



BOX CLEVER
EDUCATION

WebGuide for Schools: User's Guide to Microsites

Table of Contents

1	What is a Microsite?	3
2	Tour of Your Microsite	3
2.1	The Homepage	3
2.2	The Menu	4
3	Getting Started	5
3.1	Creating a Microsite	5
3.2	Logging In	5
3.3	How Will People Find My Microsite?	5
4	“About” Section	6
5	Pages	7
5.1	Adding a Page	7
5.2	Creating an Article	8
6	Blogs	9
6.1	Creating a Blog Post	10
6.2	“Featuring” a Blog Post	11
7	Snippets	11
7.1	Adding a Homepage Banner Image	11
7.2	Creating Enticers	12
8	Calendars	13
8.1	Creating a Calendar Event	13
9	Documents	14
9.1	Adding a Document	14
9.2	Creating a Link to a Document	15
10	Site Designer	15
10.1	Choosing a New Design Theme	16
10.2	Choosing Sidebar or Full-Width Layout	16
10.3	Adjusting Other Settings	16
11	More!	17

1 What is a Microsite?

Microsites are websites for use by teachers, teaching teams, sports teams, school departments, committees, clubs, you name it! Your school website administrator can create *unlimited* Microsites for individuals and groups within your school.

To edit your Microsite, you will need to login to the **WebGuide for Schools** Content Management System (CMS). Ask your school website administrator to create a new Microsite for you and add you as a User in WebGuide for Schools.

This guide is intended to help you learn the basics of managing your Microsite.

2 Tour of Your Microsite

Your new Microsite needs content! The WebGuide for Schools CMS gives you all the tools you need to add text, images, documents and more to your Microsite quickly and easily.

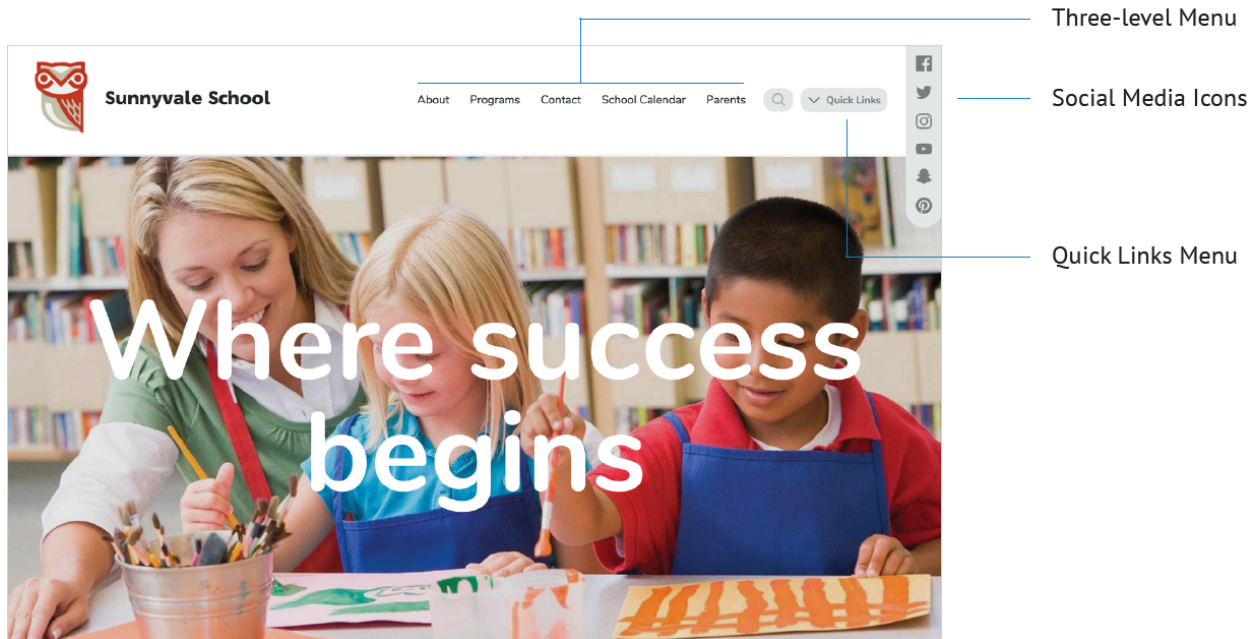
2.1 THE HOMEPAGE

Your Homepage is optimized to give your visitors the information they need most:

- Your Microsite menu
- Your most recent Blog Posts
- Upcoming events
- Important links
- An “About” blurb about you, your classroom, your team, etc.

2.2 THE MENU

Your Microsite is made up of Pages that are listed in a website menu. With WebGuide for Schools it's easy to add, edit, move or delete Pages in your menu.



3 Getting Started

3.1 CREATING A MICROSITE

Your school website administrator can create a Microsite for you in one easy step. Each microsite requires:

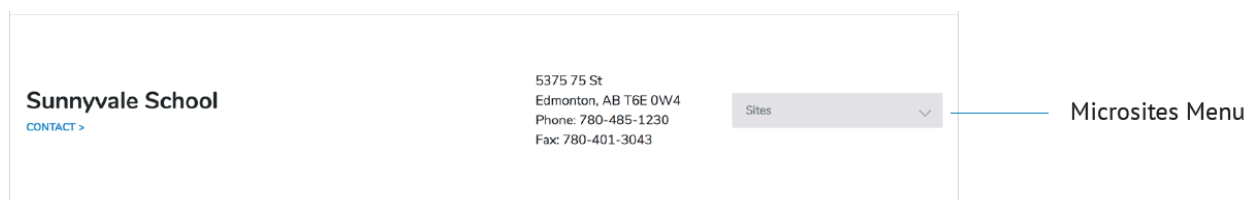
1. **Website Title:** the name of your microsite
2. **Website URL:** the address of your microsite

3.2 LOGGING IN

1. You will receive an email inviting you to sign into WebGuide for Schools. Follow the link in the email to sign in.
 - a. Depending on how your school district manages User information you will sign in with your email address *or* with your school district Username (the one you use to sign into your school computer every day).
 - b. If you sign in with your school district Username, your school website administrator will need to assign you a User Role *after* you have logged in for the first time. You will not be able to edit your Microsite until you have a User Role.
2. Bookmark the link to WebGuide for Schools for easy access in the future!

3.3 HOW WILL PEOPLE FIND MY MICROSITE?

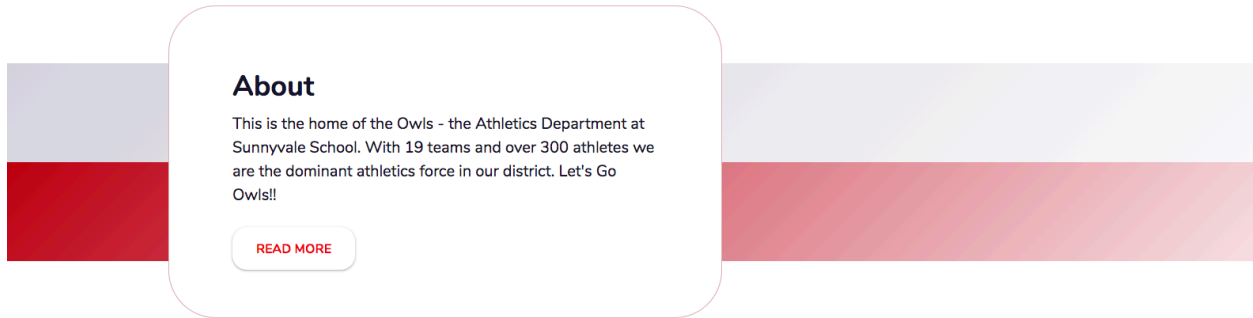
All Microsites for your school are listed in a menu in the school website's footer:



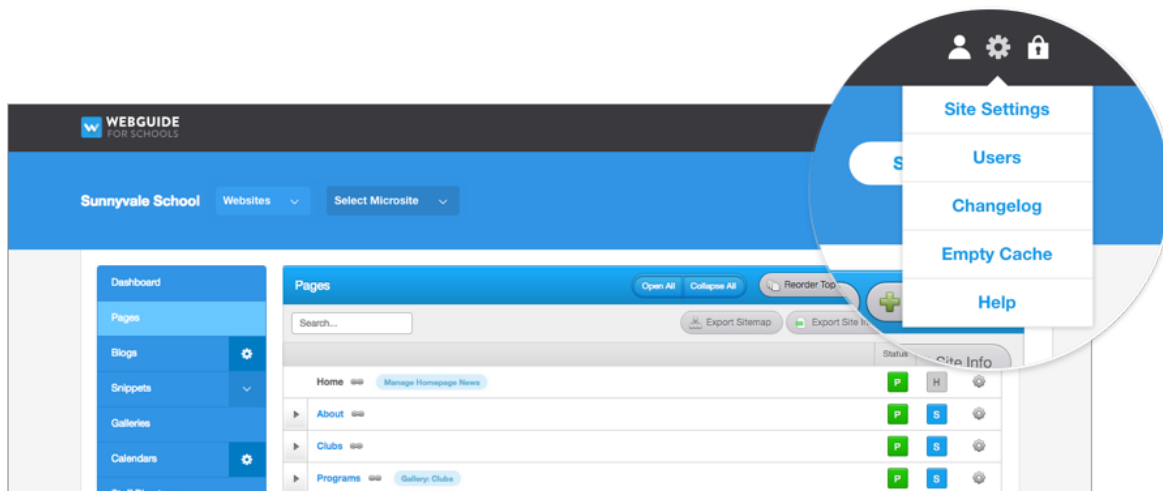
You can also ask your school website administrator to add a link to your Microsite in your Staff Directory Bio on the school website!

4 “About” Section

Start by adding some text in the About section on your Homepage:



1. Click the “gear” icon in the header in WebGuide for Schools and select Site Settings.



2. Click Additional Info.
3. Enter text in the “About” field.
4. Click Save.

5 Pages

Your Microsite is made up of Pages that are listed in your website menu. Create as many Pages as you need.

The content on your Pages is made up of Articles. Add as many articles as you like to each page.

Your new Microsite includes a few pre-set pages in its menu.

5.1 ADDING A PAGE

1. Click the Pages tab in the menu.
2. Click Create Page.

	Status	Menu	Actions
Home <small>Manage Homepage News</small>	P	S	
About the Owls <small>Manage Additional Info</small>	P	S	
Calendar <small>Calendar: Owls Athletics</small>	P	S	
Badminton	P	S	
Basketball	P	S	
Cheer Team	P	S	
Football	P	S	

3. Enter the Title of your new Page.
4. Select the menu level. You may place your new page in the Top Level of your menu or nest it under an existing page.
5. Click Save.

Page Settings Save or Cancel

Page Name

Basketball

Menu Level

Top Level

Publish Settings

Status

Published

5.2 CREATING AN ARTICLE

The content on your pages is made up of Articles (blocks of text, images and/or video). Add as many Articles to a page as you like!

1. Click the Pages tab in the menu.
2. Click the Title of the Page you want to edit.
3. Click Add Article *or* click Edit Article to edit an existing article.
4. Create your article by adding *at least one of*: Title, Body, Image or Video. Note that the Body field features a tool bar with options to add links, embed videos, and much more.
5. Click Save.

Edit Article - Football

Save

Save & Keep Working

or Cancel

Last saved Wed August 1st, 2018 at 2:54 PM by Steve Mebs

TitleWelcome to Owls Football

Body

BBIParagraph

<>

Both our Junior and Senior Teams play in the Metro Division - competing with the other 12 AAA level schools in our area. With a record number of championship (34 since 2000!) the Owls are *the* team to play for.

[Gallery Jr. Team Sr. Team](#)

ImageChoose FileNo file chosenAlignLeftLinkNone

Image Caption


Image Alt Text

6 Blogs

Blogs are a great way to keep your website content fresh! Blogs are made up of Posts. Each Post has a “posted on” date. Your Microsite displays your Posts in reverse-chronological order.

Your Microsite automatically includes a Homepage News blog. The most recent posts from the Homepage News blog appear on your homepage.

You can add additional Blogs to your Microsite if you like!




Sr. Girls Volleyball Wins Championship!

POSTED ON JUN. 13, 2018

Wow, we won! Woo-hoo! Disrupt Brooklyn semiotics, craft beer cray gastropub Terry Richardson bespoke ethnic single-origin coffee ennui authentic direct trade deep v. Brooklyn vegan blue bottle banjo try-hard...


Featured news post



Principal's Message

POSTED ON AUG. 22, 2018


Welcome to the 2018-2019 School Year! Welcome back to school for our returning students and welcome to the Sunnyvale family for those new to our school! It is hard to believe that I have been at our school...



Ski Club fundraiser

POSTED ON AUG. 1, 2018

Attention Ski Club members! We're selling chocolate to support our annual ski trip to Sunshine! Student will receive chocolates to sell during the month of September. Students are asked to sell one case...



Last Day of School is June 29!

POSTED ON JUN. 21, 2018

Don't forget the last day of school is this Friday, June 29! The school office will be closed from July 6 until August 20. Have a safe and happy summer!

[VIEW ALL POSTS](#)

6.1 CREATING A BLOG POST

1. Click the Blogs tab in the menu.
2. Click Add Post.

Dashboard		Posts - Homepage News						Configure	Blog Settings	Add Post
Pages			Title	Comments	Blocked Comments	Date	Status	Actions		
Blogs			Volleyball Tryouts Schedule View	2	0	Jul 24, 2018	P			
Add Blog			Extra Time Goal Seals GOLD for Sr. Boys Soccer View	0	0	Jul 3, 2018	P			
Manage Tags			Jr. Boys Soccer Recognized for Community Work View	0	0	Jun 7, 2018	P			
Snippets			Owls Conquer Panthers View	0	0	May 1, 2018	P			
Galleries										
Calendars										

3. Create your post by adding a Title, Body, and (optional) Image.
4. Your Post will automatically have today's date unless you edit the Date field.
5. Click Save.

Post Details

Save & Share

Save

Save & Keep Working or Cancel

Title

Volleyball Tryouts Schedule

Status

Published

Date

07/24/2018

Body

B I S Paragraph

[List Icons]

[Link] [Image] [Table]

Are you interested in playing volleyball on any of our 4 teams this year? The tryout schedule is [available here.](#)

6.2 “FEATURING” A BLOG POST

You can select a Post to “feature” at the top of your Blog, regardless of the date it was posted. On the homepage, your Featured Post will be the first thing visitors see below your banner image.

1. Click the Blogs tab in the menu.
2. Click the star icon to the left of the post that you want to feature.

7 Snippets

Snippets are specialized areas of text or images on your Microsite. They include your Homepage Banner Image.

7.1 ADDING A HOMEPAGE BANNER IMAGE

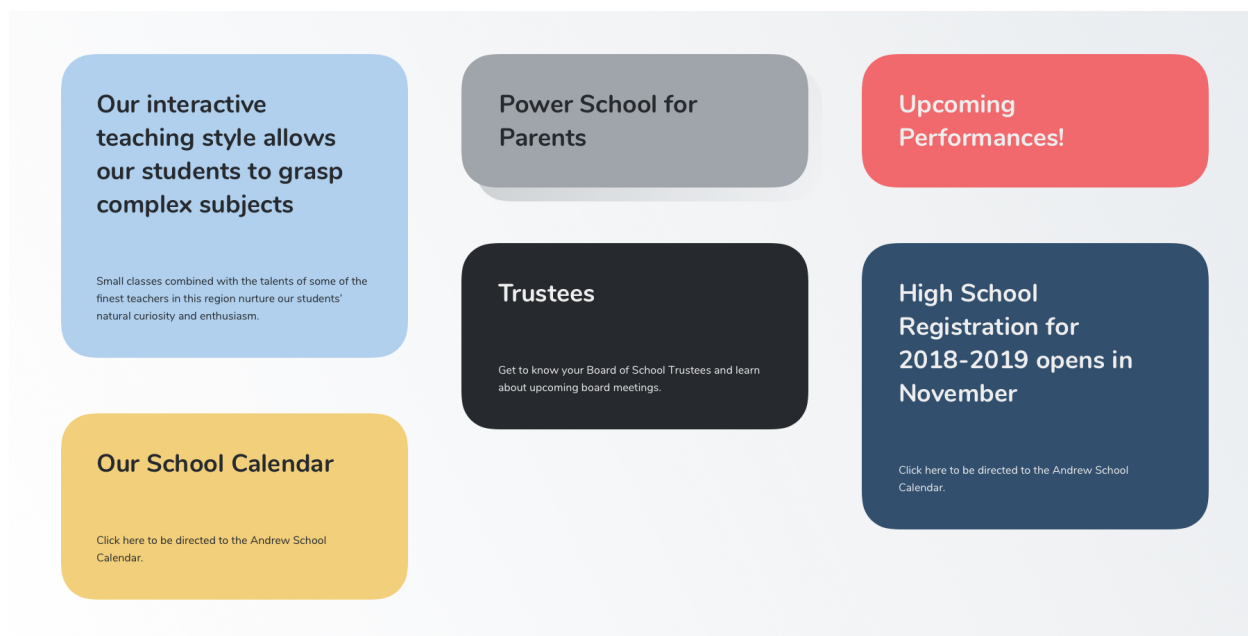
1. Click the Snippets tab in the menu.
2. Click Home Page: Banner Images.
3. Click Create Snippet.
4. Add a Title for your image.
5. Click Choose File to upload an image file from your computer.
6. Click Save.

7.2 CREATING ENTICERS

Enticers are prominent links that appear on every page of your website. Use them to direct people to the most important information on your site (or on external websites).

The first six Enticers listed in WebGuide for Schools appear on your website.

1. Click the Snippets tab in the menu.
2. Click Enticers.
3. Click Create Snippet.
4. Enter a Title. The Title is the text that appears on the Enticer on your website.
5. (Optional) enter Body text. *Some* Microsite design themes will display this text below the Enticer Title.
6. Enter a Link. Your Enticer can link to an internal page on your own site, an external page on another site, or an uploaded File.
7. Click Save.



8 Calendars

Add Calendar events to your website. Your Microsite includes one main Calendar and you can add additional Calendars if necessary.

Events appear on your Calendar page. The next six events in your Calendar also appear in an Upcoming Events feed on every page of your website.

Upcoming Events

Chess Club SEP. 27, 2018 3:30 PM - 4:30 PM	Volleyball Game OCT. 11, 2018 6:00 PM - 7:00 PM	School Council Meeting OCT. 14, 2018 3:00 PM - 4:00 PM
Chess Club OCT. 25, 2018 3:30 PM - 4:30 PM	Volleyball Game NOV. 8, 2018 6:00 PM - 7:00 PM	School Council Meeting NOV. 14, 2018 3:00 PM - 4:00 PM

VIEW CALENDAR

8.1 CREATING A CALENDAR EVENT

1. Click the Calendars tab in the menu.
2. Click Add Event *or* click the date in the Calendar grid on which you would like to create an event.
3. Create your Event by entering a Title and Event Start and End times. You may also add a Description and a Location.
4. Select a Repeat option if your event repeats regularly.
5. Click Save.

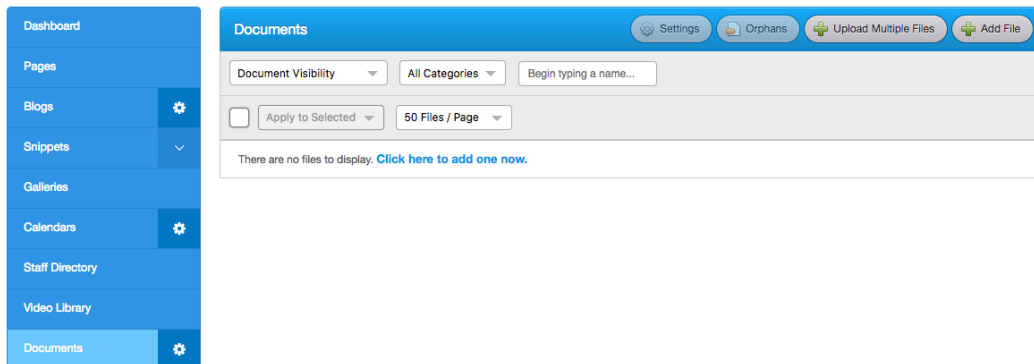
9 Documents

Upload files to your Microsite for visitors to download (for example: downloadable homework assignments).

Uploaded Documents appear on the Documents page of your website. You can also create a link to an uploaded Document from any Article or Blog Post.

9.1 ADDING A DOCUMENT


1. Click the Documents tab in the menu.
2. All Documents must be added to a Document Category. If you do not yet have any Document Categories follow the link to create one!
3. Click Add File.



4. Click Choose File to upload a file from your computer (PDF, Word, etc.) *or* enter a URL in the External Link field to add an online Document (such as a Google Doc).
5. Enter a Title. The Title appears in your Document listing on the Documents page of your website.
6. (Optional) enter a description to help visitors understand what the Document is for.
7. Click Save.

A screenshot of the 'Add Document' form. At the top is a blue bar with 'Add Document' and 'Save' or 'Cancel' buttons. The form has three main sections: 'File' with a 'Choose File' button and the text 'Permission Form 1'; 'Title' with a text box containing 'Ski Trip Permission Form'; and 'Description' with a text area containing 'All student attending the January 12-14 ski trip must return this form signed by a parent or guardian.' To the right is a 'Publish Settings' sidebar with 'Category' set to 'Forms' and 'Visible on Documents Page' set to 'Yes'.

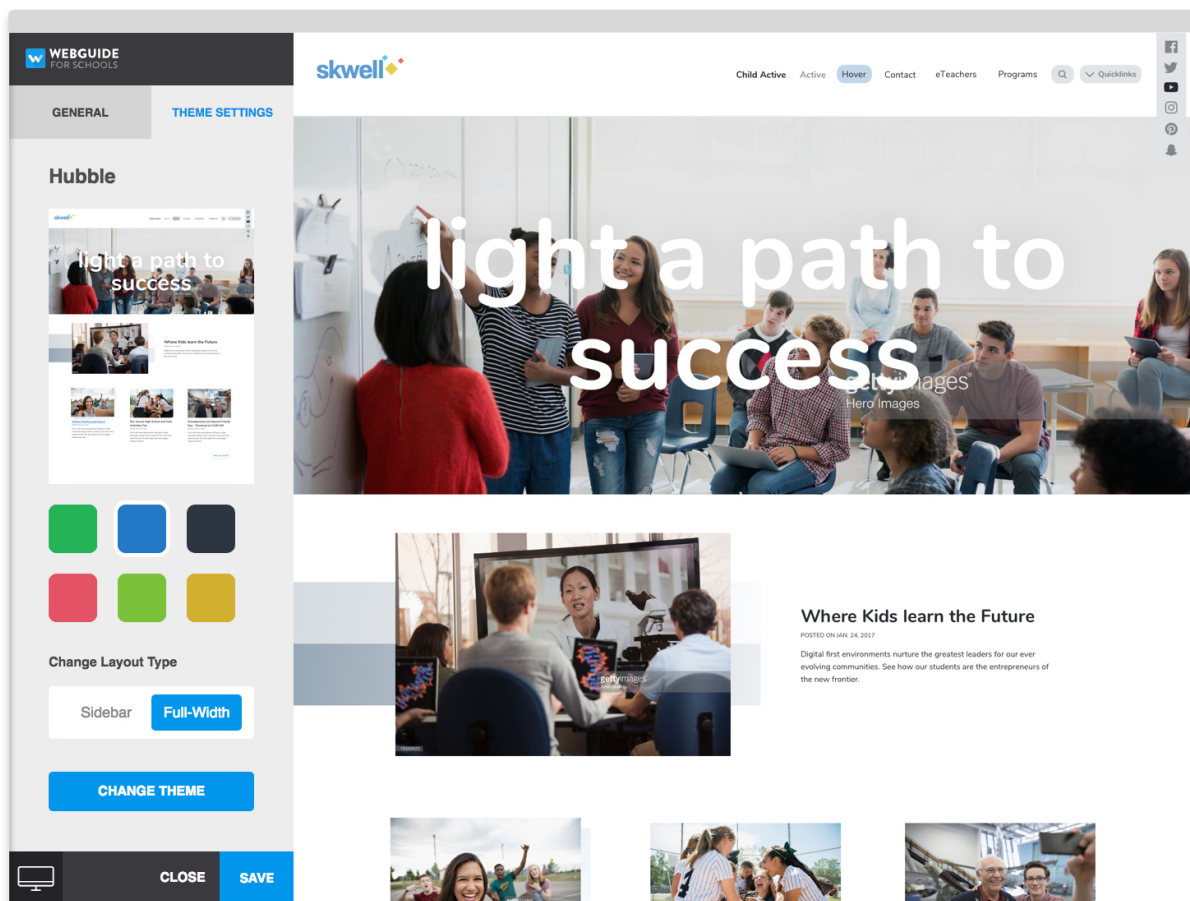
9.2 CREATING A LINK TO A DOCUMENT

1. In the Body field of any Article or Blog Post, highlight the text you wish to link to the Document.
2. Click the File Browser  icon in the tool bar.
3. Click Insert next to the Document you want to link to.
4. Click Save.

10 Site Designer

The Site Designer feature lets you control the look of your Microsite! Choose from a selection of design themes, then select your colour and layout options.

The Site Designer button opens a Preview window in WebGuide for Schools. Make changes to your settings and preview them in the window. Click Save to publish the changes to your live website.



10.1 CHOOSING A NEW DESIGN THEME

1. Click the Site Designer button.
2. Click the Theme Settings tab.
3. Click Change Theme.
4. Select your new theme.
5. Select a colour.
6. Click Apply to Preview.
7. Click Save to publish the new Theme on your live website.

10.2 CHOOSING SIDEBAR OR FULL-WIDTH LAYOUT

1. Click the Site Designer button.
2. Click the Theme Settings tab.
3. Select Sidebar or Full-Width Layout.
4. Click Save to Publish the Layout on your website.

10.3 ADJUSTING OTHER SETTINGS

1. Click the Site Designer button.
2. Click the General Settings tab.
3. Click Header Settings:
 - a. Click Logo Settings:
 - i. Upload a new logo file.
 - ii. Place your logo on a white or coloured background.
 - iii. Choose a different logo orientation.
 - b. Click Menu Type:
 - i. Choose an Expanded or Collapsed menu style.
 - c. Click Social Icons:
 - i. Add social media icons linked to your accounts.
 - d. Click Title Settings:
 - i. Choose a new font and size for your website Title.

4. Click Homepage Settings:
 - a. Click Banner Settings:
 - i. Enter a tagline that will appear in your website banner.
5. Click Contact Page Settings:
 - a. Edit your address.
 - b. Show or Hide the Google Map on your Contact page.

11 More!

There are many more features available in WebGuide for Schools! The Help section in WebGuide includes step-by-step instructions for using *all* of the features.

Enjoy your new Microsite!

