

## How to Find the Help Manual

1. Log into your CMS4Schools account.
2. Click on **“My Faculty Administration”** on the left side bar.
3. Click **“Faculty Help Manual”**.



4. Scroll down to the bottom of the page and you will see **“Faculty Web Site Manual”**. Click on any of the links below that for help with that topic.

### Faculty Web Site Manual

The collection of files below provide detailed, step by step in these on-line or print them out and create your own hard co

- [Calendar \(65 KB\)](#)
  - [File Uploads \(118 KB\)](#)
  - [Navigation Builder \(243 KB\)](#)
  - [Page Detail - Calendar Of Events \(29 KB\)](#)
  - [Page Detail - Hot Lunch Menu \(42 KB\)](#)
  - [Page Detail - Interactive Forms \(51 KB\)](#)
  - [Page Detail - Links \(45 KB\)](#)
  - [Page Detail - Photo Gallery \(293 KB\)](#)
  - [Page Detail - Profiles \(94 KB\)](#)
  - [Page Detail - Resources & News \(40 KB\)](#)
  - [Page Detail - Right Side Bar \(226 KB\)](#)
  - [Page Detail - Slide Show \(115 KB\)](#)
  - [Page Detail - Text/Graphic Editor \(153 KB\)](#)
-