November 17, 2014
Tutorial: How to Edit the Location Information Section

This is a step-by-step tutorial about editing the Location Information section of your campus index page. Please keep in mind that the OU Campus content management system helps us maintain brand consistency on the Webster.edu website with minimal supervision and should not be used to modify established design elements.

To better describe your campus location, GMC allows web editors to update this content but advises not to modify the styling in regards to manipulating fonts, headers, colors and other design elements. This is a “text only” content area. Please refrain from using this section for links, events, videos, financial aid, academic programs, student resources, syllabi, contacts or prospective student information. If you need assistance with these elements, please use the Project Work Request system and we will advise you (http://webster.edu/globalmarketingcommunications/project-work-request.html).

Steps to Edit the Location Information Asset

1. Log in to OU Campus https://a.cms.omniupdate.com/10/#webster/webster/www
2. Find the toolbar at the top of your dashboard page. Hover over the Content folder with your mouse and click on Assets in the submenu.
3. Find the text box above the table listing all the assets. Type the hyphenated word “location-information” (without quotation marks) into the text box. Then, click on the tag named location-information.
4. Find your campus location’s asset by scrolling down the list and looking for your location’s city or regional name. Then, click on the blue asset containing your campus location’s name.
5. Find the light bulb next to the green Publish button. Then, click the light bulb to check out the page.
6. Find the Edit button in the navigation toolbar below the breadcrumbs. Then, click the Edit button.
7. Within the WYSIWYG editor, make your desired content edits. This box functions just like Microsoft Word. Once you are finished making edits, click the save button at the bottom of the page.
You will see a message pop up at the bottom of the page that says, “Asset saved successfully” if you have properly saved your work. If you do not see this message and your edits are not displayed, go back to step 6.

8. Find the green Publish button. Then, click the green Publish button when you are ready submit your changes.

9. A dialog box will pop up after step 8. Find the text box and type in a description of your content edits. Then, click the green Publish button at the bottom of the dialog box.

10. If you have successfully published the asset, you will see a message pop up at the bottom of the page that says, “This asset and any subscribing pages have been published successfully.” If you do not see this message and your edits are not displayed, go back to step 8.

The page is now checked back in so other users may have access to it and your changes are live on the index page. Please visit your campus location’s index page, refresh and verify your changes.
Webster University Kansas City

Webster University provides accredited undergraduate and graduate school education to students in Missouri and across the world. With opportunities to study in Kansas City within a traditional classroom or earn a degree online, academic programs are focused on student success and taught by faculty with professional experience in their academic fields.

About Location

Convenient to Highway 435 on 104th Street, many students find that the location, small class sizes and individual attention result in better networking opportunities and successful learning outcomes within their profession or local community. Webster personalizes education to meet specific goals and schedule demands while maintaining full-time employment or actively serving in the military. In Kansas City and around the world, the University is recognized as a leader in global education and a pioneer in adult and military education.
1. Type "location-information" in the text box to search for assets.
2. Click on the "location-information" asset.

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1. Find your location’s asset
2. Click
About Location

Convenient to Highway 435 on 104th Street, many students find that the location, small class sizes and individual attention result in better networking opportunities and successful learning outcomes within their profession or local community. Webster personalizes education to meet specific goals and schedule demands while maintaining full-time employment or actively serving in the military. In Kansas City and around the world, the University is recognized as a leader in global education and a pioneer in adult and military education.

Webster University’s Kansas City campus location:

- Offers valuable academic programs such as undergraduate degree completion, graduate degrees and nursing degrees.
- Promotes community events for students who are interested in networking opportunities
- Encourages involvement in team projects, which improve leadership and personal communication skills
- Was awarded a Federal National Professional Development Grant for the Missouri ESOL Certification Program
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Publish - kansas-city-location-information

Publishing this asset will publish 1 subscribing page. The last published version of each page will be republished with the updated asset. Do you wish to publish the asset?

1. describe your edits
2. Click
21/245

Version: updated bullet points
Description:  

[CancelButton] [Publish]
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