

ILLINOIS VALLEY COMMUNITY COLLEGE

Center for Excellence in Teaching, Learning, and Assessment (CETLA)

Update your Faculty Webpage

To update the template portion

Log in to the CMS web editor (select either option)

1. Log in to the cms web editor by going to <http://www.ivcc.edu/cms>
 - Log in
 - Click on the folder icon in the upper left corner
 - Click on the Faculty Web Pages folder
 - Click on the file with your name .pcf
2. Go to CMS Editor from your faculty page within the browser
 - Go to your faculty web page
 - Scroll to the end of the page
 - In the string of text (©2019 IVCC | All Rights Reserved | Site Design by iFactory) click on the copyright symbol

Update the template portion

- Click on the multi edit button at the top of page next to the publish button
- Edit the form fields you need to change
- Click on the blue save button in the lower right hand corner
- Click on the green publish bar in the top tool bar
- Once the spelling, link and accessibility check is complete click on the green publish button in the lower right hand corner

Update the lower content area

- Click on the green main content button from just below the standard content area
- Use the text editor to add your information
- Click on the save icon (looks like a floppy disk) in the upper left of the text editor
- Click on the green publish bar in the top tool bar
- Once the spelling, link and accessibility check is complete click on the green publish button in the lower right hand corner

CETLA

Center for Excellence in Teaching, Learning, and Assessment

CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door.



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Upload and link a pdf document

- Click on the green main content button from just below the standard content area
- Create your text to be linked
- Select the text to be linked by clicking and dragging over the text
- Click on the insert edit link button (five from the right on the editing tool bar)
- Click on the folder icon in the insert link box
- On the left side of the box click on the folder with your last name
- Click on upload in the upper right corner of the insert link box
- Click the green add button to add the files (only PDF files can be uploaded and they can have no spaces in the file name)
- Check the override existing file check box if you are replacing a file with an updated file of the same name
- Click start upload
- Repeat this process for additional files
- Click on the save icon (looks like a floppy disk) in the upper left of the text editor
- Click on the green publish bar in the top tool bar
- Click on the folder in the left navigation bar with your name on it
- Double click on the file/files you uploaded and click the publish button

6/9/2021

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