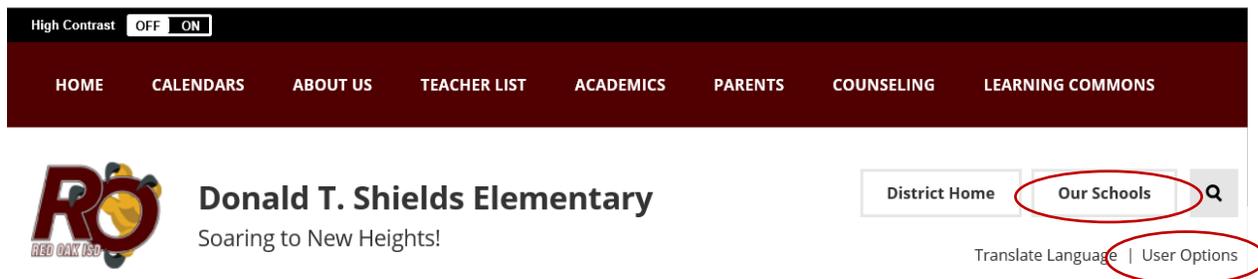


Generic Site

Our website uses various apps to create a webpage. Below are instructions for accessing and editing your site.

Access to your site

1. Go to Red Oak ISD website: www.redoakisd.org
2. Select **Our Schools** and click on your campus to open the campus website.



3. To edit your site, you will need to log into the campus website.
 - a. Select **User Options** and click **Sign In**.
 - b. On the Sign In page, use your network username and password.
4. After logging into the site, access your site.
5. You should see an **Edit Page** button in the upper right corner of each page of your site. Select the page you want to edit and click the button to edit that page.
6. The program will automatically open that page for editing.
7. Hover your mouse over the app you need to edit until you see the green pencil icon. Click the icon to edit the info.

Display a Title for App

- After opening an app for editing, select Options button (next the Apps button).
- Enter a title in the App Name text box and select Show the app name on my page.

Basic Text Editor

Many of the pages for your site use the **Content app**. Use the content app for adding text to your page. You can also add images, bulleted lists and links to your page. This app is adaptive which means the content you enter looks great when viewed on any device. The content app is the basic text editor for the website. See the Content App Help Card for more information.

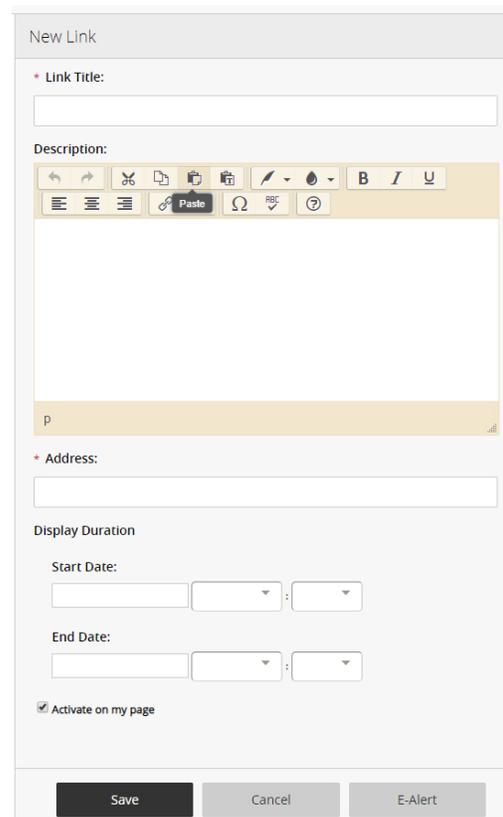
ADA reminders:

- Do not copy/paste pictures. Click the insert image icon on menu and be sure to enter alternative text about the picture.
- Do not use the heading icons (F icon or T icon) to format your text. Use the feather icon to change the size of your text.
- Use descriptive text for your hyperlinks. Do NOT use the actual URL address for the hyperlink text or generic hyperlink text such as "click here" or "more info".
- Ensure your font color provides a high contrast from the background color (dark color on white background). Avoid bright red, yellow, gold, orange, bright blue or bright green fonts.
- Be sure to a spell check before saving and closing the app.

Useful Links

The Link Library App provides a list of links and their descriptions. Think of this app like a one-stop landing page for a list of common or most-used links for your site. You can use it to link to other locations in your site or external sites for additional information and learning opportunities.

- Hover over the Link Library App and click the pencil icon to open the app.
- Click **New** to add a new link. A New Link window displays.
- In the **Link Title** field, enter a title for the link. Note: the title and the web address, or URL, are mandatory fields
- Enter a description about the site that will appear below the link title on your page (optional)
- Enter the URL in the **Address** field. You can either copy the URL from the address bar at the top of the webpage and paste it into the Address field or enter it manually.
- Under **Display Duration** (optional) you can specify start and end dates and times to control when your link displays on your website as long as the link and the page are both active.
- Click **Save**.



The screenshot shows a 'New Link' form with the following fields and options:

- Link Title:** A text input field.
- Description:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, list, and paste.
- Address:** A text input field.
- Display Duration:** Two sets of date and time pickers for 'Start Date' and 'End Date'.
- Activate on my page:** A checked checkbox.
- Buttons:** 'Save', 'Cancel', and 'E-Alert' buttons at the bottom.

Here is how you sort links within a Link Library App.

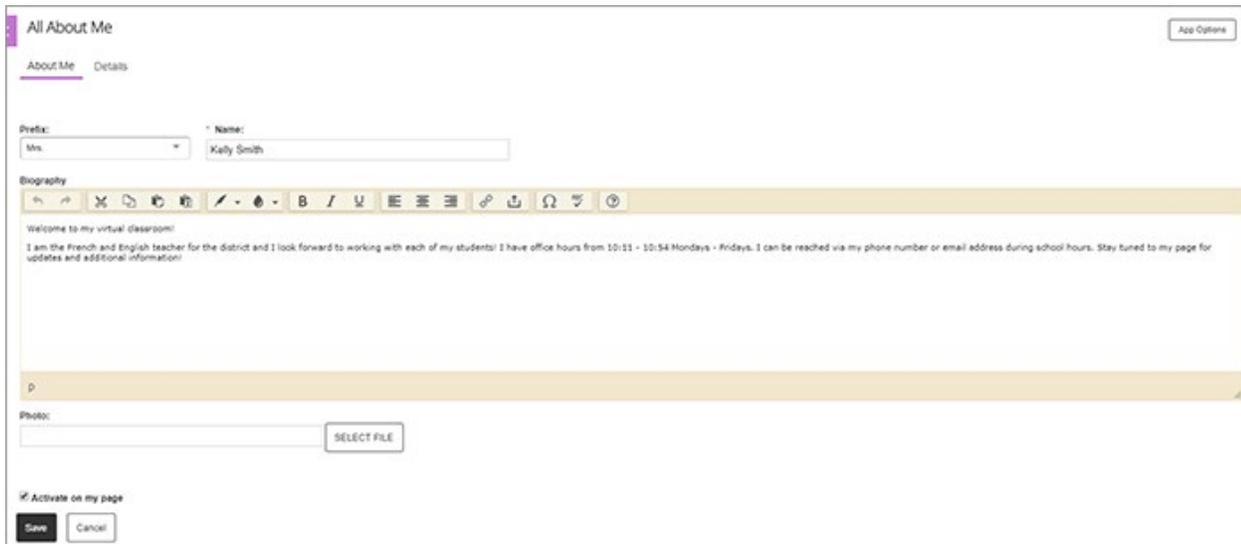
- Click **Sort** to open the Sort Links window.
- To sort the links in alphabetical order, click **Sort Alphabetically**.
- To sort the links manually, drag and drop them to a new location. Click and hold on the name of the link you wish to move. Drag the link to a new location within the list and drop it by releasing the mouse.
- Click **Save**. The links are saved in their new order and you are returned to the workspace.

Options: Title and Display settings

- Select **Options**.
- Enter the App Name to use as the title for your page/list and then select **Show the app name on my page**.
- Under the **Display Settings** for the number of posts to list. Select **Display all active app records** or **Display a specific number of active app records** and enter the *Record Limit*.

Bio Page

The “Bio Page” uses the About Teacher app. You can use the **About Teacher app** to introduce yourself to your students and their parents and share your educational background and philosophies. You can also include a welcome message and any other information that helps your students and their parents get to know you!



1. Add your welcome message and your bio information in the **About Me** tab.
 - a. For Bio info—avoid specifying a certain number of years, such as “I have taught in ROISD for 5 years.” This requires updating every year. Better example: “I have taught in ROISD since 20XX.” Personal information about yourself or family is optional.
 - b. For ADA compliance issues:
 - i. Do not copy/paste any graphics in the bio section. This app does not allow you to insert a graphic and enter an alternative text for the graphic.
 - ii. Use descriptive text for your hyperlinks-- avoid using generic phrases such as “click here” or “more info” or “learn more”. Also, do not use the actual URL address as the hyperlink.
2. Select **Details** tab to provide your email, phone number for your school (**do not enter your personal number**), and any degrees or certifications you have earned.
3. Select **Save**.

Calendar Event

- Click **New Event** or double click on the date you want the event.
 - In the New Event window, enter your event details on the **Event** tab.
 - Enter the Event Title.
 - Set the event details, including the Start Date and End Date. You can also set the event time and choose if the event is All Day or has No End Time.
 - Enter the Description of the event and select an event Category.
- Click the **Post to Calendars** tab (optional).
 - The *Post event to other calendars* check box displays
 - Click the *Post event to other calendars* check box. The **Add Collections** button displays.
 - Check the box next to **Post to (Your Campus Calendar)**.
- Select **Save**.

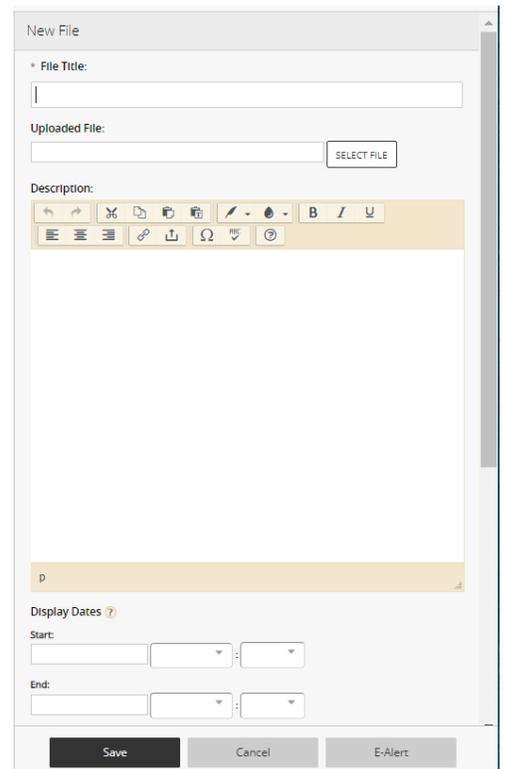
File Library

Create a file library to build collections of files that generally have the same topic or theme.

- After opening app for editing, select **New**.
- Enter the **File Title**.
- Click **Select File** for the Uploaded File.
- Click the **Browse** button to select the file to be uploaded and then click **Insert File**.
- Enter optional Description or Start/End Display Dates.
- Select Activate on my page to display the file on your page.
- Select **Save**.

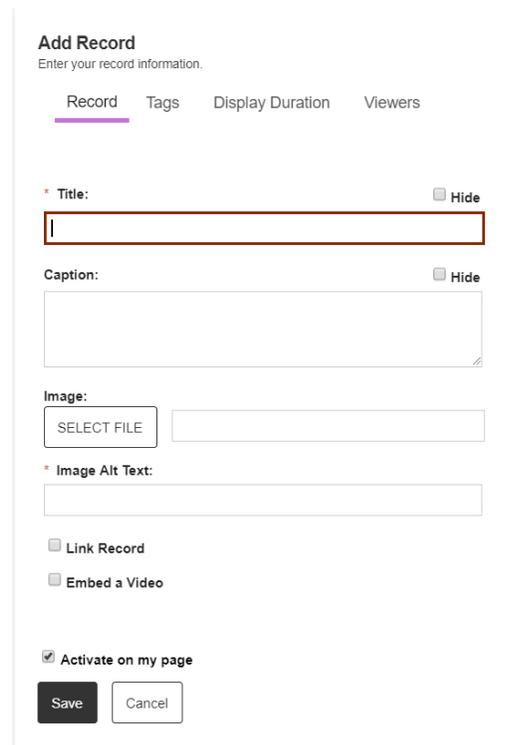
Options: Title and Display settings

- Select **Options**.
- Enter the App Name to use as the title for your page/list and then select **Show the app name on my page**.
- Under the **Display Settings** for the number of posts to list. Select **Display all active app records** or **Display a specific number of active app records** and enter the *Record Limit*.



Slideshow-Multimedia Gallery

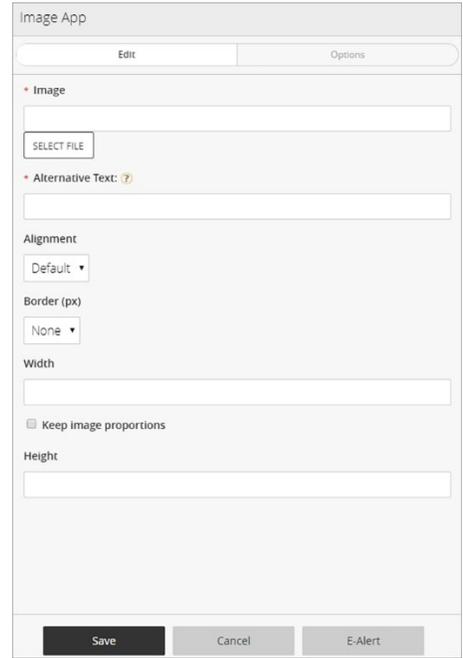
- The Multimedia Gallery is a responsive media gallery that displays images and embedded videos. This app allows images of any size to be uploaded. The gallery will assume the width of the container it's placed in and the height will scale proportionally for each image. After opening the app for editing, select **New Record**.
- Enter your **Title** and optional Caption.
- Upload an Image and enter an **Image Alt Text** for use with screen readers. Make the text descriptive of what is being displayed. (Alt Text is required for ADA compliance.)
- To provide a URL for the record, select Link Record and enter the Link Text and Web Address. Choose if you want to Open in a new window.
- To provide a video for the record, select Embed a video and enter the Video Link Text and Video Embed Code.
- Select Display Duration to select a Start Date and End Date for the record.
- Select Activate on my page to display the record.
- Select **Save** when finished.
- Repeat steps to add another image to slideshow.
- Select **Sort Records** to rearrange the order of the slides.



Image

Use the image app to add images to your pages. Your device recognizes it as an image and displays it appropriately. NOTE: You can also use the Content App to add images to your website.

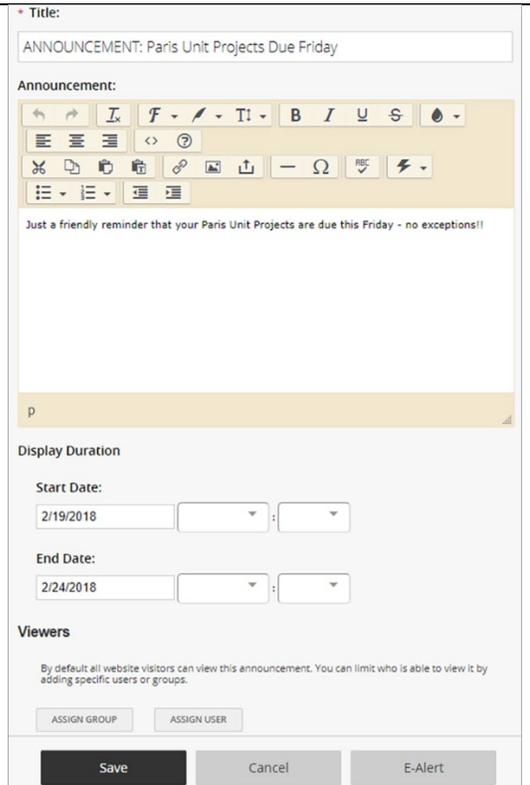
- Click **Select File** to upload the image.
- Enter the Alternative Text for use with screen readers. **THIS IS REQUIRED TO BE ADA COMPLIANT.**
- Select your image Alignment and Border and enter your image width and height.
- Select Keep image proportions to resize the image clearly.
- Select **Save**.



Announcements

Announcement app can be used for short and timely reminders, due dates, or other information

- Select **New Announcement**. The Announcement window displays.
- Enter an Announcement Title. This is a mandatory field; however, the title **DOES NOT** display on your website.
- Enter an Announcement. This is the announcement that displays on your website.
NOTE: If you want a title to display on your website, you will have to add a title manually at the top in the announcement text editor. You can change the size of the title using the feather icon.
- Under **Display Duration**, enter a Start Date and an End Date (optional).
- Select **Save**.



New Page

- Navigate to your section workspace and select New Page.
- Enter the Page Name.
- Select the type of page you want to add.
- Select Save & Continue to begin editing the new page or Save & Exit to return to the section workspace. Optionally, select Cancel to quit the new page process.

Edit and organize your pages

Choose how you want your pages to be arranged on your site and select different editing options for each page.



- Select Organize Pages to change the order in which pages appear. You can choose to organize them in alphabetical order or you can drag and drop pages into the order you want. Then select **Save**.
- Select Recycle Bin to restore deleted content.
- Select Actions next to each page to expand the list of options for that page.
 - **Edit Page:** Edit the content, layout, and apps on the page.
 - **Page Options:** Edit the Page Name, Display Duration, Background Image, and hide or show the page.
 - **Get Link:** Get a Full Web Address or a Relative Web Address that you can use to link this page from other locations in your site.
 - **Copy Page:** Copy the page with its existing settings and content.
 - **Move Page:** Move the page to another site, channel, or section. You can move pages between workspaces you can edit.
 - **Delete:** Delete the page. A confirmation window appears to confirm deletion.
 - **Set Viewers:** Choose different groups or individual viewers for a page. The default is all website visitors can view pages.
- Select **Active** next to each page to make the page active or inactive for your site.

Page Layouts

When working with pages, you can change the Page Layout. Click the Layout button next to the Apps button on the right side of workspace. There are ten layout options from which you may choose.



Certain apps display better in certain regions of a Page Layout. For example, a large amount of content within an app placed in a region with limited space will cause the app to display awkwardly. Always check how your page displays on the end-user website. Adjust your Page Layout as necessary in order to provide the best appearance of your content.