

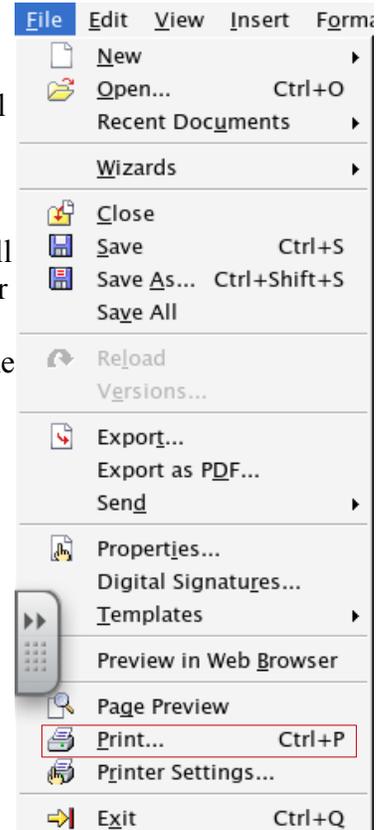
Uploading School Board Meetings and Minutes

The process of uploading the School Board Meetings and Minutes to the website consists of two steps.

Step 1: Create a PDF File of the Document

1. Open the document in its original format and program (ex. Microsoft Word).
2. Check over the document for mistakes and make final formatting.
3. Once finished, select File → **Print**

4. Select the appropriate PDF creator, Adobe or CutePDF. They will appear as a printer. Then click print.
5. Once you have printed it as a .pdf it will ask you where you want to save the .pdf file and what to name the file. This can be anywhere you choose, but remember the location because you will have to find the file in Step 2. Name the file according to whether it is an Agenda or Minutes and the date. This will make it easier to locate on the web. (ex. Business Services Meeting Agenda June 6, 2008 would be named agenda06-06-08). You will be able to figure out what kind of agenda it is in the future because you will upload it to the Business Services, June 2008 resources in Step 2.



Step 2: Uploading the File

Now that you have your .pdf file created you can upload it to the website.

1. Log in at www.wrps.org/admin. You will see a page that looks like this:

WRPS WISCONSIN RAPIDS PUBLIC SCHOOLS

Home | Schools | For Parents | For Students | For Staff | School Board | PAC | Community Info | Contact Us

Main Web site Administration

Logged in as Dan Pastor
Log Out

Navigation Builder Home
Calendar Admin
Lunch Menu Admin
File Uploads
User Accounts Admin
Members Database
Announcements Database
Banner Graphic Library
Inside Banner Graphic Library
Help Manual
Change Password
CMS4Schools Support
Log Out

You are currently logged in.

Enhancements

June 2, 2008

- Resources/News Tool RSS Feed Titles
 - There is now an optional RSS Title field that can be populated which will title the RSS Feed. Previously RSS feeds were named "Organization Name - Page Title". You now have the flexibility to overwrite this by using the RSS Title field.
- Mini-Calendar No Link Option
 - There is an additional option to not display any link below the Mini-Calendar by selecting the "No Link" option.

May 27, 2008

- Support Center Updates
 - There are a few revisions to the CMS4Schools Support section. Users who have access to this module in the left navigation can now see all tickets submitted and the history of the tickets between you (your organization) and the CMS4Schools Support Team.
 - We encourage the use of the CMS4Schools Support link for submitting questions, errors, problems, etc.
 - Emails sent to support@cms4schools.com will be received and processed by the CMS4Schools Support Center. However, it is strongly encouraged to use the Web CMS4Schools Support Center link.
 - The Enhancement Request link still resides within the CMS4Schools Support section for submitting product enhancement requests for future consideration in product development.
 - The CMS4Schools Support Team will respond to requests that are from your organization's main Web Site Administrators point of contacts.

May 23, 2008

- Bulletin Board / Forum / Blog Post Approval Option
 - This tool now has an option to approve posts prior to being placed on the Web site for public viewing. A notification can be optionally emailed to a specified email address. The approval is for each instance of the Bulletin Board / Forum / Blog.

April 18, 2008

- Text Editor Updated
 - The Text Editor used throughout CMS4Schools has been updated to the latest release. CMS4Schools uses an open source text editor named [FCKeditor](#). This brings the text editor up-to-date which could resolve some inconsistencies some users have reported. For more information on the latest release, you can visit the [What's New page](#) on the FCKeditor Web site.
 - Some of the items that you will see which have changed:
 - the Style menu is now gone and replaced with the Size menu to help out with font size consistency.
 - the Font menu should also act more consistent now.
 - all pop-up menus opened from the text editor have now changed which should help load these windows faster

April 14, 2008

- Photo Gallery / Slideshow Converting
 - A Slideshow can be converted into a Photo Gallery or a Photo Gallery can be converted into a Slideshow. Click on the Convert to Photo Gallery or Convert to Slideshow link within the Detail Item to begin the process. Follow the directions provided on the resulting screens

2. Find "Navigation Builder Home" on the left side navigation links.

Navigation Builder Home
Calendar Admin
Lunch Menu Admin
File Uploads
User Accounts Admin
Members Database
Announcements Database

3. Once you have clicked on "Navigation Builder Home", select "School Board" from the drop down list at the top.

Home
Home
Schools
Lincoln High School
River Cities High School
East Junior High
West Junior High
Grant Elementary
Grove Elementary
Howe Elementary
Mead Elementary
Pitsch Elementary
Rudolph Elementary
Vesper Elementary
Washington Elementary
Woodside Elementary
For Parents
For Students
For Staff
School Board
PAC

Article 1
Article 2
Article 3
Article 4
Article 5
Article 6
Article 7
Article 8
Article 9

2 Previous Homepage Articles

4. You will be brought to a table of pages. From here you must find the appropriate month for the article to fit in. When you find the month, select “Main Body” to the right.

1	Meetings/Agendas/Minutes	Main Body
2	June 2008	Main Body
2	May 2008	Main Body
2	April 2008	Main Body
2	March 2008	Main Body
2	February 2008	Main Body
2	January 2008	Main Body
2	December 2007	Main Body
2	Novemeber 2007	Main Body
2	October 2007	Main Body
2	September 2007	Main Body
2	August 2007	Main Body

5. After you select “Main Body” for the appropriate month, you will be brought to a page where you can add your news item, which is the .pdf file you created in **Step 1**. To do this, find the section where your article will be added (ex. **Business Services Meetings**), and beneath that, click on the link, “**Add Resource/News Item**.”

Business Services

[Change Position](#) [Move](#) [Update Text/Graphic Editor](#) [Preview](#) [Delete](#)

2. Resources/News (28704)

[Add Resource/News Item](#)

[RSS Feed \(learn more\)](#)

No, do NOT display an RSS graphic (📡) above the list of items. RSS Title: none [Update](#)

Currently, there are no News Items.

[Change Position](#) [Move](#) [Preview](#) [Delete](#)

6. The “Add Resource/News Item” link will take you to a page where you will fill in information to upload your file.

*Resource / News Name:

Short Desc:

*Navigation Type: None - Title is Not Linked

-OR-

Internal Web Page

Page Title:

-OR-

Web site Link

Type: Opens in New Browser Window
 Opens in Existing Browser Window

Url:
(don't forget the http://www.)

-OR-

Link to a File

Upload File:
(Your file must be a .htm, .html, .pdf, .doc, .xls, .ppt, .jpg, .gif, .mp3, .mpg, .mpeg, .wmv, .mov, .m3u, .m4a, .swf, .xml, or .png file)

Status: Active Inactive

- Enter the **Resource / News Name**. (ex. Business Services Agenda and Background for 6-2-08)
- Under Navigation Type, click the radio button next to **“Link to a File”**
- Next, click **“Browse”** and find the .pdf that you previously saved file on your computer.
- When you are finished click **“Add.”**