INTRODUCTION

This guide will explain the basic operations needed to manage faculty website profiles and submit content for publication.

The CS Web team is available for one-on-one training sessions. To make an appointment, please e-mail webmaster@cs.umd.edu.

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LOGGING IN

1. Open a web browser and navigate to https://www.cs.umd.edu
2. In the top-right corner of the homepage, click on “Log In”
3. Alternatively, one can visit https://www.cs.umd.edu/user directly.
4. Click on the “Log In” button to be redirected to https://login.umd.edu
5. Log into CAS using your UMD Directory ID and password.
6. After successfully authenticating, one will be redirected to the CS account page. Authenticated users have access to a global toolbar that provides shortcuts to the user’s Workbench (explained in “Using the Workbench”), Profile and Content creation pages.

EDITING USER NAME AND EMAIL

1. Click the “Edit” tab on the profile page.
2. The default “Account” tab contains fields for managing the user’s name, email address and website role account password, among others. To change the user’s name or password, enter new field values and click “Submit” at the bottom of the page.

**NOTE:** Because the website uses CAS for authentication, altering the password value does not affect the user’s campus account. To change a campus ID password, visit [https://directory.umd.edu](https://directory.umd.edu).

**EDITING USER PICTURE AND CONTACT INFO**

1. To edit the user’s picture or contact information, select the “Picture/Contact Info” tab from the User Edit page.

2. To add or change a profile picture, select the image file from the client machine and press the “Upload” button.
3. The system provides an inline cropping feature, so that the dimensions of thumbnail images and other derivative sizes can be customized. To crop the uploaded photo, select the desired size and use the box in the modal window to set the dimensions.

4. One can also update a profile’s listed website URL, phone number and office location from this page. The system provides up to three fields each for phone numbers and office locations.

5. Once changes are complete, click the “Save” button at the bottom of the form.

EDITING FACULTY PROFILE

1. The Faculty Profile holds information about a faculty member’s title, appointment, education, biography, research interests, awards and advisees. To edit the user’s faculty profile, select the “Faculty Profile” tab from the User Edit page.
2. Select the user’s current title e.g. Professor.  **This is a required field.**

3. The Secondary Title field holds information about the user’s other notable appointments, e.g. Department Chair or Director of CDIG. When the Filtered HTML text format is selected, the user can stylize the field with formatted text, links to URL’s, etc.

4. Select the user’s appointments, e.g. CS, UMIACS from the provided checkboxes.

5. Up to three fields are provided to list the user’s educational history. **This is a required field.**

6. Select the user’s Research Areas from the provided list. When a research area is chosen, the user will appear in the list of associated faculty for that particular area’s page.
7. Interests are a free-tagging vocabulary of more specialized research terms e.g. *combinational optimization* or *applied languages*. Selected interests are listed on the user's profile page and are used to relate users and content in context. The user can select from existing suggested terms by typing words or phrases into the text box or entering new terms and pressing return. To delete terms, press the red “X” in the term's box.
8. A text box is provided for the user to provide a biography. The field text is formatted to allow a subset of HTML tags. The provided WYSIWYG editor assists in the creation of formatted text, lists and links.

9. The user's honors and awards are managed from the Honors and Awards tab accessible from the top of the Faculty Profile form.

   – Biography * | Honors and awards

   a. To add an award, the user can select an existing award from the dropdown field or add a new one using the + icon located on the right. Awards are arranged alphabetically and are categorized as Award, Fellow, Fellowship, Member, Organization, Other or UMD-specific.
   b. Select a year for the award.
   c. Add a descriptive note describing the award.
   d. Awards should be arranged in reverse chronological order by year. To reorder awards, use the + icon and drag the item up or down.

10. The user's student advisees are managed from the Students tab accessible from the top of the Faculty Profile form.

   – Biography * | Honors and awards | Students

   a. Add or remove active students from the provided list.
   b. If a student is not listed, they are either inactive or do not yet have a role account. Send email to webmaster@cs.umd.edu to request an account addition. Be sure to include the students' campus ID.
   c. **NOTE:** The advisor/advisee relationship is bi-directional. Students have the ability to choose their advisors, as well. Any student choosing the faculty member as an advisor will appear as an active selection on the list.
USING THE WORKBENCH

The Workbench provides a centralized place where the user can view, edit, and create site content. The website incorporates an approval workflow, in which content created by users is submitted to content editors for review before publication. The Workbench allows the user to hold an unlimited amount of created content in a draft state, then submit an item for approval with a single mouse click.

1. To access the Workbench, the user clicks the link located in the top menu bar:

   ![My Workbench Menu](image)

2. From the Workbench page, the user can perform several operations:
   a. View or edit the user’s profile

   ![My Profile](image)
b. View the published content created by the user

My Edits

Five of the most recently updated pieces of content.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>TYPE</th>
<th>PUBLISHED</th>
<th>LAST UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Article</td>
<td>Article</td>
<td>Yes</td>
<td>6 sec ago</td>
</tr>
</tbody>
</table>

View all

c. View all published site content

All Recent Content

<table>
<thead>
<tr>
<th>TITLE</th>
<th>TYPE</th>
<th>AUTHOR</th>
<th>LAST UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Article</td>
<td>Article</td>
<td>Jonathan Katz</td>
<td>6 sec ago</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>edit</td>
</tr>
</tbody>
</table>

d. Create new content

e. View, edit or submit content drafts

ADDING CONTENT

The user can add four types of content to the system:
1. Article
2. Event
3. Featured Profile
4. Award
MANAGING DRAFTS

The *My Drafts* Workbench tab contains a sortable list of all of the content the user currently has in a draft state, as well as any content that is pending review.

To move content from *Draft* to *Needs Review*, the user can click the following link:

<table>
<thead>
<tr>
<th>MODERATION STATE</th>
<th>SET MODERATION STATE</th>
<th>TITLE</th>
<th>TYPE</th>
<th>REVISED BY</th>
<th>LAST UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>Change to Needs Review</td>
<td>Test Article 2</td>
<td>Article</td>
<td>Jonathan Katz</td>
<td>18 hours 26 min ago</td>
</tr>
</tbody>
</table>

When content is submitted for review, content editors are also informed by email.

BOOKMARKS AND SHORTCUTS

The system provides a bookmarking system for articles. To bookmark an article, the user can click the link provided in the footer of the article:

+ bookmark this

Bookmarks can also be removed from the article footer, as well.

The user can view their bookmarks by clicking the *Bookmarks* tab on their profile page:

The bookmarks page provides a list of the user’s bookmarks. Bookmarks can be removed using the link in the right column.
To make navigation simpler, the system provides a collapsible shortcut menu in the user toolbar.

To expand or collapse the menu, use the arrow located at the right of the menu.