

# Knowsley School Website

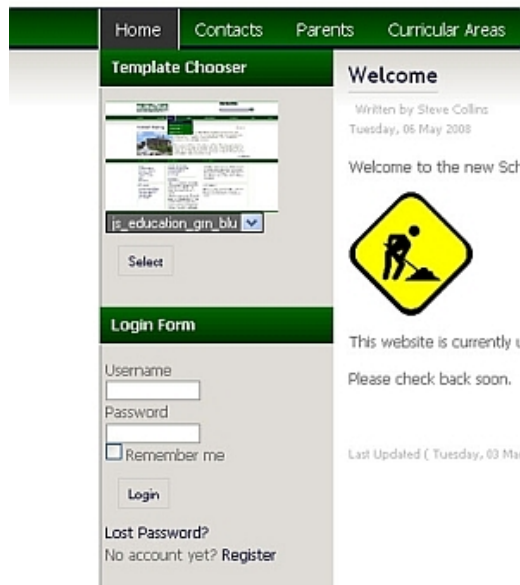
## [Admin Guidance for front end publishers](#)

The following guidance will explain how to add and edit content on your school website. If you do not yet have a school website or wish to upgrade to a new website then please contact your local City Learning Centre.

### Log-in screen

The first thing to do is log-in to the Home Page of your website using the Login Form as shown below.

### School Website Template Demo

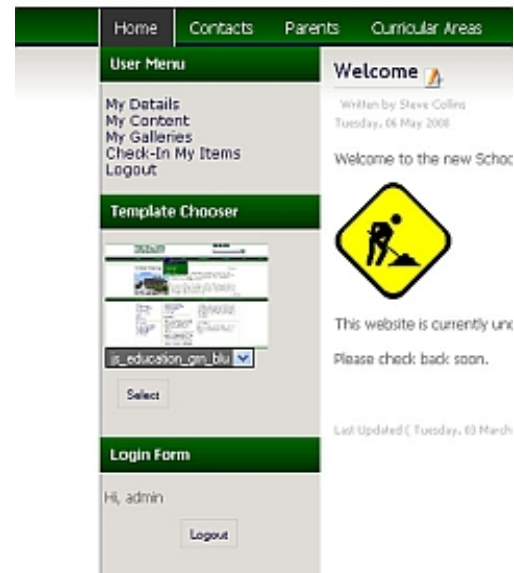


The screenshot shows the 'Log-in screen' of the School Website Template Demo. It features a green header with navigation links: Home, Contacts, Parents, and Curricular Areas. Below the header, there is a 'Template Chooser' section with a preview of the website template and a 'Select' button. To the right of the template chooser is a 'Welcome' message from Steve Collins, dated Tuesday, 06 May 2008, and a yellow diamond-shaped warning icon with a black silhouette of a person digging. Below the welcome message is a 'Login Form' with fields for Username and Password, a 'Remember me' checkbox, and a 'Login' button. At the bottom, there are links for 'Lost Password?' and 'No account yet? Register'.

### User Menu

Once logged in successfully, you will see the welcome text and also see a new Menu called 'User Menu' as shown below.

### School Website Template Demo



The screenshot shows the 'User Menu' screen of the School Website Template Demo. It features a green header with navigation links: Home, Contacts, Parents, and Curricular Areas. Below the header, there is a 'User Menu' section with links for 'My Details', 'My Content', 'My Galleries', 'Check-In My Items', and 'Logout'. To the right of the user menu is a 'Welcome' message from Steve Collins, dated Tuesday, 06 May 2008, and a yellow diamond-shaped warning icon with a black silhouette of a person digging. Below the welcome message is a 'Template Chooser' section with a preview of the website template and a 'Select' button. Below the template chooser is a 'Login Form' with fields for Username and Password, a 'Remember me' checkbox, and a 'Login' button. At the bottom, there are links for 'Lost Password?' and 'No account yet? Register'.

## Template Chooser

The visitor can select different templates to use whilst browsing your website. To do this, select a template from the Template Chooser drop down list and click Select. The style sheet will be updated with the one chosen but all the content will remain the same.

At the time of producing this guidance, the following 3 templates are available. If required, these can be customised to reflect your schools corporate identity.



## User Menu

The User Menu is your personal menu which is visible after you log-in. The User Menu contains the following items.

- **My Details** – update your Name, Email, User Name and Password
- **My Content** – *See guidance below*
- **My Galleries** – *See guidance below*
- **Check-In My items** – Unlocks any items you are editing to allow others to edit them
- **Logout** – Logs you out and closes the User Menu

## My Content

The My Content page lets you create new pages and edit existing pages. There are 2 icons next to the page name as follows:



- Edit – this opens the page in Edit Mode (see next section)



- Publish (Published) – your page is live on the website



- Publish (Unpublished) – your page is still in Edit mode and is not live

**Knowsley School Website**  
Template Demo

**My Content**  
**Front end Admin Mode**

*This is the main Editing page where you can Edit existing pages and create New pages. This page is available after logging in and selecting 'My Content' from the 'User Menu'.*

**When in Edit mode, Section refers to the top menu and Category refers to the drop down menu as shown here.**

**Icons and Functions:**

- Publish icon:** - published (green square), - not published (red square)
- Edit icon:** See Section/Category for the exact location of the page
- Create new page:** Select a section from the drop down list which refers to the main top menu. Category is selected on the following page.

**Table: All Content Items for: admin**

Date	Item Title	Section / Category	Hits
	Test for Parents	Parents / Term Dates	2
	test 2	Contacts / Contacts	2
	Contact test	Contacts / Contacts	3
	Welcome	Home / Welcome	23

Results 1 - 50 of 56

**Section / Category Dropdown:**

- Choose Section -
- Choose Section -
- Contacts
- Useful Links
- Home
- Curricular Areas
- Our School
- Parents
- The News

**What People Are Reading:**

- Welcome
- Contact test
- Test for Parents

**Note:** You can also edit the pages by selecting the Edit icon next to the title of the page as shown below (The Edit icons will only be available when you are logged in)

## **School Website** Template Demo

**School Website**  
Template Demo

**User Menu:** My Details, My Content, My Galleries, Check-In My Items, Logout

**Welcome:** Written by Mrs. Collins, Tuesday, 06 May 2008, Welcome to the new School

**Template Chooser:** Select

**Login Form:** Hi, admin, Logout

**Curricular Areas:** Calendar, Term Dates, Useful Policies, Newsletters, Parent Mentor Project, After School Clubs, Adult Education, Parental Involvement Activities, Holiday Provision, Breakfast Club, Swift & Easy Referrals, Family Learning

## My Content / Page Editor

# School Website

Template Demo

A+ A- RESET

search...

Home Contacts Parents Curricular Areas Our School Galleries Useful Links Site Map

### User Menu

My Details  
My Content  
My Galleries  
Check-In My Items  
Logout

### Template Chooser



js\_education\_grn\_blu

Select

### Login Form

Hi, admin

Logout

### Home / Edit Content [Info]

Title:

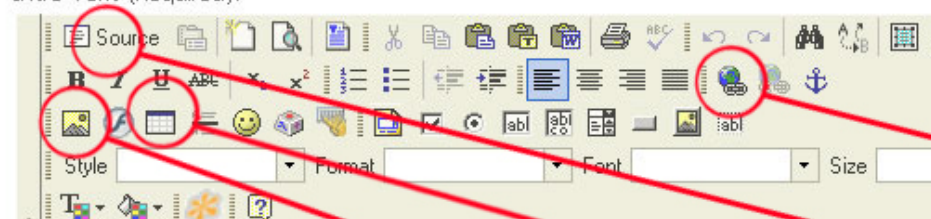
Welcome



Category:

Welcome

Intro Text (Required):



Welcome to the new School website template demo.



This website is currently under construction.

Please check back soon.

**Save Tool**  
See guidance

Here you can  
change the  
title of the page

Select the  
category which  
refers to the  
sub menu

**Link Tool**  
See guidance

**Source Tool**  
See guidance

**Tables Tool**  
See guidance

**Image Tool**  
See guidance

The Link Tool, Source Tool, Tables Tool and Image Tool  
are all explained in more detail on the following pages.

## Link Tool

# School Website

Template Demo

A+ A- RESET

search... Go

Home Contacts Parents Curricular Areas Our School Galleries Useful Links Site Map

User Menu

My Details  
My Content  
My Galleries  
Check-In My Items  
Logout

Template Chooser

js\_education\_grn\_blu

Select

Login Form

Hi, admin

Logout

Home / Edit Content [Info]

Title:  
Welcome

Category:  
Welcome


Intro Text (Required):

Source

B I U ABC x2 x2

Style Format Font Size

Welcome to the new School website template demo.



This website is currently under construction.  
Please check back soon.  
[www.knowsleyclcs.org.uk](http://www.knowsleyclcs.org.uk)

Link -- Web Page Dialog

Link

Link Info Target Upload Advanced

Link Type  
URL

Protocol  
http:// www.website.com

Browse Server

OK Cancel

The Link Tool allows you to add links to text or images.

If you select the text or image you want to link from and then click the **Link tool** icon then you will see the **Link – Web Page Dialog**.

You can then type in the website address you want to link to and Press OK to apply the link.

Note: If you want to link to another page on your website, simply go to the website page and copy the URL from the browser.

Note: If you type a www link into the main editing window, this will automatically apply the hyperlink.



## Source Tool

# School Website

## Template Demo

A+ A- RESET


search...

Home Contacts Parents Curricular Areas Our School Galleries Useful Links Site Map

User Menu

My Details  
My Content  
My Galleries  
Check-In My Items  
Logout

Template Chooser



is\_education\_gm\_blu

Select

Login Form

Hi, admin

Logout

Home / Edit Content [Info]

Title:

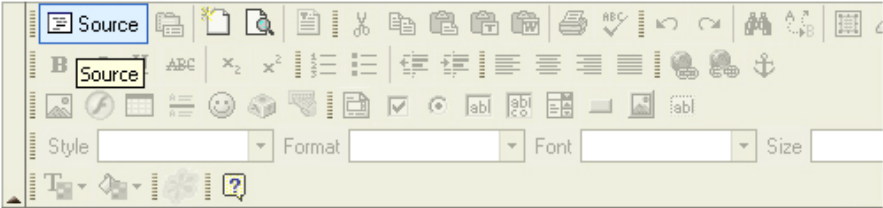
Category:

Intro Text (Required):

Source

Source

ABC x<sub>2</sub> x<sup>2</sup>



Style  Format  Font  Size

```
<p>Welcome to the new <span style="TEXT-DECORATION: underline"></span>School website template demo.</p>
<p></p>
<p>This website is currently under construction.</p>
<p>Please check back soon.</p>
<p><a href="http://www.knowsleyclcs.org.uk">www.knowsleyclcs.org.uk</a></p>
<p><br /></p>
```

If you are familiar with HTML, you can edit the source of your page by clicking on the **Source** button.

If you are not familiar with HTML, then use this at your own risk.

## Tables Tool

# School Website

## Template Demo

**A+   A-   RESET**

search... **Go**

**User Menu**

- My Details
- My Content
- My Galleries
- Check-In My Items
- Logout

**Template Chooser**

js\_education\_gm\_blu

Select

**Login Form**

Hi, admin

Logout

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## Home / Edit Content [Info]

Title:

Category:

Intro Text (Required):

Source

B I U ABC x<sub>2</sub> x<sub>3</sub> ...

Style Format Font Arial Size


Welcome to the new School website templ

This website is currently under construction.  
Please check back soon.

**Table Properties -- Web Page Dialog**

**Table Properties**

Rows:  Width:  pixels

Columns:  Height:  pixels

Border size:  Cell spacing:

Alignment:  Cell padding:

Caption:

OK Cancel

**The Table tool lets you add tables so you can lay out areas on your page for text and images.**

You can select the amount of rows (across) and columns (down) and select whether the table has a border. Use 0 as the border if you want it to be invisible. Other options include width, height, alignment and cell spacing.

**Note:** after adding a table, you can right click on it from the main Edit window to amend the rows and columns as shown below.

The screenshot shows the 'Table' menu in a spreadsheet application. The menu is open, displaying a list of options. The 'Table Properties' option is highlighted at the bottom. The background shows a portion of the spreadsheet grid with some text visible, including 'Welcome to the website', 'This website is for constructing', and 'Please'.

- Cut
- Copy
- Paste
- Insert Row
- Delete Rows
- Insert Column
- Delete Columns
- Insert Cell
- Delete Cells
- Merge Cells
- Split Cell
- Cell Properties
- Table Properties

## Image Tool

The screenshot displays the 'School Website Template Demo' interface. At the top, there are navigation links (Home, Contacts, Parents, Curricular Areas, Our School, Galleries, Useful Links, Site Map) and a search bar. The main content area is divided into a 'User Menu' (My Details, My Content, My Galleries, Check-In My Items, Logout) and a 'Template Chooser'. The 'Home / Edit Content [Info]' section shows a form for editing content, including fields for Title, Category, and Intro Text. A toolbar with various icons is visible, with the 'Image' icon circled in red. Two dialog boxes are overlaid: the 'Image Properties -- Web Page Dialog' (labeled 1) and the 'FCKeditor - Resources Browser - Microsoft Internet Explorer' (labeled 2). The 'Image Properties' dialog shows the 'Image Info' tab with fields for URL, Alternative Text, Width, Height, Border, HSpace, VSpace, and Align. The 'FCKeditor' dialog shows a list of resources, including 'articles.jpg', 'thumbs.db', 'under-construction(1).jpg', and 'under-construction.jpg'. The 'Browse Server' button in the 'Image Properties' dialog and the 'Upload' button in the 'FCKeditor' dialog are highlighted with red boxes.

The image tool lets you choose an image for your page. You can either browse existing images on the website or you can upload new ones.

If you select an image and click on the **Image icon**, the Image Properties – Web Page Dialog will open (1). Here you can edit the width, height, border and spacing. There are other advanced options but are not required. You can also add a link using the Link tab.

If you want to add a new image, then don't select anything from the Edit window and click directly on the **Image Icon**. You then need to click 'Browse Server' from the Image Properties dialog. You will now see the **FCK Editor – Resource Browser** (2) where you can select an image. If you want to upload a new image, use the 'Browse' button to find the image on your computer and then click 'Upload'. You will now see your image in the list and you can click it to select your new image.