

IT Communication and Support

CASCADE Server

Content Management System

Created: 9/29/2014 | **Revised:** 5/28/2020



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DIVISION of INFORMATION TECHNOLOGY

LOCATION Pine Hall • PHONE 229.333.5974 • FAX 229.245.4349 • WEB www.valdosta.edu/it • ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698-1095

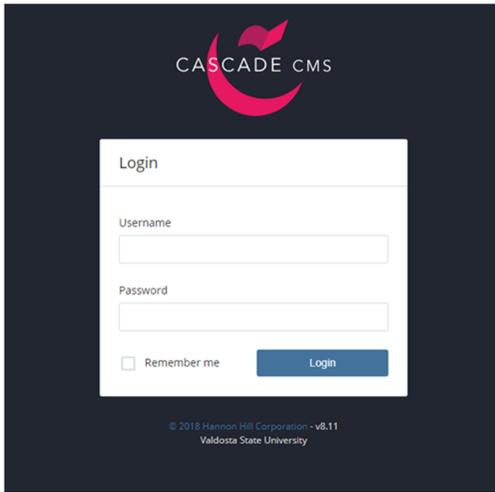
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Accessing Cascade

1. Open your preferred web browser. (Chrome, Firefox, IE, Safari, etc.)
2. Access the server using either of the following URL's:
 - On-Campus: link.valdosta.edu
 - Off-Campus: <https://link.valdosta.edu>



CASCADE CMS

Login

Username

Password

Remember me

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Valdosta State University

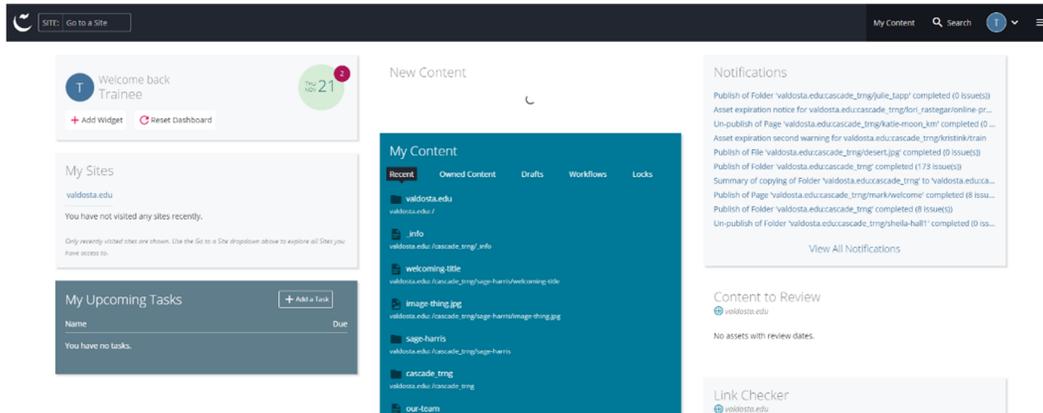
3. Login using your **MyVSU** credentials.

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Dashboard and Widgets

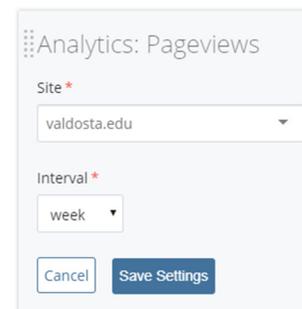
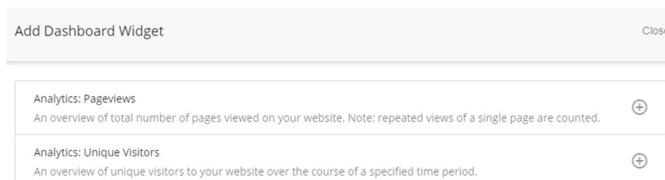
Default Dashboard View



Cascade provides end-users with a customizable Dashboard and useful widgets.

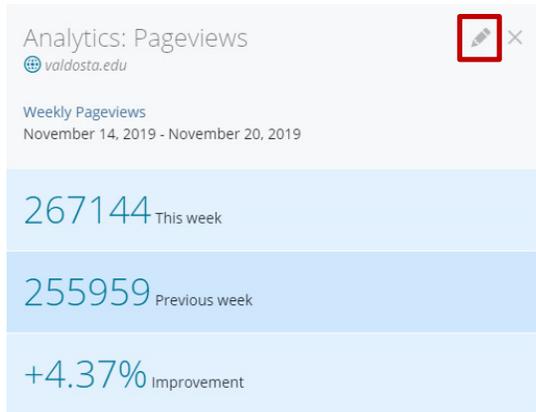
To Add an Item to the Dashboard:

1. Click the **Add Widget** button in the upper-left corner of the Dashboard.
2. Choose the widget you would like to have appear on the Dashboard.
3. Select the **(+)** button.
4. Click the **Save Settings** button.



To Configure or Remove a Widget:

1. Select the **Edit Icon** located in the top right corner of the widget you would like to change or remove.
2. Select the appropriate option from the drop-down menu.
3. Click anywhere outside of the widget to exit the drop-down menu. Your changes will be implemented automatically.



To Move a Widget:

Hover mouse over the grey box area where the name of the widget appears. Once the mouse becomes a four-armed icon, drag and drop the widget to move it.

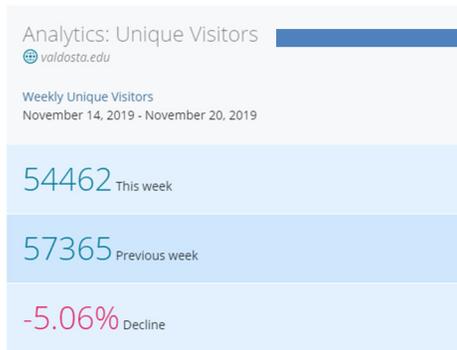


To reset the Dashboard:

Select the **Reset Dashboard** button in the upper-left section of the **Dashboard** screen. This will return the Dashboard to its default view.

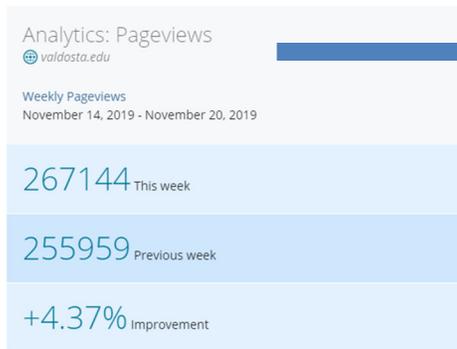
Google Analytics:

The **Analytic widget** provides a graphical snapshot of the traffic to your site via **Unique Visitors** and **Pageviews** for a day, week, month, or year.



Unique visitors refers to the number of distinct individuals requesting pages from the website during a given period, regardless of how often they visit. **Visits** refers to the number of times a site is visited, no matter how many unique visitors make up those sessions. When an individual goes to a website on Tuesday, then again, on Wednesday, this is recorded as two visits from one visitor.

Source: Wikipedia



A **Pageview** is an instance of a page/file being loaded by a browser. The Pageviews metric is the total number of pages viewed; repeated views of a single page are also counted.

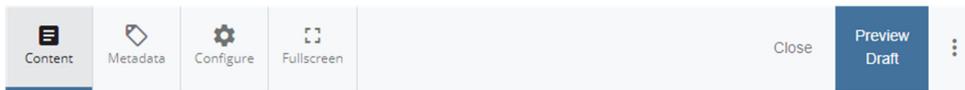
Source: Google Analytics

Workflow and Publishing

Whether a user is a Publisher, or an Author will determine their workflow options. Authors can create, edit, and submit assets for approval. Authors do not have the ability to publish assets without first starting a workflow. Publishers can create, edit, submit, and publish assets without starting a workflow.

Author| To Start Workflow:

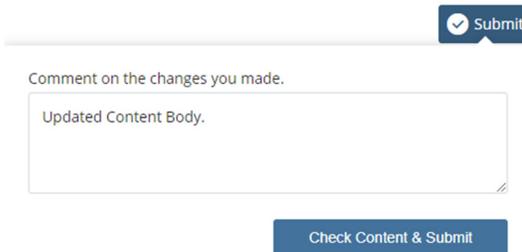
1. Once you are ready to submit your asset or changes to the asset, select **Preview Draft**. *The draft will save your changes and allow you to preview them before officially publishing the page.



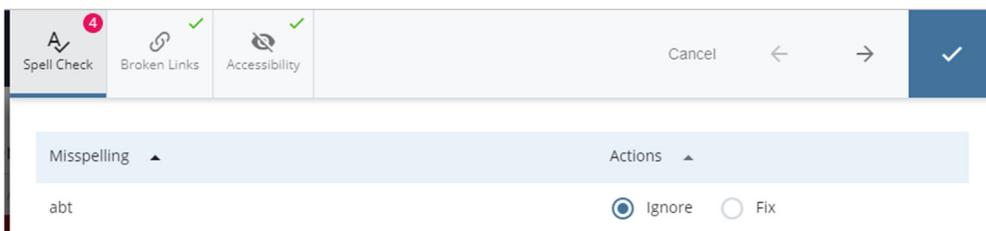
2. Select **Submit** to overwrite the current version and to save changes.



3. If applicable, you can include comments on your changes. When you are done editing, select **Check Content & Submit**.



4. Click the **checkmark** once you have checked the entire page for mistakes and errors.



Publisher| To Publish an Asset:

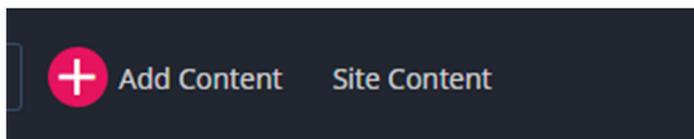
1. Once the asset has been fully saved, click the **Publish** tab.



Creating a New Page

To Create a Page:

1. Select **(+) Add Content** from the top toolbar and choose the appropriate departmental folder.



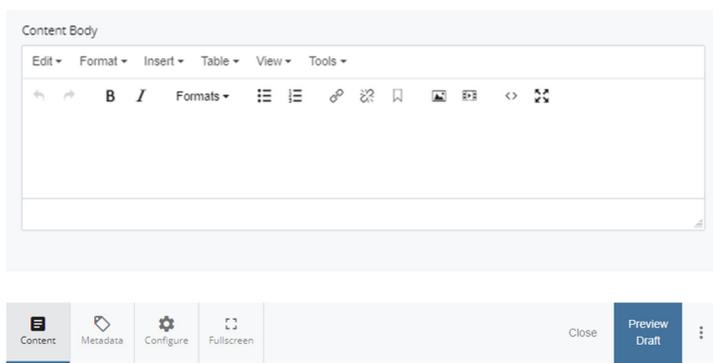
2. Select the type of page you wish to create:

Create Page with 1 Sidebar creates a page that only includes the left sidebar navigation. Ad buttons and related resources will not show up on 1 sidebar pages.

 Create Page with 1 Sidebar

 Create Page with Web Form

3. Enter **Display Name** (web page heading) and **Title** (end of web address).
4. Enter **Keywords**, **Description** and **Start Date**.
5. Select **No** if you do not want the page to appear in the left sidebar navigation.
6. Edit the content body and select **Preview Draft** when you are finished. You can also **Update Draft** to continue working on it at a later point in time.



Display Name *

Title *

Keywords *

Description *

Start Date *

The asset will be published at this date if it is enabled.

End Date

Review Date

Include in right sidebar navigation?

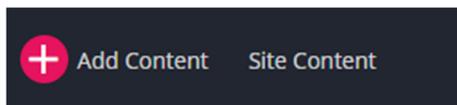
Yes No

Uploading and Using Images

Cascade allows users to upload images from external locations, such as a computer or network drive (i.e. the V: Drive), to use on their web pages.

To Upload an Image:

1. Select **(+) Add Content** from the top toolbar > Choose appropriate departmental folder > **Upload Image**.



2. You can drag and drop the file into designated area or click **Choose File** to manually locate it.



3. If necessary, you can adjust the image. Please note that Cascade is not a photo editor, therefore images should be edited appropriately before being uploaded.
4. After the image has been uploaded, select **Submit**.

To Insert an Image on a Page:

1. In the page content body, place your cursor where you would like the image to appear.
2. Select the **Insert/Edit Image Icon** from the toolbar. 

3. Choose the image type, then select the image or enter the image address: For **Internal images**, select image using the **[Choose File]** option. For **External images**, enter the image address in the **Image** field. *Only images uploaded into Cascade will be available from the left folder structure.

4. Enter **Image Description** and select **Ok**.

- To edit, select the **Insert/Edit Image Icon** while the image is highlighted. To remove the image, select the **Cut Icon** (or **CTRL+X**) instead.

To Insert a Slideshow (or Banner) on a Page:

- In the Slideshow section of your page, select **Yes** for the **Use Slideshow** option.
- Click the **Slideshow > Banner** button then select image using the **[Choose File]** option. *Optimal slideshow image dimensions are **964x320**.
- Select image using the **[Search]** option. *Only images that have been uploaded into Cascade will be available for use.
- Enter **Slide Title** and **Slide Caption**, if applicable. To add a slideshow image, select the **Plus Icon** To remove a slideshow image, select the **Minus Icon** *For Banners, use one image. For Slideshows, use multiple images.

Slideshow

Use Slideshow
Check yes if you would like to use the slideshow (this will override Content Top Image)

Yes No

Banner

Banner Image
Image size should be 964px, height 320px

Slide Title
This is the title for the image

Slide Caption
This is the caption for the image

To Insert a Top Image on a Page:

- Use the **[Search]** option next to **Content Top Image** and locate the image you wish to use.
- In the field next to **Alt Text Content Top Image**, enter a brief description of the image selected.

Content Top Image
Image size should be 964px, height 320px

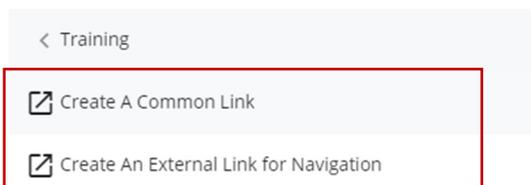
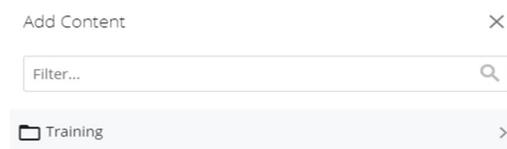
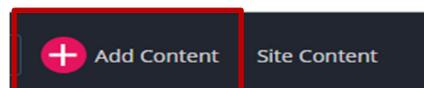
Alt Text for Content Top Image

Note: You can use either a Slideshow/Banner or a Content Top Image, not both because they cannot be displayed simultaneously on the same page.

Creating Links and Anchors

To Create a Link:

1. Select **Add Content** from the top toolbar and choose the appropriate departmental folder.
2. Select the link type you wish to create:
Create A Common Link creates a link to a web address. **Create An External Link for Left Navigation** creates a link that will appear on left sidebar.

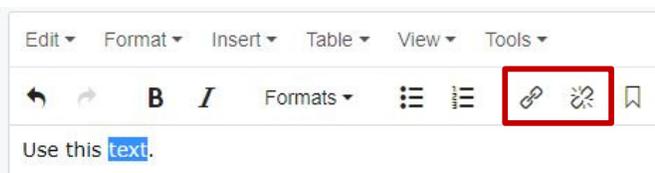


3. Enter the **Display Name** and **Link** (web address). If you are copying and pasting the link, be sure to delete or paste over the http:// already present in the Link field.
4. Select **Yes** if the link is external to the VSU website (www.valdosta.edu).
5. Once you have filled out the appropriate data fields, select **Submit**.

To Insert a Hyperlink on a Page:

1. Highlight the text or image you want to make a hyperlink.
2. Select the **Insert/Edit Link Icon**  from the toolbar.
3. Choose the link type, then select the link or enter the link address: **For Internal links**, select link using the **[Choose]** option. For **External links**, enter the link address in the **Link** field.
4. Choose **Target: Same Window** will open the link on the same page. **New Window** will open the link on a separate window.
5. You can use the **Title** field to enter a brief description of where the Link leads.

- Once you are finished editing the link details, select **Insert**. To edit, select the **Insert/Edit Link Icon** while the hyperlink text or image is highlighted. To remove the hyperlink, select the **Unlink Icon** instead.



To Insert Hyperlinks Referencing Specific PDF Pages:

Make sure the PDF document you wish to link has been uploaded into Cascade before attempting the following steps...

- Highlight the text or image you want to make a hyperlink.
- Select the **Insert/Edit Link Icon**  from the toolbar.
- If not already selected, choose **Internal** as the link type.
- In the **Link** field, select the PDF document you would like to reference.
- In the **Anchor** field, specify the page number you would like to link to in the format **page=** followed by the page number with no spaces between the characters. For example: If you want to link to page 4 you would type **page=4**.

Note: Whatever page number you specify in the anchor will correspond to the page appearing at that number in the PDF. Title pages and tables of content may not have page numbers but still affect the page location. For example: If your document has a title page and table of contents (respectively) followed by the document content, to link to the first page of actual content you would use **page=3** instead of **page=1** (because **page=1** would link to the title page which appears first in the PDF).

- Choose **Target**:

Same Window will open the link on the same page. **New Window** will open the link on a separate window.

- You can use the **Title** field to enter a brief description of where the link leads.
- Once you are finished editing the link details, select **Insert** or **Update**.

To Link to an Anchor on a Page:

1. In the page content body, place your cursor where you would like the anchor to land. Then select the **Anchor Icon**  from the toolbar.

2. Enter **Anchor Name** (without spaces) then click **Ok**.



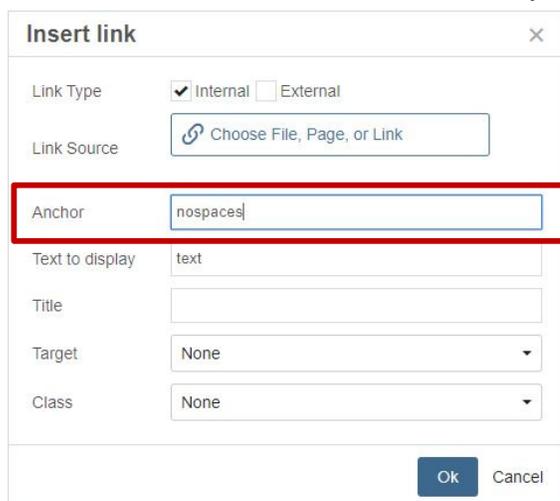
Anchor [X]

Id:

Ok Cancel

3. Highlight the text you would like to lead to the anchored text, then select the **Link Icon** .

4. In the Anchor field, enter the Anchor Name you specified in Step 3 and click **Insert**.



Insert link [X]

Link Type: Internal External

Link Source:

Anchor:

Text to display:

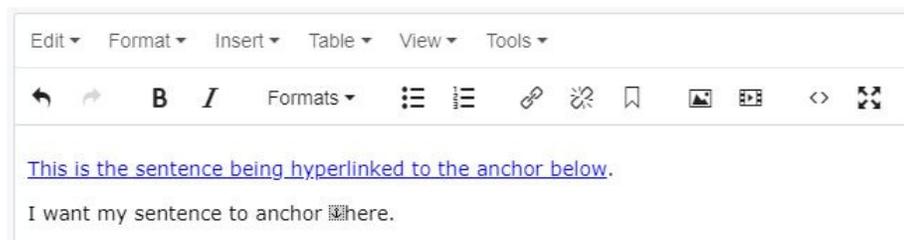
Title:

Target:

Class:

Ok Cancel

The end result should look something like:



Edit Format Insert Table View Tools

Undo Redo Bold Italic Formats Bulleted List Numbered List Link Unlink Anchor Image Video Code Full Screen

[This is the sentence being hyperlinked to the anchor below.](#)

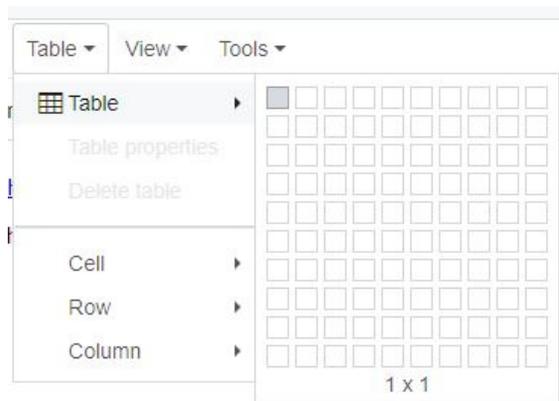
I want my sentence to anchor here.

Inserting Tables

You can create and insert tables into Cascade. Since Cascade has limited formatting options, you can create tables in Word and insert them into Cascade. However, some formatting features in Word tables may merge when inserted into Cascade.

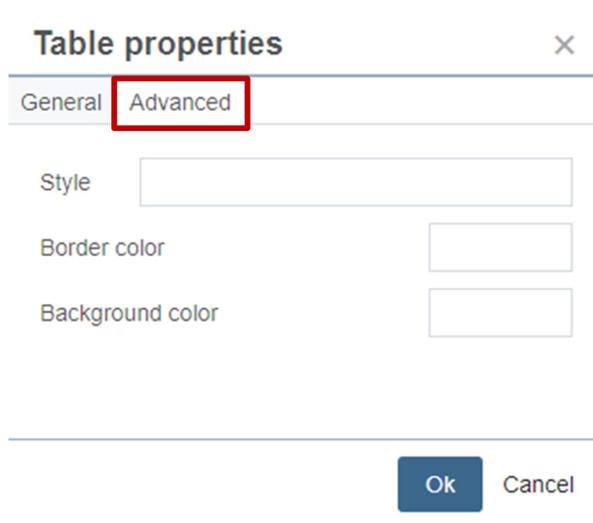
To insert a Table:

1. In the page content body, place your cursor where you would like the table to appear.
2. Click **Table** from the dropdown menu.
3. Highlight the number of **Squares** and Click on the end square to insert the table.
4. Choose the number of **Squares** Select **Insert**.



To Insert a Table Created in Word:

1. Create a table using Word > Highlight and Copy the Table
2. On the page where you would like to insert the table, place your cursor in the content body where you wish to have the table appear.
3. Once you are ready to paste the table, select the **Paste Icon** from the toolbar (or **CTRL+V**).
4. After the table has been inserted, highlight the table and select the **Insert/Edit Table Icon**.
5. Select the **Advanced** tab > Enter description of table in **Summary** field > **Update**.



Editing, Moving, and Copying

Assets are the items uploaded or created within Cascade. A few example Cascade assets include pages, folders, images, common links, and documents.

To Edit an Asset:

1. Select the asset you wish to edit from the left folder structure.
2. Once you have the asset opened, select the **Edit** tab. Make the necessary changes then **Submit**.

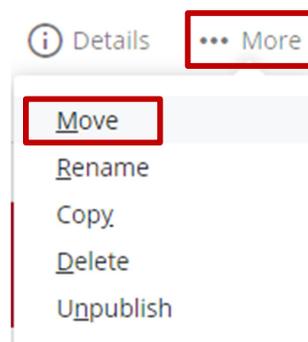
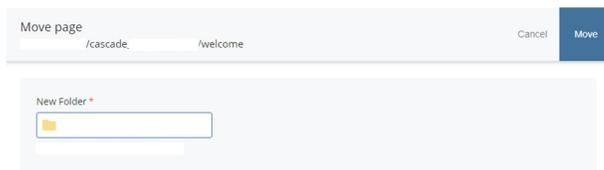


To Move or Rename an Asset:

1. Select the asset you wish to copy from the left folder structure.
2. Once you have the asset opened, select the **More** tab.

Then click on the **Move** option.

To move, choose a new **Parent Folder** location.

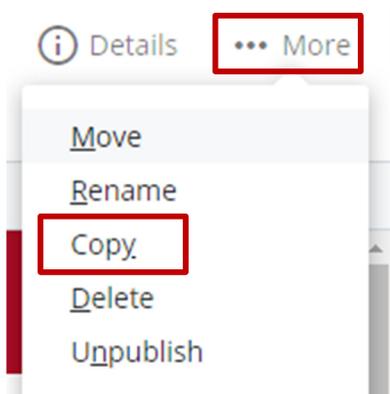


To rename, enter a new **System Name**.

3. After you have made the appropriate adjustments, click on **Move**.

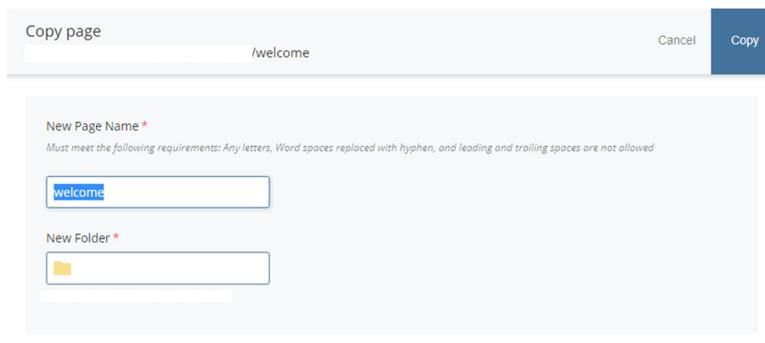
To Copy an Asset:

1. Select the asset you wish to copy from the left folder structure.
2. Once you have the asset opened, select the **More** tab.



Then click on the **Copy** option.

To move, choose a new **Parent Folder** location.

A screenshot of a 'Copy page' dialog box. At the top, it says 'Copy page' followed by a text input field containing '/welcome'. To the right of this field are 'Cancel' and 'Copy' buttons. Below this, there is a section for 'New Page Name *' with a sub-note: 'Must meet the following requirements: Any letters, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed'. There is a text input field containing 'welcome'. Below that is a section for 'New Folder *' with a folder icon and an empty text input field.

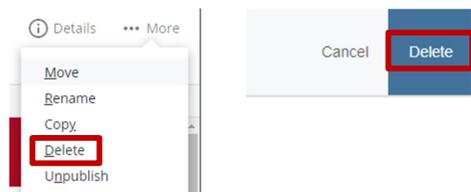
3. After you have made the appropriate adjustments, click on **Copy** button.

Deleting and Restoring Assets

Assets are the items uploaded or created within Cascade. Pages, folders, images, common links, documents, and forms are all considered assets.

To Delete an Asset:

1. Select the asset you wish to delete from the left folder structure.
2. Once you have the asset opened, select the **More** tab > **Delete** then **Delete**.



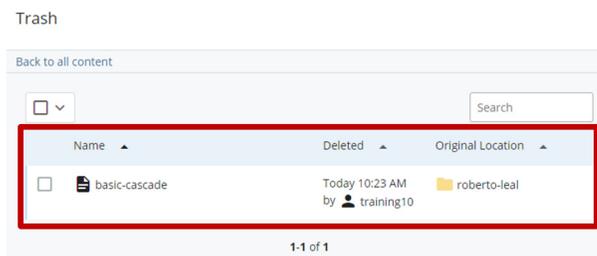
Note: Deleted assets can be restored **within 30 days of deletion**.

To Restore a Deleted Asset:

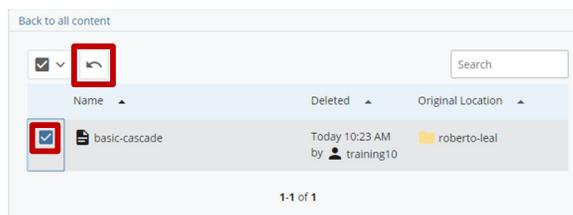
1. From the **Dashboard**, select the **Trash** tab found on the left sidebar.



2. Select the item(s) you wish to restore by clicking on the check mark on their left.

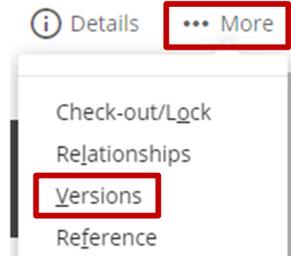


3. Select the **Gray Arrow Icon** located above the asset you wish to restore. The asset will then appear in its previous file location.

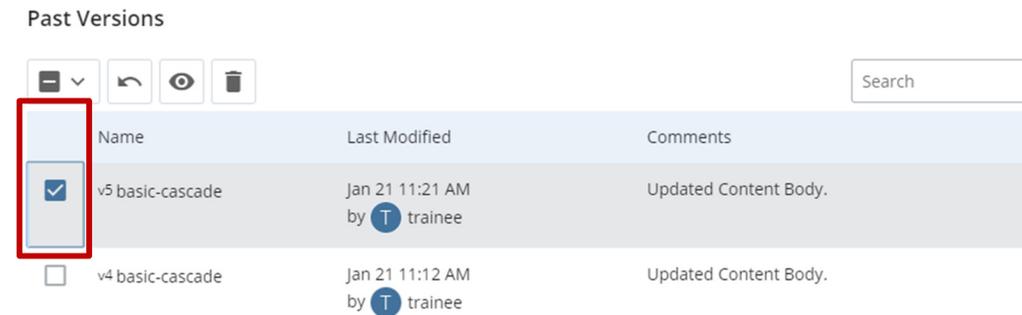


To Restore an Asset to a Previous Version:

1. Select the asset you would like to restore from the left folder structure.
2. Once you have the asset opened, select the **More** tab > **Versions**.



3. Select the appropriate version from the list.



4. Once the version preview appears select the **Gray Restore Arrow Button** from the toolbar. **Note:** Previous Versions may not be available for every asset.

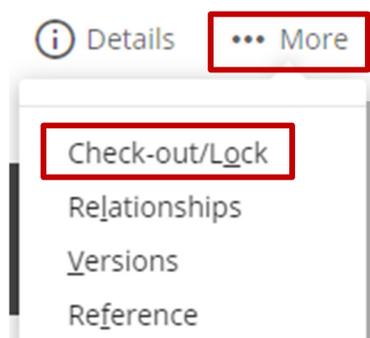


Locking and Unlocking Assets

Assets are the items uploaded or created within Cascade. Pages, folders, images, common links, documents, and forms are all considered assets.

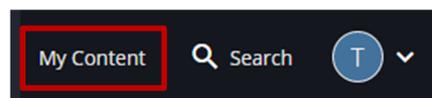
To Lock an Asset:

1. Select the asset you would like to lock.
2. Once you have the asset opened, select **Check-out/Lock**.

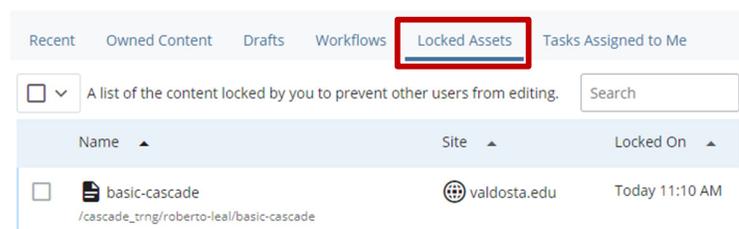


To View Locked Assets:

1. Select **My Content** from the top toolbar to return to the **Dashboard**.



2. From the **Dashboard**, select the **Locked Assets** tab.



1-1 of 1

To Unlock an Asset:

1. Select the asset you would like to unlock.

The screenshot shows the 'Locked Assets' tab in a software interface. At the top, there are navigation tabs: 'Recent', 'Owned Content', 'Drafts', 'Workflows', 'Locked Assets' (which is active), and 'Tasks Assigned to Me'. Below the tabs, there is a search bar and a lock icon with the text 'A list of the content locked by you to prevent other users from editing.' A table below shows a single asset selected, highlighted with a red box. The asset is named 'basic-cascade' and is located at '/cascade_trng/roberto-leal/basic-cascade' on the 'valdosta.edu' site. It was locked on 'Today 11:10 AM'. Below the table, it says '1-1 of 1' and '1 row selected'.

Name	Site	Locked On
<input checked="" type="checkbox"/> basic-cascade /cascade_trng/roberto-leal/basic-cascade	valdosta.edu	Today 11:10 AM

2. Once you have the asset opened, select **Break Lock**.

This screenshot is similar to the previous one, showing the 'Locked Assets' tab. The 'Break Lock' button, represented by a lock icon, is highlighted with a red box. The text 'A list of the content locked by you to prevent other users from editing.' is visible to the right of the button.

3. Click **Ok** to commit to the changes.

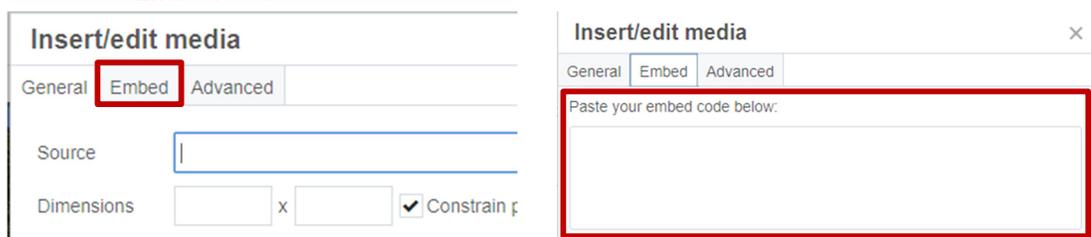
The screenshot shows a confirmation dialog box. At the top, it says 'cascade01.valdosta.edu:8080 says'. Below that, it asks 'Are you sure you want to break the lock(s)? Any changes made in the working copies will be lost.' At the bottom right, there are two buttons: 'OK' (in blue) and 'Cancel' (in white with a blue border).

Embedding Videos

Department-created videos first must be saved to a University-approved YouTube account. Contact webservices@valdosta.edu for assistance. YouTube supports the following file formats: .MOV, .MPEG4, .AVI, .WMV, .MPEGPS, .FLV, 3GPP, WebM.

To Embed a YouTube Video:

1. Select appropriate page in the folder structure > Click the **Edit** tab.
2. Place cursor in the content body at the location where you would like the video to appear.
3. Click the **Insert/Edit Embedded Media** tool.
4. Select the **Embed code** tab.



5. In a separate browser window/tab, navigate within YouTube to the desired video.
6. Click **Share**, then **Embed**.



Before moving on the Step 7, make sure “Show suggested videos when the video finishes” is not selected and “Enable privacy-enhanced mode” is selected.

- Show suggested videos when the video finishes
- Enable privacy-enhanced mode [?]
- Use old embed code [?]

7. Select the embed code text (Ctrl+A) > Copy the code text (Ctrl+C).
8. In your browser, navigate back to the open Cascade Server window/tab.
9. Paste (Ctrl+V) the code in the **Embed code** box, then select the **Insert/Update** button.

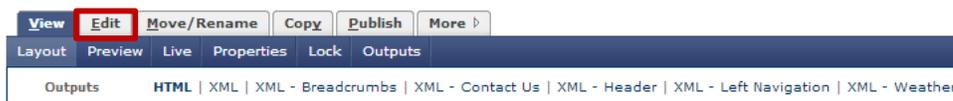
Editing 'Our-Team' and '_Info Page'

The our-team page template is used to provide department employee information, such as profile pictures, individual contact numbers and emails, office hours, etc.

The _info page specifies commonly used information across a department's website, such as the department's name, phone numbers, addresses, etc.

To Edit the our-team Page:

1. Select the **Our-Team** page from the folder structure. Once open, select the **Edit** tab.



2. Edit the profiles. You can include as much or as little information as you want.

Profile Types

Detailed: offers the option to include a profile picture, name, title, department, phone number, email address, office hours and location, web address, a biography, etc.

Basic: offers the option to include name, title, phone number, and email address only in "cards"

To use a profile picture, upload the image into Cascade (Refer to Uploading and Using Images for details) and use the [Search] option next to Profile Image to locate it.

3. To add profiles, click the **Plus Icon** under the type of profile you wish to add. To remove profiles, click the **Minus Icon** under the profile you wish to remove. To reorder the list of profiles, use the **Arrow Icon**.

To Edit the _info Page:

1. Select the **_info** page from the folder structure. Once open, select the **Edit** tab.



2. **Edit Department Information:** Enter Name and select Header Image. To include a departmental Contact Us form, use the **[Search]** option to locate the **contact-us** form. *Refer to Creating and Uploading Forms guide for details.

Department - Info

Department information

Department Name
Your department's name. This will appear in the main header of your department's webpages.

Department Contact Us Webpage
Please select your department's contact webpage

Department Phone Numbers

Department Phone Number
Please use the full ten digit phone number for your department. Ex: 229-555-5555

Maximum allowance of 12 characters reached.

Department Phone Number Label
Optionally add a label that will appear above the phone number

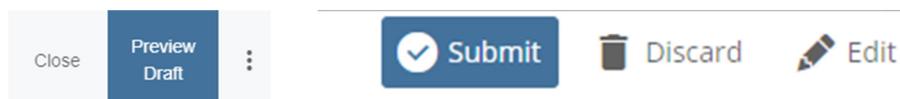
3. **Edit Department Phone Numbers:** Enter Phone Number using the format 123-456-7890. Select the Phone Number Type. To include another number, use the **Plus Icon**.
4. Edit Department Physical Address: Enter the Physical Address only if different than 1500 N. Patterson St., Valdosta, GA 31698.
5. Edit Ad Buttons: Enter Button Text > Choose Link

Ad Button (1/2) [down] [plus] [close]

Button Text
Insert the text for your link here. Will be used as alt text if using Button Image.

Internal Page Link
Choose if link is an internal page

6. Edit Right Sidebar Links: Enter Link Text > Select Link
7. After editing, click on **Preview Draft** then **Submit** to finalize changes.



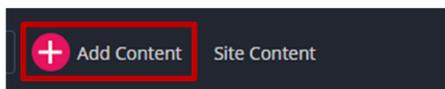
Note: The **_info** page cannot be published.

Creating and Uploading Forms

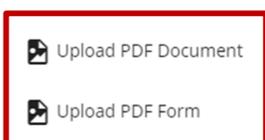
Important! The forms referenced in this guide should not be used for confidential or sensitive data such as Social Security Numbers or VSU ID (870) numbers. For more details, refer to the university's Information Resources Acceptable Use Policy.

To Upload a Form:

1. Select **New** from the top toolbar and choose the appropriate departmental folder.



2. Select **Upload PDF Form** or **Upload PDF Document**.



PDF Forms are not just forms saved as PDFs: If your form can not be filled out directly from the computer but instead needs to be printed first, then it is a PDF document.

3. Enter the **Display Name** and **Start Date**.

 A light grey form with two input fields. The first field is labeled 'Display Name *' and is empty. The second field is labeled 'Start Date *' and contains the placeholder text 'mm-dd-yyyy hh:mm a'. Below the second field is a small note: 'The asset will be published at this date if it is enable'. A red rectangular box highlights the 'Display Name *' label and the 'Start Date *' label.

4. You can drag and drop the form into designated area or click the **Choose File** button to manually locate it.
5. After the file has been uploaded, **Submit**.

To Edit Contact Us Form:

1. Select the **contact-us** form from the folder structure. Once open, select the **Edit** tab.
2. Enter **Display Name > Title > Keywords > Description > Start Date**. For optional Global Keywords, select the **Tag Icon**.

3. Enter the **Email Subject** and **Email Address to receive results**. To include additional email addresses, use the **Plus Icon**.

You can offer users the option to select a specific recipient to receive their form submission. To add a recipient, use the **Plus Icon**. To remove a recipient, use the **Minus Icon**. To adjust recipient order, use the **Arrow Icon**.

4. Enter **Form Instructions** in content body.
5. Enter the Form Item **Field Type** and **Name**.

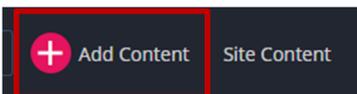
Text: one line for a text response. **Text area:** multiple lines for a text response. **Password:** masked text field hidden response. **Dropdown:** selection from a given list of values. **Radio:** selection from a given list of values. **Checkbox:** multiple selections from a list of values. **Hidden:** make response only visible in the results. **File:** include uploaded files in form submission. To add form items, use the **Plus Icon**. To remove a form item, use **Minus Icon**. To adjust form item order, use **Arrow Icon**. Select the **Required Field** option to make form item a requirement. *Users will be unable to submit a form unless all required form items have been completed.

6. Edit the **Submit Button Text**, if necessary, then enter the **Form Confirmation Text** (message users will receive after successfully submitting the form).

- When you have finished editing the Interactive Web Form, select **Submit**. *You can also select **Save Draft** to save your work without submitting the form.

To Create an Interactive Web Form:

- Select **Add Content** from the top toolbar and choose the appropriate departmental folder.



- Select **Create Page with Web Form**.



- Enter **Display Name** > **Title** > **Keywords** > **Description** > **Start Date**.

 A form with five fields, each highlighted with a red border.
 1. 'Display Name *' with a text input containing 'Contact Us'.
 2. 'Title *' with a text input containing 'contact-us'.
 3. 'Keywords *' with a text input containing 'contact us'.
 4. 'Description *' with a text area containing 'A page to contact us.'.
 5. 'Start Date *' with a date-time input containing '02-24-2020 12:00 AM'. Below this field is a small note: 'The asset will be published at this date if it is enabled. this asset will not be indexable or publishable.'

For optional Global Keywords, select the **Tag Icon**.

- Select **No** if you do not want the page to appear in the left sidebar navigation menu.
- Enter the **Email Subject** and **Email Address** to receive results. To include additional email addresses, use the **Plus Icon**.

You can offer users the option to select a specific recipient to receive their form submission.

To add a recipient, use **Plus Icon**. To remove a recipient, use **Minus Icon**. To adjust recipient order, use **Arrow Icon**.

- Enter **Form Instructions** in content body.

 Two sections of a form.
 The first section, 'Email Results', has a dropdown arrow, an 'Email Subject' text input, and an 'Email Address to receive results' text input with a green plus icon to its left. Below the input is the text 'name@company.com'.
 The second section, 'For Selecting Recipient Dropdown', has a dropdown arrow, a 'Recipient Name' text input, and an 'Email Address to receive results' text input with a green plus icon to its left.

7. Enter the Form Item **Field Type** and **Name**.

Form Item

Field Type *

text

Name (Under no circumstance should Social S)

name

Default Value

Value

+

Required Field

Yes

Text: one line for a text response.

Text area: multiple lines for a text response.

Password: masked text field hidden response.

Dropdown: selection from a given list of values.

Radio: selection from a given list of values.

Checkbox: multiple selections from a list of values.

Hidden: make response only visible in the results.

File: include uploaded files in form submission.

To add form items, use the **Plus Icon**. To remove a form item, use **Minus Icon**. To adjust form item order, use **Arrow Icon**.

8. Select the **Required Field** option to make form item a requirement. *Users will be unable to submit a form unless all required form items have been completed.
9. Edit the **Submit Button Text**, if necessary, then enter the **Form Confirmation Text** (message users will receive after successfully submitting the form).
10. When you have finished editing the Interactive Web Form, select **Submit**. *You can also select **Save Draft** to save your work without submitting the form.