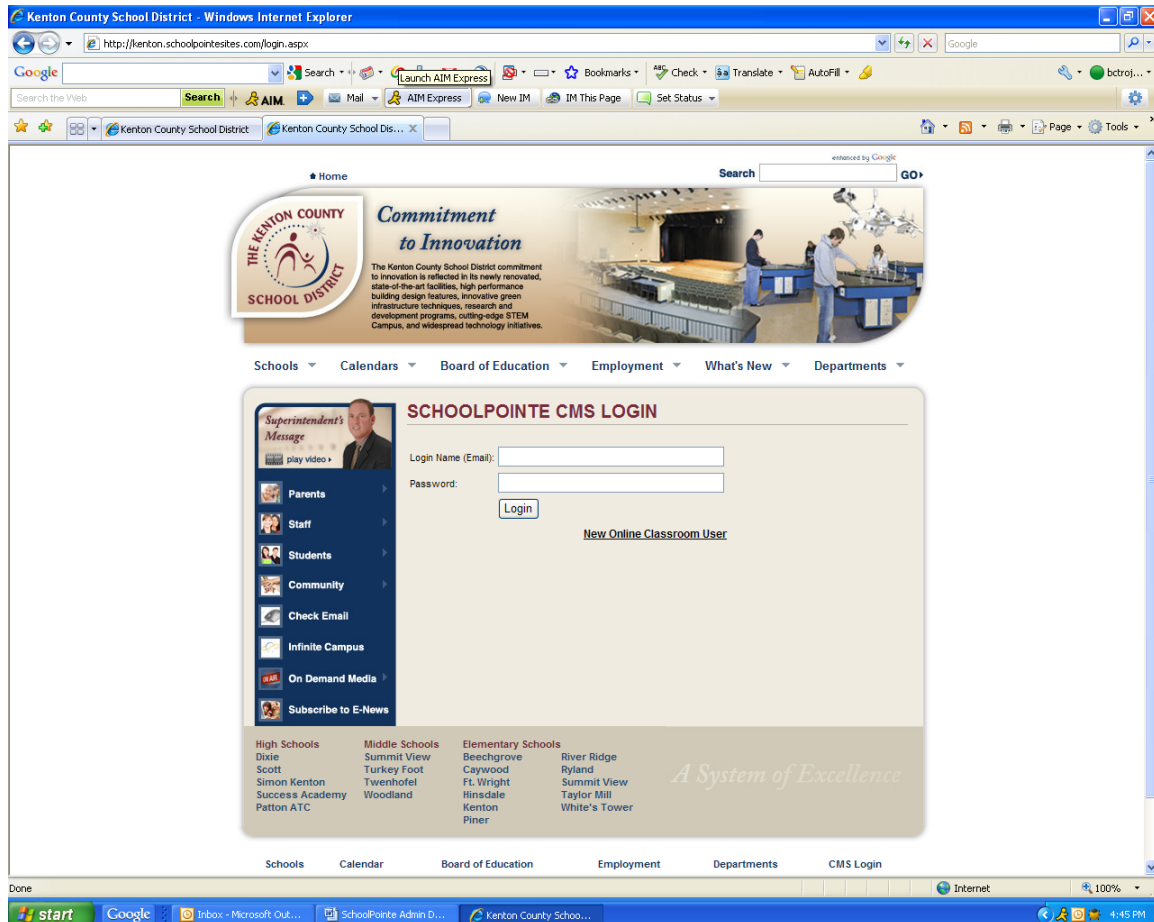


SchoolPointe Administration Department User Guide

How to access the Administration Department

- Please use a web browser that allows multiple tabs on one screen
- In the first web browser type in this web address listed below:
 - o <http://gilead.web1.schoolpointe.com>
- Open another tab (ctrl t) and type in the web address listed below:
 - o <http://gilead.web1.schoolpointe.com/login.aspx>

* This will allow you to make adjustments to your department pages by just click back and forth between pages.



How to Login

- Use your full email address. An example is listed below
 - o trevor_g@treca.org
- Enter Password
 - o Given by Ryan

* After Logging in for the first time you can reset your password by clicking on the reset password link in top right hand corner of the website.

- After logging into the system, you will see the content management system (cms) home page listed (below).
 - o Click on District Management Icon



- Click on Administrative Departments to access your page
 - o This page will direct you to your specific department page



- Select your specific department from the department list

* If you work in more than one department you will have more than one department options in the list shown below

The Kenton County School District

[CMS Home](#) | [District Home](#) | Administrative Departments [logout](#)

Administrative Departments

Select An Administrative Department

Dept Name	Dept Head
Building and Grounds	Select
Construction	Select
Purchasing	Select

Actions/Activities:

[Admin Departments](#)
[Content Pages](#)

Also See:

[support](#)

SchoolPointe Administration v2.6-UNIFIED provided by Digital School Network
[SchoolPointe Changelog](#) | [SchoolPointe FAQ](#)

After selecting your department screen you will see this screen listed below

Edit This Department		Content Pages
	Manage Department Links Manage Department Forms	Also See
Dept Name:	Building and Grounds	
Staff Contact:	Find Staff Member	
Description:	David Lloyd	
Page Content:		

Department Management of Forms / Links:

Forms & Links both at the district, department, and building levels operate very similar. Each has categories, the ability to rank categories by the up and down arrows. Under each category you can upload multiple links or forms and sort them in order of importance by again using the up and down arrows.

1) Add Form Category – allows you to setup a new category to add forms under. A category will not appear if no forms are present. The categories operate the same for links (this example only demonstrates our forms section).

2) Category – each category is in light gray and can be ranked by clicking on the up and down arrows. Clicking delete will delete all forms under that category – there is not a delete confirmation pop-up so be careful when deleting categories.

3) Add new form – clicking this will allow you to upload a form once you name it and click browse to find the form. Clicking save will make a copy from your computer and upload it to our server. Each form can be ranked in order of importance and can also be deleted by clicking delete next to each form or category. This is detailed in the next section.



SchoolPointe Sample

[CMS Home](#) ▶ [District Home](#) ▶ District Forms logout

District Forms Management

[Add Form Category](#) **1**

2 Category Name
Flyers [Edit](#) [Delete](#)

[Add New Form](#)

3 ▲ ▼	Panther Paw Scrip Program Order Form This is a test flyer that Rob has uploaded	Edit Delete
▲ ▼	Test Flyer This is a test flyer posting to the flyer category	Edit Delete
▲ ▼	Test Form 3 optional description for this form	Edit Delete
▲ ▼	Test form optional description / instructions	Edit Delete
▲ ▼	August 2006 Document Test document	Edit Delete

▲ ▼ **Demo** [Edit](#) [Delete](#)

[Add New Form](#)

▲ ▼	Roster Please return to Josh	Edit Delete
▲ ▼	Digital Scout Clinic Eval	Edit Delete
▲ ▼	Test Form Instructions to return form	Edit Delete
▲ ▼	Test Optional description	Edit Delete
▲ ▼	August 2006 This is a test!!!	Edit Delete

▲ ▼ **District Report Card** [Edit](#) [Delete](#)

[Add New Form](#)

▲ ▼	2004-2005 School Year Report Card	Edit Delete
-----	--	---

Actions/Activities:

- [District Forms](#)
- [District Links](#)
- [District Events](#)
- [District News](#)
- [District Photo Gallery](#)
- [Admin Departments](#)
- [Programs & Initiatives](#)
- [Superintendent's Msg](#)
- [Board of Education](#)
- [Employment](#)
- [School Closings](#)
- [Back To School](#)
- [Content Pages](#)

SchoolPointe Sample

[CMS Home](#) ▶ [District Home](#) ▶ District Forms logout

District Forms Management

Form Details

Form Name: 1

2 Description:

File: Browse... 3

Placement: Flyers 4

save & close 5 cancel

Actions/Activities:

- [District Forms](#)
- [District Links](#)
- [District Events](#)
- [District News](#)
- [District Photo Gallery](#)
- [Admin Departments](#)
- [Programs & Initiatives](#)
- [Superintendent's Msg](#)
- [Board of Education](#)
- [Employment](#)
- [School Closings](#)
- [Back To School](#)
- [Content Pages](#)

indexblue SchoolPointe Administration System v2 provided by IndexBlue support

Add New Form

1) Form Name – add a descriptive form name in this text box. The form name will be the link that the user clicks on when opening the form. All forms (and links) will open in new browser windows when clicked. This will allow the user to close that document/link and the district/building web site will still be available in the background.

2) Description – this is an optional field and can be used for directions or a detailed description about the form. This will appear under the form name on the public side of the site.

3) File – click browse and find your file. Double click your file and the path will appear in the text box. Once you click save it will copy the file up to the server.

4) Placement – will default to the category that you add the form/link into. You can override your selection by clicking on the drop box to select a different category.

5) Save & Close – will take you back to the forms homepage to allow you to setup additional categories or add additional forms.

After Adding Forms and Links to your department page you will need to enter in your contact information into the description. This description area is just meant to be 4 to 5 sentences in length.

- Description

- o Please enter a brief description with your contact information to your department page.
 - This section is meant to be under 4 to 5 sentences on the website
 - Always select save at the bottom of this page when you done editing these pages

Dept Name:

Staff Contact: [Find Staff Member](#)

Description:

Source











Style Format

Font Size

Vicki Fields
District Technology Coordinator
1055 Eaton Drive
Ft. Wright, KY 41017
859-344-8888 (fax) 859-344-1531

The public will see live updates when you click save.

Your description field will show to the viewing public as shown below

The screenshot shows the Kenton County School District website in a Windows Internet Explorer browser window. The address bar displays <http://kenton.schoolpointsites.com/Administration.aspx>. The page features a header with the district's logo, the tagline "Unparalleled Business & Community Engagement", and a mission statement. Below the header is a navigation menu with links to Home, Search, Schools, Calendars, Board of Education, Employment, What's New, and Departments. The main content area is titled "District Administration" and includes a "Superintendent's Message" section with a photo of Tim Hanner. To the left of the main content is a sidebar with links to Parents, Staff, Students, Community, Check Email, Infinite Campus, On Demand Media, and Subscribe to E-News. The main content area is organized into a grid of service boxes: Technology Support Services (Vicki Fields), Finance (Kelley Gamble), Student Services (Rick Culross), Purchasing (David Lloyd), Curriculum and Instruction (Barb Martin), Special Needs (Tracy Dunn), Human Resources / Employment (Mike Tolliver), and Community Engagement (Terri Cox Cruey). The Windows taskbar at the bottom shows the Start button, Google search bar, and several open applications including Microsoft Outlook and the SchoolPointe Admin D... application. The system clock indicates 10:25 AM.

Kenton County School District - Windows Internet Explorer

http://kenton.schoolpointsites.com/Administration.aspx

Google Search

Home Search GO

THE KENTON COUNTY SCHOOL DISTRICT

Unparalleled Business & Community Engagement

The Kenton County School District is committed to engaging its network of alumni, business partners, donors, community stakeholders, and legislative bodies to garner support for programs that achieve the mutual goals of the school district, our partners, and our community at large.

Schools Calendars Board of Education Employment What's New Departments

District Administration

Superintendent's Message
Tim Hanner

Parents
Staff
Students
Community
Check Email
Infinite Campus
On Demand Media
Subscribe to E-News

Technology Support Services
Vicki Fields
District Technology Coordinator
1055 Eaton Drive
P.O. Box 41017
859-344-8888 (fax) 859-344-1531

Finance
Kelley Gamble

Student Services
Rick Culross

Purchasing
David Lloyd

Curriculum and Instruction
Barb Martin

Special Needs
Tracy Dunn

Human Resources / Employment
Mike Tolliver

Community Engagement
Terri Cox Cruey

start Google Outlook - Microsoft Out... Kenton County Schoo... SchoolPointe Admin D... Internet 100% 10:25 AM

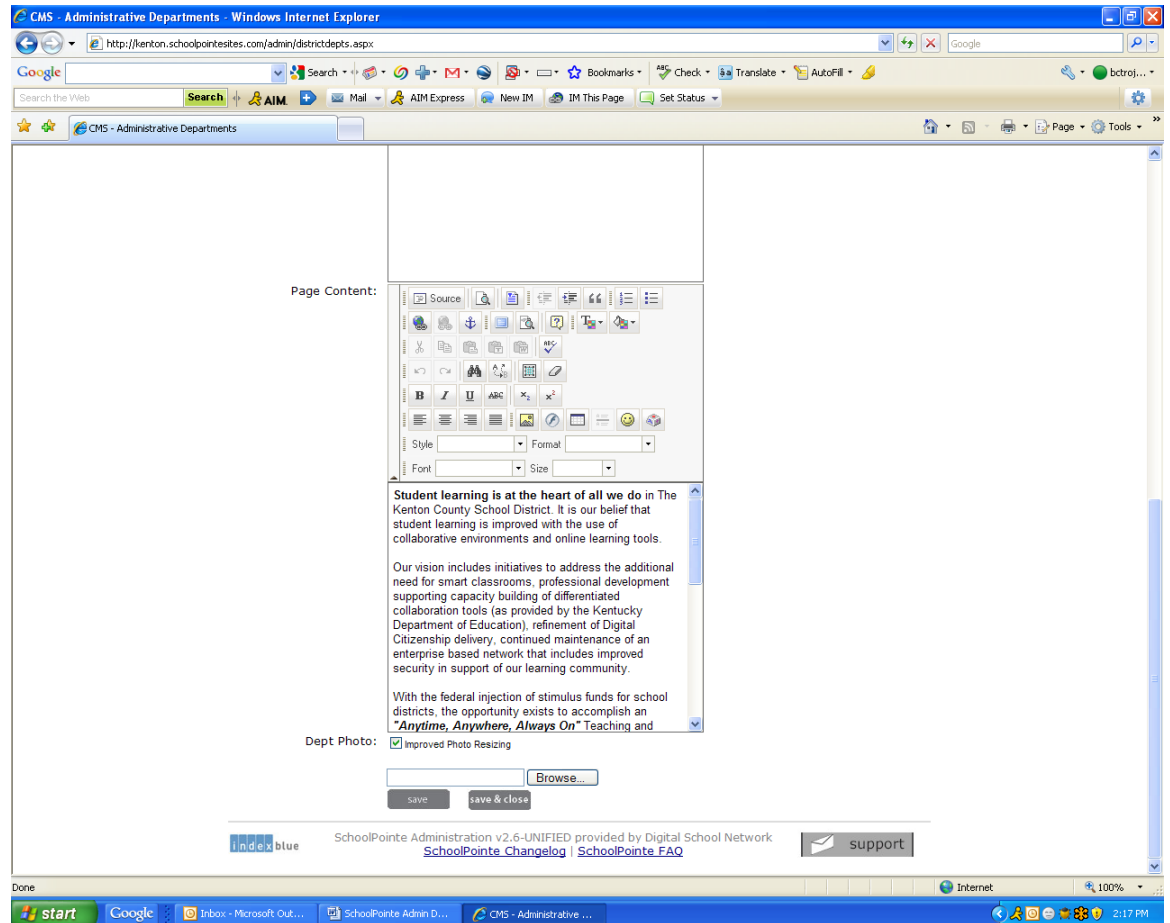
The page content section will be the main area of text for your department page. This department page can have an unlimited amount of text on the website.

○ Example below of your Technology Support Services Page





- If you need to add additional pages into your department page you will need to create a content page. To create a content page you select content page up in the right hand corner below your department page (as listed below).



Select Content Page then you will create a new content page. Your page text will go down under the page content window. As you load this page content when you are finished adding information to this page you will click on save at the very bottom of this content page. As you save this page in the top website address it will show you this page number remember the page ID number. To link to this webpage you will need to link http://gilead.web1.schoolpointe.com/content_page2.aspx?cid=118 to find this hidden content page. All you will need to do is change the page ID number to the page you have created on your content page.

CMS - District Content Pages - Windows Internet Explorer

http://kenton.schoolpointesites.com/admin/districtmanagecontent.aspx?cid=128

Google

Search the Web

Search

AIM

Mail

AIM Express

New IM

IM This Page

Set Status

CMS - District Content Pa... x

Kenton County School District

The Kenton County School District

[CMS Home](#) [District Home](#) [District Content Pages](#) [Content Page](#) [logout](#)

Manage District Content Page

Main Content Window

Content Title: SchoolPointe Content Page

Sub Title:

Page Content (Below):

Source

Image

Table

Text

Link

Unlink

Undo

Redo

Find

Print

Copy

Paste

Format

Style

Format

Font

Size

Your page content will go in this location.

Actions/Activities:

[Admin Departments](#)

[Content Pages](#)

Also See: