

Using the MAT teaching Student Spotlight component

Step 1 - Upload photos

- a. Photos should be cropped to a width of 300px and saved for web using jpg format at 60%.
- b. Navigate to the following directory within the KSU CMS (online.k-state.edu)
 - i. images>student-stories>student-spotlight
 - ii. Use the upload button to upload your student images
 - iii. Publish your images

Step 2 - Navigate to the page to which you are adding the component

Step 3 - Click the “Edit Main Content” button and insert your cursor where you want to insert the component.

a. Choose the version of the component. In most cases, you will likely use the “centered” version. However, on page that only has one column, and you would like to wrap text around it, you can use the “float-left” or “float-right” version.

Step 4 - Choose the component icon from the toolbar



Step 5 - The component dialogue provides all the fields required to create the student spotlight. Please note, all fields are required.

Edit Component - MAT-Teaching-Student-Spotlight-Float-Right

Name of the Student being spotlighted

Bonnie Burkland,

Student name

Teaching field

elementary kindergarten teacher

ex - sixth grade elementary teacher

Student Quote

"I am very thankful for the wonderful support that KSU provides through this program. Everyone was very helpful and

Add a quote from the student - maximum of ~150 words

Add an image of the student

{{f:68832458}}

Site: online-programs, Path: /images/student-stories/student-spotlight/Bonnie-Burkland-crop.jpg



Alt text for image

Portrait of Bonnie Burkland

this field is required for ADA compliance

CANCEL SAVE

Step 6 - Click Save on the component dialogue

Step 7 - Click the Save icon on the edit toolbar



Step 8 - Click the overall "Save" button

Step 9 - Click the green "Publish" button

Congrats! You've added the MAT teaching Student Spotlight component to your page.