CMS4Schools™

WEBSITE ADMINISTRATION

Training Webinar

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AGENDA

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AGENDA

Slide 2

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

02 Admin Overview

- [Dashboard](#)
- [Page Categories](#)
- [Modules](#)
- [Libraries](#)
- Applications
- [Utilities](#)
- Support
- User Information

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03 Page Categories

- Type, Name, Level
- Status
- Add content
- Update Page Settings
- Actions
  - Delete
  - Preview
  - Review Accessibility
  - Permissions

Page Categories

04

Page Settings

- Navigation name
- Physical File Name
- Page title
- Advanced Settings
  - Title Bar Override
  - Meta Tag Robots
  - Show/Hide Left Navigation
  - Publication Status
  - User Side Security
- Banner Images
- Active/Inactive

Page Settings

05

Link Settings

- Navigation name
- Open in a New or Existing Browser Window

Link Settings

06

Content Tools

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

Content Tool Overview

07

Modules

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

Announcements Webinar Registration

Calendars Webinar Registration

Scholarships Webinar Registration

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 Registration**

Announcements tool

07 **Announcement**

Module

**Announcements
Webinar Registration**

08

Libraries

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

Banners Webinar Registration

Link & File Management Webinar Registration

Libraries Overview

09

Applications

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

Touch App Webinar Registration

10

Utilities

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

THANK YOU!
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