Tags, blurbs (and other shared content), groups, and widgets

Once you're a little more familiar with LiveWhale, you'll learn about some of the more advanced features (basically what you find once you click 'manage your content').

If you have additional questions or want to learn more, check out http://support.livewhale.com.

Groups
Before you start creating sharable content (news, events, images, blurbs, etc.), be aware that we've put you into at least one group in LiveWhale, typically your academics department or administrative office. You're in a group with people you typically work with. Your group owns the content you create. For example, if you add a story about the Symposium in the Symposium group, only those with access to my group can edit that story (though, you can elect others groups to share this with). Site administrators can access all the groups in the site.

How do I get my story or event on the home page?
Just suggest it to the Home Page group! We'll take care of the rest.

Blurbs
These are usually short bits of content (quick facts, contact information, tuition, faculty titles, and videos are a few examples) that aren't a news story or event. Typically, they are great sidebar content. Blurbs allow you to create content that you'd like to show up on multiple pages but don't want to have to update in three places. You create your blurb, work a little widget magic (more on that below), and your content shows up wherever you place the widget code. Then, when you need to edit it, just go to the blurbs tab. For example, we've created a blurb that includes all of the contact information for Media Services, including their hours.

Tags
Tags essentially drive the sharing of content in LiveWhale. There are several widgets (see below) on the site pulling content from groups and areas across the system. For example, if you've created a news story about a professor, just add their last name, and it will show up on their respective CV (or FROG) page. It's really important that you use tags for your content.

What words should I use?
They don't need to be too specific or obscure, but the section headers of the site (about us, academics, admissions, athletics, student life, chicago, giving) are a good place to start. You could also include the office(s), faculty names, academic department, or a word describing the story (like research). For example, Spanish major Robert Thompson '11 plays soccer (and this is mentioned in the story) and has conducted research with Professor George and they've received a grant to

continue their work. Appropriate tags would be: research, psychology, grant, student, faculty, athlete, George, 2011, and academics.

News
You can easily add news stories to the site. If you'd like the marketing office to work on your story, just add some quotes, a few comments, suggest a headline, and upload some photos. Then, save the story as hidden and we'll take care of the rest.

Widgets
If tags are the little workers that push content across the site, widgets are the machines making that work possible. Metaphors aside, these are short bits of code (usually) that tell LiveWhale to grab some shared content with a certain tag, from a certain group, or even from Twitter and to display them in a particular way.

You'll find widgets when you're editing a page and you see a rectangular, light blue box that says, "widget." This means you'll need to go into 'manage your content' to edit that content.

- Widget code has to be placed on a page in the HTML view.
- LiveWhale 1.4 allows you to save widget code to use later.
- If you're content isn't displaying as you'd expect, check the group and tags to make sure they are correct.
- Occasionally, you'll need to re-save the shared content to get it to show up on a page. Always double-check your widget to make sure it's displaying content.
- When a news widget doesn't have any news to display, nothing shows up. When an events widget has no content, it displays "No upcoming events."