

BTAA Web Site Editor

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Overview

Welcome to the IT Partners Sitefinity Content Management System. You have access to either a section of the main BTAA website or a microsite. You should have been given the following information:

- The URL and login URL
- Templates you will be using to build your website

Before you begin building your website, you should have an idea of what pages you want to create, a group of images (including several high-resolution images that can span the entire width of the page), any documents you want added to the website, and a list of social media you want to link to.

This document will walk through the process of adding images and documents to your library, creating pages, and adding text, images, and documents to your web pages.

Note that Sitefinity has their own documentation. When possible, we linked each section to the Sitefinity help section.

Logging in

To log in, go to the login URL (it will be the URL of the site with the subdirectory /login, so if your site is <https://btaa.org> , then the login URL will be <https://btaa.org/login>). This will take you to Illinois Login to verify your identity.

Adding Images to your Image Library

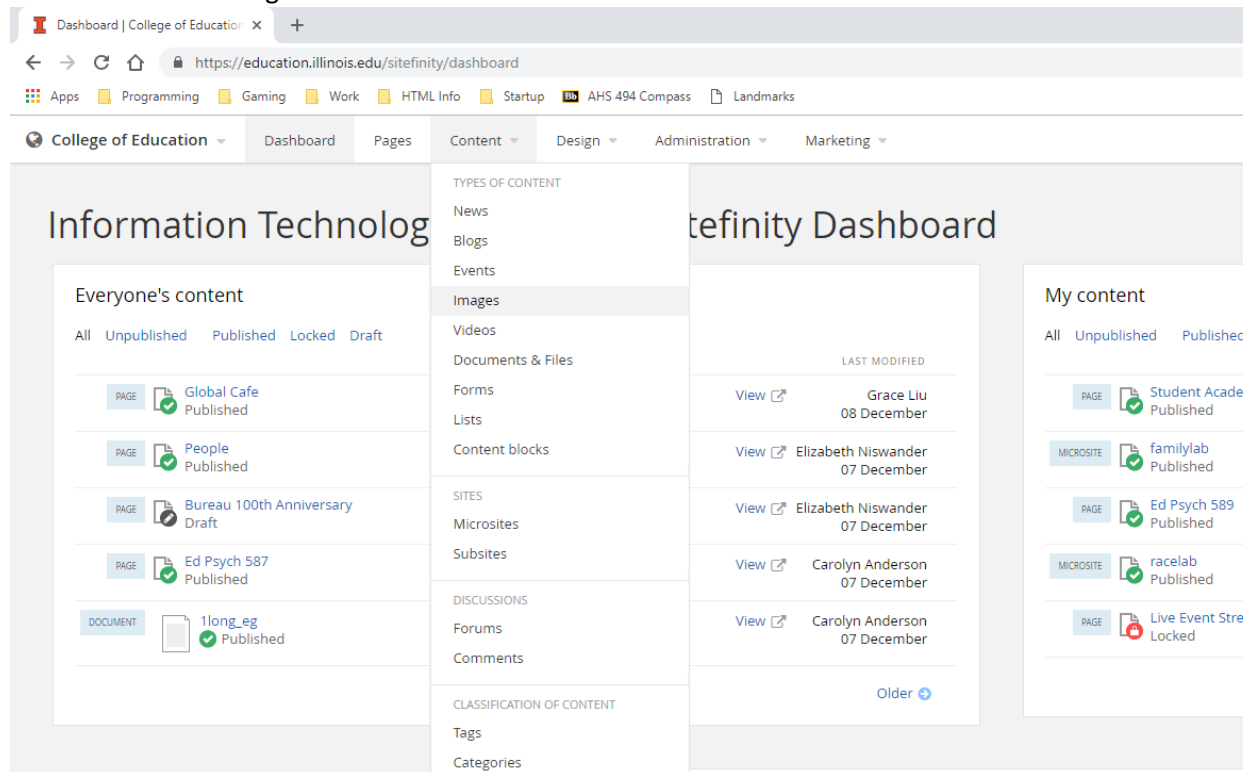
Sitefinity Reference: <https://www.progress.com/documentation/sitefinity-cms/images>

First, you will add images to your images library. These images can be displayed on web pages you create. Before you add images, make sure:

- The images are sized properly (in other words, do not upload very large photos if you are going to use this in a thumbnail, or small images that are going to span the width of the page).
- The image file names describe the image, roughly. They should not contain numbers or editing notes.
 - *Good*: Singapore Classroom.jpg, Education Logo.png
 - *Bad*: XT504032.jpg, IMG_4417.png, EducationLogo (2).png

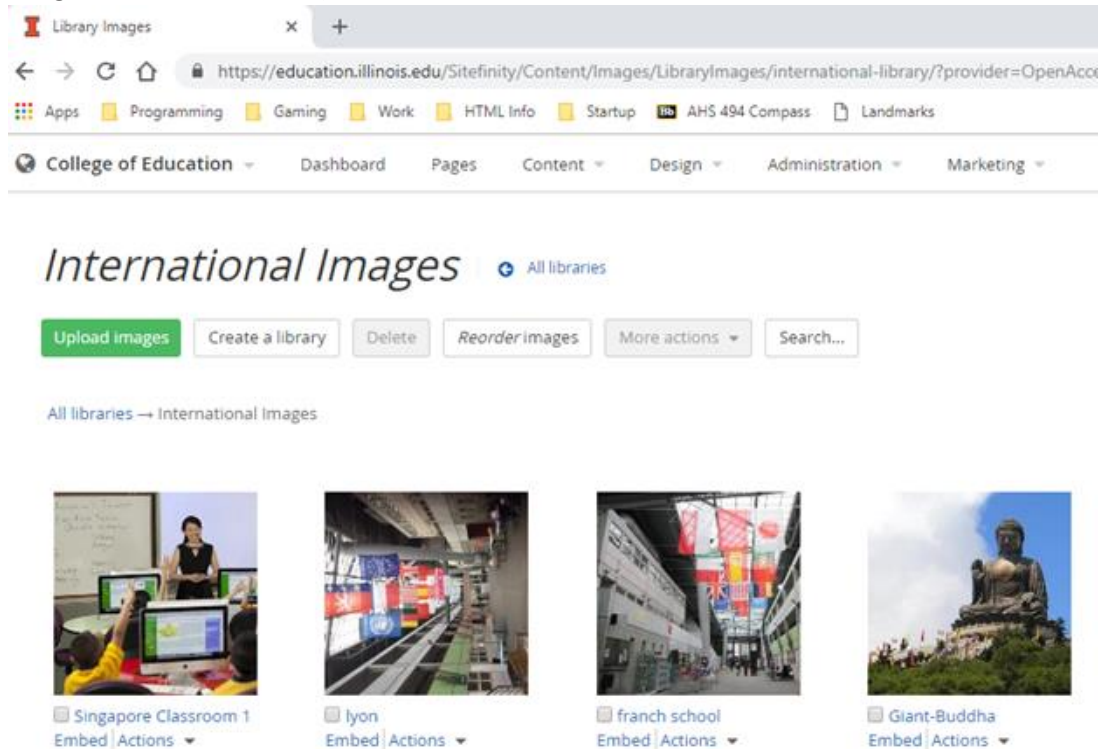
To add an image, follow the steps below:

1. Go to Content → Images



2. Go to the Library you want to add images to. For most microsites, this will be the default image library.

3. Click on the green Upload Images button (Note – if you do not have any images in your image library, there will be a link to “Upload Images” – click on this link)



4. Drag the images you want to upload to the folder.
5. Click on Upload and Publish.

Alternative Text

When you upload an image, the image name becomes the alternative text. You often want to change the alternative text to be more descriptive. After you upload an image, click on the image, and you will see “Title” and “Alternative text”. The Title should remain the file name, but you should expand the alternative text to be more descriptive.

Image properties



3264 x 2448 • 4.07 MB • JPG



Title

College of Education

Alternative text

The College of Education courtyard, with trees and a bench

Adding Documents to your Document Library

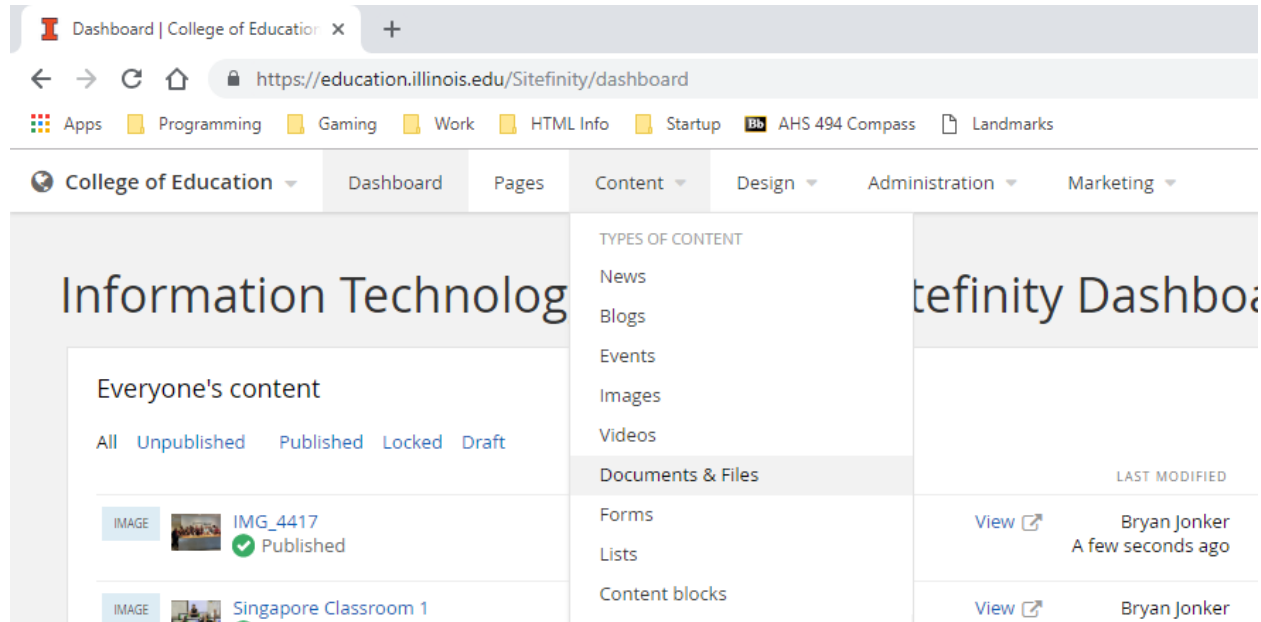
Sitefinity reference: <https://www.progress.com/documentation/sitefinity-cms/documents-and-files>

Next, you will add documents to your webpage. These documents can be added to pages for people to download. Before you add images, make sure:

- The documents are appropriate for your purpose and audience. Not everyone has Microsoft Word, so if you intend everyone to read a document, you may want to convert the document to PDF. If you intend a PDF to be filled out online, you may need to convert it to Microsoft Word.
- The documents are for external use only. If you want internal documents, consider storing the document in Box or Google Drive.
- The documents are not executables (".exe"), html (".html" or ".htm"), or scripting files (".js").
- The documents are named appropriately. This includes not including dates (unless you plan on keeping multiple versions of the same document, like monthly or yearly documents) or editing notes.
 - *Good*: Council Bylaws.pdf, Levels of Governance Agenda 2018.doc
 - *Bad*: MGE_chk1st.pdf, ECE 2009-10-20.pdf, Underload Request Copy.doc

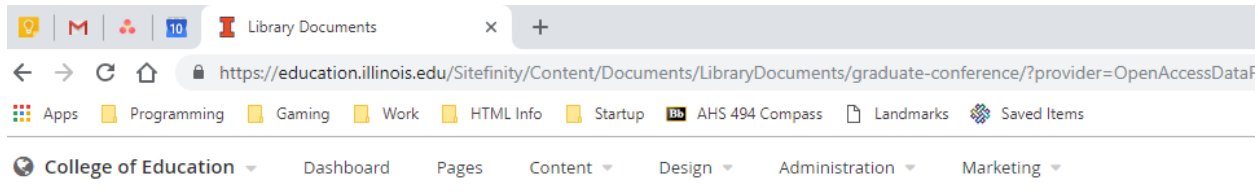
To add documents, follow the steps below:

1. Go to Content → Documents & Files



2. Go to the Library you want to add documents to. For most microsites, this will be the default document and file library.



3. Click on the green Upload documents or other files button (Note – if you do not have any documents in your document library, there will be a link to “Upload documents or other files” – click on this link)



Graduate Conference

Upload documents or other files | Create a library | Delete | Reorder documents | More actions | Search...

All libraries → Graduate Conference

TITLE / STATUS	ACTIONS	FILE / DIM. / SIZE
 GSC 2019 Call Published	Embed link to this file Actions	PDF 156 KB
 call2017 Published	Embed link to this file Actions	PDF 235 KB

4. Drag the documents you want to upload to the folder.

Site structure

The site structure of a website is the way that pages are grouped together. This is important because:

- The site structure determines the page URL (for example, if you put “Undergraduate Programs” under “Programs”, then the URL will be sample.education.illinois.edu/programs/undergraduate-programs)
- The site structure determines the menu (for example, if you put “Undergraduate Programs” under “Programs”, the top menu item is “Programs”, and if you hover on that, you will see “Undergraduate Programs”).

- If you are using a sidebar, the sidebar will display the site structure (for example, if you put “Undergraduate Programs” under “Programs”, the sidebar will show “Programs” and all child pages under that including “Undergraduate Programs”).
- If you are using breadcrumbs, this will show the grouping (for example, if you put “Undergraduate Programs” under “Programs”, the breadcrumb trail will be “Home” | “Programs” | “Undergraduate Programs”).

The site structure consists of the following pages:

- The Home Page – this is what you see when you first go to the site
- Top-Level Pages – this is what you see in the top of the menu structure
- Child Pages – this is what you see when you hover over a top-level page in the menu structure
- Second Level Child Pages – these are pages that are under child pages – you can only see them if you are on the child page

Here is an example of a partial site structure

Pages

PAGE		
<input type="checkbox"/>	Home Published	Home Page
<input type="checkbox"/>	About Us Published	Top-level Page
<input type="checkbox"/>	Events Published	Top-level Page
<input type="checkbox"/>	Global Cafe Published	Child Page
<input type="checkbox"/>	Global Education Symposium Published	Child Page
<input type="checkbox"/>	Conference Schedule Published	Second Level Child Page
<input type="checkbox"/>	Asian American Education Initiative Published	Child Page
<input type="checkbox"/>	Asian American Book Drive Published	Second Level Child Page
<input type="checkbox"/>	Opening Address Published	Second Level Child Page
<input type="checkbox"/>	Study Abroad Redirecting page	Top-level Page
<input type="checkbox"/>	International Students	

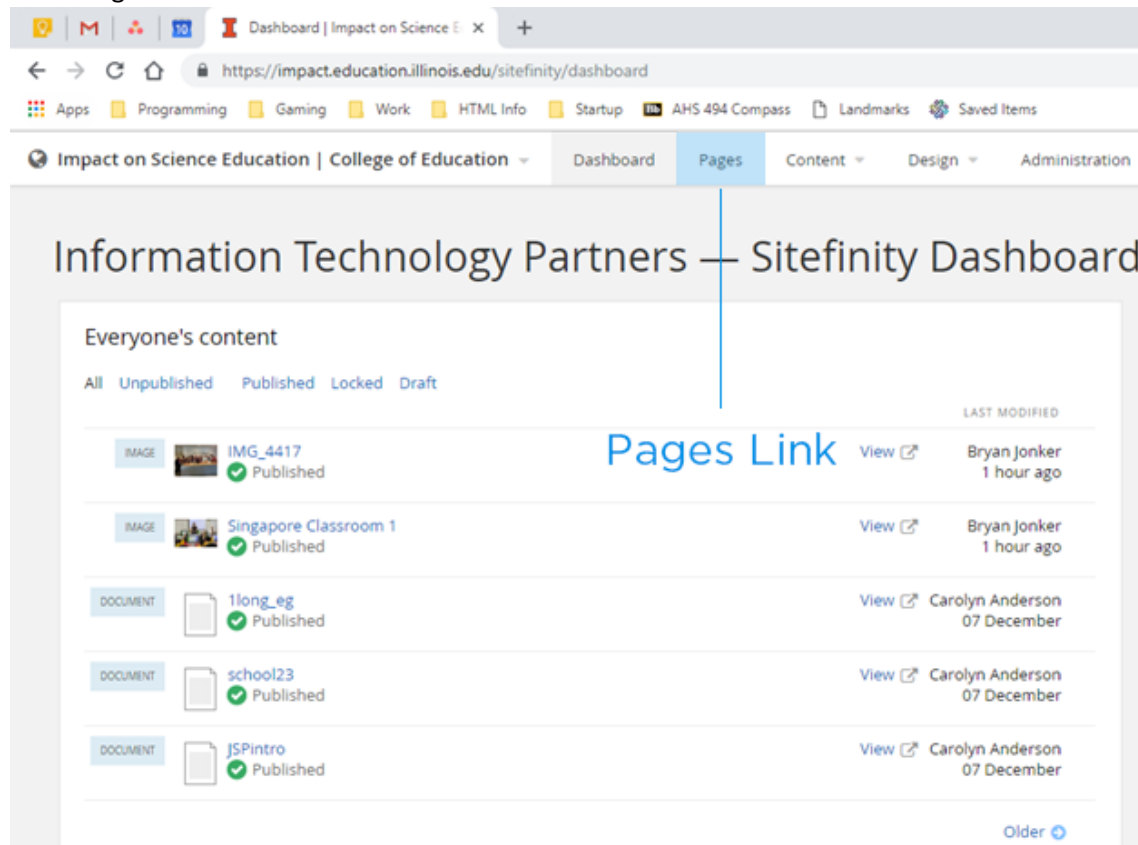
Creating new pages

Sitefinity reference: <https://www.progress.com/documentation/sitefinity-cms/overview-create-and-manage-pages-dp>

You are ready to create a page.

To add a page, follow the steps below:

1. Go to Pages:



2. If you wish to create a top-level page, click on the green “Create a Page” button

International Programs | College of Education | Dashboard | Pages | Content | Design | Administration | Marketing | Published


Search...

Pages

Create a page Reorder [Filter] [Settings]
















	PAGE	CREATED ON/OWNER	ACTIONS
<input type="checkbox"/>	<input checked="" type="checkbox"/> Home Published	Jun 28, 2021 John Waity	View ...
<input type="checkbox"/>	<input checked="" type="checkbox"/> About Us Published	Aug 3, 2021 Mackenzie Gillespie	View ...
<input type="checkbox"/>	<input checked="" type="checkbox"/> Events Published	Jul 8, 2021 John Waity	View ...
<input type="checkbox"/>	<input checked="" type="checkbox"/> Study Abroad Redirecting page	Jul 8, 2021 John Waity	View ...
<input type="checkbox"/>	<input checked="" type="checkbox"/> International Students Published	Jun 28, 2021 John Waity	View ...
<input type="checkbox"/>	<input checked="" type="checkbox"/> Visiting Scholars Published	Jun 28, 2021 John Waity	View ...

If you wish to create a subpage under one of your top-level pages, click on Actions → Create a Child Page


Search... 

Pages

[Create a page](#) [Reorder](#)  

	PAGE	CREATED ON/OWNER	ACTIONS
<input type="checkbox"/>	 Home Published	Jun 28, 2021 John Waity	View 
<input type="checkbox"/>	 About Us Published	Aug 3, 2021 Mackenzie Gillespie	View 
<input type="checkbox"/>	 Events Published	Jul 8, 2021 John Waity	
<input type="checkbox"/>	  Study Abroad Redirecting page	Jul 8, 2021 John Waity	
<input type="checkbox"/>	 International Students Published	Jun 28, 2021 John Waity	
<input type="checkbox"/>	 Visiting Scholars Published	Jun 28, 2021 John Waity	
<input type="checkbox"/>	 Institutional Partnerships Unpublished	Jun 28, 2021 John Waity	


EDIT

- Content
- Title & properties
- Unpublish
- Schedule publish/unpublish
- Create a child page** 
- Duplicate
- Set permissions
- Share preview link...

3. Fill out the Name of the page. The URL will automatically fill out based on the name of the page. Unclick the “Show in navigation” checkbox if you do not want this page to show up in the autogenerated menu item. Click Continue.

Information


URL

/events/information 

Put this page...


On top level


Under parent page...

Events 

Navigation options

Show in navigation

Make this a group page 

Redirect to another page 

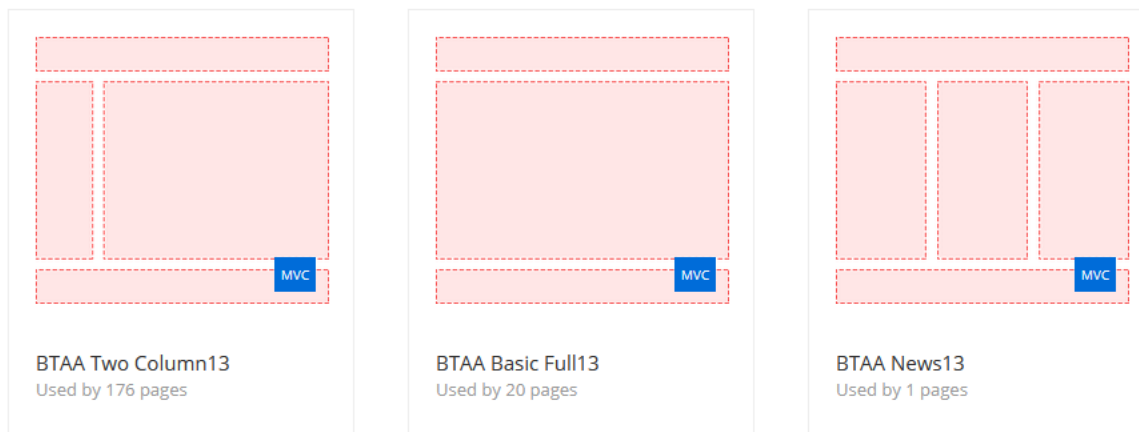
[Continue](#)

4. Choose a template that was provided to you. The three templates are “BTAA Two Column13” (where there will be a side bar automatically populated, used for child pages), “BTAA Basic Full13” (where the text will take the full width of the page, used for main

pages), and “BTAA News13” (used specifically for news). Click “Continue” on the template.

Select a template

Custom Templates



5. You have created a page and will be prompted to enter content.

Types of Pages

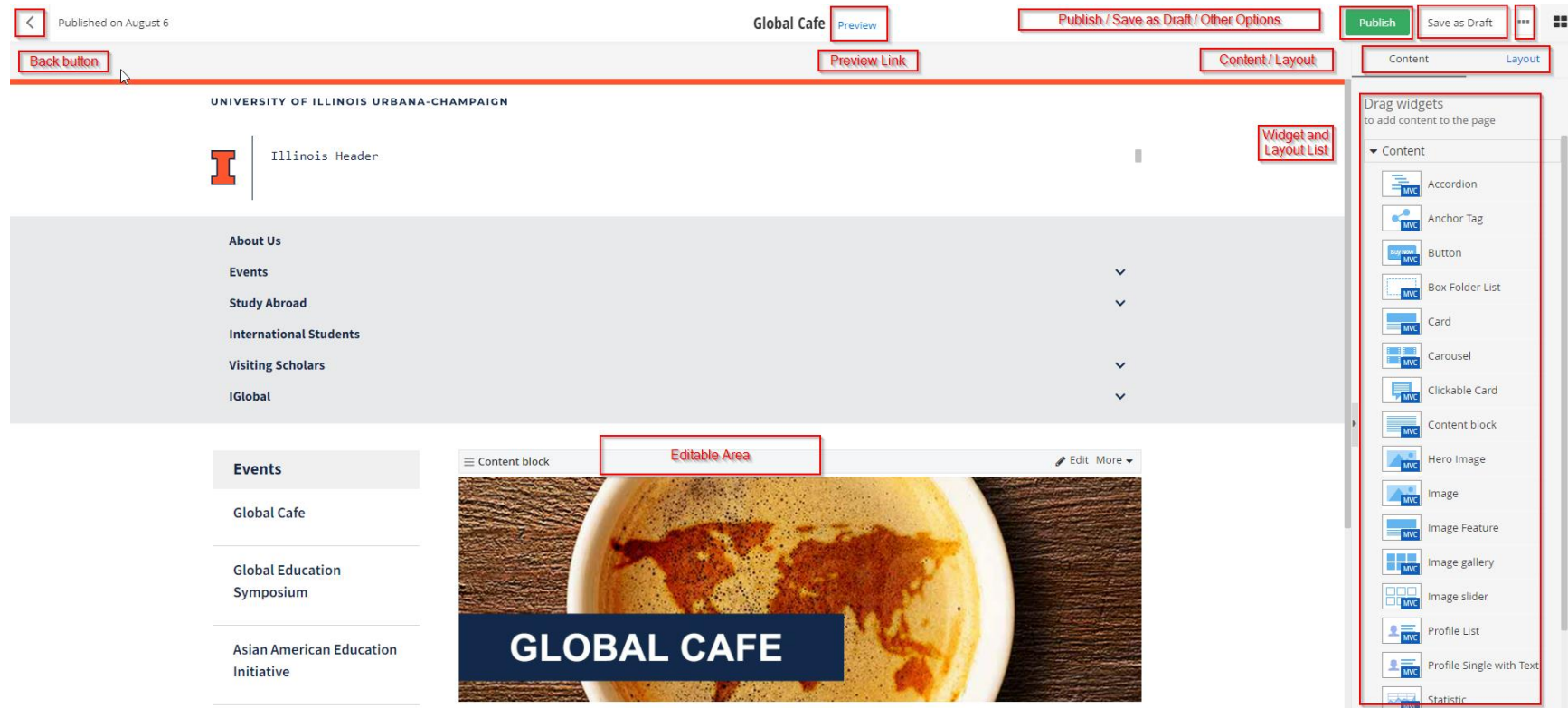
There are three types of pages:

1. **Content Pages.** These pages will be most of your pages. They have templates, content, etc.
2. **Group Pages.** These pages are only there to contain child pages and are used to help navigation.
3. **Redirect Pages.** These pages are only there to redirect to another page within your navigation structure. These redirect pages can redirect to a page within your site or a page outside your site.

Editing Pages: Overview

Sitefinity reference: <https://www.progress.com/documentation/sitefinity-cms/work-with-the-new-content-editor>

This is how you will add content to the page to make it look like how you want it to look. You will add content widgets and layout widgets to editable areas on the page, preview the page to ensure it looks like how you want it to look, and then publish the page when you are satisfied with how it looks.



Back Button: This allows you to leave the edit area without saving. *If you close the browser while editing a page; this will cause the page to be locked and not able to be edited by others.*

Preview Link: This allows you to see the page as a preview. The preview will open in a new window. Once you are done, you can close the window and you will see the edit screen again.

Publish: This publishes all the changes you made immediately to production.

Save as Draft: This saves your changes to be published later but does not make the changes “live”. You and other people can preview and edit the page in the future.

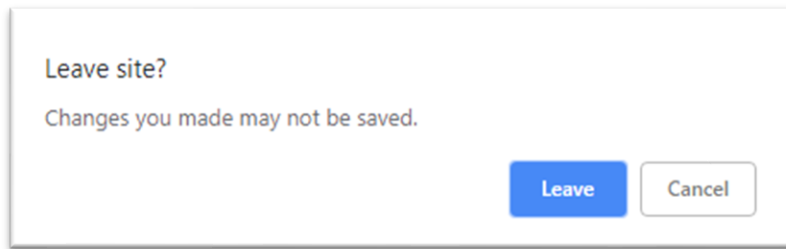
Other Options: This section allows you to edit other items of the page. You should not use this section unless instructed by IT Partners.

Content/Layout: This toggles between allowing you to choose widgets or layouts in the widget/layout list.

Widget and Layout List: This lists all the widgets or layouts available to you, depending on your choice in Content / Layout.

Editable Areas: These areas are places you can drag widgets onto.

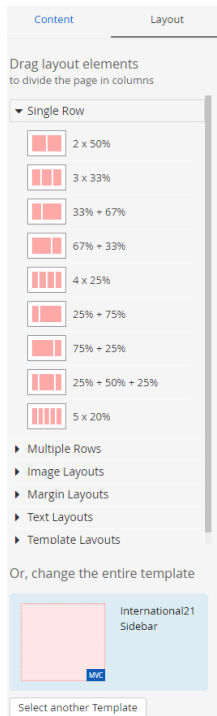
Note that this edit page is rendered as close to “real” as possible. Links in this page will work. However, you do not want to use these links to leave the page. If you attempt to do so, you will get the following message:



If you see this button after you accidentally clicked a link, click “Cancel” to go back to the page.

Layout Elements:

To access layouts, choose “Layout” under the Content/Layout section. This allows you to arrange your content widgets across the page. To use this layout, drag the layout element to the section of the page you want to use it in. This is an example of what the layout elements look like:



Single Row

This is a single horizontal row of content items, dividing it into a group. When viewing a page on a tablet or phone, the row may revert to a vertical row. This will divide it in a group based on the title (so, 2x50% will divide the screen into two equal areas, 67% + 33% will divide the screen into one area containing two-third, and one area containing one-third, etc.).

Multiple Rows

This is a layout that will group its contents into a grid spanning the width of the page. This is best if you have a large group of similar widgets, like images or clickable cards. The size of the grid items depends on the type of the Multiple Row layout you choose. The narrow grid is 100px, the standard grid is 200px, and the wide grid is 300px. The other grids are labelled by the pixel size.

If you want to group multiple items in a single “grid item”, you need to put them inside a “Child Item” and put that Child Item inside the grid.

Content Widgets:

This is your main set of tools you can use to add content to the page. To access layouts, choose “Content” under the Content/Layout section. You will usually use the content block, but there are many options to choose from.

Accordion

This is a Campus Web Toolkit component that creates a collapsible group of items. You have the option to allow all items to be open at once, or a single item to be open at once. You also have the option to choose the default “gray list” or “white with blue border”. Finally, you can add an optional “Summary Tag” to ensure that your headings are accessible. If you are not sure about the summary tag, put None.

Builder preview: <https://builder.toolkit.illinois.edu/prod/accordion-preview/index.html>

You can add new heading and text by typing in the heading and rich text area, and then clicking “Add New Entry”. You can edit existing items by choose a heading, making your change, and then clicking “Save Changes”. You can remove and rearrange existing items with the “Remove Entry” and “Move Up” and “Move Down” buttons as well.

The image shows a side-by-side comparison of the Accordion builder interface. Each panel is titled "ACCORDION" and contains the following elements:

- Behavior:** A dropdown menu set to "Only one open".
- View:** A dropdown menu set to "Solid".
- Summary Tag:** A dropdown menu set to "None".
- Heading:** A text input field. The left panel shows "Heading 1" and "Heading 2" listed above it, while the right panel shows "Heading 2".
- Rich Text Editor:** A toolbar with icons for bold (B), italic (I), bulleted list, numbered list, subscript (x₂), superscript (x²), table, link, unlink, image, and document. A "Format" dropdown and "Insert HT..." dropdown are also present.
- Buttons:** "Add New Entry" (left panel), "Save Changes", "Remove Entry", "Move Up", and "Move Down" (right panel).
- Footer:** "Save" (green), "Cancel", and "Advanced" buttons.

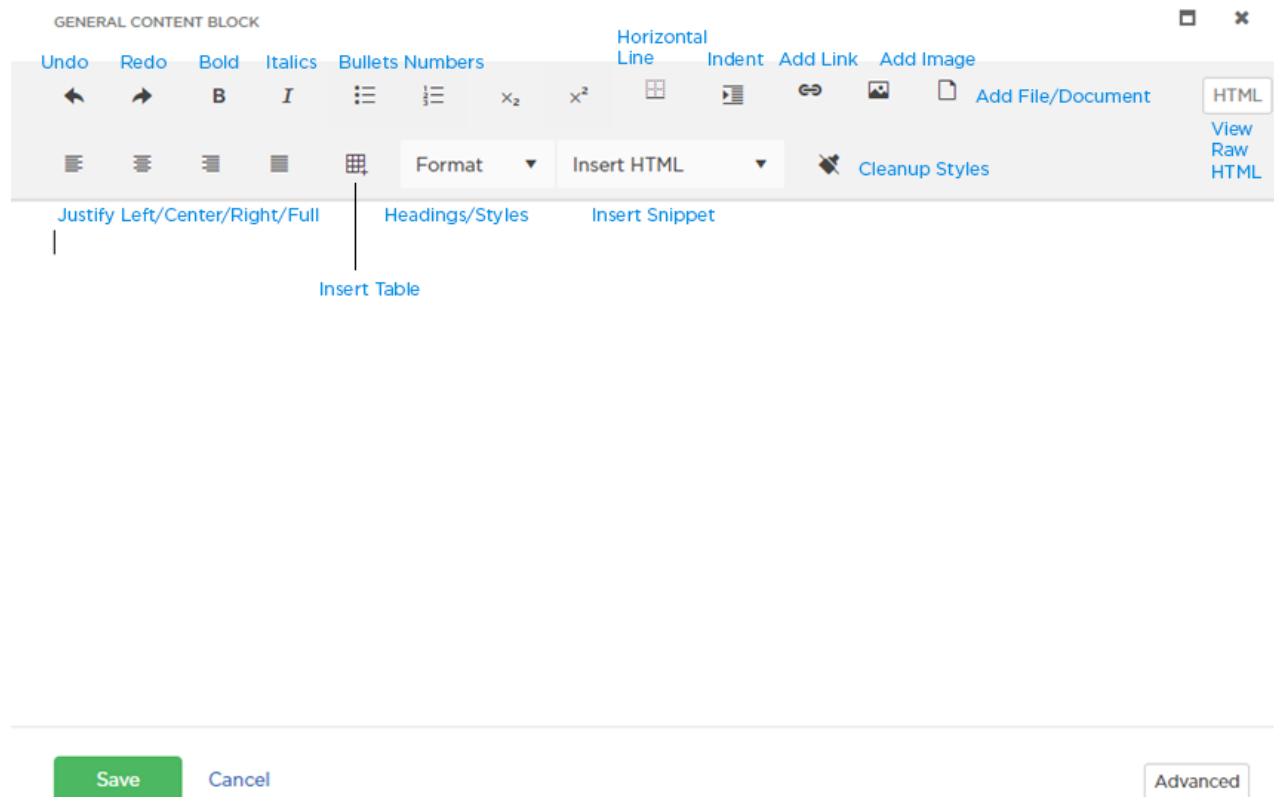
Button

This is a widget that creates a button.

If you have a group of buttons, you can add a Single Row Layout option to create multiple horizontal areas, and then put a button in each area.

Content Block

The content block is used to add a combination of text, images, and links. Treat this as a general rich text editor. Note that your headings should be in semantic order (do not skip heading levels, like from h2 to h4).




If you are having problems with formatting, highlight the text and click on “Cleanup Styles” to remove any additional styles. You can use this in conjunction with the Image Layouts options to position an image to float left or right.

Image

This is a custom widget that puts a single image on the screen. You can use this in connection with the Single Row Layout option to put an image on one side of the page, and text or other information on the other. Images will span the width of the page. You can use this in conjunction with the Image Layouts / Image No Scaling option to fix the width of the image. Make sure you fill out the Title and Alternative Text so it makes sense (the example below is a **bad** example of alternative text).

IMAGE ✕



Final GES Schedule 2021_Page_5 (2)
Type: .jpg
File size: 470 KB
Uploaded: 10/21/2021 9:09

[Change image](#) [Edit all properties](#)

Title

 34
Less than 35 characters are recommended

Alternative text

 34
Less than 35 characters are recommended

Image size

Original size: 1699x1544 px ▼

This image is a link...

More options

[Save](#) [Cancel](#) [Advanced](#)

Image Gallery

This is a custom widget that puts a group of images on the screen. For best effect, the images should be in the same image library, although they do not need to be. Do not use paging with this image gallery. For best results, use the “Thumbnail size: Original Size” and “List Template: Education”

IMAGE GALLERY ✕

Content List settings Single item settings

Which images to display?

From all libraries

From selected libraries only...

From currently opened library

▶ Narrow selection by...

Save Cancel

Advanced

IMAGE GALLERY ✕

Content List settings Single item settings

Use paging
Divide the list on pages up to items per page

Use limit
Show only limited number of items items in total

No limit and paging
Show all published items at once

Sort images

▼

Thumbnail size

▼

List template

▼

More options

Save Cancel

Advanced

Video Feature

This is a custom widget that allows you to put in a video from YouTube, Vimeo, or Mediaspace. Fill in the URL of the video in the URL section. Leave the width blank, and this will fill the full length of the page.

VIDEO FEATURE BLOCK ✕

URL:

URL where the video is. Can have a facebook, youtube, vimeo, or mediaspace/kaltura URL

Width:

Leave blank to have the video take up the full length of the page

Height:

Must be filled in if width is specified

Alignment:

If not taking up the full length of the page, should the video be placed to the left or right of the text?

Group: Scripts and Styles

If you want to insert specific JavaScript, CSS, or embed code into your page, you can use the widgets under “Scripts and Styles”.

Rearranging Pages:

To rearrange pages in your menu structure, click on “Reorder” under the main Pages section.

International Programs | College of Education ▾ Dashboard Pages Content ▾ Design ▾ Administration ▾ Marketing ▾ Published ▾

Search...

Pages

Create a page Reorder ▾ ⚙

	PAGE	CREATED ON/OWNER	ACTIONS
<input type="checkbox"/>	<input checked="" type="checkbox"/> Home Published	Jun 28, 2021 John Waity	View ⋮
<input type="checkbox"/>	<input checked="" type="checkbox"/> About Us Published	Aug 3, 2021 Mackenzie Gillespie	View ⋮
<input type="checkbox"/>	<input checked="" type="checkbox"/> ▸ Events Published	Jul 8, 2021 John Waity	View ⋮
<input type="checkbox"/>	<input checked="" type="checkbox"/> ▸ Study Abroad Redirecting page	Jul 8, 2021 John Waity	View ⋮
<input type="checkbox"/>	<input checked="" type="checkbox"/> ▸ International Students Published	Jun 28, 2021 John Waity	View ⋮
<input type="checkbox"/>	<input checked="" type="checkbox"/> ▸ Visiting Scholars Published	Jun 28, 2021 John Waity	View ⋮

This will bring up the Reorder screen. Click the handle to the left of the page and drag it to its new location. You can also turn child pages to sibling pages and vice versa using this tool.

Reorder pages

- ☰ Home
Published
- ☰ About Us
Published
- ☰ Events
Published
- ☰ Global Cafe
Published
- ☰ ▶ Global Education Symposium
Published
- ☰ ▶ Asian American Education Initiative
Published
- ☰ ▶ Study Abroad
Redirecting page
- ☰ ▶ International Students
Published
- ☰ ▶ Visiting Scholars
Published
- ☰ Institutional Partnerships
Unpublished
- ☰ ▶ IGlobal
Published

Save changes

Cancel

Changing Titles and URLs:

If you want to change the title of a page or the URL, go back to the list of pages (through Pages).

International Programs | College of Education ▾ Dashboard Pages Content ▾ Design ▾ Administration ▾ Marketing ▾ Published ▾

Search...

Pages

Create a page Reorder ▾ ⚙️

PAGE	CREATED ON/OWNER	ACTIONS
<input type="checkbox"/> Home Published	Jun 28, 2021 John Waity	View ⋮
<input type="checkbox"/> About Us Published	Aug 3, 2021 Mackenzie Gillespie	View ⋮
<input type="checkbox"/> Events Published	Jul 8, 2021 John Waity	EDIT Content Title & properties Unpublish Schedule publish/unpublish
<input type="checkbox"/> Global Cafe Published	Jun 28, 2021 John Waity	Create a child page Duplicate Set permissions Change preview link
<input type="checkbox"/> Global Education Symposium Published	Jun 28, 2021 John Waity	
<input type="checkbox"/> Asian American Education Initiative Published	Jun 28, 2021 John Waity	

From this area, you can change the title and URL of the page. You can also set up alternative URLs for pages and edit the title for search engines,

Blogging

If you wish to create a blog for your site, contact IT Partners and we will help you set this up.

Headers and Footers

When we created your page, we set up a specific header and footer that has met branding guidelines. If you wish the content of the header and footer changed, please contact IT Partners by sending a note to support@education.illinois.edu.

For More Help

Feel free to contact IT Partners at 25 Education or at support@education.illinois.edu.