

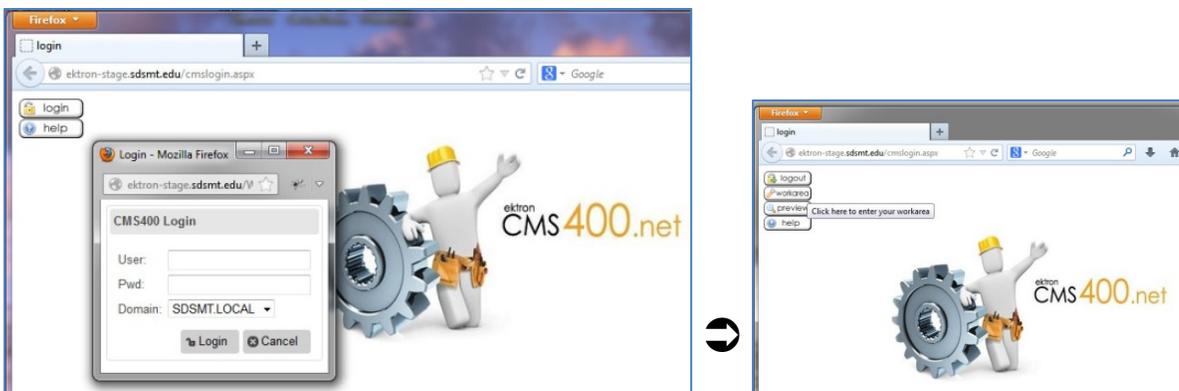
URLS 4 U

1. cmslogin.sdsmt.edu – URL of the Ektron workarea
2. www.sdsmt.edu/EditWebsite/ – guidelines, instructions, videos for website and calendar publishers
3. www.sdsmt.edu/Campus-Services/University-Relations/ – where to find the University Relations Job Request form, to request website assistance or work.

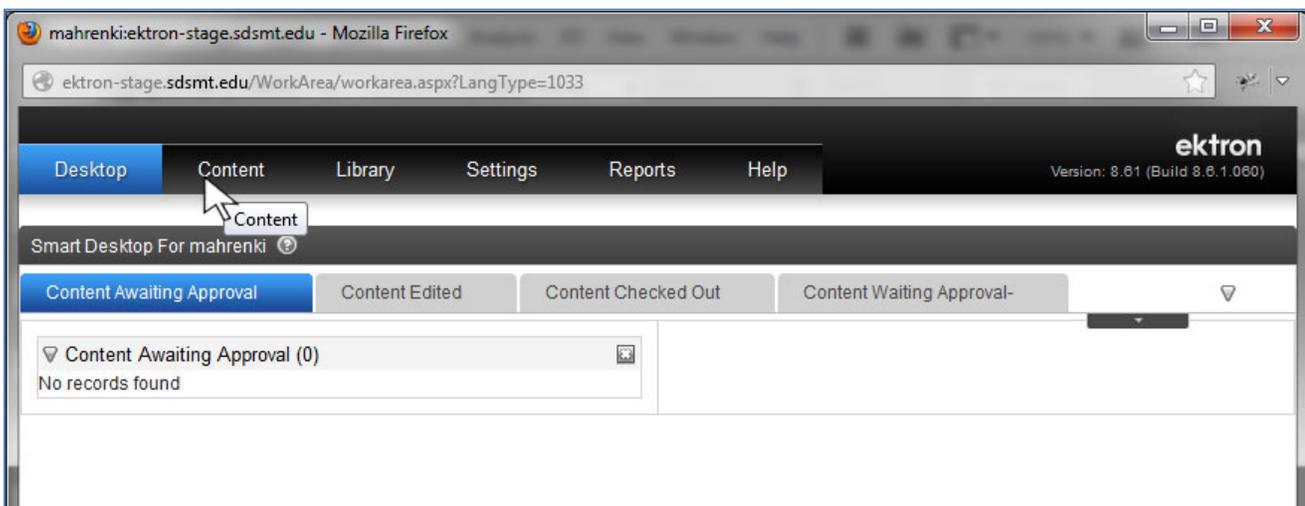
or email Marsha.Ahrenkiel@sdsmt.edu or Julia.Easton@sdsmt.edu if you have questions

Adding Information to the Ektron Calendar (Firefox and Chrome browsers work best)

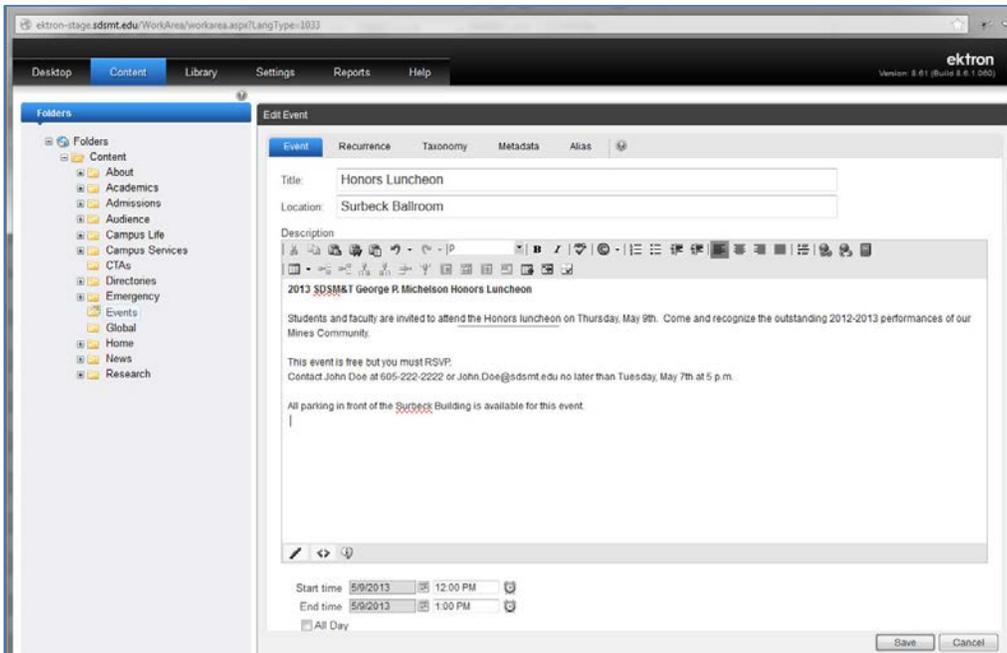
1) Log in to the Ektron Editing Interface: <http://cmslogin.sdsmt.edu>. Click the **login** button. It will take a few seconds for the login dialog box to populate. (Note: It can sometimes open behind your initial screen.) Use your network login credentials to log in. Once you have logged in, click on the **workarea** button. *If you are not on campus, you need to be vpn'd in to the SDSM&T network to access the Ektron CMS (content management system).*



2) The workarea screen is customizable, looks different for different users, and will be mostly blank the first time you open it. Click on the Content Tab at the top.



5) The Event smart form will appear. **Do not copy and paste Word or Outlook text into the event form** – retype or use Paste from Word or Paste from Plain Text tools.

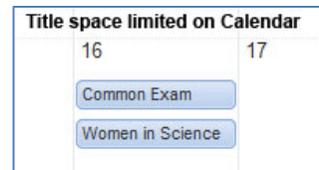


Fill out the event form information:

Title: Keep title short as only a few words show up on the Calendar that users see → You can add longer title in the body of the Event description.

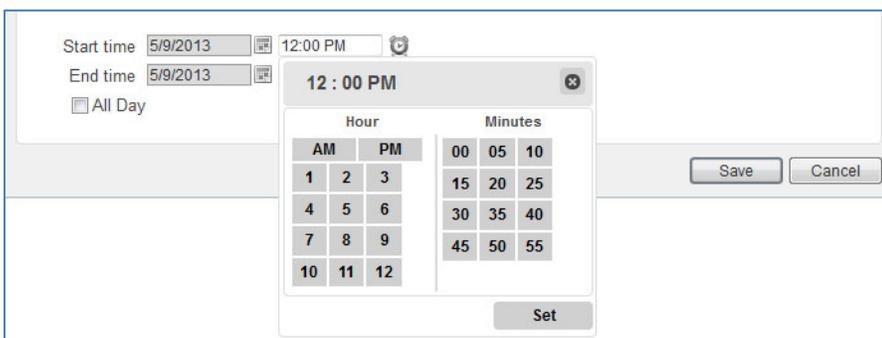
Location: Add where event is located

Description: Think of the information your users need, and the questions they might have about this event. Your description might include any of the following information:



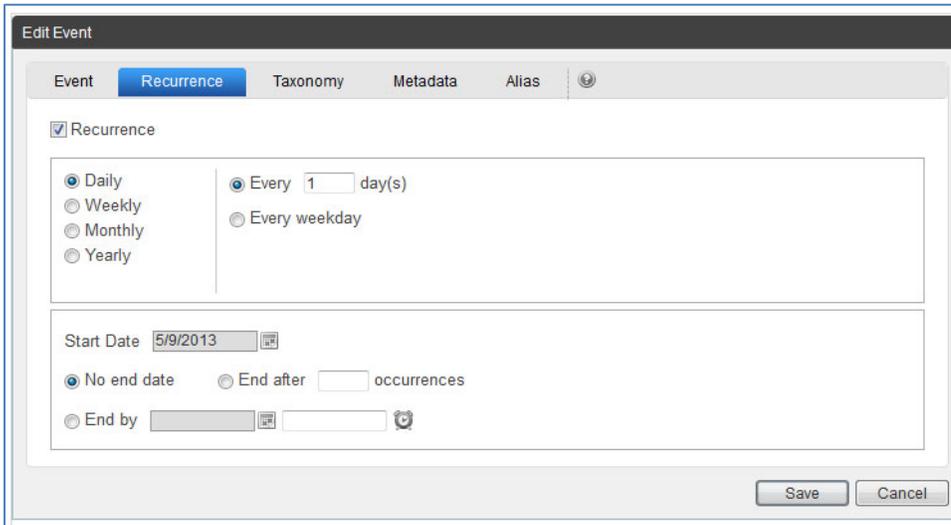
- Subject matter or purpose of event (i.e. what’s going on)
- What department or organization is hosting the event
- Who can attend (just department members, just the campus community, the public, etc.?)
- Is there a cost to attend – how much, how is it paid, deadline to pay
- Is there a need to RSVP – to whom, by when
- For public events, are instructions needed for locating the venue or parking (event detail page does already include link to campus map and parking map)
- It’s nice to add a contact name, phone or email, should someone have questions about the event
- A documents (e.g. flyer) or image can be added to the event if you choose.

6) **Date of Event:** widget makes setting start and ending times easy, or click “All Day” for full day event.



After you have added Event information, you will need to add **Recurrence** (if needed) and **Taxonomy** information. You can save by clicking the Save Button at the bottom of any of the panel pages, once you have added all your information.

7) **RECURRENCE** -- For a recurring event set up dates using the **Recurrence** tab.



The screenshot shows the 'Edit Event' form with the 'Recurrence' tab selected. The 'Recurrence' checkbox is checked. Under 'Daily', the 'Every 1 day(s)' option is selected. The 'Start Date' is set to 5/9/2013. The 'No end date' option is selected. There are 'Save' and 'Cancel' buttons at the bottom.

The Recurrence options can be a powerful feature, because after adding your recurring schedule, you can go back to the calendar and edit on a meeting-by-meeting basis. So let's say you have a year of meetings that will always be on the first Monday of the month, except they won't take place in June, July and August. You can set up 12 recurring meetings, then go delete the June, July and August meetings from the calendar. Likewise, if you have 12 recurring meetings on the first Monday of the month, but in May you need to have it on a Wednesday instead of a Monday. You can go edit that occurrence only. This is the best way to do any series of meetings, rather than setting them up as individual events. Ektron deals with repeat events (events with the same title) by adding a numeric character after the title. So if you set up multiple Chemistry Club meetings as individual submissions, they will appear as Chemistry Club, Chemistry Club (1), Chemistry Club (2), etc. – much better to use the Recurrence feature.

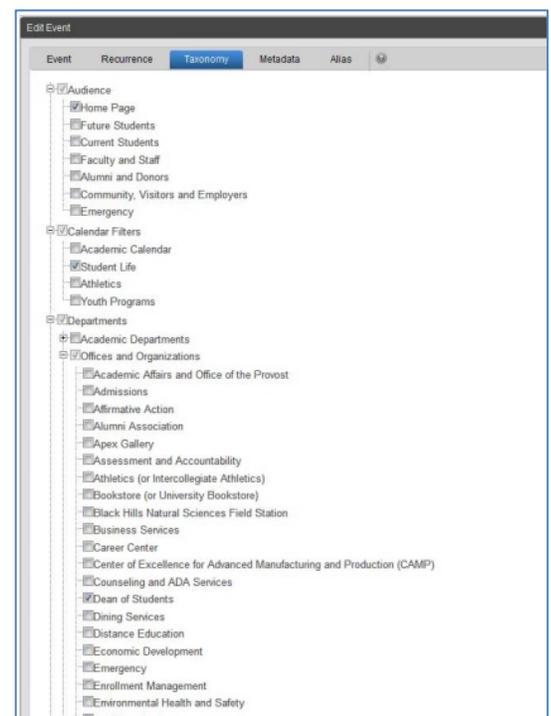
8) **TAXONOMY** -- Once event information is entered and scheduling is done, click on the **Taxonomy** tab. Across the SDSM&T website, the home pages of various departments/offices show news and events related to their activities and communities. So rather than think "who should come to this event?" as you scan the taxonomy list, think "on which webpages should this event show up?".

Here's some help in understanding Taxonomy options:

Audience section

Right now, the only page listed in the audience section that is set up to display news/events is the Home Page. Before clicking Home Page, ask yourself if your event should be publicized there. Generally we recommend that it only be marked for Home Page display if the public is invited or at least the whole campus may come. If it's restricted to a particular group, don't mark anything in the "Audience" section.

You are not restricted from marking your event for Home Page display, however University Relations reserves the right to "unmark" it, if we have a week with many events and need to make sure the highest priority ones are showing.



The screenshot shows the 'Edit Event' form with the 'Taxonomy' tab selected. It displays a tree view of taxonomy categories. The 'Audience' section is expanded, showing options like 'Home Page', 'Future Students', 'Current Students', 'Faculty and Staff', 'Alumni and Donors', 'Community, Visitors and Employers', and 'Emergency'. Other sections include 'Calendar Filters', 'Departments', and 'Offices and Organizations'.

Calendar Filters Section

When a user goes to the campus calendar, they have the option to click on a variety of filters (Academic Calendar, Student Life, Athletics, Youth Programs, and the newly added Alumni and Foundation) if they only want to see those types of events. When, in the Taxonomy section of the Ektron Editing interface, you select one or more filters in this section, that event will show up when a user chooses one of those filters.

The screenshot shows the South Dakota School of Mines & Technology website's calendar interface. At the top, there's a navigation menu with 'Home', 'Events', 'Give To Mines', 'Contact Us', and 'apply now!'. A search bar is on the right. Below this, there are dropdown menus for 'Find your undergraduate degree' and 'Find your graduate degree'. The main header features the school's logo and name. A secondary navigation bar includes links for 'About', 'Admissions', 'Academics', 'Campus Life', 'Athletics', 'News & Events', 'Research', and 'Directories'. The 'CALENDAR' section is active, displaying 'SDSM&T Events'. A 'FILTERS' section is highlighted with a red oval, containing checkboxes for 'All Events', 'Academic Calendar', 'Athletics', 'Alumni', 'Student Life', 'Youth Programs', and 'Foundation'. Below the filters is a calendar grid for March 2014, with events listed for various dates, such as 'Mathcad Tips - WECEE' on March 6th and 'Concrete Conf 50th Annual' on March 7th.

Departments (Academic Departments, Offices and Organizations, Research Centers, Research Laboratories, Research Special Programs)

Clicking a department/office's checkbox on the Taxonomy means that event will show up in the news/events box on their home page – assuming that page is hardwired to have a calendar (most of them are, but not 100%).

The screenshot shows the Civil and Environmental Engineering department page. The page has a navigation bar with 'ACADEMIC DEPARTMENTS' and a breadcrumb trail: 'Home > Academics > Departments > Civil and Environmental Engineering > Civil and Environmental Engineering'. The left sidebar lists various departmental links like 'Undergraduate Education', 'Graduate Education', 'Faculty and Staff', 'Research', 'Courses', 'Roadmap To Success', 'Activities and Organizations', 'Student Jobs and Co-ops', 'Career Overview', 'Accreditation & Assessment', and 'Contact Us'. The main content area features a large image of a winding road through a forest, followed by the department name 'Civil and Environmental Engineering' and a descriptive paragraph about the profession. To the right, there is a 'RELATED LINKS' section with links to 'Seminar Series', 'Thesis Presentations', 'Student Newsletters', 'Alumni Newsletters', 'Minors', 'Certificates', 'Academic Calendar', and 'Academic Departments'. At the bottom right, an 'EVENTS' and 'NEWS' box is highlighted with a red border, showing a list of upcoming events: 'Mar 6 Mathcad Tips - WECEE', 'Mar 7 Midterm(1)', 'Mar 7 Spring Vacation', 'Mar 7 Concrete Conf 50th Annual', and 'Mar 17 Classes Resume(1)'.

If you think your event would be interesting to other departments and offices, you may include them. (If one department is having a math contest, for example, it may be interesting to members of other departments.)

Do not checkmark Office of the President for any event.

For Estrada Publishers:

Those of you who published using our earlier CMS, Estrada, may have gotten used to the convention where if you clicked a higher level box (i.e. Departments) it would auto-check everything below it. Ektron does not work this way, all boxes must be manually checked.

9) **METADATA and ALIAS** – you probably won't use these panels in creating your events.

10) Your event is now added. It's always a good idea to look at the calendar at: ektron-stage.sdsmt.edu (the staging view of the website) to make sure your event displays the way you want it to. Events input to the calendar publish out to the home page every hour on the hour. The entire staging site publishes to the live website at 5pm every day.

To Edit a Calendar Event

Follow steps 1 through 3 above. Click on the event, on the calendar display, that you want to edit. The Event form for that event will then display. Edit the event and be sure to save your changes. If you edit a recurring event, it will give you the option to edit the occurrence or the entire series.

Can't find an event that you thought you put in?

Below the calendar interface, events are listed and can be sorted by title or date to help you find them. You can also use the calendar search feature under the Action tab.

To Delete a Calendar Event

Locate the event, on the calendar display, that you want to delete. Click on the red X delete icon. A dialog box will appear asking if you are sure you want to delete. Confirm that you do. If it is a recurring event, you will have the option to delete the occurrence or the entire series.