

Monthly Orientation; Content Editors



Presented by:
Maria Magouirk
Senior Software Trainer

Zoom Event ID: 830 4849 6764

Audio will be heard on your computer speakers.

If you do not have working computer speakers, call 1-408-638-0968.

Enter event number and attendee ID or press # if no attendee ID.

Webcast will start at the top of the hour.

A BIT OF "HOUSEKEEPING"









This webinar is being **recorded** and will be available on our support site

Use the **Q&A** for questions – no need to wait until the end

I am working in a sandbox, but you can **follow along** in your own instance Please complete our **survey** after the webinar

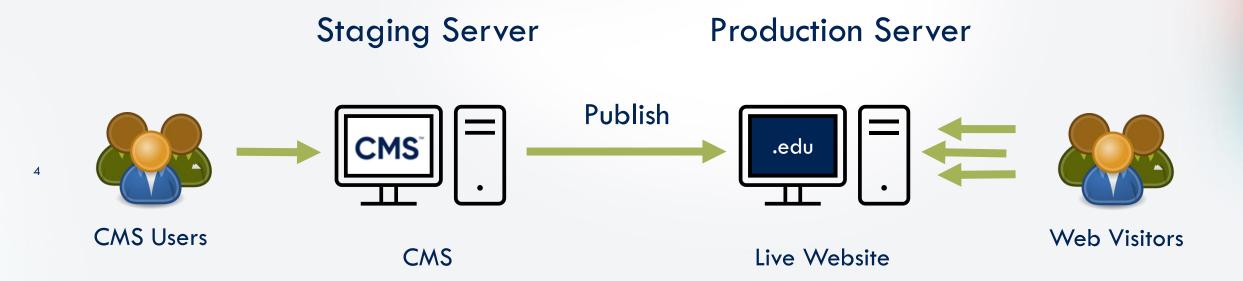
Agenda

- 1. Overview of CMS
- 2. Logging into CMS
- 3. Interface Overview
- 4. Basic Page Editing
- 5. Creating New Content
- 6. Uploading Content
- 7. Q&A





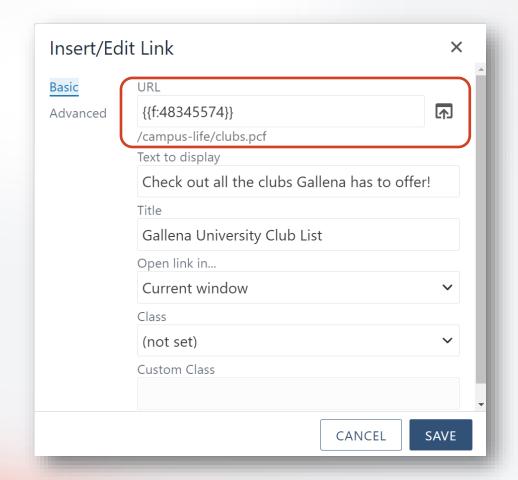
CMS' STRUCTURE





EDITING TOOLS – DEPENDENCY MANAGER

- Every page and file in the CMS gets a unique ID number
 - "Dependency Tag"
- When making links, the CMS uses the ID number, not a URL
- Links to files get automatically updated when they move or are renamed
- Broken links will only come from deleted files



Assets



- Provide a single source of content for use on multiple pages
- When you want to <u>reuse content</u> and <u>structure/styling</u>
- Not customizable on page
- Pages update automatically
- Up to five types:
 - Web Content
 - Plain Text
 - Source Code
 - Image Gallery
 - Forms

Snippets



- Insert predefined content into a page while editing and are often used for pieces of content with specific formatting
- When you want to <u>reuse structure/styling</u>, but keep <u>content unique</u>
- Customizable on page
- Changes to one page won't affect other pages
- Makes it easier to edit complex blocks of content in WYSIWYG

Components



- Gather information and adds it into complex design elements
- When you want to reuse <u>structure/styling</u>, but keep <u>content</u> <u>unique</u>
- Uses form fields to prompt for content
- Customize content on each page
- Changes to the Component's base code WILL be reflected across all pages with the Component

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LET'S SEE IT!



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Questions ?

Our Next Monthly Orientation — Content Editor Edition will be held on

Friday, August 1st

10:00 AM – Noon PST



Other Resources

training@moderncampus.com

support.moderncampus.com

Tuesday, July 29th

Getting Started with Personalization

Learn how to use
Personalization to create
dynamic content based on
visitor behavior, build
segments, track
engagement, and explore
advanced features like A/B
testing and student data
integration.

Thursday, August 7th

Monthly Workshop

An open forum to discuss any topic related to the entire CMS product line.



Modern Campus Annual User Conference

Unite & Innovate – The Power of Community in Higher Ed

We Hope You Can Join Us!

- October 7-10, 2025 in Chicago, IL
- Hotel Block Hyatt Regency McCormick
- Curated content featuring two tracks per product line with sessions across a spectrum of topics:
 - Thought Leadership
 - Customer-Led sessions
 - Panels, Roundtables, Workshopping
- Best practices + peer-tested solutions you can take back to your institution!!
- Do you have a great Session Idea? Let us know using the Session Submission Form





Survey Time!

Just 2 minutes!

14100ETTI Calli	pus Trainir	ng Webinar	Feedback	Survey
	he information ga	athered is shared v	vith the Training	out the training webinar Team and helps us to
* 1. College/University	y Name			
* 2. What product(s) v	was covered durir	ng the webinar?		
CMS (formerly Omni CMS)	Catalog [(formerly Acalog)	Curriculum [(formerly Curriculog)	Section	Navigate (formerly Register)
Message (formerly Signal Vine)] Involve (formerly [Presence)	Lifelong Learning Workforce & Community (formerly Lumens)	Lifelong Learning Extended Education (formerly Destiny One)	
* 3. Overall, were you	ı satisfied with yo	ur training?		
Yes				
○ No				
U				
* 4. On the following				
	scale, how helpfu	al and informative	e was the trainin	ng webinar? 5 - Helpful
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* 4. On the following: 1 - Not Helpful Additional comments to refle 5. Additional feedback webinars over time 6. Don't see a session	2 cet your score. k? We value your	3- Neutral	it to improve th	5 - Helpful

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Thank You

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