



Revising the COAGS common content block

The COAGS programs within each parent area (master’s program MPPA, MSRC, etc.) share the same admissions, tuition and registration information. Rather than manage identical content on multiple pages, there’s a common content block set up that populates these pages for each COAGS program. So, there’s only one set of content to manage for all COAGS that stem from the MPPA program, another set for MSRC, and so on. All of this content is housed in one file:

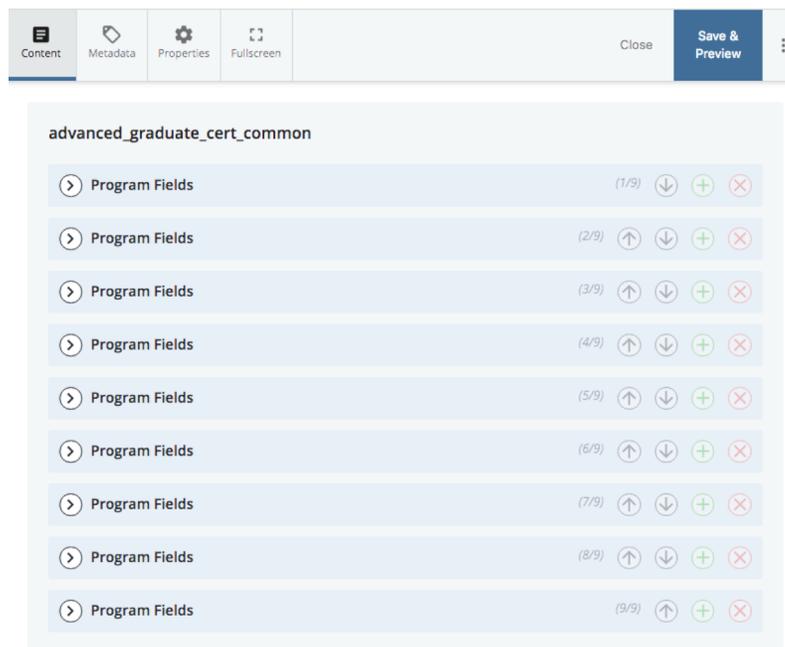
[SCS-Responsive: /_internal/blocks/advanced-graduate/common-content-block](#)

The admission, tuition, and registration pages for each COAGS program pull data from this file. Each of these pages needs to have the correct codes in place to tell the page what data to pull from this file. More on that follows. First, we’ll cover making edits to the common content block.

Find it in Cascade, click on it and select Edit.



You should see this window.



Each of the “Program Fields” shown here holds the content for one program area (MPPA, IDS, MHI etc.) within each Program Field are subsections for admission, Registration, and Tuition and Financial Aid. Each of those three areas has subsections within them. E.g. “admission” has sections for Application Requirements, Application Deadlines, Application Checklist,...

You can use the carat button (at left, below) to open and close the display of each block. The green plus sign adds a new block below the one you’re on, the red X deletes the block you’re on, the up and down arrows change the order of the blocks.



Edit the content as needed.

Submit your changes. Be sure you’ve got Cascade checking the content for spelling errors and broken links.

If you’ve made changes and, after the workflow has been approved, they are not appearing on the live COAGS page, use the steps below to make sure that the page you’re looking at has the correct codes in place to pull the correct content from the common content block.

Checking to make sure the correct codes are selected for each COAGS

Each of the admission, registration, and tuition pages needs to have the correct codes in place to tell the page what data to pull from the common content file.

To verify that the correct codes are in place, Go to an individual web page in Cascade (the admission, tuition, or registration page of the COAGS of your choice.) Make sure the correct program and type of content are selected in the Metadata of the page you are on. The codes are located near the bottom of the Metadata:

Department

(Common Content) Program Field Code

(Common Content) Program Page Code

Program Field codes for COAGS common content:

is
IDS
lit
Is
PPA
RC
predictive
MMI
MSA

Program Page codes:

admission
Tuition and Financial Aid
Registration

If, after verifying that the correct codes are in place, the correct content is still not displaying. Contact spswebtechsupport@northwestern.edu. It may be that your page needs to be published to refresh the display of the updated content.

Additional Resources:

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

For assistance, contact spswebtechsupport@northwestern.edu

