

#### New Website User Manual

General Notes	3
How To Login To Your Website And Access Admin Dashboard	4
Adding / Editing Sliders	5
Home Slider	5
School Slider (Same steps for ALL school pages) - Add a Slide	7
School Slider - Delete A Slide	8
Managing and Editing Text (Only if you are adding new text to an existing page)	9
Add Text	9
Edit Existing Text (Much more common)	11
Delete Text	13
Adding PDF and (Single) Images to your Media Library	14
Edit Single Images (Replace Single Image) (Not slider images)	16
Managing Forms	17
How to upload a new form (Example Announcements and Newsletters)	18
Replace an existing form	21
Managing School News, Public Notices and Student Showcase (Posts)	22
Add New Article/Post	22
Saving Your Post (Drafts & Publishing)	25
Adding a photo to a post (new or existing)	26
Adding a link to a post (new or existing)	29
Add a link to a (single) image	31
Edit an existing post	32
Delete an existing post	32
Unpublish a Post	



1

Schedule a post to expire.	33
Managing Staff Members	<b>35</b>
Edit Existing	35
Add New	36
Delete	38
Change PDF link in Main Menu	39
Replace Handbook PDF from school page	44
School Board Agenda / Minutes / Videos	<b>47</b>
How to Archive	47
Add Agenda & Minutes to 'Board Meetings'	50
Add Video link	53
Remove Archive	57
Add or Delete Board Members	<b>59</b>
Add Board Member	59
Delete Board Member	63
Agenda and Minutes from District Committees page	<b>65</b>
Add	65
Remove	67
Archive	69
Add/Remove Scholarships	<b>73</b>
Add	73
Remove	75

# Additional Photo Notes:

For single images: Use size: 1920x1200 as the maximum size and maximum of 72dpi. Images should always be JPEG files and be saved as web optimized.



# **General Notes**

Congratulations on your new website! First, we will inform you about some general notes on how your website is functioning:

- Your website is based on <u>WordPress</u> (this is the underlying CMS [content management system] that is controlling the functionality of your website). Some statistics show that WordPress is powering 25% or more websites on the Internet! So you know you have a solid base for your website.
- You website is not a closed system. It can be extended with additional functionality in the future.

Since we have used WordPress to create your website, you can find a great deal of additional documentation online, but - of course - do not hesitate to contact us at Hill Productions & Media Group, Inc. to help you out with any questions, or if you would like to make additional changes to your website. We would recommend you contact us first if you would like to add new functions to your website or to extend it in any way.



# How To Login To Your Website And Access Admin Dashboard

In order to make any changes to your website, you need to login first.

- 1. Go to http://www.centervilleschools.org/wp-admin
- 2. Enter your username and password

You are now logged out.	
	Lorentee
Username or Email Add	dress
Password	
Remember Me	Log in

- 3. Click on "Login"
- 4. This will bring you to WordPress Dashboard. Now you can make any changes necessary to your website.



# Adding / Editing Sliders

## Home Slider

- 1. Login to your WordPress admin Dashboard
- 2. In the left sidebar, click on "Slider Images"



3. Click on "Homepage Intro Slider"

Dashboard Jetpack	All (1)   Published (1)   Cornerstone content (0)	
🖈 Posts	Bulk Actions   Apply All dates   All SEO Scores	٠
🖬 Website Header	Title	
9) Media	Homepage Intro Slider	
🗟 Slider Images 🛛		
All items	Title	
Add New	Bulk Actions   Apply	
A Forms		



- 4. From here you can:
  - a. Add new images by clicking "Add to gallery"
  - b. Arrange images by drag and drop
  - c. Remove images

Edit Slider Image Add New	
Homepage Intro Slider	
Permaini: http://www.center.hilproductionsandmediagroup.com/silder-imag/homepage-intre-silder/ 501	
Front-end Display	*
Yoast SEO	*
Slider Images	*
Saley *	
Add to gallery Add	Bulk actions

5. Once you are done, click on "Update" in top right corner of the screen



## School Slider (Same steps for ALL school pages) - Add a Slide

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/
- 2. Navigate to Slider Revolution > Slider Revolution.
- 3. Here you will see all the Sliders (Activities & Schools pages)



4. Hover over one of the sliders you want to update, you will see all the photos that are in the slider. If you want to add one, click on the 'Duplicate' button by hovering over one of the photos.



5. Click on the new photo thumbnail and then under 'Main/Background Image' select 'Media Library'



💌 Main Background	🔊 General Settir	• Thumbnail	🖨 Slide Animation
Source Settings	Filters Parallax	Ken Burns	
Main / Background Image	• 💿 🕼 Me	dia Library 🛿 🖉 Objec	t Library
External URL	0		
Transparent	0		

6. Choose the image from your Media Library, or Upload an image from your computer.

Lipload Files	Mr. a Library	
opidad Files		

- 7. Click the blue 'Insert' to add it to your slider.
- 8. You can always move slides around by clicking and dragging the thumbnails.
- 9. Click on 'Save Slider' to Save your slider & navigate to the page that your slider is on to view your changes.



### School Slider - Delete A Slide

- 1. Do the same thing as step 1-4 above.
- 2. Hoover over the slide that you want to be deleted and wait for the drop down menu to drop down.
- 3. Select the 'Delete' option. A pop up box will ask you if you want to delete this slide.





- 4. Select 'Ok' if you want to delete it or 'Cancel' if you don't want to delete it.
- 5. Click on 'Save Slider' to Save your slider & navigate to the page that your slider is on to view your changes.



Managing and Editing Text (Only if you are adding new text to an existing page)

## Add Text

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Navigate to your homepage and then to the page you would like to edit.





Tip: You can simply click on your website name to get to homepage. Since you are



logged in, you will be able to open the page editor from any page.

- 3. Once you get to the page you would like to edit, click on "**Beaver Builder**" at the top of the screen.
- 4. This will open this page in Beaver Builder.
- 5. Once you are in Beaver Builder you will see a '+' button in the top right hand corner.



6. Click the button & another menu will drop down. Select the Text Editor button and drag and drop it on the page where you want it to be. You can always move the box around later by simply dragging and dropping.



7. A Text Editor box will pop up as soon as you drop it onto your page. Here you can add text, add links, add photos, and format the text as desired.



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Formats + 16	px ▼ − <u>A</u> ▼ 🛱 🖉 Ω 🛱	「芋うて	

8. When you are done, remember to select the 'Save' button and your changes will be saved and visible on your page.



9. Once you are done editing, click on "Done" in top right corner of the screen in order to save changes, and "Publish" and your text additions will be saved.



## Edit Existing Text (Much more common)

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Navigate to your homepage and then to the page you would like to edit.



**Tip:** You can simply click on your website name to get to homepage. Since you are logged in, you will be able to open the page editor from any page.



3. Once you get to the page you would like to edit, click on "Beaver Builder" at the top of the screen



- 4. This will open this page in Beaver Builder.
- 5. Hover over the part of the page you would like to edit. Once you see a wrench icon on blue background, click on the wrench to edit that part.

Text Editor		Text Editor General Advanced	
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The <mark>:</mark> responsit	Support Services bility, wellness, and a	Student Support Services (Guidance)         The Student Support Services (SSS) Team mission is to promote a positive experience and beneficial opportunities for students and families. Our vision is for every student to discover responsibility, wellness, and accountability to lead them to a productive lifestyle.         Student Support Services Team:	1
		Ryan Hodges, School Counselor at CHS and Howar Matt Kovacevich, Student Advisor at CHS Marcia Bowen, Student Advisor at CHS and <u>Howar</u> Jason Reed, Student Advisor at <u>Howar</u> Jessie McDanolds, School Nurse at CHS and <u>Howar</u> Tino Terrones, Student Advisor at Lakeview Megan Kirkland, School Counselor at Lakeview and Central Denise Howe, School Nurse at Lakeview, Central, and Preschool	0
		h4 » strong	لنا Canc

- 6. Make changes in "Text Editor" window. Once you are done editing text, click on "Save."
- 7. Once you are done editing on the page, click on "Done" in top right corner of the screen in order to save changes.



8. Then click on 'Publish' and your page will be updated.





### **Delete Text**

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Navigate to your homepage and then to the page you would like to edit.



- **Tip:** You can simply click on your website name to get to homepage. Since you are logged in, you will be able to open the page editor from any page.
  - 3. Once you get to the page you would like to edit, click on "Beaver Builder" at the top of the screen



4. This will open this page in Beaver Builder. Hover over the part of the page you would like to edit. Once you see a wrench icon on blue background, click on the wrench to edit that part.



5. Highlight the text you need to delete and delete it.



Student Support Services (Guidance) The Student Support Services (SSS) Team mission is to promote a positive experied opportunities for students and families. Our vision is for every student to discover wellness, and accountability to lead them to a productive lifestyle. Student Support Services Team: Rvan Hodges. School Counselor at CHS and Howar Matt Kovacevich, Student Advisor at CHS Marcia Bowen, Student Advisor at CHS and Howar Jason Reed, Student Advisor at CHS and Howar Jessie McDanolds, School Nurse at CHS and Howar Tino Terrones, Student Advisor at Lakeview Megan Kirkland, School Counselor at Lakeview and Central Denise Howe, School Nurse at Lakeview, Central, and Preschool Marcia Bowen, Student Advisor at Lakeview, Central, and Preschool

- 6. Once you are done editing text, click on "Save."
- 7. Then click on 'Publish' and your page will be updated.



If you need to delete an entire text box, simply click on the 'x' in the blue box of the Text Editor. The website will ask if you are sure you really want to do this.

# Adding PDF and (Single) Images to your Media Library

11. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin

21. Navigate to the 'Media Library' menu option on the left hand side menu.



Dashboard
Ø Jetpack
🖈 Posts
📷 Website Header
93 Media
Library
Add New

31. Click on it, so it opens more options, here you will see on the right hand side of the screen all of your files. Click on the 'Add New' button at the top of the page.



41. Then you will see where you can drag & drop images and/or PDFs or you can click 'upload' to find the files on your computer.



- 51. For single images: Use size: 1920x1200 as the maximum size and maximum of 72dpi. Images should always be JPEG files and be saved as web optimized.
- 61. Find the files that need to be upload them on your computer and click on the 'Open' button. This will upload your image or document to the website



- 71. Once you upload your image, click on the thumbnail image of it to open it. To remain **ADA compliant**, you have to add the 'alt text' and "description".
  - a. Alt text (alternative text) is a word or phrase that can be inserted as an attribute in an HTML (Hypertext Markup Language) document to tell Web site viewers the nature or contents of an image. The alt text appears in a



blank box that would normally contain the image. For example what is in this section of the webpage? Red apple photo

b. **Alt Description** is what is happening in this image, for example, Little girl eating red apple at lunch.

URL	https://www.center.hillproductionsandme
Title	Slider
Caption	
Alt Text	
Description	

81. Once you click anywhere on the gray part, not on a text box, the website will automatically save your text. Click the 'X' on the upper right hand corner and your image will close.

# Managing Single Images

# Edit Single Images (Replace Single Image) (Not slider images)

Pages such as: Home (the school photo), About Preschool, About Lakeview, About Howar Middle School, About Central Ward School, About CHS)

Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin

1. Navigate to your homepage and then to the page you would like to edit.



**Tip:** You can simply click on your website name to get to homepage. Since you are logged in, you will be able to open the page editor from any page (this will be discussed in next steps of this manual).

2. Once you get to the page you would like to edit, click on "Beaver Builder" at the



top of the screen.

3. This will open this page in Beaver Builder.



4. Hover over the image you would like to edit. Once you see a wrench icon on blue background, click on "Edit single image" to edit that single image.



5. In order to upload new image, you can simply "Replace" the existing image.

Photo		
General Advanced		
Photo Source	Media Librar <b>y \$</b>	
Photo	Full Size - 800 x 533 V C	
Crop	Landscaper 🛊	
Alignment	Center \$	
CAPTION		
Show Caption	On Hover 💙 🗘	
LINK		-
Link Type 👩		Save Cancel
		Canon Canon

- 6. Then upload (from computer) or select an existing image from Media Library. Click on "Save" once you set the image.
- 7. Once you are done editing, click on "Done" in top right corner of the screen in order to save changes, and "Publish" and your photo image change will be saved.





# Managing Forms

In short, in order to publish a new form on your website, you will need to add the new form to the Media Library. It is recommended to use PDF file format. You can do this



by adding to the Media Library first, or as part of this process. Please follow these steps to ad a form:

How to upload a new form (Example Announcements and Newsletters)

Steps below showcase how to add a new Newsletter link in the Newsletter tab on one of the school pages.

(Newsletters are only present for Preschool and Central Ward Announcements button)

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Navigate to the front end of the website and then to the announcements page with that the newsletter needs to go on.



3. Click on "Beaver Builder" button.



4. Click on the wrench to edit.



5. If you want to add headers, text and photos directly to the page here's how to do it:





- a. Click on the 'Plus' symbol in the upper right corner.
- b. A drop down will come down.



c. Here you can add Photo, Text or even Video.





d. Once you click on 'Text Editor' a pop up box will show up. This is putting a text box on your page. No you can add a header, text and a photo.



e. Add a header or title and change the text settings from 'Paragraph' to 'Heading 2.' This sets the font, size and is consistent with the rest of your website.





f. After that, then you can add paragraph text for the actual announcement.



g. If you need to add a photo, you can do so from this box as well. Just select the 'Add Media' button.

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Formats V 16px V - A	• - <u>A</u>		16px		Forma

h. Find your photo in the Media Library or upload a new one



i. Remember to select 'Insert into post.'

Insert into post



j. Now you can adjust the image - and by holding the 'shift' button on your keyboard it will keep the image proportional.



k. Once you have it where you want it - you can now save your text.

#### Announcements: Week of August 27th

Add Announcement text here



I. By saving your text/image your announcement is now on your page. This

will close this box.



m. If you need to move announcements around on the page, you can simply do this by finding this symbol on the text editor box. Simply drag and



drop to where you need them to go.



n. If you are done editing this page, click on the 'Done' button in the upper right hand corner.



o. Then click on 'Publish' and your page has been saved and the public can view it.



- A new window will pop up, and you'll see that each 'Tab' is a section "Announcements and Newsletters Edit Section", choose the section you would like to edit and add a form.
- 7. Next simply click on the 'Add Media' button and your Media Library will load. Choose the form and click 'Insert Into Post'.



8. If you do NOT have the file already in the Media Library, choose, 'Upload Files' and then navigate to the 'Select Files' button to find the file on your computer or drop your file anywhere in the box to upload the file.





9. Click 'Insert Into Post and the pop up window will close.



10. The website will automatically create text with the title of the document or newsletter with a link to the correct file. Next follow the steps to be sure that this will open in a new tab.



11. Click anywhere on the linked text, and a popup menu will come up to edit the link. Click on the pencil icon to edit



12. Then click on the gear icon for more options.



13. Here you can change the link text (you can shorten it, if needed). You will also need to check the 'Open link in a new tab' box.



Or link to existing content



14. This will open a new tab, every time someone reads a newsletter, so they don't navigate away from your website.

Update

This will



- 15. Click the 'Update' button in the lower right hand corner.
- 16. It will now bring you back to the newsletter section of the tab. Click on the 'Save' button and that will close this window.

Save	Cancel

17. This will bring you back to the tab button and click the 'Save' button again and that will close this WM Tab window.

Save	Cancel
Jave	Cancer

18. If you are done editing this page, click on the 'Done' button in the upper right hand corner.



19. Then click on 'Publish' and your page has been saved and the public can view it.



### Replace an existing form

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Navigate to the front end of the website and find the page where you would like to replace the link/form.
- 3. Click on "Beaver Builder" button.





- 4. Hover over the section on the page and click on the wrench to edit.
- 5. Click Media Library (here you will upload the form or choose the new form from the Media Library

	Drop files anywhere to upload
Add Media	or
	Select Files
Upload Files Me. a Library	Maximum upload file size: 64 MB.

- 6. Next Copy the FULL URL for this form and cancel out of this window.
- 7. Click anywhere on the linked text, and a popup menu will come up to edit the link. Click on the pencil icon to edit.

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center.miproductionsandmediagroup.com//Activity-incket-senior-citizen.pdr	1	0

- 8. Paste the full new URL here.
- 9. Here you can change the link text (you can shorten it, if needed). You will also need to check the 'Open link in a new tab' box.

Insert/edi	t link	×
Enter the des	tination URL	
URL	https://www.center.hillproductionsandmediagroup.com/wp-	]
Link Text	Activity Ticket Senior Citizen	
- 🏓	Open link in a new tab	

Or link to existing content

10. This will open a new tab, every time someone reads a newsletter, so they don't navigate away from your website.

This will



- 11. Click the 'Update' button in the lower right hand corner.
- 12. It will now bring you back to the newsletter section of the tab. Click on the 'Save' button and that will close this window.



# Managing School News, Public Notices and Student Showcase (Posts)

### Add New Article/Post

- 1 Login to your admin Dashboard at: <u>http://www.centervilleschools.org/</u>wp-admin
- 2 Hover over Posts and click on Add New



3 Fill in the form



27

Edit Post	Add New
There is an u <u>Begin updati</u>	pdate available for: <u>Beaver Builder</u> . ng.plugin   Dismiss this notice   Other useful plugins »
Demo Po	et 3
Entor subti	to boro
Permalink: htt	ps://www.center.hillproductionsandmediagroup.com/demo-post-3/ Edit
Text Editor	Page Builder
91 Add Media	📥 Add Weather 😂 Add Form
Paragraph Formats 🔻 🖌	▼ B I ⊟ ⊟ 46 世 世 世 27 世 世 (51 ▼ 圖 ○ B ≪ - <u>A</u> ▼ 聞 2 Ω 淳 野 ↑ / ●
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4 Select "News" and choose School News, Public Notice or Student Showcase category in the right sidebar

All Categories	Most Used
V News	Primary
Schoo	I News Make primary
Case st	es
Post ion	1415
Uncatego	prized
Public No	otices
Student S	Showcase

- 5 Next, if you are wanting this article to display on the home page be sure to type in the Tags field: Featured
- 6 Set Featured image in the right sidebar (This will be the image which will display with the article each time.





## Saving Your Post (Drafts & Publishing)

 If you aren't ready to publish your post yet - or you need someone else to approve the post, before it's live on your website it's easy to do - once you are done creating your post and adding images (if needed) simply click on 'Save Draft' instead of 'Publish' on the right side bar.





29

2. Once you hit the 'Publish' button, it will be live on your website for anyone to see. If you see in the list of Posts you can quickly tell which posts are published and which one is the Draft.



3. Sometimes a post is outdated, so it doesn't show up as the most recent post this one was published back in February, but we need people to see it now, so we can click on 'Edit' under the 'publish on' options for the post. We can even schedule the post in the future.

Publish	
Save Draft	Preview
9 Status: Draft Edit	
Visibility: Public Ed	<u>it</u>
m Publish on: Feb 26,	2018 @ 11:06
🗹 Readability: Needs	improvement
$[ \ensuremath{\underline{y}} ]$ SEO: Not available	
Copy to a new draft	
Move to Trash	Publish

4. Choose the date you want and be sure the year is correct and click the 'OK' button. Your post will not publish until the date and time it says on this option.



Wisibility	y: Public Edi	t	
Revision	ns: 3 Browse		
m Publish	on: Feb 26,	2018 @	11:06
02-Feb 🗘	26 , 2018	@ 11	:06
ок			

5. Edit any and all text for the post, as needed, be sure to preview first and then

click 'Publish' to save the post.

6. If you wish to schedule a post to expire you can do so by locating Post Expirator on the far right sidebar.

Publish

	Tags     ▲       Separate tags with commas     ▲       ③ Featured     Chaose from the meet used tags
	Post Expirator
	vear     Month     Day       2018     July     22       Hour(UTC)     Minute       @     12     35
V	How to expire: Draft  Draft Delete Featured Imag Private Stick
	Unstick Category: Replace Category: Add Category: Remove

Select in the dropdown menu if you would like for the post to expire and update to draft, delete or replace etc.

#### Adding a photo to a post (new or existing)

- 1. Login to your admin Dashboard at: <u>http://www.centervilleschools.org/</u>wp-admin
- 2. Click on Posts



31



- 3. In the list of Posts, click on the post you would like to edit or add a photo image to.
- 4. Place your mouse/cursor in the area of the post where you want the image to go. Find the button under the title, but above the actual text of the post where it says 'Add Media' and click on it.



5. Doing this will open more options and you can either add a photo that you've already uploaded from your library, or upload one at this time, please follow the instructions and photo <u>guidelines</u>.



32



- 6. Find the photo you want and click the 'Upload' button and it will be placed into your post.
- 7. You should see the image in your post and when you click on it, you can see a few more options. You can have the text wrap the image on either the left or right side, you can have the image break the text (no wrap), or you can just have the image left aligned. You can use the boxes on the image to increase or decrease the size it appears. Be *careful* with this, if you go larger, it may appear pixelated and look unclear on your website.



Suspendisse commodo tellus mauris, non bibe mollis sem ex, vitae dictum ex dapibus ac. Aliq

8. Always preview your post and then make sure you click the 'Update' button on the post to save your changes.





## Adding a link to a post (new or existing)

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Click on Posts
- 3. In the list of Posts, click on the post you would like to edit
- 4. Find the text you want to link and highlight it.



5. Find the link button at the top of the post menu and click on it.



6. This will give you a pop-up options. If you already have the URL selected, you can paste it in the text box. Click on the gear button to give you more options regarding this link.



7. Once you have clicked on the gear, another pop up window will be visible. Here is where you can enter the URL, Enter the Link Text (usually kept shorter than the URL), check the box 'Open link in a new tab' if it is a website outside of your website. You can also use the search box to find a page, or posts to link to. Hit



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inter the destination URL		
URL		
Link Text About Us		
Open link in a new tab		
Dr link to existing content		
Search		
No search term specified. Showing recent ite	ms.	i
Copy Centerville High School	PAGE	I
Public Notices	2018/02/26	
		ļ
Public Notices	2018/02/26	l
Public Notices Student Support Services	2018/02/26 PAGE	
Public Notices Student Support Services Guidance Department	2018/02/26 PAGE PAGE	
Public Notices Student Support Services Guidance Department Homepage Intro Slider	2018/02/26 PAGE PAGE SLIDER IMAGE	

'Add Link' and the link is now inserted on the text that you selected.

8. Once you preview your post, you should see that your text is linked, be sure to test the link that it goes to the correct page that you want it to go to.

vanas portator veneratis, sea ca in quant m

ante ipsum primis in faucibus. Integer tincidur



About Us page for more information. Commodo tellus mauris, non bibendum nisl ci vitae dictum ex dapibus ac. Aliquam quis est a

9. Always preview your post and then make sure you click the 'Update' button on the post to save your changes.





## Add a link to a (single) image

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Click on Posts
- 3. In the list of Posts, click on the post you would like to edit
- 4. Find the image you want to link and select it and click on the pencil.



5. This will open a larger window with more options regarding the image. Find where it says 'Link to' and click on 'None' this is the default for all images.

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Alternativ	e Text	Tom Ru	ipel			
PLAY SETTING	s					
	Alian	Left	Center	Right	None	
ſ	Size	Media Attachr	File ment Page	50 <b>\$</b>		

6. Move your cursor to 'Custom URL' to select it. You can now paste your URL into the text box.




8. A quick way to tell if your image is linked properly is if on the 'Preview' page a hand comes up when you mouse over the image. Always preview and test out your image link, before publishing the post.

### Edit an existing post

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Click on Posts



- 3. In the list of Posts, click on the post you would like to edit
- 4. This will open post in editor
- 5. Once you are done editing, click on 'Update' in top right corner of the screen



### Delete an existing post

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Click on Posts





3. In the list of Posts, hover over the one you would like to delete, and click on "Trash" under it

	Demo Post 5				
	Edit   Quick Edit	Trash	View   Page Builder •		
	Clone   New Dra	aft			

### Unpublish a Post

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Click on Posts





3. In the list of Posts, hover over the one you would like to unpublish, and click on "Quick Edit" under it. This will expand this area a slight bit.

	Demo Post 5		
	Edit   Quick Edit	Trash	View   Page Builder •
	Clone New Dra	aft	

4. In the expanded section you will see you can edit the author, and update the status of the post.

QUICK EDI	r	Categories	Tags
Title	Public Notices	Case studies	
Slug	demo-post-5-2-2	Nutrition	
Date	02-Feb \$ 26, 2018 @ 11:06	✓ News	Allow Comments 🖌 Allow Pings
Author	sasa.hpmg (sasa.hpmg)	Public Notices	Status Published 💠 🗌 Make this post sticky
Password	-OR- Private	School News	
Cancel			Update

5. Click on 'Published' to bring up a toggle menu and select 'Draft.' This will make your post no longer visible on your website.



Update

6. Click 'Update' in this expanded Quick Edits menu and your post is no longer

Published or live on your website.



# Managing Staff Members

### Edit Existing

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Click on Staff in left sidebar



3. Click on Staff Member you would like to edit



4. Once Team Member is opened in editor, scroll down to contact information



:mail	
tiffany.rose@centervillek12.org	9
Phone	
Add new	
Add new Google Classroom	
Add new Google Classroom Full Google Classroom URL	
Add new Google Classroom Full Google Classroom URL https://classroom.google.com/	1
Add new Google Classroom Full Google Classroom URL https://classroom.google.com/	1

5. Click on Update in top right corner of the screen

### Add New

Note: New staff member will be created by making a copy of an existing team member.

- 1. Login to your admin Dashboard at: <u>http://www.centervilleschools.org/wp-admin</u>
- 2. Click on 'Staff' in left sidebar.



3. Click on the 'Add New' button





4. Enter the Staff persons name

Last Name, First Name

5. Scroll down to the contact details and input the staff members email, phone number and classroom website (optional) as well as any social media links (if desired).

Eman	
email@cen	terville.k12.ia.us
Phone	
641-555-5	555
Add new Google Clas	sroom
Add new Google Clas Full Google (	s <b>sroom</b> Classroom URL

6. Upload the staff members photo on the right hand side of the page. If you do not have their photo please use the Logo from the Media Library size 150 x 150.



7. Locate the staff members building (if applicable)



All Building	Most Used	
Adminis	stration Office	1
Appand	oose Co Campus	
Center	ville Comm. Preschool	
Central	Ward Elementary	
District		
Fleet/M	laintenance Facility	
Transporta	tion	
High So	chool	

8. Choose the staff members Grade Level (optional). Choose the staff members Title.

Grade Level	Title
All Grade Level Most Used	All Title Most Used
7-12 7-8	Custodian Accounts Payable
9-12 District	Aide Athletic Director Athletic Director's Secretary
□ к □ к-1	Building and Grounds Maintenance
PreK	 Bus Driver

9. Once you are ready, click on "Publish" in top right corner.

#### Delete

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Click on Staff in left sidebar





3. Hover over team member that you would like to delete and click on "Trash".



4. Hint: If you can not find the staff member that needs to be deleted, you can always look for the 'Search Staff' text box in the upper right hand corner, and type in first name or last name or both and click 'Search Staff' button.



## Change PDF link in Main Menu

- 1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin
- 2. Click on the 'Media' menu item on the left hand side.



🚳 Dashboard 🛛 🔸
Home Updates <b>6</b>
Ø Jetpack
🖈 Posts
🖬 Website Header
9j Media
Slide mages

3. This will open the Media Library, click on 'Add New'

1
. <u>Beaver B</u>
this notic

- 4. Select on the button 'Select Files' and navigate to the location on your computer that the file is located in.
- 5. Select 'Open' and it will upload it to the Media Library.

Cancol	Open
Callee	Open

6. You may need the URL to add it to 3 menus, open the document by clicking on it in the Media Library. The 3 menus are: Parents & Families, Students, and Staff.



Home Parents & Families	Students	Staff	Community Cor
Announcements	Fees and Cafete – accounts	eria	Student Support Servi
Annual Notices	– Food Service, Ca	afeteria	PowerSchool
District News	- Forms and Docu	uments	- School Board
Athletics and Activities	Handbooks Handbooks Lunch Menu		- School Nurse
Course Guide			Staff Directory
District Calendar			Supply Lists
District Pr	Our Schools		Technology
	Reftrak		Transportation
	Student Scholar	ships	
Home Parents & Families	Students St	taff Con	nmunity Contact
Announcements	Forms and Document	s S	chool Nurse
Anti-Bullying and Harassment Policy	Handbooks	S	taff Directory
Athletics and Activities	Lunch Menu	5	tudent Scholarships
Course Guide	Odyssey	S	tudent Support Services
District Calendar	Our Schools Tec		echnology
	PowerSchool		
	School Board Policy fo Students	or	
me Parents & Families	Students	Staff	Community Contact
Announcements	Forms and Documer	nts	Special Education Delivery
Anti-Bullying/ Harassment	Lunch Menu		Handhooks
District Calendar	Odyssey		
District Co	Power Teacher		lechnology
-	School Board Policy		Employment Opportunitie
	School Board Policy		

7. Select the URL code from the information on the document - this tells the website where to look for this particular document.



Uploaded on: June 28, 2018 File size: 298 KB	1
URL	https://www.center.hillproductionsandmediagroup
Title	June 11, 2018 Centerville CSD Board Minutes
Caption	
Description	
Uploaded By	Sarah Howk
Uploaded To	School Board

- 8. Select & Copy this full URL.
- 9. Navigate back to the Dashboard > Appearance > Menus



10. Please make sure that you are on the correct menu and choose 'Main navigation (Primary Menu)' and push the 'Select' button.

Select a menu to edit:	Main navigation (Primary Menu)	\$ Select

11. This menu is really long, but you you need to find the 3 places that the lunch menu is located. In the 'Parents' section, under 'Subtitle 3'. In the 'Students' section under 'Subtitle 2' and under 'Staff' section under 'Subtitle 2.'



	Custom Link 💌		Students	Custom Link 🔻	
Subtitle 1 sub item	Custom Link 🔻		Subtitle 1 sub item	Custom Link 🔻	
Announcements sub item	Page	•	Announcements sub item	Page	Ŧ
Annual Notices sub item	Page		Anti-Bullying and Harassmen	Page	*
District News sub item	Page		Policy sub item		
Athletics and Activities sub item	Page	•	Athletics and Activities sub it	em Page	٣
Course Guide sub item	Page	•	Course Guide sub item	Page	٣
District Calendar sub item	Custom Link	-	District Calendar sub item	Custom Link	¥
District Programs sub item	Page	<b>v</b>	Subtitle 2 sub item	Custom Link 🔻	
Subtitle 2 sub item	Custom Link 💌				
	Subtitle 1 se	ub item	Custom Link 💌 Page 💌		
	Subtitle 1 so Announ Anti-Bu <i>item</i>	ub item icements sub item Illying/ Harassment sub	Custom Link   Page  Page		
	Subtitle 1 so Announ Anti-Bu <i>item</i> District	ub item iccements sub item Illying/ Harassment sub Calendar sub item	Custom Link   Page   Page   Custom Link   Custom Link	Ľ	
	Subtitle 1 so Announ Anti-Bu item District District	ub item incements sub item Illying/ Harassment sub Calendar sub item Committees sub item	Custom Link   Page  Page  Custom Link  Page  Page  V	ſ	
	Subtitie 1 so Announ Anti-Bu <i>item</i> District Subtitie 2 so	ub item incements sub item illying/ Harassment sub Calendar sub item Committees sub item ub item	Custom Link   Page   Page   Custom Link   Page   Custom Link   Custom Link	Ľ	
	Subtitie 1 so Announ Anti-Bu <i>item</i> District Subtitie 2 s Forms a	ub item item item item item committees sub item committees sub item ub item and Documents sub item	Custom Link   Page  Page  Custom Link  Page  Custom Link  Page  Page	l	

12. For each one, you will need toggle down on the down arrow and you will then need to paste that URL you just copied into the 'Custom Link URL' text box field. Be sure to check the box for 'Open link in a new tab.' This is standard practice on websites, it allows users to view or print the page and go back to your website quickly.





13. Click the 'Save Menu' next to the 'Menu Name' on the top to update the menu

Save Menu

and the link will be changed.

14. You can now visit the front of the website and test out your links. They should all open in a new tab, so people can return to the website, if desired.

## Replace Handbook PDF from school page

(Note, always replace handbooks on Handbook pages both under Parents & Families and Staff)

1. Login to your admin Dashboard at: http://www.centervilleschools.org/wp-admin



- 2. Click on the 'Media' menu item on the left hand side.
- 3. This will open the Media Library, click on 'Add New'

There is a	in update av	Beaver Builder.	
Begin up	dating plugin	this notice   Other u	seful plugins
Begin up	dating plugin	s this notice Other u	seful plugins

- 4. Select on the button 'Select Files' and navigate to the location on your computer that the file is located in.
- 5. Select 'Open' and it will upload it to the Media Library.



6. Select the URL code from the information on the document - this tells the website where to look for this particular document.





- 7. Select & Copy this code.
- 8. Navigate back to the Dashboard > Appearance > Menus



9. Please make sure that you are on the correct menu and choose the menu you need to change (High School, Howar Junior High, Lakeview, Preschool, Central Ward) and push the 'Select' button



	Control Mord	
	Central Ward	
	Footer menu	
	High School	
	Homepage Intro Sociebar - Menu On The L	
	Homepage Intro - Sidebar - Menu On The R	
	Howar Junior High	
	Lakeview Elementary	
~	Main navigation (Primary Menu)	
	Mobile bar (NOT USED)	
	Preschool	
	Short navigation	
	Sidebar Menu - Home	
	Sidebar Menu - Schools	
	Social links	Select
	TEST	

10. Navigate to the 'Student Handbook' or 'Handbook' option and click on the down arrow.

Outom Link	
Custom Link	¥
	Custom Link

11. This will open more options, here you can paste the URL you just copied to update the document.



12. Click the 'Save Menu' next to the 'Menu Name' on the top to update the menu and the link will be changed.



13. You can now visit the front of the website and test out your link. It should now open to the desired handbook.



## School Board Agenda / Minutes / Videos

### How to Archive

1. Go to the School Board page. Click on Beaver Builder'



2. Click on the 'Wrench' icon to edit the Tabs at the top of the page



3. Select the Board Meetings tabs and select 'Edit Selection'





4. Select and Copy the text in this section.



- 5. Select 'Cancel' and 'Cancel' again.
- 6. We are now going to move this information to the accordion below.
- 7. Click on the wrench on the accordion section below.

#### Archives





8. You are now going to click on the duplicate button, and this will make an exact duplicate of the '2016-2017 School Board Meeting Minutes...'

2016 - 2017 School Board Meeting Minutes Edit Section	+ 2
2015 - 2016 School Board Meeting Minutes Edit Section	+ @
2014 - 2015 School Board Meeting Minutes Edit Section	+ @
2013 - 2014 School Board Meeting Minutes	+ 4

9. Click on 'Edit Selection' to edit the new section.

SECTIONS		
Section 1	2016 - 2017 School Board Meeting Minutes Edit Section	
Section 2	2016 - 2017 School Board Meeting Minutes Edit Section	
Section 3	2015 - 2016 School Board Meeting Minutes	

10. Change the title to the next school year.





11. Now select all the current text in the text box and paste from the top section above.

June 28, 2017 June 26, 2017 June 12, 2017 June 6, 2017 May 26, 2017 May 22, 2017 May 15, 2017 May 15, 2017 May 8, 2017 - Meeting Video April 24, 2017 April 10, 2017 - Meeting Video	Formats v 16px v -	<u>Α</u> ▼ 🛱 🖉 Ω 準 🏝 ጎ 🧷
March 27, 2017 -Meeting Video	June 28, 2017 June 26, 2017 June 12, 2017 June 6, 2017 May 26, 2017 May 22, 2017 May 15, 2017 May 8, 2017 - Meeting Video April 24, 2017 April 10, 2017 - Meeting Video April 3, 2017 March 27, 2017 -Meeting Video	

12. Select the Save button.

ive Cano

- 13. You can now go back to the top section and delete the text above and you are ready for the next year's Board Meeting Minutes.
- 14. Select the 'Done' and 'Publish' buttons to save your changes on your page.

### Add Agenda & Minutes to 'Board Meetings'

1. Go to the School Board page. Click on 'Beaver Builder'



2. Click on the 'Wrench' icon to edit the Tabs at the top of the page.



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BO		MEE	TIN	S
/				

January 8, 2018 Agenda N

Deserved 2047 Arreste

3. Click on the 'Add Media' button and your Media Library will load.

Section	n						
General	Othe	rs					
Title						Nev	wslet
CONTENT							
91 Add	Media	K					
Paragra	aph 🔻	В	I	≣	123	66	E
Format	.s 🔻 1	6рх		•	-][	A	- 6

4. Choose the tab 'Upload Files' and then navigate to the 'Select Files' button to find the file on your computer or drop your file anywhere in the box to upload the file.





5. Click 'Insert Into Post' and the pop up window will close.

Insert into post

- 6. The website will automatically create text with the title of the document with a link to the correct file, change the text as desired.
- 7. Tip:When typing in another date above the previous dates, to save space hit 'Shift' and then 'Enter' or 'Return'. This will do a soft return to the next line, rather than a hard break.
- 8. Click on the 'Pencil' icon to edit the link.



9. Now click on the 'Gear' icon to make the changes. Here's where you can change the URL (if needed to update), change the Link Text to either 'Agenda' or 'Minutes' and click the 'Open link in a new tab' button for all uploads. Click update and your link and text will be saved. This will close this box.

Enter the des	stination URL	
URL	https://www.center.hillproductionsa	andmediagroup.com/wp-
Link Text	2016-2017 Minutes	
1	🕗 Open link in a new tab	1
Or link to exi	isting content	
Search		
No search	term specified. Showing recent items	
No search Public Noti	term specified. Showing recent items	2018/02/26
No search Public Noti Public Noti	term specified. Showing recent items ices ices	2018/02/26 2018/02/26
No search Public Noti Public Noti Public Noti	term specified. Showing recent items ices ices ices	2018/02/26 2018/02/26 2018/02/26 2018/02/26
No search Public Noti Public Noti Public Noti Student Su	term specified. Showing recent items ices ices ices upport Services	2018/02/26 2018/02/26 2018/02/26 PAGE

10. Click 'Save' on the Tabs options.







### Add Video link

1. Click on 'Beaver Builder'



2. Click on the 'Wrench' button for the tabs.



3. Select the Board Meetings tabs and select 'Edit Selection'



rs Advanced	
Tabs on top++	
Board Meetings Edit Section	+ @ ×
Board Policies Edit Section	+ @ ×
Board Members Edit Section	+ @ ×
Add Section	
	rs Advanced Tabs on top✓ Board Meetings Edit Section Board Policies Edit Section Add Section

4. Another pop-up window will open. Here you see a table with dates, Agendas with links and Minutes with links as well. Some videos have links, and some do not.

eral Others					
le	[m				-
	Board Mee	etings			
FENT					
Add Media	i.			10.00	
I rad media				Visual	Text
Paragraph - B I :	= = 66 = :	= = 0 >	< 📰 [s] 🗸 🚟		
armata 40					
			Ψ) (°		
Date	Agenda	Minutes	Videos		
June 25, 2018	Agenda	Minutes	Video		
June 10, 2018	Agenda	Minutes	Video		- 11
June 19, 2010			TICCO		
June 11, 2018	Agenda	Minutes	Video		
June 11, 2018 May 14, 2018	Agenda <u>Agenda</u>	Minutes Minutes	<u>Video</u> <u>Video</u>		
June 19, 2018 June 11, 2018 May 14, 2018 April 23, 2018	Agenda <u>Agenda</u> <u>Agenda</u>	Minutes Minutes Minutes	<u>Video</u> Video Video		
June 11, 2018 May 14, 2018 April 23, 2018 April 9, 2018	Agenda Agenda Agenda Agenda Agenda	Minutes Minutes Minutes Minutes	<u>Video</u> <u>Video</u> <u>Video</u>		
June 11, 2018 May 14, 2018 April 23, 2018 April 9, 2018 April 9, 2018	Agenda Agenda Agenda Agenda Agenda	Minutes Minutes Minutes Minutes Minutes	Video Video Video Video Video		
June 1, 2018 May 14, 2018 April 23, 2018 April 9, 2018 April 2, 2018 March 12, 2018	Agenda Agenda Agenda Agenda Agenda Agenda	Minutes Minutes Minutes Minutes Minutes Minutes	Video Video Video Video Video Video		
June 11, 2018 May 14, 2018 April 23, 2018 April 9, 2018 April 2, 2018 March 12, 2018 February 12, 2018	Agenda Agenda Agenda Agenda Agenda Agenda Agenda	Minutes Minutes Minutes Minutes Minutes Minutes Minutes	Video Video Video Video Video Video Video		
June 11, 2018 June 11, 2018 May 14, 2018 April 23, 2018 April 9, 2018 March 12, 2018 February 12, 2018 January 8, 2018	Agenda Agenda Agenda Agenda Agenda Agenda Agenda Agenda Agenda	Minutes	Video Video Video Video Video Video Video Video		
June 11, 2018 June 11, 2018 May 14, 2018 April 23, 2018 April 9, 2018 March 12, 2018 February 12, 2018 January 8, 2018 December 11, 2017	Agenda Agenda Agenda Agenda Agenda Agenda Agenda Agenda Agenda Agenda	Minutes         Minutes	Video Video Video Video Video Video Video Video Video		



#### 5. Visit this address:

https://www.youtube.com/channel/UCNbd2NbnmFycN1waKaVcaFA (where they are currently being uploaded). Find the video you want to insert on the June 25th line. Select the 'Share' button.



6. A pop up window should come up.



7. Here's the code we want to copy. Click on the blue 'Copy' and then it should copy to your clipboard. You should see this pop up as well:



8. Navigate back to your website. Select the 'Video' text from the June 25th line.



60

px • -	<u>A</u> + 🛱	<i>Q</i> Ω 镡	サット	
ite	Agenda	Minutes	Videos	7
3	Agenda	Minutes	Video	
	Agenda	Minutes	Video	
	Agenda	Minutes	Video	
	Agenda	Minutes	Video	
3	Agenda	Minutes	Video	
	Agenda	Minutes	Video	
	Agenda	Minutes	Video	
18	<u>Agenda</u>	Minutes	Video	
2018	Agenda	Minutes	Video	
18	Agenda	Minutes	Video	

9. Locate and click on the link button up above the text window. Once you click on it, a small pop-up window will appear.



- 10. We need to paste the URL you copied from step 7 above. Right click on your mouse and paste the link. (CTRL V)
- 11. Make sure when a user clicks on a video it takes them to YouTube in a new tab. To do this, click on the 'Gear' button to the right of the link.



12. Once you click on the 'Gear' button another window will pop-up. The check box that says 'Open link in a new tab' will need to be checked (not checked



automatically). Click the 'Update' button and this link has been saved to this text.

inserv eur	tlink	,
Enter the dea	itination URL	
URL	https://youtu.be/G6t_cJXNV0	
Link Text	Video	
	🕢 Open link in a new tab	
Dr link to exi	sting content	
21 10 01 LO 0701	ing content	
Search		
Search		
Search	arm an orifind. Chausing report items	
Search No search	erm specified. Showing recent items.	
Search No search Public Noti	term specified. Showing recent items.	
Search No search t Public Noti Copy Cente	term specified. Showing recent items. Ces 2018/07/11 erville High School PAGE	
Search No search Public Noti Copy Cente Public Noti	term specified. Showing recent items. Ces 2018/07/11 erville High School PAGE Ces 2018/02/26	
Search No search Public Noti Copy Cente Public Noti Student Su	term specified. Showing recent items. Ces 2018/07/11 erville High School PAGE Ces 2018/02/26 pport Services PAGE	

13. Click 'Save' in the Board Meetings Section window and 'Save' in the Tabs options. Click 'Done' in the upper right hand corner and 'Publish' to save all changes.

Save	Cancel
Video	

14. Once you do that, if you click on your link you just put in there, it should open a new tab that goes to the video. If it doesn't work, try it again and make sure the URL is correct and the checkbox is checked.

### **Remove Archive**

1. Click on 'Beaver Builder'





2. Scroll down to the 'Archives' list. Click on the wrench icon to edi



3. Find the year you need to delete and click on the 'x'.



4. The website will then ask if you really want to delete this content. Click on 'OK' to remove it, and click on 'Cancel' if you don't want to remove it.







- 5. Click 'Save' on the Tabs options.
- 6. And then 'Done' on the page and 'Publish' and your changes will be saved.



# Add or Delete Board Members

## Add Board Member

1. Click on 'Beaver Builder'



2. Click on the 'Wrench' button for the tabs.



3. Select the Board Members tabs and select 'Edit Selection'



WM Tabs		
General Others	s Advanced	
Layout	Tabs on top~‡	
SECTIONS		
Section 1	Board Meetings Edit Section	⊕ © ×
Section 2	Board Policies Edit Section	4 © ×
Section 3	Board Members Edit Section	4 (C ×
	Add Section	

- 4. Another window will open up with a list of board members and contact information.
- 5. The three things that you will need to change or add are Alternative Text (to keep your website available to those who are visually impaired), we aligned the images to the Left, and had the width x height at 150x150(px). Enter/replace the name and email address of the board member.

mage Deta	ails	>
Caption		43
Alternative Text	t Brooke-Johnson	
DISPLAY SETTINGS		
Align	Left Center Right None	
Size	e Custom Size Width (px) Height (px) 150 x 150	
Link To	None =	

Here are the settings that we have used:

6. Once the photo is uploaded into the text box, click on the image and make sure the left



This will also wrap the text to the

align option is selected. right of the image.

7. Add an email using the same techniques talked about in this section of the manal:
<u>Adding a Link</u> - just add 'mailto:' in front of their email, instead of http://.



8. Once you are done, click 'Save' to save your changes in this section. Do it one more time to 'Save' the changes in the tabs.

Save	Cancel
Video	

9. Once you are done with making changes to this webpage, hit the 'Done' button at the top and 'Publish' button to make the edits public.

### **Delete Board Member**

1. Click on 'Beaver Builder'



2. Click on the 'Wrench' button for the tabs.



3. Select the Board Members tabs and select 'Edit Selection'



General Others	Advanced	
Layout	Tabs on top++	
CTIONS		
Section 1	Board Meetings Edit Section	⊕ © ×
Section 2	Board Policies Edit Section	⊕ © ×
	1 martinester	4 0 ×

- 4. Another window will open up with a list of board members and contact information.
- 5. Simply select the board member that you want to delete the information and the photo and press the delete key. Push the 'x' on the photo when you click on it and that will delete it as well.



6. Once you are done, click 'Save' to save your changes in this section. Do it one more time to 'Save' the changes in the tabs.



7. Once you are done with making changes to this webpage, hit the 'Done' button at the top and 'Publish' button to make the edits public.

## Agenda and Minutes from District Committees page

### Add

1. Click on 'Beaver Builder'



2. Click on the 'Wrench' icon to edit the Tabs at the top of the page.



## **Teacher Quality Committee**



3. Navigate to the committee that needs information added. Then click on the wrench icon to edit the section, then hit the 'Edit Section' link.



4. Click on the 'Add Media' button and your Media Library will load.

Section	n	
General	Others	
Title		Newslet
CONTENT		
91 Add	Media	
Paragra	aph ▼ B I 🗄	≣ 66 ≣
Format	s 🔻 16px 🔹	- <u>A</u> -

5. Choose the tab 'Upload Files' and then navigate to the 'Select Files' button to find the file on your computer or drop your file anywhere in the box to upload the file.





### Drop files anywhere to upload



Maximum upload file size: 64 MB.



- 6. Click 'Insert Into Post' and the pop up window will close.
- 7. The website will automatically create text with the title of the document with a link to the correct file, change the text as desired.

Tip:When typing in another date above the previous dates, to save space hit 'Shift' and then 'Enter' or 'Return'. This will do a soft return to the next line, rather than a hard break.

8. Click on the 'Pencil' icon to edit the link. Now click on the 'Gear' icon to make the changes. Here's where you can change the URL (if needed to update), change the Link Text to either 'Agenda' or 'Minutes' and click the 'Open link in a new tab' button for all uploads. Click update and your link and text will be saved. This will close this box.

	stination URL	
URL	https://www.center.hillproduction	nsandmediagroup.com/wp-
Link Text	2016-2017 Minutes	14
	🕑 Open link in a new tab	
Or link to exis	sting content	
Search		
-		
No search t	term specified. Showing recent iten	ns.
Public Noti	ces	2018/02/26
	ces	2018/02/26
Public Noti		2018/02/26
Public Noti Public Noti	ces	2010/02/20
Public Noti Public Noti Student Su	ces pport Services	PAGE

9. Click 'Save' on the Tabs options.





### Remove

1. Click on 'Beaver Builder'



2. Scroll down to the 'Archives' list. Click on the wrench icon to edit.





3. Find the year you need to delete and click on the 'x'.



4. The website will then ask if you really want to delete this content. Click on 'OK' to remove it, and click on 'Cancel' if you don't want to remove it.



7. Click 'Save' on the Tabs options.



8. And then 'Done' on the page and 'Publish' and your changes will be saved.



### Archive

- 1. Navigate to the Page: /district-committees/
- 2. Click on 'Beaver Builder'





3. Select the Committee Meeting desired, and select wrench icon for the tabs settings and select 'Edit Selection'

VM Accordie	on Settings	
+ /		
<u>.</u>	us & Minute	es 2016 - 2017
11211522		

WM Ac	cordior	n		
General	Others	Advanced		
Mode			Accordion (only one section openy	
ECTIONS				
Section 1			Current Agenda/Minutes Edit Section	42
			Add Section	

4. Select the text and copy (PC:ctl+c, or Mac:cmd+c)


### Section

General	Others	
Title		Current Agenda/Minutes
ONTENT		
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TQ Min	nutes for Septemb	er 20, 2017 8th 2017
TO Mi	nutes for October 1	18th, 2017
<u>TQ MIL</u>	nutes for October .	

5. Select 'Save' and then 'Save' again, don't worry about leaving the text there, we want to make sure we move the text & the links to the correct place, then we can go back and delete this information.



6. Navigate to the Archived section of the same committee on this page. Click on the wrench to edit these options.





7. We can now duplicate the latest Agendas & Minutes and with a little change we can update it.



Click on the 'duplicate' icon on the right of this section.

8. So we need to change 2 things in this new copy we made. We need to change the Title, so it doesn't show up the same as the one below it, and we need to Paste (Win: ctl+p or Mac: cmd+p) the text we copied from the other side. Now we can save this and the window will close.

Visual Text
3.

9. Now we need to go back to the current year and refresh it for the upcoming year. Select all the text and delete.



#### Section

General Others	
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TQ Minutes for Sep TO Agondo for Oct	<u>eher 18th 2017</u>
TO Minutes for Oct	tober 18th, 2017
TQ Agenda for Nov	rember 15, 2017
TO Minutes for No	vember 15, 2017

10. Click the 'Save' button, if this is not done, or the 'Cancel' button is clicked it will show the previous year's minutes that we just archived.



11. Click on 'Done' on the page and 'Publish' and your changes will be saved.



# Add/Remove Scholarships

## Add

1. Login to your admin Dashboard at: http://www.centervilleschools.org/



2. Navigate to the Student Scholarship page and click on "Beaver Builder"



3. To keep the same formatting, click on the duplicate button.



4. How to change the link text: Click on the text and by either clicking on the pencil or the unlink button. Clicking on the pencil button will bring up another menu.



5. Click on the 'gear' button and another menu will pop up.



76

ates the dectination ( ID)		
inter the destination URL		-
URL https://www.hy-vee.com	n/company/scholarships/default.asp	
Link Text Hy-Vee Scholarships		
Open link in a new tal	b	
or link to existing content		
Search		
		Te
No search term specified. Showing r	ecent items.	
No search term specified. Showing r Public Notices	ecent items. 2018/02/26	
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- 6. Paste the URL into the First box, Change the text in the second box, and make sure the 'Open link in a new tab' box is checked. Click 'Update' to save your changes.
- 7. Edit the rest of the text as needed and click the 'Save' button



8. Click on 'Done and then 'Publish' and your changes will be saved.



### Remove

- 1. Login to your admin Dashboard at: <u>http://www.centervilleschools.org/</u>
- 2. Navigate to the Student Scholarship page and click on "Beaver Builder"





3. Click on the 'x' button of the scholarship that has expired or time limit has expired.

+ / 0 0	×
HyVee Sch	ol <mark>a</mark> rship
)pen to: Applicant n	nust be a high school senior working for Hy-Ve
nonths employmen	t AND Applicant must be enrolling in college fo
wards: \$1,000 coll	ege scholarships
Jeadline: February 1	10 of the current year
itart at: Hy-Vee Sch	olarships

- 4. The website will ask you if this is okay to do?
- 5. Click the 'Ok' button to delete this scholarship.
- 6. Click on 'Done' on the page and 'Publish' and your changes will be saved.



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78