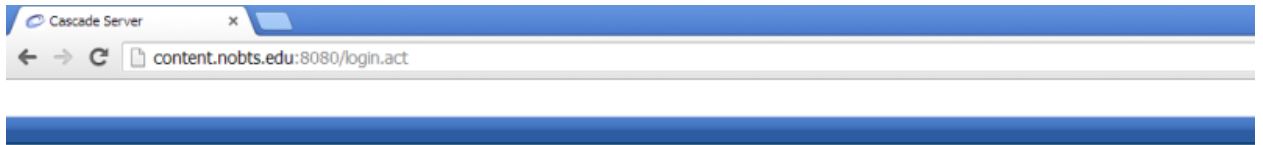Updating your Faculty Page

To update your faculty page, please use the following instructions. If you have any other questions, feel free to e-mail the Web Administrator at webadmin@nobts.edu.

1. Log in to Cascade by going to content.nobts.edu. If you do not remember your username or password, contact the web administrator. The login page should look like this:
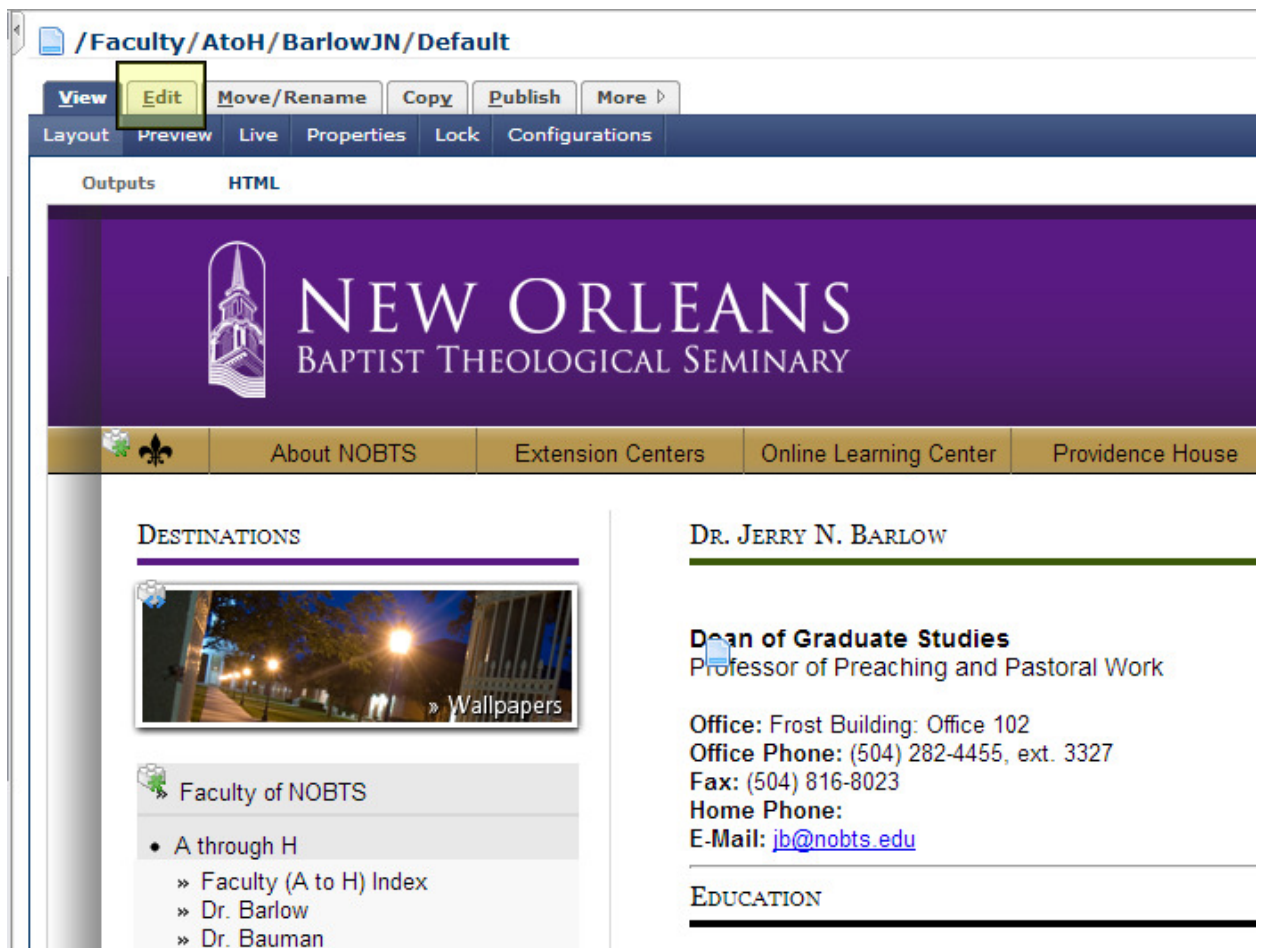
2. Your screen should look like this when you log in. In the highlighted portion of the image below, you will see a drop-down with "NOBTS" in it. If yours says something other than this, click on the drop-down and select "NOBTS". Then, in the list of folders on the left, select "Faculty".
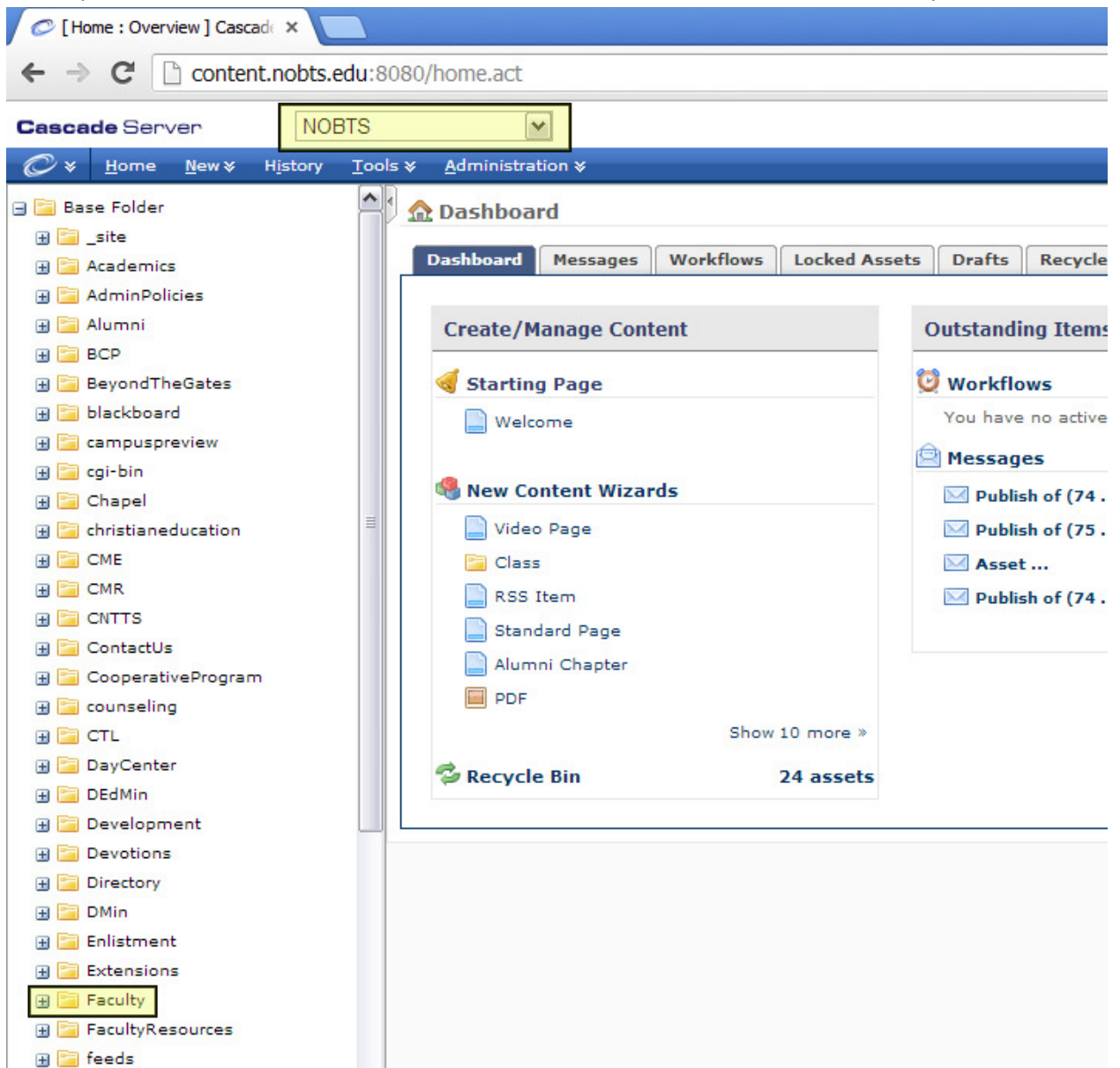
3. Under the "Faculty" folder, you'll see three different folders with letter designations. Choose the folder that your **last** name would fall into, and choose that. Underneath that folder, you should have a page that says "Default". Click on that.
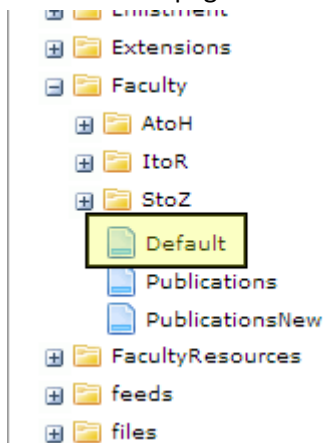
4. The right pane of your browser window should look like the following screenshot. Click on the "Edit" tab to enter the edit mode. If you do not have an "Edit" tab, please contact the web administrator.

5. You will then be brought to an edit page that resembles the one below. It works just like a paper form. Simply fill out the items listed. Do not leave any blank lines, if possible, because that can sometimes adversely affect the formatting. The highlights in the screenshot below show how to add extra items. For example, if you have more than one title, you can press the + button to add a spot for another. The – button removes titles, and the arrows allow you to change the order of items.

6. Some things, such as publication groups, allow you to add entire sections. This works the same way as adding a single item.

Publication Group

⊞ ⊟ ▼ (1/2)

Title **Books**

Item ⊞ ⊟ ▼ (1/6)

Cothen, Joe H. Equipped for Good Work: A Guide for Pastors. 3d ed. Revised by Joe

Item ⊞ ⊟ ▼ ▲ (2/6)

Cothen, Joe H. Equipped for Good Work: A Guide for Pastors. 2d ed. Revised by Joe

Item ⊞ ⊟ ▼ ▲ (3/6)

Pastoral Care PM 0351: Study Guide. Nashville: The Seminary Extension of Souther

Item ⊞ ⊟ ▼ ▲ (4/6)

Studying and Serving With Success: Integrating Academics and Ministry. Gretna: Pel

Item ⊞ ⊟ ▼ ▲ (5/6)

"Relating to the Church Staff." In Interpersonal Relationship Skills for Ministers, ed. J

Item ⊞ ⊟ ▲ (6/6)

"How to Use Time Wisely." In Toolbox for [Busy] Pastors, ed. Barry Campbell. Nashvil

Publication Group

⊞ ⊟ ▲ (2/2)

Title **Articles**

Item ⊞ ⊟ ▼ (1/4)

"Timely Preaching, Timely Worship" Preaching vol. 26, no.4 (January/February 2011

Item ⊞ ⊟ ▼ ▲ (2/4)

"The Expository Eulogy: Its Concept and Principles" (approx. English translation from

7. At the bottom of the page, you will find a large box. You can place anything you like in this area, in case something doesn't fit in one of the areas above, or you can leave it blank. Underneath this box there are three buttons. The first button, "Submit", allows you to submit the changes you've made. The third button, "Cancel", undoes any changes you've made and reverts it back to how it was before you pressed edit. Do not use the "Save Draft" button.
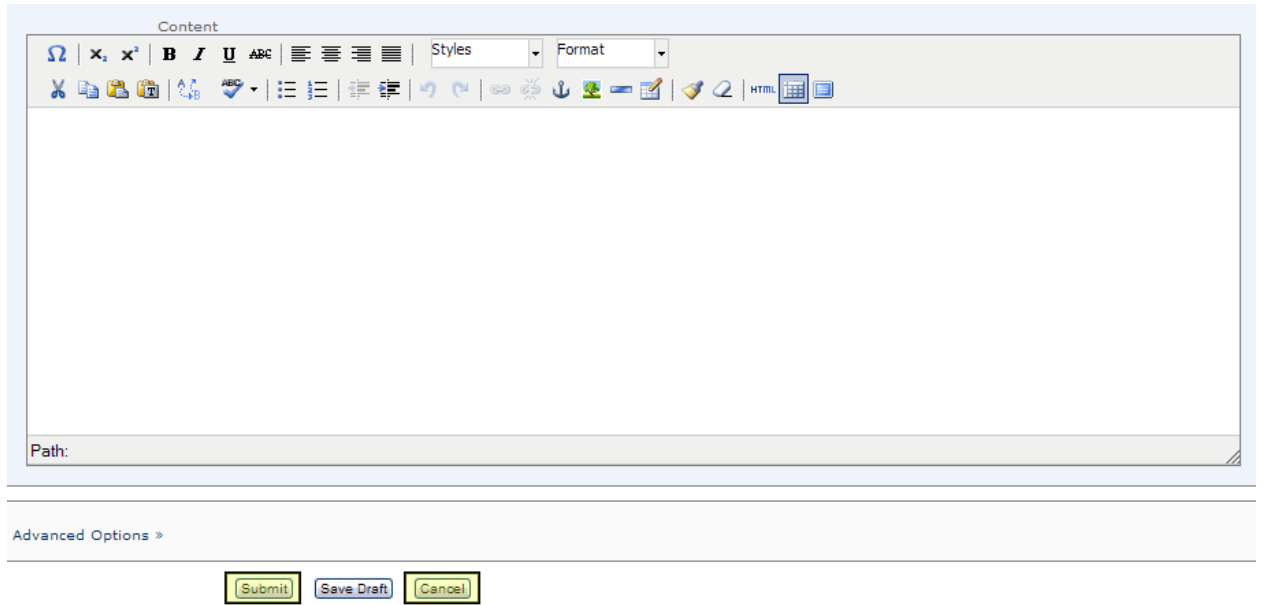
8. If the system detects any misspelled words on your page, you will be brought to a spell check screen. By default, all the words listed have the "Ignore" option clicked. This means that it will not attempt to make any changes. If you select the "Add" option, that word will be added to your personal dictionary, and the system will not view it as a misspelled word again. You can click the "Suggestions" option and choose one of the suggested spellings from the drop-down, or you can select "Modify" and manually type in what word you want it to be. When you are done with the spell check, press "Submit" once more.

Spell Check				
Error	**Modify**	**Suggestions**	**Add**	**Ignore**
B.S.	○ B.S.	○ O.S. ▾	○ Add	⊙ Ignore
U.C.L.A.	○ U.C.L.A.	○ UCLA ▾	○ Add	⊙ Ignore
Franklinton	○ Franklinton	○ Franklin ▾	○ Add	⊙ Ignore
Amite	○ Amite	○ Mite ▾	○ Add	⊙ Ignore
Amite	○ Amite	○ Mite ▾	○ Add	⊙ Ignore
Franklinton	○ Franklinton	○ Franklin ▾	○ Add	⊙ Ignore
Jun	○ Jun	○ Juan ▾	○ Add	⊙ Ignore
Tylertown	○ Tylertown	○ Tyler ▾	○ Add	⊙ Ignore
Sylvarena	○ Sylvarena	○ Sylvia ▾	○ Add	⊙ Ignore
Cothen	○ Cothen	○ Cohen ▾	○ Add	⊙ Ignore
Cothen	○ Cothen	○ Cohen ▾	○ Add	⊙ Ignore
Gretna	○ Gretna	○ Greta ▾	○ Add	⊙ Ignore
Cothen	○ Cothen	○ Cohen ▾	○ Add	⊙ Ignore
Cothen	○ Cothen	○ Cohen ▾	○ Add	⊙ Ignore
Gretna	○ Gretna	○ Greta ▾	○ Add	⊙ Ignore
Gretna	○ Gretna	○ Greta ▾	○ Add	⊙ Ignore
Jeanine	○ Jeanine	○ Janine ▾	○ Add	⊙ Ignore
Argile	○ Argile	○ Agile ▾	○ Add	⊙ Ignore
Dinstuhl	○ Dinstuhl	○ Distil ▾	○ Add	⊙ Ignore
no.4	○ no.4	○ n.o4 ▾	○ Add	⊙ Ignore
approx	○ approx	○ proxy ▾	○ Add	⊙ Ignore
Gyoojun	○ Gyoojun	○ Goo ▾	○ Add	⊙ Ignore
Hattiesburg	○ Hattiesburg	○ Harrisburg ▾	○ Add	⊙ Ignore
Sheol	○ Sheol	○ Seoul ▾	○ Add	⊙ Ignore
Lenaz	○ Lenaz	○ Lena ▾	○ Add	⊙ Ignore

[Submit] [Back]

9. Once you have done this, the page should display the following message. If it does not, read any error messages displayed and take the appropriate action. If you see a message mentioning "Workflows", please contact me. This is a known bug in Cascade and cannot be fixed on your end.

Tools ⌄   Administration ⌄

Edit successful

📄 **/Faculty/AtoH/BarlowJN/Default**

View	Edit	Move/Rename	Copy	Publish	More ▷

Layout   Preview   Live   Properties   Lock   Configurations

10. Once you are ready for your changes to go out on the main site, click on the "Publish" tab. You'll see the screen below. Simply press "Submit" here.

11. You should see a success message. If you see any other message, please contact the Web Administrator.