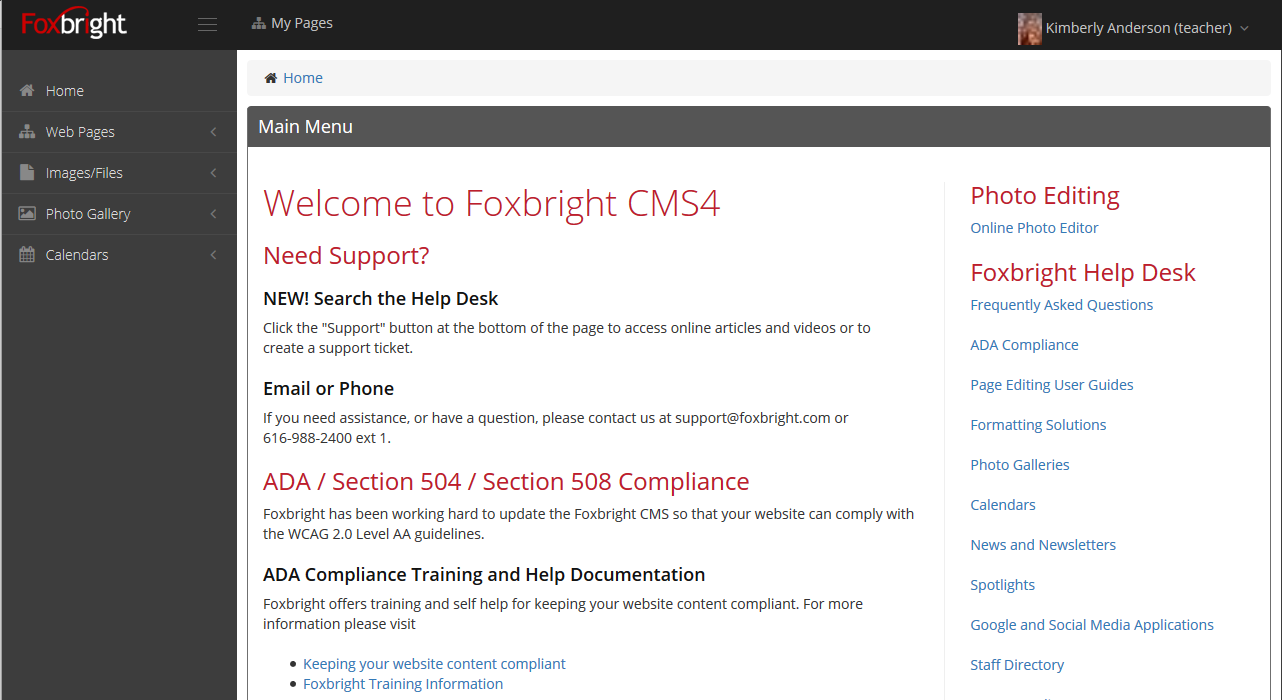
# Logging into Website Admin Panel

|  |  |
| --- | --- |
| * Admin Panel: <http://stephenson.k12.mi.us/admin> * Login using username / password you have been given. |  |

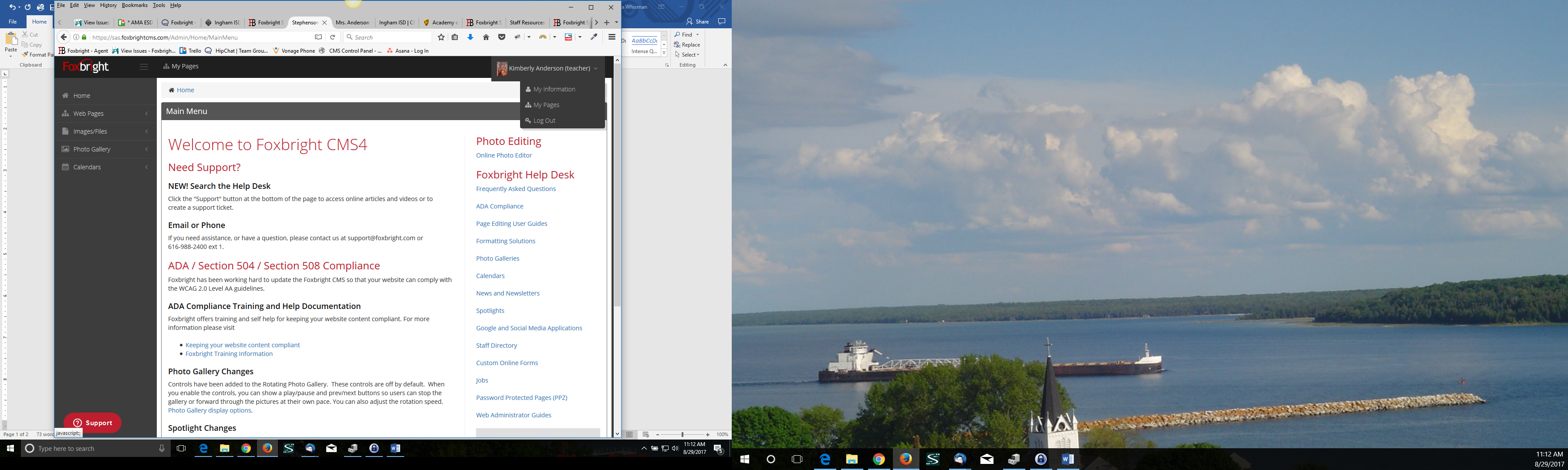
After Logging in you will be on the Admin Panel Home Page



Please note that in the right column is all the help documentation. You will want to use the:

* **Page Editing User Guides**
* **Calendars**
* **Photo Galleries**

# Update Contact Information including your photo



Click on your name in the upper right corner and select “My Information”.

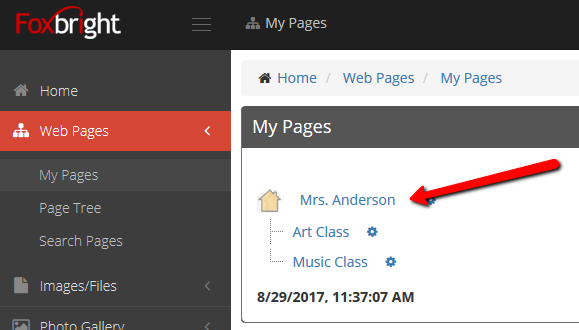
* Can update your password
* Update your contact information including
  + Name
  + Phone
  + Extension
  + Email
  + Photo

# Edit Teacher Pages & Publish

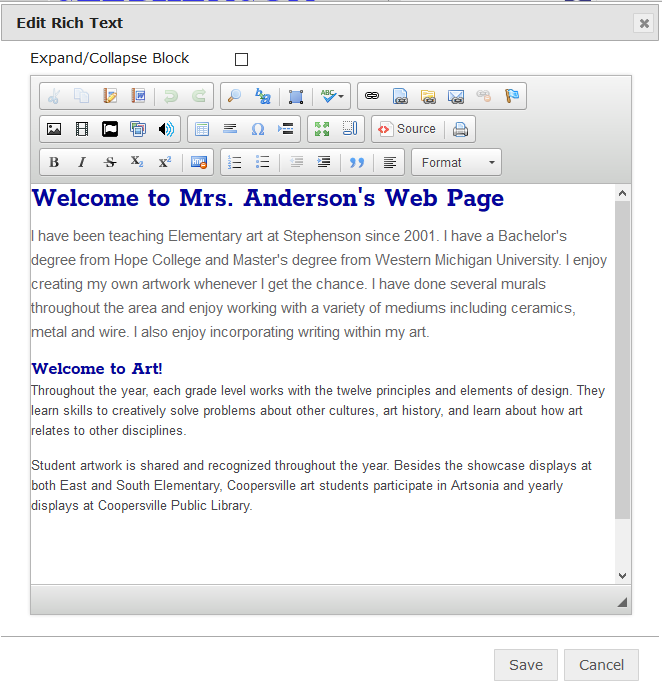
Select the “My Pages” to access your teacher website.

## Adding / Editing Page Content

1. From Page Tree, click on Page Name or select Gear and Edit
2. “Preview” version of page will be shown with red boxes around content blocks.
3. Hover or click on the block and select “Edit”



### Rich Text Editing



1. Inserting Content from WORD (top row 4th icon)

* Use the **Paste from Word** option to paste in content to retain formatting

1. Text Formatting - bottom row of editor icons  
   **Hint**: Enter – paragraph break – extra white space between lines

**Hint**: Shift-Enter – line break – normal white space between lines

#### Adding Links – located on top row to right

1. Links to other websites
2. Links to files or pictures
3. Links to pages on your website

*Note: Use* ***link text*** *that makes sense even when out of context*

#### Inserting Pictures (1st icon on 2nd row)

1. **Upload** / Insert the picture on you page

## Publishing Content

1. Always “Preview” your page before Publishing
2. Revert to Published

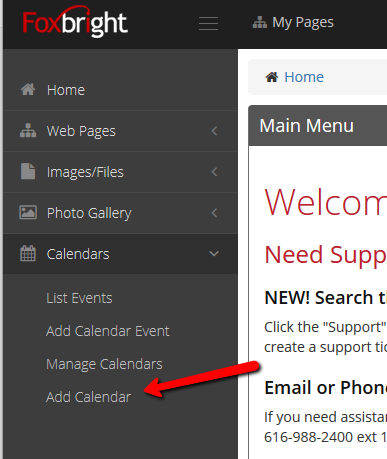
# Add more Pages to your Teacher Website

* From “My Pages”, select the gear next to your home page (or another page) and select “Add Page”
  + Enter a page name
  + Tab through the fields to populate each field
  + Scroll down to “save” the page
* You can now edit the page

# Add a Classroom Calendar

## Create a Calendar

From the Side Menu, select “Add Calendar” so you can create a new calendar.



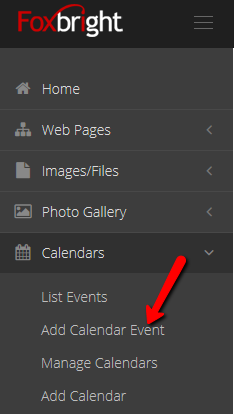
* 1. Hint: Include your initials or name in your calendar name.

## Add your calendar to your website page

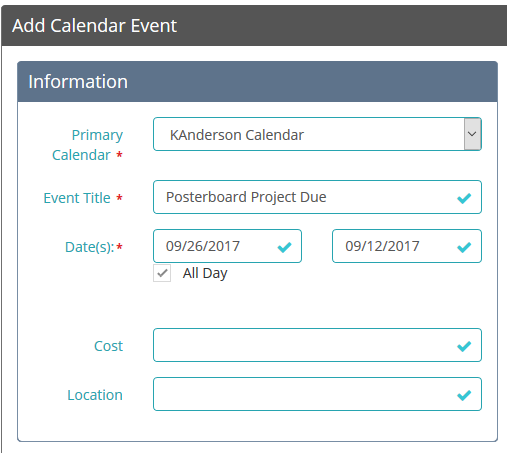
1. Select “My Pages”
2. Edit your “Website Page”
3. Add a Block where you want to add the calendar
   1. Select “Mini Calendar”, “Upcoming Events” or “Foxbright Multi-Agenda Calendar” as the block type
   2. Select “Add Block”
4. Now “pick” your calendar to show and finish configuring any of the other options
5. Save the block.

## Add Events to your calendar

To add events to your calendar, select “Add Calendar Event” from the Calendars selection menu



1. Select Your Calendar from the drop list
2. Enter the Event Title
3. Select the Event Date
   1. (you can enter a time as well)



1. Use the Event Description to include details about the event

