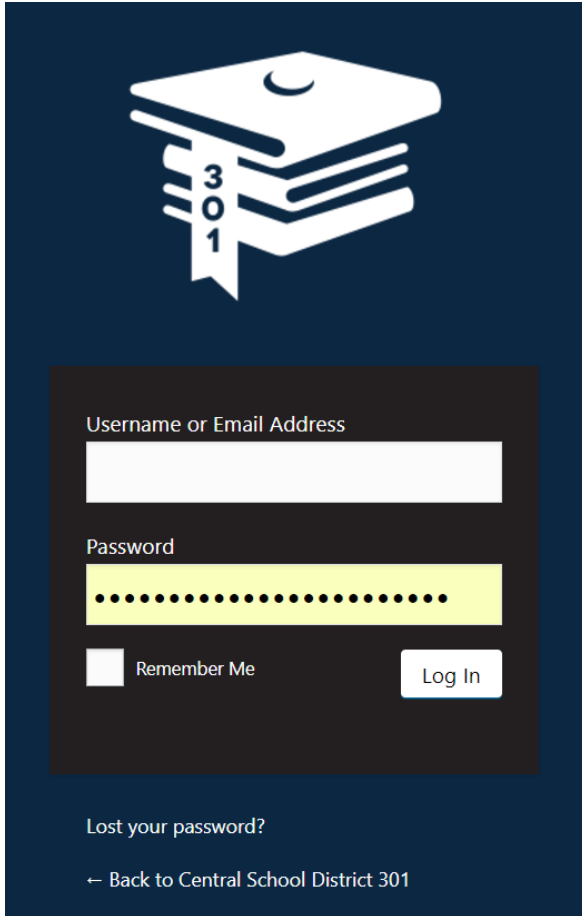


# WEBSITE TRAINING

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August 21, 2017

# Logging in to the admin site



301

Username or Email Address

Password

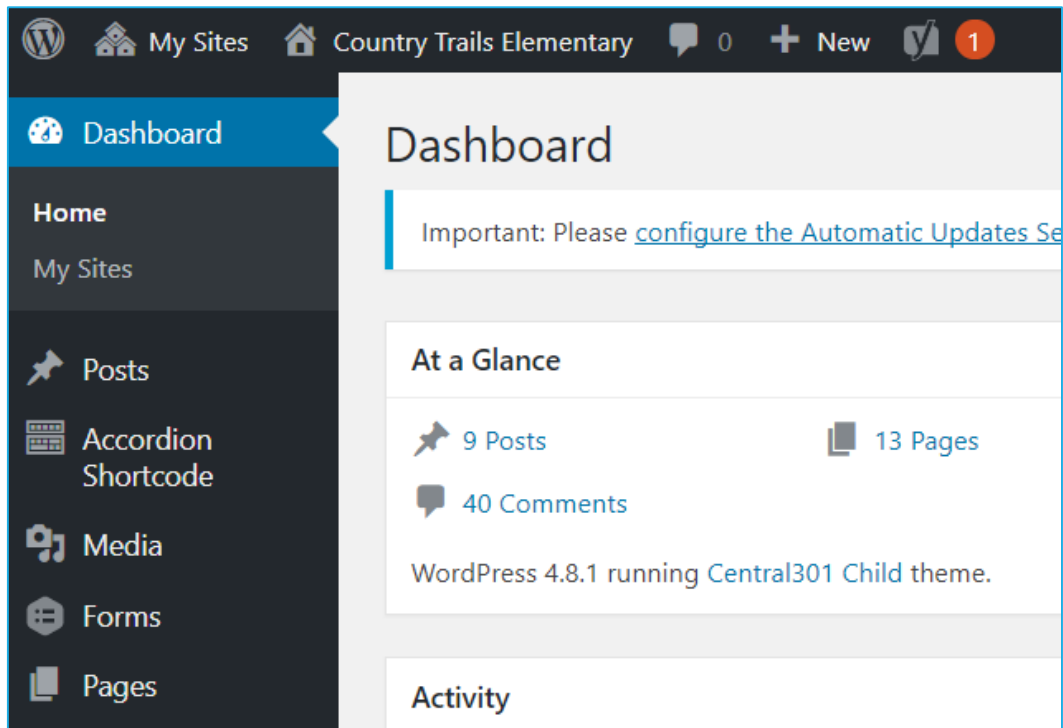
Remember Me

[Lost your password?](#)

[← Back to Central School District 301](#)

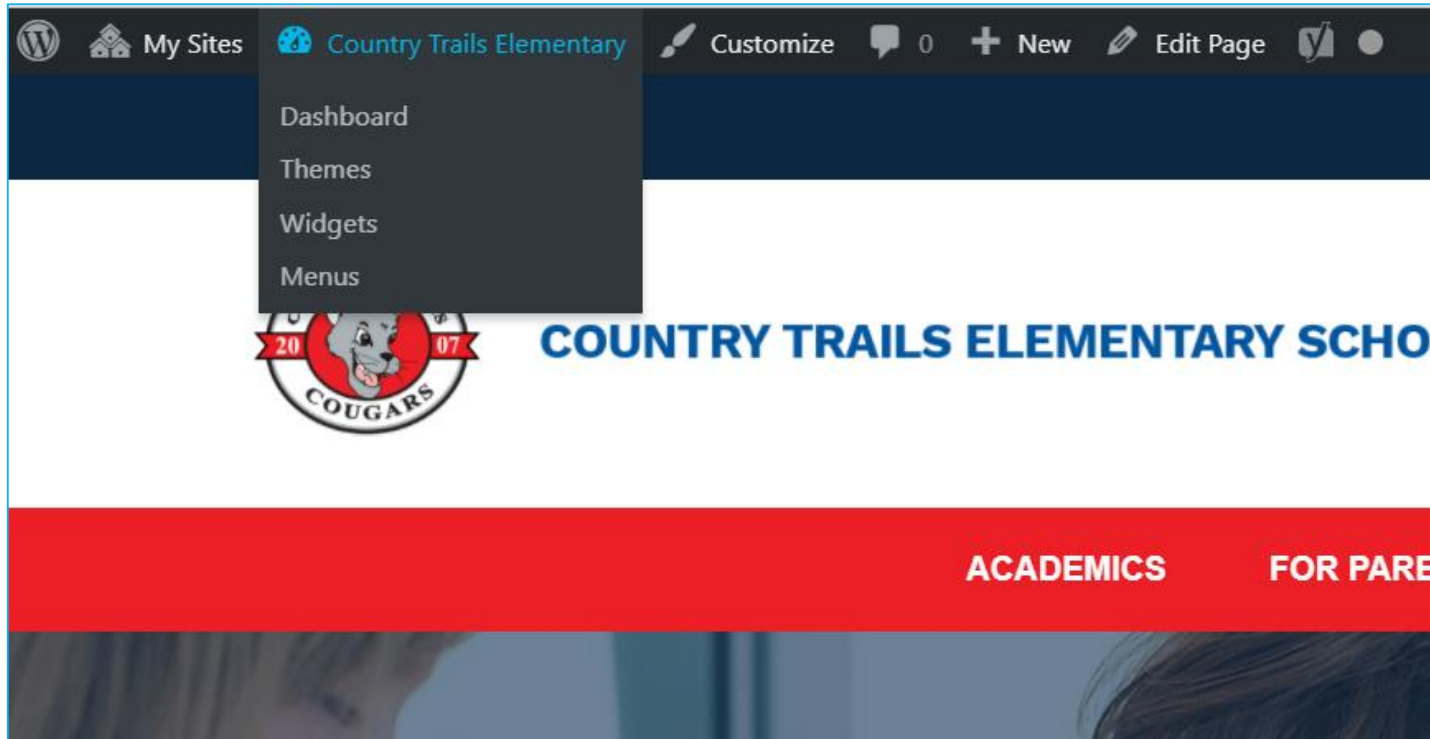
- Usernames will be per building, not per user
- Login by going to your school site /wp-admin
  - Example: ct.central301.net/wp-admin or chs.central301.net/wp-admin
- Passwords cannot be changed, but can be stored by Chrome

# The Dashboard




- Most changes that you need to make will start with going to the Dashboard
- Access the Dashboard by hovering over the name of your school
- Posts = News items
- Media = Photos, PDFs, etc.
- Pages = Primary pages

# The Toolbar



- The Toolbar will be at the top of any page when logged in as user
- If you are on a page to which you have editing rights, you will see Edit Page as an option
- You can get back to the Dashboard by hovering over school name

# Editing a Page

- You'll only be able to edit pages for which you are an author
- Pages are designed to be pretty static
- Headings
  - Never use Heading 1
  - Heading levels must go in order
  - Headings should not be used mid-paragraph as an accent
  - It's an ADA issue
- You cannot edit colors, fonts, or font sizes
- Click the  button to save any changes you make

# Editing a Page

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Principal's Message' on the 'Country Trails Elementary' site. The interface includes a top navigation bar with 'My Sites', 'Country Trails Elementary', and user information 'Howdy, mbavaro'. A left sidebar contains navigation options like 'Dashboard', 'Posts', 'Media', and 'Pages'. The main content area features a title 'Principal's Message', a permalink, and a rich text editor with a toolbar. The page content includes a welcome message and a Cougar Pride pledge. On the right, there are sidebars for 'Exclude From Site Map' and 'Publish' settings.

My Sites Country Trails Elementary 0 + New View Page Howdy, mbavaro

Screen Options Help

Edit Page Add New

Important: Please [configure the Automatic Updates Settings](#) in MonsterInsights.

Principal's Message

Permalink: <http://ct.central301.net/principals-message/> Edit

Add Media Accordion Shortcode Add Form Visual Text

Paragraph B I List Bulleted List Quote List Numbered List Link Unlink Table - Li

Welcome to Country Trails Elementary School!

Country Trails Elementary is a wonderful community composed of educators, students, and family members who all share a common goal of academic excellence. Our highly qualified staff are focused on ensuring the success of all students and supporting their diverse needs through engaging instructional practices and a warm, welcoming environment.

At Country Trails we encourage parent involvement and offer a number of opportunities for parents to get connected and support our students, including volunteering in classrooms, Watch D.O.G.S, PTO events, and more. We encourage all of our parents to partner with the PTO in supporting our school by providing an array of resources, events, and enrichment opportunities to our students.

Every school day our students are encouraged to show Cougar Pride in their classrooms, hallways, lunchroom, and playground. We recite our Cougar Pride pledge each morning:

I am a Cougar.

Exclude From Site Map

Check this box if you want this page removed from the site map.

Publish

Preview Changes

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: 3 [Browse](#)

Published on: Jul 11, 2017 @ 18:21 [Edit](#)

Readability: **Needs improvement**

SEO: **Not available**

[Move to Trash](#) Update

# Editing a Page

Jeff King

mailto:jeff.king@central301.net

Jeff King

mailto:jeff.king@central301.net

**Insert/edit link**

Enter the destination URL

URL

Link Text

Open link in a new tab





Or link to existing content

Search

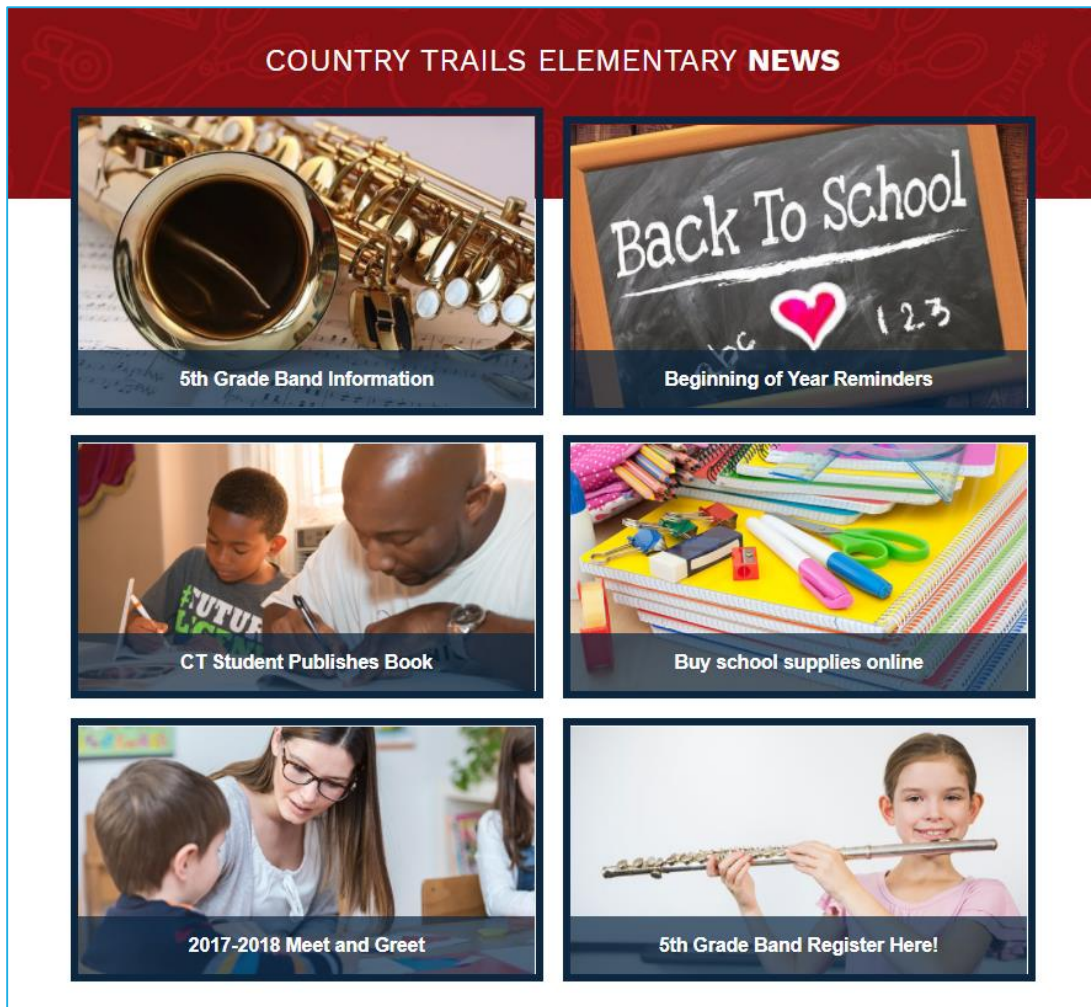
No search term specified. Showing recent items.

5th Grade Band Information	2017/08/14
Calendar	PAGE
Beginning of Year Reminders	2017/08/06
CT Student Publishes Book	2017/07/26
Buy school supplies online	2017/07/12
Site Map	PAGE
Principal's Message	PAGE

Cancel

- To insert a hyperlink, highlight the wording and click on  then enter website or link
- To make it a link to an email address, use <mailto:emailaddress>
- After applying change, click on  to edit the link then  to change the settings. Check the box to open link in new tab. Don't forget to click the  button!

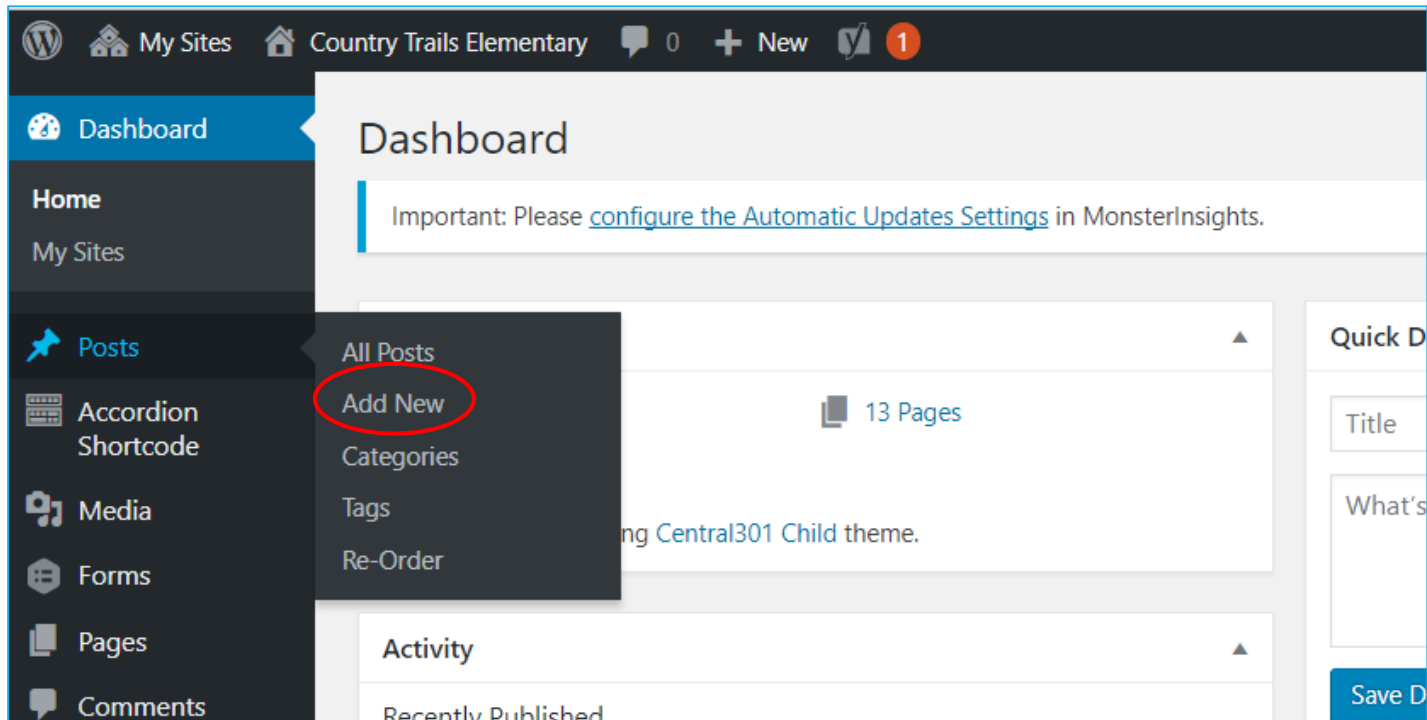
# Posts



- Posts are news items and the primary updates you'll make to the website
- Up to 6 posts will be featured on your school home page at a time
- Posts are archived and searchable
- Use posts for newsletters, reminders, special events, etc.
- Set featured image for posts whenever possible



# Posts



- Add new posts by going to your Dashboard
- You can add post categories to make it easier to search for archived posts
- Feature them on your school homepage by clicking Display on Home Page in editing screen

# Posts

Add New Post

Enter title here

Screen Options Help

Show on Home Page

Display on the Home Page

Add Media Accordion Shortcode Add Form

Paragraph **B** *I* Visual Text

Enter text here

Word count: 0

Quick Page/Post Redirect

- Make Redirect Active. ?
- Open in a new window. ?
- Add rel="nofollow" to link. ?
- Show Redirect URL in link. ?

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Readability: Needs improvement

SEO: Not available

**Publish**

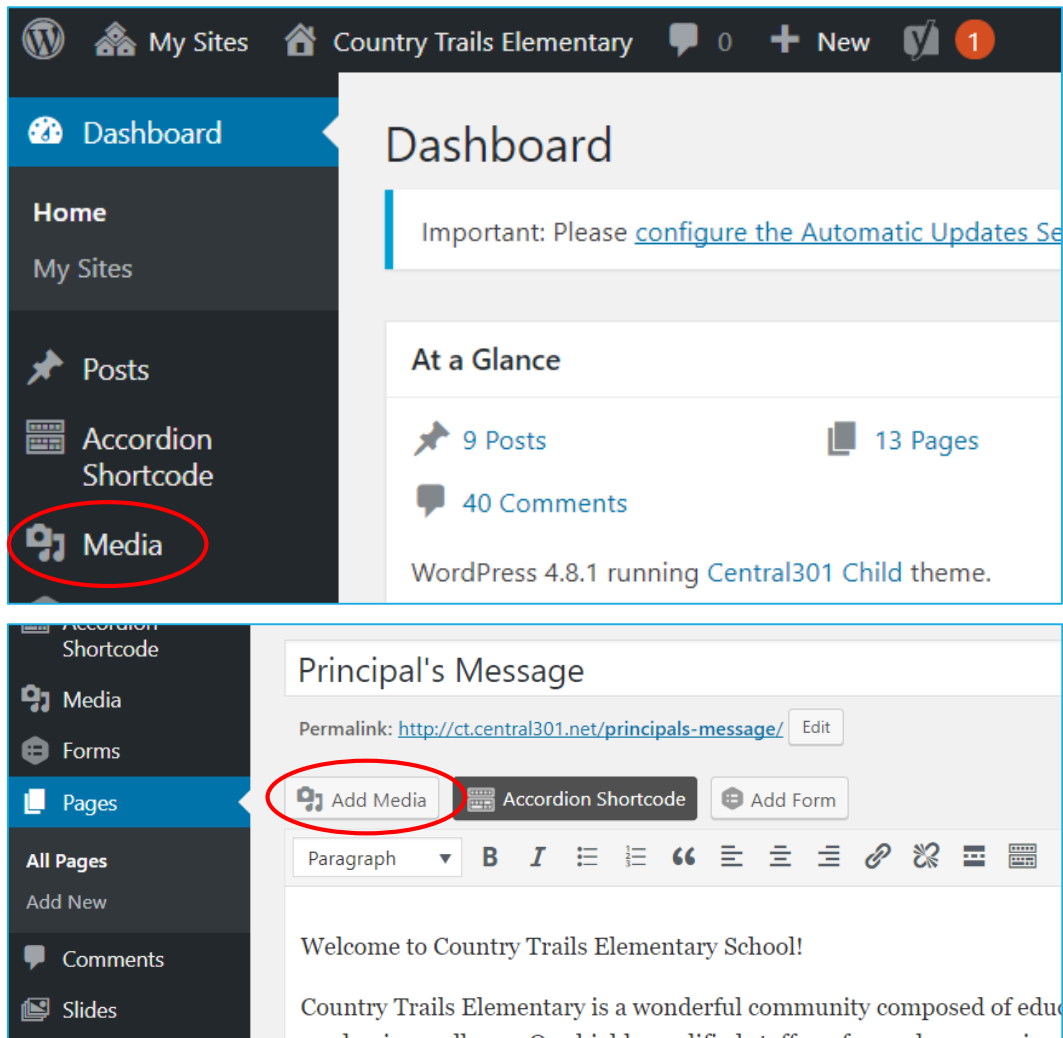
Categories

All Categories Most Used

- School Closures
- Uncategorized

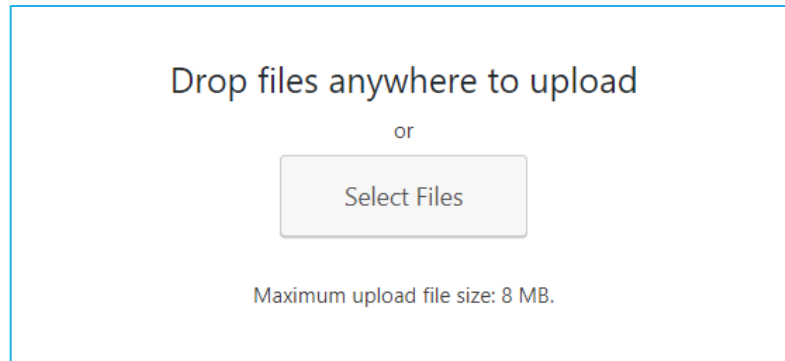
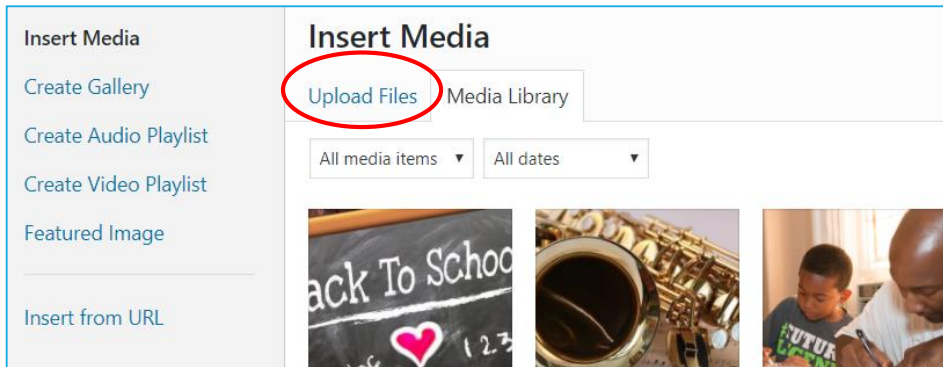
[+ Add New Category](#)

# Media



- Media is any photo, image, or PDF you are adding to a page or post
- Access media library from the Dashboard or add media from any page
- You will upload media to the library any time you need to add any pictures/documents to the website


# Media



- You will upload PDFs, photos etc. to the library then select the photo to add to the page or post
- Photos stay in your library so you can use them again
- Media libraries are site-specific
- You must use our own photos or images that are royalty-free
- Do not use photos from Google images, other sites, etc.

# Media

ATTACHMENT DETAILS



19875231\_10212646325048253\_56300290209  
54416783\_n.jpg  
August 18, 2017  
125 KB  
960 × 720  
Edit Image  
Delete Permanently

URL

Title

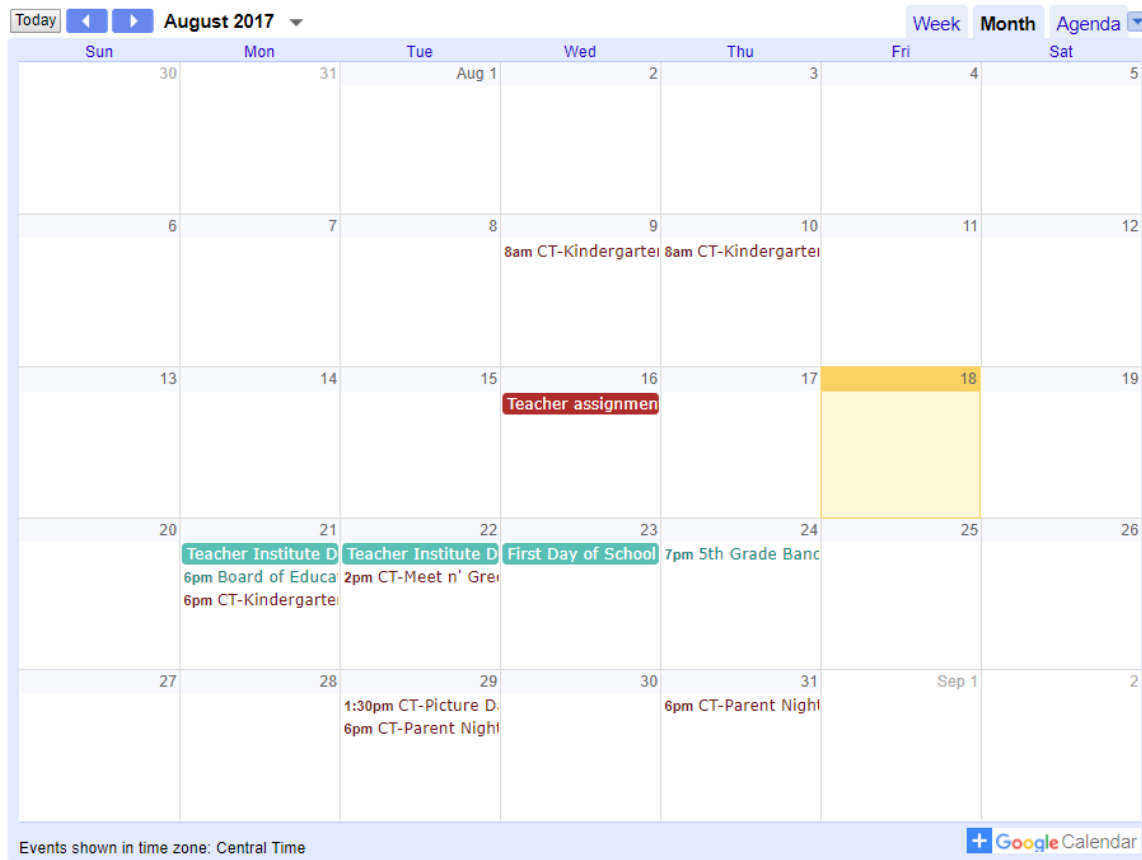
Caption

Alt Text

Description

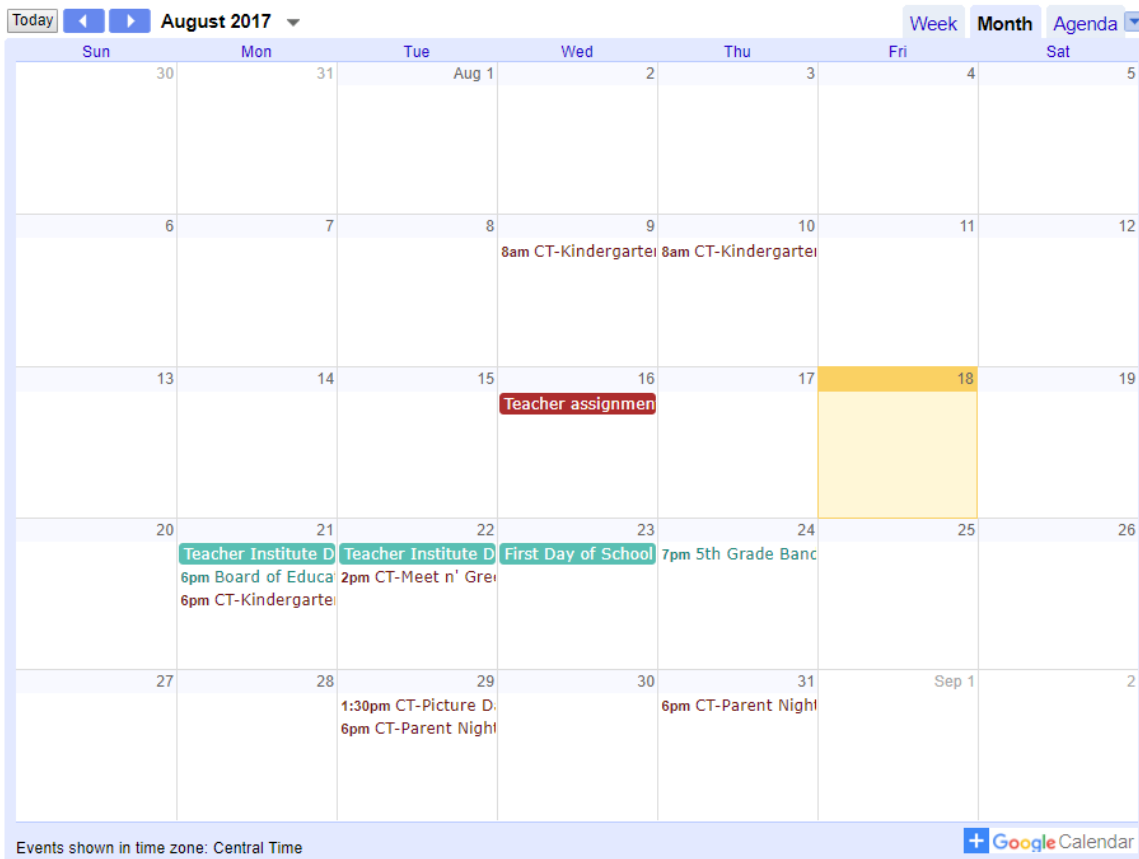
- Photos (jpeg, PNG) must have a brief description in the Alt Text field for ADA compliance
- PDFs, etc. will not have Alt Text information
- Photos used as featured images for posts must be at least 200 x 200 pixels
  - Ideal photo size for featured images is 400 x 325 pixels
- Caption will add a label under the photo on the web page (not recommended in most cases)
- Click  to add it to the page or post

# Calendar



- The website and mobile app have calendar information from each school's public calendar and the district's public calendar
- The public calendar should only include events that should be seen by families
- Events that are not public information should be on internal building calendar

# Calendar



- Ultimately we will have a different format for the calendar that includes a list of upcoming events
- To update a date on the website calendar, just update it on the Google calendar, not on the website itself
- Dates that are on the district calendar should not be entered on your school's public calendar

# Calendar

**CENTRAL**  
UNIT SCHOOL DISTRICT 301

Search Calendar

← **SAVE** Discard

Untitled event

8/18/2017 11:00pm to 12:00am 8/19/2017 Time zone

All day  Repeat...

Event details [Find a time](#)

**Where** Enter a location

**Video call** [Add video call](#)

**Calendar** 301 Internal Calendar

**Description** 301 Internal Calendar

**Attachment**

**Event color**

**Notifications**

**Show me as**

**Visibility**

**Guests**

Add guests

**Guests can**

modify event  
 invite others  
 see guest list

... details will be visible to anyone

- Principals have access to the public calendar for their buildings and will give access to secretaries who need it
- To add a date to your school's public calendar, just open your Google calendar app and add an event. Edit the event to select the appropriate calendar.



# Alerts



- Alerts will take up the whole screen when someone visits the site
- These can only be added by web administrators, not by school-level users

**Questions?**