

How to get a Teacher/Activity Page on the new Word Press Website

Step 1: Initial Set Up

1. Email your building administrator (Jen Vilenski) and request a page
2. The building administrator will make a category and web page with your name on it
3. Log in to the wp admin site (<http://fairfieldschools.org/schools/fwms/wp/admin>) with your normal, network username and password. **Please do NOT use internet explorer for this if at school. Use chrome, safari or firefox.**
4. Email your building administrator (Jen Vilenski) that you have successfully logged in
5. The building administrator will then contact the webmaster to connect your log in to your category
6. You will be emailed once the connection has been made

Step 2: Making your Page: (Teacher Pages or Activity Pages)

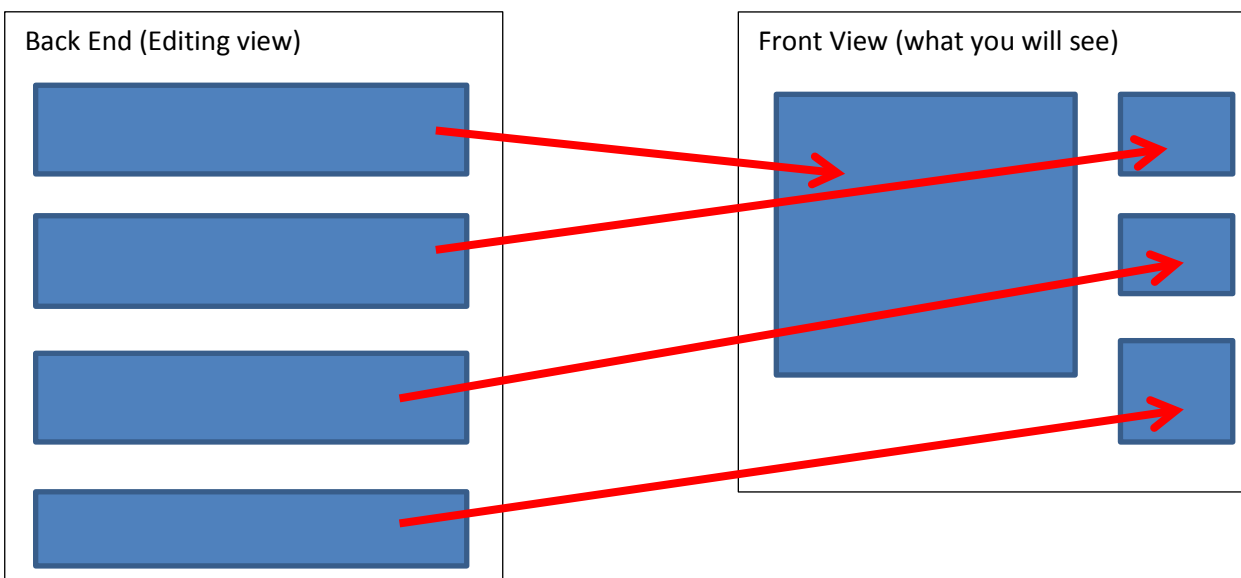
Video: http://www.youtube.com/watch?v=p9dGB_yI_Jo

1. Log in
2. Click on TEACHER PAGES or ACTIVITY PAGES on the left dashboard.
3. Choose ADD TEACHER PAGE or ADD ACTIVITY PAGE
4. Assign it a category (on right), usually your name or activity category
5. Choose visibility options (also on right)
6. Click the blue PUBLISH button.

You may have many pages linked to the main home teacher page. You can have a page per curriculum unit and link them to your primary teacher home page. The structure of your pages is up to you.

Step 3: Editing Your Page: (The Back end looks different to the front view)

Watch the Video: <http://www.youtube.com/watch?v=WqxUx23KnDU>



Step 4: Adding Images, Handouts and Links: Watch the video <http://www.youtube.com/watch?v=JKleoiNQADA>

Please note: the media section is shared by ALL our school staff that have web pages.
So please be careful to not modify any items in there that do not belong to you.