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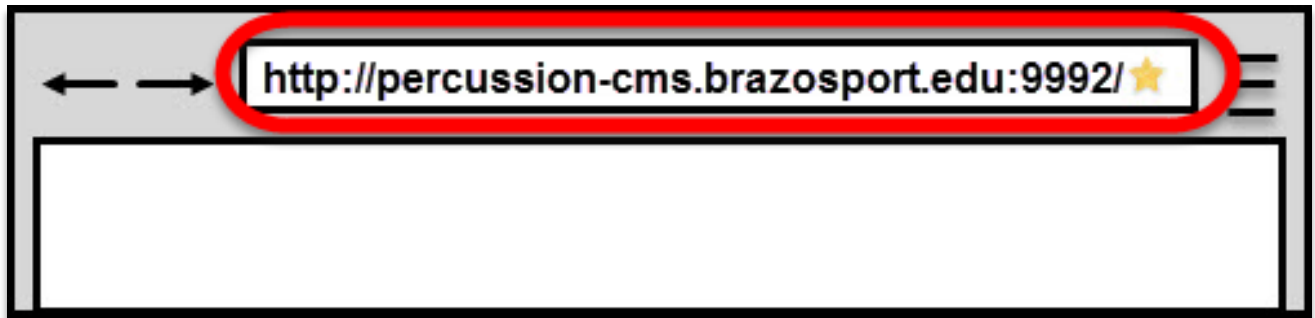
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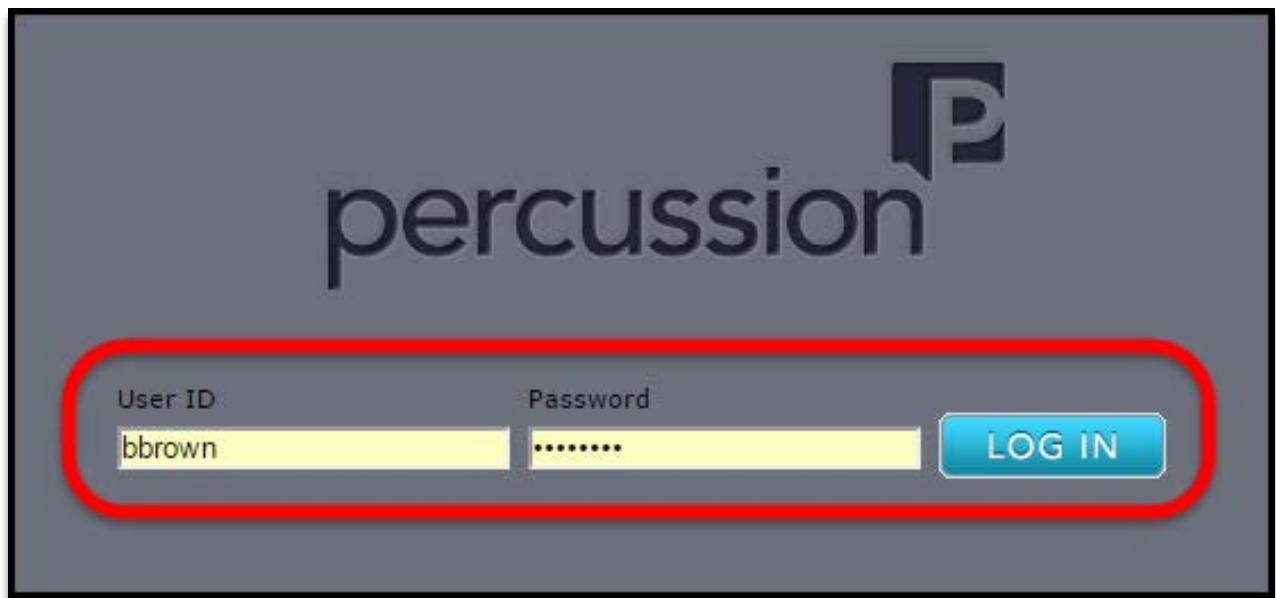
Accessing the Content Management Site (CMS)

In order to create and edit pages on the college's website, you will need to access the **content management site (CMS)**.

1. In the address bar of your internet browser enter in the website address for the CMS: <http://percussion-cms.brazosport.edu:9992/>



2. **Login** using your *BC login credentials*.



3. You will be taken to the **CMS**.

The screenshot displays the Percussion CM1 Dashboard. At the top, a blue header bar contains the 'DASHBOARD' title, a user greeting 'Welcome, bbrown', and links for 'Help', 'CM1 Community', 'About', and 'Logout'. Below the header, a navigation bar includes a search bar with '/Sites' entered and several utility icons. The main content area is divided into a left sidebar with 'Sites', 'Assets', and 'Search' options, and a central pane showing '1 item' with a card for 'brazosport.edu'. Below this, there are two dashboard gadgets: 'WELCOME' on the left, featuring the Percussion CM1 logo and a link to 'Documentation', and 'LICENSE MONITOR' on the right. The 'LICENSE MONITOR' gadget shows the company 'Brazosport College, TX', a 'CMS License' status bar, and details: 'License: CM1 Site Subscription' and 'Status: Active' with a green checkmark. A 'Reset' button is located in the top right of the dashboard area.

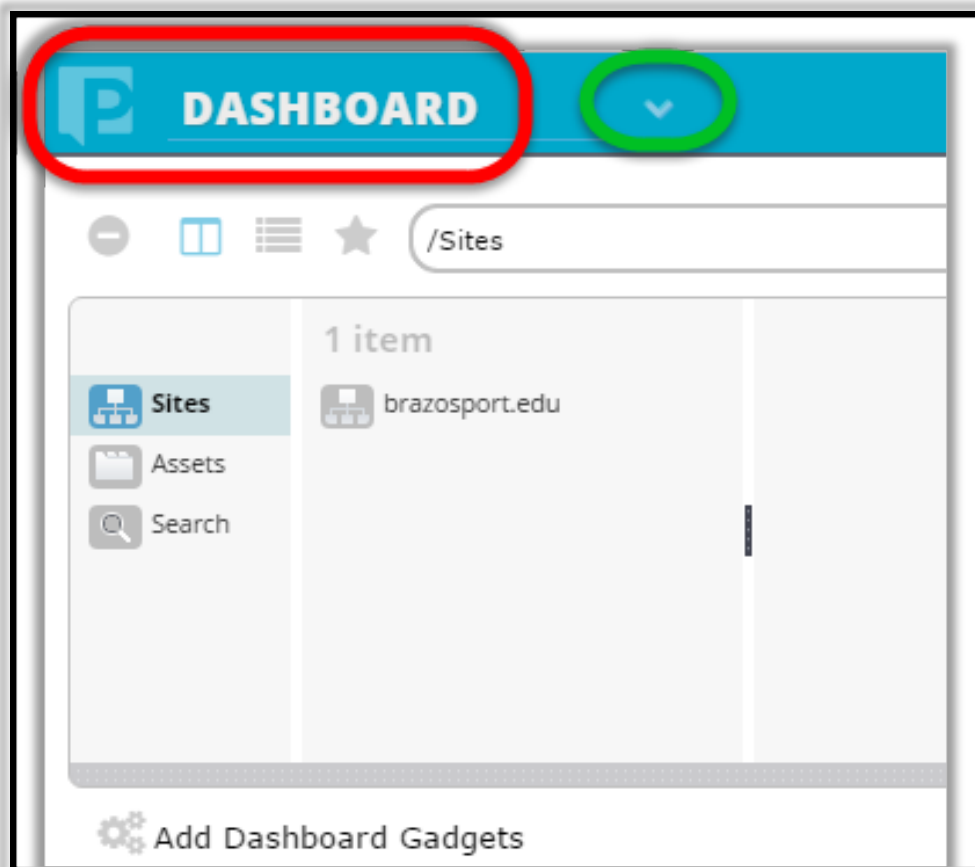


Linkback to the CMS

The *Linkback feature* provides you quick access from the college's website to the CMS. This means that whenever you are on a page of the college website and you need to edit it, you can simply use the Linkback feature to go directly to the CMS to edit it.

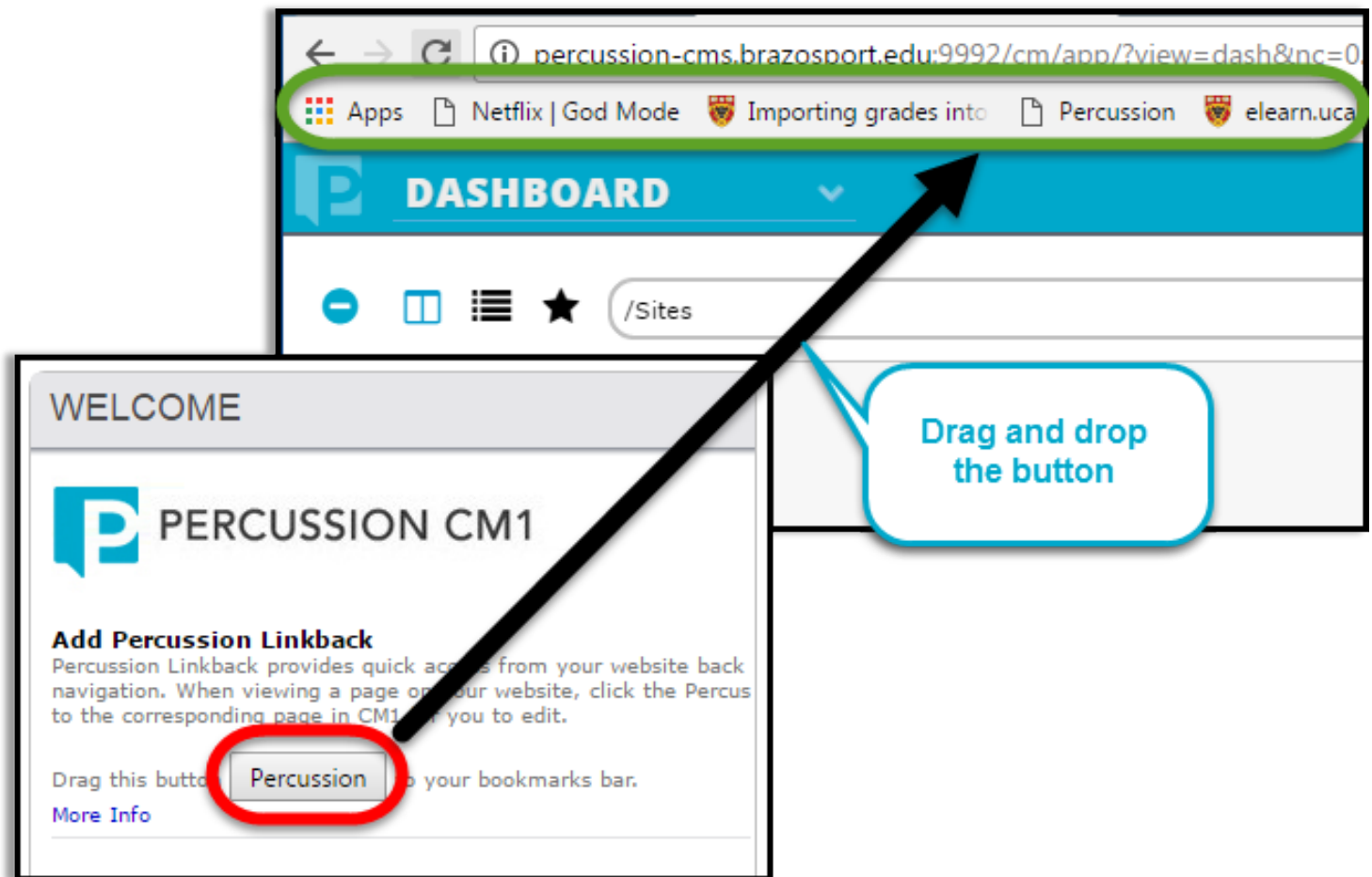
NOTE: You only need to perform the following steps once in the internet browser you primarily use. The Linkback feature will be accessible to you hereafter, unless you delete your bookmarks or use a different browser (then you will have to perform the steps again).

1. Make sure you are on the **Dashboard** section of the CMS. If you are not, click on the **dropdown menu** and select *Dashboard*.

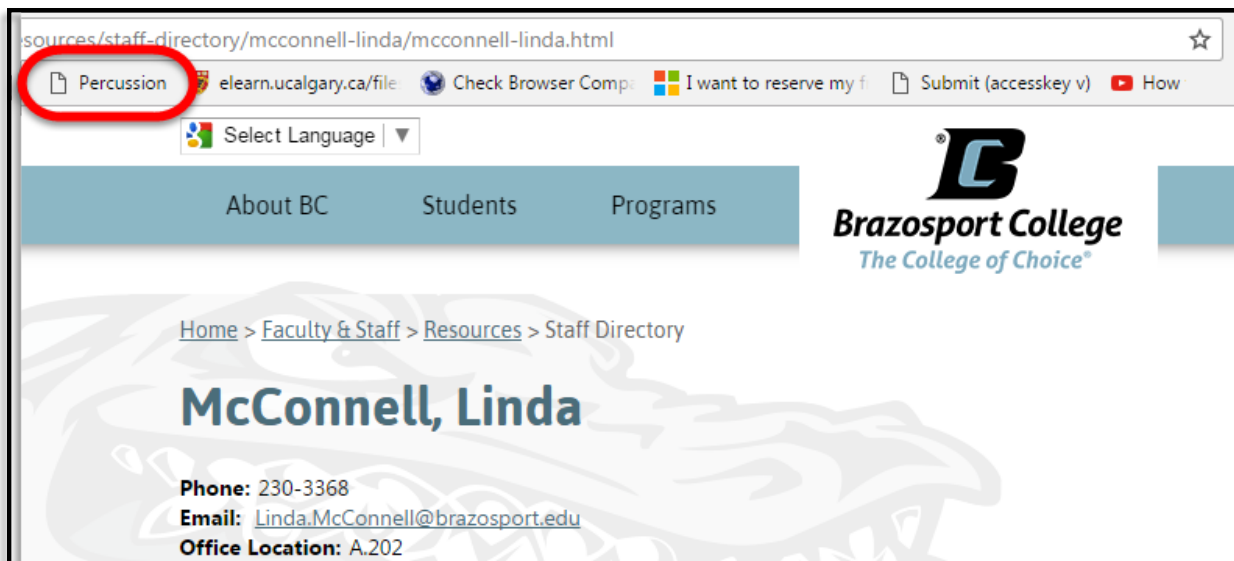


2. From the *Welcome* gadget on the left-side of the page click and hold down the **Percussion button**.

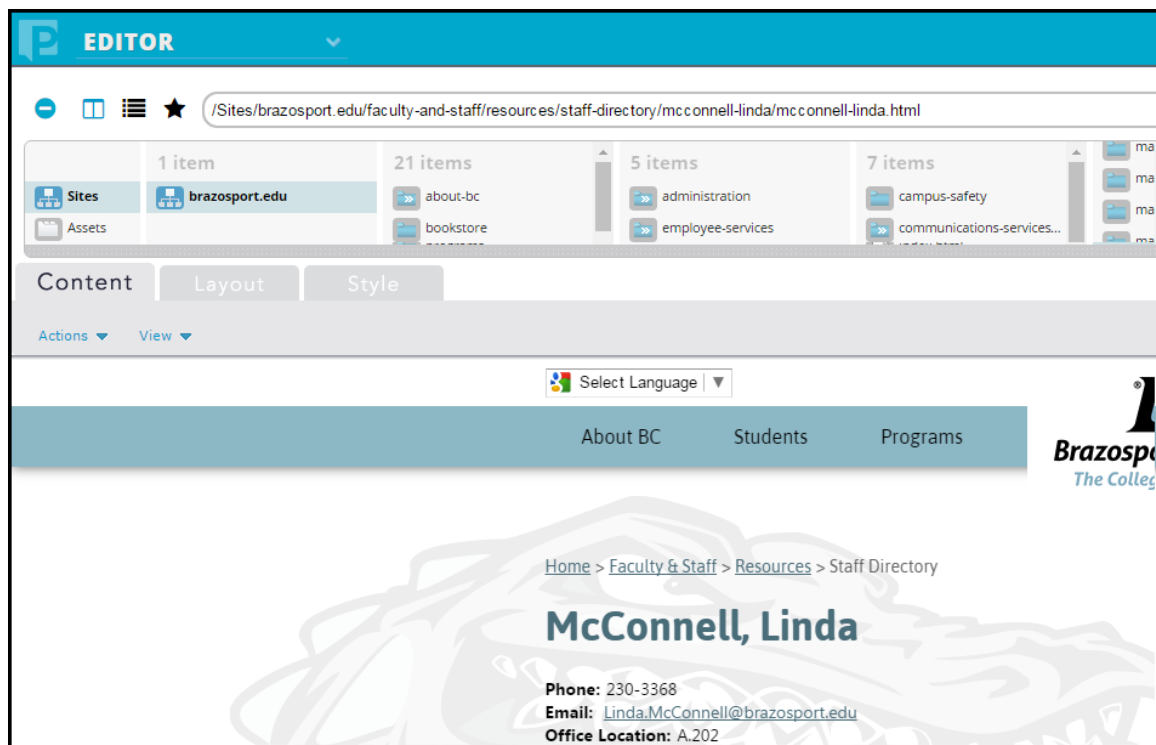
Then, drag the *Percussion button* to the **bookmark bar** of your internet browser and let go.



3. The *Percussion* button will now be a bookmark for your internet browser. So, now whenever you are on a page of the college website and you need to edit it (you must have the appropriate permissions to do so), just click on the **Percussion bookmark**.



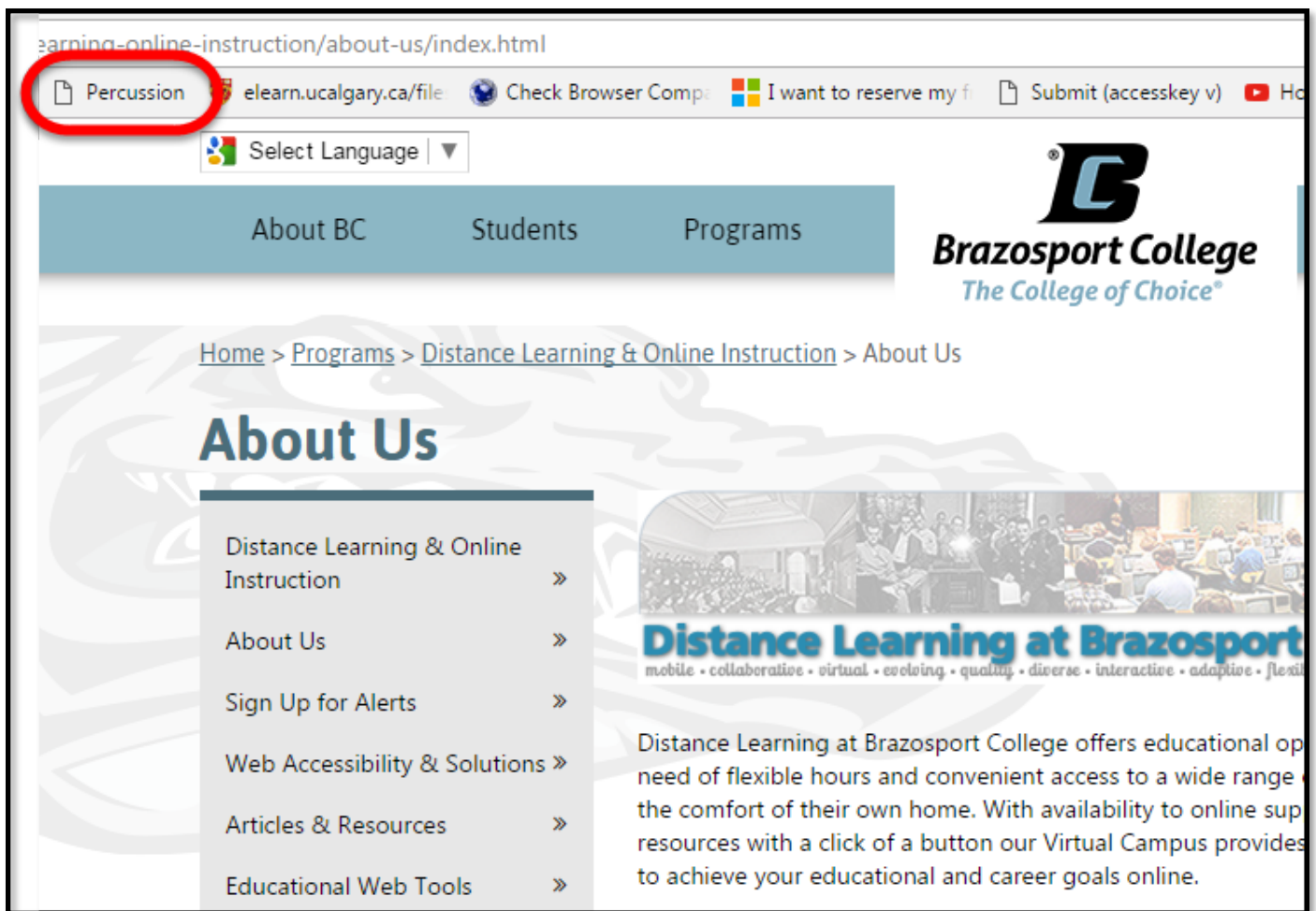
Doing so will take you to the **CMS** so you can login and edit the page.



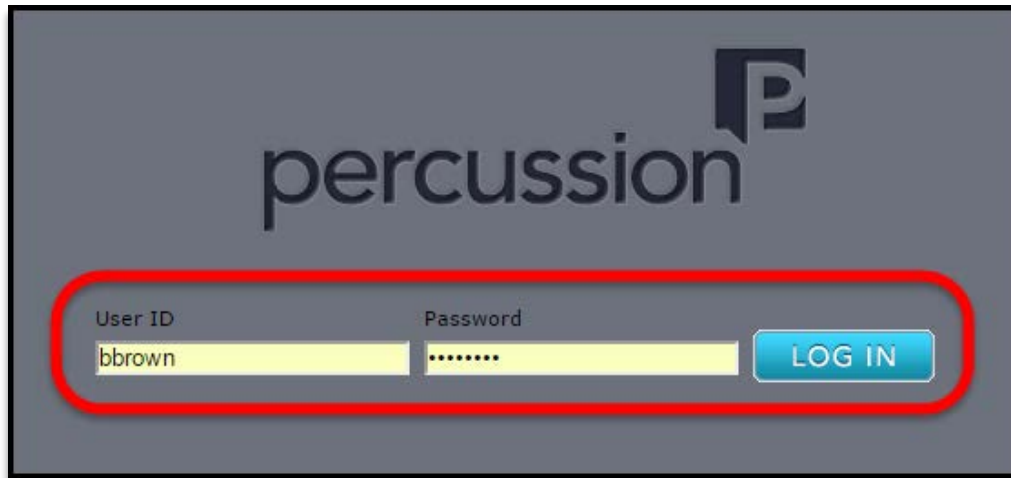
Editing a Website Page

You have the ability to edit the content that appears on any page of the college's website, in which you have the appropriate permissions to do so.

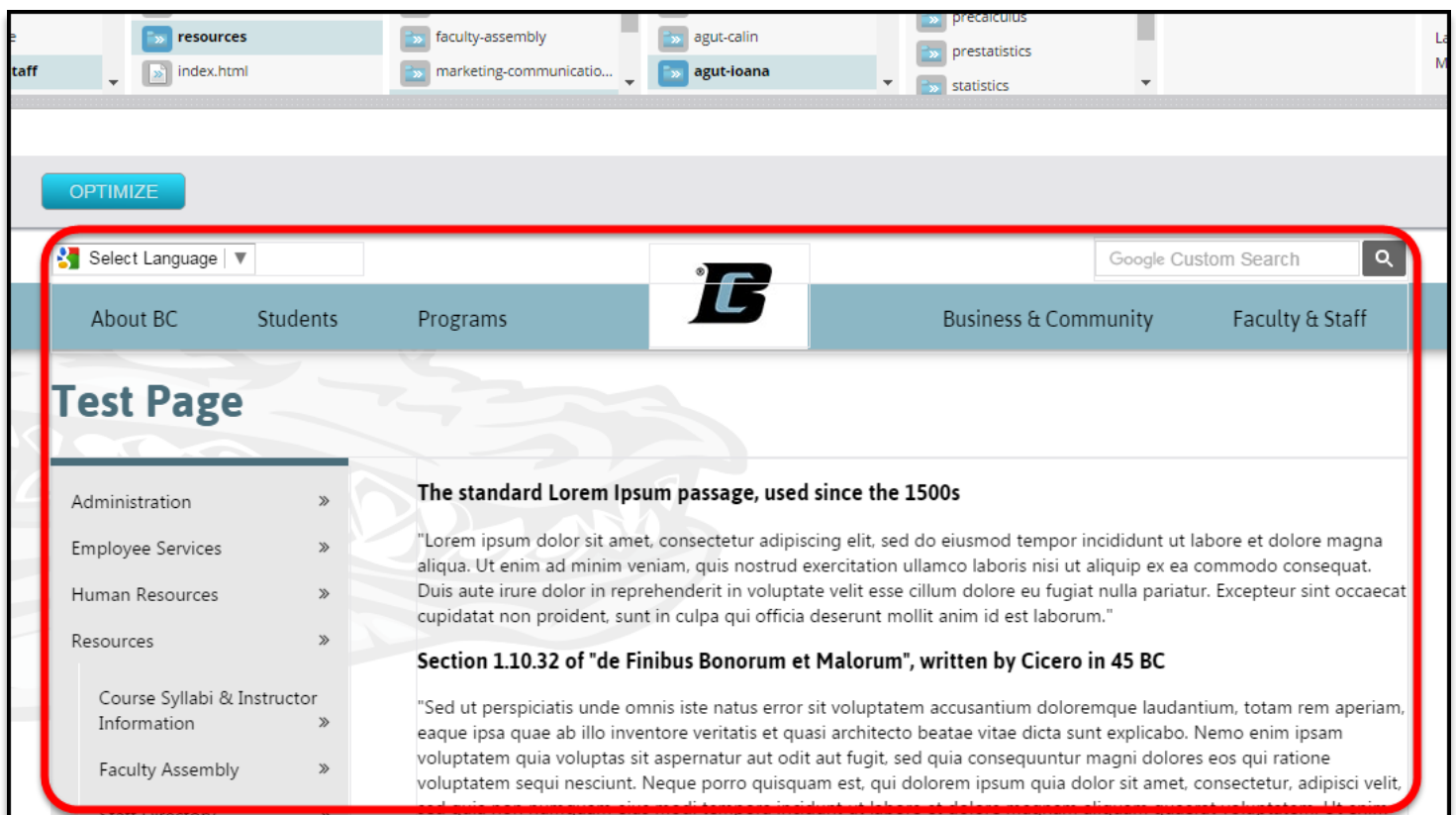
1. From the page on the college website that you need to edit, click on the **Percussion bookmark** (if you don't have the bookmark see the [Linkback to the CMS](#) section of this manual).



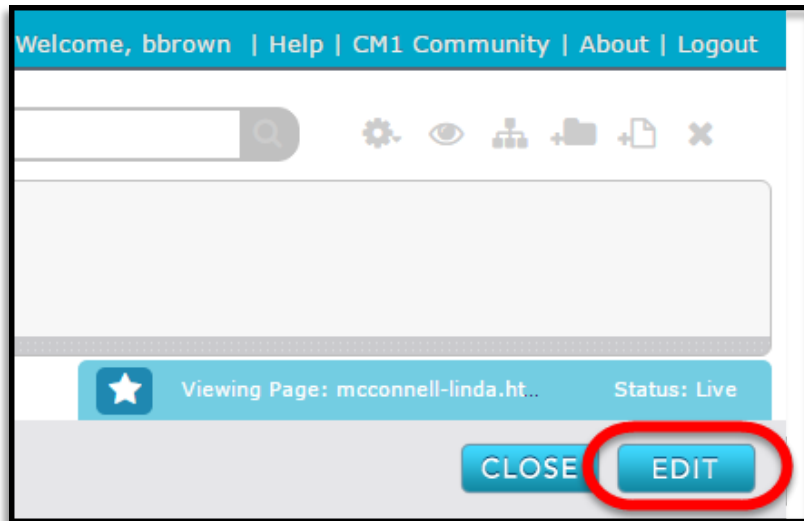
2. **Login** to the CMS using your *BC credentials*.



3. The **page** will appear in the CMS.



4. Click on the **Edit** button.

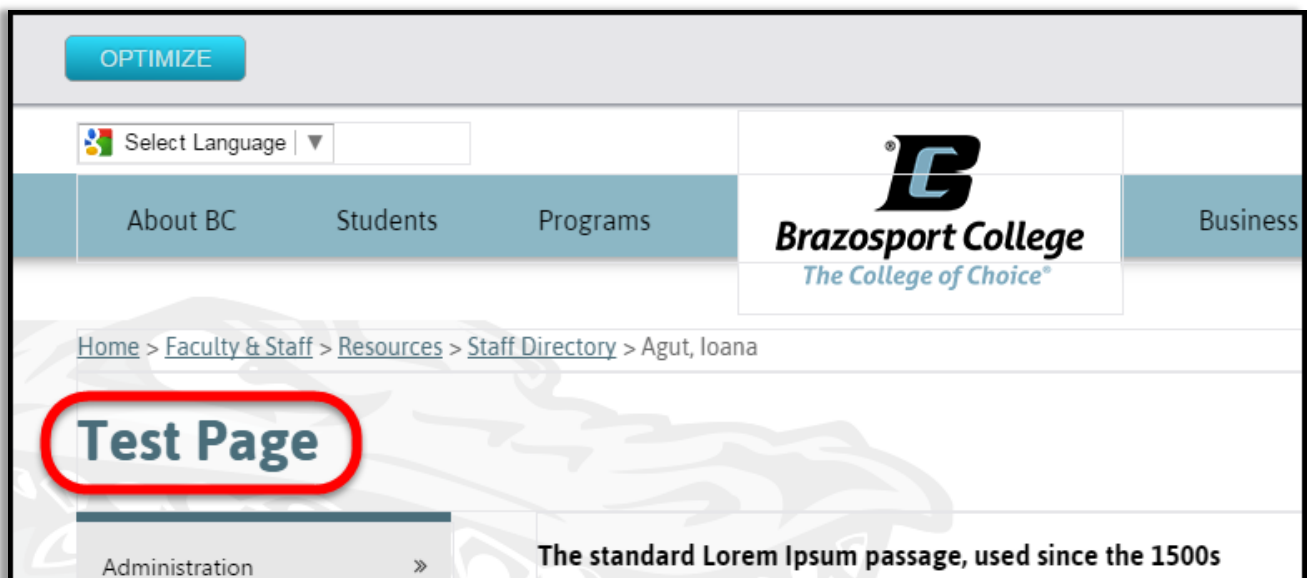


Title Widget

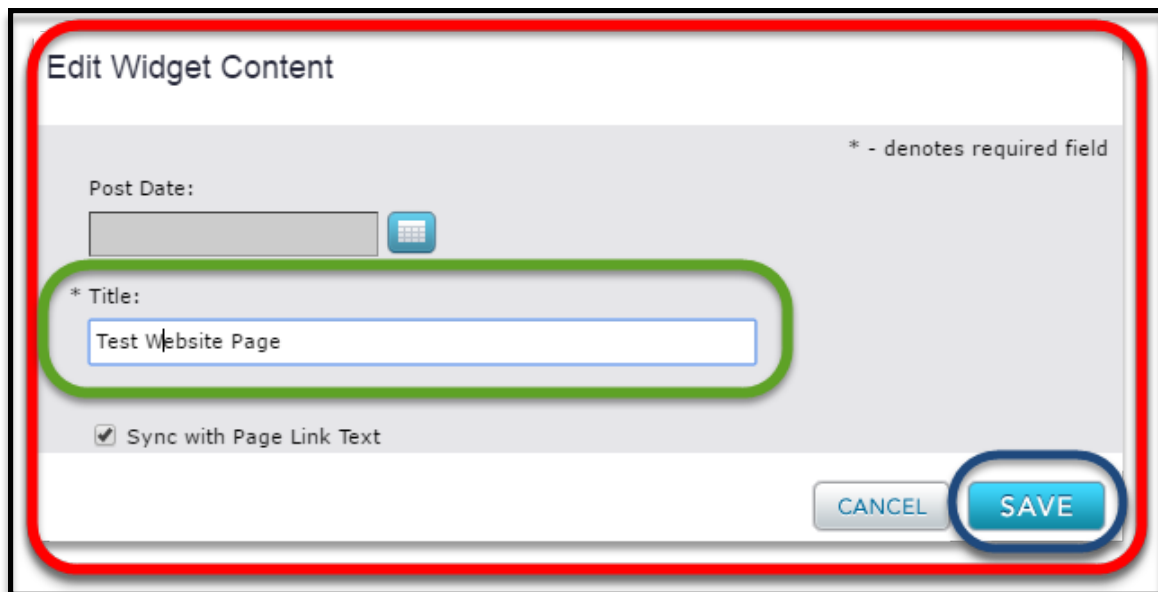
The title that appears on a page of the college website is created using a *Title widget*. Any title that appears in a Title widget can be edited.

NOTE: You cannot edit the title widget for pages that were copied over from the old SharePoint site. Only the title widgets for pages you create on the new Percussion site can be edited.

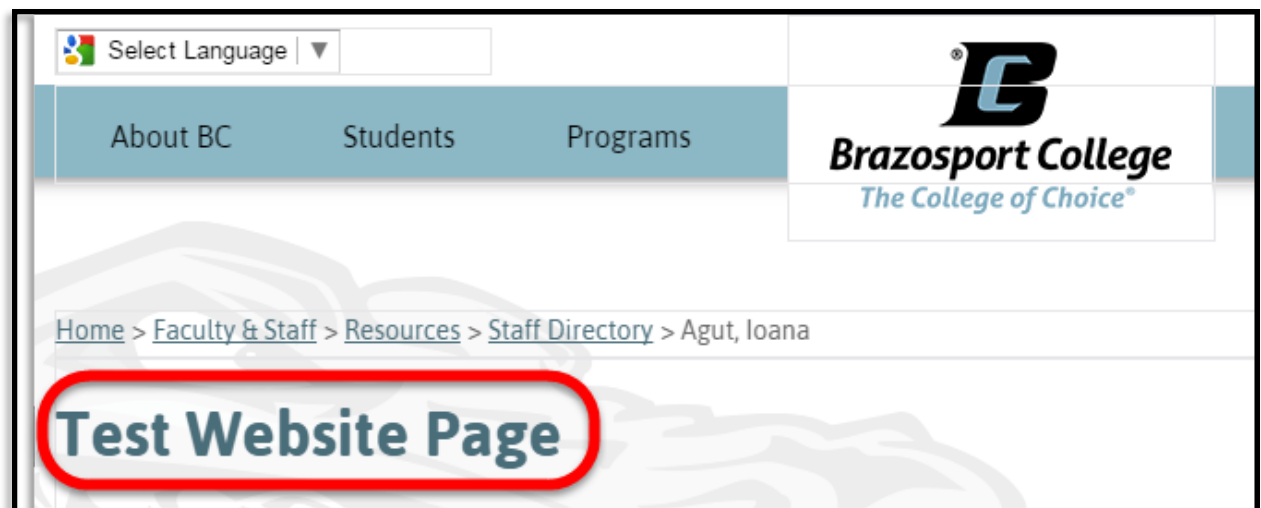
1. Double click on the **title** of the page.



2. The **Edit Widget Content window** will open and you can edit the **Title** of the page. When done click the **Save Button**.



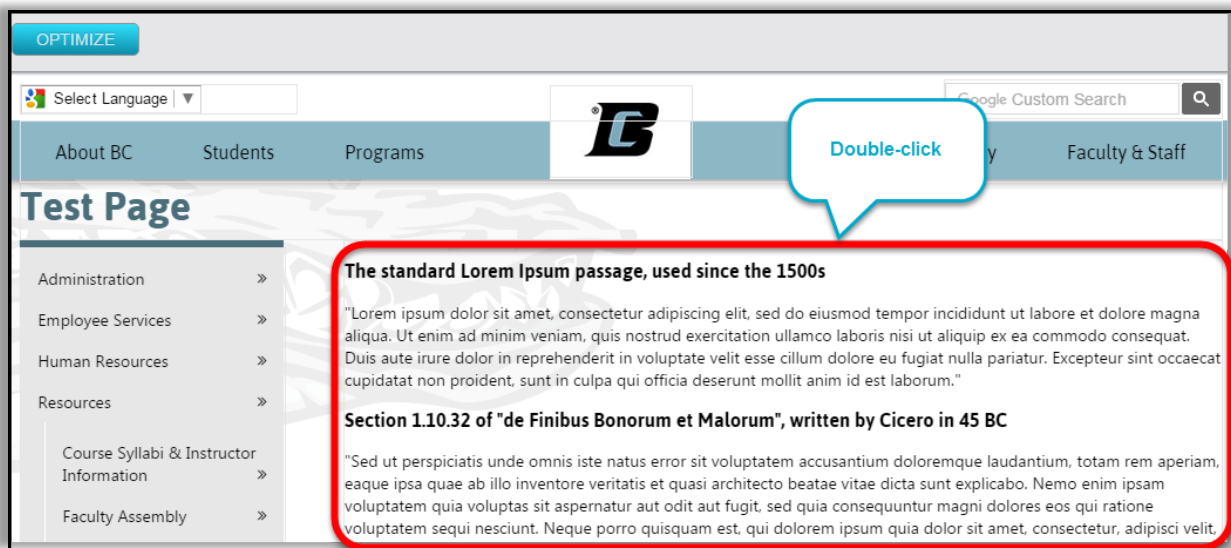
3. The title of the page will now be edited.



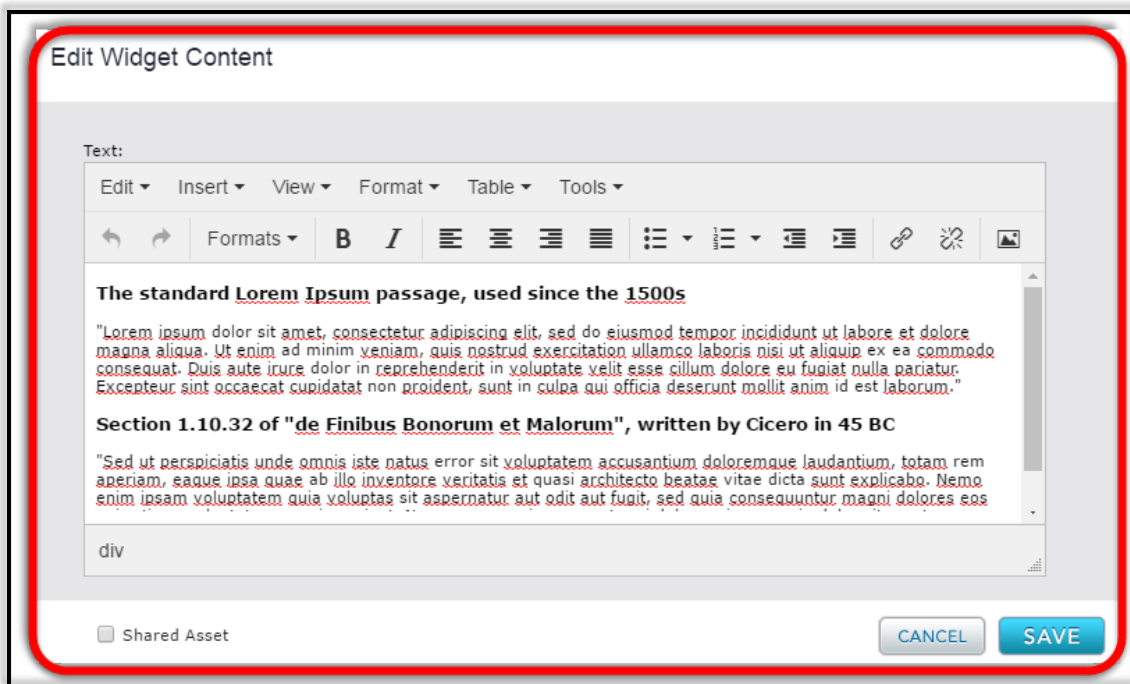
Rich Text Widget

The content such as text, images, and links that appear in the center of most pages found on the college website, were created using the *Rich Text widget*. Any content appearing in a Rich Text Widget can be edited.

1. Double-click on the **content** in the *Rich Text widget* in the center of the page.



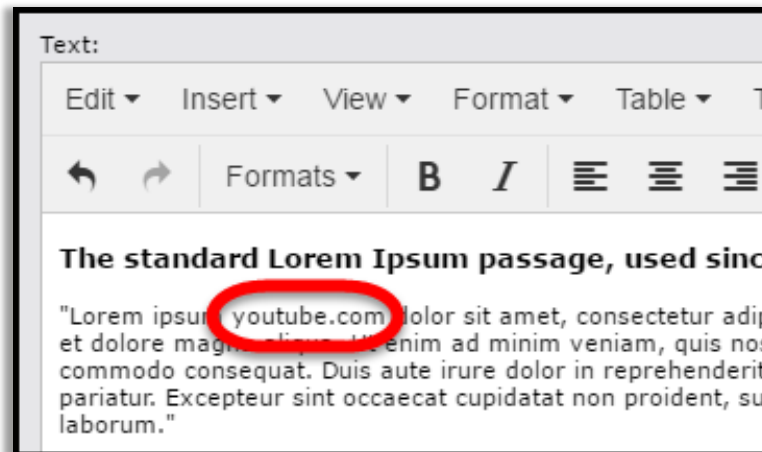
2. The **Edit Widget Content** window will open allowing you to edit the page.



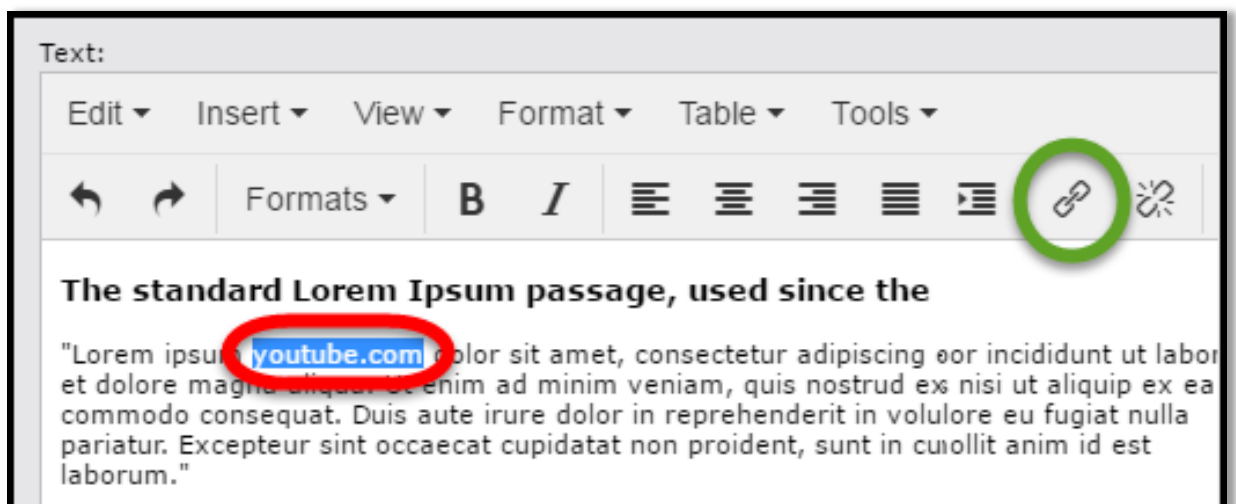
Adding an External Link

When editing a Rich Text widget, you have the ability to add links to external websites to its content.

- a. Place your cursor inside the content where you want to place the link, **and type the text that you want to appear for it.**



- b. **Highlight the link text** and then click on the **Insert/edit link icon**.



- c. Enter the external **website address** that you want the link to go to into the *Url field* (include the **http://** or **https://** portion of the website address).

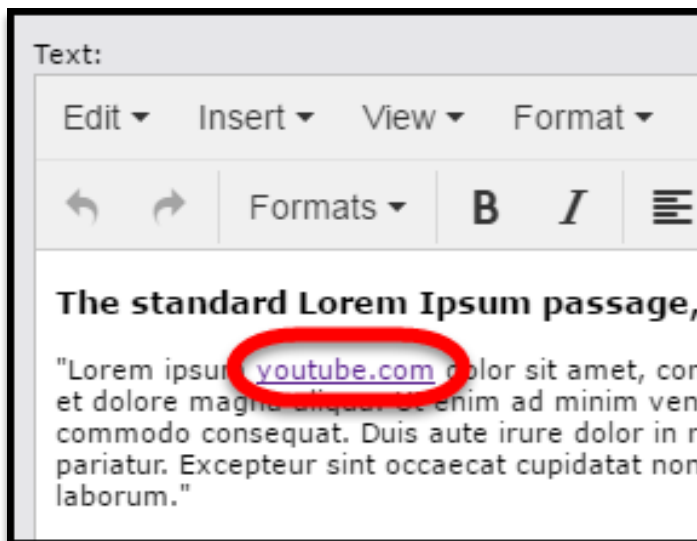
Use the **Target drop-down menu** to select to open the website in a new window when the link is clicked on.

Lastly, click the **Ok button**.



The screenshot shows the 'Insert link' dialog box. The 'Url' field is highlighted with a red circle and contains the text 'http://www.youtube.com'. A blue speech bubble points to the 'Url' field with the text 'Include http:// or https://'. The 'Target' dropdown menu is highlighted with a green circle and shows 'None'. The 'Ok' button is highlighted with a blue circle.

- d. The link will now appear.

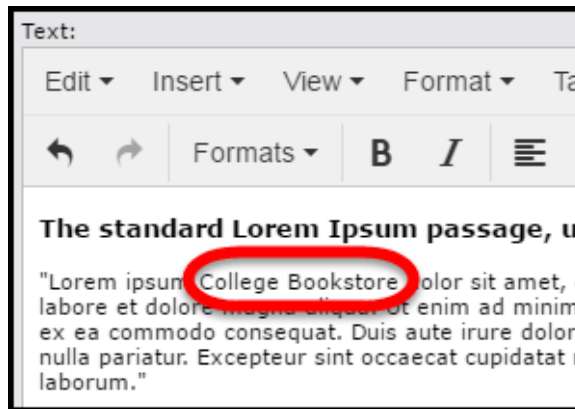


The screenshot shows a text editor window. The text 'The standard Lorem Ipsum passage,' is followed by a link 'youtube.com' which is circled in red. The text editor has a menu bar with 'Edit', 'Insert', 'View', and 'Format'. Below the menu bar are icons for undo, redo, and a 'Formats' dropdown. The text area contains the standard Lorem Ipsum passage, with the link 'youtube.com' inserted.

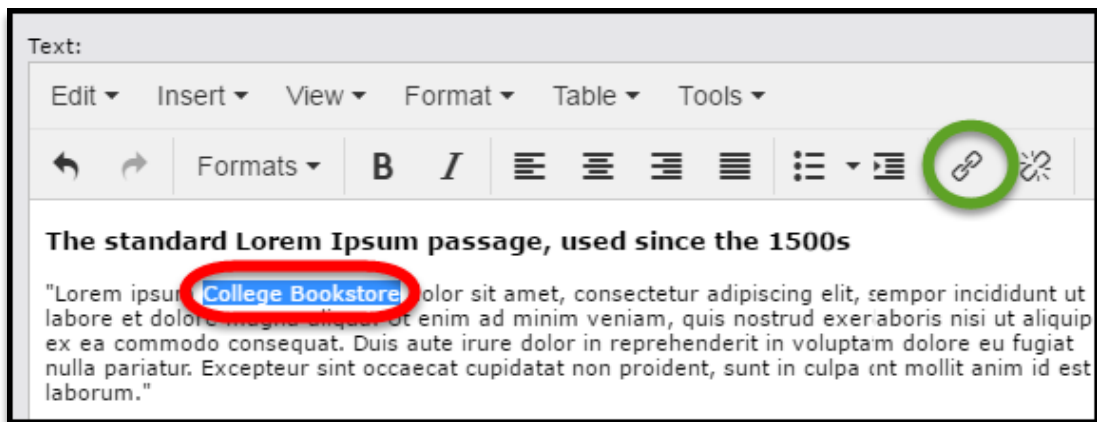
Adding an Internal Link

When editing a Rich Text widget, you have the ability to add links to internal website pages or documents found on the college website to its content (if needed see [Uploading Files](#) to learn how to upload a file).

- a. Place your cursor inside the content where you want to place the link, and **type the text that you want to appear for it.**



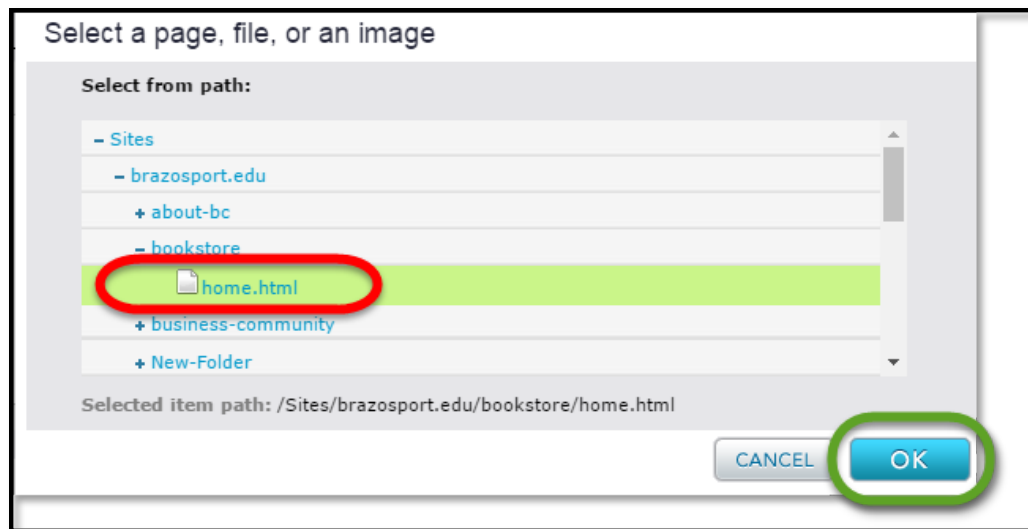
- b. **Highlight the link text** and then click on the **Insert/edit link icon**.



- c. Click on the **browse button** next to the *Url* field.



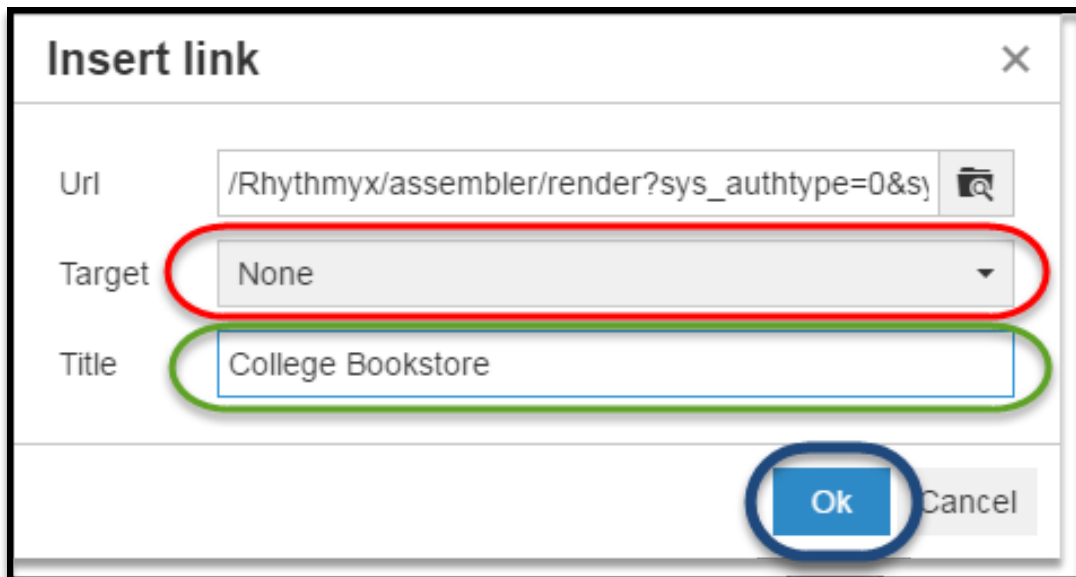
- d. Locate the page or document and **click on it once** so it turns green. Then click on the **Ok button**.



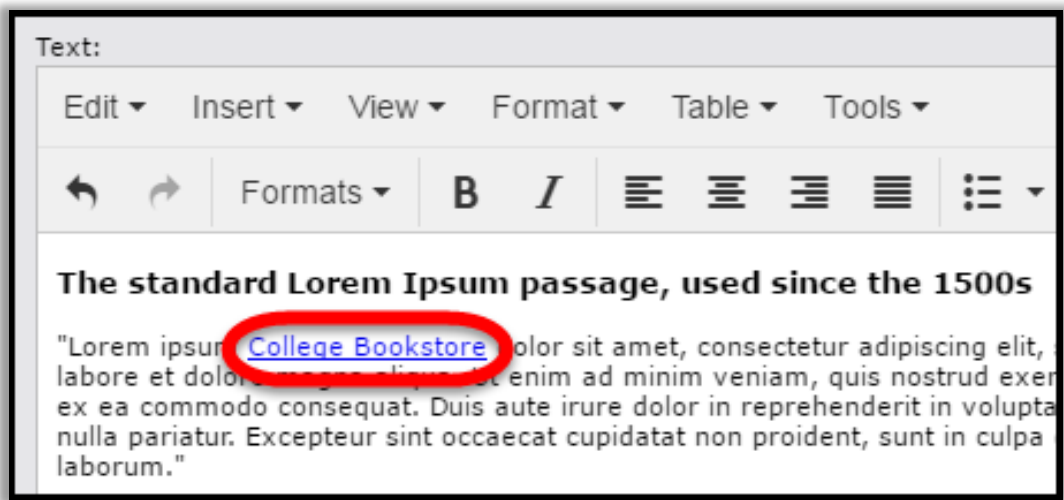
- e. Use the **Target drop-down menu** to select to open the website in a new window when the link is clicked on.

Change the **Title** of the link if you prefer.

Then, click the **Ok button**.



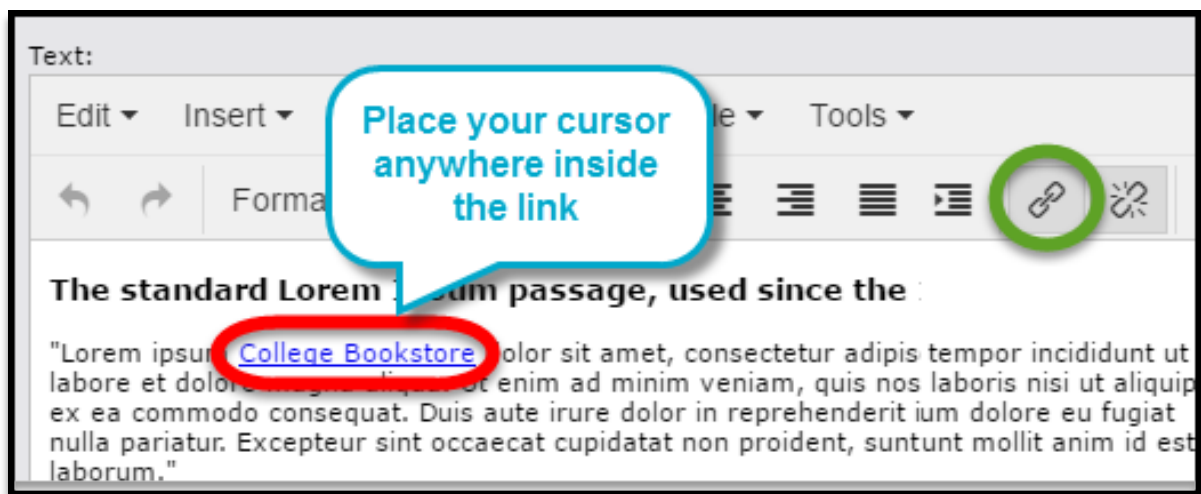
- f. The link will now appear.



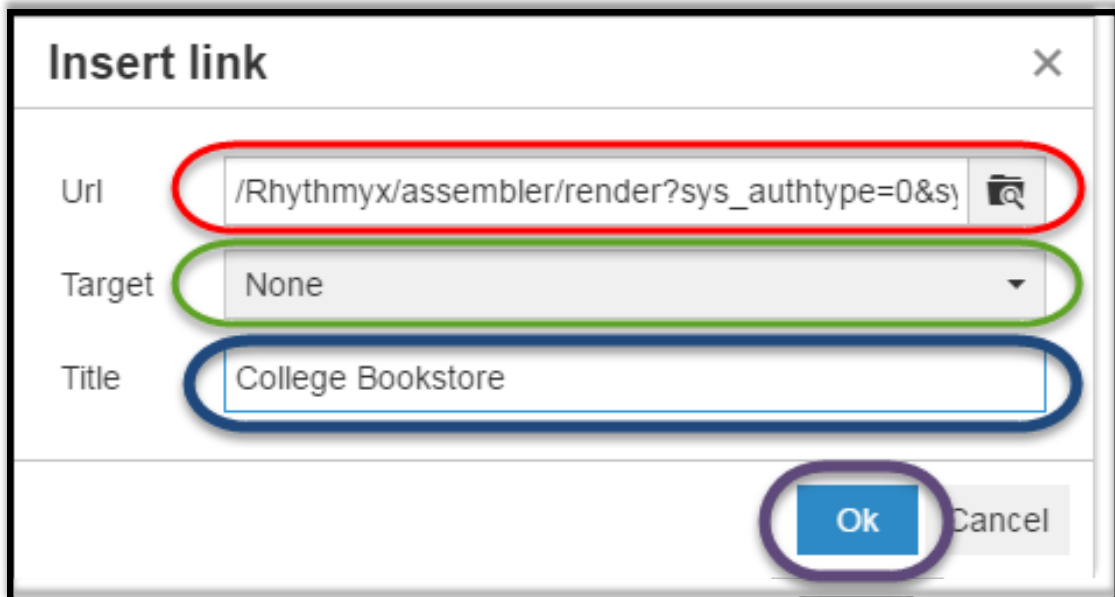
Editing a Link

When editing a Rich Text widget, you have the ability to edit any external or internal link that appears in it.

- a. **Place your cursor inside the link** you need to edit and click the **Insert/edit link** icon.



- b. Edit the **Url**, **Target**, and/or **Title** if necessary, then click the **Ok** button.



Insert link

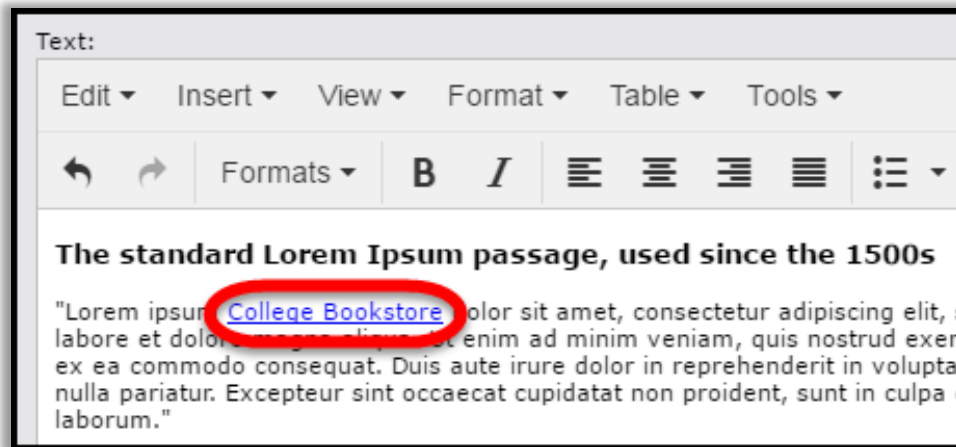
Url: /Rhythmyx/assembler/render?sys_authtype=0&sys_auth=0

Target: None

Title: College Bookstore

Ok Cancel

- c. The link will now be edited.



Text:

Edit Insert View Format Table Tools

Undo Redo Formats Bold Italic Bulleted List Numbered List

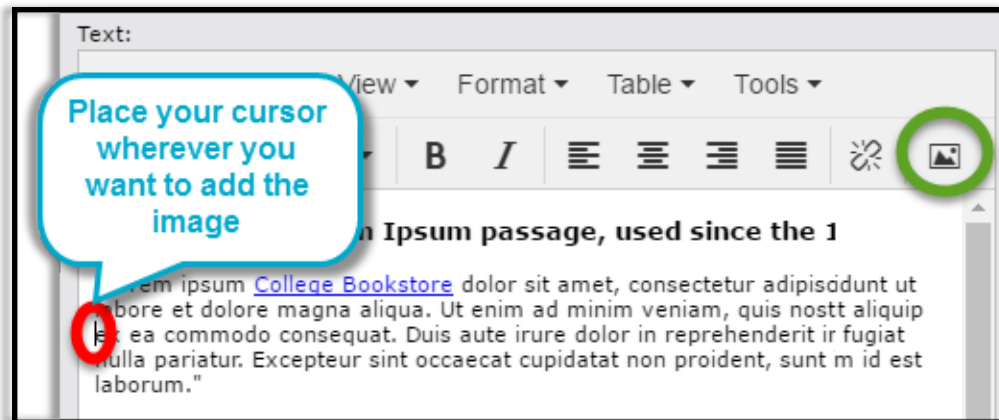
The standard Lorem Ipsum passage, used since the 1500s

"Lorem ipsum [College Bookstore](#) dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

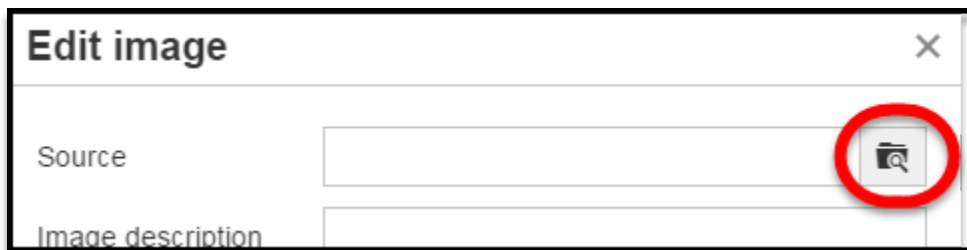
Adding an image

When editing a Rich Text widget, you have the ability to upload and add an image to its content.

- Place your cursor inside the content where you want to place the image, and click on the **Insert/edit image icon**.



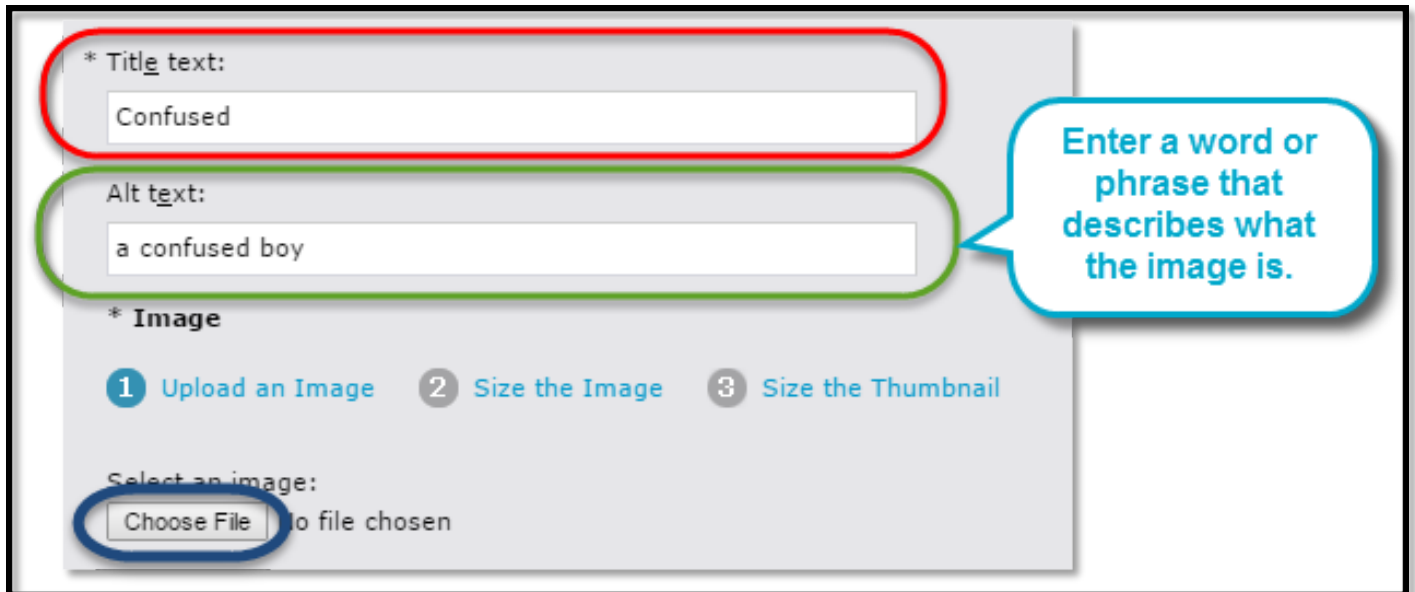
- Click on the **browse button** next to the *Source* field.



- Click on the **Upload button**.



- d. Enter a **Title** and **Alt text** for the image and click the **Choose File** button.



The screenshot shows a web form for uploading an image. It has three main sections: a title field, an alt text field, and an image selection section. The title field contains the word "Confused" and is circled in red. The alt text field contains the phrase "a confused boy" and is circled in green. A blue speech bubble points to the alt text field with the text "Enter a word or phrase that describes what the image is." The image selection section has three steps: "1 Upload an Image", "2 Size the Image", and "3 Size the Thumbnail". Below these steps is a "Select an image:" label and a "Choose File" button, which is circled in blue. To the right of the button is the text "No file chosen".

* Title text:
Confused

Alt text:
a confused boy

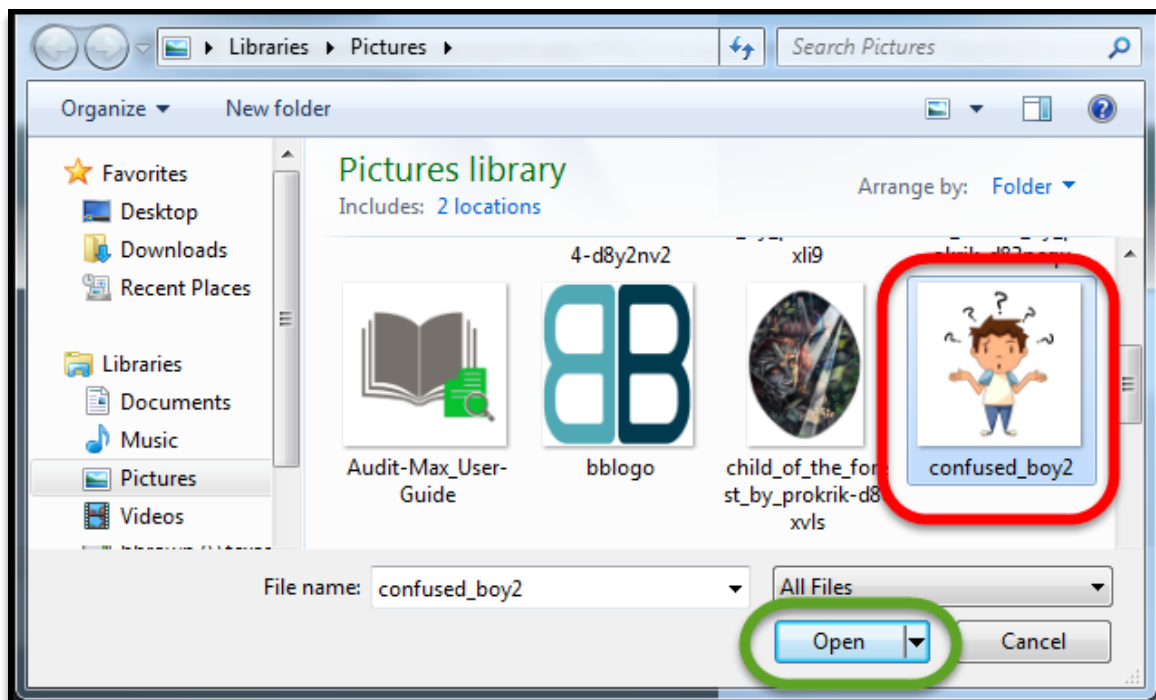
* Image

1 Upload an Image 2 Size the Image 3 Size the Thumbnail

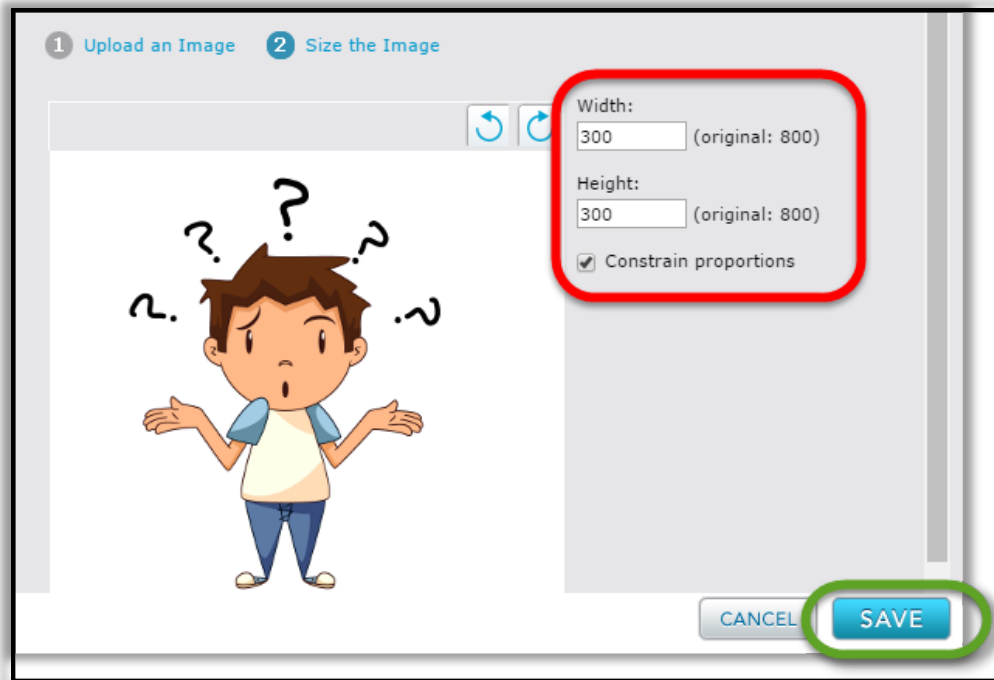
Select an image:
Choose File No file chosen

Enter a word or phrase that describes what the image is.

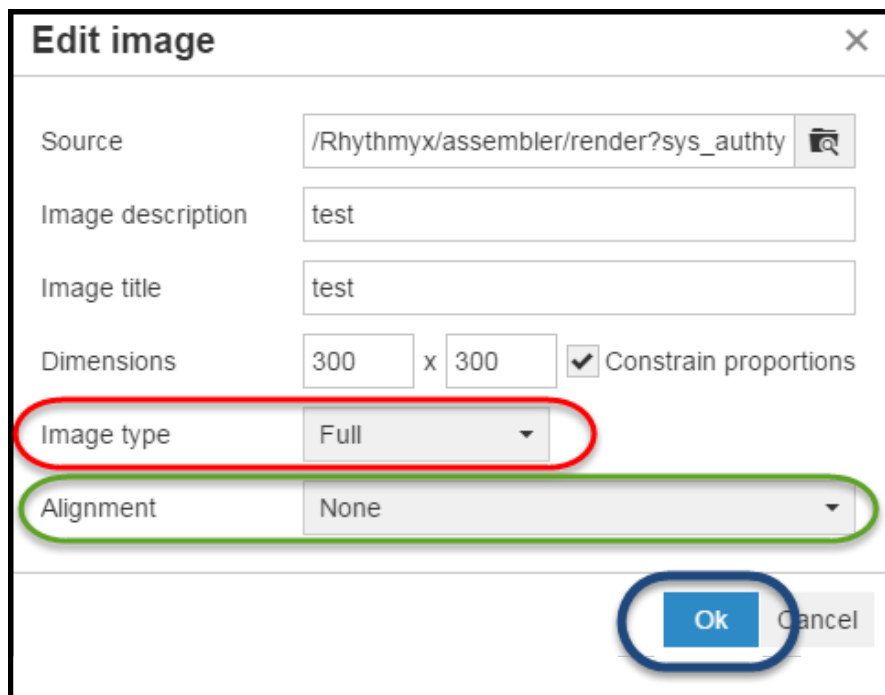
- e. Locate the image on your computer and **click on it once**. Then click the **Open** button.



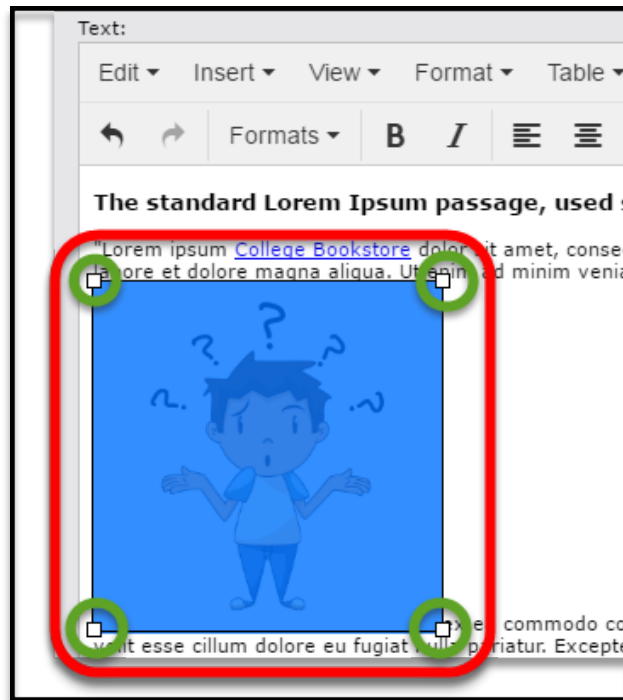
- f. **Adjust the width and height** of the image if necessary and click the **Save** button.



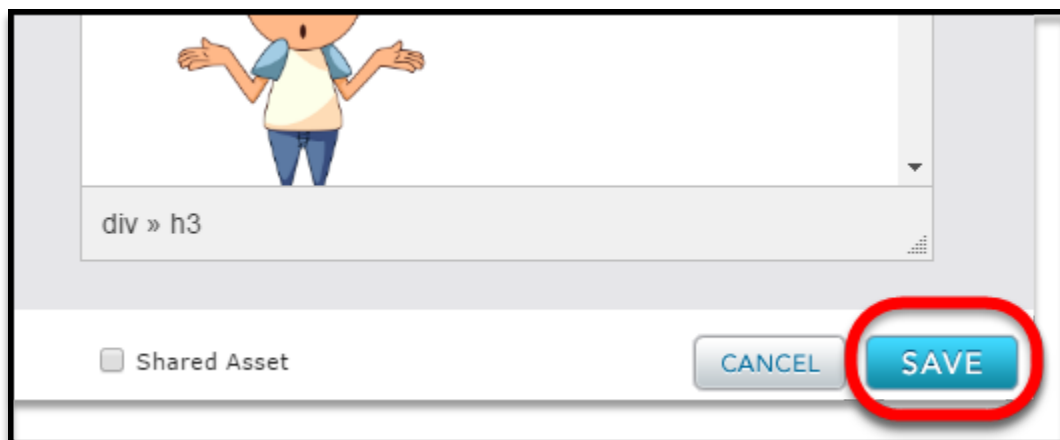
- g. If desired choose the **Image type** and **Alignment**. Then click the **Ok** button.



- h. If necessary, you can resize the image by **clicking on it once**, and **using the white squares that appear in its corners to adjust the size**.



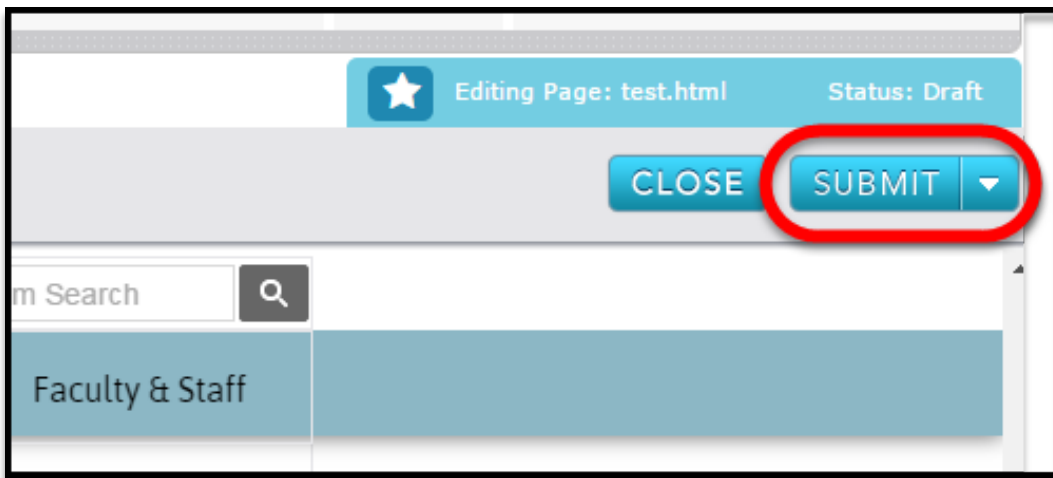
3. Once you have completed making edits to the content of the Rich Text Widget, click the **Save button**.



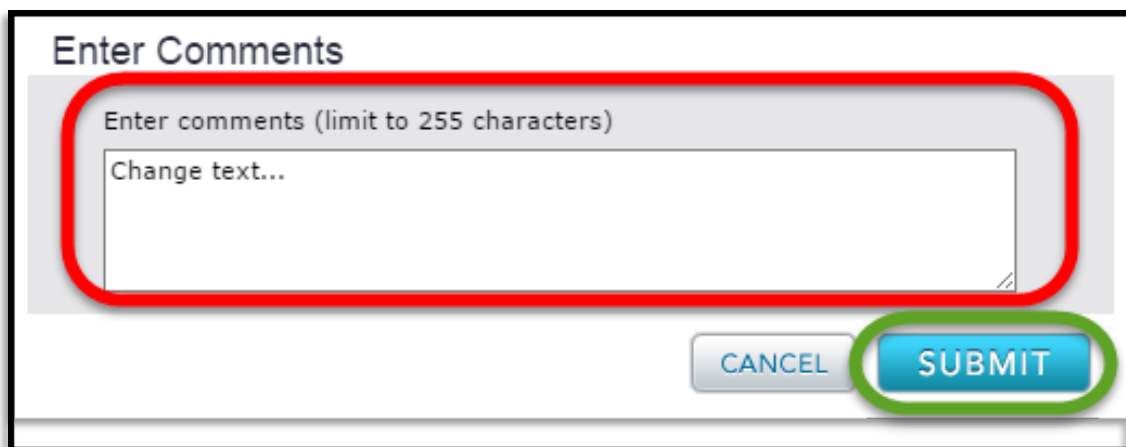
Submitting an Edited Website Page for Approval

Once you complete edits to a page, you will have to submit the page for approval to the Marketing department. Once they have approved the page it will be published on the college website.

1. Click on the **Submit button** (must be in edit mode).



2. Enter in any **comments** you like regarding the edits you made to the page and click the **Submit button**.



3. Your submission will be sent to the Marketing department; once it is approved it will be published to the college website.

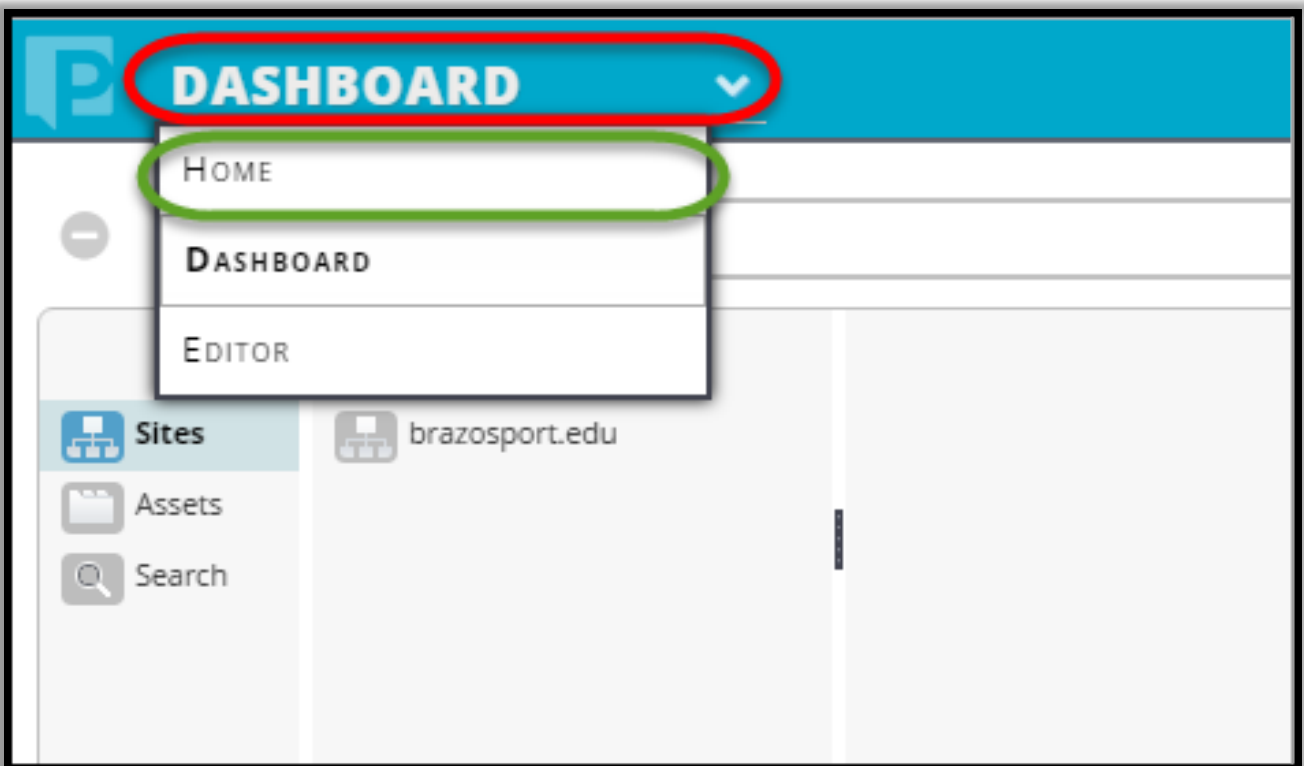


Viewing the Status a Recently Edited Website Page

You can view the status for pages and assets you recently edited and opened to see whether they are *Pending* (awaiting approval to be published), *Live* (approved and published on the website), *Draft* (still being edited), and *Quick Edit* (edited after approval).

NOTE: You can only view the status for the most recent 20 items that you have opened.

1. Click on **drop-down menu** in the top left-corner of the page and select **Home**.



2. The status for a page or assets will appear in the **Status column** of the list.

| My Recent | | | | |
|-----------------|----------------------------------|-----------------------|------------|----------------|
| File Name (URL) | Title | Type | Status | Last Modified |
| index | Already Taking Math | 01-Programs | Quick Edit | March 08, 2017 |
| test.html | Test Website Page | 10-Staff-Page-w-S... | Draft | March 08, 2017 |
| index.html | E-Learning Certification Program | 07-Int-Three-Col-L... | Live | March 08, 2017 |



Uploading Files

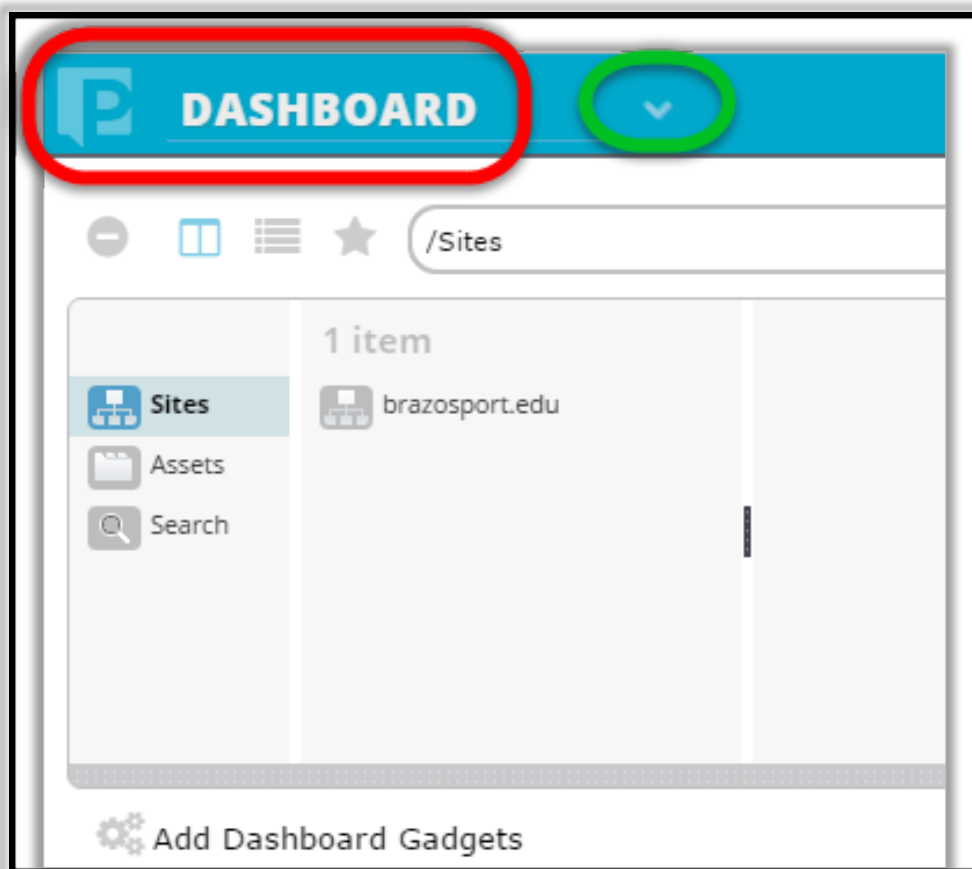
You can upload file(s) to your faculty site assets folders on the CMS, which you can later link to on your site pages.

NOTE: Assets folders are the folders used to store files (i.e.; PDFs, Word Documents, images, etc.) that can be used on the various pages of your site.

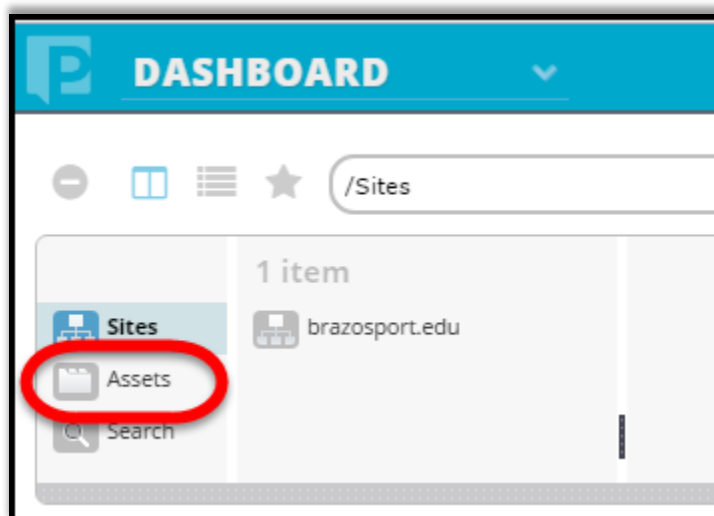
Creating an Assets Folder

Any files (Word documents, PDFs, PowerPoints, etc.) **must** be uploaded to a folder in the *pdfs assets* folder **before** they can be linked to on your site pages. You can create folders in the pdfs assets folder to organize the files you upload.

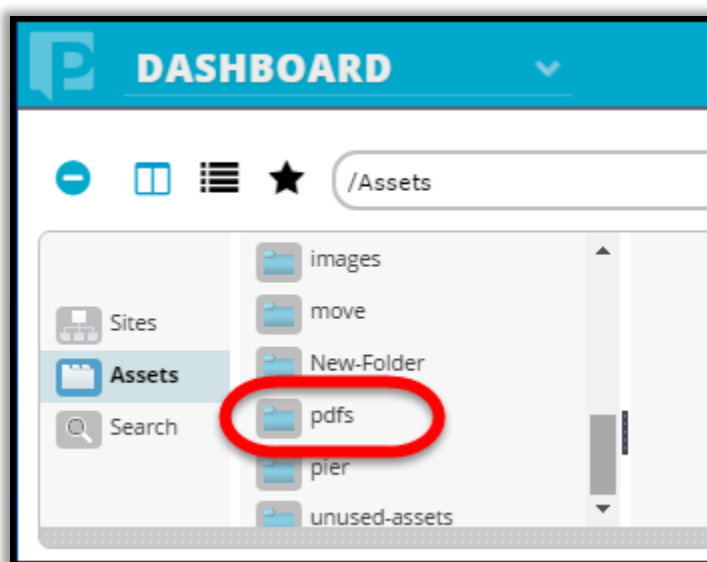
1. Make sure you are on the **Dashboard** section of the CMS. If you are not, click on the **dropdown menu** and select *Dashboard*.



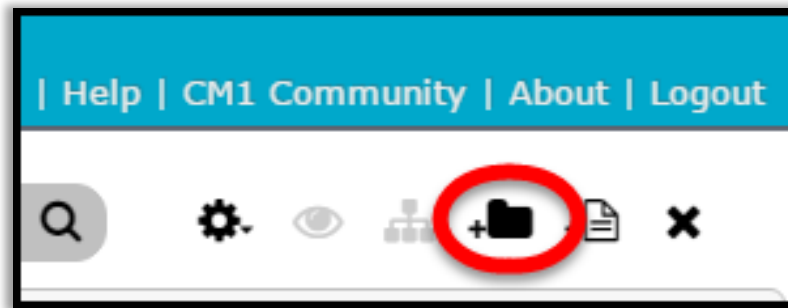
2. Click on the **Assets folder** from the *Finder* in the top right corner of the page.



3. From the column on the right, click on the **pdfs folder**.

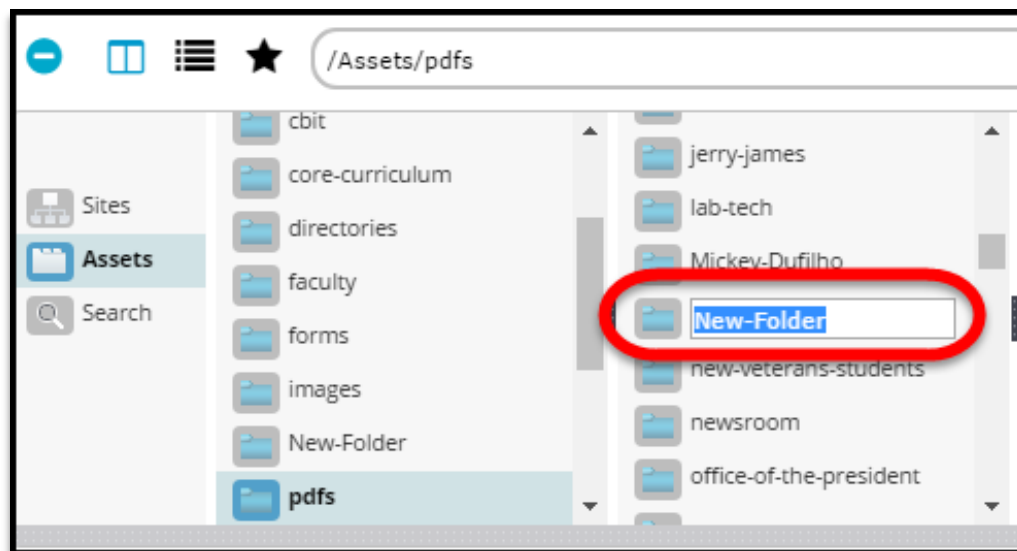


4. Click on the **Click to Create a New Folder** icon near the top right corner of the page.

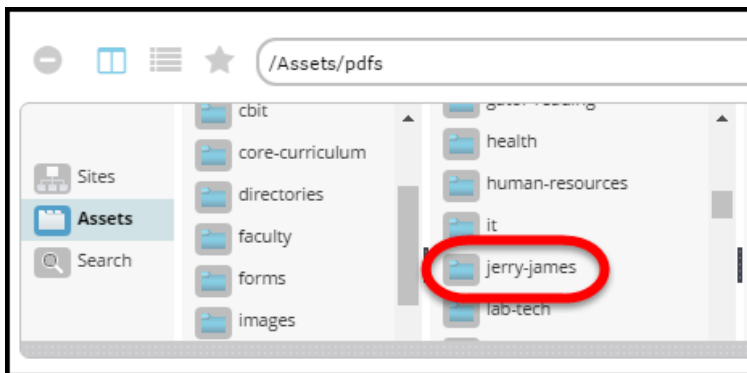


5. A *New-Folder* will appear in the column, **enter in a name** for the folder, preferably your name (if one does not already exist) and click *Enter*.

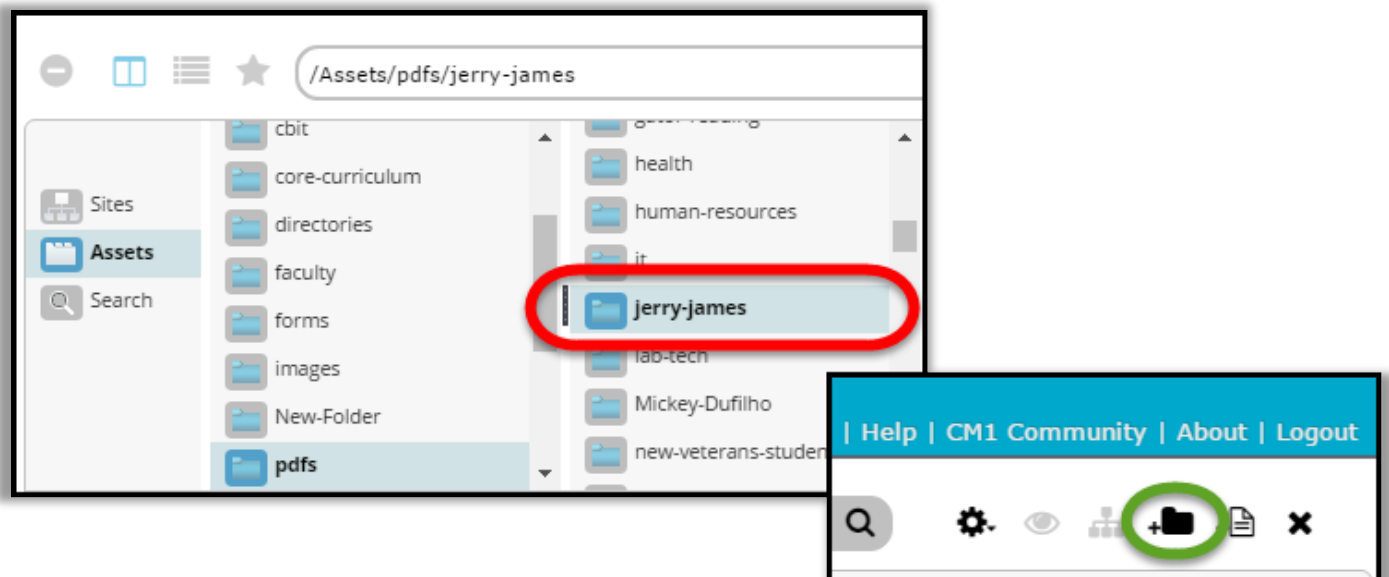
IMPORTANT: Do not include any spaces in the folder's name (i.e.; *jerry-james*).



6. The folder will be created.



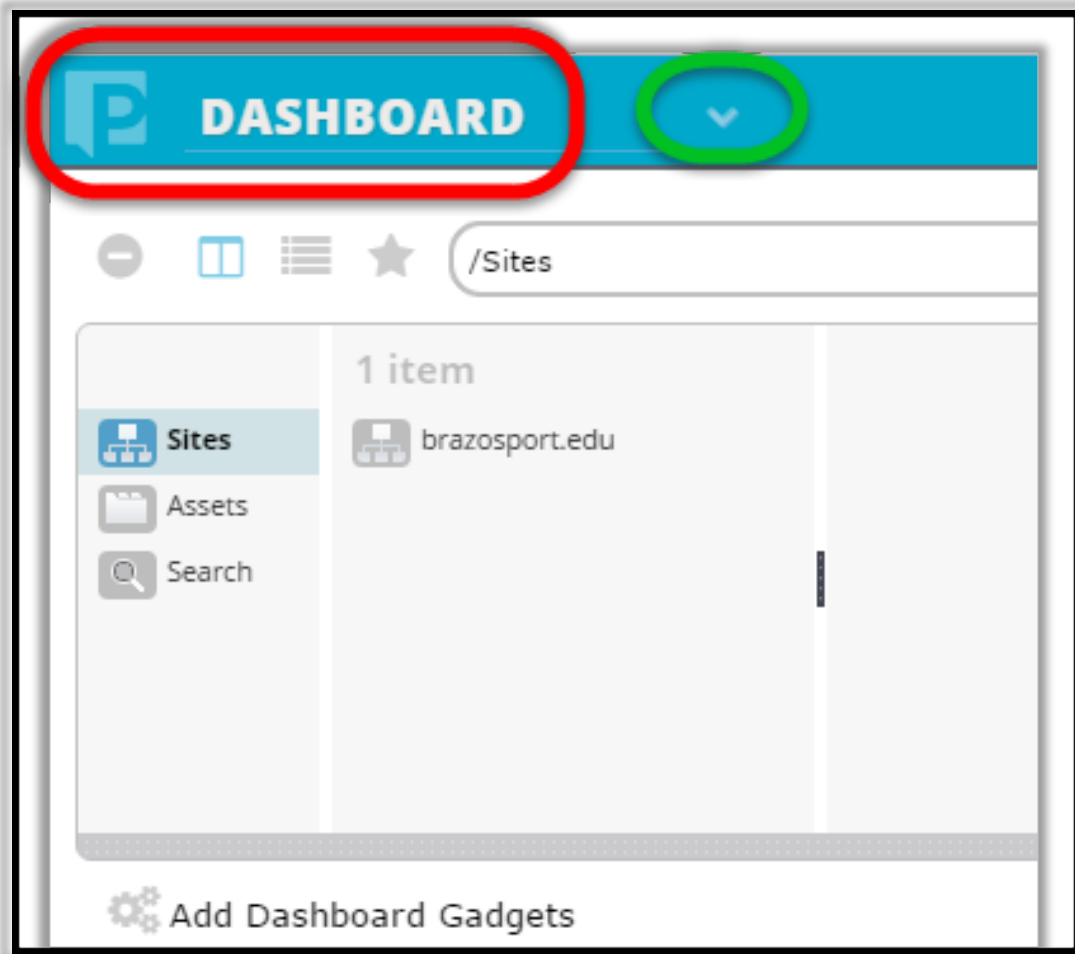
7. You can create sub-folders inside the folder you just created by **clicking on the folder** once, and then clicking on the **Click to Create a New Folder** icon.



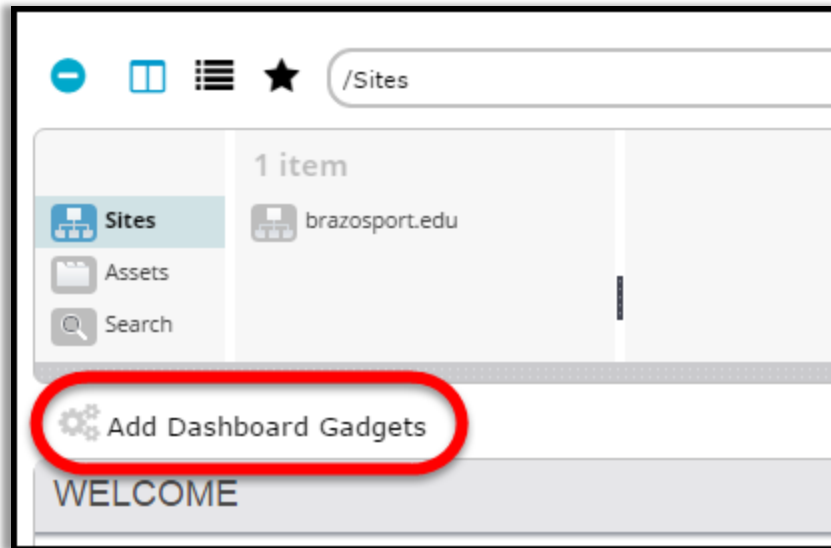
Adding the Bulk Upload Gadget

Before you can upload files to an assets folder, you first have to add the **Bulk Upload gadget** to the Dashboard in the CMS. Once you add the gadget to the dashboard, you can upload files at any time.

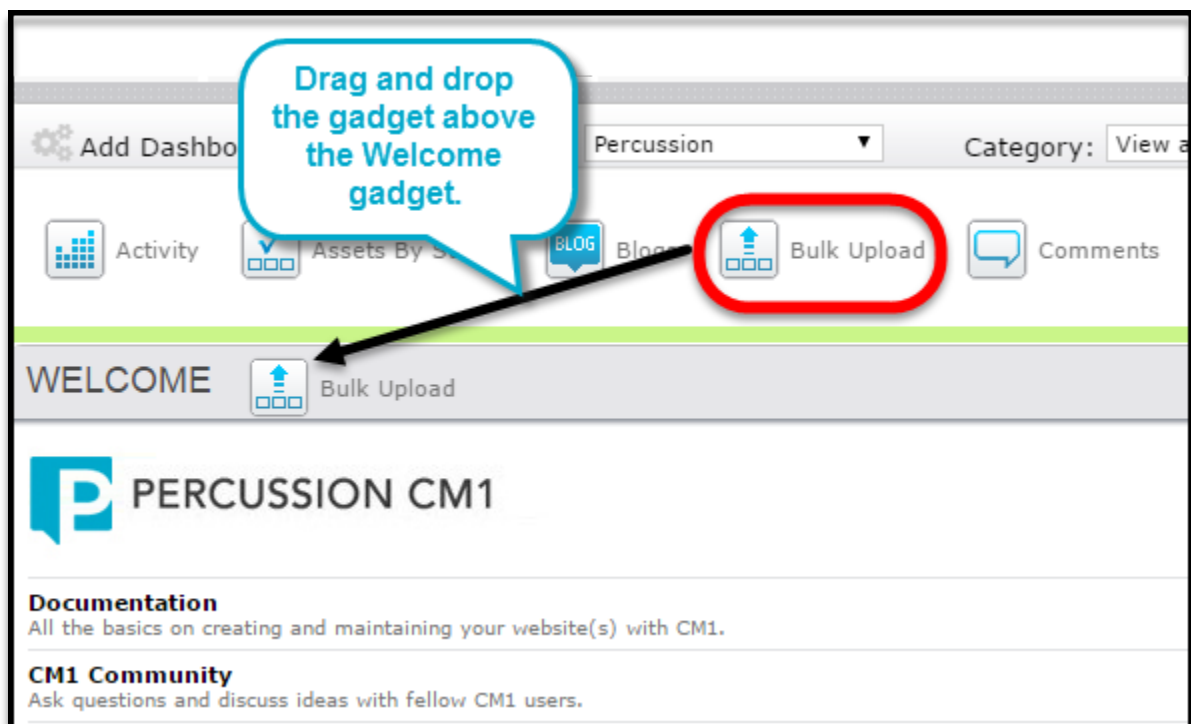
1. Make sure you are on the **Dashboard** section of the CMS. If you are not, click on the **dropdown menu** and select *Dashboard*.



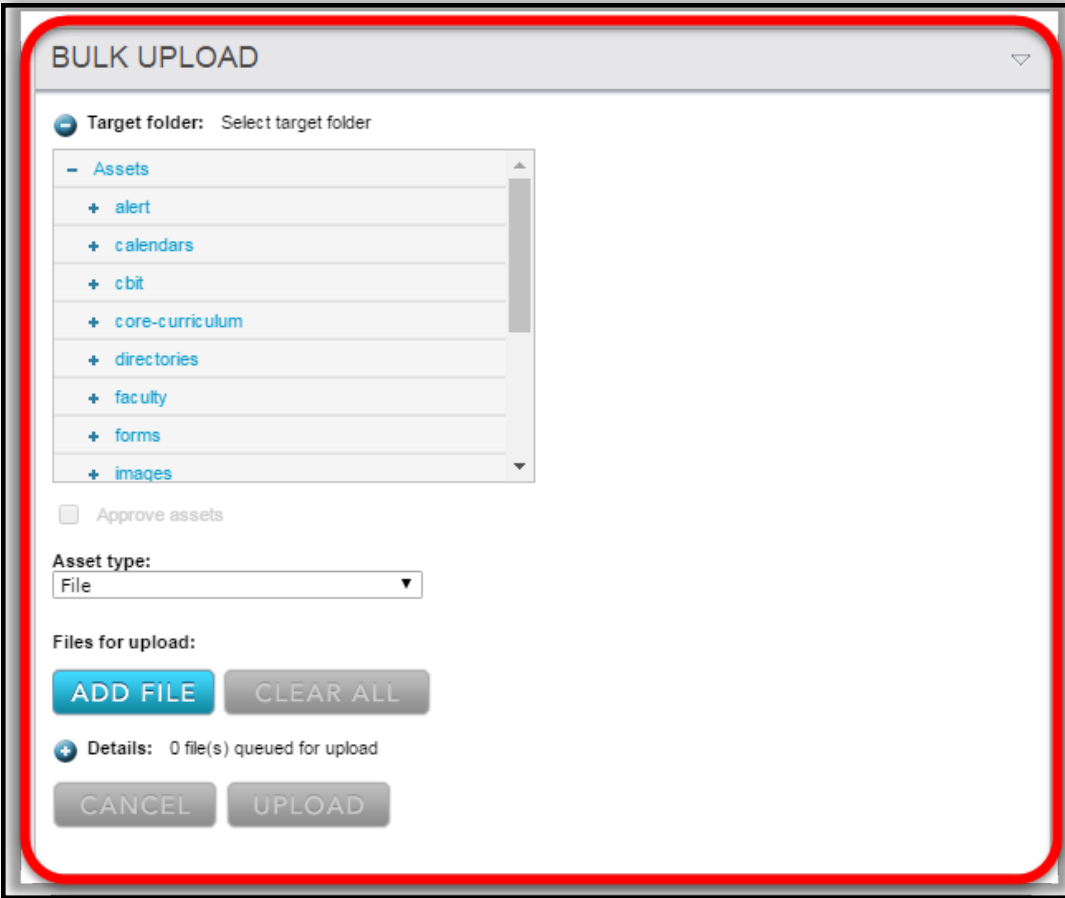
2. Click on the **Add Dashboard Gadgets link**.



3. Click and hold your mouse down on the **Bulk Upload gadget** and drag the gadget above the *Welcome gadget* in till a green line appears. Then release your mouse.



4. The **Bulk Upload gadget** will now appear on the Dashboard.



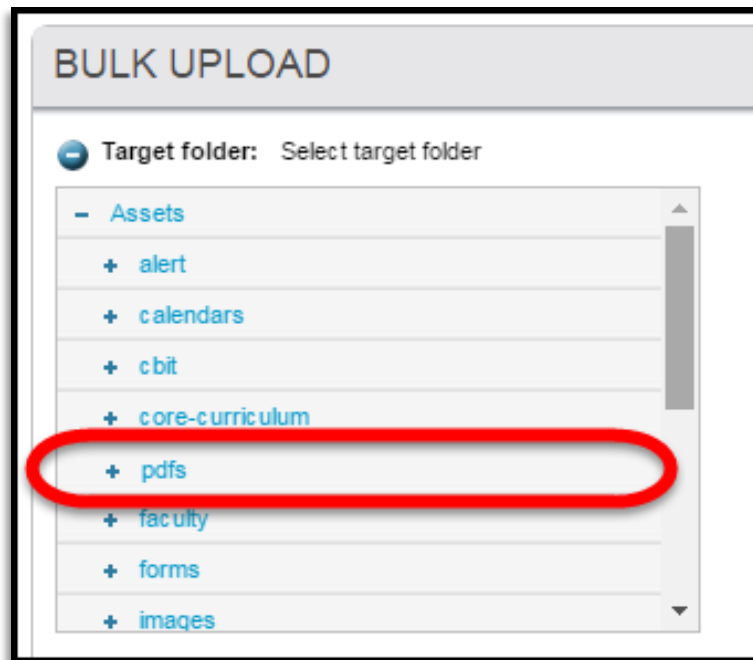
The screenshot shows a 'BULK UPLOAD' window with a red border. At the top, it says 'BULK UPLOAD' with a dropdown arrow. Below this, there's a section 'Target folder: Select target folder' with a minus icon. A list of folders is shown: 'Assets' (expanded), 'alert', 'calendars', 'c bit', 'core-curriculum', 'directories', 'faculty', 'forms', and 'images'. Each folder has a plus icon. Below the list is a checkbox labeled 'Approve assets'. Underneath is a section 'Asset type:' with a dropdown menu showing 'File'. Below that is 'Files for upload:' with two buttons: 'ADD FILE' (blue) and 'CLEAR ALL' (grey). At the bottom, there's a section 'Details: 0 file(s) queued for upload' with a plus icon. Finally, there are two buttons: 'CANCEL' and 'UPLOAD'.



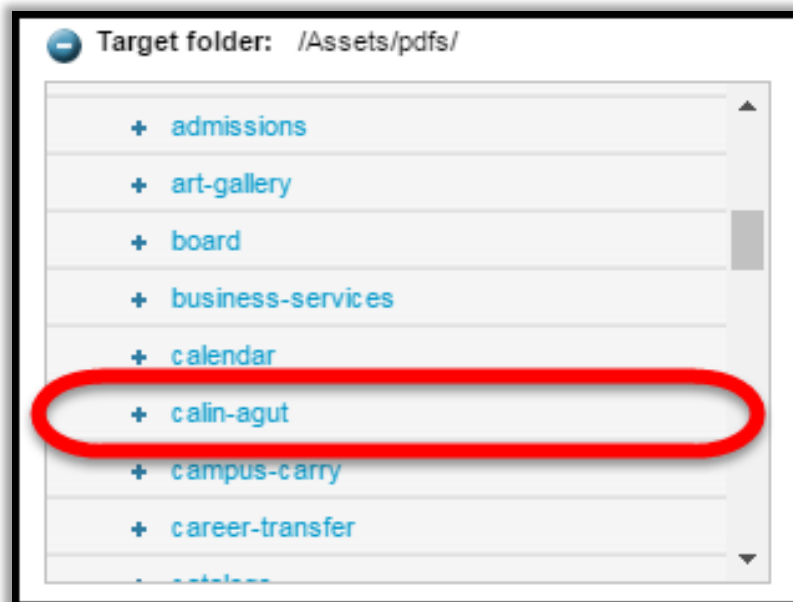
Uploading Files

The best way to upload files to your faculty site folders is by using the Bulk Upload gadget.

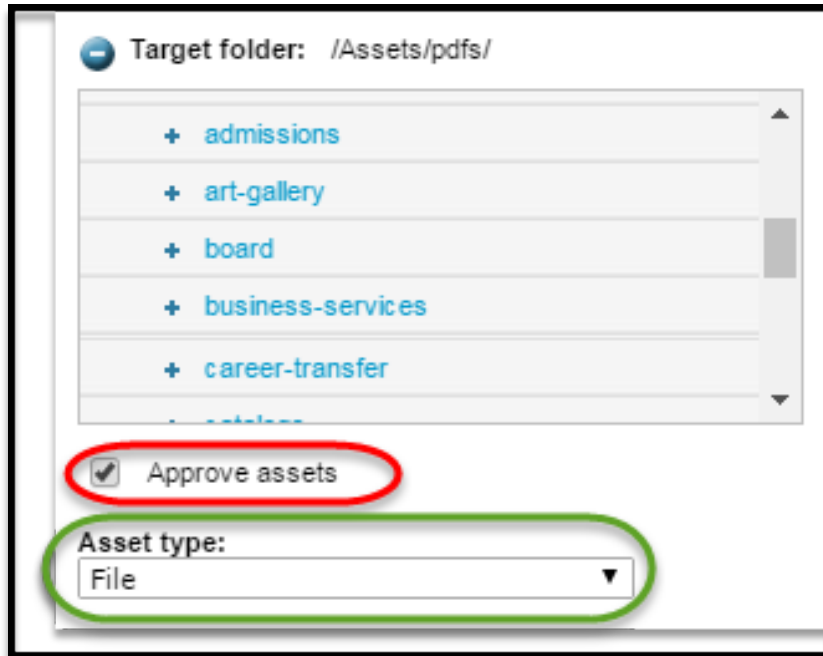
1. From the Bulk Upload gadget, under Assets, click on the **PDF folder**.



2. Then select the folder you want to upload the file(s) to.



3. Check the **Approve assets** box and ensure **File** is selected from the *Asset type* drop-down menu.



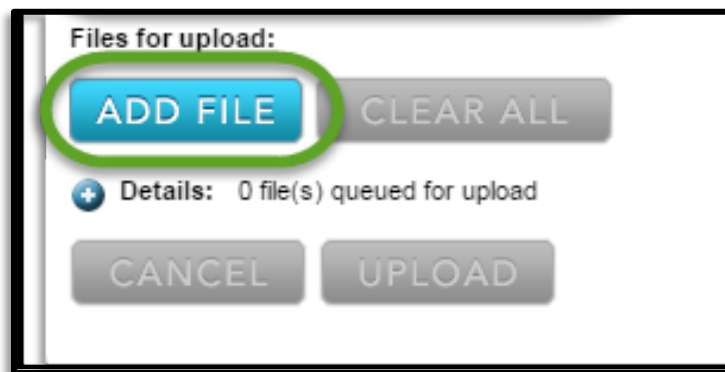
Target folder: /Assets/pdfs/

- + admissions
- + art-gallery
- + board
- + business-services
- + career-transfer

☒ Approve assets

Asset type:
File

4. Click on the **Add File** button.



Files for upload:

ADD FILE CLEAR ALL

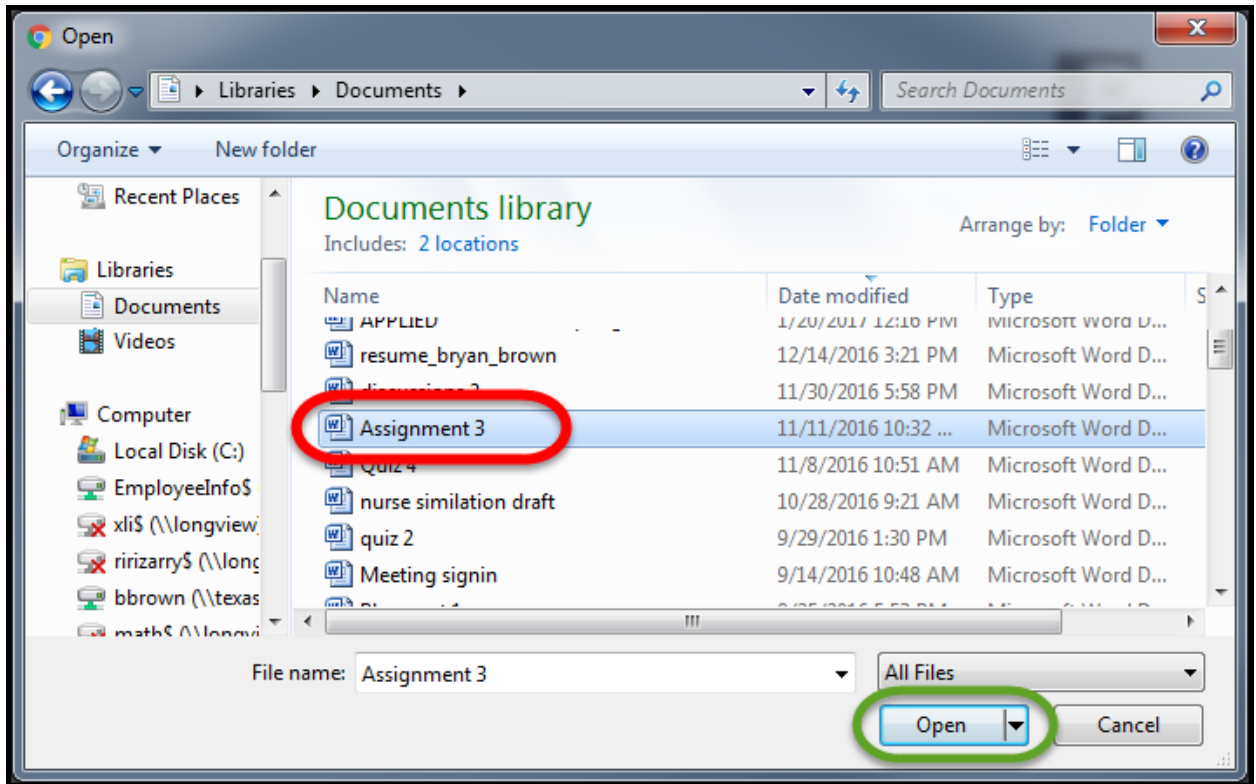
+ Details: 0 file(s) queued for upload

CANCEL UPLOAD



5. Locate the file on your computer and **click on it once**. Then click the **Open button**.

NOTE: To upload multiple files hold down the ctrl key on your keyboard and select each file, then click the open button.



6. Click the **Upload button**.



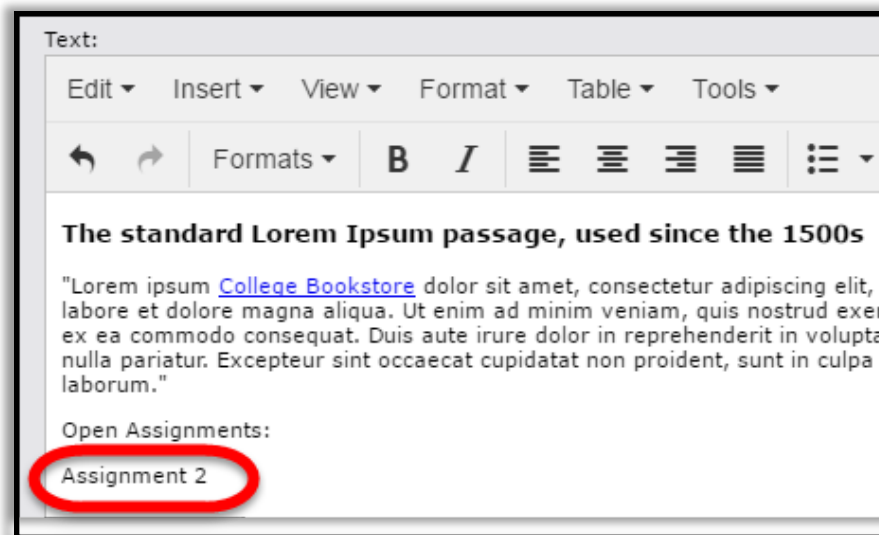
7. The file(s) will be uploaded to the assets folder you specified.



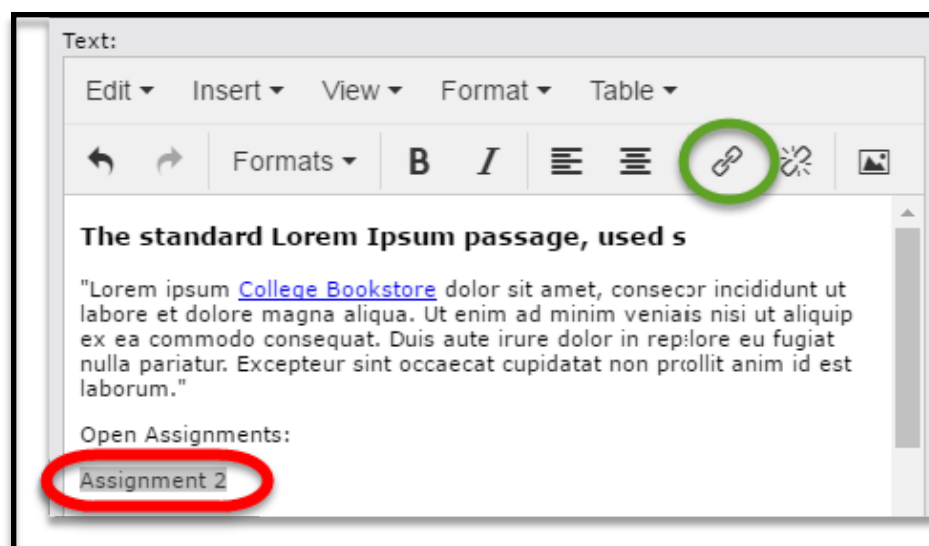
Linking to an Uploaded File

Once you uploaded a file to a faculty assets folder you can create a link to the file on any page you edit or create.

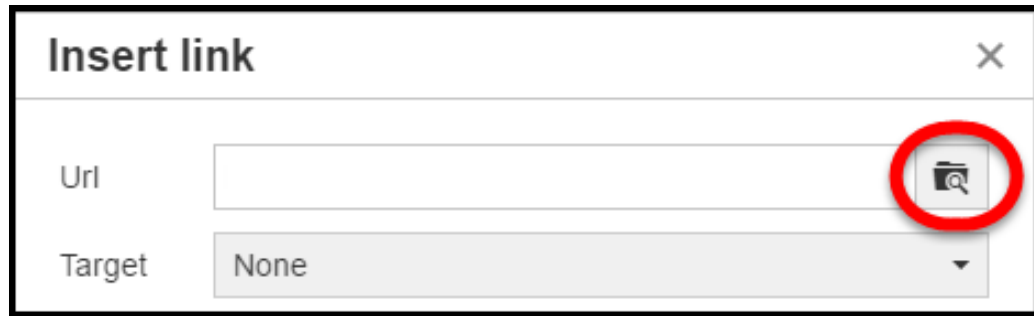
1. When in edit mode on a page Place your cursor inside the content where you want to place the link, **and type the text that you want to appear for it.**



2. **Highlight the link text** and then click on the **Insert/edit link icon**.



3. Click on the **browse button** next to the *Url* field.

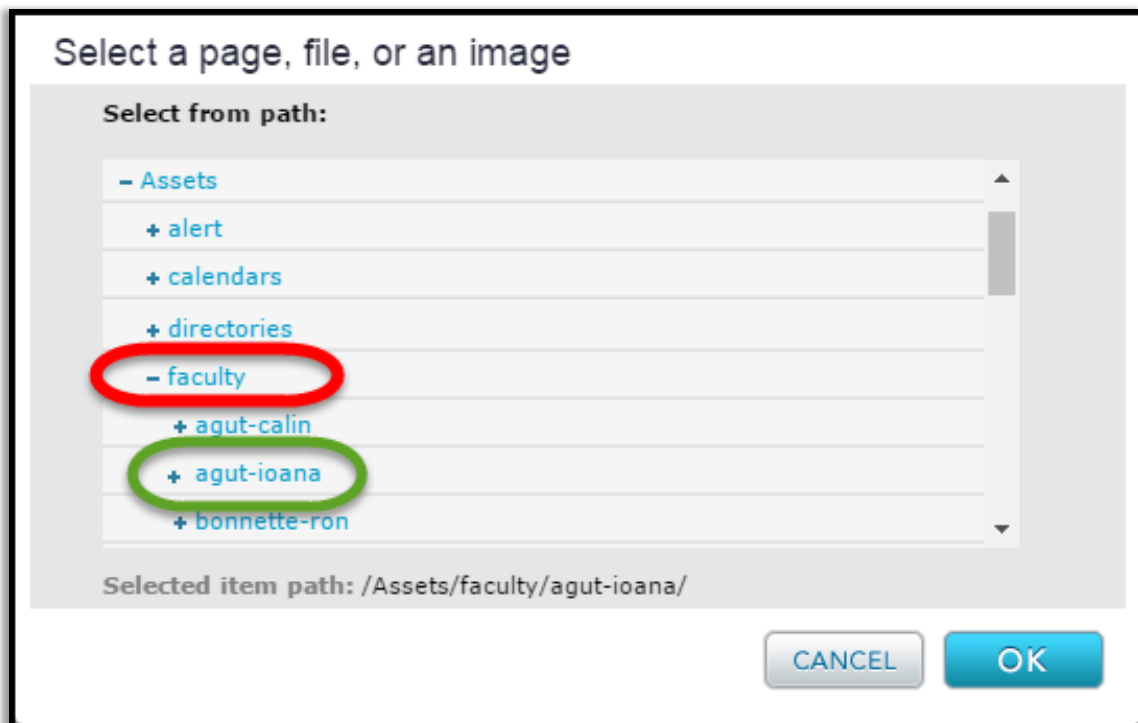


Insert link

Url

Target None

4. Click on the **Faculty folder** under Assets and then click on **your specific faculty folder**.



Select a page, file, or an image

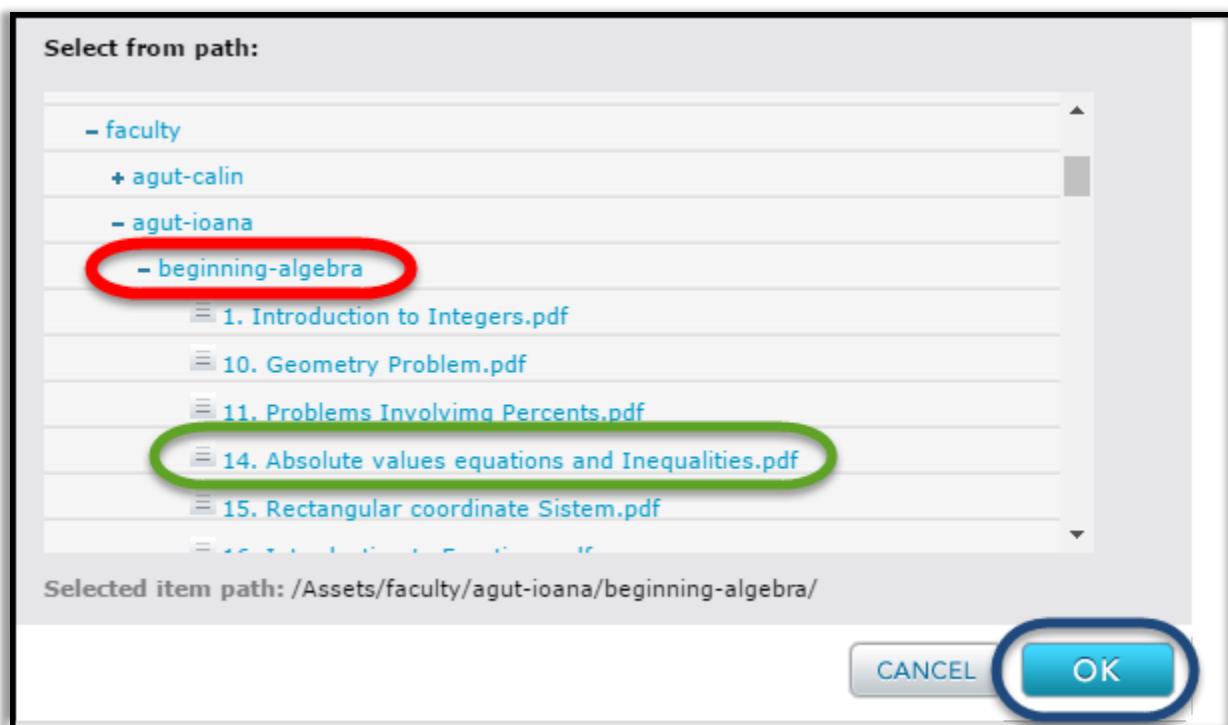
Select from path:

- Assets
 - + alert
 - + calendars
 - + directories
 - faculty
 - + agut-calin
 - + agut-ioana
 - + bonnette-ron

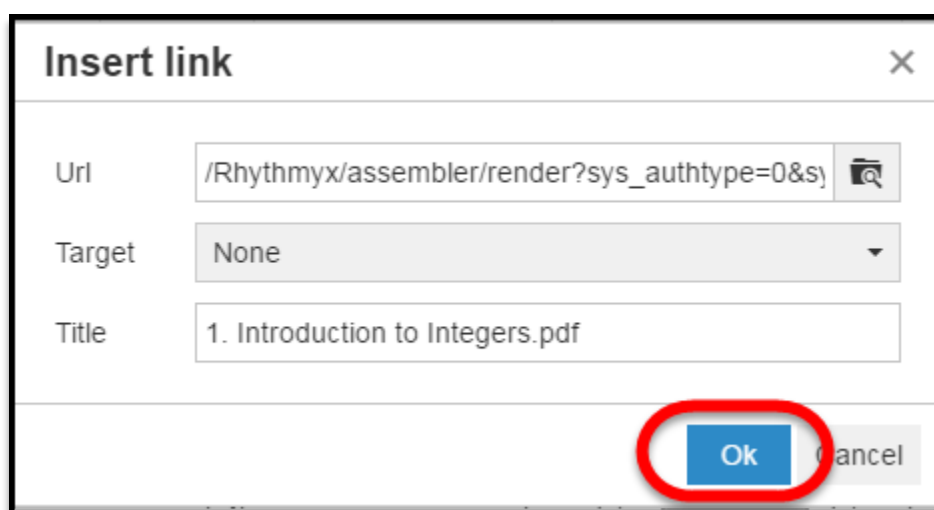
Selected item path: /Assets/faculty/agut-ioana/

CANCEL OK

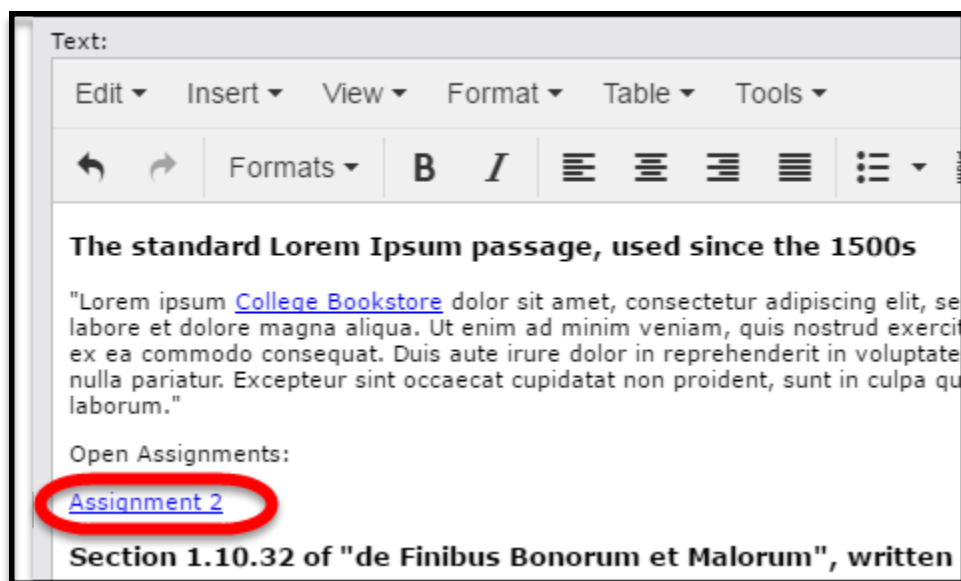
5. Click on the **folder that contains the uploaded file**, click on the **file**, and then click the **OK button**.



6. Click the **Ok button**.



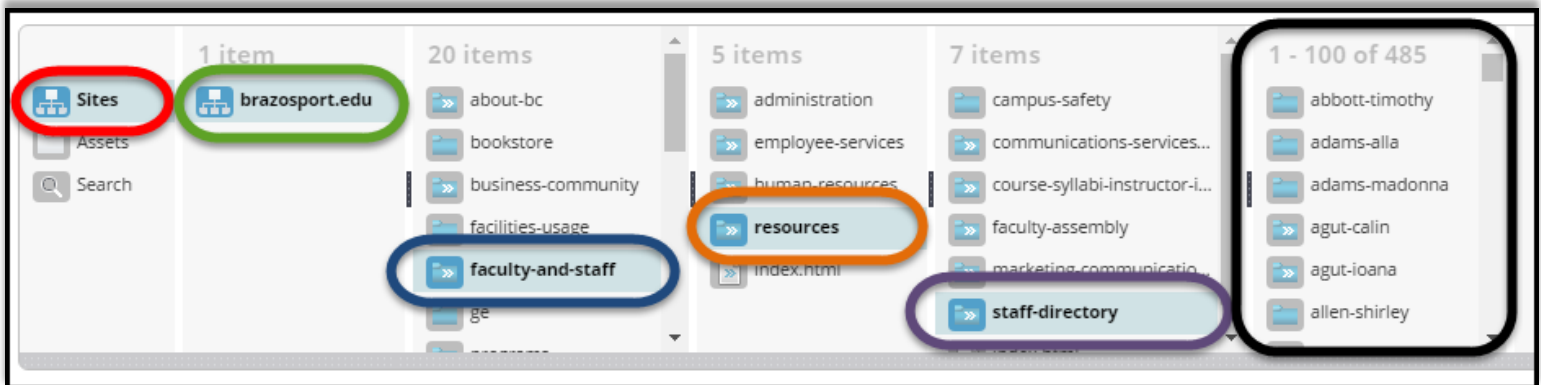
7. The link to the document will now appear on the page.



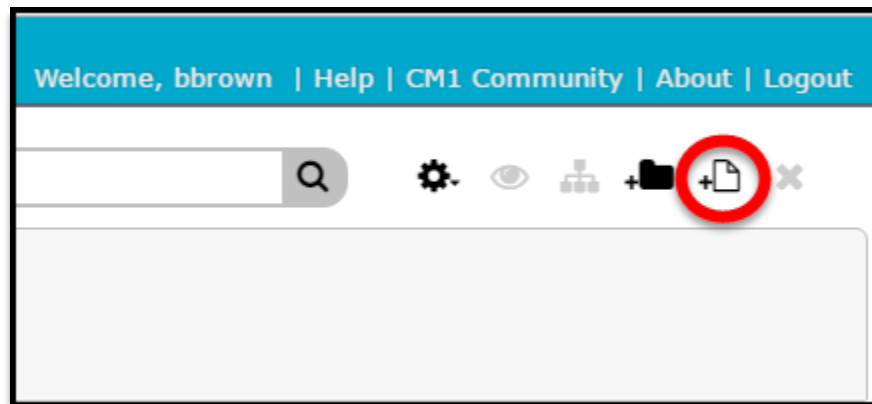
Creating a New Page

You can create new pages on your faculty site anytime you need to.

1. From the *Finder* make sure **Sites** is selected from the first column, next select **Brazosport.edu**, then select **faculty-and-staff**, then click on **resources**, next select **staff-directory** and click on your **faculty folder**.



2. In the top right corner click on the **Click to create new page icon**.



3. Choose either the **09-Staff-Page** or the **10-Staff-page-Side-nav-lvl-7** as a template for the page, enter a **Display title** for the page and click the **Save button**.

New Page

Select a template:

09-Staff-Page 10-Int-Two-Col-Lvl-6 10-Staff-Page-w-Side-... 12-Int-Two-Col-Lvl-6

* Display title (link text):
test page

* File name:
test-page

CANCEL **SAVE**

4. The new page will be created and you will be able to create and add content to it.

OPTIMIZE

Select Language ▼

Google Custom Search

About BC Students Programs **Brazosport College** Business & Community Faculty & Staff
The College of Choice

Home > Faculty & Staff > Resources > Staff Directory > Agut, Ioana

test page

Person Widget is Empty

This Rich Text is empty