

Faculty Webpages: *Getting Started*

Using CMS4Schools Website Content Management System

<http://www.cms4schools.net/>

With the faculty website design tool, you have the ability to set-up and maintain your own faculty or classroom website. CMS4Schools is a completely web-based tool which means you have access to edit and maintain your site from any computer with internet access. Be sure to spend some time planning out your site and consider starting small at first. The larger your site is, the greater the need to update.

LOGGING INTO YOUR FACULTY WEBPAGE:

There are two ways to access your content management page...

1. Go to www.germantownschools.org/faculty. This will take you to a login screen for CMS4Schools. **-OR-**
2. Go to www.germantownschools.org (the district homepage) and login to the Staff Intranet page. Once logged in, look for the "Faculty Website Administration" link.

Your CMS login will be the same as your staff intranet username and password. If you do not know your login contact your building website administrator.

EDITING YOUR PROFILE PAGE/HOMEPAGE: (Only if you're looking to set-up a profile only page)

1. Click on the Edit Your Faculty Profile Link and update your information as needed and click the update link at the bottom of the page. **NOTE:** The photo and profile information will only appear if you'd like your website to simply be a profile page. You will need to contact your webmaster if you'd like to use the profile page setting.



ADDING PAGES TO YOUR FACULTY WEBSITE:

1. On the left menu click "Navigation Builder Home". The Navigation Builder page will be your access to creating and maintaining all of the pages you will include in your website.
2. Click "Add Page" at the top of the Navigation Builder Homepage. This will open an Add Page utility screen.



3. Type in a Navigation Link name. This will be the link itself that will appear in your left side navigation bar of your website.
4. Choose a Page Navigation Type.
 - a. Internal Webpage: This option will be used for most of your links. By selecting this option, you are dictating that this link will take visitors to a new page within your site.
 - i. Physical File: This is the file name that is used for this page. Each page must have a unique file name. This file name cannot have any spaces, just letters, numerals and underscores.
 - ii. Page Title: This is an optional field. The text that you enter in to this box will appear in the title area of your page. It is recommended that you include a title on each of your pages within your site.
 - b. Website Link: This option will be used to linking to a specific website address outside of your site OR to a page within your site.
 - i. Type: Decide whether clicking on this link will open a new window or open in the existing window.
 - ii. URL: Type in the full web address for the page you wish to link to (include the http://). You can copy and paste this in from another open browser window if you wish.
5. Choose the Navigation Link status. This will allow you to temporarily make a page inactive. When inactive the page will exist for your editing only and not for visitors to your site. **Note the default is to make your new page active.**
6. Select a Navigation Order. Use this drop down to select where in the navigation menu you'd like this link to appear.
7. Select the Navigation Level.
 - a. Level 1 links are the main menu links on the left side of every page in your site.
 - b. Level 2 and 3 links are hidden links that require visitors to hover on a higher level link first to access. Usually the contents of these pages would be considered sub-topics to a level 1 link. Level 2 and 3 links will appear indented on your navigation builder homepage.
8. Click **Add** to add the new page to your site.
9. The steps above provide the information "required" to add a new page. If you'd like to learn more about the "extra fields" in the navigation builder, you may choose to read through the Navigation Builder help manual.

ADDING CONTENT TO YOUR PAGE:

1. Locate the desired webpage in the Navigation Builder (site map) and click on the Main Body detail link.
2. Here you will be able to add/update/delete the content for this page. The first time you go to this page it will be empty.
3. Select the tool that you would like to use for adding content to this page. Click on the drop down menu to select the desired tool. Then click Add.



- a. **Text/Graphic Editor**: This will be the tool that you will use the most often. This gives you an easy to use editor that will allow you to easily add text and graphics.

- b. **Bulletin Board/Forum/Blog:** Use this tool encourage interaction through discussion on your webpage. There are plenty of options for setup so read carefully.
 - c. **Calendar of Events:** Create a calendar for you site with as many categories as you wish. Add events to your calendar using the *My Calendar Admin* link in CMS.
 - d. **Embed Audio/Video:** This tool allows you to embed audio files and video (youtube/teachertube etc.) files within your site.
 - e. **Homework Listing:** Create and maintain your class assignments on your website. Set due dates, provide links, attachments and more. Add classes, sections and assignments using the *MY Homework Admin* link in CMS.
 - f. **Interactive Forms:** This will allow you to add a quick survey or on-line form to your site.
 - g. **Links:** This tool is ideal for creating an organized list of online resources.
 - h. **Photo Gallery:** This tool will allow you to add photo albums with unlimited photos to your page.
 - i. **Resources / News:** This tool is perfect for uploading your newsletter, linking out to a great article on another Web site or creating your own quick news flash.
 - j. **Slide Show:** This tool will allow you to make your own timed slide show. This is a great way of showing a variety of photos on your homepage.
4. With this detail page, you are able to add as many tools as you need. For example, you can add 2 text/graphic editor items and a calendar all on the same page. When doing so, you can order these by selecting the appropriate location from the drop-down box after the tool selection drop-down.
 5. You can also add content to the Right Side Bar of your pages by clicking on the “Right Side Bar” link either from your Navigation Builder menu or from the Main Body detail page.
 - a. Right Side content is updated and organized using the same tools explained in the Main Body tools above only this content will appear on the right side of your main content.

The diagram illustrates a web page layout with two main sections: Main Body Content and Right Side Content. A vertical dashed line separates the two. The Main Body Content area on the left contains a heading "District Library Media" and a paragraph of text. Below the text is a photograph of a library interior. A yellow box labeled "Main Body Content" is positioned at the bottom left, with a red arrow pointing up towards the text. The Right Side Content area on the right is highlighted with a yellow box labeled "Right Side Content" at the top. It contains two sections: "WEBSITES" with a list of school links, and "LIBRARY & TECHNOLOGY LINKS" with two links. A red arrow points from the "Right Side Content" box to the "WEBSITES" section.

District Library Media

The Germantown School District is dedicated to ensuring that our students are responsible, life-long users of information and technology. Our library media centers provide our schools and community with access to a wide variety of literature and resources aimed at improving the information and technology literacy skills of our students. Our libraries also strive to provide a rich collection of literature to promote life-long reading habits in our students.

Right Side Content

WEBSITES

- ▶ [Amy Belle Elementary School](#)
- ▶ [County Line Elementary School](#)
- ▶ [MacArthur Elementary School](#)
- ▶ [Rockfield Elementary School](#)
- ▶ [Kennedy Middle School](#)
- ▶ [Germantown High School](#)

LIBRARY & TECHNOLOGY LINKS

- ▶ [Online Catalog \(Destiny\)](#)
- ▶ [Other Library Resources](#)

Main Body Content