

<i>To edit:</i>	<a href="http://cascade.wesleyan.edu">http://cascade.wesleyan.edu</a>
<i>To view published site on staging server:</i>	<a href="http://cascadewww-staging.wesleyan.edu/will">http://cascadewww-staging.wesleyan.edu/will</a>
<i>Live site:</i>	<a href="http://www.wesleyan.edu/will">http://www.wesleyan.edu/will</a>

## New Semester Folder

- Highlight "courses-items" folder
- Click "new," then "folder" from dropdown
- Add System Name (i.e. "2010-fall")
- Choose Metadata tab
  - o Add Title (i.e. Fall 2010)
- Click "Submit"

## New Course

- Open "courses-items" folder
- Highlight the semester folder (i.e. "2010-fall")
- Click "new," then "course page" from dropdown
- Choose Season (Fall/Spring)
- Add Full Year (i.e. "2010" with exactly 4 characters)
- Add Course Name
- Add Description
- Add Instructor Name
- Add Date/Time Info (can use bold, line breaks with shift-return, etc)
- Select Sidebar Image from courses-items/images" (see more below)
- Add Instructor Bio
- Choose Metadata tab
  - o Add Display Name (i.e. "Geology and Art")
  - o Add to the Title (i.e. "Geology and Art, Wesleyan Institute for Lifelong Learning")
- Choose System tab
  - o Add System Name (i.e "geology-art") – be sure there are no spaces or capitals, use a dash if you need to, this will be included in the url of the course
- Click "Submit"

## Faculty

- Open "whoswho" page
- Click "Edit" to make the changes below
  - o Add Page Header (text to be displayed at the top of the page)

- Add Intro Paragraph (intro text, if needed)
- Then, for each individual complete the following:
  - Add Name
  - Add Title
  - (Add Photo – not necessary)
  - Add Bio text
- Click “Submit”
- (note, you can add more individuals by clicking the “+” below the word “contact)
- (note, you can reorder the individuals by clicking the up and down arrows)

## Ordering Courses within a Semester for the Courses Page

- Open “courses-item” folder
- Highlight semester folder (i.e. “2010-fall”)
- Click “Order” so it becomes highlighted
- Use the mouse to drag the courses up/down in the order list (note, they will be ordered in descending order so that #1 will be at the bottom of the list)

## Ordering Semesters within the Courses Page (for Archive semesters)

- Highlight “courses-item” folder
- Click “Order” so it becomes highlighted
- Use the mouse to drag the semesters in the order list (note, they will be ordered in descending order so that #1 will be at the bottom of the list)

## Course Spotlight (homepage, courses page)

- Open “course-spotlight” folder
- Open “spotlight” page
- Click “Edit” to make the changes below
  - Select Sidebar Image from “courses-items/SEMESTER/images” (more below)
  - Select Course from “courses-items/SEMESTER/COURSE-NAME”
  - Add Course Name
  - Add Instructor Name
  - Add Date/Time Info (can use bold, line breaks with shift-return, etc)
- Click “Submit”

## Image for the sidebars (both Course Spotlight & Course Instructor)

- **Width: 150px / Height: 80px**
- Open “courses-items” folder
- Open the correct semester folder
- Highlight “images” folder

- Click “new,” then “file” from dropdown
- Browse for file
- Click “Submit”

### **Images for Faculty (on Who’s Who page)**

- **Width: 192px / Height: 192px**
- (If not already there, create a new folder for this – perhaps named “faculty-images” by clicking “new,” then “folder” from the dropdown)
- Highlight “faculty-images” folder
- Click “new,” then “file” from dropdown
- Browse for file
- Click “Submit”