



CASCADE HELP

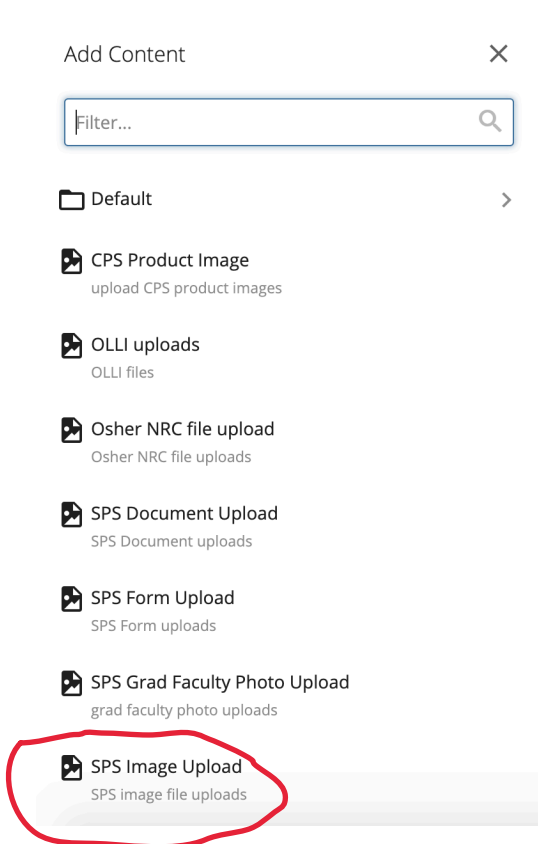
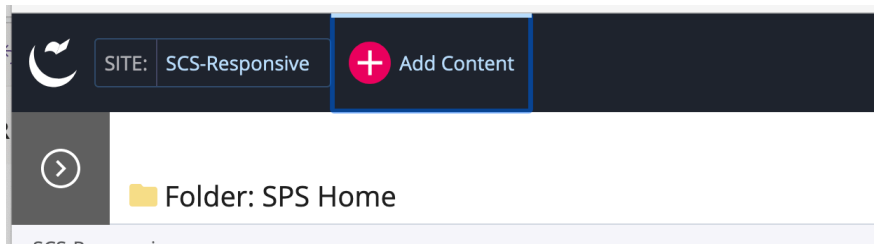
Northwestern University
School of Professional Studies

Uploading graduate faculty images

This document outlines the steps for uploading images for graduate faculty pages.

Log in to Cascade and select the **SCS-Responsive** server.

Click on the “Add Content” button, select “SPS Image Upload” (note: if you do not have access to this and require permission, contact spswebtechsupport@northwestern.edu for assistance).



Choose the “Placement Folder”

SCS-Responsive /include /images /faculty /graduate-faculty

Choose a folder

Cancel Choose

Recent Browse

Current selection: SCS-Responsive: /include/images/faculty/graduate-faculty

SCS-Responsive / include / images / faculty / graduate-faculty

Path
include/images/faculty/graduate-faculty

Created

You can drag and drop images or point to specific file names.

Placement Folder *

graduate-faculty

SCS-Responsive: /include/images/faculty/gra...

Drop file(s) here or [choose](#) some from your computer

Important notes:

- Multiple files can be uploaded simultaneously
- File names rules: no spaces, all lower case, no special characters
- Please use naming convention: firstname-lastname.jpg

Additional Resources:

Northwestern University Cascade Help site: <http://www.northwestern.edu/cascade-help/>

For assistance, contact spswebtechsupport@northwestern.edu