

Web Site Reminder Tips — Teacher Web Pages

To begin: please go to: www.pawneeschools.com

Now to access the area that allows you to create a new web page article (or modify an existing one):

[add /CS](#)

By adding **/CS** to the end of www.pawneeschools.com

— This puts you in "**Central Services**" where you will enter your email and password.

Key Steps: Please use [FIREFOX](#) or [INTERNET EXPLORER](#)

Make sure you have turned off "pop-up blockers."

1. Once you have logged into Central Services, you are now considered the "editor" of your own teacher's page (section).

You will approve and post content to your page. It does not pass through an administrator or department. You decide what to post. Here are your choices as an "editor."

- **Create Article** (adding new stuff to your page)
- **View Pending Articles** (articles written and saved but not yet approved by you for posting)
- **Search Articles** (for changing articles and photos you've have posted - or are holding. You can search by your name or section.)

2. Don't worry. It is easy to "copy and paste" content into your new teacher's page from wherever you currently have documents and links.

A. CREATING A NEW ARTICLE

1ST: You will be asked to "upload images" (photos).

You can include no more than 3 photos in your article. You do not have to include photos, but if your article is pulled to the front page, the first picture here is what will be displayed with your article. If you do not put a picture in the first image option, there will be no pictures on the front page even if pictures are located in your article.

You will be asked for:

Cutline (caption) --- good for simple description of your photo

Credit --- skip this unless you want to give credit to who ever took the picture.

Alt. Tag. --- skip this

NEXT STEP: After inserting photos (or not):

CLICK on "**Continue Article Editor**"

It may take a few moments to resize your photos.

You will be asked for:

Headline: You will need one. **Mandatory**

Tagline: You may put a secondary headline here.

Byline: You may leave your name or delete it.

Author: Leave your name here, it will not show up on the article, but allows you to search for the article by your name.

It may take a moment or two to load "JAVA" - the web site's word processing software.

Click on "Trust" or "Yes" if you are asked.

PLEASE - note the following:

On the main "central services" page (the page where you "click" on

"editor" in the upper left) you will see that there are instructional guides you can print out for additional help.

These are very good.

These reminder tips are pretty basic.

** Notice the "begin and end" dates. **We recommend setting a beginning date one day or two before the default date shown.** If you think you will not be changing your article very much at all, **consider clicking the "stays live" little circle, too.**

** Remember: always use "Submit Article" (this SAVES your work)

**DO NOT WORK MORE THAN
15 MINUTES WITHOUT SUBMITTING THE
ARTICLE...AS A PRECAUTION AND YOU
DO NOT LOSE YOUR WORK!**

** Only when you also check "approved" does it post to the website.

** Sometimes you'll need to wait for a minute or two (maybe "refreshing" several times) before your article shows up. You may want to exit out and then go back on the website to check.

Feel free to contact Anita or Diana if you need any help with any of this!

Above all — Thanks for trying!!!!