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. Modify content site structure

Your username (Columbia Uni) links to your account information. When you log in, you can see the areas of the site that you have access to editing.

2. Content dropdown

a. If you place the mouse on the **Content** tab, you will see a list of options. 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.

Basic Editing
In the “Modify content” site structure list, you will see two paths: “Home > WWW > Departments” and “Home > WWW > Catalog”.

Department Moderators
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.
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.)

Editing Path: “Home> WWW > Catalog”

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.)
To edit in either path, click on the Department name, click on and then click on the Content tab. You will view a list of items that can be edited.

Place the mouse on the inverted triangle, and click on Modify. 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.
Program Moderators

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

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.)

Editing Path: “Home> WWW > Catalog> 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.)

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.

**Screenshot: Editing Program Information**

**Screenshot: Program Catalog Information**
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 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 they 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.

Example

We will show an example workflow process for Program content.
1. Program coordinator submits edits to Department administration

2. Notification emails are sent

3. DAA signs into T4, checks Approval List

4. Approver reviews content
There are a few ways to review content, although the most direct way is by clicking the “Edit” icon, which will take you to the content item in the T4 system, with options to Preview, Update, etc.. When everything looks good, go back to the **Approve Content** section under the “Content” tab, and click Approve.
Managing Faculty and Courses in Programs

To edit Programs’ faculty and/or courses, click on a program name, click on the Content tab, and then click on the program’s content item in the “Existing Content” list.

You can add faculty to your program by entering their UNI in the Faculty CSV field.

In Related Courses, you can enter your program’s courses by entering (Department & and number of the course). If you do not see your course when previewing your site, you may need to add the course.

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, 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.
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, make 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).