

Flushing Community Schools

Web Page Training

4-22-10

www.flushingschools.org/staff/

Change Password:

- Main Menu
- Management tab
- User Options

Create Main Page:

- Main menu
- Edit my Home Page
 - Navigation title – title that shows on left side of page
 - Page Title – title that shows on top of page
 - Sub Title – shows under page title
- Enter text, change font, size, bold, etc.
 - Ideas: E-mail address, phone number, daily schedule, basic info about your class
- Images
 - Click on the Insert Image Icon
 - Icons – Double click folder
 - Select image to insert
 - Align
 - Insert
 - My Images – Anything stored in “my documents”
 - Browse
 - Select image to insert into your gallery
 - Upload Image
 - From gallery, click on image, align and insert
- Tables
 - click arrow on right side of page to pull up additional toolbar
 - Table will insert where your cursor is on the page
- Files
 - Click on the files tab
 - Browse “my documents” to select file
 - Save files in PDF format
 - Add friendly file name (what file link will display as)
 - Add file description (optional)
 - Save
- Links
 - Click on the links tab
 - Insert the web site address
 - Add friendly link name (what file link will display as)
 - Add web site description (optional)
 - Save

Sub Page:

- Lists under main page
 - Add page title
 - Choose between typical page or go to page
 - Add content

My Site Content:

- My Resources
- Classroom News
- All About Me

Creating additional content pages:

Examples: special schedule, our classroom news, newsletters

- Click on Add Main Section
- Title of new section
- Create section
- Click on new site content to edit

Edit Site Design –

- will not change content of page

My Applications (Predefined content)

- Turn on or off
 - Click green button to turn off
 - Click “show inactive sections” to turn on
- My Homework:
 - Add assignment
 - Click “please use this page to create homework calendar”
 - Click and type
 - Create categories
 - Intro message puts a message at the top of the homework page
 - Calendar options to include homework on web page calendar
- My Calendar:
 - Add Event
 - Create additional categories
 - Select category (optional)
 - Choose date to display
 - Choose end date (this will automatically remove the event after a certain date)
 - Enter description (optional)
 - Mirror district events – pull building calendar events onto your calendar
 - Save
- Book List:
 - Add Category
 - Book title
 - As much info as you wish
 - Save
- Blog:
 - Blog Title
 - Posting Title

- Allow Comments – Yes
 - Automatically Authorize Comments – No
 - Email Comments – add your e-mail address
 - Show Comments – Yes
- Puzzles:
 - Add puzzle
 - Add image (browse from “my documents”)
 - Difficulty
 - Add Word search
 - Difficulty
 - Select Options
 - Enter words
- Sort Applications
 - Main Menu
 - Sort Web Site
- Change Icon
 - Main Menu
 - Change Icon

Publish your webpage onto your school’s main page

- Main Menu
- Edit Site Design
- Site Options Tab
- Click box show on classroom pages in “Your Web Site”
- **E-mail Tech so we can remove old page from FCS main page!**

Please refer to the “Help Manual” for additional help.