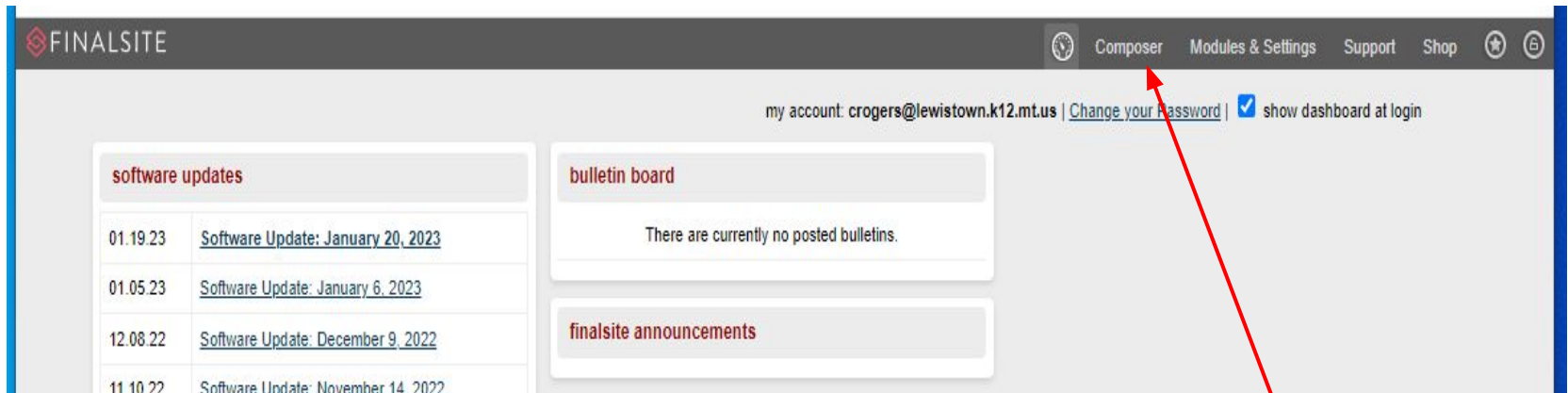


Website Cheat Sheet: Posting the Board Agenda

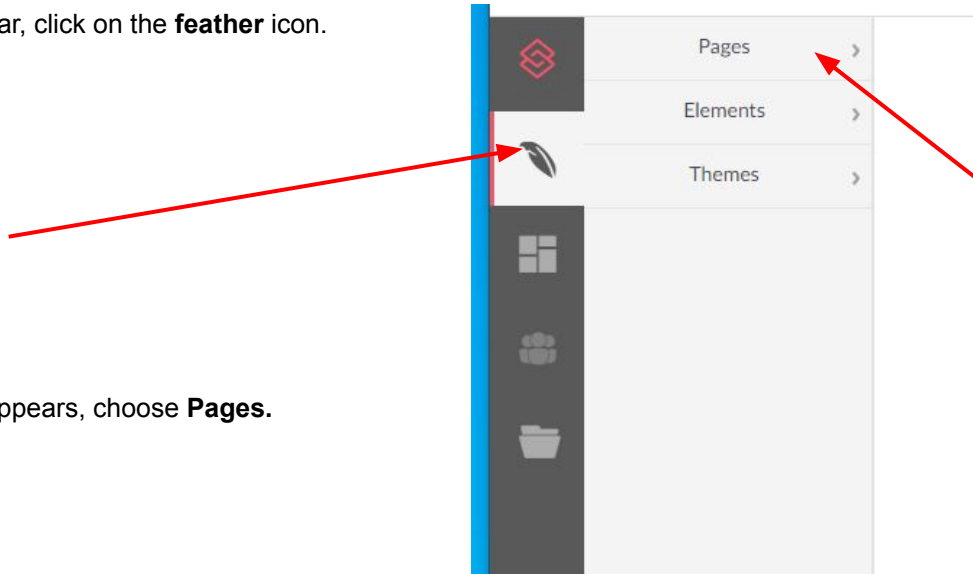
1. Login as admin on the LPS website (<https://lewistown.k12.mt.us>)
 - a. At the top right of the web page, click on **STAFF RESOURCES/LOGIN**
 - b. Click the **SITE ADMINISTRATORS LOGIN** box.

A screenshot of the 'Staff Resources Home' page. On the left is a blue sidebar with links: 'Staff Resources Home', 'Staff Directory', 'Calendars', 'Employment Information', and 'Staff Evaluation 8'. On the right is a white login form with the text 'Please provide your username and password to log in:'. It includes a 'Username' field with the placeholder 'Enter your username', a 'NEXT' button, and a 'SITE ADMINISTRATORS LOGIN' button at the bottom, which is highlighted with a red arrow.

- c. Enter your username (your school email address) in the **Your Username** box. Click the blue **Next** button.
 - d. Enter your password in the **Password** box. Click the blue **Log In** button.
*(If this is your first time signing in, click the **Forgot username and password?** link and then enter your 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. After you have set your password, start over with the instructions above and use your new password when you login.)*
2. On the Finals site Dashboard page, click **Composer** in the upper right corner.

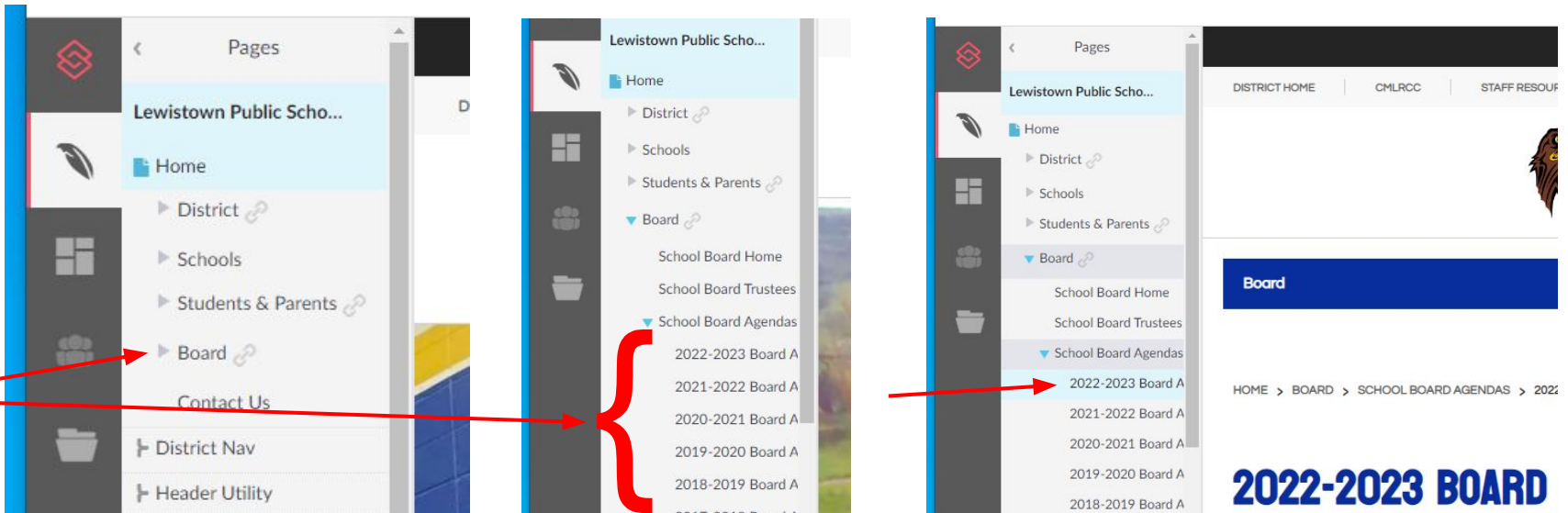


3. From the left sidebar, click on the **feather** icon.



4. From the list that appears, choose **Pages**.

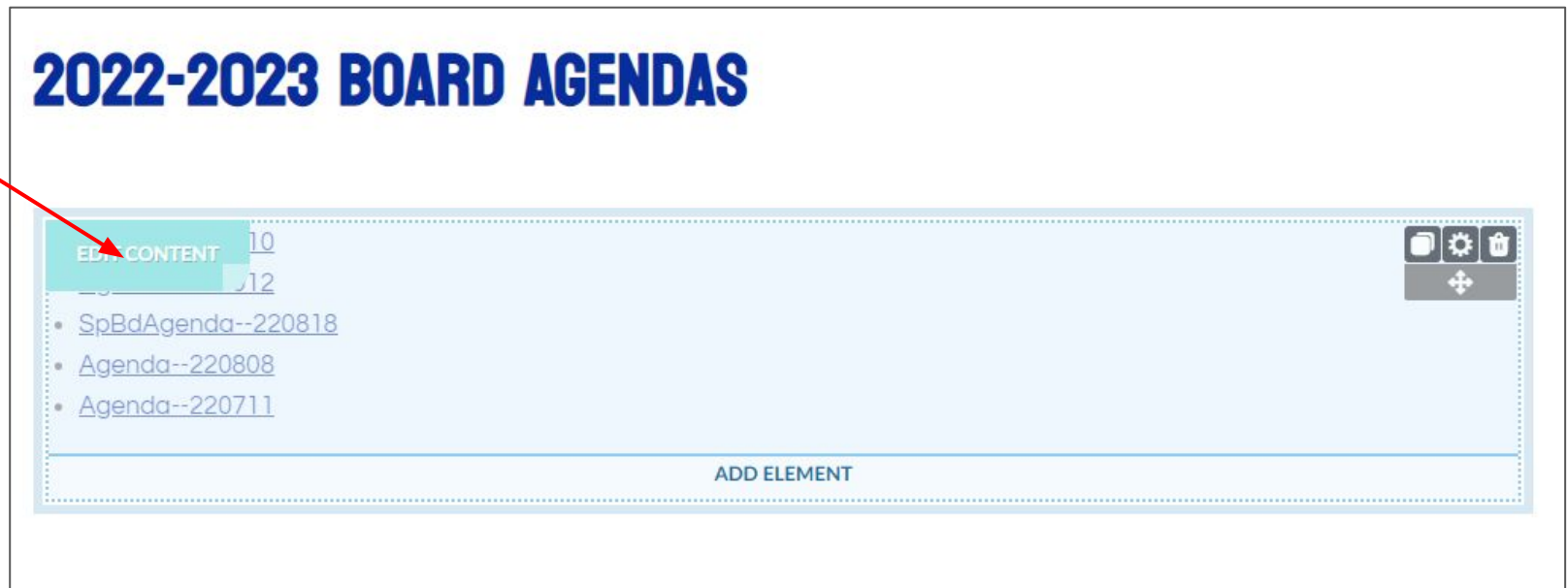
5. Navigate to **Lewistown Public Schools**, then **Board**. Click the little arrow next to **Board** to show the list underneath. Click on the folder for the **current year**.



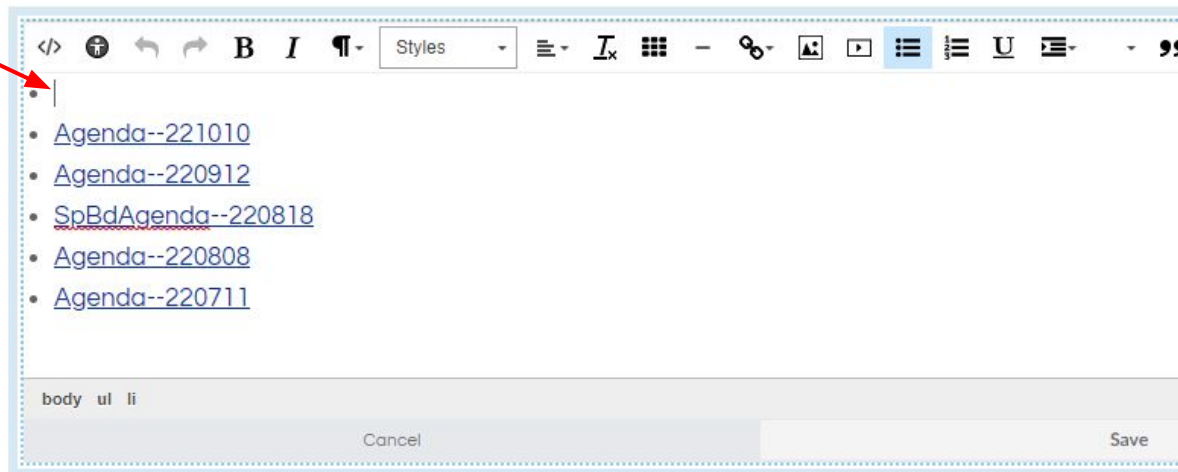
6. In order to make changes to the page, turn on editing by clicking the **COMPOSE** slider at the bottom of the page.



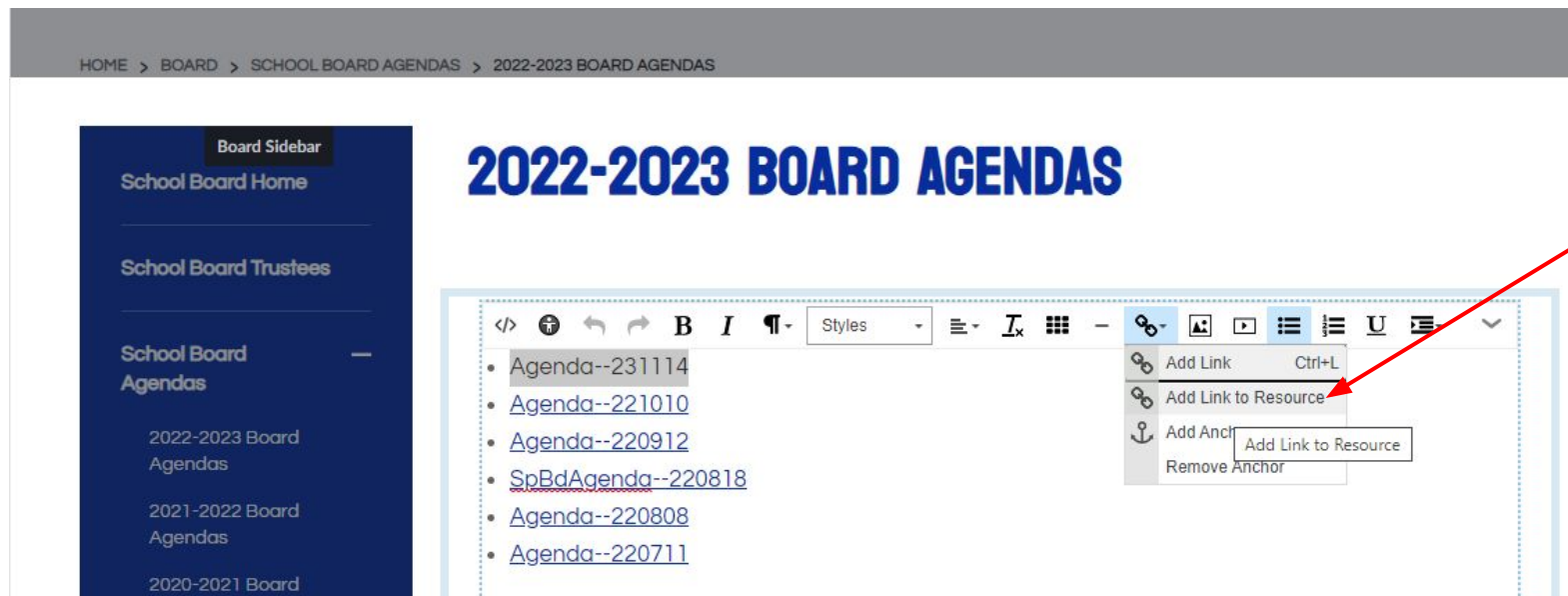
7. To add or edit the agenda list, click on **EDIT CONTENT** in the text box.



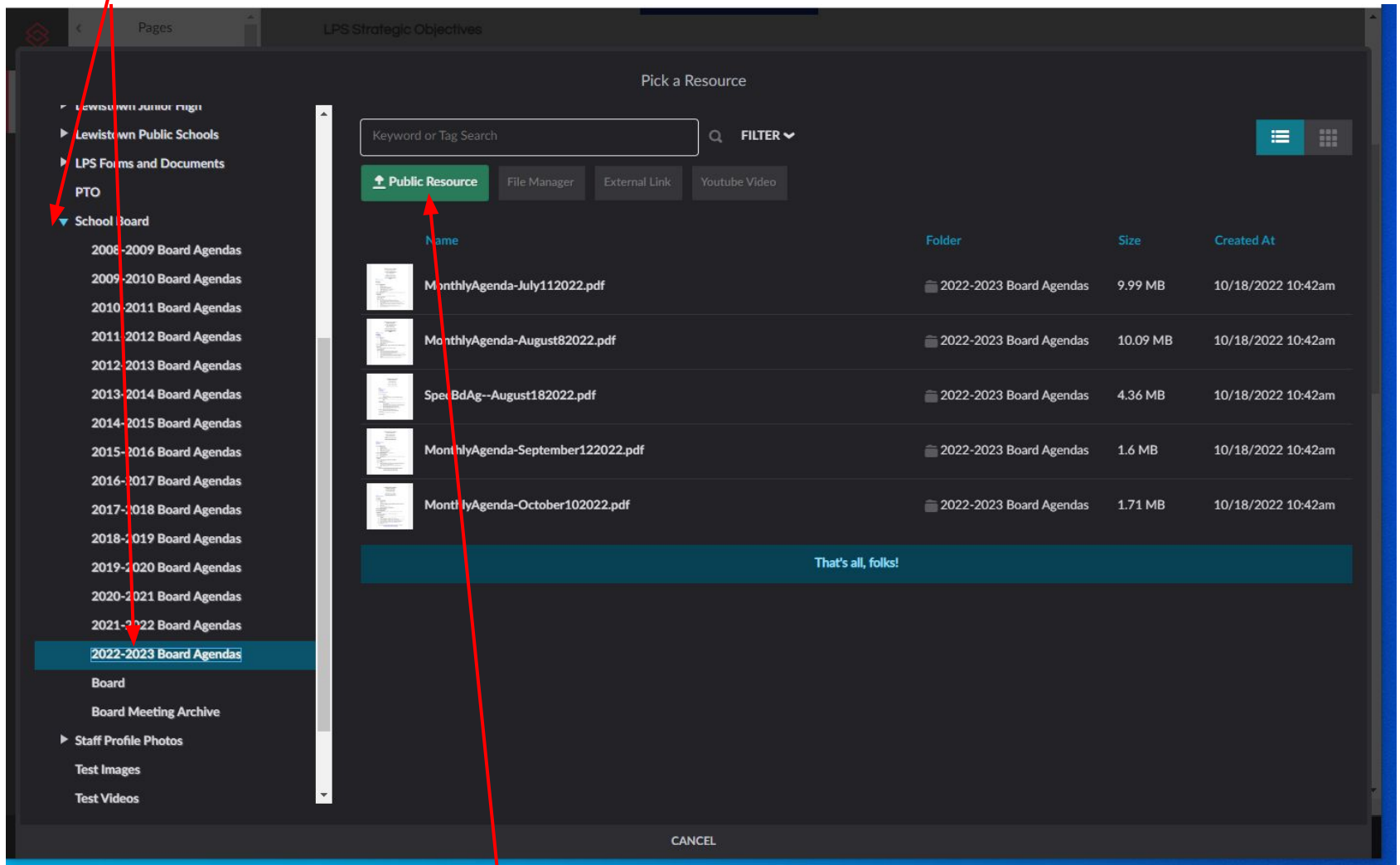
8. To create a space to add the latest agenda, place your cursor at the beginning of the first agenda on the list and click **Enter**.



9. Type the name of the new agenda. (ie. Agenda--YRMODATE).
10. Create a link to the agenda file: Use your cursor to **highlight the agenda name** you just entered, then choose “**Add Link to Resource**” from the dropdown menu under the link icon. (Files such as photos and PDFs are called “Resources” on this website.)

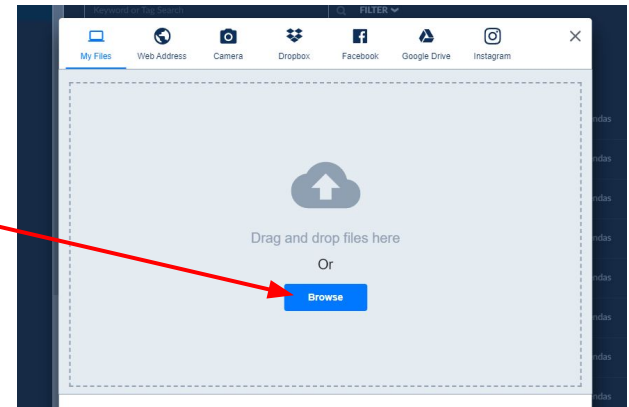


11. Choose the location where you will STORE the new file: Choose **School Board**, then the **current year Board Agendas** folder.

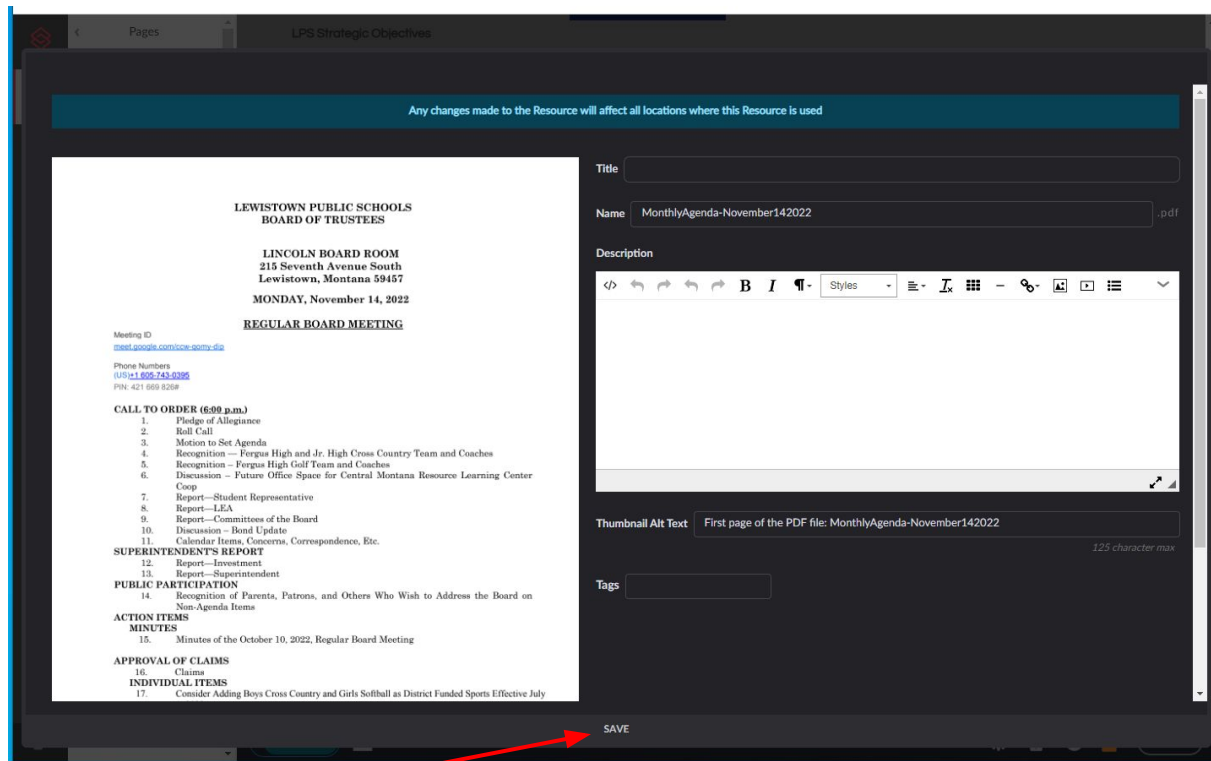


12. Click on the green Public Resource button.

13. Click the blue **BROWSE** button and then find the file in the Office Share Folder.



14. Click on the file and then click **OPEN**. Wait a few seconds for the file to completely load.



15. Click **SAVE**.

16. You will be returned to the Board Agendas page. To save the changes to the page, click **SAVE..**

The screenshot shows the '2022-2023 BOARD AGENDAS' page in a web editor. On the left is a sidebar with a menu containing 'Schools', 'Students & Parents', 'Board', and 'School Board Agendas'. The 'School Board Agendas' section is expanded, showing a list of agendas from '2022-2023 Board A' down to '2014-2015 Board'. The main content area displays the title '2022-2023 BOARD AGENDAS' and a list of agenda items: 'Agenda--231114', 'Agenda--221010', 'Agenda--220912', 'SpBdAgenda--220818', 'Agenda--220808', and 'Agenda--220711'. A red arrow points from the text 'click SAVE..' to the 'Save' button in the editor's bottom toolbar. The toolbar also includes a 'COMPOSE' button, a 'Last published on 10/18/2022 10:43am' timestamp, and a 'PUBLISH' button.

17. Your changes will not take effect on the actual website until the page is published. To make them visible to the public, click **PUBLISH**.

This screenshot shows the same editor interface as the previous one, but with a red arrow pointing to the 'PUBLISH' button in the bottom toolbar. The 'COMPOSE' button, the 'Last published on 10/18/2022 10:43am' timestamp, and the 'PUBLISH' button are visible in the toolbar.

18. Check to make sure your changes took effect by visiting the webpage. (SHORTCUT: When editing a web page, click on the eye icon to view the current version of that page.)

