Microsites

The Microsites feature lets school Site Webmasters create websites for use by inidividuals or groups within the school, such as teachers, teams, clubs, etc. One or more Users can be added to each Microsite. Online Microsites are accessible from the footer of the school website. Teachers may also want to add links to their own Microsites in their Bio sections in the Staff Directory.

Create a Microsite

1. Click 'Microsites'.
2. Click 'Add Microsite'.
3. Enter the Website Title. Title will appear in the header of the Microsite and in the Microsite menu on the school website.
4. Enter the Website URL. WebGuide for Schools will not allow you to enter a URL that has already been used by someone else.
5. Click 'Save'
6. Click 'Manage Users' to add Users to the Microsite.

Add a Microsite User

Microsites can have one or more Users. If your school district uses LDAP for User authentication all Microsite Users must have a username and password in your district's LDAP directory.

1. Click 'Microsites'.
2. Click 'Manage Users' next to the Microsite you wish to edit.
3. If your school district uses email addresses for login to WebGuide for Schools:
    1. Click 'Add User'.
    2. Enter the User's Name, Greeting, Email address and User Role.
    3. Click 'Save'.
    4. The new User will receive an email prompting them to sign into WebGuide for Schools.
4. If your school district uses LDAP username/password for login to WebGuide for Schools:
    1. Click 'Invite Users'.
    2. Enter one or more email addresses in the 'To:' field.
    3. Optional: customize your email Message. Do not delete the WebGuide for Schools URL provided in the Message.
    4. Click 'Send'.
    5. The User(s) will receive an email invitation to login to WebGuide for Schools. The new User follows the link in the invitation and signs in with their username and password, creating a new User account.
    6. You (the School Webmaster) are notified by email that there is a new User account. Follow the link in the email to set the User's Role for the Microsite. Set the Role to Site Webmaster or Content Editor.
    7. Click 'Save'.

Edit Microsite Users

1. Click 'Microsites'.
2. Click 'Manage Users' next to the Microsite you wish to edit.
3. To edit a User's settings, click 'Edit User' (pencil icon). You cannot edit the User's Name or Email if your school district uses LDAP for login to WebGuide for Schools.
4. To delete a User, click 'Delete User'.

Edit Microsite Settings

Microsites can be set to Online, In Progress or Offline. Only Online Microsites appear in the Microsites menu on the school website.

You can also edit a Microsite's Title or URL.

1. Click 'Microsites'.
2. Click 'Edit Microsite' (pencil icon).
3. Edit the Microsite's Title, Status and/or URL.
4. Click 'Save'.

Edit Content on a Microsite

School Site Webmasters can navigate to all of their schools' Microsites to edit Microsite content if necessary.

1. Use the 'Select Microsite' menu in the WebGuide for Schools header to select the Microsite you wish to edit, or click 'Microsites' in the menu and click the link to the left of the Microsite you wish to edit.
2. Confirm that you have navigated to the Microsite by checking the Site Title in the top left corner of WebGuide for Schools. Begin editing Microsite content as you would on your school website.