



Sacramento City Unified School District

Putting Children First

Welcome

# Web Administrator Training *for School Microsites*



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## Wireless Account

username: guest

password: guestaccess



## Today

- Learn about Sandbox structure
- Layout
- Tools
- Navigation
- Create & Edit Content
- Administrator Functions
- Next Steps



## School Website Process

1. Sandbox created
  - Includes:
    - School Navigation
    - Page Templates
2. Web Admin Training
3. Web Admins work on content
4. Web Admin & District sign off
5. District will launch website



## Hosting

- District will host website free of cost
- Web address will be either
  - **school**.scusd.edu
- OR
- Customized Web Address
  - School pays for domain charge



## How the website works

- **System Admin** - IT Administrator
- **Site Admins** - add/remove users, approve and publish pending content, add/edit site navigation, manage post types
- **Editors** – create and edit content but must be approved by Site Admin to publish
- **Members** – access to protected files

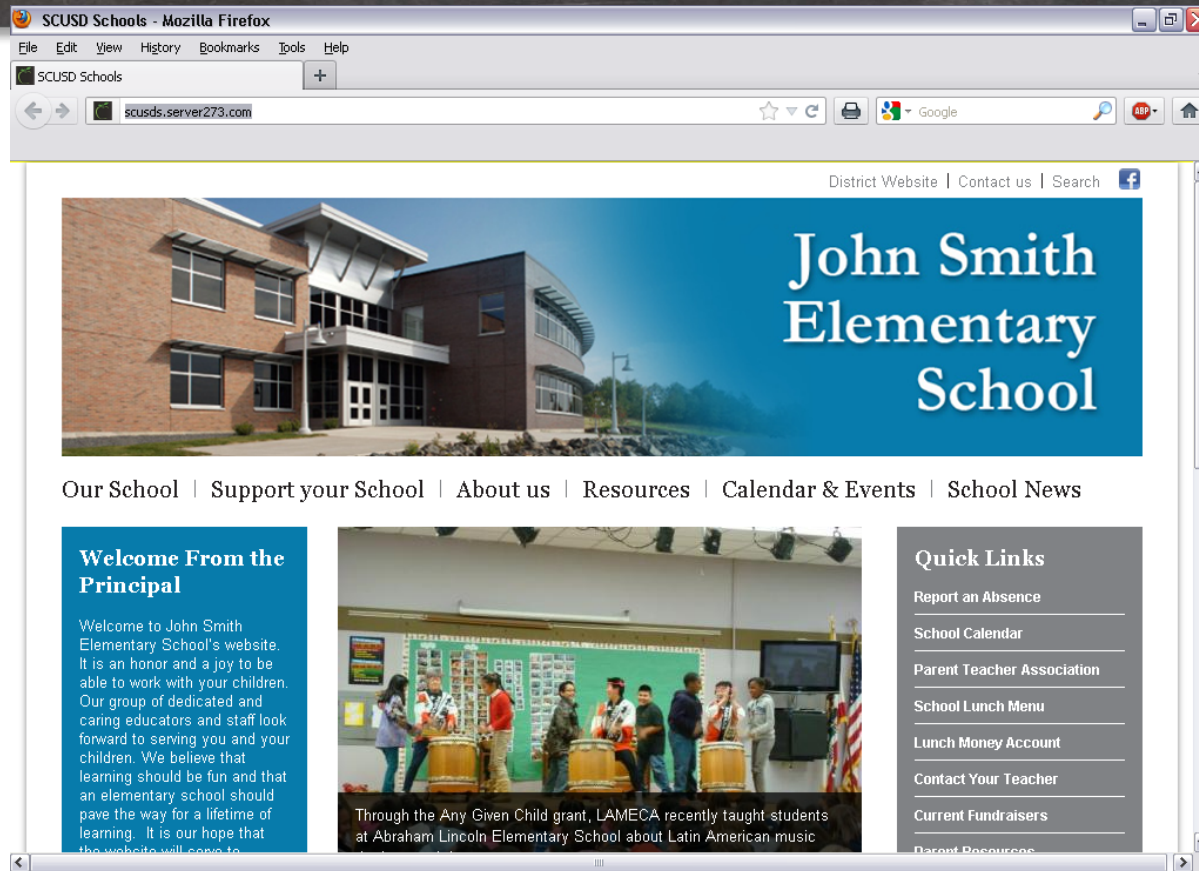


## Layout Views

- #1 - Home Page
- #2 - Landing Page
- #3 – Post View



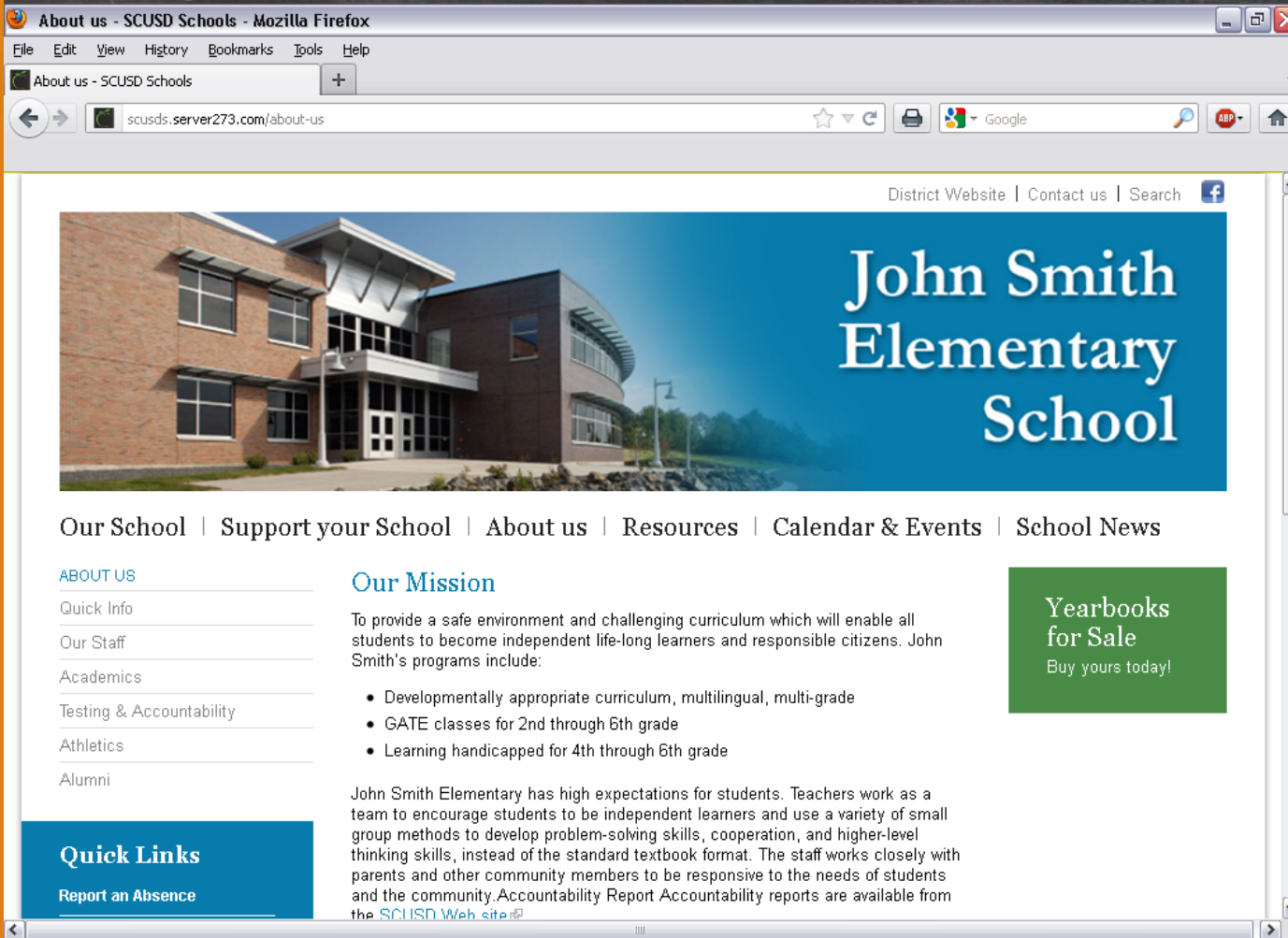
# #1 - Home Page



- Launch pad for visitors
- Summarizes news and events and links to content on website



## #2 – Landing Page



The screenshot shows a Mozilla Firefox browser window displaying the website for John Smith Elementary School. The browser's address bar shows the URL `scusds.server273.com/about-us`. The website header includes navigation links for "District Website", "Contact us", and "Search", along with a Facebook icon. The main banner features a photograph of the school building and the text "John Smith Elementary School". Below the banner is a navigation menu with links: "Our School", "Support your School", "About us", "Resources", "Calendar & Events", and "School News". The "ABOUT US" section is expanded, showing a list of links: "Quick Info", "Our Staff", "Academics", "Testing & Accountability", "Athletics", and "Alumni". The "Our Mission" section contains a paragraph about the school's goal to provide a safe environment and challenging curriculum, followed by a bulleted list of programs: "Developmentally appropriate curriculum, multilingual, multi-grade", "GATE classes for 2nd through 6th grade", and "Learning handicapped for 4th through 6th grade". A "Quick Links" section includes a link for "Report an Absence". A green box on the right side of the page advertises "Yearbooks for Sale" with the text "Buy yours today!".

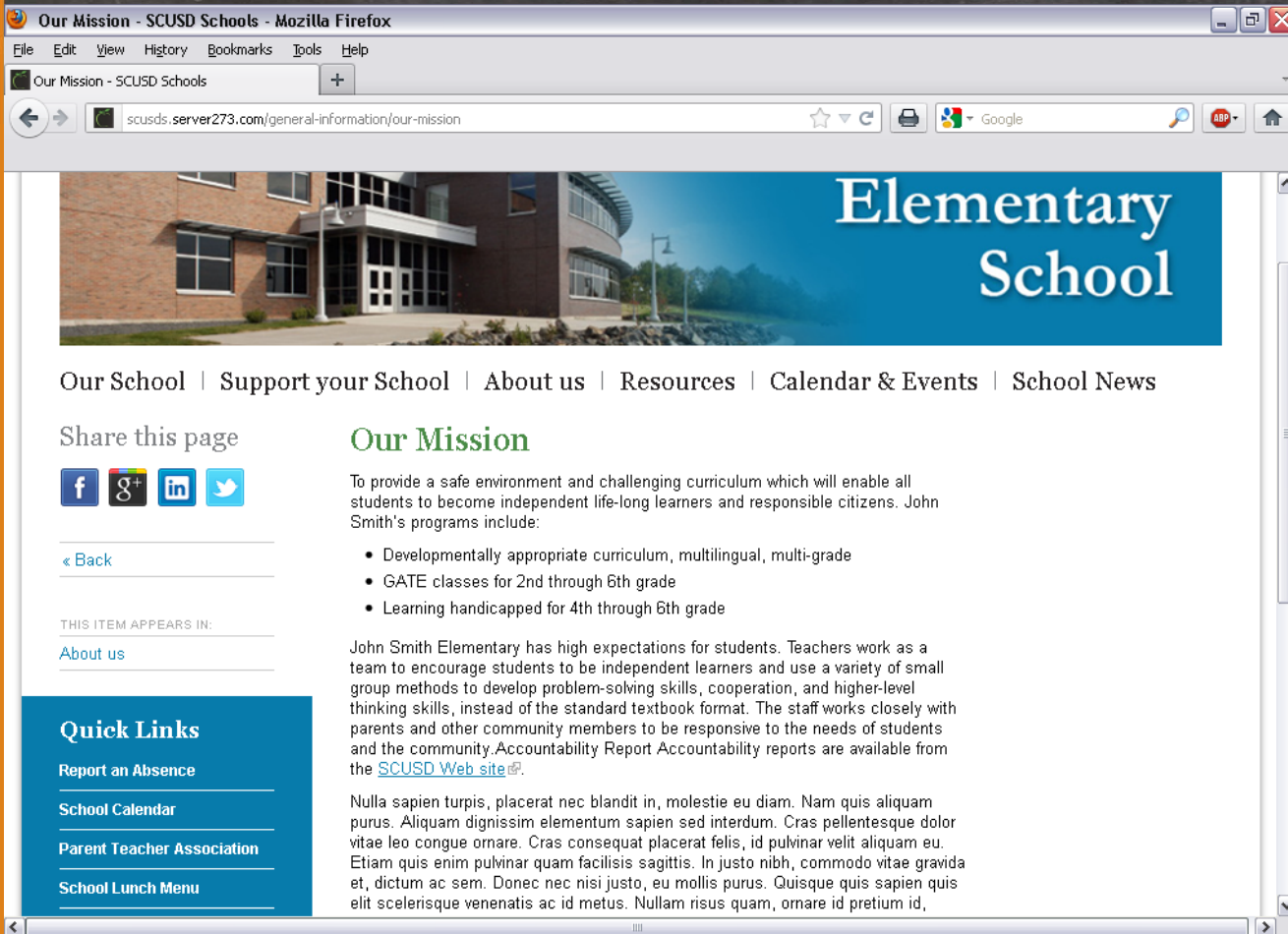
- Organizes content based on subject



## #2 - Landing Page

- Broken into three parts
  - Navigation Panel - shows the subterms
  - Middle Content Zone – content organized
  - Right Sidebar - featuring highlighted and linked content in pods

## #3 – Post View



Our Mission - SCUSD Schools - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Our Mission - SCUSD Schools

scusds.server273.com/general-information/our-mission

Elementary School

Our School | Support your School | About us | Resources | Calendar & Events | School News

Share this page

Facebook Google+ LinkedIn Twitter

Back

THIS ITEM APPEARS IN:

About us

**Quick Links**

- Report an Absence
- School Calendar
- Parent Teacher Association
- School Lunch Menu

### Our Mission

To provide a safe environment and challenging curriculum which will enable all students to become independent life-long learners and responsible citizens. John Smith's programs include:

- Developmentally appropriate curriculum, multilingual, multi-grade
- GATE classes for 2nd through 6th grade
- Learning handicapped for 4th through 6th grade

John Smith Elementary has high expectations for students. Teachers work as a team to encourage students to be independent learners and use a variety of small group methods to develop problem-solving skills, cooperation, and higher-level thinking skills, instead of the standard textbook format. The staff works closely with parents and other community members to be responsive to the needs of students and the community. Accountability Report Accountability reports are available from the [SCUSD Web site](#).

Nulla sapien turpis, placerat nec blandit in, molestie eu diam. Nam quis aliquam purus. Aliquam dignissim elementum sapien sed interdum. Cras pellentesque dolor vitae leo congue ornare. Cras consequat placerat felis, id pulvinar velit aliquam eu. Etiam quis enim pulvinar quam facilisis sagittis. In justo nibh, commodo vitae gravida et, dictum ac sem. Donec nec nisi justo, eu mollis purus. Quisque quis sapien quis elit scelerisque venenatis ac id metus. Nullam risus quam, ornare id pretium id,

- Expanded view of each piece of content



## #3 – Post View

- Broken into three parts
  - Navigation Panel - shows where this content is located
  - Middle Content Zone – full content
  - Right Sidebar - shows secondary content including contact information, related posts or staff profiles



## Content

- All content is created in a post
- Many types of posts
- Five main types
  1. Post
  2. Profile
  3. Announcement
  4. Event
  5. Pod



## Using the program

- Web browser
- Mozilla Firefox preferred
- Can use Internet Explorer or others, but there are bugs.



## Log in to the Sandbox

- Log into the website by hovering in the bottom left corner of your internet browser window.
- A small grey gear icon will appear as you hover over the area. Click the icon.
- Then click the Log in menu prompt.
- Enter your email and password provided.



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## Log in to your Sandbox

**Username:** name@scusd.edu (or  
nondistrict email you registered with)

**Password:** webpage





## Commands Menu

- **My account:** The link to your website account page, where you can edit your user name, change your password, etc.
- **Create post:** Allows you to create new content.
- **Manage Nav Terms:** Takes you to the navigation term tree, where you can edit, add or reorder nav terms.
- **Manage Post Types:** Takes you to the post type term tree, where you can edit, add or reorder post types.
- **Manage users:** Takes you to a page where you can activate memberships, assign roles, edit users, etc.
- **Log out:** This button logs you out of the site altogether.



## Content Zones Button

This button allows administrators to create and edit content directly from a landing page. When the button is selected, you have some additional editing features.



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## Template Choice Menu

This menu allows administrators to change the formatting of a landing page.



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## Preview View Menu

Allows administrators to preview page with a different access role.



## Navigation

- Website organized by navigation terms
- Top level nav bar = root terms
- Each term links to a landing page
- Go to Commands > Manage Nav Terms
  - Add new term
  - Reorder terms
- Exercise #1: Add Science Department under About us > Academics



## Important

*When creating new terms, be sure to choose a parent for the term! If you don't choose a parent it will default to "root," which will make it appear at the top level in your navigation bar.*



## Create a post

- Editing window like a word processor
- Type OR Copy and paste content in.
- Formatted content will be stripped of styling so must recreate it using the toolbar.
- Additional content including featured images, attachments and related links are added below the content.



## Formatting posts

- **Bold and Italics Buttons:** Highlight the content you want bold, italic or aligned and click the button.
- **Bullet and Numbered Lists:** You can use bullets or numbers to help format lists of information.
- **Indent Buttons:** Highlight the content you indented and click either the decrease or increase indent button.
- **Undo/Redo Buttons:** Use the buttons if you need to undo or redo an action.
- **Insert Link Button:** You can insert a: 1) link to another website or to a page on your site, 2) to an email address or 3) to an anchor in the text.





## Formatting posts con't

- **Remove Link Button:** Highlight a link and click this button to remove the link in the text.
- **Quotes Button:** Use the Block Quote button to create block quotes within your content. Just highlight the text and click the button to add.
- **Source:** Site Admins have the ability to view the HTML source and make edits there, if desired.
- **Show Blocks:** This is handy when you're formatting content in the editor as it shows where paragraphs break - this is on by default, so turn it off if the formatting is getting annoying. It doesn't affect the actual formatting of your content.
- **Remove Format Button:** Highlight any text that you want to remove formatting from.



## Formatting posts con't

- **Format Drop Down Box:** Use the drop-down box to style your content (the box that says "Normal" in it, by default). All body text should use the "Normal" style, with the exception of section headlines, which should use "Heading 3" for major headings and "Heading 4" for subheads.
- **Spell Check / Spell Check as you Type:** Use this feature to spell check the text. Note most browsers have a built in spell checking feature which is much faster than this tool.
- **Teaser Break:** The Teaser button will insert a break wherever your cursor sits. This is great for controlling how much of your post shows up on a landing page, while allowing the entire post to be viewed when the visitor clicks the title or read more.



## Create a post

- Exercise #2: About the Science Department
  - Title
  - Text Body
  - Image



## Teaser Break

- Controls how much of your post shows up on a landing page.
- *Tip: If you do not want read more to appear on the bottom of post on a landing page, make sure there isn't a paragraph return or any spaces after the teaser break.*



## Publish/ Archive Settings

- **Published:** Click this checkbox to automatically publish the post when saved. (Not recommended)
  - **Publish on:** Pick a future date and time that the post will automatically self-publish. This is a handy feature for content that may need to go up on holidays or weekends.
- **Archived:** Click this checkbox to archive a post. Archived posts are not visible on landing pages, but can still be searched for using the search bar.
  - **Automatically determine the archive date:** Keep this box checked unless you want to schedule when a post will be archived.
  - **Archive on:** Pick a future date and time when this post will be archived. This happens automatically with posts that have start and end times like events.



## Create a teacher profile

- Exercise #3: Heather Smith
  - Name
  - Department
  - Biography
  - Contact Info
  - Photo



## Email Address Forms

- Email isn't displayed by default.
- Alleviates spam robots mining.
- Visitor fills out form.
- Form is sent to staff.
- Helpful for contact forms to more than one individual.



## Create an announcement post

- Exercise #4: Sign up for the Science Fair
  - Title
  - Text Area Content
  - File Attachment





## File Attachments

- After you upload the attachment, you must name the link.
- *Tip: Use a short action description like "Download document."*



## Create an event post

- Exercise #5: Science Fair
  - Title
  - Text Area Content
  - Calendar Dates
  - Contact Information



## Calendar Dates

- Adding calendar dates automatically adds this post to your school calendar.
- Do not need to add to a landing page.
- Visitors can access the post from the calendar or landing page (if selected).
- Post will automatically archive after the event



## Add an address to the contact

- Sandbox creates a pop-up map for visitor to use for directions



## Create a pod

- Pods are post types used to emphasize other content on the site like a shortcut. It usually displays in the sidebar of a landing page.
- Example #6: Science Fair Applications are now being accepted.
  - Title
  - Description
  - Redirect
  - Image



## Crop Image Setting

- Click notepad icon
- Select Crop Home-pod image
- Change settings
- Save and close
- Click "Cropping updated. Click to refresh."



## Content Zone

- Toggles on and off
- Shortcut to create a post from landing page
- Reorder posts on page
- Edit navigation from landing page



## Overview post

- Exercise #7: Edit post type to overview
  - Use advance settings





## Administrative Functions

- Create User Accounts
- Editing Access
- Monitoring Content
- Editing Bulk Content



## Advanced Features

- Email Newsletters
- Forms
- Teacher Pages
- Relating Terms
- Posting to Facebook and Twitter



## Next Steps

- Work on your Sandbox
- Make decision on user access and features
- Sign up for future workshops
- Set up 1 :1 training
- Online support and tutorials
- Phone and email support