
TECHNOLOGY INSTRUCTION



Content Management System (CMS) Basic Training

Please log in to your workstation with your KU Online ID and password.

COURSE OVERVIEW



- Overview of the CMS
- Create and publish content
- Edit and publish content



- Working with images & links
- **Content Types**
 - General content pages
 - Webforms
 - Image slideshows
 - Home pages
 - Contact pages
 - Person Profile
 - Degree pages
 - News & Cherry Pick a KU News Article

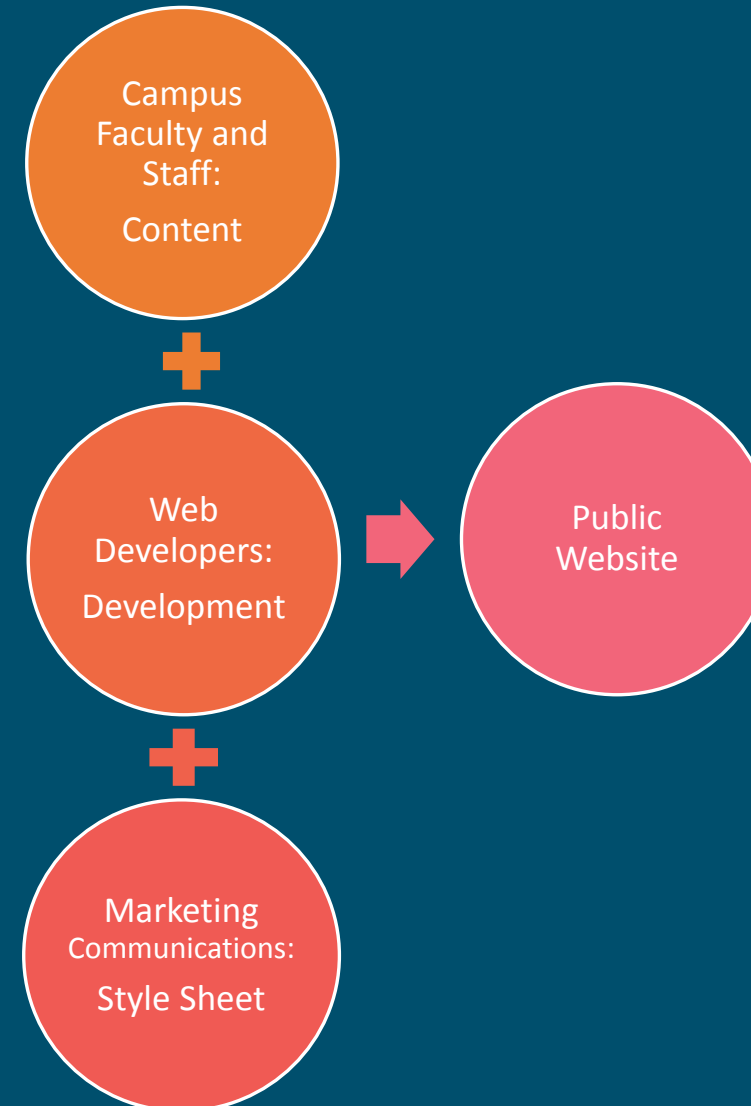


- **Block basics**
- **Reports**



CMS OVERVIEW

- Launched in July 2012
- Uses open-source system (drupal)
- Makes it easy for non-technical users to add, edit and manage a website
- Branded websites
- Process: Request, Build, Approve, Maintain
- Contains several roles:
 - Contributor
 - Editor
 - Site Administrators



OVERVIEW OF ROLES

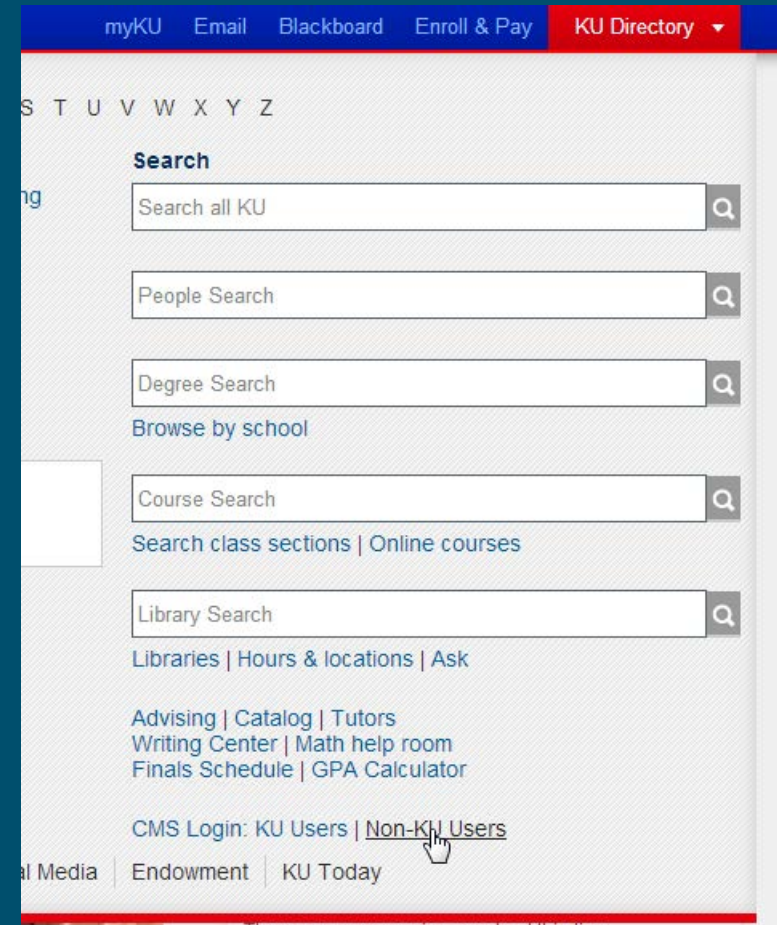
| | Contributor | Editor | Site Admin |
|--------------------------|--|--------|------------|
| Create Pages | ✓ - Limited options: only contact page, degree – general content, general content page, person profile | ✓ | ✓ |
| Edit Pages | ✓ - Limited options (same as above) | ✓ | ✓ |
| Publish Pages | ✗ - Save as “Needs Review” | ✓ | ✓ |
| Upload Files | ✓ | ✓ | ✓ |
| Create Webforms | ✗ | ✓ | ✓ |
| Create/Edit Blocks | ✗ | ✓ | ✓ |
| Edit the menu/navigation | ✗ | ✓ | ✓ |
| Add/edit users & roles | ✗ | ✗ | ✓ |
| Make site-wide changes | ✗ | ✗ | ✓ |



CMS TRAINING SITES



- Go to: <http://class#.drupal.ku.edu> (replace # with the number you were assigned)
- Click on the red **KU Directory** drop-down menu in the upper right corner
- Select **Non-KU Users**.
- Enter Username: **editor**
- Enter Password: **editor**



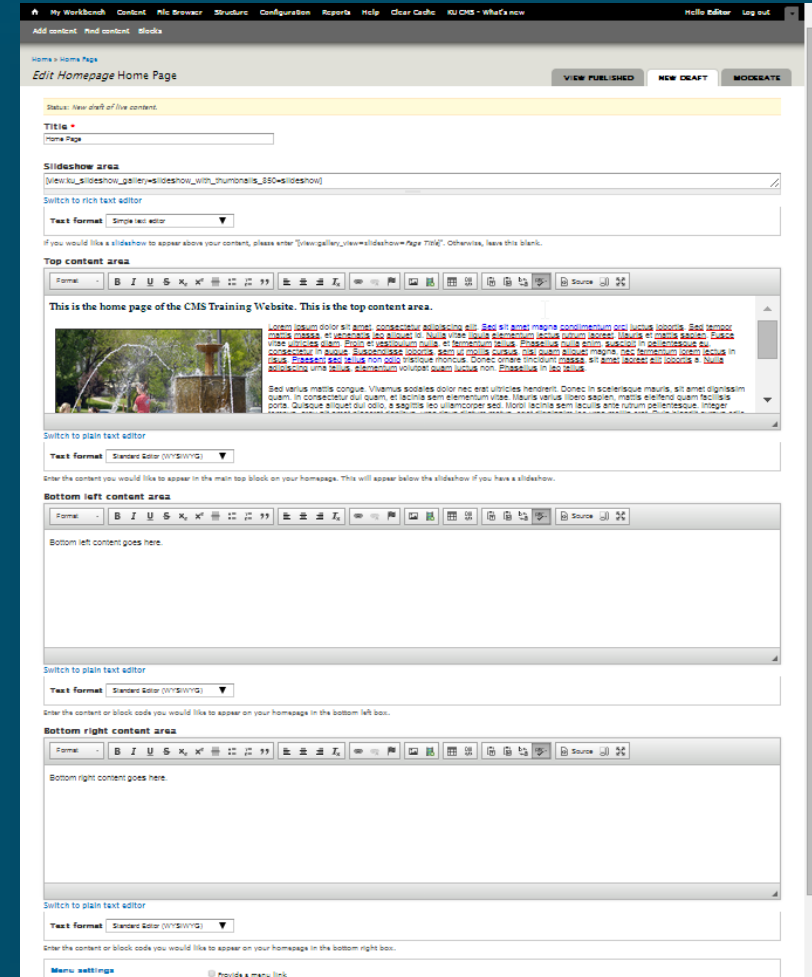
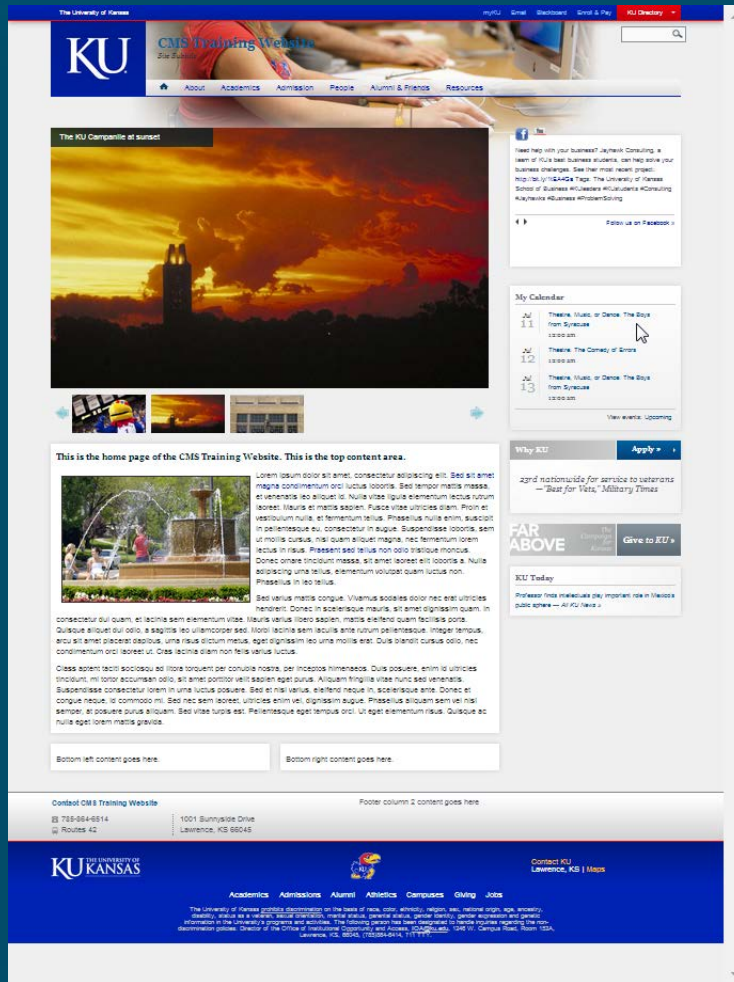
YOU TRY IT

1. Create a webpage using the **General Content Page template**.
2. Title it **Practice Page**.
3. In the body, type a sentence.
4. Make one of the words a link to the main KU website <http://www.ku.edu>
5. Place the page under the **About** section.
6. **Publish** the page.

* If you have extra time, try making an edit to any page.



SLIDESHOWS



SLIDESHOWS

Slideshow area

```
[view:ku_slideshow_gallery=slideshow_with_thumbnails_850=slideshow]
```

The screenshot shows the CMS Training Website editor interface. The 'Slideshow area' is highlighted, showing the configuration for a gallery. The configuration includes a title field, a text editor, and a rich text editor. The rich text editor contains the following text: "This is the home page of the CMS Training Website. This is the top content area." Below the rich text editor, there are three content areas: 'Top content area', 'Bottom left content area', and 'Bottom right content area'. Each content area has a text editor and a rich text editor. The 'Bottom left content area' and 'Bottom right content area' are currently empty.

The three screenshots show the CMS Training Website with the slideshow in action. The first screenshot shows 'Slide 1' with a photo of a basketball game. The second screenshot shows 'Slide 2' with a photo of a sunset. The third screenshot shows 'Slide 3' with a photo of a building. The website header and navigation menu are visible in all three screenshots.



The screenshot shows the CMS homepage editor. At the top, there's a navigation bar with 'My Workbench', 'Content', 'File Browser', 'Structure', 'Configuration', 'Reports', 'Help', 'Clear Cache', and 'KU CMS - What's new'. Below this is a toolbar with 'Add content', 'Find content', and 'Blocks'. The main content area is divided into several sections: 'Slideshow area' (with a text input field containing a shortcode), 'Top content area' (with a rich text editor containing placeholder text and an image), 'Bottom left content area' (with a plain text editor), and 'Bottom right content area' (with a plain text editor). Each section has a 'Switch to plain text editor' button and a 'Text format' dropdown menu.

Slideshow area

[view:ku_slideshow_gallery=slideshow_with_thumbnails_850=slideshow]

The screenshot shows the CMS slideshow editor for a slide titled 'Slide 3'. The interface includes a navigation bar with 'My Workbench', 'Content', 'File Browser', 'Structure', 'Configuration', 'Reports', 'Help', 'Clear Cache', 'KU CMS - What's new', 'Hello Editor', and 'Log out'. Below this is a toolbar with 'Add content', 'Find content', and 'Blocks'. The main content area is divided into several sections: 'Image Title (will not be displayed)' (with a text input field containing 'Slide 3'), 'Slide or Gallery Tag' (with a text input field containing 'slideshow'), 'Slider Image' (with an image of a building, a file name 'fieldhouse.jpg (96.33 KB)', and a 'Remove' button), 'Alternate text' (with a text input field containing 'Allen Fieldhouse'), 'Title' (with a text input field containing 'Allen Fieldhouse'), and 'Caption' (with a rich text editor containing 'Allen Fieldhouse'). There are also buttons for 'VIEW PUBLISHED', 'NEW DRAFT', and 'MODERATE'.

CONTENT TYPES

- **Contact Page** – Google map and contact info; linked in the footer
- **Degree – Add a Degree** – Used to “define” the degrees offered
- **Degree – General Content** – Used to add more information about the degrees offered
- **Person profile** – Used for faculty information as well as staff and students
- **General content** – Most web pages will use the General content type
- **Homepage** – A special template that is designed for home pages
- **Image Slideshows & Galleries** – Dynamic rotating images & galleries
- **News** – Display timely information that should be grouped or listed together
- **Cherry Picked News** – News articles syndicated from news.ku.edu
- **Webforms** – Easily create forms online



How-to information can be found at cms.ku.edu

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WHAT WE LEARNED





Instructor follow-up

Within a week of the course, the instructor will send a follow-up email to all attendees. The email will include:

- Additional learning resources
- Answers to outstanding questions



IT training opportunities

There are a number of training resources that the **Technology Instruction** department provides:



- Departmental training
 - Interested in having us over to speak to your department about this topic or another technology? – Visit technology.ku.edu/request-instruction request a training session for your department or email training@ku.edu to speak to one of our instructors.
- Open workshops and Quick Learn webinar series
 - Search and sign up for sessions at workshops.ku.edu.
- Desk-side coaching
 - Want some one-on-one time? – Fill out our desk-side coaching request at technology.ku.edu/request-instruction to meet with an instructor individually.

