Website Manager 3.0 is a new way for faculty and staff to maintain websites at Kirkwood. It is a web-based program created by our web developers. After making changes to a page in your website, press the *Save* button and your website will update automatically. It’s as easy as that!

The steps on the next few pages will guide you through the process of setting up your website, as well as outlining all of the options available to you. Templates have been created for both department and faculty sites. With just a few differences in the options available, they are very similar and very easy to use.
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Log In

1. To log into Website Manager, go to http://www.kirkwood.edu/websitemanager
   This will bring you to the following screen:

   ![Website Manager login screen]

2. Type in your **User Name** and **Password**. (This will be given to you when you request a site.)
3. Click the **Login** button.
4. The Website Manager **Edit Menu** appears. If you have access to more than one site, you will first see a listing of all your sites. Click on the site you want to edit, and the screen capture at the bottom of this page will appear.

**TIP:** No matter which feature you are using in the Website Manager environment, you can click on the **Website Manager** link at the top of every screen and get back to the Edit Menu. However, be sure to save a page (if necessary) before clicking on **Website Manager**.
Create your Home Page

1. Start your website by creating your home page. Click on Add/Edit Pages from the Edit Menu. The following screen appears:

![Website Manager](image)

2. Clicking on the Link Text *Home* will open the home page in edit view. Clicking on the URL will open the page in a separate browser window so you can view the page on the web. Click *Home*.

![Website Manager 3.0](image)

3. Note the **Page Title** and **Link Text** textboxes. Generally speaking, you will type the same thing in both textboxes. The page title is what appears between the title tags in the HTML code. This identifies the contents of the page. The link text identifies how the link to this page will show in the left navigation of your site.

   For the home page only, you may leave the Page Title blank, as your title will already display on the page. In the Link Text area type **Home**, if necessary.

4. Click in the white text area below the toolbars. This is where you will create the contents of your homepage. The buttons in the toolbars will help you achieve the
look you want. Before you begin, hover over each button and read the tool tip describing the button.

5. Type a welcome message on your home page. If you are an instructor, you may also wish to give your contact information, and possibly some background information about yourself, classes you teach, etc. In the next section, you will create a table with contact information.

| TIP: Pressing Enter creates a double space. To create a single-spaced line, use Shift + Enter. |

Create a Table

To display information in a column format, use tables. If you would like to align a picture next to text, the easiest way is to insert the image in an adjacent table cell. In Website Manager, the default table width in pixels is 590 px. However, it is recommended that you work with percentages. When first creating a table, you may want to start with 100%). If you need to make the table narrower, try changing the width to 90%, then lower that figure if necessary.

As a practice exercise, we will create a table of information on the home page.

1. Click the Create table link in the middle toolbar.
2. The Table properties dialog box opens. Change the settings as shown:

- **Rows**: We will use 5 rows for Title, Department, Office Location, Phone Number, and Email Address.
- **Columns**: We will use 3 columns for the row labels, variable information, and a picture/picture placeholder.
• **CSS class**: There is only one selection; Normal. CSS stands for Cascading Style Sheets; this determines how your web page will be formatted (such as font color, font size, etc.) This is not an option at the moment, but it may be in the future.

• **Width**: For this sample table, change to 100%. If it needs to be narrower, you can go back later and change it to a lower number.

• **Height**: There is no need to change this, so leave as is.

• **Border**: The default is 1, which means there is a narrow border. The higher the number, the thicker the border. An entry of 0 would remove the border.

• **Cell padding**: Cell padding is the space—measured in pixels—between the edge of the cell and the text or image within it. Cell padding is added all the way around the cell.

• **Cell spacing**: Cell spacing determines the space—measured in pixels—between cells in a table. Increasing cell spacing adds more white space between cells when a border is assigned.

• **Background color**: If you would like to add a color to the background of your table, click on the **eyedropper icon** (color picker). Click on various colors until you find the one you want. Choose a lighter color. Notice that the textbox fills in with a # sign and a combination of letters and numbers. This is the html code for that particular color. Click **OK**. The background color information fills into the dialog box.

• **Background image**: This will allow you to upload an image and set it as the background for your table. You probably don’t want to use this feature; it is not good web design except in very specific circumstances.

3. Click **OK**. Your table appears on the screen.

4. Enter information in the cells (see image below) by clicking in a cell or using your arrow keys to move around; you cannot use the Tab or Enter keys. As you type in the first column, you may notice that the column widens; this will decrease as you type in the next column. You may need to scroll to see the third column.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Technology Trainer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Institutional Effectiveness</td>
</tr>
<tr>
<td>Office Location:</td>
<td>151 Linn Hall</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>319.998.5099, ext. 5078</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:bonnie.cacksho@kirkwood.edu">bonnie.cacksho@kirkwood.edu</a></td>
</tr>
</tbody>
</table>
Save Your Page

1. After completing the page, scroll to the bottom of your screen. Note the buttons:

   - **Save and Return to Previous Page** - This is a “quick save”; changes made to the page are saved, and the page remains on the screen (the page may disappear for just a second, but it will reappear).
   - **Save and Return to this Page** - The page will be saved and you will be returned to Add/Edit Pages.
   - **Save and Update Template** – After clicking this button, you will be able to see your choices and make a selection.
   - **Delete** - To eliminate the page, click the Delete button. (Be absolutely sure you want to delete the page before you hit this button!)

2. Note the two tabs, **Design** and **Html**, located just above the buttons. These allow you to switch between the normal editing view (Design) and the source code view (HTML). If you know HTML, you can make changes in that view.

3. Click **Save and Return to this Page**.

   **NOTE:** Remember to “quick save” every 10 – 15 minutes while working on a page!

View Your Page on the Web

1. In the blue bar at the top of your page, on the right, you will see the text **Hello “xx”, you are logged into the “xx” account**. The name of the account is a hot link. Click on the link (or, you could click on the URL instead).

2. A new window opens and you can view your site as it currently appears on the Internet.
Combine Table Cells

Next, we will add an image to the last column. We will need to combine all the cells in the column into one.

1. Click in the first cell of the last column.
2. From the middle toolbar, click the **Merge down** button (third button from end).
3. Keep clicking this button until all the cells in the last column are combined.

Insert an Image  
(No larger than 70k is allowed!)

1. Place your cursor where you would like the image to appear.
2. Click the **Insert image** button in the toolbar.
3. If you do not already have the image in your image listing, click **Browse** and navigate to the location where your image is stored.
4. Click the **Upload** button.
5. The image will appear in the image listing after a few moments.
6. Make sure the image you want to insert is selected (highlighted) and then click the **Select** button.
Be aware that two file maintenance features are available to you in this dialog box:

- **Delete Images** will allow you to delete any images from your account that are NOT currently being used on a page.
- **Add Libraries** will allow you to create additional libraries in which to store images; much like creating folders to store files. Be sure to give your library a name using lower-case letters, no spaces, and not more than 15 characters. Once you have the library created, you may select it from the Library drop-down in the dialog box.

**TIP:** To change the alignment of an image in a table cell, place the cursor in the cell (do not select the image). Click the Cell properties button in the toolbar. Next to Horizontal align and/or Vertical align, select the appropriate button. Click OK.

**Add Alternative Text to Images**

To meet American Disabilities Act (ADA) compliance, you should add alternative text (alt text) to all the images on your site. Have you ever pointed to an image on a website and a small block of text appears describing the image? This is called alternative text. Your viewers who are sight impaired may be using software called “screen readers” to read your web pages. Since the software cannot “read” images, you will need to add alt text to describe your image. The software will be able to read your description.

Follow the steps below to add alt text to an image:

1. Click on the image to select it.
2. From the middle toolbar, click the Image properties button.
3. Click in the text box labeled Alternative text, and type a short description of the image.
4. Click OK.

**Change the Width of a Column**

You will notice that the first column is probably wider than it needs to be. Follow the steps below to decrease the width of a column.

1. Open your home page edit view.
2. Click in the first cell of the first column (do not right-click).
3. Click the Cell properties button, located in the middle toolbar.
4. Change the width. Keep in mind that the total width of all columns should equal 100%, so make changes accordingly.
5. Click OK.

Edit a Table

1. Click in any cell of the table (do not right-click).
2. Click the **Table properties** button, located in the middle toolbar.
3. For class, change the border to 0.
4. Remove the Background color by deleting the contents of the text box (letters/numbers).
5. Click OK.
6. Scroll to the bottom of the screen and click **Save**.

**TIP:** To select a table, hover over a corner of the table until you get a four-headed arrow pointer. Then click your mouse, and sizing handles (squares) will appear around the table. You can center the table by clicking the **Center** button in the toolbar. To delete the table, press the **Delete** key on your keyboard.

Add a Horizontal Rule

A horizontal rule can be added to provide a divide between different types of information on a page.

1. Click on a blank line below the table, then click the **Horizontal rule** button located in the middle toolbar.
2. A horizontal gray line appears. Click at the end of the line and press **Enter** if you want to add additional vertical space.

Add Text from an Existing Document or Web Page

Follow the steps below to add pre-existing text from a Word document. Use the same method to add text from another software program, or even a website page:

1. Open Microsoft Word and navigate to the appropriate file.
2. Use the keyboard shortcut **Ctrl + A** to select all of the contents of the document.
3. Use the keyboard shortcut **Ctrl + C** to copy the contents to the clipboard.
4. Switch to your **Website Manager page** in the taskbar. Press **Ctrl + V** to paste.
5. Scroll to the bottom of the screen and click **Save**.
6. Switch to the Internet Explorer window that is displaying your home page (if it is still open), and click the **F5** key on your keyboard to **refresh** the screen.

**Add Pages**

1. From the Website Manager edit menu, click **Add/ Edit Pages**.
2. Click **Add a new page**.
3. Fill in the **Page Title** and **Link Text**. You can type the same thing for both of these text boxes. Keep in mind that the Link Text will display in the main navigation of your pages.
4. Click the check box, **Show link to this page in navigation bar**. (If you do not want the page listed as a link in the main navigation, or you do not wish to have a left navigation, do not check this.)
5. Click in the white area below the toolbars and add your content. You can type it from scratch, or you can copy it from a pre-existing source.
6. Click the **Save** button.

**Edit Pages**

1. When you click on **Add/Edit Pages** again from the edit menu, you will see the new page listed in a table, as well as the homepage. All pages that you create will appear on this screen. Here is an example of a site with several pages:

<table>
<thead>
<tr>
<th>Link Text</th>
<th>Page Title</th>
<th>Page Type</th>
<th>URL</th>
<th>Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact your Instructor</td>
<td>Contact your Instructor</td>
<td>form</td>
<td><a href="http://www.kirkwood.edu/site/index.php?p=592">http://www.kirkwood.edu/site/index.php?p=592</a></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>form</td>
<td></td>
<td><a href="http://www.kirkwood.edu/site/index.php?p=318">http://www.kirkwood.edu/site/index.php?p=318</a></td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td>Schedule</td>
<td>page</td>
<td><a href="http://www.kirkwood.edu/site/index.php?p=301">http://www.kirkwood.edu/site/index.php?p=301</a></td>
<td></td>
</tr>
<tr>
<td>Student Learning Results</td>
<td>Student Learning Results</td>
<td>page (Home Page)</td>
<td><a href="http://www.kirkwood.edu/site/index.php?id=0">http://www.kirkwood.edu/site/index.php?id=0</a></td>
<td></td>
</tr>
</tbody>
</table>

2. Click on the **Link Text** for the page you want to edit.
3. The page appears on your screen in edit mode.
4. Make your changes and click the **Save** button. If you wish to delete the page and start over, click the **Delete** button (located next to the Save button).
TIP: If you are working on a page and do not wish to save changes, click Menu at the top of the page—you will back out to the Edit Menu without saving.

From the Add/Edit Pages screen, to quickly edit the home page click the Edit Home Page link at the top of the window.

Search Feature

It is possible to search the list of pages for specific information, namely Link Text, Title, Contents, and Page ID.

1. From the Edit Menu, select Add/Edit Pages.
2. Click on the drop-down arrow as shown:
3. In the next textbox, type your search criteria.
4. Click Search.

Upload Files

Saving a file in PDF format will allow a file to be displayed on the web with all the original formatting. It will print perfectly, with the original margins. In order to view a PDF, Adobe Acrobat Reader must be installed on the viewer’s machine; this is a free downloadable program from www.adobe.com. However, in order to convert a Word, Excel, or PowerPoint file to PDF format, you must have Adobe Acrobat or the free CutePDF Writer software installed on your computer. If you do not have one of these packages, we have software available for your use in the faculty/staff training lab.

1. From the edit menu, click on Upload Files.
2. Browse to the location of your file.
3. Select the file and click Open.
4. Click the Upload button.
5. The file is displayed the File List. Notice that you can View the file (magnifying glass), or Delete the file (red X).
6. To create a link to the file, copy the URL so that it can be pasted into a hyperlink textbox. (Try the keyboard shortcut - Ctrl + C for copy).
7. Return to the Edit Menu by clicking on the link, **Website Manager 3.0**, at the top of the page.

**Add a Hyperlink**

1. Copy the URL of the webpage you want to link to, if you have not already done so.
2. Click on **Add/Edit Pages**.
3. Open the page that you want to contain the link.
4. Place your cursor where you want the link to appear and type the text for the link.
5. Select the text.
6. Click the **Hyperlink** button, located in the middle toolbar.
7. Press Ctrl + V to paste the contents of the clipboard into the URL textbox, **overwriting** the current contents.
8. Click **OK**.
9. Save the page.

**Navigation Order**

Website Manager allows you to change the order of the links in the main navigation.

1. From the Edit Menu, click **Navigation Order**.
2. Click the drop-down menu at the top. The main pages of your site (parent pages) will be listed. To adjust the left navigation for the home page, select **Main Nav**.
3. Each link has an up and down arrow. Click on the appropriate arrow to move the link in the direction you choose.

**News Stories**

1. To add a news story, click **News Stories** on the Website Manage Edit Menu.
2. Click **Add a News Story**.
3. Fill in the Link Text box. This will be the news story link, which will appear in a new column displaying on your home page.
4. You can use the **End Date** textbox if you wish, but it is not necessary. You can also just delete a page with the **Delete** button that displays at the bottom of a saved page.
5. Click the **Show link** check box. If you do not wish the news story to display at this time, you can make it inactive by deselecting the check box.

**Calendar**

**Adding a Calendar**

1. To add a calendar to your site, click **Calendar** on the Website Manage **Edit Menu**.
2. Name your calendar using the **Title** and **Link Text** boxes. The contents of the **Title** box will be displayed at the top of the calendar. The contents of the **Link Text** box will be displayed in the Calendar drop-down selection and the Add/Edit Pages window.

**NOTE**: If the calendar is not given a title, a generic one will be generated (ex. Calendar-PageID:****). This may make it difficult to differentiate between calendars if you decide to create more than one. Therefore, be sure to give each calendar a title.

3. Check the **Show Link** box to display a link to the calendar in the navigation bar, then click **Save**.

**Adding a Calendar Entry**

1. Click **Add a Calendar Event**.
2. Fill in the form and click **Save**.

3. There will now be a listing for this Calendar Entry in the Calendar window.
4. Click on either the date or name of the entry to edit.

**Adding Additional Calendars**

1. If you would like additional calendars, click on the Add Calendar link from the Calendar window. Be sure to give each calendar an appropriate title.
2. You will now see a drop-down listing which will display your calendars. Click on the calendar you want to use, and click Go.

3. Change the Title and Link Text as necessary. All calendars will display under Add/Edit Pages. Therefore, you may want to use different Page Titles, Link Text, or both to differentiate between the calendars. Check Show Link if you want to display the new calendar in the navigation bar, then click Save.
4. From the Edit Menu, click Add/Edit Pages. Note the calendar pages in the page listing. Under the Parent column, click the (Edit) link for one of the calendars. Choose which page(s) to use for the parent page of the calendar. This is the page that will display the calendar link.

**Staff Members**

1. Click Staff Members from the Website Manager Edit Menu.
2. Click Add a Staff Member.
3. Fill out the form. Fields marked with an asterisk (*) are required fields. You may add an image, but it is not necessary.
4. Click the Save button.
5. From the Edit Menu, select Staff Members again.
6. Click the Show link checkbox.
7. The Link text box automatically displays the default text Meet Our Staff. You may change this to something else if you prefer.
8. It is not necessary to fill in the Title box, although you can if you wish.
9. Click Save.
10. To add another entry, click the **Staff Members** link again from the edit menu, and follow **Steps 2-4**.

11. To edit an entry, click on it. Once you are in the edit screen for that entry, you can make a correction or delete the entry by clicking the **Delete** button at the bottom of the page.

12. To change the order of entries, click the up and down arrows.

### Related Web Sites

If you have website addresses that would be of interest to your viewers, you can add them to your site using this feature. As you go through the steps below, you will select how you want the links to appear in your site navigation.

1. From the edit menu, click on **Related Web Sites**.
2. Click **Add a New Related Site**.
3. Type in the complete URL (including the http://) in the **URL** text box.
4. In the **Link Text** textbox, type in whatever you want displayed in the left navigation.
5. For **Navigation**, you have two choices:
   - **Related Sites**: The link will display in the left navigation on the **homepage only**, beneath the other links. A heading, **Related Sites**, will display automatically.
   - **Main**: The link will display in the main navigation on all pages, in the same location as the other links.
6. Select a **Parent Page** if you want your website link to display on a particular page. (To set up a parent page, **Navigation** must be set to **Main**.) The link will display according to the **Child Navigation** selection in **Account Settings**.

7. Click the **Save** button.
Password Protection

It is possible to password protect a page, or pages, within your site. When the viewer clicks on a page link to view it, a box will come up requesting that a username and password be entered. You will need to provide this information to your viewer(s). To create a password protected page, follow these steps:

1. From the edit menu, click on **Password Protection**.
2. Click on **Add a new username and password**. A form appears:

   ![Password Protection Form](image)

   - **Username**
   - **Password**
   - **Confirm Password**

3. Enter the information requested and click **Submit**. (You can use the same username and password for more than one page.)

**NOTE:** When your viewer tries to access a protected page, this dialog box will appear:

![Password Protection Dialog Box](image)

Change the username and password whenever you wish, such as at the beginning of a new semester.
Random Images

It is possible to upload a group of pictures and have a different one display on a page each time it is visited. Follow these steps:

1. From the Website Manager edit menu, click Random Images.
2. Click Add a New Image.
3. Add the first image. The Image Caption is optional. Verify that Active is set to Yes. Later, if you do not want the image to display randomly, you can change this to No, or you can delete it from the server by clicking Delete.
4. Click Save.
5. Continue until you have all the images uploaded. After they are added, the images will appear in a listing.
6. Open the page that you want to display the random images.
7. Navigate to the exact location on the page where you want the images to display, and type \$image\$.
8. Save the page.
9. View your page on the web and keep refreshing the screen (F5) to see the images display randomly.

Image Manager

Use this feature to view the images that are stored in your account, or to delete an image that you no longer need.

1. Click Image Manager from the Edit Menu. A listing appears displaying all images in your site that had been uploaded using the Insert Image button. Note that you cannot delete an image that is being used on a page.
2. Click Delete next to the image you want to delete. If there is not a Delete link, look at the column labeled Pages using and delete the image on that page. Then come back to this view and delete it.

Form Builder

The Form Builder is a new feature in Website Manager. It will allow you to create an online form for your website quickly and easily.

1. From the edit menu, click Form Builder.
2. Enter the number of fields you want on the form (1-99)
3. Click next.
4. Follow the instructions on the screen regarding the fields. Some fields may be checked as **Required**: Users won't be able to submit the form without completing required fields.

- **Field Name**: This name will be used as an identifying prompt for the field both when the user views it and when it is emailed to you. **Symbols are not allowed. Use one-word field names.** (You can add additional text after the form has been created.)

- **Field Type**:
  - Checkbox
  - Textbox
  - Password
  - Radio button (*this is the only field that cannot be “required”*)
  - Drop-down select
  - Text area

5. After completing your fields, click **next**.
6. The next screen prompts you: “If you selected a form field of type drop down select or radio button, you will now be required to enter the options for those fields.” Click **next**.
7. When the **Add a Page** screen appears, fill out the top information, including the email address and subject line if you want the data to come in via email.
8. Click the **Save** button at the bottom of the page.
9. After a few moments, a new page will appear containing the form. Fill out the text boxes at the top of the new page, as usual. Be sure to save any changes. This page will be listed under **Add/Edit Pages** for future editing.

**Form Builder Tips**

- At the top of the new form page, fill out the **Contact Email** text box if you wish to have the form submissions sent to you via email. Otherwise, results can always be obtained from the **Edit Menu, View Form Data**.

- At the top of the new form page, be sure to fill out the Subject text box with an appropriate identifier, such as “Form Submission from Website”. When the form results drop into your email account, you want to be able to recognize where the email is coming from.

- If you want to add information above the form, you will first need to insert additional blank line(s) for your text. Place your cursor in front of the first line of the form and press **Enter**.

- You may add any missing symbols for field labels after the form has been created, such as colons, commas, dollar signs, etc.
• Increase the width of your form by dragging selection handles. Place your cursor over a corner of the table until a four-headed arrow appears, then click. This will active the selection handles. Click and drag on the right, middle selection handle to expand the form horizontally. Be careful with this however! Do not move the Submit button.

• If you would like, you can create a page that lets your user know that their form was submitted successfully. Copy the URL for this page, and paste it into the Redirect Page text box at the top of the form page.

**View Form Builder Data**

If you wish, you can view the compiled results from your forms online, download the data into an Excel spreadsheet, or completely clear the data.

1. From the Edit Menu, click on View Form Builder Data.
2. Any forms on your website will be listed. Click Online to view results on your computer screen.
3. While viewing results online, enter your search criteria in the search textbox and click the Search button.
4. If there is a row you would like to delete, check the box in front of the row and click the Delete Checked button.
5. Email specific rows of information to your email account. Place a check in front of the row(s), fill in the Email Address, then click Email.
6. Click the Check All link at the top or bottom of your screen to select all rows. An Uncheck link appears if you need to remove the checkmarks.

**View Site Traffic**

It is possible to view your site’s traffic for each month of the year, which means every computer that has visited a page can now be tracked. This information will include the number of times they have visited, how many unique visits they made, even what browser they used to visit your page, among many other features. You can download an Excel spreadsheet that will list this information for a page from a particular month and year.

1. From the Edit Menu, click on View Site Traffic.
2. On this screen, you can select the Year and the Month you would like to view by using the drop-down selections at the top of the page.
3. The screen will display the **Total visits** and **Total hits** for each page.
4. Under the **Detail** column for one of the pages, click **Excel**. A download dialog box appears on your screen.
5. Click **Save**, and save the file.
6. Open your saved file and view details for this page, as described below.

- **Department ID:** Department ID is the ID number of your site’s department. Every unique website in Kirkwood’s overall site has a unique Department ID.

- **Page ID:** Page ID is the ID number of the current page you are looking at. Each page on your website has a unique Page ID.

- **IP Address:** An IP address is a unique ID number given to each and every computer on the internet. This category lists the unique IP address of each computer that has visited the particular page stats you are viewing.

- **Session:** Session is the Session ID number of the user visiting that page at that particular time. Generally, Session ID numbers are for administrative purposes only.

- **Browser and Operating System:** This category lists that user’s browser and even the operating system they used to access your website. Helpful for analyzing the types of users that are visiting your page and any errors that may be caused using anything other than Windows and Internet Explorer.

- **Request:** The URL that was typed into the Address bar, or the URL clicked on, to get to the current page.

- **Query String:** The variables used to build your page (used by Website Manager).

- **Referrer Page:** If you want an idea of where your users are coming from and how they might’ve found your website, the Referrer category will tell you. For example, if someone searched for specific keywords using Google and Google listed your site in response, the Referrer category will reflect the link that user clicked to get to your site. This is especially helpful for finding out how users are trying to get information about your site and what you can do to improve their chances of finding that information about it.
• **Host:** Host simply lists the where your site is located. For most, the host site will be [www.kirkwood.edu](http://www.kirkwood.edu).

• **Date/Time:** The date and time of each unique visit is listed in this category. Helpful for troubleshooting site problems, finding the busiest time of day for your site, and when certain users are having problems.

### Switch to Another Account

You may have been given access to more than one Website Manager account. To switch to another account (from any page), click the **Change Account** link in the lower right corner of a Website Manager page.

![Image of website manager page with Change Account link highlighted]

### Log Out

In the lower right corner of any page, click the **Logout** link.