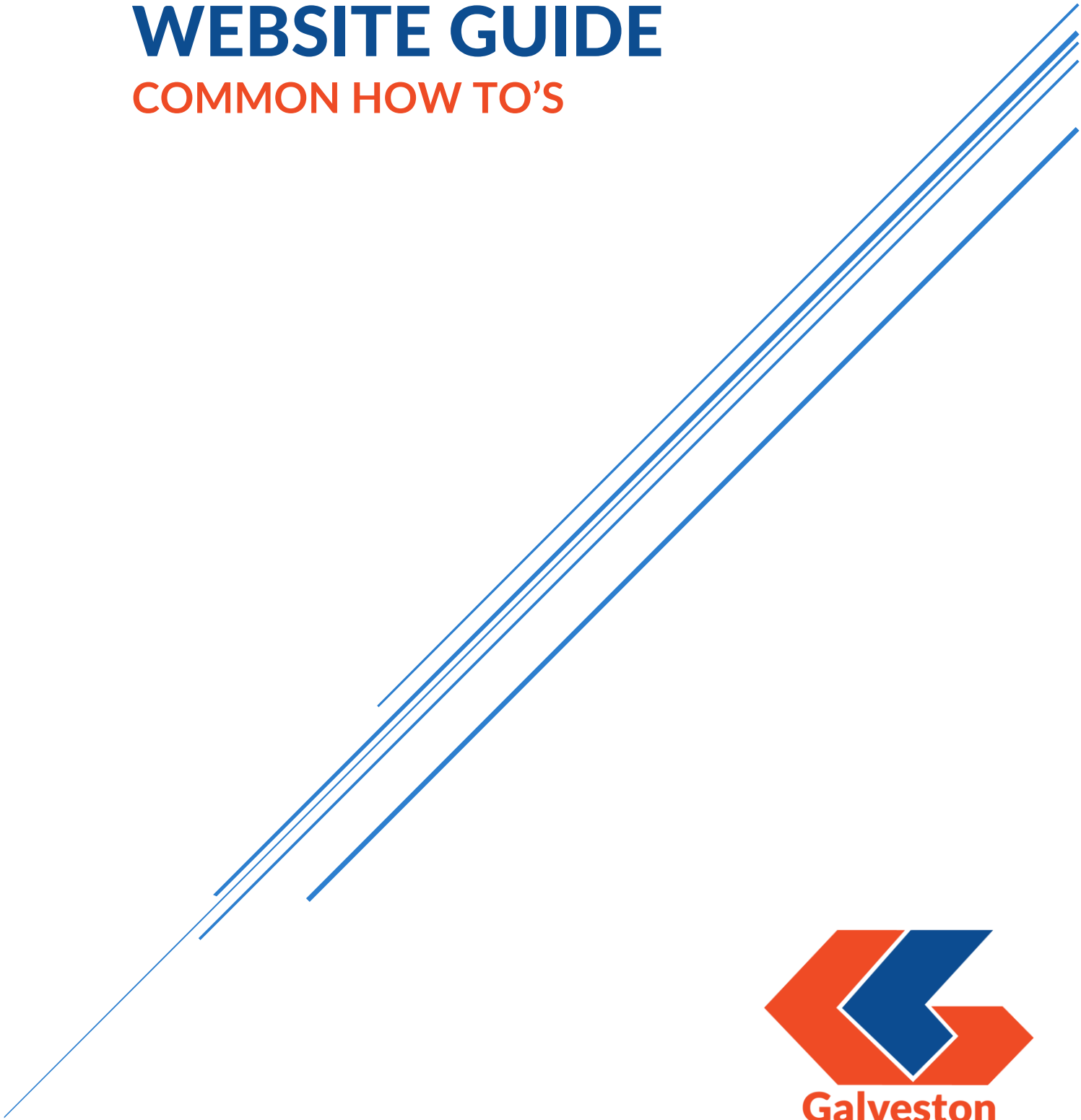# WEBSITE GUIDE
COMMON HOW TO'S

Galveston College

Website Guide: Common How-To's

This guide covers step-by-step tutorials of common website operations in the backend of Modern Campus' Omni CMS, the platform hosting Galveston College's website.

If you have any questions after fully reviewing this document, please contact Isabelle Perello, the Galveston College Digital Communications & Web Services Manager, at iperello@gc.edu or call Ext. 313.

Video tutorials are also available on the developer's support site: **https://support.moderncampus.com/cms/videos.html**

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Setting up your account

1. When you join GC, if eligible, you will be granted access to edit pages about your department on the Galveston College website.
   a. The request should be made by your supervisor to the Marketing & Communications department.
   b. If you do not have access, but believe you should, please contact your supervisor or the Marketing department.
2. If granted access, you will receive an email from Modern Campus/Omni CMS with instructions on setting up your account. This will go to your gc.edu email.
3. Follow the instructions provided by the email to log in to your dashboard. Once in, click on the "www" that pops up and that should take you to your Dashboard on the gc.edu website.
4. Contact Marketing if you have any problems or questions about setting up your account.

Checking out/Editing a Page

1. To see if you have any checked out pages, head to your dashboard and see if there are any pages listed in the "My Checked-Out Content."
   a. To "check back in" pages, either publish your changes or click the lightbulb icon (it should go from yellow to a gray outline).
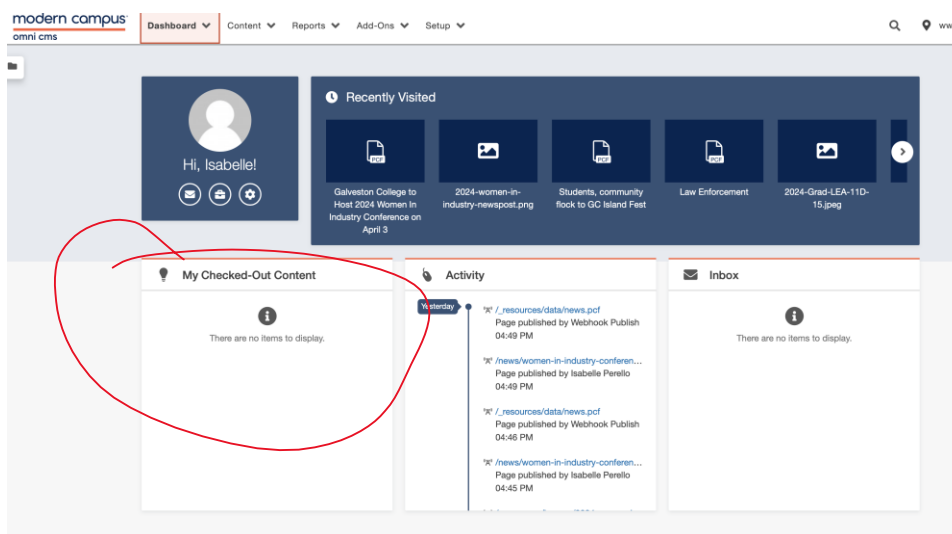
2. To check out a page, locate the page you want to edit under pages.
3. Click the lightbulb icon on the page – this action will check out the page and lock the page to your account. No users except administrators will be able to edit the page while the page is locked.
   a. Note – The edit section of the page may not become available until you "check out" the page, or it may automatically check out the page for you once you click into the edit section.
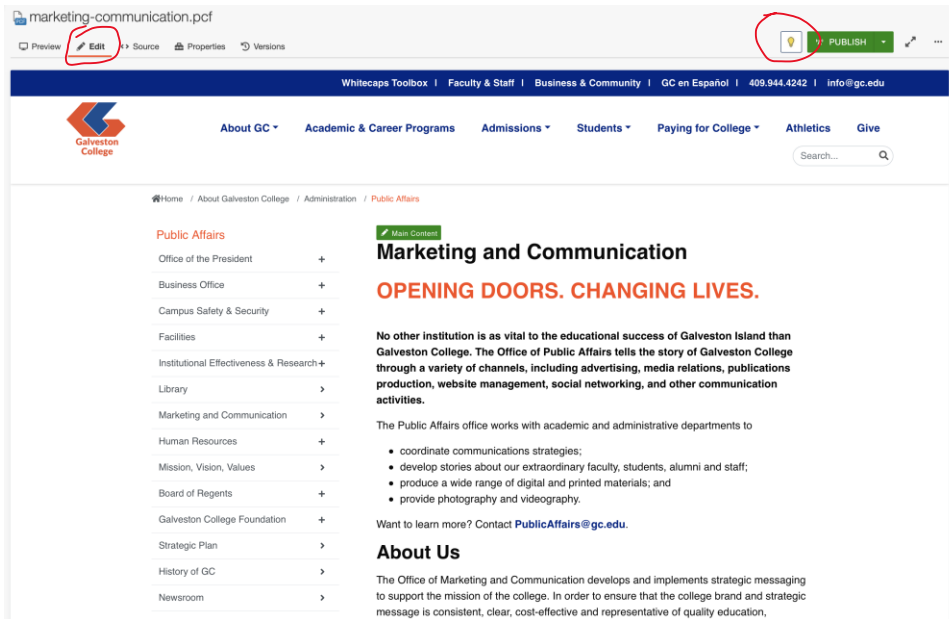
4. In most cases, you will only be able to edit the main content of the page, marked by a green banner.
   a. If you are trying to change side content, or link connections from different pages, please contact Marketing.
5. Click into the editable region by clicking the green banner and make your edits.
6. Click save to exit out of the editable region once edits are finished.
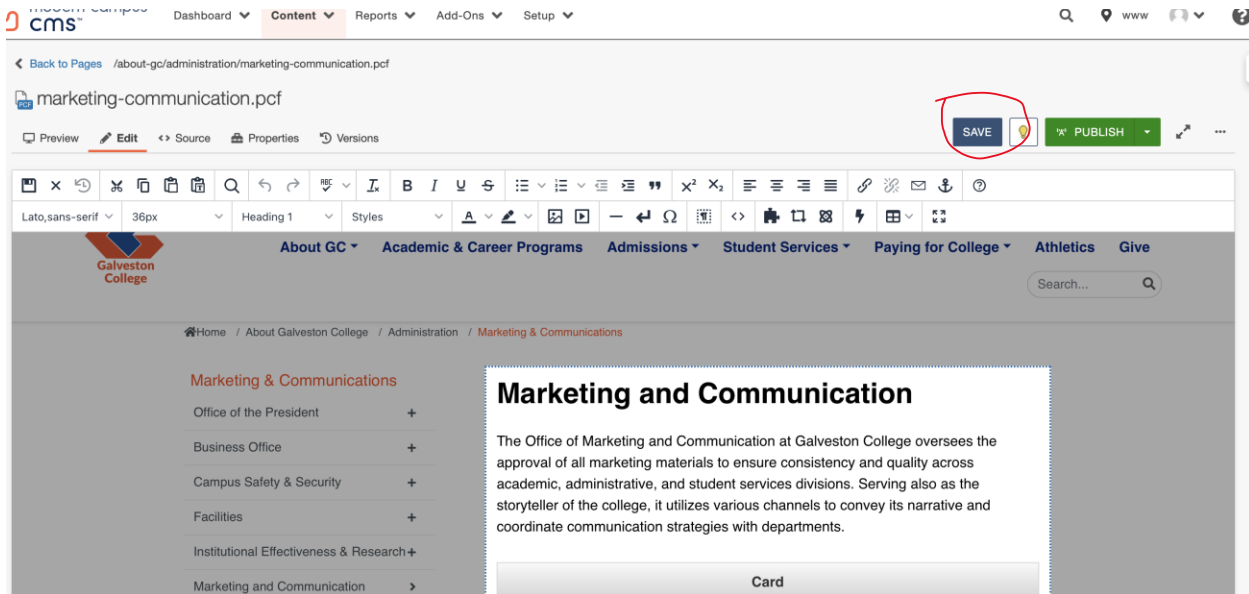
7. To publish your edits, click the green "Publish" button.
   a. When you click "Publish," you may see a box pop up to run "checks" on the page. You can use this to run a spellcheck for any potential errors across your page.
   b. If spellcheck is listing a correct word as an error, then you can ignore it – it won't affect publication.
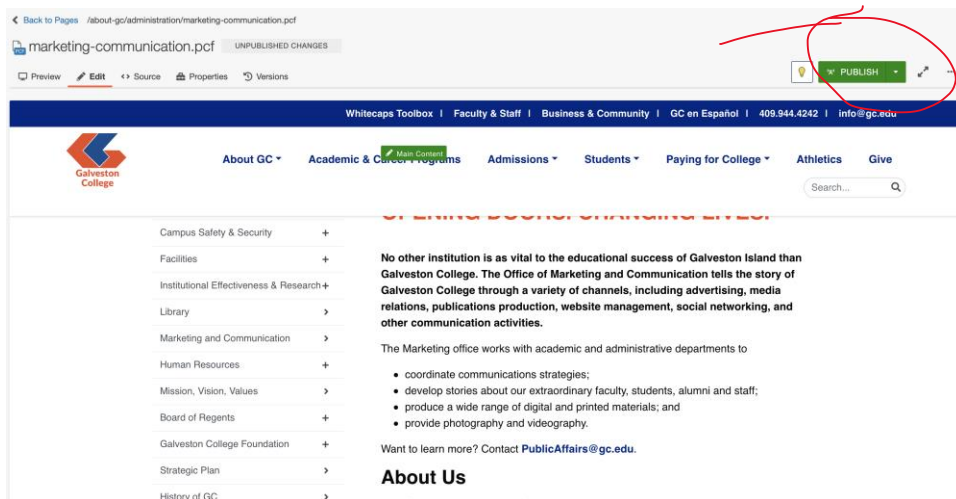
8. Your edited page will either be published automatically or be sent for approval by your administrator.
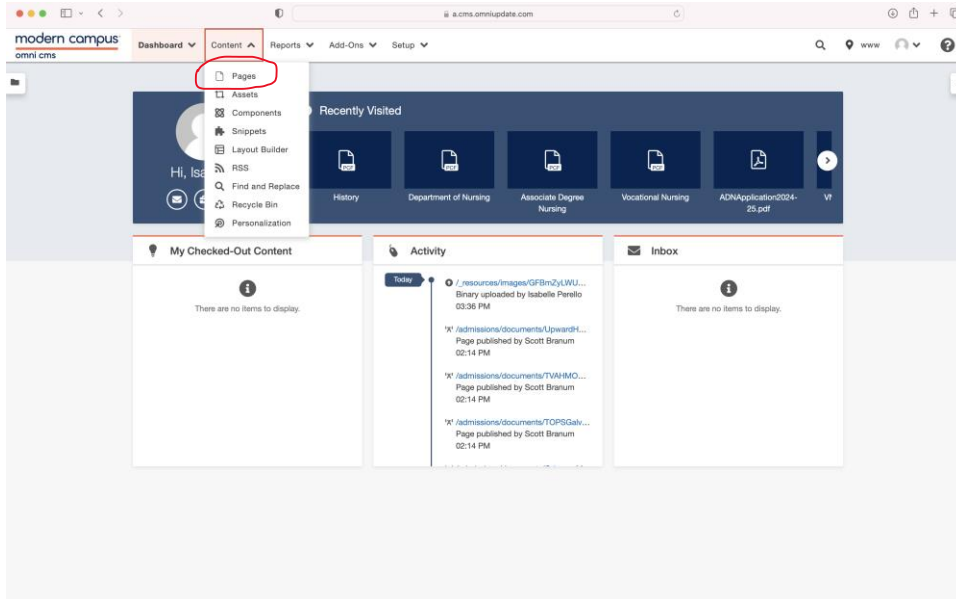
You can find video tutorials on the Modern Campus CMS support site here:
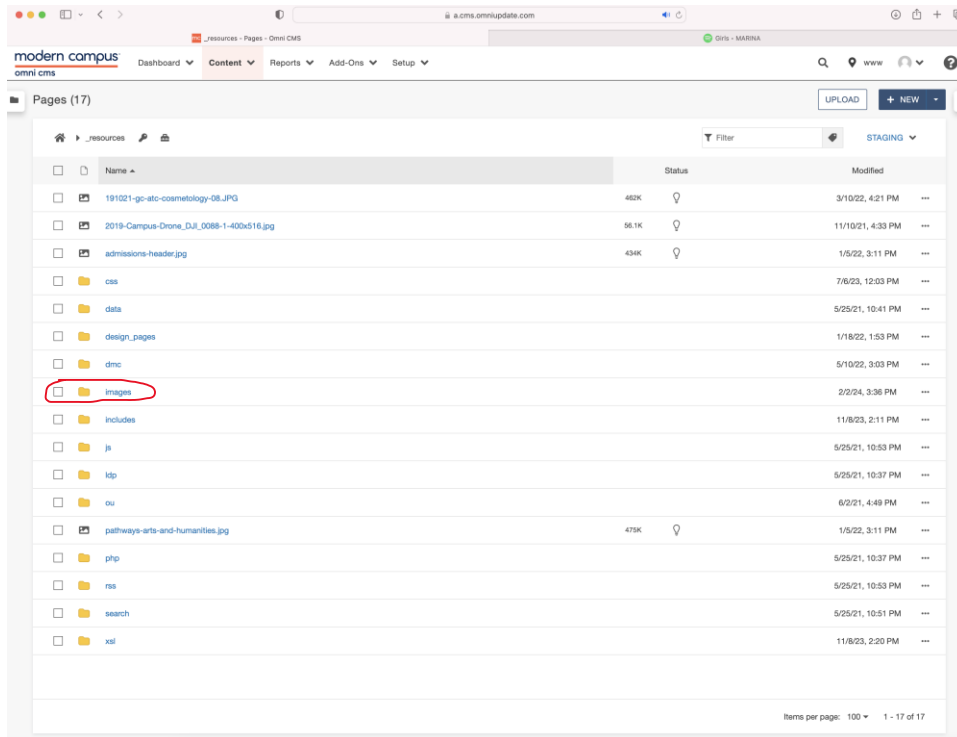**https://support.moderncampus.com/cms/videos.html**

Uploading images

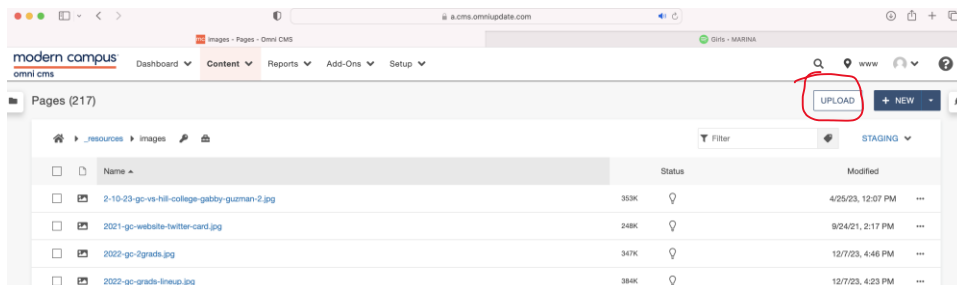Start on the "Pages" tab (selected from the "Content" dropdown menu).

1. Locate the resources folder (folders are marked by a little yellow icon).
    a. Pro Tip: Use the filter tab to look for any named folders/pages.
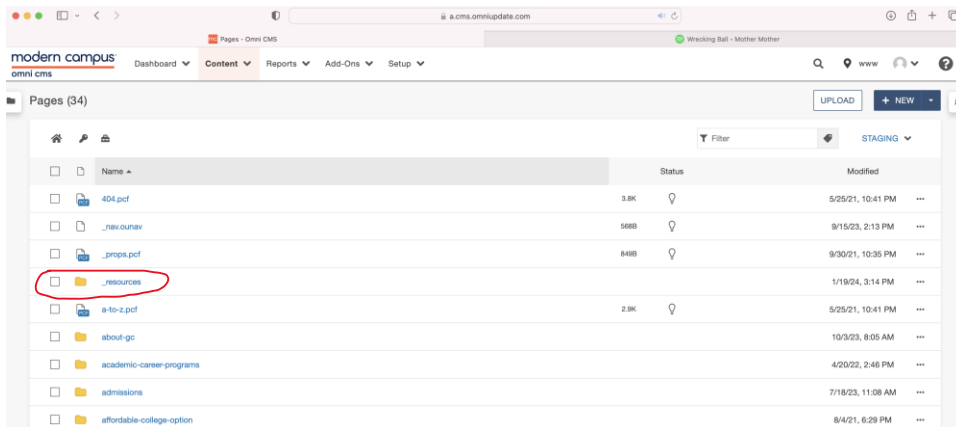
2. Locate the images folder within the resources folder.

3. Click "Upload" to upload your desired image (Do <u>not</u> click "+New" to upload).

4. Disregard any extra settings or access groups, the default should be tailored to you and your department.
5. Click the +ADD button next to Files and choose your desired image.
6. If you see your image file name appear in red, with the status "Invalid filename," that means you need to close any gaps in the current file name.
   a. Click on the three dots at the right of your uploaded file, choose re-name, and add hyphens in place of any space gaps in the file name.
   b. Click outside of the screen to ensure the image name is corrected – you should see the status change.

Example of valid file name:

Example of invalid file name:

7. Once the file name is in proper format, click "Start Upload" and you should be returned to the main images tab.
8. Locate your newly uploaded photo by searching the name in the filter tab at the top right of the page.
9. Locate your newly uploaded photo by searching the name in the filter tab at the top right of the page.
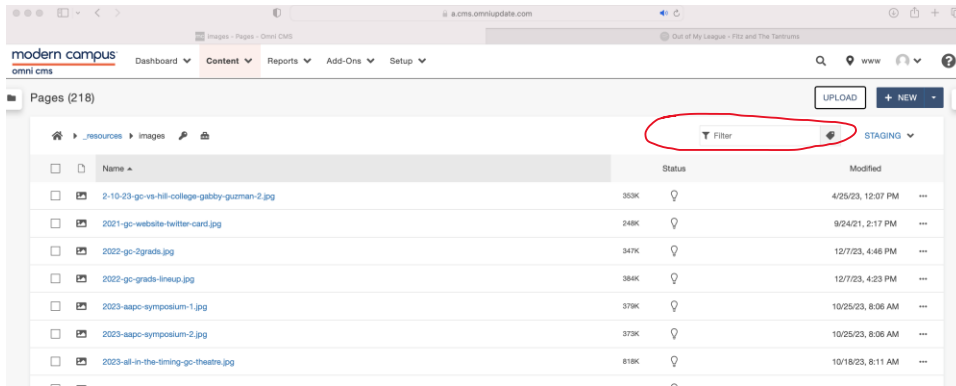
a. Your photo should have an unpublished status highlighted in gray.
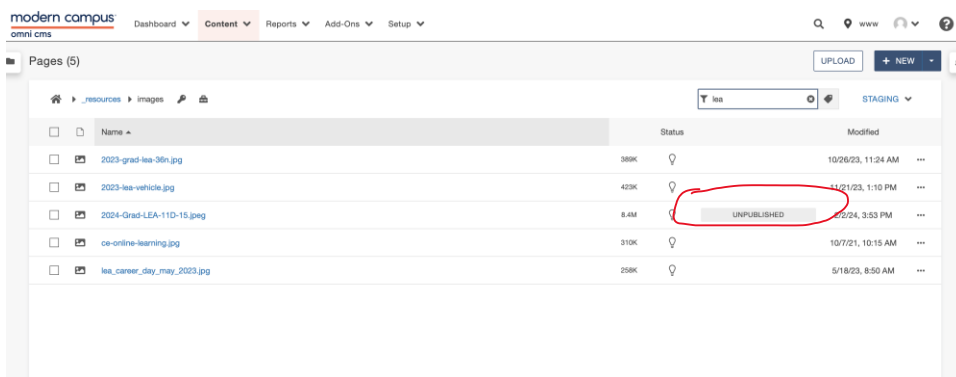
10. Click on the photo name – it should take to you an "Edit Image" landing page (you do not need to edit the image or change any of these settings).

11. Click "Publish" and then click "Publish" again in the small box that pops up.

Publish - 2024-Grad-LEA-11D-15.jpeg

Final Check   Schedule

🗓 **Schedule:** Add Schedule

Version Description

0/256

CANCEL   **PUBLISH**

12. Return to "Pages" and go to the file you are trying to upload the image to
    a. Pro Tip: Make sure you are checking out the page you are trying to edit by clicking the lightbulb image (it should be yellow if the page is checked out by you) - otherwise, you may not see an edit tab for the page.
13. Click into the section you want to add the image to and select the insert image button from your toolbar.
    a. If you do not see the image icon as shown in the screenshot example, please reach out iperello@gc.edu or call Ext. 313 – it may be due to your website account access.
    b.
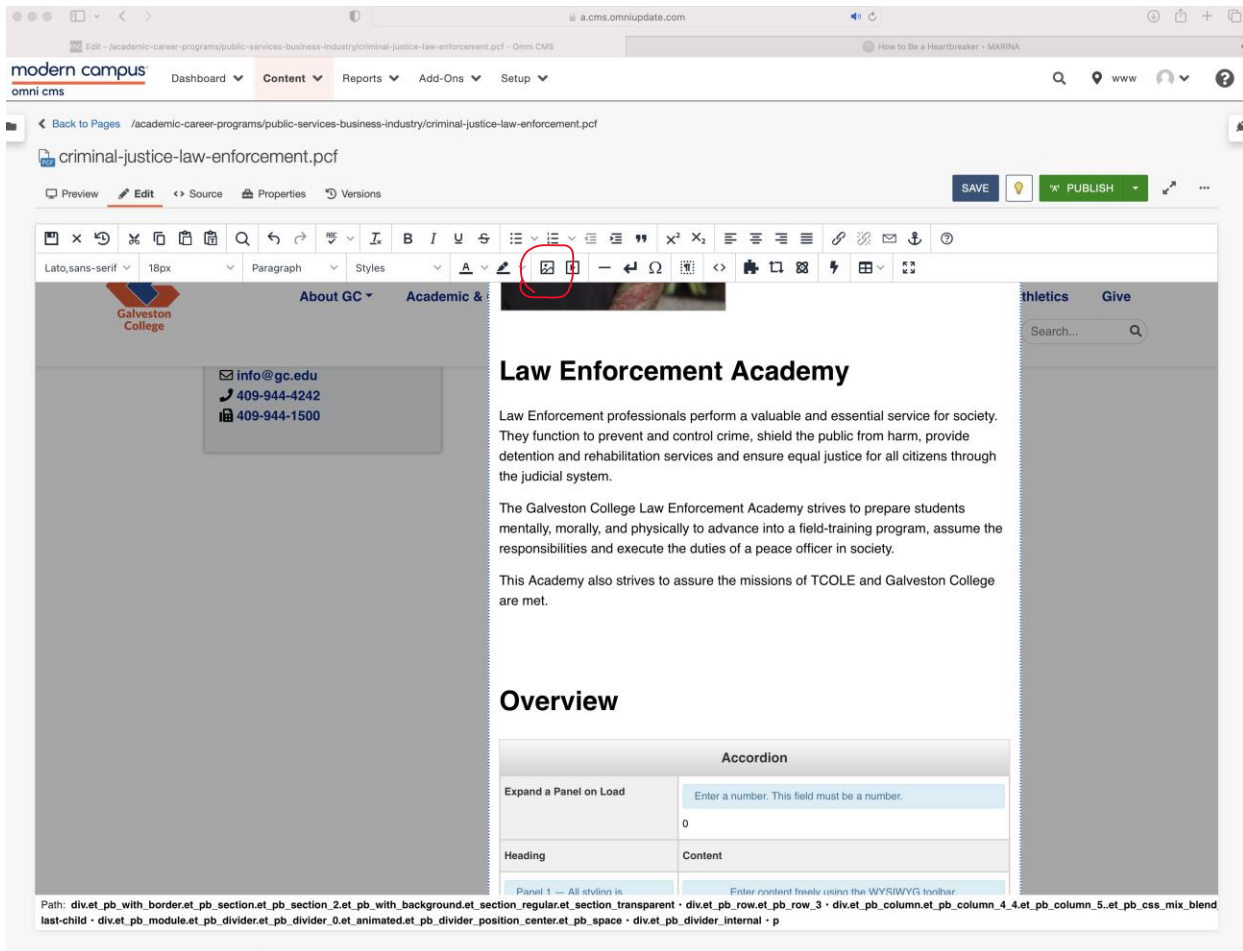
14. Click the ⬆ button next to source and locate your image within the images folder.

Insert/Edit Image   ✕

General   Source

Advanced

Alternative description

Image title

Width   Height   🔒

Class

(not set)   ⌄

Custom Class

ID

CANCEL   SAVE

Select Image

📍 Sites ▸ www ▸ _resources ▸ images   Staging   ⬍   UPLOAD ▾

Filter by tag

lea   ⊗ ☰ ⚏

📁 images

🖼 2023-grad-lea-36n.jpg

🖼 2023-lea-vehicle.jpg

🖼 2024-Grad-LEA-11D-15.jpeg

🖼 ce-online-learning.jpg

🖼 lea_career_day_may_2023.jpg

Name: 2024-Grad-LEA-11D-15.jpeg
Path: /_resources/images/2024-Grad-LEA-11D-15.jpeg
Size: 3220 × 2576 (8.4M)
Last Modified: Never
Last Published: 2/2/24, 4:04 PM   ✏ Edit Image

CANCEL   INSERT

15. Click "Insert."
16. Add an alternate description describing the photo.
    a. Example: "LEA 2024 award" for the image example would be a good alt description.
17. Save and submit your page for approval/publishing. Double check your page on the published website link to make sure the image uploaded successfully.

You can find video tutorials (under "Uploading Files") on the Modern Campus CMS support site here: https://support.moderncampus.com/cms/videos.html

Adding Calendar Events

1. Go to Add-Ons > Calendar > All Events.
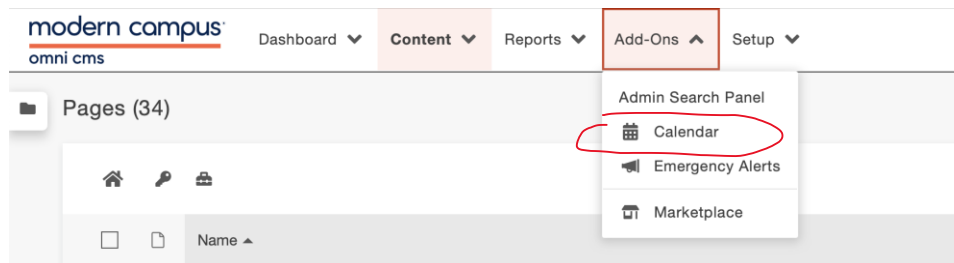
2. Click +New Event.
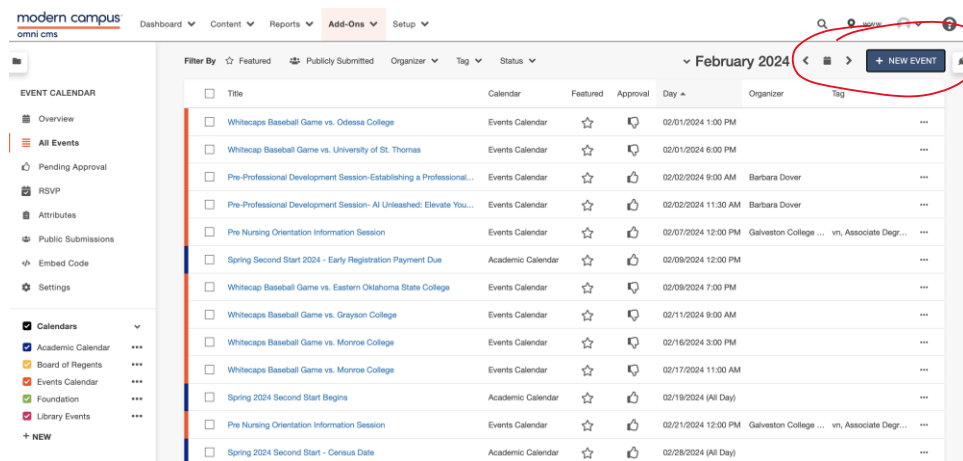
3. In the "calendar" dropdown, select the calendar that will show your event.
   a. Typically, you will only be choosing between "Academic Calendar" (anything related to academics, i.e. finals dates,) or the "Events Calendar" (any happenings on/involving campus non-academic related activities).
4. Name the event.
5. Pick the date and time for the event to start and end.
   a. Select the "All-Day" checkbox if your event will span one or multiple days.

6. If applicable, select if your event will repeat within the "Event Repeats" dropdown.
   a. Ignore if it's a one-time event (on a yearly basis).
7. Click "Create"
   a. If your account is set for website edits to be approved by a supervisor, then your event should be automatically published once approved.
8. Double check gc.edu to make sure your event is visible on the website calendar.

You can find video tutorials on the Modern Campus CMS support site here:
https://support.moderncampus.com/cms/videos.htmlv

Creating Dropdown tabs/ "The blue bars"

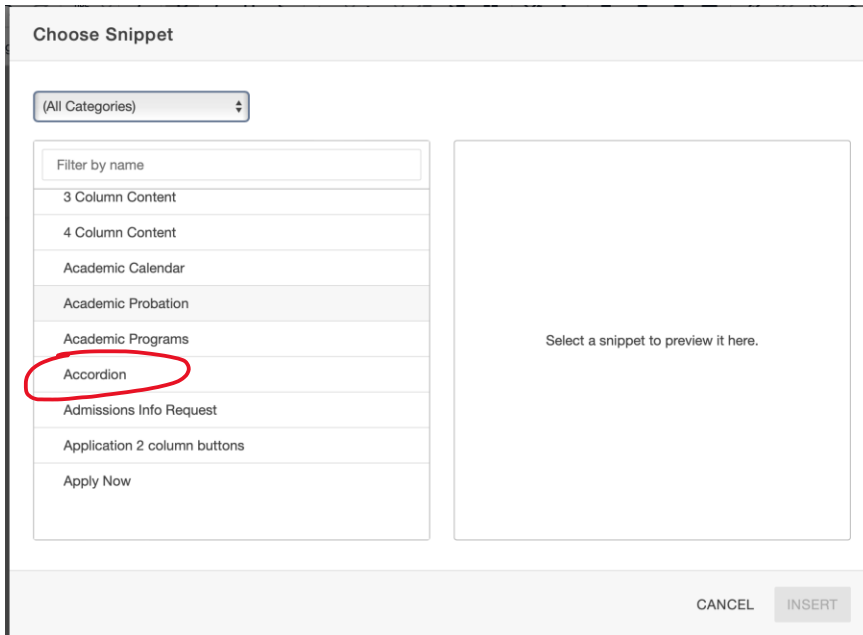1. Check out the page, click into an editable section to pull up your tool bar and select the "Snippet" icon (the one that looks like a puzzle piece).
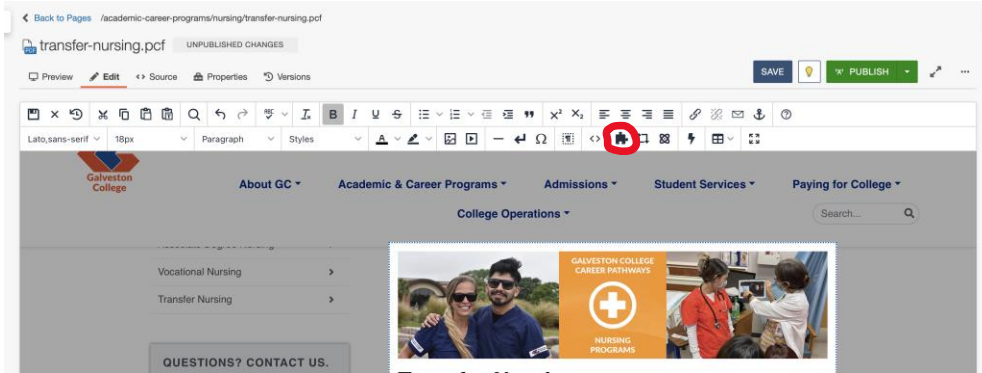
2. Within the Snippet menu that appears, select the "Accordion" option

3. Below is a screenshot example of the default Accordion menu, which lists out 4 "Collapsible Group Items," which are the sections that appear as the dropdown "blue bars."
   a. The Heading section will display the text over the top of the dropdown while the Content section displays once those dropdowns are clicked into/expanded.
   b. Ignore the sections above the Heading and Content tabs as they are set for our default formatting standards and are unchangeable.
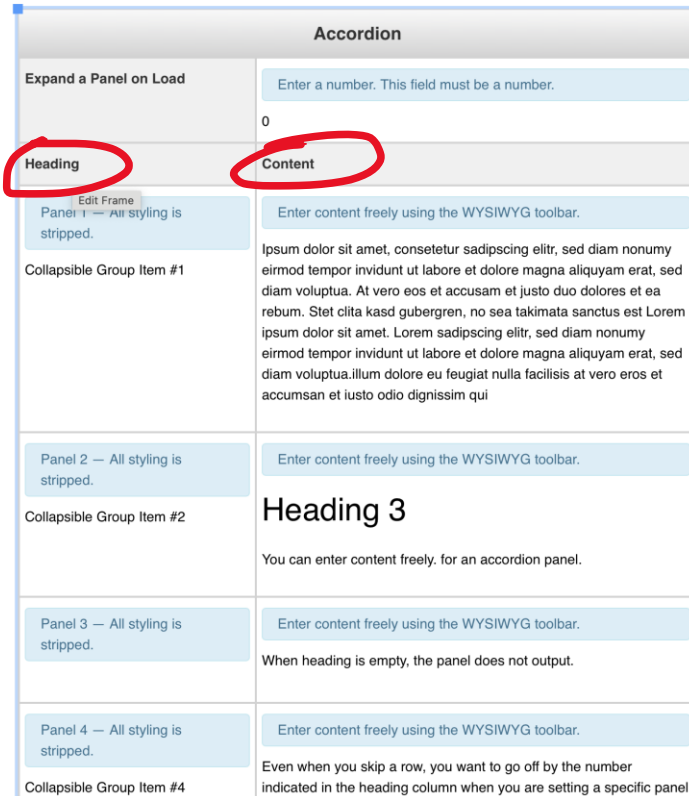
4. Delete the default text in the box spaces of the Accordion and replace it with your desired information.
   a. Be careful when deleting text because the template can be sensitive to changes. To maintain the format, highlight the entire paragraph to delete it, but leave one or two letters. Then, backspace to remove these remaining letters before adding your own text. This method ensures the format stays intact.
   b. If the columns seem wacky after you delete a paragraph, Control + Z is your best friend!

5. To add or delete a row, hence adding or deleting an extra "blue bar dropdown," left click on the row you want it next to (or deleted next to) and select Row > Delete Row or Insert Row Above/Below
   a. You can also add rows by finding the same icons highlighted at the top of the Accordion
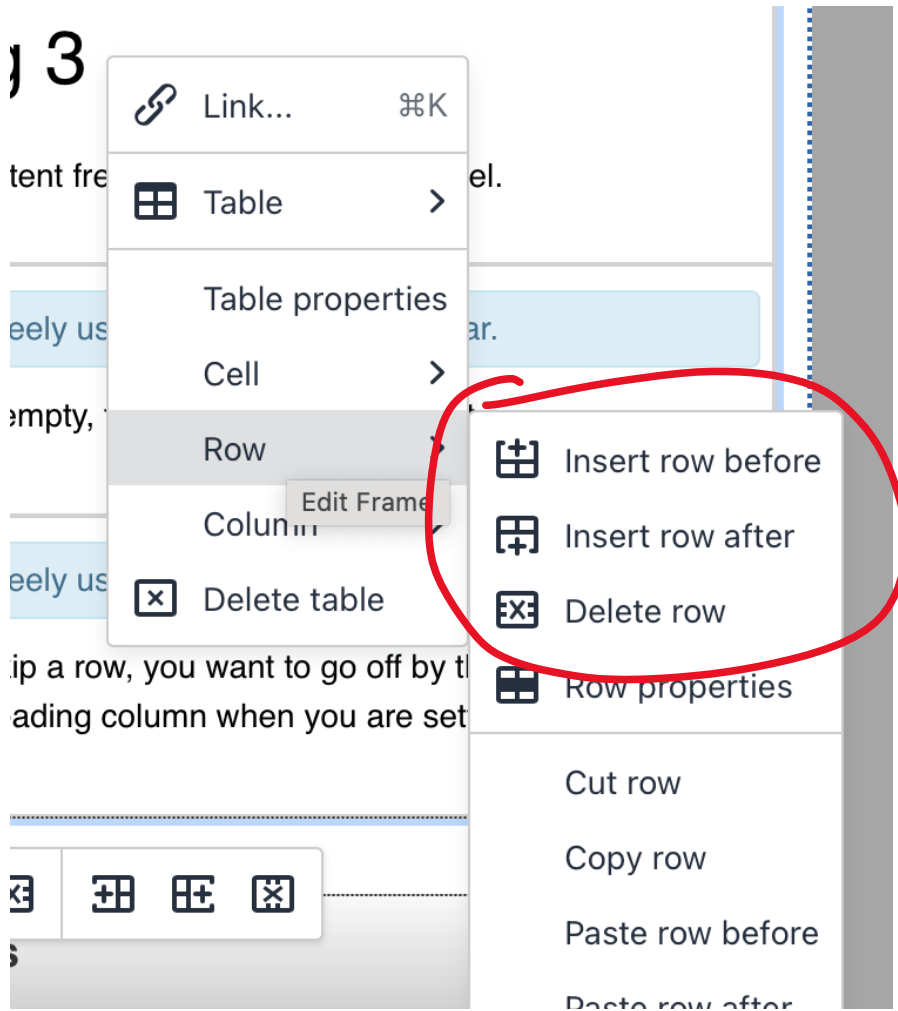
6. You typically want to have all your dropdowns in one accordion menu instead of creating multiple – this avoids any random gaps between dropdowns and keeps format consistency.

GC.EDU

Marketing & Communication

Digital Communications & Web Services

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