

How to Create a Program Page

1. In the **Site** tree, Go to **Classes>Academic Pathways** folder>pick a folder to add a new program page
 - a. Create a Program Page
 - b. Or **New>Page>Program Page**
2. Give it a name, ex.) Administrative Assistant (Certificate Program)
3. **In the Edit tab fill in the following fields:**
 - a. **Title** – shows at the top of the page in green letters
 - b. **Abstract** - brief description of the page for the search engine
 - c. **Subtitle** – type of degree ex): Certificate and Associate in Applied Science (AAS)
 - d. **Body Copy** – Information about the program and Program Course Requirements (courses and credits) copy & paste from school catalog (electronic version)
 - i. **Other items or additional links:**
 1. Link to Fact sheet (located in Assets>Documents>Fact Sheets)
 2. Gainful employment disclosure (for the diploma & certificate classes)
 - a. Ask Linda Tharp or Wanda Meyer for more information
 - e. **Right Column Group** –
 - i. **Featured-** pick a category (under **Department & Programs**) for the featured faculty to show on that page.
*****Some of the Department & Programs have subheadings to better classify the instructors for the course list.*****
 1. Agriculture
 2. Arts & Human Sciences
 3. Business Tech
 4. Health and Wellness
 5. Math and Science
 6. NursingTechnology
 7. Trades Technology
 8. Auto
 9. Diesel
 10. Residential Carpentry
 11. Welding Technology
 - ii. **Column Content Header** – Degree/Program Requirements and link to [General Education Requirements \(x2079\)](#) page under Areas of Study
 - iii. **Column Content** – type in the program requirements
 - f. **Left Column Group-** (Optional)
 - i. Left Column Component – can pick from green buttons to show under the left navigation column
 - ii. Featured links – left column to add additional links (document or website) can change the Title ex.) Academic Links
 - g. **SEO Group** – Search Engine keywords and description. Only shows when doing a search.
4. **Go to the Categorize tab:**
 - a. Select Programs A-Z and click the arrow pointing to the right to add it to the Associated Categories. Click Save. This will make sure it shows on the Programs A-Z webpage