

Training – Academic Courses

HOW COURSES WORK

A folder with course listings allows for displaying all courses on one main page, while also allowing individual pages that only display courses required for specific specializations. The index page of the “courses” folder will act as the main page

displaying all courses and is also where a user will enter the data for each course. Additional pages are not required but can be added to give further detail about specific specializations.

CREATE A COURSES FOLDER WITH SPECIALIZATIONS

COURSES FOLDERS

Description

A courses folder only requires one index page but additional pages can be added to highlight courses required for a specific specialization. A folder is not required for a basic one page course list but is required in order to add additional pages that highlight requirements for specializations.

Requirements

Each FOLDER must contain one main file that is named index that will be the main page for the folder. **It is very important that folders and files within the CMS be in the proper structure.**

TO ADD A COURSES FOLDER:

Click **NEW** in the *System Menu*, then **COURSES**, then **COURSES FOLDER WITH INDEX**. This will create a folder with a home page(index) and two specialization pages by default.

Enter FOLDER information:

System Name: Name the FOLDER logically. It will likely be named “courses”.

Parent Folder: Choose the folder where you want to save the new FOLDER.

Display Name: The *Display Name* is the text that will appear in the main navigation.

Include in Left Navigation: Include or do not include the FOLDER *Display Name* in the left navigation.

Publish checkbox: Uncheck if you do not wish to publish this asset in the future.

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Index checkbox: Leave checked.

Click **SUBMIT**

TO ADD COURSE: Edit the COURSES LIST on the index page in this folder. SEE BELOW.

EDITING A COURSES LISTING PAGE



COURSES LISTING PAGE

Description

A courses listing page is a single page that will display all courses for a specific major. A record for each course is added to the page and the courses will display in a list in numbered order (i.e. JRNL 160 will display

in a list before JRNL 300). Text can be added in the MAIN CONTENT area above the list of courses. The page can exist independently or it can be an index within a courses folder that houses additional pages with specific specialization course information.



TO ADD A COURSES LISTING PAGE:

Click **NEW** in the *System Menu*, then **COURSES**, then **COURSES LISTING PAGE**.

Enter **FOLDER** information:

System Name: Name the page logically. It will likely be named “courses”.

Parent Folder: Choose the folder where you want to save the new PAGE.

Display Name: The *Display Name* is the text that will appear in the main navigation.

Title: The *Title* is the text that will appear as the title of the page at the top of a browser tab or browser window. This should be named with the following structure: “Page Title | Department Name | SIU”.

Include in Left Navigation: Include or do not include the FOLDER *Display Name* in the left navigation.

Banner and Main Content: Like traditional pages, include a banner here if desired. Enter any content that should appear before the course list.

Courses List: See below.

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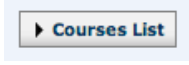
Publish checkbox: Uncheck if you do not wish to publish this asset in the future.

Index checkbox: Leave checked.

Click **SUBMIT**

TO ADD COURSES TO THE LISTING PAGE:

Courses List: Click the black left arrow to expand the COURSE LIST editing section.

A rectangular button with a light blue border and a dark blue background. It contains the text "Courses List" in white, preceded by a small white right-pointing arrow.

Courses List >> Course: For each course, add a new COURSE record by clicking the PLUS symbol (⊕) located in the top left of the editing box. For each course, enter the following information.

Course Number: Enter the COURSE NUMBER. (i.e. JRNL 160)

Credit Hours: Enter the number of credit hours for the course. Entering ranges of numbers, like "3-6" is allowed.

Course Title: Enter the official title of the course.

Required for Specialization(s): Enter the name of the specialization for which the course is required. Multiple specializations are allowed. To add specializations click the PLUS symbol (⊕) above the specialization to add another field. **It is very important that specializations be named accurately and with the same name. For example, do not name the specialization for one course "News Editorial" and others "News".**

Syllabus PDF Link: If a syllabus is available for the course, link to it here. The link will appear below the course description in the pop-up box.

Course Description: Describe the course here. The catalog descriptions can be used, but further description and links to other resources are also allowed.

Click **SUBMIT** or **ADD ANOTHER COURSE** by clicking the **PLUS** symbol (⊕).

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ADDING PAGES WITH SPECIALIZATION REQUIREMENTS



SPECIALIZATION PAGE

Description

A SPECIALIZATION PAGE is a page that displays courses that are required for a

particular specialization. The course information is pulled dynamically from the course listing page, so there is no need to duplication course information on this page.



TO ADD A COURSES FOLDER:

Click *NEW* in the *System Menu*, then *COURSES*, then *SPECIALIZATION PAGE*.

Enter PAGE information:

System Name: Name the PAGE logically, without spaces or capital letters.

Parent Folder: Choose the folder where you want to save the new PAGE.

Display Name: The *Display Name* is the text that will appear in the main navigation.

Title: The *Title* is the text that will appear as the title of the page at the top of a browser tab or browser window. This should be named with the following structure: "Page Title | Department Name | SIU".

Include in Left Navigation: Include or do not include the FOLDER *Display Name* in the left navigation.

Courses to Display (Specialization): Enter the name of the specialization that you wish to display on the page. **The name must identically match the specialization names entered on the course listing page in order for the page to pull the correct courses.**

Banner and Main Content: The banner and main content for the page can be added in the same way as a traditional page. The MAIN CONTENT will appear above the specialization course listing table.

Publish checkbox: Uncheck if you do not wish to publish this asset in the future.

Index checkbox: Leave checked.

Click *SUBMIT*