



Updating Your Website Using Content Management Server (CMS)

SPECIAL EDITION: OUR SCHOOLS WEBMASTER TRAINING

Updated: December 2007

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Updating Your Website

Using Content Management Server for School Webmasters

Signing in

When your school's website is in production and you are ready to edit your website, do the following:

1. Log on to a computer within the Dept. of Education LAN system. Not every computer is connected, so make sure it's on the LAN. Most likely any of the administrative computers are on the LAN. This includes the principal's and secretaries' computers.
2. Go to the home page of the Department of Education.
IN THE URL, CHANGE **www.schools.nyc.gov** TO **authoring .nycboe.net**.
3. Navigate to your school's website.
4. IF REQUESTED, click on "Sign In."
5. Log in with YOUR credentials. If someone else is logged on, they must log off. These credentials are the same as your outlook name and password.



During training ONLY, go to:

<http://335qaweb04/cmstraining>

and use the ID provided in class.

Problems logging in or other technical issues? Contact the Helpdesk at 718-935-5100.

To customize your school (custom colors, modern vs. classic template, logo and school photo), your principal or webmaster must send an email to owsinfo@nycboe.net. See <http://schools.nyc.gov/webservices/schportals> for more info.

To add additional channels to the left navigation of your school site, your principal or webmaster must send an email to owsinfo@nycboe.net. See <http://schools.nyc.gov/webservices/schportals> for more info.

To request that a computer on the DOE network be converted to an administrative drop, go to <http://schools.nyc.gov/webservices> and click on DOE WWWForms on the left navigation.

Updating Your Website

Using Content Management Server for School Webmasters

A Tour around CMS

As Webmaster, you will be able to edit the entire site. You can also add "postings" which are new web pages within your site, as well as creating links to documents and other web sites. Channels are major partitions of the website and are accessed via graphic buttons (such as the "Teach NYC" Channel in the illustration below, to the right). You cannot change the channels yourself, nor the appearance of the channel button, but you can request more or fewer channels by contacting OWS.

SAMPLE SCHOOL WEBSITE:

School name,
region, principal,
address, phone

The screenshot shows a school website for JHS 135 Frank D Whalen. At the top, there are links for 'TEXT VERSION', 'PRINT VERSION', 'SITE MAP', 'CONTACT US', and 'HELP'. The main header features the school name and contact information: 'JHS 135 FRANK D WHALEN', 'ELIZABETH WHITE, PRINCIPAL', '2441 WALLACE AVENUE BRONX, NY, 10467', and 'PHONE: 718-653-1237'. Below the header is a navigation breadcrumb: 'DOE Home Page > Our Schools Training > Region2 > X135'. The website is divided into several channels:

- Left Channel (X135):** Contains sections for 'About Us' (Overview, Photo Album, Policies, Schedules, Statistics, Maps & Directions), 'News & Information' (Events, Links, News and Announcements, FAQ), 'Academics & Activities' (Admissions and Graduation Requirements, Clubs & Organizations, Library), and 'Parents' (Parent Support, After School Programs).
- Center Channel (Welcome):** Features a large image of the school entrance, the date 'Friday, December 01, 2006', a 'Map of School Area and Directions' link, and a 'News and Announcements' section with 'Todays News' and a 'More...' link.
- Right Channel (School Details):** Lists key personnel and statistics: Principal (Elizabeth White), Local Instructional Superintendent (Anthony Orzo), Education Council President (Kim Canty), Parent Coordinator (Karen Mascetti), PA President (Dow John), PTA Co-President (Mon Use), Community Superintendent (Anthony Orzo), School Contact Information (2441 WALLACE AVENUE BRONX, NY 10467), Region (02), Community School District (11), Borough (Bronx), School Number (135), Student Enrollment (1432), Grade Level (7, 8, SE), and Police Precinct (49). Below this is an 'Overview' section with links for 'FAQs' and 'Google Maps'.

Channels
and
Sub
Channels

School Details

Postings

School Map and
Directions

Details of the
Overview
channel

Please Note: IF YOU DO NOT ADD CONTENT TO CHANNELS THEY WILL NOT APPEAR TO THE OUTSIDE READER ("live view").



Basic of Editing in CMS

Once you have signed in, navigate to the web page you are authorized to edit.

1. You will be in “live mode”, which shows you what you have published so far to the site and what the general public can see.
2. Click on the **Switch to Edit View** link to view the edit menu options.

Click on the **Switch to Edit View** link to view the edit menu options.

The screenshot displays the CMS Editing Console interface. At the top left, a black box labeled 'CMS EDITING CONSOLE' contains a blue link 'Switch to Edit View' which is circled in red. Below it is a 'Sign Out' link. To the right are links for 'TEXT VERSION | PRINT VERSION' and 'SITE MAP | CONTACT US | HELP'. The main header features a red background with the school name 'JHS 135 FRANK D WHALEN', the principal's name 'ELIZABETH A. WHITE, PRINCIPAL', and the address '2441 WALLACE AVENUE BRONX, NY, 10467 PHONE: 718-653-1237'. A navigation breadcrumb reads 'DOE Home Page > Our Schools Training > Region2 > X135 > Overview'. On the left is a vertical menu with items like 'About Us', 'Overview', 'Photo Album', 'Policies', 'Schedules', 'Statistics', 'Maps & Directions', 'News & Information', 'Events', 'Links', and 'News and Announcements'. The main content area is titled 'Overview' and contains the text 'WELCOME TO OUR SCHOOL' followed by links for 'Our Mission', 'Special Programs', 'Extracurricular Activities', and 'Our Community', with a note 'updated December 1 2005'.

Basic of Editing in CMS (cont'd)

Edit options:

The screenshot shows the 'CMS EDITING CONSOLE' interface. It features a top navigation bar with a [HELP] link. Below this, there are several panels. On the left, a panel contains options: 'Switch to Live View' (marked with a yellow diamond 'A'), 'Edit Web Page', 'Web Page Properties', and 'Create Connected Web Page' (marked with a purple diamond 'E'). The middle section has 'Preview' and 'Copy Move' options (marked with a yellow diamond 'B'). To the right of 'Preview' is a list of actions: 'Submit', 'Approve', 'Approval Assistant', and 'Resource Manager' (marked with a yellow diamond 'C'). Below these actions, the 'Page Status' is shown as 'Saved', 'Version' as 'Page has Live Version', and 'Lock Status' as 'WinNT://QA/nrissen'. On the far right, there is a 'Sort Items in Channel' option (marked with a yellow diamond 'D'). A callout box (marked with a purple diamond 'E') points to the 'Submit' and 'Approve' buttons, containing the text: 'Note: Submit and Approve do not appear unless you are in the process of adding content to your site.'

Switch to Live View will allow you to view your updates as once they have been **approved**.

Edit Web Page allows you to edit existing content. *This is only available on those pages you are authorized to edit.*

Web Page Properties allows you to rename your page, set start and stop publishing dates, and other options.

Create Connected Web Page allows you to create a duplicate, linked page in a different channel.

Create a Web Page is a shortcut to creating a posting

Create a Link to a Web Page allows you to create a link on your channel to any other web page.

Add a File Attachment allows you to create a link on your channel to a document.

Preview allows you to preview your updates before publishing (“approving”).

Copy lets you copy your page so you have exactly the same content duplicated under a different channel on your site.

Submit is used by the person editing the site and signals the owner of the site that the page is ready to be approved (“published”).

Approve is the final step used by the owner of the site to publish the page.

Approval Assistant allows you to manage unpublished pages.

Resource Manager is set up on an as-needed basis if you have a very large number of document to handle.

Sort Items in Channel allows you to change the order in which your postings appear, top to bottom.

School Details

Some of the School Details on your school's main page can be changed immediately. Others must go through an approval process with LCGMS.

When you are logged into authoring, you can easily change any of the details in the School Details panel by clicking on the "Update"

The screenshot shows the website for Boys and Girls High School. At the top, there is a red banner with the school's logo and name, along with the principal's name and contact information. Below the banner is a navigation bar with links to the DOE Home Page, School Portals, and the specific school page (K455). The main content area is divided into three columns. The left column contains a sidebar with various menu items. The middle column features a 'Welcome' message with a photo of the school building and a 'Map of School Area and Directions' link. The right column is the 'School Details' panel, which lists various school attributes such as School Number, Address, Geographic District, Phone, Fax, Student Enrollment, Grades Served, Principal, Parent Coordinator, and PTA President. Each attribute has an 'Update' button next to it. A blue dashed arrow points from the text box above to the 'Update' button for the School Number field.

Boys & Girls HIGH SCHOOL
"Failure Is Not An Option"
BOYS AND GIRLS HIGH SCHOOL
SPENCER HOLDER, PRINCIPAL
1700 FULTON STREET, BROOKLYN, NY 11213
PHONE: 718-467-1700

[Edit Top Links](#)
DOE Home Page > SchoolPortals > 16 > K455

K455

About Us

- Overview
- Photo Album
- Policies & Regulations
- Schedules
- Statistics
- Maps & Directions

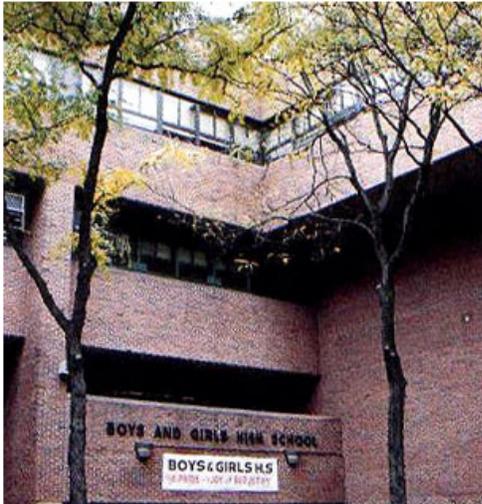
News & Information

- Events
- Links
- News and Announcements
- FAQ

Academics & Activities

- Arts
- Athletics & Fitness
- Business
- CTE (Career & Technical Education)
- ELA (English Language Arts)
- ESL (English as a Second Language)
- History

Welcome



Wednesday, November 28, 2007

 [Map of School Area and Directions](#)

News and Announcements

[Welcome to our new School Portal!](#)

[More...](#)

School Details

Boys And Girls High School [Update](#)

School Number:
455

Address:
1700 FULTON STREET
BROOKLYN, NY11213
[Update](#)

Geographic District:
16

Phone:
718-467-1700

Fax:
718-221-0645
[Update](#)

Student Enrollment:
3714

Grades Served:
09, 10, 11, 12, SE
[Update](#)

Principal:
Spencer Holder
[Update](#)

Parent Coordinator:
Elmer Anderson
[Update](#)

PTA President:
Information provided by school
[Update](#)

School Details (cont'd)

Below is a sample of the screen that appears when you choose to update school details. Fill in the fields as required and clicke on "Submit."

The screenshot shows the 'Address Update Request Form' on the NYC Department of Education website. The header includes the NYC Department of Education logo and the name 'Joel I. Klein, Chancellor'. The LCGMS logo is also present. The form contains the following elements:

- Address Update Request Form** title.
- Instructions: 'Use this form to request building address updates including address, City, State and Zip code data.'
- Processing time: 'Address update requests are processed on Tuesdays and Thursdays and can take up to 3 business days to process.'
- Search field: 'Enter School Name or School Code to view the information currently available in LCGMS:' with a text input field containing 'K171' and an 'Enter' button.
- Location Name: 'I.S. 171 Abraham Lincoln (K171)'
- Primary Address:**
 - Address: '528 RIDGEWOOD AVENUE' (text input)
 - State: 'NY' (dropdown menu)
 - City: 'BROOKLYN' (text input)
 - Zip Code: '11208' (text input)
- Text area: 'Please enter reason for change of address:' with a large text input field.
- Note:** 'Address updates have to be verified and approved by the School Construction Authority (SCA) and thus may take up to 3 business days to be processed. If you have any questions about your change of address, please [click here](#) to contact the SCA directly.'
- Buttons: 'Back' and 'Submit'.

The LCGMS office will contact your school for certain details when completed.
Contact LCGMSCoordinator@nycboe.net for more information.

Editing the Summary Page

1. Click on **Edit Web Page**

CMS EDITING CONSOLE [HELP]

Switch to Live View	Preview	Approval Assistant Resource Manager	Sort Items in Channel
Edit Web Page	Copy		
Web Page Properties	Move		
Create Connected Web Page		Page Status: Saved Version: Page has Live Version Lock Status: WinNT://QA/nnissen	

CREATE NEW WEB PAGE

- Create a Web Page
- Create a Link to a Web Page
- Add a File Attachment

TEXT VERSION | PRINT VERSION SITE MAP | CONTACT US | HELP

JHS 135 FRANK D WHALEN
REGION 02
ELIZABETH A. WHITE, PRINCIPAL
2441 WALLACE AVENUE BRONX, NY, 10467 PHONE: 718-653-1237



[Edit Top Links](#)

DOE Home Page > Our Schools Training > Region2 > X135 > Overview

X135	Overview
About Us	WELCOME TO OUR SCHOOL
Overview	Our Mission [Select]
Photo Album	Special Programs [Select]
Policies	Extracurricular Activities [Select]
Schedules	Our Community [Select]
Statistics	
Maps & Directions	

Editing the Summary Page (cont'd)

This illustrates a portion of the Overview summary page. Turn to the next page in this manual to see the entire web page.

Note: You can create a new web page from here or continue with the edits

The screenshot shows the CMS editing interface. On the left is the 'CMS EDITING CONSOLE' with options: Preview, Save, Save And Exit, Exit, and Sign Out. Below it is the 'CREATE NEW WEB PAGE' section with links: Create a Web Page, Create a Link to a Web Page, and Add a File Attachment. At the bottom of the console are links for 'TEXT VERSION | PRINT VERSION' and 'SITE MAP | CONTACT US | HELP'. The main content area features a red header for 'JHS 135 FRANK D WHALEN' with contact information for Elizabeth A. White, Principal. Below the header is a navigation breadcrumb: 'DOE Home Page > Our Schools Training > Region2 > X135 > Overview'. A left sidebar contains a menu with categories like 'X135', 'About Us', 'Overview', 'Photo Album', 'Policies', 'Schedules', 'Statistics', 'Maps & Directions', 'News & Information', 'Academics & Activities', 'Parents', and 'Students'. The main editing area is titled 'Overview' and 'TopText', containing a rich text editor with the text 'WELCOME TO OUR SCHOOL'. A hand icon points to the 'CREATE NEW WEB PAGE' section, and a note explains that formatting buttons are inactive until a click in the text area.

Editing the Summary Page (cont'd)

This illustrates the entire Summary page. There are two editing areas:



3. This top area is good for summary information, important announcements and so on.

Any postings (links to other web pages) that you add will appear in between the two editing areas.

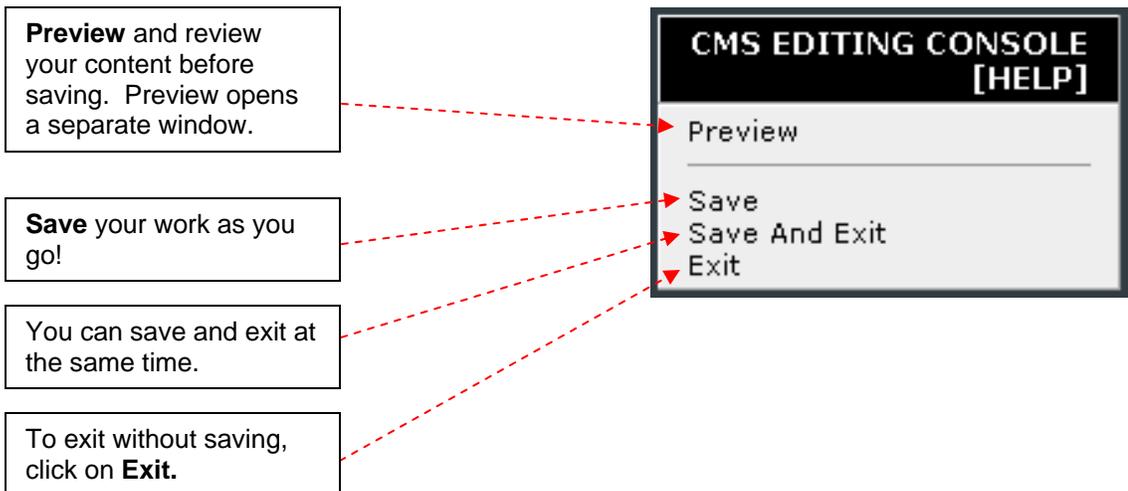
4. Anything added in this area appears below the postings. It's good for adding notes, contact phone numbers and so on.

The screenshot shows the CMS Editing Console for JHS 135 Frank D Whalen. At the top left is a 'CMS EDITING CONSOLE' box with 'Preview', 'Save', 'Save And Exit', and 'Exit' buttons. Below it are links for 'TEXT VERSION | PRINT VERSION' and 'SITE MAP | CONTACT US | HELP'. The main header features the school name 'JHS 135 FRANK D WHALEN', 'REGION 02', 'ELIZABETH A. WHITE, PRINCIPAL', and the address '2441 WALLACE AVENUE BRONX, NY, 10467 PHONE: 718-653-1237'. A navigation menu on the left includes categories like 'About Us', 'News & Information', 'Academics & Activities', 'Parents', 'Students', and 'Departments'. The main content area is titled 'Overview' and contains a 'TopText' editor with a rich text toolbar and the text 'WELCOME TO OUR SCHOOL'. Below this is a list of links: 'Our Mission [Select]', 'Special Programs [Select]', 'Extracurricular Activities [Select]', 'Our Community [Select]', and 'some Frequently Asked Questions [Select]'. A 'Bottom Text' editor is at the bottom with the text 'updated December 1 2005'. Three yellow diamond callouts (A, B, and C) are placed on the page: A above TopText, B above Bottom Text, and C pointing to the list of links.

Editing the Summary Page (cont'd)

Saving your updates

Once you are satisfied with the updates, there are three choices of saving/exiting:



Submitting

Once you have saved your work, you can allow people in your office (if they have permission to edit your site) to review what you have done. This is a good way to refine your work without publishing it to the view of the general public.

When you Submit your work, **Switch to Live View** will NOT reveal the page, because it is not “live”, or published. This is good if you’re still working on the content and it’s not ready for public viewing! However, you CAN preview your work as if it were published, by selecting **Preview**.

Select **Submit**

CMS EDITING CONSOLE [HELP]

Switch to Live View	Preview	Submit	Sort Items in Channel
Edit Web Page Web Page Properties	Copy Move	Approve Approval Assistant Resource Manager	
Create Connected Web Page		Page Status: Saved Version: Page has Live Version Lock Status: WinNT://QA/nnissen	

CREATE NEW WEB PAGE

- Create a Web Page
- Create a Link to a Web Page
- Add a File Attachment

JHS 135 FRANK D WHALEN
REGION 02
ELIZABETH A. WHITE, PRINCIPAL
2441 WALLACE AVENUE BRONX, NY, 10467 PHONE: 718-653-1237

Edit Top Links
DOE Home Page > Our Schools Training > Region2 > X135 > Overview

X135

About Us

Overview

Overview

WELCOME TO OUR SCHOOL!

Our Mission: [Select]



If you DON'T submit, no one else can see your work!

Approving

If you have approval status, you can decide to “approve”, or publish, your work so that anyone going to your site can read the content you have updated. Do this only when you are absolutely sure you have the content exactly the way you want it. The information will be **immediately** available on the live site at www.nycenet.edu.

1. Select **Approve**. Note that **“Submit”** is no longer available, because you’ve already done it!

Please note: If you have more than one page to approve, click on **Approval Assistant** (see next page)

2. When you have **approved**, select **Switch to Live View** to view your work as it can be seen by the general public.

Note the Page Status and Version.

The screenshot shows the CMS Editing Console interface. At the top, there's a navigation bar with 'Switch to Live View' (highlighted by a blue arrow), 'Preview', 'Approve', 'Approval Assistant', 'Resource Manager', and 'Sort Items in Channel'. Below this is a section for 'CREATE NEW WEB PAGE' with options like 'Create a Web Page', 'Create a Link to a Web Page', and 'Add a File Attachment'. The main content area displays 'Page Status: Saved', 'Version: Page has Live Version', and 'Lock Status: WinNT://QA/nnissen'. A yellow callout bubble points to the 'Approve' button. Another yellow callout bubble points to the 'Page Status' and 'Version' information. A third yellow callout bubble points to the 'Switch to Live View' button. At the bottom, there's a red banner for 'JHS 135 FRANK D WHALEN' with contact information. Below the banner is a navigation menu with 'Edit Top Links' and a breadcrumb trail: 'DOE Home Page > Our Schools Training > Region2 > X135 > Overview'. A hand icon points to the 'Overview' link in the menu.

Remember to **proofread** your content before you click on **Approve**.

The Approval Assistant

If you have approval status, you can approve all of the edits that have been submitted without going to each of the postings and approving each individually. The Approval Assistant window lists all of the screens that you or co-workers have submitted. (If a page has not been submitted, it will not show up in the Approval Assistant!)

1. Check off the pages you wish to approve

2. Click on the **Approve** button

Select	Display Name	Go To	Location	Status	Owner	Last Modified
<input type="checkbox"/>	default		/DOE Home Page/OurSchoolsNew/Region2/X135/About Us/Overview/	Waiting For Editor Approval	WinNT://OWS/cmsuser1	9/9/2005 3:55:58 PM

Please Note: You can see the page by clicking on the "Go To" icon.

Creating a New Web Page (Posting)

To create a new web page, or posting, make sure you are on the section of the DOE website that you are allowed to edit; scroll down to view the editing menu, and select **Create New Web Page**.

1. Click on the channel in which you want your posting to appear

2. Click on **Create a Web Page** to create the new posting

CMS EDITING CONSOLE [HELP]

[Switch to Live View](#) | [Preview](#) | [Submit](#) | [Sort Items in Channel](#)
[Approve](#)
[Approval Assistant](#)
[Resource Manager](#)

[Edit Web Page](#)
[Web Page Properties](#)

[Copy](#)
[Move](#)

[Create Connected Web Page](#)

Page Status: Saved
Version: Page has Live Version
Lock Status: WinNT://QA/Innissen

CREATE NEW WEB PAGE

[Create a Web Page](#)
[Create a Link to a Web Page](#)
[Add a File Attachment](#)

[TEXT VERSION](#) | [PRINT VERSION](#) | [SITE MAP](#) | [CONTACT US](#) | [HELP](#)

JHS 135 FRANK D WHALEN
REGION 02
ELIZABETH A. WHITE, PRINCIPAL
2441 WALLACE AVENUE BRONX, NY, 10467 PHONE: 718-653-1237

[Edit Top Links](#)

DOE Home Page > Our Schools Training > Region2 > X135 > Overview

X135 | **Overview**

[About Us](#) | WELCOME TO OUR SCHOOL!

Overview | [Our Mission](#) [Select]

[Photo Album](#)

Please note: Once you have created the posting, it will appear at the top of the list of postings. You can change the order in which they appear by choosing "Sort Items in Channel" from the top menu. (see pg 36 in this manual)



Connected page is a way to create a link in a different channel, so exactly the same posting shows up under the two different channels.

Creating a New Web Page (Posting) (cont'd)

3. Enter the information in your posting. Here are the sections of a posting:

Enter a **Page Title** for your new page. This headline will serve as the link on the summary page.

Enter a brief summary or description (optional). This will help your users navigate and identify content on your site.

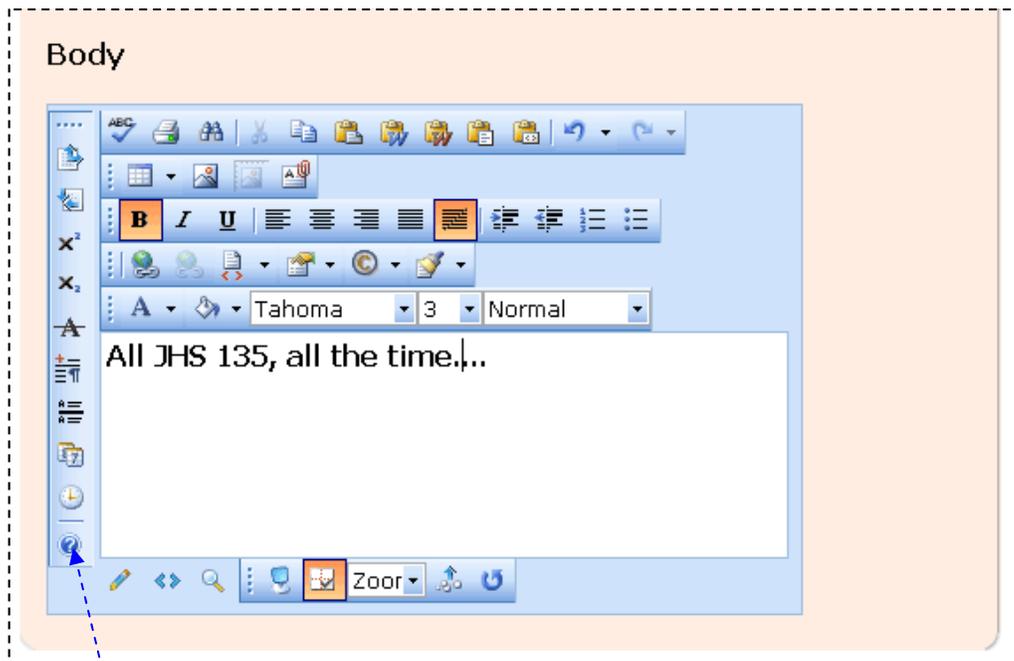
A picture can be inserted here. This will appear along with the Page Title on the summary page. It can be no more than 100K in file size and no more than 200 pixels wide.

Body
Type the content of your article in this section. You can also paste content from a word document. Your content can contain links to existing pages, as well as to external sites. You can also insert documents and pictures. FOR MORE DETAILS ON THE AVAILABLE FUNCTIONS PLEASE REFER TO THE NEXT PAGE IN THIS MANUAL.

Creating a New Web Page (Posting) (cont'd)

Formatting your posting

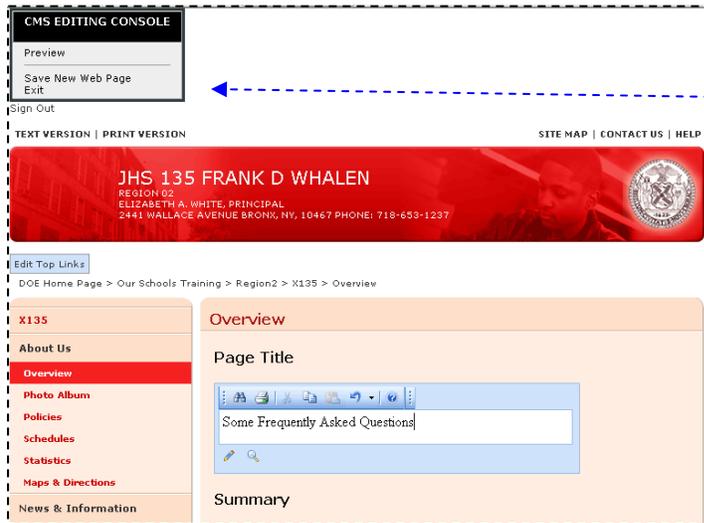
CMS offers some of the same editing and formatting tools that are available in MS Word. These tools are available on the tool bar at the top of the page, below the browser's menu bar. Use these tools when formatting the main body of your posting.



For a guide to these buttons click on this help button.

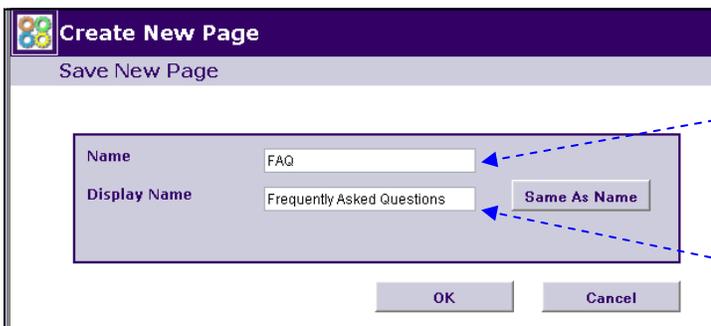
Saving the New Posting

Once you are satisfied with your new posting, select the **Save New Web Page** option from the edit menu. (NEW POSTINGS ONLY).



1. Select **Save New Web Page**

After selecting **Save New Web Page** you will be asked to enter a name for your new posting.



2. Enter a brief, descriptive name for the new posting. This will appear at the end of the URL. NO SPACES. **THIS NAME CAN BE NO MORE THAN 20 CHARACTERS LONG.**

3. Enter a **Display Name**. This can be the same as the page name. This will appear in the title bar of your explorer all the way at the top of your screen. THE DISPLAY NAME CAN HAVE SPACES.

What's the difference between "Name" and "Display Name"?

Name: The name you enter here will appear on the address bar when users navigate to this page. For example, a page with the name "newpage" will appear as: <http://schools.nyc.gov/your region/your school/channel/newpage.htm> on the address bar when it's published.

Display Name: This name will appear at the very top of the Internet window, next to "New York City Dept. of Ed."

Don't forget to submit or approve your work! (pages 12-13)

Editing a Posting

1. Start at the channel where your posting resides.

The screenshot shows the CMS Editing Console at the top, which includes a navigation menu with options like 'Switch to Live View', 'Preview', 'Approval Assistant', and 'Sort Items in Channel'. Below this is a 'CREATE NEW WEB PAGE' section with options to create a new page, link, or attachment. The console also displays page status information: 'Page Status: Saved', 'Version: Page has Live Version', and 'Lock Status: WinNT://QA/nmissen'. Below the console is a navigation bar with 'TEXT VERSION | PRINT VERSION' and 'SITE MAP | CONTACT US | HELP'. The main content area shows a school banner for 'JHS 135 FRANK D WHALEN' with contact information and a logo. Below the banner is a 'Edit Top Links' button and a breadcrumb trail: 'DOE Home Page > Our Schools Training > Region2 > X135 > Overview'. The page content is divided into a left sidebar with a menu (X135, About Us, Overview, Photo Album, Policies, Schedules, Statistics, Maps & Directions, News & Information, Events, Links) and a main content area titled 'Overview'. The main content area contains a welcome message and several links with '[Select]' buttons: 'Our Mission [Select]', 'Special Programs [Select]', 'Extracurricular Activities [Select]', 'Our Community [Select]', and 'Some Frequently Asked Questions [Select]'. A blue dashed arrow points from the 'Some Frequently Asked Questions [Select]' link to a text box on the right.

2. Click on Select to edit each of these postings. The order of these postings can be changed with the "Sort Items in Channel" menu in the floating menu bar.

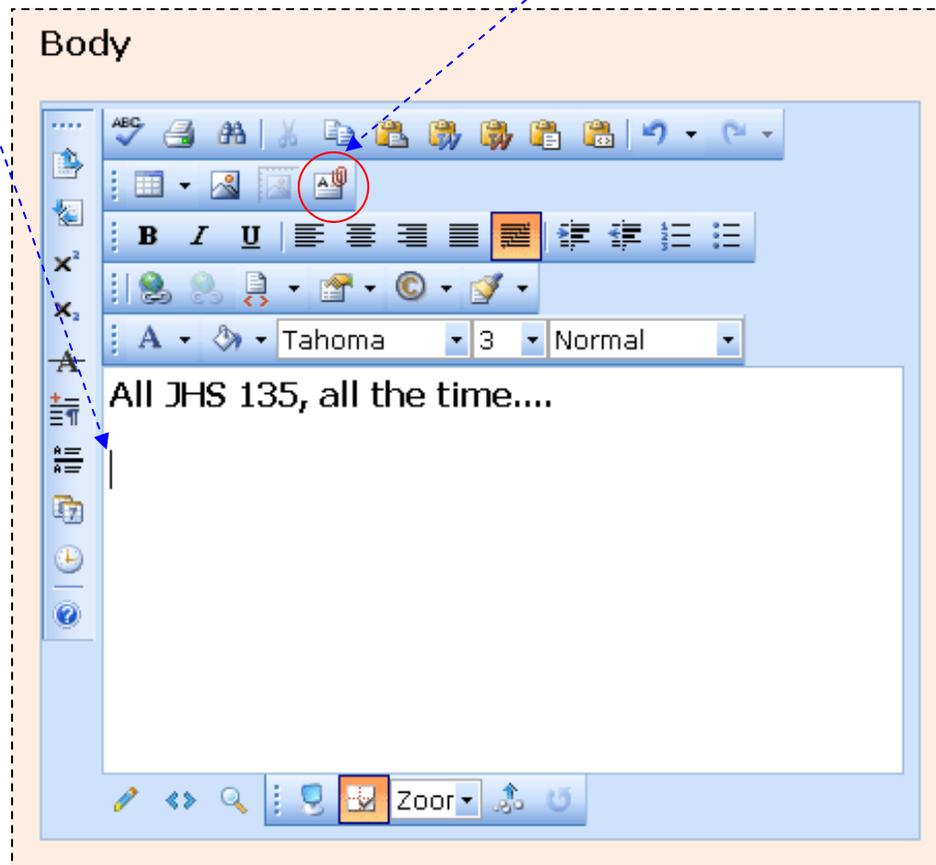
You may now refer back to 16 for information on how to edit your posting. You do not need to name this page as it has already been created.

Inserting a Document Link into Your Web Page

You can insert a document link into the main body of your posting by clicking on the “Document Manager” tool from the formatting toolbar.

1. Be sure your cursor is in the main body where you want the file link to appear

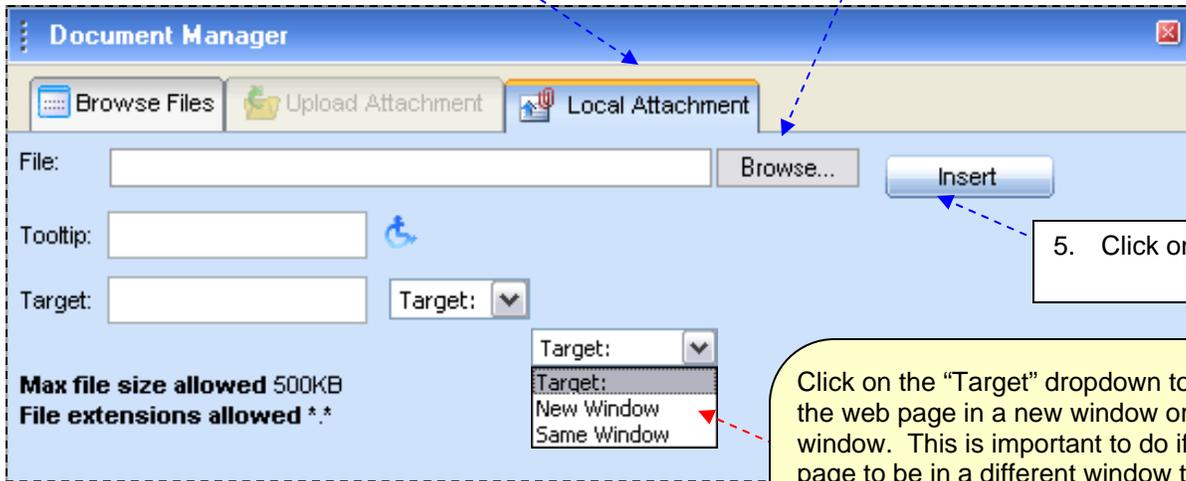
2. Click on the **document manager icon** in the toolbar.



Inserting a Document Link into Your Web Page (cont'd)

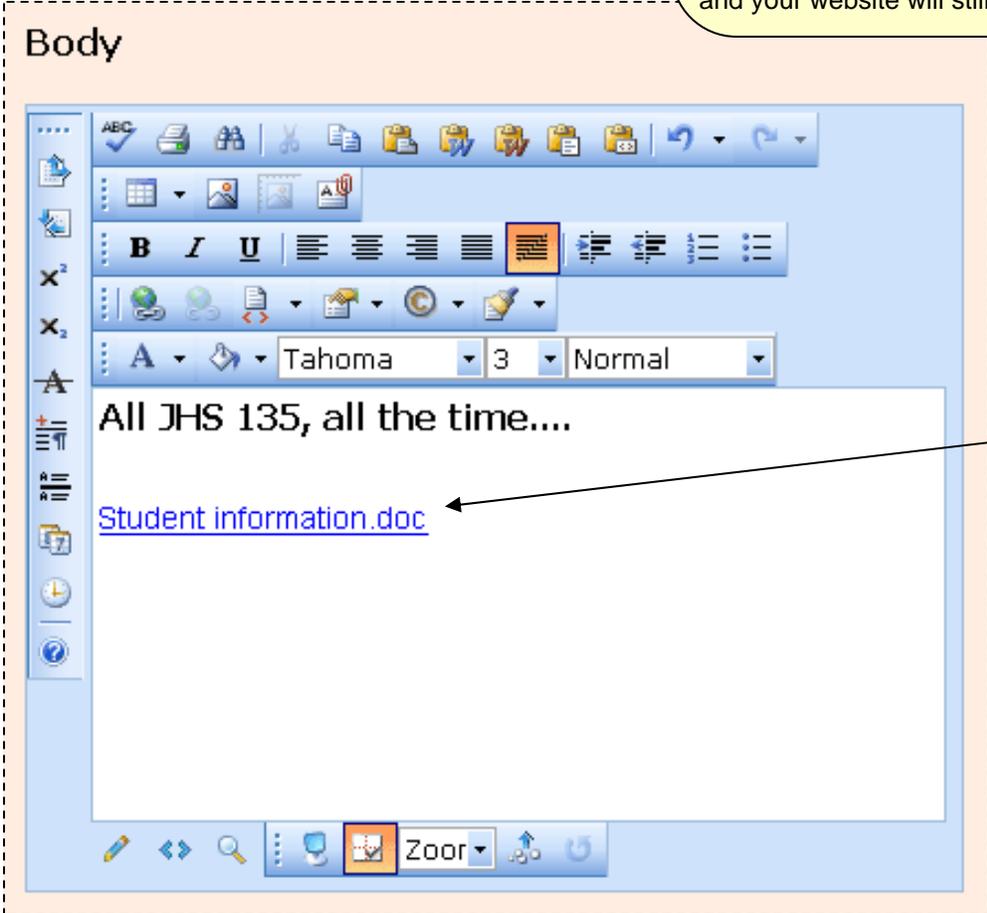
3. Choose the **Local Attachment** tab

4. Fill out the fields appropriately. You can browse for your file.



5. Click on **Insert** when done

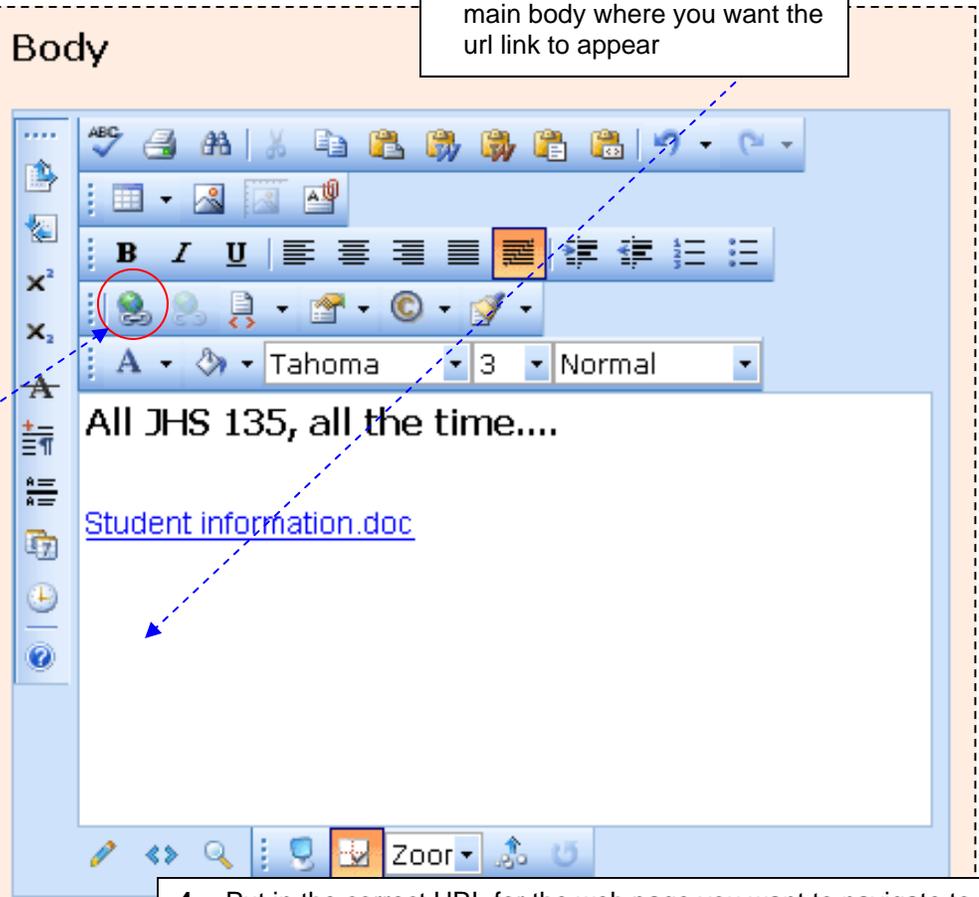
Click on the "Target" dropdown to choose open the web page in a new window or the same window. This is important to do if you want the page to be in a different window than your website. This way, when the user is finished perusing the web page, they close that window and your website will still be open.



This screen shows the inserted link.

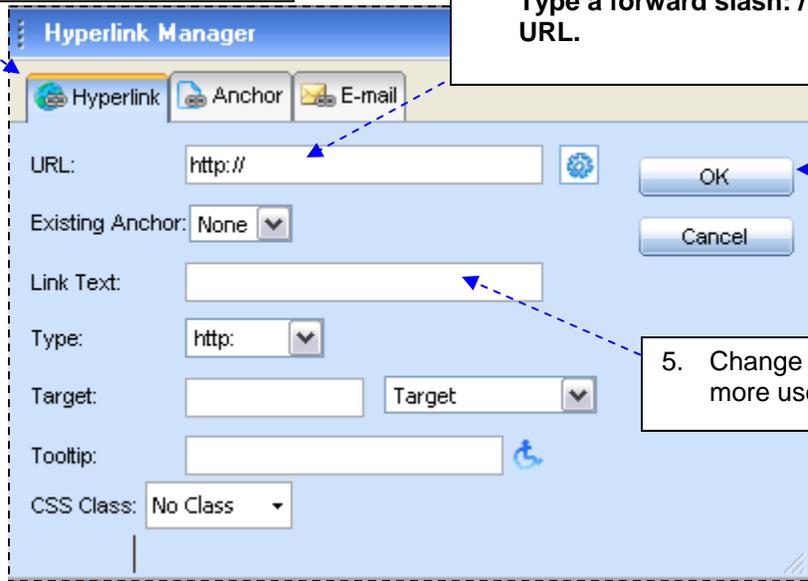
Inserting an External Web Link into Your Web Page

1. Be sure your cursor is in the main body where you want the url link to appear



2. Click on the **hyperlink icon** in the toolbar.

3. Choose the **Hyperlink** tab



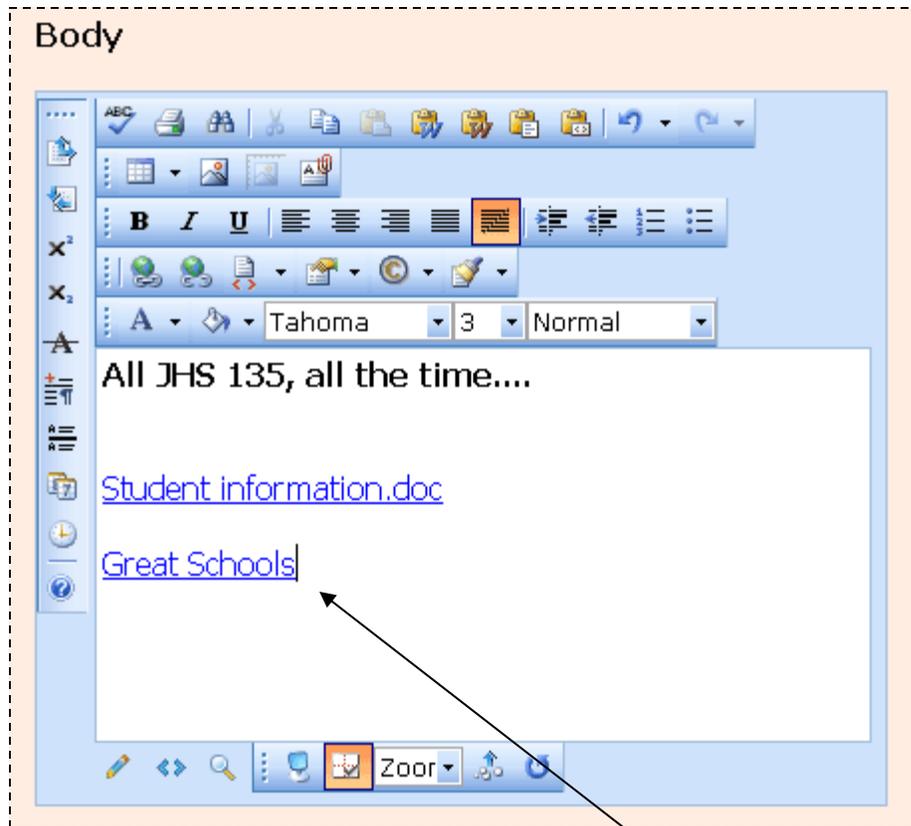
4. Put in the correct URL for the web page you want to navigate to. **IMPORTANT: IF THE LINK IS TO AN INTERNAL, DOE WEBSITE/PAGE, LEAVE OFF THE http://schools.nyc.gov. Type a forward slash: / followed by the rest of the URL.**

5. Change the link text to something more user friendly if desired.

6. Click on **OK**.



Inserting an External Web Link into Your Web Page (cont'd)



Please note: If you have any questions about school web content please contact your Regional ITS.

Creating a Posting that Goes Directly to a Document

You can create a posting link that jumps directly to a file instead of to your typed-in content. For example, if you have a document that is important to bring to the reader's attention, the posting link can be clicked on and the file will open up. This way the user does not have to navigate to the interior of the posting and be further guided to the link.

1. Click on the channel in which you want your posting to appear

2. Click on "Add A File Attachment" to create the new posting

The screenshot displays the CMS Editing Console for JHS 135 Frank D Whalen. At the top, there is a 'CMS EDITING CONSOLE' header with a '[HELP]' link. Below this, there are several functional areas: 'Switch to Live View', 'Preview', 'Approval Assistant Resource Manager', and 'Sort Items in Channel'. A status section shows 'Page Status: Saved', 'Version: Page has Live Version', and 'Lock Status: WinNT://QA/nmissen'. A 'CREATE NEW WEB PAGE' section includes options for 'Create a Web Page', 'Create a Link to a Web Page', and 'Add a File Attachment'. A red banner at the bottom of the console contains the school's name, principal's name, address, and phone number, along with a school seal. Below the banner is an 'Edit Top Links' section with a breadcrumb trail: 'DOE Home Page > Our Schools Training > Region2 > X135 > FAQ'. A sidebar menu on the left lists various categories, with 'FAQ' highlighted in red. Dashed blue arrows from the numbered instructions point to the 'Add a File Attachment' button and the 'FAQ' menu item.

Creating a Posting that Goes Directly to a Document (cont'd)

3. Enter the information in your attachment posting. Here are the sections of this particular kind of posting:

The screenshot shows a CMS editing interface for a school website. The page is titled "FAQ" and is being edited. The interface includes a sidebar with navigation links, a main content area with form fields, and a top navigation bar. The form fields are:

- Page Title:** A text input field with a blue dashed arrow pointing to it from a callout box.
- File To Attach:** A file selection area with a paperclip icon circled in red and a blue dashed arrow pointing to it from a callout box.
- Summary:** A rich text editor with a blue dashed arrow pointing to it from a callout box.
- Summary Image:** An image selection area with a blue dashed arrow pointing to it from a callout box.

Callout boxes provide instructions for each field:

- Page Title:** Enter a **Page Title** for your new page. This headline will serve as the link to the document.
- File To Attach:** The attachment is set here. Click on the paperclip icon to enter the attachment menu.
- Summary:** Enter a brief summary or description (optional). This will help your users understand what the attachment is about.
- Summary Image:** A picture can be inserted here. This will appear along with the Page Title on the summary page. It can be no more than 100K in file size and no more than 200 pixels wide.

Creating a Posting that Goes Directly to a Document (cont'd)

4. Click on **Insert Local Attachment** to start your browse.

Insert Attachment

Select Source

[Insert Shared Attachment](#) (Inserted from the MCMS Resource Gallery)

[Insert Local Attachment](#) (Inserted from local or networked computer)

5. Click on **Browse** to find the file.

Insert Attachment

Select Source > Insert Attachment

Attachment Source: Local Attachment

Local Attachment:

File Type: If the file does not have a file extension, select the file type if it is in the list below. Otherwise, continue to the next step.

Select File Type

Display Text:

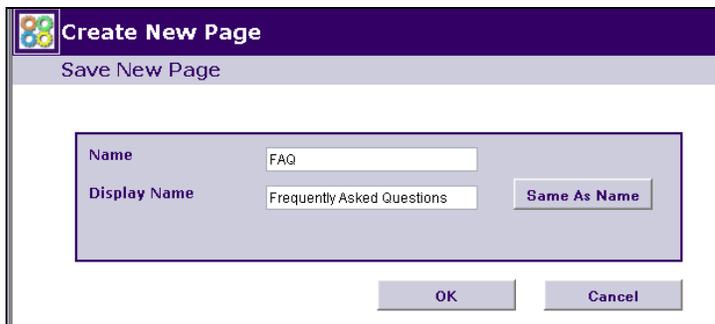
6. Click on **Insert**.

Creating a Posting that Goes Directly to a Document (cont'd)



6. Select **Save New Web Page**

After selecting **Save New Web Page** you will be asked to enter a name for your new posting.



7. Enter a brief, descriptive name for the new posting. This will appear at the end of the URL. **NO SPACES. THIS NAME CAN BE NO MORE THAN 20 CHARACTERS LONG.**

8. Enter a **Display Name**. This can be the same as the page name. This will appear in the title bar of your explorer all the way at the top of your screen. **THE DISPLAY NAME CAN HAVE SPACES.**

What's the difference between "Name" and "Display Name"?

Name: The name you enter here will appear on the address bar when users navigate to this page. For example, a page with the name "newpage" will appear as: <http://schools.nyc.gov/your region/your school/channel/newpage.htm> on the address bar when it's published.

Display Name: This name will appear at the very top of the Internet window, next to "New York City Dept. of Ed."

Don't forget to submit or approve your work! (pages 12-13)

Creating a Posting that Goes Directly to a Document (completed)

9. Finally, click on the channel your posting is in to see the results.

JHS 135 FRANK D WHALEN
ELIZABETH A. WHITE, PRINCIPAL
2441 WALLACE AVENUE BRONX, NY, 10467
PHONE: 718-653-1237

Edit Top Links

DOE Home Page > Our Schools Training > Region2 > X135 > FAQ

X135

About Us

Overview

Photo Albums

Policies

Schedules

Statistics

Maps & Directions

News & Information

Events

Links

News and Announcements

FAQ

FAQ

Frequently Asked Questions: Title One [Select]

Click on the new posting link to open up the file you attached.

PLEASE NOTE: IF YOU CHANGE THE ORIGINAL FILE, YOU MUST ATTACH IT AGAIN.

Anytime you attach a file to your website, CMS creates a *copy* of the file. Your original file is no longer accessed.

This means that when you change anything in the original file on your computer, the file on the website is not linked. You must attach it again.

ALSO NOTE: YOU MUST CLICK ON "SELECT" TO DO YOUR EDITING.

When you want to edit this kind of posting, for example to change the wording of the link or to replace the file attachment with a different one, be in edit mode so that you see the word "Select".

1. Click on "Select"
2. Click on "Edit Web Page" in the big menu

If you don't click on Select, but click on the link itself (as you can with a normal posting) you will continually open the attachment and never get to the edit screen!



Creating a Posting that Goes Directly to a Web Page

You can create a posting link that jumps directly to another web page outside of your school's website.

1. Click on the channel in which you want your posting to appear

2. Click on **Create a Link to a Web Page** to create the new posting

The screenshot shows the CMS Editing Console interface. At the top, there is a 'CMS EDITING CONSOLE' header with a '[HELP]' link. Below this, there are several sections:

- Switch to Live View**: A button to toggle between edit and live views.
- Edit Web Page**: A section containing 'Web Page Properties' and 'Create Connected Web Page'.
- Preview**: A section with 'Copy' and 'Move' options.
- Approval Assistant**: A section with 'Resource Manager'.
- Sort Items in Channel**: A section for managing the order of items.
- Page Status**: A section showing 'Page Status: Saved', 'Version: Page has Live Version', and 'Lock Status: WinNT://QA/nrissen'.
- CREATE NEW WEB PAGE**: A section with three options: 'Create a Web Page', 'Create a Link to a Web Page', and 'Add a File Attachment'. A blue dashed arrow points from this section to the second instruction box.

Below the console, there are links for 'TEXT VERSION | PRINT VERSION' and 'SITE MAP | CONTACT US | HELP'. The main content area features a red banner for 'JHS 135 FRANK D WHALEN' with contact information for Elizabeth A. White, Principal, at 2441 Wallace Avenue Bronx, NY, 10467, with phone number 718-659-1237. Below the banner is an 'Edit Top Links' section with a breadcrumb trail: 'DOE Home Page > Our Schools Training > Region2 > X135 > FAQ'. There are two columns of links: one for 'X135' with 'About Us' and 'FAQ' (highlighted in red), and another for 'FAQ' with a 'Frequently Asked Questions: Title One [Select]' dropdown.

Creating a Posting that Goes Directly to a Web Page (cont'd)

3. Enter the information in your posting. Here are the sections of a posting:

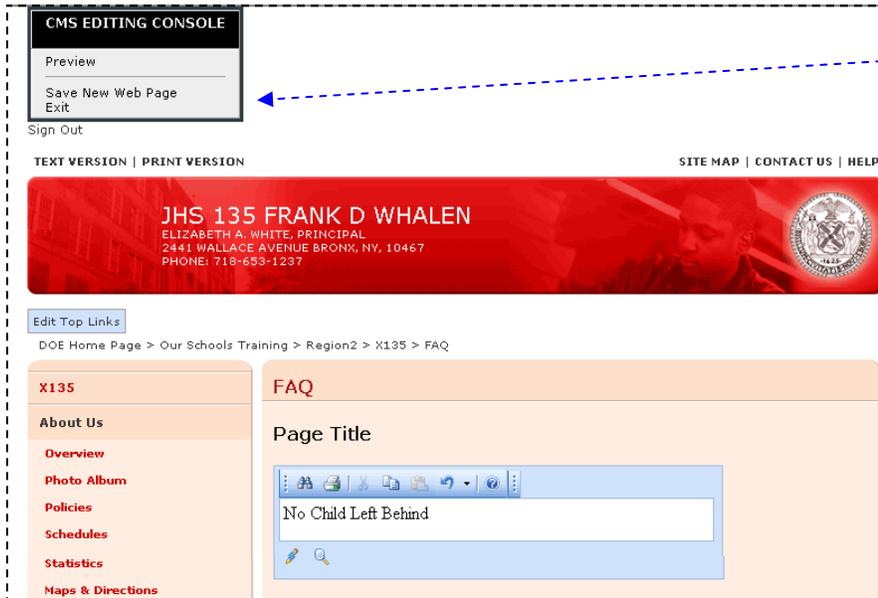
The screenshot shows a web posting editor interface. On the left is a navigation menu with categories like 'About Us', 'News & Information', 'Academics & Activities', 'Parents', 'Students', and 'Student Support'. The 'FAQ' category is selected. The main content area is titled 'FAQ' and contains three sections: 'Page Title', 'Link Format', and 'Summary'. Each section has a text input field with a rich text editor toolbar. Callout boxes with dashed arrows point to these fields, providing instructions: 'Enter a Page Title for your new page. This headline will serve as the link on the summary page.' (pointing to 'No Child Left Behind'), 'Type or copy in the URL for the web page. EXCLUDE the http:// notation IF IT'S INTERNAL to the DOE. PLEASE SEE BELOW FOR AN IMPORTANT NOTE.' (pointing to '/Administration/NCLB/default.htm'), and 'Click on this box to open the web page in a new window. This is important to do if you want the page to be in a different window than the school website. This way, when the user is finished perusing the web page, they close that window and the school website will still be open.' (pointing to the 'Check to open in a new window' checkbox which is checked).

Enter a brief summary or description (optional). This will help your users navigate and identify content on your site.

IMPORTANT: IF THE LINK IS TO AN INTERNAL, DOE WEBSITE OR PAGE, LEAVE OFF THE http://schools.nyc.gov. Instead, Type a forward slash: / followed by the rest of the name.

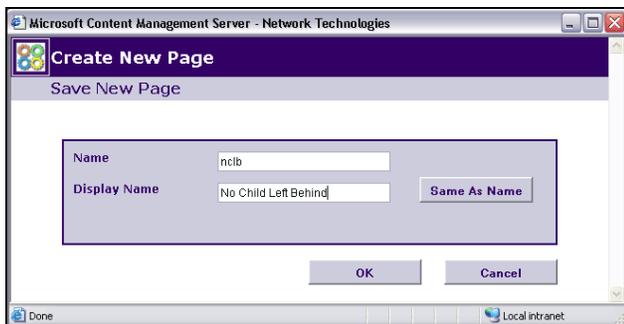


Creating a Posting that Goes Directly to a Web Page (cont'd)



6. Select **Save New Web Page**

After selecting **Save New Web Page** you will be asked to enter a name for your new posting.



7. Enter a brief, descriptive name for the new posting. This will appear at the end of the URL. **NO SPACES. THIS NAME CAN BE NO MORE THAN 20 CHARACTERS LONG.**

8. Enter a **Display Name**. This can be the same as the page name. This will appear in the title bar of your explorer all the way at the top of your screen. **THE DISPLAY NAME CAN HAVE SPACES.**

What's the difference between "Name" and "Display Name"?

Name: The name you enter here will appear on the address bar when users navigate to this page. For example, a page with the name "newpage" will appear as: <http://schools.nyc.gov/your region/your school/channel/newpage.htm> on the address bar when it's published.

Display Name: This name will appear at the very top of the Internet window, next to "New York City Dept. of Ed."

Don't forget to submit or approve your work! (pages 10-11)

Creating a Posting that Goes Directly to a Web Page (completed)

9. FINALLY, CLICK ON THE CHANNEL YOUR POSTING IS IN TO SEE THE RESULTS.

The screenshot shows a school website for JHS 135 Frank D Whalen. The header includes the school name, principal's name (Elizabeth A. White), address (2441 Wallace Avenue Bronx, NY, 10467), and phone number (718-653-1237). A navigation menu on the left lists categories like 'About Us', 'Overview', 'Photo Album', 'Policies', 'Schedules', 'Statistics', 'Maps & Directions', 'News & Information', 'Events', 'Links', 'News and Announcements', and 'FAQ'. The 'FAQ' section is highlighted in red. A callout box points to a link titled 'No Child Left Behind' with a '[Select]' button next to it. Another callout box points to the '[Select]' button, instructing the user to click it to open the editing page.

Click on the new posting link to open up the web page you attached.

PLEASE NOTE: YOU MUST CLICK ON "SELECT" TO DO YOUR EDITING.

When you want to edit this kind of posting, for example to change the URL of the target website, be in edit mode so that you see the word "Select".

1. Click on "Select"
2. Click on "Edit Web Page" in the floating console menu at the top

If you don't click on "Select", but click on the link itself (as you can with a normal posting) you will continually open the target web page and never get to the edit screen in CMS!



Creating a Connected Page

If you want the contents of a posting (the source) in one channel within your school to appear under another channel (the target), you can connect that page. The target page will update automatically as the source page is changed. For example, if there is a page under "Students" with information about student clubs, the parent channel and teacher channel would be good places to replicate that information.

1. Navigate to the posting that you want copied into another location. In this example below, the FAQ posting will be copied from the Overview channel to the News and Information channel.

2. Click on **Create Connected Web Page**

CMS EDITING CONSOLE [HELP]

Switch to Live View	Preview	Approval Assistant Resource Manager	Sort Items in Channel
Edit Web Page Web Page Properties	Copy Move		
Create Connected Web Page		Page Status: Saved Version: Page has Live Version Lock Status: WinNT://QA/nnissen	

CREATE NEW WEB PAGE

- Create a Web Page
- Create a Link to a Web Page
- Add a File Attachment

TEXT VERSION | PRINT VERSION SITE MAP | CONTACT US | HELP

JHS 135 FRANK D WHALEN
REGION 02
ELIZABETH A. WHITE, PRINCIPAL
2441 WALLACE AVENUE BRONX, NY, 10467 PHONE: 718-653-1237

Edit Top Links

DOE Home Page > Our Schools Training > Region2 > X135 > Overview

X135

About Us

Overview

Photo Album

Policies

Schedules

Statistics

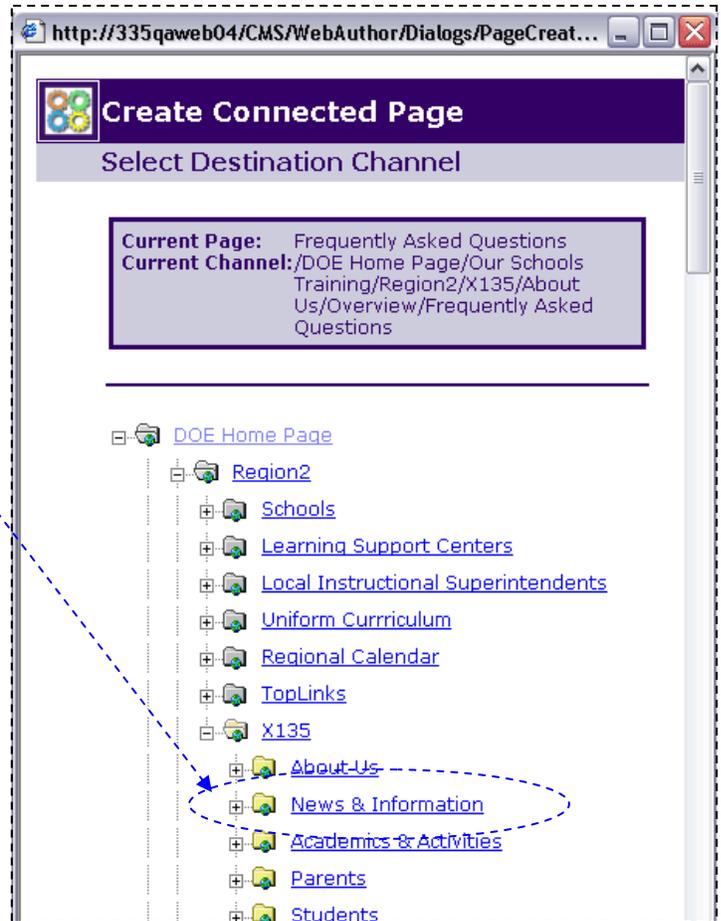
Some Frequently Asked Questions

All JHS 135, all the time....

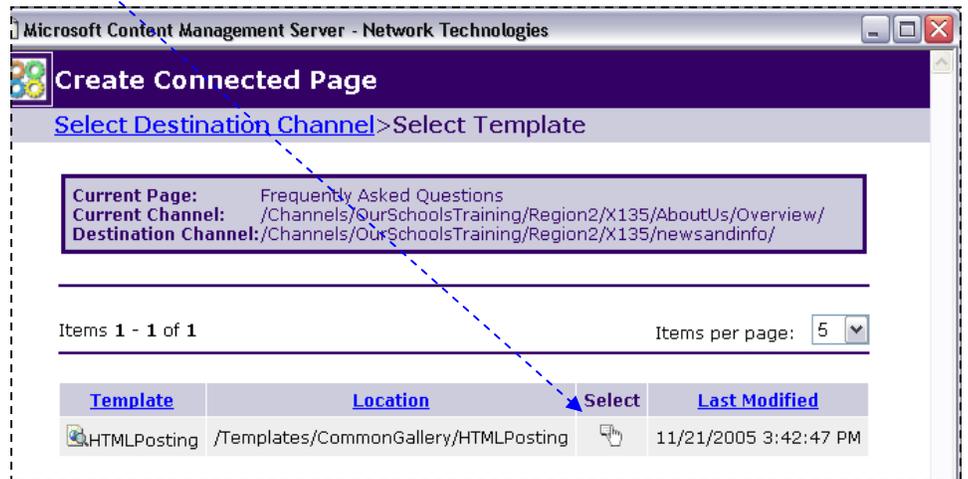
[Read me!](#)

Creating a Connected Page (cont'd)

3. Navigate to your school and then to the channel that will receive the connected page, and click on it



4. Click on the template you want the connected page to have



You will now be returned to edit mode for the new page. Save it as a new page. This step is explained on page 18 in this manual. Your new page will appear both in the target channel and the source channel. Any change you make in either page will update the other one.

Copying/ Moving your Posting

You might find that the entire contents of one page needs to be repeated in another section of your site, perhaps with a few changes. The page does not have to be recreated from scratch; it can be copied from the existing page. When you copy a posting, there is no link between the two.

1. Navigate to the page to be copied or moved.
2. Click on **Copy** or **Move**.

The screenshot shows the CMS Editing Console interface. At the top, there's a header 'CMS EDITING CONSOLE' with a '[HELP]' link. Below this, there are several sections:

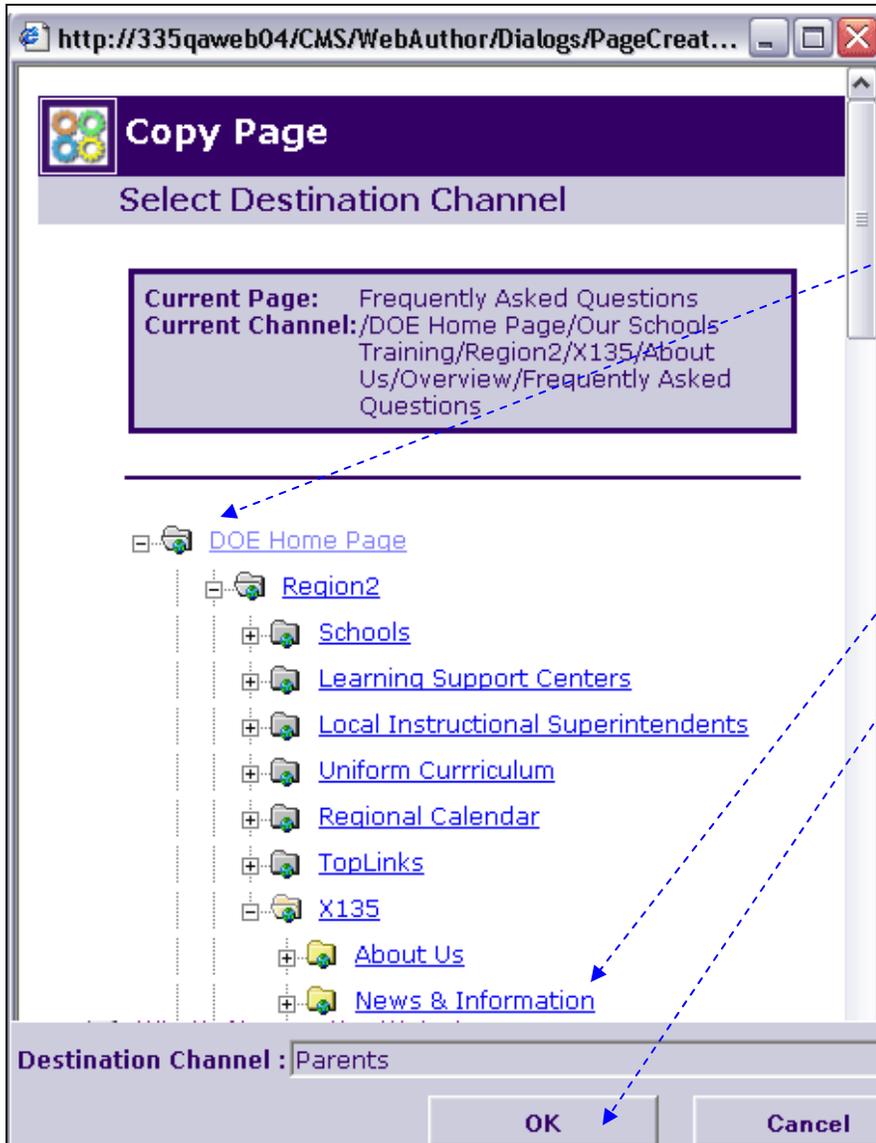
- Switch to Live View**: A button to toggle between editing and live view.
- Edit Web Page**: A section containing 'Web Page Properties' and 'Create Connected Web Page'.
- Preview**: A section with 'Copy' and 'Move' buttons. A blue dashed arrow points to the 'Copy' button.
- Approval Assistant Resource Manager**: A section for managing approvals.
- Sort Items in Channel**: A section for organizing content.
- Page Status**: Shows 'Page Status: Saved', 'Version: Page has Live Version', and 'Lock Status: WinNT://QA/mnissen'.

Below the console, there's a 'CREATE NEW WEB PAGE' section with options to 'Create a Web Page', 'Create a Link to a Web Page', and 'Add a File Attachment'. Navigation links for 'TEXT VERSION | PRINT VERSION' and 'SITE MAP | CONTACT US | HELP' are also present.

The main content area features a red banner for 'JHS 135 FRANK D WHALEN' with contact information: 'REGION 02', 'ELIZABETH A. WHITE, PRINCIPAL', and '2441 WALLACE AVENUE BRONX, NY, 10467 PHONE: 718-653-1237'. Below the banner, there's an 'Edit Top Links' button and a breadcrumb trail: 'DOE Home Page > Our Schools Training > Region2 > X135 > Overview'.

The page is divided into two columns. The left column has a sidebar with a menu: 'X135', 'About Us', 'Overview' (highlighted), 'Photo Album', 'Policies', 'Schedules', 'Statistics', and 'Maps & Directions'. The right column has a section titled 'Some Frequently Asked Questions' with the text 'All JHS 135, all the time....' and a link 'Read me!'.

Copying/ Moving your Posting (cont'd)



2. A channel map appears. Navigate to the destination channel where you want to place the new page by clicking on the plus signs to the left of each successive folder.
3. When you have reached the channel into which you want the posting to be moved or copied, click on **OK**
4. The window closes. The status of the copied page is **Waiting for Approval**.
5. On the Web Author console, click **Approve**



You can only move or copy a posting to a channel in your own site!

Deleting your Posting

You can delete your posting. Some things to remember: you must have navigated to it; and there is NO approval required for a posting deletion. Anyone who has submit rights can delete a posting!

1. Navigate to the page to be deleted.
2. Click on **Delete**.

The screenshot shows the CMS Editing Console for JHS 135 Frank D Whalen. At the top, there's a navigation bar with 'Switch to Live View', 'Preview', 'Approval Assistant', and 'Sort Items in Channel'. Below this is a menu with 'Edit Web Page', 'Web Page Properties', and 'Create Connected Web Page'. A 'Copy Move Delete' menu is open, with 'Delete' highlighted. Below the menu is a 'CREATE NEW WEB PAGE' section with options to create a web page, link, or attachment. At the bottom, there's a sidebar with 'About Us', 'Overview', 'Photo Album', 'Policies', 'Schedules', and 'Statistics'. The main content area shows 'Some Frequently Asked Questions' with a link 'Read me!'.



Please note: DELETED PAGES CANNOT BE RECOVERED! If there's any chance that you might need the content in the future, copy it into a word document and save it, or do a "stop publishing" on the posting (see the next page in this manual).

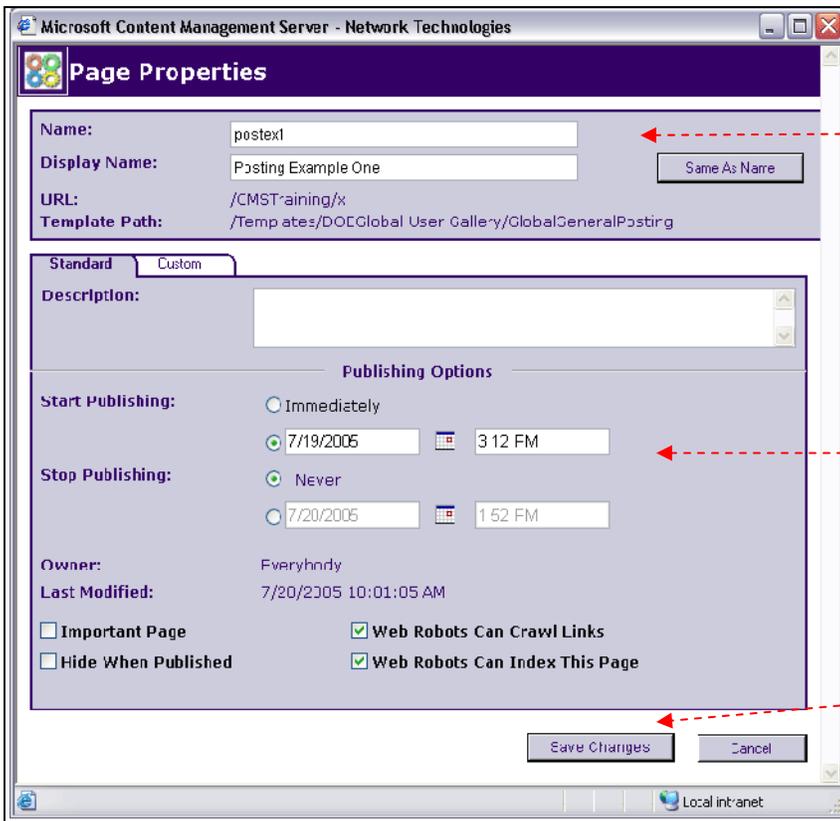
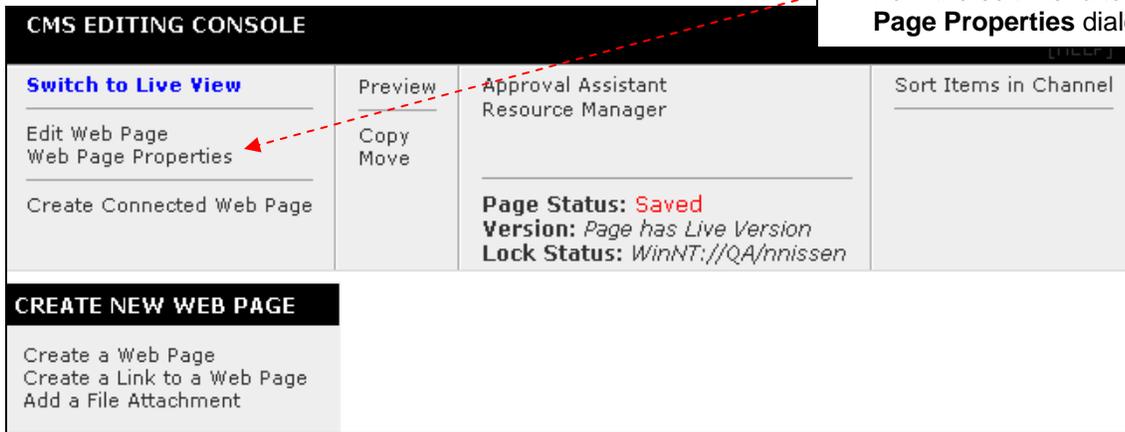
Delete does not require approval. Once you've deleted, it's gone. If you have someone submitting work for you, you might want to consider not allowing them to delete postings as this is irreversible.

Setting Page Properties

The **Page Properties** menu will allow you to:

- Rename your page
- Schedule page publication
- Create a Hidden Page

1. Select **Web Page Properties** from the edit menu to display the **Page Properties** dialogue box.



You can edit both the **Name** and the **Display Name** of your posting.

Select a date and time to **Start Publishing** or **Stop Publishing** your approved pages. The default setting for publishing is the time and date the page was created; the default for stop publishing is **Never**.

2. Select **Save Changes** to update the page properties. Remember to click on approve to publish your new page.

Setting Page Properties

Creating a “Hidden Page”

Hide When Published is the first step in inserting the posting anywhere but its default position on the main page of your channel. It is hidden from its default position when published—yet can be linked from any other section within the content. For example, you can relocate the apparent position of a posting from the main page to within another posting, or within one of the two main page text boxes.

Here’s the sequence:

- A. Create a posting and “hide” it.
Make a note of its URL address by copying and pasting it into notepad from page properties. FOR DOE WEBSITES DO NOT INCLUDE <http://www.schools.nyc.gov> (or <http://www.nycboe.net>).
- A. Navigate to the spot you wish this posting to appear.
- B. Create a URL link, using the address that you copied.
- C. **VERY IMPORTANT:** Add the extension **.htm** to the end of the URL OR THE LINK WILL NOT WORK.

In this example, we will hide an “Our Pre-K Schedule” posting that would normally appear in its default location on the Main Page, and instead appear within another, more general, Pre-K posting called “Important Information About Pre-K.”

1. Create your posting, then navigate to Page Properties and click “Hide When Published.”

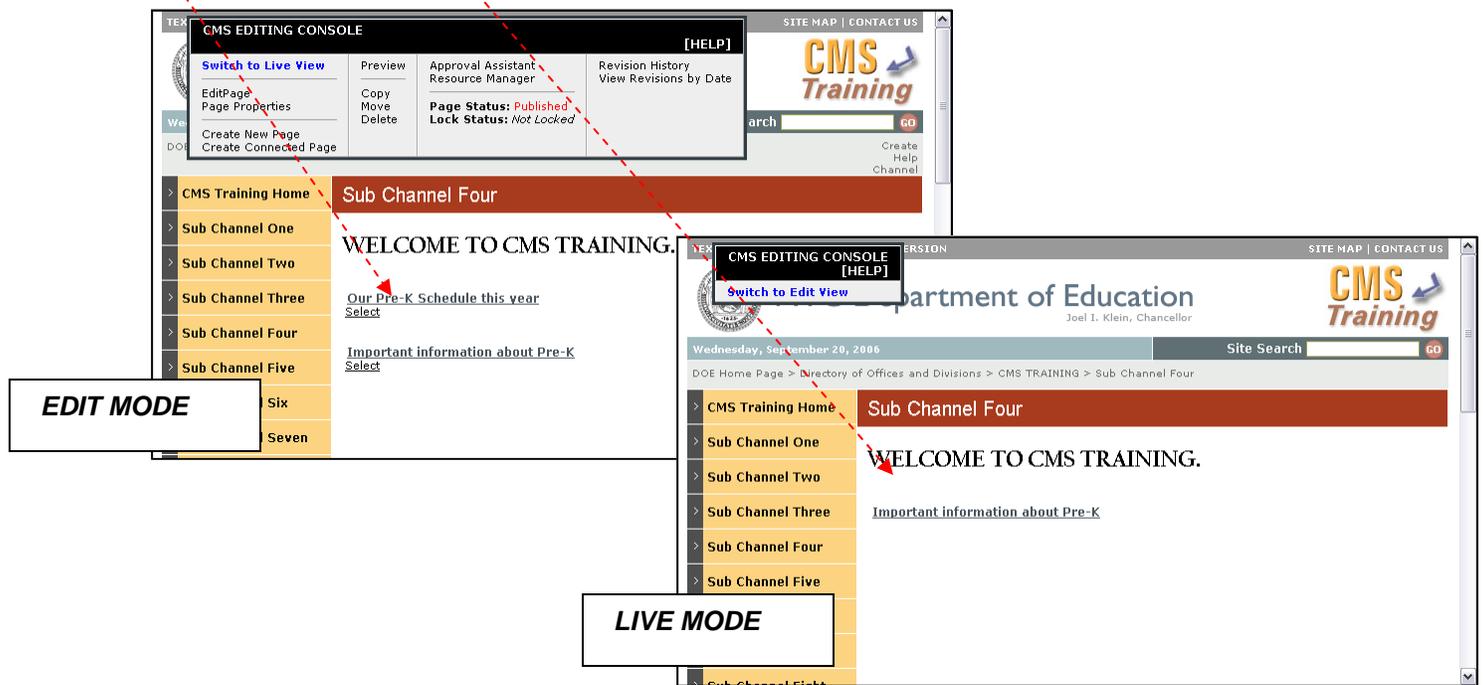
The screenshot shows the 'Page Properties' dialog box for a posting. The 'Name' field contains 'schedule' and the 'Display Name' field contains 'Our Pre-K Schedule'. The 'URL' field is highlighted with a red box and contains the path '/Offices/CMSTraining/SubChannel4/schedule'. The 'Template Path' field contains '/Templates/Office Global Templates/OfficeGlobalGeneralPosting'. The 'Publishing Options' section shows 'Start Publishing' set to '9/20/2006 2:25 PM' and 'Stop Publishing' set to '9/20/2006 2:27 PM'. The 'Owner' is 'WinNT://QA/nnissen' and the 'Last Modified' date is '9/20/2006 2:25:40 PM'. The 'Hide When Published' checkbox is checked. The 'Web Robots Can Index This Page' checkbox is also checked. The 'Save' and 'Cancel' buttons are at the bottom.

2. Highlight the URL path, copy it, and paste it into Notepad or Word to retrieve it later.

Setting Page Properties

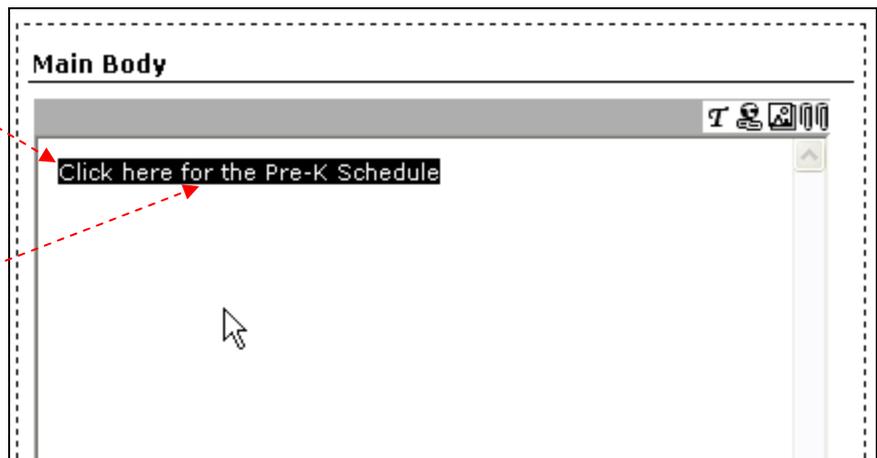
Creating a "Hidden Page" (cont'd)

Notice that even after the posting is approved for publication, it will NOT appear in LIVE view in its default position, because it is "hidden". It can, however, be seen in Edit mode.



3. Navigate to the location the hidden posting is to appear. In this case, it will be within the body of another posting.

4. Type in the text that will become the link to the posting and highlight it.



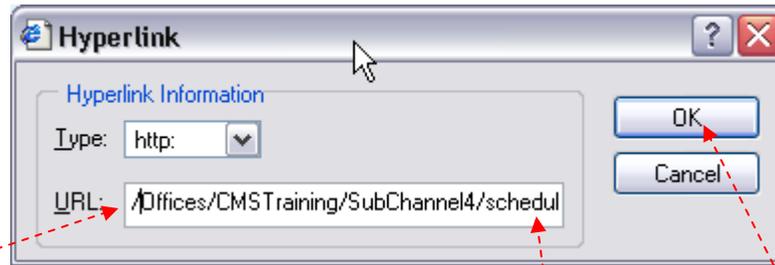
Setting Page Properties

Creating a "Hidden Page" (completed)

5. Click Control-K to bring up a shortcut URL Hyperlink menu.

6. From your Notepad or Word document (or from the clipboard) paste in the URL of the posting.

7. **VERY IMPORTANT:** Add the extension **.htm** to the end of the URL OR THE LINK WILL NOT WORK.



`/Offices/CMSTraining/SubChannel4/schedule.htm`

8. Click on "OK"

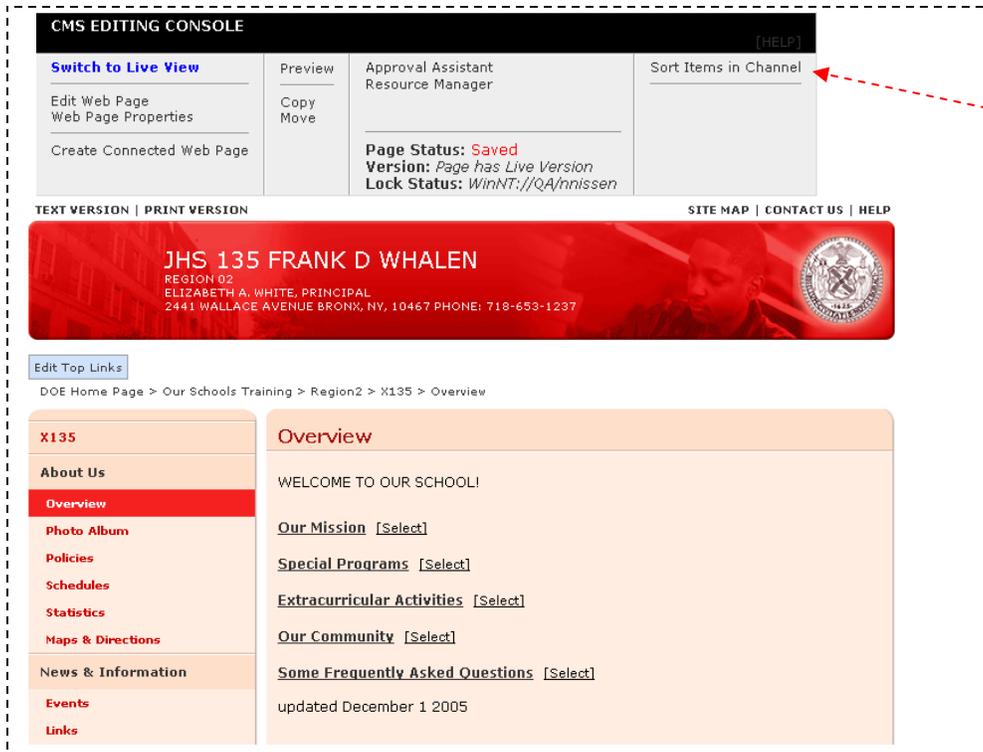
9. Save and Exit your posting, and Approve the posting.

Now when you navigate to the "Important Information About Pre-K" posting, the Pre-K schedule posting is within it.

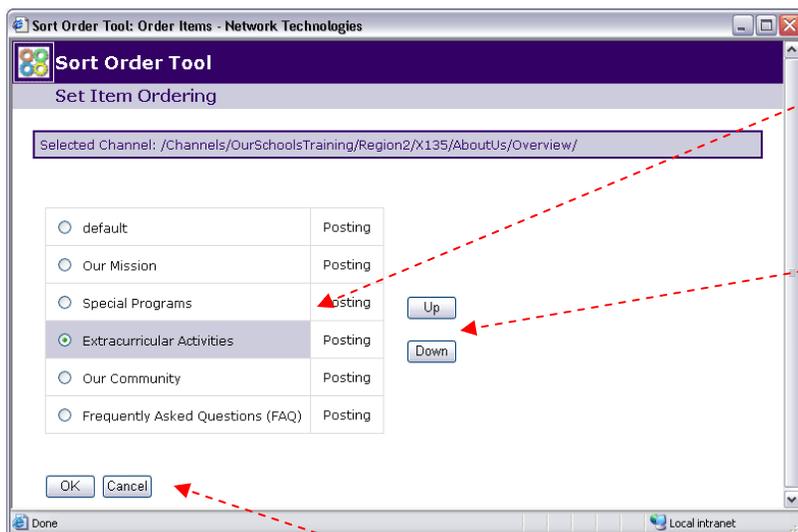


Rearranging the Order of the Postings

By default, postings are prioritized by date. In other words, the most recent posting you created appears as the first item on the page. You can change the order of your postings by clicking on "Sort Items in Channel" in the upper right hand corner of the floating menu bar.



1. Click on **Sort Items in Channel**



2. Click on the radio button for the posting you wish to move

3. Click **Up** or **Down** to move the posting



Please note: DO NOT move any of the pages ABOVE the "default" item (the first in the list)

4. Click on **OK** and **THEN APPROVE FOR PUBLICATION.**

Updating Your Website

Using Content Management Server for School Webmasters

Adding Links to the top menu

Before adding a link, there is no link toolbar.

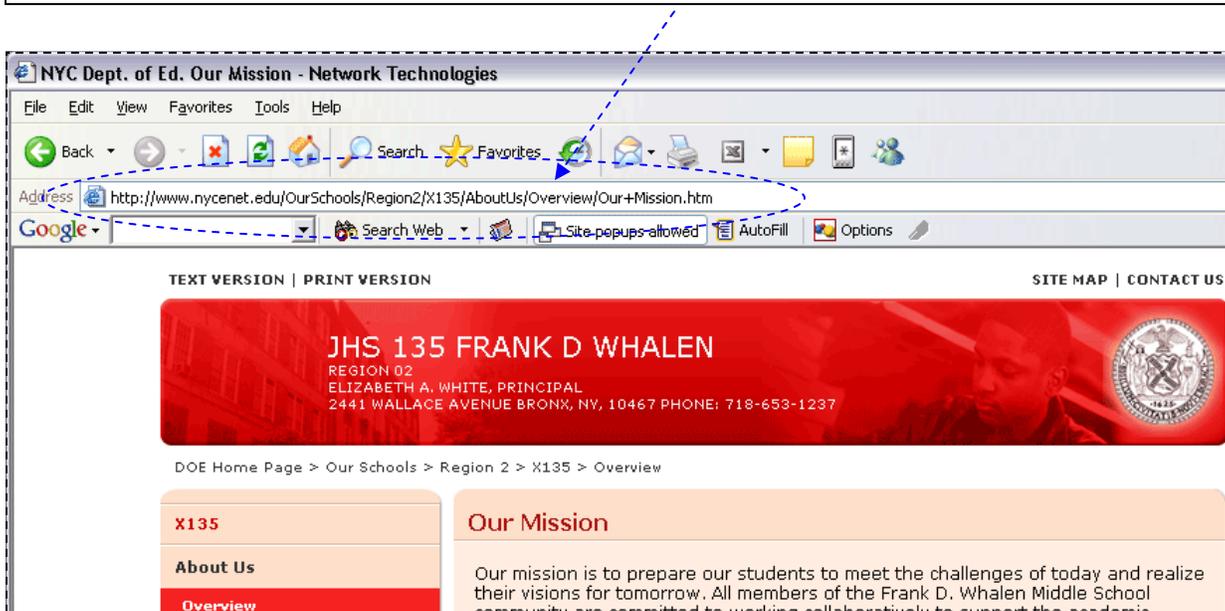


After adding a link, the link toolbar appears with your first new link.



Please note: you are allowed seven links. If the names are very long, the typeface will become quite crowded. Keep your links short!

1. Linking requires an exact URL address. Before you **Edit Top Links**, open a 2nd browser and go to the page you want to link to in "live", NOT in authoring. Highlight the URL and copy it.



Adding Links to the top menu (cont'd)

2. Switch back to your editing site and click on **Edit Top Links**



3. If you want to show a link to a new page that you will create, click on **Create New Web Page**. If you want to link to a pre-existing web page, click on **Create a link to a Web Page**.

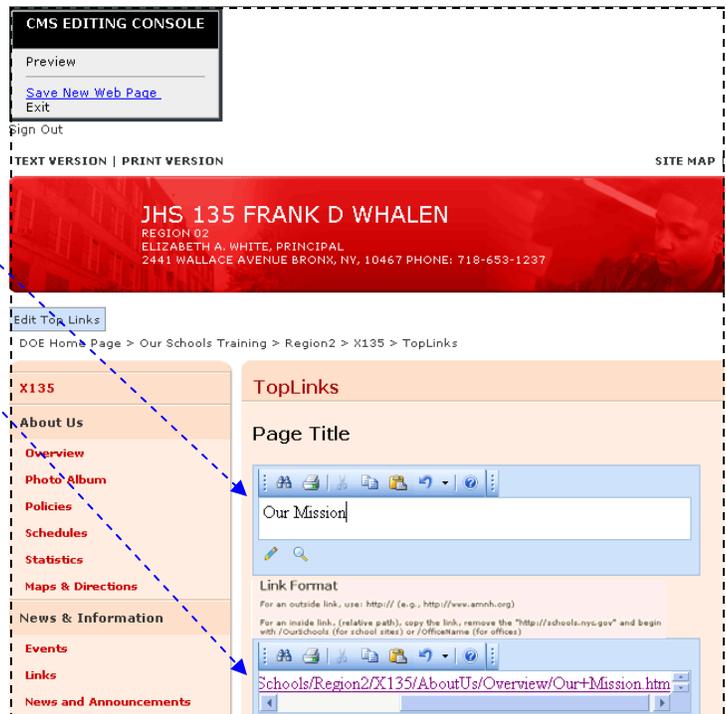
CREATE NEW WEB PAGE

- Create a Web Page
- Create a Link to a Web Page
- Add a File Attachment

4. The Page Title will be the name of the link in the link toolbar.

5. Type in or paste the URL for the web page. **INCLUDE** the http:// notation **IF IT'S EXTERNAL** to the DOE. **PLEASE SEE BELOW FOR AN IMPORTANT NOTE.**

IMPORTANT: IF THE LINK IS TO AN INTERNAL, DOE WEBSITE OR PAGE, LEAVE OFF www.schools.nyc.gov. Instead, type a forward slash: / followed by the rest of the name.



6. Finally, as with any posting, save and submit or approve your work



Adding an event to your calendar

1. Click on Events

CMS EDITING CONSOLE [HELP]

Switch to Live View	Preview	Approval Assistant Resource Manager	Sort Items in Channel
Edit Web Page Web Page Properties	Copy Move		
Create Connected Web Page		Page Status: Saved Version: Page has Live Version Lock Status: WinNT://QA/nnissen	

CREATE NEW WEB PAGE

Create an Event

TEXT VERSION | PRINT VERSION SITE MAP | CONTACT US | HELP

JHS 135 FRANK D WHALEN
REGION 02
ELIZABETH A. WHITE, PRINCIPAL
2441 WALLACE AVENUE BRONX, NY, 10467 PHONE: 718-653-1237

Special Programs

Edit Top Links

DOE Home Page > Our Schools Training > Region2 > X135 > Events

X135

About Us

- Overview
- Photo Album
- Policies
- Schedules
- Statistics
- Maps & Directions

News & Information

- Events**
- Links
- News and Announcements

Events

	November	December 2005					January
month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
week					1	2	3
week	4	5	6	7	8	9	10
week	11	12	13	14	15	16	17
week	18	19	20	21	22	23	24
week	25	26	27	28	29	30	31
week							

Month selected beginning 12/16/2005

2. Click on Create an Event

Updating Your Website

Using Content Management Server for School Webmasters

Adding an event to your calendar (continued)

CMS EDITING CONSOLE

Preview
Save New Web Page
Exit
Sign Out

TEXT VERSION | PRINT VERSION SITE MAP | CONTACT US | HELP

JHS 135 FRANK D WHALEN
REGION 02
ELIZABETH A. WHITE, PRINCIPAL
2441 WALLACE AVENUE BRONX, NY, 10467 PHONE: 718-653-1237

Special Programs

Edit Top Links
DOE Home Page > Our Schools Training > Region2 > X135 > Events

X135

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Overview
Photo Album
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Maps & Directions

News & Information
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FAQ

Academics & Activities
Admissions and Graduation Requirements
Athletics & Fitness
Clubs & Organizations
Library

Parents
Parent Support

Students
Student Support
Student Pages

Departments
Class/Homework
Course Description
Faculty

Find a School
Zip Code OR
School Name or Number
[Advanced Search](#)

Events

Page Title

Start Date

End Date

Location

Summary

Body

3. Fill in fields appropriately and save your event

Adding an event to your calendar (completed)

Here's the completed event. Make sure you are on the right month in order to see it!

X135

About Us

- Overview
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- Statistics
- Maps & Directions

News & Information

- Events**
- Links
- News and Announcements

Academics & Activities

- Admissions and Graduation Requirements
- Athletics

Events

	<u>September</u>	October 2005					<u>November</u>
month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
week							1
week	2	3	4	5	6	7	8
week	9	10	11	12	13	14	15
week	16	17	18	19	20	21	22
week	23	24	25	26	27	28	29
week	30	31					

Month selected beginning 10/1/2005

Senior Halloween Costume Contest
Event Date: 10/28/2005 - 10/28/2005
Location: Auditorium
Don't miss the X135 Halloween Fashion Competition sponsored by the Home Economics department, featuring the very best of the senior class's vampy sewing!

Adding a photo to your photo album

1. Click on **Photo Album**

2. Click on **Add a Photo**

The screenshot displays the CMS Editing Console interface. At the top, the 'CMS EDITING CONSOLE' header includes a '[HELP]' link. Below this, there are several panels: a left sidebar with 'Switch to Live View', 'Edit Web Page', 'Web Page Properties', and 'Create Connected Web Page'; a central panel with 'Preview', 'Copy Move', and 'Approval Assistant Resource Manager'; and a right panel with 'Sort Items in Channel' and status information: 'Page Status: Saved', 'Version: Page has Live Version', and 'Lock Status: WinNT://QA/hnissen'. Below the console is a 'CREATE NEW WEB PAGE' section with an 'Add a Photo' button. The main content area features a red banner for 'JHS 135 FRANK D WHALEN' with contact information and a school seal. Below the banner is a 'Special Programs' section, an 'Edit Top Links' button, and a breadcrumb trail: 'DOE Home Page > Our Schools Training > Region2 > X135 > Photo Album'. A left sidebar contains a menu with 'X135', 'About Us', 'Overview', 'Photo Album' (highlighted), 'Policies', 'Schedules', 'Statistics', and 'Maps & Directions'. The main content area shows a 'Photo Album' section with a small image thumbnail and a '[Select]' button.

Adding a photo to your photo album (completed)

3. Fill in a **Page Title** and a **Summary**

The screenshot shows the CMS editing interface. At the top, there's a 'CMS EDITING CONSOLE' with options like 'Preview', 'Save New Web Page', and 'Exit'. Below that, a navigation bar includes 'Sign Out', 'TEXT VERSION | PRINT VERSION', and 'SITE MAP | CONTACT US | HELP'. The main header features the school name 'JHS 135 FRANK D WHALEN', 'REGION 02', 'ELIZABETH A. WHITE, PRINCIPAL', and the address '2441 WALLACE AVENUE BRONX, NY, 10467 PHONE: 718-653-1237'. A 'Special Programs' section is also visible. The left sidebar contains a menu with categories like 'X135', 'About Us', 'News & Information', 'Academics & Activities', 'Parents', 'Students', and 'Departments'. The 'Photo Album' page is currently being edited. The 'Page Title' field is empty. The 'Photo' field contains a placeholder image with a mountain landscape icon. The 'Summary' field is empty. A 'Photo' field contains a placeholder image with a mountain landscape icon. A 'Page Title' field is empty. The left sidebar shows a navigation menu with 'Photo Album' selected. The top header includes school information for JHS 135 Frank D Whalen.

4. Click on the **mountain landscape icon** to browse for a photo

You can now save it as a new page. This step is explained on page 20 in this manual.

Adding information to the Map page

The Maps & Directions Page includes an interactive map, a chart showing local public transportation, and an interactive directions section. These pre-loaded sections cannot be edited by the CMS editor. However, text and postings can be added below.

CMS EDITING CONSOLE [HELP]

Switch to Live View	Preview	Approval Assistant	Sort Items in Channel
Edit Web Page	Copy	Resource Manager	
Web Page Properties	Move		
Create Connected Web Page		Page Status: Saved	
		Version: Page has Live Version	
		Lock Status: WinNT://QA/mnissen	

TEXT VERSION | PRINT VERSION SITE MAP | CONTACT US | HELP

JHS 135 FRANK D WHALEN
REGION 02
ELIZABETH A. WHITE, PRINCIPAL
2441 WALLACE AVENUE BRONX, NY, 10467 PHONE: 718-653-1237

Special Programs

Edit Top Links

DOE Home Page > Our Schools Training > Region? > X135 > Maps & Directions

X135

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- Statistics
- Maps & Directions**
- News & Information
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- Links
- News and Announcements
- FAQ

Academics & Activities

- Admissions and Graduation Requirements
- Athletics & Fitness
- Clubs & Organizations
- Library

Parents

- Parent Support

Students

- Student Support
- Student Pages

Departments

- Class/Homework
- Course Description
- Faculty

Find a School

Zip Code: OR School Name or Number: [Advanced Search](#)

Maps & Directions

School Area
Click the map below to enter the DOE Mapping System.



Public Transportation

BUSES BX025, BX026, BX039, W60, W61, W62, W90 Click here for MTA bus map	SUBWAYS  Click here for MTA Subway Map
---	--

Information above provided by the school

Driving Directions

TO: JHS 135 FRANK D WHALEN 2441 WALLACE AVENUE BRONX, NY 10467	FROM: Address: <input type="text"/> City: <input type="text"/> Zip: <input type="text"/> <input type="button" value="GET DIRECTIONS"/>
---	---

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1. Click on **Maps and Directions**

2. Click on **Edit Web Page**

Interactive Map. Clicking on it brings the user to the mapping system of the DOE website.

Public Transportation section. Local bus and subway lines are listed here as well as links to the MTA website.

Driving Directions section. The user can get directions to the school in this area.

Page 50

Adding information to the Map page (completed)

CMS EDITING CONSOLE

Preview
Save
Save And Exit
Exit
Sign Out

CREATE NEW WEB PAGE

Create an HTML Page
Create a Link to a Web Page
Add a File Attachment

TEXT VERSION | PRINT VERSION SITE MAP | CONTACT US | HELP

X135

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Find a School

Zip Code OR School Name or Number [Advanced Search](#)

Maps & Directions

School Area

Click the map below to enter the DOE Mapping System.



Public Transportation

BUSES

BX025, BX026, BX039, W60, W61, W62, W90

[Click here for MTA bus map](#)

SUBWAYS

[Click here for MTA Subway Map](#)

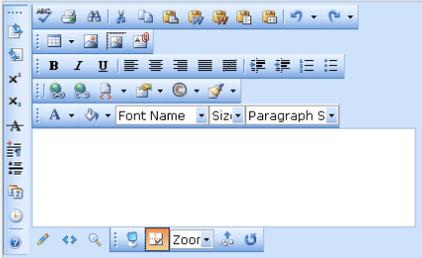
Information above provided by the school

Driving Directions

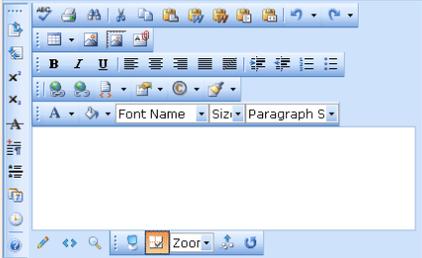
TO: JHS 135 FRANK D WHALEN
2443 WALLACE AVENUE
BRONX, NY 10467

FROM: Address:
City:
Zip:

TopText

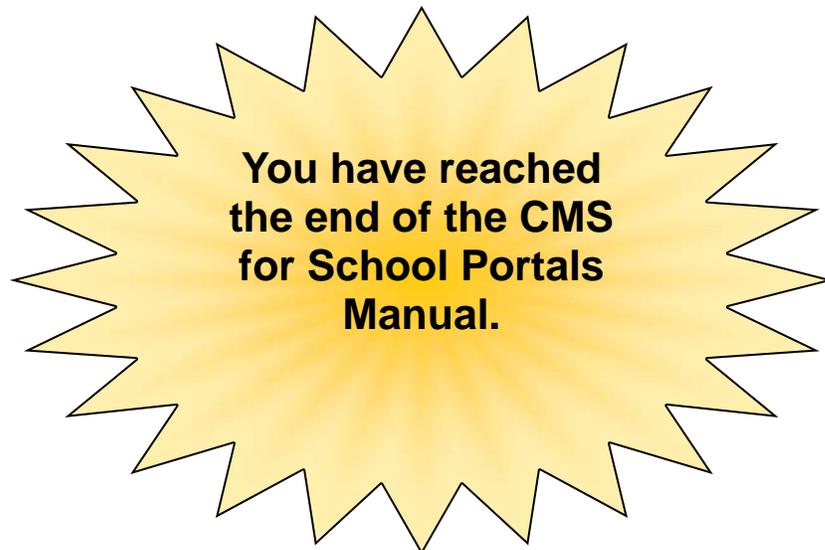


Bottom Text



3. Add text to these boxes and postings as described at the beginning of this manual

4. Save, and be sure to approve your work when you're sure you're finished!



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