

## Using the ISD Sites Editor

Your district web developer is pleased to announce a new solution for building and editing school, group, and personal teacher web pages. The ISD Sites Editor is a custom-built solution to replace ContentM. It's in its infancy as a system, but it has already proven easy to use and simple for me to maintain. This document will show you the basics of editing a site with the ISD Sites Editor.

## Accessing the Editor

The editor can be accessed at <http://sites.isdschools.org/editor> (and soon from the portal). You will need to log in with your district username and password.

## Your Sites List

One thing that makes the ISD Sites Editor better than ContentM is how easily you can delegate the work of editing a website. On the *Your Sites* page you will see a list of sites that you have access to edit.

Site Name	Site Address	Actions	
Jace Ferguson's Site	<a href="http://sites.isdschools.org/jace_ferguson">http://sites.isdschools.org/jace_ferguson</a>	Edit Site	Site Properties
Technology Department	<a href="http://sites.isdschools.org/technology_department">http://sites.isdschools.org/technology_department</a>	Edit Site	Site Properties

## Adding Editors

If you want to share editing responsibilities, click the *Sites Properties* button next to the site to which you want to add additional editors.

When the new page loads, start typing the name of the new editor in the *People Search* box (last names tend to work better). When the person's name appears, click the *Add Editor* button.

Click the *Save* button to save your editors. The next time your new editor logs in, the site will be listed on their *Your Sites* page.

## Editing a Site

From the *Your Sites* page click the *Edit Site* button for the site you wish to edit.

## Site Editor

The screenshot shows the ISD Site Editor interface for the Independence School District website. The browser address bar shows the URL [sites.isdschools.org/editor/jace\\_ferguson/index](https://sites.isdschools.org/editor/jace_ferguson/index). The editor toolbar at the top includes buttons for "New Page", "Save Page", "Delete Page", "Properties", and "Add Block". The main content area features a dark blue header with the "Independence SCHOOL DISTRICT" logo and name. Below the header, the page title is "ISD Web Development". The content is organized into a grid with a "Welcome" section, a "Current Projects" section with three links, a profile picture of Jace Ferguson, and a sidebar with three blue buttons: "ISD Web Development", "Evaluations and Walkthroughs", and "ISD Sites Editor Updates". The footer of the page reads "Independence School District".

A quick overview of the tools available to you in the editor will likely give you all the information you need to start editing a site.

### Tool Bar

The tool bar at the top of the page is where most of the functionality lies. From left to right are the following buttons:

- *New Page* – Opens a window to create a new web page.
- *Save Page* – Use this often to save the current state of the page you're editing
- *Delete Page* – Clickable on all pages but your home page. Will complete delete the page.
- *Properties* – Allows you to set whether the page is visible to the public and also lets you change the page theme and page layout.
- *Add Block* – Displays a list of blocks that you can insert into your page to add content.
- *Pages* – Displays a list of pages on your site. Clicking on a page in the list will open that page for editing. The list does not contain the page you are currently editing.
- *My Sites* – Takes you back to your My Sites page so you can choose a different site to edit.
- *Logout* – Ends your editing session and logs you off of the server.

## File Upload Drop



Attached to the far left side of the screen, near the top of the page is a small, black, square tab with a cloud on it. This is the File Upload Drop. Uploading files to use on your site is extremely simple with this tool.

To upload files, open the folder on your computer that contains the file or files you want to upload. Then, with your mouse, click hold and drag them to the *File Upload Drop* icon (with the cloud) and let go. The files will automatically start their upload and show you when they are complete. Once uploaded, you can use the files to create links or to insert them into your page (more on the later).

*\*Feature warning:* The drop window likes to stay open for a bit after you drop files. It also likes to ‘wave’ at you every once in a while. I’m aware of these ‘features’ and I will hopefully have them straightened out soon.

## Blocks

Blocks are literally the building blocks of a page. There are different types of blocks that you can add to your page and each formats its content a little differently. The Page Layout (which can be changed in the properties button) determines where blocks can be placed on the page. The types of blocks that you can use are currently as follows:

- *HTML Block* – The most useful block of all. Seriously, if you are questioning which block to use, use this one. It offers inline editing and has the most flexibility of all the other blocks (ie, every other block type can actually be created with this block)
- *List Block* – This simply provides you a bulleted list of text. No fancy editing options are included with this block.
- *Menu Block* – This is a useful block to add to each page as it will display a list of your site’s pages. The pages will be listed alphabetically, but your home page always gets listed first. Also, this block is only updated when you open and save a page. So, if a page’s menu looks incomplete, open that page in the editor and then hit save and the menu will update.
- *Quick Links Block* – Like the list block, this also gives you a list of items, but each item is turned into a hyperlink. Again, there is no fancy editing with this block.
- *Embedded Video Block* – This block will allow you to easily embed video from YouTube or Vimeo.  
*Note:* Both sites are blocked to students inside of the district.

## Editing Blocks

Once a block has been added to the page you have the ability to customize its location. When you hover your mouse over a block, a gray toolbar will appear above the block. The toolbar has three buttons from left to right:




1. *Trash Can* – Deletes the block from the page.
2. *Minus Sign* – Hides the block. *Note:* At this point, hidden blocks can't be retrieved, but they are still there. I'm working to add the feature that lets you get them back.
3. *Gear or Cog* – This opens the block's property dialog. Right now, the only thing you can do is activate or deactivate the block header.

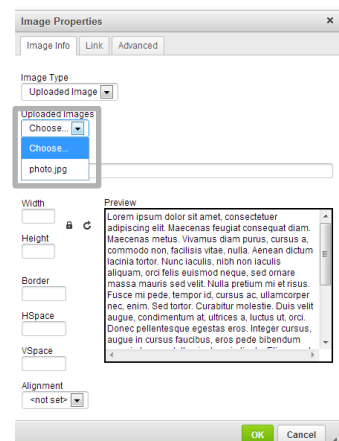
The rest of the block toolbar can be used to move the block around. Click hold and drag in any non-button portion of the toolbar and the block will start moving. You can drop it in a new order or even drag it to a new column if your layout offers more than one. When dragging and dropping you will notice a light yellow box that appears below the block being moved, this designates where the block will be dropped.

**NOTE:** Dragging the first block to an empty column can be very difficult sometimes. I haven't been able to pinpoint why this is so tricky, nor have I been able to identify a way to make placing the block easier. The trick that I have found is that moving your mouse quickly (almost like a fast wiggle) over the drop area will make the light yellow drop spot visible. **Don't release your mouse until the yellow drop block is visible.** Otherwise, your block will revert to its original location.

## Inserting Uploaded Images


Images that you've uploaded using the *File Upload Drop* can only be inserted into *HTML Blocks*.

1. To start, add an *HTML Block* to your page.
2. Click inside the block to activate the block's editing toolbar and put your cursor where you want the image to appear.
3. Find the image icon. It's the first icon *in the last block on the first row*.  
And it looks like this: 
4. When you click the image icon, a dialog will appear. By default, the dialog assumes you want to insert an image you uploaded. All you have to do is find your image in the *Uploaded Images* drop down.
5. Then you can adjust the size, border, spacing, and alignment of the image.
6. Hit *Ok* to insert it into the block.



## Inserting Links to Site Pages and Uploaded Files

Links to other pages on your site or to files that you've uploaded can quickly be created in an *HTML Block*.

1. To start, add an *HTML Block* to your page.
2. Click inside the block to activate the block's editing toolbar.
3. Highlight the text (or image) that you want to turn into a hyperlink.
4. Find the hyperlink icon. It's the first icon *in the last block on the second row*. And it looks like this: 
5. When you click on the icon, a dialog window will appear.
  - a. To link to another page on your site, choose *Site Pages* from the *Link Type* drop down
  - b. To link to an uploaded file, choose *Uploaded Files* from the *Link Type* drop down
6. When you choose *Site Pages* or *Uploaded Files* a second drop down list will appear with a list of items you can link too. Choose the item you wish to make the link to.
7. Click *Ok* to create the link

