

## INTERTERM PAGES

Each Interterm Session has a directory with files for all of the programs offered. When details of new Interterm session need to be entered, you will either edit an existing description or create a new one. At the beginning of each Interterm, the session summary on the main page will also need to be updated.

### EDIT THE INTERTERM MAIN PAGE SUMMARY

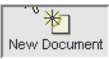
The summary text on the top of the interterm session main page is stored in the file `/specpro/interterm/{term name}-interterm-courses/{term name}HomePageContent.xml`.



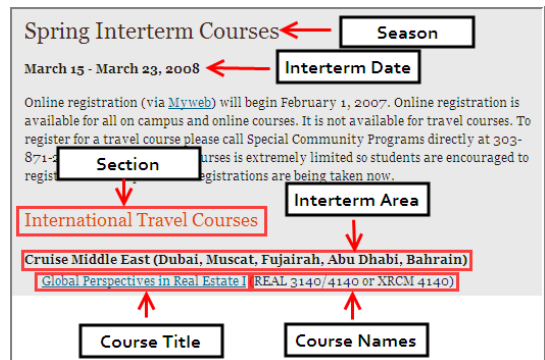
### EDIT AN EXISTING INTERTERM COURSE DESCRIPTION

Individual interterm course descriptions are stored in the `/specpro/interterm/{term name}-interterm-courses/` folder.

### CREATE A NEW INTERTERM COURSE DESCRIPTION

1. Click the + to expand the **specpro** folder.
2. Click the + to expand the **interterm** folder.
3. Click on the desired interterm folder name.
4. From the toolbar, click  New Document.
5. Enter the course document's name and description and Click OK.
6. Complete the form as follows:

- a. **Enter the Season (e.g. Fall Interterm Courses):** This field populates the page heading. It will only allow four entries: Fall Interterm Courses, Winter Interterm Courses, Spring Interterm Courses, or Summer Interterm Courses.
- b. **Enter the Interterm Date (e.g. November 22 - December 12, 2007):** This field populates the session date subtitle on the top of the page. Enter the session start and end dates.
- c. **Enter the Interterm Area:** This field populates the first line of the course description. Enter the name of the course.
- d. **Enter the Course Title:** This field populates the second line of the course summary. This field will link users to the full course description. Enter the Course Title.
- e. **Enter the Course Names (e.g. test2210, test2211):** This field appears in parentheses following the Course title. Enter the specific course name(s).
- f. **Enter all the information for this Interterm:** This field is not visible on the main interterm page. It displays when a user clicks the Course title.



## **PRIORITIZE INTERTERM COURSES**

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Each Interterm session page displays courses over three sections (International Travel, Domestic Travel and On Campus). Courses are currently alphabetical by Interterm Area within each section.

Before working in Collage, you will have to know what order the courses should appear in on the page. Collage sees all of the courses on a page as one list, so if there are two international travel courses, the first domestic travel course will be numbered three.

Two steps are required to change the events displayed:

1. Remove courses currently listed.
2. Add new events to list.

To remove a course from an Interterm summary page:

1. Click the **+** to expand the **specpro** folder.
2. Click the **+** to expand the **interterm** folder.
3. Click on the **{term-name}-interterm-courses** directory to view the contents.
4. Place a check in front of the course to be removed.

5. Click .

6. Delete all data entered in the Page List Priority and section fields.
7. Click OK.

To add a course to an Interterm summary page:

1. Click the **+** to expand the **specpro** folder.
2. Click the **+** to expand the **interterm** folder.
3. Click on the **{term-name}-interterm-courses** directory name to view the contents.
4. Place a check in front of the course to be added.

5. Click .

6. In the Page List Priority field, enter the order number for the course.
7. In the section field, enter International Travel Courses, Domestic Travel Courses, or On Campus Courses.
8. Click OK.

To view an interterm summary page, preview `/specpro/interterm/{term-name}-interterm-courses/index.html`.