

# Finalsite Training Guide

## School Webmasters

### Learning Objectives

- Website overview
- Logging in
- Navigating Composer
- Creating news stories
- Understanding Elements
- Basic editing instructions
- Navigating Resources

### Login Directions

- Visit: [highlineschools.org/admin](http://highlineschools.org/admin)
- Username: \_\_\_\_\_
- Password: \_\_\_\_\_
- *First time you sign in: deselect the checkbox next to **Show Dashboard at Login** and then select **Composer**.*

### Navigating Finalsite

Using the black bar on the left is how you navigate to work on different aspects of your website.

	The <b>composer</b> , or feather icon, is where you will edit web pages.
	The <b>dashboard</b> icon is where you will update the calendar and create news posts.
	The <b>people</b> icon is where we manage all logins and update staff directories. You do not have access to this. If you need updates done to your staff directory, please send them to <a href="mailto:tiffany.baisch@highlineschools.org">tiffany.baisch@highlineschools.org</a> .
	The <b>resources</b> , or folder icon, is where you will manage and store your files and photos you wish to use on your web page.
	The <b>knowledge base</b> icon allows you to browse support and how-to instructions, including video and written tutorials on editing your site.

# Uploading Resources



Pdfs, word docs and images

Resources allows you to store, organize and manage files for the website. Store PDF files, word documents, images, videos and other types of files together, as well as relocate, rename and rearrange them as needed.

- Click on “Resources” to view your uploaded files or to upload new files. Resources are separated into "Public" and "Private" folders, and you can add additional folders as desired.
- Navigate to the folder you want on the left-hand side. Files are shown in a list or grid view on the right side of the screen.
- When uploading an image, please add an alt text in the image settings.

## To Upload a file/image:

1. Navigate to the folder you want to save your file in.
2. Click on the green Public Resource button.
3. Navigate to the file on your computer.
4. *When uploading an image, please add an alt text in the image settings.*
5. Press Save.

# Navigating to Your Site



- Choose the **Composer Icon** in the black bar on the left of the screen.
- Using the grey bar on the left, scroll down until you see your site.
- Click on your site name, then click on Homepage.

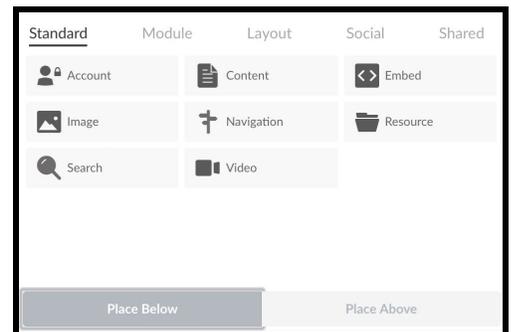
# Basic Editing Instructions in Pages

The content on a webpage is separated into elements. All the elements together make up a page.

To add an element to a page, navigate to the bottom of an existing element, select **Add Element**. Some elements are needed to build the structure of an entire website, not a webpage. For this reason, we've listed below what elements are helpful in building and editing webpages.

Your options for elements to add are:

- **Standard**
  - Content: add text, links, photos and tables to this basic editing block
  - Image/Video: add an image, image gallery or video file
  - *Other elements should not be used*
- **Module**
  - *Elements should not be used*



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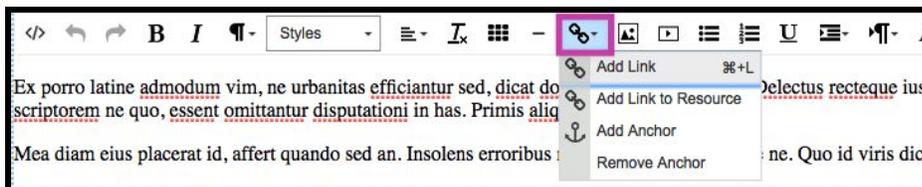
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- **Layout**
  - Column Layouts: choose from 2, 3 or 4 column layouts
  - Accordion/Tabs: organize a large amount of content on a single page
  - *Other elements should not be used*
- **Social**
  - Facebook/Twitter: link a Facebook or Twitter account
  - Vimeo/YouTube: add a Vimeo or YouTube video using a URL
  - *Other elements should not be used*
- **Shared**
  - Some are elements that has content located on more than one page
    - Example: Child Find, Choice Schools for Middle, Enrollment Contact.
  - Other shared elements are stylized elements specific for our website that bring a pop of color to your site.
    - If you would like to use one of these elements, let us know and we will add it for you.

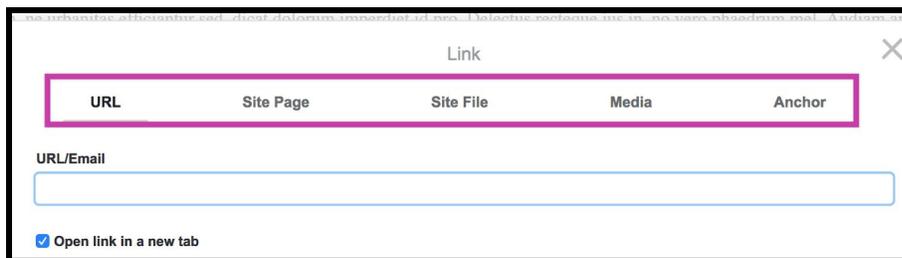
Here is additional information about Elements: <http://bit.ly/Finalsite-Understand-Elements>.

## Creating Basic Links

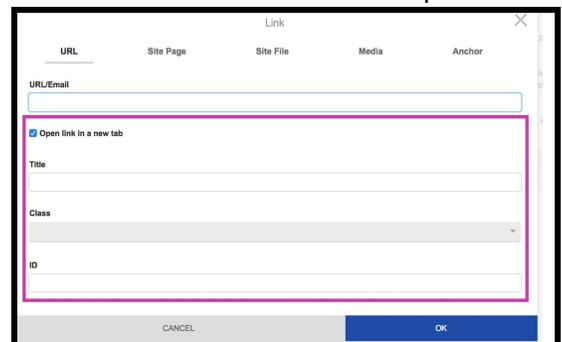
- Highlight the text you want to make into a link, then click the "Link" button. Choose "Add Link" from the dropdown.



- Select a link type.



- **URL directs the user to a new website entirely.** Enter the address of an outside website in the URL field. You can also enter an email address link into this field. Make sure "Open link in a new tab" is always selected.
- **Site Page directs the user to a page within our website.** Click the "Browse Composer" button to select a page on your website. If a page title or location changes, links will not break.
- **Site File and Media Links are old options and do not apply to our website.**
- **Anchor links** jump to a preselected section of the current page.



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- Configure the link options. Each type of link shares the same option settings: Open link in a new tab, title, class and ID.
- Click "OK" when finished. Use the "Cancel" button to close the Link window without saving any changes.
- Save the element. Publish the page.

## Creating a Link to a Resource (such as a word document)

To link to a file saved in Resources, use “Add Link to Resource” option in the “Link” button menu.

- Highlight the text you want to link, select the “Link” button menu, then “Add Link to Resource” in the dropdown. This will open up Resources.
- Using the folders, navigate to the resource you want to link to and select it.
- From this window, you can also upload a new resource in the appropriate folder.
  - Navigate to the folder you want the resource to be saved in
  - Click on the green Public Resource
  - Find the file on your computer
  - Click Save

## How to Create a Button in Composer

Buttons are one way to elevate the visibility of a link.

- Type out what you want your button to say.
- Highlight all of the text, select the link icon, then Add Link.
- In the Link settings click on the drop down menu under "Class".
- Choose one of the button options.
- Press Save in the link options.
- Press Save on the Content element.
- Publish the page.

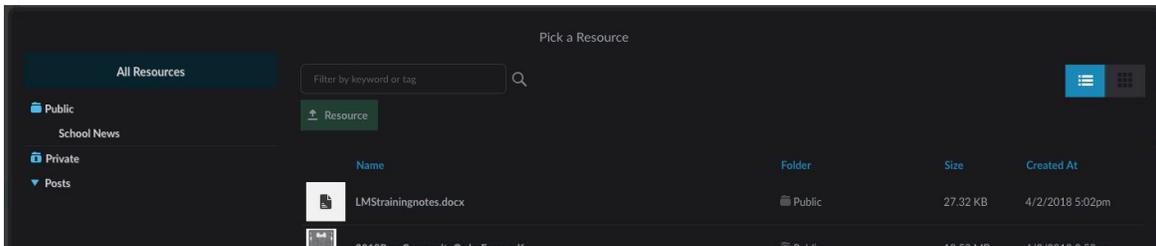
*Note: If you wish to create a button to a Resource Link (pdf or word doc), first add the link to the Resource, then use the Link menu to select “Button - Download Icon” from the under class dropdown menu.*



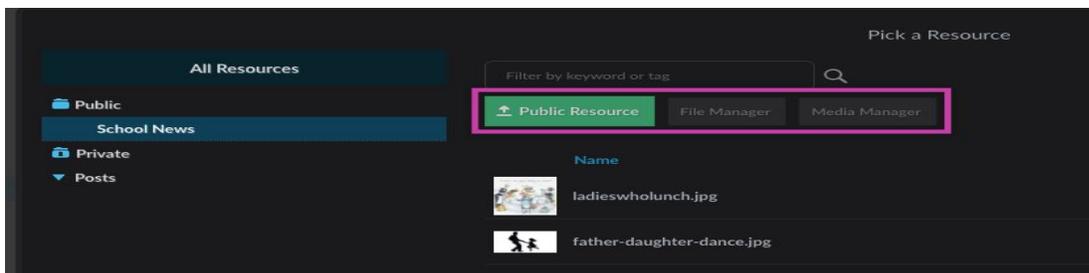
## Inserting an Image

Place your cursor in the location where you wish to insert the image and select the "Insert Image" icon.

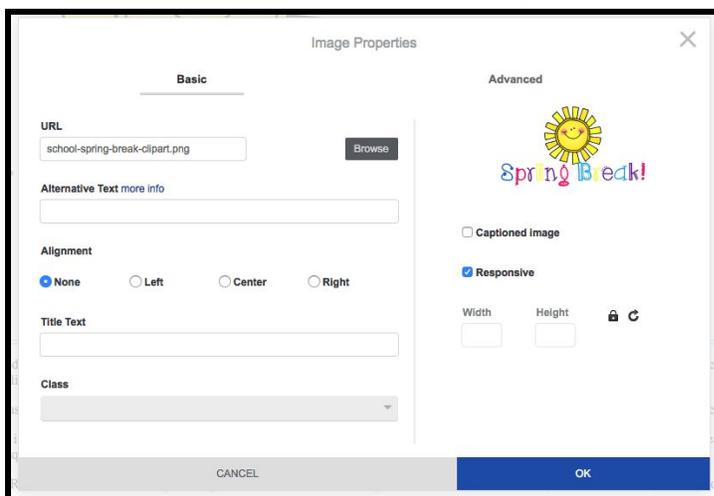
- The Insert Image popup window will appear. Navigate to the picture that has your photo you want to use and click on the photo to add it.



- If your resource is not already uploaded to Resources, navigate to the folder you wish to save the resource, then use the "Public Resource" button to upload a new one. Edit the resource properties, then click "Save" to add it to the content editor.



- Double-click on the image to bring up the Image Properties window. Here, you can edit the image selected as well as alter size, alt text, alignment and other properties.



- Click "OK" to save.
- Publish the page.

# Logical HTML Heading Tags

Logical page structure is important for both Search Engine Optimization (SEO) and ADA compliance. Using HTML heading tags properly is one method to ensure our pages communicate the content of a page in an organized and accessible way.

Headings are the short phrases or words that are used to communicate the purpose of a page, or a section of a page.

**SOCIAL STUDIES** → Heading 1

**Our Beliefs** → Heading 2

We believe that by understanding the past and engaging in the present, students develop a sense of personal, community, and global identity. Our goal in Highline Public Schools is to foster the development of responsible citizens by examining the human experience in a variety of times and places. Through an integrated approach to the study of social sciences that includes literacy, inquiry skills, and disciplinary concepts, students are empowered to impact the future by solving problems and seeking justice.



**CONTENT & CONCEPTS ARE...** → Heading 3

- Culturally responsive
- Relevant and meaningful
- Historical and contemporary

Curriculum & Instruction
Arts
Career & Technical Education
Computer Science
Health & PE
Language Learning
Literacy & Language Arts
Math
Science
<b>Social Studies</b>
Social-Emotional Learning
Special Education

You should avoid using text styling, such as bold or underlined text, to create the sections of your pages. HTML heading tags should be used to separate your content into meaningful sections, with H1 noting the title of the page and H2-H6 sub-headings noting the other sections of the page from most to least importance.

You can add in the heading tag with the editor. Click into the content and select the "Formatting" icon (pilcrow). In this dropdown you will find the heading tags H1-H6.

## Posts



Posts is a module that allows you to post news article on to the homepage of your website.

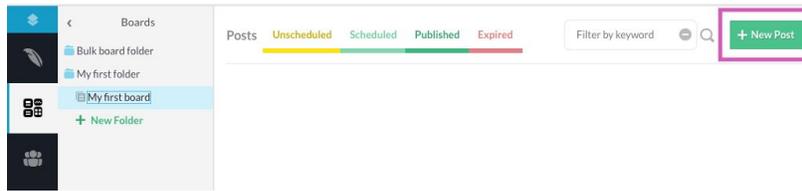
- Go to the Modules Menu, then click on posts manager. Then click boards. There is a school news board created for each school.
- Navigate to your school's folder. All posts will show for your board.
  - **Expired:** These posts are no longer visible on the front end of the website.
  - **Published:** This view shows posts that are published to the live site and not expired.
  - **Scheduled:** These posts have been scheduled for a specific publication time in the future but are not yet visible on the site.
  - **Unscheduled:** These posts are saved drafts that do not have a publication date set.

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# Creating a Post

To get started, select the green “+ New Post” button on the board dashboard.



Next, fill out all information below in each of the categories.

## Title

- Begin by entering a title for the post. A title is required before the post can be saved.

## Content

- Enter the text for the post in the content box. Type in the content, or copy and paste.
- Once the content and title is established, use the controls on the right-hand side of the screen to adjust settings.

## Dates

At the top of the settings side of the screen, there are three different fields for dates to be chosen: Start, Featured Until and Expire.

### Start

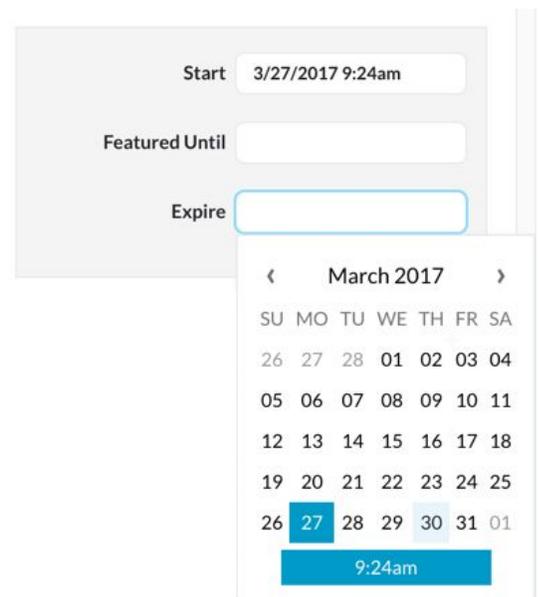
- The “Start” date sets when the post will become visible on the website. Posts are not visible to end users before they reach their start date.

### Featured Until

- The “Featured Until” date is optional. If you enter a date here, the post will be marked as “Featured” from the Start date up to when the Featured Until date is reached.
- If you pick a “Featured Until” date, the posts will stay in the very far left spot on the news section of the homepage.

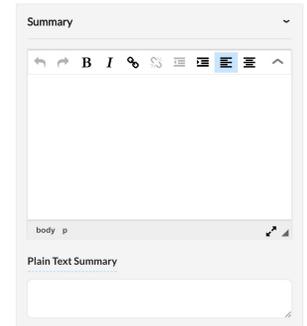
### Expire

- The “Expire” date controls when a post will be archived and removed from site pages.



## Summary

- Use the text area in the “Summary” section to write a short description of the post content. This content will be displayed when you hover over a post on the homepage and as teaser text on your news feed page.



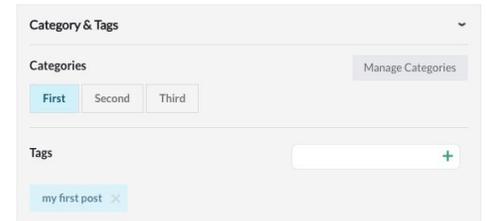
## Plain-text summary

- The “Plain-text Summary” field does not need to be filled out.

## Tags

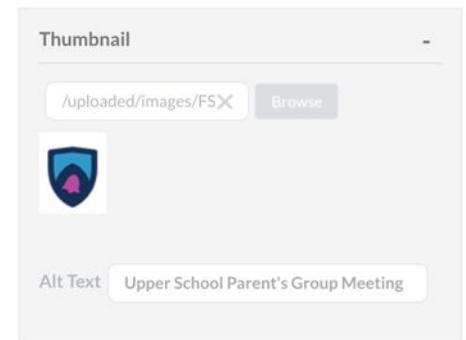
My Tag: \_\_\_\_\_

- To make sure your post displays on the homepage of the school website, insert the appropriate tag.
- Tags control which board this post will belong to.
- To add an existing tag to a post, begin typing into the text field. Suggestions for existing tags will pop up underneath the field; click on a suggested tag to apply it.



## Thumbnail & Resources

- This section controls the images or other resources that are associated with the post.
- Select a thumbnail image from Resources using the Thumbnail controls.
  - Thumbnails will be resized and cropped to meet a pre-established aspect ratio
  - When no picture is available, you can find Highline clipart to illustrate your news posts under Resources > Web Resources > Clipart
- When you select a thumbnail, if there is no alternate text, please add in a description.



## Publish Your Post

- Once all of the information is inputted, press Save.



## Toolbar buttons

- On the bottom toolbar, there are several icons that allow you to move a post to a different board, delete a post, preview a post, and either view the status of the post, or save/publish/update it.



# Calendar



Open the calendar by going to the Modules Menu and selecting Calendar Manager.

## Dashboard tab

The Calendar Manager dashboard, which appears when you first open Calendar Manager from the Modules menu, shows lists of the events that are most likely to be useful to you: your recently edited events, upcoming events and most recent events. It also shows suggested or unpublished events that may need an administrator's approval.

## Events tab

The Events tab in Calendar Manager is where you can view all of the site calendars and any event that has been added to them.

The landing page for Events is a standard grid calendar in month view, which can be set to display all or some of the site calendars.

Select calendars from the left column and choose "Update View." On the right, you can switch between day, week, month and year views.

## Create an Event

- Select the green "**Create Event**" button to create an event.
- Indicate title, date, time, location and recurrence, as applies.
- Then, attach the event to your calendar for it to display on the homepage. If you would like to add a description to the calendar event, input the information into the description box.

When your event is good to go, press **Save & Publish**.

## Additional Support

- Visit [finalsitetraining.com](http://finalsitetraining.com) to search and review online resources including step-by-step guides, videos and more.
- For questions about content and formatting, contact the communications office at [communication@highlineschools.org](mailto:communication@highlineschools.org) or ext. 3002

Here are how-to videos. Some videos provide info about settings you don't have access to.

- Composer Introduction: <http://bit.ly/Finalsite-Composer-Intro> (3:16)
- Composer Environment: <http://bit.ly/Finalsite-Composer-Environment> (6:25)
- Create a Page: <http://bit.ly/Finalsite-Composer-New-Page> (1:30)
- Add an Element: <http://bit.ly/Finalsite-Composer-Add-Element> (1:44)