

Widgets by Column (in Desktop View)

All Drupal widgets have been designed in adherence with the goals and standards of responsive web design. Responsive web design ensures that web content is rendered and readable regardless of the device used (laptop, tablet, smartphone, digital display, etc.). With this adaptiveness in mind, everything you need to achieve within Drupal can and should be done by using these widgets properly. By sticking to these guidelines, you help ensure a consistent, quality user experience throughout the UM-Flint website—no matter what platform your audiences use.

Left Sidebar Only:

Menu



The screenshot displays the 'DRUPAL USERS GUIDE' website. On the left, a vertical sidebar menu lists the following items: Drupal Basics, Creating a New Page, Editing a Page, Widget Basics, Widgets By Column, Layout & Page Options, Menus, and File Browser. The main content area features a header 'Getting Started with Drupal' with a sub-header 'Building and maintaining your UM-Flint website is easier than ever with Drupal, the university's latest content management system. Here you'll find some basic tutorials to help you get started with Drupal, and more in-depth information will be added in the coming months.' Below this is a section titled 'New Users & Training' with the text: 'If you are new to Drupal, we ask that you go through Drupal training before your account is created. You can accomplish this in two ways.' A numbered list follows: '1. Attend a scheduled Open Drupal Session for a quick, introductory training. These sessions are designed to be drop-in, informal workshops where Drupal users can work on their websites with help from ITS and University Relations'. On the right side of the main content area, there are two informational boxes. The top one, titled 'Maximize your Drupal website with this guide on how, when, and where to use content widgets', includes the text: 'Also, print the PDF version of the widget guide for quick reference.' The bottom box, titled 'DRUPAL SUPPORT', lists contact information: 'For help adding or editing content to your Drupal website, contact the ITS Helpdesk at ITSHelpdesk@umflint.edu or (810) 756-6904. If you are experiencing a technical issue with Drupal, email drupal.support@umflint.edu'.

With one exception (immediately following this example), your department website navigation (a.k.a. menu) is the **ONLY** widget that should appear in your left sidebar.

Quick Menu/Navigation Tips:

- The fewer the number of items in your navigation, the better
- Avoid naming your department homepage “Home.” Use department name.
- Avoid acronyms and jargon (use the term users would be looking for)
- Avoid lengthy navigation (page) names

“Contact Us” Info Sidebar

The screenshot displays a desktop view of the University of Michigan-Flint website. On the left, a dark blue sidebar contains a 'UNIVERSITY RELATIONS' menu with items like 'Brand & Messaging', 'Campus Communication', and 'Photography'. Below this is a yellow 'CONTACT US' widget with contact details and a 'Submit Story Ideas' button. The main content area features the title 'The Office of University Relations' and a paragraph explaining the office's role. To the right, a 'POPULAR RESOURCE' sidebar lists various guides and databases. At the bottom right, a 'Web Content Guide' section is visible.

The one exception to the “only put the menu widget in the left sidebar” rule is placement of your unit’s basic contact information under the menu widget, using the info sidebar widget.

Quick “Contact Us” Info Sidebar Tips:

- The reason for this exception has to do with the way websites breakdown responsively. In the smartphone view/presentation, your contact info will be at the top. It will be the first thing a user sees—and contact info is often what users are looking for first.
- Because you never know which page on your site a user may come to first (it’s not always your homepage), place the “Contact Us” Info Sidebar widget on all of your pages—always under the menu.

The screenshot shows the website in a smartphone view. At the top, there is a yellow navigation bar with the 'M FLINT' logo, a search icon, and a 'My' profile icon. Below the navigation bar is a large image of a person walking with a suitcase, with the text 'University Relations' overlaid. Underneath the image is a blue banner with the text 'SHARING THE UM-FLINT STORY Right Here. Right Now.' Below this is the yellow 'CONTACT US' widget, which contains the same contact information as seen in the desktop view. At the bottom of the page is a dark blue 'DEPARTMENT MENU' widget.

Right Sidebar Only:

These widgets should **ONLY** be used in your right sidebar.

Blurbs

The screenshot shows a Drupal page layout. On the left is a sidebar with a 'DRUPAL USERS GUIDE' menu containing items like 'Drupal Basics', 'Creating a New Page', 'Editing a Page', 'Widget Basics', 'Widgets By Column', 'Layout & Page Options', 'Menus', and 'File Browser'. The main content area has two sections: 'Getting Started with Drupal' and 'New Users & Training'. The right sidebar contains three blurb widgets: a yellow one with a lightbulb icon about maximizing the Drupal website, a blue one titled 'DRUPAL SUPPORT' with a list of contact information, and a yellow one with a group icon about content strategy assistance.

Quick Blurb Tips:

- Designed for short, quick statements
- Icons suggest the type of content appropriate for a blurb
- Should support other content on the page
- Use sparingly

Info Sidebars

This screenshot is identical to the one above, showing the same Drupal page layout with the sidebar, main content, and right sidebar widgets. The difference is that the three blurb widgets in the right sidebar are now styled as 'Info Sidebars' with a grey background and a white border.

Quick Info Sidebar Tips:

- Similar to blurbs in that they are designed for shorter statements
- Cleaner and more professional than blurbs
- Good for contact info, short lists (next steps), a series of buttons, etc.
- Can be made “reusable” within the same department site (not across sites)
- If content links to another page, consider a media block instead

Testimonials

Tuition & Financial Aid

Student Services

Admitted Students

Housing

Non-Degree Programs

Apply Now

Tuition & Financial Aid

Graduate Programs

Check Your Application

Online Advisor Chat

Request Information

PROGRAM CONTACTS

Director: Shawn Fryzel,
CRNA, DrAP
810.262.9294

Email

Program Advisor: Jane
Motz, CRNA, DrAP

Email

umflint.edu/pubhealth

What Sets UM-Flint's Anesthesia (MS) Program Apart?

FOCUS:

- The University of Michigan-Flint's School of Health Professions and Studies offers the Master of Science (MS) degree in Anesthesia in conjunction with Hurley Medical Center in Flint, Michigan.
- This 24 month, full-time program will equip you with the knowledge and skills required to become certified for entry into anesthesia practice as a Certified Registered Nurse Anesthetist (CRNA). The program is full-time and will require a time commitment of more than 40 hours per week; employment during the course of the program is not recommended.
- The MS in Anesthesia curriculum seamlessly integrates your clinical experience and classroom instruction with academic and clinical anesthesia courses taught at both the University of Michigan-Flint and at Hurley Medical Center.

RESOURCES:

- Hurley Medical Center is a 443-bed public non-profit teaching hospital located in Flint, Michigan. Hurley provides mid-Michigan with a variety of hospital and healthcare services, with a variety of hospital and healthcare services, from the area's most comprehensive children's hospital to a number of specialized critical care centers. Hurley meets the complex needs of our extended community by combining advanced technological resources and dedicated professionals with convenient facility access.
- Learning from faculty and professionals who are at the forefront of their fields gives our students a distinct educational advantage.
- MS in Anesthesia program cohorts are structured to promote close classmate relationships and a strong internal support system.

RESULTS:



Mark Choe, CRNA
Hometown: Howell, MI

Ever since I decided to change careers and begin my nursing education, becoming a nurse anesthetist was my primary goal. The University of Michigan-Flint's Anesthesia Program is regarded as one of the top in the State of Michigan and through all the didactic and clinical experience, it will help prepare me in administering safe and effective anesthesia to patients who undergo surgical procedures. The variety of experiences that each student is exposed to during clinical rotations as well as the dedication the instructors have for each and every student, is something that many other anesthesia programs fall short in. Through the variety of clinical experiences, UM-Flint's Anesthesia Program has prepared me for all the challenges that I may face in any situation in the operating room as an anesthesia provider.

Quick Testimonial Tips:

- Designed to be a direct quote attributed to the individual depicted
- Use a quality, professional photograph (ideal image size = 360 pixels x 360 pixels)
- Keep quote length short and digestible (the example above is too long)
- If linking to a more in-depth profile, use a media block instead

Main (Center) Column Only:

These widgets should **ONLY** be used in your main/center column.

Text Block



Quick Text Block Tips:

- Other than for the creation of buttons, text blocks should NOT be used in sidebars.
- For main column text blocks, be sure to use proper heading structures to enhance readability, search engine optimization, and accessibility for individuals who use screen-readers.
- Text blocks are also the best way to add images to a page (via the WYSIWYG editor). Ideal image size for main columns is **600 pixels wide x 400 pixels tall**. From a technical standpoint, large image files mean “heavier” pages and slower load times—which make for a bad user experience. They also eat up data plans, a particular concern for those accessing your site from a mobile network.
- To optimize image size and weight, use an image editing program like Photoshop and an online image compression tool like [TinyPNG](#) (for PNG and JPEG files) or [JPEGmini](#) (for JPEG files only) to reduce file sizes while maintaining image quality.

Image Gallery

Quick Image Gallery Tips:

- Do **NOT** use. They create very “heavy” pages, slow load times, and the galleries do not display at all in mobile view.
- Rather, yourself what you hope to achieve with an image gallery? Is there better way to achieve the same effect? For instance, rather than having all images of what your unit does on one page, would it be better to spread them out over a few pages, adding images via text blocks as described above?

Catalog Item

MECHANICAL ENGINEERING (BSE)

ENGINEERING

- About
- Programs & Advising -**
- Mechanical Engineering (BSE)
- Engineering (BSE)
- Engineering Honors (BSE)
- Transfer Program
- Courses
- Labs
- News & Blogs
- Faculty & Staff
- Student Organizations
- ASME Student Chapter
- Industrial Advisory Board

Mechanical Engineering Program (BSE)

Engineering (EGR) information

Prerequisites. (52 credits).

- A. ENG 112 or EHS 120 (3 cr.).
- B. MTH 121, MTH 122, MTH 222, MTH 303 (16 cr.).
- C. CSC 175 (4 cr.).
- D. CHM 260, CHM 261 (4 cr.).
- E. PHY 243, PHY 245 (10 cr.).
- F. EGR 102, EGR 165, EGR 230, EGR 260, EGR 280 (15 cr.).

Requirements. (54 credits).

- A. Core courses (30 credits).
EGR 310, EGR 315, EGR 330, EGR 350, EGR 353, EGR 356, EGR 370, EGR 432, EGR 465, EGR 466.
- B. Laboratory courses (3 credits).
EGR 281, EGR 355; one additional Engineering laboratory course.
- C. Elective courses (21 credits).
EGR, AUE or IOE courses at the 300 level or above and not already listed as a program prerequisite, core, or laboratory course. May include IOE 200.
- D. Grades of C (2.0) or better in all core courses.
- E. A cumulative grade point average of 2.5 or better in all EGR, AUE and IOE courses.
- F. Fundamentals of Engineering (FE) license examination (typically taken during the final term before graduation). Exam results are required for graduation.
- G. Completion of at least 129 credits and all requirements of the College of Arts and Sciences (CAS) Bachelor of Science in Engineering degree, including General Education requirements.

Quick Catalog Item Tips:

- Program/course info is pulled in directly from catalog software.
- Catalog descriptions are procedural, information-focused, and dense.
- Catalog descriptions are not a substitute for descriptions crafted to entice, illuminate, and showcase academic benefits. Users need to know “why” they should consider a program or course (content Drupal users create) before presenting them with “how exactly” (content fed from the catalog).

Faculty/Staff Profile

M FLINT

Q Books My

Bob Mabbitt
Brand and Content Strategist

Originally from the Grand Rapids area, Bob graduated with degrees in Organizational Communication and Business Administration from Alma College. Prior to joining the University Relations team in 2004, he spent five years working as a copywriter/producer for Detroit and Flint area advertising agencies. At UM-Flint, Bob's main responsibilities are brand, creative, and content strategy.

(810) 423-7829
mabbitt@umflint.edu

Quick Faculty/Staff Profile Tips:

- Use this widget for this purpose (don't recreate the wheel).
- If faculty or staff members want to include more info than space allows, you can use a media block. Include the same basic info as indicated by the fields for the faculty/staff profile widget, then link to another page with the longer profile.
- In either case, use a quality, professional photograph. Make sure to save the image in JPEG format, which is the best for photographs online. Please do not upload them in Bitmap (.bmp) or GIF (.gif) formats, which will degrade the quality of the photo. The ideal size is 320 pixels by 480 pixels or 320 pixels by 533 pixels (a vertical 4:3 or 5:3 aspect-ratio, respectively). If a photo needs to be taken, make arrangements with University Relations.

FormAssembly Form

used as a UM-Flint News story, social media post, etc. Often, content well-suited for department websites and social media accounts is not appropriate from an institutional point of view. Please submit all information here, but do not wait for University Relations before **publishing content via your own channels**.

Contact Name *

Department/Unit *

Email address *

Tell us your story. Summarize the *who, what, when, where, why*, and *how* it relates to UM-Flint.

Who

What

When

Where

Why

How (it relates)?

Photo (if applicable) No file chosen

URL for more information

For example, <http://www.umflint.edu>

Quick FormAssembly Form Tips:

- If you're embedding a form into your Drupal page, it is a good idea to limit the amount of other content on the page. It may push the form down the page where users may miss it.

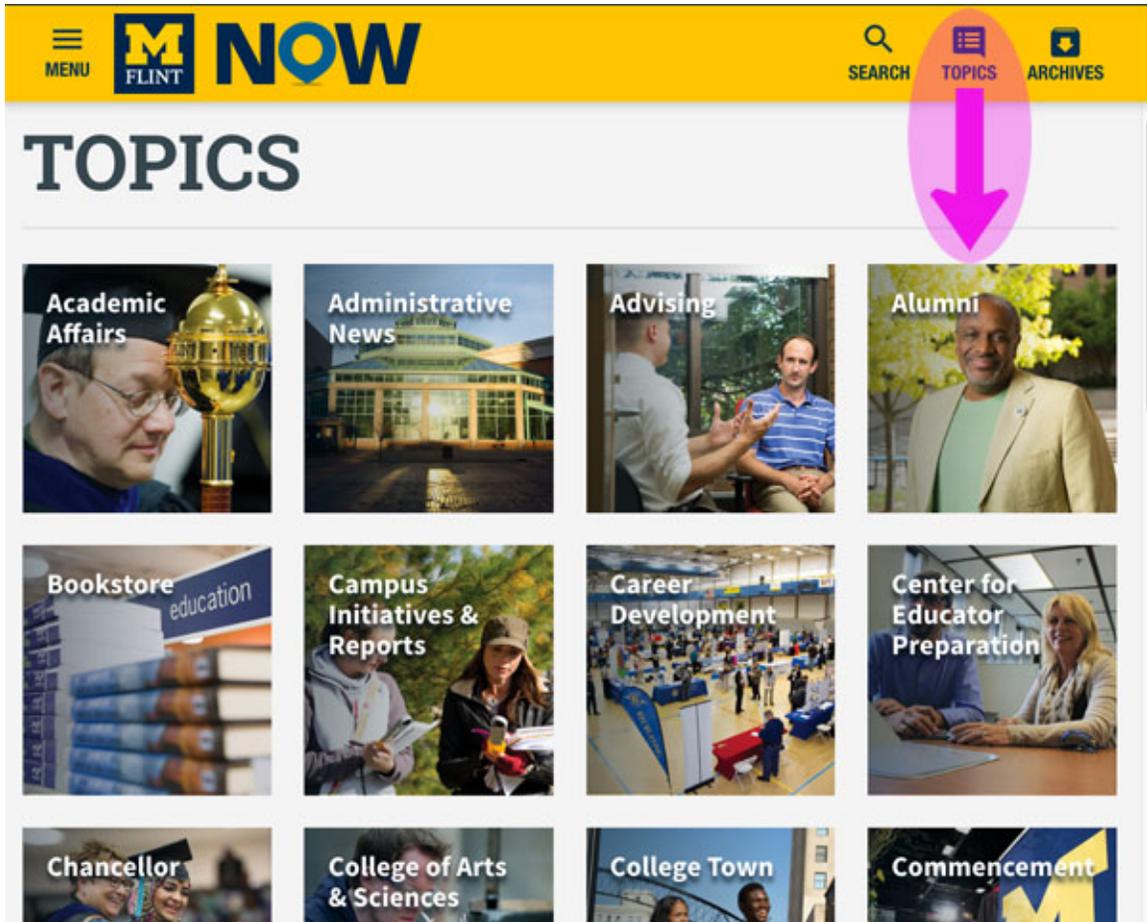
- It often makes sense to use a media block or button from a page containing the content describing the event, etc., linking to a separate page containing the form.
- For any form, only ask for the information you need. The easier it is to fill out a form, the more likely it is a user will actually complete and submit it.

RSS Feed

The screenshot shows the website for the University of Michigan-Flint Chancellor's Office. The header includes the UM-Flint logo and navigation icons. A sidebar on the left lists various office functions. The main content area features a video titled "Conversations with Current Students" with a play button overlay. Below the video is a "NEWS FROM THE CHANCELLOR'S OFFICE" section with two articles: "UM-Flint Veterans Honored at 2016 Graduation Dinner" and "Shadowing Social Worker in Haiti Impacts UM-Flint Students". To the right, there is a contact information box, a "Submit Chancellor Engagement Request" button, and a social media link to follow Chancellor Borrego on Twitter. At the bottom right, there is a "CAMPUS WATER INFORMATION" logo.

Quick RSS Feed Tips:

- Unless you have a blog that you regularly update, an RSS feed probably doesn't make sense, as it will show users just how out-of-date your blog is.
- Alternatively, you might consider adding a feed from the main UM-Flint New site (news.umflint.edu). That would allow you to automatically display all the news stories that have been categorized by your department/unit:



- In the example above, the RSS URL one would enter into the widget to automatically display “alumni” news articles would be:

<https://news.umflint.edu/category/alumni/feed/>

- Please note that adding a UM-Flint News feed via this method does not include the news article’s thumbnail image. The following method for adding a news feed is a bit more convoluted, but does display a thumbnail image with every article.
- To ensure a consistent stream of UM-Flint News stories relevant to your area, suggest story ideas to University Relations on a regular basis.

UM-Flint News Feed

The screenshot displays the website for The School of Education & Human Services (SEHS). On the left, a vertical navigation menu includes links for Departments, Forms & Resources, Research, Alumni, Giving, Contact the Dean's Office, and Write Around the Corner. The main content area features a header with the school's name and a descriptive paragraph. Below this, a section titled 'SEHS NEWS AND EVENTS' contains two news items: 'Shadowing Social Worker in Haiti Impacts UM-Flint Students' and 'Apprentice Approach Helps UM-Flint Education Students Define Goals'. Each item includes a thumbnail image, a title, author information, and a 'MORE' button. On the right side, there is a blue sidebar with contact details for the SEHS Office of the Dean, including address, phone, fax, and office hours, along with a 'READ THE SEHS BLOG' button. Below the sidebar, there is a link to 'READ THE APRIL 2016 SEHS E-NEWS!' and another news item titled 'Impact Your Community with a Minor in Early Childhood Studies from UM-Flint' with a 'MORE' button.

Quick UM-Flint News Feed Directions and Tips:

The process for adding a news feed that will automatically pull in stories relevant to your area is different (and a bit more complex) than the process for adding an RSS feed. Again, the biggest difference is that a thumbnail is included with each article.

- Click the plus sign over the middle column like you would for adding any widget.
- Scroll all the way down to “View Panes.”
- Select “News by Tag.”
- The menu that will appear contains more “tags” than it should. We aren’t really looking for tags anyway. What you want to find is the “tag” that corresponds with news category for your area (as with the previous entry on RSS feeds, see the full list of news categories (a.k.a. tags (a.k.a. topics)) here: <https://news.umflint.edu/topics/>).
- Select your topic.

Main (Center) Column AND/OR Right Sidebar:

Media Blocks

Office of University Relations

The Office of University Relations (UREL) communicates and helps shape the brand of the University of Michigan-Flint.

Brand is a term often thrown around to describe aspects of a product or enterprise. At UM-Flint, brand is simply the sum of all associations individuals have with this university. In other words, it is our reputation. As such, every individual connected with UM-Flint shares the responsibility for strengthening and spreading a reputation in which we can all take pride.

From the way university events are run, to the quality of the graphic design used to promote them, University Relations has the tools and expertise to ensure every interaction with UM-Flint exemplifies the high standard we all help establish.

Upcoming Drupal Training and Open Sessions

All sessions will be held in 431 French Hall:

- Friday, May 6 | 9:00 a.m. - 11:00 a.m.
- Monday, May 16 | 3:00 p.m. - 5:00 p.m.
- Tuesday, May 31 | 10:00 a.m. - 12:00 p.m.

Drupal Users Guide

A how-to, nuts-and-bolts overview of Drupal, UM-Flint's content management system (CMS).

Web Content Guide

This guide is designed to help UM-Flint departments think strategically about and take concrete actions to improve their websites.

Quick Media Block Tips:

- Media blocks are your best friend. They are designed with built-in heading/body structure, space for an image, and a call-to-action. They encourage brevity and clarity of meaning in a single content package. When in doubt, use a media block.
- Ideal image size = 360 pixels x 360 pixels.
- Media blocks work well for summarizing event info, then linking to another page for more info (and/or an RSVP form). Mimic the formatting of event media blocks on the UM-Flint homepage.
- Can be made “reusable” within the same department site (not across sites).

Section Headers

Why UM-Flint?

UM-Flint is a thriving campus of educators, learners, and current and future leaders. Discover what sets our academic programs, our renowned faculty, and our students apart.

UM-FLINT NEWS

UM-Flint Veterans Honored at 2016 Graduation Dinner

by AMY HARTWIG, Wednesday April 27th, 2016

Chancellor Susan E. Borrego, university administrators, faculty, and staff welcomed students and their families to University of Michigan-Flint's 2016 Veterans' Graduation Dinner.

EVENTS

Transfer Preview Events

- Dates: Thursday, May 12 & Tuesday, June 14
- Time: 6:00 p.m. – 8:00 p.m.
- Location: Michigan Rooms, University Center (UCEN)

Quick Section Header Tips:

- Section headers divide parts of pages where the content contained in each section is unrelated. This is different than using Heading 1, Heading 2, etc. structures, where content is related (H2 as a subset of H1, etc.).