Rockville Centre Classroom Webpages

Contents

Getting Started

1. Go to your **SCHOOL WEBPAGE**. You must be on your school webpage, not the district page or another school's page.
2. Click Login and type your username and password that you use to log into a school computer. (Your password will change each time you change it on the school network.)
3. Go to your page using the site navigation. (for example, Classroom Info…Your grade…Your name)

About Pages

Pages in SchoolMessenger are hierarchical.

- **Parent Page:** A page which precedes a particular subpage. For example, your landing page is the parent of all of the subpages.
- **Child Page:** A subpage published under your current page. For example, all the subpages that appear on the left navigation when you are on your landing page are children of your landing page.
- **Sibling Page:** A page that is available on the same hierarchical tier as your current page. For example, all the subpages that appear on the left navigation menu when on the landing page are siblings.

You have complete control over the child pages under your parent page. You can add and delete any child pages. Some of the pages that you add may have child pages of their own.

You can use the "breadcrumb trail" at the top of a page to see where you are in your site. Click on any link in the "breadcrumb trail" to go to that page.
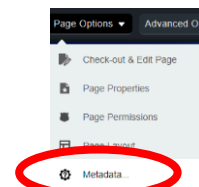
Applying a New Theme

1. Click Advanced Options…Page Theme.

2. Look through the themes. Click Preview in order to preview what the theme looks like on a page. Click the x in the upper right corner to come out of the preview.
3. To select the theme, click outside the Preview button on the theme…Click Publish Theme. (Or, click Back to return to the list of themes. Or, click Exit to return to your page without changing a theme.)
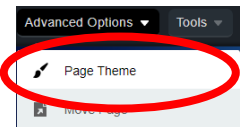
Changing the Text in Your Header

1. Click Page Options…Metadata. Make sure you are on your "landing page" (or Parent Page) so there is consistency on your site. If you are on one of your sub-pages, it will only change the header text for that page.

2. Type a heading in the Header Line 1 field and a subheading in the Header Line 2 field and click Submit.

   Tip: You will have to click the refresh button on your browser to see the changes.

Editing Your Landing Page (or any Content page)

1. Click the Design Mode Off button to turn it on in the upper right corner.

2. To edit the text in the main area of your page, click on the pencil icon in the upper right corner of the Content box.

3. Highlight the text you would like to delete or change.

   TIP: In order to have different fonts (size, color, style) use the New Paragraph symbol on the toolbar rather than the Enter key on your keyboard

4. Click Publish to save your changes and have them appear on the site.
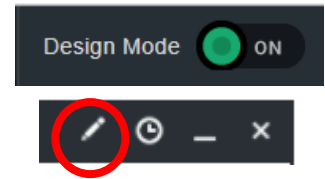
Adding a Picture

1. Make sure you are in Design Mode. (See Editing Your Landing Page above.)

2. Click on the Image Manager icon in the toolbar.

3. THE FIRST TIME YOU ADD A PICTURE MAKE A FOLDER. Click Add Folder Icon in the toolbar…Type your name…Click OK.

4. Click on the name of your folder.

5. Click Upload.

6. Click Select.

7. Click the picture file(s) you want to upload and click Open.

8. Click Upload.

9. Make sure the picture file you want to insert is selected.

10. Click Properties and type something in the Alt Text field. (This is what will be read when a page reader is used in Accessibility programs.

11. Click Insert.

12. You can use the boxes in the corner of the picture to resize it.

Adding Calendar Events

1. Go to your Calendar page.

2. Click the Plus sign in the toolbar.

3. Fill in all the information and click Create Event.

Adding Photos to Your Gallery

You can simply add photos to the existing gallery or you can add additional galleries to categorize your photos.

1. Click Add Images.

2. Click Add Files.

3. Select the files you want to add and click Open.

4. Click Start Upload.

5. Click Close.

6. Type a Title for your album and a description (optional) and click Save and close.

7. To add more pictures, edit the title/description or delete pictures from the album, hover on the album and click the pencil icon.

8. Click Add Album if you would like to add additional albums to your gallery.
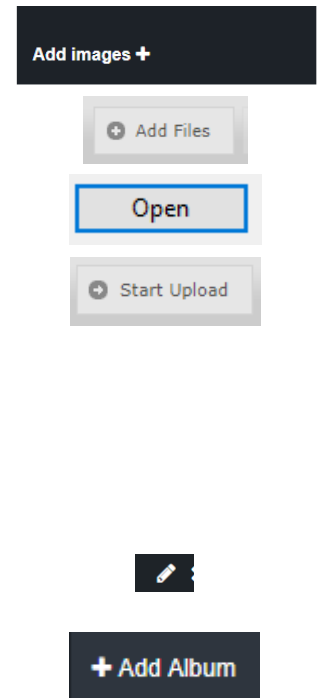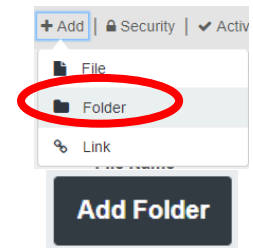
Using the Useful Links Page

You can add links to both websites and documents on this page.

You can organize your Useful Links in Folders. If you chose not to use folders, skip that section below.

Add a Folder…

1. Click Add…Folder.

2. Type a Folder Name and Description (optional) and click Add Folder.

Add a link…

1. Click on the folder where you want to put your links so the icon shows an OPEN FOLDER. See steps above if you need to create one.

2. Type a Link Name, URL and Description (optional) and click Add Link.

Add a file…

1. Click on the folder where you want to put your links so the icon shows an OPEN FOLDER. See steps above if you need to create one.

2. Click Add…Files

3. Click Add Files

4. Select the files and Click Open.

5. Click Start Upload
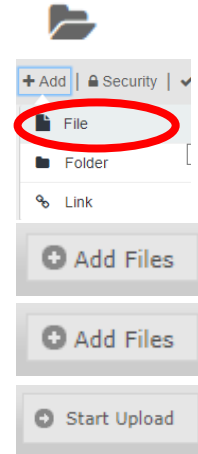
About the Contact Me Page

When a visitor to your site uses the Contact Me page, you will be sent an email with their information and question. The email will come right to your school Webmail account.

Managing Your Pages

You can delete, reorder and rename your pages. In order to do this. *Make sure you are on the PARENT of the page(s) you would like to manage.*

Reordering You Pages

1. Click on the **parent** of the pages you would like to reorder. (Use the side navigation or "breadcrumb trail".)

2. Click Page Options…Page Order.

3. Simply drag the pages into the desired order and click Update Page Order.
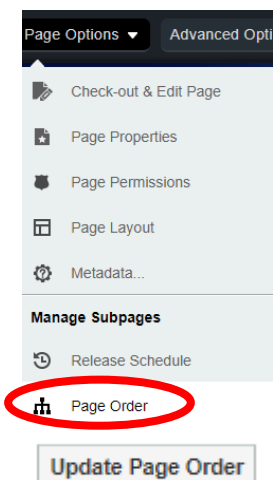
Deleting Your Pages

1. Click on the **parent** of the pages you would like to delete. (Use the side navigation or "breadcrumb trail".

2. Click Page Options…Page Status.

3. Click the checkbox next to the page you want to delete and click Archive…OK.
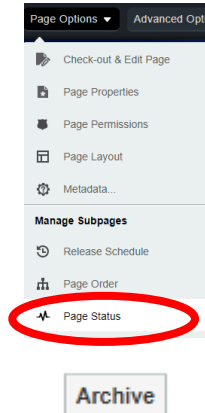
Renaming Your Pages

1. Click on the page you would like to rename.

2. Click Page Options…Page Properties.

3. Type a new title for the page and click Update Page
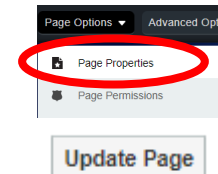
Types of Pages

SchoolMessenger has many types of pages you can add to your site.

Type of Page	Description
Blog	Add a blog to your website.
Calendar	Add another calendar under a parent page.
Content Space	Add a blank webpage. This page type can be likened to a blank document in Microsoft Word®
Discussion Forum	Add a discussion forum. This can be used to encourage communication between students, parents and teachers.
Document Container	A Document Container is an online repository of files and folders that are available for external users to download. (Like the Useful Links Page)
External Link	This routes users to an external website, another area of your own website or a document.
Form	A Form Page contains customized forms for your site. Information from these forms is routed to specific individuals and the submissions are saved in specific folders on the Presence server.
Photo Gallery	A Photo Gallery Page allows users to upload and publish pictures in a dynamic photo gallery.
Teacher Page	The Teacher Page is a template specifically designed for teachers and educators and features a variety of page types as part of the teacher page package. This page has sub (child) pages. The page that was created for you was a teacher page.

Adding Pages to Your Site

1. Click on the **parent** of the page you would like to add. (Use the side navigation or "breadcrumb trail".
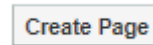
2. Click +Page and click on the type of page you would like to add.
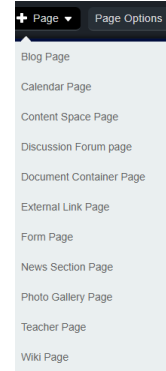
3. Type a name for your page and click the blue arrow to give the page a URL.

4. Click Create Page.

5. Depending on the type of page you will have different tools. The important thing to remember is to click Publish when you are done and you can always edit the content of your page when you Design Mode is ON. (See the editing Your Landing Page directions above.