



# New School Websites

Teacher Pages



## For more information

Visit the SCUSD Website for videos  
tutorials:

[www.scusd.edu/website-training-teachers](http://www.scusd.edu/website-training-teachers)



## 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.



## Commands Menu: Your dashboard

- **Help:** Online Help Center
- **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.
- **Log out:** This button logs you out of the site altogether.



# Posting Process

1. Create
2. Add content and link to your page
3. Save and review
4. Publish



## Create a post

1. Select the commands bar in the lower left corner of the screen and click [+] Create post.
2. Select Post Type.
3. Type OR Copy and paste content in.  
*Formatted content will be stripped of styling so must recreate it using the toolbar.*
4. Add Additional content including featured images, attachments and related links are added below the content.



## Post types

1. Teacher Profile
2. Announcement
3. Frequently Asked Questions
4. Homework
5. Resources
6. Supply lists & Requests



## Images

- The first tab under the content box
- You can add as many images as you like, but know that it effects the look of your post
- Two choices
  - Upload an image from your computer
  - Copy a website address for an image (has to be the image address)





## Related Links

- The second tab under the content box
- For each link add a:
  - Title
  - Address
- Only the title will show up on the post



## File Attachments

- The third tab under the content box
- Two choices
  - Upload an image from your computer
  - Copy a website address for an image (has to be the image address)
- After you upload the attachment, you must name the link. Use a short action description like "Download document."



## Video

- The fourth tab under the content box
- Enter the web address of the video you'd like to link to.
- Website can display video from:
  - YouTube
  - Blip.tv
  - Vimeo



## Author Field

- Type your name in the field and select the search result that starts with “Teacher Profile: NAME”
- Your post will not appear on your page without you selecting an author.



## Save and review

- Save your post and review it in draft mode.
- Click the notepad icon in the upper right corner and select edit to go back to the edit menu.
- Edit it to make any changes then publish on the Publishing options tab.



## Publishing options

- The fifth tab under the content box
- **Published:** Click this checkbox to automatically publish the post after you have reviewed it.
- **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.



## Archive Settings

- Also on the Publishing options tab
- **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.



## Notepad Icon: For editing and other features

- Click the notepad icon in the upper right corner and select edit to go back to the edit menu.
- Once published, you can:
  - Archive
  - Clone
  - Delete
  - Send this post to a social media site





## Manage content

- Filter and view all your content at once
- Use batch features under the advanced mode to publish or delete posts.



## 5) Common Mistakes

### **Question - I lost my login or password. How do I retrieve it?**

- If you cannot remember your password, click the *Request new password* tab and enter your Username or email address to retrieve a new password via e-mail.

- **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.



## 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.