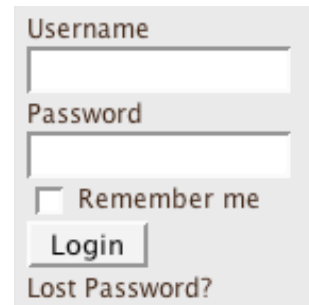


Add Items to the School Web Site

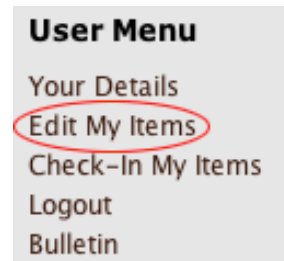
(For news items, *not* calendar events)

- 1) Visit your school web site using Firefox or Internet Explorer.
- 2) Login. (Login box is either on the Site Map page or Home page)



Username
Password
 Remember me
Login
Lost Password?

- 3) Click *Edit My Items*. If you are a Publisher, you will see a long list including items that you may not be responsible for.



User Menu
Your Details
Edit My Items
Check-In My Items
Logout
Bulletin

- 4) From New, select the section your item belongs in.

Edit My Items

- 5) Enter a short Title, select the appropriate category and enter a description in the Intro Text. This affords you more room than the marquee and is required.



New: - Choose Section -

- 6) Scroll down and select the Publishing tab.



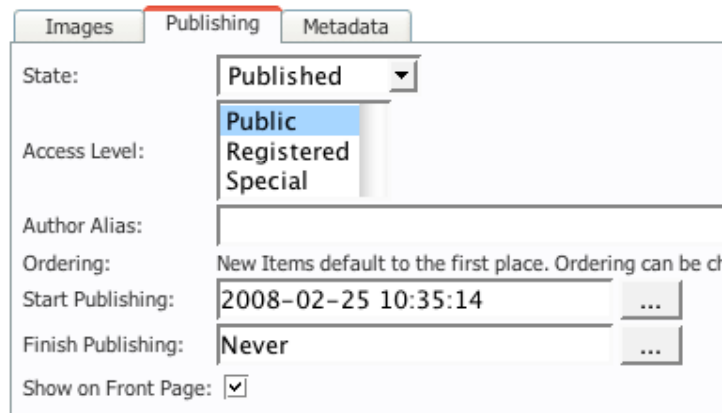
State: Published

Start and Finish Publishing.

Select ... to choose start and stop dates for the item, if appropriate.

Access Level: Public

Show on Front Page: check for news items that must appear on the home page.



Images Publishing Metadata

State: Published
Access Level: Public
Author Alias:
Ordering: New Items default to the first place. Ordering can be d
Start Publishing: 2008-02-25 10:35:14
Finish Publishing: Never
Show on Front Page:

- 7) Click Save. (To cancel, use the red X, not your back button)
Questions? Mike Johnson mjohnson@guhds.net 644-8252