WEBSITE RESOURCES AND INSTRUCTIONS

Area in progress, new sections will be added as developed.
Any questions please ask Liz Collier.

Where instructions are given they are likely specific to the Sociology website.
Where resource information is given (e.g., where to find images to use), they are important for all creative matter at Sociology including the Undergraduate Blog, flyers, and so forth.

- General Tips & Instructions
- Trumba Calendar Best Practices (e.g., 'tagging events, and so forth)
- Website Accessibility and Accessible Documents / Images / Videos
- Editing Profiles
- Posting Documents - Best Practices
- Photographs, Music, & Copyrighted Materials
- Front Page Slide Show
- Videos
- Newsletter Tips
- DocuSign Resources
- Adding Course Listings

WHEN WILL EDITS BECOME VISIBLE ON THE SITE?

While you are in editing mode on the Sociology site, you will be able to immediately see the edits you make after saving a page. However, it actually takes up to a few hours before the editing changes become visible across all servers.

When you log out of editing mode, the page will revert to what it originally looked like, before you started to edit. Likely the new edits won't show visibly until the servers have updated.

It is very helpful to let the person who requested the edit know the time that you finished the edit, and that it can take some time for the servers on the Arts & Sciences side to update. Also remind them they may need to refresh their page as well as their computer may have old content still saved in its cookies.