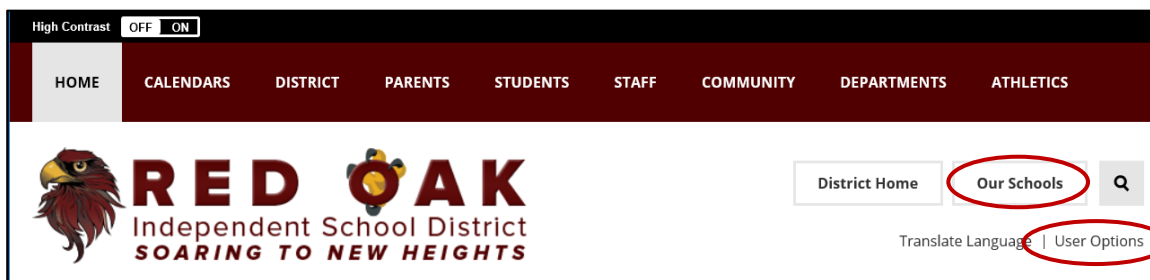


# Homepage Editor

## Accessing Site Manager

- Open the district website.



- Select "Our Schools" and click on your campus.
- Then select "User Options" and click "Sign In"
- When the Sign In page opens, use your network username and password then click **SIGN IN**
- Select "User Options" again (there will be more options now) and then click "Site Manager"
- You will see the admin side of the website
- You should see links to the Homepage and your School Calendar toward the top of the page.



- Click on the appropriate link to access the apps for that section.

## Homepage Apps

### Slideshow - Multimedia Gallery App (MMG)

#### Region A

The Multimedia Gallery is a responsive media gallery that displays images and embedded videos. This app allows images of any size can be uploaded; however, for the **homepage pictures need to be 1023 x 767 pixels**.

- To open the app for editing, click the pencil icon and select **New Record**.
- Enter your **Title** and optional Caption.
- Upload an Image and enter an **Image Alt Text** for use with screen readers. Make the text descriptive of what is being displayed. (**Alt Text is required for ADA compliance.**)
- To provide a URL for the record, select Link Record and enter the Link Text and Web Address. Choose if you want to open in a new window.
- To provide a video for the record, select Embed a video and enter the Video Link Text and Video Embed Code.
- Repeat steps to add another image to slideshow.
- Select **Save** when finished.
- Select **Sort Records** to rearrange the order of the slides.

## Welcome Message – Content App

### Region B

The homepage welcome message uses the **content app**, which is used for adding text, images, bulleted lists and links. This app is adaptive which means the content you enter looks great when viewed on any device. The content app is the basic text editor for the website. See the Content App Help Card for more information.

## Follow Us on Twitter – Embed Code App

### Region C

Incorporating social media on your website is a great way to share what is happening throughout your campus. The embed code app allows us to post the Twitter feed directly on the homepage. **PLEASE DO NOT EDIT THIS REGION- CONTACT THE DISTRICT WEBMASTER FOR ASSISTANCE.**

## School News – Headlines & Features App

### Region D

### Adding a New Headlines & Features Record

- In *Site Manager*, click the School News section (Headlines & Features App) on the Homepage.
- Click **New Headline**. The New Heading dialog displays on the **Headline** tab.

#### Headline Tab:

- Within the **Headline** tab, enter a title for the headline. The title is a required field as indicated by the red box.
- Add an **Accent Image** for your headline.  
**NOTE:** Due to the new mobile app, the original accent images need to be 1440 x 1034 pixels to display correctly; HOWEVER, once the accent image is uploaded into the Headlines & Features app, the image will need to be adjusted to 195 x 140 pixels for School News. (See the section on Creating an Accent Image using Publisher.)
  - On the **Headline** tab, click **Select File** button. The Insert Image window displays.
  - Using the Insert Image Wizard, click the **Browse** button to locate your accent image from your computer or network and then click **Continue**.
  - Adjust image size: height to 140 pixels and width to 195 pixels and then click **Insert Image**.
  - You will be returned to the **Headline** tab.
  - Enter the **Alt Text** for the image – this is required to be ADA compliant.
- **Start Date/End Date:** you can specify start and end dates and times for each article contained within a Headlines & Features App.

New Headline

Headline Content Author Viewers Tags

\* Headline Title:

Accent Image (optional)  
Displayed to the left of the title.

SELECT FILE

Height:

Width:

Alt Text:

When will this item be displayed?

Start Date:

End Date:

Activate on my page

Save Cancel Create E-Alert

#### Adjusting image size



## School News (continued)

### Content Tab:

To setup the content that will display when the end-user clicks the headline title, select the **Content** tab.

- **Current Content Type** – click the drop down arrow to select the type of content for the news item:
  - **Article:** (default setting) used for a typical news item or announcement. Article Content has the same menu tools as the content app.
  - **File:** used to link directly to a file that will open when the end-user clicks on the headline title.  
**WARNING: the file must be ADA compliant - do not use a graphic flyer.**
  - **Link:** used to link directly to another site (internal or external) when the end-user clicks on the headline title.
- **Teaser Text** - enter teaser text if you like. This displays with the title of your headline on your homepage. We recommend that this be a short, catchy description of the headline designed to pique interest.

The screenshot shows the 'New Headline' dialog box with the 'Content' tab selected. At the top, there are tabs for 'Headline', 'Content', 'Author', 'Viewers', and 'Tags'. Below the tabs, there is a 'Current Content Type:' dropdown menu set to 'Article'. Underneath is an 'Article Content:' section with a rich text editor toolbar containing various icons for text formatting, alignment, and linking. Below the editor is a 'Teaser Text (optional):' text input field. At the bottom, there is a checkbox labeled 'Activate on my page' which is checked, and three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

- Click **SAVE** to close the New Headline window. The news item will appear on your website immediately unless you set a future start date/time.

## Sorting Headlines

- In *Site Manager*, click **Sort Headlines**. The Sort Headlines window displays
- There are two methods to sort headlines.
  - Click **Sort Alphabetically** to auto-sort your headlines in alphabetical order.
  - Drag-and-drop headlines to manually sort into the order you desire.
- Click **Save**. You will return to your Headlines & Features App in Edit Mode.

## Site Shortcuts

### Region E

Use the Site Shortcuts app to add links to websites that are important to your visitors. You could use the Site Shortcuts app to link to the district calendar, lunch menu, or popular webpages on your site.

- In *Site Manager*, click the Site Shortcuts section on the Homepage.
- Click **New Link**. The New Link dialog displays.
- Enter the **Link Text** to be shown on your page.
- Enter the Web Address for the link.
- Choose how you want the Target window to open.
- Enter the **Tooltip** for the link.
- Select **Save**.

## Upcoming Events

### Region 5

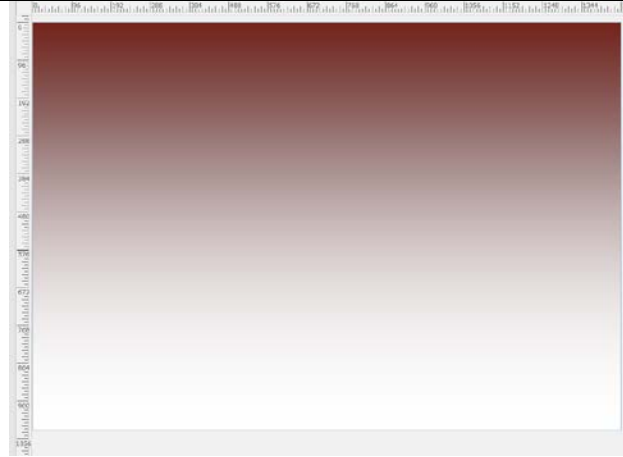
The Upcoming Events app automatically pulls events from the school calendar and adds them to your homepage. **PLEASE DO NOT EDIT THIS REGION-CONTACT THE DISTRICT WEBMASTER FOR ASSISTANCE.**

## Creating an Accent Image for School News using Publisher

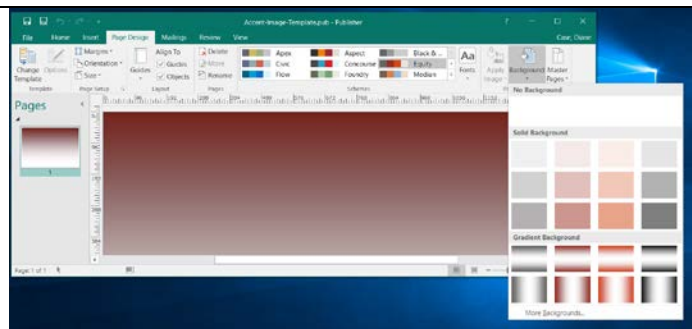
Due to the new mobile app, the original accent images need to be 1440 x 1034 pixels to display correctly; HOWEVER, once you upload the accent image into the Headlines & Features app for the website, the image will need to be adjusted to 195 x 140 pixels for School News.

To create a new accent image, you can use Publisher.

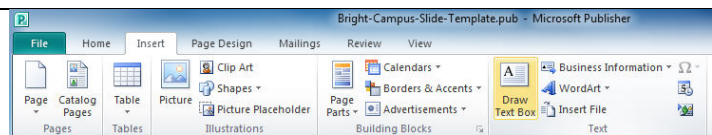
Open the “Accent-Image-Template”. The template is set up with the correct dimensions: 1440 x 1034 pixels.



When the template opens it already has a gradient background. This can be changed by selecting the PAGE DESIGN tab. At the far right side of the menu bar, you will find the options to change the background.



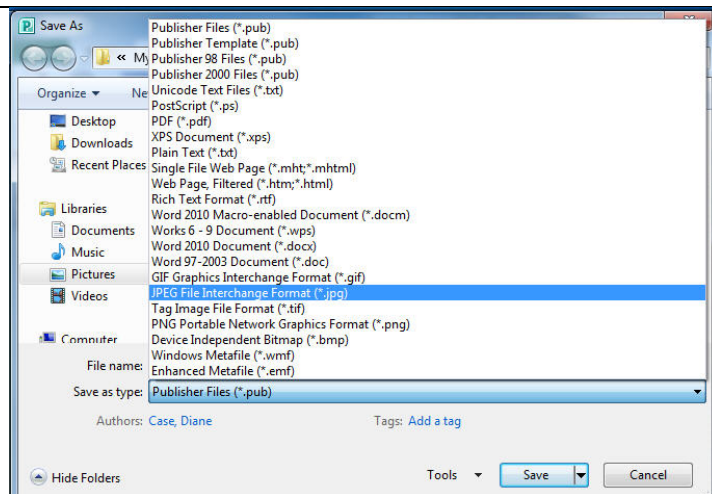
Select the INSERT tab, to add text boxes, pictures, clip art, word art, etc. to create your accent image.



Once you have created your accent image, you need to save it as a graphic file.

- Select the FILE tab → SAVE AS.
- Decide the location for saving by selecting the appropriate folder in your Libraries.
- Enter a name for your accent image in the *File name* box.
- Click the drop-down arrow next to the *Save as type* box to change the file type to .jpg or .gif.
- Then click SAVE.

**NOTE:** If you think you want to reuse the accent image in the future, I recommend you save the original Publisher file as a template.



## School Calendar

- In the *Site Manager*, click the calendar link to edit the calendar.



- This program uses different apps. The calendar app is the bottom app on the page. Hover over the app until you see a pencil icon. Click the pencil icon to open the calendar app program.
- Below are the steps to add an event:
  1. Click **New Event** or double click on the date you want the event.
  2. In the New Event window, enter your event details on the **Event tab**.
    - a. Enter the Event Title.
    - b. Set the event details, including the Start Date and End Date.
    - c. You can also set the event time and choose if the event is All Day or has No End Time.
    - d. Enter the Description of the event.
    - e. Select an event Category.
  3. If this event will recur regularly, click the **Recurrence tab** and let the system automatically recreate this event on the specified days.
  4. Click the **Location tab** to add detail to your event.
  5. Select **Save**.