Training Exercises

Web Administrator Training, Version 2

Author: Andrea Landis

Instructions

The following training exercises will walk you through seven common website functions.

Make sure to download the sample files to use with these exercises. They are available on the SCUSD website at:

http://www.scusd.edu/document/training-exercises-sample-documents.

After completing these exercises you will be able to:

- Add a Navigation Term
- Create a Post
- Create a Teacher Profile
- Create an Announcement
- Create an Event
- Create a Pod
- Edit a Post Type

Example #1 – Add a Navigation Term

1. **Access navigation menu.** Hover over the commands bar in the lower left corner of the screen and click Manage navigation. You will be taken to the "Terms in Navigation Term" window. From this menu you can edit the current navigation and also add new terms.

2. **Add nav term.** The list tab is highlighted by default. To add a new term, click the "Add term" tab.

3. **Add content. Enter the following field from the sample text document:**

   a. Full term name: Science Department.

4. **Add structure.** Under Parent term, pick "Academics." This will create the Science Department term under the Academics term.

5. **Save.** Click the save button to save your navigation term.

6. **View landing page.** You will be taken to the new Science Department landing page.

7. **Test out location.** To test out the navigation, using the navigation bar, hover over About Us then Academics and you will now see a Science Department nav term listed.

Example #2 - Create a Post

1. **Create a post.** Hover over the commands bar in the lower left corner of the screen and click [+] Create post.

2. **Select post type.** Under Post types, choose Post.

3. **Add content**. Enter the following fields from the sample text document:

    a. Title: Copy sample title into field.

    b. Body text area: Copy sample body text into field and format it. Make sure to check your paragraph breaks.

4. **Select a nav term.** Under the "In which sections should this post appear?" menu on the right side, pick the nav term(s) that you want this post to appear on. For this example, pick Science Department under About us>Academics.

5. **Add an image.** Scroll down to the tabs below the text area. By default the image tab is highlighted. To upload an image, click the choose file button and browse for the image file on your computer. Next, click the upload button. You will see a small thumbnail image once the file uploads.

6. **Save the post.** Click the save button at the very bottom of the screen to save the post as a draft.

7. **Review the post.** You will now be able to see the post formatted on the website. This gives you the option to preview and proofread the post before it's published.

8. **Edit to publish the post**. To publish or edit the post, you need to return to the editing menu.

    a. **Go to edit screen.** Hover over the top right hand corner of the post and click the notepad icon that appears. Select "edit this post" and you will return to the editing window. Make any changes you like to the document.

    b. **Publish.** Next, scroll down to Publishing Options and check the Published checkbox. Then save the post again.

Example #3 - Create a Teacher Profile

1. **Create a post.** Hover over the commands bar in the lower left corner of the screen and click [+] Create post.

2. **Select post type.** Under Post types, choose Teacher Profile.

3. **Add content**. Enter the following fields from the sample text:

    a. Name: Copy sample name into field.

    b. Title: Copy sample title into the field

    c. Body text area: Copy sample biography into field and format it.

4. **Select a nav term.** Under the "In which sections should this post appear?" menu on the right side, pick the nav term(s) that you want this post to appear on. For this example, pick About us>Our Staff>Teachers.

5. **Add an image.** Scroll down to the formatting tabs below the text body area. By default the image tab is highlighted. To upload an image, click the choose file button and browse for the image file on your computer. Next, click the upload button. You will see a small thumbnail image once the file uploads.

6. **Add contact info.** Select the Content info tab and enter the sample text for the email and phone number fields.

7. **Save the post.** Click the save button at the very bottom of the screen to save the post as a draft.

8. **Review the post.** You will now be able to see the post formatted on the website. This gives you the option to preview and proofread the post before it's published.

9. **Edit to publish the post**. To publish or edit the post, you need to return to the editing menu.

    a. **Go to edit screen.** Hover over the top right hand corner of the post and click the notepad icon that appears. Select "edit this post" and you will return to the editing window. Make any changes you like to the post.

    b. **Publish.** Next, scroll down to Publishing Options tab and check the Published checkbox. Then save the post again.

Example #4 - Create an Announcement

1. **Create a post.** Hover over the commands bar in the lower left corner of the screen and click [+] Create post.

2. **Select post type.** Under Post types, choose Announcement.
3. **Add content.** Enter the following fields from the sample text.

    a. Title: Copy sample title into field.

    b. Body text area: Copy sample text into field and format it.

4. **Select a nav term.** Under the "In which sections should this post appear?" menu on the right side, pick the nav term(s) that you want this post to appear on. For this example, pick Science Department under About us>Academics.

5. **Add an attachment.** Scroll down to the tabs below the text area. Select the File attachments tab. To upload a file attachment, click the choose file button and browse for the file on your computer. Next, click the upload button. It is important to add a action-oriented title for your file like "Download document." If you do not add a title the file attachment will not appear on the post.

6. **Save the post.** Click the save button at the very bottom of the screen to save the post as a draft.

7. **Review the post.** You will now be able to see the post formatted on the website. This gives you the option to preview and proofread the post before it's published.

8. **Edit to publish the post**. To publish or edit the post, you need to return to the editing menu.

    a. **Go to edit screen.** Hover over the top right hand corner of the post and click the notepad icon that appears. Select "edit this post" and you will return to the editing window. Make any changes you like to the document.

    b. **Publish.** Next, scroll down to Publishing Options and check the Published checkbox. Then save the post again.

Example #5 - Create an Event

1. **Create a post.** Hover over the commands bar in the lower left corner of the screen and click [+] Create post.

2. **Select post type.** Under Post types, choose Event.
3. **Add content.** Enter the following fields from the sample text.

    a. Title: Copy sample title into field.

    b. Body text area: Copy sample text into field and format it.

4. **Select a nav term.** Under the "In which sections should this post appear?" menu on the right side, pick the nav term(s) that you want this post to appear on. For this example, pick Science Department under About us>Academics.

5. **Add calendar dates.** Scroll down to the tabs below the text area. Select the Calendar dates tab. Skip past the Post date field and enter your event date and times under Calendar Date. Make sure to enter the end time of the event

6. **Add contact info.** Select the Content info tab and enter the sample phone number and address. This will be the contact info for the event.
7. **Save the post.** Click the save button at the very bottom of the screen to save the post as a draft.

8. **Review the post.** You will now be able to see the post formatted on the website. This gives you the option to preview and proofread the post before it's published.

9. **Edit to publish the post**. To publish or edit the post, you need to return to the editing menu.

    a. **Go to edit screen.** Hover over the top right hand corner of the post and click the notepad icon that appears. Select "edit this post" and you will return to the editing window. Make any changes you like to the document.

    b. **Publish.** Next, scroll down to Publishing Options and check the Published checkbox. Then save the post again.

Example #6 – Create a Pod

Remember Pods are posts that create a link to another post. In this case, we will make a link on the home page to the Science Fair Application.

1. **Create a post using the Content Zones button.**
    a. Select your Content Zones button located center right on your bottom toolbar. The button will turn green when it is on.

    b. Go to the Home page.
    c. Hover over the three pods right below the big feature image and click [+] Pod.

2. **Add content.** Enter the following fields from the sample text.

    a. Title: Copy sample title into field.

    b. Description: Copy sample text into field.

3. **Create link.** Under "Redirect to" start typing the title of the post we want to link to (Sign up for the Science Fair) and select it when it pops up.
4. **Add an image.** Scroll down to the tabs below the text area. To upload an image, click the choose file button and browse for the image file on your computer. Next, click the upload button.

5. **Save the post.** Click the save button at the very bottom of the screen to save the post as a draft.

6. **Format the image.** We want to format the image to fit the pod format.
    a. Hover over the top right hand corner of the post and click the notepad icon that appears. Select "Crop Home-pod image."
    b. Adjust the crop window for the image and click Save Crop Coordinates button. Then click the X to close the window on the top right.

7. **Refresh image.** The notepad icon will still be highlighted after the Crop window closes. Click "Cropping updated. Click to refresh" button on the menu and the image will be refreshed.

8. **Review image and edit to publish.** If the image looks right, edit it to publish.
    a. **Go to edit screen.** Click the notepad icon that appears. Select "edit this post" and you will return to the editing window

    b. **Publish.** Next, scroll down to Publishing Options and check the Published checkbox. Then save the post again.

Example #7 – Edit a Post Type

1. **Edit a post using the Content Zones button.**
   a. Select your Content Zones button located center right on your bottom toolbar. The button will turn green when it is on.

   b. Go to the About the Science Department post on the Science Department landing page (About us>Academics>Science Department).
   c. Edit the post by clicking the notepad icon and selecting "edit this post."

2. **Use advanced mode.** Click the Advanced mode button on the bottom right corner of the screen. This expanded view shows all the options available.

3. **Edit post type.** Now, above the Nav Term menu on the right hand side is a Post Type field. Using this menu, select Overview.
4. **Save the post.** Scroll down to the bottom of the edit window and save the post. This post is already published so we just need to save to make the changes.
5. **View post.** Now your post is an overview and will always display at the top of the Science Department landing page.