

## Concordia's Cascade CMS: The Basics

<https://cms.cord.edu/>

Once you've logged into the system, your dashboard will appear. From there, you can get to pages you've recently viewed or edited. You can also click on the directory tree toggle and see all of the directories/pages you have access to.

### Editing an Existing Page:

1. Once you are on the page you want to edit, click on "Edit" in the top navigation bar.
2. Make your changes.
3. Click "Submit."
4. If the spell checker page appears, you need to click "Submit" again. Do not click "Cancel" as this will cancel your edits and not update the page.
5. If you are a publisher and you NEED the changes to be reflected online immediately, click on "Publish" in the top navigation.
6. The publish page should have the "Official" checkbox checked. Click "Submit."
7. Wait a few minutes and then check to see that your updates published correctly by browsing to your page on the Web.

### Creating a New Page:

1. Click on "New" in the top navigation bar. Then select "Standard Content Page."
2. Click on "System" in the sub-navigation of your new page.
3. Name your page by entering a short name (no spaces or special characters) in the System Name field. For example, for a page about student organization policies the file should be named something like "stuorgpolicies." Lowercase names are preferred.
4. Click "Submit."
5. Click "Edit" in the top navigation.
6. Click on "Metadata" in the sub-navigation.
7. Enter appropriate content in the following fields:
  - i. Display Name – appears in the side navigation and in the breadcrumbs
  - ii. Title – appears in large blue type above the body copy
  - iii. Key Words – helps search engines find the page
8. Click on "Content" in the sub-navigation.
9. Enter a sub-section header. This is usually your office or department name. It appears in the maroon bar under the main header on the left side of the page.
10. Enter the body copy.
  - NOTE: If you are pasting from a Word document, we recommend that you paste it first into Notepad (or TextEdit on a Mac) so that it is "text only." Then, copy the text from Notepad and paste it into the Section Text field in the CMS.

11. Enter additional content (optional) in Related Information or Related Information 2 fields.
  - i. Related Information appears in the left column under the main navigation.
  - ii. Related Information2 appears at the very top of the right column.
12. Add Random Image Banks (optional). These are little “button ads” that feature links to galleries, videos, newsletters and more.
  - i. Select a category from the pull-down menu.
  - ii. If you would like to add additional ad image from another category, click on the “+” and then select a different category in the second pull-down menu.
13. Add SPIFF Banks (optional). These are collections of feature stories written by the Communications Office.
  - i. Select a SPIF category from the pull-down menu.
  - ii. If you would like to add additional ad image from another category, click on the “+” and then select a different category in the second pull-down menu.
14. Skip the Contact Information field and instead create a new page for your office or department called “Contact Us.”
15. Select the page orientation (standard or wide).
  - i. If you select “standard” you can enter a Banner Image Keyword that will provide you with a collection of photos for the top of your page.
    1. Recommended keywords: about, academics, studentlife and classroom
  - ii. If you select “wide” you should leave the keyword field empty
16. Click “Submit.”
17. If the spell checker page appears, click “Submit” again. Do not click “Cancel.” This will cancel your edits and not update the page.
18. If you are a publisher and you NEED the page to be posted immediately, click on “Publish” in the top navigation.
19. Check to see that the “Official” checkbox is checked. Then click “Submit.”
20. Wait a few minutes. Then check to see that your updates published correctly by browsing to your page on the Web.

If you have any questions, you can contact us immediately- or you can collect your questions and attend on of the regular CMS sessions, held the first and third Wednesdays of each month in the library classroom.

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