HUMAN RESOURCES WEBSITE: CONTENT EDITORS' GUIDE

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https://www.hr.ucsb.edu/



TERMS

Login to hr.ucsb.edu/user with EDITOR privileges.

BLADE:

Each page is made up of horizontal sections called BLADES.

COLUMN:

Each blade contains one or more COLUMNS.



BUTTON:

A button is a hyperlink that looks like a button. They are typically placed in a 2-3 unit wide column alone so they can be centered and will appear consistent.



EXAMPLE

BLADES, COLUMNS, BUTTONS, BACKGROUND

Hanage	+ Shortcuts	Block Visibility	Groups 👲 sarah	I Browner O Hole	,₽ Edit
Content	ttt souccare	A oppearance II	University of California, Santa Barbara	Quick Links V	•
			uc santa barbara Human Resources		
			Manager + Supervisor Resources	Employee Resources Emeriti + Retiree Resources HR Units Forms Policies Contacts FAQs	\oslash
			Essential S	ervices in Pursuit of Excellence	
	0		Working at UC means help other university does as me employees and their famili for professional growth an FR BerviceNor	ping to shape the quality of life for people throughout California and around the world. N such for so many. People are what make UC great. UC strives to take good care of its ies with good <u>benefits</u> , a stimulating and <u>supportive work environment</u> , and opportunitie ad advancement.	lo Is
	2		COVID-19 RESPONSE	UC Santa Barbara Human Resources continues to monitor the global COVID-19 outbreak, and provides guidance and ongoing updates for staff and supervisors. Res more on our COVID-19 Impacts Guidance page .	ad
			Quick Links	UCNet 6 & Browse Jobs Learning Center Employe Training Opportunities Engagement	e ant

- 1. Blade with grey background
- 2. Blade with Green Background and 2 columns
- 3. Column with blue background
- 4. Column with no background (column is green bc the blade has a green background)
- 5. Default Button centered in a column
- 6. Secondary Button centered in a column

ACCORDION:

An accordion is a special type of *column*. It includes a heading and sub-content that can be expanded and accessed when the accordion title is clicked. When the website is searched for keywords, if the word is buried in an accordion the search will return a closed accordion and the user will need to open each accordion to find the key search word. Therefore, name accordions intuitively and be sure important keywords are not buried within the accordion. Otherwise, avoid accordions.

Manager + Supervisor Resources	Employee Resources	Emeriti + Retiree Resources	HR Units	Forms	Policies	Contacts	FAQs
Compensation							
When do I submit a reclass versus	an update?	_					
If you think that an update action or	a job description might n	esult in a change of title (be it late	eral, upward or	downward)	please speak	k with your Cor	npensation
Analyst before starting any action. V	Vith any action it is importa	ant to consult your Analyst before	e submission, h	owever, this	s situation is u	uniquely impor	tant due to the
way the system is designed. Compe	nsation does not have the	ability to change the payroll title	within an upd	ate action. T	The analyst's o	on <mark>ly option wit</mark>	h an update is
to continue the Job Description at t	ne same titl <mark>e.</mark> If you do sul	omit the Job Description as an up	date and the a	analyst dete	rmines that th	here <mark>should b</mark> e	a change in
title the analyst will have to return th	ne action to you for cancel	lation and you will then need to e	enter a brand n	ew reclassifi	cation action	instead. So th	e bottom line
s, if there are any questions in your mind whether or not an action will result in a change of title, please speak with the analyst before you start an action.					tion.		
How do I know if my job should b	e reclassified?						
Can I request a reclass on my own	?						
Does my job have to change by at	least 50% to be reclassif	fied?					
When will the Supervisor know the	at the Compensation Ana	lyst has finished reviewing a jol	o description?				
What is a "Dock Audit" and can be	aquart ana?						

EXAMPLE

GRID:

A GRID is a special type of BLADE. Each box in a grid is called a GRID ITEM. Contact a Website committee member for help designing a grid for your page.

4-Unit wide Grid with Varying Widths. In this case, each item has a hyperlink to a new page:

ASAP	Benefits	Health Care Facilitator	Leave Administration
Worklife		<u>Worl</u>	<u>xplace</u>
Resources		Accomm	nodations

SAMPLE PAGE FROM THE HR WEBSITE



HR Website Best Practices

- → All pictures, including Hero images, must be approved by web committee
- → 1st blade of a landing page is light grey
- → Quick Links are always located in the 2nd blade
- → Units are each assigned a color on the website. Their sub-pages should reflect that color.
- → Use only Headline fonts for headlines. These are designated by "H" (H2, H3, H4, HMedium, HSmall, etc.) Use formatted paragraph fonts for text. These are designated by "P" (PLarge, PMedium, PSmall, etc.)

Content Editors may edit content but should consult with their web committee rep for the following:

- Updating style elements
- Changes to structure of a page (columns, blades)

UC Santa Barbara Visual Identity

The Web Committee is happy to collaborate if your unit wants to freshen a layout or re-format a page on the HR Website. The Public Affairs team developed specific, detailed style guidelines for UC Santa Barbara's website application of the Visual Identity. <u>https://brand.ucsb.edu/visual-identity</u>

Edit Content

Login to hr.ucsb.edu/user with EDITOR privileges.



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	want to edit	Edit Basic page Job Description Actions 🕸
		View Edit Delete Revisions
		Home » Node » Job Description Actions
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		Job Description Actions
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		Hero image
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		Hero video
		and

continued

4. Click EDIT to access	⊟ Manage ★ Shortcuts Block Visibility Groups ↓ sarah
the BLADE you want	Show row weights
to update	+ Blade
	A variety of actions are associated with creating and updating job descriptions.
	+ Blade
	Use the index below to navigate throughout this page
	Updating Job Descriptions Recruitment Job Descriptions Career Appointment Job DescriptionsLimited Appointment Job Descriptions Contract Appointment Job Descriptions
	Overlapping Hires Student Asst/Casual Restricted Job Descriptions Non-UC Student Asst Appointment Job DescriptionsBy Agreement (BYA) Appointment Job DescriptionsVolunteer Staff
	+ Blade Edit • I
	الله الله الله الله الله الله الله الله
	Updating Job Descriptions
	Should job descriptions be updated every time a change occurs? Not necessarily. We ask that Managers and Supervisors electronically submit updated job descriptions to Compensation (via OACIS) when significant changes occur that might affect the overall distribution of work or reporting relationship. For instance, there might be a 20% function listed on the job description that becomes obsolete after a few years. Did that 20% time get absorbed in the other duties on the job description or did toget replaced by a new function or duty? A situation such as this would be cause for submitting an updated job description.
	Examples of when not to submit an updated job description would be when an incumbent salary rate changes, when there are changes in the non-essential duties of the position, or when there are infrequent or random duties being assigned by management. The job description is meant to be a close estimate of the work assigned to an employee and depending on business necessity. Managers and Supervisors may have the need to occasionally assign dutes to semptoy that are not specified in the job description. If the duties become are arguing part of their job. However, then an updated job description would be warranted. Certain temporary assignments may fit the criteria for a temporary reclass or stipend. Please refer to the procedures for Temporary Duty Assignments.
	Process:
	To submit an updated job description, the department inputs the job description into OACI5 by going to "Begin New Action" then to "Update a Job description." The department submits the update to Compensation once the appropriate approach have been obtained. Compensation will then review and approve the JD by submitting it to the on-line library. It is the department's responsibility to print off a copp, obtain singuratives, and distribute it to the employee.
	Back to Top
	+ Elade
	hand Branch and a second and as second and a







 Use the format menu to change the look of your text. Simply highlight the text and select the appropriate icon. 	Body Clear formatting Add a hyperlink Insert a Photo B I S x ^e x _a ≡ Ix Ω ∞ ∞ I:= :=
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 B. Choose formatted text fonts designated by P. (fonts toggle on/off) 	12 Image: Contract of the contr
A. Hyperlink to a page on the HR website by formatting the link: "/pageName"	A. Link to a page on the HR Site Edit Link X
B. Hyperlink to an "off-site" page, use the full URL	URL © <u>Open File Browser</u> /alternate-schedules-telecommuting-and-reduced-schedules Title
C. Hyperlink to an email address by formatting the link: "mailto:name@dom ain"	Populates the title attribute of the link, usually shown as a small tooltip on hover. ADVANCED Save

B. Off-Site LInk includes the full URL:



And add the "Off-site Link format":

Mobile width
12 •
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Default
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Secondary
L Tertiary button
Find an approximate for help with Workforce Administration
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our dedicated ocob ocrati page di to prectivaccess news, memos, calendars,
combined with the power of HK Services ow 🛛 , provide UCSB UCPath Transactio
LICPath

8. Scroll to the bottom and click SAVE	
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DONE

ACCORDIONS

Create an Accordion

Login to hr.ucsb.edu/user with EDITOR privileges.

1. Navigate to the page	🗮 Manage 🔺 Shortcuts Block Visibility Groups 上 sarah	
where you want to add	View profile Edit profile Log out University of California, Santa Borbara OUU	
an accordion	UC SANTA BARBARA Human Resources Manager + Supervisor Resources Employee Resources Ementi + Retiree Resources HR Units Forms Policies Cor	ntacts FAQs
2. Click EDIT	Manager + Supervisor Resources Employee Resources Employee Resources HR Units Forms Policies Cor Were Edit Delete Revisions Frequently Asked Questions Compensation When do I submit a reclass versus an update? How do I know If my job should be reclassified? Can I request a reclass on my own? Does my job have to change by at least 50% to be reclassified? When will the Supervisor know that the Compensation Analyst has finished reviewing a job description?	tacts FAQs

3. Scroll to the Blade where you want to add an accordion and click EDIT	Remark Index Validation Concept Performance Performance Add context Performance Add context Performance Add context All context Performance Add context All context All context Performance Context Performance Performance<
an accordion and click EDIT	Lut Data page requiring ranked questions and the result of a request plate of the questions Tree looks requestions Suite Tree background color Tree padding Tree background color Tree background color

	+ Blade Edit -
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	Allowed types jong gif jog joeg svg.
	User for layout and styling.
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	Use for layout and formatting.
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5. Select ACCORDION under Column Type	
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8.	Enter the text for the body of the Accordion Item	B I G X [*]	ormats @
9.	Scroll to the bottom of	 Employee fills out the Reduced Fee Enrollment Application, obtains department approval signature, and submits application to the Human Resources office. How do I apply for a Dilling Yang Staff Scholarship? Application (form link) submission deadline dates for priority consideration are as follows. Note: Late applications may be considered. 	3
		Summer professional development activities (Jul 1 - Sep 30): August 1	5
	SAVE	 Fall professional development activities (Oct 1 - Dec 30): October 15 Winter professional development activities (Jan 1 - Mar 31): January 15 	1
		Spring professional development activities: (Apr 1 - Jun 30): April 15	3
		Note: Awards can be used for registration and educational fees only for courses, training and other learning opportunities offered at UCS8 only.	- 3
		Add Blade • to Blades	<u> </u>
		Preview Delete	N.

Update an Accordion

Login to hr.ucsb.edu/user with EDITOR privileges.



3.	Scroll to the Blade that	E Hanage 🛧 Shortcuts Block Visibility Groups 1 sarah
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		How do I know if my job should be reclassified?
		If you feel that your position has evolved to a higher level due to a significant change in duties, additional duties being added, or if the way you are now expected to perform the majority of your duties has evolved to a new level, then your position may be eligible for reclassification.
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		the Accordion	
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		cancellation and you will then need to enter a brand new reclassification action instead. So the bottom line is, if there are any questions in your mind whether or not an action will result in a change of title, please speak with the analyst before you start an action.	L
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	and drag	- None - •	
		ACCORDION ITEMS *	-
6.	Find the Accordion	+ Accordion item Edit -	
	item you want to	If you think that an update action on a job description might result in a change of title (be it lateral, upward or downward) please speak with your Compensation Analyst before starting any action. With any action it is important to consult your Analyst before submittion. Downwort his situation it uniquely important due to the worthe system is designed. Compensation does not have the ability to channe the neurol title within an undete action. The analyst's only	
	undate and click EDIT	option with an update is to continue the Job Description at the same title. If you do submit the Job Description as an update and the analyst determines that there should be a change in title the analyst will have to return the action to you for cancellation and you will then need to enter a brand new reclassification action instead. So the bottom line is, if there are any questions in your mind whether or not an action will result in a change of title, please speak with the	
		analyst before you start an action.	
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		If you feel that your position has evolved to a higher level due to a significant change in duties, additional duties being added, or if the way you are now expected to perform the majority of your duties has evolved to a new level, then your objection much and higher fevel ferror in the majority of your duties has evolved to a new level, then	
		your position may be eligible for reclassification.	
		+# Accordion item Edit • Can I request a reclass on my own?	
		If you have made a reasonable effort to work with your supervisor on the review of your position and you strongly disagree with their assessment of your job, you may contact a Compensation Analyst in HR for advice on how to submit your own reclassification.	
		+ Accordian item	
		Does my job have to change by at least 50% to be reclassified?	
		No. The "SOW rule" implies that at least 50% of your duties should be classifiable at a higher level in order to be eligible for an upgrade (a.k.a. upward reclassification). Your position may already have a blend of levels in it and only need to change by 30% to cause a shift in the balance of the classification level.	
		+ Accordion item	
		When will the Supervisor know that the Compensation Analyst has finished reviewing a job description?	
		And the companies of manys has revenue and you declipsion, oney will approve is and southink is one you description clorary. When this happens, the supervisor will receive an auto-generated email.	
		TP ACCOTION Rem	

7.	Enter or update the	* Accordion item
	Heading	Heading *
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8.	Enter or update the	B I S x ⁱ x _i ± I _k Ω ∞ ∞ ≔ ;≃ ⊑ 2 ⁱ ⊞ ≣ Styles - Format - ⊞ ⊞ ⊡ Source \$
	text for the body of the	
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		Add Accordion Item
9.	Scroll to the bottom of	··· · · · · · · · · · · · · · · · · ·
	the page and click	How do I access lynda.com at UCS8?
		2. Or follow the link on the following department webpages:
	SAVE	Human Resources Academic Personnel
		Library
		Letters & Science Information echnology (LSII) How do I apply for a Reduced Tuttion & Fee Waiver?
		1. Employee applies for admission (contact the Admissions Office for information).
		2. Employee fills out the Reduced Fee Enrollment Application, obtains department approval signature, and submits application to the Human Resources office.
		Application (form link) submission deadline dates for priority consideration are as follows. Note: Late applications may be considered.
		Summer professional development activities (Jul 1 - Sep 30): August 1
		Fall professional development activities (Oct 1 - Dec 30): October 15
		Winter professional development activities (Jan 1 - Mar 31): January 15
		Spring professional development activities: (Apr 1 – Jun 30): April 15
		Note: Awards can be used for registration and educational fees only for courses, training and other learning opportunities offered at UCSB only.
		Add Blade + to Blades
		Published Save Preview Delete

Add an Accordion Item to an Existing Accordion

Login to hr.ucsb.edu/user with EDITOR privileges.

1. Navigate to the page	Ξ Manage ★ Shortcuts Block Visibility Groups 1 sarah	
you want to update	View profile Edit profile Log out University of California, Santa Barbara	
2. Click EDIT	uc santa barbara Human Resources	
	Manager + Supervisor Resources Employee Resources Emeriti + Retiree Resources HR Units Forms Policies	Contacts FAQs
	Frequently Asked Questions	
	Compensation	
		}
	When do I submit a reclass versus an update? 	{
	Can I request a reclass on my own?	ξ
	Does my job have to change by at least \$0% to be reclassified?	{}
	When will the Supervisor know that the Compensation Analyst has finished reviewing a job description?	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~



4.	Scroll to the column	
	labeled "Accordion"	+ Blade Edit -
	and click EDIT	Compensation
	and click EDIT	<form></form>
5.	Scroll to the bottom of	+ Accordion item
	the Accordion list	What is an equity adjustmen? Equity adjustments are salary changes outside of the normal salary programs (promotions, reclassifications, merits, etc.) to remedy salary issues such as external pressure in high demand areas, internal salary compression, and/or retention considerations. Equity adjustments are not granted to reward performance. For specific information on use of equities please consult the Compensation unit or our Equity Guidelines.
,		+ Accordion item Edit •
6.		An administrative stipend is a form of compensation used to pay an employee who is temporarily assigned responsibilities of a higher level position. Please refer to "Temporary Job Changes" for more information on how to request approal for a temporary stipend.
	ACCORDION ITEM	+ Accordion Item
		How can higher education professions be compared to the outside market? We are using a number of reputable third-party market salary surveys to link our jobs to the market, including two well-known surveys that specialize in educational institutions. Because we also compete with public and private
		organizations for employees, our survey data will also include market salary information gathered from local companies.
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7	Enter the Heading	+ Accordion Item
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		Add Accordion Item



DONE

MEMOS

Add a Memo

1. Click SHORTCUTS	Hanage 🛨 Shortcuts Block Visibility Groups 1 sarah	
2. Click ADD CONTENT	Performance Add content All content Manage files	University of California, Santa Barbara
		UC SANTA BARBARA Human Resources
		Manager + Supervisor Resources Employee Resources Emeriti + Retiree
		Home
		View Edit Delete Revisions
		Memos
		DBR-L: Memos sent to Departmental Benefits Representative for distribution to d
		DLIST-L: Memos sent to Deans, Department Heads, Management Services Officer
		PPS-L: Memos for staff working with the Payroll/Personnel System.
		umment management

Login to hr.ucsb.edu/user with EDITOR privileges.	Video demonstration available from 25:15-30:00 in the
Recorded zoom demo.	

3. Select ARTICLE	■ Manage ★ Shortcuts Block Visibility Groups ↓ sarah
	Add content 🟠
	Home » Node
	S Article Use <i>articles</i> for time-sensitive content like news, press releases or blog posts.
	Basic page Use basic pages for your static content, such as an 'About us' page.
	Webform A basic page with a webform attached.

continued

4.	Enter TITLE	E Manage	+ Shortcuts	Block Visil	bility Groups	👤 sarah				
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	spaces then clear	
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	and selecting the T <i>x</i>	
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9. Scroll to the bottom and click SAVE	
	Published Save Preview

NEWS ITEMS

Add a News Item – STEP I

Login to hr.ucsb.edu/user with EDITOR privileges.

1. Click SHORTCUTS		
2. Click ADD CONTENT	Hanage Shortcuts Block Visibility Groups sar	
	University	f California, Santa Barbara
	uc s A Hun	nta barbara Jan Resources
	Manage	+ Supervisor Resources Employee Resources Emeriti + Retiree Resources HR Units Forms
	Home	ξ
	View Net	Edit Delete Revisions
	Jan 20 20:	Announcing campus notification procedures for potential workplace exposure to COVID-19
	Jan 8 202	KICKOFF SESSIONS - ePerformance Webinar Schedule
	Dec 14 20	0 REGIONAL STAY-AT-HOME ORDER
	Dec 4 202	REVISED Holiday Pay Eligibility and General Curtailment Information
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3. Select ARTICLE	🗮 Manage 🔺 Shortcuts 🛛 Block Visibility Groups 👤 sarah
	Add content 🟠
	Home » Node
	Article Use articles for time-sensitive content like news, press releases or blog posts.
	Rasic nage
	Use <i>basic pages</i> for your static content, such as an 'About us' page.
	O Webform
	A basic page with a webform attached.

continued







Add a News Item – STEP II



3.	Scroll to the blade that	⊟ Manage ★ Shortcuts Block Visibility Groups 👤 sarah
-	contains "Latost Nows"	
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	and click EDIT	View Edit Delete Revisions
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		Title *
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		Subtitle Essential Services in Pursuit of Excellence
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		Allowed types: png git jpg jpeg svg. Hero image
		Alternative text *
		aerial view of campus point on a sunny day This text will be used by screen readers, search engines, or when the image cannot be loaded.
		homepage2.jpg (824.57 K8) Remove
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		de Blade
		LC Diversity Equity and Inclusion Statement
		oc. Diversity, Equity and inclusion statement.
		and deepen both the educational experience and the scholarly environment, as students and faculty learn to interact effectively with each other, preparing them to participate in an increasingly complex and pluralistic society. Ideas, and practices based on those ideas, can be made richer by the process of being born and nurtured in a diverse community. The pluralistic university can model
		a process of proposing and testing ideas through respectful, civil communication. Educational excellence that truly incorporates diversity thus can promote mutual respect and make possible the full, effective use of the talents and abilities of all to foster innovation and train future leadership.
		Therefore, the University of California renews its commitment to the full realization of its historic promise to recognize and nurture merit, talent, and achievement by supporting diversity and equal
		opportunity in its education, services, and administration, as well as research and creative activity. I ne university particularly acknowledges the acute need to remove parners to the recruitment, retention, and advancement of talented students, faculty, and staff from historically excluded populations who are currently underrepresented."
		University of California Diversity Statement
		Latest News
		Announcing campus notification procedures for potential workplace exposure to COVID-19 Wednesday, January 20 2021
		KICKOFF SESSIONS – ePerformance Webinar Schedule Fridav. January 8 2021
		REGIONAL STAY-AT-HOME ORDER
		Monday, December 14 2020
		REVISED Holiday Pay Eligibility and General Curtailment Information Friday, December 4 2020

4. Scroll to the column		
titled "Latest News"	+ Blade	Collapse -
4. Scroll to the column titled "Latest News" and click EDIT	I black I black I black	Dollapse Pow row weight Edit ty aims to cipate in an the pluralistic mutual respect a to the
	* Diversity should also be integrate to the university's acchievement of excellence. Diversity can enhance the ability of the University to accomplish its academic mission. Diversity broaden and deepen both the educational experience and the scholarly environment, as students and facework plear to interact effectively with each other, proparing them to particular start account of the scholarly environment, as students and facework and pluralities costing ideas through respectful, civil communication. Educational experience and the scholarly environment, as students and facework that truly incorporates diversity thus can promote and make possible the full, effective use of the talents and abilities of all to facer innovation and truin effective use of the talents and abilities of all to facer innovation and truin effective use of the talents and abilities of all to facer innovation and truin effective use of the talents and administration, as well as research and creative activity. The University particularly acknowledges the acute need to remove barri recruitment, retention, and advancement of talented students, faculty, and staff from historically excluded populations who are currently underrepresented." University of California Diversity Statement + Column	y aims to cipate in an the pluralistic mutual respect diversity and lers to the
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5. In the BODY text box,	≡ Manage ★ Shortcuts Block Visibility Groups 上 sarah
type the most recent NEWS ITEM TITLE	+ Column Collapse Border color Background color Background color
6. SHIFT-ENTER	Width
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8. SHIFT-ENTER	B I 5 x ² x ₂ ≅ I ₄ Ω
9. Click the horizontal line icon on the far right of the format menu	Latest News Test News item Title Day, Month Date, Year Amouncing campus notification procedures for potential workplace exposure to COVID-19 Wednesday, January 20 2021
10. Highlight the NEWS ITEM TITLE	KICKOFF SESSIONS - ePerformance Webinar Schedule Friday, January 8 2021 REGIONAL STAY-AT-HOME ORDER
11. Click the LINK icon and paste/enter the URL of the News Item created in <i>STEP I</i>	Monday, December 14 2020 REVISED Holiday Pay Eligibility and General Curtailment Information Friday, December 4 2020
12. Scroll to the bottom and click SAVE	White text Very Preview Very Preview Very Very Very Very Very Very Very Very

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