

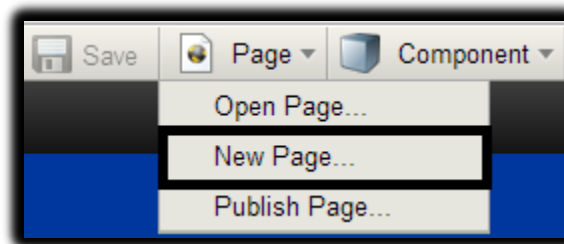


Learning with Purpose

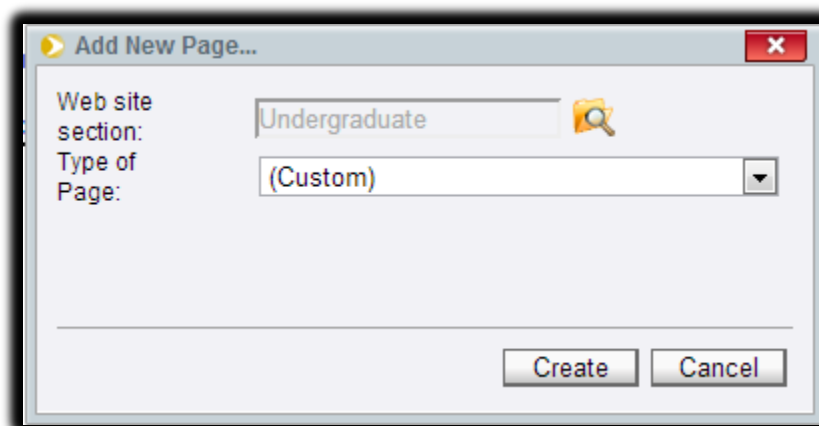
Catalog Site edit

Catalog Page

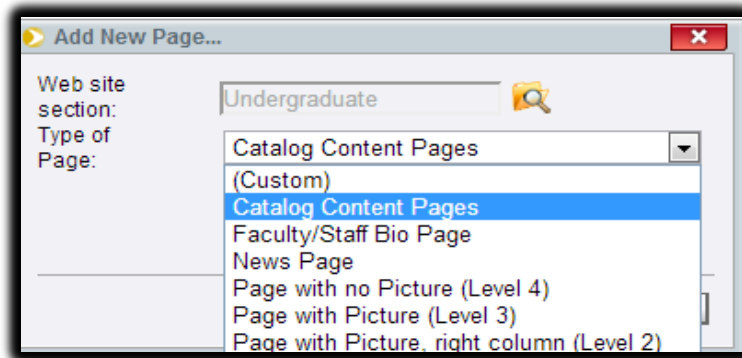
After logging onto SiteEdit, click on **Page** tab and select **New Page**



Click on the **Custom** drop down menu

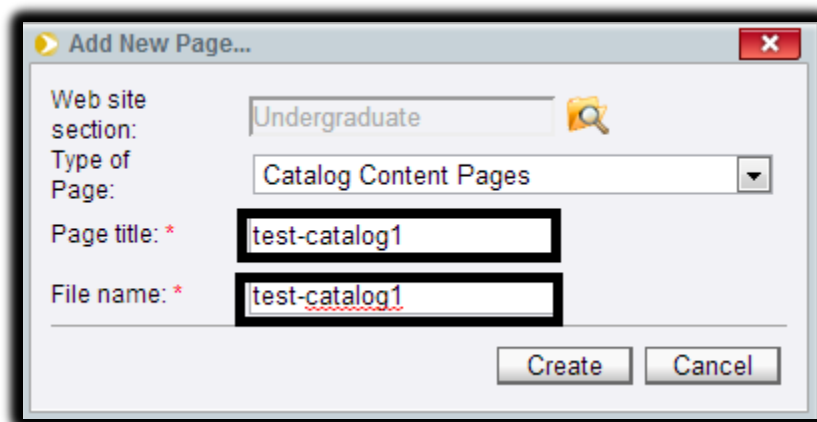


Select Catalog Content Pages

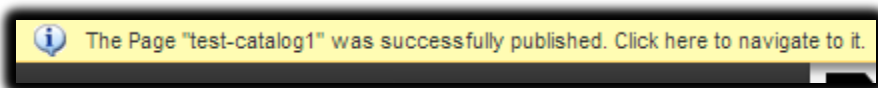
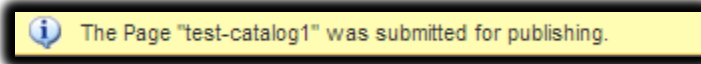


Fill the **Page title** and **File name** fields.

Note: in File name do not use space, underscore or signs.

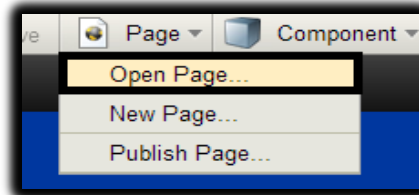


Click **Create**, and follow the messages in the yellow banner in the top left of the page.



After clicking the yellow banner a new page is displayed.

[page Title] should be changed to the appropriate page title by Clicking to **Page** tab



And then **Open Page**. For Catalog pages **Academic Year** field is a required field, from the drop down menu select the proper year.

A screenshot of a software configuration window. The window has tabs for 'General', 'Component Presentations', 'Workflow', and 'Info'. The 'General' tab is active. The form contains the following fields:

- * Name: test-catalog1
- * File Name: test-catalog1 .aspx
- * Page Template: CatalogContentCollegePT (selected from a dropdown menu)
- Inherit from Parent
- Metadata Schema: Catalog Page Metadata (selected from a dropdown menu)
- * Display Title: [page Title] The page title (highlighted with a black box)
- Navigation Title: (empty field)
- Feature Image (For page Level 2 and Level 3): (empty field)
- * Menu Priority [0 excludes from all menus]: 0
- AZ Directory Titles: (empty field with +, x, and list icons)
- * Academic Year: 2012 - 2013 (highlighted with a black box)

Click on **Home** tab (top left) then **Save and Close**.

Follow the messages displayed in the yellow banner.

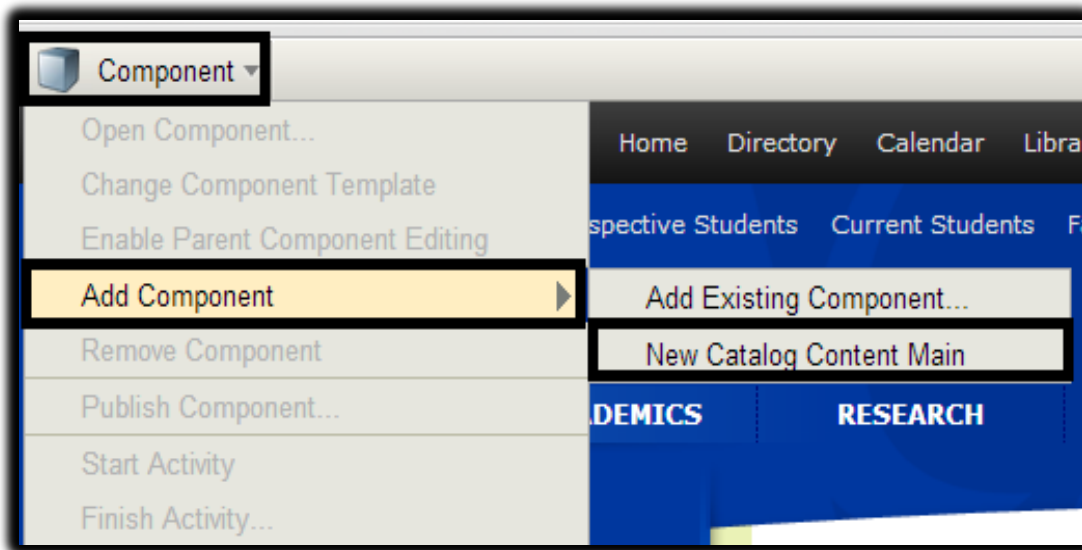
The Page "test-catalog1" was successfully published.

The Page "test-catalog1" was successfully published. Click here to navigate to it.

The page title

To add a component to the page

Click on **Component** tab >> **Add Component** >> **New Catalog Content Main**



The component dialog opens in the back-end.

Fill the required fields:

- Name
- Heading
- Body

03 Content WWW EN > Building Blocks > Content > Catalog > Undergraduate

General Metadata Source Workflow Info

* Name:

Component Content

Header Paragraph:

Design Source Preview

* Heading:

* Body:

+ - Sub-Heading:

* Body:

Design Source Preview

Click on Metadata tab, and fill the applicable fields

03 Content WWW EN > Building Blocks > Content > Catalog

General Metadata Source Workflow Info

College:

+ -

Department:

+ -

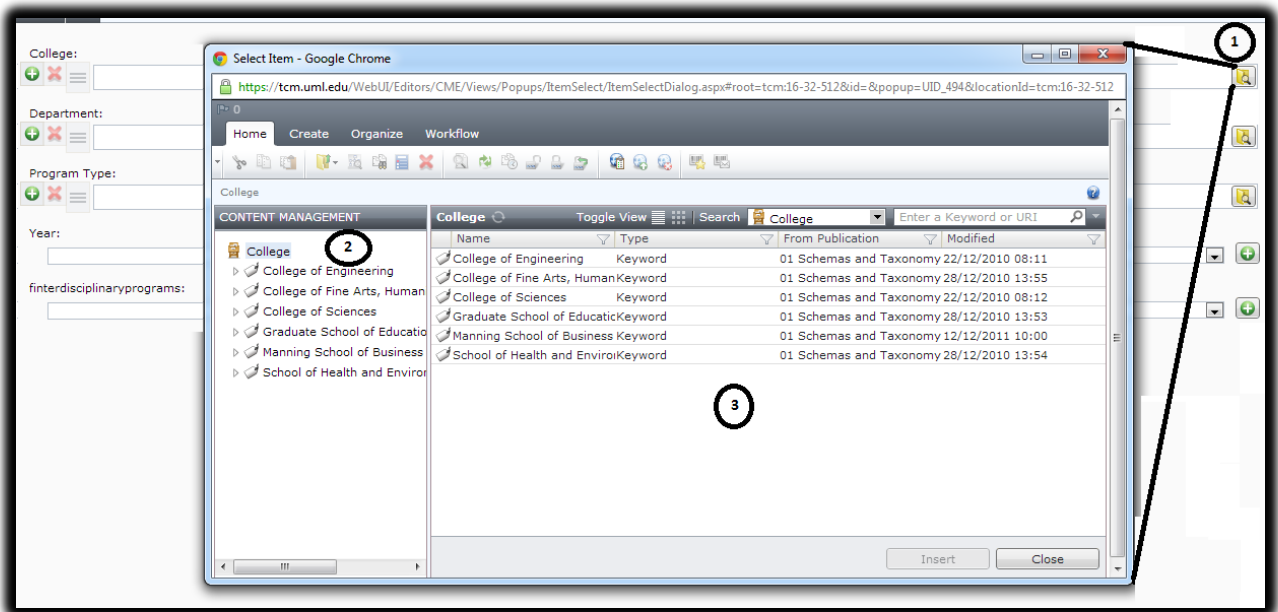
Program Type:

+ -

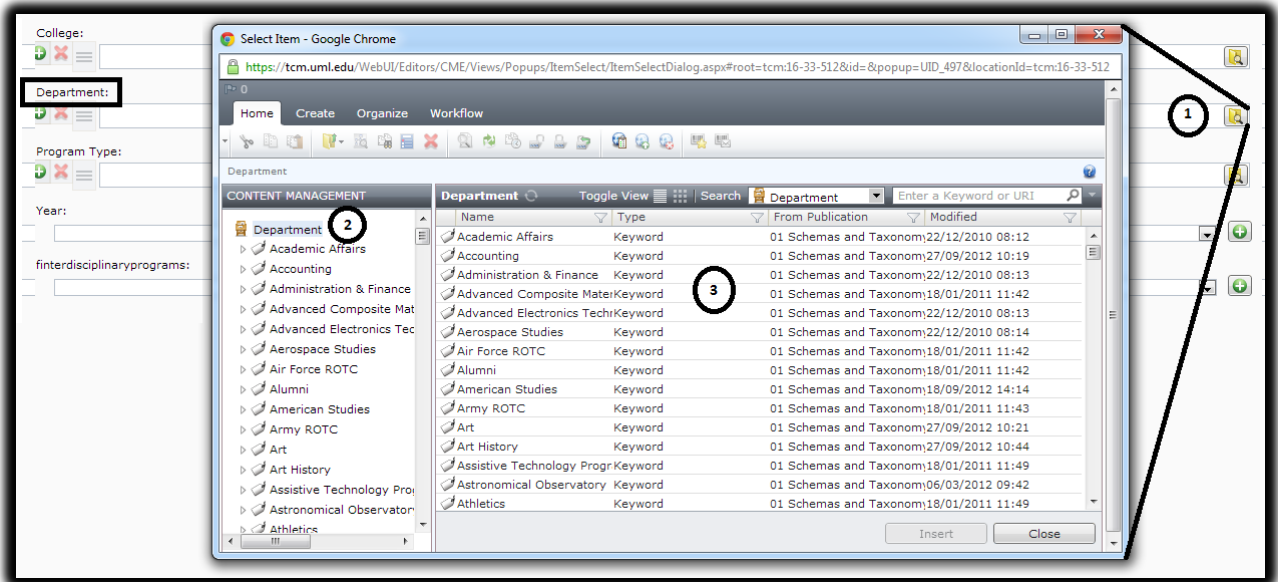
Year:

finterdisciplinaryprograms

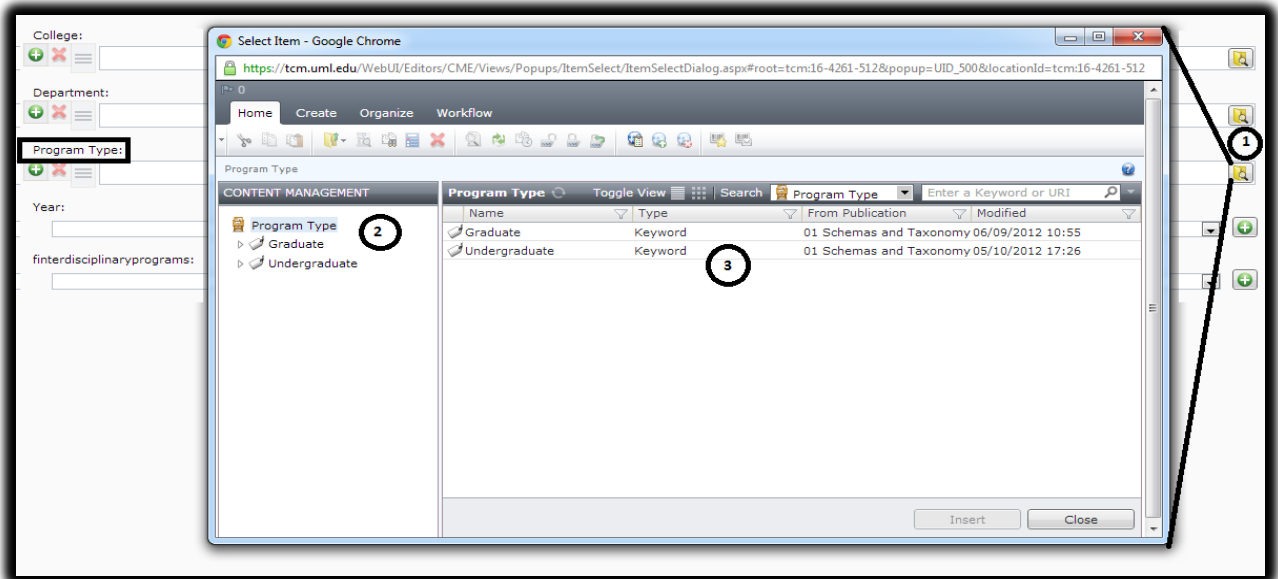
College: click **Browse**, then follow step 1, 2, and 3



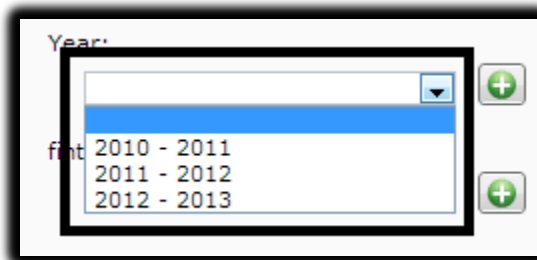
Department: click **Browse**, then follow step 1, 2, and 3



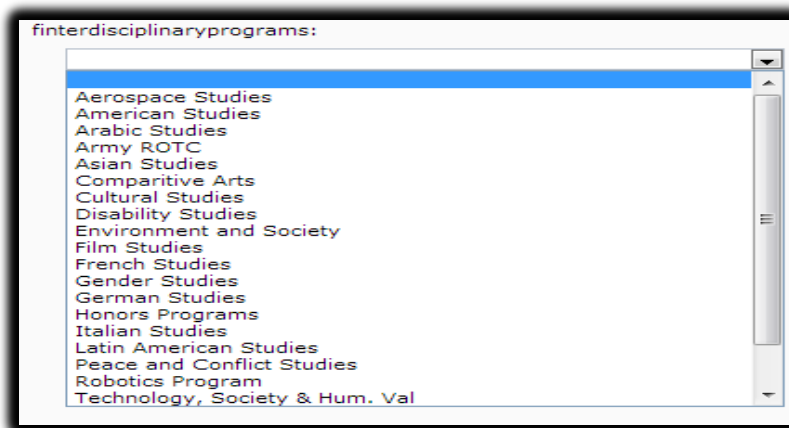
Program Type: click Browse, then follow step 1, 2, and 3



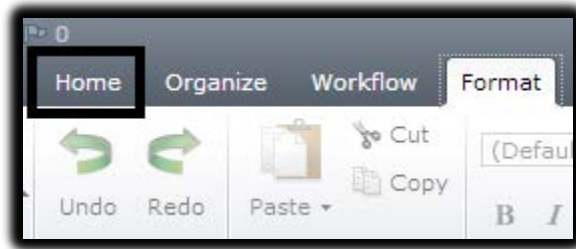
Year: Select the present school year from the drop down menu



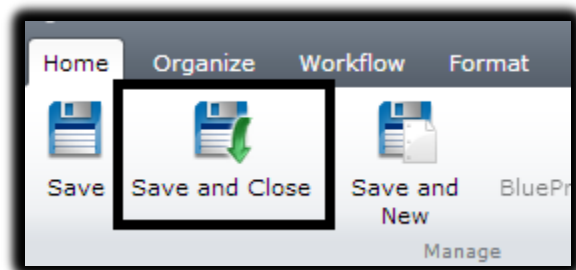
Finterdisciplinary programs: from the drop down menu check which interdisciplinary program is applicable



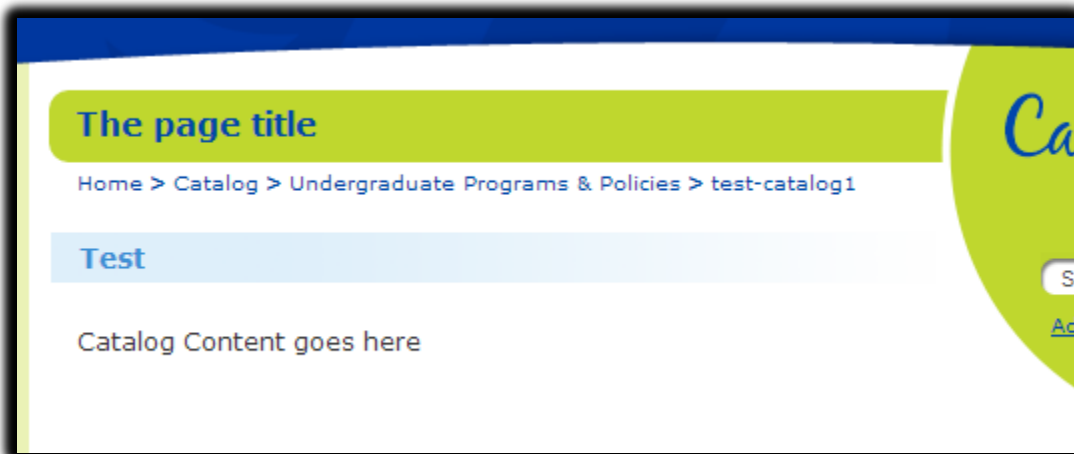
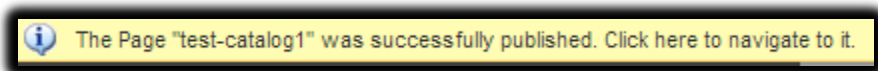
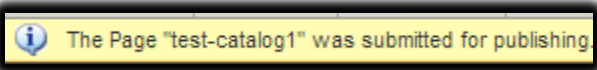
Once the metadata is filled, Click Home tab (top left)



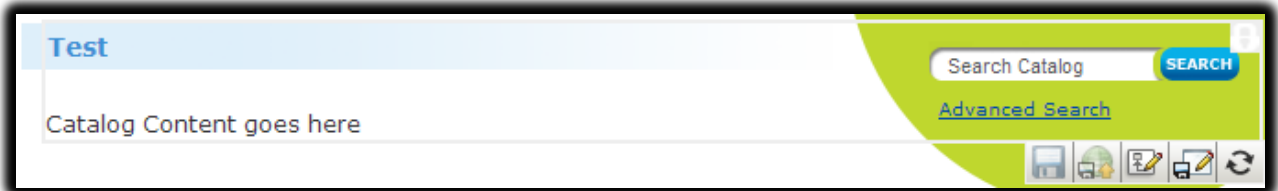
Then Save and Close



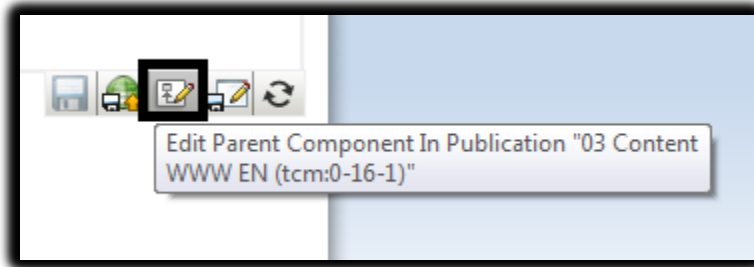
Follow the messages displayed in the yellow banner.



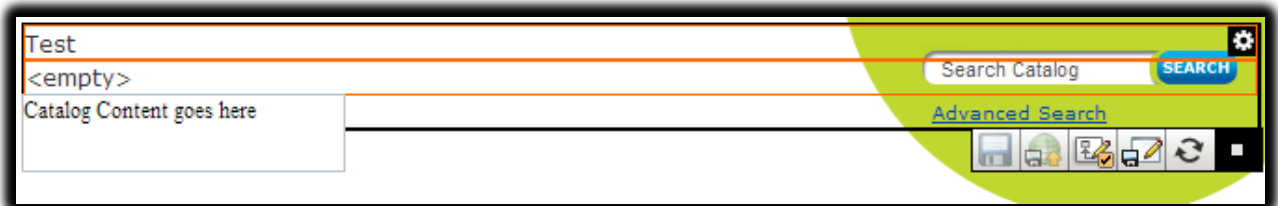
Now to add content to (or edit) the components, click on the existing content.



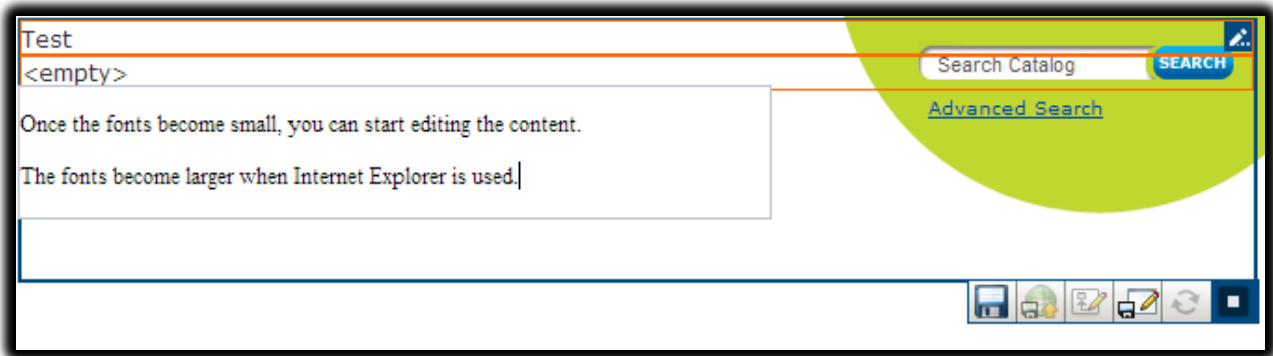
Once the component tool bar is visible, click the middle button



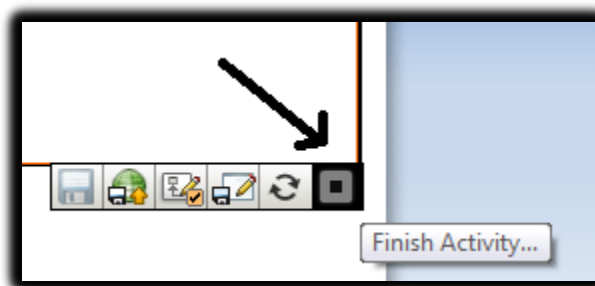
In the orange box double click on the top of the content



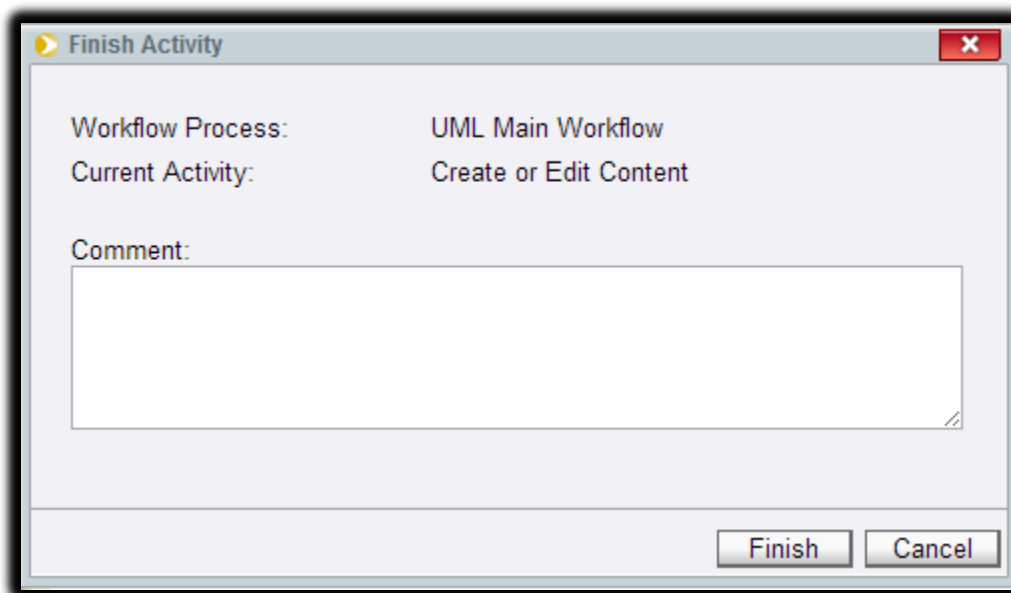
Once the fonts become small (if IE is used the fonts get bigger), the component can be edited. And a good habit is to click **Save** anytime it is highlighted.



Once the editing is done, click on **Finish Activity**.



And fill the comment box summarizing what was done in the page.

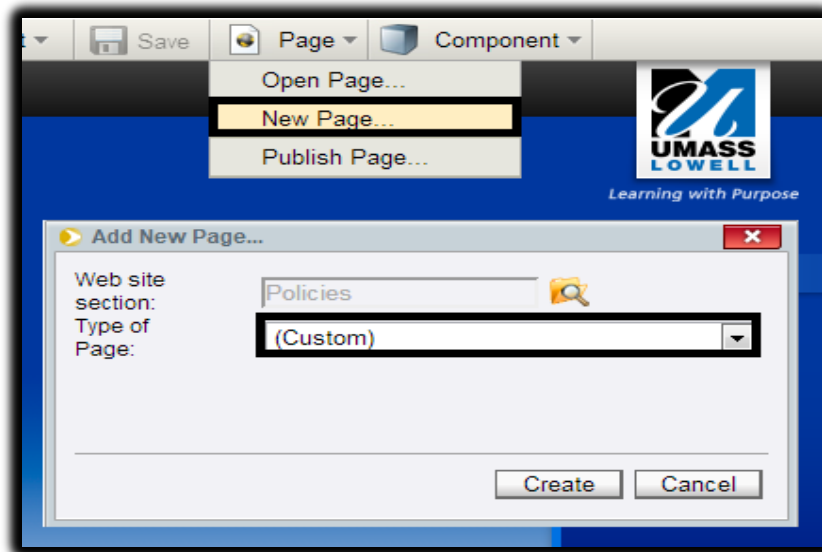


The policy page

To create a policy page, open an existing policy page:

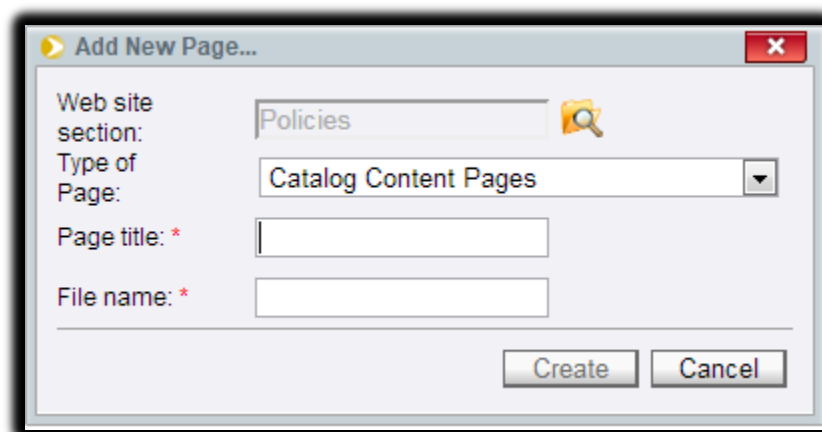
i.e www.uml.edu/Catalog/Graduate/Policies/test2.aspx, change the www.uml.edu with <https://tcm.uml.edu:84>

>>> <https://tcm.uml.edu:84/SiteEdit/#/Catalog/Graduate/Policies/test2.aspx>



Fill the Page title and File name fields.

Note: in File name do not use space, underscore or signs.



Click Create, and follow the messages in the yellow banner in the top left of the page.

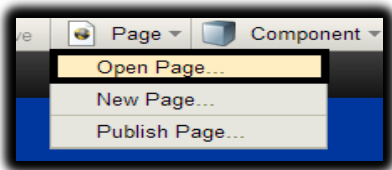
The Page "test-catalog1" was submitted for publishing.

The Page "test-catalog1" was successfully published. Click here to navigate to it.

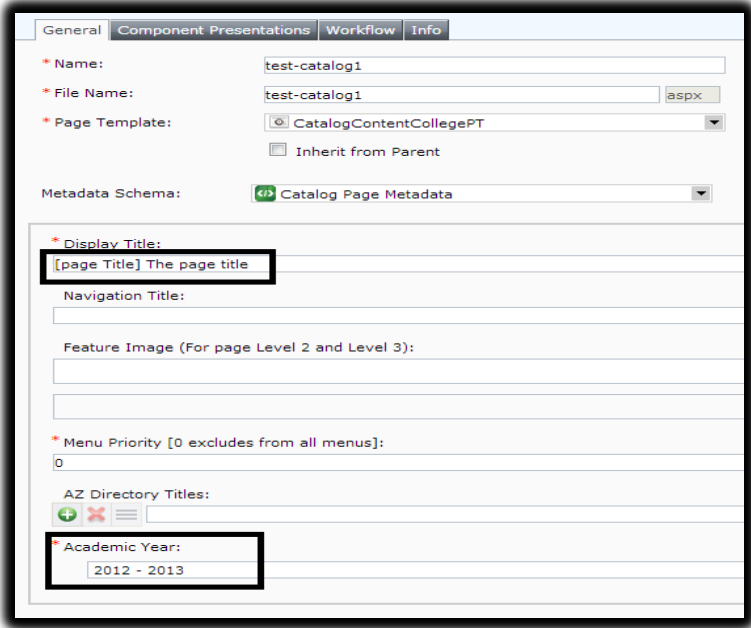
After clicking the yellow banner a new page is displayed.

[page Title] should be changed to the appropriate page title by Clicking to Page tab

[page Title]



And then Open Page. For Catalog pages Academic Year field is a required field, from the drop down menu select the proper year.



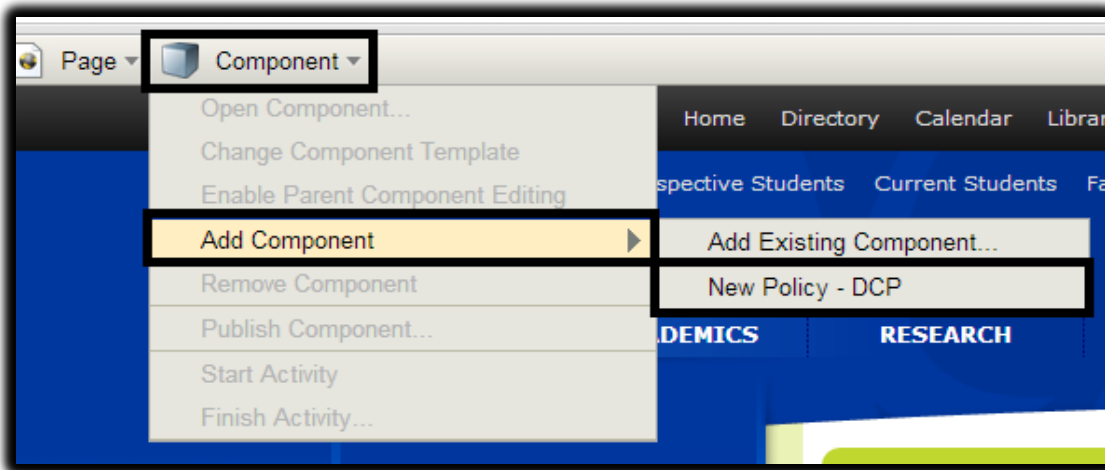
The screenshot shows a configuration form for a page. The 'General' tab is active. Fields include: Name (test-catalog1), File Name (test-catalog1.aspx), Page Template (CatalogContentCollegePT), Metadata Schema (Catalog Page Metadata), Display Title ([page Title] The page title), Navigation Title, Feature Image, Menu Priority (0), AZ Directory Titles, and Academic Year (2012 - 2013). The 'Display Title' and 'Academic Year' fields are highlighted with black boxes.

Click on **Home** tab (top left) then **Save and Close**.

Follow the messages displayed in the yellow banner.

To add a component to the page

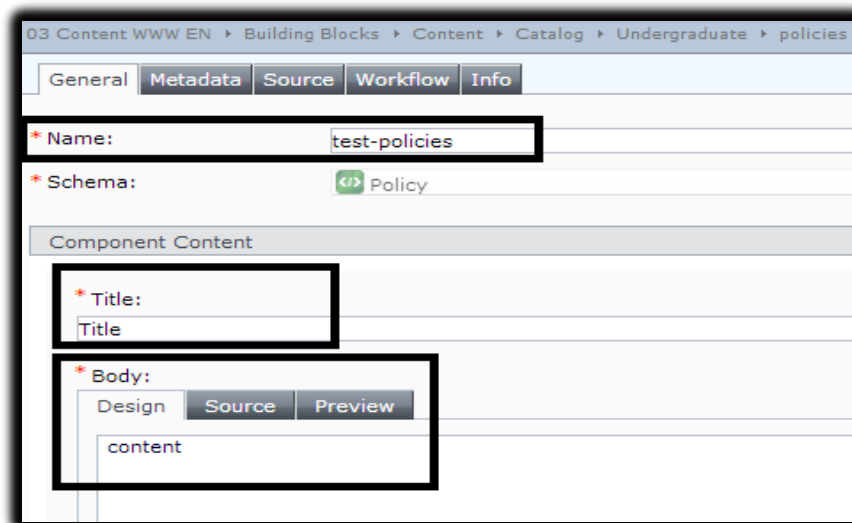
Click on **Component** tab >> **Add Component** >> **New Policy - DCP**



The component dialog opens in the back-end.

Fill the required fields:

- **Name**
- **Title**
- **Body**



Click on Metadata tab, and fill the applicable fields

3 Content WWW EN > Building Blocks > Content > Cata

General Metadata Source Workflow Info

Program Type:
+ X ≡ [] []

College:
+ X ≡ [] []

Department:
+ X ≡ [] []

Year:
[] +

- Program Type: click Browse, then follow step 1, 2, and 3

College:
+ X ≡ []

Department:
+ X ≡ []

Program Type:
+ X ≡ []

Year:
[]

finterdisciplinaryprograms:
[]

Select Item - Google Chrome
https://tcm.umt.edu/WebUI/Editors/CME/Views/Popups/ItemSelect/ItemSelectDialog.aspx#root=tcm:16-4261-512&popup=UID_500&locationId=tcm:16-4261-512

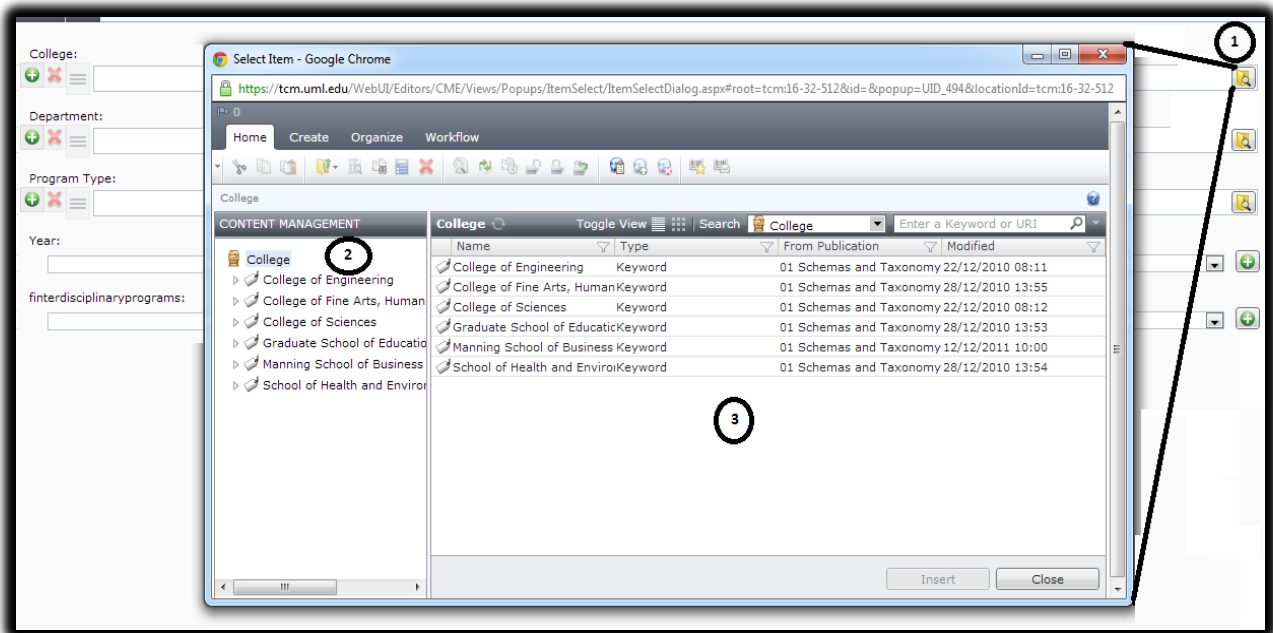
Home Create Organize Workflow

Program Type

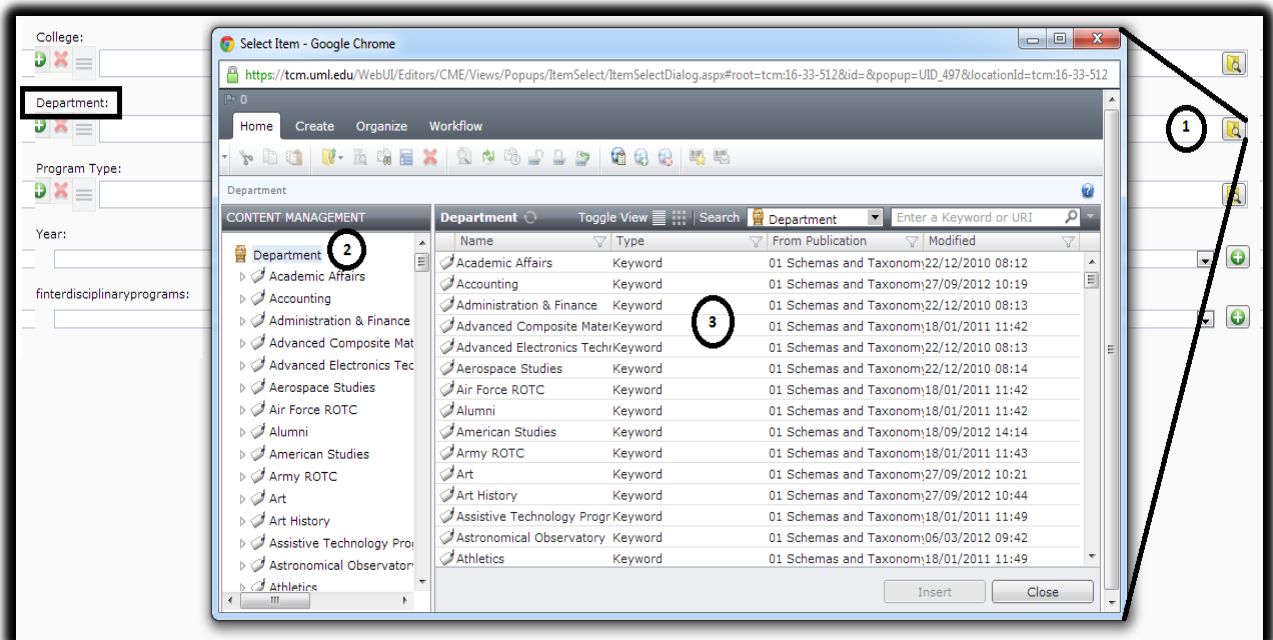
CONTENT MANAGEMENT		Program Type	Toggle View	Search	Program Type	Enter a Keyword or URI
Name	Type	From Publication	Modified			
Program Type						
Graduate	Keyword	01 Schemas and Taxonomy 06/09/2012 10:55				
Undergraduate	Keyword	01 Schemas and Taxonomy 05/10/2012 17:26				

Insert Close

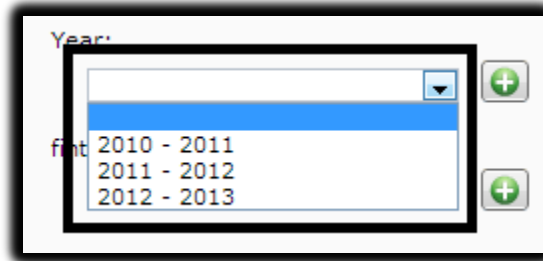
- College: click Browse, then follow step 1, 2, and 3



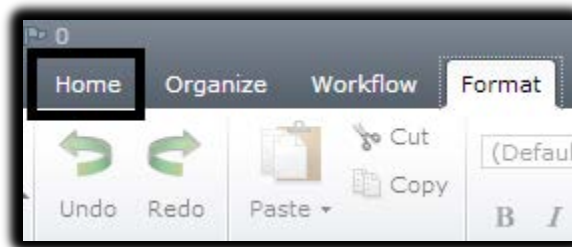
- Department: click Browse, then follow step 1, 2, and 3



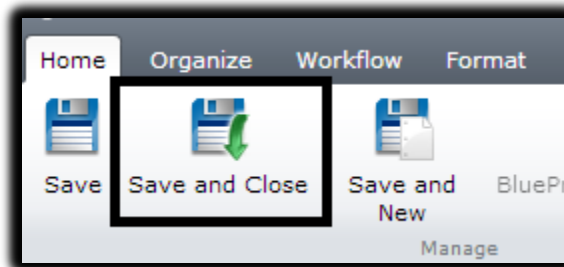
- **Year:** Select the present school year from the drop down menu



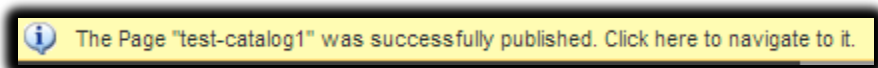
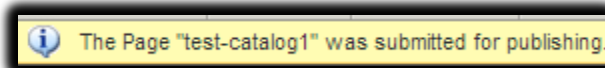
Once the metadata is filled, Click **Home** tab (top left)



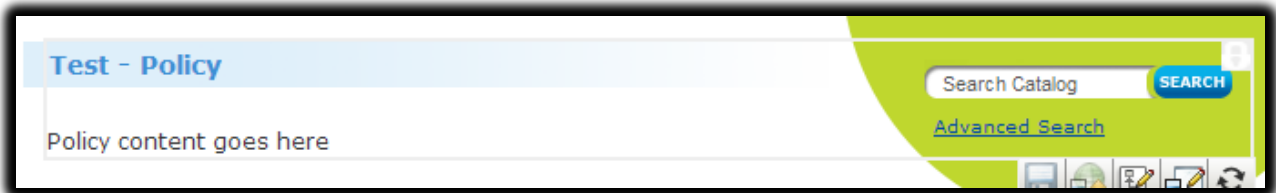
Then **Save and Close**



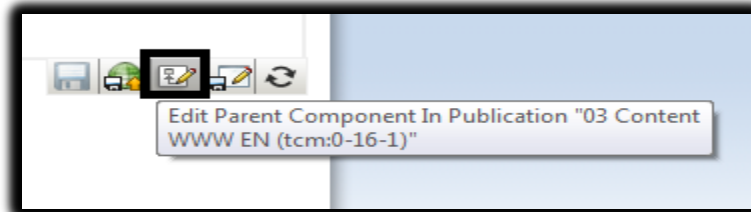
Follow the messages displayed in the yellow banner.



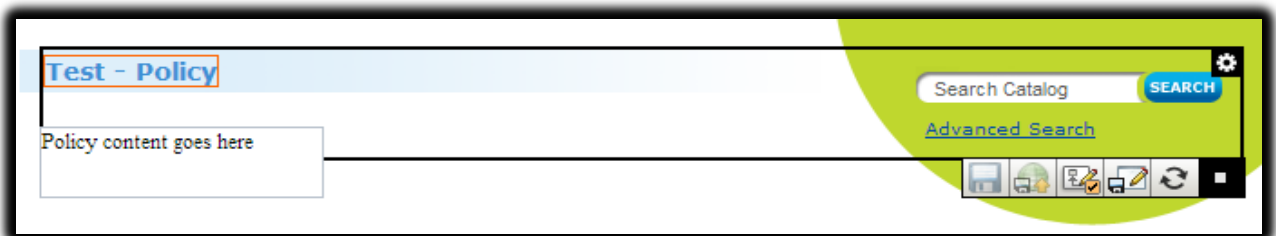
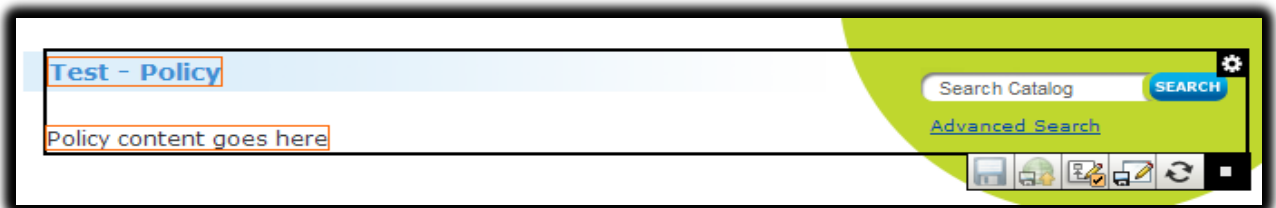
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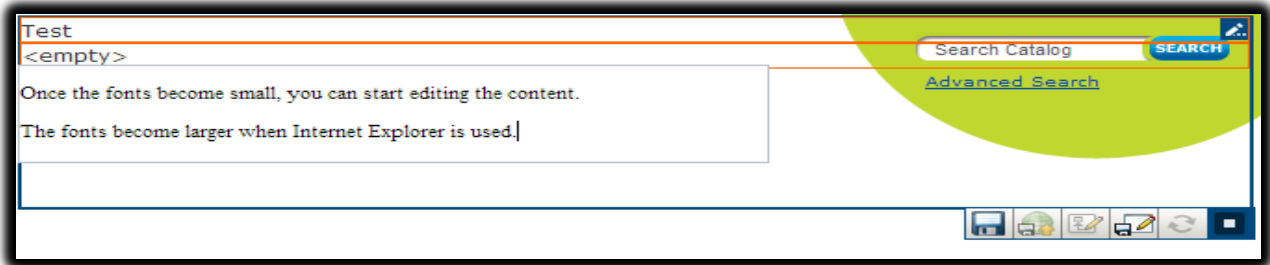
Once the component tool bar is visible, click the middle button



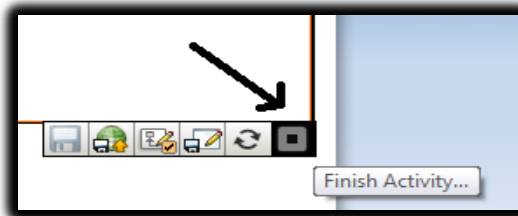
In the orange box double click on the top of the content (in this case “Policy content goes here”)



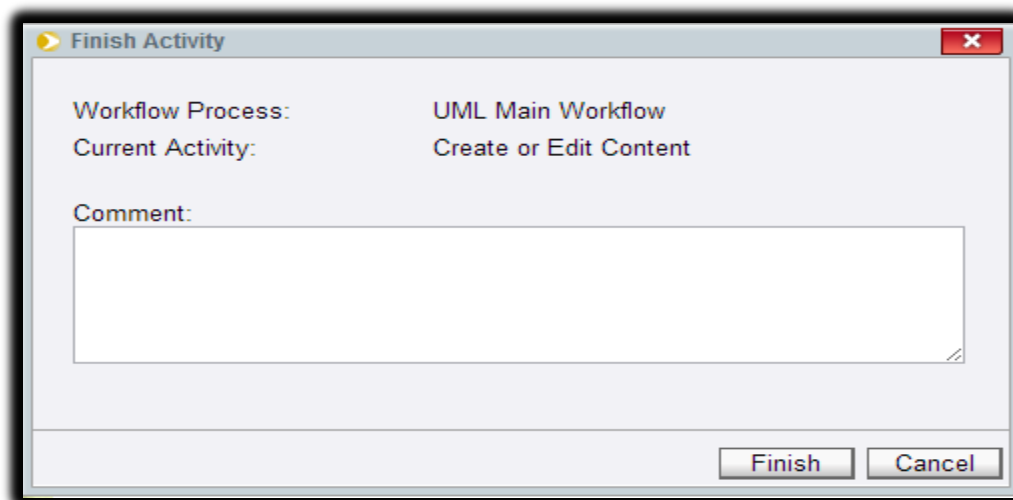
Once the fonts become small (if IE is used the fonts get bigger), the component can be edited. And click Save button anytime it is highlighted.



Once the editing is done, click on **Finish Activity**.



And fill the comment box summarizing what was done in the page.



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