

Training Outline

email:

web@utep.edu

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)

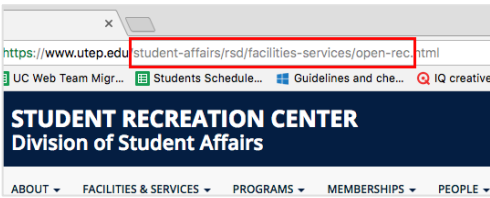
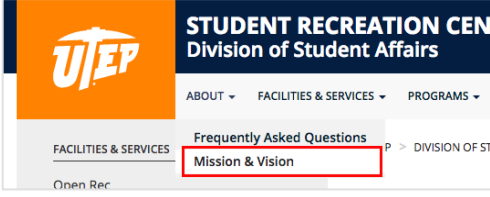
How to Login to Cascade

- Go to <https://cascade.utep.edu:8443/login.act>
- Use your UTEP username (without the "utep.edu" or "miners.utep.edu")
- Select "UniversityCommunications" from site menu on the top left corner.

Folder structure

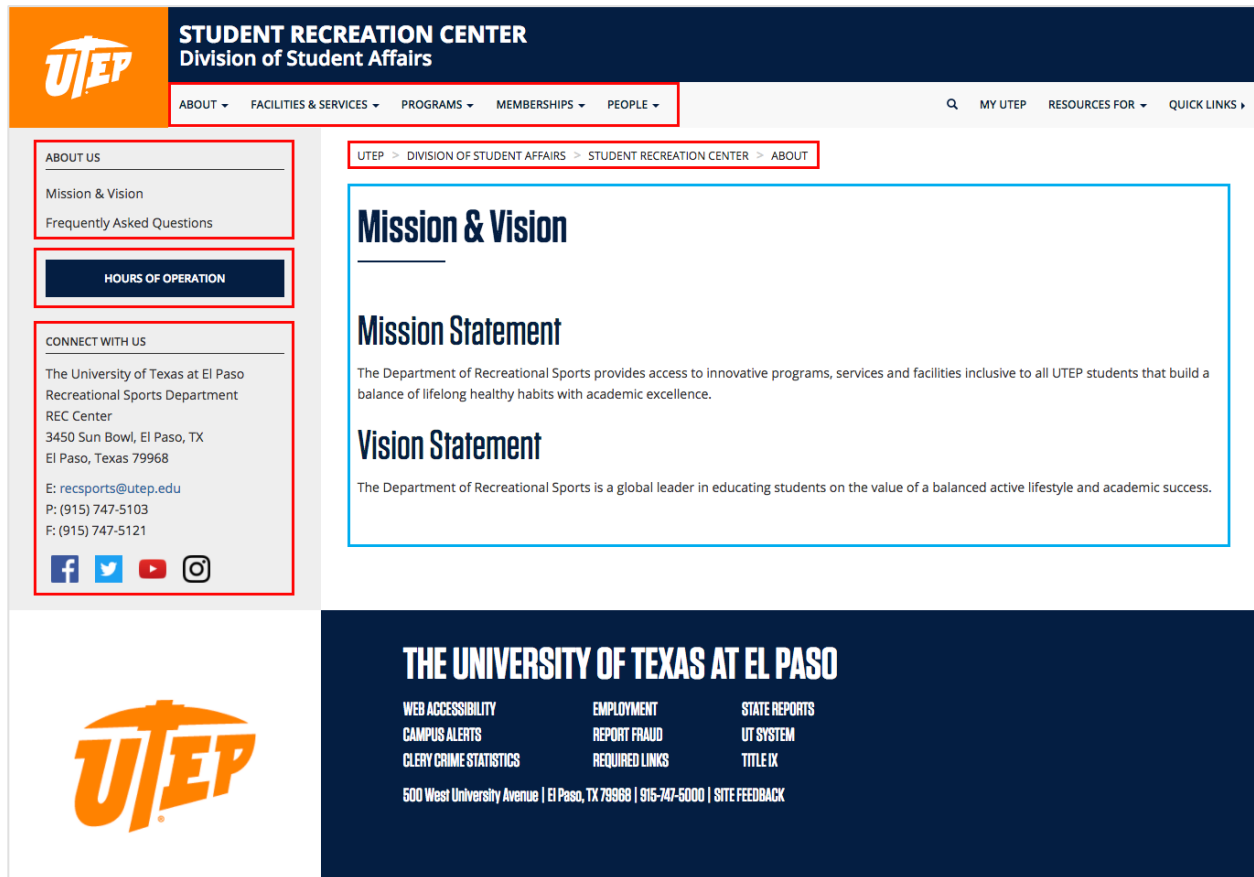
- "_Internal" folder: All the blocks and links related to the site are under this folder
- "_Files" folder: All the files, images, links, and videos to be uploaded under this folder
- Homepage index
- Section Folders
- Pages

Naming Convention

Page/Folder Name	Shows on URL (e.g. utep.edu/student-affairs/about.html) Recommendation: Use dashes (-) instead of spaces, avoid special characters, and use all lowercase	
Display name	Name displayed on screen (e.g. main navigation, sidebar navigation, breadcrumbs)	

<p>Title</p>	<p>Shows in Browser tab. Used by search engines.</p>	
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Manage Content



STUDENT RECREATION CENTER
Division of Student Affairs

ABOUT ▾ FACILITIES & SERVICES ▾ PROGRAMS ▾ MEMBERSHIPS ▾ PEOPLE ▾

UTEP > DIVISION OF STUDENT AFFAIRS > STUDENT RECREATION CENTER > ABOUT

Mission & Vision

Mission Statement
The Department of Recreational Sports provides access to innovative programs, services and facilities inclusive to all UTEP students that build a balance of lifelong healthy habits with academic excellence.

Vision Statement
The Department of Recreational Sports is a global leader in educating students on the value of a balanced active lifestyle and academic success.

THE UNIVERSITY OF TEXAS AT EL PASO

WEB ACCESSIBILITY | EMPLOYMENT | STATE REPORTS
 CAMPUS ALERTS | REPORT FRAUD | UT SYSTEM
 CLERY CRIME STATISTICS | REQUIRED LINKS | TITLE IX
 500 West University Avenue | El Paso, TX 79968 | 915-747-5000 | SITE FEEDBACK

Edit a Page (blue square above)	Edit a Block (red squares above)
<ul style="list-style-type: none"> • Add a file (e.g. images, documents) • Edit the homepage News and Facebook feeds • Add a new page 	<ul style="list-style-type: none"> • 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