JERSEY CITY PUBLIC SCHOOLS
SCHOOL WEBSITE TRAINING

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Website Address and Login and Staff Rosters

- All sites are the same , just replace school the school number, example admin.ps12.jcboe.org

- Log in:

    - User names should remain the same as the users email address for the jcboe domain.
    - Example: jmarkey@jcboe.org , the username is jmarkey
    - Password for staff can be reset with password link.

Website Address and Log In

- 2 Website administrators per school.

- Creating a new user
- Email addresses should be hidden/not visible
- This is an option to check on the admin site.
- Users can be separated by departments. Teachers administrators etc.
- There are different format styles to show.

Main Page-News Feed

Go To:

- Announce and News and Alerts

- Add News:

- Headline is required
    - Short Summary is optional
    - 3 options: Content, link to file and link to a page.
- Upload photo (optional)
- Post now or later (choose 1)
- Post expiration date or never expire (choose one).

Main Page-News Feed

- Once the story is saved you have the option to post on social media if its linked to your site and create a news "pop-up"

- Occasionally there will be information that the district shares to all school sites, this may be news/ "pop-up"

- We try not to override a school created pop-up but it will depend on the information.

**Widget: A box created that provides info. And sits directly on the website

Calendar Information

*Calendars no longer need to be submitted
to the communications department.

- 2 Types of calendars-*Both are required*
  - Main page of the website-Live Calendar

  - Pdf for download

  - Multiple months can be posted on the website at one time.

Site Navigation

- Content listed at the top of your website.
  - Links to online resources or pdfs

- To edit , got to site management and site navigation
- Add items to each section as a page or subpage
- Page or subpage can be a link to a online resource or a pdf.

Page Updates

- Check for pages with information thats needs to be updated.
- Items can be saved as a draft.

- Principal's Page
  - Updated with picture
  - Message from the principal
- Assistant Principal's Page
  - Updated with picture
  - Message from the Assistant Principal/Vice Principal
- Nurse's Page
  - Contact information and a link to medical forms on the district website being made available to parents
- Staff Directory
  - Adding pictures (optional but it can be creative)
  - Google classroom linked (future workshop)

PDF Page

- Each school has a pdf page to upload and save pdf files.

- Al documents uploaded to the website should be in electronic pdf format (not scanned). This is for ADA compliance.

- ADA, WCAG, Section 504 and 508, website accessibility - these are all top of mind for many schools and districts. But what does ADA (the Americans with Disabilities Act) have to do with your website?

- It's all about making sure the content of your website is accessible to all visitors. Just as ADA has made it easier for those with disabilities to navigate the physical world, it also applies to how users with visual and physical disabilities access your website's content.

Website Media/picture shuffle

- Pictures or banners can be posted in a jpeg or png format.

- Images must be 1850 px x700px

- Hyperlinks can be added to images and banners.

- Recommendation: no more than 6 images and banners at time.

Image shuffles and youtube links can be added to highlight school events through video and picture shuffles.

Social media

- The website currently manages Facebook and Twitter from the main page

- A social media email address can be provided to a school if requested for use with social media. Example ps99socialmedia@jcboe.org
- Youtube Page
  - Some schools have channels currently in use.