

# CASCADE CMS CONTENT ADMIN TRAINING



**Facilitator:** Web Technology

## Introduction and Outcomes

This will serve as a simple guide for manipulating the Cascade CMS (Content Management System) as to assist our content administrators with basic editing functionality. By the end of this tutorial, you will all be able to edit, modify, publish and manage your way through the CMS.

## Login Page

The login page for the cms (as of right now) is:

<https://laredo-admin.cascadecms.com/>

Your username might be one of the following combinations

1. Firstname . lastname
2. initiallastnameNumbers

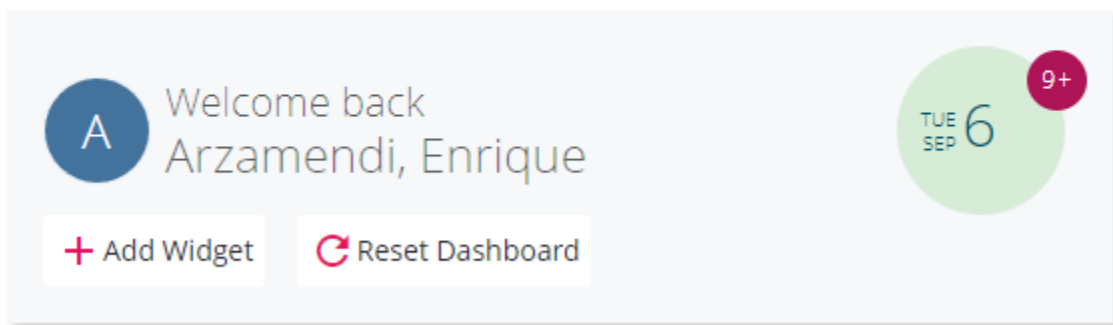
So if your name is Orlando Jones, then your username might be

1. orlando.jones
2. ojones1234

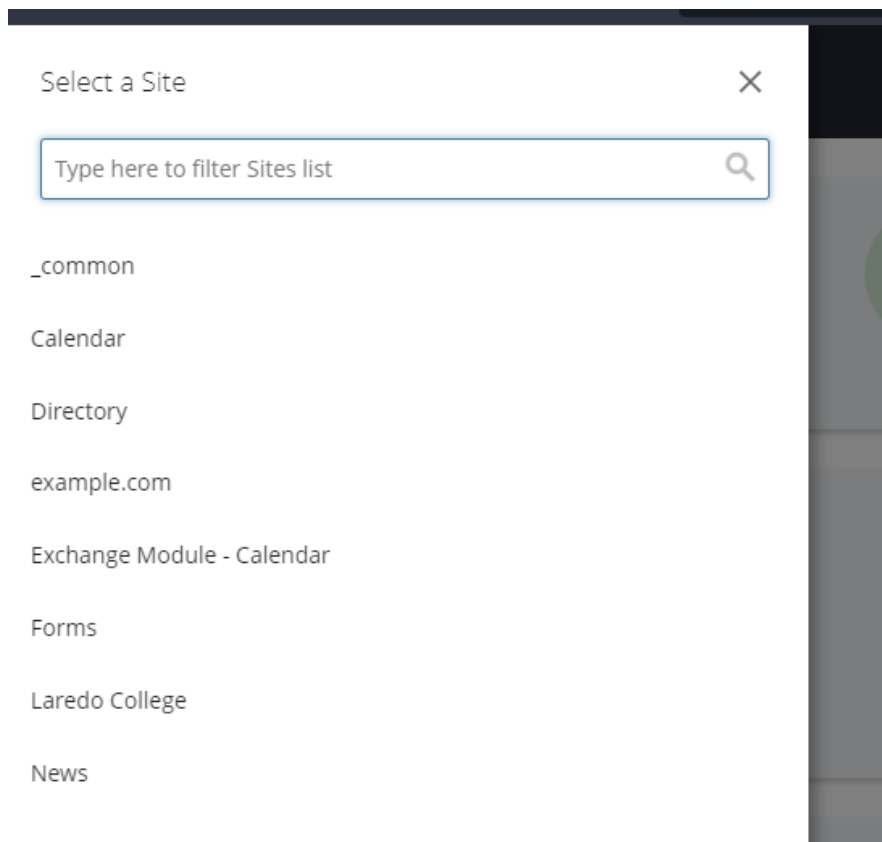
Your password, for the time being is Laredo2022

## Navigating the system:

Once you are actually inside, you will be greeted with the admin panel. The easiest way to get started is by looking at the top left side of the screen, and click on where it says SITE

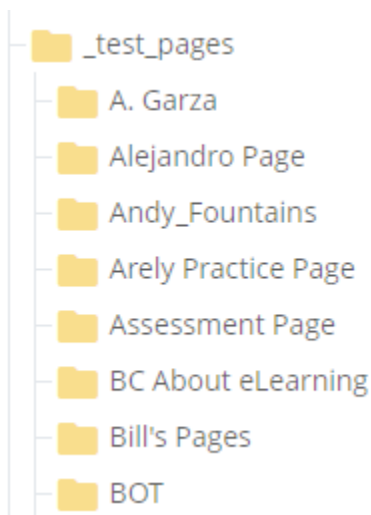


A side navigation panel will open up, select the option for Laredo College.

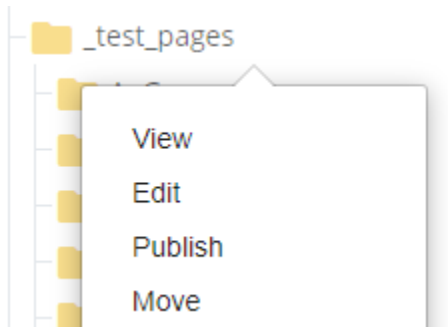


## Main Section and first steps: Creating folders

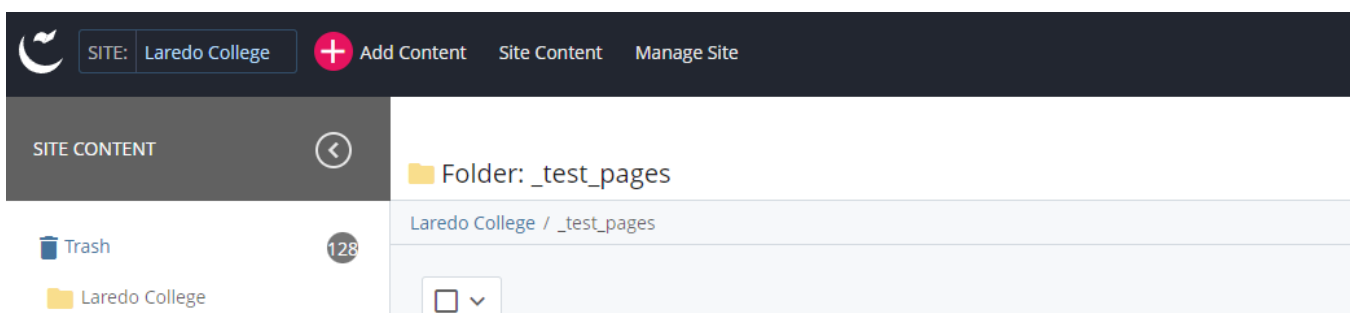
This section is very important, it contains the entire folder structure that constitutes the website. We will be testing inside of one known as `_test_pages`, here is where we will create our site sections



Right click on \_test\_pages, then click on View, this is how we effectively \*\*move\*\* into the folder

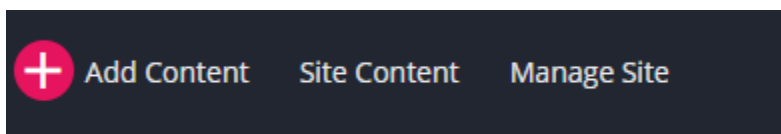


You will know that you are effectively inside of the folder structure when the top page looks like this:

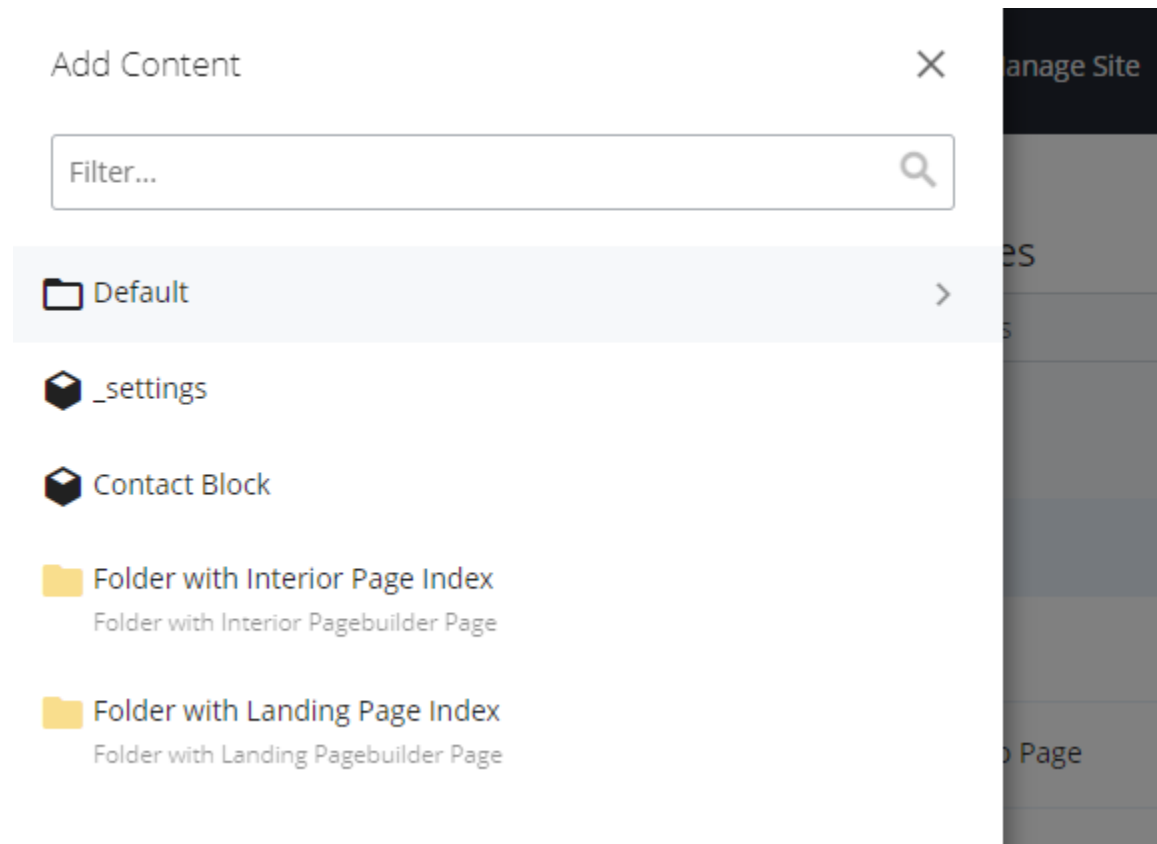


See how it says \_test\_pages? That means we have gotten inside of the folder. We can now start adding content.

Click on the Add Content button, at the top leftmost section of the screen.



A new side navigation bar will appear, from there we will select Default:



Then we will click on Folder, ensure that the contents are the same, change Folder Name and Display name to whatever you like since this is just a tutorial. Keep in mind that on the actual site for your respective sections, the name would have to be different:

Metadata Properties

☐ Check Spelling

Folder Name \*

Enrique\_Folder

Placement Folder \*

\_test\_pages

Laredo College: /\_test\_pages

Cancel Submit

Once you fill in the form with your data, click on the Blue Submit Button on the top right section of the form screen.

The structure will now look like this:

SITE: Laredo College Add Content Site Content Manage Site

SITE CONTENT

Folder: EAP Folder Test

Laredo College / \_test\_pages / Enrique\_Folder\_Test

Name	Order	Type
This folder has no content to display.		

To add a page, click on Add Content yet again, then click on Default, then Select Page, leave the defaults as is, make sure that Page Builder is selected and click on Choose.

The screenshot shows a modal window titled "Choose Page Type". At the top right are "Cancel" and "Choose" buttons. Below the title bar, there is a dropdown menu showing "Laredo College" and a "Search" input field. A table lists available page types:

Name
<input checked="" type="radio"/> Page Builder
<input type="radio"/> Page Builder - Landing

At the bottom of the table, it says "1-2 of 2" and "1 row selected".

From there on, a new form will appear into the screen. Put whatever Page Name you would like, same for title.

The screenshot shows a form for creating a new page. The top navigation bar includes "Content", "Metadata", "Configure", and "Fullscreen" tabs, along with "Draft saved", "Close", and "Preview Draft" buttons. The form fields are:

- Page Name \***: A text input field with a red asterisk. Below it, a red message says "This field is required."
- Placement Folder \***: A dropdown menu showing "EAP Folder Test". Below it, the text "Laredo College: /\_test\_pages/Enrique\_Folder..." is visible.
- Title \***: A text input field with a red asterisk.

Once you do that, click on the 3 dots at the top right corner of the page, right next to the Preview Draft button. Then Select the Submit blue button.

The screenshot shows a content management interface with a top navigation bar containing 'Content', 'Metadata', 'Configure', 'Fullscreen', 'Close', 'Preview Draft', and a three-dot menu. Below the navigation bar, there are two form fields: 'Page Name \*' with a red error message 'This field is required.' and 'Placement Folder \*' with a dropdown menu showing 'EAP Folder Test' and a path 'Laredo College: /\_test\_pages/Enrique\_Folder...'. A modal dialog is open in the center, titled 'Comment on the changes you made.', with a text area containing 'First version.' and a blue 'Submit' button.

This will create your page. At this point in time you can click on Publish or Edit, we will be using Edit in order to add content.


NOTE: The contents for the following image are located at the top right corner of the page:


The screenshot shows a content management interface with a top navigation bar containing 'My Content', 'Search', a user profile icon 'A', and a three-dot menu. Below the navigation bar, there is a toolbar with icons for 'Edit', 'Publish', 'Comments', 'Details', and 'More'. A dropdown menu is open next to the 'More' icon, showing 'Output: HTML'.





## Editing Content

Everything that we could hope to do, in terms of placing items inside of the screen, happens inside of an Editor known as the Page Builder. It looks like this:

Content


Metadata

Configure

Fullscreen

Close

Preview Draft



Title \*

EAP Test Folder Page Example

Page Builder

> Page Title Header

> Row of Content

> Sidebar Item

> Contact Slab

Tags

Select one or more values...

Let us take a look at the older system, we will copy the content from over there, into our newly created page. We will be doing this because

<https://www.laredo.edu/cms/history.aspx>

Copy this entire section (from the old website):

### **Our History**

Heading down Washington Street in downtown Laredo toward Laredo College's original campus takes you back in time to Laredo's early days. Nestled on the banks of the Rio Grande, the 200-acre site traces its history back to 1849, when Camp Crawford was established to protect Laredo's frontier. It was later renamed Fort McIntosh, in honor of war hero Lieutenant Colonel James McIntosh.

Since 1947, the old fort has been home to the city's oldest institute of higher education.

At the end of World War II, the Laredo Independent School District created Laredo Junior College in 1947 on the site of historic Fort McIntosh to prepare returning soldiers for America's new workforce. With 13 junior college sophomores achieving their associate in arts diplomas, that first year was the beginning of a long tradition of higher education in Laredo.

Today, the college is a two-campus district serving the diverse needs of a growing community. The downtown Fort McIntosh Campus maintains its historic origins, while history begins anew at our South Campus in South Laredo, with contemporary architecture and the latest technology, which opened in the spring of 2004. Our two campuses serve more than 10,000 students each semester through a variety of affordable academic programs, technical and vocational programs, non-credit community interest courses, and adult education courses that help area adults obtain English skills, job skills or a General Educational Development diploma.

Both campuses serve a three-county area composed of Webb, Jim Hogg and Zapata counties.

From inside of the Page Builder, select Row of Content

#### Page Builder

> Page Title Header

> Row of Content



> Sidebar Item



▼ Contact Slab

When expanded, it looks like this:

▼ Row of Content

+


Content Display Style

*This will control the layout of the content items of this row.*

Custom HTML ▼













Row Title

An Item Block to Pull the Content From

 Choose Block

Content

Edit ▼ Format ▼ Insert ▼ View ▼ Tools ▼



  **B** *I* Formats ▼          











11

With the text from the other website, put it inside of the content section:

Content

EditFormatInsertViewTools

**B***I*Formats

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### Our History

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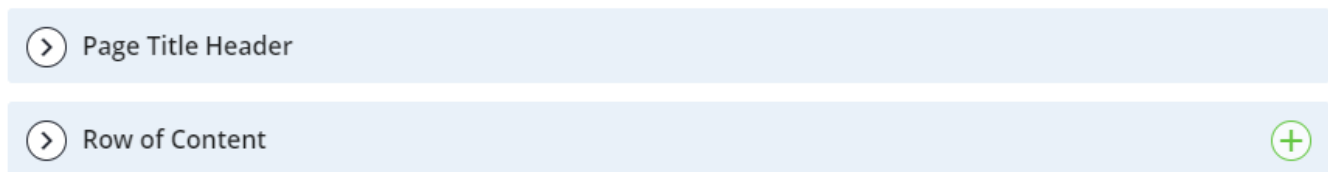
Today, the college is a two-campus district serving the diverse needs of a growing community. The downtown Fort McIntosh Campus maintains its historic origins, while history begins anew at our South Campus in South Laredo, with contemporary architecture and the latest technology, which opened in the spring of 2004. Our two campuses serve more than 10,000 students each semester through a variety of affordable academic programs, technical and vocational programs, non-credit community interest courses, and adult education courses that help area adults obtain English skills, job skills or a General Educational Development diploma.

p

You can format or play with the text as much as you want. Because we are just trying to keep things simple, go ahead and submit this for now. Remember, the submit function is inside of the 3 dots at the top right section of the Page Builder, next to Preview Draft. You can also preview the content before submitting it. For now, you can just submit it. After submitting it, go ahead and click on publish. This will ensure that the page is put into what is known as the "Publishing Queue", give it some time as it sometimes takes a bit for the system to add the contents that we want.



You could very well continue to port your content by using the row that we have selected above, but sometimes it is better to keep items separated by creating new rows. In order to create new rows, you would click on the green plus sign, from within the Page Builder



Then you would put your content inside. Additional items such as images can be inserted, the controllers for this exist inside of the Content editor (inside of the Page Builder)

