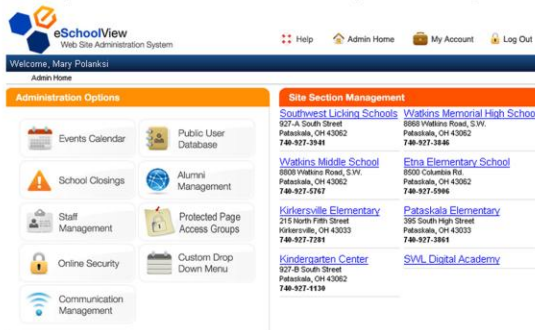


# ADVANCED TEACHER PAGE TUTORIAL

A GUIDE TO CREATING AN EFFICIENT AND ATTRACTIVE WEB PAGE

## GETTING STARTED:

1. Once you have logged into the content management system, you should choose the site section (building) where your webpage is located. Depending on your security, you may not see any administration options and you will only see specific site sections that pertain to you.



## Site Section Management

2. Next, click on the **Content Management** button.



3. Based on your security level, you may only see your page. The page name is usually your first and last name, depending on how it was initially setup. Click on your page (blue link). If you wish to make "sub-pages" (or Child Pages) of your main web page, click + Child Page.

## Interior Pages:



4. Add a New Content Page window will appear

## Add A New Content Page

Page Title:

Number of Windows: ☒ One Window ☐ Two Windows

Show Page In Dynamic Nav: ☒

Select Tout Group: **\*\* None \*\***

☒ Save

## SETTING UP YOUR PAGE:

This step is very important in determining the basic structure of your teacher pages. Your initial main web page should be setup for you (FirstNameLastName.aspx). This process is the same for any page creation.

### Add A New Content Page

Page Title:

Number of Windows: ☒ One Window ☐ Two Windows

Show Page In Dynamic Nav: ☒

Select Tout Group: **\*\* None \*\***

### 1. Page Title:

First and foremost, you need to give your web page a title. This title will appear internally (inside the Content Management System). It will also appear in the left navigation if you check the **Show Page in Dynamic Nav** box. After your page is saved, you can always change these settings in the **General Settings** area of your web page. This is the first screen you see after saving.

### 2. Windows

Any page you create can be either a one-window configuration (spanning the entire content area) or a two-window configuration (two columns for content). Window #1 can be for general content: any information you want to provide via text or dialogue. Window #2 may consist of educational links and downloads (documents) which could include class handouts/notes, homework assignments and other forms.

one-window



two-windows



### 3. Dynamic Navigation:

The Dynamic Nav is the list of links on the left side of the screen that takes you to each of the different web pages throughout your site. When pages are created, the Navigation sidebar begins to auto-populate. If you uncheck **Show in Dynamic Nav**, the page will technically exist but it will actually be hidden from that left navigation area.

### 4. Tout Group:

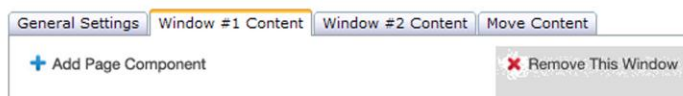
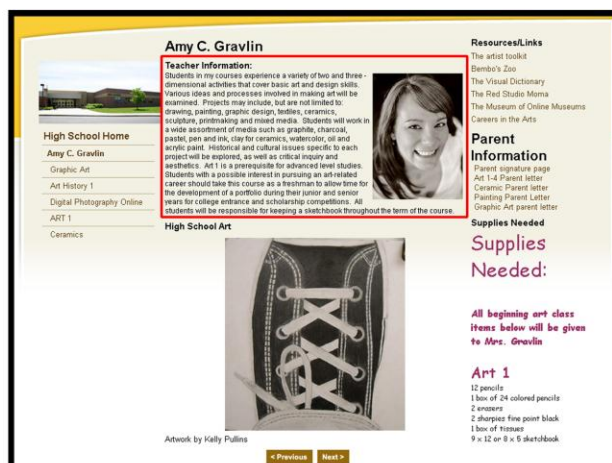
Tout groups are simply link images. **Generally, you will leave tout group as \*\*None\*\*, unless told otherwise by your site administrator.**



## CREATING A TEXT WINDOW:

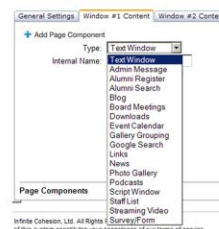
THE RED BOX TO THE RIGHT IS AN EXAMPLE OF A STANDARD TEXT WINDOW COMPONENT WITH ONE IMAGE. TEXT COMPONENTS ARE LIMITED TO ONE EMBEDDED IMAGE. \*\*\*THERE IS NO LIMIT ON THE NUMBER OF COMPONENTS YOU CAN CREATE ON A PAGE\*\*\*

1. Choose the Window #1 tab and click + Add Page Component



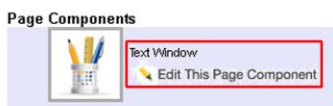
2. Select **Text Window** from the drop down menu  
\*Based on your security, you may not see certain components

3. The **Internal Name** is for your eyes only and will not show up on the page. This is useful when organizing components internally.

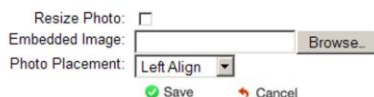


4. Your page component will be displayed in the list of Page Components.
5. Once you have created your text component, you can go in and add content to it.

Click **Edit This Page Component** to add your content.



6. You will now see the rich text box (RTB). You have the option to add as much text as you want to the component - but only *one* image. To do so, scroll down to **Embedded Image** and **Browse** to find your photo. Depending on the size of your photo, you may want to resize it. To do so, check the **Resize Photo** box and type in the pixel width of photo. A good starting size is 400 pixels. Try experimenting with size and see how it looks on your page - change it accordingly. You can also try experimenting with Photo Placement too (Note that it will align it in relation to the window, not the whole web page).



\*Please note that every time you go to resize your photo, you must browse for it and upload it again because the system uploads and resizes simultaneously.



CONTINUED...

7. You can add Title, Sub-Title, and Window Text in this page. You can change font, color, text size, etc. You also have the option of adding a date you want the text to appear on your site, and a date you want it to disappear. If you don't alter these dates, the text/image will appear immediately and stay visible until you decide to change it.

#### INTERIOR VIEW (WITHIN THE CMS)

Title: **Teacher Information:**

Sub-Title:

Window Text:

Students in my courses experience a variety of two and three - dimensional activities that cover basic art and design skills. Various ideas and processes involved in making art will be examined. Projects may include, but are not limited to: drawing, painting, graphic design, textiles, ceramics, sculpture, printmaking and mixed media. Students will work in a wide assortment of media such as graphite, charcoal, pastel, pen and ink, clay for ceramics, watercolor, oil and acrylic paint. Historical and cultural issues specific to each project will be explored, as well as critical inquiry and aesthetics. Art 1 is a prerequisite for advanced level studies. Students with a possible interest in pursuing an art-related career should take this course as a freshman to allow time for the development of a portfolio during the junior and senior years for college entrance and scholarship competitions. All students will be responsible for keeping a sketchbook throughout the term of the course.

Date Visible: (mm/dd/yyyy format)

Date Expires: (mm/dd/yyyy format)

#### NORMAL VIEW (ACTUAL WEB PAGE)

**Amy C. Gravlin**



**High School Home**

Amy C. Gravlin

Graphic Art

Art History 1

Digital Photography Online

**Teacher Information:**

Students in my courses experience a variety of two and three - dimensional activities that cover basic art and design skills. Various ideas and processes involved in making art will be examined. Projects may include, but are not limited to: drawing, painting, graphic design, textiles, ceramics, sculpture, printmaking and mixed media. Students will work in a wide assortment of media such as graphite, charcoal, pastel, pen and ink, clay for ceramics, watercolor, oil and acrylic paint. Historical and cultural issues specific to each project will be explored, as well as critical inquiry and aesthetics. Art 1 is a prerequisite for advanced level studies. Students with a possible interest in pursuing an art-related career should take this course as a freshman to allow time for the development of a portfolio during the junior and senior years for college entrance and scholarship competitions. All students will be responsible for keeping a sketchbook throughout the term of the course.



Header (see *Helpful Hints* Page)

Embedded Image

Title

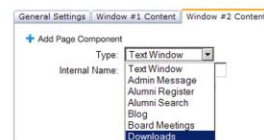
Window Text

## CREATING A DOWNLOADS COMPONENT:

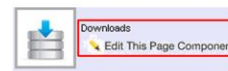
Components such as downloads are displayed in a list format. These components tend to fit nicely in Window #2 (red box shown on right).



1. Click the **Window #2 Content** tab and choose the **Type** to change the component type to **Downloads**. Give your Downloads component an internal name (remember, this can only be seen within the CMS - not the actual website).



2. Click **Edit This Page Component** in order to go into the new component you created. Now choose **Add a New Download**.



[Manage Page Downloads](#)  
[Add A New Download](#)

3. The **Download Title** will appear as a link on your page which will open the document. You can also use an image link by choosing **Browse...** Next to **Icon**: check **Use Icon as Tout**. You can also give your download a description which will appear below your link title (or link image).

**Add A New Download**

Download Title:

Description:

Date Visible:  (mm/dd/yyyy format)

Date Expires:  (mm/dd/yyyy format)

File:  **Browse...**

Icon:  **Browse...**

Use Icon as Tout: ☐

4. To upload your document, simply choose the **Browse...** button (red box to the right), locate your file, and click open. Take most all file types such as (PDF, DOC, DOCX, XLS, XLSX, PPT, and more)

5. Click Save.

**Parent Information**

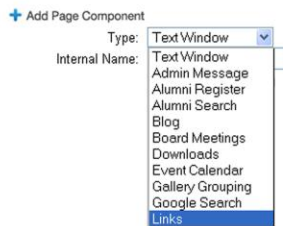
Parent signature page  
Art 1-4 Parent letter  
Ceramic Parent letter  
Painting Parent Letter  
Graphic Art parent letter

To the left, you will see five different documents have been uploaded. The downloads component allows you to upload as many documents as you need, and rearrange them accordingly.

\*To give your Downloads Component a title like the one shown, see *Helpful Hints* to create a Header.

## CREATING A LINKS COMPONENT:

1. Click the **Window #2 Content** tab and choose **Type** to change the component type to **Links**. Give your Links component an internal name (remember, this can only be seen within the CMS - not the actual web site).



2. Click **Edit This Page Component** in order to go into the new component.



3. Click **Add A New Link**.

[Edit Page Links](#)  
[Add A New Link](#)

4. The **Link Title** will appear as a link on your page which will direct you to the specific Link URL you provide. The Link URL can direct you to an *external* or *internal* page. For example - in order to link to *Google*, you would enter **<http://www.google.com>**. To link internally (linking to a page within your own web site) - simply use the friendly URL (pagename.aspx). The http://www is not needed.

5. There is also an option to use an image for your link instead of a title. If you wish to do this, see next page.

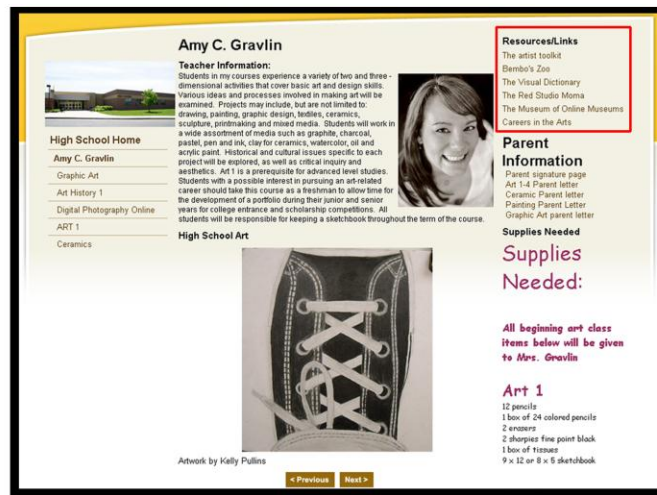
6. **Display Link in New Window** will open a new tab/browser window for your link (use this when linking to any external website).

7. After adding links, you have the option as to how you would like those links to be displayed on your page. You can choose either **Link List** or **Dropdown List**. Unless there are more than 10 or 15 links, Link List is a safe choice.

### Resources/Links

The artist toolkit  
Bembo's Zoo  
The Visual Dictionary  
The Red Studio Moma  
The Museum of Online Museums  
Careers in the Arts

Here is what your Links Component will look like on your actual web page after adding a couple links. To format spacing of items, please see Helpful Hints, Using Header Configurations.



**Add A New Link**

Link Title:

Link URL:

Description:

☒ Display Link In New Window

Date Visible:  (mm/dd/yyyy format)

Date Expires:  (mm/dd/yyyy format)

Link Image:

[Edit Page Component Header](#)  
[Show Header Configs](#)

[Edit Page Links](#)  
[Add A New Link](#)

**Display Option**  
Display Mode:



## USING ICONS AS LINKS:

1. Find the image you want as your icon, right click on it and select **Save Image As**.



2. After clicking **Add a New Link**, enter your title, URL, description and date visible/expires as necessary (remember, if date visible and expired are left blank - the link will show until you delete it).

**Add A New Link**

Link Title:

Link URL:

Description:

☒ Display Link In New Window

Date Visible:  (mm/dd/yyyy format)

Date Expires:  (mm/dd/yyyy format)

Link Image:

☒ Save ☐ Save & New ☐ Cancel

3. Next - browse for your **Link Image** and click **Save**.

4. When you pull up your web site, it will now show an image for your link instead of just a title.

### Mary's Links

#### [Polar Bear](#)

Visit the National Geographic web site to search for current event articles!



### Mary's Links



Visit the National Geographic web site to search for current event articles!

5. Note - if your image is larger than you want it to be on your page, you will need to resize it using another program before uploading it (i.e. Paint or Photoshop).

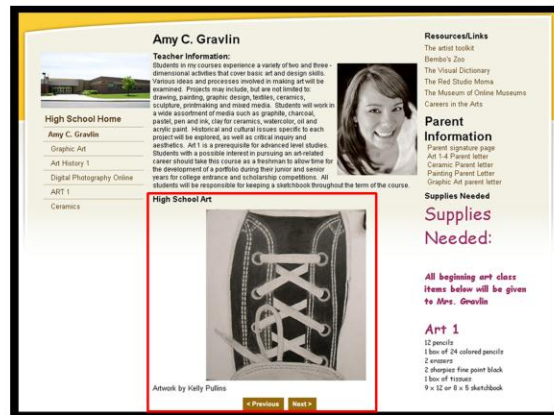
## CREATING A PHOTO GALLERY COMPONENT:

1. Click on **Window #1 Content**.

2. Click **Add Page Component** and select **Photo Gallery** under **Type**. Also, give the Photo Gallery an internal name.



3. Click **Edit This Page Component**.



4. You can insert photos individually or in bulk insert photos (10 at a time).

### Add A New Gallery Photo

Photo Caption:  
Description:

Date Visible: (mm/dd/yyyy format)  
Date Expires: (mm/dd/yyyy format)

Resize Photo: ☒

Photo Width (px):  
Gallery Image:

### Bulk Insert Photos

Your Images:  
Caption/Description

Photo #1:

Photo #2:

Photo #3:

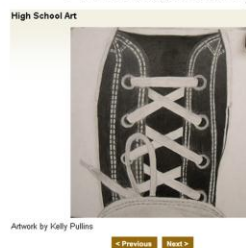
Photo #4:

You can also add **Captions** and **Descriptions** to each of the photos.

You will simply click the **Browse** button to find the photo you want to upload. **IMPORTANT:** Before you save - be sure to check the **Apply Sizing/Scaling** box if you have large pictures (see the next page). You may now click the **Save** button (or **Save and New** if you want to continue to add more than 10).

5. After inserting your photos, you then have the choice to display them as thumbnail images or in a **Previous/Next Gallery** (slideshow). To have the slideshow cycle, check **Auto Rotate**. To hide the previous/next buttons, check the **Hide Slideshow Buttons** (see below and *continued* on next page).

### Prev/Next Gallery



### Thumbnail Images

(Click To View Larger Image and/or Details)



**Display Options**

Display Mode: **Prev/Next Gallery**

Auto Rotate: ☒ If Prev/Next Gallery, will auto-rotate images every 5 seconds

Hide Slideshow Buttons: ☒ Hide buttons from slideshow

Caption Align: **Left**

NOTE: Please do not use single quotations.



CONTINUED...

**Auto Rotate:** ☐ If Prev/Next Gallery, will auto-rotate images every 5 seconds  
**Hide Slideshow Buttons:** ☐ Hide buttons from slideshow  
**Caption Align:**  NOTE: Please do not use single quotations.

Configuration has been saved!

6. If you choose the **Previous/Next Gallery** mode for your photos, you have the option to check **auto-rotate** for your gallery so it scrolls through the photos automatically. However - only one gallery per page is able to auto-rotate (i.e. two cannot rotate simultaneously). You can see that below, one photo gallery has hidden the buttons - while the other has not.

**Display Options**  
**Display Mode:**



7. Captions are defaulted to align left but by using the **Caption Align** dropdown menu you can change the alignment to center or right.

**Caption Align:**

8. Once your photos have been loaded, you can move them up or down in order by using the red and green arrows (this also works when trying to change the order of components).



9. IMPORTANT NOTE: Before bulk uploading photos - the sizing and scaling option helps to keep all pictures uniform and sized proportionally on the page. Simply check the **Apply Sizing/Scaling** box. The system gives it a recommended photo width, but you can change as you see fit.

**Size/Scale:** ☐ Apply Sizing/Scaling  
**Photo Width (px):**



## A FEW HELPFUL HINTS WHEN CREATING/EDITING YOUR WEBPAGE:

### 1. OPENING DIFFERENT TABS:

When you are editing your web site, it can be *extremely* helpful to open up two separate tabs in your web browser. By doing so, you can tweak your page internally, then switch tabs to view the live web site and see the changes you have made (**YOU MUST ALWAYS REFRESH YOUR BROWSER TO SEE CHANGES**).

An easy way to get these 2 tabs going is to click **View Page** at the top of your internal CMS page (you may have to right-click and choose view in new tab).

### About Us

[View This Page \[About.aspx\]](#)

✖ Delete



### 2. RESIZING PHOTOS:

When attempting to add photos to a text window (or photo gallery), it can be helpful to first know the original size of the photo. To check the size, right click on the image and click **View Image Info**.



The first number under Dimensions is the pixel width. This is the number you will be altering when resizing photos for both the text and photo gallery component.

Size:	49.85 KB (51,042 bytes)
Dimensions:	319px × 280px

### 3. USING HEADER CONFIGURATIONS

In most of the components available, there is an option to change **Header Configurations**. First click **Show Header Configs**.

[Edit Page Component Header](#)  
[Show Header Configs](#)

Edit Page Component Header  
Hide Header Configs

Show Header/Footer? ☒

Styled Header Text: Amy C. Gravlin

Header Image:  Browse...

(If Image Above) Click To URL:

Header BG Color:  Browse...

Header BG Image:  Browse...

Header BG Repeat: ☐ Repeat X ☐ Repeat-Y

Header Height:

Header Space Above (px): 20

Header Space Below (px):

Item BG Color:  Browse...

Item BG Image:  Browse...

Item Height:

Item Space Between (px):

Footer BG Color:  Browse...

Footer BG Image:  Browse...

Footer Height:

Footer Space Above (px):

Footer Space Below (px):

Internal Name:

Save

Next, be sure to check **Show Header/Footer** to turn it on.

You can then type in a header title of your choice in the **Styled Header Text** area (2nd red box)

You also have the option to put space above and below the header.

Before and after adding  
**Header Space Above** (20px).

Welcome to Mary's Teacher Page!

Welcome to Mary's Teacher Page!

Here is what your header will look like (although appearance does vary slightly on the design of your school's web site).

If you are using a Downloads, Links, or News component, you may want to select a number for **Item Space Between**. Five or six pixels is a good place to start. This is the amount of space separating each item from the next.

Amy C. Gravlin

#### Teacher Information:

Students in my courses experience a variety of two and three-dimensional activities that cover basic art and design skills. Various ideas and processes involved in making art will be examined. Projects may include, but are not limited to: drawing, painting, graphic design, textiles, ceramics, sculpture, printmaking and mixed media. Students will work in a wide assortment of media such as graphite, charcoal, pastel, pen and ink, clay for ceramics, watercolor, oil and

LINKS

[Moodle](#)  
[Google](#)



LINKS

[Moodle](#)  
[Google](#)



#### 4. WHAT GENERALLY GOES INTO WINDOW 1 VERSUS WINDOW 2:

When deciding what to put in each of your windows, take into consideration the size of each window. Window #1 is typically much larger, so when putting in big images or large amounts of text, window #1 is probably the way to go. When posting things such as small lists, links, documents, etc., window #2 is a good option. If you are unsure which window to place content in, a basic guide is...

In window 1: Text components with large quantities of Text, Photo Galleries, large Videos.

In window 2: Small Text, Links, Downloads.

#### 5. SUGGESTIONS OF WHAT TO PUT INTO EACH COMPONENT:

Text windows: policies, supply lists, permission forms, homework, daily/weekly classroom events, teacher biography, etc.

Downloads: policies, homework documents, newsletters, information on how to help at home, supply lists, etc.

Links: other helpful external web sites, links to internal pages within district web site, etc.

*\*Remember these are merely suggestions, most of these subjects could be put into many components. They are only here to help give you some ideas when creating your page.*