Department Website Guide

Academic Department websites have some unique features and are setup a little differently than other websites on the campus. *Portions of department websites are entirely automated* to make updating easier and to help maintain consistency across departments.

For instance the Major/Minors, Graduate Programs, Courses and Faculty/Staff pages all get their content automatically from sources such as the college catalog or campus directory. Therefore this content is not editable within dotCMS.

When department websites were initially developed a standard set of pages were created for all of the departments as well as a standard set of bundled content. This premade collection of pages and content was made in advance to anticipate the needs of most departments’ basic information. With that said, not all pages are necessarily used for a given department and therefore are left unpublished. It is important to note that departments are not limited to only these pages; most departments build additional pages for content that is unique to their department.

List of standard pages for each department:

- careers.dot
- courses.dot
- course-detail.dot
- events.dot
- faculty-staff.dot
- faculty-staff-detail.dot
- graduate-programs.dot
- index.dot
- majors-minors.dot
- majminprog-detail.dot
- news.dot
- news-detail.dot
- photo-gallery.dot
- related-links.dot
- resources.dot
- societies-clubs-and-organizations.dot
- special-features.dot
Department Homepage

1) The NAVIGATION MENU can be re-ordered however, for consistency Majors/Minors, Graduate Programs, Courses and Faculty/Staff should always be listed first, in that order. Additionally, the link to the department homepage is usually listed last.

2) The DEPARTMENT INFORMATION section includes contact information. This information is part of the department content bundle.

3) The department OVERVIEW is part of the department content bundle.

4) You will not have permissions to edit the BANNER AREA. If you have a photograph(s) you would like added or removed contact Instructional Technologies and Design Services (itds@cortland.edu). When selecting photos for this space it is important to select ones that are panoramic in proportion.

5) This is a list of all of your department's Majors, Minors and Graduate Programs. This list is automatically generated from college catalog data.
Bundled Content

**Identity:** 77533

**Content Type:** Department / Office

Review?: [ ] Review Every

* Name: Africana Studies Department

* Dept Url: /departments/africana/

[OLD] Office/Department: ☐ Office
☒ Department

* Office or Department: ☐ Office
☒ Department

Office / Department Category:

- Individualized Degree Program
- Academic Computing Services
- Academic Support and Achievement
- Access to College Education
- Accounting
- Accounts Payable
- Administrative Computing Services
- Admissions Office
- Advancement Information Services
- Advisement and Transition
- Affirmative Action Office
- **Africana Studies Department**
- Alumni Affairs Office
- Art and Art History Department
- Asian/Middle Eastern Studies
- Athletics Department
- Auxiliary Services Corporate
- Biological Sciences Department
- Business Office
These fields display in the left sidebar under department information.

This field is the overview section content displayed on your homepage.

This field should not be changed. This field determines what faculty members to include from the directory. If you have a faculty member that isn’t showing up on your faculty/staff page it is most likely that they don’t have this matching text within the department field within their listing in the campus directory.
IMPORTANT!

There are more fields for departments under the "Department Fields" tab towards the top of the page.

On this tab there are many WYSIWYG fields like the one below. These include:

**Major/Minors Overview** – appears above automated list of Majors/Minors on the major-minors.dot page.

**Graduate Programs Overview** – appears above automated list of Graduate Programs on the graduate-programs.dot page.

**Courses Overview** – appears above automated list of Courses on the courses.dot page.

**Clubs/Societies (short desc)** – short statement displayed on department homepage.

**Clubs/Societies (full desc)** – full content for Clubs and Societies information on the societies-clubs-and-organizations.dot page.

**Careers** – content displayed on the careers.dot page.

**Resources** – content displayed on the resources.dot page.

**Related Links** – content displayed on the related-links.dot page.

**Special Features** – content displayed on the special-features.dot page.