Training Outline

Roles

- **Departmental Webmaster**: Recommended for TIMs and webmasters that manage websites. This role includes the ability to: Create/edit/delete and **publish** content (Pages, Blocks, External Links, Files, Folders)
- **Departmental Content Managers**: Recommended for users that will help "Departmental Webmasters" to edit site content. This role includes the ability to Create/edit/delete content (Pages, Blocks, External Links, Files, Folders)

**How to Login to Cascade**

- Go to [https://cascade.utep.edu:8443/login.act](https://cascade.utep.edu:8443/login.act)
- Use your UTEP username (without the “utep.edu” or “miners.utep.edu”)
- Select University Communications from site menu on the top left corner.

**Folder structure**

- "_Internal" folder: All the blocks and links related to the site are under this folder
- "_Files" folder: All the files, images, links, and videos to be uploaded under this folder
- Homepage
- Section Folders
- Pages

**Naming Convention**

<table>
<thead>
<tr>
<th>Page/Folder Name</th>
<th>Shows on URL (e.g. utep.edu/student-affairs/about.html)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendation:</td>
<td>Use dashes (-) instead of spaces, avoid special characters, and use all lowercase</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display name</th>
<th>Name displayed on screen (e.g. main navigation, sidebar navigation, breadcrumbs)</th>
</tr>
</thead>
</table>
Manage Content

---

**Title**

Shows in Browser tab. Used by search engines.

---

**Edit a Page (blue square above)**

- Add a file (e.g. images, documents)
- Edit the homepage News and Facebook feeds
- Add a new page

**Edit a Block (red squares above)**

- Edit carousel block (1366 x 535px)
- Edit contact block
- Edit main navigation and side bar menus

---

**Environments and Publishing**

- Cascade environment
- Test environment (betawww)
- Production environment

---

**Templates available:**
• Content - No Carousel
• People
• News and Social Columns