Sacramento City Unified School District
Putting Children First

Welcome

Beginning
Web Administrator Training
for School Site and District Staff

![Sacramento City Unified School District — Putting Children First]

Welcome

- Please log on to your computer workstation using your SCUSD login and password
- Guests use our training login
  - Username: tr1
  - Password: learning123

Today's Agenda

1. Getting Started
2. Website Organization
3. Your Content
   - Types of Posts
   - Creating and Editing Posts
4. Content Management and Guidelines
5. Common Mistakes
6. Questions

1) Getting Started

- Website can be viewed and edited with internet connection on any web browser (Internet Explorer, Mozilla Firefox, Google Chrome, Safari)

- Mozilla Firefox is preferred for editing, because there a bugs with others.

Website Address

- Departments responsible for their internet content on www.scusd.edu
  - Find department page under Office & Departments
  - All content was migrated from old website;
- Schools new website template ready to populate
  - Beta site until it is published
  - Address will be – school.scusd.edu

Log on to website

- 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.

Username and password

SCUSD Administrators

- Use your SCUSD username and password to log on to the website.

- School Website Administrators
  - Login: name@scusd.edu (or email used to sign up for training)
  - Password: webpage

Sacramento City Unified School District
Putting Children First

Your dashboard – the 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 Content**: View all the content on the website and sort.
- **Manage navigation**: 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.

Your best friend – Content Zones

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.

Other features

Template Choice Menu

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

Preview View Menu

Allows administrators to preview page with a different access role.

2) Website Organization

- Each website organized in a structure of navigation terms.
- Each navigation term is linked to a landing page
  - Example: click on *About us* nav term and are taken to the *About us* page
- Navigation bar – Links to top level or root links of the website
  - Sub terms fall under each top level term

Create or edit navigation

- Go to Commands>Manage Navigation
  - Reorder terms
    - Click and drag to reorder
    - Click edit to change the name
  - Create a new term
    - Select the "Add new term" tab
    - Type in a name
    - Select the placement
    - Hit Save

3) Your content

- Landing Page – Organizes posts based on content (about us, staff directory, etc.)

- Post – Each entry of content on a website. Formatted based on different post types (event, document, etc).

Example exercises for popular types

1. Post – Generic, catch-all type
2. Staff Profile – Contact information for each staff member
3. Document – How to post documents effectively
4. Event – Type for calendar items
5. Pod – Shortcut to highlight popular content on home and other pages

First way to create a post

- Hover over the commands bar in the lower left corner of the screen and click [+] Create post.
- Select Post Type

Example 1) Create a post

- Add the following text and media:
  - Title: Welcome
  - Text Body: 2 sentences about your department or school.
  - Navigation: your department's page or school site's about us page
  - Image: Go to the U drive and select Sample Packet folder. Select "Example1_Chemistry Lab.JPG"

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.

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.

Example 2) Create a staff profile

- Create a (district) staff profile for yourself.
    - Name: Your name (test)
    - Title: Your title
    - Contact Info
        - Phone Number
        - Email Address

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.

Second way to add a post

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

Example 3) Create an document

- Create a test document post
  - Title
  - Text Area Content (if any)
  - File Attachment
  - Contact info

File Attachments

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

Example 4) Create an event post

- Create a test event post
  - 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

- The website creates a pop-up map for visitor to use for directions

Example 5) 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.
- Create a test pod.
  - 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."

Advanced Settings

- Edit a post
- Select the advanced settings button in bottom right corner
- Edit post type to overview

4) Content Management

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

User Accounts

- **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.
- **Visitor** – access to published content.

Content Guidelines

1. Each page should have an overview.
2. List staff contact information.
3. Keep all documents updated.
4. Highlight your popular content.
5. It's your responsibility to keep content current and appropriate.

District sharing guidelines

- Each department has ownership of their content and documents
  - Other departments can link to these easily with a pod.
  - If you see a mistake or an outdated document in another department, contact that department to get it updated.

5) Common Mistakes

Question - I lost my login or password. How to I retrieve it?

- District Answer – it will always be your current SCUSD login & password.
- School Answer – request it from the website.

Question - My web editing menu isn't working correctly. How do I fix it?

- Answer – Download Mozilla Firefox for free and use it for all web editing.

Common Mistakes - Posts

Question - Why am I getting an error message attaching a document?

– Answer - Make sure you are not adding the document to the image tab instead of the document tab.

Question - I can't find my document link on my post after it's been saved.

– Answer - Did you add a title description to the attachment? It will not show up without one.

![Sacramento City Unified School District - Putting Children First](logo)

Common Mistakes - Posts

Question - I can't find my post I just saved.

– Answer - Did you assign the post to a nav term? If not you have to go find the post using the manage content feature to find it.

Common Mistakes - Posts

Question – I can't find a certain field that I need to edit on a post. What happened to it?

- Answer - Not all fields are available on all post types. In the editing menu, turn on Advanced options in the bottom right hand corner to see all post options.

Question - How do I find an archived post?

- Answer - Go to Commands button and select, manage content to search your posts easily.

Advanced Training Workshop

- Password protected posts
- Manage content from Commands menu
- Send email newsletters
- Add forms
- Share on social media

![Sacramento City Unified School District — Putting Children First](logo)

Thank you!

- Please log off your machine before you leave.