

Campusuite

Your one-stop place for updating News, Calendar, and Staff and now your web site.

To use Campusuite, visit campusuite.xu.edu.

Log in using your Xavier username and password (same as MyXU)

If you coordinate efforts for just one web site, you'll be taken right to your site.

If you coordinate multiple sites, at the Main Menu, select which department you would like to edit.

To add News:

Click on "News" in your left hand navigation.

You will see your News administration area.

Click "Add News Item" and you will be taken to a blank News template.

Complete the fields, as many as possible, and select "Save" at the bottom.

Your News item has been added and is now Live on your website.

To add Calendar item:

Click on "Calendar" in your left hand navigation.

You will see your Calendar administration area.

Click "Add Calendar Item" and you will be taken to a blank Calendar template.

Complete the fields, as many as possible, and select "Save" at the bottom.

Your Calendar item has been added and is now Live on your website.

To edit your staff profiles:

Click on "Faculty" in your left hand navigation.

You will see your Faculty/Staff administration area.

Click on the name of the person whose profile you would like to edit.

Edit the necessary information and select "Update" at the bottom.

The changes you made are now Live on your website.

To update your web site:

Navigate to the page you wish to edit.

Click "Edit This Page" in the upper-left

The page will open in an editing window. Make changes as you wish including changing text, adding images and links and even uploading documents.

After changes are made, select "Save this page" at the bottom.

Your page has been updated and is now Live on your website.

You can also create Drafts and view an updating Page History for that page.

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