

Website Management Guidelines

Website Content Management System (CMS) Login: www.daltonstate.edu/admin

Formatting and Style Guidelines

DO NOT PROCEED WITHOUT READING THESE INSTRUCTIONS BELOW

- Never change the default **text color, font or font size** on a webpage as this will cause your page to be inconsistent with the other pages on the Dalton State website. As a rule of thumb, the website is built in a way where you should never need to change the color or font sizes as the default text is already pre-formatted for ease of use, ADA compliance and to avoid inconsistencies.
- Never try to "design" the web page. Focus on the text, and the website will format itself. If you try to "make it look good," you will most likely run into some formatting errors and create problems when it comes to ADA compliance.
- For pages that need subheadings, use the pre-formatted headers. (See following example.)
 - Heading 1 - You should never have to use this heading as it's already hardcoded into the title of your page.
 - Heading 2 - Should be your header of choice. Use this when you need a sub-header on a page.
 - Heading 3 - Use this for "sub-subheadings" that you need underneath a section that uses heading 2.

Admissions

Home / Admissions / Admission Requirements / Beginning Freshman

ADMISSION REQUIREMENTS

ADMISSIONS REQUEST

WHY DALTON STATE?

APPLY

ADMISSION REQUIREMENTS ^

REQUIREMENTS OVERVIEW

BEGINNING FRESHMAN

TRANSFER

TRANSIENT

NON-TRADITIONAL FRESHMAN

DUAL ENROLLMENT

SPECIAL/POST BACCALAUREATE

INTERNATIONAL STUDENT

HOME-SCHOOLED/NON-ACCREDITED HIGH SCHOOL

CHECK MY ADMISSION STATUS

CAMPUS TOUR

Beginning Freshman



← **Heading 1**

Definition: Student who has earned a high school diploma from an accredited school or passed the GED within the past five years and has never attended another college

APPLICATION PROCESS: ← **Heading 2**

A freshman applicant must submit the following items in order to be considered for admission:

- Application for Admission
- \$30 Non-Refundable Application Fee
- Official High School Transcript
- Official SAT or ACT Scores
- Certificate of Immunization
- [Verification of Lawful Presence](#) (students seeking in-state tuition)

Requirements: ← **Heading 3**

A freshman application must meet ALL of the listed admission requirements:



Overview



Pre-formatted headings can be found here.

Source [Icons] [Search] [Styles]

Paragraph Format

- Normal
- Heading 1
- HEADING 2
- Heading 3

LIFE HAPPENS

Our Purpose:

Student Life empowers students with opportunities for life-long learning through diverse, c experiences. Student Life is dedicated to both individual and organizational growth and development.

Our Goals:

Engage – Participation is pivotal for student connectedness. The DoS' Office will engage the diverse student population through an array of

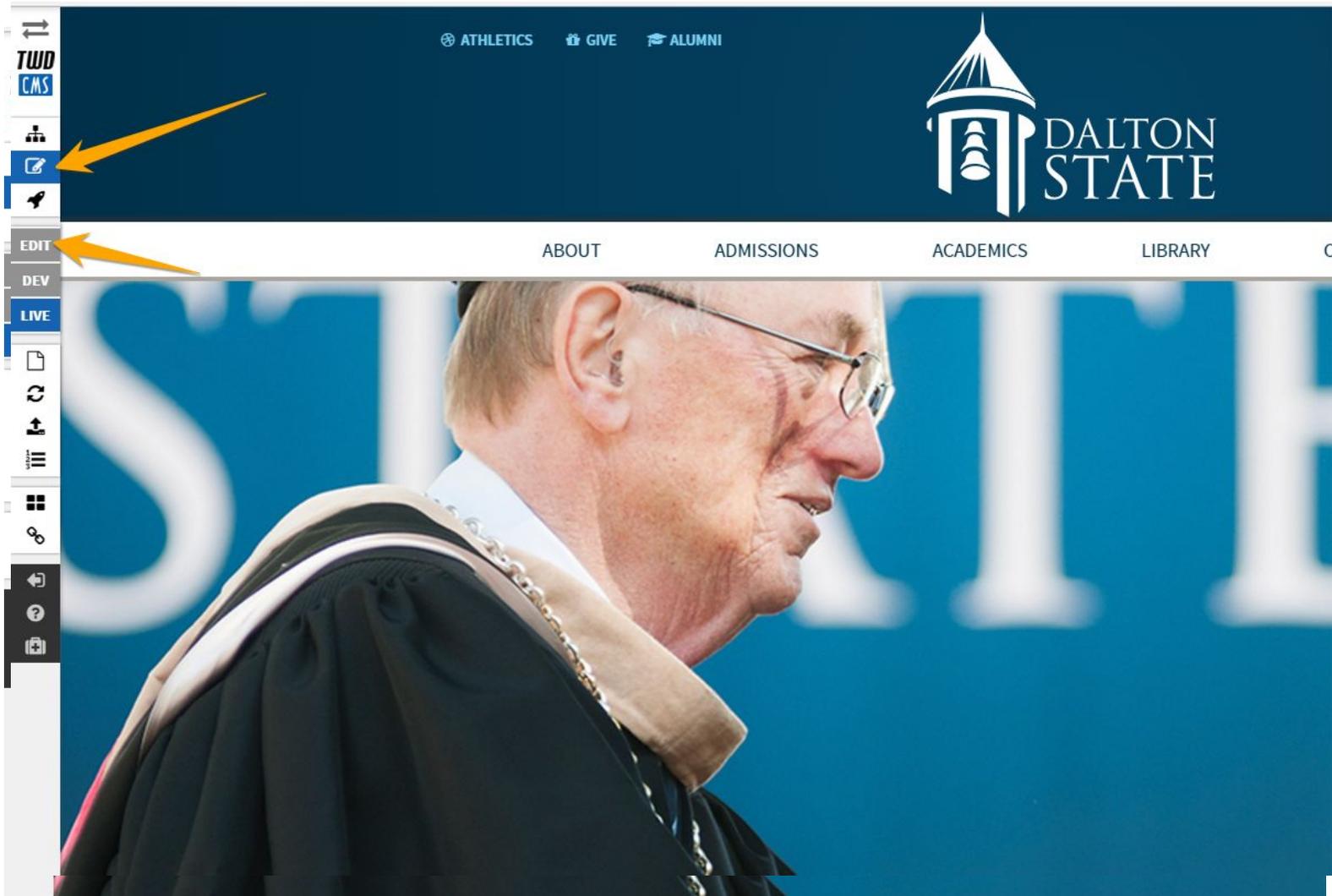
body p

How to Edit Your Content:

- After logging into the website, please proceed to the page you would like to edit.
- Remember to click the **“content”** button on the left side panel to open the **“edit”** option.

- “Content” button will look like this 

- Click “edit” on the left side panel



Click the  button at the top of the content area you would like to edit on the page.

Home / Campus Life / Dean of Students Office / Student Life

WELCOME TO DALTON STATE

DEAN OF STUDENTS OFFICE

OVERVIEW

DISABILITY ACCESS

CAREER & PROFESSIONAL DEVELOPMENT

ORIENTATION

REPORT A CONCERN

STUDENT CONDUCT

STUDENT LIFE

STUDENT SUPPORT SERVICES

TESTING CENTER

CALENDAR AND EVENTS

FORMS

CONTACT US

HEALTH & WELLNESS

Overview

STUDENT LIFE

Dalton State is dedicated to helping students achieve success. Student Life at Dalton State enhances the educational

- This will open the **content edit screen** for you to begin your edits.

Images/Video

- To upload an image or video, please submit a [website update request](#) and attach the file and the page where you want it to be placed. There are specific standards and restrictions surrounding image uploads and video uploads to the website that the Office of Marketing and Communications is best equipped to assist with, especially for ADA compliance.

CMS Timing

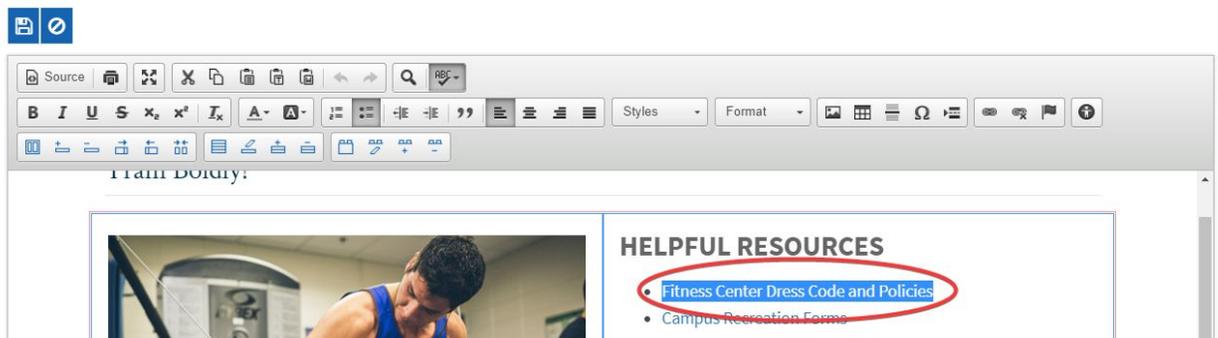
- Remember to save your work often as the CMS will kick you out after 10 minutes of inactivity.
- Typing into the content area in edit mode does not equate to “activity” so be sure to save every so often.

Spacing

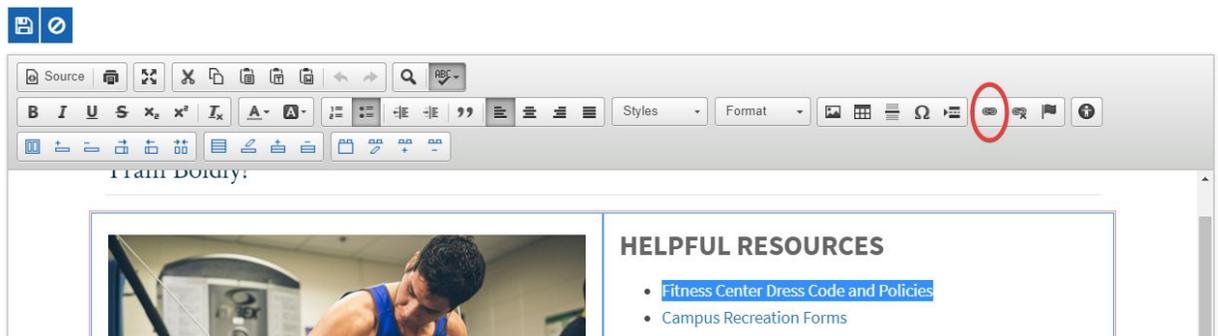
- Shift + Enter = Single Space
- Enter = double space (breaks formatting)

Linking Information

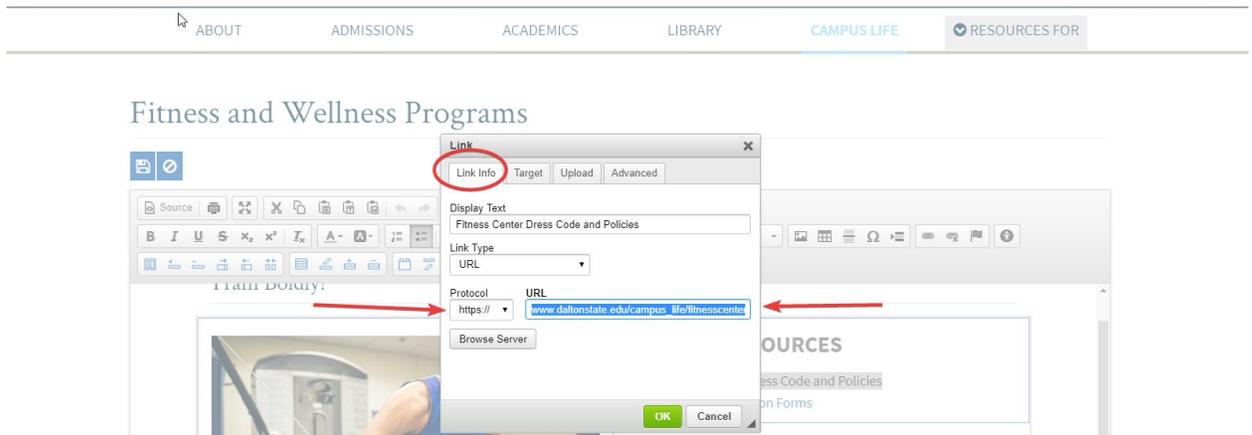
1. Highlight the text you want linked.



2. Click “Link” on the formatting menu to link your selected text.

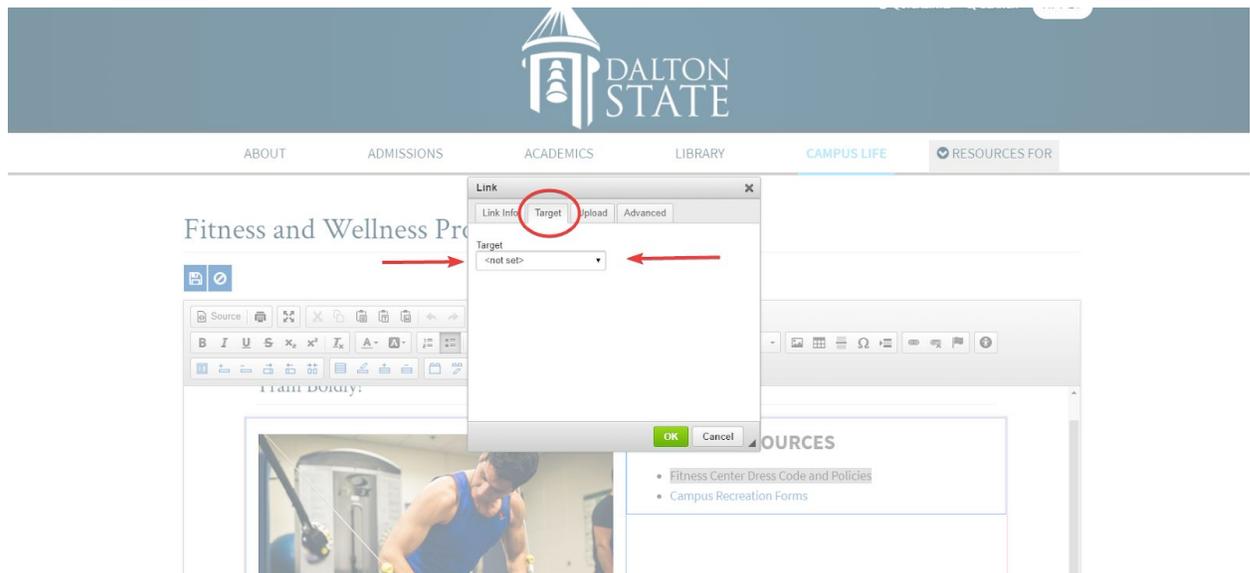


3. Click the “Link Info” button and paste your selected URL in the “URL” box.



4. Click the “Target” tab on the link pop-up box.

- If you are linking to another page on daltonstate.edu or catalog.daltonstate.edu, link all text on your webpage to “not set.”
- If you are linking to an external website or document (e.g., PDF), link must be selected as “New Window” in the “Target” tab.



Uploading Files (images, PDF's, etc....)

- Before replacing any existing file on the website, remember to delete the old (existing file) to prevent having multiples of the same file on the server.
- Email webmaster@daltonstate.edu for assistance or training with deleting/replacing files on the website.
- For PDFs, remove spacing from filename.

Locking/Unlocking Content

- Remember the CMS will always lock content if you exit an edit session without hitting the save button
- What to do: Always save your edit sessions before exiting even if you don't make any changes to the content to avoid locking the content area.

Publishing Content on Live Website

- Marketing and Communications will review all saved edits to the website daily to ensure ADA compliance and consistent branding, style and user experience. You will be notified once your website edits have been published. Please contact webmaster@daltonstate.edu or 706-272-2985 with any questions.

ADA Compliance Example and Instructions

Scholarships Overview



DALTON STATE FOUNDATION SCHOLARSHIPS

1

NOTICE: Information on Foundation scholarships for the 2020 - 2021 academic year will be available on this site in October 2019.

2019 - 2020 SCHOLARSHIP APPLICATION:

Thanks to the generosity of our scholarship donors, the Foundation provides opportunities for Dalton State students. At the direction of the donors, awards may be based on financial need, academic merit, or a combination of both factors. Unless otherwise stated in the award criteria, Foundation scholarships require the recipient to maintain a minimum cumulative GPA of 2.5 at the time of application and during the time of the award. Most Foundation scholarships require that recipients be enrolled full-time; however, part-time students may also apply and be considered for various awards.

FOR CURRENTLY ENROLLED DALTON STATE STUDENTS:

The application deadline for currently enrolled Dalton State students was midnight on January 18, 2019.

FOR STUDY ABROAD:

The application deadline for study abroad applicants was midnight on January 18, 2019.

FOR ENTERING FRESHMEN AND DUAL ENROLLED STUDENTS:

The application deadline for entering freshmen and dual enrolled students was midnight on March 8, 2019.

- In order to be considered for scholarships, current high school seniors must be **accepted** at Dalton State and must have access to the Roadrunner Portal. Roadrunner Portal login credentials are found in your Dalton State acceptance letter. If you need help with your Roadrunner Portal user name or password, contact OCIS at servicedesk@daltonstate.edu or 706-272-2611.

4

APPLICATION INSTRUCTIONS:

[Click here](#) to download step-by-step instructions on how to complete the scholarship application.

3

Contact the Dalton State Foundation with scholarship questions at scholarships@daltonstate.edu or 706-272-4473.

1. ALL bolded red text must have "Attention" or "Notice" followed by a colon to ensure optimal screen reader effectiveness per ADA standards.
2. Each email address must be linked to its corresponding email address to enhance usage on the website.
3. Phone numbers are to be formatted 999-999-9999 and linked for mobile responsiveness and ADA compliance. In order to do this, you must submit a website update request explaining what you need [here](#). We will code this and get this ready for you promptly.
4. Hyperlinks should be linked to the associated website copy; URL (e.g., <https://www.daltonstate.edu/about/about-dalton-overview.cms>)

hyperlinks should not be used because they cannot be read by screen readers and are not ADA compliant. To see what not to do, see below:

institution for alleged non-compliance with a standard or requirement. Normal inquiries about Dalton State, such as admission requirements, financial aid, etc., should be addressed directly to the institution and not to the Commission.

Complaint Procedures Against SACSCOC (<http://www.sacscoc.org/pdf/01705/complaintpolicy.pdf>)

Complaints against the SACSCOC are limited to complaints regarding the agency's standards, procedures, and Commission staff

5. Website users must never upload photos themselves. All photos must go through Marketing and Communications for approval before being uploaded. This is to ensure photos are ADA compliant and meet Dalton State brand guidelines . Please submit a [website request](#) for photos.

Helpful Resources:

1. [Brand guidelines](#) - This document explains the college's branding strategy and proper logo and image usage. This is found on the Marketing and Communications [webpage](#).
2. [Style guidelines](#) - This document explains the college's style guidelines and is found on the Marketing and Communications [webpage](#).
3. [Website login](#) - This is the link you will use to log in to the CMS.
4. [Website update requests](#) - This link will take you to the website update request form.

For more information please email webmaster@daltonstate.edu. We are here to help you get the most out of our website.