

# Creating a Teacher Web Page

Below are instructions for creating/modifying a Teacher Web Page on our district website. Principals of each building will define any required criteria for Teacher Web Pages.

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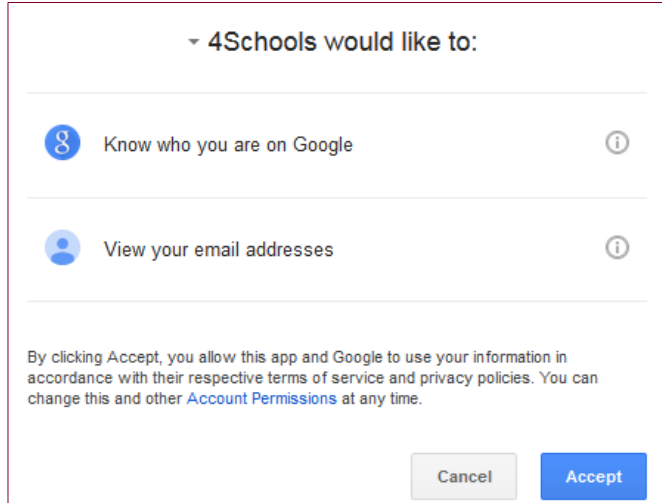
## Logging In

The easiest way to log in is to Sign-In with Google

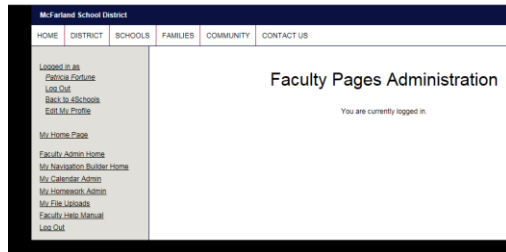
- Sign into your district Google Apps Account
- Open an new tab and go to <https://app.4schools.net/client/index.cfm?memberid=742>
- Click the red button at the bottom:



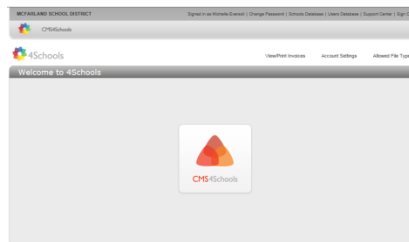
The first time you login you may get this message below....click 'Accept'



Once you have logged in successfully you should see a screen similar to this:



If you get one like this, just click the CMS4Schools login in the middle of the page.



***Once you have logged in this way, you can change your password under 'Edit My Profile' and then just use that password along with your network username instead of using Google Sign-In. This is not required.***

## Using a Template to Get Started

A basic template has been created to get you started creating your website. Follow these steps once logged in:

Click 'My Home Page' on the left-side of your screen

Mcfarland School District

HOME DISTRICT SCHOOLS FAMILIES COMMUNITY CONTACT US

Logged in as  
[Patricia Fortune](#)  
[Log Out](#)  
[Back to 4Schools](#)  
[Edit My Profile](#)

**Faculty Pages Administration**

You are currently logged in.

[My Home Page](#)  
[Faculty Admin Home](#)  
[My Navigation Builder Home](#)  
[My Calendar Admin](#)  
[My Homework Admin](#)  
[My File Uploads](#)  
[Faculty Help Manual](#)  
[Log Out](#)

Click 'From Template'

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[My Home Page](#)  
[Faculty Admin Home](#)  
[My Navigation Builder Home](#)  
[My Calendar Admin](#)  
[My Homework Admin](#)  
[My File Uploads](#)  
[Faculty Help Manual](#)  
[Log Out](#)

**Patricia Fortune**

< Navigation Builder **Main Body** Right Side Bar **From Template**

Main Body:

Add Tool to this page:  after

From the drop-down, select 'Teacher Web Page Template' then click 'Continue'

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**Copy From the Content Template Library**

Patricia Fortune

< Navigation Builder Main Body Right Side Bar **From Template**

Select a page to copy content from

Sports Template Right Side  
Interior Page  
StudentServicesTemplate  
Sport  
SportsHS  
WSD Watermark  
Teacher Web Page Template

Check the box labelled '+1. Text/Graphic Editor' and click 'Copy'

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# Copy From the Content Template

Patricia Fortune

< [Navigation Builder](#) [Main Body](#) [Right Side Bar](#) [From Template](#)

Select a page to copy content from:  
Teacher Web Page Template

Select which detail items to copy:  
[Select All](#)

Main Body Content

+ 1. Text/Graphic Editor (402160)

Click 'My Home Page' again on left-hand side

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[Log Out](#)

# Copy From the Content Template

Patricia Fortune

< [Navigation Builder](#) [Main Body](#) [Right Side Bar](#) [From Template](#)

The content has been copied.

Click 'Update Text/Graphic Editor' at bottom of screen

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# Patricia Fortune

< [Navigation Builder](#) [Main Body](#) [Right Side Bar](#) [From Template](#)

Main Body:

Add Tool to this page: Text/Graphic Editor after 1. Text/Graphic Editor

## 1. Text/Graphic Editor (357975)

Tool Heading: none  
Status: Active  
(edit)

Contact Information

Email:  
Phone:

Replace this text with your personal information/message

[Move](#) [Update Text/Graphic Editor](#) [Preview](#) [Delete](#)

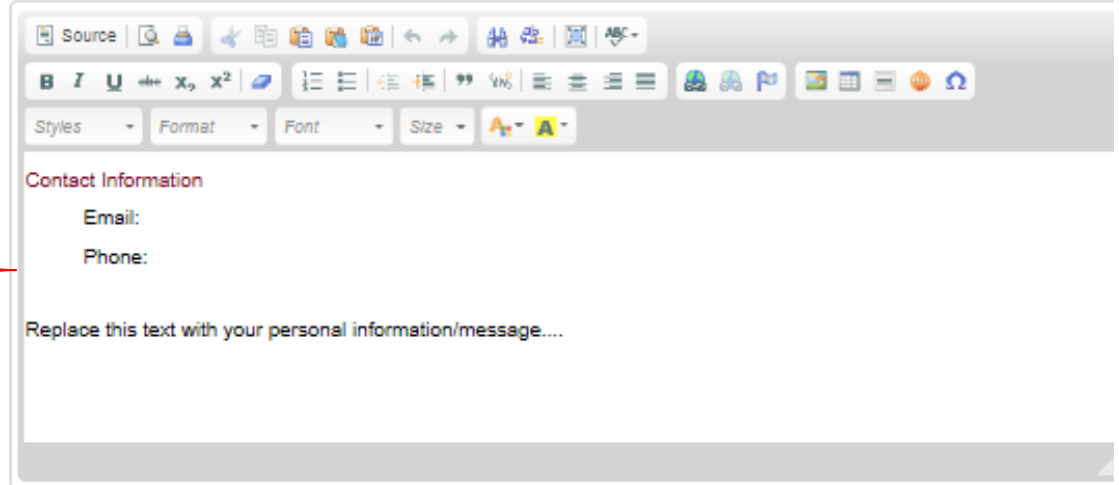
This is where you make changes to your main webpage

## Text/Graphic Editor - Update

Formatting toolbars

Enter your contact information along with your personal message. If you have an external website you can put a link to that in this area as well

Text:



If you would like to include a picture you can quickly do it by using this area.

You can even link your picture to another web page or web site using the Link Graphic To box.

Graphic Upload:

(Your photo must be a .jpg or .gif or .png file)

<b>Justification:</b> <input checked="" type="radio"/> Left <input type="radio"/> Right <input type="radio"/> Above    Alignment: <input type="text" value="Center"/> <input type="radio"/> Below    Alignment: <input type="text" value="Center"/>	<b>Image Width:</b> <input type="radio"/> 100 pixels <input type="radio"/> 200 pixels <input checked="" type="radio"/> 300 pixels <input type="radio"/> 400 pixels <input type="radio"/> 500 pixels <input type="radio"/> Custom Width: <input type="text"/> pixels
---	---

(If your photo is wider than the width that you select above, it will be resized accordingly.)

\* Alt Text:   
(displayed when users put their mouse on the image)

Caption:   
(displayed under the image)

Link Graphic To:   
(don't forget the http://)


Graphic Link Type:  
 Opens In New Browser Window  
 Opens In Existing Browser Window

SAVE your work

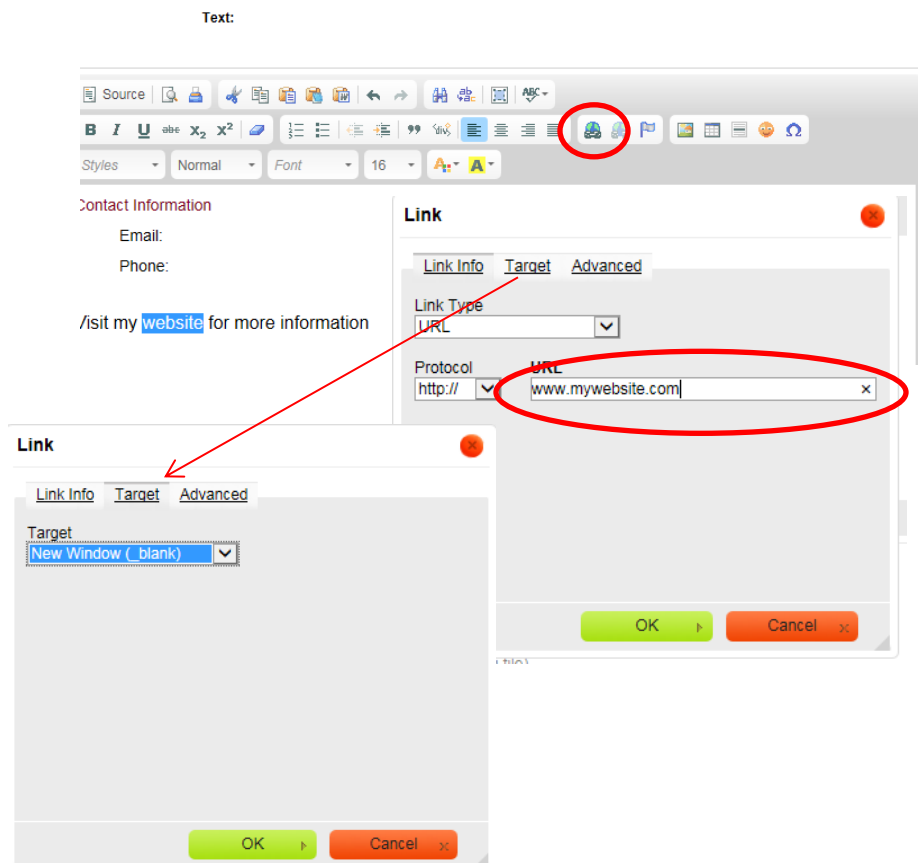
Instructions on embedding a link are on next page.....

## Embedding a link

To place a link to a website in your text, do the following:

- Highlight the word(s) you want for your link (example: "Visit my **website** for more Info")
- Click the link icon in the toolbar 
- Enter the website address in the URL box
- If you would like the new website to open in a separate window, click on Target then select 'New Window (blank)'
- Click 'OK'

### Text/Graphic Editor - Update



If you would like to add additional pages to your website, see the next page

## Adding Additional Pages

Once you have entered info into your home page, you can add additional pages to your website.

Click on 'My Navigation Builder Home' on your left-side menu, then click 'Add Page' at top

Lvl	Link Name	Page Type	Page Detail	Update	Delete	Preview
1	My Home Page	Page	Main Body Right	Update	N/A	Preview

Fill in the Add Page screen and click 'Add'

\* indicates a required field.

\*Navigation Link Name:

\*Navigation Type:  Internal Web Page  Web site Link

-OR-

Navigation Link Status:  Active  Inactive [Schedule A Status Change](#)

\*Navigation Order: After

\*Navigation Level:

Add Reset

Name that will appear on the left-hand side menu when your website is displayed. For example: Chemistry.

If you set this to 'Inactive' your page will not display until you change it to 'Active'

This tells it what order to put your pages in

This allows you to have sub levels of web pages

Choose: Link to a page you are creating or to an outside 'Web site'. Internal will require you to give specify a new 'File Name'.

You can actually tell it when to make your page Active/Inactive.

## Modifying Pages

To modify existing pages, Click on 'My Navigation Builder Home' on your left-side menu.

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[Edit My Profile](#)

[My Home Page](#)  
[My Second Page](#)  
[Faculty Admin Home](#)  
**[My Navigation Builder Home](#)**  
[My Calendar Admin](#)  
[My Homework Admin](#)  
[My File Uploads](#)  
[Faculty Help Manual](#)  
[Log Out](#)

### Navigation Builder

Notice PREVIEW button 😊

Add Page

Lvl	Link Name	Page Type	Page Detail	Update	Delete	Preview
1	My Home Page	Page	<a href="#">Main Body</a> <a href="#">Right</a>	<a href="#">Update</a>	N/A	<a href="#">Preview</a>
1	My Second Page	Page	<a href="#">Main Body</a> <a href="#">Right</a>	<a href="#">Update</a>	<a href="#">Delete</a>	<a href="#">Preview</a>

Update allows you to change page parameters such as Active/Inactive, Page Title, and order of pages.

Each page can have a Main Body and a Right menu (click link to edit)

Each Main Body can be made up of one or more modules. The available modules are

- Bulletin Board/Forum/Blog
- Calendar of Events
- Embed Audio/Video
- Expand/Collapse Content
- Homework Listing
- Interactive Forms
- Links
- Photo Galery
- Resources/News
- Slide Show
- Text/Graphic Editor (most common – what instructions for Home Page dealt with)

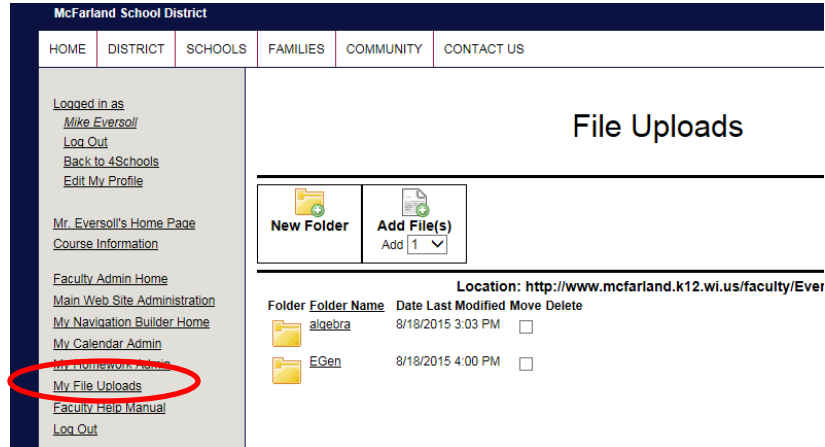
Each Right Side Bar can be made up of one or more modules. The available modules are:

- Mini Calendar
- Resourse/News
- Right Side Text/Graphic
- Slide Show
- Translator Widget
- Upcoming Events



# File Upload

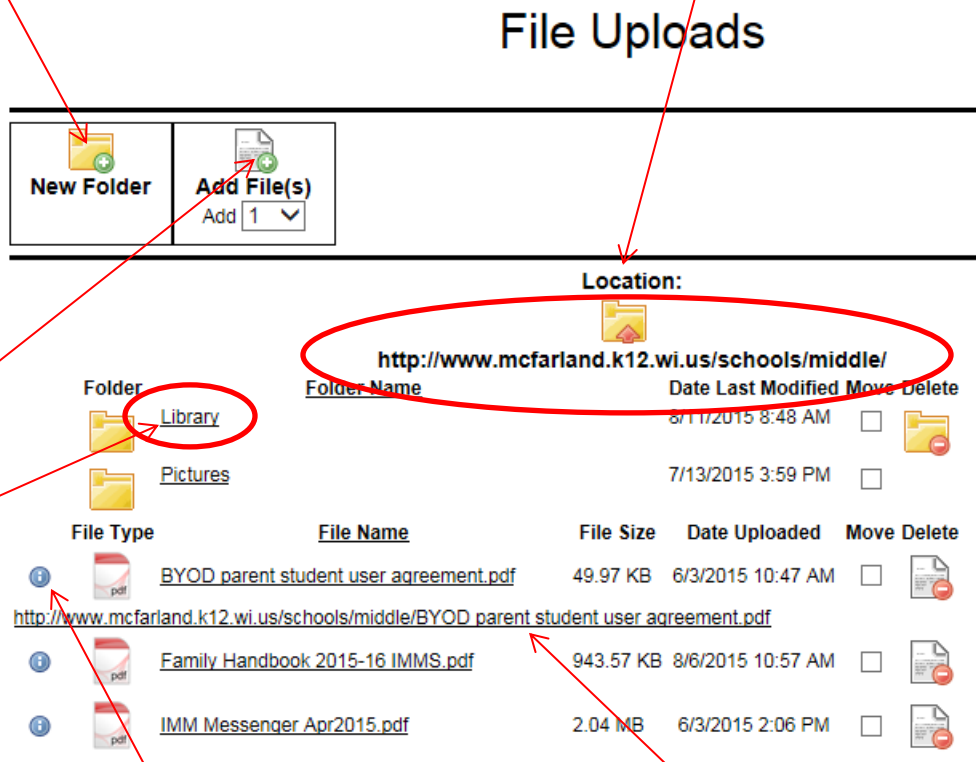
Use the **My File Upload** to upload a file to the web site in order to link to it – either a document or image



When you open the **My File Upload** area you will see a group of folders. Open the folder that you would like to place the file in.

You can create a folder **within the current folder** by clicking this

This shows you the folder you are currently in



You can add up to 10 files at a time indicating the 'Add' number then clicking

Click on folder name to open folder

Once a file is uploaded, click the **i** to the left of the file name and copy the URL listed below