t4 CMS User Guide

Interface overview

When you first log in to the T4 Site Manager through myTC, you will be presented with a list of content to which you have been granted access. There are a few options in the top right corner of the page, and some black tabs just below them.
1. Username

Your username (Columbia Uni) links to your account information. You can update your email address, which will be used for notifications, although you should ignore the other fields. Your password cannot be managed here, since we are using the main myTC sign-in.

2. Content dropdown

a. You will mainly use the “Modify content” item. Click on this and you will see the “Modify content” site structure, with the words “Modify content, choose a section” at the top.

b. If you are responsible for approving content as part of a workflow, you will also use the “Approve Content” item in this menu. The details of this section will be discussed later.

3. Rights & roles

This tab will not be used.

4. Help

Use the help dropdown to access TerminalFour’s Extranet help documentation, which provide resources for using the administration system.
Content modification

Departments

This is the screen you’ll see if you’re a Department Moderator (with each program listed separately). For information on how to edit the Faculty & Courses paths, please see the “Faculty & Courses Editing” guide.

In the site structure list, you will see two paths: “Home > WWW > Departments” and “Home WWW Catalog2014”.

To edit under either path, click on the Department name, and then click on the Department’s content item in the “Existing Content” list. The content item page has a large list of fields, including Name and Mission. These fields get assembled into web pages and print pages in the academic catalog PDF when everything is approved.
Editing Path: “Home> WWW > Departments”

Under this path, Departments can edit their Contact Information.
(Do not touch: Code, URL, or Section. Changing this information can cause problems to your site.)

<table>
<thead>
<tr>
<th>Content</th>
<th>Update</th>
<th>Preview</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>Professor John B. Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Email</td>
<td><a href="mailto:t4@tc.columbia.edu">t4@tc.columbia.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Phone</td>
<td>(212) 918-3862</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Fax</td>
<td>(212) 918-3837</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Building Location</td>
<td>453 Grace Dodge Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Box Number</td>
<td>114</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Chair</td>
<td>Professor John B. Black</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Department Code**: HU0

**Old URL**: http://www.tc.columbia.edu/hud

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Do Not Touch!
Editing Path: “Home> WWW > Catalog2014 > Academics > Departments”

Under this path, Departments can edit their Mission and Additional Info.
(Do not touch: Remote Section. Changing this information can cause problems to your site.)

Do Not Touch!
Programs

This is the screen you'll see if you're a Program Moderator.

In the site structure list, you will see two paths:
“Home > WWW > Departments” and “Home WWW Catalog2014”.

To edit in either path, click on a program name, and then click on the program’s content item in the “Existing Content” list.

The content item page has a large list of fields, including Name and Program Title. These fields get assembled into web pages and print pages in the academic catalog PDF when everything is approved. On the catalog website, some of these fields are on separate pages. For example, the “Program Description” shows up on the program homepage, while “Application Information” is on a separate page.
Editing Path: “Home> WWW > Departments > Program Name”

Under this path, Programs can edit their Contact Information as well as Affiliated Courses and Faculty. (Do not touch: Name, Program Title, Catalog Section, Section URL, Old URL, or Old Department URL. Changing this information can cause irreparable harm to your site.)

Do Not Touch Any Field Below 'FacultyCSV'!
Editing Path: “Home> WWW > Catalog2014 > Program Name”

Under this path, Programs can edit their Program Description, Application Information, Financial Aid, and Degrees Offered. (Do not touch: Remote Section, or Department Code. Changing this information can cause irreparable harm to your site.)

Saving changes

When you’ve modified content, you have two options to record your changes: “Update” and “Save as draft” (visible by clicking on the drop-down arrow next to “Update”). If you are ready to submit the content for approval, click “Update”. If you are not ready to submit for final approval, select “Save as draft” and come back to update the content later on. Note that even if you are authorized to approve the content, you must do that as a separate step in the Content → Approve Content.

Besides program content, there are 3 other content types that you will need to be aware of: Degrees, Courses, and Faculty. Department administrators will also need to be familiar with the Department content type.

Previewing changes

You can see what your content looks like online before submitting your changes for approval by clicking “Preview” in the content editor page. This will open up a single-use page that shows the content item but is not accessible to others.
Content approval workflows

Department and higher level administrators are responsible for approving content as it gets submitted by administrators earlier in the workflows that have been created.

Approval workflows follow a fairly simple sequence.

1) Content is entered and saved as a draft. When content is considered “final”, the “Update” button is clicked, which sends it to an approval list for the next person in the workflow.

2) A notification email is sent to the content creator and the designated approver. Unfortunately the text of this email is a little cryptic, but the subject line indicates which content item has been submitted for approval.

3) The approver signs into T4, and selects the content from an “Approval List”.

4) The approver reviews the content, and either rejects the content or approves it.
   a. If the content is rejected, another notification is sent to the content creator that includes any comments made by the approver about why the content was rejected.
   b. If the content is approved, it is either sent to the next step in the workflow or made available for final publishing.
Course Modification

Department and higher level administrators have access to Course listings in T4. This allows them to be able to add, remove, or modify current courses that are affiliated with a certain department or program. If a course number is listed in a program’s affiliations (see pages 7 & 8), but the course does not exist on the Department level, the course will not show up. The following steps will cover various methods for modifying this content.

Adding a course

To add a course, click the yellow button next to Courses.

From this menu, select “Add Section”, and in the “Name” field, list the course number and Title in the following standard format:

<Department Code> <Course #: <Course title> (e.g. HUDK 5027: Moral development). Click Add.

Once added, the course section as you named it will appear under Courses. Click that course’s yellow button, and from that menu select “Add Content”.

Then, click on “Course” under “Choose a Content type.”
Now fill out the information of the course as necessary, including the title (in standard format mentioned above), number, description.

At the bottom, be sure to fill out “Course Keyword” with the department code and course number with no spaces (e.g. HUDK5024). This field is what will allow you to affiliate the course with a certain program (see page __).
Modifying a course

To modify a course name, click on the yellow button next to the course title. Click Modify Section, and edit the name field as necessary.

The name must also be modified by clicking on the Course Name, and when taken to the Content page, select Modify. Edit the name of the course both in the Name and Course Title fields. The course description can also be modified here. Click Update when finished.

(Note: When changing the name of a course, be sure to change it in both places or an error will occur.)

Deleting a course

To delete a course, click the yellow button next to the course title. Click “Delete Section”. The section will then be marked with a red background, which indicates it will be deleted in the next round of editing (see schedule).