

Faculty Web Site with WCM



CALIFORNIA STATE UNIVERSITY, SACRAMENTO

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WORKSHOP DESCRIPTION

Overview

You will modify a Web page template that will become the home page of your new faculty Web site. Your first page will contain basic information about you and your courses. If you have an account in the WCM (Web Content Management) system, you will be able to publish your completed site to the Web.

Prerequisites

You need to have an account in the WCM (Web Content Management) system.

Objectives

Participants in this workshop will:

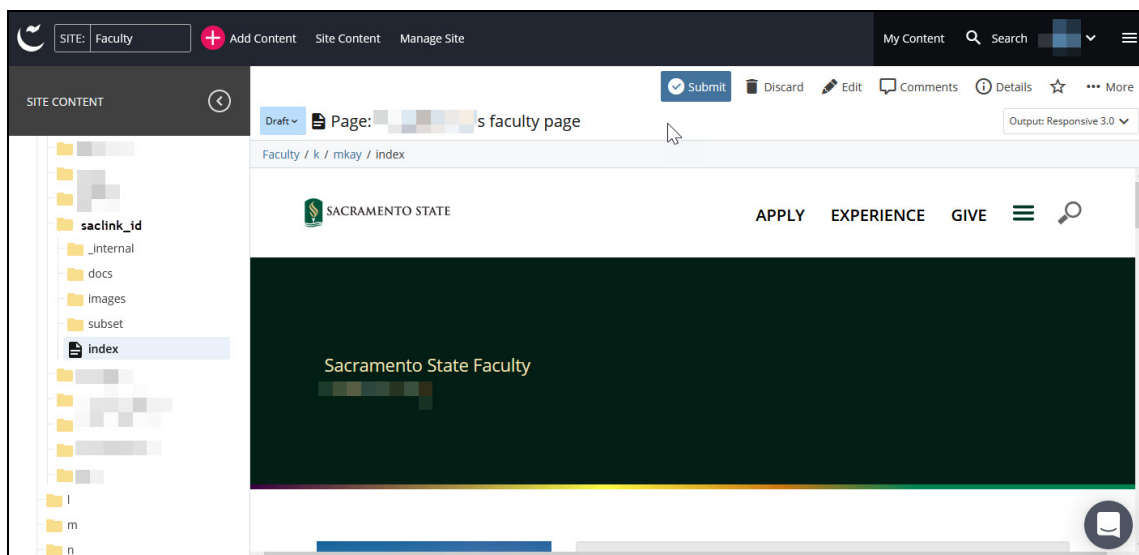
- Understand how to use the faculty Web site template in the WCM
- Learn how to edit pages in the WCM
- Learn how to add images and files to your WCM site.

FACULTY WEB SITE WITH WCM

Introduction

Faculty Web sites can now be edited in the campus' WCM (Web Content Management) system. This system makes it easy to create and edit your site without having to know HTML.

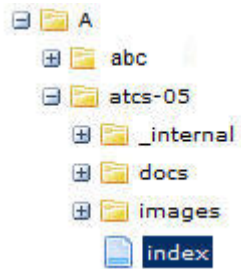
The faculty Web site template consists of two parts. First, the home page contains general information about you and provides a way for potential students, current students and colleagues to learn about you. Therefore, it's important to publish the material that will best represent you. Second, you can provide course information – either in the form of a short description or a long description that includes a syllabus, calendar, and other information. The template is customizable, so you can modify it to your specific needs.



Getting Started

- step 1.* Request a new faculty account in the WCM by completing the online request form at [Open a Service Ticket for a Faculty Web Page](#).
- step 2.* After you receive a reply that your faculty account is created (after you sent the online form in the previous section), you can login to the WCM system at <https://cascade.csus.edu>
- step 3.* After you login, click in the box in the upper left next to **Site**.
- step 4.* Select the **Faculty** option from the list.
- step 5.* Click the folder with the first initial of your last name, to expand this folder.

- step 6.** Click the folder with your SacLink ID to expand it. The system displays your folder, subfolders and any pages in the main folder for your account. *Note: You may have access to view other users' pages, but you cannot edit them.*
- step 7.** Click the name of your main webpage, called **index**. Your main page now appears in the right area of the screen.



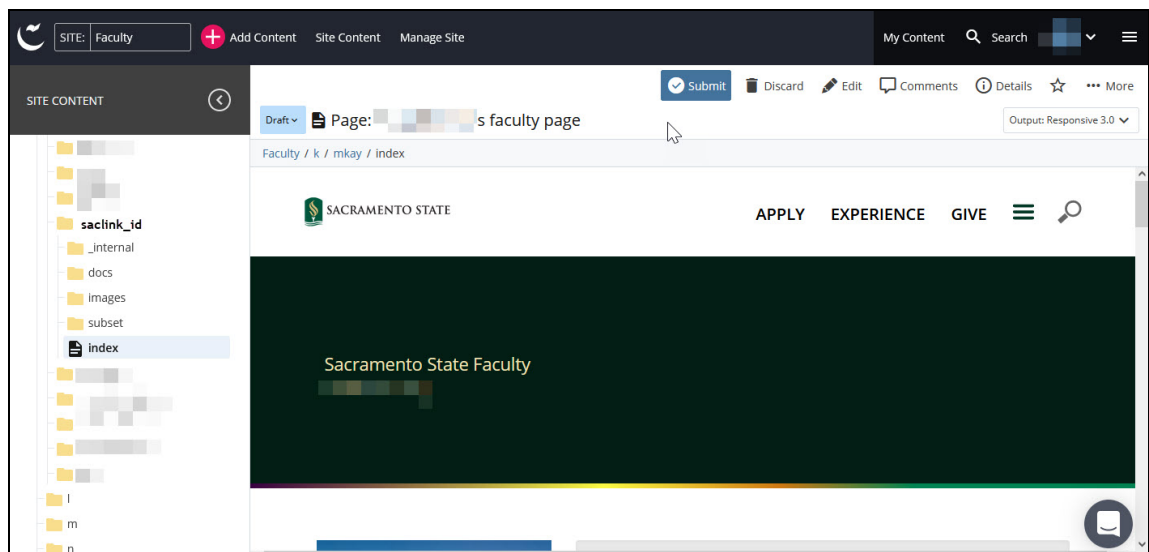
Understanding the Template

The template has been created with default content that you may alter as desired to meet your specific needs. *Template pages consist of structural, non-editable regions, and regions or sections of content that are editable.* The initial template consists of a main home page (index) that contains general information about you, your courses and additional areas that can be customized.

The WCM Layout

The WCM consists of three areas:

1. The left navigation that contains the structure of your site, including folders and files.
2. The top area of the right frame which contains various buttons, such as Edit.
3. The specific page or information related to the tab and button from the second area.



The Top Area (Buttons)

The top area consists of buttons for specific actions on your webpage displayed.

When you select a file name, the top row buttons are:

- Submit – To save changes you make to the page.
- Discard – To not save the changes you made to the page.
- Edit – To change the content on the page.
- Comments – To add a comment or reminder regarding the page displayed.
- Details – Displays basic information about the page.
- More – Additional tasks, such as displaying a **Full Screen Preview** of what the page will look like when published. The **Live** option displays your webpage as it looks in a browser (currently published page).

Editing the Template

We are now ready to edit our home page using the WCM. After we change the page(s), you will have the option of publishing the Web site files to your Web server space.

Changing the Contact Information

- step 1.* Within the WCM, be sure you click the name of your page to edit from the left navigation, such as *index*.
- step 2.* With the page displaying in the right area, click the **Edit** button.
- step 3.* Under the *Faculty Page* section, locate the **Contact Information** area and edit your contact information, as appropriate, using the boxes in the WCM form.
- step 4.* Use the light grey scroll bar on the far right of the browser to navigate up and down in the WCM form.

Adding Your Photograph (or Deleting the Current One)

If you have a photograph of yourself, you can replace the current one with your own. If you will not be including an image of yourself at this time, delete the current one.

Before you include your image on your home page, you need to be certain that it is in either *GIF* or *JPG* format. We recommend that you use an image-editing program such as Adobe Photoshop to edit your image to a maximum size of 200 pixels (width) by 275 pixels (height). You may also resize your image using the steps below.

TO ADD YOUR OWN IMAGE

- step 1.* With the file *index* opened in the **Edit** tab, click the link to the current image next to the *Profile Photo* field.

- step 2.* Click the **Choose File** button.
- step 3.* In the pop-up window, click Browse to select and locate a file already in your website, such as the **Images** folder.
- step 4.* To add a new image, click **Upload**.
- step 5.* Click the **box or Choose** and locate your image on your computer.
- step 6.* Click **Open** to add the file name to the pop-up window.
- step 7.* Click the **Images** folder in the pop-up to add the image into that folder (recommended).
- step 8.* Click **Choose** to add the image to your page and your Images folder.
- step 9.* Click **Preview Draft** at the top to save your change, or continue with additional changes to the page.

Note: Images uploaded directly to a webpage are not resized to fit the area on the webpage.

TO RESIZE YOUR IMAGE

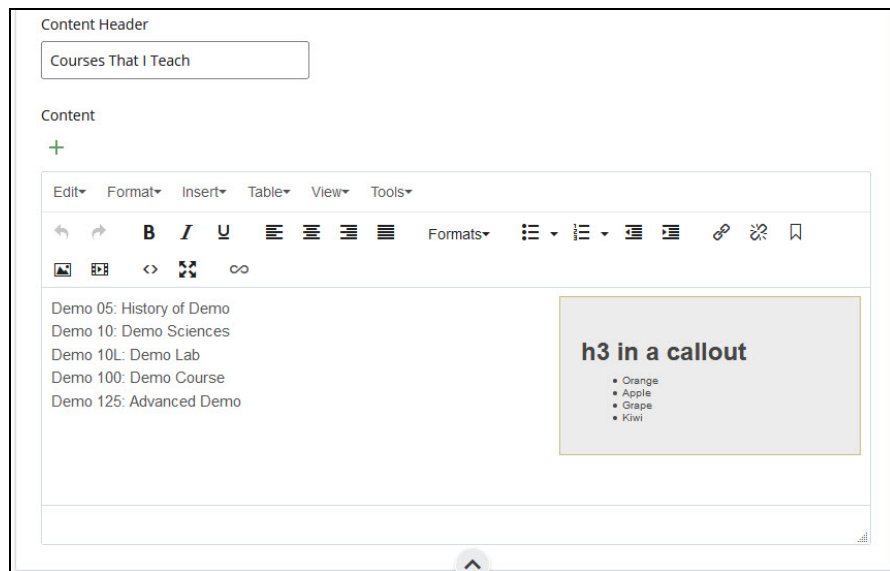
- step 1.* In the left navigation, click the first letter of your last name and then your SacLink ID (folder), if needed.
- step 2.* Under your folder, click the **images** folder.
- step 3.* Click the name of the image file you want to resize.
- step 4.* Click the **Edit** button in the upper right.
- step 5.* In the toolbar above the image click inside the box next to W and enter a new value (in pixels) for the width, such as 200.
- step 6.* Press the **tab** key on your keyboard to exit that box, which automatically updates the height value.
- step 7.* Click **Preview Draft** at the top to save your change, or continue with additional changes to the image.

Adding Details in User Defined Content Areas

User Defined Content areas are the major areas (content groups) that appear below your contact information. They can be edited or deleted, and you can add additional areas. The initial areas include:

- Courses that I teach
- Publications
- Abstracts
- Research Projects/Interests
- Professional Associations

- step 1.* With the file opened in the **Edit** tab, scroll down to the *User Defined Area* you want to edit.



- step 2.** Edit the title (Content Header) and detail information, as appropriate.
- In the Text Editor box, use the icons to help you format your text, and add images and tables. Hover over an icon (button) to view the label for that icon.
 - To add a link, first highlight the text you want to be the link and then click the link button (chain link). Note: Internal links are links to pages or files within your site, while External links are Web addresses (URLs) outside your site.
- step 3.** Add additional content areas by clicking the plus sign just below the title *User Defined Content*. This adds a new *User Defined Content* area below that area.
- step 4.** Click **Preview Draft** at the top to save your change(s), or continue with additional changes to the page.

Adding Your Own File

- step 1.** In the left navigation, click the first letter of your last name and then your ID (folder), if needed.
- step 2.** Under your folder, click the folder name or click the greater-than sign (>) next to the main folder (SacLink ID).
- step 3.** In the menu at the top of the page (upper left), click **Add Content**.
- step 4.** Select **File or Folder** (to create a new folder first).
- step 5.** Click **Choose** in the box with dotted lines and locate the file on your computer.
- step 6.** Click **Preview Draft** at the top to upload your file.

Adding a Link to a File in User Defined Content Areas

- step 1.** With the file opened in the **Edit** tab, scroll down to the *User Defined Area* you want to edit.
- step 2.** In the editor window, highlight the text you want for the link to the file.
- step 3.** Click the **Insert/edit link** button (chain link).
- step 4.** In the Insert/edit link window, click the **Choose** button next to Link Source.

- step 5.* In the window that appears, click **Browse** to locate the file or upload to add a new file from your computer.
- step 6.* Click the title of the file and then click **Choose** to select the file.
- step 7.* Click **OK** to accept the link to the file.
- step 8.* Continue to edit your page and click **Preview Draft** at the top to save your changes.

Adding a Link to a Webpage in User Defined Content Areas

- step 1.* With the file opened in the **Edit** tab, scroll down to the *User Defined Area* you want to edit.
- step 2.* In the editor window, highlight the text you want for the link.
- step 3.* Click the **Insert/edit link** button (chain link).
- step 4.* In the *Insert/edit link* window, click the box next to **External**.
- step 5.* Type the Web address of the webpage, or paste the address into the box.
- step 6.* Click **OK** in the *Insert/edit link* window to add the link to your file in the editor.
- step 7.* Continue to edit your page and click **Preview Draft** at the top to save your changes.

Adding Details in Right Column Area

The *Right Column* area is the last column that appears on the right of your home page. This column has a callout box to highlight specific information, such as links to your favorite websites. The callout box is an optional item that can be replaced or deleted from this content area.

Deleting Extraneous Content Areas

- step 1.* Review your home page and remove unnecessary content from the individual boxes.
- step 2.* To delete an entire area below the Contact Information, such as a *Right Column* area, click the **X** to the right of the title of that *Content Header*.
- step 3.* To add a new area below the Contact Information, click the **plus sign** to the right of the title of that *Content Header*.
- step 4.* Click the **Preview Draft** button at the top to save your changes.

Adding Additional Pages

Additional pages for your faculty site can be added using the **Add Content** button. You can add new pages with or without navigation.

- step 1.* With your website visible in the left navigation, click the **Add Content button** at the top.
- step 2.* Select **New Page**, and then select either *Faculty Secondary No Nav* for a page without navigation, or *Faculty Secondary with Nav*.
- step 3.* Edit the **Page Name**. It should not include a file extension and should not use spaces.
- step 4.* Edit the **Display Name** to give your new page a formal name.
- step 5.* Enter your content for the new page into the **Information** box.

- step 6.* Click **Preview Draft** at the top to save your change(s), or continue with additional changes to the page.
- step 7.* New pages DO NOT automatically get links to them from your home page. You must edit the home page and add a link to any additional new pages you create.

Publishing Your Faculty Web Site to the WCM

At this point, your faculty Web site (the pages you have been working on during this workshop) is located in the WCM, but not yet available to users. However, the whole point of a Web page is to enable the entire world to see what you have created! For the entire world to see your Web site, you need to publish your files.

- step 1.* From the left navigation area, click your ID folder name to select your entire site. If you just wish to publish a single file, select that file from the left navigation.
Note: You must also publish images, files, and folders that you created, but have not yet published. Thus, it is easier to publish your entire site.
- step 2.* Click the **Publish** button.
- step 3.* Follow the prompts to publish your web site. Your page(s) will be published shortly.
- step 4.* To view your published site:
- Click the **index** page in your site.
 - Click the **Live** button beneath the **More** button.

The URL of your faculty Web site is similar to the following example:
<http://www.csus.edu/faculty/firstletter/saclink>

Update the Faculty Web Page List

Once you have finished editing your pages in the WCM system and you have published the site, you can request that links to your old site be redirected to your new site.

If you have an existing faculty Web page that you want redirected to your newly published website, or you want to add your name to the official campus faculty Web page list, please complete and submit the form at the [Faculty Web Page Listing](#) site.

If you have an existing faculty Web page or link that resides on your department or college website, please contact the appropriate technology consultant that handles your department or college to change that page or link to go to your newly published website.

RESOURCES

Getting Help

[Technology Support Consultations](#)

<https://www.csus.edu/information-resources-technology/get-support-consultation/>

[IRT Service Desk](#)

<http://www.csus.edu/irt/ServiceDesk/>

[IRT Service Desk Help](#)

(916) 278-7337 or <http://www.csus.edu/irt/ServiceDesk/Forms/Email.html>

[WCM Help](#)

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