

Creating a Faculty Template Page in the CMS

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

Attention: Before you begin, contact Online Services at 299-3987 and request a directory be started for your faculty pages.

Uploading Files:

1. On the upper left-hand side of the dashboard, click on the red arrow. This will open up the navigation menu.
2. Click on “Concordia” and then choose the folder for your specific department.
3. Select the “Faculty” folder, followed by the folder with your last name.
4. Click on “Assets”. This is where you will upload all of the files you will need to use on your faculty page.
5. Choose “New” in the sub-navigation bar and select “Files – images, PDFs, docs, Excel, etc”
6. Select the “System” sub-navigation bar and type in a System Name (lowercase without any spaces or special characters), including a file extension.
 - a. For example: bio.pdf; photo.jpg; vita.pdf
7. On the new screen select “browse” to select the file you want to upload. You should have the following files to upload:
 - a. Photo (headshot), Biography, & Academic Vita (PDF is preferred.)
8. Click “Submit” when you are finished adding each file.

Creating a Faculty Page:

1. Click on “Academics,” “YourDepartment,” “Faculty” and “YourLastName”.
2. Making sure your “YourLastName” folder is selected, click on “New” in the sub-navigation bar.
3. Click on “Default” in the sub-navigation bar and select “Faculty Template.”

Editing a Page:

CONTENT

1. Click on the orange square icon to browse for the photo you uploaded into your assets folder. Locate the photo you previously uploaded. Select your picture and click “confirm.”
2. Enter in your name, title, department title, e-mail address, and phone number.
3. Enter in your education degree. If you need to add any additional degrees, click on the black plus (+) sign to create a new line to put your additional degree in.
 - a. If you need to delete a degree line, click the black negative (-) sign.
 - b. If you would like your degrees in a different order, click the up and down arrows to change the order.
4. Enter in the course you teach. If you need to add any additional courses, click on the black plus (+) sign to create a new line to put your additional course in.
 - a. If you need to delete a course line, click the black negative (-) sign.
 - b. If you would like your course in a different order, click the up and down arrows to change the order.

5. “Under Research/Teaching Interests” enter in your interests in the box below. You can edit your content on this page.
 - a. Do not copy and paste content directly from Microsoft Word into the CMS as it can cause formatting issues. Paste first into WordPad or Notepad and then into the CMS.
6. Enter in any “Scholarly Activities” in a similar fashion as step 5.
7. Enter your publication information. If you need to add any additional publications, click on the black plus (+) sign to create a new line to put your additional publications in.
 - a. If you need to delete a publications line, click the black negative (-) sign.
 - b. If you would like your publications in a different order, click the up and down arrows to change the order.
8. If you have a page from the Concordia Web site that you would like to include on your page, click the blue box which will bring up the website folders, select your page and click “confirm”.
 - a. Enter in a word or two of text, which will show up on your page as a link to your internal page.
9. Enter in information for the external link, copy and paste the Web site address in to the “external webpage link” box.
10. If you have a biography page on the Concordia Web site you would like to link to, click the blue box that will bring up the Web site folders, select your page and click “confirm”.
11. If you have an academic vita in PDF or Microsoft Word form to upload, click on the orange box, choose your page and then click “confirm.”
12. Add a Flash Video to your page by “copy” and “pasting” the URL in the box.
 - a. Enter a short caption for you video in the box below.
 - b. If you have any additional video files you would like to include, do so in the box below.

METADATA

1. Click “Metadata” in the sub-navigation toolbar.
2. Enter appropriate content in the following fields:
 - a. Display Name (full name with title, for example, Dr. Sarah Smith)
 - b. Title (full name followed by credentials, similar to your business card)

SYSTEM

1. Click “System” in the sub-navigation toolbar.
2. Enter “index” (no spaces or special characters) in the System Name field.

Final Steps:

1. Click “Submit” when you are finished adding all content to your page.
2. On the Spell check page, select “Submit” to ignore any spelling errors.

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