

GETTING STARTED WITH THE CMS – BEGINNER TO INTERMEDIATE

# Content Management System (CMS)

# AGENDA

- CMS Overview
- Logging In & Navigating to Your Page
- Editing Existing Content
- Adding New Content (Pods, Contacts, Posts, etc.)
- Saving & Submitting for Approval
- Best Practices & Common Mistakes
- Q&A

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# CMS OVERVIEW



# CMS OVERVIEW

## What is the CMS?

- LBCC's Content Management System (CMS) is a web-based platform that enables users to create, edit, and manage website content—**NO coding or HTML knowledge required**. Webpage structure and layout are guided by predefined LBCC CMS templates.

## Content Contributors and Permissions:

- Contributors: have access to create and edit content within their assigned sections of the website. All updates must be reviewed and approved by the designated content owner prior to being published.
- Key responsibilities:
  - Submit all changes for publishing approval
  - Adhere to LBCC's web guidelines and content best practices
  - Ensure content accuracy, accessibility, and consistency

## Key Features of the CMS:

- **Content Creating & Editing:** Intuitive text editors (WYSIWYG) for easy content formatting and updates.
- **Templates:** Pre-designed landing page layouts to ensure consistency across the site.
- **Menu Management:** **Website navigation and structure** are managed centrally by the Communications Department and ITS, guided by web best practices, established standards, and analytical data collected over time.

## CMS Environments (domains):

- **Production Environment :** [www.lbcc.edu](http://www.lbcc.edu) – this is the live, public-facing website where all finalized content is **published**
- **Sandbox Environment:** <https://training-v2-lbcc.pantheonsite.io/> - Practice and testing environment

# LOGGING IN TO THE CMS & PREPARING TO EDIT

## Logging In to the CMS:

1. Open a supported browser (Chrome, Firefox, Safari, or Edge).
2. Go to your webpage URL  
Example:
  - [www.lbcc.edu/counseling](http://www.lbcc.edu/counseling) (Production)
  - <https://training-v2-lbcc.pantheonsite.io/counseling> (Sandbox - Practice site)
3. Hover your mouse over the bottom-left corner of the browser window – A gear icon will appear. (See Image 1)
4. Click the gear icon and select “Log in” from the menu – (See Image 1)
5. Enter your LBCC username and password in the login window – (See Image 2)

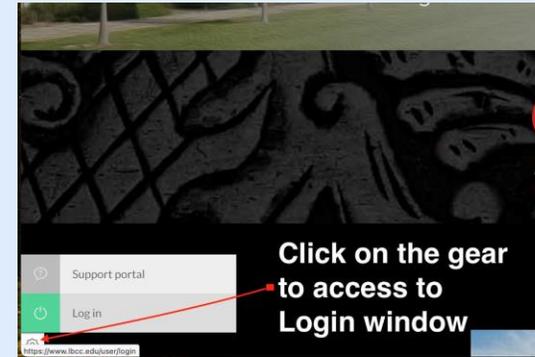


Image 1

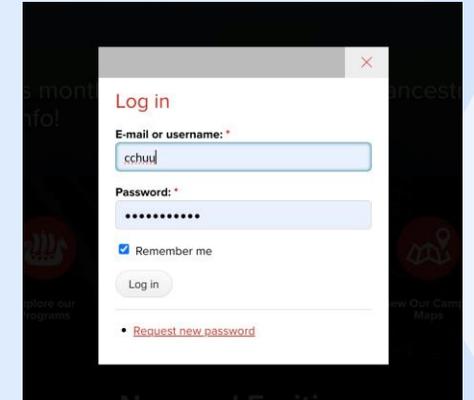


Image 2

6. After logging in, look for a green success message confirming you're logged in. – (See Image 3)



Image 3

## Getting Ready to Edit:

7. Go to the bottom-right corner of the screen and turn on the “Content Zones” toggle. – (See Image 4)
8. Gear icons will now appear over editable sections—these mark the areas you can update!

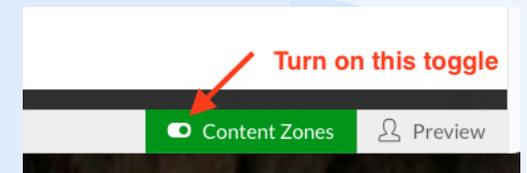
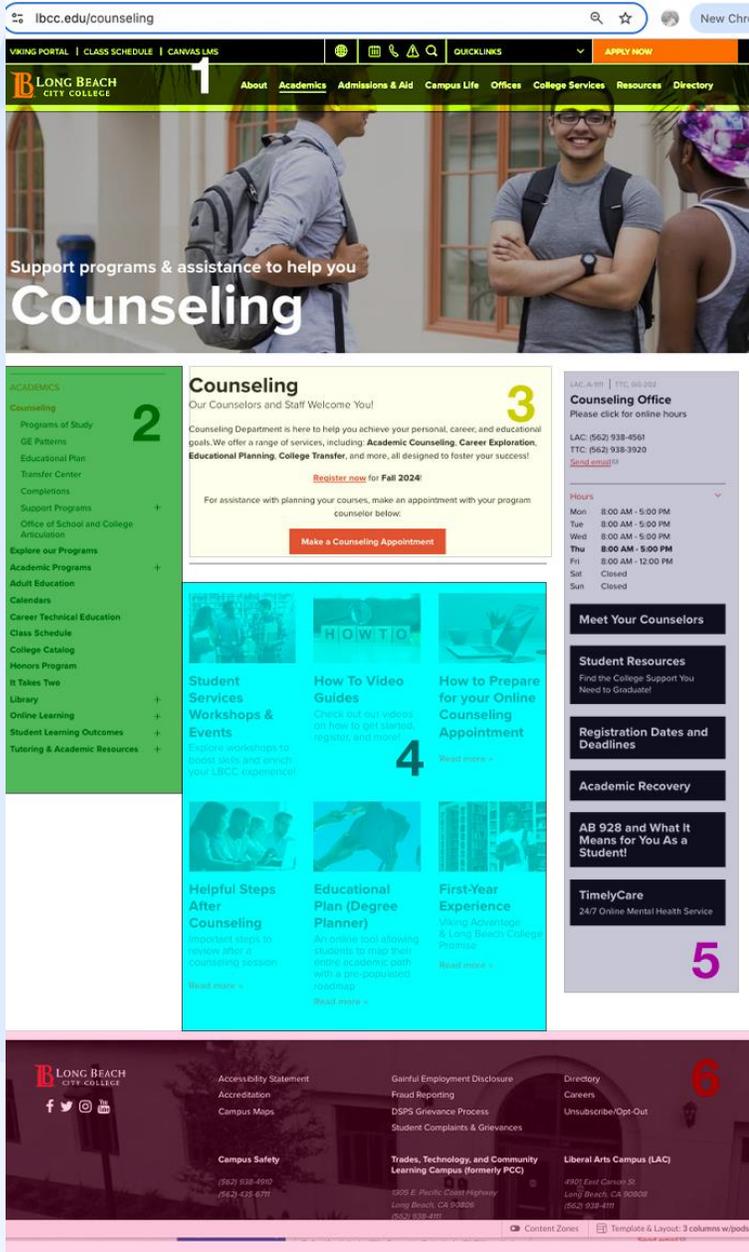


Image 4

*Note:* Once you’re logged in, the page will refresh, you’ll stay on the same page —there’s no dashboard.

# EXPLORING THE PAGE LAYOUT & CONTENT ZONES



**1: Header Zone:** This section of the page includes the logo, navigation bar, and any header links. It's used for most of the navigation within the LBCC website and the items in this area are persistent from page to page as you navigate around the LBCC website. **Navigation terms are set by Communications & ITS. Contact them for support!**

**2: Left Sidebar:** The left sidebar is where you will typically find the navigation presented when on landing pages. Sometimes you'll also find "pods" or other teaser content below the left navigation block. This is also the zone that displays "Also appears in" with a link to all the navigation terms where a post appears, when you're on the full post view for a piece of content. **Navigation terms are set by Communications & ITS. Contact them for support!**

**3: Overview Zone:** This is a special zone dedicated to the **introduction post for any landing page**. Creating a post of type "Overview" will automatically put the post in this area, and it will stay there. This is the area used to give an overview / introduction to the section or landing page the visitor is on. (Sometimes it's just a title, and no content... although we don't suggest that.) Overview posts show \*all\* of their content - including the full body text, all links and attachments, etc. Only one Overview should be tagged to each landing page or navigation term. This area can be set to have an expanding overview if the overview is too long for the section.

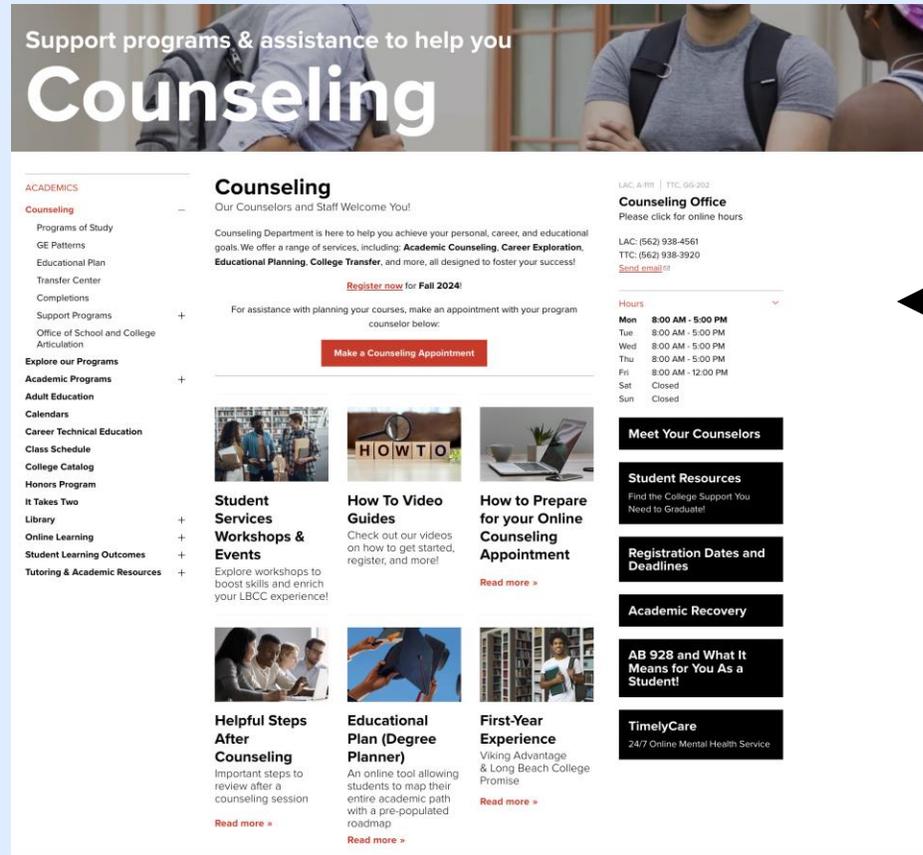
**4: Main Content Zone:** The main content area, which can use different templates (the standard template shows **teasers of all posts tagged to the landing page term**). This zone can be themed to display in a grid, or in stacked teasers, etc. The posts that appear in the main content zone typically only show brief teaser content - anything before the teaser break for each post that shows. The posts in this channel can be reordered, but the Overview zone will always stay above them.

**5: Right Sidebar:** The right sidebar is used in a variety of ways. On many landing pages, where a list of teasers appear (like the example here), the right sidebar is used to display "pods" or short teasers of content that link to something that needs to be promoted. Note that this is **an optional zone**, and on some special templates it will be disabled. On full content display - once you've clicked through to a full post, the right sidebar area is often used to display contact information, related profiles for the post, etc.

**6: Footer Zone:** The footer is a small section at the bottom of the site that appears consistently across the LBCC website, containing essential links.

# CMS Templates – Shaping the Structure and Layout of Our Web Pages

## 3 Column with Pods on the right' Template



Available CMS Templates for the LBCC Website:

- 1 Column Template, with Pods on the right  
<https://www.lbcc.edu/cashiers-office>
- 2 Column Template, with Pods on the right  
<https://www.lbcc.edu/human-resources>
- **3 Column Template with Pods on the right (see image)**
- Landing Page Template: <https://www.lbcc.edu/schedule-classes>
- Pathways Template:  
<https://www.lbcc.edu/career-technical-education>
- 1/2/3 Column w/pods below
- Department Template:  
<https://www.lbcc.edu/academic-programs>
- Program Template  
<https://www.lbcc.edu/auto>

Contact the Web Coordinator for assistance in choosing the right template for your landing page.



CMS

soft

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Content

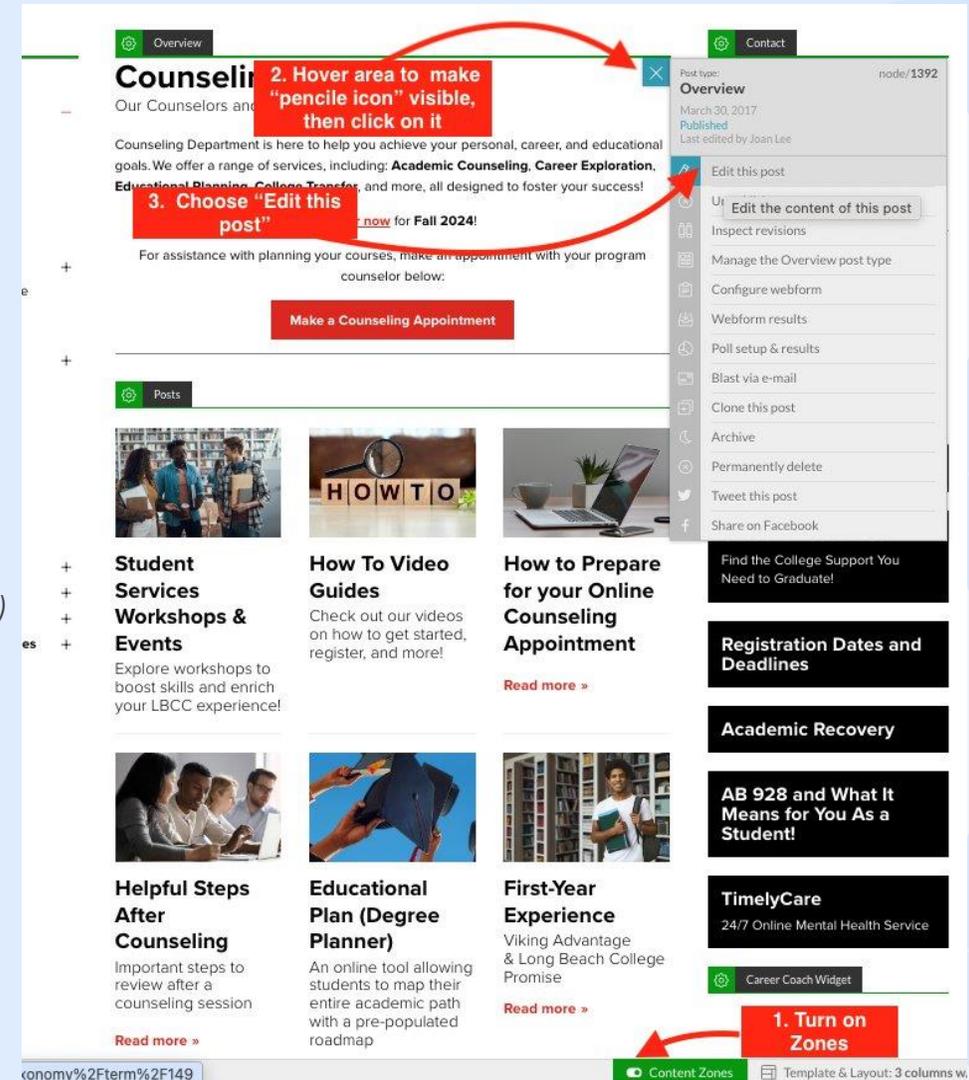
## PRIMARY ZONES FOR EDITING & UPDATES

- **Hero:** Top of the page – typically a banner or main image.
- **Overview:** Always stays at the top of your landing page – your intro or summary text.
- **Posts:** Main content area – can have multiple instances (like tiles or feature blocks).
- **Pods:** Right-hand column – often used for call-to-actions, related links, or highlights. Multiple pods can be added.
- **Contact:** Used for listing people, office hours, and location info.

# EDITING EXISTING CONTENT (HERO, OVERVIEW, POSTS, PODS, CONTACT)

## Step-by-Step Instructions:

1. Navigate to the page you need to update.
2. Log in using your CMS account credentials.
3. Enable Content Zones
  - Click the **Content Zones toggle** in the bottom-right corner of your browser.
  - You'll now see **gear icons** on editable areas.
  - (See Image – item 1.)
4. Find the section to edit
  - Hover over the area until the **pencil icon** appears.
  - Click the **pencil icon** in the zone you want to update. (e.g. Overview zone/section)
  - (See Image item 2., this is an example of editing the overview section of the Counseling page)
5. Select “Edit this post”  
(See Image item 3.)
6. Use the editor to format content
  - An editor will appear where you can make any updates to text, or links, format text...
  - Use headings, bullets, and styling tools as needed.
7. Save your changes
  - Choose "Save as Draft" or "Save and Send for Approval" before leaving the page.



# UNDERSTANDING THE CMS EDITOR INTERFACE

- **Title:** required field – must fill out in order to save
- **Content Body Area** - This is the main space where you'll write and edit your text.
- **Formatting Toolbar** - Use the toolbar to format text (bold, italic, headings H3, H4, H5, H6), add links, and create lists.
- **Related links** - You can add links here that will appear under “related link” area, usually at right-hand side or at the bottom
- **Calendar Dates** – If your content is event-based, this field will allow it to show up on LBCC’s Upcoming Events calendar
- **Contact Info** – Name, phone, email, social media, operating hours
- **Display settings** - This one’s more for intermediate and advanced users. You can use this section to organize your content using Tabs or Accordions.
- **Destination Redirect** – Use this if you want the tile or content to link off to a different URL.
- **Save as Draft** - Save your work to finish later
- **Save and send for approval** - Send your changes for review to publish

The screenshot shows the CMS editor interface for a page titled "Counseling". The page content includes a subtitle "Our Counselors and Staff Welcome You!", a rich text editor with a formatting toolbar, and a "Connect with a Counselor" button. The right sidebar contains sections for "Restricted Sections - Do Not Edit", "Post type" (set to "Do Not Edit"), "Navigation term", "Related people & profiles", and "Destination redirect".

Annotations and arrows point to the following elements:

- Title:** "Enter your page Title - required field" (points to the title field).
- Subtitle:** "SubTitle - short description" (points to the subtitle field).
- Text Editor:** "Text Editor - Enter your content in this area" (points to the rich text editor).
- Formatting:** "Turn on 'Full HTML' as shown here" (points to the "Full HTML" radio button).
- Search Terms:** "Add extra search terms to improve organic SEO" (points to the "Additional search terms" field).
- Related Links:** "This module adds Related Links to your post's right side, under 'Related Links' section" (points to the "Related links" module).
- Calendar:** "This module adds your content to the 'Upcoming Events' calendar" (points to the "Calendar dates" module).
- Contact Info:** "This module adds contact info" (points to the "Contact info" module).
- Display Settings:** "This module formats content into tabs or accordions" (points to the "Display settings" module).
- Destination Redirect:** "Enter a redirect URL link here if you want to take site visitors to a different page URL" (points to the "Destination redirect" field).
- Save and Send for Approval:** "Save your work and edit it later" (points to the "Save and send for approval" button).
- Submit for Approval:** "Submit your work for approval to publish" (points to the "Save as draft" button).

Red boxes and text on the right sidebar indicate restricted sections:

- Navigation Term Section:** "Restricted Sections - Do Not Edit: \* Navigation Term Section"
- Post type:** "Post type: [Do Not Edit]"
- Navigation term:** "DO NOT EDIT Modifying it may BREAK site navigation!"



# Other Formatting Modules/Components in the CMS Editor

you can reference them here. This is appropriate when referencing the author of a post or someone who could be contacted for more information. Another appropriate use would be to reference a sponsor profile on an event post.

Add another item

**Custom URL**  
No alias

- Bundled content
- Related links**
- Calendar dates
- Video & Multimedia
- Contact info**
- Display settings  
Include teaser content in full view

URL aliases should be added to the navigation term, not the Overview post. [Learn how to create URL aliases for navigation terms](#).

Click on this “Related links” tab to open up fields to enter Link(s) (URLs) that will be displayed and organized under “Related Links” on the right-hand side of your page,

Click on this “Contact info” tab to open up fields to enter a Contact descriptions: e.g. Name, Office/Room, Phone, Email, Operation Hours

**Destination redirect:**

Enter a link (URL) HERE, to redirect the page to that URL

If you would like this post, when opened, to redirect to another page or URL, please enter it here. To get started, type in the title of a post or a navigation term, wait a moment, then choose from the matches that appear.

**Message to site administrator (optional):**

Enter a message HERE to communicate with the site admin if any extra attention needed when you send your content to admin for publishing

Optional. An explanation of the additions or updates being made.

Save and send for approval Save as draft Cancel

**Ensure to Save your work:**

- \* “Save as draft” = if not ready for publish
- \* “Save and send for approval” = send for publishing approval

# Core Components – Do Not Modify

The image shows a screenshot of a website's navigation menu. Two red boxes with white text are overlaid on the top and middle sections of the menu. The top box contains the text: "DO NOT modify this area You could BREAK the website's Structure". The middle box contains the text: "DO NOT modify this area You could BREAK the website's Structure". A large red 'X' is drawn over the entire middle section of the menu. The menu itself includes a "Post type:" dropdown set to "Overview", a "Navigation term:" search bar, and a list of navigation items with checkboxes and links. The items include: "Home Futures Path", "Home Viking Voices", "Home Promise", "Home Here to Help", "Home Events", "Academics", "Explore our Programs" (with sub-items: "Interest: ALL", "Interest: Arts Language & Communication", "Interest: Business Management & Entrepren...", "Interest: Science Health & Technology", "Interest: Society & Education", "Interest: Trades & Service Industry"), "Academic Programs", and "Allied Health" (with sub-items: "Diagnostic Medical Imaging (DMI)", "Emergency Medical Technician"). Below the menu is a "Related people & profiles:" section with a search bar.

Post type:  
Overview

Navigation term:  
Type to search

DO NOT modify this area  
You could BREAK the website's  
Structure

DO NOT modify this area  
You could BREAK the website's  
Structure

Home Futures Path

Home Viking Voices [h](#)

Home Promise [h](#)

Home Here to Help [h](#)

Home Events [h](#)

▼  Academics

▼  Explore our Programs

Interest: ALL [h](#)

Interest: Arts Language & Communication [h](#)

Interest: Business Management & Entrepren...

Interest: Science Health & Technology [h](#)

Interest: Society & Education [h](#)

Interest: Trades & Service Industry [h](#)

▼  Academic Programs

▼  Allied Health

Diagnostic Medical Imaging (DMI)

Emergency Medical Technician

Related people & profiles:



# HOW TO ADD A NEW POD

## Step 1: Log In & Enable Content Zones

- Go to the target page (e.g., [www.lbcc.edu/counseling](http://www.lbcc.edu/counseling))
  - Log in with your CMS credentials
  - Toggle **Content Zones** ON (See Image 1 – item 1.)
- Gear icons will appear on editable sections

## Step 2: Add a Pod in the "Pod" Zone (black boxes on the right-hand side)

- Click the Gear Icon in the Pod zone (See Image 1 – item 2.)
- Select + Pod (See Image 1 – item 3.)
- The content editor will pop up (See Image 2)

## Step 3: Enter Pod Content

- **Title** (Required) (See Image 2)
- **Subtitle** (Optional)
- **Body Text** (Add text, links, links , etc.)
- **Destination Redirect:** use this module if you want redirect user to a different URL (See Image 2)
- For images/files upload, submit a ticket via LBCC Launch

## Step 4: Save Your Work

- **Save as Draft** – to return and edit later
- **Save and Send for Approval** – to submit for publishing

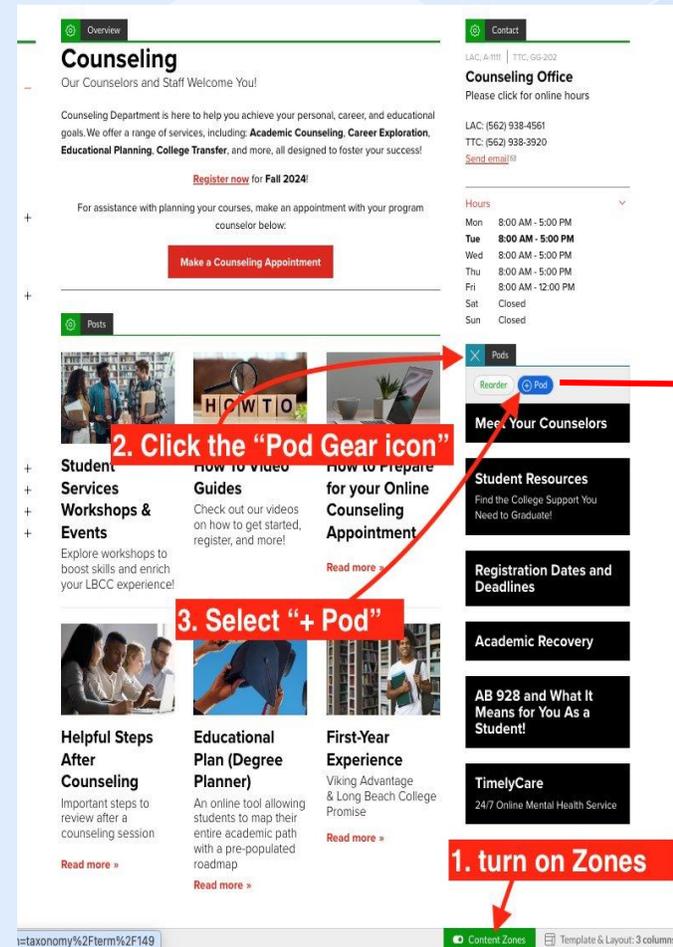


Image 1

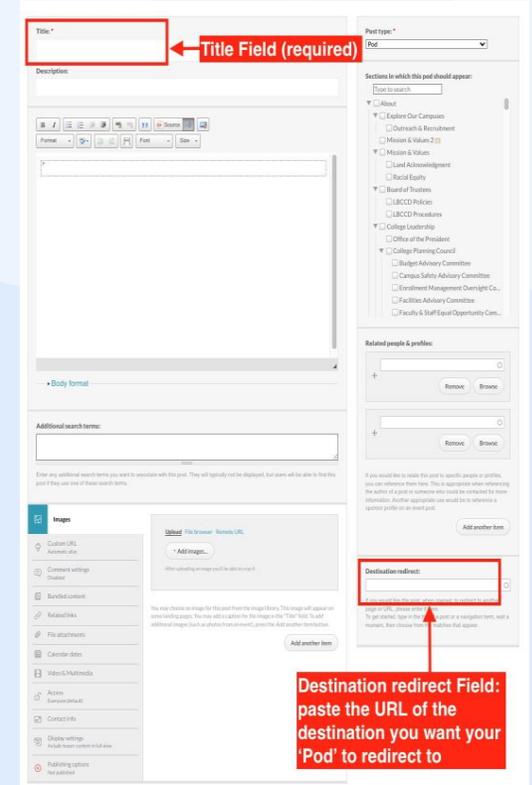


Image 2

# HOW TO ADD A NEW CONTACT

## Step 1: Log In & Enable Content Zones

- Go to the target page (e.g., [www.lbcc.edu/counseling](http://www.lbcc.edu/counseling))
- Log in with your CMS credentials
- Toggle Content Zones ON
- Gear icons will appear on editable sections

## Step 2: Add a Contact in the "Contact" Zone (top right corner of the page)

- Click the Gear Icon in the Contact zone (See Image 1 – item 1.)
- Select + Pod (See Image 1 – item 2.)
- The content editor will pop up (See Image 2)

## Step 3: Enter Contact Information (See Image 2)

- Full Name : required
- Title/Position
- Office/Room # (e.g., LAC, T-1018)Body Text (biography, links, etc.)
- Last Name : ensure this field is completed
- Click on Contact Info tab: enter email, phone, office hours

Note: For image or file uploads, submit an [LBCC Launch ticket](#).

## Step 4: Save Your Work

- Save as Draft – to return and edit later
- Save and Send for Approval – to submit for publishing

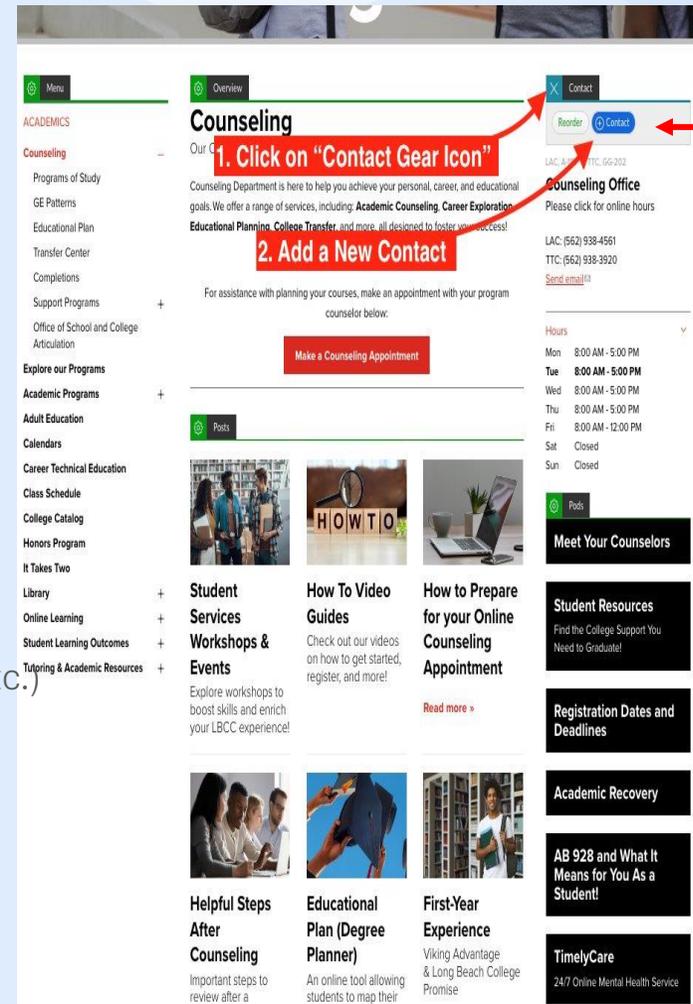


Image 1

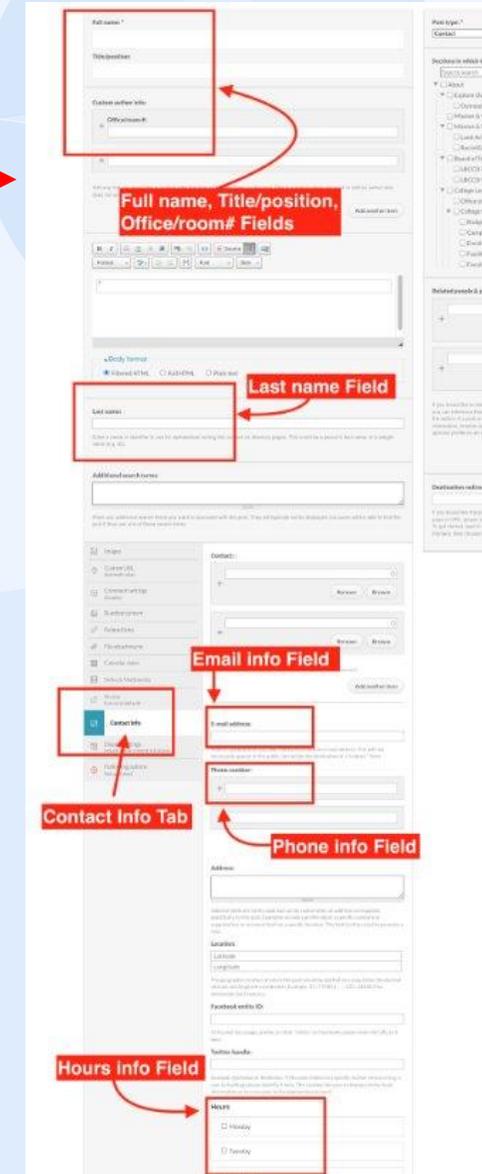


Image 2

## SAVING & SUBMITTING FOR APPROVAL

- **Save as Draft:** Your changes will be saved, but not published. You can return later to continue editing
- **Save & Send for Approval:** Your changes are ready to go! This submits them for review and publishing approval.
- **Important:** Be sure to scroll down and click **Save** before leaving the page to avoid losing your work.

# BEST PRACTICES

- **Use clear, concise language**

Ensure content is easy to understand and relevant to your audience.

- **Get approval before updating**

Only update website content in the CMS after it has been reviewed and approved by the designated Content Owner(s).

- **Proofread and test**

Check for grammar and spelling errors, and make sure all links work properly.

- **Follow LBCC guidelines**

Review and adhere to LBCC's Web Content Management standards and Best Practices.

- **Submit carefully reviewed content**

Only send content for publishing after thorough review to ensure it's accurate and error-free.

- **Use the LBCC Launch system for more advance needs**

Submit a ticket to request image or new website, new navigation term, templates, special layouts.

- **Reference helpful resources**

Visit the PAM Website for [Web Content Management Guidelines](#) and [LBCC Branding Guidelines](#)

## COMMON MISTAKES TO AVOID

- ✘ Forgetting to save before leaving the page - Always hit “Save as Draft” or “Save and Send for Approval” so your work isn’t lost.
- ✘ Submitting unapproved or incorrect content - Make sure your content owner has reviewed and approved your changes before submitting
- ✘ Accidentally editing “Navigation Term” or “Post Type” - These are structural settings. Please don’t change them
- ✘ Skipping the “Last Name” field in contact listings - This field is required and helps the system categorize the contact properly.
- ✘ Broken or outdated links - Always test your links to make sure they work and point to the correct, up-to-date resources before submitting for publish.

# Q&A- KEY TAKEAWAYS FROM THE LBCC CMS TRAINING

- ✓ **Understand the CMS Structure** – LBCC’s CMS is built on Drupal and uses a block-building format. Contributors are assigned specific pages and are responsible for maintaining their content—keeping it accurate, up to date, and aligned with LBCC standards.
- ✓ **Access Your Page Directly**– There’s no dashboard; go directly to the webpage your assigned for and Login
- ✓ **Enable Content Zones** – After logging in, always remember to turn on **Content Zones** to reveal the **Gear Icons**. This shows you the editable sections like Hero, Overview, Posts, Pods, and Contact.
- ✓ **Edit & Add Content** – Use the **Pencil Icon** to access to editing, and the **Gear Icon** to add new.
- ✓ **Save & Submit Properly**– Always click **Save as Draft** or **Save and Send for Approval** before exiting your page.
- ✓ **Follow Best Practices** – Keep content clear, check that links work, and follow the LBCC Guidelines and Best Practices.
- ✓ **Avoid Common Mistakes** – Always save your work, complete all required fields, and **DO NOT modify the Navigation terms**. For images, file uploads, advanced formatting, change templates, or new navigation terms, submit a request via LBCC Launch.
- ✓ **Help is Available** – If you need help, feel free to reach out — I’m always here to support you.

# Thank you

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