



Contributing to your school web site

Joomla roles: Registered, Author, Editor, Publisher, Manager, Administrator, Super Administrator

Roles correspond to sets of privileges that members of the public do not have. Contributors must belong to one of the three above groups and Login before editing web site content. Some schools may permit limited editing privileges for Registered users.

Minimum requirements: Windows XP or Mac OS X 10.2.8; Firefox 1.5+, IE 7+, or Safari 2+

What you *CAN* do: add, edit, publish and unpublish Items or Articles, Calendar Events, Files and Documents. Additionally, you can Delete Calendar Items. You may be able to complete other tasks, such as upload images, depending on the extensions enabled on your site.

What you *CANNOT* do: create new menu items, categories or sections. You cannot change where items appear on a page or the color and style of display. You cannot delete Files and Documents (unless your site uses DocMan.) You cannot re-order items. If any of these restrictions are unacceptable, you may need Administrative access. Talk to your site Super Administrator and sign up for the "Managing your school web site" seminar.

Glossary: certain terms are used to indicate distinct types of information or display.

Article (Item) - a blog-like text entry that may include photos and hyperlinks. Every Article/Item must have a Title and a body of content. Publication dates, Keywords, and other parameters are useful but optional. Most article editing pages contain two edit windows, one for introductory text and the second for extended text. The arrangement is similar that of articles in publications that start on a main page and continue elsewhere in the issue. Unless your text is lengthy, the second window probably isn't necessary.

Backend - a complex user interface reserved for the site's administrator for the management of all details of the site's look, feel, features, content, security, etc.

Category - a subset of Section content. Think of it as a capital-letter item in your site's content outline. All articles must belong in a category. If you do not see an appropriate one, contact your site's manager or Mike Johnson

Event - A calendar item. Events may be singular or repeating. Use repeating events only where there will be no exceptions to the scheduled time, location or description.

File - a resource that is intended for download. PDF, Word, Excel and PowerPoint files are examples of files. They are organized in Folders (also called Categories). Some sites employ editors that allow file uploads. Files uploaded through editors are NOT organized within the site's Document listings.


Document - sometimes synonymous with File, except that a document includes descriptive text, keywords and other information about the file. Adding extra info makes the file easier to find when searching and distinguishes it from similar files.

Frontend - a familiar streamlined web interface used by contributors to manage their content.

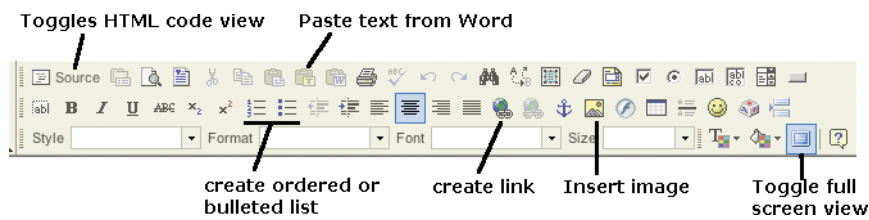
Section - major content heading. Think of it as a Roman numeral item in your site's content outline.

Logging in Your login credentials are usually those used for Performance Profile. Your username consists of your initials and employee ID, e.g., John Doe with employee ID A123 is jda123. While some schools' login windows are on their home pages, most are either on the Site Index or Contacts page where they

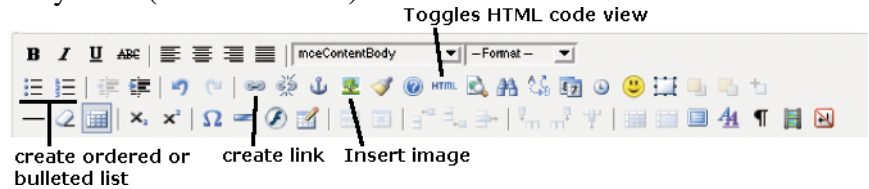
attract less attention by the general public. Once logged in, pencils appear next to items for which you have editing privileges and a User Menu appears. It is recommended that you not change your password, as the one assigned will eventually be required to access all secured online district services (single sign-on.) Be sure to logout when done. Logins should timeout after a prescribed period of inactivity.

Editing  – To manage most content, you will use an editor that employs Word-like icons in a menu bar. Your web site may use more than one standard text editor. On some sites, you may be able to choose your editor from your personal settings page. If you need the ability to display images as part of your text articles, you will need the appropriate editor (FCK or similar). Contact your site web manager or Mike Johnson if you are unsure or do not have access to an extended editor. Your editor is employed to manage many pages throughout the site. (Note: some sites employ editors other than those below. All are similar in function.)

FCK editor:




TinyMCE (standard editor):



Copying and pasting.

To save time, you may copy text from a document and paste it into your editor, saving you retyping. Some content, particularly from Microsoft Office titles will not paste well or may lose essential formatting. Column data that were poorly formatted in Word will not display correctly when pasted. Using tabs and spaces in Word instead of tables and style definitions will result in horrible formatting online. Images will not paste. To retain formatting from your original document to the web, consider creating a PDF and posting in your site’s document repository.

Before saving, scroll down to Publishing

Every article must belong to a Section and Category
 Published must equal Yes to be publicly visible. **DO NOT** check Front Page unless the item is authorized to go on the home page.
 You may select a start and finish time for time-sensitive items.  the start date/time is the present and finish = never.
 You may establish the order that an item appears within its category selecting the order position to replace.

Published: No Yes No one will see it if it’s not published!

Save No edit “sticks” until you save it!

Cancel (Using your browser’s back button will lock an item. Cancel instead. Locked items require check-in from the User Menu.)

Publishing

Section:

Category:

Published: No Yes

Show on Front Page: No Yes

Author Alias:

Start Publishing:

Finish Publishing:

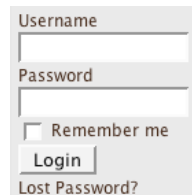
Access Level:

Ordering:

Add Articles to the Web Site (for Sites created after 2/08: Joomla 1.5.x & FCK Editor)

(For news items and articles, *not* calendar events)

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



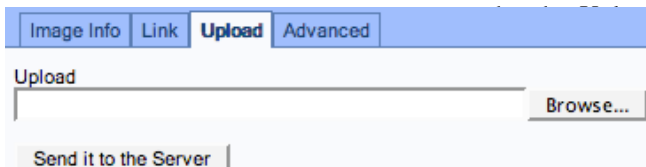
- 3) Click *Submit an Article*.

▶ [Submit an Article](#)

- 4) Enter a short Title and type or paste your message body into the text editor. Note: while there is a special button for inserting text copied from Word, it will not correct poor Word formatting or preserve graphic layouts.




inserts an image. You may include an existing image on the net or Browse Server for an existing image under Image Info or upload a new tab. Uploaded images can later be later.



- 5) Scroll down and select a Section and prevent your article from showing up on the site. (Request new sections or categories as needed.)

Published: Yes

Show on Front Page: your choice. Note, the public may see if assigned to front page, regardless of Access Level

Start and Finish Publishing. Select  to choose start and stop dates only as needed


Access Level: Public (Registered if for logged-in users only)

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

Metadata assists your site's own Search feature in finding the article.

- 6) Click Save or Cancel (scroll up to top right)

Edit Articles on the Web Site


Login as above and find the article, click in the  to the upper right and following steps 4 – 6 above.

Note: while you cannot delete an article from this interface, you can un-publish it.

Questions? Mike Johnson mjohnson@guhds.net 644-8252

Add Documents to a Folder on the School Web Site*

(For document items, *not* calendar events or blog-style entries)

- 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)
- 3) Navigate to the destination folder for your document and click  Submit File

Submit a document

Step 1 of 3

Choose the upload method

- Upload a file from your computer
- Transfer a file from another server to this server
- Link a file from another server to this server

- 4) Click Next

5) Browse you hard drive for the file. Supported file types include PDF, Word docs, Excel workbooks, plain text). PDFs are preferred Give the file a title and a description (optional). Once identified, select OK or Open then click the Upload button.

Select a file

- 6) Give the document a title and add any description you wish. Other features at the bottom of the page are optional but be sure to select Yes for Approval

Title

Category

Date

(Make sure to start the urlwith "http://")

Approved No Yes



Save Cancel

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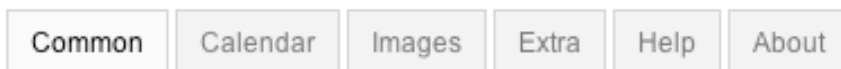


(*DocMan document management v 1.4.0RC3 legacy)

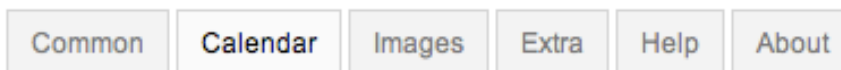
Add Events to the Web Site Calendar (for Sites created after 2/08: Joomla 1.5.x & FCK Editor)

Please be sure to review the procedures established at your school site for submitting master calendar items before proceeding.

- 1) Visit your school web site using Firefox or Internet Explorer.
- 2) Login. (Login box is on the Home page or other designated page.)
- 3) Visit the Events calendar page, scroll down and click *Add an event*.



4) Under the Common tab, enter a brief title in Subject and select from Categories. Add Activity details if needed. Complete Contact and Location info as needed. Color optional. Default is the category color. Categories and colors are defined by your site's manager. *Which category you select may affect which calendar views your item appears on.*



- 5) Under the Calendar tab, select the Start date and time, paying close attention to AM and PM. (for unspecified times, check the corresponding box.) For repeating events, set the end date. Repeat options are only accessible after you've selected a later end date than start date.

Start date	End date
<input type="text" value="2008-05-22"/> Start Time <input type="text" value="08:00"/> <input type="radio"/> AM <input type="radio"/> PM	<input type="text" value="2008-05-22"/> End Time <input type="text" value="05:00"/> <input type="radio"/> AM <input type="radio"/> PM

Selecting a different End date makes the item a repeating event and the choices for repeating events become active. Note: do not use repeating events if you anticipate any exceptions in date, time or other detail for any individual event. You cannot make exceptions.

- 6) Click Save. (To cancel, use the red X, not your back button)



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