

Go to:

1. WCSD site <http://www.washoeschools.net/washoeschools>
2. Click “sign in” at the top of the screen and login with your normal school login credentials
3. Click “Departments” link & “Web Content Management”
4. Read through the welcome screen and other “site guideline” links (it's important that you understand what is acceptable otherwise your site could be shut down if it doesn't follow the protocol)

While you are working on your teacher site, I have hidden it from all viewers until you tell me you are ready for it to be viewed.

To begin your teacher site, click “Site Manager” at the top of the screen

#### WEB CONTENT MANAGERS

##### Welcome Site Content Managers!

All district offices, schools and departments are required to develop and maintain a presence on the district web site. Whether all offices and departments offer information related to the public, it is important to use the district web site to provide information to our employees.

If your department needs instruction on how to maintain your site or access the content management system please click the link below to view the requirements for gaining access to maintain a site for your school or department.



Michael Morris  
Videohoster

HCSD Information Technology

##### Guidelines

It is very important for you to follow the guidelines while maintaining your site or working on the web within the district. Following the guidelines will ensure consistency and compliance with both the Americans with Disabilities Act and the Office of Civil Rights.

- All district departments and schools are required to maintain a presence on the district site.
- No department or school will receive a site on the site of the district webpages without approval from the Superintendent or designee.
- All district department sites and school sites are required to use the template for the homepage of their site.
- The district site uses a style sheet to control the font and font colors. Do not override the colors or font of text on your site.

[Continue to the Site Guidelines](#)

##### Training and Instruction

Registration is Required for all open labs and training.

Training for the School/Office Content Managers is held twice a month most monthly at the Malley Ln. Building. This costs around 3 hours and will cover most of the topics and how to find information on how to maintain your site. Check out the [training calendar](#) for dates and times.

##### Errors

Types frequent from time to time you may come across a typo, misspelling, or just false information. Please make a point to try to inform the department that is responsible for the information that is provided before contacting the district information. This will ensure the issue is corrected as a timely response. Even though every content manager has their own section to manage, we are all represented by the website. So let's work together to make sure the website is always the best that it can be.

##### Have an idea or suggestion?

We want to hear if you have an idea that will make the website better for us know. With a district as big as ours it is extremely hard to manage the amount of information we provide to staff, parents, students, and community members. No promise that your idea will be implemented, but I can promise you we will talk about it.

#### WEB CONTENT MANAGEMENT

- Home
- Help Directory
- Directory
- Glossary
- Help
- Instruction Library
- Policy on Public Text
- Site Guidelines
- Access
- Adding / Removing Users
- Audit and Compliance
- Copyright
- CSO / Administrative Policy Instructions
- Discipline
- Documents and Attachments
- Formatting and Layout
- Images
- Policy and Regulations
- Search Engines
- Text and Readability
- Video
- Teacher Site Content Editor Instructions
- Training Calendar
- Web Accessibility Standards
- What is a CMS?

[SITE MANAGER](#) [MY ACCOUNT](#) [MY PASSKEYS](#) [DISTRICT HOME](#)



See the next page for an explanation of the layout of the site

## Learning about your site

As you work on your site, you can view what it will look like by clicking "View Website" and pressing F5 as you save changes

Opening "files and folders" will allow you to upload images/files that you want to use in your sight. You can minimize this as you work so you can pull it up when needed.

View Website Help Center

dkquesenberry  
Section Workspace

Summary Tools Editors & Viewers Membership Statistics How do I...?

**Current Pages**

New Page Organize Pages Recycle Bin Find Page

Introducing Editing Pro Tips

We'll show you what you need to know to create Adaptive, Accessible, Consistent and Integrated content.

Read [Pro Tip #1](#) to learn about creating adaptive content. Read [Pro Tip #2](#) to learn about creating accessible content.

STATUS	PAGE	
ACTIVE	Welcome	Actions ▼
ACTIVE	Class Calendar	Actions ▼
ACTIVE	Interesting Web Resources	Actions ▼
ACTIVE	Meet the Teacher	Actions ▼

**Common Tools** All Tools

Photo Gallery

Forms & Surveys

Files & Folders

**Pending Comments** All Comments

There are no comments awaiting approval.

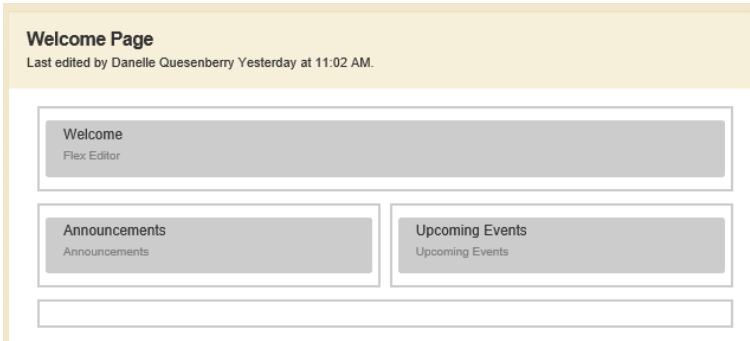
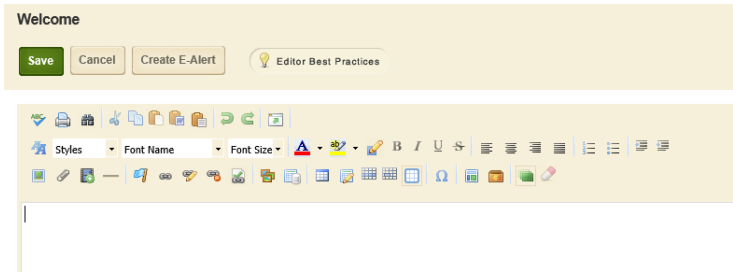
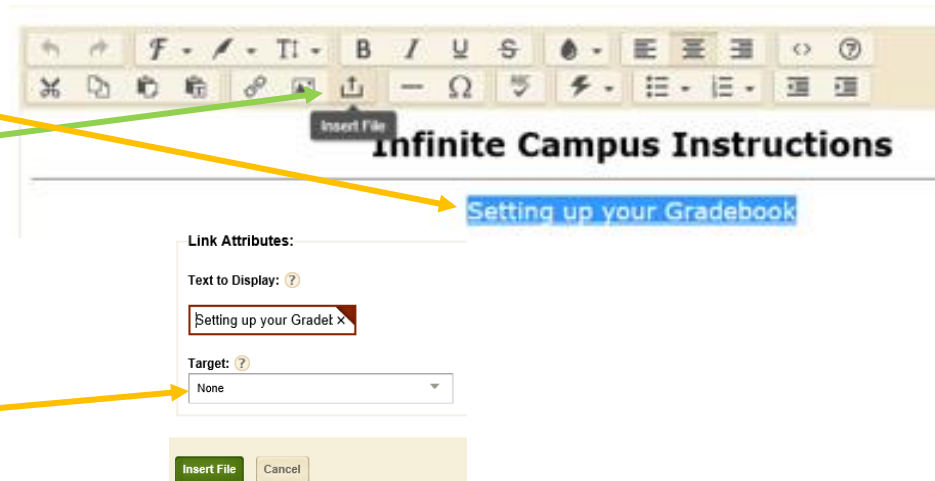
**Total Visits**

1  
0.8  
0.6  
0.4  
0.2  
0

1/2017 2/2017 3/2017 4/2017 5/2017

Pages/links that have already been set up for you by the district. "Welcome" will be your home page, so keep that page for sure. However, if you don't want the others, you can click on "actions and choose delete."

See the next page for an explanation of how to work within your site

<p>Click on the “Welcome” link</p> <p>The gray “welcome” box will allow you to enter your welcome message.</p> <p>Announcements and Upcoming Events are available too if you want to use them to add those types of items.</p>	
<p>When you open up the “welcome” box, you will see many options you can add such as an image, video, text, etc.</p>	
<p>To create a new page, choose “New Page”.</p> <p>You then have many types of layouts to choose from. If you are unsure what to pick, you can choose “Basic Page”</p>	
<p>Tip: On the basic page layout, to link to a file:</p> <ul style="list-style-type: none"> <li>• Highlight your text</li> <li>• Click “insert file” icon</li> <li>• Find the file you want to link to, then click “continue”</li> <li>• Make sure you change the “Target” – don’t leave it as “none”</li> </ul>	
<p>Tip: Click your name at any time to get back to all pages</p>	