

Kentico Content Management System (CMS)

Managing Events and News Content

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I. Introduction

The Kentico CMS uses a new process to enter news and events, which will allow visitors to the Website to easily find your current events and news.

II. Login to Kentico CMS Desk

Note: Only Users who have explicitly received permission can access Kentico

- Type <https://www.gc.cuny.edu/cmsdesk> (no www is needed) in either Internet Explorer or Firefox browser.
- Log in using your gclusername and password (what you use to login to computers) (Fig. 1)



Fig. 1 Login screen

Once you successfully login, the Kentico CMS Welcome page appears in your browser (Fig. 3).

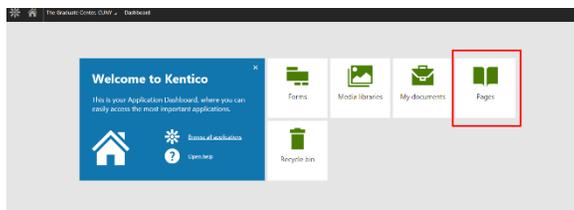


Fig. 3 Welcome screen

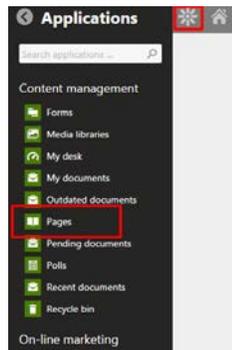


Fig. 2 Toolbar

To Access the Desktop (with pages) simply click on the Pages icon in the welcome screen or click on the flower icon in the upper left corner. This will open the tool bar and from here you can also access the Pages (Fig. 3).

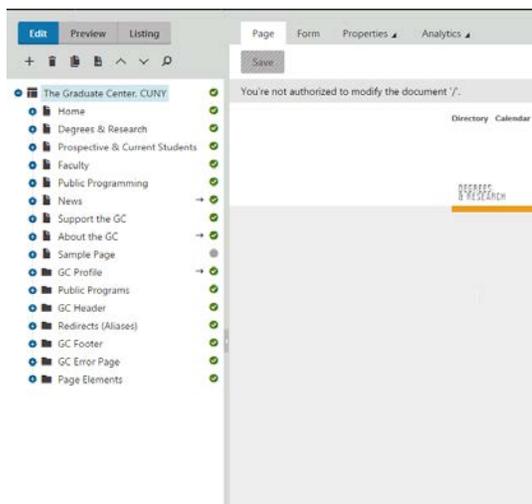


Fig. 4 Desktop

After click on Pages you will see the Desktop (Fig. 4)

If you are unable to login, please contact the IT Services at (212) 817-7300 or via e-mail at itervices@gc.cuny.edu.

To log out, please close the browser to end your session.

III. Creating Events using Page Elements in CMS Desk

Page elements are structured pages that are edited by entering content or values into form fields using the Form tab, located next to the Page tab, on the editing toolbar (Fig. 2). Once a page element is selected, you can click on the Form tab to modify its form fields.

In addition to entering content in forms, page elements differ from standard web pages in that the content is reusable in different areas of the site. Page elements include news articles, events, and policies and procedures.

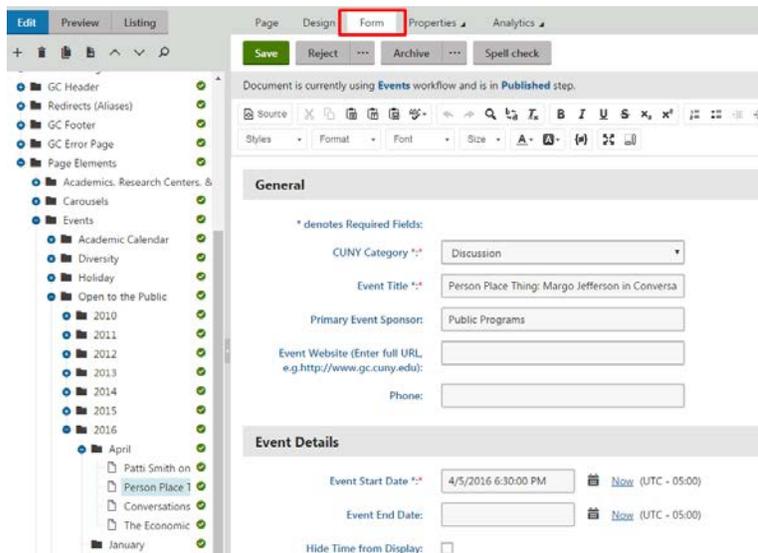


Fig. 5. Form Tab

Note: In the content tree, Page Elements are represented by white pages (Fig. 6), while the standard Web pages (Fig. 4) are black.

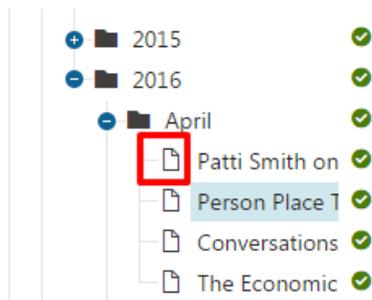


Fig. 6. Page Elements

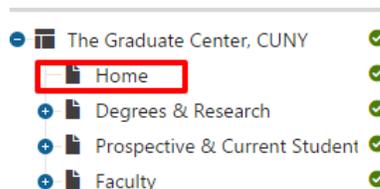


Fig. 7. Standard Web pages

1. Where Events are displayed

Events entered using the CMS Desk will be listed on the **GC Calendar**, located in the News, Events, & Public Programs area of the site (Fig. 5).

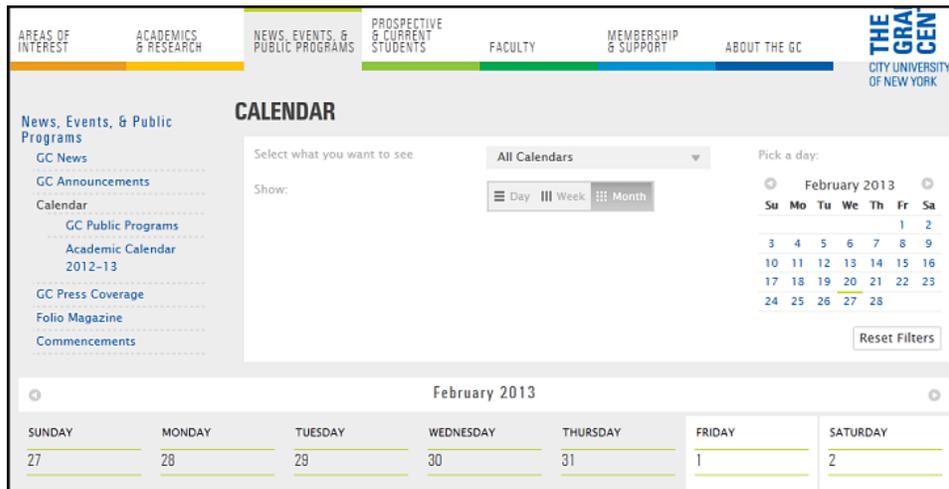


Fig. 8. Events Calendar

2. Types of Events

There are two types of events that can be posted on the GC Website (Fig. 8):

- Open to the Public**
 “Open to the Public” events will be advertised to the GC community and the general public, but require approval before they are published to the www.gc.cuny.edu public calendar. For e.g. lectures.
- Internal**
 An Internal event is an event for the GC community and does not pertain to the general public. If marked appropriately, Internal Events will be hidden from the main GC calendar but may continue to be displayed on page specific event listings. For example, staff meetings or internal training.
- Series**
 Series events are events that share a common grouping, such as a conference, where you would like to place all the sub-events that make up the conference under a umbrella event. In order to create a series style of events, all one needs to do after creating the parent event following the steps below, is to right-click on the parent event and choose to create another event under it. (see steps below)

Note: Other types of events displayed such as *Holiday* are managed by pre-assigned faculty/staff.

3. Entering Events

All Events must be entered in an Events subfolder. There are several events subfolders that each pertain to a specific category or topic. To navigate to the appropriate Events subfolder, you may choose one of two main folders: a) the Academics Research Centers & Initiatives folder or b) the general Events folder.

- The Academics, Research Centers & Initiative folder (Click the Page Elements folder >> Academics, Research Centers, & Initiative).** Within this folder, you can navigate to the academic program, center or initiative, etc. to reach the web page(s) you will be editing.



Fig. 9. Page Element Subfolder - Academics, Research Centers & Initiatives

Once you are in the desired folder, you can open its Events subfolder to enter relevant events. For example, if you wish to enter an event for Computer Science, click following path of folders and subfolders: **Page Elements >> Academics, Research Centers, & Initiatives >> Doctoral Programs >> Computer Science**. Within the Computer Science folder, open its Events folder (Fig. 9), and select the **Open to the Public** subfolder.

The general Events folder (Fig. 11). (Click the Page Elements folder >> Events). All other events that do not pertain to the Academics, Research Centers & Initiatives folder, will be entered in *this* folder.

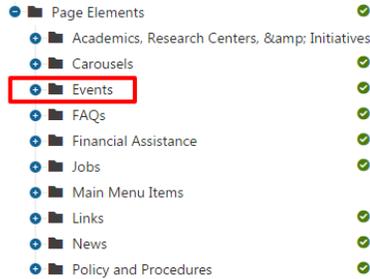


Fig. 11. Page Elements subfolder - [General] Events

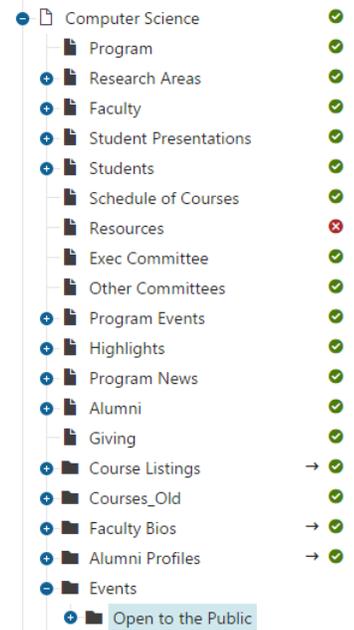


Fig. 10 Computer Science subfolder - Events

a) Practice Entering an Event

1. Select one of the two main Page Elements subfolders (either the *Academics, Research Centers, & Initiative folder* or the *Events folder*).

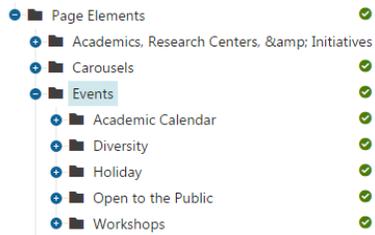


Fig. 13. Two main Page Element subfolders

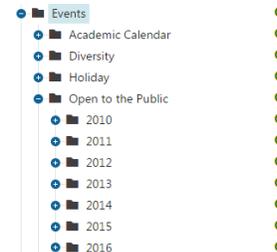


Fig. 12 Event subfolders labeled as Calendar Years

2. Continue expanding folders until you have reached the desired subfolder within the folder structure.
3. Within that subfolder, click the Events folder >> **Open to the Public** folder.
4. You will most likely see a list of subfolders labeled as calendar years (Fig.11). Events are organized by years and months in order to make them easier to locate. Each “year” subfolder contains twelve subfolders labeled for each month within that year.

All events should be stored in a folder that corresponds to the month and year that the event is occurring. For example, if you are adding an event that is to occur in March 2013, you would locate the 2013 subfolder within the Events folder, and open the March subfolder where you would store the event.

While the Open to the Public folder may already include all of the year and month subfolders needed, if it does not, please create new folder(s) to add the current year and/or current month subfolder(s).

Note: The year and month folders are strictly for the purpose of organization and grouping, they have no effect on the listing of your event in the calendar.

b) How to Add a New Folder

1. Right click on the folder (e.g. Open to the Public)
2. Click the **New** option, then select the **Folder** link from the New Document list in the right pane.
3. Type the name of the folder (e.g. 2013) in the Document Name: text box, then click the **Save** button (Fig. 12). The new folder should appear below the existing folder. Repeat to add a subfolder to the newly created folder, if necessary (e.g. month).
4. Expand the "year" folder that corresponds with the year that event will occur.

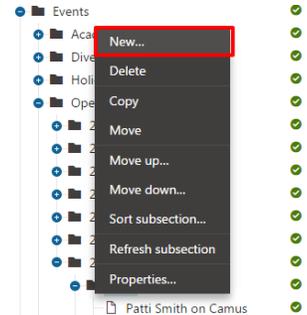


Fig. 14 Right click

Please select new document type

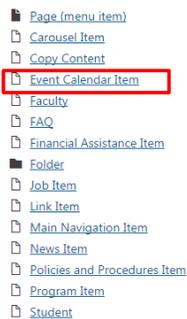


Fig. 15 Event Calendar Item

5. Within that "year" folder, right-click on the "month" folder that corresponds with the month in which the event will occur, then click the **New** option to create a new event.

Select the **Event Calendar Item** link from the New Document list in the right pane (Fig. 13). Doing so will open a blank Event form for the new event.

6. Click the **Save** button (Fig. 14). Once the Save button is clicked, the document will immediately enter into a workflow cycle for approval (see Workflow section).



Fig. 16 Document Name: field and Save button for a New Folder

*The Event form contains several fields to enter information about the event (Fig. 17). Enter the information you have available about the event in each field, especially those that are required (indicated by an asterisk *)*

General	
* denotes Required Fields:	
CUNY Category *:	<input type="text" value="None"/>
Event Title *:	<input type="text"/>
Primary Event Sponsor:	<input type="text"/>
Event Website (Enter full URL, e.g.http://www.gc.cuny.edu):	<input type="text"/>
Phone:	<input type="text"/>
Event Details	
Event Start Date *:	<input type="text"/> Now (UTC - 05:00)
Event End Date:	<input type="text"/> Now (UTC - 05:00)
Hide Time from Display:	<input type="checkbox"/>
Event Address 1 *:	<input type="text" value="365 Fifth Avenue"/>
Event Address 2:	<input type="text"/>
Building:	<input type="text" value="The Graduate Center"/>
GC Room (select from drop-down list):*	<input type="text" value="Not Applicable"/>
Non GC Room (Set GC Room to "Not Applicable"):	<input type="text"/>
Hide Address from Display:	<input type="checkbox"/>
Short Event Description (300 chars including spaces) *:	<input type="text"/>
Detailed Description of Event *:	<input type="text"/>
Event Header Image (recommended size 470 x 150):	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>
Event Header Image Caption:	<input type="text"/>
Additional Information	
Admission Fee:	<input type="text" value="Free"/>
Box office phone:	<input type="text"/>
Box office link (Enter full URL, e.g.http://www.gc.cuny.edu):	<input type="text"/>
Display Options	
Internal Event:	<input type="checkbox"/>
Event Series Display: Display all Events in the Series (Past and Upcoming):	<input type="checkbox"/>
Unlisted:	<input type="checkbox"/>
Publishing	
Publish from:	<input type="text"/> Now (UTC - 05:00)
Publish to:	<input type="text"/> Now (UTC - 05:00)

CUNY Category [required]**Event Title** should be same as document name [required]**Primary Event Sponsor** (e.g. Department name)**Web Address** (Use http:// before Website address)**Phone****Event Start Date****Event End Date****Hide time from Display****Event Address 1** [required]**Event Address 2****Building****GC Room** pull down menu**Non-GC Room** (please set GC Room to N/A first)**Hide Address from Display****Short Event Description** [required]**Detailed Description of Event** [required]**Event header image** add image to event age**Event image caption** add caption to image**Admission Fee****Box office phone****Box office link** for registration purposes**Internal Event** hides the event from the GC main calendar and the digital signage throughout the building**Event Series Display** see event series**Publish From** date to publish to calendar**Publish To** date event will be removed from calendar-still exists in folder

Fig. 17 Event form

4. Creating Series Events

The basic concept for a series event is having an event nested under a parent event. Therefore, after you create the parent (umbrella) event, you can right click on that new event and choose to create another the **Event Calendar Item**. Once you do so (see image below), you'll automatically create a series child event.

You may choose to use some of the field in the event form to hide or display certain information as needed/dictated by your series, such as dates and times or other such information.

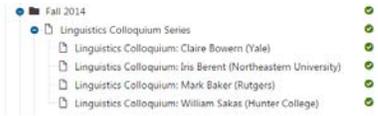


Fig. 18 Series Event Nesting

NEW DIRECTIONS IN EXPERIMENTAL SEMANTICS

Academics, Research Centers, & Initiatives > Doctoral Programs > Linguistics > Events and Lecture Series > Past Events > New Directions in Experimental Semantics

Details

WHERE: The Graduate Center
365 Fifth Avenue

SERIES EVENTS:

- MAR 26, 2014 | 2:00 PM TO 4:00 PM
[New Directions in Experimental Semantics: Introduction](#)
- MAR 27, 2014 | 4:15 PM TO 5:45 PM
[New Directions in Experimental Semantics: Scott Grimm \(U. Rochester\)](#)
- MAR 27, 2014 | 6:15 PM TO 7:45 PM
[New Directions in Experimental Semantics: Stephanie Solt \(ZAS Berlin\)](#)
- MAR 28, 2014 | 10:00 AM TO 12:00 PM
[New Directions in Experimental Semantics: Martin Hackl \(MIT\)](#)

ADMISSION: Free

Description

NEW DIRECTIONS IN EXPERIMENTAL SEMANTICS

In recent years, experimental approaches have come to play an increasing role in formal semantics and pragmatics, prompted by a desire to confirm and augment data grounded in linguistic intuitions, as well as by the greater availability of easy-to-implement experimental methods. This workshop highlights contemporary work that applies experimental techniques to developing and distinguishing between theoretical accounts of meaning in language. After an introductory lecture surveying the motivations for the trend towards experimentation and the diverse applications of experimentally generated data, three talks by semanticists working this area provide case studies illustrating how experimental approaches have yielded insights into important theoretical questions in semantics.

PROGRAM:

Wednesday 3/26, 2-4pm, Room 9207
Sam Alxatib (CUNY) and **Stephanie Solt** (ZAS Berlin)
The experimental trend in semantics – an introduction (open to GC Ling. students and faculty only)

NEW DIRECTIONS IN EXPERIMENTAL SEMANTICS: INTRODUCTION

Public Programming > Calendar > New Directions in Experimental Semantics: Introduction

MAR 26, 2014 | 2:00 PM TO 4:00 PM

Details

WHERE: The Graduate Center
365 Fifth Avenue

ROOM: 9207

WHEN: March 26, 2014: 2:00 PM-4:00 PM

SERIES: [New Directions in Experimental Semantics](#)

ADMISSION: Free

Description

Speakers: Sam Alxatib (CUNY) and Stephanie Solt (ZAS Berlin)

Fig. 196. Series Parent Event (left) & Child Event (right): Note the links to the child and parent events

IV. Creating News Items using Page Elements in CMS Desk

Page elements are structured pages that are edited by entering content into form fields using the Form tab, located next to the Page tab, on the editing toolbar. In addition to entering content in forms, page elements differ from standard web pages in that the content is reusable in different areas of the site. Page elements include news articles, events, and policies and procedures. News items include faculty activities, student honors, awards, faculty hiring, or anything you would like to publicize.

1. Enter a News Article

- a) **Expand the Page Elements folder in the document content tree. Select one two main subfolders: Academics, Research Centers, & Initiatives or the general News folder.**
 - **Academics, Research Centers, & Initiatives** — continue expanding subfolders until you locate the desired subfolder for your program, center, or initiative, etc. Within *that* subfolder, open its **News** folder.

For example, if you wish to enter news pertaining to Computer Science, you would click open the following folder path: Page Elements >> then Academics, Research Centers, & Initiatives >> Doctoral Programs >> Computer Science >> **News**.
 - **General News** — all other entities should use the general News folder.
- b) **Expand the News folder by clicking the right arrow next to it. Most often, this folder will contain subfolders labeled as calendar years with twelve subfolders in each one, labeled for each month of that year.**

All news should be stored inside a folder corresponding to the month and year that the news is occurring, in order to make them easier to locate.

Note: The month and year folders are strictly for the purpose of organization and grouping, they have no effect on the listing of your news article.

In the News folder, subfolders named by year, with subfolders named by month may already exist. If the News folder does not contain these folders, please create new folder(s) to add the current year and/or current month subfolder(s).

How to Add a New Folder

Right-click on the News folder (e.g. News)

Click the New option, then select Folder from the New Document list.

Type the name of the folder (e.g. 2011) in the document name text box, then click Save.

The new folder should appear below the existing folder. Repeat to add a subfolder to the newly created folder, if necessary (e.g. month).

- c) **To create a News item, right-click on the appropriate News subfolder (“month” folder within “year” folder of the date that corresponds with the news item) and then click the New option.**
- d) **In the New document area to the right of the content tree, click the News Item option (Fig. 17) to open the News form (Fig. 18).**

Please select new document type

- ▣ Page (menu item)
- ▣ Carousel Item
- ▣ Copy Content
- ▣ Event Calendar Item
- ▣ Faculty
- ▣ FAQ
- ▣ Financial Assistance Item
- ▣ Folder
- ▣ Job Item
- ▣ Link Item
- ▣ Main Navigation Item
- ▣ **News Item**
- ▣ Policies and Procedures Item
- ▣ Program Item
- ▣ Student

Fig. 20 New document type list

e) Enter news information in the form fields, as necessary:

The screenshot shows the Kentico News Form interface. At the top, there are buttons for 'Save', 'Save and create another', and 'Spell check'. Below these is a rich text editor toolbar. The form is organized into sections: 'General' (with a note '* denotes Required Fields'), 'Standard News Fields' (containing 'News title *', 'Release date *', 'News summary', and 'News text'), 'Header Image' (containing 'News header image' and 'News image caption'), 'Flags' (containing 'Unlisted' and 'Show archived news for selected categories'), and 'Publishing' (containing 'Publish from' and 'Publish to').

News Title [required field]

Release Date [required field]

News Summary (300 characters or less)

News Text

News Header Image

News Header Caption

Breaking News (Public Affairs only)

Thumbnail image field: used for breaking news (220x154)

Publish From: (date item should be published to Website)

Publish To: (date item will be removed from web page-still exists in folder)

Fig. 21 News Form

f) Click the **Save** button and the news item will be submitted into a workflow cycle for approval.

V. Workflow

A content review process has been implemented in which some web pages to be published must be submitted for approval. This workflow process involves three steps (Fig. 22):

Workflow steps		
	Order	Step name
	1	Edit
	2	Approval
	3	Published

Fig. 22. Workflow steps

2. Save the events or news form.

- Once the events or news form has been saved, the **Submit to approval** link appears next to the **Save** button. At the bottom of the form, there is a bar indicating the current Workflow step: Edit (Fig. 20).

3. Submit the form to be approved.

- Click the **Submit to approval** link and the document will be immediately submitted for approval (*workflow step 2: Approval*).



Fig. 24 Edit Step in Workflow



Fig. 23 Approval Step in Workflow

4. Wait for the News or Event item to be published.

- The document will be approved and published or rejected. You will not be able to see the changes to your page in live site view until it has been published. Once it has been approved, the document will be published to the live site (unless date in Publish From field in the news or event form is after the approval date)—final step: Published.



Fig. 25 Published Step in Workflow

Note: The workflow approval process is handled by Publications & Public Affairs. Any questions regarding approval time or other approval issues should be directed to that department.

VI. Edit Mode: Editing Existing News or Events

1. You can change or update existing News or Event items.

- Expand the Page Elements Folder (in the Document Content Tree) and navigate to the news or event item you want to edit.
- B. Click on the **Form** tab.
- C. Edit the form data as desired.
- D. Click the **Save** button.

Note: You will have to resubmit your document for approval before publication.

VII. Add Categories to News, Events and Other Content

Categories are identifiers/organizational tags that allow documents/webpages to be associated with specific topics. The GC Website is category driven. These categories are used primarily to associate content, such as Events, News, FAQs, Policies and Procedures, with related pages. You can see a listing all the categories available within the Kentico (CMS) system by signing in to the Redmine Forum and viewing the categories' document. Use this list to help you decide which categories are best for your content.

Proper use of these categories allows the site to function optimally by ensuring that links to news/event items display in the right column (using right module widgets like News or Events) of related web pages. By using categories, there is a single point of entry, but the content is further publicized by assigning the same category or categories as selected for event, news or other items to related web pages. You can assign one document to an unlimited number of categories.

Access categories through the Properties tab in Edit Mode (see Figure 13). Based on the page content, select one or more related general or program specific categories.

2. To add a category to a news or event item:

- a) Navigate to news or event item.
- b) Click the **Properties** tab (Fig. 26).
- c) Click the **Add categories** button. You may already see a category inherited from the folder in which the news or events item is stored (Fig. 27).
- d) Select one or more categories from the category list, then click **OK**.
- e) Click the **Save** button.

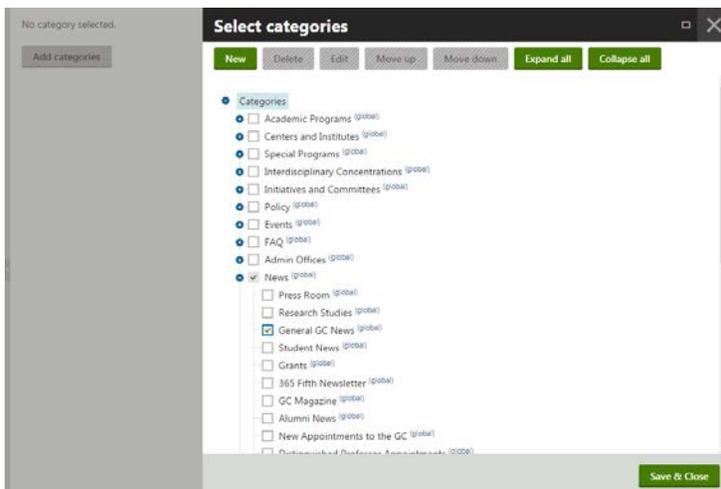


Fig. 27 Category list

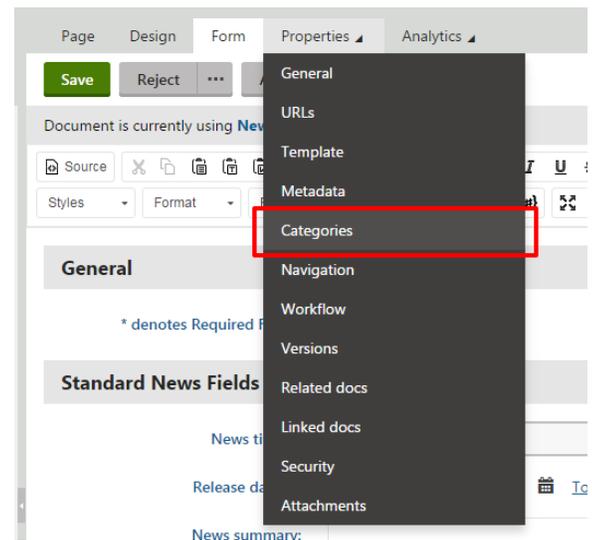


Fig. 26 Categories

3. Select the same categories related to the news or event item for related web pages.

To add a category to a related web page:

- a) Navigate to the related web page.
- b) Click the **Properties** tab.
- c) Click **Categories** in the properties list.
- d) Choose the same category (or categories) selected for the news/event item from the properties list.
- e) Click the **Save** button, then return to Page tab.

When you return to the web page, link(s) to news/event item(s) should appear in the right column of the page(Fig. 28).



Fig. 28 right column News Widget

Note: To view links to news or event item, a News and/or Event widget must be inserted on the right column of the page (see [Adding a Right Column Widget](#) or [documentation in Redmine forum](#) for further details).

VIII. Add a Right Column Widget

Some information is specifically added in the right column of the web page, such as announcements. You can choose a Right Column widget to display the information in this area.

1. Add a Right Column widget to a

a) Click on the Add widget button in the right side webZone (Figure 26).

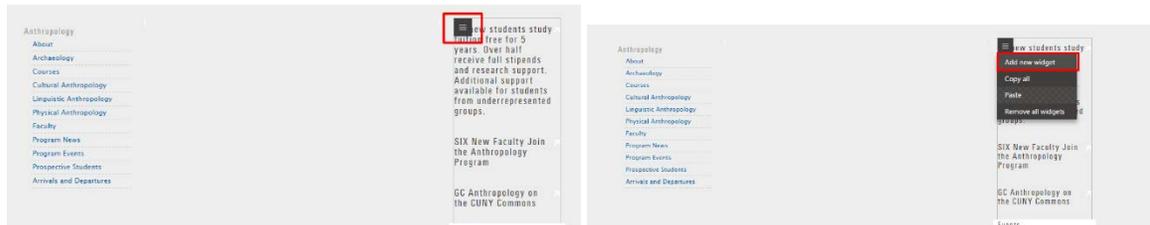


Fig. 26. Add Widget

The Select widget window opens (Fig. 29)

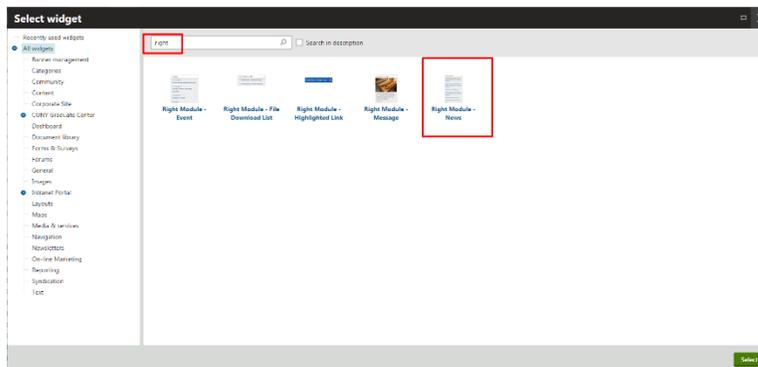


Fig. 29 Select Widget

- b) Click the right arrow next to the CUNY Graduate Center Folder to expand it.
- c) Select **Right Column** subfolder.
- d) Select **Right Module-News** or **Right Module-Events** in the right pane, then click OK. The Widget properties dialog box opens.
- e) Click OK to accept the default number “3”, as the number of news/event items that will display in the right column of the selected web page or increase or decrease the number before clicking OK.
- f) You can choose to display news associated with the parent or child category in relation to the category you selected
- g) **Note:** the **Right Module-Events** widget also includes an option to display events marked as Internal or not.

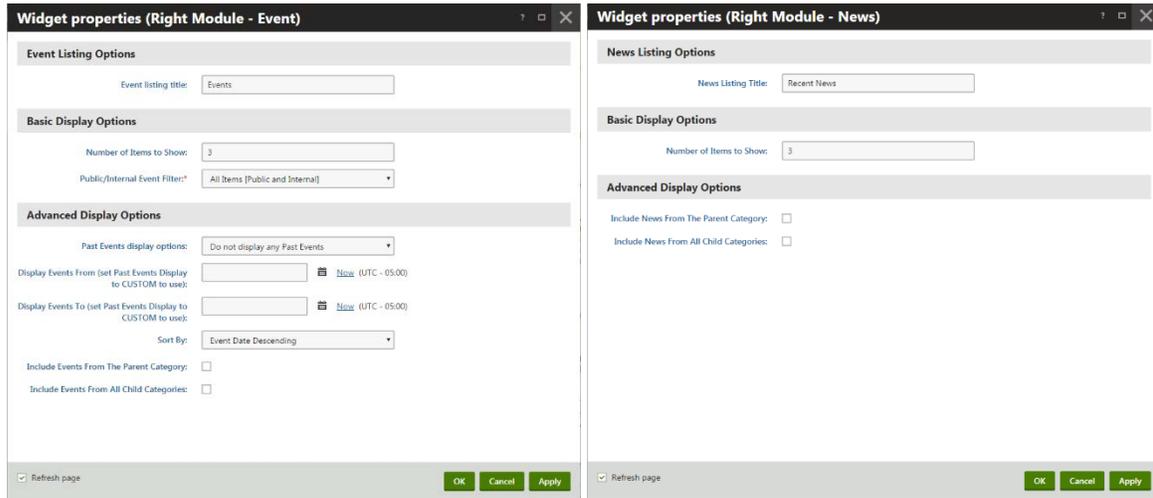


Fig. 28. Right Module-Event and News widget

When you return to the web page, link(s) to news/event item(s) should appear in the right column of the page (Fig. 29).

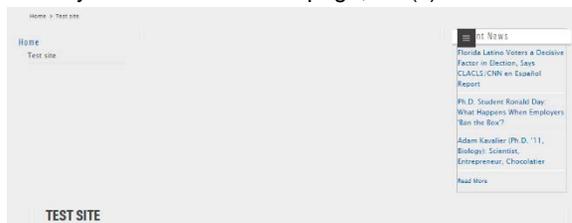


Fig. 29. Links to news in right column of page

IX. How to Get Help

If you do not find answers to your questions in the Kentico documentation, please contact the IT Services or view [Kentico resources page](#).

Phone: (212) 817-7300

Email: ITservices@gc.cuny.edu

Walk-up desk no longer available