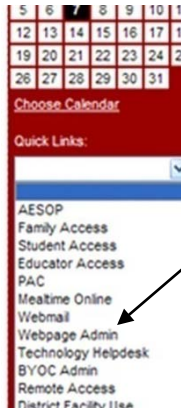


Getting Started

Faculty Webpage Instructions

Logging In

1. Click the "Quick Links" drop down on the right sidebar of the district home page. Select Webpage Admin.

A screenshot of a login form. It contains a 'Password:' field with a masked password, a 'Confirm Password:' field with a masked password, and two buttons: 'Update' and 'Reset'. The 'Update' button is circled in red.

2. Enter your login information (this should be the same username as logging into Active Directory). A first time password will be provided for you; **CHANGE IT WHEN YOU FIRST LOGIN.** You can do this by clicking on Edit My Faculty Profile on the left sidebar. Be sure to click Update to save your new password.

Adding a Narrative to Your Homepage

1. Click the "My Navigation Builder Home" link on the left sidebar.

A screenshot of the 'Navigation Builder' interface. At the top is a navigation bar with links: Home, Schools, For Parents, For Students, For Staff, School Board, PAC, and a partially visible 'C'. Below the navigation bar is a sidebar on the left with the following items: Logged in as, Log Out, My Home Page, Faculty Admin Home, Edit My Faculty Profile, My Navigation Builder Home (circled in red), My Calendar Admin, and My File Uploads. The main content area is titled 'Navigation Builder' and contains an 'Add Page' link. Below this is a table with the following data:

Lvl	Link Name	Page Type	Page Detail
1	My Home Page	Page	Main Body Right

2. You will be brought to a page where all of your pages are in a table. From here you can add content or adjust settings for each page.

Navigation Builder

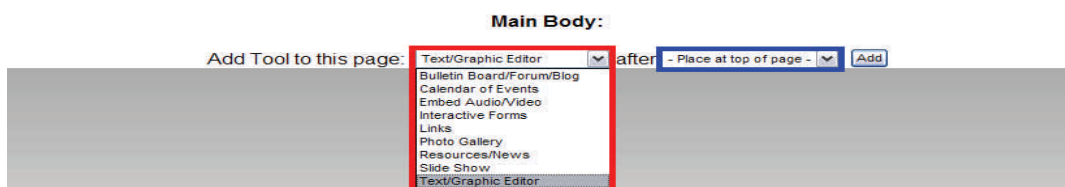
[Add Page](#)

Lvl	Link Name	Page Type	Page Detail	Update	Delete	Preview
1	My Home Page	Page	Main Body Right	Update	N/A	Preview
1	test	Page	Main Body Right	Update	Delete	Preview

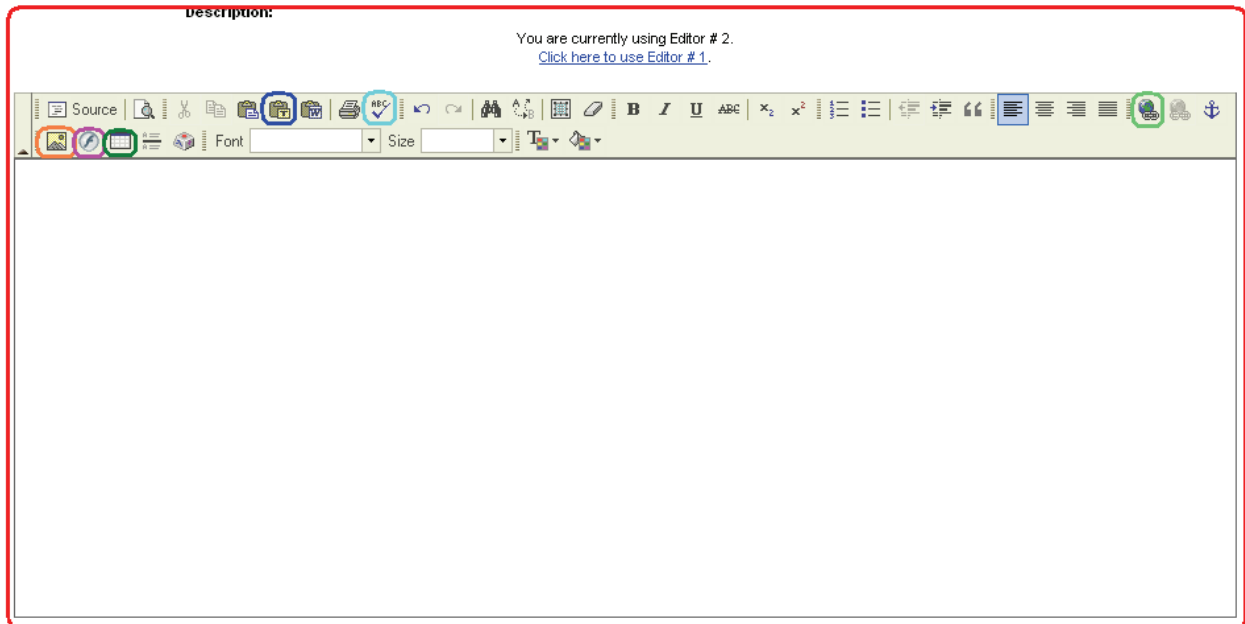
- a. **Lvl:** Shows the level for each page.
 - b. **Link Name:** This is the name of your page as it appears in the left sidebar. A light grey name indicates that the page is inactive.
 - c. **Page Type:** Displays whether the page is an internal webpage or a webpage link.
 - d. **Page Detail:** This column allows you to select which part of your page you wish to edit.
 - I. **“Main Body”** Allows you to add tools and edit information on the main body of your page.
 - II. **“Right”** Allows you to edit and add select tools to the right sidebar of your page. **NOTE:** If you do not have anything on the right sidebar of your page, it will not appear.
 - e. **Update:** This column allows you to change the title of your page, the status of your page (active or inactive), the order your page appears in the links on the left side, and the level of your page. *More information about these features is found in the “Adding Pages” section.*
 - f. **Delete:** This column allows you to delete unwanted pages. To delete a page, you must first delete all content and tools used on the page.
 - g. **Preview:** This column allows you to select a page and preview it as it would look to someone visiting your webpage.
3. To add information to a page, find the page you want in the table and select either **“Main Body”** or **“Right”**.

Lvl	Link Name	Page Type	Page Detail	Update	Delete	Preview
1	My Home Page	Page	Main Body Right	Update	N/A	Preview

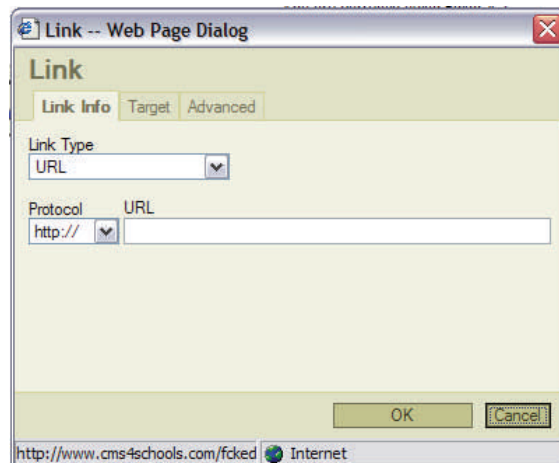
4. Choose the appropriate tool from the drop down box. In this case the tool you will want to use is the Text/Graphic Editor.



The Text/Graphic Editor tool provides you with the ability to add text and graphics to the page. The most commonly used areas within the “Text/Graphic Editor” are outlined.



1. **Description:** In this area, you can type text, add pictures, add tables, etc. This simulates a Microsoft Word environment for text editing. If you want to add just plain text, type what you want in the box.
2. **Insert/Edit Link:** You can use this tool to add a hyperlink to a word or words. For example, you could type Math Facts Practice and then link it to Home Connect. First, highlight the word or words you want to be links and click the hyperlink button. A dialog box will appear.



3. Enter the URL in the URL field. Then click “OK.” Now when someone clicks on the words, Math Facts Practice, they will be taken directly to the Home Connect website.

4. To insert a picture, use the Graphic Upload below the Text/Graphic Editor. Browse for your picture and it will be placed depending on where you set the location. The Image Width is used to make your picture bigger or smaller.

Graphic Upload:
(Your photo must be a .jpg or .gif file)

Placement

Justification: <input checked="" type="radio"/> Left <input type="radio"/> Right <input type="radio"/> Above <input type="radio"/> Below	Alignment: Center <input type="button" value="v"/> Center <input type="button" value="v"/>
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Image Width: <input type="radio"/> 100 pixels <input type="radio"/> 200 pixels <input checked="" type="radio"/> 300 pixels <input type="radio"/> 400 pixels <input type="radio"/> 500 pixels <input type="radio"/> Custom Width: <input type="text"/> pixels

If your photo is wider than the width that you select above, it will be resized accordingly.

Alt Text:
(displayed when users put their mouse on the image)

Caption:
(displayed under the image)

Link Graphic To:
(don't forget the http://)

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

There are several options—you may insert text when a user hovers over the graphic, display a caption under your graphic, or link your graphic to a website.

Be sure to click Update to save your progress in the Text/Graphic Editor.

Adding Pages to Your Website

1. On the left sidebar, there will be a link titled "My Navigation Builder Home". Click on this link.

Lvl	Link Name	Page Type	Page Detail
1	My Home Page	Page	Main Body Right

2. You will see a table of all the pages on your faculty website. To add a page click "Add Page" on the top of the table. This will bring up the Add Page utility.
3. First you must add a **Navigation Link Name**. This is the name that will appear on the left sidebar once you have added the page.

4. Now you must choose a Page Navigation Type.
 - A. **Internal Web Page:** This option will be used for most of your links. By selecting this option, you are dictating that this link will be for a new page within your website.

- i. **Physical File Name:** This is the file name that will be used for this page. Each page must have a unique physical file name. If you choose a name that already exists for another page, a warning message will appear. This file name cannot have any spaces, just letters, numerals and underscores. An example of a physical file name is <http://www.wrps.org/schoolboard/>. "Schoolboard" is the physical file name. When naming files, use no spaces, all lower case letters, and short descriptive names. For example, "My Homework Assignments" could be abbreviated, "hmk."
 - ii. **Page Title:** This is an optional field. The text that you enter into this box will appear in the title area at the top of the page you are creating. It is recommended that you include a title for each page. If a title is included, please choose the Centered option.
- B. **Web Site Link:** This option will be used for linking to a specific website address. This could link to a web address on an external website outside www.wrps.org OR it could link to a file/page within your website. If you have a .pdf file to use and you want a link on the left side, this is how you would display it.

*Navigation Type: Internal Web Page

-OR-

Web site Link

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

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

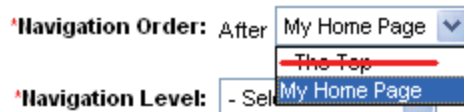
- i. **Type:** Decide whether this link will open a new window when you click on it or the current window you are looking at. **Preference:** If you are linking to a site away from www.wrps.org (ex. www.cnn.com) set the site to open in a new window. If you are linking to a .pdf or another type of file, or page within www.wrps.org, open it in the current window. **NOTE:** This doesn't have to be a page on a different website. For example, if there is a very important school board meeting on the main portion of www.wrps.org and you want that meeting linked from your page, type in the URL of that meeting.
- ii. **URL:** Type in the full Web address of the desired destination. Be sure to include the "http://". To save time, go to the desired link in another browser window, copy the address from the address bar and paste it in the URL field. If you are linking to a file you have uploaded, copy the URL and paste it here.

5. Choose the Navigation Link Status. This will allow you to temporarily make a page inactive. When inactive, the page will still exist but it will not be part of the navigation links on the left side, but can be accessed via URL. This will default to “active” for all new pages.

Navigation Link Status: Active Inactive

NOTE: If you set the page to inactive you can always activate it later by clicking “update” in the table on the “Navigation Builder Home” page. Inactive pages are nice because you can update them and get them perfect, preview them, and once you are satisfied you can activate them so viewers can view them. With inactive pages you can distribute the URL to select people and they can view the page before it is activated.

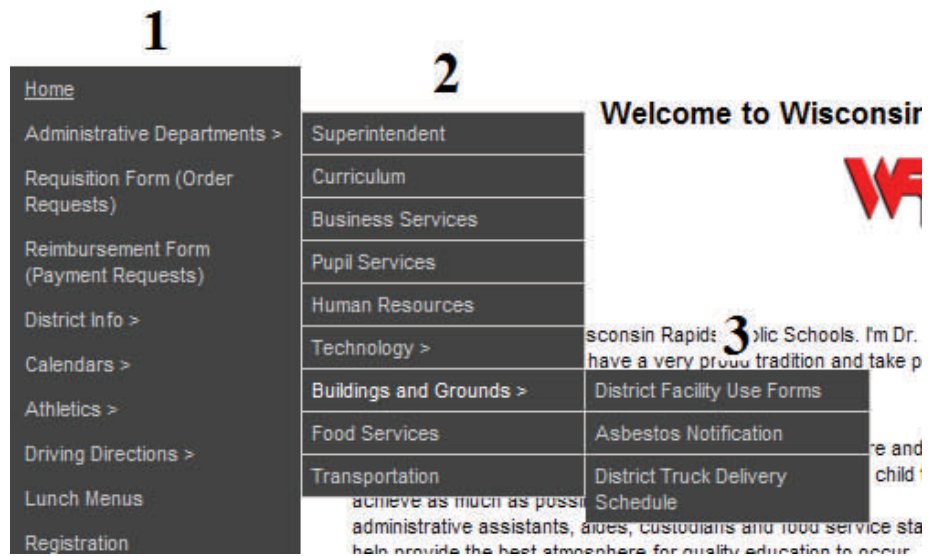
6. Dictate the Navigation Order. Use this drop down to select where in the left sidebar your link/new page will appear. **NEVER SELECT “THE TOP”** Because this will make your created page your new homepage!!!



7. Finally, select the desired Navigation Level.

- a. Level 1 links are the main links on the left side.
- b. Level 2 and 3 links are the lower level links that users can get to by selecting on a higher level link.

Navigation Levels



c. On the Navigation Builder Home table, lower level links are indented to make it easier to read. Also, the level is listed in the far left column.

Employment >	2	Previous Homepage Articles	Page	Main Body Right	Update	Delete	Preview
Family Access Information	1	Administrative Departments	Page	Main Body Right	Update	Delete	Preview
School Board	2	Buildings and Grounds	Page	Main Body Right	Update	Delete	Preview
Site Map	3	District Facility Use-Online	Link	N/A	Update	Delete	Preview
Volunteer Program	3	District Facility Use Forms	Page	Main Body Right	Update	Delete	Preview
	3	Asbestos Notification	Page	Main Body Right	Update	Delete	Preview
	3	District Truck Delivery Schedule	Page	Main Body Right	Update	Delete	Preview

8. Add a Text/Graphic Editor tool to your new page to continue adding content.

Remember to click on Log Out on the left sidebar when you are finished working on your webpage.

For full instructions and an explanation of the advanced tools, please go to <http://media.wrps.org/Training/faculty.html>