

WMS 301
Site Management
in the Web Management
System (WMS)

“Innovation is serendipity, so you don't know what people will make.”
— Tim Berners-Lee, Inventor of the World Wide Web - August 6th 1991

Duration: 2.5 hours
Prerequisite: WMS 300 – Site Editing in the WMS IT Training and Communications

✓ **Manager (& Admin.) Role Basics**
✓ **Focus on creating new content**

McGill Information Technology Services

Preview:
We will Be creating this.

Ranking among peer institutions
McGill Technology has ranked 1st in Canada among public research universities for 13 consecutive years and 2nd in the world. McGill also ranked 1st in the world for research. Create a large, innovative, and interdisciplinary education, research, and innovation, together with students and faculty.

Apply Now

Preparing to Apply

Steps to applying:

1. Find your area of research
2. Choose your program
3. Know the application deadline for your program

DEADLINE TO APPLY

- Bachelor's/Graduate January 15th
- Master's/Doctorate Search now

Quick Links
Find your program
Go back program
about/3002

Agenda

- Site Manager Interface Overview:
What additional features do I have access to?
- Creating and placing a new page
- Footer Standard Block
- Gallery --> Slideshow

Advanced Features:

- McGill Template Blocks

Changes to My Workbench

- **My Content Tab: Clone and Delete**

NODE ID	TITLE	TYPE	STATUS	LAST UPDATED	ACTIONS
11	Funding	Basic page	Published	9 hours 8 min ago	edit clone delete
10	Nightlife	Basic page	Published	9 hours 8 min ago	edit clone delete

Changes to My Workbench

- **Blocks Tab**

Block type filtering options

Changes to My Workbench

Various Content Types

Content, starting from the most recent.

TITLE	Type	Published	Language
Funding	Basic page	Basic page	
Nightlife	Basic page	Basic page	
Restaurants in Montreal	Basic page	Basic page	
Living in Montreal	Basic page	Basic page	

Channels

Eg: www.mcgill.ca
www.mcgill.ca/it

Profiles

Eg: www.mcgill.ca/spot/people
www.mcgill.ca/music/people

Webforms

Eg: www.mcgill.ca/it/forms

Changes to My Workbench

- **Create Content Tab:** Create blocks section

✓ The **Standard Block** is the simplest type

✓ The other blocks are more advanced.

We'll cover them later on in the presentation..

Eg: www.mcgill.ca/medicine ; www.mcgill.ca/law ; <http://www.mcgill.ca/engineering> ; www.mcgill.ca/desautels ; www.mcgill.ca/newsroom

Changes to My Workbench

- **File List tab**

Edit:

- Allows you to **replace** a file
- Allows you to **find** the file **location** (eg tells you if it's part of a gallery)

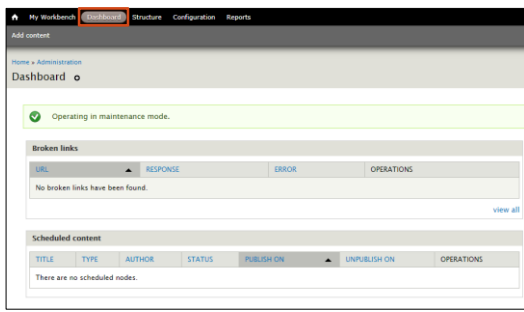
Delete: Deletes the file

Changes to My Workbench

- **Needs Review tab**

Manager Interface Overview

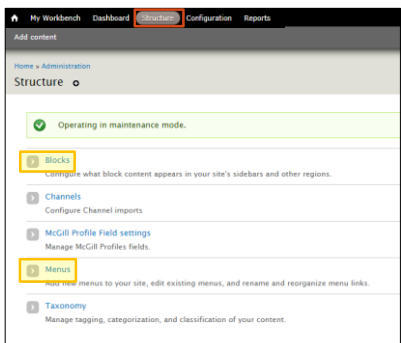
- Dashboard:** Displays analytics data related to your site



Note – refer to the following site for more details:
<http://www.mcgill.ca/wms/article/updates/wms-gets-smarter-new-dashboard>

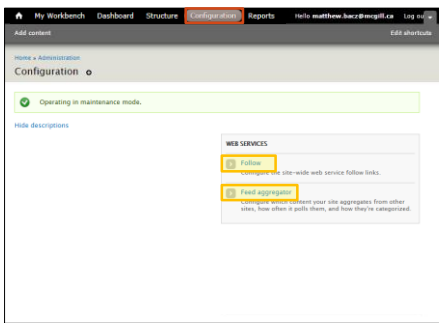
Manager Interface Overview

- Structure:** Blocks, Channels, Profiles, Menu (Main menu, footer)



Manager Interface Overview

- Configuration:** Follow & Feed aggregator



Manager Role basics

Creating a new page

The screenshot shows the 'Create content' interface in Drupal. It lists several content types: 'Upload media', 'Article', 'Basic page' (highlighted with a red box), and 'Gallery'. The 'Basic page' description states: 'Use Basic pages for your static content, such as an 'About us' page.'

Manager Role basics

Creating a new page

The screenshot shows the 'Create Basic page' form. A red box highlights the 'Title' field, which contains the text 'Applying to McGill'. Below the form, there is a 'Preparing to apply' section with a list of steps: 1. Find your area of research interest, 2. Choose your program, 3. Know the application deadline for your program, 4. Prepare your application, 5. Apply.

Manager Role basics

Creating a new page

The screenshot shows the 'Menu link title' configuration form. A red box highlights the 'Apply now' button. The form includes fields for 'Menu link title', 'Description', 'Parent item', and 'Weight'. A note at the bottom states: 'Menu links with smaller weights are displayed before links with larger weights.'

> **Main menu** = top level in the menu structure

Manager Role basics

Assigning an Alias

My Training site
Just do it!

Why McGill? **Apply now**

Menu settings
Not in menu

URL path settings
No alias

Revision information
New revision

Scheduling options
Not scheduled

Path prefix
The prefix cannot be changed and i

Custom alias
apply
Enter a custom path. If a custom an
the custom path and menu link title

Save Preview

https://training.it.mcgill.ca/train1/apply

Best Practices Article #1841

Site Architecture - structure options

> Plan your site structure ahead of time

This site is divided into 7 sections

"Family structure" concept: Parent and child items

Manager Role basics Article #1841

What do we mean by "weight"?

- > Light items go up
- > Heavy items go down
- > Scale goes from: -50 to +50
- > Setting a page to "-50" will result in page appearing at the very top
- > Setting a page to "+50" will result in page appearing at the very bottom

New in Manager Role Article #2721

Managing your menu structure

- Change the parent item of a page (in a new draft) or
- **Structure > Menu > Main menu > list links**

New in Manager Role

Reorganizing page(s) in the menu

- **ENABLED:** remove the checkmark to remove the link in the menu
- ✓ Page still published

Note: It is not recommended to not disable pages in this view.

Practice:

- Creating a new Page
- Placing a page in the menu structure

Site Footer area

Footer links

➤ To add a heading or a new link, click **Add link**

MENU LINK	ENABLED	OPERATIONS
+ Column 1	<input checked="" type="checkbox"/>	edit delete
+ Column 2	<input checked="" type="checkbox"/>	edit delete
+ Column 3	<input checked="" type="checkbox"/>	edit delete

Save configuration

Site Footer area

Creating a Heading

Menu link title * Title

Path * Path = <nolink>

Parent link Parent Item: column#

Show as expanded Expanded

Site Footer area

Creating a Hyperlink

Menu link title * Student Services Title

Path * Path = URL (external link)
https://www.mcgill.ca/student-services/

Parent link Parent link: select the heading
Quick links

Show as expanded

Blocks - Essentials

Block regions (areas)

➤ Steps to add a block to a page

1. Create the content
2. Add the block to a region of a page
 - Side
 - Top
 - Bottom
3. Specify the page(s) where the block will appear

Blocks - Essentials

Block regions - Highlighted

Blocks - Essentials

Block regions – Top of page

Blocks - Essentials

Block Regions – Top of Content

Apply Now Living in Montreal Why McGill?

McGill.ca / MY TRAINING SITE / View Edit Translate Clone Unpublish

Campus **Research at McGill** Title APPLICATION DATES

Funding Keep up to date with the application dates

Research **Events coming. Stay tuned!** **Top of Content**

Workshops Social events Labs

Research that knows no bounds

In the laboratory and beyond, we are committed to groundbreaking research and cutting-edge programs. Our interdisciplinary programs cut across academic boundaries to provide you with the opportunity to research in a truly integrated way. McGill's strong sense of global perspective provide the ideal setting for interdisciplinary collaboration.

Content

Blocks - Essentials

Block Regions – Bottom of Page

Apply Now Living in Montreal Why McGill?

McGill.ca / MY TRAINING SITE / View Edit Translate Clone Unpublish

Campus **Research at McGill** Title APPLICATION DATES

Funding Keep up to date with the application dates

Research **Research that knows no bounds**

In the laboratory and beyond, we are committed to groundbreaking research and cutting-edge programs. Our interdisciplinary programs cut across academic boundaries to provide you with the opportunity to research in a truly integrated way. McGill's strong sense of global perspective provide the ideal setting for interdisciplinary collaboration.

Content

Events coming. Stay tuned! **Bottom of Page**

Workshops Social events Labs

Blocks - Essentials

Block Regions – Bottom of Content

Apply Now Living in Montreal Why McGill?

McGill.ca / MY TRAINING SITE / View Edit Translate Clone Unpublish

Campus **Research at McGill** Title APPLICATION DATES

Funding Keep up to date with the application dates

Research **Research that knows no bounds**

In the laboratory and beyond, we are committed to groundbreaking research and cutting-edge programs. Our interdisciplinary programs cut across academic boundaries to provide you with the opportunity to research in a truly integrated way. McGill's strong sense of global perspective provide the ideal setting for interdisciplinary collaboration.

Content

Events coming. Stay tuned! **Bottom of Content**

Workshops Social events Labs

Blocks - Essentials

Creating a block

My Workbench > Create Content > **Standard Block**

Blocks - Essentials

Reordering blocks

Note:
Once created, blocks will appear in the "Disabled" category

Structure > Blocks

Blocks - Essentials

Configuring a block

- Hover over the right hand corner to see an icon
- Click on the "wheel" icon > Configure

Note:
Once block is "enabled", drag your cursor over the block and click **Configure**

Blocks - Essentials

Specify where block will appear

- Blocks are displayed on all the pages by default.
- To specify a page, click "Only the listed pages", then enter the pages, one per line using:
 - ✓ The **node id**
E.g. node/6
 - ✓ **<front>** for the Home page
 - ✓ Wildcard characters (special case):
E.g. why-McGill*

This will result in block being displayed on all the pages in the "Why-McGill" section of our site

Best Practices

How to find a node ID

- **My Workbench > My Content > All Recent Content**
- Hover your cursor over the "New Draft" tab: the node ID number will be displayed at the bottom of the screen

Best Practices

My Workbench – Node IDs

Node ID	Title	Type	Status	Language
1	Home	Basic page	Published	English
627	mcGill.ca	Content	Published	English
888	Applying to McGill	Basic page	Published	English
888	Why Choose McGill (French)	Basic page	Published	French
7	Research at McGill	Basic page	Published	English
11	Funding	Basic page	Published	English
10	Highlights	Basic page	Published	English
9	Restaurants in Montreal	Basic page	Published	English
8	Living in Montreal	Basic page	Published	English
6	Campus	Basic page	Published	English

Blocks - Slideshows Article #2713

Slideshow templates



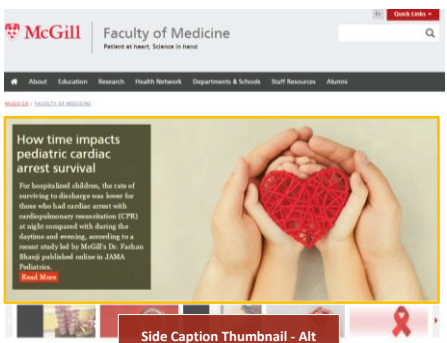
Side caption thumbnail



Bottom caption

Blocks - Slideshows

Popular 'Alt' Type



Side Caption Thumbnail - Alt

Blocks - Gallery > Slideshow Article #2712

Creating a Gallery & "Alt" Slide Show


1. Create your Gallery
2. Add pictures to the gallery
3. Configure each image:
Add "Lay-over" text (*Nivo Slider caption*)
4. Enable your gallery's Nivo-Slider option & set slideshow type (*preset*) to **'Side Caption Thumbnail - Alt'**
5. Publish your Gallery
6. Configure your new Slideshow block



➔



- 1 - Article #3421



On this page block

Displays links to headers

Practice:

- Enable smart mode option
- Position block in the top of content area

On this page: [Montreal: a stunning city](#) | [Fantastic opportunities](#) ←

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- Channels

Add content

- Best image
- Channels Event
- Channels News
- Gallery
- Webform

Post To →

www.mcgill.ca/channels



Import ↓

Channel block for events

Events and outreach

The Faculty of Science offers our new program to bring our classes to you. Participants learn, explore, share lessons, do projects, do business, and so on.

- **Workshops** offers a chance to learn with most of the university to top instructors on open and interactive courses.
- **The Digital Exchange** offers, improve delivery and reuse public resources in contemporary research and teaching.
- **Science Outreach at McGill** encourages our students to participate in a wider community through presentations and activities such as talks, lab visits, family workshops, in-school presentations, and documenter films.

We are pleased to offer updates of many of our public lecture and outreach programs.

Updated on Dec, 2018 17:30:00

Channels

- See the documentation in the IT KB at <http://kb.mcgill.ca>
 - ✓ **Article 1779** – McGill Channels
 - ✓ **Article 4233** - Importing Channels and creating blocks
 - ✓ **Article 4229** - Creating Channels Event or News items
 - ✓ **Article 4507** – Known issues in the WMS
- Channels News & Events videos - article **1976**

- 3 - McGill Profiles

The screenshot shows a 'Profiles List' page. At the top, there are several filter buttons (All, Physical Therapy, Occupational Therapy, etc.). A search bar is on the left. A list of profiles is shown, including Sara Ahmad, Dana Anaby, Philippe Archambault, and Liliane Assaraf-Pasin. A callout box on the right shows a detailed profile for Sara Ahmad, with an arrow pointing to the 'Info about people' callout. Other callouts point to the filter buttons and the top of the page.

McGill Profiles

- Every site has a 'Profiles List' page like: www.mcgill.ca/sitename/people
- Profiles are added by:
 - Importing from Banner
 - Creating from scratch
- To have a menu link to the 'people' page, the link must be enabled (**Structure > Menus > Main menu > list links**)

- 4 - RSS Feed & Follow us blocks Article #3311

a) RSS Feed

- Can be accessed via Site Settings
- Used to display dynamic open web RSS content

RSS Feeds
Many news sites, blogs and journals publish content in RSS format.

Examples:
[CBC RSS Feeds](#), e.g. Business, Technology and Science, Health
[News feeds from the BBC](#), e.g. Education, Science and [Education Week RSS Feeds](#)
[The New York Times RSS](#), e.g. Business, Technology, Science

Practice:

- ❑ Create a link to a LinkedIn, Facebook or Twitter site
- ❑ Position the block in "bottom of page" area.

b) Follow us

- Used to display Social Media icons which link to departmental Social Media sites:
<http://www.mcgill.ca/newsroom/socialmedia/directory>

- 6 -

McGill Webforms

Articles: #2711

IT Knowledge Base article #2711:

Contact Information

Requested by*

Email address*

McGill ID*

Organization/Unit*

Forms can be converted to block format.

Application Details

Application name*

URL of application website*

Please provide a link to the website of the creator/developer of the application.

Site Manager Access request form

<http://www.mcgill.ca/it/forms/web-permissions>

- **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.

Site Administrator role

Site Administrators have the most comprehensive level of permissions in the WMS to oversee content and structure as they are responsible for ensuring the overall quality, "look & feel", and objectives of a site.

In addition to the tools normally available to Site Managers, Site Administrators have access to additional specialized features that can significantly impact a site such as the:

- **Key Site Settings look and feel features**
- Statement Block
- Hero Block
- Taxonomies

Notes:

- Any prospective Site Administrator must already be a Site Manager.
- We recommend that sites have only one Site Administrator although a maximum of two per site will be allowed.
- Requests to add or remove Site Administrators must be made by the Site Sponsor. <http://www.mcgill.ca/wms/community/site-administrator>

Additional Resources

- WMS knowledgebase: article 1827
- Additional Training - Hand's on support: WMS 302 labs – offered twice a month

Schedule:
<http://kb.mcgill.ca/it/easylink/article.html?id=1976>
- IT Service Desk & Web Service Group:
ITsupport@mcgill.ca
<http://blogs.mcgill.ca/beta>
<http://www.mcgill.ca/wms>
- Content-related consultations & other services (including Google Analytics) offered via Communications and External Relations:
webcomms@mcgill.ca
<http://www.mcgill.ca/web-101/help>

WMS Videos

- IT Services Knowledge Base – IT Training & Communications:
[Overview](#), [Channels](#), [Webforms](#)
<http://kb.mcgill.ca/it/easylink/article.html?id=1976>
- IT Services – Web Service Group presentations:
[Recorded sessions available via McGill's YouTube channel:](#)
<http://www.mcgill.ca/wms/events>
- Web Communications Lunch and Learn Series recordings:
[Writing for the Web, Analytics, Search Engine Optimization, etc.](#)
<http://www.mcgill.ca/web-101/web-communications-lunch-and-learn-series>

Your opinion counts!

- Answer just five questions- one minute of your time!**
- Please complete the **IT Course Evaluation** Form.
 - In Minerva at:
✓ *Employee Menu > IT Customer Services (ICS) Menu > Training Evaluations.*