# User Manual NAVIGATING YOUR NEW WEBSITE

**PRESENTED BY KEYSTONE CLICK** 



### Accessing the Dashboard

### Visit <u>https://kusd.edu/wp-admin/</u> to log in to WordPress.

\*\*If you need your username or password, please email your District Web Specialist.\*\* arogahn@kusd.edu

Once signed in you will see the website dashboard.

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Content Views								
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📮 FAQs								
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🎲 Board Members								
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If you would like to edit your user account, navigate to it from the left sidebar menu: **Users** > **Your Profile**.

There are many customizable options that you can change on this page, including the color scheme of the admin, visibility of the toolbar when looking at website pages while logged in, your nickname, your email, profile details, and the ability to change your password.

### **Navigating to School Site**

#### Accessing Individual School Sites from the Multisite Dashboard:

From the Multisite Dashboard, navigate to the school site from the top navigation bar: **My Sites** > **[School Name]** > **Dashboard.** 



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Alternatively, click to **My Sites** to access all schools hosted under the multisite environment. Note that this view is limited to the District Administrators.

To log in to a specific school, you can also directly visit: https://kusd.edu/[School]/wp-admin.

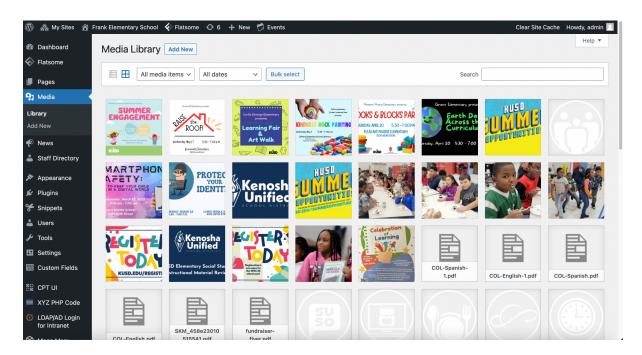
For example, to access Frank Elementary School directly, go to: <u>https://kusd.edu/frank/wp-admin</u>.

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② Dashboard	My Sites			Help 🔻
Home My Sites	Primary Site	https://www.kusd.edu 🗸		
👗 Users				
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🜪 News				
齢 Events	Bose Elementary School	Brass Community School	Curtis Strange Elementary	EBSOLA Creative Arts
🎁 Board Members	Visit   Dashboard	Visit   Dashboard	School	Visit   Dashboard
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🖈 Webforms	Visit   Dashboard	Visit   Dashboard	Visit   Dashboard	Visit   Dashboard
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### Media Library

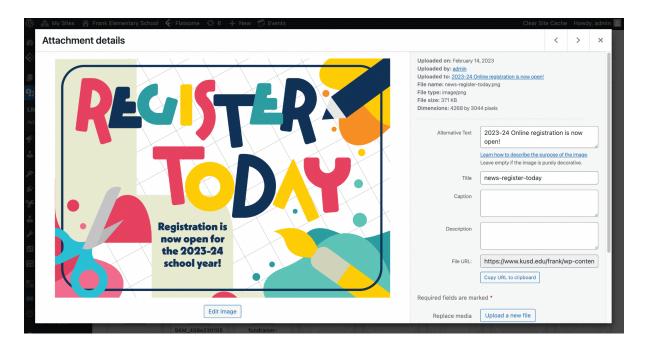
The Media Library holds all of the media you have uploaded to the site. If you have images you want to add, use this page's **Add New** button. Media includes audio files, PDFs, images, etc.





*To Add Media* – Click on **Add New** at the top. Either drag a file onto the page or click Select Files to browse your computer for the file. The file will then appear at the beginning of the grid below. This is where you will be able to upload new images and PDFs to the site.

*To Edit Media* – Click on a piece of media in the grid. Edit the fields on the right. Alt Text is read by screen readers for the visually impaired. You can delete media items by clicking **Delete Permanently** at the bottom.



*To Access File URLs* – While editing a piece of media, you also have the option to access the automatically generated File URL. This is important when linking to PDF files on site pages. Click **Copy URL to clipboard** to capture this link.



### Adding New Website Pages

When adding new pages to your site click the **Add New** option in the dashboard on the left.

Next enter your page title.

#### For Top Level Pages

- On the right sidebar of the page select the Page Full-Width option under template.
- Leave Parent set to (no parent)

Page Attributes ^ V 🔺
Parent
(no parent) V
Template
Page - Full Width 🗸 🗸
Order
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Need help? Use the Help tab above the screen title.

#### **For Child Pages**

- On the right sidebar of the page select the Page Full-Width option under template.
- Set Parent to appropriate parent page.

Page Attributes A V 🔺
Parent
About ~
Template
Page - Full Width 🗸
Order
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Need help? Use the Help tab above the screen title.

Add your copy, images, and content blocks as needed.

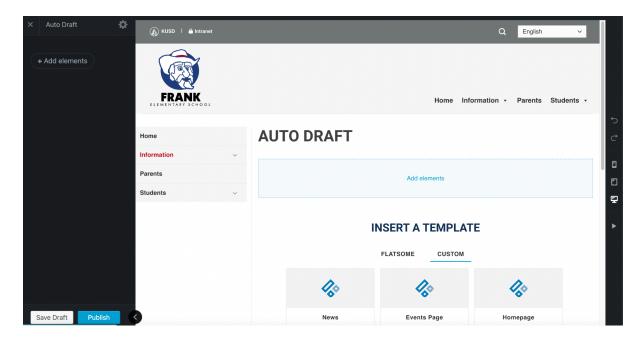


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Flatsome	Editor UX Builder	
📙 Pages 🔸	Add title	Publish A V A
All Pages	Add title	
Add New		Save Draft Preview
Default Pages	97 Add Media 🔄 Add Form Visual Text	P Status: Draft Edit
9; Media	b i link b-quote det ins img ul ol ii code more close tags	Visibility: Public Edit
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🛱 Mega Menu		

When you are ready to publish your page, click the blue **Publish** button.

You also have the option to open **UX Builder**, by toggling from the traditional **Editor**. This allows you to customize your page further, should you want to modify single text blocks, background colors or images, etc.

You'll want to click **+Add Elements** in the lefthand sidebar to add and edit specific content blocks. Be sure to click **Save Draft** or **Publish** before closing out of the Flatsome UX Builder to save your changes.





### Editing Page Content & Adding Images

#### **Editing Copy:**

Select your page either from the Pages menu in the dashboard or select "Edit Page" from the navigation bar of the page viewer:

🚯 🗥 My Sites 🔗	Frank Elementary School 🎸 Flatsome 🔿 6 🕂 New 🧭 Events	Clear Site Cache 🛛 Howdy, admin 🧕
Dashboard	Pages Add New Add Multiple Add Link	Sync Menu Expand All
Flatsome	All   Published   Draft   Show Hidden (0)   Default Pages	Search Pages Search Pages
Pages		
All Pages		0
Add New Default Pages	Home – Front Page Edit with UX Builder	
<b>9</b> ] Media	Staff Directory Edit with UX Builder	
🌪 News	▼	••• Quick Edit View
Staff Directory Appearance	About Frank Elementary School Edit with UX Builder	0
<ul> <li>Plugins</li> </ul>	Hours   Edit with UX Builder	
Snippets	Calendar Edit with UX Builder	
よ Users	Contact Us Edit with UX Builder	
Settings	Frequently Asked Questions Edit with UX Builder	
📰 Custom Fields		
🔠 CPT UI	School History Edit with UX Builder	
M XYZ PHP Code	School Report Card Edit with UX Builder	
6 LDAP/AD Login https://www.kusd.edu/frank/w	p-admin/post.php?post=13243&action=edit dit with UX Builder	

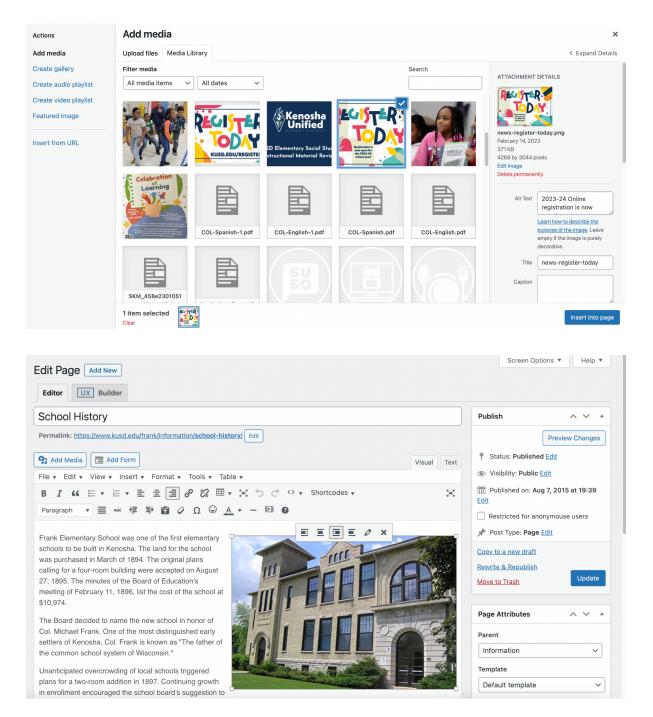
Before you make any revisions, click the "Make Revisions" button, and a copy of the selected page will be made instantly. Make all of your revisions in the copy version of the page.



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#### To Add Media in the Main Body of Text:

Add images before, between or within paragraphs by selecting "Add Media" -> "Upload File" or "Media Library" -> "Confirm Attachment Details" in the sidebar -> Click "Insert Into Page" -> then choose the proper alignment.





#### **Editing Images or Image Details:**

Click on the image. You can edit image details in the first menu, or select "Edit Image" to proceed to the image editor:

Image details		×
Alternative Text Caption	Learn how to describe the purpose of the image. Leave empty if the image is purely decorative.	
DISPLAY SETTINGS Align Size Link To	Left     Center     Right     None       Full Size - 450 × 306     ~	
ADVANCED OPTIONS	,	Edit Original Replace
		Update

To edit the image in the image editor, click the **Edit Original** button to change the aspect ratio in the sidebar, or edit the image with the crop, rotate or flip buttons:

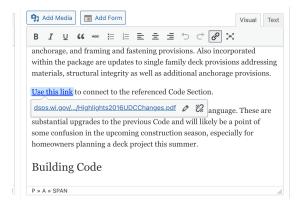
Edit image	×
Crop	SCALE IMAGE <b>3</b> Original dimensions 450 × 306 New dimensions:
	IMAGE CROP C Aspect ratio: Selection:
Cancel Save	THUMBNAIL SETTINGS
	Back

\*Note that proceeding with "Edit Original," this will update the media file wherever it is used on the site.

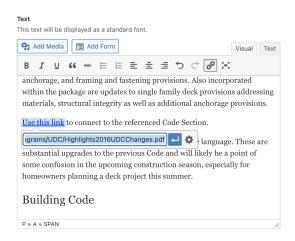


#### **Editing Links Within Body Copy:**

Click the link in the text page field, then click the pencil icon:



Type in your changes to the link text field and click the arrow to apply changes, or click the gear icon to open the link options:



Enter the new destination, either an external URL or internally to existing content. Click the checkbox to indicate if clicking the link opens it in a new page. Click Update to save the changes.

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Г	Insert/edit link	×
at	Enter the destination URL	
	URL https://dsps.wi.gov/Documents/Programs/UDC/F	
	Open link in a new tab	
	Or link to existing content	
	Search	
	No search term specified. Showing recent items.	
	Test Job Listing	JOB
	Yard Waste Drop Off	PAGE
	FAQs	PAGE
	Building and Zoning Code	PAGE
	Permit Forms	PAGE
	Building Inspections	PAGE
	Town Planning Documents	PAGE
	Plannina & Zonina	PAGE
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### Adding Staff Members

When adding new staff members to your school Staff Directory, navigate to the Staff Directory menu on the left dashboard menu.

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Dashboard     Staff Directory Add New Staff Member		Screen Options 🔻
Flatsome     All (56)   Mine (1)   Published (55)   Draft (1)	s	earch Staff Directory
Bulk actions V Apply All dates V Filter	56 items 《	1 of 3 > x
91 Media Restr Title	Date	Туре
<ul> <li>News</li> <li>Staff Directory</li> </ul>	Last Modified 2023/01/05 at 11:45 pm	Staff Directory
All Staff Directory Members — Mary DiLiberti Add New Staff Member	Published 2023/01/05 at 11:45 pm	Staff Directory
Appearance - Katrina Rosenfeldt	Published 2023/01/05 at 11:44 pm	Staff Directory
Image: Snippets     -     Destiny Scott	Published 2023/01/05 at 11:41 pm	Staff Directory
Lusers □ - Emily Nelsen	Published 2023/01/05 at 11:39 pm	Staff Directory
Settings     -     Robert "Vic" LoCicero       Custom Fields     -     -	Published 2023/01/05 at 11:37 pm	Staff Directory
CPT UI Deve Dutkiewicz	Published 2023/01/05 at 11:35 pm	Staff Directory
🖸 LDAP/AD Login 🛛 🖳 — Aldo Tenuta	Published	Staff Directory

Either at the top of this page or from the same left hand menu, click the **Add New Staff Member** button.

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Dashboard	Add New Staff Member	Screen Options 🔻
Flatsome		
Pages	Add Staff Member	Page Restrict Access A V V
📮 Pages		Publish ^ V A
News	Staff Directory	Save Draft Preview
🕹 Staff Directory	First Name *	Status: Draft Edit
All Staff Directory Members		Visibility: Public Edit
Add New Staff Member	Last Name •	Publish immediately Edit     Restricted for anonymouse users
🔊 Appearance		Publish
🖌 Plugins	School •	
🛠 Snippets	Bose Elementary V	Featured image for this A V A
👗 Users		
🖋 Tools	Position • e.g. Grade 2 Teacher, Science Teacher, Principal, Counselor, etc.	Set featured image for this Staff Directory
5 Settings		
📰 Custom Fields		
🔠 CPT UI	Email •	
E XYZ PHP Code		
🕑 LDAP/AD Login		



Add their name to the Add Staff Member field at the top and fill out all required fields below. For the School field, be sure to select the correct KUSD school.

🚯 🙈 My Sites 🏾 Frank Elementary School 🞸 Flatsome 📀 6 🕂 New 🧒 Events **9** Media 🐢 News Room Number Staff Directory All Staff Directory Members 9 Add Media Visual Text Add New Staff Member File • Edit • View • Insert • Format • Tools • Table • B I 66 目 \* 目 \* 目 主 主 ② 22 囲 \* X つ ご ^ \*  $\approx$ Appearance Paragraph 🔻 🧮 👫 🛱 🖗 Ω 😳 <u>Α</u> • – 🖽 🛛 🖌 Plugins 🛠 Snippets 占 Users 🖋 Tools Settings E Custom Fields DI CPT UI M XYZ PHP Code G LDAP/AD Login for Intranet 🛱 Mega Menu Word count: 0

Use the normal text block below to add their biographic information.

Click Publish to save.



### Managing Events and Calendars

All events on the site are handled by The Events Calendar plugin. Your site should already be configured to connect with your school's Google Calendar. Any new events or updates to events will be automatically reflected on the website — both on the home page and Events page.

To update this configuration, navigate to The Events Calendar plugin either from the **Plugins** page found in the left sidebar menu or the **Events** button found in the top dashboard menu. Go to **Events** > **Import**, and from there, navigate to "Scheduled Imports" to see this integration.

If you have any questions or issues regarding this integration, please contact your system administrator.

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<ul> <li>Dashboard</li> <li>Flatsome</li> <li>Pages</li> <li>Media</li> <li>News</li> <li>Staff Directory</li> <li>Appearance</li> <li>Plugins</li> <li>Snippets</li> </ul>	Events Import Scheduled Imports History          New Import       Scheduled Imports         All (1)   Google Calendar (1)         Bulk Actions         Bulk Actions         Prank Website         via Google Calendar         View Events	Settings Help Event Add-Ons Troubleshooting	CSV File ICS File Facebook Dev Eventbrite iCalendar Google Calendar Meetup Other URL	Last Import ▲ # Import April 28, 2023 0 all ti 9:02 PM Latest • 0 r	me Import:
▲ Users     ✓ Tools     ✓ Tools     Settings     Custom Fields     CPT UI     XYZ PHP Code     LDAP/AD Login     for Intranet     Mega Menu     Page Restriction	Source		Frequency	Last Import + # Impo	nrted 1 item



## Adding News Items

To view all News, go to the **News** tab on the left side of the dashboard.

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Flatsome	All (11)   Mine (8)   Published (11)   Trash (3)			Search News Items
Pages	Bulk actions <ul> <li>All dates</li> <li>All Categories</li> <li>All formats</li> <li>Filt</li> </ul> <ul> <li>Filt</li> </ul> <ul> <li>All formats</li> <li>Filt</li> </ul> <ul> <li>All categories</li> <li>All formats</li> <li>Filt</li> <li>Filt</li> </ul> <ul> <li>Filt</li> </ul> <ul> <li>All categories</li> <li>All formats</li> <li>Filt</li> </ul> <ul> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> </ul> <ul> <li>Filt</li> <li>Filt</li> </ul> <ul> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> </ul> <ul> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> </ul> <ul> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> </ul> <ul> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> </ul> <ul> <li>Filt</li> <li>Filt</li> <li>Filt</li> </ul> <ul> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt</li> <li>Filt<th>er</th><th></th><th>11 item</th></li></ul>	er		11 item
Media	Restr Title	Categories	Date	Туре
News	- Summer Engagement – May 18	News	Published 2023/04/27 at 9:53 am	New
d News Item tegories	Raise the Roof! – May 17	News	Published 2023/04/27 at 9:48 am	New
Staff Directory	Learning Fair & Art Walk – May 9	News	Published 2023/04/27 at 9:40 am	New
Appearance Plugins	Hear why our littles love learning	News	Published 2023/03/28 at 1:09 pm	New
Snippets Users	- KUSD Summer Opportunities 2023	News	Published 2023/03/13 at 2:08 pm	New
Tools	AR Reading Program Party	-	Published 2023/02/24 at 2:29 pm	New
Settings Custom Fields	- 2023-24 Online registration is now open!	News	Published 2023/02/14 at 3:37 pm	New
	- KUSD Elementary Social Studies Instructional Material Review	News	Published 2023/02/08 at 4:50 pm	New
XYZ PHP Code LDAP/AD Login	C - Celebration of Learning	-	Published 2023/01/06 at 1:35 pm	New

Either at the top of this page or from the same left hand menu, click the **Add News Item** button.

🚯 🗥 My Sites 🏾 🕯	Frank Elementary School 🞸 Flatsome 🛛 6 🕂 New 🧒 Events	Clear Site Cache 🛛 Howdy, admin 🧾
🖚 Dashboard	Add New News Item	Screen Options 🔻
Flatsome		
	Add title	Publish ^ V A
📕 Pages		Save Draft Preview
9, Media		Status: Draft Edit
🌪 News 🗸	Yisual	Fext ,
News	File • Edit • View • Insert • Format • Tools • Table •	Visibility: Public Edit
Add News Item		Publish immediately Edit
Categories	Paragraph $\checkmark$ $\equiv$ ARE $\mp$ $\mp$ $\textcircled{a}$ $\checkmark$ $\Omega$ $\bigcirc$ $\underline{A}$ $\checkmark$ $ \blacksquare$ $\textcircled{b}$	Restricted for anonymouse users
🛓 Staff Directory		Publish
🔊 Appearance		
Plugins		Categories ^ V 🔺
Snippets		All Categories Most Used
		News
🕹 Users		Uncategorized
م س Tools		Add New Ortensey
Settings		+ Add New Category
📰 Custom Fields		
🔠 CPT UI		Featured image
IN XYZ PHP Code	Word count: 0	Set featured image
G LDAP/AD Login	News fields	·



Add your title, news body copy and Set Featured Image to give the news item an image that appears on the homepage under "Latest News."

Click **Publish** to save and publish your news item.