



TerminalFour

SiteManager reference guide



Anchorage School District
Educating All Students for Success in Life

IT Applications
March 2017



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Welcome!

Thank you for participating in the Terminal Four school and department website training. We are excited to partner with you in building and maintaining an online presence for your school or department.

THE WEB COMMUNICATIONS TEAM

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PROJECT PURPOSE

Implementing Terminal Four provides schools and departments with a district-supported, user friendly solution to managing websites/webpages. Dynamic, updated sites are an effective mode of communication between students, parents, teachers and district staff. Terminal Four will replace out-of-district services. Keeping websites up-to-date will not require highly technical knowledge, and the design and content across school websites will be accessible and consistent.

TRAINING

WebCom offers ongoing trainings for new-to-Terminal Four users. We are also always happy to schedule additional time to work with content contributors, or answer questions over the phone or email. The more staff share responsibility for the website/department site, the easier the process of building and maintaining it will be.

WEB ACCESSIBILITY

Ensuring that web content is accessible is an important part of being a web content contributor. Web accessibility refers to the practice of designing websites and providing online content in a way that allows for equal access and use by everyone, including users with disabilities. People with disabilities, such as visual, auditory, mobility & dexterity disabilities, often use assistive devices to access content online. These assistive devices rely on content that is logically structured and properly added in order to relay accurate information to the user.

All District staff are required to complete the District’s Online Accessibility Overview training course, which can be found in MLP. In addition to this overview, this guide will provide specific information regarding how Terminal Four content contributors can ensure accessible content on their webpages. Please make sure to adhere to these accessibility guidelines when creating online content. For further information, visit www.asdk12.org/accessibility.

COMMUNICATION AND SUPPORT

Web Communications (Webcom) is here to support you! Please email us with questions.

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I. Getting started



I. Logging in to Terminal Four

To log into TerminalFour, visit
<http://cms.asdk12.org>.

Once you arrive at the log in screen, you will be prompted for your username and password.
(fig.1a)

SCHOOL-BASED STAFF

School-based staff will log in with their active directory credentials, or the same username and password used for webmail. Your username will normally be lastname_firstname. If you do not remember your password, please contact the HelpDesk.

Do not select anything from the "Advanced" menu.

OTHER STAFF

Staff not assigned to a school will login with their active directory credentials (lastname_firstname) unless otherwise informed by the Web Communications team.

Do not select anything from the "Advanced" menu.

If you have been informed that you have a local account, the naming convention for local accounts is FLname. If you aren't sure of your login credentials, or if you require a password reset, please contact the HelpDesk.

When using a local account, be sure to select "Advanced" next to the login button and choose "SiteManager (LocalLogin)."

FIGURE 1A

TERMINALFOUR Site Manager

Username

Password

Advanced Login

Local accounts only:
select "Site Manager (local login)" from the advanced drop-down button.

Copyright

TERMINALFOUR Solutions Ltd.



II. The Site Structure



The Site Structure

Once you log in to TerminalFour, you will be presented with your site structure. (example: Figure 1B on page opposite). When working within Terminal Four, you can always return to the main site structure by clicking on the “T4” logo on the top left of the interface.

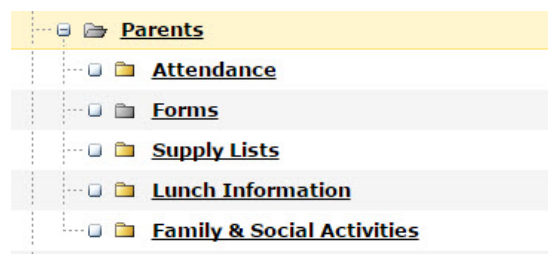


There are several things you may notice about the site structure:

- Your homepage is the top-level section of the site structure.
- **Each section with a folder icon corresponds to a page on your site.**
- You may expand or collapse sections (or pages) in the structure by click the plus (+) or minus (-) sign which appears to the left of each folder icon. Sub-pages beneath each section will appear in nested form.

Folder Icon Colors

You will notice two different folder colors within the site structure. A yellow folder indicates the page or section **will** appear in sidebar navigation menu of its parent page. A gray folder indicates the page or section **will not** appear in sidebar navigation menus.



For example, the site structure to the right shows that a page called “Parents” has five subpages. Four of these subpages (Attendance, Supply Lists, Lunch Information, and Family & Social Activities) have yellow folders; one (Forms) has a gray folder.

This results in the live view shown below. As you can see, all subsections of the “Parents” page which have yellow folders are showing up in the sidebar navigation. The single section with a gray folder (Forms) is not:

ANCHORAGE SCHOOL DISTRICT
ASD DEPARTMENTS
SCHOOLS
ZANGLE
SCHOOL BOARD
DISTRICT CALENDAR

Chugach
Optional

STAFF CONTACTS
CALENDAR
ABOUT US

Home
About Us
Staff
Students
Parents
Newsletter
Community Assembly

You are here: [Chugach Optional](#) > [Parents](#)

PARENTS

Chugach Optional Schedule

We have Early Release days two times per month on Fridays. **On Early Release days school ends at 11:15 a.m.** Children who are staying for lunch should be picked up at 11:30 a.m.

Early Release information can be found on our [2016-2017 Chugach Optional Calendar](#). Feel free to stop by the office for a printed copy.

Daily School Schedule

School day: 8:10am-2:50pm | Early Release day: 8:10 am - 11:15 am

Time	Event
8:10 a.m.	School day begins
11:00 - 11:25 a.m.	Kindergarten Recess
11:25 - 11:50 a.m.	Kindergarten Lunch
11:40 a.m. - 12:05 p.m.	Primary (grades 1 & 2) Lunch

These pages show up as links in the sidebar because their folders are yellow in the site structure.

Attendance
Supply Lists
Lunch Information
Family & Social Activities

ASD TEXT MESSAGE SIGN -UP

To receive text messages from ASD with district wide update, follow the instructions on the attached link.

[ASD Text Message Flyer](#)

WELCOME TO ASD

New to the district? Not sure how to enroll your child? Want



Section Colors

If an **entire section** is highlighted in yellow rather than just the folder icon (see below), this means the section is pending approval. This section is essentially a draft, and will not publish to the live site unless and until the section has been marked as “Approved” rather than “Pending.”

If a section is highlighted in red, this means the section is inactive and will be deleted soon.

To change a section that is marked as yellow (Pending) or red (Inactive) to approved, or vice versa, hover over the yellow drop-down arrow to the right of that section and click the second option in the drop-down menu, “Modify Section.” You will be taken to the General tab for that section. Choose the desired page status from the drop-down next to the “Status” field.

The following pages will cover adding, deleting, and modifying sections/pages in more detail.

The screenshot shows the 'Site Structure' menu with the path 'Home » ASD Online » SchoolSites'. The 'Ravenwood' section is highlighted in red. Below it, several sections are listed: 'School site set-up information', 'Main Menu', 'School alert', 'About', 'Calendar', 'News', 'Our Staff', 'Search results', 'Site map', 'Google search ID', 'Students', 'Google Analytics code', 'Business partners', and 'Parents'. Annotations with red arrows point to specific sections:

- Ravenwood**: The top level of your site structure, and your school's homepage.
- About**: A published page.
- News**: A pending page. Pages that are pending will not show on the live site until they have been published.
- Students**: An inactive page. Pages that are marked as inactive are on their way to being deleted. Never mark a page as inactive unless you are prepared for it to disappear!

FIGURE 1B



III. Adding and Deleting Pages



Adding and deleting pages

Pages must be added or deleted from the main site structure. When working within Terminal Four, if you ever need to get back to the main site structure, you can always click the big “T4” in the top left corner of your screen.

To delete a page, hover your mouse on the yellow drop-down carrot to the right of the page itself and select “Delete section.”

Once at the main site structure, hover your mouse on the yellow drop-down carrot to the right of the page **above which** you wish to add the page. If you wish to add a page under the homepage, for example, select the carrot to the right of your top-level section. Then choose “Add section.” (Figure 1c.)



FIGURE 1C

After clicking “Add Section,” you will be presented with the “General” tab (Figure 1d.) for the new page. Here you will give your new page a name and fill out other fields as necessary (see “Page Options” on the following page for an explanation of the fields when creating a new page).

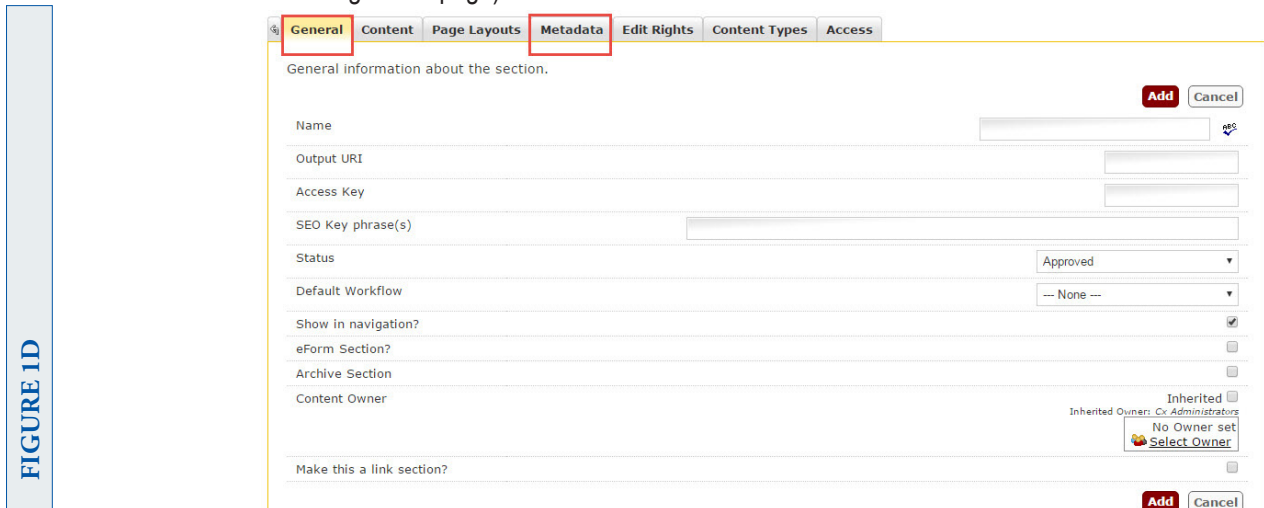


FIGURE 1D



Page options

After clicking “Add Section” to create a new page, you will be presented with the “General” tab and a list of fields to fill out regarding the setup of the new page. The options you’ll see on the General tab, and how to fill them out, is explained below:

General Tab



NAME

Required. Type in the name of your page. This will be the page name that appears in your site structure as well as at the top of the page in the live site. This is the first thing users will see when they visit the page, and is also important for accessibility practices. Creating a meaningful page title will help users orient themselves within a website.

OUTPUT URI

The URI or URL is the web address of the page. By default, the web address of the new page will be your school or department URL followed by the new page name: [yourschool.asdk12.org/yourpagename](#), or [asdk12.org/yourpagename](#).

To change this, enter a custom URL into the “Output URI” field exactly as you would like it to appear after your domain name. This means everything after [yourschool.asdk12.org](#) if you are a school, or everything after [asdk12.org](#) if you are a department, beginning with a “/”. For example: [/mycustompagename/](#)

ACCESS KEY

Not currently used; leave blank.

SEO KEY PHRASE(S)

Enter any keywords that relate to the content that will be in this section/page for the purposes of search engine optimization. Keywords should be separated by a comma and a space.

STATUS

Choose a Status for the section - there are three status levels:

1. **Approved:** this is the default status. A status of Approved means that Sections will be published when they have at least one piece of approved content.
2. **Pending:** sections are shown in a yellow on the Site structure. Normally this status is used if working on content in a new section and you are not yet ready for it to publish to the live site.
3. **Inactive:** when sections are deleted their status is Inactive. Sections can be restored by changing the status back to Approved. Inactive sections appears in a red on the Site structure view and cannot be published to a live site.



DEFAULT WORKFLOW

Workflows set requirements for approval by certain members of your web team before content on a section can go live. Workflows are not currently used on most ASD sites/pages. However, if you have a need for a workflow please speak to the Webcom team and we can help you set one up. If not currently used; leave blank.

SHOW IN NAVIGATION?

Here you may choose whether or not your page will show in sidebar navigation. For an explanation of sidebar navigation, review “Folder icon colors” on page 8. This box is checked by default; in order to make the page not to show in sidebar navigation, **de-select the check box to the right.**

Occasionally you may not wish for a page to show in sidebar navigation because you want users to access the page by other means, such as a link in the main menu bar, on the homepage, or as a link from another page.

EFORM SECTION?

Not currently used; leave blank.

ARCHIVE SECTION

Checking this box will keep the section from going through the publishes. This means that content that is currently in the section/page will not change in the live view unless you uncheck this box. This is not usually done when initially creating the section/page, because you likely will be adding content initially that needs to publish out.

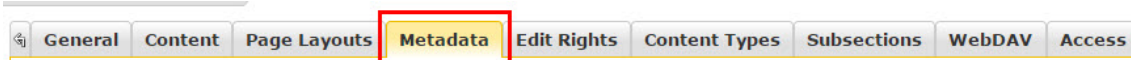
CONTENT OWNER

Not currently used; leave blank.

MAKE THIS A LINK SECTION?

When this box is checked, you are stating that no content will be in the section and it serves as either a link to another website/URL, or another section in your site structure. Link sections are covered in more detail on the following page.

Metadata Tab



The Metadata tab has two fields which are required: Description and Keyword, (**towards the bottom of the list of fields**). These two fields are used to enhance search and help make the page Section 504/508 Accessible for disabled viewers.



DESCRIPTION

Required. Enter a one or two sentence description of what kind of information this page will contain.

KEYWORDS

Required. If you entered keywords under the “General” tab, copy and paste them here. If you did not, enter keywords that relate to the content that will be in this section/page for the purposes of search engine optimization. Keywords should be separated by a comma and a space.

GeneralContentPage LayoutsMetadataEdit RightsContent TypesSubsectionsWebDAVAccess

Metadata Information for this section.

Upd

Name	Value
DC.abstract	
DC.author	
DC.contributor	
DC.copyright	
DC.date	
DC.description	
DC.format	
DC.keywords	
DC.language	
DC.modified	
DC.title	
description	Type page description here
keywords	Type page keywords, separated by commas, here
pageentry	



Link sections

“Link sections” are pages that behave like links. They do not contain any content of thier own; they simply link to another page. You may create link sections that redirect to other pages in your website, or pages external to your website.

You may only choose to make a page a link section at the moment you are creating the page. You cannot change a regular page into a link section once it has been created.

To make a page a link section, select the check box at the bottom of the “General” tab to the right of “Make this a link section?”. You’ll notice that the number of tabs at the top reduces to two. (Fig.1e and 1f)

INTERNAL LINK SECTIONS

To link to another page in your website, select the “Section” radio button. Then click on “Select” to the right of “Link Section”. You will be presented with a pop-up window of your site structure. Choose whichever section you wish the page to link to. You may also use the plus and minus signs to expand and collapse the structure.

EXTERNAL LINK SECTIONS

To link to a page outside of your website, select the “External URL” radio button. Then enter the web address or URL of the website in the text box to the right of “Link URL” beginning with “http://”.

If you would like the page to open in a new window, choose “_blank” from the drop-down menu to the right of “Link target”.

FIGURE 1E

General information about the section.

Add **Cancel**

Name

Output URI

Access Key

SEO Key phrase(s)

Status

Default Workflow

Show in navigation? ☒

eForm Section? ☐

Archive Section ☐

Content Owner

Inherited ☐ Inherited Owner: Cx Administrators

No Owner set **Select Owner**

Make this a link section? ☒

Add **Cancel**

FIGURE 1F

Link information

Add **Cancel**

Link Type ☒ Section ☐ External URL ☐

Link Section

Link URL

Link target

Override other Languages with this Link ☐

Add **Cancel**



IV. Modifying and Adding Content



Modifying and adding content

Once you have created a page within your Site Structure, you can then begin to add content to your page. Terminal Four separates these two steps; you must first create the shell of the page itself before adding any information/images/documents to the page (content).

Ensuring Page Structure Meets Accessibility Standards

It is important to keep design in mind when you begin to add content. The structure and layout of your page should be simple and logical. This improves user experience in general, allowing for clear navigation of the page. This is also important for people using assistive technology, such as screen magnification. When a screen is magnified or zoomed in, users can see only a small portion of the screen at a time. When webpage layouts are complex or not laid out in a logical way, this can create difficulty with orientation on the page. As you begin to add information to your webpage, make sure that the flow of information on the page is clear, and do not overcrowd a page with too much information.

Content should be clear and plain. The reading level for content should be no higher than 7-9th grade. This helps users with dyslexia, non-native English speakers, and everyone, to easily understand your content.



Adding Content

TerminalFour makes use of “content types” in order for you to spend as little time as possible formatting your content. Think of content types as templates for your text and images. For example, there are content types that will format text to allow it to stretch across the whole page, divide content into two or three columns, or automatically float content to the sidebar. Multiple pieces of content can be added to one page, and stack on top of each other to allow for a customized page layout.

See examples below:

The screenshot shows a school website template with various content types highlighted by red boxes and green arrows. The template includes a header with navigation links, a search bar, and a sidebar. The main content area is divided into sections for 'ABOUT US', 'Heading 4', and 'Heading 6'. The sidebar contains a 'MORE ABOUT US' section. The content types are labeled as follows:

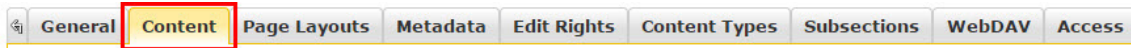
- "Inner page: Full width" content type.
- "Inner page: 50/50 width" content type.
- "Inner page: 3-column" content type.
- "Inner page: school sidebar Content"

On the left side of the page, there is a vertical label: **CONTENT TYPE SAMPLES**.



Adding Content

To add a piece of content to a page, click on the desired page/section in your site structure to modify it, and then click on the “Content” tab:



If any content has already been added to this page, you will see it listed here. If the page is new, there will be text stating “There is currently no content in this section.” To add new content, click the green “+ Add Content” button to the right:

Modify Section, Show Details

Section: Home » ASD Online » SchoolSites » Ravenwood - Training

Site Structure

- ath : Home » ASD Online » SchoolSites
- Ravenwood - Training
 - School site set-up information
 - Main Menu
 - About
 - Calendar
 - News
 - Our Staff
 - Students
 - Business partners
 - Parents

General Content Page Layouts Metadata Edit Rights Subsections Access

Content currently in this section.

Automatic Ordering

Enabled

Method

Alphabetical (A-Z)

Click to add content!

Existing Content

Name	Version	Status	Last Modified	Move	Lock
Homepage News	0.1	Pending	04 Aug '16 08:30:05	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
Calendar	0.1	Pending	04 Aug '16 08:30:06	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>

+ Add Content

Save Changes



Adding Content

You will then be presented with a list of all the content types available to you.

Content types in this list are organized into groups corresponding to the pages on which they should be used. Homepage content should only be used on the homepage; inner page content should be used on inner pages (for example, About us, Students, Parents, or any other page containing plain text/media content). See the following list for detailed outline of content type groups. Each content type also has a description, which will help in selecting your desired content type.

Choose a Content Type

Global	
Homepage Links Module ext	Used to add links to the homepage (external)
Homepage News Module	Used to Display news on the homepage
Homepage: buttons Navigation	Used to add button links and icons beneath the slider photo on the homepage
Homepage: Code module	Add a code module to your homepage
Homepage: Google Events Module 2015	This is used on the home page to pull events from Google Calendar API
Homepage: News Module with more links	Used to Display news on the homepage
Homepage: Newsletter module	Used to add newsletter module to the homepage
Homepage: Photo slideshow (10 photos)	An auto play slideshow for school sites homepage with room for 10 photos
Homepage: Photo slideshow (5 photos)	An auto play slideshow for school sites homepage with room for 5 photos
Homepage: Plain editor box	Used to add content to a homepage module
Homepage: secondary navigation	Used to add 3 icons and links to the right of the slider photo in box layout
Homepage: slider	Use this to add slider photos to the homepage
Homepage content (use only on your homepage)	
Inner page: 3-column	Used to add 3 columns to an inner page
Inner page: 50/50 width	Used to add two columns to an inner page
Inner page: Full Width	Used to add content that spans the full width of an inner page
Inner Page: Photo slideshow (5 photos)	An auto play slideshow for school sites inner page with room for 5 photos
Inner page: School News	Use this in the School News section to add news content to the site that will pull to the h
Inner page: School Sidebar Content	Used to add content to the sidebar of an inner page
Inner page content (used on basic pages with plain text and images)	
Main menu: Global Mega Menu (no click)	Create a drop-down menu linking to either internal pages OR external url, wit
Main menu: Global Mega Menu w/ external	Create a drop-down menu linking to either internal pages OR external url
Main menu: Traditional Menu	Add single links to the main menu. No drop-down. Use one piece of content f
Main menu content (used to create main menu bar)	
Site setup: About our School	Enter details about your School in school site setup information section
Site setup: Header icon navigation	Edit 3 header icons and links found in school site setup information section
Site setup: School Business Partner Footer	This is used to add a link to the SBP to the footer on the homepage.
Site setup: School Sites Colors	Used to set school colors
Site setup content (rarely used)	
Staff page: heading	Use this to add a staff section heading to your staff list
Staff page: Hide from autolist (by name)	Hide staff members from automated list by their name
Staff page: Hide from autolist (by title)	Hide staff members from automated list by their title
Staff page: Manual staff info	Add a staff member to staff page
Staff page: Manual staff info (with bio)	Add a staff member to staff page with linked bio
Staff page: start (no heading)	Use this piece of content at the beginning of your manual staff content
Staff page content (to build staff page)	



Modifying Existing Content

From your Site Structure, click on the section that you would like to edit, then click on the content tab. You will see all of the pieces of content on the page listed here.

To see which content type is being used for each piece of content listed here, simply hover your mouse over the content and a dialog box will display.

The content that appears at the top of the list in your Terminal Four content list will display at the top of the page in the live view of the page; the content at the bottom of the list will display at the bottom of the page. You may move your content around on the page by using the arrows to the right of the content. To modify existing content, hover over the yellow drop-down arrow to the right of that piece of content and click “modify.” You may then make edits directly in the HTML editor. Continue onto the next section in this guide for more detail on working with the HTML editor options.

FIGURE 1G

Content currently in this section.

Automatic Ordering

Enabled ☐

Method Alphabetical (A-Z)

Existing Content

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> About us	2.0		Approved	12 Oct '16 15:07:57	<input checked="" type="checkbox"/>
<input type="checkbox"/> 50/50 width	1.0		Approved	11 Dec '15 09:41:19	<input checked="" type="checkbox"/>
<input type="checkbox"/> Sidebar Content	1.0		Approved	11 Dec '15 09:41:19	<input checked="" type="checkbox"/>
<input type="checkbox"/> 3 columns	1.0		Approved	11 Dec '15 09:41:18	<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All					

Lock/UnLock All /

Save Changes

What Type of Content to Use?

How do you know the correct content type to add to a page? When you click the “add content” button, a list will appear (as discussed above). Each content type has a description, which will give you an idea of the format of the content.

If other pieces of content already exist on the page, you can hover over them to get pop-up text which will tell you what type of content it is. *The **name** that you see in the content list before hovering is not the same as the **type** of content being used. The name is given by you/your web team when creating that piece of content. The **type** is fixed and is what determines how the content displays on the page, as discussed previously.*



V. Working Within the HTML Editor



Working within the HTML editor

You may use the HTML editor in most content types to format the text and images the content will display. Many of the options of the HTML editor will be familiar to you from word processing software. If you're unsure of what a button does, simply hover your mouse over it, and pop-up text will appear. For common formatting options, please see below:

Text formatting

Use these options to bold or italicize text, as well as change the text's paragraph alignment. Remember to use these formatting options sparingly.

Lists

Use these options to create numbered or bulleted lists. Only use lists when an actual list is intended. Don't use bullet points simply to indent text. Use numbered lists when the information is in a meaningful order, and bulleted lists when information should be listed in no particular order.

Styles and pre-formatting

Use these options to change the size and style of your text (you will normally use the "Format" drop-down menu to change headings - see "headings" section on the next page for accessibility requirements regarding headings).

Paste options

You will probably be using copy/paste often while you transfer content from other sites. Use the first button ("T" for plain text) to strip hidden formatting from the text which may be carried over from other sites. Use the second button ("W" for Word) to keep the formatting. We almost never use the first option.

Spell Check

To check spelling, select the Spell Check button.

Tables

Tables should be given a meaningful caption, and at least one heading row or column (indicated by the <th> tag) to indicate what data is being associated with which row or column. Heading rows or columns should not be left blank. This allows tables to be interpreted by a screen reader user more easily. Tables should be used to organize data and information, and should not be used to format page elements, such as images. Do not create complex tables; they should be as simple as possible.

To insert or edit an existing table, use the "Insert/edit table" button. In the dialog box that appears, you can set the number of columns and rows in the table, as well as "cell padding" (which will space the cells apart from each other and give the table contents more room).

To insert a caption for the table, check the "table Caption" box in the window. To make the first row or column a header, check the corresponding box (see image below):

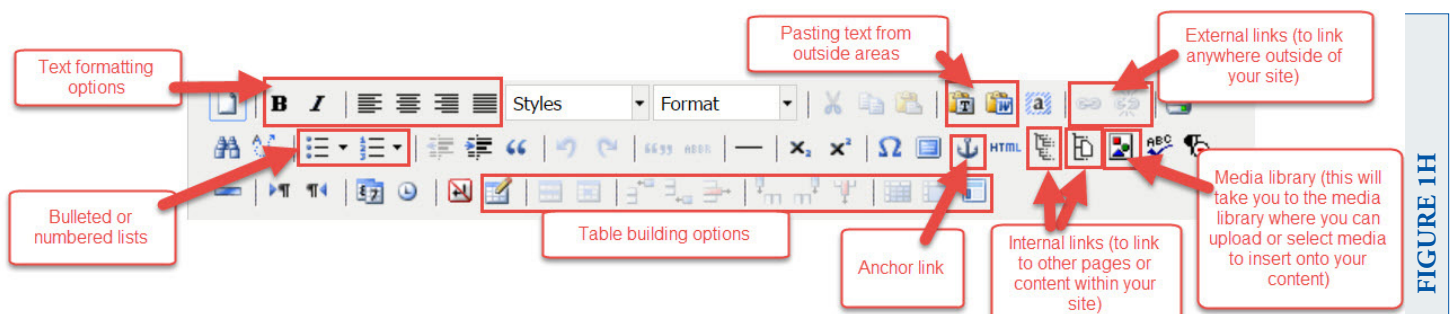
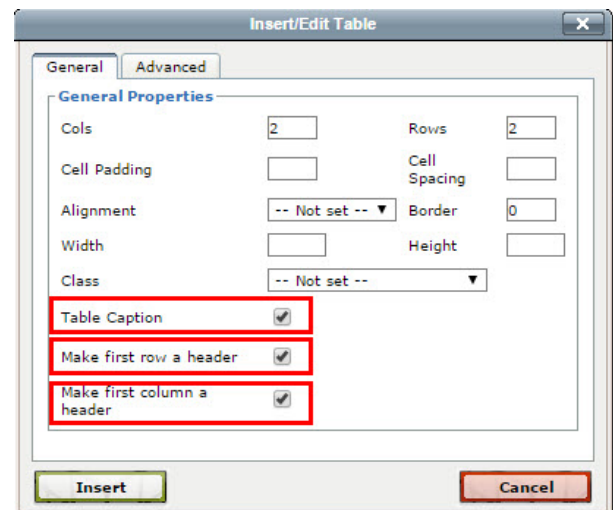


FIGURE 1H

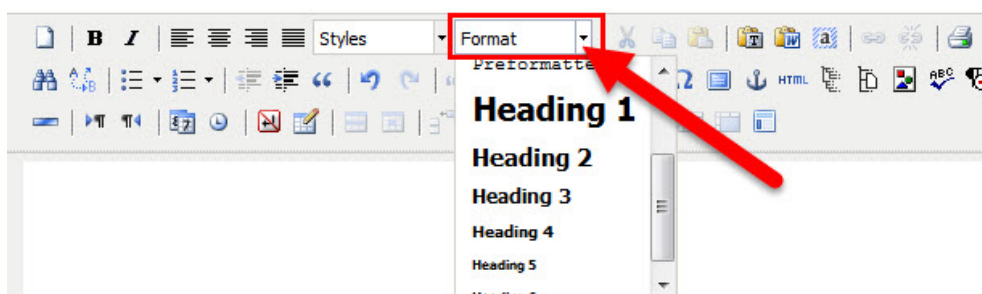


Working within the HTML editor

Headings and Accessibility

When adding and modifying headings on your webpage, it is important to keep accessibility in mind. A screen reader can navigate through a page using headings, but this only works if headings are inserted properly by you, the content editor.

In Terminal Four, headings are set in the format menu in the HTML editor. Simply highlight the text that you would like to become a heading, and click the format drop-down menu, and select your desired heading level from the list.



There are a few things to keep in mind when using headings to ensure an accessible website:

1. Headings should be used in numeric order, beginning with Heading 1, followed by heading 2, heading 3, etc. when necessary.
2. There should only be one Heading 1 per page, but there can be multiple heading 2, heading 3, etc.
3. Headings should be informative and meaningful - avoid using the same text for multiple headings on one page. This will help users easily decide what content on the page they would like to read -- if there are two headings that say "More information," this does not give the user any indication of the difference in the information beneath each heading.
4. You should never create a heading simply by increasing the font size. While this may look like an obvious heading to a sighted user, a screen reader does not interpret larger text to be a heading, so this information would be lost to a non-sighted user.
5. Likewise, you should never use heading styles simply for aesthetic, when you are not intending the text to be a structural heading.



Working within the HTML editor

Links and Accessibility

Just as screen readers can navigate through headings to relay information to a user, they can similarly read aloud only the links on a page, so that a user can quickly decide where they would like to go on the page.

There are a few practices to keep in mind in order to ensure your links are accessible:

1. Make link text meaningful. Think about where the link goes, and describe that. Link text that simply reads “click here” or “learn more” does not give the user any indication about where this link will go. Instead, make the link text descriptive, such as “learn more about kindergarten programs in ASD.” This is helpful for all users, and especially so for visually impaired users who can use screen reading software to have all links on a page read aloud, so that they can quickly decide where they would like to go.
2. Assistive technology does not need to be told that a link is a link – it knows this. You do not need to indicate this in the text, such as “click this link,” simply use descriptive text.
3. Links on a page or document should be unique. You should not have multiple links on one page that use the same text. For example, if you have multiple “Learn more about Kindergarten curriculum” links, they could instead be changed to “Kindergarten math curriculum” and “Kindergarten language arts curriculum.”
4. Additionally, you should not have multiple links on a page that go to the same location. This is unnecessarily redundant.
5. If a link opens a PDF, it is best practice to let users know this by typing (PDF) or (Word) in parentheses at the end of the document link.
6. Avoid opening links in new windows, except for documents.

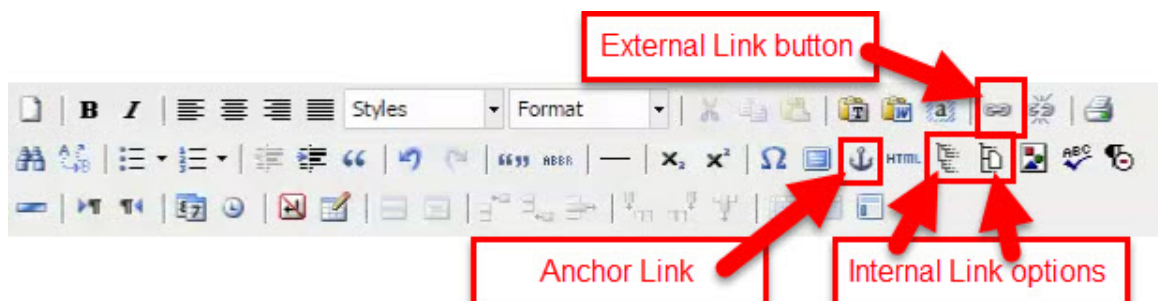
Link options

In Terminal Four, there are several options for linking text:

External Links: To link to an external web page (a page not inside your site structure), highlight the text you wish to link and click the link button (these look like chain links). You will be prompted to enter the link address in a dialog box.

Internal Links: To link to a page inside your site structure, highlight the text you wish to link and click the “Insert Section Link” button. Then select the section from the site structure in the dialog box presented to you. If you wish the link to go to a specific piece of content on the page, click the “Insert Content Link” button and choose the section and content from the dialog box.

Anchor Links: To link to a specific place on your page, first insert an anchor using the “Insert/edit anchor” button in the place you want your link to take the user. Then use the regular link button to create the link, making sure to select your anchor from the “Anchors” drop-down menu.





VI. Working with Media



Working with media

All media you wish to use on your website must first be added to the “Media Library”. There are two ways that you can access the media library. The first is to click the “Content” tab from the top menu and select “Media Library” from the drop-down menu. You will be presented with a folder structure on the left. (Fig.1i)



The second way to access the media library is through a piece of content. When in the editor, click the “insert media” button to go to the media library. This will allow you to add media to the library, and then directly insert it into that piece of content.

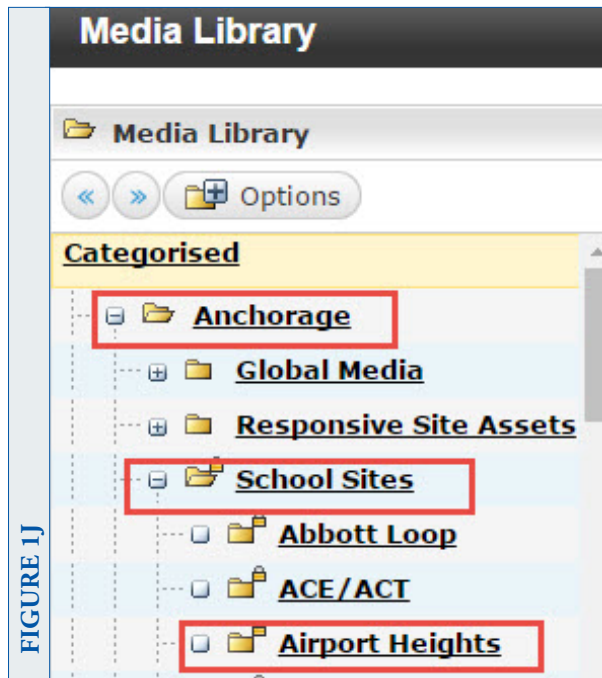


For school site users

Once in the media library, click the plus (“+”) next to “Anchorage” to expand the folder, then “School Sites”, then find your school’s folder. This is where you may upload and work with your media.

For department site users

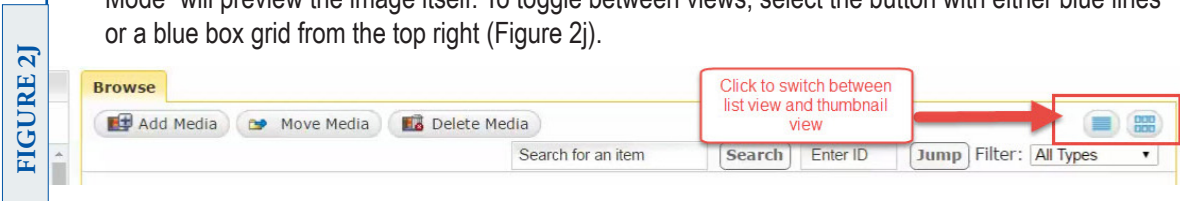
Once in the media library, click the plus (“+”) next to “Anchorage” to expand the folder, then “Global Media”. If you are looking to upload/searching for a document, expand the “Documents” folder. For images, expand the “Images” folder. Find your department within each folder to add or work with your media. (Fig.1j)



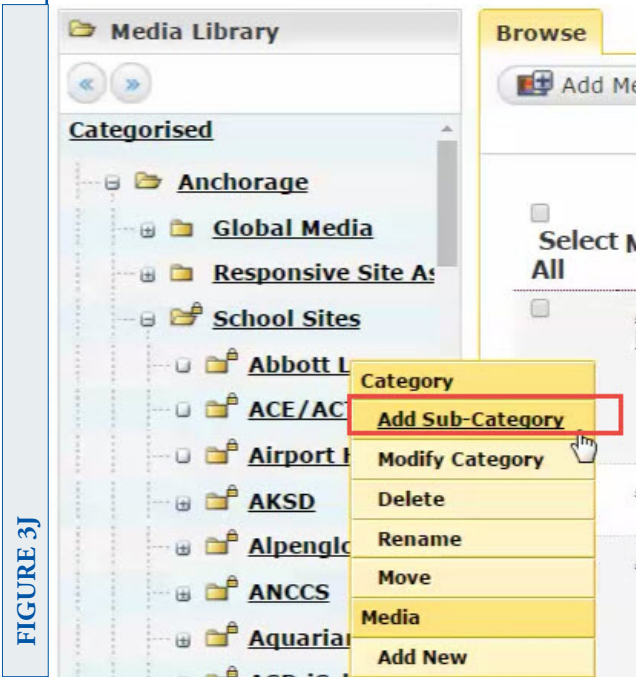


Organizing Media

There are two views for your media in the media library: “Detailed Mode” and “Preview Mode”. “Detailed Mode” will show the name and information about the piece of media, while “Preview Mode” will preview the image itself. To toggle between views, select the button with either blue lines or a blue box grid from the top right (Figure 2j).



Many schools and departments choose to create subfolders to organize their media. To create a subfolder, right-click on your folder within the folder structure on the left and choose “Add Sub-Category”. You will be prompted to name the category. Once your categories are created, you may move media by clicking the “Move Media” button and selecting the media you would like to move. A dialog box will open prompting you to select the new location for your media from the folder structure (Figure 3j).



You may delete media by clicking the “Delete Media” button and selecting the media you wish to delete. If your media is currently published on a page, you will receive a warning before you are able to delete the media.



Adding Media to the Media Library

To add media in your folder, click the “Add Media” button.

It is required that you give your media a name and a description.

A description will serve as the alternative text for the image. Alternative text, commonly referred to as “Alt text,” is the text that is read by a screen reader for a person who cannot see the image, or the text that appears if the image is broken. Alt text is not displayed on the page, but is hidden in the code. the Alt attribute is required for all images, and should communicate the meaning of the image -- the same meaning that the image is trying to convey for a sighted user. If the image contains information, that information should be given in the text. If the image is solely decorative, and does not communicate additional meaning, the alt tag (and description field) can be left blank. This lets screen readers know that they can safely ignore the image.

When uploading Word documents and PDFs into the media library, the documents themselves must also be made accessible. The specific way to edit a document to ensure accessibility will depend on the type of document. Visit www.asdk12.org/accessibility for tutorials on how to ensure various types of documents meet accessibility requirements.

Once you have given your media a name and a description, select the “Choose File” button to the right of “Media”. *Make sure you are not selecting the “Choose File” button to the right of “Thumbnail”.* Select your document from the dialog box that opens. The type of media you have chosen will automatically be selected for you next to “Type”. Once you are done, click “Add”.

(Fig. 1k)

The screenshot shows the 'Media Library' form with the 'General' tab selected. The form contains the following fields and controls:

- Name**: A text input field, highlighted with a red box.
- Description**: A text input field, highlighted with a red box.
- Keywords**: A text input field.
- Type**: A dropdown menu with 'None' selected.
- Syntax type**: A dropdown menu with 'None' selected.
- Media**: A text input field with a 'Choose File' button and 'No file chosen' text, highlighted with a red box.
- Hide syntax highlighting**: A checkbox.
- Thumbnail**: A text input field with a 'Choose File' button and 'No file chosen' text.
- Media Language Dependence**: A dropdown menu with 'Fully Independent' selected.
- Categorisation**: A dropdown menu with 'Categorised' selected.

Red arrows point from a text box labeled 'Required elements when adding media to the media library' to the 'Name', 'Description', and 'Media' fields. The 'Add' and 'Cancel' buttons are located at the top right and bottom right of the form.

[1]If you do not upload a thumbnail, the system will attempt to create one from the uploaded Media.

FIGURE 1K



Inserting Media into a Piece of Content

Once you've added your media to the media library, you are able to insert it into content on your site. To insert media into a piece of content, go to the piece of content on which you would like the image or document to be inserted, and then click the "insert media" icon in the html editor (refer to Figure 1H above). Next, find your media in the folder structure, clicking the small plus signs to expand folders if necessary, click on the desired piece of media, and "Select". If you have not yet uploaded the piece of media to the media library that you wish to use on this page, you can do that at this point.

Editing Document Attributes

The link text that displays for a document inserted from the media library will be the name that you give the media when uploading it. If you wish to edit the name that displays after inserting it within a piece of content, double click the link and type your desired link text in the "Name" text field inside the dialog box that opens.

Editing Image Attributes

Once an image is inserted on a page, you may notice it is not displaying exactly how you'd like it. To modify the attributes of your image, double-click it. A dialog box will open with the title "Edit Media Attributes" (Figure 1L). An explanation of how to use each of these fields can be found on the page opposite this.

FIGURE 1L

Set Media Attributes

Update **Cancel**

Width

Height

Border

Padding

Margin

Float

Constrain Proportions ☒

Reset Dimensions



Editing Image Attributes: Explained

Resizing

You may edit your image size using “Width” and “Height” (be sure to check **“Constrain proportions”** to avoid stretching or otherwise skewing the image when you resize it). The size is set in pixels.

Border

You may add a border to your image by adding information in the text field next to “Border”. The information must be formatted as “width color style”, for example, “1px black solid”.

Margins

Margins are what give space between your image and the text. You may wish to begin with a 20px margin in order to give your image room to breathe in your layout. Margins are interpreted clockwise: Top, right, bottom, left. So entering “20px 20px 20px 0px” in the text field next to “margin” will display as a top margin of 20px, a right margin of 20px, a bottom margin of 20px, and a left margin of 0px (no margin).

Floats

A “floating” image will allow the text to wrap around it instead of forcing the text underneath it. To float an image, enter “left” (image will float to the left) or “right” (image will float to the right) in the text field next to float. To center an image, select the image and click the center paragraph alignment button in the HTML editor (centering is not a “float” per se).





Embedding third-party media

If you would like to embed a video on your website, or link to a video on your website, it must have closed captioning available. If the video does not have closed captioning available, and you are the owner, you may choose to add it. ASD's accessibility help documentation outlines how to add closed captioning for a video uploaded in Google Drive (www.asdk12.org/accessibility). If closed captioning can not be added, the video can not be shared on the District's websites. If a video is solely visual, a text audio description should be provided as well.

If closed captioning is available for the video, see directions below to embed it on your site:
For this example, we'll use a YouTube video.

First find the embed code for the media you wish to embed. Beneath the YouTube video, select "Share", then choose "Embed" from the share options. A line of code will display underneath. Copy this code to your clipboard. Then go back into the page in SiteManager where you wish to display the media. Click on the HTML button in the HTML editor and past the embed code where you wish the media to display. (Fig. 1m)

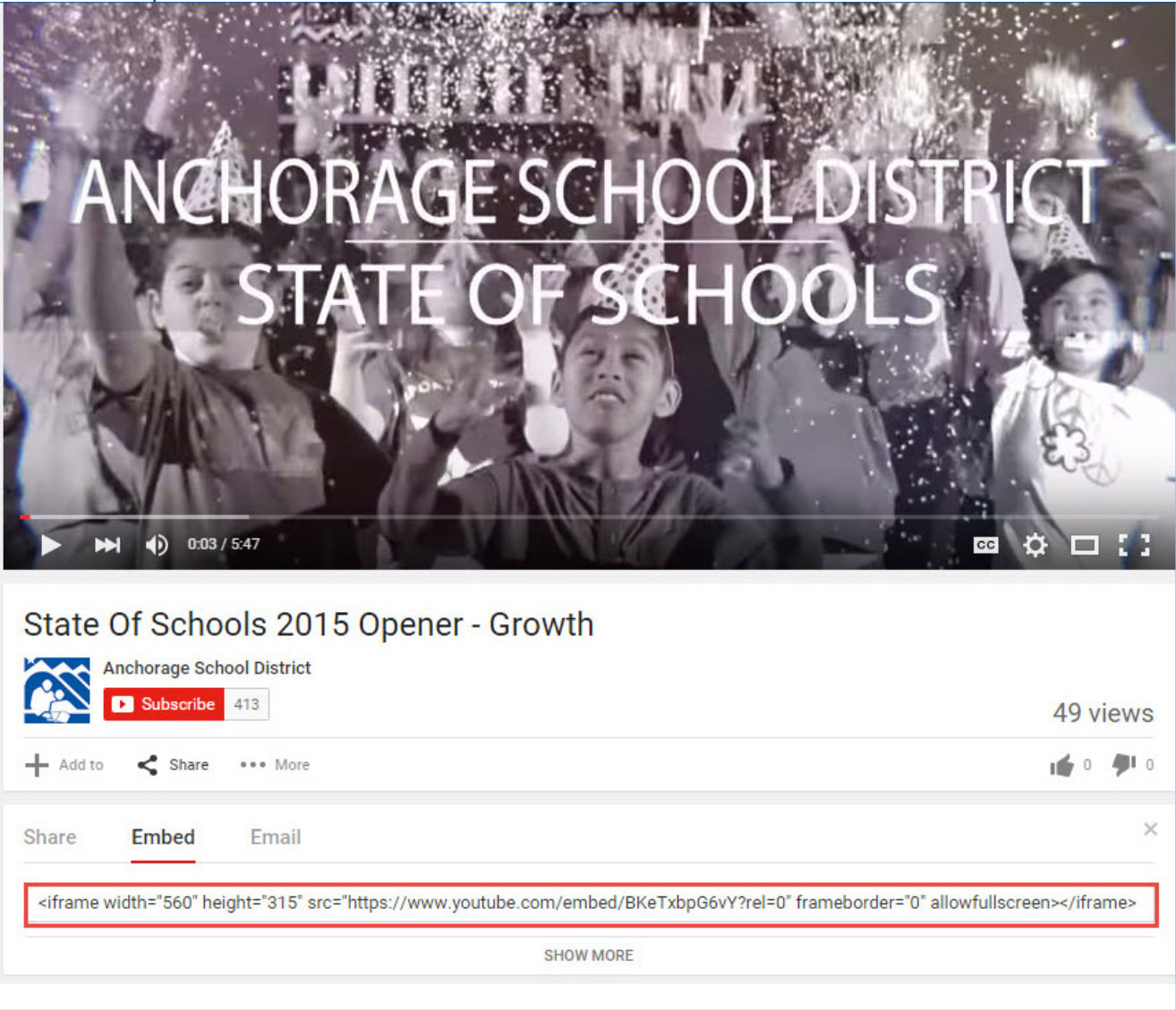


FIGURE 1M



VII. Saving, Updating, and Publishing



Saving, updating and publishing Content versions and history

Your options for saving content will depend on your permissions as a user. Contributors may “save as a draft” or “update” content. Saving changes as a draft means they will not save as a version of the content, only a draft. Updating means the changes have been saved, but will not publish out on the next publish cycle. In order for that to happen, a moderator or power user must “approve” the content.

Moderators may “save as a draft”, “update” or “update and approve” changes. If they choose “update and approve”, the changes will be published out on the next publish cycle. Moderators may also update and approve the changes of contributors.

Power users may publish changes immediately. The number of users with “power user” access is extremely limited. Only principals at schools are given power user access with immediate publishing capabilities. (Fig. 1n)

You are able to tell the number of revisions a piece of content has undergone by looking at the “Version” number to the right of the content name under the “Content” tab. Each time a change to the content is approved, it receives a new version number.

Versions ending in a decimal indicate a change has been made to the content, but the change has not been approved. Versions ending in two decimals indicate the change has been saved as a draft. Whole version numbers are approved versions.

If you ever need to revert a piece of content to a prior version, hover your mouse on the yellow carrot to the right of the version number and select “History”. Here you may view old versions of the content, compare versions by content or visuals, and reset older versions to the current, active version (“Set Active”). (Fig. 1o)

FIGURE 1N

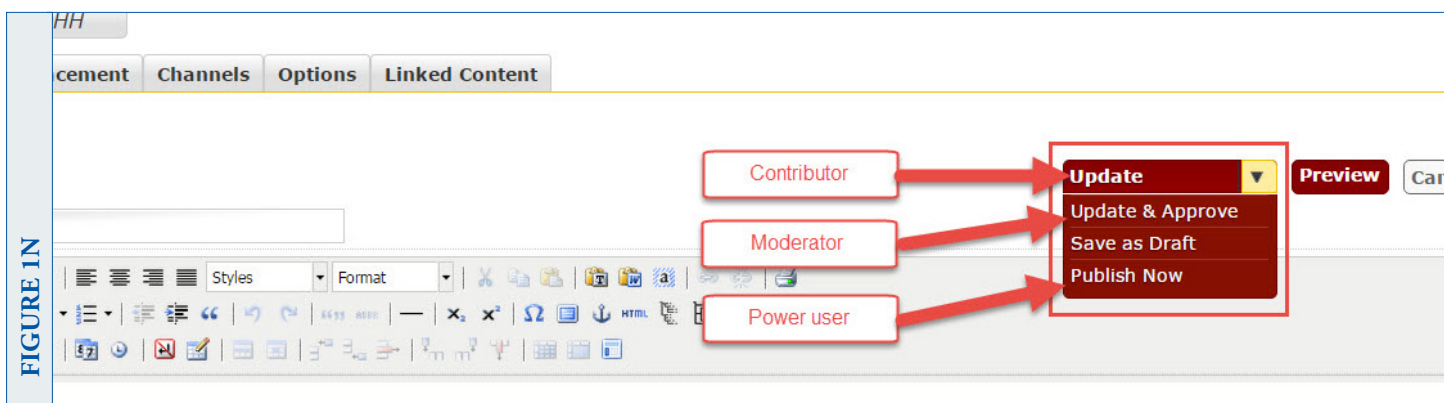


FIGURE 1O

<input type="checkbox"/>	Intro, locations	44.0		Modify
<input type="checkbox"/>	Columns	3.0		Preview
<input type="checkbox"/>	Contact	5.0		Mirror
<input type="checkbox"/>	First Friday event	2.0		Duplicate
<input type="checkbox"/>	Mission sidebar	7.0		Move
<input type="checkbox"/>	Select All			Delete
				History



Publish cycles

Changes made within Terminal Four do not go live immediately. Before your changes can be viewed publicly, the site must publish. There are automatic publishes that occur every 24 hours at 10 a.m. and 11:59 p.m. Any changes that you have updated & approved will get picked up on the next site publish and go live.

Please avoid publishing outside scheduled publish times regularly, as publishing puts a lock on other publishes for all users including the webcom team!



VIII. Moving, Duplicating, and Mirroring



Moving, duplicating and mirroring

Sometimes you will find the need to move or copy content, or even entire pages/sections. SiteManager has several options to help you with this.

Moving Content and/or Sections

To move a piece of content or section, hover your mouse on the yellow carrot to the right and select “Move”. You will be presented with a message at the top of the window indicating you are about to move the section or content, and asking you to select a new location. Select the new location from the site structure.

Duplicating Content and/or Sections

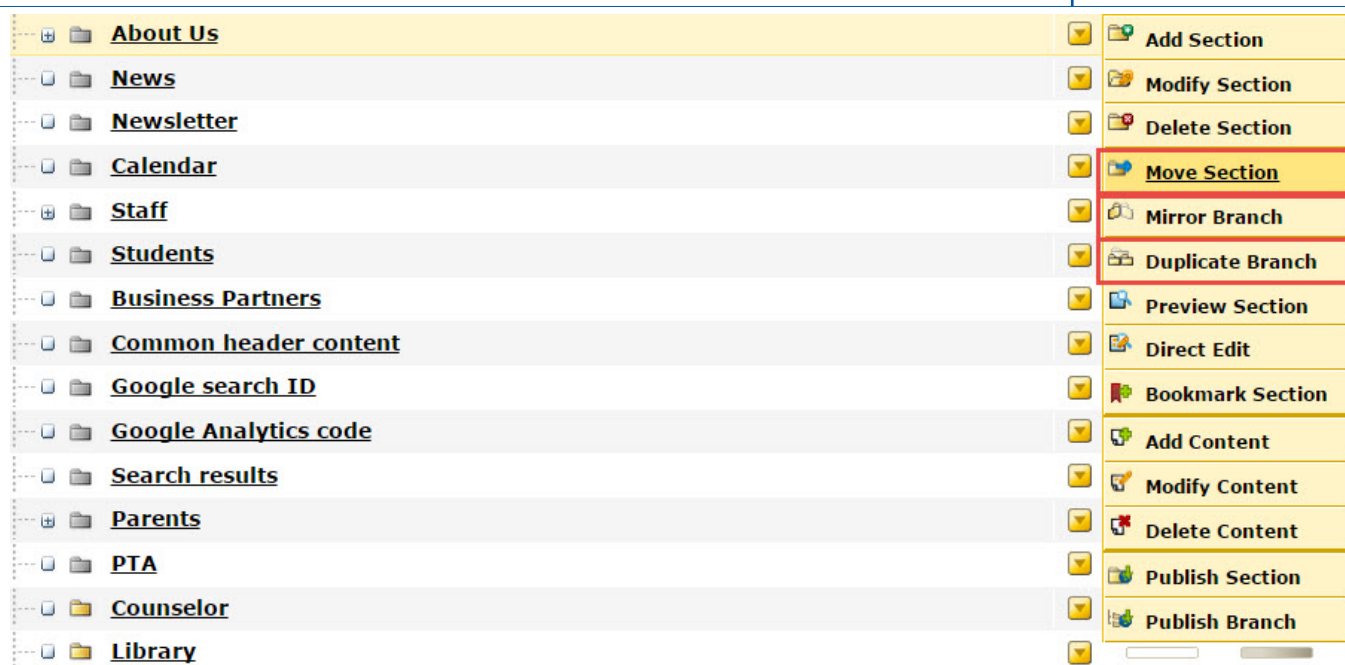
Duplicating is essentially copying the content or page/section. To duplicate a piece of content or section, hover your mouse on the yellow carrot to the right and select “Duplicate”. You will be presented with a message at the top of the window indicating you are about to duplicate the section or content, and asking you to select a location. Select the new location from the site structure.

Mirroring Content and/or Sections

Mirroring is similar to duplicating, except mirrored sections are linked so that changes made to any one of the mirrored content pieces or sections will update all of them. You may mirror content or sections to as many locations as you would like. Content or sections that are mirrored will display a red “snowflake” symbol to the right of their name. You may see the other locations of the mirrored content or section by hovering your mouse over the snowflake symbol.

To mirror a piece of content or section, hover your mouse on the yellow carrot to the right and select “Mirror”. You will be presented with a message at the top of the window indicating you are about to mirror the section or content, and asking you to select a location. Select the new location from the site structure.

FIGURE 1R





IX. Homepage Modifications (School Sites Only)

Modifying the homepage

School site homepages are more complex than regular (or “inner”) pages because they contain several different content types that are located in a couple of different sections. This part of the guide contains layout diagrams that will help you remember where different homepage modules are located in the site structure and how to edit them.

Layout Diagrams on the Following Pages:

1. “Buttons” homepage layout (fig. 2a)
2. “Box” homepage layout (fig. 2b)
3. New “full-length column” layout (fig. 2c)

Most of your homepage content will be contained in the homepage section (remember, this is the top level of your site structure and will not have an icon next to it, only the name of your school), and the “School set-up information” section. Refer to the diagram for your layout to determine in which section the module you wish to edit is located.

Some of your homepage content will be hosted by third parties, for example, Google Calendar, or Google Drive. We will go over some tutorials for this externally hosted content as well.



Ravenwood Elementary

School mascot will ideally be 170 x 140 px, but will be resized to a fixed width. Set your mascot image in School site set-up information > About our school

Search

STAFF CONTACTS CALENDAR ABOUT US

Home About Us Students Calendar Parents Newsletters PTA

Set in "Main Menu". Use "Traditional menu" content type for no subheadings, and "Global mega menu" content type for subheadings.

Edit in School site set-up information > Header icon navigation

RIGOROUS ACADEMICS
We optimize engagement, creativity, and independent learning

Slider photos and headings are sent in Homepage > Homepage slider. Make sure images are sized to 1000 x 480 px and the file type is set to "image path".

FOR STUDENTS OUR STAFF FOR PARENTS

Edit buttons in Homepage > Homepage buttons navigation. Border color may be set in School site set-up information > School sites colors (white is shown).

SCHOOL NEWS

May 1, 2015
Field Day is Monday, May 18th. We will be having our annual Field Day event on Monday, May 18th. The theme is the 'Wild, wild, west!'

Update in "News" by adding "School news" content type

[Read more »](#)

May 1, 2015
Talent Show is Wednesday, May 13 at 7 p.m. Please join us for our evening performance of our annual Talent Show. Students have been practicing and it will be an outstanding

[Read more »](#)

COMING EVENTS

SEP 1 PTA Executive Board Meeting
No event information available. [Read more »](#)

SEP 8 PTA General Membership Meeting
No event information available. [Read more »](#)

Update with events on Google calendar. Be sure to mark individual events "Public" and not "Calendar default".

PHOTOS

Update by adding photos to Picasa album.

NEWSLETTERS

Raven's Caw 2014-15
Read past copies of the Raven's Caw, our school's monthly newsletter!

This module may be customized. Edit in Homepage > Homepage newsletter module.

[Read more »](#)

DISTRICT SPOTLIGHT

Back to school
Welcome to the 2015-16 school year! Classes begin August 19 for grades 2-12; August 26 for K-1.

This information is maintained by the Web Communications team and cannot be edited.

[More »](#)

LINKS

- ASD Online
- Brain Pop
- Homework Help
- School Board
- Academic Plans
- Student Connection
- PTO Blog
- Online Lottery
- Volunteer Driver

Edit in Homepage > Homepage links module

CONTACT US

9500 Wren Lane
Eagle River, AK 99577
Hours: 9 a.m. – 3:30 p.m.

Principal: Clare Fulp
Office: 742-3250
Fax: 742-3250

Admin Assistant: 907-742-3252
Attendance: 907-742-3256
Nurse: 907-742-3254

Edit in School site set-up information > About our school

BUSINESS PARTNERS

Ravenwood Elementary is proud to receive generous support from our School Business Partners »

© 2015, Anchorage School District

FIGURE 2A



ANCHORAGE SCHOOL DISTRICT ASD DEPARTMENTS SCHOOLS Z ZANGLE SCHOOL BOARD DISTRICT CALENDAR

Mirror Lake Middle School

School mascot will ideally be 170 x 140 px, but will be resized to a fixed width. Set your mascot image in School site set-up information > About our school

Edit in School site set-up information > Header icon navigation

STAFF CONTACTS CALENDAR SCHOOL INFO

Home About Us Staff Programs & Activities Sports Parents Students

Set in "Main Menu". Use "Traditional menu" content type for no subheadings, and "Global mega menu" content type for subheadings.

MIRROR LAKE MIDDLE SCHOOL
A great school in an idyllic setting!

Slider photos and headings are sent in Homepage > Homepage slider. Make sure images are sized to 750 x 360 px and the file type is set to "image path".

Edit in Homepage > Homepage secondary navigation

SCHOOL NEWS
August 12, 2015
Back to School Night!
Thursday, August 27th
[Read more »](#)

Update in "News" by adding "School news" content type

July 26, 2015
2015/2016 Supply Lists
Supply lists are now available for the coming school year.
[Read more »](#)

COMING EVENTS
NOV 26 Thanksgiving Holiday
No event information available.
[Read more »](#)
DEC 18 End of 2nd Qtr
Update with events on Google calendar. Be sure to mark individual events "Public" and not "Calendar default".
[See all calendar events »](#)

PHOTOS
Update by adding photos to Picasa album.

NEWSLETTER
Mirror Lake's Newsletter
Check back later for an updated edition of Mirror Lake's newsletter. Future editions of the newsletter will contain:
[Read more »](#)

This module may be customized. Edit in Homepage > Homepage newsletter module.

DISTRICT SPOTLIGHT
Back to school
Welcome to the 2015-16 school year! Classes begin August 19 for grades 2-12; August 26 for K-1.
[More »](#)

This information is maintained by the Web Communications team and cannot be edited.

LINKS

- [MLMS Library](#)
- [ParentConnection](#)
- [StudentConnection](#)
- [Web Resources](#)
- [MLMS 6](#)
- [Transcript Request](#)
- [Lunch Menus](#)
- [Transportation](#)
- [Forms](#)

Edit in Homepage > Homepage links module

CONTACT US
22901 Lake Hill Dr
Chugiak, AK 99567
Hours: 8:15am-2:45pm
Principal: Sherry Ellers
Office: 742-3500
Fax: 742-3500
Admin Assistant: 907-742-7973
Nurse: 907-742-7972

BUSINESS PARTNERS
Mirror Lake Middle School is proud to receive generous support from our School Business Partners.
[Edit page](#)

Social media icons may be added here.

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FIGURE 2B



Full-length homepage columns

During Tiers I and II of the school website project, one of our most popular requests was the ability to add a “full-length” module to the homepage, so that instead of having a two by three grid of homepage modules, a column could be extended vertically to display more information. Some examples of when this would be useful include adding a social media feed (Facebook or Twitter), or possibly extending the number of coming events displayed.

We are happy to be able to offer this option, however there are a few significant differences in the new layout. Please contact the Web Communications team if you are interested in implementing full-length columns. You may refer back to this guide after your homepage has been updated.

TRADITIONAL HOMEPAGE VS. FULL-LENGTH HOMEPAGE

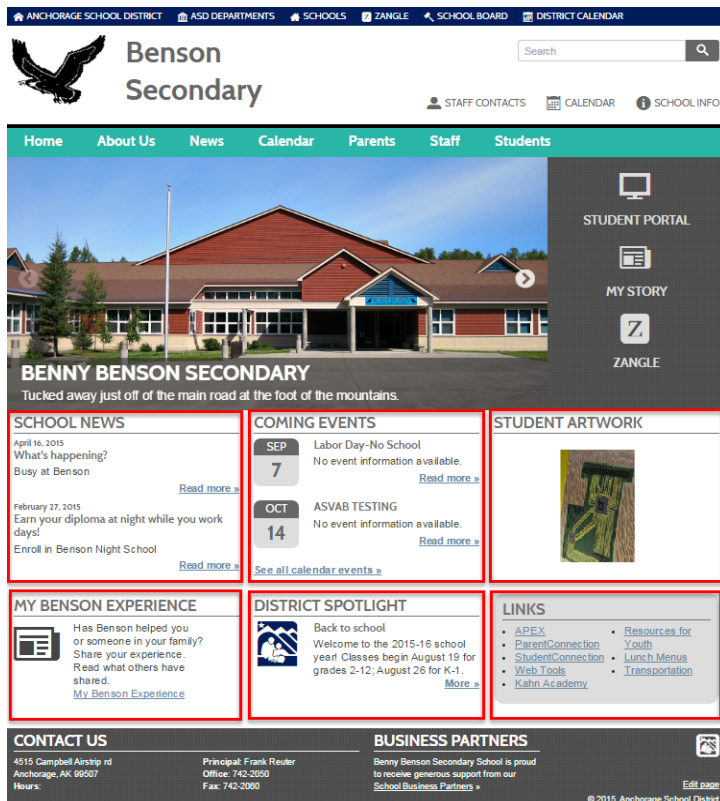


FIGURE 2C

An example of a traditional homepage layout. Note the six small homepage modules.

An example of a full-length homepage layout. Note the long column on the right that goes the length of two traditional homepage modules.



The 4 x 4 block and full-length column

When using the full-length homepage, instead of having all homepage module content types in the homepage section, the homepage section will simply contain a “4x4 block” content type and a “full-length column content type”. You will also have two new sections underneath the homepage: a “4x4 block” section and a “full-length column” section. This is where you will house the modules for each respective part of the homepage. The “4 x 4 block” section, as you may have guessed, will contain the usual modules, and the “full-length column” section will contain the extended module.

Adding content types

You may add all the homepage modules to your homepage that you normally would. *However, be sure to set the width of the module to 50%.*

Displaying school news

In the new full-length homepage layout, news items are not automatically displayed on the homepage. Instead, you will need to mirror them to the news section inside your “4x4 block” section. So creating a news item will involve two steps: Adding the “School news” content type to the “News” section, and then mirroring it to the second “News” section beneath the “4x4 block” section.

Make sure to mirror only two news items at a time into the 4x4_block > News subfolder. If you have older news items in the 4x4_block > news subfolder you will need to delete one or more.

(Fig. 2d)



ANCHORAGE SCHOOL DISTRICT


ASD DEPARTMENTS

SCHOOLS

ZANGLE

SCHOOL BOARD

DISTRICT CALENDAR



Chugiak High School

Search

STAFF CONTACTS

CALENDAR

MISSION

Home

About Us


Sports

Programs


CHS Staff

Parents


Students




4x4_block



DAILY BULLETIN



NEWSLETTER



ZANGLE

SCHOOL NEWS

August 25, 2015

Ment...

The c...

appli...

August

Hosp...

Class...

Hosp...

new...

May 24

Mark...

Mark...

Read more »

To display news items on the homepage, add "School News" content types in the News section as usual. Then mirror them to the second news section underneath the "4x4_block" section. Only mirror two at a time.

COMING EVENTS

SEP 2

Volleyball vs. East C. IV & V

SEP 16


Read more »

See all calendar events »

Update events in your school's linked Google calendar.

DISTRICT SPOTLIGHT

Attendance Awareness



Read more »

This information is maintained by Communications and cannot be edited.

LINKS

Bell Schedule

CHS Alu...

CHS Ch...

CHS NJ...


CHS Pool

Edit in 4x4_block > Homepage links module ext.

FOLLOW US ON TWITTER

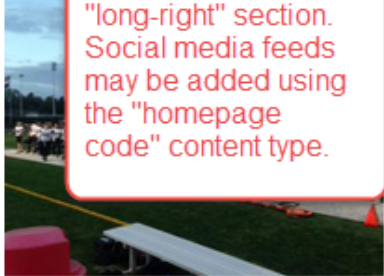
Tweets

Follow




Proud o...

South! p...



Expand



Principal Legg

@Principal_Legg

29 Aug

Half time Chugiak vs south at Anchorage Football Stadium pic.twitter.com/e3V6D4Fucl

Tweet to @Principal_Legg

Content in the full length module is contained in the "long-right" section. Social media feeds may be added using the "homepage code" content type.

CONTACT US

18525 S Birchwood Loop Rd

Chugiak, AK 99567

Hours: 7:30am-2:00pm

Admin Assistant: 907-742-3058

Nurse: 907-742-3151



Principal: David Legg

Office: 742-3050

Fax: 742-3148

BUSINESS PARTNERS

Chugiak High School is proud to receive generous support from our [School Business Partners](#) »



[Edit page](#)

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FIGURE 2D

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Creating and adding slider photos

Slider photos can make or break a homepage. The example sites used in this guide have chosen high-quality, high-resolution photos. Try as often as possible to showcase your students! Focusing on a small group is better than trying to show an entire class or more.

Unlike other photos added to your site, slider photos must be cropped to specific dimensions before you add them to the slider. The dimensions differ based on your homepage layout:

BUTTONS LAYOUT: 1000 X 480 PX
BOX LAYOUT: 750 X 360 PX

You may use any photo editing tool with which you are comfortable to resize your photo. If you do not have a preferred tool, Pixlr.com is simple and easy to use.

Note: There is a difference between “cropping” your image and “resizing” your image. Cropping changes the view of your photo, while resizing changes the actual dimensions of the photo. Many photo editors allow you to do both simultaneously.

EDITING WITH PIXLR

Go to pixlr.com and click the double down arrows. Click “Launch Web App” below the Pixlr Editor. Select “Open image from computer” to select a photo. Double click the image to open it in Pixlr. (Fig. 2e)

Choose the “crop” tool in the top left corner (this is also the tool selected by default). Next, change the “Constraint” to “Output size” using the drop-down option to the right of the crop tool. After doing so, you can type the desired pixel size directly into the width and height fields. See above for correct sizes depending on layout. After typing in your dimensions, click and drag the mouse to select your crop area of the photo. You will notice that the rectangle is constrained to maintain the proportions that are necessary for the slider photo. Once you’ve selected the area that you wish to crop, click the crop tool again and click “yes” to apply your crop. Save this new cropped version of the photo to your computer. You will now go back to your Terminal Four homepage, and modify the slider content

FIGURE 2E





to add this image to your media library and then to the slider.

Many schools choose to create a subfolder in the media library specifically for slider photos.

When adding this photo to your library, be sure to fill out the Description field (as with all photos) for accessibility screen readers. (fig 2f)

FIGURE 2F

Media Library

General | Categories

General Media Information

Name ⓘ

Schoolchildren in Kerala

Add **Cancel**

Description ⓘ

Schoolchildren in Kerala, India take water taxis to school.

This field is used as an Image Alt for accessibility screen readers.

Keywords ⓘ

India, Schoolchildren, Kerala, River, canoe

Type

Image

Syntax type

None ▾

Media ⓘ

Choose File 2251218149...0c67_o.jpg

Hide syntax highlighting

☐

Thumbnail ⓘ ⓘ

Choose File No file chosen

Media Language Dependence ⓘ

Fully Independent ▾

Categorisation

Categorised

[1] If you do not upload a thumbnail, the system will attempt to create one from the uploaded Media.

Add **Cancel**



Modifying the main menu

There are two different content types you may use for adding content to the main menu. A “traditional menu” adds a simple link. A “global mega menu” adds a link with a drop-down menu on hover. Both content types will give you the option to add either an internal or external link.

Remember that you may only link to existing pages. This means you must create your site structure first, before you begin to modify your main menu.

TRADITIONAL MENU

The traditional menu is a simple link in your main menu with no drop-down. To add a traditional menu, go to your “Main Menu” folder, select “+ Add Content”, and choose “Traditional Menu” from the content type options.

You will be prompted to either link to an existing page/section, or enter an external URL. If you choose to enter an external URL, you must also enter a title for the link (this will be the text that displays, as opposed to the URL to which it links). *You must only choose one link type (internal or external). Choosing both will break the content type.* (Fig. 2f)

FIGURE 2F

Name *

Link 1

Unchecking will allow you to choose a custom display name

Chooses the section/page to which the menu item links

Current Section : Home » ASD Online » S

Use Default Link Text ☒

GLOBAL MEGA MENU

The global mega menu allows you the option of adding a drop-down menu beneath the top link on hover. This gives you much more space to add links.

The first option will be to add a menu title. This will be the “top” link that displays in the main menu. All of the links beneath it will display on drop down, in the order in which they are added within the content type.

Each link option, including the menu title, may be either an internal or external link. If you choose to enter an external link, you must enter both the URL and a title for the link (this will be the text that displays, as opposed to the URL to which it links). *You must only choose one link type (internal or external). Choosing both will break the content type.* (Fig. 2g)

FIGURE 2G

Name *

Menu Title (Internal)

Internal link options (choose internal OR external)

Use Default Link Text ☒

Section : Home » ASD Online » School

Menu title text for external link

Menu link external

External link options (choose internal OR external)



Working with Google calendar

You will create and implement your Google calendar during your school's initial training.

Adding and modifying events

The calendar module on your homepage automatically pulls in the next two upcoming events from your Google calendar, so it is adding events is simple.

First, log into your Google calendar. If you created the calendar correctly, you will be able to make changes and manage sharing on the calendar using your ASD Google credentials. Your ASD Google credentials are the same as your active directory credentials (the same username and password you use for your email). You may log in to your Google account at google.asdk12.org.

Note that if you have logged in correctly, your username will display as lastname_firstname@asdk12.net, not lastname_firstname@asdk12.org.

If you log in and are not taken to your calendar right away, enter calendar.google.com into your address bar. Your calendar will display in underneath "My calendars". Make sure the calendar is selected in order to see events (if the calendar is selected, the box to the left of the calendar title will be colored in).

To add an event, click anywhere on the calendar. A dialogue box will open. Select "Edit event" and complete all of the required fields in the page that follows. *Remember to add a description, otherwise the calendar on your homepage will display the title of the event, followed by "No description".*

Also remember to set your event's visibility to "Public" and NOT "Calendar default" if you wish for it to display on your homepage!

Once you are done, click "Save". You may also edit and delete existing events from the calendar by clicking on the event and choosing either "Delete" or "Edit event".

Sharing the calendar

Sharing the calendar not only means visibility settings, but also who has access to add and modify events on the calendar. If you are a part of the web team for your school, you should be able to make changes and manage sharing. The calendar should also be shared with your school's administrative Google account, which is yourschoollibrarycode_google@asdk12.net.

In order to add or modify your shared settings, log in as above and find your calendar in the list underneath "My calendars". Click on the carrot to the right of the calendar name and select "Share this Calendar".

Once on the "Details" page, you will see a list of individual account addresses beneath "Share with specific people". To the right you will see their permission settings. Your web team should all have permission to "Make changes AND manage sharing", in addition to your school's administrative Google account, and the district's Web Communications team.

To add someone to this list, enter their ASD username into the "Enter email address" text field. Their ASD Google account will automatically populate. Then you may choose their permission settings.

To change permission settings for anyone the calendar is shared with, click on the drop-down to the right of their name in the "Permission Settings" column and select the level of access you wish them to have. To remove a person, click on the trash can icon in the "Remove" column. (Fig. 2h)



FIGURE 2H

←

SAVE

Discard

Untitled event

9/1/2015

2:00am

to

3:00am

9/1/2015

Time zone

☐ All day ☐ Repeat...

Event details

Find a time

Where

Enter a location

Calendar

Tier III Planning Calendar

Created by

shutt_lauren@asdk12.net

Description

Attachment

Add attachment

Event color

☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Notifications

No notifications set

Add a notification

Show me as

☐ Available ☒ Busy

Visibility

☐ Calendar default ☒ Public ☐

Making this event public will expose all event

can't see details of other events. [Learn more](#)

Be sure to mark th event as "Public" instead of "Calendar default" if you wish for it to appear on the homepage calendar.



Rogers Park School Calendar-Website Details

[Calendar Details](#) | [Share this Calendar](#) | [Edit notifications](#)

[« Back to calendar](#) | [Save](#) | [Cancel](#)

☒ **Share this calendar with others**

☒ Make this calendar public [Learn more](#)

☒ Share this calendar with everyone in the organization **Anchorage School District**

Make sure calendar is public and these settings are used.

[See all event details](#) [See all event details](#)

Share with specific people

Person	Permission Settings	Remove
<input type="text" value="Enter email address"/>	See all event details Add Person	
shutt_lauren@asdk12.net	Make changes AND manage sharing	
rp_google@asdk12.net	Make changes AND manage sharing	
longlet_kathryn@asdk12.net	Make changes to events	
levy_susan@asdk12.net	Make changes to events	
bowzer_michelle@asdk12.net	Make changes AND manage sharing	

Add new users here (email address will autopopulate)

Delete users here

[« Back to calendar](#) | [Save](#) | [Cancel](#)

Correct Google calendar settings.



X. Further Resources

To learn more about web design and development, the following resources are recommended:

CODECADEMY

Free online courses in HTML, CSS and more.

www.codecademy.com

DON'T FEAR THE INTERNET

Basic HTML & CSS for non-web designers.

www.dontfeartheinternet.com

STACK OVERFLOW

A question and answer site for professional and enthusiast web designers, developers and programmers.

www.stackoverflow.com

W3SCHOOLS

Tutorials and comprehensive references on HTML, CSS and other web development languages.

www.w3schools.com

SECTION508.GOV

<https://www.section508.gov/content/learn/standards/quick-reference-guide#1194.22>



notes



notes