Titan File Pile Training Guide

TitanCMS™V6.8 Content Management System

Updated: Oct. 2018

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AFTER TRAINING

Website: http://mps.milwaukee.k12.wi.us

mConnect: http://mconnect.milwaukee.k12.wi.us

Titan Workstation: https://wkst.milwaukee.k12.wi.us

User ID: _____

Password: _____

(change password upon workstation login)

Training Sites

DURING TRAINING

Website: http://train.milwaukee.k12.wi.us/

Titan Workstation: https://wkst.milwaukee.k12.wi.us

Training User ID: _____

Password: _____

Contents

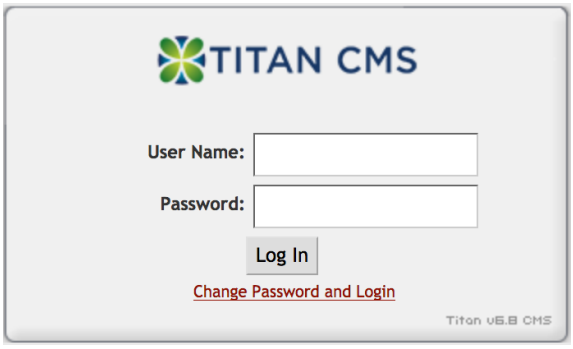
Lesson A: TitanCMS Workstation Overview

What you'll learn:

- How to navigate the workstation
- How to navigate the dashboard
- How to use Search to locate an item

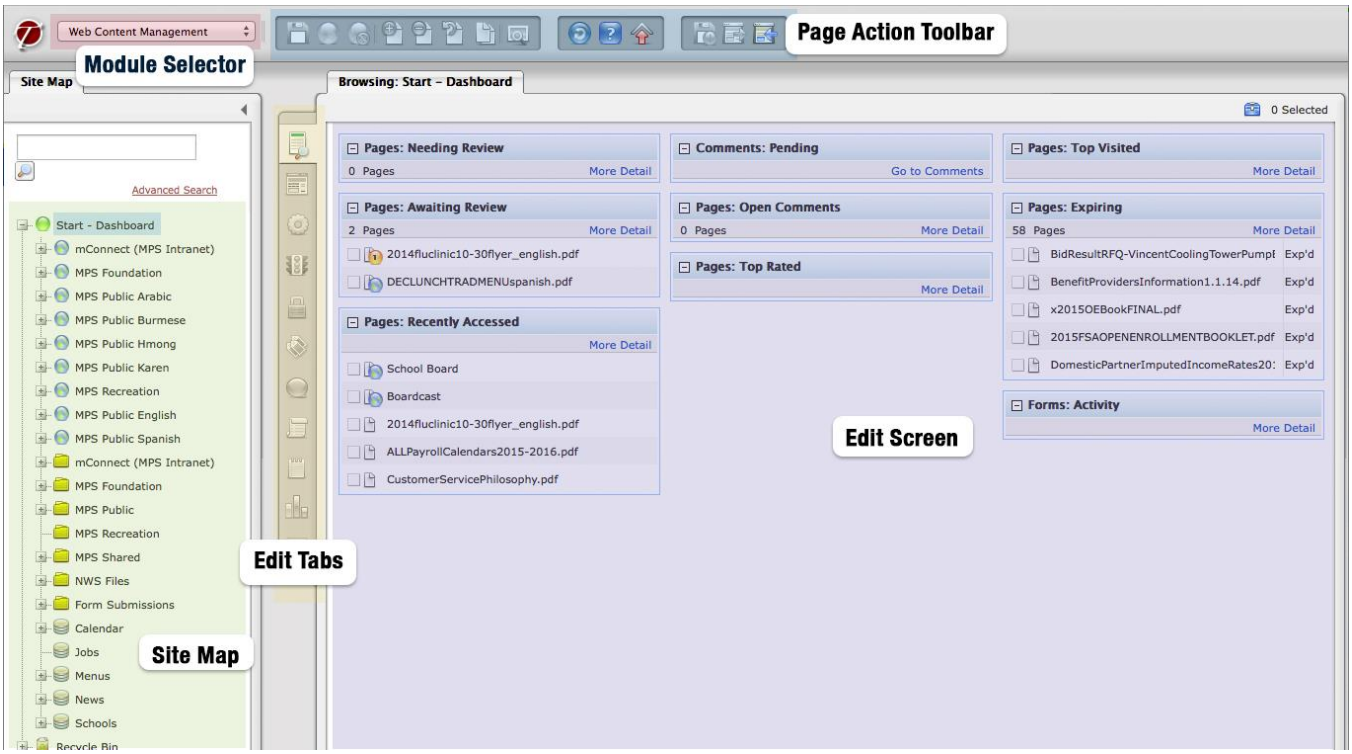
Logging into the Workstation

Login to the workstation. The URL for the workstation is listed on the front cover of this handout.



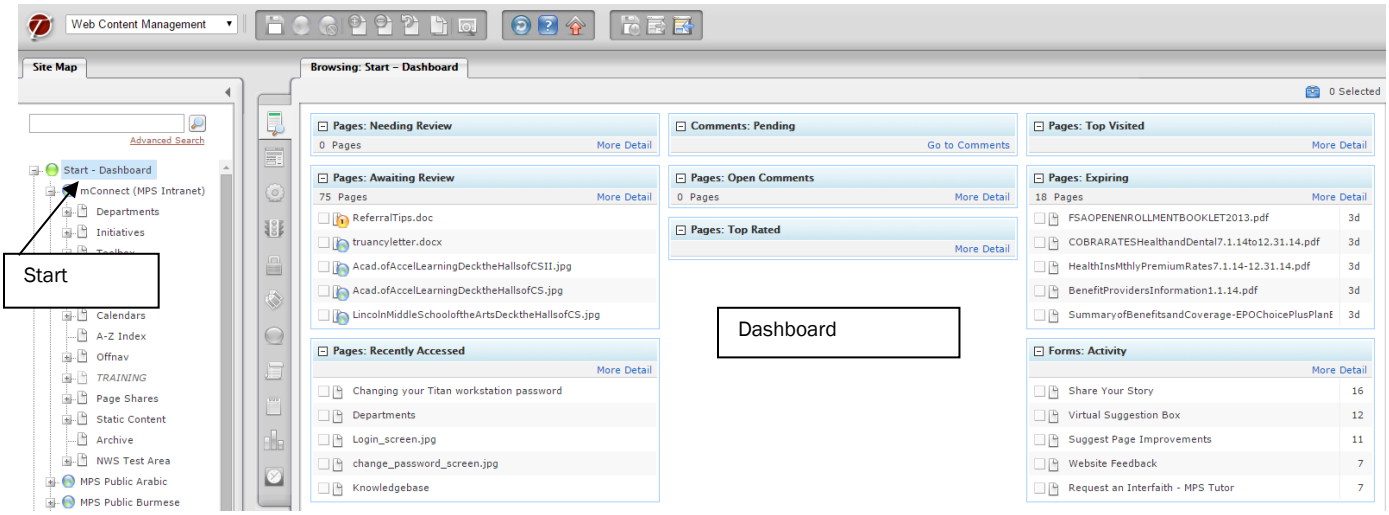
Workstation Tour

This section will give you an overview of the common navigation and functions. All icons will display their function when you hover over them with the mouse.



The TitanCMS™ Navigation Tree (Site Map)

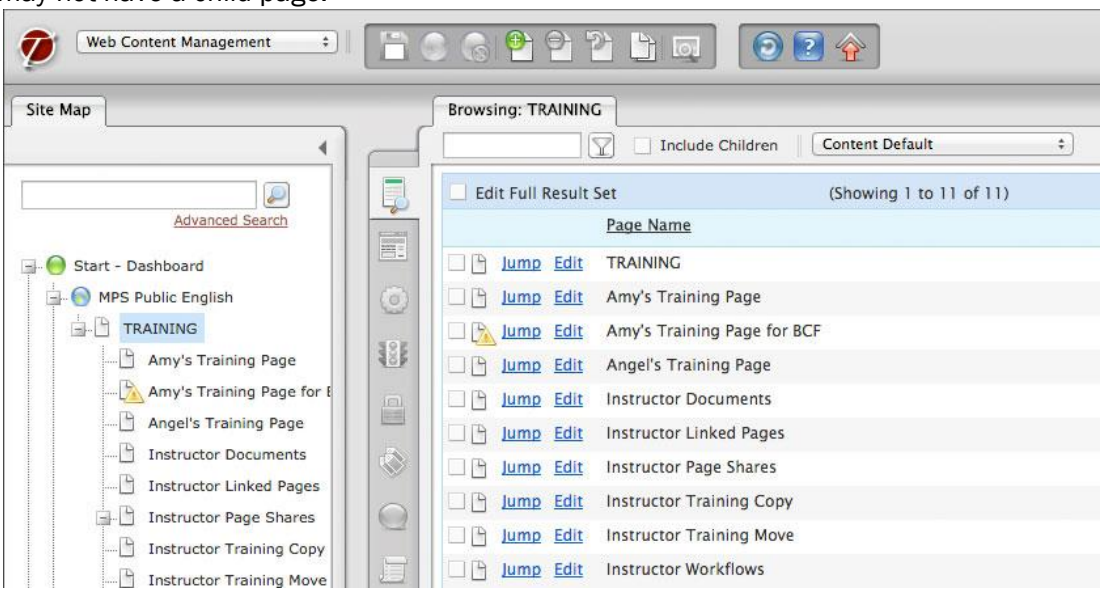
Upon logging into the TitanCMS™ Workstation, your cursor will be highlighted on the left on the "Start" (dashboard) view based on user login information.



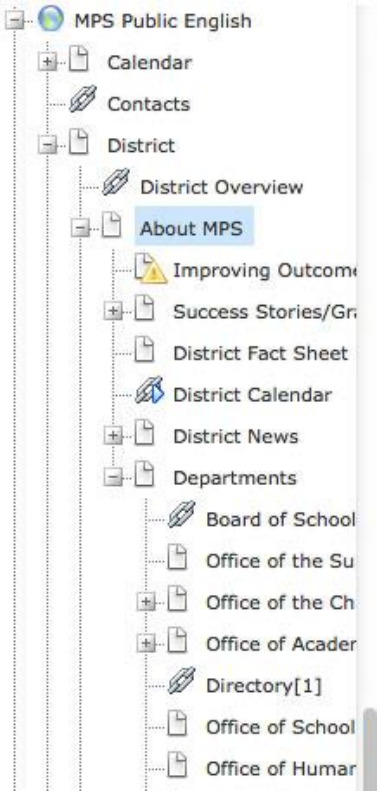
In the Site Map (workstation tree), there are several types of icons:

- This is a "content site" or "globe". Every website requires a globe.
- This is an icon representing a "standard" content page.
- This is an icon representing a "linked" page. The content does not reside on this page but it links to a page that has the content.
- This icon is used to represent a "file pile" folder. Images, PDFs, Excel, PPT, Word documents are stored in file piles.
- This icon represents a "data site"… also called "data node". Think of it as a database of structured records.

The left navigation frame of the TitanCMS™ workstation presents a tree structure. As pages are created, parent/child relationships are created. Depending on the page you are using as your reference point, you may or may not have a child page.



Parent/Child Relationship



The following is an example of a parent/child relationship. In the example below, the About MPS page is a parent page with the following children:

Success Stories/Graduate Profiles, District Fact Sheet, District Calendar, District News, Departments

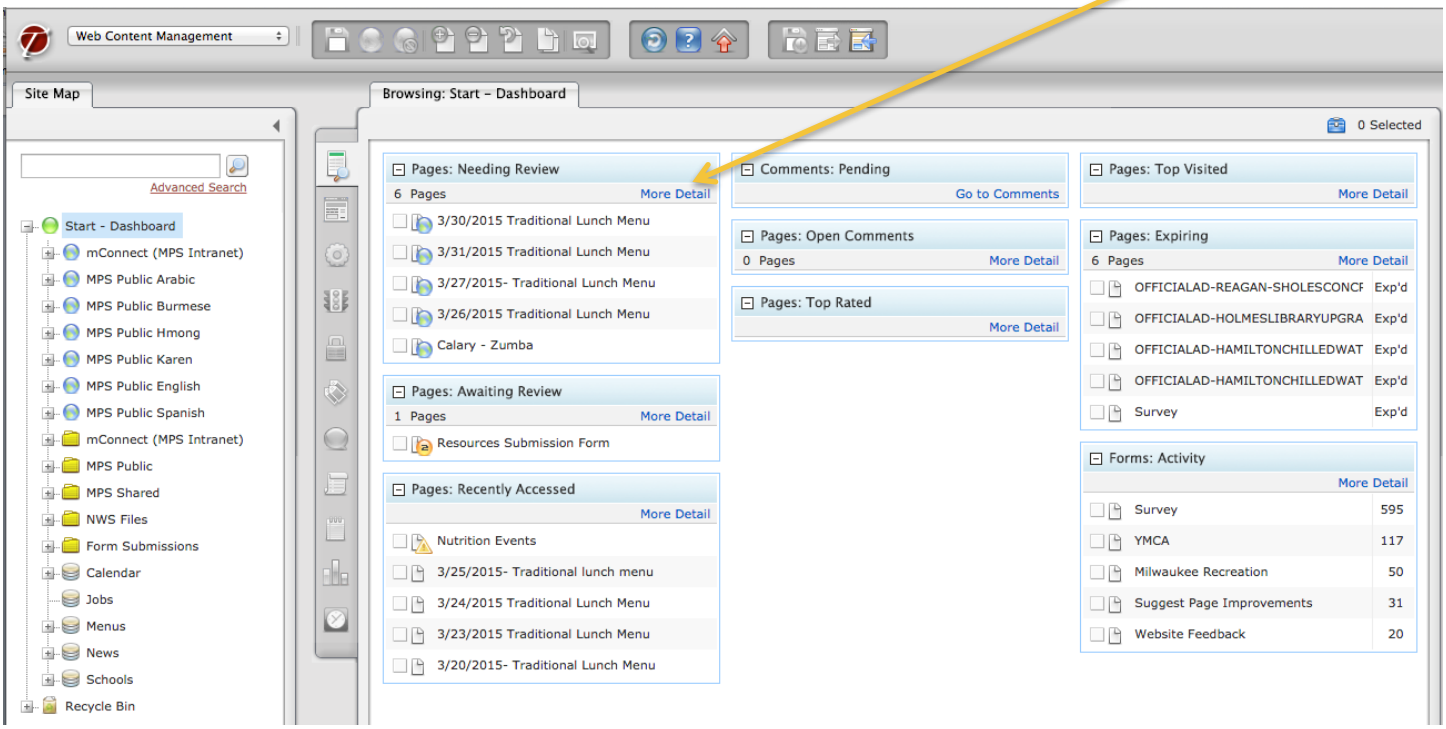
All pages under each of these children are also descendants of the parent. If Departments is your reference point, it becomes the parent with the following children:

Board of School Directors, Office of the Superintendent, Office of the Chief of Staff, Office of Academics, Office of School Administration, Office of Human Capital, Office of Finance, Office of Innovation, Office of Operations, Directory

1. Open the TRAINING section in the CMS Sitemap (nav tree). How many child pages are immediately under the TRAINING parent page?
2. Next, open the Instructor Page Shares section. How many immediate children are shown in the workstation tree? Note how you can continue to open the various levels within the tree…very similar to Windows Explorer behavior.

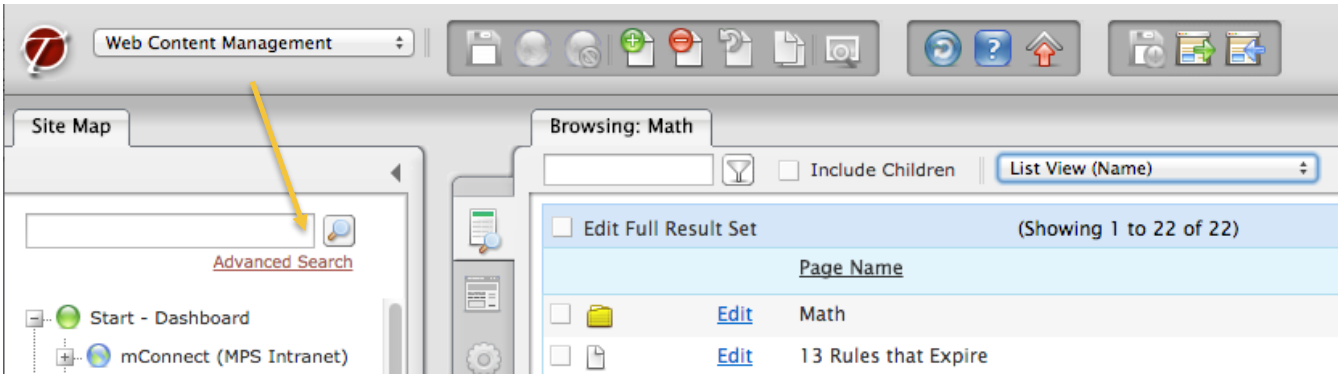
The Workstation Dashboard

The dashboard results screen on the right will display pages recently accessed, pages needing review, pages waiting review, comments, top visited pages, and expired/expiring pages. Each dashboard section has a "more detail" link at the top right.



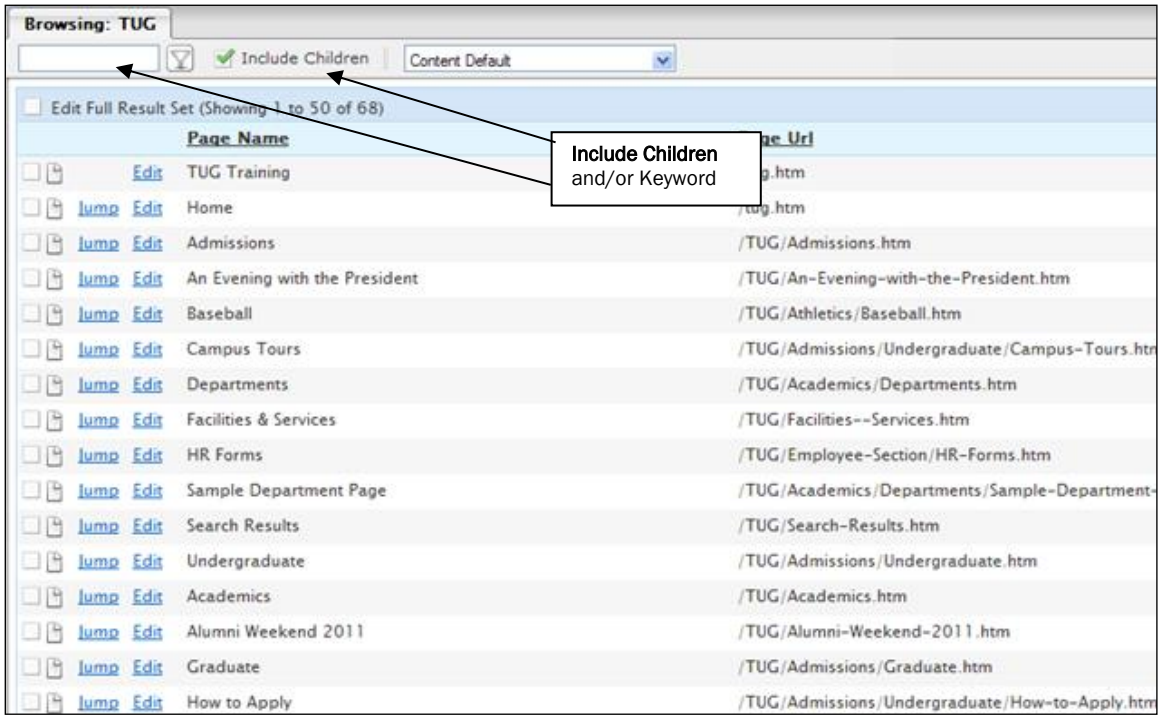
Workstation Search:

Above the workstation tree is a search box. You can use keywords and other “meta data” from Properties to search for an item. This search will not search block content.



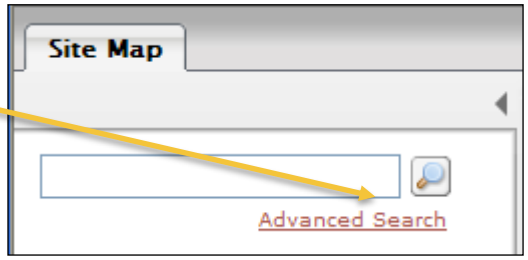
Filtered Results in Browse View

You can filter results that appear in your browse pane on the right, by adding a keyword or choosing to “include children”.



Advanced Search

The “Search Only” tab within Advanced Search will allow you to perform a text search or search for specific page attributes and allow you to navigate to or “edit” the page from the results list.



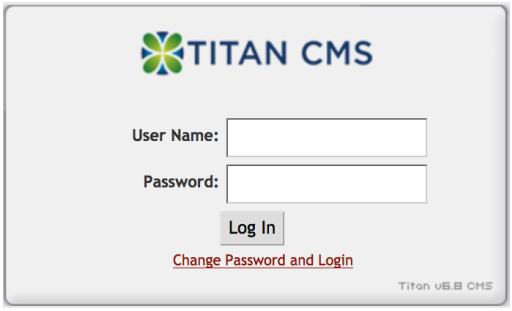
You may also search for various configurations within Page Properties, Workflow, Display Security and Tags, associated with Titan Data items (pages, files and Events). All of your selected Property field selections must be 'true' before a Titan item will be returned in the search results.

Example: Find your pages using a keyword

- Click on “Advanced Search” under Site Map.
- Enter your name in the “text” field
- Select “Page Name” in the “fields for text search” section
- Select the “MPS English” content globe as a “source”
- Click on the “search” icon at the top of the pane.
- Review your results

Changing your Password

The Titan Workstation login display has a link to change your password “Change Password and Login”.



When you click on the link, you will see the following display. *Your new password must be a minimum of 6 characters.*

Click the Login and Change Password button when you have completed the information.

Lesson B: Preparing your documents

Whenever possible, you should save your document as a PDF. This maximizes the usability of your resources.

Why should you save your file(s) as a PDF?

- **Universal:** PDFs can be opened on most mobile devices and operating systems.
- **Secure:** Unless it is created as a fillable file, a PDF cannot be easily altered. PDFs offer security that a MS Word document cannot.
- **Decreases file size**: You can optimize the images when you convert almost any file to a PDF without sacrificing quality.
- **Interactive**: You can add clickable links.
- **Searchable**: Users can easily find what they are looking for.

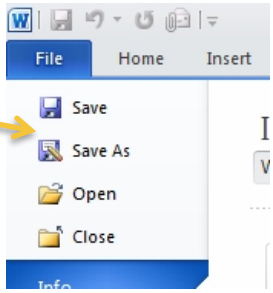
There may be times where another file format is ok.

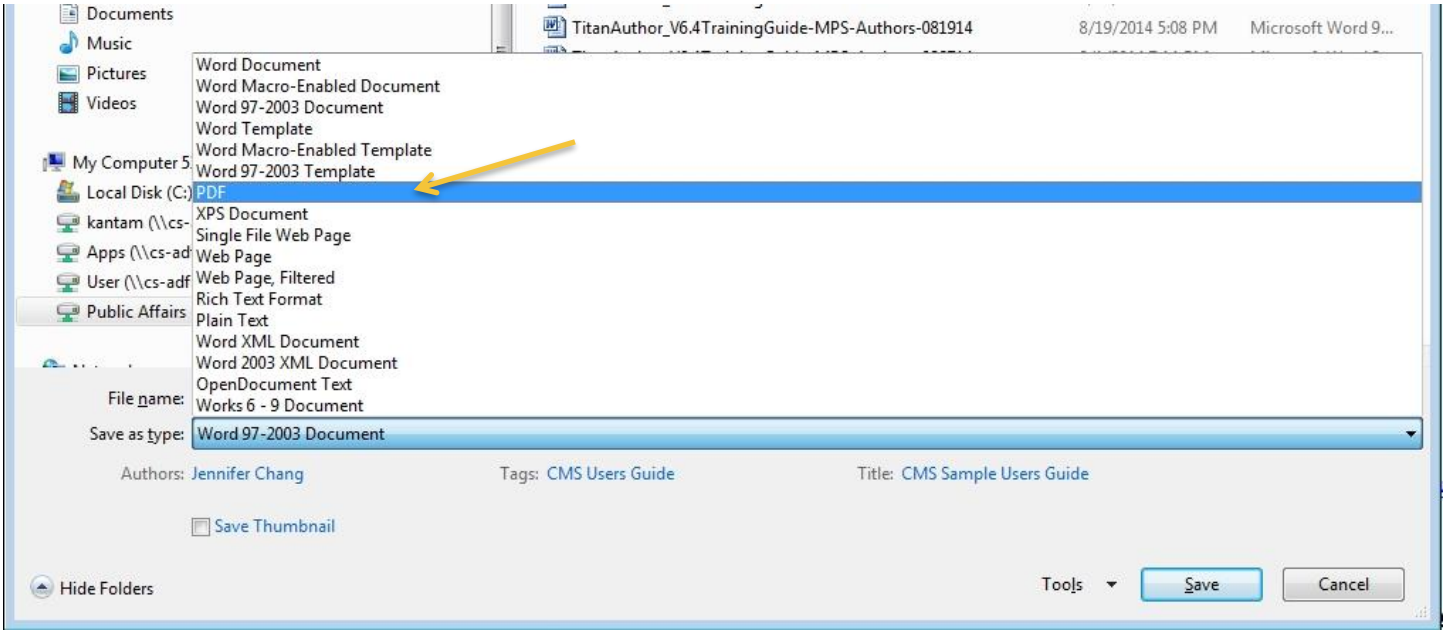
- **Template/Spreadsheet:** If your file is a template that needs to be easily altered, then uploading the source format (.doc/.xls/.ppt) is appropriate.
- **Presentation:** A PowerPoint presentation that you intend to be used in its original format is ok. If it is just a resource for reference, saving it as a PDF will save space and allow the file to load faster.

If your file is a guide, informational text, flyer or newsletter, we recommend saving it as a PDF.

Saving as a PDF

1. Click "**File > Save As**" in Microsoft Word (or whatever program you are using).
2. From the "**Save as Type**" drop-down menu, select **PDF.** Hit Save.





Document Naming & Uploading Recommendations

Before you upload that file to the Titan Documents or Media file piles, take a look at the format of the filename.

Here are guidelines to help you with the naming of PDFs, Word, Excel or PowerPoint documents.

1. Choose a file name that is descriptive of the document.
2. If your filename has spaces between words, those spaces are dropped when the file is uploaded.
    a. Example: Titan Meeting Minutes.pdf becomes TitanMeetingMinutes.pdf
    b. In the above example, we would recommend changing the original file to have dashes between the words. Then do the upload to the Titan file pile.
3. If your original file has underscores between words, that is fine. Those will be retained upon upload.
4. If you have a new version of the same file, the filenames do not have to match (between Titan and your copy). Go to the Content tab of the file in the file pile and click the Upload New Version button.
5. When you upload a file, the file name (with the file extension) goes into the Page Name field in Properties.
   Example:
   Titan-V6-Design-Meeting-Minutes-01172014.doc
    a. You will want to make this Page Name a 'user-friendly' name, eliminating the dashes and the file extension: Titan V6 Design Meeting Minutes 01172014.
    b. Avoid using noise words in your file name: Words such as "a", "of", "the", "in".
    c. Avoid placing the type of file in the name. Instead of Trends-Education-pdf-2014.pdf, use Trends-Education-2014.pdf

Uploading images

Above recommendations apply here as well.

- When you upload an image, Titan automatically creates all image sizes needed by the site's design.
    - You should not have to upload multiple image sizes.
    - The only exception is a Spotlight image or a Teaser image, which is automatically cropped by Titan.
    - If the cropping isn't ideal, you may want to upload a separate Teaser or Spotlight image.
- When naming your image, please do not include the dimensions as part of the image name.
    - The exception is a separate upload of a Teaser or Spotlight image. In this situation, it would be beneficial to include the dimensions as part of the file name.

Lesson C: File Pile Basics

What you will learn:

- Best practices for working with documents and images in the file piles, including file pile structure & workflow.
- Remember: the file pile is the folder structure where all files are stored (documents, images, etc.) that will be used on the website.

ONLY UPLOAD DOCUMENTS YOU OR YOUR DEPARTMENT "OWNS."

What if you are not the "owner" of a document?

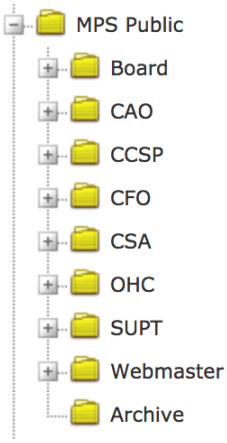
- If the document owner is within your chief's office, you should still have access to link to the file in your own page(s). Search for the document in your chief's file pile.
- If the document owner is not within your chief's office, please contact the document owner and request that the file be moved to the MPS Shared > Documents file pile so that you can reference it within your page(s).
- If the document has not been added to a Titan file pile, please contact the document owner and ask that it be uploaded. Do not upload it yourself.

Why is this important?

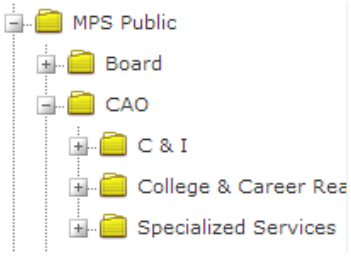
- A document owner knows if the file is current. When there is an updated version of the file, the document owner will upload a revision. When a file is revised and published, any page referencing the file will be automatically updated to the latest version.
- This will help to reduce the problem of having multiple versions of forms and documents in the system. It will keep our servers clean of clutter and make it easier for website visitors to find what they are looking for.

File Pile Structure

Every chief/office has a folder within the MPS Public file pile.



Within each office folder, you should find a folder for your department/area.



In the case of the Chief Academic Office, there is a folder for each of the departments. Within each of these areas, a folder has been created for areas within the department. All of your documents and images should be added to your own folder. If you do not see a folder for your area, please contact webmaster@milwaukee.k12.wi.us.

Lesson D: Uploading your document

What you will learn:

- How to upload an image or document via document management
- How to upload new versions of images and documents

File Pile/Document Management - Overview

The file pile is the folder structure where you store all files (e.g., documents, images, etc.) that will be used on your website.

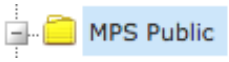
These files can be used as content "links" within the Freeform, Forms Editor and FAQ Blocks. They can also be displayed using Titan's "list" blocks (e.g., TOC, Filter). Images used throughout the site (e.g., teaser images, freeform block images) will also be stored in these folders.

Most actions from the Page Action Bar also apply to the files/folders of the file pile. Properties also apply to the files/folders, the same as they do pages, where applicable.

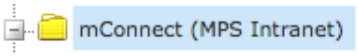
Finding the right place

Once your document is prepared for uploading in Titan, decide if this document is for the public or mConnect (intranet) site. This will determine which file pile you add the documents to.

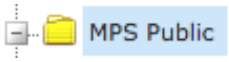
- If the file is meant for external audiences only, upload it to your file pile within MPS Public.



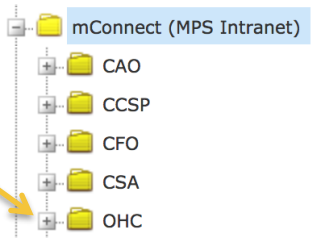
- If the file is meant for internal audiences only, upload it to your file pile within mConnect (MPS Intranet).



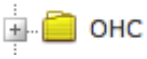
- If the file is meant for both external and internal audiences, upload it to your file pile within MPS Public.

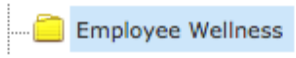


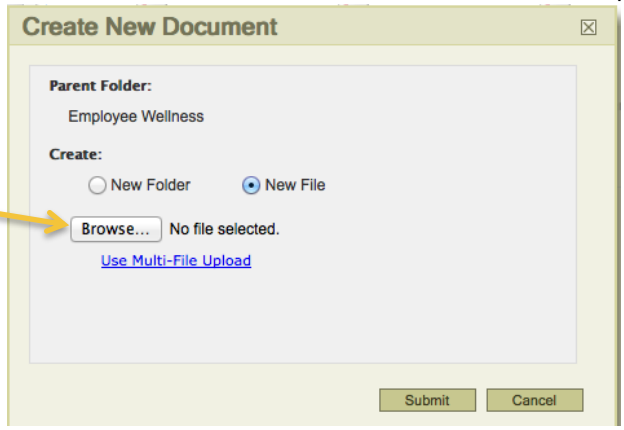
Uploading your file(s)



For this exercise, we will add the file to mConnect.

1. Click the plus sign to expand the file pile you need to add your document to.
   Note: you will only see file piles you have access to.
2. Click the plus sign to expand the file pile of your office.
   Example: If you are part of the Office of Human Resources, you would expand OHC. 

3. You should now see two options: Media or Resources.
4. If you are uploading a graphic, photo or other image, expand Media.
5. If you are uploading any other type of document, expand Resources.
6. Find your department or program area and click on the title.
   

7. You should now see your department's folder and any documents uploaded to it.
8. Click the icon for adding a new page or document  in the page action toolbar.
   
9. Click the "Choose File" or "Browse" button on the pop up.
   

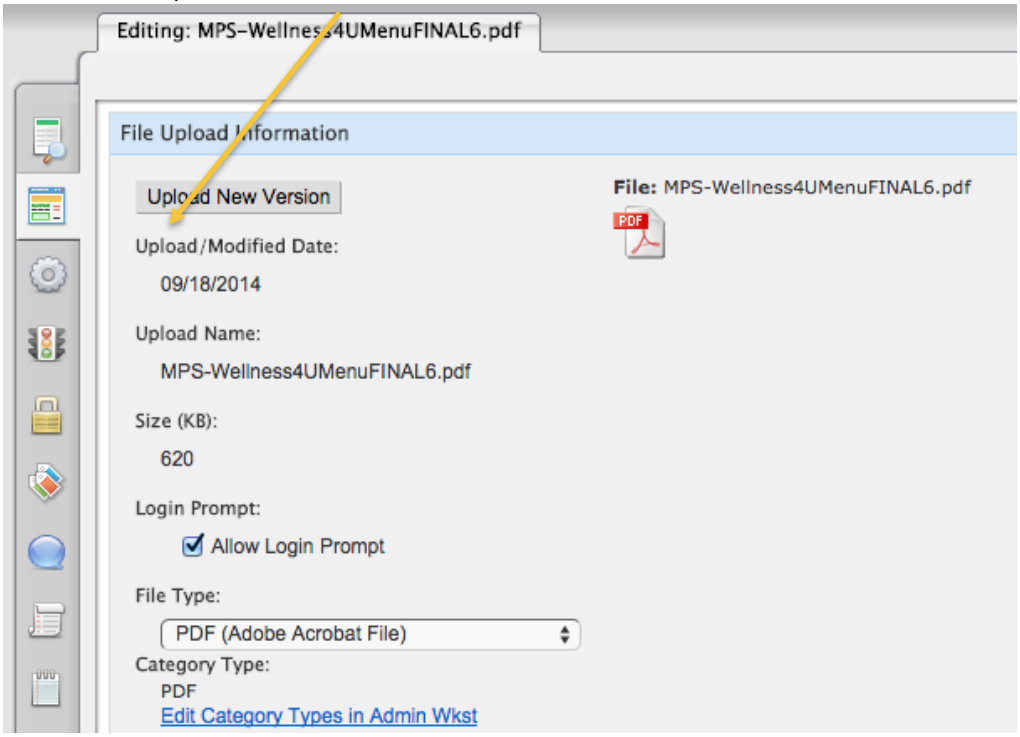
10. Find the document on your computer and then click "Open."
11. Click "Submit." You should now see your file is in the file pile. It will have a yellow triangle icon.
12. While your document is now in the file pile, it has not been published, so it **will not be accessible** until it has been published and moves through workflow.
13. For the sake of this exercise, click the globe to publish the document.

Note: Normally, you will edit document properties and tags **before** publishing.

Upload a New Version

Use this process, rather than uploading another file of the same name.

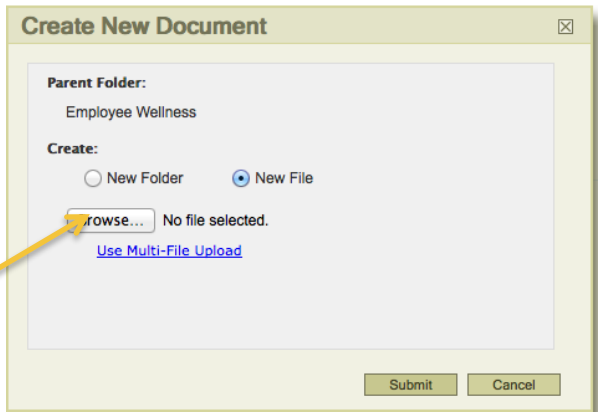
1. Go to the Workstation Tree and highlight your file pile folder.
2. Click the "Edit" link for your file (Content tab should be highlighted) Edit
3. Click on the Upload New Version button



4. Browse to the new version of your file on your local or network drive
5. Click Upload
6. Publish File

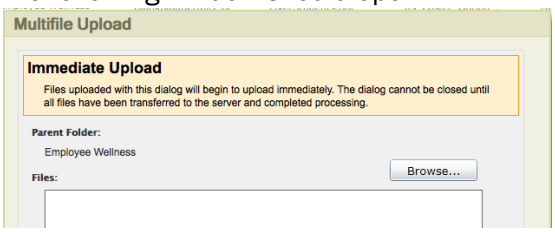
Note: Normally, you will add a note if you are uploading a new version of a previously published and approved document.

Upload Multiple Files

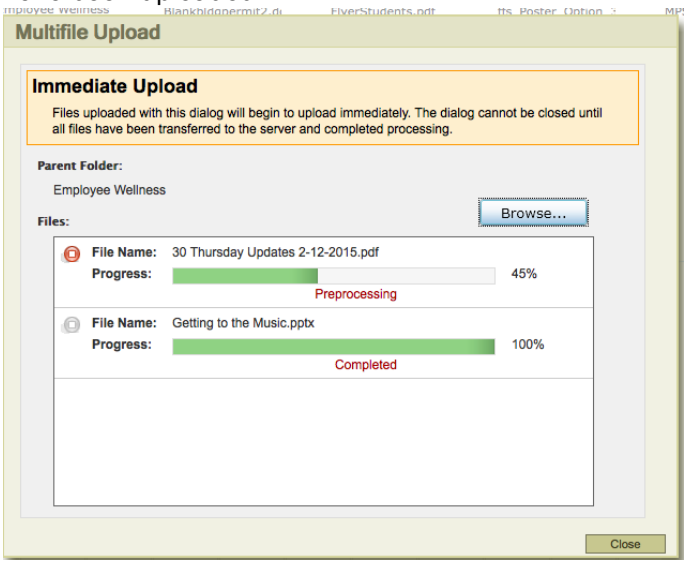


You may wish to upload more than one file at a time to your file pile folder.

1. Go to the Workstation Tree and highlight your file pile folder.
2. Click the New icon in the top action bar.
3. Click on the link “Use Multi-File Upload”. (If you don’t see this link, it means that you do not have Microsoft Silverlight installed on your machine).
4. The following window should open:



5. Click the Browse button.
6. Select the files you want to upload.
7. Click the Open button. These files will begin to upload. You will not be able to close this window until all files have been uploaded.



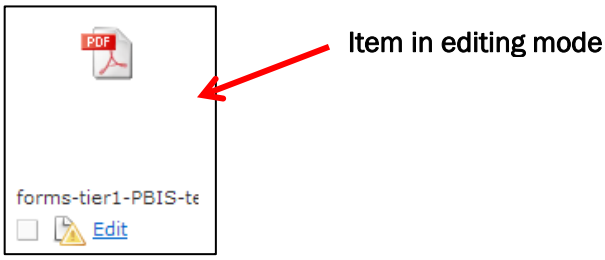
8. When the upload finishes, scroll through your list of uploaded files to ensure all uploaded successfully. All files should be “100% Completed”. If one or more failed to upload, click the Browse button again. Re-select the file(s).
9. Click **Close** when your uploads are complete. The workstation will refresh and you will see your uploaded files.

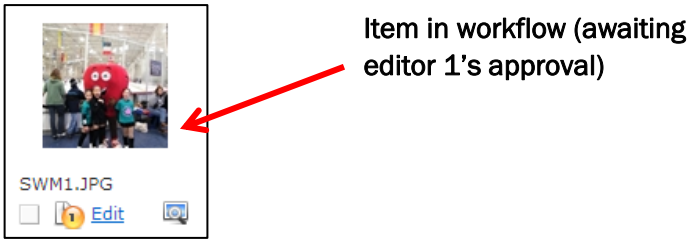
Lesson E: Workflow and Noting Changes

Workflow is enabled for all items in the file piles

Your supervisor and/or chief must approve all documents and images in the MPS Public file pile before they will be displayed on the site. The Webmaster must approve all documents and images in the MPS Shared file pile before they will be displayed on the site.

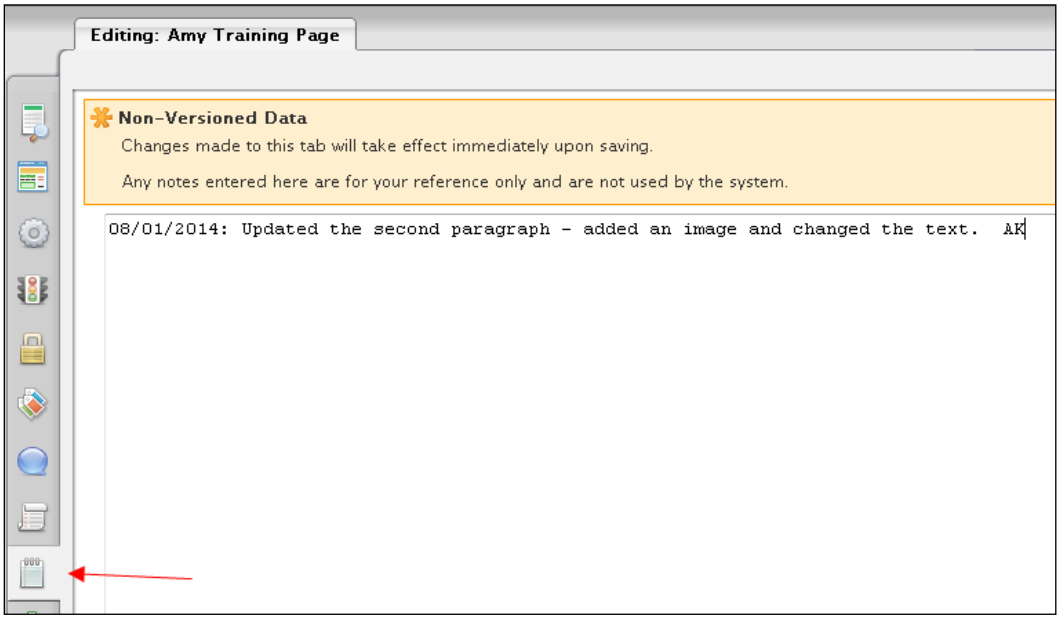
- Do not forget to **publish** your documents (click the globe in the page action toolbar) to begin the workflow process.
- Any item in the file piles with the yellow triangle icon is still in editing mode.
- Items with a 1 or 2 golden marble are being reviewed.
- Items with a little globe icon are awaiting publishing by the final reviewer.





Most often, when someone asks why their document isn't appearing on mConnect even though they loaded it into Titan, the reason is that it was never published, and therefore never triggered workflow.

Noting Your Changes



This is a requirement for all edits/revisions to your document or page!

There is an Edit tab called Notes. While you are working on an item, you can go directly to the Notes tab. Provide the date, the nature of the update and your initials for any edit you make to content pages, files and data items.

Example: 3/18/18 fixed typo in first page -ak

Reviewers have the opportunity to approve/deny items in file piles. When denying an item, they should add a note in the notes edit tab for the document or email you.

Why is it important to document your changes in the Notes Edit Tab?

- It alerts the reviewer to any changes made to a document they've previously approved.
- It speeds up the length of time required for review and approval because they only have to look at the changed portion(s) of the page or document.
- It keeps a running tab of all changes to the document or page and who made the changes (which is especially helpful when multiple people have access to a particular page).

After you complete training, workflow begins.

Typical MPS Workflow Scenario for Files

- Step 1: Author publishes a document.
- Step 2: Editor(s) within the department reviews and approves/rejects change. If rejected, it goes back to the Author.
- Step 3: Upon Editor's approval, the department director (or his/her designee) will review and provide final approval. The director's publish will cause the item to go live on the site.

Lesson F: Working with Properties

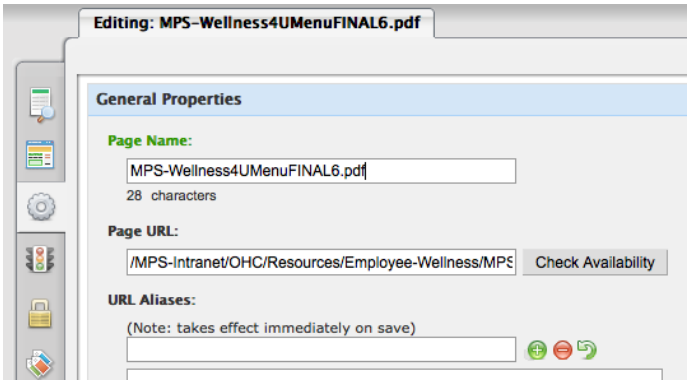
What you will learn:

- Introduction to the features and fields of Properties
- How to effectively use Properties for displays and SEO (search engine optimization)
- How to add and edit Properties

Each file has its own set of page properties. Files added to a particular file pile inherit some properties from their parent folder. Upon file creation, some properties are created by default. You may view or modify these properties by clicking on the Properties icon in the Edit Pane Selector.

Content pages, file pile items and data node items have Properties that you should configure.

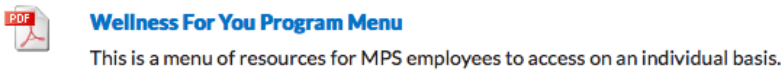
Editing Properties



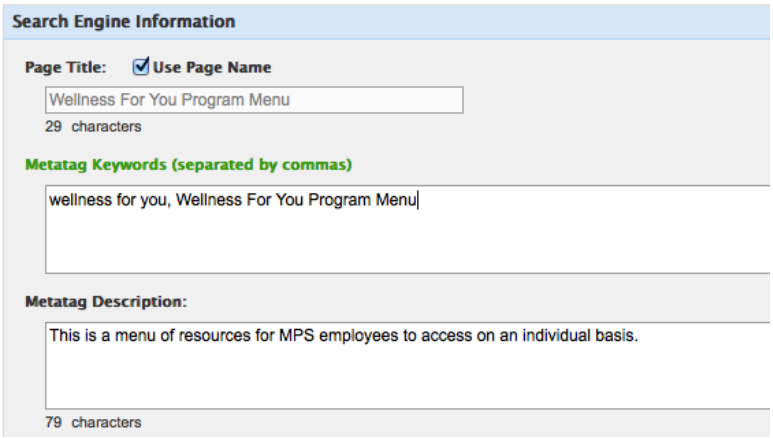
- Click the check box next to your file and then click on the Properties edit tab. 
- Under General Properties, update the **Page Name** to be more readable.

Example: Instead of **MPS-Wellness4UMenuFINAL6.pdf**, use **Wellness For You Program Menu.**

Note: Whatever you put in the "Page Name" Field under general properties is how the file's name will display on the site within a TOC or filter block.



- Under Search Engine Information Properties, add Metatag Keywords and Description as appropriate.



Keywords will help you find your documents in the file piles and will help mConnect users find these items as well.

Using the Hide Checkbox

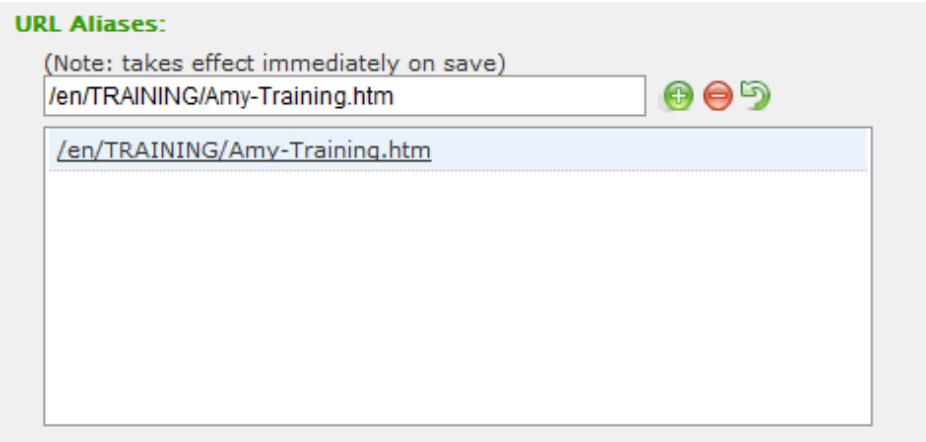
- From your dashboard, select your document with a check mark.
- Click on the Properties edit tab.
- Check the “hide” checkbox in Properties.
- Publish your document.
- The document is now hidden.

Guidelines for Properties

- Page Name becomes the header (H1) for the content page. If this is a file, the Page Name will show the filename by default. You will want to change the Page Name to a meaningful name for the file.
- Search Engine Information Page Title defaults to Page Name; however, just by unchecking the box “Use Page Name”, you can enter a title that will appear in Google search results. The maximum length of this field is 55 characters.
- Metatag Description: Maximum length should be between 150 and 160 characters. By default, the Short Teaser and Long Teaser will inherit the content placed in the Metatag Description field. Every content page and every item placed in the file pile. Critical for the effectiveness of your site search.
- Under Search Engine Information, add Metatag Keywords as appropriate. Keywords will help you find your documents in the file piles and will help website/mConnect users find these items as well.

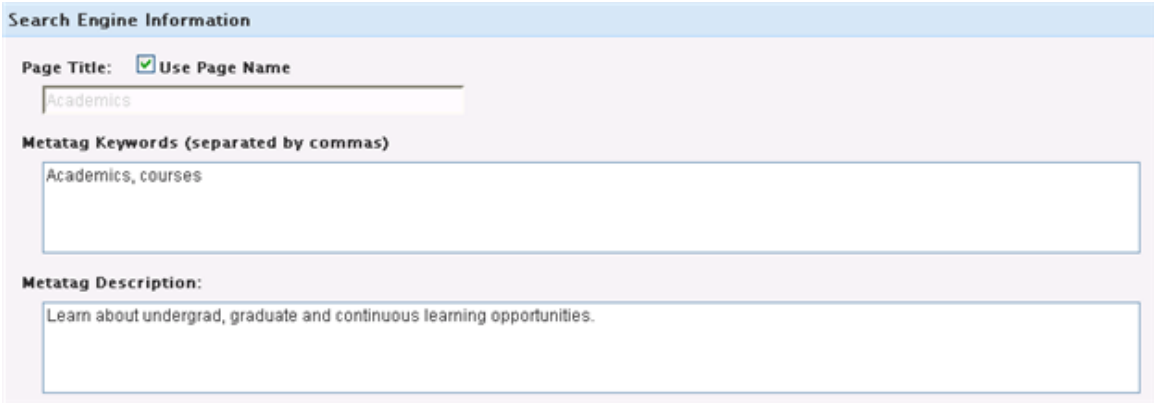
List of all Properties

- **Page Name** – When you created your page, you were prompted to enter a name. This is the name that will appear in the website navigation (if the page has a Navigation Zone of left or top). This is editable. When you upload a file, the page name field refers to the file name.
- **Workstation Name** – is defaulted to the Page Name in the TitanCMS™ tree; however, it may be edited by changing the name here. This change will not impact the Page Name used on the website display.
- **Page URL** – This will default to the path to your page. However, you may replace it with a short, user-friendly URL. All Page URLs must start with /en/ on the English version of the public site. All Page URLs must start with /es/ on the Spanish version.
- **URL Aliases** – Alternate URLs that will display this page. Used often for redirects of URLs. Aliases can be added manually. If you change the Page URL, upon publishing, it will save the previous URL as an alias.



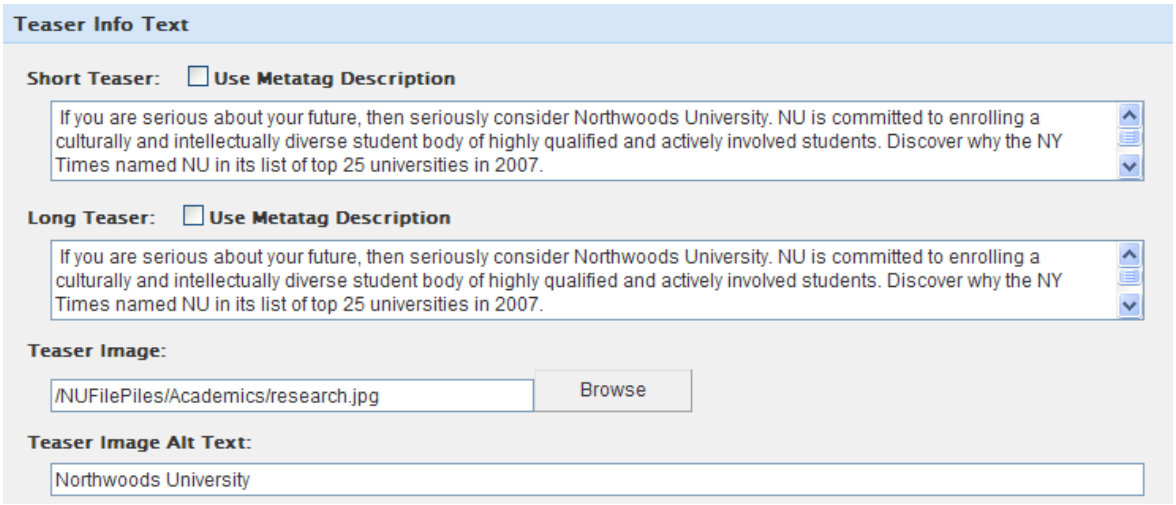
- **Start/End Dates** – The Start and End Dates determine the period of time when an approved page will display on the website. If you wish to keep the page on the site indefinitely, enter an End Date far into the future. You can setup a page for future display and control its activation using the Start Date.

- **Remove from Display** – The page will be hidden from display on the website if you check the Hide box. This change takes effect upon clicking the Save or Publish icon.
- **Search Engine Info** – enter information here for better search engine results
- **Page Title** – This is the title that appears in the browser tab
- **Metatag Keywords** – Keywords used by users and search engines. These keywords or phrases should be separated by commas.



- **Metatag Description** – This description will be used when search results are generated by a site-wide keyword search or an external search engine. It should be brief – one or two sentences describing the page's content. Enter a unique description on every page, including the child pages with linked content.

- **Teaser Info Text** – this text is used for display purposes in TOC and/or Filter blocks.



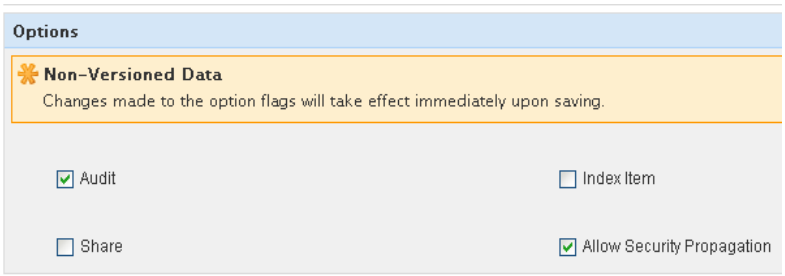
- **Short Teaser** - will be used to build a list block teaser display. This should be a brief description to interest the user to click on the link to the described page.

- **Long Teaser** - will be used to build a list block teaser display. This should be a longer description to interest the user to click on the link to the described page.

- **Teaser Image** – used when building a list block. You may optionally assign an image that will appear as a thumbnail (small size usually 80x80) next to the description on the page.

- **Teaser Image Alt Text** – Optionally, text may be supplied that will appear when the mouse rolls-over the above image.

- **What's New**– MPS is not using this function.
- **Workstation name** – This is the name that appears in the navigation tree of the workstation.
- **Page Layout** – These layouts define the structure of your pages. These are supplied with your TitanCMS™ installation. Here are a few examples of layout types:
- **Center Right** – Used for inside page layouts (e.g., Programs, School Detail Pages)
- **Left Nav-Center** – Used for pages with navigation
- **Commenting & Ratings** – MPS is not using this function.
- **Fav Icon** – MPS is not using this function.
- **Credited Author** – Titan will insert the user account that created the page. Informational use only.
- **Display Order** – This controls the display sequence of this page, as it appears in the left navigation and any center list block displays. It also will re-order the pages within the TitanCMS™ tree based upon the value assigned. If the Display Order is the same for all pages within a section, the pages will be sorted alphabetically by Display Name. It is recommended to assign values by 10 to be able to insert pages in-between when necessary.
- **Navigation Zones** – These control where the Page Name will appear on the website page: (based on customization)
    - Breadcrumb
    - DesktopNav
    - DesktopUtility
    - Left
    - PhoneNav
    - PhoneUtility
- **Page is SSL** – This value indicates if an SSL certificate is needed for this page
  Note: you must have a valid certificate for SSL to use this setting.
- **Caching Priority**– This value controls the caching of the page. From a performance standpoint, if your site has more than 1000 pages, you may want to consider lowering the caching priority. High is the default.
- **Page Display** – Indicates if page will open in an Active or New window on the website. Important for file pile files. Ensure that this parameter is set to open in a "New Window" on your files in the file pile.
- **Options** – options for pages are as follows:



- **Audit –** If checked, the application will track information on any user who lands on this page of the website. This change takes effect upon clicking the OK button and then the Save button. Auditing must be turned on at a site level for auditing to occur (Titan Administration).

- **Share –** When a new page is created, this box is checked.
  If checked, this page's center content is available to other pages on the website(s).

- **Index –** Uncheck this item on pages you do not want to show up in your site search results.

- **Allow Security Propagation –** uncheck this if you applied security to this page and you never want it to be overwritten using Multi-tag and Edit to propagate security changes to child pages.

- **Custom Information –**MPS is not using this function.

Lesson G: Tagging Your Content

Learn the definition of tag and its attributes, what tags are available and how to assign tag attributes to your content.

Tag & Attribute Definitions

- **Tag:** Used to group these attributes together
- **Attributes:** Values that have a common theme

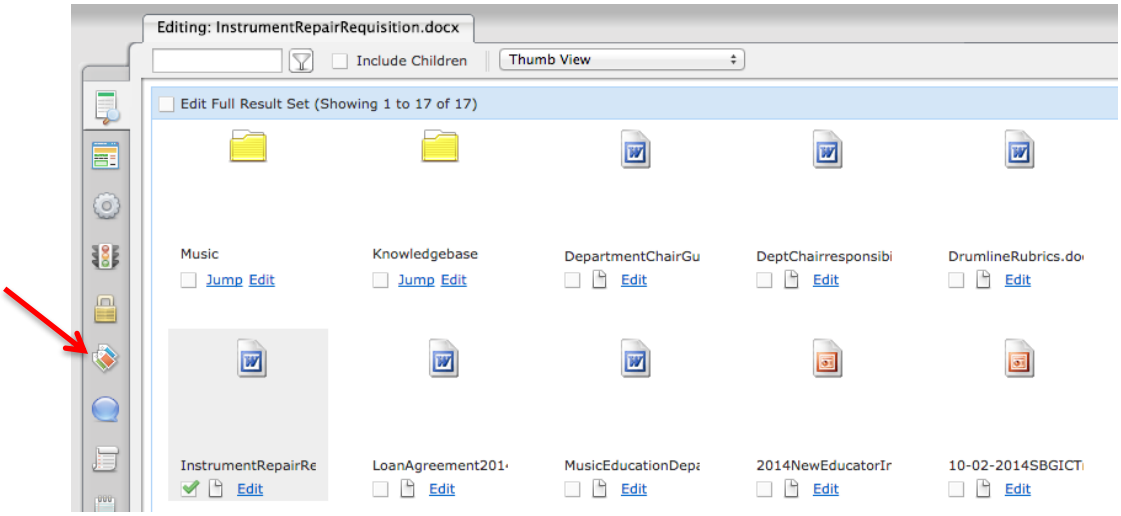
How to assign tag attribute(s) to content

Where possible, we will try to automate the assignment of tags/attributes. For example, a document added to the Music file pile in mConnect will be pre-tagged with:

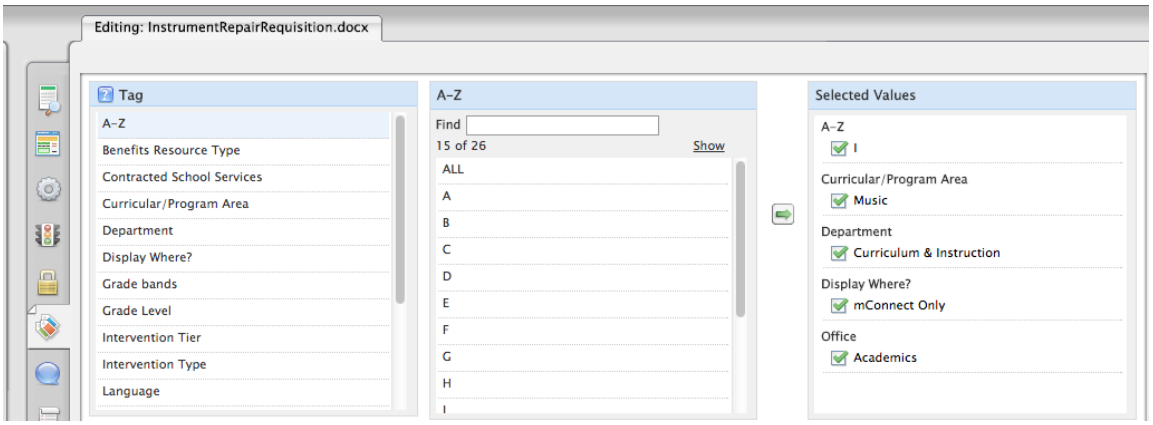
- Curricular Area: Music
- Department: Curriculum & Instruction
- Office: Academics
- Display Where: mConnect only.

There will be a few tags/attributes that will need to be manually assigned. They may need to be assigned to a content page, a file and/or a data node item.

- Once you have your file selected, click on the Tags edit tab  .



- Choose the tag group from the left column. You will then see the tag attributes available for that group display in the middle column. Highlight the desired attribute and click the green arrow to move it to the Selected Values column (3rd column).



- Choose the appropriate tag attributes for the following tags, where appropriate:
- A-Z
  - Curricular Area *
  - Department *
  - Display Where? *
  - Grade Level
  - Language
  - Office *
  - Resource Type
  - Target Audience

  **** These tags should be pre-set for you.***
- Publish your file(s) by clicking the globe icon. 

Tags available

A-Z

The A-Z Tag attributes are used to tag files and pages with letters of the alphabet.

Curricular Area

The Curricular Area Tag attributes are used to tag files and pages with the appropriate curricular area, service or program:

- Advanced Academic Studies
- Art
- Assessment
- Assistive Technology
- Bilingual/Multicultural
- Career & Tech Ed
- Community Service
- Early Childhood
- English Language Arts
- Extended Learning Opportunities
- Head Start
- Health
- Library Media Services
- Literacy
- Mathematics
- Montessori
- Music
- OT/PT
- Physical Education
- Psychology
- RtI - PBIS
- School Counseling
- Science
- Service-Learning
- Social Studies
- Special Education
- STEM
- Technology

Department

The Department Area Tag attributes are used to tag files and pages with the appropriate area:

- Benefits & Compensation
- Business, Community & Family Business Services & Transportation
- Partnerships
- College & Career Readiness
- Communications & Outreach
- Contracted School Services
- Curriculum & Instruction
- Customer Service
- Employee Wellness
- Employment Relations
- ERAD
- Financial Planning & Budget
- Financial Services
- Facilities & Maintenance
- Grants
- Innovation
- Nursing & Health
- Organizational Development
- Procurement & Risk Management
- Professional Development
- Recreation
- Research & Evaluation
- School Nutrition
- School Safety & Security
- School Social Work & Transition
- Specialized Services
- Student Services
- Student Performance & Improvement
- Talent Management
- TEAM Up
- Technology
- Volunteer
- Website Support

Grade Level

The Grade Level Tag attributes are used to tag files and pages with the appropriate grade level for the resource.

Language

The Language Tag attributes are used to tag files and pages with the language of the resource:

Arabic, Burmese, English, Hmong, Karen, Spanish, Somali

Office

The Office Tag attributes are used to tag files and pages with the office of origin:

Academics, Communications and School Performance, Finance, Human Resources, School Administration, Superintendent

Resource Type

The Resource Type Tag attributes are used to tag files and pages with the type of resource:

- Calendars
- Common Course Plans
- Forms
- Guides & Handbooks
- Informational Text
- Instructional Materials
- Instructional/Pacing Guides
- Multimedia
- Lesson Plans
- Letters & Messages
- Newsletters
- Presentations
- Primary Source Documents
- Promotional Materials
- Program/Application
- Spreadsheet
- Student Work Sample

Target Audience

The Target Audience Tag attributes are used to tag files and pages with the target audience.

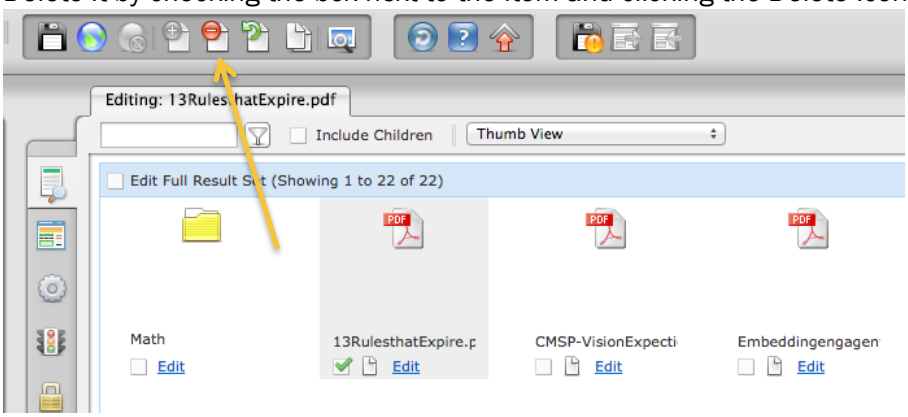
Administrators, Clerical Staff, Educators, Parents, Principals, Students, Support Staff

Contact webmaster@milwaukee.k12.wi.us if you have ideas for additional tags/attributes or suggestions for revisions for those already created.

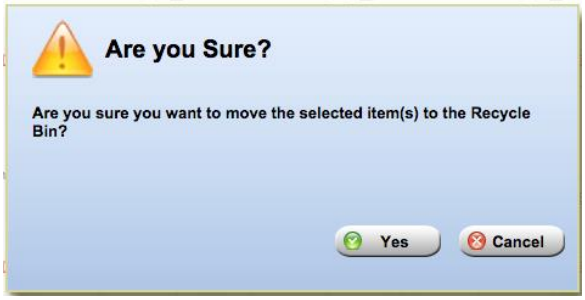
Lesson H: Deleting & Restoring Items

Delete a file

1. Navigate to the your file pile folder.
2. Select a document you uploaded today.
3. Delete it by checking the box next to the item and clicking the Delete Icon in the page action bar.



4. Verify that you want to delete the file by clicking “Yes”.



Restore a Deleted file

Don’t panic if you delete a file by accident. It can be retrieved!

The TitanCMS™ Recycle Bin works in a manner similar to your operating system's Recycle Bin. You will notice that the Recycle Bin contains a folder for each of your managed sites. When you delete items from your CMS sites, the items will be moved into the site's content or file folder within the Recycle Bin.

When an item moves into the Recycle Bin, its workflow and display security settings are not modified.

1. Click on the “Recycle Bin” in the Workstation Tree.
2. In the browse view, type the name of your deleted linked page in the “filter” search box.
3. Select your page and click the “Move” icon on the page action bar.
4. Select your training page as the parent destination..
5. Click the “Publish” icon on the page action bar.

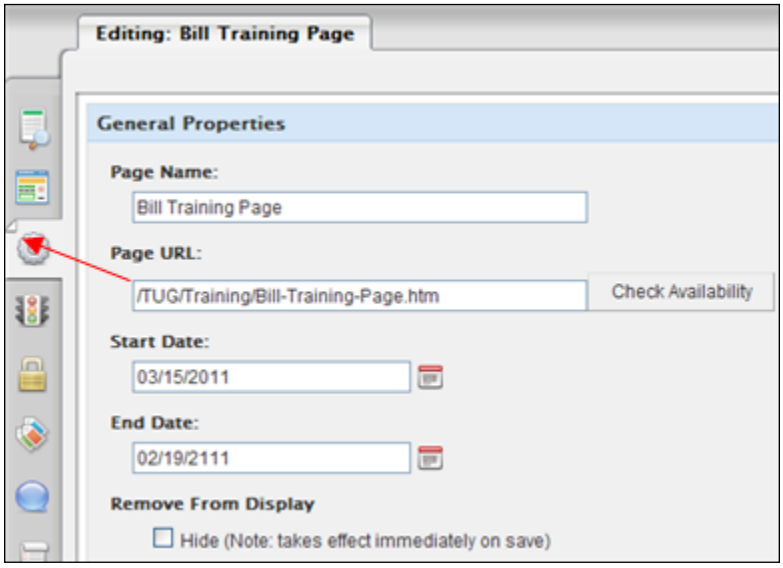
6. **Note: Items deleted from the recycle bin are *permanently* deleted from the system.**

Lesson I: Titan Shortcuts

Sticky Tabs

This feature is a time-saver. Any of the vertical Edit tabs can be setup as a “sticky tab”. Sticky tabs are useful when you want to change or view information in the same edit tab across multiple pages. The key is that you need to maneuver between content using the Workstation Tree on the left.

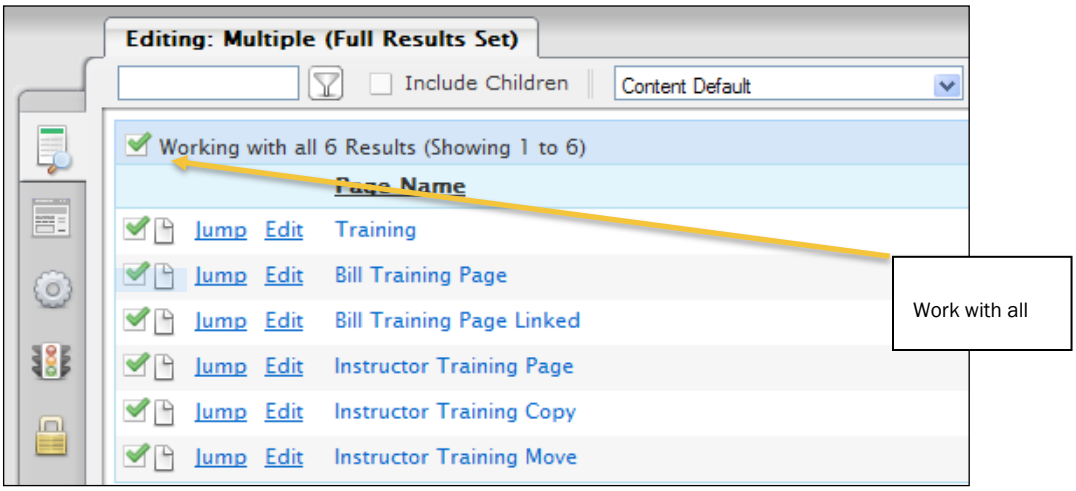
- Start with your training page and select the Properties edit tab. Each edit tab has a “dog-ear” that appears upon hover. Click once on the dog-ear.



- Next, go to the Workstation Tree and select another page. Upon selection, the right pane will immediately display the edit tab you “dog-eared”! This is a real time-saver, especially if you are verifying similar information across numerous pages.
- To undo the sticky tab, click once on the dog-ear.

Multi-tag and Edit

TitanCMS™ allows a multi-tag and edit function. This allows you to make changes on more than one page or file at a time. You can select some of a result set or choose to work with all results.



Multi Tag & Edit Exercise

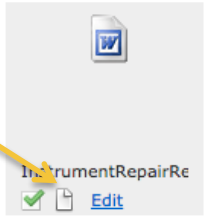
1. Navigate to your training page in the CMS Nav tree and select it. It should appear in the right pane along with your child pages created during today's session.
2. Select "Edit Full Result Set". All boxes should be checked as a result.
    a. Click on the Properties edit tab.
    b. Change your Metatag Description information.
3. Click Publish. This will publish all selected pages.
4. Verify that your text change is now live on each of the selected pages.

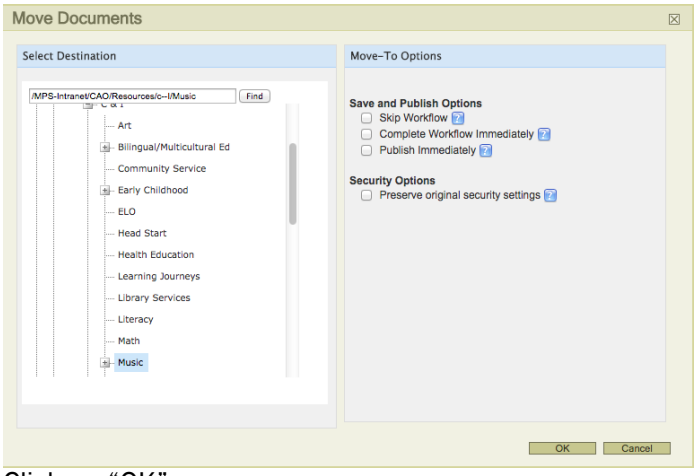
TIP – When you multi tag and edit, and change any of the Properties values, the system will remove the existing value and replace with the new – this change is not in addition to the existing value, but a replacement.

Moving a file

A move involves deleting the file from one location and creating it in another location.

1. Select your document by clicking the check box.
2. Click on the "move" icon in the page action bar. 
3. Select your destination folder from the file pile tree.





4. Click on “OK”
5. Publish the document.

Note: if you are moving the document from a mConnect file pile to the public site file pile, the document will need some additional security adjustments to be visible to the public. Contact webmaster@milwaukee.k12.wi.us for assistance.

Appendix A: Common TitanCMS™ Vocabulary

Block

A website page consists of one or more blocks. A block may consist of text, links and/or graphics.

Block Type

A block is assigned a block type. The purpose of a block type is to enter content. When you click the Block Action Bar button to Add a New Block, the pull-down menu allows you to select a block type.

Child

The left navigation frame of the TitanCMS™ workstation presents a tree structure. As pages are created, parent/child relationships are created. The following is an example of a parent/child relationship. Depending on the page you are using as your reference point, you may or may not have a child page. In the example below, the About MPS page is a parent page with the following children:

> Success Stories/Graduate Profiles, District Fact Sheet, District Calendar, District News, Departments

All pages under each of these children are also descendants of the parent. If Departments is your reference point, it becomes the parent with the following children:

> Board of School Directors, Office of the Superintendent, Office of the Chief of Staff, Office of Academics, Office of School Administration, Office of Human Capital, Office of Finance, Office of Innovation, Office of Operations, Directory

+ *About MPS*

+ *Success Stories/Graduate Profiles*

+ *District Fact Sheet*

+ *District Calendar*

+ *District News*

+ *Departments*

+ *Board of School Directors*

+ *Office of the Superintendent*

+ *Office of the Communications and School Performance*

+ *Office of Academics*

+ *Office of School Administration*

+ *Office of Human Resources*

+ *Office of Finance*

+ *Directory*

Classification

Pages, file and events can be tagged with classifications (tags) in order for different display options with in your site.

Descendant

This term is used to reference all child pages below the parent (or self).

Display Side

This references how the site will look to the "public" by accessing the site's URL.

Navigation Zones

These are defined for each page within the Properties edit tab. They indicate if the Page Name should be listed in the left, top, bottom, or utility navigation. The nav zones listed represent all nav zones available across all of your page layouts.

File Pile

The location on the server and in your workstation where all linked files and images reside. The File Upload process is used to copy files from your local network or your local drive directly to the file server through your workstation. A File Upload is required when any changes are made to a linked file or image in the File Pile. When a user clicks on a hyperlinked file or an embedded image file, TitanCMS™ retrieves the file from the File Pile and binary streams the file to the user's browser.

Inheritance

The ability to automatically copy settings from the parent page to child/descendant pages.

Linked Files

When a hyperlink is established within a block, this link may point to a file within the TitanCMS™ File Store. This is considered a linked file.

Meta Data

This refers to the Metatag Keywords, Metatag Description, Page Name, Short/Long Teaser fields. They are setup by the Author when the page is created.

Module

There are five administrative modules within the TitanCMS™ workstation. They are Web Content Management, SmartSearch, Commenting Workstation, User Management and Titan Administration.

Page

A page within the TitanCMS™ workstation may contain content built with blocks or it may link to other content (for example, a file in the file pile or an external page).

Page Name

This is the page name that will appear in the Navigation Zones on the public side of the website.

Parent

The left navigation frame of the TitanCMS™ workstation presents a tree structure. If pages are created under an existing page, a parent/child relationship has been created.

Tree

This is another name for the Site Map. On most pages within the TitanCMS™ workstation, in the left pane, will be a listing of objects displayed in a tree structure, similar to a file structure used in Windows Explorer. You can use the "+" and "-"buttons to expand to minimize the nodes in the tree.

Tags

Once your classifications are set up and made active in Titan Administration, you can assign tags and their attributes to pages, files and events. This allows gathering content from different nodes within the navigation tree for presentation to the website visitor.

Version

Every page is automatically assigned a version number of 1 when it is created. As updates are made to a published page and a Publish occurs, the version number will be incremented. You may view the version history for a highlighted page by selecting the Version History Edit tab.

Webmaster

The webmaster of the site is usually the user that handles most of the administration of the TitanCMS™ sites. There are different levels of security that can be applied to each user. The Webmaster usually has full administrative rights to the system. This user guide will also refer to webmaster groups and users. Unless otherwise specified, when we refer to the webmaster throughout this user guide, we are referring to the main administrator of the website, who will have their own User Profile.

Workflow

When a page is created, updated or deleted, it can be assigned a workflow type. Authors can author a page or pages and Editors can approve, publish, or decline pages. Workflow defines the approval and notification flow prior to publication.

Workstation

The TitanCMS™ workstation is the administrative interface for your website(s).

Workstation Name

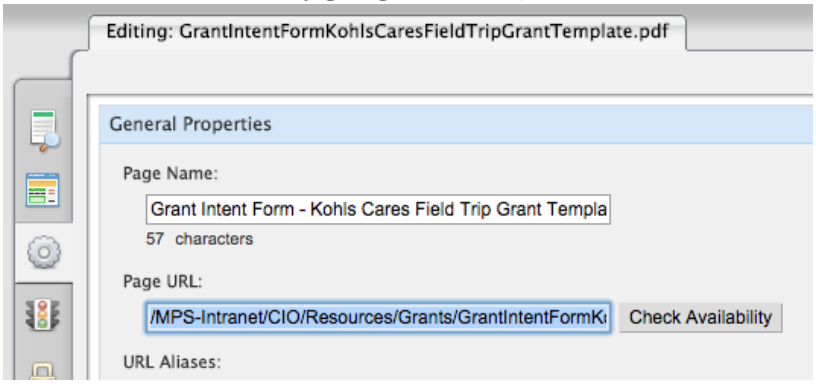
This is the object name that appears in the TitanCMS™ navigation tree. It is usually the same as the Page Name; however, it can be changed.

Appendix B: Thursday Updates

In the past, attachments for Thursday Updates were sent directly to Tina Just for inclusion in the Thursday Updates document. Because documents should be uploaded by their "owners," it is no longer necessary for you to email the files.

Once you have uploaded, published and optimized your documents, all you need to do is grab the file URL to send to the Superintendent's Office.

- This URL can be found by going to the Properties edit tab for each document.



- Find the Page URL field and select all the text and copy it.
- If the document was uploaded into the mConnect file pile, your URL is complete when you add **https://mconnect.milwaukee.k12.wi.us** to the front of it.

  Example: https://mconnect.milwaukee.k12.wi.us/MPS-Intranet/CIO/Resources/Grants/GrantIntentFormKohlsCaresFieldTripGrantTemplate.pdf
- If the document was uploaded into the MPS Public or MPS Shared file piles, your URL is complete when you add **http://mps.milwaukee.k12.wi.us** to the front of it.

  Example: http://mps.milwaukee.k12.wi.us/MPS-Shared/Media/Logo/MPS-logo-RGB.jpg

Best Practices

- **DO** upload your document into the file pile as early as possible to ensure your document moves through workflow before Thursday Updates is published. **Links will not work until editors approve the file(s) in workflow.** Please alert your manager/director/chief that documents for Thursday Updates are awaiting their approval in workflow or the files will not be accessible by staff.
- **DON'T** upload the same document again if nothing has changed. Remember, even if there is a new version, you should follow the "Upload a New Version" lesson.
- **DO** remember to update the "Page Name," "Metatag Keywords" and "Metatag Description" in the properties edit tab.
- **DON'T** upload a Microsoft Publisher file. It will not work in Titan. Save it as a PDF and then upload it.
- **DO** remember to utilize the tags in the tags edit tab to classify your document(s).