Please log in to your workstation with your KU Online ID and password.
COURSE OVERVIEW

• Overview of the CMS
• Create and publish content
• Edit and publish content
  • Working with images & links
• Content Types
  • General content pages
  • Webforms
  • Image slideshows
  • Home pages
  • Contact pages
  • Person Profile
  • Degree pages
  • News & Cherry Pick a KU News Article
• Block basics
• Reports
• Launched in July 2012
• Uses open-source system (drupal)
• Makes it easy for non-technical users to add, edit and manage a website
• Branded websites
• Process: Request, Build, Approve, Maintain
• Contains several roles:
  • Contributor
  • Editor
  • Site Adminstrators
## OVERVIEW OF ROLES

<table>
<thead>
<tr>
<th></th>
<th>Contributor</th>
<th>Editor</th>
<th>Site Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Pages</td>
<td>✔</td>
<td>✔</td>
<td>✗</td>
</tr>
<tr>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Edit Pages</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Publish Pages</td>
<td>✗ - Save as “Needs Review”</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Upload Files</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Create Webforms</td>
<td>✗</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Create/Edit Blocks</td>
<td>✗</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Edit the menu/navigation</td>
<td>✗</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Add/edit users &amp; roles</td>
<td>✗</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>Make site-wide changes</td>
<td>✗</td>
<td>✗</td>
<td>✔</td>
</tr>
</tbody>
</table>
Go to: http://class#.drupal.ku.edu (replace # with the number you were assigned)

Click on the red KU Directory drop-down menu in the upper right corner

Select Non-KU Users.

Enter Username: editor

Enter Password: editor
1. Create a webpage using the General Content Page template.
2. Title it Practice Page.
3. In the body, type a sentence.
4. Make one of the words a link to the main KU website http://www.ku.edu
5. Place the page under the About section.
6. Publish the page.

* If you have extra time, try making an edit to any page.
SLIDESHOWS

Slideshow area

{view:ku_slideshow_gallery=slideshow_with_thumbnails_850+slideshow}
• **Contact Page** – Google map and contact info; linked in the footer
• **Degree – Add a Degree** – Used to “define” the degrees offered
• **Degree – General Content** – Used to add more information about the degrees offered
• **Person profile** – Used for faculty information as well as staff and students
• **General content** – Most web pages will use the General content type
• **Homepage** – A special template that is designed for home pages
• **Image Slideshows & Galleries** – Dynamic rotating images & galleries
• **News** – Display timely information that should be grouped or listed together
• **Cherry Picked News** – News articles syndicated from news.ku.edu
• **Webforms** – Easily create forms online
How-to information can be found at cms.ku.edu

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Technology Trainer
training@ku.edu
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Susan Patton
Enterprise Web Development
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785-864-6415

Marketing
Communications
webcomms@ku.edu
Instructor follow-up

Within a week of the course, the instructor will send a follow-up email to all attendees. The email will include:

- Additional learning resources
- Answers to outstanding questions
IT training opportunities

There are a number of training resources that the Technology Instruction department provides:

• Departmental training
  • Interested in having us over to speak to your department about this topic or another technology? – Visit technology.ku.edu/request-instruction request a training session for your department or email training@ku.edu to speak to one of our instructors.

• Open workshops and Quick Learn webinar series
  • Search and sign up for sessions at workshops.ku.edu.

• Desk-side coaching
  • Want some one-on-one time? – Fill out our desk-side coaching request at technology.ku.edu/request-instruction to meet with an instructor individually.