

## SOCS CHEAT SHEET

### FOR TEACHER ONLY



Teacher's Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Teacher's Password: \_\_\_\_\_

### CREATE AN ARTICLE

1. In the Internet Address Bar type: pawneeschools.com/cs
2. Log in with your "Email Address" and your "Password"
3. On the "Navigation Bar" at the left click on "Editor"
4. Click "Create Article"
5. Choose an image for the article and go to Image 1 and click "Browse" then insert the saved image
6. Then click "Continue>>Article Editor"
7. Type in the "Title" of the article you are going to create
8. The "Tagline" is optional. You may put a "Sub-Title" to your article here
9. Click into the Text editor window, and begin typing your article as you would like it to appear on the Web Page (It is basically the same formatting as MS Word.)
10. You may insert a picture anywhere on your page by clicking on "Insert" then choose "Local Image" (The picture will insert exactly where your cursor is.)
11. You may insert a hyperlink by choosing "Insert" then "Insert Hyperlink" (Be sure to highlight the words or picture you want to use to make the hyperlink.)
12. Be sure to select your beginning and ending dates for your article. It will automatically post and remove itself and archive the article for you. This keeps our web page up to date and allows you the luxury of not having to remove the old article yourself. If it is something you want to remain on the web site for indefinite amount of time, choose
13. Leave "Priority" at 100 – It will alphabetize your articles
14. Click on the box in front of "Approved"
15. On "Section" click on the down arrow and scroll until you find "GS or HS Teacher Web Sites:(Your teaching Assignment Here)"
16. Click "Submit Article"
17. Count to ten and click on "Your Home Page" on the right blue menu and check to see the article looks as you want it to

To "Edit" an article that has already been created – Click on "Editor" then "Search Articles" and choose the "Section" that you posted the article in and click on "Search". Then click on the Edit icon, make the additions or corrections and "Submit" the article again. You can check on the changes on the Web Page by choosing "Your Home Page" on the left Navigation Bar, and going to the section in which you posted your article.