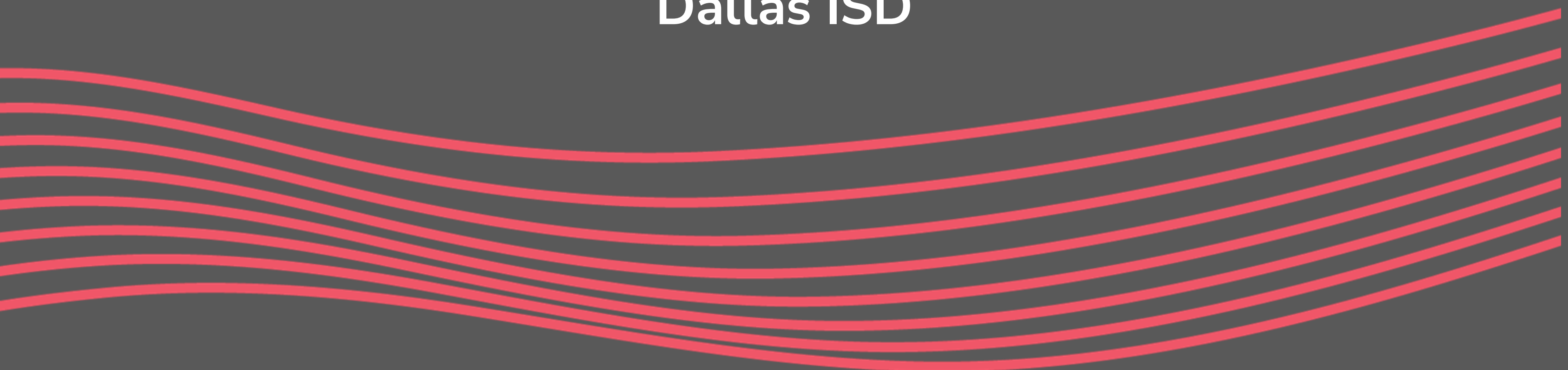




Finalsite Overview

Dallas ISD





Agenda

01 Navigating your site

02 Managing Resources and Galleries

03 Posts

04 Calendars

05 Editing Interior Pages



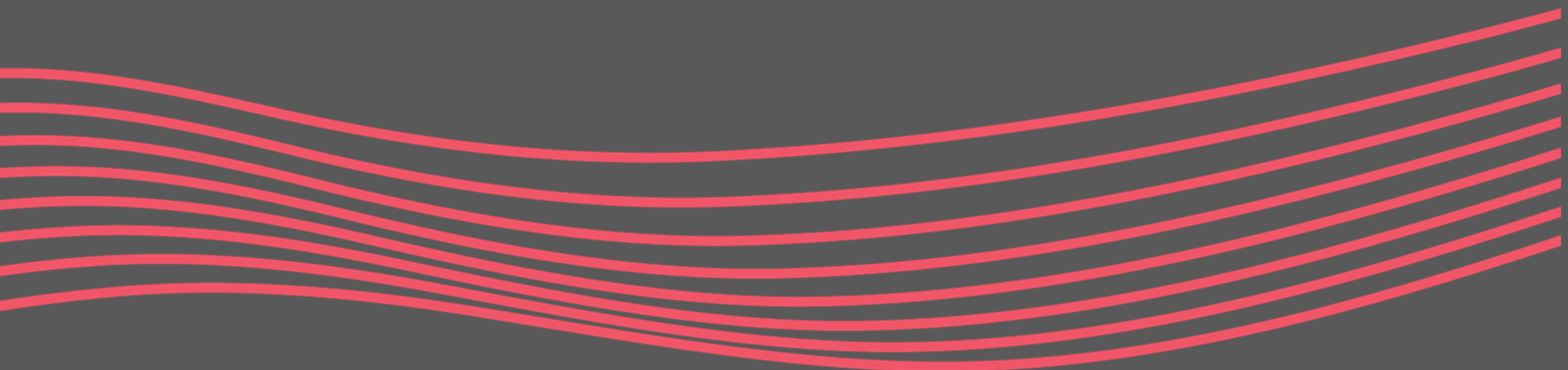
Logging In



- The link for Dallas ISD admin user is <https://www.dallasisd.org/admin>
- Your username is your full @dallasisd.org email address
- You will then be directed to your EAD to log in

 FINALSITE training

Navigating Your Site



Return to
Dashboard

Composer

- The editor used to build pages

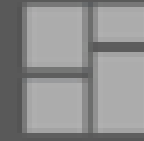
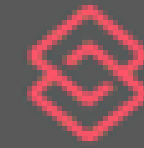
Pages: Add and edit content to your site

Modules

- Posts
- Calendars

Resources

- **Resources:** The filing cabinet for files and media
 - A folder structure for organizing files
- **Galleries:** Groupings of resources for display



Pages

Banners

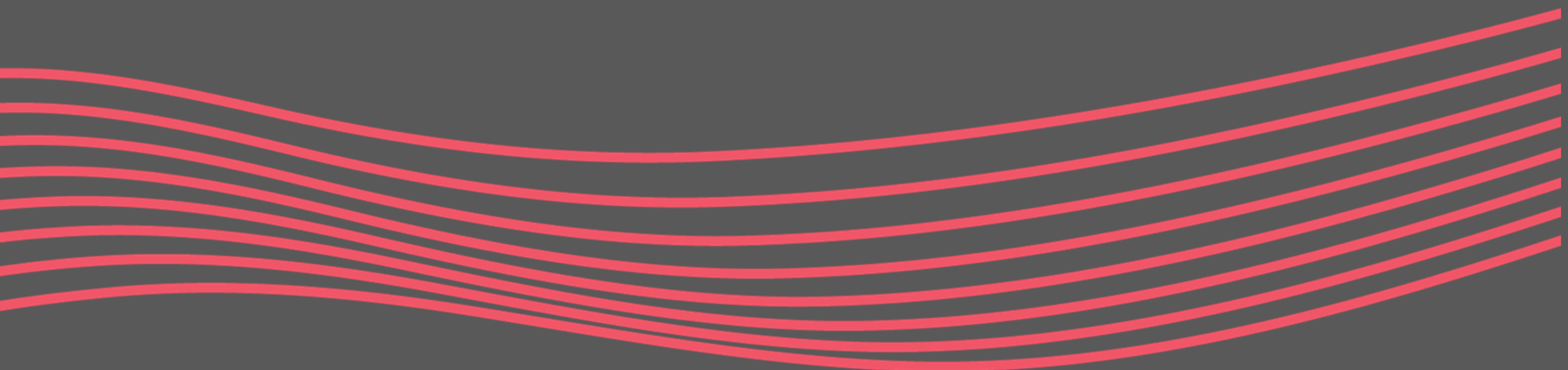
Elements

Themes

Note: Options will vary according to your user permissions

 FINALSITE training

Resources



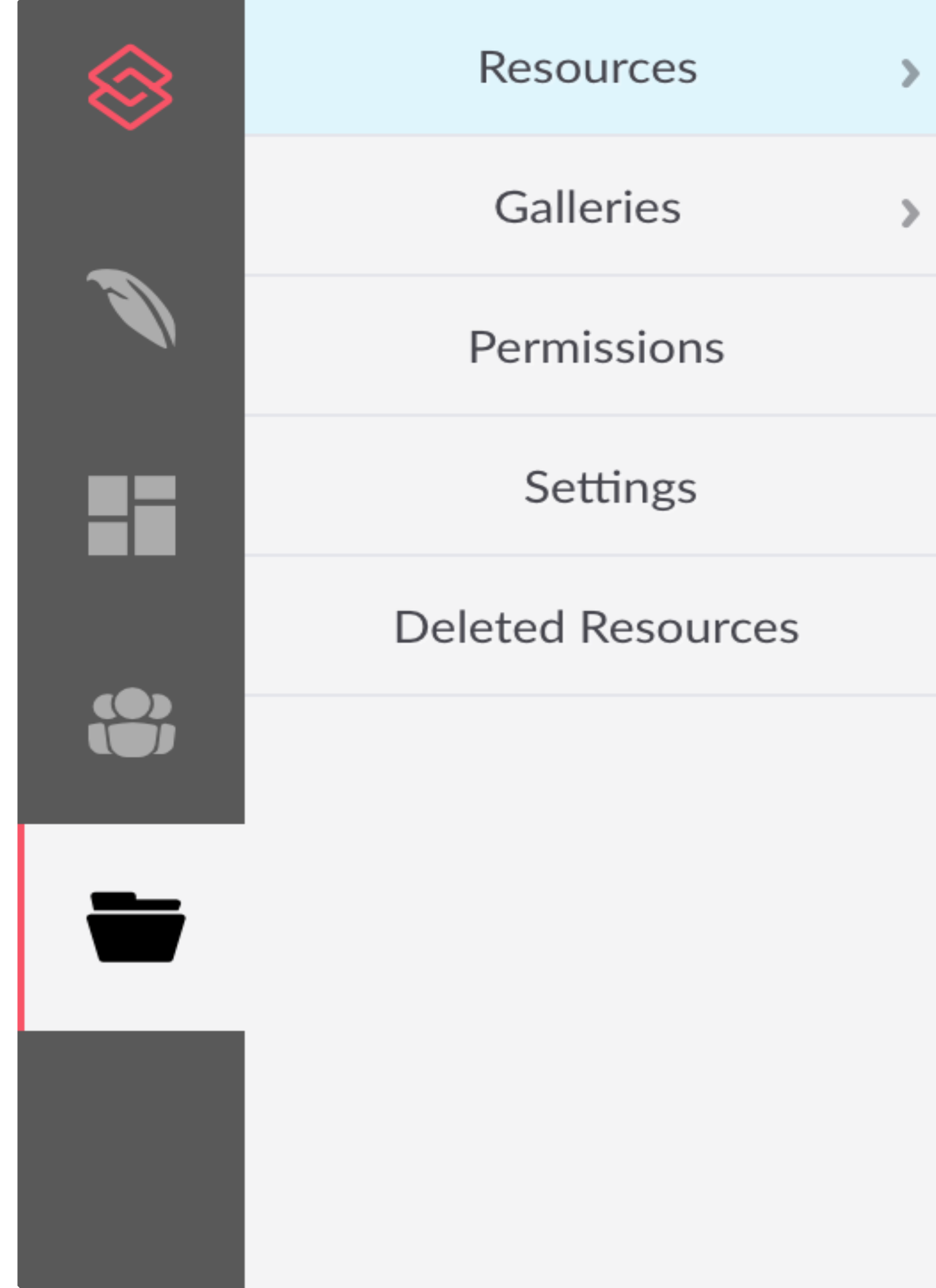
Resources sections

Resources: The filing cabinet for files and media

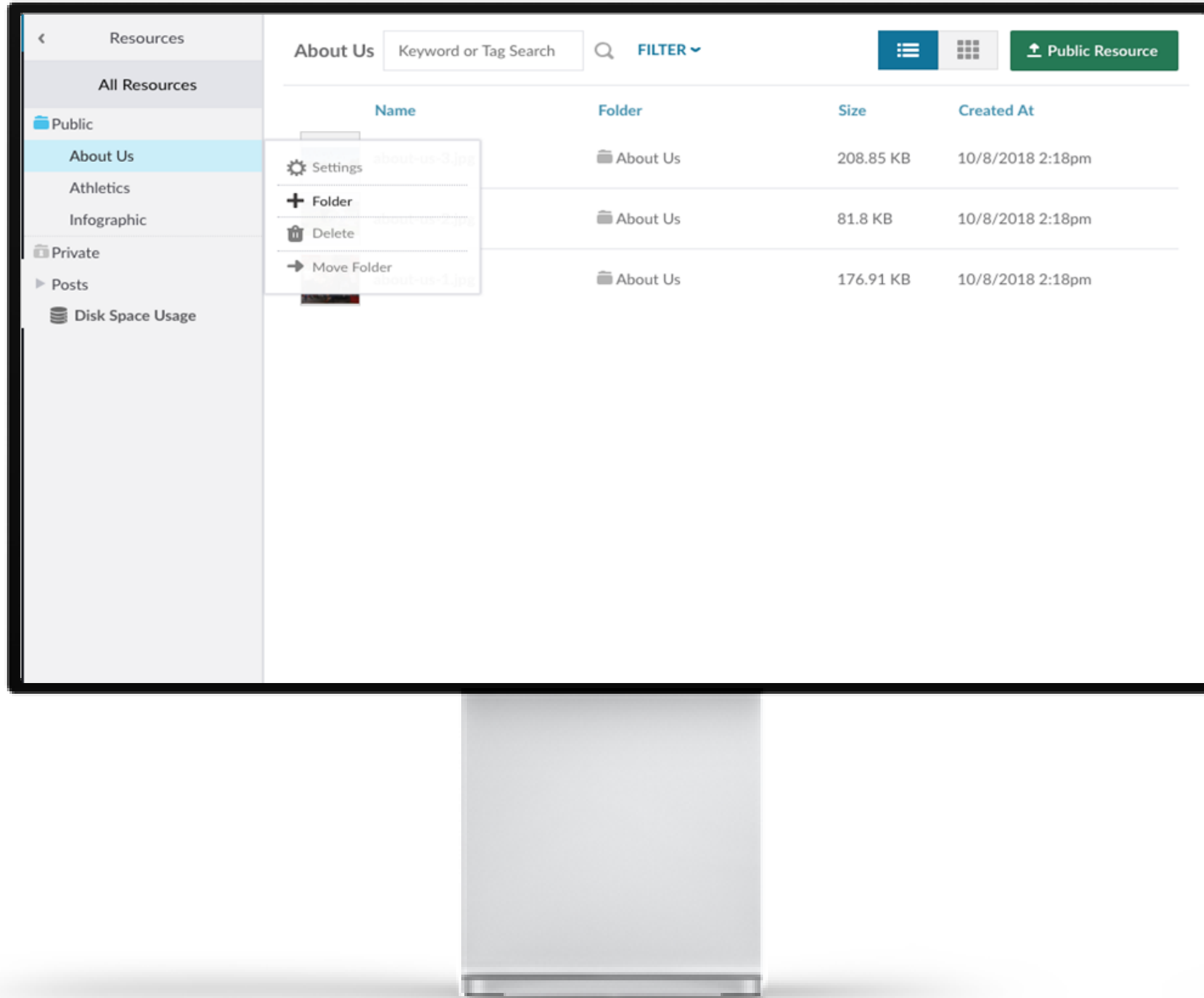
- Images, videos, files, PDFs

Galleries: Groupings of resources for display

- Event pictures
- List of files such as Board meeting minutes, or handbook policies



Resources

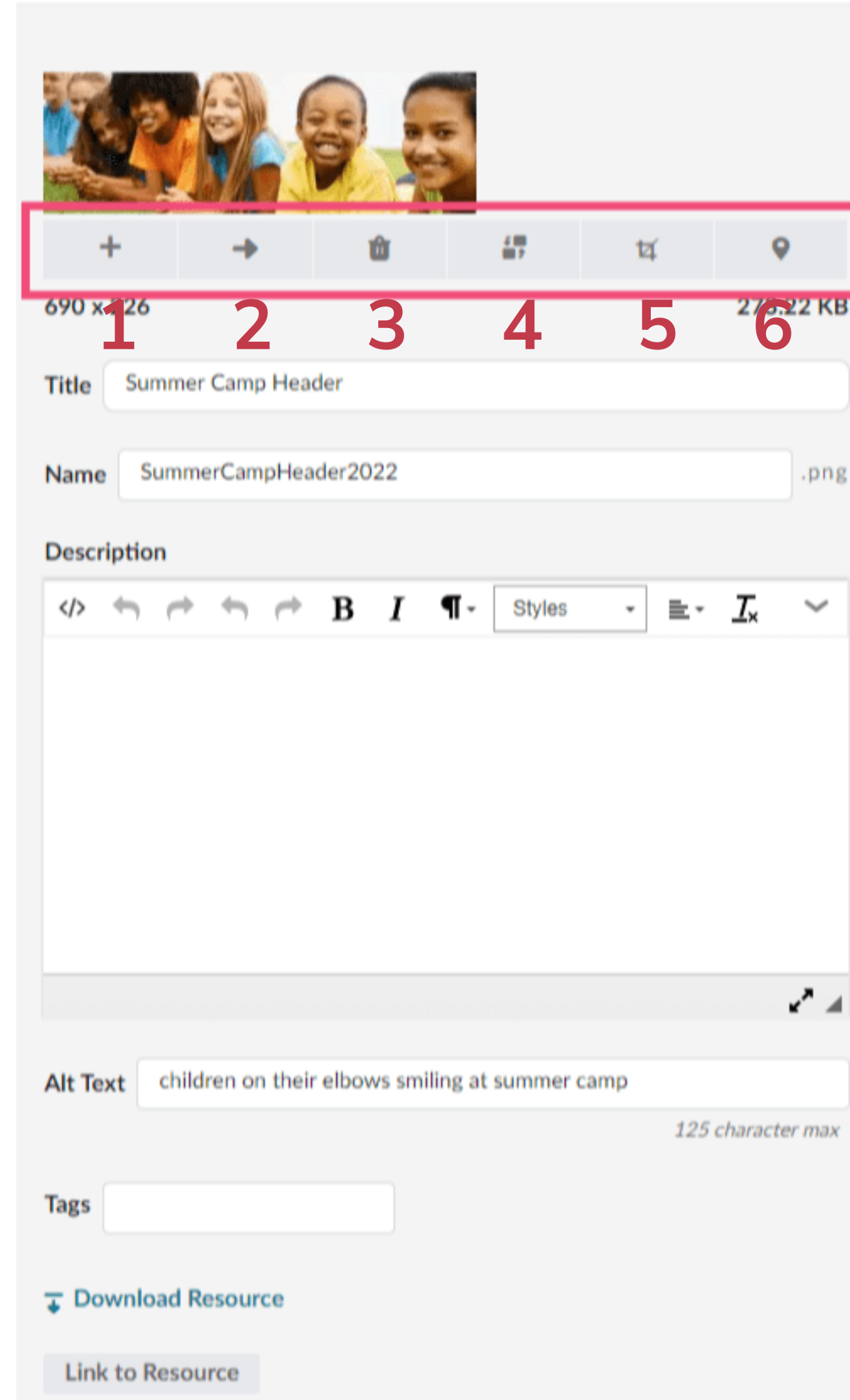


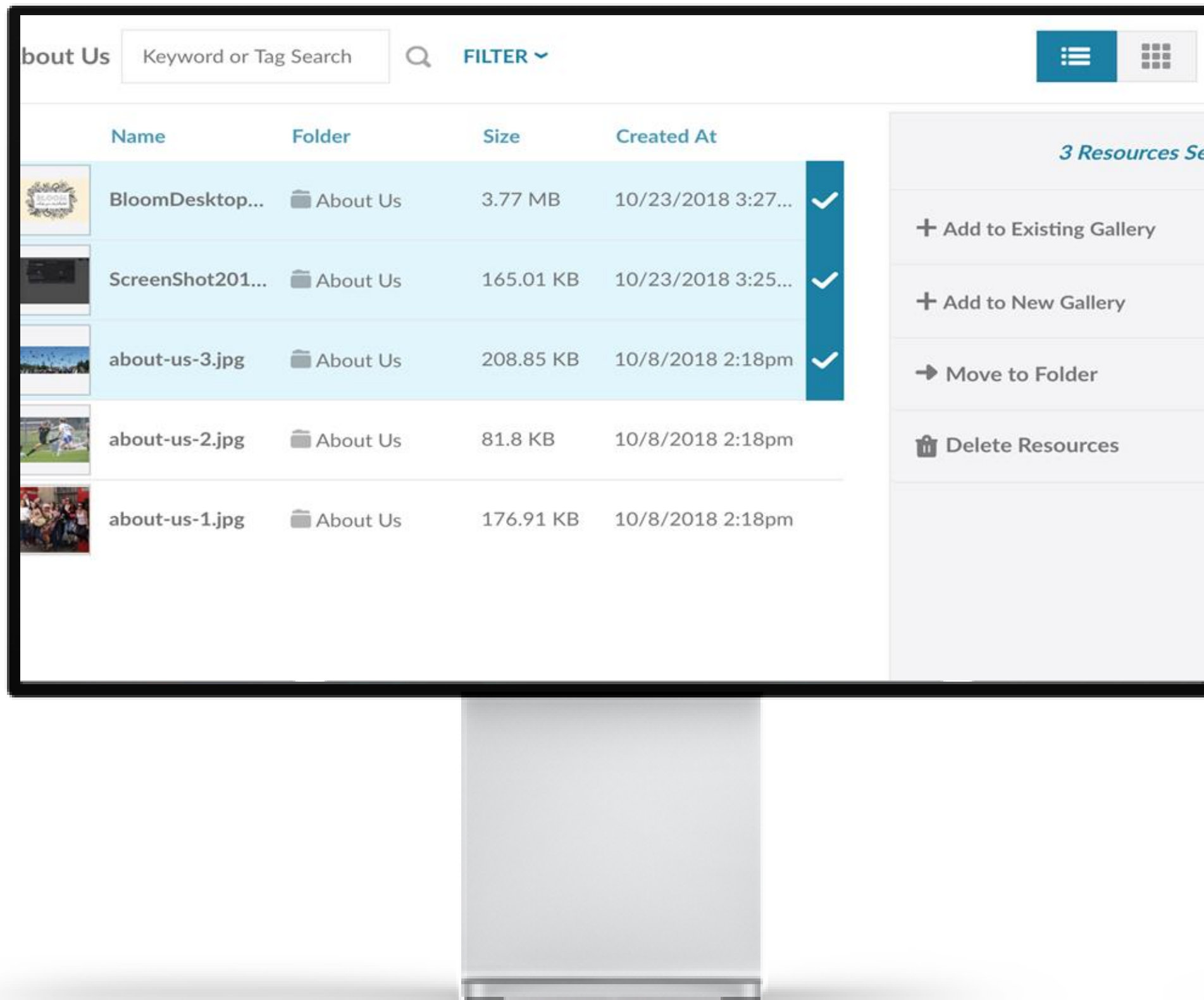
- Folders can be nested (indefinitely).
- Permissions can be set on individual folders.
- Create a folder structure that mimics your page structure
- Upload using 

A resource can only exist in **one** folder at a time.

Image Tools

1. **Add to Gallery** - add file to an existing gallery
2. **Move to Folder** - move file to an existing folder
3. **Delete Resource** - moves file to Deleted Resources (30 days)
4. **Replace Resource** - replaces the file in all instances where it is displayed on the site
5. **Edit Image** - only cropping available; use image ratios
6. **Where Used** - see where the file is used throughout the site





Bulk actions

Hover over the resource and select the blue checkmark to the right of the resource.

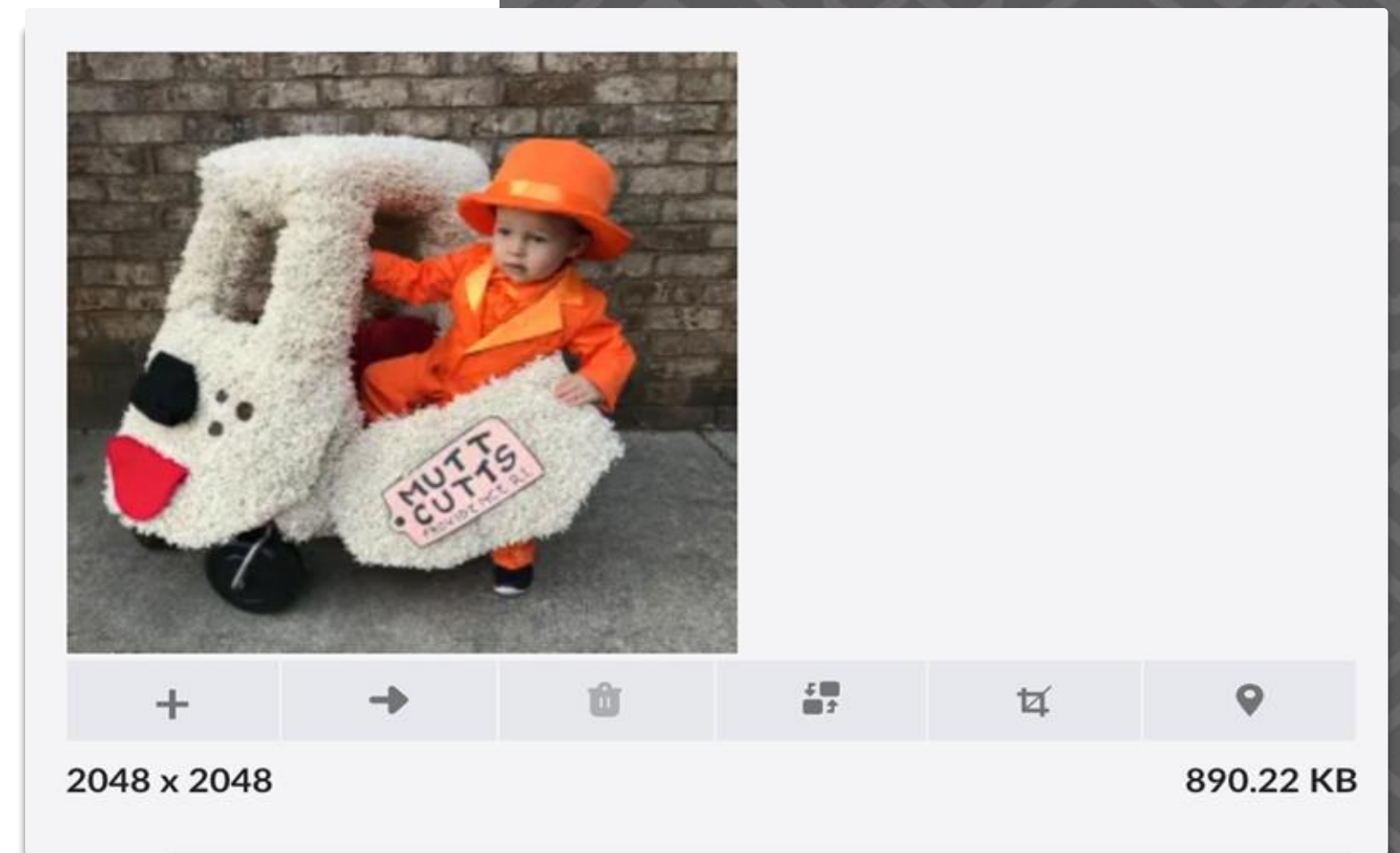
Once you select one, you will have the option to move the items between folders or between galleries or delete resources.

Best Practice: File Sizes

File size limits in Resources are based on the file type.

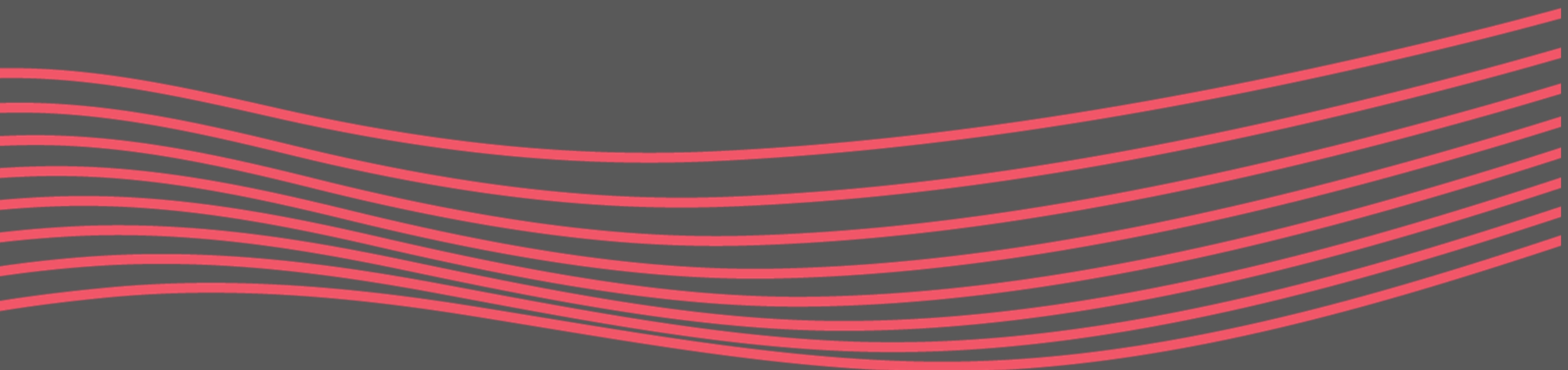
- Image files/PDFs can be up to 100 MB.
- Video files can be up to 3.51 GB.
- All other files can be up to 3.91 GB.

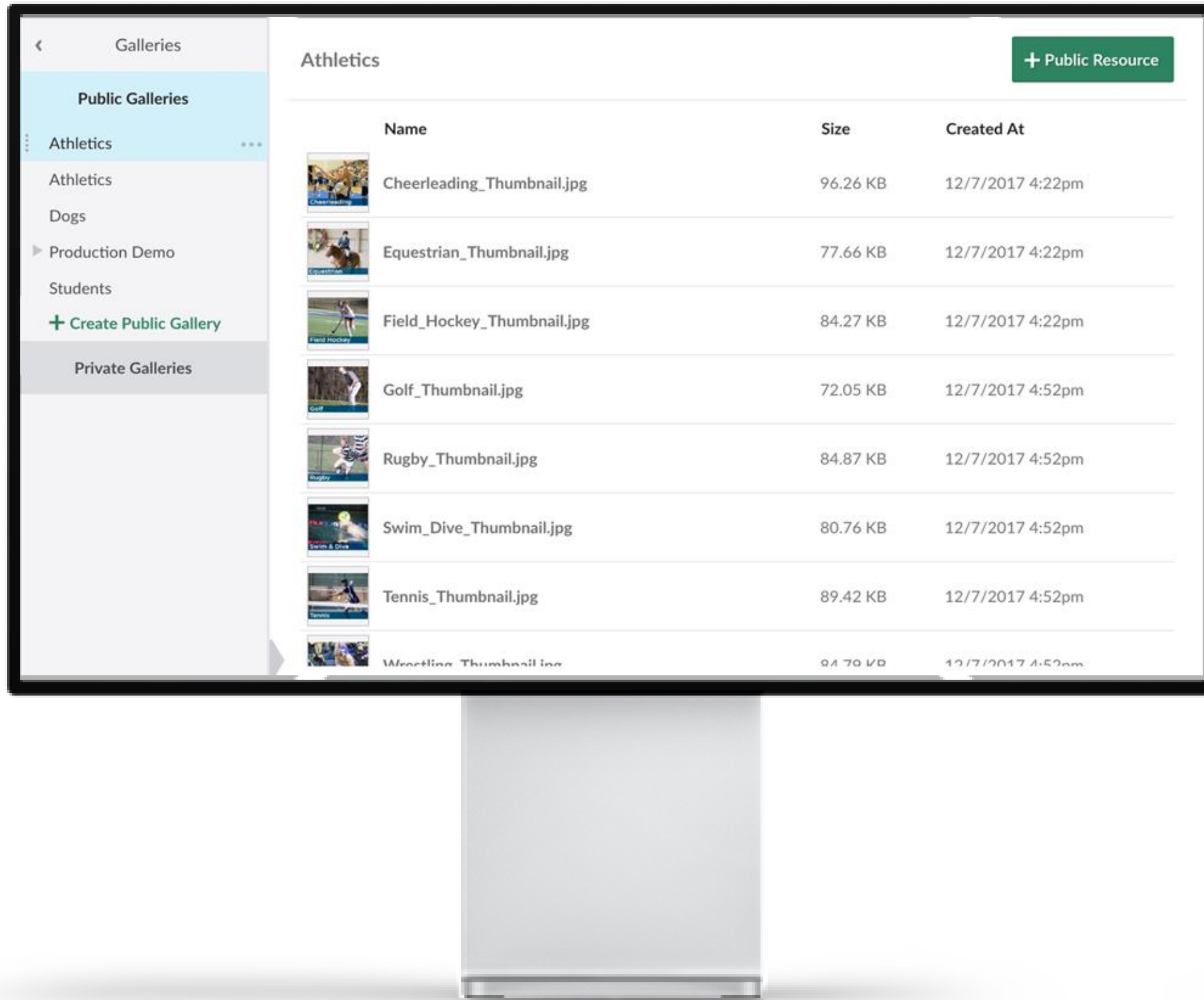
Pro Tip: Refer to your Instructions page for specific **dimensions** for your site



 FINALSITE training

Galleries





Galleries

Grouping your resources is easy with galleries. Use galleries to create:

- Slideshows
- File display groups
- Photo galleries
- Anything you can think of!

A resource can exist in **multiple** galleries.

Managing Galleries

1. Add to gallery
2. Remove from Gallery
3. Hover over files to rearrange order

The screenshot displays the Finalsite training interface for managing galleries. On the left is a sidebar with a 'Galleries' section containing a list of galleries: Bristol - Middle, Bristol - District, Danbury - District, Danbury - Elementary, Danbury - Middle, Danbury - High School, Bristol - Elementary, Bristol - High School, Demo Elementary Slider, alumni events, volunteering, and Board - Meeting Minutes. The 'Bristol - Middle' gallery is selected. The main content area shows the 'Bristol - Middle' gallery with a table of files. The table has columns for Name, Folder, Size, and Created At. Two files are listed: 'bristolmiddleschoolclass.jpg' and 'bristolmssportshero.jpg', both in the 'Bristol Theme' folder. A red box with the number '3' highlights the first file. To the right of the table is a preview of the selected file, 'bristolmiddleschoolclass.jpg', showing a group of students. Below the preview are buttons for '+ Add to Gallery' and '- Remove from Gallery'. A red box with the number '2' highlights the 'Remove from Gallery' button. In the top right corner, a green button with a plus sign and the text '+ Public Resource' is highlighted with a red box and the number '1'. The bottom of the interface features the 'FINALSITE training' logo.

Name	Folder	Size	Created At
 bristolmiddleschoolclass.jpg	Bristol Theme	328.65 KB	2/28/2022 12:16pm
 bristolmssportshero.jpg	Bristol Theme	386.1 KB	2/28/2022 12:19pm

1 + Public Resource

2 Remove from Gallery

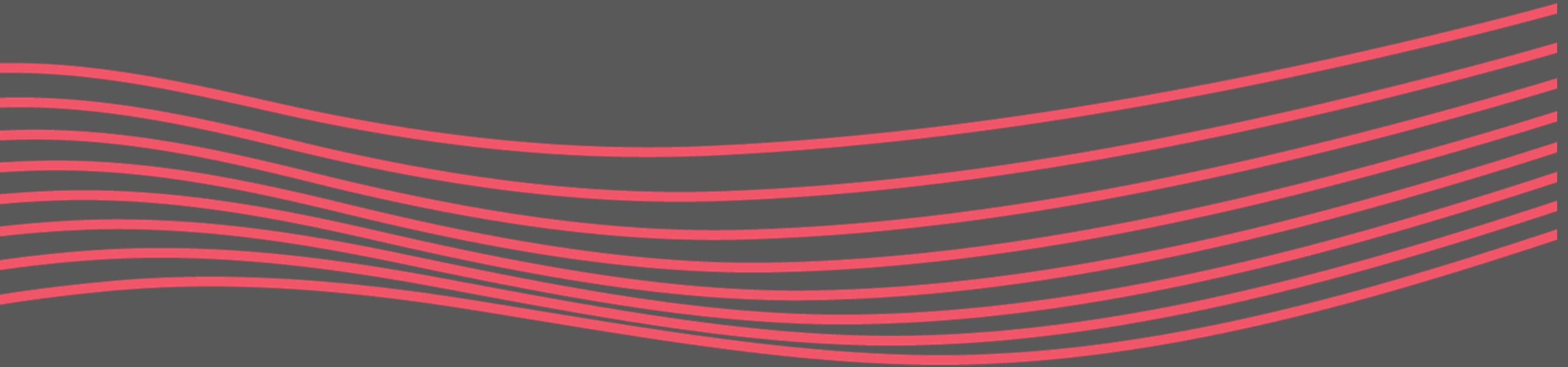
3

2

1

 FINALSITE training

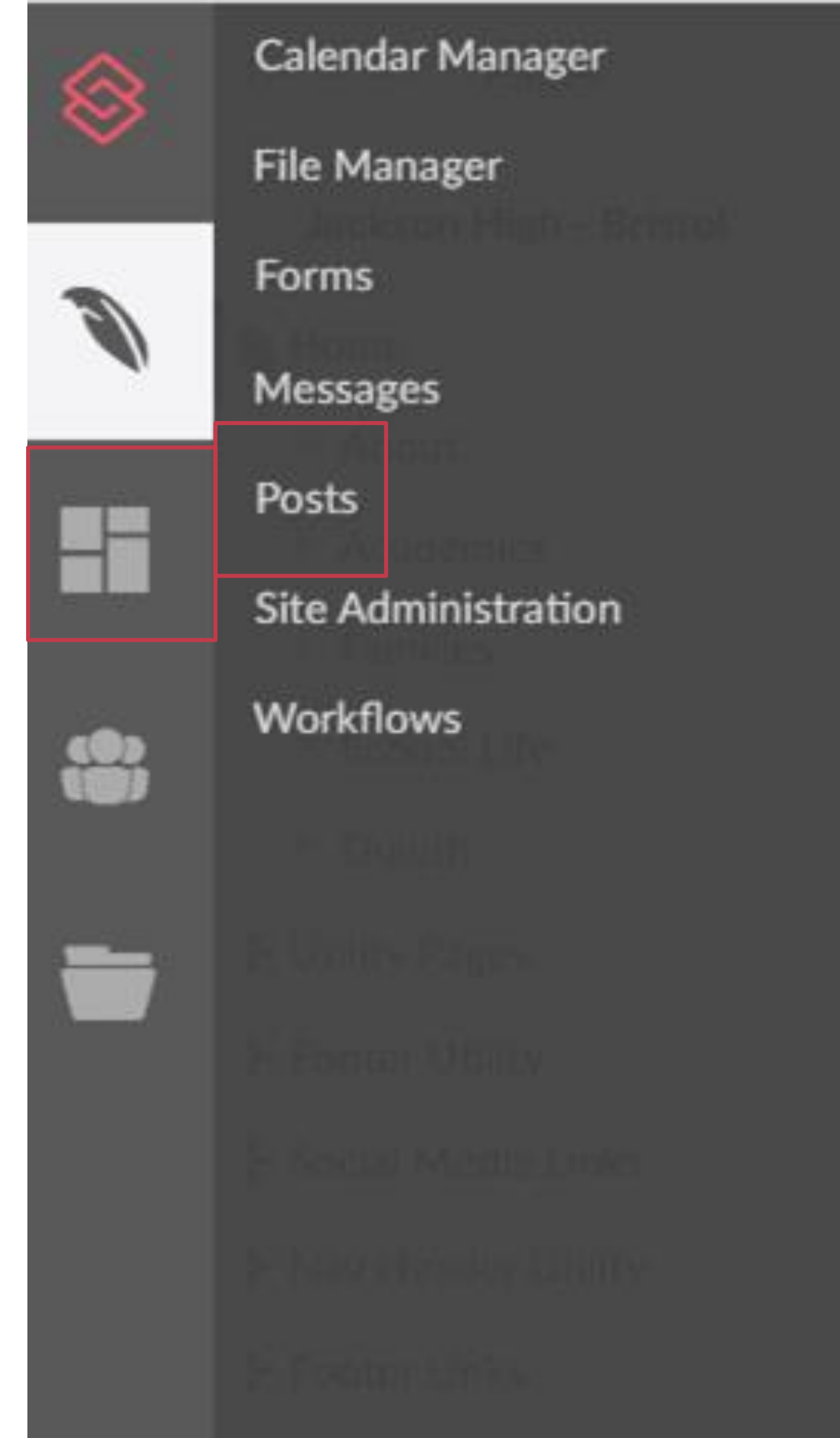
Posts Module



Modules

- You can add and edit posts here
- Calendar settings are located here

Note: Options will vary according to your user permissions.



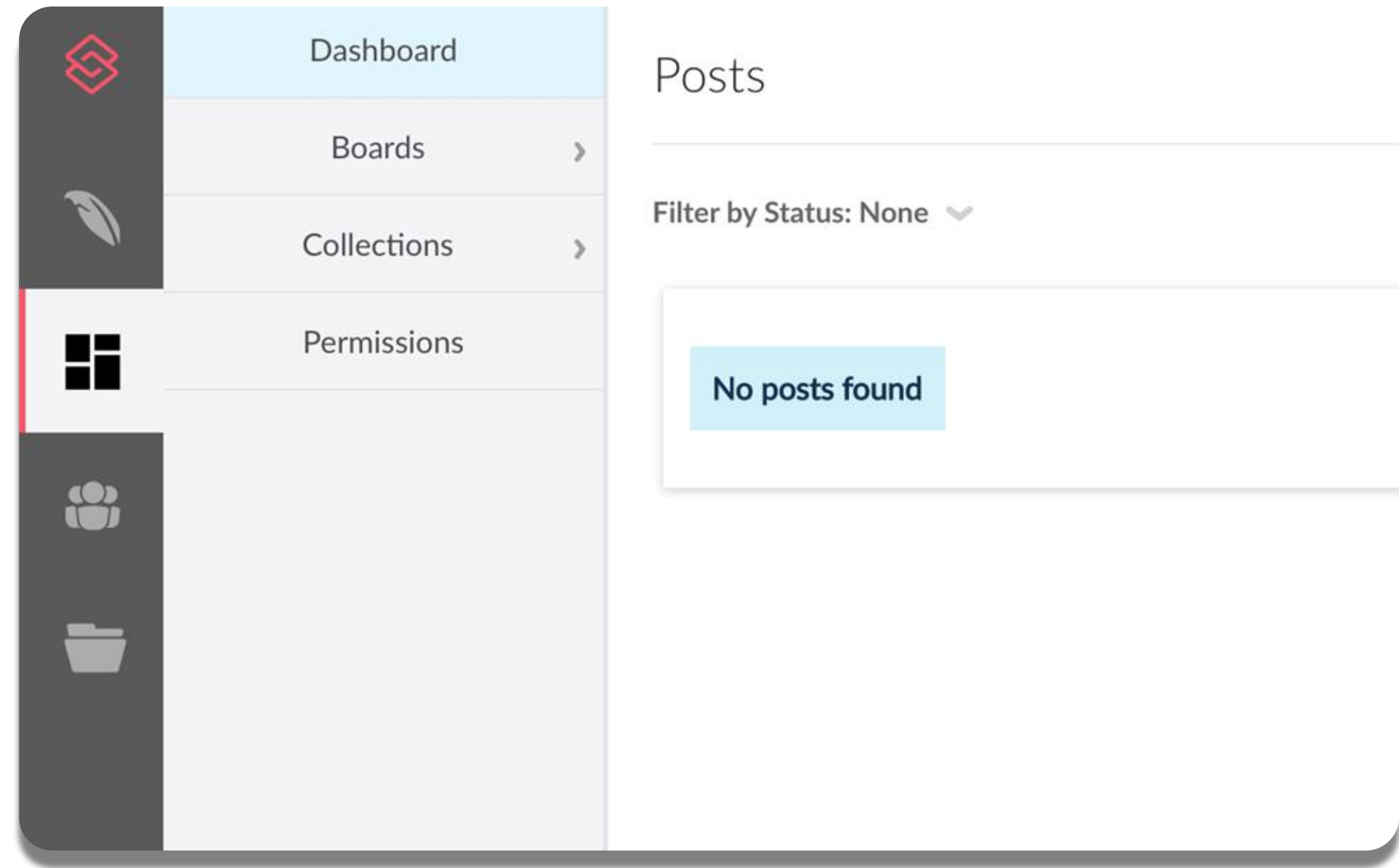
What can you do with Posts?

Class Notes
Course Catalog
Employment
Clubs
News
Directories
Resources
Blogs
In Memoriam

Organization of Posts

Dashboard

Boards: Contain Posts of a specific subject, such as District News



Elements of a Post

- Click on a board
- Click on an existing post
- Locate the following:
 - Title
 - Body Content
 - Summary
 - Thumbnail
 - Start date

The screenshot displays the Finalsite training interface for creating a new post. The left sidebar shows a list of boards, including 'New Board'. The central content editor shows the title 'New Principal', the author 'Jeff Crum', the URL 'my-news', and the body content 'Mr. Ken will be starting on November 1, 2022. Please welcome him when you see him.' The right sidebar contains metadata fields for 'Start' (10/28/2022 4:51pm), 'Featured Until', and 'Expire'. It also includes sections for '+ Summary', '+ Share to Social Media', '+ Category & Tags', and '- Thumbnail & Resources'. The thumbnail section shows a photo of a man in a suit, labeled 'KenSchoolPic.jpg', with an 'Alt Text' field containing 'New Principal'. At the bottom, there are buttons for 'No Resource Set' and 'Attach Resources'.

Create a Post

- Select on a board
- Click Create Post
- Complete all post details
 - Title, body, summary, thumbnail
 - Tags (if used)
- Save > Do you want to publish immediately?
 - Yes - a start date/time will be entered and the post will publish
 - No - the post stays in draft mode until you schedule the start date/time

Create Post

Start

2/16/2022 2:20pm

Featured Until



Expire



Featured Until: the post remains at the top of the news list until this date, then it will fall in order with all posts (**Note:** This may be how posts appear as a “Featured News Story”)

Expire: the post will be removed from the page, but will remain in posts

Posts Best Practices

Do

separate different subject types of content by Board

Don't

over complicate things!

Don't

use long Board or Post Titles to keep the post URL short as possible

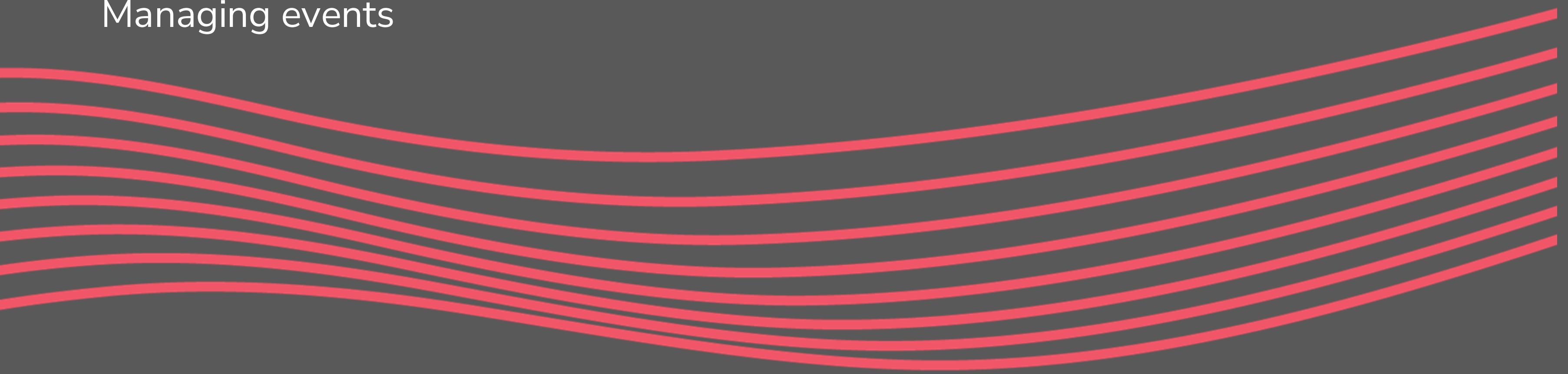
Do

clone a post instead of creating from scratch



Calendars

Managing events



Event Source

Events are managed in **Calendars** in one of two ways:

Standard

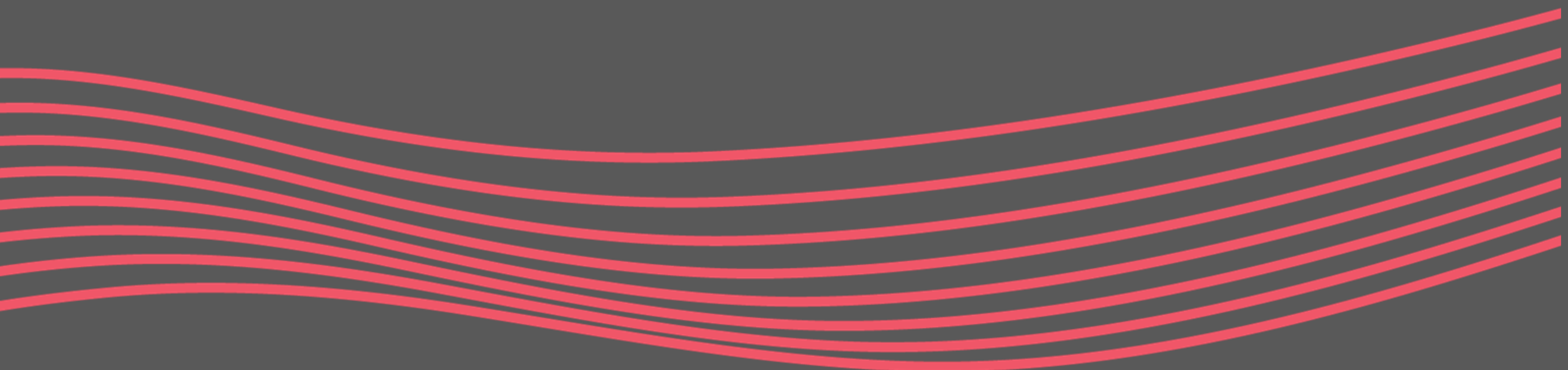
- Events are manually entered into calendars
- Can be imported with a datasheet
- All edits are managed here
- Site admins need access

Live

- Events are synced from an ics feed (such as Google Calendar)
- All edits are managed in the original source
- ICS file must be less than 3 MB
- Site admins don't need access

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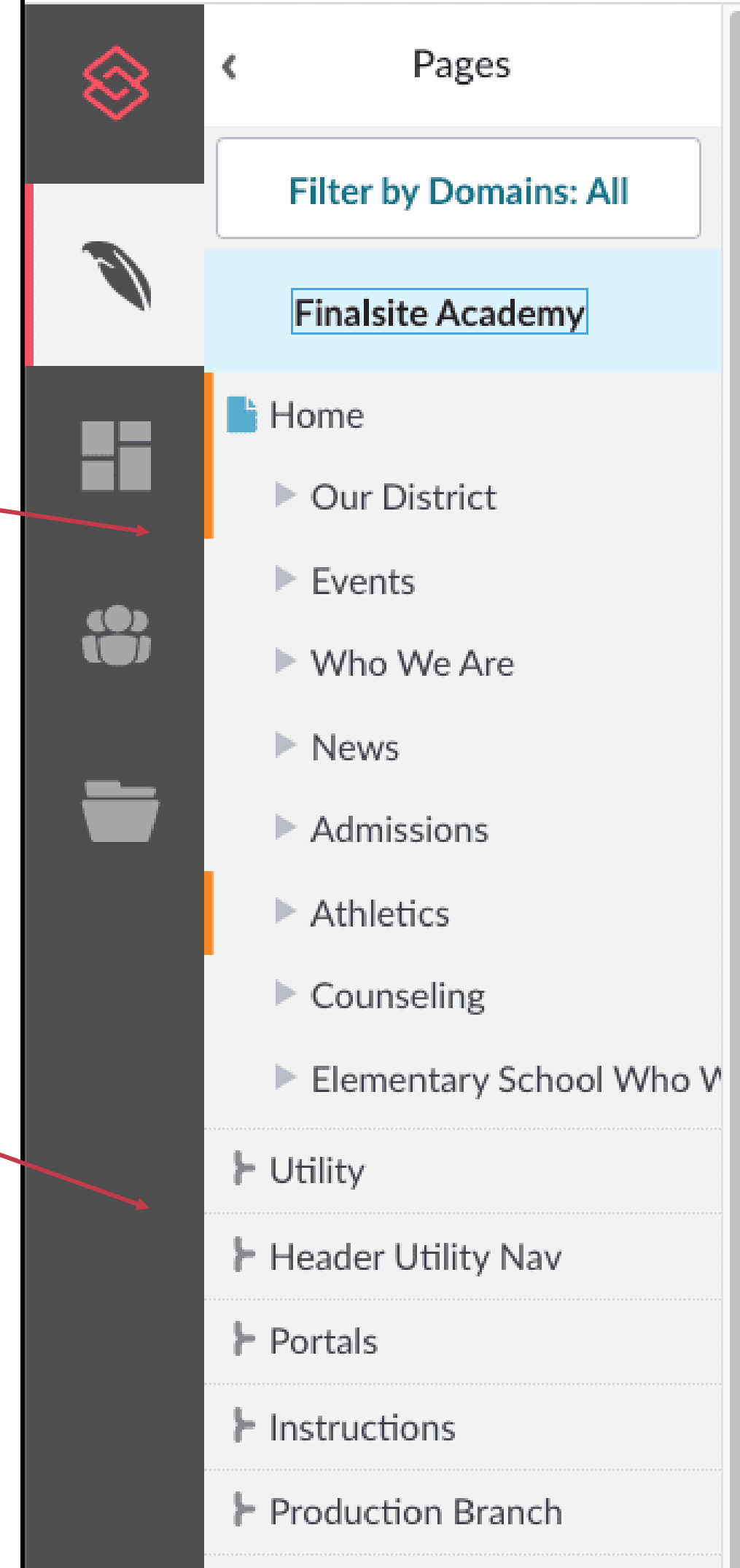
Basic Composer Navigation



Page navigation

At the top of your **Pages** panel, you'll find your domain - your school's site. The first section beneath the domain is your site's main content pages. Below your main pages are branches, folders that allow you to organize site content without impacting the site's structure.

Branches are used for links/buttons in the header and footer, portals, instructions, and production notes, but they are also great for storing your practice or test pages separate from live pages.



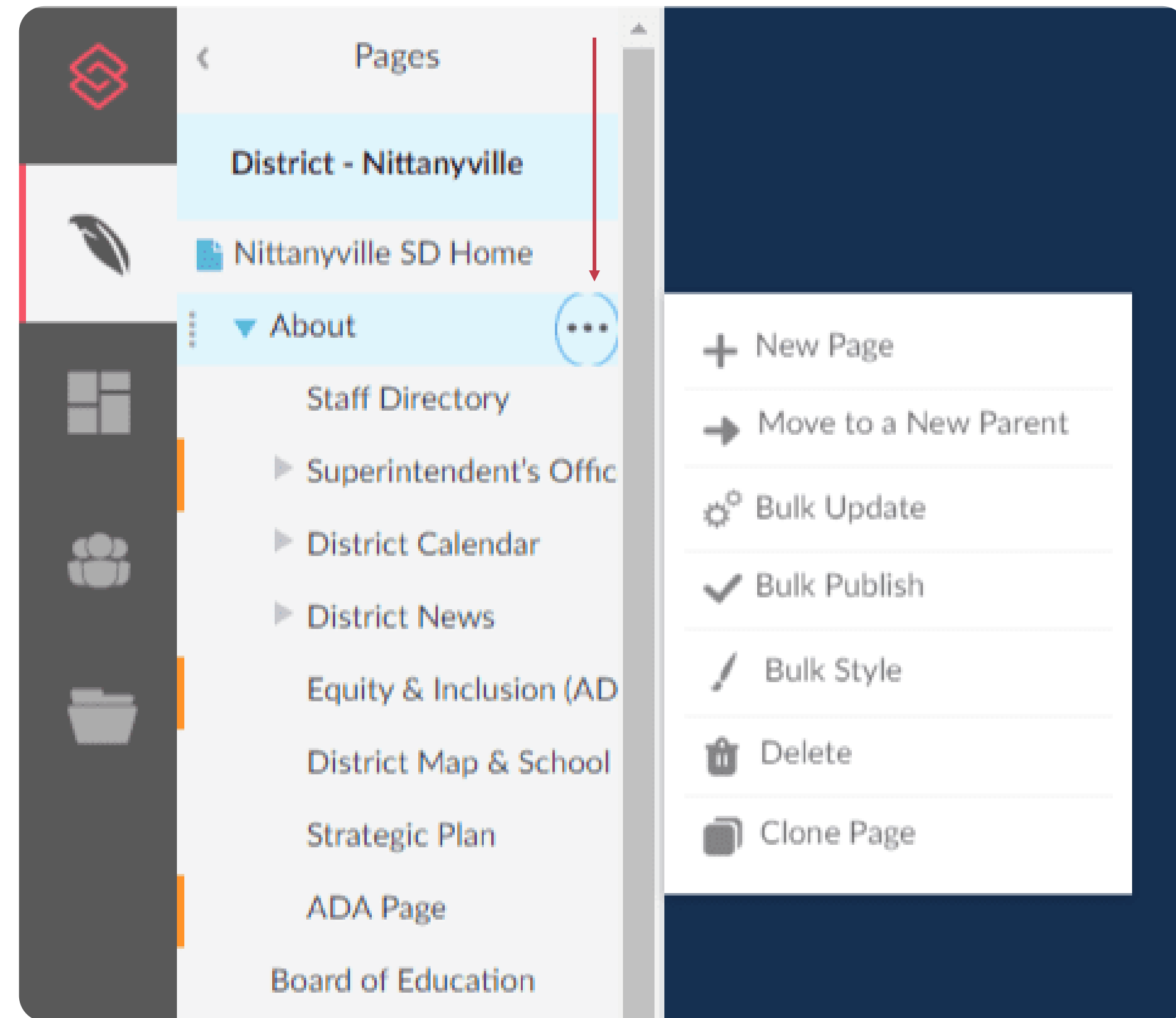
Managing Pages

Pages are updated by using the three dot menu to

- Add new page
- Move to a new parent
- Delete
- Clone

Or change the page name in the Page Settings (more on this later)

Note: If you don't have this menu, you may not have permissions to perform these actions.



Reference Branches

Production

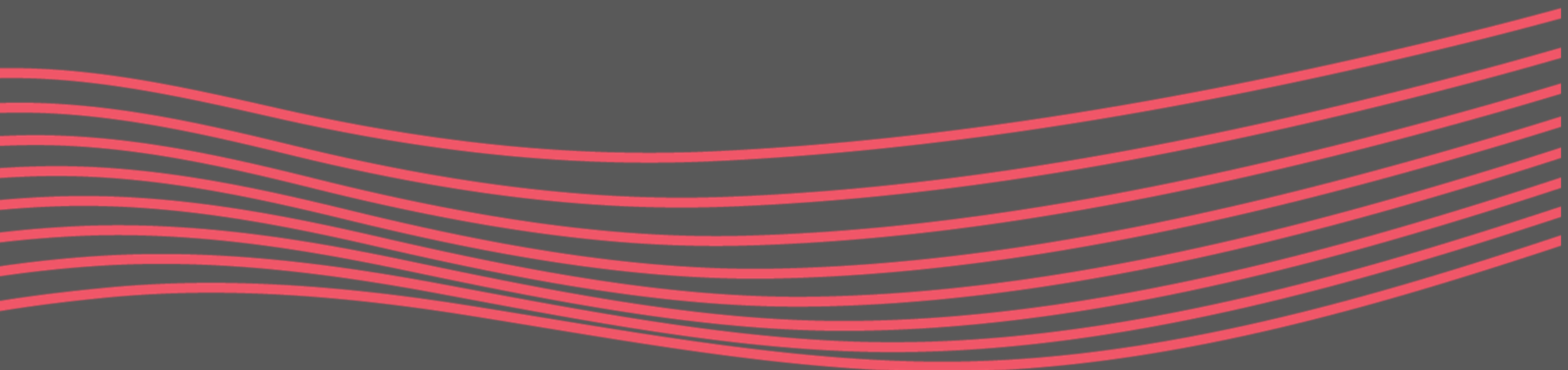
- **Style Guide page** Contains what each **element** should look like with your **site's theme**.
- Contains the elements which are utilizing **custom classes**.
- Contains elements which can be **copied and pasted** onto other parts of your site.

Instructions

- This section walks through **how to update** the content of your site, including the home page and headers and footers.
- This section also includes information about **image sizes** and preferred styles of cropping for each type of element.

 FINALSITE training

Composer - Page Basics



Bottom Bar

Page Settings

Select the gear icon to access the page settings.

Publish Status



Publish button

View options

Note: Looking for a preview? Turn off Compose mode!

- **Publish Now:** Page is live immediately
- **Publish Later:** Choose a date and time for the page to be published
- **Comment:** Make an admin-only note about why you are publishing
- Know your page statuses:

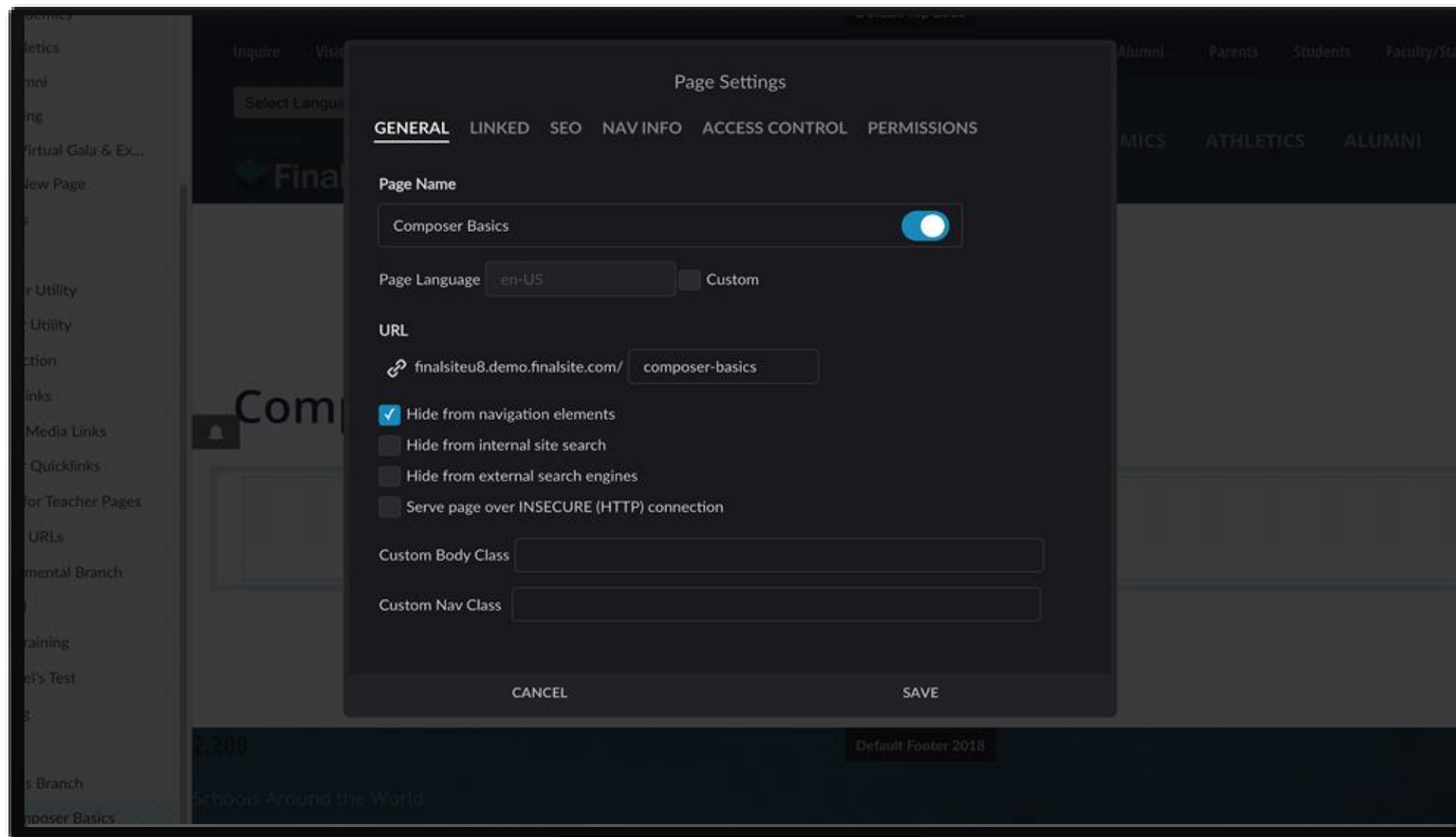
Green = Published

Yellow = New

Orange = Draft

Light blue = Scheduled

Page Settings General

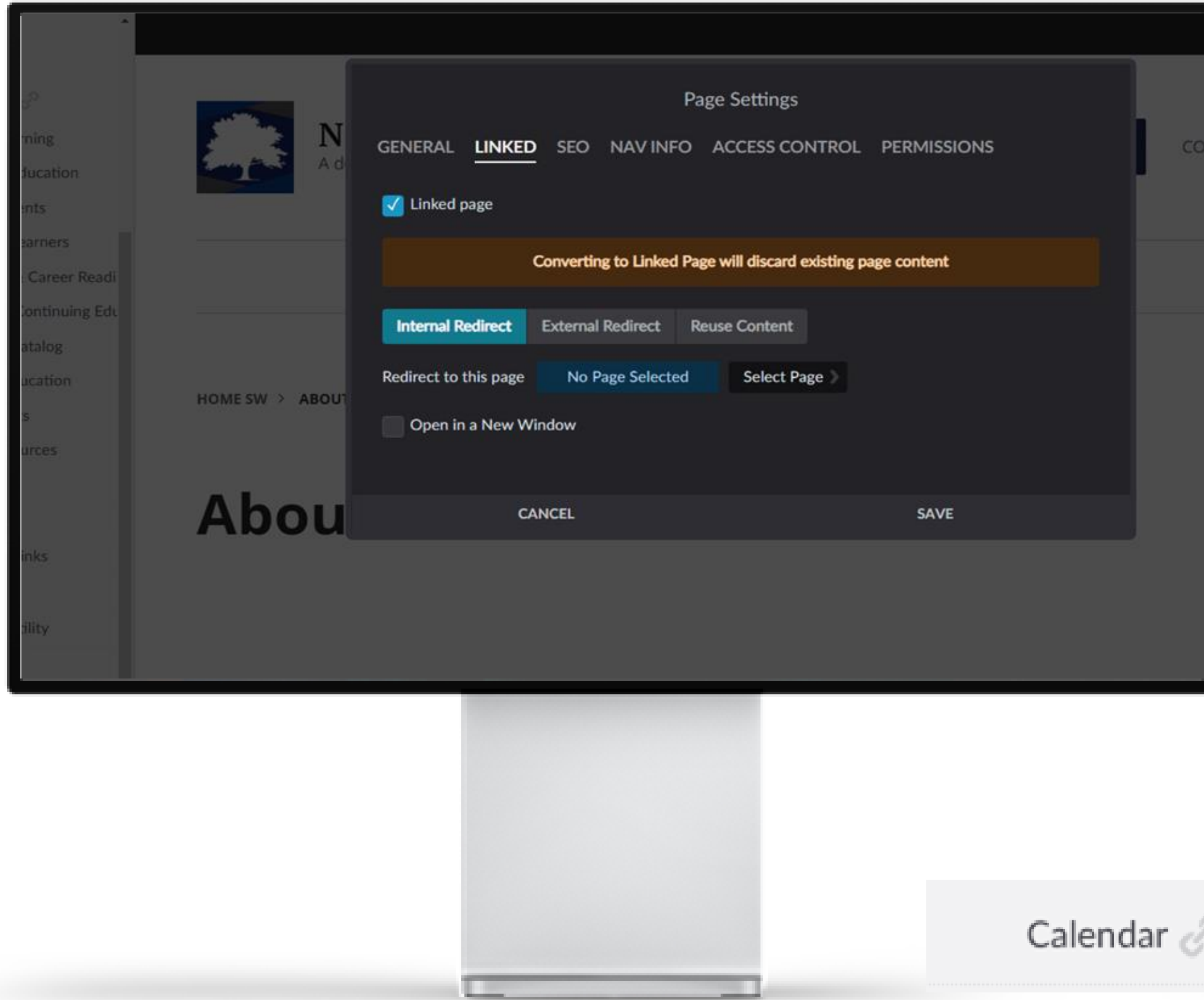


- Set page name, choose to hide or show this page title
- Adjust URL as needed
- Hide from navigation
- Hide from searches
- Custom styling added by your Finalsite designers or the CSS savvy



Hidden pages have gray lines through the page name.

Page Settings Linked



- Internal Redirect
 - Select another Composer page
 - External Redirect
 - Insert a URL
 - Reuse Content
 - Pull content from one page to display on another page
- You'll see a link icon next to the name of any pages that have been linked to another page.

Additional page options

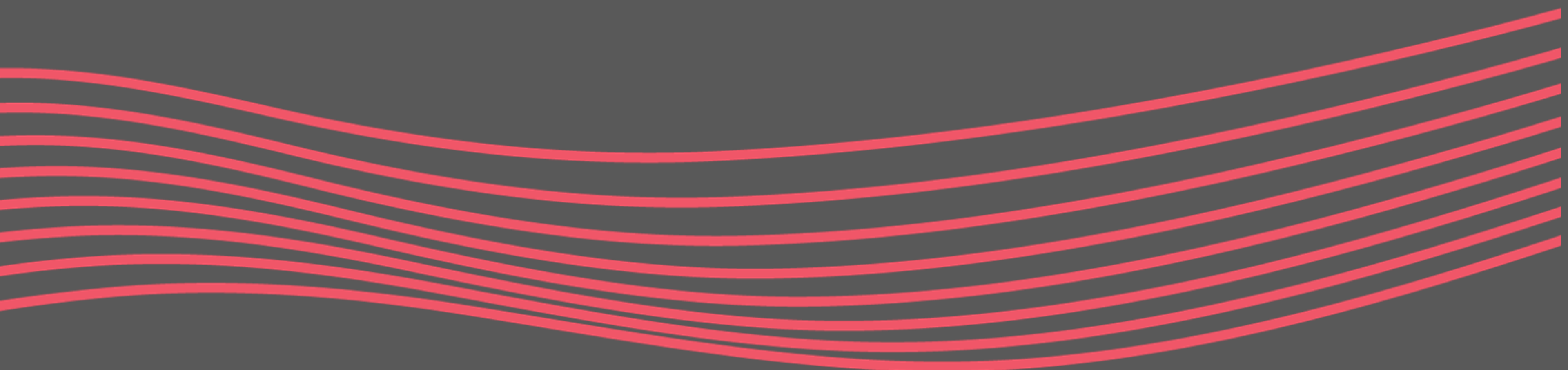


Use this
button
to view

- 1. Page History:** Log of edit/publish history
- 2. Clone:** Make a clone of the page
- 3. Delete:** Remove the page
- 4. Unpublish:** Remove the page from the public-facing website only
- 5. Move:** Move the page under a new parent
- 6. Add:** Add a new page below this page
- 7. Restore:** Revert to last published version



Composer - Editing Interior Pages



Compose mode

The Compose toggle enables page editing, adding new or editing existing content.

- Changes from gray to blue when you can edit
- If you don't see a Compose toggle, you don't have permission to edit this page.
- Pages are built with “elements.”

With Compose mode ON, you can also edit your page's layout, banners, and theme in Page Layout & Appearance.



What are elements?

Elements are the fundamental building blocks of your Composer website.

- Some elements add static, page-specific content.
- Others add dynamic content from modules like Calendar Manager, Posts, etc.
- Use elements to create a unique layout and organize content.

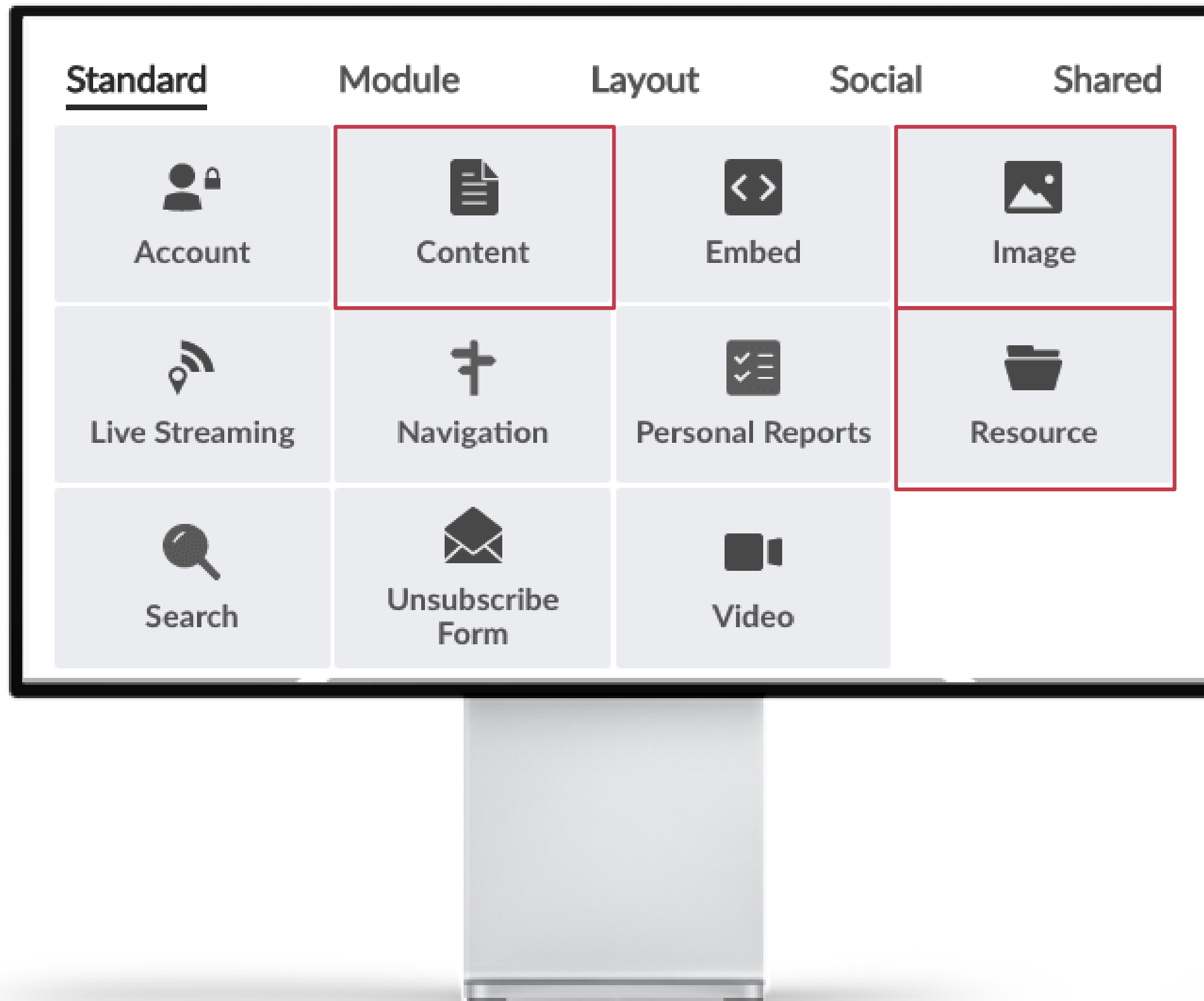
Element actions



Hover over an element to:

1. Add a new element to the page
2. Move the element on the page
3. Copy the element to paste elsewhere
4. Access the element settings
5. Delete the element

Standard elements



Content: Text, photos, etc.

Image/Resource: Resources content

Navigation: Tree of site pages for menus

Layout elements

In addition to the full-page layouts in the Page Layouts & Appearance menu, Layout elements further customize the arrangement of elements on your pages.

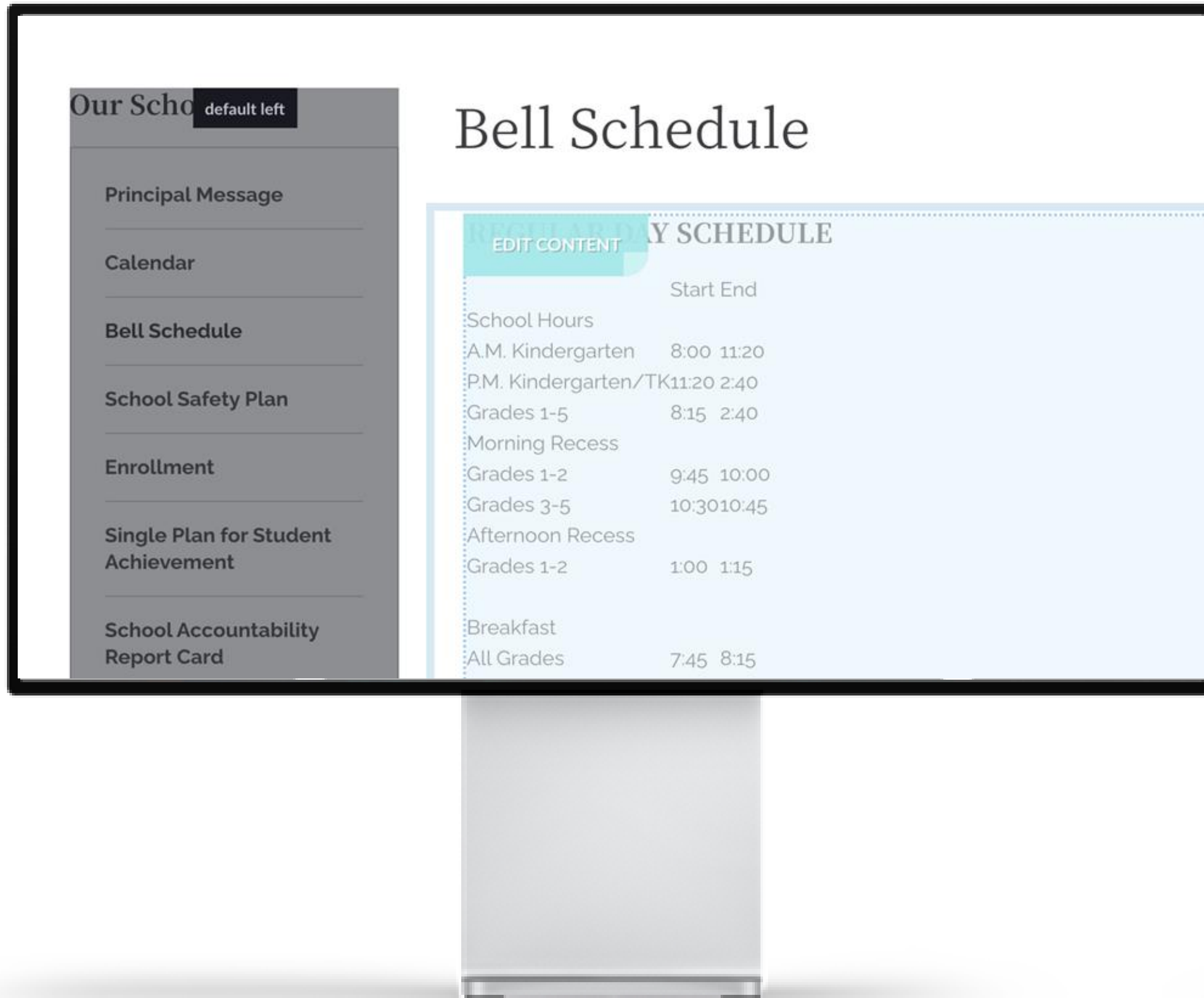
- Easily switch between column layout elements by hovering over the element and clicking the layout icon.
- For pages with lots of content, consider using **Accordions** or **Tabs** to condense and organize.



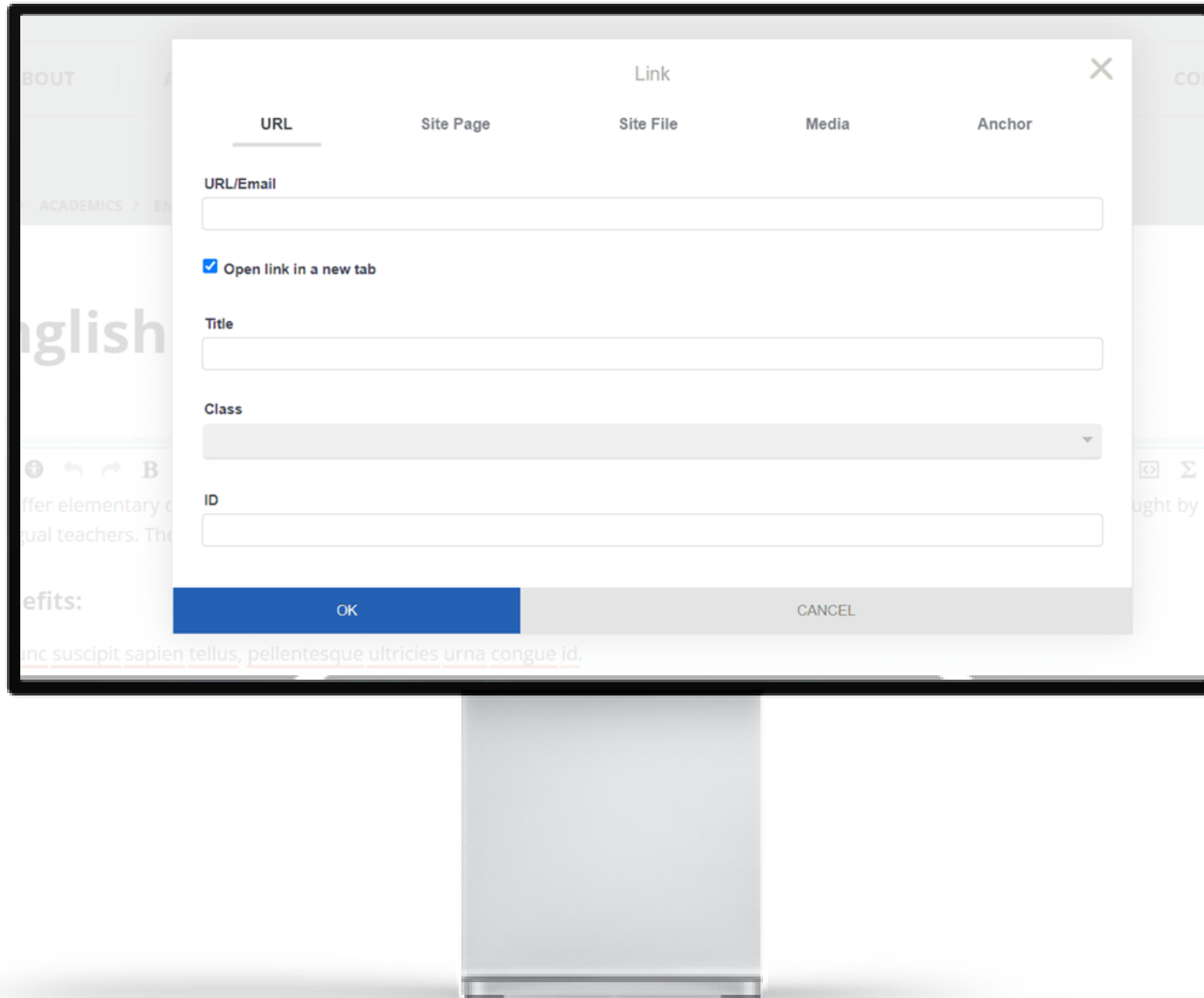
Content element

The most basic element is called the **Content** element. Content elements can be used to add text, images, embeds, links, and more to your page.

- **In Compose mode**, hover over the element until you see “Edit Content.”
- Click anywhere inside to access the content editor.



Add a link



The screenshot shows a 'Link' dialog box with a close button (X) in the top right corner. The dialog has five tabs: 'URL', 'Site Page', 'Site File', 'Media', and 'Anchor'. The 'URL' tab is selected. Inside the 'URL' tab, there is a 'URL/Email' text input field, a checked checkbox for 'Open link in a new tab', a 'Title' text input field, a 'Class' dropdown menu, and an 'ID' text input field. At the bottom of the dialog are 'OK' and 'CANCEL' buttons.

- URL
 - Add a direct URL to another site
- Site Page
 - Browse Composer to link to another page
- Site File
 - Browse Resources to link to a file/image

Add a button

- Select the text
- Click “Add Link”
- Add the appropriate link
- Use the “Class” field to select the styling

Note: Even though it is possible to use the Styles menu in the editor and apply a button style that way, we recommend this method for best results.

Link

URL Site Page Site File Media Anchor

URL/Email

www.google.com

☒ Open link in a new tab

Title

Class

2018 - button default

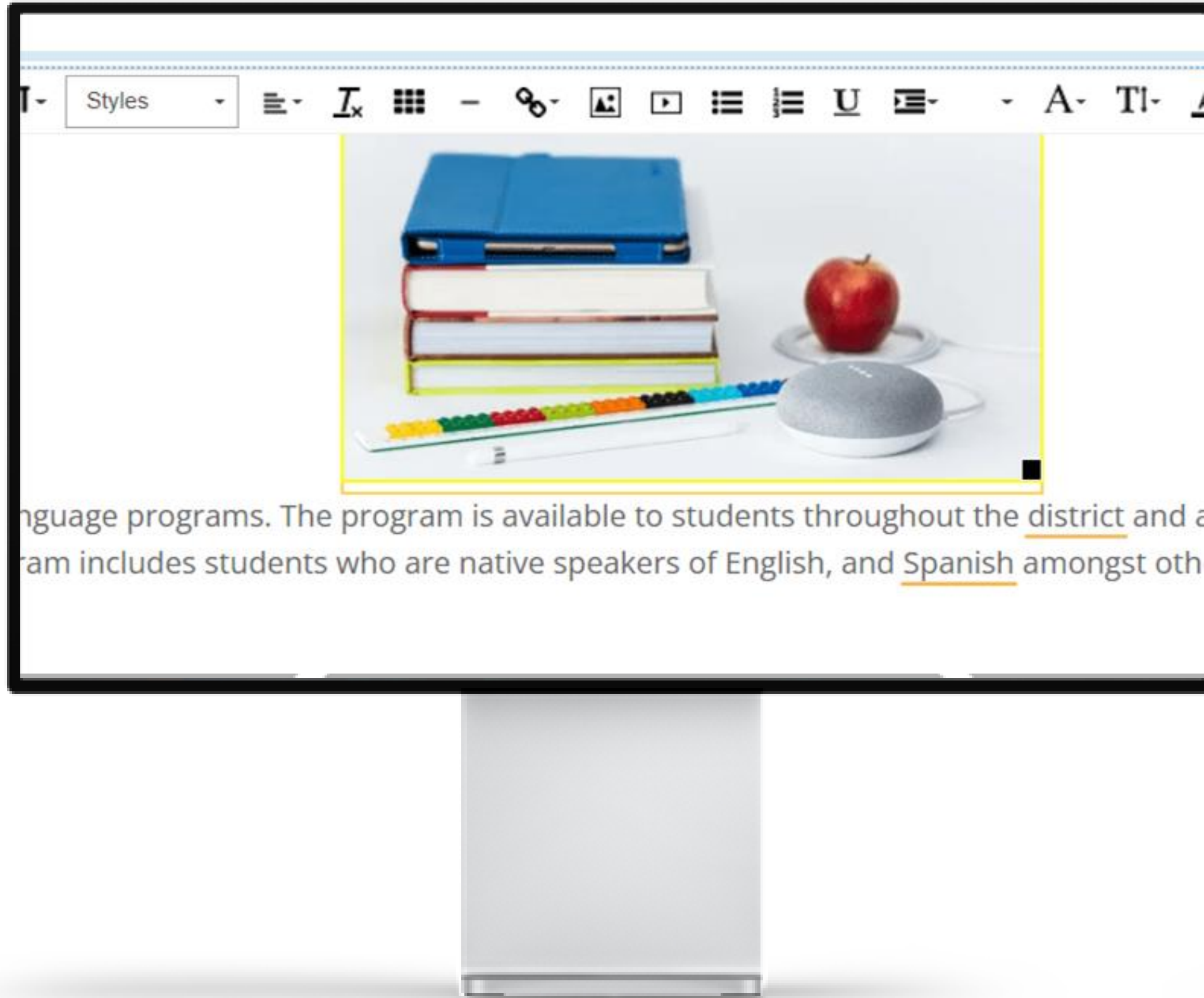
2018 - button hollow

2018 - button large

2018 - button primary

Add an Image

- Insert image from Resources
- Can resize in the content element
- Apply alignment to wrap text around the image



Tips for editing content

Use the Accessibility Checker like a spell checker to help stay in compliance.

Paste plain text with formatting removed for best results.

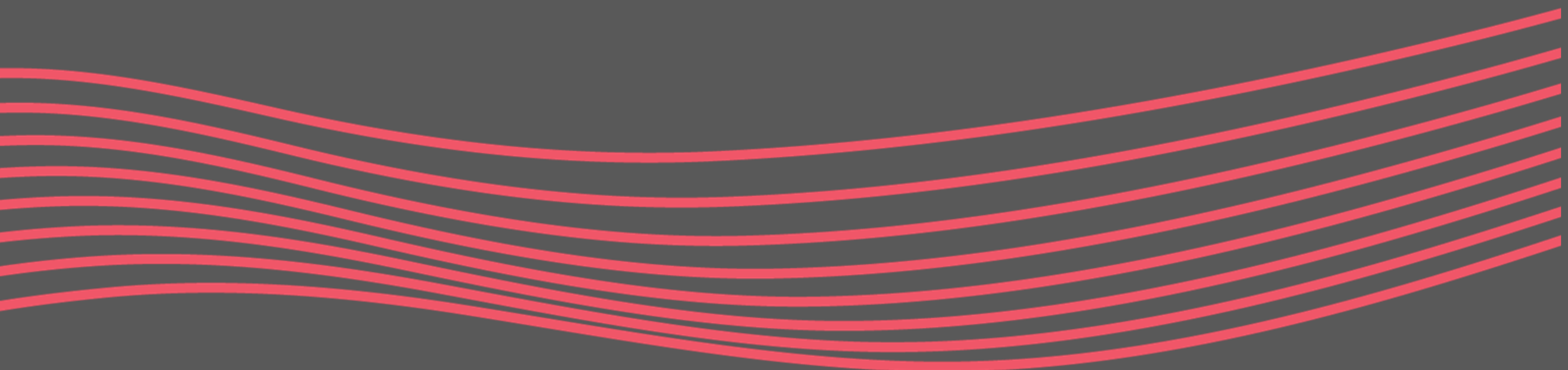
Use Cmd (or Ctrl) + Shift + V

Remember: Headers are for structure, not styling.

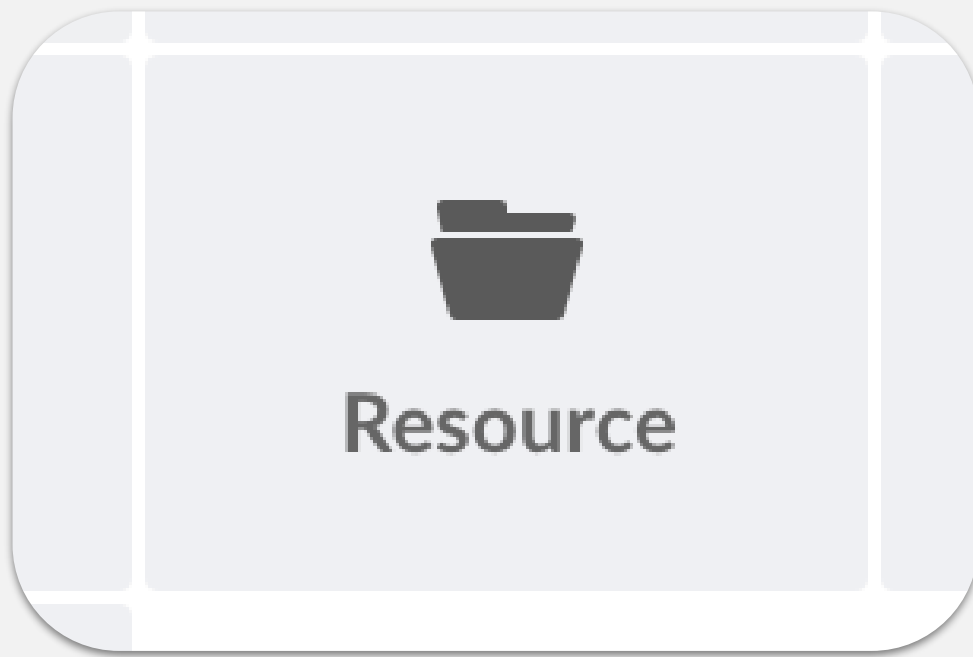
Use the styles in the dropdown instead of making your own. These were created for you to make your site look awesome!



Displaying resources on your site



Resource element



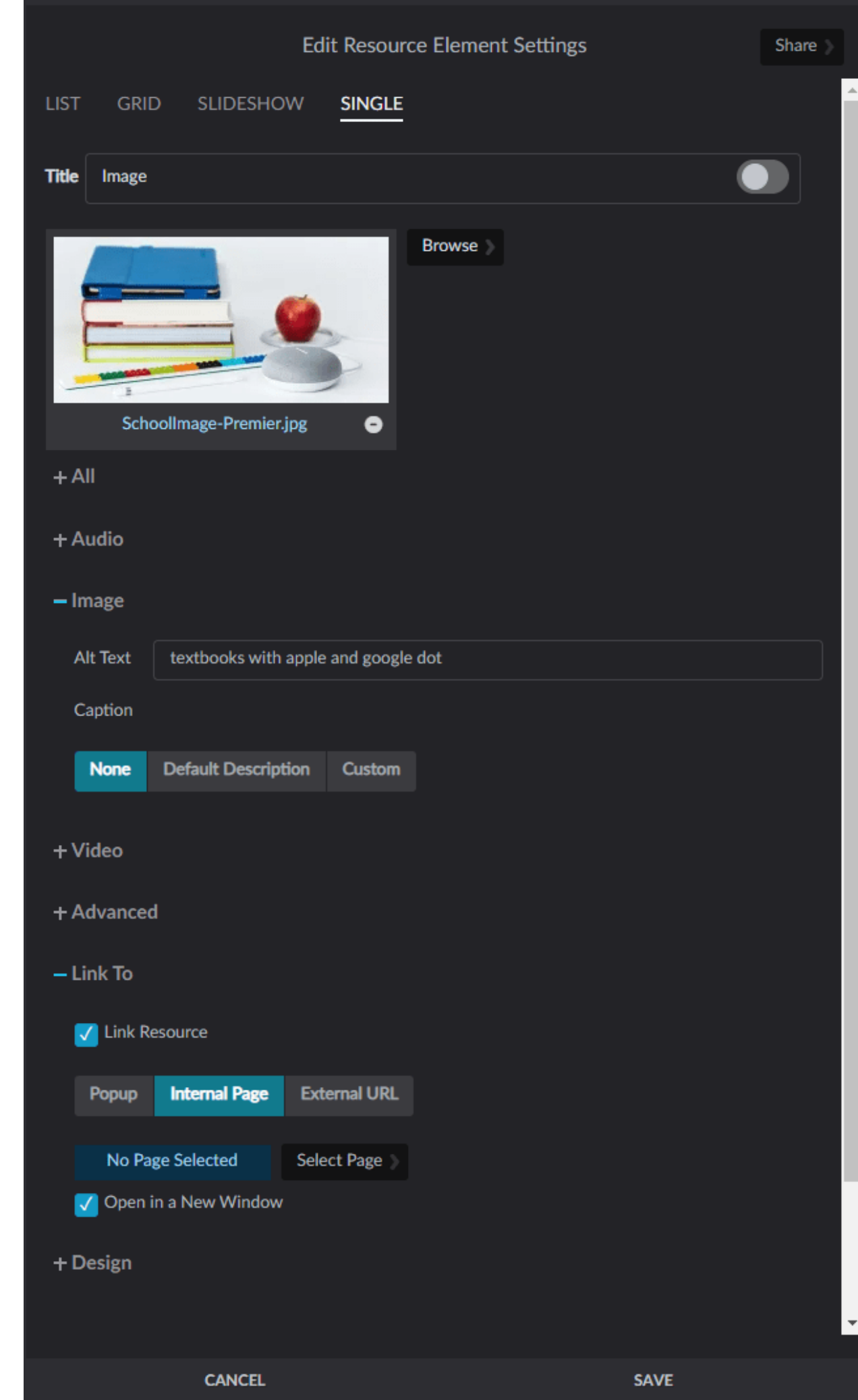
Use for: Photo slideshows, lists of documents, and any other times you want to display files as a group

Quickly make lists, slideshows, or photo galleries by grouping together your resources in a quick gallery and using the Resource element to display these.

- The List and Grid formats can show resources only, galleries only, or both.
- If you configure this element to show only galleries, you can link it to another Resource element to display the individual resources in that gallery.
- In Grid format, you can display resources inline or as thumbnail links that open in a lightbox or element.
- Use the Audio, Image, Video, Document, and Other buttons to filter the resource types displayed.

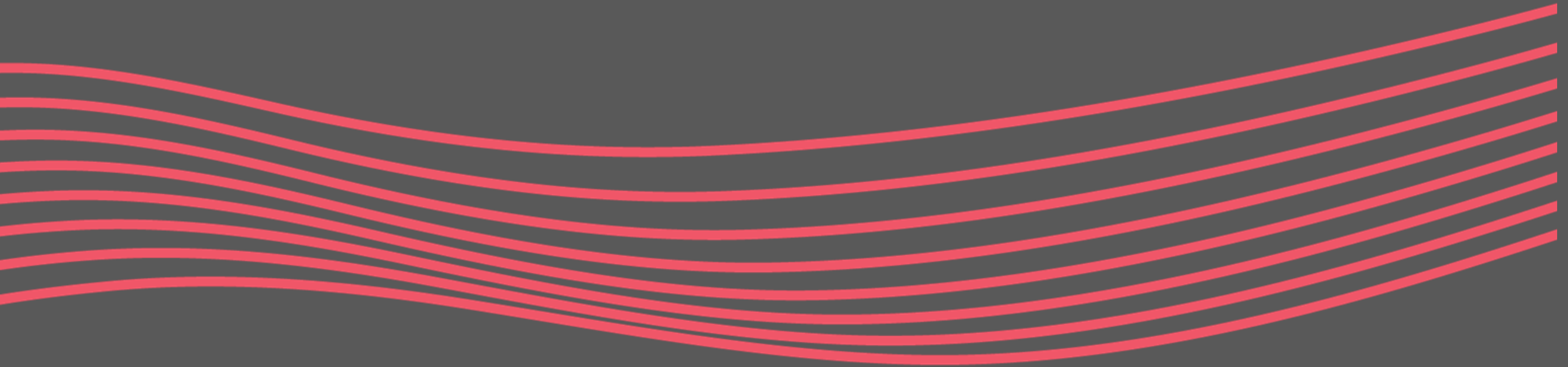
Add images with a Resource element:

- Fills the space of the element (cannot be resized)
- Provides other options in the element settings such as displaying captions and linking to a URL, page, or file





Display events on your site



Calendar elements

Standard	<u>Module</u>	Layout	Social	Shared
 Athletics Event	 Athletics Roster	 Athletics Team	 Board	
 Calendar	 Calendar Tools	 Constituent	 Constituent Map	
 eNotify Archive	 Form	NEW!  Forms	 Groups	

Calendar: Displays full calendars in list, grid, slideshow, or single view

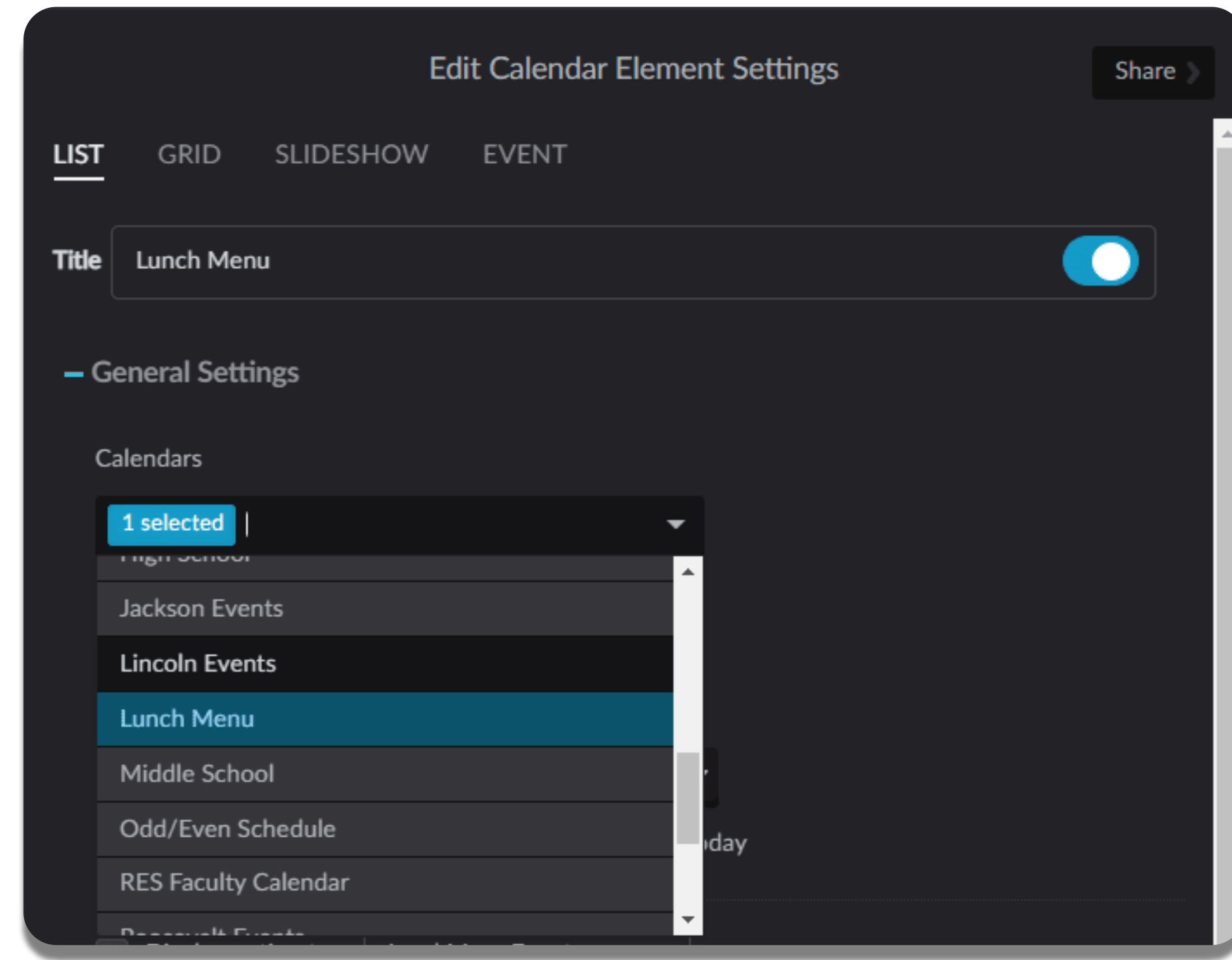
Calendar Tools: Displays a legend, search feature, or mini grid

Events / Calendar

Which calendar(s) are displaying?

1. Use the element settings to learn which calendar(s) are displaying.
2. Go to **Modules > Calendars**
3. Open the Calendar and edit

Note: The calendar may be a live calendar synced to a Google calendar feed. In this case, it would only be edited in Google.



Calendar Element Settings

General Settings

- Display 0 days before today
- Uncheck Display Past Events

Event Settings

- Check what you want displayed

The screenshot shows the 'Calendar Element Settings' interface. The 'General Settings' section is highlighted with a red box and includes the following options:

- Calendars: 5 selected
- ☐ Display LMS/Group Calendars
- ☐ Display Athletic Events
- Display 5 items from within a Day Range
- 0 Days before today 90 Days after today
- ☐ Display Past Events
- ☒ Display Current Events
- Output Date: Before event title
- Date Format: Oct 21 1998
- Date Separator: / Time Format: 3:10 PM
- ☒ Display alerts and feed controls
- Order Events: Chronological Reverse Chronological

The 'Event Settings' section is also highlighted with a red box and includes the following options:

- ☒ Time ☒ Location ☒ Show icons ☒ Status ☐ Notes ☒ Display
- ☐ Truncate Event Titles ☒ Link titles to event details

 FINALSITE training

Thank you!

