

**GETTING  
STARTED**

News, Information,  
Upcoming Events



**OUR  
SCHOOLS**

Excellence  
In Education



**OUR  
DISTRICT**

Administration,  
School Board

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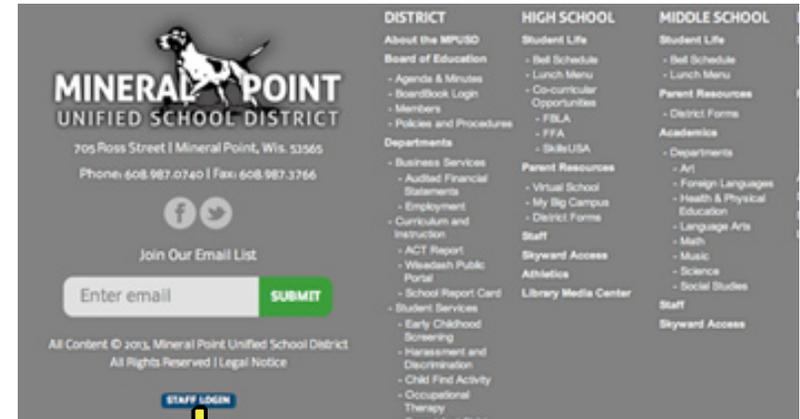
# LOG IN

① EITHER

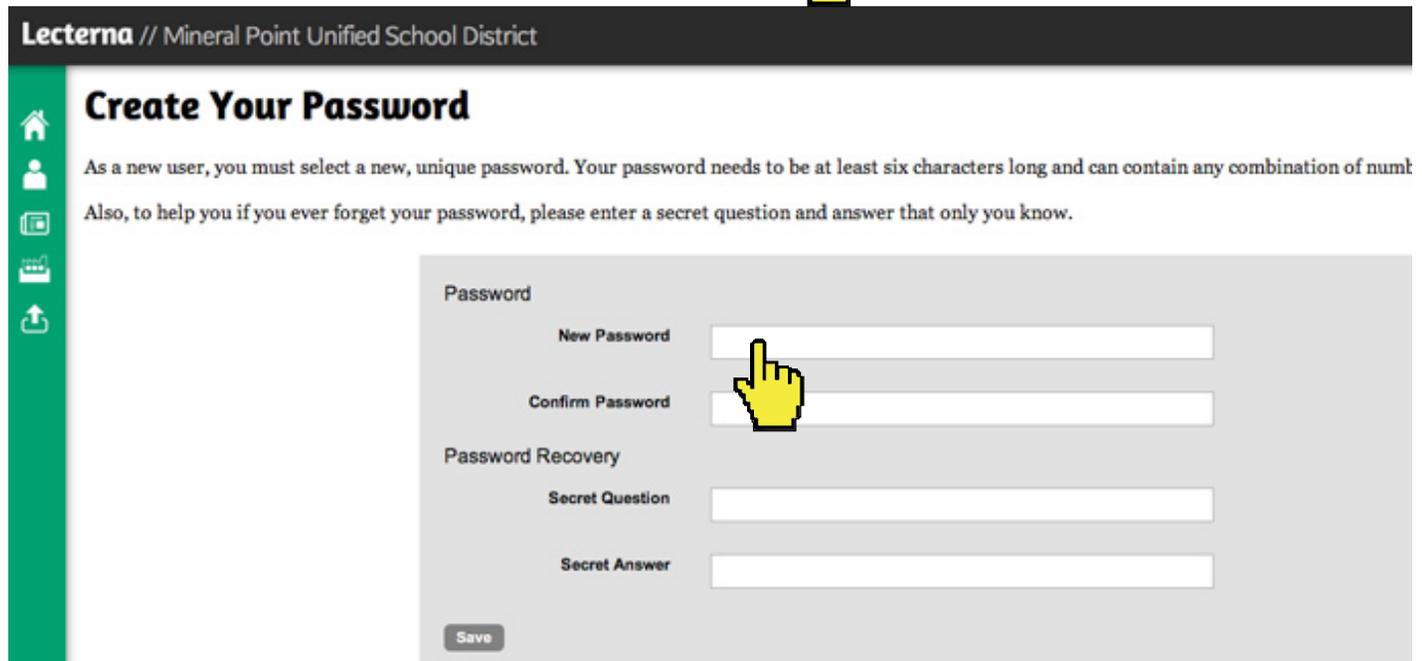
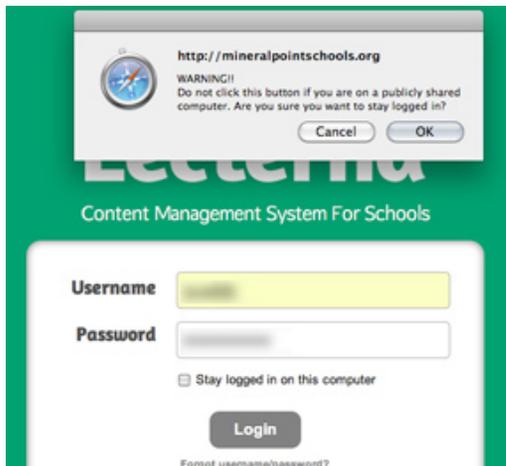
Go to [www.mineralpointschools.org](http://www.mineralpointschools.org) and click on any link to enter the site. Scroll to the bottom of the page. Each page contains a site map, where the **STAFF LOGIN** button is located.

OR

Go directly to the login page:  
[www.mineralpointschools.org/admin](http://www.mineralpointschools.org/admin).



② Enter username and password. If you don't have one, ask your supervisor. You will have the option to click the **STAY LOGGED IN** button. You will be warned against saving your info on a public computer.



**FIRST-TIME USERS:** You will be asked to change your password. It must be at least six characters long. You will be asked to enter a secret question and answer in case you need to retrieve your password. **CLICK SAVE.**

# YOUR HOME PAGE

## THE MENU BAR

### HOME:

 Go to your home page.

### USERS:

 View profile, change password.

### CONTENT:

 Manage posts, documents, images, slideshows.

### FACILITIES:

 View, request facilities.

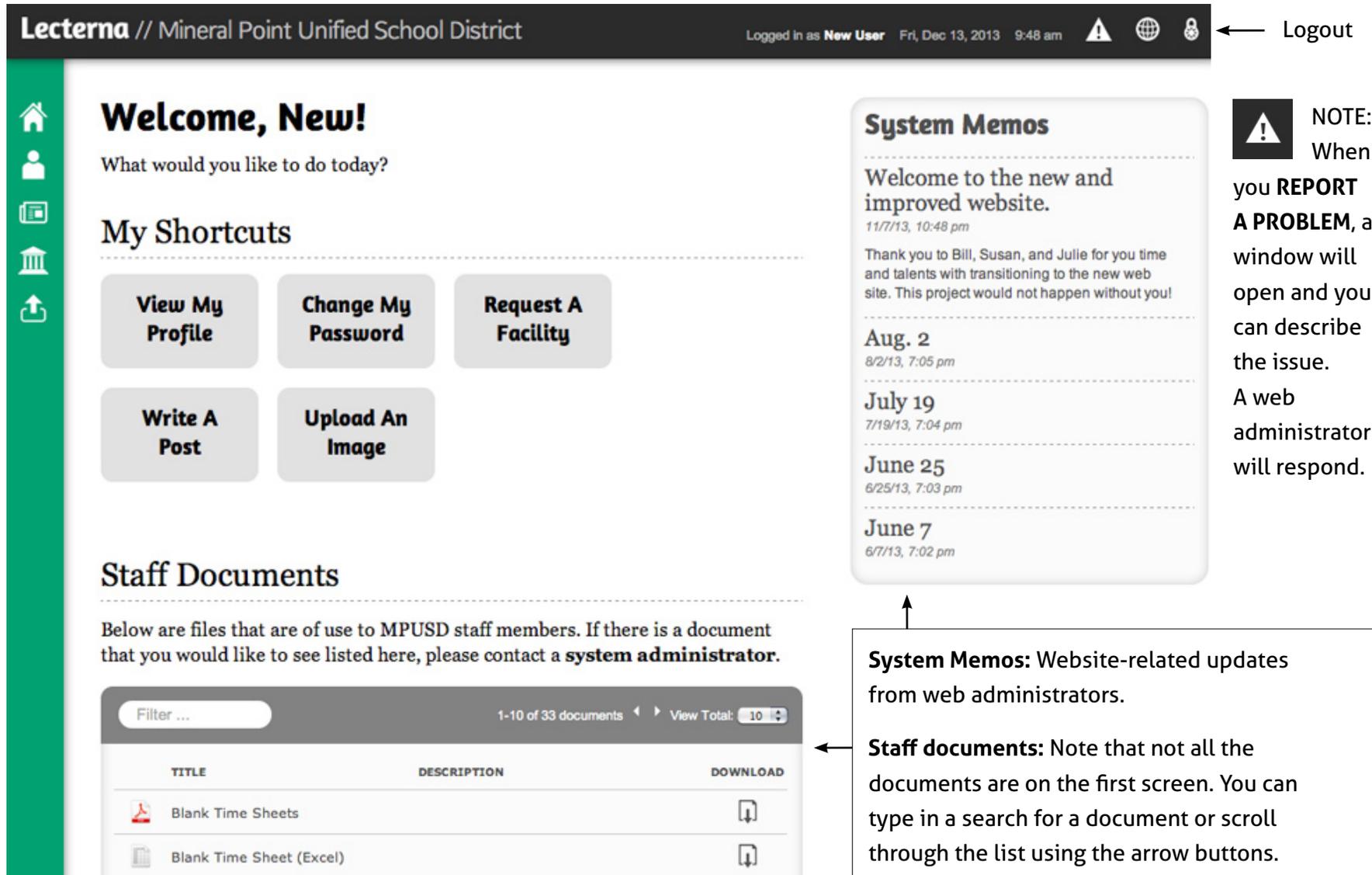
### UPLOADS:

 Upload documents, images.

Click to go directly to your profile

Report a problem

View the website



**Lecterna // Mineral Point Unified School District** Logged In as **New User** Fri, Dec 13, 2013 9:48 am    ← Logout

## Welcome, New!

What would you like to do today?

### My Shortcuts

- [View My Profile](#)
- [Change My Password](#)
- [Request A Facility](#)
- [Write A Post](#)
- [Upload An Image](#)

### Staff Documents

Below are files that are of use to MPUSD staff members. If there is a document that you would like to see listed here, please contact a **system administrator**.

TITLE	DESCRIPTION	DOWNLOAD
 Blank Time Sheets		
 Blank Time Sheet (Excel)		

### System Memos

Welcome to the new and improved website.  
11/7/13, 10:48 pm

Thank you to Bill, Susan, and Julie for your time and talents with transitioning to the new web site. This project would not happen without you!

**Aug. 2**  
8/2/13, 7:05 pm

**July 19**  
7/19/13, 7:04 pm

**June 25**  
6/25/13, 7:03 pm

**June 7**  
6/7/13, 7:02 pm

**NOTE:** When you **REPORT A PROBLEM**, a window will open and you can describe the issue. A web administrator will respond.

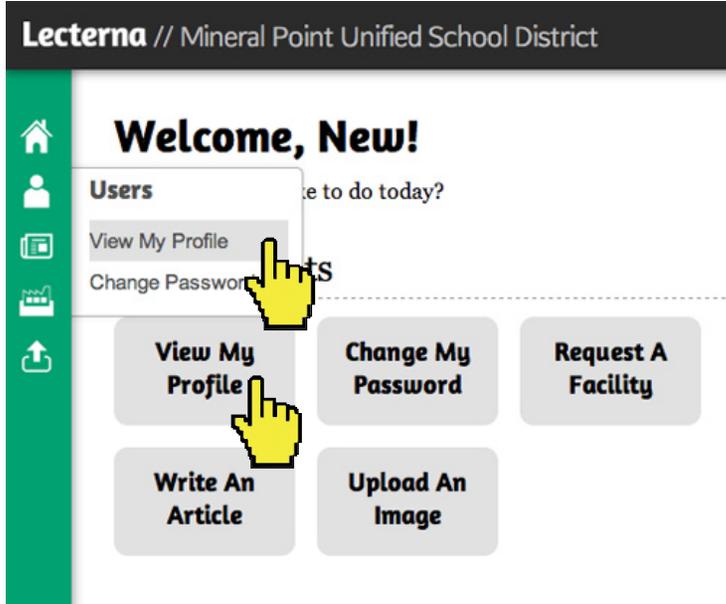
**System Memos:** Website-related updates from web administrators.

**Staff documents:** Note that not all the documents are on the first screen. You can type in a search for a document or scroll through the list using the arrow buttons.

# MANAGE MY PROFILE

After you login you will go to a welcome screen which has a green menu bar at left and shortcut buttons for most-used actions.

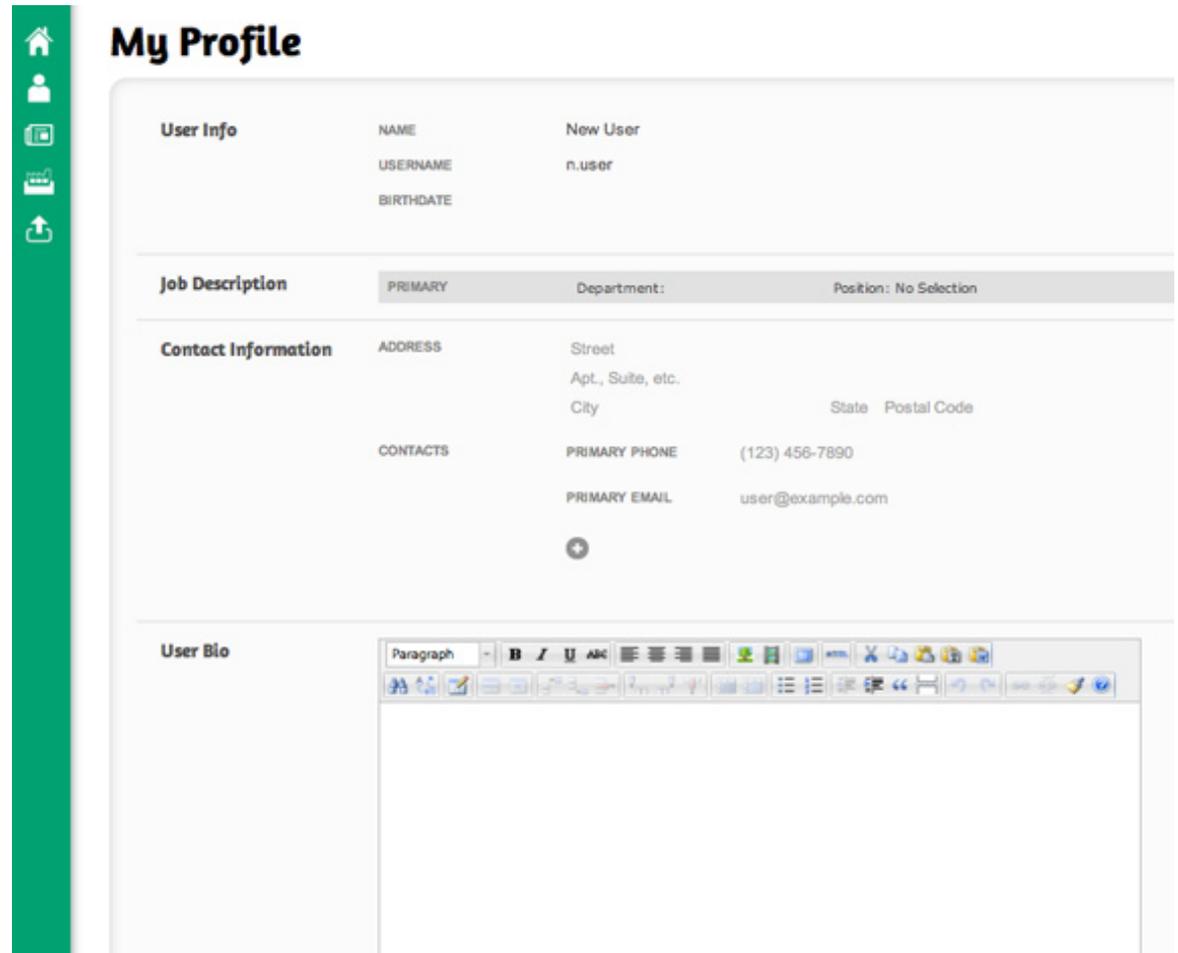
- ① To manage your profile:  
Click on the **VIEW MY PROFILE** shortcut button.  
(You can also mouse over the person icon on the menu bar. A user menu will slide out. Click on **VIEW MY PROFILE**.)



NOTE: You can also change your password in the Users slide-out menu or by using the shortcut button.

- ② In My Profile, you can update your Address, Contact Information and User Bio. The system will automatically save contact info. A "Successful Update" alert will appear at the top of your screen.

Updating User Bio info will require you to click **SAVE BIO**.

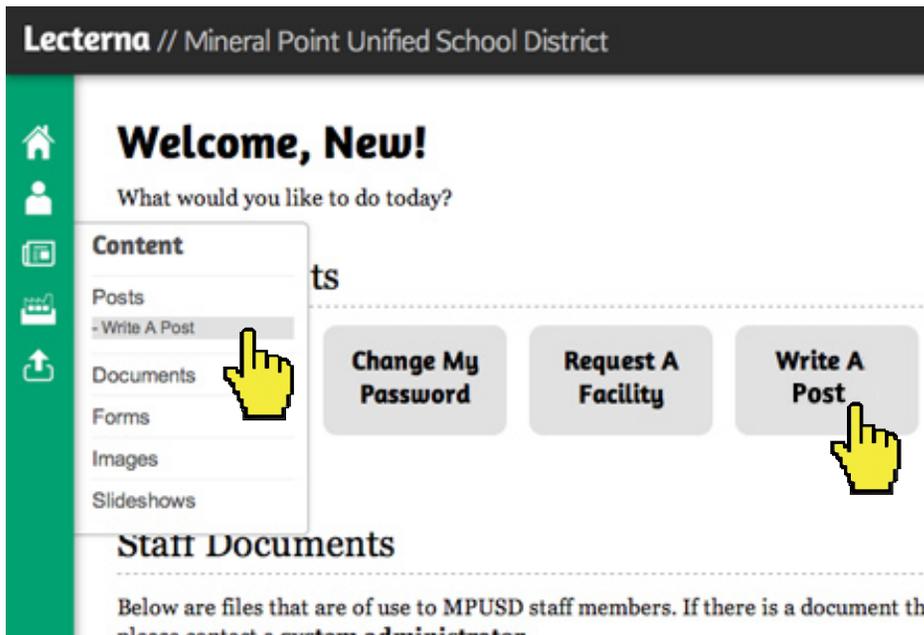


# CREATE A POST 1 of 2

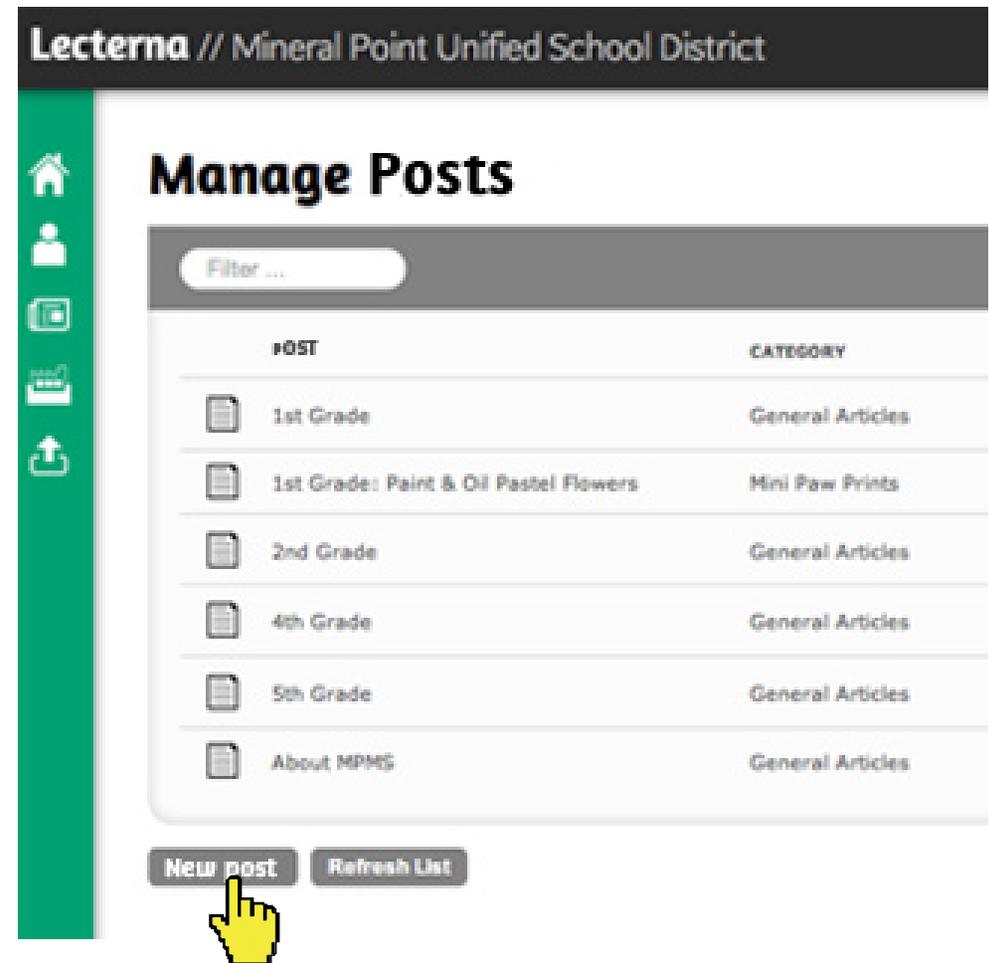
Posts are the basic building block of the website. It is how you add content.

- 1 Start by mousing over the Content icon (looks like a newspaper) on the menu bar. When the menu slides out, click on **WRITE A POST**.

OR just click on the **WRITE A POST** shortcut button.



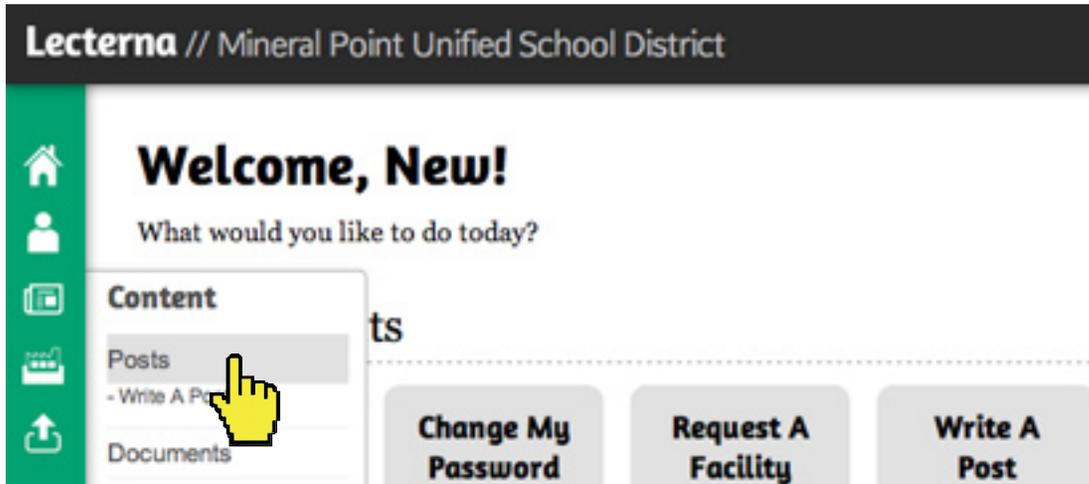
- 2 You can also create a new post by clicking on the **NEW POST** button at the bottom of the Manage Posts list.



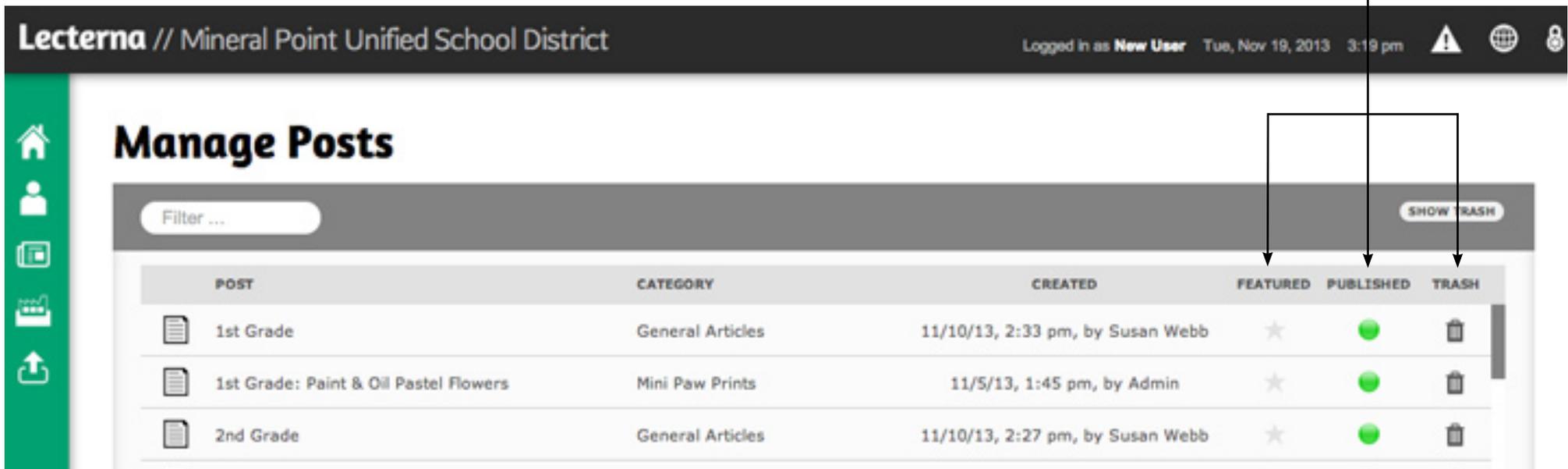


# EDIT AN EXISTING POST

- ① Mouse over the Content icon (looks like a newspaper) on the menu bar and select **POSTS**.



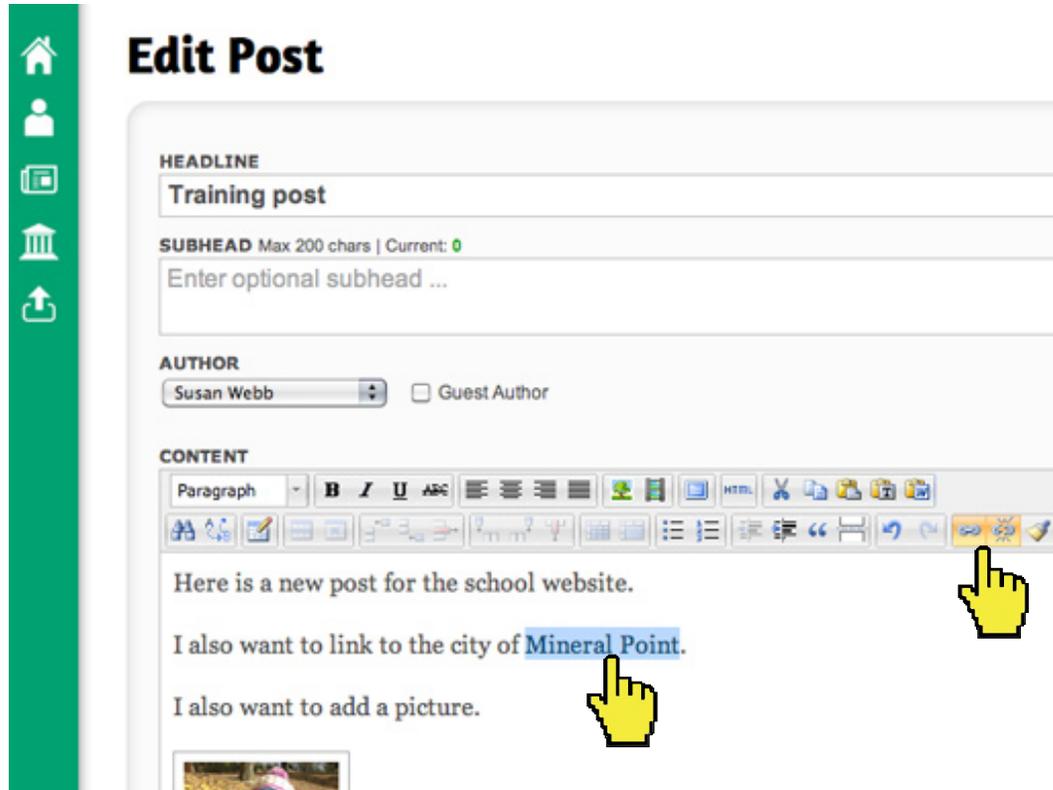
- ② A list of posts appears. Filter for headline, category or author.
- ③ Click on the file, edit as needed.
- ④ ALSO: The manage posts window allows you to change featured articles, publish/unpublish, and put posts in the trash without having to open the articles.





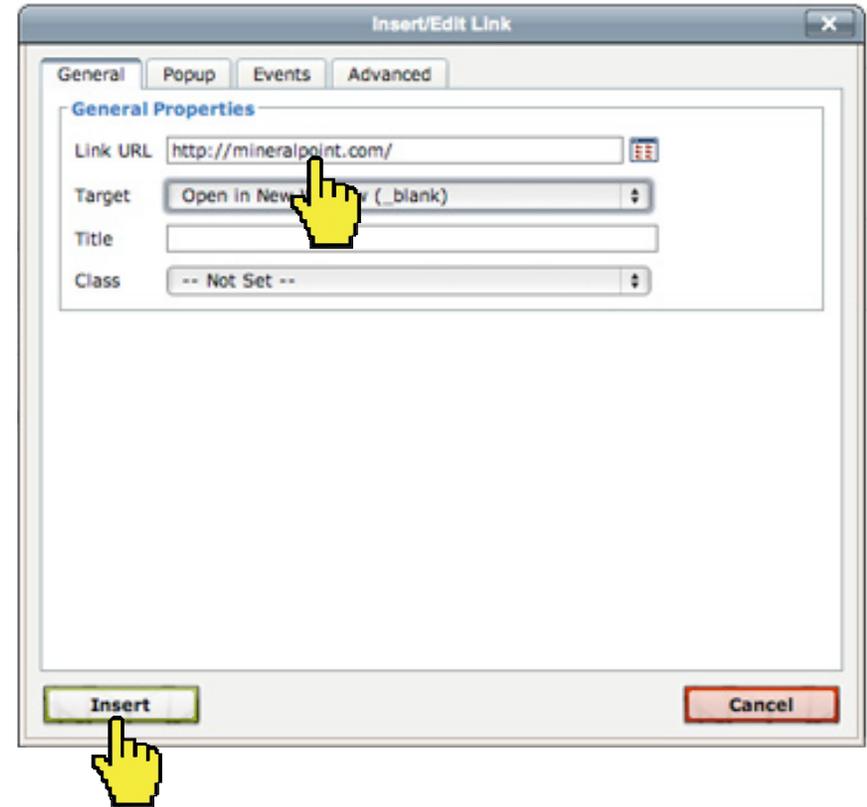
# ADD LINKS TO POSTS

- 1 Highlight the text you want to link. You must have text selected for the link/unlink buttons to highlight. Click on the **LINK** icon.



The screenshot shows the 'Edit Post' interface. On the left is a green sidebar with icons for home, user, calendar, school building, and share. The main content area has sections for HEADLINE (Training post), SUBHEAD (Enter optional subhead ...), AUTHOR (Susan Webb), and CONTENT. The CONTENT section features a rich text editor toolbar with various icons. A yellow hand cursor points to the 'LINK' icon (a chain link) in the toolbar. Below the toolbar, the text 'Here is a new post for the school website.' is followed by 'I also want to link to the city of Mineral Point.', where 'Mineral Point' is highlighted in blue. Another yellow hand cursor points to this highlighted text. Below that is the text 'I also want to add a picture.' with a small image placeholder below it.

- 2 Enter the URL and click on **INSERT**.

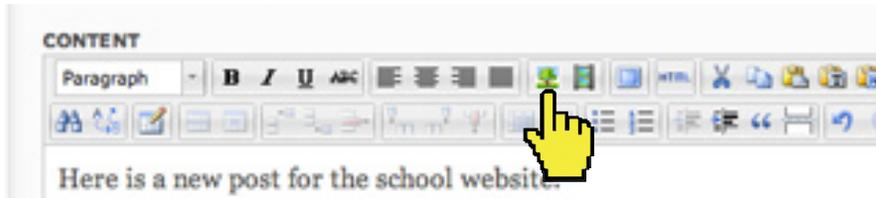


The screenshot shows the 'Insert/Edit Link' dialog box. It has tabs for 'General', 'Popup', 'Events', and 'Advanced'. The 'General Properties' section contains the following fields: 'Link URL' (http://mineralpoint.com/), 'Target' (Open in New Window (\_blank)), 'Title' (empty), and 'Class' (-- Not Set --). A yellow hand cursor points to the 'Link URL' field. At the bottom of the dialog, there are two buttons: 'Insert' and 'Cancel'. A yellow hand cursor points to the 'Insert' button.

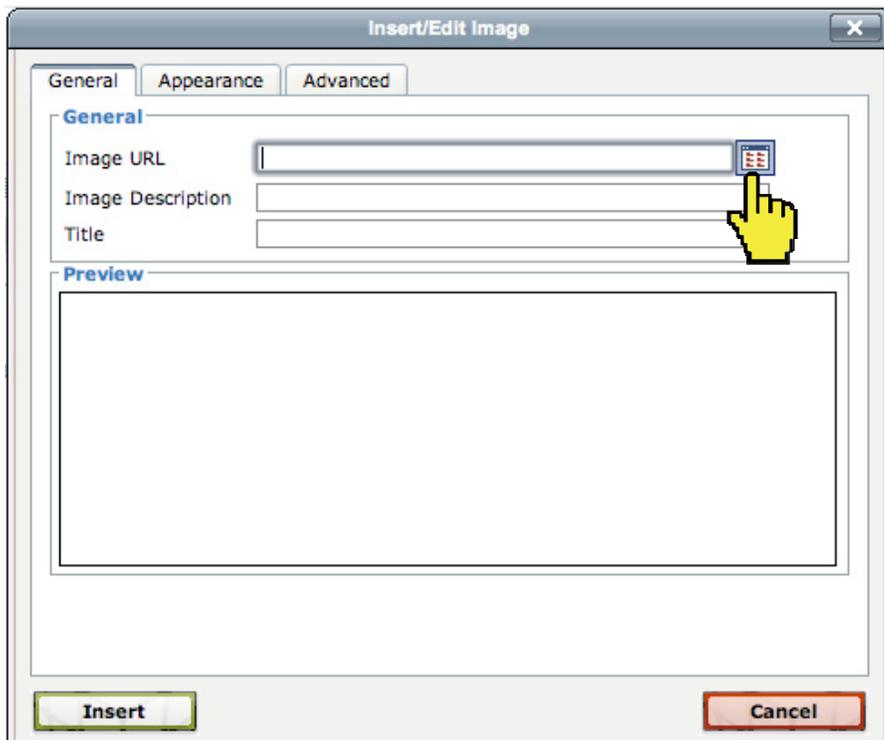
- 3 To remove the link, click anywhere on the linked type and click on the **UNLINK** button.

# ADD PHOTOS TO POSTS 1 of 2

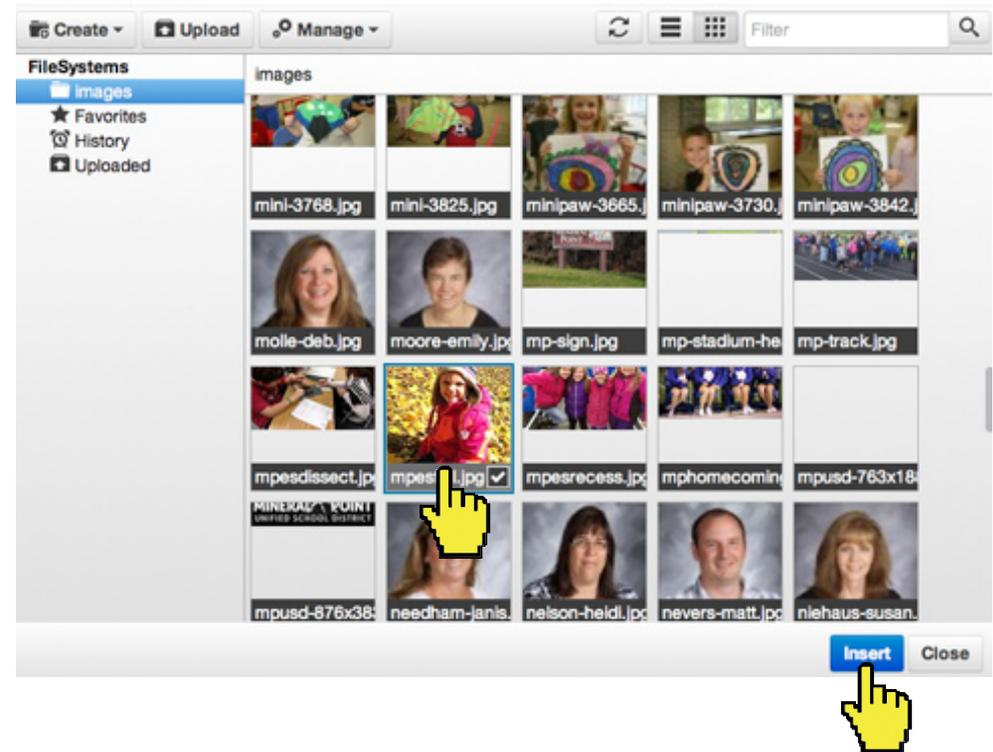
- ① Place your cursor where you want the picture and click on **INSERT IMAGE** icon (looks like a tree) in the content bar.



- ② An **INSERT/EDIT IMAGE** window opens. Click on the small box next to the image URL line and a photo directory opens.



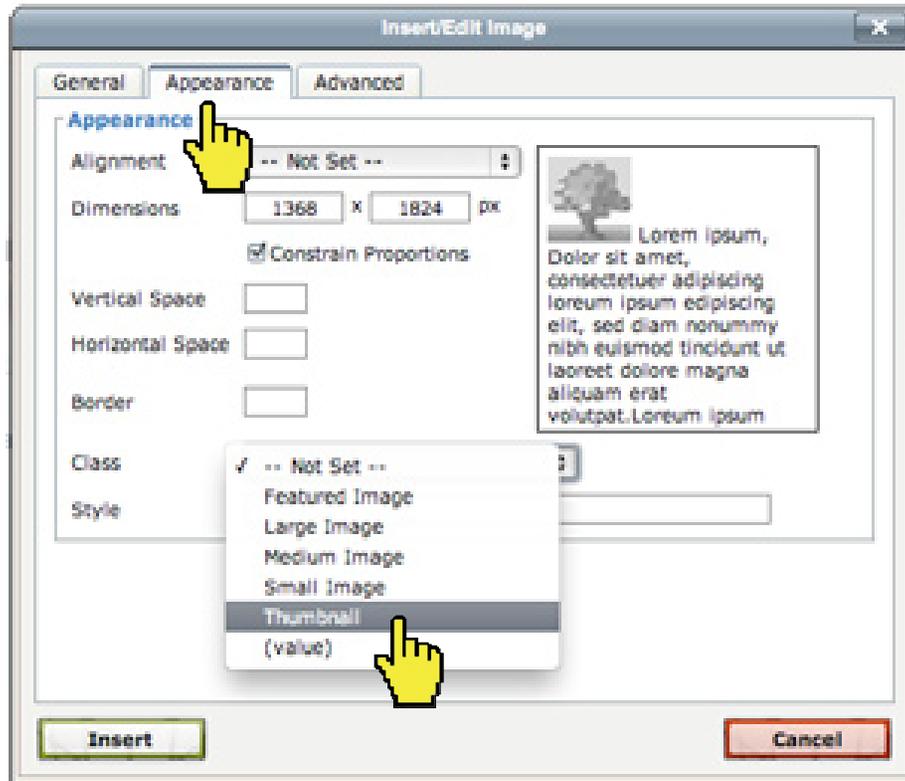
- ③ Find your image by scrolling through the images. You can also filter by image name.
- ④ Click on the image. A checkmark will appear next to its title. Click on the blue **INSERT** button in the lower right.



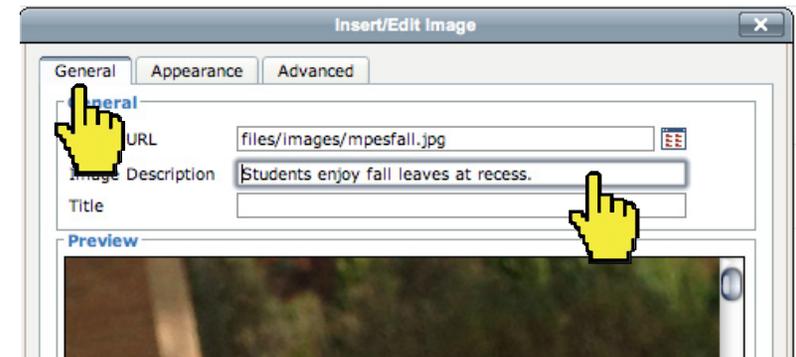
## ADD PHOTOS TO POSTS 2 of 2

- After you have selected your image, you are sent back to the **INSERT/EDIT IMAGE** window. Select the **APPEARANCE** tab. The drop-down menu next to **CLASS** allows you to adjust the size.

NOTE: The **APPEARANCE** window is full of options. **DO NOT USE OR CHANGE ANY OF THEM,** with the exception of the **CLASS** dropdown menu.



- Add a caption (optional) by selecting the **GENERAL** tab and typing an **IMAGE DESCRIPTION**. Captions only appear on the published site, not in the text entry mode.

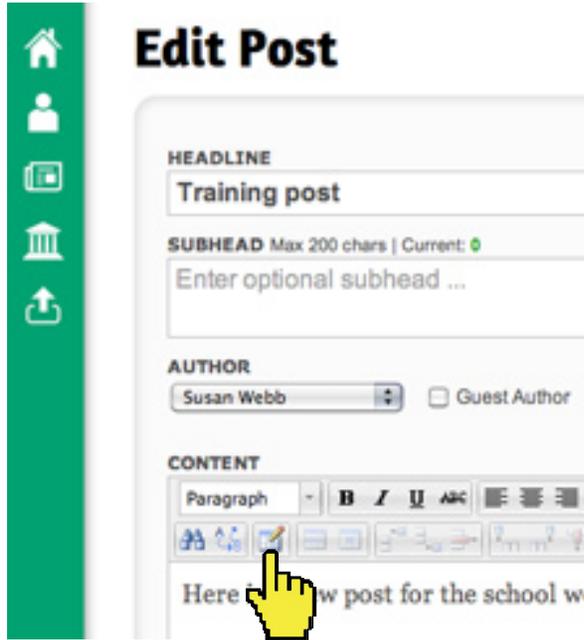


- Want to go back and edit the picture in your post? Select the image, click on the **INSERT IMAGE** icon (looks like a tree), and the **INSERT/EDIT IMAGE** window will open.

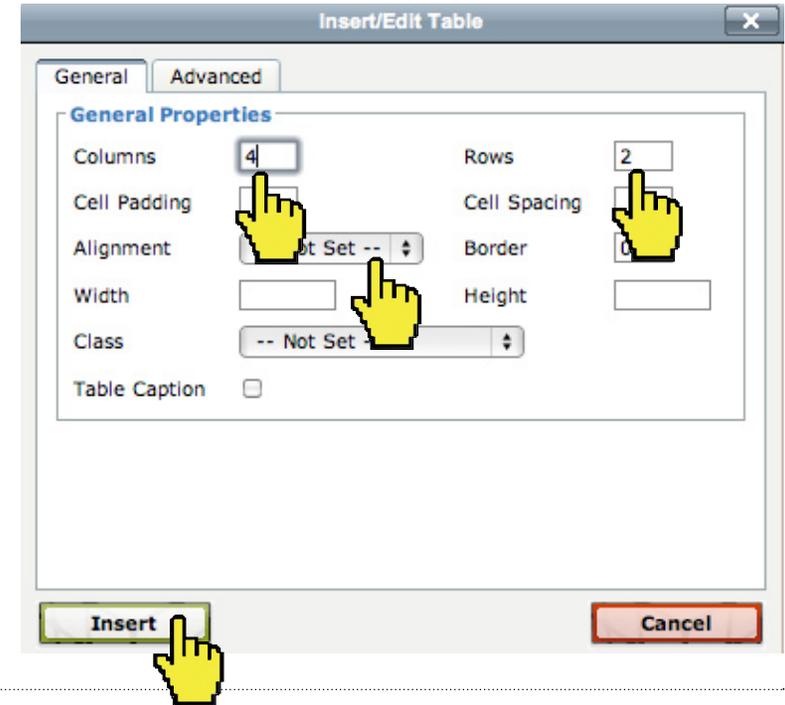
Want to delete the photo?  
Select the image and hit the delete key.

# ADD TABLES TO POSTS

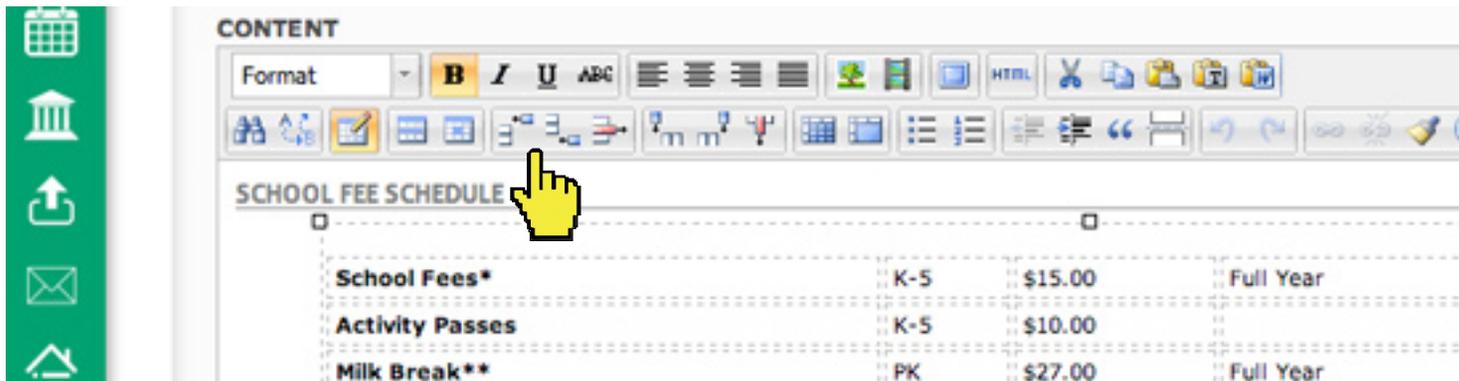
- 1 Click on **INSERT/EDIT TABLE** icon (looks like a little pencil on a chart).



- 2 A window opens that allows you to set the number of **columns** and **rows** you want. Also select the **alignment**. Click **INSERT**.



- 3 A grid appears within your post. Click your cursor into the fields and fill out the table. If you want to **add or delete rows or columns**, hover over the icons next to the **TABLE** icon and click on the appropriate button.



REMINDER: You can insert a table within a post. Also, the text style for tables is standard, but you are able to bold and italicize type within the table.

# ADD A VIDEO TO POSTS

Videos cannot be uploaded to the server at this time. Use Vimeo or YouTube to upload your content, then link to it via the post edit window.

## TO UPLOAD A VIDEO TO YOUTUBE

- First, if you haven't already done so, create an account with YouTube.
- Once you have created an account, click on Upload at the top of the page.
- On the next page, click on the red arrow above **Select files to upload**, or drag your content directly into the window.

- When your video is finished uploading, you will see text that reads something like:

"Upload complete! Your video will be live at: <http://youtu.be/ukOGyGWDDFw>"

The text that looks like the bolded text here is the link that you want.

- Select the link, copy it (ctrl-C), then go to the post where you want to insert this content.

## TO UPLOAD A VIDEO TO VIMEO

- First, if you haven't already done so, create an account with Vimeo.
- Once you have created an account, click on Upload at the top of the page.
- On the next page, click on **Choose a Video to Upload**.
- In the window that appears, find your video and click OK.
- Next, add more videos if you want to upload more, or click **Upload Selected Videos**.
- Once upload is complete, click **Go To Video**.

- Vimeo often queues your videos for upload, so it may take up to an hour for your content to be processed. Once it is ready, open it and look for a **Share** icon superimposed on the video. Click it.

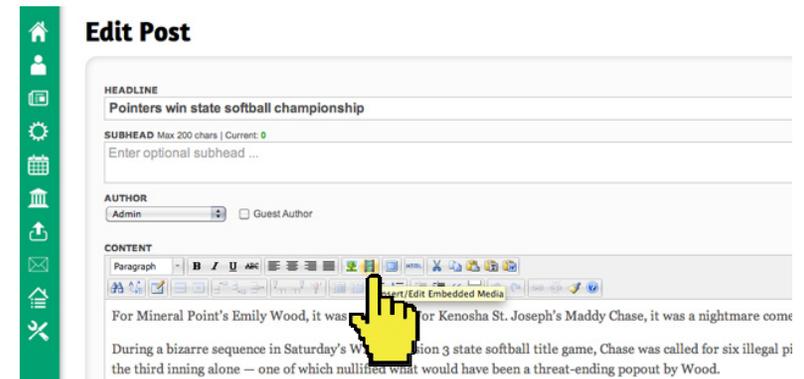
- Click on the input area right underneath the word **Link**. The link should look something like this:

<http://vimeo.com/victorenrich/nhdk>

- Select the link, copy it (ctrl-C), then go to the post where you want to insert this content.

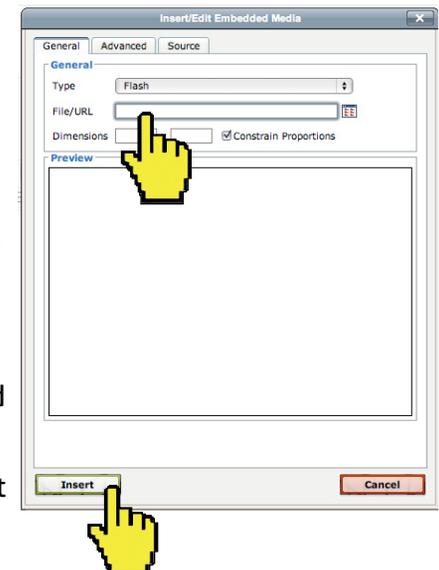
## ADDING THE VIDEO TO THE SCHOOL WEBSITE

In your post or blog entry, click on the **INSERT/EDIT EMBEDDED MEDIA** button in the post edit window (looks like a film strip).



- Paste (ctrl-V) the link into the input area to the right of the "File/URL" heading. Click **INSERT**, then click **SAVE** underneath the text edit frame. Your content is now embedded into the post.

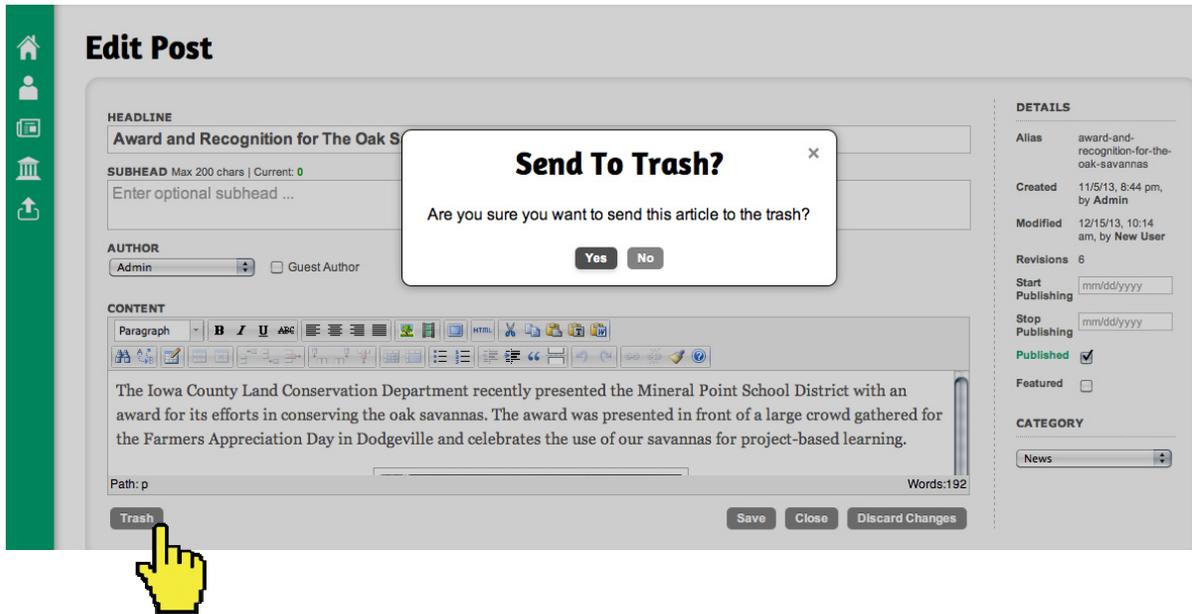
- To delete the embedded content, place the cursor to the right of the content and click backspace.



# TRASH POSTS

There is more than one way to trash a post. Remember, if you want to keep the post but don't want it to show up on the website, you can unpublish it.

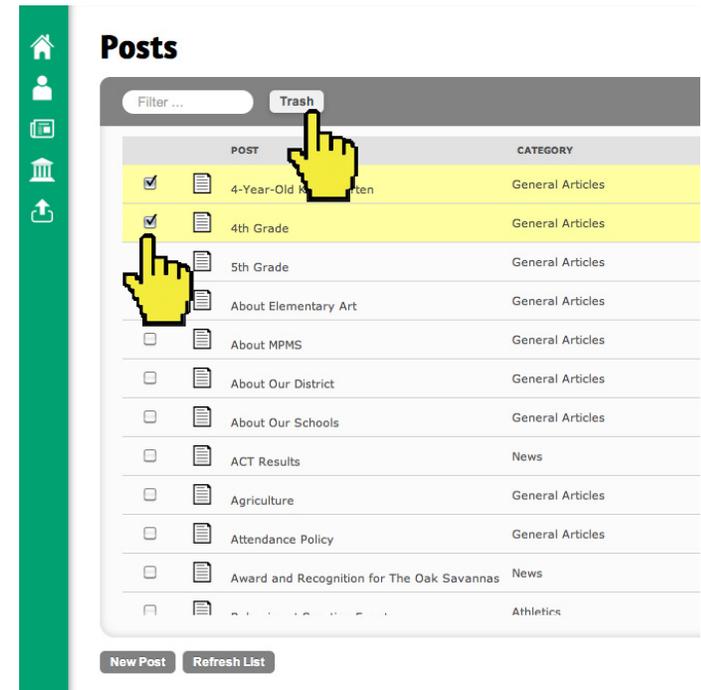
- ① If you have the article open, you can delete it by clicking the trash button in the lower left corner. A window will appear, asking you if you are sure.



- ② You can also trash posts from the **MANAGE POST** list and click on the trash icon.



- ③ If you want to trash multiple items, click the box to the left of the posts, and click on the **TRASH** button.



# MANAGE THE TRASH AND RECOVER POSTS

- ① Clicking on the **SHOW TRASH** button will list the posts in the trash.  
(When you are finished, you can toggle back to the active posts by clicking on the **SHOW ACTIVE** button or navigate to **CONTENT** on the menu bar.)



The screenshot shows the 'Posts' management interface. On the left is a green sidebar with icons for home, user, content, and trash. The main area has a search bar with 'new' entered. In the top right corner, the 'SHOW TRASH' button is highlighted with a yellow hand cursor. Below the search bar is a table with columns: POST, CATEGORY, CREATED, FEATURED, PUBLISHED, and TRASH. Two posts are listed:

POST	CATEGORY	CREATED	FEATURED	PUBLISHED	TRASH
ACT Results	News	11/5/13, 9:02 pm, by Admin	★	●	🗑️
Award and Recognition for The Oak Savannas	News	11/5/13, 8:44 pm, by Admin	★	●	🗑️

- ② Clicking on the **recover** button will send the post back to the list of active posts.



The screenshot shows the 'Posts' management interface with the 'SHOW TRASH' button from the previous step replaced by 'EMPTY TRASH' and 'SHOW ACTIVE'. The table now has columns: POST, CATEGORY, CREATED, REVISIONS, RECOVER, and DELETE. Three posts are listed:

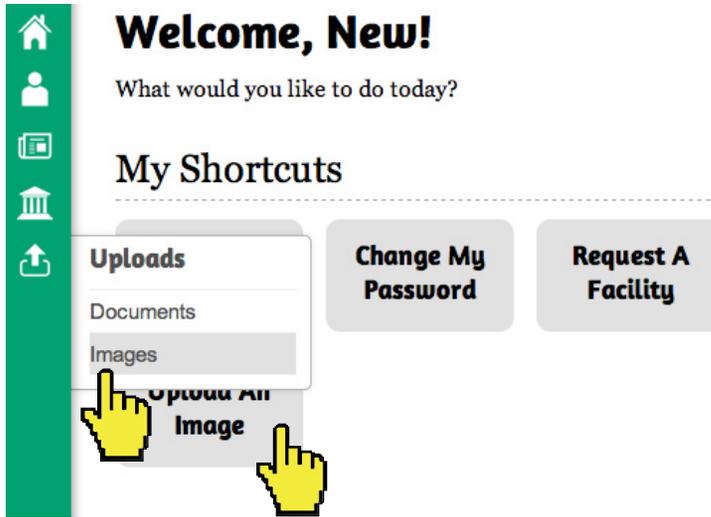
POST	CATEGORY	CREATED	REVISIONS	RECOVER	DELETE
Attendance	General Articles	10/4/13, 11:19 am, by Julie Stephenson	2	🔄	✕
District heads to regional finals	News	7/26/13, 3:49 pm, by Admin	5	👉	✕
New Post	Superintendent's Corner	12/4/13, 8:16 am, by Luke Francois	0	🔄	✕

- ③ If you want to get rid of the post completely, click **X**. A window will appear, asking if you are sure. If you say **YES**, the post is gone forever.
- ④ Clicking on the **EMPTY TRASH** button will permanently delete all files in the Trash.

# UPLOAD AND MANAGE IMAGES

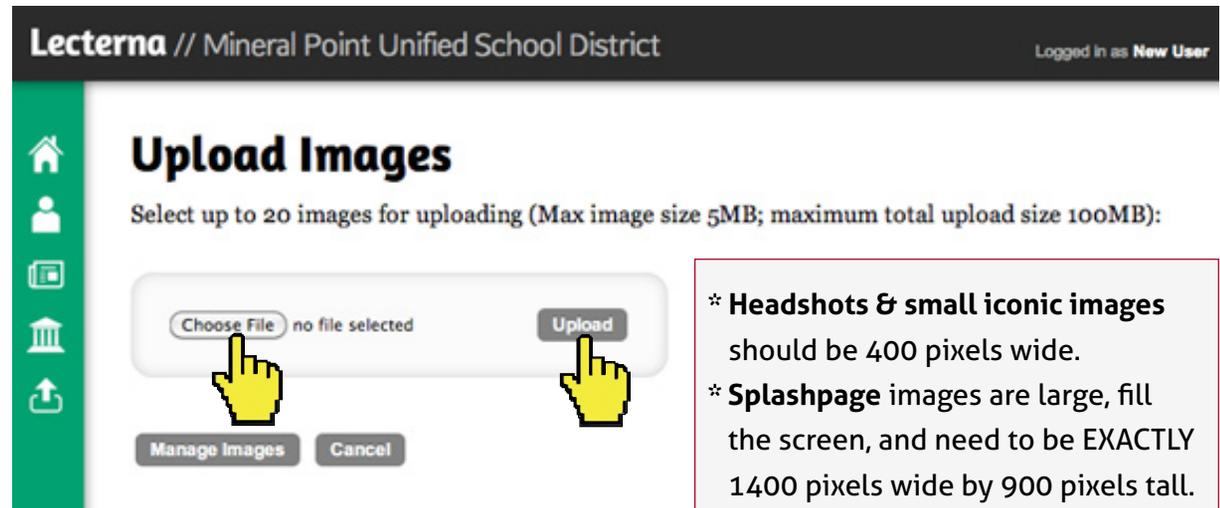
① In the green menu bar, click on **UPLOADS > IMAGES**

OR Use the **UPLOAD AN IMAGE** shortcut.

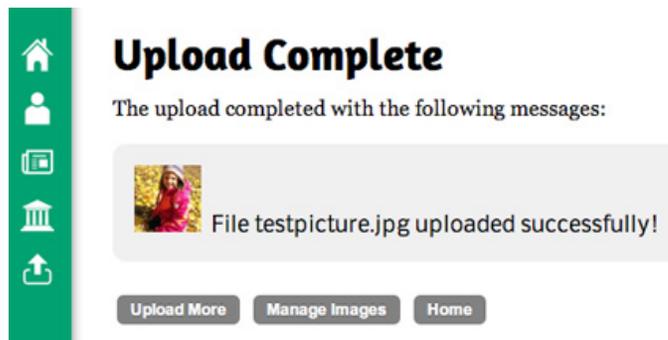


② **CHOOSE FILE(s)** and **UPLOAD**.

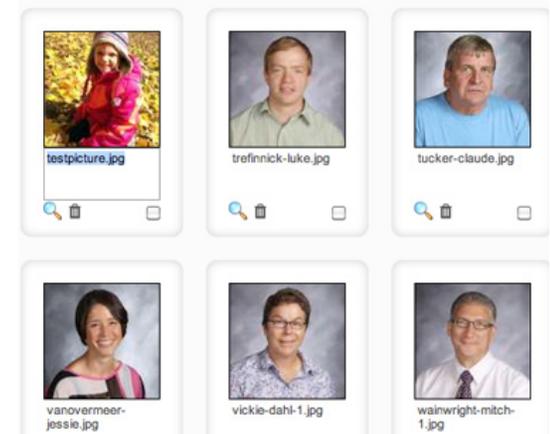
Note: Images should be a minimum width of 1000 pixels, with 2 exceptions.\*  
The system will automatically select an optimal image size depending on its usage.



③ **WAIT.** Once you get an **Upload Complete** window, it is safe to navigate away from this page. You can also click on **Upload More** images or **Manage Images**.

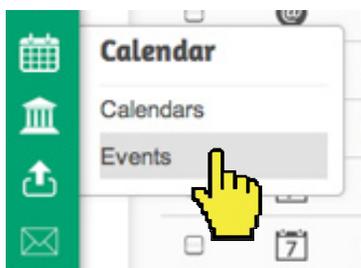


④ **MANAGE IMAGES:**  
Images are in alphabetical order. You change the name of the image by clicking on the type and entering a new name. You can delete it by clicking on the trash can.

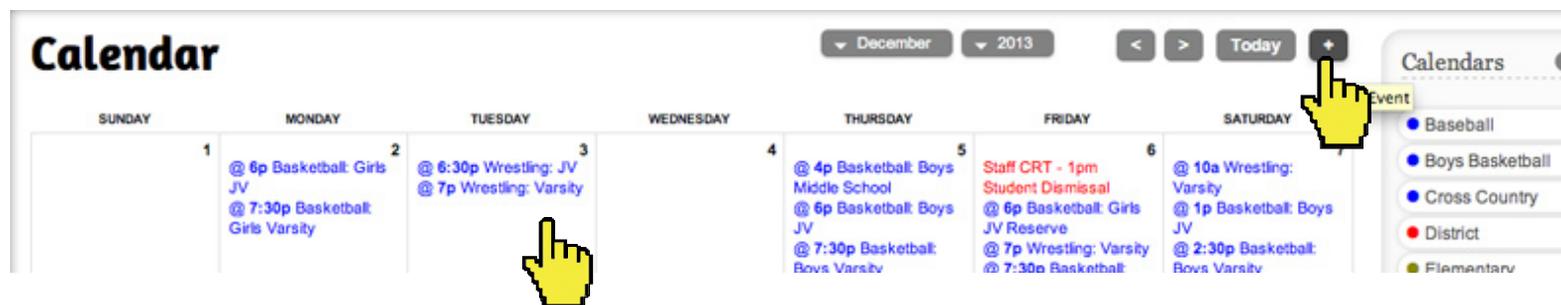


# ADD A CALENDAR EVENT

- 1 Click on **CALENDAR > EVENTS**



- 2 EITHER click on the + sign at the top right OR navigate to the day of the event and double-click in a white space within the box. (If you click on type you will open an existing event. You HAVE to click on an empty space.)



### New Event

Where:

All Day:

Start:

Finish:

Repeat:

Description:   
Characters remaining: 500

Published:

Calendar:

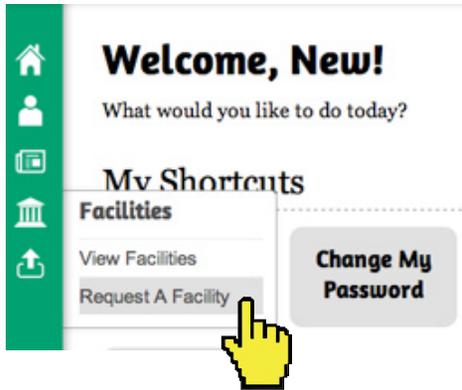
Created: 12/13/13, 10:38 am, by Susan Webb

Modified: 12/13/13, 10:38 am, by Susan Webb

- 3 A New Event window opens. Highlight New Event and enter event title.
- 4 WHERE: Select location from the drop-down menu. If the facility doesn't exist, select **Other...** and enter the location. If you like, you can click the **Save This Facility** button.
- 5 START/FINISH: Select dates and times, or, you can click **All Day**.  
Note: Start/stop times should be on same day. If it's a multi-day event, use **Repeat** function.
- 6 REPEAT: If the event repeats over days, weeks or months, you can select that option using the **Repeat** dropdown menu.
- 7 DESCRIPTION: Max 500 characters.
- 8 PUBLISHED: If the item is for public dissemination, make sure the **Published** button is selected. Not publishing the event will hide it from the public web site, but it still will exist on the backend.
- 9 CALENDAR: Select a calendar for the event.
- 10 SAVE: Save. (Click delete to permanently delete the event.)

# MAKE FACILITIES REQUEST

- 1 Click on **FACILITY > REQUEST A FACILITY**



- 2 **FACILITY:** Click on the drop-down menu and select a facility.
- 3 **EVENT TIMEFRAME:** Click on **Date of Event** window. A calendar will pop up and you can select a date. Select **Begin/End Times** from the drop-down menus. If the **Event Repeats**, select the appropriate amount from the drop-down menu.
- 4 **DESCRIPTION:** Type in a description of the event.
- 5 **WHAT'S NEXT:** You will receive an automated response confirming your request.



## Facility Request

<b>Facility</b>	<input type="text" value="Select"/>
<b>Event Timeframe</b>	<b>DATE OF EVENT</b> <input type="text" value="MM/DD/YYYY"/>
	<b>TIME EVENT BEGINS</b> <input type="text" value="2"/> : <input type="text" value="00"/> <input type="text" value="pm"/>
	<b>TIME EVENT ENDS</b> <input type="text" value="3"/> : <input type="text" value="00"/> <input type="text" value="pm"/>
	<b>DOES THIS EVENT REPEAT?</b> <input type="text" value="No"/>
<b>Contact Information</b>	<b>NAME</b> <input type="text"/>
	<b>TELEPHONE</b> <input type="text"/>
	<b>EMAIL</b> <input type="text"/>
<b>Description</b>	<input type="text" value="Enter description (optional)"/>

# MANAGE A BLOG 1 of 3

Before you get started, an administrator must activate your blog.

Once you have a blog it will show up on your home page when you log in. You can manage your existing entries there. You can **edit, feature/unfeature, publish/unpublish** or trash an entry. You can also add a new entry.

Note: You can also navigate to your blog through the green menu bar by clicking on **CONTENT > CREATE BLOG ENTRY** or by using the shortcut **MANAGE MY BLOG**.

**Welcome, New!**  
What would you like to do today?

### My Shortcuts

- View My Profile
- Change My Password
- Manage My Blog
- Write A Post
- Upload An Image

### Manage My Blog

Blog Name:

POST	MODIFIED	FEATURED	PUBLISHED	TRASH
1st Grade: Paint & Oil Pastel Flowers	11/20/13, 12:16 pm, by Admin	☆	●	
2nd Grade: Japanese Influenced Fans	11/20/13, 12:17 pm, by Admin	☆	●	
2nd Grade: Mobiles	12/13/13, 12:08 pm, by New User	★	●	
Back to School	12/14/13, 11:54 pm, by Admin	★	●	
Items we could use	11/10/13, 1:06 pm, by Admin	☆	●	

**Welcome, New!**  
What would you like to do today?

### Content

- My Blog
- Create Blog Entry
- Posts
- Write A Post
- Documents
- Forms
- Images
- Slideshows

**Manage My Blog**

Blog Name:

# MANAGE A BLOG 2 of 3

At the top of the blog entry list, you can **feature/unfeature, publish/unpublish** and **trash** blog entries.



**Edit Blog:** Mini Paw Prints

Filter ... 1-5 of 5 articles View Total: 10 SHOW TRASH

POST	MODIFIED	FEATURED	PUBLISHED	TRASH
1st Grade: Paint & Oil Pastel Flowers	11/20/13, 12:16 pm, by Admin	☆	●	
2nd Grade: Japanese Influenced Fans	11/20/13, 12:17 pm, by Admin	☆	●	
2nd Grade: Mobiles	12/13/13, 12:08 pm, by New User	★	●	
Back to School	12/14/13, 11:54 pm, by Admin	★	●	
Items we could use	11/10/13, 1:06 pm, by Admin	☆	●	

**BLOG OPTIONS**

Alias: mini-paw-prints

Created: 10/25/13, 10:23 am, by Julie Stephenson

Modified: 11/21/13, 10:55 am, by Admin

Published:

Section: Elementary Art

Items Order: Chronological

**RAIL ITEMS**

About

Recent Posts

Archives

## About This Blog

Enter an optional description for the blog. This will be made available as an "About This Blog" rail item on the blog.

Paragraph **B** **I** **U** ABC

**Jessie Van Overmeer**



I was born and raised near Fond du Lac, Wisconsin. I graduated with my bachelors in Art Education from UW Oshkosh in 2002. I ventured to this part of the state to accept my first teaching job with the Mineral Point Schools. I have since made it my home because I believe in the ideals of Mineral Point community and it's schools. I am currently enrolled in a masters program for Primary and Secondary Art Education at Concordia University of Mequon. I believe that all students benefit from an education enriched by the arts.

Path: p = strong Words:96

→ Under **EDIT BLOG**, you can add a description of your blog (optional).

## BLOG OPTIONS

**PUBLISHED:** Check to **publish/unpublish** your blog.

**SECTION:** Assigns the location of your blog.

**ITEMS ORDER:** You can choose between chronological and alphabetical.

**RAIL ITEMS:** These are the items that will show up on the blog page. Currently you can have 0-3 items show up. They are: **About, Recent Posts, and Archives.**

# MANAGE A BLOG 3 of 3

**BLOG ENTRIES: HEADLINE** This will also be the name of the post. **SUBHEAD** (optional).  
**CONTENT** You can add type, photos, videos and links. Styling text (bold, etc.) is optional.



## Edit Blog Entry

## MANAGE DETAILS

**Start/stop publishing:** Optional.  
Left unedited, post will publish immediately.  
Use to set specific start/expire dates.

**Published:** Check.  
If left unchecked post exists, but is not viewable by public.

**Description:** Optional.  
On your blog, the first few sentences of your entry will be what is viewable before the READ ARTICLE button. If you enter a description, it will replace the first few sentences with your concise description of the post.

**Options:** Select which items you want to appear with post. **Show Sharing icons** (facebook, twitter, email, print) will default to appear unless unclicked.

## SHARE THIS



**SHARING YOUR BLOG:** Do you have a Facebook page or Twitter account? Go to the public website, click on the blog entry and share to external accounts.

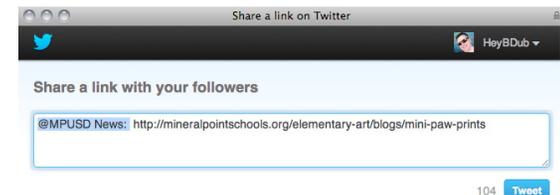
## FACEBOOK

Click on **F**, select a Facebook page you manage, and Share Link.



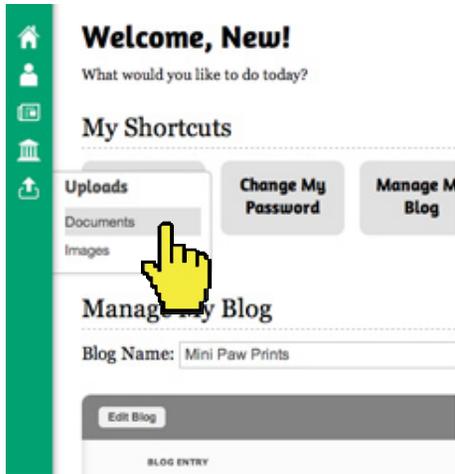
## TWITTER

Click on **twitter icon** and Tweet.

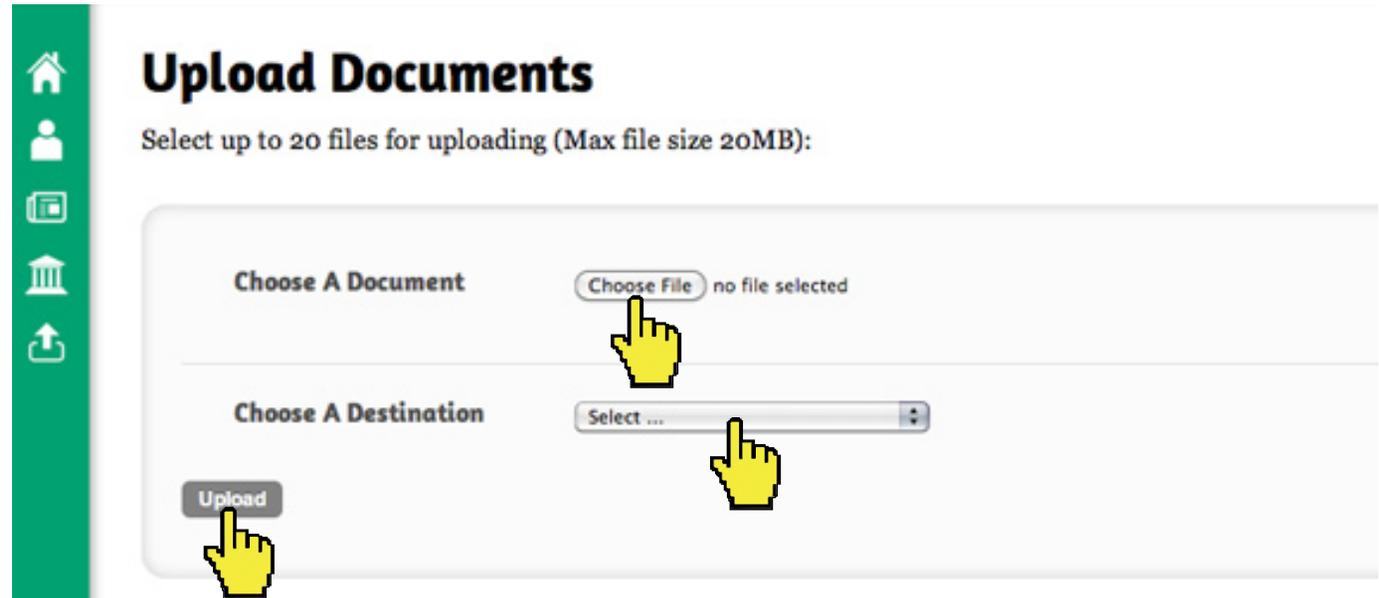


# UPLOAD A DOCUMENT

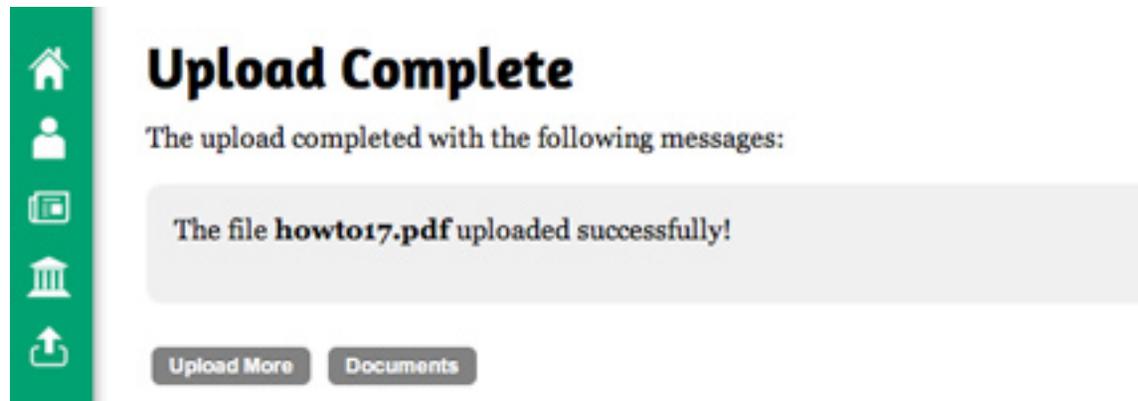
- ① In the green menu bar, click on **UPLOADS > DOCUMENTS**



- ② **CHOOSE FILE** and **DESTINATION** and **UPLOAD**.

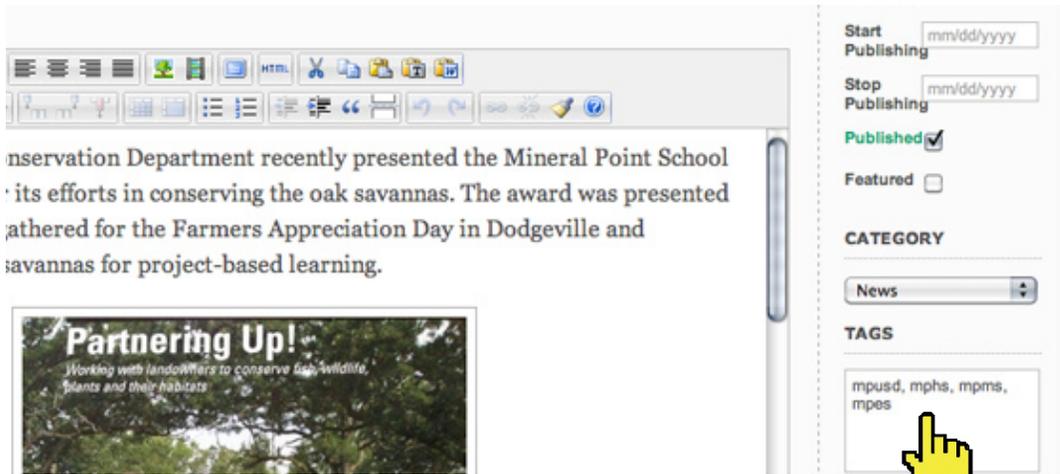


- ③ **WAIT**. Once you get an **Upload Complete** window, it is safe to navigate away from this page. You can also click on **Upload More** documents.



# NEWSFEEDS & TAGS

The newsfeed on sections are controlled by admins. Admins use tags to control which stories appear in the newsfeed. For example, the District section uses the tag **mpusd**. Posts tagged **mpusd** will show up in the newsfeed.



EXAMPLE: By using multiple tags, separated by commas, this post will appear on four newsfeeds. Note: Newsfeed tags are normally all **lowercase** letters.

## TAG LIST (So far)

- |                               |                            |
|-------------------------------|----------------------------|
| <b>mpusd:</b> School District | <b>library:</b> Library    |
| <b>mps:</b> High School       | <b>pointers:</b> Athletics |
| <b>mpms:</b> Middle School    | <b>mpspced:</b> Special Ed |
| <b>mpel:</b> Elementary       | <b>all:</b> All newsfeeds  |

EXAMPLE: This newsfeed on the DISTRICT page has a featured post (About Our Schools) followed by other posts that are tagged **mpusd**.