



Website Handbook

School office user edition

January 2024

For the most reliable experience it is recommended that you use Google Chrome or Safari when administrating your school website.

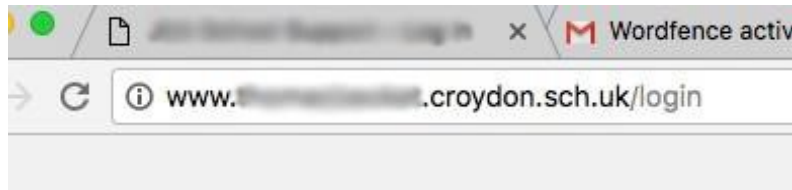
Should you experience any problems please email Richard Ellis at richard.ellis@openair.systems for assistance

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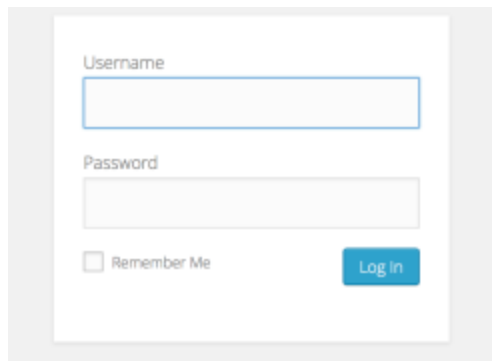
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How to log in and out

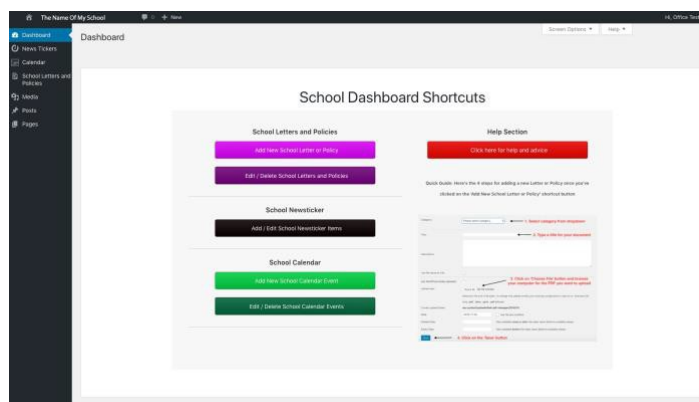
1. In your internet browser type in your school's website address followed by /



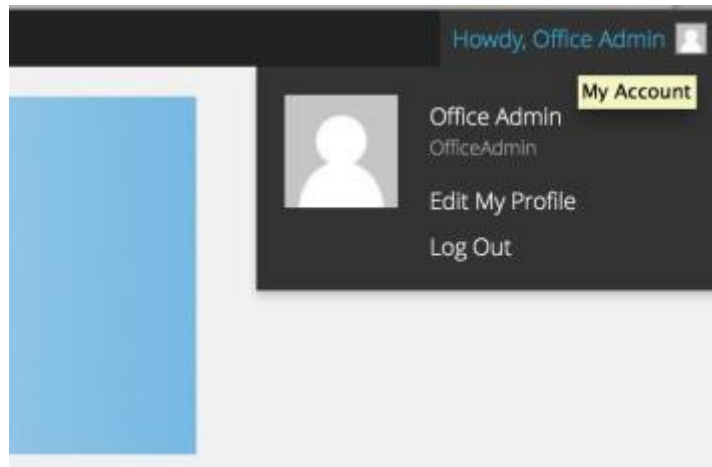
2. You will now be re-directed to a login window. Enter your login details as supplied to you and press the blue **Log In**



3. You will now be redirected to the admin area of your website called the DASHBOARD as seen in the example below - what you see may vary slightly from the supplied image.



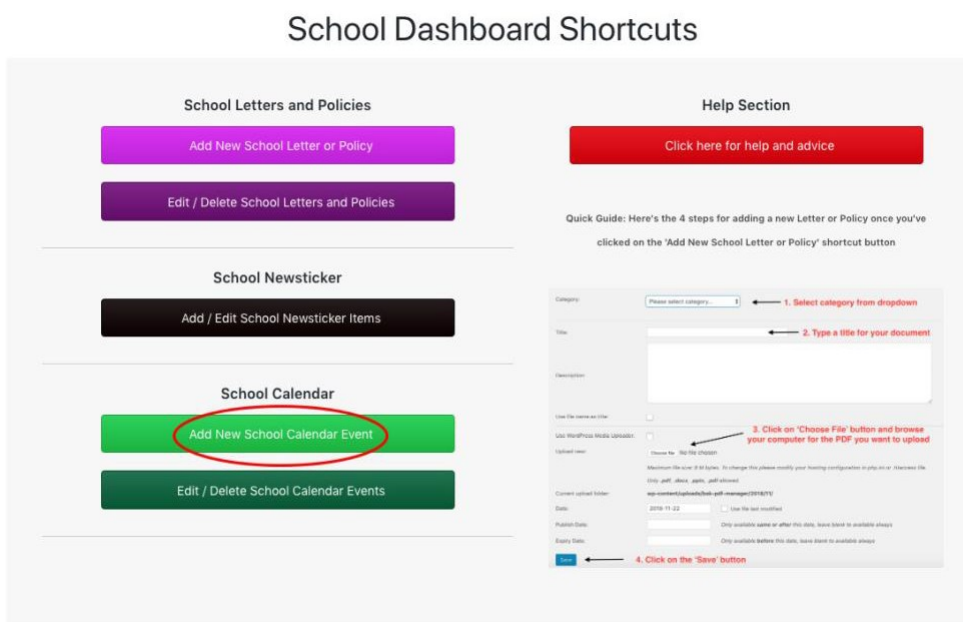
4. To log out simply click on the HOWDY or Hi, Office User wording found in the top right hand corner of the dashboard in the black menu bar and from the drop down menu choose Logout.



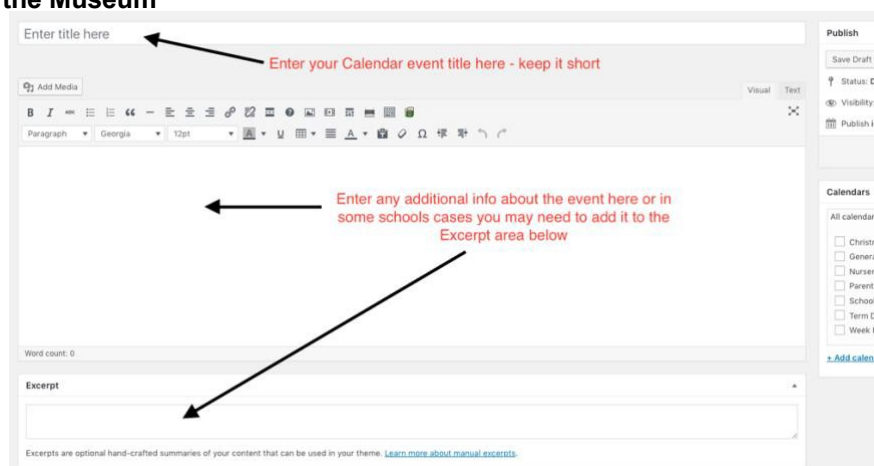
How to use the School Calendar

Adding a new calendar event

1. On the School Dashboard Shortcuts area under the calendar section click on the button Add New School Calendar Event circled in red in the screenshot below (alternatively you can click on CALENDAR menu found in the left hand menu bar and then click on the Add



2. A new window will open (shown below). In the section under Add New Event, click your mouse into the box that says Enter title here and type in the title of your new calendar entry. Keep it fairly short e.g. 'School Trip to the Museum'



3. If you'd like to add a bit more information about your event scroll down to the large empty content box below the title section, underneath the formatting toolbar. Click your mouse into this empty space and simply add your additional text. **Please note that for some schools on a different calendar system the way to add extra info is by adding your text to the smaller area**

4. Next scroll down the page a little to the calendar timings area (see screenshot example 1), here you can change the start/End times and/or mark an event as an **All Day Event** (you can ignore all the venue, location and organisers info below this as it is not required). **Again for some schools on a different calendar system this area will present you with an actual calendar board. Just click on a date and a little pop up window will appear (as shown below) that will then allow you to add start/end times or set it an All Day Event. Once you're happy with your choices click on the ACCEPT button. See screenshot example 2.**

Example

The screenshot shows a form titled "The Events Calendar". Under the "TIME & DATE" section, there are input fields for "Start/End:" with values "2018-11-25 8:00am to 5:00pm 2018-11-25" and a link for "Time Zone: Europe/London". There is a checkbox for "All Day Event" which is currently unchecked. Below this, a note states "This event is from 8:00am to 5:00pm on 25th November 2018." The "LOCATION" section has a "Venue:" label and a dropdown menu with the text "Create or Find a Venue". To the right of the form, there is a vertical sidebar with several checkboxes and a "+ Add" button.

Example

The screenshot shows a calendar interface for "November 2018". At the top, there is an "Excerpt" section with a text input field and a link "Learn more about manual excerpts". Below this is the "Calendarize" section, which includes navigation arrows, a "today" button, and tabs for "month", "week", and "day". The calendar grid shows days from Sunday to Saturday. A "Calendarize Events" pop-up window is overlaid on the calendar, containing fields for "Date", "Color", "Calendar", and "Repeat". The "All-day" checkbox is checked. The "Start" and "End" dates are both set to "October 31, 2018" with "any time" selected. The "Repeat" dropdown is set to "Never (Not a recurring event)". There are "Reset settings", "Cancel", and "Accept" buttons at the bottom of the pop-up.

5. Now that you have entered all your calendar event details scroll up the page again and over on the right hand side under the little box called **Event Categories** (example screen 1) or in some case called **CALENDARS** (example screenshot 2) click on a calendar event category (e.g General Events) tick just one of the categories that best fit your calendar entry and then press the **PUBLISH** button above to make it go live and wait for 10 seconds or so for the page to refresh itself. You can add your own event categories so the image below might vary from what you currently see.

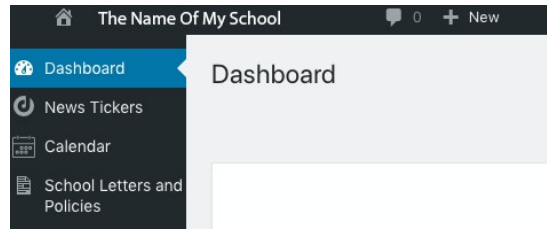
Example

The screenshot shows the 'The Events Calendar' form. At the top, there is a 'Word count: 0' indicator. Below that is the title 'The Events Calendar'. The 'TIME & DATE' section includes a 'Start/End:' field with date and time pickers (2018-11-25, 8:00am to 5:00pm) and a 'Time Zone: Europe/London' dropdown. There is an 'All Day Event' checkbox and a preview text: 'This event is from 8:00am to 5:00pm on 25th November 2018.' Below this is the 'LOCATION' section. On the right side, a callout box titled 'Event Categories' is shown, containing a list of categories: 'Reception', 'Trips', 'Year 1', 'Year 2', 'Year 3', 'Year 4', 'Year 5', and 'Year 6'. A '+ Add New Event Category' link is at the bottom of the callout. A red text annotation with an arrow points to the 'Event Categories' callout, stating: 'Click on an event/calendar Category before your scroll up and click on the Publish button'.

Example

The screenshot shows a 'Calendars' selection panel. It has two tabs: 'All calendars' and 'Most Used'. Under the 'Most Used' tab, there is a list of calendar categories with checkboxes: 'Christmas Events', 'General School Dates', 'Nursery', 'Parent Meetings', 'School Assemblies', 'Term Dates', and 'Week Events'. At the bottom of the panel is a '+ Add calendar' link.

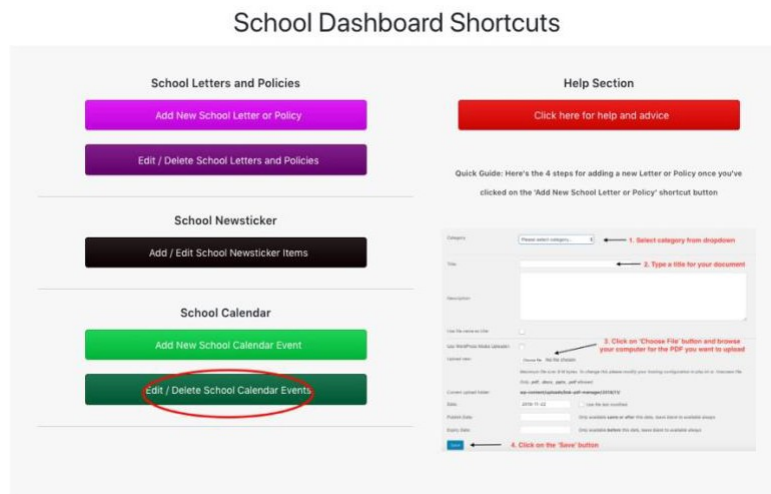
6. To make sure your new calendar entry has gone into the calendar successfully move your mouse to the top left corner of the dashboard screen (black menu bar along the top) and click on your school name, this will take you to the front-end of your



7. Once here find your school calendar page in the usual way and just check to see if your entry is showing on the calendar. Once you've finished checking you can either log out or go back to the dashboard admin area by clicking on the your school name in the top black menu bar again.

Editing or deleting a calendar event

1. On the School Dashboard Shortcuts area under the calendar section click on the button Edit / Delete School Calendar Event circled in red in the screenshot below (alternatively you can click on CALENDAR menu in the left hand menu bar and then click on the submenu called Events.)



2. You are now presented with a list of all the calendar entries that have been added to the system. Hover your mouse over one of the calendar entries and a menu will appear directly underneath it giving you the option to EDIT or TRASH an event. By pressing the EDIT button you can open up the entry and edit the areas you wish to change. Choosing the TRASH option will place the event into the BIN tab. **Please remember that if you choose to edit an entry**

- Dashboard
- News Ticker
- School News Posts
- School Calendar
- Events**
- Add new event
- Calendars
- Organizers
- Venues
- Options

Events [Add new event](#)

All (21) | Published (20) | Draft (1) | Trash (25)

Bulk Actions All dates

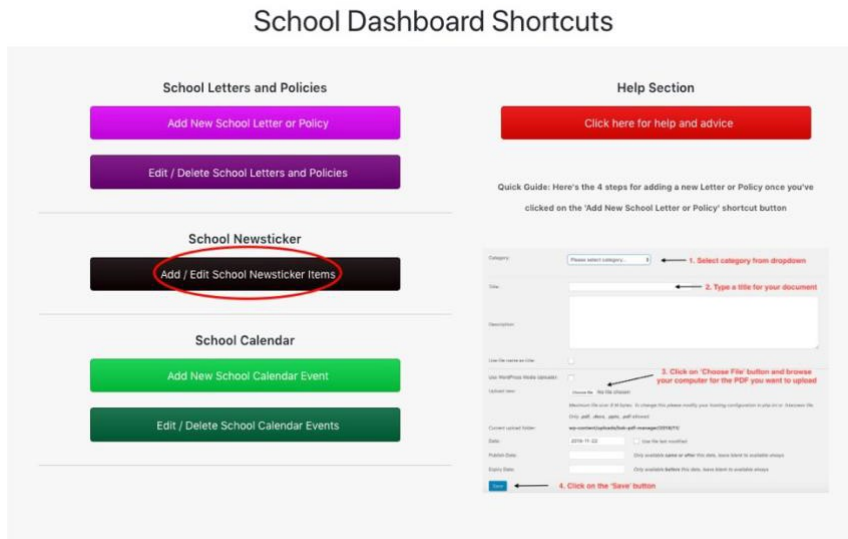
<input type="checkbox"/>	Title	Start
<input type="checkbox"/>	Bank Holiday Edit Quick Edit Trash View	May 4, 2015
<input type="checkbox"/>	Children return to school	January 5, 2015

[Move this item to the Trash](#)

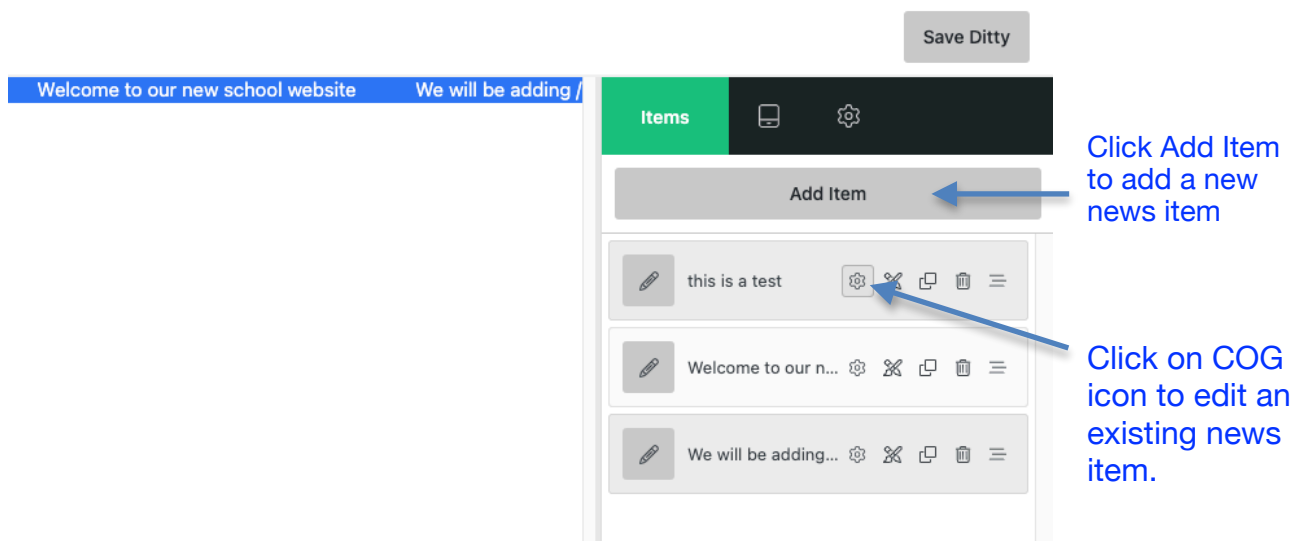
How to use the News Ticker

Adding, Editing and Deleting a news ticker item

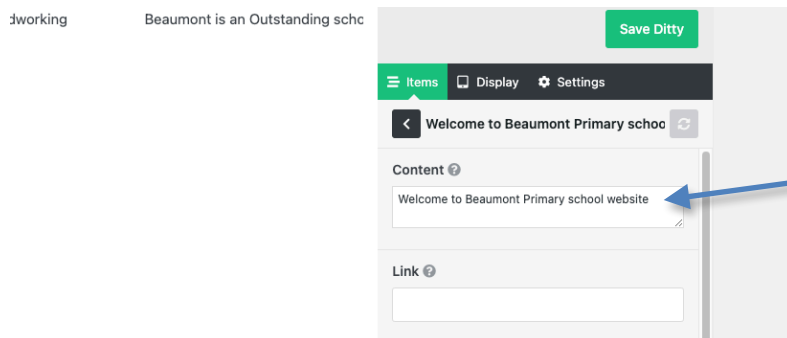
1. On the School Dashboard Shortcuts area under the Newsticker section click on the button **Add New School Calendar Event** circled in red in the screenshot below (alternatively you can click on News Tickers menu found in the left hand menu bar and then hover over the news ticker in the list and click edit.)



2. On the new screen that opens you will see all your current news items listed down the right. To edit one, move your mouse over it and click on the **COG** button as shown in the screenshot below. To delete an existing news item click on its **BIN/DELETE**. To change the order in which your news item shows click and hold on the three line icon and drag the news item to where you want it. To add a new item click on the **ADD ITEM** button to add a new news item, choose Default layout option to add it to your list and then edit it. Once finished click on the **SAVE DITTY** button.



3. When editing a news item or adding a new one simply add or edit the text in the CONTENT area, you can also add a link in the box below that by simply adding a website address e.g. www.bbc.co.uk



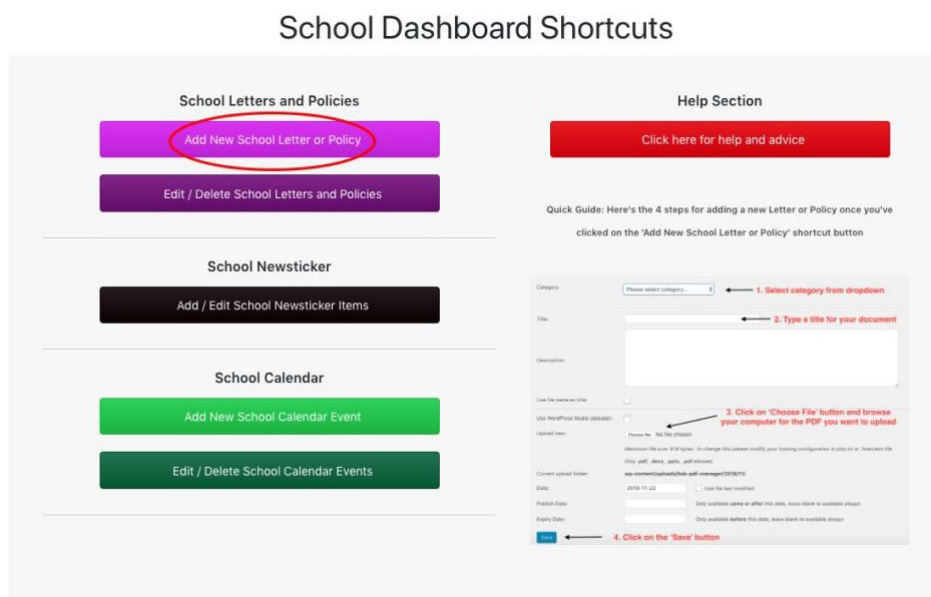
Edit or add your news into the CONTENT text box. Add a link in the box underneath if you want to as well.

4. Once you're finished adding or editing an item make sure you click on the green **SAVE DITTY** button before checking the front of your website to ensure the news is showing correctly as expected.

How to add & delete documents like newsletters, letters home or policies

Please make sure that all documents are in the .pdf format before uploading. This instruction only refers to pages where you have long lists of downloadable pdf's such as your newsletters and school policy pages but some schools have a list as well for other documents such as letters home and curriculum plans that can also be added to via this method. Please contact us if you are unsure.

1. On the School Dashboard Shortcuts area under the School Letters and Policies section click on the button Add New School Letter or Policy circled in red in the screenshot below (alternatively you can click on the School Letters and Policies menu found in the left hand menu bar and then click on the sub menu called PDF Documents and on the page that opens click on the Add New button at the top.)



2. On the page that opens follow the 5 simple steps shown in the screenshot below.

Use file name as title:

Exclude extension: Yes No

Replace _ to space: Yes No

Replace - to space: Yes No

File

Upload from: Your Computer Media Library

No file chosen

Maximum file size: M bytes. To

Only docx, pptx, pdf allowed

Upload to: wp-content/uploads/bsk-pdf-manager/2024/01/

Date&Time

Date&Time: 2024-01-03 @ 13:51:08

Use server date&time 2024-01-03 13:51:08

Use file last modified date&time

Use parsed date from filename

Publish Date&Time: @ : : Only available same or after this date, leave blank for available always

Expiry Date&Time: @ : : Only available before this date, leave blank for available always

Categories

All Categories

School Newsletters

School Policies

1. Tick 'Use file name as title'.

2. Tick next 3 boxes that appear.

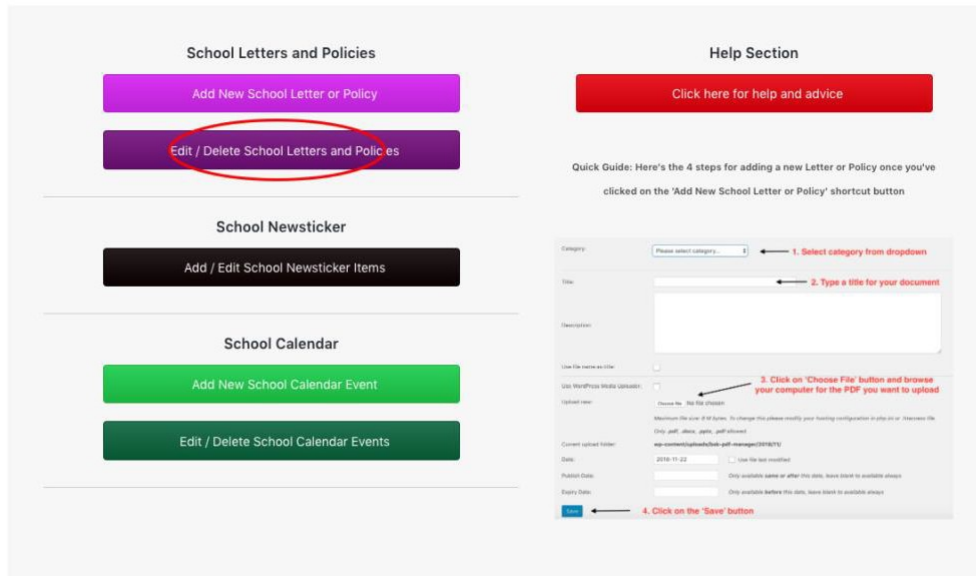
3. Click 'Choose file' and browse to your document

4. Tick your Category.

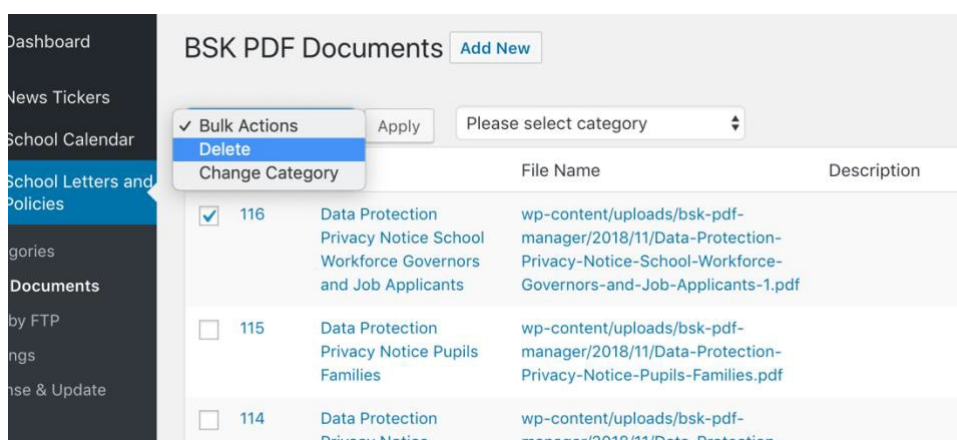
5. Click Save.

- To delete or edit an uploaded document go to your dashboard again and click on the shortcut called Edit / Delete School Letters and Policies.

School Dashboard Shortcuts



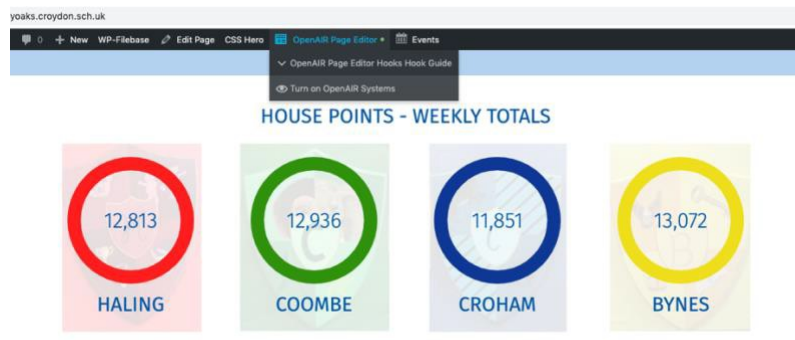
- You will now be presented with a list of all the newsletters, polices etc that you have uploaded in the past via this method. To edit a document simply click on its title and you can then make changes to the Title and the date it was uploaded etc.
- In order to delete a document click on the little empty square box next to the ID/ Title (as seen in the screenshot below) and then click on the drop down above where it says Bulk Actions, choose Delete and then click on the Apply button.



How to change Team Points

Team points is an additional feature. If you would like this added to your website please contact us for a quote.

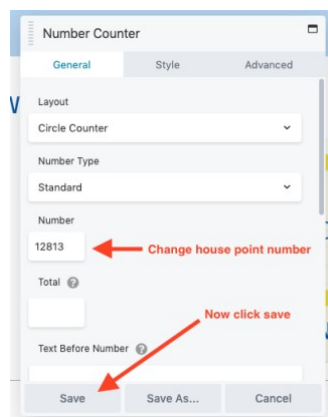
1. Login and visit the page where your TEAM POINTS are displayed (usually your homepage)
2. Click on the OpenAIR Page Editor button in the black toolbar at the top of your website to edit the page as usual.



3. Now hover your mouse over the first House/Team point box and either click somewhere in the center of the graphic or on the spinner icon in the top right of the box



4. The properties of this module will now open up in a new popup window. Simply change the number and click on the save button as shown in the image below to edit the team points for that house.

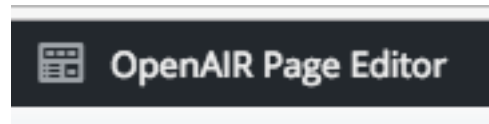


5. Repeat steps 3-4 for all houses/teams.
6. Once all teams have been updated click on the blue DONE button in the top right bar of your website and then click on the PUBLISH button to make your changes go live.
7. All steps have now been completed and you should see that your house/team points have changed when you revisit the website.

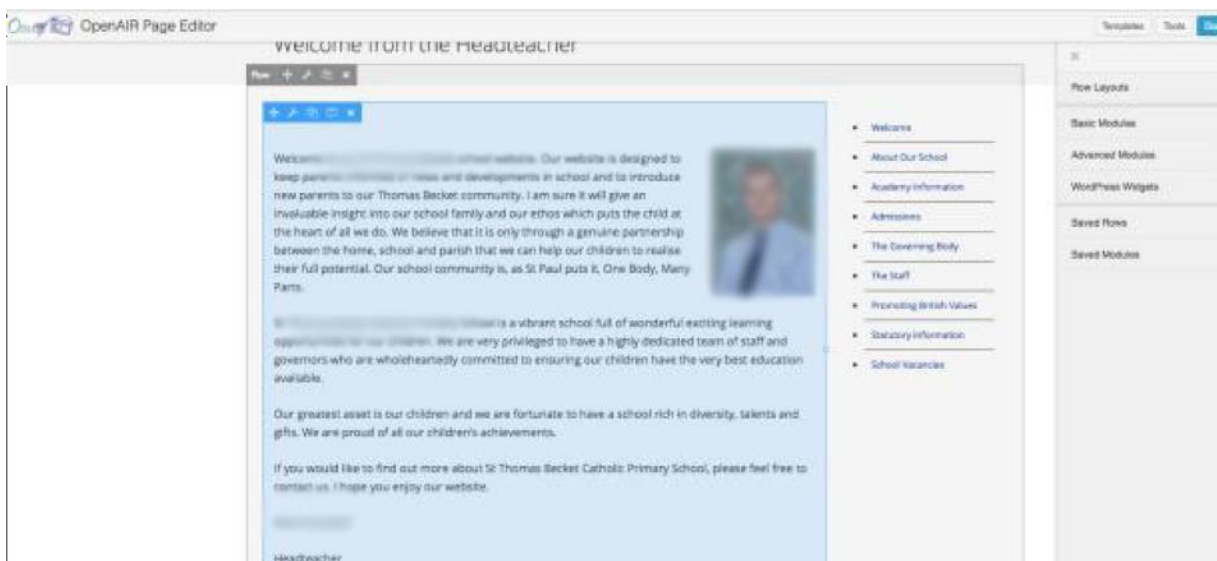
How to edit content on pages

How to edit text on one of your pages:

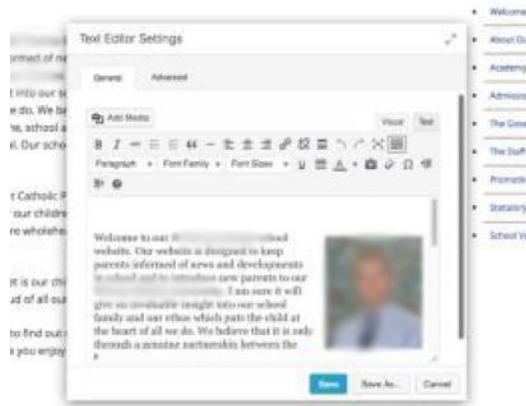
1. Having logged in, visit the page that you wish to edit and click on the **OpenAIR Page**



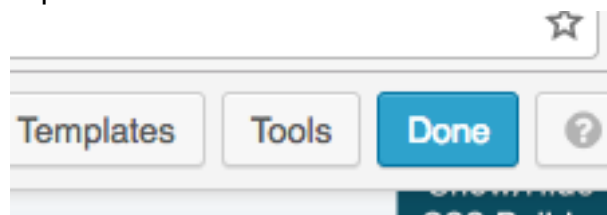
2. After a short time this will open up your page editing features, the black toolbar will disappear



3. To edit your content, move your mouse over the area you wish to change, a box should appear around it, just click inside of that and this will open up an editor as seen below in which you can now edit your content



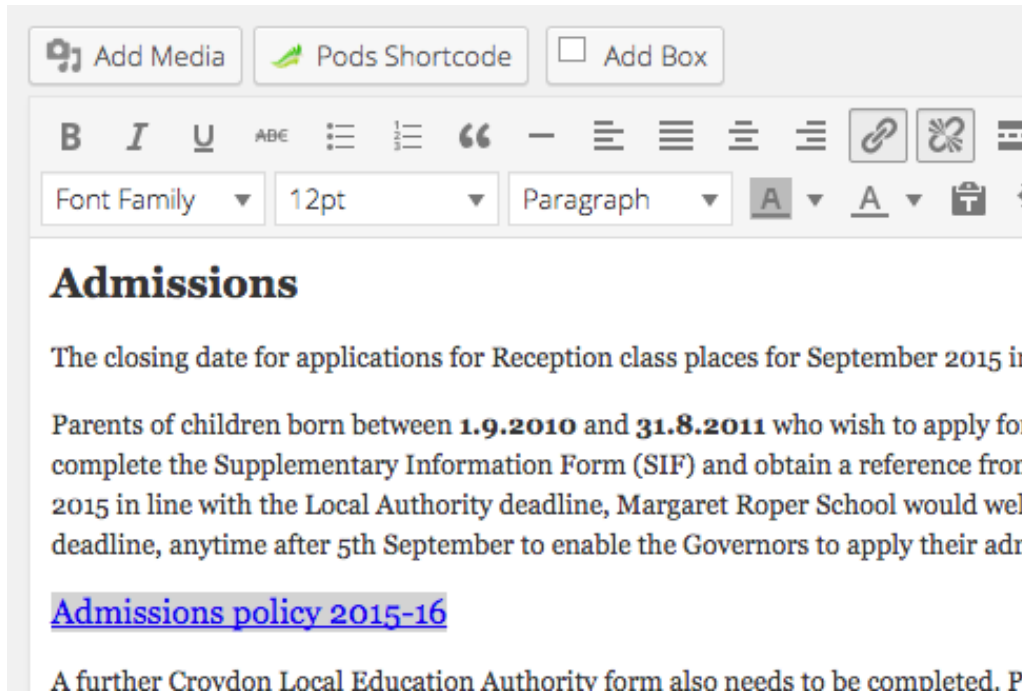
4. When you have finished editing your content click on the blue SAVE button this box
5. If you are happy with your changes you then need to click on the blue DONE button in the white top toolbar.



6. You will be asked if you want to PUBLISH your changes. If you are happy for your changes to go live, click on the PUBLISH CHANGES button and then the OK button, however if you want to ignore any changes you made at this point, click on the DISCARD button instead. **Please note that if you choose the Save Draft option this will not make your edits go live and they will be held in the system until you choose to continue with them at a later stage. I would recommend that you don't use this as you may forget that you haven't gone live with some important update**
7. Once you've made your choice the white toolbars will disappear and you will be returned back at your page with the black toolbar at the top and your changes will have gone live at this point or ignored depending on the choice you made in step 6

How to add a link to another website on a page:

1. To add an external website link to a page follow the instructions above to edit a page then write some text that you want to be your link for example www.bbc.co.uk or as another example Please click **HERE** for more info
2. Using your mouse highlight your chosen text and then click on the chain/link button that now comes into use in the toolbar above

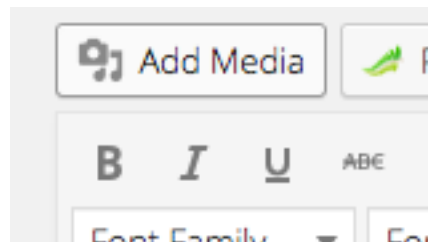


The screenshot shows a WYSIWYG editor interface. At the top, there are three buttons: 'Add Media', 'Pods Shortcode', and 'Add Box'. Below these is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), lists (bulleted, numbered), quote, indent, outdent, link, unlink, and table. The content area below the toolbar shows a heading 'Admissions' followed by text: 'The closing date for applications for Reception class places for September 2015 in Parents of children born between **1.9.2010** and **31.8.2011** who wish to apply for complete the Supplementary Information Form (SIF) and obtain a reference from 2015 in line with the Local Authority deadline, Margaret Roper School would welcome deadline, anytime after 5th September to enable the Governors to apply their adm'. Below this text is a link 'Admissions policy 2015-16' which is highlighted in blue and underlined. At the bottom of the content area, there is a line of text: 'A further Crowdon Local Education Authority form also needs to be completed. Pl'.

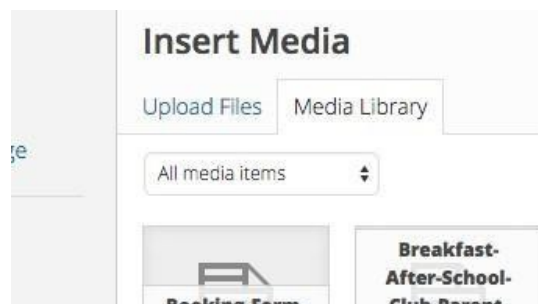
3. A pop up window will now appear that allows you to enter your URL link. Simply type your web address into the URL box and then tick the box that reads **OPEN LINK IN A NEW WINDOW** and then press the blue **ADD LINK** button
4. This window will now disappear and you should see that your highlighted text has now turned into a link (usually blue and underlined). To publish your changes always remember to press the **UPDATE** button over on the left then click on VIEW PAGE to

How to add a link to a document on a page:

1. In order to add a link to a document to one of your pages you follow the same steps as above to edit your desired page, move your mouse to the area in your text that you wish to place your linked document and then press the ADD MEDIA button just above

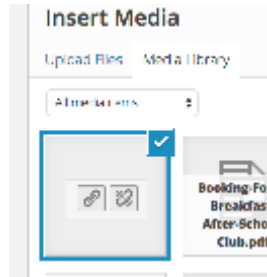


2. The INSERT MEDIA window will now open and you will be presented with two options/ tabs along the top that read UPLOAD FILES and MEDIA LIBRARY. Initially this window will default to the media library tab, this is the library of files and image that have already been uploaded to your website either as part of the design and structure or as content. If you wish to use an image of doc from here simply click on it and click on the insert button. However if you want to add a link to a brand new item make sure you



3. You are now presented with a DROP FILES HERE or SELECT FILES window. Either drag your document from your windows desktop over onto to this area or click on the SELECT FILES button and browse to your document and press the CHOOSE button to

4. You will see your file being uploaded/crunched in a blue progress bar and once its uploaded successfully you will be taken back to the media library tab where you will see that your new file has now been added to the front of the list items available with a



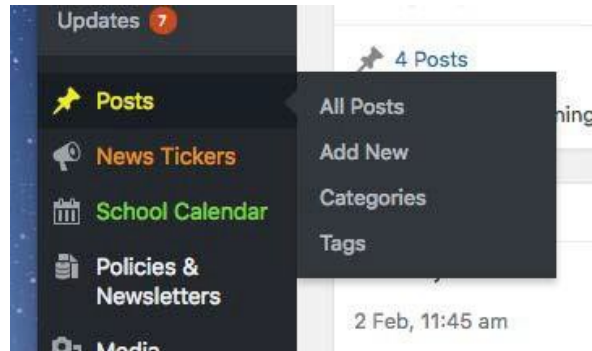
5. Over in the right hand column you have some options available to you before you insert your file. Some of these options change depending on whether your file is a document or an image. You can change the TITLE / Name as it will appear and add a caption if you want and you can also choose how your attachment will position itself and act. The main one to watch is the LINK TO drop down. Make sure you change this to MEDIA FILE if you are inserting a document or NONE if you are simply adding a picture to a

The screenshot displays a user interface for managing attachments. On the left, a search bar is at the top, followed by a list of three document thumbnails: 'RE-Report-Covering-letter-17-Dec-2014.pdf', 'Handbook.pdf', and 'covering-letter-to-parents-full-report-26-mar-2014.doc'. Below these is a vertical scroll bar and a partial view of a purple button labeled 'OPEN CHECK'. The right-hand panel is titled 'ATTACHMENT DETAILS' and shows icons for link and image actions. The selected attachment is 'Screen-Shot-2015-01-28-at-09.14.14.png', dated January 28, 2015, with dimensions 80 x 44. It includes links for 'Edit Image' and 'Delete Permanently'. Below this are input fields for 'Title' (pre-filled with 'Screen Shot 2015-01-28 at 0'), 'Caption', 'Alt Text', and 'Description'. The 'ATTACHMENT DISPLAY SETTINGS' section includes a dropdown for 'Alignment' (set to 'Center'), a dropdown for 'Link To' (set to 'Media File'), a text input for the URL (pre-filled with 'http://www...'), and a dropdown for 'Size' (set to 'Full Size - 80 x 44'). A blue 'Insert into page' button is located at the bottom right of the panel.

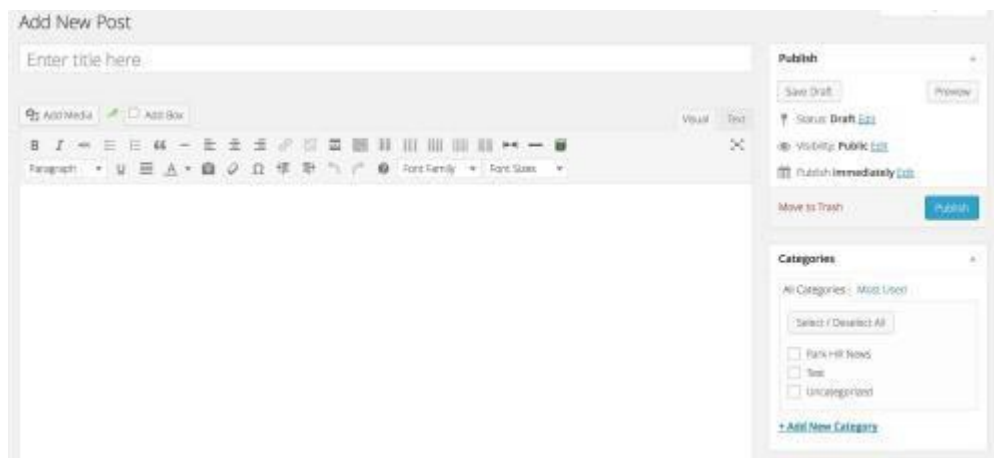
This window will now disappear and you should see that your file/photo has now been added to your page. To resize a photo that you've added simply click on it and use the drag handles to change it. To publish your changes always remember to press the **UPDATE** button over on the left then click on VIEW PAGE to check to see that it looks alright and works as expected.

How to create and publish a post

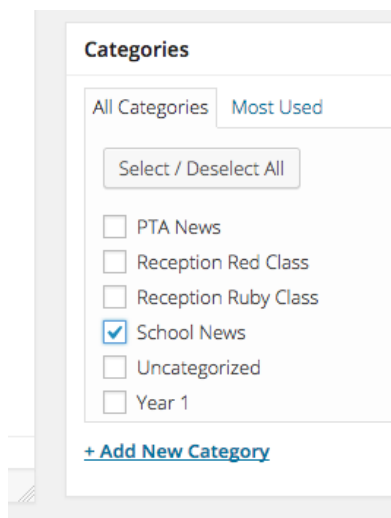
1. In the main dashboard menu click on POSTS menu and then the **ADD NEW**



2. Now add your news title and



3. Over on the right hand side in the CATEGORIES box, click on the page category that you wish to publish your post to e.g. **School News, Latest News, a classroom** dependent on how your site was designed.



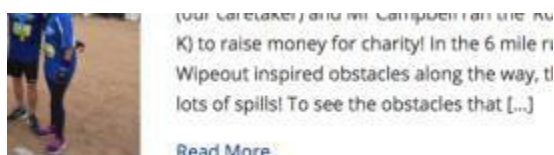
If you are posting a news item and have a news section on your homepage you will need to add a FEATURED IMAGE - Please see the next step below. If you don't or if you are posting to another type of category then simply click on the blue PUBLISH button.

4. Scroll down past categories box to the box that says FEATURED IMAGE and click on SET FEATURED IMAGE then upload your picture and click on the SET FEATURED IMAGE button which should bring you back to your post. Once its set
5. Visit the front of the website and check that your post has been published to the correct page.
6. To edit or delete an existing post click on the POSTS menu ALL POSTS, find your item in the list, hover your mouse over it and click on the trash or edit buttons that appear.

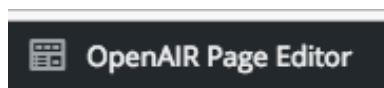
How to add images/slideshows to your POSTS

Please ensure that you have resized your images so that they are less than 1mb per image using the software provide during our training session first before you try to add them to your galleries. If you do not have this please contact

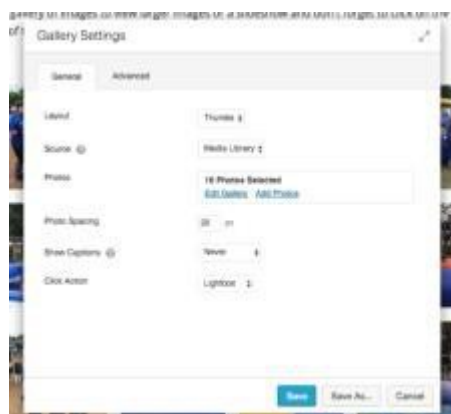
1. Create your post as per the instructions in this handbook and publish it, once published you can now add either a gallery or slideshow of images to that post
2. Go to the front end of your website and find your post, click on the read more button to open the post up on its own page



3. With you post open on its own page click on the OpenAIR Page Editor button up in the black top toolbar to open up the white editing toolbars



4. Now click on the menu on the right hand side that reads ADVANCED MODULES and drag and drop either the GALLERY of SLIDESHOW module over from the right into your content area and drop it where you want it. This will then open up the options window for that module where you can add photos and edit your gallery or slideshow



5. Once your finished press the SAVE button to see how everything looks and the press the blue DONE button (top right) when your happy to either go ahead and publish or discard.