Training Outline

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)
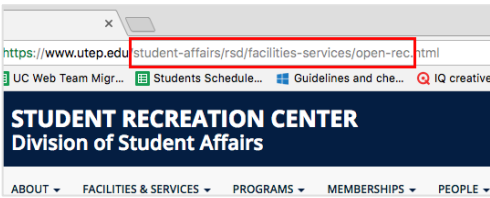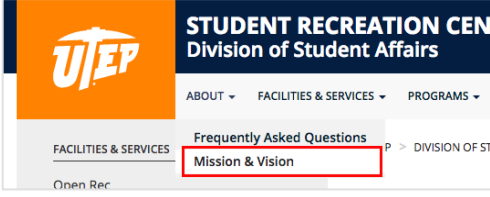
How to Login to Cascade

- 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.
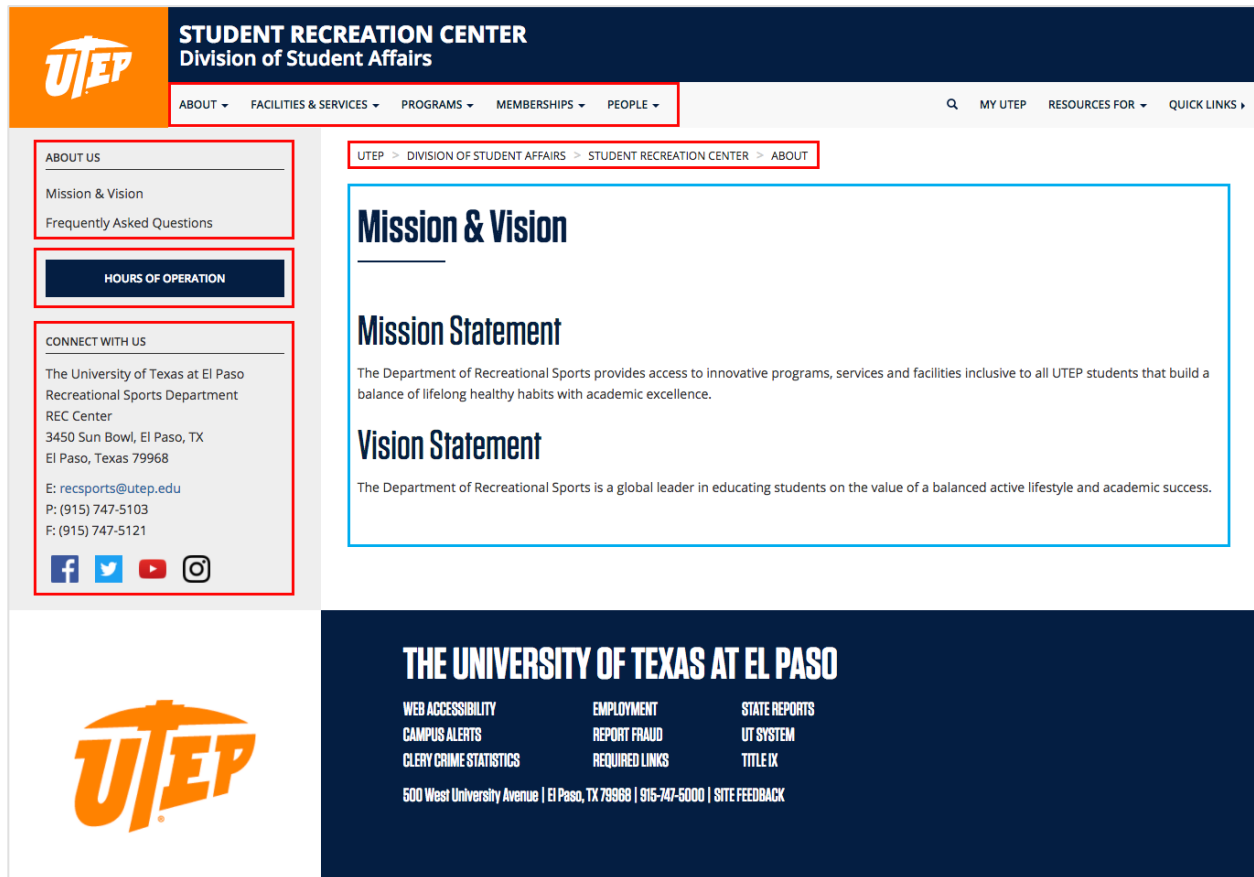
Folder structure

- "_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)	

Title	Shows in Browser tab. Used by search engines.	

Manage Content

Edit a Page (blue square above)	Edit a Block (red squares above)
• Add a file (e.g. images, documents) • Edit the homepage News and Facebook feeds • Add a new page	• 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