Manage Website Admin Tool

Table of Content

Introduction

The **Manage Website** tool lets you to easily manage your public SchoolSpeak hosted website from within your SchoolSpeak application. *(Note: A SchoolSpeak hosted website is an add-on purchase to a school's typical SchoolSpeak license.)* SchoolSpeak hosted websites are built using SchoolSpeak's familiar navigation and functionality. This allows schools to easily maintain the content of the new website because administrators are already familiar with posting information in SchoolSpeak. Administrators can create new content as well as extend current content.

How to Maintain your Website

Day to day content maintenance for your SchoolSpeak website is managed within the **Website** group that has been added to your SchoolSpeak application. The content for your website is organized within this group using resources that you are familiar in the grade level and school groups within your SchoolSpeak account. Using various resources such as webpages and calendars you are able to modify and add content easily.

The website group will be pre-setup by SchoolSpeak and no further modification to the Website group is required by the school. Additional changes are optional based on the school's changing needs.

Locate your Website group within SchoolSpeak. To find your Website group, you may:

Option 1

1. Click **ADMIN**.
2. Under Manage Groups, click **Edit Groups** and locate the Website group.
3. Click the **website** group link.

Option 2

1. From your homepage, click the **Please Select** drop-down above the group lists. (If you do not see the drop-down click the group name in the grey box and the drop-down will appear.)
2. Scroll down the list until you locate the **website** group and click on it.

Navigating the Website Group

The actual resources that are displayed in the Quick Links section of *your* Website group will be customized based on the design of your website. The names of the resources will reflect the main areas or links on your external website. Here is an example of a Website group resource:
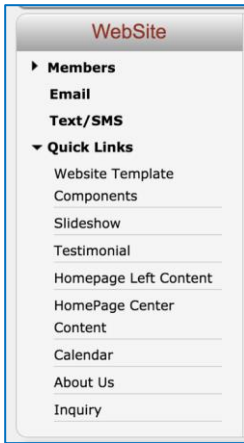
Navigating the Resources in the Website Group

The items listed under the Quick Links section of your **website** group may differ slightly based on your school's website requirements. This section will cover the most common options.

Each item in the Quick Links usually corresponds to an item or area located on your external webpage. Compare the Quick Links listed in the above SchoolSpeak Website group to the sections of the sample website below. The top menu items of the public website correspond with the resources listed (for example About Us, Inquiry). The "Homepage" area resources listed (see above sample group) identify various sections on the website and use familiar resources such as webpages to display content.

How to Edit the Content on your Website?

Your website relies on the same easy to use technology that your SchoolSpeak account utilizes. Let's walk through how to make changes using various examples.

Editing the content of a menu link at the top of the website screen

Example 1- You would like to change the content that displays when a person clicks the About Us link at the top of the screen.
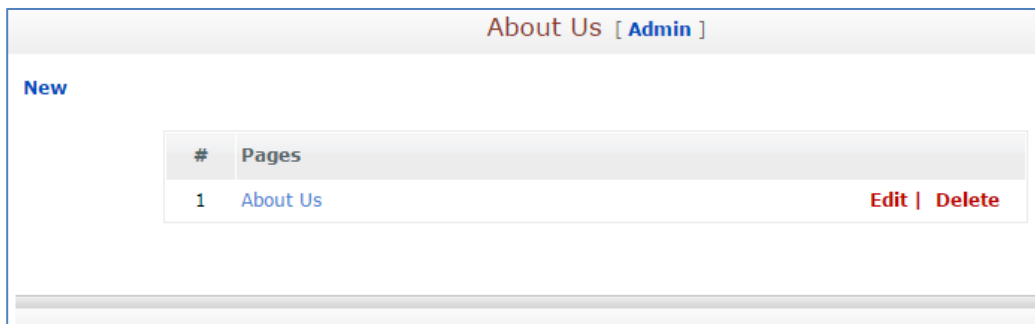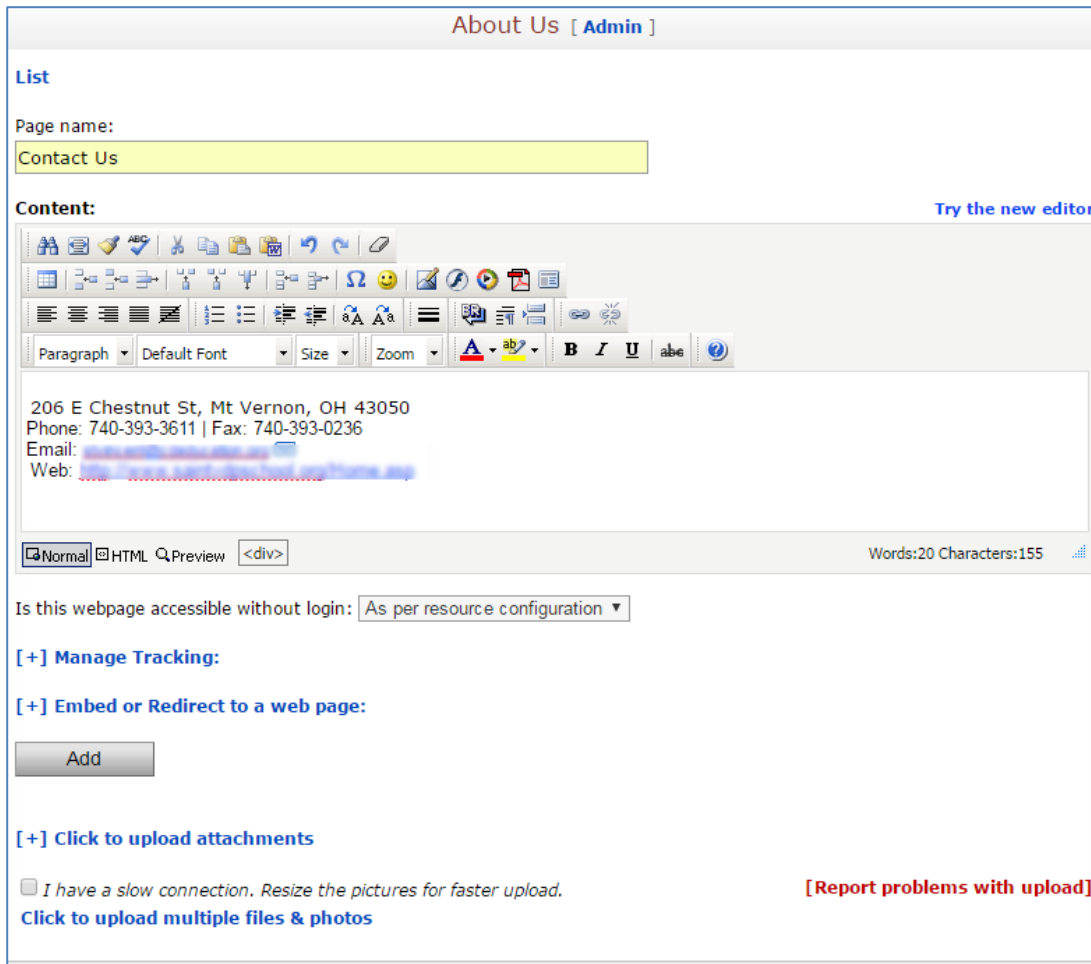

1. In the Website group, locate and click the About Us resource in the Quick Links list.
2. Review the list of pages included within the Webpage resource
3. Click **Edit** next to any page and make the modifications in the editor window.
4. Click **Update**.
5. Go to your website and refresh your browser to view the changes.

Adding a new sub-link to a top menu link

Example 2- You would like to add a Contact Us page within the About Us menu to provide the school address and phone number.

1. Locate and click the About Us resource in the Quick Links list.
2. Click **New**.

About Us [**Admin**]

List

Page name:

Contact Us

Content: **Try the new editor**

```
206 E Chestnut St, Mt Vernon, OH 43050
Phone: 740-393-3611 | Fax: 740-393-0236
Email:
Web:
```

Normal HTML Preview <div>   Words:20 Characters:155

Is this webpage accessible without login: As per resource configuration ▼

[+] Manage Tracking:

[+] Embed or Redirect to a web page:

Add

[+] Click to upload attachments

☐ *I have a slow connection. Resize the pictures for faster upload.*   **[Report problems with upload]**

Click to upload multiple files & photos

3. Enter the appropriate name for the link, in this example Contact Us in the Page Name field.
4. Enter the new information within the text box. Use the editing capabilities included to add visual interest but try to keep within the style of the website.
5. Click **Add**.
6. Go to your website and refresh your browser to see the change.

To change the slideshow on the front page of your webpage (optional)

1. Click Slide Show in the Quick Links list of the **website** group.
2. Click **Edit** next to the page you want to update.
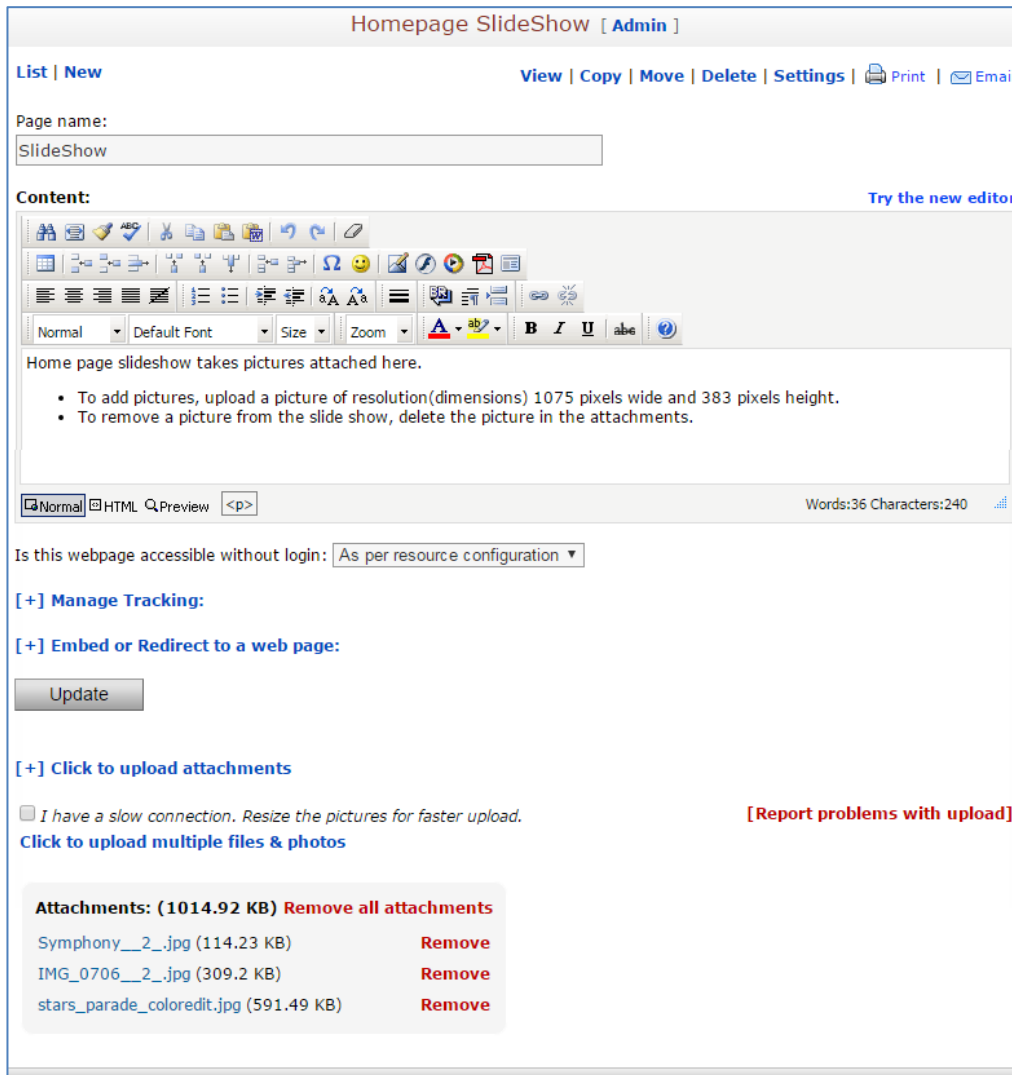
3. Locate the **Click to upload attachments** link to upload files.
4. Identify the new pictures that you wish to add.
5. Click **Update**.
6. Go to your website and refresh your browser to see the change.

# How to Change the Content within a "Homepage" Content Area

Your website was created based on instructions and feedback throughout the development process. Areas such as Home Page Center or Home Page left are resources that display content within a specific area of your website. These "Homepage area" resources are specific based on how your website was designed for your school. You may have additional 'area' oriented resources listed within your Website group. You may change the content of these areas but we recommend not changing the name of the resources. When your SchoolSpeak website is complete, it is helpful to click on these sections to ascertain which content areas are included.

To change the content in an "area" specific resource

Note: Typically the area specific quick link is created using a SchoolSpeak webpage resource.

Example 3 – Let's change the welcome message in the center area of the webpage.

1. Click the quick link that you would like to modify. In our example, we would like to change the welcome message located in the Home Page Center quick link.
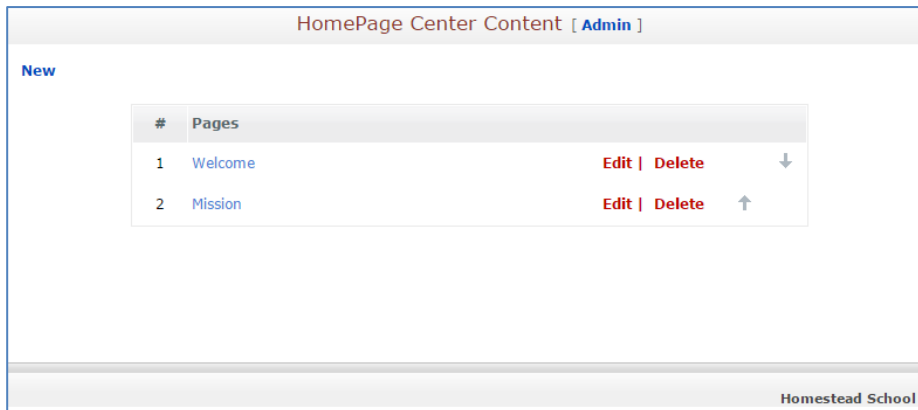
2. Locate the specific content area that you would like to modify. For our example, we will click on Welcome.
3. Modify the content and click **Update**.
4. Refresh your external website to view the change.

To add a section to an "area' specific resource

You may add another section to an area resource. For example, you would like to a letter from the school principal.

1. Click the quick link that you would like to modify. For our example, click on Homepage Center quick link.
2. Click **New** to create a new webpage within the resource.
3. Add a name and content for the webpage.
4. Click **Save**.
5. Go to your external website and refresh the content.

Advanced Admin Options

SchoolSpeak administrators may perform additional operations on the website. This section contains more advanced options. For more information, please contact SchoolSpeak support for assistance.

The **Manage Website** admin tool is listed in the Account Configuration section on the Admin Utilities page.

1. Go to **Community Administration Utilities** page by clicking [**Admin**] link on the top-left of any SchoolSpeak page.
2. Select **Manage Website** in Account Configuration.

Utilizing Previously Created Content in your SchoolSpeak Account

One of the benefits to using SchoolSpeak's website functionality is the ability to reuse previously created content. There are several ways to reuse content.
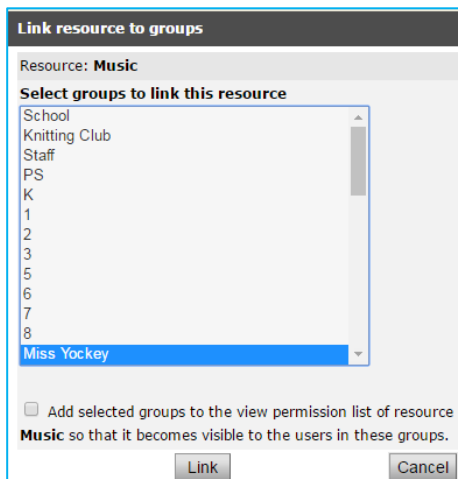
Link the resources – Using a SchoolSpeak resource's ability to link between multiple groups allows the school to share the content with the **website** group without having to re-create it. We often see this kind of linking in instances of levelled gradebooks between multiple homerooms, or sharing a music resource between multiple homerooms. In a website environment, a school may want to re-purpose a resource with a mission statement, a school calendar, a copy of the principal's newsletter.

Another option is to copy the content from one resource to a resource located within the website group. This section will outline the steps for both options.

> *Note: Before sharing internal content with the outside world, please review the content very carefully. Some content may be appropriate for school families and staff members, but perhaps not with the general audience. To keep the information separate we recommend creating new resources within the Website group.*

To link the resource:

1. Locate the correct resource within a group within SchoolSpeak.
2. Click the resource from the quick link.
3. Click the [**Admin**] link next to the resource name.
4. Scroll down to locate **This resource is currently available under** section.
5. Click **Link to another group**.

6. Choose the **website** group and click **Link**.
   The resource is linked from the original SchoolSpeak group and the website group.

Copy content – In some of the resources, you have the ability to copy the content from one resource to another. For example, an administrator may wish to copy specific announcements from the school group to the website groups making it available to the general public.
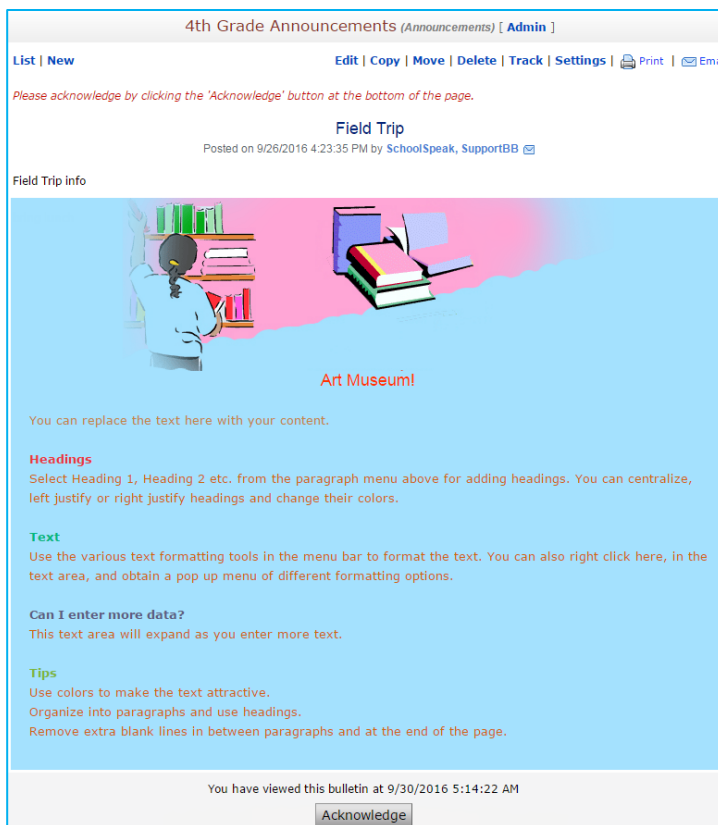
Note: To copy content from one resource to another – both resources must be the same type. For example you can copy content from a bulletin resource (announcement) to another bulletin.

To copy content:

1. Click the resource from the quick link.
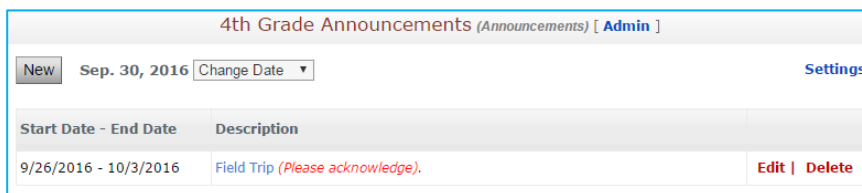
2. Click **Edit** next to the required bulletin.


3. Click **Copy** at the top of the page.
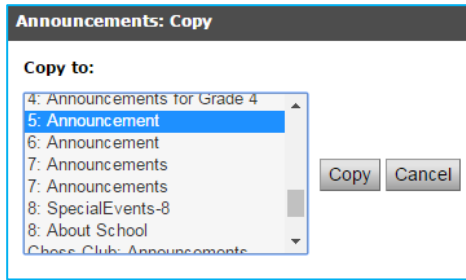
4. Select the resource to which you want to copy and click **Copy**.
   The page is copied to the selected resource.

Redirect – When using the bulletin or webpage resource, you may redirect a reader to an outside website or to another area contained in SchoolSpeak. For example, the school is working with a local charity and you would like to include a link to the charity's site. You may either create a hyperlink within the text editor or use the webpage/bulletin redirect functionality.

To redirect:

1. Click the resource from the quick link.
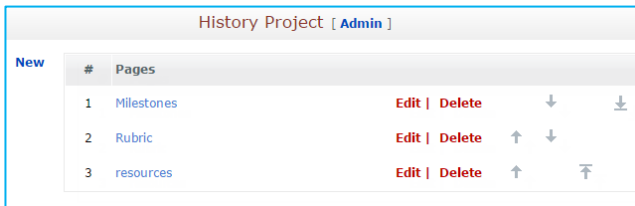
2. Click **New**.
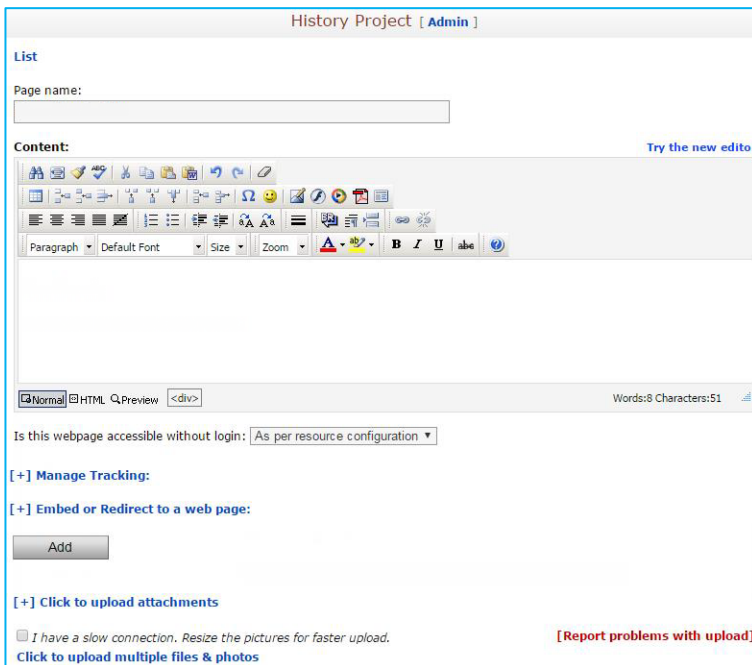
3. Click the **Embed or Redirect to a web page** link.
4. Do the followings:

a. Select **Redirect**.

b. Enter the URL of the web page to which you want to redirect to in the Web page address (URL) field. (**Hint**: In another tab, go to the other website and then copy the web address from the browser address area. Go back to the redirect section and click paste.

5. Click **Add**.

Note 1: *When considering to use previously generated content keep in mind the audience. In some cases, information shared within SchoolSpeak to other parents may be different than the information you would want to share with the outside world. Sometimes creating a new resource and maybe copying the content to the website resource may be the best policy as it allows you to start with some content but also allows changes based on the audience.*

Note 2: *When preparing to share an existing resource in SchoolSpeak, please make sure that it has been set to allow public viewing of the content. The master field to allow SchoolSpeak to share information with non-members must be set. Then under the EDIT settings for each resource, check to make available offline.*

Note 3: *SchoolSpeak does not recommend changing the basic setup of the website without speaking with a support representative as changes could impact the entire site.*

Using the Manage Website Tool

The different sections of Manage Website are:

The key links

Edit Website Contents

You will be brought the webiste configuration tool. Please access this location with caution as changes will affect your new website.

What is the Website Menu?

The website menu is a graphical display of the setup of your website. SchoolSpeak generally does not recommend making changes to the options displayed as the changes may impact the way

How to Add Website Menus

You can set up the parent menus and sub-menus of the website.

1. Click Edit Website Menu link.

How to Configure Parent Menu

1. Click **Configure** link. You see the **Menu Details** pop-up dialog box.

Displays the first page of the selected resource

Based on the selected options of **Clicking on this Menu**, the fields differ in the Menu Details pop-up.

Displays the record of a resource

Displays the page of a website

Update the menu details and click **Save** to save the updated details.

How to Add Parent Menus

You can add parent menus of the website using Add Menu functionality.

2. Click **Add Menu** link in the Parent Menu column at the bottom-left of the page.

3. Enter the name and select the other details.

> *Note: Based on the selected options of **Clicking on this Menu**, the fields differ.*

4. Click **Save**. The menu is added to the page.

Click **Delete** link to delete the parent menu.

How to Add Submenus

You can add submenus when you want to add a record/page not related to the existing menus.

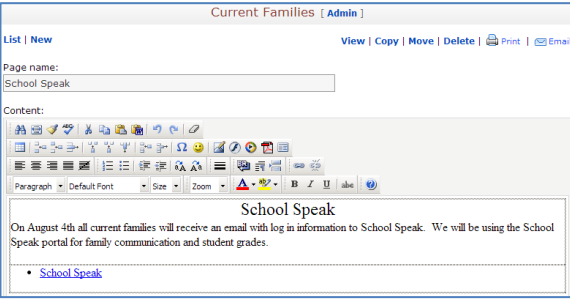1. Click **Add Submenu** link in the Submenu column.

2. Select/enter the submenu details.
3. Click **Save**. The submenu is added to the page.

How to Edit the Content of the Submenus

1. Click **Edit Content** link in the Actions column to edit the content of submenu.

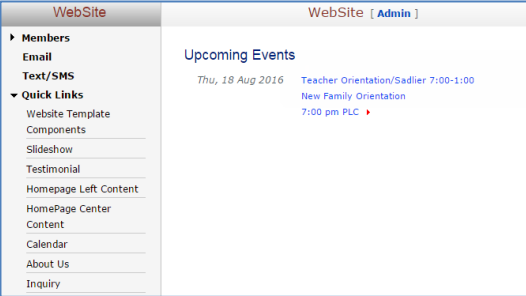2. Click **Edit** link next to the record to edit the required record.

How to Edit the Website Content

## How to Edit Contents of Parent menus and Submenus

You can edit the contents of the parent menus and submenus of the website.

1. Click Edit Website Contents link.

> *Note*: Click **Admin** link next to the Website group to update the Website group details.

2. Select the required pages from the left-margin. If you want to edit the content of About Us resource. You will see the records of the About Us page.
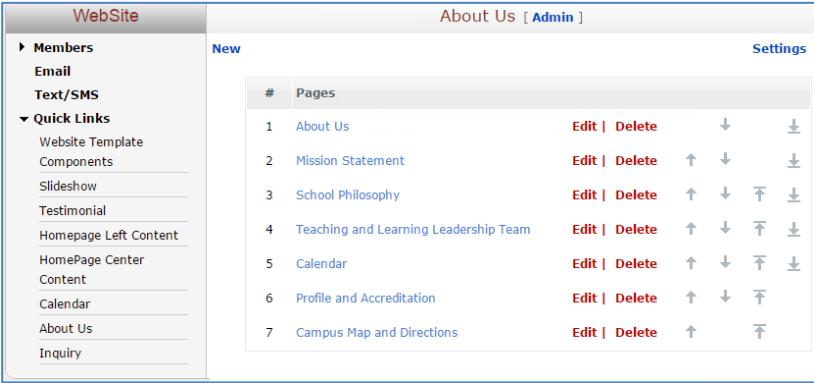
3. You can add new records to the page using **New**.
4. Click **Edit** link next to the record to edit the required record. The page is displayed in edit mode.
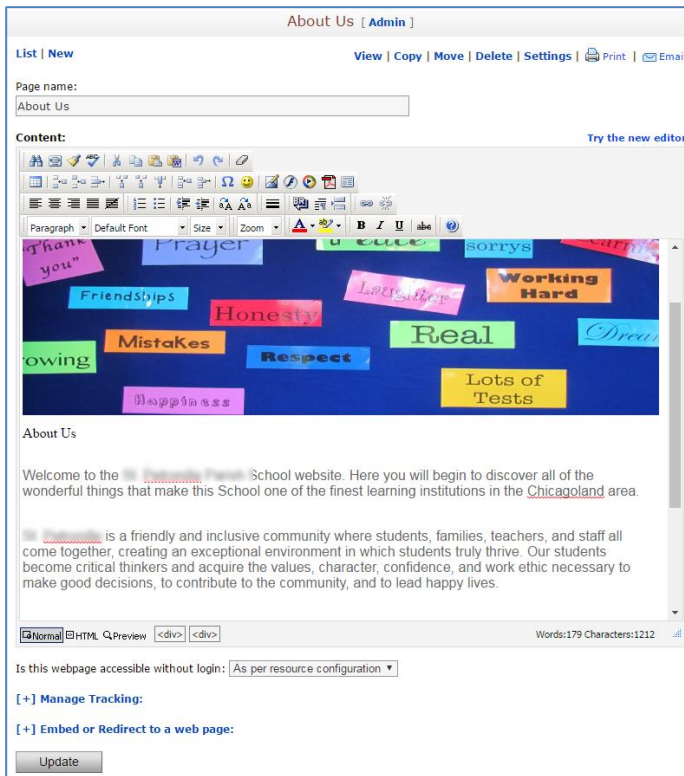
5. Update the record details and click **Update**.

How to View the Website Content

You can view the website using the **View Website** link on the Manage Website page of the Admin tool. Clicking the **View Website** link takes you to the website.