TABLE OF CONTENTS

School Websites: for information on Homepage Editing, see the "Homepage Slider" and "Newsfeed" tutorials.

LOGGING IN
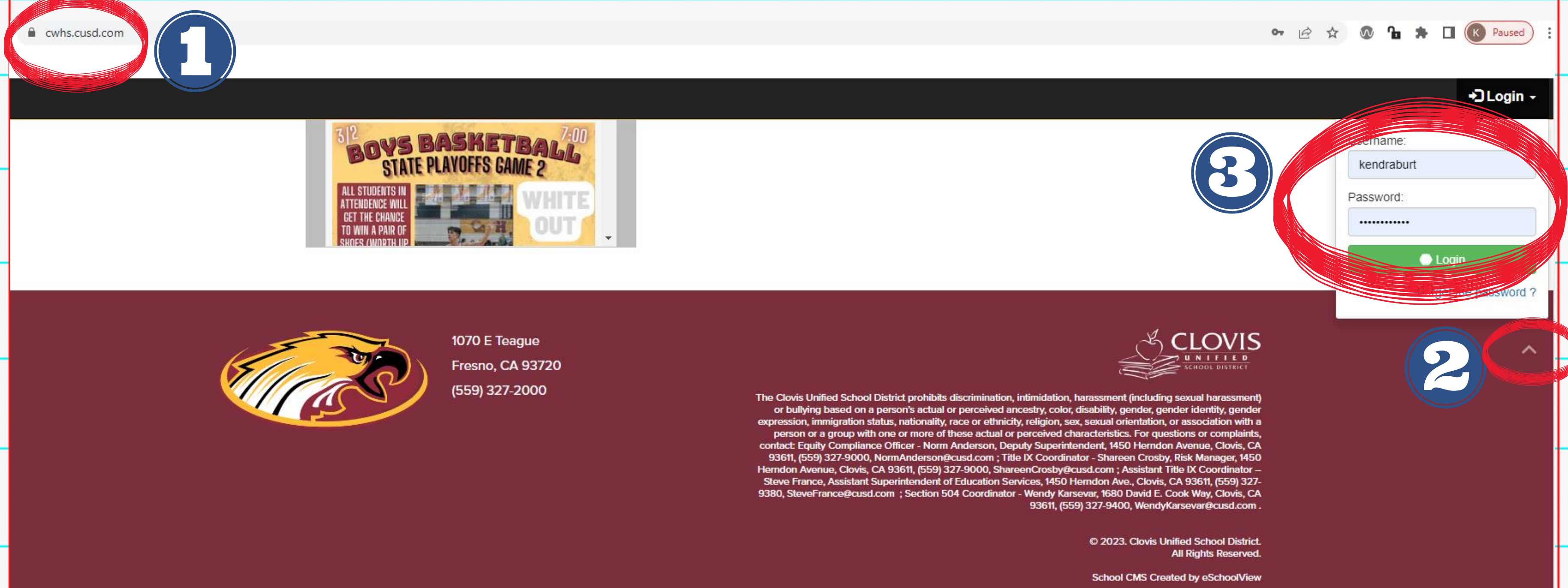
- Go to your website. Be sure to type **https://** (*the S is important!*)
- Find the Footer at the bottom of the page. Click on the arrow to access the Login bar. ***If working on a laptop, you may need to zoom out the browser window to 80% to click on the arrow properly.***
  - Schools: login on any of your pages
  - cusd.com: login on YOUR department's pages.
- Use your district credentials to login. Login can take up to a minute to process.
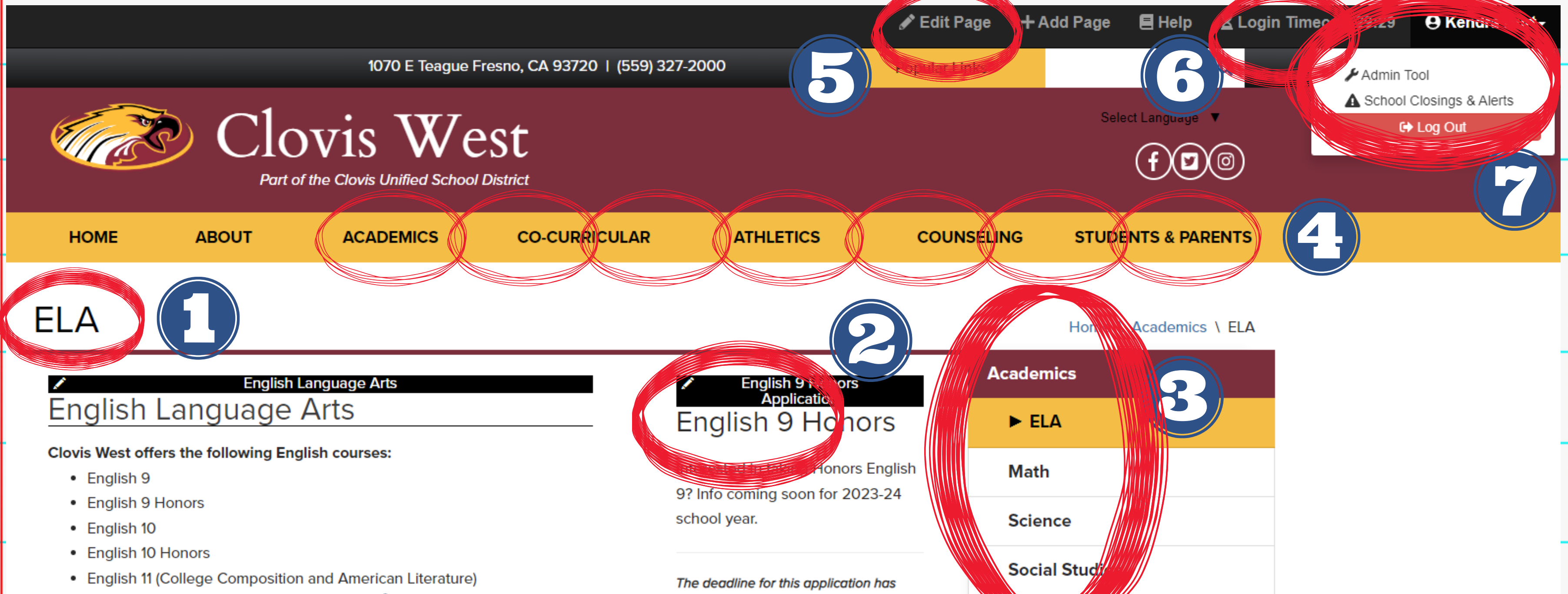
- Page Title: the topic of the page and what it's about.
- Page Component: the pieces that make up a page (Text, Photos, Links, Downloads, etc.)
- Dynamic Navigation: sidebar menu. Updates to reflect the sub-pages in each site section.
- Mega Menu: static menu for navigating your entire site. Always available at the top of the page.
- Edit Page: access the back-end editing options for the page you're on.
- Login Timeout: after 30 minutes of inactivity, the system logs you out for site security.
- Admin Options: access the main menu of admin site options, or log out.
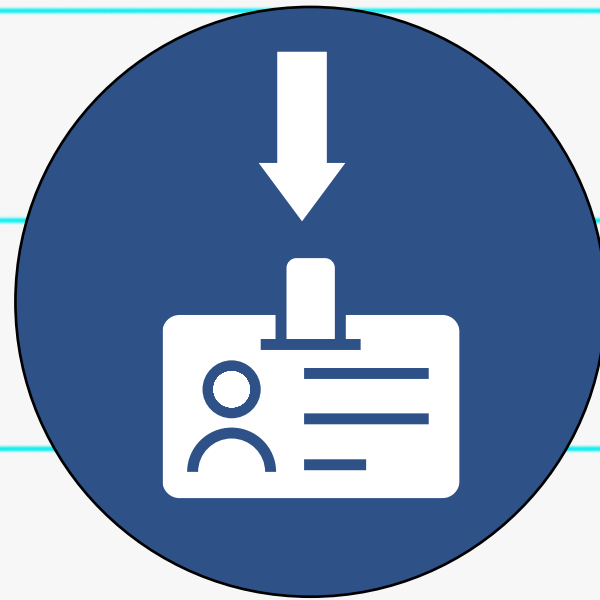
WHAT ARE COMPONENTS?
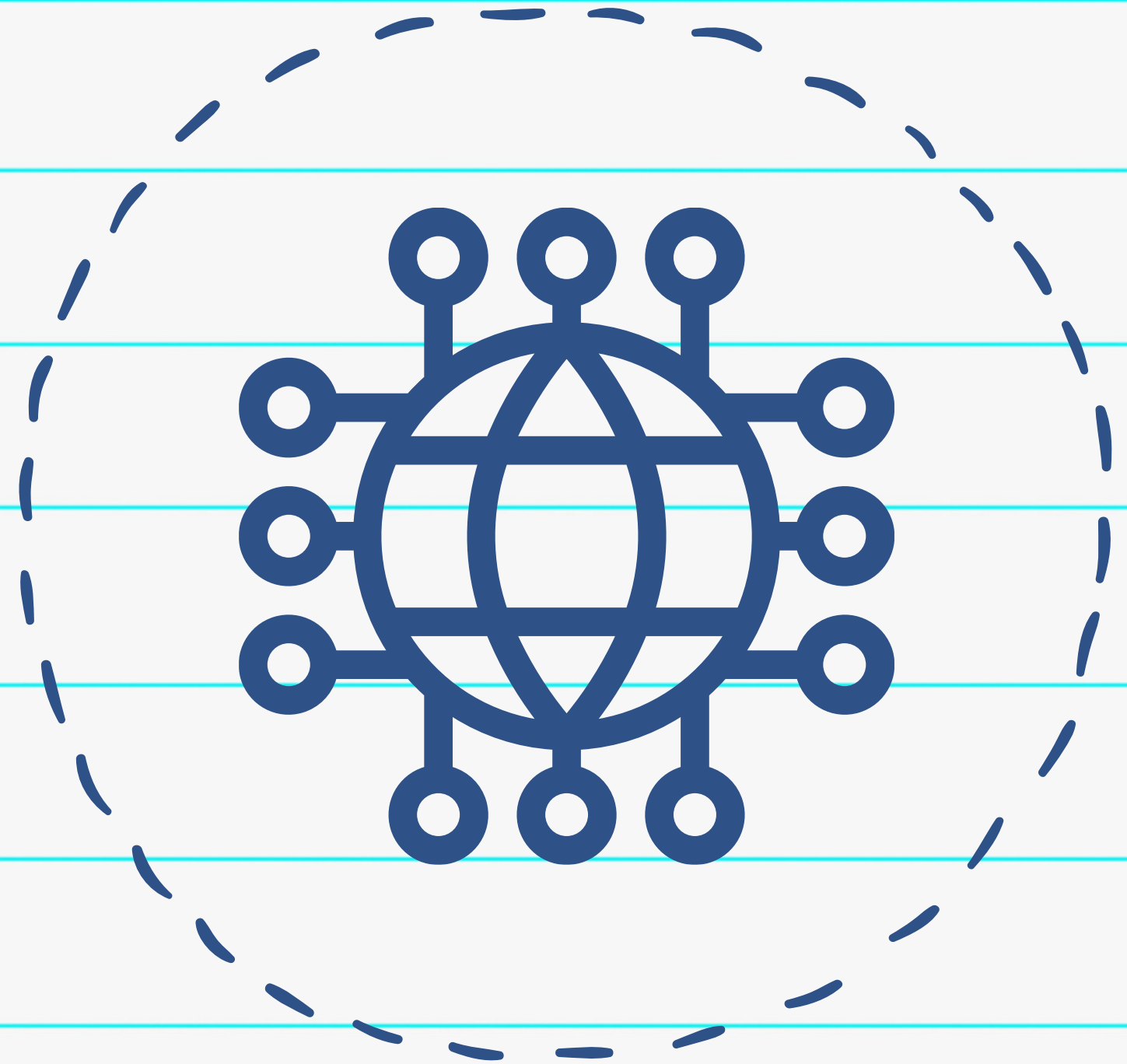
Components are the pieces that make up the design of the webpage
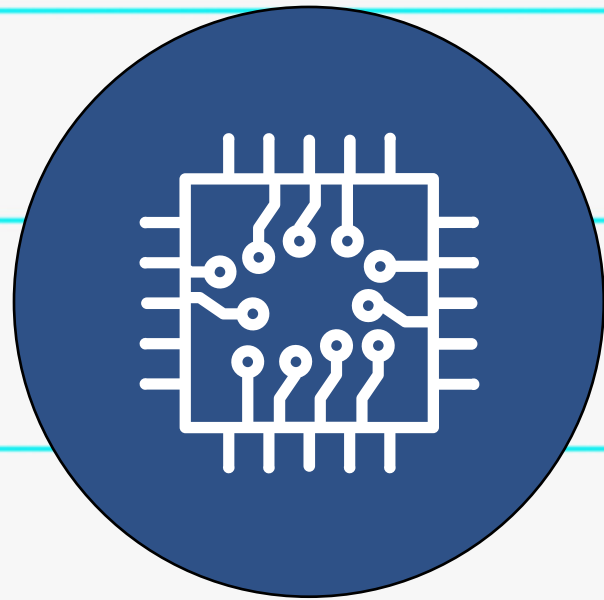
TYPES

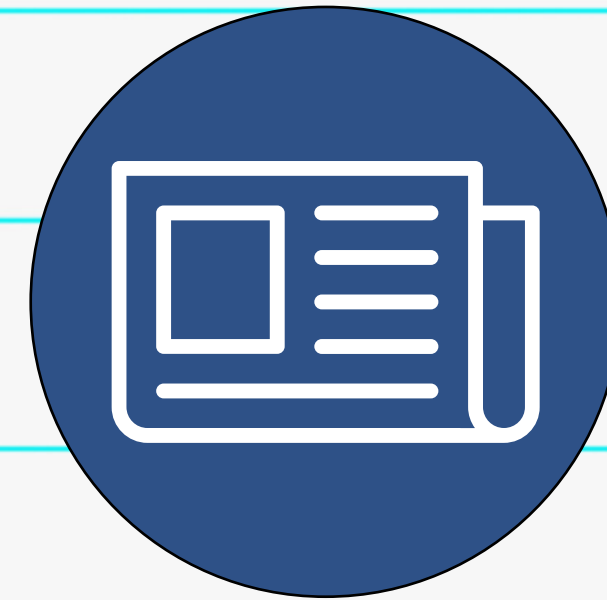**Most common:** Text Window, Downloads, Links, Photo Galleries

Internal Name

Use to label your components so you can easily identify them in a list. **Only the editor can see these labels.**

Component Title

Acts as a sub-header on the page ("title" for each component).

Editing a Page

- To edit the whole page, click "Edit Page"
- To edit a single component, click on the pencil icon in the black Component bar.

Edit 'Clovis West Counseling Center'

Q View **⊗ Delete** **Copy** **⊕ Window** **WAVE** **Audit**

General Settings | Window #1 Content | Move Content | Move Page

⊗ Delete Window

Window ① Content

① ⊕ Add Page Component

② Text Window **T** | Clovis West Counseling Center ☐ Cannot be deleted

③ 100% ▾

④ **✏ Edit** **✖ Delete**

- Create a new Component.
- Internal name for your components.
- The percentage of the width of the page that component takes up.
- Edit or delete your component.

Add Page Component

Type: ①

Text Window ⌄

Internal Name: ②

Component Title: ③

✓ Add Component ④   ⊘ Cancel

- Choose the type of component you want to create.
- Add an internal name for your component (optional - helps editor keep track of components in list).
- Add a title for your component (this appears as a sub-header on the webpage).
- Click "Add Component". This will create the component and add it to the bottom of your list.
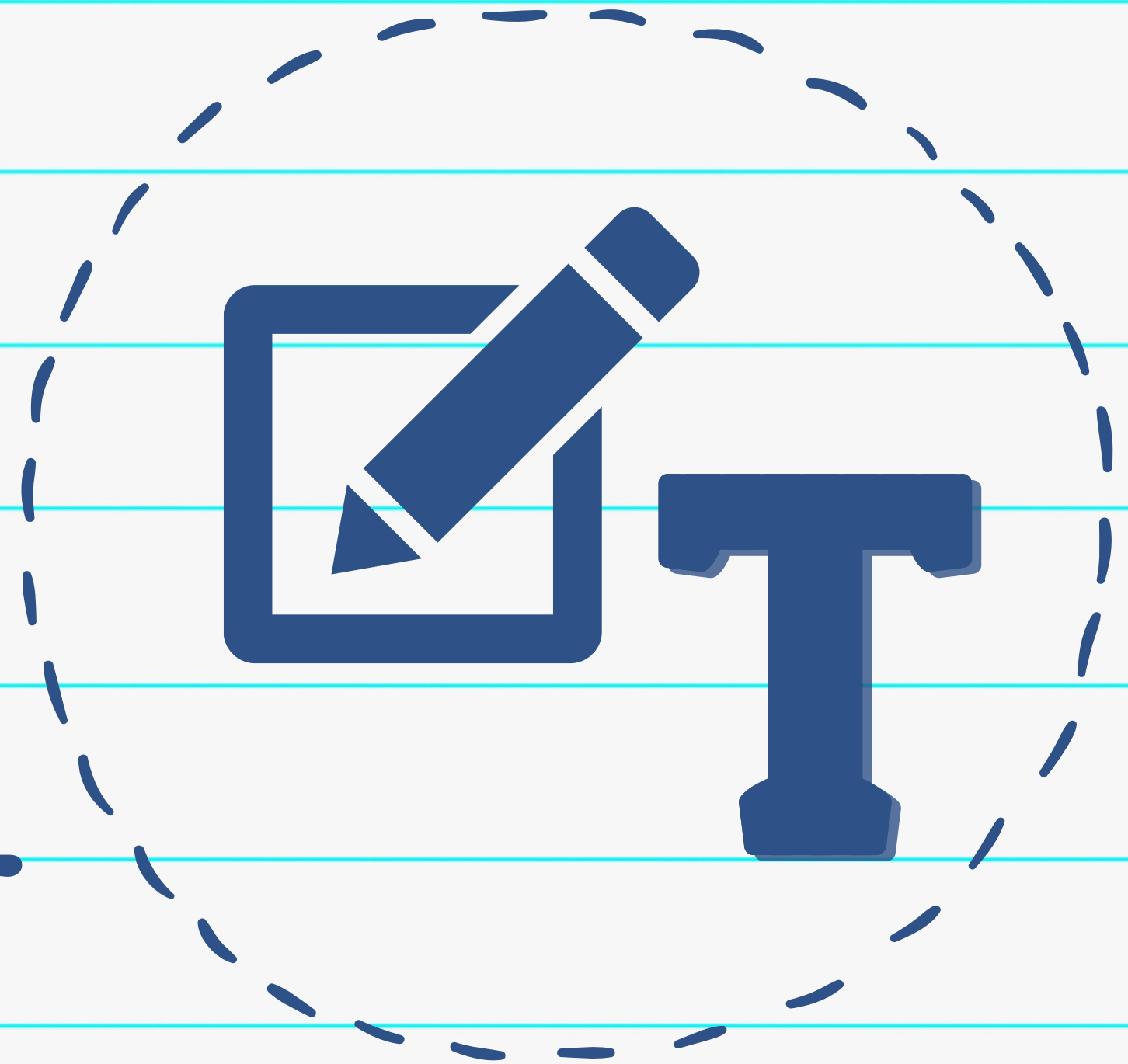
Window 1 Content

⊕ Add Page Component

Text Window	Clovis West Counseling Center 🖫	100% ∨ 🖫		✏ Edit
	☐ Cannot be deleted			✖ Delete
T				

①

| Text Window | Maternity Leave Blurb 🖫 | 100% ∨ 🖫 | ↕ **②** | ✏ Edit |
| | ☐ Cannot be deleted | | | ✖ Delete |

Text Window	Course Change Requests 🖫	100% ∨ 🖫		✏ Edit
	☐ Cannot be deleted		**③**	✖ Delete
T				

- Components display top-to-bottom according to the order of components in the list.
- To rearrange components, simply click and drag the component up or down. It will auto-save.
- Decide on the width of the component. 100% is full-width. Components less than 100% will layout left-to-right on the webpage. Most common layouts:
    - 75% + 25% -- 3/4 width next to 1/4 width | 50% + 50% -- 2 equal columns | 33% + 33% + 33% -- 3 equal columns

Editing a Text Component

Component Title

English Language Arts **①**

💾 Save Component Title

☑ Show Public Title as a bar

Edit Text Window Content

Page will auto-save at **4:39:09 PM ET**

TW Title: English Language Arts **②**

Text:

B *i* U A: ≡ ≡ ⌸ ¶: 🔗 🖼 📄 +: ↶ ↷ ⤢ ⋮

③ Clovis West offers the following English courses:
 • English 9

• Component Title: this WILL display on the page. Be sure to "Save" once you finish editing this.
   • "Show Public Title as a bar" adds an underline underneath your title/header.
• Text Window Title: make this the same as the Component Title.
• Type your text here. Options are similar to Word. Buttons with 3 dots open up with more options.

Text window Component Tips

- Create a hierarchy on your webpage:
  - Page Title (auto-generated at the top of the page - to change, talk to Kendra Burt
  - Section I (Component Header with Underline)
    - Section I a: Component Header w/out underline (implies this section is still related to Section I
    - Section I b: Component with NO Header/Title (implies this information has to do with whichever title it is under)
  - Section II, Section III, etc.
- Refer to the "Adding Images" Tutorial or "Text Window Components" Tutorial for more details beyond the basics.

Editing a Downloads Component

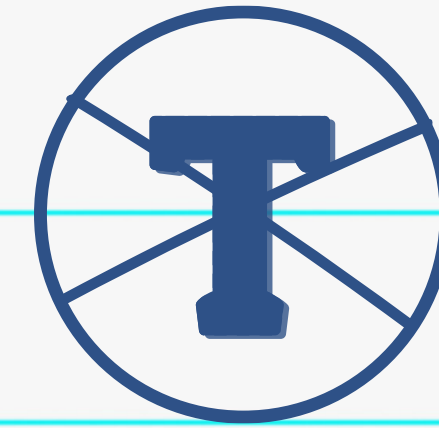# DOWNLOADS COMPONENT TIPS

1

Use for all PDFs and Word documents.

(only use Word when necessary)

2

Create an RTF for ALL PDF files you upload to ensure you stay ADA-compliant.

3

DO NOT place your PDFs inside a Text Window component!

Manage Existing Downloads

1 (⊕) Add A New Download

2 (☁) Bulk Upload (?)

Order By: Please Select ⌄ (↓↑ Sort)

☐ Select All   (⊗) Delete Selected

3

☐ Food Vendor Agreement (District Food Vending Agreement - Fillable...)   ↕ item details   (⊗) Delete

☐ Food Vendor Agreement (.rtf) (aee651c0_RTF.rtf)   item details   (⊗) Delete

- Click here to upload the PDF you want to add to your site.
- Or, if you have multiple PDF files, you can Bulk Upload them.
  - This WILL NOT create the RTF file - you will need to go back to each PDF and manually choose to add an RTF.
- Your list of downloads. They can be rearranged to a new order by clicking and dragging.
  - MAKE SURE the RTF stays JUST BELOW its PDF. Otherwise the formatting on the webpage will look off.

- Write the name you want displayed for your PDF.
- **OPTIONAL**: if you want the PDF to appear or disappear on certain dates, add those here.
- Choose the file you want to upload. **IT MUST BE A PDF. No periods in the file name.**
- Keep this box checkmarked to automatically create an RTF file of your PDF.
- Click Save, or Save And New if uploading more files.

Add A New Download

1 Download Title:

Short Description:

250 character limit
??? characters left.

2 Date Visible: mm/dd/yyyy

Date Expires: mm/dd/yyyy

Existing File:

3 File: [Choose File] No file chosen

Image Resize Width (px):

☐ Resize image
NOTE: This only applies to newly upload

Icon: [Choose File] No file chosen

☐ Use icon as download link

Required Photo ALT text: If you're using an icon image, this is Required

4 ☑ If you are uploading a PDF, would you like the system to create a Rich Text Format file?

5 [Save] [Save and New] [Cancel]

See "Adding a PDF or Download" Tutorial for more information on using these options. For now, leave them

① Delete Selected

Food Vendor Agreement (District Food Vending Agreement - Fillable...)

② ⚡ Create RTF Version

💾 Save | **➕ Save and New** | **✖ Cancel**

☐ Select All | **✖ Delete Selected**

☐ Food Vendor Agreement (.rtf) (aee6?1c0_RTF.rtf) **③** | item details | ✖ Delete

☐ Food Vendor Agreement (District Food Vending Agreement - Fillable...) | item details | ✖ Delete

If you forget to create an RTF , OR if you bulk upload files and need to create the RTFs:

- Click the title of the PDF in the list.
- Scroll down to the "Create RTF Version" button. Click on it to create your RTF.
  - *Depending on the PDF file size, this can take a little time.*
  - *Any other changes made to the Download will not save after clicking the RTF button, so save your work!*
- Your RTF will appear at the top of the list. MAKE SURE to click and drag it below its PDF version.

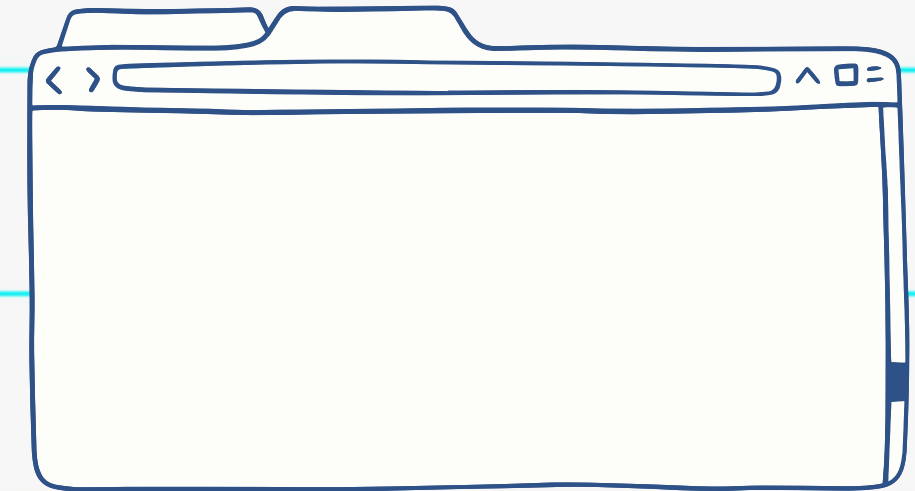Editing a Links Component

Links component tips

1

Add a list of links to a page.

Can also hyperlink in a Text Window.

2

MENU

Use images as buttons to create a stylized menu and link to other pages.

3

Be sure ALL external links are set to "Display Link in New Window/Tab".

Manage Existing Links

Display Options ❯

1

⊕ Add A New Link

Order By: Please Select ⌄ ↓↑ Sort

☐ Select All ⊗ Delete Selected

2 ☐ Virtual Club Rush (https://sites.google.com/clovisusd.k12.ca....) **3** ↕ item details ⊗ Delete

- Click here to Add a New Link to the list.
- Click on the link title to edit.
- Click and drag the links in the list to reorder them.

- Write the name you want displayed for your link.
- Add the URL.
- If the link is external (i.e. CUSD.com to Google Drive), check this box.
  - this helps site visitors not lose their place on your site by navigating away).
- If you want the link to appear or disappear on a certain date, add those here.
- Click Save, or Save And New if uploading more files.

Edit 'Virtual Club Rush'

① Link Title: Virtual Club Rush

② Link URL: https://sites.google.com/clovisusd.k12.ca.us/cwhsclubrush/home

Short Description:

250 character limit

??? characters left.

③ do not use

☑ Display Link In New Window

④ Date Visible: mm/dd/yyyy

Date Expires: mm/dd/yyyy

☑ Resize Image
NOTE: This only applies to n

See "Adding a PDF or Download" Tutorial for more information on using these options. (the steps are the same) For now, leave
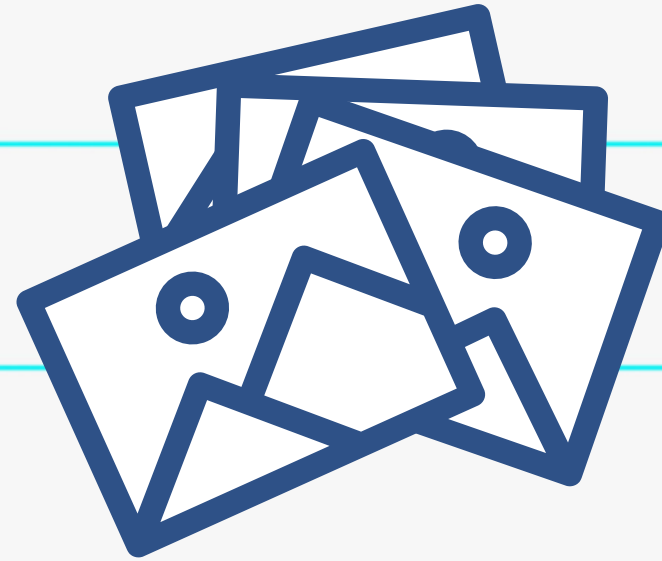
Max Image Width: 50

Upload Image: Choose File No file c

Required Photo ALT text: If you're using an image, this is Required

⑤ 💾 Save   ✚ Save & New   ✖ Cancel

Editing a Photo Component

Photo component tips

1

Single Images:

Embed image in a Text Window Component (NOT in the text box!)

2

Multiple Images:

Upload images into Text Window Component text box.

3

Photo Gallery

Multiple photos in a "slideshow" format.

Single Photo

The Clovis West High School Counseling Center provides academic, college, career, personal and social guidance to all students. Throughout the academic year, we provide activities in group and one-on-one settings to engage students within their personal success path. We believe at Clovis West that a student's success comes from preparation, goal setting and personal growth in *mind, body and spirit*.

Counseling Center Hours: Monday-Friday 8:00am-4:00pm

- **Embed your image in a Text Window Component.**
  - Does not take up space on the website server.
  - Image can appear with text.
    - Text will wrap next to and/or under the image. The image will NOT appear under the text!
  - Image can appear on its own (no text).
    - Leave the text box blank and only use the "Embed Image" options.

Edit Text Window Content

Page will auto-save at **8:09:15 PM ET**

TW Title:

Text:

B   *i*   U   A: ☰   ☰   ☰   ¶:   🔗   🖼   📄   +:   ↶   ↷   ⛶   ⋮

Math Team

The acclaimed Clovis West Math Team! Sweepstakes winners at the Fresno State Math competition.

The following co-curricular programs are advised by Clovis West Math teachers:

- Science Olympiad (Darren Kubose)
- Math Team (Ara Kuyumjian and Denise DenHartog)

Characters : 262

1

Embedded Image   ❯

Text Window Options   ❯

- Click here to access the Embedded Image Options.

Embedded Image

Photo Resize Width: `200`

☑ **Resize Uploaded Photo**

Embedded Image: 2018761115011976_image.jpg

image

[Choose File] No file chosen

Image Position: `Right Align`

Required Image Alternative Text: `Math Team`

Text Window Op...

[💾 Save] [⊘ Cancel]

2. Adjust the size of the photo:
   a. >150px - small icon
   b. 200px - medium
   c. 400px - half the component
   d. 800px - full component
   references on next pages

3. Leave "resize" as-is.

4. Choose your image file. *No periods in the file name.*

5. Choose the image alignment (in relation to the text in the component.

6. Add alternative text (for accessibility). *See ADA Compliance tutorial for more details.*

7. Click Save to add the photo.

To change the size of the photo after saving, first change the pixel number, then re-upload the image file.

200 pixels

takes up less than half of the Component width (black bar)

400 pixels

takes up half of the Component width (black bar)

Leadership Camp

800 pixels

takes up the whole Component width (black bar)

Embedded Image

Photo Resize Width:

200

Optional, in Pixels

☑ **Resize Uploaded Photo**

Embedded Image: [...]01876[...]655594_image.JPG

✖ image

①

Choose File   No file chosen

Image Position: Left Align ⌄

Required Image Alternative Text: Academic Decathlon Team

Text Window Options

②   💾 Save   ⊘ Cancel

1. Click here to delete a photo from the Text Window Component.

2. Be sure to save to remove the image!

Multiple Single Photos

- **Place your images in a Text Window Component. (NOT RECOMMENDED UNLESS ABSOLUTELY NECESSARY)**
  - **Does** take up space on the website server.
  - All information lives in one component.

- Click here to add an image to your text window. The photo will add where your cursor is.
  - Drag and drop your image here, or click in the box to navigate to your file.
- Align your photo on the page (left, right, center).
- Delete the image from the page.
- Add a link to the image to turn it into a button.
- Add alternative text to the image. **REQUIRED! THE SYSTEM WILL NOT FORCE YOU TO ADD ALT. TEXT SO REMEMBER TO DO IT YOURSELF!**

Photo Gallery

- Designed for multiple images to display in a slideshow format.
- Can click to enlarge an image.
- Do not take away storage space on the website server.
- Photos **MUST** be in the same orientation (either horizontal or vertical but not a mix of both).

Window 1 Content

⊕ Add Page Component

Add Page Component

Type

①

Photo Gallery ▼

Grid Width:

12 columns (12/12) 100% ▼

Internal Name:

Public Name:

⊕ Add Component   **⊘ Cancel**

- When adding a new component, choose Photo Gallery.

②

Manage Gallery

Component Title

	🖫 Save Component Title

☐ Show Public Title as a bar

Add New Images

③

Step 1: Drop images here or 🔍 Browse

Step 2: Click to upload ⊕ Upload

Gallery Options ❯

Manage Existing Images

Order By: Please Select ⬇ Sort

2. Remember, you only have 30 minutes of "idle" time to work (time spent on a page between saving or navigating to a new page).

It's recommended to only add 10-15 photos at a time to ensure time for adding titles, alternative text and uploading images.

3. Click here to select the images you want to upload.

ALT:*

Title:

Description:

iStock-610041696.jpg

413.28 kB

Delete

4

5

ALT:*

Title:

Description:

iStock-944702082 July 4th.jpg

4.45 MB

Delete

Step 2: Click to upload

Upload

6

4. Add Alternative Text to your image.

5. (Optional) add a title and description to your image. This will add a black box on the photo with the title/description text.

6. Click here to upload the images and create the gallery.

Gallery Options

(1)

Photo Gallery Date Visible:

(2)

Photo Gallery Date Expired:

(3) **Display Mode:**

Fotorama Gallery

☐ Auto Rotate Images

(4) **Slide Timing:**

5 Seconds

(5) ☐ Hide Slideshow Buttons
☑ Display Thumbnails of Slides

(6) **Position of Thumbnails:**

bottom

(7) ☐ Shuffle Slides
☐ Display Full Screen Option

Transition Effect:

Slide

(8)

💾 Save **(9)**

- Once the gallery is created, you can access the Gallery Options.
- (Optional) set dates for the photos to appear/disappear.
- Choose how images should display (examples on next page).
- Select Rotation and Timing options.
- If unchecked, the navigation arrows will display.
- Display thumbnails (*always auto-checked but **NOT RECOMMENDED***).
- Offer full screen, image enlargement options.
- Select image transition options.
- Click Save when finished making changes.

Photo Gallery Options

Fotorama:
- Takes up full component width.
- Cannot change size of photos but can change size of component.
- Title and description will show at the bottom of each photo (if added).
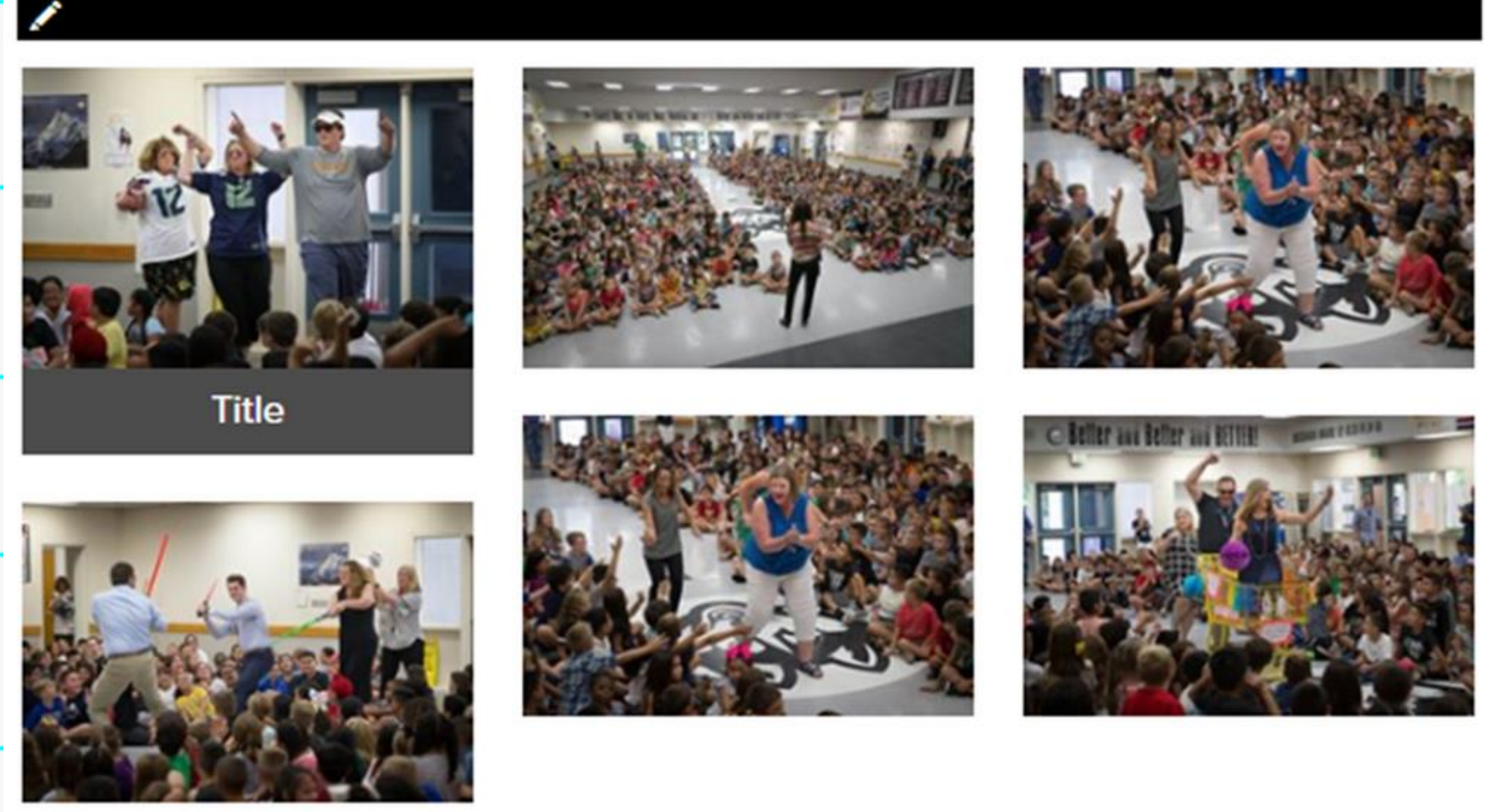
Lightbox Thumbnails:
- Takes up full component width.
- Cannot change size of photos but can change size of component.
- Title and description will show at the bottom of each photo (if added).
- Can click on each image to enlarge.

Adding Another Window

What is Window 2?

- Static column to the right of the page, by the dynamic navigation menu.
  - Can be used for any component, but works best with resources like:
    - Links, Downloads, PDFs, Schedules, Academic Links, etc.
- Remains on the right side for the whole page, so Window 1 content will not be able to fill into that section.

① Edit 'Clovis West Counseling Center'

Q View | ⊗ Delete | 🗐 Copy | ⊕ Window | 🗐 WAVE | 👓 Audit

②

General Settings | Window #1 Content | Move Content | Move Page

⊕ Delete Window

Window 1 Content

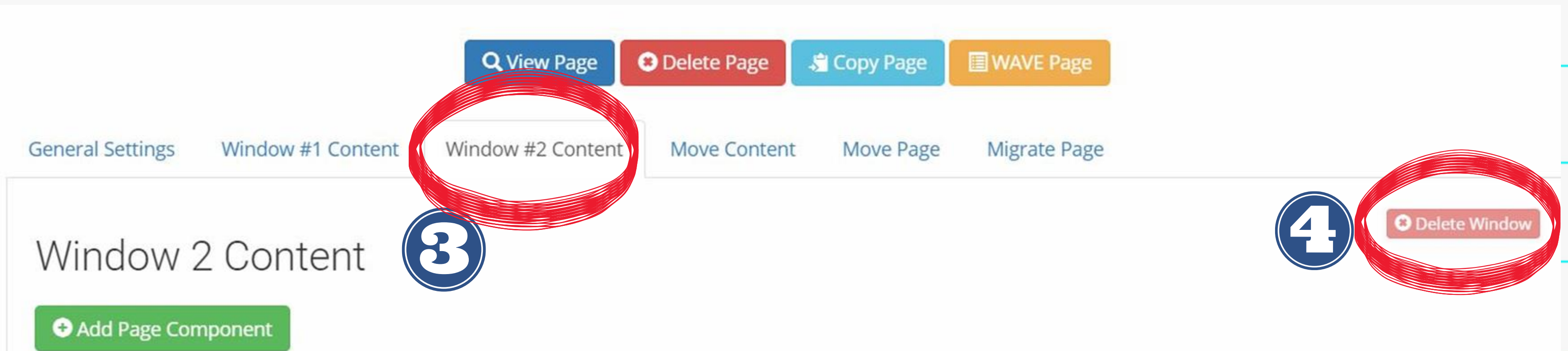⊕ Add Page Component

Text Window	Clovis West Counseling Center 🖫	100% ∨ 🖫	✏ Edit
	☐ Cannot be deleted		✖ Delete
T			

- Edit the page.
- Click "+ Window" to add the second window.

Q View Page   Delete Page   Copy Page   WAVE Page

General Settings   Window #1 Content   Window #2 Content   Move Content   Move Page   Migrate Page

Window 2 Content

③

④   Delete Window

Add Page Component

3. A tab will appear for Window 2. You can add components and edit the window just like you do for Window 1.

4. If you want to delete Window 2, ensure no components are in the window that you want to keep. Then click "Delete Window".

Component Vs Window 2
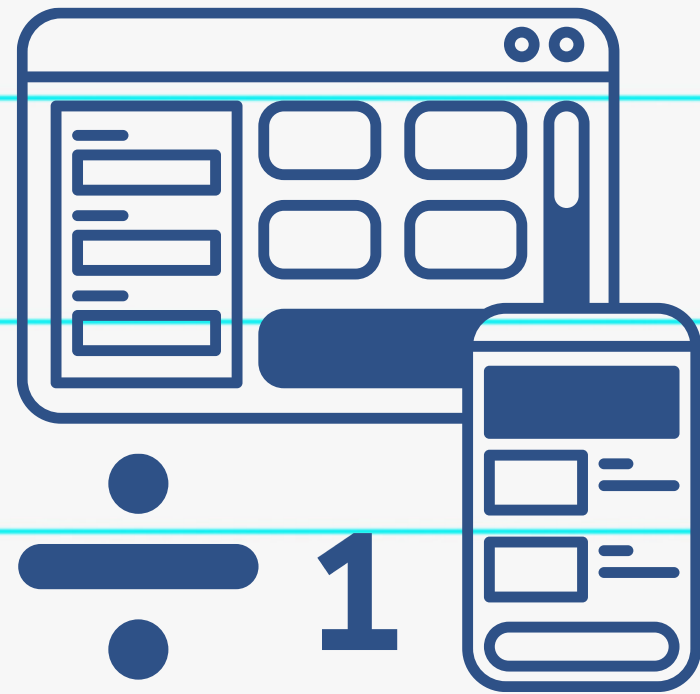
1 A component lets you use the full page, divided into percentages. You are not tied to just two static columns.

2 The width of the webpage is 100% total with just one window; with two windows, it's about a 70-30 split.

3 Components take time to rearrange, reorganize and resize to fit the page well.