



# Monthly Orientation; Content Editors



Presented by:  
Maria Magouirk  
Software Trainer

Zoom Event ID: **889 9920 1388**

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.

# AGENDA

---

Overview of OMNI CMS

---

Logging into OMNI CMS

---

Interface Overview

---

Basic Page Editing

---

Creating New Content

---

Uploading Content

---

Q&A

2

# OMNI CMS' STRUCTURE

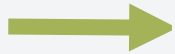
Staging Server

Production Server

3

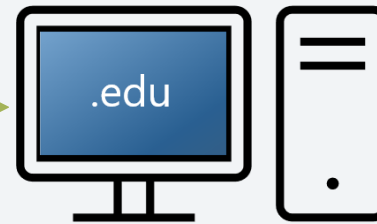
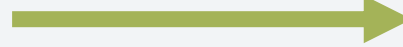


CMS Users

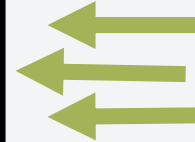


Omni CMS

Publish



Live Website



Web Visitors

# EDITING TOOLS – DEPENDENCY MANAGER

- Every page and file in Omni CMS gets a unique ID number
  - “Dependency Tag”
- When making links, Omni 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

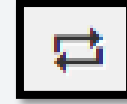
Class  
(not set)

Custom Class

CANCEL SAVE

# REUSABLE CONTENT

## Assets



- When you want to reuse content and structure/styling
- Not customizable on page
- Pages update automatically
- Five types:
  - Web Content
  - Plain Text
  - Source Code
  - Form
  - Image Gallery

# REUSABLE CONTENT

## Snippets



- 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



- 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

modern<sup>®</sup>  
campus

LET'S SEE IT!







Our Next Monthly Orientation – **Admin Edition**  
will be held on

**Friday, June 9<sup>th</sup>**

10:00 AM – Noon PST



# The Modern Campus Advantage **Starts Here**



Communication  
& Engagement

Signal Vine<sup>®</sup>



**Recruitment &  
Enrollment**

Omni CMS<sup>®</sup>  
nuCloud<sup>®</sup>  
Pathways<sup>®</sup>



Connected  
Curriculum

Acalog<sup>®</sup>  
Curriculog<sup>®</sup>  
Register<sup>®</sup>  
Section<sup>®</sup>  
Pathways<sup>®</sup>



Student  
Development

Presence<sup>®</sup>  
Get Connected<sup>®</sup>



Continuing Education &  
Workforce Development

Destiny One<sup>®</sup>  
Lumens<sup>®</sup>  
Pathways<sup>®</sup>

modern<sup>®</sup>  
campus

# Thank You

[training@moderncampus.com](mailto:training@moderncampus.com)

[support.moderncampus.com](http://support.moderncampus.com)



[/mymoderncampus](#)  
[/moderncampus](#)  
[@themoderncampus](#)  
[moderncampus.com](http://moderncampus.com)

