

Content Entry Guide

Notre Dame of Maryland University

Shared Content

Create a shared content page:

In order to create shared content that is visible at the institutional level and within one or more Divisions, the desired groups must be selected in the page's "Groups Audience" field. The system will automatically generate a URL for each group selected.

Groups Audience group options:

1. Notre Dame of Maryland University (e.g., institutional level)
2. Undergraduate Women's College
3. College of Adult Undergraduate Studies
4. College of Graduate & Professional Studies

Adding a shared content page to a Menu:

When adding a shared content page to the menu, select the main menu location of the page in the "Menu settings" vertical tab on the "Edit" version of the page. Adding the page to all other menus must be done manually using the page's appropriate group URL.

Alert Message

The sitewide alert message can be edited and enabled by going to 'admin/config/content/oho-alert'.

Home Page

Built with content type: Home content type

To Edit: 'node/1/edit'.

Landing Page

Built with content type: Landing Page

Example pages: "About Us" and "Colleges & Schools"

To Create: 'node/add/landing-page'

In the Groups Audience field, select only the group(s) under which this page should appear.

Basic Page

Built with content type: Basic Page

Example pages: “Contact Us” and most of the site’s pages

To Create: ‘node/add/page

In the Groups Audience field, select only the group(s) under which this page should appear.

School Landing Page

Built with content type: School

Apply Page

Built with content type: Apply Page

Example pages: “Apply Landing” and “Apply Detail”

To Create: ‘node/add/apply-page

In the Groups Audience field, select only the group(s) under which this page should appear.

Division Page

Built with content type: Division

Program Listing Page

Built with content type: Basic Page + dynamically generated program data

In order to function properly, the Program Listing page must have a single group (NDMU or the appropriate Division group) selected in its Groups Audience field. Also, all programs must be published and have the appropriate degree type selected.

Program Page

Built with content type: Program

To Create: ‘node/add/program

In the Groups Audience field, select only the Division group(s) under which this page should appear. **Never** select the NDMU group for this page type.

News & Events Page

Built with content type: News & Events

In the Groups Audience field, select only the group(s) under which this page should appear.

News Listing Page

Built with content type: Basic Page + dynamically generated news data

In order to function properly, the News Listing page must have a single group (NDMU or the appropriate Division group) selected in its Groups Audience field. News articles will automatically be displayed on the page based on the selected group.

The Media Contact can be selected from existing Biography pages at 'admin/config/content/ndm-config'.

News and Media News

News items

Built with content type: News

To Create: 'node/add/news

In the Groups Audience field, select only the group(s) under which this News item should appear.

Media News items

Built with content type: In the News

To Create: 'node/add/in-the-news

Media News items do not have a detail page that is visible to anonymous site visitors. In the Groups Audience field, select only the group(s) under which this Media News item should appear.

The Media Contact can be selected from existing Biography pages at 'admin/config/content/ndm-config'.

Events Listing Page

Built with content type: Basic Page + dynamically generated event data

In order to function properly, the Events Listing page must have a single group (NDMU or the appropriate Division group) selected in its Groups Audience field. Events will automatically be displayed on the page based on the selected group.

Event

Built with content type: Event

To Create: 'node/add/event

In the Groups Audience field, select only the group(s) under which this Event should appear.

Story Listing Page

Built with content type: Basic Page + dynamically generated story data

In order to function properly, the Basic Page must have a single group (NDMU or the appropriate Division group) selected in its Groups Audience field. Stories will automatically be displayed on the page based on the selected group.

Story Page

Built with content type: Story

To Create: 'node/add/story

In the Groups Audience field, select only the group(s) under which this Story should appear.

Staff Listing Page

Built with content type: Basic Page + dynamically generated staff data

Staff Page

Built with content type: Biography

To Create: 'node/add/biography

Office/Department Listing Page

Built with content type: Basic Page + dynamically generated list of offices and departments

Example pages:

To Create: 'node/add/directory-entry

The list of offices and departments is created from items with the "Directory Entry" content type. Directory Entries do not have a detail page visible to anonymous users.