

Website Administration

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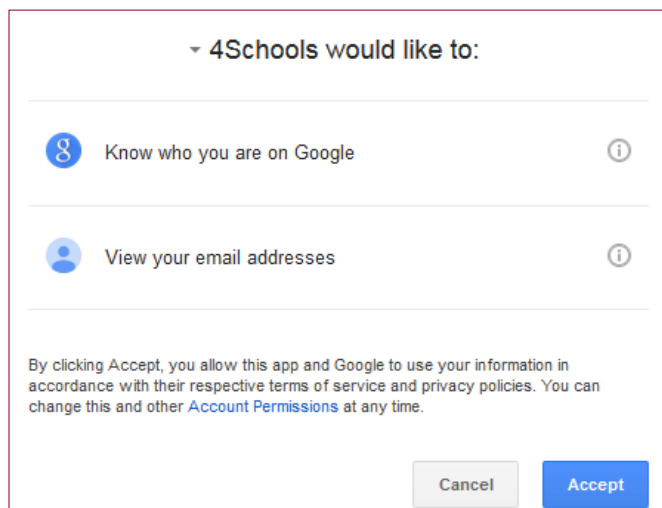
Logging In

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

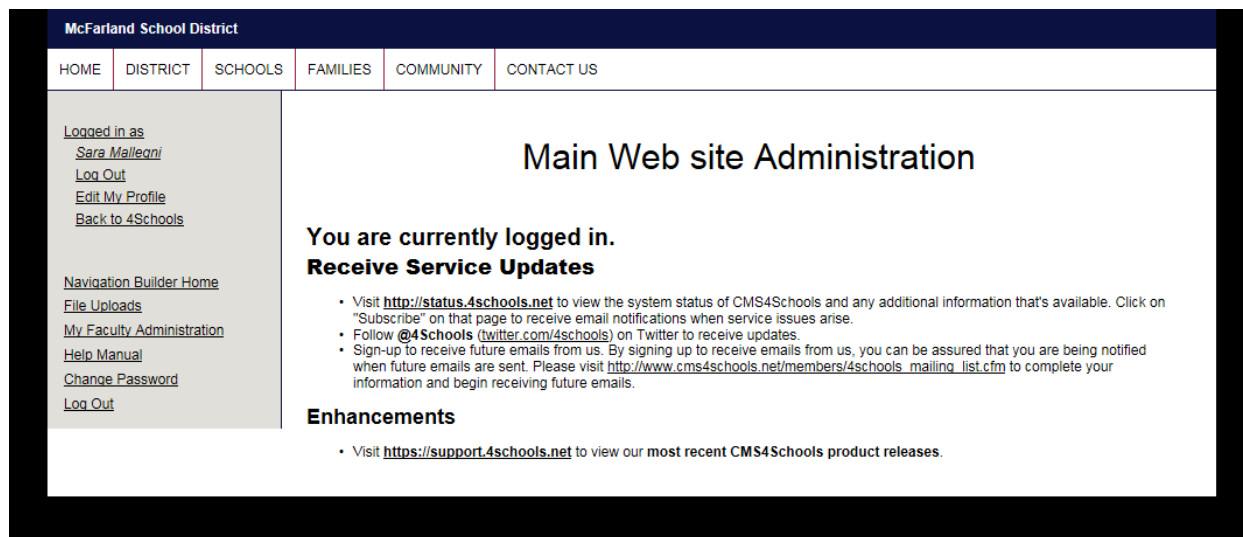
- Sign into your district Google Apps Account
- Open an new tab and go to <https://app.4schools.net/client/index.cfm?memberid=1103&app=cms>
- Click the red button at the bottom:

 Sign In with Google

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



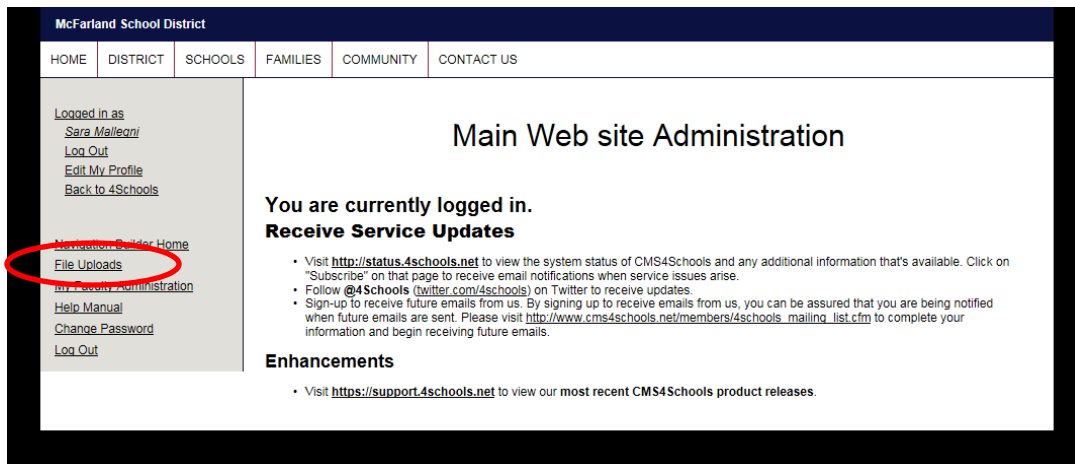
Once you have logged in successfully you should see a screen similar to this:



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 or you can just always login with the Google Sign In.

File Upload

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

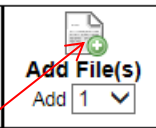
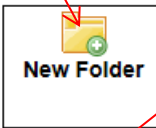


When you open the File Upload area you will see a group of folders. Open the folder that you would like to place the file in.


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







This shows you the folder you are currently in











File Uploads




Location:

 <http://www.mcfarland.k12.wi.us/schools/middle/>

Folder	Folder Name	Date Last Modified	Move	Delete
	Library	8/11/2015 8:48 AM		
	Pictures	7/13/2015 3:59 PM		

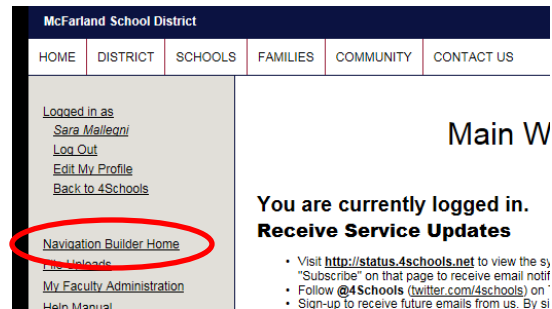
File Type	File Name	File Size	Date Uploaded	Move	Delete
	BYOD parent student user agreement.pdf	49.97 KB	6/3/2015 10:47 AM		
	http://www.mcfarland.k12.wi.us/schools/middle/BYOD parent student user agreement.pdf				
	Family Handbook 2015-16 IMMS.pdf	943.57 KB	8/6/2015 10:57 AM		
	IMM Messenger Apr2015.pdf	2.04 MB	6/3/2015 2:06 PM		

Click on folder name to open folder

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

Modifying Pages

Go to your Navigation Builder Home to access your pages:



The screenshot shows the 'Navigation Builder' interface. On the left is a sidebar with various links. The main area contains a table of pages. A red arrow points to the 'PREVIEW' button in the table header. Another red arrow points to the 'Update' column, with a text box explaining its function. A third red arrow points to the 'Main Body' and 'Right' columns, with a text box explaining that each page can have a Main Body and a Right menu.

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

Notice PREVIEW button 😊

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. Some of the available modules are

- Announcements
- Bulletin Board/Forum/Blog
- Calendar of Events
- Embed Audio/Video
- Expand/Collapse Content
- Interactive Forms
- Links
- Photo Gallery
- 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:

- Announcements
- Mini Calendar
- Quick Links
- Resource/News
- Right Side Text/Graphic
- Slide Show
- Translator Widget
- Upcoming Events

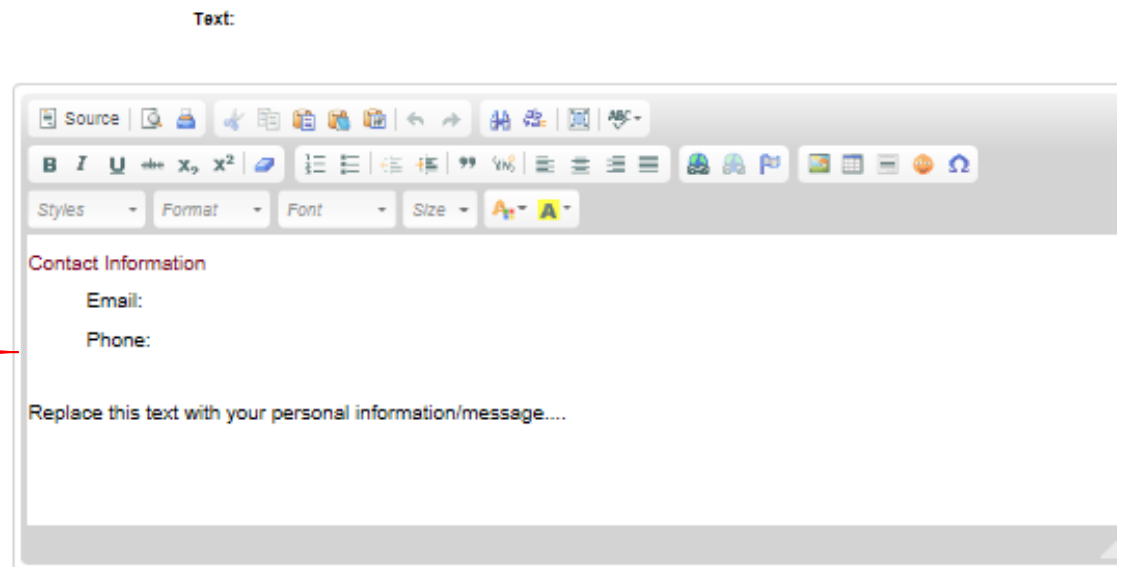
Most pages are made up of the Text/Graphic Editor

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)

Justification:

☒ Left

☐ Right

☐ Above Alignment:

☐ Below Alignment:

Image Width:

☐ 100 pixels

☐ 200 pixels

☒ 300 pixels

☐ 400 pixels

☐ 500 pixels

☐ Custom Width: 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

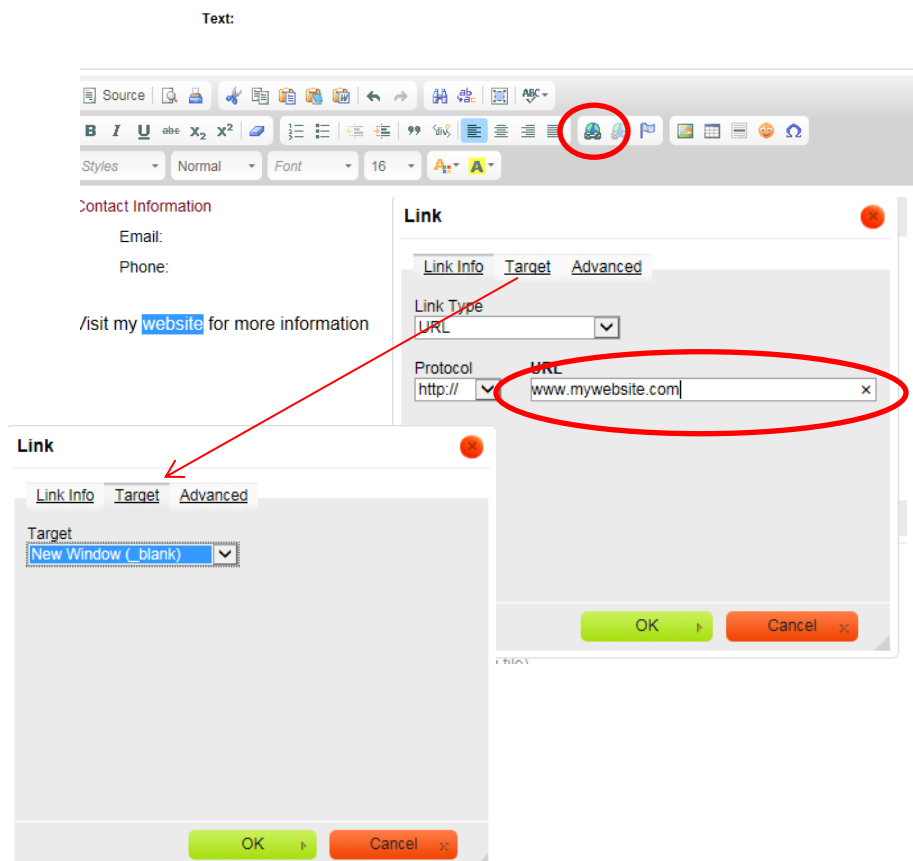
Instructions on embedding a link are on next page.....

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



Adding Pages

To add a page, click the Add Page button at the top of the Navigator Builder

Navigation Builder

<div> <div>Add Page</div> </div>						
Lvl	Link Name	Page Type	Page Detail	Update	Delete	Preview
1	My Home Page	Page	Main Body Right	Update	N/A	Preview
1	My Second Page	Page	Main Body Right	Update	Delete	Preview

Fill in the Add Page screen and click 'Add'

Add Page

* indicates a required field.

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

*Navigation Link Name:

*Navigation Type:

☐ Internal Web Page

-OR-

☐ Web site Link

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'.

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

*Navigation Link Status:

☒ Active

☐ Inactive

[Schedule A Status Change](#)

This tells it what order to put your pages in

*Navigation Order:

After

My Home Page

This allows you to have sub levels of web pages

*Navigation Level:

- Select a Level -

Add

Reset

Add / Modify Dates to Calendars

To add a date to a Calendar, select Calendar Admin

HOME DISTRICT SCHOOLS FAMILIES COMMUNITY CONTACT US

Logged in as
[Arlene Coady-Bast](#)
[Log Out](#)
[Edit My Profile](#)
[Back to 4Schools](#)

Navigation Builder Home
Calendar Admin
[File Uploads](#)
[My Faculty Administration](#)
[Help Manual](#)
[Change Password](#)
[Log Out](#)

Main Web s

You are currently logged in.
Receive Service Updates

- Visit <http://status.4schools.net> to view the system status.
- "Subscribe" on that page to receive email notifications v
- Follow @4Schools (twitter.com/4schools) on Twitter to
- Sign-up to receive future emails from us. By signing up

when future emails are sent. Please visit <http://www.cm> information and begin receiving future emails.

Enhancements

- Visit <http://support.4schools.net> to view our most r

Use the drop-down boxes at the top to select the correct month & year. You can select category but not required.

Calendars

Click on a day below to create a new event for that day

month: September ▼ year: 2015 ▼ category: All ▼

September 2015								
<< previous	Sun	Mon	Tue	Wed	Thu	Fri	Sat	next >>
			1 First Day of Classes	2	3	4	5	
6	7 Labor Day - No	8	9 iPad Parent	10 The Pro Kids	11	12		

To add a new date, click on the date number.

To modify an event, click on the event name

Minimally you should fill in the Event Title, Category & Date

New Event

* indicates a required field.

Event Title:

If you leave the title blank, the event description will appear as the title instead.

* Category:

* Date: (m/d/yyyy)

Date Description:

Time: Begin: End: ex: 2:00 pm

Description:

Source:

Styles: Normal Font Size

If you would like, you can enter a time and description.

(event creation con't on next page)

We are not using these fields at this time except for sports info that is imported from RSchool . Put location information in your description.

Location:

Extra Location Text:

Facility Use:
☐ Yes, a facility IS required.
☐ No, a facility is NOT required.

Attachment(s):
Attachment 1: Title (optional):

Link(s):
Link 1 URL: Title (optional):

Recurrence:
☒ None
☐ Daily
☐ Weekly
☐ Monthly
☐ Select Your Dates

Allow to RSVP: ☐

Attachments: You can use the Attachment option to attach files. The file links will appear in the Event description window when the user opens the Event.

Links: You can add links to additional info as well. If you put a ‘Title’ with the link, the Title is displayed as a hyper-link and when the user clicks on it, they are taken to the specified URL. These also appear in the Event description window.

Recurrence: You can specify an event to reoccur daily, weekly or monthly. Each of these options lets you specify additional information, such as an ending date for the recurrence. You can also use the ‘Select Your Dates’ option to specify multiple dates for an event.

Allow to RSVP: You can allow people to RSVP to an event by clicking this box. You enter one or more emails that that will receive the RSVPs.

If an event has an RSVP attached to it, when the user opens the event they will see an RSVP link

test

Category: District

Date: December 5, 2015

RSVP Form: [Click here to RSVP](#)

If a user clicks the RSVP they will see these 2 boxes where they can enter their info and info for other attendees!

RSVP Step 1 of 2 - test

Fill out the form below and click the Continue button.

First Name:

Last Name:

Phone Number:

Number Attending: (including yourself)

Note: You can enter attendee information in Step 2.

RSVP Step 2 of 2 - test

Fill out the form below and click the Finish button.

#	First Name	Last Name	Email
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>

For each person that RSVPs, an email is sent to the email you specified.