



New Website User Manual

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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:

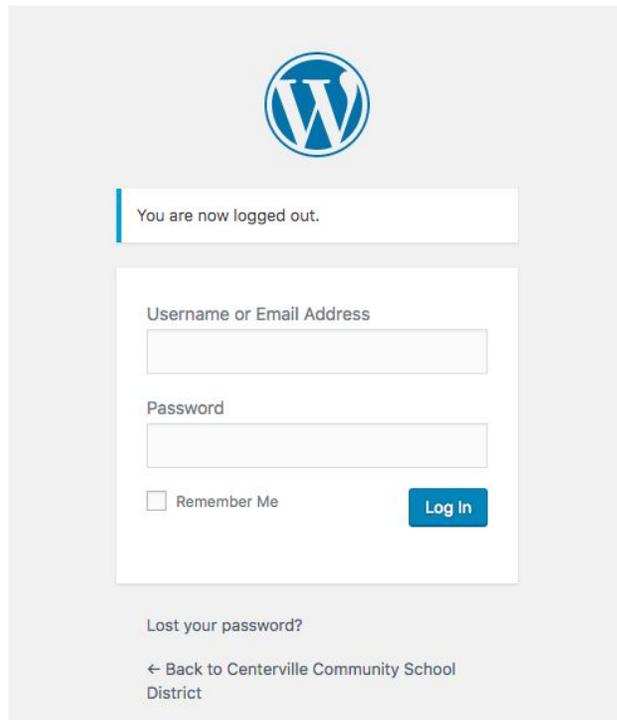
- Your website is based on [WordPress](#) (this is the underlying CMS [content management system] that is controlling the functionality of your website). Some statistics show that WordPress is powering 25% or more websites on the Internet! So you know you have a solid base for your website.
- Your website 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



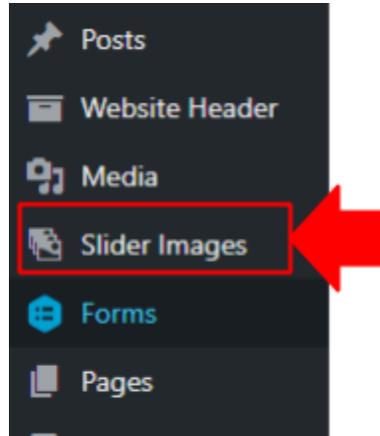
The image shows a screenshot of the WordPress login page. At the top center is the WordPress logo (a blue 'W' inside a circle). Below the logo is a white box with a blue border containing the text "You are now logged out." Below this is a white login form with a blue border. The form has two input fields: "Username or Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form, there is a link "Lost your password?". Below the form is a link "← Back to Centerville Community School District".

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

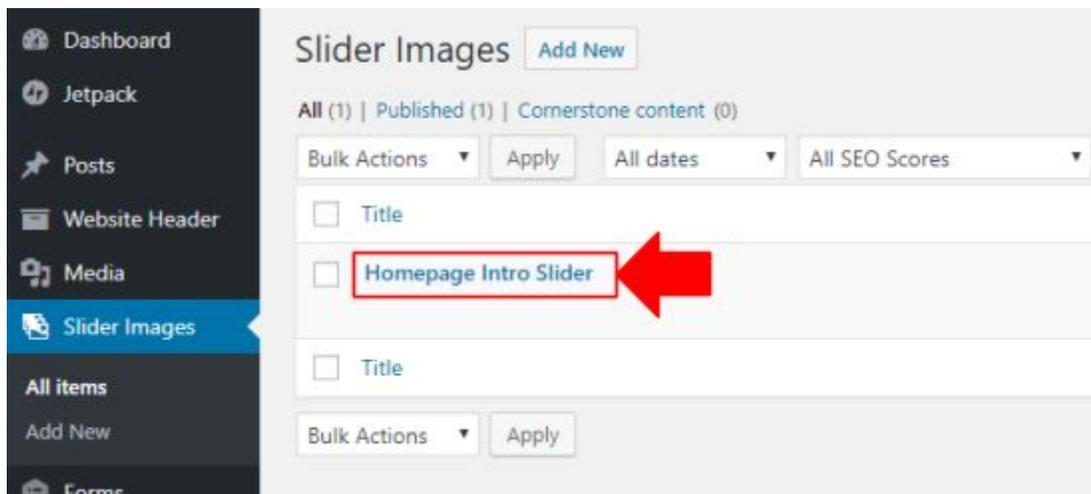
Adding / Editing Sliders

Home Slider

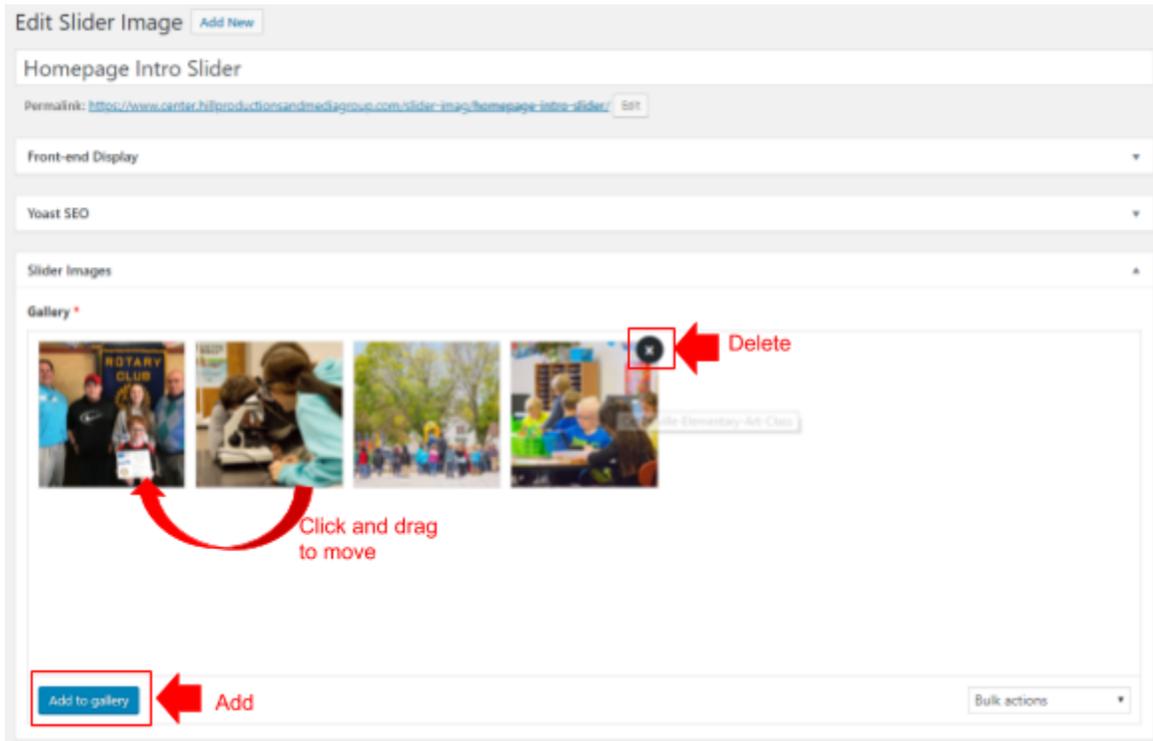
1. Login to your WordPress admin Dashboard
2. In the left sidebar, click on “Slider Images”



3. Click on “Homepage Intro Slider”



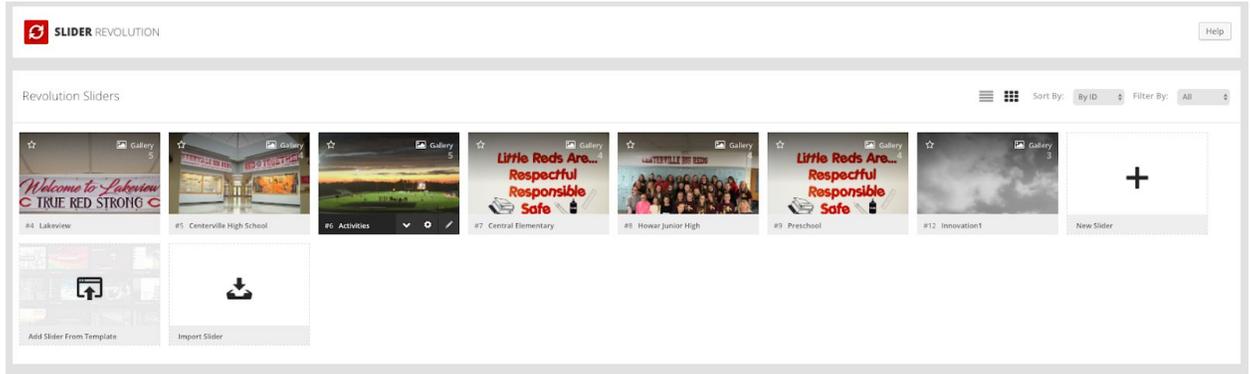
4. From here you can:
 - a. Add new images by clicking “Add to gallery”
 - b. Arrange images by drag and drop
 - c. Remove images



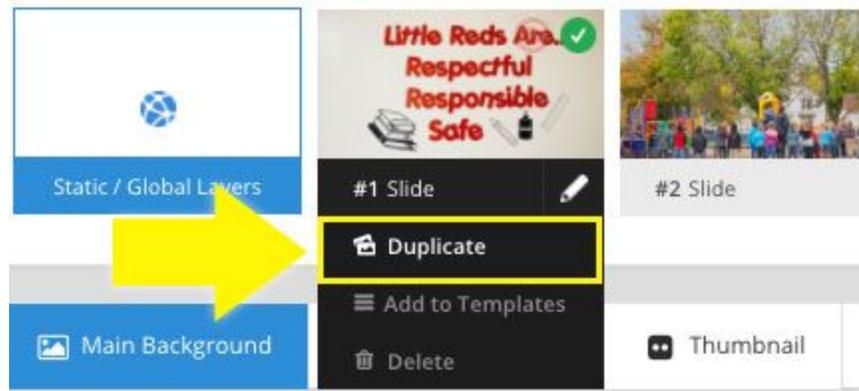
5. Once you are done, click on “Update” in top right corner of the screen

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

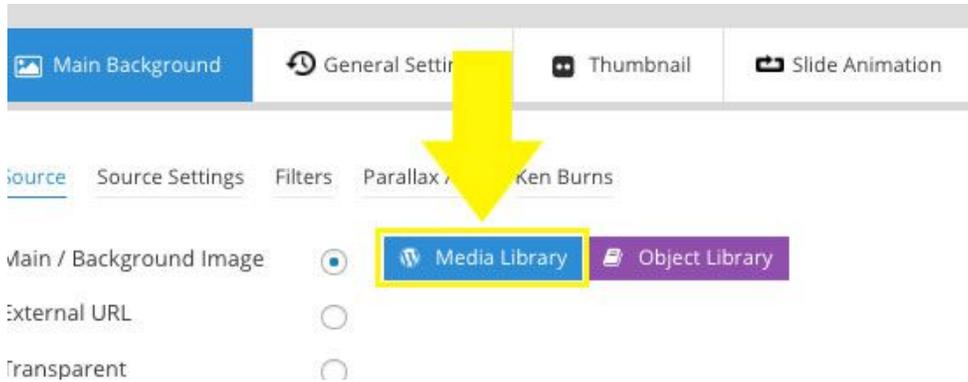
1. Login to your admin Dashboard at: <http://www.centervilleschools.org/>
2. Navigate to Slider Revolution > Slider Revolution.
3. Here you will see all the Sliders (Activities & Schools pages)



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.



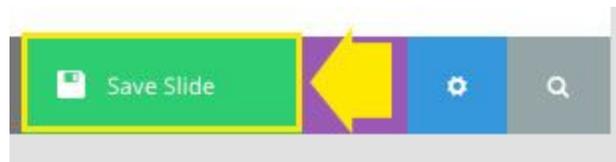
5. Click on the new photo thumbnail and then under 'Main/Background Image' select 'Media Library'



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

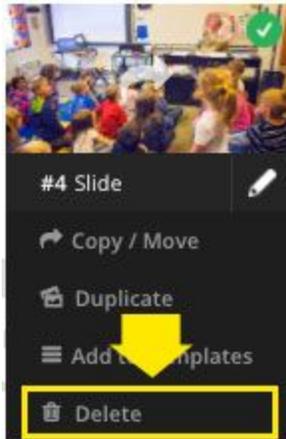


7. Click the blue 'Insert' to add it to your slider.
8. You can always move slides around by clicking and dragging the thumbnails.
9. Click on 'Save Slider' to Save your slider & navigate to the page that your slider is on to view your changes.



School Slider - Delete A Slide

1. Do the same thing as step 1-4 above.
2. Hover 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

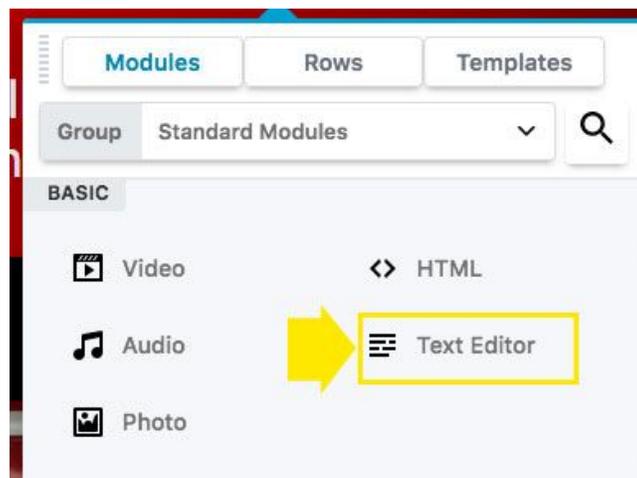


logged in, you will be able to open the page editor from any page.

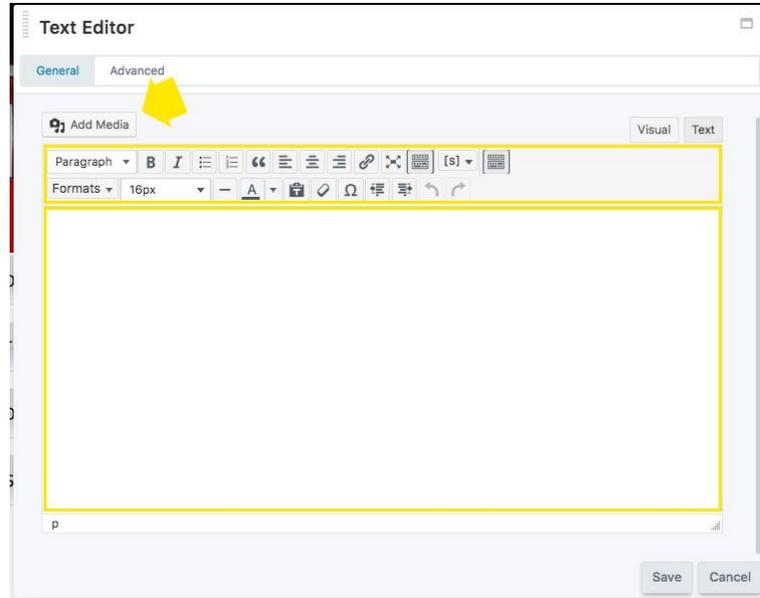
3. Once you get to the page you would like to edit, click on “**Beaver Builder**” at the top of the screen.
4. This will open this page in Beaver Builder.
5. Once you are in Beaver Builder you will see a ‘+’ button in the top right hand corner.



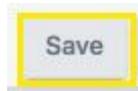
6. Click the button & another menu will drop down. Select the Text Editor button and drag and drop it on the page where you want it to be. You can always move the box around later by simply dragging and dropping.



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.



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



- 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)

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

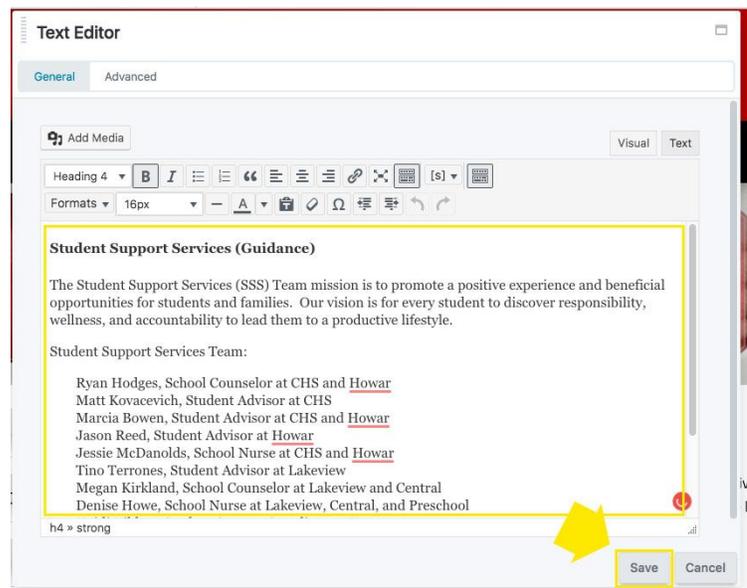
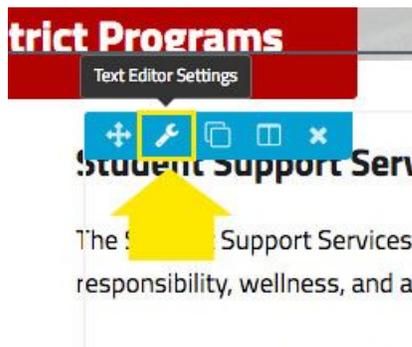


Tip: You can simply click on your website name to get to homepage. Since you are logged in, you will be able to open the page editor from any page.

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.



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.

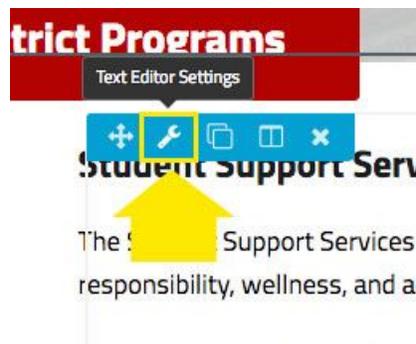


Tip: You can simply click on your website name to get to homepage. Since you are logged in, you will be able to open the page editor from any page.

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)

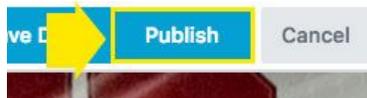
The Student Support Services (SSS) Team mission is to promote a positive experience and opportunities for students and families. Our vision is for every student to discover wellness, and accountability to lead them to a productive lifestyle.

Student Support Services Team:

Ryan Hodge, 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 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



6. Once you are done editing text, click on “Save.”
7. Then click on ‘Publish’ and your page will be updated.



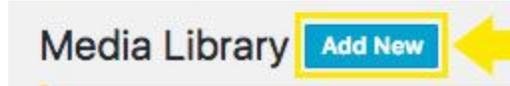
If you need to delete an entire text box, simply click on the ‘x’ in the blue box of the Text Editor. The website will ask if you are sure you really want to do this.

Adding PDF and (Single) Images to your Media Library

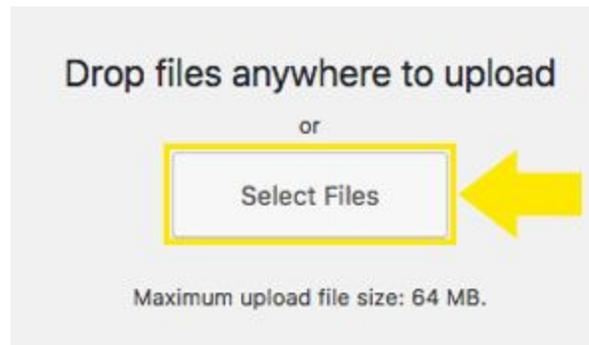
11. Login to your admin Dashboard at: <http://www.centervilleschools.org/wp-admin>
21. Navigate to the ‘Media Library’ menu option on the left hand side menu.



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

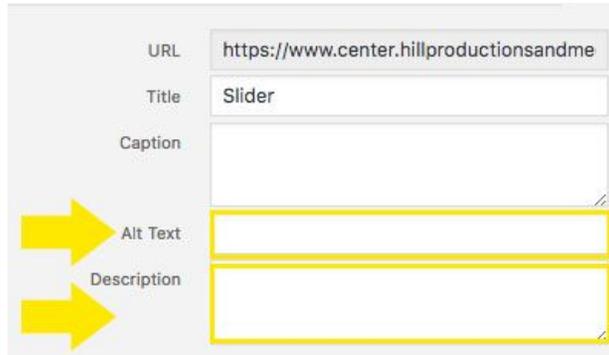


71. Once you upload your image, click on the thumbnail image of it to open it. To remain **ADA compliant**, you have to add the 'alt text' and "description".

- 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.



The image shows a media editor interface with the following fields:

- URL: <https://www.center.hillproductionsandme>
- Title: Slider
- Caption: (empty)
- Alt Text: (empty)
- Description: (empty)

Yellow arrows point to the Alt Text and Description fields.

- 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).

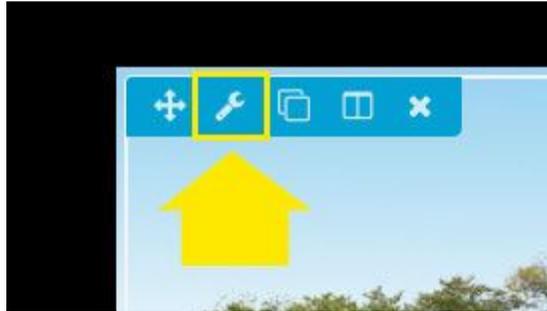
- 2. Once you get to the page you would like to edit, click on “Beaver Builder” at the



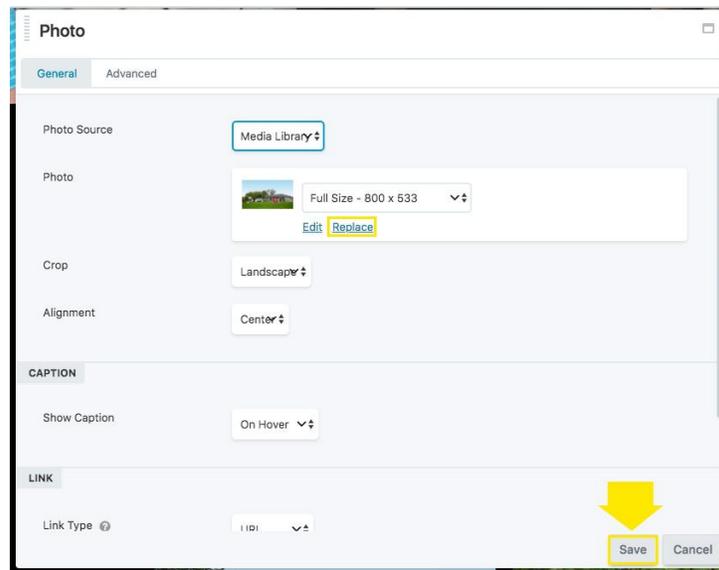
top of the screen.

- 3. This will open this page in Beaver Builder.

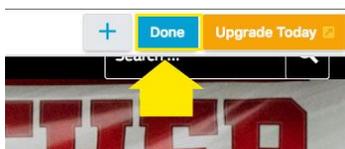
4. Hover over the image you would like to edit. Once you see a wrench icon on blue background, click on “Edit single image” to edit that single image.



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



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

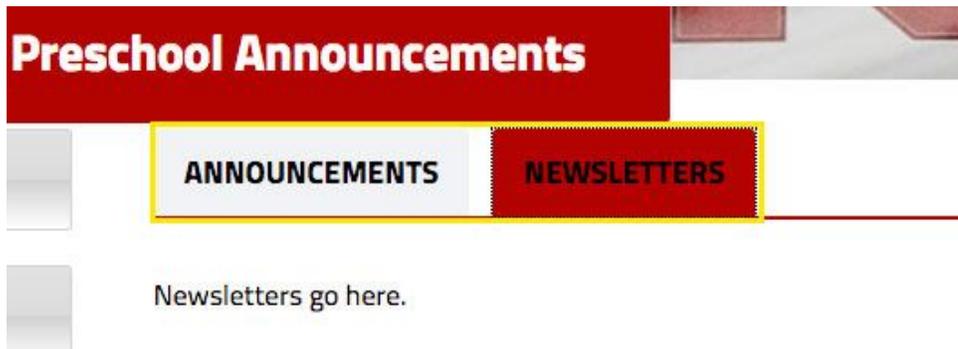
by adding to the Media Library first, or as part of this process. Please follow these steps to add a form:

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.



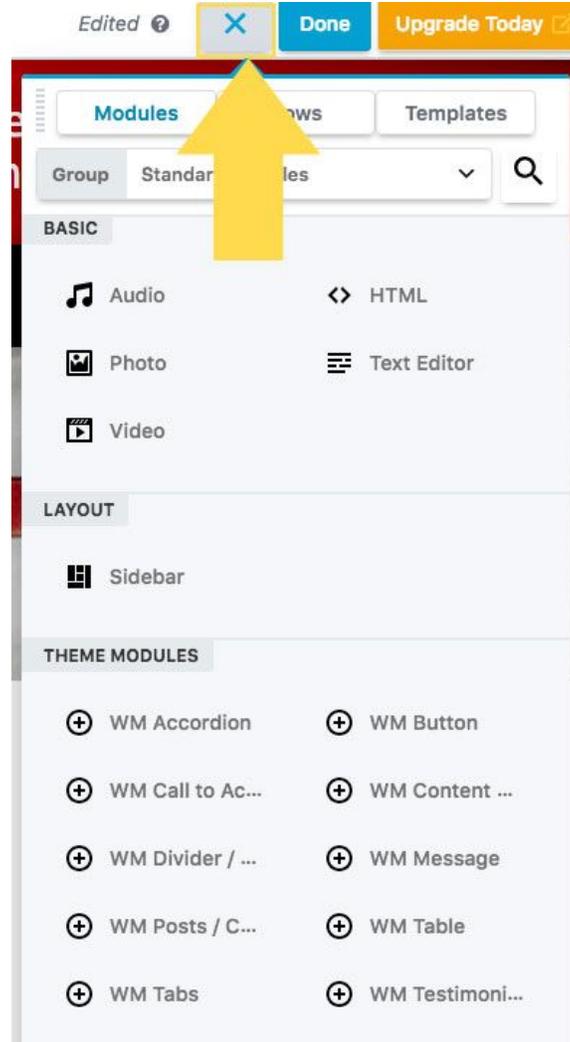
4. Click on the wrench to edit.



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



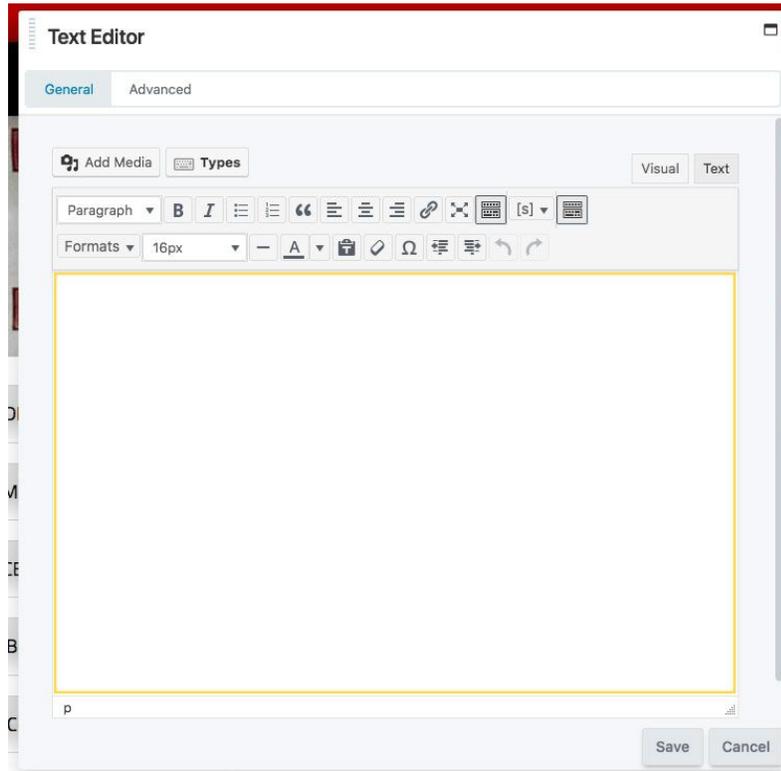
- a. Click on the 'Plus' symbol in the upper right corner.
- b. A drop down will come down.



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



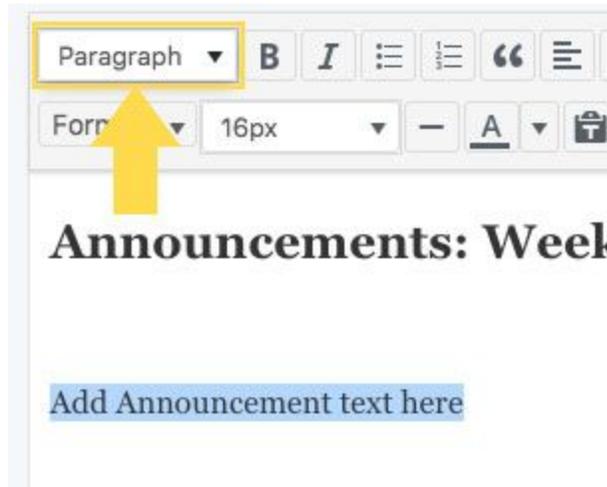
- d. Once you click on 'Text Editor' a pop up box will show up. This is putting a text box on your page. Now you can add a header, text and a photo.



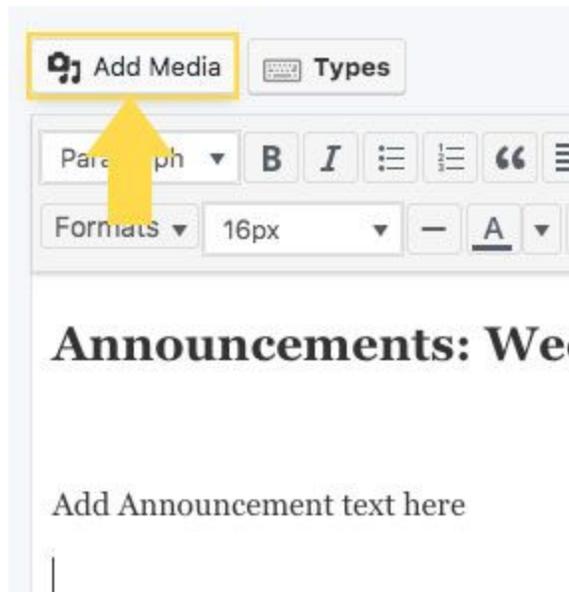
- e. Add a header or title and change the text settings from 'Paragraph' to 'Heading 2.' This sets the font, size and is consistent with the rest of your website.



- 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.



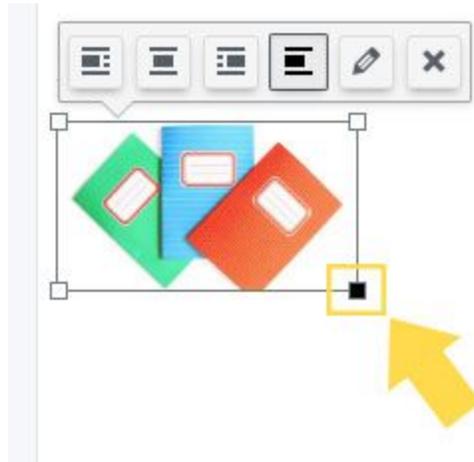
- h. Find your photo in the Media Library or upload a new one



- i. Remember to select '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.



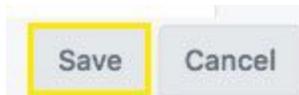
- k. Once you have it where you want it - you can now save your text.

Announcements: Week of August 27th

Add Announcement text here



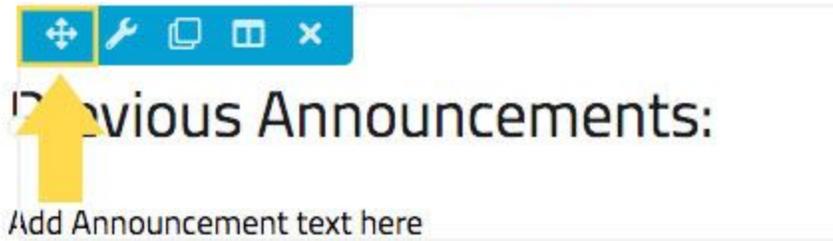
- l. By saving your text/image your announcement is now on your page. This



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.



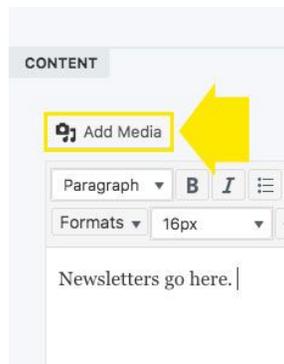
- n. If you are done editing this page, click on the 'Done' button in the upper right hand corner.



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



6. 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.



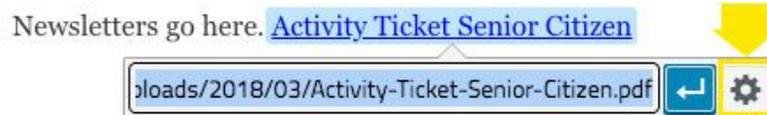
10. The website will automatically create text with the title of the document or newsletter with a link to the correct file. Next follow the steps to be sure that this will open in a new tab.



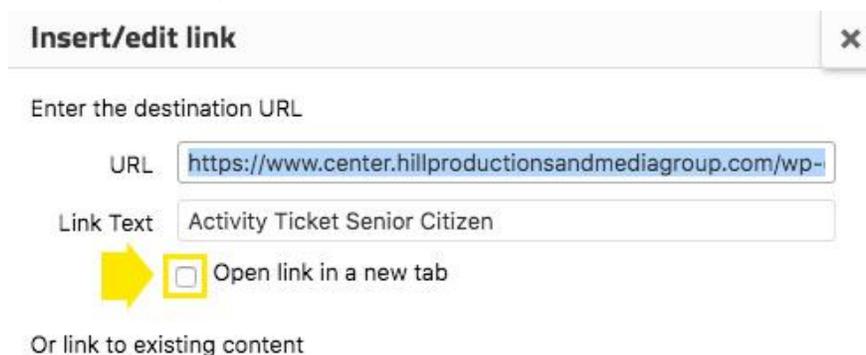
11. Click anywhere on the linked text, and a popup menu will come up to edit the link. Click on the pencil icon to edit



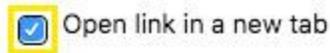
12. Then click on the gear icon for more options.



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.



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



15. Click the 'Update' button in the lower right hand corner.  This will close this window.

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.



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



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.



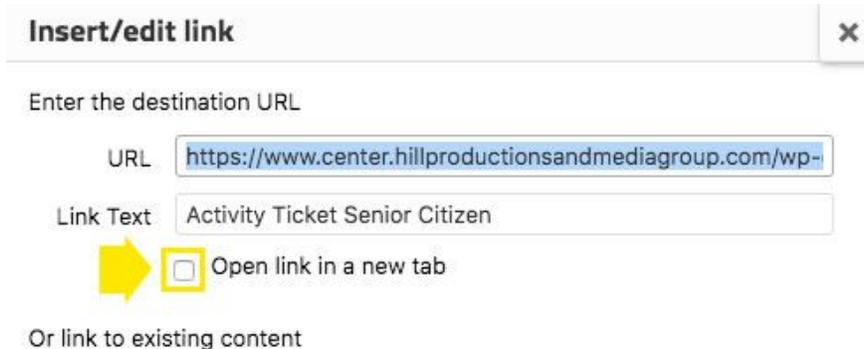
4. Hover over the section on the page and click on the wrench to edit.
5. Click Media Library (here you will upload the form or choose the new form from the Media Library)



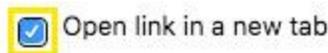
6. Next Copy the FULL URL for this form and cancel out of this window.
7. Click anywhere on the linked text, and a popup menu will come up to edit the link. Click on the pencil icon to edit.



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.



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



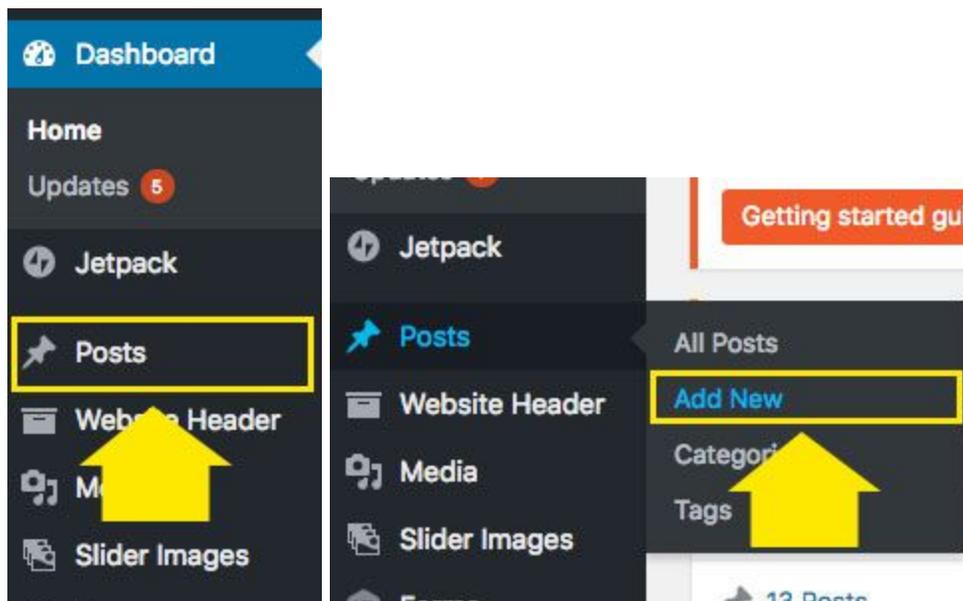
11. Click the 'Update' button in the lower right hand corner.  This will close this window.

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.

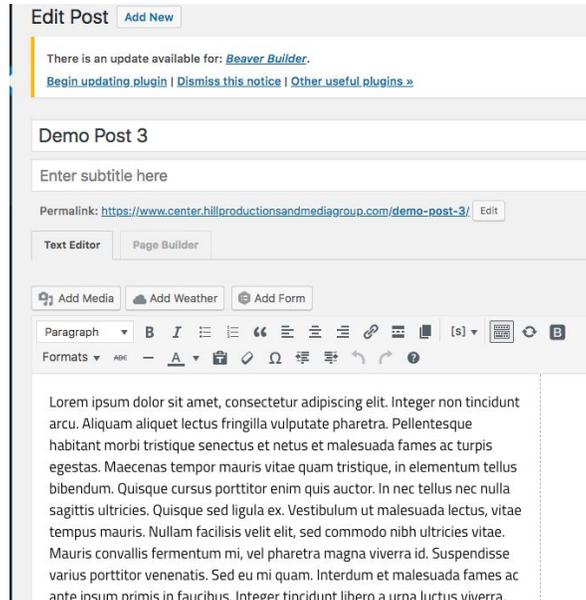
Managing School News, Public Notices and Student Showcase (Posts)

Add New Article/Post

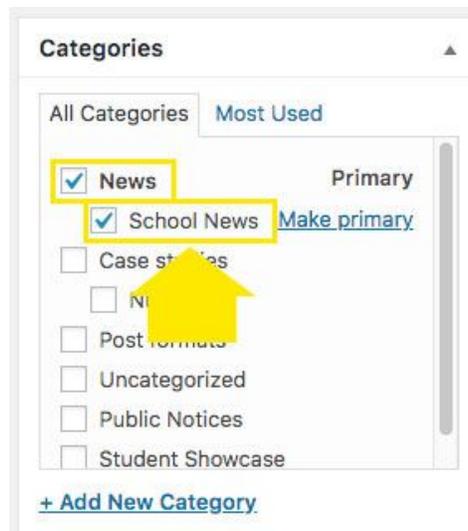
- 1 Login to your admin Dashboard at: <http://www.centervilleschools.org/wp-admin>
- 2 Hover over Posts and click on Add New



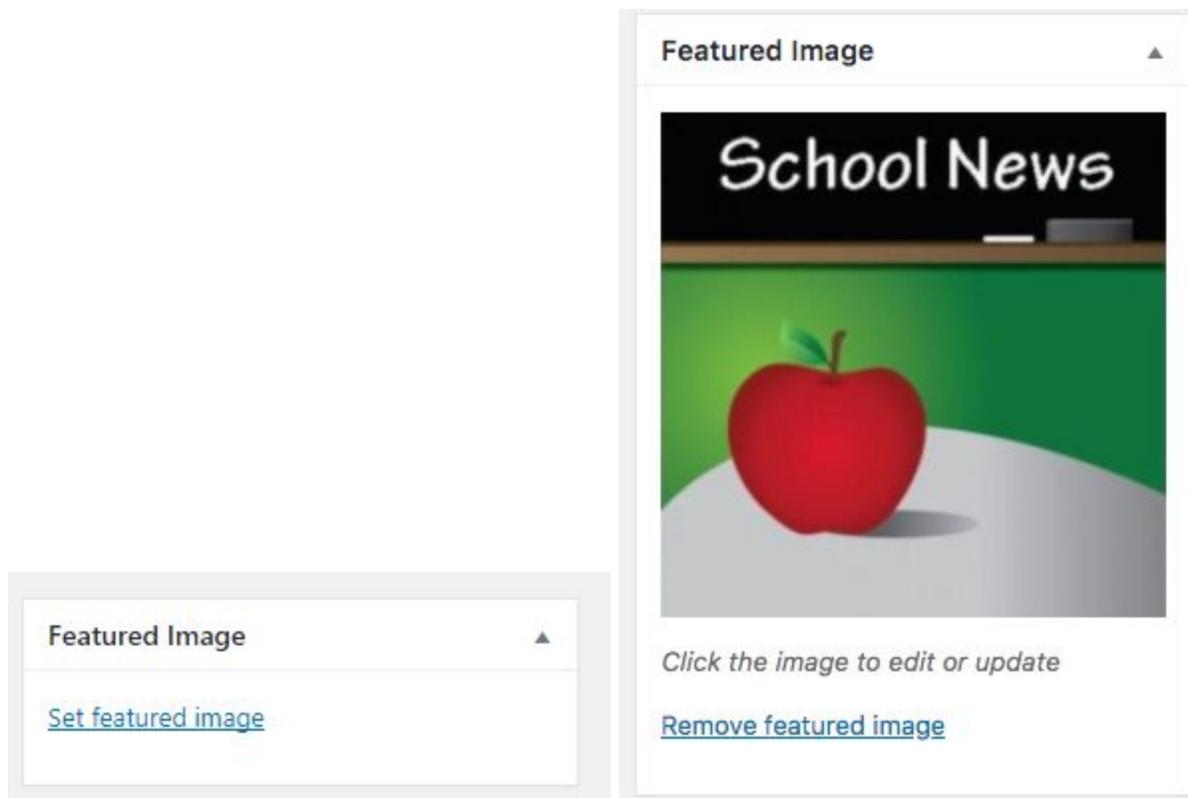
- 3 Fill in the form



- 4 Select “News” and choose School News, Public Notice or Student Showcase category in the right sidebar

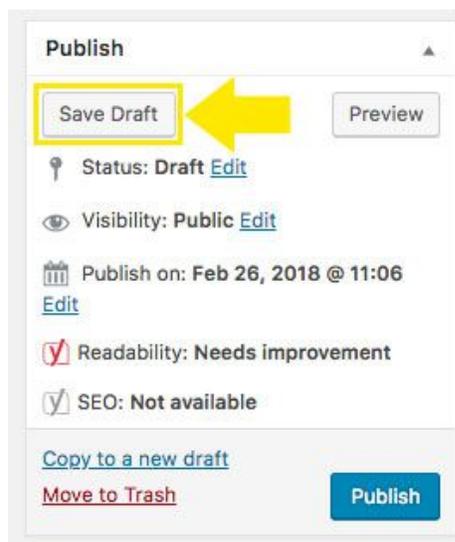


- 5 Next, if you are wanting this article to display on the home page be sure to type in the Tags field: Featured
- 6 Set Featured image in the right sidebar (This will be the image which will display with the article each time.



Saving Your Post (Drafts & Publishing)

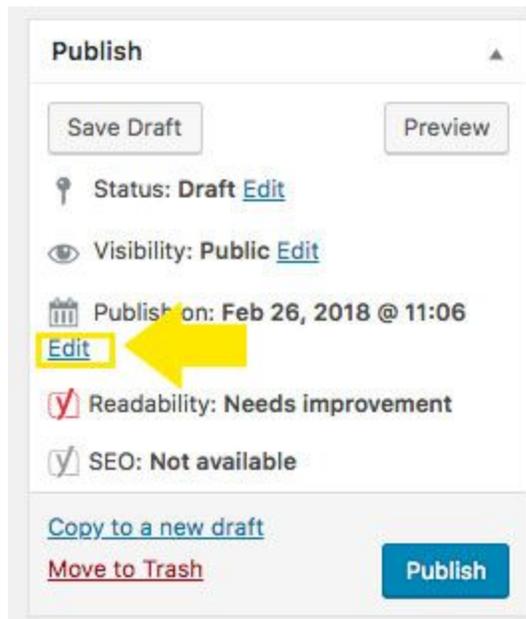
1. If you aren't ready to publish your post yet - or you need someone else to approve the post, before it's live on your website it's easy to do - once you are done creating your post and adding images (if needed) simply click on 'Save Draft' instead of 'Publish' on the right side bar.



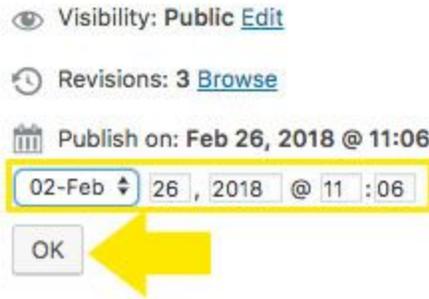
2. Once you hit the 'Publish' button, it will be live on your website for anyone to see. If you see in the list of Posts you can quickly tell which posts are published and which one is the Draft.



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.



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.

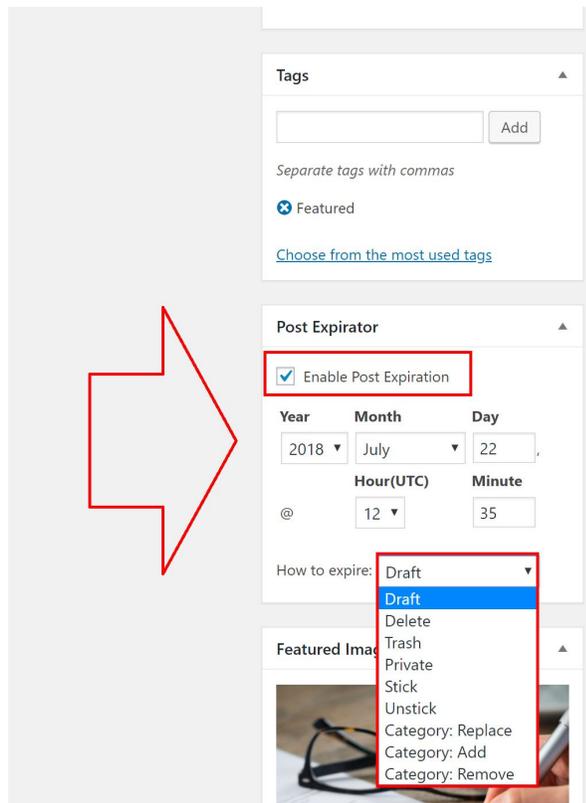


5. Edit any and all text for the post, as needed, be sure to preview first and then

click 'Publish' to save the post.



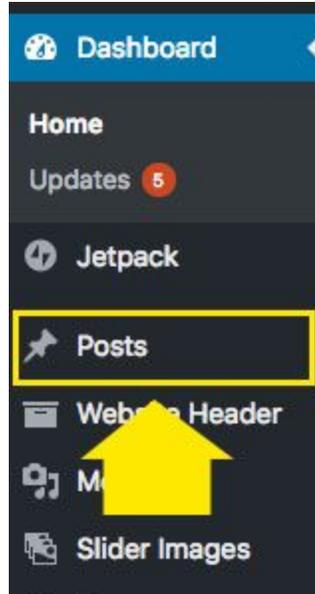
6. If you wish to schedule a post to expire you can do so by locating Post Expirator on the far right sidebar.



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)

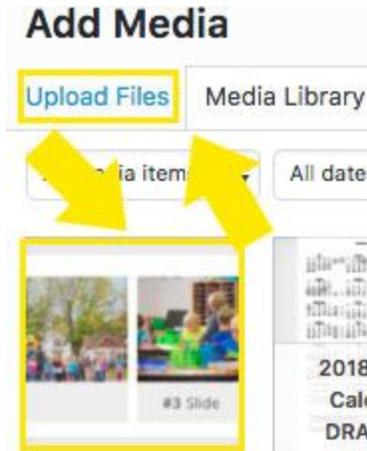
1. Login to your admin Dashboard at: <http://www.centervilleschools.org/wp-admin>
2. Click on Posts



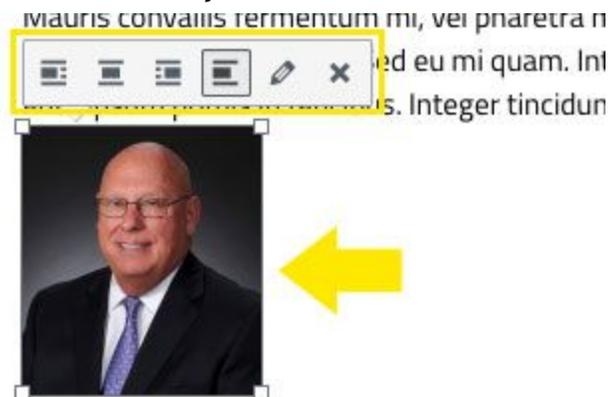
3. In the list of Posts, click on the post you would like to edit or add a photo image to.
4. Place your mouse/cursor in the area of the post where you want the image to go. Find the button under the title, but above the actual text of the post where it says 'Add Media' and click on it.



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 [guidelines](#).



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.

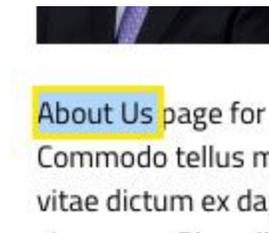


8. Always preview your post and then make sure you click the 'Update' button on the post to save your changes.

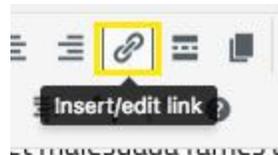


Adding a link to a post (new or existing)

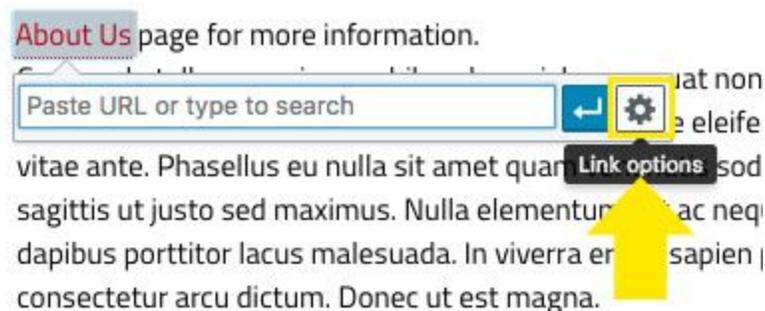
1. Login to your admin Dashboard at: <http://www.centervilleschools.org/wp-admin>
2. Click on Posts
3. In the list of Posts, click on the post you would like to edit
4. Find the text you want to link and highlight it.



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

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

Insert/edit link [X]

Enter the destination URL

URL

Link Text

Open link in a new tab

Or link to existing content

Search

No search term specified. Showing recent items.

Copy Centerville High School	PAGE
Public Notices	2018/02/26
Public Notices	2018/02/26
Student Support Services	PAGE
Guidance Department	PAGE
Homepage Intro Slider	SLIDER IMAGE
Anti-Bullying and Harassment Policy	PAGE

Cancel

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.

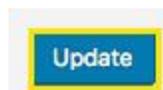
ante ipsum primis in faucibus. Integer tincidunt



[About Us](#) page for more information.

Commodo tellus mauris, non bibendum nisl cr
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.

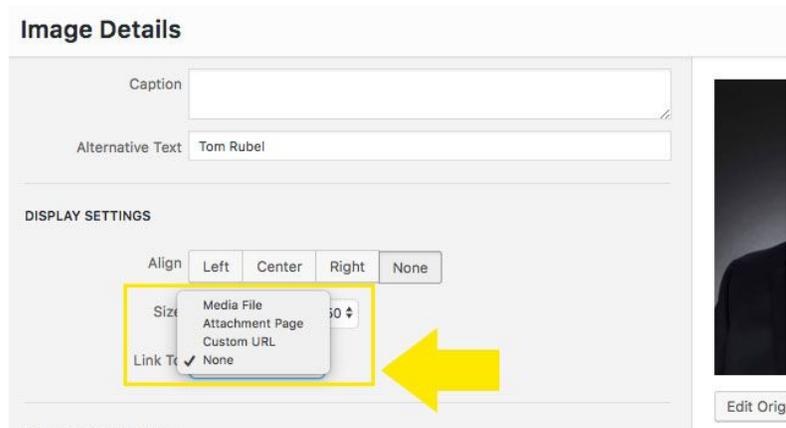


Add a link to a (single) image

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.



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

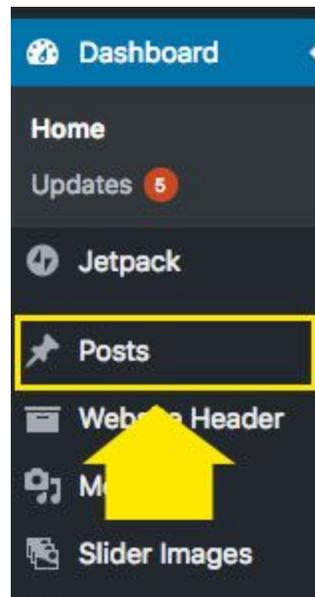


7. Click  and the link is now tied to the image.

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

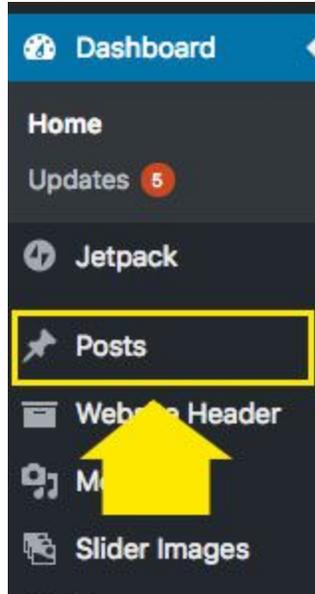


3. In the list of Posts, click on the post you would like to edit
4. This will open post in editor
5. Once you are done editing, click on 'Update' in top right corner of the screen



Delete an existing post

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

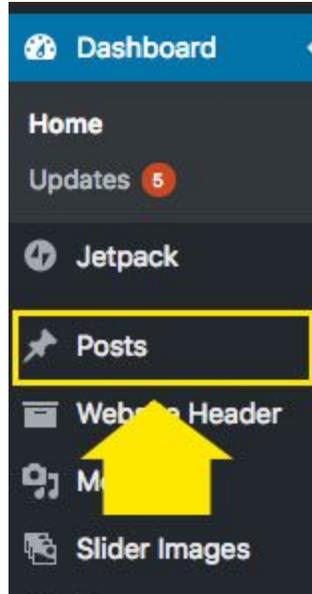


3. In the list of Posts, hover over the one you would like to delete, and click on “Trash” under it



Unpublish a Post

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



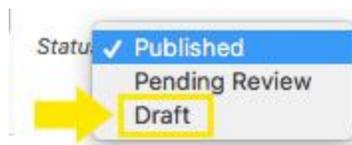
3. In the list of Posts, hover over the one you would like to unpublish, and click on “Quick Edit” under it. This will expand this area a slight bit.



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



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



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

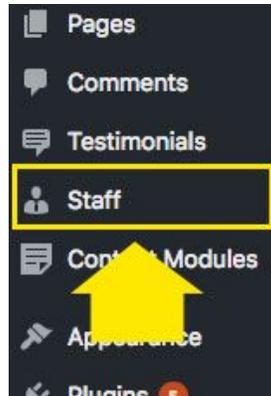


Published or live on your website.

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

Contact Details

Email

Phone

Add new

Google Classroom
 Full Google Classroom URL

Facebook

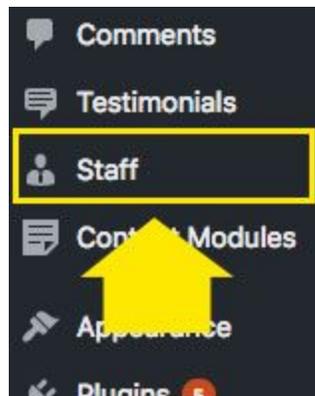


5. Click on Update in top right corner of the screen

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: <http://www.centervilleschools.org/wp-admin>
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).

Contact Details

Email

email@centerville.k12.ia.us

Phone

641-555-5555

Add new

Google Classroom

Full Google Classroom URL

https://classroom.google.com/

Facebook

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.



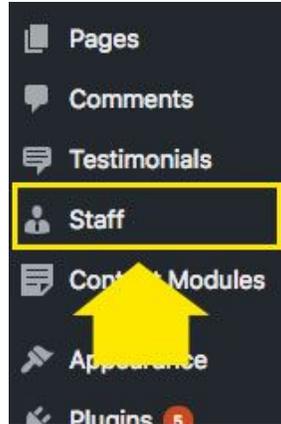
7. Locate the staff members building (if applicable)

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

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

Delete

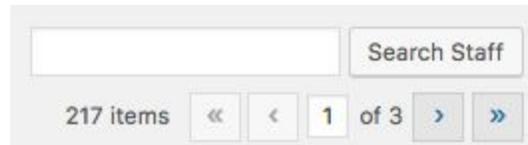
1. Login to your admin Dashboard at: <http://www.centervilleschools.org/wp-admin>
2. Click on Staff in left sidebar



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

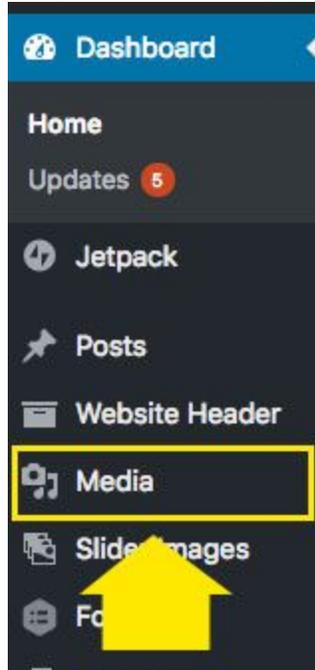


4. Hint: If you can not find the staff member that needs to be deleted, you can always look for the ‘Search Staff’ text box in the upper right hand corner, and type in first name or last name or both and click ‘Search Staff’ button.

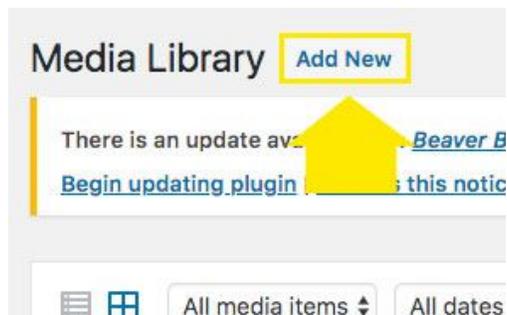


Change PDF link in Main Menu

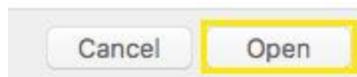
1. Login to your admin Dashboard at: <http://www.centervilleschools.org/wp-admin>
2. Click on the ‘Media’ menu item on the left hand side.



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



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.



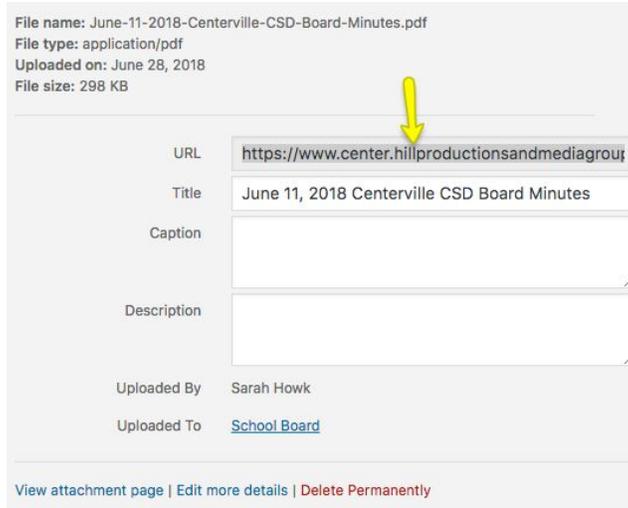
6. You may need the URL to add it to 3 menus, open the document by clicking on it in the Media Library. The 3 menus are: Parents & Families, Students, and Staff.

Home	Parents & Families	Students	Staff	Community	Contact
Announcements		Fees and Cafeteria accounts		Student Support Services	
Annual Notices		Food Service, Cafeteria		PowerSchool	
District News		Forms and Documents		School Board	
Athletics and Activities		Handbooks		School Nurse	
Course Guide		Lunch Menu		Staff Directory	
District Calendar		Our Schools		Supply Lists	
District Pr		Reftrak		Technology	
		Student Scholarships		Transportation	

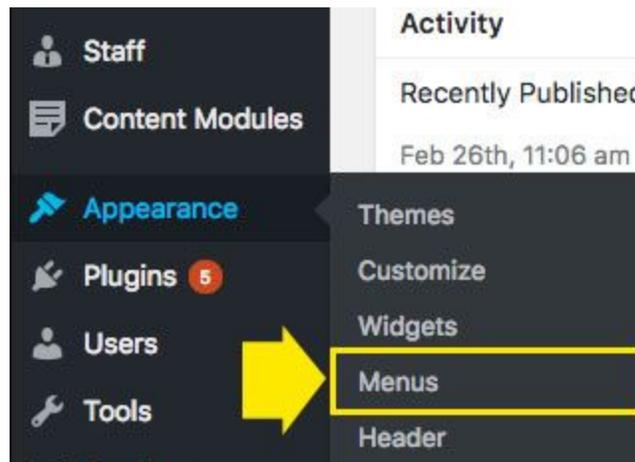
Home	Parents & Families	Students	Staff	Community	Contact
Announcements		Forms and Documents		School Nurse	
Anti-Bullying and Harassment Policy		Handbooks		Staff Directory	
Athletics and Activities		Lunch Menu		Student Scholarships	
Course Guide		Odyssey		Student Support Services	
District Calendar		Our Schools		Technology	
		PowerSchool			
		School Board Policy for Students			

Home	Parents & Families	Students	Staff	Community	Contact
Announcements		Forms and Documents		Special Education Delivery Plan	
Anti-Bullying/ Harassment		Lunch Menu		Handbooks	
District Calendar		Odyssey		Technology	
District Co		Power Teacher		Employment Opportunities	
		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.



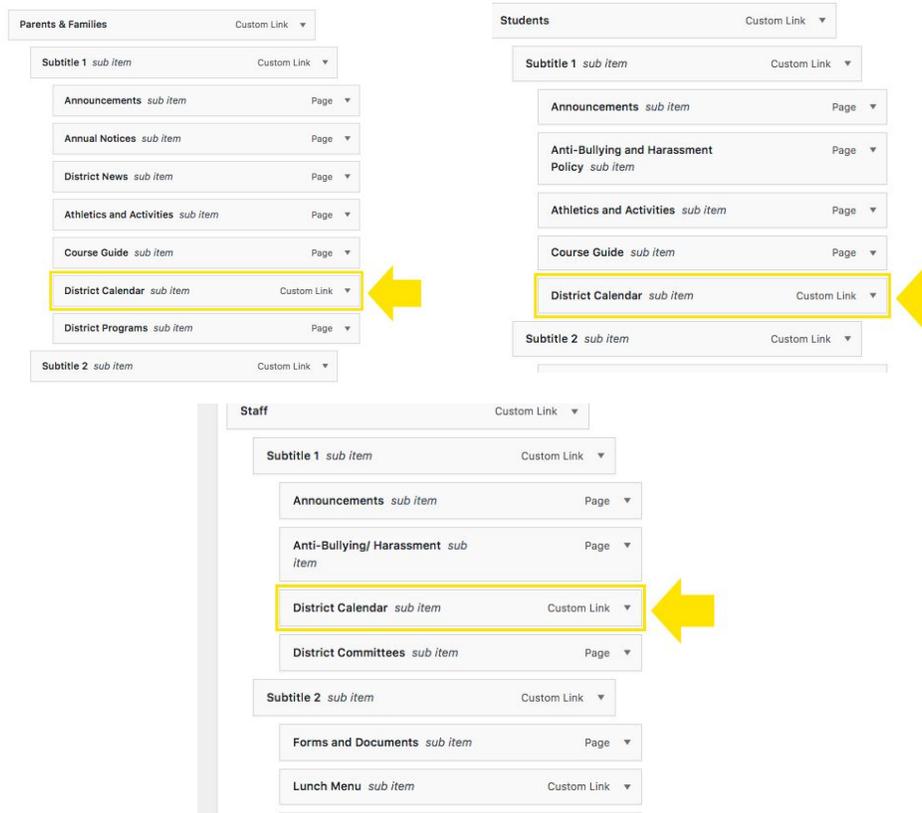
8. Select & Copy this full URL.
9. Navigate back to the Dashboard > Appearance > Menus



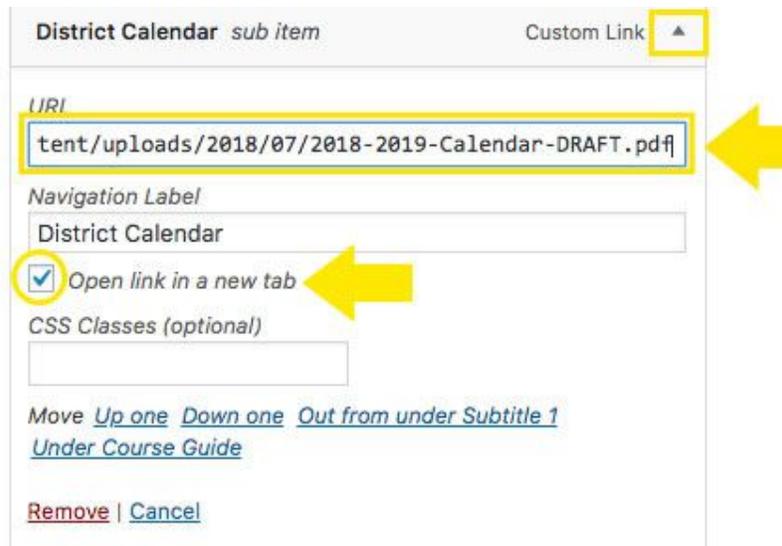
10. Please make sure that you are on the correct menu and choose 'Main navigation (Primary Menu)' and push the 'Select' button.



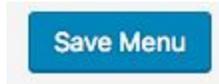
11. This menu is really long, but you need to find the 3 places that the lunch menu is located. In the 'Parents' section, under 'Subtitle 3'. In the 'Students' section under 'Subtitle 2' and under 'Staff' section under 'Subtitle 2.'



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



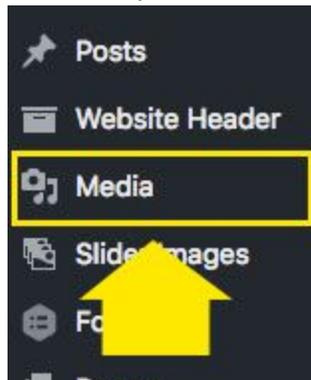
and the link will be changed.

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

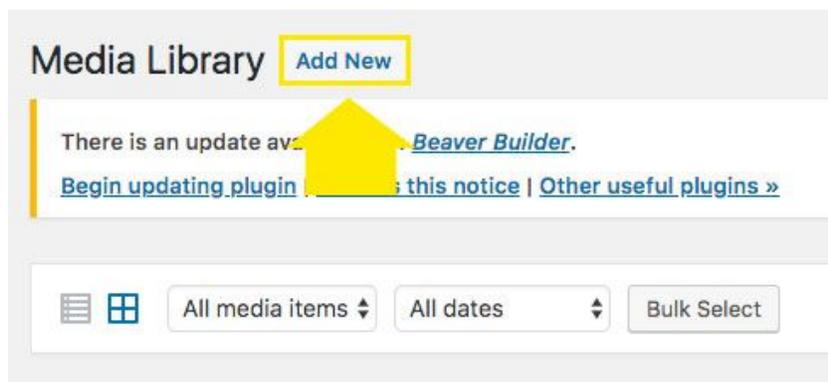
(Note, always replace handbooks on Handbook pages both under Parents & Families and Staff)

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'

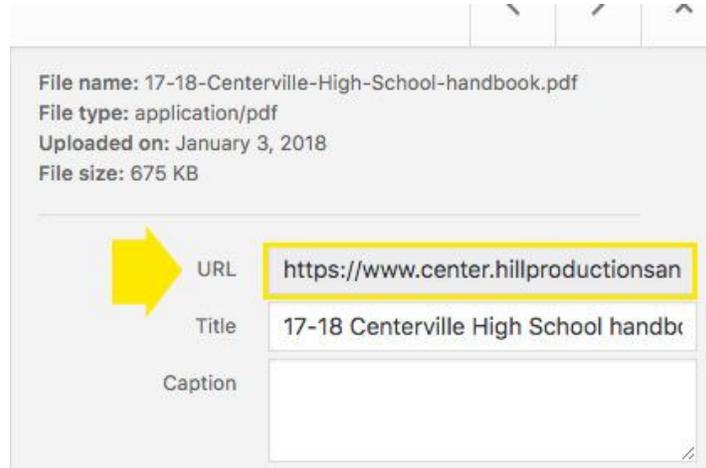


4. Select on the button 'Select Files' and navigate to the location on your computer that the file is located in.

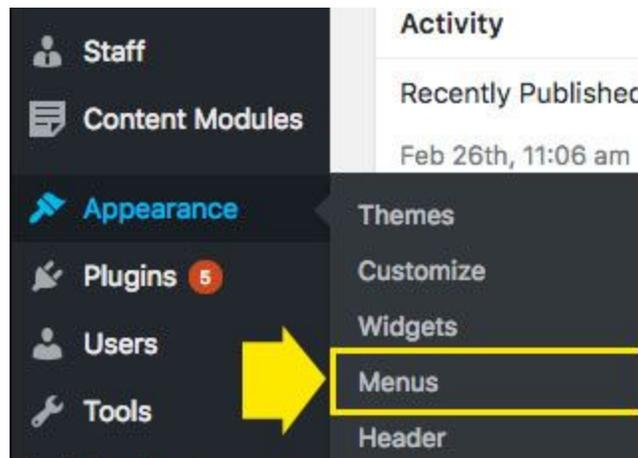
5. Select 'Open' and it will upload it to the Media Library.



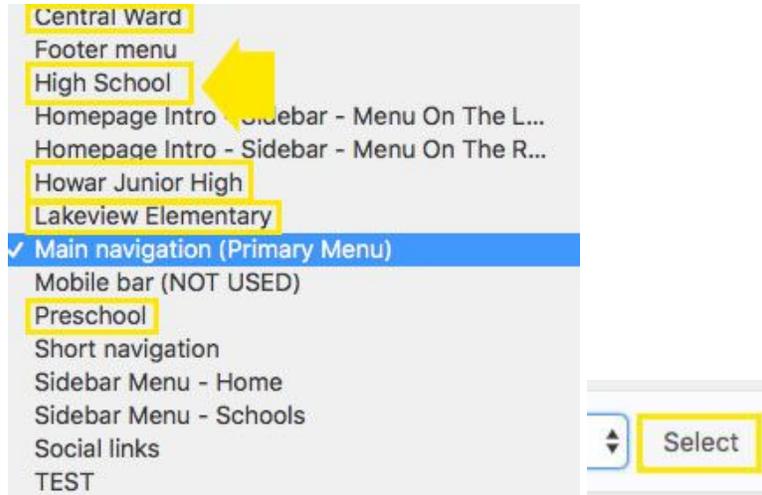
6. Select the URL code from the information on the document - this tells the website where to look for this particular document.



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



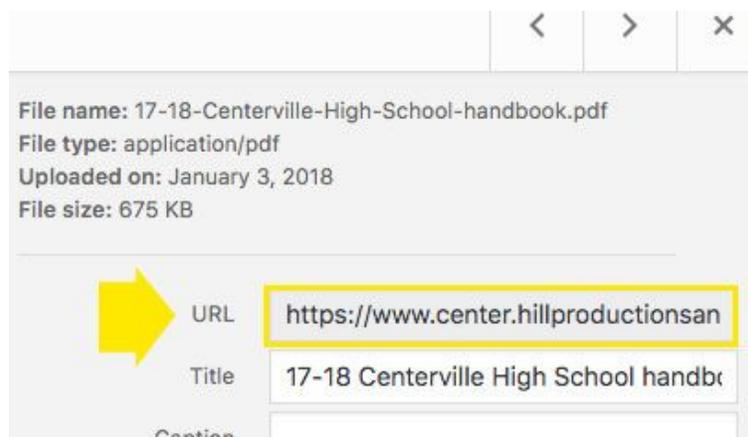
9. Please make sure that you are on the correct menu and choose the menu you need to change (High School, Howar Junior High, Lakeview, Preschool, Central Ward) and push the 'Select' button



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



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

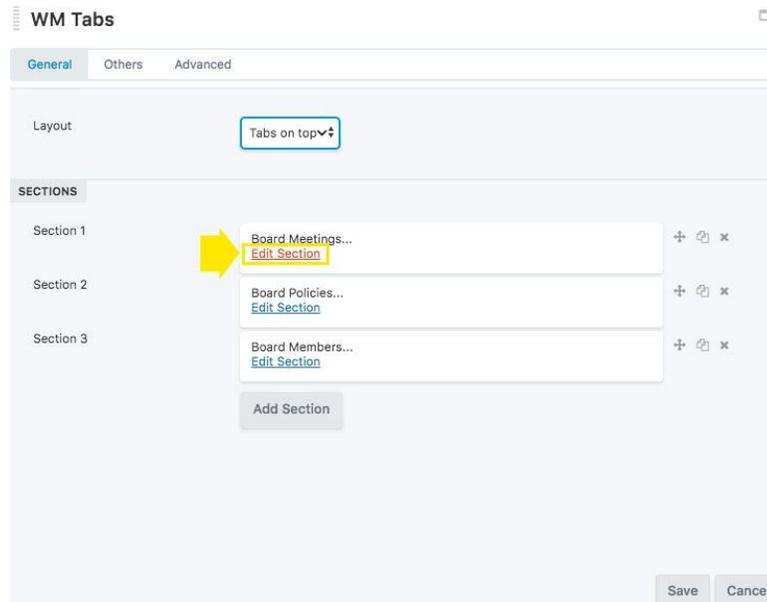
1. Go to the School Board page. Click on Beaver Builder'



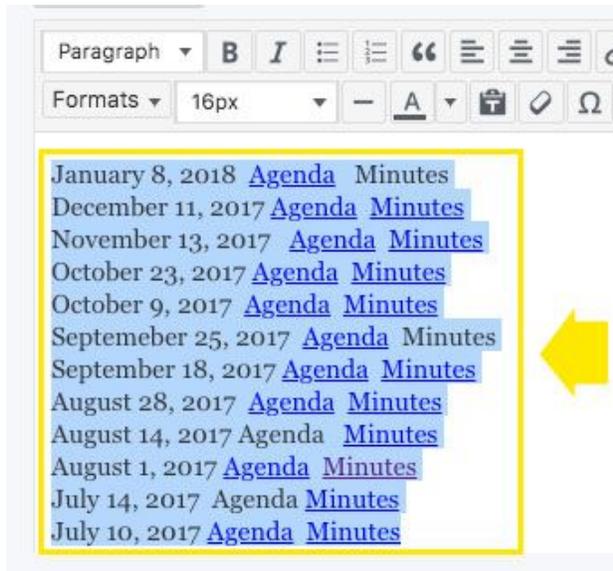
2. Click on the 'Wrench' icon to edit the Tabs at the top of the page



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



4. Select and Copy the text in this section.

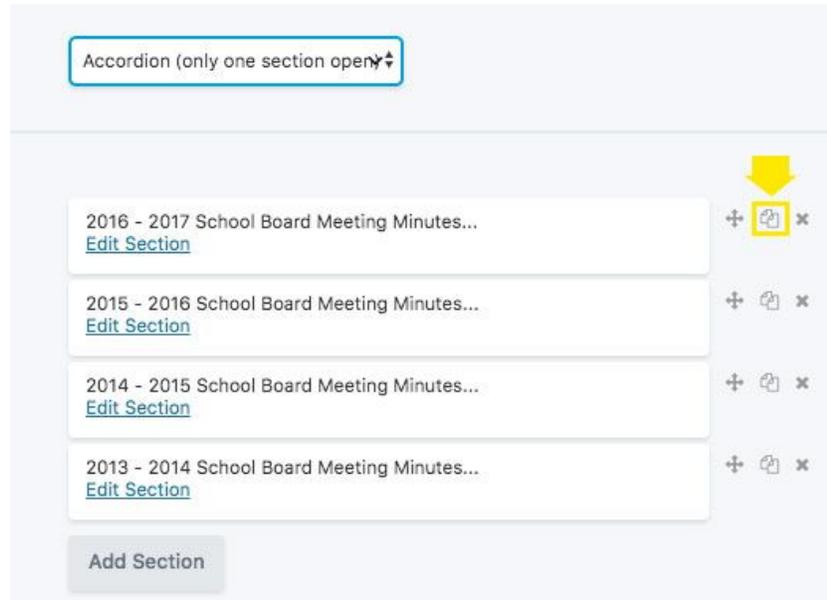


5. Select 'Cancel' and 'Cancel' again.
6. We are now going to move this information to the accordion below.
7. Click on the wrench on the accordion section below.

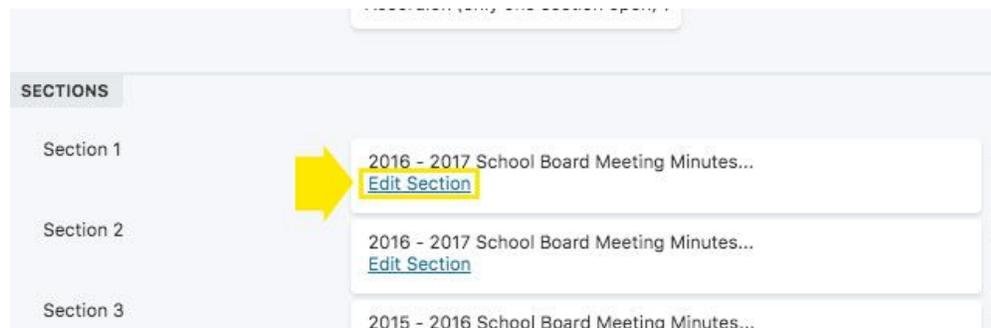
Archives



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...'



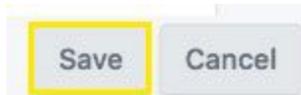
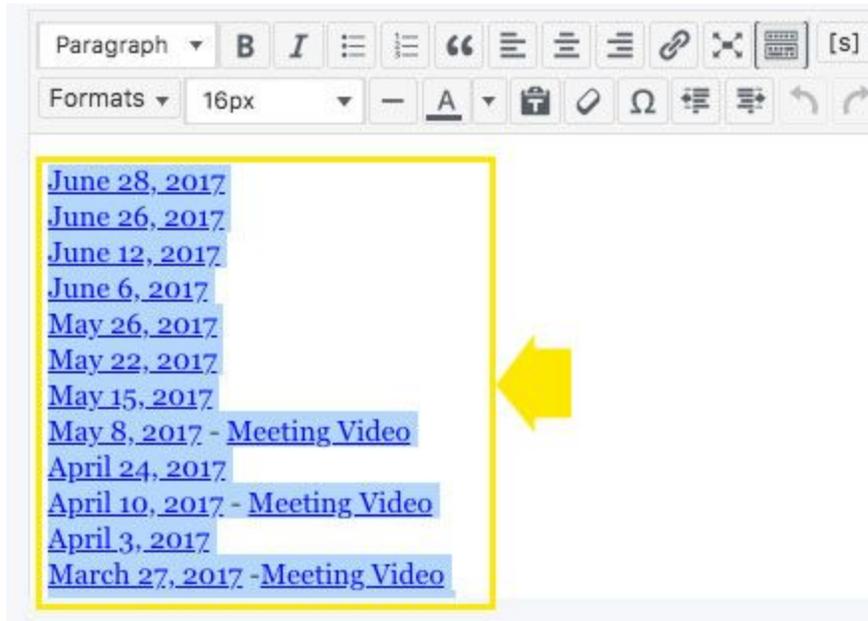
9. Click on 'Edit Selection' to edit the new section.



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.



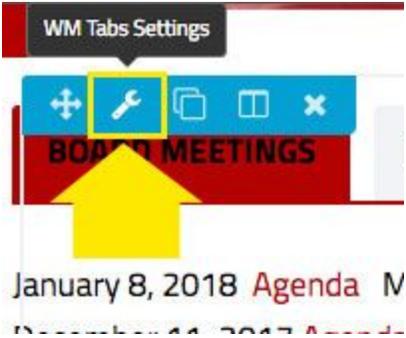
12. Select the Save button.
13. You can now go back to the top section and delete the text above and you are ready for the next year's Board Meeting Minutes.
14. Select the 'Done' and 'Publish' buttons to save your changes on your page.

Add Agenda & Minutes to 'Board Meetings'

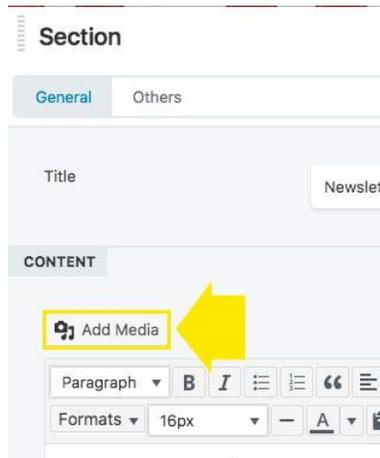
1. Go to the School Board page. Click on 'Beaver Builder'



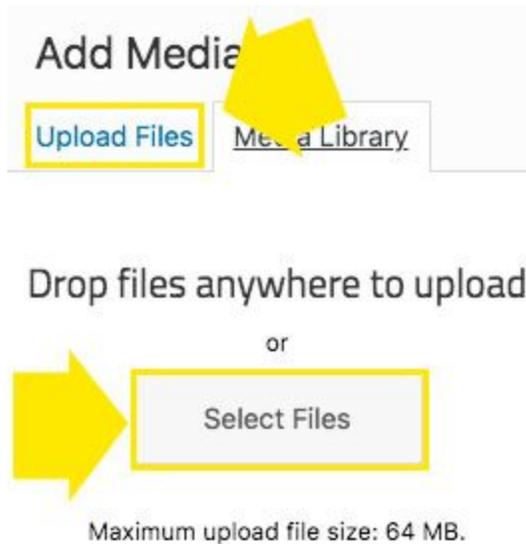
2. Click on the 'Wrench' icon to edit the Tabs at the top of the page.



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



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.



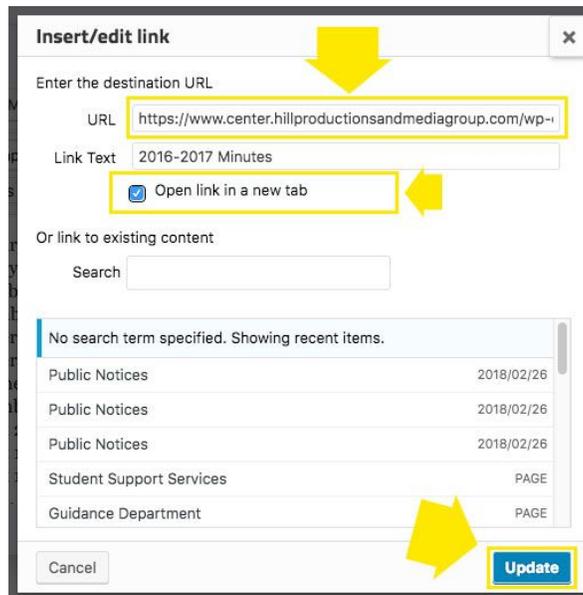
- Click 'Insert Into Post' and the pop up window will close.



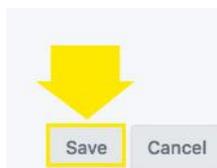
- The website will automatically create text with the title of the document with a link to the correct file, change the text as desired.
- Tip: When typing in another date above the previous dates, to save space hit 'Shift' and then 'Enter' or 'Return'. This will do a soft return to the next line, rather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



- Click 'Save' on the Tabs options.



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



Add Video link

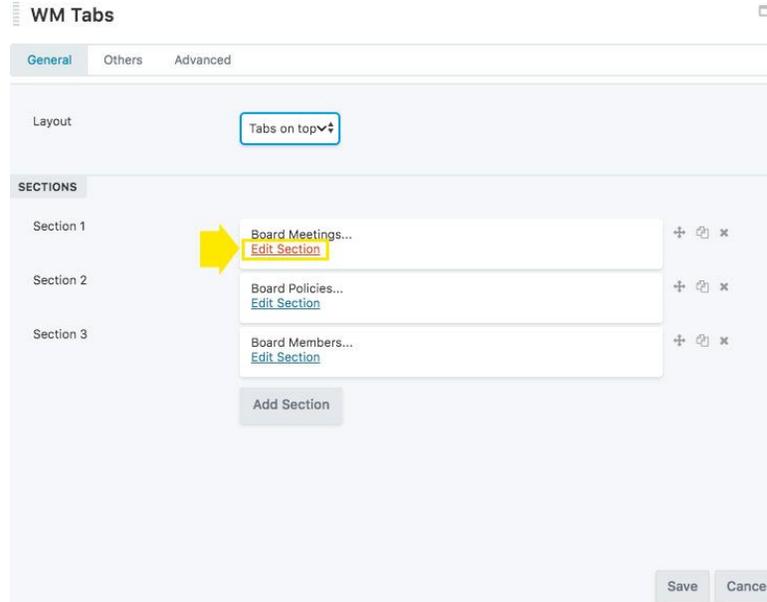
1. Click on 'Beaver Builder'



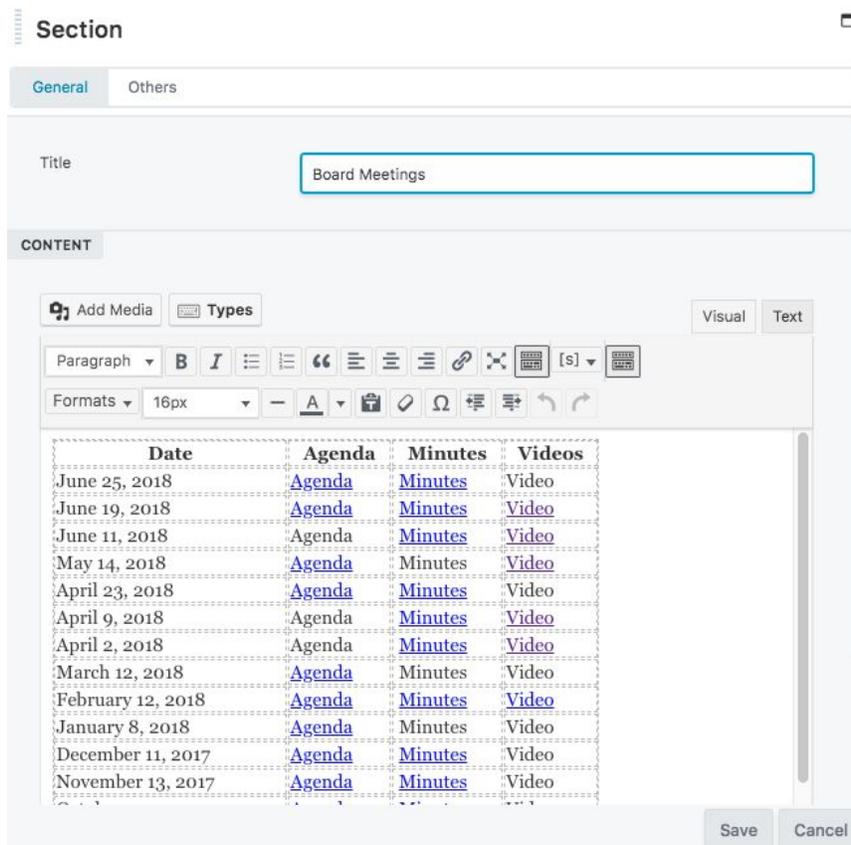
2. Click on the 'Wrench' button for the tabs.



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



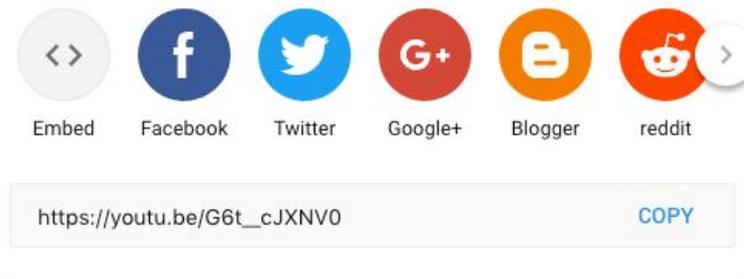
- Another pop-up window will open. Here you see a table with dates, Agendas with links and Minutes with links as well. Some videos have links, and some do not.



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.



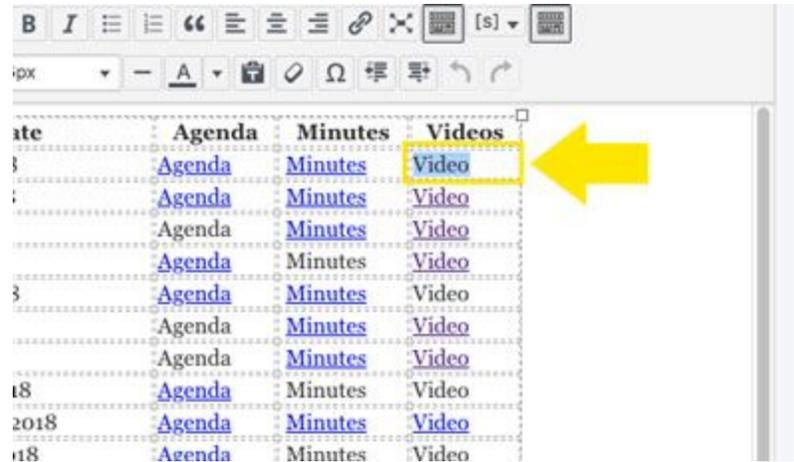
6. A pop up window should come up.



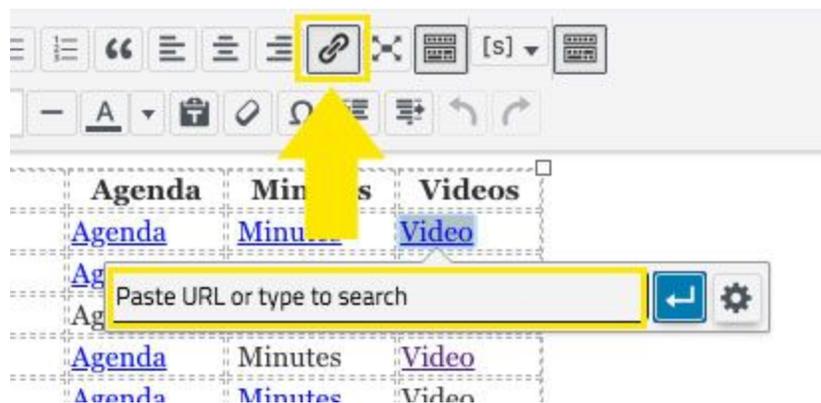
7. Here's the code we want to copy. Click on the blue 'Copy' and then it should copy to your clipboard. You should see this pop up as well:



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



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.

Insert/edit link [X]

Enter the destination URL

URL

Link Text

Open link in a new tab

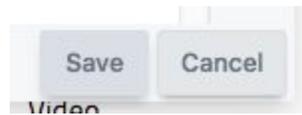
Or link to existing content

Search

No search term specified. Showing recent items.

Public Notices	2018/07/11
Copy Centerville High School	PAGE
Public Notices	2018/02/26
Student Support Services	PAGE
Guidance Department	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.



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.

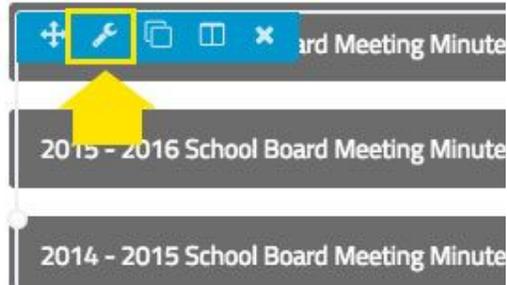
Remove Archive

1. Click on 'Beaver Builder'

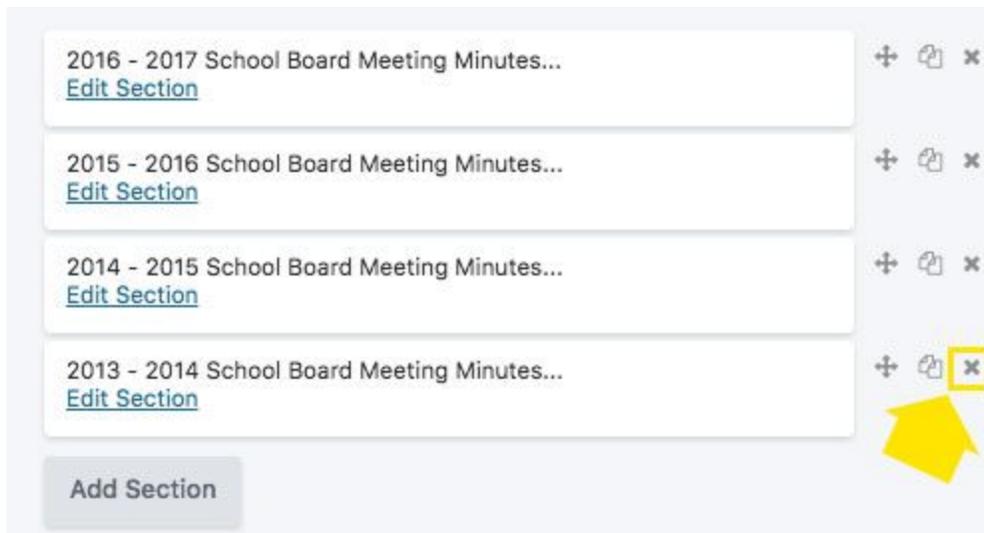


2. Scroll down to the 'Archives' list. Click on the wrench icon to edit

Archives



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

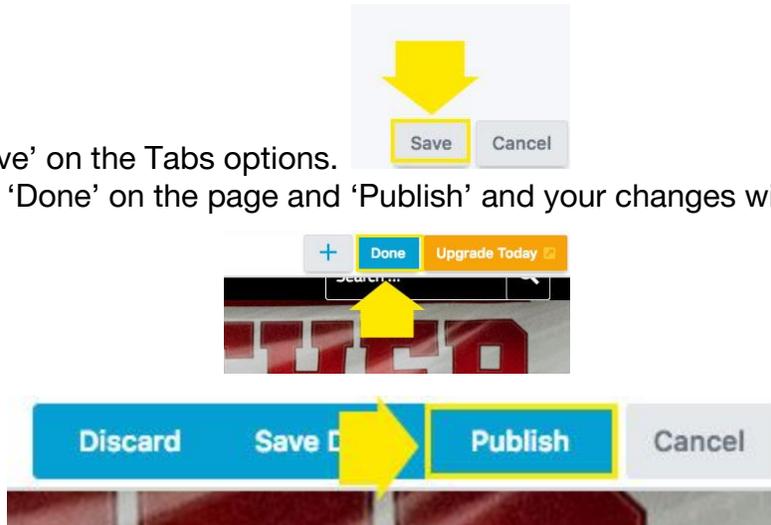


4. The website will then ask if you really want to delete this content. Click on 'OK' to remove it, and click on 'Cancel' if you don't want to remove it.

Do you really want to delete this item?



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

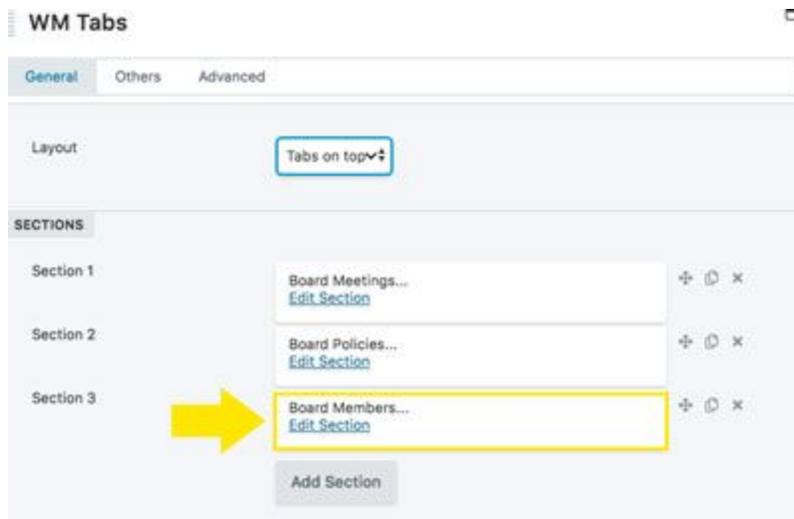
1. Click on 'Beaver Builder'



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

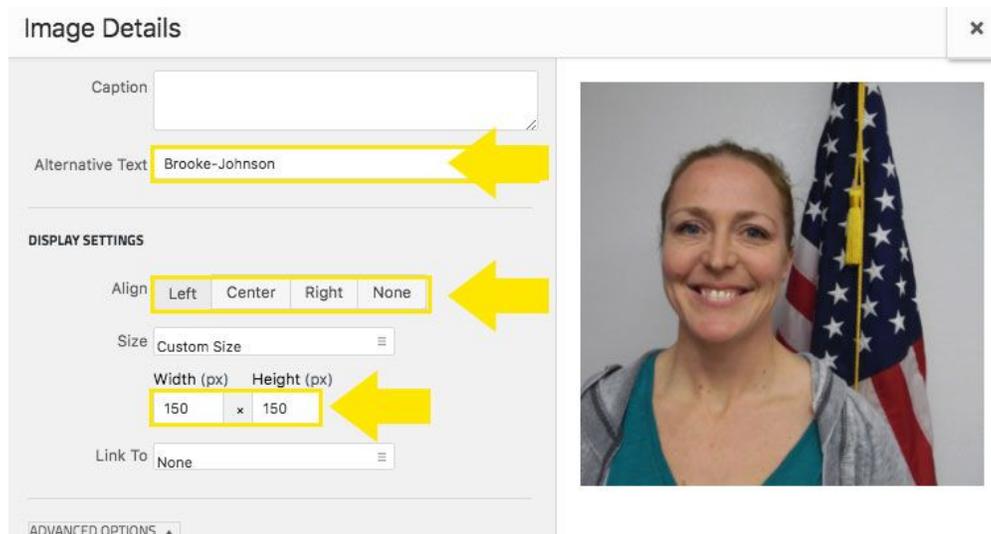


3. Select the Board Members tabs and select 'Edit Selection'



- Another window will open up with a list of board members and contact information.
- 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.

Here are the settings that we have used:

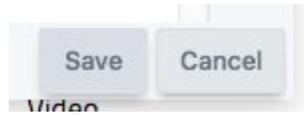


- Once the photo is uploaded into the text box, click on the image and make sure the left

align option is selected.  This will also wrap the text to the right of the image.

- Add an email using the same techniques talked about in this section of the manual: [Adding a Link](#) - 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.



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

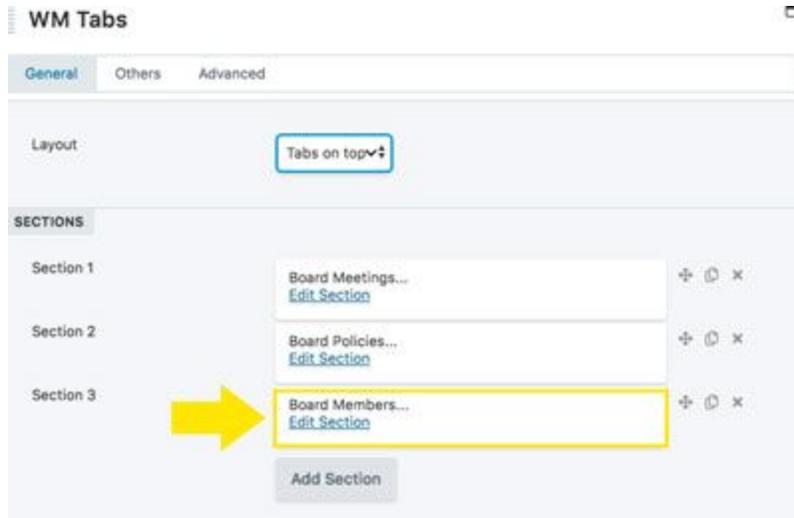
1. Click on 'Beaver Builder'



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



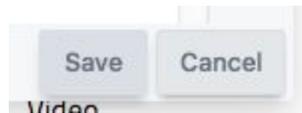
3. Select the Board Members tabs and select 'Edit Selection'



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.

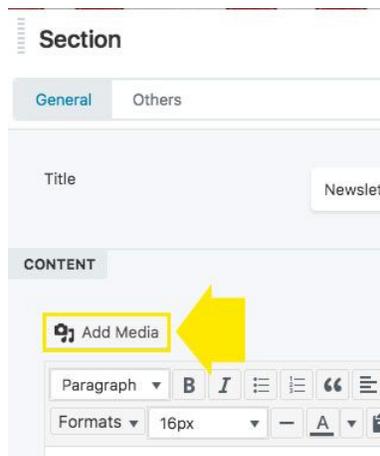
Teacher Quality Committee



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.

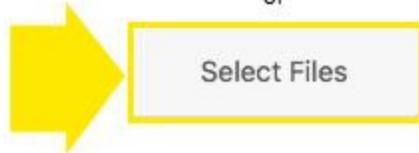


5. Choose the tab 'Upload Files' and then navigate to the 'Select Files' button to find the file on your computer or drop your file anywhere in the box to upload the file.



Drop files anywhere to upload

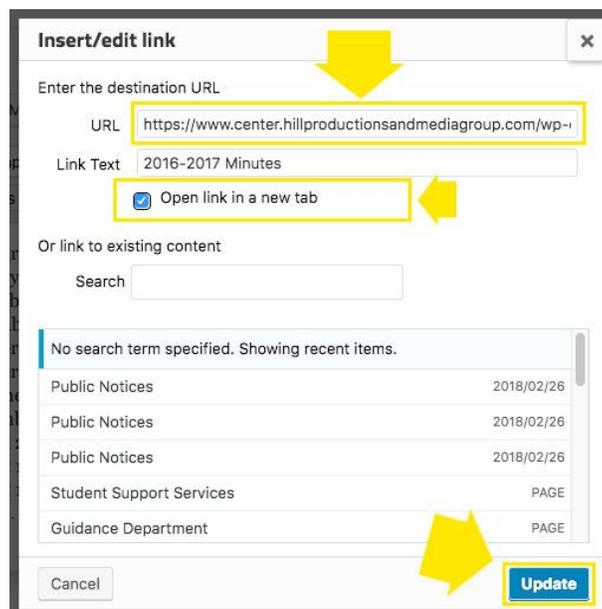
or



Maximum upload file size: 64 MB.

Insert into post

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.



Insert/edit link

Enter the destination URL

URL

Link Text

Open link in a new tab

Or link to existing content

Search

No search term specified. Showing recent items.

Public Notices	2018/02/26
Public Notices	2018/02/26
Public Notices	2018/02/26
Student Support Services	PAGE
Guidance Department	PAGE

Cancel

9. Click 'Save' on the Tabs options.



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

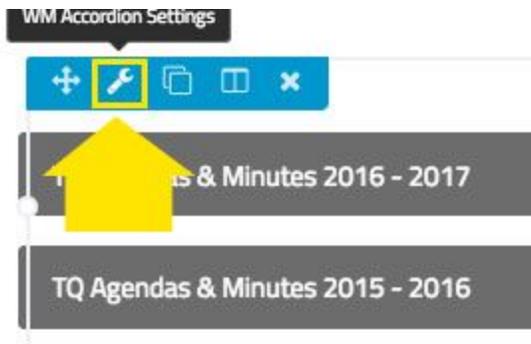


Remove

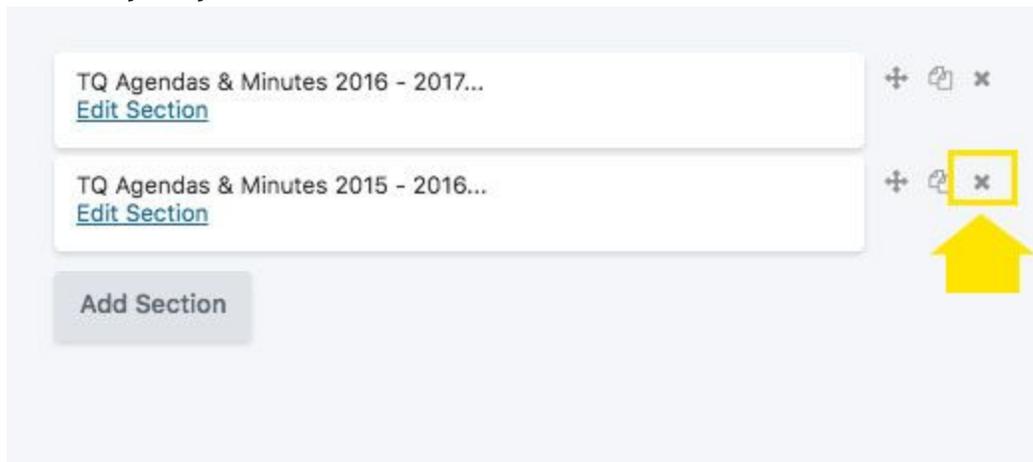
1. Click on 'Beaver Builder'



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'.

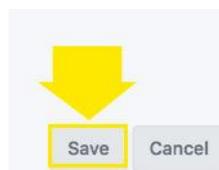


4. The website will then ask if you really want to delete this content. Click on 'OK' to remove it, and click on 'Cancel' if you don't want to remove it.

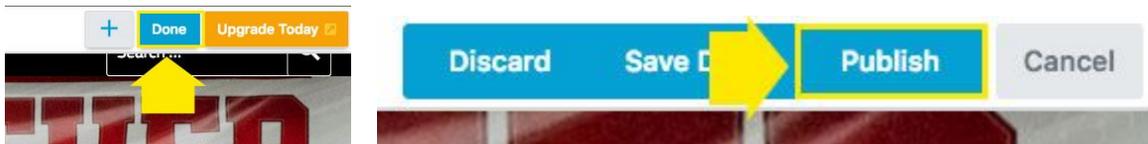
Do you really want to delete this item?



7. Click 'Save' on the Tabs options.



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

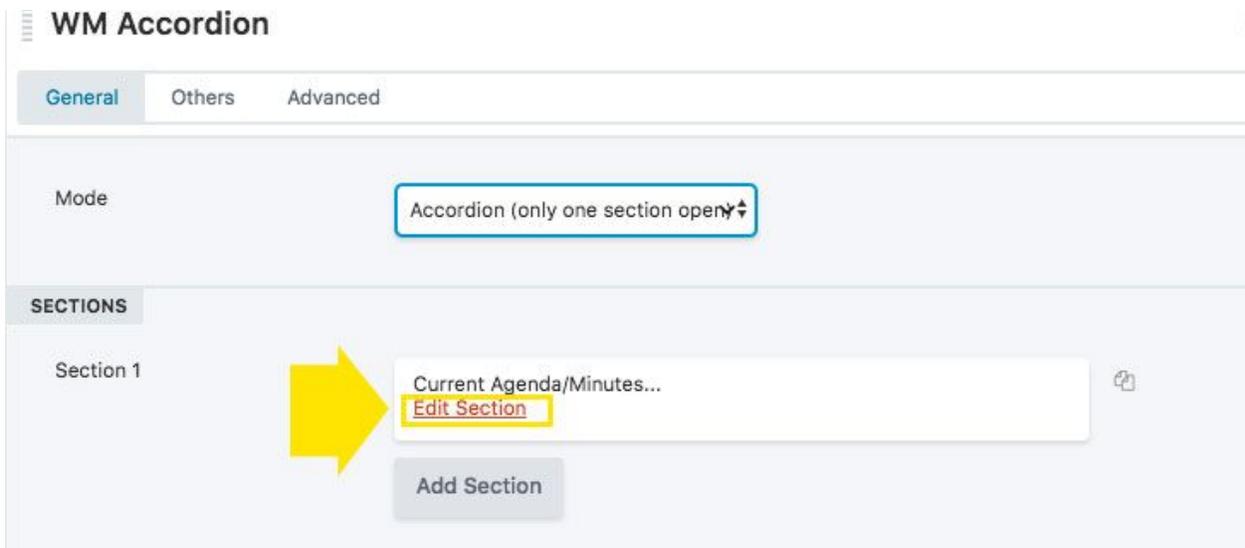
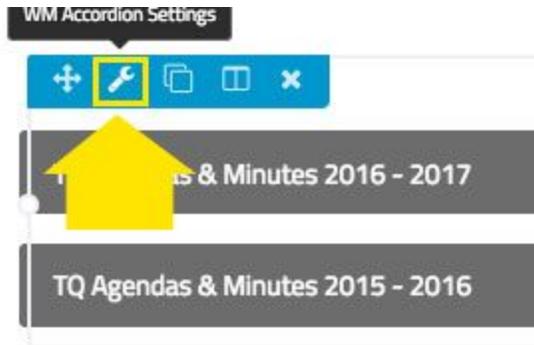


Archive

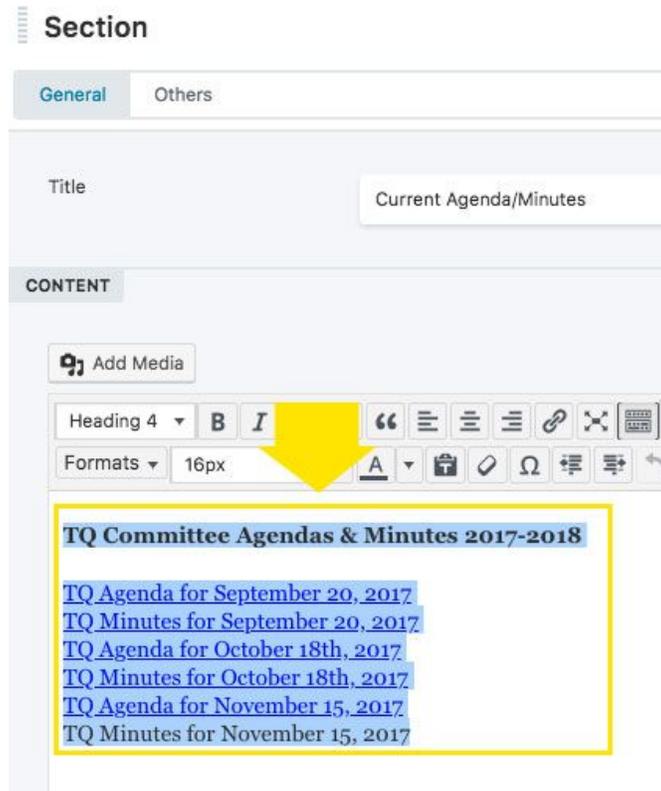
1. Navigate to the Page: </district-committees/>
2. Click on 'Beaver Builder'



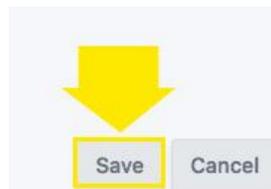
3. Select the Committee Meeting desired, and select wrench icon for the tabs settings and select 'Edit Selection'



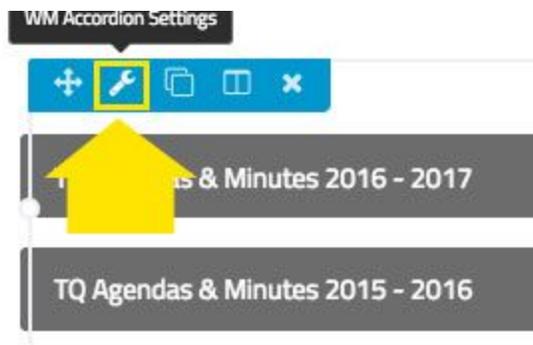
4. Select the text and copy (PC:ctl+c, or Mac:cmd+c)



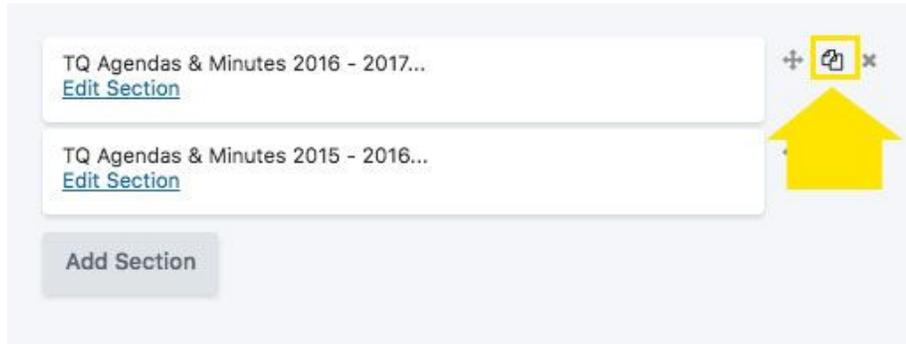
5. Select 'Save' and then 'Save' again, don't worry about leaving the text there, we want to make sure we move the text & the links to the correct place, then we can go back and delete this information.



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

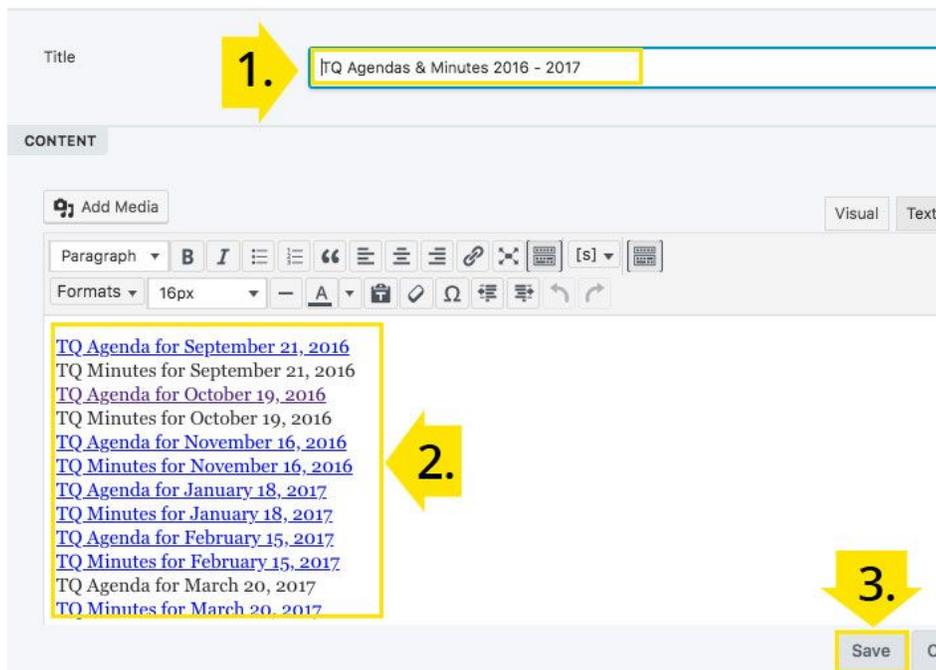


7. We can now duplicate the latest Agendas & Minutes and with a little change we can update it.

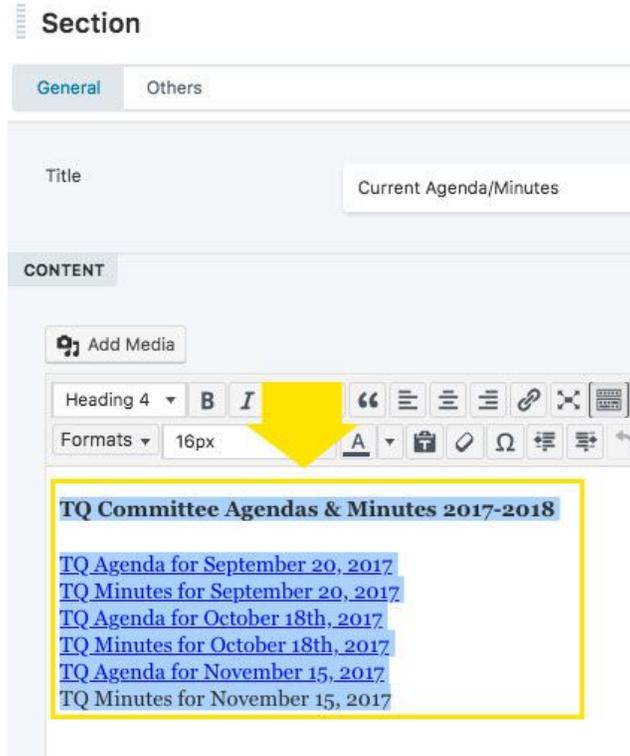


Click on the 'duplicate' icon on the right of this section.

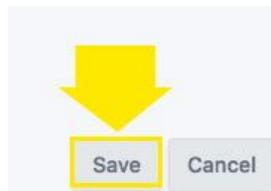
8. So we need to change 2 things in this new copy we made. We need to change the Title, so it doesn't show up the same as the one below it, and we need to Paste (Win: ctrl+p or Mac: cmd+p) the text we copied from the other side. Now we can save this and the window will close.



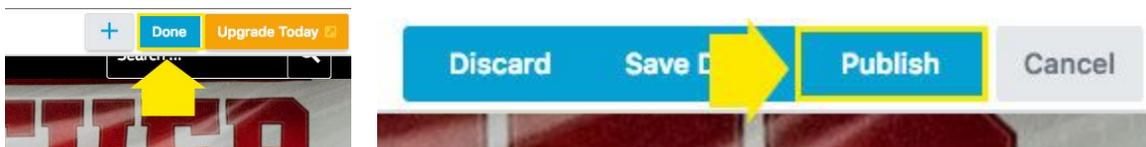
9. Now we need to go back to the current year and refresh it for the upcoming year. Select all the text and delete.



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/>

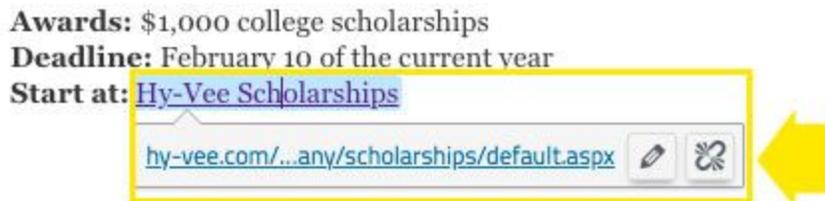
2. Navigate to the Student Scholarship page and click on “Beaver Builder”



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.

Insert/edit link ✕

Enter the destination URL

URL

Link Text

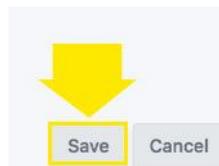
Open link in a new tab

Or link to existing content

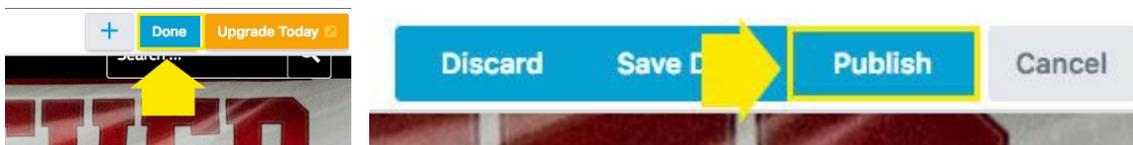
Search

No search term specified. Showing recent items.	
Public Notices	2018/02/26
Public Notices	2018/02/26
Public Notices	2018/02/26
Student Support Services	PAGE
Guidance Department	PAGE

- 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.
- Edit the rest of the text as needed and click the 'Save' button



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



Remove

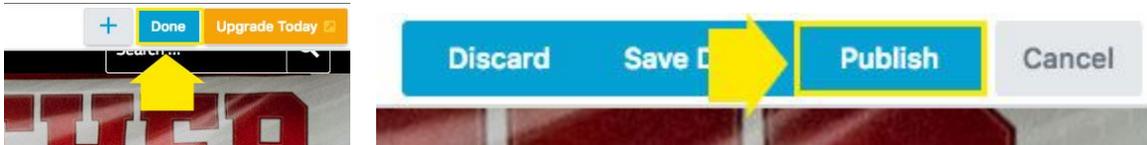
- Login to your admin Dashboard at: <http://www.centervilleschools.org/>
- Navigate to the Student Scholarship page and click on "Beaver Builder"



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



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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