Newsletter 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.
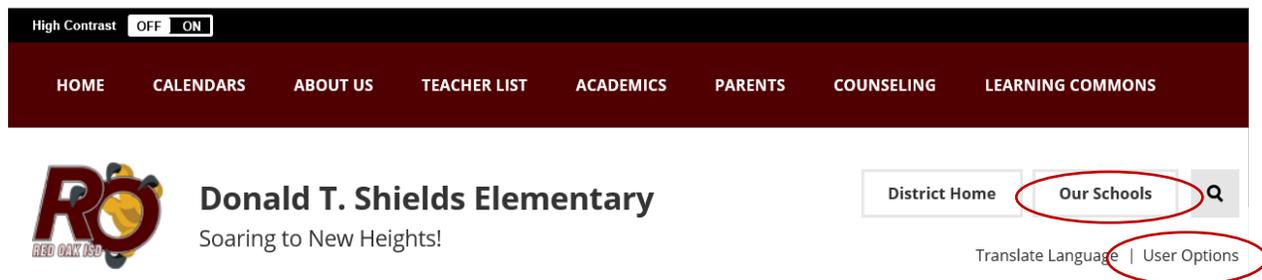
3. To edit your site, you will need to log into the campus website.
   a. Select **User Options** and click **Sign In**.
   b. On the Sign In page, use your network username and password.
4. After logging into the site, access your newsletter site.
5. You should see an **Edit Page** button in the upper right corner of the 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 pencil icon. Click the icon to edit the info.

Posting Newsletters

There are two apps that can be used to post a list of newsletters on your site: Link Library app or File Library app. Depending on how you create your newsletter will determine which app to use.

- If you create your newsletter using an online program such as SMORE, then you need to use the Link Library app.
- If you create your newsletter using Word, Publisher, or similar program and save it as a file on your computer, then you need to use the File Library app. ***NOTE: Newsletters that are created as a saved file need to be converted to PDF before uploading onto your site.***

Page Setup

If you plan to have a dedicated webpage that lists all of your newsletters for the year, it would be best to use a page layout that includes two columns. Each column can be used to hold one semester of newsletters. This will help prevent your webpage from becoming too long.

To access the Page Layout section, click the Layout button next to the Apps button on the right side of your webpage workspace. There are multiple layout options that include two columns.

Link Library App

The Link Library App provides a list of links and their descriptions.

- Add the Link Library app to your webpage.
- 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: Each link title should have a unique name for ADA compliance-*recommend using the date associated with newsletter as part of the title name.*
- 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 to control when your link displays on your website as long as the link and the page are both active.
- Click **Save**.

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.*

File Library app

- Add the File Library app to your webpage.
- Hover over the File Library app and click the pencil icon to open the app.
- Click **New** to add a new file**.** A New File window displays.
- Enter the File Title. ***Note: Each file title should have a unique name for ADA compliance***-*recommend using the date associated with newsletter as part of the title name.*
- Click **Select File** to browse for the file to be uploaded.
- Enter the Description (optional).
- Enter optional Start and End Display Dates.
- Select Activate on my page to display the file on your page.
- Select **Save**.