



# School Web Master

## Training Guide

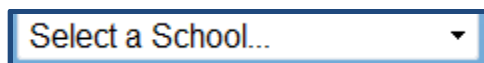
### Basic Startup Tasks

## About this Guide

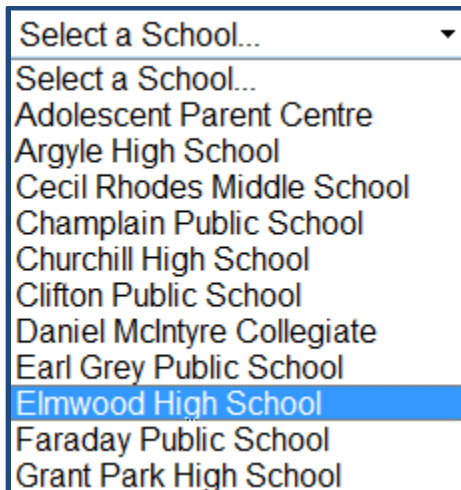
This Training guide has been designed to provide you with a jump start on accomplishing some of the preliminary tasks related to your school's web site.

## Accessing your School's Web Site

**Step A:** You will first need to go to your district site. On the home page of the district site, you will find a school dropdown menu similar to the following snapshot:



**Step B:** Click the **Select a School** dropdown menu, and choose the name of your school from the list as shown below:



Select a School...
Select a School...
Adolescent Parent Centre
Argyle High School
Cecil Rhodes Middle School
Champlain Public School
Churchill High School
Clifton Public School
Daniel McIntyre Collegiate
Earl Grey Public School
<b>Elmwood High School</b>
Faraday Public School
Grant Park High School

**Step C:** You will now be taken to the home page of your school.

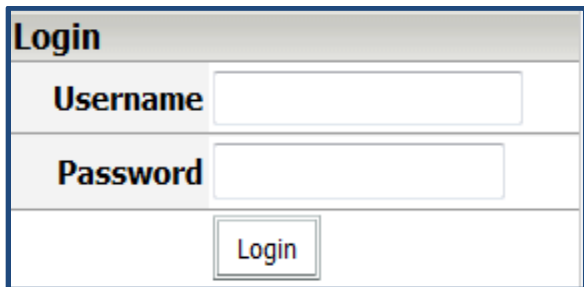


**Tip:** You may want to bookmark this page for future reference. You definitely should get your teachers bookmark the school home page for easy access.

**Step D:** Click the login link. The location of the link will vary according to your school site's design; however, login buttons are typically available on the upper right or left hand corner of your website.

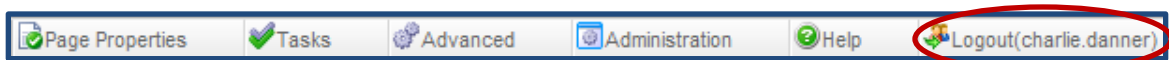


You will get a log in screen similar to the one shown below:



Log into your school site using the Username and Password provided to you by the District Webmaster/Technology Staff.

Once you are logged into the school site, you should see the *Administration Toolbar* located at the top of the school home page as shown below.



**Note:** You should always get this toolbar upon logging in. If you do not see this toolbar, this means your account has not been correctly set up as the site administrator for your school. Please communicate this to the main contact at your district who can then work out the details with our technical staff.



**Tip:** To log out, simply click the **Logout** link located at the right hand corner of the toolbar.

## Changing your Administrator Password

The first task you need to do upon logging into your school site is change your administrator password.



**Step A:** Click on your screen/user name located after the Welcome message as shown below:

Welcome, **charlie.danner** | Logout

**Step B:** You will see a screen similar to the one shown below. Click the **Edit User** tab.

A screenshot of a web interface showing user management options. At the top, there are three tabs: 'View User', 'Edit User', and 'Transcript'. The 'Edit User' tab is highlighted with a red circle. Below the tabs, the user's name 'Charlie Danner [charlie.danner]' is displayed. Underneath, there are several fields: 'Email Address' with the value 'cdanner@concord.sharpschool.com', 'Work Address' with 'UNITED STATES', 'Home Address' with 'UNITED STATES', and 'Sex' with 'Female'.

You will see the **User Details** screen as shown below:

A screenshot of the 'User Details' form. At the top, there are four tabs: 'User Account', 'User Profile', 'User Photo', and 'Preferences'. The 'User Account' tab is selected. Below the tabs, the form contains several fields: 'Screen Name' (charlie.danner), 'First Name' (Charlie), 'Last Name' (Danner), 'Email Address' (cdanner@concord.sharpschool.com), 'Password' (with a note '(Leave blank to keep the old password)'), 'Re-enter Password', 'Organization Name', 'Department Name', 'Job Title', 'Preferred Locale' (Use Server Default), and 'Time Zone' (Use Server Default). The 'Password' and 'Re-enter Password' fields are highlighted with a red box. At the bottom right, there are two buttons: 'Update User' and 'Cancel'.

**Step C:** Type in your new password and re-enter it. Click the **Update User** button to complete the process.

## The Elements of your Home Page

Your school's home page is divided into a number of sections as shown below:

The screenshot shows the Winnipeg High School website home page. Red arrows point from callout boxes to specific sections:

- School Logo:** Points to the 'Winnipeg HIGH SCHOOL' logo in the top left.
- Flash Banner:** Points to the large image of two students with the text 'Sign-up for Peer Tutoring'.
- School Navigation Menu:** Points to the horizontal menu with items: Home, Programs, News, Students, Parents, Teachers, Athletics, Contact.
- Mini-Calendar & Upcoming Events:** Points to the calendar for November 2010 and the 'Upcoming Events' list below it.
- News and Events:** Points to the 'News & Events' section containing articles like 'Commencement Unique in Many Ways'.
- The Principal's Section:** Points to the 'Welcome!' message and the introductory paragraph below it.
- Quick Links:** Points to the 'Quick Links' section with a list of links such as 'Principal's Page', 'Notice Board', etc.

Your next priority is to update the following sections of the home page:

**The Principal's Section:** You should obtain a **Welcome Speech** from the principal which you can then display on the home page.

**Quick Links:** Discuss with your principal which sections to link to from the home page