

# QUICK START GUIDE

## SCHOOL WEBSITE INFORMATION

Website:

Login:

Password:

Teacher Video Tutorials available at: <http://www.scusd.edu/website-training-teachers>

## LOG ON TO THE WEBSITE

1. Hover in the bottom left corner of your internet browser window.
2. A small grey gear icon will appear as you hover over the area. Click the icon.
3. Then click the Log in menu prompt.
4. Enter your email and password provided.

## HOW TO ADD & EDIT POSTS TO YOUR TEACHER PAGE

1. Log on to the school website using the information above.
2. **Create post:** Click COMMANDS>Create Post then Select Post Type
3. **Add content:** Type in a title to your post and your main content in the text box.
4. **Add additional information:** Add image, document, related links, or video under the formatting tabs below the text box.
5. **Add author:** On the right hand column under author, type your name in the field and select the search result that starts with "Teacher Profile: NAME"
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 post:** To edit the post, you need to return to the editing menu. 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.
9. **Publish post:** Scroll down to Publishing Options tab and check the Published checkbox. Then save the post again. You can also schedule a post to publish at an exact time.