

The Content Editor

UBC Department of Botany Website

Prepared by:
IT Support
Jan 2015

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SECTION I: BACKGROUND AND PURPOSE

The Content Editor is responsible for maintaining all content on the Botany website except for pages pertaining to site structure. This document describes the role in detail and outlines the privileges that have been granted.

SECTION II: LOGGING IN TO THE DEPARTMENT OF BOTANY WEBSITE

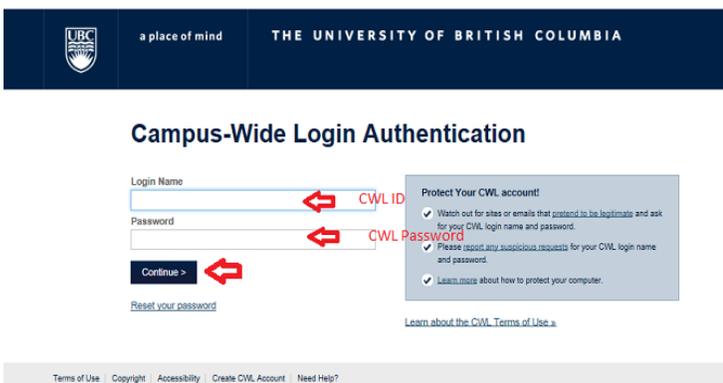
To log in to the Botany website, access the following URL from your web browser:

<http://www.botany.ubc.ca/resources/internal-users>

This URL brings up the user login screen.



Click the “Login” button, and you will be redirected to the UBC Campus-Wide Login Authentication page.



Enter your CWL username in the “Login Name” field, followed by your CWL the password in the “Password” field. Once you have been successfully authenticated, you will be redirected back to your profile page in the Botany website.



Logging in provides access to the **User Menu** (found in the left sidebar), which serves as starting point for performing site updates. The main links for this purpose are **Manage Contents** and **Manage Users**.

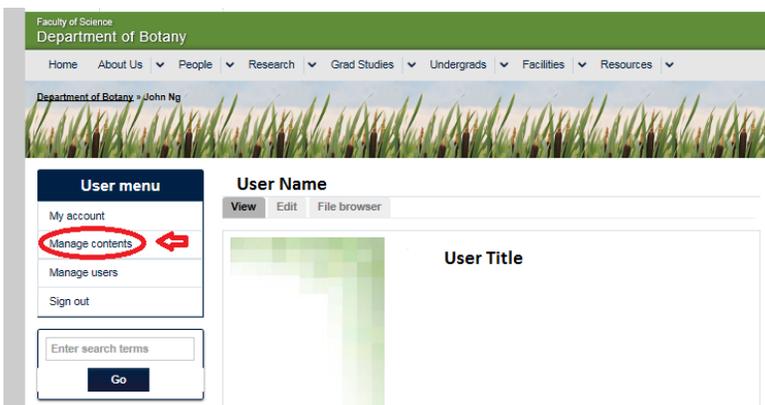
SECTION III: THE ROLE OF THE CONTENT EDITOR

The Content Editor has been granted the following privileges:

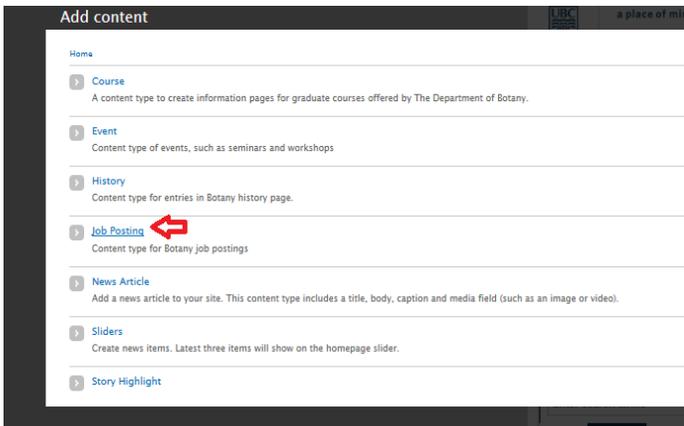
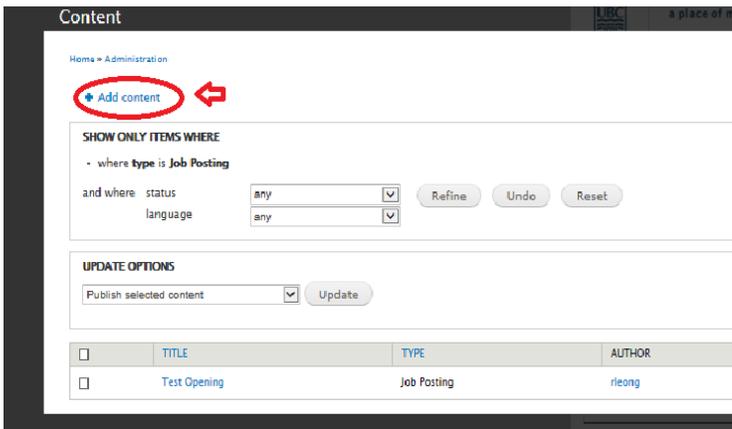
- The ability to view and edit most fields pertaining to all content types
- The ability to access, create, and edit most content types
- The ability to delete all job postings, news stories, and events
- The ability to delete graduate courses that have been created using your own account
- The ability to work with revisions (view and revert) where the feature has been enabled
- The option of posting job, event, and news updates to Twitter

SECTION IV: CREATING JOB POSTINGS

Once you log in, you will see the **User Menu** at the left side of the screen. To create a new posting, click the **Manage Contents** link under **User Menu**.

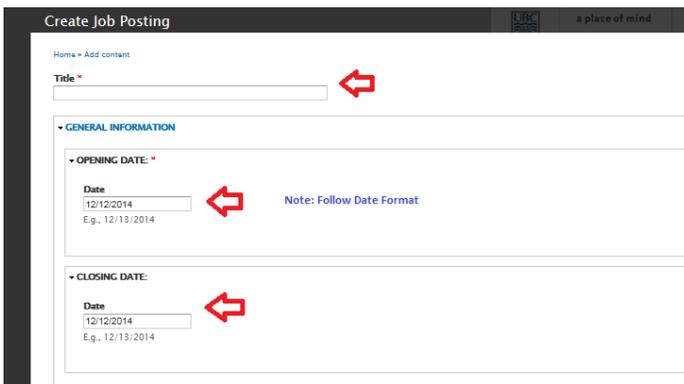


Clicking **Manage Contents** brings you to the Manage Contents screen. To create a new job posting, click **Add content** and then select **Job Posting**.



Complete the job posting form at the next screen.

Defined Fields



For the job posting content type, the defined fields are as follows:

- Title (required)
- Opening Date (required)
- Closing Date
- Employment Group (required)
- Position Title (required)
- Salary
- Number of Openings
- Ongoing

- Start and End Dates
- Possibility of Extension
- Funding Type (required)
- Job Description (required)
- Application Instructions (required)
- UBC Job ID
- Link to Application Webpage (Title)
- Link to Application Webpage (URL)

Further instructions on how to complete each field have been provided on the job posting form. Note that all dates must be specified with the MM/DD/YYYY format.

Synchronization of Information

The job posting form has been designed as a single point of update for any posting. By submitting the form, field entries are replicated to:

- the Jobs page on the Botany website (http://www.botany.ubc.ca/about_us/careers)
- the Jobs RSS feed

As the Content Editor, you have the option of announcing new postings on Twitter. On the form, this may be accomplished by selecting the option (found near the bottom of the page) labeled **Post to twitter.com** and ticking off **Announce this post on Twitter**. Note that both Twitter and Facebook updates occur as soon as you submit the form, regardless of the intended opening date.

Timed Release and Removal of Job Postings

The **Opening Date** and **Closing Date** fields determine when and how long a posting appears on the site.

There are no restrictions on when a job posting may be submitted. However, the item remains invisible to visitors until the specified opening date. Once the closing date has passed, the posting disappears from the site again.

Editing a Job Posting

To access a comprehensive table of all published job postings, return to the Botany front page. From the Main Menu, click drop-down arrow besides **About Us**, click **Careers**.

This brings up a display of current job postings. To view a specific posting, click the appropriate link.



Faculty of Science
Department of Botany

Home About Us **People** Research Grad Studies Undergrads Facilities Resources

Department of Botany » About Us » Current Opportunities

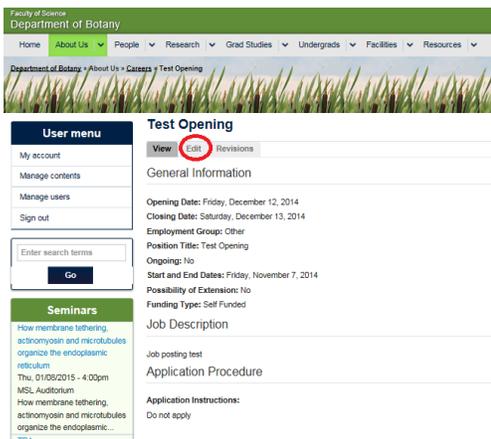
User menu

- My account
- Manage contents
- Manage users
- Sign out

Current Opportunities

Position	Employment Group	Opening Date	Closing Date
Test Opening	Other	Friday, December 12, 2014	Saturday, December 13, 2014

At the next screen, click the **Edit** tab, which will pull up the original job form.



Faculty of Science
Department of Botany

Home About Us People Research Grad Studies Undergrads Facilities Resources

Department of Botany » About Us » Careers » Test Opening

User menu

- My account
- Manage contents
- Manage users
- Sign out

Enter search terms

Seminars

How membrane tethering, actinomyosin and microtubules organize the endoplasmic reticulum
Thu, 01/08/2015 - 4:00pm
MSL Auditorium
How membrane tethering, actinomyosin and microtubules organize the endoplasmic...

Test Opening

[View](#) **Edit** [Revisions](#)

General Information

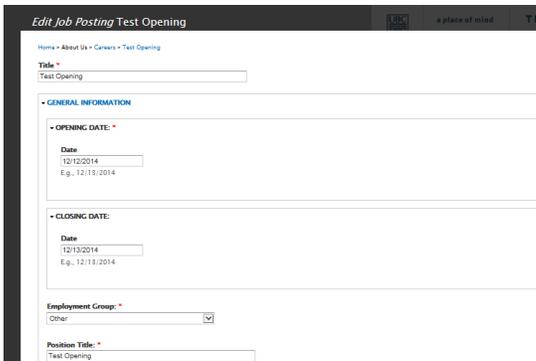
Opening Date: Friday, December 12, 2014
Closing Date: Saturday, December 13, 2014
Employment Group: Other
Position Title: Test Opening
Ongoing: No
Start and End Dates: Friday, November 7, 2014
Possibility of Extension: No
Funding Type: Self Funded

Job Description

Job posting test

Application Procedure

Application Instructions:
Do not apply



Edit Job Posting Test Opening

Home » About Us » Careers » Test Opening

Title
Test Opening

GENERAL INFORMATION

OPENING DATE:

Date
12/12/2014
E.g., 12/13/2014

CLOSING DATE:

Date
12/13/2014
E.g., 12/13/2014

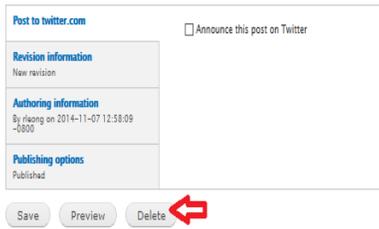
Employment Group:
Other

Position Title:
Test Opening

Once you have finished making your changes, click the **Save** button at the bottom of the page.

Deleting a Job Posting

To permanently remove a job posting, access the relevant job posting form (Edit page) and click the **Delete** button at the bottom of the page.



Post to twitter.com Announce this post on Twitter

Revision information
New revision

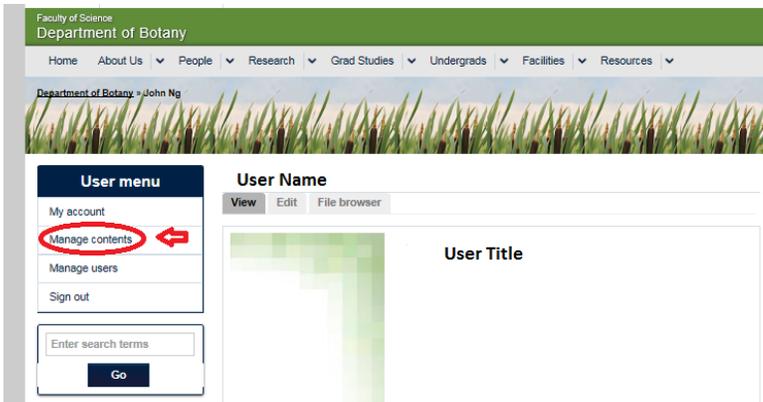
Authoring information
By posting on 2014-11-07 12:58:09
-1300

Publishing options
Published

Save Preview **Delete** ←

SECTION VI: CREATING NEWS STORIES

Once you log in, you will see the **User Menu** at the left side of the screen. To prepare a new article, click the **Manage Contents** link in the **User Menu**.



Faculty of Science
Department of Botany

Home About Us People Research Grad Studies Undergrads Facilities Resources

Department of Botany » John Ng

User menu

- My account
- Manage contents** ←
- Manage users
- Sign out

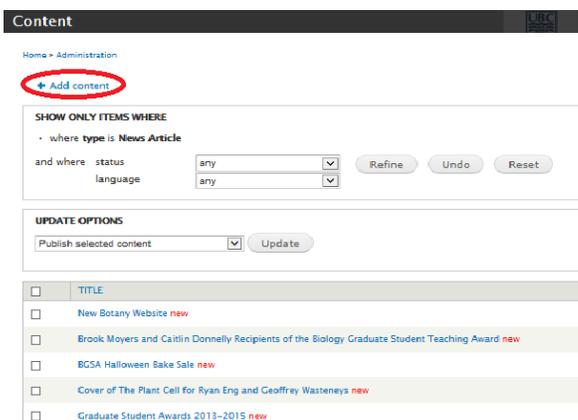
Enter search terms
Go

User Name

View Edit File browser

User Title

Clicking Manage Contents brings you to the Manage Contents screen. To create a new article, click **Add content**.



Content

Home » Administration

➤ Add content

SHOW ONLY ITEMS WHERE

where type is News Article

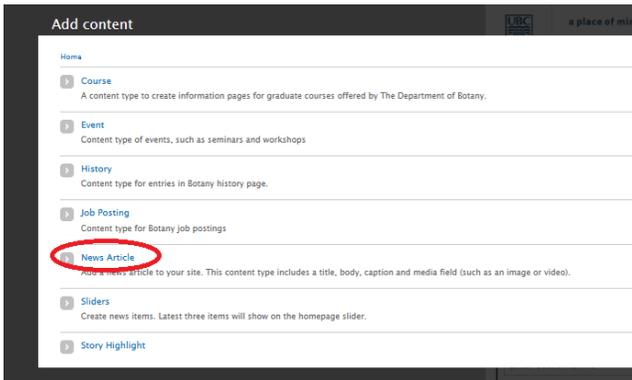
and where status any language any Refine Undo Reset

UPDATE OPTIONS

Publish selected content Update

- TITLE
- New Botany Website new
- Brook Moyers and Caitlin Donnelly Recipients of the Biology Graduate Student Teaching Award new
- BCSA Halloween Bake Sale new
- Cover of The Plant Cell for Ryan Eng and Geoffrey Wasteneys new
- Graduate Student Awards 2013-2015 new

At the Add Content Screen, Click **News Article** and complete the form at the next screen.



Defined Fields

The screenshot shows the 'Create News Article' form. The 'Title' field is highlighted with a red arrow. The 'PUBLISH DATE (START AND END)' field is also highlighted with a red arrow. Below this field, there are two rows of date and time input fields, each with a 'Date' and 'Time' column. The first row is for the start date and time, and the second row is for the end date and time. The date format is MM/DD/YYYY and the time format is HH:MM:SS. Below the date and time fields, there is a 'Body' field with a rich text editor toolbar.

For the News Article content type, the defined fields are as follows:

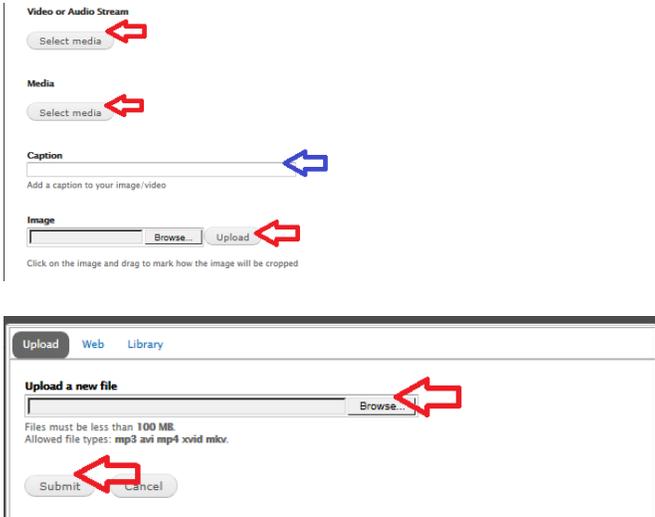
- Title (required)
- News Publish Date (start and end) (required)
- Body
- Video or audio stream
- Media
- Caption
- Image
- Featured

Further instructions on how to complete each field have been provided on the news article form. Note that all dates must be specified with the MM/DD/YYYY format.

The screenshot shows the 'GENERAL INFORMATION' section of the news article form. It contains two sections: 'OPENING DATE' and 'CLOSING DATE'. Each section has a 'Date' input field with a dropdown arrow and a text box. Below each input field, there is a text box with the date '12/12/2014' and an example 'E.g., 12/13/2014'.

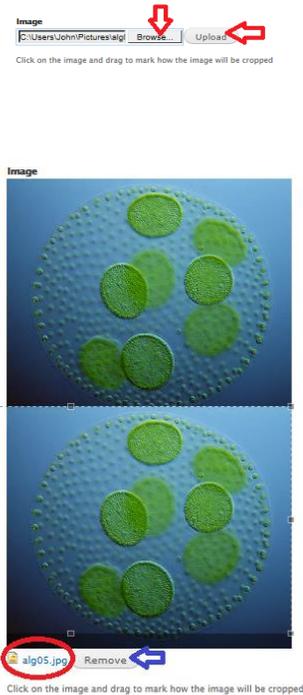
File Attachments

Insert an image, video, audio or document (doc, ppt or pdf) into the body of the news article by clicking the appropriate buttons.



Click **Select Media** and specify the item that you would like to upload. Click the **Submit** button to finish. Note that the file must not exceed 100 MB in size.

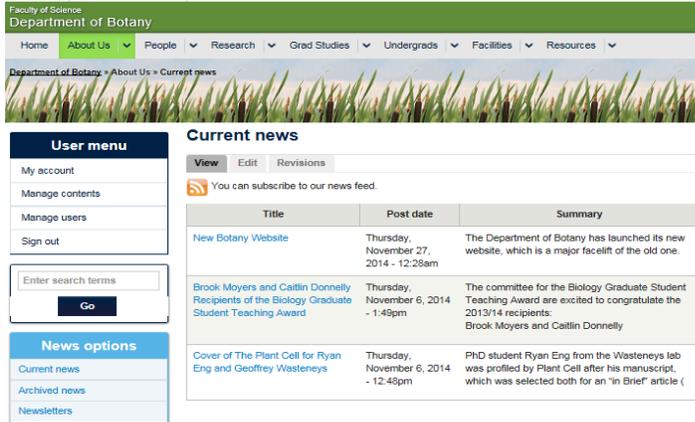
Similarly, when adding images to the News Article, click **Browse** and select the image that you would like to upload. Click the **Upload** button to finish. If an image needs to be removed, you may do so by clicking the **Remove** button. Unlike audio or video media, there is no file size limit for image files.



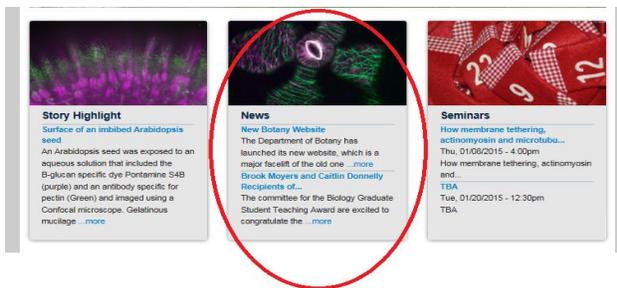
Synchronization of Information

The news form has been designed as a single point of update for any story. By submitting the form, field entries are replicated to:

- the Current News page (<http://www.botany.ubc.ca/about-us/news>)



- the News panel (home page) (Note: only the two most recent articles will be shown in the News panel)



- The News sidebar (Note: only the two most recent articles will be shown in the sidebar)



- The News RSS feed

As the Content Editor, you have the option of announcing new articles on Twitter. On the news form, this may be accomplished by selecting the option (found near the bottom of the page) labeled **Post to twitter.com** and ticking off **Announce this post on Twitter**. By default, Facebook is also updated with the same story.



Timed Archival of News Stories

The news publishing **End Date** determines how long an article appears on the Current News page. Once this date has passed, the story is transferred to the Archived news page (<http://www.botany.ubc.ca/about-us/news-archive>; a link is also included in the sidebar block for “News options” on the Current News page), where it remains until it is manually deleted.

SECTION VII: WORKING WITH PUBLISHED NEWS STORIES

Editing a News Story

To edit a news story, access the required article from the Current News (<http://www.botany.ubc.ca/about-us/news>) or Archived News (<http://www.botany.ubc.ca/about-us/news-archive>) page.

Archived News

View	Edit	Revisions
Title	Post date	Summary
New Botany website	Thursday, November 27, 2014 - 12:28am	The Department of Botany has launched its new website, which is a major facelift of the old one.
Brook Moyers and Caitlin Donnelly Recipients of the Biology Graduate Student Teaching Award	Thursday, November 6, 2014 - 1:49pm	The committee for the Biology Graduate Student Teaching Award are excited to congratulate the 2013/14 recipients: Brook Moyers and Caitlin Donnelly

This brings up the published view of the story. To access and modify the original news form, click the **Edit** tab under the title of the article.

New Botany Website

View	Edit	Revisions
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The Department of Botany has launched its new website, which is a major facelift of the old one. The new site is designed by the Botany IT team and has been jointly developed by Botany IT and UBC IT Web Services. In addition to improved graphic design, major improvements include CWL integration, a more user-friendly interface, sidebar navigation menus, and better security.

Currently, the Botany IT team is working on an internal website that will require CWL login to view most contents. With its enhanced security settings, this internal website is intended to share confidential and/or sensitive information that is restricted to Botany internal users. In the future, we also plan to enhance the internal website with new applications, such as an equipment and room booking system.

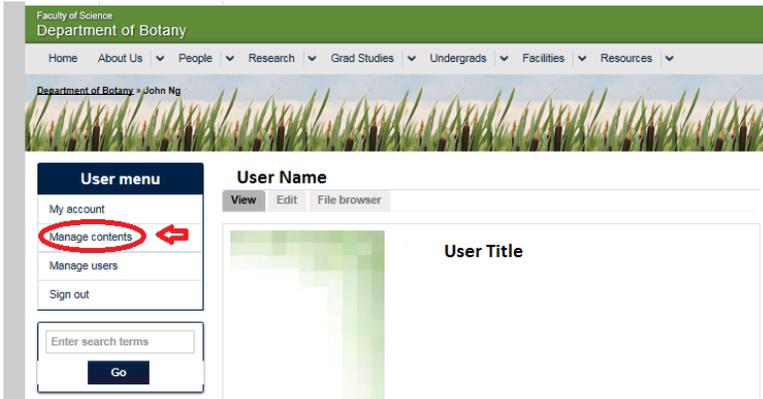
Once you have finished making your changes, click the **Save** button.

Deleting a News Story

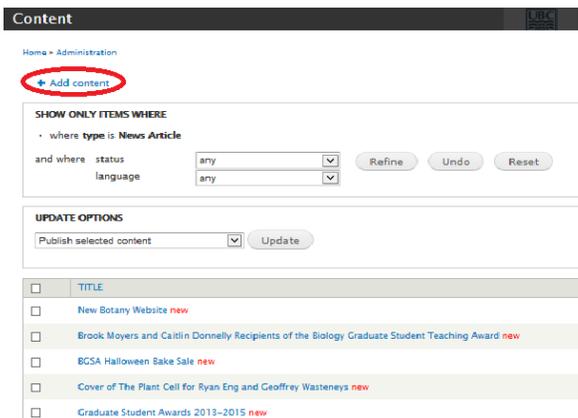
To permanently remove a story, edit the relevant news page (as described in the above section) and click the **Delete** button at the bottom of the screen.

SECTION VIII: CREATING EVENTS

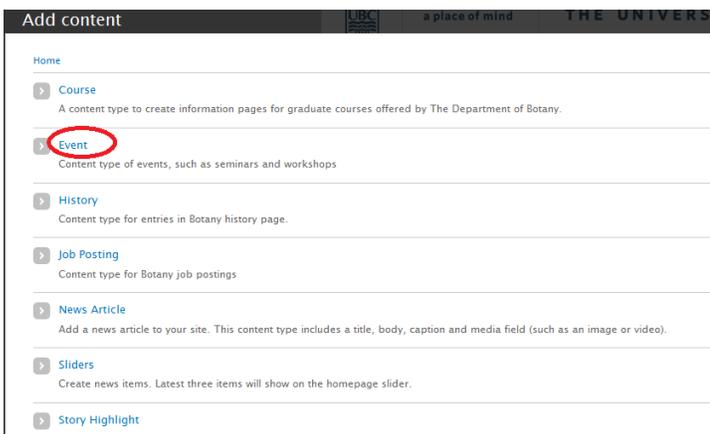
Once you log in, you will see the **User Menu** at the left side of the screen. To prepare a new event, click the **Manage Contents** link in the **User Menu**.



Clicking **Manage Contents** brings you to the Manage Contents screen. Click **Add Content**.



At the Add Content screen, click **Event** and complete the form at the next screen.



Defined Fields

For the Event content type, the defined fields are as follows:

General Information

- Title (required)
- Image
- Date (required)
- Location (required)
- Map

Botany Seminar Details

- Speaker
- Affiliation
- Series
- Host
- Topic

Event Classification (required)

- Botany IT Lunch and Learn
- Other Event
- Seminar
- Workshop

Event Description (not required for seminars)

Further instructions on how to complete each field have been provided on the events form. Note that all dates must be specified with the MM/DD/YYYY format, while all times must be specified in 24 hour format.

DATE: *

Show End Date

Date	Time
01/05/2015	16:00
E.g., 01/05/2015	E.g., 16:00

If you are creating a seminar, complete the fields under the Botany Seminar Details block and leave **Event Description** blank. For all other event types, do the opposite.

Event Classification

On the events form, a taxonomy field has been created to specify the type of event that is scheduled. The available options are as follows:

- Botany IT Lunch & Learn
- Other Event
- Botany Seminar
- Workshop

This classification affects how an event is represented on the site. For example, only seminar events are displayed on the Seminars page, on the Seminars sidebar, or on the front page (Seminars panel).

Synchronization of Information

The events form has been designed as the single point of update for any event. By submitting the form, field entries are replicated to:

- the Events Calendar on the Botany website (http://www.botany.ubc.ca/about_us/events)
- the Seminars page on the Botany website (<http://www.botany.ubc.ca/research/seminars>)
- the Seminars front page panel
- the Seminars sidebar
- the Events RSS Feed

As the Content Editor, you have the option of announcing upcoming events on Twitter. On the event form, this may be accomplished by selecting the option (found near the bottom of the page) labeled **Post to twitter.com** and ticking off **Announce this post on Twitter**. By default, Facebook is also updated with the same story.



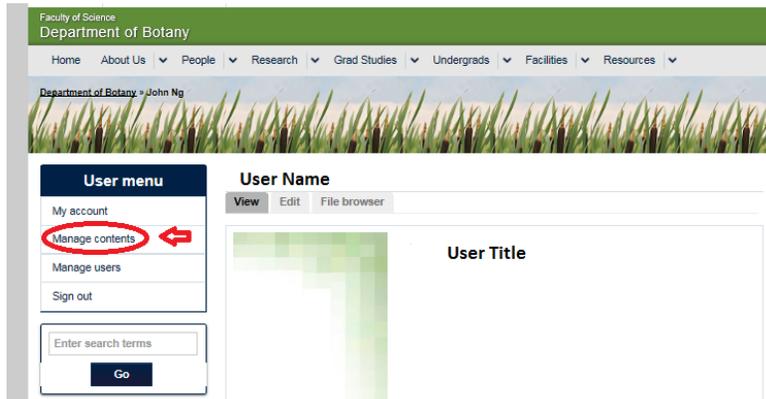
Timed Removal of Seminar Information

The **Date** field determines how long an event is listed in the Seminars page, Seminars sidebar, and front page (Seminars panel). Once the date has passed, the event is removed from these listings, although the actual item remains on the server until it is manually deleted.

SECTION IX: WORKING WITH EVENTS

Editing Event Information

To edit events that have previously been published on the site, click the **Manage Contents** link from the **User Menu** at the left sidebar.



Once you click Manage Contents, you will be brought to the Manage Contents screen. Select **Event** from the drop-down list at the **Type** field. Click **Filter**. You will then be presented with a filtered list of published events.

+ Add content

SHOW ONLY ITEMS WHERE

status	any	Filter
type	Event	
language	any	

UPDATE OPTIONS

Publish selected content Update

<input type="checkbox"/>	TITLE	TYPE
<input type="checkbox"/>	Internal Users	Basic page
<input type="checkbox"/>	Botany Internal Website	News Article

Scroll down to the event that needs updating and click the corresponding link (such as “Annual Botany Bonspiel” as in the example below.

<input type="checkbox"/>	TITLE	TYPE
<input type="checkbox"/>	Internal Users	Basic page
<input type="checkbox"/>	Botany Internal Website	News Article
<input type="checkbox"/>	Forms new	Basic page
<input type="checkbox"/>	Annual Botany Bonspiel new	News Article
<input type="checkbox"/>	Western anemone new	Sliders

From the next view, click **Edit** and make the required changes.

Annual Botany Bonspiel

View **Edit** Revisions

SIGN UP YOUR TEAM FOR OUR ANNUAL BOTANY BONSPIEL, CURLING 'FRIENDLY- NO EXPERIENCE-NEEDED' COMPETITION!!

To sign up see: Isabel Ferens- room 3529, Botany Office; ext. 2-8524.

Event is taking place on January 24, 2015 (Saturday) at the Richmond Curling Club.

When you have finished, click the **Save** button at the bottom of the screen.

Deleting an Event

To permanently remove an event, perform the same steps as in the above section (Editing Event Information). However, instead of editing the event and saving changes, click the **Delete** button at the bottom of the screen.

Menu settings
Annual Botany Bonspiel

Post to twitter.com

Revision information
New revision

Authoring information
By Sean Shang on 2014-12-19 10:40:29 -0800

Publishing options
Published

Provide a menu link

Menu link title
Annual Botany Bonspiel

Description

Shown when hovering over the menu link.

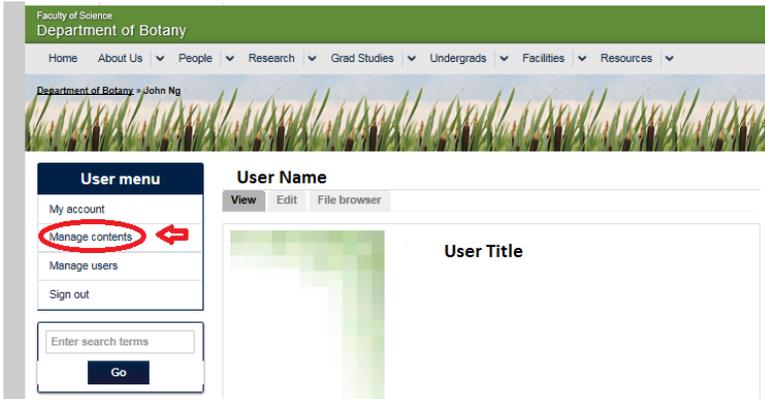
Parent item
--- News

Weight
0

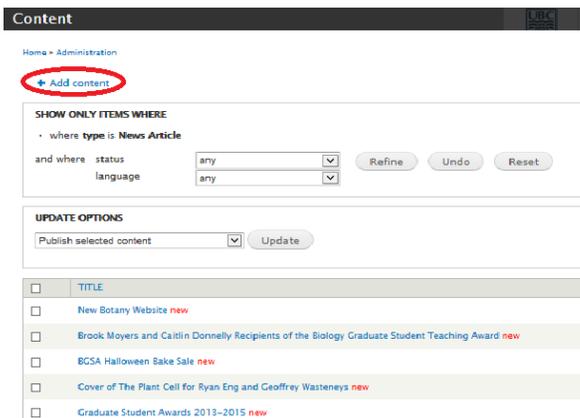
Menu links with smaller weights are displayed before links with larger weights.

Save Preview **Delete**

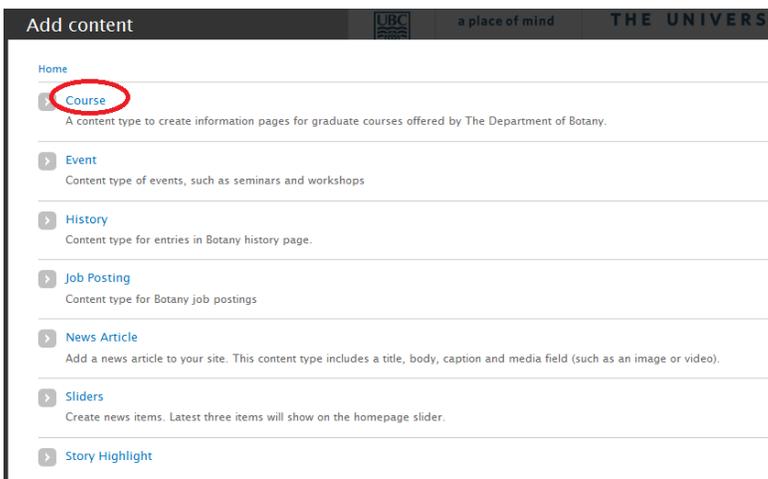
Once you log in, you will see the **User Menu** at the left side of the screen. To create a new course item, click the **Manage Contents** link in the **User Menu**.



Clicking **Manage Contents** brings you to the Manage Contents screen. Click **Add Content**.



At the Add Content screen, click **Course** and complete the form at the next screen.



Defined Fields

For the Graduate Course content type, the following fields have been defined:

General Information

- Course Department and Number (required)
- Course Title (required)
- Credits
- Term
- Notes
- Start and End Dates
- Meeting Location (Building and Room)
- Meeting Days and Times
- Instructor(s)
- External URL

Other fields

- Course Overview
- Evaluation Information
- Lab Information
- Tutorial Information
- Additional Information

Further instructions on how to complete each field have been provided on the events form. Note that all dates must be specified with the MM/DD/YYYY format.

Course Classification

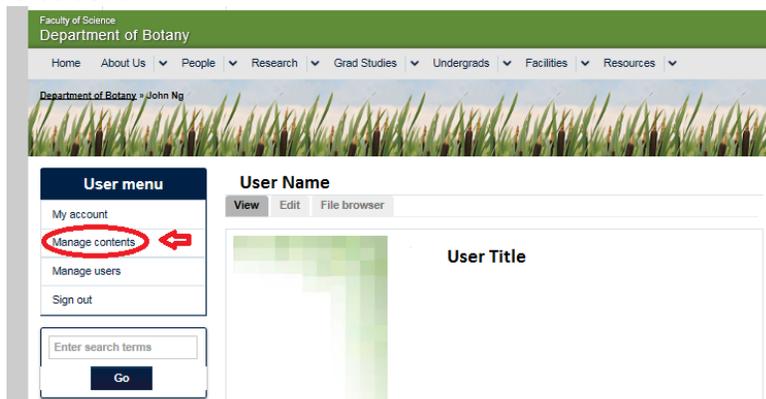
On the graduate course form, a taxonomy field has been created to classify whether the course is an undergraduate or graduate course, as well as to specify whether it is currently offered. The full list of classifications is as follows:

- Currently Offered
- Graduate Course
- Not offered this year
- Undergraduate Course

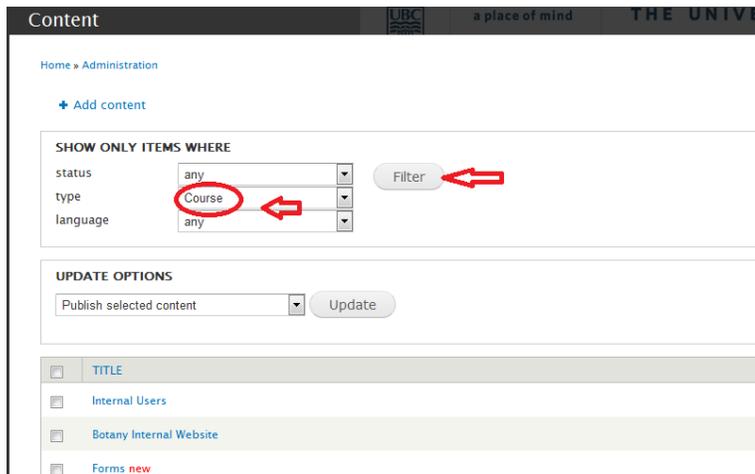
SECTION XI: WORKING WITH GRADUATE COURSES

Editing Course Information

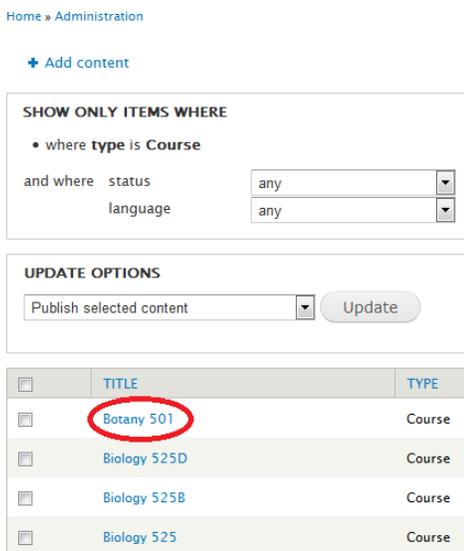
To edit courses that have already been published on the site, click the **Manage Contents** link from the **User Menu** at the left sidebar.



Clicking Manage Contents brings you to the Manage Contents screen. Select **Course** from the drop-down list at the **Type** field and click **Filter**. You will then be presented with a filtered list of courses.



Scroll down to the item that needs updating and click the corresponding link (such as “Botany 501” as in the example below).



This brings up the published view of the course page. To access and modify the original form, click the **Edit** tab under the page title.

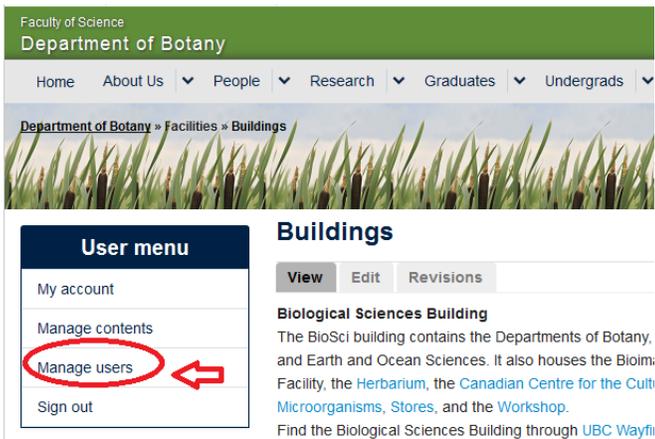
Botany 501



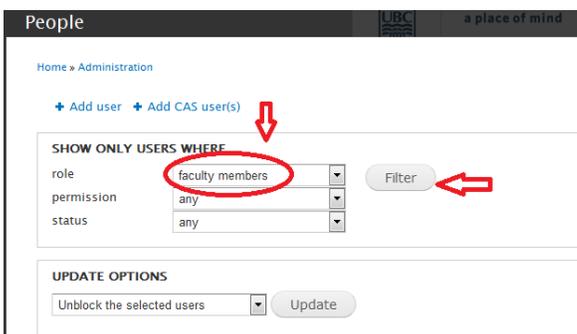
After you have made your changes, click the **Save** button.

SECTION XII: WORKING WITH FACULTY PROFILES

To edit a faculty profile, click the **Manage Users** link in the **User Menu**.



Clicking **Manage Users** brings you to the **People** screen. Select **Faculty Members** from the drop-down list at the **Role** field and click **Filter**. You will then be presented with a filtered list of faculty members.



Scroll down to the user whose profile needs updating and click the corresponding link. This opens up the published display of the faculty profile. From this view, click the **Edit** tab.



At the next screen, click the **Faculty Profile** tab located near the upper right corner.



This brings up the editing form for the faculty profile.

Defined Fields

For the Faculty Profile content type, the defined fields are as follows:

- CAS username
- Display Name
- First Name
- Last Name
- Faculty Type
- Display by research keyword (required)
- Research Areas
- Accept grad student (required)
- Profile Photo
- Image citation
- Position (required)
- Organization
- Research Abstract
- Academic History
- My Links
- Office location
- Office phone
- Lab location
- Lab phone
- Fax number
- Email address
- Office Hours
- Research Interests
- Courses taught
- Team members
- Selected Publications
- Community Work

Further instructions on how to complete each field have been provided on the faculty profile form. For more information, please refer to the document entitled “Your Faculty Profile”.

SECTION XIII: REVISIONS

Revising has been enabled for certain content types including courses and basic pages. This allows the editor to roll back to a previous version of the content if the latest updates are unnecessary or incorrect.

If revising is available, clicking the **Revisions** tab from the published view brings up a list of previous versions.

Overview



An older version of the content may then be viewed by clicking the corresponding link.

REVISION	OPERATIONS
11/25/2014 - 5:08pm by sshang	current revision
11/25/2014 - 5:01pm by sshang	revert
11/25/2014 - 4:54pm by sshang	revert
11/19/2014 - 11:36pm by sshang	revert
11/16/2014 - 10:53pm by sshang	revert
11/16/2014 - 10:52pm by sshang	revert

Revision of Overview from Wed, 11/19/2014 - 11:36pm

The Botany Department is part of the [Faculty of Science](#) at the [University of British Columbia](#). It is one of the largest and strongest Botany Departments in North America, offering a wide range of research and educational programs. Specializations range from the organismal to the molecular level.

Our departmental community of more than 200 consists of 40 full-time [faculty](#) members, several part-time faculty or [associates](#), about 85 [graduate students](#), numerous post-doctoral fellows and research associates, laboratory technicians, and a support [staff](#) of secretarial, equipment, herbarium, stores, workshop and greenhouse personnel.

The graduate students form an active group, organizing talks, study sessions, field trips, sports activities, picnics and parties. The students belong to the [Botany Graduate Students Association](#), which provides limited emergency financial aid, and are represented by the Teaching Assistants' Union.

To roll back to the older version, return to the list of revisions and click the corresponding **Revert** link.

REVISION	OPERATIONS
11/25/2014 - 5:08pm by sshang	current revision
11/25/2014 - 5:01pm by sshang	revert
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11/16/2014 - 10:53pm by sshang	revert
11/16/2014 - 10:52pm by sshang	revert

SECTION XIV: SOCIAL MEDIA

The Botany website has been configured to work with Twitter and Facebook. Account information is as follows:

Twitter

Username: ubcbotany

URL: <https://twitter.com/UBCBotany>

Facebook

Username: ubcbotany@gmail.com

User Profile: <http://www.facebook.com/ubc.deptbotany>

Department Page: <http://www.facebook.com/ubcbotany>