

Using JCPS Online for Websites

Getting Started

Before you begin, an Online Group must be created for you. Send an email requesting the group along with the username of anyone you want added as an editor to mike.broderick@jefferson.kyschools.us. A pre-designed banner will be supplied for you or you can design your own and send it along with your request. If you wish to change the photo on your Online homepage. Send the new file with your group request.

Some Things You Should Know

Online website banners and homepage pictures can only be changed by a JCPS Online System Editor. Any editor with in your group will have rights to all content with in that group. This included adding, deleting and updating. Your changes are live! Once you hit save the content will be available for anyone to see.

Enabling Menu Items

Online websites have a unique modification that allows editors to turn on and off your Online website menus. You can do this by going to the **Manage tab**> **Navigation Menu Settings**

Navigation Menu Settings

Website Template

NAVIGATION MENU SETTINGS		
<input type="checkbox"/> Mission	Use "Default" page item ▾	Everyone ▾
<input type="checkbox"/> something	Use "Default" page item ▾	Everyone ▾
<input checked="" type="checkbox"/> Reports and Programs	Use "Default" page item ▾	Everyone ▾
<input checked="" type="checkbox"/> Principal	Use "Default" page item ▾	Everyone ▾
<input checked="" type="checkbox"/> Counselors	Use "Default" page item ▾	Everyone ▾
<input checked="" type="checkbox"/> Events Calendar	Use calendar page ▾	Everyone ▾
<input checked="" type="checkbox"/> Team 1	Use calendar page ▾	[Team] P1_Team ▾
<input type="checkbox"/> Sports	Use "Default" page item ▾	Everyone ▾
<input type="checkbox"/> Supply List	Use "Default" page item ▾	Everyone ▾
<input type="checkbox"/> Student Work	Use "Default" page item ▾	Everyone ▾
<input type="checkbox"/> Get Involved	Use "Default" page item ▾	Everyone ▾

Select the check box to the left to enable the menu item. To enable a calendar item, select “Use calendar page” from the popup list. Select the appropriate access setting from the access popup.

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Adding a new menu item

There are two tiers of menu items. The main menu's, which is displayed across the top of the page, and the Submenu's which are displayed as drop down menus. Each menu is a folder with a "default" page within that folder. The folders are located in your groups **Content** tab.

Content

Add Content Rearrange Reports Utilities Preferences

 **default**

 **Mission**

 **Reports and Programs**

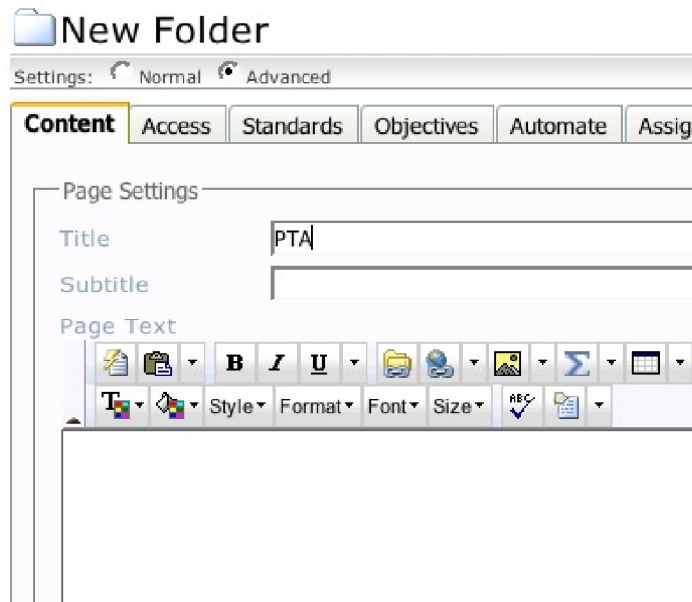
 **Principal**

 **Counselors**

 **Events Calendar**

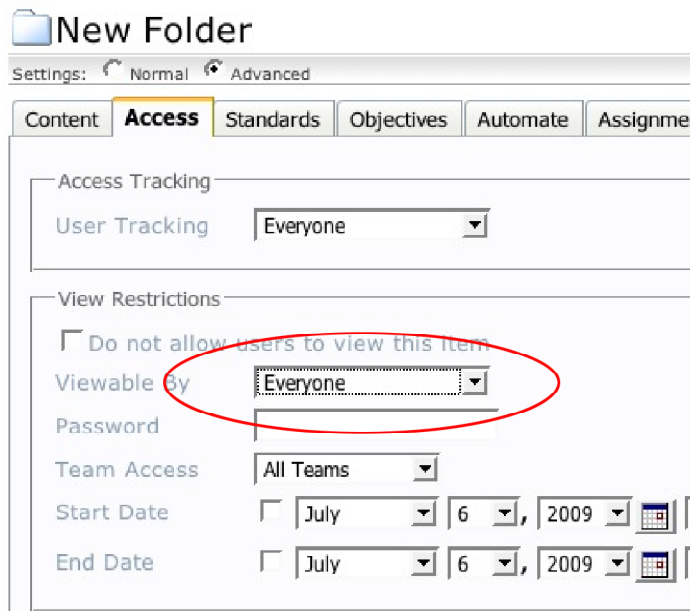
 **Supply List**

You add a new menu item by create a new folder. Do this by clicking on the **Content tab** > **clicking on Add Content**. Choose "Folder" from the list. Name the folder what you want the menu to be labelled. Example "PTA"



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Clicking on the Access tab > Make sure the view restrictions are set to “Everyone”



New Folder

Settings: Normal Advanced

Content **Access** Standards Objectives Automate Assignme

Access Tracking

User Tracking Everyone

View Restrictions

Do not allow users to view this item

Viewable By Everyone

Password

Team Access All Teams

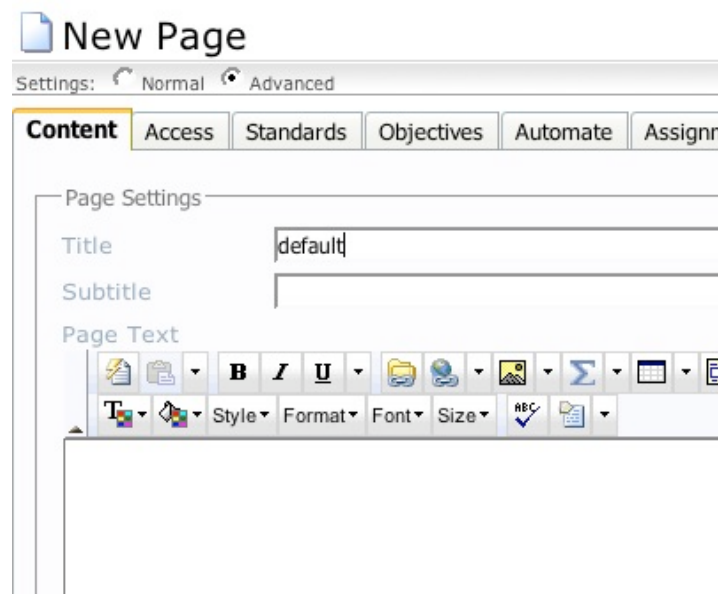
Start Date July 6, 2009

End Date July 6, 2009

Click on “Save” at the bottom of the screen.

Next you will need to add a page inside the folder. The page must be called “default” or the menu will not work. ***You can not have more than one default page per folder.***

Clicking on Add Content. Choose “Page” from the list. Name the page “Default”. Check to make sure the access privileges are set to “Everyone” and save the page.



New Page

Settings: Normal Advanced

Content Access Standards Objectives Automate Assignr

Page Settings

Title default

Subtitle

Page Text

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Font Color, Background Color, Text Color, Text Background Color, Font Size, ABC, Spell Check, Print, Help.

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Click on the on the **Content tab** and you should see your new folder. Remember to enable a menu item you must go to the **Manage tab**> **Navigation Menu Settings**.

If you wish to add a Submenu, you will need to add a folder and default page inside of one of your main menu folders

Content

Add Content Rearrange Reports Utilities Preferences



default



Mission



Reports and Programs



Principal



Counselors



Events Calendar



PTA

Editing Your Page

To edit your websites pages, you will be using the built-in JCPS Online HTML editor. Click on the **Content tab**. Open the Folder/Menu item you wish to. Click on the “**settings**” link of the default page.



Mission

Add Content Rearrange Settings Reports Utilities Delete



default

settings reports utilities delete




Submenu item


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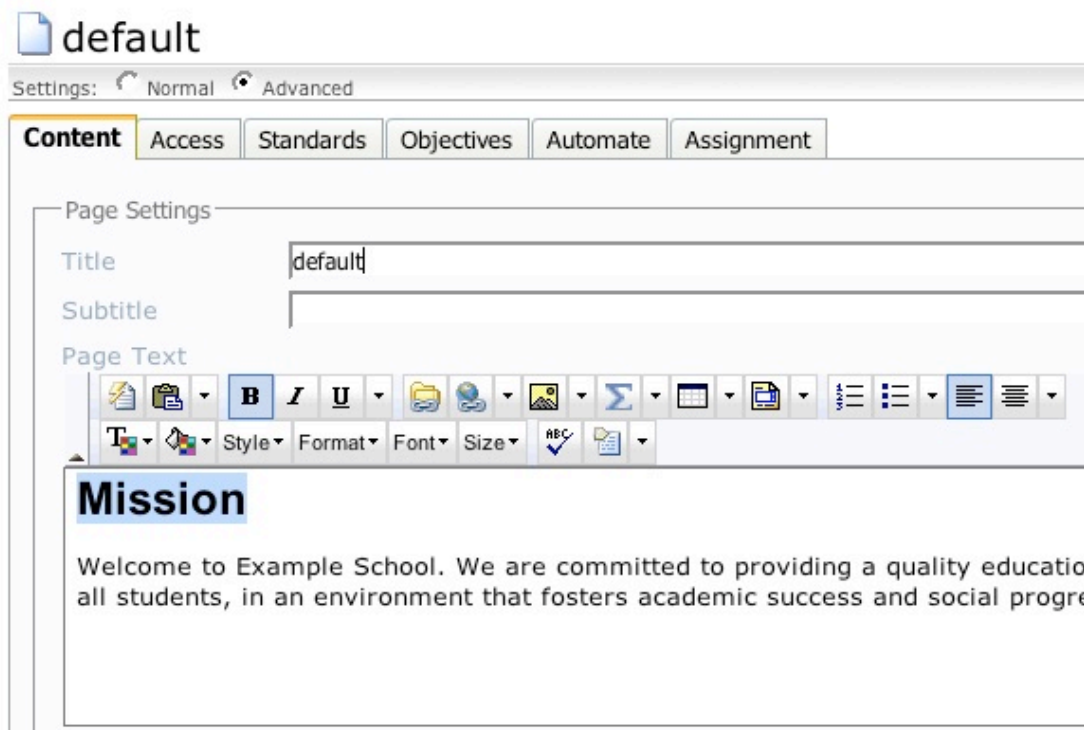
The default page opens with the HTML editor. Select the text or add new text as you would any word processor. To change size, font or style, click the appropriate tool icon.

These icons control style 

These icons control font and size 

These icons control Text color 

These icons control Alignment 

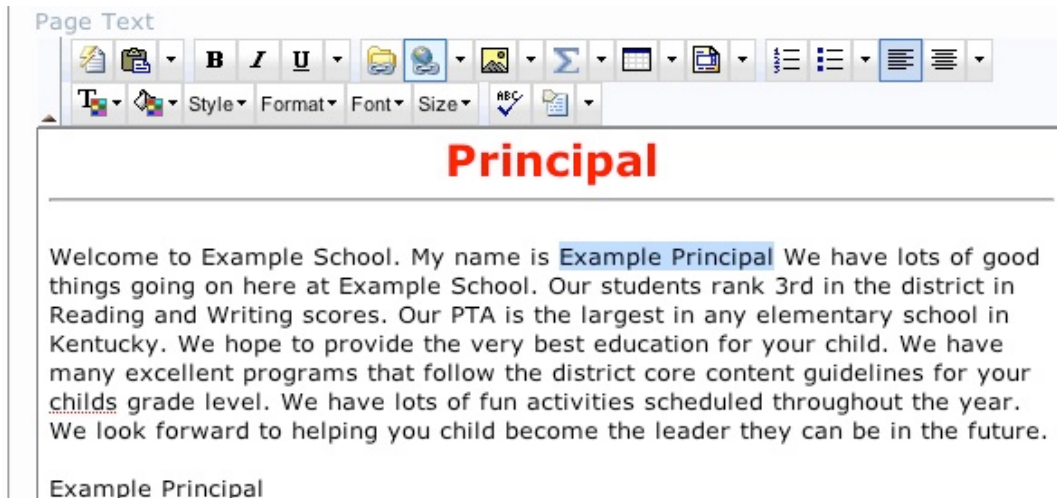



You can copy and past text from any application. Some of the formatting may copy over, but it depends on where the text is being copied from. After making your changes click on “Save”.

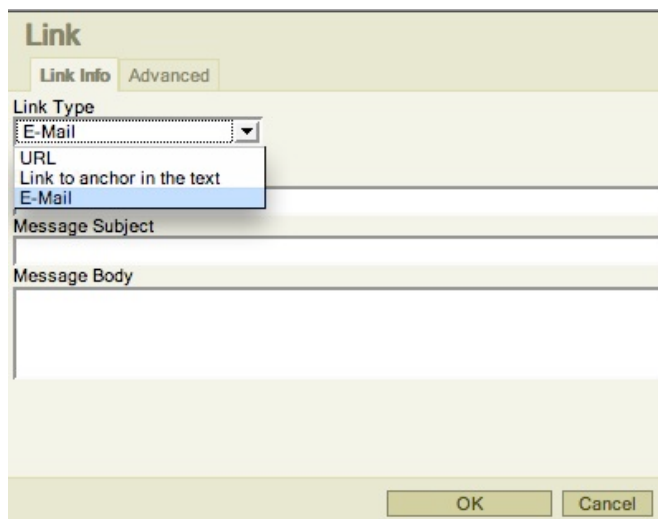
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Adding A Text Link

You can add hyper links to internal items (uploaded files, other pages) or external items (website, email address). To add an external link, in the HTML editor select the text you wish to make the link. In this example we will be adding an email link.



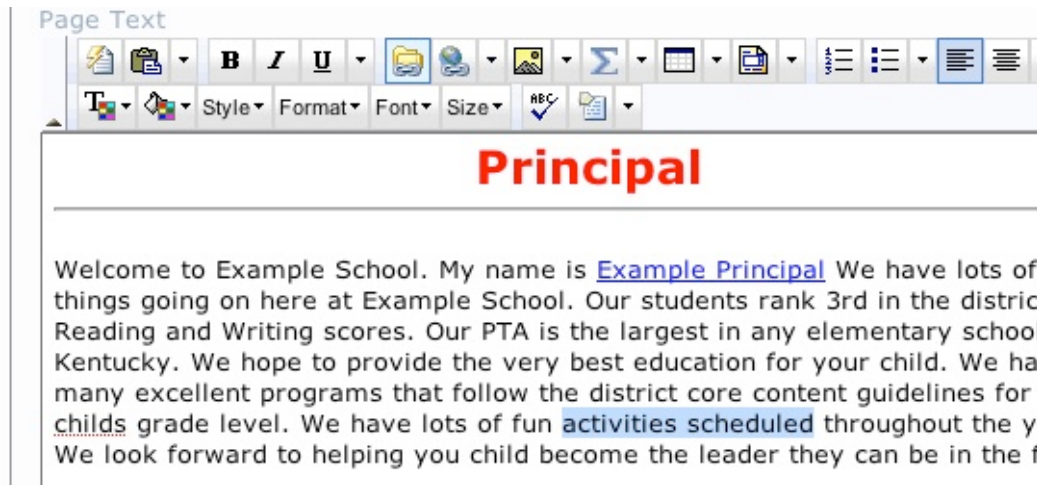
Click on the  icon and select “E-mail” from the popup list. In the email address field, enter the full email address. Example *Prinipal@jefferson.kyschools.us*. Click “Ok”




The text should be blue and underlined. *Note: email links will only work if the user has an email client such as Outlook or Entourage installed.*

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To add an internal link, in the HTML editor select the text you wish to make the link. In this example we will be adding link to another page.




Click on the  icon and select the **Map** tab. Click on the “+” next to Content. This will toggle open items inside the Content area. Continue to toggle open each folder until you find the file or page you wish to link to and then click on that file. Do not link to folders as they will not display properly.

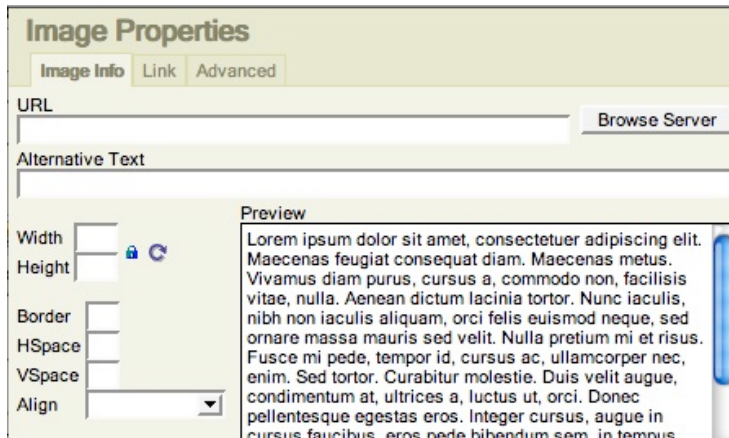


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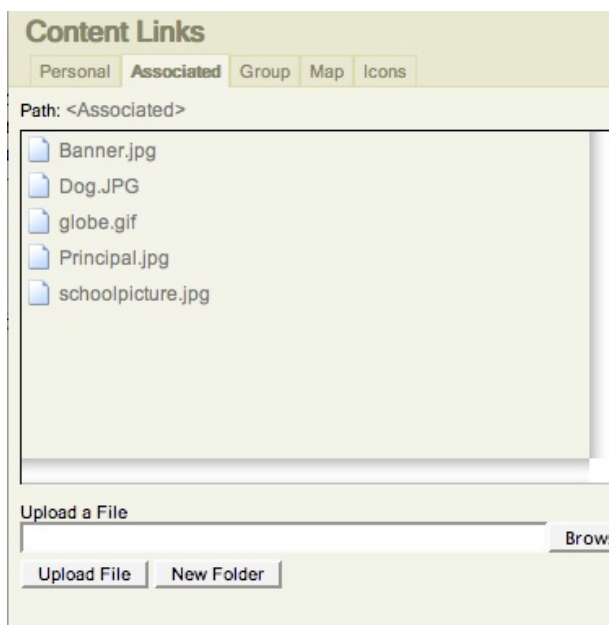
Adding Images To Your Page

To add an image to your page in the HTML editor, click in the page where you want the image to be inserted.

Click on the  icon. The Image Properties window opens. Click on **Browse Server**. *Note: You must have your popup blocker turned off for this window to be displayed.*



The “Content Links” window is displayed. If you have already upload images to your site, they will be displayed here. If you have no images, click on the **Browse** button at the bottom right. Browse to the desired image file you wish to upload and click **Open**. Click **Upload File**. When the file has been uploaded, it will appear in the “Content Links” window. Click on the desired image.



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A preview of the image will appear in the Image Properties window. *Note: your image may be too large to display in the preview window. It is best to resize your images before uploading to JCPS Online.*



In the “Alternative Text” field enter a descriptive name for the image. Under “Align popup”, select the appropriate setting to allow the text on the page to wrap. Select “Save”

Adding a Calendar Entry

To add a Calendar entry click on the **Calendar tab**.

The screenshot shows the 'Calendar' tab in the JCPS Online interface. The calendar for July 2009 is displayed in a grid view. The entry for Wednesday, July 1st, is:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 10:00a Book Cl 01:00p Author -	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

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Click on the **Add** link. The calendar window is displayed. Enter the appropriate information in each field and click **Save**. If you wish to have a separate calendar for you website, you can tag an item in the User Popup window as long as you have set the tag in the “Teams” section under the **Roster tab**.

Calendar

EVENT SETTINGS

Title
[Check Spelling](#)


User

Section

Category


Contact

Location

Notes


Password **Confirm**

DATE AND TIME SETTINGS

Date , 

Time : EST/EDT

Duration

Calendar items will be displayed on the homepage based on the date of the event. Items will fall off after they expire.

“Announcements” and “News” items can be added under the **Communicate tab** and will be displayed on the homepage.