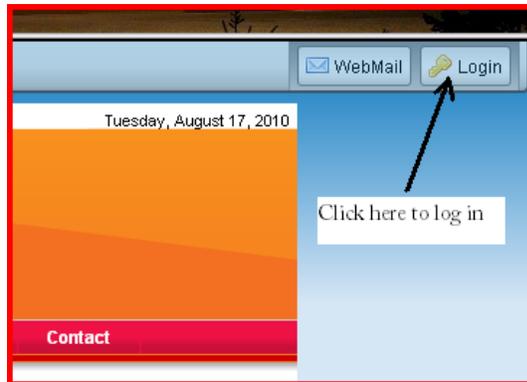


Cyberschool 101 – Managing your new website

Session 1 – August 18, 2010

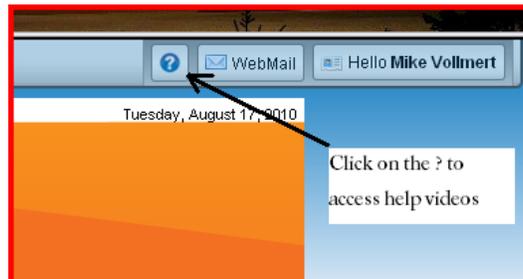
You may view the website at any time, however, in order to edit you must log in:

Click on the Login link in the upper right hand corner



Once you are logged in, help files are available for most of your web editing tasks.

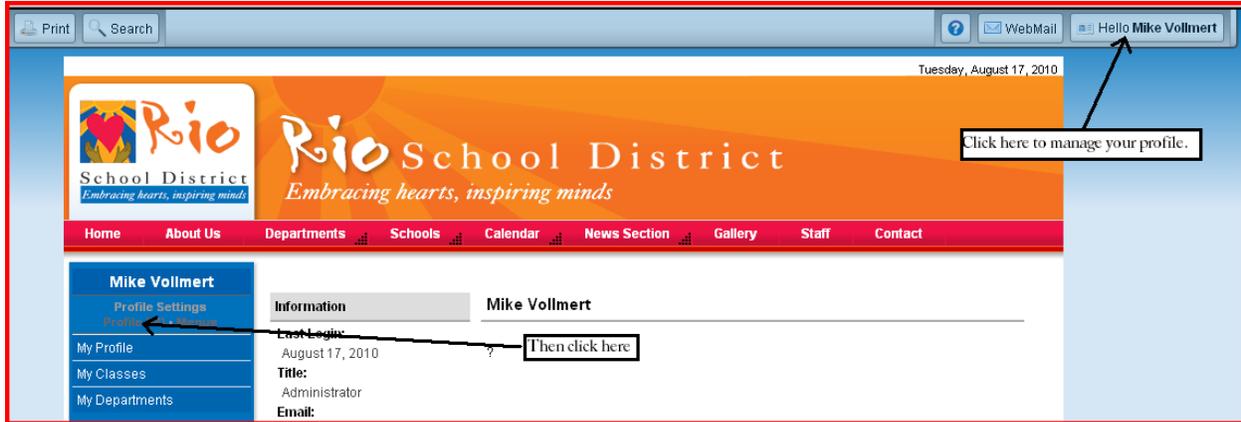
Click on the ? to open a window of videos on how to manage virtually every aspect of the website.....



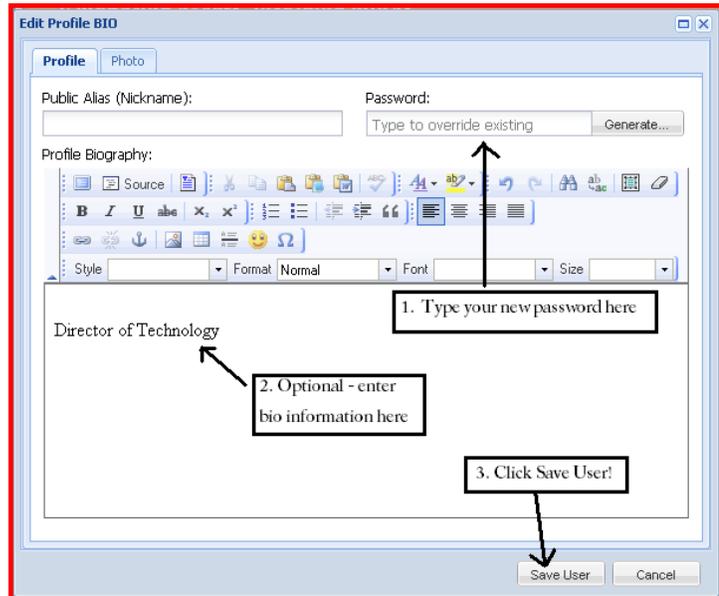
In this first session, we will be covering how to edit content, how to add a news item, and how to manage pictures for slide shows.

1. Managing my profile

Managing my profile allows me to change my password and enter information about myself. To access your profile, click on your name where you logged in:



Under profile settings, click on Profile:



2. Managing your website

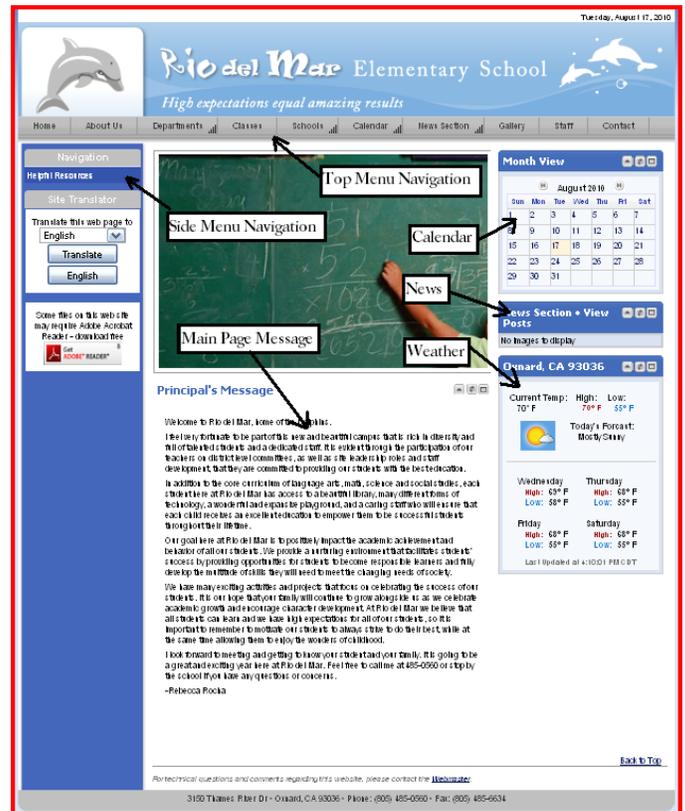
Do's and don'ts

- Do keep the calendar and news sections up to date
- Do keep information on all of your site pages up to date
- Do add pictures and vary the slide show on the front page from time to time
 - Do not use pictures that would have any identifying information about any student!

- Do add important information and resources for students, parents, and staff (more trainings to follow!)
- Don't modify the layout of the front page – we want the entire district website to have the same layout, look and feel. (The site will evolve, but we want to evolve together as a district!)

This is the basic layout of the main page for each school:

Note the sections on the main page. Please don't modify the locations of these sections, or remove these or add others without checking first with the Director of Technology.



3. Editing the News.

News is modified in the News Section under the main navigation banner. It is NOT modified by clicking on the News area on the main page.



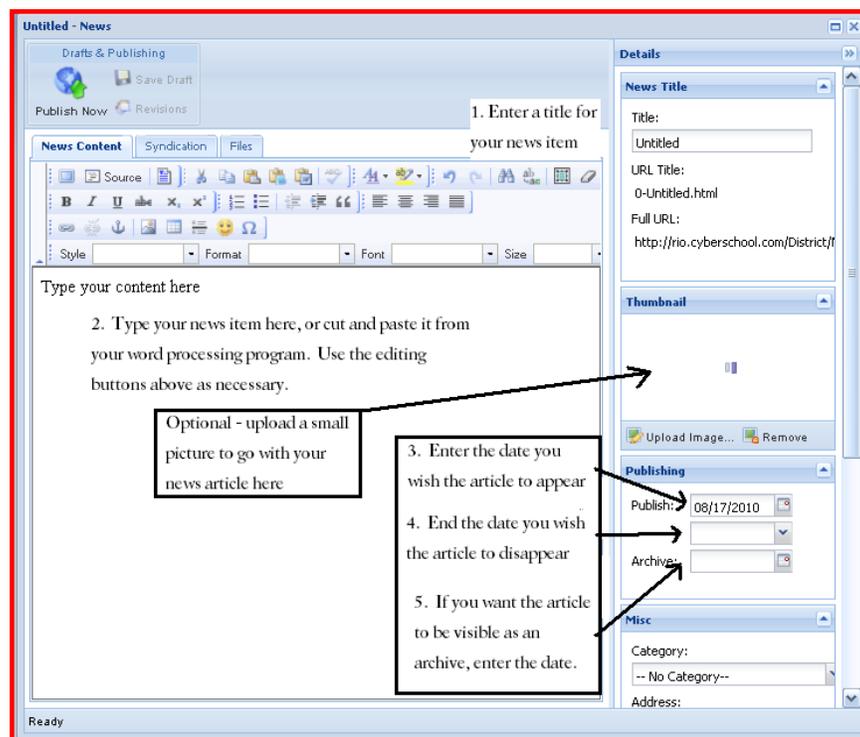
Next to View Posts you'll see a small down arrow:



In the window that pops up, click on the News Content tab:

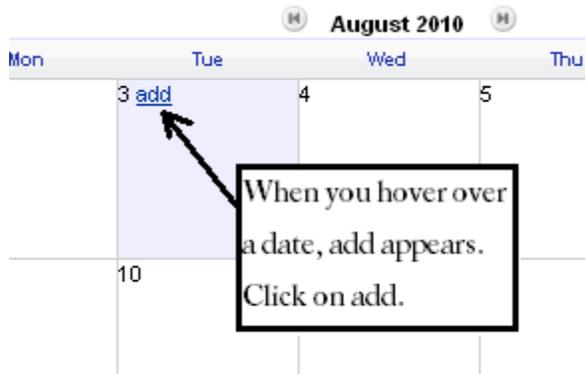
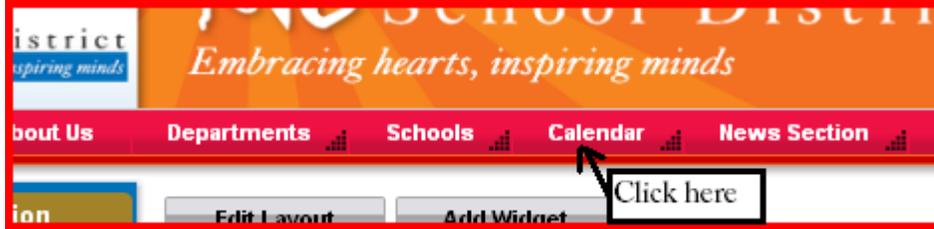


Follow the steps shown to enter your news article information. You may type it directly into the window, or cut and paste from your word processing software. The tools in the menu bar work in a similar way to Microsoft Office or Open Office.



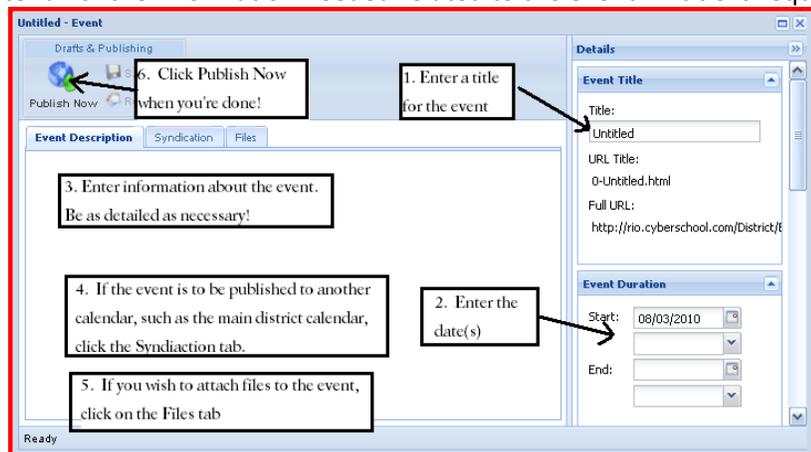
4. Editing the calendar

To edit the calendar, click on Calendar on the main navigation bar. The calendar is not modified by clicking on the calendar on the main page.



In the calendar that appears on the page, when you hover over a date, [add](#) appears. When you click on it, a window opens to enter the event and information.

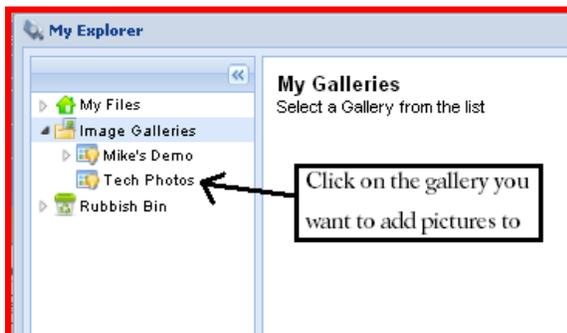
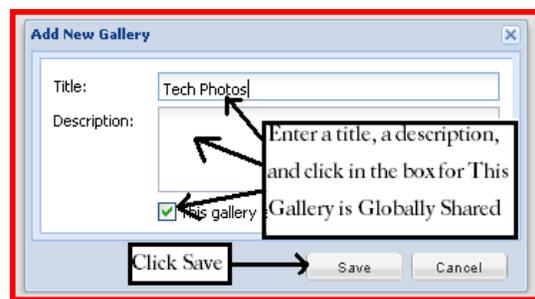
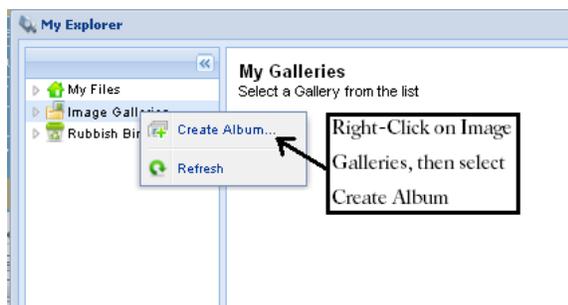
In the window that appears, enter all of the information needed related to the event. A title is required, and the start date. If the event is only a single day, leave end blank. If the event will take place over a number of days, enter the end date. If this is an event that needs to be linked to the district calendar or another school site calendar, click on the Syndication tab and click on the sites to push the event to. If you have files to upload related to the event, such as an agenda or map, click on the Files tab and upload the files. Users can then access the files directly from the calendar. After all the information is entered, click Publish Now. The title will then appear on the calendar, and when users click on the event, the information entered will appear.



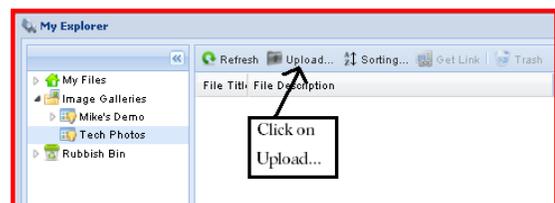
5. Managing pictures and albums

Before you can manage pictures and albums, you need to have some pictures and albums to manage! To upload pictures into an album, select My Explorer from the login pulldown menu.

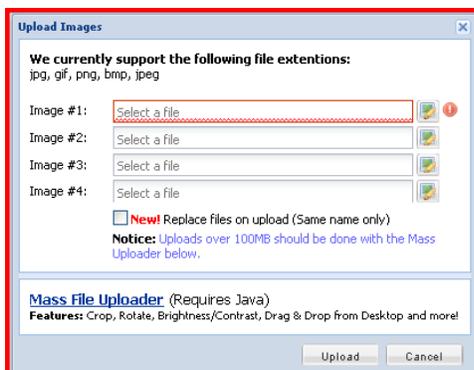
Note: Your pull down menu may not look exactly like this one...



Your new gallery will appear (along with any other galleries you've created). Click on your gallery, and a new window will appear.

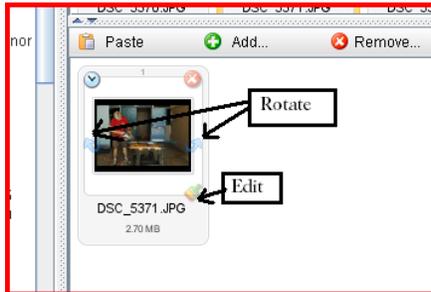
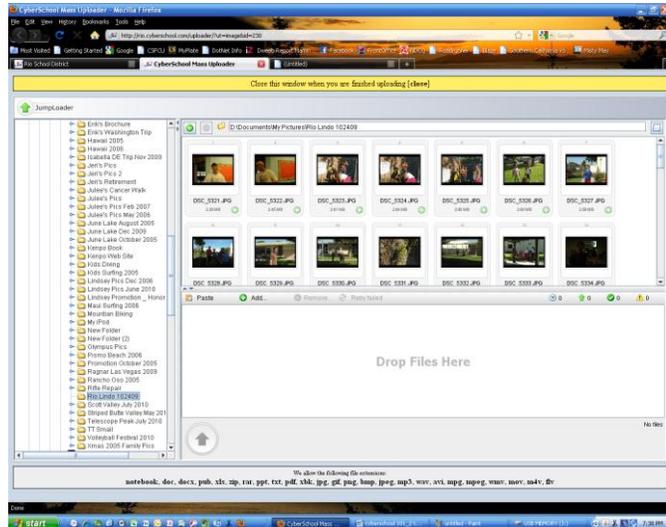


In the window that appears, you have two choices in uploading your pictures.



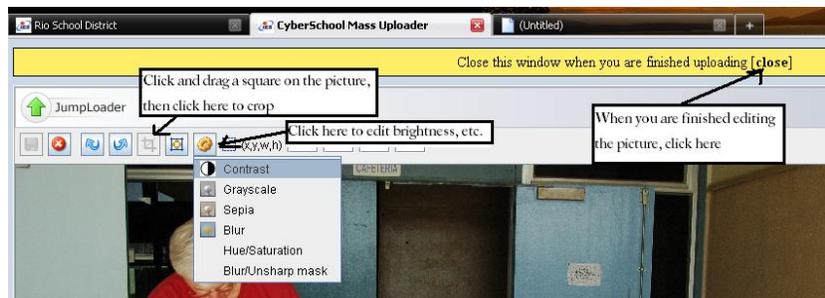
If you have only a couple pictures to upload, use the upper part of the window. Click on the browse icon, navigate to your picture, and upload. When you have all of them selected (maximum 4 pictures), click on the Upload button. If you have more than 4 pictures to upload, or if you want to edit the pictures (crop, rotate, adjust the brightness, etc.), click on the Mass File Uploader.

To begin, this module looks very much like Windows Explorer. Navigate to the folder containing your pictures in the left hand pane. When you get there, the pictures will appear in the upper window. Drag and drop the pictures into the lower window. Note – for more on this, view the video in the help section behind the question mark of the website!



When a picture has been added to the bottom pane, some control buttons allow you to rotate a picture clockwise or counterclockwise, or to edit the picture.

When you click on the paintbrush to edit a picture, in the window that appears there are several controls for changing the size of the picture, cropping, and adjusting. Hover over the icons to see what



they do. When you have edited the picture and are done with it, click [close] in the yellow band above the picture.

Some notes about pictures on the web:

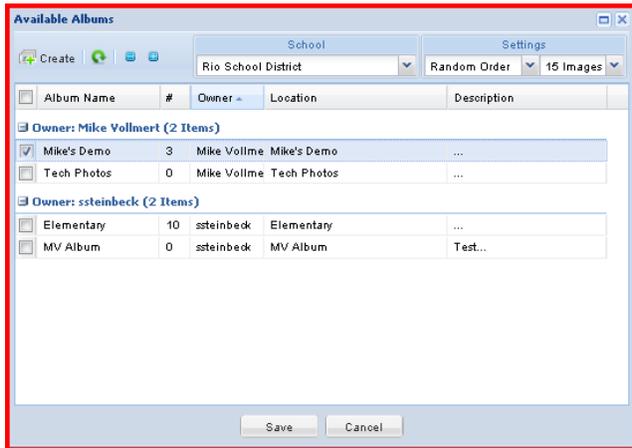
- Don't load big files (they take a long time to load). The best resolution setting on your digital camera is 640 x 480 pixels. While this quality won't work for an enlarged print, it will view fine on a web page.

- If you have a large file, use an image manipulation program such as Photoshop or GIMP (recommended!) to change the file size. Do this before adjusting the image size!
- If you have lots of dead space, crop it out!

How to add a gallery to a slide show.

Slide shows show a series of pictures from one or more selected image galleries.

To manage this, just double click on the image area of the slide show, and work from the window that appears:



In the window that appears, all of the galleries will appear. Check on the galleries you want to show (one or more). Then, under settings, choose the order you want to display the pictures (here Random Order is selected), and how many images from the gallery you want in the slide show (here 15 images is selected). Click on Save, and when you get back to the main page, refresh your page and the new slide show will appear.