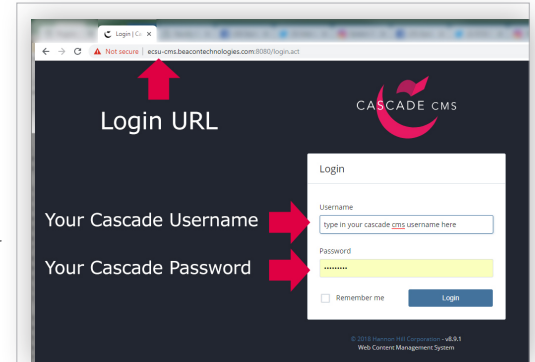


# 3 EASY STEPS TO BEGIN EDITING YOUR WEB SITE

## STEP 1:

Go to: <http://ecsu-cms.beacontechnologies.com:8080/>  
Type in your username (same as your Eastern username) and Cascade password\* and click login (blue button)

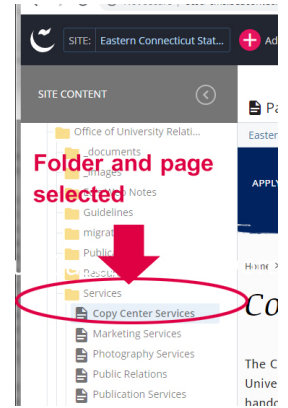
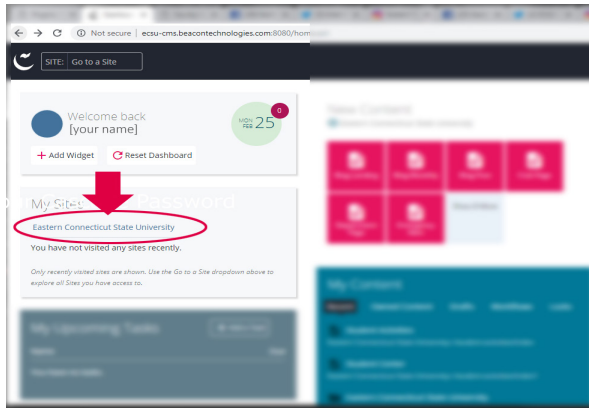
\*If you have forgotten your username or password, please email Jason Wheat ([wheatj@easternct.edu](mailto:wheatj@easternct.edu)) to reset it for you. You may click on "remember me" to have your login stored for easy access in the future.



## STEP 2:

Select under "My Sites": **Eastern Connecticut State University** (this will open to the work area).

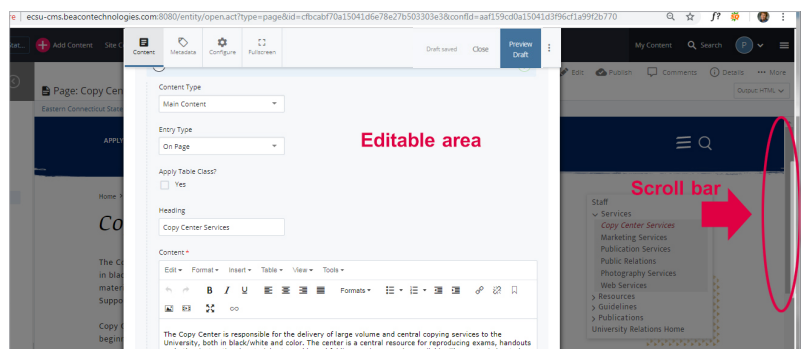
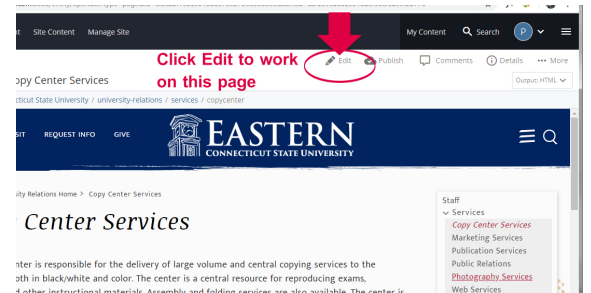
Scroll through the left column to find your website's folder and click to select. Once open, you can find and click on the page you would like to edit, either from the left column or the main content in the center of the page.



*NOTE: If you have sub-menus, the page you are looking for may be inside a folder.*

## STEP 3:

Once you have found the page you would like to edit, click "edit" to open the page and make changes. Remember you may need to open different content rows to find the content you want to edit. You also may have to scroll down to get to the content row you are looking for. Click Preview & Draft button on top right to post your edits. Once satisfied, click "publish" in the upper white navigation bar.



\*NOTE: If you have forgotten your username or password, please contact Jason Wheat at [wheatj@easternct.edu](mailto:wheatj@easternct.edu) so he can reset it for you.

# QUICK START GUIDE

Eastern web pages are built using a variety of “content rows,” each with different functionality and a varying use of text, heads, photos, graphics, and videos. Keep in mind you do not have to build your page based on the order of the content rows in the drop down menu nor would you ever use all of the rows. These are samples of how you can use the content rows but you may explore additional options by referring to your Cascade Contributors Guide.

## BANNER:

Banner heading text should be short and intuitive (“University Relations”; not “Office of University Relations”). The photo should convey the nature of the department, office or service.

**Image size: Landing Page 1920x745 or Interior Page 950x490 pixels.**



## MAIN CONTENT ROW/ WYSIWYG:

Allows you to display content (may include images) either on a landing page or interior page.

*NOTE: All pages using the Landing page template must have a main content row and it must be the first content row on the page. Interior pages do not have a main content row, but can use the “wysiwyg” content row or any other content row as the first row.*

### Live on a Beautiful Campus!

Almost 90 percent of freshmen and almost 60 percent of all Eastern students live on campus. Living close to classes, the library, computing resources, support services and a host of student clubs and activities is convenient, national data also shows that students who live on campus get better grades and graduate on time. Housing services are provided by the **Office of Housing and Residential Life**. Students living on campus:

- Get better grades and graduate on time
- Have easy access to the library, computing labs and other services
- Can walk to class and the dining hall
- Are more engaged in student clubs and other campus activities
- Make friends for a lifetime!

- > Campus Life
- > Dining
- > Residence Halls
- > Resources for Residents
- Faculty/Office Hours
- Maps and Directions
- > Forms & Documents
- FAQs
- [Housing Home](#)

## CARD DECK:

Used for two or three elements of equal importance with a header, photo, text and an optional link to more content.

*NOTE: You can use the Card Deck content row with a two- or three-column row format, and with or without images.*

**Image size: 430x290 pixels.**

### Hands-on Learning (Example 1)



#### Tropical Biology

Eastern biology students and faculty have conducted field research in the Caribbean Basin (Belize, Bahamas, Costa Rica) each of the past 50 years.

[LEARN MORE](#) →



#### Undergraduate Research

Mentored by faculty experts, biology students conduct independent research ranging from discovering new antibiotics to NASA research to genetics.

[LEARN MORE](#) →



#### Internships

Eastern students take summer internships at Pfizer, Jackson Labs for Genomic Medicine, the Ecological Society of America and more.

[LEARN MORE](#) →

### Card Deck Test (Example 2)

#### Club Football

##### NEW ENGLAND CHAMPIONS

Eastern's Club Football team competes with other collegiate club teams in the North Atlantic Conference. In 2016 the team won the conference championship. Eastern plays teams from Vermont, Rhode Island, New York and Connecticut, including the University of Vermont, Johnson and Wales in Rhode Island, Clarkson University, and Sacred Heart University.

[FOOTBALL CLUB](#) →

#### Internships

##### CIGNA WORKHUB

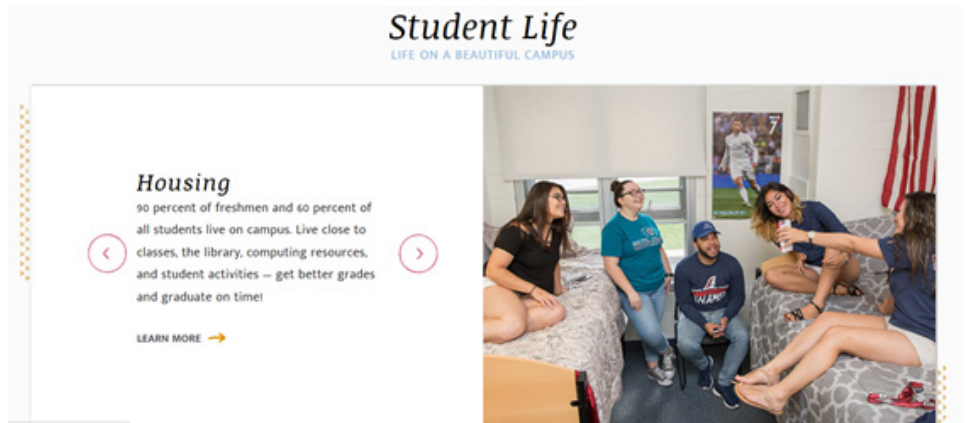
Now in its ninth year, the CIGNA Work-Hub on Eastern's campus offers an on-campus, paid internship for students who major in Business Information Systems, Computer Science, and/or Business Administration. Using this extensive hands-on learning experience, upwards of 100 students have graduated and gone on to Cigna for full-time employment.

[CIGNA WORK HUB](#) →

## GALLERY:

Allows you to rotate multiple images/text in a slider (maximum of 6). You have the option of auto advancing the slides or allowing the end user to manually advance the slider.

*NOTE: Auto advance ensures that the end user sees multiple items. Hovering over any single item stops the auto advance so the end user can control the movement.*  
**Image size: 624x425 pixels.**



## ROLLUPS:

Must appear as three separate rollups, three per row. You may have up to three rows of rollups, totaling nine rollups. In the two examples shown to the right, note that the first example has text that is revealed on rollup (mouse hover) and the second example has static photos in the two rows. Optional link included.

**Image size: 402x572 pixels**



**Faces and Places** (Example 1)



**Faces and Places** (Example 2)



## ICON SLIDER:

Used to create statistics with a graphic, number/symbol, and caption. A field to enter each element exists in the CMS.



## ACCORDIONS:

Each accordion opens independently to reduce the number of interior pages and clicks, allowing users to see more content while controlling the vertical length of the page. Accordions can include a header, text, image, and link(s) to more information.

### Programs of Study

#### ▼ *Biology Major/Minor*

Biology students at Eastern gain extensive practical experience and spend more time in the laboratory and field than in lecture. Students receive the full attention of their professors, all of whom have Ph.D. degrees from top universities; professors teach both lectures and laboratories. Working in small classes with state-of-art scientific equipment ranging from a DNA sequencer to a confocal microscope, students acquire hands-on experiences in the laboratory and in terrestrial, freshwater and marine environments. In addition to the Biology major, a Biology minor is offered to other majors.

[View Major](#)

[View Minor](#)

> *Biochemistry Major/Minor (related)*

> *Coaching Minor*

> *Health Sciences Major (related)*

> *Finance Major*

## IMAGE SLIDER:

Used to create a photo slider of multiple images, with or without captions. Includes a heading.

*NOTE: Maximum of five images allowed.*

*Image size: 430x290, 630x430, or 425x580 pixels.*

### Beautiful Photos



African Club

## TWO COLUMN TEXT/MEDIA:

While this content row is designed to showcase a video, it can also be used to present two columns of text, or used with text and an image. Two examples are shown, one with text and video and one with just two columns of text.

*Image size: 600x400 or 400x600 pixels.*

(Example 1)

### Abstract Counting

SUPPORTING MATHEMATICAL DEVELOPMENT IN YOUNG CHILDREN

In this brief video, Dr. Sudha Swaminathan describes the importance of providing children ample opportunities to manipulate tangible objects while developing counting skills. This foundational understanding eventually leads to their ability to engage in abstract counting.



(Example 2)

### Successful Alumni

Recent Eastern students who earned a bachelor's degree or a minor in biology are at the following companies and professional/graduate schools:

- Alexion Pharmaceuticals
- Bristol-Meyers-Squibb
- Kinetic Biomedical
- Pfizer
- State of Connecticut Department of Environmental Protection
- Boston College
- Dartmouth College
- Duke University
- Tufts University
- University of Massachusetts Medical School

### Career Options

Students who pursue undergraduate degrees in Biology can have rewarding and successful careers in a variety of professional fields, including:

- Physician
- Dentist
- Veterinarian
- Laboratory technician
- Optometrist
- Ecologist
- Forensic, marine, cell, wildlife, or computational biologist
- Entomologist
- Biotechnologist
- Nurse

## BLUE BLOCK:

Used to break up a page that has a lot of black text on a white background and is text only, without photo or header options.



**Student Activities**

Eastern students enjoy a broad range of on-campus experiences designed to promote academic, social, and personal development. Student Activities staff work with other offices in the [Division of Student Affairs](#), as well as faculty and housing staff, to provide an integrated student life program.

- More than 90 active student clubs and organizations
- More than 2,500 social and cultural events a year
- Cocurricular programming
- Leadership opportunities
- Recreational and wellness programs

## CALLOUT:

Perfect for showcasing deadlines or announcements. Always has white text on a dark blue background, with a transparent photo in background. Has an optional call-to-action link such as “Learn more.”



*Callout Heading*

THIS IS YOUR SUBHEADING

“Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.”

(Example of Call to Action Link)

[LEARN MORE →](#)

## 2/1 TEXT with MEDIA:

While similar to Two Column Text/Media, this content row divides the content into a 2/3 and 1/3 format. You have the option of using an image or a video. Has an optional call-to-action link such as “Learn more.”



*Joshua Newhall '18*

GERMANY

Political Science major Joshua Newhall studied at Freie Universität in Berlin, Germany in spring 2017. “As a political science major I have always been interested in Germany for its unique history and influential role in the European Union and modern international relations. This school also offered several interesting economic courses which I thought would be especially influential coming from a university in the heart of the world’s fourth largest economy.”



(Example of Call to Action Link)

[LEARN MORE →](#)

*Image size: 624x425 pixels.*

## THERE ARE NO STUPID QUESTIONS!

Still need help? Contact your web developer in the Office of University Relations, refer to your Hannon Hill Cascade Contributor Guide or look at our short help videos at [easternct.edu/universityrelations/web-services](http://easternct.edu/universityrelations/web-services).