Managing Your Website: The Basics

Exercises

Exercise 1 – Add a section

1. Select the Channel “Website Training”
2. Click on the New Section button
3. Complete the form
   a. Name the Section – Your Name
   b. Select the Configuration – Single Content Page
4. Click the Save button

Exercise 2 – Rename Your Page

1. Find and click the Actions button next to the page name
2. Click Page Options
3. Change the Page Name
4. Click the Save button

Exercise 3 – Edit Your Page

1. Click the page name
2. Click the Content Application to open the editor
3. Add a page title
4. Type a sentence
5. Add a numbered list
6. Click the Save button
Exercise 3 – Edit Your Page (continued)

7. Add an image
   a. Click the add image button
   b. Click Upload Image
   c. Select an image
   d. Click the Continue button
   e. Add Alternate text
   f. Add Alignment
   g. Click the Save button

8. Add a link to a file/document
   a. Click the Insert File
   b. Click Upload File
   c. Select a File
   d. Click the Continue button
   e. Add Link Text
   f. Change Target to “Open Link in New Window”
   g. Click the Save button

9. Add a link
   a. Click Insert Link button
   b. Type link text in content area
   c. Highlight text
   d. Click the Add a Link button
   e. Select Web Address
   f. Add URL; Example – https://www.google.com

Exercise 4 – Add another Page

1. Click the New Page button
2. Select the Page Type – Content (or any other type if you want to try it)
3. Give your page a name
4. Click the Save and Continue button

Exercise 5 – Organize Your Pages

1. From the Current Pages screen within a selection, click the Organize Pages
2. Use your mouse to move pages
3. To add hierarchal navigation, use your mouse to drag pages to the desired parent page.
4. Click the Save button
Campus Home Page Exercises

Exercise 1 – Campus News and Announcements

1. Click on your home page.
2. Click on Campus News and Announcements
3. Click the New Headline button
4. You may add an accent image if desired (image must be no larger than 150X100)
5. Complete the Headline form (Title is required)
6. Scroll down to the drop that says Article. You may select from Article (which will give you a content editor to place information in), File (allows you to link directly to a file), or Link (to link to another web page)
7. Click the Save button

Exercise 2 – Add Quick Links

1. Click on your home page.
2. Click the Quicklinks application
3. Add Link Text
4. Paste in the URL or use the browse button to find your page
5. Add Tooltip (Usually the same as the link text)
6. Click the Save button

Exercise 3 – Add A Photo

1. Click the Multimedia Gallery-1500X500 app
2. Click New Record and upload your correctly sized image (1500px X 500px)
3. To add a title, enter information in the title field (REQUIRED)
4. To add a caption, enter information in the caption field. (Optional, but if left blank, should be hidden)
5. To remove the title or caption on an image just check the box that says Hide.
6. To add a link, check the Link Image box and insert your URL and fill out the button/link Text.
7. To embed a video, check the box that says Embed a Video and enter the appropriate information (Embed Code) and fill out the button/link text.

Note: an additional tool which may help you with cropping an image for the MMG:
https://templatelibrary.schoolwires.net/imageEditor?w=1500&h=500
Calendar Updates

Exercise 1 – Add Event to the Calendar

1. Click on your Calendar page.
2. Click the Calendar App.
3. Click the New Event button
4. Add Event Name, Start Date, Start Time
5. Complete the rest of the form as needed
6. Add event description
7. Click the calendar tabs to complete additional event information as needed
8. Click the Save button

Having issues?
Use the help center in site manager

Still having issues? Contact brreed@dallasisd.org for further assistance