

New Website Procedures

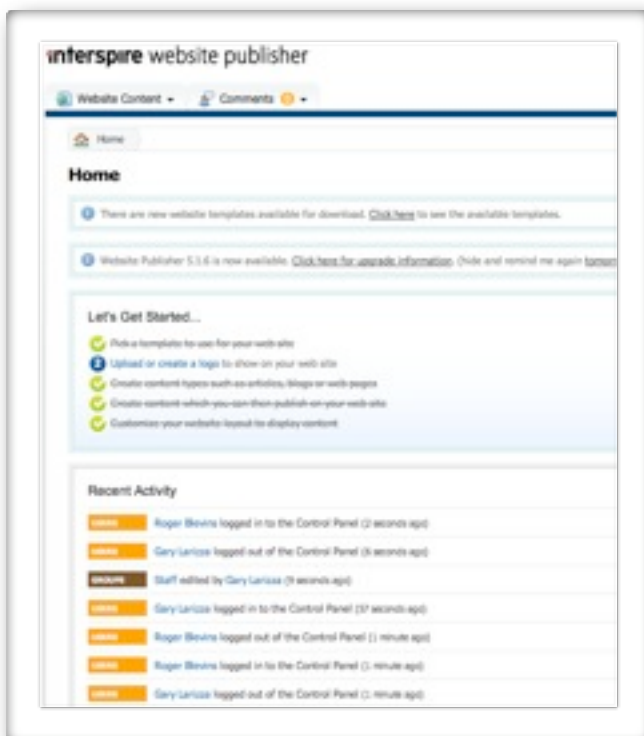
On Friday November 20th, 2009, Huron City Schools launched its new website powered by the Interspire Website Publisher. This new website features a powerful web-based publishing engine which allows all staff members to edit their website through the web browser of their choosing. This is a brief overview of how to connect to your site and how to get started editing your homepage and your content.

1. Navigate to <http://www.huronhs.com/admin> to open the Administrative Console of our website.



You will need to enter the username and password that will be provided to you by Gary Larizza or Deanna Schumm. If you've FORGOTTEN your password, there is a "Forgot your password?" link that you can click on which will take you through the process of resetting your password.

2. Login with your username and password to access the Main Navigation Screen.

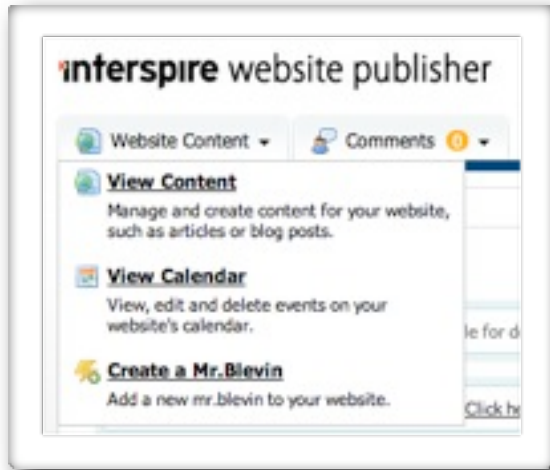


You will notice the Website Content tab at the top of the screen - this is where you will spend most of your time when you're editing your website. We will tackle this in the next step.

Below is the Recent Activity pane where you can review the last few modifications that were made, by which user, and at what time.

Lets go ahead and click on the Website Content Tab at the top of the screen and continue to the next step...

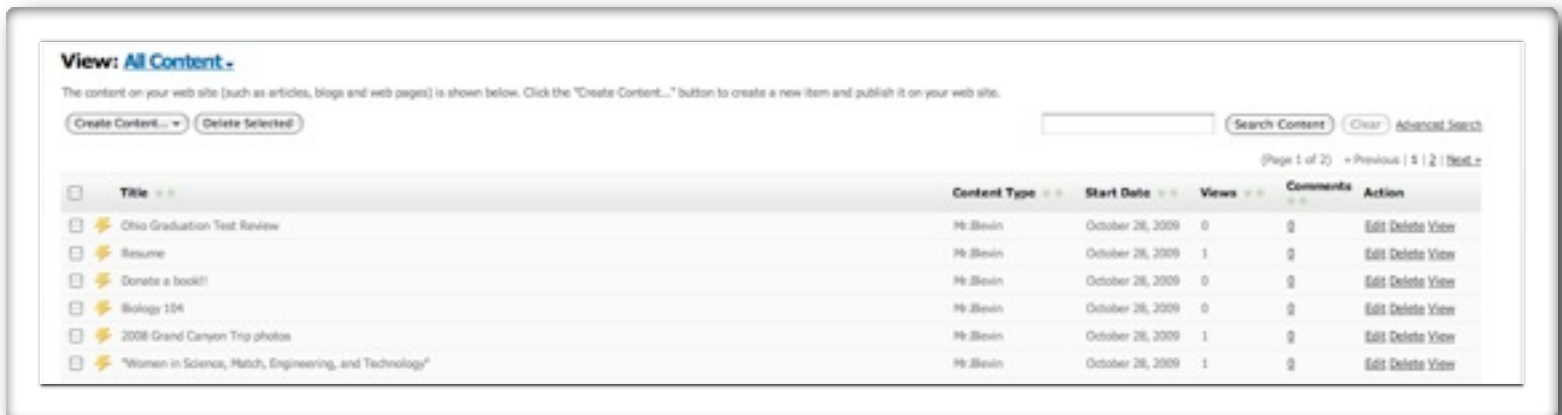
3. The Website Content tab allows you to “View Content” to edit existing webpages, or “Create a <username>” to create a new webpage.



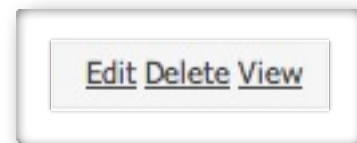
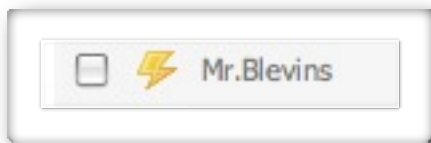
The View Content choice is where you will go 90% of the time to modify your existing webpages. We will be clicking on this choice and proceeding to the next step.

FYI: I'm using Roger Blevins' account as a demo account, so you'll notice it says "Create a Mr. Blevin" - your account will have your name instead of his.

4. Clicking on the View Content item will display All of your Content. From here we can Edit or Delete existing web pages.

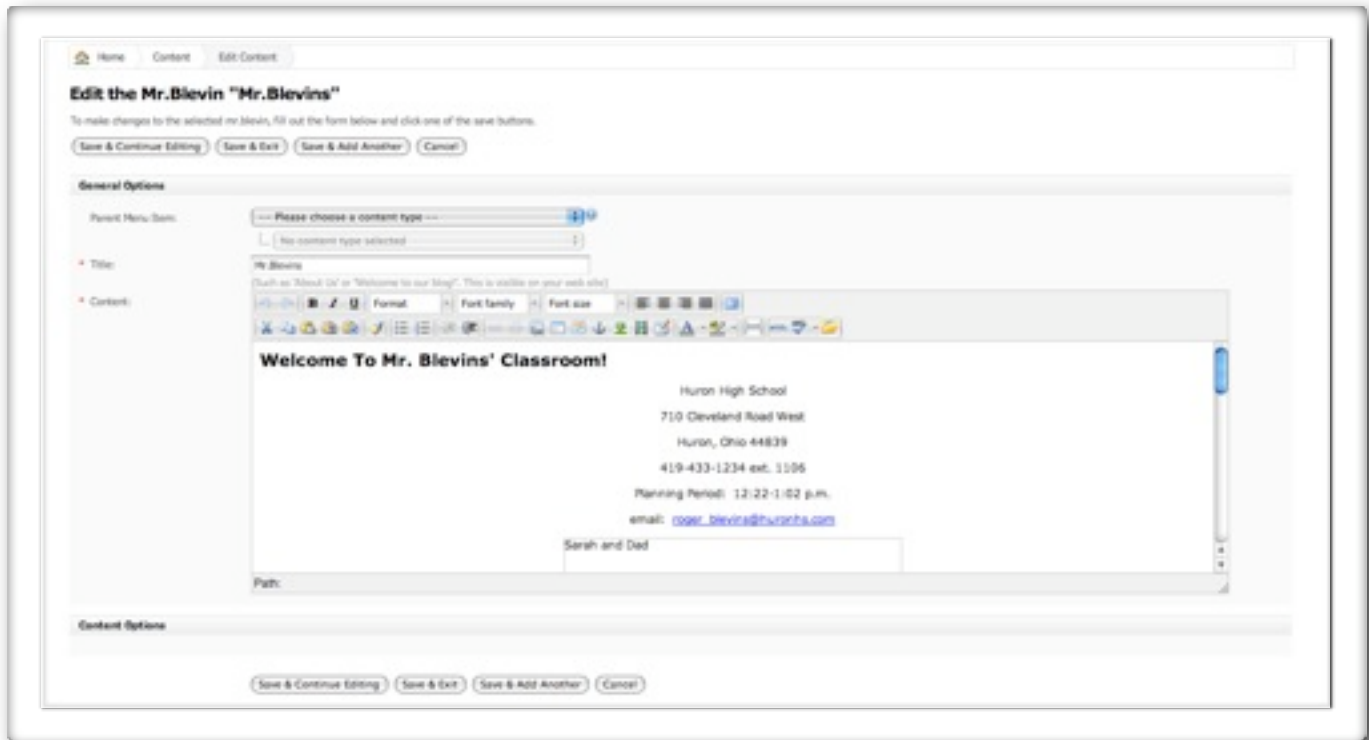


Understand that you might have from 1 to 100 webpages that are attached to your “site,” depending on how many pages you may have created previously. If you’re new to the website, you should only have One webpage available to edit. Your “home page” will be listed as your name - in my example it’s called “Mr. Blevins”



As you can see from the two buttons, you will need to locate your homepage in the “Title” column and then the Edit, Delete, and View buttons in the “Action” column.

5. Click on the Edit action to edit the selected page.



In this example, I'm editing the "Mr. Blevins" page, which is the main page people will land on when they select Mr. Blevins page from our website. From the top you may notice a "Parent Menu Item" dropdown box - ignore this as it should not be changed. Next you have the page's Title, which is Mr. Blevins for the moment, and finally you have the Content block.

The Content Block is where the contents of your page are to be edited. This block functions much like Microsoft Word or a similar word processing program. You have buttons to modify your fonts, to insert links, pictures, and movies, and other controls for modifying the content of your webpage. We will discuss all these functions later, but for now it's important to understand how to get to this page.

Finally, at the bottom, we have buttons to Save & Continue Editing (for when you want to save your work, but will want to continue editing the page), Save & Exit, Save & Add Another (which saves your work and creates a whole new webpage), and Cancel.

Note that any changes you make will be instantaneously live on our website. Please check your page after you make changes (it would be wise to have two windows open - one with the Website Publisher, and another displaying your webpage how the public sees it that can be refreshed after you make a change).

6. Adding Links to your webpage:

Linking from one page to another is fairly easy. There are two types of links: Links to pages on our site, and links to pages on sites OTHER than our site. Each link has a separate method:



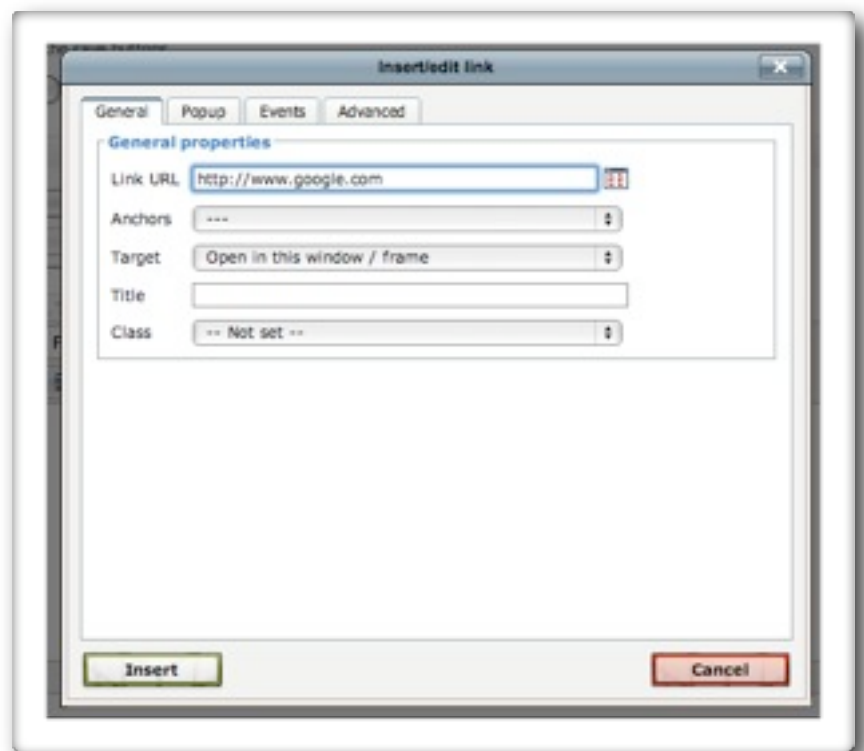
Looking at our three link buttons, they are the Insert/Edit Link button, Unlink button, and Link to Website Content Button

Linking to Pages Outside our Website

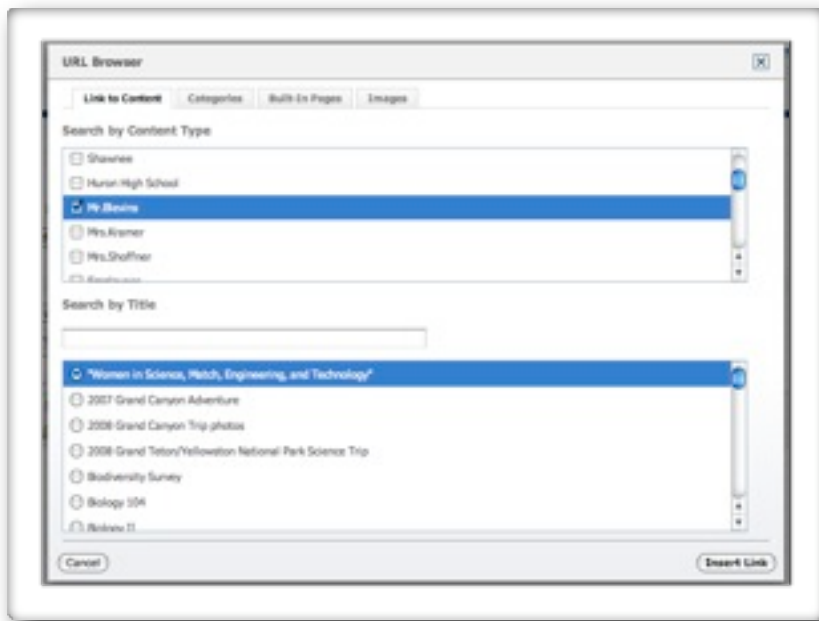
To link to a page OUTSIDE our website, simply type something in your content box, highlight the text you typed that you'd like to turn into a link, and then click the Insert/Edit Link button (first button above). This will show the following screen:

In the Link URL textbox, type or paste the URL of the website to which you would like to link. That's it!

You will notice that there are a multitude of other choices and buttons. If you do not know what they do, you should ignore them - they will only get you into trouble.



Linking to Pages on our Website



To link to a page ON our website, click the Link to Website Content button (last of the three buttons). You will see a box like that on the left. The top box, Search by Content Type, will allow you to display all the pages of a certain "Content Type." If you want to see ALL the webpages you manage, simply scroll down until you find your name (in this case, "Mr Blevins") and click on the checkbox next to it. It will display all the pages you manage in the box at the bottom of the page.

Of course, you can always search for your page if you know the name of it. I typed in "women" in the Search by Title textbox and it found the only page that references the word "women" in the title.

Once you have selected the page to which you want to link in the bottom box, simply click the Insert Link button on the bottom right corner of the screen. When you return to your content box, you should see a link.