Community Learning Space (CLS) Administration

Arts and Cultural Resources

May, 2003

Overview

There are several administrative tasks that vary in level of difficulty from simple to those requiring significant technical expertise. The administration tools are intended to assist a CLS partner to create and manage their own learning space. The set of tools may even vary depending on the partner organization's needs.

A CLS depends on a variety of data. Some aspects of the CLS are configured with *environment expressions*. Environment expressions generally control the site's overall layout or style. Some aspects of the CLS are configured with *metadata*. Metadata describes the site's content and how that content appears. Most of the useful content of the site comes from the partner organization's own data. All of these types of data can be managed with the CLS administration tools although the partner's data is usually managed with the partner's own tools. For example, for arts and cultural resources, the environment expressions and metadata are managed with the CLS administration tools; the *press room* and *profile*s data are managed with the CLS administration tools but the *cultural directory* and *exhibition and performance venue inventory* are managed by the Waterloo Regional Arts Council (WRAC) with their own database forms.

The following sections describe in more detail how to manage the "arts and cultural resources" Community Learning Space.

*** Note for March 13, 2003 version of this document *** --- This document currently only describes the process for managing the "profiles" and "press room" areas of the arts and cultural resources CLS. This document will be updated when the procedures for managing other aspects of the CLS are finalized.

Connecting to the Arts and Cultural Resources Administration Site

To administer the arts and cultural resources CLS you must first log on to the administration site as follows:

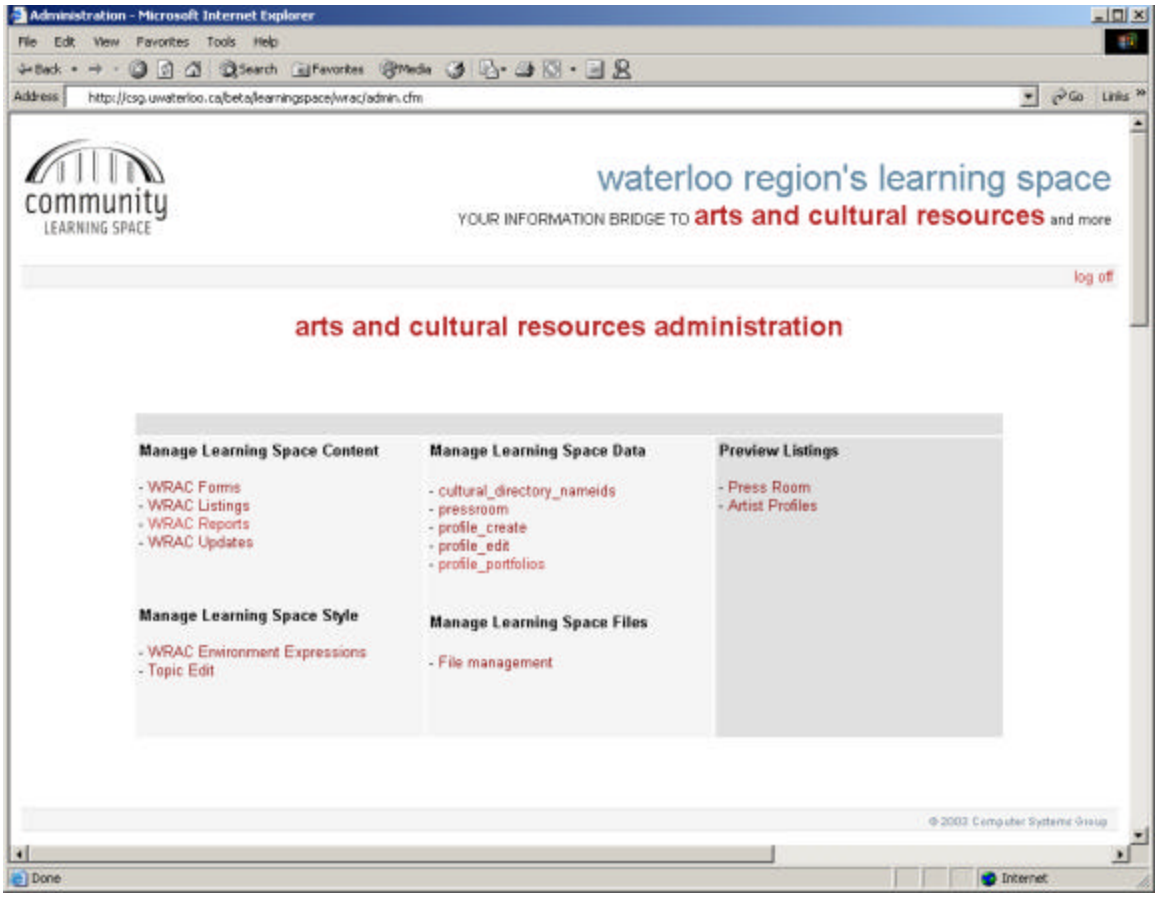
Start a web browser and enter the following internet address:

http://learningspace.uwaterloo.ca/wrac/admin.cfm

You will be prompted to enter a Username and Password.

Enter your administration username and password and then press the **Log on** button.

Your learning space administration page is displayed. For the WRAC partner username it will be similar to the following:



To manage the Profiles and Press Room you use the tools listed under **Manage Learning Space Data** and **Preview Listings**.

Managing Profiles

The CLS "profiles" application allows the community to browse a collection of artists (or organizations) about whom a feature article has been written and for whom sample media may be available. The profiles administration tools allow you to add a profile for a featured member or organization from the local arts community. The profile can include a photo of the individual or organization as well as a portfolio of related objects such as images, audio, video and text.

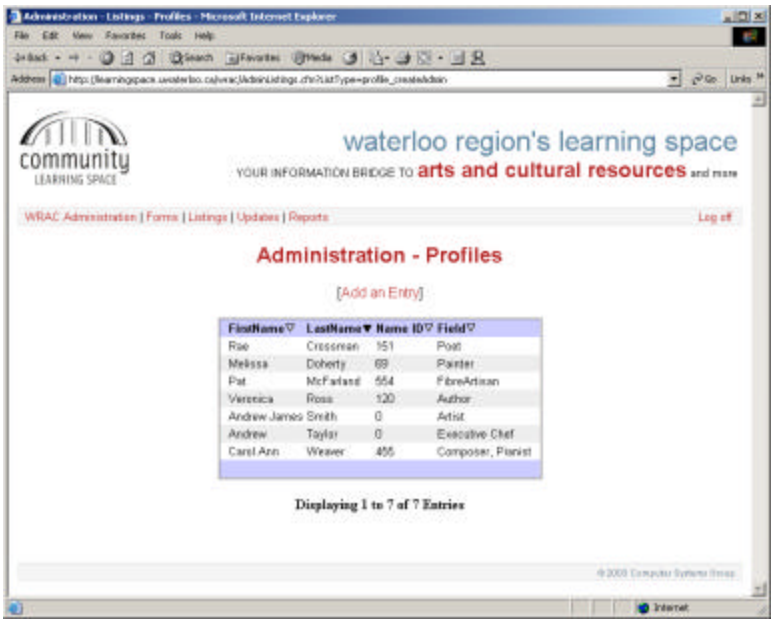
The following outlines the steps for adding a new profile.

Specifying a New Profile

From the arts and cultural resources administration page, select the link to:

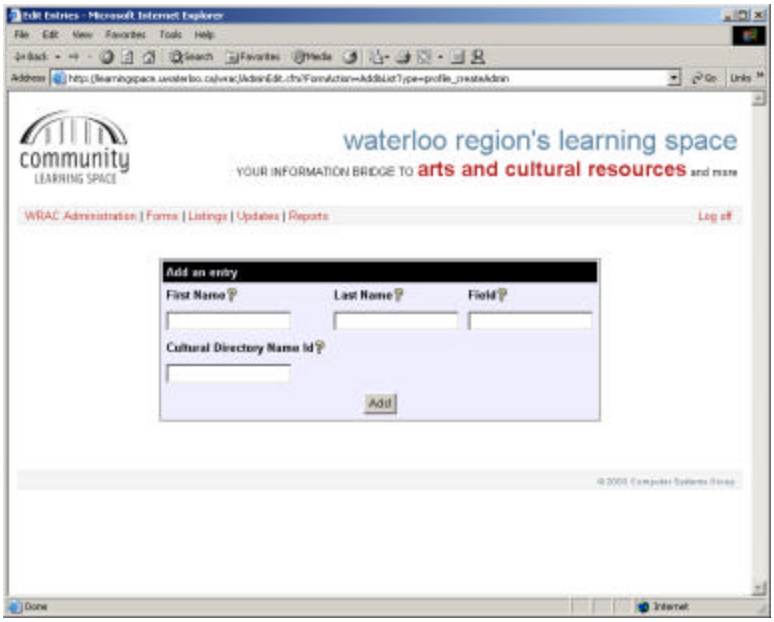
profile_create

A list of the current profile entries is displayed.



To add a new profile:

1. Select the link **Add an Entry.** The form will look like the following:



2. In the Add an entry form, enter the **First Name** and **Last Name** for the profiled individual. If the profile is for an organization, leave the first name field empty and enter the organization name in the last name field.

3. For an individual, enter their field of interest in **Field**; for example, poet or writer. For an organization, enter the organization's field of endeavour; for example, dance school or publisher.

4. If the profiled individual or organization is in the cultural directory, you can specify the **Cultural Directory Name Id** to generate a link from the profile listing to the cultural directory details for the individual or organization. To determine the name id, you can search the list of cultural directory names by selecting the link to **cultural_directory_nameids** from the arts and cultural resources administration page.

5. When you have completed all of the fields, press the **Add** button. A message will be displayed when the entry is successfully added.

6. Click on the link to **WRAC Administration** in the top left-hand side of the window (just under the community learning space logo) to return to the arts and cultural resources administration page.

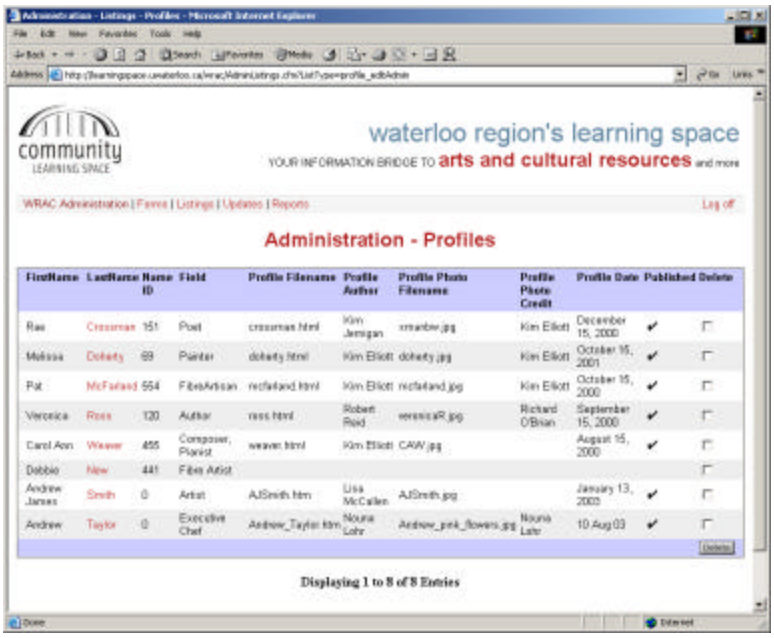
Associating Profile Content

Once the profile has been added the next step is to associate the content files with the profile. The profile files include the profile article, a photo image of the individual or organization and optionally a thumbprint image of the photo. As well information about the profile article can be specified; this includes the name of the writer of the profile article, the date and so on.

From the arts and cultural resources administration page, select the link to:

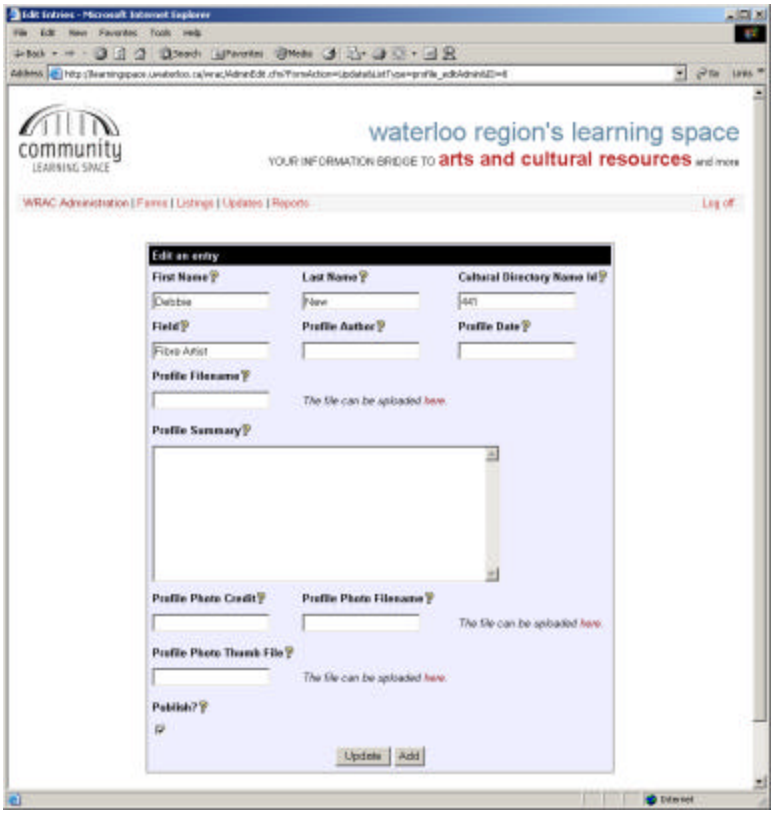
profile_edit

A list of the current profiles is displayed. The new profile is included.



To associate the profile files with the new profile you edit the new profile:

1. Select the link to the new profile by clicking on the **LastName**. The following form is displayed.



2. Enter the **Profile Author** and then the **Profile Date.** The date should be entered as you would like it to appear in the listing of profiles; for example, enter the date as March 13, 2003.

3. Add the **Profile Text** for the article. The content can include HTML tags. For example, the text is likely paragraphs; to start a paragraph enter <p> before the text. Repeat for each paragraph.

4. Enter text for a **Profile Summary** or copy and paste the first paragraph from the profile into the field.

5. Optionally, enter the name of the photographer for the profile artist's photograph in the **Profile Photo Credit** field.

6. To upload the photo image file from your computer to the learning space server, click on the link to *here* located beside the photo filename field.

7. Select the **Browse** button to locate the image file for the photo on disk and then press the **Upload** button. The file will be uploaded to the same location on the server as the profile article file.

8. **Close** the upload window and the filename is entered in the **Profile Photo Filename** field.

9. If you have a thumbprint image for the photo, click on the link to *here* located beside the **Profile Photo Thumb File** field and then upload the file using the same process as described above.

10. Do not check the **Publish** checkbox. You will select this option when you are ready to make the profile publicly viewable. You should first add all of the profile information and test it, as described below, before making the profile public.

11. When all of the fields are complete, press the **Update** button to apply the changes. The message "Entry Updated" will be displayed when the entry is successfully updated.

12. Click on the link to **WRAC Administration** at the top left-hand side of the window to return to the arts and cultural resources administration page.

Testing a New Profile

Once you have entered the information and uploaded the files successfully, you can test the profile by viewing the learning space as follows:

1. From the arts and cultural resources administration page, select the link to

   Artists Profiles (in the section Preview Listings)

2. The list is sorted alphabetically by last name. Your new profile should appear in the list.

3. If you have specified a name id the name will be a link. Click on the name link to view the cultural directory detail. When you have checked the directory listing, select the browser back button to return to the profile listing.

4. Click on the **Profile Article** summary to view the profile. When you have verified the article text, close the article window.

5. Click on the **Photo** thumbnail to view the profile photograph. When you have finished viewing the photo, close the photo window.

If any of the links fail, return to the arts and cultural resources administration page and check that the values you have entered for the name id, article filename and photo image filename are correct. Make any required changes and then test again.

If all of the links work correctly, you have completed the profile article. You can now add any associated portfolio files such as images, sound or video.

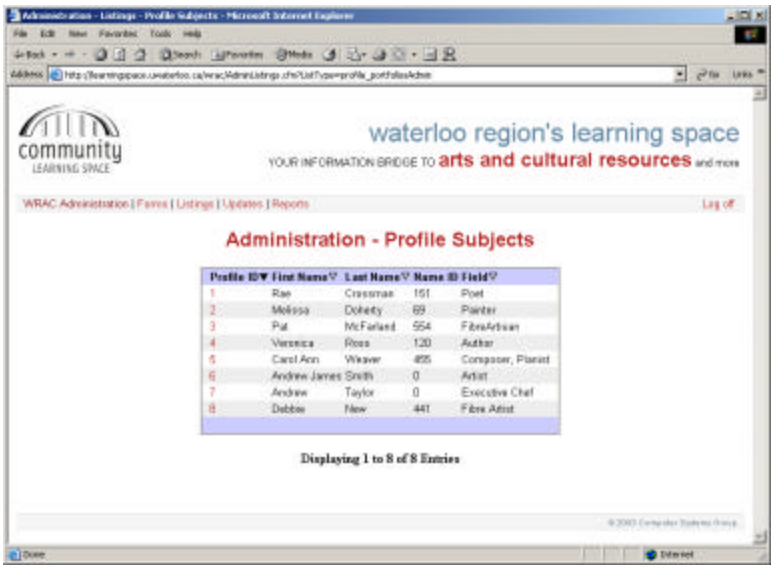
Creating a Profile Portfolio

Once the profile content is entered, you can add related artwork that is associated with the profile. The portfolio files can be image, audio, video or text files. See Guidelines for Portfolio Artwork below for file type and size suggestions for artwork files,

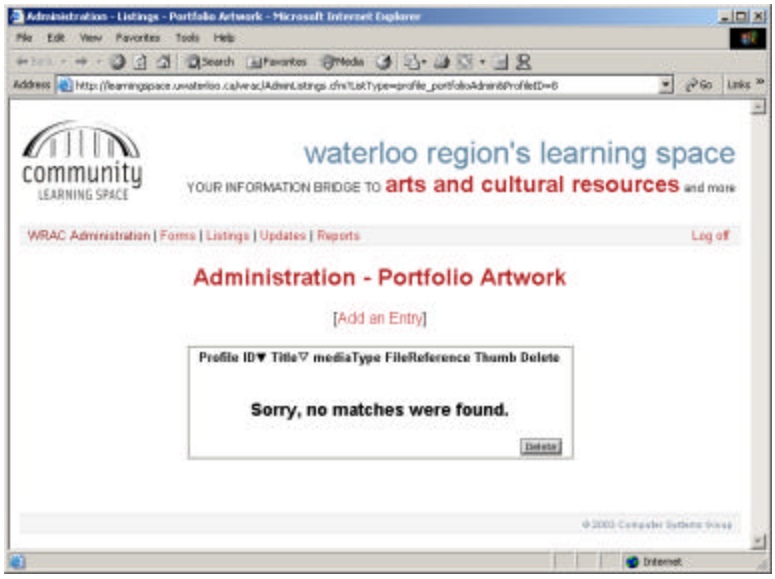
From the arts and cultural resources administration page, select the link to:

profile_portfolios

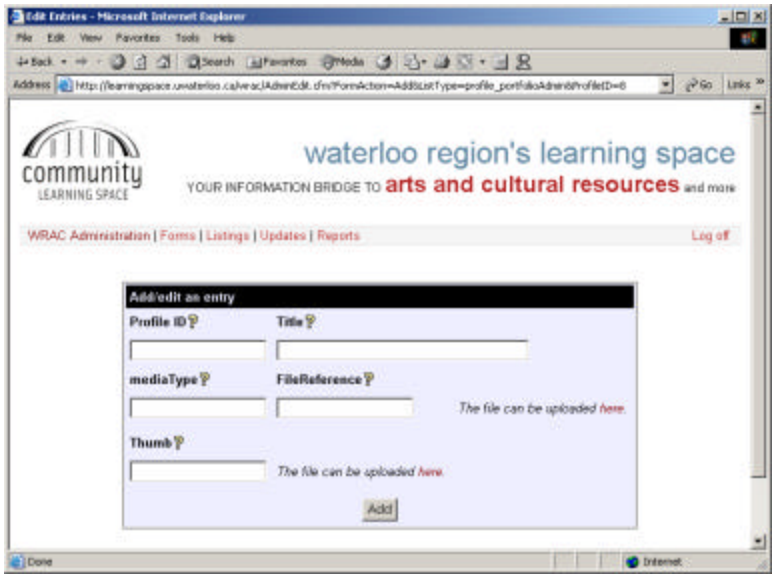
A list of the current profile portfolio names is displayed.



1. To create a portfolio for your new profile, select the name from the list. An empty portfolio list of objects is displayed.



2. Select **Add an Entry.**



3. Enter a **Title** for the object.

4. Enter the **mediaType** ; for example enter **audio** for a .wav file or **text** for a .txt file or **image** for a .jpg file.

5. To upload the artwork file from your computer to the learning space server, click on the link to *here* located beside the File Reference field.

6. Select the **Browse** button to locate the artwork file on disk and then press the **Upload** button. The file will be uploaded to the same location on the server as the profile files.

7. **Close** the upload window and the filename is entered in the **FileReference** field.

8. If you have a thumbprint image for the artwork, upload the file using the same process as described above.

9. When you have entered all of the fields, press the Add button to add the artwork to the portfolio. A message will be displayed when the entry is successfully added.

10. Close the add/edit an entry window and then refresh the Portfolio Artwork window. The new entry will be listed.

You repeat this process for all of the artwork for the portfolio. However, it is a good idea to test the portfolio after entering the first artwork to ensure that the results are as expected.

Testing a Profile's Portfolio

Once you have entered the information and uploaded the files successfully, you can test the profile by viewing the learning space as follows:

1. From the arts and cultural resources administration page, select the link to

   Artists Profiles (in the section Preview Listings)

2. The list of profiles is sorted alphabetically by last name. Your new profile should appear in the list.

3. Click on the **Profile Article** summary to view the profile. The portfolio object should appear to the right of the profile text.

4. If any data is missing or incorrect, click on the link to **WRAC Administration** at the top left-hand side of the window to return to the arts and cultural resources administration page and edit the portfolio entry as required.

When you have successfully tested the profile with the associated artwork, you can continue adding artwork. When the portfolio is complete and tested, you are ready to publish the profile for public viewing.

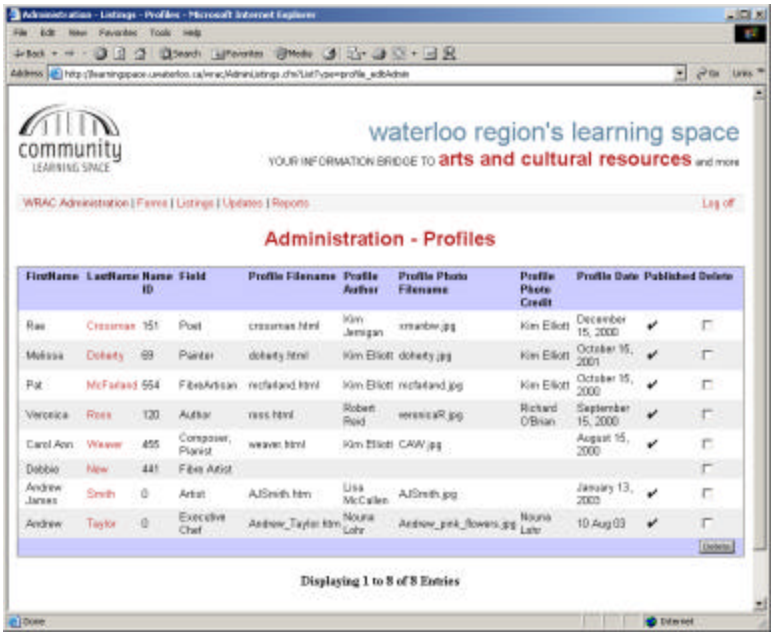
Publishing a Profile

Once the profile and portfolio are complete and successfully tested, you can select the Publish option to allow it to be publicly viewed.

From the arts and cultural resources home page, select the link to:

profile_edit

The list of the profiles is displayed.



To publish the new profile:

1. Select the link to the new profile by clicking on the **LastName**.

2. At the bottom of the form click on the box below **Publish** to enable the option.

3. Press the **Update** button. A message is displayed when the record is successfully updated.

4. Click on the link to **WRAC Administration** at the top left-hand side of the window to return to the arts and cultural resources administration page.

The profile is now available for public viewing. Repeat the process for each profile that is ready for publishing.

Guidelines for Portfolio Artwork

Multimedia elements (like sounds or videos) are stored in media files. The most common way to discover the media type is to look at the file extension. When a browser sees the file extensions .htm or .html, it will assume that the file is an HTML page. Image formats are recognized by extensions like .gif and .jpg. Multimedia elements also have their own file formats with different extensions.

Image

The most common image formats for images that are supported by most Web browsers are JPG and GIF.

JPG

GIF

Audio

Audio can be stored in many different formats. The most common formats that are supported by most Web browsers are as follows:

WAVE format files are easy to download and manage, too, because they're so compact (usually only a few kilobytes in size). This format is supported by all computers running Windows, and by all the most popular web browsers. Sounds stored in the WAVE format have the extension .wav.

MP3 is one of the most popular sound formats for music recording. The MP3 encoding system combines good compression (small files) with high quality. Expect all your future software systems to support it. MP3 files are actually MPEG files. But the MPEG format was originally developed for video by the Moving Pictures Experts Group. We can say that MP3 files are the sound part of the MPEG video format. Sounds stored in the MP3 format have the extension .mp3, or .mpga (for MPG Audio).

Because the WAVE format is one of the most popular sound format on the Internet, and it is supported by all popular browsers, you should use the WAVE format for recorded sound (music or speech) ensuring it is available to all your site visitors. The MP3 format is the new and upcoming format for recorded music. If your website is about recorded music, the MP3 format is the choice of the future.

Video

Video can be stored in many different formats. The most common formats that are supported by most Web browsers are as follows:

The ASF format (Advanced Streaming Format) is specially designed to run over the Internet.
ASF files can contains audio, video, slide shows, and synchronized events. ASF files can be highly compressed and can be delivered as a continuous flow of data (on-line TV or radio). Files can be of any size, and can be compressed to match many different bandwidths (connection speeds).

The AVI format is supported by all computers running Windows, and by all the most popular web browsers. It is a very common format on the Internet, but not always possible to play on non-Windows computers. Videos stored in the AVI format have the extension .avi.

The MPEG (Moving Pictures Expert Group) format is the most popular format on the Internet. It is cross-platform, and supported by all the most popular web browsers. Videos stored in the MPEG format have the extension .mpg or .mpeg.

QuickTime is a common format on the Internet, but QuickTime movies cannot be played on a Windows computer without an extra (free) component installed. Videos stored in the QuickTime format have the extension .mov.

RealVideo format allows streaming of video (on-line video, Internet TV) with low bandwidths. Because of the low bandwidth priority, quality is often reduced. Videos stored in the RealVideo format have the extension .rm or .ram.

The Shockwave format requires an extra component to play. This component comes preinstalled with the latest versions of Netscape and Internet Explorer. Videos stored in the Shockwave format have the extension .swf.

Text

Press Room

The learning space Press Room application allows the community to browse and search a repository of arts community press releases. The administration tool allows the CLS partner administrator to manage press releases for members or organizations from the local arts community. The press room contains the text of the press release and related information such as the contact name, phone, fax and e-mail address, the date the release is published, the date of the event and so on.

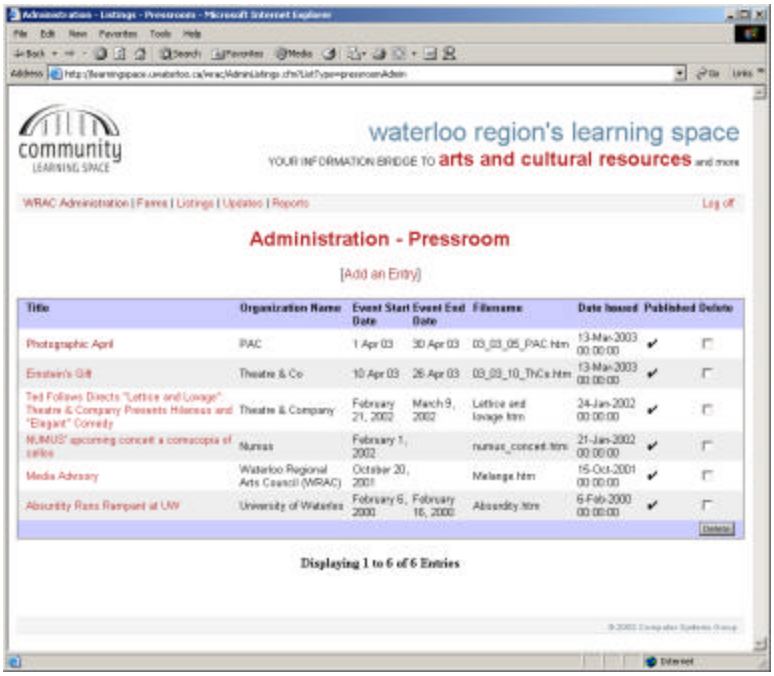
The following outlines the steps for adding a new press release to the pressroom.

Adding a Press Release

From the arts and cultural resources home page, select the link to:

pressroom

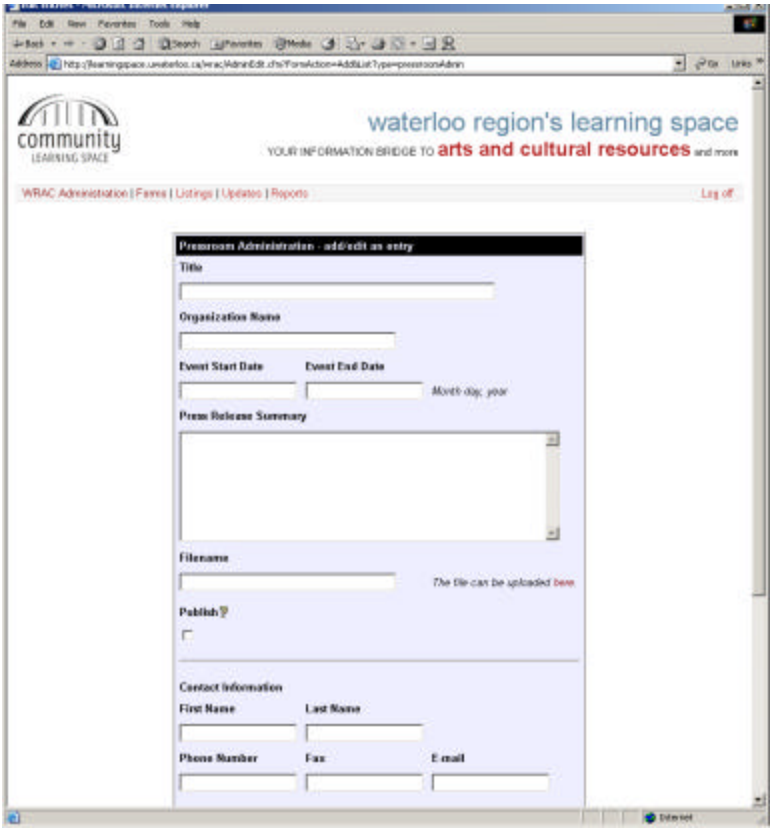
A list of the current pressroom entries is displayed.



Each press release is identified with a title, the name of the organization, the event start date and end date, the name of the file containing the press release and the date that the press release is made public. This date is generated when the press release is added to the pressroom

To add a new press release:

1. Select the link **Add an Entry.**



2. In the Pressroom Administration form, enter the **Title** and **Organization Name** associated with the press release. If the press release is for an individual, enter their name in the organization name field.

3. Enter the **Event Start Date** and the **Event End Date.** The dates should be entered as you would like them to appear in the pressroom listing; for example, enter the date as March 3, 2003. If it is a one-day event, leave the Event End Date empty.

4. Enter a **Press Release Summary** or copy and paste the first paragraph from the press release into the field.

5. To upload the press release file from your computer to the learning space server, click on the link to *here* located beside the Filename field.

6. Select the **Browse** button to locate the press release file on your local system and then press the **Upload** button. The file will be uploaded to the pressroom file space on the server.

7. **Close** the upload window and the filename will be entered in the **Filename** field.

8. Do not check the **Publish** checkbox. You will select this option when you are ready to make the press release publicly viewable. You should first add all of the press release information and test it before making it public.

9. Complete the **Contact Information** section of the form, entering the event contact person's **First Name**, **Last Name**, **Phone Number**, **Fax** and **E-mail**.

10. If the press release is from someone other than the contact person, you can optionally complete the **From Information** section.

11. When you have completed all of the fields, press the **Add** button. A message will be displayed in the window when the entry is successfully added.

12. Click on the link to **WRAC** at the top left-hand side of the window to return to the arts and cultural resources administration page.

Testing the Press Room

Once you have added the press release and uploaded the file successfully, you can test the new press release by viewing the learning space as follows:

1. From the arts and cultural resources administration page, select the link to

   Press Room (in the section View WRAC Listings)

   The list is sorted in descending order by the date that the press release was issued. Your new press release should appear at the top of the list.

2. Click on the title link in the **Press Release** column to view the content of the press release. When you have checked the content, close the window.

3. If the link fails, return to the arts and cultural resources administration page and check that the value that you entered for the press release filename is correct. Make any required changes and then test again.

If the link works correctly, you have completed adding the new press release and are ready to publish it to make it publicly viewable. If you have more than one press release you can repeat this process to add all of them before publishing.

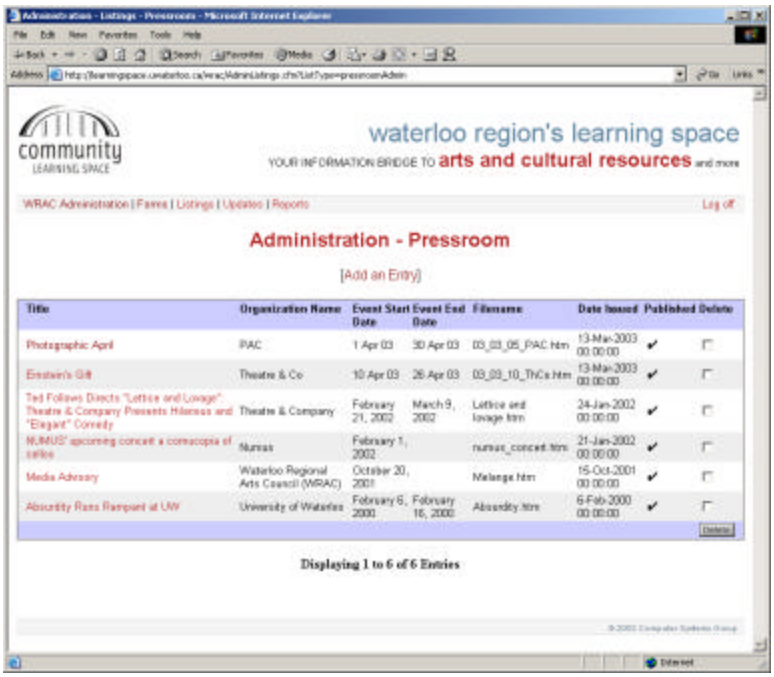
Publishing a Press Release

Once the press release has been successfully tested, you can select the Publish option to allow it to be publicly viewed.

From the arts and cultural resources administration page, select the link to:

pressroom

The list of the press releases is displayed.



To publish the new press release:

1. Select the new press release by clicking on the **Title** link.

2. Scroll to the bottom of the form and click on the box below **Publish** to select the option.

3. Press the **Update** button to apply the change. A message is displayed when the record is successfully updated.

4. Click on the link to **WRAC** at the top left-hand side of the window to return to the arts and cultural resources administration page.

The press release is now available for public viewing. Repeat the process for each press release that is ready for publishing.

Managing Events and Notices

Periodically, the WRAC partner prepares an email that summarizes upcoming events in the arts community. The email can be saved as an HTML file and the partner administrator can upload the file to the learning space server.

From the administration home page:

1. Choose **events_and_notices**.
2. Choose **Add an Entry**.
3. Enter a **title**.
4. Click on **here** and upload the events and notices file. The filename will be entered in the Filename field.
5. Choose **Add**.
6. Choose **Events and Notices** from Preview Listings and test the new events list.
7. If the list displays correctly, return to **events_and_notices**.
8. Click on the title of the new entry, select the **Publish** button and choose **Update**.

The new list is now accessible from the learning space.