

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.

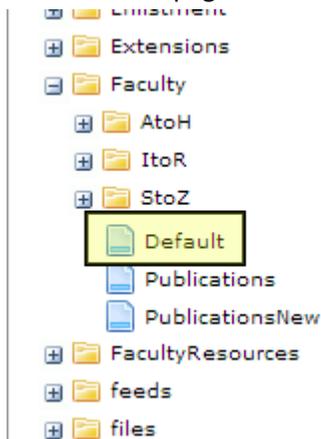
1. Log in to Cascade by going to content.nobts.edu. If you do not remember your username or password, contact the web administrator. The login page should look like this:

A screenshot of the Cascade Server login page. The page has a white background with a blue header. The header contains the text "Log In" and a small blue icon. Below the header is the Cascade Server logo, which consists of a blue swirl icon followed by the text "Cascade Server". Below the logo is a "Welcome" button. Underneath the "Welcome" button is a form with two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember me". At the bottom of the form is a "Log In" button.

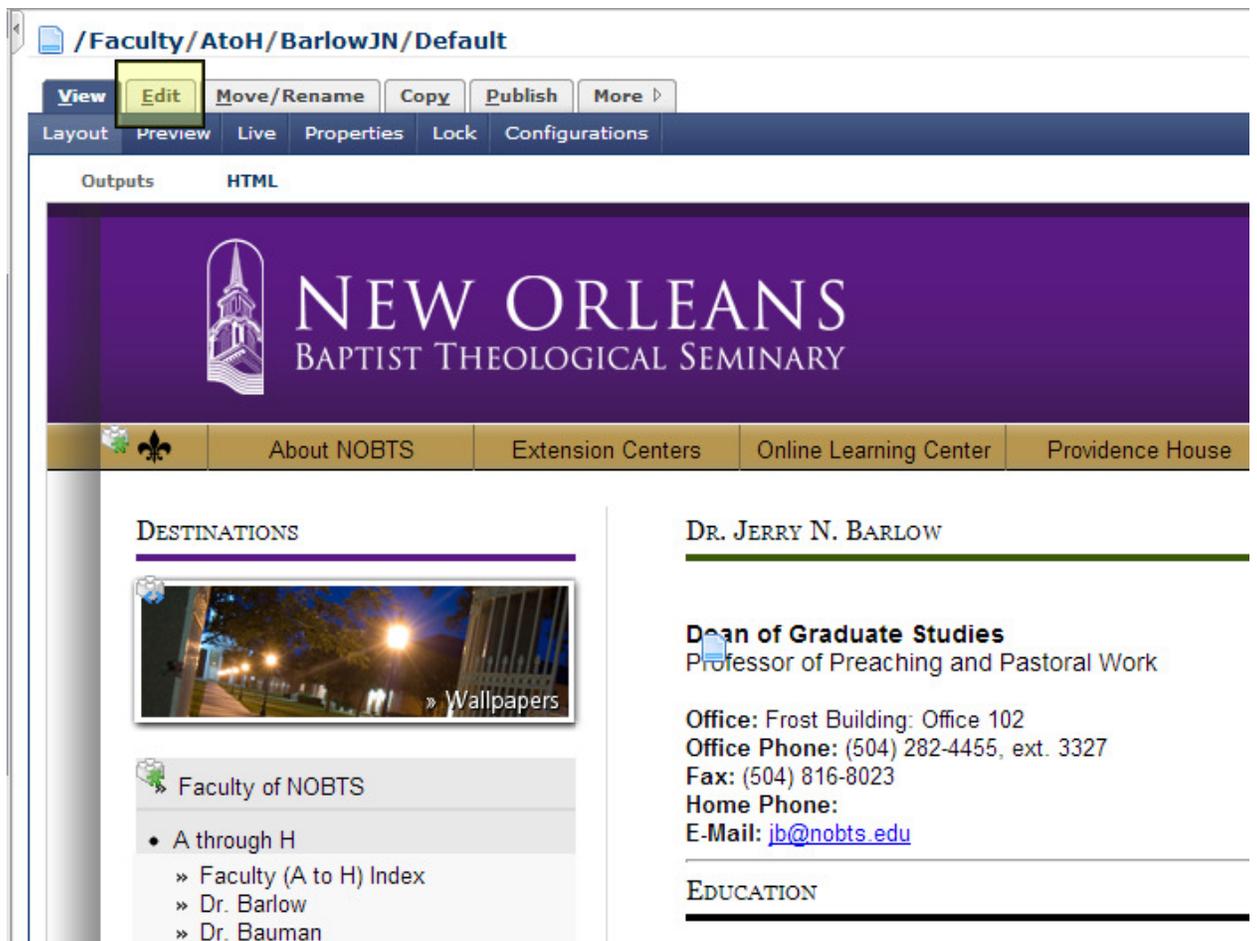
2. Your screen should look like this when you log in. In the highlighted portion of the image below, you will see a drop-down with “NOBTS” in it. If yours says something other than this, click on the drop-down and select “NOBTS”. Then, in the list of folders on the left, select “Faculty”.

The screenshot displays the Cascade Server web interface. At the top, the browser address bar shows the URL `content.nobts.edu:8080/home.act`. Below the browser, the Cascade Server header includes a dropdown menu currently set to "NOBTS". The main navigation bar contains links for Home, New, History, Tools, and Administration. On the left side, a vertical sidebar lists various folders, with "Faculty" highlighted in a yellow box. The main content area is titled "Dashboard" and features several sections: "Create/Manage Content" with options like Starting Page, Welcome, New Content Wizards (Video Page, Class, RSS Item, Standard Page, Alumni Chapter, PDF), and a Recycle Bin containing 24 assets. On the right, an "Outstanding Items" section shows "Workflows" (no active items), "Messages" (Publish of 74, Publish of 75, Asset ...), and another "Publish of 74" item.

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.



/Faculty/AtoH/BarlowJN/Default

View Edit Move/Rename Copy Publish More

Layout Preview Live Properties Lock Configurations

Outputs HTML



NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY



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EDUCATION

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.

Faculty Home Page

General Information

Name ★

Primary Title ★

Additional Title(s)

Office ★

Office Phone ★

Home Phone

Fax

Email ★

Picture ★

Education

Item ▼ (1/3)

Item ▼ ▲ (2/3)

Item ▲ (3/3)

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

Item ▼ (1/6)

Item ▼ ▲ (2/6)

Item ▼ ▲ (3/6)

Item ▼ ▲ (4/6)

Item ▼ ▲ (5/6)

Item ▲ (6/6)

Publication Group

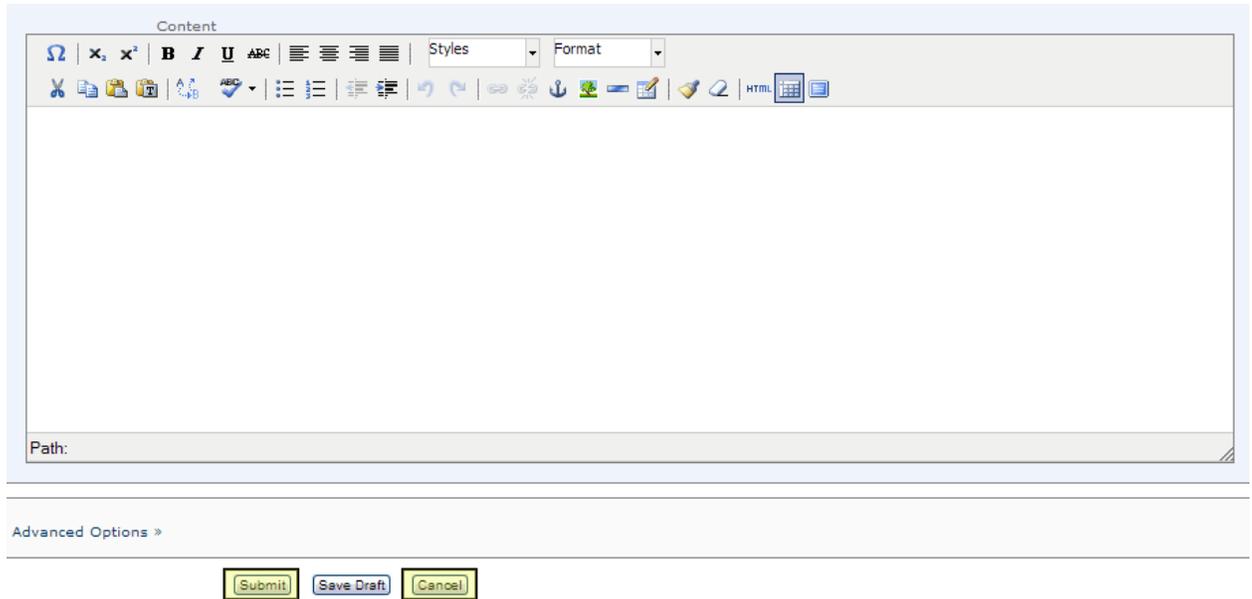
▲ (2/2)

Title

Item ▼ (1/4)

Item ▼ ▲ (2/4)

- 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.



- 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.	<input checked="" type="radio"/> B.S.	<input type="radio"/> O.S. ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
U.C.L.A.	<input type="radio"/> U.C.L.A.	<input type="radio"/> UCLA ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Franklinton	<input type="radio"/> Franklinton	<input type="radio"/> Franklin ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Amite	<input type="radio"/> Amite	<input type="radio"/> Mite ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Amite	<input type="radio"/> Amite	<input type="radio"/> Mite ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Franklinton	<input type="radio"/> Franklinton	<input type="radio"/> Franklin ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Jun	<input type="radio"/> Jun	<input type="radio"/> Juan ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Tylertown	<input type="radio"/> Tylertown	<input type="radio"/> Tyler ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Sylvarena	<input type="radio"/> Sylvarena	<input type="radio"/> Sylvia ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Cothen	<input type="radio"/> Cothen	<input type="radio"/> Cohen ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Cothen	<input type="radio"/> Cothen	<input type="radio"/> Cohen ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Gretna	<input type="radio"/> Gretna	<input type="radio"/> Greta ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Cothen	<input type="radio"/> Cothen	<input type="radio"/> Cohen ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Cothen	<input type="radio"/> Cothen	<input type="radio"/> Cohen ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Gretna	<input type="radio"/> Gretna	<input type="radio"/> Greta ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Gretna	<input type="radio"/> Gretna	<input type="radio"/> Greta ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Jeanine	<input type="radio"/> Jeanine	<input type="radio"/> Janine ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Argile	<input type="radio"/> Argile	<input type="radio"/> Agile ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Dinstuhl	<input type="radio"/> Dinstuhl	<input type="radio"/> Distil ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
no.4	<input type="radio"/> no.4	<input type="radio"/> n.o4 ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
approx	<input type="radio"/> approx	<input type="radio"/> proxy ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Gyoojun	<input type="radio"/> Gyoojun	<input type="radio"/> Goo ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Hattiesburg	<input type="radio"/> Hattiesburg	<input type="radio"/> Harrisburg ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Sheol	<input type="radio"/> Sheol	<input type="radio"/> Seoul ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore
Lenaz	<input type="radio"/> Lenaz	<input type="radio"/> Lena ▾	<input type="radio"/> Add	<input checked="" type="radio"/> Ignore

- 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.

The screenshot shows a web management interface for the path `/Faculty/AtoH/BarlowJN/Default`. At the top, there is a menu bar with buttons for `View`, `Edit`, `Move/Rename`, `Copy`, `Publish` (highlighted with a green box), and `More`. Below the menu bar, the `Publish` dialog box is open. It contains the following sections:

- Page Configuration:** A checkbox for `HTML` is checked.
- Destination:** Three checkboxes are checked: `Live`, `Remote` (highlighted with a blue background), and `Backup`.
- Options:** A section with two rows of options:
 - `Publish Report` with a checked checkbox and the text `Generate a publish report message`.
 - `Publish Mode` with a selected radio button for `Publish` and an unselected radio button for `Un-publish`.

At the bottom of the dialog box, there are two buttons: `Submit` and `Cancel`.

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

The screenshot shows a success message at the top: `Publish message sent successfully`. Below the message, the web management interface for the path `/Faculty/AtoH/BarlowJN/Default` is visible. The `View` menu is expanded, showing the following options: `Layout`, `Preview`, `Live`, `Properties`, `Lock`, and `Configurations`.