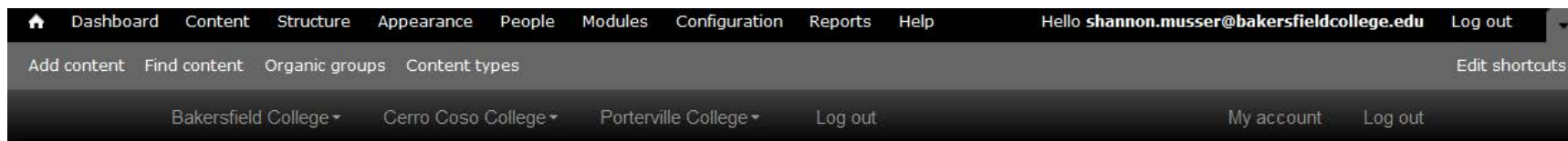


Go to the committees site – make sure you’re at <https://committees.kccd.edu>, and select the committee.

Then, find the “edit” button on the committee page.



## Bakersfield College Committees

[KCCD Committees](#) / [Bakersfield College](#) / [College Council](#)

# College Council

View Edit Group Devel

## College Council Committee



## Meeting Times

1st and 3rd Fridays, 8:30-10 a.m.

### Last Meeting

**College Council Meeting - September 6th, 2013**

[Agenda](#)

Supporting Documents:

- [#10 - Proposed Policy 4B3 - Distance Ed](#)
- [#10 - Proposed Policy 4D1 - Min Grad Requirements](#)
- [#9 - KCCD Staff Diversity Plan 4.19.13](#)
- [#4 - 2013-14 CC Priorities & Workplan](#)

Scroll down to the section of documents you want the file to appear in (Documents, Resources).

Find the “add a new file” option.

The screenshot shows a web browser window with multiple tabs. The active tab is "College Council | KCCD Committees" with the URL "https://committees.kccd.edu/bc/committee/collegecouncil#overlay=node/61/edit". The browser's address bar and search engine (Google) are visible. Below the browser, there is a navigation menu with items like "Dashboard", "Content", "Structure", "Appearance", "People", "Modules", "Configuration", "Reports", and "Help". The user is logged in as "shannon.musser@bakersfieldcollege.edu".

The main content area has a dark header with "Add content", "Find content", "Organic groups", and "Content types". Below this, there is a section for "Master Committee Calendar 2013-14" with a description field. This is followed by an "Add a new file" section with a "Browse..." button, "No file selected." text, and an "Upload" button. Below this, there is a "RESOURCES" section with the heading "Resources to help committee, but not pertaining to a specific meeting" and a "Show row weights" link. A table lists resources:

FILE INFORMATION	OPERATIONS
<a href="#">CTE Plan August 12 2013.docx</a> (67.77 KB)	Remove
<a href="#">Basic Skills-Accomplishments and Strategic Plan 08-10-13.docx</a> (79.06 KB)	Remove

Below the resources table is another "Add a new file" section with a "Browse..." button, "No file selected." text, and an "Upload" button. Below this is a "Links" section with a link to "California Ac... http://www.calstate.edu/CAPP/". A large red arrow points to the "Browse..." button in the "Links" section.

Select "browse" to find the file on your computer. Then, click "upload."

The screenshot shows a web browser window with the URL <https://committees.kccd.edu/bc/committee/collegecouncil#overlay=node/61/edit>. The page title is "Edit Committee College Council | KC...". The user is logged in as [shannon.musser@bakersfieldcollege.edu](mailto:shannon.musser@bakersfieldcollege.edu).

The main content area is titled "RESOURCES" and contains the text "Resources to help you prepare for training to a specific meeting". A table lists the following files:

FILE INFORMATION	OPERATIONS
<a href="#">CTE Plan August 12 2013.docx</a> (67.77 KB)	<a href="#">Remove</a>
<a href="#">Basic Skills-Accomplishments and Strategic Plan 08-10-13.docx</a> (79.06 KB)	<a href="#">Remove</a>

Below the table is the "Add a new file" section, which includes a "Browse..." button, a text input field containing "Transfer Plan 81313 r5.pdf", and an "Upload" button. A note below the input field states: "Files must be less than 64 MB. Allowed file types: txt pdf doc docx ppt pptx xls xlsx." Two red arrows point to the "Browse..." and "Upload" buttons.

The "Text format" dropdown menu is set to "Filtered HTML". A link to "More information about text formats" is provided. The "Committee History" section shows the beginning of an HTML list: `<ul class="nav nav-tabs">`.

You can reorder the files in each section by clicking on and dragging the + arrow symbol next to each document.

The screenshot shows a web browser window with the URL <https://committees.kccd.edu/bc/committee/collegecouncil#overlay=node/61/edit>. The browser's address bar and tabs are visible at the top. Below the browser, there is a navigation menu with items like Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, and Help. The main content area is titled "RESOURCES" and contains a table of files. A red arrow points to the plus sign next to the first file, "Tranfer Plan 81313 r5.pdf (404.01 KB)".

**RESOURCES**  
Resources to help committee, but not pertaining to a specific meeting [Show row weights](#)

**FILE INFORMATION** | **OPERATIONS**

Tranfer Plan 81313 r5.pdf (404.01 KB) *	<a href="#">Remove</a>
CTE Plan August 12 2013.docx (67.77 KB)	<a href="#">Remove</a>
Basic Skills-Accomplishments and Strategic Plan 08-10-13.docx (79.06 KB)	<a href="#">Remove</a>

**Add a new file**  
[Browse...](#) No file selected. [Upload](#)  
Files must be less than **64 MB**.  
Allowed file types: **txt pdf doc docx ppt pptx xls xlsx.**

**Links**  
California Academic Partnership Program (CAPP), <http://www.calstate.edu/CAPP/>

**Text format** Filtered HTML [More information about text formats](#) ?

Scroll to the bottom of the page, and click “save.”

The screenshot shows a web editor interface for editing a page. The browser address bar shows the URL: <https://committees.kccd.edu/bc/committee/collegecouncil#overlay=node/61/edit>. The top navigation bar includes links for Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, and Help. The user is logged in as shannon.musser@bakersfieldcollege.edu. The main content area is divided into sections:

- Text format:** Filtered HTML. More information about text formats.
- Committee History:** A list of years with corresponding council links. The HTML code for this section is visible: 

```
<ul class="nav nav-tabs">
  <li class="active"><a href="#Council1213" data-toggle="tab">2012-13</a></li>
  <li><a href="#Council1112" data-toggle="tab">2011-12</a></li>
  <li><a href="#Council1011" data-toggle="tab">2010-11</a></li>
</ul>
```
- Text format:** Full HTML. More information about text formats.
- Menu settings:** Not in menu. Provide a menu link.
- URL path settings:** Alias: bc/committee/collegecouncil.
- Information:** Information about the page.
- Information:** Information about the page.
- Information:** Information about the page.
- Information:** Information about the page.

At the bottom of the page, there are three buttons: Save, Preview, and Delete. A large red arrow points to the Save button.

The new file now appears under “resources” (or documents, depending on your selection previously).

The screenshot shows a web browser window with the URL <https://committees.kccd.edu/bc/committee/collegecouncil>. The page has a dark navigation bar with links like Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, and Help. Below this is a secondary navigation bar with links like Add content, Find content, Organic groups, and Content types. The main content area is divided into two columns. The left column has a large heading '2012-2013' and a button that says '» 2012-2013 Members (Click to view)'. The right column has a table of documents under the heading 'Resources'. A large red arrow points from the '2012-2013' section to the 'Resources' section.

Attachment	Size
<a href="#">Summary of the CTE Process &amp; Outcomes Fall 2012</a>	116.8 KB
<a href="#">Master Committee Calendar 2013-14</a>	1.22 MB
<a href="#">Transfer Plan 81313 r5.pdf</a>	404.01 KB
<a href="#">CTE Plan August 12 2013.docx</a>	67.77 KB
<a href="#">Basic Skills-Accomplishments and Strategic Plan 08-10-13.docx</a>	79.06 KB

**Links**

California Academic Partnership Program (CAPP), <http://www.calstate.edu/CAPP/>

