

SiteManager Training Guide – Part II

Please Note: This guide is for Utica College Web editors who have completed “basic training” in SiteManager. If you need instructions on how to do basic page creation and editing, please refer to [SiteManager Training Guide Part I](#).

11.0 Building a new Web site section

11.1 Creating a new section (or “folder”) within a particular area of the Web site:

- Navigate to the area of the site within which you want the new section to be located.
- Just below the page listings is a paragraph titled “Advanced”. Click the hyperlink text at the end of this paragraph that reads “add a new section” (see Figure 11a).
- Fill in the name of your new Web section where indicated,
- Fill in the name of a site folder to contain your section (**all lower case**) & click “create”.
- Finally, click the submit button at the bottom of the window (see Figure 11b)
- SiteManager will automatically return to the page listing view – your new section folder will appear in the page listing.

(Figure 11a)

The screenshot displays the SiteManager interface for Utica College. The top navigation bar includes 'Admin Home', 'UC Home', and 'Logout'. The main content area is titled 'Edit Pages in SiteManager Training' and features a sidebar with navigation options like 'Site Properties', 'Edit Pages', 'Edit Left Column', and 'Edit Right Column'. The main content area shows a list of pages: 'Your Site' and 'Site Training Home Page', each with 'edit' and 'trash' icons. Below the list is an 'Advanced' section with the text: 'If you would like to group pages together and apply links and settings only to those specific pages, you can [add a new section](#).' A red arrow points from a callout box to this link. The callout box contains the text: '1.) To create a new section, click here.' The bottom of the page shows the user is logged in as 'jerry' on 07/26/2005 at 03:34 PM.

(Figure 11.b)

Utica College SiteManager
Home > SiteManager Training

Admin Home | UC Home | Logout

SiteManager Training
» Site Properties
» Edit Pages
» Edit Left Column
» Edit Right Column

Add a Section

Name

Home Directory

Create New Folder in /test

Folder Name

Admin Only

Template (design)

Option

Pages in this section are editable with SiteManager

You are logged in as jperry (07/27/2005, 11:20 AM)

2.) Enter new section name here....

3.) Enter a folder name here (ALL LOWER CASE- NO SPACES)

4.) Click "create"

5) ...last of all, click "submit."

When you have completed these steps, your new Web site section will appear in the page listing of the folder within which it was created.

11.2 Creating a section landing page.

Once you have created the new site section, you are ready to start building pages. The first page you create should be the section landing page – the “home” or “index” page for your new section. This is a very simple procedure – just:

1. Open your new section folder
2. Click “Add a new page”
(**Note:** for details on creating new pages, see [SiteManager Training Guide Part I](#))
3. In the field for the new page’s file name, give the page the following file name:
index.cfm
4. Give the new page a title and click “submit”

This will be the “default” page for your new Web site section. So if you, say, build a subsection folder named “articles” within the Chemistry Web folder, the URL for that subsection would be:

<http://www.utica.edu/academic/as/chemistry/articles>

If you create an index page within that subsection, this URL will take you right to that page. (Without the index page, you would get a “Page Not Found” message at this address.)

12.0 Creating a navigational structure

12.1 Planning the navigation within your new Web site sub-section.

Before you set up a left-hand column menu, it's a good idea to sketch out the navigational structure (or site map) for your section. An organizational diagram is one way of doing this:

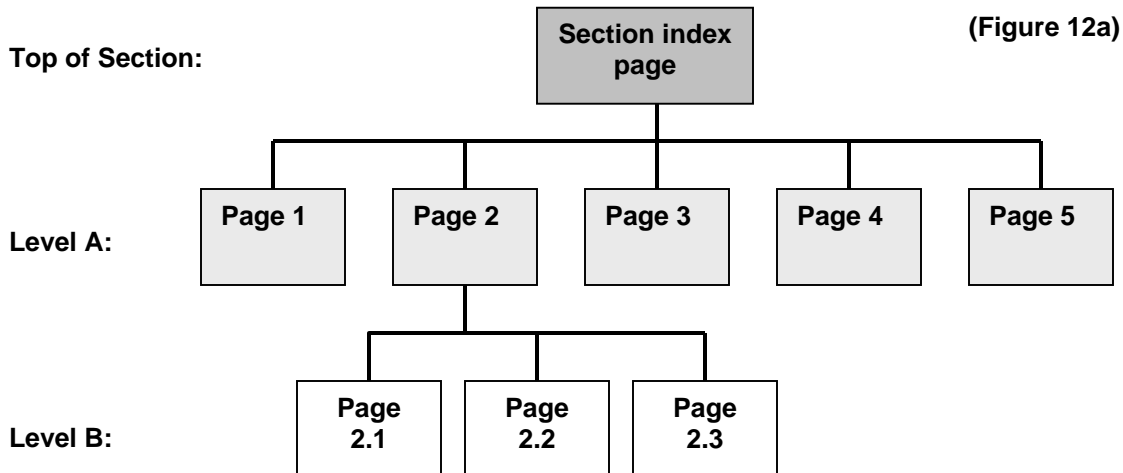


Figure 12a illustrates a relatively simple navigational structure.

- “**Level A**” pages (in this illustration, pages 1 through 5) will be included in the left-column navigation menu. These will represent the principal categories of content that will be posted within the Web subsection you’ve created. **Links to every Level A page should be included in your navigational menu.** This menu will appear in the left-hand column of every Level A page, as well as on the index page.
- “**Level B**” pages (above, pages 2.1, 2.2, and 2.3) represent more detailed information that the visitor would “drill deeper” for – in this example, information within the category of content that appears on Page 2. So if, for instance, Page 2 is “Reports”, 2.1 might be “Conference Reports,” 2.2 might be “Staff Reports,” and so on. **By default, Level B pages will have the same left column navigation as Level A,** unless you choose to remove it.

You may decide that Level B requires its own subsection, with its own navigation. That depends on the nature of the content and how you wish it to be presented to visitors.

Once you have decided how many “Level A” pages will be needed and what they will contain, you can a.) build your pages, and then b.) create your navigational structure. Since building pages was covered in [SiteManager Training Guide Part I](#), we will proceed directly to creating your subsection’s navigation.

12.2 Setting up the left column navigation menu

After first creating the pages that will appear on the menu, follow this procedure for creating the menu itself:

1. Click on the folder for your new subsection. You will see the Edit Pages (page listing) view for that folder. (See Figure 12b)
2. Click the link on the left-column menu that reads “Edit Left Column”

(Figure 12b)



Utica College SiteManager [Admin Home](#) | [UC Home](#) | [Help](#) | [Logout](#)

Home > SiteManager Training > Your Site > Your New Subsection

Your New Subsection
» [Section Properties](#)
» [Edit Pages](#)
» [Edit Left Column](#)
» [Edit Right Column](#)

Edit Pages in Your New Subsection

[\[Add a New Page\]](#)

* New page, Subsection Page 5, added.

Page Name	edit	move	trash
Subsection Home Page	<input type="button" value="edit"/>	<input type="button" value="move"/>	<input type="button" value="trash"/>
Subsection Page 1	<input type="button" value="edit"/>	<input type="button" value="move"/>	<input type="button" value="trash"/>
Subsection Page 2	<input type="button" value="edit"/>	<input type="button" value="move"/>	<input type="button" value="trash"/>
Subsection Page 3	<input type="button" value="edit"/>	<input type="button" value="move"/>	<input type="button" value="trash"/>
Subsection Page 4	<input type="button" value="edit"/>	<input type="button" value="move"/>	<input type="button" value="trash"/>
Subsection Page 5	<input type="button" value="edit"/>	<input type="button" value="move"/>	<input type="button" value="trash"/>

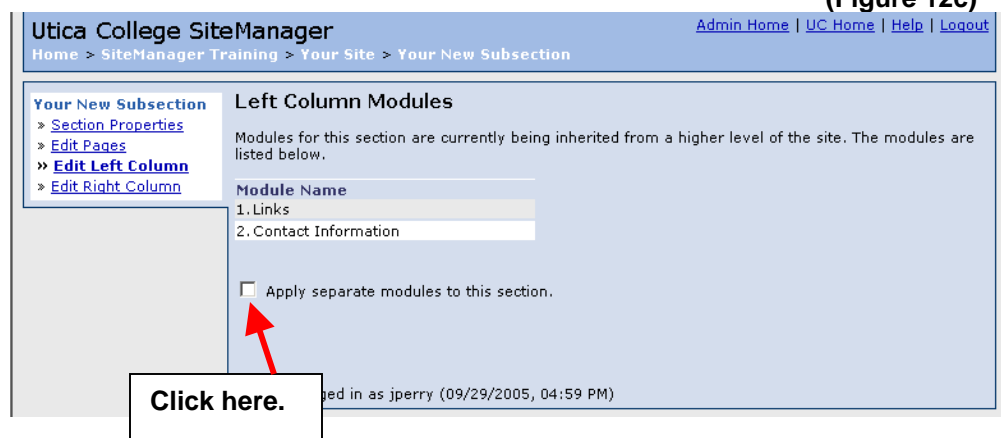
[Advanced](#)
If you would like to group pages together and apply links and settings only to those specific pages, you can [add a new section](#).

You are logged in as jperry (09/15/2005, 04:35 PM)

Click here to create a left-column menu for this section.

3. You will open the control panel for this section's left-column modules. (See figure 12c) The default setting for every new section is that it will “inherit” navigational (links) and contact information modules from the level above it. (In this case, the “Your Site” level.)
4. Click the check box next to the legend: “Apply separate modules to this section.” The page will automatically reload.

(Figure 12c)



Utica College SiteManager [Admin Home](#) | [UC Home](#) | [Help](#) | [Logout](#)

Home > SiteManager Training > Your Site > Your New Subsection

Your New Subsection
» [Section Properties](#)
» [Edit Pages](#)
» [Edit Left Column](#)
» [Edit Right Column](#)

Left Column Modules

Modules for this section are currently being inherited from a higher level of the site. The modules are listed below.

Module Name
1. Links
2. Contact Information

Apply separate modules to this section.

You are logged in as jperry (09/29/2005, 04:59 PM)

Click here.

12.2 Setting up the left column navigation menu (cont.)

5. You will see the control panel illustrated in figure 12d. This provides access to the modules for the left-nav links and the contact information that will apply to this area of the site. **To set up your navigation links, click the “edit” button on line 1.**

(Figure 12d)

Utica College SiteManager [Admin Home](#) | [UC Home](#) | [Help](#) | [Logout](#)
Home > SiteManager Training > Your Site > Your New Subsection

Your New Subsection
» [Section Properties](#)
» [Edit Pages](#)
» **[Edit Left Column](#)**
» [Edit Right Column](#)

Edit Left Column
Left Column Modules

Click here.

[Add a module](#)

Module	
1. Links	settings edit
2. Contact Information	settings edit

Inherit modules from parent.

6. The next screen offers a choice between a.) creating a new link heading, or b.) choosing an existing heading with all of its associated links. Click “Add a new link heading”.

(Figure 12e)

Utica College SiteManager [Admin Home](#) | [UC Home](#) | [Help](#) | [Logout](#)
Home > SiteManager Training > Your Site > Your New Subsection

Your New Subsection
» [Section Properties](#)
» [Edit Pages](#)
» **[Edit Left Column](#)**
» [Edit Right Column](#)

Left Column Links

[\[Add a new link heading\]](#)
[\[Choose an existing heading\]](#)

Click here.

There are currently no links for this section of the Web site.

You are logged in as jperry (09/30/2005, 03:23 PM)

7. The next screen will ask you to assign a name to the link heading. (This is the line of text that will appear in orange above the navigation menu links.) **Enter a name in the field and click submit.** (If you wish to share this menu with others, click the appropriate box.)

(Figure 12f)

Utica College SiteManager [Admin Home](#) | [UC Home](#) | [Help](#) | [Logout](#)
Home > SiteManager Training > Your Site > Your New Subsection

Your New Subsection
» [Section Properties](#)
» [Edit Pages](#)
» **[Edit Left Column](#)**
» [Edit Right Column](#)

Edit Left Column
Add a Heading

Heading Name

Share with other parts of the site

Enter the name here...

...and click “submit.”

12.2 Setting up the left column navigation menu (cont.)

8. The next screen in the sequence displays the links that appear beneath this heading. Since you have just created this heading, the display will be empty. **To add your first link, click “Add a link” where indicated in Figure 12g.**

(Figure 12g)

Utica College SiteManager [Admin Home](#) | [UC Home](#) | [Help](#) | [Logout](#)
Home > SiteManager Training > Your Site > Your New Subsection

Your New Subsection
» [Section Properties](#)
» [Edit Pages](#)
» [Edit Left Column](#)
» [Edit Right Column](#)

Left Column Links
[\[Add a new link heading\]](#)
[\[Choose an existing heading\]](#)
* New heading added.

YOUR NAV LINKS [add a link](#) [edit](#) [reorder](#) [remove](#) [delete](#)
No links

Click here to add a link.

9. The next screen that appears will contain fields for a.) the link text, and b.) the target URL of the link. If you wish to use the Link Browser function, click “Open Link Browser” (circled) to the right of the URL field. (For details about how to use the Link Browser, see SiteManager Part 1, section 7.1)
10. When you have provided both the link text and the target URL, click “Submit.” (Note: If you wish to have the target page appear in a new browser window, check the appropriate box.)

(Figure 12h)

Utica College SiteManager [Admin Home](#) | [UC Home](#) | [Help](#) | [Logout](#)
Home > SiteManager Training > Your Site > Your New Subsection

Your New Subsection
» [Section Properties](#)
» [Edit Pages](#)
» [Edit Left Column](#)
» [Edit Right Column](#)

Edit Left Column
Add a Link

Heading: Your Nav Links

Link Text: To fit on one line, text should be less than 25 characters.

Link URL: [Open Link Browser](#)

Open in new window

Enter link text here...

...enter URL here...

...and click Submit.

12.2 Setting up the left column navigation menu (cont.)

11. You will be returned to the “Left Column Links” view referred to in step 8 (above). Notice that your new link is now displayed in the listing. (See Figure 12i)

(Figure 12i)

Utica College SiteManager [Admin Home](#) | [UC Home](#) | [Help](#)

Home > SiteManager Training > Your Site > Your New Subsection

Your New Subsection
» [Section Properties](#)
» [Edit Pages](#)
» [Edit Left Column](#)
» [Edit Right Column](#)

Left Column Links
[\[Add a new link heading\]](#)
[\[Choose an existing heading\]](#)
* Link added.

YOUR NAV LINKS [add a link](#) [edit](#) [reorder](#) [remove](#) [delete](#)

Text	URL	Order
1. Page One	/test/demo/pageone.cfm	edit delete

[Save Changes](#)

12. Repeat steps 1 through 11 (above) until you have added all of the desired links to your navigation menu. The “Left Column Links” administration page should look like Figure 12j. (See notations for “order”, “edit”, and “delete” controls for each individual link.)

(Figure 12j)

Utica College SiteManager [Admin Home](#) | [UC Home](#) | [Help](#) | [Logout](#)

Home > SiteManager Training > Your Site > Your New Subsection

Your New Subsection
» [Section Properties](#)
» [Edit Pages](#)
» [Edit Left Column](#)
» [Edit Right Column](#)

Left Column Links
[\[Add a new link heading\]](#)
[\[Choose an existing heading\]](#)
* Link added.

YOUR NAV LINKS [add a link](#) [edit](#) [reorder](#) [remove](#) [delete](#)

Text	URL	Order
1. Page One	/test/demo/pageone.cfm	edit delete
2. Page Two	/test/demo/pagetwo.cfm	edit delete
3. Page Three	/test/demo/pagethree.cfm	edit delete
4. Page Four	/test/demo/pagetfour.cfm	edit delete
5. Page Five	/test/demo/pagetfive.cfm	edit delete
6. Section Home	/test/demo/index.cfm	edit delete

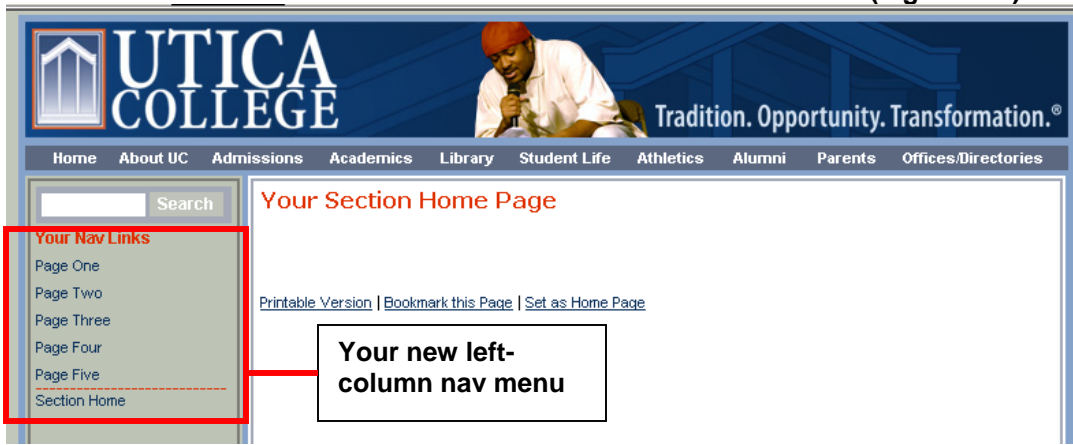
[Save Changes](#)

Change order Edit link Delete link

12.2 Setting up the left column navigation menu (cont.)

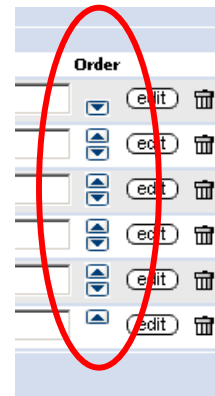
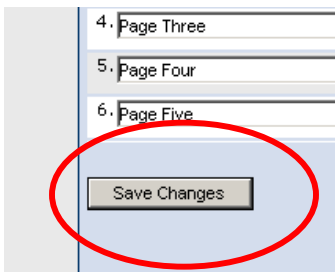
Check your pages: When you look at the “live” Web pages you have created, you will see your navigational menu in the left column.

(Figure 12k)



To rearrange the order of the menu links:

1. Move each link to the desired position using the “Order” arrows.
2. When links are in position, click “Save Changes” button at bottom of control panel.

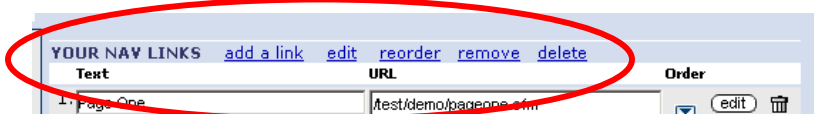


To add another link heading to the left navigation menu:

1. Click “Add a new link heading” or “Choose an existing link heading”, whichever is appropriate to your needs.
2. Follow the directions above from Step 6 forward.

To edit heading text, change its position (relative to other headings), or remove/delete heading (and all associated links):

Use the controls that appear above that specific menu panel.



13.0 Right-column modules

13.1 Adding an existing right-column module to your pages

If you wish to add an already existing right-column feature to your new Web section – *one that will appear on all pages in this section* – use the following procedure:

1. In the Edit Pages view for your subsection folder, click the menu link that reads “Edit Right Column”. This will open the control panel for the section’s right-column modules.
2. Click the check box next to the legend: “Apply separate modules to this section.” The page will automatically reload.
3. The next screen will provide a link on the extreme right side that reads: “Add a module”. Click this link.
4. This will take you to the “Choose Modules” screen, which lists those right-column features available for use in your pages.

(Figure 13a)

The figure consists of three screenshots of the Utica College SiteManager interface, connected by red arrows indicating the sequence of steps.

Step 2: Click here. The first screenshot shows the "Right Column Modules" page. A red arrow points to the checkbox labeled "Apply separate modules to this section." The page title is "Right Column Modules" and it states "Modules for this section are currently being inherited from a higher level of the site. The modules are listed below." and "There are currently no modules for this section of the Web site."

Step 3: Click here. The second screenshot shows the "Edit Right Column" page. A red arrow points to the "Add a module" link on the right side of the page. The page title is "Edit Right Column" and it states "There are currently no modules for this section of the Web site." and "Inherit modules from parent."

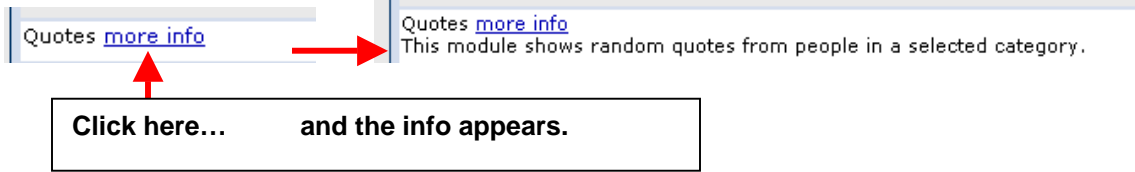
The third screenshot shows the "Choose Modules" page. A red arrow points to the "Add" link next to the "About UC Related Links" module. The page title is "Edit Right Column" and it lists several modules with "more info" links and "Add" buttons.

Module Name	more info	Add
About UC Related Links	more info	Add
Academic Dean	more info	Add
Admissions Form Plug	more info	Add
Alumni Related Links	more info	Add
Athletics Box Scores	more info	Add
Athletics Quick Facts	more info	Add
Athletics Sports Teams	more info	Add

13.1 Adding an existing right-column module to your pages (cont.)

5. To get more information about the listed modules, click the “more info” link as shown in Figure 13b.

(Figure 13b)



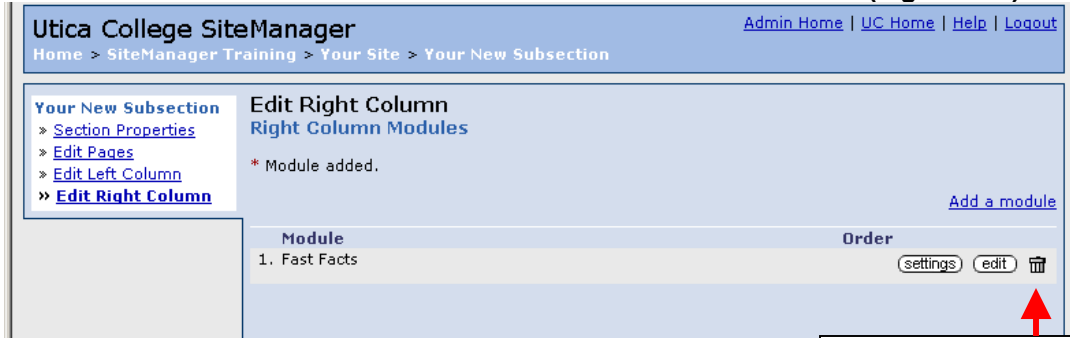
6. When you have decided on which module you wish to add to your pages, click the “add” link that corresponds with that item. The module will appear in the right column of your pages.

(Figure 13c)



7. You will automatically return to the “Edit Right Column” administration page. The module you selected will appear in the listing. (To remove the module, click the “trash” symbol.)

(Figure 13d)



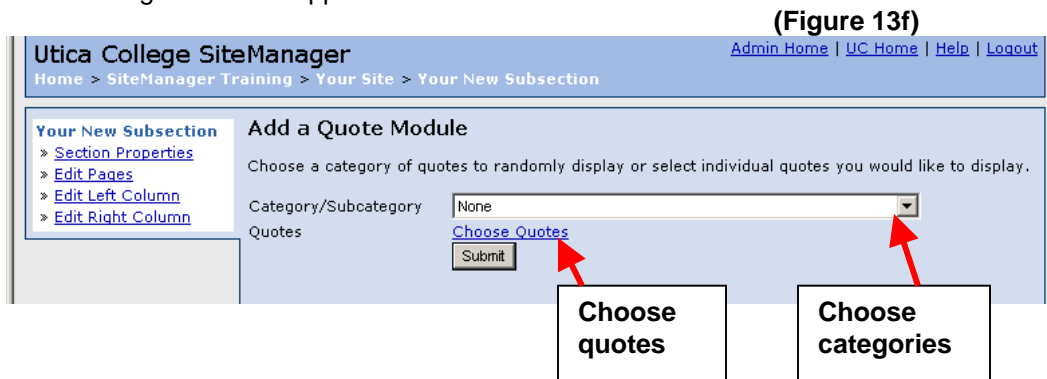
Check your pages: This module/feature will now appear in the right column of every page in this section.

(Figure 13e)



13.1 Adding an existing right-column module to your pages (cont.)

Note: Some right-column features, such as the “Quotes” module, require that you choose from a selection of display options. For example, when you click the “Add” button for the Quotes module, the following screen will appear.



This allows you to choose:

- All quotes in a specific category or subcategory (from a drop-down menu), and/or
- Individual quotes (as many as are available) from a pop-up window

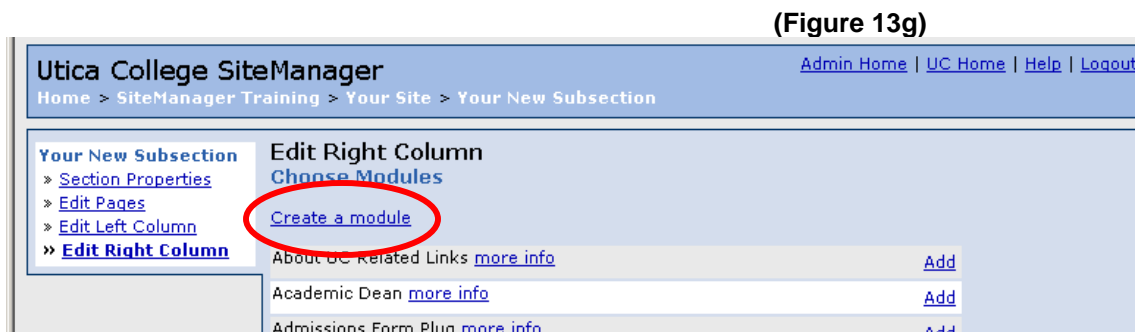
When you’ve made your selections, click “Submit”. The quotes will appear in random rotation (one at a time) every time a page in this section is visited.

(Important: If you do not select quotes or categories, a page error will occur in this section.)

13.2 Creating a new right-column module for your pages

If you need to build a customized right-column module for section, follow this procedure:

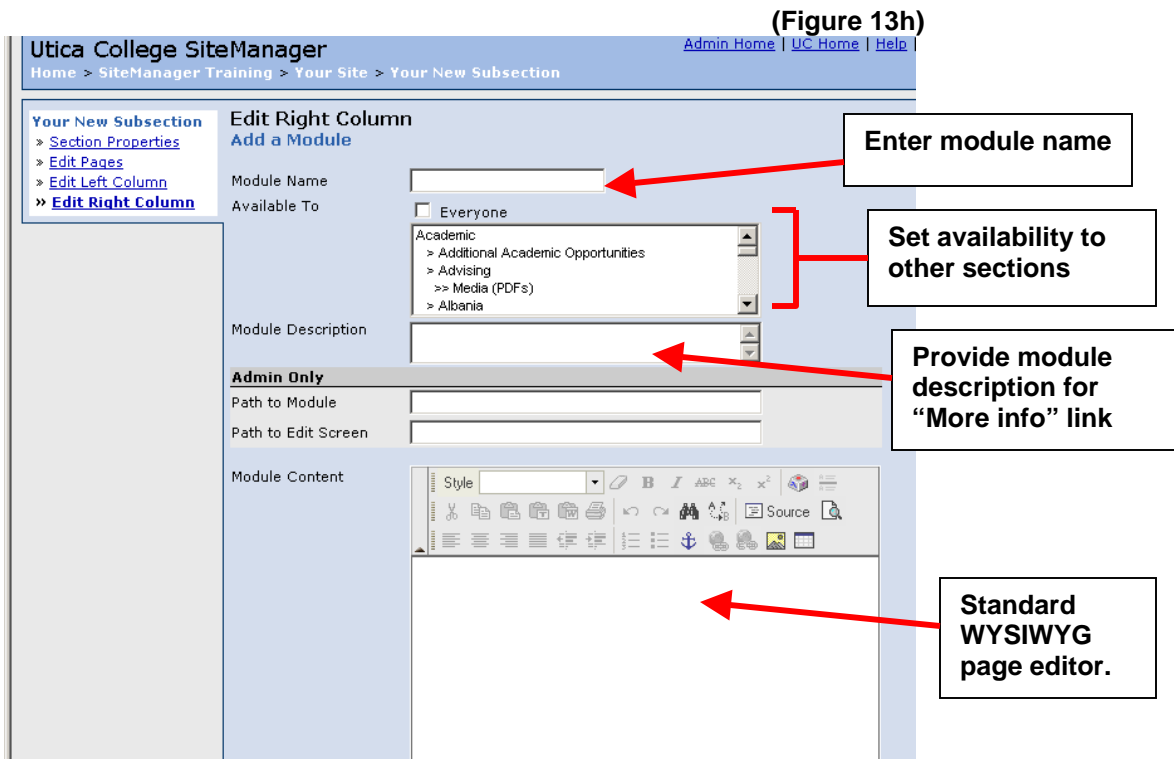
1. Follow steps 1 – 3 in section 13.1 (above).
2. In the “Choose Modules” screen, click the link at the top of the listing that reads “Create a module”.



(Note: Before you create a new module, be sure that you are not duplicating one that already exists.)

13.2 Creating a new right-column module for your pages (cont.)

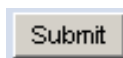
3. The “Create A Module” page will open automatically. (See Figure 13h.) This administration page offers a Web editor window similar to the one you use to edit page content. **First, give the module a descriptive name – this will display in the module listing.**
4. Set the availability of this module to specific areas of the site (This should include the area that contains the site section you’re currently working on). If you wish everyone to have access to this module, click the box marked “Everyone”.
5. Provide a brief description of the module. This will appear when you click the “More Info” link in the module’s listing. (See section 13.1, step 5, above.)



6. Create the module content using the WYSIWYG editor. This may include any of the elements used in creating a Web page, including formatted headings, bullets, links, images, etc. **Bear in mind, though, that this content will be limited to the width of the Web page’s right column. This column is about 20-22 characters wide, depending on the formatting. If you exceed the maximum column width, it will push the column to the bottom of your pages.**

Note: Do not custom-build a link menu – there is an available “links” module for this.

7. When content is complete, click submit button at bottom of editor screen.

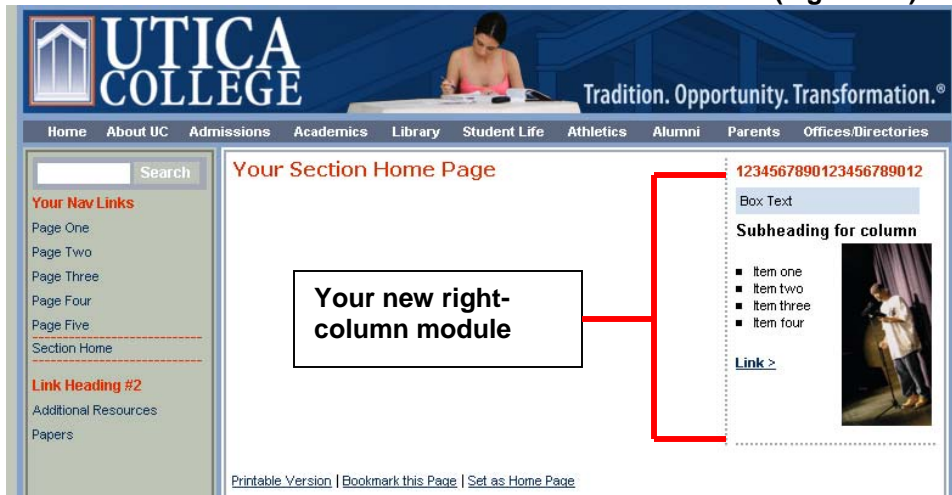


8. You will then have to add the module to your pages from the “Choose Modules” screen (see section 13.1, step 4, above)

13.2 Creating a new right-column module for your pages (cont.)

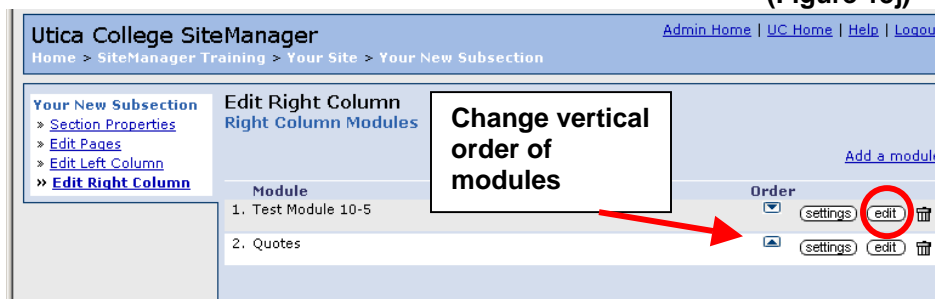
9. **Check your pages:** The new module should appear in the right column of every page. (Note: if you have already added modules to your pages, it will appear below the ones previously added.)

(Figure 13i)



10. To reopen your module for editing, click the "Edit" button that corresponds to your new module in the "Right Column Modules" administration page.

(Figure 13j)



13.3 Managing multiple right-column modules.

If you have added more than one right-column module and wish to change the order in which they appear on your pages...

1. Open the "Edit Right Column" page.
2. Use the up/down arrows to change the vertical order of the modules. (See Figure 13j.) These controls work the same way as the up/down arrows in the left column navigation control panels. (See section 12.2, step 12, above.)

13.3 Managing multiple right-column modules (cont.)

If you wish to apply different right column modules to individual pages, proceed as follows.

1. Open the editor for the specific page to which you wish to apply different right column features.
2. Click the “Page’s Right Column” link in the editor’s left menu. This will open the “Right Column Modules” page.
3. Click the box to “Apply separate modules to this page.” The admin page will automatically reload.
4. Follow the same procedure as described in section 13.1, step 3 on, to add modules visible only on this specific page.

14.0 Page features

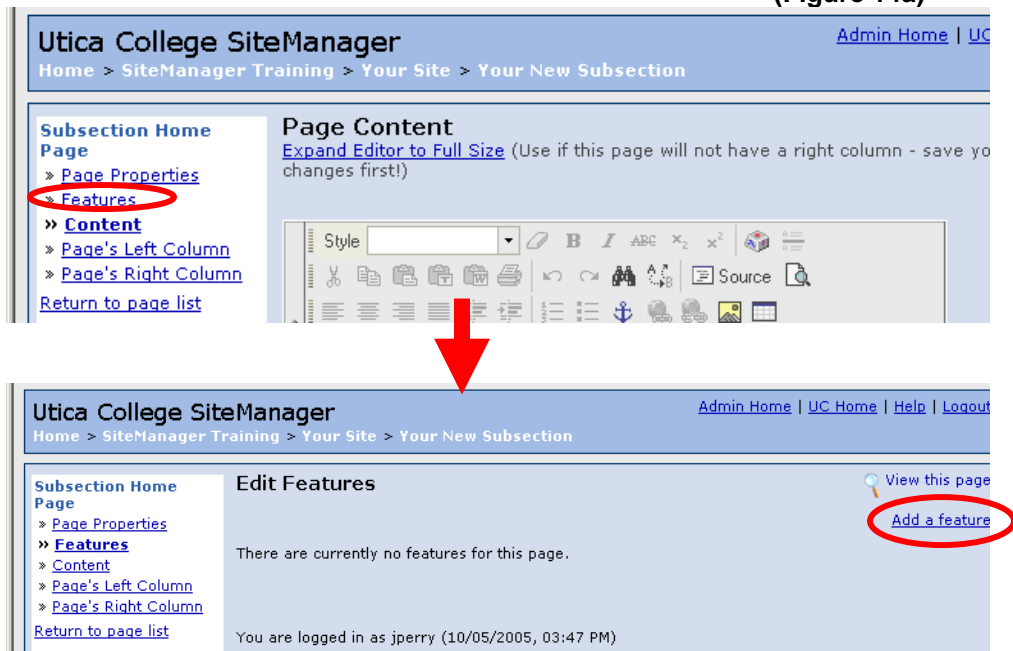
Page features are usually database-driven elements that are added to the main (center) column of your pages. These appear below content you create on the page using the WYSIWYG editor.

14.1 Adding page features

The process of adding features to a page is very similar to that of adding right column modules. Follow this simple procedure:

1. Open the SiteManager editor for the page to which you wish to add a feature.
2. In the left menu, click the “Features” link (just above “Content”)
3. In the “Edit Features” page, click “Add a feature.”

(Figure 14a)



14.1 Adding page features (cont.)

4. The “Choose Features” administration page displays available page features. Click the corresponding “Add” link for the feature you wish to add to this page. (For details on any of these, click the appropriate “More Info” link.)
5. Each of these features requires choosing between several different display options. The Events Calendar, for example, allows you to choose what categories of events will appear and how they will be displayed on the page. Make your selections, then click “Submit”.

(Figure 14b)

The image shows two screenshots from the Utica College SiteManager interface. The top screenshot, titled "Choose Features", displays a list of available features with "Add" links. A red circle highlights the "Add" link for the "Events Calendar" feature, and a box labeled "Click here" points to it. A red arrow points from this "Add" link down to the second screenshot. The second screenshot, titled "Add an Events Calendar", shows the configuration options for the feature. Three red arrows point to specific elements: "Enable advanced search" points to the "Allow Advanced Filters" checkbox, "Choose display mode" points to the "Complete List" dropdown menu, and "Choose events category" points to the "Academic Calendar" dropdown menu. A "Submit" button is also visible.

6. **Check your page:** Make sure that the feature you’ve added works with the content. You may need to experiment a little. (See Figure 14c, next page, for this example.)

The “editable” page content will always appear *above* the page features. (When you open the WYSIWYG editor for this page in SiteManager, you will only see the standard content. The database feature will not appear in the editor window.)

Note: Some page features are not compatible with the presence of right column modules. An example is the photo gallery feature. Adding this feature will make your right-column modules “disappear” from the page. (This feature takes up the center and right columns.) This will also occur with the “View Events By Month” feature of the Events Calendar.

14.1 Adding page features (cont.)

(Figure 14c)

UTICA COLLEGE
Tradition. Opportunity. Transformation.®

Home About UC Admissions Academics Library Student Life Athletics Alumni Parents Offices/Directories

Search

Your Nav Links

- Page One
- Page Two
- Page Three
- Page Four
- Page Five
- Section Home

Link Heading #2

Additional Resources

Papers

edit this page logout

Your Section Home Page

Events Listing

These are some important upcoming events we would like you to know about:

View Events By
Week Go
Advanced Search

Follow the Monday Schedule

Date(s) Tuesday, 10/11/2005

Academic Calendar
[View Events in All Categories](#)

1234567890123456789012

Box Text

Subheading for column

- Item one
- Item two
- Item three
- Item four

[Link >](#)

"Thanks to UC, I went from very little business and accounting background to confident, educated, and experienced at my job in 3-1/2 years. It just made my career more interesting than I ever thought it could be."

~ Roy Miller '02
Senior Accountant
D'Arcangelo & Co

7. **To change options on an existing page feature**, simply return to the "Features" view in the SiteManager editor for this page and click the "Edit" button for the feature.

To remove the feature, click the "Trash" symbol.

(Figure 14d)

Utica College SiteManager

Admin Home | UC Home | Help | Logout

Home > SiteManager Training > Your Site > Your New Subsection

Subsection Home Page

- > Page Properties
- >> **Features**
- > Content
- > Page's Left Column
- > Page's Right Column

[Return to page list](#)

Edit Features

View this page

[Add a feature](#)

Feature

1. Events Calendar

edit

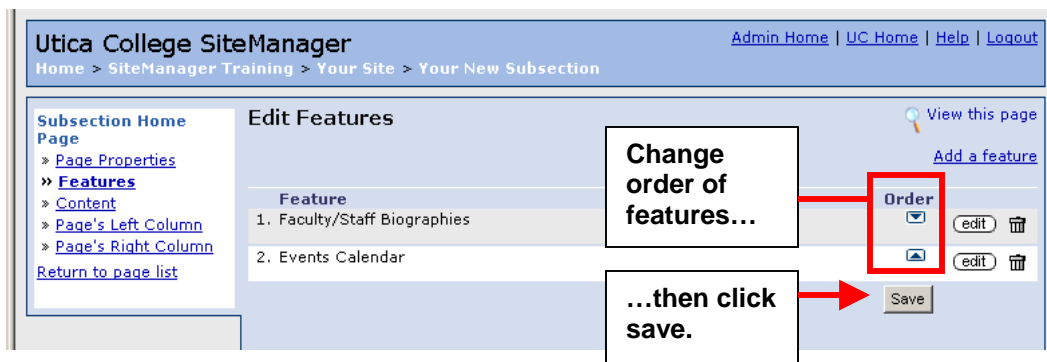
Edit feature

Remove feature

14.2 Managing multiple page features

If you add multiple features to a particular page, you can manage those features using much the same method as applies to right-column modules (see section 13.3). Simply:

1. Open the “Features” view in the SiteManager editor for your Web page (see Figure 14a, above).
2. Use the up/down arrow controls to change the vertical order of your page features.
3. When you have changed the order, a “Save” button will appear at the bottom of the feature listing. Click “Save” to finalize your changes.

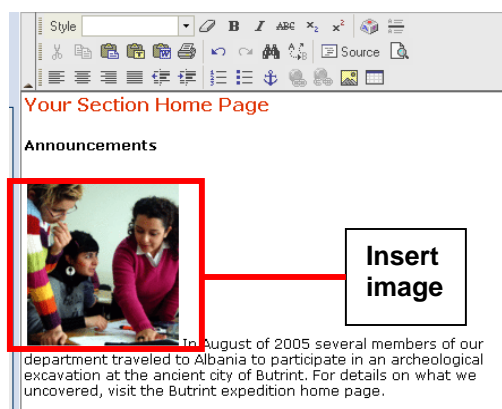


4. **Check your page:** The page features will be transposed.

15.0 Adding Photo/Image Captions

While it is not a standard feature of the CMS editor, Utica College’s version of SiteManager now offers a method for adding captions to photos/images using a formatting option from the Style drop-down menu. Here is how it works:

1. Insert an image on your page using the method explained in the [SiteManager Training Guide Part I](#), Be certain to leave the “align” option on “Auto”.
2. Using the “Shift-Enter” key command (line break), move the cursor to *the line just below* the image. Once there, type your caption.



3. Using your mouse, select both the caption and the image. **Note:** This is easiest if you start at the end of the caption line and drag upward

15.0 Adding photo/image captions (cont.)

4. From the style drop-down menu in the toolbar, select one of the “Image w/caption” options (choice of left-align or right-align image)

5. The photo and caption will be aligned together; the caption will reflect the type style provided for in the template.

6. **Check your page:** The image and caption should appear as they do in the editor (see figure 15a, below).

(Figure 15a)

Finished section home page, including:

- Image w/caption
- Page feature
- Right column features
- Left column navigation menu

16.0 Working with database tools

16.1 How to access database elements

Links to user interfaces for all database-driven features are accessible from the SiteManager home page. The links are arranged by Web site area under “My Channels” (see Figure 16a).

(Figure 15a)

The screenshot shows the Utica College SiteManager interface. At the top, it says "Utica College SiteManager" and "Web Content Management System". There are navigation links for "Admin Home", "UC Home", "Help", and "Logout". A welcome message for "Joseph" is on the left. The "My Sites" section contains a grid of folder icons for various site areas: Academic, Admin, Admissions & Financial Aid, Admissions Test, Alumni & Parents, Arts & Sciences, Athletics, Campus Safety, Career Services, Computer User Services, Corp. & Prof. Programs, and Dining Services. The "My Channels" section is highlighted with a red box and contains several categories of links: Academic (Faculty Events, ACHP Events, Academic Profiles, Academic Quotes, Institutes and Centers, Frequently Asked Questions), Admin (Events, Profiles, Quotes, Image Categories, Custom Logins, SiteManager Settings, SiteManager Reports, Conversion Totals, Personal Web Pages FAQs), Admissions (Admissions Events), Help Desk (Alerts/Updates, Alert/Update Categories, Helpful Links, Help Sheets, Knowledgebase Articles, Message Board Posts, Supported Software, Supported Software Categories, Terms, Tips and Tricks), Human Resources (Human Resources Training and Events, Job Postings, Holiday Schedule), and IITS (Computer Labs, Media Center Movies, Paper Announcements).

Note: Your ability to access these features is determined by the specific sections of the site for which you have editor “permissions”. Only those areas you are permitted to edit will be visible under “My Channels”.

16.2 Events Calendars

Utica College’s Web-based events calendar organizes events under a number of different categories – Academic, Admissions, Cultural Events, Athletics Events, etc. All categories use the same basic interface. (Figure 16b is the Academic Events calendar interface.)

(Figure 16b)

The screenshot shows the "Manage Events Academic Calendar" interface. It has a "General" sidebar with links for "Survey Manager" and "Biographies". The main area has a dropdown menu set to "Academic Calendar" and an "[Add New Event]" button. Below this is a table of events with columns for "Subcategory", "Event Name", "Start Date", and "Homepage". The table contains four rows of events. Callouts with red arrows point to the "Add New Event" button (labeled "Add new event"), the table (labeled "Listed events"), and the "Edit" and "Delete" links in the table (labeled "Edit item" and "Delete item").

Subcategory	Event Name	Start Date	Homepage	
Fall	Convocation	08/29/2005	<input type="checkbox"/>	Edit Delete
Fall	Classes Start	08/30/2005	<input type="checkbox"/>	Edit Delete
Fall	Last Day to Add/Drop	09/05/2005	<input type="checkbox"/>	Edit Delete
Fall	Autumn Break Begins	10/10/2005	<input checked="" type="checkbox"/>	Edit Delete

16.2 Events Calendars (cont.)

To add a new event:

1. Click the “Add New Event” link, you will open an administration interface like the one in Figure 16c. This will allow you to:
 - Select an event name.
 - Choose a subcategory for the event. (These will vary – for Academics, the subcategories are Fall, Spring, Summer, and Winter.)
 - Choose a single date or date range using the Date Format drop-down and the calendar tool.
 - Make the event “active” (i.e. visible on the calendar) or “inactive” (hidden).
2. When you’ve entered all of your information, click “Submit”.
3. **Check the calendar** to ensure your listing is correct.

To edit an existing event:

1. Click the “edit” link that corresponds to the item you wish to edit. (See Figure 16b)
2. Edit the fields illustrated in Figure 16c and click “Submit”
3. **Check the calendar** to ensure your listing is correct.

(Figure 16c)

The screenshot shows the 'Add New Event' form in the Academic Calendar administration interface. The form is titled 'Add New Event Academic Calendar' and includes a note that an asterisk indicates a required field. The form has the following fields and elements:

- Event Name ***: A text input field with a red arrow pointing to it from a box labeled 'Enter name here'.
- Subcategories**: A dropdown menu with options 'Fall' and 'Spring'. A red arrow points to it from a box labeled 'Subcategories'.
- Date Format**: A dropdown menu with the option 'One Date'. A red arrow points to it from a box labeled 'Date format drop-down'.
- Date**: A text input field with a calendar icon and the format '(mm/dd/yyyy)'. A red arrow points to it from a box labeled 'Calendar tool'.
- Active**: A checkbox that is checked.
- Submit**: A button labeled 'Submit'. A red arrow points to it from a box labeled 'Submit button'.

Note: This is one of the simpler formats for event listings. Categories may include a number of additional content options, such as:

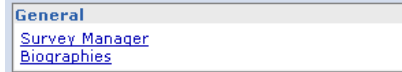
- Cost (with options for tiered pricing, free admission, and more.)
- Event presenter’s name
- Event location
- Event description (both summary and detailed, the latter with full editor capabilities)
- Link URL
- Contact person (UC faculty/staff/student)
- Capability for online registration
- Registration deadline
- Event expiration date
- Required fields on registration form

16.3 Biographies

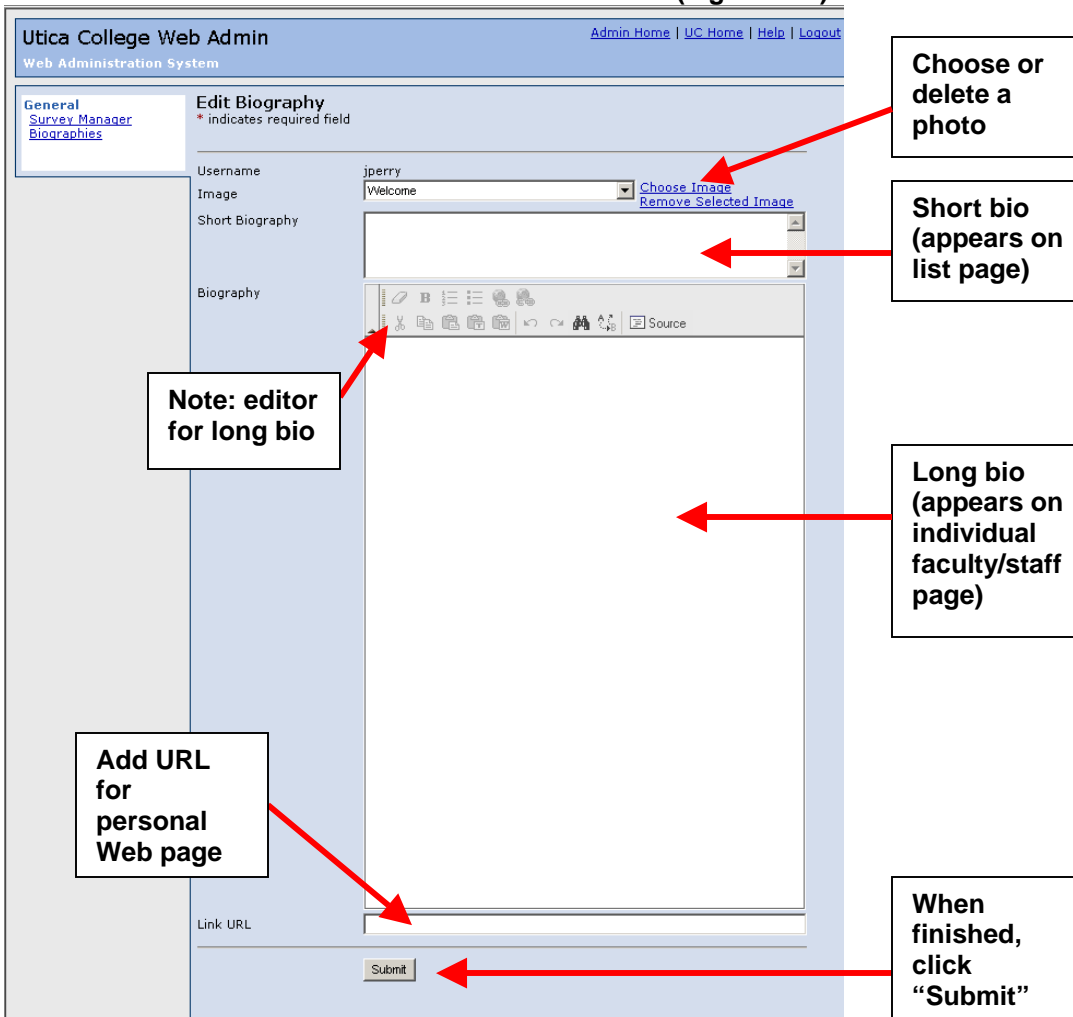
While basic facts about Faculty and Staff members (name, title, department, office location, phone, e-mail address) are database-generated, biographical information can be added to your listing using the Biography Management tool. Here's how it works:

Editing an existing biography:

1. In the "General" tab under "My Channels" (SiteManager home page), click "Biographies".
2. On the "Manage Biographies" page, locate the user name of the person whose biography you wish to edit and click the "edit" link for that listing. (The listing is arranged by Web site section – see Figure 16e, next page.)
3. Provide content using the fields illustrated in Figure 16d



(Figure 16d)



The screenshot shows the 'Edit Biography' form in the Utica College Web Admin system. The form includes the following fields and annotations:

- Username:** jberry
- Image:** Welcome (dropdown menu) with links for 'Choose Image' and 'Remove Selected Image'. An annotation points to this field: "Choose or delete a photo".
- Short Biography:** A text area for a short bio. An annotation points to it: "Short bio (appears on list page)".
- Biography:** A large text area with a rich text editor toolbar. An annotation points to it: "Note: editor for long bio".
- Link URL:** A text area for a personal web page URL. An annotation points to it: "Add URL for personal Web page".
- Submit:** A button at the bottom of the form. An annotation points to it: "When finished, click 'Submit'".
- Long bio:** An annotation points to the Biography field: "Long bio (appears on individual faculty/staff page)".

16.3 Biographies (cont.)

Create a new biography:

1. On the “Manage Biographies” page, click the “Add New Biography” link at the top of the page. (See Figure 16e.)
2. **If the person has a Utica College username**, select it using the “Choose User” link. *Do not enter the username manually.* Leave Name/Title/Degree field blank. (See Figure 16f.)
3. **If the person DOES NOT have a UC user name**, enter his/her name, title, and degree in the second field, and leave Username field blank.
4. Choose the Web site area under which the bio will appear.
5. Complete fields illustrated in Figure 16d (above) and click “Submit”.

(Figure 16e)

Utica College Web Admin Admin Home | UC Home | Help | Logout
Web Administration System

General [Survey Manager](#) [Biographies](#)

Manage Biographies

[Add New Biography](#)

Username	Site		
jhuss	Computer Science	Edit	Delete
rlabella	Computer Science	Edit	Delete
Robert Barrone	Performing and Fine Arts	Edit	Delete
Lou Angelini Professor Emeritus of Music	Performing and Fine Arts	Edit	Delete
Gerry Weiss Professor Emeritus of Theatre	Performing and Fine Arts	Edit	Delete
cbeno	Performing and Fine Arts	Edit	Delete
cwhitefeather	Performing and Fine Arts	Edit	Delete
habrams	Performing and Fine Arts	Edit	Delete
josterman	Performing and Fine Arts	Edit	Delete

Username/Name listing

Add new bio

Edit links

(Figure 16f)

Utica College Web Admin Admin Home | UC Home | Help | Logout
Web Administration System

General [Survey Manager](#) [Biographies](#)

Add New Biography
* indicates required field

Username (If username is not found, enter name below) [Choose User](#)

Name/Title/Degrees (Use only if username is not found)

Site *

Choose the site area where this bio will appear

Choose current UC username

No username? Enter name/title/degrees

16.3 Biographies (cont.)

Placing the biography on the Web site:

- If the biography you have edited or created is contained within a site area that already features a faculty or staff page, the bio will automatically appear under that page's listing.
- If you wish to add biographies to a specific page, use the "Features" option for that particular page. (See section 14.0, above.) **Note:** The system only allows you to add biographies by category; bio's cannot be added to pages individually.
- **Check your biography** to be certain your listing is being displayed correctly.

(Figure 16g)

The screenshot shows a faculty profile for Lawrence R. Aaronson, Ph.D., Dean of Arts and Sciences. It includes a photo, contact information, a short biography, and a link to a long biography. Red arrows point from callout boxes to these elements.

Lawrence R. Aaronson, Ph.D.
Dean of Arts and Sciences
laaronson@utica.edu
Phone: (315) 792-3028
Gordon Science Center Room: 286

Dean of the Division of Arts and Sciences, carries out research in fungal cell biology. He is a recipient of both the College's Crisafulli Distinguished Teaching Award and the Clark Award for distinguished research. He holds a Ph.D. from Rutgers University in Microbiology and joined the Utica College faculty in 1987.
[...More About Lawrence R. Aaronson](#)

Database-generated information

Short biography

Link to long biography

Note: If you provide a URL for a personal Web page, the link will appear just above the short biography.

The screenshot shows a long biography page for Lawrence R. Aaronson, Ph.D., Dean of Arts and Sciences. It includes a photo, contact information, a brief autobiographical statement, and research interests. A red arrow points from a callout box to the long biography section.

Lawrence R. Aaronson, Ph.D.
Dean of Arts and Sciences

laaronson@utica.edu
Phone: (315) 792-3028
Gordon Science Center
Room: 286

Biography

Brief Autobiographical Statement

A native Floridian, I earned a B.S. degree in Biological Sciences from Florida State University in 1979. In 1984 I received a Ph.D. in Microbiology from Rutgers University where I studied the regulation of membrane fluidity during cold adaptation in fungi in the laboratory of Dr. Charles Martin. Later, I studied the biogenesis of the fungal plasma membrane proton pump as a postdoctoral fellow in the Department of Human Genetics at Yale School of Medicine with Dr. Carolyn Slayman. I joined the faculty of Utica College in 1987, and teach Cell Biology, Molecular Biology, Immunology, and Histology, among other courses. An advocate for undergraduate research, I presently serve as a Biology Councilor in the Council on Undergraduate Research and am a member of the Committee on Undergraduate Education of the American Society for Microbiology where I am Chairman of the Undergraduate Research Fellowship Program. I was honored in 1996 with the Crisafulli Distinguished Teaching Award and with the Harold T. Clark Award for Research in 1997. My hobbies include rose gardening, boomerangs, and Star Trek.

Research Interests and Research in Progress

My current research interests are focused on lipid metabolism in fungi and membrane structure and function. For the past nine years my lab group has concentrated on the study of the antifungal properties of sphingolipids, which may create a natural antifungal barrier in the skin. These studies may identify new agents to combat deadly infections by fungal

Long biography

16.4 Quotes

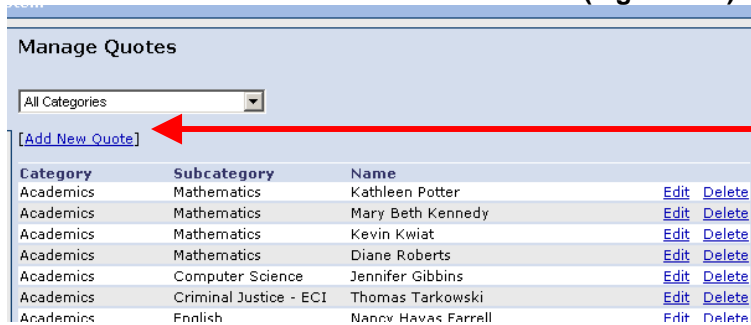
SiteManager also provides an easy-to-use Quote module. These can be added to the right column of your Web section or on any individual page. (See Section 13.0, above.)

Add a new quote:

1. Click the “Quotes” link in the “Admin” tab under “My Channels”.
2. On the “Manage Quotes” page, click the link near the top of the page that reads “Add New Quote”.



(Figure 16h)



Manage Quotes

All Categories

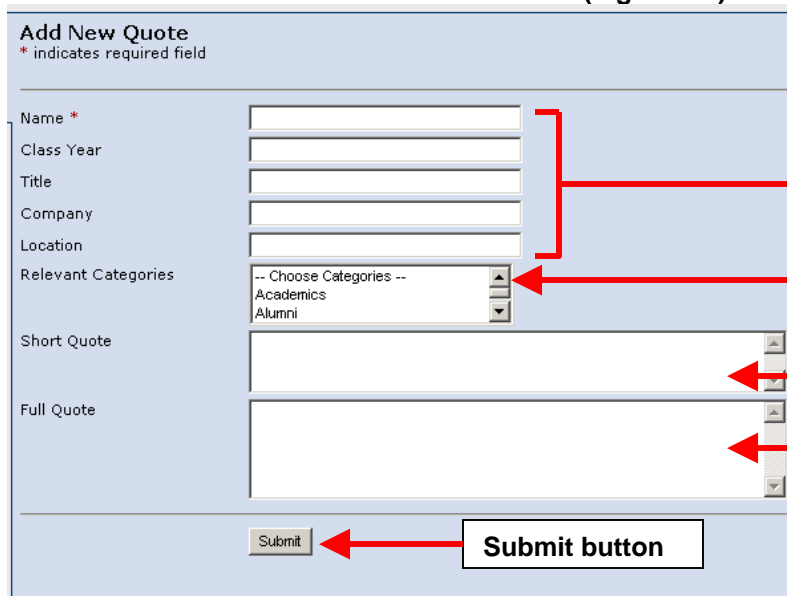
[Add New Quote]

Category	Subcategory	Name		
Academics	Mathematics	Kathleen Potter	Edit	Delete
Academics	Mathematics	Mary Beth Kennedy	Edit	Delete
Academics	Mathematics	Kevin Kwiat	Edit	Delete
Academics	Mathematics	Diane Roberts	Edit	Delete
Academics	Computer Science	Jennifer Gibbins	Edit	Delete
Academics	Criminal Justice - ECI	Thomas Tarkowski	Edit	Delete
Academics	English	Nancy Havas Farrell	Edit	Delete

Click here to add a new quote

3. On the “Add New Quote” page, enter the name, class year (two-digit with apostrophe: '05), professional title, company (employer) name and location, plus the text of the quote.
Note: You can include a short version of the quote for the default page display.
4. Choose the relevant category/categories for this quote (e.g. Academics, Alumni, etc.), then click “Submit”.
5. To add your quote to a section or specific page, use the procedure described in Section 13.1, above.

(Figure 16i)



Add New Quote
* indicates required field

Name *
Class Year
Title
Company
Location
Relevant Categories
Short Quote
Full Quote

Submit

Personal/ Professional information

Quote categories

Short text

Long text

Submit button

16.4 Quotes (cont.)

Your quote will display as shown in the illustration below:

The illustration shows two examples of quote displays. The top example is a short quote: *"My training at UC gave me the tools necessary to make an immediate impact in the agency business. I still find myself tapping the resources of our PR/J family."* by Bradley Buyce '91, Vice President/New York Account Director at Ketchum Public Relations. A callout box labeled "Default display (short quote)" points to the quote. A callout box labeled "Click here for full quote" points to a link labeled "Full Quote". The bottom example is a full quote: *"After graduation, I quickly realized that my training at UC gave me the tools necessary to make an immediate impact in the agency business. I still find myself tapping the resources of our PR/J family, including faculty, fellow alumni, and friends of the program"* by the same person. A callout box labeled "Full quote display" points to the quote. A callout box labeled "Click here to return to short quote" points to a link labeled "Short Quote". A separate callout box on the right contains a note: "Note: If you choose multiple quotes for your right-column, one will display at random each time you visit the page. See section 13.1 for details."

Default display (short quote)

Click here for full quote

Note: If you choose multiple quotes for your right-column, one will display at random each time you visit the page. See section 13.1 for details.

Full quote display

Click here to return to short quote

For More Information About SiteManager:

- Visit UC's Web content tools home page at: www.utica.edu/webcontent/
- Contact us:

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