

DotCMS User Training Homework

Website Browser Practice (Day 1)

Everyone:

- Successfully Log On to <http://cms.edinboro.edu>
 - Ensure that you have access to your department's folder.
 - If you run into any trouble, feel free to contact me.
- Create a new folder in your department's main folder.
- Upload an Image to your new folder.
- Create a new HTML page in your department's main folder.
- Use the WYSIWYG Editor to place the image on your new page.
- Create a Menu Link and make sure it is in your menu.
- Add your page to your Menu.
- Add the content "Online Resources" to your page.
- Add a new piece of content with a link in it to the body of your page.
- Move the new content below or above your picture.

Publishers:

- Practice publishing, unpublishing, and archiving web assets from the website browser, do not delete web assets.

Content Management / Workflow Practice (Day 2)

Everyone:

- Practice Searching for content.
- Create a new piece of content.
- Edit Your Faculty/Staff record.

Developers:

- Save and assign your new content to your department's Publisher
- Request a Workflow Task from your department's Publisher.

Publishers:

- Save and publish your new content.
- Request a Change on that content to your Department's Developer.