

UNIVERSITY OF ILLINOIS SPRINGFIELD

WIKI TRAINING MANUAL

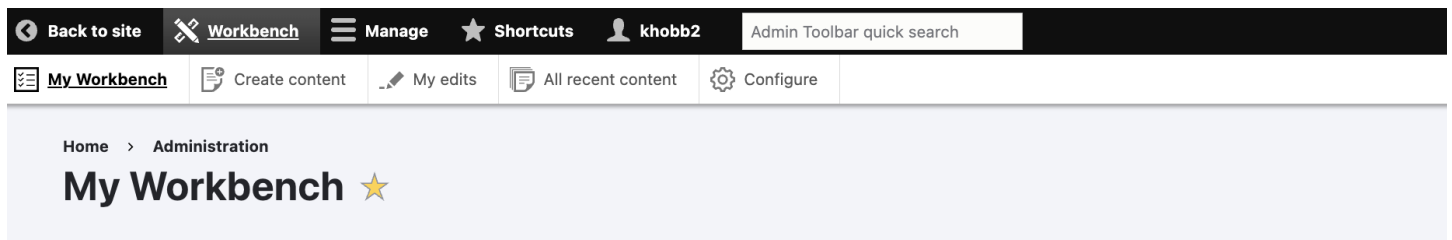
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HOW TO LOGIN

To login to the website go to uis.edu/login and use your normal login credentials. Once you log in you will be redirected to the website and should see a black bar across the top of your screen.



khobb2's profile

[Edit my profile](#)

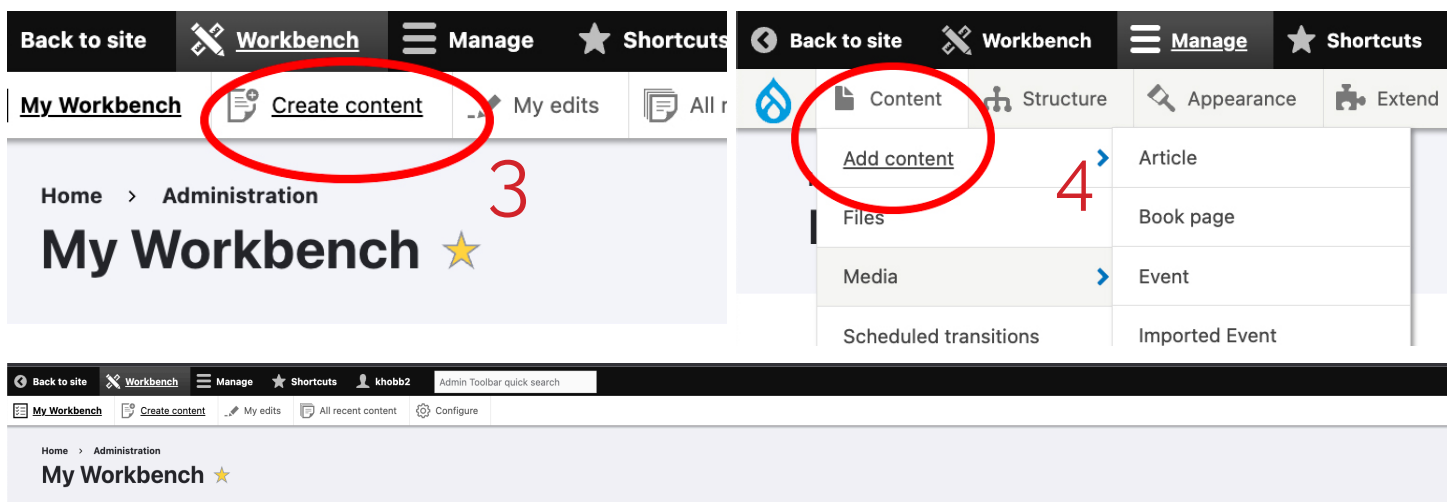
Last visit: Thursday, January 26, 2023 - 10:15

Assigned roles:

- Developer

Your most recent edits

Once you log in, you will be taken to your workbench in Drupal. Here is where you can see updates for pages you edited (1), newly edited pages across UIS's site (2), and a couple of ways to create content (3 & 4).



khobb2's profile

[Edit my profile](#)

Last visit: Thursday, January 26, 2023 - 10:15

Assigned roles:

- Developer

Your most recent edits

Title	Type	Published	Last updated	Author	Revised by
Canvas for Instructors	Page	Yes	43 minutes 56 seconds ago	ewelc05s	ewelc05s
CFE - What problems may be created by ChatGPT and can we control or limit them?	Event	Yes	1 hour 2 minutes ago	kujable2	khobb
CFE - Central and Southern Illinois Faculty Development Network Presents: Ungrading, or Why It's Time to Rethink How We Assess	Event	Yes	1 hour 3 minutes ago	kujable2	khobb
CFE - Open discussion on ChatGPT - Come to share or listen	Event	Yes	1 hour 6 minutes ago	kujable2	khobb
CFE - How can ChatGPT be used in my class?	Event	Yes	1 hour 7 minutes ago	kujable2	khobb

1 2 3 4 5 6 7 8 9 ... > Last >|

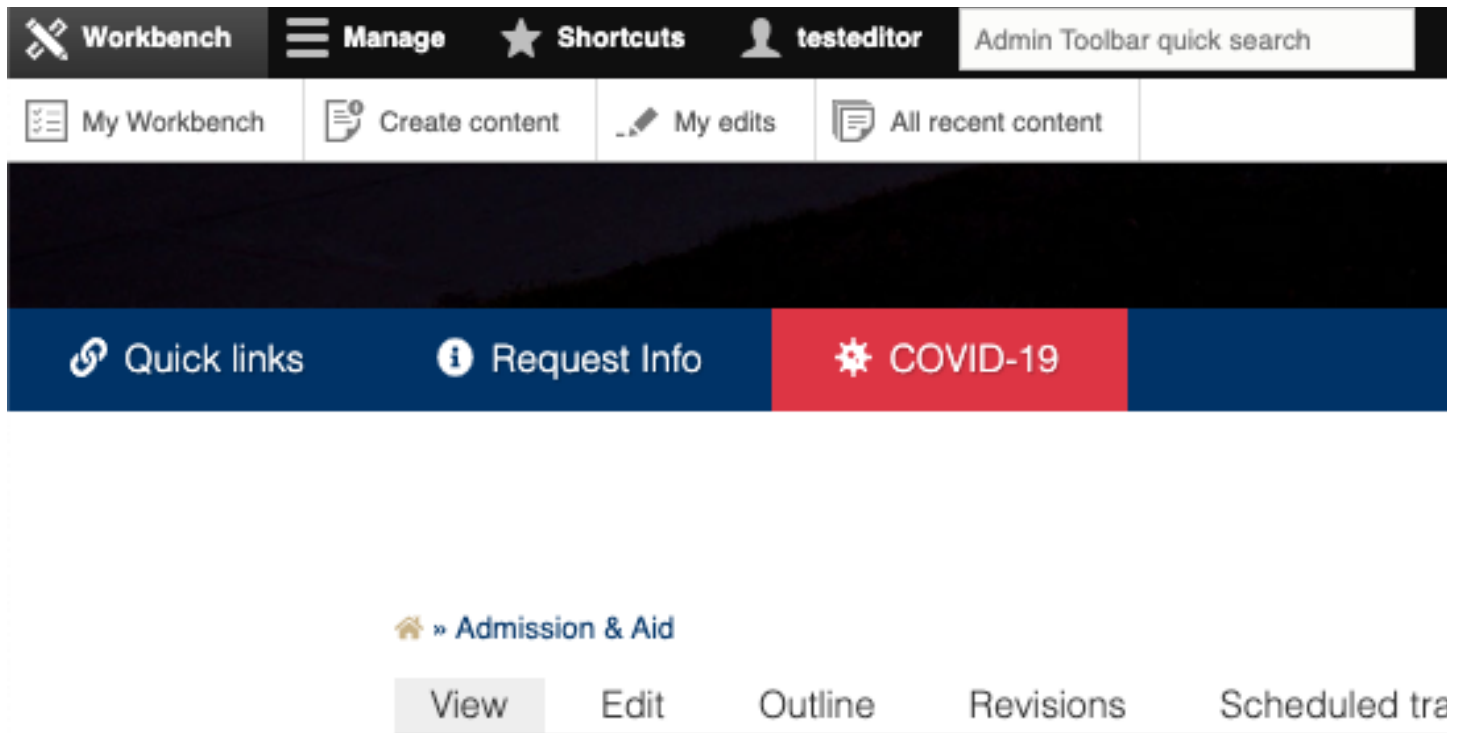
Recent content

Title	Type	Author	Last updated	Actions
2023 Pickleball Tournament	Page	ascho3	42 minutes 14 seconds ago	edit

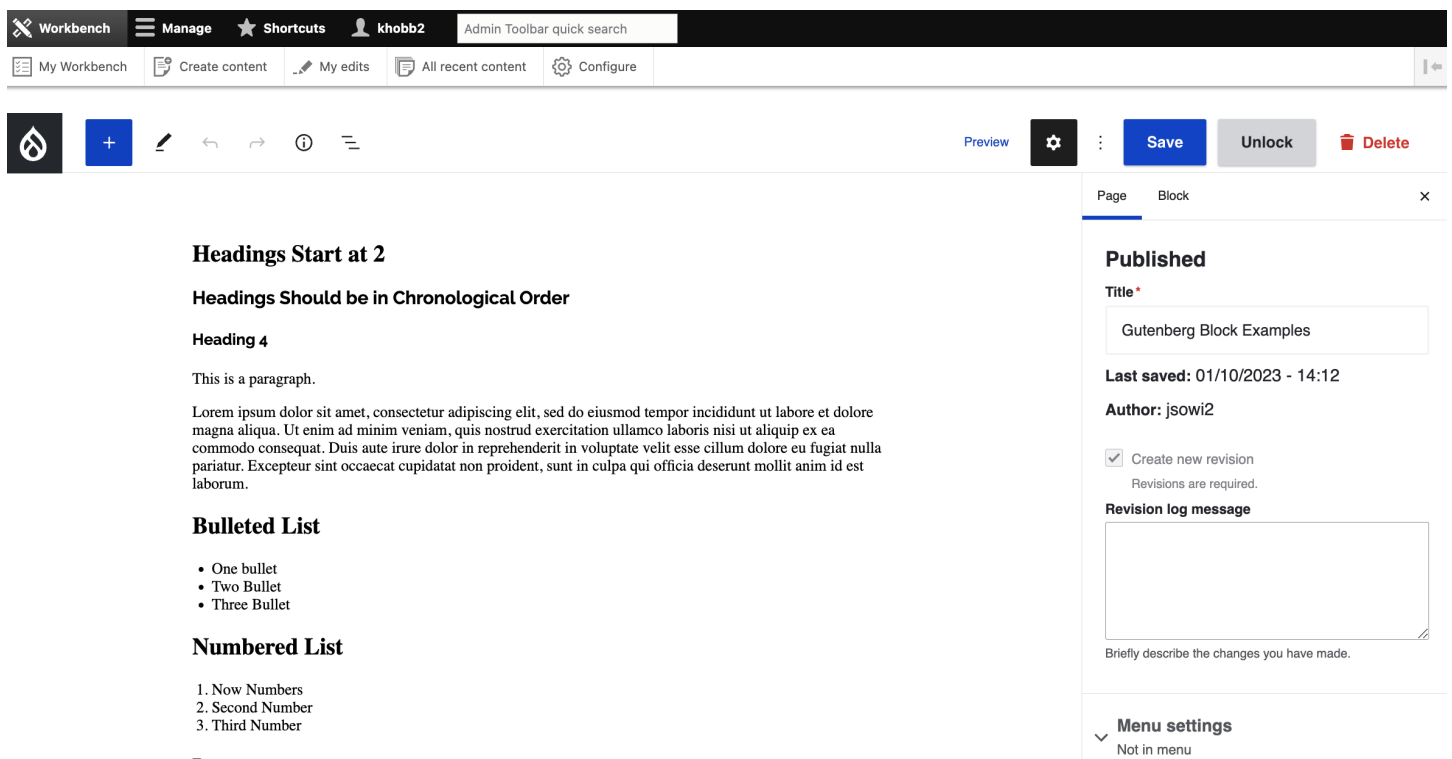
<https://www.uis.edu/admin/workbench/create>

HOW TO EDIT A PAGE

To edit a page you first must be log into the site at uis.edu/login. Once you are logged in you will see a black bar at the top of the page with your username. You can visit the URL of your department's page that needs editing or go to Manage > Content and search for your page by title, and click edit to access the editor.



Under the header image of your department's page will be able to see a line menu of options (View, Edit, Revisions, etc) to interact with the page. Click Edit to open the page within the Gutenberg Editor.



GUTENBERG BLOCK TYPES

Within the Gutenberg Editor, you will use blocks to edit and format your page. Here are the most commonly used blocks. Examples of other blocks can be seen on the [Gutenberg Block Examples](https://u.is.edu/gutenberg-block-examples) page: [uis.edu/gutenberg-block-examples](https://u.is.edu/gutenberg-block-examples)

Headings Start at 2

Headings Should be in Chronological Order

HEADING 4

This is a paragraph.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Bulleted List

- One bullet
- Two Bullet
- Three Bullet

Numbered List

1. Now Numbers
2. Second Number
3. Third Number

Image



Now with Captions!

Separator



Columns

There are multiple layout options that can be used with columns.

A little of Column A,

A little of Column B

Or maybe a little of Both

Button Block

This is a Button

Tables

Tables	can
be	trouble

Tables can also have captions

Quote

When the going gets weird, the weird turn pro...

Hunter S. Thompson

Pull Quote

When the going gets weird, the weird turn pro...

HUNTER S. THOMPSON

PDF file

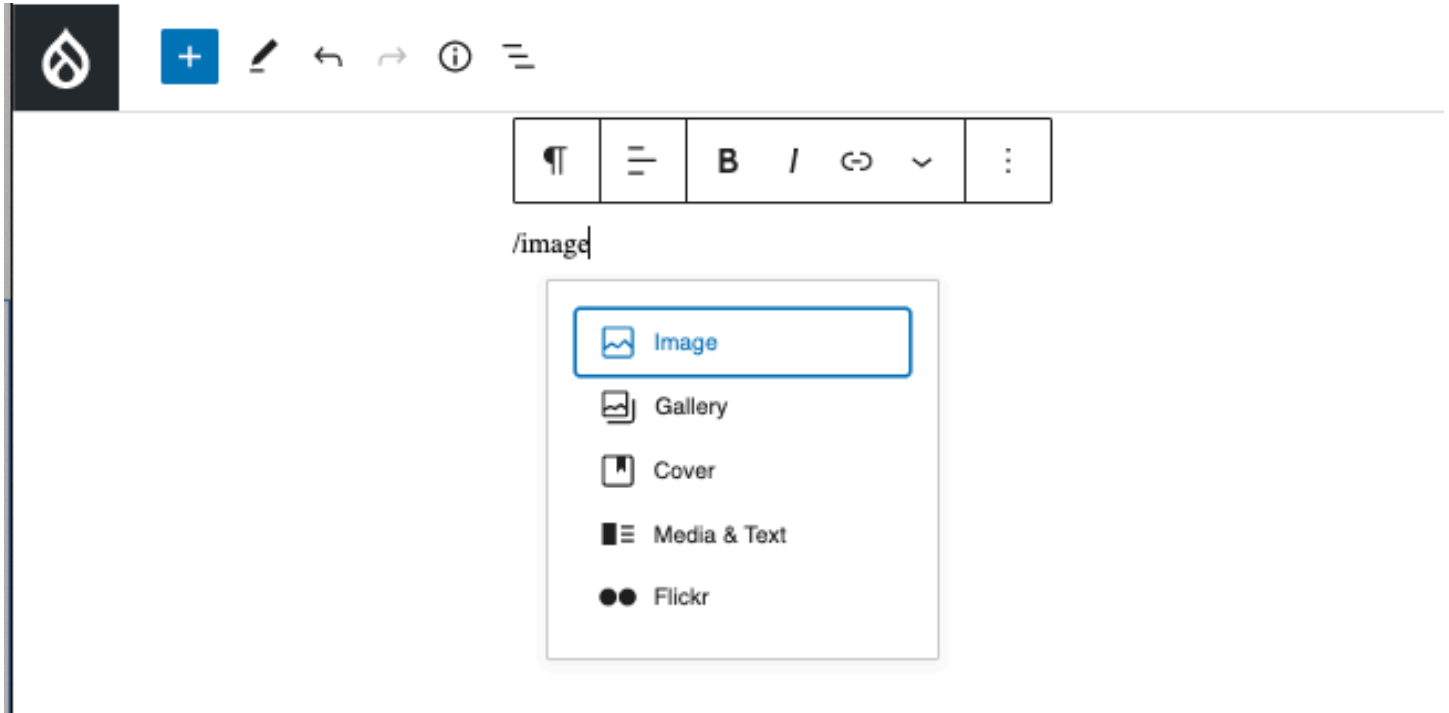
*DO NOT USE THE DOWNLOAD BUTTON OPTION. The button causes accessibility issues.

[Some Donor Form](#)

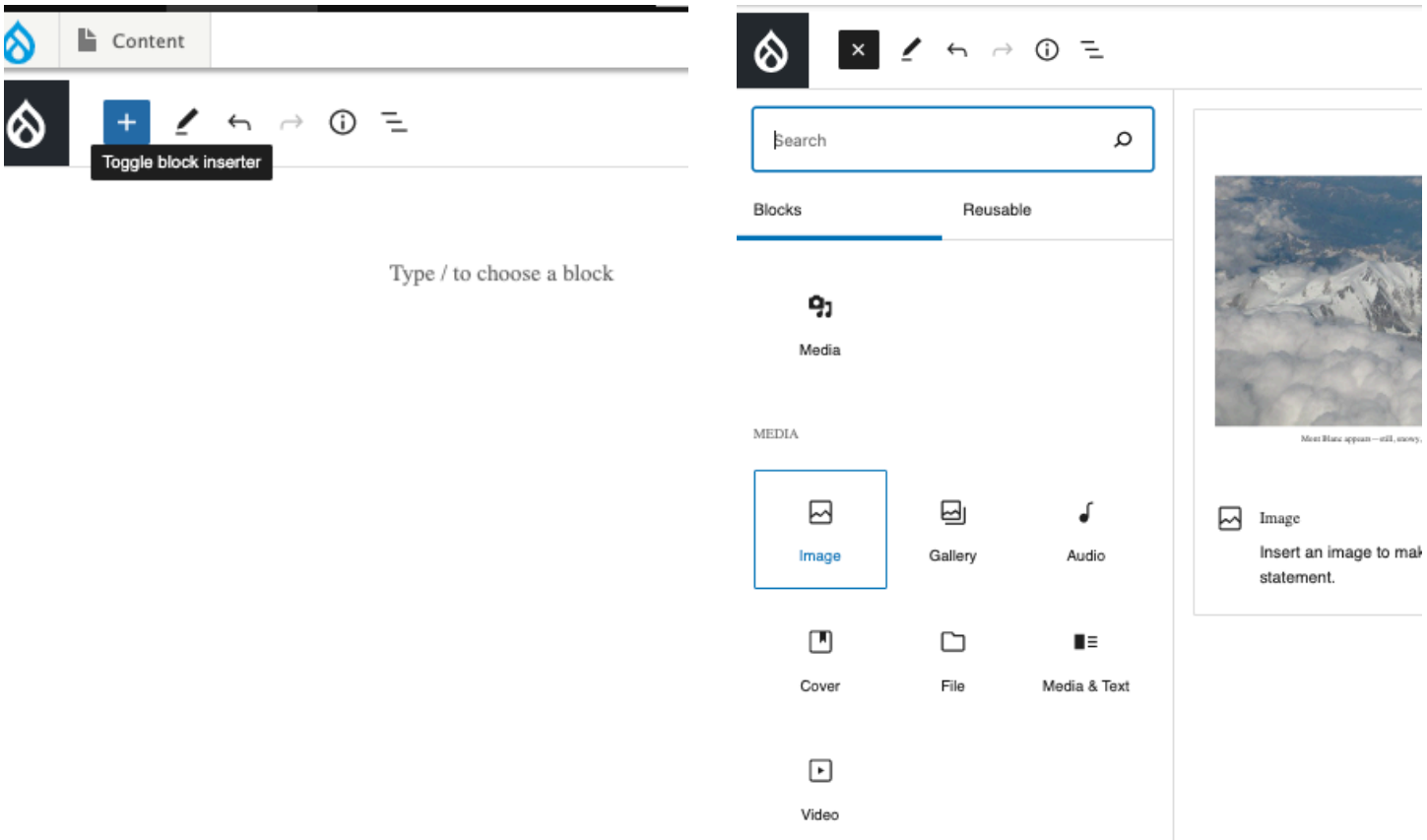
HOW TO ADD AN IMAGE

You can add an image a couple of ways: **1.)** Drag and drop your image into the editor window. **2.)** Type “/image” into the Gutenberg editor and press enter. **3.)** Click on the blue box with the plus sign, and search for the Image block.

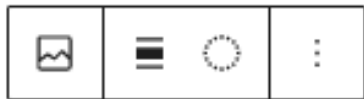
1.)




2.)



Either upload an image from your computer or browse images that have already been uploaded to the University's media library. For more information on **optimizing images** and **the best image sizes**, please visit: www.uis.edu/web-services/website-resources



 **Image**

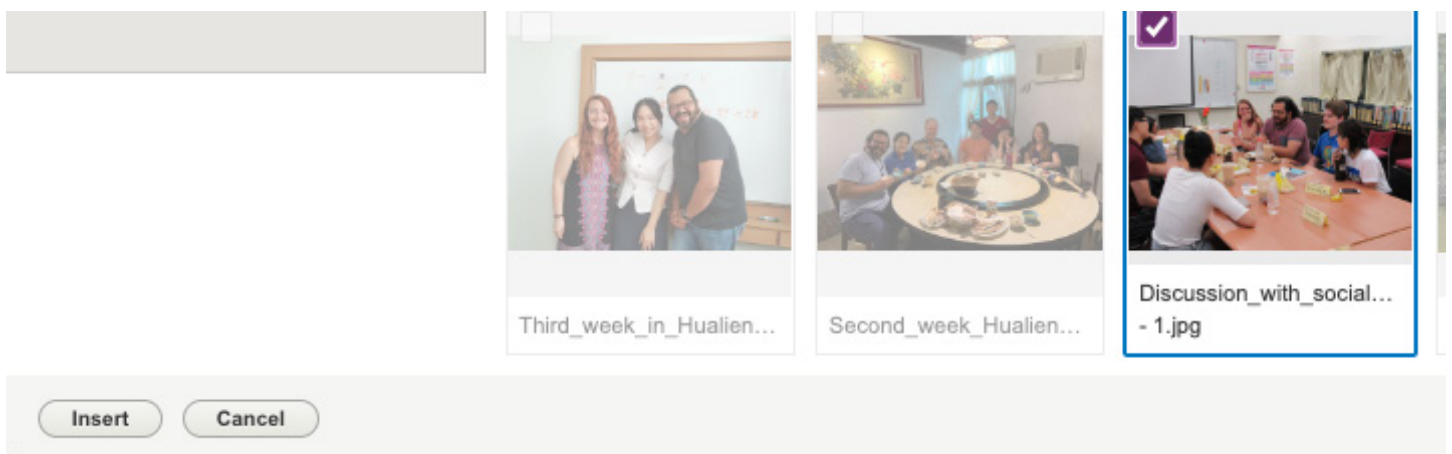
Upload an image file, pick one from your media library, or add one with a URL.

Upload

Media Library

Insert from URL

Go ahead and select your image and then click on the insert button.



To ensure accessibility of your images, you will need to **make sure that your image does not contain any text** (unless it is a logo) and has alt text attached to the image. This is a requirement because those who use screen readers need to be able to understand what is happening in your image. If you need to have a flyer or other word heavy imagery, please insert it as a PDF file instead.

Add the required Alt Text to an image, select your image within the editor and look to the options on the right side of the screen. In the Image Settings, you'll see a text box to insert your Alt Text. Alt Text is a description of what is going on in the photo. To make sure that those using screen readers have accessibility to the image, you only need to put a short description of what is going on in the image in the box. Avoid longer descriptions so that the screen reader can more efficiently read the page to the user.



Add caption

statement.

Styles

Default Rounded

Default Style

Not set

Image settings

Alt text (alternative text)

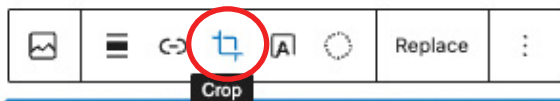
Students at a table having a discussion

Describe the purpose of the image. Leave empty if the image is purely decorative.

You have a couple of places to play around with how you want your image to look on your web page. You have the Block settings and the menu that appears near your cursor when you select your image.

For example, if you notice that your image looks blurry, you may want to go to the block settings and change the image size to "original" and then play with the percentage buttons in the image dimensions in the Block settings.

You also have options to crop your image when you click on your image and select the crop button in the pop up menu.



Page Block

Image

Insert an image to make a visual statement.

Styles

Default Rounded

Default Style

Not set

Image settings

Alt text (alternative text)

Describe the purpose of the image. Leave empty if the image is purely decorative.

Image size

Large (480x480)

Image dimensions

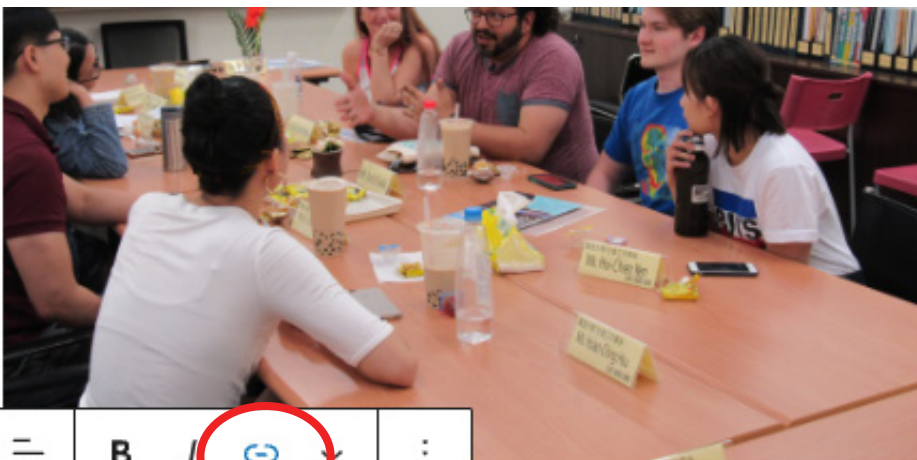
Width 480 Height 360

25% 50% 75% 100% Reset

HOW TO ADD A LINK


Links can be added to multiple different block types. To add a link to text or an image you first select it, then click the link icon in the Gutenberg editor shown below. You will be presented with a screen where you can input the URL to your link.

If you are updating a link, you'll want to make sure that you press the arrow next to the link address. This will ensure that your link updates.



The image shows a group of people sitting around a table in a meeting room, engaged in a discussion. The table is covered with various items, including water bottles, papers, and a small sign that reads "All the Change".

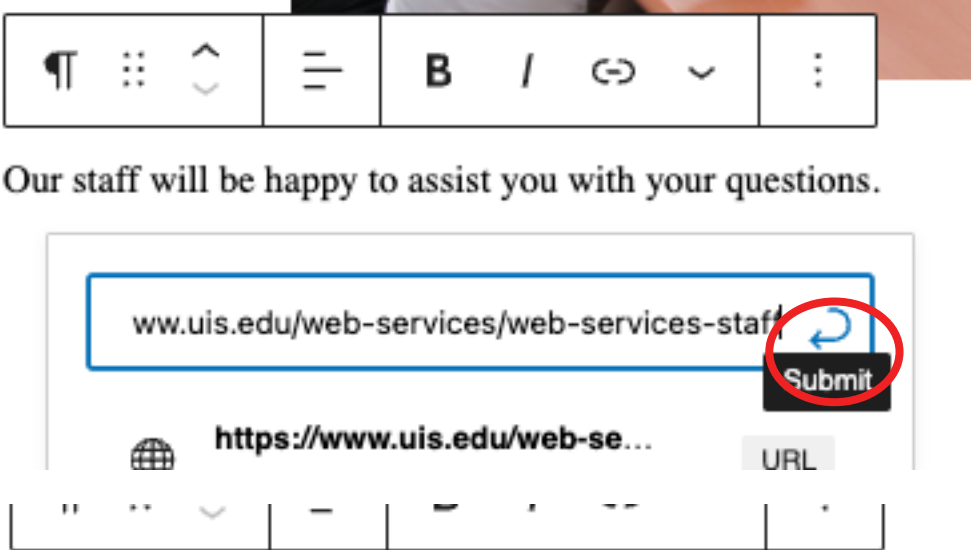
Step 1: Click the Link icon in the Gutenberg editor.



The Gutenberg editor toolbar is shown with the Link icon (a chain link) circled in red. A tooltip labeled "Link" is visible below the icon.

Our **staff** will be happy to assist you with your questions.

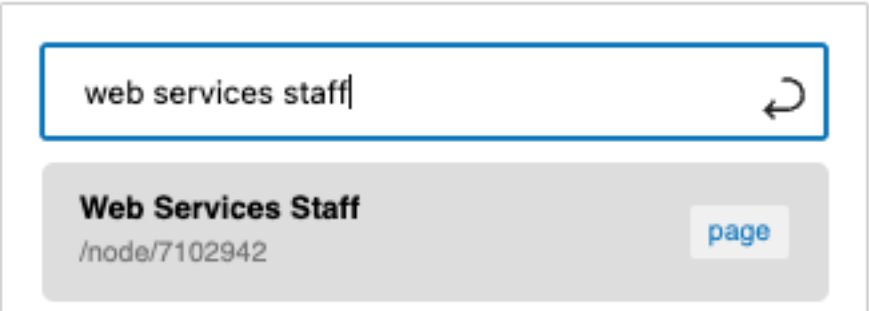
Step 2: Enter the URL in the link dialog.



The link dialog box is shown with the URL "www.uis.edu/web-services/web-services-staff" entered in the text field. The Submit button is circled in red. Below the text field, the full URL "https://www.uis.edu/web-se..." is displayed next to a globe icon.

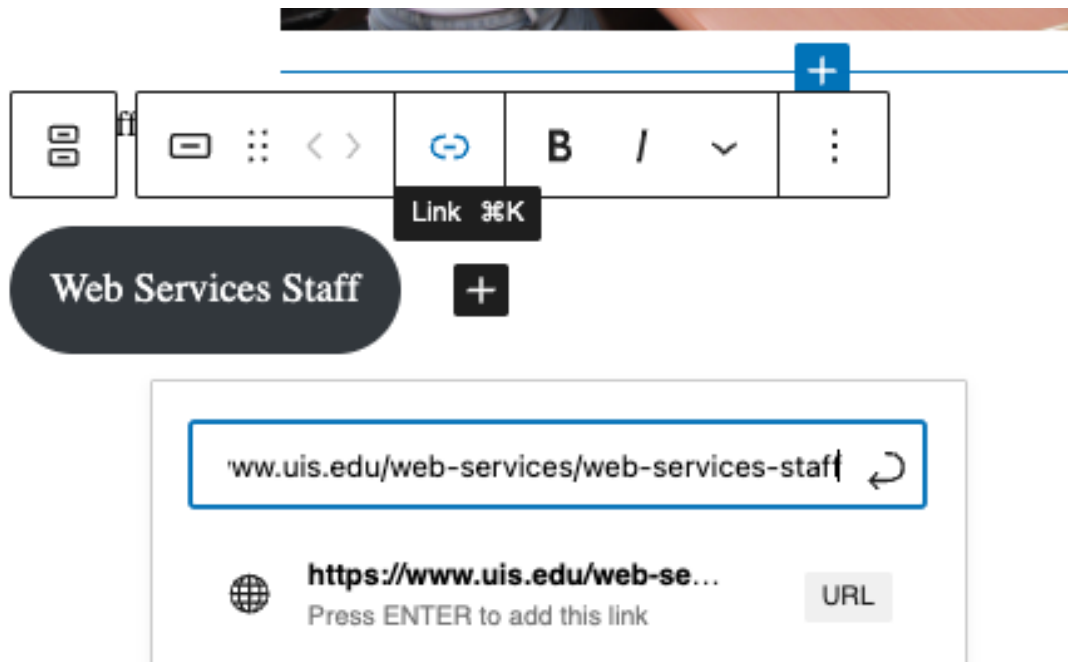
Our staff will be happy to assist you with your questions.

Step 3: Preview the link.



The preview of the link is shown. The text "web services staff" is displayed in a box. Below it, the text "Web Services Staff" is shown, followed by the URL "/node/7102942". A "page" button is visible in the bottom right corner.

To make a linked button, insert a Button block. Next type within the button, press the link button, and insert the link like normal.



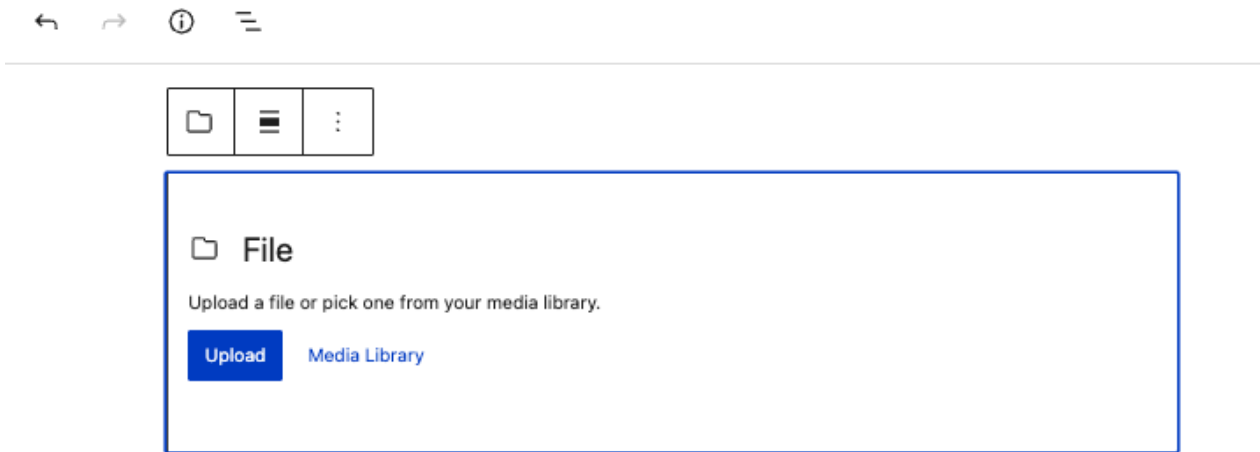
A few tips for links:

- **Headings as links are not allowed**
- **Sentences as links are not allowed**
- **Link titles should match the page title** that it is linking to.
- **Check the page links** when you edit content to make sure that there are still valid.

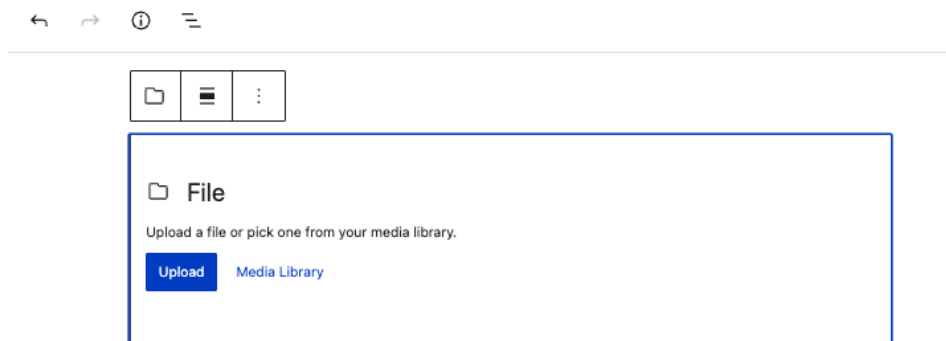
HOW TO UPLOAD A PDF

To upload a PDF, drag it from your desktop and drop it directly into the editor. This will automatically create a File block for you in the editor with your PDF.

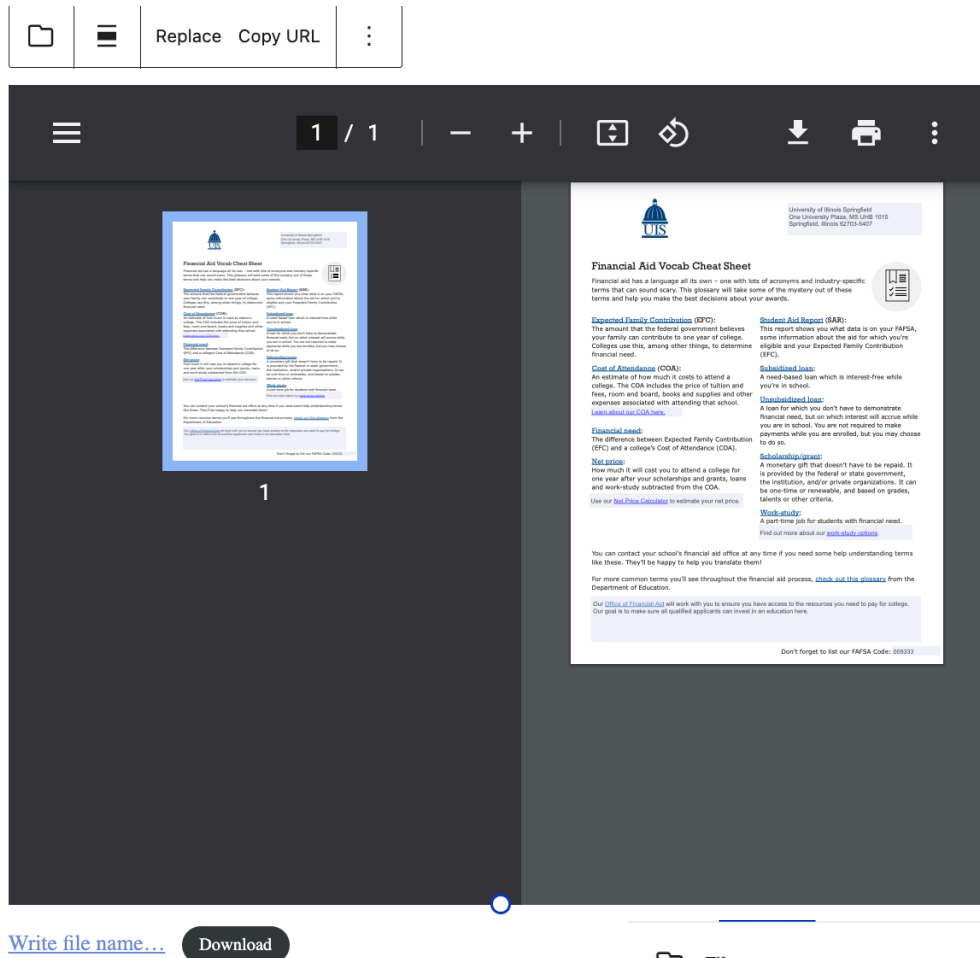
You can also select the File block in the editor (shown below), browse for the file on your desktop or from the media library.



You will be presented with a screen where you search for your desired file and click "Open".



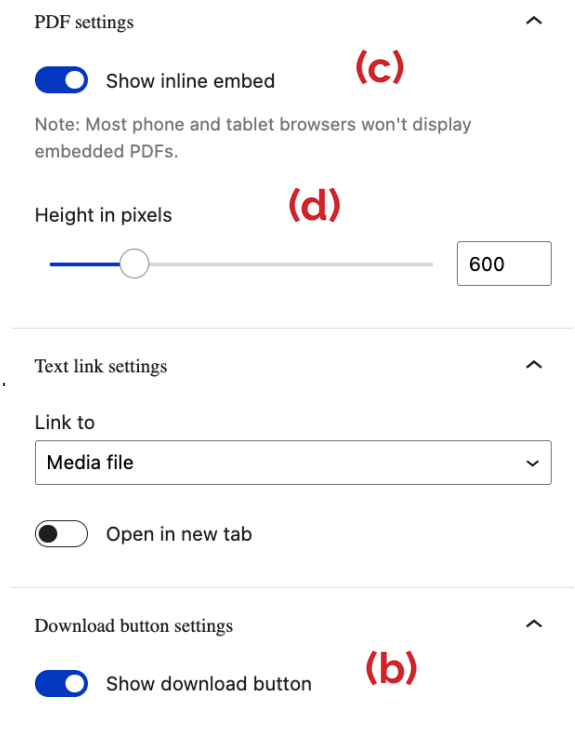
Once you have selected "Open", your PDF will be uploaded automatically into a reader (shown below). Make sure that you name your PDF **(a)**.



Next, you will want to check the block menu to the right of the editor to make sure that the "Show download button" is disabled **(b)**. You will want to disable it because it causes accessibility issues.

If you do not like having the PDF embedded on your page, you can deselect the "Show inline embed" button **(c)** to remove it to only have the linked name of the PDF showing.

If you do like the reader, but would like to adjust how tall it is you can also do this **(d)** in the block options menu.



HOW TO CREATE A NEW PAGE

Click Manage > Content > Add content > Page to create a new page.

The screenshot shows a web browser at uis.edu/user/1. The navigation bar includes 'Workbench', 'Manage', 'Shortcuts', and a user profile 'testeditor'. The 'Manage' menu is open, showing 'Content' as the selected category. The 'Add content' dropdown menu is visible, with options: 'Article', 'Event', 'Page' (circled in red), 'Policy', and 'Wiki'. Below the menu, a message reads '» Access Denied'. At the bottom, a blue banner contains the text 'CAMPUS LINKS' and links for 'Driving Directions' and 'Emergency Info'.

There are multiple configuration options that need to be set when creating a page.

Directly under the main editor window there is a 'More Settings' accordion menu.

Title Caption

This option displays a sub-title directly under the page title in the header section of the page.

Header CTA

You can add a call-to-action (CTA) button in your header under the title caption and/or the title. A call-to-action element is a web page item that entices the viewer to take some sort of action – such as “Apply Now.” To implement a CTA button, you need to supply a URL and the text for the button.

Intro Text (only required for pages/sites using the main UIS theme)

The intro text section is used if the page is going to include a sidebar menu for navigation. The menu extends into the page when expanded. The intro text area sets margins at the upper portion of the page that allows the menu to extend into the page. It has basic WYSWYG edit controls such as text size, bullets and a link option.

Department

This adds the proper permissions to the page so others with access in the department can edit the content. There is an option to 'Add another item' and this is to allow multiple departments to edit and access the same piece of content if multiple departments are responsible.

More settings

Summary

Leave blank to use trimmed value of full text as the summary.

Title Caption

Header CTA

URL






























































Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/123 or an external URL such as http://example.com. Enter <front> to link to the front page. Enter <node/> to display link text only. Enter <button> to display keyboard-accessible link text only.

Link text

Intro Text

Format

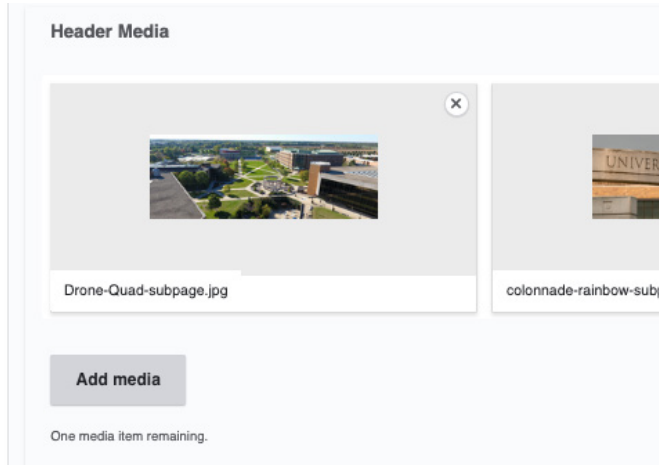
Style

B I S X² X₂                                                             

Header Media

You also have the capability to change the default header image to a different image(s) in the Header Media options. If using multiple images, they will randomly sort on page refresh to show the other images. Even though this is exciting functionality we do recommend using a consistent set of images throughout your department site to pull all your pages together. Sometimes, however, for a special page, it makes more sense to use a separate image.

The default image(s) included can be removed by clicking the X in the top right corner of the image thumbnail. Click 'Add media' to access the collection of images or to add a new image.



There are options to search for files in the media library by name or by the user that uploaded them. (Tip: Search the term "hero" to find pre-formatted header images)

If you choose to upload a new file, select 'Choose File' and select the image(s) you want to upload. You can select multiple images at once by holding Ctrl for PC or Cmd for Mac while clicking the images.

Hit 'Save and select' to select the image and go back to the media library or hit 'Save and insert' to insert the image(s) into the page and go back to the page editing screen.

For making your own header images, please use the following sizes when uploading them to the media library:

Main pages: 1920px x 1080px at 72 dpi

Sub Pages: 1920px x 700px at 72 dpi

Add or select media

The media item has been created but has not yet been saved. Fill in any required fields and save to add it to the media library.

Name
VisualArtsFacultyDemo.jpeg

Image *

File Information

Alternative text *

ceramics professor demonstrating technique to class

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Add a new file

Choose Files | No file chosen

Unlimited number of files can be uploaded to this field.
50 MB limit.
Allowed types: png gif jpg jpeg.

Show row weights

Operations

0 of 1 item selected

Save and select

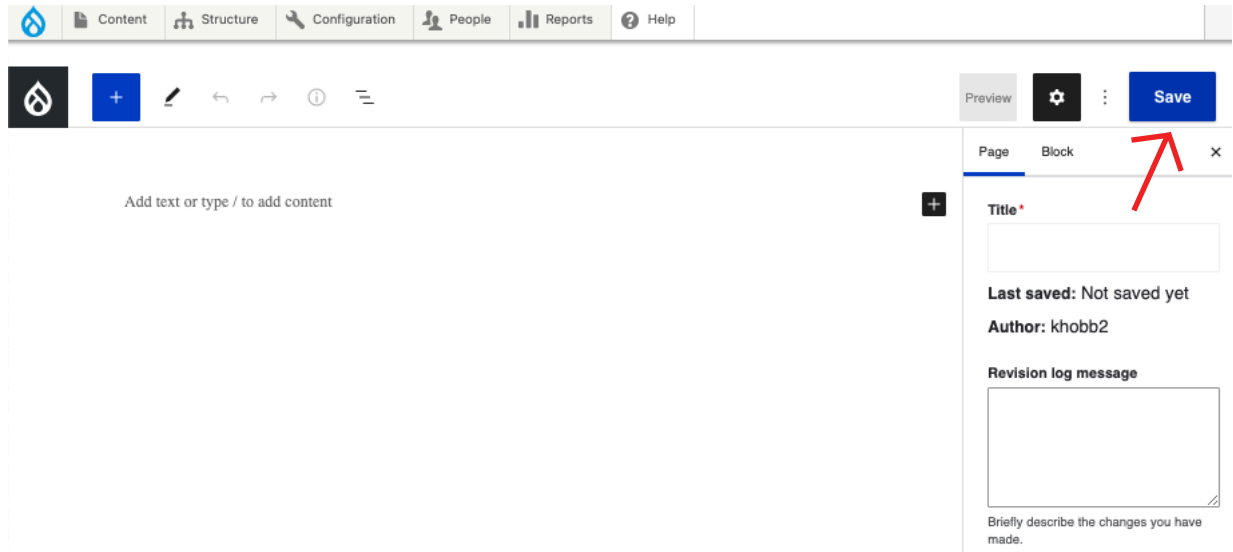
Save and insert

16

HOW TO SUBMIT CONTENT TO BE PUBLISHED

Once you are done making changes to your page, save the page by clicking the blue save button in the top-right corner of the screen.

Content is locked by default during editing. This is used to prevent two or more users from editing the content at the same time. The Unlock button is provided to allow you to unlock the content for another editor.



Once you save the page you will see the draft version of your page with a pink background. You can then submit the page for 'Needs Review' and add a log message from this view if you are ready to submit the page to be published. To do so, make sure the dropdown Change to says 'Needs Review' and add a log message if there was something additional you needed assistance with on the page. If the page needs to be added to the menu, describe where in the menu you would like for it to be added. For ex. "Please add under Web Services > About."

Moderation State Options

The next option you see includes the moderation options for the page. On the site the options are:

- **Draft** – default option and should be used to preview changes to a page. (NOTE: you will not see your header media changes until the page is published)
- **Needs Review** – once you are happy with the changes and ready for them to be published, they first need to be reviewed. By selecting this option and saving the page, it will be added to the 'Needs Review' queue to be reviewed by the Office of Web Services.
- **Unit Review** – editors will use this option to submit for review if the unit has a publisher on staff.
- **Published*** – this option is only visible for the publisher role or higher.
- **Scheduled*** – new pages and drafts can be scheduled to be published at a future date.
- **Archive*** – if you no longer want the page to be published on the site, select this option. It retains the page but removes it from the visibility of the site for all users except users with editing access.

*Only visible to Publisher roles and higher





Moderation state	Change to	Log message
Needs Review	<input type="text" value="Draft"/>	<input type="text"/>
		<input type="button" value="APPLY"/>

Once you are done adding the content and configuring your page, change the status to either **"Needs Review"** or **"Unit Review,"** then click Save in the top right corner of the page.

Submit for Needs Review to submit your content to OWS to be published or if your unit has a publisher submit your content for Unit Review. You can include a message in the log message field if you need additional help with something specific.

Please allow 24-48 hours (during business days) for your changes to be published.

Please note: you will not be able to see the header image when it is in Draft or Needs Review mode with a pink background as seen below. The header images will appear once the page is published.

 Content  Configuration  Reports 

» Node » General Education » General Education » General Education

General Education

Moderation state

Change to


Log message

Needs Review

APPLY

Our General Education coursework enables undergraduate students to build a solid foundation of problem-solving, critical thinking, and writing skills. Students who complete this coursework at UIS experience the benefits of world-class teaching, personal attention by outstanding faculty who are committed to teaching, and ample opportunities for engaged learning.

World-Class Teaching



UIS is committed to providing quality knowledge to students through excellent teaching practices taught by an increasingly diverse faculty. Our faculty provides a wide array of information from diverse and inclusive perspectives and backgrounds, further expanding the worldview of students.

Personal Attention

UIS is committed to assuring that classes are delivered to meet the needs of students, improving practices to meet the needs of a diverse student body, and working to further enrich the student experience both in and out the classroom.

Experience Engaged

UIS is committed to expanding experiential learning opportunities beyond the classroom, increasing the capability and practice of experiential activities in courses, and ensuring that experiential learning opportunities are connected to the world beyond the campus environment.

Liberal Arts Skilled

UIS is committed to expanding and enhancing our liberal arts strengths to properly prepare students for the future, as well as integrating

HOW TO CREATE AN EVENT

In order to add an event to your unit's website and the main campus calendar, go to Manage > Content > Add Content > Event.

My Workbench | **Create content** | My edits | All recent content | Configure

Home > Administration > My Workbench

Add content

[Add to Default shortcuts](#)

> Article

Use *articles* for time-sensitive content like news, press releases or blog posts.

> Book page

Books have a built-in hierarchical navigation. Use for handbooks or tutorials.

> Event

Use *event* to create events to be listed on main and department calendars.

> Imported Event

This *event* is used to import events from external sources to be listed on main and department calendars.

> Page

This will bring you to the Gutenberg editor to start making your page. You have the same types of blocks to work with in an event page that you do when you work on a regular page. You will even now have the option to create a reoccurring event by entering multiple times (see example below).

When

mm/dd/yyyy

--:-- --

to

--:-- --

☐ All day

Duration

1 hour

Repeats every

of

weeks

Ends

Never

Advanced

on days

S

M

T

W

T

F

S

When creating an event, make sure that the time, date, location, cost, and other important information is within the content you want published.

The options listed inside the **More Settings** allows you to configure the settings for your event.

- **Title Caption** – add text under the main page heading in the banner
- **When** – add your event date(s); includes settings to add recurring dates and date ranges.
- **Event Type** (if we need to add an event type submit a request to do so at <https://go.uis.edu/webhelp>)
- **Department** – select your department so the event shows up in your event list
- **Event Media** – thumbnail image to use for the event and will be shown in featured event lists
- **Location** – location of your event

Event type

- None -
summer camp
Academic
Alumni
Art

Department

Advising
African-American Studies
Alliance for Experiential Problem-Based Learning
Alumni Relations
Archives/IRAD

Location

UIS Studio Theatre

Show row weights

When

01/28/2023 06:30 PM to 08:30 PM

☐ All day Duration 2 hours

Repeats every # of days Ends Never

^ Advanced

on days (S) (M) (T) (W) (T) (F) (S)

Add another item

Event Media


No media items are selected.

Add media

One media item remaining.

Add an event image in the 'Event Media' field. **Event images can contain text but the text must also be typed out in the body of the event** to make it accessible for our users on screen readers.

Event Media



datenight_piano.jpg

The maximum number of media items have been selected.

Add share on social buttons

☒ ☐ Featured Event

Save as:

Draft

Once you are done adding the content and configuring your event, click Save in the top right corner of the page.

Submit for 'Needs Review' to submit your content to OWS to be published. If your unit has a publisher submit your content for 'Unit Review'. Include a message if you need additional help with something specific.

Please allow 24-48 hours (during business days) for your changes to be published.

ViewEditOutlineDeleteRevisions

Moderation state

Draft

Change to

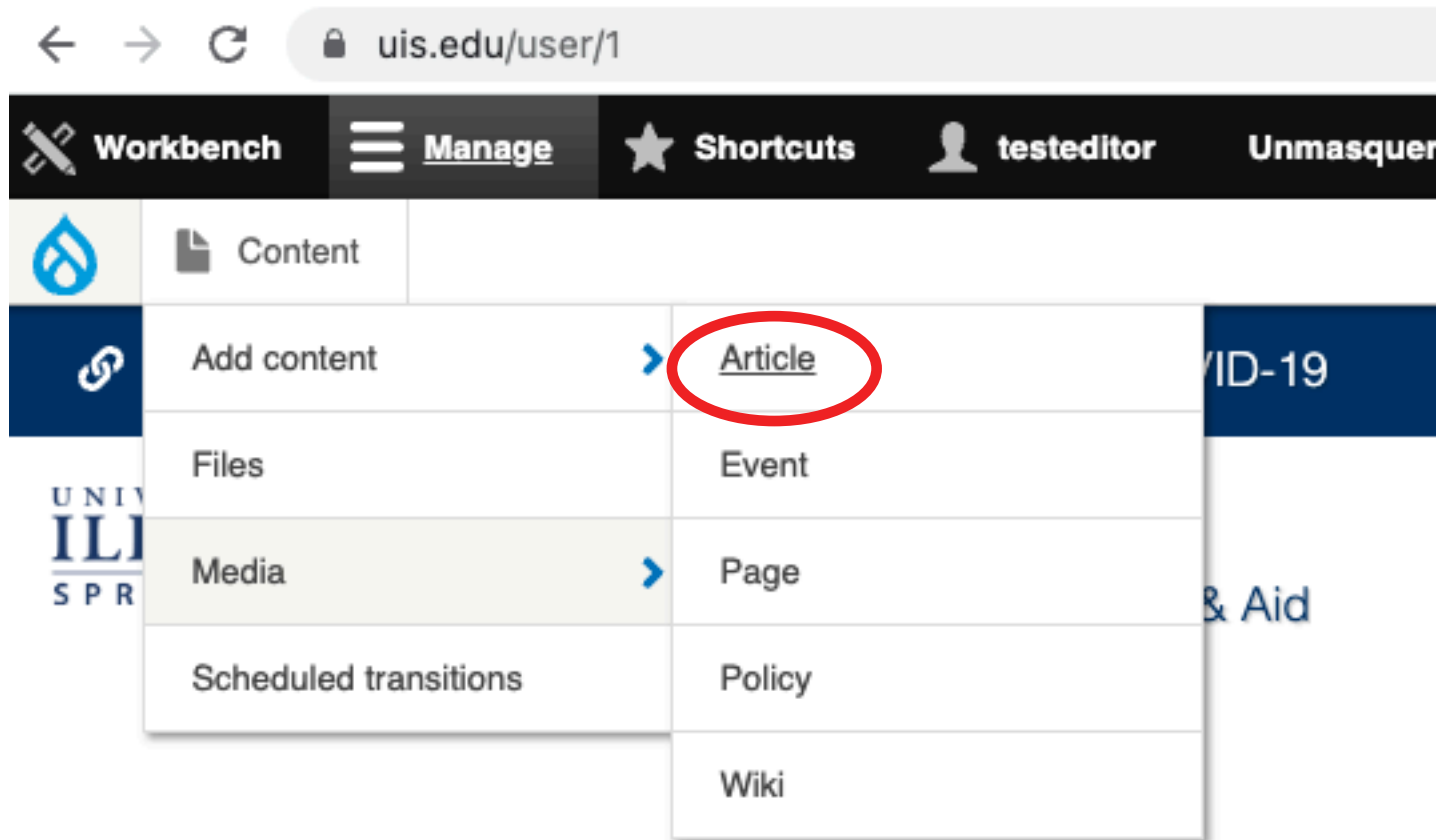
Needs Review

Log message

APPLY

HOW TO ADD A FEATURED PROFILE

Select Mange > Content > Add Content > Article.



» Access Denied

You are not authorized to access this page.



In the right sidebar, if not selected, click the Article tab > "Profile Options" and enter more information on the person being profiled.

Student
Alumni
Faculty
Emeritus
Donor
Staff

(c) Upload a headshot image of the person. It should be a minimum of 200 x 300 px at 72 dpi.

(e) Enter information on the person's career field or title.

(g) Enter the program of involvement.

When you are ready to publish, submit your article for 'Needs review' and don't forget to select your department!

^ Profile Options

Featured profile type

(a)

Student ▾

☐ Recommend to feature content

Select to recommend an alum for the main alumni site.

Name


(b)

Julie Staley

Headshot Image

(c)

X



J...

Upload a headshot image sized to a minimumum of 200 x 300px at 72dpi to use in list views on profile pages.
The maximum number of media items have been selected.

Class Year

(d)

2021 ▾

Career Field or Title

(e)

Owner and CEO of Spencer Films LLC

Involvement

(f)

Feature content on

- None - ▾

Program

(g)

DPA

This field should provide the major or department name.



JULIE STALEY^{'21}
Owner and CEO of Spencer Films LLC
DPA

Profile
Options
content

Hometown: Springfield, IL

Undergraduate Degree: Southern Illinois University at Carbondale (1988) Bachelor's Degree in Radio-Television

Graduate Degree: Southern Illinois University at Edwardsville (1997) Masters Degree in Mass Communication

Bio: Julie Staley is the owner and CEO of Spencer Films LLC and works as director, producer, and writer for their projects. She serves 501c3's as President of Spencer Theatre Company, President of the Staley Museum, and Director for the Staley Family Foundation. Her career as a television news anchor and reporter brought her to stations in several markets, including KSDK-TV in St. Louis, KDNL-TV in St. Louis, KCCP-TV in Kansas City, All News Channel in Minneapolis, CNN in Atlanta, WAND-TV in Decatur, WICS in Springfield, and WRSP-TV in Springfield. Julie is a contributor/host for *In Focus*, which airs on WSIU-TV in Carbondale and WSEC-TV in Springfield. Julie also spent some of her undergraduate work studying foreign broadcasting systems in London, England.

Relevant Work Experience

- Managing Multiple Non-Profits in Varied Sectors and Varying Sizes
- Starting and Setting up Non-Profits
- Non-Profit Fundraising
- Reaching the Public Through Social Media Marketing for Charities
- Public Television, Network, and Local Affiliate Broadcasting

Gutenberg
Editor
content

Board Experience

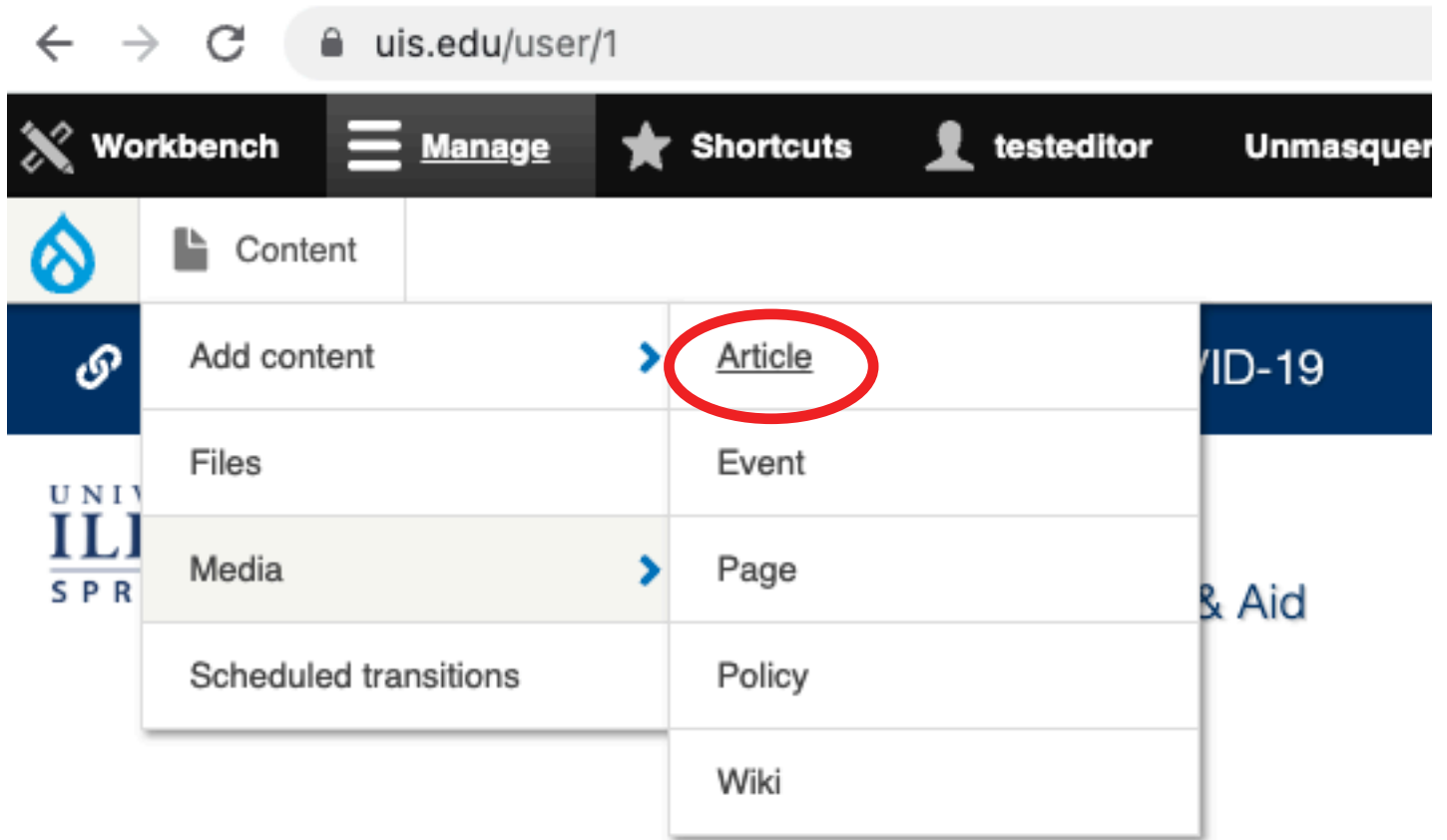
- The Staley Museum (President)
- Hoogland Center for the Arts (Past President)
- Spencer Films (President)
- Springfield Ballet Company
- Land of Lincoln Goodwill (Past Secretary)
- Lutheran School Association Fundraising Board
- St. Patrick School Advisory Board
- Sangamon County Community Foundation Advisory Board

Everything entered in the **Profile Options Menu** will appear at the top of the page next to the headshot of the person if it was uploaded. Everything that appears below the headshot was entered in the **Gutenberg Editor**.

There is no specific way to create featured profiles. They can be a resume-like profile, an interview, just a video of the person, etc.

HOW TO CREATE A NEWS ARTICLE

Select Mange > Content > Add Content > Article.



» Access Denied

You are not authorized to access this page.



In the right sidebar, if not selected, click the Article tab > "News Options" and enter information.. Also, make sure you look over your options in the **More Settings** tab at the bottom of the editor.

(a) Publish date defaults to today's date but can be modified to a previous date if applicable.

(b) Upload a Thumbnail Image image. Images should be at least 450px x 570px at 72 dpi. This will be used in news listings on our site. Do not forget to enter alt text.

(c) Article's author.

(d) News categories are used to tag articles for like content. This allows us to create news feeds specific to categories and/show users related content.

(e) Header images can be uploaded but are not required for articles. The default images can be removed by clicking the X next to the image.

When you are ready to publish, submit your article for 'Needs review' and don't forget to select your department!

News Options

Publish Date

02/20/2023

(a)

Thumbnail Image

Holt 450.jpg (122.73 KB)

Remove



(b)

Alternative text *

Jennifer Holt artwork

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

This image will be used as the thumbnail in lists view of new news articles. Should be a min of 600 px wide x any height.

More settings

Summary

Leave blank to use trimmed value of full text as the summary.

Author

Blake Wood

(c)

News Categories

- None -
LGBTQIA+
50th anniversary
alumni
arts

(d)

Enter a comma-separated list. For example: Amsterdam, Mexico City, "Cleveland, Ohio"

Header Media



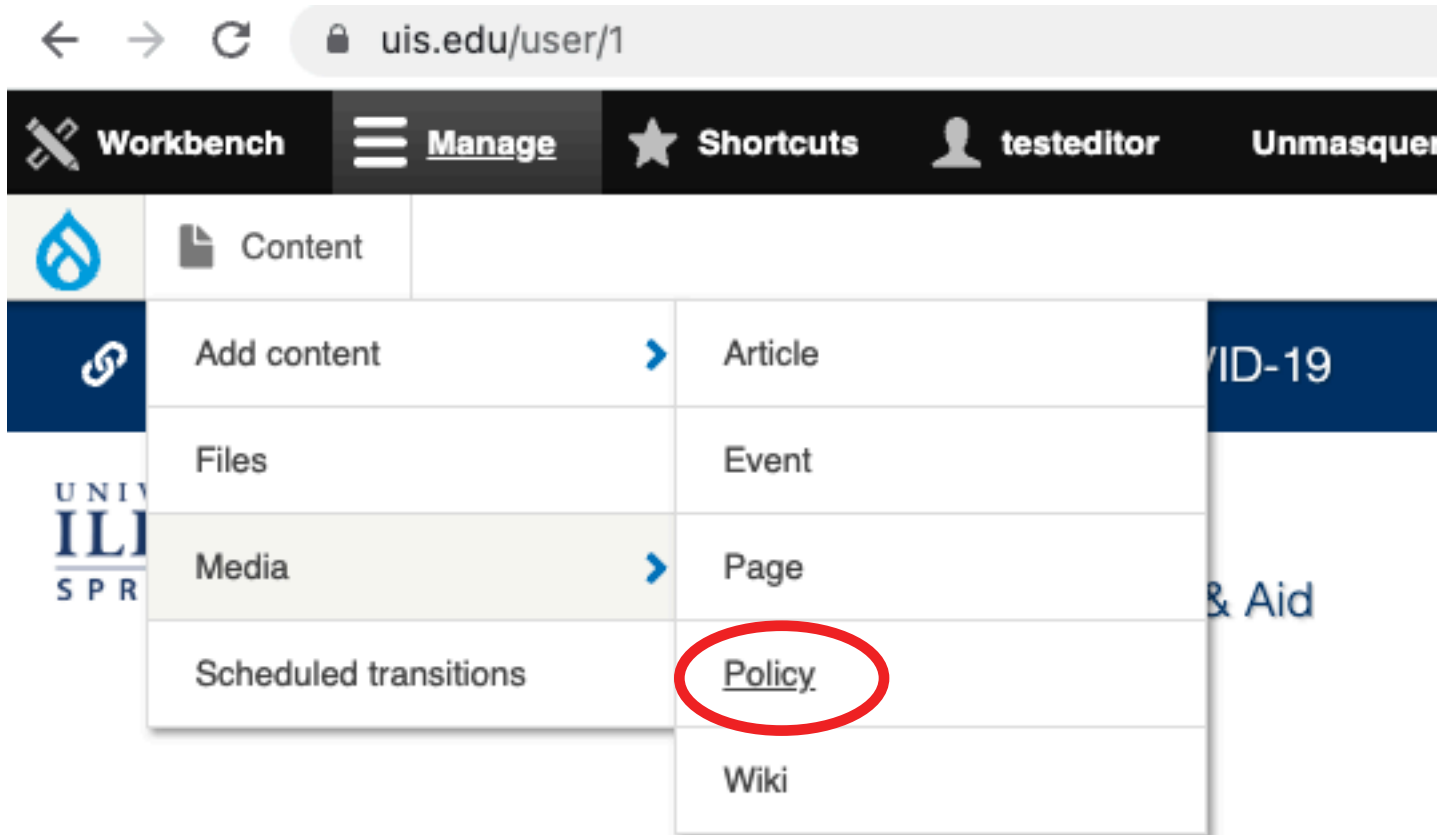
(e)

Holt 1920.jpg

Add media

HOW TO CREATE A POLICY

Select Manage > Content > Add Content > Policy



» Access Denied

You are not authorized to access this page.



The 'Create Policy' page includes different fields to guide you what information to add to your policy.

Select the **Policy type** (Academic, Information Technology Services, Operational, Personnel, Research & Sponsored Projects, Student Affairs)

In the **Application field** select who the policy applies to.

uls.edu/node/add/policy

Workbench Manage Shortcuts testeditor Unmasquerade

Content

Home > > Add content

Create Policy Add to shortcuts

Title*

This is the proposed Policy title.

Policy Type

☐ Academic

☐ Enrollment Management

☐ Information Technology Services

☐ Operational

☐ Personnel

☐ Research & Sponsored Projects

☐ Student Affairs

Application

None Students Faculty Staff Facilities

Who does this policy apply to?

Policy Statement

Format Styles B I S x² x₂ Source

Last saved: Not saved yet

Author: testeditor

Revision log message

Briefly describe the changes you have made.

Book outline

Not in book

Unit Info

Approved Policy Settings

There are fields to add the following:

Policy Statement

Background

Policy

Sources - include the URL and link text for policy sources

Copy of the Signed Policy

Add content to the appropriate fields, if applicable.

Workbench Manage Shortcuts testeditor Unmasquerade

Content

Who does this policy apply to?

Policy Statement

Format Styles B I S x² x₂ Source

Text format Full HTML About text formats

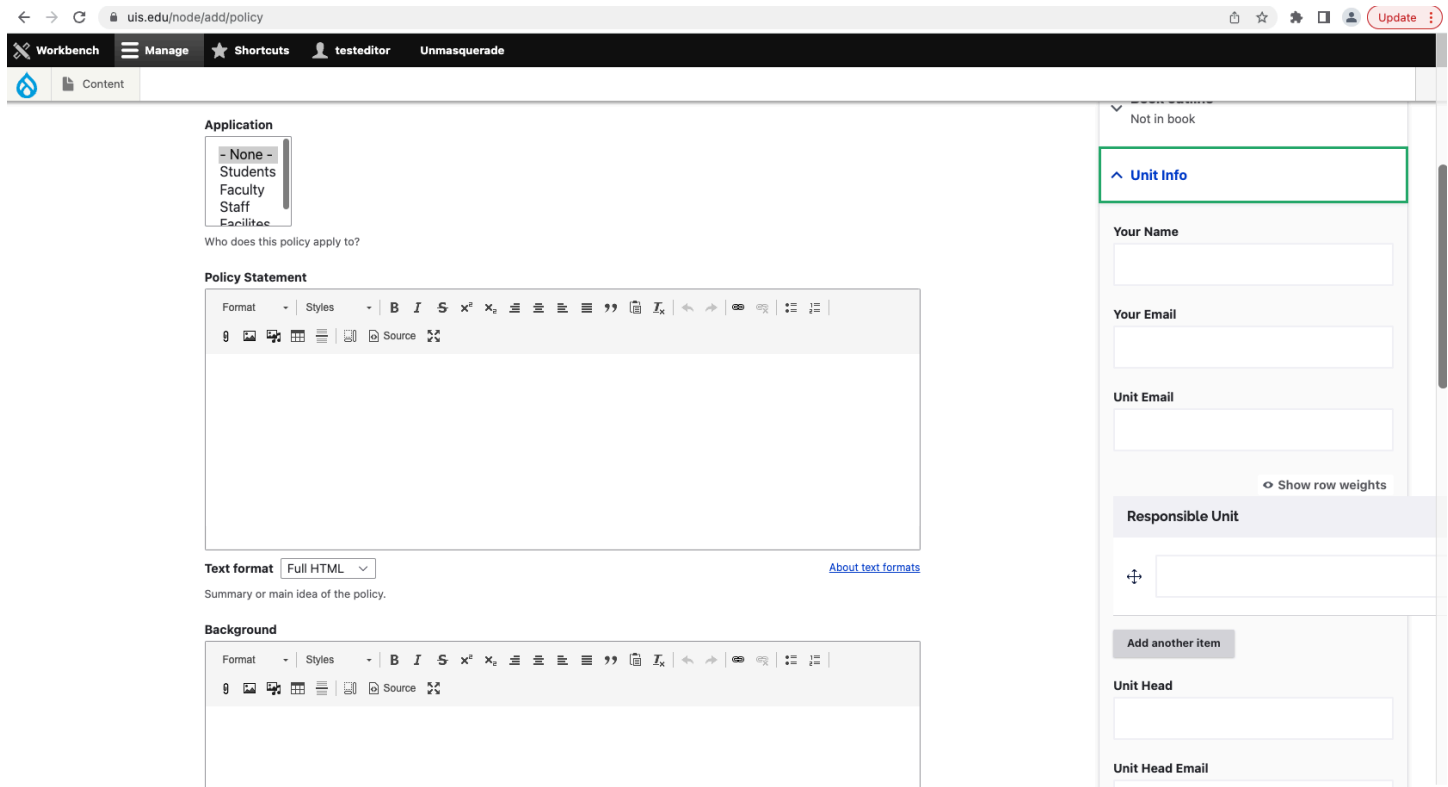
Summary or main idea of the policy.

Background

Format Styles B I S x² x₂ Source

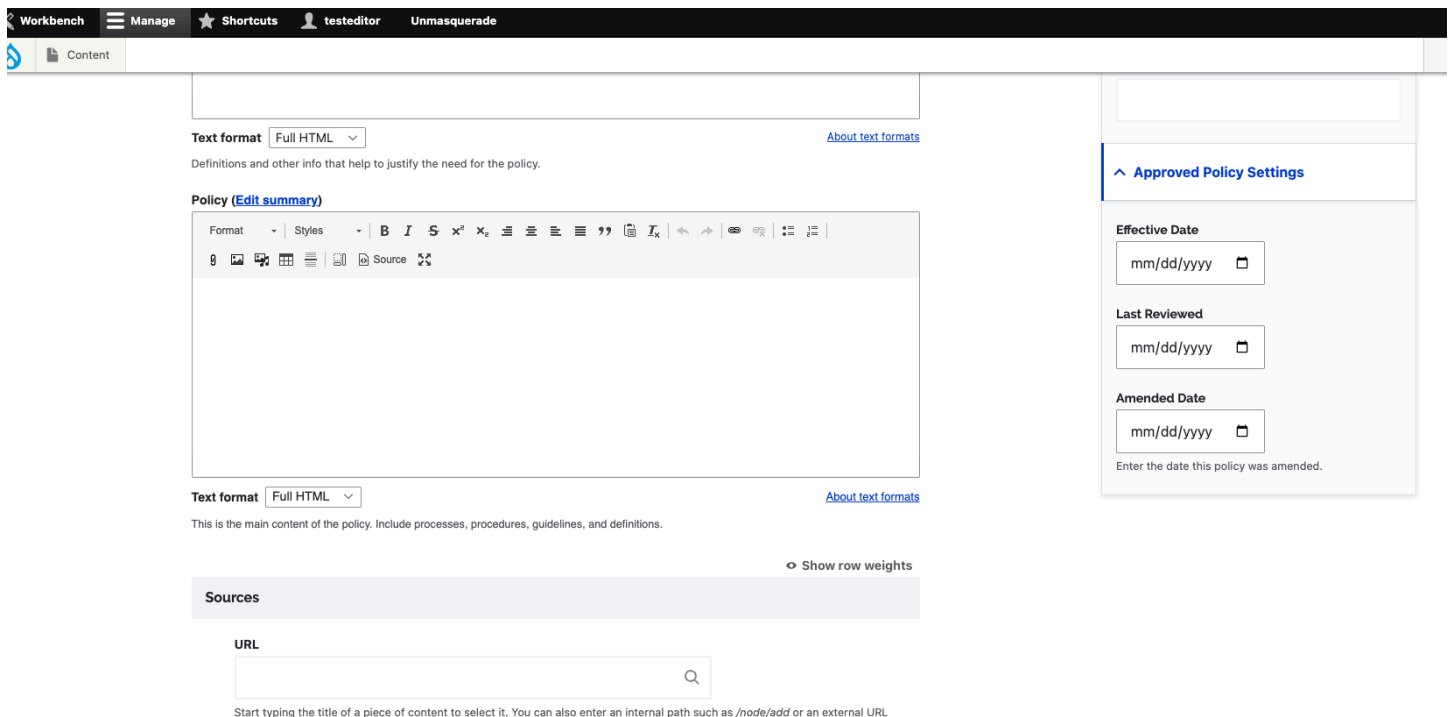
In the right you will see **Unit Info** and **Approved Policy** Settings.

Under **Unit Info**, enter your name and general unit email, the responsible unit, and division and unit head. This information helps us to notify the correct individuals when policies need reviewed and updated.



Under **approved policy settings** there are various fields to add the effective date, approval date, last reviewed, and the amended date.

If you are a Publisher check the 'Unit-Level Policy' box, to display on the UIS policies page.*



There are options to Save as:

- **Draft** - if you are not ready to publish, use this option to save and come back later
- **Submit for Approval** - use to submit a policy for approval. Required for all roles for University-level policies.
- **Published*** - Publishers have access to publish unit-level policies but should consult with unit head prior to doing so. **Publishers are still required to 'Submit for Approval' for all University-level policies** and will not be published to the website until OWS has received approval from cabinet.

*Only available to the Publisher role and higher.

Workbench Manage Shortcuts testeditor Unmasquerade

Content

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text

Add another item

Associated Documents

Add a new file

Choose Files No file chosen

Unlimited number of files can be uploaded to this field.
50 MB limit.
Allowed types: txt doc pdf docx.

Save as: Draft

Policy Workflow

University-Level Policy Approval Process

For university-level policies, download the Sample Policy Format Template and review the Policy on Policies for information on how to submit or update a policy. If you notice an issue with a policy listed below, please submit the information using the Policy Update Request form. Once a University-Level policy is approved by cabinet, the department should add the new policy to the website using the steps above. The policies will remain a draft until it has been fully approved and, if approved, will be signed off by the chancellor. The Associate Chancellor of Public Affairs will send a report of the approved policies to the Director of Web Services, who will then publish approved policies to the uis.edu website. Communications will be sent out to the university community of new or updated policies.

Unit-Level Policy Approval Process

Editors and publishers have the access to create or edit unit-level policies within their area. Unit publishers have access to publish unit-level policies. Upon submission, a notification email will be sent to the submitter, the unit email, and Web Services to review and make any necessary updates.

Edit an Existing Policy

To find a policy on the site, click Manage in the top toolbar > Content, select 'policy' as content type, search by policy name and/or department. Click edit on the right or click to view the policy and click edit.

OR

Go to [Policy page](#), find your policy, click the title, then click edit.

All university-level policies will go through the same approval process as new policies. Unit-level policies can be updated and published by a unit publisher or Web Services.