# CMS4Schools™

# WEBSITE ADMINISTRATION

Training Webinar

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## AGENDA

**01** Admin Overview

**02** Interior Page Layout

**03** Page Categories

**04** Page Settings

**05** Link Settings

**06** Content Tools

## AGENDA

**07** **08** **09**

Modules    Libraries    Applications

**10**

Utilities

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## 02 Admin Overview

- <u>Dashboard</u>
- <u>Page Categories</u>
- <u>Modules</u>
- <u>Libraries</u>
- Applications
- <u>Utilities</u>
- Support
- User Information

# 01 Interior Page Layout

- Banner image location & size
- Left navigation (on/off)
- Page title: H1 (or H2)
  - Main body: H2 (or H3)
- Right side: tool heading is H3
  - Start content with H4

# 03 Page Categories

- Type, Name, Level
- Status
- Last Update
- Edit: Content or Settings
- Actions
  - Delete
  - Preview
  - Review Accessibility
  - Permissions

**Page Categories**

## 04

# Page Settings

- Required Settings
  - Titles
  - Location
  - Status
- Banner Settings
- Display Settings
- Security Settings
- SEO Settings

SEO Webinar Recording

**Page Settings**

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## 05

# Link Settings

- Required Settings
  - Titles
  - Location
  - Status

**Link Settings**

# 06

## Content Tools

- Commonly used content tools
  - Text/Graphic Editor
  - Right Side Text/Graphic
  - Resource/News
  - Links

**Content Tool Overview**

# 07

## Modules

- Announcement
- Calendar
- Food Menu
- Homework
- Members
- Scholarships
- Social Media

**Announcements Webinar Recording**

**Calendars Webinar Recording**

**Scholarships Webinar Recording**

**Modules Overview**

**07** **Calendar**

Module

- Calendar Integration Options
  - [Google Calendar](#)
  - [rSchoolToday Calendar](#)
- Event Display Options
  - [Calendar of Events](#)
  - [Upcoming Events](#)
  - [Mini Calendar](#)
- Facility Use
  - [Building Use Calendar](#)
  - [Request Building Usage](#)

**Calendars
Webinar Recording**

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[Announcements tool](#)

**07** **Announcement**

Module

**Announcements
Webinar Recording**

# 08

# Libraries

- [Banners](#)
- [Files](#)
- [Templates](#)
- [Videos](#)

**Banners Webinar Recording**

**Link & File Management Webinar Recording**

**Libraries Overview**

# 09

# Applications

- [4Schools](#)
- [ACP](#)
- [Touch App](#)

## 10

## Utilities

- Disk Usage
- Settings
- Site Search
- Sitemap
- Staff Groups
- Statistics

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# THANK YOU!
## QUESTIONS?

New CMS4Schools Help Center

4Schools Help Center

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