



# Website Maintenance – Computer Science

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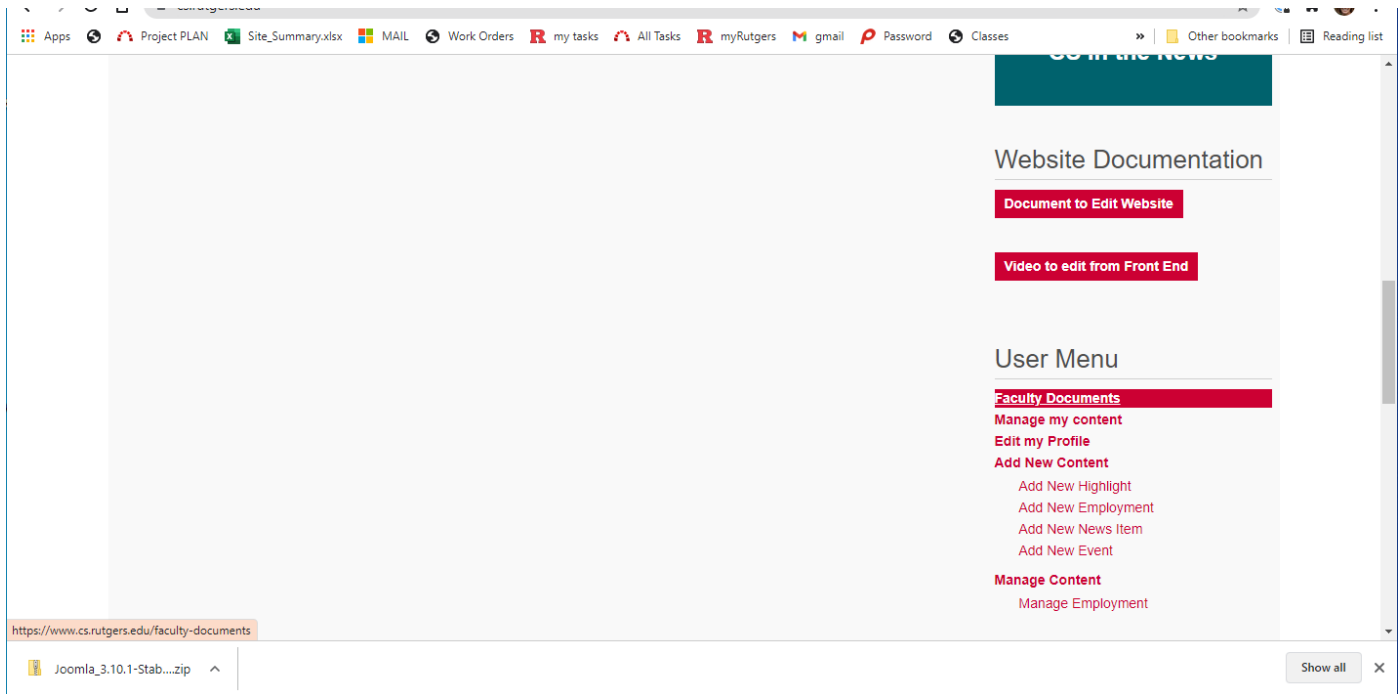
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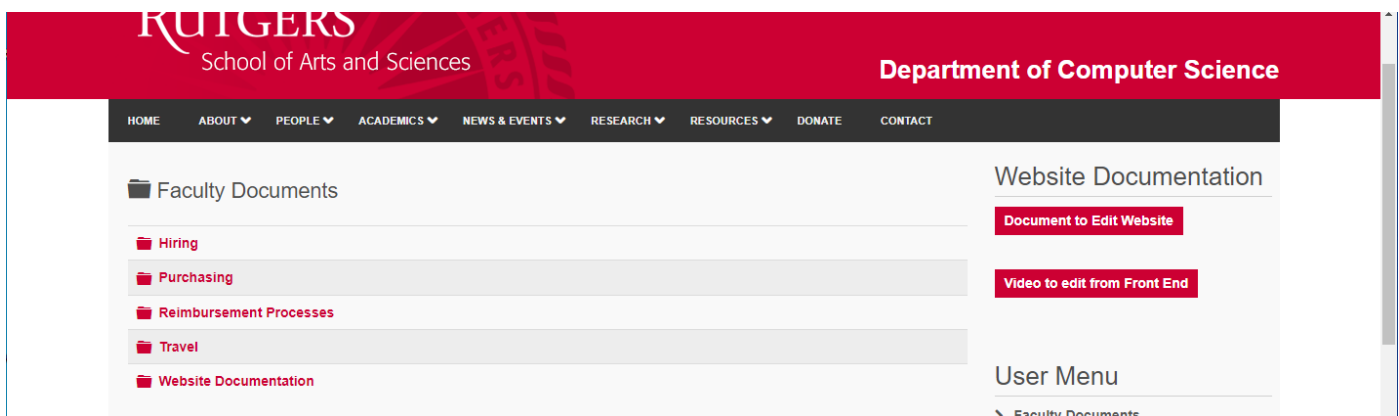
# VIEW FACULTY DOCUMENTS

These documents include pdfs for:

1. Login to site using LOGIN BUTTON
2. Scroll to bottom right, click on FACULTY DOCUMENTS



Click on category to view documents within the category:



# WORK WITH WEBSITE FRONT END EDITING

## USERS / RIGHTS ON COMPUTER SCIENCE WEBSITE

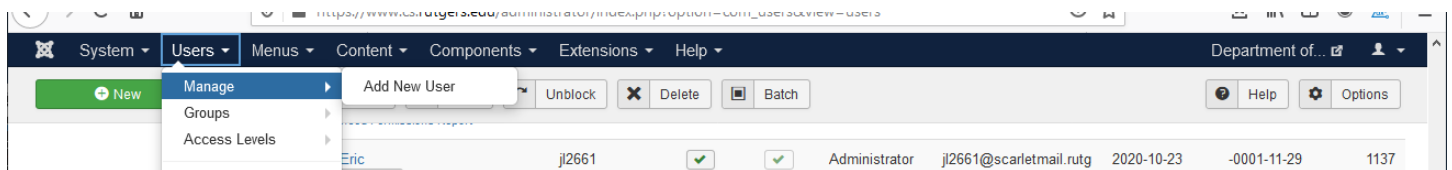
Most of the content on the Computer Science website can be edited in the front end, depending on your permission settings.

*STAFF THAT CAN ADMINISTER THE SITE WITH THE MOST PERMISSIONS ARE :*

As of: 10/28/2020:

Badri Nath, Bahman Kalantari, Carlo Nicoletta, Dong Deng, Douglas Motto, Eric Allender, Joanne Walsh, Maryann Hlotsclaw, Michael Macor, Richard Martin, Sarah Crawford and Sepehr Assadi

The user levels for these users can be modified, through Users → Manage Users



## *REQUEST ASSISTANCE / BILLABLE WORK*

The staff / faculty that can request billable work, by creating a work order, and asking the SAS-IT team to process the editing work (at \$16/hour) is:

As of: 10/28/2020

Sarah Crawford, Maryann Hltsclaw, Santosh Nagarakatte, Badri Nath (Site Contact), Thu Nguyen, Matthew Stone (Main site Contact)

## *STAFF THAT CAN EDIT ON THE FRONT END*

Anyone with **Publisher** or above can edit all content on the front end.

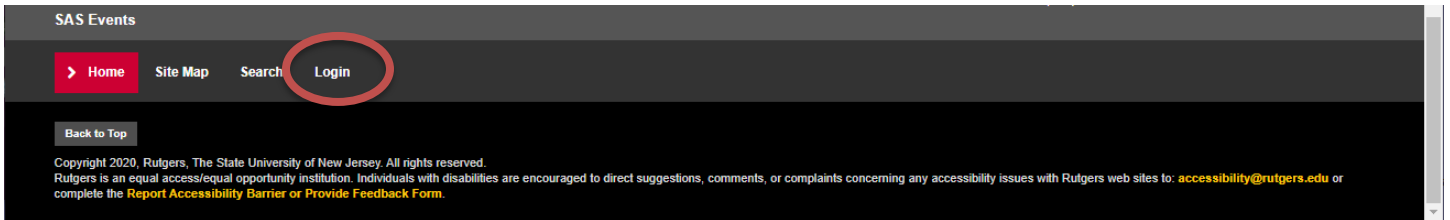
## **All Faculty, Staff, Graduate students by default are AUTHOR STATUS**

Author Status can:

- Add News Items
- Add Highlights
- Edit articles that THEY created
- Edit their own bio / information

# HOW TO EDIT CONTENT ON THE FRONT END

## 1. Login



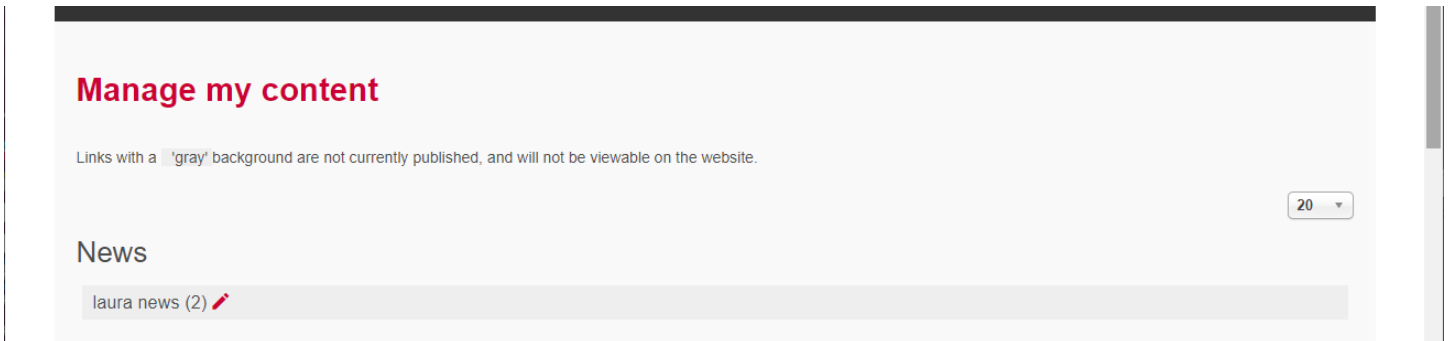
## 2. Click on an item in the USER Menu

Scroll down, on the RIGHT side, you will see a 'USER MENU' that shows the things that you can do (Based on your login)

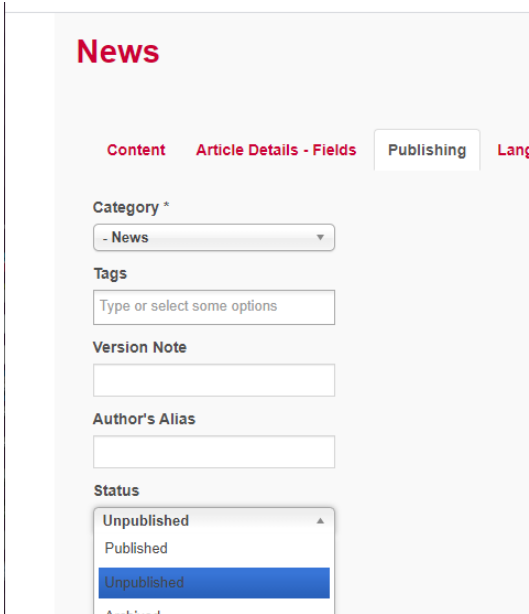
## 3. Click on Manage my content

a. This will include any articles / content that you have created (including your profile)

## 4. If the item is GRAY → it is unpublished, only the author of that article (or an administrator) can publish it



5. To PUBLISH an article you have already created, click on the pencil

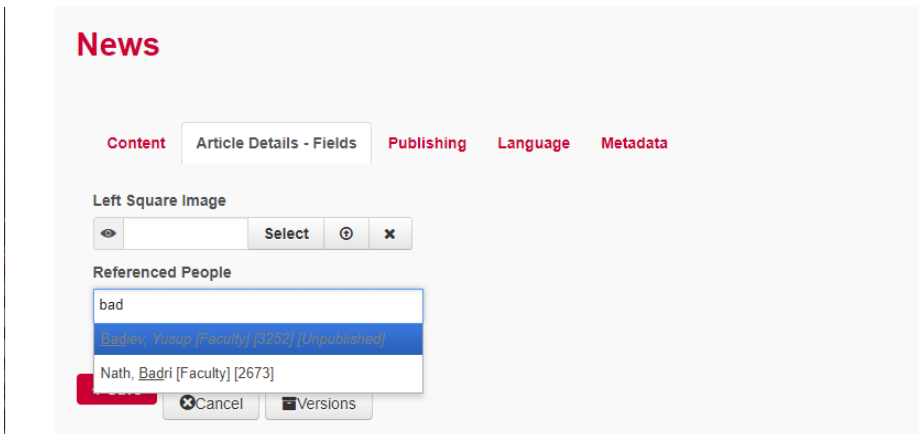


Click on the PUBLISHING TAB, change the status to PUBLISHED

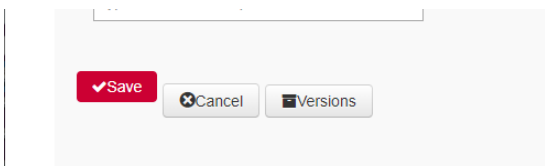
6. To Edit the content in the article click on the CONTENT TAB

Edit the content as needed.

7. To LINK people to an article (perhaps a Professor is mentioned in the story), click on the Article Details – Fields



8. Click on SAVE to SAVE the changes to the article



## HOW TO CREATE NEWS

All Author's can create News or Highlight items. These items are displayed on the pages:

<https://www.cs.rutgers.edu/news-events/news>

<https://www.cs.rutgers.edu/news-events/highlights>

They are also displayed on the home page:

### In the News



**Best Paper Award for Zachary Daniels**

**Prof Metaxas wins NSF Convergence Accelerator Award.**

**Prof Desheng Zhang wins NSF grant**

**Smart City Services for Newark**

### Highlights



**2019 CS Conference on Scalability and Diversity**

**HackRU Fall 2019**  
October 19-20  
[hackru.org](http://hackru.org)

**International Multi-Robot Systems (MRS 2019)...**


To add new News item or Highlight, click on the right side menu item to Add New News Item or Add New Highlight

1. Title: this should be the title of the article
2. Alias: this should be auto generated (same as the title)
3. Description field: this contains the content of the article
4. Click on the Article Details – Fields
  - Add an Image:
    - Select a Left Square Image, click the select button to upload from your computer.
    - This image should not be too large, it is displayed on the home page and on the news page.
    - Please select the folder of either NEWS or HIGHLIGHTS to store the actual image
  - Select any People that are referenced in the article
    - a. This will enable this article to also appear on the 'person's profile page as well

Example of how 'people' can be linked in a news item:

### News

**Prof Metaxas wins NSF Convergence Accelerator Award.**




Referenced People:  
**Metaxas, Dimitris**

Rutgers Researchers (Metaxas PI and D'Imperio Linguistics) with collaborators from BU (Neidle) and RIT (Huenertauth) win a 1M\$ NSF Convergence Accelerator Award.

Rutgers University - Center for Accelerated Real Time Analytics

### Details



**Dimitris Metaxas**

POSITION: DISTINGUISHED PROFESSOR  
Email Address: [dimm@cs.rutgers.edu](mailto:dimm@cs.rutgers.edu)  
Phone: (848)445-2914  
Website: [Personal Website](#)  
Office: CSIM 11

Address:  
Department of Computer Science  
Rutgers The State University of New Jersey  
110 Frelinghuysen Road  
Piscataway, NJ 08854-8019

Research Group(s):  
**Intelligent Systems**

Linked News Items:  
**Best Paper Award for Zachary Daniels**  
**Best student paper at MICCAI 2015.**  
**Dimitri Metaxas selected as Fellow of the MICCAI Society**  
**Metaxas elevated to IEEE Fellow.**  
**Metaxas granted patent.**

The display on the 'person' page happens AUTOMATICALLY.

## EDIT YOUR PERSONAL PROFILE

The following content CANNOT be edited locally, this content is brought over each morning at 8:00am, from the Computer Science Databases:

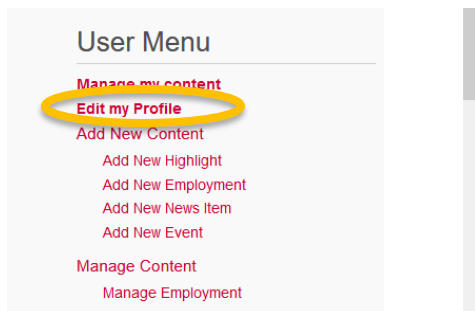
- Name (Article Title / Alias)
- Position
- Email
- Phone
- Tags

Information that you CAN EDIT

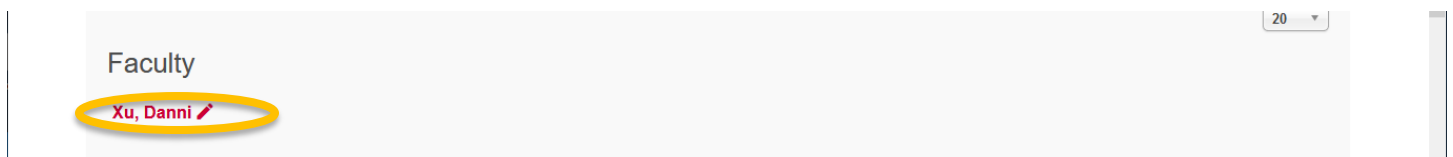
- Profile Image
- Website
- Office Hours
- Specialty Research Area
- Research Groups
- Description

Login to the Website on the front end.

1. Scroll to User menu, click on Edit my profile



2. Click on the PENCIL Icon to the RIGHT of your name



People Fields – Contact

- You can edit any of the content in these tabs
- Profile Image, this image should be under 500k, click select to upload image
- Website: must include https://

Research Groups

- You can select whatever research groups you are involved in (on People Fields – Contact Tab)
- Also click on the PUBLISHING TAB, and add those research groups to the TAGS



## Publishing Tab

- If you change the Category, Tags (for your position group), the system will RESET these items the next day.
- Do NOT change the category, this could cause issues on the website

Once complete, click on the SAVE button at the bottom of the page

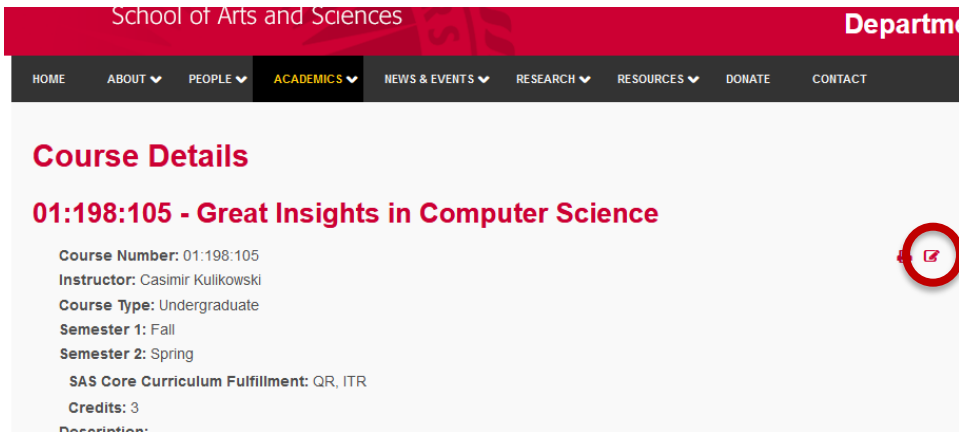
If for some reason your record is 'locked' ask an administrator for assistance.

## EDIT COURSES

- This can only be edited by people that have editing rights to the Courses information.
- All of the course fields can be edited
- Currently only Administrators of the site can edit the course details, if you need access to edit course details, please contact an administrator in the Computer Science department.

Click on Course Synopses either from Graduate or Undergraduate

Click on the course to edit, then click on the PENCIL to the right of the course name



Click on the Course fields Tab

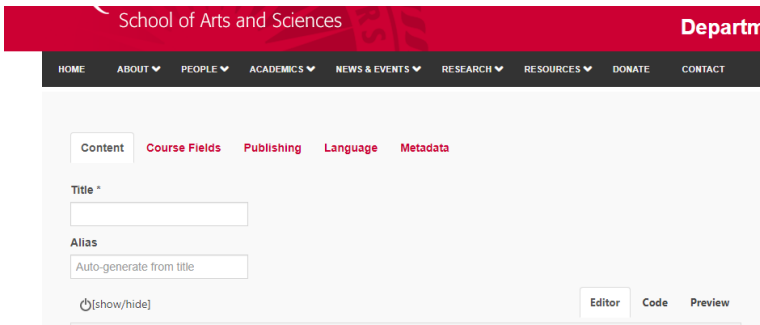
Here you can enter all of the details about the course. It's also possible to select an Instructor Profile

Any real specific details about a particular course should be done in the LMS that is being used (Canvas / Sakai), not on the public facing website.

Edit Course:

## Content Tab

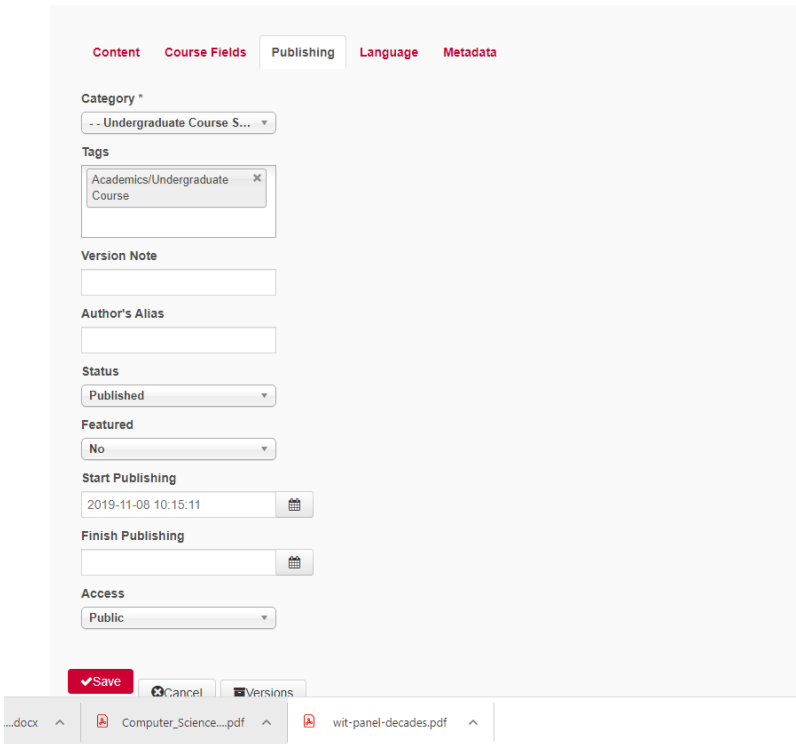
1. Title, Format: 01:198:105 - Great Insights in Computer Science
2. Keep Alias blank



The screenshot shows the 'Content' tab of a course management interface. The header includes 'School of Arts and Sciences' and 'Department'. A navigation bar contains links for HOME, ABOUT, PEOPLE, ACADEMICS, NEWS & EVENTS, RESEARCH, RESOURCES, DONATE, and CONTACT. The 'Content' tab is active, with other tabs like 'Course Fields', 'Publishing', 'Language', and 'Metadata' visible. The 'Title' field is empty, and the 'Alias' field has the text 'Auto-generate from title'. At the bottom, there are buttons for 'Editor', 'Code', and 'Preview', along with a '(show/hide)' toggle.

## Publishing Tab

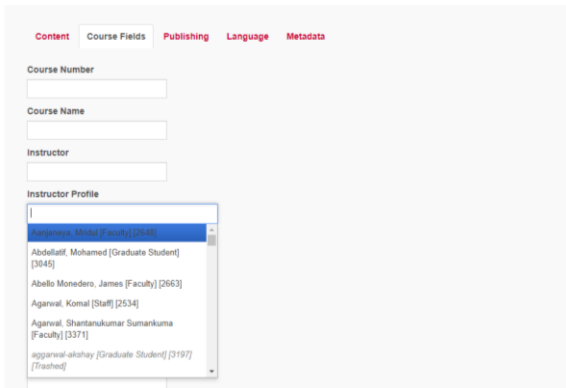
Select the TAGS → Academics / Undergraduate Course



The screenshot shows the 'Publishing' tab of the course management interface. The 'Category' dropdown is set to '-- Undergraduate Course S...'. The 'Tags' field contains 'Academics/Undergraduate Course'. The 'Version Note' field is empty. The 'Author's Alias' field is empty. The 'Status' dropdown is set to 'Published'. The 'Featured' dropdown is set to 'No'. The 'Start Publishing' field shows the date '2019-11-08 10:15:11'. The 'Finish Publishing' field is empty. The 'Access' dropdown is set to 'Public'. At the bottom, there are buttons for 'Save', 'Cancel', and 'Versions'. The taskbar at the bottom shows several open files, including 'Computer\_Science...pdf' and 'wit-panel-decades.pdf'.

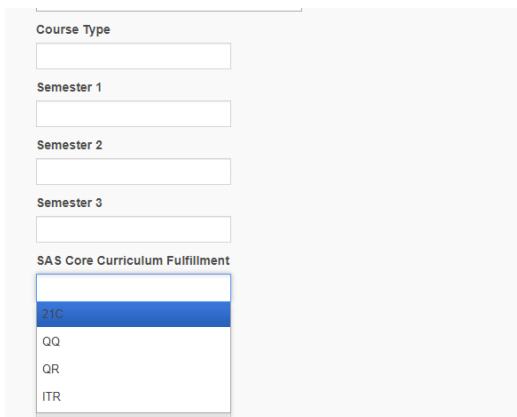
## Course Details Tab

1. Course Number, Name, Instructor (type it in)
2. Instructor Profile, select the instructor



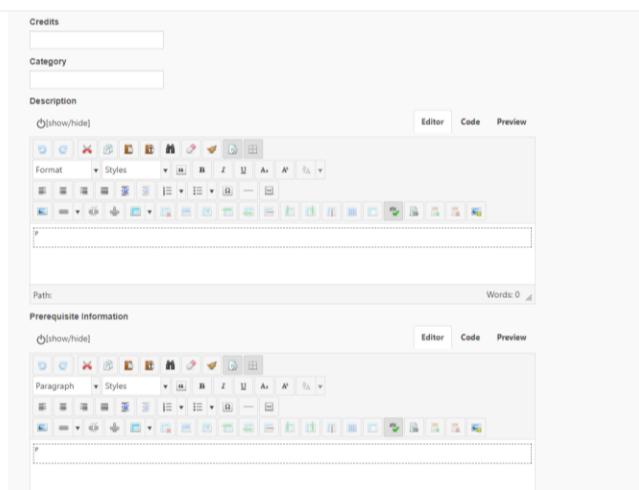
The screenshot shows the 'Course Details Tab' interface. At the top, there are tabs for 'Content', 'Course Fields', 'Publishing', 'Language', and 'Metadata'. Below these are several input fields: 'Course Number', 'Course Name', and 'Instructor'. The 'Instructor Profile' field is currently open, displaying a list of names and IDs. The first option, 'Agarwal, Mohit [Faculty] [254]', is highlighted in blue. Other options include 'Abdelatif, Mohamed [Graduate Student] [3045]', 'Abello Monedero, James [Faculty] [2663]', 'Agarwal, Komal [Staff] [2534]', 'Agarwal, Shantanukumar Sumarkuma [Faculty] [3371]', and 'aggarwal-akshay [Graduate Student] [3197] [Trashed]'.

3. Course Type, Semester 1, Semester 2 (enter Fall, Spring, etc.)
4. Select SAS Core Fulfillment



The screenshot shows the 'Course Details Tab' interface. It features several input fields: 'Course Type', 'Semester 1', 'Semester 2', and 'Semester 3'. Below these is a dropdown menu for 'SAS Core Curriculum Fulfillment'. The dropdown is open, showing a list of options: '21C', 'QQ', 'QR', and 'ITR'. The '21C' option is highlighted in blue.

5. Enter Credits, Category, Description, Prerequisites (and rest of content)



The screenshot shows the 'Course Details Tab' interface. It features several input fields: 'Credits', 'Category', and 'Description'. The 'Description' field is currently open, displaying a rich text editor with a toolbar and a text area. Below the 'Description' field is a section for 'Prerequisite Information', which also includes a rich text editor with a toolbar and a text area.