Monthly Orientation

Administrators

Presented By:

Jordan Zeier
Software Trainer

Zoom Event ID: 814 8507 2713

Audio will be heard on your computer speakers.

If you do not have working computer speakers,
call 1-408-638-0968.
Enter event number and attendee ID
or press # if no attendee ID.

Webcast will start at the top of the hour.

A BIT OF "HOUSEKEEPING"

This webinar is being **recorded** and will be available on our support site

Use the **Q&A** for questions and the chat for general comments

I am working in a sandbox, but you can **follow along** in your own instance

Please complete our **survey** after the webinar

Agenda

- What is an Administrator?
- Level 9 Tasks
  - Access Settings
    - Inheritance and Precedence
  - Rename, Move, Copy
    - Effect to Navigation
  - Directory Variables
- Reports Menu
- Level 10 Tasks
  - Setup: Account and Site
  - Find and Replace
- Q&A

WHAT IS AN ADMINISTRATOR?

- Level 9 and 10 users in the CMS are “Administrators”
- Level 9: Assistant Admin
  - Responsible for continuing site setup and maintenance
- Level 10: “Full” Admin
  - Responsible for initial site/account setup and level 9 tasks

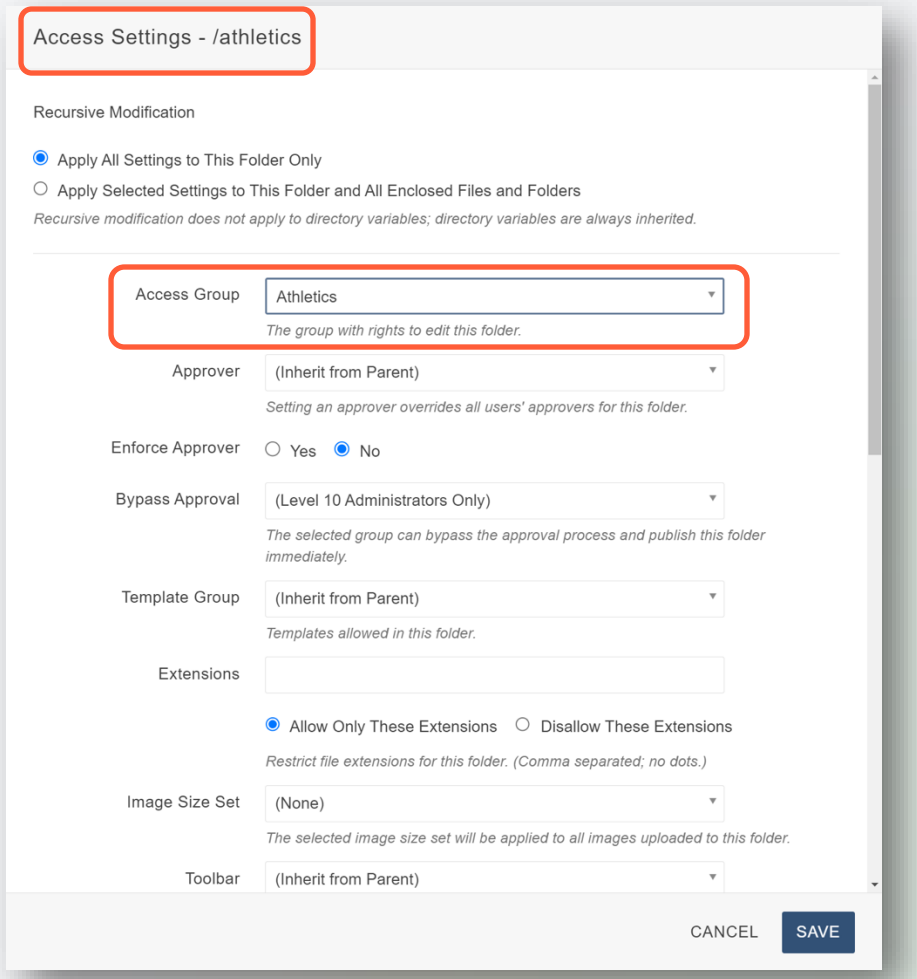
Note: Changes made by the Admin could alter the working environment of the content editors of your site and change how they interact with the CMS. So, be mindful before making changes.

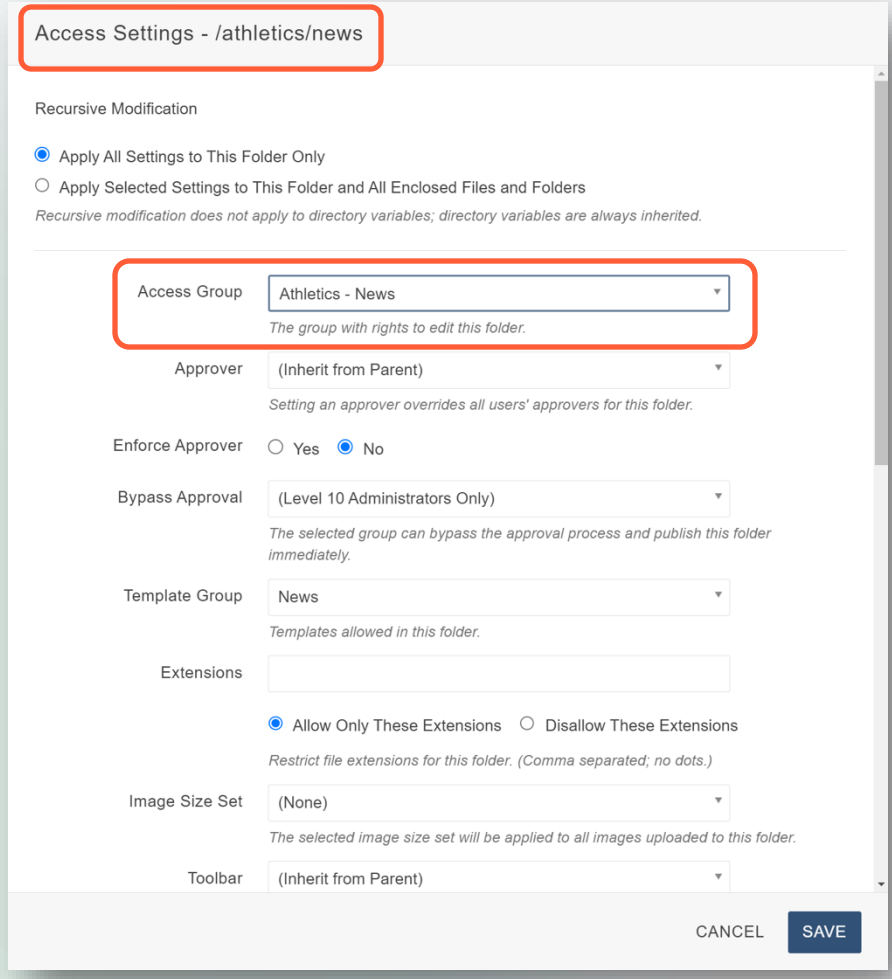
USER MANAGEMENT – KEY TERMS

- Permissions
  - Who can do what in your site (e.g. upload/delete files)
  - Determined by **User Level** and **Custom (per-user) Permissions**
- Access
  - Who can go where in your site (e.g. the /academics section)
  - Determined by assigning **Groups** of **Users** to content

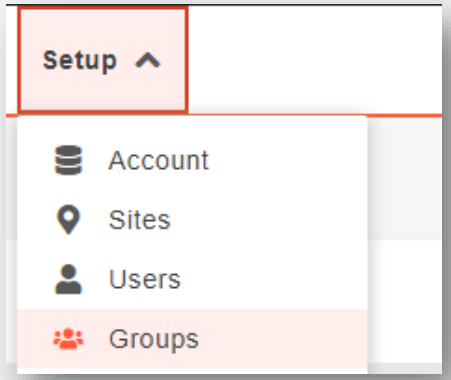
SETTING ACCESS SETTINGS

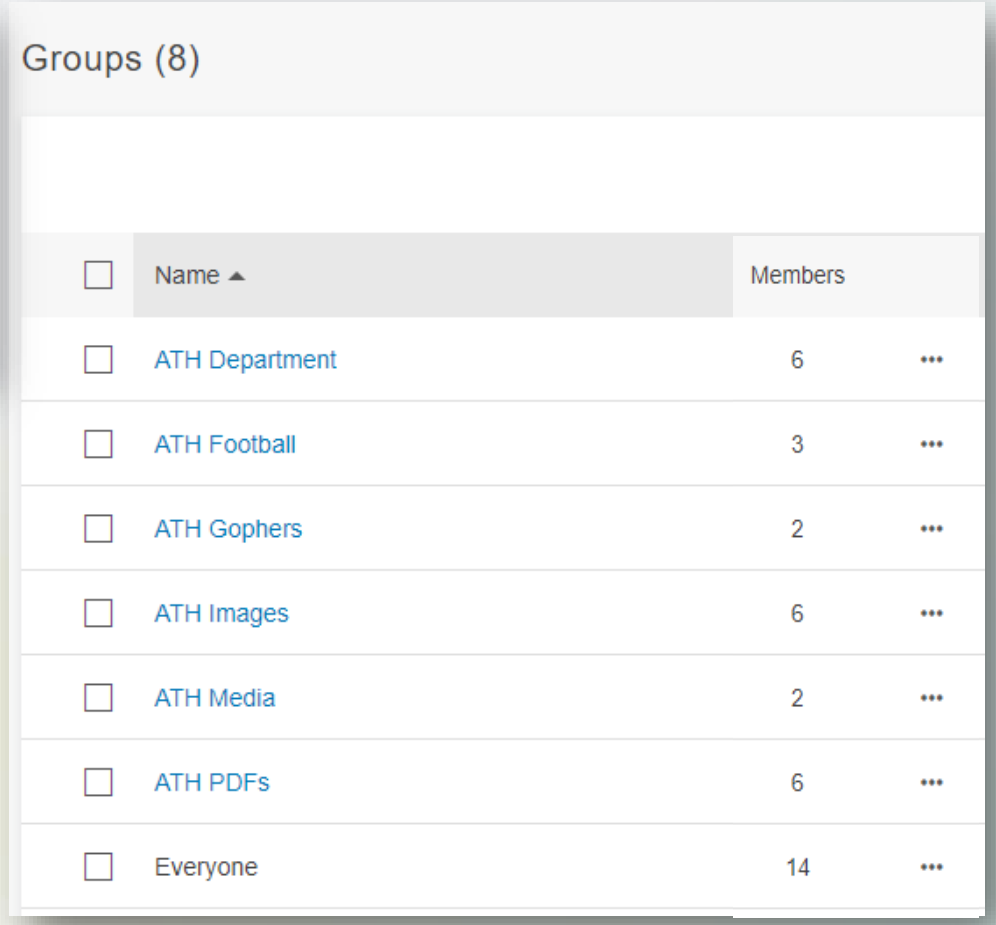
If it exists inside the CMS, we can apply Access Settings to it! (sites, sections, pages, assets, binary content)

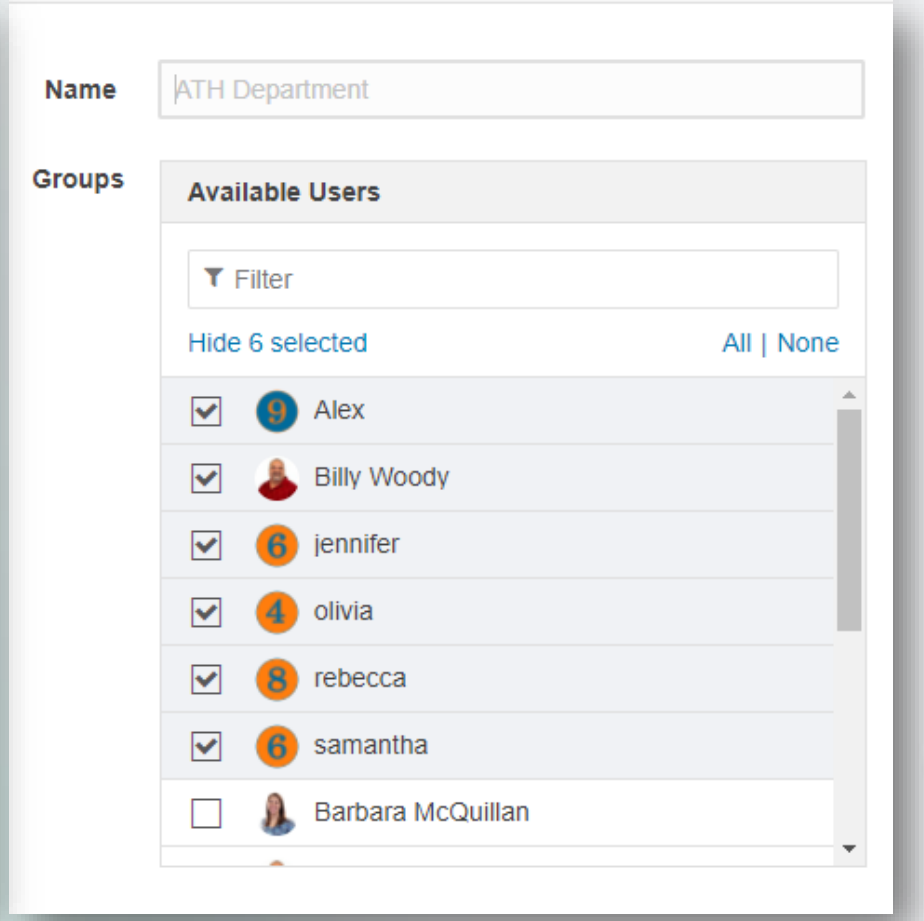




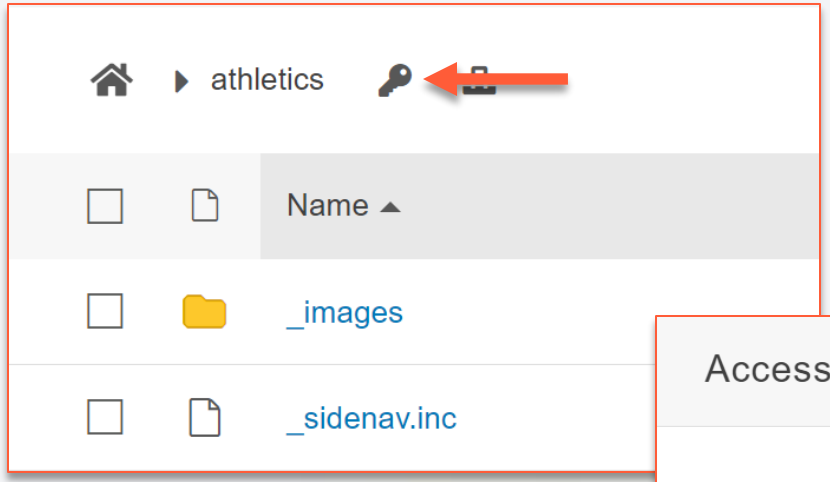
CREATING GROUPS (LEVEL 10)

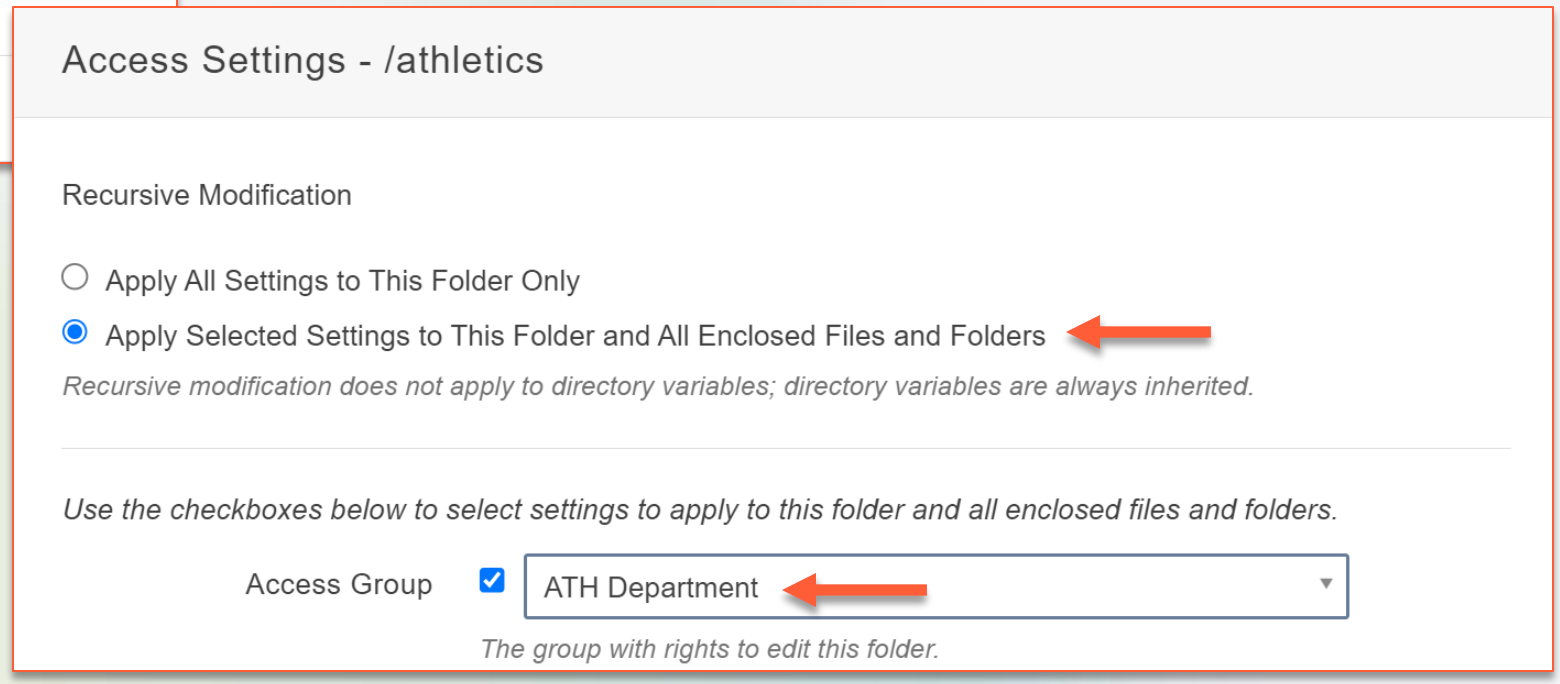






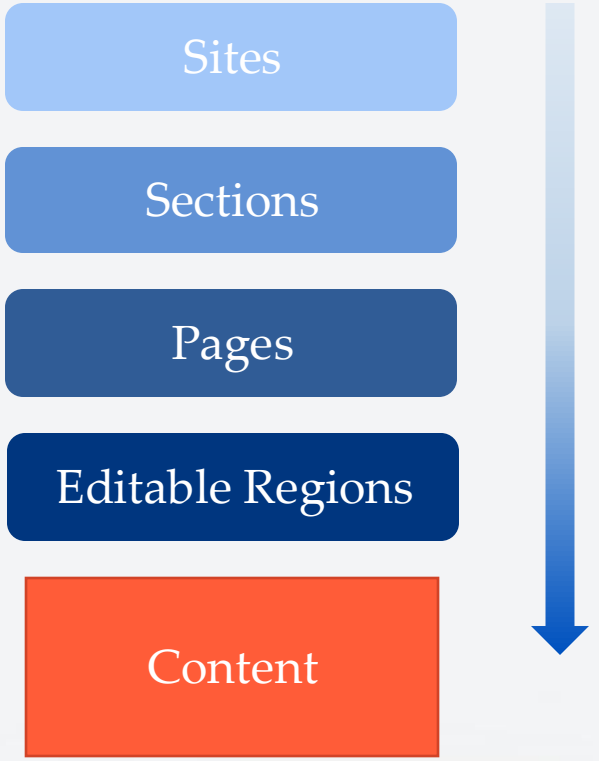
ASSIGNING ACCESS (LEVELS 9 & 10)





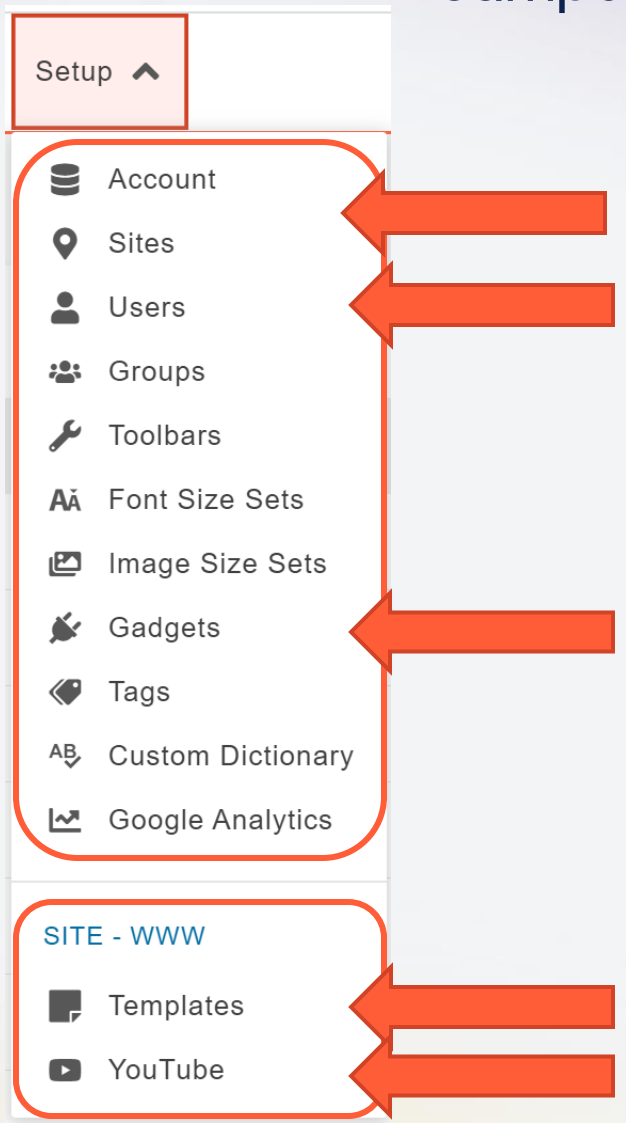
INHERITANCE AND PRECEDENCE

- Access settings are inherited from higher level settings
- Access settings closer to the content take precedence over those set at higher levels
- Section settings inherit from Site
- Page settings inherit from Section
- Editable Region settings inherit from Pages
- Settings closer to the content will overwrite settings set at a higher level



SETUP MENU

- Setup Menu Only available to level 10 admins
- Contains two main areas:
  - Account Level: settings will populate across all sites in an account
  - Site Level: settings will differ depending on the site you're viewing
- Key administrative functions live here
  - Adjust general account/site settings
  - Add users to the system and put them in groups
  - Manage gadget access
  - Manage template access, make template groups
  - Link YouTube and Google Analytics to the CMS



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LET'S SEE IT!

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Questions?

Our Next Monthly Orientation – **Content Editor Edition** will be held on

Friday, January 9th

10:00 AM – Noon PST

Thank You!

training@moderncampus.com

support.moderncampus.com

Other Upcoming Trainings:

Tuesday, January 27th

Links to Success in the CMS: Anchors & Links

We will dive into all things links. From standard hyperlinks and buttons, to anchors and mailtos. We will also review how the dependency manager creates a link that is not easily broken by the moving or renaming of a file.

Thursday, February 5th

Monthly Workshop

An open forum to discuss any topic related to the entire CMS product line.