Welcome to Terra Dotta's Study Abroad Directory! Creating your programs for the directory is a simple task. These instructions will outline how to create, activate and update your program brochures.

Logging In

Your login credentials for the Directory were sent via email and contain a username and temporary password. The temporary password is valid for a short time after being issued so it is recommended that you access the Directory immediately after receiving the email.

Go to the Directory at http://directory.studioabroad.com and click on the 'Login' link.

Enter your Username and Password in the corresponding fields and click 'Login'. The first time you log into Directory you will need to update your temporary password and answer three security questions. In the event you forget your password or your temporary password expires before you login, click the 'Forgot your password?' link and a new temporary password will be sent to you via email.

Please log in:

Username:	ashleac@terradotta.com	**First Time Users:**
Password:	•••••••••	If you are a first time user of this site, click the link which describes the type of user that you are:
	Login Forgot your password?	Applicant Recommender Reviewer Staff

New non-Directory Applicants, click on Programs, find a program and click on "Apply Now" before requesting a login.

Creating, Editing and Activating Your Program Brochures

After logging in, you will land on your home page. In the left hand navigation menu, click 'Program Admin.' When the sub links appear, click 'List All.' You should then see a folder with your company name.

Click on the folder and a list of all of your programs will appear alphabetically and can be viewed by name, city, country or region by clicking on the appropriate title. Note that all your programs will be listed as Your Company 01, 02, etc. until they are assigned with their specific name. To access the program you wish to edit click on the yellow edit pencil icon to the left. The public view of the program brochure that site visitors will see can be viewed by clicking the magnifying glass under 'Brochure.' If you need additional program templates, please contact us via email at directory@terradotta.com and let us know how many additional templates you need.

☐	TDU in Florence	Florence Pozzuoli	Italy Italy	Europe Europe	🔍	No	✏
☐	TDU in Girona	Girona	Spain	Europe	🔍	No	✏
☐	TDU in Milan	Milan	Italy	Europe	🔍	No	✏
☐	Terra Dotta Dummy Program (test)	Lille	France	Europe	🔍	No	✏

The program builder sections are accessed by clicking on the tabs. The available tabs used to create the program brochures are: General, Brochure, Locations, Terms, Dates, and Parameters.

Note: You will notice that there are also additional tabs in the program builder for Requirements, Alumni, Feedback, History, OneStep, Settings, Budget Sheets, Announcements, Exchange Balances, Foreign Courses, Directory and Contacts. These are features of Terra Dotta software that are not currently supported by the Directory. They are grayed out and you will not be able to access those tabs.
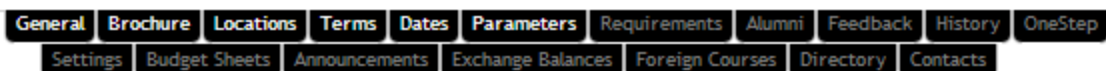
General Tab

The name of your program can be entered or edited by typing in the name of your program in the 'Program Name' field. Note that program names must be unique and cannot be the same as another program name in the Directory.

Your program's home page URL can be typed in the corresponding field. This will be available for site visitors to access when viewing the program brochure.

Internal program notes can be added by typing in the program notes panel. These notes will not be seen by site visitors but will be distributed to the study abroad offices that subscribe to your program.

Remember to click "Update" at the bottom of the page to save any changes you make on this form. The changes will be implemented immediately after you update.

At the bottom of the page there is a checkbox next to 'Active.' By checking this, your program becomes active, or available for viewing by visitors to the Directory site. This does not have to be checked at this time to continue to develop the program. You can come back at anytime and make the program active or inactive.

Before your programs are able to be downloaded by Terra Dotta Clients, the button under the general tab that says "click to flag program as updated today" MUST be selected. This must also be selected anytime changes are made to the brochure, which will notify subscribing Terra Dotta software clients that there is new information to be downloaded.

Date of last posted update (for program subscribers)	This program has been modified and will not be available for subscription updates until the program is flagged as updated.	Click to flag program as updated today

Location Tab

A location or locations must be assigned to each program in order for it to be active. To add a location, click on the tab called 'Locations.' You will be brought to an interface for selecting the location(s) of your program. Scroll through the list on the left side and highlight the location or locations that correspond with the program and click on the '>>' button. This will place the selected locations on the right side and will be applied to your program. Click 'update' to complete the process.

To remove a location, highlight the location on the right hand side, click '<<' and then 'Update.'

If a program's location is not listed in the left side selection box, contact us at directory@terradotta.com.

PROGRAM LOCATION(S):

Available

```
Aachen, Germany, Europe
Aalborg, Denmark, Europe
Aarhus, Denmark, Europe
Aberdeen, United Kingdom, Europe
Abo, Finland, Europe
Accra, Ghana, Africa
Addis Ababa, Ethiopia, Africa
Adelaide, Australia, Australia/Pacific Islands
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`>>`
`<<`

Selected

You can select multiple locations from the Available list box by control/command-clicking on multiple items.

NOTE: If your destination(s) does not appear in this list, please contact support@terradotta.com regarding this application.

Term Tab

All programs require a term or terms be assigned to it. To add a term to your program, click the tab labeled 'Terms' and a list of available terms will be listed. Select the applicable program term(s) by clicking in the checkboxes. Clicking in the checkbox a second time will remove the checkmark. Click 'Update" to save your modifications.

Term	
[Check All] [Uncheck All]	
☑	Academic Year
☐	Calendar Year
☑	Fall
☐	J-Term
☐	Jan Term
☐	May Term
☐	Semester
☑	Spring
☐	Summer
☐	Summer I
☐	Summer II
☐	Summer III
☐	Summer IV
☐	Trimester
☐	Winter

Dates Tab

After a term(s) has been applied to the program, specific program dates can be set. Click on the tab 'Dates.' Here you will be able to enter the start and end date of the programs for each application cycle (an application cycle is a term plus the specific year).

To add the date records for an application cycle, first select a term from the drop down menu under 'Add New Date Record' and click '< Add Term.'

Add New Date Record:

Please select a term ▼ < Add Term

(Click here to include all application cycles)

The dates for the program and application can now be entered accordingly (see figure on next page for an example). The start and end dates are optional and can be left blank if these dates are undetermined. However, it is recommended to enter these dates as Terra Dotta clients who subscribe to programs on the Directory want program dates as soon as possible. The application

deadline and decision date will have the Directory default dates and can be adjusted for your program's deadlines and decision dates. Click "Add" to apply the dates to the term.

NOTE: If your office does not have an official decision date and you notify applicants immediately regarding their acceptance, you can set this date far before the application deadline (Terra Dotta calls application cycles set up in this fashion "Rolling Admission" application cycles). Just enter a decision date of yesterday's date so that it is in the past, and the deadline something in the future.

Specific term notes can also be added at this step. These notes are for internal use only and cannot be viewed by site visitors. If the term that you assigned dates for is not currently accepting applications, click in the "Accepting Applications" checkbox to remove the checkmark.

Click "Add" to apply the dates to the term.

If there are other programs that have identical dates within the same term, you can use the 'Apply Dates to Multiple Programs' feature. Click on the arrow next to 'Apply Dates to Multiple Programs' and a listing of programs will appear that are accepting applications for the same term. You can select which dates – application deadline and decision dates or program start and end dates - will be applied to the selected programs. Select the programs you would like to apply these changes to in the list box, and then choose which set of dates you wish to apply using the checkboxes below the list box. Note: If a selected program does not already have a date record for the application cycle, the date record will be created. If a selected program does already have a date record for the application cycle, it will be updated with your change.

Parameter Tab

Program Parameters are assigned to programs to assist site visitors in searching for programs that fit their specific needs and requirements. Although the parameters are not required, they are extremely helpful and are highly useful to students.

Click the 'Parameter' tab of the program builder to view the list of the available parameters and the current values associated with the parameter. Click the yellow pencil to the right of the parameter title.

PROGRAM PARAMETERS:		
Name	Value(s)	Actions
Language of Instruction	[None specified]	✎
Class Status	[None specified]	✎
Housing Options	[None specified]	✎

The options for the parameter are then listed to select as applicable. Language of Instruction, Housing Options, Areas of Study, and program type are multi-select parameters. This means you can choose more than one value for each parameter. Class Status and Minimum GPA only allows one value to be applied to that parameter. Select the applicable values for the chosen parameter by highlighting it and clicking ">>". To de-select a value highlight it and click"<<". Click "Add>" to complete the process of adding the parameter to your program (see figure on next page for an example of the selection interface)

If you have many programs in the Directory system, you can apply a parameter values to multiple programs at once by using the "Apply Parameter Values to Multiple Programs" feature at the bottom of the page when editing a parameter's value. Click on the title bar of this feature and a select box of your other programs will become available. Select the program(s) you would like to apply the parameter value to, and click "Add>"

Brochure Tab

The final step in configuring your program in the Directory is creating the program brochure. This can be done by clicking on the "Brochure" tab. The program brochure page offers a WYSIWYG Editor (WYSIWYG stands for what-you-see-is-what-you-get) which can be used to enter text, to create hyperlinks, or to upload photos. The WYSIWYG is operated 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 program brochures in the Directory.

After creating your brochure page, you will have prepared your program for the Directory. If you have not yet made the program active on the 'general' tab, don't forget to return to that form and check the box to make it active.

Activating the Program Brochure

In order for a program brochure to be active, viewable by site visitors, and downloaded by Terra Dotta software clients, four criteria must be met:

- The program must have a location
- The program must have a term
- The program must be checked 'active' under the General Tab
- The program must be "updated." Each time there are updates made to your program, be sure to select 'Click to flag program as updated today' to notify subscribing Terra Dotta software clients that there has been a change