



District Website Guide



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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.

 **Site Administration**

Jump To:  [tempEDIT](#)  [Add A Page](#)  [EDMailer](#) [Logout ►](#)

Select a Page to Modify:

[Add a User](#)

[View EDemailer archive](#)

[Manage Calendar](#)

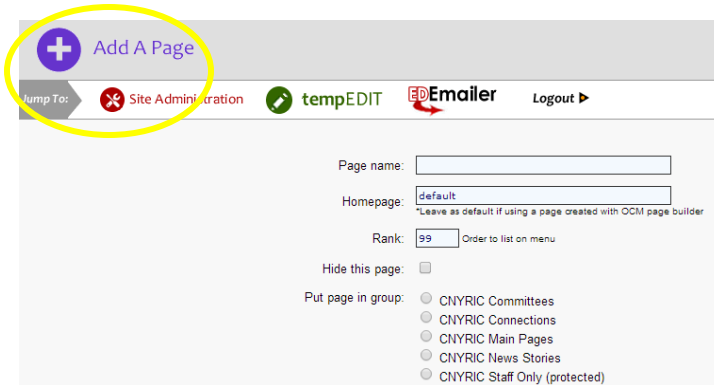
[Model Schools Calendar](#)

[Virtual Kits](#)

[Log Out](#)

2. Adding a Page

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



The screenshot shows the 'Add A Page' form. The top navigation bar includes a yellow circle around the 'Add A Page' purple icon, along with 'Site Administration', 'tempEDIT', 'EDMailer', and 'Logout'. The form fields are: 'Page name:' (text input), 'Homepage:' (text input with 'default' selected and a note '*Leave as default if using a page created with OCM page builder'), 'Rank:' (text input with '99' and a note 'Order to list on menu'), 'Hide this page:' (checkbox), and 'Put page in group:' (radio buttons for 'CNYRIC Committees', 'CNYRIC Connections', 'CNYRIC Main Pages', 'CNYRIC News Stories', and '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.

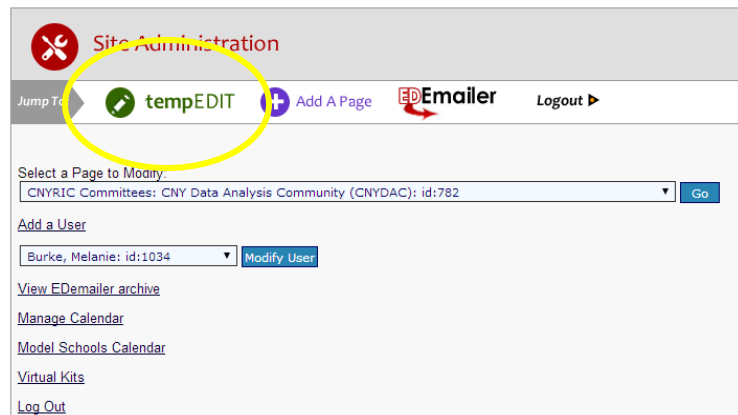
Rank: This is the order the pages appear in the left-hand navigation column. *Tip: Begin with “1” and skip every other number to provide list spacing.*

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 dropdown menu.



The screenshot shows the 'Site Administration' interface. The top navigation bar includes a yellow circle around the 'tempEDIT' green icon, along with 'Site Administration', 'Add A Page', 'EDMailer', and 'Logout'. Below the navigation bar, there is a 'Select a Page to Modify' dropdown menu with 'CNYRIC Committees: CNY Data Analysis Community (CNYDAC): id:782' selected and a 'Go' button. Below that is an 'Add a User' section with a dropdown menu showing 'Burke, Melanie: id:1034' and a 'Modify User' button. At the bottom, there are links for 'View EMailer archive', 'Manage Calendar', 'Model Schools Calendar', 'Virtual Kits', and '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.

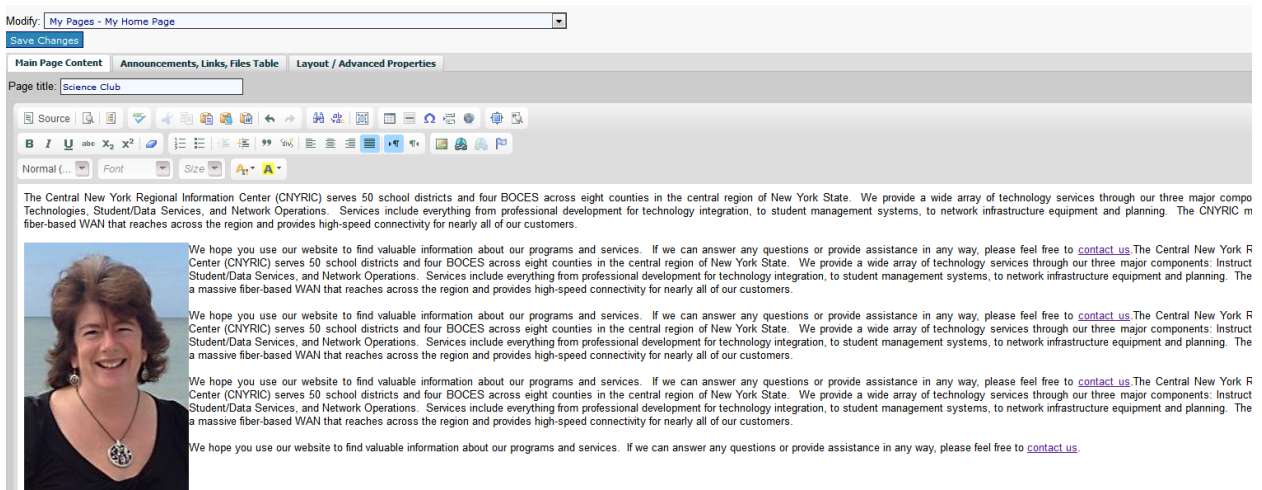
tempEDIT at a Glance

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

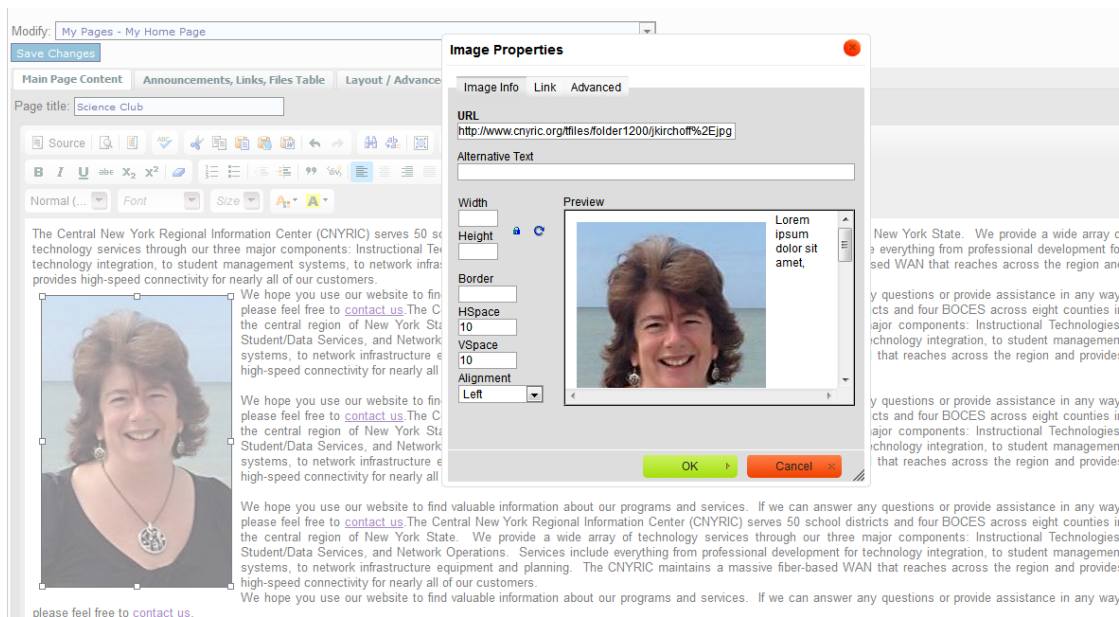
The screenshot shows the tempEDIT web editor interface. At the top, there's a navigation bar with links: "Jump To:", "Images and Files", "Site Administration", "Add A Page", "ED:Emailer", and "Logout". Below this is a "Modify:" dropdown menu showing "My Pages - My Home Page". A "Save Changes" button is located below the dropdown. The main editing area has tabs: "Main Page Content", "Announcements, Links, Files Table", and "Layout / Advanced Properties". The "Main Page Content" tab is active, showing a "Page title:" input field. Below the title field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), list creation, indentation, and other editing tools. A large white text area is below the toolbar. At the bottom of the editor, there are links for "Drag & Drop pics/files", "Get a backup of this page", "View my page (be sure to save changes first)", and another "Save Changes" button. Annotations with arrows point to specific features: "Select a Webpage to Modify" points to the "Modify:" dropdown; "Insert Hyperlink" points to the hyperlink icon in the toolbar; "Insert Horizontal Line" points to the horizontal line icon; "Eliminate Formatting with Eraser" points to the eraser icon; and "After uploading images, insert into document via 'Drag & Drop' button." points to the "Drag & Drop pics/files" link at the bottom.

4. Creating a Page with tempEDIT

1. First determine what content will display on the page such as text only or text and an image. If you do not need to format the content in a table, continue reading. If you do need to create a table to display the content, move to “Step 5: Working with Tables, Rows and Cells.”
2. To create a new page, enter the name of the page in the “Page title” box.
3. Next simply type (or copy and paste) text into the body of tempEDIT.
Tip: Be sure the content is left-justified.
4. To add an image to the page, it needs to first be uploaded via the blue **“Images and Files”** button. See “Step 6: Managing Images and Files” for assistance. 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 box.
5. To change the size of the inserted image, right click it and select “Image Properties.”



6. The above 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.”



7. Once you access “Image Properties,” make the following adjustments:
 - a. Width: If the photo is too big, try changing the width to 300.
 - b. Height: The height will change in proportion to the new width, 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 8.
 - e. VSpace: Change to 8.
 - f. Select “OK” to save.
 - g. Alignment: Select “Left”

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

5. 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 a picture and one column for text

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

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

Featured Teacher: Marcia Cornell

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 teaching career, 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 integrate 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 analysis. 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 opportunity to bring their devices home 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.

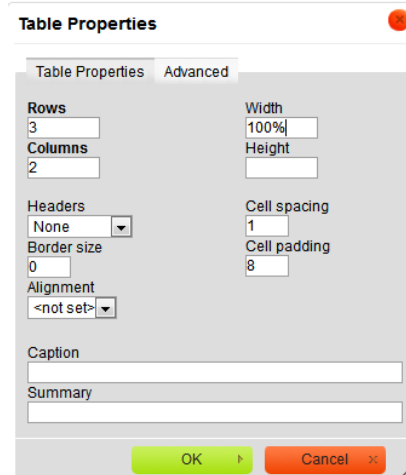
How have students benefitted from your technology integration initiatives?

Students thoroughly enjoyed being part of the pilot project. They raved about Edmodo as it provided them with a sense of "community" where they could post notes and share links anytime, anywhere. They also appreciated the convenience of having access to computing technology in all of their classes. Below are 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 tendencies 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 into 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 how the devices in other classes. Teachers have not changed their lesson plans as immediately as Mrs. Cornell has, so it must be the chance to try to use

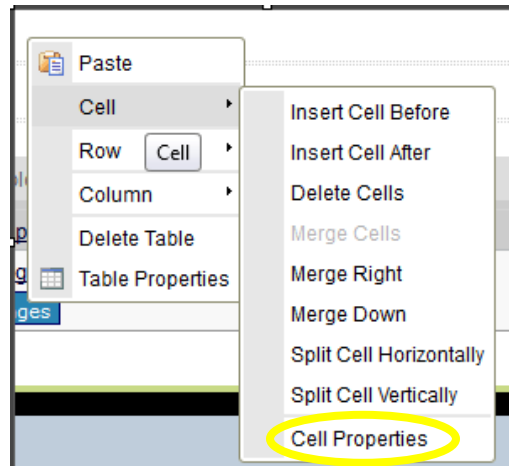
Table Properties:

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

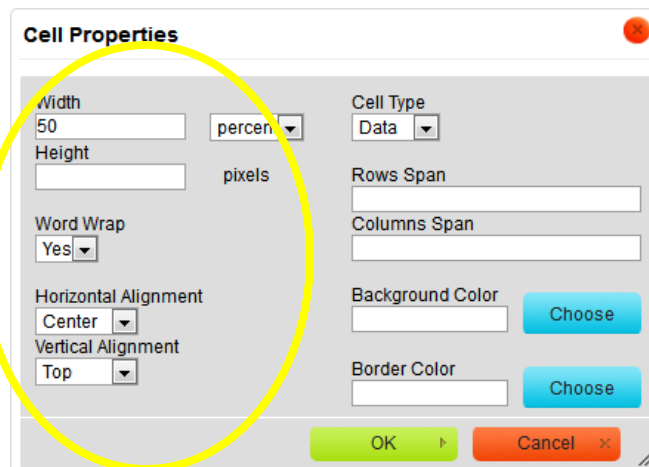


The 'Table Properties' dialog box is shown with the 'Advanced' tab selected. The 'Rows' field is set to 3, 'Columns' to 2, 'Width' to 100%, and 'Cell padding' to 8. The 'Border size' is set to 0. The 'Alignment' is set to '<not set>'. The 'Caption' and 'Summary' fields are empty. The 'OK' and 'Cancel' buttons are at the bottom.

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.



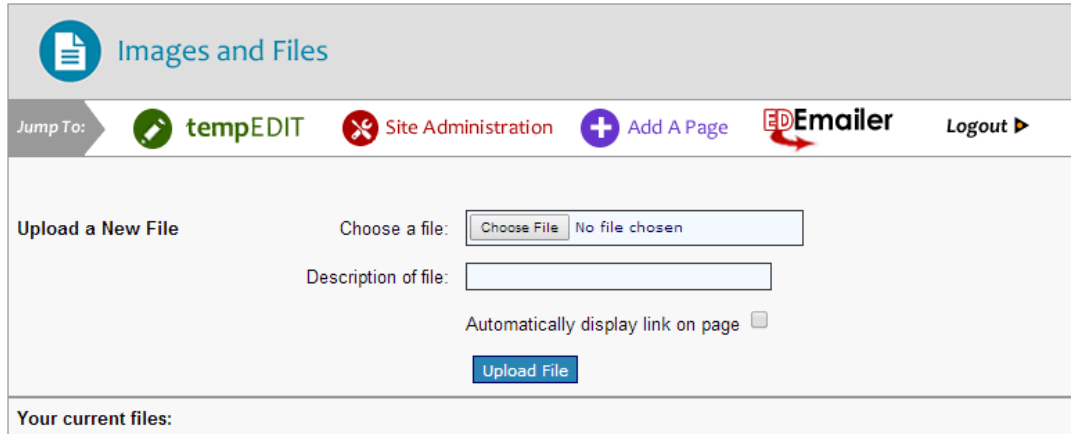
To adjust the Cell properties select Cell\Cell Properties. Select the alignment from the dropdown options.



The 'Cell Properties' dialog box is shown. The 'Width' is set to 50 percent, 'Height' is set to pixels, 'Word Wrap' is set to Yes, 'Horizontal Alignment' is set to Center, and 'Vertical Alignment' is set to Top. The 'Cell Type' is set to Data. The 'Rows Span' and 'Columns Span' fields are empty. The 'Background Color' and 'Border Color' fields are empty, with 'Choose' buttons next to them. The 'OK' and 'Cancel' buttons are at the bottom. A yellow circle highlights the alignment dropdowns.

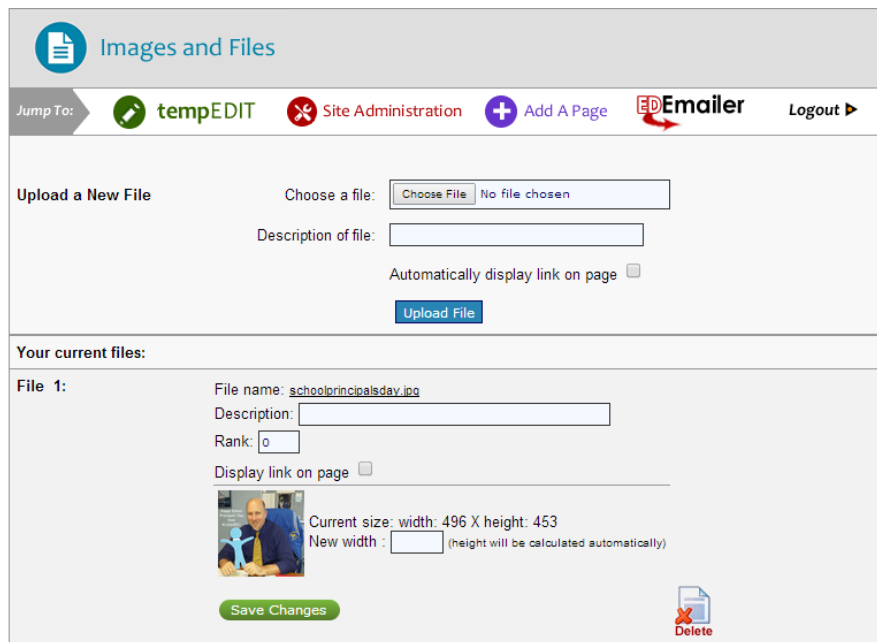
6. Uploading & Managing Files

To insert images or files into your webpage, you must first upload them. Do this by clicking on the **blue “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 links for tempEDIT, Site Administration, Add A Page, EDEmailer, and Logout. Below this, the 'Upload a New File' section contains a 'Choose a file:' button (labeled 'No file chosen'), a 'Description of file:' text input field, an 'Automatically display link on page' checkbox, and an 'Upload File' button. At the bottom, there is a section titled 'Your current files:' which is currently empty.

Choose a file to upload.

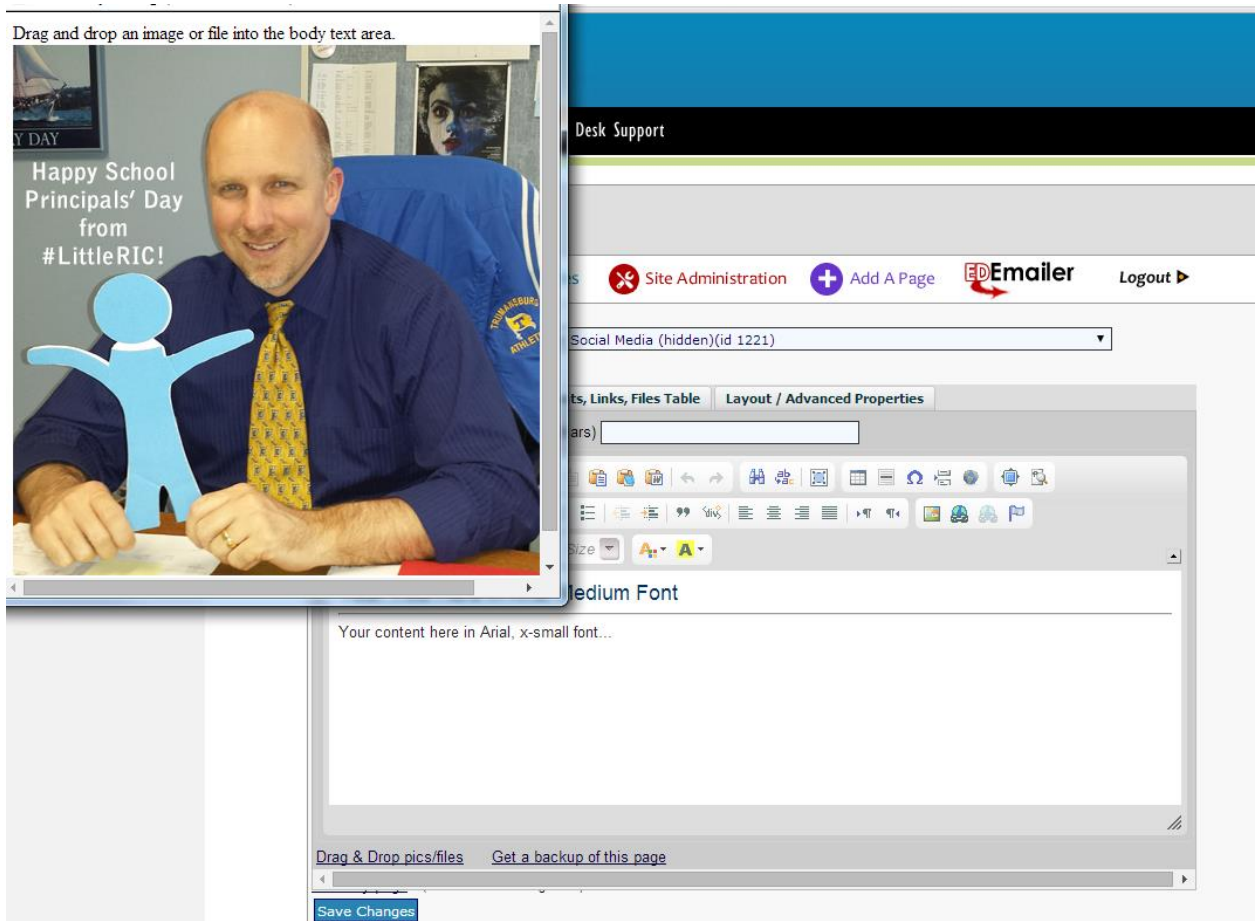


This screenshot shows the 'Images and Files' section after a file has been uploaded. The 'Upload a New File' section remains at the top. Below it, the 'Your current files:' section now displays 'File 1:'. For this file, the 'File name' is 'schoolprincipalsday.jpg'. It includes a 'Description:' text input field, a 'Rank:' input field with the value '0', and a 'Display link on page' checkbox. A small thumbnail of the image is shown. To the right of the thumbnail, it states 'Current size: width: 496 X height: 453' and 'New width : ' followed by a text input field and the note '(height will be calculated automatically)'. At the bottom of the file entry, there are two buttons: 'Save Changes' and 'Delete'.

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 pop up showing 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.

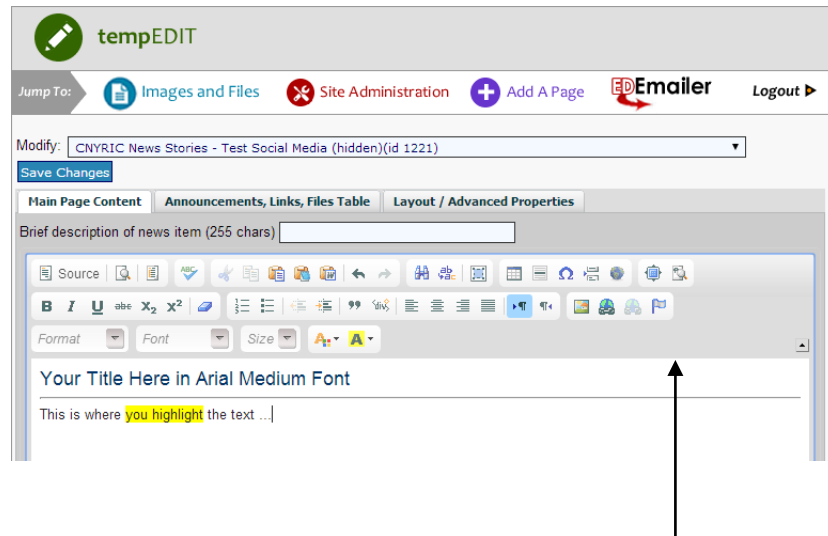
For **electronic files**, highlight the text of the file and drag into your workspace the same way. You can always change the text once it is in the editor.

Example, you could change the “votingprocedures.pdf” text to say, “Click Here for Voting Information.”

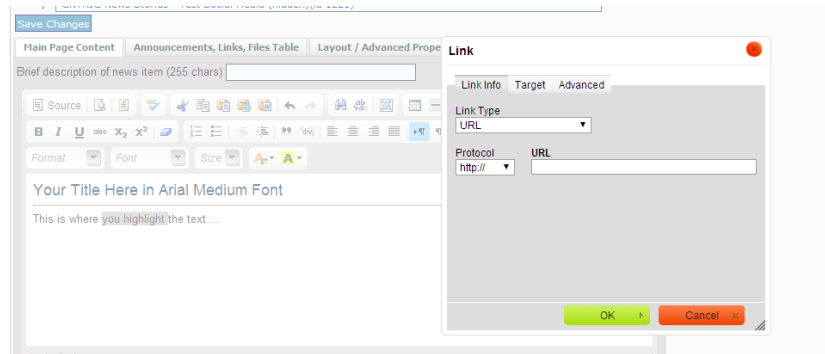
Important: To preserve the hyperlink, you need to insert your cursor in the middle of the text string and edit/delete text from there.

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.

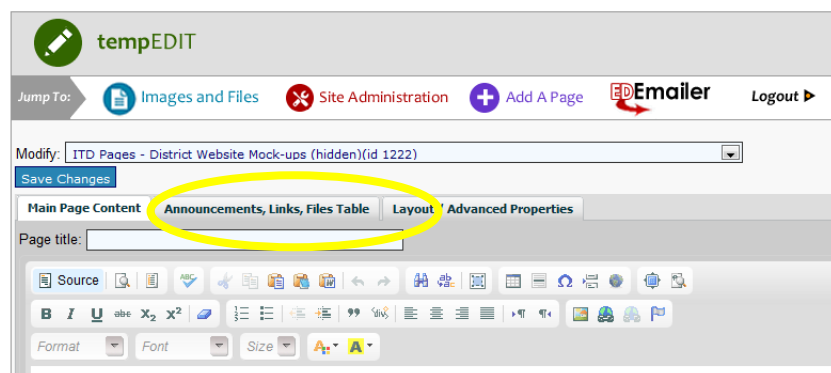


Save changes and then view the page and test the link.

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

<p>School Home ::</p> <p>Panther PRIDE ::</p> <p>School Library ::</p> <p>School Report Card ::</p> <p>School Calendar ::</p> <p>Building Staff ::</p> <p>Say Yes Supports ::</p> <p>Find Huntington School ::</p> <p>NYS Graduation Requirements ::</p> <p>SCSD Emergency Management Plan ::</p> <p>K-8 Supply List ::</p> <p>Great Expectations ::</p> <p>Guidance ::</p> <p>Huntington Art ::</p> <p>PLTW ::</p> <p>ESL ::</p>	<h2 style="margin: 0;">Huntington PreK-8 School</h2> <p style="margin: 0;">400 Sunnycrest Rd. Syracuse, NY 13206</p> <div style="display: flex; align-items: center; justify-content: center; margin-top: 20px;"> <div style="flex: 1;"> <p>Our mission, as the HUNTINGTON PreK-8 School, as an educational center, is to ensure that all students work cooperatively to problem-solve, embrace diversity, master defined skills and demonstrate perseverance and personal accountability. This is accomplished by providing equitable opportunities through excellence in teaching and learning with a collaborative effort among students, staff, parents and community, in a safe, supportive environment.</p> </div> <div style="flex: 1;">  </div> </div>	<h3 style="margin: 0;">Upcoming Events</h3> <ul style="list-style-type: none"> • Feb. 10 at 5:00 PM: PreK-8 Curriculum Night/Make & Take (Cafeteria) • Feb. 12 at 9:00 AM: Middle School Career Fair (Cafeteria) • Feb. 12: Half Day for Parent/Teacher Conferences • Feb. 17 - 21: Winter Break • April 1 - 3: New York State ELA Assessment • April 18-25: Spring Break • April 30 - May 2: New York State Math Assessment • May 26: Memorial Day - No School <div style="margin-top: 20px;"> <p>2013-14 After School Program Application</p> <p>NYSED School Improvement Report</p> <p>DTSDS School Review Report</p> </div>
	<div style="display: flex; align-items: center; justify-content: center; margin-top: 20px;"> <div style="flex: 1; background-color: #ffffcc; padding: 10px;"> <p>School Hours: 8:00 AM-2:50 PM (Middle School)</p> <p>9:00 AM-3:00 PM (Elementary School)</p> <p>Main Office : (315) 435-4565</p> <p>Attendance Office: (315) 435-6510</p> </div> <div style="flex: 1; text-align: left; padding-left: 20px;"> <p>Principal Joanne Harlow</p> <div style="display: flex; align-items: center;">  <div> <p>Welcome to the Huntington PreK-8 website! On this page you will find various links to important and helpful information about your child's school, including upcoming events, sports, our after-school programs, and contact information for staff and our PTO. You can also learn about our PBIS (Positive Behavioral Interventions and Supports for ALL Students) program, our Panther Pride words, and our Huntington School Creed.</p> </div> </div> </div> </div>	

To create a right-hand column, open webpage in tempEDIT. Click on “Annoucements, Links, Files Table” tab.



This is the form to create a right-hand column to organize information.

Be sure to check this box to place files in a table.

Insert information in appropriate fields and save.

The screenshot displays the tempEDIT web application interface. At the top, there is a navigation bar with a 'tempEDIT' logo and several links: 'Jump To:', 'Images and Files', 'Site Administration', 'Add A Page', 'E-Emailer', and 'Logout'. Below the navigation bar, a 'Modify:' dropdown menu is set to 'ITD Pages - District Website Mock-ups (hidden)(id 1222)'. A 'Save Changes' button is located below the dropdown. The main content area features three tabs: 'Main Page Content', 'Announcements, Links, Files Table' (which is currently selected), and 'Layout / Advanced Properties'. Under the selected tab, there is a checkbox labeled 'Put Files, Announcements, and Links in a table'. Below this checkbox, there are three sections for headings: 'Announcements heading:', 'Links heading:', and 'Files heading:'. Each heading section includes a text input field and a link to manage that content (e.g., 'Manage Announcements', 'Manage Links', 'Manage files'). At the bottom of the form, there is a checkbox labeled 'Put Files, Announcements, and Links in a table' with a checkmark icon next to it.

Tip Sheet

- 1.** ■ Stick with one font per page (with the exception of the header).
- 2.** ■ Hide any page that is not complete. Do not display “Page Under Construction,” or “Information Coming Soon.”
- 3.** ■ Always left-justify content including page title, images and text.
- 4.** ■ Padding is pleasing. Add padding to images and text via “Image Properties” and/or table properties.
- 5.** ■ 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.