

Monthly Orientation; Content Editors



Presented by:
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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”

2



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

Staging Server

Production Server



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

Insert/Edit Link

Basic
Advanced

URL
{{f:48345574}}
/campus-life/clubs.pcf

Text to display
Check out all the clubs Gallena has to offer!

Title
Gallena University Club List

Open link in...
Current window

Class
(not set)

Custom Class

CANCEL SAVE

REUSABLE CONTENT

Assets



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

REUSABLE CONTENT

Snippets



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

REUSABLE CONTENT

Components



- Gather information and adds it into complex design elements
- When you want to reuse structure/styling, but keep content unique
- 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

LET'S SEE IT! 

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](#)

SAVE YOUR SPOT

SINGLE ATTENDEES	\$1,099
3+ MEMBER GROUPS	\$999
INTERESTED IN PRESENTING?	ask me!

SCAN ME!

HAVE QUESTIONS? EMAIL THE CONFERENCE TEAM!
MCCONFERENCE@MODERNCAMPUS.COM

Session information coming mid-June!

Survey Time!

Just 2 minutes!

Modern Campus Training Webinar Feedback Survey

We would appreciate 2 - 5 minutes of your time to answer questions about the training webinar you participated in. The information gathered is shared with the Training Team and helps us to improve our training webinars. Thank you in advance for your feedback!

* 1. College/University Name

* 2. What product(s) was covered during the webinar?

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> CMS (formerly
Omni CMS) | <input type="checkbox"/> Catalog
(formerly Acalog) | <input type="checkbox"/> Curriculum
(formerly
Curriculog) | <input type="checkbox"/> Section | <input type="checkbox"/> Navigate
(formerly
Register) |
| <input type="checkbox"/> Message
(formerly Signal
Vine) | <input type="checkbox"/> Involve (formerly
Presence) | <input type="checkbox"/> Lifelong Learning
Workforce &
Community
(formerly
Lumens) | <input type="checkbox"/> Lifelong Learning
Extended
Education
(formerly Destiny
One) | |

* 3. Overall, were you satisfied with your training?

- ☐ Yes
☐ No

* 4. On the following scale, how **helpful** and **informative** was the training webinar?

1 - Not Helpful	2	3 - Neutral	4	5 - Helpful
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional comments to reflect your score.

5. Additional feedback? We value your feedback and use it to improve the quality of our training webinars over time.

6. Don't see a session that sparks your interest? Leave us a comment with a topic that we can build a session around in the future!

[Click here to share your feedback](#)

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Thank You

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