CMS Made Easy
The Grondin No-Frills Method

Access The Site
- On the Internet, go to www.lcps.org
- Pull down Briar Woods High School

Sign In
- You should have received an e-mail with your user name and password, something similar to jdoe and jdoe1.
- If you did not get a password and login at the beginning of the year, see Roger.
- If you received a login, but cannot remember your password, go to the sign-in page, and click at the bottom of the instructions.

Go to your page
- Find Staff
- Find your name

Site Manager
- On the upper right side, you'll see the black Site Manager button. Click it.
- You should be at your Workspace. This page is where you select existing pages, or create new ones.

Clicky-Typey Time
- Click on the word 'Welcome' to work on your Welcome page. You will now see the Rich Text Editor. (Fancy talk for stripped-down-Word) Here's where you can type out a couple of lines or paragraphs about your background, and how excited you are to be here.
- Be sure to hit the SAVE button often.
- Move your cursor over the icons above the text to see what each icon does. Please pay particular attention to the spell-check.

Picture This
- If you want to insert a picture of yourself, find the Insert Image Icon. (Third row of icons, first one) Click on it.
- **Insert new image from my computer or network...**
- BROWSE to find the picture
- For Alt Text, put a two or three word description of the picture
- Once the picture is on the desktop, click on the Edit image icon (right next to the Insert Image Icon). Edit any properties you need to. You can also change the size of the image by clicking on it, and dragging the corners around.

Reach Out and Be Touched
- Part of your introduction should be contact info. Hours of operation might be a good thing. (The phone number is on the bottom of every page.) Embedding your email address would be essential. Type something like E-MAIL ME. Highlight those words. Find the INSERT LINK icon (bottom row, sixth from left) Inert a link to an email address. Enter your address. (Use Your.Name@lcps.org   Do not use 'private' addresses.)

Save Often

Adding Pages
- For the present, we will be working with FLEX pages.
- New Page - Flex Page
- Name It – let's say you want to do an Algebra Overview Page
- Click on the name
- If you want to have nice columns, it is much easier to deal with tables.
- The insert Table icon is the 11th icon on the bottom row of icons. Drag the number of columns and rows you want. (You can change the layout later)
- The cells will change size as you go. Don't worry too much about that.

Anyone have the Date?
> The calendar is one of the best features. This is where most teachers will keep their daily assignments.
- Double-Click on the date to create a new event.
- For Event Title, insert the name of your class
- For Start Time and End Time, select No Specific Time
- Click Save
> Back at the Calendar Workspace,
- Click on the Event
- Type the details of the assignment in the Description box
- If your assignment references a web site, enter the URL into the Website Address box
- If you wish to attach articles, find the Attachment tabs at the top of the gray area, and enter the information.

Points to consider:
- **E-mail addresses should not be typed out and visible**
- Under no circumstances should personal e-mail accounts be advertised
- When ever possible, avoid pages that are so long that they scroll either up and down or side to side. Readers tend to look at a page quickly, and not notice what is on the bottom of the page. Break up the page, use a smaller font, or try to eliminate white space.
- Font choice is important. You should tend to avoid unusual fonts that may not show up on the reader's computer, or that look unprofessional.
- College logos are copyrighted, and thus not allowed.
- Links to any profit-making entity are not allowed.
- Color should be done with a purpose. Again, colors may show up different on the reader's computer.
- Old pages can be either deleted, or marked inactive. Too may pages listed on the left side may get confusing.
- Blank pages should not exist (like the articles page that everyone started with)
- If you are working on a page, do not mark it active until you done
- Underlining usually means there is a link to something else
> Blue letters usually indicate a link to something else. Avoid them.

As always SAVE and check.