Training Exercises

SCUSD Web Administrator Training, Version 2

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Instructions

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

After completing these exercises you will be able to:

1. Create a Post
2. Create a District Staff Profile
3. Create an Document
4. Create an Event
5. Create a Pod
6. Edit a Post Type

Example #1 - 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:
    a. Title
    b. Body text area
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.
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 #2 - Create a Staff 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 District Staff.
3. **Add content**. Enter the following fields from the sample text:
    a. Name
    b. Title/ position:
    c. Body text area:
4. **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.
5. **Add contact info.** Select the Content info tab and enter the email and phone number fields.
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 post.
    b. **Publish.** Next, scroll down to Publishing Options tab and check the Published checkbox. Then save the post again.

Example #3 - Create a Document

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 your department's Home page.
    c. Hover over the right side and click [+] Document.
2. **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.
3. **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.
4. **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 an 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.
5. **Post date.** Select the calendar date tab. Make sure the post date matches the last modified date of the document for tracking purposes.
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 #4 - Create an Event

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 your department's Home page.
    c. Hover over the right side and click [+] Event.
2. **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.
3. **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.
4. **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
5. **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.
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 a Pod

Remember Pods are posts that create a link to another post.

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 your department's Home page.
    c. Hover over the right side and click [+] Pod.
2. **Add content.** Enter the following fields from the sample text.
    a. Title: Copy sample title into field.
    b. Subtitle: Copy sample text into field.
3. **Create link.** Under "Pod destination" 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 #6 – 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 your Department landing page
   c. Edit a 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 your Department landing page.