Updating Graduate Catalog Content in the CMS System
Adapted from the WiscWeb Team’s Professional Technical Education Training Guide

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Introduction

The WiscWeb content management system (CMS) is the solution chosen by the University of Wisconsin-Madison to allow users across campus to maintain their own information on the Web, without requiring knowledge of Web coding languages.

Toni Good, University Communications and Marketing’s Senior Editor of Academic Catalogs, has offered to provide “on-call” assistance should you have any difficulties updating your Graduate Catalog content updates in the CMS. You may contact Toni at tgood@wisc.edu, or at (608) 262-8276.

The Basics

- Internet Explorer and Mozilla Firefox are the preferred browsers for using WiscWeb CMS.
- You may contact Toni Good (see italicized paragraph above) with technical questions re: updating content.
- All edits to Graduate Catalog content are due end of day, May 2, 2014.

Log into the CMS

1. In a web browser, go to wiscwebcms.wisc.edu. You will come to the NetID login screen.
2. Enter your UW NetID and password, click login.

Access the Graduate Catalog project

If you have access to more than one project in the CMS, or it is your first time visiting the CMS, you will want to select the project you wish to work on – in this case, select the Graduate Catalog.

Review the Homepage

Once the Graduate Catalog project is appropriately selected, review the homepage. The homepage gives an overview of recent changes, including “Pages Saved As Draft.” After editing content, you will return to the Homepage to submit your changes. More on that later in section 2, “Submit Changes to Workflow”.
1. Edit Your Program’s Graduate Catalog Page Content

**IMPORTANT:** Please note that you may use the CMS to modify only your program’s main Graduate Catalog page content. You may **not edit** your “Criteria for Satisfactory Progress Chart” within the CMS; please, instead, submit your “Minimum Degree Requirements & Satisfactory Progress” chart to the Graduate Catalog director, Jennifer Martin, via email, to jamartin1@grad.wisc.edu. **ALL** edits are due May 2, 2014.

**SmartEdit**

While editing content, you will be in the SmartEdit tab.

To access SmartEdit, click the SmartEdit button in the top navigation menu.

Within SmartEdit, the work area will display the webpage that you are currently editing. The site will look much like you would expect in a normal browser window, although you will notice red dots and some bracketed text throughout the site (to be discussed shortly).

You may click on links just as you would on the normal website.

**Modifying Content**

Editing is done through the **red dots** that appear on pages. Each red dot is associated with a single placeholder – an element on the page that can be populated with data. When you click on one of the dots, a dialog box will appear that allows you to modify its content.

Editing text within the CMS is accomplished by clicking on the red dots.

1. On the page you wish to edit, click on the “Open text area” red dot

   By clicking this arrow, you are making the data of that text area be in an “open” state, causing it to be editable.

   Next, click on the “Edit text body” red dot.

   (If you see a red dot with a diagonal slash instead of a diagonal arrow, it means that you are not authorized to make edits to that page or area.)
2. Once you click on the red dot next to “Edit text body”, a new widow will appear, allowing you to modify the text. (Currently the text editor within CMS does not work well with Safari or Google Chrome browsers.)

3. Make modifications to the text and click OK in the lower right corner.

Note: After clicking OK, the edits are saved to the page, but that does not mean the page has been sent for approval. In fact, at this point, no other editors on the CMS will even see the edits. The page, with changes just made, will be saved in draft mode in your user account. To send your draft of content for approval, see “2. Submit your edits to workflow.”

For advanced “how-to” tips for Linking to A Web Page and Inserting an Email Link, please reference the Appendix. **Toni Good** and **Jennifer Martin** are happy to perform these functions on your behalf should you wish.
2. Submit your edits to workflow

Content edits made are not finalized until they are submitted to workflow.

After you’ve edited content in a page, it is in “draft mode.” While in draft mode, the content will not be publishable by the site, nor will other users be able to edit the content.

In order to make content available to be published, or to allow others (like the Graduate Catalog director or the University Communications and Marketing editor) to modify the content, users need to submit their changes to the CMS workflow. After you have completely finished editing your page’s content, please “submit to workflow” the content for approval. After submitting to workflow, until a page’s edits have been approved and finalized, it will not be editable by anyone else.

**How To: Submit Changes to Workflow**

Within the navigation menus, click the Homepage tab:

There, under the “Pages Saved As Draft” area, you should see the page(s) you saved that are in draft mode.

Right click on page listed under “Pages Saved As Draft” that you wish to submit to workflow. Select “Submit to Workflow.”

The content has now been submitted to workflow. The list area should empty as/after you submit the content.

Once you’ve submitted your content to workflow, you’re finished! **Remember**, you must also submit the Minimum Degree Requirements & Satisfactory Progress to Jennifer Martin (jamartin1@grad.wisc.edu) by May 2, 2014.

Thank you for your time and work.
APPENDIX:
1. How To: Insert a link to another webpage
2. How To: Insert an Email Link
1. How To: Insert a Link to Another Webpage

While editing a block within the text editor:

First: select the text that you want to make a link for a webpage

Next: click the Link button in the top menu bar

If linking to an external website, (e.g., "http://www.wisc.edu), execute step 1, above.

Click the Internet tab and type in the URL.

Fill this area out and click OK.
2. How To: Insert an Email Link

If you are using Internet Explorer, you should be able to type out the email address, press the Space bar, and then the email link should appear automatically.

To manually insert an email link:
1. Type out the email address.
2. Select the text of the email address with your mouse.
3. Click the Link button in the top menu bar.
4. In the window that opens, click the Email tab.
5. Type in the email address for which you wish to link. (Optional: You may enter a default email subject line.)
6. Click OK.