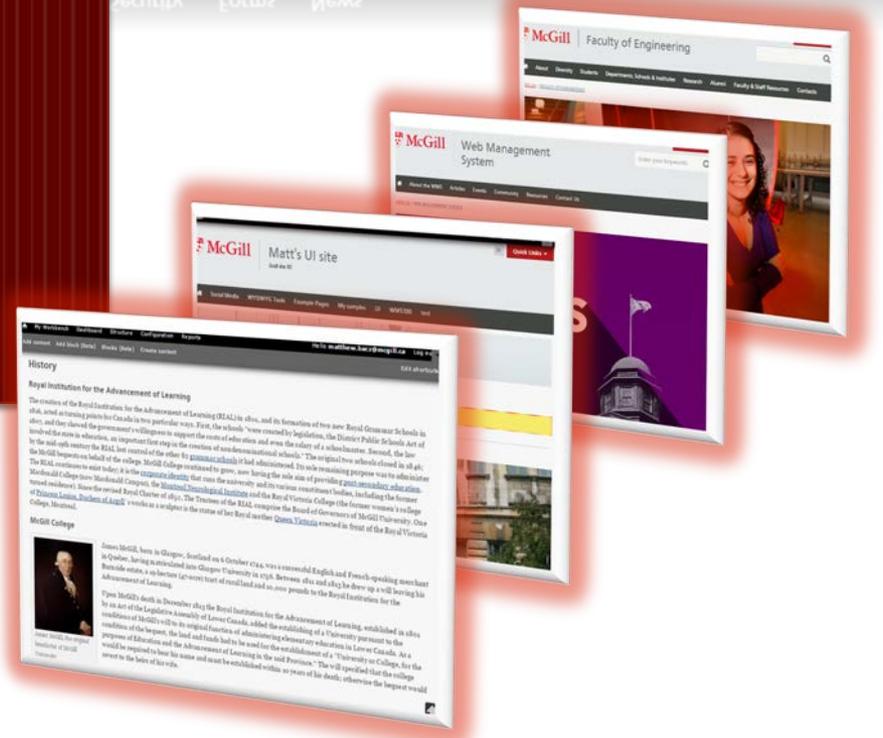


# WMS 300 Site Editing in the Web Management System (WMS)



*“The original idea of the web was that it should be a collaborative space where you can communicate through sharing information.”*

**Tim Berners-Lee**

Computer scientist, best known as the inventor of the World Wide Web

<https://www.w3.org/People/Berners-Lee/>

- ✓ Editor Role Basics
- ✓ Focus on updating existing content

Duration: 2.5 hours  
Prerequisite: None

IT Training & Communications  
Information Technology Services  
McGill University

# Agenda

- System Roles & Typical Site Layout
- Editing & Publishing | Comparing Revisions |  
French Pages | Creating Links
- Paste formatted text | Inserting Images and Files |  
YouTube content | Tables
- My Workbench Overview
- Special Features:  
e-Calendar tool | Templates | advanced features

# Getting help

- 1. IT Services & KB site:** <https://mcgill.ca/it>  
<https://kb.mcgill.ca>
- 2. WMS 302 Labs:** <https://mcgill.ca/it-training>
  - Select “Web Services” category
  - Register in Minerva
- 3. WMS Documentation Index:**
  - To go: <https://kb.mcgill.ca> or <http://mcgill.ca/itsupport>
  - Type “**documentation mcgill web**” in search box
  - Direct link: <https://mcgill.ca/x/o6w>
- 4. Web Services group:**
  - <http://www.mcgill.ca/wms>

# Roles

## Site editor

- Edit content: pages
- Upload images, files

## Site manager

- Creates pages
- Manages menus
- Creates blocks
- Creates forms, slideshows
- Manages the Channels module

## Site administrator

- Has access to additional site features
- Is responsible for overall “look & feel” of the site
- Only 1 (max. 2) site administrators are allowed per site

## Reviewer

- Views unpublished pages, webform submissions & files
- Cannot change the content (*Read-only access*)

# Browsers and login

- Browsers

- Check if your browser is compatible

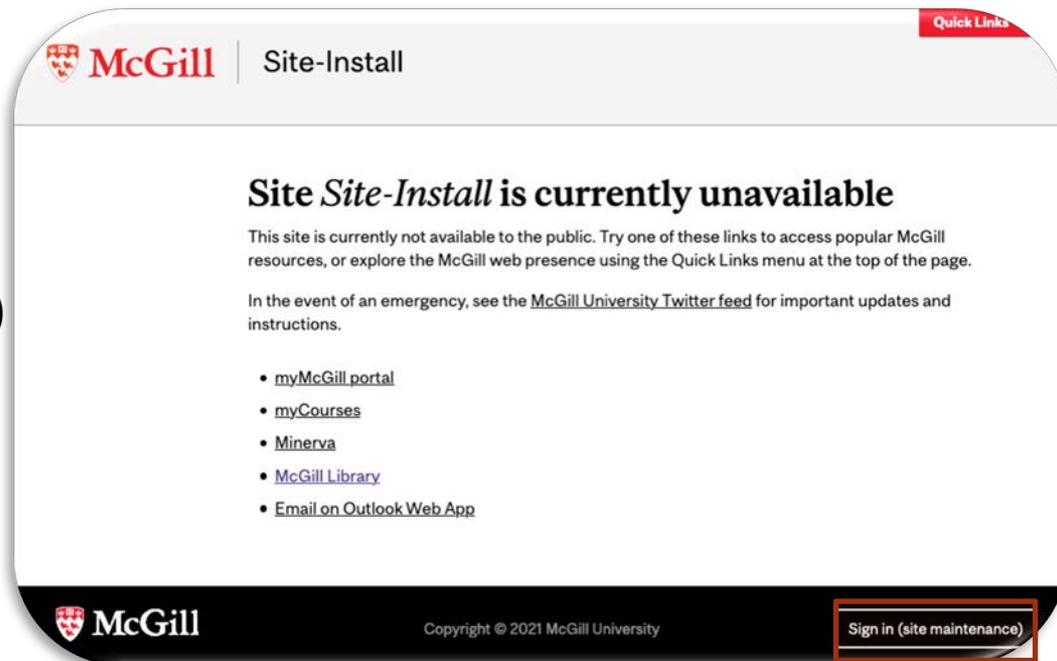
<https://www.mcgill.ca/web-services/our-services/web-hosting/wms/about-wms/implementation/browser-support>

- Login

McGill username

(firstname.lastname@mcgill.ca)

McGill password

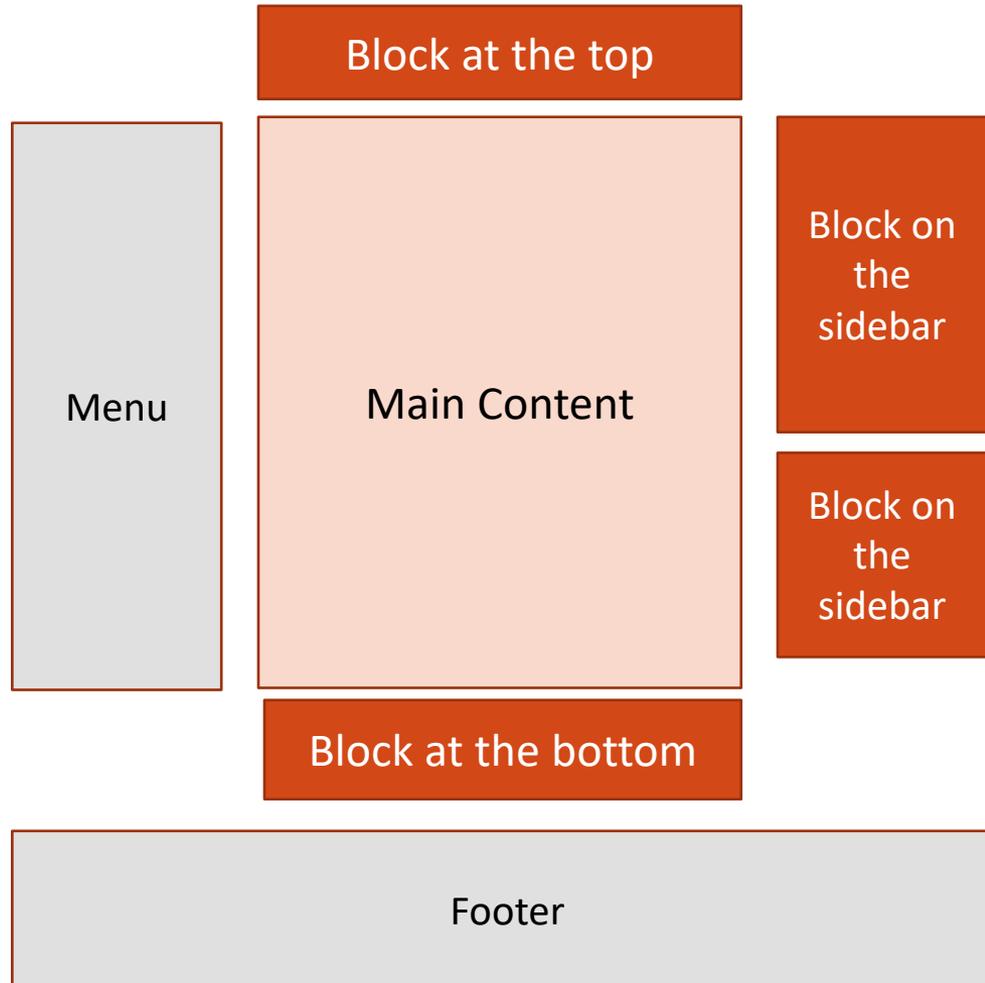


The screenshot shows the McGill website's 'Site-Install' page. At the top left is the McGill logo and the text 'Site-Install'. At the top right is a 'Quick Links' button. The main content area features a large heading: 'Site Site-Install is currently unavailable'. Below this, a paragraph explains that the site is not available to the public and suggests using Quick Links for resources. Another paragraph mentions an emergency contact via the McGill University Twitter feed. A bulleted list provides links to 'myMcGill portal', 'myCourses', 'Minerva', 'McGill Library', and 'Email on Outlook Web App'. At the bottom, there is a 'Sign in (site maintenance)' button, which is highlighted with a red box and a red arrow pointing to it from below. The footer contains the McGill logo, the copyright notice 'Copyright © 2021 McGill University', and the 'Sign in (site maintenance)' button.

Sign in (site maintenance)

# WMS - site layout

- Blocks are optional





Horizontal navigation



[Home](#)
[Social Media](#)
[WYSIWYG Tools](#)
[Example Pages](#)
[My samples](#)
[UI](#)
[WMS300](#)

[McGill.CA](#) / [MATT'S UI SITE](#)

Title

# WMS300

Vertical navigation

- Tables
- YouTube
- e-Calendar Plug-in

Vertical navigation



## History

### Royal Institution for the Advancement of Learning

The creation of the Royal Institution for the Advancement of Learning (RIAL) in 1801, and its formation of two new Royal Grammar Schools in 1816, acted as turning points for Canada in two particular ways. First, the schools "were created

Main content



**OPENING HOURS**

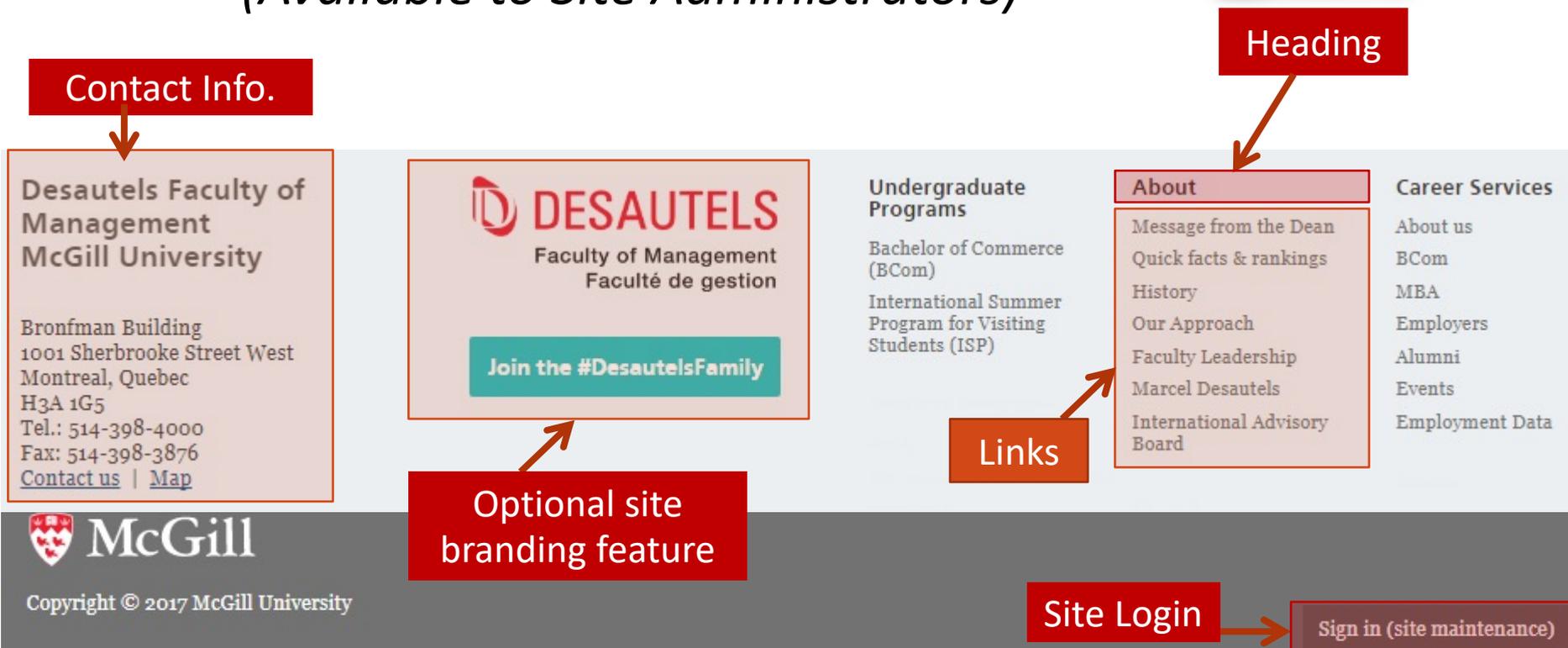
- Monday to Friday:  
9 to 5
- Saturday/Sunday:  
CLOSED

Block



# WMS – site layout: Footer

- At the bottom of the page
- Organized list of headings & links
- Optional site branding feature  
*(Available to Site Administrators)*



# Editing an existing page: Draft & publish



McGill.CA / SITE-INSTALL

Operating in maintenance mode.

View published

New draft

Moderate

Revision state: *Published*

Most recent revision: Yes

## McGill one of the best universities in North America

In choosing McGill, you'll join a distinguished community of more than 8,000 graduate students and postdoctoral scholars from globe, making connections that will last a lifetime. You'll study with some of the world's foremost teachers, researchers and scholarly disciplinary and interdisciplinary settings.

McGill offers you an array of programs (250+), each one presenting wonderful opportunities for research, innovation and exploration. Ideas and research will flourish in an environment that both supports and rewards excellence.

McGill has always focused on discovery and positive transformation, recognizing that research areas are constantly evolving in response to change. As a graduate student or postdoctoral fellow, you will be encouraged to pursue your area of interest with passion. A McGill education will prepare you to become a leader in your field and in the world.

### Revision information

New revision

### Scheduling options

Not scheduled

*Use **Save** >  
View Draft  
or View  
Published  
instead of  
Preview*

Save

Preview

*Page "states": Draft, Needs Review, Published*

# Viewing & comparing previous revisions

History of *Home*

Comparing revisions: Viewing differences between 2 versions

**VIEW PUBLISHED**

**NEW DRAFT**

**MODERATE**

Revisions

Compare revisions

Operating in maintenance mode.

REVISION	TITLE	DATE	REVISION ACTIONS	MODERATION ACTIONS
607	Home Edited by matthew.bacz@mcgill.ca. Revised by matthew.bacz@mc...	01/23/2017 - 11:49	<a href="#">View draft</a> <b>New</b>	<b>This is the published revision.</b> <a href="#">Unpublish</a> <ul style="list-style-type: none"><li>From <i>Published</i> --&gt; <i>Published</i> on 01/23/2017 - 11:49</li></ul>
606	Home Edited by mercy.isaac@mcgill.ca. Revised by mercy.isaac@mc...	01/23/2017 - 11:49	<a href="#">View</a>	<ul style="list-style-type: none"><li>From <i>Published</i> --&gt; <i>Published</i> on 01/23/2017 - 11:49</li></ul>
605	Home Edited by andrew.collier@mcgill.ca. Revised by andrew.collier@mc...	01/23/2017 - 11:48	<a href="#">View</a>	<ul style="list-style-type: none"><li>From <i>Published</i> --&gt; <i>Published</i> on 01/23/2017 - 11:48</li></ul>
3	Home Edited by uma.viswanathan@mcgill.ca Revised by admin	01/23/2017 - 02:26	<a href="#">View</a>	<ul style="list-style-type: none"><li>From <i>Draft</i> --&gt; <i>Published</i> on 01/23/2017 - 02:26</li></ul>

Viewing revisions: Right-click -> Open in New Tab

# Editing a French page

The screenshot shows a web editor interface for a page titled "Site-Install". The user is logged in as "mercy.isaac@mcgill.ca". The page is currently in "maintenance mode", indicated by a yellow banner. The main content area displays the text "McGill one of the best universities in North America" followed by three paragraphs of introductory text. A red box highlights the language selector "Fr" in the top right corner, with an orange arrow pointing to it. The interface includes a search bar, navigation links, and a "Quick Links" dropdown menu.

My Workbench Hello mercy.isaac@mcgill.ca Log out

Fr Quick Links

McGill | Site-Install

Living in Montreal Why McGill?

McGill.CA / SITE-INSTALL

Operating in maintenance mode.

View published New draft Moderate

Revision state: *Published*  
Most recent revision: Yes

## McGill one of the best universities in North America

In choosing McGill, you'll join a distinguished community of more than 8,000 graduate students and postdoctoral scholars from across the globe, making connections that will last a lifetime. You'll study with some of the world's foremost teachers, researchers and scholars, in both disciplinary and interdisciplinary settings.

McGill offers you an array of programs (250+), each one presenting wonderful opportunities for research, innovation and exploration. Your ideas and research will flourish in an environment that both supports and rewards excellence.

McGill has always focused on discovery and positive transformation, recognizing that research areas are constantly evolving in response to change. As a graduate student or postdoctoral fellow, you will be encouraged to pursue your area of interest with passion. A McGill graduate education will prepare you to become a leader in your field and in the world.



Exercise:

## Publishing pages & Comparing revisions

- Make a simple change in the Editor using New Draft:  
Draft | Publish
- Compare revisions
- Edit a French page

# The WMS WYSIWYG Editor at a glance

The image shows a screenshot of the WMS WYSIWYG Editor interface. The top toolbar is divided into several sections, each with a red label and an arrow pointing to the corresponding icons:

- Formatting options**: Points to the first group of icons including Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted list, Numbered list, Indent, and Outdent.
- Link**: Points to the Link icon.
- Anchor**: Points to the Anchor icon.
- Blockquote**: Points to the Blockquote icon.
- HTML**: Points to the HTML icon.
- Horizontal line**: Points to the Horizontal line icon.
- Headings**: Points to the Headings icon.
- Special characters**: Points to the Special characters icon.
- Format**: Points to the Format dropdown menu.
- Table**: Points to the Table icon.
- Maximize**: Points to the Maximize icon.
- Templates**: Points to the Templates icon.
- Add media**: Points to the Add media icon.
- Not used**: Points to the Not used icon.

The main content area displays the following text:

**McGill one of the best universities in North America**

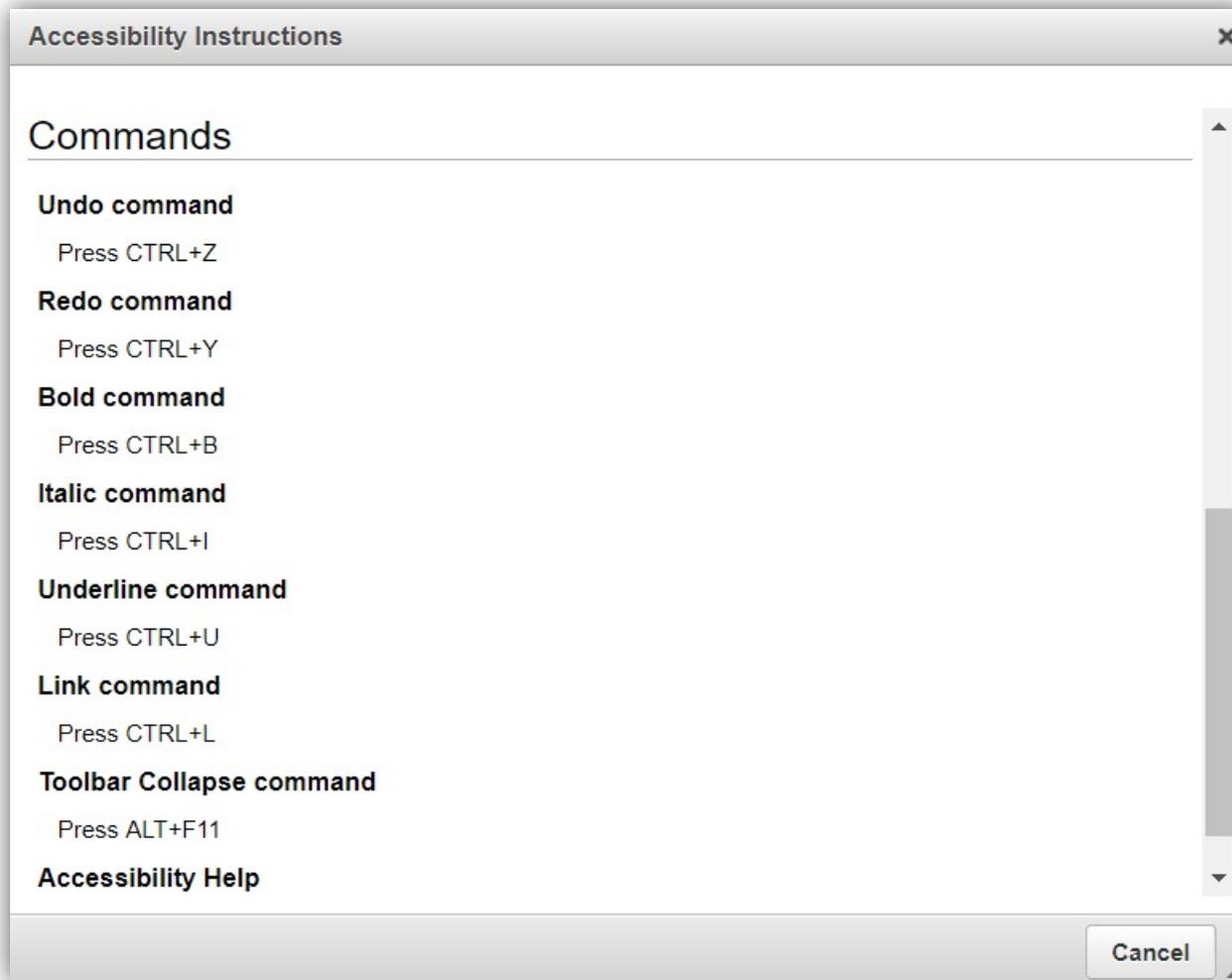
In choosing McGill, you'll join a distinguished community of more than 8,000 graduate students and postdoctoral scholars from across the globe, making connections that will last a lifetime. You'll study with some of the world's foremost teachers, researchers and scholars, in both disciplinary and interdisciplinary settings.

McGill offers you an array of programs (250 +), each one presenting wonderful opportunities for research, innovation and exploration. Your ideas and research will flourish in an environment that both supports and rewards excellence.

McGill has always focused on discovery and positive transformation, recognizing that research areas are constantly evolving in response to change. As a graduate student or postdoctoral fellow, you will be encouraged to pursue your area of interest with passion. A McGill graduate education will prepare you to become a leader in your field and in the world.

*While being in the editor, press **ALT + 0** to view editor accessibility instructions (short-cut keys, etc.)*

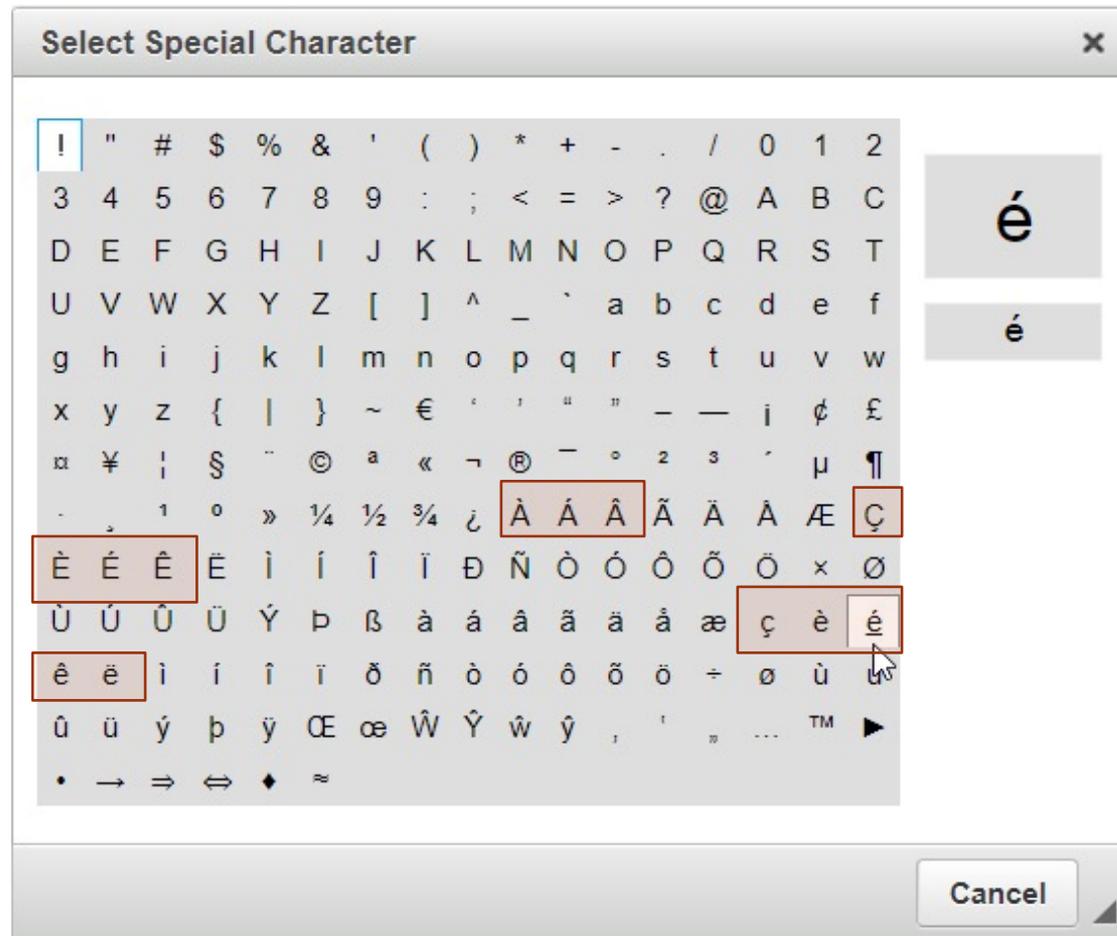
# Editor shortcuts



*Accessibility considerations:*

<http://www.mcgill.ca/it/article/accessibility>

# Available Special Characters



*Possible uses:*

- ✓ *Le français*
- ✓ *Mlle Noël*
- ✓ *Étudiante*
- ✓ *Je travaille à l'Université McGill à Montréal*

*Highlighted: Commonly used French characters*

# Creating Links

➤ URL:

Example:

<http://www.mcgill.ca/it>

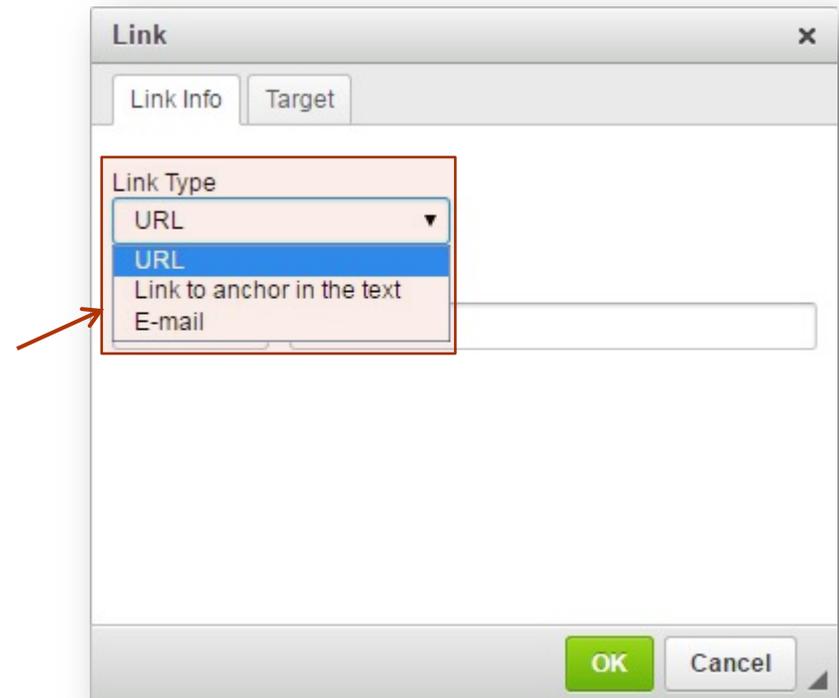
➤ E-mail

Example:

[ITsupport@mcgill.ca](mailto:ITsupport@mcgill.ca)

➤ Anchors

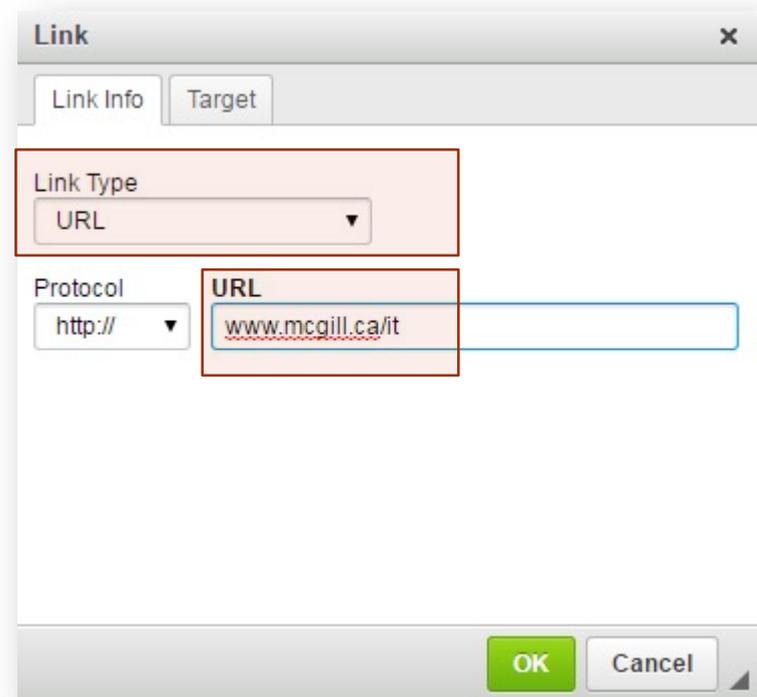
Example: F1, F2



# Standard link

To create a link to a web page

1. Add and highlight the text in the **Body**
2. Click  on the toolbar
3. Select **URL** in the **Link Type** list
4. Enter the **URL**
5. Click **OK**



## Note:

This method can be used to create **internal links** as well (copy and paste the link)

W3C Working Group considerations: <https://www.w3.org/TR/WCAG20-TECHS/G200.html>

# Link to an internal page

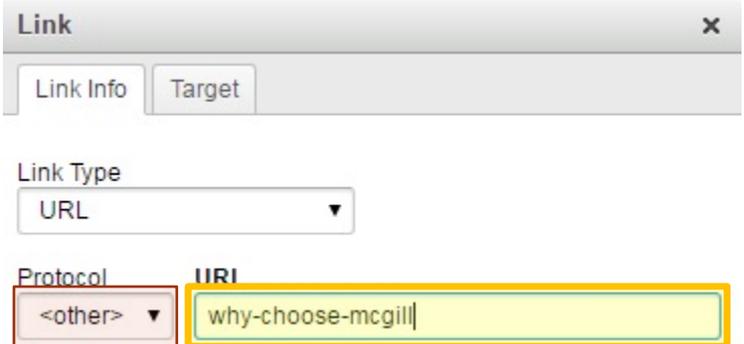
## To create a link to a web page

1. Add and highlight the text in the **Body**
2. Click  on the toolbar
3. Select **URL** in the **Link Type** list
4. Select **<other>** for Protocol
5. Enter the last part of the URL (after **/**)  
E.g.: **“why-choose-mcgill”**
6. Click **OK**

https://training.it.mcgill.ca/train/ why-choose-mcgill

**/** slash after site name

Last page of the URL



Link

Link Info Target

Link Type  
URL

Protocol URI  
<other> why-choose-mcgill|

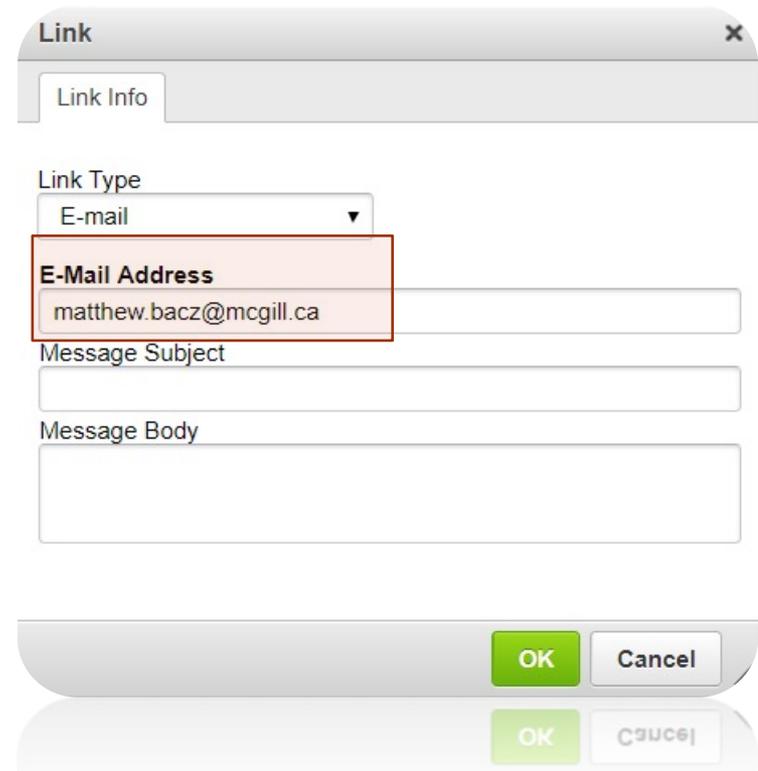
### Note:

The last part of the URL may be in the following format  
*“why-choose-mcgill/sub-page”* if a page is at a lower level in the “tree-structure”.

# Email Link

To create a link to an e-mail address

1. Add and highlight the text in the **Body**
2. Click  on the toolbar
3. Select **E-mail** in the **Link Type** list
4. Enter the e-mail address
5. Click **OK**



The screenshot shows a 'Link' dialog box with a 'Link Info' tab. The 'Link Type' dropdown menu is open, showing 'E-mail' selected. Below it, the 'E-Mail Address' field contains the text 'matthew.bacz@mcgill.ca'. The 'Message Subject' and 'Message Body' fields are empty. At the bottom right, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted in green.



# Exercise: Creating links

- Create a standard link to the McGill homepage
- Create a link to an internal page
- Create an email link



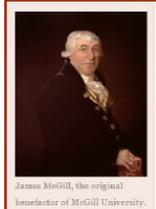
# We will be creating this..

## History

### Royal Institution for the Advancement of Learning

The creation of the Royal Institution for the Advancement of Learning (RIAL) in 1801, and its formation of two new Royal Grammar Schools in 1816, acted as turning points for Canada in two particular ways. First, the schools "were created by legislation, the District Public Schools Act of 1807, and they showed the government's willingness to support the costs of education and even the salary of a schoolmaster. Second, the law involved the state in education, an important first step in the creation of nondenominational schools." The original two schools closed in 1846; by the mid-19th century the RIAL lost control of the other 82 grammar schools it had administered. Its sole remaining purpose was to administer the McGill bequests on behalf of the college. McGill College continued to grow, now having the sole aim of providing post-secondary education. The RIAL continues to exist today; it is the corporate identity that runs the university and its various constituent bodies, including the former Macdonald College (now Macdonald Campus), the Montreal Neurological Institute and the Royal Victoria College (the former women's college turned residence). Since the revised Royal Charter of 1852, The Trustees of the RIAL comprise the Board of Governors of McGill University. One of Princess Louise, Duchess of Argyll's works as a sculptor is the statue of her Royal mother Queen Victoria erected in front of the Royal Victoria College, Montreal.

### McGill College



James McGill, born in Glasgow, Scotland on 6 October 1744, was a successful English and French-speaking merchant in Quebec, having matriculated into Glasgow University in 1756. Between 1811 and 1813 he drew up a will leaving his Burnside estate, a 19-hectare (47-acre) tract of rural land and 10,000 pounds to the Royal Institution for the Advancement of Learning.

Upon McGill's death in December 1813 the Royal Institution for the Advancement of Learning, established in 1801 by an Act of the Legislative Assembly of Lower Canada, added the establishing of a University pursuant to the condition will to its original function of administering elementary education in Lower Canada. As a condition of the bequest, the land and funds had to be used for the establishment of a "University or College, for the purposes of Education Advancement of Learning in the said Province." The will specified that it would be required to bear his name and must be established within 10 years of his death; otherwise the bequest would revert to the heirs of his wife.

image1

Image1 - James McGill.jpg

### Early history

The Arts Building, built in 1839 and designed by John Ostell, is the oldest building on campus still standing. Despite having a royal charter, McGill College was inactive until 1829 when the Montreal Medical Institution, which had been founded in 1823, became the college's first academic unit and Canada's first medical school. The Faculty of Medicine granted its first degree, a Doctor of Medicine and Surgery, in 1833; this was also the first medical degree to be awarded in Canada. The Faculty of Medicine remained the school's only functioning faculty until 1843 when the Faculty of Arts commenced teaching in the newly constructed Arts Building and East Wing

### Later development

Sir John William Dawson, McGill's principal from 1855 to 1893, is often credited with transforming the school into a modern university. He recruited the aid of Montreal's wealthiest citizens (eighty percent of Canada's wealth was then controlled by families who lived within the "Golden Mile" area that surrounded the university), many of whom donated property and funding needed to construct the campus buildings. Their names adorn many of the campus's prominent buildings. William Spier (architect) designed the addition of West Wing of the Arts Building for William Molson, 1861 Alexander Francis Dunlop designed major alterations to the East Wing of McGill College (now called the Arts Building, McGill University) for Prof. Bovey and the Science Dept., 1888. This expansion of the campus continued until 1920. Buildings designed by Andrew Taylor (Architect), include the Redpath Museum (1880), Macdonald Physics Building (1893), the Redpath Library (1893), the Macdonald chemistry Building (1896), the Macdonald Engineering Building (1907), and the Strathcona Medical Building

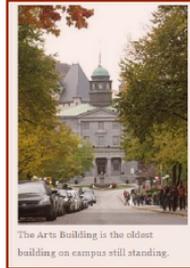


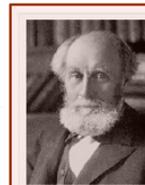
image2

Image2 - Arts Building.jpg

- ✓ Import formatted content
- ✓ 3 images: *border, caption, image alignment*
- ✓ PDF link

image3

Image3 - John William Dawson.jpg



Sir John William Dawson,  
Principal of McGill  
University 1855-1893.

Women's education at McGill began in 1884, when Donald Smith, also known as Lord Strathcona, began funding separate lectures for women, given by university staff members. The first degrees granted to women at McGill were conferred in 1888. In 1899, the Royal Victoria College (RVC) opened as a residential college for women at McGill. Until the 1970s, all female undergraduate students, known as "Donaldas," were considered to be members of RVC. Beginning in the autumn of 2010, the newer Tower section of Royal Victoria College is a co-ed dormitory, whereas the older West Wing remains strictly for women. Both the Tower and the West Wing of Royal Victoria College form part of the university's residence system. In 1900, the university established the MacLennan Travelling Library. McGill University waltz composed by Frances C. Robinson, was published in Montréal by W.H. Scroggie, c 1904. In 1905, the university acquired a second campus when Sir William C. Macdonald, one of the university's major benefactors, endowed a college in Sainte-Anne-de-Bellevue, 32 kilometres west of Montreal. Macdonald College, now known as the Macdonald Campus, opened to students in 1907, originally offering programs in agriculture, household science, and teaching.

McGill established the first post-secondary institutions in British Columbia to provide degree programs to the growing cities of Vancouver and Victoria. It created Victoria College in 1903, a two-year college offering first and second-year McGill courses in arts and science, which was the predecessor institution to the modern University of Victoria. The province's first university was incorporated in Vancouver in 1908 as the McGill University College of British Columbia. The private institution granted McGill degrees until it became the independent University of British Columbia in 1915. George Allan Ross (architect) designed the Pathological Building, 1922-23; the Neurological Institute, 1933; Neurological Institute addition 1938 at McGill University. Jean Julien Perrault (architect) designed the McTavish Street residence for Charles E. Gravel, which is now called David Thompson House (1934).

memorial window (1950) by Charles William Kelsey in the McGill War Memorial Hall depicts the figure of St. Michael and the badges of the Navy, Army and the Air Force. Six other windows (1951) by Charles William Kelsey on the west wall of the memorial hall depict the coats of arms of the regiments in which the McGill alumni were members. There is a memorial archway at Macdonald College, two additional floors added to the existing Sir Arthur Currie gymnasium, a hockey rink and funding for an annual Memorial Assembly. A Book of Remembrance on a marble table contains the names of those lost in both World Wars. The National Film Board of Canada documentary 'Occupation' (1970), directed by Bill Reid, documents the occupation of the offices of the Political Science Department at McGill University in 1970 by striking political science students.

Completed Exercise

PDF link

# Import formatted text from MS Word

1. Copy the text from a MS Word document
2. Paste the text (Ctrl+V) directly in the editor

- Clean <td> styles
- Empty <p> tags are stripped
- <i> tags for italics
- <b> tags for bold
- Alignments are preserved

Additional Info:

<https://www.mcgill.ca/wms/article/features/say-goodbye-paste-word>

# Inserting images

## Upload a file (image or document)

1. Place your cursor at the location where you would like your image to be inserted
2. Click the **Add media** icon
3. Click **Choose a file** under the **UPLOAD** tab
4. Click **Upload** tab
5. Click **Submit**



From your  
computer

A screenshot of a 'Select a file' dialog box. At the top, there are three tabs: 'UPLOAD', 'WEB', and 'LIBRARY'. The 'UPLOAD' tab is selected and highlighted with a red box. Below the tabs, there is a section titled 'Upload a new file \*'. It contains a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. Below this, there is a note: 'Files must be less than 32 MB. Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp.' At the bottom of the dialog, there are 'Submit' and 'Cancel' buttons.

# Resizing images

It is recommended to resize images before uploading them.

Suggested applications:

SnagIt Editor or another image editor

Download Snag-It via the McGill software licensing site at [mcgill.ca/software](http://mcgill.ca/software)



170px-james\_mcgill.jpg

## OPTIONS

Display as

Original



Choose the type of display you would like for this file. Please

Recommended option: Original

Adobe Photoshop  
is of course another possibility

# Inserting images



## Display with

No border

Border

Border and image caption

Select image display option: No border, border, border + image caption

## Tags

Enter a comma-separated list of words to describe your image.

## Image Caption

James McGill, the original benefactor of McGill University

Add a caption if you selected the **Border and image caption** option

Caption that appears below the image when image is inserted into the WYSIWYG using the 'Caption' view mode.

## Alt Text

James McGill, the original benefactor of McGill University

Alt text attribute used in HTML image tag. Providing a description of the image here will allow users with accessibility issues to better navigate your content.

## Title Text

James McGill, the original benefactor of McGill University

Title text attribute used in HTML image tag.

## Credit

Credit information for the photographer/creator of this image. This is not publicly displayed with any of the existing view modes.

Add text for individuals with visual disabilities, search engine optimization & credit (author/organization name) if required

## File title

James McGill, the original benefactor of McGill University

A descriptive title for this image (used with links).

## License settings for this image

None (all rights reserved)

Select a Creative Commons license for others who use this image.

# Enabling Image alignment & other options

Body

Trader, pioneer and  
James McGill, the ma  
University that bears  
6. 1744. the eldest s  
dies at Glasg  
Although he  
on instilled i  
of others, n  
Sometime before 1766, McGill immigrated to Ne  
His hard work and French fluency served him w  
the G

Cut  
Copy  
Paste  
Image Properties

Image Properties

Image Info Link Advanced

URL  
[mbnail/public/james\\_mcgill-colour.jpg?itok=ibnjz86A](mbnail/public/james_mcgill-colour.jpg?itok=ibnjz86A)

Alternative Text

Width  
125

Height  
125

Border

HSpace

VSpace

Alignment  
Left

Preview

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa m risus. Fusce mi corper

OK Cancel

body p img

Right click image &  
Select Image Properties

Set alignment  
to Left or Right

# Add images/files

Previously uploaded images and files will appear in the Library section

Select a file

UPLOAD WEB **LIBRARY**

File name

Type

Sort by

Order

			
james_mcgill-c...	street_view.jpg	lower-campus....	mcgill-college...

Submit Cancel

# Adding files (e.g.: a PDF file)

- Same steps as for an image
- Important:  
Add a descriptive name  
(text that you would like to  
be displayed once you  
publish your page)  
in the **File title** field
- This text will be displayed in  
the View Draft or Publish  
tabs not in the content  
editor (WYSIWYG)

Embedding *completed\_exercise\_-\_drupal7\_-\_with\_captions.pdf*

 completed\_exercise\_-\_drupal7\_-\_with\_captions.pdf

**OPTIONS**

Display as

Choose the type of display you would like for this file. Please be aware that files may display differently than they do when they are inserted into an editor.

**File title**

A descriptive title for this document (used with links).

**Description**

**B I U S**                       



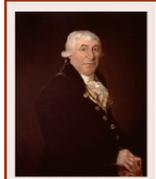
# OK let's do it..

## History

### Royal Institution for the Advancement of Learning

The creation of the Royal Institution for the Advancement of Learning (RIAL) in 1801, and its formation of two new Royal Grammar Schools in 1816, acted as turning points for Canada in two particular ways. First, the schools "were created by legislation, the District Public Schools Act of 1807, and they showed the government's willingness to support the costs of education and even the salary of a schoolmaster. Second, the law involved the state in education, an important first step in the creation of nondenominational schools." The original two schools closed in 1846; by the mid-19th century the RIAL lost control of the other 82 grammar schools it had administered. Its sole remaining purpose was to administer the McGill bequests on behalf of the college. McGill College continued to grow, now having the sole aim of providing post-secondary education. The RIAL continues to exist today; it is the corporate identity that runs the university and its various constituent bodies, including the former Macdonald College (now Macdonald Campus), the Montreal Neurological Institute and the Royal Victoria College (the former women's college turned residence). Since the revised Royal Charter of 1852, The Trustees of the RIAL comprise the Board of Governors of McGill University. One of Princess Louise, Duchess of Argyll's works as a sculptor is the statue of her Royal mother Queen Victoria erected in front of the Royal Victoria College, Montreal.

### McGill College



James McGill, born in Glasgow, Scotland on 6 October 1744, was a successful English and French-speaking merchant in Quebec, having matriculated into Glasgow University in 1756. Between 1811 and 1813 he drew up a will leaving his Burnside estate, a 19-hectare (47-acre) tract of rural land and 10,000 pounds to the Royal Institution for the Advancement of Learning.

Upon McGill's death in December 1813 the Royal Institution for the Advancement of Learning, established in 1801 by an Act of the Legislative Assembly of Le Canada, added the establishing of a University pursuant to the condition will to its original function of administering elementary education in Lo As a condition of the bequest, the land and funds had to be used for the establishment of a "University or College, for the purposes of Education Advancement of Learning in the said Province." The will specified that it would be required to bear his name and must be established within 10 years death; otherwise the bequest would revert to the heirs of his wife.

image1

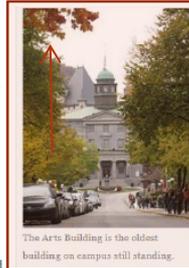
Image1 - James McGill.jpg

### Early history

The Arts Building, built in 1839 and designed by John Ostell, is the oldest building on campus still standing. Despite having a royal charter, McGill College was inactive until 1829 when the Montreal Medical Institution, which had been founded in 1823, became the college's first academic unit and Canada's first medical school. The Faculty of Medicine granted its first degree, a Doctor of Medicine and Surgery, in 1833; this was also the first medical degree to be awarded in Canada. The Faculty of Medicine remained the school's only functioning faculty until 1843 when the Faculty of Arts commenced teaching in the newly constructed Arts Building and East Wing

### Later development

Sir John William Dawson, McGill's principal from 1855 to 1893, is often credited with transforming the school into a modern university. He recruited the aid of Montreal's wealthiest citizens (eighty percent of Canada's wealth was then controlled by families who lived within the "Golden Mile" area that surrounded the university), many of whom donated property and funding needed to construct the campus buildings. Their names adorn many of the campus's prominent buildings. William Spier (architect) designed the addition of West Wing of the Arts Building for William Molson, 1861 Alexander Francis Dunlop designed major alterations to the East Wing of McGill College (now called the Arts Building, McGill University) for Prof. Bovey and the Science Dept., 1888. This expansion of the campus continued until 1920. Buildings designed by Andrew Taylor (Architect), include the Redpath Museum (1880), Macdonald Physics Building (1893), the Redpath Library (1893), the Macdonald chemistry Building (1896), the Macdonald Engineering Building (1907), and the Strathcona Medical Building



The Arts Building is the oldest building on campus still standing.

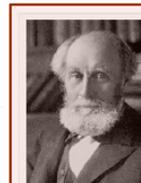
image2

Image2 - Arts Building.jpg

- ✓ Import formatted content from MS Word
- ✓ 3 images: *border, caption, image alignment*
- ✓ PDF link

image3

Image3 - John William Dawson.jpg



Sir John William Dawson, Principal of McGill University 1855-1893.

Women's education at McGill began in 1884, when Donald Smith, also known as Lord Strathcona, began funding separate lectures for women, given by university staff members. The first degrees granted to women at McGill were conferred in 1888. In 1899, the Royal Victoria College (RVC) opened as a residential college for women at McGill. Until the 1970s, all female undergraduate students, known as "Donaldas," were considered to be members of RVC. Beginning in the autumn of 2010, the newer Tower section of Royal Victoria College is a co-ed dormitory, whereas the older West Wing remains strictly for women. Both the Tower and the West Wing of Royal Victoria College form part of the university's residence system. In 1900, the university established the MacLennan Travelling Library. McGill University waltz composed by Frances C. Robinson, was published in Montréal by W.H. Scroggie, c 1904. In 1905, the university acquired a second campus when Sir William C. Macdonald, one of the university's major benefactors, endowed a college in Sainte-Anne-de-Bellevue, 32 kilometres west of Montreal. Macdonald College, now known as the Macdonald Campus, opened to students in 1907, originally offering programs in agriculture, household science, and teaching.

McGill established the first post-secondary institutions in British Columbia to provide degree programs to the growing cities of Vancouver and Victoria. It created Victoria College in 1903, a two-year college offering first and second-year McGill courses in arts and science, which was the predecessor institution to the modern University of Victoria. The province's first university was incorporated in Vancouver in 1908 as the McGill University College of British Columbia. The private institution granted McGill degrees until it became the independent University of British Columbia in 1915. George Allan Ross (architect) designed the Pathological Building, 1922-23; the Neurological Institute, 1933; Neurological Institute addition 1938 at McGill University. Jean Julien Perrault (architect) designed the McTavish Street residence for Charles E. Gravel, which is now called David Thompson House (1934).

memorial window (1950) by Charles William Kelsey in the McGill War Memorial Hall depicts the figure of St. Michael and the badges of the Navy, Army and the Air Force. Six other windows (1951) by Charles William Kelsey on the west wall of the memorial hall depict the coats of arms of the regiments in which the McGill alumni were members. There is a memorial archway at Macdonald College, two additional floors added to the existing Sir Arthur Currie gymnasium, a hockey rink and funding for an annual Memorial Assembly. A Book of Remembrance on a marble table contains the names of those lost in both World Wars. The National Film Board of Canada documentary 'Occupation' (1970), directed by Bill Reid, documents the occupation of the offices of the Political Science Department at McGill University in 1970 by striking political science students.

Completed Exercise

PDF link

# My Workbench Overview

My Workbench  **Creating shortcuts**

**MY CONTENT** CREATE CONTENT FILE LIST MY DRAFTS

My Edits All Recent Content

✔ Operating in maintenance mode.

**My Profile**  
matthew.bacz@mcgill.ca  
Last access: Mon, 01/23/2017 - 14:45  
Roles: Site Editor

**My Edits**  
You haven't created or edited any content. [view all](#)

The 10 most recent changes to all site content.

NODE ID	TITLE	TYPE	STATUS	LANGUAGE	AUTHOR	LAST UPDATED	ACTIONS
3	<a href="#">Home</a>	Basic page	Published	English	admin	13 min 8 sec ago	<a href="#">edit</a>
607	<a href="#">myGallery</a>	Gallery	Published	English	training1.ics@m...	1 day 4 hours ago	<a href="#">edit</a>
605	<a href="#">Applying to McGill</a>	Basic page	Published	English	training1.ics@m...	1 day 5 hours ago	<a href="#">edit</a>
606	<a href="#">Why Choose McGill? (french)</a>	Basic page	Published	French	training1.ics@m...	1 day 5 hours ago	<a href="#">edit</a>
7	<a href="#">Research at McGill</a>	Basic page	Published	English	admin	1 day 6 hours ago	<a href="#">edit</a>
11	<a href="#">Funding</a>	Basic page	Published	English	admin	6 days 14 hours ago	<a href="#">edit</a>
10	<a href="#">Nightlife</a>	Basic page	Published	English	admin	6 days 14 hours ago	<a href="#">edit</a>
9	<a href="#">Restaurants in Montreal</a>	Basic page	Published	English	admin	6 days 14 hours ago	<a href="#">edit</a>
8	<a href="#">Living in Montreal</a>	Basic page	Published	English	admin	6 days 14 hours ago	<a href="#">edit</a>
6	<a href="#">Campus</a>	Basic page	Published	English	admin	6 days 14 hours ago	<a href="#">edit</a>

[view all](#)

Four key tabs:

- My Content
- Create Content
- File List
- My Drafts

Click to view all site content types & filters

# Inserting a table

1. Put your cursor in the **Body** where you want to insert the table
2. Click  on the toolbar
3. Enter the number of columns and rows
4. Choose if you want a header in the **Headers'** list.
5. Text in the **Caption** will show above the table.
6. Click **OK**.



Do not use tables to layout text

The image shows a software toolbar with a 'Format' dropdown and several icons. The table icon is highlighted with a red box. Below the toolbar is a 'Table Properties' dialog box. The dialog box has a title bar with a close button (X). It contains the following fields and options:

- Rows:** A text input field containing the number '3'.
- Columns:** A text input field containing the number '2'.
- Headers:** A dropdown menu with a red border. The menu is open, showing the following options: 'None', 'None', 'First Row' (highlighted in blue), 'First column', and 'Both'.
- Summary:** A text input field.

At the bottom of the dialog box, there are two buttons: 'OK' (green) and 'Cancel' (grey). The dialog box is shown twice, once above the other, suggesting a sequence of actions.



# Exercise: Creating a table

UNIVERSITY	RANK
McGill	1
UofT	2
Queens	3
UBC	4

Note:

The default behavior of a WMS table is to fill the available page width.

Source:

[https://en.wikipedia.org/wiki/Rankings\\_of\\_universities\\_in\\_Canada](https://en.wikipedia.org/wiki/Rankings_of_universities_in_Canada)

# Displaying McGill course details - eCalendar

➤ For courses, in the **Body** enter one of these 4 formats:

**[course long BIOL 200]**

Format Course

**[course medium BIOL 200]**

Description is collapsed

**[course short BIOL 200]**

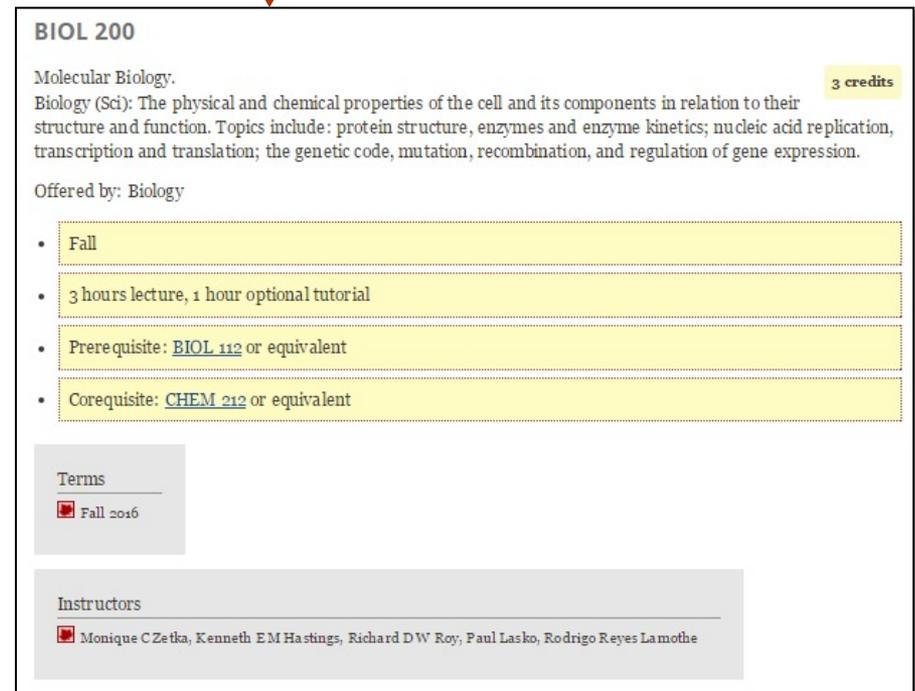
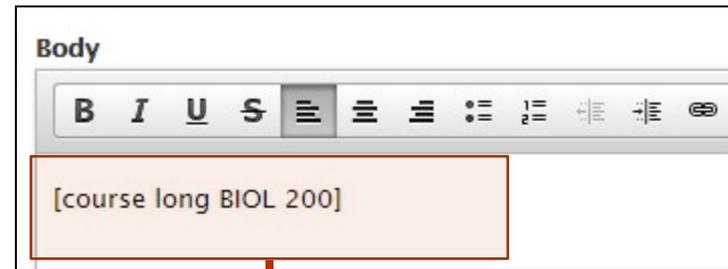
Course number and title only

**[course link BIOL 200]**

Link to the description of the **Programs, Courses and University Regulations** website

Note:

Course “short tags” need to be added manually.

A screenshot of the McGill eCalendar course details page for BIOL 200. The page title is "BIOL 200" with "3 credits" in a yellow box. The description reads: "Molecular Biology. Biology (Sci): The physical and chemical properties of the cell and its components in relation to their structure and function. Topics include: protein structure, enzymes and enzyme kinetics; nucleic acid replication, transcription and translation; the genetic code, mutation, recombination, and regulation of gene expression." It is offered by Biology. The page lists several details in yellow boxes: "Fall", "3 hours lecture, 1 hour optional tutorial", "Prerequisite: BIOL 112 or equivalent", and "Corequisite: CHEM 212 or equivalent". There are sections for "Terms" (Fall 2016) and "Instructors" (Monique C Zetka, Kenneth EM Hastings, Richard DW Roy, Paul Lasko, Rodrigo Reyes Lamothe).

# Displaying programs requirements

1. Go to [www.mcgill.ca/study](http://www.mcgill.ca/study)
2. Login with your McGill credentials
3. Enter a key word in the search box located right below “Quick Links” (e.g. Management)
4. Select relevant tab (e.g. Programs) & click on one of the search results
5. Scroll down to the bottom of the page

The WMS “short tags” should appear at the bottom of the screen

Link to program content using this short-tag:

[program long C-MGMT X MGT MAJOR]

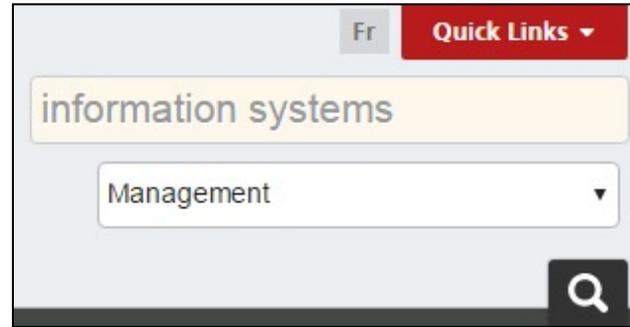
Additional information:

<http://www.mcgill.ca/es/ecalendar-project/content-syndication>



# Exercise: eCalendar Short Tags

**SCENARIO: BACHELOR OF COMMERCE – MAJOR: INFORMATION SYSTEMS**  
E-Calendar info available at the following site: [www.mcgill.ca/study](http://www.mcgill.ca/study)



Display Information Systems specialization (Major) courses

Bachelor of Commerce – Major Information Systems (30 credits)

**[program long BCOM-MAJ X ISM MAJOR]**

**[program medium BCOM-MAJ X ISM MAJOR]**

Display Management Core program information

Bachelor of Commerce – Management Core (36 credits)

**[ecalendar 09020fda8001d609 09020fda80038fb0]**

# Inserting a YouTube video

1. Place your cursor in the right position.
2. Click **Add media** icon
3. Click on the **Web** tab
4. Click copy and paste  
YouTube video link into available box
5. Click **Submit**.



Web tab > Copy & Paste  
YouTube link

Select a file

UPLOAD WEB LIBRARY

**File URL or media resource \***

Enter a URL to a file or media resource. Many media providers also support identifying media

**Supported providers**

- YouTube

Submit Cancel

# Resizing a YouTube video

Right-click to find the **Image Properties**

The screenshot shows a web browser window with a video player. A right-click context menu is open over the video, with the 'Image Properties' option highlighted. An 'Image Properties' dialog box is open, showing the 'Image Info' tab. The 'Width' and 'Height' fields are both set to '100'. A red arrow points from the 'Image Properties' option in the context menu to the 'Image Properties' dialog box. Another red arrow points from the 'Image Properties' dialog box to the 'Image Properties' option in the context menu. The 'Image Properties' dialog box also shows a 'Preview' section with a video player and some placeholder text.

Image Properties

Image Info Link

URL  
icons/default/video-

Alternative Text

Width  
100

Height  
100

Border

HSpace

VSpace

Alignment  
<not set>

Preview

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et

OK Cancel

- Change the Width and the Height
- To play in the default player, leave the Width and the Height boxes empty
- Do not save at 100 x 100 (size is set in pixels not '%')



# Exercise: YouTube content

SCENARIO: Add a McGill YouTube video to your site

McGill Youtube channel:

[www.youtube.com/mcgilluniversity](http://www.youtube.com/mcgilluniversity)

1. Find the most popular video in the channel
2. Insert it in your webpage

360h x 640w



# WMS Editor (WYSIWYG) Templates

Templates can be accessed by clicking on the **Templates** button



## Main types:

- Columns (*X Column layout*)
- Accordions
- Tabs
- Big Numbers

The **columns** templates (2 to 5 columns are available) are used to reformat the visual display of your text into columns.

**Accordions** and **Tabs** are alternative ways of presenting groups of content.

# Template: Two column layout

Traditional layout

## All about McGill

With some 300 buildings, 40,000 students, 250,000 living alumni, and a reputation for excellence that reaches around the globe, McGill has carved out a spot among the world's greatest universities.

We invite you to explore some of the momentous achievements of McGill and McGillians. While we're proud of what we've accomplished, our story is still being written, and new chapters are added all the time. If you're considering an academic career at McGill, we hope that one day you will count your own pages among them.



2 column layout

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# Template: Accordion

- ⊕ **Student Advisory Council on IT**
- ⊕ **Information Systems Coordination Committees**
- ⊖ **IT Security Council**

Chaired by the Director of Information Security, its membership includes both technical IT staff and functional experts from non-IT departments. The IT Security Council also offers assistance to non-IT units on technical security matters in an advisory capacity.

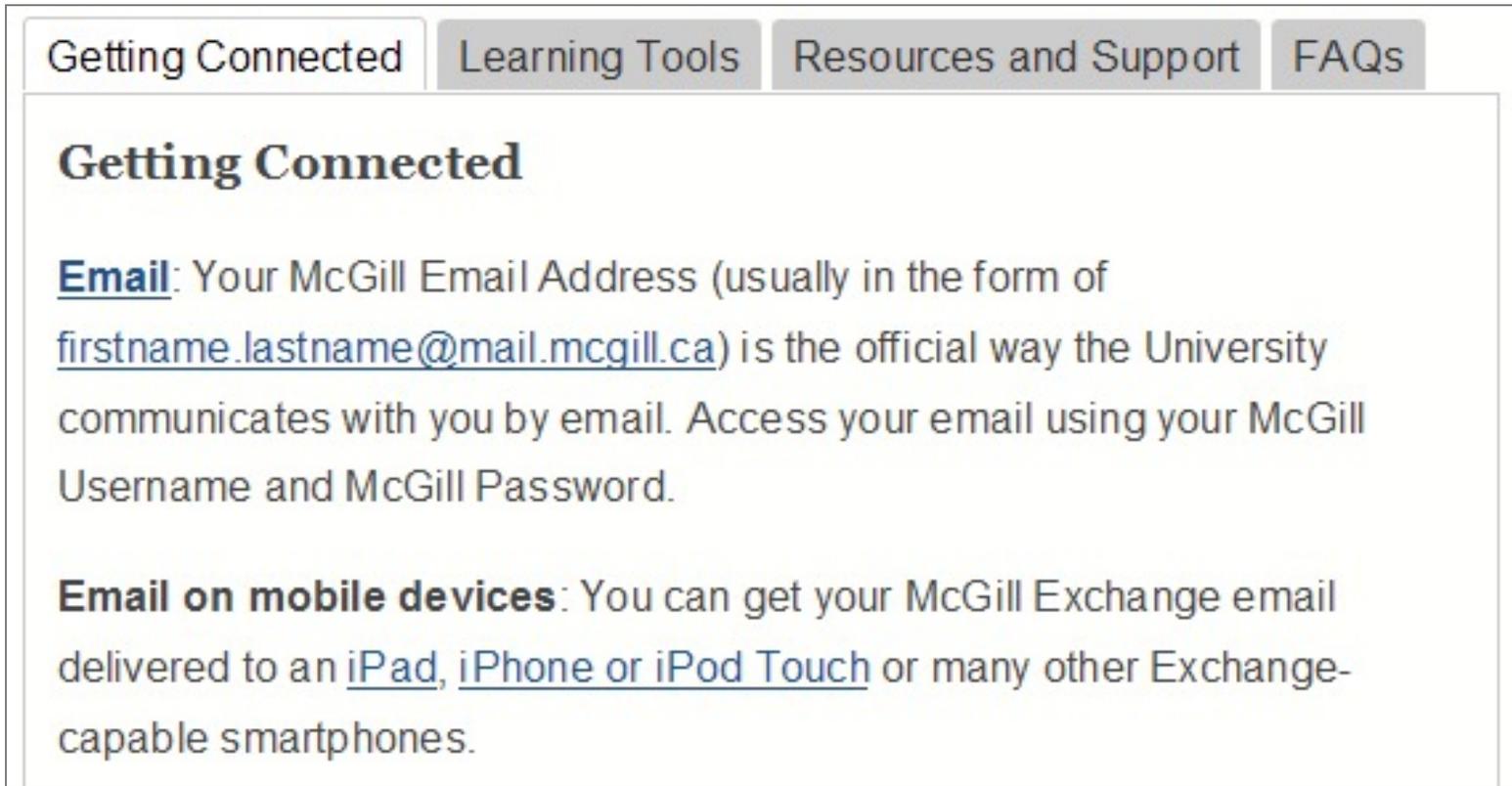
- ⊕ **Architecture and Integration Committee**

Example: <https://www.mcgill.ca/it/forms>

*Note: 4 items are created by default. Adding additional items is possible but requires adding tags manually in the source view. Refer to KB article.*

*Suggested HTML tutorial: [www.w3schools.com](http://www.w3schools.com)*

# Template: Tabs - horizontal



Getting Connected   Learning Tools   Resources and Support   FAQs

**Getting Connected**

**Email:** Your McGill Email Address (usually in the form of [firstname.lastname@mail.mcgill.ca](mailto:firstname.lastname@mail.mcgill.ca)) is the official way the University communicates with you by email. Access your email using your McGill Username and McGill Password.

**Email on mobile devices:** You can get your McGill Exchange email delivered to an [iPad](#), [iPhone](#) or [iPod Touch](#) or many other Exchange-capable smartphones.

Example: <http://www.mcgill.ca/it/get-started-it/students/>

*Note: 4 items are created by default. Adding additional items is possible but requires adding tags manually in the source view. Refer to KB article.*

It is also possible to create “horizontal tabs”:

<http://www.mcgill.ca/wms/article/updates/tabs-two-ways>

# Template: Tabs - vertical

Reputation	<p>Founded in 1906, the Desautels Faculty of Management at McGill University is ranked as one of the world's top international business schools. The Faculty's innovative programs and historic reputation for excellence continue to attract the finest students and the most <u>prominent professors</u> from around the globe to its downtown campus located in the vibrant metropolis of Montreal.</p> <ul style="list-style-type: none"><li>• Read more <a href="#">Desautels news</a>, <a href="#">Research news</a> and <a href="#">Alumni news</a></li><li>• Visit our <a href="#">Events calendar</a> and follow the <a href="#">#DesautelsFamily</a> on social</li><li>• Learn about the <a href="#">work culture at Desautels</a></li></ul>
Programs	
Research	
Integrated Management	
Executive Training	

Example:

<http://www.mcgill.ca/desautels>

Additional information:

<http://www.mcgill.ca/wms/article/updates/tabs-two-ways>



# Exercise: Templates

**SCENARIO: Convert existing content to an alternative format using the 2 column template, accordions and tabs**

1

## Montreal: a stunning city

Montreal is an ideal place to live while pursuing graduate studies. It sparkles with culture, from Cirque du Soleil and the International Jazz Festival, to the vibrant harmony of live bands and spirited patio conversations. The city's diverse architecture juxtaposes elegant heritage buildings with some of North America's most unique and exciting structures. Only in Montreal can graduate students live such a comfortable life. Rent is significantly lower than in other major university cities. All areas of the city are easily accessible through the Metro subway system and numerous bike paths, so, you don't need a car to get around.

## Fantastic opportunities

Montreal is also a centre of economic development. Many aeronautical, pharmaceutical and financial firms are based here, leading to plentiful employment opportunities. As one of the world's foremost producers of interactive entertainment, Montreal continually garners an excellent reputation for its cultural exports. Home to four major universities, Montreal has the most students per capita in North America.

2

### - [Item1](#)

There are many sources of funding for graduate education, and the mechanism to obtain the funding will vary between sources.

### + [Item2](#)

### + [Item3](#)

### + [Item4](#)

3

Research1

Research2

Research3

Research4

## Research1

In the laboratory and beyond, we are committed to groundbreaking research and cutting-edge programs.

# Template: Big Numbers

**41000 students**

*200 years in the making..*

*www.mcgill.ca/about*

## History

### Royal Institution for the Advancement of Learning

The creation of the Royal Institution for the Advancement of Learning (RIAL) and the Royal Grammar Schools in 1816, acted as turning points for Canada in two ways. Created by legislation, the District Public Schools Act of 1807, and they should support the costs of education and even the salary of a schoolmaster. Secondary education, an important first step in the creation of nondenominational schools.

Format



**41000 students**

*200 years in the making..*

*www.mcgill.ca/about*

Additional information:

<http://www.mcgill.ca/wms/article/inspiration-updates/going-big-big-numbers>



# Exercise: Big Numbers

SCENARIO: Update Why-McGill page using the Big Numbers template

**41000 students**

*200 years in the making..*

*[www.mcgill.ca/about](http://www.mcgill.ca/about)*

## History

### Royal Institution for the Advancement of Learning

The creation of the Royal Institution for the Advancement of Learning (RIAL) in 1801, and its formation of two new Royal Grammar Schools in 1816, acted as turning points for Canada in two particular ways. First, the schools "were created by legislation, the District Public Schools Act of 1807, and they show support the costs of education and even the salary of a schoolmaster. Second, education, an important first step in the creation of nondenominational sch

Format



**41000 students**

*200 years in the making..*

*[www.mcgill.ca/about](http://www.mcgill.ca/about)*



# Optional Exercise: Big Numbers - advanced

SCENARIO: Update Why-McGill page using the Big Numbers template



*Serving McGill students, faculty and staff*

## **Around the world**

*More than*

**4,000**

*Site managers trained*

*Close to*

**800**

*Websites*

*Over*

**1,700**

*Active site managers*

Live example:

<http://www.mcgill.ca/wms/community>

# HTML

- Content between opening and closing HTML tags
- Paragraph

`<p>` **We continue to be on the forefront of education and discovery with our innovative programs.** `</p>`

`<p class="box">` **At McGill, you have the opportunity to work with world-class faculty in fostering new cross-disciplinary scholarship.** `</p>`

- Headings

`<h2>` **McGill History** `</h2>`

- Break (changes line): `<br />` (no closing tag)
- Horizontal line: `<hr />` (no closing tag)

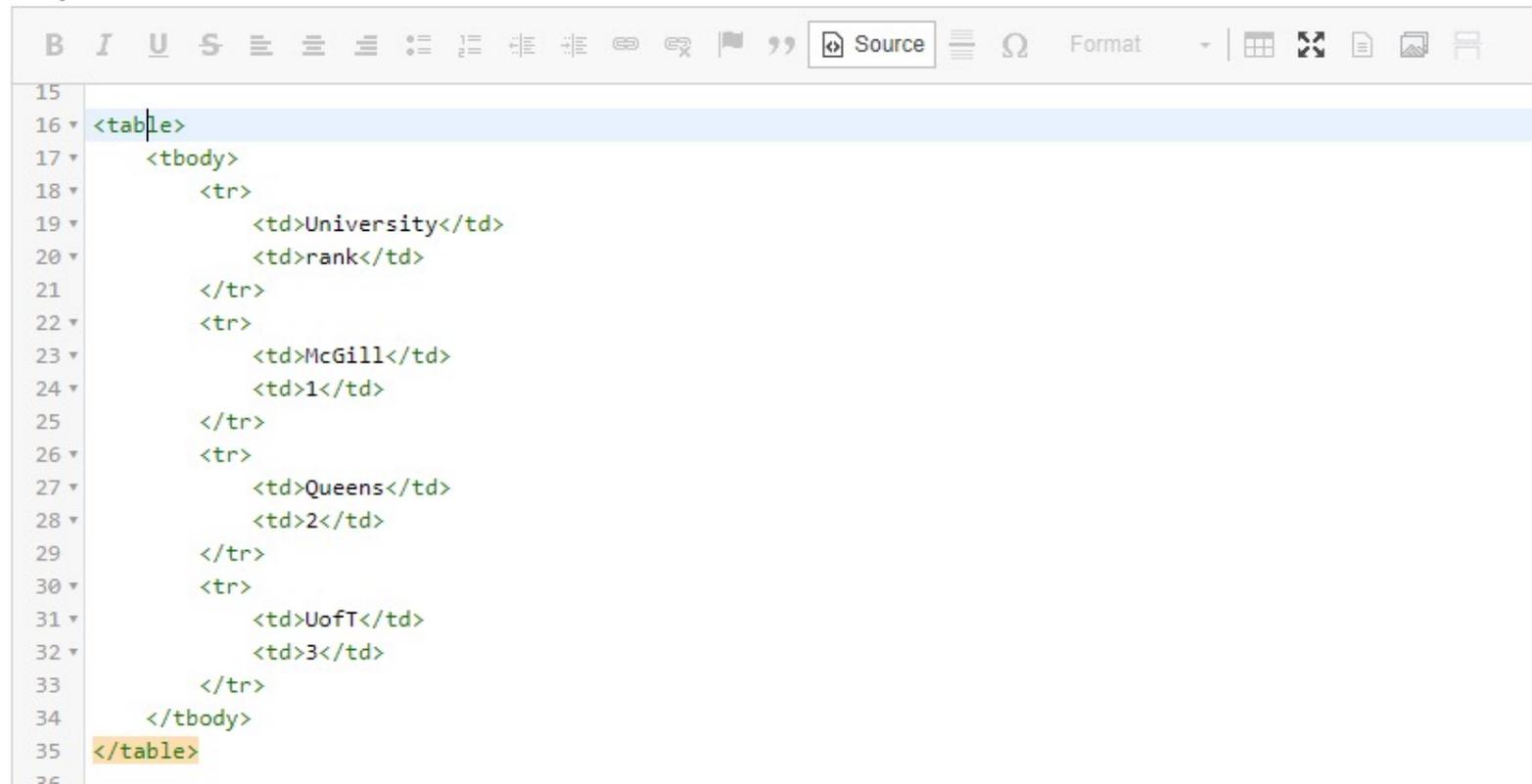
Recommended tutorial:  
[www.w3schools.com/html/](http://www.w3schools.com/html/)

# Source view syntax highlighting

Starting and ending tags are color coded

Press CTRL+Q to expand code sections.

*E.g.: Display or collapse a table in source view*



```
15
16 <table>
17   <tbody>
18     <tr>
19       <td>University</td>
20       <td>rank</td>
21     </tr>
22     <tr>
23       <td>McGill</td>
24       <td>1</td>
25     </tr>
26     <tr>
27       <td>Queens</td>
28       <td>2</td>
29     </tr>
30     <tr>
31       <td>UofT</td>
32       <td>3</td>
33     </tr>
34   </tbody>
35 </table>
>>
```

Additional Information:

<https://www.mcgill.ca/wms/article/features/cracking-code-improved-source-editor>

# Table formatting options using “classes”

- Default “zebra” style

E.g.: `<table class="zebra"> ... </table>` or  
`<table> ... </table>`

*Default behavior:* table uses available page width

UNIVERSITY	RANK
McGill	1
UofT	2
Queens	3
UBC	4

# Table styles (classes) overview

no-zebra collapse



UNIVERSITY	RANK
McGill	1
UofT	2
Queens	3
UBC	4

tablesorter collapse



UNIVERSITY	RANK
McGill	1
UofT	2
Queens	3
UBC	4

UNIVERSITY	RANK
McGill	1
UofT	2
Queens	3
UBC	4

zero collapse

Table classes can be combined

To **change** the default **width** of your table use the **collapse** class

```
<table class="no-zebra collapse"> ... </table>
```

```
<table class="no-zebra"> ... </table>
```

← Table fills available page width

# Advanced formatting options using “classes”

- Ordered List

E.g.: `<ol class="enhance"> ... </ol>`

- 1 Track your application status
- 2 Submit your supporting documents
- 3 Arrange for external test results to be sent
- 4 Apply for scholarships and/or financial aid
- 5 Find out when you can expect a decision

Additional information:

<http://www.mcgill.ca/wms/article/wms-tips/classy-touches-your-wms-site>

# Advanced formatting options using “classes”

- Pull quote

E.g.: `<p><span class="pull-quote"> ... </span></p>`



Lorem ipsum  
dolor sit  
amet,  
consectetur  
adipiscing  
elit. Aenean  
sit amet enim  
ut ante

dignissim congue in ut odio. That reputation—and, in fact, everything that McGill is today—comes from the efforts, contributions and achievements of hundreds of thousands of people. Interdum et malesuada fames ac ante ipsum primis in faucibus. Donec imperdiet scelerisque nulla sit amet imperdiet.

That reputation—  
and, in fact,  
everything that  
McGill is today—  
comes from the  
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contributions and  
achievements of  
hundreds of  
thousands of  
people.

Additional information:

<http://www.mcgill.ca/wms/article/wms-tips/classy-touches-your-wms-site>

# Advanced formatting options using “classes”

- Highlight

**Examples:**     `<p class="note"> ... </p>`

Our emphasis on interdisciplinary approaches forges new and unexpected partnerships—and gets the results that fuel cultural and economic prosperity.

`<p class="box"> ... </p>`

We continue to be on the forefront of education and discovery, with our innovative programs, exceptional faculty, and state-of-the-art facilities. These attributes, and the rich campus life at McGill, provide you with a solid foundation on which you can build your own history.

Additional information:

<http://www.mcgill.ca/wms/article/wms-tips/classy-touches-your-wms-site>

# Advanced formatting options using “classes”

- Note and Box

**Examples:**     `<p class=“highlight-inline”>`

McGill is one of Canada's leading research-intensive universities and has earned an international reputation for scholarly achievement and scientific discovery.

`<p class=“highlight-icon”>`



McGill is one of Canada's leading research-intensive universities and has earned an international reputation for scholarly achievement and scientific discovery.

Additional information:

<http://www.mcgill.ca/wms/article/wms-tips/classy-touches-your-wms-site>

# Using the “grid” class to convert list items to a “grid” layout

1. This is the first list item
2. This is the second list item
3. This is the third list item
4. This is the fourth list item
5. This is the fifth list item
6. This is the sixth list item

1 This is the first list item	2 This is the second list item	3 This is the third list item	4 This is the fourth list item
5 This is the fifth list item	6 This is the sixth list item		

`<ol class="grid">`

```
<ol>
  <li>This is the first list item</li>
  <li>This is the second list item</li>
  <li>This is the third list item</li>
  <li>This is the fourth list item</li>
  <li>This is the fifth list item</li>
  <li>This is the sixth list item</li>
</ol>
```

```
<ol class="grid">
  <li>This is the first list item</li>
  <li>This is the second list item</li>
  <li>This is the third list item</li>
  <li>This is the fourth list item</li>
  <li>This is the fifth list item</li>
  <li>This is the sixth list item</li>
</ol>
```

Additional information:

<https://www.mcgill.ca/wms/article/features/list-grid-new-grid-class>

# Grid class used for **ordered lists** <ol> and **unordered lists** <ul>

<ol class="grid">

<b>1</b> This is the first list item	<b>2</b> This is the second list item	<b>3</b> This is the third list item	<b>4</b> This is the fourth list item
<b>5</b> This is the fifth list item	<b>6</b> This is the sixth list item		

<ul class="grid">

This is the first list item	This is the second list item	This is the third list item	This is the fourth list item
This is the fifth list item	This is the sixth list item		

Additional information:

<https://www.mcgill.ca/wms/article/features/list-grid-new-grid-class>

# Grid class: advanced parameters

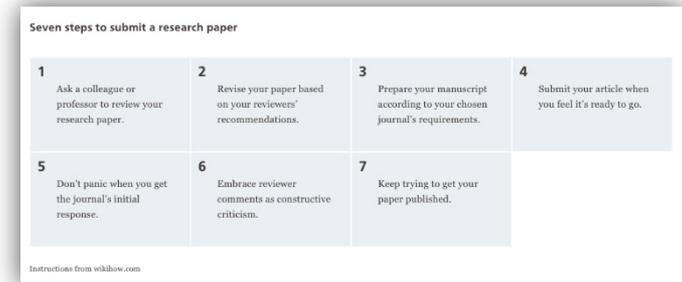
- zero

Examples: `<ol class="grid zero">`



- alternate

Examples: `<ol class="grid alternate">`



- enhance

Examples: `<ol class="grid enhance">`





# Optional Exercise: Organizing content using tags

1. Add a tag called “WMS” on at least 3 pages in your training site
2. Add the following suffix information to your site URL:  
“/category/tags/**WMS**”

E.g.: *http://training.it.mcgill.ca/trainX/category/tags/**WMS***

Tags

WMS

3. Your pages will be organized in the following fashion:

## WMS

**Home**

McGill one of the best universities in North America...

[READ MORE](#)

**Living in Montreal**

Montreal: a stunning city

[READ MORE](#)

**Why Choose McGill?**

Serving McGill students, faculty and staff  
Around the world More than 4,000 Site  
managers trained

[READ MORE](#)

# Site Editor Access request form

<http://www.mcgill.ca/itsupport>

Home > Service catalogue > Websites & Webtools > WMS website permissions

Direct link: <https://mcgill.ca/x/o22>

- **Only a Site Sponsor or a Site Administrator is authorized to submit this form.** If a site manager who is not a Site Administrator submits the form, the request will be denied.
- If you do not know who the Site Sponsor or Site Administrator is for your site, contact the [IT Service Desk](#) to find out before submitting this form.
- **Site Sponsor:** a.k.a. site owner, is typically the unit head, e.g., Dean, Chair, Director, Senior Manager, or delegate.
- **Site Administrator:** (maximum two per site) a site manager appointed by the Site Sponsor to the role of Site Administrator; this role has the most comprehensive level of permissions to access additional specialized features in the WMS and is responsible for ensuring the overall quality, “look & feel”, and objectives of a site.
- **Site Manager:** an individual with site manager permissions; a site can have multiple site managers.
- **Site Editor:** an individual with site editor permissions; a site can have multiple site editors.

# Questions?

- IT Services web page: [www.mcgill.ca/it](http://www.mcgill.ca/it)
- IT Self-Serve Portal: [www.mcgill.ca/itsupport](http://www.mcgill.ca/itsupport)
  
- IT Service Desk
  - (514) 398-3398
  - [ITsupport@mcgill.ca](mailto:ITsupport@mcgill.ca)

# What's Next?

- Request Site Editor access or
- Register for  
WMS 301 – Site Management in the Web Management System (WMS)  
if Site Manager or Administrator rights are required

# Your opinion counts!

Answer just five questions- one minute of your time!

- Please complete the **IT Course Evaluation** Form.
- In Minerva at:
  - ✓ *Employee Menu > Training Menu > Training Evaluations.*

