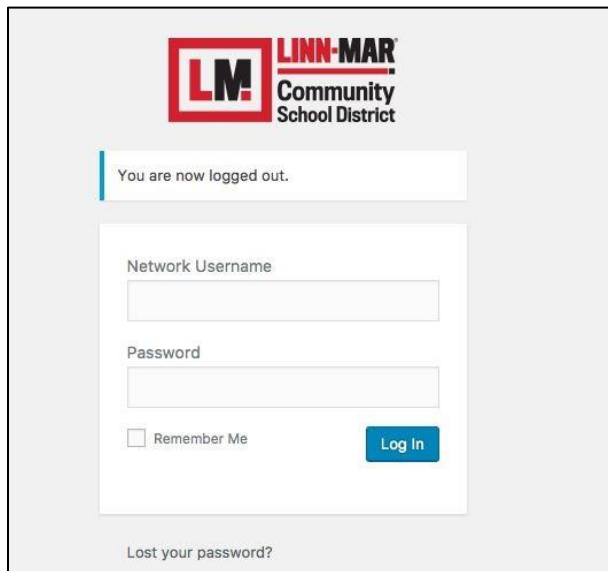


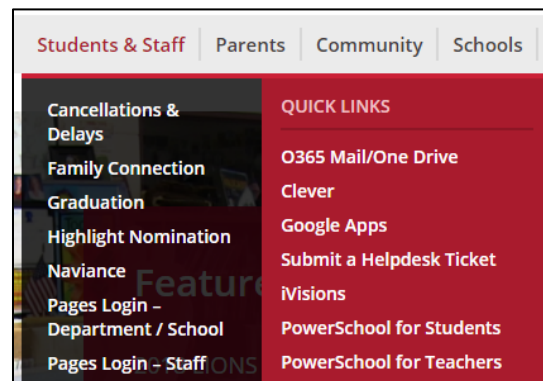
Linn-Mar Staff Web Page Setup



Log In

To set up your staff/teacher site, browse to sites.linnmar.juiceboxint.com/jb-login and log in with your network username.

NOTE: Once the sites are launched, you'll login at: sites.linnmar.k12.ia.us/jb-login (A link to log in can be found under *Students & Staff*>*Pages Login – Staff*)

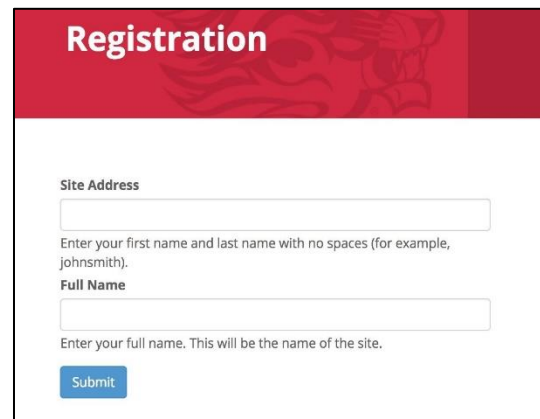


Creating your site

After logging in for the first time, you will be taken to a registration page.

Note: If you have already created your site, please skip this step and go to **Accessing your Dashboard**. For **Site Address**, enter your first name and last name without a space between the two.

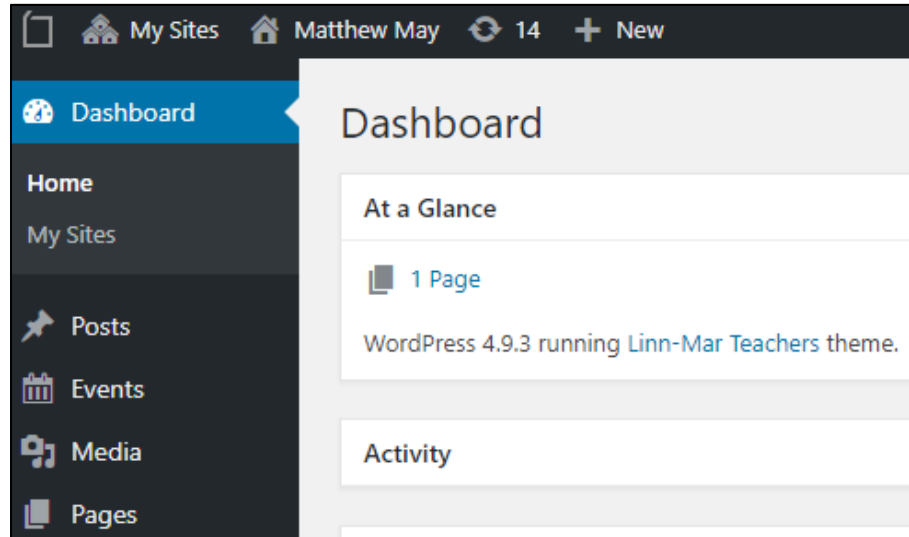
For **Site Title**, enter your name.



Accessing your dashboard

Once logged in, you will see a black tool bar across the top of your screen.

If you have previously created your website, click on the site's name in the toolbar to be directed to the administrator dashboard.



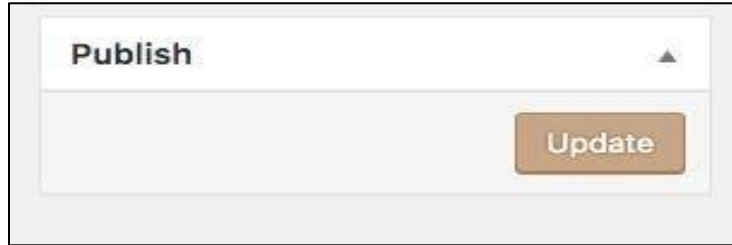
Customizing your site

Staff Profile

Navigate to **Staff Profile** in the admin area of your site. This information appears on all pages of your site and can be edited at any time. While none of these fields are required, *it's important to display as much information to your visitors as possible.*

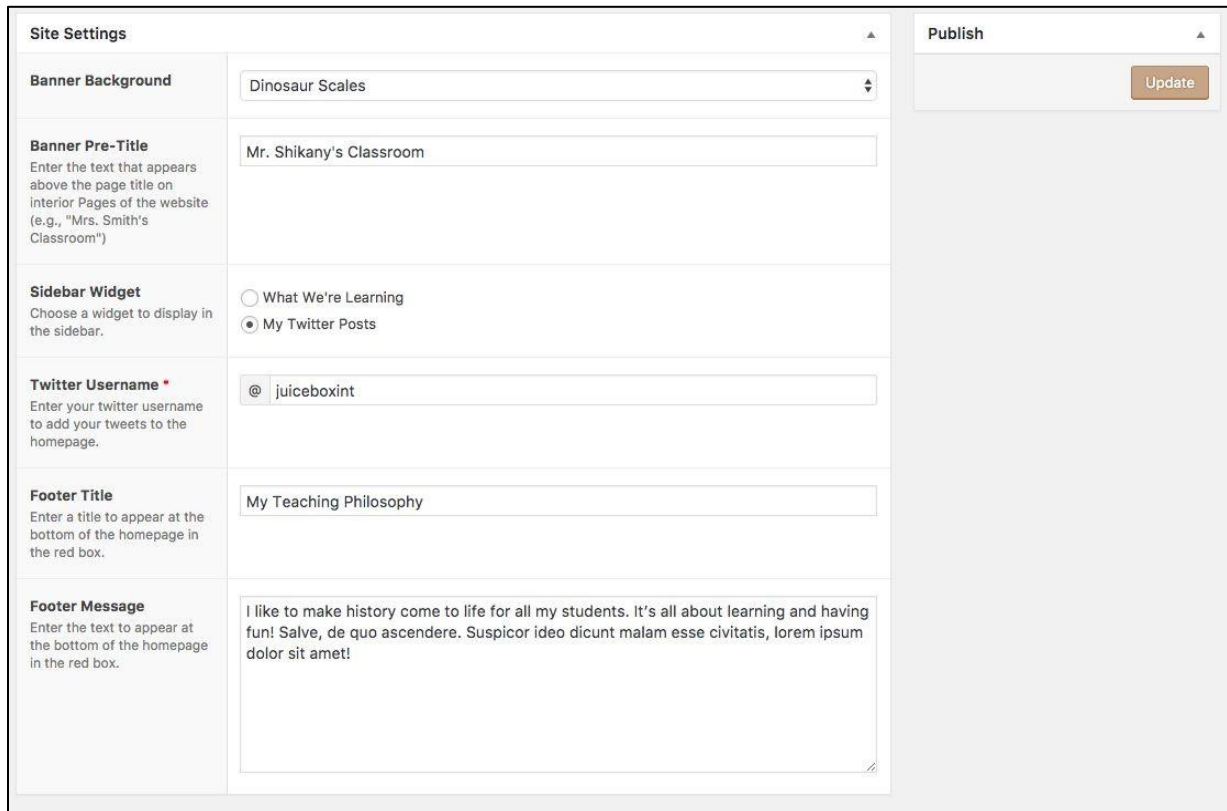
A screenshot of the 'Staff Profile' form in the WordPress admin area. The form is divided into two columns. The left column contains fields for 'Prefix' (Mr.), 'First Name' (John), 'Last Name' (Smith), 'Title' (Third Grade Teacher), 'Email' (john.smith@linnmar.k12.ja.us), and a 'Building' section with a table for adding location and phone number. The right column contains a 'Publish' section with an 'Update' button. The table in the 'Building' section has one row with 'Phone' (319) 555-5555 and 'School' Linn Grove Elementary School. An 'Add Building' button is at the bottom right of the table.

Click the **Update** button in the upper right portion of the page when you're finished.

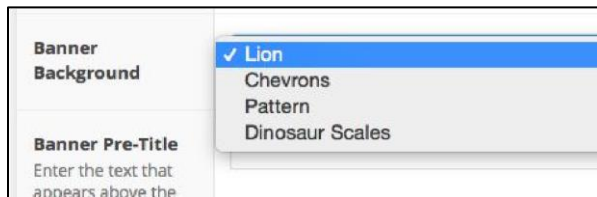


Site Settings

Navigate to **Site Settings** in the admin area of your site.



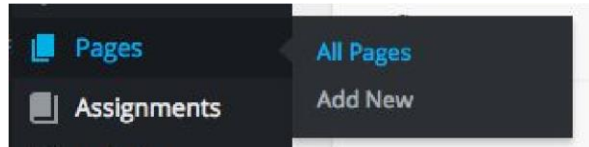
These settings appear on all pages of your site and can be edited at any time. While none of these fields are required, it's important to display as much information to your visitors as possible.



If you would like to personalize the banner on your site, choose an option in the **Banner Background** dropdown.

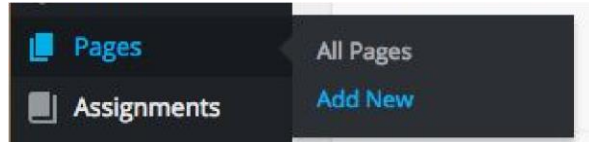
Click the **Update** button in the upper right portion of the page when you're finished

Pages



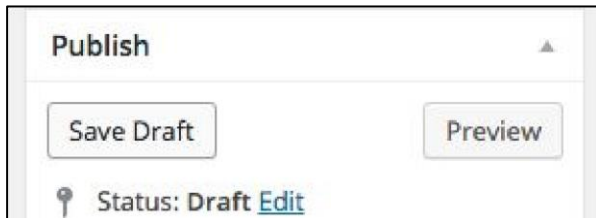
A number of pages are added for you automatically when you create your site. To access these pages, click on **Pages > All Pages**.

You will first need to edit the existing pages in your site and add content to them. Then, you can add new pages to your site whenever you would like.



To add a new page, just click **Pages > Add New**

Any new pages you create will automatically appear in the left sidebar of your site.



If at any time you would like to save changes to page that isn't quite finished, you have the ability to save the page as a draft and come back to it later. To do that, simply click the **Save Draft** button rather than publishing the page.

Using the Content Editor

Formatting Text

- **Subheadings** (level 2, level 3, etc.) can be used by clicking the **Paragraph** dropdown on the second row of the toolbar and selecting the appropriate heading. (*Note that heading 1 is reserved for the page subtitle, so it is not available in the editor.*)
- **Links** to both internal and external content can be included in your pages. Just highlight the text you would like to link, and click the link icon in the top menu. You will be prompted with options for external (top) and internal (bottom) links.

Adding images to pages

1. To add images, click the **Add Media** button in the toolbar.
2. On newer browsers, you can drag-and-drop a file from your hard drive into the large upload region, and it will begin uploading automatically. Otherwise, click the **Select Files** button to choose a file or files from your hard drive.
3. The image will begin uploading. Once it's complete, find the **Attachment Display Settings** section in the bottom-right corner of the panel. Choose your **Alignment** with the text (left, right, or center).

4. Under **Link To**, keep it set to **None** if it's a decorative image that should not be clickable. If it's a thumbnail of a larger version, choose **Media File** to link it to the full-size photo.
5. When you're finished, click **Insert into page** to put it in line with the text.

Embedding videos and other media

The editor allows easy embedding of videos from YouTube or Vimeo photos from Flickr or Instagram, tweets from Twitter, and even slideshows from SlideShare or Scribd.

To embed one of these, just **create a new line** inside the text box and **paste the URL** of the content you're embedding. The embedded content will load and display inside the editor. This is the same as it will look once the page or post is published. A full list of supported embeddable content can be found here: ● <http://codex.wordpress.org/Embeds>

NOTE: Home, Blog, Assignments, and Photo Galleries will all contain content automatically pulled from other areas of the site (covered later) along with the content you enter in the content editor. Once you're finished editing the page content, click the blue **Publish Page** button.

Blog

Blog entries are accessible in the back end via **Posts**. To add a new Post, click **Posts > Add New**. The content editor is the same as what you'd see on a standard page, and all of the same features are supported.

Scheduling and backdating posts

By default, blog entries will be given the date and time that they were originally published. However, you can change the date by clicking the **Edit** link next to **Publish immediately**.



If you choose a date in the **past**, it will post retroactively and will appear further down in the blog post archive according to its post date.

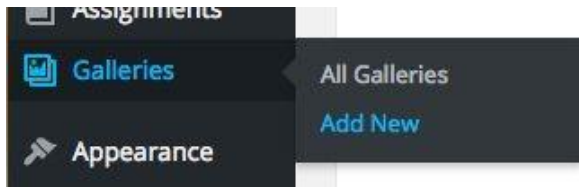
If you choose a date in the **future**, it will schedule the post for that date, and it will not appear on the site until that date and time arrives. This is

useful if you want to write an article ahead of time but have it show up on a certain day without you having to log in at exactly that time.

Click the blue **Publish** (or **Schedule** if a future date has been chosen) button. Your post will now automatically appear on the **Blog** page.

Photo Galleries

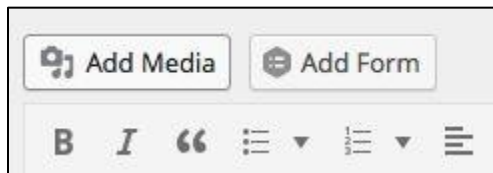
When a photo gallery is created, it will automatically appear on the Photo Gallery page.



To create a photo gallery, click on **Galleries** > Add New.



The **Title** of your photo gallery will appear on the **Photo Gallery** page, so be sure to use a meaningful name.



Click inside the content editor and click the **Add Media** button. Upload any photos you would like to include in your gallery by dragging and dropping them onto the screen or by clicking the **Upload Files** tab. You can also use any existing photos inside the Media Library.



Click **Create Gallery**.

Select the photos you would like to include in your gallery.

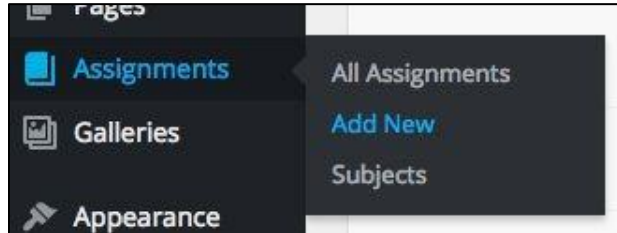
Click the blue **Create a new gallery** button. Caption your images (optional) and drag the images into your desired order.

Click **Insert Gallery**.

Click the blue **Publish** button. Your gallery will now appear on your **Photo Galleries** page.

Assignments

When an assignment is added, it will automatically appear on the **Assignments** page.



To add a new **Assignment**, click **Assignments > Add New**.

Enter a title for your assignment. This is entirely for your reference and will not appear anywhere on the site.

Choose a **Due Date** for your assignment.

Include the assignment itself (e.g. *Read Pages 23-47 in 2030: A Day in the Life of Tomorrow's Kids*) in the **Assignment** box.

If you have a link (or links) to an external source that includes more information about your assignment, click "**Add Link**" in the **More Info Links** area, and give it a **Link Label** that will be shown as the link text. Choose the type of link you would like to include in the **Link Type** box (File for a document or PDF and URL for external site).

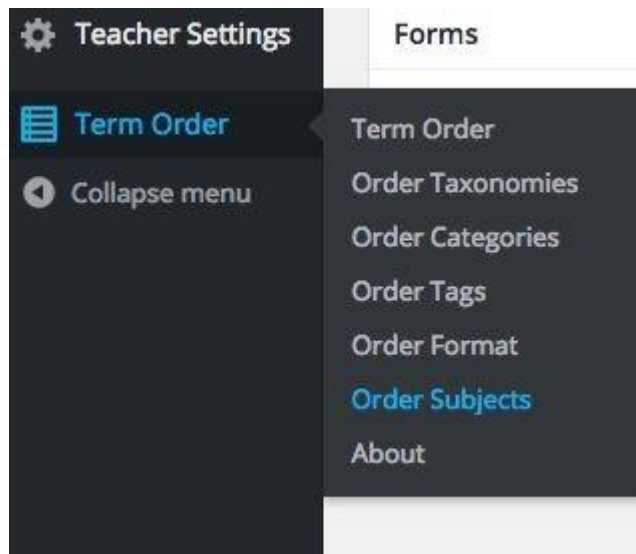
If you choose File, an **Add File** button will appear. Click this and choose the file from your computer. If you choose URL, include the **Link URL** (must have **http://** included) in the **More Info Link** box.

Assign a Subject

Under **Subjects**, click **Add New Subject**. This subject will now always be available when creating new assignments.

Click the blue **Publish Button**. The assignment will now appear on the **Assignments Page**.

Sorting Subjects on the Assignments page



Subjects that appear on the **Assignments Page** are initially listed in the order they were created. You can re-sort them in the admin panel under **Term Order > Order Subjects**.

By default, this page displays your Subjects in alphabetical order. **Click-and-drag any subject** into the desired position in the list, and click **Update Order** to complete the sorting process.

Calendar Events

Creating a New Event

1. Go to **Events** in the sidebar and click **"Add New"**.
2. Enter a **title** for the event.
3. Set a **Start Date** and **Start Time** for the event.
4. If the event is all day, check the **All Day Event** box.
5. If the event has an end date/time, fill out the **End Date** and **End Time** fields. If the end date is indeterminate or you just don't feel like including it, you can leave it off - it's primarily for display purposes (except in the case of events that take place across multiple days).
6. Fill out the **Location** if applicable.
7. Fill out the **Organizers** if applicable.
8. Fill out the **Event Website** if you'd like to link someplace - for instance, if you wrote a news article about the event or if there's a registration link.
9. Fill out **Event Cost** if there will be a cost for this event.
10. You may also add **Event Categories** in the right sidebar under **Publish**.
11. When you're finished, click **Publish** to save the event.