



District Website Guide



Logging in	pg. 3
Add Pages	pg. 4
Using tempEDIT	pg. 5
Creating a Page with tempEDIT	pg. 6
Uploading Images	pg. 7
Working with Tables, Rows & Cells	pg. 9
Linking to External Websites, Documents or Email Addresses	pg. 11
NEW! Organizing Information, Files & Links in Announcements.....	pg. 12
How to Add a News Story to News Feed	pg. 17
Tip Sheet	pg. 18

1. Accessing Website Login

All pages on the district website are edited using tempEDIT, a content management system (CMS) created by the CNYRIC. To access tempEDIT, bookmark the following page (be sure to insert the correct district website into address):

<http://www.yourdistrictwebsite.org/protected/adminmain.cfm>

Enter your
Username and
Password

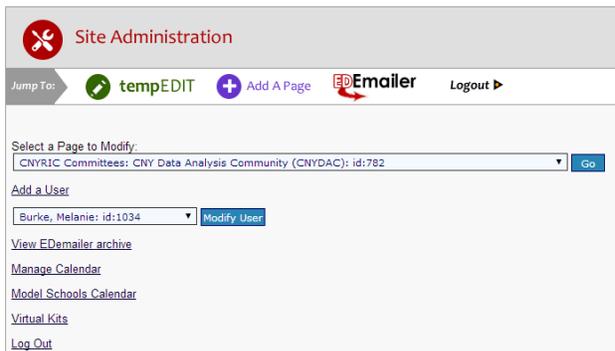


Enter Username & Password:

User name:

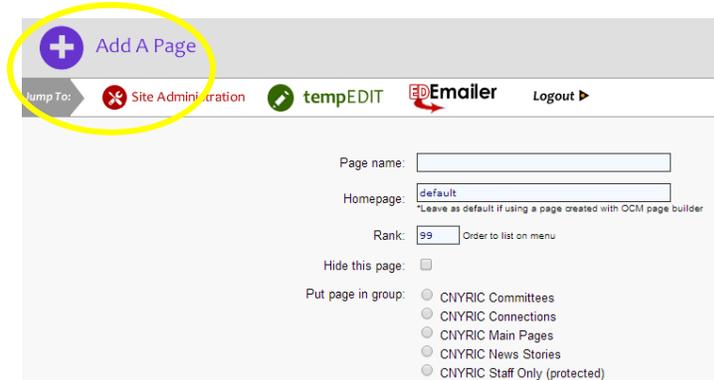
Password:

When you first
login, this is the
page you will
see.



2. Adding a Page

1. To add a page, click on the purple “Add a Page” icon.



The screenshot shows the 'Add A Page' form in the Site Administration interface. The 'Add A Page' icon is circled in yellow. The form includes the following fields and options:

- Page name:
- Homepage: *Leave as default if using a page created with OCM page builder
- Rank: Order to list on menu
- Hide this page:
- Put page in group: CNYRIC Committees, CNYRIC Connections, CNYRIC Main Pages, CNYRIC News Stories, CNYRIC Staff Only (protected)

2. Enter the required information.

Page name: Enter page name. *Tip: This name will appear on the left-hand navigation column of the page (unless you check “Hide this page”).*

Homepage: Leave as “default” unless the page will direct to an outside website; then insert appropriate URL.

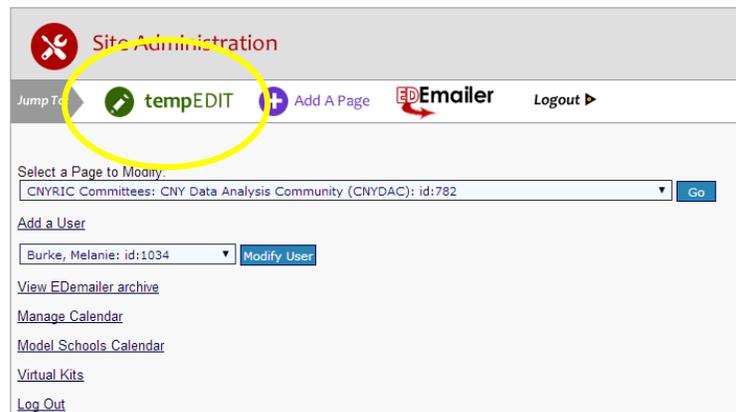
Rank: This is the order the pages appear in the left-hand navigation column. *Tip: Begin with “1” and skip every other number to provide list spacing.*

Hide this Page: Check this box to hide the page from the public.

Put page in Group: Check on the appropriate group for the page to be stored. *Tip: If you need additional groups created, contact Danica Kaltaler at dkaltaler@cnyric.org.*

3. Click “Add this Page”

4. Select the green tempEDIT icon to locate a newly created page from the “Select a Page to Modify” dropdown menu.



The screenshot shows the Site Administration interface. The 'tempEDIT' icon is circled in yellow. The interface includes the following elements:

- Site Administration header
- Jump To: tempEDIT Add A Page EDEmailer Logout ▶
- Select a Page to Modify:
- Add a User:
- [View EDeMailer archive](#)
- [Manage Calendar](#)
- [Model Schools Calendar](#)
- [Virtual Kits](#)
- [Log Out](#)

5. Congrats! You’re ready to use tempEDIT!

3. Using tempEDIT

Use tempEDIT to modify your webpage by using the various features on the editing toolbar. Similar to working on a MS Word document, the content of your webpage appears in the large white box and can be edited by adding text, images, and special formatting.

Make sure to save changes before navigating away from your page, and before uploading files in tempEDIT.

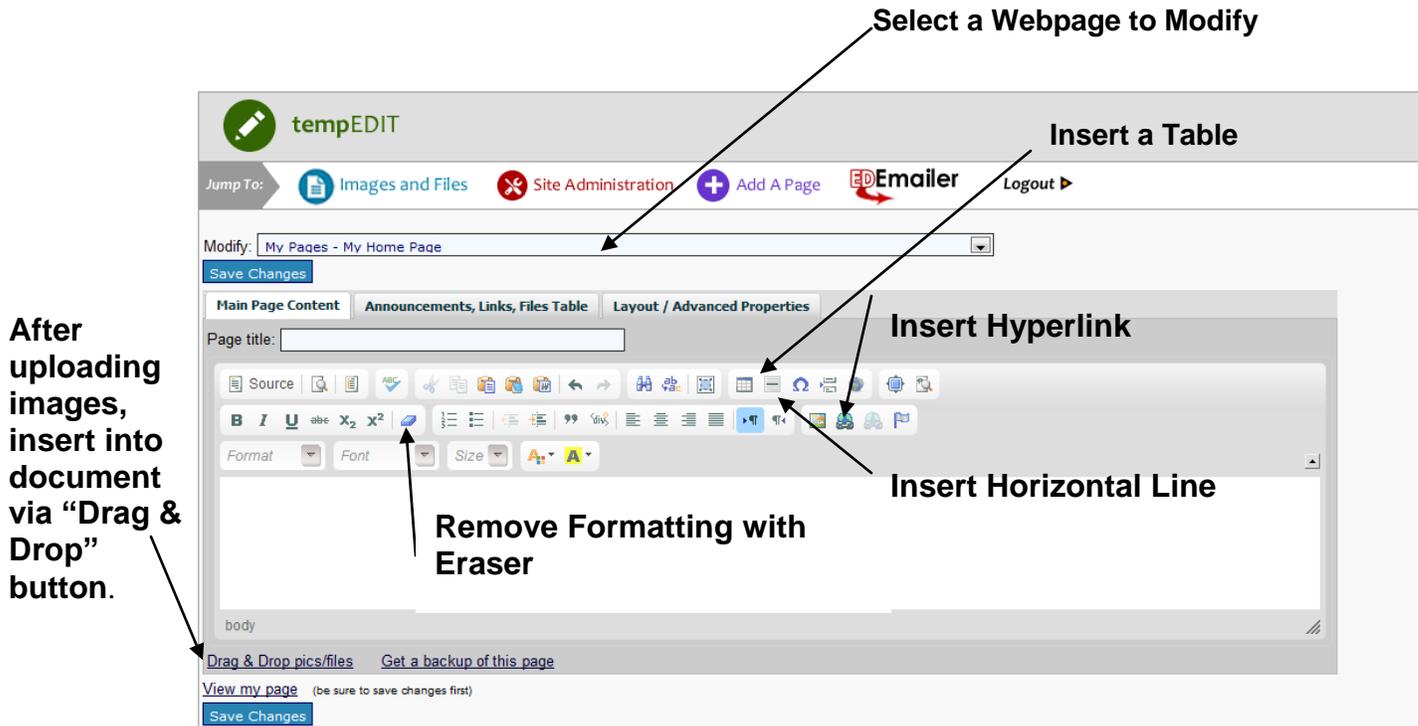
To view your page, save changes first, then click on the “View My Page” link at the bottom of tempEDIT.

#littleRIC Tip:

Always save changes before navigating away from page for any reason. If you save unwanted changes, click “Restore Page” to retrieve previous version.

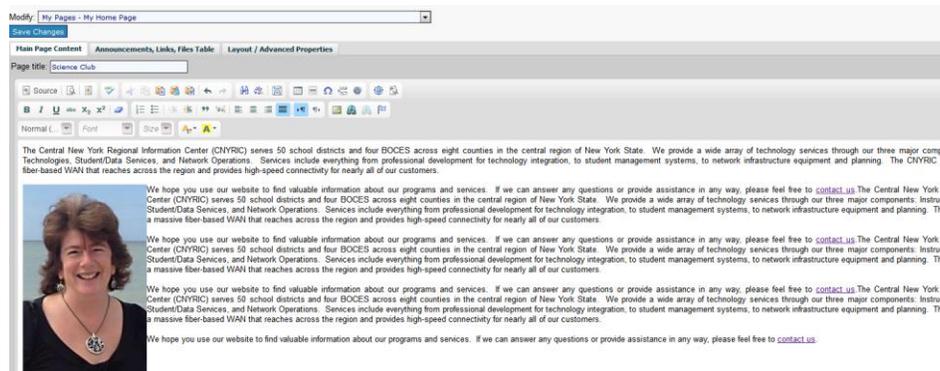
tempEDIT at a Glance

Tip: Hover over any tempEDIT button to view its capabilities.

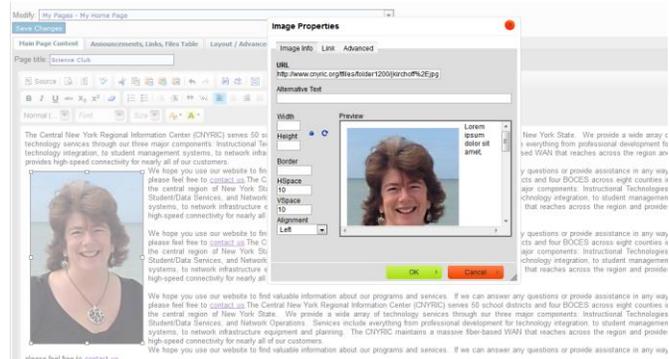


4. Creating a Page with tempEDIT

1. Now that you've created a blank page, you can add content such as text and images. To add text simply type into the body of tempEDIT. Additionally, you can copy and paste text using the "Paste from Word" button. *Tip: If you do copy and paste text it's important to highlight the text and select the "Remove Formatting" button before saving*
2. To add an image to the page, it needs to first be uploaded via the "Images and Files" button. Once the image is uploaded, it is accessible via the "Drag & Drop" button in the lower left-hand corner. Locate image and drag into the tempEDIT.
3. To change the size of the image, right click it and select "Image Properties."
4. The below image shows a page with text and an image that was "dragged and dropped." Notice there is no space or padding between the photo and the text. To fix this problem, simply right click the photo and select "Image Properties."



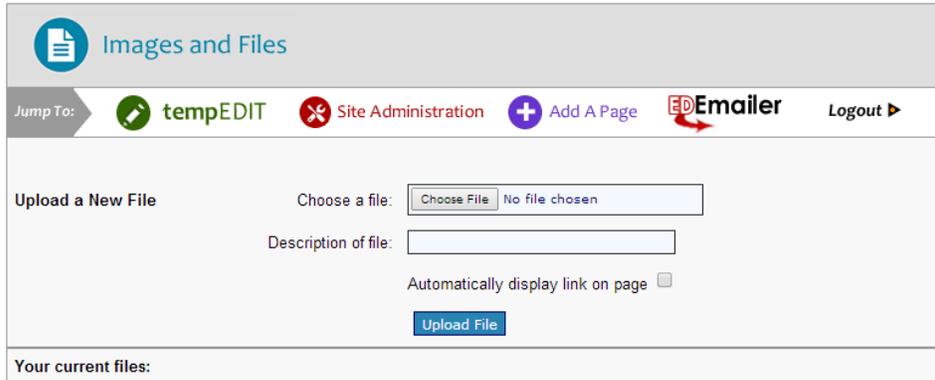
5. Once you access "Image Properties," make the following adjustments:
 - a. **Width:** If the photo is too big, decrease the width to 300.
 - b. **Height:** The height will change in proportion to the new width (as long as the keypad icon is "locked") so you can leave this box empty.
 - c. **Border:** Leave box blank for no border; change to 1 for a thin, black border.
 - d. **HSpace:** Change to 10.
 - e. **VSpace:** Change to 10.
 - f. **Alignment:** Select "Left"
 - g. Select "OK" to save.



6. Once you are happy with the layout of the text and image, click "Save Changes" and then "View my page" to review.

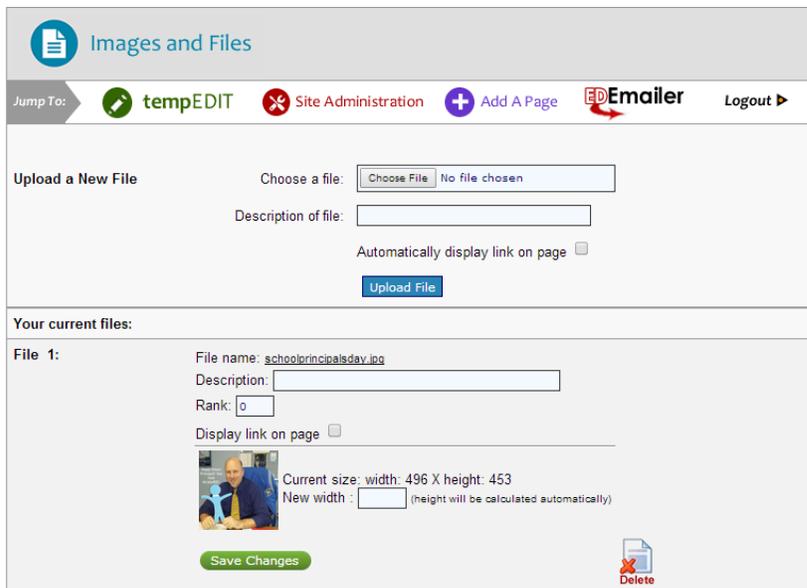
5. Uploading & Managing Files

To insert images or files into your webpage, you must first upload them. Do this by clicking on the “**Images and Files**” icon on the top navigation of tempEDIT.



The screenshot shows the 'Images and Files' section of the tempEDIT interface. At the top, there is a navigation bar with a 'Jump To:' menu containing icons for tempEDIT, Site Administration, Add A Page, ED Mailer, and Logout. Below this is the 'Upload a New File' form. It includes a 'Choose a file:' button with a dropdown menu currently showing 'No file chosen'. There is also a 'Description of file:' text input field and a checkbox for 'Automatically display link on page'. A blue 'Upload File' button is located at the bottom of the form. Below the form is a section labeled 'Your current files:' which is currently empty.

Choose a file to upload.

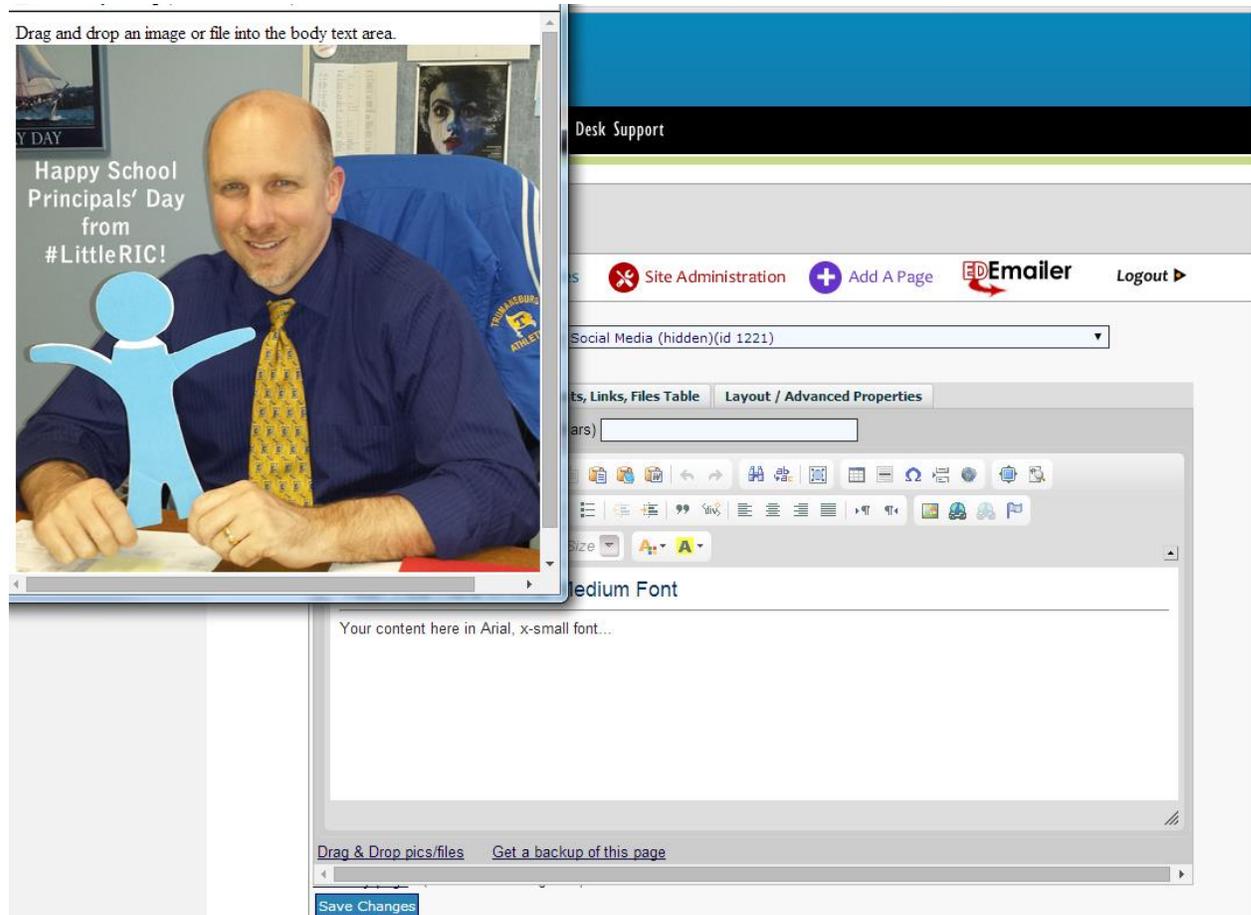


This screenshot shows the 'Images and Files' interface after a file has been uploaded. The 'Upload a New File' form is still visible at the top. Below it, the 'Your current files:' section now contains one file entry, 'File 1:'. The file name is 'schoolprincipalsdav.jpg'. There is a 'Description:' text input field, a 'Rank:' dropdown menu set to '0', and a 'Display link on page' checkbox. A small thumbnail of the image is displayed, with the text 'Current size: width: 496 X height: 453' and a 'New width:' input field with a note '(height will be calculated automatically)'. At the bottom of the file entry are two buttons: a green 'Save Changes' button and a red 'Delete' button with a trash icon.

The uploaded file will display toward the bottom of the screen. At this point, you have the ability to adjust the width of the image, if desired.

Click on the **tempEDIT** icon to return to the page you would like to place the file.

Click on the “**Drag & Drop Pics/Files**” link near the bottom of tempEDIT. A window will display with all of the images and files that you have uploaded for this specific webpage. *Please note: The only images available will be those previously uploaded to this SPECIFIC PAGE; not any other location within district website.*



Simply drag the desired image and drop it into your tempEDIT workspace to place it on your webpage. See “**Step 4: Creating a Page with tempEDIT**” for details on resizing image.

For electronic files, such as a PDF, highlight the text of the file and drag it into your tempEDIT workspace. You can change the text title once it’s in the editor.

Example: Change “votingprocedures.pdf” text to say “Click here for voting information.” To do this, insert your cursor in the middle of the string of text and edit/delete text.

6. Working with Tables, Rows, and Cells

Insert a table to manage the layout of your pictures and text or for when you need special formatting. Refer to “**Step 3: using tempEDIT**” for a screenshot to find the **Insert Table** icon.

A common page design features a 2-column layout: one column for an image and one column for text.

The image shows a screenshot of a web page editor interface. At the top, there are two callout boxes: a red one on the left and an orange one on the right. The red box contains the text: "Column 1: Insert image(s). Use consistent image size throughout website." The orange box contains the text: "Column 2: Place text here. Use consistent font, size and color." Below these boxes, a red arrow points from the red box to a photo of a group of people, and an orange arrow points from the orange box to a block of text. The web page content includes a header "Featured Teacher: Marcia Cornell", a photo of a group of people, the Westhill Central School District logo, and a bio for Marcia Cornell, a Chemistry and SUPA Forensics Teacher at Westhill High School. The bio includes a section titled "What are some of the innovative ways you are integrating technology into your curriculum?" and another titled "How have students benefitted from your technology integration initiatives?".

Column 1: Insert image(s). Use consistent image size throughout website.

Column 2: Place text here. Use consistent font, size and color.

Source

Normal (L... Font Size

Featured Teacher: Marcia Cornell



WESTHILL
Central School District

Marcia Cornell
Chemistry and SUPA Forensics Teacher
Westhill High School
Westhill Central School District

Marcia Cornell is a Chemistry and Forensics teacher at Westhill High School. She began her second career 16 years ago. Prior to launching her tea Marcia worked in the private sector as a senior project engineer with Malcolm Pirnie, Inc.

What are some of the innovative ways you are integrating technology into your curriculum?

During the month of March, Marcia had a unique opportunity to pilot a "Bring Your Own Device" project in collaboration with the CNYRIC's Instructional Team. The CNYRIC provided 30 mobile devices for students in Marcia's senior-level SUPA Forensics class--10 Chromebooks, 10 iPads, and 10 Go Tablets. Prior to deploying the devices with students, Marcia met with the CNYRIC's Model Schools Coordinator, Rob Leo, to plan a unit and integrat technology tools into her lessons. Her goals were to provide students with a space to collaborate and communicate as they prepared a presentation. integrate two main tools into her teaching, [Edmodo](#) and [Google Drive](#). Edmodo provided a space for Marcia to deliver digital documents and links for analyze. Students were able to post notes, reply to other students' posts, and collaborate in small groups. Google Drive provided the students with a collaboratively build their culminating presentations. In addition to using the mobile devices in Marcia's classroom, students were also afforded the op their devices through the school with their teachers' permission. They utilized apps like [Evernote](#) to take notes for all of their classes and keep them place on the Web. Further, students brought the devices home and treated them as if they were their own.

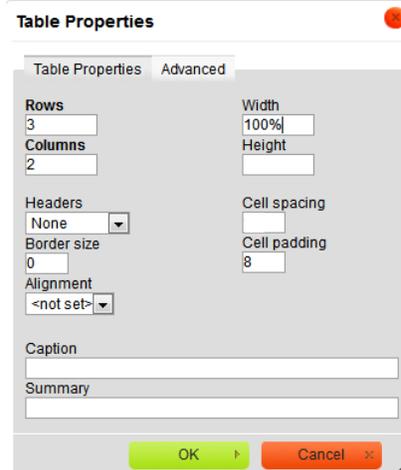
How have students benefitted from your technology integration initiatives?

Students thoroughly enjoyed being part of the pilot project. They raved about Edmodo as it provided them with a sense of "community" where they co with their classmates, and only their classmates, 24/7. It afforded them an opportunity to extend the learning process beyond the four walls of the cla could post notes and share links anytime, anywhere. They also appreciated the convenience of having access to computing technology in all of their below for student testimonials in response to a survey that was administered at the beginning and end of the project.

"The biggest benefit for me is being able to use a device of my choice as I please in the classroom to facilitate to my own individual learning tendenc that we can use the devices at home and at school in the classes that we prefer. In SUPA Forensics, Mrs. Cornell has tried to integrate our devices i plans with the Edmodo accounts and posting assignments online. However, to my surprise, I feel that the true test of the Pilot is the reflected in allowi the devices in other classes. Teachers have not changed their lesson plans as immediate as Mrs. Cornell has, so it gave us the chance to do our

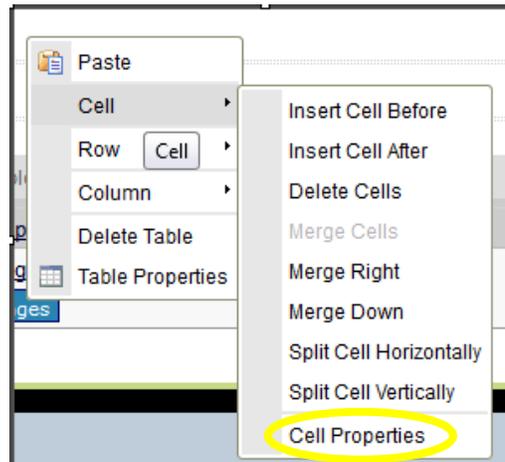
Table Properties:

1. Set border to "0" to eliminate table lines.
2. Set cell padding to "8" for a clean layout.
3. Set width to "100%."

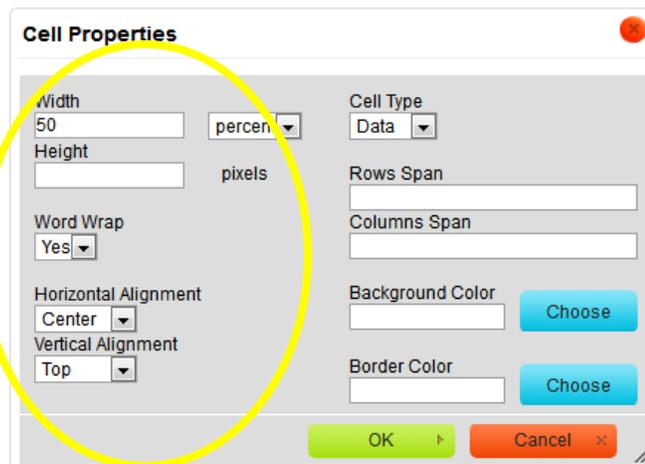


The screenshot shows the 'Table Properties' dialog box with the 'Advanced' tab selected. The 'Rows' field is set to 3, 'Columns' to 2, and 'Width' to 100%. The 'Border size' is set to 0, and 'Cell padding' is set to 8. The 'Alignment' is set to '<not set>'. The 'Caption' and 'Summary' fields are empty. The 'OK' button is highlighted in green, and the 'Cancel' button is highlighted in red.

To open the properties box for a Table, Row or Cell, simply right-click on a row or cell and make the appropriate selection from the box that appears.



To adjust the cell properties select Cell\Cell Properties. Select the alignment from the dropdown options.



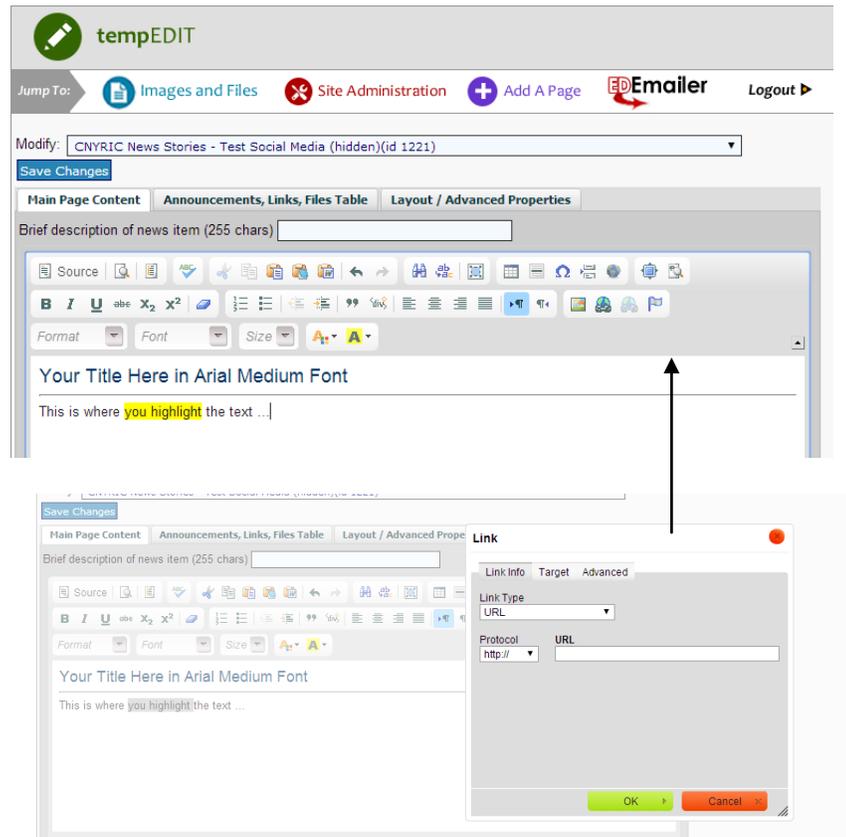
The screenshot shows the 'Cell Properties' dialog box. The 'Width' is set to 50 percent, 'Height' is set to pixels, and 'Cell Type' is set to Data. The 'Word Wrap' is set to Yes. The 'Horizontal Alignment' is set to Center, and the 'Vertical Alignment' is set to Top. The 'Background Color' and 'Border Color' fields are empty, with 'Choose' buttons next to them. The 'OK' button is highlighted in green, and the 'Cancel' button is highlighted in red.

7. Linking to External Websites, Documents, or Email Addresses

Return to the tempEDIT window. Highlight the text you want to link to the uploaded file, external website or email address. Click on the globe icon (located in right-hand corner).

This dialogue box appears. Enter appropriate information (URL, email address) and click OK.

Save changes and then view the page and test the link.



8. NEW! Organizing Files, Links, and Announcements in Tab System

The CNYRIC recently updated the announcements section in tempEDIT. Previously users could only display announcements in a right-hand column as shown in the example below. While this is still possible, there is an additional display option available.

This is a sample of putting the files, announcements and links in a right-hand table.

Smithville High School

EVENTS:

Boys Track and Field informational meeting
Tue, Feb 24, 2015 from 2:30pm - 3:30pm @ Baker HS Large Group Room (LGR)

Bville Softball pre-season player parent meeting
Tue, Feb 24, 2015 from 6:00pm - 9:00pm @ Baker HS Large Group Room (LGR)

Baker HS PTSA Meeting
Wed, Feb 25, 2015 at 7:00pm @ Baker HS Library

Parent meeting for upcoming Junior Boston trip
Thu, Feb 26, 2015 from 6:00pm - 8:00pm @ Baker HS Large Group Room (LGR)

BESTT Program Agency Visit for parents & staff
Fri, Feb 27, 2015 from 12:15pm - 1:45pm @ Baker HS Large Group Room (LGR)

Baldwinsville Scholarship Foundation Phone-a-thon
Sun, Mar 1, 2015 from 5:00pm - 8:30pm

CONTACT:

[Robert J. Edwards](#) - Principal
Main Office: (315) 638-6000
Attendance: 638-6003
Health Office: 638-6018

[Mikel Fosster](#) - Web master
29 East Oneida Street
Baldwinsville, New York 13027



B'VILLE

Daily Announcements

New website is up and running
Check your email for news about new features to the website!

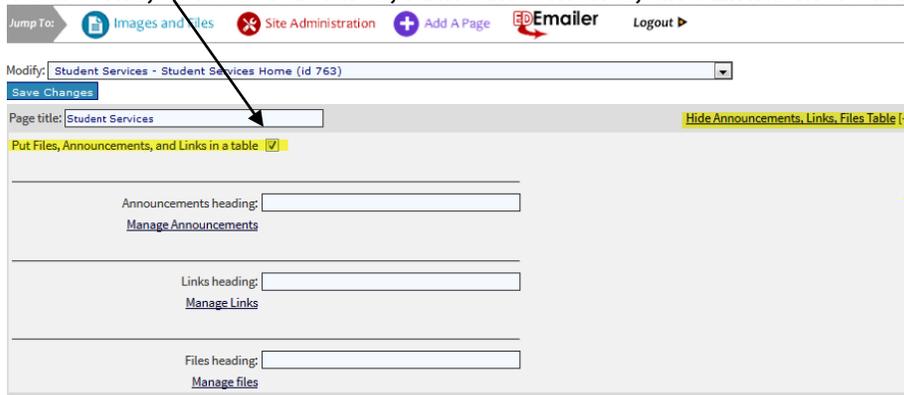
Smithville Pride Magnet Sale
Show yeeur Lancer Pride while driving around town! Magnets are only \$5 and help support the After-Prom Party. **Contact Jessica** at Tjskinners1@aol.com or Kim at agedalk@gmail.com to purchase.

Varsity Football Wins State Title!
Congrats to the varsity football team on winning their first ever state championship! Congrats to the varsity football team on winning their first ever state championship! Congrats to the varsity football team on winning their first ever state championship! Congrats to the varsity football team on winning their first ever state championship! Congrats to the varsity football team on winning their first ever state championship!

School Links

[Google](#)
[Download the Permission Slip Form for District Events Math and Science - 7th Period](#)

To do this, select "Put Files, Announcements, and Links in a table."



The screenshot shows the tempEDIT interface for editing a page titled "Student Services". At the top, there are navigation links: "Jump To: Images and Files", "Site Administration", "Add A Page", "ED Mailer", and "Logout". Below this is a "Modify:" dropdown menu set to "Student Services - Student Services Home (id 763)". A "Save Changes" button is visible. The main content area has a "Page title:" field set to "Student Services" and a "Hide Announcements, Links, Files Table" link. A checkbox labeled "Put Files, Announcements, and Links in a table" is checked. Below this, there are three sections for configuring headings and management links:

- Announcements heading:** [Text input field] with a [Manage Announcements](#) link below it.
- Links heading:** [Text input field] with a [Manage Links](#) link below it.
- Files heading:** [Text input field] with a [Manage files](#) link below it.

This is a sample of the new display option for files, announcements, and links.

Smithville High School

EVENTS:

- Boys Track and Field Informational meeting**
Tue, Feb 24, 2015 from 5:00pm - 6:00pm @ Baker Hg Large Group Room (LGR)
- B'ville Softball pre-season player parent meeting**
Tue, Feb 24, 2015 from 6:00pm - 8:00pm @ Baker Hg Large Group Room (LGR)
- Baker H S PTBA Meeting**
Wed, Feb 25, 2015 at 7:00pm @ Baker Hg Library
- Parent meeting for upcoming Junior Boston trip**
Thu, Feb 26, 2015 from 6:00pm - 8:00pm @ Baker Hg Large Group Room (LGR)
- BE 8TT Program Agency Visit for**

CONTACT:

Robert J. Edwards - Principal
Main Office: (315) 638-6000
Attendance: 638-6003
Health Office: 638-6018

Mikel Foster - Webmaster
25 East Oneida Street
Baldwinsville, New York
13027



B'VILLE

Daily Announcements

New website is up and running

Check your email for news about new features to the website!

Smithville Pride Magnet Sale

Show your Lancer Pride while driving around town! Magnets are only \$5 and help support the After-From Party. [Contact Jessica](#) at Tjskinners1@aol.com or Kim at agedalik@gmail.com to purchase.

Varsity Football Wins State Title!

Congrats to the varsity football team on winning their first ever state championship! Congrats to the varsity football team on winning their first ever state championship! Congrats to the varsity football team on winning their first ever state championship! Congrats to the varsity football team on winning their first ever state championship!

School Links

- [Google](#)
- [Download the Permission Slip Form for District Events](#)
- [Math and Science - 7th Period](#)
- [My photo gallery - Flickr](#)
- [State Report Cards for our District](#)

Downloads

- [Baldwinsville Website User Documentation](#)
- [User responsibilities](#)
- [Dragglepass the web dragon](#)
- [Here's a picture of a cool spider](#)

School News



Baker High School to Present "Little Shop of Horrors" March 6, 8, & 7; The Baker High School Musical Players will present "Little Shop of Horrors," March 6 & 8 at 7 p.m. and March 7 at 1 p.m. and 7 p.m. in the high school auditorium. Tickets are \$5, \$10 and \$12 and can be ordered through the box office by calling 635-6039. In this campy musical based on the 1960's cult horror film, a meek florist shop worker, Seymour Krelborn, stumbles across a Venus fly trap-like plant, which he names Audrey II. ... [more >>>](#)



B'ville Students Place in Regional Arts Competition: The NYS Central Region PTA has announced the winners of the regional portion of the National PTA Reflections competition. Twenty-four students in the Baldwinsville Central School District received awards in the regional round of the competition, which highlights the importance of arts in education. This year's theme is, "The world could be a better place if..." First-place winners in the regional competition advance to the state level. The following Baldwinsville students placed first, second and third in the regional competition: DANCE INTERMEDIATE 1st Place - Sophia Greene, L. Pearl Palmer Elementary School 2nd Place - Shannon Neplein, Vase S. Reynolds Elementary School LITERATURE PRIMARY 1st Place - Amalia Hahn. ... [more >>>](#)

To do this, DO NOT select "Put Files, Announcements, and Links in a table."

Jump To: [Images and Files](#) [Site Administration](#) [Add A Page](#) [ED Mailer](#) [Logout](#)

Modify: Student Services - Student Services Home (id 763)

[Save Changes](#)

Page title: Student Services [Hide Announcements, Links, Files Table \[-\]](#)

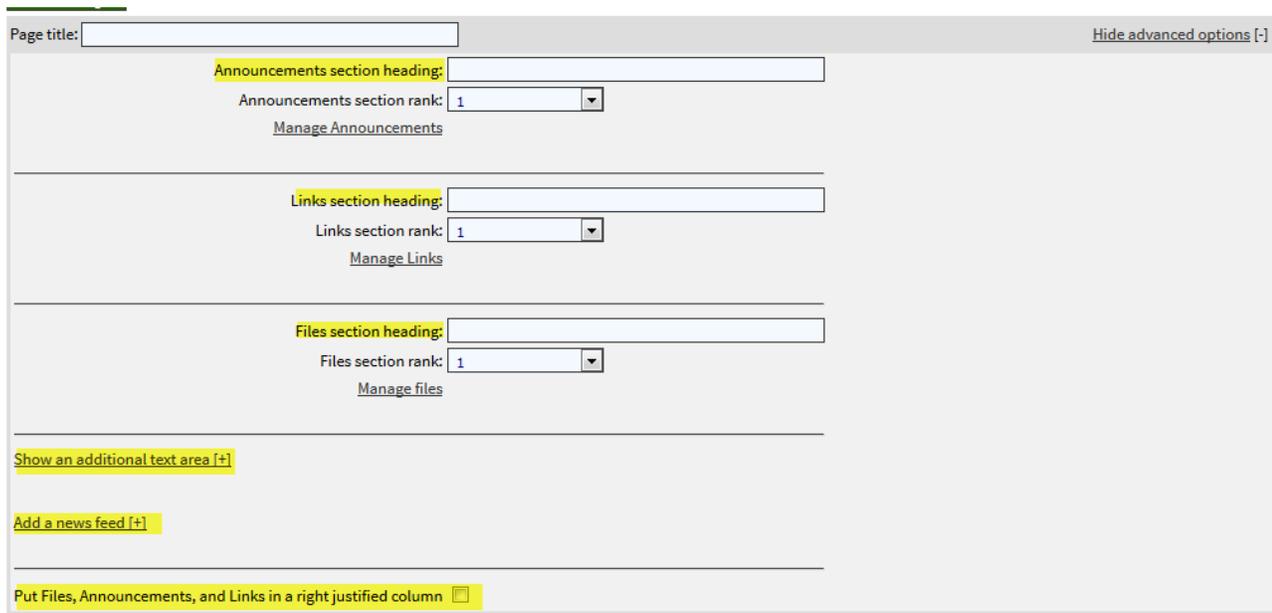
Put Files, Announcements, and Links in a table

Whether you decide to display announcements in the new tab format or right-hand column, the following directions remain the same for populating information.

Select the “**Advanced Options**” link in the top right-hand corner of your tempEDIT workspace.



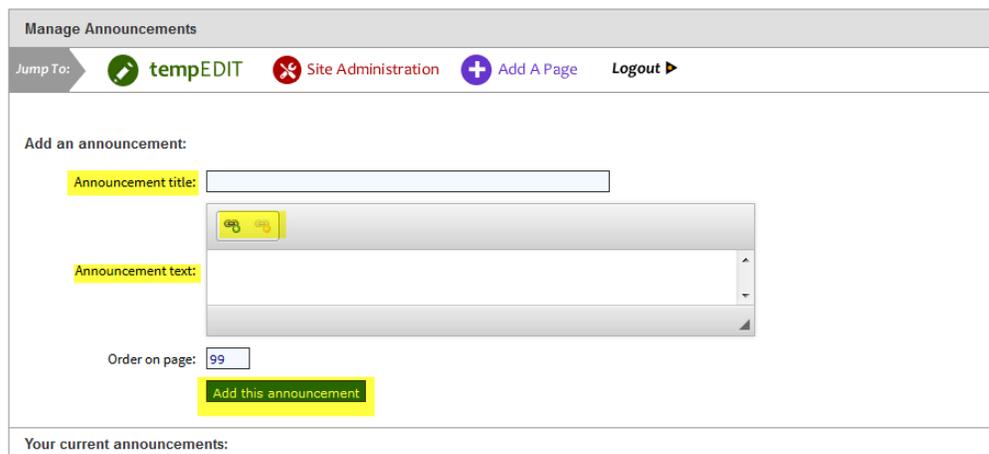
Customize your announcements based upon your needs.



How to add announcements:

1. Select manage announcements.
2. Provide title/text.
3. Insert hyperlinks (if appropriate).
4. Select order.
5. Add the announcement.
6. Save changes.

Note: There is no limit on the number of announcements that can be added or deleted.



How to add links:

1. Select manage links.
2. Add link title such as “District Alumni Club.”
3. Add link to page.
4. Select “Add this link.”
5. Save.

Note: There is no limit on the number of links that can be added.

Manage Links

Jump To: tempEDIT Site Administration Add A Page Logout

Add a link:

Link title:

Link URL:

Order on page: 99

Add this link

Your current links:

How to add files:

1. Select manage files.
2. Choose a file from your computer.
3. Add a description of the file.
4. Select upload file.

Note: Reference **Step 5** on page 8 to review how to place a file onto a page (if you do not select “Automatically display link on page”).

Upload a New File

Choose a file: Browse... No file selected.

Description of file:

Automatically display link on page

Upload File

Your current files:

How to add additional text box:

1. Select “Advanced Options.”
2. Choose “Show an additional text area.”

Note: The additional text area will be displayed below your main text area.

Save Changes

Page title:

Hide advanced options [-]

Announcements section heading:

Announcements section rank: 1

Manage Announcements

Links section heading:

Links section rank: 1

Manage Links

Files section heading:

Files section rank: 1

Manage files

Show an additional text area [1]

Add a news feed [1]

How to add a news feed:

1. Select "Advanced Options."
2. Choose "Add a news feed."
3. Select which news feeds you would like to add to your page.
4. Save.

Hide news feed [-]

Add any of the following feeds to your page

- District News
- HS News
- Grimshaw News
- ONS News
- Big Picture News

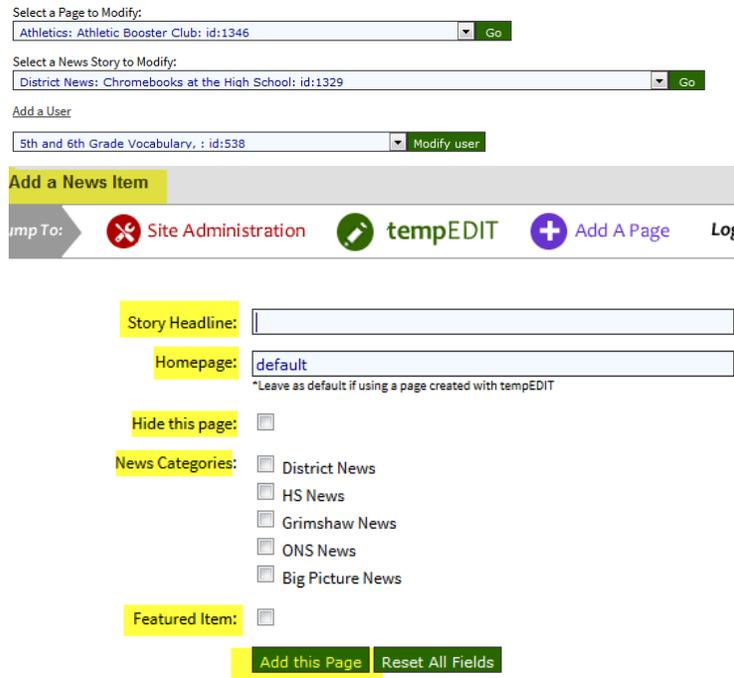
News section rank: ▼

9. How to Add a News Story to a News Feed

1. Go to Site Administration.
2. Select **“Add A News Story.”**

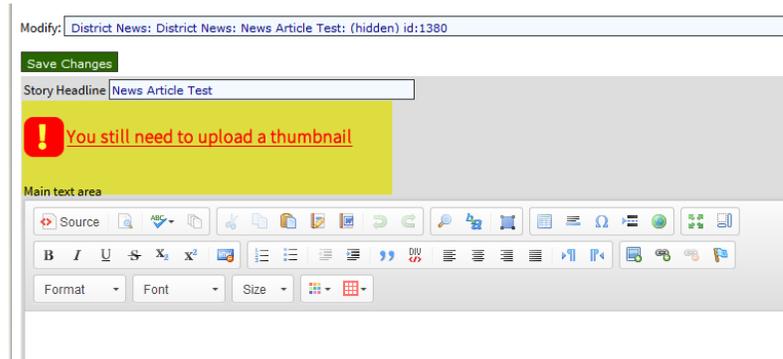


3. Insert “Story Headline.”
4. Select “Hide this Page” if you would like to work on the article before making visible. You can unhide the article once it’s complete.
5. Select which news categories the news article will display within on website.
6. Select featured item to display news on the district homepage.
7. Click “Add this Page.”
8. Once the page is created, select **“tempEDIT”** button to locate page and add text and images.



How to add a thumbnail image to news article:

1. Select **“You still need to upload a thumbnail.”**
2. Either upload a new image or select a current image to be used as a thumbnail image.



Note: The built-in cropping tool allows you to crop your uploaded image to fit the thumbnail dimensions.

3. Once thumbnail is selected, you will see the following message: **Thumbnail selected.**
4. **Save work.**



Tip Sheet

- 1.** When you create a page, you now have the option to make it password protected.
- 2.** Do not define fonts on your page unless necessary. Your district has predefined fonts in place.
- 3.** Hide any page that is not complete. Do not display “Page Under Construction,” or “Information Coming Soon.”
- 4.** Always left-justify content including page title, images and text.
- 5.** Padding is pleasing. Add padding to images and text via “Image Properties” and/or table properties.
- 6.** Photos make a page “pop”. Use an image whenever possible. Encourage colleagues to capture photos during all appropriate events.

Please contact CNYRIC Public Information Specialist Danica Kaltaler at 315-433-8379 or dkaltaler@cnyric.org for additional assistance.

