

# User Manual

NAVIGATING YOUR NEW WEBSITE

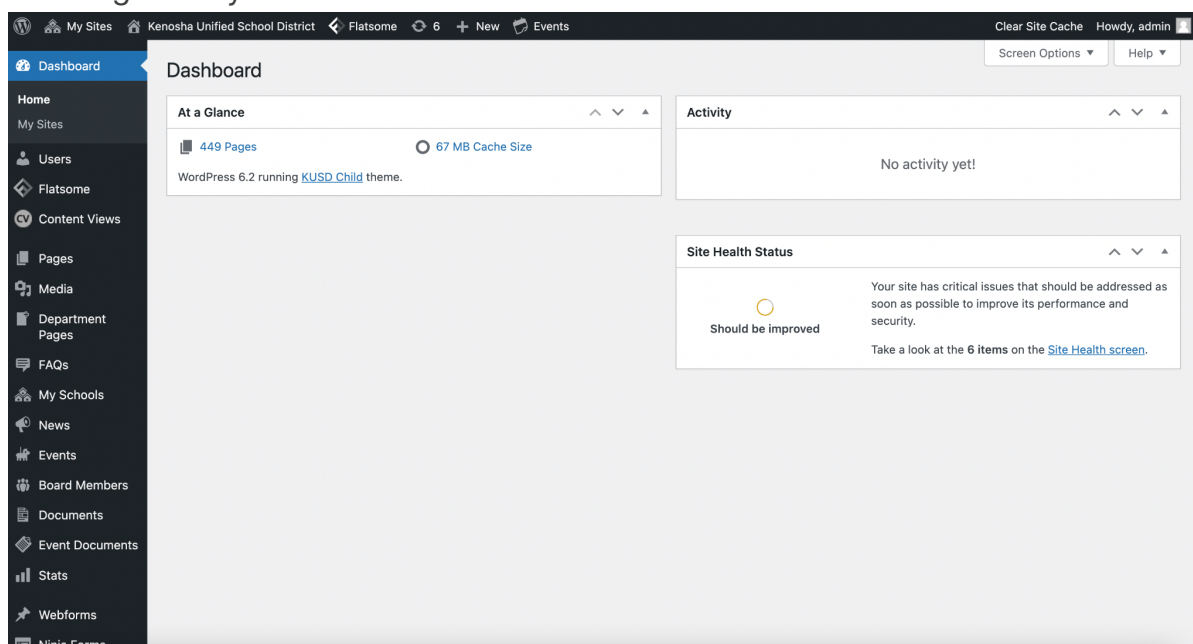
PRESENTED BY KEYSTONE CLICK

# Accessing the Dashboard

Visit <https://kUSD.edu/wp-admin/> to log in to WordPress.

**\*\*If you need your username or password, please email your District Web Specialist.\*\***  
[aogahn@kUSD.edu](mailto:aogahn@kUSD.edu)

Once signed in you will see the website dashboard.



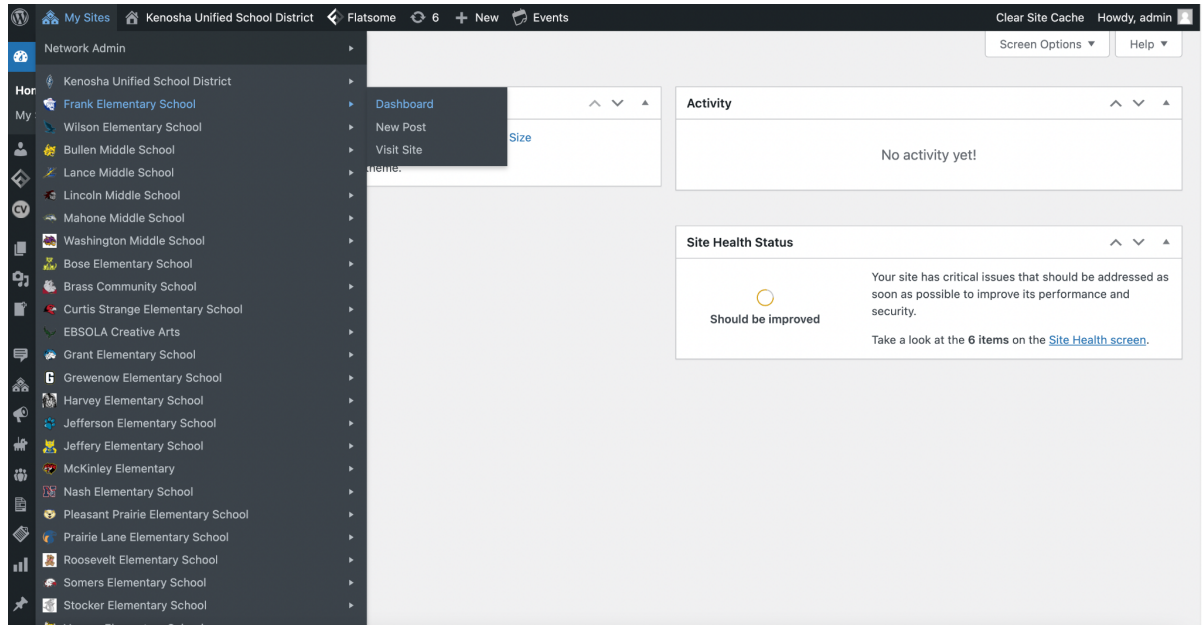
If you would like to edit your user account, navigate to it from the left sidebar menu:  
**Users > Your Profile.**

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:**

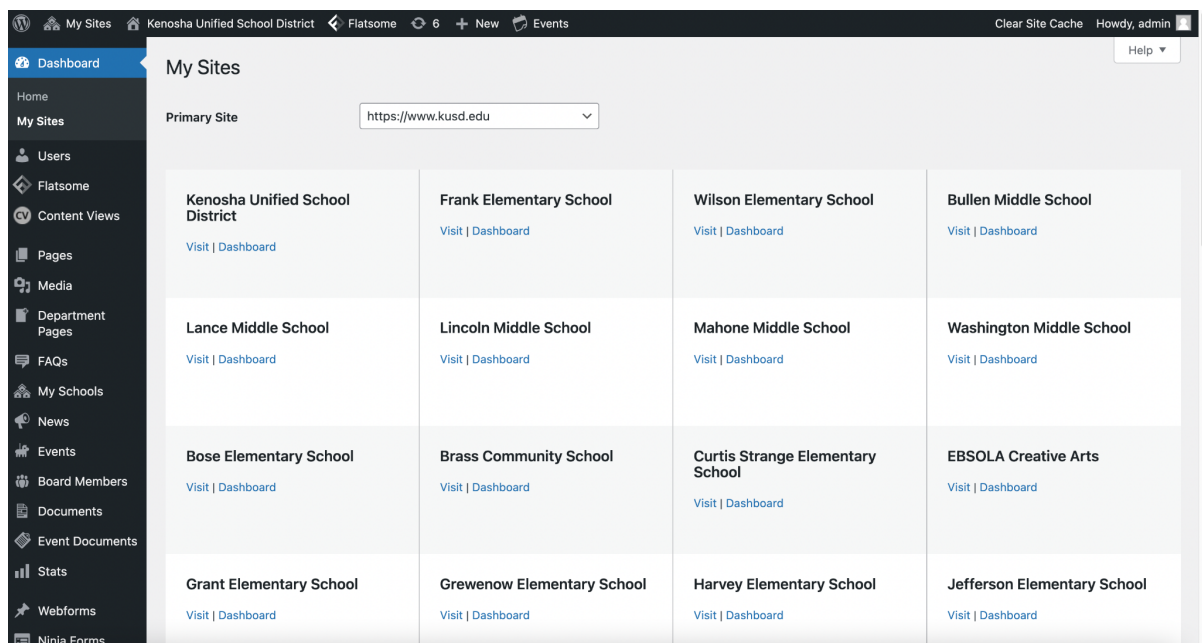
From the Multisite Dashboard, navigate to the school site from the top navigation bar: **My Sites > [School Name] > Dashboard.**



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

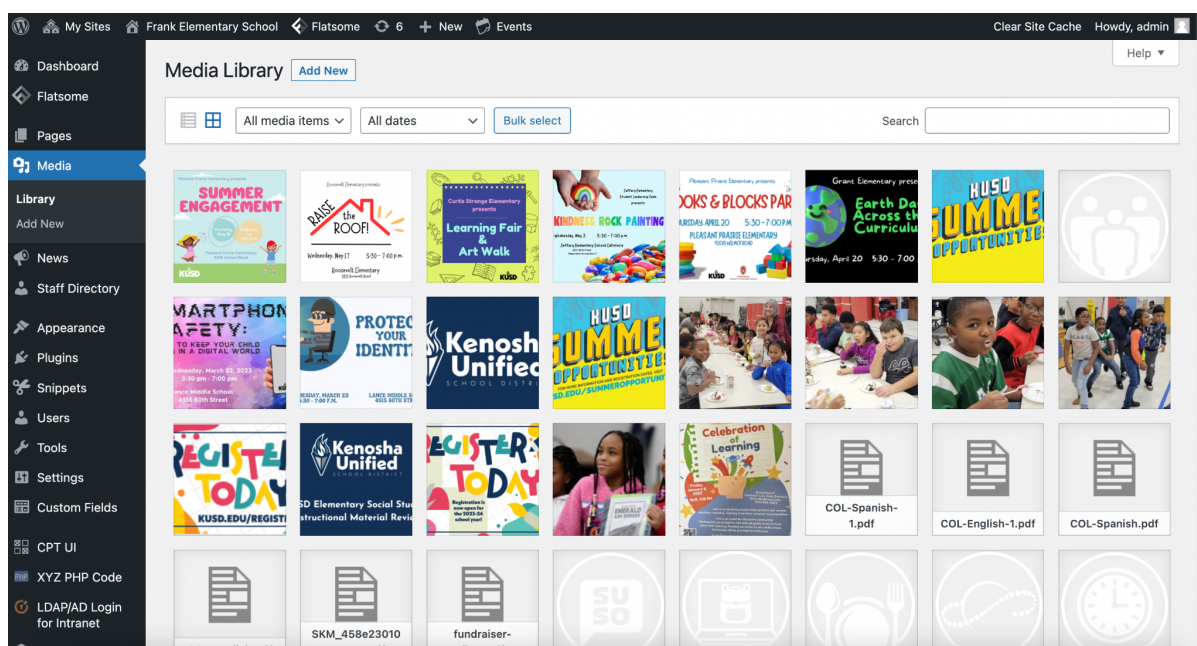
To log in to a specific school, you can also directly visit:  
[https://kUSD.edu/\[School\]/wp-admin](https://kUSD.edu/[School]/wp-admin).

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



# Media Library

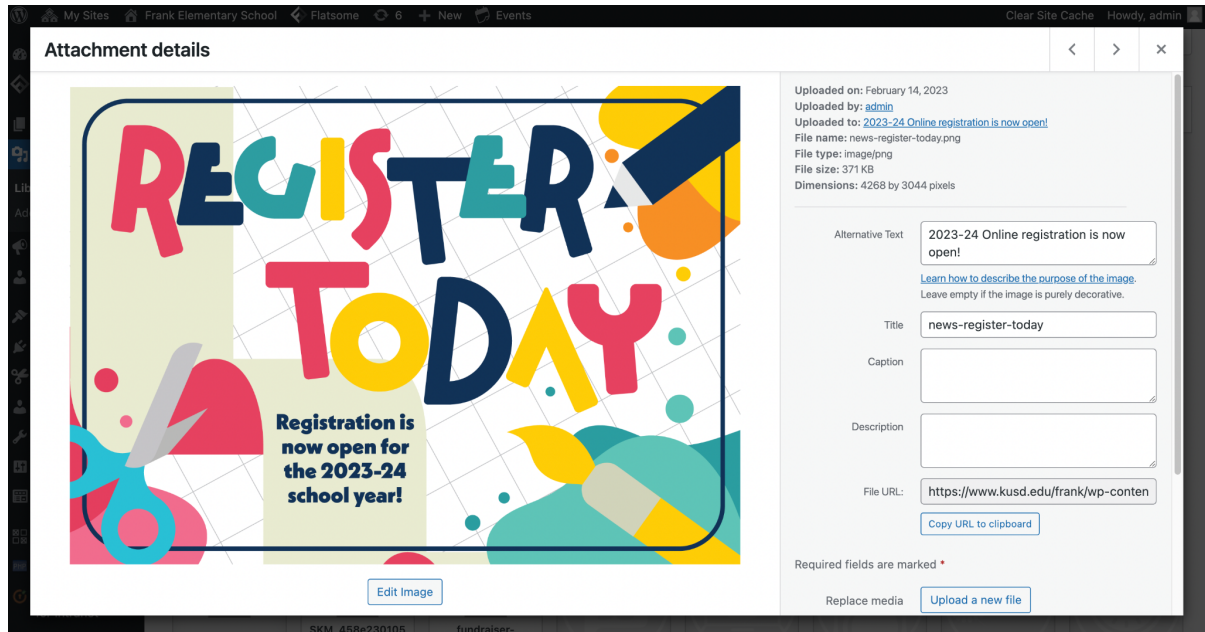
The Media Library holds all of the media you have uploaded to the site. If you have images you want to add, use this page's **Add New** button. Media includes audio files, PDFs, images, etc.





*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.

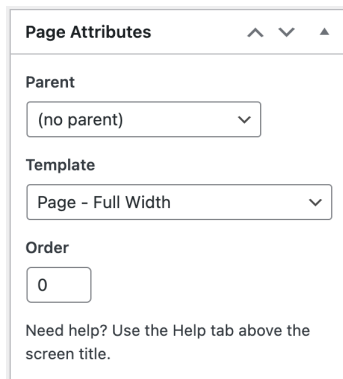
# Adding New Website Pages

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**

Parent  
(no parent) ▾

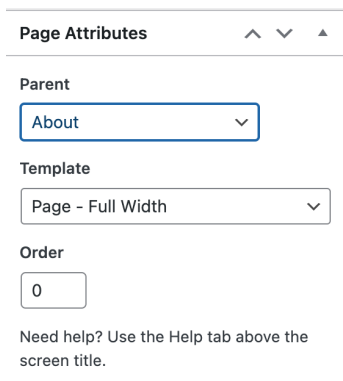
Template  
Page - Full Width ▾

Order  
0

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**

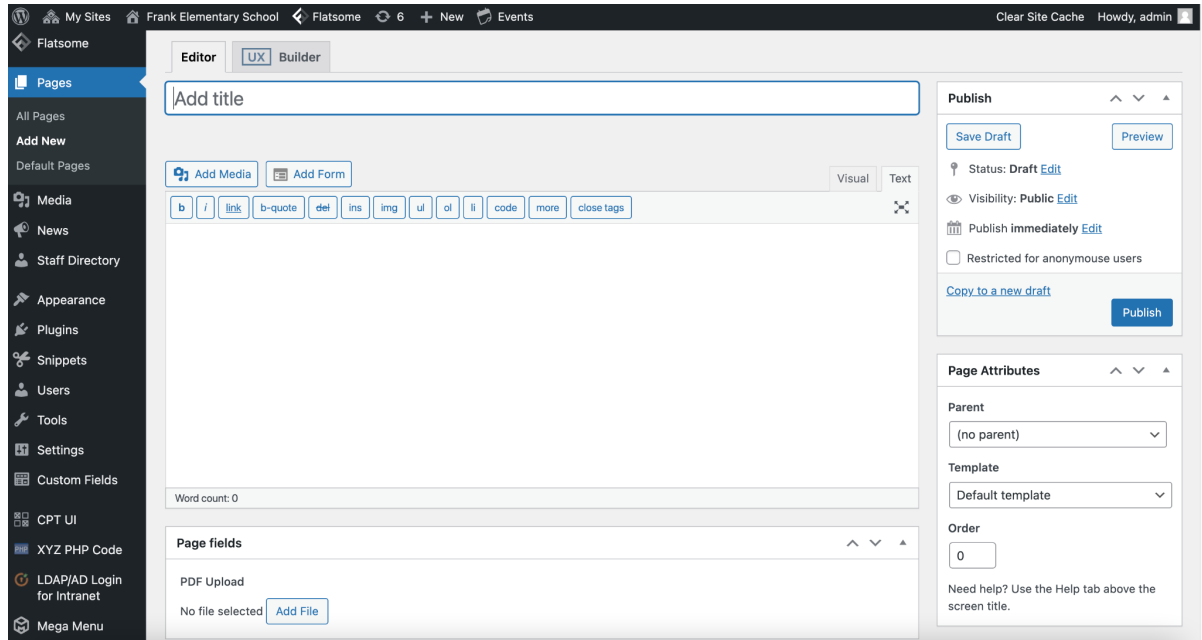
Parent  
About ▾

Template  
Page - Full Width ▾

Order  
0

Need help? Use the Help tab above the screen title.

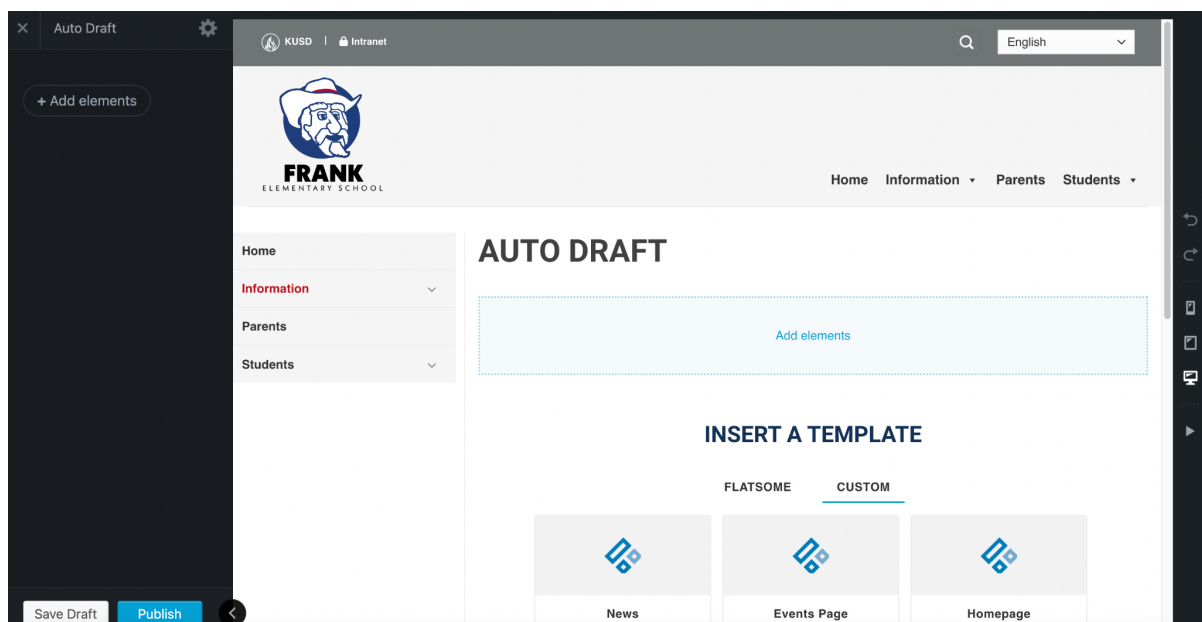
Add your copy, images, and content blocks as needed.



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.

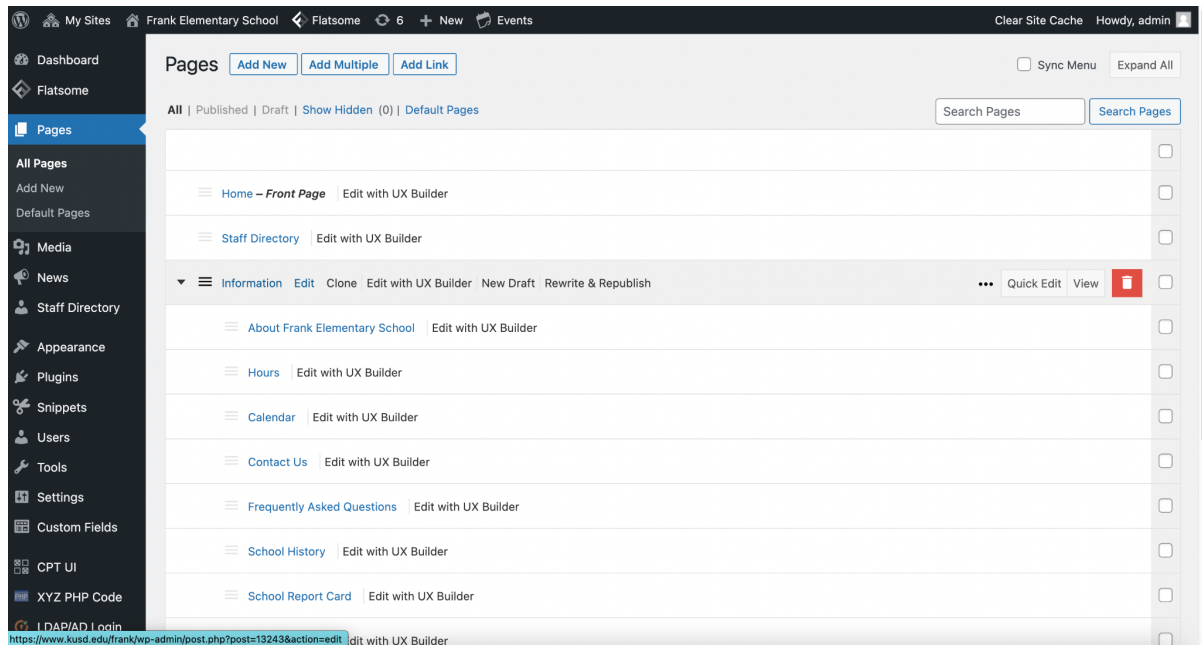
You'll want to click **+Add Elements** in the lefthand sidebar to add and edit specific content blocks. Be sure to click **Save Draft** or **Publish** before closing out of the Flatsome UX Builder to save your changes.



# 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:



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.

## 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.

Actions

**Add media**

Create gallery

Create audio playlist

Create video playlist

Featured image

Insert from URL

### Add media

Upload files Media Library

Filter media

All media items All dates

Search

1 item selected

Clear

#### ATTACHMENT DETAILS

news-register-today.png

February 14, 2023

371 KB

4268 by 3044 pixels

Edit Image

Delete permanently

Alt Text

2023-24 Online registration is now

[Learn how to describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

news-register-today

Caption

Insert into page

Edit Page

Add New

Editor UX Builder

Screen Options

Help

## School History

Permalink: <https://www.kusd.edu/frank/information/school-history/> Edit

Add Media Add Form

Visual Text

File Edit View Insert Format Tools Table

Paragraph

Frank Elementary School was one of the first elementary schools to be built in Kenosha. The land for the school was purchased in March of 1894. The original plans calling for a four-room building were accepted on August 27, 1895. The minutes of the Board of Education's meeting of February 11, 1896, list the cost of the school at \$10,974.

The Board decided to name the new school in honor of Col. Michael Frank. One of the most distinguished early settlers of Kenosha, Col. Frank is known as "The father of the common school system of Wisconsin."

Unanticipated overcrowding of local schools triggered plans for a two-room addition in 1897. Continuing growth in enrollment encouraged the school board's suggestion to

#### Publish

Preview Changes

Status: Published Edit

Visibility: Public Edit

Published on: Aug 7, 2015 at 19:39 Edit

☐ Restricted for anonymous users

Post Type: Page Edit

[Copy to a new draft](#)

[Rewrite & Republish](#)

[Move to Trash](#)

Update

#### Page Attributes

Parent

Information

Template

Default template



## 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

[Learn how to describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Caption

#### DISPLAY SETTINGS

Align

LeftCenterRightNone


Size

Full Size – 450 x 306

Link To

None

#### 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
Rotate left
Rotate right
Flip vertical
Flip horizontal

Undo
Redo



Cancel
Save

#### SCALE IMAGE

Original dimensions 450 x 306

New dimensions:

x

Scale

#### IMAGE CROP


Aspect ratio:

:

Selection:

x

#### THUMBNAIL SETTINGS



Back

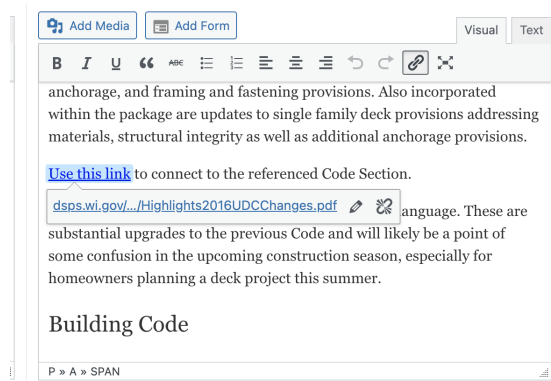
*\*Note that proceeding with “Edit Original,” this will update the media file wherever it is used on the site.*

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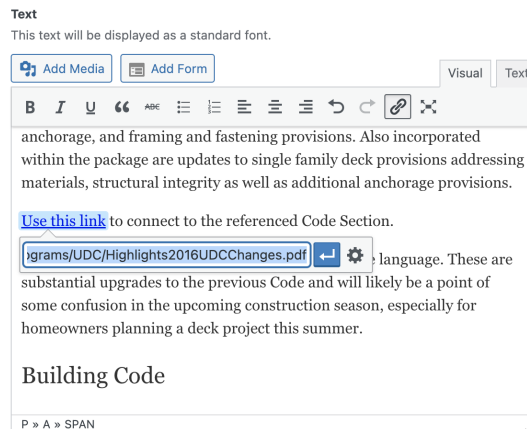
11

## 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.

Insert/edit link

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.

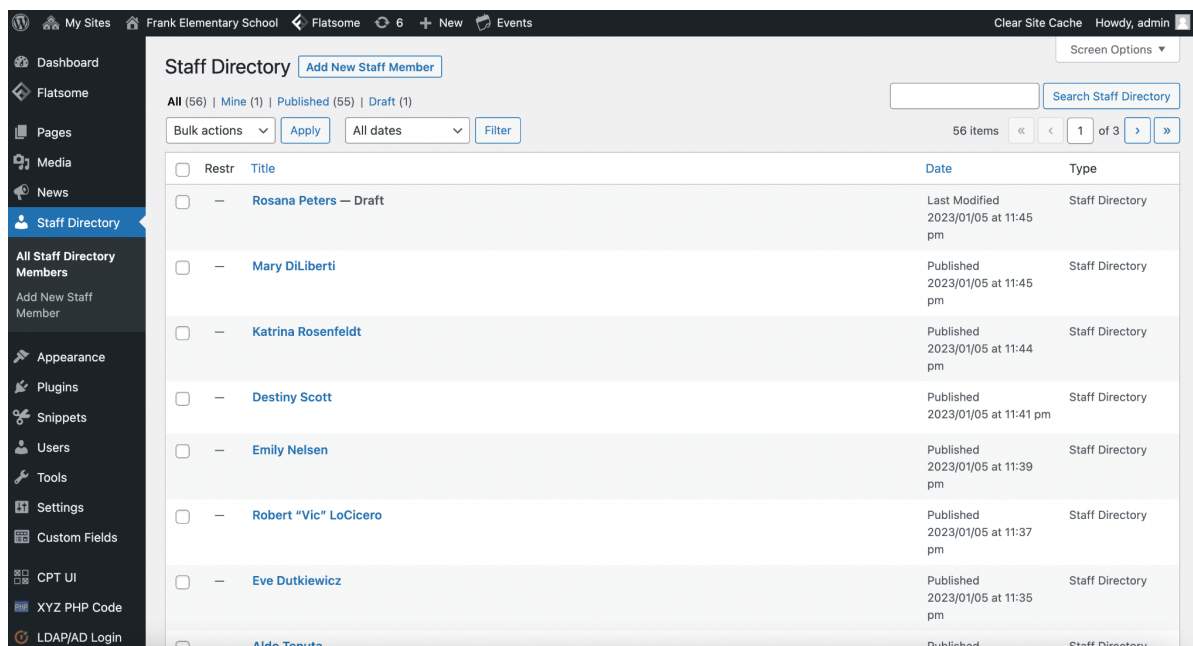
Test Job Listing	JOB
Yard Waste Drop Off	PAGE
FAQs	PAGE
Building and Zoning Code	PAGE
Permit Forms	PAGE
Building Inspections	PAGE
Town Planning Documents	PAGE
Plannina & Zonina	PAGE

Cancel

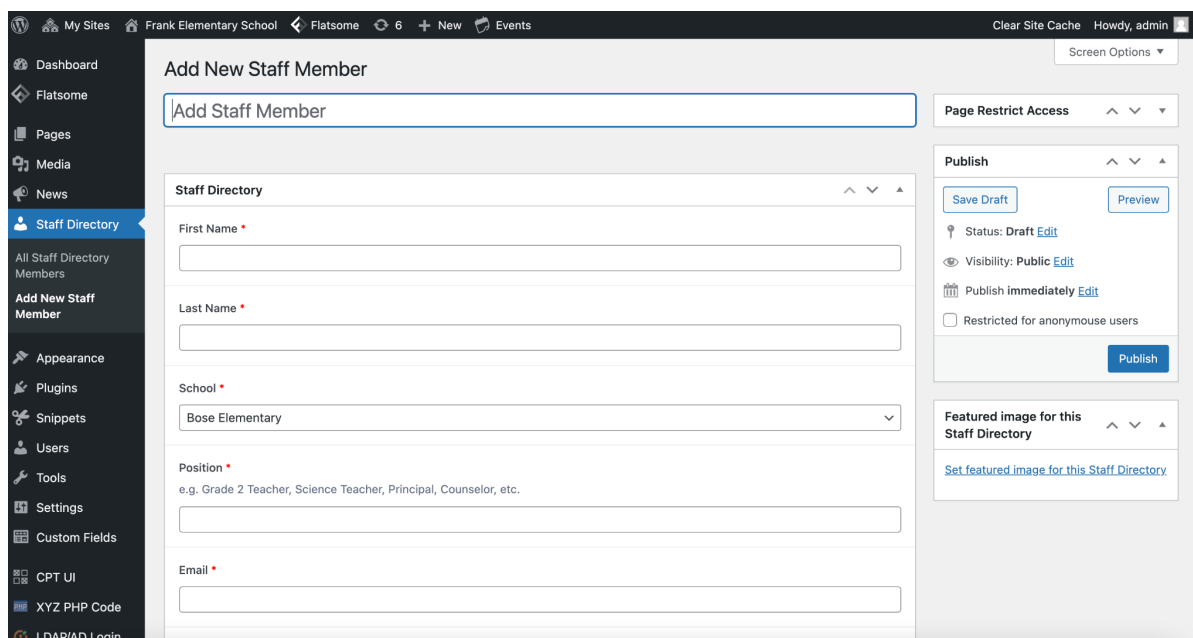
Update

# Adding Staff Members

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



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



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.

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

The screenshot shows the WordPress editor interface for the 'Staff Directory' page. The left sidebar contains a menu with items like 'Media', 'News', 'Staff Directory', 'All Staff Directory Members', 'Add New Staff Member', 'Appearance', 'Plugins', 'Snippets', 'Users', 'Tools', 'Settings', 'Custom Fields', 'CPT UI', 'XYZ PHP Code', 'LDAP/AD Login for Intranet', and 'Mega Menu'. The 'Staff Directory' item is currently selected. The main content area features a 'Room Number' input field at the top. Below it are two buttons: 'Add Media' and 'Add Form'. Further down is a rich text editor with a standard toolbar (bold, italic, quote, list, link, etc.) and a large text area for biographic information. At the bottom of the editor, a status bar indicates 'Word count: 0'.

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.

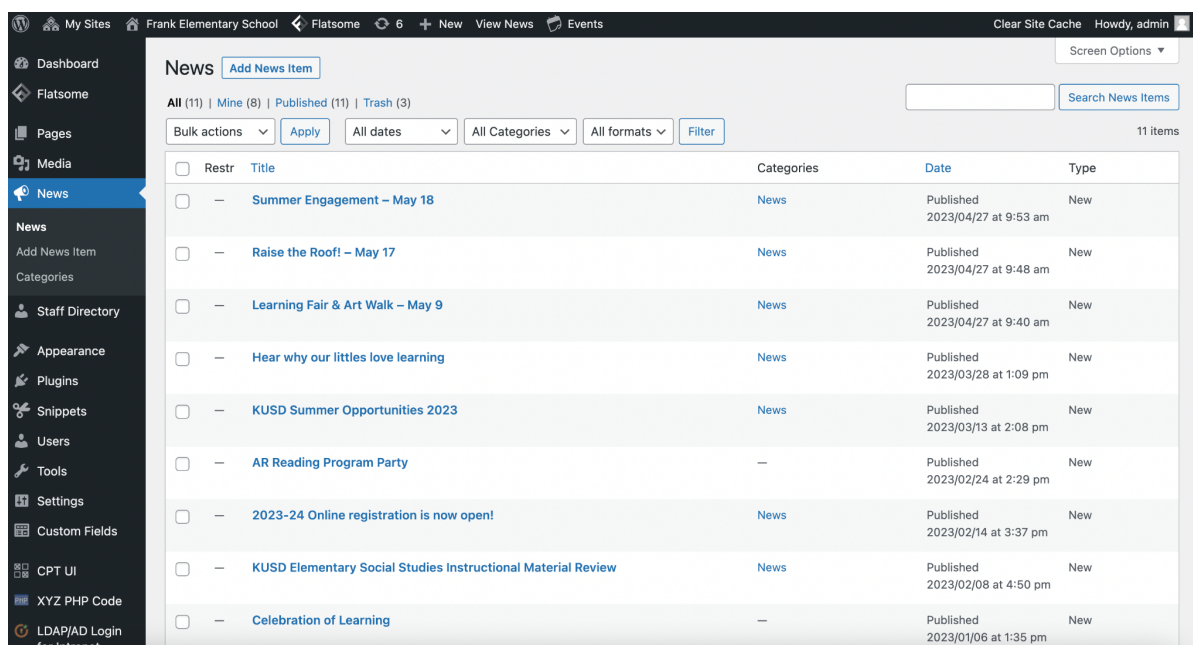
If you have any questions or issues regarding this integration, please contact your system administrator.

The screenshot shows the WordPress admin interface for the Events Calendar plugin. The left sidebar contains various site management options. The top navigation bar shows the 'Events' menu. The main content area is titled 'Events Import' and has three tabs: 'New Import', 'Scheduled Imports', and 'History'. The 'Scheduled Imports' tab is active, showing a table of scheduled imports. A dropdown menu is open, listing various import sources. The table below shows one scheduled import from Google Calendar.

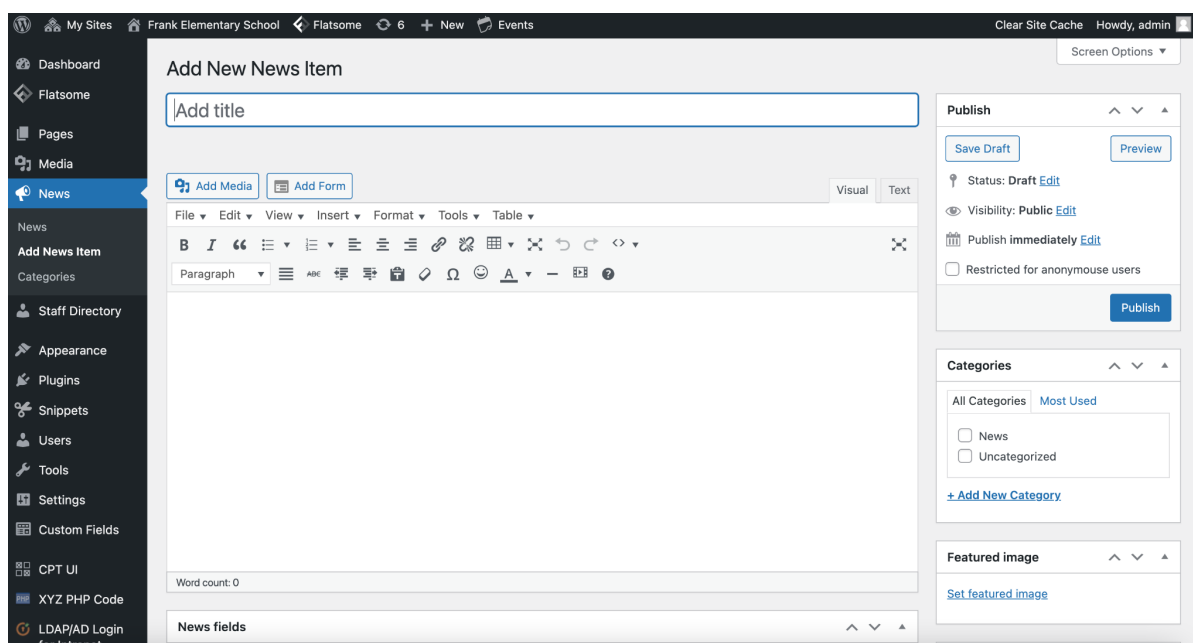
Source	Frequency	Last Import	# Imported
<input type="checkbox"/> Source <input type="checkbox"/> <a href="#">Frank Website</a> via Google Calendar <a href="#">View Events</a>		April 28, 2023 9:02 PM	0 all time Latest Import: • 0 new

# Adding News Items

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



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



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.