

# Website Guide: Common How-To's

This guide covers step-by-step tutorials of common website operations in the backend of Modern Campus' Omni CMS, the platform hosting Galveston College's website.

If you have any questions after fully reviewing this document, please contact Isabelle Perello, the Galveston College Digital Communications & Web Services Manager, at [iperello@gc.edu](mailto:iperello@gc.edu) or call Ext. 313.

Video tutorials are also available on the developer's support site:

<https://support.moderncampus.com/cms/videos.html>

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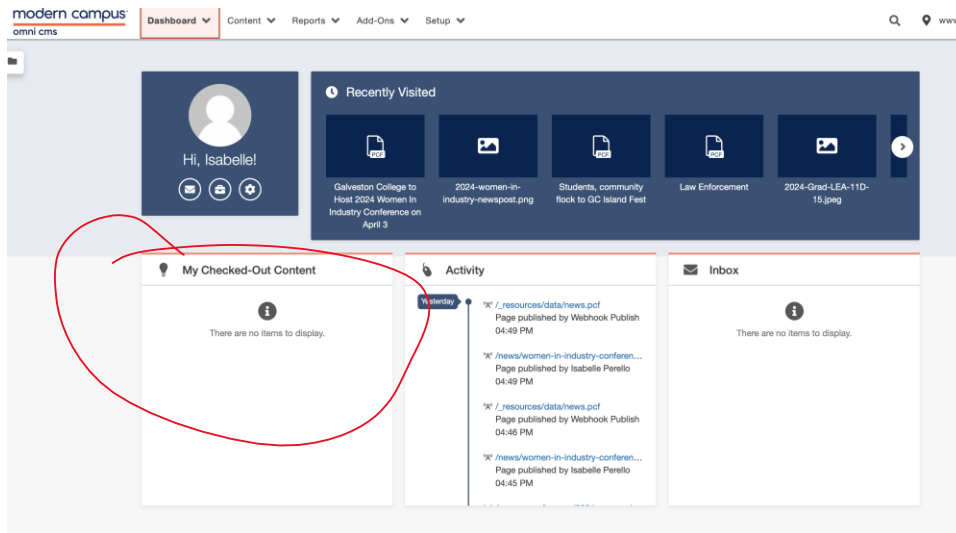
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## Setting up your account

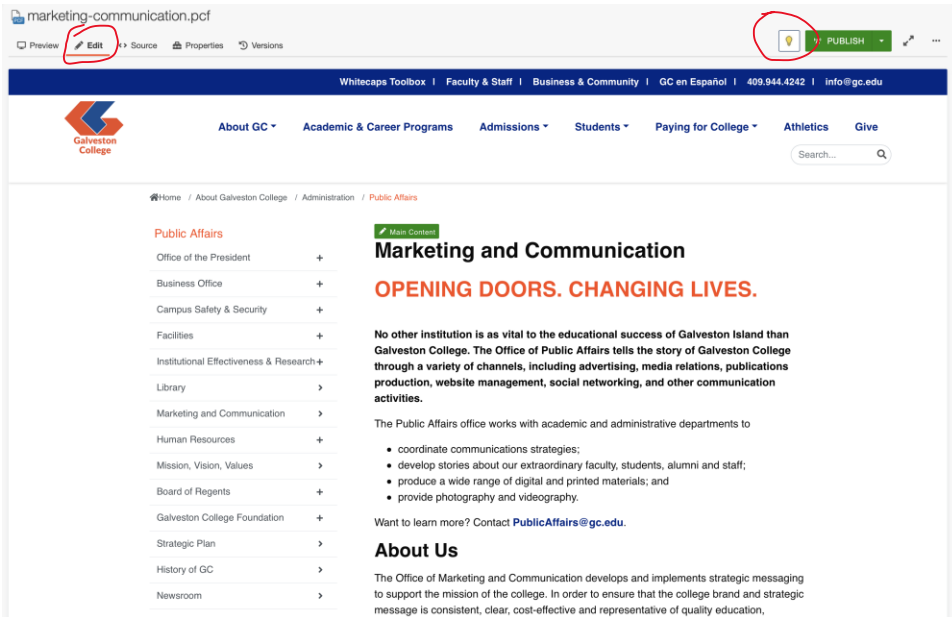
1. When you join GC, if eligible, you will be granted access to edit pages about your department on the Galveston College website.
  - a. The request should be made by your supervisor to the Marketing & Communications department.
  - b. If you do not have access, but believe you should, please contact your supervisor or the Marketing department.
2. If granted access, you will receive an email from Modern Campus/Omni CMS with instructions on setting up your account. This will go to your gc.edu email.
3. Follow the instructions provided by the email to log in to your dashboard. Once in, click on the "www" that pops up and that should take you to your Dashboard on the gc.edu website.
4. Contact Marketing if you have any problems or questions about setting up your account.

## Checking out/Editing a Page

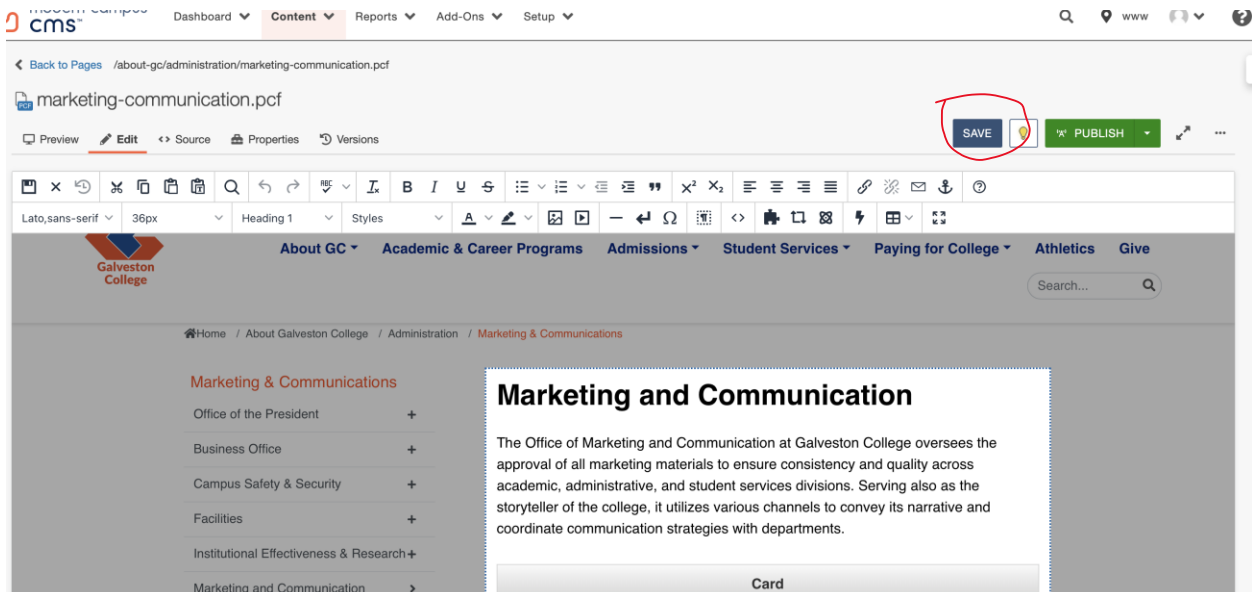
1. To see if you have any checked out pages, head to your dashboard and see if there are any pages listed in the “My Checked-Out Content.”
  - a. To “check back in” pages, either publish your changes or click the lightbulb icon (it should go from yellow to a gray outline).



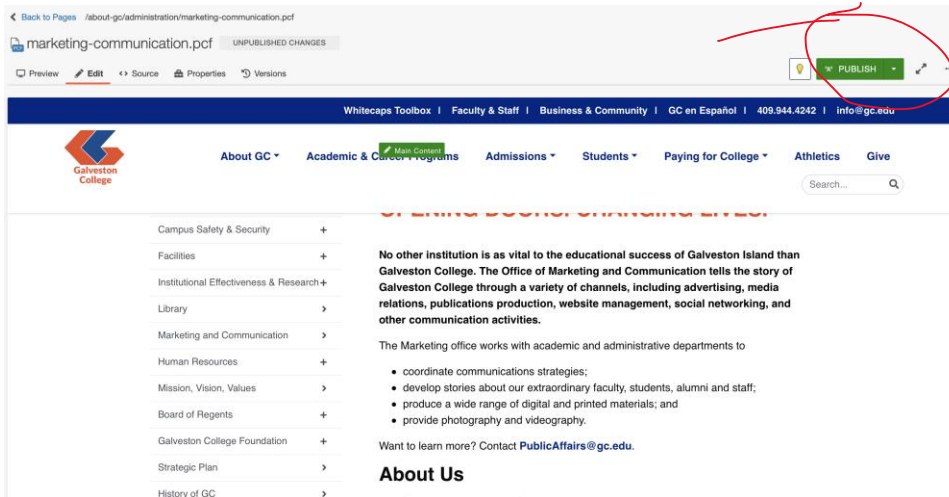
2. To check out a page, locate the page you want to edit under pages.
3. Click the lightbulb icon on the page – this action will check out the page and lock the page to your account. No users except administrators will be able to edit the page while the page is locked.
  - a. Note – The edit section of the page may not become available until you “check out” the page, or it may automatically check out the page for you once you click into the edit section.



4. In most cases, you will only be able to edit the main content of the page, marked by a green banner.
  - a. If you are trying to change side content, or link connections from different pages, please contact Marketing.
5. Click into the editable region by clicking the green banner and make your edits.
6. Click save to exit out of the editable region once edits are finished.



7. To publish your edits, click the green “Publish” button.
  - a. When you click “Publish,” you may see a box pop up to run “checks” on the page. You can use this to run a spellcheck for any potential errors across your page.
  - b. If spellcheck is listing a correct word as an error, then you can ignore it – it won’t affect publication.



**Publish - marketing-communication.pcf**

**Final Check**    Schedule

**Are you ready to publish?**  
Double-check your page before publishing.    php    ✓ RUN ALL CHECKS

**⚠ Spelling: [10 errors](#)**    English    ↻

**🔗 Links**    ↻

**🌐 W3C Valid**    ↻

**♿ Accessibility**    ↻

**📅 Schedule:** [Add Schedule](#)

**Version Description** 0/256

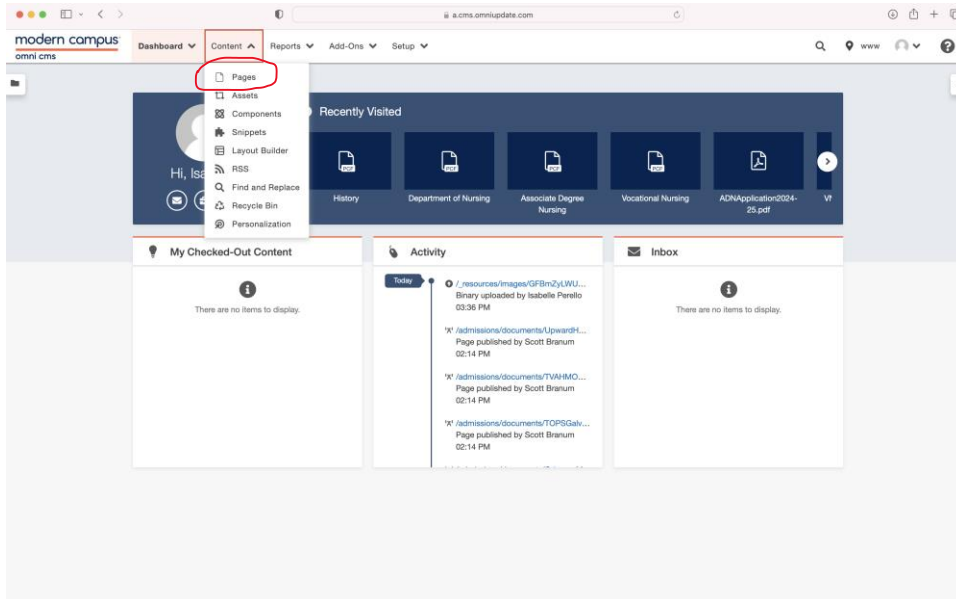
CANCEL    **PUBLISH**

8. Your edited page will either be published automatically or be sent for approval by your administrator.

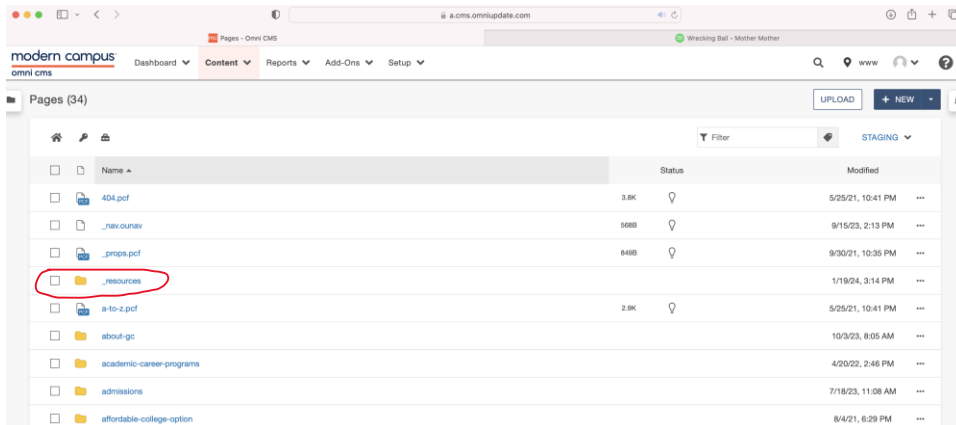
**You can find video tutorials on the Modern Campus CMS support site here:**  
<https://support.moderncampus.com/cms/videos.html>

## Uploading images

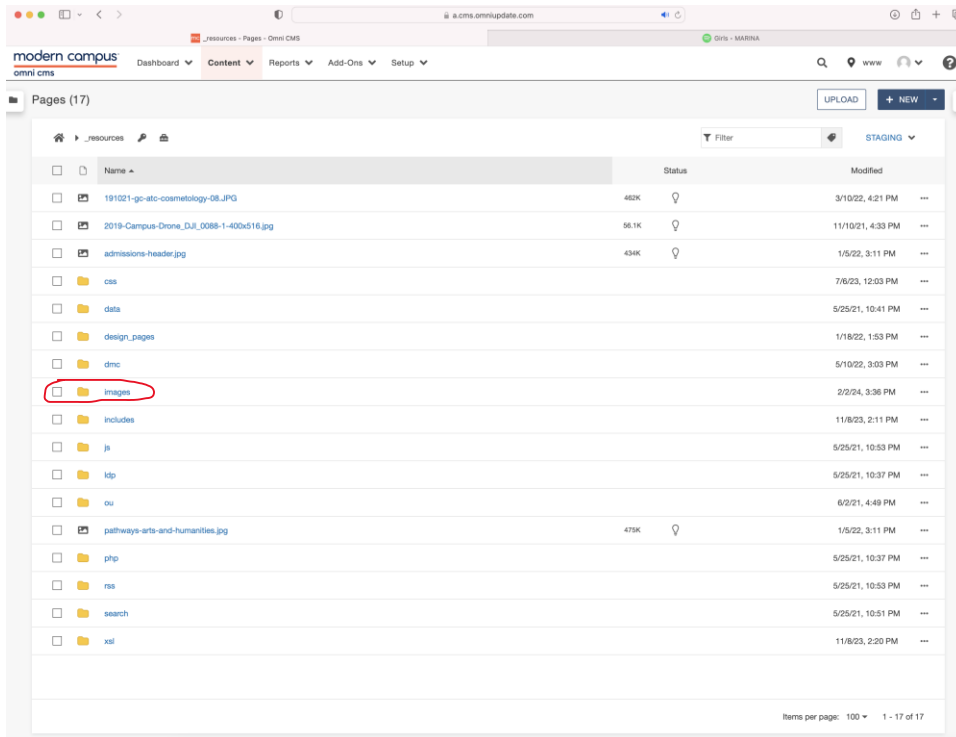
1. Start on the “Pages” tab (selected from the “Content” dropdown menu).



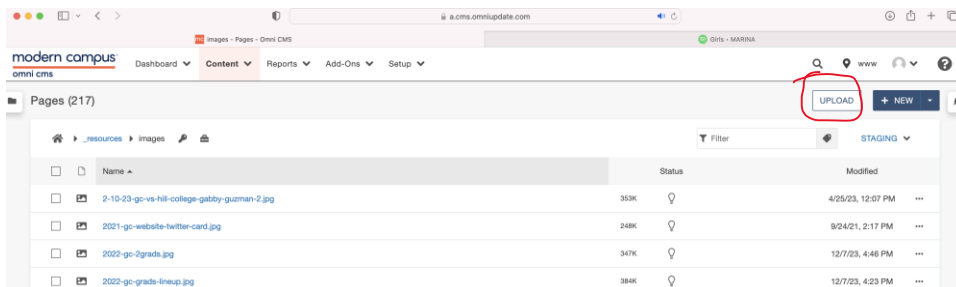
2. Locate the resources folder (folders are marked by a little yellow icon).
  - a. Pro Tip: Use the filter tab to look for any named folders/pages.



### 3. Locate the images folder within the resources folder.



### 4. Click “Upload” to upload your desired image (Do not click “+New” to upload).



5. Disregard any extra settings or access groups, the default should be tailored to you and your department.
6. Click the +ADD button next to Files and choose your desired image.
7. If you see your image file name appear in red, with the status “Invalid filename,” that means you need to close any gaps in the current file name.
  - a. Click on the three dots at the right of your uploaded file, choose re-name, and add hyphens in place of any space gaps in the file name.
  - b. Click outside of the screen to ensure the image name is corrected – you should see the status change.

Example of valid file name:

Upload to /\_resources/images

Type  Upload Files  Edit and Upload Image  Import Zip File

Access Group (Inherit Existing) ▼

Overwrite Existing

Files **+ ADD** or drag files from desktop

Filename	Size	Status
2024-Grad-LEA-11D-15.jpeg	8.4M	...

CANCEL **START UPLOAD**

Example of invalid file name:

Upload to /\_resources/images

Type  Upload Files  Edit and Upload Image  Import Zip File

Access Group (Inherit Existing) ▼

Overwrite Existing

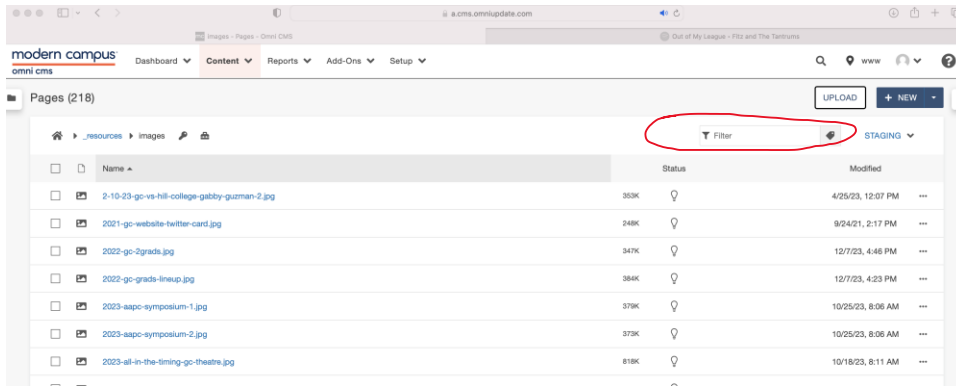
Files **+ ADD** or drag files from desktop

Filename	Size	Status
2024 Grad LEA 11D - 15.jpeg	8.4M	Invalid filename

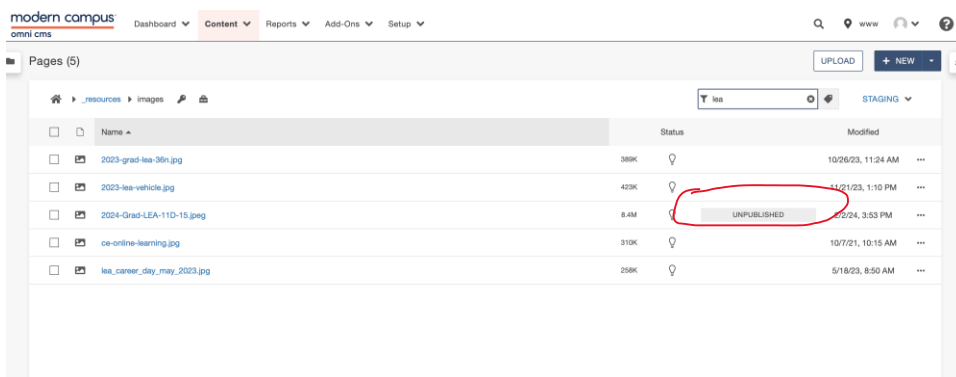
CANCEL **START UPLOAD**

8. Once the file name is in proper format, click “Start Upload” and you should be returned to the main images tab.
9. Locate your newly uploaded photo by searching the name in the filter tab at the top right of the page.





a. Your photo should have an unpublished status highlighted in gray.



10. Click on the photo name – it should take to you an “Edit Image” landing page (you do not need to edit the image or change any of these settings).

11. Click “Publish” and then click “Publish” again in the small box that pops up.

### Publish - 2024-Grad-LEA-11D-15.jpeg

**Final Check**

Schedule

 **Schedule:** [Add Schedule](#)

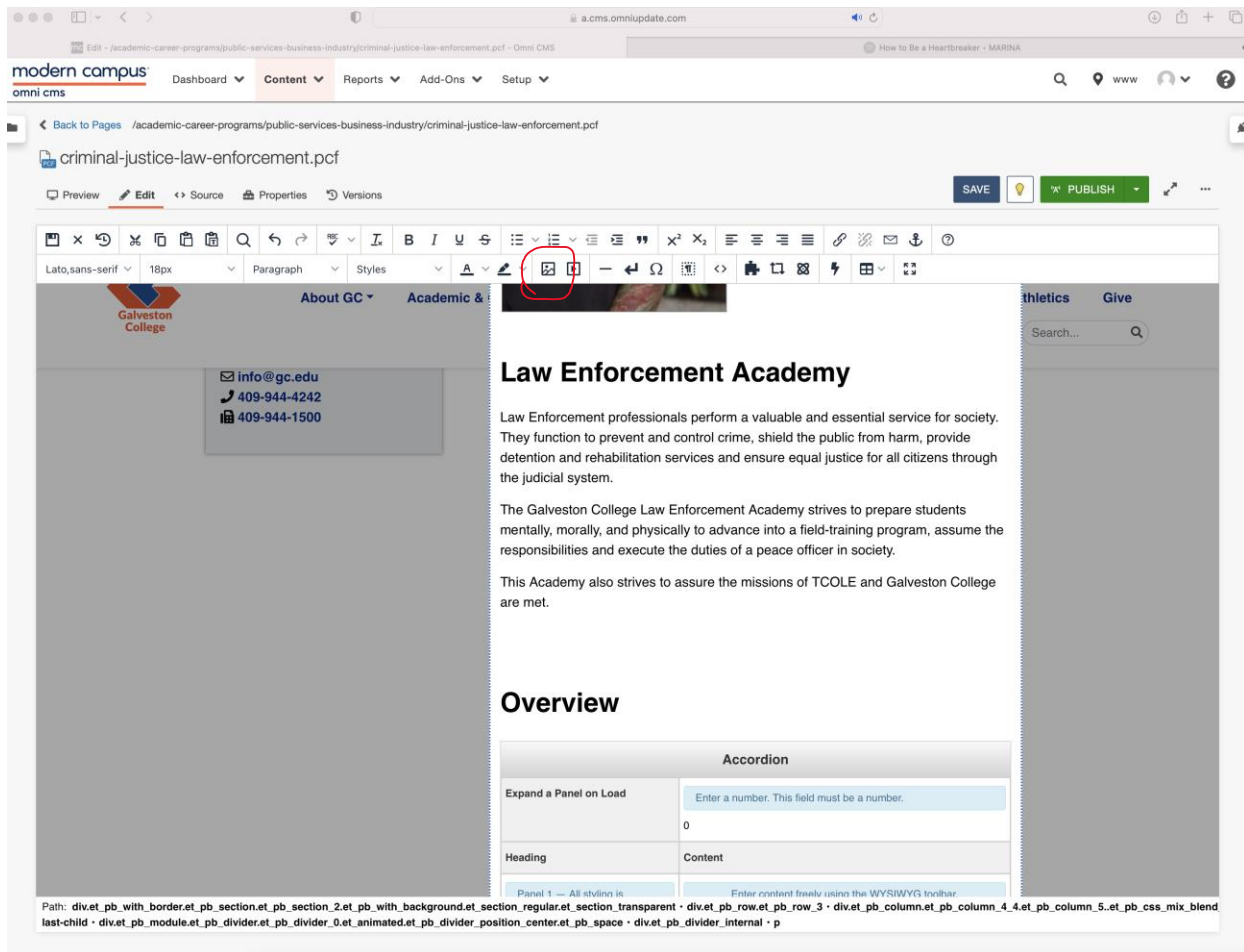
#### Version Description


0/256

CANCEL

**PUBLISH**


12. Return to “Pages” and go to the file you are trying to upload the image to
  - a. Pro Tip: Make sure you are checking out the page you are trying to edit by clicking the lightbulb image (it should be yellow if the page is checked out by you) - otherwise, you may not see an edit tab for the page.
13. Click into the section you want to add the image to and select the insert image button from your toolbar.
  - a. If you do not see the image icon as shown in the screenshot example, please reach out [iperello@gc.edu](mailto:iperello@gc.edu) or call Ext. 313 – it may be due to your website account access.



14. Click the  button next to source and locate your image within the images folder.


Insert/Edit Image ×


General  
Advanced

Source 

Alternative description

Image title

Width  Height  

Class  
(not set) 

Custom Class

ID

Select Image


Sites [www](#) [\\_resources](#) [images](#)

Filter by tag  
lea

images

- 2023-grad-lea-36n.jpg
- 2023-lea-vehicle.jpg
- 2024-Grad-LEA-11D-15.jpeg
- ce-online-learning.jpg
- lea\_career\_day\_may\_2023.jpg

Staging



Name: 2024-Grad-LEA-11D-15.jpeg  
Path: /\_resources/images/2024-Grad-LEA-11D-15.jpeg  
Size: 3220 x 2576 (8.4M)  
Last Modified: Never  
Last Published: 2/2/24, 4:04 PM [Edit Image](#)

15. Click “Insert.”

16. Add an alternate description describing the photo.

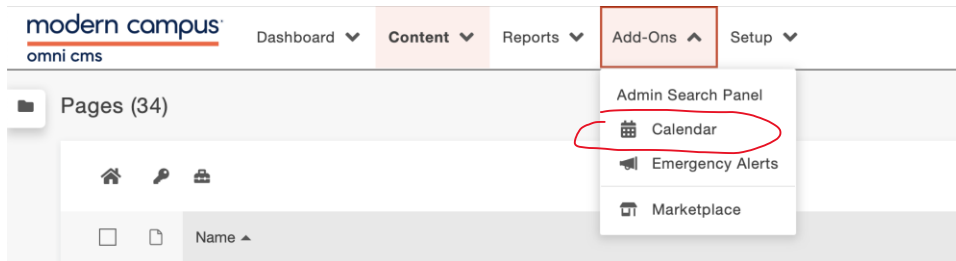
- a. Example: “LEA 2024 award” for the image example would be a good alt description.

17. Save and submit your page for approval/publishing. Double check your page on the published website link to make sure the image uploaded successfully.

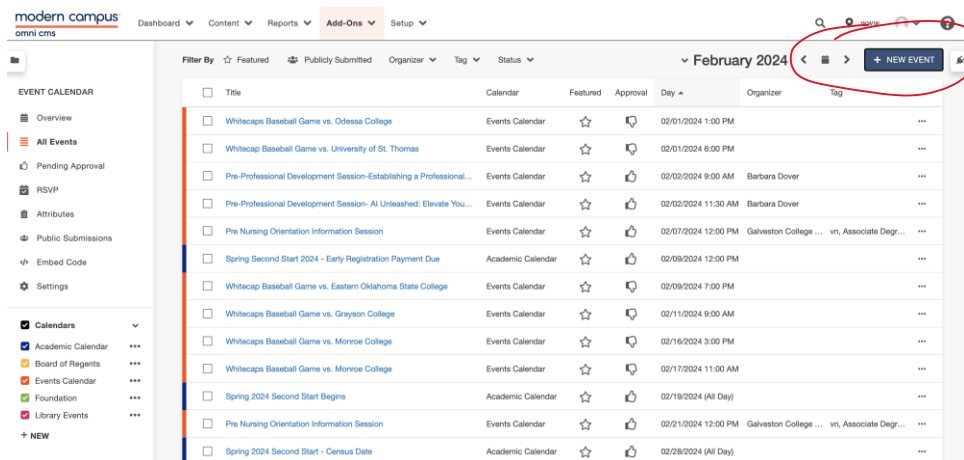
You can find video tutorials (under “Uploading Files”) on the Modern Campus CMS support site here: <https://support.moderncampus.com/cms/videos.html>

## Adding Calendar Events

1. Go to Add-Ons > Calendar > All Events.



2. Click +New Event.



3. In the “calendar” dropdown, select the calendar that will show your event.
  - a. Typically, you will only be choosing between “Academic Calendar” (anything related to academics, i.e. finals dates,) or the “Events Calendar” (any happenings on/involving campus non-academic related activities).
4. Name the event.
5. Pick the date and time for the event to start and end.
  - a. Select the “All-Day” checkbox if your event will span one or multiple days.

**Edit Event**

Event Details

Calendar  Events Calendar

Event Name  28/255

From    All Day  
Enter a start date and time for the event.

To    
Enter an end date and time for the event.

Time Zone

Event Repeats

6. If applicable, select if your event will repeat within the “Event Repeats” dropdown.
  - a. Ignore if it’s a one-time event (on a yearly basis).
7. Click “Create”
  - a. If your account is set for website edits to be approved by a supervisor, then your event should be automatically published once approved.
8. Double check gc.edu to make sure your event is visible on the website calendar.

**You can find video tutorials on the Modern Campus CMS support site here:**

<https://support.moderncampus.com/cms/videos.html>