

The background features a series of overlapping green triangles of varying shades at the top and bottom. A wide, textured orange band runs horizontally across the middle of the image.

# LibGuides CMS

Facilitated by: Jenn Cournoyer, M'lyn Hines, Pauline Clifford, Jarrod Borek, Brian Donohue-Lynch, & Cindi Brassington

# What is LibGuides CMS?

- LibGuides is a content management system used by libraries worldwide
- LibGuides CMS :  
<http://buzz.springshare.com/producthighlights/whylgcms/overview>

# Why use it?

- LibGuides CMS allows for flexibility in layout
  - You are not restricted by the College website templates
- You don't need to know how to code in HTML or CSS
- You have direct control over your LibGuides



# Today's Objectives

- Set up your profile
- Create a new guide or copy from an existing guide

# Let's Log in!

- <https://qvcc.libapps.com/libapps/login.php>

## LibApps Login @ Quinebaug Valley Community College

Login with your LibApps account credentials:



[Log Into LibApps](#)

[Reset Password?](#) | [Login FAQ](#)

What is LibApps? LibApps at Quinebaug Valley Community College is a platform powering LibGuides, LibAnswers, LibCal, LibInsight, and other Springshare tools licensed by your institution.

**Browser Support:** Chrome, Firefox, Safari, IE11+. Cookies must be enabled.

# Your Profile

- Avatar-no shadow pics, please
- Contact information



## LibApps Home ?

Welcome to your LibApps Dashboard! Access individual systems/apps from the My LibApps box below. Use the menu at the top of the page to customize your account, profile, and other aspects of your LibApps experience.

### Missed 'Camp?



### Springy News

- What are We Thankful for? Great New LibGuides Features! [↗](#)
- LibAnswers 2.9 November 16, 2016  
Update Now Live! [↗](#) November 4, 2016
- LibCal 2.6.2 Now Live! [↗](#)
- LibGuides, Literacy, November 2, 2016  
and Literati Webinar [↗](#) October 26, 2016
- LibWizard 1.7.6 Now Live! [↗](#)  
Website [↗](#) | Feed [↗](#) October 19, 2016

### My LibApps

Your account at Quinebaug Valley Community College has access to the following sites. For help, please contact the administrator(s) for this LibApps site: [Jennifer Courmoyer](#), [M'lyn Hines](#).

Admin Interface	Public URL	Level	Site ID
LibGuides	<a href="http://guides.qvcc.edu">guides.qvcc.edu</a>	Admin	10690

### Director of Educational Technology



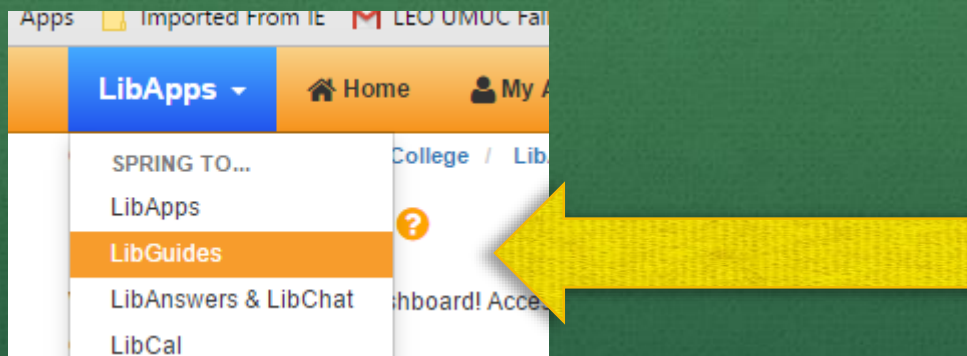
Pauline Clifford

Email Me

Contact:  
860.932.4073



# Getting to LibGuides





# Create a Guide


**LibGuides** ▾  
Quinebaug Valley Community College / LibGuides / LibGuides Home

HomeContent ▾Tools ▾Discussions ▾StatisticsAdmin ▾Help

## LibGuides Home

Welcome to the Dashboard - your one stop shop for all things LibGuides!

**Missed 'Camp?**




**Springy News**


- What are We Thankful for? Great New LibGuides Features! [↗](#)

**Needs Your Attention**


Hear that? Shhhh....all is quiet, nothing wanting your attention!

**LibGuides Shortcuts**





 [Create Guide](#)



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 [Assets](#) 

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 [Generate a LibGuides Widget](#) 

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 [View Your Image Manager Library](#) 

# Copy an Existing Guide

**LibGuides** ▾ Home Content ▾ Tools ▾ Discussions ▾ Statistics Admin ▾ ?

Quinebaug Valley Community College / LibGuides / Create New Guide

## Create New Guide

Hover over ⓘ icons next to each label, and be sure to check out the right column boxes for useful tips.

Choose Layout or Reuse ⓘ

Start fresh

Start fresh

Copy content / layout from an existing guide

System Default - you can always change the template later.

Use system default template ▾

Guide Name ⓘ

Guide Description ⓘ

Guide Type ⓘ

General Purpose ▾

Group Assignment ⓘ

Do not assign to a group ▾

Password ⓘ

Share Guide Content? ⓘ

No


Internal

✓ Community

Create Guide

Cancel

## Create New Guide

Hover over  icons next to each label, and be sure to check out the right column boxes for useful tips.

Choose Layout or Reuse 

Copy content / layout from an existing guide ▾

This will copy all content and layout from an existing guide into this guide you're creating. Make sure you first obtain permission from the original guide owner.

☐ Local Guides ☒ Community Guides

Search for a guide...

assessment

Last updated 2016-02-16 05:30:01

**Academic Assessment Resources**

by Stacy Anderson at Ferris State University

Last updated 2016-08-25 14:37:47

**Academic Program Assessment**

by Stefanie Forster at York County Community College


Last updated 2016-02-26 16:31:02

**ACRL 2013 Poster Session - Authentic Information Literacy Assessment: Can We Get Faculty Buy-in?**

by Stefanie Forster at York County Community College


Guide Name 

Guide Description 

Guide Type 

Group Assignment 

Password 

Share Guide Content? 

No

Internal

✓ Community



# Copy an Existing Guide

- Search local or community guides
- LibGuides Community  
<http://community.libguides.com/>  
<http://bestof.libguides.com/home>
- Get permission from the owner via email

# Types of Guides

- Promotion & Tenure LibGuides
- Research- & Project-Related LibGuides
- Professional Development & Conference LibGuides
- Newsletter LibGuides
- Blog LibGuides (Alfred & Carlee)
- Assessment LibGuides (Brian DL!)
- New Faculty or New Employee LibGuides

# Sample LibGuides

- [Jenn Cournoyer](#)



# Sample LibGuides

- M'lyn Hines

# Do's and Don'ts



# Do's



## Less is more

- Sound bytes, not paragraphs



## Layout

- F-shape scanning
- Scroll line
- Clean layouts, whitespace
- *Relevant* images or video



## Make it ~~Readable~~ Scan-able

- Font: sans serif
- Font size: 60-72 characters per line
- Color: use sparingly, check contrast
- Consistency: headings, sub-headings, body-text



## Interactivity



## Contact Information

### Student Review





# Don'ts



Don't be a silhouette



Don't create speed bumps

- Don't explain the obvious
- Don't bury the main point
- Don't fill the screen with text
- Don't use a passive voice
- Keep **bold** and *italics* to a minimum



Don't impose detours

- Avoid multiple tabs – unseen & unused
- Avoid hiding your message below the scroll



Don't confuse the user

- Avoid underlining for emphasis – it looks like a hyperlink

# Assorted & Sundry

- File upload size: 20MB
- About 10GB per LibGuide
- Remember to give credit when you use a video, image, etc.
- Where can I find open access images? There's a [LibGuide](#) for that! Confused about licensing? Click [here](#).
- You can also do a quick search by image license on Google!

# Questions?

