

Content Types

Unlike coding straight HTML, the Web CMS uses pre-defined and pre-formatted content types that you add your content to.

While this does mean there is less initial flexibility for designing the look and feel of a particular page or sub-site (see [Sub-Site Homepage Layout](#)), it allows the college to present a unified and consistent appearance to our visitors, regardless of where they are within the site.

- [List of Editable Content Types](#)
- [Pre-Created Pages \(Sub-Site Navigation\)](#)
- [Admin Tools menu](#)

List of Editable Content Types




















- [Accordion Pages](#)
- [Audio \(Embedded\)](#)
- [Catalog Degree Supplemental](#)
- [Department Carousel Slides](#)
- [Department Contact Block](#)
- [Department Information Blocks](#)
- [Department Navigation Additional Links](#)
- [Events](#)
- [Faculty](#)
- [Galleries \(Image Collections\)](#)
- [Gallery Images](#)
- [Location & Hours](#)
- [News Items](#)
- [Office Hours](#)
- [Office Hours Exceptions](#)
- [Pages](#)
Including: Advising, Departments, Financial Aid, Outreach, Overview, Programs, Research, Services, etc.
- [People](#)
- [Social Dashboard Links](#)
- [Staff](#)
- [Video \(Embedded\)](#)
- [Webforms](#)
Including: Contact Us



Pre-Created Pages (Sub-Site Navigation)

Several [Page](#) content types (plus **Contact Us**, which is a [Webform](#)) are created by default when a sub-site is created, depending on whether or not the site is for an academic group. These pages make up the list of links in a group's Sub-Site Navigation (in the left column of a group). The majority of these pages are not published when the site is created, however, and their links will not appear in the left-side navigation until the pages published.

To edit and publish these pages, you must go to the [Content List](#), filter on the "Page" **Type**, click on the desired page, and edit/publish as desired.

The following table shows which items are created by default for each group type, and which of those content areas are published.

| Academic Sub-Site | (published by default) | | Non-Academic Sub-Site | (published by default) |
|-------------------------|---|--|-----------------------|---|
| Home* |  | | Home* |  |
| Overview |  | | Overview |  |
| Departments |  | | Departments |  |
| Programs |  | | --- | |
| Degrees & Certificates* |  | | --- | |
| Course List |  | | --- | |
| Financial Aid |  | | --- | |
| Advising |  | | --- | |
| Research |  | | --- | |
| Outreach |  | | --- | |
| Services |  | | Services |  |
| People* |  | | People* |  |
| Location & Hours |  | | Location & Hours |  |

| | | | |
|------------|---|------------|---|
| Contact Us |  | Contact Us |  |
|------------|---|------------|---|

* Asterisks indicate aggregate views, or pages that are collections of other types (e.g., there is no editable 'Degrees & Certificates' content type. Instead, that page automatically pulls in all the published Degrees & Certificates items, listing it alphabetically).

Admin Tools menu

The **Admin Tools** menu appears in the right column and provides quick links for creating new content (to edit existing content, navigate to desired item as normal or go to the [Content List](#) to search for the content).

- Group Home [links to group's landing page]
- Group [Member List](#)
- Group [Content List](#)

- CMS Documentation [new window link to this manual]
- Create [Catalog Degree Supplemental](#)
- Create [Department Carousel Slides](#)
- Create [Department Information Blocks](#)
- Create [Embedded Audio](#)
- Create [Event](#)
- Create [Faculty](#)
- Create [Gallery](#)
- Create [Gallery Image](#)
- Create [News Item](#)
- Create [Office Hours Exception](#)
- Create [Page](#)
- Create [Social Dashboard Links](#)
- Create [Staff](#)
- Create [Webform](#)
- Create [Embedded Video \(YouTube\)](#)