

cms.scu.edu/scustories

Adding an SCU Story Element to a Right Hand Column

1. Login to CommonsSpot; navigate to a page using the three-column layout.
2. Change to Author Mode.
3. In the right hand column, **Click to insert new element**.
4. From the Element Gallery, under **Content Well**, select **Profile**.
5. In the right hand column click the **Element data icon** (pencil) and click **Select rendering mode...**
6. Under the **Rendering Mode** tab, click the **Display Existing Element Data** radio button – additional choices appear - click the radio button for **Render results dynamically based on a filter, or display all records**.
7. Next, click the **Filter** tab, then click the **Filter Type** radio button **Show subset of records**.
8. Click the **Field** dropdown menu and select **Tags**. In the **Value** field, type in the tag **scustories**. Just below at left, click the dropdown menu showing *Select*, then choose **AND**. A new set of dropdown menus will appear. Click the **Field** dropdown menu and select **Tags**. In the **Value** field, type in the tag that will display the profiles you want. To randomly display all profiles, the only tag needed is the first, **scustories**. Click **update**. (For the purpose of SCU Stories, a tag is a keyword or label added to individual profiles that best describes the content of that profile. More than one tag can be assigned to a profile and every profile, by default, includes *scustories* as a tag.)
9. You'll be taken to the **Preview Page**. All the profiles will be displayed. **Scroll to the bottom of the page, then scroll to the right of the page** and click the **OK** button.
10. At this point, every profile displays in the right hand column. To make just one profile appear, click the **Profile Properties icon** (grey circle with three lines) and select **Layout properties**.

Click the ballot box for **Limit the results to the first ___ items** and enter the number 1 in the text field – additional choices appear

Click the ballot box to **Randomly display from the results set**. This will ensure that every profile has a chance to be displayed on your page. Click **OK**.

11. To complete this process, select the **Profile Properties icon** (grey circle with three lines) and click **Custom Render Handler**. A window opens. Click the **Right Column Profile Feature** radio button. Click the **Next** button to finish. Submit entire page for publication.