

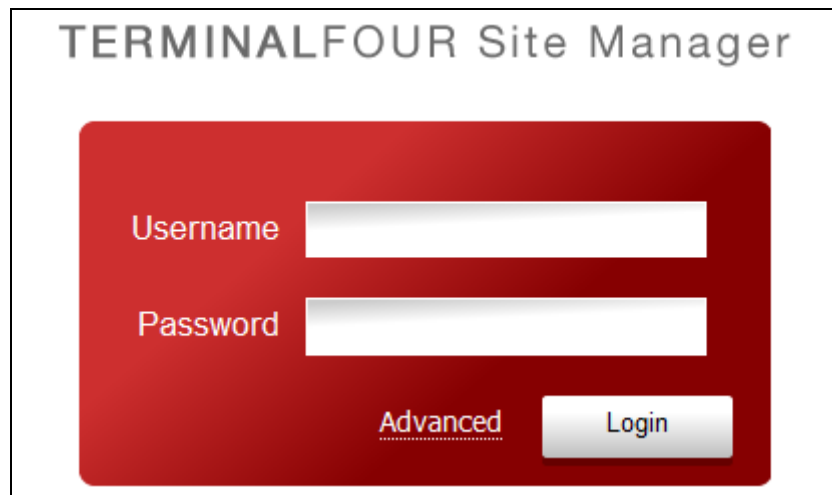
Terminal Four

Content Management System

Contributor Access

Terminal Four is a content management system that will easily allow users to manage their college web pages at anytime, anywhere. The system is web-based and accessible wherever Internet access is available.

1. To access **Terminal Four**, open a web browser such as Internet Explorer or Mozilla Firefox. Once the browser is open, at the address bar type in the following URL:
<http://cms.adminbucks.edu/terminalfour/SiteManager>.



TERMINALFOUR Site Manager

Username

Password

[Advanced](#)

2. At the login window, type in your username and password which is the same as what you use when logging onto your office computer or notebook.
3. There are two different types of access: **Contributor** and **Moderator**. Depending on what rights have been granted to you will determine what access you will have. For the purpose of this tutorial, you will be logged in as a Contributor.
4. Once logged in, a screen similar to the one below will open which is the **Site Structure**. The Site Structure displays the parts of the site you have access to.

Show site structure

Site Structure

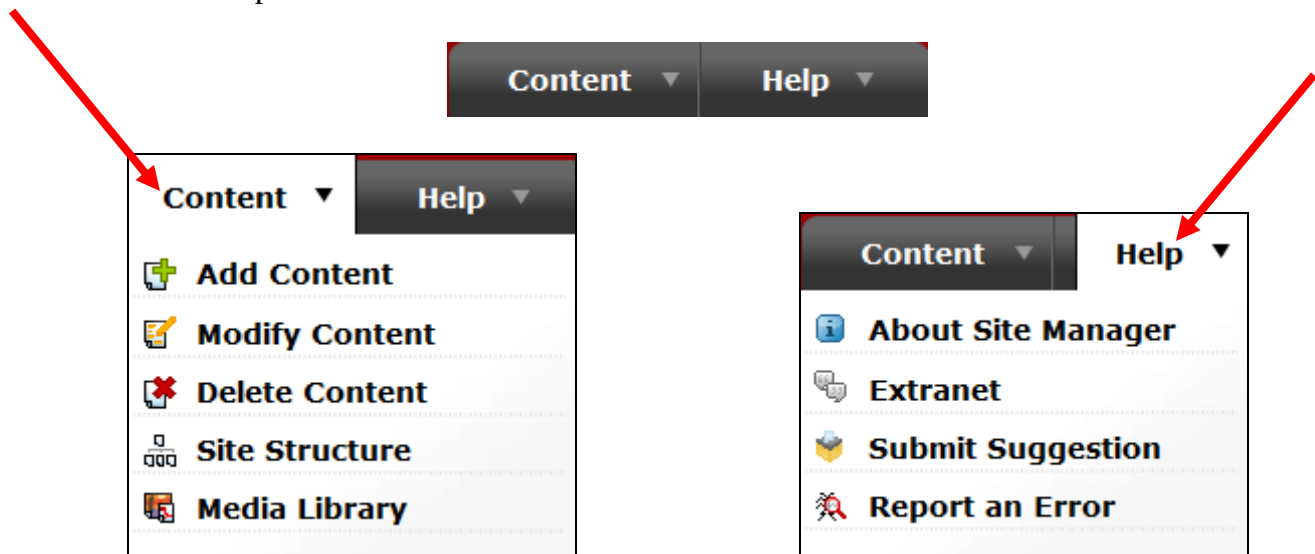
Path : Bucks County Community College » Home » e-Resources

Online Learning	4	1	2
Right Column	2	0	0
After Registration	3	0	0
Course Offerings	3	0	0
Online Majors and Certificates	2	0	0
Resources	3	0	0
Login Links	3	0	0
Karen 1	2	0	0
Prospective Students	2	0	0

Path : Bucks County Community College » Home » Academics » Learning Resouces

TLC	1	1	0
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- From the Site Structure window, there is a **Content** and **Help** menu at the upper right of the window. When the mouse is placed over the **Content** link or **Help** link, a drop-down menu opens.



- Clicking on the items under **Content** will take you to that area; for example, clicking on **Add Content** will open the **Add Content, choose a section** window or clicking on **Modify Content** will open the **Modify Content, choose a section** window, etc. This window looks very similar to the Site Structure window. However, simply placing the mouse over the yellow down arrow in the Site Structure area will also provide these options.
- To add, modify, or delete content you will go to the site structure and place the mouse over the section that you wish to edit. When the mouse is placed on the yellow down arrow to the right of the section name a drop-down menu appears. The majority of the time, you will only need to choose the **Direct Edit**.

Add Content, choose a section.

Site Structure

Path : Bucks County Community College » Home » e-Resources

Online Learning	▼	4	1	2
Right Column	▼	2	0	0
After Registration	▼	3	0	0
Course Offerings	▼	3	0	0
Online Majors and Certificates	▼	2	0	0
Resources	▼	3	0	0
Login Links	▼	3	0	0
Karen 1	▼	2	0	0
Prospective Students	▼	2	0	0

Path : Bucks County Community College » Home » Academics » Learning Resources

TLC	▼	1	1	0
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Note: A red arrow points to the 'Direct Edit' link in the 'Online Majors and Certificates' row.

8. After clicking the **Direct Edit** link, the actual page will open. The areas that can be edited will have a red dashed box around it. When the mouse is placed anywhere in the section that is to be edited, a yellow menu with the choice of **Modify** or **Delete** appears. To make changes to the content, choose **Modify**.

Online Degrees and Certificates

Eleven degrees and one credit certificate program can be completed in their entirety through eLearning courses.

Associate Degrees in:

- [Business Administration](#)
- [Computer Science](#)
- [Historic Preservation*](#)
- [Liberal Arts - General Emphasis](#)
- [Liberal Arts - Humanities](#)
- [Liberal Arts - Social Science Emphasis](#)
- [Management/Marketing - General Emphasis](#)
- [Mathematics](#)
- [Secondary Education: History](#)
- [Secondary Education: Mathematics](#)
- [Social Services](#)

Certificate in:

- [Office Skills - Accelerated](#) - 9 credits

About twenty more programs of study are at least 80% available via eLearning and Hybrid, with many other programs of study and certificates at least 50% available via eLearning and Hybrid. For example, 95% of the requirements for Education, Liberal Arts: Psychology - Interpersonal, Liberal Arts: Psychology - Pre-professional, and Accounting degrees are available via eLearning and Hybrid.

[Continuing Education](#) also offers online courses and certifications.

*Although course work is entirely eLearning, an internship is required to complete the degree.

Online Degrees and Certificates

Modify Delete

Eleven degrees and one credit certificate program can be completed in their entirety through eLearning courses.

Associate Degrees in:

- [Business Administration](#)
- [Computer Science](#)
- [Historic Preservation*](#)
- [Liberal Arts - General Emphasis](#)
- [Liberal Arts - Humanities](#)
- [Liberal Arts - Social Science Emphasis](#)
- [Management/Marketing - General Emphasis](#)
- [Mathematics](#)
- [Secondary Education: History](#)
- [Secondary Education: Mathematics](#)
- [Social Services](#)

Certificate in:

- [Office Skills - Accelerated - 9 credits](#)

About twenty more programs of study are at least 80% available via eLearning and Hybrid, with many other programs of study and certificates at least 50% available via eLearning and Hybrid. For example, 95% of the requirements for Education, Liberal Arts: Psychology - Interpersonal, Liberal Arts: Psychology -

- Once the **Modify** button is clicked, the **Modify Content** window opens in an editor window. Notice that the editor is very similar to any word processing program such as Word. Formatting features are available as well as the ability to insert images, create hyperlinks, spell check, and insert tables. Once the changes have been completed, click the **Update** button at the upper right or lower right area of the window. If you decide to not make changes, click the **Cancel** button.

Modify Content

Update Cancel

Content Options

Name (i) (*) Online Majors and Certificates

Content (i) (*)

Eleven degrees and one credit certificate program can be completed in their entirety through eLearning courses.

Associate Degrees in:

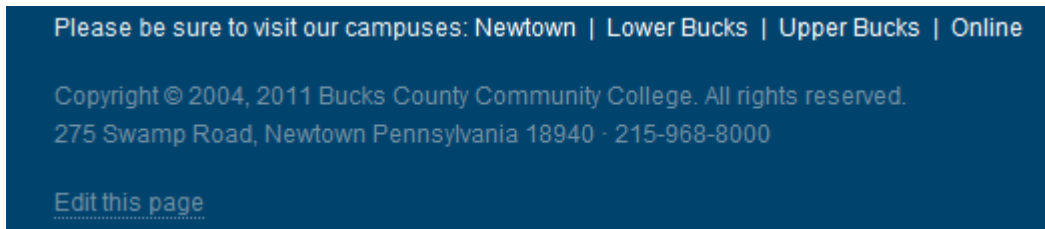
- [Business Administration](#)

Path:

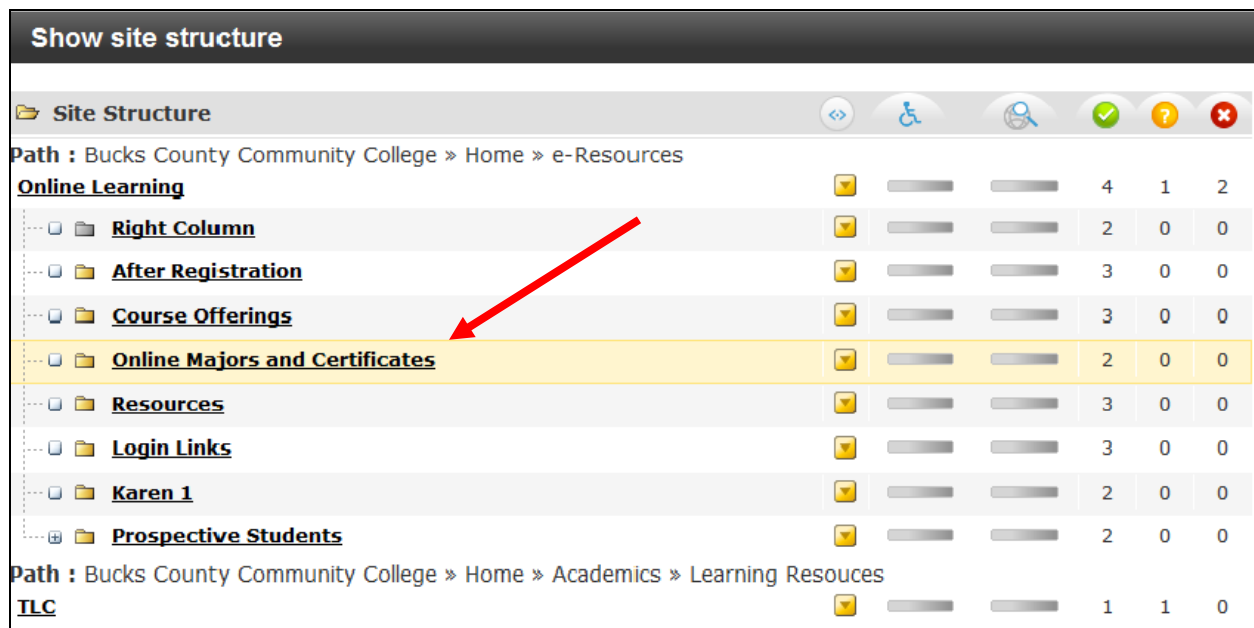
Elements marked (*) are mandatory

Update Cancel

- When content is modified and then updated, the changes do not take place immediately. The updated content goes to an approval area where a designated person will view the content for accuracy. Once that happens, the updated content will be published.
- In addition to editing pages using the above process, each web page will have an **Edit this page** link at the bottom of the page. When that link is clicked the login window as shown in step 1, will appear. After logging in, you will be taken directly to the section where you can modify the content.



- Another way to edit sections is by clicking the page link from the Site Structure window. The sample below shows clicking the Online Majors and Certificates.



- After clicking the link, the **Modify content, select content** window opens. The list of pages will appear. To the right of each page name is the yellow down arrow. Clicking the arrow provides another menu with some additional choices. When the **Modify** option is selected a window opens where you will need to click the **Preview** button. Once the preview opens, you will need to scroll to the bottom of the page and click the **Edit this page** link. At the next window, make the changes and then click **Update** to save the changes.

Modify content, select content.

Site Structure

Path : Bucks County Community College » Home » e-Resources

Online Learning

- Right Column
- After Registration
- Course Offerings
- Online Majors and Ce
- Resources
- Login Links
- Karen 1
- Prospective Students

Path : Bucks County Community College » Home » Academics » Learning Resources

TLC

General Content

Content currently in this section.

Automatic Ordering

Enabled

Method: Alphabetical (A-Z)

Existing Content

Name	Version	Status	Last Modified	Move	Lock
Online Degrees and Certificates	2.0	Approved	16 Dec '10 - 15:30:44	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
Online Majors and Certificates	4.0	Modify	Dec '10 - 10:56:17	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>

Mirror, Duplicate, Move, Delete, History

Modify content, update details.

Section: Bucks County Community College » Home » Academics » Learning Resources » TLC

General Information Content Placement Channels Options

Content Template: Page Heading

Name * i Technology Learning Center

Update Preview Cancel

Update Preview Cancel

Please be sure to visit our campuses: Newtown | Lower Bucks | Upper Bucks | Online

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275 Swamp Road, Newtown Pennsylvania 18940 - 215-968-8000

[Edit this page](#)

Modify content, update details.

Section: Bucks County Community College » Home » e-Resources » Online Learning » Online Majors and Certificates

General Information Content Placement Channels Options

Content Template: Content Only

Name * i Online Majors and Certificates

Content * i

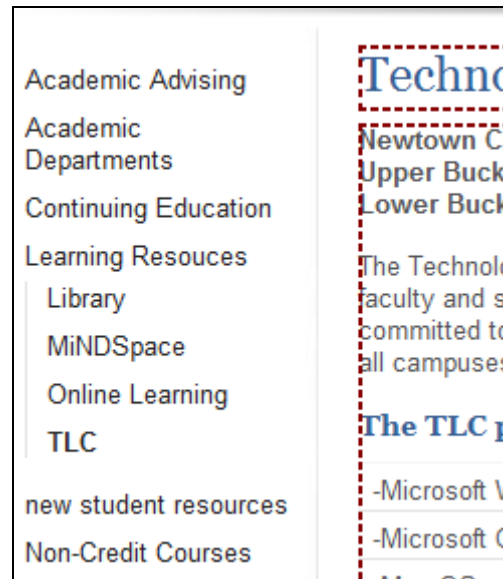
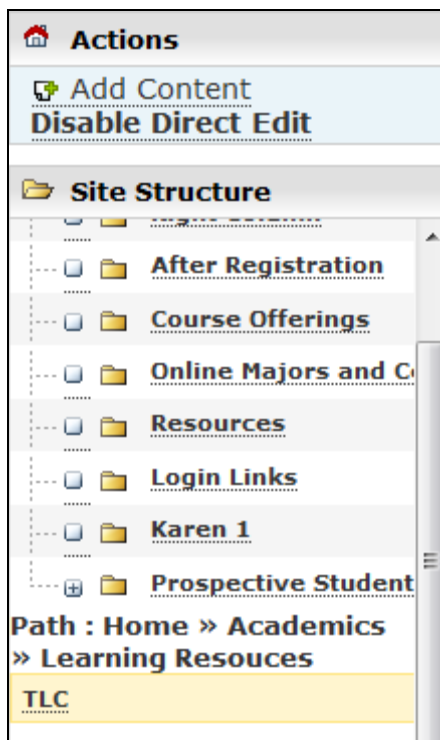
Eleven degrees and one credit certificate program can be completed in their entirety through eLearning courses.

Associate Degrees in:

- Business Administration
- Computer Science
- Historic Preservation
- Liberal Arts - General Emphasis
- Liberal Arts - Humanities
- Liberal Arts - Social Science Emphasis
- Management/Marketing - General Emphasis
- Mathematics
- Secondary Education: History
- Secondary Education: Mathematics
- Social Services

Update Preview Cancel

14. Additionally, when at a section of a page, you are able to jump from page to page by clicking on the page links in the left navigation pane under Site Structure or on the links available on the navigation pane on the left of the content within the page. If you have access as a contributor to these pages, then you are able to make changes.



15. After all modifications to a page are complete, be sure to log out of Terminal Four by clicking the **Log Out** button.

Logout