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 program builder tabs: General, Locations, Terms, Dates, Parameters, Brochures, and Itineraries.

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://StudyAbroadDirectory.terradotta.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.

Finding Your Programs

- Login to http://StudyAbroadDirectory.terradotta.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.

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.

Program Name ▲ ☆	City	Country	Region	Active	Actions
TDU in Aix-en-Provence (demo)	Aix-en-Provence	France	Europe	No	✏️ 📄
TDU in Morocco (Demo)	Rabat	Morocco	Africa	No	✏️ 📄
TDU in New Zealand -- Coastal Studies (Demo)	Christchurch	New Zealand	Australia/Pacific Islands	Yes	✏️ 📄

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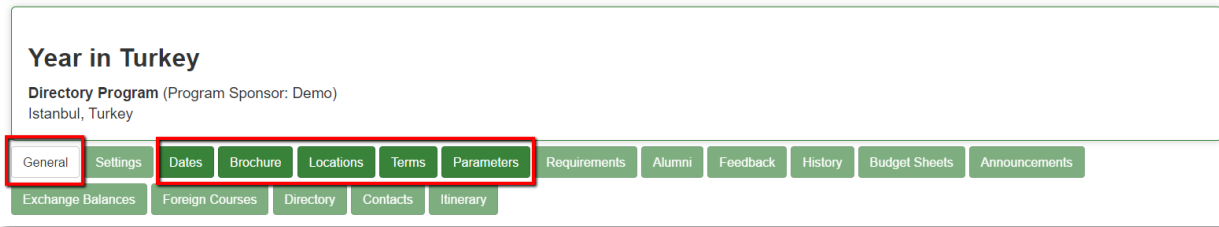
will
open, displaying seven tabs: General, Dates, Brochures, Locations, Terms, Dates, Parameters and
Itineraries. The General tab is open by default.

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 are visible to study abroad staff only. Your program
  description should be entered under the Brochures tab.
- 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.   NOTE: You can also batch-flag multiple programs all at once
  (see "Flagging" section on last page).
- Select the Active box when your program is ready to be viewed by 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. A program must have at least one
location. To assign a location to a 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.

Note: If you can't find the location you need, contact directory@terradotta.com to request that we add the location.

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. All programs must have at least one term assigned to it. To assign a term to a program:

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

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. There are two ways to enter program dates for programs having one location. If a program has more than one location, you must also follow the instructions in the 'Itineraries' section that follows.

Option 1: From Date Management page
1. Login and select the Directory link at top left and click on the Date Management sub-link
2. On the page that opens, select an app cycle (term + year)
3. Your programs will be listed alongside columns for Deadline, Start Date and End Date
4. Enter dates in all three columns for the programs for which you know the dates
5. Select the checkboxes for the programs you have updated
6. Scroll down and click the 'Update Marked' button
7. The selected programs will automatically be flagged when you click that button.
8. Program itineraries will automatically be created for each single-location program that you updated in this manner (see 'Itineraries' for instructions regarding multi-location programs)

Option 2: From Dates tab of program builder

1. Login, open a program in edit mode and click on the Dates tab.
2. Under "Add New Date Record", select an app cycle such as Fall 2018; click ADD.
3. The date record for Fall 2018 will open.
4. Enter the program start and end dates for Fall 2018.
5. If you see a checkbox saying "Create program itinerary record with these dates", leave it checked.
6. Change the default application deadline to match your deadline.
7. Disregard the default decision date. On the school's site, the words "rolling admission" will be displayed instead of a calendar date.
8. 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."
9. If appropriate, select the box to make notes visible to applicants.
10. Click the 'Accepting Applications' checkbox if applicable.
11. Optionally, you may apply these same dates to other programs by selecting the relevant programs under 'Apply Dates to Multiple Programs'; then click ADD to save your changes.

Note: When applying dates to multiple programs, 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 changes.

Itineraries Tab

If a program has only one location assigned, an itinerary record will automatically be created when you enter start and end dates as described under the Dates Tab section; provided, you left the "Create itinerary" checkbox checked. If more than one location is assigned to a given program, you need to enter dates for each location under the Itineraries tab as follows:

- Login and open a program in edit mode.
- Select the Program Itineraries tab.
- Under 'Add New Program Itinerary Record', select a term (like Summer 2019).
- Enter start date and end date, and select the relevant location from the dropdown list; click ADD.
- Repeatedly select the same term under 'Add New Program Itinerary Record' to enter start and end dates for each location.
- When done, click the flag button on the General tab to notify schools that updates are pending.

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 brochure page should contain a brief program description and perhaps and an image or two and hyperlinks pointing to detailed information on your website. To create the brochure:
- Click on the program's 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 brochure using HTML code, 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 the criteria above will be available to customers immediately; provided they know to look for them. There is currently no automated notification announcing new programs; however, we will announce your new listings on our internal customer portal if you will email us at directory@terradotta.com. You should also publicize the new listings.

Flagging

After updating existing programs, you should "flag" the program by clicking the flag button on the General tab. Alternatively, you can batch-flag multiple programs all at once by going to 'Directory' [the link at top left], then click 'Search' and select a group of programs to be flagged.

Why is flagging necessary? When you flag a program, subscribing schools will be notified that you have updated your programs. This alerts those schools that they need to preview the updated information and click an 'install update' button in order to overwrite the old information with the new. Your updates remain pending (on hold) until the school takes that final step.

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

Programs can be reactivated by selecting the "Active" status box on the General tab and clicking Update. Customers are automatically notified when any of their subscribed programs are reactivated.