



## Task script for CMS testing Serena Collage 5.1

### *Introduction*

Thank you for participating in this testing phase. We will be going through these tasks together, with time for discussion. At the end of the session **please remember to fill out a web survey**.

In addition to this structured testing, we encourage you to test the CMS at your desktop. The URL provided below should work at your desktop. Also, please test common tasks which may not appear in this script. If your favorite browser is something other than the current version of Firefox for Windows, try that and let us know how it goes.

### *Script*

Launch browser (Firefox)

Open CMS at <http://elizabeth.mainlib.brandeis.edu/>

Find the number of your computer (1-8). As username, type *ses<#>* where *<#>* is your computer number. Use the username as the password, too.

EXAMPLE:

username: *ses3*

password: *ses3*


Click the Open button at right.

If a pop-up appears about accepting an applet, click Yes.

### Creating links

Scenario: You are a staff member in Student Enrichment Services. You need to add two links to the “Programs we offer” page.

1. First, open the *programs.html* file.

Here’s how 

In the gray bar at the top, click on *Content*

In the left panel, click on your numbered SES folder.

You should see a long list of files in the middle panel.

Click on *programs.html*

In order to begin editing this page, click once anywhere in the text area beneath the toolbar.

Under the heading Academic Enrichment Workshops, find the text “Each semester a series of academic enrichment workshops...” Make “academic enrichment workshops” link to the main page for that program (*workshops-index.html*).



Here's how

Select the text "academic enrichment workshops"

Click on the Link button in the toolbar.

If necessary, choose your numbered SES file (e.g., *ses3*).

Using the file listing in the middle of the window, scroll down until you find *workshops-index*

Click *workshops-index*

Click OK

Click the Save button on the toolbar.

2. Under the section Student Support Services Program, make a link from the text "TRIO grants" to the Dept. of Education website for these grants (<http://e-grants.ed.gov/>).

Here's how

Again, to edit, click once in the main text area.

Towards the bottom of the page, under the heading Student Support Services Program, select the text "TRIO grants".

Click on the Link button in the toolbar

In the gray bar at the top of the pop-up window, click External.

Click on the New Link button on the right side of the window

Enter "Grants website" for your link

In URL field, enter *e-grants.ed.gov*

Click OK

Check the box next to the link you made.

Click OK

Click the Save button on the toolbar.

Click Exit to leave the editor.

3. Let's preview the revised page.

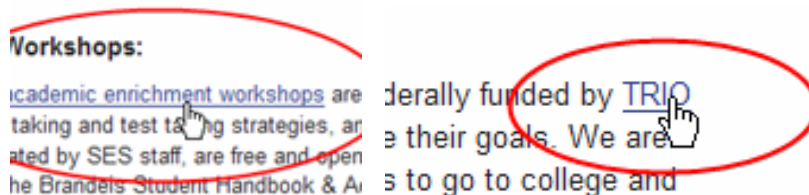
Here's how

Next to the file *programs.html*, click on the right-facing arrow.

Select Preview.

Test the two links you created

Close the Preview window.



## Optional advanced task

While proofreading your *programs* page, you notice something is missing from the Table of Contents.

1. From the Content tab, reopen *programs.html*. In the Table of Contents near the top of the page, add an item for Academic Enrichment Workshops and create an anchor link to that section. Here's how 🖱️

### First, create the Anchor for the section

Click at the beginning of the section header for Academic Enrichment Workshops.

Click on the Anchor button in the toolbar.

In the small popup menu that appears, click "Insert/Edit Anchor"

In the Name field of the Anchor window, enter the name "AEW".

Click OK.

Save changes.

### Now, create the link from the Table of Contents

Add a bullet at the top of the Table of Contents that says Academic Enrichment Workshops.

Select the Academic Enrichment Workshops bullet

Click on the Link button

In the gray bar near the top of the window, click "Current Page".

Check the box to the left of "AEW".

Click on the down-facing arrow of the Anchor pulldown

Click OK.

Save.

2. Preview the page and try the new Table of Contents link.



3. Click on the Exit button to close the Preview window.



## Publishing pages

Scenario: Your changes are in the CMS, but you want to publish those changes out to the live web server.

### 1. Publish the page to the live server.

Here's how ☛

In the gray bar near the top of the screen, click "Deploy".

In the region below the gray bar (towards the left) click the Deploy icon.

Select the "Full Deploy" radio button.

To the right of Select Deploy Map, click the downward-facing arrow. Select the option for your SES folder (e.g., for *ses3*, select "Publish ses3").

Click OK.

A window should pop up. After a few moments it should state "Deploy Activity Created Successfully."

Click OK.

In the main window, look under "Currently Running Activities."

To update the information, click Refresh towards the top right of the screen.

(The error report probably refers to a minor issue: the E-grants website you added is not an approved asset.)

### 2. View the page on the live server.

Here's how ☛

Go to the middle tab of your Firefox web browser. It should be pointing to the live version of your site (e.g., <http://athena.unet.brandeis.edu/serenapublish/ses3/>).

Since navigation is not configured for each individual folder, you need to type in page names manually. Type the following after the final slash: *programs.html*. Here's an example URL: <http://athena.unet.brandeis.edu/serenapublish/ses3/programs.html>

Press Enter.

Your links should appear (academic enrichment workshops and TRIO grants). Try them.

If you don't see your changes published, it's possible that *programs.html* is still checked out to you. Go back to Collage, click *programs.html*, and then click the Exit button towards the top left of the screen. Return to step 1 above.

### 3. Return to the Collage interface in the first tab of your browser.



## Working with lists and tables

### *Lists*

Scenario: You want to break up a long paragraph on the Posse page by using a list.

Here's how ➤

Open *posse/index.html* for editing.

2. Find the "Leadership for the Future" section. Within the text, after "leadership positions," turn the series of positions into a bulleted (unordered) list.

Here's how ➤

Place your cursor before the first title, "Vice President of the Student Union."

Press enter to bring it to a new line.

Put each title on a separate line by pressing enter after each title.

Select the list of titles

Click on the List button in the toolbar.

In the small popup, select Unordered.

Save.

3. Preview this page. Confirm that the titles are now in a list.

4. Exit the window.

### Rollback

1. Your department chair preferred the previous version of the page, without a list. So, you will roll back to that version.

Here's how ➤

Find *posse/index.html* in the file list.

Click on the right-facing arrow next to the file name

Select Properties in the drop-down menu

Click Version in the gray bar near the top of the window

Click on the radio button labeled v1

Click on the button labeled "Roll back".

Click OK

Click OK two more times.

Close the Properties window

Open *posse/index.html* to confirm that the previous version, without a list, is now active.

*Optional:* The version *with* a bulleted list is now saved as a previous version. As an exercise, roll back to the list version.



## Tables

Scenario: SES offers group study sessions. The session schedule is currently in text format. The information will be clearer as a table. Convert existing groups and times to a table format.

Here's how

Click on your numbered SES folder in the left panel.

Open the file *bugschedule.html* for editing.

Click below the heading "Fall 2005 Study Schedule".

Click on the Table button on the toolbar.

From the drop-down menu that appears, click Insert Table

In the window that pops up, create a table with five rows and two columns

Click OK

Cut and paste, or drag and drop, to insert the information into the table.

Adjust the width of the table as necessary.

**Fall 2005 Study Schedule**

Economics 2a	Monday 7-9pm; Tuesday 5-7pm
Economics 8b	Monday 7-9pm; Tuesday 5-7pm
Economics 80	Monday 7-9pm; Tuesday 5-7pm
Economics 82	Monday 7-9pm; Tuesday 5-7pm
Economics 83	Monday 7-9pm; Tuesday 5-7pm

Save.

Preview your changes.

Click Exit.

## Working with images

Scenario: You want to liven up the Textbook Voucher Program page. You have found an appropriate image which you'll upload and insert on this page.

Here's how

Open *voucher.html* for editing

Place the cursor below the heading Textbook Voucher Program. The image will be inserted here.

Click the Image icon

1. Upload the image file:

In the folder list at the left of the window, click on your numbered SES folder.

Click on the *images* folder.

At the right of the window, click New Image...

In the Image Upload window, click Browse...

Locate image in the folder called *CMS test files* called *student-studying.jpg* and select it

Click OK



2. Insert the image into the page.

Click on *student-studying.jpg*

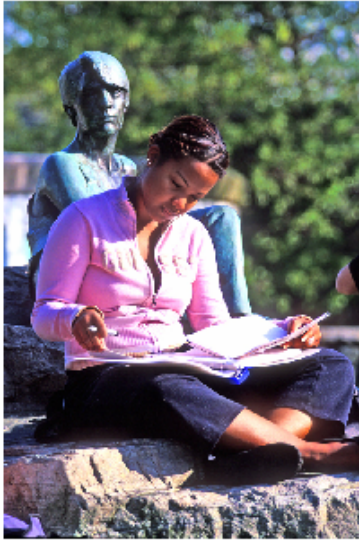
Towards the bottom of the window, enter "Alt" text: "Student studying"

Click OK

Save and preview the page

Close page.

### Textbook Voucher Program



Each semester, the Office of Student Enrichment Services awa \$50-\$100 to undergraduate students in need to assistance to p receive the voucher, students must be on financial aid and have

3. Publish your changes once again (instructions above).

This time, you can select the "Changed assets" radio button. This will only deploy pages you have changed since the last time you published.

To view your changes, on the live site, in the URL change "programs.html" to "voucher.html". Keep in mind that the navigation links at left point to a different version of the site.

## Posting a file and creating a link to it

Scenario: You need to upload a "skills inventory" questionnaire to your site.

1. Load the PDF into the CMS.

Here's how ☛

Click the Upload button in the toolbar.


Click Add Files

Browse for the *skills-inventory.pdf* file in the CMS test files directory on your desktop.



Click Open  
Click OK  
Click Upload

2. Create a link to the file.

Here's how 

Open *workshops-index* for editing

After the first paragraph of text which ends “open to all students” type “Use the skills inventory (PDF) to see which workshops are appropriate.”

Select the words “skills inventory”

Click the Link button in the toolbar.

Using the file listing in the middle of the window, scroll down and click on *skills-inventory.pdf*

Click OK


Save.

3. Check your work.

Preview and test the link to confirm that the Skills Inventory PDF opens.

## Optional

Scenario: You have content in a Word document which you would like to display on the web as quickly as possible. So, you will paste in content from a Word document.

Here's how 

Open the Word document in the CMS test files folder on your desktop (in Word).

Within the Word document, select all and select Edit -> Copy

Go back to the Serena Collage window.

Open *exams.html* for editing.

Place your cursor below the existing content.

Type Ctrl-V to paste.

Save and Preview.

Check the formatting against the original Word document.

**When finished, please fill out the survey:**

<http://go.brandeis.edu/cms-eval>

