



TERRADOTTA

STUDY ABROAD DIRECTORY

## How to Post Your Program Information on the Study Abroad Directory

These instructions will describe how to create and update your program listings. Topics covered are: logging in, finding your programs, and the six tabs of the program builder: General, Locations, Terms, Dates, Parameters, and Brochures.

### Logging In

Your login credentials for the directory are sent via email and contain a username and temporary password. You will be prompted to convert the temporary password to a permanent one when you initially login. The temporary password is valid for 24 hours. Follow these steps to login to the directory:

- Go to <http://directory.studioabroad.com> .
- Click on the login link at top right.
- Enter your username and password.
- Click LOGIN.

*Need a password reset? Write to [directory.terradotta.com](mailto:directory.terradotta.com).*

### Finding Your Programs

- Login to <http://directory.studioabroad.com>.
- Click the "Programs" link at top left; then select "List All".
- Click the "View Your Programs" tab.
- Click on the folder and a list of your programs will appear.
- These are blank program templates, ready for you to enter information.
- To fill in the templates, go to "General Tab" below.

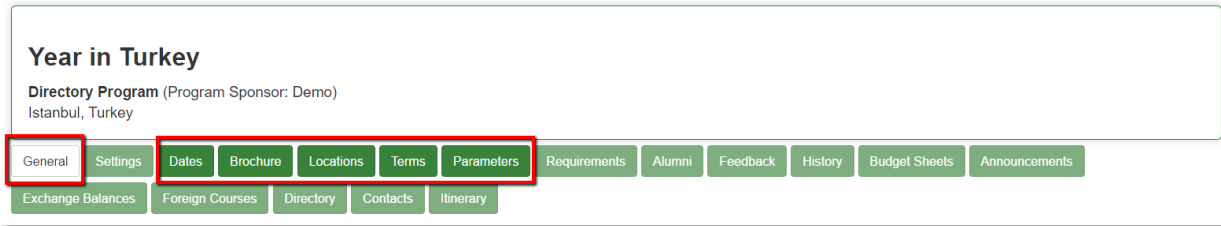
*Note about program names: Programs may have placeholder names like "Your Company 01", or they may have the real program names. You can change your program names at any time by contacting us at [directory@terradotta.com](mailto:directory@terradotta.com).*

### General Tab

To enter your information in the program template, you need to open the program in edit mode. To do that, click the edit pencil to the right of the program you want to edit.

<input type="checkbox"/> Program Name  	City	Country	Region	Active	Actions
<input type="checkbox"/> TDU in Aix-en-Provence (demo)	Aix-en-Provence	France	Europe	No	 
<input type="checkbox"/> TDU in Morocco (Demo)	Rabat	Morocco	Africa	No	 
<input type="checkbox"/> TDU in New Zealand -- Coastal Studies (Demo)	Christchurch	New Zealand	Australia/Pacific Islands	Yes	 

The program builder will open, displaying six tabs: General, Brochures, Locations, Terms, Dates, and Parameters. The General tab is open by default.



Program Builder

- Enter the homepage URL of the program; students may want to visit your site to learn more about the program.
- Enter program notes (optional). These notes will be seen by study abroad staff; they will not be visible to students or other site visitors. Program descriptions will go elsewhere.
- Click the flag button labeled “Click to flag program as updated today.” This will notify subscribing schools that you have updated your program. This should be done after you have finished building or updating the program.
- Select the Active box when your program is ready to be viewed by study abroad staff, students and other site visitors. Wait until you have finished building your program before you activate it. You can come back at any time and make the program active or inactive.
- Click UPDATE to save your changes.

## Locations Tab

On the directory, locations have three parts: city, country and region. To assign a location to your program:

- Click the Locations tab.
- Enter the first few letters of the city or country name.
- Some choices will appear in the box below; select the desired location(s).
- Click ADD SELECTED.

Currently assigned location(s) None assigned

aix

Aix en Provence, France, Europe  
Aix-en-Provence, France, Europe  
Roubaix, France, Europe

Add selected

NOTE: If your destination(s) does not appear in this list, please contact [directory@terradata.com](mailto:directory@terradata.com)

*Note: If you can't find the location you need, contact [directory@terradata.com](mailto:directory@terradata.com) to request that we add the location. A program must have at least one location in order to be accessible to site visitors.*

## Terms Tab

Terms are used to define a period of the year when the program runs. For example, you should select the Spring term for a program that runs in the spring.

- Click the Terms tab.
- Select the applicable program term(s). Clicking in the checkbox a second time will remove the checkmark.
- Click UPDATE.

*Note: All programs must have at least one term assigned to it.*

## Dates Tab

After selecting the terms, you can enter program dates for specific application cycles (“app cycles”). An app cycle is a term plus a year, like Fall 2018. When you know the program start and end dates and the application deadline, follow the steps below to create a program date record for a specific app cycle.

- Click on the Dates tab.
- Under “Add New Date Record”, select an app cycle such as Fall 2018; click ADD.
- The date record for Fall 2018 will open.
- Enter the program start and end dates for Fall 2018.
- An application deadline is entered by default; change it to your deadline.
- Decision dates have a meaning to Terra Dotta customers but they may not be applicable to you. You can leave the default decision date. Alternatively, you can enter an arbitrary date that is earlier than the application deadline; when that decision date is displayed on a school’s website, it will say “rolling admission” instead of the calendar date.
- Use the “notes” area for additional information that relates to this app cycle. For example, you could note “Orientation starts three days prior to program start date.”
- If appropriate, select the statement that makes the notes visible to applicants on the program brochure page.
- Click the box saying “Accepting Applications” if the program is currently accepting applications for this particular application cycle.
- If you have other programs that share these same dates, click the tiny triangle next to “Apply Dates to Multiple Programs.”



- Click ADD to save your changes.

*Note: If a selected program does not already have a date record for the relevant application cycle, the date record will be created. If a selected program already has a date record, that date record will be updated with your change.*

## Parameters Tab

Program parameters describe various characteristics of a program. For example, “Language of Instruction” is a parameter on the directory that has “values” (selectable options) like apartment, dormitory, and homestay. Parameters are used in program searches to help students find a study abroad program that meets their needs. Assigning parameters is optional but highly useful to students and staff alike.

- Click the Parameters tab.
- Click the edit pencil to view the values for each parameter.
- Select the appropriate values for each parameter that you wish to use.
- You can apply parameter values to multiple programs by using the “Apply Parameter Values to Multiple Programs” feature at the bottom of the page.
- Click ADD to save your changes.

## Brochure Tab

The final step in building your program is to create the brochure. The brochure page is where you describe the program using narrative text, images, and hyperlinks. Good brochure pages can encourage students to apply.

- Click on the Brochure tab.
- The page that opens is a WYSIWYG editor (WYSIWYG stands for what-you-see-is-what-you-get). It works like a word processor, but instead of building a printed document, you are creating a web page.
- For instructions on using the WYSIWYG editor, please refer to the [How to use the WYSIWYG](#) document.
- For more advanced users who plan to develop a robust brochure design, please refer to the [Brochure Guidelines](#) document in the Directory.

## Activating the Program

In order for Terra Dotta customers to be able to link to your program, it must meet the following criteria:

1. The program must have a location.
2. The program must have a term.
3. The program must be active (the “active” box must be selected under the General tab).

New programs that meet these criteria will be available to customers immediately; provided they know to look for them. There is no automated notification announcing new programs. For that reason, we encourage you to publicize the new offerings as you normally would. Also, please email us at [directory@terradotta.com](mailto:directory@terradotta.com) and ask us to announce your new offerings on our internal customer portal.

After updating existing programs, you should “flag” the program by clicking the flag button on the General tab. This will notify the subscribing schools that pending updates are available. The schools must update the older version of the program that is on their site by clicking an “Install Update” button available on their site.

### **Deactivating a Program**

When you need to remove a program from public view, you can deactivate it by de-selecting the “Active” box on the General tab. Customers are automatically notified when any of their subscribed programs are deactivated.

### **Reactivating a Program**

If you decide to reactivate a deactivated program, you can do that by selecting the “Active” status box on the General tab. Customers are automatically notified when any of their subscribed programs are reactivated.