This is the Ross University Content Management System (CMS) training manual. This manual is intended for Ross University content authors, content managers, and content publishers. Each section provides an overview on how to use the CMS in basic editing, uploading, and instructions on how to use the other applications. All of the information included in this manual can be found on the Innersync website (www.campusuite.com/web-content-management-support). If you have any additional questions or need any further explanation or training, please contact the Ross University web team (webmaster@rossu.edu - 732-509-4600 x2871). Also, please see Section 7 for more resources and videos about the CMS.

Thank you,
Ross University Web Team

1. Introduction

Campusuite’s CMS eliminates the need for outside resources for regular website management and allows designated authors, managers, and publishers to keep their content fresh by giving them the tools to manage pages such as news, blogs, faculty, calendars, photos, videos, FAQs, online communities and digital assets using intuitive, easy-to-learn web tools.

Campusuite helps you build and strengthen relationships with the people who depend on your website for their main source of information. Campusuite helps you connect on every level inside and outside your organization to thoroughly engage all of your audiences.

2. Logging In and the “Dashboard”

There are two locations for Ross University content. The first is our public facing website, www.RossU.edu; and the second is the intranet, our internal site for faculty and staff, http://Portal.RossU.edu. RossU.edu appeals to all external and internal audiences and anyone with internet access can view this information. Because of this, we have established a level of checks and balances to make sure the content that is being viewed by the general public follows a Style Manual (provided in a separate document).

In contrast, the intranet is a communication resource which can be viewed only by Ross’ internal audiences and allows the centralization of information and resources for all Ross locations.

The URLs for the following resources are:

Internet CMS login URL = http://www.rossu.edu/login

Intranet CMS login URL = http://portal.rossu.edu/login

If you have been identified as needing access to either of the sites above, please contact the Ross University web team at webmaster@rossu.edu or 732-509-4600 x2871 to attain your access details.
Logging In:

After clicking the link above, you will see the following site. (Figure 1.1) Enter your email address followed by the password that was sent to you via email.

![Login Page](image1)

Dashboard View:

After you have successfully logged in, you will be presented with the “Dashboard” view (Figure 1.2).

![Dashboard View](image2)
To see all of areas to which you have rights, click “View All” (Figure 1.2). This page will appear differently for every user (Figure 1.3).

Edit Your Profile Figure:

1. Click on the picture box next to your name (Figure 2.1).

2. Click on the “Browse” button (Figure 2.1).
3. Click the picture you want to upload, then click “Open” and “Upload” (Figure 2.2).

3. Editing Pages and Navigation:

The following example demonstrates how to create new pages (Figure 3.1):

Click “Edit Navigation” at top left corner.
If this page will be a new navigation page, click “Add Parent.” If not, click “Add Child.”

**New Navigation Section:**
To create a new navigation section, first click on “Add Parent” (Figure 3.3).

Next, name the navigation tab (please note, whatever you name the section will also be the file name).

To create a new page, click “Submit.”
If you are linking the Label name (new page) to a PDF, existing file, or an external site, click the “PDF” link (Figure 3.4).
Now click “Browse” and attach the PDF or an existing file to the link. Remember, if you are linking the file to an outside website, which has nothing to with Ross (e.g., www.facebook.com), click “Advance Option” and select “No Follow” (Figure 3.5). This is important for advertising and Google purposes.

Now that you have created a new link or page, click “Submit.”

**Editing a Newly Created Page** (Figure 3.6):
All newly created pages will include the text “Enter Your Headline Here” Click “Edit This Page” at the top left-hand corner (Figure 3.6). First input field is the page title. For example: We placed x in the first field, which will also become the name of the page. (Figure 3.7)

After clicking “Edit This Page” you will see Figure 3.7. Next, copy and paste your text or type it in to the space provided. If you use the copy and paste option from a Word or Excel document, be sure to click on the “Paste as Text” icon in the “Page Editor” to strip out unwanted mark-up. Microsoft Word uses its own proprietary mark-up language that affects the way people view your content in different browsers. For this reason, it is important that you only copy plain text into the CMS, which can be re-styled using the “Tools” in the “Page Editor.” For more Information: go to Best Practices, Page Editing or click here.
Uploading an Image:

Click “Insert/Edit Image” (mountain image icon) on the top navigation bar of the editing field (Figure 3.8).

After clicking the button, you can add an image URL (eg, yahoo or Google). If the image already resides somewhere else on the website, click “Browse Server.” You can select the picture or upload it from your own computer by clicking “Browse” (Figure 3.10) after clicking “Browse Server” on the “Image Properties” screen.
After you’ve made your selection, your picture will appear on the editing page and you can move or resize it like a Word document.

Creating a Link or Uploading a Document:

First, highlight the text you want to create a link (Figure 3.11).
After highlighting the text, click “Insert Editing Link” (globe symbol) on top of the editing page (Figure 3.12).

After clicking the link, you can add a URL of an external site (Figure 3.13), an email link, or an anchor into the text.

*Note*: Problems have been reported with certain email links. If you receive a Dot Defender error, contact your web administrator for assistance.
For PDF and other files: Click “Advanced” at the top of the “Link” window and then click **Style Sheet Classes**, select the appropriate option in the drop down menu. (This will place a small symbol next to the text) (Figure 3.14)
4. Editing and Creating News/Calendar Events:

There are three sections in “News”: Main, Medical, and Veterinary. Once you’ve logged into the system, make sure you go to the section you want to add your news in (Figure 4.1).

To create a New Item in News: Click “Add News” (Figure 4.2). After you’ve created a headline and/or byline, you can copy and paste the text in “Paste Editor.”
Next, select the appropriate “Tags.” For the Medical School, select “Medical”; for the main site, select “Ross”; for the Veterinary School, select “Veterinary.”

**Advanced Tools (Figure 4.3 – Figure 4.4):**

The “Advanced Tools” feature can be used when you want to show news in multiple sections of the website. All the sections that you have permissions to and can select are listed under “Available Departments” (Figure 4.4).
**Note:** You can save all news and calendar modules “only” as a Draft. Your changes will go live only after the publisher has approved them. All the editing in the Body of news/calendar is same as editing a page. (Figure 4.2)

**Editing a Calendar:**

![Figure 5.1](image1)

**Adding New or Editing Existing Events:**

![Figure 5.2](image2)

Enter the “Event Name,” “Status,” “Start and End Date /Time,” “Location,” “Contact Info,” “Description,” and “Tags.”
Note: You can set the “Start and End Date” for more than one day, if needed. After the date has past the event will be archived in the calendar. You can also show an event in multiple departments. Once an event has been approved by the publisher, you will be notified via email.

5. Publishing and Approval

Your page drafts will appear on the “Publishers Dashboard.” After you have finished editing a page, go into “Drafts” and select “Approve.” You will see a green checkbox on your draft which indicates that the page is ready for “Publisher Review.” The CMS will automatically generate an email to the publisher to let him/her know that the page is ready for review. Once the publisher has pushed the page “live,” you will receive an email confirmation that your page is up on the site. Please note that the publisher does not make content changes; he/she simply makes sure that the copy adheres to the Ross University Style Manual. Should the publisher have any questions about the content, he/she will contact the appropriate content publisher directly.

6. “Dot Defender” Block and Security

A Dot Defender Block: Dot Defender is a web application firewall that prevents the Ross University website from malicious attacks. Sometimes it will read the page you are editing and produce an error. If this happens, please contact the Ross web team at webmaster@rossu.edu. This enables us to protect the website from uninvited guests from making changes to the website.

7. More Resources

Tutorial of Typical Page Editing Functions:

This tutorial provides a quick overview of some of the typical page editing functions you may use on a daily basis, including:

- Bold, Italics and Superscript styles
• Bulleted lists and styles
• Modifying the page title in the browser bar
• Uploading an image to a page directly from your computer

Click here to watch the tutorial.

**Image Replacement Tutorial:**

This tutorial shows how to edit a page and upload an image from your computer to replace an existing image. Click here to watch.

**Innersync’s Commonly Asked Questions and Answers:**

**I need to get images from my computer into the image library. What does it mean to import images into the “image space” or the “image library” and how do I do it?**

First, we recommend a moderate degree of scrutiny before uploading your images to the website. Select the best quality, hi-res images and avoid multiple images that look the same. Color correct your images and also be sure they are in the correct orientation before importing them. The image library should be a repository of quality images that have already been approved for use.

When you import your images into your image library, (even adding a photo gallery to your own section, “depending on how the site administrator set it up”) they become available for other content publishers in your system for use on their pages as well. There are several ways to import images into your library.

**For administrators,** or people with "image space admin" access:
Click here to watch how to import images directly into the library

**For publishers,** with limited access to only their own area on the site:
Click here to watch how to upload a gallery of images

*Note:* your site administrator may or may not have elected to share uploaded images with other content publishers. In any case, your images will display in the photo album you uploaded your images into. If you do NOT wish to share your images with other site users, you should check with your site administrator to see how they are handling uploaded images.

**How do I import new images and files into the library and then keyword them so they come up when my team searches for them?**

A moderate degree of scrutiny is recommended before uploading your images to the website. Select the best quality, hi-res images and avoid multiple images that look the same. Color correct your images and also be sure they are in the correct orientation before importing them. The image library should be a repository of quality images that have already been approved for use.

When you import your images into your image library (even adding a photo gallery to your own section,) depending on how the site administrator set it up, they become available for other content
publishers in your system to use on their pages as well. There are several ways to get images into your library.

**Click here to watch a quick tutorial on how to import and keyword images and files.**

I was told that I should never duplicate static page content. Instead, is there is a way that I can "syndicate" content from one static page to another? I have a page of content on my site that I need to appear on another page. How can I do this?

This is a common task in the system. Simply edit the page you wish to syndicate and once in the editor, click the "Page Properties" link at the top right of the screen. This will open an area where you will see an XML radio button. Simply toggle it from OFF to ON. Save the page.

Now go to the page where you wish to syndicate the content into. Edit the page and place your cursor in the area you want the new content to come into. Click the "Components" link at the top right of the page and this will pop up all the categories available. Select "Syndication." Now select the "Get XML Feed" component. You will now go to a page where you will select the department where your syndicated page resides. Doing so will list all the syndicating page(s). Click on your page and it will drop the component on to your page. Now, simply save your page and you are done.

**Click here to watch a demonstration of the steps described above.**

**How can I share a news release with another department in my organization?**

While you are editing a particular news release, scroll down to the "Optional Advanced Tools" and expand it. You will see a set of "cross-select" windows with all the available departments in it. Simply select the department(s) that you wish to share the release with and then click the arrow to move the department(s) over to the right-most window pane. Click the save button and your release will now show up under those departments. Keep in mind that the administrator of those departments has the ability to "un-share" your release should they not want it listed under their department.

For more FAQs **Click here** or contact the Ross web team at webmaster@rossu.edu or 732-509-4600 x2871.