



Introduction to the Hunter Web CMS



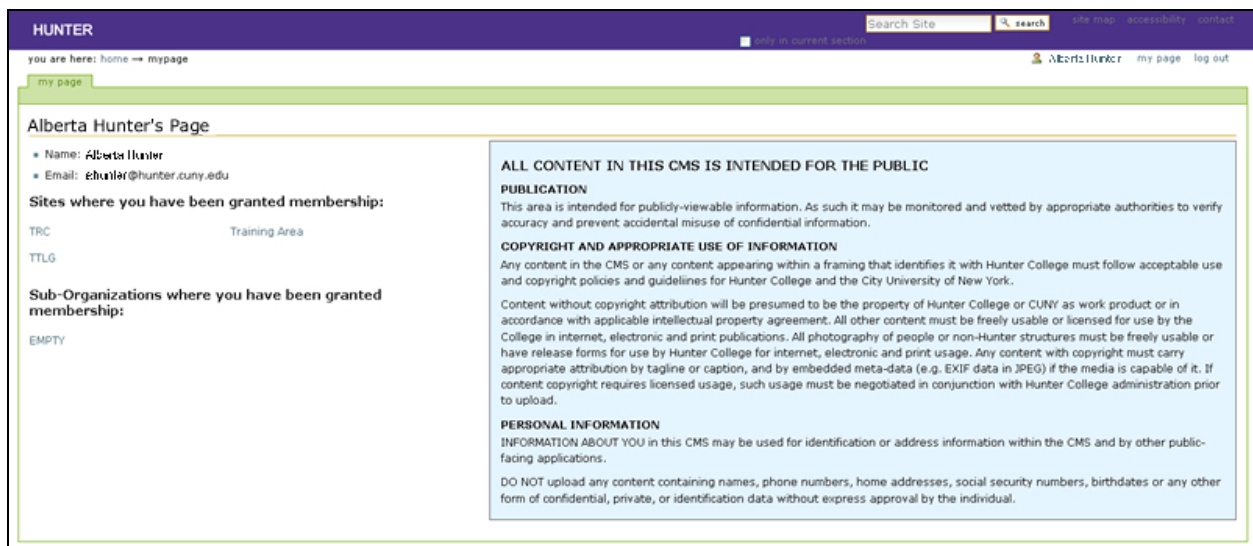
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What is a CMS?

A *content management system* (CMS) is a system used to manage the content of a Web site. This Web-based publishing tool allows individuals to use a template or a set of templates, as well as other tools, to create or modify Web content.

Thus, the Hunter WebCMS allows a user, who may not know Hypertext Markup Language (HTML), to manage the creation, modification, and removal of content from a Web site without needing the expertise of a Webmaster!



The benefits of using a CMS (content management system):

- Designed to make it easy for users to:
 - Create a website
 - Add content to their website
 - Edit their website
 - Manage their website
 - Publish their content (make it live).
- Enables users to create, manage, edit, and publish their website in a consistent and organized fashion.
- No need for development tools like Dreamweaver or FrontPage and no need for a knowledge of HTML!

What is a subsite?

The screenshot shows the Hunter WebCMS interface. At the top is a purple header with the word "HUNTER". Below it is a breadcrumb trail: "you are here: home → mypage". A green bar contains the text "my page". The main content area is titled "Alberta Hunter's Page" and lists user information: "Name: Alberta Hunter" and "Email: ahunter@hunter.cuny.edu". Below this is a section titled "Sites where you have been granted membership:" which contains a grey box with "TRC" and "TTLG" and a "Training Area" label. A callout box labeled "Subsites" points to this section. Below is another section titled "Sub-Organizations where you have been granted membership:" which is currently "EMPTY". On the right side, there is a vertical sidebar with text including "ALL C", "PUBLIC", "This are", "accurac", "COPYR", "Any con", "and cop", "Content", "accord", "College", "have re", "appropri", "content", "to uploa", "PERSON", "INFORM", "facing a".

- Subsites are separate, distinct areas inside the larger Hunter WebCMS environment.

- Depending on your responsibilities, you may have access to one subsite or to several. In the previous image, you will notice the user has access to three subsites:
 - TRC
 - TTLG
 - Training Area
- You may have different responsibilities or “roles” in each of them.
 - The tabs will differ, depending on the users roles.
- It is envisioned that each department or office will have its own subsite.

The screenshot shows the Hunter WebCMS interface with several callouts pointing to specific features:

- Tabs:** Points to the top navigation tabs: view, edit, sharing, navigation, theme.
- Navigation Menu:** Points to the left sidebar menu containing items like Pressroom Repository, Welcome to your subsite, Technology Resource Center, and Calendar.
- Menu Bar:** Points to the top right area containing actions and state: working draft.
- Updates:** Points to the left sidebar updates section showing recent documents like 'Adding Instructors' and 'Discussion Grader'.
- Calendar Portlet:** Points to the right sidebar calendar for July 2008, with the 3rd highlighted.
- ???:** Points to the 'Public Display' section at the bottom of the page.

The main content area displays a welcome message and introductory information for new subsite owners, including a paragraph about the default view and another about documentation.

The 'Your permissions' table is visible below the main content:

roles	site membership roles					
	add new content	plan/design site	write content	review content	publish content	staff site
	✓	✓	✓	✓	✓	✓

- **Navigation** : Provides quick access to pages of the subsite.
- **Updates**: Shows the most recently edited documents.
- **Tabs**: Different sections of the subsite, as well as to the subsite settings.
- **Calendar**: Portlet that shows the current month and date.
- **Menu bar** : Allows the creation of new items as well as the publication functions.

What are roles?

- Roles within the WebCMS define what a given user can do on a given subsite.
- When you enter a particular subsite, the view that you see could differ depending on the privileges or “roles” that have been granted to you on that subsite.
 - For example, you may have permission to do everything on one subsite, but only have the ability to add content on another subsite.
- The purpose of adding users with varying roles is to allow or limit their capability to affect content and navigation.
 - For example, it may be fine to let college assistants create new content, but publishing should be reserved for the department head or a department administrator.
- It’s a good idea to decide, in conjunction with others, the appropriate roles for different people in your organization.

Sharing for "TRC"

You can control who can view and edit your item using the list below.

user/group	guest roles		site membership roles				
	view unpublished content	add new content	plan/design site	write content	review content	publish content	staff site
Jennifer Jaiswal (jjaiswal)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Madeleine Fix (mfix)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michael h Nisbett (mnisbett)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shad Ali (sal0019)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steven Giovino (sgiovino)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In the listing above, the symbol indicates an inherited value. Similarly, the symbol indicates a global role, which is managed by the site administrator.

The 'sharing' tab area allows you to search for users to add to the site and assign them roles.

Staff Manager

The screenshot shows the Hunter WebCMS interface for the 'TRC' (Technology Resource Center) page. The page title is 'TRC' by Michael h Nisbett, last modified May 22, 2008. The page content includes sections for 'Pressroom', 'Repository', 'Welcome to your subsite', and 'Theme Overrides'. A 'Properties at this location' section shows the user's permissions table:

Your permissions	
guest roles	site membership roles
view unpublished content	add new content
plan/design site	write content
review content	publish content
staff site	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The "staff manager" has more options available.

- The "staff manager" is the user who determines who does what in the subsite.
- Main purpose is to assign users to roles on the subsite.
- Manage change in roles, personnel changes, and organizational changes.
- It is recommended that the staff manager role be held by someone who can assign people to specific tasks and duties relating to public content.
- Staff manager has little or no day-to-day role in content.
- A good role for a department head.

Important Note:
The "staff managers" must manually assign "roles" to themselves!

The screenshot shows the 'Sharing for "TRC"' interface. It includes a search box for users or groups and a permissions table for various users. A callout box labeled 'Staff Manager' points to the 'add new content' column for Michael h Nisbett.

user/group	guest roles		site membership roles				
	view unpublished content	add new content	plan/design site	write content	review content	publish content	staff site
Jennifer Jaiswal (jjaiswal)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Madeleine Fix (mfix)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michael h Nisbett (mnisbett)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shad Ali (sal0019)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steven Giovino (sgiovino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In the listing above, the symbol indicates an inherited value. Similarly, the symbol indicates a global role, which is managed by the site administrator.

Author

Sharing for "TRC"

You can control who can view and edit your item using the list below.

Search for user or group

user/group	guest roles		site membership roles				
	view unpublished content	add new content	plan/design site	write content	review content	publish content	staff site
Jennifer Jaiswal (jjaiswal)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Madelene Fix (mfix)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michael H. Isbett (mnisbett)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shad Ali (sali19)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steven Giovino (sgiovino)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In the listing above, the symbol indicates an inherited value. Similarly, the symbol indicates a global role, which is managed by the site administrator.

Author

- Creates new pages and directories.
- Has no editorial role.
- Unable to affect what is seen in public.
- Unable to alter the navigation and organization of files and folders in the subsite.
- Needs only the 'add new content' role.
- If Authors need to be more like editors, changing content written by others before it gets reviewed, then *add* 'write content'.
- Examples of Authors might be college assistants, volunteers, or anyone on staff who understands a topic that the public needs information about.
- Adding & Editing Pages.
 - Pages and all content in the WebCMS are editable in-browser.
- If you can use a word processor, you can create web pages!

Reviewer

Sharing for "TRC"

You can control who can view and edit your item using the list below.

Search for user or group

Reviewer

user/group	guest roles		site membership roles					
	view published content	add new content	plan/design site	write content	review content	publish content	staff site	
Jennifer Jaiswal (jjaiswal)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Madeleine Fix (mfix)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Michael h Nisbett (mnisbett)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Shad Ali (sal0019)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Steven Giovino (sgiovino)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

In the listing above, the symbol indicates an inherited value. Similarly, the symbol indicates a global role, which is managed by the site administrator.

- Probably the main editors of content will fit this user model.
- This person will need 'write content' and 'review content' roles.
- If they need to create new content in addition to editing the work of others, then *add* 'add new content'.
- Examples of Reviewers might be:
 - Staff person who can write and edit well.
 - Unit head or team leader.
 - Someone in a department who is tasked to make sure content is spelled correctly, grammatically correct, and strikes the right tone of voice.

Publisher

Sharing for "TRC"

You can control who can view and edit your item using the list below.

Search for user or group

user/group	guest roles		site membership roles				
	view unpublished content	add new content	plan/design site	write content	review content	publish content	staff site
Jennifer Jaiswal (jjaiswal)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Madeleine Fix (mfix)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Michael h Nisbett (mnisbett)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shad Ali (sal0019)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steven Giovino (sgiovino)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In the listing above, the symbol indicates an inherited role. Similarly, the symbol indicates a global role, which is managed by the site administrator.

Publisher

- Accountable for what is seen by the public.
- This person will have 'publish content' checked.
- Ideally, not be needed to create, edit, or review content as it will have been done by others.
- The 'publish content' role has very little editorial capability until the content is ready to be published.
- If this person needs to work directly on content before it is published, then add roles as needed.
- Ideally, the publisher is someone highly-placed in the department, such as the department head.

Site planner

Sharing for "TRC"

You can control who can view and edit your item using the list below.

Search for user or group

user/group	guest roles		site membership roles				
	view unpublished content	add new content	plan/design site	write content	review content	publish content	staff site
Jennifer Jaiswal (jjaiswal)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Madeleine Fix (mfix)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Michael h Nizbett (mnizbett)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shad Ali (sal0019)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steven Giovino (sgiovino)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In the listing above, the symbol indicates an inherited value. Similarly, the symbol indicates a global role, which is managed by the site administrator.

Site Planner

- Having the role 'plan/design site', a person can:
 - Create new pages.
 - Create new folders.
 - Manage portlets.
 - Manage navigation.
 - Alter theme settings.
- Example for this role could be an outside consultant or designer who is allowed to shape the navigation and organization of all content
 - ...but has no role in editing or approving content.
- Should this user be responsible for the organization as well as editing of content written by others, then add 'write content' and possibly 'review content'.

How do I administer (log into) my site?

- Go to <http://webedit2.hunter.cuny.edu>.
- Log in with your Hunter NetID and password (the same username and password you use to access your e-mail).

HUNTER

Please log in

Login Name
ahunter

Password
●●●●●●

log in

Forgot your password?
If you have forgotten your password, click here to contact us for help.

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Plone® and the Plone logo are registered trademarks of the Plone Foundation. Distributed under the GNU GPL license.

Powered by Plone Valid XHTML Valid CSS Section 508 WCAG

- When you are logged in, you will be taken to an entry page which lists all the sites you have access to.

HUNTER

you are here: home → mypage

Alberta Hunter's Page

• Name: Alberta Hunter
• Email: ehunter@hunter.cuny.edu

Sites where you have been granted membership:

TRC Training Area

TTLG

Sub-Organizations where you have been granted membership:

EMPTY

ALL CONTENT IN THIS CMS IS INTENDED FOR THE PUBLIC

PUBLICATION
This area is intended for publicly-viewable information. As such it may be monitored and vetted by appropriate authorities to verify accuracy and prevent accidental misuse of confidential information.

COPYRIGHT AND APPROPRIATE USE OF INFORMATION
Any content in the CMS or any content appearing within a framing that identifies it with Hunter College must follow acceptable use and copyright policies and guidelines for Hunter College and the City University of New York.

Content without copyright attribution will be presumed to be the property of Hunter College or CUNY as work product or in accordance with applicable intellectual property agreement. All other content must be freely usable or licensed for use by the College in internet, electronic and print publications. All photography of people or non-Hunter structures must be freely usable or have release forms for use by Hunter College for internet, electronic and print usage. Any content with copyright must carry appropriate attribution by tagline or caption, and by embedded meta-data (e.g. EXIF data in JPEG) if the media is capable of it. If content copyright requires licensed usage, such usage must be negotiated in conjunction with Hunter College administration prior to upload.

PERSONAL INFORMATION
INFORMATION ABOUT YOU in this CMS may be used for identification or address information within the CMS and by other public-facing applications.

DO NOT upload any content containing names, phone numbers, home addresses, social security numbers, birthdates or any other form of confidential, private, or identification data without express approval by the individual.

Click on the name of the **subsite** you wish to work on.

- After you select a subsite to administer, you will see the “Welcome to your subsite” page. This, by default, the first page seen when entering a subsite.

contents | view | edit | navigation | theme
actions ▼ | display ▼ | add new... ▼ | state: working draft ▼

navigation
[Pressroom](#)
[Repository](#)
[Welcome to your subsite](#)
[Calendar](#)

updates
 Welcome to your subsite
May 23, 2008
[More updates...](#)

[Manage portlets](#)

Welcome to your subsite

by [Gina Cherry](#) — last modified May 23, 2008 03:52 PM

Introductory information for new subsite owners

Paragraph

You are now viewing a page which is currently set as the "default view" of your subsite. You can point the default view to other items as well. The items must be "Publicly Published" before anyone will be able to see it on the public facing version of the CMS.

Paragraph

Please refer to the documentation provided by those who have created your site to learn the basics of CMS usage.

[Send this](#) — [Print this](#)

[Preview](#) | [History](#)

< july 2008 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

[Go to full calendar...](#)
[Manage portlets](#)

Properties at this location

Your permissions

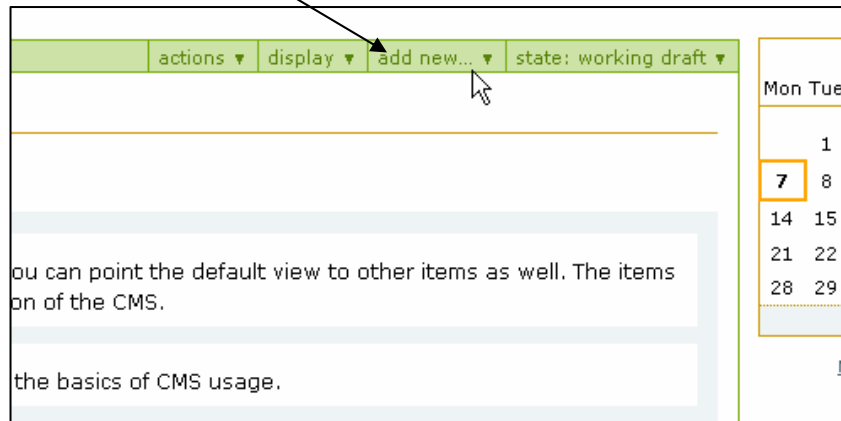
guest roles			site membership roles			
view unpublished content	add new content	plan/design site	write content	review content	publish content	staff site
✓	✓	✓	✓			

Public Display
 Hunter Public Theme (theme), Default (variant), Default (color style), Default (font style)

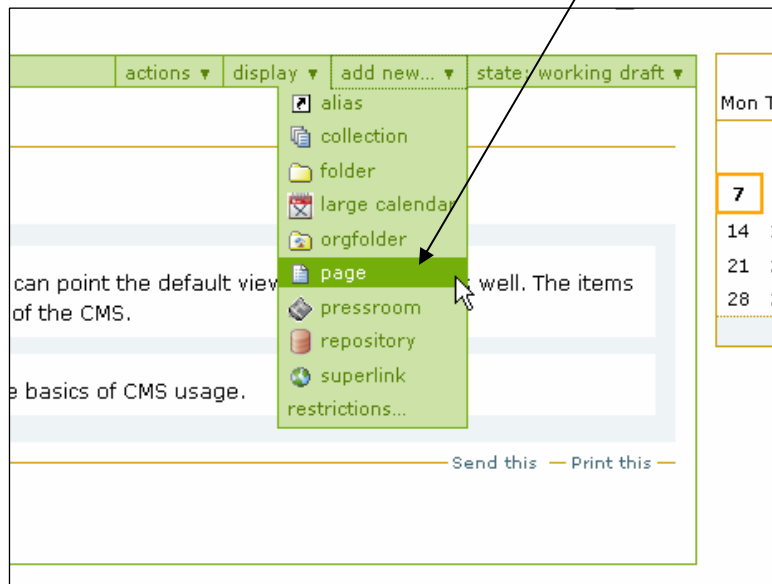
Adding Content

How do I create a page?

- Navigate to the folder where you want to create a page.
- Click on “**add new...**” located on the menu bar.



- From the “**add new...**” drop-down menu, choose “**page**”.



- You will be taken to the page editor, where you can set the page's **Title**, **Description (optional)**, and add content in the **Body Text** window.

The screenshot shows the 'Add Page' editor interface. At the top, there's a header 'Add Page' and a sub-header 'A page in the site. Can contain rich text.' Below this, there are two tabs: 'Default' (selected) and 'Advanced'. The main editing area is divided into three sections: 'Title', 'Description', and 'Body Text'. The 'Title' section has a text input field containing 'Welcome to our page!'. The 'Description' section has a text input field containing 'This is our welcome page.'. The 'Body Text' section has a rich text editor with a toolbar and a text area containing two paragraphs of text about Hunter College. Three arrows point from the text in the list above to the corresponding fields in the editor: one to the Title field, one to the Description field, and one to the Body Text editor toolbar.

Add Page
A page in the site. Can contain rich text.

Default Advanced

Title ■
Welcome to our page!

Description
A short summary of the content.
This is our welcome page.

Body Text

Text Format HTML

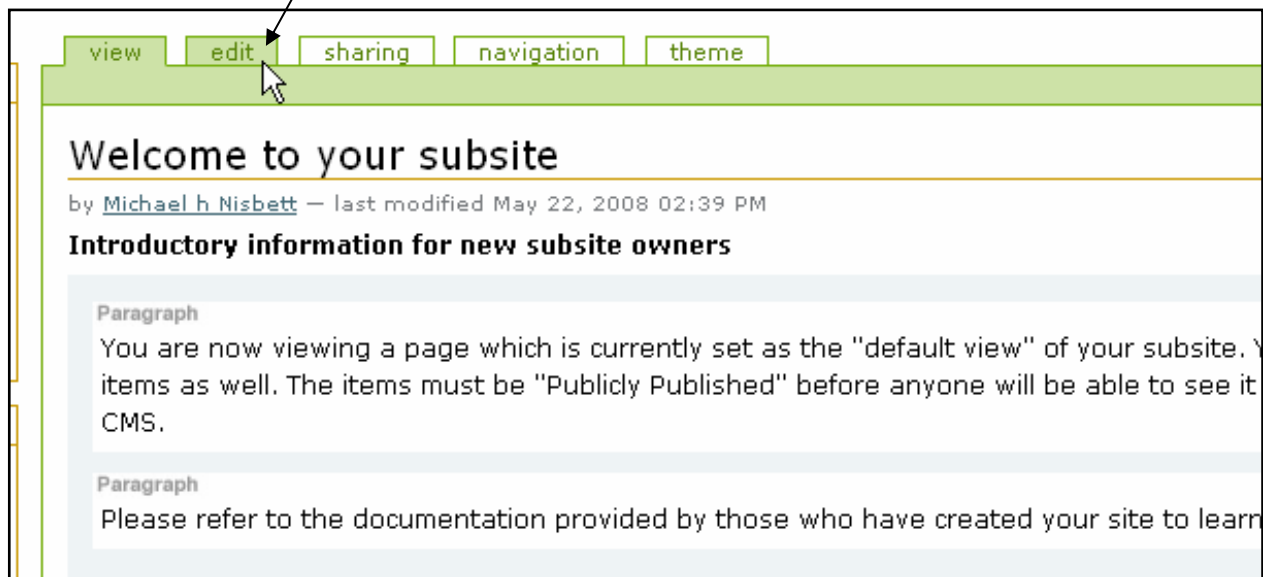
B / [Rich Text Editor Icons] HTML Normal paragraph No Wrapper

Paragraph
Hunter College, located in the heart of bustling Manhattan, is the largest college in the City University of New York (CUNY) system. Founded in 1870, Hunter is also one of the oldest public colleges in the country.

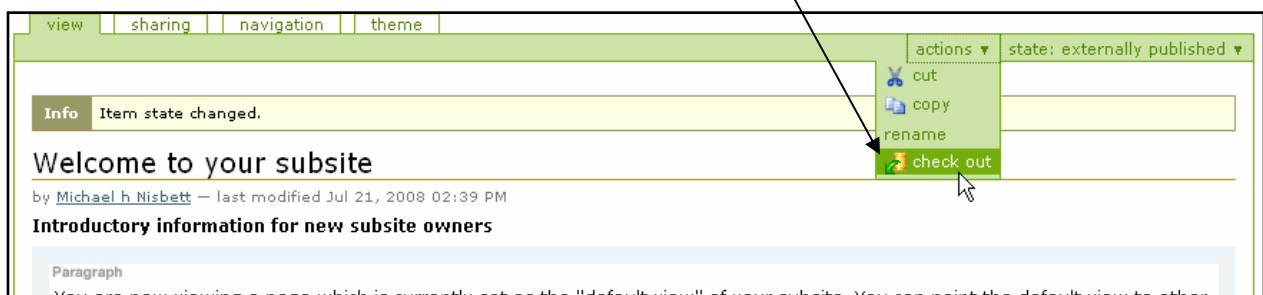
Paragraph
Currently, 21,000 students attend the College, pursuing both undergraduate and graduate degrees in more than 170 different programs of study. With the myriad opportunities found in New York City, and world-renowned faculty to guide them, Hunter's students embark upon their bright and illustrious futures and begin to achieve their version of the American Dream!

How do I edit a page?

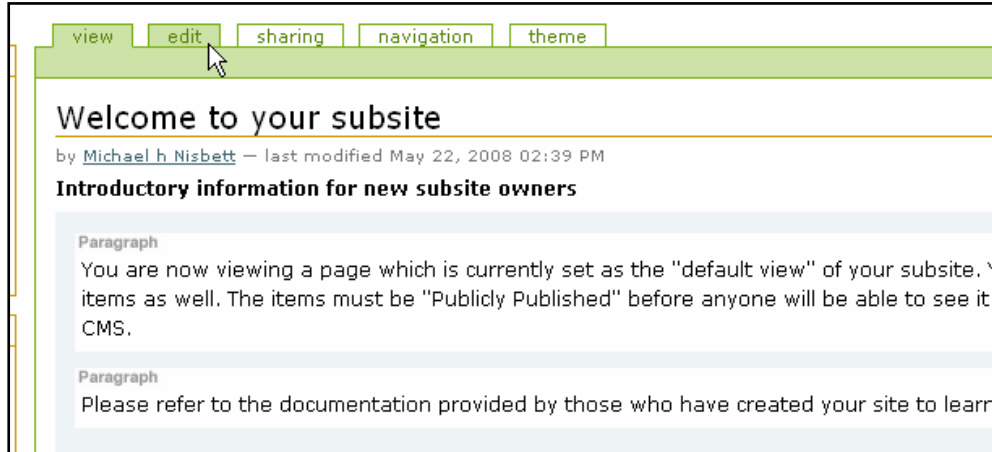
- If the page is not yet published:
 - Click on the “**edit**” index tab in the green toolbar when viewing the page in question. When you are finished, click the “**save**” button at the bottom of the page.



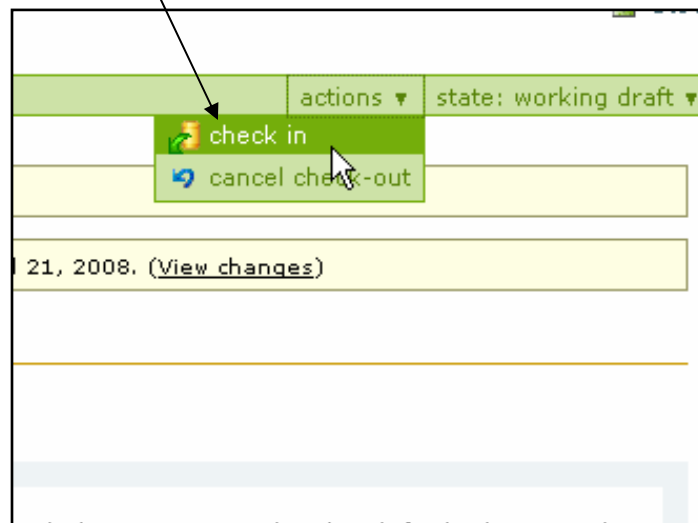
- If the page has already published:
 - Navigate to the page you want to modify.
 - On the green menubar, choose **check-out** from the **actions** pull-down menu.



- This will create a “**working copy**” of the page which you can edit freely.
- Click on the **edit** tab.



- Once you are finished making the changes, click the **save** button.
- Select **check-in** from the **actions** pull-down menu.



- You'll be taken to a page that permits you to make a note describing what changes you have made.

Check in Welcome to your subsite

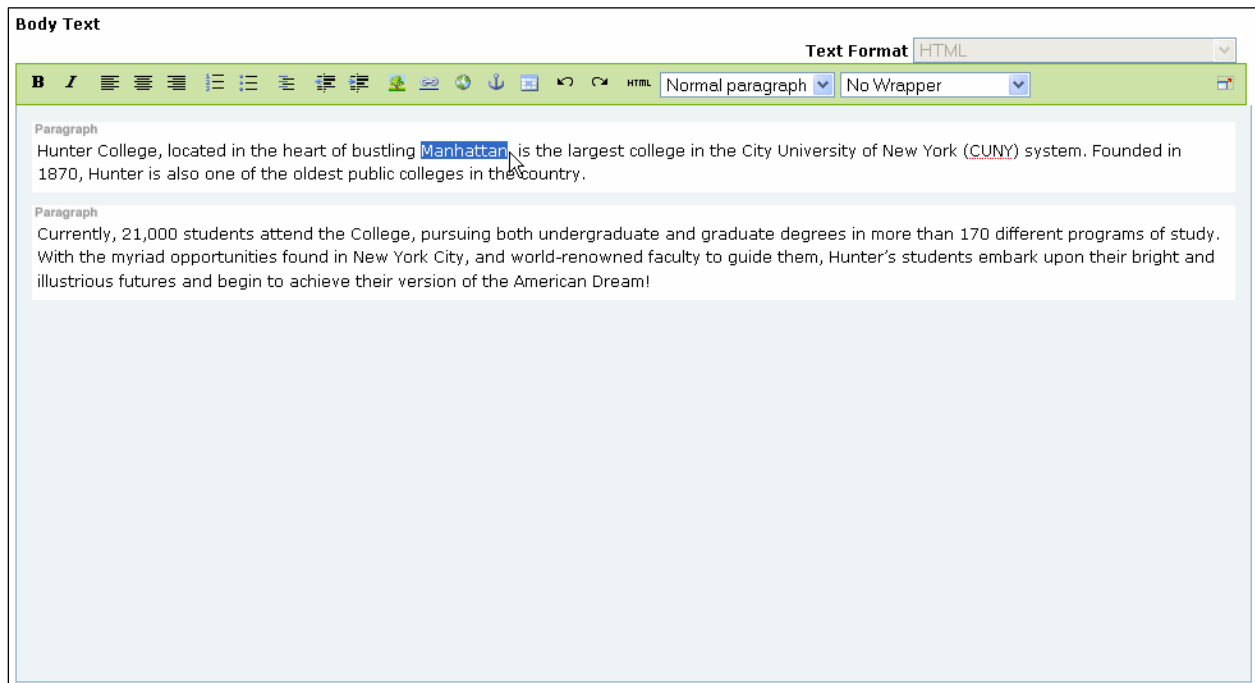
Checking in this working copy will replace the existing item with the working copy.

Check-in Message
Enter a message to be saved alongside the check-in. This should explain what was changed, for audit purposes.

- When finished, click the **check in** button, and the new version will immediately appear on your web site.

How to format text on the page?

- Highlight the text you want to format:



- Tip: double click on a word to quickly select that word.
- Tip: triple click to select an entire paragraph.
- Click on the appropriate button in the **Body Text toolbar** (such as “B” for Bold, “I” for Italic, etc.).
- If you are familiar with word processing, you will recognize most of the buttons on the toolbar!

Formatting toolbar



	Formats text with the Bold style.
	Formats text with the <i>Italics</i> style.
	Left aligns text.
	Center aligns text.
	Right aligns text.
	Formats text as a numbered list.
	Formats text as a bulleted list.
	Formats text as a definition list.
	Decrease quote level.
	Increase quote level.
	Insert image.
	Insert internal link.
	Insert external link.
	Insert anchor.
	Insert table.
	Undo.
	Redo.

How do I upload an image?

- Navigate to your subsite's top-level folder (the first page you see when you first enter a subsite).
- Click on the “**contents**” tab at the top of the screen.

The screenshot shows the Hunter WebCMS interface. At the top, there is a search bar and navigation links. Below that, a breadcrumb trail indicates the current location: 'you are here: home → trc'. The main navigation bar includes tabs for 'contents', 'view', 'edit', 'sharing', 'navigation', and 'theme'. The 'contents' tab is selected. The page title is 'TRC' (Technology Resource Center). The main content area lists several items:

- Pressroom** – by Michael.h.Nisbett – last modified May 22, 2008 02:39 PM. Contains news items, events and seminars for this site.
- Repository** – by Michael.h.Nisbett – last modified May 22, 2008 02:39 PM. Contains images and files for this site.
- Welcome to your subsite** – by Michael.h.Nisbett – last modified May 22, 2008 02:39 PM. Introductory information for new subsite owners.
- Theme Overrides** – by admin – last modified May 22, 2008 02:39 PM.
- Sample Page** – by Jennifer.Jaiswal – last modified Jun 06, 2008 12:11 PM. This is a test page.
- Technology Resource Center** – by Jennifer.Jaiswal – last modified Jun 06, 2008 12:09 PM. The Technology Resource Center is a place where Faculty and Staff members can be trained in various new technologies.
- Calendar** – by admin – last modified Jun 06, 2008 08:30 AM. Large view of the calendar.

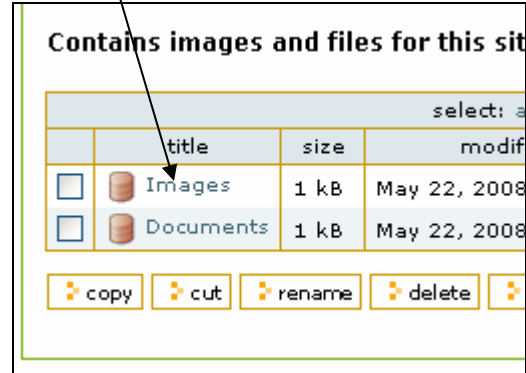
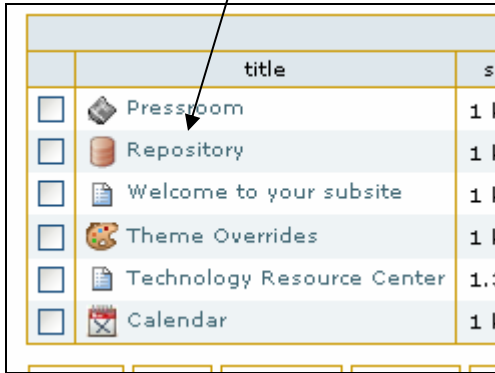
- On the “**content**” section, you will see a list of items.

The close-up screenshot shows the 'contents' section of the Hunter WebCMS. The table below lists the items:

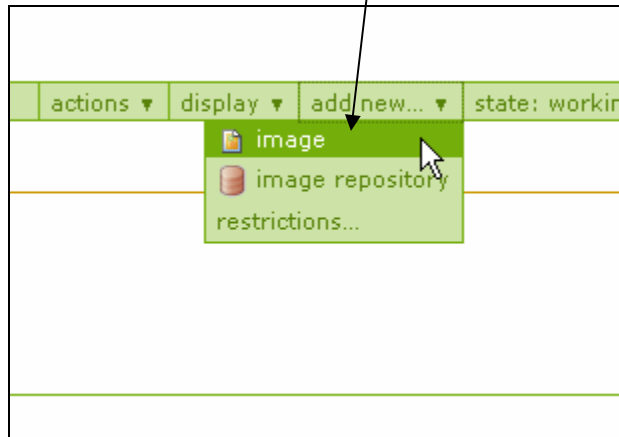
select: all					
	title	size	modified	state	order
<input type="checkbox"/>	Pressroom	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Repository	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Welcome to your subsite	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Theme Overrides	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Technology Resource Center	1,3 kB	Jun 06, 2008 12:09 PM	Working draft	::
<input type="checkbox"/>	Calendar	1 kB	Jun 06, 2008 08:30 AM	Working draft	::

Below the table are buttons for 'copy', 'cut', 'rename', 'delete', and 'change state'.

- Select **“Repository”** from the list. Then select **“Images”**.



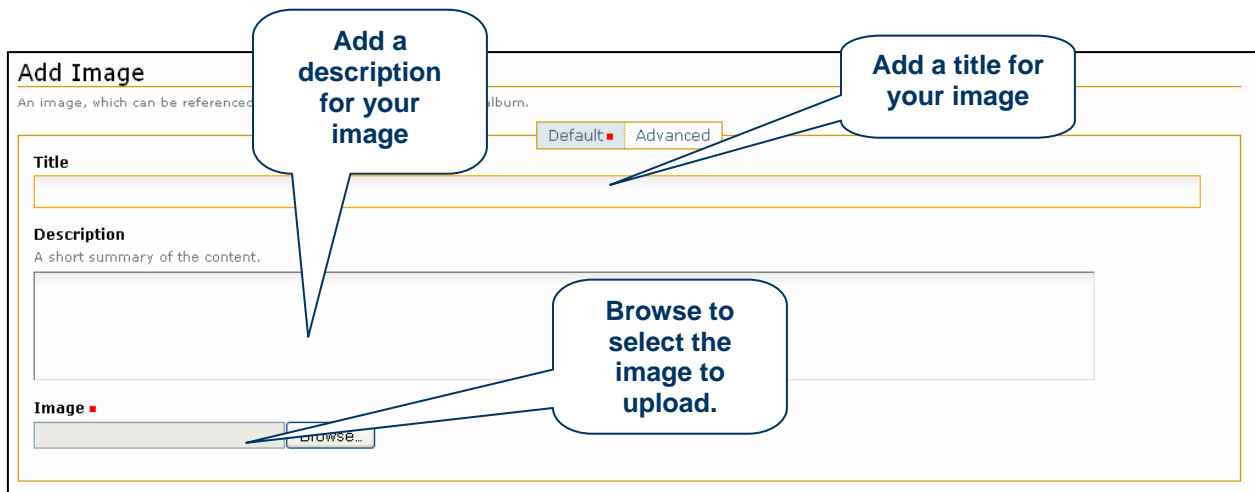
- Once the **“Images”** page loads, select **image** from the **add new...** drop-down menu.



The Hunter WebCMS accepts the standard web image formats:

- GIF
- JPG
- PNG

- This will then bring you to the **Add Image** page:



How do I upload a file (PDF, DOC, etc.)?

- Navigate to your subsite's top-level folder (the first page you see when you first enter a subsite).
- Click on the **contents** tab at the top of the screen.

you are here: home → trc

navigation: Pressroom, Repository, Welcome to your subsite, Sample Page, Technology Resource Center, Calendar

updates: Sample Page (Jun 06, 2008), Technology Resource Center (Jun 06, 2008), Adding Instructors (Jun 05, 2008), Discussion Grader (Jun 05, 2008)

contents | view | edit | sharing | navigation | theme

display | add new... | state: working draft

TRC

by Michael h Nisbett — last modified May 22, 2008 02:39 PM

Technology Resource Center

- Pressroom** — by Michael h Nisbett — last modified May 22, 2008 02:39 PM
Contains news items, events and seminars for this site.
- Repository** — by Michael h Nisbett — last modified May 22, 2008 02:39 PM
Contains images and files for this site.
- Welcome to your subsite** — by Michael h Nisbett — last modified May 22, 2008 02:39 PM
Introductory information for new subsite owners
- Theme Overrides** — by admin — last modified May 22, 2008 02:39 PM
- Sample Page** — by Jennifer Jaiswal — last modified Jun 06, 2008 12:11 PM
This is a test page
- Technology Resource Center** — by Jennifer Jaiswal — last modified Jun 06, 2008 12:09 PM
The Technology Resource Center is a place where Faculty and Staff members can be trained in various new technologies.
- Calendar** — by admin — last modified Jun 06, 2008 08:30 AM
Large view of the calendar

Search Site | site map | accessibility | contact

Alberta Hunter | my page | log out

July 2008 calendar: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31

- On the **content** section, you will see a list of items.

contents | view | edit | sharing | navigation | theme

TRC

▲ Up one level

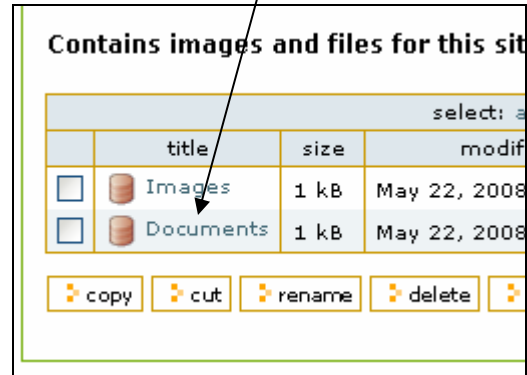
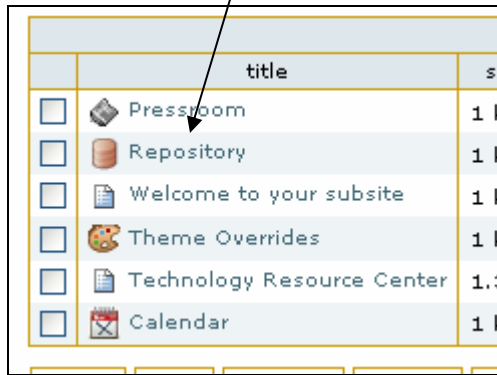
Technology Resource Center

select: all

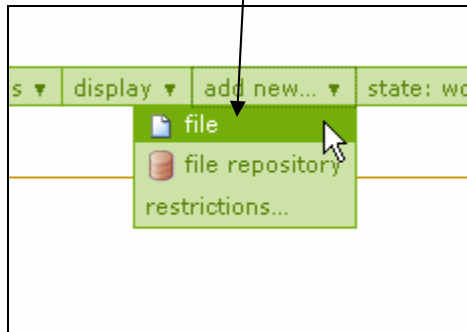
	title	size	modified	state	order
<input type="checkbox"/>	Pressroom	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Repository	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Welcome to your subsite	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Theme Overrides	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Technology Resource Center	1,3 kB	Jun 06, 2008 12:09 PM	Working draft	::
<input type="checkbox"/>	Calendar	1 kB	Jun 06, 2008 08:30 AM	Working draft	::

copy | cut | rename | delete | change state

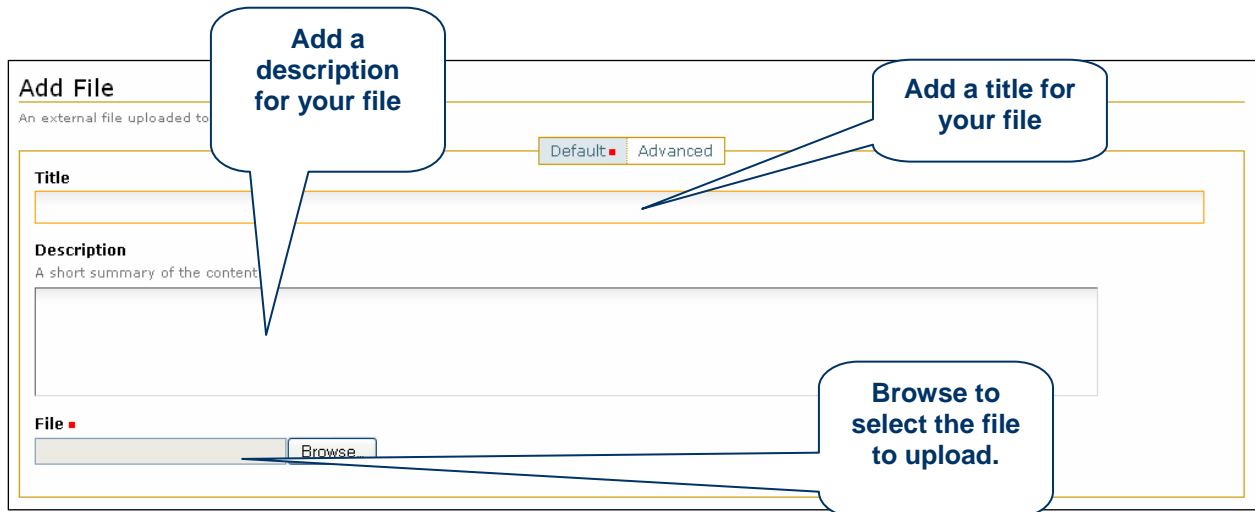
- Select **Repository** from the list. Then select **Documents** or **Files**.



- Once the “Files” page loads, select **file** from the **add new...** drop-down menu.

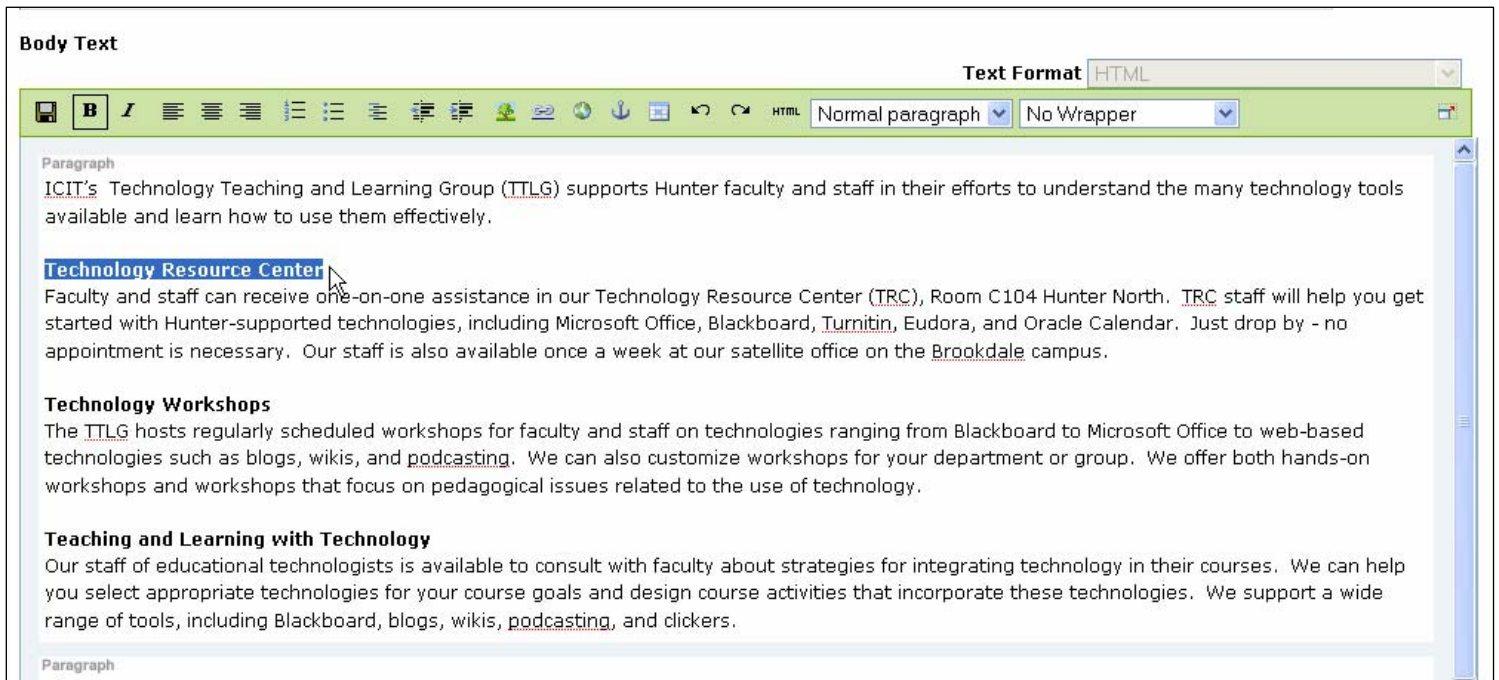


- This will then bring you to the “Add File” page:



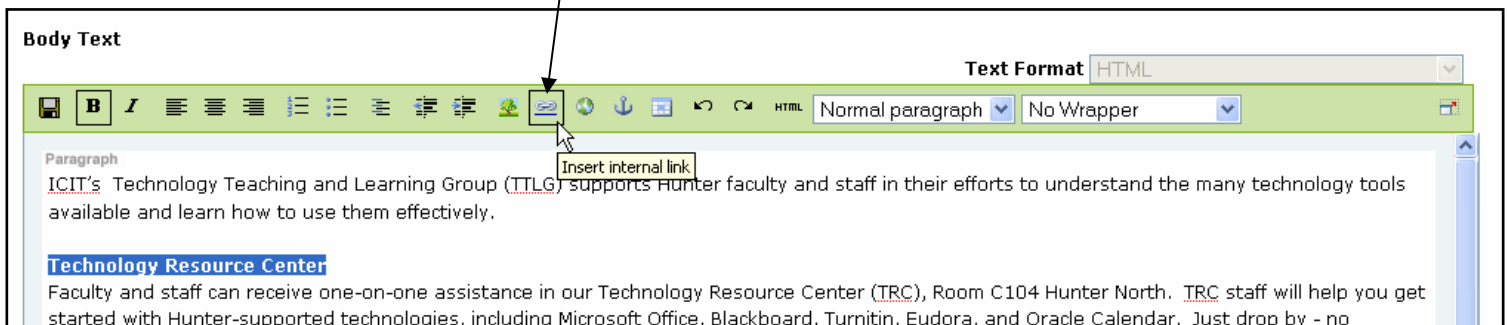
How do I link to another page within the WebCMS?

- Highlight the text that you want to become the internal link (that is, what people will click on to go to the other page):



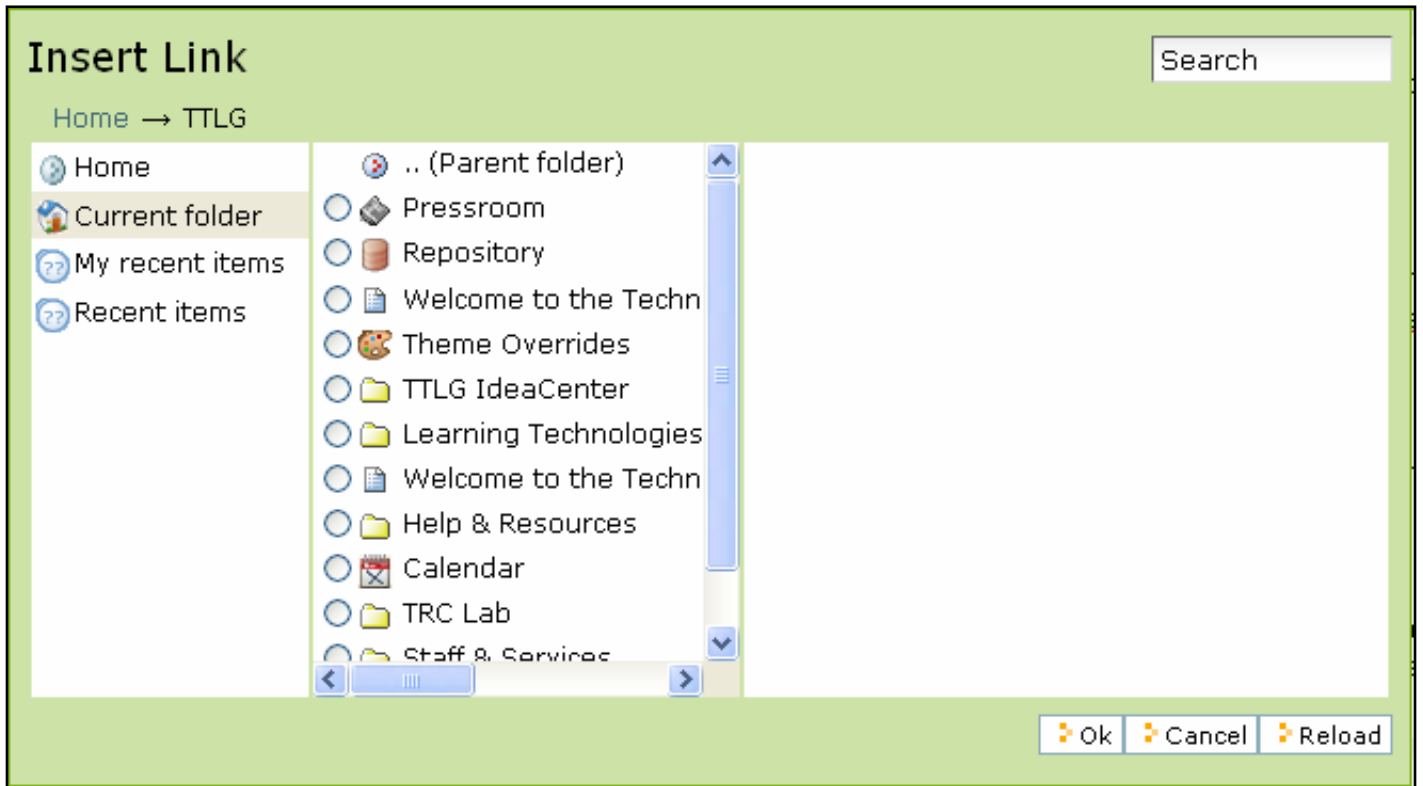
The screenshot shows the 'Body Text' editing interface. At the top, there is a 'Text Format' dropdown set to 'HTML'. Below it is a toolbar with various icons for text formatting and linking. The main text area contains three paragraphs. The first paragraph is 'ICIT's Technology Teaching and Learning Group (TTLG) supports Hunter faculty and staff in their efforts to understand the many technology tools available and learn how to use them effectively.' The second paragraph starts with 'Technology Resource Center' highlighted in blue. The third paragraph is titled 'Technology Workshops' and describes regularly scheduled workshops. The fourth paragraph is titled 'Teaching and Learning with Technology' and describes the staff's role in consulting with faculty.

- Next, click on the “chain link” icon on the **Body Text** editing toolbar

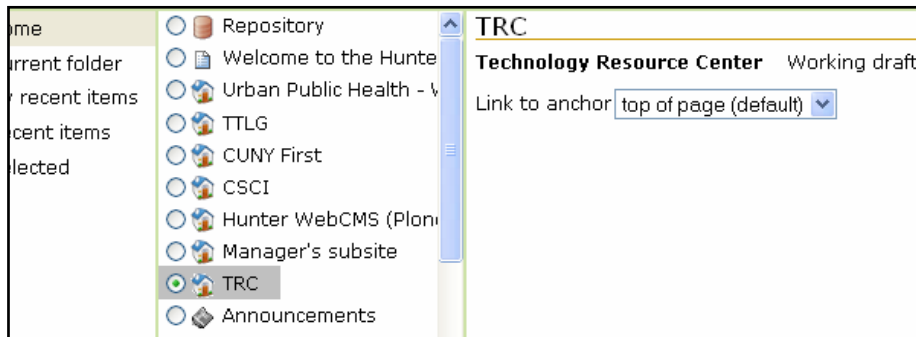


This screenshot is similar to the previous one, but with a mouse cursor pointing to the 'chain link' icon in the toolbar. A tooltip box appears over the icon with the text 'Insert internal link'. The text in the editor area is the same as in the previous screenshot.

- The “**Insert Link**” window will now open. You can now browse all the pages in the Hunter WebCMS, just as you might browse through the files on your desktop computer.

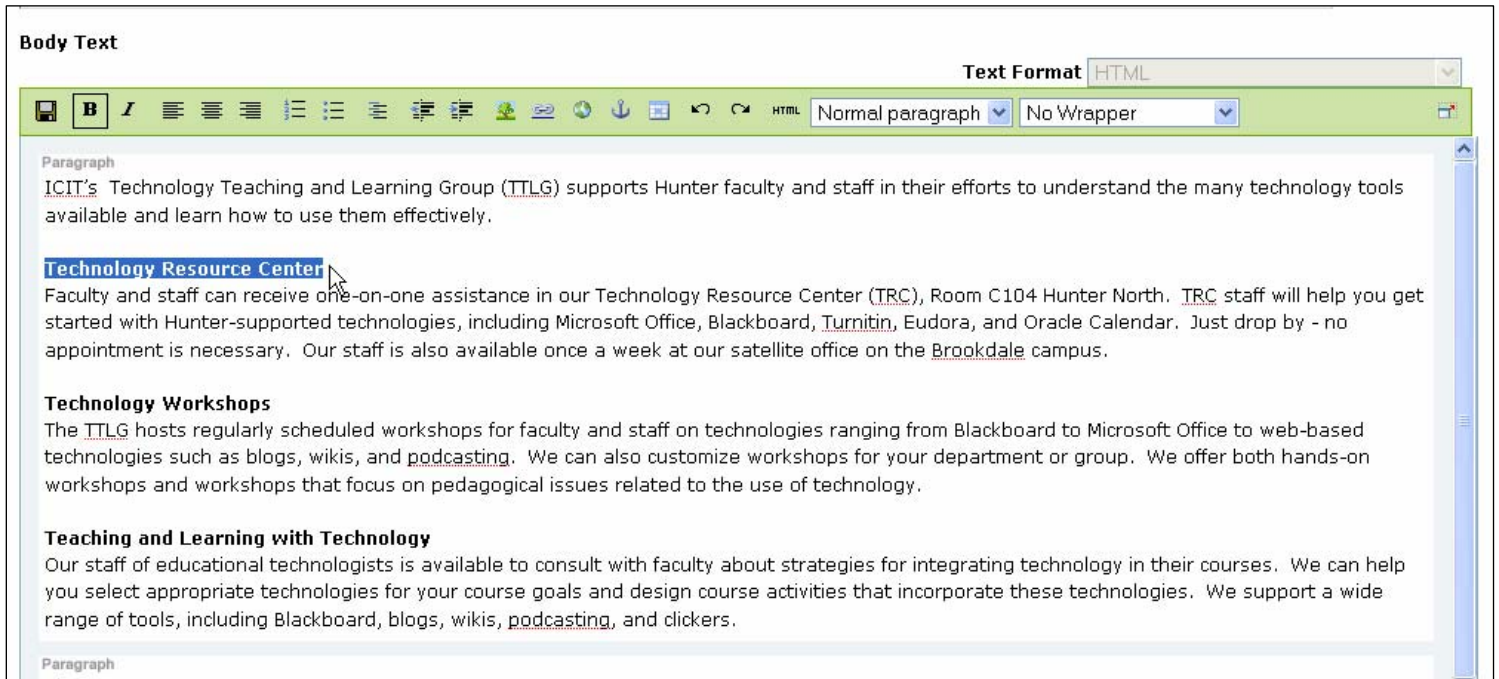


- Find the target page you wish to link to. When you have that page selected, click the **OK** button.



How do I link to another page outside the WebCMS?

- Highlight the text that you want to become the external link (that is, what people will click on to go to the other page):



Body Text

Text Format HTML

Paragraph

ICIT's Technology Teaching and Learning Group (TTLG) supports Hunter faculty and staff in their efforts to understand the many technology tools available and learn how to use them effectively.

Technology Resource Center

Faculty and staff can receive one-on-one assistance in our Technology Resource Center (TRC), Room C104 Hunter North. TRC staff will help you get started with Hunter-supported technologies, including Microsoft Office, Blackboard, Turnitin, Eudora, and Oracle Calendar. Just drop by - no appointment is necessary. Our staff is also available once a week at our satellite office on the Brookdale campus.

Technology Workshops

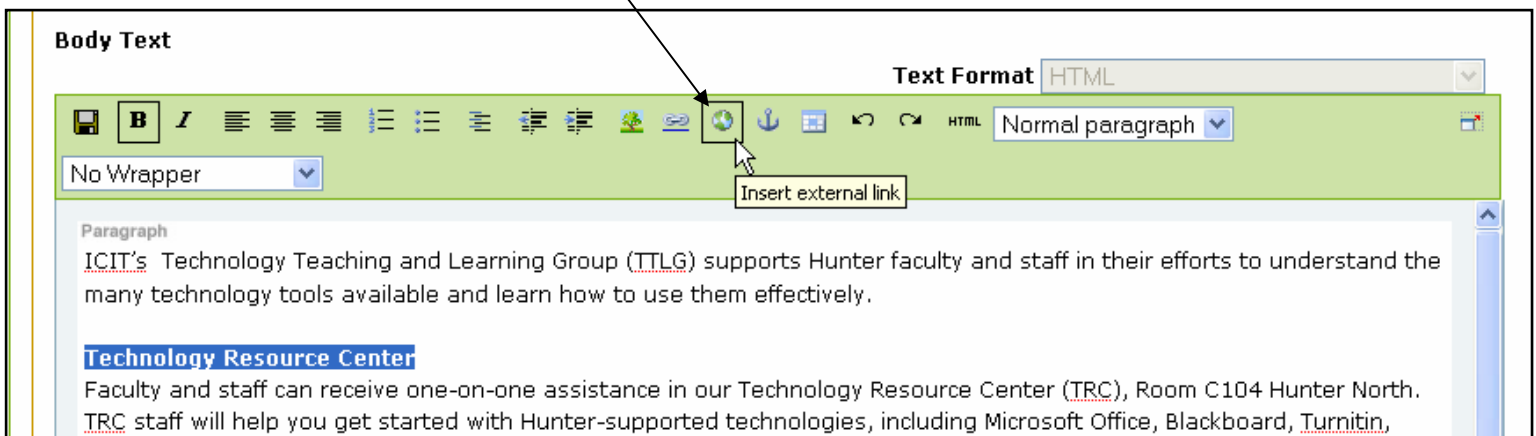
The TTLG hosts regularly scheduled workshops for faculty and staff on technologies ranging from Blackboard to Microsoft Office to web-based technologies such as blogs, wikis, and podcasting. We can also customize workshops for your department or group. We offer both hands-on workshops and workshops that focus on pedagogical issues related to the use of technology.

Teaching and Learning with Technology

Our staff of educational technologists is available to consult with faculty about strategies for integrating technology in their courses. We can help you select appropriate technologies for your course goals and design course activities that incorporate these technologies. We support a wide range of tools, including Blackboard, blogs, wikis, podcasting, and clickers.

Paragraph

- Next, click on the “globe” icon on the **Body Text** editing toolbar



Body Text

Text Format HTML

Paragraph

ICIT's Technology Teaching and Learning Group (TTLG) supports Hunter faculty and staff in their efforts to understand the many technology tools available and learn how to use them effectively.

Technology Resource Center

Faculty and staff can receive one-on-one assistance in our Technology Resource Center (TRC), Room C104 Hunter North. TRC staff will help you get started with Hunter-supported technologies, including Microsoft Office, Blackboard, Turnitin,

- The “**External Link**” window will now open. This dialog box allows you to type in the URL (“web address”) of the site you want to link to.

External Link

Link to url

Link the highlighted text to this URL:

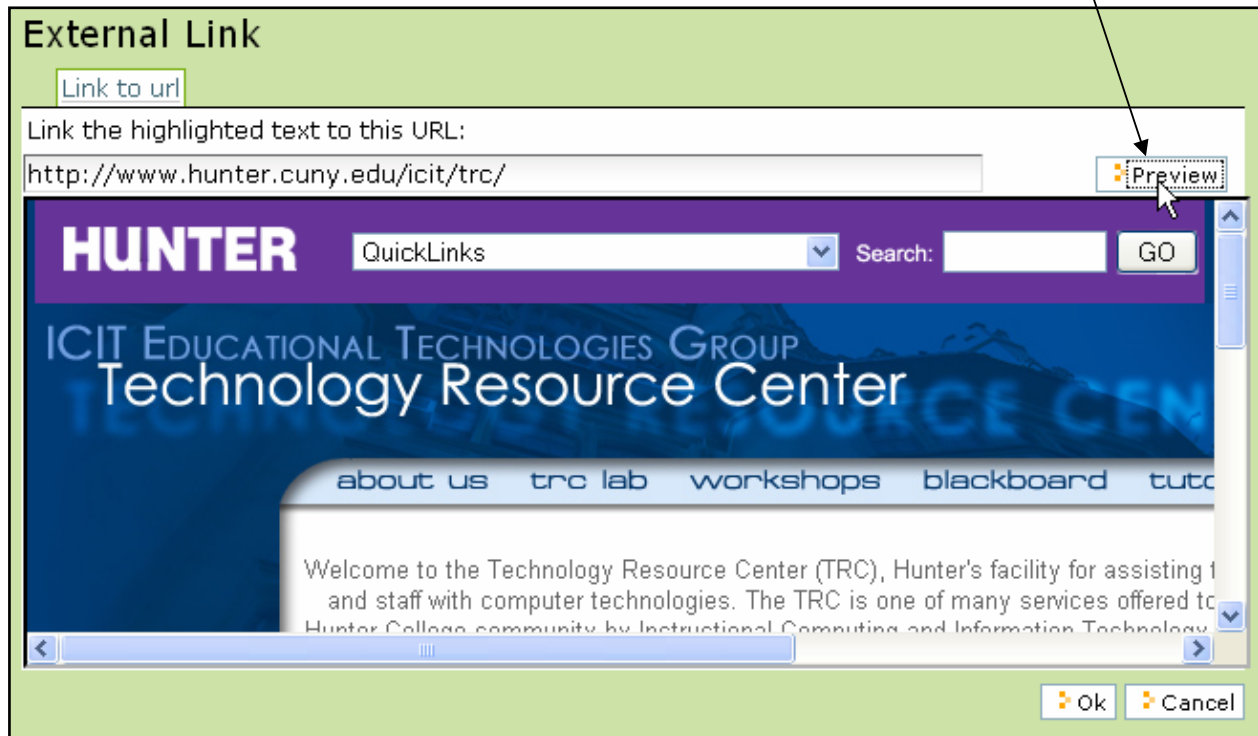
http://

Preview

Preview

Ok Cancel

- Once you have typed in the particular URL, you can click the **Preview** button to view the site in the preview pane. Click **OK** button to create the link.

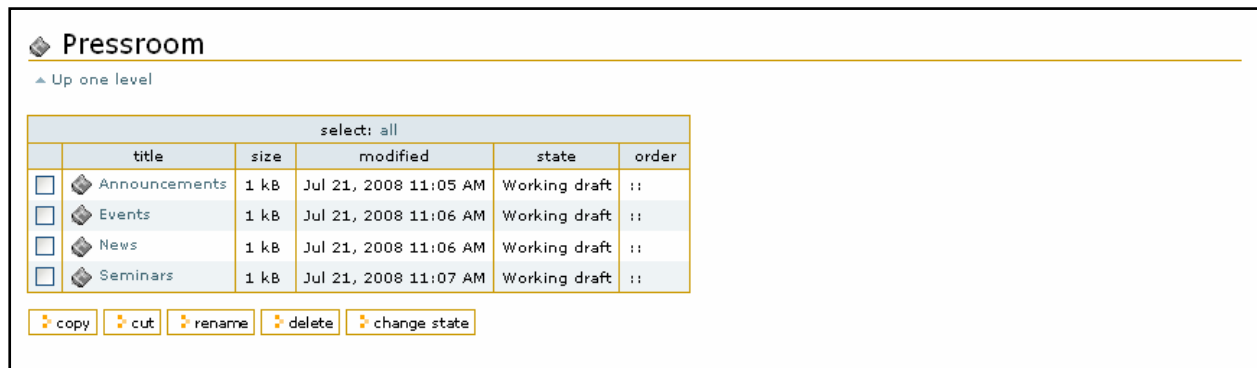


Create a Navigation Menu Link

- When in the top-level folder of your subsite, click to the **add new...** drop-down menu on the green menu bar and select **superlink**.
- This will take you to the **Add Superlink** page where you can enter the link's title and an optional description.
 - **Internal Target:** click the **add** button underneath **Internal target** field. This is the location where you can browse all the pages in the Hunter WebCMS.
 - **External Target:** type the URL ("web address") of the site you want to link to in the blank underneath **External target**.
- When you have finished, click the **save** button at the bottom of the page.

How do I use the Pressroom?

The **Pressroom** is for news items, events, and similar time-dependent content. When you add news items (and publish them), the relevant **portlet** will show the most recent items on the sidebar of your site. There are separate **portlets** for News, Seminars, and Events, which correspond to each of those folders inside the **Pressroom**.



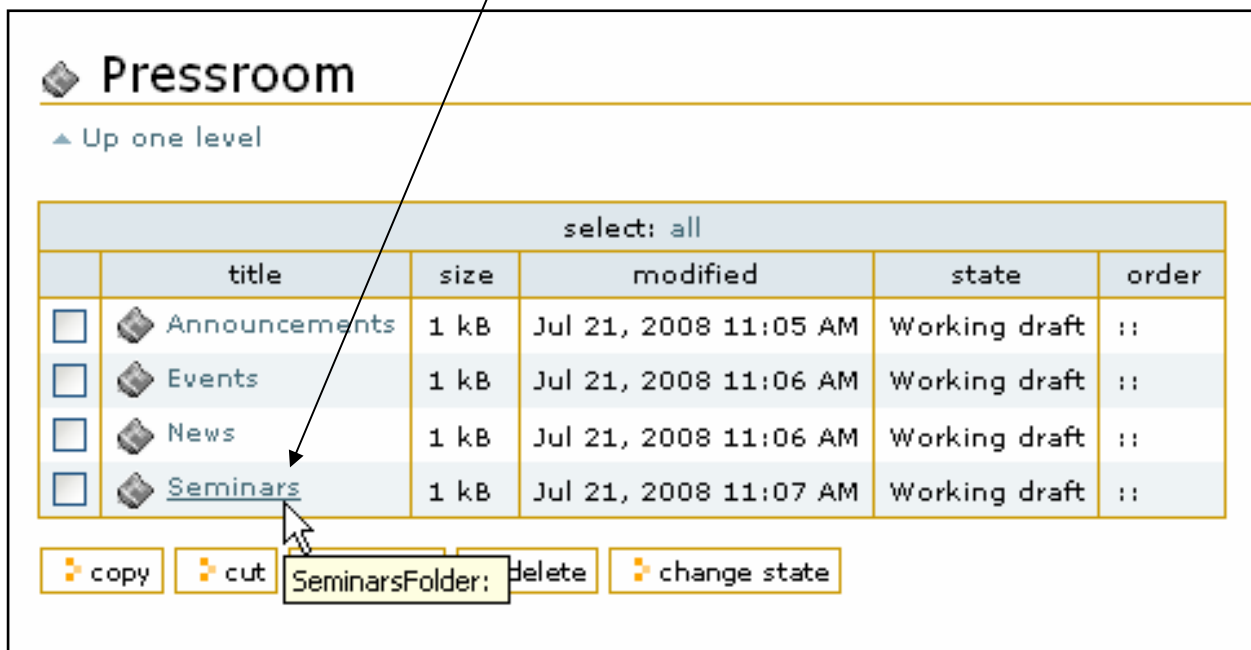
Pressroom

▲ Up one level

select: all					
	title	size	modified	state	order
<input type="checkbox"/>	◆ Announcements	1 kB	Jul 21, 2008 11:05 AM	Working draft	::
<input type="checkbox"/>	◆ Events	1 kB	Jul 21, 2008 11:06 AM	Working draft	::
<input type="checkbox"/>	◆ News	1 kB	Jul 21, 2008 11:06 AM	Working draft	::
<input type="checkbox"/>	◆ Seminars	1 kB	Jul 21, 2008 11:07 AM	Working draft	::

copy cut rename delete change state

- To add a new **Pressroom** item, select which type you would like to add. In our example, we will add a **Seminar**.



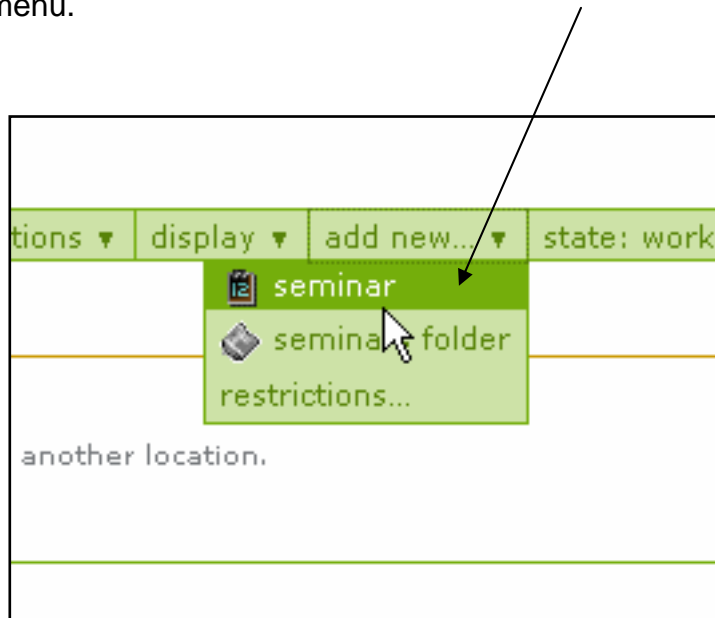
Pressroom

▲ Up one level

select: all					
	title	size	modified	state	order
<input type="checkbox"/>	◆ Announcements	1 kB	Jul 21, 2008 11:05 AM	Working draft	::
<input type="checkbox"/>	◆ Events	1 kB	Jul 21, 2008 11:06 AM	Working draft	::
<input type="checkbox"/>	◆ News	1 kB	Jul 21, 2008 11:06 AM	Working draft	::
<input type="checkbox"/>	◆ Seminars	1 kB	Jul 21, 2008 11:07 AM	Working draft	::

copy cut **SeminarsFolder:** delete change state

- The **Seminars** page will now open. Select “**seminar**” from the “**add new...**” drop-down menu.



- The **Add Seminar** page will then load. Fill out the details of the seminar and click the **Save** button at the bottom of the page.

 A screenshot of the 'Add Seminar' form. The form has a title 'Add Seminar' and a subtitle 'Information about an upcoming seminar, which can be displayed in the calendar.' There are two tabs: 'Default' (selected) and 'Advanced'. The form contains the following fields:

- Seminar name**: A text input field containing 'Hunter WebCMS Orientation'.
- Topic**: A text area containing 'This seminar will introduce you to the Hunter WebCMS.'
- Event Location**: A text input field containing 'TH 401'.
- Event Starts**: A date and time selector showing '2008 / June / 11' at '11 : 00 AM'.
- Event Ends**: A date and time selector showing '2008 / June / 11' at '01 : 00 PM'.
- Descriptive text**: A rich text editor with a toolbar and a text area. The text area contains 'This seminar will introduce you to the Hunter WebCMS. Several topics will be covered during this seminar: 1. How to access your subsite'.

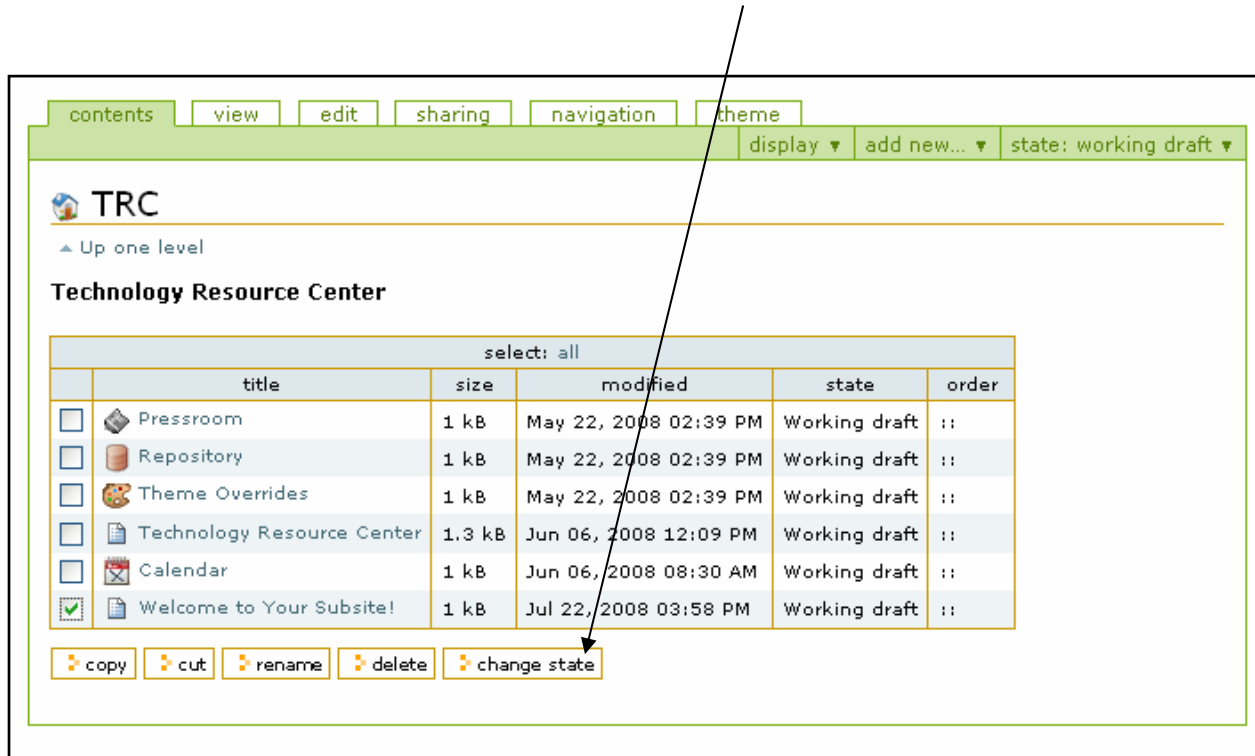
Publishing

How do I make my page visible to internal or external site visitors?

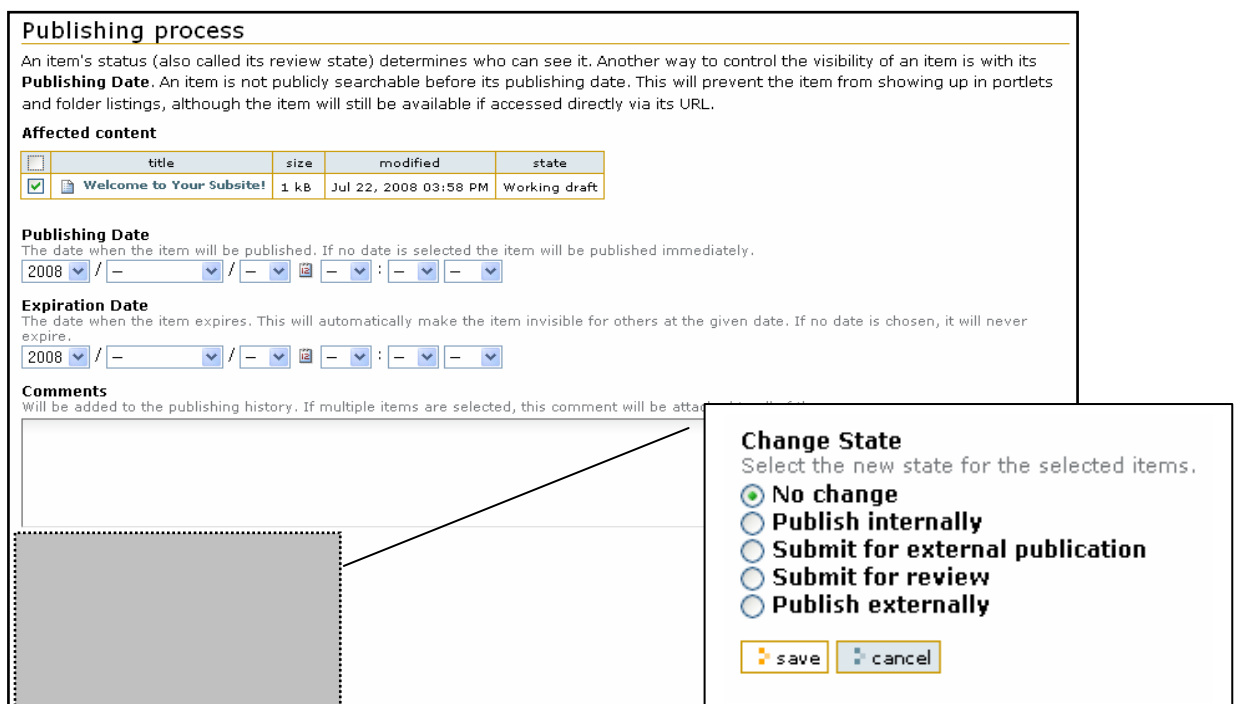
- While on the page you would like to publish, click **state:** from the green menu bar and then select:
 - **publish externally** - Visible to both other users of the WebCMS and the public.
 - **publish internally** - Visible to only other users of the WebCMS.

The screenshot displays the Hunter WebCMS interface. At the top, there is a green navigation bar with tabs for 'view', 'edit', 'sharing', 'navigation', and 'theme'. To the right of these tabs is a 'state: working draft' dropdown menu. A dotted arrow points from the text 'state:' in the list above to this dropdown. The dropdown menu is open, showing options: 'publish externally', 'publish internally', 'submit for external publication', 'submit for review', and 'advanced...'. Another dotted arrow points from 'publish externally' in the list to the corresponding option in the dropdown. Below the navigation bar, the page title is 'Technology Resource Center' by Jennifer Jaiswal, last modified on Jun 06, 2008. The main content area contains two paragraphs of text about the Technology Resource Center (TRC).

- Alternatively, if you are viewing the **contents** tab, put a check mark next to the page you wish to publish and click the **change state** button at the bottom.



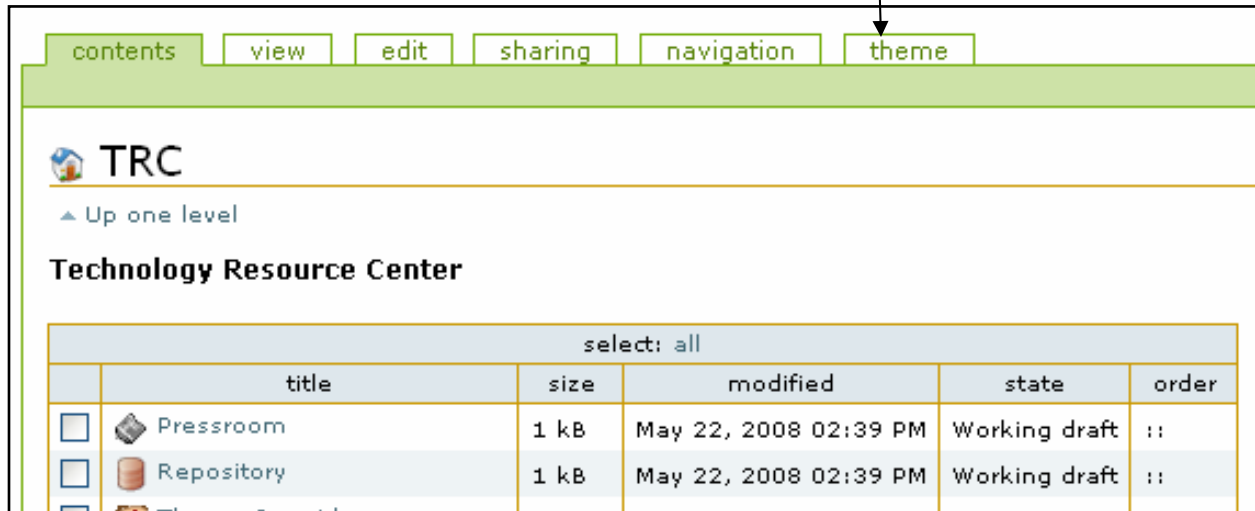
- You will be taken to a page with additional options. Select either “**Publish**” option’s radio button, then click the **save** button at the bottom of the page.



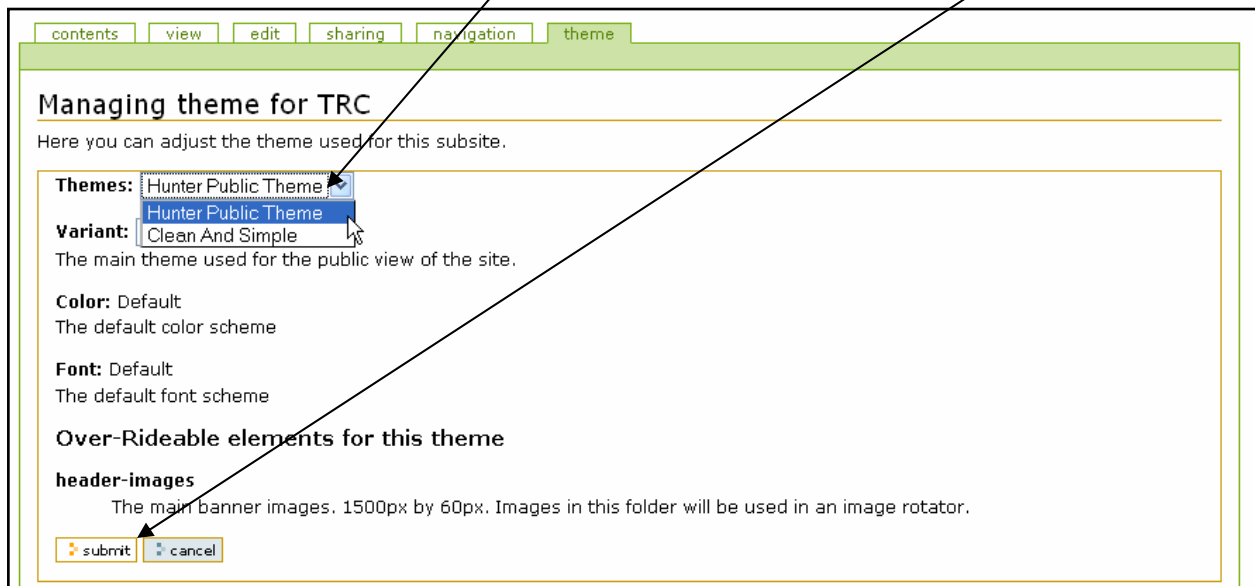
Themes

How to choose a theme

- From the top level folder of your subsite, select the **theme** tab.



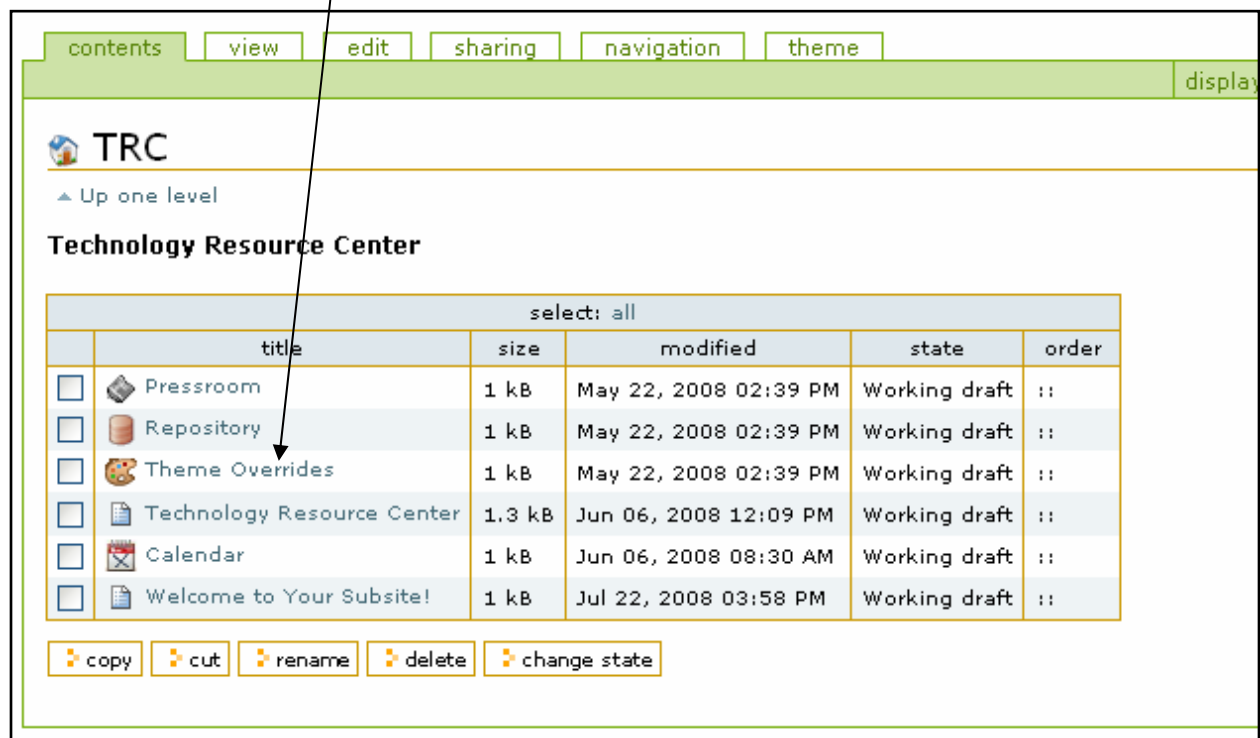
- Choose an option from the **Themes** drop-down menu, and click **Submit**.



Upload a logo for the “Clean and Simple” theme

First, you must make sure the image file is correctly set up. The “Clean and Simple” theme is designed such that your logo appears in a certain fashion when the page is loaded, and then displays differently when the visitor moves the mouse pointer over it. These are not two separate image files, however. The logo graphic must be 212 pixels wide by 118 pixels high; the top 59 pixels of the graphic are displayed most of the time, and the bottom 59 pixels when the image is moused-over. So in most cases, the actual image file you upload will be two copies of your logo, one stacked above the other. Once your image file is created:

- Log into your subsite, and from the top level folder of your web site, click on the **contents** index tab to show the contents of this folder.
- Click on **Theme Overrides** in the contents list.



The screenshot shows the Hunter WebCMS interface. At the top, there are tabs for 'contents', 'view', 'edit', 'sharing', 'navigation', and 'theme'. Below these tabs is a 'display' button. The main content area shows the 'Technology Resource Center' with a list of items. The 'Theme Overrides' item is highlighted in blue. Below the list are buttons for 'copy', 'cut', 'rename', 'delete', and 'change state'.

select: all					
	title	size	modified	state	order
<input type="checkbox"/>	Pressroom	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Repository	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Theme Overrides	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Technology Resource Center	1.3 kB	Jun 06, 2008 12:09 PM	Working draft	::
<input type="checkbox"/>	Calendar	1 kB	Jun 06, 2008 08:30 AM	Working draft	::
<input type="checkbox"/>	Welcome to Your Subsite!	1 kB	Jul 22, 2008 03:58 PM	Working draft	::

- On the following page, click on **Clean And Simple**.

contents view edit syndication sharing navigation theme actions ▼ disp

Theme Overrides

▲ Up one level

select: all

	title	size	modified	state	order
<input type="checkbox"/>	Hunter Public Theme	1 kB	May 22, 2008 02:39 PM	Working draft	::
<input type="checkbox"/>	Clean And Simple	1 kB	Jun 04, 2008 03:12 PM	Working draft	::

copy cut rename delete change state

Properties at this location

- From the green menu bar, select **image repository** from the **add new...** drop-down menu.

theme

actions ▼ add new... ▼ state: working draft ▼

image repository

restrictions...

- On the **Add Image Repository** page, type “department-logo” (or anything else you would like) in the Title field and an optional description.

Add Image Repository
A folder which can contain images.

Default Advanced

Title
department-logo

Description
A short summary of the content.
My departments logo.

- Click the **save** button at the bottom.
- On the following page, select **image** from the **add new...** drop-down menu.
- Upload your logo image in the usual fashion.

Upload a logo for the “Hunter Public” theme

Your image file will appear as a banner stretched along the front of your page. The image must be 1500 pixels wide by 60 pixels tall--if it is less than 1500 pixels, it will start repeating! You can upload multiple images of this size, and the display will rotate between them each time the page is loaded.

- Log into your subsite, and from the top level folder of your web site, click on the **contents** index tab to show the contents of this folder.
- Click on **Theme Overrides** in the contents list.
- On the following page, click on **Hunter Public Theme**.
- From the green menu bar, select **image repository** from the drop-down **add new...** menu.
- On the **Add Image Repository** page, put “header-images” (or anything else you would like) in the Title field and an optional description.
- Click the **save** button.
- On the following page, select **image** from the **add new...** drop-down menu.
- Upload your logo image in the usual fashion.

Notes
