February 25th 2025

Training Tuesday

Leveraging Versions and Scheduled Actions

Presented by:
Jordan Zeier– Software Trainer
jzeier@moderncampus.com

The webinar will begin at the top of the hour.

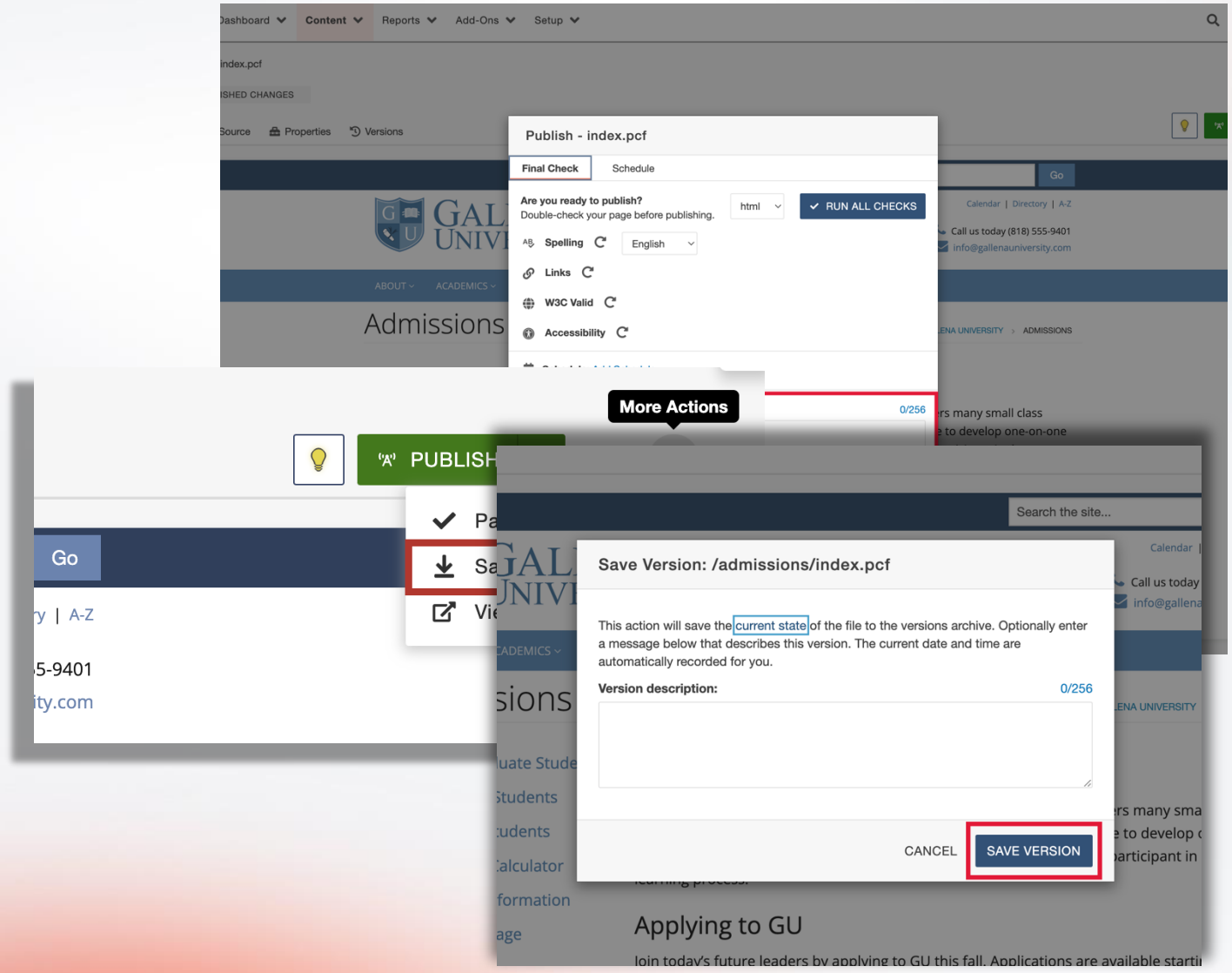
Agenda

1. Creating Versions
2. Comparing & Reverting Versions
3. Scheduled Actions
4. Live Demo

CREATING VERSIONS

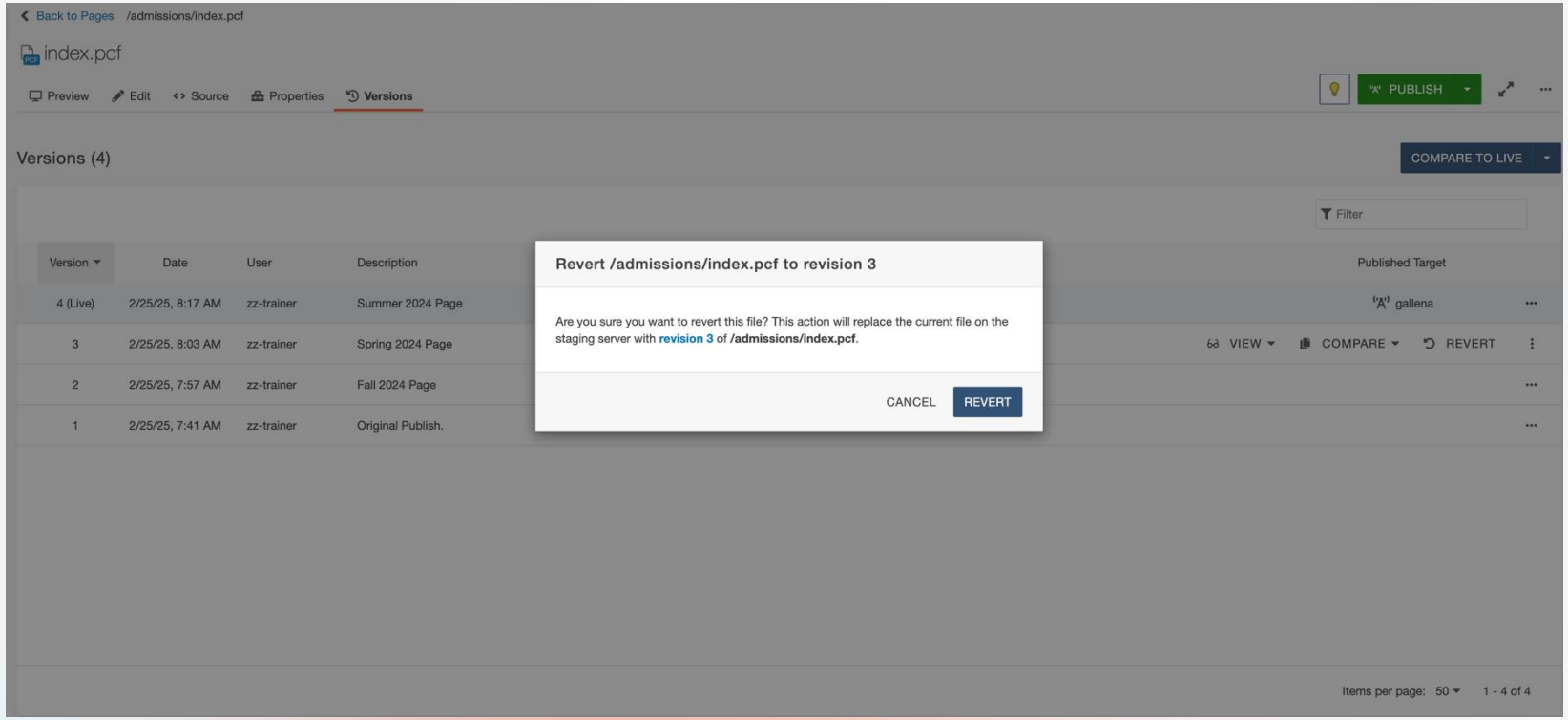
Any time a file is published in Modern Campus CMS a version of that page is saved automatically.

A version can also be created manually. With the page checked out to you, click the More Actions button and select Save Version. Enter the version description and click the Save Version button.



COMPARING & REVERTING VERSIONS

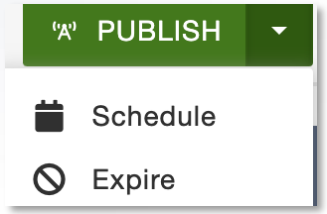
From the Versions tab, only visible when you have the page checked out, you can view, compare, and revert to previous versions.

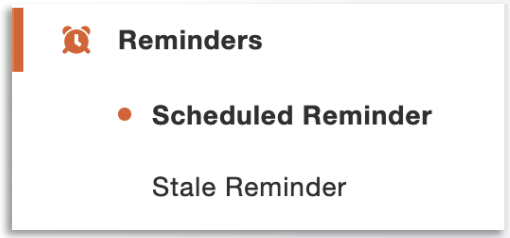


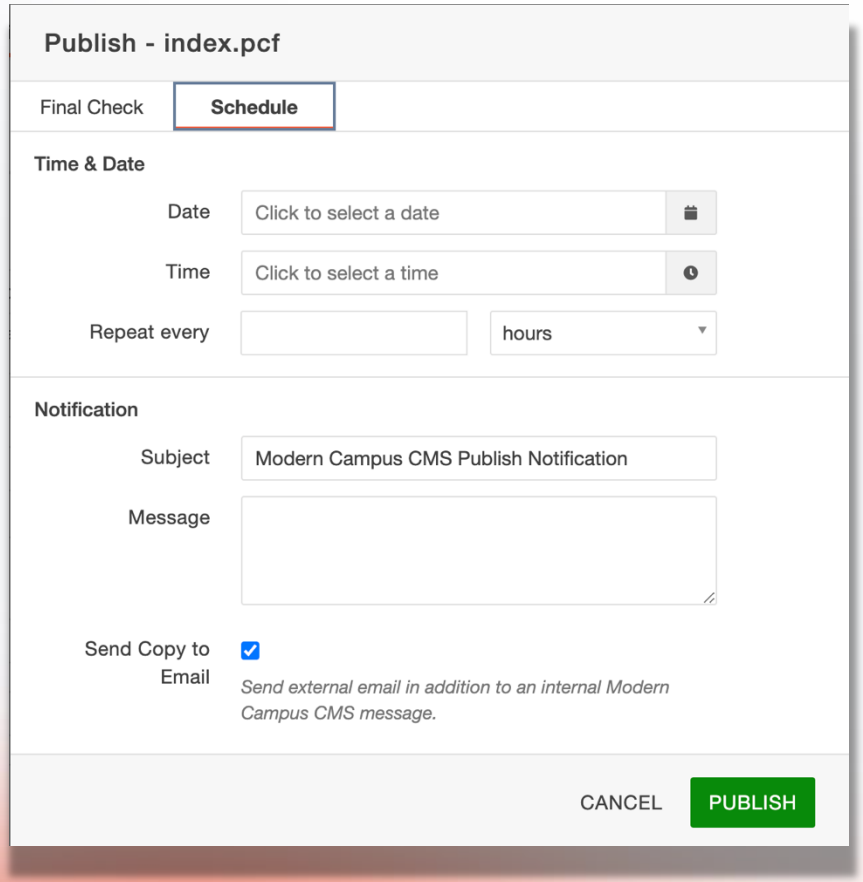
SCHEDULED ACTIONS

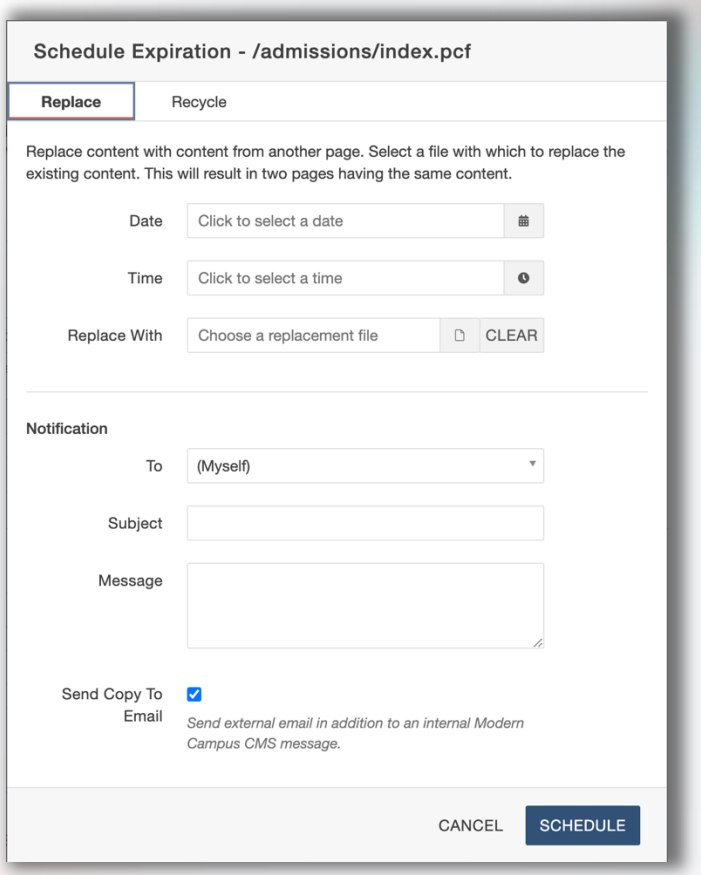
In Modern Campus CMS there are a few scheduled actions that can be applied to pages and files. These include:

- Scheduled Publish
- Scheduled Expiration
  - Replace
  - Recycle
- Scheduled Reminders









LET’S SEE IT

Thank You!

The next Training Tuesday will be on **March 25, 2025** on
Content Editor Best Practices

Registration is open on our support page now!