Section layout'. The 'Section layout' menu is expanded, showing various column layouts: 'One column', 'Two columns' (highlighted in pink), 'Three columns', 'One-third left column', 'One-third right column', and 'Other'.

4. Turn commenting on and off to enable/disable site members from commenting on pages.

The screenshot shows the 'Comments' section of the OneBrock editor. It features a toggle switch labeled 'Comments' which is currently turned 'On'. Below the toggle is a text input field with a blue circular icon containing the letters 'SB' on the left and a 'Post' button on the right.

5. Click “Save and close” to save your changes without publishing your page. Click “Publish” to save your changes and publish your page, making it viewable to site members.

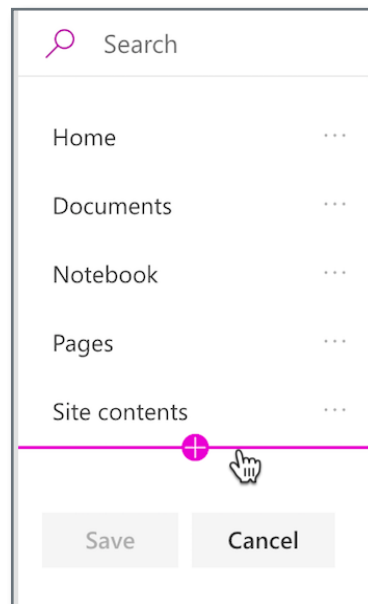
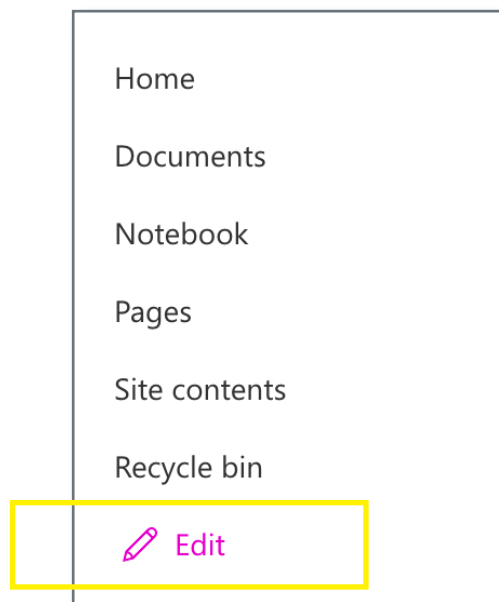
Save changes without publishing

Publish your page

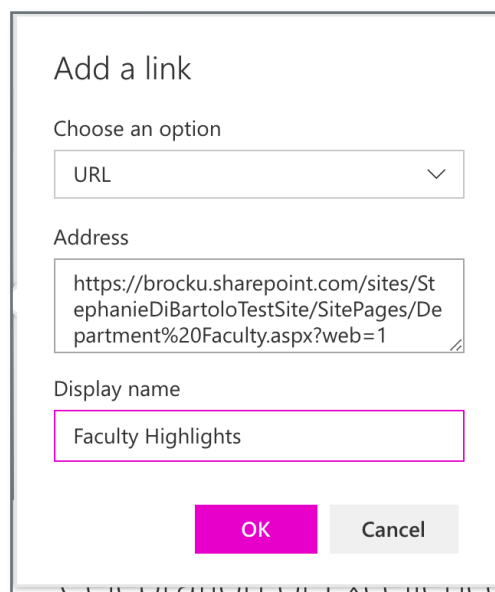
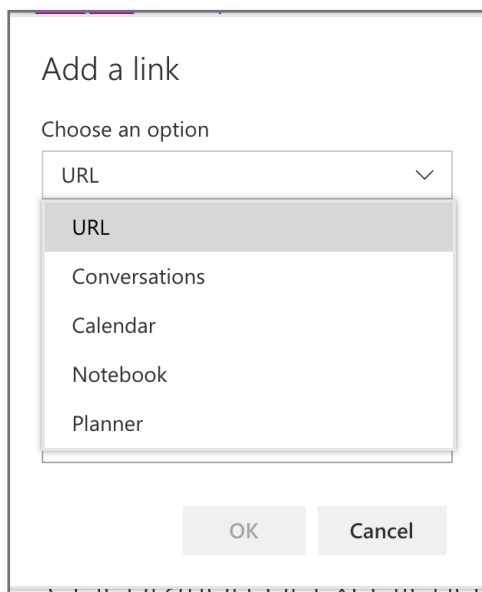
The screenshot shows the bottom of the OneBrock editor. At the top, there are two buttons: 'Save and close' (highlighted with a yellow box) and 'Discard changes'. On the right side, there's a confirmation message '✓ Your page has been saved' and a 'Publish' button (highlighted with a yellow box). Below these buttons is a large word cloud graphic with the word 'SOCIOLOGY' prominently displayed in the center. Below the word cloud is another section titled 'Celebration of Excellence' with a paragraph: 'Each year, the Faculty of Social Sciences celebrates the many accomplishments of faculty, staff and student researchers, honouring their successes.'

Edit the left navigation menu

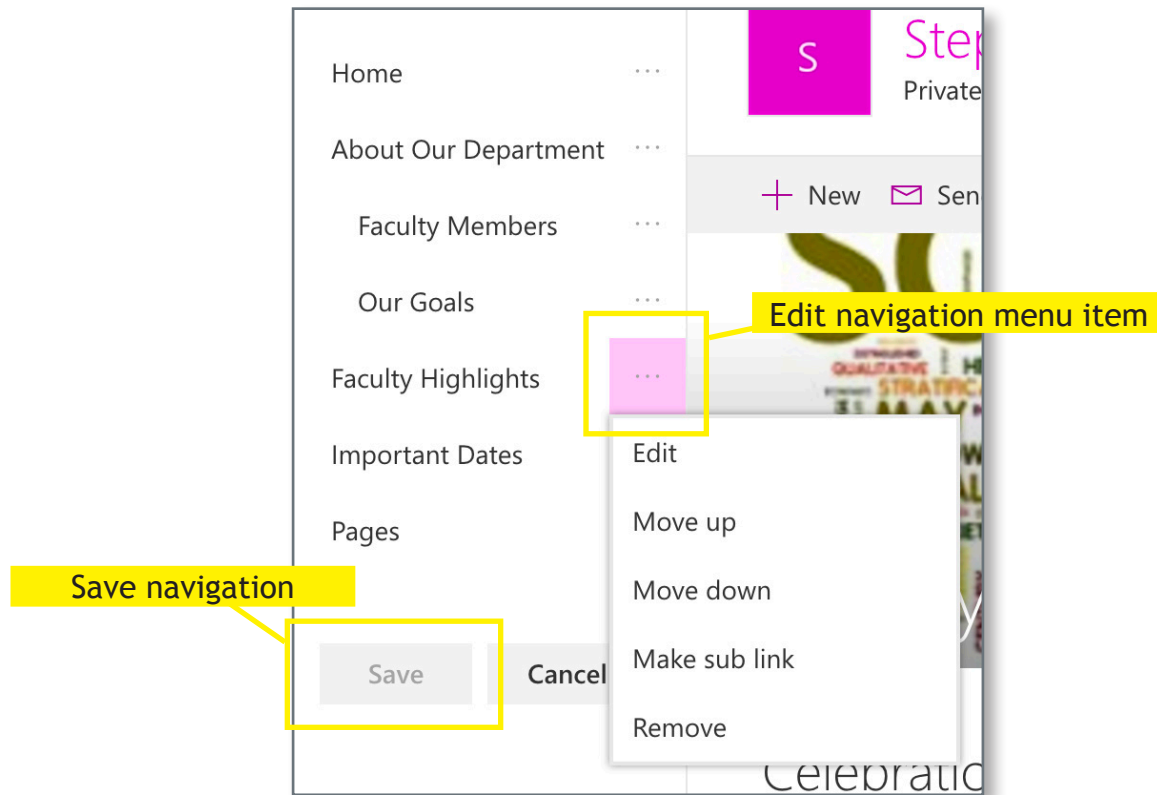
1. After adding a new page, update the left navigation menu by selecting "Edit".
2. Hover over the menu to reveal the add menu item button. Click the "+" when the button appears.



3. Choose the type of link you would like to add from the options in the dropdown menu. If you are adding a page, select "URL".
4. Paste the URL address of the page you would like to add into the address box. Then, type the page name in the display name box as you would like it to appear in the menu.



5. Once a link is added, simply click “save” to save your changes. You can go back to edit the link, change its order in the navigation, make it a sublink, or remove it completely by selecting the “...” to the right of each navigation item.



Check page accessibility

Web accessibility means that people with disabilities can use the web. More specifically, web accessibility means that people with disabilities can perceive, understand, navigate and interact with the web, and that they can contribute to the web. Web accessibility also benefits others, including older people with changing abilities due to aging.

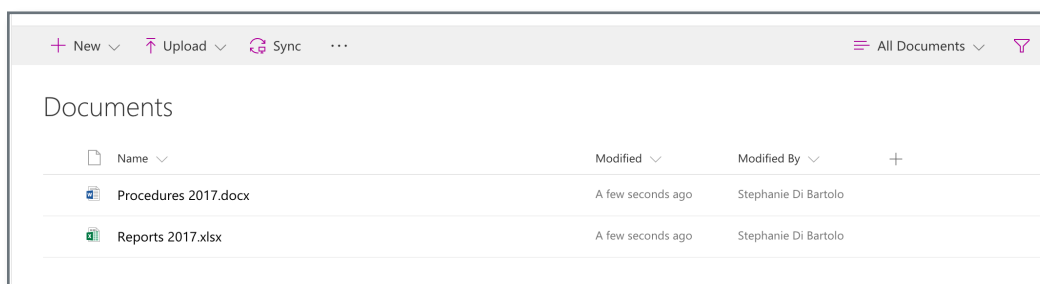
Content editors are responsible for ensuring that their content passes web accessibility tests.

Google Chrome users can install the “WAVE web accessibility evaluation tool”

(<http://wave.webaim.org>) Chrome extension to test their OneBrock pages for accessibility issues.

Add a document library

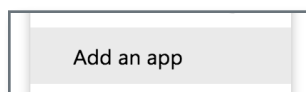
A document library is a place on a site where you can store files. By default, every department site has one document library “Documents”.



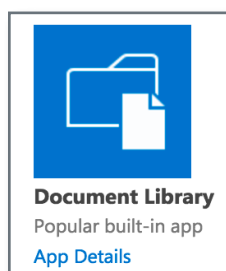
1. Select the gear icon in the top-right corner.



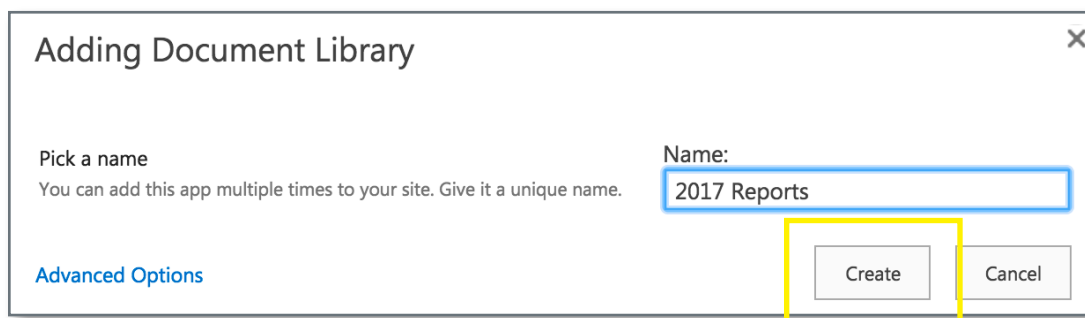
2. Select “Add an app”.



3. Select “Document Library”.



4. Name your new document library and click “Create”.



5. Add your document library to the navigation menu (see “Update the left navigation menu”).

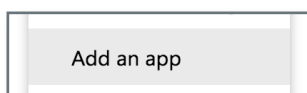
Add a list

A list is a container for information, similar to a very simple database or spreadsheet. In a list, data is gathered in rows, and each row is known as a list item.

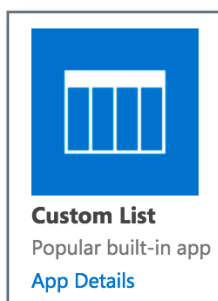
1. Select the gear icon in the top-right corner.



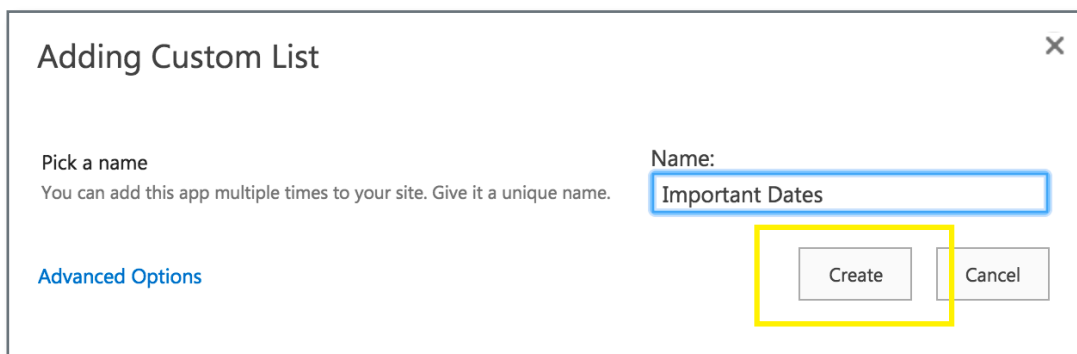
2. Select "Add an app".



3. Select "Custom List".



4. Name your custom list and click "Create".



Adding Custom List [X]

Pick a name
You can add this app multiple times to your site. Give it a unique name.

Name:

[Advanced Options](#)

5. Add your list to the navigation menu (see "Update the left navigation menu").

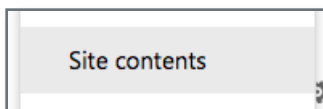
Recycle bin

The recycle bin provides a safety net when deleting documents, list items, lists, folders, and files. By default, items in the recycle bin are deleted automatically after 30 days.

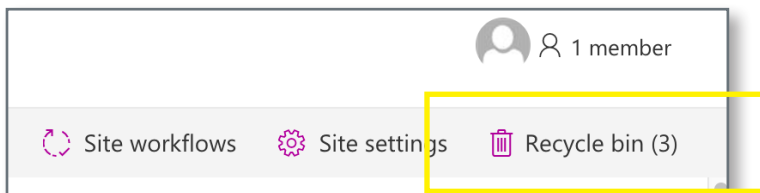
1. Select the gear icon in the top-right corner.



2. Select "Site contents".



3. Select "Recycle bin" in the upper-right corner.



4. If you want to restore or delete an item from the recycle bin, click the checkbox to the left of each item, and choose either "delete" or "restore".

