



## ANZAC TERRACE PRIMARY GUIDELINES and PROCEDURES

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| <b>Title:</b> | <b>School Web Page – Adding Information</b> | <b>Date: Feb 2014</b> |
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It is possible for all teachers to add information, links and documents to your CLASS PAGE on our school's website. It is a very easy process for you to do so.

### Guidelines:

When adding anything that will appear in the public domain we need to be mindful of the content that will appear. The following are some guidelines that will assist you in determining what might be added or uploaded.

1. No photos / videos of children (or staff) should be uploaded onto your class page.
2. Any and all uploaded documents need to be proofed for accuracy in grammar and spelling, and accuracy of information.
3. If you do add items to your class page, make sure your page remains up to date. Delete items no longer applicable.
4. Don't put so much on your class page that it becomes a jumble to read.
5. Do not publish names of children in your class.

### Adding to your Class Page:

1. You will first of all need to gain access to the editing part of our school web. To do this open our school web page – [www.anzacterrace.wa.edu.au](http://www.anzacterrace.wa.edu.au)
2. After the **au** put **/admin** or just type in admin if the / is already there.
3. This will take you to a "login page"
4. To login – user name is anzac and password is admin
5. Once you are logged in you need to go to your class page to add stuff – as follows;
  - a. Under "Content" find "Pages" and click on that.
  - b. Under the list of pages scroll down till you find classes.
  - c. If this section is already expanded scroll down till you find your class and click on it.
  - d. If this section is not already expanded click on the little arrow on the left of Classes and the section will expand to reveal your class page.
  - e. Once your page is opened you can type whatever information you like in there.
  - f. When finished click on "Apply" then "Submit" – your page has been updated.
  - g. **NB: Do not delete the bit of code that is on your page – this code lets you insert document links into your page.**

### Inserting Documents into your Class Page:

You need to have converted whatever documents you want inserted, into pdf format.  
(Maximum size 10Mb)

1. Login to the admin page as above.
2. Under "Content" find "Our School Manager" and click on it.
3. When that page opens click on the "Upload File" at the top of the page.
4. You then need to complete the information in the window that appears.
  - a. Document name – Type this exactly as you want it to appear in your page.
  - b. Page – click on the down arrow to show a list of pages and select your class page.
  - c. Click on "Browse" and find your document wherever you have saved it.

- d. Click on the document the click on “Open” – your document name appears in the window next to the word Document.
- e. Click Submit – JOB DONE!

#### Inserting Links in your Class Page to WebPages:

1. Access your Class Page as indicated above.
2. Type the title of what you want to appear on your page – eg Google
3. Highlight what you have typed then find the think that looks like a link in the toolbar at the top of the page and click on it. (Not the yellow one!)
4. A new window will appear.
5. Copy the URL of the webpage you want and paste it into the area entitled “Link URL”
6. Click on the down arrow next to “Target” and select “Open in new window”
7. Click “Insert”
8. You will be returned to your page – click on Apply then Submit as before – Job done!