Instructions for adding seminars to the 2017-2018 Physiology Seminar Series in Cascade:
(Cascade is the Emory wide content manage system used for most Emory websites)

Go to the Cascade content management to begin: cascade.emory.edu.

Log into Cascade using your Emory user login and password:

![Cascade Server Login](image)

After you are logged in, you will see this menu at the top left (“global”).

![Cascade Server Menu](image)

Change “global” to “SOM – Physiology V2” by clicking the arrow to the right of global which is a pull down menu. Then it should look like this:

![Cascade Server Menu Change](image)
“SOM – Physiology V2” is the main site for the entire department, but you should have access to only the folders related to the Physiology seminars.

Now you are in the correct site, so it’s time to make the changes to the seminars. This is where you choose which seminar series you will be working on:

1. Physiology
2. SIN
3. TSWU

Your folder structure for all files should look like this:

Go to the whichever folder you need to work in depending on which seminar you are going to add speakers to. Just click on the plus sign to the left to open it up so it will look like this:
For illustration purposes here, we will demonstrate by working in the “PHYSIOLOGY-Dept-Sem-Thursdays” folder which is the main department seminars folder (figure above has this folder open).

**Important note** – each of these three main folders that fall within “dept-seminar-series” has an “index” page. It is mandatory that these folders have a page called “index” and no other name. This is the essential anchor page for each of these folders and is necessary for the proper navigation of the folders and pages.

*Another note* – You probably won’t need to work in any of the files with “archives” in the titles.

You are ready to open the index page and add a speaker to the seminar list table.

Click the index page, it will be highlighted in dark blue, and open that page. You will be in “view” mode which is highlighted below the title on the top left:

To actually make any changes to this page you need to be in “edit” mode. Click “edit” next to the “view” mode on the top left. The following three screenshots are what the window you’re working in will now look like in edit mode:

** When you are in “edit” mode, keep scrolling down in this window to get to the editable boxes lower on the page.
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Instructions compiled by Harriet Moore hmoore@emory.edu - 727-2735

Scroll down to the next section, same window, bottom of the page:
You are ready to enter the seminar speaker names, dates, etc. in the tables.

Go to the line where you want the name to appear. Make sure you are working in the correct semester (Fall 2017 or Spring 2018)

I pre-filled the dates but if you need more can be added.

Once you have entered the information, you scroll to the bottom of the page and click “submit” which in Cascade is the equivalent to the “save” function. See screenshot:
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After you submit you still need to publish the page in order for it to show on the website.

Your permissions in this program only allow you to publish to “production” right now but I will be changing that to include “staging”
After you make sure that “production” is checkmarked, click “submit” to publish the page to web. It might take a few minutes to show but it usually publishes pretty quickly. Check to see if your updates and changes are correct.

http://www.physiology.emory.edu/dept-seminar-series/index.html

The above example for the main Physiology seminars is the same for the SIN seminar series and the TSWU seminar series in their folders. The steps are the same.

Please don’t forget to log out of Cascade when you are done.

If you ever have any questions or need something fixed, please feel free to contact me at the information in the footer of this document.

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