T4 Training Exercises

Log in to T4

T4 CMS is **browser based** and can be **found at http://cms.ncl.ac.uk** - use **Chrome** or **Firefox** browser. Always **allow browser popup windows** – this supports the content Preview function in T4.

Log in with your **Windows username** and **password:**

Username	nam1
Password	••••••••••

Advanced   Login

Sandbox Training Site and Preview

Once logged in to T4 you'll see the **Site Structure** for our 'Staff Sandbox' website. This is where you'll complete the training exercises.

To **see how Staff Sandbox site looks in browser** - use the **Section Menu** to the right of the Staff Sandbox section and select **Preview**. T4 opens a new browser window and 'previews' the web page as the site user will see it.

Training Resources

Files to help you complete the following exercises have been uploaded to the **T4 Media Library**. Use the file paths below to find:

- **Images** - follow the file path: **Categorised > Staff Sandbox > Images**
- **PDF** file – follow file path: **Categorised > Staff Sandbox > Files**
- **Word documents -** follow the file path: **Categorised > Staff Sandbox > Resources**

To **download a Word file from the Media Library** onto your PC**:**

- click the Content Tab then select **Media Library**:

- find **Staff Sandbox folder,** expand the structure the **click the Resources** folder
- hover over a document thumbnail, click **Advanced**
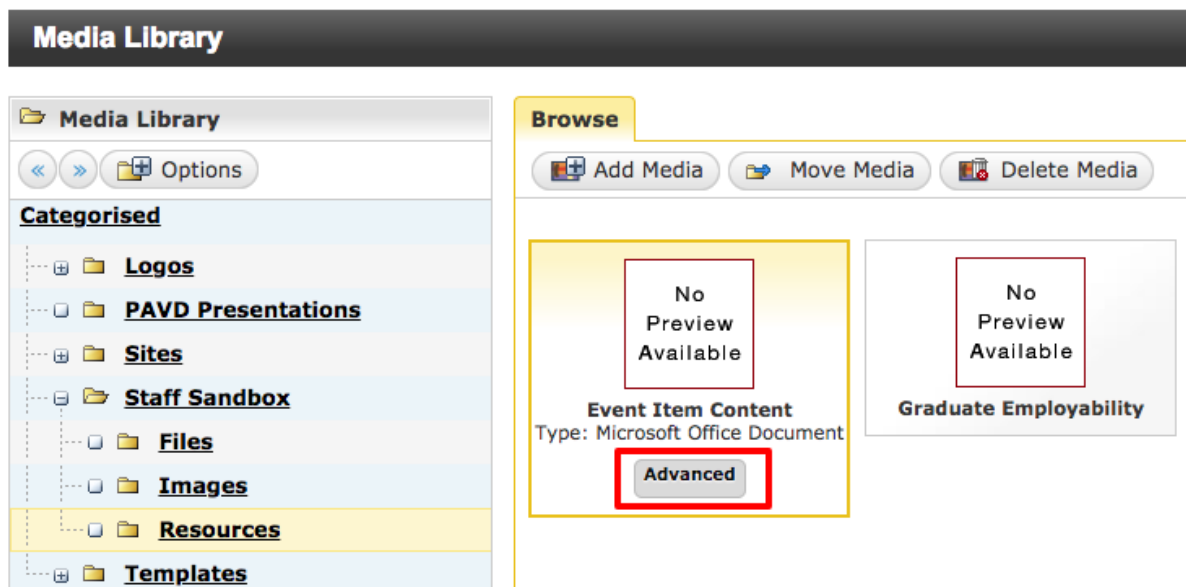
- then select **Download:**

Assessment Exercises

Exercise 1 - create a new section

Add a **new section** to the Staff Sandbox Site Structure**.** Call it **Exercises** followed by your name, using the format: **Exercises-johnsmith**.

Add 2 sub-sections to your new section with the following names:

- **Graduate Employability**
- **Study Law at Newcastle**

Use the **Output URI** field to give each section a **short, meaningful web address*.**

*The Output URI should be a short and **descriptive name for the section** (eg 'employability'). It will form part of the web address (eg http://www.ncl.ac.uk/staff-sandbox/exercises-johnsmith/employability). Use one word if possible, or 2 separated with a hyphen, leave out numbers and symbols.

Exercise 2 – add content

Add content to the section **Graduate Employability -** see the example page on our Digital Design site.

Use **content** from the Word document '**Graduate Employability'** and start to build the content in T4. Use the content types:

- **Page Title and Intro**
- **General Purpose Content** - use a 'separate piece' for each H2 heading and following content

Exercise 3 – add links to content

In the **Graduate Employability** section edit the 2nd piece of 'General Purpose Content' to add a:

1. **Section link – link** the content **UK Quality Assurance Agency for Higher Education (QAA)** to the '**Awards & Accreditations**' section of the Staff Sandbox website
   (link path in T4 is: **Go Mobile** > **dev-www.ncl.ac.uk** > **Staff Sandbox**)

2. **Web link –** link the content '**ncl+ initiative'** to the url
   '<https://www.ncl.ac.uk/careers/awards/nclplusaward/>'

Exercise 4 – add an image to content

In the **Graduate Employability** section modify the first piece of **General Purpose Content** to add:

- the 'pre-sized' **image** 'standard-graduates' (found in the Media Library)
- include the **Description** - 'Group of graduates at their congregation ceremony'

Exercise 5 – add a document link to content

Find the **Documents** section in the Staff Sandbox Site Structure**:**

- **modify** the piece of 'General Purpose Content'
- **create a link to** the PDF 'plain-english-guide.pdf' (found in the Media Library)

Exercise 6 – add external media

In the **Graduate Employability** section include the **Newcastle University YouTube video '#nclwishidknown - JobsOC (Jobs on-campus)'**

- get the **video Embed code** from YouTube (follow the process in our crib sheet)
- use the content type **06**. **External Media** to add the video to the page

Exercise 7 – using tabbed content

Add content to the section **Study Law at Newcastle -** see the example page on our Digital Design site.

Use content type **02 Tabbed Content** to add the tabs **Teaching Excellence** and **Diverse Research**. Use **content** from the Word file 'Study Law at Newcastle'.

Exercise 8 – add a news item

Add a **News Item** to the Sandbox site at **Staff Sandbox > News > News items**. Use:

- the Page Type **01. News**
- the **file** 'News Item Content'
- **for this exercise** only - **include your name** in the **Name** field to (differentiate your news item from others in the Sandbox site)
- and **add** one of the following to your item**:**
    - a quote
    - a video

Use the keyword: **news**

Exercise 9 – add an event item

Add an **Event** to the Sandbox site at **Staff Sandbox > Events > Event items**. Use:

- the Page Type 02. Event
- the **file** 'Event Item Content'

Use the **keyword**: **event**

Exercise 10 – adding staff

The staff list displayed on the Sandbox site is a sample Staff List from **Newcastle Law School.**

Staff Profile (MyImpact)

1. Add **one of the following Law School staff profiles** to the Staff List in the Sandbox site:

- Dr Ole Pedersen, Reader in Environmental Law ([ole.pedersen@ncl.ac.uk)](mailto:ole.pedersen@ncl.ac.uk)
- Jasmine Winter, Clerical Officer (jasmine.winter@ncl.ac.uk)

2. Use the Page Type **Staff Profile (MyImpact)**. To add staff to the **Staff Profile** section

3. Use the 'web key' **nuls** (this is the web key for the MyImpact group Newcastle Law School).

Try using the keywords below to output the profiles to the pages:

- A – Z
- Staff by Role (choose a role from the table below)
- Staff by Theme (choose a theme from the table below)

Keyword	Page	Role/Theme
atoz	Staff – A - Z	
academic	Staff by Role	Academic Staff
admin	Staff by Role	Professional Services
technical	Staff by Role	Technical Staff
finance	Staff by Theme	Finance & Financial Law
human	Staff by Theme	Newcastle Forum for Human Rights
gender	Staff by Theme	Gender Research

Staff Profile (Manual Entry)
Create a profile for someone not employed by the University. Add the profile to the **Staff Profile** section.

1. Use the Page Type **Staff Profile (Manual Entry)**.

2. Select from the keywords above to output the profile to the A–Z list, and under one of the headings on the Staff by Role, and Staff by Theme pages.

3. Add a profile image (a selection of pre-sized profile images can be found in the Media Library and might provide inspiration for the profile content.