Kingsborough Community College
Web Content Editing Training Guide

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Guide for Web Content Approvers
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IMPORTANT:

- Please make sure all edits are done on the “staging” website (http://kbpstage-fe1) and NOT on “production” (http://www.kbcc.cuny.edu). Any changes done on “production” will be overwritten with the content from “staging”
- “Staging” is a local network that is accessible ONLY from KCC campus. In order to be able to access it from home, a Citrix account has to be requested (click here to create a Helpdesk ticket or contact Helpdesk at 718.368.6679)
- For full editing options, please use Internet Explorer

1 Your Access Levels

1.1 What you can and can’t do as a Web Content Approver

- KBCC uses the following levels of security to manage content on the website:
  - Anonymous users can only view content
  - Web Content Editors can only edit existing pages on their department’s site
  - Web Content Approvers can only edit and approve existing pages on their department’s site
  - Only IT staff can create new content, delete items, add/remove users, or change any other settings on any site
- As an Approver, you are responsible for reviewing and approving/rejecting all new page content for your department’s site
- You may also add/edit content on existing pages yourself and act as your own approver
- You cannot create new pages or delete existing pages
- All access requests and inquiries should be sent to your administrator

2 Requesting a new page

2.1 Sending your request to IT

- Requests for a new page on your department’s site should be sent to your administrator
- When making a page request, be sure to provide the title of the page and the layout

2.2 Choosing a page layout

- Select from one of the following layouts:
<table>
<thead>
<tr>
<th>Page Style</th>
<th>Usage for Editors</th>
<th>Example Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>KCC_AcademicDept_1_NL.aspx</td>
<td>Best used by Academic Depts. for their home page or for laying out an Academic Program page. Has 2 columns for content.</td>
<td><a href="http://kbpstage-fe1/ACADEMICDEPARTMENTS/ART/Pages/default.aspx">http://kbpstage-fe1/ACADEMICDEPARTMENTS/ART/Pages/default.aspx</a></td>
</tr>
<tr>
<td>KCC_AcademicDept_2.aspx</td>
<td>Larger version of #1 above. Best used by Academic Depts. for their home page. e.g.</td>
<td><a href="http://kbpstage-fe1/academicDepartments/behsci/behsci_index/Pages/default.aspx">http://kbpstage-fe1/academicDepartments/behsci/behsci_index/Pages/default.aspx</a></td>
</tr>
<tr>
<td>KCC_AcademicDeptCourse.aspx</td>
<td>Best used by Academic Depts. for listing Academic courses and descriptions. Has 2 columns.</td>
<td><a href="http://kbpstage-fe1/academicDepartments/TAH/Pages/CulinaryCourses.aspx">http://kbpstage-fe1/academicDepartments/TAH/Pages/CulinaryCourses.aspx</a></td>
</tr>
<tr>
<td>KCC_AcademicProgramInfo.aspx</td>
<td>Best used by Academic Depts. for listing Academic courses and descriptions. Similar to above but has 1 column</td>
<td>none</td>
</tr>
<tr>
<td>KCC_AcademicsDepartment.aspx</td>
<td>Use for Academic Department home page</td>
<td>none</td>
</tr>
<tr>
<td>KCC_AcademicsHP.aspx</td>
<td></td>
<td>Has not been used yet</td>
</tr>
<tr>
<td>KCC_Administration.aspx</td>
<td>For listing of Administrative offices</td>
<td>Not used</td>
</tr>
<tr>
<td>KCC_AdministrationDepartmentOffice_NL.aspx</td>
<td><strong>Note: For Create Page shows up as (KBCC Administration - Office)KCC_AcademicDepartmentHeading</strong></td>
<td><a href="http://kbpstage-fe1/humanresources/Pages/default.aspx">http://kbpstage-fe1/humanresources/Pages/default.aspx</a></td>
</tr>
<tr>
<td>KCC_ArticleIndex.aspx</td>
<td>Use for list with references; e.g. Articles with links</td>
<td><a href="http://kbpstage-fe1/sub-registration/Pages/catalog.aspx">http://kbpstage-fe1/sub-registration/Pages/catalog.aspx</a></td>
</tr>
<tr>
<td>KCC_DegreeRequirements.aspx</td>
<td>Academic depts. Use to describe and list degree requirements</td>
<td><a href="http://kbpstage-fe1/academicDepartments/TAH/Pages/dreq.aspx">http://kbpstage-fe1/academicDepartments/TAH/Pages/dreq.aspx</a></td>
</tr>
<tr>
<td>KCC_EventsCalendar.aspx</td>
<td>For an events calendar</td>
<td>none</td>
</tr>
<tr>
<td>KCC_FacultyMember.aspx</td>
<td>For faculty member's personal page</td>
<td><a href="http://kbpstage-fe1/FacultyProfiles/Jean.Boggs/Pages/default.aspx">http://kbpstage-fe1/FacultyProfiles/Jean.Boggs/Pages/default.aspx</a></td>
</tr>
<tr>
<td>KCC_GenericList.aspx</td>
<td>For long lists</td>
<td><a href="http://kbpstage-fe1/sub-departments/Pages/welcome.aspx">http://kbpstage-fe1/sub-departments/Pages/welcome.aspx</a></td>
</tr>
</tbody>
</table>
2.3 Automatic alerts

- You will be alerted by email when a new page has been created in your department’s Pages Library

3 Editing an existing/newly created page

1. Once on [http://kbpstage-fe1](http://kbpstage-fe1), log in by clicking My KCC button on the top right of the page

   ![My KCC button](image)

   Once logged in, navigate to your department website.

   **NOTE:** You will only see editing options on the site you have permission to edit
1. Click on side-nav menu and pull up the page you want to edit

Please note that you can NOT make changes to the Side Navigation menu.

2. Then click Site Actions > Edit Page

Site Actions tab is accessible ONLY when you are on your department website, it will NOT be visible anywhere else.
4. Editing Tool Bar

- Apply styles to selected text
- Text options
As an approver, you may edit page content and either check it in so others can review your draft by clicking “Submit for Approval”, or publish it immediately.

Your changes can only be seen on the “staging” website (http://kbpstage-fe1), until the content is pushed to the “production” website (http://www.kingsborough.edu). This will happen once or twice a day. This is common practice for public-facing websites and is done for security purposes.

4 The Approval Process

Web Content Editors on your site can only edit existing pages. They must submit the page for approval and it must be approved by a Web Content Approver before it can be published.

When an editor hits the “Submit for Approval” button, an email alert is sent to the Approvers group.

An approver will follow the link in the email to view the page and approve or reject it.
(Approver’s view)

- If you reject the page, it will remain a draft and the editor can continue to make edits until it is satisfactory.

- If you approve the page it is automatically “published” but can only immediately be seen on the “staging” website (http://kbpstage-fe1), until the content is pushed to the “production” website (http://www.kbcc.cuny.edu) for the next day (this happens around 1:00 am). To ensure that your changes will appear on the “production” website on the next calendar day, please complete the editing process on “staging” before 9:00 PM. Any changes after that will be reflected in 48 hours. This is common practice for public-facing websites and is done for security purposes.