





# VOX 2024 Encompass Websites

Overview of Encompass (formerly  
iModules) CMS and Editing Websites



# Today's Session:

- Your Encompass Site
- Content Blocks
- Text and Hyperlinks
- Images and Documents
- Creating a New Page
- Event Calendar
- Resources





# DARTMOUTH CLASS OF 1987

Home About Us Giving Back Dartmouth News In Memoriam Contact Us Newsletters Gatherings '87 Compassion Network



***ANNOUNCING THE RETURN OF THE CLASS OF 1987***

***21-DAY SOCIAL JUSTICE IMMERSION COURSE***

*"The world's troubles are your troubles ... and there is nothing wrong with the world that better human beings cannot fix."*

*The latest editions of our class newsletters are now available!*



December 2023



March 2024



# Accessing Your Site

- Go to your community URL
- Click on the **Login** link at the top left of your screen
- Enter your Dartmouth NetID and password
- Request access at [dartmouth.imodules.com/volunteeradmin](https://dartmouth.imodules.com/volunteeradmin)
- Issues or questions? Need your NetID? Contact the Alumni Help Desk



# Website Template

- Creates consistent fonts, styling, and branding
- **Responsive Clubs/Classes Template**
  - Default template for Dartmouth community sites in Encompass
  - Easier to view on mobile
  - Your site may be using a different template
  - Contact Volunteer Engagement with questions about your template



# Content Builder

- Activate **Content Builder** (blue button) for editing
- Blue content wells hold **content modules**
  - Examples of content modules:
    - Content Blocks
    - Event Calendar
    - Image Rotator
    - News Listing



# Content Blocks

- Recommended to use **Mobile Ready Content Blocks**
- **Add:** Content Modules > Mobile Ready Content > Mobile Content Block
  - Click and hold content block, then drag and drop onto page
- **Move:** Four-headed green arrow
- **Remove:** Red circle icon
- **Edit:** Building block icon



# Demonstration

Your Encompass Site and Content Blocks





# Text

- Do **NOT** copy and paste with formatting
- Use the **Paste Plain Text** option in the content editor
- **Bold**, *Italicize*, Underline
- Use paragraph and heading styles in the content editor
  - Examples are on the [Alumni Help Desk website](#)



# Hyperlinks

- **Hyperlink Manager**
  - **Hyperlink**
    - Opens a URL
    - Option to set to open in a new window
    - You can hyperlink images
  - **Email**
    - Opens an email to the email address
    - Option to add a Subject Line
  - **Anchor**
    - Destination on the page to link to



# Images

- **Image Manager**

- Resize images before uploading
  - Recommended dimensions listed on Alumni Help Desk website
- Option to create folders to categorize images
- Option to upload multiple images at once
- Add hyperlink to an image
  - Select image > Hyperlink Manager
  - Option to link the image to a document
    - Select image > Document Manager



# Documents

- **Document Manager**

- Option to create folders to categorize documents
- Option to upload multiple documents at once
- Update the link text for the document



# Demonstration

Text, Hyperlinks, Images, Documents





# Creating a New Page

- Site Map > [root] Home Navigation
  - Right-click > Create Page
  - Navigate through steps to create page
  - Add content
- Reorder pages on your site
  - Right-click on [root] Home Navigation > **Sort Channel**
  - Use the “Move Up” and “Move Down” buttons to reorder pages



# Demonstration

Creating a New Page





# Event Calendar

- Event Calendar Content Module
  - **Event Homepage Listing:** Appears on homepage and Events page
  - **Event Listing:** Appears only on Events page
- Alumni Help Desk works with you to create event registration forms
  - Option for events to appear on your site
- Calendar Announcement Event Listing
  - Add an announcement to your website



# Demonstration

## Event Calendar





# Wrap Up

- Your Encompass Site
- Content Builder
- Content Blocks
- Text and Hyperlinks
- Images and Documents
- Creating a New Page
- Event Calendar





# Resources

- **Alumni Help Desk**

- Monday – Friday, 8 AM – 5 PM
- [alumni.help@dartmouth.edu](mailto:alumni.help@dartmouth.edu)
- 855-215-9024

- **Volunteer Engagement**

- [volunteer.engagement@dartmouth.edu](mailto:volunteer.engagement@dartmouth.edu)

- **[dartgo.org/EncompassCMS](https://dartgo.org/EncompassCMS)**

- [Encompass Support Center](#)

- [Anthology Academy](#)

- [Dartmouth Visual Identity](#)





# Questions?