

# ILLINOIS VALLEY COMMUNITY COLLEGE

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

## Editing in CMS

### Logging In

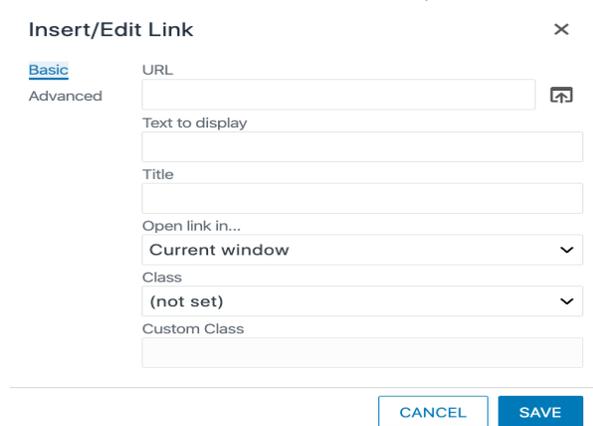
1. Navigate to the live web page you'd like to edit.
2. Scroll down to the footer of your web page.
3. Click on the copyright symbol in string of text “© 2020 IVCC | All Rights Reserved | Site Design by [iFactory](#)” at the bottom left corner of the page
4. Log in

### Editing a Page

1. Click on a green “main content button.” If you do not see the button, make sure edit is selected in the menu above.
2. Add, remove, or edit text using your computer keyboard.
3. To edit other pages on your site navigate to the **Main** menu, click **Content > Pages. Adding a Link**

### Add a Link

1. Type the text of your link.
2. Highlight the text.
3. From the toolbar, select the **Insert/Edit Link** button .
4. Select the "Basic" tab in the "Insert/Edit Link" box.



5. To link to external web pages, add the fully qualified URL to the "URL" field.
6. To link to other pages within your folder, click the **URL** button next to the "URL" field.
7. Navigate through the folders and select the appropriate page/file.

### **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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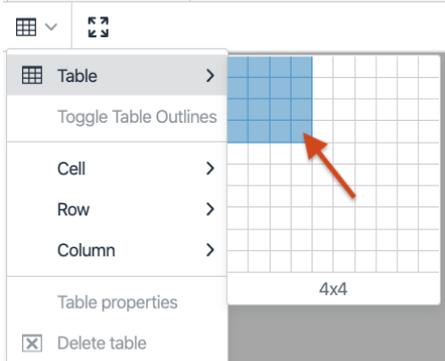
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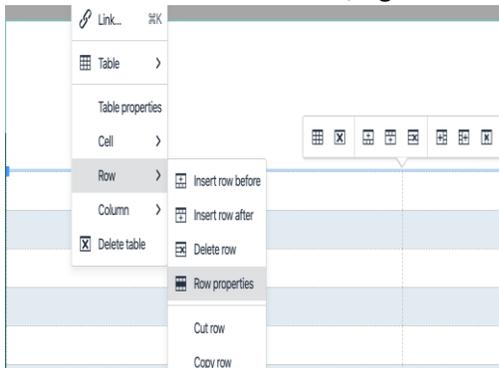
8. Click **Insert**.
9. Adjust the "Text to display," add a "Title," set the "Open link in," and select a "Class" as appropriate.
10. Click **Save**.
11. To reopen and edit the link, click inside the link text and click on the **Insert/Edit Link** button from the toolbar.

### Tables

1. From the toolbar, click the **Table** button .
2. Hover over "Table."
3. Hover to select the appropriate number of rows and columns.
4. Click on the bottom right cell to insert the table.



5. To create a table header row, right-click in a cell, hover over "Row" and click "Row Properties."



6. Choose "Header" from the "Row type" dropdown and click **Save**.

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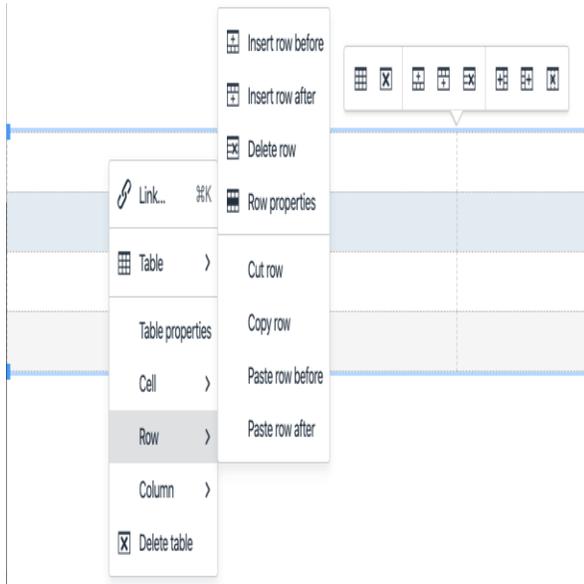


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7. To add or remove rows and columns, right-click in the table, hover over "Row" or "Column" and click "Insert..." or "Delete...."
8. To add or remove rows and columns, right-click in the table, hover over "Row" or "Column" and click "Insert..." or "Delete...."



## Publishing/Submitting a Page

Once your edits are complete, you need to publish your page to apply the changes to your live web pages. You will either be able to directly publish pages or you may have to submit pages to an approver.

Publish

1. From the page actions toolbar, click **Publish**.



2. From the "Publish" box, run final checks, as needed.  
Select the checkbox to include unpublished dependencies.
  - o If your website has been set up with [dependency manager](#), you can publish pages or images linked to the current page that have not yet been published.
3. Add a "Version Description" as needed.
4. Click **Publish**.

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### Submit

1. From the Page Actions toolbar, click **Submit**.



2. From the "Submit for Approval" box, select the appropriate user from the "To" dropdown.

Submit for Approval - study-abroad.pcf

When submitting for approval, the message is automatically set as public for current and future workflow participants.

To

Subject

Message

Send Copy To   
Email Send external email in addition to internal OU Campus message

CANCEL

3. Add a "Subject."
4. Add a "Message."
5. Select "Send Copy to Email," as needed.
6. Click **Submit**.

Update 6/9/2021

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