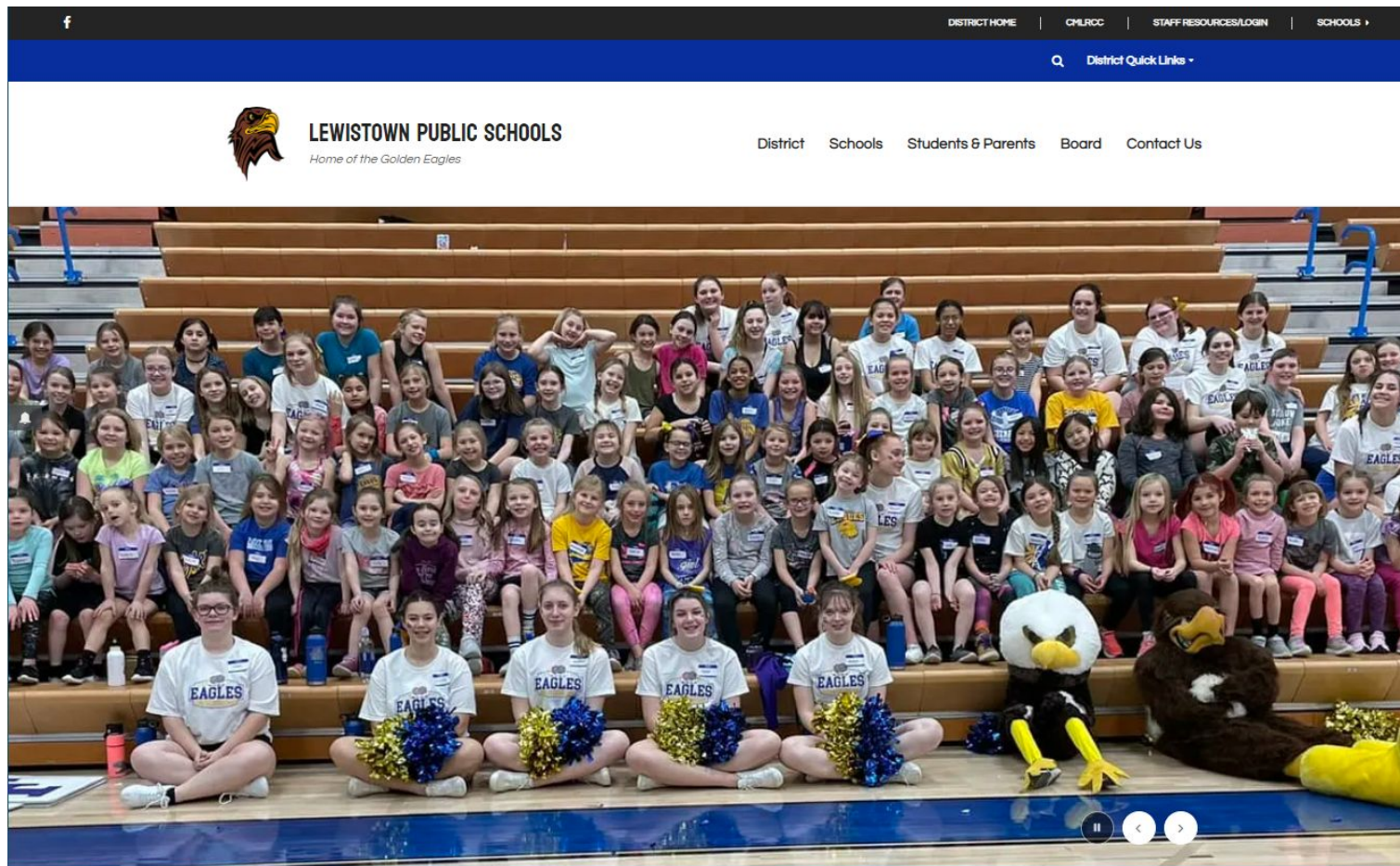




Website Cheat Sheets

lewistown.k12.mt.us

Updated 6/2026

STAFF RESOURCES (<https://www.lewistown.k12.mt.us/staff>)

Forms, links and other information formerly found in the Staff Intranet can now be located in the **STAFF RESOURCES/LOGIN** section of the website. Staff members do NOT need to login to access the information in this area, with the exception of customizing your individual profile that appears in the District Directory. This is also where those who have been granted back-end editing rights will login to make changes to the website. (see ADMINISTRATOR LOGIN below)

ADMINISTRATOR LOGIN (<https://www.lewistown.k12.mt.us/staff>)

Staff members with back-end access will login on the STAFF RESOURCES/LOGIN page in the box labeled **SITE ADMINISTRATORS LOGIN**. The first time you login, you will need to reset your password as this login system is separate from the rest of the site and is not connected to your district email account. To reset your password, click the **Forgot username and password?** link and then enter your district email address in the box that appears. Click the blue Email Me box. An email will be sent to your inbox with instructions on how to reset your password. Open that email and follow those instructions. **Recommendation:** Use the same password that you use for your district email account IF it meets strong password requirements. *****Password must be at least 12 characters and include uppercase, lowercase, a number, and a special character.*** ****** After you have set your password, login using your email address and new password.

CALENDAR EVENTS (<https://www.lewistown.k12.mt.us/district/calendars/school-calendar>)

All information that appears on the website calendars is automatically pulled directly from the individual Google calendars. **Changes can be made only by editing each original Google calendar.** The only exception is the Lunch Menu, which is updated directly each month in cooperation with School Food Service.

STAFF DIRECTORY (<https://www.lewistown.k12.mt.us/quick-links/staff-directory>)

Each staff member has a listing in the District Directory, which includes first & last name, title, location, school email address and official staff photo. Each staff member has the option of adding a biography and/or one link to an outside website, such as a classroom Google Site. These customizations can be made by logging into the **STAFF RESOURCES/LOGIN** page and clicking on the **"Profile"** link.

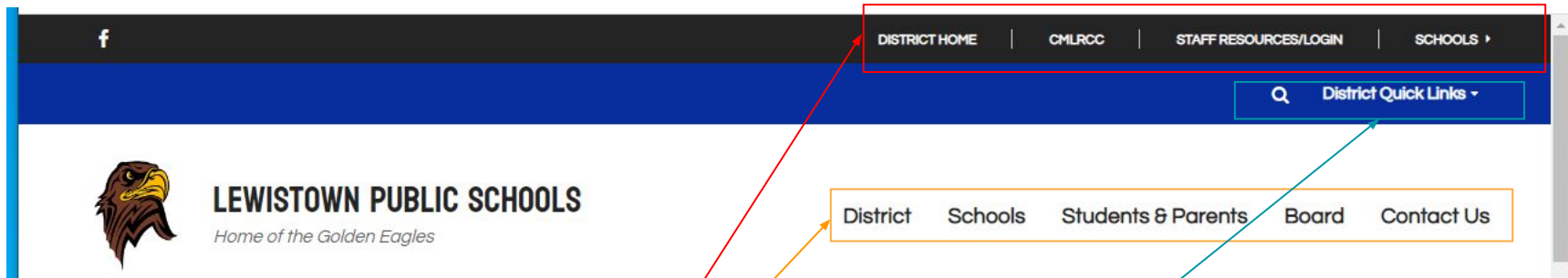
WEBSITE ASSISTANCE (<https://www.lewistown.k12.mt.us/request-website-assistance>)

Assistance customizing or using the website can be obtained by filling out the **Request Website Assistance** form linked at the bottom of every page or by contacting Superintendent Brad Moore (brad.moore@lewistown.k12.mt.us).

LINK ICON (Back-end administrators only)

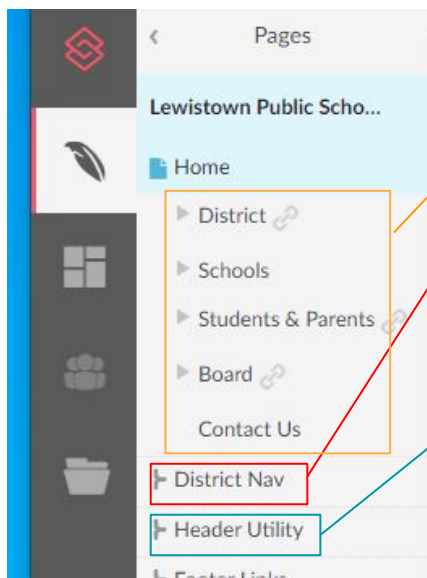


If you see a little gray link icon next to the name of a web page, that means that particular "page" is really just a link that goes to a page found somewhere else on the site. Anything with this link can NOT be edited directly - only the original page to which it points can be edited. Please contact the Superintendent if you need changes to one of these links.



The District Nav bar (red box) appears on every page of the website. Additionally each school subsite has its own top navigation area. (orange box). **In general, these can be edited only by the site administrator.**

There is a different Header Utility area for each school plus CMLRCC. This is where the Quick Links are for that group. Additional links are also found here on the CMLRCC and the secondary school sites. **Most items in this area can be edited by those granted access to each specific building.**



FHS and LJHS each have a section labeled "COURSES". This is where the information for the various available student courses is listed. **These can be edited by those granted access to each specific building.**



Website Cheat Sheet: Editing Individual School Web Pages

1. Login via **SITE ADMINISTRATORS LOGIN** button (<https://www.lewistown.k12.mt.us/staff>)
2. Navigate to your school's section ( >Pages>**YOUR SCHOOL NAME**)
3. Click on the name of the relevant page you wish to edit.
4. On your chosen page, click the **COMPOSE** slider button at the bottom to make it editable.
5. In the box you wish to edit, click **EDIT CONTENT**.
6. Make your chosen changes.
 - a. To add a link or file ("Resource"), highlight the text you want linked and then click the Link icon, then choose either **Add Link** (just a link) or **Add Link to Resource** (downloadable file).
 - b. When you Add Link to Resource, you will be taken to the Resources area (folder icon) of the website. Navigate to the appropriate folder related to the page you are working on (generally a subfolder under LPS Forms and Documents).
 - i. To add a document that is already in that folder, click on the title, OR
 - ii. To upload a new document, click the green **Public Resource** button near the top. Click the blue **Browse** button, then navigate to where the file is stored on your computer, choose it and click **OPEN**. A pop-up window will appear. Click the orange **DONE** button.
 - iii. A new window will appear. Make any desired changes to the Title of the image (optional). Enter a brief description of the image in the Alt Text box (**REQUIRED for accessibility compliance**). Click **SAVE**.
7. When you're finished making changes to the current box on the page, click **SAVE**.
8. Your changes will not appear to the public until you also click **PUBLISH** at the bottom of the page and again in the pop-up box that will appear after the first click.
9. **TIP:** At any time, to quickly view the currently published version of the page, click the **eye icon** at the bottom of the page.

To **replace** a document, image or other file that is already on the website: ***Please choose this option whenever possible.***

1. Click on the **Resources** () icon in the left sidebar.
2. Click **RESOURCES** at the top of the list.
3. Find the file in the **Public** section of folders. (Most district-wide items are found either under **LPS Forms and Documents**. An exception is health forms, which are found in their own **Health Forms** folder. Each school has its own folder, which is where you'll find documents and images specific to that school. School board items are also in their own section, organized in folders by academic year.)
4. Click on the file you wish to replace. A window will open to the right. Click on the **Replace Resource** icon ().
5. Click the blue **Browse** button and navigate to the file on your computer you wish to upload. Once you have selected the file, click **Open**.
6. If everything worked, you should see a window with the message "Replace Successful". Click **OK**.

**If you don't see your changes take effect immediately on the front end of the website, it may be the result of caching. This happens most often with images. Wait several hours and check again. Sometimes you can see the changes by trying a different web browser.*

Website Cheat Sheet: Adding/Editing Home Page Photo Sliders

1. Login via **SITE ADMINISTRATORS LOGIN** button (<https://www.lewistown.k12.mt.us/staff>)
2. Click on the **Resources** () icon in the left sidebar.

To add a new photo to the website:

1. Click **RESOURCES** at the top of the list.
2. Navigate to the folder where the image will be stored and click on it. Generally this will be the name of your school or department, which may include subfolders for more specific organization. Exceptions are high school athletics and some activities, each of which have their own folder. Once you click on the folder name, a list of the images currently in that folder will appear.
3. Click the green **Public Resource** button in the upper right corner.
4. Click the blue **Browse** button, then navigate to where the file is stored on your computer, choose it and click **OPEN**. A pop-up window will appear. Click the orange **DONE** button.
5. A new window will appear. Make any desired changes to the Title of the image (optional). Enter a brief description of the image in the Alt Text box (**REQUIRED for accessibility compliance**). Click **SAVE**.

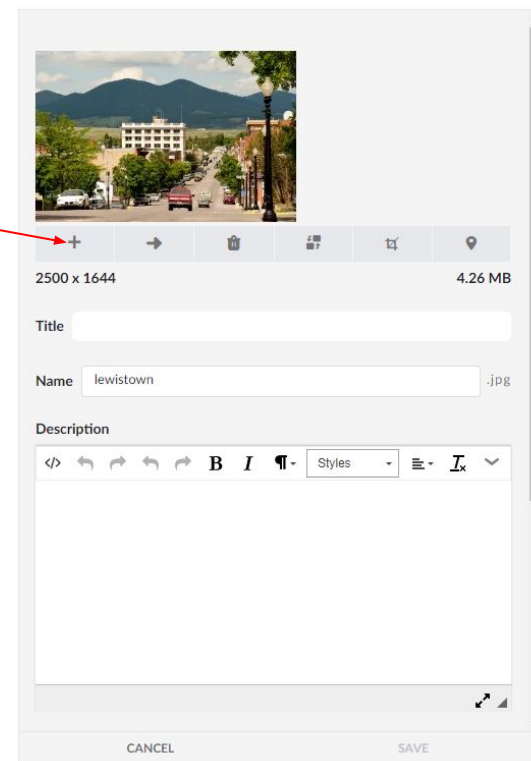
To add a photo to a photo slider: ***All slider images need to be horizontal.***

1. Navigate to the folder where the image is stored (see above).
2. Click on the image. An info box will appear on the right side of the screen.
3. Click on the **Add to Gallery (+)** sign in the row of icons just below the image.
4. Navigate to the folder in the **Galleries** section where your slider is stored. (ie. YOUR SCHOOL NAME Gallery). Click on the name of the Gallery, then click **OK** in the window that pops up.

To edit your photo slider:

1. Navigate to your gallery. (Resources folder>Galleries)
2. Click on the name of your gallery.
3. A list of images will appear in the order in which they appear in the slider.
 - a. **To change the order:** Drag images up/down in the list.
 - b. **To remove an image from the slider:** Click on the image you wish to remove. An info box will appear to the right. Click the **Remove from Gallery (-)** icon. (Do not click the trash can icon unless you want to remove the image completely from the site.)
4. Click the **UPDATE** button in the lower right corner of the screen to save your changes.

If you wish to add an entirely new photo slider to the website, please contact Superintendent Brad Moore for assistance.



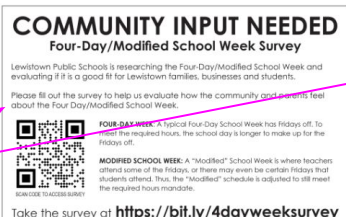
Website Cheat Sheet: Adding/Editing Blog Posts

1. Login via **SITE ADMINISTRATORS LOGIN** button (<https://www.lewistown.k12.mt.us/staff>)
2. Navigate to the **Module** section ( >Posts)
3. Posts are organized in Boards. Navigate to the appropriate Board for your post. (Generally Boards>News>Lewistown Public Schools or Boards>News>YOUR SCHOOL NAME for individual schools)
4. To create a new post, click the green **Create Post** button. To edit an existing post, find the post in the list and click on it.
5. Write/edit the content of your post in the **Body Content** box.
6. Set the appropriate date(s):
 - a. **Start:** The date you want the post to first appear. Required for the post to be published.
 - b. **Featured Until:** Setting a date here will make the post appear as the main blog post on the site home page (shown in **red** box below) as well as the individual school home pages (depending on some of the other settings you choose). Only ONE post can appear in this position at a time, so it's best to check and see what is already showing in that spot. If this new post needs to take an existing post's place, that other post should be edited to remove the Featured Until date. If you do NOT want the new post to appear as the main post, just leave this box empty. On the home page, your post will appear in the list to the right of the Featured Post, by order of date (newest first) (shown in the **blue** box below). All Featured posts should also have a Thumbnail image.
 - c. **Expire:** Optional - this is the last date you want the post to appear. If left empty, the post will stay on the site indefinitely.

NEWS & ANNOUNCEMENTS

Thumbnail Images

[View All District News](#)



COMMUNITY INPUT NEEDED
Four-Day/Modified School Week Survey

Lewistown Public Schools is researching the Four-Day/Modified School Week and evaluating if it is a good fit for Lewistown families, businesses and students.

Please fill out the survey to help us evaluate how the community and students feel about the Four Day/Modified School Week.

FOUR-DAY SCHEDULE A typical Four Day School Week has Fridays off. To meet the required hours, the school day is longer to make up for the Fridays off.

MODIFIED SCHOOL WEEK: A "modified" School Week is where teachers attend some of the Fridays, or there may even be certain Fridays that students attend. Thus, the "modified" schedule is adjusted to still meet the required hours mandate.

Take the survey at <https://bit.ly/4dayweeksurvey>

SURVEY SEEKS INPUT ON FOUR-DAY SCHOOL WEEK

[Read More](#)



School of Music
Woodwinds &
Brass Class
Offered

[Read Post](#)

Community COVID/Illness Team addresses the "sick season"

[Read Post](#)

Lewistown School District #1 Safe Return to School and Continuity of Services Plan

[Read Post](#)

"Featured" Post

Not Featured

7. **Categories & Tags:** Choose the appropriate tag for your post and enter it in the box (Lewistown Public Schools, School Board, Community - if your tag already exists, it will show up in a blue box after you type it - click on it to choose it. If nothing shows up, a new tag will be created. Please try to avoid creating new tags unless there has been a plan for how to use them - coding is used to make posts with specific tags appear in certain areas of the site.)
8. **Thumbnail & Resources:** Click the Browse button to choose or upload an image. A large version of this appears next to the title for Featured posts and as a smaller image to the left of the post title in most other areas. Be sure to fill in the Alt Text box with a short description of the image to help keep us compliant with accessibility requirements.
9. Click **UPDATE** to update/publish the post.

Website Cheat Sheet: Adding Business Office Forms & Documents

1. Login via **SITE ADMINISTRATORS LOGIN** button (<https://www.lewistown.k12.mt.us/staff>)
2. Navigate to the **Business Office** section ( >Pages>Lewistown Public Schools>District>Departments>Business Office)
3. Choose the relevant page for the form/document you wish to add (Audit Reports, Budgets, Claims, Financial Statements, Monthly Financial Reports)
 - a. *FHS and LJHS Student Activities Financial Reports are found under the respective school section:
 - i. Fergus High School>Header Utility>Activities/Clubs>Organization Budgets
 - ii. Lewistown Junior High>Header Utility>LJHS Quick Links>LJHS Activity Budgets
4. On your chosen page, click the **COMPOSE** slider button at the bottom to make it editable.
5. In the box you wish to edit, click **EDIT CONTENT**.
6. Make your chosen changes.
 - a. To add a link or file ("Resource"), click the Link icon, then choose either **Add Link** (just a link) or **Add Link to Resource** (downloadable file).
 - b. When you Add Link to Resource, you will be taken to the Resources area (folder icon) of the website. Navigate to the appropriate folder related to the page you are working on (generally a subfolder under LPS Forms and Documents).
 - i. To add a document that is already in that folder, click on the title, OR
 - ii. To upload a new document, click the green **Public Resource** button near the top. Click the blue **Browse** button, then navigate to where the file is stored on your computer, choose it and click **OPEN**. A pop-up window will appear. Click the orange **DONE** button.
 - iii. A new window will appear. Make any desired changes to the Title of the image (optional). Enter a brief description of the image in the Alt Text box (**REQUIRED for accessibility compliance**). Click **SAVE**.
7. When you're finished making changes to the current box on the page, click **SAVE**.
8. Your changes will not appear to the public until you also click **PUBLISH** at the bottom of the page and again in the pop-up box that will appear after the first click.
9. At any time, to quickly view the currently published version of the page, click the **eye icon** at the bottom of the page.

To **replace** a document, image or other file that is already on the website: ***Please choose this option whenever possible.***

1. Click on the **Resources** () icon in the left sidebar.
2. Click **RESOURCES** at the top of the list.
3. Find the file in the **Public** section of folders. (Most district-wide items are found either under **LPS Forms and Documents**. An exception is health forms, which are found in their own **Health Forms** folder. Each school has its own folder, which is where you'll find documents and images specific to that school. School board items are also in their own section, organized in folders by academic year.)
4. Click on the file you wish to replace. A window will open to the right. Click on the **Replace Resource** icon ().
5. Click the blue **Browse** button and navigate to the file on your computer you wish to upload. Once you have selected the file, click **Open**.
6. If everything worked, you should see a window with the message "Replace Successful". Click **OK**.

Website Cheat Sheet: Creating a Page Pop (Pop-Up Message)

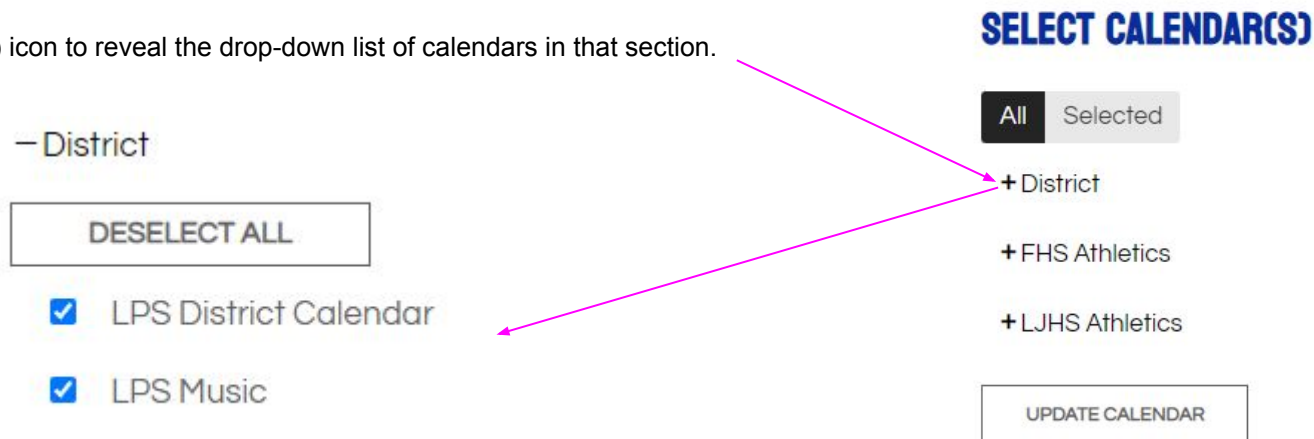
1. Login via **SITE ADMINISTRATORS LOGIN** button (<https://www.lewistown.k12.mt.us/staff>)
2. Navigate to the **Module** section ().
3. Click on **Page Pops**.
4. Click on the green **Create Page Pop** button in the upper right corner.
5. Give your pop-up a title in the **Page Pop Name** box.
6. Write the content of your pop-up in the Message box.
7. Choose a **Start** date and time and an **End** date and time by clicking in the boxes on the right.
8. Click the **Display Options** box to reveal a drop down menu.
9. Choose where you want your Page Pop to appear.
 - a. All Pages: Your Page Pop will appear on every single page on the website.
 - b. Selected Pages: Your Page Pop will appear only on those pages you select. Click **Selected Pages** and then click **Select Page** from the boxes that appear. Navigate to the page(s) where you want your Page Pop to appear. Click the box to the left of each chosen page. Click **APPLY** at the bottom right of the window to save your selections.
10. Click **SAVE** to save and activate your Page Pop.
11. Test your Page Pop by visiting the website page(s) where you set your message to appear.

**There is an option to categorize Page Pops by folder, however so far it has been a bit buggy. Use at your own risk.*

Website Cheat Sheet: How to Filter the District Calendar

1. Navigate to the District Calendar (> DISTRICT HOME > District Quick Links > Calendar ****OR**** > District > Calendars > District Calendar)
2. By default, the District Calendar includes the following Google calendars: LPS Calendar, LPS Music, FHS Athletics, LJHS Athletics.
3. To show only specific calendars, scroll to the bottom of the calendar grid to the **SELECT CALENDAR(S)** section.

4. Click on each (+) icon to reveal the drop-down list of calendars in that section.



5. Deselect the blue checkbox next to any calendar you do NOT want to show on the District Calendar. Do this for all three categories (District, FHS Athletics, LJHS Athletics). (Alternatively, choose the **DESELECT ALL** button first if you want to start from scratch and choose only a few specific calendars.)
6. After making all selections, click the white **UPDATE CALENDAR** button at the bottom of the page. Your calendar will reload with only your selected calendars showing.
7. **TIP:** Click the **Print** icon near the upper right corner of the calendar to print your calendar.

** All website calendar items are fed directly from the district's Google calendars. Changes can be made only on each original Google calendar. The website calendars are automatically updated as changes are made.*