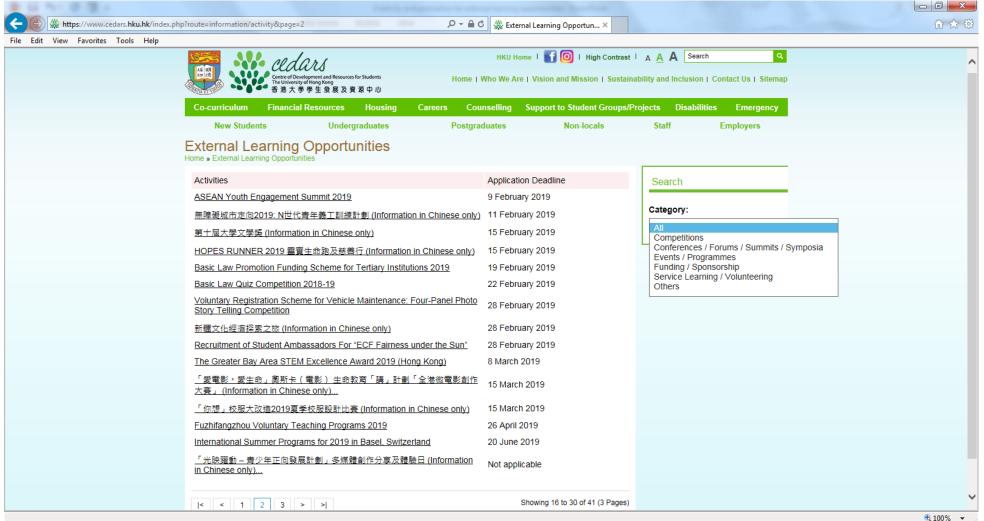# Promotion of external learning opportunities on CEDARS's website

(With Effect from January 2019)

Old page layout:
https://www.cedars.hku.hk/campuslife/news/outside-bodies

New page layout (to be launched very soon):
https://www.cedars.hku.hk/index.php?route=information/activity

Features of the new page layout

1. Listing activities by application deadline in chronological order
- Column of "Application Deadline": either specific dates or "Not applicable"

2. Outdated activities to be removed from the page (for viewing of the public) automatically

3. Sorting/searching activities by categories
- Competitions
- Conferences / Forums / Summits / Symposia
- Events / Programmes
- Funding / Sponsorship
- Service Learning / Volunteering
- Others

Input of entries and approval (via CMS)

- Input / editing of entries by colleagues
- Approval / editing of entries by Dean of Student Affairs Office – Project Team (Jenny Mok & Carla Cheung)

Input of entries

- CEDARS CMS: http://www.cedars.hku.hk/web-admin
  (HKU portal UID & PIN required)

- "University" → "Outside Activity" → "Activity"

Make a new entry

- Click "Insert" for making a new entry

File Edit View Favorites Tools Help

OpenTemplate | ADMINISTRATION

🔒 You are logged in as Carol Yuen

Home   Settings   University   Design   Modules   Users   System   Frontend   Logout

Home :: Outside Activity

ℹ **Outside Activity**   Save   Cancel

🏴 **English**

* Activity Name:
If activity information is in Chinese
only, use a Chinese activity name,
with "(Information in Chinese
only)" after it.

Section   Dean of Student Affairs Office – Project Team ▼

Competitions
Conferences / Forums / Summits / Symposia
Events / Programmes
Funding / Sponsorship
Service Learning / Volunteering
Others

* Category:
Select at least one category

* Activity Link:

Application Deadline:
If an applicable deadline does not
apply, there is no need to select a
date.   Clear Deadline

Your name:
for internal use only

Your email address:
for internal use only

Your contact number:
for internal use only

Remark:
For internal use only, e.g.
suggesting when an entry without
application deadline can be
removed

🔍 78%

EN ❓   16:20
                    21/01/2019

Make a new entry

Field	Content
Activity name	In English. If activity information is in Chinese only, use a Chinese activity name, with "(Information in Chinese only)" after it, e.g. "第十屆大學文學獎 (Information in Chinese only)"
Section	Your section / team's name - no need to input
Category	Select at least one (the most relevant one) or two at most [use "Ctrl" when selecting more than one]
Activity link	Provide a valid URL
Application deadline	Select a date from the calendar <u>OR</u> Do not select any date if an application deadline does not apply ("Clear Deadline" to un-do the date selection);
Your name	For internal use only – not to be shown on the webpage
Your email address	
Your contact number	
Remarks	For internal use only – e.g. suggesting when the entry without application deadline can be removed

Save an entry

- Click "Save" after completing an entry

Check the status of an inputted entry

- Locate the relevant entry and check the column "Status"

- Two possibilities: "Waiting for approval" or "Approved"

Edit an entry

- Locate the relevant entry (either approved or waiting for approval in status)
- Click "Edit"

Delete an entry

- Locate the relevant entry (either approved or waiting for approval in status)
- Click "Delete"

Be careful for editing / deleting entries!

- **Always check and confirm carefully** before taking actions
- Or you may edit / delete wrong entries inputted by <u>your section / team</u>!