Content Management

This document along with the following iModulestutorial video should take you about 15 minutes to complete.

The purpose of this training document is to get you familiar with logging in to iModules and editing content within a content block, a specific type of content module.

Content Module – is discrete working area in iModules in which different types of content are expressed (e.g. text, images, RSS feeds, calendars and more.)

Content Block – is a content module that is dedicated to text and images.

Here is a sample of a Sub-community’s webpage.

Sub-community – is an iModules webpage that is subordinate to a main or community webpage. In the case of Penn’s usage, a club’s webpage is a sub-community which is subordinate to the Penn Alumni Relations site.
To begin, login to iModules. *For the time being, we will provide you with a URL for you to use.* Cut and paste that URL into your browser’s navigation bar.

**URL** – stands for uniform resource locator. It is a specific **character string** that references either a location online or a location within a document online. URLs that start with **http://** are also known as a web address.

**character string** – is a linear sequence of characters - including letters, numbers, spaces and special characters - which are typically processed by a computer. The term, **string**, is synonymous.
This is the log in screen that the URL will take you to.

Click on the GO>> button by “I have a PennKey” and you will be directed to enter your PennKey to log in.
Once logged in, you will be directed to the iModules page. You should see the iModules welcome page with the iModules navigation bars on top.
Move your cursor to the **Community** tab and drag down to **Sub-Communities** line and click there.

You will see a page similar to this *Manage Sub-communities* page with your sub-community in the **Sub-community Snapshot** box. Click on your sub-community's link. This will open a new tab to your page.
As you can see, the iModules navigation bars appear above your webpage and there are new icons located on your page. These icons when clicked will provide the editing functionality for your page.

You can still navigate through your page. Each link (e.g. Get Involved, Benefits, etc.) will open a new page which will also have these icons.
For content block editing, look for this one particular icon, A LEGO®-like brick with a pencil.

This icon is the content block edit button.

Click this icon to open the content editor in a new window which will open on top of your current page.

Content Editor – an iModules application that formats text and images to be entered onto a web page.
Please watch the 10 minute iModules tutorial, *Using the Content Editor*, to learn how to use the content editor to create your content in iModules:

https://confluence.imodules.com/display/help/Using+the+Content+Editor