

# Cascade Training using Clemson Templates from the Office of Web Services

Important Links:

[Clemson's Cascade Account](#)

[HOW TO: Connect to the Clemson VPN \(CUVPN\)](#)

[Hannon Hill's Dashboard tutorial](#)

[Cascade Tools for use with Clemson Sites](#)

## Login to the Cascade Content Management System

Open your favorite web browser (Chrome or Firefox recommended) and go to <https://clemson.cascadecms.com>

Login through Single Sign On and you will have to use DUO dual authentication.

When you log in to Cascade, you will come to your Dashboard. To find out more about that and how to change widgets on your dashboard, you can review the video here:

<https://www.hannonhill.com/cascadecms/latest/cascade-basics/the-dashboard.html>

To access your site, go to the top left side of the page, and click the box next to SITE:

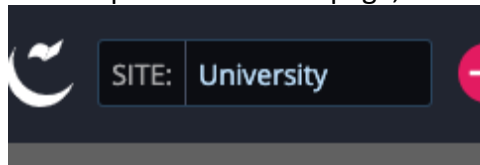


Image 1

then select you newly created site (UR web team should have given you the Site Name) in the flyout menu.

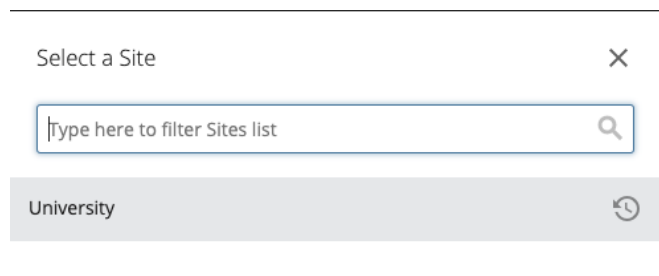


Image 2

## Setup a new College/Dept site

### Secondary Navigation File

First you must create the Secondary Navigation file because it is needed in the following sections.

1. Navigate to the Folder where the new site will reside and click Add Content (**image 3**).

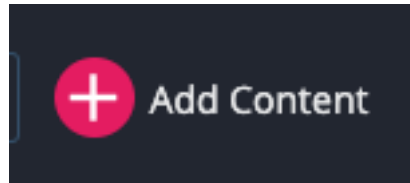


Image 3

2. Select Components then **Secondary Nav Config** (**image 4**).

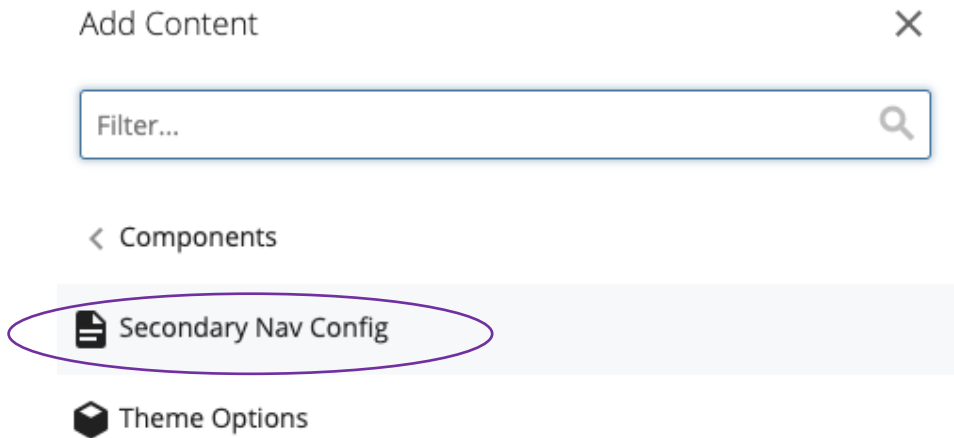


Image 4

3. A new window will open (**image 5**).
  - a) Leave the Page Name and the Placement Folder as the default.
  - a) In the Secondary Nav Title Link text box input "index.html".
  - b) Then Click Preview Draft and Submit.

Page Name \*

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

Placement Folder \*

\_College-Department: /redesign-test/mandi

Secondary Nav Title Link

This should link to the primary parent's home page

Page Content

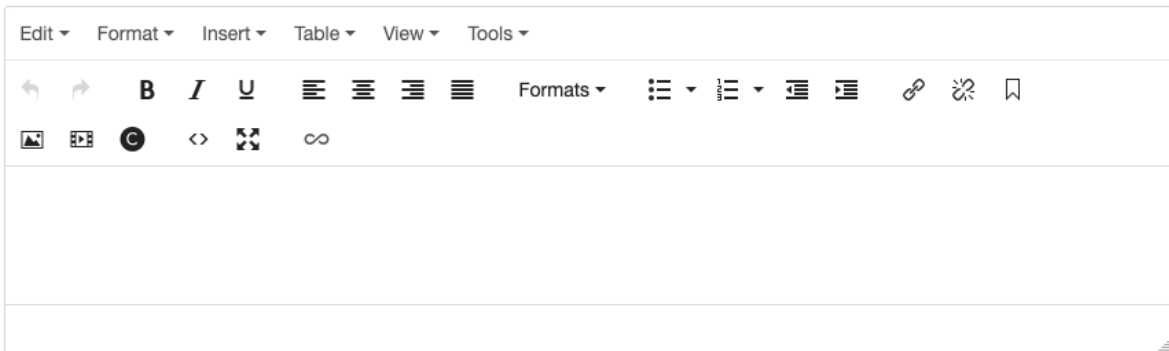


Image 5

## Setting Up the Theme

Now you need to decide whether you want to use the Light or Dark theme. You can preview the [Light theme](#), and the [Dark theme](#). The light theme has the ability to add some text to the overlay of the hero image. In this document we will view everything in the light theme, but all options aside from the “main text” in the “hero banner image” section of the Landing Page template.

1. When you are ready, navigate to the folder where the site will reside and click Add Content (**image 3**).
2. Select Components then [Theme Options](#) (**image 6**).

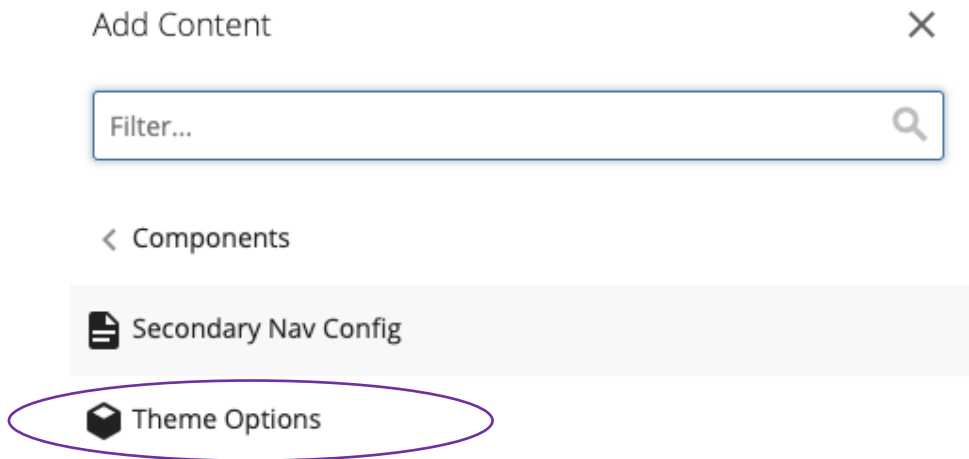


Image 6

3. A new window will appear (**image 7**).

Content Properties Fullscreen Draft saved Close Preview Draft

XHTML/Data Definition Block Name \*

Placement Folder \*

\_College-Department: /redesign-test/mandi

### theme-options

#### ^ Theme Options

Select Light or Dark Theme

Logo

*Please choose college or department logo appropriate for you selected theme options.*

#### ^ Secondary Navigation

Nav Config File

*Choose if another nav is desired aside from the folder's nav set in the theme options file.*

Image 7

- A. Leave the XHTML/Data Definition Block Name and Placement Folder as the defaults.
- B. In the Select Light or Dark Theme dropdown, select either Light or Dark.
- C. Next choose your logo by clicking Choose File below the Logo option.
  - i. A Choose a File flyout will appear on the right side of the screen (**image 8**). If you have not already uploaded your logo, you can select **Upload**. If you have already uploaded a file, you can select **Browse** to navigate to your logo. **NOTE:** Your logo file needs to be a .png.
  - ii. Once your logo has been selected, click Choose.
  - iii. The window should close and the Theme Options window (**image7**) will be active again.

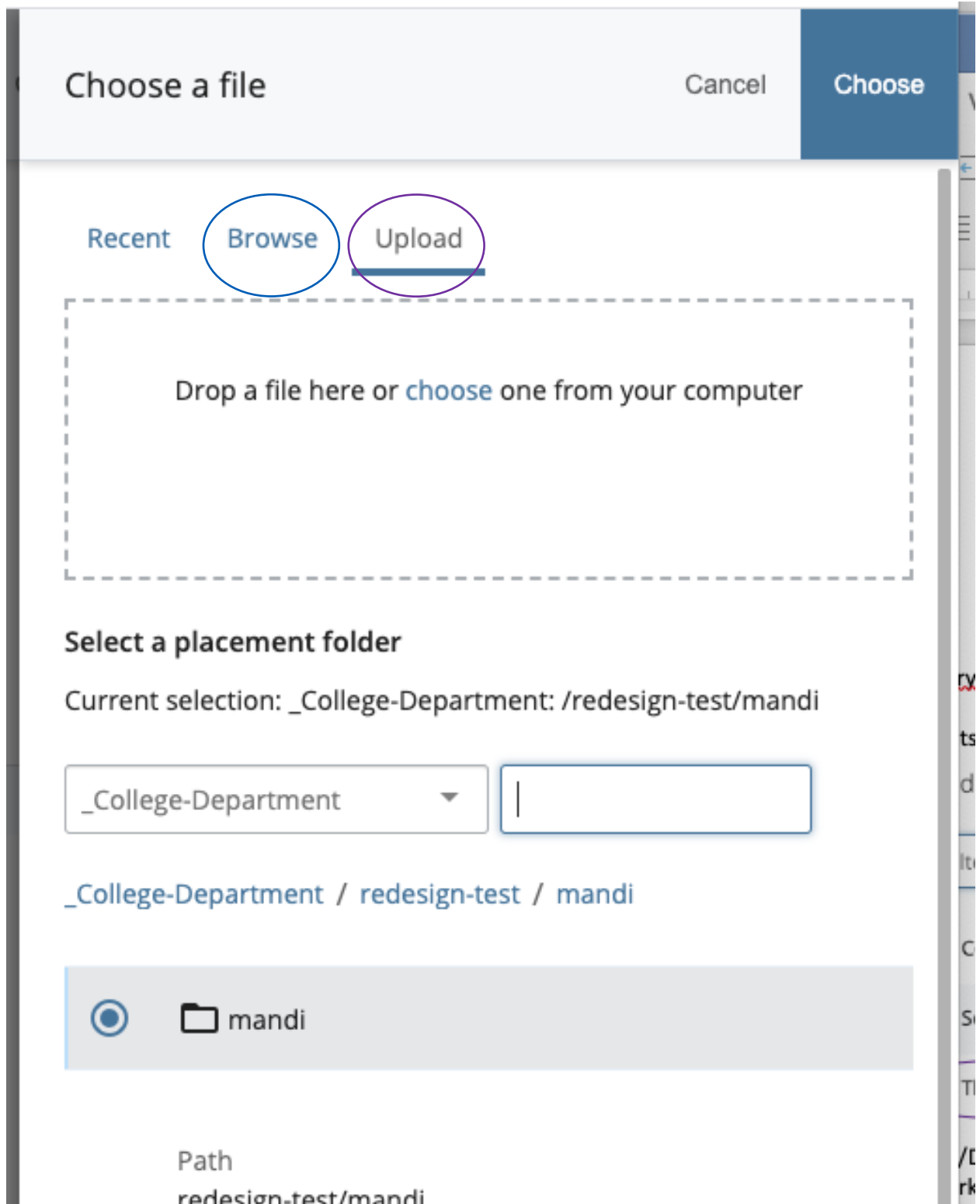
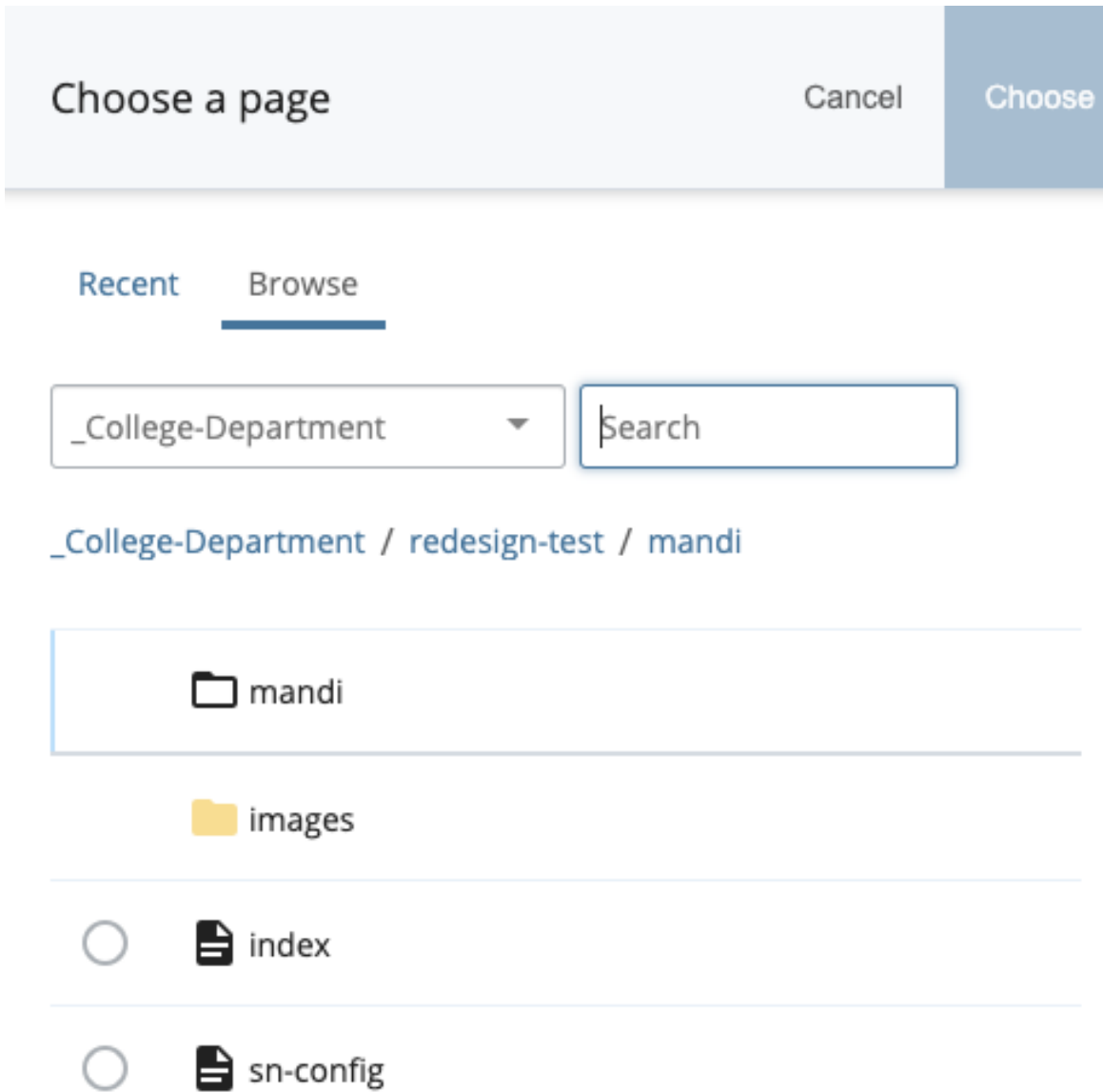


Image 8

D. In the Secondary Navigation box, Under Nav Config File click Choose Page.

- i. A Choose a page flyout will appear on the right side of the screen (**image 9**).
  - i. Click the Browse tab and navigate to your Nav Config File created in the previous section.
  - ii. Once Selected click Choose.
  - iii. The Choose a page flyout should close and the Theme Options window (**image 7**) will be active again.



**1-4 of 4**  
Image 9

- E. Click Preview Draft and then Submit.

## Creating the College Landing Page

1. When you are ready, navigate to the folder where the site will reside and click Add Content (**image 3**).
2. Select College Template then [Landing Page](#) (**image 10**).

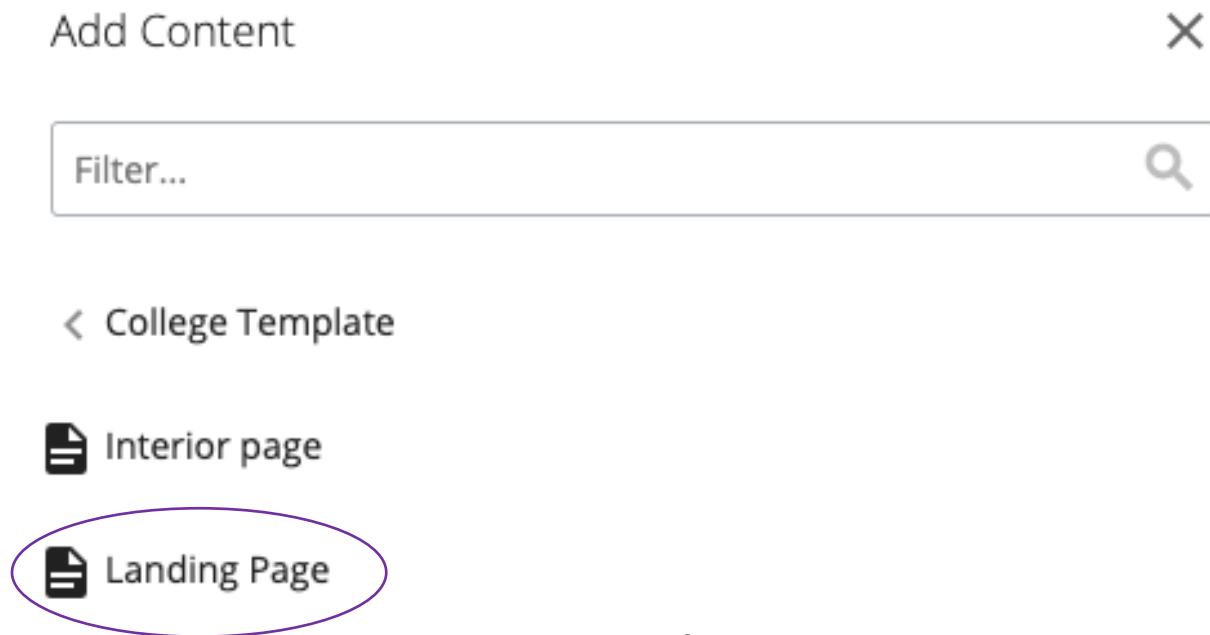


Image 10

3. A new Landing Page template will appear (**image 11**).



Page Name \*

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

Placement Folder \*

\_College-Department: /redesign-test/mandi

Display Name

Title

Description

Display in Secondary Nav?

Yes  No

Image 11

### Metadata

The first section of the template includes the page name and metadata information.

1. Page Name: For the landing page, the page name should be set to "index" (without the quotes). Please make sure to use all lowercase and do not add ".html" on the end. The CMS will do that part automatically. For any other page names, please follow the best practices of all lowercase, spaces are not allowed but hyphens and underscores are.
2. Placement Folder: Ensure that the placement folder is correct. It is easy to assume you are creating a folder at the correct level only to realize you created the folder inside of another unintended folder.
3. The Display Name will be the name that appears in the Sub Navigation and the Breadcrumbs.
4. Title: This is what will appear in the browser tab and on the search engine result pages. It is very important to Search Engine Optimization (SEO). The title tag is not

shown visually on a page but it is part of the page header <header></header> and it is also shown in the browser title.

5. Description: This description is placed in the Meta Description of the page.
6. Display in Secondary Nav: this option allows you to choose whether you want this page to appear in your Sub Navigation. Most likely, you will want to choose “No” since the College Level home page will be fairly prominent as the second option in the Breadcrumbs.

### *Page Theme*

As you scroll down you will get to the college-landing section. This is where you begin to choose your landing page content sections.

1. Page Theme Options: allows you to choose the color theme you would like for your overall look and feel of the site. The subsequent widget color options are based on the overall color chosen. Below you can find a preview of those color options (image12).

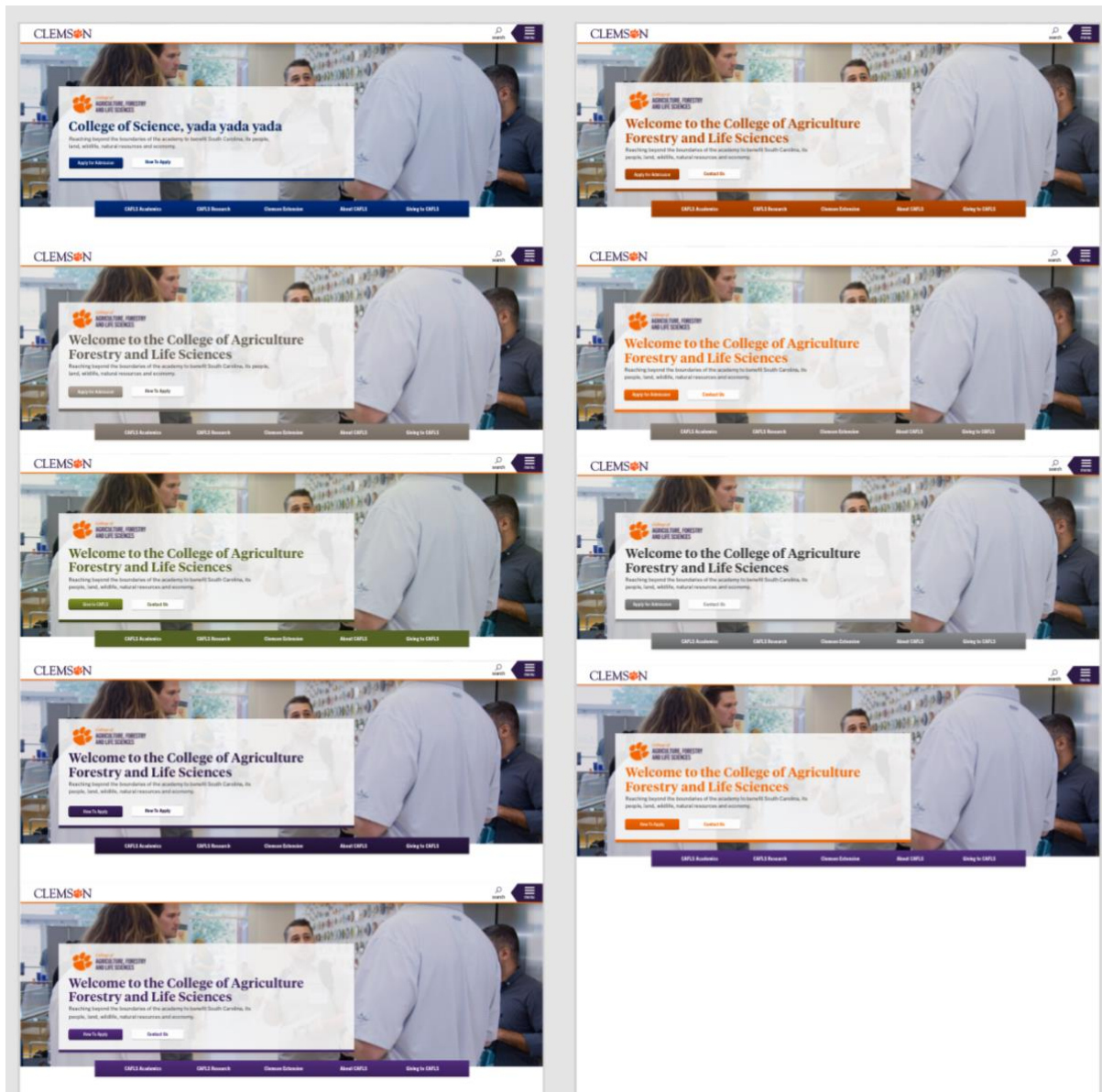


Image 12

State Flag  
 Howards Rock  
 Bowman  
 Diploma  
 Regalia

Brick  
 Clemson Orange  
 Innovation  
 School Spirit

### college-landing

^ Page Theme Options

Theme Color

Select a value ...

^

▼ Secondary Navigation

Nav Config File  
(empty)

▼

▼ Hero Image Banner

Image

american-flag\_poster.jpg

▼

▼ Intro Content

Group: Left Column

▼

^ Main Content

▼ Row +

Module Selector  
(empty)

^

Image 13

### Hero Image Banner Section

Image: Choose the large hero image that you want to display at the top of your landing page. The image size needs to have a width of 1385px and a height of 625px. Please resize and crop the image appropriately.



1. Image Alt Text: please enter alt text for your hero image that appropriately conveys the same information that a person with sight would receive from the image. Alt text is important for users with vision impairment that use a screen reader.

2. H1 Title Text: Insert your home page title here. The H1 text is very important when considering SEO. The H1 text should be closely related to the title of the page, and should be relevant to the entire page's content.
3. Main Text: this text will only appear on the Light theme because of accessibility concerns. Please do not use too much text here, as the area to include the text is not very large.
4. Button: You can add up to two buttons here. If you would like to add a Call to Action button here, you have that option. To add a button you will need to have the button text, and the internal page or external link that the button will go to when clicked. You will also need to decide the color of the button and whether that is Solid or Hollow (image 15).

^ Hero Image Banner

Image \*

width: 1385px, Height: 625px

 american-flag\_poster.jpg 

Human Resources: /human-resources/\_imag...

Image ALT Text \*

Required for Accessibility

American Flag


H1 Title Text \*

H1 Title Goes Here

Main Text

*This text only show on "Light" theme templates only.*

Welcome to University Relations. Let us get creative.

^ Button 

Button Type

Solid

Image 14



Image 15 (buttons shown in State Flag blue)

### *Intro Content Section*

This is a two column section allowing you to choose a background color for the entire section. ([Color options can be found here](#)).

1. Left Column: you can set an H2 and there is a WYSIWYG editor available. Most use the left side for a short paragraph
2. Right Column: There is another WYSIWYG editor. Most use the right column for an image.

### *Main Content Section*

This is where multiple rows can be added. Each row has varying Module Selector options. This document will try to cover most of the available options, but there will be other ways that you/your team can utilize these templates to make the site fit your unique needs of your college/department.

The page is created with the first row automatically. To add another row, click the + icon to the right of the first row section (image 16). If multiple rows have been added, clicking the + icon will add a new row just below the section where you clicked the + icon. You can use the up and down arrows to reorganize the rows within the section.

Options that can be chosen for each row:

1. **Columns:** Here you can choose to add multiple different columns in varying widths. All columns in a single row must add up to 12 cells. This is based on Zurb's Foundation version 6 [XY grid](#). To be able to display certain widgets, a minimum of 6 cells must be chose for the column, otherwise the widget options will not be displayed. Widget options can be found in item 4 of this list.
2. **Custom PHP:** You can link to a PHP file on the server to load up PHP scripts here.
3. **Tiger Rankings and Brags:** This module will automatically load rankings and brags based on the Category or Location selected. To generate the appropriate code, please access the [R&B Builder Tool](#).
4. **Widget options:**
  - a. **Accordions:** Can be seen on the [light theme test page](#), on the right side under the "EVENTS AND INFORMATION" heading.
  - b. **Quote Feature:** Can be seen on the [dark theme test page](#), under the "2 COLUMNS WITH WIDGET OPTIONS" heading.
  - c. **Events Feed:** This widget will automatically load Events based on Event Types, Departments and/or Audiences. To generate the appropriate code, please access the [Events Builder Tool](#).
  - d. **News Feed:** This widget will automatically load Newsstand stories based on categories or tags. To generate the appropriate code, please access the [Newsstand Builder Tool](#).

- e. **Icon Cards:** can be seen in image 20 below, or on this [development page](#) just below the “H2 ICON CARDS” text. For more information please see item 8 of this same list.
  - f. **Image Button:** Can be seen on the [dark theme test page](#), under the “2 COLUMNS WITH WIDGET OPTIONS” heading. All icons can be found on the [Line Awesome website](#). For more information about icons, please see item 11 of this same list.
5. **Spotlight Feature:** For the spotlight feature you are offered a couple of options. This can be seen in image 17 or on this [development page](#) under the “SECTION TITLE FOR SPOTLIGHT FEATURE” text.
- a. Type of Spotlight:
    - i. Bottom Accent w/ Offset Image (can be seen at the top of Image 17)
    - ii. Vertical Accent: No Offset Image (can be seen at the bottom of image 17)
  - b. Position of Module:
    - i. Fixed left (can be seen at the top of Image 17)
    - ii. Fixed right (can be seen at the bottom of Image 17)
6. **2 Column Call to Action:** Spans across the entire page. Can be seen in image 18 or on this [development page](#) with the header “Two Column Call to Action Title”.
7. **Image Buttons:** All icons can be found on the [Line Awesome website](#). For more information about icons, please see item 11 of this same list. Can be seen in image 19 or on the [Academics Page](#).
8. **Icon Cards:** All icons can be found on the [Line Awesome website](#). For more information about icons, please see item 11 of this same list. This can be seen in image 20 below, or on this [development page](#) just below the “H2 ICON CARDS” text.
9. **Cards:** After selected the Cards widget, the first two options you get are Background Color and Widget Theme Color. The Background color is the color for the entire widgets background (shown in image 20 as pur-50) and Widget Theme Color is the background color of the card’s h3 heading shown in image 20 as or-400 (Clemson Orange). You can also see this on the [development page](#) under the “H2 Cards” text.
10. **Contact Info:** Can be seen at the bottom of this [development page](#), just above the footer.
11. **Icons:** All icons can be found on the [Line Awesome website](#). We ask that you do not use any of the logos within the Brand Icons section other than the social media icons. We also would ask that you do not use the poo icon, and that you ensure the icon you use represents the information you are linking to. This is especially necessary for accessibility purposes. This can be seen in image 20 below or on this [development page](#) just below the “H2 ICON CARDS” text.

^ Main Content

▼ Row (1/3) ↓ + ×

Module Selector  
Icon Cards

Image 16

**SECTION TITLE FOR SPOTLIGHT FEATURE**

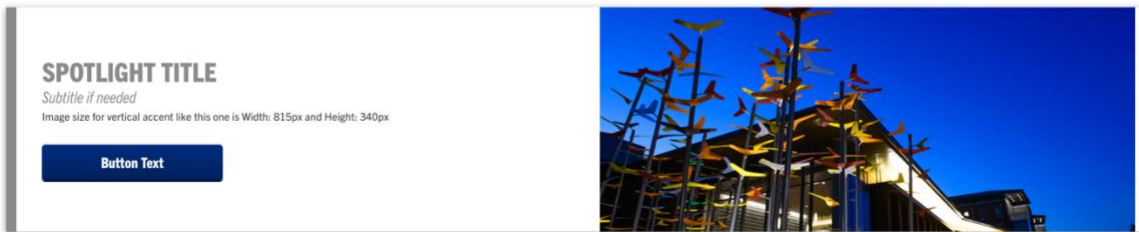


Image 17

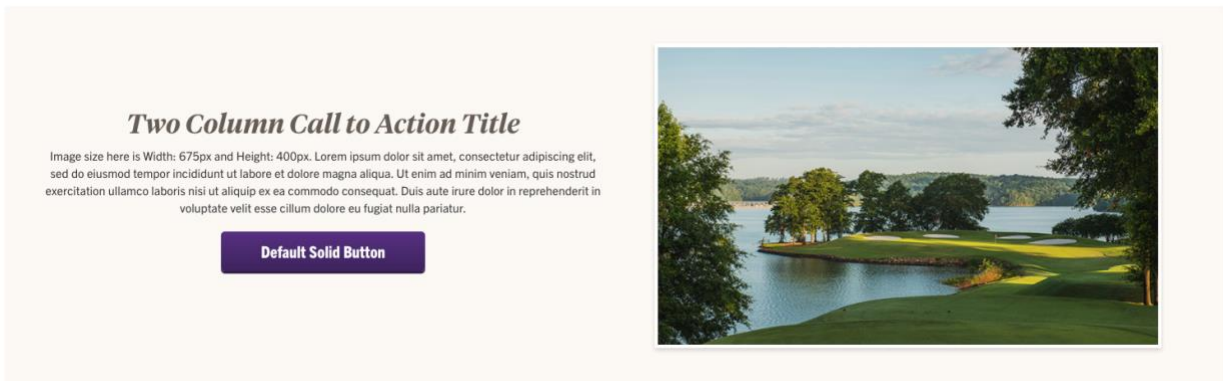


Image 18





Image 19

## H2 CARDS



Image 20