

Modern Campus CMS CONTENT EDITOR NOTES

UNIVERSITY of HOUSTON

FUNDAMENTALS REFRESHER for UIT

Topics



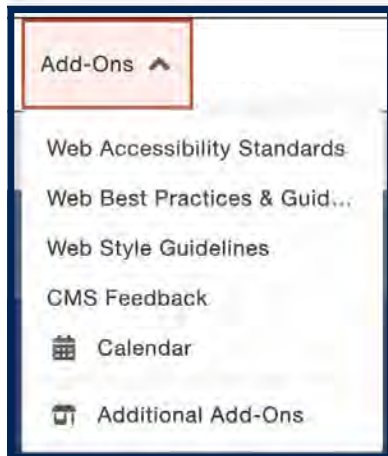
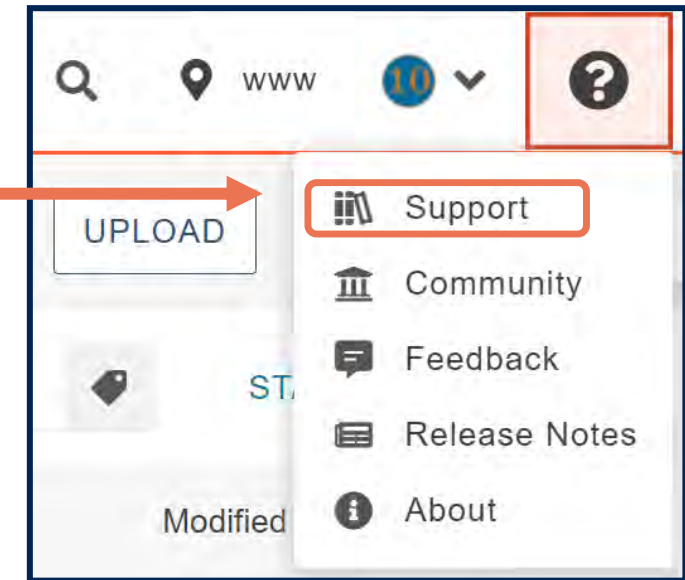
- Finding Help and Support
- MC CMS Structure
- Getting to Your Content
 - Dashboard
- Editor Tools: Gadgets
- Getting to Your Content
 - DirectEdit link
- Key Concept: Direct Edit Login
- In-Context Page Editing
 - Little Green Buttons*
- Key Concept: Dependency Manager
- Key Concept: Reusable Content
- About Reusable Content
- Navigating Around - Pages View
- Creating New Pages - Uploading Files
- Key Concept: Approver Workflows
 - Publish vs Submit*
- Pages View
- Check-in/Check-out system [Approvers]
- Best practices / Tips & Things to Remember in the MC CMS

MODERN CAMPUS CMS HELP & SUPPORT

NOTE - The Support link itself goes to the Modern Campus website:
<https://support.moderncampus.com/>

For UH/UH System resources and support, please use:

- TEAMS: the CMS Migration 2024-2025 Team Channel Resources
- EMAIL: contact webmarketing@uh.edu or cms@uh.edu
- **ADD-ONS** menu links to: Marketing site, and to CMS Feedback form



File Configuration

Filename	newfile
<i>Enter a filename using only lowercase letters, underscores, or dashes</i>	
Add Navigation Item	Yes
<i>Specify if this page should be added to the current directory's navigation automatically.</i>	

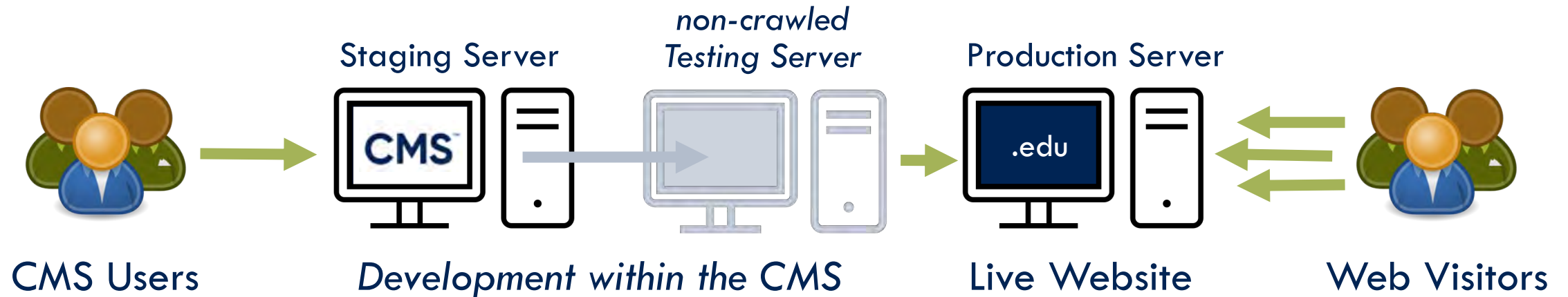
REMEMBER!

Helper Text throughout the interface will help you understand how various items work.

MC CMS' STRUCTURE: UH & UHS

Build, Edit; Approvals → *Publish* → ? → *yes!*

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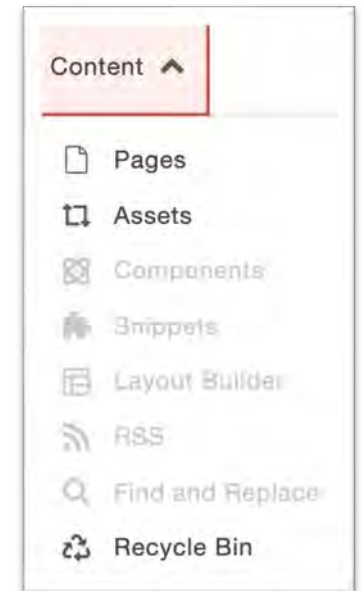
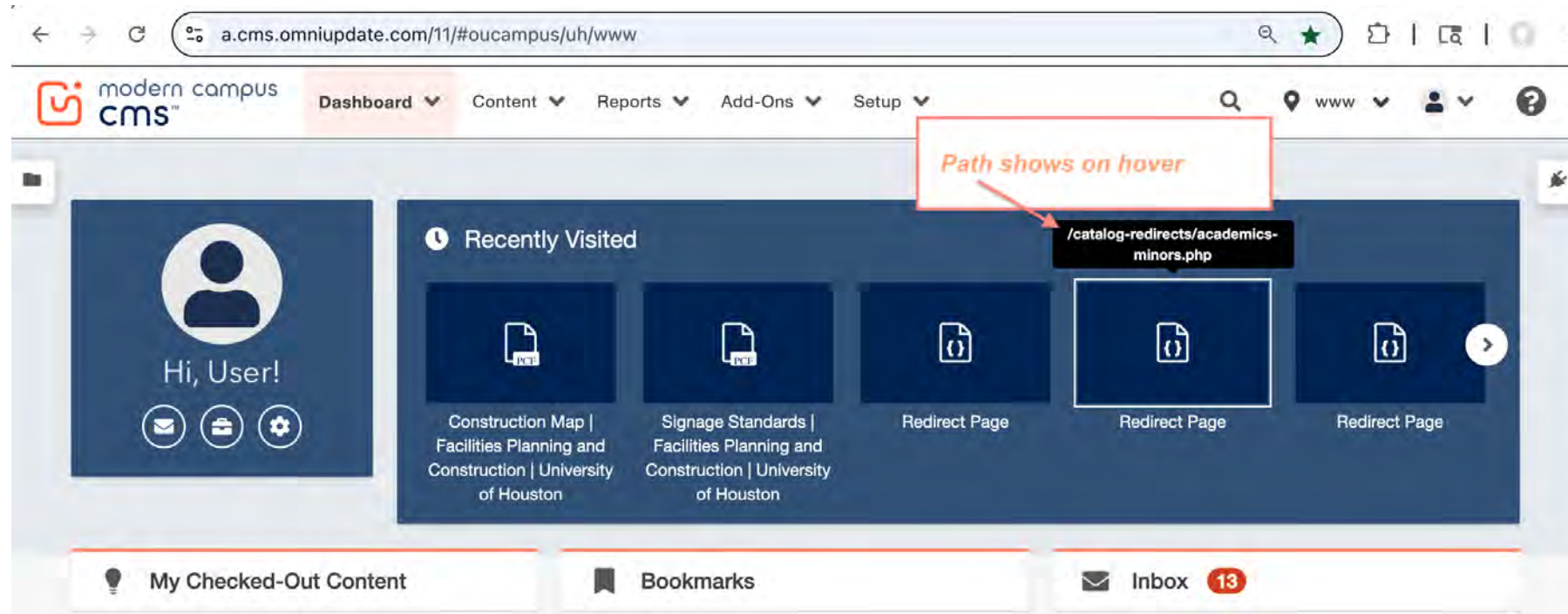
Modern Campus is known as a 'decoupled' system. *[similar to Cascade]*

This means specific Publishing steps must be taken for your content to be available to your site visitors.

Content updates may often require an Approver step before Publishing. *[new with Modern Campus]*

GETTING TO YOUR CONTENT – Dashboard

If you log in directly from: UH <https://a.cms.omniupdate.com/11/#oucampus/uh/www>
or: UH System <https://a.cms.omniupdate.com/11/#oucampus/uh/uhsystem>
You will see your Dashboard:

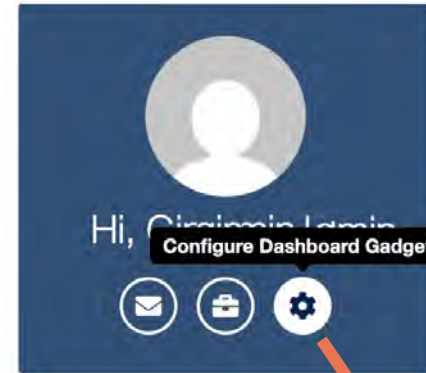


From the Content menu, go to Pages view to navigate your site.

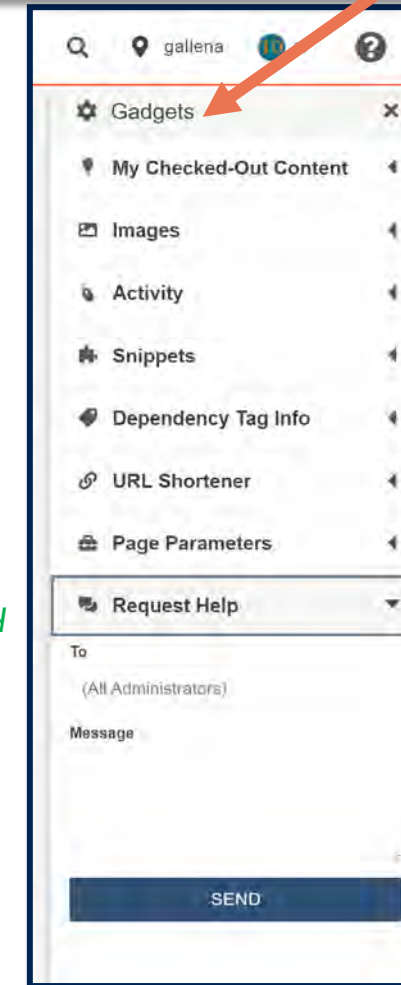
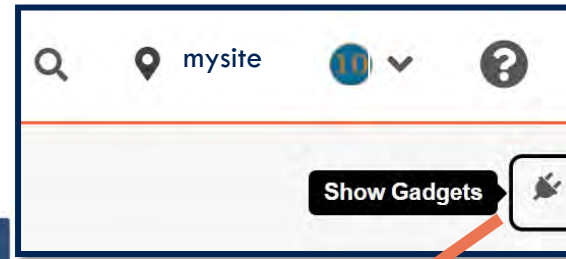
For general reference, see the MC website: <https://support.moderncampus.com/cms/interface/>
Contact either webmarketing@uh.edu or cms@uh.edu if you need assistance.

EDITOR TOOLS – GADGETS

- Small apps designed to make your life a bit easier in the CMS
- Gadgets can appear in the sidebar or on the Dashboard*
- Customize which gadgets you want to appear
- Gadgets are context-specific (they won't show if they're not relevant)
- There are a variety of different gadgets available (click on the Gadget icon from your Dashboard to choose which ones you want to use [or hide])



Turn
Gadgets
on and off
from the Dashboard



*** GADGET TIPS:**
Be kind to other users
and **check-back-in**
all the items you have
worked on, when done.
Use the **My Checked-Out
Content Gadget** to do
that from either your
Dashboard Gadget or
your Gadget Sidebar
before you sign out.

If you have an **Approver**,
or you are an Approver,
keep the **Workflow Gadget**
on your Dashboard to see
status changes quickly.

Similar to Cascade CMS Dashboard Widgets

GETTING TO YOUR CONTENT – DirectEdit Link

If your content is Published, go to the published page and click on the Copyright symbol in the footer to log into the Modern Campus CMS. Once authenticated, the CMS will take you to that page.

Otherwise, log in directly from: UH <https://a.cms.omniupdate.com/11/#oucampus/uh/www>

or: UH System <https://a.cms.omniupdate.com/11/#oucampus/uh/uhsystem>

Contact either webmarketing@uh.edu or cms@uh.edu if you need assistance.

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DirectEdit Link

Your NOT YET LIVE 'testing' published pages

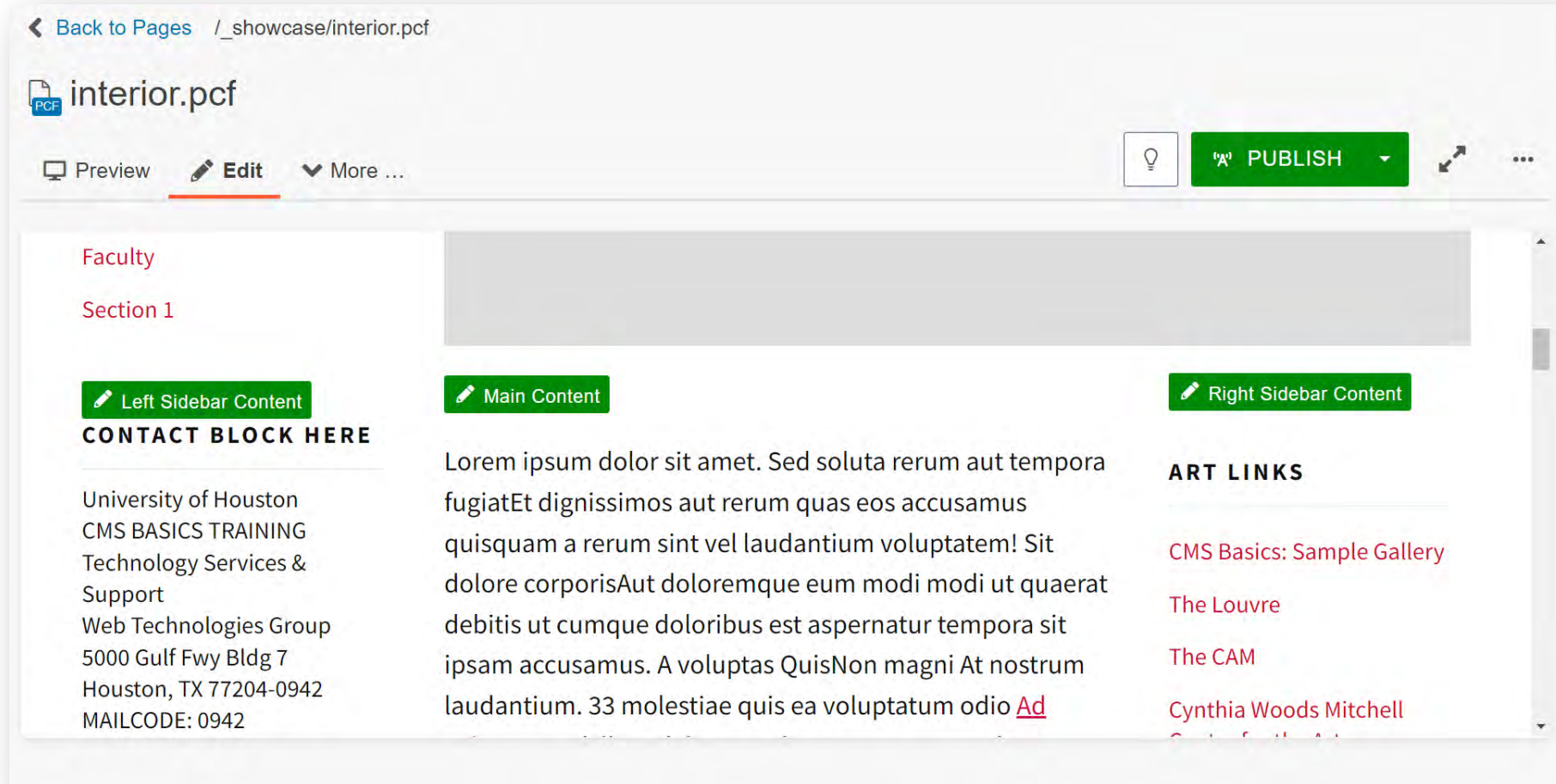
can be found starting from:

UH: <https://modern.web.uh.edu/yourdirectory>

UHS: <https://modern.web.uhsystem.edu/yourdirectory>

KEY CONCEPTS: DirectEdit Login

- Clicking the DirectEdit login link takes you directly to your page to begin editing.



EDITING PAGES

You can easily see the editable areas of the page marked with green editing buttons. Click the button to begin editing.

Page/File name

Illustration shows a standard "interior" type page



Note: Page names will be indicated at the top. Your default page name should be "index.pcf" unless you are creating a specialty page.

EDITING PAGES

Page/File name



< [Back to Pages](#) /_training/administrators-test/_showcase-copies/interior.pcf

interior.pcf UNPUBLISHED CHANGES

Preview Edit Properties Versions

Left Sidebar Content

CONTACT BLOCK HERE

University of Houston
CMS BASICS TRAINING
Technology Services & Support
Web Technologies Group
5000 Gulf Fwy Bldg 7
Houston, TX 77204-0942

Main Content

Lorem ipsum dolor sit amet. Sed soluta rerum aut tempora fugiatEt dignissimos aut rerum quas eos accusamus quisquam a rerum sint vel laudantium voluptatem! Sit dolore corporisAut doloremque eum modi modi ut quaerat debitis ut cumque doloribus est aspernatur tempora sit ipsam accusamus. A voluptas QuisNon magni At nostrum laudantium. 33 molestiae quis ea voluptatum odio Ad galisum. Sed illum deleniti sed perspiciatis providentAut

Right Sidebar Content

ART LINKS

[CMS Basics: Sample Gallery](#)
[The Louvre](#)
[The CAM](#)

PUBLISH

For example, click the “Main Content” button to begin editing the central column of an interior page.

EDITING PAGES

A Toolbar will appear:

- Edit content directly
- Format content
- Add Snippets, Assets, Components, or Tables
- Expand the edit field
- Manage Links and Anchors
- etc.

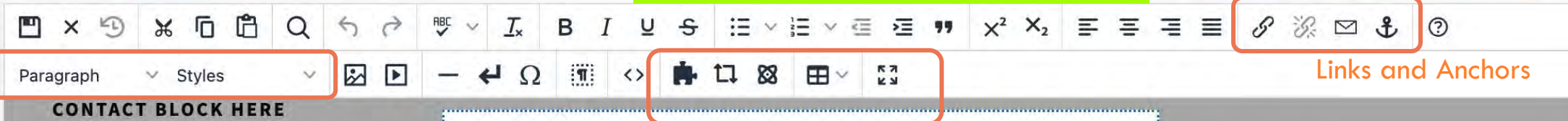
“checked-out” to you
for editing –
check it back in
when you’re done

Page/File name



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Format content



Links and Anchors

CONTACT BLOCK HERE

University of Houston
CMS BASICS TRAINING
Technology Services & Support
Web Technologies Group
5000 Gulf Fwy Bldg 7
Houston, TX 77204-0942
MAILCODE: 0942
[Send us feedback](#)

Lorem ipsum dolor sit amet. Sed soluta rerum aut tempora fugiatEt dignissimos aut rerum quas eos accusamus quisquam a rerum sint vel laudantium voluptatem! Sit dolore corporisAut doloremque eum modi modi ut quaerat debitis ut cumque doloribus est aspernatur tempora sit ipsam accusamus. A voluptas QuisNon magni At nostrum laudantium. 33 molestiae quis ea voluptatum odio [Ad galisum](#). Sed illum deleniti sed perspiciatis providentAut fugiat ab iure officiis sit praesentium ullam aut

ART LINKS

[CMS Basics: Sample Gallery](#)
[The Louvre](#)
[The CAM](#)
[Cynthia Woods Mitchell Center for the Arts](#)

When editing, the item is automatically “checked out” to you.

Note: depending on permissions, you may not see the < > local source editor, or other options, in your toolbar.

KEY CONCEPTS: DEPENDENCY MANAGER

- Every page and file in the CMS gets a unique ID number - aka a “**Dependency Tag**”
- When making dependency links, the CMS uses that ID number, not a URL
- Dependency Manager automatically updates links when items are *moved* or *renamed*
- Broken dependency links will only come from *deleted* items (even if later restored)
- **Manually** created links using a *URL* must always be updated *manually*

Dependency tag brought in via the file selector

Insert/Edit Link

Basic

Advanced

URL

{{f:48345574}}

/campus-life/clubs.pcf

Text to display

Check out all the clubs Gallena has to offer!

Title

Gallena University Club List

Open link in...

Current window

Class

(not set)

Custom Class

CANCEL SAVE

Similar to Cascade CMS system IDs and links created using the Chooser tool

EDITOR TOOLS: DEPENDENCY TAG INFO

- Open the Gadget Sidebar from the Plug icon (this gadget is not available from your Dashboard)
- Search by DM Tag number, Path, URL, or Asset Name to find DM Tag numbers, locations, Subscribing items

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Insert/Edit Link

Basic

Advanced

URL

{{f:48345574}}

/campus-life/clubs.pcf

Text to display

Check out all the clubs Gallena has to offer!

Title

Gallena University Club List

Open link in...

CANCEL SAVE

Dependency tag in use - brought in via the Insert/Edit Link dialog's file selector

Dependency Tag Info

Search By Tag Number, Staging Path, Production URL, Or Asset Name.

{{n:000000}}

/ourhome/index.pcf

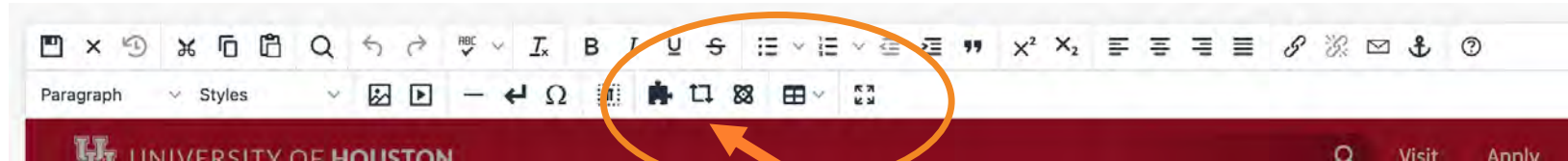
uh.edu/ourhome/index

this-years-manual.pdf

New in Modern Campus CMS: Dependency Tag Info Gadget

KEY CONCEPTS: REUSABLE CONTENT

- “Reusable Content” items offer a kind of starter-kit for adding to a page some pre-structured content which incorporates university design, functionality, accessibility, and brand
- Allows content owners to manage some content which they may choose to make available to others outside their immediate area, promoting single-source-of-truth
- If *available* to you, they can be added to your page from the editing *Toolbar*



- **There are three types of reusable content:**

- Assets 
- Snippets 
- Components 

ABOUT REUSABLE CONTENT

Assets



- When you want to **reuse content** and **structure/styling**
- Not editable/customizable on-page
 - Content **owner** navigates to the asset to edit or update it
- Pages update automatically
 - MC CMS sends update immediately to any subscribing page
 - Publish the Asset (and subscribing page[s]) to see update on website
- Types:
 - Web Content 
 - Plain Text 
 - Source 
- Can be created by Users above Level 3; edited by Levels 3 and up; and can be made **available** to others.

Similar to Cascade CMS content “Blocks” – e.g. “Contact Blocks”

ABOUT REUSABLE CONTENT

Snippets



- When you want to **reuse structure/styling**, but allow the snippet-based content **to be unique on the page** where it's placed
- Editable/customizable on-page
- Changes to one page's snippet won't affect snippets used on other pages
- Typically, snippets use 'table-transformations' to organize and structure the content while in edit mode
- Makes it easier to edit complex content structures in-context on the page itself - aka WYSIWYG experience
- Can only be created by Admin-Level users – but can be made **available** to others

ABOUT REUSABLE CONTENT

Components



- When you want to reuse **structure/styling**, but keep your **content unique**
- Uses form fields to prompt for content
- Allows you to edit/customize content on each page
- Can only be created by Admin-Level users – but can be made **available** to others
- *MC System admin changes to a component's base code
WILL be reflected across all pages using the component*

Components are similar to Cascade CMS Page Editing panel 'boxed sets'

EDITING PAGES

If you see “Submit” instead of “Publish” then changes must be submitted to an Approver via a Workflow process.

Page/File name

The screenshot shows a web page editor interface. At the top, there is a breadcrumb navigation: < Back to Pages / _showcase/interior.pcf. Below this, the page name 'interior.pcf' is displayed with a document icon. An orange arrow points from the text 'Page/File name' to this label. To the right of the page name, there is a toolbar with a lightbulb icon, a green 'PUBLISH' button with a dropdown arrow, and a three-dot menu. A red box highlights the lightbulb icon and the 'PUBLISH' button, with a red arrow pointing from the text box above to it. Below the toolbar, there are three main content areas: 'Left Sidebar Content' (with a green edit button), 'Main Content' (with a green edit button), and 'Right Sidebar Content' (with a green edit button). The 'Left Sidebar Content' area contains the text 'CONTACT BLOCK HERE' followed by contact information for the University of Houston. The 'Main Content' area contains a paragraph of Lorem Ipsum text. The 'Right Sidebar Content' area contains the heading 'ART LINKS' followed by a list of links: 'CMS Basics: Sample Gallery', 'The Louvre', 'The CAM', and 'Cynthia Woods Mitchell'.

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Note: Page names will be indicated at the top. Your default page name should be “index.pcf” unless you are creating a specialty page.

NAVIGATE AROUND

- Select “Back to Pages” at the top to see your page in the Pages View/Folder List

Navigate →
“Back to Pages”

← Back to Pages / _showcase/interior.pcf → Path shows location of current item

interior.pcf

Preview Edit More ... PUBLISH

Faculty

Section 1

Left Sidebar Content

CONTACT BLOCK HERE

University of Houston
CMS BASICS TRAINING
Technology Services & Support
Web Technologies Group
5000 Gulf Fwy Bldg 7
Houston, TX 77204-0942
MAILCODE: 0942

Main Content

Lorem ipsum dolor sit amet. Sed soluta rerum aut tempora fugiatEt dignissimos aut rerum quas eos accusamus quisquam a rerum sint vel laudantium voluptatem! Sit dolore corporisAut doloremque eum modi modi ut quaerat debitis ut cumque doloribus est aspernatur tempora sit ipsam accusamus. A voluptas QuisNon magni At nostrum laudantium. 33 molestiae quis ea voluptatum odio [Ad](#)

Right Sidebar Content

ART LINKS

[CMS Basics: Sample Gallery](#)

[The Louvre](#)

[The CAM](#)

[Cynthia Woods Mitchell](#)

PAGES VIEW

Similar to the Cascade CMS Folder Contents List view

- Use this screen to navigate around the structure of your site
- Make new pages and upload files from this view
- See who is working on what with the “Status” icons

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Open File Navigation view **

Upload or create New

Navigate

See Status

The screenshot shows the 'modern campus cms' interface. The top navigation bar includes 'Dashboard', 'Content', 'Reports', and 'Add-Ons'. The 'Content' menu is open, showing 'Pages (6)'. On the left, a 'File Navigation' sidebar is visible, showing a tree structure of folders and files. The main area displays a list of pages with columns for 'Name', 'Status', and 'Modified'. The list includes items like '_media', '_nav.ounav', 'index.pcf', 'interior-page.pcf', 'training-events', and 'training-faculty'. Status icons (lightbulb, padlock, etc.) are shown next to some items. Annotations with orange arrows point to various elements: 'Open File Navigation view **' points to the sidebar; 'Upload or create New' points to the 'UPLOAD' and '+ NEW' buttons; 'Navigate' points to the breadcrumb navigation; 'See Status' points to the status icons in the table.

Name	Status	Modified
_media		6/9/23, 12:41 PM
_nav.ounav		5/10/23, 11:10 AM
index.pcf		6/16/23, 8:42 AM
interior-page.pcf		5/10/23, 11:12 AM
training-events		6/16/23, 9:38 AM
training-faculty		6/16/23, 9:39 AM

Items per page: 100 1 - 6 of 6

**** The “File Navigation” panel may show you a different area of the site than shows in either the Preview/Edit or the Pages view. Open folders to click on specific items, to go to them.**

PAGES VIEW

Different in Modern Campus – View SELECTOR

- STAGING = the MC CMS working-editing environment
- PRODUCTION = shows what has been published out “to production”/live
- TESTING = shows what has been published to the non-crawled publishing address

The screenshot displays the Modern Campus Pages View interface. On the left, a sidebar contains a 'VIEW SELECTOR' dropdown menu with options: Staging, Production, and Testing. An orange arrow points from the 'STAGING' option in the sidebar to the 'STAGING' dropdown in the main content area. Another orange arrow points from the 'Testing' option in the sidebar to the URL text below. The main content area shows a table of items with columns for Status, Modified, and a list of items. The 'STAGING' dropdown is highlighted with a red box. The URL text below the sidebar is: <https://modern.web.uh.edu/your-uh-area/> and <https://modern.web.uhsystem.edu/your-uhsystem-area/>. The 'Modified' column in the table shows dates and times: 6/9/23, 12:41 PM; 5/10/23, 11:10 AM; 6/16/23, 8:42 AM; and 5/10/23, 11:12 AM. The footer shows 'Items per page: 100' and '1 - 6 of 6'.

Status	Modified
173B	6/9/23, 12:41 PM
10.1K	5/10/23, 11:10 AM
8.2K	6/16/23, 8:42 AM
	5/10/23, 11:12 AM

**** The view SELECTOR shows either:**
what exists within the MC CMS -or-
what has been Published to the different locations [URLs]

Note the “Modified” time-date information

MAKING NEW PAGES

From the *PAGES VIEW*, you can select *NEW* and the *New Content* panel will display the types of items you can select and create within your area.

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Different Users will see different selections based on permissions and access

New Content

CREATE NEW FOLDER

New Folder

Upload File

New File

New Interior Page

New Faculty Directory Page

New Faculty Profile Page

New News Archive Page

New News Article (Around...)

New News Article (External...)

New News Article Page

New News Category Page

New Newsroom Page

New Newsroom Section

PCF

gallena

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?

UPLOAD

+ NEW

STAGING

Modified

6/9/23, 12:41 PM

5/10/23, 11:10 AM

6/16/23, 8:42 AM

5/10/23, 11:12 AM

6/16/23, 9:38 AM

6/16/23, 9:39 AM

100

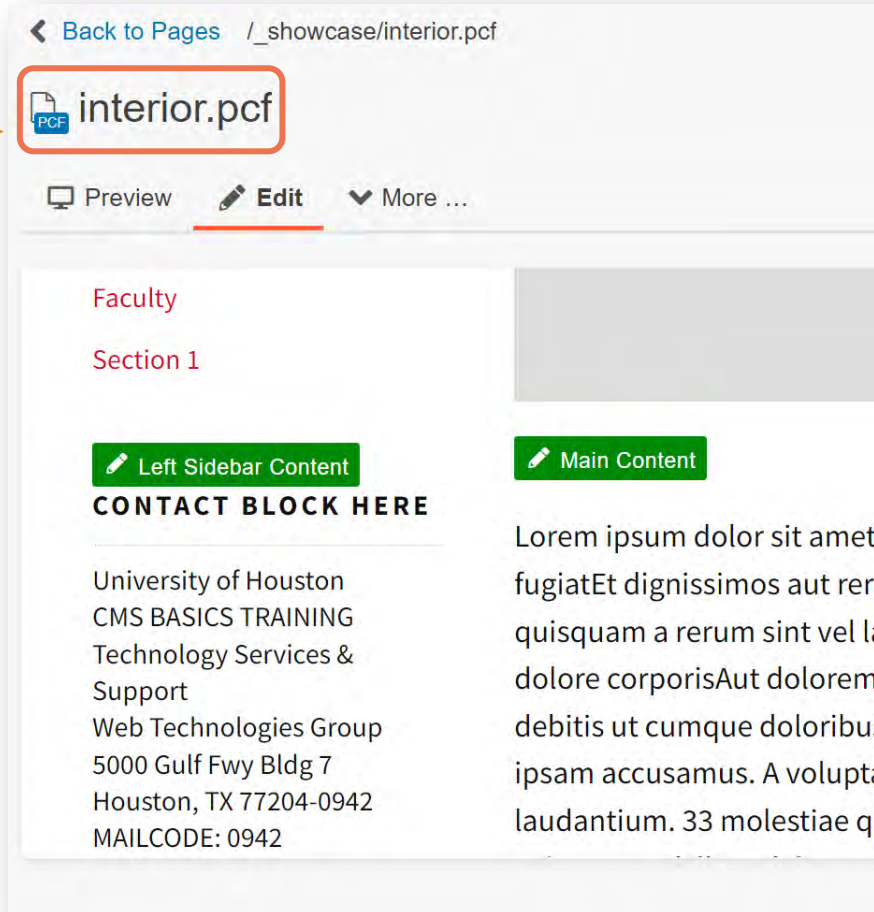
1 - 6 of 6

CANCEL

“Two-part” buttons - The down-arrow displays options as a list

MAKING NEW PAGES

Page/File name



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When creating/uploading
NEW items, **change**
the pre-set filenames:

- The primary page in any directory should be [re-]named as 'index' – the UH/UHS default name. The pre-set names cannot act as *defaults* within a directory.
- Other Page and File names should be **content-descriptive**.

Follow filename conventions:

- use all lower-case
- NO spaces
- separate words with dashes

PAGES VIEW

■ See “Status”



Clear Lightbulb – “checked-in” and available for editing;

Some editing features will not show for the item until it is *checked-out* to you!



Solid Lock – “checked-out” to someone else;

Hover over icon to see which User has it locked; Admins can override



Yellow Lightbulb – “checked-out” to you

modern campus cms™

Dashboard ▾ Content ▾ Reports ▾ Add-Ons ▾ Setup ▾

gallena

Pages (6)

UPLOAD + NEW

Filter STAGING ▾

Name	Status	Modified
_media		6/9/23, 12:41 PM
_nav.ounav	🔒	5/10/23, 11:10 AM
index.pcf	💡	6/16/23, 8:42 AM
interior-page.pcf		5/10/23, 11:12 AM
training-events		6/16/23, 9:38 AM
training-faculty		6/16/23, 9:39 AM

Items per page: 100 ▾ 1 - 6 of 6

You may also see other icons, such as:



Blue Solid User Icon:
When item is pending approval.

Hover over the icon to see Approver. Item cannot be edited by others until the workflow is resolved.

KEY CONCEPTS: Approver Workflows

- Approvers can be set at different levels within the MC system:
 - User setting
 - Area setting (folder-level)
 - By-resource
- Once edits are submitted, no further edits can be made until the process is resolved or cancelled.
Approver can either:
 - Reject/return for further editing with notes;
 - Accept and publish;
- Set up CMS-approvals based on MC editing needs

Workflow	
	/_training/basics/uit-tss-basics/uit-bas... Approved by You on 8/21/25 at 5:24 PM
	/_training/basics/2025-07-16-uit-tss/ki... Declined by You on 7/16/25 at 3:33 PM
	/_training/basics/2025-07-16-uit-tss/m... Approved by You on 7/16/25 at 3:20 PM
	/_training/basics/2025-01-14/schwerin... Declined by Someone Else on 1/16/25 a...

The Dashboard Workflow Gadget will help you track workflow status

THINGS TO REMEMBER & TIPS

- You can travel to your published page first, then click the **DirectEdit** link to log in
- Only one person can edit a page at a time with “**check out**” system
 - Use “My Checked-Out Content” dashboard gadget to keep track, and to check things back in when done
 - Caution: Locks on items can be broken by Admins, but the original editors’ changes may be lost
- If you **do not wish to Save** edits, select an item’s Preview tab to leave Edit mode
- Items **Submitted for Approval** cannot be edited (or published) by anyone but the Approver unless Declined, or until the workflow is ended
- Items **Scheduled for Publishing** cannot be edited or published off-schedule until the schedule resolves or is cancelled/removed
- **Dependency Tags** are assigned to all internal pages and files
 - Dependency Manager does not manage external or deleted content
 - Items Restored from the Recycle Bin must be re-linked
- **Assets** are added to a page, where they CANNOT be edited
 - Asset creator/owner navigates to the Asset itself to edit it there & changes are pushed to subscribers for publishing
- **Snippets** are added to a page, where they CAN be edited - typically via ‘*table transformations*’
- **Components** are added to a page, where they CAN be edited using *form fields*

THINGS TO REMEMBER & TIPS, cont.

- **When submitting changes for Approval**, please leave notes as to what the Approver should be looking for
- **If Declining an item in an Approval process**, please leave notes so the Editor knows why, or has an idea of what may need to be done next
- **Recycled items** may be gone after 30 calendar days, and can only be Restored if they still show in the Recycle Bin. *Remember: Items with Dependencies which are Restored from the Recycle Bin will need to be re-linked*
- **Some Key Definitions**
 - **.pcf** = Publish Control File = page
 - **.php** = indicates either a **file** stored within MC **or** may represent a page published either to testing or to production
 - **Binary File:** PDF, JPEG, PNG, GIF, XLS, PPT, DOCX, etc.
 - **File:** may refer to anything publishable, such as: pages, or binary files, or text-based files (.css, .js)
 - **Subscribers:** refers to pages and assets – e.g. a page *displaying* a particular asset is said to *Subscribe* to that asset and has a *Dependency* relationship with it *[similar to Relationships in Cascade CMS]*

Welcome

To the University of Houston's
Modern Campus Content Management System