

## TEACHERS WEB PAGES

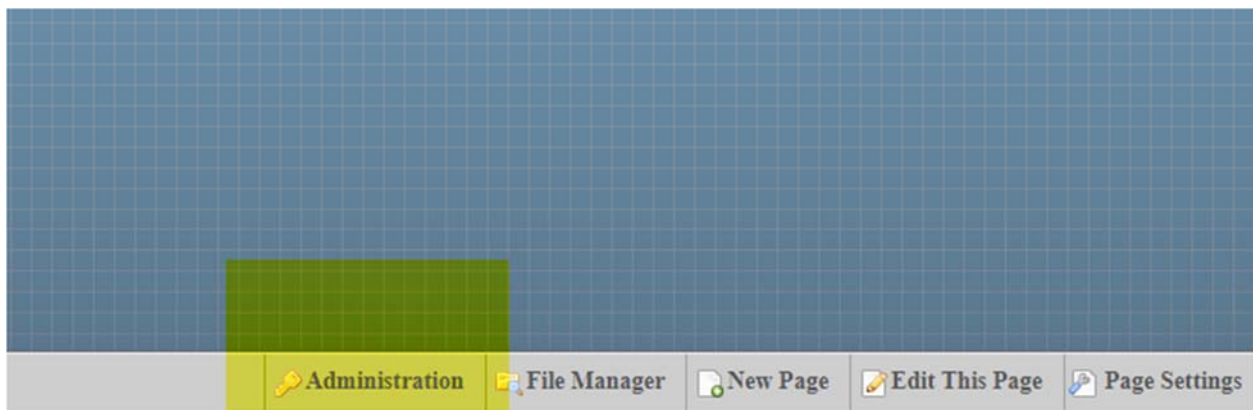
### CREATE

Open your web browser and navigate to Stamford Teachers Blog: <http://www.spsteachers.org>

Click on your school button: example Toquam



Create Teachers Pages, Click on the **Administration Tab** – Bottom of the page.



Then Click on **Add/Edit Pages**



Click **Add New Page**

- In the Parent Page Field: Navigate to your School
- In the Page Name : Type the Name of the Teacher
- Click in the URL Field and wait for the system to create a path for that teacher
- Uncheck Include in Menu
- Uncheck Include in Site map

The 'Settings for Page' configuration screen shows various options for page management. The 'Include in Menu?' and 'Include in Site Map?' options are highlighted in orange, indicating they are the focus of the instruction.

Settings	Security	Meta Settings	Search Engine Optimization
Parent Page	---Toquam Magnet		
Page Name	McFarlane, Max		
Page Title Override			
Url	~/mcfarlane-max.aspx		
Publish Mode	All		
Skin	Site Default		
Is Clickable?	<input checked="" type="checkbox"/>		
Allow Browser Caching?	<input type="checkbox"/>		
Include in Menu?	<input checked="" type="checkbox"/>		
Include in Site Map?	<input checked="" type="checkbox"/>		
Expand On Site Map?	<input checked="" type="checkbox"/>		
Include In Child Pages Site Map?	<input checked="" type="checkbox"/>		
Show Breadcrumbs?	<input type="checkbox"/>		
Show Child Page Breadcrumbs?	<input type="checkbox"/>		
Show Home Page Crumb?	<input type="checkbox"/>		
Open In New Window?	<input type="checkbox"/>		
Show Child Pages Site Map?	<input type="checkbox"/>		
Hide This Page From Authenticated Users?	<input type="checkbox"/>		
Enable Comments?	<input type="checkbox"/>		
Custom Body CSS Class			
Custom Menu CSS Class			
Menu Link Relation			

Click The **Create New Page** Tab at Bottom of page.

Select **Blog** feature from the features field

In the **Title Field** – Add the Teachers Name

## Teachers Page Settings

### Feed Settings

- Uncheck Add Feed Links
- Uncheck Show Feed Links
- Uncheck Show Add Feed links
- Uncheck Show Add Discovery Link In Feed

### Navigation Settings

- Uncheck Show Calendar
- Uncheck Show Calendar Post Detail
- Uncheck Show Archives
- Uncheck Show Categories
- Uncheck Show Statics

**Feed Settings**

Managing Editor Name

Managing Editor Email

Language Code  
en-US

Feed Logo Url

iTunes Main Category

iTunes Sub-category

Has Explicit Content?

Show Feed Links?

Show Add Feed Links?

Add Feed Discovery Link in Head?

Disable Outbound Feed?

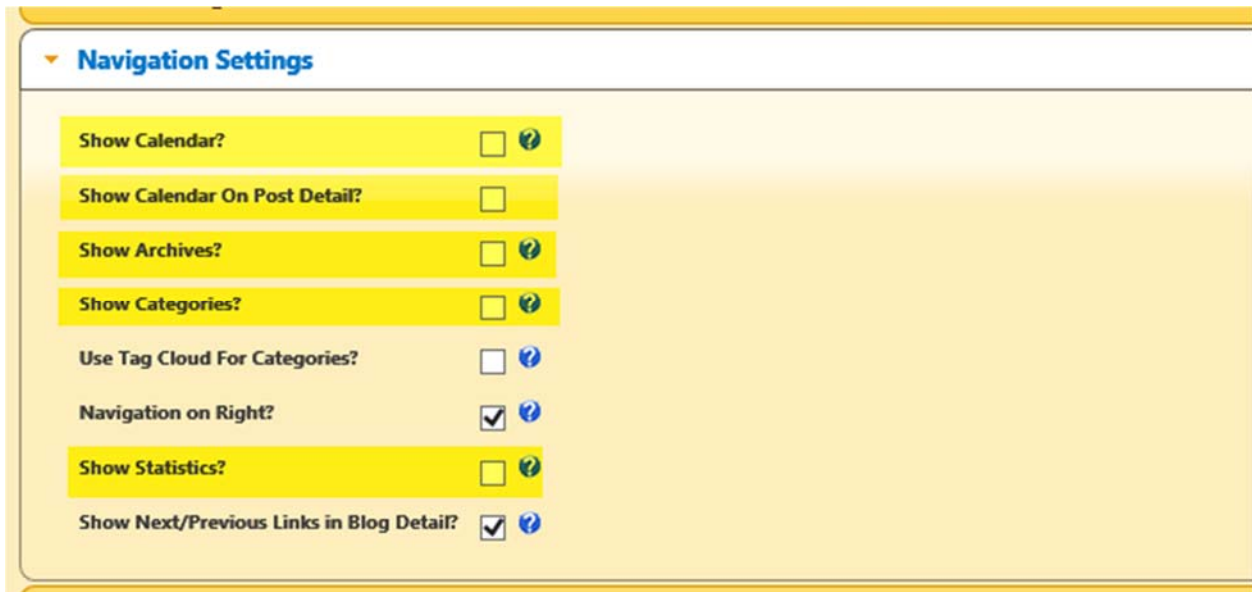
Maximum Number Of Items To Include In Feed  
20

RSS Feed Cache Time In Minutes  
120

Add Signature To RSS Feed?

Add Comments Link To RSS Feed?

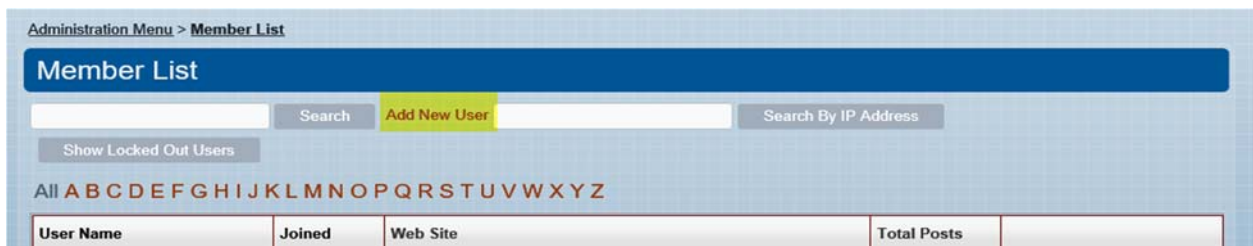
Odiogo Feed ID



### Add Teachers/Users to Members List

Click **Members List** tab on top of web page.

Click the Add new User Tab



Fields:

Display Name: (First Name) (Last Name)

User ID: (1st Initial & LastName – No Spaces) eg: **MMcFarlane**

Users email Address: [somebody@StamfordCt.Gov](mailto:somebody@StamfordCt.Gov)

Password: !1234567

Check the Box: User Must Change Password

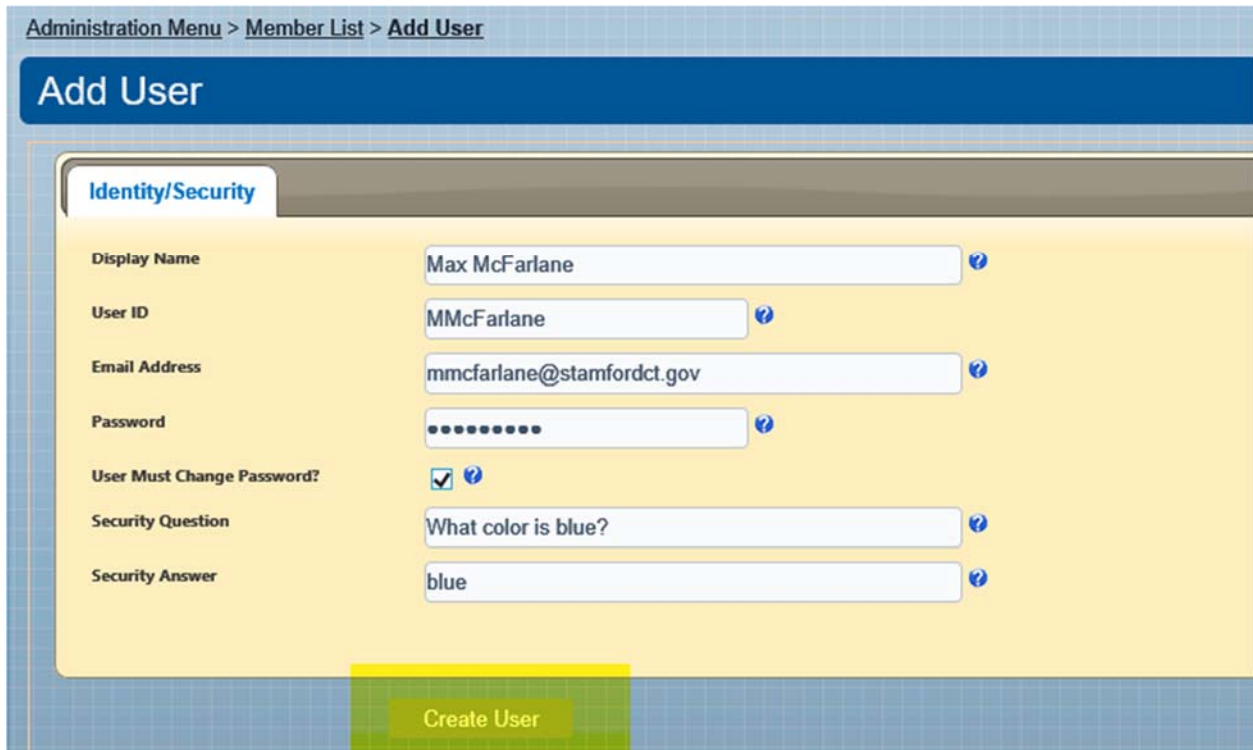
Click Update User tab.

**In the Manage User Field:**

Click the **Role Membership** Tab

Select **Content Administrators** Role

Click the **Add user to this role** Tab



The screenshot shows the 'Add User' form within the 'Administration Menu > Member List > Add User' path. The form is titled 'Add User' and is under the 'Identity/Security' tab. It contains the following fields:

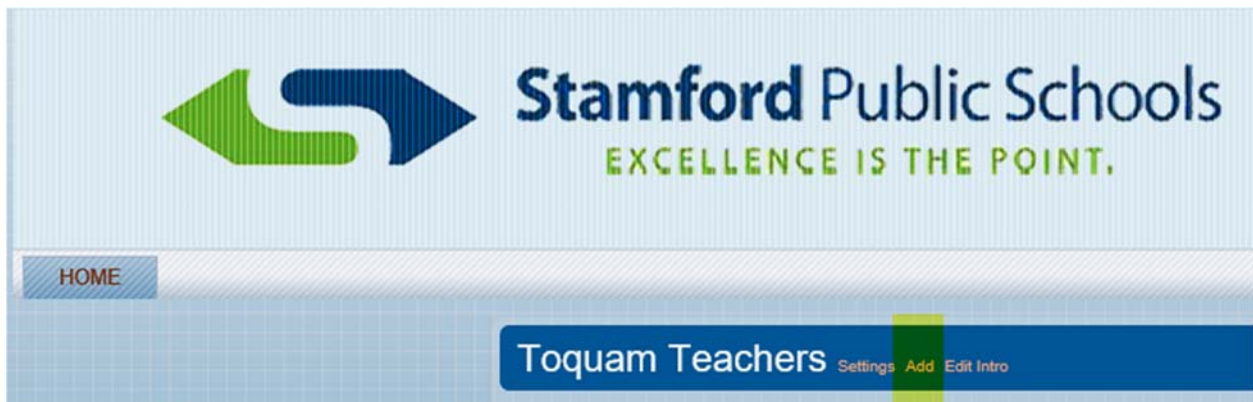
- Display Name: Max McFarlane
- User ID: MMcFarlane
- Email Address: mmcfarlane@stamfordct.gov
- Password: [Redacted]
- User Must Change Password?:
- Security Question: What color is blue?
- Security Answer: blue

A 'Create User' button is located at the bottom right of the form.

Adding the Teachers to the Schools Home Page

Navigate to the Schools Home page

Click the Add tab



Title Field: Type the Teachers Name

URL Field – Browse to the Pages Folder

Click on the Pages Text

Navigate to and Click on Teachers File

Click on the Select Button in Preview Window

In the, Open in New window? Field – Check the box.

Click on the Save Button

### **USERS: ADDING POST**

Sign In to the web site.

To the right of Your Name (Teachers Name) Click on **Add Post**

Enter the Title & Subtitle in needed

Add your content in the Content Area

In the Allow Comments For field: I normally select Not Allowed.

Then Click on the Save Button.