



OFFICE OF STUDENT GOVERNMENT

Guidelines on New Student Club and Organization Website Policies and Systems

February 2010

What's Changing?

Student Clubs and Organizations will now use the Cascade Content Management System ("Cascade CMS" or "CMS") to edit their websites instead of the legacy systems. This will allow editing of club websites through the my.scranton portal and consistent branding across all University of Scranton websites.

The old club websites at <http://academic.scranton.edu/organizations/> will be shut down once you have activated your club's new website at <http://matrix.scranton.edu/student-clubs/> using the CMS. Fortunately, the CMS makes transfer of your existing content to the new website fairly simple.

The Office of Student Government stands ready to assist you with this process. Please be sure to check out our website at www.scranton.edu/sg for more information on this initiative (Click on the "Club Websites" link on the "Clubs" menu). For more information and support requests, please contact Director of Technology Fred Fuchs at fuchsf2@scranton.edu.

Technical Documentation

Technical documentation provided by the University's Department of Information Technology is included in this document after the "Student Club/Organization Website Policies" section.

Please note that in order to initially publish or make changes to your organization's website, you must fill out the "Request Student Club/Organization Website Publication" form on the Student Government website under "Clubs -> Club Websites."

Student Club/Organization Website Policies

Club websites must adhere to The University of Scranton Student Computing Policy, Community Standards Code, applicable laws and regulations, and the Student Government Club and Organizations handbook and policies. This includes, but is not limited to, a prohibition on fraud, forgery, harassment, extortion, threats, copyright violation, and sexually explicit content.

For purposes of maintaining the value of the Scranton brand on the web, clubs and organizations are also required to maintain their websites consistent with The University of Scranton Web Style Guide and Web Guidelines. Copies of this and other policies are available on the Student Government website.

Any questions on these policies should be referred to the Student Government Director of Technology.



CMS BASICS

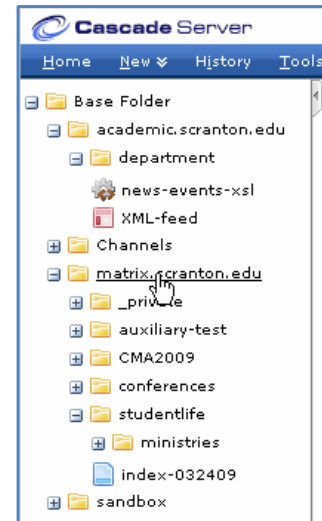
1) How do I access to the CMS?

Log into the My.Scranton portal and then click on the CMS icon. The Content Management System will open in a new window.



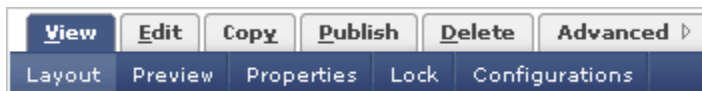
2) Where is my folder located?

If the folder *matrix.scranton.edu* is not expanded, click the plus sign  to expand the folder tree. Next, click the  in front of your department's folder and then on the page you intend to edit. Once the page displays you will use Cascade's built-in word processor to update and remove existing content. This includes adding images, linking to other web pages, etc.



3) How do I use the Cascade Editor?


When the selected page loads, the content opens in *Layout view* displaying a page icon in the top left corner of each region on a page. The icon represents the grouping of several items together including content, template, blocks and more.

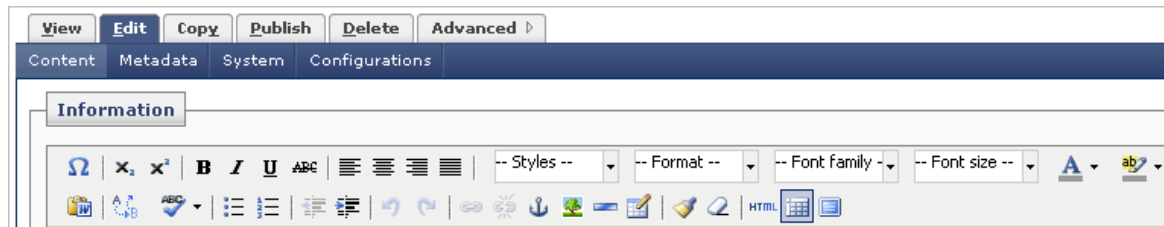



Enclosed is a basic description of the processing tools available in the content window. Most of the tools are similar to those used in Word and provide a tooltip with a mouse over. This documentation will review the more uncommon tools.



– The View tab opens and displays the selected page in *Layout view*. To preview the page before submitting and without the icon click the *Preview* pane on the *View* tab.

 – To add or edit content within the current document click the *Edit* tab to open the editor.



 - The *Paste from Word* icon opens a content box to paste text from a word processing application. **It is very important** not to copy and paste text directly from Word into the workspace. Word often retains formatting (‘, “,) that cannot be recognized or cleaned using the tools in the CMS editor.

To prevent this:


1. Copy and paste the text from *Word* into *Notepad*.
2. Next, copy and paste the text from *Notepad* into the workspace.


OR

Click on the *Paste from Word icon* and paste the text from Word in the content box.
Click the Insert button to add the text.

Quick Tip - Add Notepad to your Start menu.

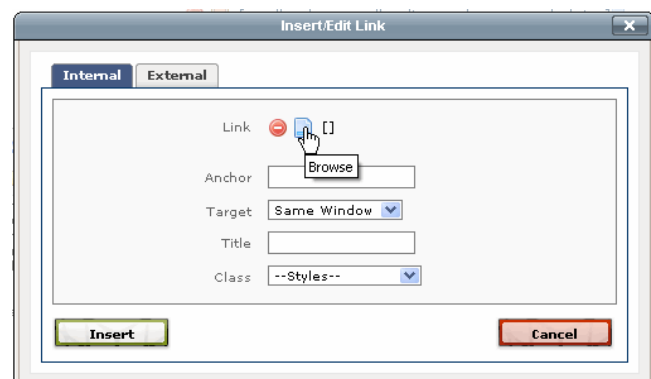
How to: Click on the menus Start, All Programs, Accessories, and then Notepad. Right click on Notepad and choose "*Pin to Start menu*".

 - Find/Replace text within the selected page, especially useful when replacing an overused word.

 – Icons used to add/edit or remove hyperlinks from selected text or a picture.

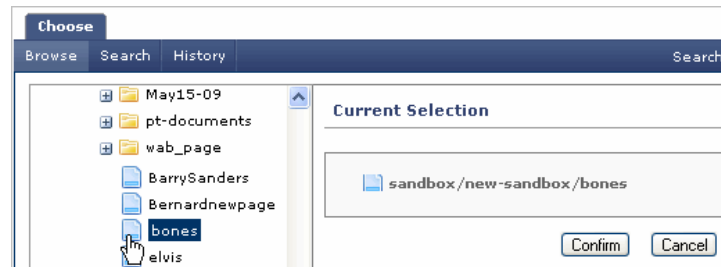
Internal URL's

1. Select the text to be used for the hyperlink and then click on the *Insert/edit Link* icon.
2. Click on the *Browse* icon next the label Link.



Choose a File or Page from the new window.

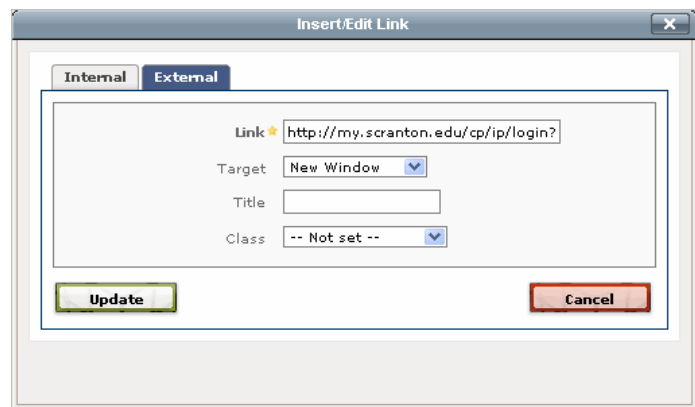
- Before clicking on *Confirm* verify that the path is correct. The example shows that the page is located within a sub-folder “new-sandbox” of the folder sandbox.
- Set the Target to open either in the *Same Window* or a *New Window* (new browser window). Click Update. When finished editing Submit the page.



External URL's

How to:

- Copy the desire URL (web address) to the *Clipboard*.
- Select the text to be used for the hyperlink.
- Click on the icon shown above as a solid link.
- Paste the URL of the desired page in the Insert/Edit Link box.
- Click on the drop down arrow to set the target to open in *New Window*.



– Icon used to insert/edit anchors (a hyperlink destination) inside a web page or to link to a specific location within another page.

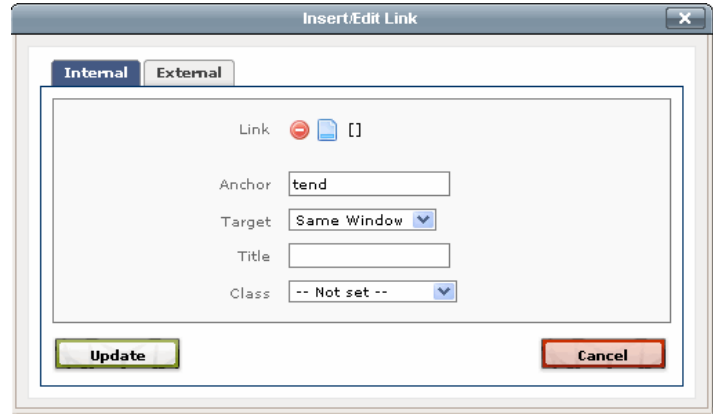
How to Insert and Use Anchor

For Example:

- In *Edit view* highlight one or mores words of text at the end of the last paragraph or press the *Enter key* and type *The End*.
- Click on the *Insert/edit* icon. Type a name (tend) for the anchor (use abbreviated lowercase naming conventions with no spaces, underscores, or periods).



3. Click *Update* to add the anchor.
4. At the end of the first paragraph highlight one or more words or type *For more information...*
5. Click on the add/edit hyperlink icon and type the name of the anchor (tend) in the box provided.
6. Click *Update* and then *Submit*.

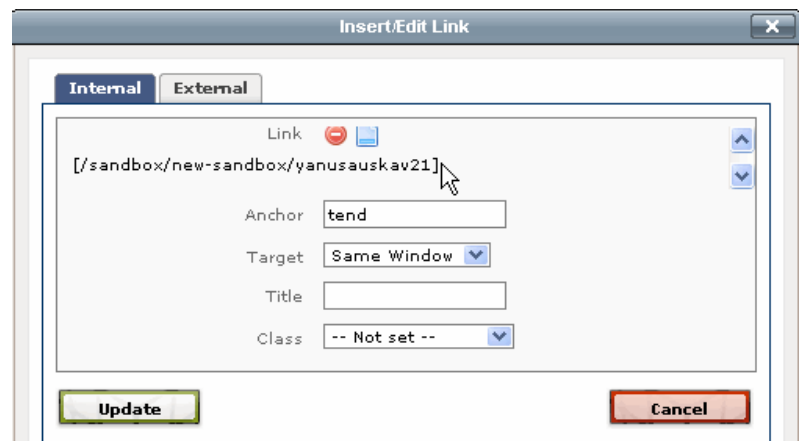


Linking a web page to the Anchor used in another page

Before you begin!!! Using an anchor to link to a specific location in another page requires that page is in your department folder. You can not use this method to link to a specific location in another department's web page.

How to:

1. In the prior example you learned how to insert an *anchor* in a web page. If you skipped the example follow instructions 1 and 2 before proceeding. Remember the name of the *anchor* and to spell in correctly later. Click *Submit*.
2. Open the department document that will hyperlink to the anchor..
3. Click on the tab *Edit*.
4. Highlight one or more words or type *For more information...*
5. Click on the *add/edit hyperlink icon* and then click the *Browse* icon to locate page with the named anchor (tend).
6. Type the anchor's name in the box provided then click *Update*. Click *Submit*.



How do I create a subfolder within my department folder?

How to:

- a. In the left pane click on your department's folder.
- b. From the main menu click on New, your department folder, and then click on New Folder.
- c. In the box labeled *System Name*, name the folder and then click *Submit*.

Remember: Folder file names should not consist of any spaces or underscores (_), with the exception of dashes (-).



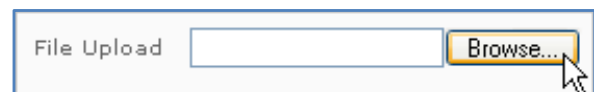
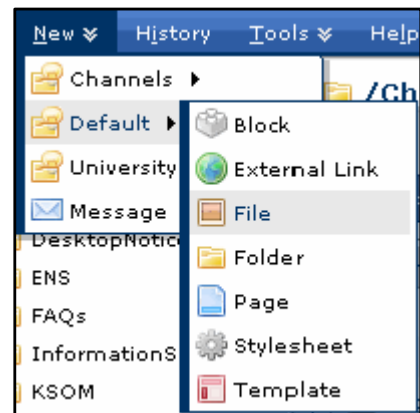
– Icon used to insert/edit images.

Important: Images should be a JPG or BMP file (ie: image.jpg, filename.bmp). If the image is a GIF, TIFF, or not uploading properly, please convert the image to a JPG.

Add an image to your department's image folder.

How to:

1. In the left pane click on your department folder and then the image folder.
2. Click on the top navigation menus *New | Default | File*.
3. When the *New File* content pane opens scroll to the menu *File Upload*.
4. Click the *Browse* button and navigate to the desired image.
5. Click *Submit* to upload the image.

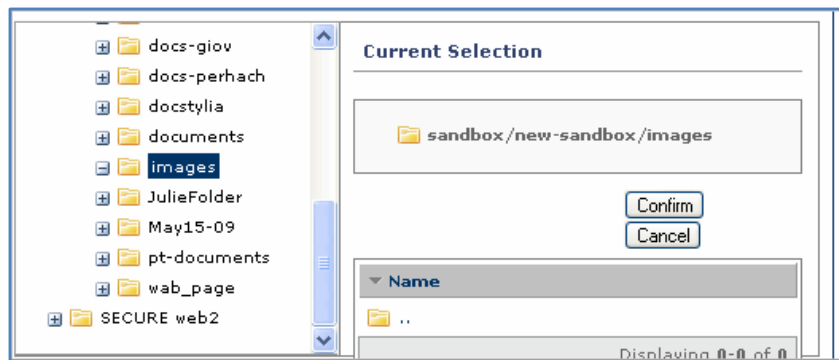
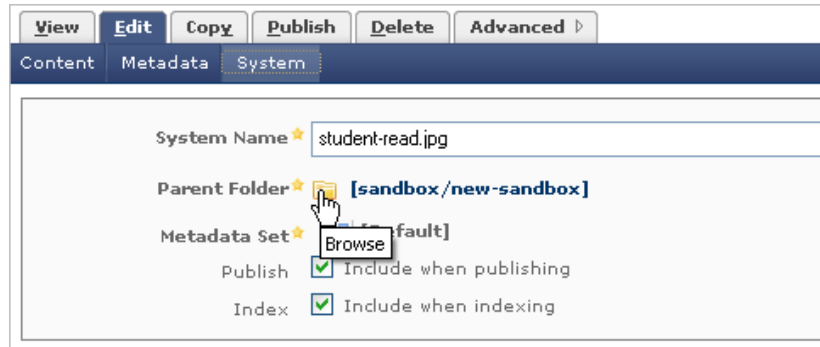


Opps! a mistake was made and the image was placed in the department folder and not the *image* folder.

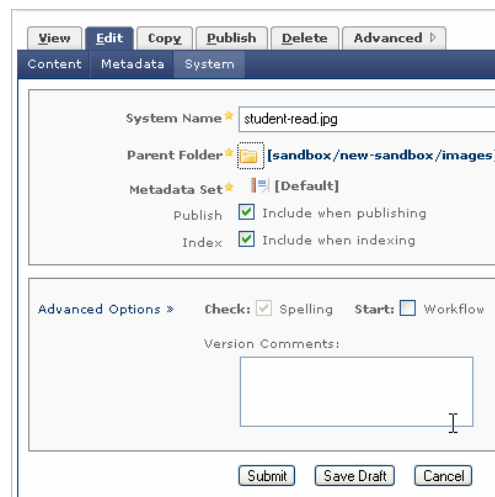
Moving an image to the designated folder

How to:

1. Locate the picture to move in the left navigation pane.
2. Click on the picture's name to view the image in the right content pane.
3. Click on the tab *Edit* and then the submenu *System*. Click on the *Browse* icon next to the label *Parent Folder* and then click your department's folder *Images*.
4. Click on the folder *images* and then the button *Confirm*.
Note the path! If you were working in your department folder the path would be the department's folder name/images.

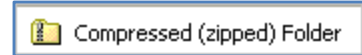


5. Click the button *Submit* after reviewing the new location.



Upload Multiple Pictures by Importing a Zip Archive

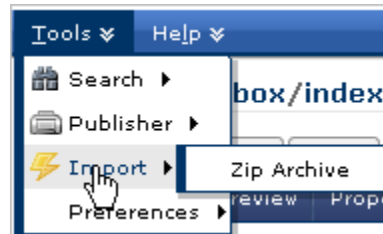
A zip archive consists of multiple files or pictures that were packaged together in a folder. To create a zip archive in Windows XP right click on any folder. From the side menu choose the menus *Send To* and then *Compressed (zipped Folder)*. The file is now ready to import.



Remember: Folder file names should not consist of any spaces or underscores (_), with the exception of dashes (-).

How to import:

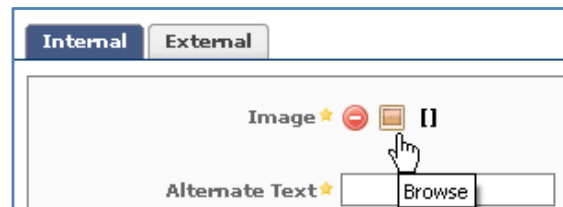
1. Click on the top navigation menus *Tools | Import | Zip Archive*
2. Click *Browse* and then select the Zip Archive to upload.
3. Choose the Folder.
4. Press *Submit*.



Insert an image in the content pane.

How to:

1. In the *Edit* pane place the mouse cursor within the content.
2. Click on the *Picture Insert icon* to open the *Insert/Edit Image box*.
3. Click on the *Browse* icon and then navigate to the departments image folder and select the image.
4. Add the *Alternate Text* for screen readers. Click on *Update* and then *Submit*



– Icon used to insert a horizontal line.



– Toggle to view and edit the current page in code view.



- Toggle the current view to full screen mode.

When you are finished modifying the document, click on the button *Submit*.

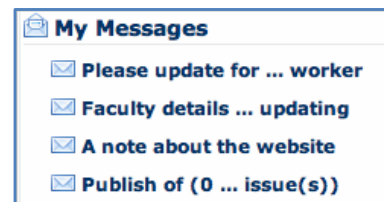
Note: Clicking on the *Submit* button does not Publish the document to the web! To publish requires the designated role as Publisher who in turn clicks on the *tab Publish* and then the *Submit* button.

Copy – click this tab to make a copy of your document.

Publish – click this tab and then the button *Submit* to publish your document to the web.
Note: only users who are assigned Publishing privileges will see this tab.

4) What are Messages on the Home menu?

To check messages click on Home in the upper left corner. Click on the envelopes beneath My Messages to open the Message pane.



5) How are Messages used?

- To inform a user regarding locked content or workflow steps.
- To make notifications of error messages
- To set alerts and review dates for expiring content.

6) What is Versioning?

Cascade automatically saves a version every time changes are submitted. This allows the user to revert to a prior version at any time by making the selected version the current version.

How to:

1. Select a page and then click on the tab *Advanced*.
2. Choose *Versions* from the drop-down menu.
3. Click on the version you want to view, and it will open in the main view displaying what the asset looked like at that point and time.
4. You will see an added "viewing" bar, allowing you to select the following actions:

Newer - Advances to a later version.

Older - Scrolls through to an earlier version.

Current - Reverts to the active or current version.

Activate - Makes the currently viewed version the active or current version.

Note: Making the currently viewed version the current version does not eliminate the prior current version. It becomes a version also allowing the user to undo the Activate.

Delete – Deletes the currently viewed version from the versions list.

Compare with Current – Displays the difference between the version you are currently viewing and the active version. Changes are indicated with a ~~striking~~ through deleted text and highlighting newly added text.

- 7) How do I access specific help for the area I am working?

Click on the question mark in the upper right hand corner of the content pane.



- 8) How do I get Technical Support for the CMS?

Enter a Project Tracking Request via the MyScranton portal.