

# *Augu'soft*<sup>®</sup>

## Lumens Website Configuration



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# Lumens Website Configuration

## Introduction

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Welcome to Lumens Website Configuration!

Lumens provides each organization with the power to manage how they would like their site to look and feel. When combining colors, templates, and images these possibilities are endless. Lumens Configuration also incorporates responsive design which automatically resizes the Lumens site to optimize it for the size of the user's screen (optimizing the use of Lumens whether on a computer, notebook/tablet or mobile phone).

This workbook is intended to help with the following:

- Explain the three main layout templates you have to choose from and the sub templates from which you have to choose from for Courses page, Class listing page and Class information page.
- Explain the methods and steps for updating the templates.
- Provide explanations of the graphics and color selections you will need to make for your organization's Lumens site.

Completion of the training will result in the knowledge to control the stylistic configuration for your site. You will learn how to manage:

- Templates / Template Management
- Course, Class and Class Information Templates
- Colors and Fonts
- Graphics and Logos
- Menus and Footers
- User, Learner and Search Controls
- Social Media

# Lumens Website Configuration

## Introduction - Icons

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There are several icons used in the manuals. Each icon has a visual value:



### **I Wish Lumens Could...**

Lumens thrives on user feedback to influence new features and updates – indicates an area where you may be able to think about what else Lumens can do for your program.



### **Information**

indicates informational items, things to consider as you set up your site, tips based on best practices or common practices of other Lumens customers.



### **Retention Activity**

indicates something to be done after or outside of the training.



### **Questions**

indicates questions for review and also to frame thought about the way you will setup your site.



### **Ripple Effect**

indicates the importance of understanding the information as well as how it impacts other areas that will be downstream or dependent on the setup.



### **Try It!**

Is a suggested place in your training to stop and practice what you are learning.



### **Additional Reference**

indicates a process not formally addressed in the workbook. Additional resources will be indicated, such as a QRA (Quick Reference Aid or resource indicated, outside this training).



### **Knowledge Check**

is an opportunity to check your knowledge retention and is designed to review new content.

# Style Sheet

## Main Layout Options

Objectives for Template Management:

- Select a main template for your site
- Select a Courses, Class Listings and Class Information Template

This section of the workbook will focus on the different templates/layouts available, allowing you to set up the framework for your website. Within the three main layout templates there are three additional views you can use the templates. Once the main layout template has been selected, make the selections for the three sub templates below.

Access *System Options > Site Configuration*. Click on the *Style Sheet* tab

The screenshot shows the 'Site Configuration' interface with the 'Style Sheet' tab selected. The 'Choose Layouts' section is active, showing a list of templates: 'Pepin' (selected), 'Nokomis', and 'Minnetonka'. Below this, there are dropdown menus for 'Courses Template' and 'Class Information Template', both set to 'Pepin'. There are also fields for 'Header Scripts' and 'Footer Scripts' with validation instructions. At the bottom are 'Submit' and 'Cancel' buttons.

The first step is to select a main layout for the site and three subsequent page templates that are used for browsing Course content.

Expand the Layout section and choose a template.

The Style sheet, Header and Footer Scripts allow users to load or add CSS to provide additional functionality. Please note, Augusoft does not support these scripts.

### Question:

Do you have the resources and capacity on your team to add self-maintained scripts to enhance the customization of your Lumens site?

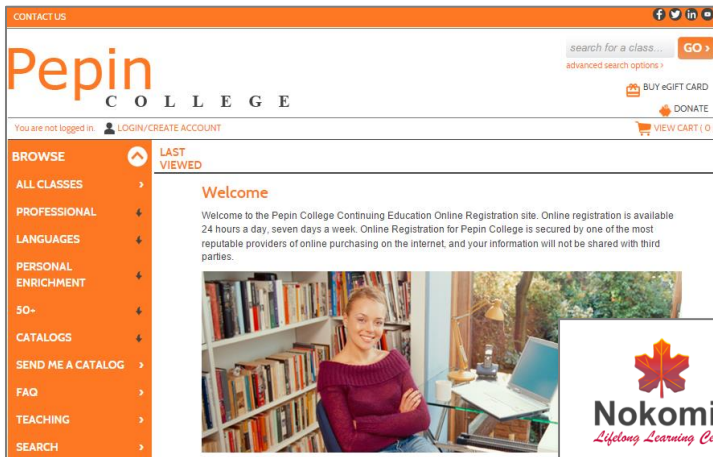


# Style Sheet

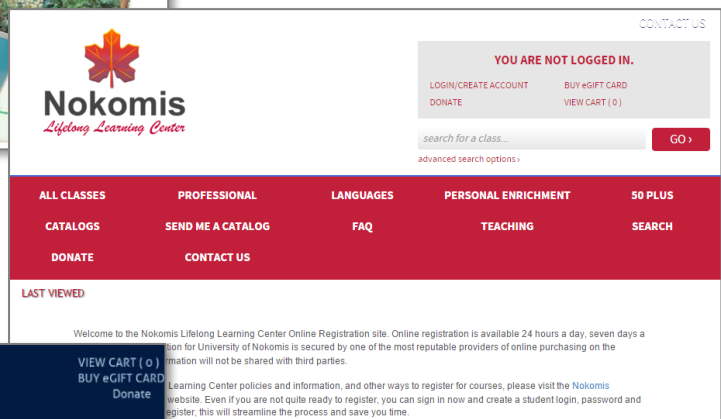
## Main Layout Options - Continued

The main layout template you select will affect some of the subsequent settings in the site configuration area. To help you make a selection of a site template, if you have not already done so, please reference the example sites:

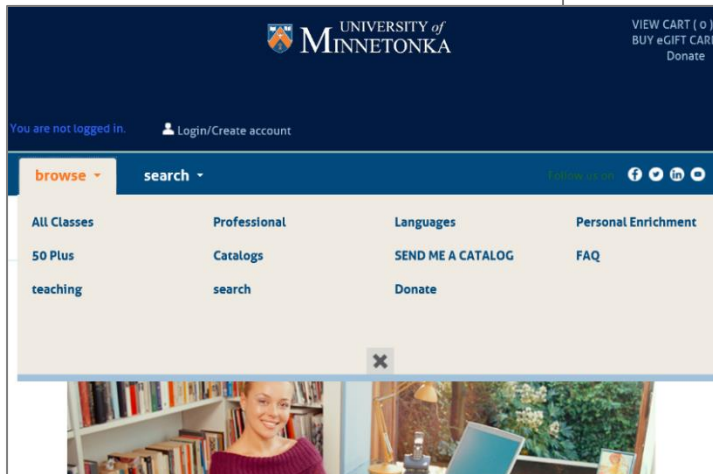
- **Pepin Template:** <https://v8template1.augusoft.net>
- **Nokomis Template:** <https://v8template2.augusoft.net>
- **Minnetonka Template:** <https://v8template3.augusoft.net>



Pepin is a basic web layout design with menus down the left side of the page.



Nokomis is a common web layout with the menus at the top of the page.



Minnetonka is a common web layout with fly-out menus at the top of the page.

You may choose to remove the Categories and Browse menu. Or you may prefer to have them listed as an additional quick link to the Classes that fall under a specific Category.

To add or remove them access Power User menu and/or go to *Power User > General Settings* and select *Show Categories in Menu*.

# Style Sheet

## Main Layout Options - Continued

An organization is free to select any combination of the different templates. For example, you can use Pepin for the main layout template and Minnetonka for the sub templates, Courses and Class Listing templates, and then Nokomis for the Class Information template.

Choose Layouts

Layout Type  Predefined  Customized

Choose template: Pepin [Preview] [Download]

Courses Template: Minnetonka

Class Listing Templates: Minnetonka

Class Information Template: Nokomis

Upload Stylesheet  Choose File(s) Upload File(S)

choose one or more files and then click on 'Upload File(s)' button

### Information:

Each staging site has been defaulted to the predefined Pepin template for all layout templates (this template most closely resembles the original pre-2017 version of Lumens).



### Course Templates:

#### Pepin:

No graphics required. Category names will list in all caps. Subcategory names will display as entered in *Course Management > Categories > Subcategories*. Categories and corresponding subcategories list within containers 3 across and continue down in a grid as needed.

Courses Catalogs: all Catalog1 Catalog2 Catalog3

Pepin College offers a variety of classes ranging from personal enrichment to career and workforce development classes. Update your site by replacing this text with your own message.

PROFESSIONAL	LANGUAGES	PERSONAL ENRICHMENT
Business & Industry >	TESOL >	Cooking >
Management >	ESL >	Gardening >
Nursing >	New Language >	Photography >
Technology >		Art & Music >

50+

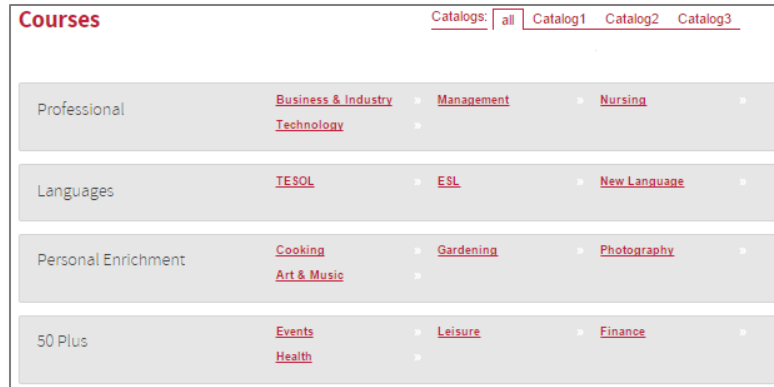
Events >
Leisure >
Finance >
Health >

# Style Sheet

## Main Layout Options - Continued

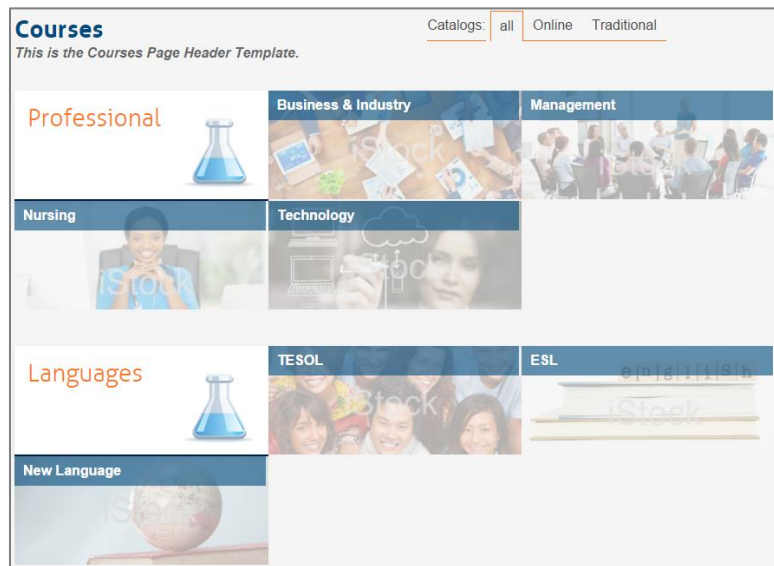
### Nokomis:

No graphics required. Categories list down the left side with corresponding subcategories listing just right of the Category. Subcategories wrap as the screen narrows.



### Minnetonka:

Images display for all Categories and Subcategories. The Subcategories wrap as the screen size condenses until all Subcategories condense into the Category and display only when the Category is chosen by clicking.



**Category:** Image from Add / Edit Category displayed for each Category. The image must be 350 x 150. Any type image will work. All Categories require an image which can be loaded in *Course Mgmt.* > **Categories**.

**Subcategory:** Image from Add / Edit Subcategory displayed for each Subcategory. The image must be 350 x 150. Any type of image will work. All Subcategories require an image which can be loaded in *Course Mgmt.* > **Categories**. Click on Category name and edit each Subcategory.



# Style Sheet

## Main Layout Options - Continued

### Class Listing Templates

#### Pepin:

No graphics required. If there is a Class listing icon, it will be displayed to the left of the Class name. It is recommended that the icon be 15 x 15. The maximum is 60 x 20 and 50 KB. The Classes are listed in a grid stacked from left to right according to how large the screen is and then down the page.

*System Options > Power User* and expand Class Listing Display setting control what information displays on this page for this template.

#### Nokomis:

No graphics required. If there is a Class listing icon, it will be displayed to the left of the Class name. It is recommended that the icon be 15 x 15. Any type image will work. Classes list down the page instead of a grid.

**New!** An Overview of Case Management »  
*Click to choose from multiple offerings*

<b>New!</b> An Overview of Case Management - Edit 3400002 Start date: 01/05/16 52 sessions Days of the Week :Multiple Tuition: \$150.00 Location : Lumens Campus A Instructor : <a href="#">Test Instructor1</a> Instructional Method: ClassRoom TotalFilled: 100 Room : South Park ADD TO CART »	<b>New!</b> An Overview of Case Management - Edit 3400002 Start date: 03/08/16 3 sessions. Days of the Week : Weekly - Tue Tuition: \$150.00 Location : Lumens Campus A Instructor : <a href="#">Test Instructor1</a> Instructional Method: ClassRoom TotalFilled: 100 Room : South Park/West Wing Combo
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**Professional >> Business & Industry**  
[« back to courses page](#)  
Develop successful, relevant skills that will translate to all aspects of the business world.  
**Please click on the course title to see the full course description.**  
If you have questions, please provide us with the course title and number when [e-mailing](#) or calling.

Choose Additional Classes

<b>Oil Refinery Operations</b> 2400001 Start date: 01/07/16 52 sessions. Days of the Week : Weekly - Thu . Tuition: \$150.00 Instructor : <a href="#">Test Instructor1</a> ADD TO CART »	<b>Paper Mill Operations</b> 2400002 Start date: 01/01/16 53 sessions. Days of the Week : Weekly - Fri . Tuition: \$150.00 Instructor : <a href="#">Test Instructor1</a> ADD TO CART »
---	---

**Professional >> Business & Industry**  
Develop successful, relevant skills that will translate to all aspects of the business world.  
**Please click on the course title to see the full course description.**  
If you have questions, please provide us with the course title and number when [e-mailing](#) or calling.

Choose Additional Classes

Oil Refinery Operations  
2400001  
Start date: 01/07/16  
52 sessions.  
Days of the Week : Weekly - Thu .  
Tuition: \$150.00  
Instructor : Test Instructor1  
TotalFilled: 1/1  
WAITING LIST »

Paper Mill Operations  
2400002  
Start date: 01/01/16  
53 sessions.  
Days of the Week : Weekly - Fri .  
Tuition: \$150.00  
Instructor : Test Instructor1  
TotalFilled: 10/2  
ADD TO CART »

*System Options > Power User* expand the Class Listing Display setting control what information displays on this page for this sub template as well.

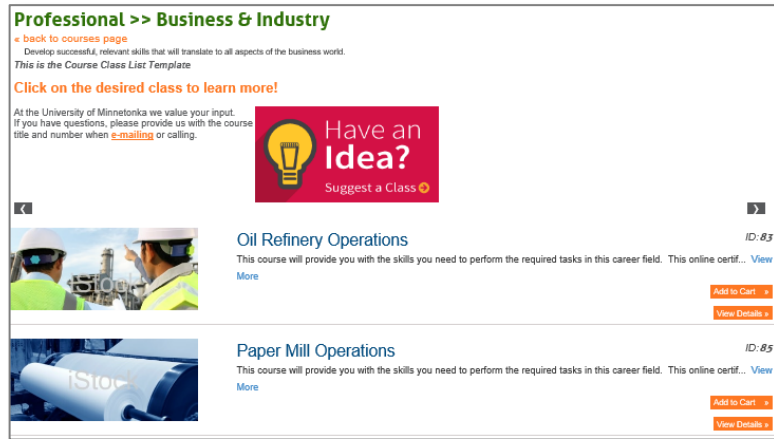
# Style Sheet

## Main Layout Options - Continued

### Minnetonka:

A Class graphic will display. The graphic will display to the left of the Class information.

The image must be 350 x 150 (any type of image). Class listing icon is not required. It is recommended that the icon be 15 x 15. The maximum is 60 x 20 and 50 KB.



This sub template is an option for those who have a design and graphic team whose focus is to offer the end user a visual experience when navigating through the site.

For Minnetonka Class Listing page graphics, if Staff upload a graphic to the Class, it will display on the Class listing page. If there is not a Graphic on the Class, but there is a Course Graphic, the Course Graphic will display on the Class listing page. If there is neither a Class listing icon nor a Course Graphic, but there is a Subcategory graphic, the Subcategory graphic will display on the Class listing page. If there is not a Class Listing icon, a Course graphic, or a Subcategory graphic, but there is a Category graphic, then the Category graphic will display in the Class listings.

Element	Yes or No?			
Category Graphic (Add / Edit Category)	Yes	Yes	Yes	Yes
Subcategory Graphic ( Add / Edit Subcategory)	No	Yes	Yes	Yes
Course Graphic (Add / Edit Course)	No	No	Yes	Yes
Class Graphic (Add / Edit Class)	No	No	No	Yes
What displayed as the Class graphic on the Class Listing Page?	Category Graphic	Subcategory Graphic	Course Graphic	Class Graphic

### Additional Reference:

If focusing on the display of your Class listings page, prompts you to edit what information is displayed here, you may refer to the Power User Training Manual or access *Menu > System Options > Power Users* and open *Class Listing Display Settings*.



# Style Sheet

## Main Layout Options - Continued

### Graphics:

The Class graphic is optional to upload at the Class level. Staff can upload a Class graphic to each individual Class (or is present when the Class is cloned). The Class graphic does not carry over from the Course when a new Class is added.

If a Class graphic is present on the Class, it will display on the Class Information (Class Details) page. If there is not a Class graphic uploaded to the Class, but there is a Course graphic, the Course graphic will display on the Class Information page. For the Pepin and Nokomis templates, if there is neither a Class nor a Course graphic, there will be no graphic on the Class Information page. For the Minnetonka template, if there is neither a Class nor a Course graphic, the Subcategory graphic will display. (If there is not a Subcategory Graphic, the Category graphic will display.)

Element	Yes or No?				
Category Graphic (Add / Edit Category)	Yes	Yes	Yes	Yes	Yes
Subcategory Graphic (Add / Edit Subcategory)	No	Yes	Yes	Yes	Yes
Course Graphic (Add / Edit Course)	No	No	Yes	No	Yes
Class Graphic (Add / Edit Class)	No	No	No	Yes	Yes

### What displays on Class Information?

Template	Yes or No?				
Pepin and Nokomis	No Graphic	No Graphic	Course Graphic	Class Graphic	Class Graphic
Minnetonka	Category Graphic	Subcategory Graphic	Course Graphic	Class Graphic	Class Graphic

**Pepin:** If there is a Course graphic, it will be displayed to the left of the Class description- this is loaded on the Course. The Class details display to the right of any image / description. The Add to Cart section displays below.

The screenshot shows the 'Edit Course' interface. At the top, it says 'Edit Course' with links for 'Expand All' and 'Collapse All'. Below that is a section titled 'Course Information' with a dropdown arrow. A note states '\* denotes required information.' The 'Course Name\*' field contains '50+ Program - Informational Session' and has a 'Spell Check' button. The 'Add Graphic' field is highlighted with a red box and includes a 'Browse...' button. At the bottom, a note says 'Use jpg, gif, png file format, recommend max 50KB'.

# Style Sheet

## Main Layout Options - Continued


### Nokomis:

If there is a Course graphic, it will be displayed to the left of the Class description. The Class details display to the right and below of any image / description. The *Add to Cart* section displays to the right.

### Oil Refinery Operations

ID : 68  
[← back to classes page](#)

Social media icons appear only on live site



This course will provide you with the skills you need to perform the required tasks in this career field. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. Students will learn to: Operate oil refinery equipment with safety as the prime consideration. Monitor and operate common oil refinery equipment and instrumentation. Make needed adjustments to keep system processes within acceptable ranges. Detect problems and take corrective action. Employ standard operating procedures to adjust, maintain, start, stop production equipment. Maintain communication with other operators, maintenance, and management.

**Add To Cart »**

Send to Friend »

Checkout »

Class Details		
52 Sessions Weekly - Thu	Location TBD	Instructor Test Instructor1
Tuition: \$150.00		Registration Closes On Thursday, December 28, 2017 @ 12:00 AM


### Schedule Information

Date(s)	Class Days	Times	Location	Instructor(s)
		10:00 AM - 12:00 PM	TBD	Test Instructor1

### Oil Refinery Operations

Course number : 2400001 ID : 84  
[← back to classes page](#)

Social media icons appear only on live site



This course will provide you with the skills you need to perform the required tasks in this career field. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. Students will learn to: Operate oil refinery equipment with safety as the prime consideration. Monitor and operate common oil refinery equipment and instrumentation. Make needed adjustments to keep system processes within acceptable ranges. Detect problems and take corrective action. Employ standard operating procedures to adjust, maintain, start, stop production equipment. Maintain communication with other operators, maintenance, and management.

Class Details		
52 Sessions Weekly - Thu	Location TBD	Instructor Test Instructor1
Tuition: \$150.00		Registration Closes On Thursday, December 28, 2017 @ 12:00 AM

[View Series Information](#)  
 Registration Closes On  
 Thursday, December 28, 2017 @ 12:00 AM

**Add To Cart »**

Checkout »

Send to Friend »

View Series Information »

### Schedule Information

Date(s)	Class Days	Times	Location	Instructor(s)
1/6/2017 - 1/22/2017	Weekly - Thu	10:00 AM - 12:00 PM	TBD	Test Instructor1

### Minnetonka:

Graphics display at the top to the left of the Class description. Class details display below, followed by the *Add To Cart* option.

Course graphics and icons are required if you select Minnetonka as the template for the Courses page or Class listing page. If there is no Class listing icon for a Class, Lumens will use the Course graphic for the Class. If the Course does not have a Course graphic, Lumens will use the graphic on the assigned Subcategory. If there is no graphic on the Subcategory, Lumens will take the graphic from Category. This process of graphics flowing downward will allow users to edit Courses and Classes without needing to constantly load graphics or icons when Minnetonka is the template selected for the Courses or Class listing templates (where images are required).

### Try It!:

Add a graphic to a Course and to a Class. Then browse the Course section to find the image you just uploaded.

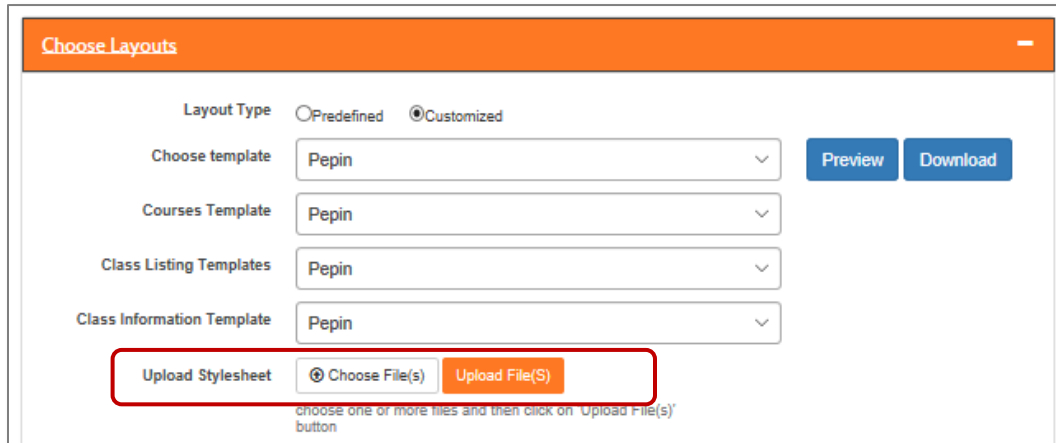


# Style Sheet

## CSS & Style Sheets

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Using scripts where available is a great way to customize your site if you have the resources to do so.



If you have a Lumens PRO license or higher you may choose either one of the predefined templates or download the style sheet for a template and make customizations to it, then upload the customized style sheet. Augusoft recommends completing any customization in your staging site before uploading customized style sheets to your production site.

Extra CSS (Cascading Style Sheets) can be added to the site using the Extra CSS window. Extra CSS can be added to the site using the optional extra CSS window. CSS is a language used for describing the look and formatting of a document written in a markup language.

### Information:

Please note that Augusoft does not support CSS, so if you are not familiar with using it or do not have someone on Staff who is, we don't recommend you use it. Keep in mind if Augusoft makes updates to the software, we cannot guarantee that things you modified via CSS won't be affected by a software change. We make every attempt to announce in advance when a change like this will occur, and we encourage those who are planning on using CSS to go in and review their pages and layout after an update, so any CSS modifications can be made by your Staff at that time.



# Style Configuration

## Colors and Fonts: Links, General, Header, Container, Etc.

Objectives for website colors and fonts:

- How to select and input colors and fonts for your site template.
- Understand the relationship between the colors and fonts you choose and the branding or look and feel of your site.



Access *System Options > Site Configuration*. Click on the *Style Configuration* tab.

The screenshot shows a web interface for 'Style Configuration'. At the top, there are several tabs: 'Style Configuration' (highlighted in orange), 'Graphics', 'Menus', 'Footer', 'Style Sheet', 'User Controls', 'Learner Controls', 'Search Controls', and 'Social Media'. Below the tabs is a section titled 'Links' with a minus sign on the right. This section contains several configuration options: 'Action link color' with a text field containing '#e7722' and a small orange square preview; 'Visited Action Link color' with a text field containing '#444444' and a small dark grey square preview; 'Action Link Style' with radio buttons for 'Normal' and 'Underline' (the 'Underline' option is selected); 'Prev/Next Link color' with a text field containing '#444444' and a small dark grey square preview; and 'Prev/Next Link Font Style' with radio buttons for 'Normal' and 'Underline' (the 'Normal' option is selected). Below the 'Links' section are five expandable sections: 'General', 'Navigation', 'Header', 'Container', and 'Last-Viewed-Items', each with a plus sign on the right.

Style Configuration houses all the color and text fields for managing your links and controls around the site. Each section gives individual options, providing the flexibility to personalize each. Each template is pre-loaded with default colors.

Once the color code is entered, a preview square next to the text field displays the color corresponding to the code entered. These color fields in Lumens accept values in hexadecimal (which uses numbers 0-9, as well as letters A–F). There are also 16 color names that can be typed directly into this area and are recognized by all browsers (e.g. black, white, yellow, etc.).

This webpage lists the acceptable color name values:

<https://www.december.com/html/spec/color16.html>

Or enter “web safe colors” into a search engine to display similar results.

### Ripple Effect:

Where light colors or dark colors are used, consider how colors work together when making adjustments. This may affect the readability of site content.



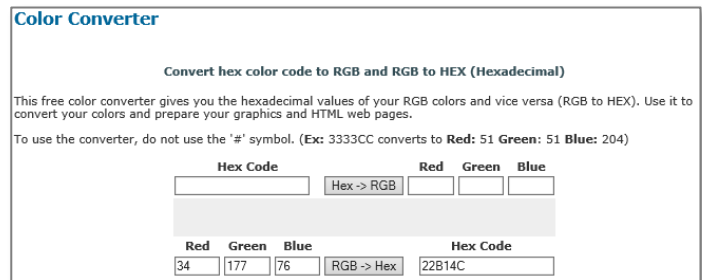
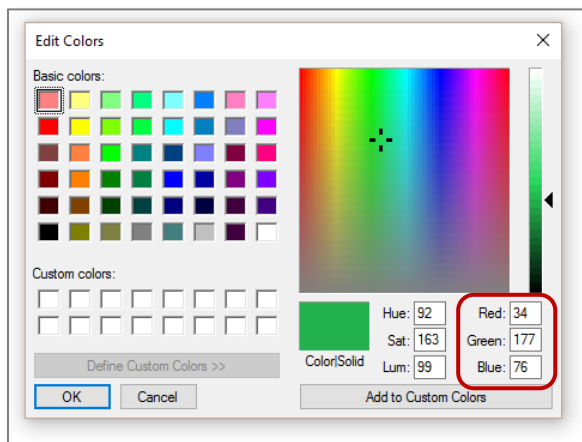
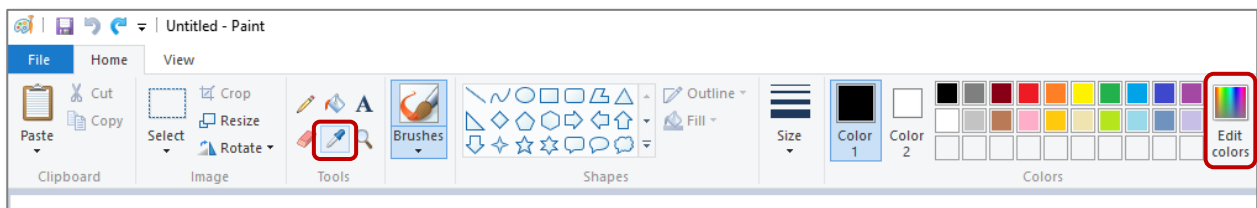
# Style Configuration

## Colors and Fonts: Links, General, Header, Container, Etc. – Continued

If you have a color that you want to display that is not part of the 16 color names, you will need to find the 6-character hexadecimal code for the color. If you have access to a graphics program (for example: Color Picker, Color Detector, Gimp) most likely it will provide a hexadecimal value for any color you have in the palette.

If you do not have a graphics tool, simple programs like Paint have the ability to grab the RGB value which can then be converted to the hexadecimal code using websites.

In Paint, the eye dropper tool grabs the color from the image you want to use as a base for the color. Once you have identified the color you would like to use within an existing image, open the image which contains the color needed. After selecting the eyedropper tool in Paint, click on the color you need. Then click *Edit Colors*.



Take the RGB codes and put them into any color converter tool found on the web to get the hexadecimal code to enter into Lumens. A simple web search for “hex code converter” will provide a tool for converting RBD to a hex code.

### Additional References:

For more details see the Training Supplement which contains visuals to assist in understanding where each of these selections apply / display.



# Style Configuration

## Colors and Fonts: Links, General, Header, Container, Etc. - Continued

Browsers only recognize fonts that are installed on a user's computer/tablet/etc.. In order to guarantee that the Lumens site is readable by the greatest number of users, you will need to specify common fonts in the font fields.

The screenshot shows the 'Site Configuration' interface. At the top, there are several tabs: 'Style Configuration', 'Graphics', 'Menus', 'Footer', 'Style Sheet', 'User Controls', 'Learner Controls', 'Search Controls', and 'Social Media'. The 'Style Configuration' tab is active. Below the tabs, there is a 'Links' section with a '+' icon. The 'General' section is expanded, showing various settings:

- Header Font: Arial (dropdown)
- Header color: #fe7722 (color picker)
- Header Background Color: #ffffff (color picker)
- Header Font Size(pixels): 18 (input field)
- Header Font Style:  Normal  Italic (radio buttons)
- Col Head text color: #444444 (color picker)
- Col Head Font Style:  Normal  Italic (radio buttons)
- Col Head background color: #fe7722 (color picker)
- Blue text color: #004a7e (color picker)
- Underline font size(pixels): 12 (input field)

For a list of the most common browser fonts, see:

[www.ampsoft.net/webdesign-I/WindowsMacFonts.html](http://www.ampsoft.net/webdesign-I/WindowsMacFonts.html) or search for a reputable source to advise common Windows and Mac colors.

The styles that are represented in the Style Configuration tab have been carefully chosen to

The screenshot shows the 'Footer' section of the 'Style Configuration' interface. It contains the following settings:

- Footer Background Color: #fe7722 (color picker)
- Footer Border-Top Color: #444444 (color picker)
- Footer Border-Bottom Color: #ffffff (color picker)

offer the maximum flexibility with the least disruption to site function. Each section offers similar options for color and font modification.

### Try It!:

Play with changing the colors and viewing them in the sample window.



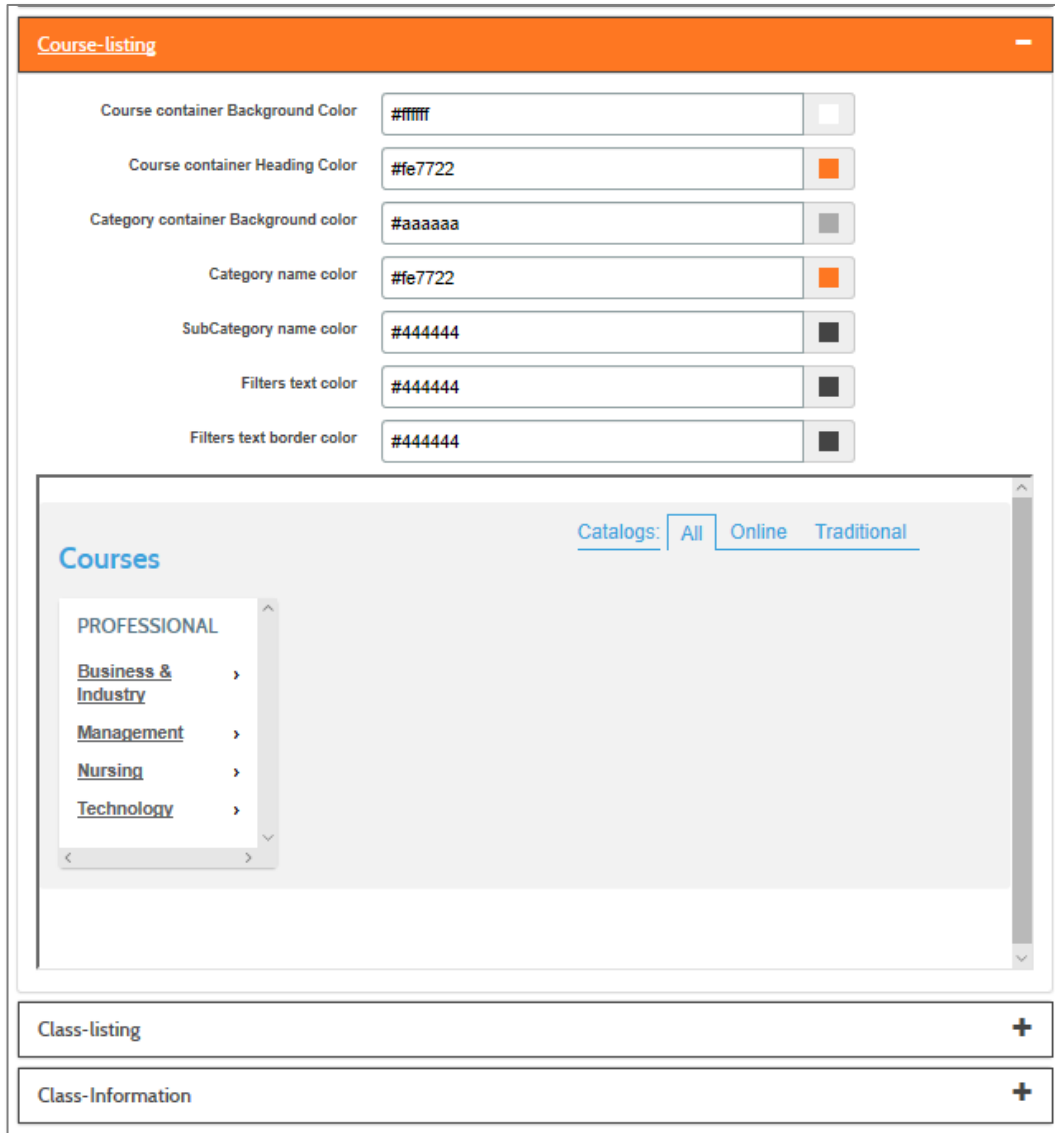




# Style Configuration

## Colors and Fonts: Course, Class, and Class Information

Course and Class Listings, and the Class Information sections also offer specific examples of how your fonts and colors will affect these views.



Each template will display slight variations. Use the Training Supplement to guide you in your decisions on the views to use to meet the needs of your organization and customers.

# Graphics

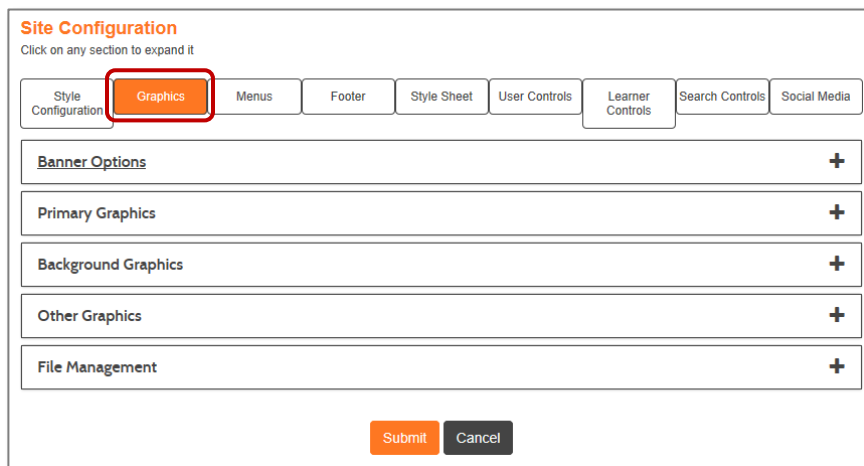
## Banner Options

Objectives for Graphics configuration:

- Understand how to choose, format and upload graphics for your site.
- Develop an understanding of how images can impact your site branding.

This section of the workbook will focus on the ways to add graphics to your website.

Access *System Options* > **Site Configuration** select the *Graphics* tab.



The screenshot shows the 'Site Configuration' interface. At the top, there is a navigation bar with several tabs: 'Style Configuration', 'Graphics', 'Menus', 'Footer', 'Style Sheet', 'User Controls', 'Learner Controls', 'Search Controls', and 'Social Media'. The 'Graphics' tab is highlighted with a red border. Below the navigation bar, there is a list of configuration sections: 'Banner Options', 'Primary Graphics', 'Background Graphics', 'Other Graphics', and 'File Management'. Each section has a plus sign (+) to its right, indicating it can be expanded. At the bottom of the interface, there are two buttons: 'Submit' (orange) and 'Cancel' (grey).

In the Graphics section you will be able to manage all the different images that will display in Lumens. Customizing the graphics provides a unique look and style to your site. You are responsible for designing and loading the graphics for your site. We have a basic version of standard graphics preloaded to your site (for example: *View Cart*, *buy eGift card*, *Last Viewed* icons, etc.) All of these can be edited and / or replaced at your discretion in the Graphics section of Site Configuration.

You may use graphics for your site banner, logos, background graphics and DIV tags.

### Retention Activity:

If you haven't already, you may want to create a style guide for your site. This can be as simple as a list of notes of guidelines or expectations to make sure there is a consistency for colors, fonts, and graphics. Share this document with anyone who has access to configuring your site.



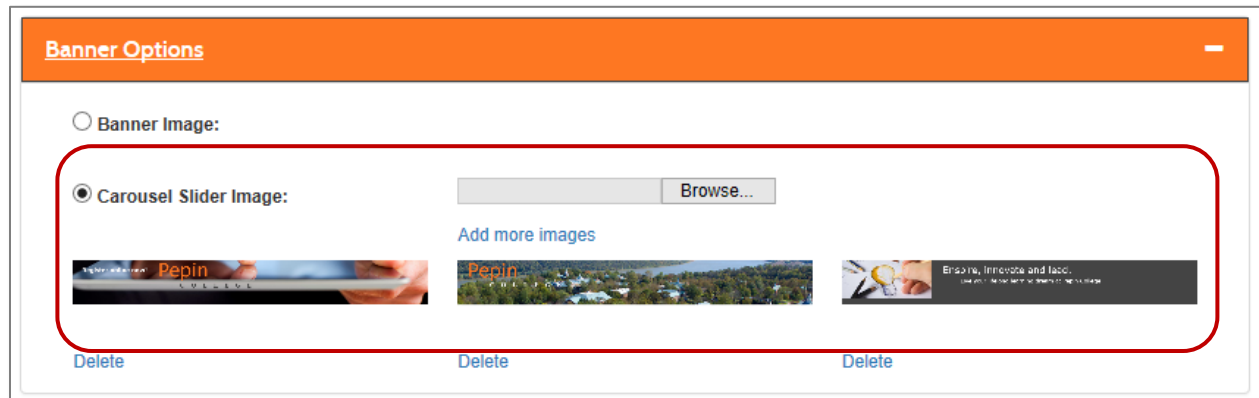
# Graphics

## Banner Options - Continued

A banner and / or logo allows you to personalize the site for your program and appears at the top of every webpage in Lumens. There are multiple ways to create a banner and / or logo for your site. The main template layout you select will determine which options are available to you. These options are described individually to assist in making a decision for your site needs.

One of the differences you will notice between Pepin and the other two main template options (Nokomis and Minnetonka) is the *Banners Options* section. In Pepin, you have the option for a static image (*Banner Image*) or a carousel image for your site. It is called a carousel image because the image will alternate between the multiple images you load rather than use a static / single banner image, rotating like a carousel.

*System Options > Site Configuration* select *Graphics* tab, expand *Banner Options*



Banner images generally are created by a program’s graphic / design department and need to be sized properly. You may also incorporate a logo to provide users a quick link to the Lumens homepage or another URL like your institution’s home page. To accomplish this banner with logo, you will design your banner with consideration of fitting a logo.

The exact height and width of the image will vary depending on the device group in which it is to be displayed. Depending on the image being uploaded the below sizes will need to be adjusted. The widths indicate approximate breakpoints (after margins and paddings of the containing elements of the banner) of the site (for example: at what widths the image will change).

Device Group	Total Width	Total Height	Height of Canvas
Mobile	310 – 460 pixels	100 pixels	170 pixels
Tablet	461 – 790 pixels	110 pixels	140 pixels
Desktop	791 – 1110 pixels	110 pixels	140 pixels

## Graphics

### Banner Options – Continued

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Per the recent chart, a width of 460 pixels (px) will be the maximum available width of the banner before you reach a breakpoint at which point the device is no longer recognized as a mobile device but instead as a tablet. When this breakpoint is met, Lumens displays the image for the tablet. The minimum target width is set as 310 pixels for mobile devices; Lumens does not target mobile devices which go below that width.

A height of 100 px means that is the maximum available display region where the contents of the image will show before it appears to be cropped. The total height of the banner remains 170 pixels for the mobile device; therefore, the 70 pixels at the bottom can be either white, transparent, or the same color as rest of the banner but will be hidden from view.



Here's an example of an image that didn't have the correct canvas size.

You may want to use a different image for the tablet and mobile devices as their screens are much smaller and may lose a lot of the details in the image at their viewing size.

The banner section requires that you have an image uploaded for all three sections to be sure that you have the correct size depending how a user is viewing your site - desktop, tablet and mobile. If you are not going to use the banner, then you will want to delete the image(s). This is also true for logos which are referred to in the Logos section. (Only applicable to Pepin template.)

#### Information:

If you use these sizing guidelines and your image still doesn't look right, please contact your Implementation Manager and they can help assess what you need to do to correct the error. Your implementation manager may help you determine if it is something that can be resolved by resizing your image or if specific changes are required to accommodate your image.



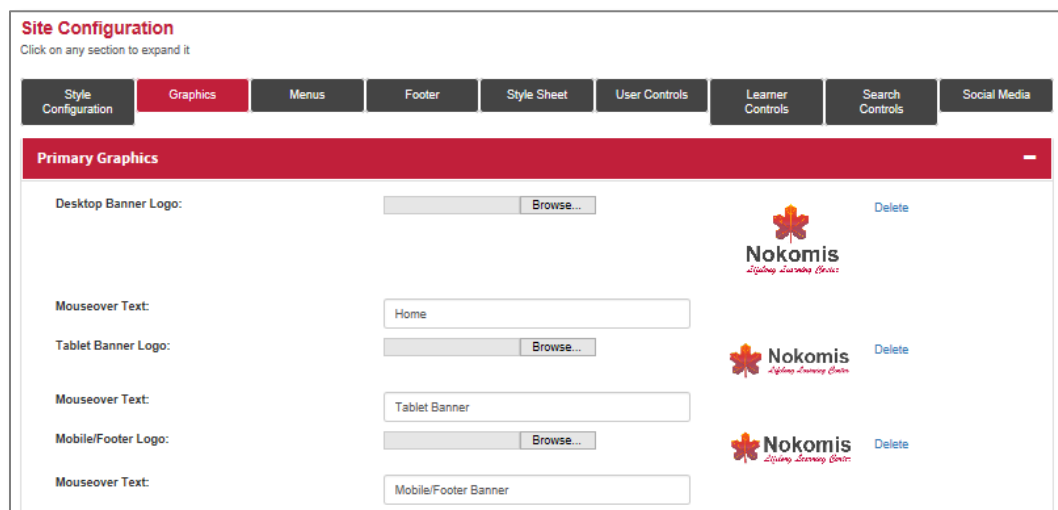
# Graphics

## Primary, Background, and Other Graphics

All main layout templates have an option under the Primary Graphics section to load a logo for Desktop, Tablet and Mobile devices. Logos, unlike banners, automatically serve as a link for users to get back to your Lumens homepage or another URL like your main institution's homepage.

Many customers using Pepin as their main layout template have found that they can sufficiently utilize the logo and the image or carousel banner simultaneously. By essentially layering the two in order to maintain the banner with the functionality of the homepage link from the logo.

*System Options > Site Configuration* select *Graphics* tab, expand *Primary Graphics*



Nokomis and Minnetonka site templates do not have a Banner image area because they do not have the Image or Carousel Slider Image option. The graphics section starts with the *Primary Graphics* section.

There is a logo image loaded for desktop, tablet, and mobile device screen sizes instead of a banner. This image appears at the top of the page and will overlay on top of whatever color selection is made for the Header Background Color.

If you prefer a background color to display as a solid color you will need to do the following: Select Banner Image radio button, and do not upload any files. The color is then selected via *System Options > Site Configuration* under the *Style Configuration* tab expand the *Banner Section* and input the *Banner Color*.

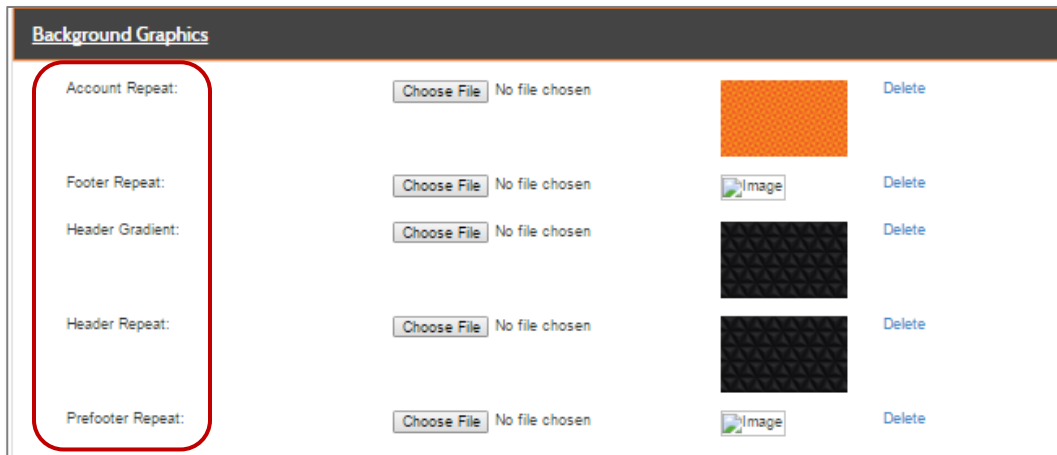
# Graphics

## Primary, Background, and Other Graphics - Continued

Background graphics are only available for Pepin template.

With the Pepin main layout template, the Banner and Carousel Slider images enhance the look of your site to the viewers. Adding the Background Graphics provides an additional visual layer of graphics to the Pepin template when used in a combined approach.

*System Options > Site Configuration* select **Graphics** tab, expand *Background Graphics*



These graphics are an image that is repeated to create a wallpaper effect. Account repeat, Footer / Pre-Footer Repeat, Header Repeat and Header Gradient are the locations that offer Background Graphics.

To use background graphics, load any image that you would like to repeat across the background of the site. Certain types of images work better as a repeat than others. Be sure to test the upload of any image your organization. Use in your staging site prior to implementing its use in production to ensure it does not impede functionality of the site and appears the way you want it to.

For all three main layout templates, if you prefer to use a solid color as the background, you control the color of the banner's background through *System Options > Site Configuration > Style Configuration* click on *Header* and enter *Banner Color*. For Pepin, to use a solid color background, be sure to select the Banner Image radio button but do not upload any files.

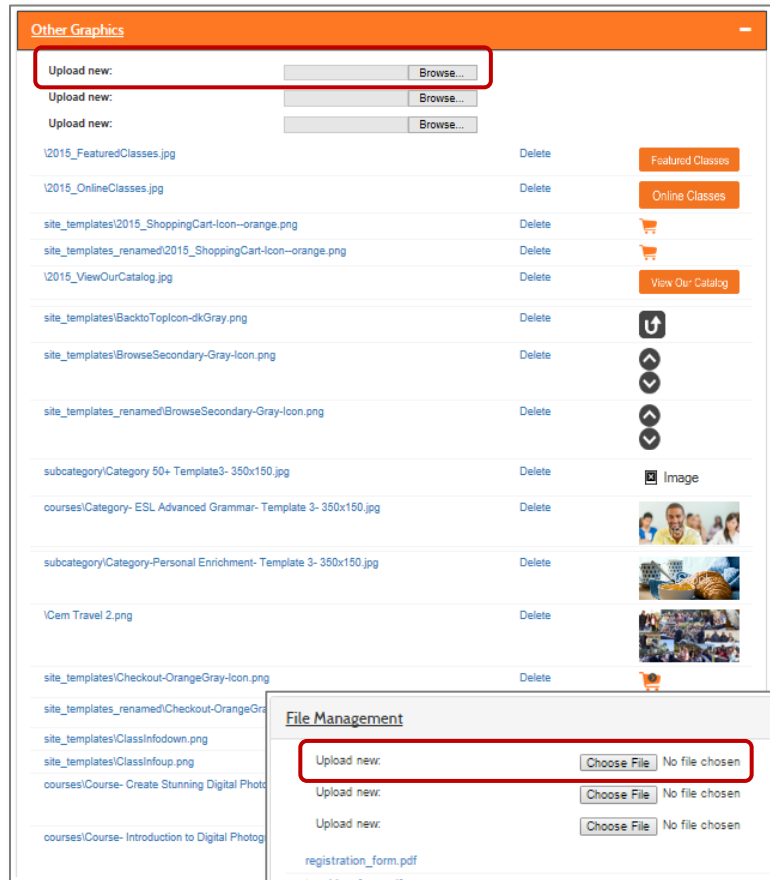


# Graphics

## Primary, Background, and Other Graphics - Continued

In the *Other Graphics* area, any image that is stored on the server is listed including instructor profile pictures, location images, Class and Course images as well as certain buttons displayed in the site.

**System Options > Site Configuration** select **Graphics** tab, expand **Other Graphics & File Management**

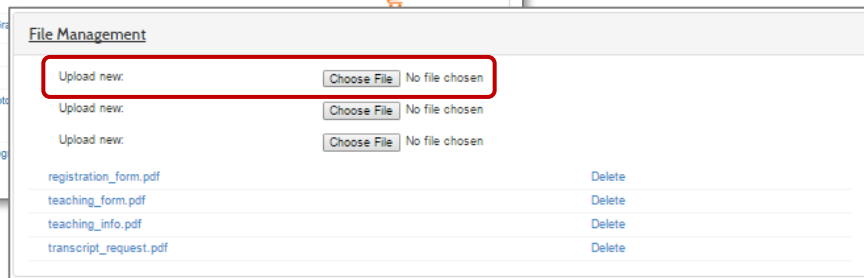


### Other Graphics & File Management

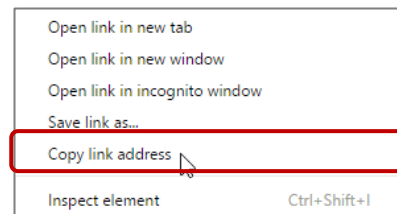
Any other graphics that need to be loaded to the server can be loaded using the 'upload new' area.

This is a good place to load any logos that are needed for use in the document editor if your organization uses the tool since the images cannot be added to the server from inside that tool.

Load any of PDF documents that may be needed throughout the site.



To reveal the URL for a PDF to link it to other locations around the site, right click on the file name and copy the link address (this depends on the browser; Chrome works this way while some only display the URL when hovering over the link – like Firefox).





# Menus

## Public Menu Structures

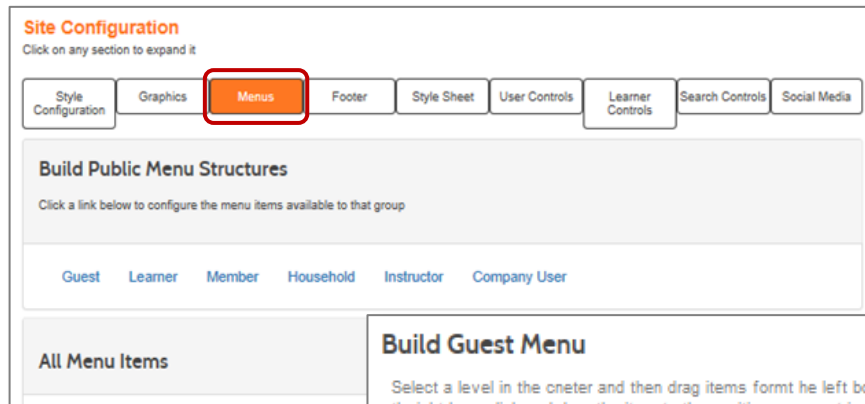
Objective for Menus:

- Manipulate menus for different accessibility
- Create or change existing menu's

This section of the workbook will focus on the menu options available in Lumens.

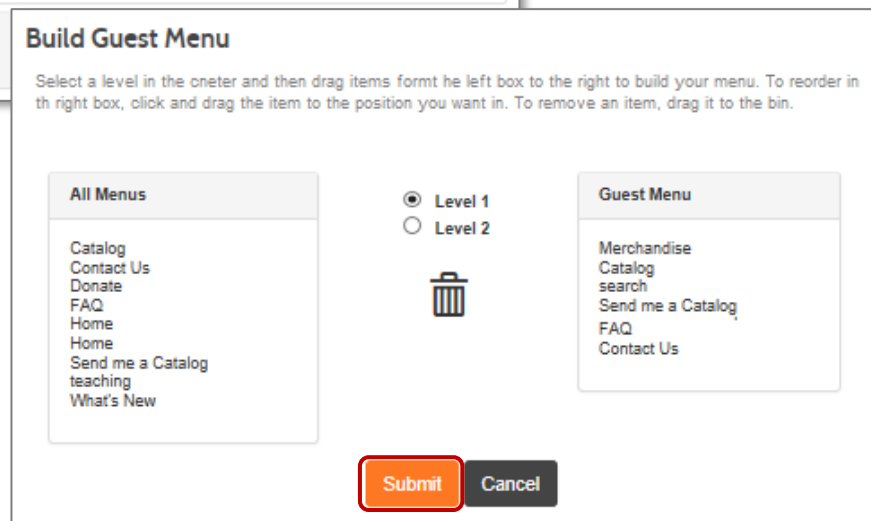
Access *System Options* > **Site Configuration** select the *Menus* tab.

Setting up Menus allows you to select which menu items the users in your system will have access to depending on their role.



There are two sections that you will need to review and manage under the Menus tab.

Build Public Menu Structures houses the Guest (or public view), Learner, Member, Household, Instructor and Company User menus. You control which menus appear to each user type and can choose to use a two-level setup for menus.



(For example: for a Learner / Student, you may wish to have a Contact Us page show as a submenu of the Learner Welcome page).

Choose *Guest* on the options list. Once you open the menu, you may click and drag menu items from the *All Menu* list to the *Guest* menu list. Reciprocally, you may drop and drag menu items from the right to drop them into the trash icon to remove them from the list.

# Menus

## All Menus

The second section *All Menu Items* will manage all the menus for every role in the system including the Administrator and Staff.

Staff may in activate or edit a menu item. Inactivate will no longer display the menu for that user role. Edit provides

the option to change the label name, access level, URL, criteria or display information.

This can be done for all public views for the different user types in the system.

To add a menu item, click *Add Custom Menu Item*.

This provides the option to create menu's that will display on the site.

### Ripple Effect:

If you choose to edit or add a menu item use caution when changing or making a selection as this can impact system functionality.



# Footers

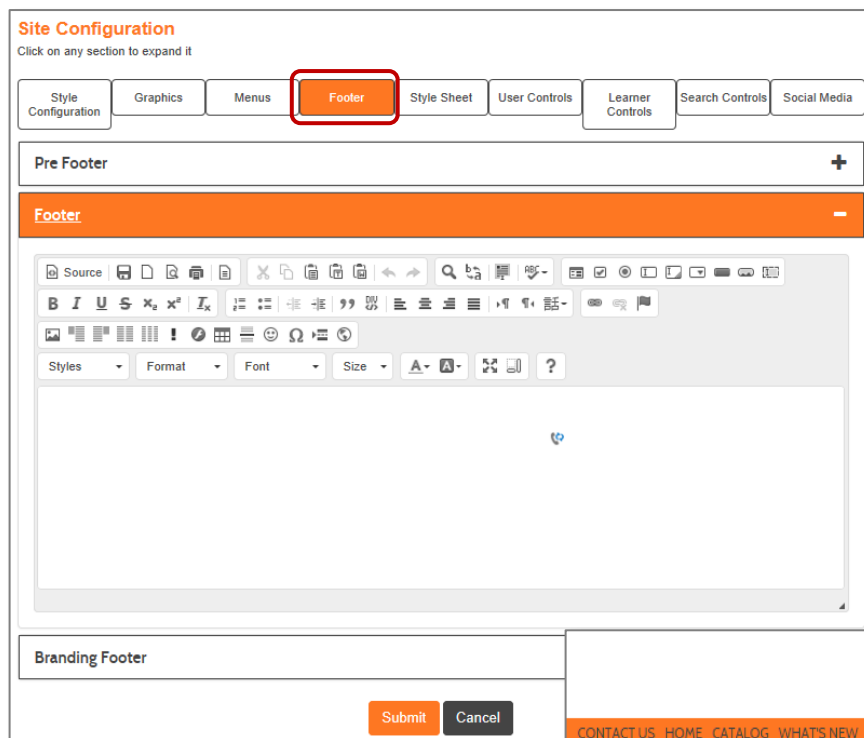
## Pre-Footer, Footer, and Branding Footer

Objectives for Footers:

- View options for adding a Pre-footer, a Footer, and a Branding Footer

This section of the workbook will focus on the footers available in your Lumens website.

Access *System Options > Site Configuration* and select the *Footer* tab.



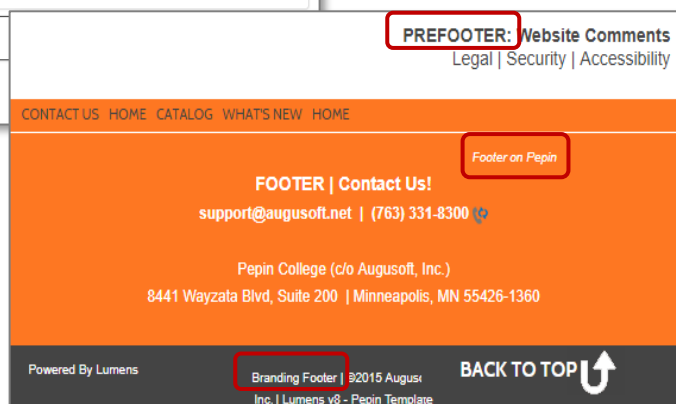
Use the HTML editors in each section to add formatted content, links, and images to the footer area.

The Footer section was designed to give flexibility to manage changes monthly, quarterly or yearly depending on what information and data you want to provide users. This content could change regularly to keep your site dynamic.

Pepin and Nokomis Templates also have a third option, Pre-Footer area.

The Branding Footer gives schools the ability to brand their Lumens site with any state requirements needed.

These footers colors are defined in the Style Configuration tab.



# Controls

## User Controls

Objectives for Controls:

- Identify the look of your user controls, e.g. buttons and tabs
- Determine the location of Learner profile details
- Decide the search criteria that best meets the needs of your organization

This section of the workbook will focus on various control features and how those features may display for your users.

Access *System Options* > **Site Configuration** and select the *User Controls* tab.

User Controls allow creative freedom to manage how each Text Box, Select Box, Text Area, Buttons and Tabs appear in Lumens. The sample box allows each choice to be previewed. Proper contrast between *Background and Font Color* keeps the site from being difficult to read

The screenshot shows the 'Site Configuration' interface with the 'User Controls' tab selected. It displays three sections for configuring user controls:

- Text Box:** Includes settings for Background Color (#ffffff), Text Font Color (#000000), Border Color (#92a1a3), and Padding (6). A preview shows a text box with 'Sample Text'.
- Text Area:** Includes settings for Background Color (#ffff) and Text Font Color (#444444). A preview shows a text area with 'Sample Text'.
- Tabs:** Includes settings for Background Color (#ffff), Font Color (#444444), Border Color (#444444), Active tab background color (#fe7722), and Active tab Font color (#ffff). A preview shows three tabs: 'Home' (active), 'Profile', and 'Messages', with 'Tab 1 sample content.' below them.

**Text Box:** change the border color of text boxes and the color of the entered text when typed within a text box in the site. Padding is the buffer above and below the entered text, around the text inside the text box.

**Select Box:** is used to define similar elements as the Text Box section but is specific to fields that require a single option selected from a finite list.

**Text Area:** is for larger text content.

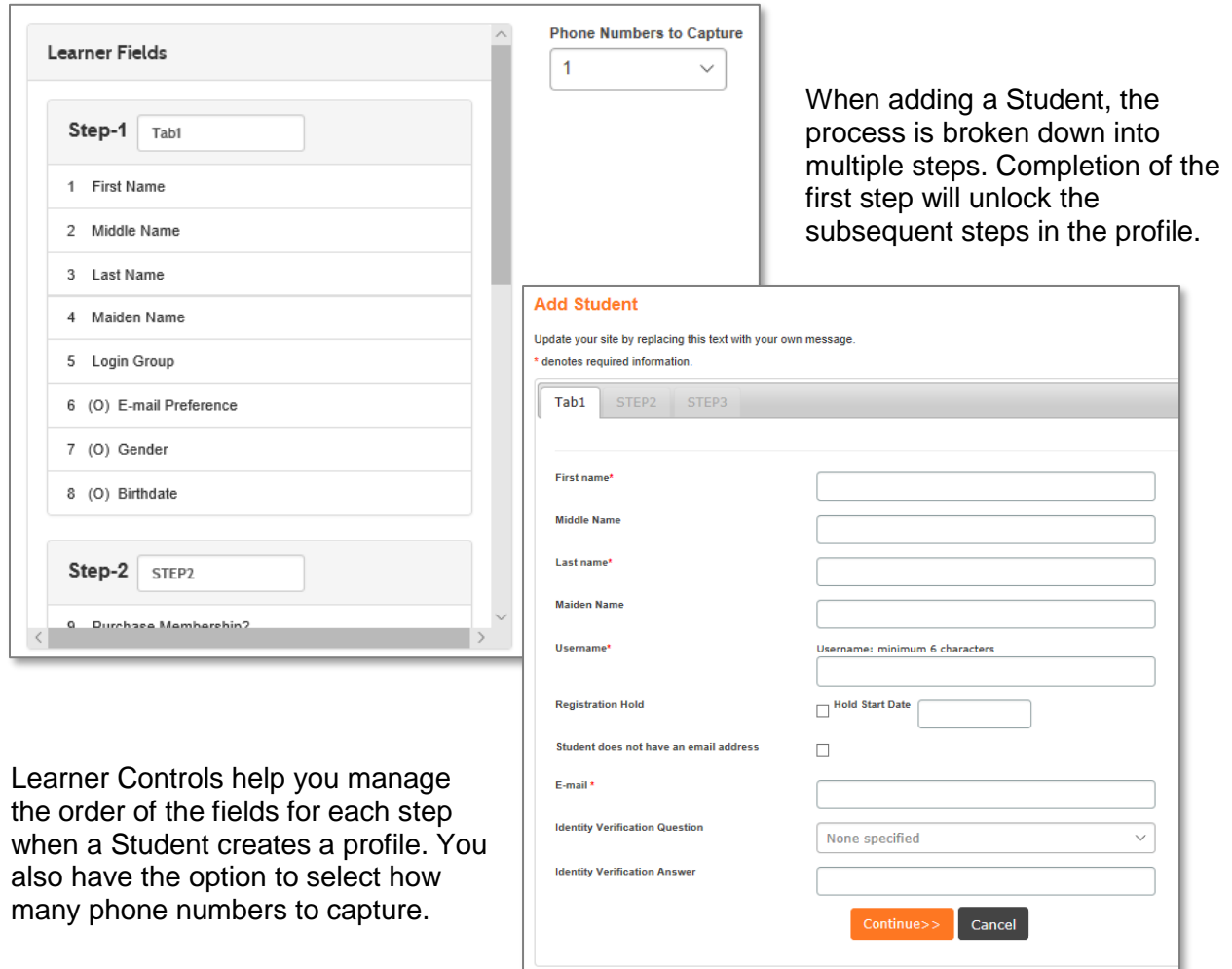
**Buttons:** controls the font, font color, and button color. The cancel button always defaults to grey to ensure the Submit and Cancel button are distinct from one another.

**Tabs:** Section helps to control the user control tabs that appear around the site for Staff, Learners, companies etc. The tab color and text color can be established here.

# Controls

## Learner Controls

Access *System Options > Site Configuration* and select the *Learner Controls* tab.



The image shows two screenshots from a web application. The left screenshot, titled "Learner Fields", displays a configuration panel for "Step-1" (Tab1) and "Step-2" (STEP2). Step-1 includes fields for First Name, Middle Name, Last Name, Maiden Name, Login Group, (O) E-mail Preference, (O) Gender, and (O) Birthdate. Step-2 includes a field for "Purchase Membership?". To the right of this panel is a "Phone Numbers to Capture" dropdown menu set to "1". The right screenshot, titled "Add Student", shows a form with tabs for "Tab1", "STEP2", and "STEP3". The form contains fields for First name\*, Middle Name, Last name\*, Maiden Name, Username\* (with a note "Username: minimum 6 characters"), Registration Hold (with a "Hold Start Date" field), Student does not have an email address, E-mail\*, Identity Verification Question (set to "None specified"), and Identity Verification Answer. The form has "Continue>>" and "Cancel" buttons at the bottom.

When adding a Student, the process is broken down into multiple steps. Completion of the first step will unlock the subsequent steps in the profile.

Learner Controls help you manage the order of the fields for each step when a Student creates a profile. You also have the option to select how many phone numbers to capture.

Click a profile field or group of fields (in the case of the Login Group). Then drag the value to the order in which they should appear when a Student is creating a profile. Move values from one step to another. The numbers in front of the value will remain what they were when this area was accessed until the submit button is chosen – then the values refresh to numerical order for the current choices.

Be careful to place the values in a logical order. If your organization uses customizations for state reporting, then the state reporting values will be their own separate group.

For customers with Optional / Custom fields available: (O) indicates an Optional Field activated in *System Options > Optional Filed Setup* (C) indicates a Custom Field created and active in *System Options > Optional Filed Setup* and click on *Custom Fields*.

# Controls

## Search Controls

Access *System Options > Site Configuration* select the *Search Controls* tab.

**Site Configuration**  
Click on any section to expand it

Style Configuration | Graphics | Menus | Footer | Style Sheet | User Controls | **Search Controls** | Learner Controls | Social Media

Click and drag field items from the left box to the right box to select the fields to appear on the Advanced Search screen. To remove a field, drag it from the right box to the left box. In the right box, drag them up or down to the order you wish them to appear on the screen.

**Search Fields Available**

- Classes Starting on or after
- Classes Starting on or before
- Instructor
- Course Name
- Keywords
- Course Number
- Class ID
- City
- Location
- Class StartTime
- Class EndTime
- ClassType
- Term

**Search Fields Selected/Order**

- Course Name
- Course Number
- Class StartTime
- Class EndTime
- Class ID
- ClassType
- Keywords
- Location
- Classes Starting on or after
- Classes Starting on or before
- City
- Instructor
- Term

Submit Cancel

Search Controls allow you to decide what criteria users can filter by, and in what order, when they click on *Advanced Search*.

To remove a value from display, click and drag to the trash icon. To add values, click on the name in the list of available fields and drag to the *Search Fields Available* list.

To rearrange the order, click and drag within the *Search Fields Selected / Order* list.

**CONTACT US**

**You are not logged in.**

LOGIN/CREATE ACCOUNT BUY eGIFT CARD  
DONATE VIEW CART ( 0 )

search for a class... **GO >**

advanced search options >

**Search**

Update your site by replacing this text with your own message.

Course name

Course number

Class start time

Class end time

Keywords   
Separate words with spaces, place "around phrases"

Location

Classes starting on or after

Classes starting on or before

Instructor

**Go**

Where the Advanced Search option appears depends on the site template chosen for your site.

Once the Advanced Search link is clicked, site visitors will see the options selected in the search controls area to complete a search for available Classes set to display to the public.

# Social Media

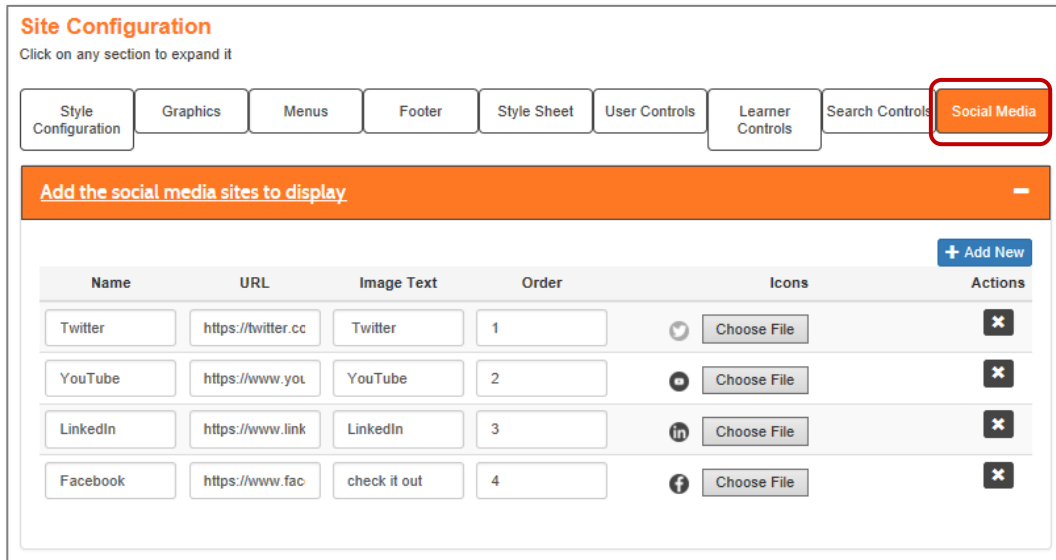
## Social Media Additions

Objectives for Social Media:









- Add applicable Social media links and icons to Lumens
- Update social media details in footer, if applicable

This section of the workbook will focus on adding your organizations social media links to connect your website with your social connections.

Access *System Options* > **Site Configuration** and select the *Social Media* tab.



The screenshot shows the 'Site Configuration' interface with the 'Social Media' tab selected. Below the navigation tabs, there is a section titled 'Add the social media sites to display'. This section contains a table with the following data:

Name	URL	Image Text	Order	Icons	Actions
Twitter	https://twitter.cc	Twitter	1	 Choose File	
YouTube	https://www.you	YouTube	2	 Choose File	
LinkedIn	https://www.link	LinkedIn	3	 Choose File	
Facebook	https://www.fac	check it out	4	 Choose File	

Adding social media such as Facebook®, LinkedIn® and Twitter® is another way you can help promote your program. This section is where you manage all your social media icons, URL's and the order. You can add as many sites to your list as desired.

Clicking on 'Add New' will display a new field below the current listing. Clicking on the 'X' will remove an option you may not want.

### Try It!:

Add one of the URL's you use for one of the Social Media examples listed.

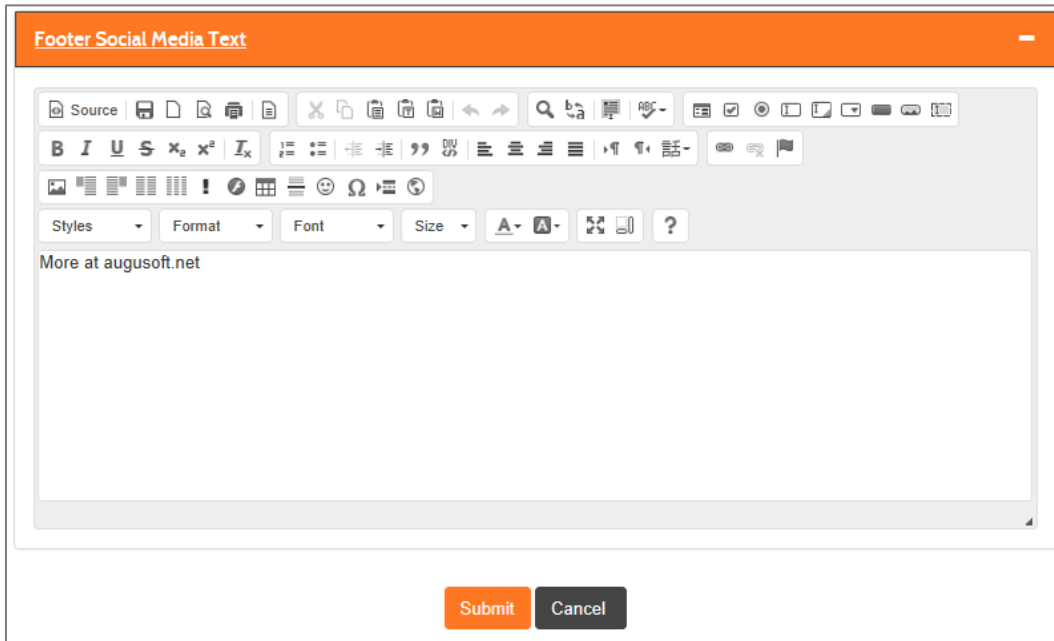


## Social Media

### Social Media Additions - Continued

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There is also an option to provide *Footer Social Media Text* to add another personal layer for your program.



The image shows a software window titled "Footer Social Media Text" with an orange header bar. Below the header is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, and other functions. Below the toolbar are dropdown menus for "Styles", "Format", "Font", and "Size", along with font color and background color pickers. The main editing area contains the text "More at augusoft.net". At the bottom of the window are two buttons: "Submit" (orange) and "Cancel" (dark grey).

When you add details to this footer it will appear directly below the Icons you have posted on your footer.





# Knowledge Review

## Style Sheet Review

---

This review is based on the *Style Sheet Module*. Use this review to check your knowledge of the topics and objectives of the module.

Objectives for Style Sheet Module:

- Select a main template for your site
- Select a Courses, Class Listings and Class Information Template



---

To complete this review, use the *Style Sheet Module* as a resource.

- The review has five questions (multiple choice or True / False).
- Answer the questions to the best of your knowledge.
- Compare your responses against the answer key (how did you do?).

1. If a class graphic is not uploaded on a Minnetonka Class Listings template the following will occur:

- No image will display
- The Course or Subcategory image will display
- The class will error out upon submission
- None of the above

2. **T/F:** If CSS or Customized Style Sheets are used, Augusoft will not support the code.

3. Which template displays the menu to the left of the home page?

- Minnetonka
- Nokomis
- Pepin
- None of the Above, the menu does not display to the left

4. **T/F:** Both Pepin and Nokomis templates require graphics for the category and subcategory.

5. Besides the main template/layout, an organization can also chose...

- Class Information template
- Class Listing Template
- Course template
- All of the Above

# Knowledge Review

## Style Sheet Review Key

---

Review answer key:



Expected Results	Related Information
If a class graphic is not uploaded on a Minnetonka Class Listings template the following will occur: <ul style="list-style-type: none"><li>○ The Course or Subcategory image will display</li></ul>	
<b>T:</b> If CSS or Customized Style Sheets are used, Augusoft will not support the code.	
Which template displays the menu to the left of the home page? <ul style="list-style-type: none"><li>○ Pepin</li></ul>	
<b>F:</b> Both Pepin and Nokomis templates require graphics for the category and subcategory.	<i>False: Neither of these templates require graphics, only Minnetonka.</i>
Besides the main template/layout, an organization can also chose... <ul style="list-style-type: none"><li>○ All of the Above</li></ul>	

---

### Additional Reference:

For detailed information on web configuration...

## Knowledge Review

### Style Configuration Review

---

This review is based on the *Style Configuration Module*. Use this review to check your knowledge of the topics and objectives of the module.

Objectives for Style Configuration Module:

- How to select and input colors and fonts for your site template.
- Understand the relationship between the colors and fonts you choose and the branding or look and feel of your site.



---

To complete this review, use the *Style Configuration Module* as a resource.

- The review has five questions (multiple choice or True / False).
- Answer the questions to the best of your knowledge.
- Compare your responses against the answer key (how did you do?).

1. Your site configuration colors uses:

- Hexadecimals codes
- RGB codes
- Either of the above
- Neither of the above

2. **T/F**: Some color options can be entered by name, such as black, white, and yellow.

3. Which of the following offer an example preview?

- Class Information
- Class Listing
- Course Listing
- All of the Above

4. **T/F**: Any fonts can be used on a site, as browsers will recognize and convert.

5. What tool can be used to assist in defining appropriate codes?

- Color Converter
- Image Converter
- Font Converter
- None of the Above

# Knowledge Review

## Style Configuration Review Key

---

Review answer key:



Expected Results	Related Information
Your site configuration colors uses: <input type="radio"/> Hexadecimals codes	
<b>T:</b> Some color options can be entered by name, such as black, white, and yellow.	.
Which of the following offer an example preview? <input type="radio"/> All of the Above	
<b>F:</b> Any fonts can be used on a site, as browsers will recognize and convert.	<i>False: Browsers will only display fonts installed on a machine, so we recommend using common fonts.</i>
What tool can be used to assist in defining appropriate codes? <input type="radio"/> Color Converter	

---

Additional Reference:

For detailed information on web configuration...

# Knowledge Review

## Menu Review

---

This review is based on the *Menus Module*. Use this review to check your knowledge of the topics and objectives of the module.

Objectives for Menus Module:

- Manipulate menus for different accessibility
- Create or modify existing menu's



---

To complete this review, use the *Menus Module* as a resource.

- The review has four statements below.
- Add the missing information.
- Compare your responses against the answer key (how did you do?).

You can modify labels, display criteria, and header and footer locations of \_\_\_\_\_.

Menu's are assigned an \_\_\_\_\_ based on roles such as Guest, Staff, Learner, Instructor, etc.

Public menu's can be modified by a drag and drop feature and using a \_\_\_\_\_.

Menu's can be set up to be levels \_\_\_\_\_ depending on the set up.

## Knowledge Review

### Menus Review Key

---

Review answer key:



You can modify labels, display criteria, and header and footer locations of \_\_\_\_\_ [menu's](#) \_\_\_\_\_.

Menu's are assigned an \_\_\_\_\_ [access level](#) \_\_\_\_\_ based on roles such as Guest, Staff, Learner, Instructor, etc.

Public menu's can be modified by a drag and drop feature and using a \_\_\_\_\_ [trash can](#) \_\_\_\_\_.

Menu's can be set up to be levels \_\_\_\_\_ [1 or 2](#) \_\_\_\_\_ depending on the set up.

---

#### Additional Resources:

*Customer Support > Document Center > ...*

# Knowledge Review

## Footers Review

---

This review is based on the *Footers Module*. Use this review to check your knowledge of the topics and objectives of the module.

Objectives for Footers Profiles:

- View options for adding a Pre-footer, a Footer, and a Branding Footer



---

To complete this review, use the *Footers Module* as a resource.

- The review has three statements below.
- Add the missing information.
- Compare your responses against the answer key (how did you do?).

The 'Pre-Footer' options are available on \_\_\_\_\_Pepin \_\_\_\_\_ and \_\_\_\_\_Nokomis\_\_\_\_\_ templates.

The colors can be modified under the \_\_\_\_\_style configuration\_\_\_\_\_ tab.

The footers use an \_\_\_\_\_HTML\_\_\_\_\_ editor to support the content.

## Knowledge Review

### Footers Review Key

---

Review answer key:



The 'Pre-Footer' options are available on \_\_\_\_\_ [Pepin](#) \_\_\_\_\_ and  
\_\_\_\_\_ [Nokomis](#) \_\_\_\_\_ templates.

The colors can be modified under the \_\_\_\_\_ [style configuration](#) \_\_\_\_\_ tab.

The footers use an \_\_\_\_\_ [HTML](#) \_\_\_\_\_ editor to support the content.

---

#### Additional Resources:

*Customer Support > Document Center > Training Review Documents > **HTML Editor***



# Knowledge Review

## Controls Review

---

This review is based on the *Controls Module*. Use this review to check your knowledge of the topics and objectives of the module.

Objectives for Controls Module:

- Identify the look of your user controls, e.g. buttons and tabs
- Determine the location of Learner profile details
- Decide the search criteria that best meets the needs of your organization



---

To complete this review, use the *Controls Module* as a resource.

- The review has five questions (multiple choice or True / False).
- Answer the questions to the best of your knowledge.
- Compare your responses against the answer key (how did you do?).

1. The search control option affects which view?

- Advanced Search view
- Instructor Search view
- Class Search box
- None of the above

2. **T/F:** In the user controls, you cannot change the border size of a button.

3. How many phone numbers can you capture in the learner controls view?

- 1
- 2
- 3
- 4

4. **T/F:** The 'O' next to fields in the Learner Controls indicates an optional field.

5. What items can you modify in the Learner Controls?

- Titles of Steps (1, 2, 3)
- Location of questions within each step
- Both of the above
- Neither of the above

# Knowledge Review

## Controls Review Key

---

Review answer key:



Expected Results	Related Information
The search control option affects which view? <input type="radio"/> Advanced Search view	
<b>F:</b> In the user controls, you cannot change the border size of a button.	<i>False: Both border size and color can be managed in the User Control view.</i>
How many phones numbers can you capture in the learner controls view? <input type="radio"/> 4	
<b>T:</b> The 'O' next to fields in the Learner Controls indicates an optional field.	The 'C' indicates a custom field.
What items can you modify in the Learner Controls? <input type="radio"/> Both of the above	

---

### Additional Reference:

For detailed information on controls...

## Knowledge Review

### Social Media Review

---

This review is based on the *Social Media Module*. Use this review to check your knowledge of the topics and objectives of the module.

Objectives for Social Media Module:

- Add applicable Social media links and icons to Lumens
- Update social media details in footer, if applicable



---

To complete this review, use the *Social Media Module* as a resource.

- The review has three statements below.
- Add the missing information.
- Compare your responses against the answer key (how did you do?).

To remove an option, you can click on the \_\_\_\_\_ next to the field name.

When adding a footer test, the details appear \_\_\_\_\_ the social media icons.

Using Social Media can help you \_\_\_\_\_ your programs.

## Knowledge Review

### Social Media Review Key

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Review answer key:



To remove an option, you can click on the X next to the field name.

When adding a footer test, the details appear below the social media icons.

Using Social Media can help you promote your programs.



#### Additional Resources:

*Customer Support > Document Center > ...*