Getting Started with Reason

Reason is Carleton’s website builder. It’s a general-purpose tool that can manage most types of web content without additional customization or add-ons. Users with no special technical skills can easily build & update basic websites; with a bit of consultation and assistance, a fully-featured, customized site can be assembled quickly — with no custom coding.

Reason Basics

1. Carleton’s web presence is broken up into **over 700 different websites**, nearly all of which are managed by Reason. Each site has its own content: pages, images, events, forms, etc.
2. Most of the content in Reason can be **shared and borrowed** between sites. A few examples:
   - Multiple departments sponsoring an event can display the same event on their individual websites. If details are changed, the information will still be correct on all those sites.
   - Many sites can share the same photos without uploading additional copies.
   - A news story from a department website can be borrowed and displayed on the College homepage or the Academic Gateway.
3. **Design and content are managed separately.** Each site has a visual theme associated with it, and the theme can be customized in many ways: colors, typography, and different layout options.
   - Most design customizations require assistance to implement, but they can generally be added with the click of a button.
4. **Pages are a special kind of item:** they are the building blocks that provide the structure of the site.
   - Different **page types** are used to display your site’s content in different ways.
   - Most users have access to only a few page types, but many more are available. Contact the Web Services team for help.
5. Many **simple edits and typo fixes** can be made without leaving your web page.
   - When you’re logged in, you can turn on the **edit in place** option (in the footer of every Reason page) to quickly revise your page content, blurbs, events, and more.

Reason Self-Training

Many users find that they can get up to speed with basic website editing in about an hour of self-training by following these instructions.

1. Using the Firefox browser, visit the **Reason User Documentation** website at go.carleton.edu/userdocs.
2. Read through the “Getting Started” section and watch the video tutorials.
3. In another tab, **log in** to Reason’s administrative interface at go.carleton.edu/reason.
   - If you see a list of websites in the left sidebar, select “Reason 101.”
   - If you need editing access to this or other sites, visit go.carleton.edu/webaccess.
4. Work your way through the “Pages” section of the “Managing Content” documentation, while simultaneously **creating your own page** (or pages) in the Reason 101 training site.
5. Look through the rest of the “Managing Content” section and **try as many other things** as you have time for: borrow an image, create an event, put a text blurb on your page, and create a form.
6. If you want additional help, or some hands-on training, you have several options:
   - Visit the **Web Wednesday** drop-in help sessions from 10–noon every week in the Sayles-Hill Great Space or the Web Help “House Calls” on Thursday afternoons in various campus locations. Check the web services **calendar** for details.
   - Schedule additional training by emailing webservices@carleton.edu.