School Teacher Page Training
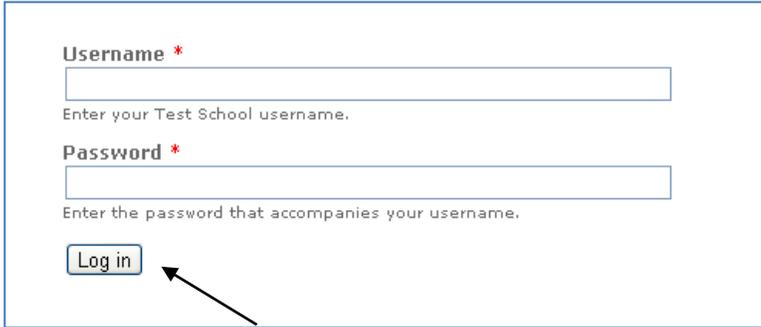
Logging In

Before you can add or edit content, you need to log in. The web site address is:
http://www.okaloosaschools.com/yourschool/user
Enter your user name and password and click *'Log in'*

Resetting Your Password

Type in the following URL: **http://www.okaloosaschools.com/yourschool/user/password.** You must enter your user name *or* your email address and click on '*E-mail new password'*. The system will send you a new password by email.
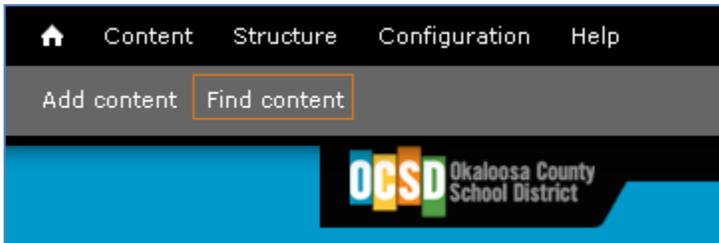

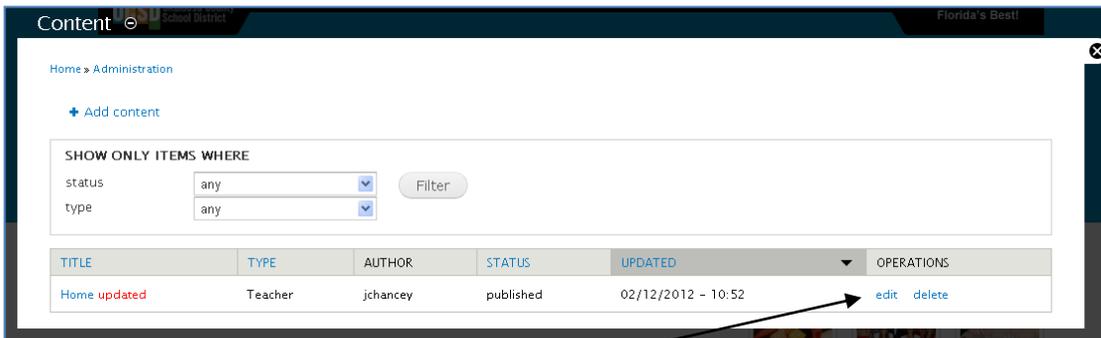Please note: The OCSD Help Desk cannot reset your password.

Editing and Posting New Content

Once you have logged-in, you're ready to start editing existing and posting new content.
1)   Locate the black and gray administration toolbar at the top of your screen.
2)   Click on '*find content'*.

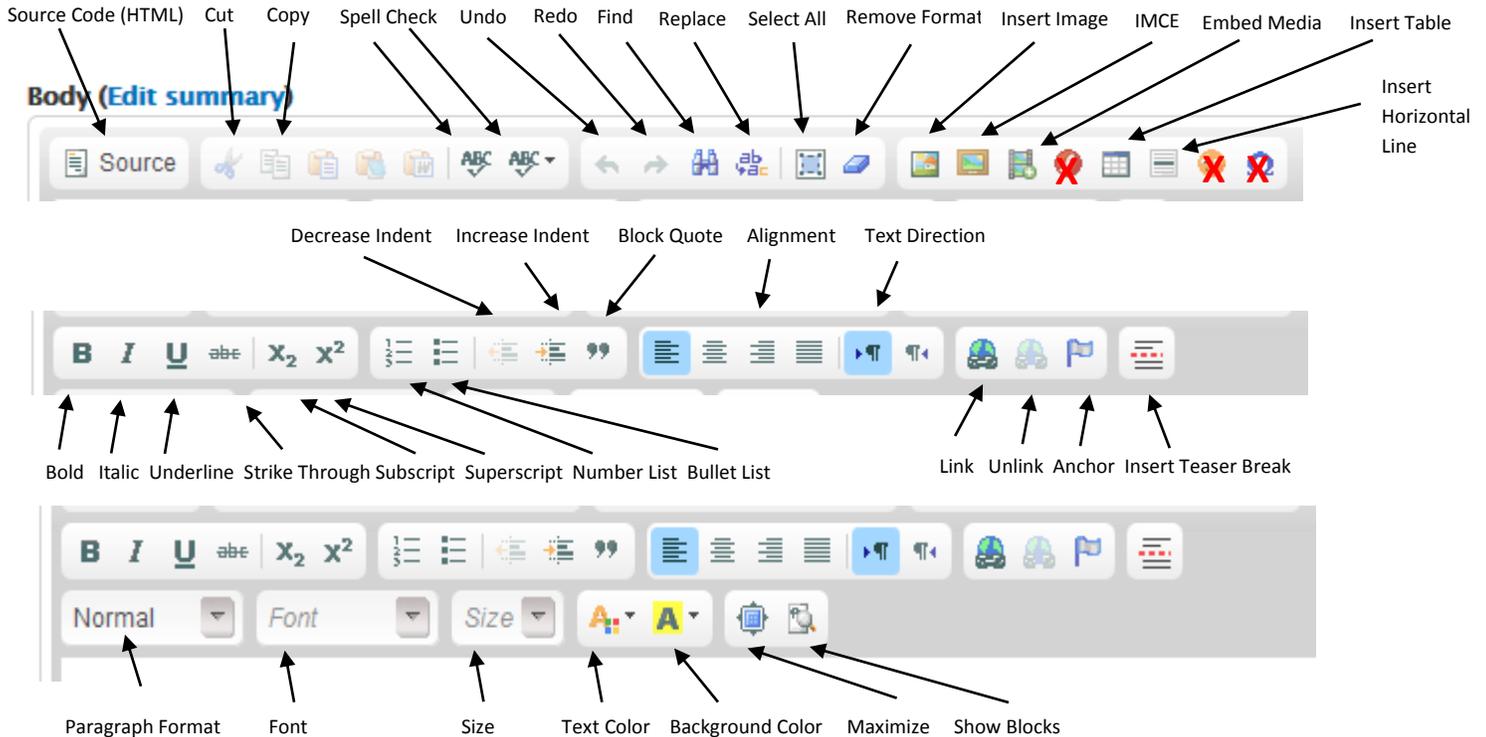You should then see the following screen:

3)   Locate your page(s) and click on the '*edit'* link on the right side of the screen to begin editing. (Note if you hit delete, your page(s) will be deleted and cannot be recovered.)
4)   You will use the content editing window (as shown on next page) to make changes.
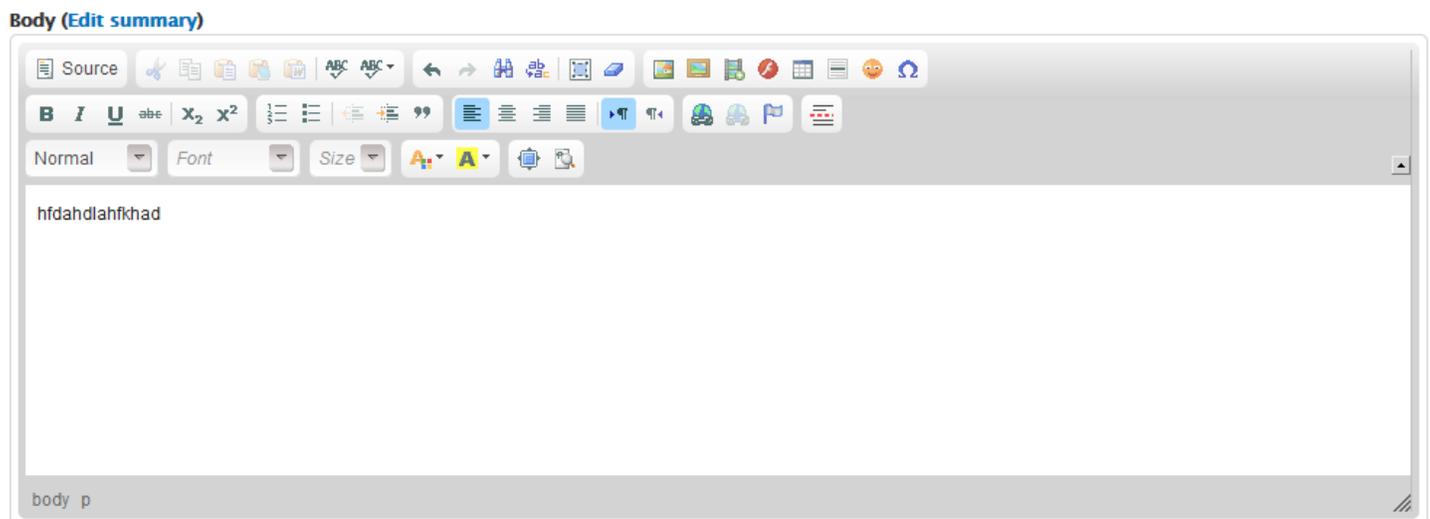
Editing Content

1) Complete the Title box (this is the title that will show up in the Content list as seen in the image above, NOT on your page). Use something like this, "Buchanan - Home Page." This will make it easier to locate your page(s) later.

Title *

2) Begin using the CK Editor to edit content on your teacher page. It works similarly to Word.

Source Code (HTML)   Cut   Copy   Spell Check   Undo   Redo   Find   Replace   Select All   Remove Format   Insert Image   IMCE   Embed Media   Insert Table

Body (Edit summary)

Insert Horizontal Line

Decrease Indent   Increase Indent   Block Quote   Alignment   Text Direction

Bold   Italic   Underline   Strike Through   Subscript   Superscript   Number List   Bullet List   Link   Unlink   Anchor   Insert Teaser Break

Paragraph Format   Font   Size   Text Color   Background Color   Maximize   Show Blocks

3) Place your cursor in the content editing window (the blank white space) to make your changes.

Body (Edit summary)

hfdahdlahfkhad

body p

Switch to plain text editor

Text format Full HTML

More information about text formats

4) Be sure to use Full HTML, which will allow ALL of the HTML content on the page to display properly.

Ensuring Text and Graphics are ADA Compliant

Many people with disabilities use "assistive technology" to enable them to use computers and access the Internet. Title III of the Americans with Disabilities Act (ADA) requires that businesses and nonprofit services (including educational institutions) providers to make accessibility accommodations to enable the disabled public to access the same services as those who are not disabled. This includes electronic media and web sites.

Major Components of ADA Compliance:
1) Provide text alternatives for any non-text content (images/graphics) so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.
    o All linked images must have a descriptive alternative text and advisory title
    o The alternate text should accurately and succinctly present the content and function of the image. If the content of the image is conveyed in the context or surroundings of the image, or if the image does not convey content or have a function, it should be given empty/null alternative text (alt="").
2) Provide alternatives for time-based media.
    o Videos should be captioned or a script provided so they are accessible for people who are deaf.
3) Create content that can be presented in different ways without losing information or structure.
    o Tables are used for tabular data. Headings, where necessary, are used to associate data cells with headers.
    o Ensure instructions do not rely upon shape, size, or visual location ("Click here or click the blue button") or rely upon sound ("A beeping sound indicates you can continue").
4) Make it easier for users to see and hear content including separating foreground from background.
    o Be careful not to select color combinations that make text difficult/impossible for people with low vision to see.
5) Make text content readable and understandable.
    o Take care when using abbreviations. Spell them out where and when possible.
    o Don't use underlining, if possible, as it may be mistaken for an item with that is missing a link.

For more information, visit the Web Content Accessibility Guidelines is https://www.w3.org/TR/WCAG20/. To see if your website is in compliance, go to: http://wave.webaim.org/ and type in your teacher page's web address.

Adding Links

There are three different types of links you can add to a web page:
- **Link to a URL** will take you to a page on the same or another web site
- **Email links** that go directly to someone's email address
- **Link to an Anchor in the text** (will not be covered at this time)

Some things to note:
- URLs can **never** have spaces in them, so you should use a '-' instead and they are typically all lower case.
- File names can have a space in them, but should use a '-' instead of a space otherwise, the space will convert to the HTML character '%20'.
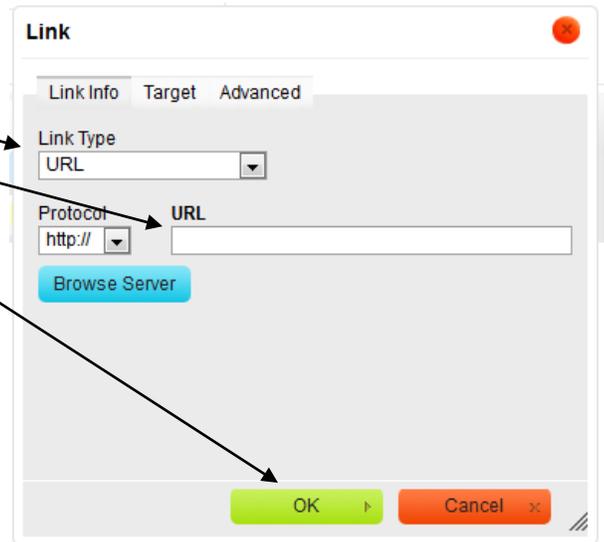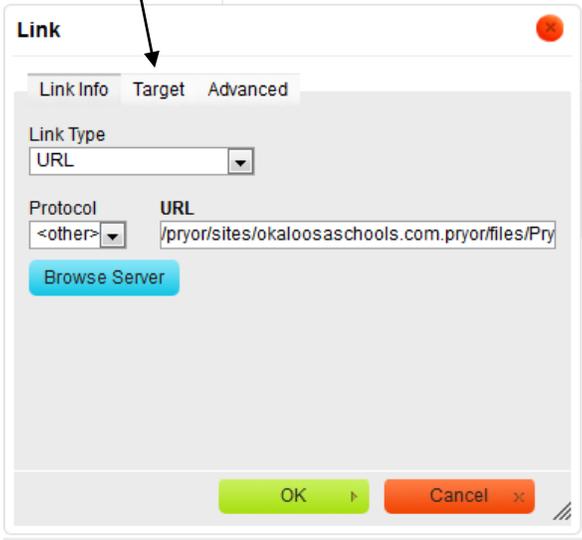
To Link to another Website or Web Page

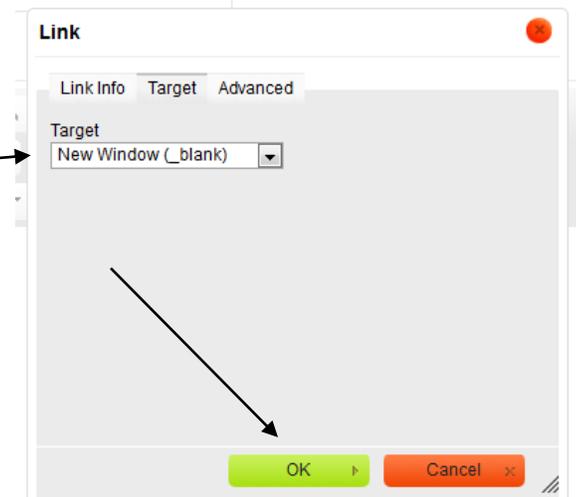1) With your cursor, highlight the text you would like to make into a link and click on the 🚗 button.
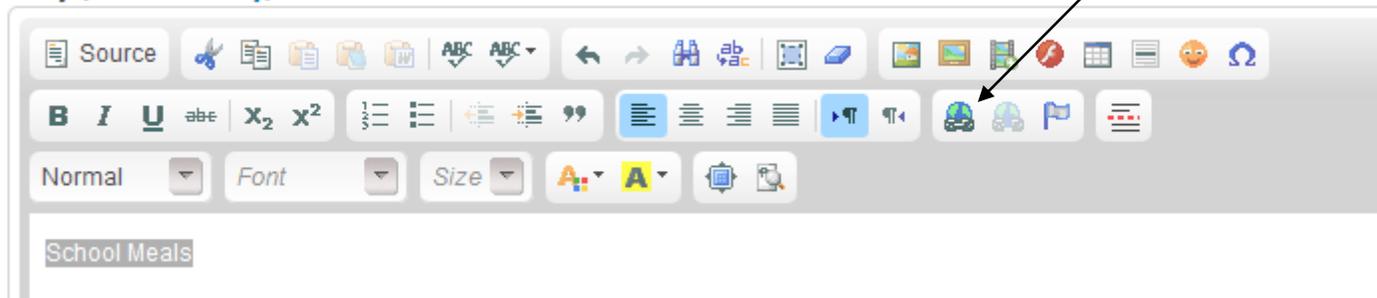
2) A popup window will display

3) Select the Link Type of 'URL'

4) Enter the URL of the web site and click 'OK'. The 'Protocol' will set itself automatically.

5) If the link is outside of your school's website, click on the 'Target' tab.

6) Set Target to 'New Window'

7) click 'OK'– this will open the website in a new web browser window allowing your page to stay open   while user is   visiting a new page.

To make an Email Link: Follow steps 1 and 2 above:

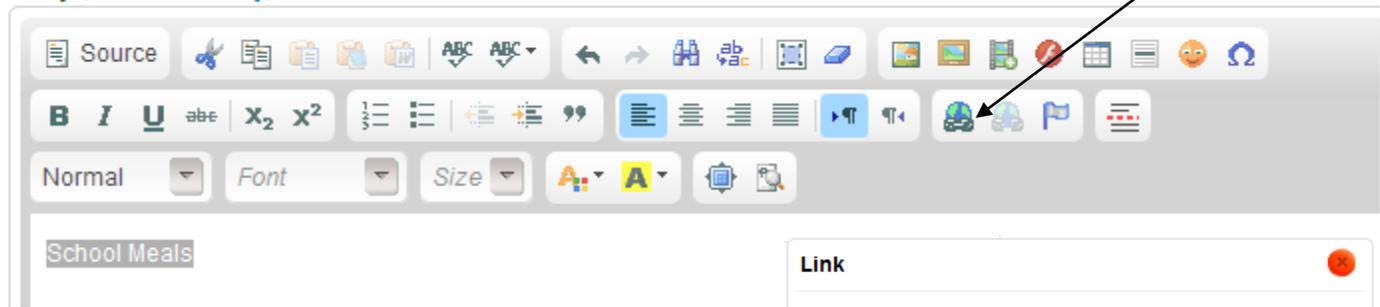1) Select a 'Link Type' of 'E-Mail' and enter the E-Mail address.

2) Press 'OK' to create the link.

Uploading Documents

When uploading documents, please try to PDF them first. This will make them easier to open for users.

1) With your cursor, highlight the text to which you would like to link a document and click on the 🌐 button.
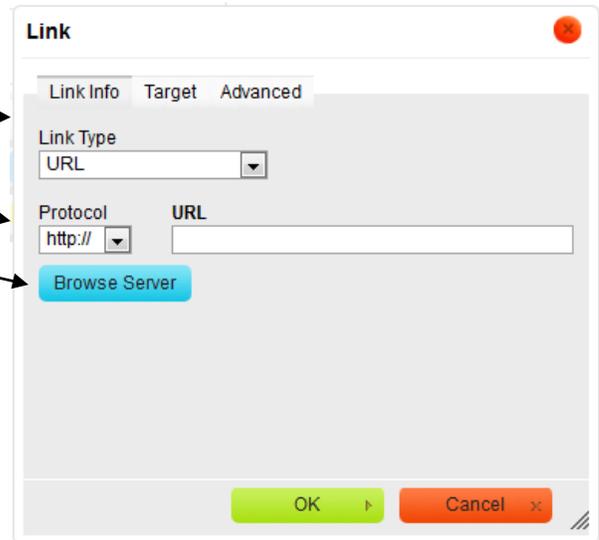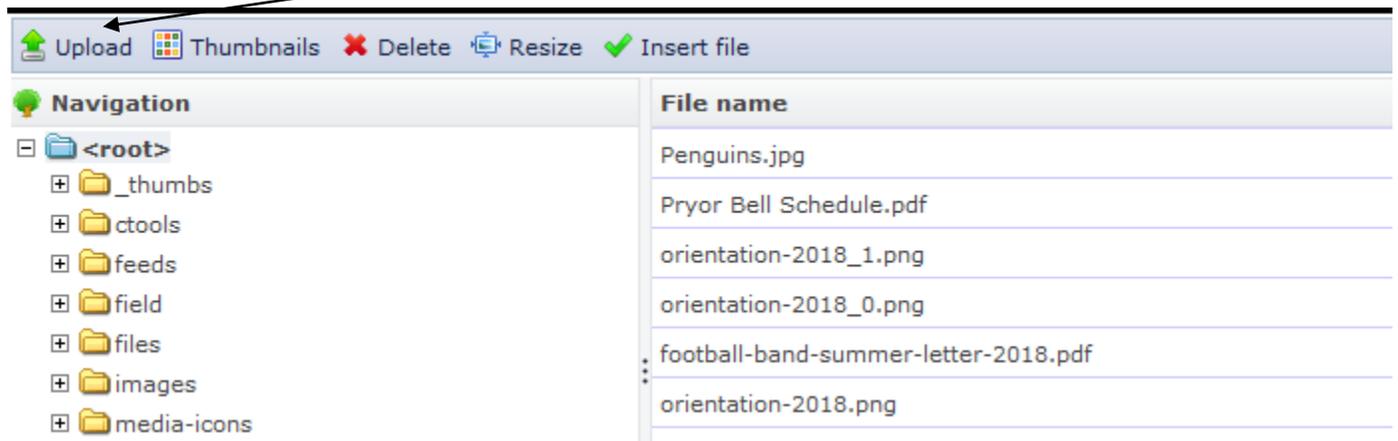

2) A popup window will display
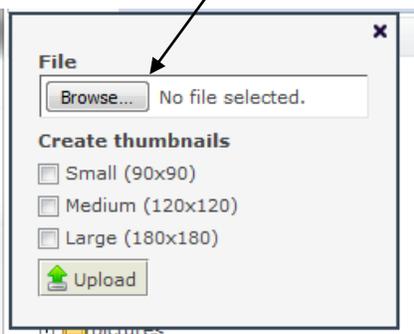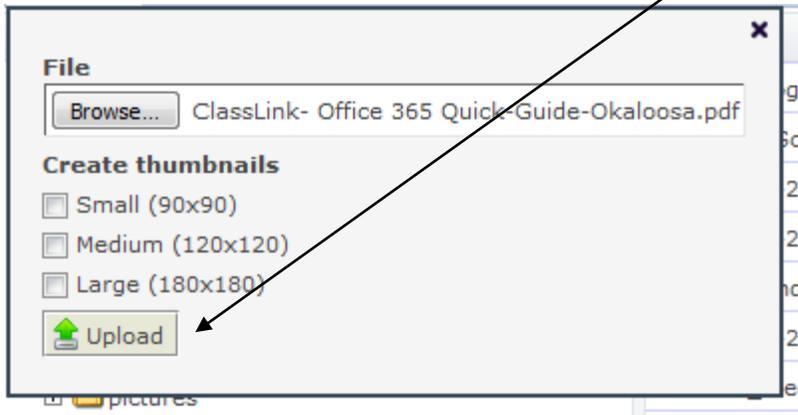3) Set the Link Type to 'URL'
4) Click 'Browser Server'
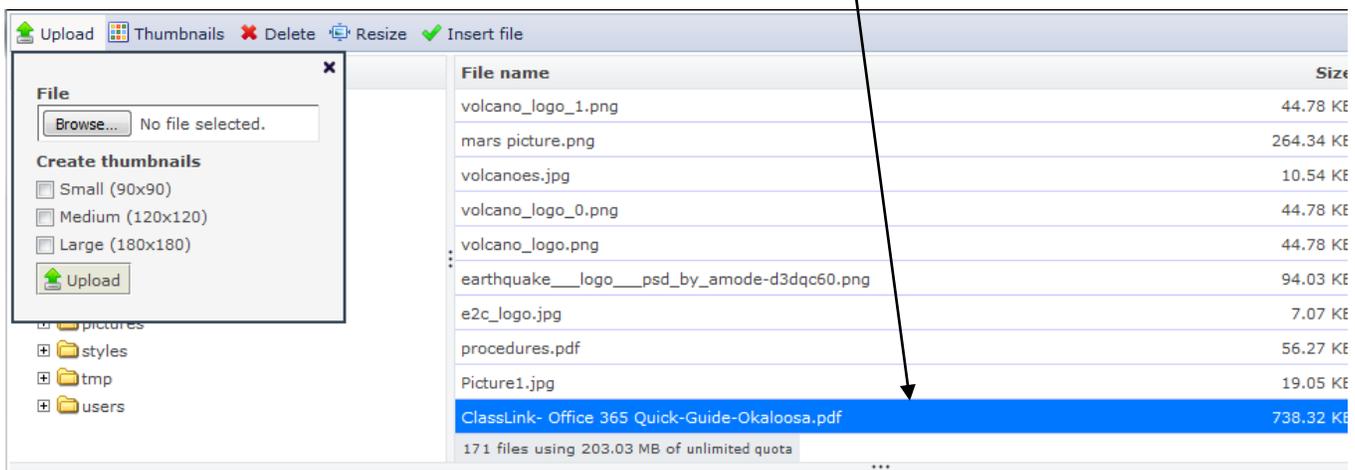
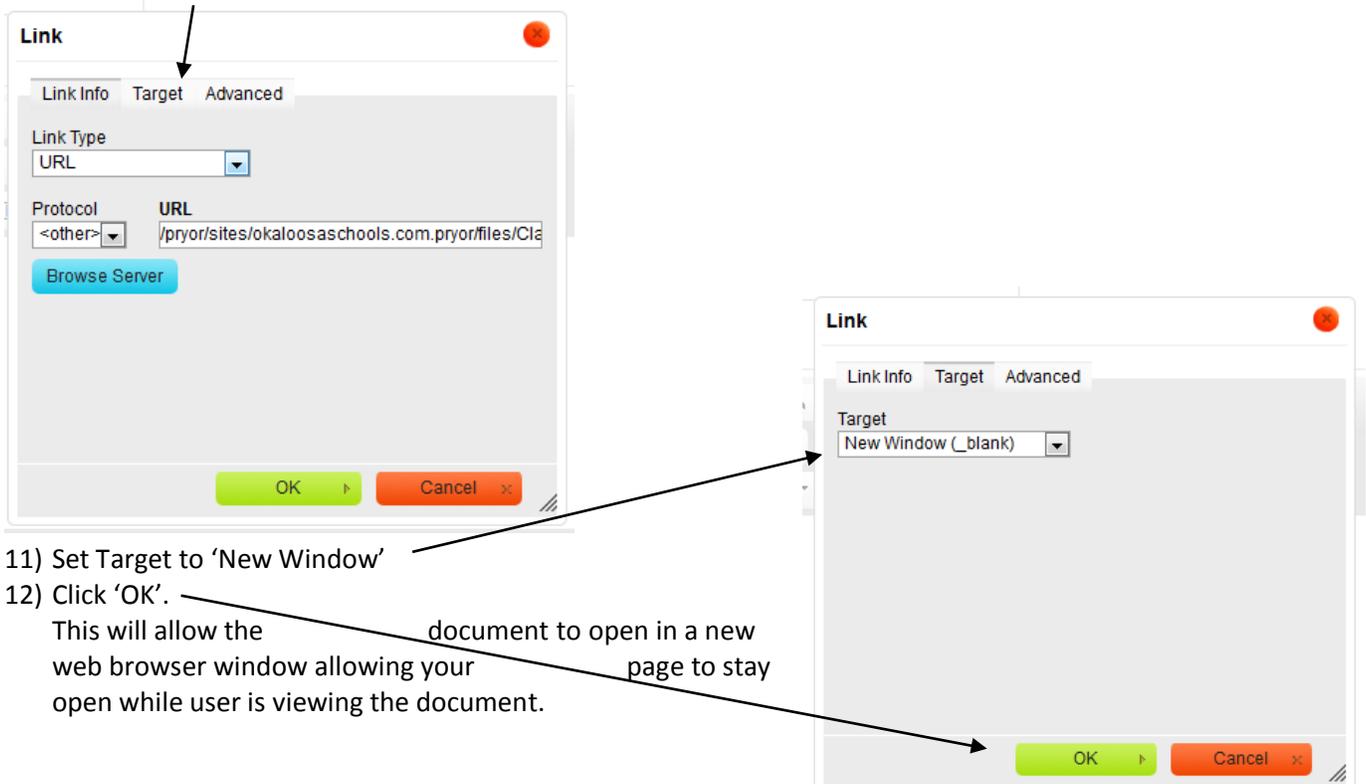5) When this pop up box displays, click 'Upload'.

6) Click 'Browse'.

7) Locate the document you want to upload; double click it; and select 'Open'.
8) The following pop up box will appear again. Click 'Upload'.

File

Browse... | ClassLink- Office 365 Quick-Guide-Okaloosa.pdf

Create thumbnails
- [ ] Small (90x90)
- [ ] Medium (120x120)
- [ ] Large (180x180)

⬆ Upload

9) Once uploaded, it will be highlighted in blue. Double click on the blue file.

⬆ Upload   ▦ Thumbnails   ✖ Delete   ⬁ Resize   ✔ Insert file

File name	Size
volcano_logo_1.png	44.78 KB
mars picture.png	264.34 KB
volcanoes.jpg	10.54 KB
volcano_logo_0.png	44.78 KB
volcano_logo.png	44.78 KB
earthquake___logo___psd_by_amode-d3dqc60.png	94.03 KB
e2c_logo.jpg	7.07 KB
procedures.pdf	56.27 KB
Picture1.jpg	19.05 KB
ClassLink- Office 365 Quick-Guide-Okaloosa.pdf	738.32 KB

171 files using 203.03 MB of unlimited quota

File

Browse... | No file selected.

Create thumbnails
- [ ] Small (90x90)
- [ ] Medium (120x120)
- [ ] Large (180x180)

⬆ Upload

- pictures
- styles
- tmp
- users

10) Click on 'Target' tab.

Link

Link Info   Target   Advanced

Link Type
URL ▾

Protocol | URL
<other> ▾ | /pryor/sites/okaloosaschools.com.pryor/files/Cla
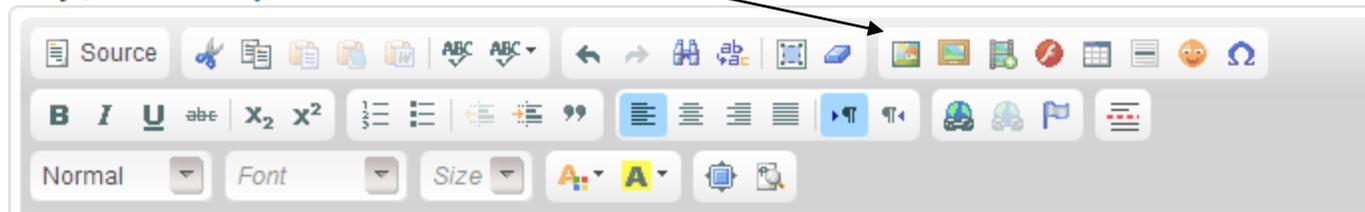
Browse Server

OK ▸   Cancel ✕

11) Set Target to 'New Window'
12) Click 'OK'.

This will allow the   document to open in a new web browser window allowing your   page to stay open while user is viewing the document.

Link

Link Info   Target   Advanced

Target
New Window (_blank) ▾

OK ▸   Cancel ✕

Adding an Image

In general, .jpg files are best for photographic images, while the .gif format is best for flat color images like logos. Images downloaded from your camera must be resized using image editing software before uploading to your web site, otherwise, you will slow down your web site and risk filling up your file server space. You should resize the image and save a copy of it at about **640 x 480 pixels** or less and usually in .jpg format before you upload it to your web site.

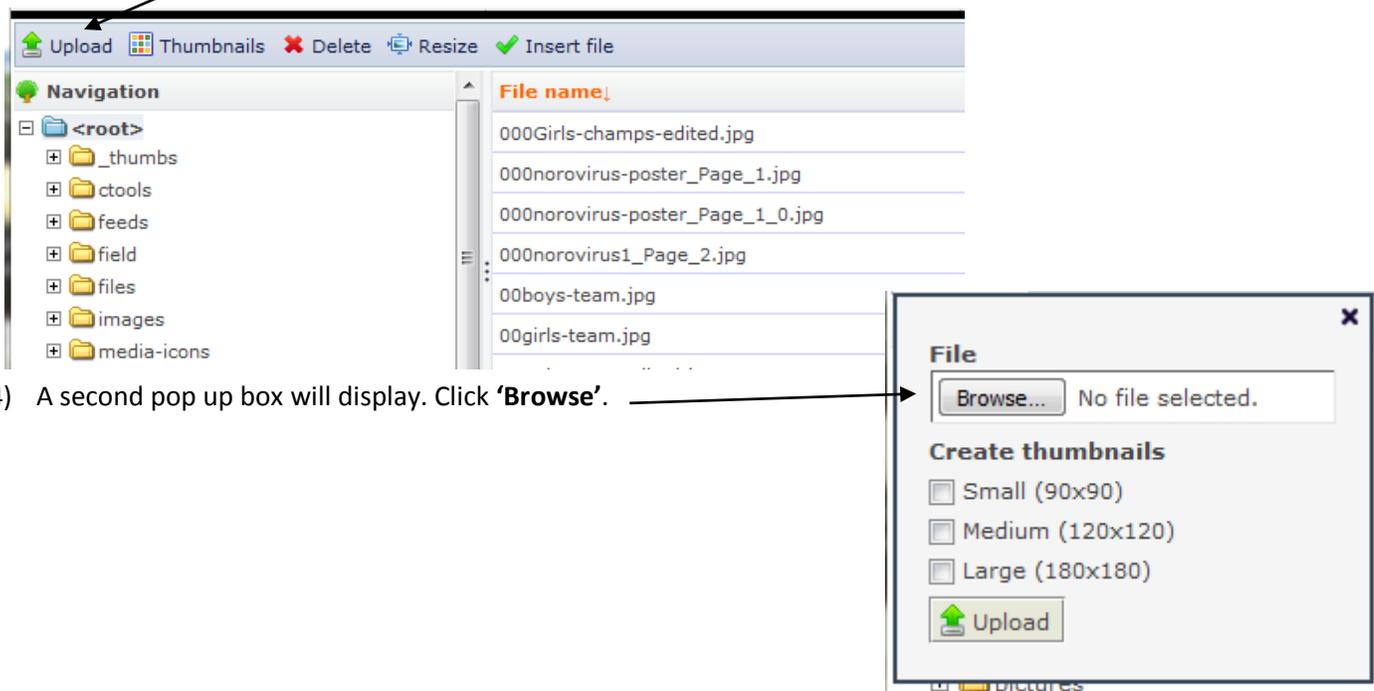1) To upload an image, click on the ⬜ **Image icon** in the editing tool bar.
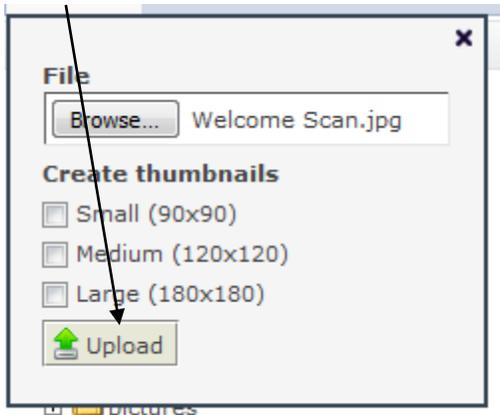
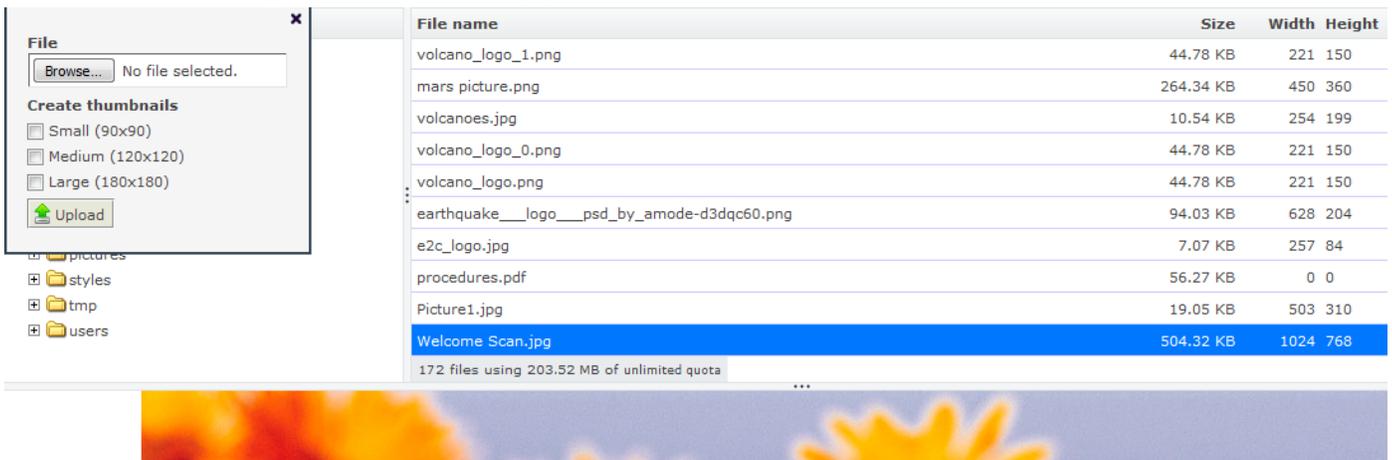2) This will display a pop-up box. Click '**Browse Server'**.
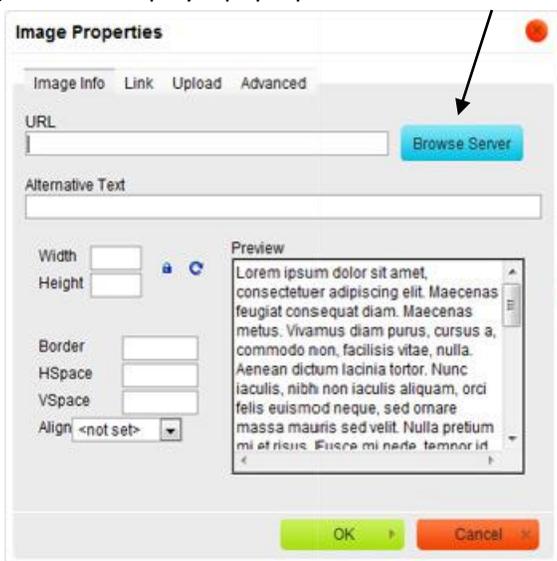
3) Click **'Upload'**.

4) A second pop up box will display. Click **'Browse'**.

5) Locate the image on your computer and double click it. (This will bring you back to the second pop up box.) Click upload.
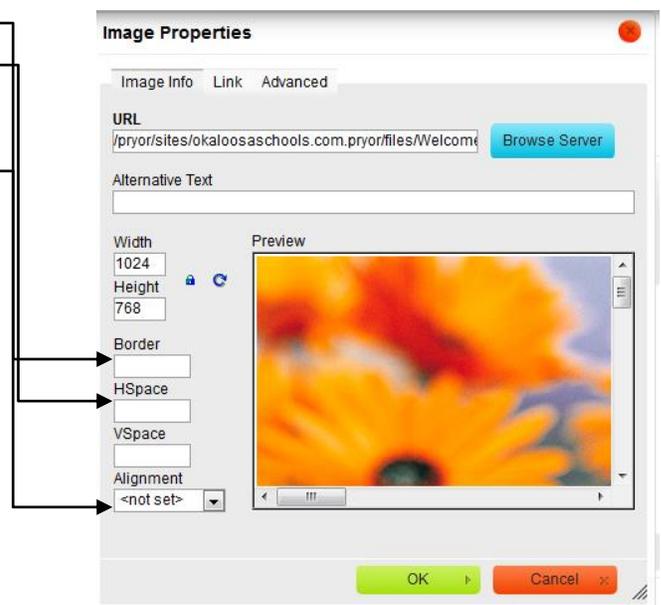

6) The file will then be highlighted in blue. Simply double click it.

7) When the Link box pops back up, you will see the image displayed in the preview box.

8) From here, you can resize the image and set additional properties:
- Add Borders
- Adjust Spacing (Horizontal and Vertical) – encourage you to set a 5 for both
- Set Alignment (Not Set – text will be above and below image.)

9) REMINDER: For ADA Compliance, **ALL** Images and Graphics must have **Alternative Text and Advisory Titles**. When you upload an image or graphic, you must do the following:

a. Complete the **Alternative Text (Alt text) box**. Use something like: "Picture of Yellow Flowers."
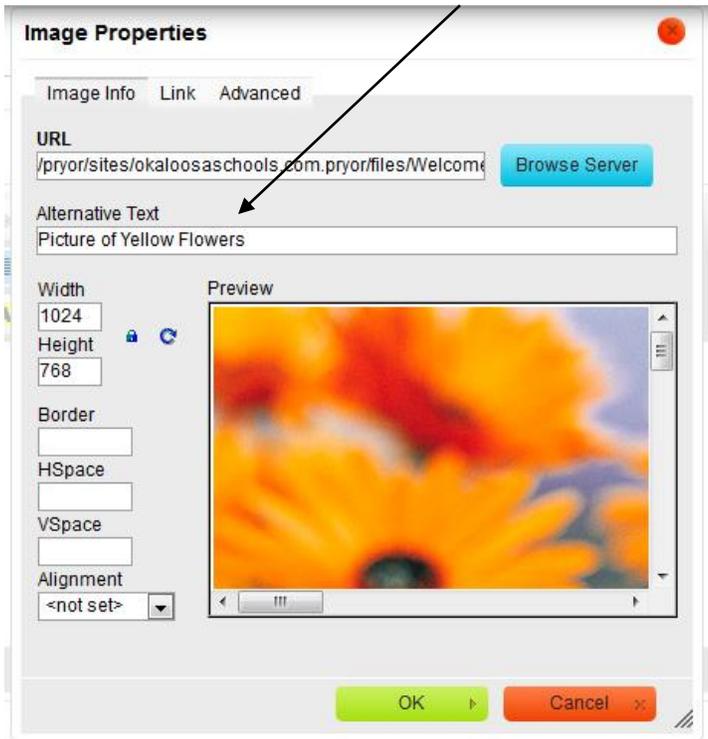
b. Click on the **Advanced Tab** and complete the **Advisory Title box**. *The Alt Text and Advisory **cannot** say the same thing.*
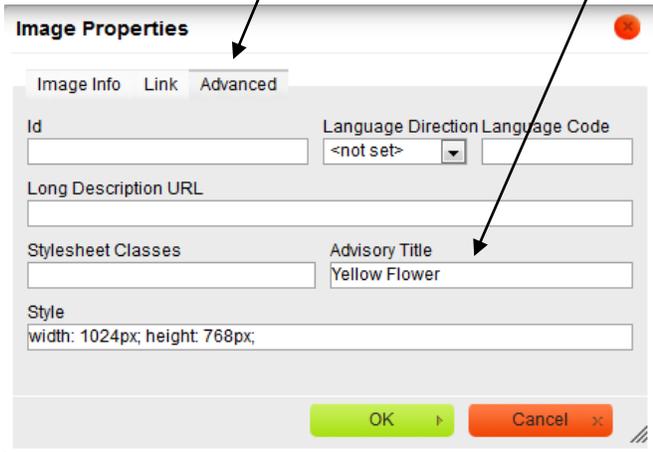
10) You can also link the picture to a **URL**. To do so, click on **'Link' tab**. Type in **URL** and set the **Target** to new window if needed.


11) Once done, press 'OK'.

Adding an Image/Graphic with Text

If you choose to add an image with text, you MUST complete several additional steps in order to remain in ADA compliance.

1) Create a NEW Basic Page

> Basic page
> Use *basic pages* for your static content, such as an 'About us' page.

2) Fill out the title and body. The body MUST contain ALL information found in the image/graphic.
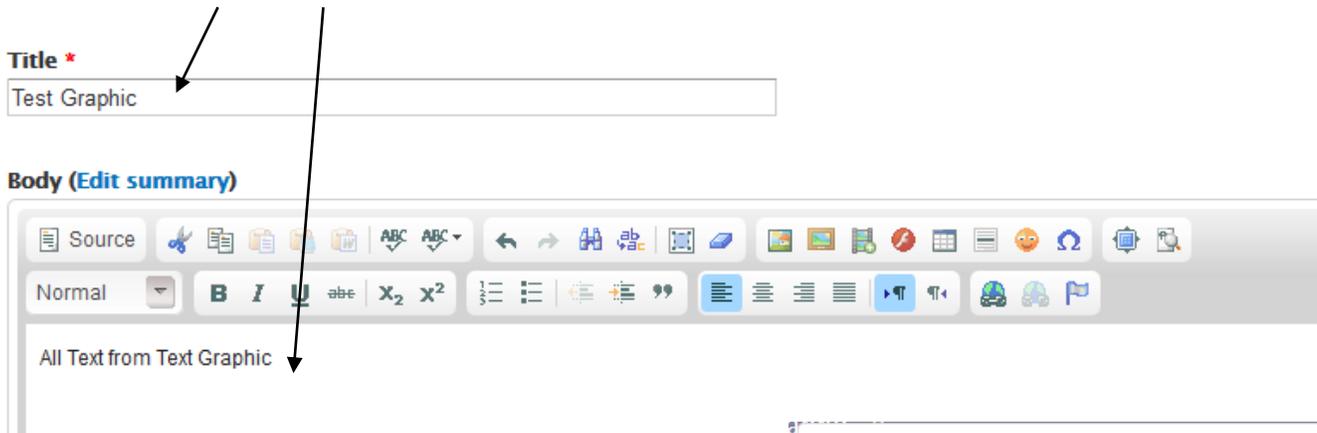
3) Click save.
4) Open the new Basic page and copy the URL.

https://www.okaloosaschools.com/elliottpoint/node/471

5) In the Image Properties Box, type the url '/elliottpoint/node/471' (do NOT use the https://www.okaloosaschools.com) in the Long Description URL box.
6) Click 'OK'.

This will allow an assisted reader program to read the text in the graphic by pulling the information from the Long Description URL box document.
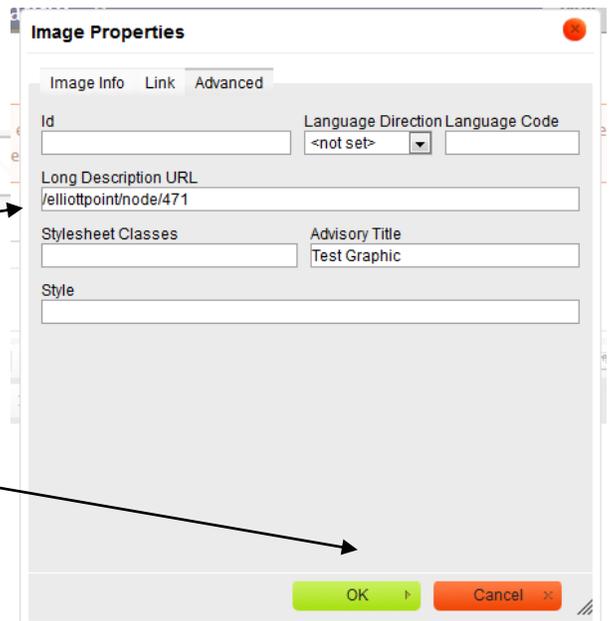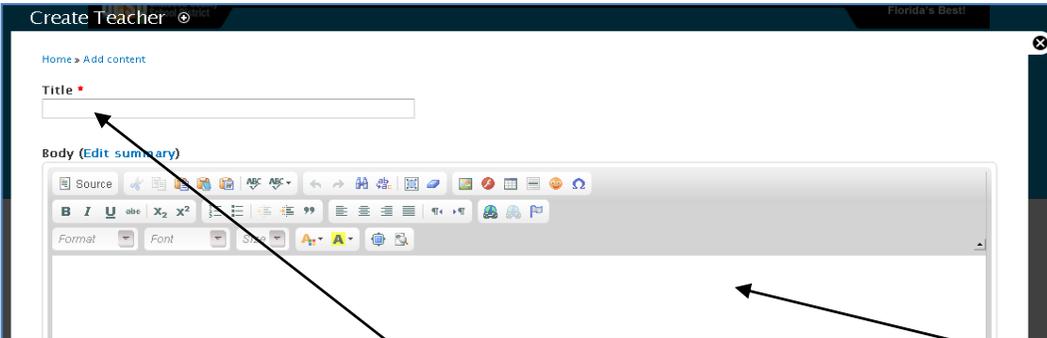

Saving Your Page

When finished editing your page, press 'Save' at the bottom of the web page, to save the article.

To Add a New Page to your Website

1) Click on the **'Add Content'** link on your administration toolbar.

2) You will now be taken to the **'Create Teacher'** page where you can edit your new page:

3) Begin by giving the item a **Title** and enter the content of the page into the **Body** field.
4) If you want this page to show up in the gray bars on the right side of your home page, you must set the **Menu settings** by entering a '**Menu link title'**. This is the title that will display on your home page within the menu (i.e., Mrs. Buchanan's Home).

    a. Enter a **'Description'**. This will be what is displayed when you hover the mouse over the menu link.

    b. Select the **'Parent'** item. **The menu name will be your *username menu* (i.e.,< dbuchanan menu>).**

    c. Set the Weight. Menu links with smaller weights are displayed above links with larger weights.

5) Set your '**URL path Settings'.** Enter a URL alias using the format of your *username/page name* (dbuchanan/home OR dbuchanan/1st-period). DO NOT add a trailing slash or the URL alias will not work.

6) Click '**Save'** to save your page.

Cutting and Pasting Text

Performing a regular cut/copy and paste from a Microsoft Word or similar document will include ALL of the formatting information from that document. This may not be compatible with your existing content, nor is it easy to remove the formatting information. As a result, the following paste options are available (L to R):

Cut: Cuts text from the article and places it on the clipboard.
Copy: Copies text from the article and places it on the clipboard.
Paste: This is the same as the above copy and paste above.
Paste as plain Text: This pastes only the text and removes ALL formatting information. This is the _safest_ option for pasting content into your document.
Paste from word: This pastes the content and converts some of the tags for use with CK Editor.

If your pasted content doesn't look right, select the '_Input format_' below the editor and ensure its set to '_Full HTML_'. If it still doesn't look right, you may need to touch it up manually. If you are updating from a document on a regular basis (such as a spreadsheet), you should try tweaking the spreadsheet so that it will eventually look good on the web site. Oh, and welcome to the world of HTML.