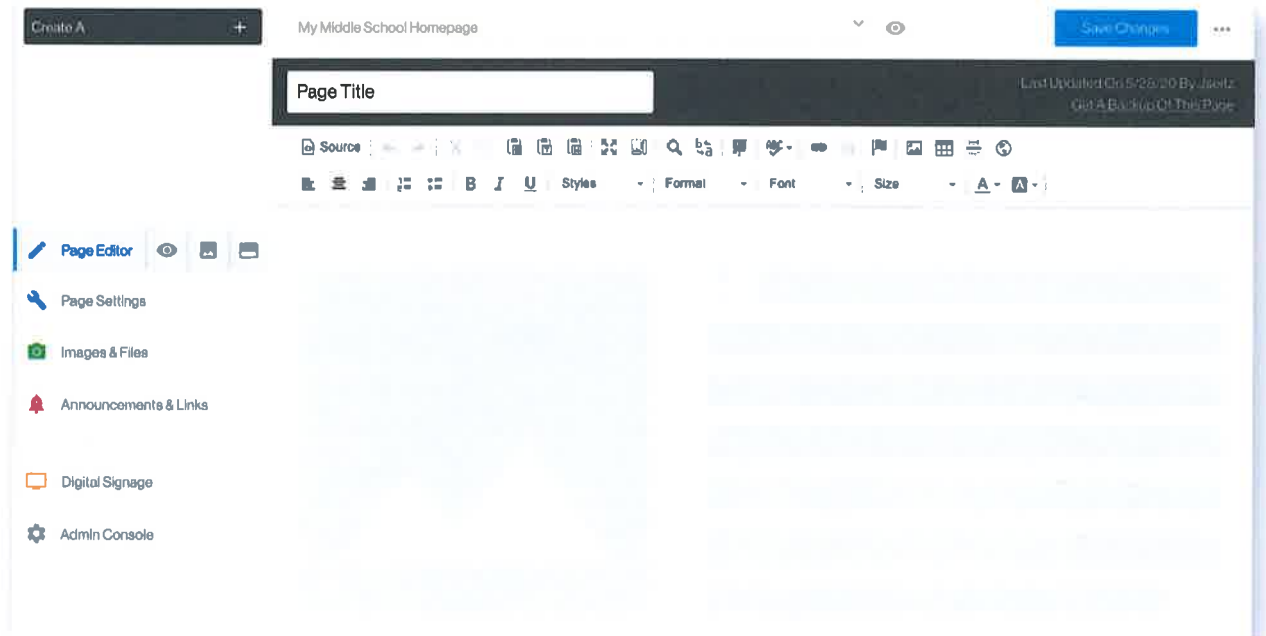


TempEdit is a website content manager built specifically for the unique needs of school districts.



Training Materials

Logging into TempEdit



Adding Pages, News Stories, & Outside Links



Using the Page Editor



Uploading & Managing Images & Files



Linking to Websites, Docs & Emails (Hyperlinks)



Adding & Managing Links & Announcements



News Stories & Adding News to Homepage



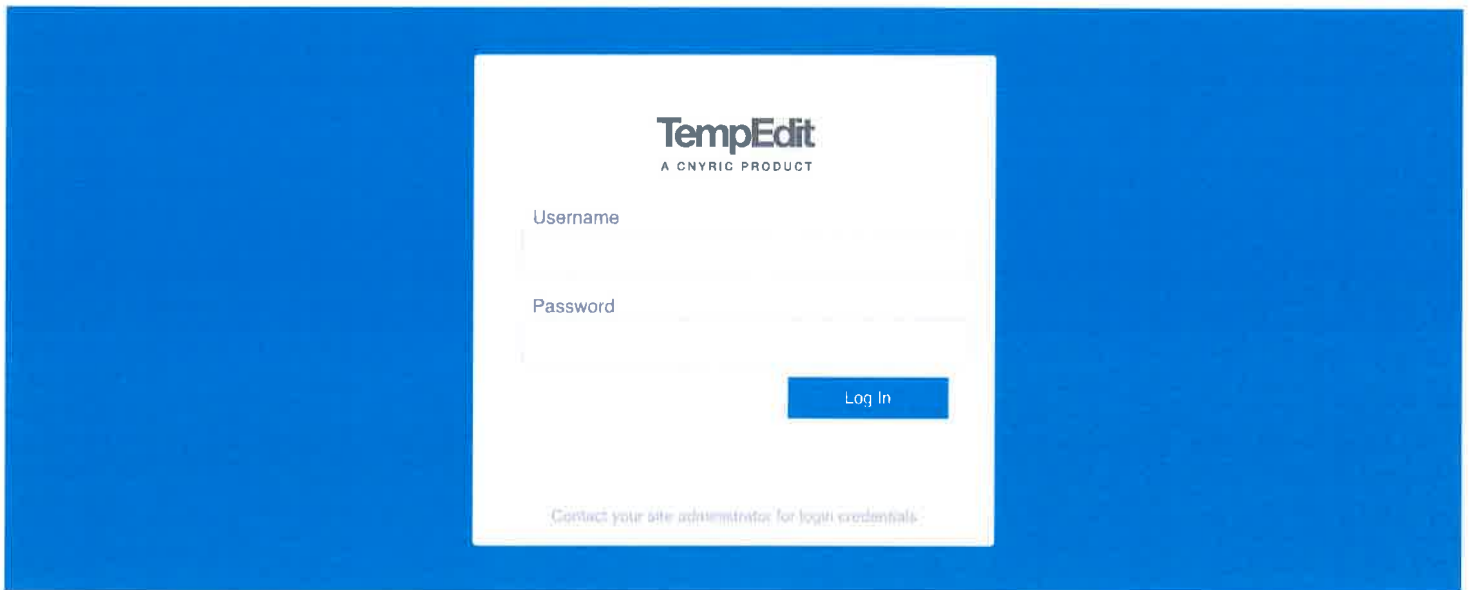
Updating your Staff Directory



Adding an Emergency Banner to the Homepage



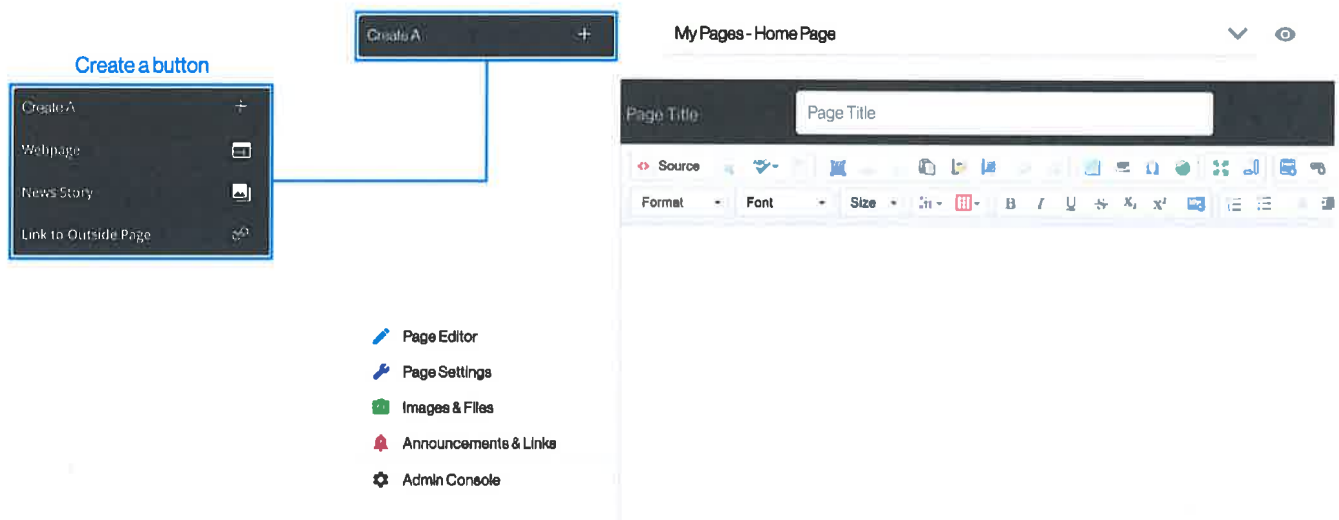
Logging into TempEdit



Logging into Tempedit

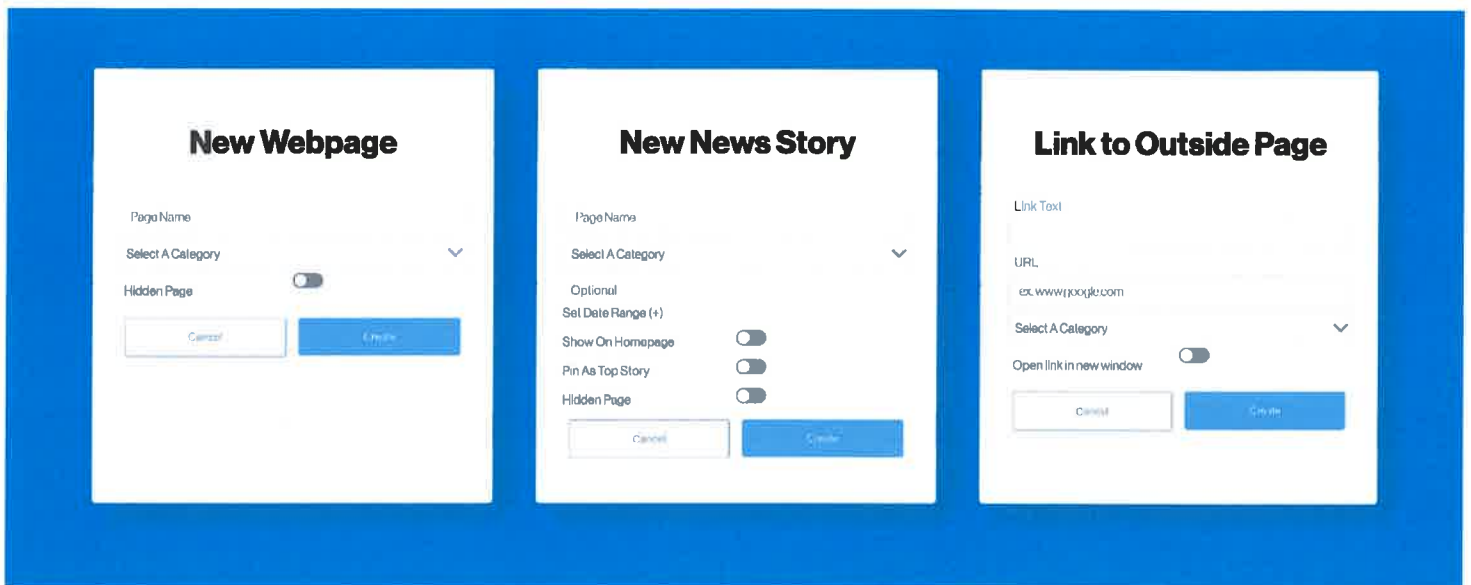
1. Visit www.yourDistrictWebsite.org/protected (be sure to insert the correct district website into address)
2. Enter your username & password
 - a. Contact your website administrator if you don't have a username or password

Adding Pages, News Stories, & Outside Links



Adding a Web Page

1. Mouse over the “**Create A**” button
2. Select what you would like to create from the menu
3. Fill out the mandatory fields in the pop-up box (Settings are editable after in Page Settings)
4. Click the "Create" button



Webpages

Appear in the lefthand navigaiton of your website, based on category

Appear on your sitemap

News Stories

Appear chronologically in the news section of your homepage

Have a custom thumbnail photo for users to click

More About News Stories

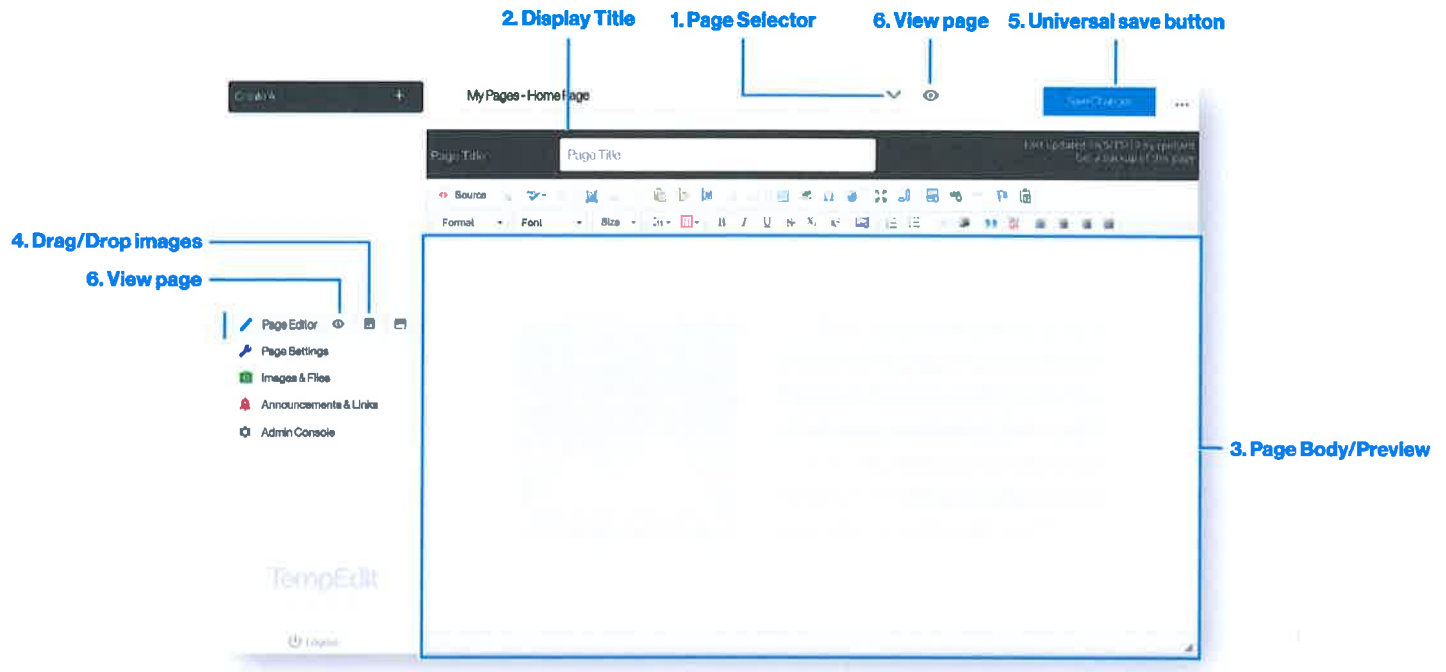
Outside Links

Appear in the lefthand navigaiton of your website, based on category

Can be linked to any content in or outisde of your website

Can be links to other file types, such as .PDFs, .DOCs, google Docs, etc.

Using the Page Editor



Tip: Be sure to save your changes while using TempEdit

Using the Page Editor

1. Already created Web Pages, New Stories, and External Links all appear here, in the **Page Selector**. Select a page from the list to edit. To create a new page visit our **Adding Pages** section.

2. All pages should be given a brief, but descriptive **display title**, adding this title helps your page be **ADA compliant**.

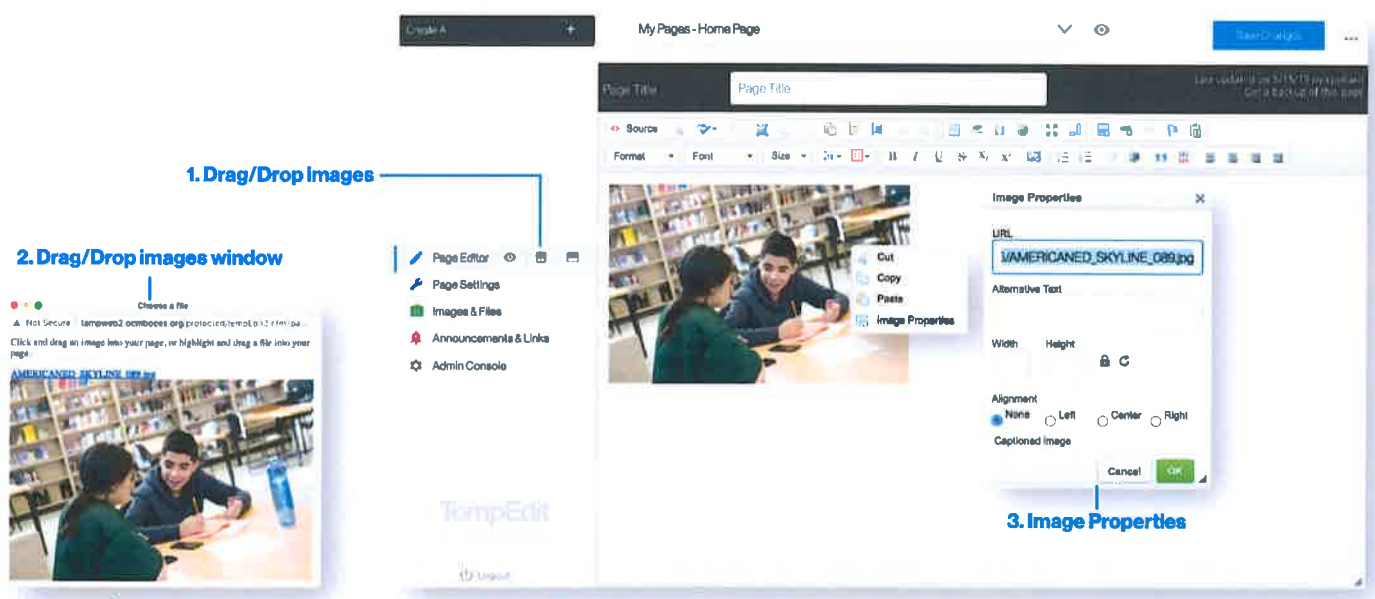
3. Text, **uploaded images**, and other page content can be added to your webpage in the

Page Body. The editor is similar to working on MS Word.

4. By clicking the **drag/drop images** icon, a popup window will appear. From here **Uploaded Images** can be drag/dropped into the **Page Body**.

5. **Save changes** with the **save button** before leaving the **Page Editor** or any other screen you have made changes to. Failing to do this will result in loss of work.

6. To view your page click either of the **view page eyeball icons** to the left of the selection dropdown or the page editor title.



Adding & Styling Images to a page

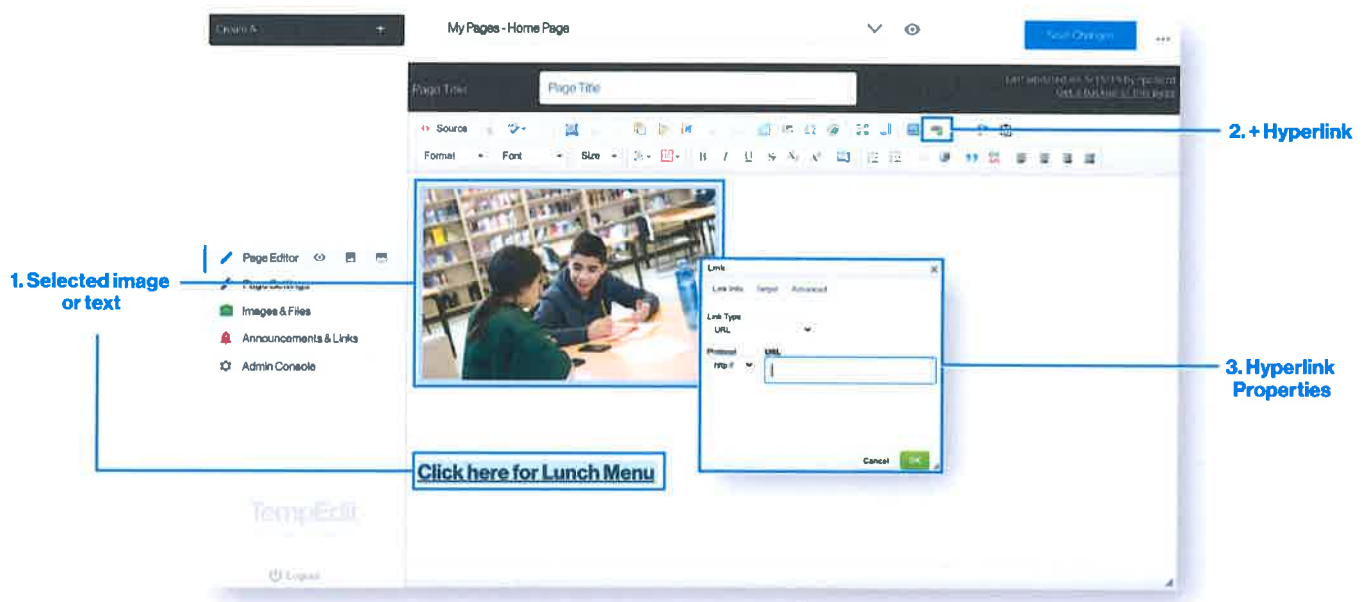
1. The **Drag/Drop images button** is to the right of the Page Editor title, where you access your **uploaded Images & Files**.

2. By clicking the drag/drop images icon, a popup **drag/drop images window** will appear. From here uploaded Images can be clicked and dragged on to the Page Body.

3. Once an image is in the page body the **image properties** can be accessed by right clicking on an image and selecting image properties

a. Add ALT Text to images for ADA Compliance

- b. If the photo is too large, set a new pixel width (300-1000 pixels), the height will adjust automatically.
- c. Align the image to your liking

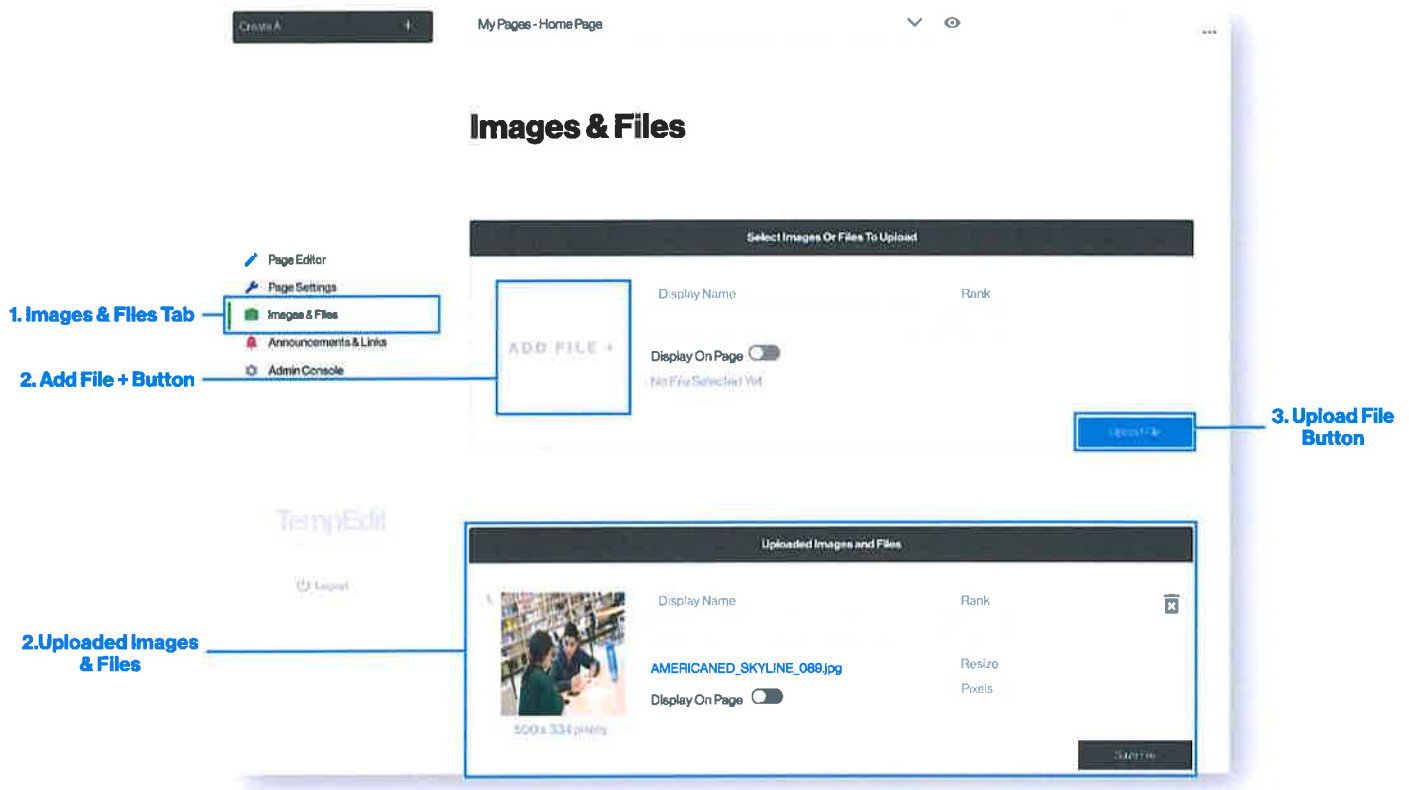


Adding Hyperlinks to Text & Images

1. Highlight or select the text or image in the page body that you want to hyperlink.
2. Click the + Hyperlink Button,
3. Enter the appropriate information (URL, email address) and click ok.
4. Save changes and then view the page.

Tip: You can link to any appropriate webpage or document, it does not need to be one that is on your website. You can also link to email addresses.

Uploading & Managing Images & Files

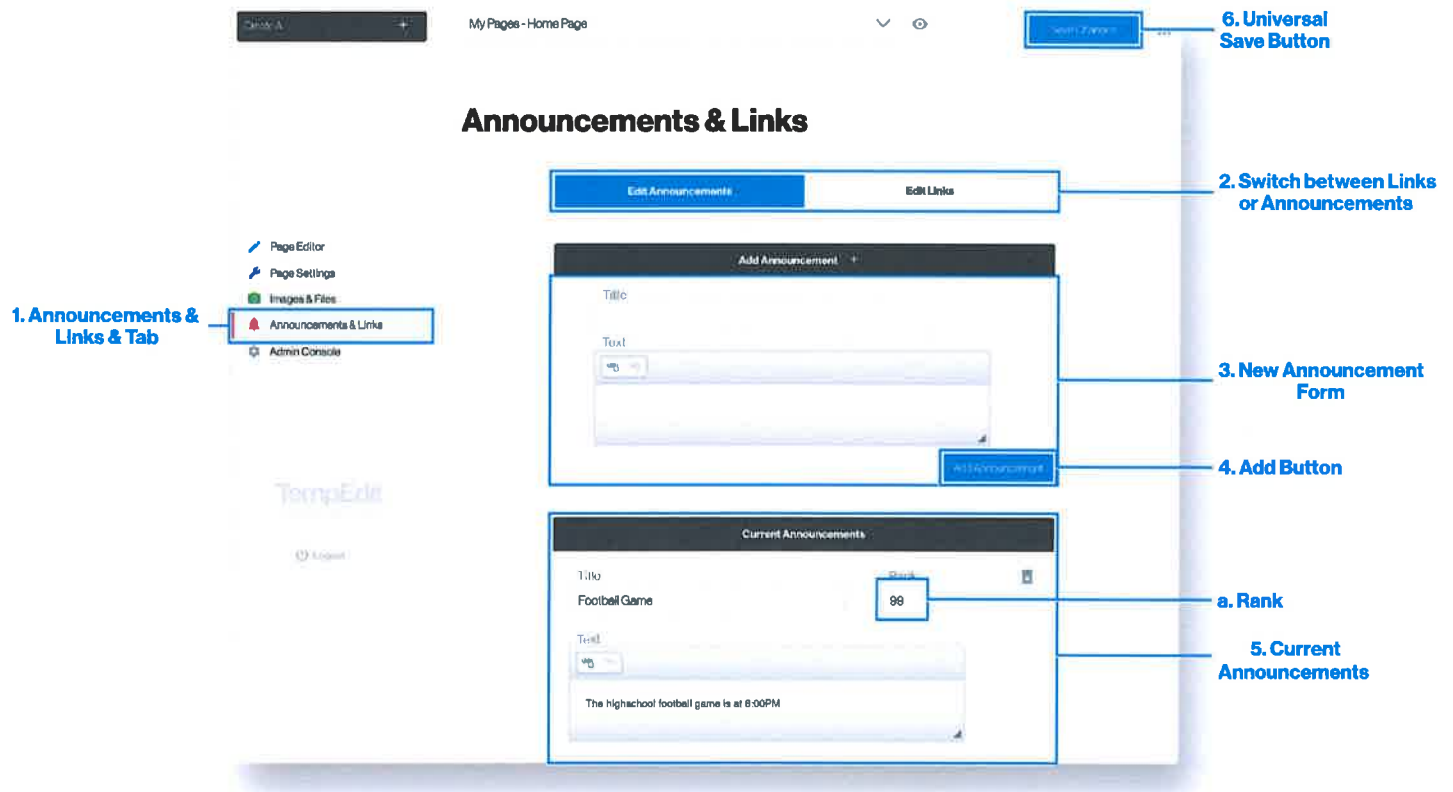


Uploading Images & Files

1. To insert images or files into your webpage, you must first upload them. Do this by clicking on the **“Images & Files”** tab in the tempEdit navigation.
2. Choose a file from your explorer/finder window by clicking the **Add File + Button**.
3. Once the desired image or file is selected, upload the file by clicking the upload file button.
4. Uploaded Images & Files appear below under uploaded images & Files.
 - a. You can change the width of the image, give it a display name, rank it and display it on this page.
 - b. Displayed Images & Files via "display on page" appear under the **tab system**.

Tip: Click on the **Page Editor** tab, here you can **drag/drop** your image onto the page.

Adding & Managing Links & Announcements in Tabs

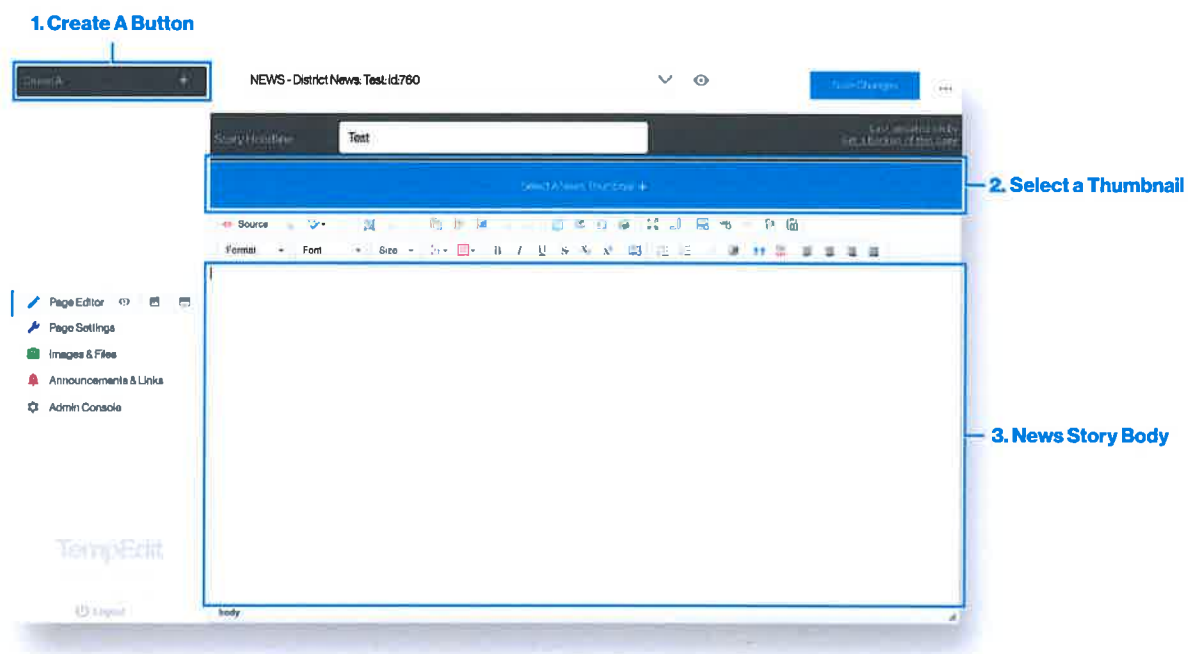


Adding & Managing Links & Announcements

1. Links and Announcements are both housed in one area - the **Links & Announcements tab**. Each page has it's own links and announcements that show up in the tab system.
2. To switch between your **links or announcements use the bar** located at the top.
3. To add a link or announcement fill out the **form** with a title and text for your announcement.
Tip: Links can be any appropriate, valid URL
4. Press the Add Button located at the bottom of the form
5. Your announcement or link will appear down below, under **Current Announcements**.

- a. Announcements or links can be reordered after they've been added with the rank field
6. Any changes to current announcements need to be saved with the universal save button.

News Stories & Adding News Stories to Homepage



Creating a News Story

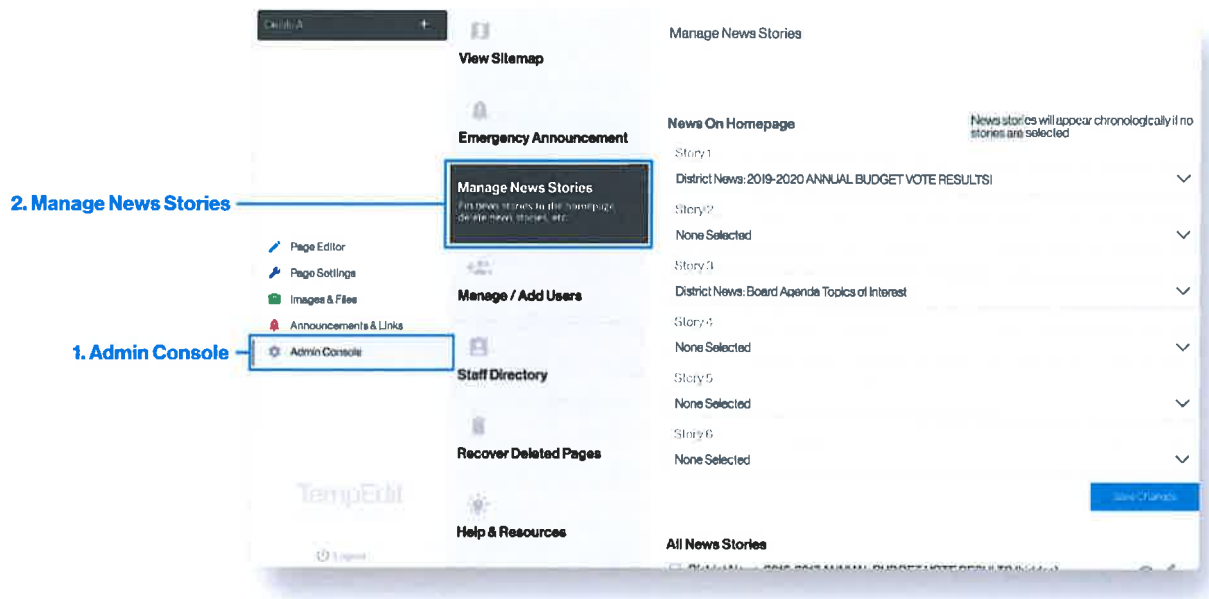
1. News stories are created via the **"Create A"** button.
2. One of the main differences between a news story and a webpage is the ability to add a clickable thumbnail for the story. To do this click, "**Select A News Thumbnail +**"

a. Here you will see default news thumbnails that you can choose, or you can upload your own custom thumbnail.

b. To do this, click "**click here to upload a new image**", and crop your selected image.

Tip: If you don't crop your image the thumbnail might appear skewed on the page

3. Once a news story is created, images and text can be added in via the **page editor** the same way you would on a webpage.



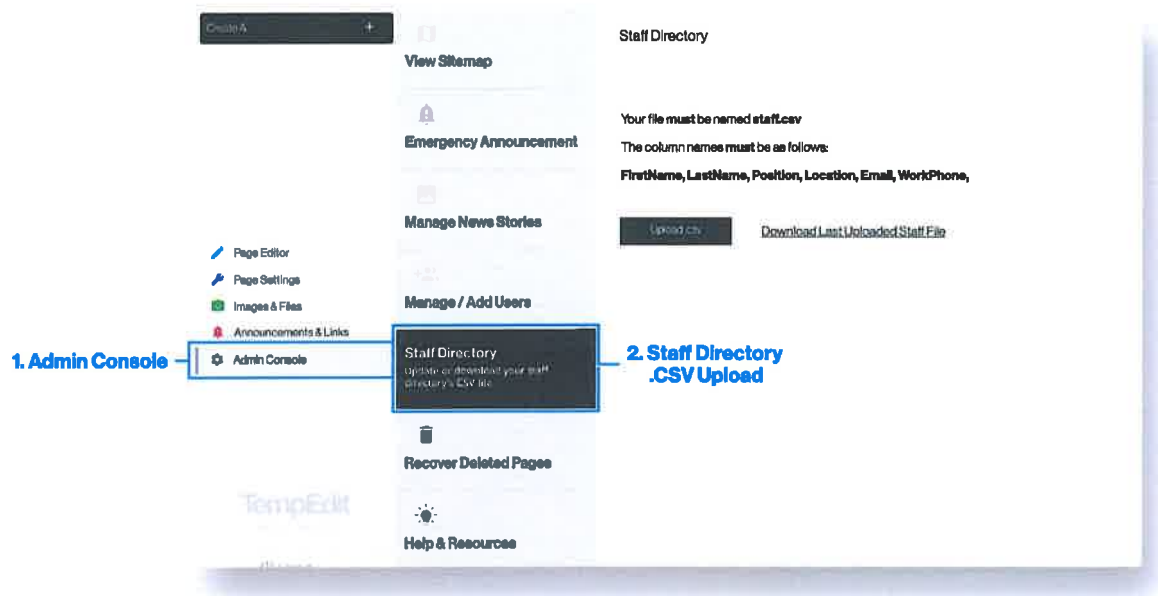
Adding News Stories to Homepage

1. By Default, news stories will appear chronologically, from newest to oldest. If you would like you curate news stories on the homepage, navigate to the **Admin Console**.

2. From there a secondary menu will open where you can select "Manage News Stories", here you can select and order the news that will appear on your homepage. Select "**none selected**" for the news stories to appear chronologically.

3. Save your changes!

Updating your Staff .CSV

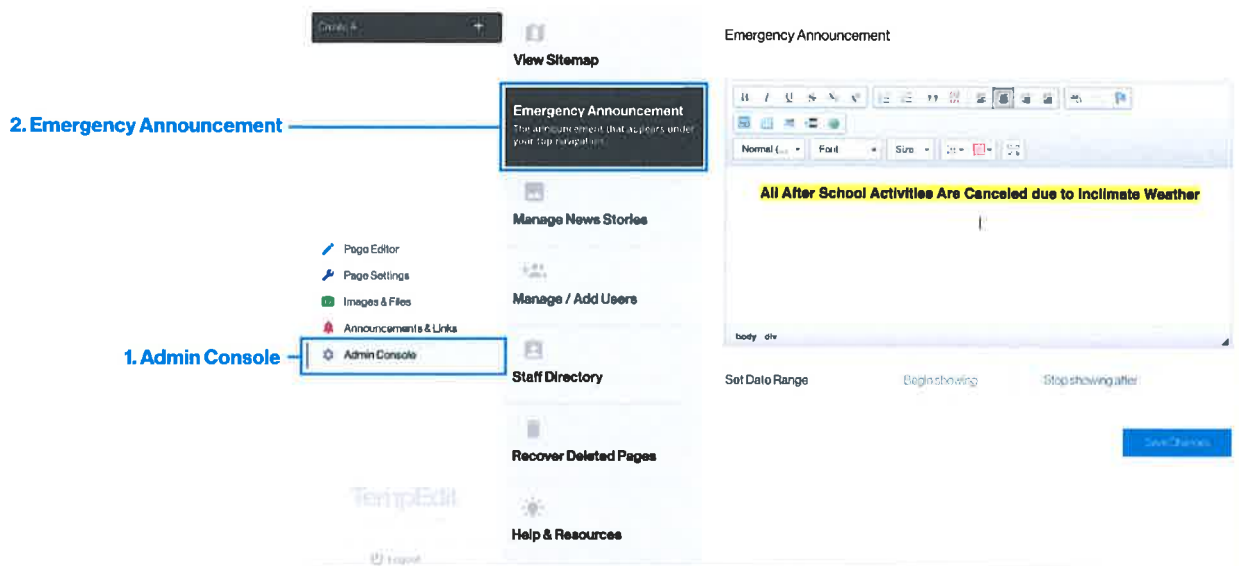


Updating your Staff .CSV

1. Updating your **staff directory** is typically done via a **.CSV file**. To update the **.CSV**, navigate to the **Admin Console**.
2. A secondary menu will appear, from there click "Staff Directory".
3. Here you can upload your .CSV file. **The file name must be "staff.csv"**.

Adding an Emergency Announcement to

the Homepage

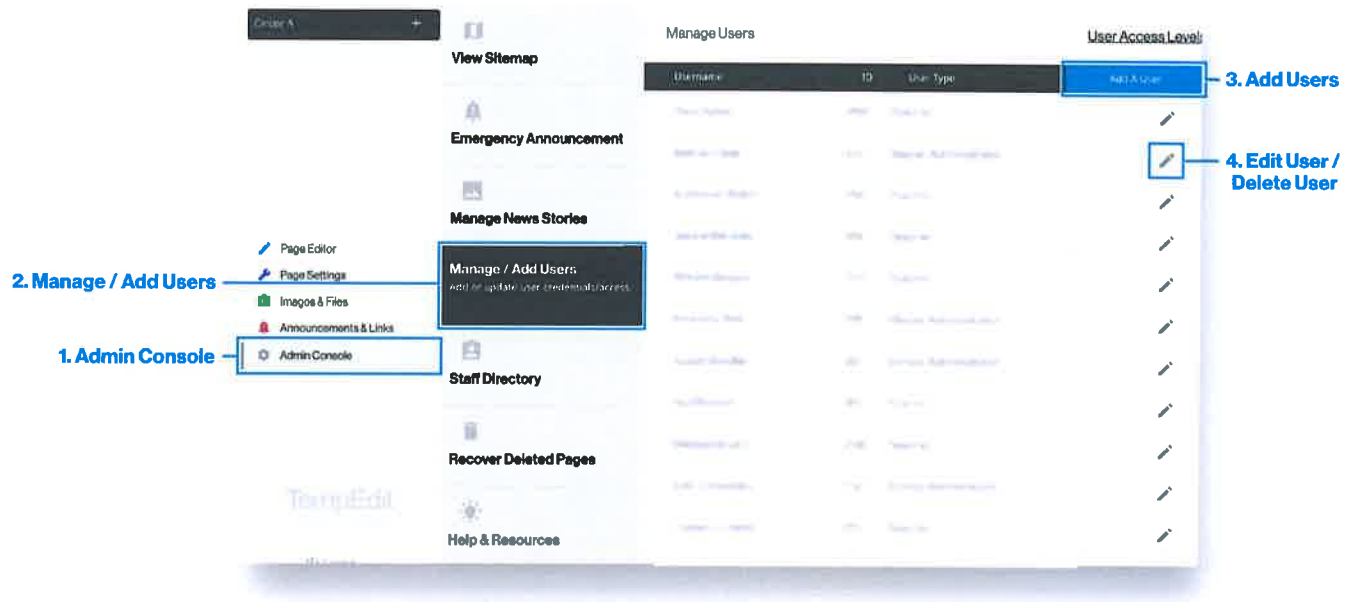


Adding an Emergency Announcement to the Homepage

1. Emergency announcements can be added to your homepage by navigating to the **Admin Console**.
2. A secondary menu will appear, from there click "**Emergency Announcement**".
 - a. Anything added to the editor window will display on the homepage below your navigation.
 - b. You can also set a date range so this announcement will automatically stop displaying

Tip: The emergency announcement is typically used for emergencies such as school closings. Regular daily information should be kept out of this area

Adding and Managing your Users



Adding and Managing your Users

1. Users can be added, edited, or deleted by navigating to the **Admin Console**.
2. A secondary menu will appear, from there click "**Manage / Add Users**".
3. New Users can be added by Clicking the "**Add A User**" button, and filling out the form.
4. Changes can be made to users by clicking the pencil icon next to the user's name.

Tip: Site admins have the ability to log in as any system user on the user edit screen