

Cascade Manual

A guide for updating Gordon State College's Website

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1 Cascade Basics

1.1 Logging into Cascade

To login to Cascade, go to www.gordonstate.edu/admin. This is an easy to remember shortcut that will take you to the actual login link, <https://cascade.gordonstate.edu:8443>.

1.2 Common login errors

The three most common login errors you will encounter is an incorrect password, your Cascade account is disabled, or your network password has expired. Resetting your password will correct the first and last of these issues. If your Cascade account has been disabled you will need to contact IT to get it re-enabled.

1.3 Your Cascade Dashboard

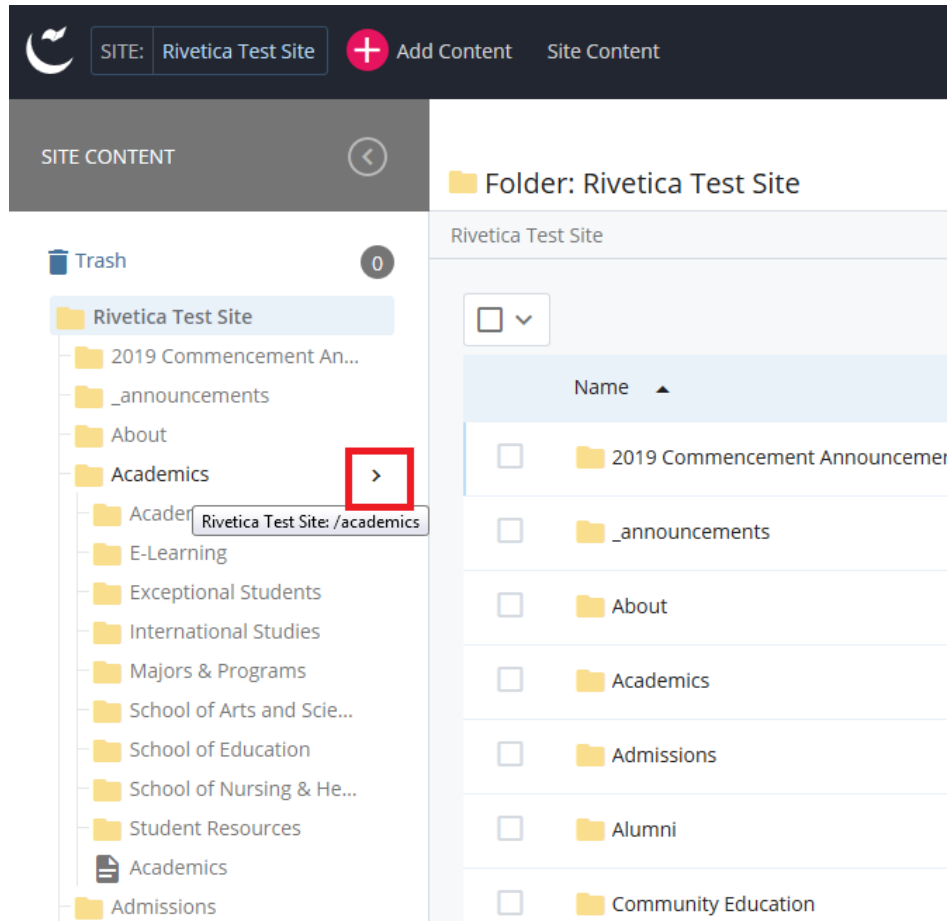
The first screen you come to when you login to Cascade is the Cascade Dashboard. Here there are multiple widgets you can add by click the *Add Widget* button.

The red square in the top left denotes the *Site Selector*. You can use this to select a site to view or edit in Cascade. The red square beneath the profile picture is the *Add Widget* button. You can add a preselected type of widget with this button. Each widget can be clicked and drag to a new location on the dashboard to arrange your dashboard the way you want it. Some widgets require a site to be selected for them. To select a site for a widget, or change the site on a pre-existing widget, mouse over the widget and click the pencil icon. This will bring up a drop down selector to select a new site. The red square in the top right denotes the search button. Your search button will search between all assets in Cascade that you have access to that matches your search.

1.4 Maneuvering Inside Cascade

To maneuver between sites in Cascade, use the *Site Selector* button in the top left. It can be identified by the word *SITE*, in all caps, listed on it.

Once you enter a site, you will see a folder directory structure. You can maneuver this structure by clicking on folders to expose more folders or by hovering over a folder and clicking the right side arrow that appears. This arrow is denoted by the red square below. This arrow will load that content of that folder into the full screen view.



2 Creating New Assets

2.1 Pages

Coming soon.

2.2 Folders

Coming soon.

2.3 Images

Coming soon.

2.4 Documents

Any new documents added to Cascade must be a PDF document. They can be added by going to the Shared Resources site and clicking the pink *Add Content* button at the top of the page. Then select the PDF Upload option. This will open up the file upload window. Start by clicking on the blue choose link in the white box at the bottom. This will allow you to select the file you wish to upload. Once you upload your file, your file name will be prepopulated. If your file name is not URL friendly, Cascade will suggest a new, URL friendly name to change it too. Ensure that the place folder is one that you have access to add files to and that it is where you would like the document to be added too. Then click the *Preview Draft* button and continue to submit your document. Once your document is submitted be sure to publish it so that when you link to it you won't create a 404 error.

File Name *

Must meet the following requirements: Lowercase only, Word spaces replaced with hyphen, and leading and trailing spaces are not allowed

This field is required.

Placement Folder *

Shared Resources: /documents/department...

Title

Description

Drop a file here or [choose](#) one from your computer

3 Editing Content and Page Modules

The follow section will cover how to edit pages and files within Cascade and cover the details of updating each type of module.

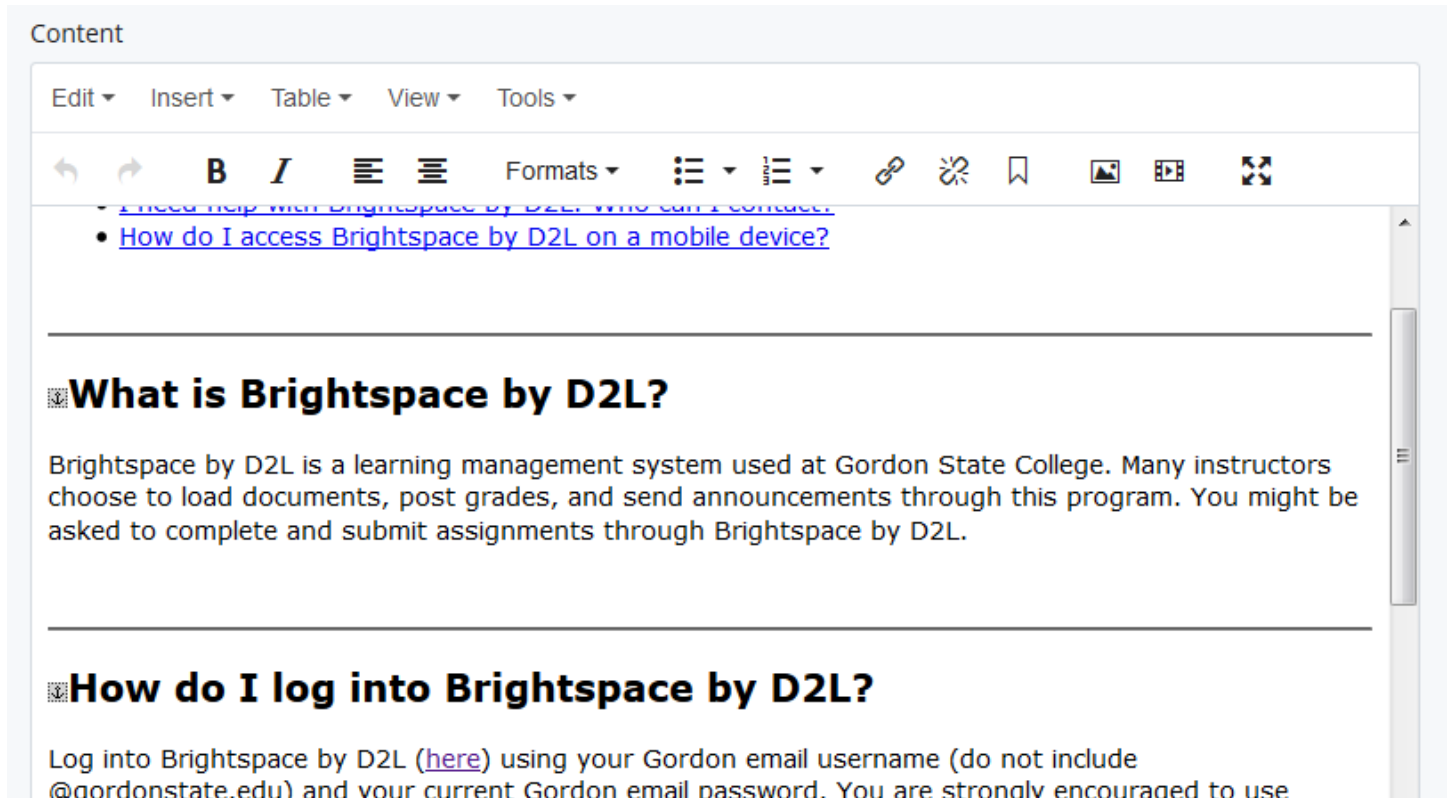
3.1 Editing or Replacing Content

3.1.1 Page

There are many different areas in which a page can be edited in Cascade. This section will cover the Cascade WYSIWYG (What you see is what you get) interface functions such as text format and linking, which is the part most akin to the Microsoft Word interface. For information about how to use the different modules in Cascade, Refers to the next section *3.2 Editing Page Modules*.

3.1.1.1 Paragraphs

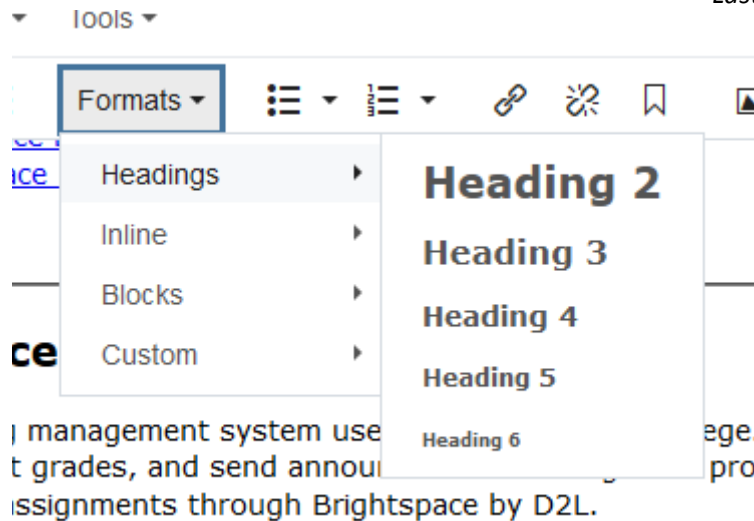
Typing paragraphs in Cascade is much like typing paragraphs in Microsoft Word. Using the tool at the top of the edit box you can bold or italicize text, realign text, create lists, and create links.



The screenshot shows the Cascade WYSIWYG editor interface. At the top is a menu bar with 'Edit', 'Insert', 'Table', 'View', and 'Tools'. Below the menu is a toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, insert image, insert video, and full screen. The main editing area contains a blue link 'Need help with Brightspace by D2L? Who can I contact?' followed by a bulleted list item 'How do I access Brightspace by D2L on a mobile device?'. Below this is a horizontal line, then a heading 'What is Brightspace by D2L?' with a small icon to the left. The paragraph below the heading reads: 'Brightspace by D2L is a learning management system used at Gordon State College. Many instructors choose to load documents, post grades, and send announcements through this program. You might be asked to complete and submit assignments through Brightspace by D2L.' Another horizontal line follows, then another heading 'How do I log into Brightspace by D2L?' with a small icon to the left. The paragraph below reads: 'Log into Brightspace by D2L ([here](#)) using your Gordon email username (do not include @gordonstate.edu) and your current Gordon email password. You are strongly encouraged to use

3.1.1.2 Formats

There are a couple of different formats available for text. The most important of these are headings. You can use headings to separate and outline content by topic. Headings are also used by search engines to ensure that a page says on that topic. Reusing your page title within your headings will increase your page ranking with most search engine because they will recognize that your page is consistent and stays on topic.



3.1.1.3 Links

To add a link in the edit box, highlight the text that you wish to be a link. Then click the chain link button on the tool bar. This will open the link editor. If you are linking to an item in Cascade, you will need to select the *Internal* Link Type. This will allow you to select the item you wish to link to from within Cascade. If you are linking to an item **not** in Cascade, as shown below, you will need to select the *External* Link Type. This will allow you to paste the link in the field.

Insert link

Link Type

☐ Internal
 ☒ External

Link Source

Anchor

Text to display

Title

Target

Class

Ok

Cancel

To create links that open email dialogs or phone apps, you will need to select the *External* Link Type and type in the correct link protocol. To create an email link, use the “mailto” protocol. Creating the link will look like “mailto:someone@gordonstate.edu”. This link will open the default email client when click. To create a phone call link,

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use the “tele” protocol. So a phone call link will look like “tele:6783595000”. This link will prompt a user to make a phone call when clicked.

3.1.1.4 Adding Images

To add an image into a web page, begin by placing your cursor where you want the image and then click the image button on the tool bar. This will open the image editor. To select an image, click the button that says choose file. Then select the image you would like. Then once you click okay, the image will be added to the web page. You can resize the image by using the Dimensions setting in the image editor.

Adding Videos

Insert/edit image [X]

General | Advanced

Image Type: ☒ Internal ☐ External

Image Source: education-students-in-class.jpg

Shared Resources: /new-photography/educa...

Decorative: ☐ This is a decorative image, no description needed.

Image description: education-students-in-class.jpg
Image's title, display name or custom text

Dimensions: 1680 x 1260 ☒ Constrain proportions

Class: None

Ok Cancel

3.1.1.5 Adding Videos

To begin, put your cursor on the line you would like to insert the video on. Then click on the video button in the tool bar. A majority of the time you will want to use the embed tab for inserting a video. Then copy and paste your embed code into the text field. Then click OK.

Insert/edit media [X]

General | Embed | Advanced

Paste your embed code below:

```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/y5vEWcd4w_g"
frameborder="0" allow="accelerometer; autoplay; encrypted-
media; gyroscope; picture-in-picture" allowfullscreen>
</iframe>
```

Ok Cancel

3.1.2 Right Hand Menus

The items that load in on the right hand menus in Cascade are pulled from the folders in Cascade next to the current page. For example, the Testing Center home page has folders for each type of test “next” to in Cascade. And by next we mean in the same folder as the current page.

Testing Center	Name	Order
Testing Accommodations	☐ Testing Center	1
CLEP	☐ Testing Accommodations	2
ACCUPLACER Exam	☐ CLEP	3
Dantes/Dsst	☐ ACCUPLACER Exam	4
eCore Testing	☐ Dantes/Dsst	5
GACE Test	☐ eCore Testing	6
Major Field Test	☐ GACE Test	7
Online Course Testing	☐ Major Field Test	8
Kaplan Testing	☐ Online Course Testing	9
Prior Learning Assessment	☐ Kaplan Testing	10
Paraprofessional Assessment	☐ Prior Learning Assessment	11
Residual ACT® Exam	☐ Paraprofessional Assessment	12
Proctored Testing	☐ Residual ACT® Exam	13
	☐ Proctored Testing	14

If you compare the two images above, the Testing Center folder in Cascade and the Testing Center menu on the website, you’ll notice that the menu items and the order of them items mimic the order of the items in Cascade. Cascade naturally sorts folder by name, but click the order header into the tool bar will change how the items are ordered. So to reorder a menu on the website, we simply need to just reorder the items in Cascade.

To rename a menu item, you just need to change the *Title* of the folder you want to rename. So if I wanted to rename the Proctored Testing item, I would change the title of the Proctored Testing folder and then click submit.

Title

Proctored Testing

Description

3.1.3 Documents and PDFs

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The screenshot shows a content editor window with a top navigation bar containing 'Content', 'Metadata', 'Configure', 'Fullscreen', 'Close', and 'Preview Draft'. The main content area has the following sections:

- Title:** A text field containing 'Brightspace by D2L Annotations'.
- Description:** A large empty text area.
- File Upload:** A dashed border box containing the text 'Drop a file here or choose one from your computer'. The words 'or choose one' are circled in red.
- Tags:** A text field with the placeholder 'Select one or more values...'.

3.2 Editing Page Modules

3.2.1 Callout Header

The Callout Header module is what controls the large, bold font on page titles. To set this title, simply type it into Page Headline text field of the Callout Header module. The extra check box on this module will allow you to add a call out button to the top of the page. When you click the check box to add a header callout, you will see more options appear. They will allow to add the callout text, button text, and enter the URL for the button. An image of what the header callout looks like is displayed below.

The screenshot shows the 'Callout Header' module configuration panel. It includes:

- A dropdown arrow and the label 'Callout Header'.
- Page Headline:** A text field containing 'Getting Started with eLearning'.
- Add header callout?** A checkbox labeled 'Yes' which is currently unchecked.

This screenshot shows the additional configuration options for the Callout Header module, which appear when the 'Add header callout?' checkbox is checked. It includes:

- Callout Text:** A text field.
- Button Text:** A text field.
- URL Type:** Three radio button options: 'Internal', 'External', and 'External - Manual'.

Apply to enroll in one of our eLearning Degrees now!

APPLY NOW >

GETTING STARTED WITH ELEARNING

3.2.2 Degree Download

The Degree Download module only appears on the Degree page type. This module is for an accompanying document to be attach to a degree page for download. Using the buttons in the top right of the module, you can add, remove, or reorder the downloads. The Heading field define the bold black text that will appear at the top of the degree download block. The Link text defines the text that will be added to the button. The URL type and URL will define the document or webpage that will be linked to from the button. The Target _blank field will you to open the target URL in a new window. The content will define the paragraph text under the button.

▼ Degree Download

Heading

ADVISEMENT WORKSHEET

Link Text

Business Administration Advisement

URL Type

☒ Internal ☐ External ☐ External - Manual

Internal URL

[Advisement_Worksheet_Bu...](#)

Shared Resources: /pdf/Advisement_Worksh...

Target _blank?

☐ Yes

Content

Please download and print out this advisement worksheet and review all requirements before your initial meeting with your advisor. Hold on to this worksheet for future planning.

3.2.3 Degree Listing Block

The degree listing block can be found on the Department page type. It is used to list links in a block (originally for degrees but they have been used for other purposes as well).

Degree Listing Block (1/2) [Down Arrow] [Add] [Remove]

Heading

Associate Degrees

Content

Edit Format Insert Table View Tools

← → **B** *I* Formats [List Icons] [Link Icon] [Image Icon] [Code Icon] [Fullscreen Icon] [Refresh Icon]

Pathways to Baccalaureate Degrees (Area F's)

Image

student-whiteboard.jpg [Close]

Shared Resources: /new-photography/stude...

Link List (1/2) [Down Arrow] [Add] [Remove]

Link List (2/2) [Up Arrow] [Add] [Remove]

You may use the buttons in the top right of the module to add, remove, or reorder the degree listing blocks. The heading is what will appear as the bold black text in the gray block. The content is what will appear at the paragraph text within the gray block. The image will appear on the left side of the gray block. The link list items will appear as the link items within the gray block.

Link List (1/2) [Add] [Remove] [Reorder]

Link Text

URL Type
☒ Internal ☐ External ☐ External - Manual

Internal URL
 [Remove]
GSC Website: /academics/majors-and-progr...

Target _blank?
☐ Yes

Inside each link list item, you will be able to add, remove, or reorder them using the buttons in the upper right hand corner. The link text item is what will appear as the clickable text. The URL type and the URL destination will define where the link goes. The Target _blank option will open the link in a new browsing tab.

3.2.4 Department List Block

The department list block is only available on the School type page. It is used to list the department underneath a particular school (although it can also be used for departments outside of schools as well).

Departments List Block

Heading

[Add] List Item (1/5) [Reorder] [Remove] [Add]

[Add] List Item (2/5) [Reorder] [Remove] [Add]

[Add] List Item (3/5) [Reorder] [Remove] [Add]

[Add] List Item (4/5) [Reorder] [Remove] [Add]

[Add] List Item (5/5) [Reorder] [Remove] [Add]

The heading will be the bold blue text that appears above the list items. Each list item will be a button.

List items can be added, removed, or reordered with the buttons at the top right of the module. The icon selector will select the icon to be displayed on each button. The button text will be the text on each button. The degree count will be the number at the end of each button. The URL type and URL destination will define the link the button goes to. The target_blank option will open the link in a new tab.

3.2.5 Figure with Caption

The Figure with caption module shows up on two page types. The Blog post page and the Degree page. This module is for displaying an image with a caption box underneath. To use this module, select an image to be displayed and enter a caption to go along with it.

3.2.6 Hero

The Hero module is the large header image on the department home pages. This module replaces the function of the Callout Header module on these pages. When you open the Hero module you will the following fields below.

Hero

Horizontal Bar Color

Yellow

Internal Image

 professor-teaching-class-b.j... 

Shared Resources: /new-photography/profe...

Title

Academics

Add Additional Callout

NOTE: Additional callout will not display on degree or standard pages

☒ Yes

The horizontal bar color denotes the color of the translucent bar that will appear behind the main header text of the webpage. The color of the horizontal bar will automatically set the color of the small vertical bar to a complimentary color. The image that is chosen will be the back ground image of the Hero module. **It is important to insure that the chosen image is the correct aspect ratio or the Hero block on the webpage will be elongated or compressed.** The correct aspect ratio is 4:1. If you cannot find an image with a 4:1 aspect ratio then keep the image that is currently on the Hero module. The title for the Hero module will be to large white print that appears on the horizontal bar.

And additional call out button can be added to the Hero block if needed. To the callout button, check the box at the bottom of the Hero module.

Additional Callout

Content

Double check your finals schedule!

Button Text

Finals Schedule

URL Type

☒ Internal ☐ External ☐ External - Manual

Internal URL

 Class Schedules 

GSC Website: /departments/schedule/class...

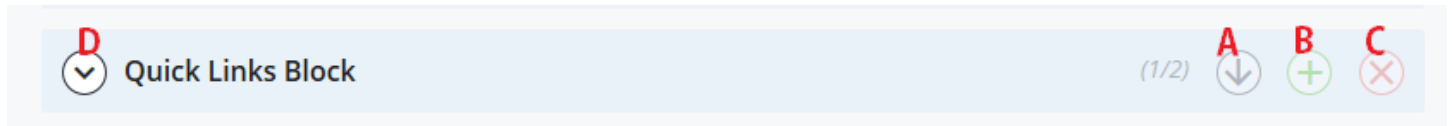
Target _blank?

☐ Yes

The content for the additional call out will be descriptive text that goes beside the button. The button text will be the literal text that shows up on the button. Then select the URL type and enter the URL destination. If it is an internal URL, there is also the *Target blank* option that will allow you to link to a new tab.

3.2.7 Quick Links

Almost every page on the website has the ability to have a quick links block on it. To begin click on the Quick Links module while editing a webpage.



In the picture above, the B marks the button that allows you to add an extra quick links block if needed. The C marks the bottom to remove a quick links block if it is unneeded. The A marked button allows you to reorder your quick links block. The D marked button allows you to open the quick links block.

A screenshot of the 'Quick Links Block' configuration form. The form has a light blue header with a dropdown arrow icon (labeled with a red 'D'), the text 'Quick Links Block', a '(1/2)' indicator, and three circular icons: a blue arrow pointing down (labeled with a red 'A'), a green plus sign (labeled with a red 'B'), and a red X (labeled with a red 'C'). The form contains three sections: 'Icon Selector' with a dropdown menu showing 'Task'; 'Heading' with a text input field containing 'Quick Links'; and 'Content' with a large text area containing 'Highlanders Forward!'.

Once your quick link module is opened up, you will notice a couple of different fields. You will be able to select an icon, enter a heading, and enter content. The content area here will be the paragraph of text that appears on the left hand side of your quick links block. Once you have completed the first three fields above, you will be able to start adding your links.

▼ List-item (1/10) [down arrow] [close]

Button Text

URL Type
☒ Internal ☐ External ☐ External - Manual

Internal URL
 [link icon] [close]
 GSC Website: /departments/computer-servi...

Target_blank?
☐ Yes

All of your links in your quick link block will be created here as list-items. You need to fill in the button text, URL type, and the URL destination. If it is an internal URL, there is also the *Target blank* option that will allow you to link to a new tab.

3.2.8 Statistics Block

The statistics block is available on the Department page type and the website Home page. Each of these pages can have up to 4 statistics blocks. Using the buttons on the top right of the module, you can add, remove, or reorder the statistics blocks. Then you must select a pre-defined color and pre-defined icon for your statistic. Then add in a number and a description for your statistic.

▼ Statistics Block (1/3) [down arrow] [plus] [close]

Heading / Background Color

Icon Selector

Statistic Number

Statistic Description