



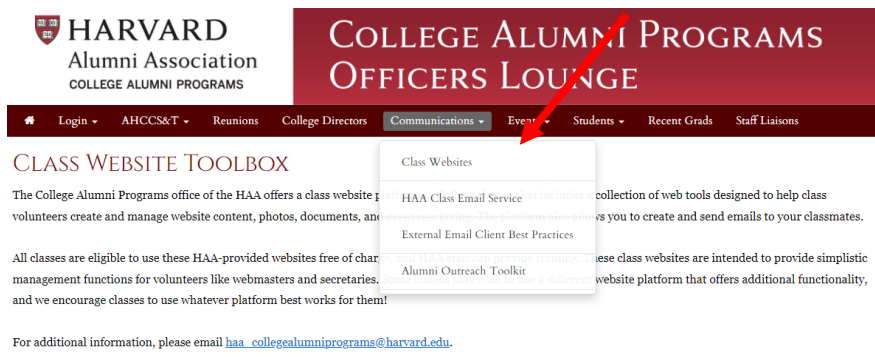
Class Sites Advanced Administrator Manual

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Changing Menu Items

Changes in the main menu bar can be made by HAA Staff. Please send an email to HAAClassSites@harvard.edu outlining the changes you’d like to make.



Important information to include in your request:

1. The location of your new menu item
2. The title for your new menu item
3. The URL or Article number you would like linked
4. Any sub menu items you’d like included and their titles and links

Homepage Settings

Widgets on the Homepage cannot be changed or removed. Links to The Crimson, Harvard Magazine, Harvard Gazette, Tweets from @HarvardAlumni, @HarvardCrimson and the “Latest News” Section are a part of every Class Sites page.

The Crimson 

SFFA Funded by Large Conservative Trusts, Public Filings Show

U.S. Special Envoy to Iran Confronted by Protestors at Student Group Event

The Supreme Court Will Hear Arguments for the Harvard Admissions Lawsuit Monday. Here's What You Need to Know.

Harvard Magazine 

"We Urgently Must Do More"

Harvard Divinity Dean Hempton to Step Down

Football 2022: Princeton 37-Harvard 10

Harvard Gazette 

A global beacon on climate change

Harvard students head for Supreme Court rally

How Black thinkers wrestled with founding U.S. values amid slavery

Adding or Removing Items from "Latest News"

To add something to the "Latest News Section" Open the article in the editing window, then select "News" from the Topic 1 drop-down menu. The article will then appear on the latest news section on the homepage.

To remove an article from this section, switch the topic to "Generic".

Topic

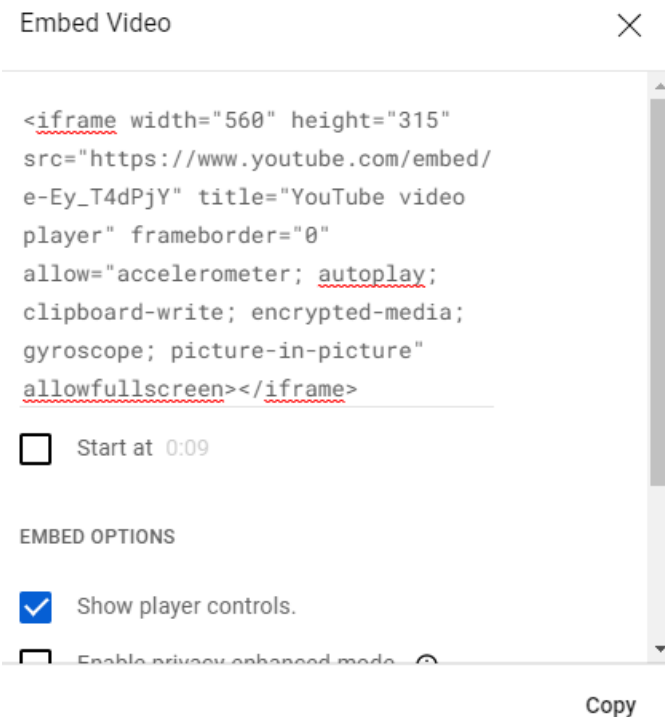
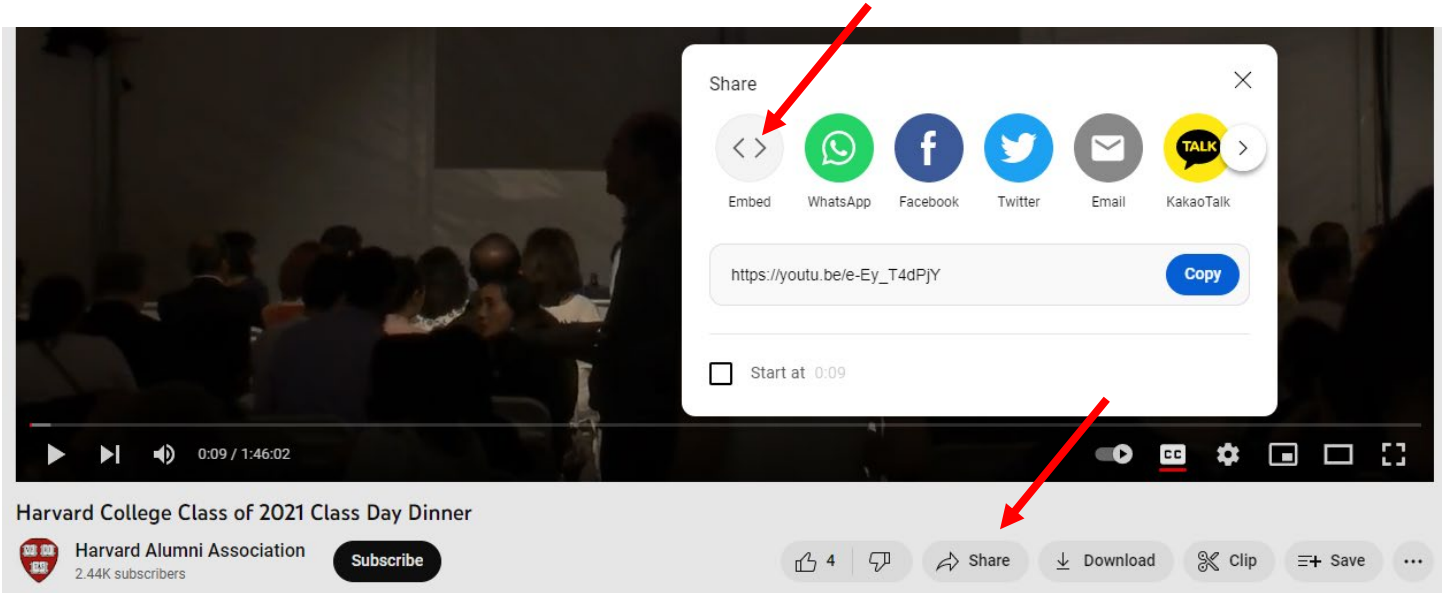
Topic 1	Generic	▼
Topic 2	*Optional	▼
Topic 3	*Optional	▼

Topic

Topic 1	Generic	▼
Topic 2	Generic	
	Internal	
	News	
	Events	
Topic 3	Member Benefits	
	Jobs	
	Blog	
	Chapters	
	Featured Volunteers	

Embedding YouTube Videos

To add an embedded YouTube video, open the video in YouTube. Click the “Share” button at the bottom of the video, then select “Embed”.



Copy the text from the Embed Video box and paste it onto your class sites page, directly into the source code (You’ll need to click the button in the toolbar to view the code of the page in order to paste it in there. Pasting the code into the regular view will not work.).

Click publish once you are done and view the page. You should now see the video embedded in your page.

Archiving Old Articles and Using Them as Templates

Archive – Mark the Article archived from the Manage Articles list so that it will not be deleted from your Articles list, but it will be no longer be visible to visitors to your website. You can later switch it back to live if you want your classmates to be able to see the page again.

Delete – Remove the Article permanently from your Articles list and website. It is recommended that you archive Articles instead as there is no way of recovering a deleted article. If you had created a page just as a test, it is fine to delete it. Please note that you will be unable to delete pre-created Articles.

If you wish to use a page as a template for a new page, ex. Updating your 35th Reunion Schedule to contain the information for your 40th Reunion, first duplicate the old page, then archive the duplicate, and then you may go into the old schedule page and begin to make changes. This allows for your old schedule to be archived without needing to update any page placement or changing the links.

Linking to Dropbox or Google Drive

In order to store albums of images from Reunions or Class events, we recommend creating a free Dropbox or Google Photos account. Unfortunately, Class Sites does not have the capacity to store large photo albums. Linking to a class Dropbox or Google Photos album will allow your class to store and organize more photos.