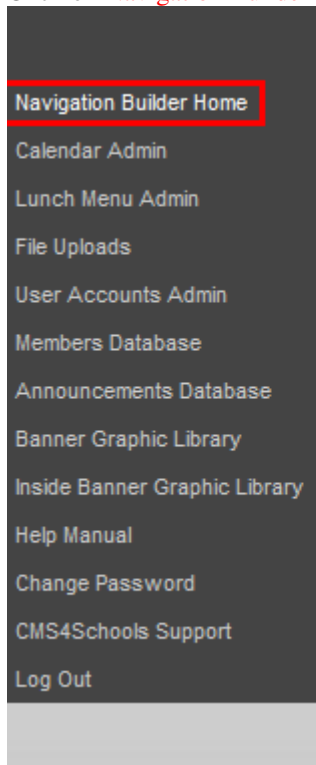


Updating School Newsletters

1. Login at www.wrps.org/admin.
2. Click on **Navigation Builder Home** on the left side navigation bar.



You are currently logged in.

Enhancements

June 2, 2008

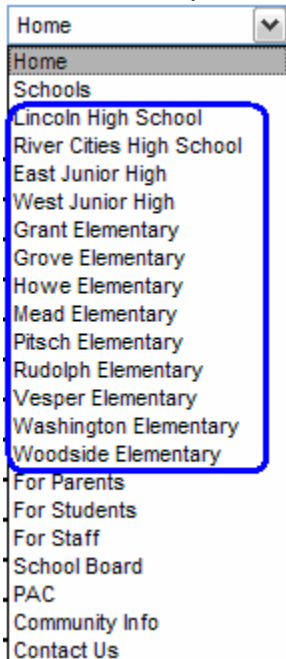
- **Resources/News Tool RSS Feed Titles**
 - There is now an optional RSS Title field the "Page Title". You now have the flexibility to
- **Mini-Calendar No Link Option**
 - There is an additional option to not display

May 27, 2008

- **Support Center Updates**
 - There are a few revisions to the CMS4Schools submitted and the history of the tickets be
 - We encourage the use of the CMS4Schools
 - Emails sent to support@cms4schools.com to use the Web CMS4Schools Support Center
 - The Enhancement Request link still reside consideration in product development.
 - The CMS4Schools Support Team will res;

May 23, 2008

3. Select the [school](#) you wish to add a newsletter to from the top drop down box.



4. After you have selected the appropriate school, you will be brought to a table showing all of the pages available to edit. Find the newsletters page and click “Main Body.”

Lvl	Link Name	Page Type	Page Detail	Update	Delete
1	Schools Home	Link	N/A	Update	Delete
1	LHS Home	Page	Main Body Right	Update	N/A
1	LHS Newsletters	Page	Main Body Right	Update	Delete
1	LHS Student Handbook	Page	Main Body Right	Update	Delete
1	LHS Staff	Page	Main Body Right	Update	Delete
1	Volunteer Program	Page	Main Body Right	Update	Delete
2	Volunteer Opportunities	Page	Main Body Right	Update	Delete
3	Volunteer Sign Up	Page	Main Body Right	Update	Delete
1	Career Connections	Page	Main Body Right	Update	Delete
1	LHS Student Services	Page	Main Body Right	Update	Delete
2	Scholarships	Page	Main Body Right	Update	Delete
2	Student Services Calendar	Link	N/A	Update	Delete
2	Guidance	Link	N/A	Update	Delete

5. You will be brought to a page with all of the existing newsletters in a Resources/News tool. Since this is news, the newest article should appear highest on the list. Find the most recent article, and click the “Insert Before” link.

[Add Resource/News Item](#) [RSS Feed \(learn more\)](#)

Yes, display an RSS graphic (RSS) above the list of items. RSS Title: none [Update](#)

Link Name	News Type	Insert Before	Up	Down	Update / Delete	Preview
Life at Lincoln May 2008	Internal Web Page News Detail	Insert Before		Down	Update Delete	Preview
Life at Lincoln April 2008	Internal Web Page News Detail	Insert Before	Up	Down	Update Delete	Preview
Life at Lincoln March 2008	Internal Web Page News Detail	Insert Before	Up	Down	Update Delete	Preview
February Update 2008	Internal Web Page News Detail	Insert Before	Up	Down	Update Delete	Preview
Life at Lincoln February 2008	Internal Web Page News Detail	Insert Before	Up	Down	Update Delete	Preview
Life at Lincoln January 2008	Internal Web Page News Detail	Insert Before	Up	Down	Update Delete	Preview
Life at Lincoln December 2007	Internal Web Page	Insert Before	Up	Down	Update	Preview

6. A page like this will appear where you can add your newsletter:

* indicates a required field.

***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)

- Type in the name of your newsletter in the [Resource/News Name](#) field. Ex. Life at Lincoln July 2008.
- If needed, type in a short description of the newsletter in the [Short Desc.](#) Field. This could be used to describe the content of your newsletter.
- The Navigation Type should be set to [Internal Web Page](#). In the page title field copy the Resource/News Name.
- When finished, scroll to the bottom, select [active](#) and click, “Add.”

Status: Active Inactive



- After you have added the newsletter link, you can now add content to your newsletter. You will be brought back to the table of previously added newsletters with your newest one on the top of the table. Click the [News Detail](#) link.

Link Name	News Type	Insert Before	Up	Down	Update / Delete	Preview
TEST	Internal Web Page News Detail	Insert Before		Down	Update Delete	Preview
Life at Lincoln May 2008	Internal Web Page News Detail	Insert Before	Up	Down	Update Delete	Preview
Life at Lincoln April 2008	Internal Web Page News Detail	Insert Before	Up	Down	Update Delete	Preview
Life at Lincoln March 2008	Internal Web Page News Detail	Insert Before	Up	Down	Update Delete	Preview

- You can now start to add content to your newsletter. You will be prompted on where to enter the text. If you are updating a newsletter, you can add the text above or below the existing text. If it is a new article, add the text to [the top of the page](#).

TEST

[< Back to Page](#)

Add text after

- You will get a text/graphic editor to type your newsletter into. Once you finish with you news article scroll to the bottom of the page and click, “Submit.”