

How To Upload Semester Syllabi



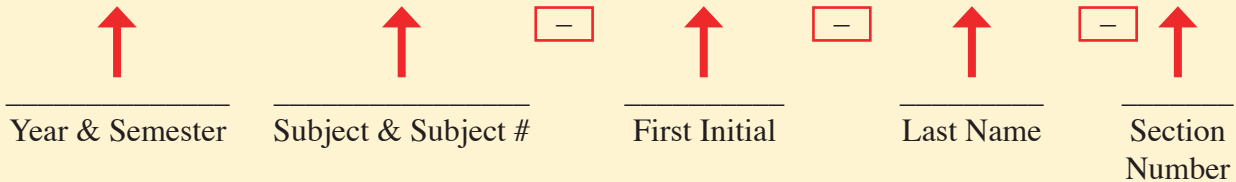
STOP

NOTE 1: Contact PR Office to create new Semester Page/folder. As well as to get a Username/Password.

NOTE 2: Use Firefox or Chrome ONLY. (The system will not work in Internet Explorer.)

NOTE 3: IMPORTANT! Have all or most files ready. Files MUST BE A PDF and of low resolution (kb size). **ALL FILES MUST FOLLOW THIS NAMING CONVENTION.** (System creates list automatically.)

2016SpringSubject###-FirstInitial-LastName-####.pdf



READ

EXAMPLE: 2016SpringArchitecture161-E-Mesghali-9532.pdf

ONLY USE DASHES. No periods.

Step 1: Get into the file and upload documents

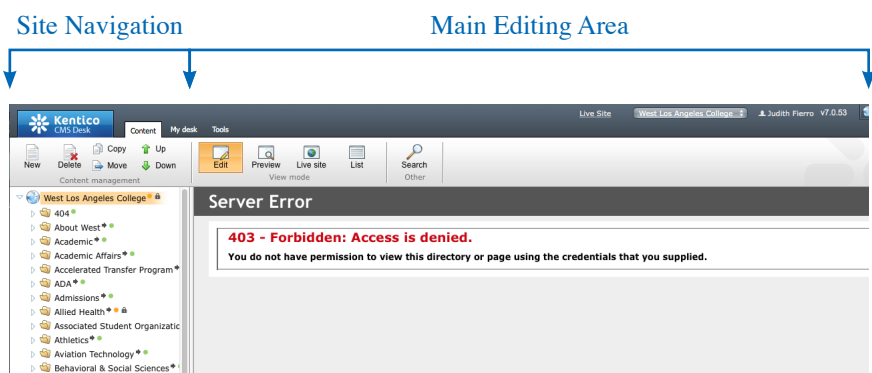
A LOGGING IN:

- 1.) Go to www.WLAC.edu/cmsdesk
Screen should look like the one to the right.
- 2.) Enter in USERNAME & PASSWORD
NOTE: Username and password can only be obtained from the PR Office.



B BYPASS DENIED ACCESS:

- 1.) Ignore the “Forbidden: Access is Denied” warning in the “Main Editing Area.” The system does not allow access to the entire site - only to the assigned folder.
- 2.) There are two workspaces: “Site Navigation” and “Main Editing Area.”

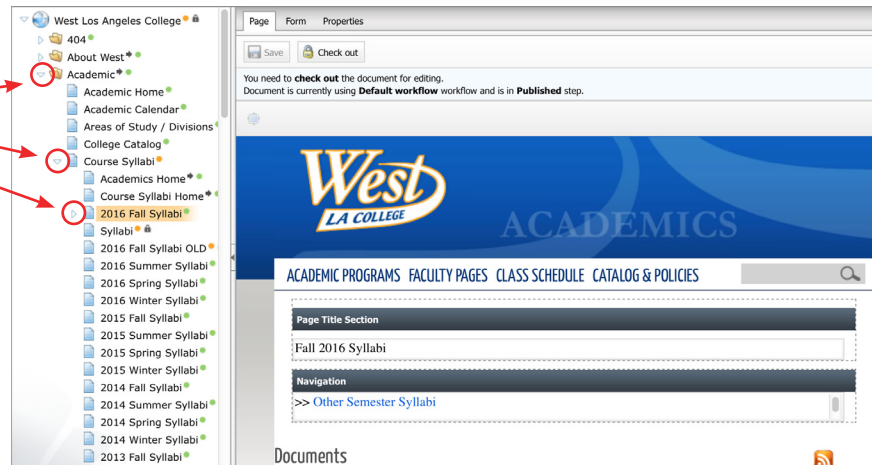


C GO TO PAGE:

Get to the desired Semester Syllabi page by clicking on the arrows.

Page should be highlighted in yellow in Site Navigation area (left) and look like the page on the Main Editing Area (right).

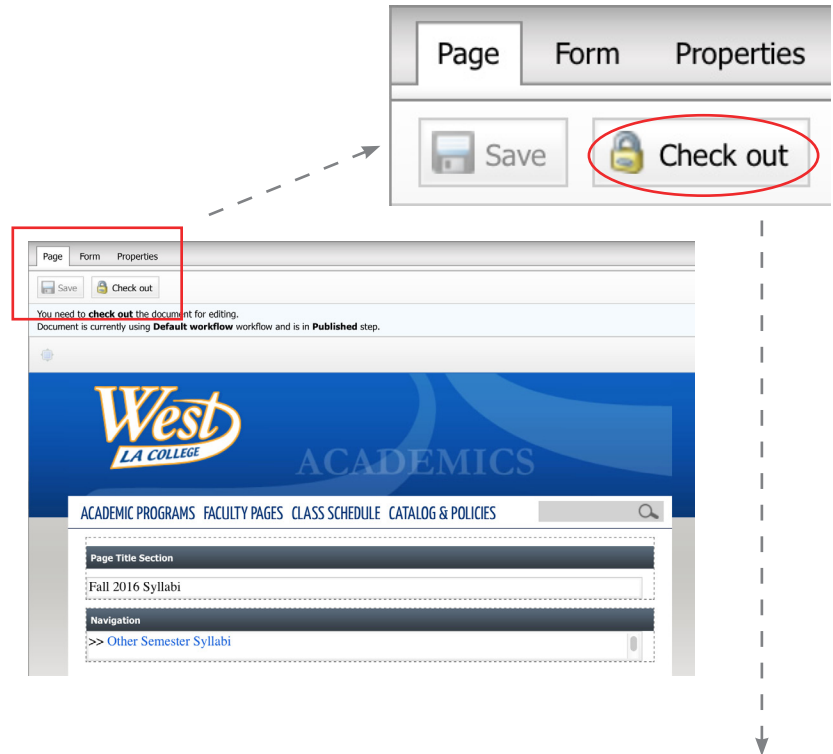
NOTE: File or Folder is always yellow when selected. Double-check it is the correct file/folder that needs to be updated.



D CHECKOUT PAGE:

To start editing, the page must be **CHECKED OUT** first.

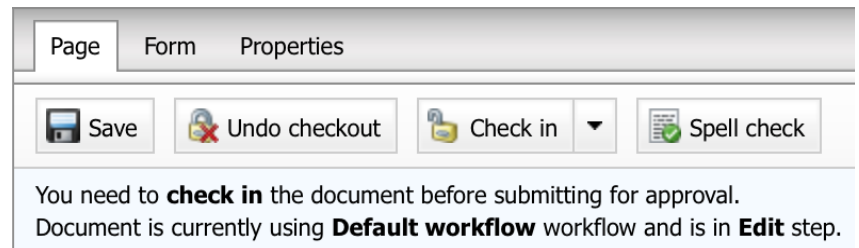
In the Main Editing Area, there are two buttons atop the page. Click the “Check out” button.



E TOP NAVIGATION:

The top area should look like the image to the right with:

- Save** = use often to ensure work is saved.
- Undo checkout** = **DO NOT PRESS**. It will undo everything you worked on.
- Check in** = press only when work is finished.
- Spell Check** = to spell check text. It is better to use Word if inserting many paragraphs.



F MAIN EDITING AREA:

Page Title Section section = needs to be updated every semester.

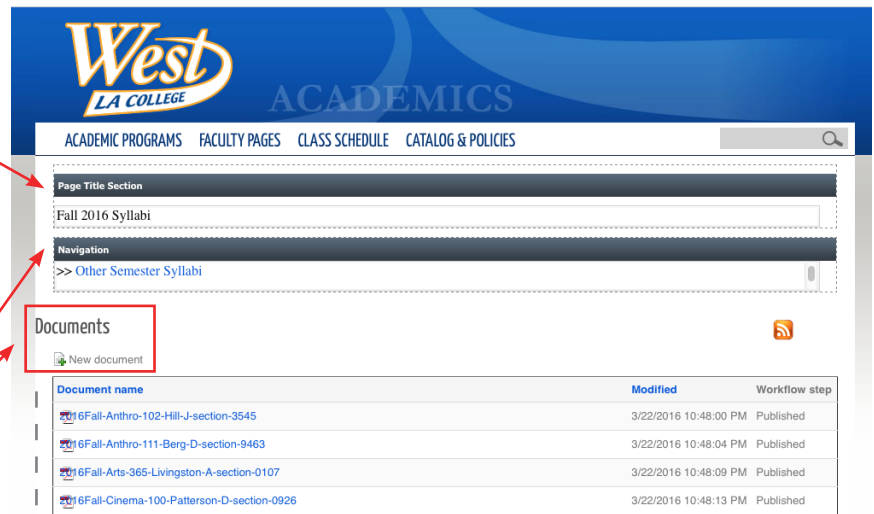
>>**TO EDIT:** place cursor in the space and begin editing text. Click the “Save” button atop the page.

Navigation section = links to the MAIN Semester Syllabi page.

NOTE: does not need to be changed/ updated. Leave link as-is.

Documents section = where the document list will DISPLAY alphabetically automatically.

! >>IMPORTANT: Please make sure the documents are renamed as described at the beginning of this **handout**. If named incorrectly, a document has to be deleted and re-uploaded. Name cannot be changed once the file is uploaded.



G UPLOAD A DOCUMENT:

1.) Click on “New document” underneath the “Documents” word. Screen should look like the one to the right.

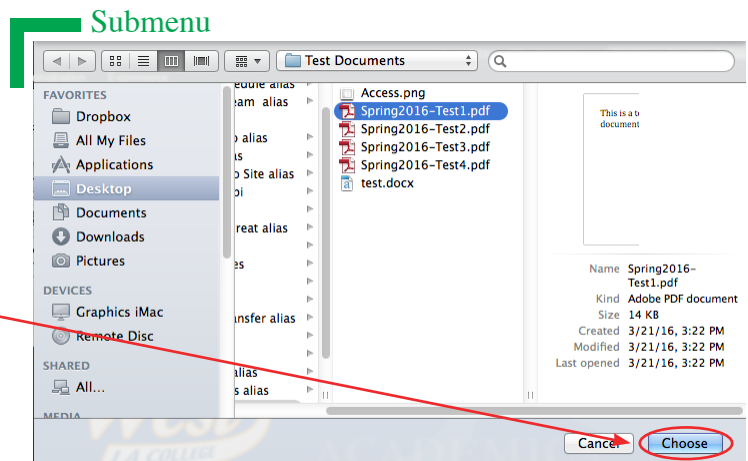
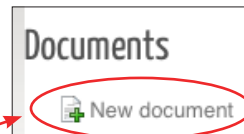
2.) A submenu will pop up. Navigate to the location of the files on the desktop, computer, or flash drive.

Once picked, click “Choose” or “OPEN” on the bottom right.

3.) No need to click on the Document once uploaded.

4.) Repeat Step #2 until ALL documents are uploaded.

NOTE: There is no way to upload multiple documents at a time.



! In PC, the button is called “OPEN.”

Step 2: Publish Semester Syllabi Documents

A DOCUMENTS:

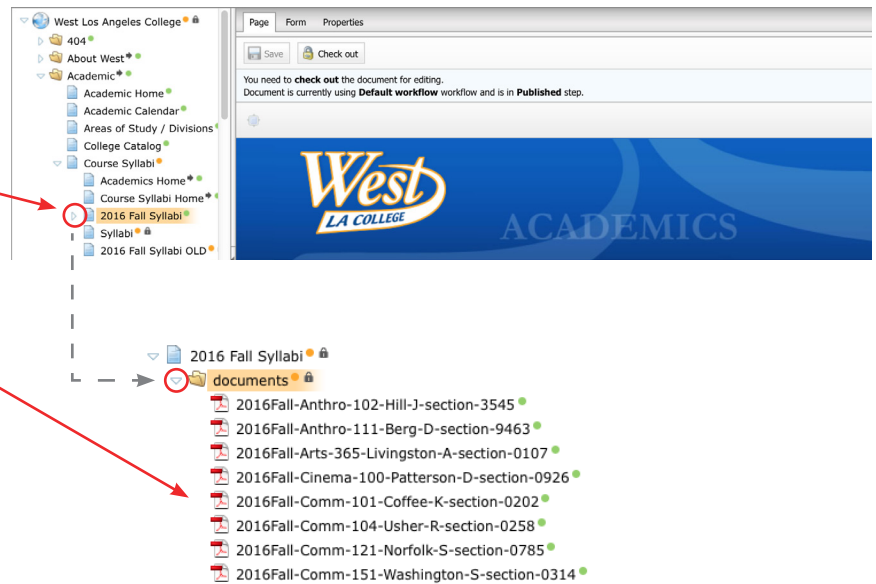
1.) In the [Site Navigation](#) area, click the arrows next to the [Semester Syllabi](#) page and then the [Documents](#) folder.

All **Documents** are located here.

2.) There are circles next to the file name:

- **Green** = published
- **Orange** = editing mode
- 🔒 **Lock** = page/file is “checked out”
- **Red** = unpublished

NOTE: These same circles will appear next to Pages. The same definition/action applies.



B PUBLISH DOCUMENTS:

1.) Click on a **Document** (to the right is a sample) that is locked in the [Site Navigation](#) area. It should be highlighted in **yellow**.

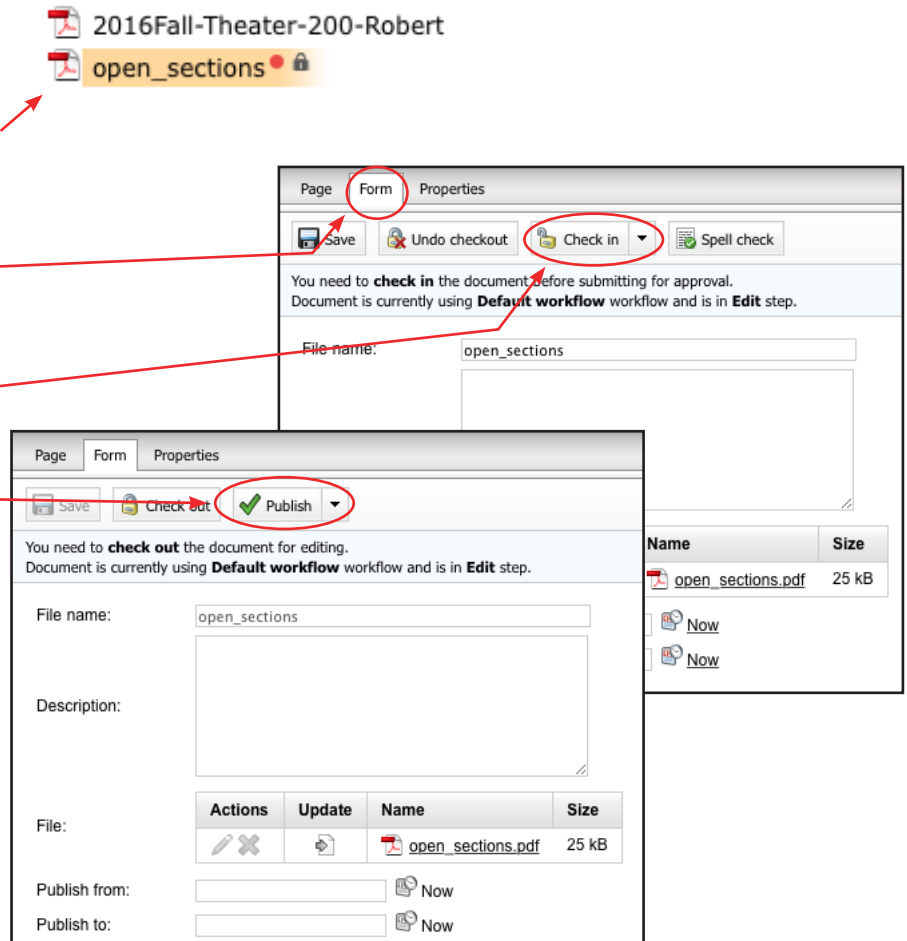
2.) In the [Main Editing Area](#), click on the “**Form**” tab. Screen should look like the one to right

3.) “**Check in**” the **Document**.

4.) “**Publish**” the **Document**.

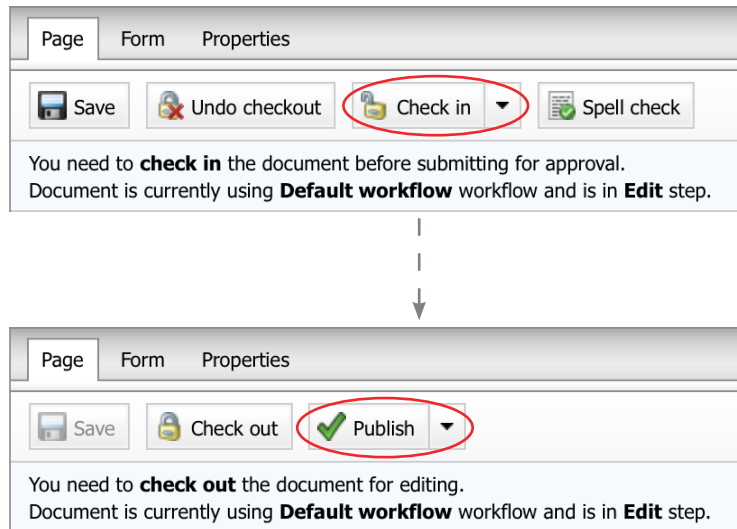
5.) Repeat Steps 3 & 4, with each **Document**.

6.) The **Documents** will now be visible online.



C PUBLISH EVERYTHING:

- 1.) Make sure the [Documents](#) folder and the [Semester Syllabi](#) page are also **Published**.
- 2.) Click on either the folder or page from the [Site Navigation](#) area.
- 3.) Click the “[Check in](#)” button atop the page in the [Main Editing Area](#).
- 4.) Click the “[Publish](#)” button atop the page in the [Main Editing Area](#).

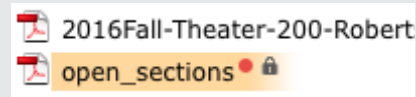
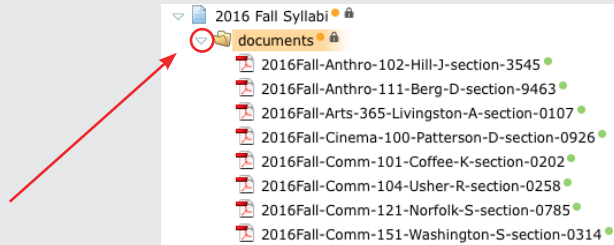


ALL DONE! 

HOW-TO Update a Document

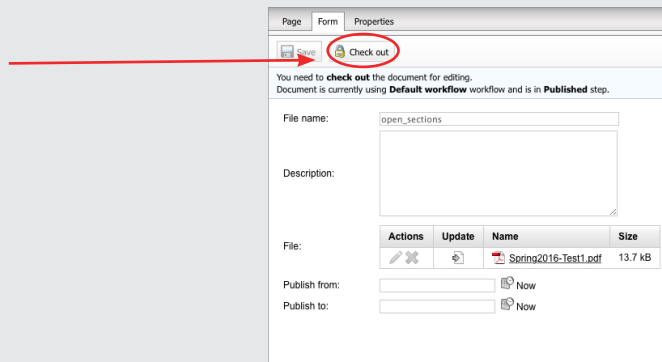
A CHECK OUT THE DOC:

- 1.) Log into the Kentico system. (see [Step 1, part A](#)).
- 2.) Navigate to the [Semester Syllabi](#) page and the [Documents](#) folder by clicking on the arrows. (see [Step 1, part C](#))
- 3.) Click on the **Document** to be updated from the [Left Navigation ONLY](#). (see [Step 2, part B.1](#))




*NOTE: DO NOT CLICK on the Document in the [Main Editing Area](#). You **CLICK** the **Document** from the [Left Navigation](#).*


- 4.) In the [Main Editing Area](#), click on [Form](#), and [Check out](#) the page. Screen should look like the one on the right. (see [Step 2, B.2](#))




B UPDATE THE DOC:

1.) Click on the  icon underneath the **Update** section.

Other Icons:

 = Edit the name of the **Document**.
NOTE: Changing the name of the file does NOT change the link name on the automatic list.

 = Delete the **Document**

2.) Go through the menu to find the newest version of the **Semester Syllabi Document** to be replaced.

3.) Once picked, click **Choose** or **OPEN** at the bottom.

4.) “**Check in**” and “**Publish**” the document.
 (see Step 2, part B).

