Log on to Commmonspt (http://cms.scu.edu/admin.cfm)

Open the webpage where you would like to create your widget.

Go into author mode under “Page View” in the upper right tab. (If you don’t have a right column on your page, add one by going to “Properties and Actions,” “Custom Metadata,” and checking “Right Column”.)

1. Click “Click to insert new element” on the right column.
2. Click “Right Column” under Element Gallery.
3. Click “SCU Story Display.”

4. Click “Configure SCU Story element” in this right column.
To add a group of SCU Stories based on tags, names, photos, or other parameters, follow steps 5 through 9.

If you are searching for specific SCU Stories of people or departments, follow steps 10 through 13.

5. For displaying a group of stories, click “Select a group of SCU Stories.”

6. Enter search parameters, then click the red “go” button.
7. Select “Right Column Profile Feature” and click the red “go” button.

8. Customize the number of matched profiles you would like displayed, and how you would like them sorted. Click “finish” when done.

Select “Show 1 matched Profile”, if you want profiles to display one at a time, or choose the number of matched profiles you want to display at the same time.

Select whether to display profiles at random after reload or sort profiles at your preference.
9. Click **Submit page** and then click “ok” to submit your widget.

Congratulations! You have successfully added an SCU Stories element to your webpage.
10. To add specific individual stories, click “Select individual SCU Stories” and follow the steps in the image below.

1. Enter search term in the “Search for SCU Stories” box and click “go”.

2. Move the results you wish to display from left box to right box by clicking “>>”.

3. Click “go” when finished.
11. Select “**Right Column Profile Feature**” and click the red “go” button.

12. Customize the number of matched profiles you would like displayed, and how you would like them sorted. Click “**finish**” when done.
13. Click “Submit page” and then click “ok” to submit your widget.

Congratulations! You have successfully added an SCU Stories element to your webpage.