



**BOX CLEVER**  
EDUCATION

# School Website Training for Livingstone Range School Division

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## 1. SCHOOL WEBSITE TRAINING DOCUMENTS

Download the Training Package so you have some sample documents and photos to use during training:

<https://boxcleveredu.ca/training>

## 2. INTRODUCTION

- Tour of your new website
- Quick tour of the WebGuide for Schools content management system (CMS)
- Built-In Help Section - send us your questions!
- Caching: some changes on your website are stored for 15 minutes before updating

## 3. LOGIN TO WEBGUIDE

- Check your inbox for an email from WebGuide for Schools. Follow the link in the email to create your password.
- Bookmark the page for easy access in the future.
- Don't have a school website? Login to the LRSD School Training Website instead:  
<https://lrsdtraining.webguide-forschools.ca/webguide>

- Until launch, your school website will be at a temporary URL. Can't find the address? Type in the temporary URL for your school listed below:

<b>A.B. Daley Community School</b>	<a href="https://abdaleyschool-ca.webguide-forschools.ca/webguide">https://abdaleyschool-ca.webguide-forschools.ca/webguide</a>
<b>Canyon School</b>	<a href="https://canyonschool-ca.webguide-forschools.ca/webguide">https://canyonschool-ca.webguide-forschools.ca/webguide</a>
<b>Crowsnest Consolidated High School</b>	<a href="https://crowsnesthighschool-ca.webguide-forschools.ca/webguide">https://crowsnesthighschool-ca.webguide-forschools.ca/webguide</a>
<b>F.P. Walshe School</b>	<a href="https://fpwalsheschool-ca.webguide-forschools.ca/webguide">https://fpwalsheschool-ca.webguide-forschools.ca/webguide</a>
<b>Granum School</b>	<a href="https://granumschool-ca.webguide-forschools.ca/webguide">https://granumschool-ca.webguide-forschools.ca/webguide</a>
<b>Horace Allen School</b>	<a href="https://horaceallenschool-ca.webguide-forschools.ca/webguide">https://horaceallenschool-ca.webguide-forschools.ca/webguide</a>
<b>Isabelle Sellon School</b>	<a href="https://isabelle Sellonschool-ca.webguide-forschools.ca/webguide">https://isabelle Sellonschool-ca.webguide-forschools.ca/webguide</a>
<b>J.T. Foster High School</b>	<a href="https://jtfosterhighschool-ca.webguide-forschools.ca/webguide">https://jtfosterhighschool-ca.webguide-forschools.ca/webguide</a>
<b>Livingstone School</b>	<a href="https://livingstoneschool-ca.webguide-forschools.ca/webguide">https://livingstoneschool-ca.webguide-forschools.ca/webguide</a>
<b>Matthew Halton High School</b>	<a href="https://matthewhaltonhighschool-ca.webguide-forschools.ca/webguide">https://matthewhaltonhighschool-ca.webguide-forschools.ca/webguide</a>
<b>Stavelly Elementary School</b>	<a href="https://stavellyschool-ca.webguide-forschools.ca/webguide">https://stavellyschool-ca.webguide-forschools.ca/webguide</a>
<b>W.A. Day Elementary School</b>	<a href="https://wadayschool.webguide-forschools.ca/webguide">https://wadayschool.webguide-forschools.ca/webguide</a>
<b>West Meadow Elementary School</b>	<a href="https://westmeadowschool-ca.webguide-forschools.ca/webguide">https://westmeadowschool-ca.webguide-forschools.ca/webguide</a>
<b>Willow Creek Composite High School</b>	<a href="https://willowcreekhighschool-ca.webguide-forschools.ca/webguide">https://willowcreekhighschool-ca.webguide-forschools.ca/webguide</a>
<b>Colony Schools</b>	<a href="https://lrsdcolonyschools-ca.webguide-forschools.ca/webguide">https://lrsdcolonyschools-ca.webguide-forschools.ca/webguide</a>
<b>Ski Academy</b>	<a href="https://livingstoneskiacademy-ca.webguide-forschools.ca/webguide">https://livingstoneskiacademy-ca.webguide-forschools.ca/webguide</a>

- After launch, your WebGuide URL will be: ***YOURSCHOOL.ca/webguide***

#### **4. DASHBOARD AND AUDIENCE OVERVIEW**

- Your WebGuide dashboard provides an overview of the traffic for your website for the last month!
- When creating content be sure to think about who your audience is. Your main audiences are:
  1. Parents of current students
  2. Current students
- The most visited pages on school websites are typically:
  1. Calendars
  2. Bell Schedule
  3. Staff directories or teacher pages
- Mobile traffic and devices
  - Rising every year
  - We typically see between 50-75% of traffic coming from mobile devices
- How do people use websites?
  - Most of the visitors to your website are not new visitors - they know what they are looking for.
  - Headlines should be short and to the point in order to allow scanning (like a newspaper)

## 5. PAGES

The **Pages** tab is where you control the content (text, images and videos) on your regular website pages. You can also add, delete and move pages in your website menu on the **Pages** tab.

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| 1     | <ul style="list-style-type: none"><li>• Your page content has been migrated from your old website!</li><li>• You can add more pages as needed</li><li>• Your menu is three levels deep</li><li>• Pages are made up of articles: title, body, image</li><li>• <i>TIP: Ideally the top level will have 4-6 navigation items (plus Home).</i></li><li>• <i>TIP: The second and third levels of navigation should have 8 pages or less</i></li></ul> | <ol style="list-style-type: none"><li>1. Open file: <a href="#">Sample Text.rtf</a></li><li>2. Add a top-level page "<b>Your Name</b>"</li><li>3. add an article - <b>Art Club</b> and include an image with Image Alt Text</li><li>4. add a second <i>Featured</i> article - <b>Snowboard Club</b></li><li>5. add an <i>Accordion</i> article – <b>Ski Club</b></li><li>6. drag to reorder your articles</li></ol>   |
| <hr/> |  |   |
| 2     | <ul style="list-style-type: none"><li>• pages can be set to draft</li><li>• pages can be duplicated</li></ul>  | <ol style="list-style-type: none"><li>1. Click the green "P" square (Published)</li><li>2. Green square becomes yellow ("D" for Draft)</li><li>3. Reload your website and the page is gone!</li><li>4. Change status back to Published by clicking the square</li><li>5. Duplicate your page then delete</li></ol>  |
| <hr/> |  |   |
| 3     | <ul style="list-style-type: none"><li>• pages can be added under top level pages</li><li>• articles can be moved</li><li>• pages can be moved</li><li>• pages can be reordered</li><li>• Pages can have banner images</li></ul>  | <ol style="list-style-type: none"><li>1. Add a subpage named "<b>Snowboard Club</b>" under "<b>Your Name</b>" page</li><li>2. Move your <i>Snowboard Club</i> article from "<b>Your Name</b>" to "<b>Snowboard Club</b>" page</li><li>3. Edit "<b>Snowboard Club</b>" page and move it under "<b>About</b>" page, then move it back under "<b>Your Name</b>"</li><li>4. Edit "<b>Your Name</b>" and add a banner image</li><li>5. Reorder top level pages</li><li>6. Demo: reorder the pages under "<b>About</b>"</li></ol> |
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| 4 | <ul style="list-style-type: none"><li>• Articles can be edited</li><li>• Use the icons in the article text editor</li><li>• Soft returns (SHIFT + RETURN)</li><li>• Add YouTube video with the Insert Video button</li></ul> | <ol style="list-style-type: none"><li>1. <a href="#">Edit your article</a></li><li>2. <a href="#">Get to know the article toolbar</a></li><li>3. <a href="#">Paste a YouTube URL using Media Button</a> - there is a Youtube URL in the <a href="#">Sample Text.rtf</a> file</li></ol> |
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| 5 | <ul style="list-style-type: none"><li>• Version Control</li></ul> | <ol style="list-style-type: none"><li>1. <a href="#">See who last saved an article</a></li><li>2. <a href="#">Revert an article to an earlier version</a></li></ol> |
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| 6 | <ul style="list-style-type: none"><li>• Quick Tips:<ul style="list-style-type: none"><li>• if everything is bold - nothing stands out</li><li>• Don't make articles or pages that are just a list of links</li></ul></li></ul> |
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## 6. BLOGS (HOMEPAGE NEWS)

Add news posts to your Homepage news feed on the **Blogs** tab. Try to add at least one post a week to keep your homepage fresh for regular visitors.

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|---|---|--|
| 1 | <ul style="list-style-type: none"><li>• chronological listing of posts</li><li>• each school automatically has "Homepage News" blog - most recent 3 posts automatically show on home page</li><li>• choose a Featured Post to pin at the top of your blog</li><li>• posts are the same as articles but have dates associated (&amp; social media sharing!)</li><li>• blog posts can be post-dated for future publishing</li></ul> | <ol style="list-style-type: none"><li>1. <a href="#">Go to Blogs tab and add a post - <b>Snowboard Club Field Trip</b></a></li><li>2. <a href="#">Make your post the "Featured" post</a></li><li>3. <a href="#">Demo: share a post to social media</a></li></ol> |
|---|---|--|

- *TIP: What should be an article and what should be a news item?*
  - *News: has a time limit - will not be news a week and a half from now (Examples: Teacher Wins Award; Kindergarten Registration is Now Open)*
  - *Article on a page – needs a permanent or long-term home on your website. Parents may need to access this information at any time of the year (Examples: How to Register for School; What Programs do We Offer?)*
    - *The newsfeed with “Posted On” dates saves you time: you don’t have to come back and remove old posts*
- *TIP: How to use news properly?*
  - *discuss details in the news post (Example: Hot Lunch post- include date, how to register/pay, who to contact, how to volunteer, etc.)*
  - *You don’t always need an image - if you have one that fits, use it, if you don’t have a good image, leave it out.*
  - *Avoid images that don’t fit the dimensions on the homepage*

## **7. TIPS: USING PHOTOS ON YOUR WEBSITE**

- 1 What makes a good image?
  - No watermarks
  - Photo adds to the content presented - it is okay to NOT use a photo
  - You own the photo or it is “Free for Commercial Use”
  - Google Images is not a free place to get images - Take your own photos, buy stock photos, or find free photos
  - The best photos for school websites show staff and students engaged in school activities
- 2 Gifs
  - Funny Gifs are great for social media but not the website, in general should be avoided to keep a professional look

### 3 Clip Art

- For the most part, clip art looks dated
- Ask the question, is it adding value to your visitors?
- Can a photo be used here instead?

### 4 Pictures of text

- Not accessible! Screen reading software doesn't know what word is in the picture
- Can get cropped in your homepage news feed
- Better to not use an image at all - let your headline speak for itself
- Don't convert PDFs to image files and add them to your pages (think about mobile users and accessibility)

## 8. DOCUMENTS

Upload files to your website on the **Documents** tab. Page articles, blog posts, enticers and quick links can be linked to an uploaded document. Your website includes a Documents page where visitors can search through uploaded documents that have been set to "public".

- 1 • store your documents: PDF, Word, Excel, etc.  
AND link to online files such as Google Docs
1. upload a file - **Permission Form 1.pdf** -  
and add it to a new category: **Training**
- files will show up on your searchable  
Documents page by default
2. View on Documents page
- create a link to a document in any article, blog  
post, event or enticer on the website
3. Add a link to the document in your  
"**Snowboard Club Field Trip**" blog post
- when a file is updated so are the links to it
4. replace that document with **Permission  
Form Revised.pdf** (in WebGuide, click on  
the document title)
- can upload multiple files at once and delete  
multiple files at once
5. try to delete that document (you'll get a  
warning that it is linked)
- you'll receive a warning if you try to delete a  
file linked to an article or blog post on your  
website
6. Delete your document

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*TIP: Before you upload a document, ask if it could be a Page article instead. (Examples: Bell Schedule)*

## 9. SNIPPETS

Little “snippets” of text or images in specialized areas of your website. You have 3 types of snippets on your website: Enticers, Quick Links, and Homepage Banner Images.

Enticers and Quick Links display on every page because visitors don’t always enter your site through the home page.

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| 1     | <ul style="list-style-type: none"><li>• <b>Enticers:</b> used to entice visitors to other pages on your site or to highlight important information</li><li>• top 6 show on all pages on the site.</li></ul>   | <ul style="list-style-type: none"><li>1. <a href="#">Under Snippets select Enticers</a></li><li>2. <a href="#">Create a new snippet</a></li><li>3. <a href="#">Reorder the snippets</a></li></ul> |
| <hr/> |   |   |
| 2     | <ul style="list-style-type: none"><li>• <b>Quick Links:</b> appear in the header for easy access to popular apps and information</li><li>• we’ve added some for you, go ahead and change them or add to them.</li></ul>   | <ul style="list-style-type: none"><li>1. <a href="#">Under Snippets select Quick Links</a></li><li>2. <a href="#">Add a Quick Link</a></li><li>3. <a href="#">Reorder Quick Links</a></li></ul>   |
| <hr/> |   |   |
| 3     | <ul style="list-style-type: none"><li>• <b>Home Page: Banner Images:</b> upload banner images for your homepage</li><li>• upload as many as you like! One will randomly load each time someone visits the homepage</li><li>• we’ve added a picture of your school</li><li>• make sure your images are high quality!</li></ul> | <ul style="list-style-type: none"><li>1. <a href="#">Under Snippets select Home Page: Banner Images</a></li><li>2. <a href="#">Upload a photo</a></li></ul>                                       |

## 10. CALENDARS

We’ve connected your school Google Calendar to your website!

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| 1 | <ul style="list-style-type: none"><li>• Linked to your Google Calendar</li><li>• Add events in Google Calendar and they will appear on the website automatically</li><li>• Add additional Google Calendars if needed, or use our built-in Calendars feature</li></ul> | <ul style="list-style-type: none"><li>1. <a href="#">Demo of the Calendars module</a></li></ul> |
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## 11. MICROSITES

Microsites are websites for teachers, teams, committees and more. As the school Site Webmaster you can create microsites and assign them to individuals or groups within your school.

1. • Create *unlimited* websites for teachers, teams clubs, the library, school council, etc...
  - Add one or more users to each microsite
  - school websites have a menu of all Online microsites in the footer
  - as a Site Webmaster for your school, you can access every microsite for your school
  - if you have permission for one or more Microsites, you'll see a Microsites menu at the top of the page
  - *TIP: add links to teacher Microsites in the Staff Directory*

*TIP: add links to teacher Microsites in the Staff Directory*

*TIP: download our handy guide for Microsite users at <https://boxcleveredu.ca/training>*

1. Click Microsites, then Create Microsite
2. Choose a Site Name and URL that no one else has used before
3. Invite User(s) to the new Microsite with the role Site Webmaster
4. When the microsite is ready to launch, edit the status to Online!
5. Edit the microsite to take it offline when you need to
6. Manage Users to add or remove users

## 12. SITE SETTINGS

**Site Settings** is where you control the address, phone, and fax number on your website, as well as the information that appears on your school's About page.

1. Site Settings
    - Edit Address, Grades, Phone, and Additional Info
    - Additional Info appears on the About page
    - The About field appears on the homepage
1. Go to Site Settings
  2. Update the About section
  3. Add any Additional Info you would like to include on your About page

## 13. MANAGING USERS

Add additional school staff members to WebGuide so they can update your website too! It's a good idea to have at minimum two Site Webmasters for your school.

- 1 • anyone in your school can get access to WebGuide!

- User Roles:

- Division Webmaster – *everything all sites*
- Site Webmaster (School Website) – *everything on your school's site plus all of your school's microsites*
- Site Webmaster (Microsite) – *everything on this Microsite*
- Content Editor – *no managing Users, Site Settings, or Social Media accounts*

To add Users to your School Website:

1. Go to Users (in the header menu)
2. Add User by entering name, greeting, email address and User Role

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- 2 • users can login to more than one site, and have permissions for both

- if you have permissions for more than one site, you'll see a "change site" button at the top of the page in WebGuide

## 14. SOCIAL MEDIA

You can connect your school's Social Media accounts to your website, letting you display recent posts on your site and post directly to Twitter and Facebook from WebGuide.

- 1 • connect your Facebook, Twitter and Instagram [1. Connect your accounts](#)
- share blog posts, photo galleries and notices to social media from WebGuide!

## 15. FORM BUILDER

Your website's Contact form is controlled on the **Form Builder** tab.

- 1 • each site has a Contact page with a form
  1. under Form Builder click on Contact Us
  2. add one or more contacts (by name, department, grade, or whatever works for your school)

## 16. PHOTO GALLERIES

On the **Galleries** tab, upload photo galleries to your website and display them on a page or blog post.

- 1 • add as many galleries to your site as you like and add as many photos to each gallery as you like
    - automatically resized
    - galleries can be assigned to any page or blog post
    - appear below the last article on a page
    - choose a Thumbnail or Carousel layout
1. Add a new gallery: **Our Members** (description is optional)
  2. Assign to your **"Snowboard Club"** page
  3. Drag and drop photos from your Training Documents folder
  4. Reorder photos
  5. Add titles, captions and alt text
  6. View on the webpage
  7. Change style to Carousel

## 17. STAFF DIRECTORY

Create and manage the staff information that appears on your website on the **Staff Directory** tab.

- 1 • create a categorized staff list
    - sort categories alphabetically or customize
    - include a bio and links to teacher websites
1. In Staff Directory, create a **Training** category
  2. Demo: Drag to reorder categories
  3. Add a staff member to **Training**
  4. Demo: Drag to reorder staff

## 18. NOTICES

LRSB can post Regular and Emergency notices on your website from the central office. You can also create a notice banner on your school website if you need to, using the **Notices** tab.

- 1 • publish Notices to your website [Create a notice and then remove it](#)
  - division can publish Emergency and General notices on your website

## 19. SITE DESIGNER

Use the **Site Designer** to change the look and feel of your school website.

- 1 • Choose a new website theme
  - Choose your colour scheme
  - Choose sidebar or full width layout
  1. Demo: Click the Site Designer button
  2. Open Theme Settings tab
  3. "Apply to Preview" to view changes in your preview window
  4. "Save" to publish the changes on your website

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- 2 • **Header Settings** control your logo, menu style, social media icons and site title (your school name)
  1. Open General Settings > Header Settings
  2. place your logo on a white or coloured background
  3. change your logo orientation
  4. choose an expanded or collapsed menu (always collapsed on small screens)
  5. add social media icons
  6. choose a font and size for your site title

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- 3 • **Homepage Settings** control your tagline, and order of items on your homepage
  1. add or edit your tagline
  2. reorder Enticers, Social Media and Bus Status

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- 4 • **Contact Settings** control your contact page
  1. Edit your address
  2. Add a Google Map