

# Easy Start Guide: Webmaster

## Getting Started

Once assigned webmaster rights, you will find a **Webmaster Center** link in the toolbox of your portal homepage. The Webmaster Center is your hub for building and managing your website. Click the **Webmaster Center** link to get started.



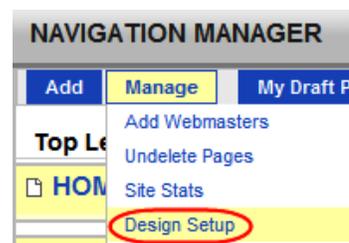
## Design Setup

In the Design Setup process you will select the site's template and colors, upload your logos, and enter contact details such as address and phone numbers.

The Navigation Manager, on the left of the Webmaster Center, holds the Manage menu. Select **Design Setup** from the drop menu to get started with the Quick Design Setup.

1. Click the blue **Select Design** button to select from the menu of templates and homepage layouts.
2. Upload your logos following the onscreen directions.
3. Enter your school and/or district profile information (address, phone, etc.).

If you're not happy with your design selection, you may repeat the process as often as desired. Even if you change your mind about the design after you've created pages, you may select a new template and color without the loss of content.



### Quick Design Setup

#### 1. Site Design

Select Design

#### 2. Upload Design Images

Must Select a Design First

#### 3. School and District Profile

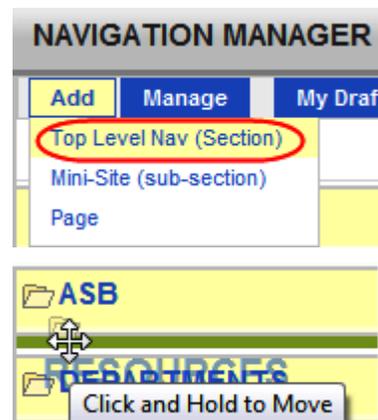
Must Select a Design First

## Site Structure

You can create your site's main navigation menu from the Navigation Manager. If you need additional top level sections, use the blue Add menu at the top of the Navigation Manager and choose **Top Level Nav (Section)**.

To move sections on the Navigation Manager, hover over the folder icon until you see the cursor change, click, hold, and drag to a new location on the map. Landing zones light up in dark green. Alternately, you can drop a folder on another folder to create sub sections.

Click the **Full Site Map** button at the top right of the Navigation Manager to manage the entire website. With the full site map, you may edit section names, drag and drop sections and pages, view page histories, and undelete pages.



Use the "Where am I" links located at the very top left of every page to navigate your way back to the Webmaster Center at anytime while working on your site.

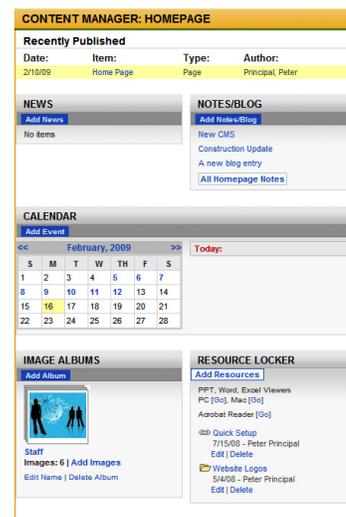
Where am I: [My Portal](#) > [Webmaster Center](#)

## Content Manager: Homepage

Filling the right column of the Webmaster Center, the **Content Manager** gives you easy access to the homepage publishing tools for News, Notes/Blog, and Events. Just click the appropriate blue Add button and follow the onscreen instructions. Files and links may be attached to news, notes, and events.

Image Albums and Resource Locker are located at the bottom of the Content Manager. Unlike the publishing tools for New, Notes, and Events, these resources are available for use on any page in any section of the website.

In addition to the Webmaster Center, each section of the site has its own image albums and resource locker. As Webmaster, you have rights to all image albums and lockers on the site. Editors and contributors only have access to the image albums and lockers associated with their assigned sections of the site.

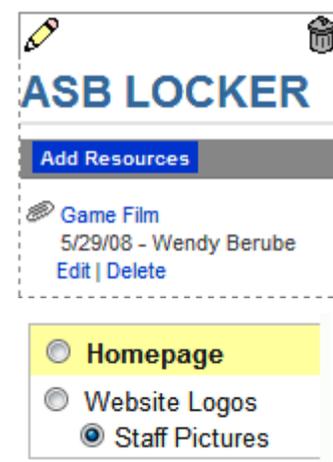


## Lockers

In addition to the Resource Locker on the Webmaster Center and those associated with each section of the website, School Loop Groups also have lockers. As webmaster you will have access to all the website lockers and the lockers of your groups.

When you add a Locker Element to a page, by default it points to the locker associated with that section of the website. To add additional files, links, or folders to that locker, use the blue **Add Resources** button on the locker element.

If you wish to point that locker element to a different locker or folder within a locker, click the pencil icon in the top left corner of the element to see a list of all the lockers and folders available to you. In the image to the right, selecting "Staff Pictures" will cause the contents of that folder in the Homepage Locker to be displayed by the locker element.



## Image Albums

Like lockers, the Webmaster Center and each section of the website have their own set of image albums and Webmasters have access to all of these image albums. To access the various image albums, use the Content Manager on the Webmaster Center or the **Resource Files** button near the top right of the page when working with any of the sections.

Working with image albums is a simple matter of creating named albums and then uploading images to the albums. For convenience, you may upload many images zipped together into a single file. Zipped files are automatically unzipped and separated into the individual images.



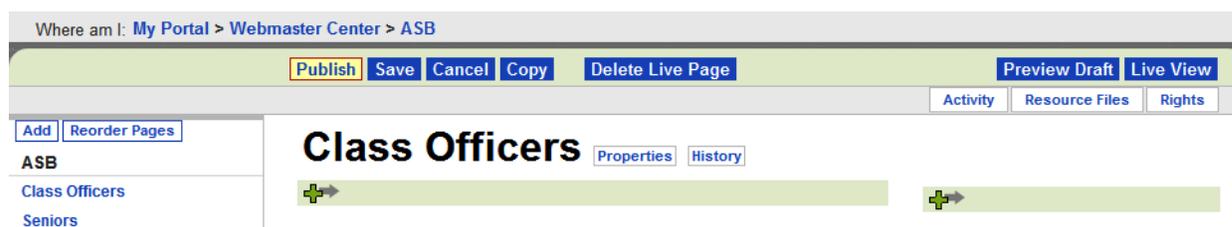
## Site Status

Near the top right of the Webmaster Center, your site's status is indicated as either **Not Live** or **Live**. Use the **Change** button to toggle between states. You may build your site while the status is Not Live.

Site Status: **Not Live** [Change](#)

## Working With Sections

Clicking a section name from the Navigation Manager will bring you to the default page for that section. If no pages exist in that section, you will be prompted to add a page. From this place, all work on the section can be accomplished using tools on the page.



At the top left of the page, you'll find the breadcrumb style "Where am I" links that allow you to work your way back to the Webmaster Center or all the way back to your Portal.

A Series of buttons below the breadcrumbs allow you to take actions on the page (Save, Edit, Publish, etc.) or preview the live or draft versions of that page.

The navigation menu on the left of the page allows you select any page in the section. The **Add** and **Reorder Pages** buttons apply only to this section. The text "Not Pub" in red next to the page name in the navigation menu indicates a draft page.

Use the buttons near the top right to view section **Activity** (open and recently published pages), work with **Image Albums** (create albums and upload images), and assign **Rights** (name editors and contributors).

## Add Pages

Select **Page** from the **Add** menu on the top of the left navigation menu and complete the Add Page form. The Title/Headline you choose will appear at the top of the page and will be used as the link to the page in the navigation menu.



The optional **URL Name** field is used to create a friendlier address for a page such as <http://ausd-ca.schoolloop.com/asb>.

**Add To Section:** ASB  
**Title/Headline:**   
**URL Name:** <http://ausd-ca.schoolloop.com/>

For each page created, you must also select the layout template. The choices include number columns and whether or not to include a navigation bar in the far left column.

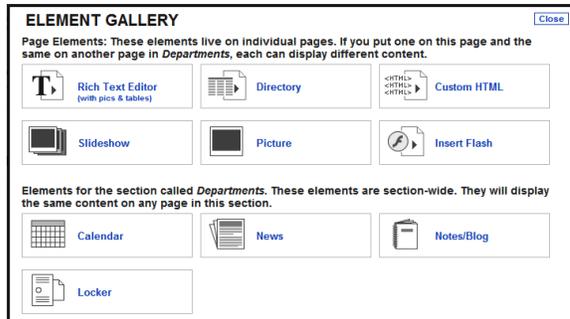
Click the **Submit** button to create the page and begin adding content.

## Working With Pages

When building pages, you'll notice several **Plus Sign** icons on the page. These icons and the light green bar indicate where you may insert additional content.



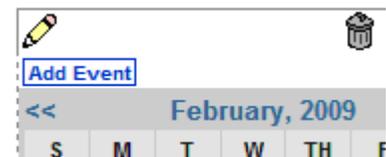
Click one of these icons to add any one of 10 types of elements such a Rich Text Editor, Locker, Directory, or Slideshow. While there are a few tricks to learn, working with Elements is typically quite simple.



Drag and Drop Elements

Elements on a page can be dragged to new locations on the page. The light green bar for each Plus Sign icon becomes a landing zone. First hover over an existing element until you see the cursor change, then click, hold, and drag. You can release the mouse button when the landing zone turns a darker green as picture above.

Elements may be removed from the page by clicking on the trash can icon. Depending on the Element, you may also see a pencil icon (edit) and/or an Add (content) button.



Next to the page title are the **Properties** and **History** buttons. Properties allow you to change the page name, URL name, and template. History is a list of all published versions of that page. Click any date link to view that version of the page.



Near the top of the page are several buttons that allow you to take action on the page (e.g. cancel or copy), delete the live page, preview your draft, or view the live page.



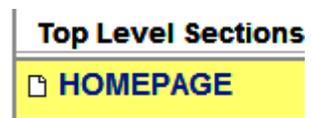
When ready, click the **Publish** button on the top left of the page. To save your work and continue working later, click the **Save** button.

Pages saved but not published are stored as drafts, which you can access from the My Draft Pages button at the top of the Navigation Manager.



## Homepage

To edit your site's homepage, click the Homepage link in the Navigation Manager. Although pre-populated with Elements, you may edit the homepage exactly as you would any other page on the site.



## Web Publishing Rights

Assigning editors and contributors allows you to distribute the work of maintaining the website. Editors have essentially all the same rights as the webmaster, except that they are restricted to working with a single section of the website. Contributors are also restricted to working on a single section of the site, but everything a contributor publishes must be approved by either an editor of that section or the webmaster.

WEB PUBLISHING RIGHTS			
<a href="#">Add Editors</a>	<a href="#">Add Contributors</a>	<a href="#">Remove</a>	
<b>Editors &amp; Contributors: Our School</b>			
Name:	Role:	Added by:	Date:
Abbott, Steve	Editor	Member of Webmaster	
Admin, Sys	Editor	Member of Webmaster	
Principal, Peter	Editor	Member of Webmaster	
<b>Former Editors and Contributors</b>			
No Members Have Been Removed From This Group			

Once assigned rights, editors and contributors will see a link to their section(s) of the website in a special area of their portal homepage called “Create General Websites”. Clicking the link for a section will give them access to the web publishing tools for that section.

## Approvals

As Webmaster, you are responsible for approving homepage news and events published by others. You also have the right to approve work submitted by contributors. A list of the all items waiting to be approved will appear in a green-bordered box on your portal homepage. Click the title to view the item. You may choose to approve or disapprove each item.

NEEDS APPROVAL		
Submitted:	Title:	Type:
2/11/09	<a href="#">Student Posted News</a>	Event
2/11/09	<a href="#">Parent Information</a>	Page

Homepage news and events requiring approval are listed at the top of the left column in the Webmaster Center. Use the **View All** button to see the same complete list of items needing approval found on your portal homepage. Alternately, you may click the **Activity** button near the top right of the page when working with any of the sections. The Activity page lists only the items needing approval for that section.

## Beyond The Easy Start Guide

When you’re ready to learn more about building your site, visit our Help Website and Support Center where you will find a searchable knowledge base, document library, and online instructions.

Use the red **Help** link at the top right of any page in your portal to access these resources. If you can’t find the help you need, fill out a help ticket and our School Loop Support Team will quickly get you the answers you need.