



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.

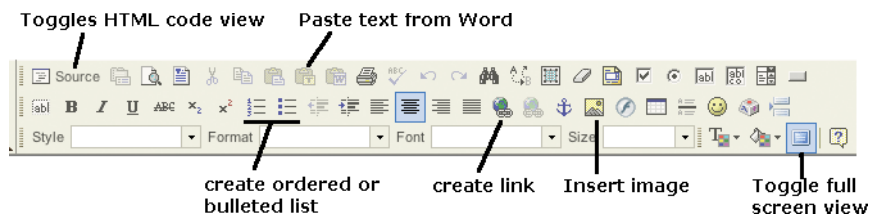
Section - major content heading. Think of it as a Roman numeral item in your site's content outline.

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'

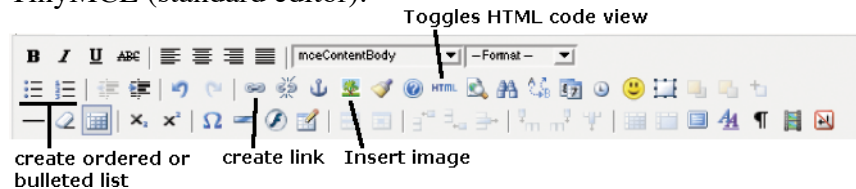
login windows are on their home pages, most are either on the Site Index or Contacts page where they attract less attention by the general public. Once logged in, pencils appear next to items for which you have editing privileges and a User Menu appears. It is recommended that you not change your password, 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.

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.)

More:

Hundreds of geeks in their technology closets have written nearly three thousand extensions for Joomla that can add: calendars, registration forms, Google maps, custom menus, document libraries, galleries, etc. See <http://extensions.joomla.org/>. Note: not all extensions are appropriate for use on your site and some are offered for a fee. Contact your site's manager or Mike Johnson.

Frequently asked question: *"I added an item but can't see it after I log out."*

Solution: Make sure the item is published and, where necessary, approved in the edit screen or from the

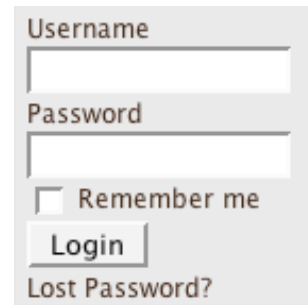
Edit My Items list.  Published  Unpublished

Add Items to the School Web Site

(For news items, *not* calendar events)

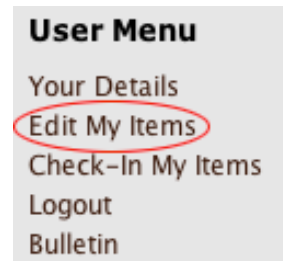
1) Visit your school web site using Firefox or Internet Explorer.

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.



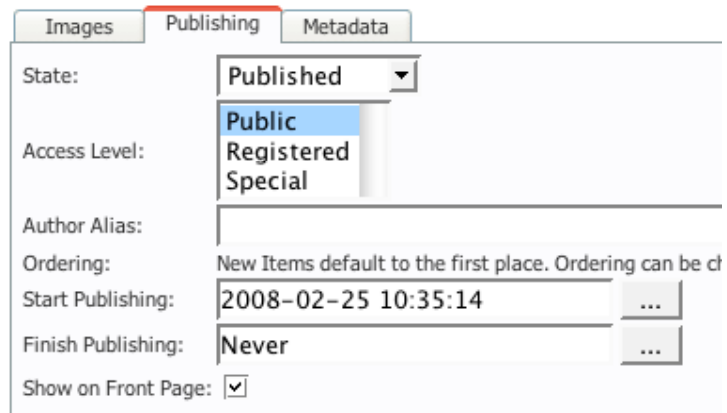
State: Published

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)

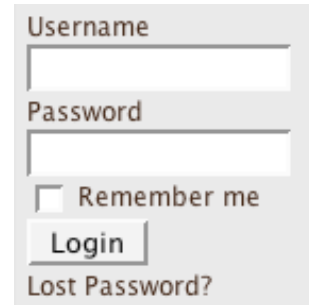
Questions? Mike Johnson mjohnson@guhds.net 644-8252

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)



Username
Password
 Remember me
Login
Lost Password?

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



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

Next >>>

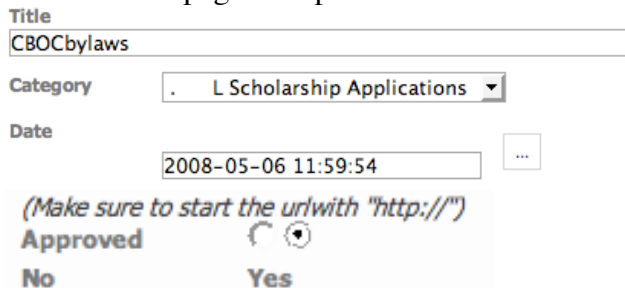
4) Click Next

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 Browse...
<<< Back Upload

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
CBOCbylaws
Category
. L Scholarship Applications
Date
2008-05-06 11:59:54
(Make sure to start the urlwith "http://")
Approved
No Yes

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

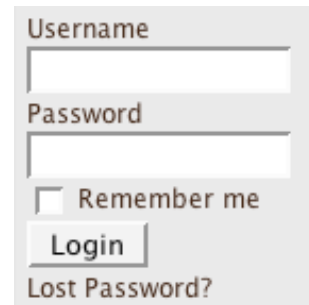


(*DocMan document management v 1.3RC2)

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Username
[text input]
Password
[text input]
 Remember me
Login
Lost Password?

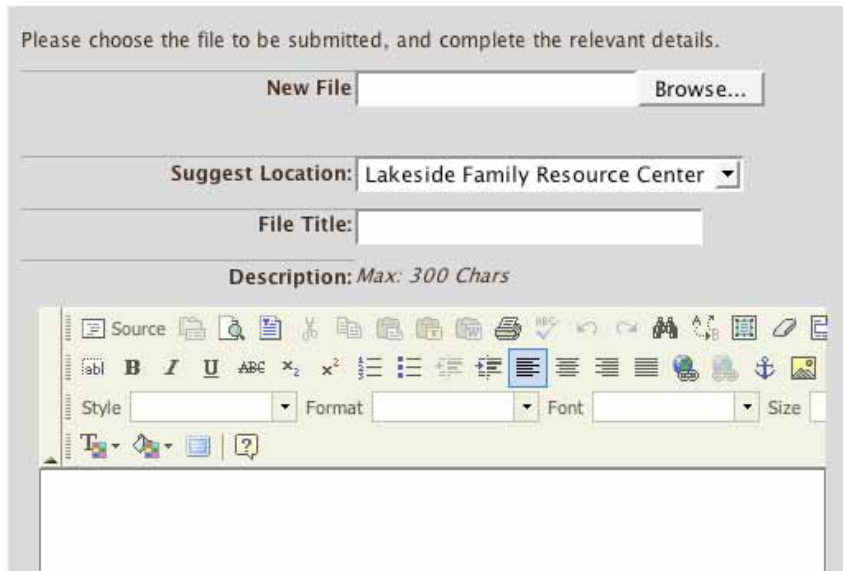
- 3) Navigate to the destination folder for your document and click



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Upload File for Repository

Add a number of files



Please choose the file to be submitted, and complete the relevant details.

New File [text input] Browse...

Suggest Location: Lakeside Family Resource Center

File Title: [text input]

Description: Max: 300 Chars

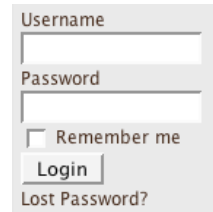
[Rich text editor toolbar]

- 5) Generally, you can omit the rest of the info and click Submit File.

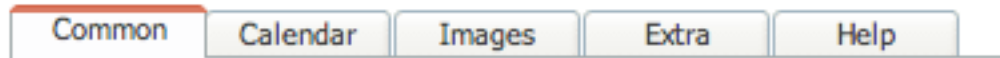
Questions? Mike Johnson mjohnson@guhsd.net 644-8252

Add Events to the Web Site Calendar (for Sites created prior to 2/08: Joomla 1.0.x Editor)

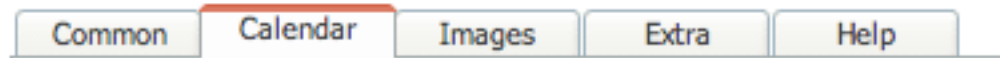
- 1) Visit your school web site using Firefox or Internet Explorer.
- 2) Login. (Login box is on the Home page or other designated page.)
- 3) Visit the Events calendar page, scroll down and click *Add an event*.



Username
Password
 Remember me
Login
Lost Password?



- 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. Do define categories and colors, contact Mike.



- 5) Under the Calendar tab, select the Start data 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.

The remaining tabs are rarely used.

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



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