

CLA Drupal User Guide


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Getting Help with Your Website

If you need help or support for your website, the CLA Communications team is here to help! We have a ticket desk to make our web support more efficient.

You will find a link to our ticket desk on your website's "Contact" page, in the bottom right-hand corner: a life ring icon.

You can also find a link to the ticket desk on the college websites on the "Faculty & Staff Resources" page: <http://cla.calpoly.edu/faculty-staff>



Faculty and staff at the September 2006 unveiling ceremony of the College of Liberal Arts sign, designed by Kathryn McCormick (Art & Design). Photo credit: Renee Lowe Photographs (BFA, Art & Design, 2004)

- **Retention, Promotion & Tenure (RPT) Policies**
The College of Liberal Arts and the departments therein, have individual Personnel Policy and Criteria Statements, maintained on the [Cal Poly Academic Personnel website](#).
- **Cal Poly and CLA Travel Policies and Forms**
Forms and guidelines for faculty travel.
- **Communications Guidelines**
Cal Poly communication guidelines and useful tools and information for promoting events.
- **Curriculum Review Process**

CLA Travel Policy
Communications Guidelines
Curriculum Review
Technical Support
Advising Center

NEED HELP?

Looking for Communication and publicity support from CLA Communications Team? / [CLICK HERE](#) /

Need Online Communication and Website support from CLA Communications? / [CLICK HERE](#) /

For help with your website, please [visit our ticket desk](#).
For help with publicity and promotions, please [fill out a](#)

You can also go straight to the CLA helpdesk: <https://calpolycla.freshdesk.com/support/home>. Fill in your details, and we'll get back to you as quickly as possible, either by email or by phone.

A screenshot of the Cal Poly College of Liberal Arts Freshdesk support page. The header shows the college name and navigation links for "Home" and "Solutions". The main section is titled "Submit a ticket". It contains a form with fields for "Requester" (with an email input), "Subject", and "Description" (with a rich text editor). Below the form is an "Attach a file" link. At the bottom, there is a CAPTCHA challenge with the text "To verify you are human, please type the given scrambled letters" and a "Submit" button. A "Cancel" button is also present.

What You Can Do/What We Can Do

There are a lot of small edits to your website that are easy, quick and efficient for you to make. If you can use Microsoft Word, you can easily do 90% of the tasks you need to accomplish for your website.

Responsibilities	Departments	CLA Comm Team
Minor edits		
Adding/editing office hours	x	
Adding/editing Tentative Course Offerings pages	x	
Adding/editing Faculty information (phone/office numbers, name changes etc.)	x	
Uploading a document	x	
Creating links to documents	x	
Content		
News item (Event listing, classroom report etc.)	x	
Basic page and link article to another page	x	
Rich media embedding (video, SoundCloud player etc.)		x
Creating online newsletter		x
Graphics		
Image editing		x
Anything requiring extensive graphic design or more than basic web page design		x
Site management		
New website section		x
New site set up		x
Adding admins/users		x

Of course, the main reason you might want to contact us is that you are stuck and want to get unstuck!

Then log a ticket, and the CLA Communications team will be happy to help you.

Logging In

1. Type in the URL with /user at the end (ex: department.calpoly.edu/user)
2. Log in with My Cal Poly Portal username and password

Skip to Content ? Current Students Prospective Students Parents Business Community Faculty & Staff Alumni

my CalPoly login ~ A-Z Index ~ Quick Links Maps

CAL POLY

Political Science Department
College of Liberal Arts

Home News & Events Faculty & Staff Undergrad Students Grad Students Alumni Contact Giving

Home : User account

User account

Select "Log in" to be redirected to the secure My Cal Poly Portal login page.

[Cancel My Cal Poly Portal login](#)

[Back to Top](#) ↑

STUDENTS

[Curriculum](#)

[Major and Minor Requirements](#)

[Learning Objectives](#)

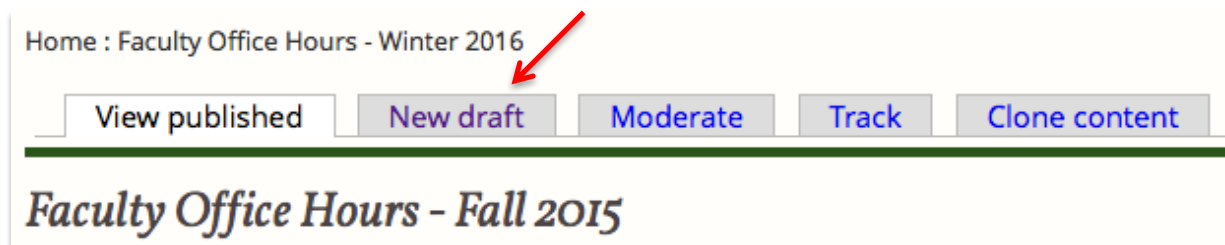
[Concentrations](#)

[Senior Projects](#)

[Tentative Course Offerings 2015-16](#)

Updating Office Hours

1. When logged in, navigate to the office hour page.
2. Click 'New draft'

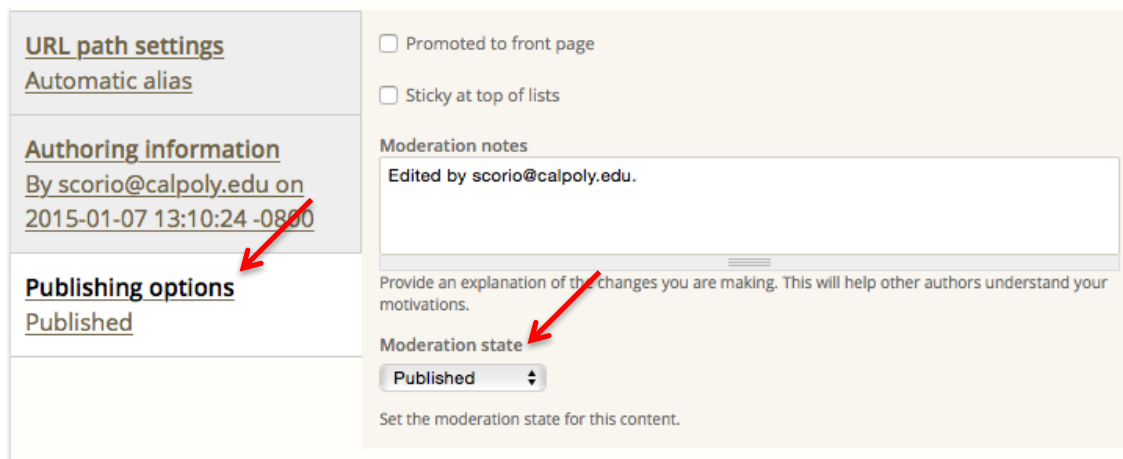


Home : Faculty Office Hours - Winter 2016

[View published](#) [New draft](#) [Moderate](#) [Track](#) [Clone content](#)

Faculty Office Hours - Fall 2015

3. Make necessary changes
4. When finished, click 'Publishing options'
5. Under 'Moderation state' choose 'Published'



URL path settings
Automatic alias

Authoring information
By scorio@calpoly.edu on
2015-01-07 13:10:24 -0800

Publishing options
Published

☐ Promoted to front page
☐ Sticky at top of lists

Moderation notes
Edited by scorio@calpoly.edu.

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

Moderation state
Published

Set the moderation state for this content.

6. Click 'Save' to return to the updated page

Updating Faculty Table

1. When logged in, navigate to the 'Faculty & Staff' page
2. Click 'New draft'
3. Make changes
 - a. To add or delete and new faculty member, right click on the row
 - b. Choose 'Insert Row Before', 'Insert Row After', or 'Delete Row'

Body

<u>Elizabeth Lowham</u>	<u>Bldg. 47, Rm. 14</u>	<u>805-756-2919</u>	<u>elowham@calpoly.edu</u>
Faculty			
<u>Jennifer Alton</u>	<u>Bldg. 47, Rm. 14N</u>	<u>805-756-1623</u>	<u>jaalton@calpoly.edu</u>
<u>Amelia Andrews</u>	<u>Bldg. 47, Rm. 11N</u>	<u>805-756-2016</u>	<u>aandrew@calpoly.edu</u>
<u>Craig Arceneaux</u>	<u>Bldg. 47, Rm. 11N</u>	<u>805-756-2842</u>	<u>carcenea@calpoly.edu</u>
<u>Martin Battle</u>	<u>Bldg. 47, Rm. 11N</u>	<u>805-756-5717</u>	<u>mbattle@calpoly.edu</u>
<u>Charles Barclay</u>	<u>Bldg. 47, Rm. 11N</u>	<u>805-756-2984</u>	<u>cbarclay@calpoly.edu</u>
<u>Jennifer Denbow</u>	<u>Bldg. 47, Rm. 11N</u>	<u>805-756-2984</u>	<u>jdenbow@calpoly.edu</u>
<u>Chris Den Hartog</u>	<u>Bldg. 47, Rm. 11N</u>	<u>805-756-2984</u>	<u>cdhartog@calpoly.edu</u>
<u>Ron Den Otter</u>	<u>Bldg. 47, Rm. 11N</u>	<u>805-756-2984</u>	<u>denotter@calpoly.edu</u>
<u>Laura Hosman</u>	<u>Bldg. 47, Rm. 11N</u>	<u>805-756-2382</u>	<u>lhosman@calpoly.edu</u>
<u>Shelley L. Hurt</u>	<u>Bldg. 47, Rm. 11C</u>	<u>805-756-2017</u>	<u>shurt@calpoly.edu</u>

body table tbody tr td

4. Remember to publish and save before leaving the page

Adding Links

1. Click 'New draft' on the page to edit
2. Highlight the text to become a link
3. Click the add link button



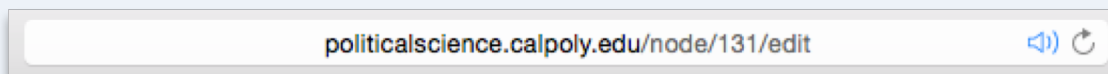
Internal link

Internal links link to page within the department website

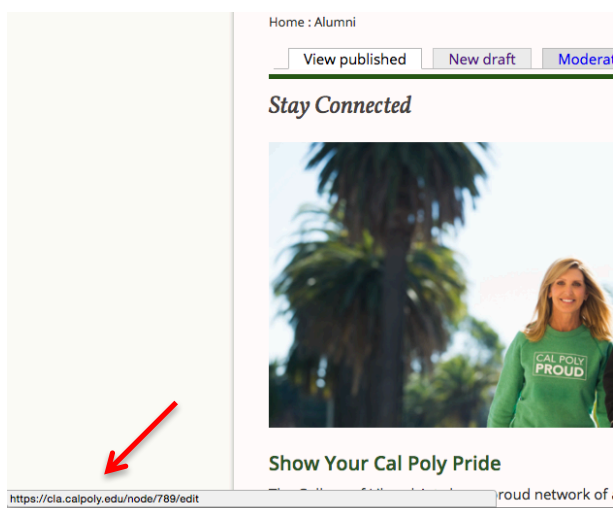
- Under 'Link Type' choose 'Drupal'
- Under 'Link' type the node and number like 'node/##' or start typing the title of the page you wish to link and Drupal will provide some choices.
- Click 'OK'

Where's My Node?

To find the node of the correct page, click 'New draft', the node will appear in the URL.



If using a Chrome browser, the node will also show at the bottom left of your window when hovering the mouse over the editing options



External link

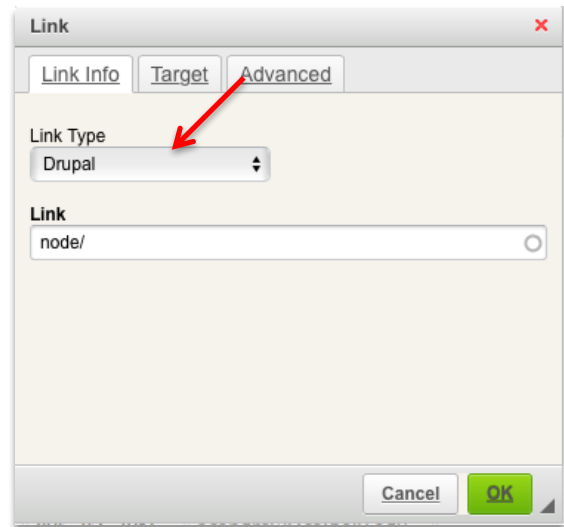
External links link to other websites

- Under 'Link Type' choose 'URL'
- Insert the URL
- Click 'OK'

Email link

Link emails

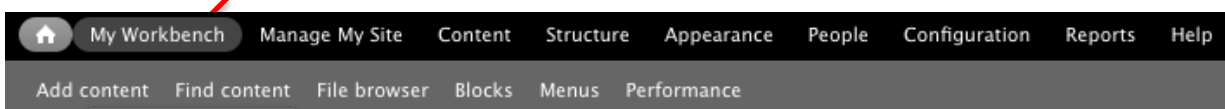
- Under 'Link Type' choose 'Email'
- Insert email under 'E-Mail Address'
- Click 'OK'



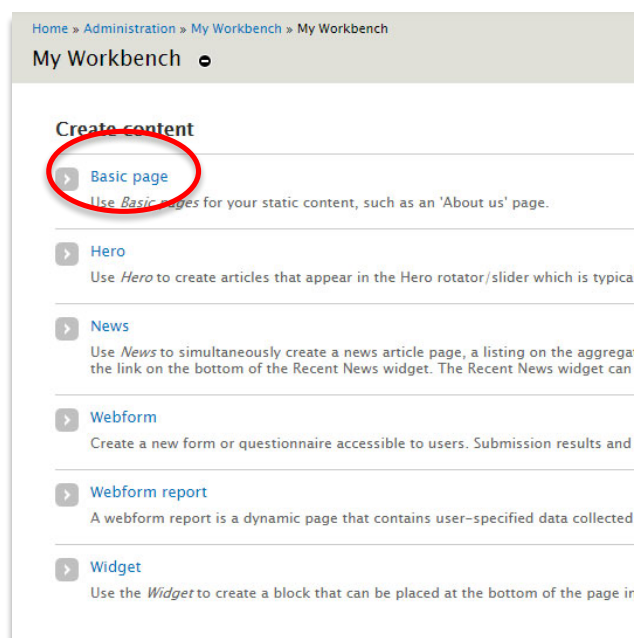
Adding a Basic Page

Most of your website is made up of an item type called “Basic page,” which is perfect for most forms of content.

1. In the main menu, click ‘Add content’ – you’ll be taken to the ‘Create content’ page.



2. Choose ‘Basic Page’ to create a new page
3. Add a title
4. Add page content to the ‘Body’ portion



5. Under ‘Section’ choose ‘This Site’
6. Uncheck ‘Generate automatic URL alias’
7. Add URL alias, for example, ‘students/...’
8. Click ‘Publishing options’
9. If you are not ready to make your page public, select “Draft” under “Moderation state,” then click “Save” and it will save your work; you can then return to work on it at your convenience.
10. Once you are ready to make your page public, select “Published” under “Moderation state,” click “Save” and share it with the world!

A word about URLs

When you create a new page in Drupal, by default it will assign a URL to the page, but these are unstructured – i.e. they don't tell you what part of the site the page belongs to – and they often pretty lengthy (bad). Structuring your URLs in the following way will help orientate visitors to your site.

Always add a url in the following way:

“[section of website i.e. ‘students’]/[page-name]”

For example:

“students/ tentative-course-offerings-2017-18”

or “faculty-staff/new-faculty

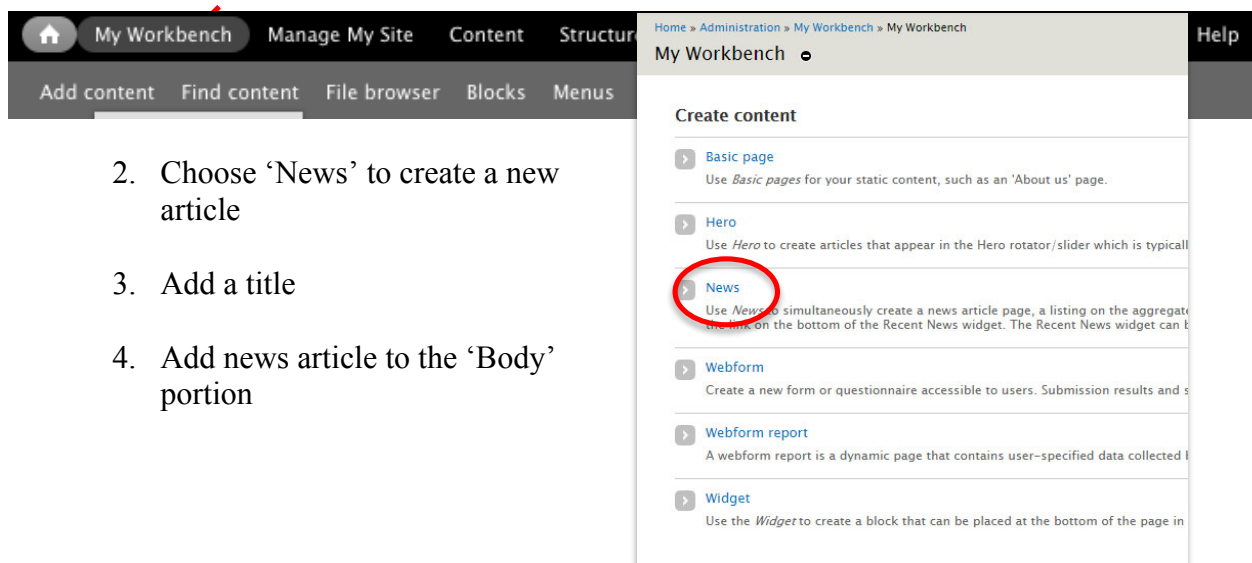
or “news/2017/hot-off-the-press”

If you have questions, please drop us an email at calpolycla@gmail.com or log a ticket from icon in the bottom right hand corner of your site's contact page.

Adding a News Article/Event

For news of any kind, updates, department news, event announcements, new class offerings or classroom activities, a “News Article” is ideal. This content type also appears in a couple of other places – such as “more_news” and the little “Latest News” widget on the homepage – making it highly visible.

1. In the main menu, click ‘Add content’



5. Click ‘Insert Teaser Break’ after the first paragraph



6. Under ‘Section’ choose ‘This Site’
7. Uncheck ‘Generate automatic URL alias’
8. Add URL alias, ‘news/2017/title’
9. Click ‘Publishing options’
10. Under ‘Moderation state’ click ‘Published’
11. Click ‘Save’

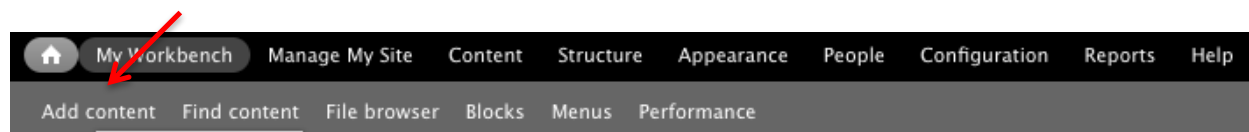
Adding a Hero Item

The slideshow on your website homepage is used to draw attention to the most useful or important information or news on your website. Creating a new "Hero" item (or slide) for the slideshow has a couple of separate steps: creating the image, creating the Hero item and configuring it. If you need help creating this item, please submit a ticket:

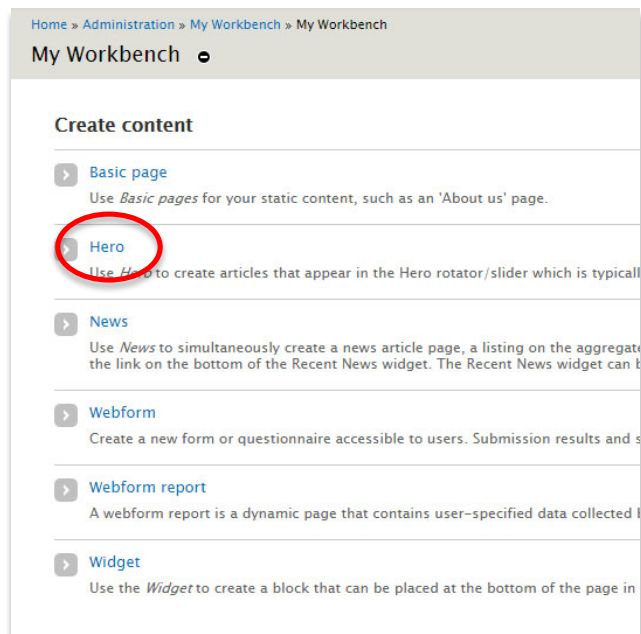
<https://calpolycla.freshdesk.com/support/tickets/new>



1. First go to "Add content." Here you'll see all the different content types. Pick "Hero."



2. Now you will need a hero image. This needs to be 730 x 330 pixels; time for Photoshop.
3. Upload this image, and add relevant alt text description.



4. Add a title and teaser text, which will be displayed beside the Hero item. Adding a Date line can be useful for time-sensitive items, like events.
5. Add a link to the page you want it to link to; remember to use nodes for linking to internal pages. ([See above for how to link.](#))
6. Add the section; this is required for all content.
7. Finally, you will need to choose where in the order of your slideshow you want your slide to appear. T (-99 to +99, where lower is further forward in the order. Try to keep numbers for all active hero images consistent (ex. 1, 2, 3, 4 instead of 4, 22, 87, 99, etc., so you can easily re-order as needed).

Create Hero

Title *

Date Display

Hero Image
 No file chosen
 Files must be less than 50 MB.
 Allowed file types: png gif jpg jpeg.

Teaser Text

Continue Reading Link

Section *

Select the proper editorial group(s) for this content.

Appearance Order

URL path settings
 Automatic alias

Authoring information
 By esalholm@calpoly.edu

Publishing options
 Current: Draft

Generate automatic URL alias
 Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

URL alias

Optionally specify an alternative URL by which this content can be accessed. For example, type when writing an about page. Use a relative path and don't add a trailing slash or the URL alias v

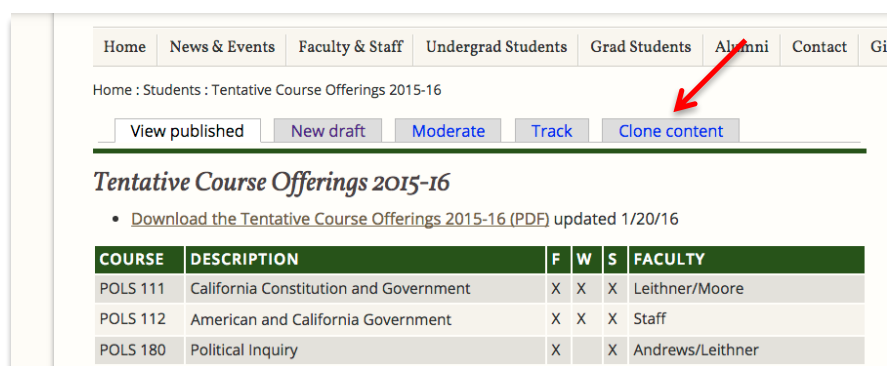
Save Preview

Cloning a page

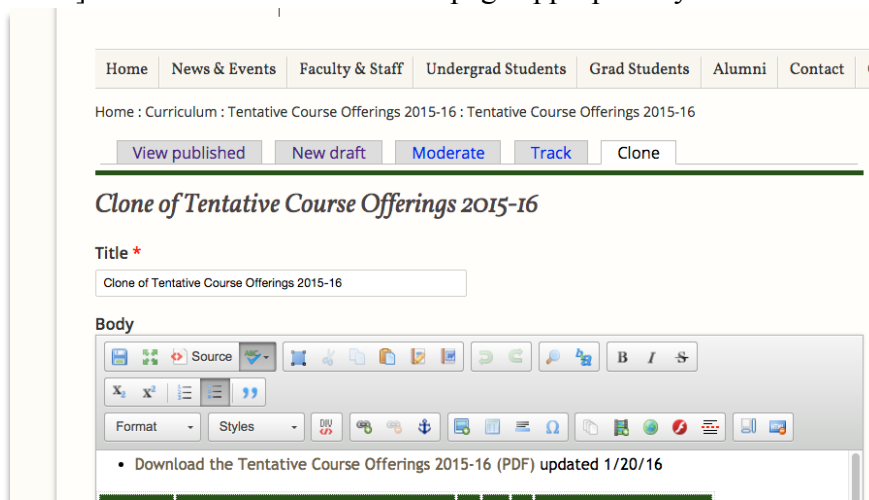
Sometimes you will find that you need to create a page that is almost the same as an existing page, but for specific details.

Good examples are Faculty pages, where the format is the same (or should be!) across the faculty or Tentative Course Offerings pages, which have a lot of the same content from one academic year to the next. This is when you will want to copy (or “clone” in Drupal terminology) the content. Here’s how.

1. Go to the page that you want to copy - click the “Clone content” tab



2. The cloned page will be an exact replica called “Copy of [whatever the page is called]”. Be sure to rename the new page appropriately.



3. Edit this page as you like.
4. Under ‘Section’ choose ‘This Site’
5. Uncheck ‘Generate automatic URL alias’
6. Add URL alias, “[section of website ie. ‘students’]/[page-name]”
7. Click ‘Publishing options’ - Under ‘Moderation state’ click ‘Published’
8. Click ‘Save’

Image Formatting for Web

Standard sizes for website imagery are as follows (all sizes are in pixels and at a standard rgb 72 dpi, unless otherwise stated). If you need templates for image sizes, contact Krista.

- Hero image: 730 x 333px (on article page as 723 x 330 px)
- Half-page landscape: 365 x 274 px
- One-third-page landscape: 243 x 182 px
- One-quarter-page landscape: 183 x 137 px
- Half-page portrait: 365 x 487 px
- One-third-page portrait: 243 x 324 px
- One-quarter-page portrait: 183 x 244 px
- Sidebar button: 200 x 150 px
- Widget: 200 x 205 px

Caption images and credit photos, if possible (i.e., “Dean Doug Epperson at CLA Awards 2016. | Photo: Krista Smith”)

Hero Images (730 x 333px / 723 x 330px)

The images that appear in the rotator on the front page of many Cal Poly websites — including the main Cal Poly website — are called “hero” images.

In Drupal 7, users can create “hero” items which then appear automatically in the rotator. Hero images are 730 x 333 px.



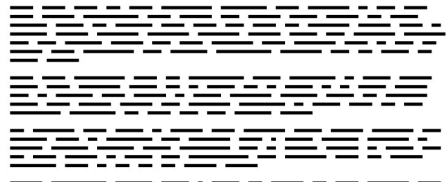
We can use an image with the same dimensions, displayed a little smaller — 723 x 330px — to display at full width in articles.

Using a hero image can be a great way to make a strong impact in an article, while instantly telling the story. It can also give a page substance, if your release is short.

Breadcrumbs

Article Title

Sidebar/Sub Nav



Home > News > 2014 > History Graduate to Display SLO Equine History Exhibit July 13

Cal Poly History Graduate to Display SLO Equine History Exhibit July 13



Jennifer Berg will display her project on the horse in San Luis Obispo County. | Photo: Linda Tanner

Recent Cal Poly history graduate Jennifer Berg will display her senior project, "The Evolution of the Horse in San Luis Obispo County," from noon to 5 p.m. Sunday, July 13, at The Dillard Adobe and Gardens in San Luis Obispo.

The event will feature exhibits on San Luis Obispo County's equine history during Spanish, Mexican and American periods of California's history. Several horse-drawn vehicles used in San Luis Obispo will be on display, including a horse-drawn rail car; rural mail wagon; a demount wagon (a light farm or ranch wagon with two or more seats that was usually drawn by two horses); a road cart; and a carriage.

Additional exhibits will explore the history of horse racing in California, influential equestrians, the equine business, horses at the missions of San Luis Obispo and San Miguel, San Luis Obispo Fire Department horses, and horses in art and literature.

CLA PUBLICATIONS

Impact Magazine
The Link Newsletter

CLA NEWS

2014

Cal Poly Collegians Alumni Big Band to Play at Madonna Inn Aug. 23
Cal Poly Workshop to Bring Vertical Niche Markets to Printing Industry

Cal Poly Mentoring Program in Running for \$10,000 'Your Favorite Charity' Contest

History Graduate to Display SLO Equine History Exhibit July 13
Music Professor a Quarterfinalist for Grammy Music Educator Award

Online Printed Electronics and Functional Imaging Professional Certificate

Professor's Play to be Staged in West Hollywood June 22
English Graduate Student Named CSU Pre-Doctoral Scholar

Cal Poly and University of Munich Collaboration Wins International Award

Graduate Student Wins University's Academy of American Poets Award
Graphic Communication Students Win Technical Writing Competition

2014 'Great Grains' Make Their Mark on the World
News Archive

Half-width (365 x 274 px / 365 x 487 px) and One-third-width (243 x 182 px / 243 x 324 px) Images

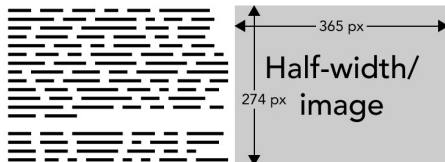
If you do not have a large image, or the space to incorporate one, a half-width image still makes a good impact and can be great for group shots, as in the example below.

One-third-width images are a useful size — big enough to give visual impact, but small enough not to drive a longer article too far down the page. These images can be aligned left or right to create visual interest.

Breadcrumbs

Article Title

Sidebar/Sub Nav



Home > Cal Poly Graphic Communication Students Win First in Packaging Challenge

Cal Poly Graphic Communication Students Win First in Packaging Challenge

Cal Poly graphic communication students won first place at the Phoenix Challenge Flexo Packaging Competition April 26.

Ten schools and more than 80 students traveled to Baltimore to participate in the competition, sponsored by the Phoenix Challenge Foundation to encourage high school and college students to explore opportunities in the flexographic printing industry.

This year the students were charged with helping rebrand a company.

Cal Poly's team showcased their skills by rebranding local winery Saarloos and Sons' Rosé label, taking the lead in the categories of Best Concept, Design, Research and Execution.

The team's rebranding strategy included printing a complex surface print-reverse view label with gold metallic ink. A label tag was incorporated using thermochromic ink that turns blue when the wine has been chilled to the proper temperature. The team also created a corrugated shipping container that functioned as a display.

Cal Poly's Learn by Doing educational approach occurred throughout the project. Students worked with industry partners to receive donated materials to print their jobs. The team approached the project in a multidisciplinary manner, collaborating with Cal Poly faculty in the Wine & Viticulture, Agribusiness, Industrial Technology, and Graphic Communication departments to complete the project.

This year's team comprised students Natalie Consuelo, Mariah Linnett, Lena Haidar, Giuliana Riso, Connor Polty-Smith, Mendith Stewart and Mishay Murfield and Professors Colleen Twomey and Malcolm Keif.



CLA PUBLICATIONS

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Graphic Communication Students Win Technical Writing Competition

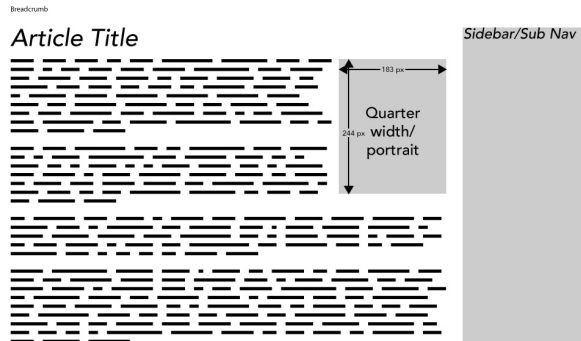
2014 'Great Grains' Make Their Mark on the World
News Archive

CAL POLY

College of Liberal Arts

One-quarter-width Images (183 x 147 px / 183 x 244 px)

Small images (particularly headshots/portraits) are effective as one-quarter-width images; several images of this size can be comfortably accommodated on one page.



San Luis Obispo Writers to Kick Off Cal Poly Summer Reading Series June 19

The Cal Poly English Department will kick off the Summer Literary Reading Series with local writers Jennifer Tseng and Patti Sullivan at 7 p.m. Thursday, June 19, in the Baker Center for Science & Mathematics (Building 180), Room 114 on campus.

Poet and novelist Tseng was raised in San Luis Obispo. Her first book, "The Man With My Face," won the 2005 Asian American Writers' Workshop's National Poetry Manuscript Competition and a 2006 PEN American Center Open Book Award.

Her new book, "Red Flower, White Flower," was the recipient of the Marick Press Poetry Prize. "Mayumi and the Sea of Happiness," her debut novel, is forthcoming from Europa Editions.

Tseng taught Asian-American studies and creative writing at UCLA and Hampshire College. She is a member of the Artists Advisory Committee for the Millay Colony of the Arts and the circulation assistant, literary events coordinator, and writing workshop facilitator for the West Tisbury Library in Martha's Vineyard, Mass.



Jennifer Tseng is a nationally-recognized poet and novelist.



Patti Sullivan is a stalwart of the SLO literary scene.

Sullivan is an artist and a poet who has lived in the San Luis Obispo area for 16 years. She is the author of chapbooks "For the Day" and "Not Fade Away." Her poems have appeared in a variety of journals, and her visual art has been exhibited in local galleries.

For many years, Sullivan has assisted with the annual San Luis Obispo Poetry Festival and two monthly poetry series, Corners of the Mouth at Linnaea's Café and Poetry at the Steynberg Gallery.

The reading is free and open to the public. Parking passes are \$5 and are available at the automatic dispensing machines in the parking loop in front of the Performing Arts Center and at the Highland Avenue entrance to campus.

CLA PUBLICATIONS

Impact Magazine
The Link Newsletter

CLA NEWS

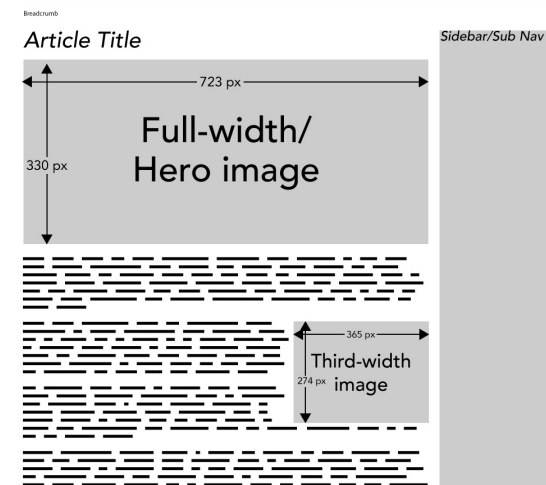
2014
Cal Poly to Host Jim Hayes Journalism Ethics Symposium Oct. 10
Cal Poly Collegians Alumni Big Band to Play at Madonna Inn Aug. 23
Cal Poly Workshop to Bring Vertical Niche Markets to Printing Industry
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Graphic Communication Students Win Technical Writing Competition
News Archive

One-quarter-width landscape format images

(183 x 147 px) may be too small to be effective for all but the boldest image.

Complex Layouts

One-third-width or one-quarter-width images (aligned left or right) also combine well with a hero image.



Home | Impact Magazine | 'Lives Well Lived'

'Lives Well Lived'



Sky Bergman (far left) with student assistant Ellen Williams (center) photographing Eiv Jutensen. | Photo by Sky Bergman

How do we see ourselves going through the aging process? What are our preconceived notions on aging?

It turns out that getting older doesn't have to be a time of slowing down and settling in; instead, it can be the time you really begin living the best way possible. There are individuals in their golden years leading by example and showing the potential that late adulthood really holds.

Cal Poly photography Professor Sky Bergman is working to document such stories of people who are testaments to a life well lived. She has been working on a film and photography venture that captures the images and ideas of senior individuals, who, with their passion for life, inspire younger generations.

Titled "Lives Well Lived," the project showcases how technology and the ancient art of storytelling can work together to represent a generation that is "aging with dignity, grace, energy and purpose," according to Bergman.

Though the "Lives Well Lived" body of work focuses on the successful and fulfilling lives of others, the project was inspired by events very personal to Bergman. "I always tell my students, the more personal a project, sometimes the more universal it becomes. And that's really what happened with this project — it really started with my grandmother," Bergman says.

Bergman's spark of inspiration for the project came while she was in Florida celebrating her grandmother's 99th birthday. "She was at the gym, and she was on the bicycle, and she was lifting weights. Just as a throwaway comment, I said, 'Grandma, can you give me some words of wisdom?' And she said, 'Words of wisdom from an old lady? be kind, live life to the limits,' and she just went on from there," Bergman says.

"I thought, there is a project here because here is a woman who has lived all these years, who still has so many friends, is still so active and engaged. That's what I want to be like, and there are more people out there like that, and I want to know their stories."

Since the project's inception, Bergman has interviewed men and women over the age of 75 and has recorded their experiences and taken still photographs of each.

Eventually Bergman plans to create a documentary film that joins the different interviews together into a cohesive story about strength and a consistently positive attitude throughout a lifetime.

This project "shows people who are still active and engaged, people who we can aspire to be when we age," Bergman says.



"I'm infinitely curious in just about everything. Everything interests me. It has all my life."
- Sky Bergman, 79 | Photo by Sky Bergman



"Every day ask yourself: 'Did you do enough that day?' If not, make it up the next day."
- Eiv Jutensen, 92 | Photo by Sky Bergman



"I am terminally optimistic."
- Rachael Winn-Yon, 79 | Photo by Sky Bergman

CLA PUBLICATIONS

Impact Magazine
New Center Bridges the Divide Between Technology and the Arts
'Lives Well Lived'
Publishing Powerhouse
News & Notes
Class Acts
The Link Newsletter

CLA NEWS

2014
Cal Poly to Host Jim Hayes Journalism Ethics Symposium Oct. 10
Cal Poly Collegians Alumni Big Band to Play at Madonna Inn Aug. 23
Cal Poly Workshop to Bring Vertical Niche Markets to Printing Industry
Cal Poly Mentoring Program in Running for \$10,000 "Your Favorite Charity" Contest
History Graduate to Display SLO Equine History Exhibit July 13
Music Professor a Quarterfinalist for Grammy Music Educator Award
Online Printed Electronics and Functional Imaging Professional Certificate
Professor's Play to be Staged in West Hollywood June 22
English Graduate Student Named CSU Pre-Doctoral Scholar
Cal Poly and University of Munich Collaboration Wins International Award
Graduate Student Wins University's Academy of American Poets Award
Graphic Communication Students Win Technical Writing Competition
News Archive

There is great scope for creativity in website article layout.

Upload a photo or document to the File Browser

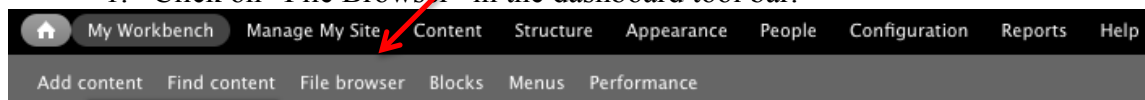
To insert a photo or document to a page on your website, you will need to upload the file to the website.

There are two ways to add images or documents to your website:

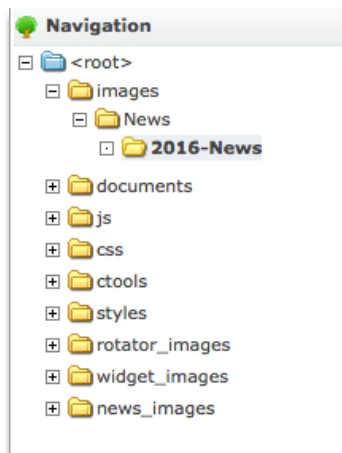
1. Uploading a file to your website's File Browser.
2. Uploading a file from within a page on your website.

To insert a photo or document to your website, you will need to upload the file to the “File Browser.” **The photo should already be the appropriate dimensions before uploading to the site.**

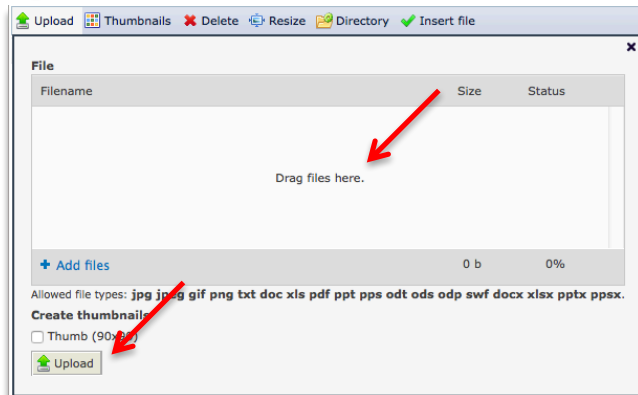
1. Click on “File Browser” in the dashboard tool bar.



2. Navigate to the correct folder

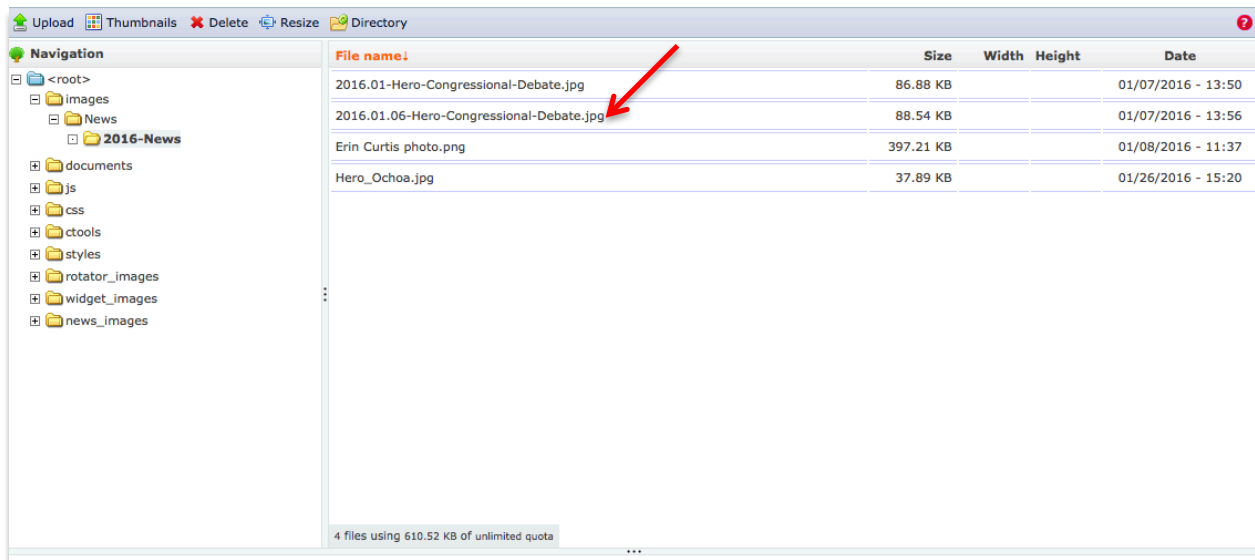


3. Click 'Upload'



4. Drag image or document and click 'Upload'

5. The image or document will show up in the browser



Insert a Photo into a Page

Elizabeth Lowham

Associate Professor,
Department Chair

Fields

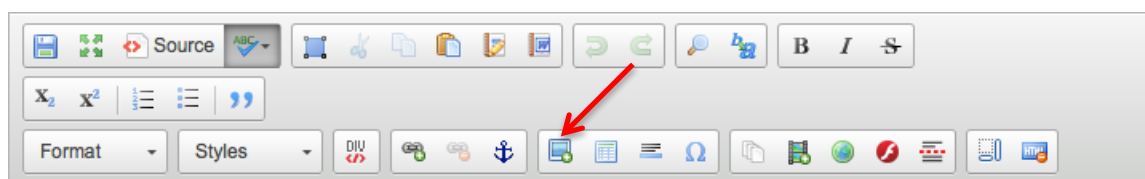
- Graduate Intern Coordinator
- Public Policy
- Methodology
- Environmental Policy
- Leadership and Collaboration Studies

Contact Information

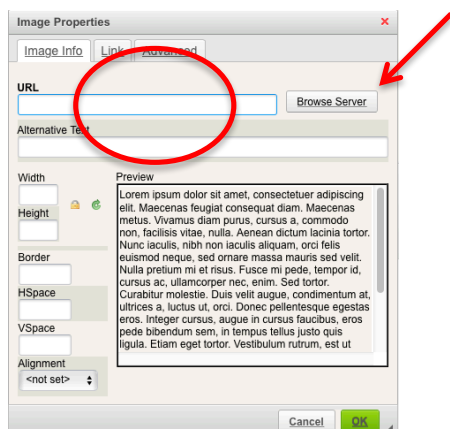
- Office: Building 47, Room 14
- Phone: 805-756-2919
- E-mail: elowham@calpoly.edu



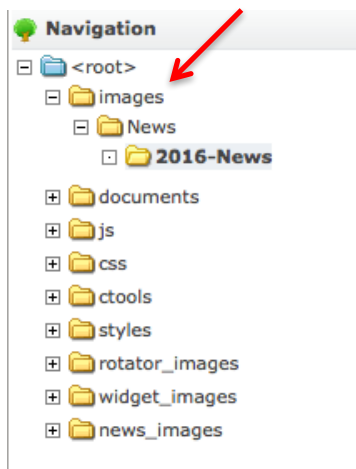
6. Click 'New draft' on the page to edit
7. Click the 'Image' icon



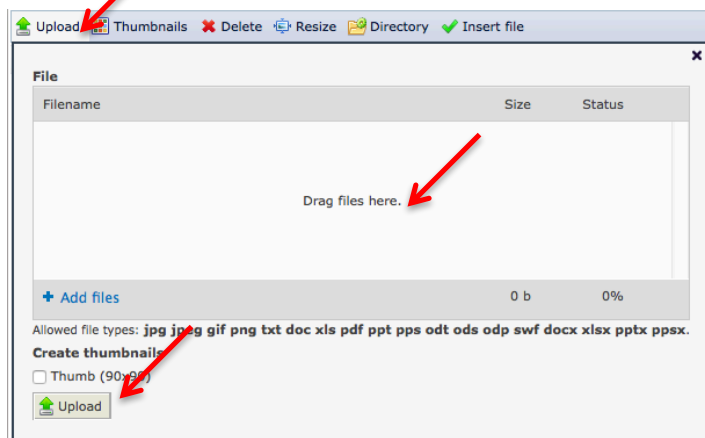
8. In the 'Image Properties' box choose 'Browse Server'



9. Navigate into the images folder



10. Click 'Upload'



11. Drag image and click 'Upload'

12. Double click on the file

13. Back in the 'Image Properties' box, set the width (ex, 365)

14. Put 'Alternative Text' – a description of the image – into your image properties

15. Click 'OK'

16. Under 'Styles' choose 'Img, Lft noborder' for left alignment or 'Img, Lft noborder' for right alignment. There are lots of different styles; experiment and choose one that suits your purpose.



17. Click 'Publishing options'
18. Under 'Moderation state' click 'Published'
19. Click 'Save'

Making your images accessible

When you place an image in a page, it is considered best practice to put 'Alternative Text' or "alt text" into your image properties. Alternative text describes an image for those who cannot see it. Alt text both helps search engines, like google, identify relevant content, and facilitate users of your website who may be visually impaired and using a screen reader.

For example:

"Students and Faculty at End of Year Barbecue 2017-18"

or, in the example above, "Professor Elizabeth Lowham, Chair of Cal Poly Political Science Department"

If you have questions, please drop us an email at calpolycla@gmail.com or log a ticket from icon in the bottom right hand corner of your site's contact page.

Inserting a Document in a Page

Home | News & Events | Faculty & Staff | Undergrad Students | Grad Students | Alumni | Contact

Home : Students : Curriculum : 2013-2015 Flowchart

View published | **New draft** | Moderate | Track | Clone content

2013-2015 Flowchart

Political Science Suggested Sequence of Courses

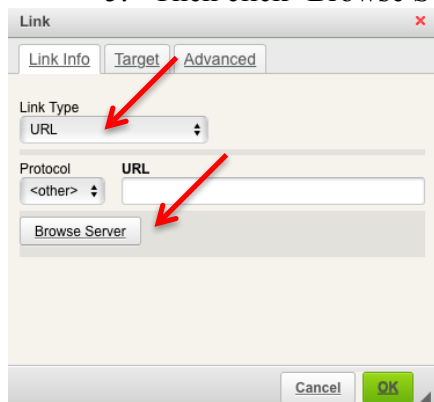
- Download B.A. Political Science 4-Year Academic Flowchart (PDF)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
Some Time This Year	HIST 110/111	STAT 221 or 217 [GE B1]	ENGL 302/310 or C4	one Geog. / Anthro. / Soc. 300-400 level
				Senior Project (POLS 461/462)

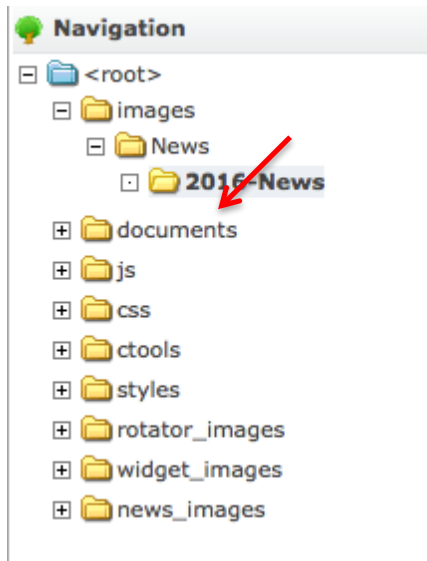
1. Click 'New draft' on the page to edit
2. Highlight the text to link the document
3. Click the add link button



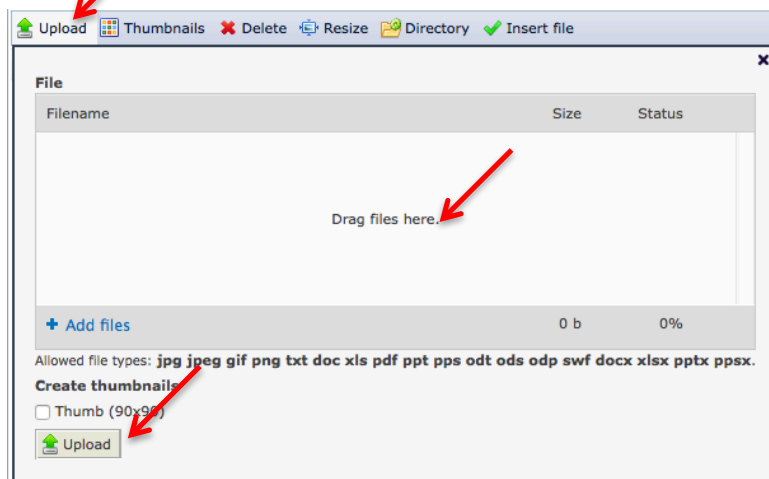
4. Under 'Link Type' choose 'URL'
5. Then click 'Browse Server'



6. Navigate into the documents folder



7. Click 'Upload'



8. Drag the document and click 'Upload'
9. Double click on the file
10. Back in the 'Link' box, click 'OK'
11. Click 'Publishing options'
12. Under 'Moderation state' click 'Published'
13. Click 'Save'

Accessing Alumni Stay in Touch Form

One of the new features that we have added to CLA Department websites is alumni contact forms, so that alumni can easily stay in contact with their departments.

There may be a widget button to this page on your website homepage. Otherwise there will be a widget on your website's "Contact" and "Alumni" pages.

You will need to check this section of the website periodically; at the end of each quarter should be sufficient.

Finally, as well as responding to these submissions as appropriate, you will need to email these results to gift-bio-updates@calpoly.edu.

1. Navigate to the Alumni page
2. Click on 'Results'



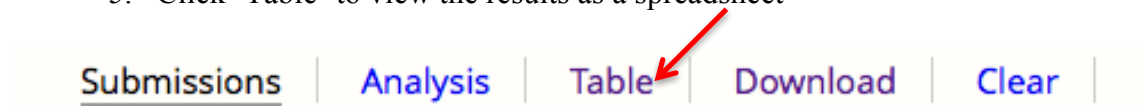
3. Under 'Submissions' you can view individual entries
4. Click 'View' to see the results

Update Your Information

Showing 1 - 18 of 18. Show 10 | All results per page.

#▼	SUBMITTED	USER	IP ADDRESS	OPERATIONS
<u>18</u>	01/26/2016 - 10:05	Anonymous	127.0.0.1	view edit delete
<u>17</u>	01/20/2016 - 20:18	Anonymous	127.0.0.1	view edit delete

5. Click 'Table' to view the results as a spreadsheet



6. To download the table click 'Download' in the menu



7. Choose your download settings

Update Your Information

Export format

- ☒ Microsoft Excel
- ☐ Delimited text

Column header format

- ☐ None
- ☒ Label
- ☐ Field Key

8. Click 'Download'