



WEST
VANCOUVER
SCHOOLS

WORDPRESS MANUAL

PAC Reps

LOGIN

HOW TO ACCESS THE DASHBOARD

LOGIN

URL: <http://westvancouver.schools.ca/YOUR SCHOOL NAME/wp-login.php>

Username: your user name

Password: your unique password

SCHOOL URL'S

- <http://westvancouver.schools.ca/rockridge-secondary/wp-login.php>
- <http://westvancouver.schools.ca/ecole-sentinel-secondary/wp-login.php>
- <http://westvancouver.schools.ca/westbay-elementary/wp-login.php>
- <http://westvancouver.schools.ca/caulfeild-elementary/wp-login.php>
- <http://westvancouver.schools.ca/ridgeview-elementary/wp-login.php>
- <http://westvancouver.schools.ca/gleneagles-elementary/wp-login.php>
- <http://westvancouver.schools.ca/westvancouver-secondary/wp-login.php>
- <http://westvancouver.schools.ca/lionsbay-elementary/wp-login.php>
- <http://westvancouver.schools.ca/westcot-elementary/wp-login.php>
- <http://westvancouver.schools.ca/eagleharbour-montessori/wp-login.php>
- <http://westvancouver.schools.ca/chartwell-elementary/wp-login.php>
- <http://westvancouver.schools.ca/ecole-pauline-johnson-elementary/wp-login.php>
- <http://westvancouver.schools.ca/irwinpark-elementary/wp-login.php>
- <http://westvancouver.schools.ca/hollyburn-elementary/wp-login.php>
- <http://westvancouver.schools.ca/cypresspark-primary/wp-login.php>
- <http://westvancouver.schools.ca/ecole-cedardale-elementary/wp-login.php>
- <http://westvancouver.schools.ca/bics-elementary/wp-login.php>

PAGES

To edit pages:

1. Either navigate to the desired page and select “edit” from the top banner, or from the dashboard Click the PAGES tab,
2. Then find the page you wish to edit and click EDIT

1.

WordPress 4.5.3 is available! [Please update now.](#)

Thank you for Updating! Please visit the [Upgrade Network](#) page to update all your sites.

Pages [Add New](#)

Maintenance Mode is On

All (21) | Published (21) Search Pages

Bulk Actions All dates 21 items << < 1 of 2 > >>

<input type="checkbox"/>	Title	Author	<input type="checkbox"/>	Date ^	Featured Image	SEO Title	SEO Description
<input type="checkbox"/>	Home - Front Page 2. Edit Quick Edit Trash View Edit with Visual Composer	straydog	—	2016/05/18 Published		No title	No description
<input type="checkbox"/>	Parents	straydog	—	2016/05/19 Published		No title	No description
<input type="checkbox"/>	Students	straydog	—	2016/05/19 Published		No title	No description
<input type="checkbox"/>	Admissions	straydog	—	2016/05/24 Published		No title	No description

CHOOSING A TEXT BLOCK TO EDIT

In this example, if we want to edit the “wvs-Section-title” block, we then select the pencil icon in the green box that appears inside the wvs-Section-title box. This will open the “wvs Section-title Settings” box. This is where you will edit the copy that appears in this page element/block.

EDITING THE TEXT

To change the title or copy in the box, simply edit what appears, then “Save Changes” and then be sure to select Update to save the page changes.

The screenshot displays the WordPress Classic Editor interface for a page titled "Our School" on the website "Eagle Harbour Montessori School". The page content includes a header, a section title "Our School", and two paragraphs of text. A "wvs - Section Title" block is highlighted in green, and a pencil icon is visible next to it. A modal dialog box titled "wvs - Section Title Settings" is open, showing the current title "Eagle Harbour Montessori" and subtitle "Our School". The dialog also features a rich text editor for the main content, which currently contains the text: "Eagle Harbour Montessori School provides students from Kindergarten to Grade 5 with a publicly funded alternative to standard education. With an emphasis on independence, freedom within limits, and respect for a child's natural psychological development, we offer the British Columbia Ministry of Education curriculum delivered in the traditional approach developed by Italian physician and educator Maria Montessori." The dialog includes a "Save Changes" button at the bottom and an "Update" button on the right side of the page.

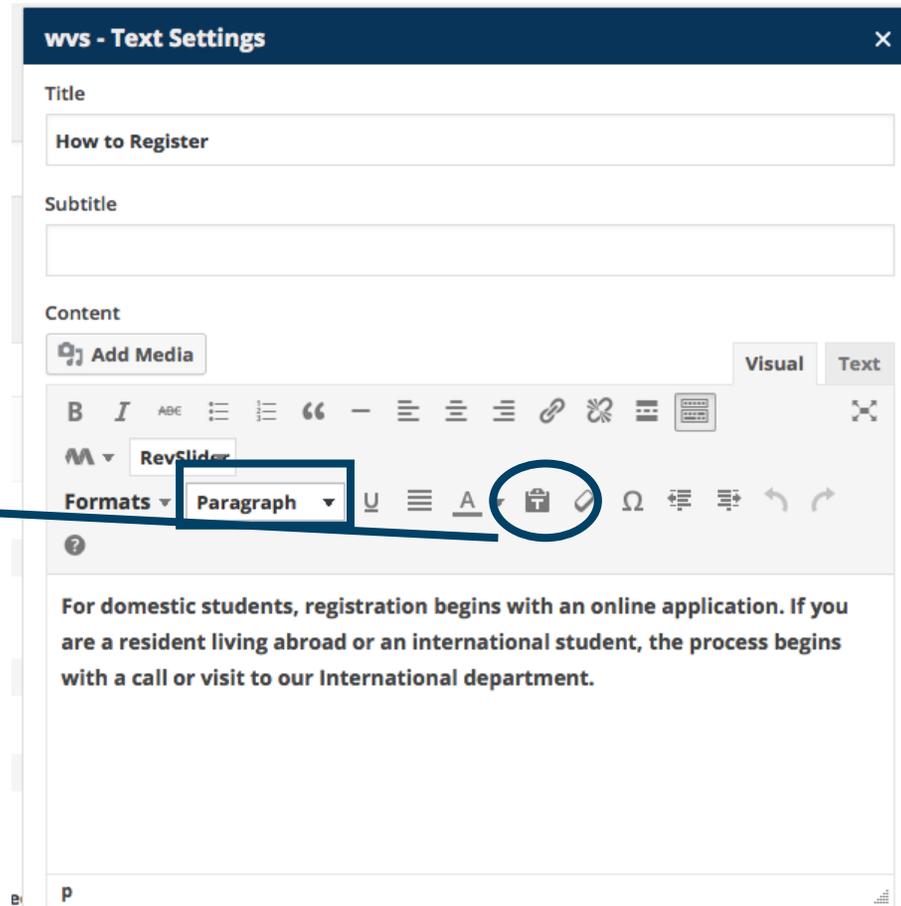
TOOLBAR BUTTONS

Many of the toolbar buttons in Wordpress are the same as you'd find in Word or Excel.

The **Paragraph** drop down field is to be used when selecting the style of the text. We suggest you use the same styling in the same format as it appears now. To see the content's style, simply select the content, or place your cursor anywhere in the content, and the "Paragraph" window will show the content style.

When **pasting** content from another source, (a website, or from Word or .txt) ALWAYS select this "T" button first.

This method strips the content of any formatting that comes from the source.



LISTS/BULLETS & OTHER STYLING

If you want to put content into lists and bullets, use the toolbar buttons.

We suggest sticking to the existing style when adding new content, rather than adding in your own "style" by using the italics, quotes and Bold buttons. This will ensure consistency throughout the site.

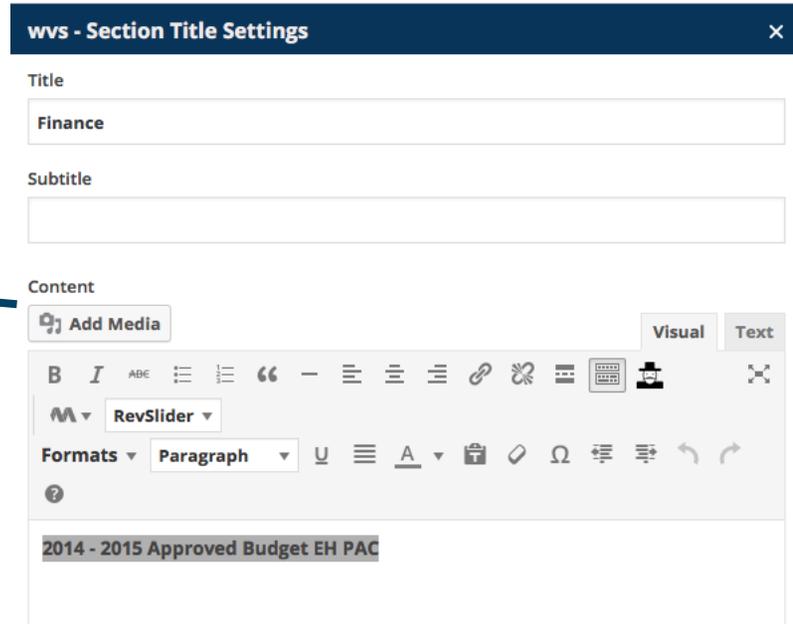
The "Paragraph" drop down field has pre-determined heading styles for you to use.

LINKING TO/ATTACHING FILES (ie. pdf's)

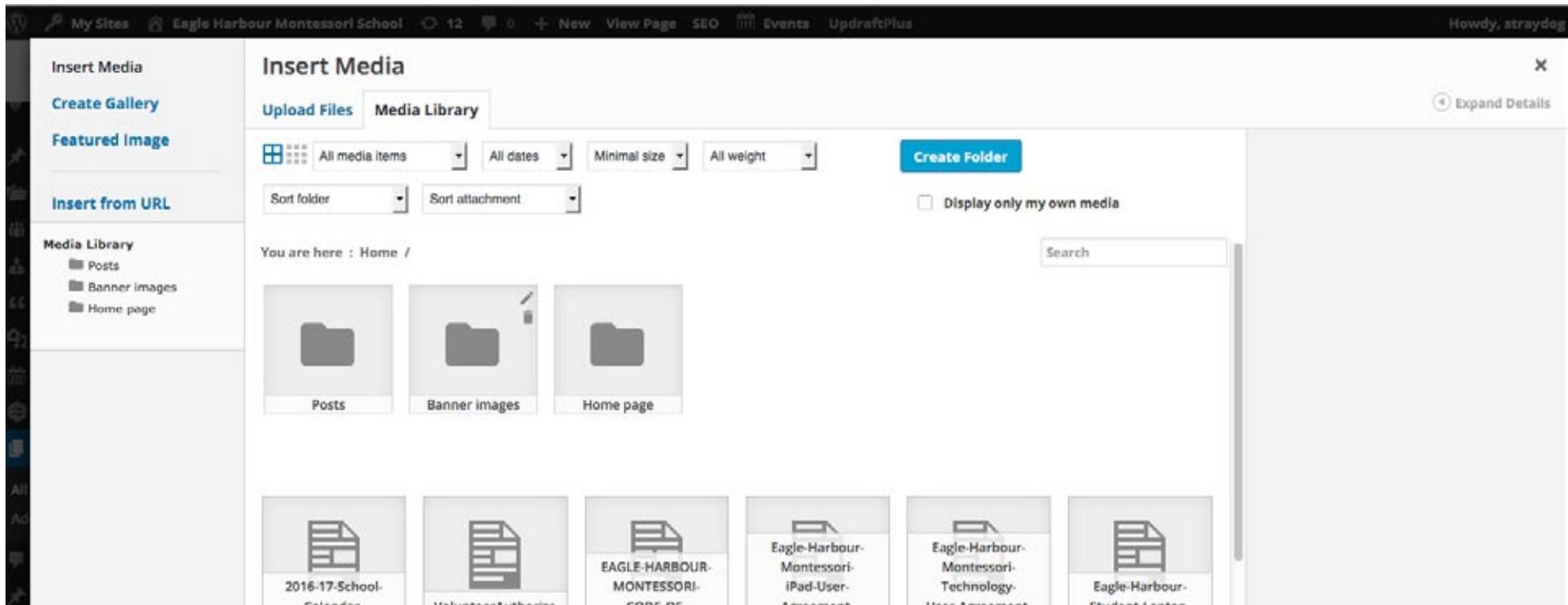
A. When attaching a file that has yet to be loaded into your media library:

1. Highlight the text that should hyperlink to the file
2. Select the "Add Media" button
3. Select the "Upload Files" Button
4. Select the "Select Files" button
5. Find the file on your hard drive and "upload"
6. "Insert into page"
7. Highlight the text again and check to make sure everything is as you want it to be!
8. Save Changes and Update Page

NOTE: **Folders:** for organization, you may want to create and maintain folders for images



The screenshot shows a dialog box titled "wvs - Section Title Settings". It has three main sections: "Title", "Subtitle", and "Content". The "Title" field contains the text "Finance". The "Subtitle" field is empty. The "Content" section features a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, quote, code, undo, redo) and a "RevSlider" dropdown menu. Below the toolbar, the text "2014 - 2015 Approved Budget EH PAC" is displayed. A blue arrow points from the "Add Media" button in the "Content" section to the third step of the instructions.

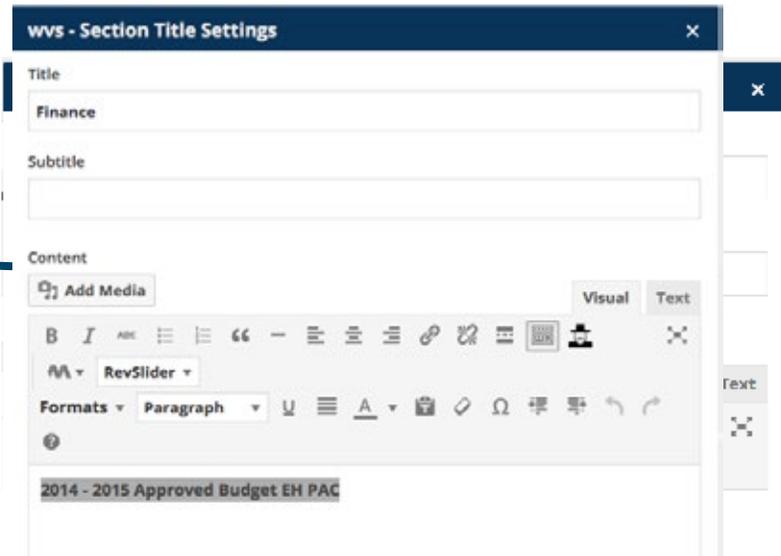


The screenshot shows the "Insert Media" dialog box with the "Media Library" tab selected. The interface includes a sidebar with options like "Insert Media", "Create Gallery", "Featured Image", and "Insert from URL". The main area shows a grid of folders: "Posts", "Banner images", and "Home page". Below the folders is a search bar and a "Create Folder" button. A list of files is displayed at the bottom, including "2016-17-School-Calendar", "VolunteerAuthorize", "EAGLE-HARBOUR-MONTESSORI-CODE-OF", "Eagle-Harbour-Montessori-iPad-User-Agreement", "Eagle-Harbour-Montessori-Technology-User-Agreement", and "Eagle-Harbour-Student-Laptop".

ATTACHING FILES FROM THE MEDIA LIBRARY

A. When attaching a file that has already been loaded into the media library:

1. Highlight the text that should hyperlink to the file
2. Select the "Add Media" button
3. Select the "Media Library" Button
4. Search the library for the file you want
5. "Insert into page"
7. Highlight the text again and check to make sure everything is as you want it to be!
8. Save Changes and Update Page



wvs - Section Title Settings

Title
Finance

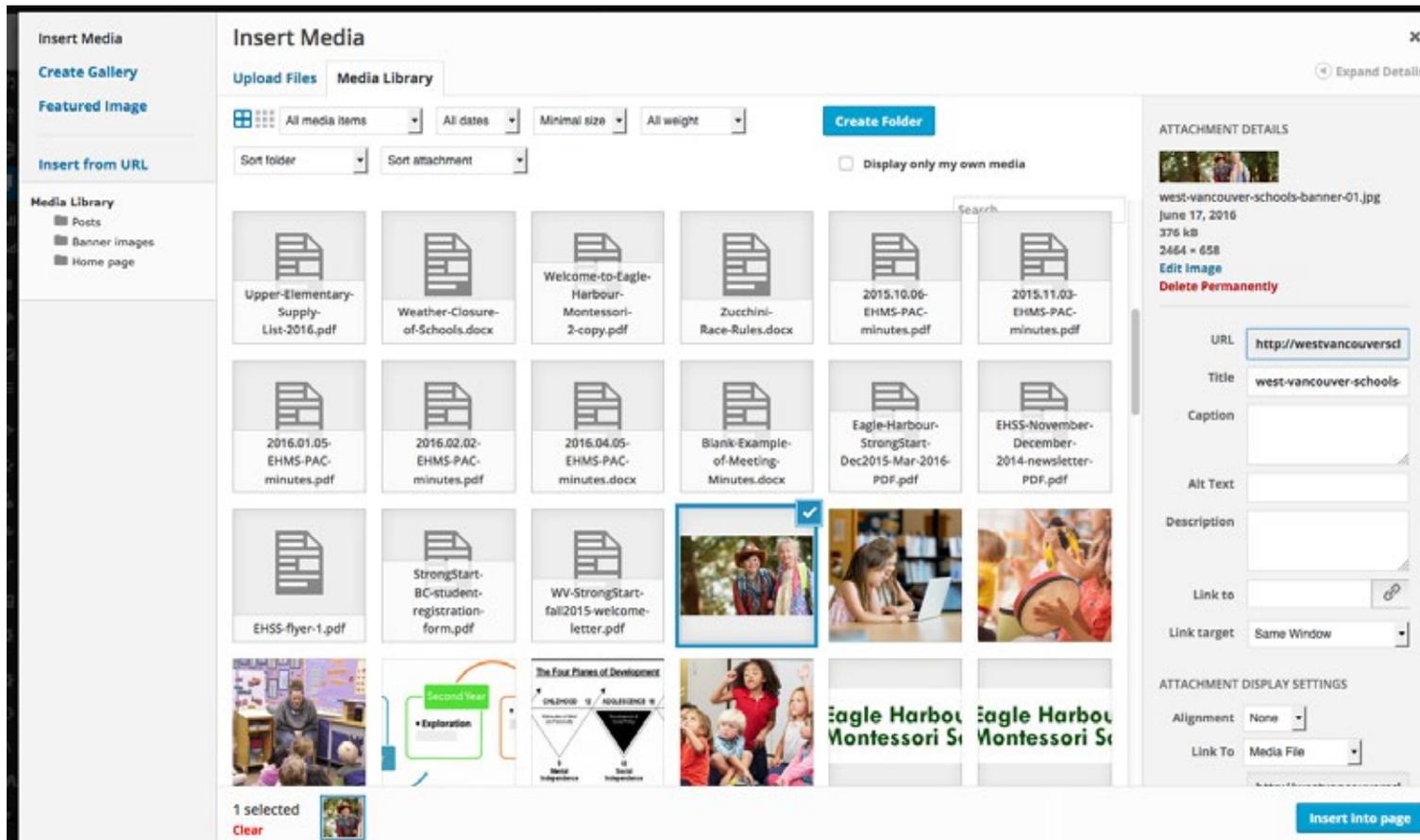
Subtitle

Content
Add Media

Visual Text

Formats Paragraph

2014 - 2015 Approved Budget EH PAC



Insert Media

Create Gallery
Featured Image
Insert from URL

Media Library
Posts
Banner Images
Home page

Upload Files Media Library

All media items All dates Minimal size All weight

Sort folder Sort attachment

Create Folder

Display only my own media

Search

Upper-Elementary-Supply-List-2016.pdf
Weather-Closure-of-Schools.docx
Welcome-to-Eagle-Harbour-Montessori-2-copy.pdf
Zucchini-Race-Rules.docx
2015.10.06-EHMS-PAC-minutes.pdf
2015.11.03-EHMS-PAC-minutes.pdf

2016.01.05-EHMS-PAC-minutes.pdf
2016.02.02-EHMS-PAC-minutes.pdf
2016.04.05-EHMS-PAC-minutes.docx
Blank-Example-of-Meeting-Minutes.docx
Eagle-Harbour-StrongStart-Dec2015-Mar-2016-PDF.pdf
EHSS-November-December-2014-newsletter-PDF.pdf

EHSS-flyer-1.pdf
StrongStart-BC-student-registration-form.pdf
WV-StrongStart-fall2015-welcome-letter.pdf

Eagle Harbour Montessori School

1 selected
Clear

ATTACHMENT DETAILS

west-vancouver-schools-banner-01.jpg
June 17, 2016
376 kb
2464 x 658
Edit Image
Delete Permanently

URL http://westvancouver.scl
Title west-vancouver-schools
Caption
Alt Text
Description
Link to
Link target Same Window

ATTACHMENT DISPLAY SETTINGS

Alignment None
Link To Media File

Insert into page

PAGE HEADERS, SECTION TITLES AND TEXT BLOCKS

On the Caulfeild "About" page: we see Page header, Section Title and Text blocks. Editing content in any of these is the same process: Click the pencil icon and then edit/change the copy as you would with the Page header box.

FOLLOW THE PROTOCOL!

To maintain consistency and design integrity, we suggest that you follow the existing design and choice of text styles when adding/editing existing content.

For example, in this text block, we are only using "Paragraph" as the format for this body text...using a different format style for text will alter the continuity and consistency of the page. The same applies to heading styles....stick with the protocol.

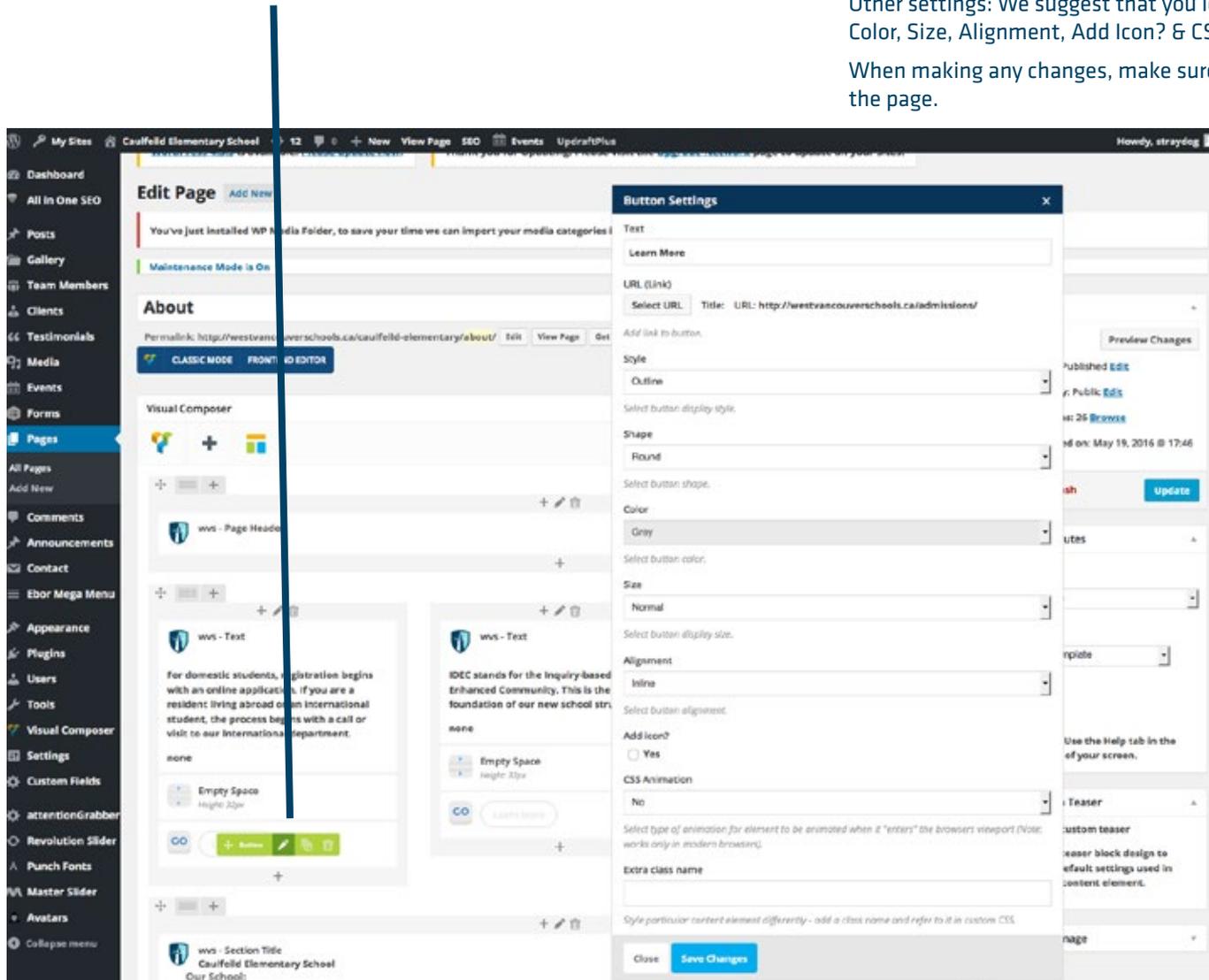
The screenshot shows the WordPress admin interface for the 'About' page of Caulfeild Elementary School. The left sidebar contains navigation menus for Dashboard, All in One SEO, Posts, Gallery, Team Members, Clients, Testimonials, Media, Events, Forms, Pages, Appearance, Plugins, Users, Tools, Visual Composer, Settings, Custom Fields, attentionGrabber, Revolution Slider, Punch Fonts, Master Slider, Avatars, and Collapse menu. The main content area displays the 'About' page with a Visual Composer layout. A 'wvs - Text Settings' modal is open, showing the following settings:

- Title: Interested in Enrolling your child?
- Subtitle: (empty)
- Content: For domestic students, registration begins with an online application. If you are a resident living abroad or an international student, the process begins with a call or visit to our international department.
- Formats: Paragraph
- Click an icon to choose: Show/Hide Icons
- Icon Location: Icon on Top
- Icon Size: Small
- Use Large Font Size?: No

The page content includes a page header, section titles, and text blocks. A blue line points from the text 'Click the pencil icon and then edit/change the copy as you would with the Page header box.' to a pencil icon on a text block in the Visual Composer editor. Another blue line points from the text 'For example, in this text block, we are only using "Paragraph" as the format for this body text...' to the 'Paragraph' format selection in the modal.

EDITING CALL TO ACTION BUTTONS

On certain pages (ie: Caulfeild's About page), we have "Call-to-Action" or "GO" buttons that take users to other pages or websites. To edit this button, we need to click the green pencil icon in the button element



The screenshot shows the WordPress Visual Editor interface for editing the 'About' page. A 'Button Settings' dialog box is open, displaying various configuration options for a button. A blue vertical line points to a green pencil icon on a 'GO' button in the page content. The dialog box includes fields for Text, URL (Link), Style, Shape, Color, Size, Alignment, Add Icon?, and CSS Animation. The 'Text' field contains 'Learn More', and the 'URL (Link)' field contains 'http://westvancouver.schools.ca/admissions/'. The 'Shape' is set to 'Round', and the 'Color' is 'Grey'. The 'Size' is 'Normal', and the 'Alignment' is 'Inline'. The 'Add Icon?' option is set to 'No', and the 'CSS Animation' is also set to 'No'. The dialog box has 'Close' and 'Save Changes' buttons at the bottom.

BUTTON SETTINGS

Text: the text that appears inside the button

Select URL: Click this button to set the destination URL of the button.

Other settings: We suggest that you leave the rest as is, ie: Style, Shape, Color, Size, Alignment, Add Icon? & CSS Animation

When making any changes, make sure to "Save Changes" and "Update" the page.

NOTE:

There is a glitch in the GO Button feature. You MUST Save all other page edits **prior** to editing a GO button. If you try to save multiple page elements, including the GO button in one go, the GO button dialogue box gets hung up and the page may freeze, causing you to "leave the page" and losing your edits.

IF this happens, simply close (leave) the page, then go back to the page and restore the latest "revision". You should have all your previous edits in this revision, except the last GO button edits.

See the section on Revisions for more details.

PREVIEWING YOUR EDITED NEW PAGE

When you edit pages, you can 'Preview' your changes before they actually get published (saved).

1. To view your edits, click the "Preview Changes" button. A new browser window will open where you can view your recent edits.
2. If you want to make more/different edits, simply continue making the changes in your first browser window, and then click preview again.
3. Once you're happy with the changes, click Update to save your changes.

The screenshot displays the WordPress 'Edit Page' interface for a page titled 'Baseball'. The interface is divided into several sections:

- Header:** Shows the page title 'Baseball' and a URL: <http://www.westvancouver.schools.ca/wvsd/academies/baseball/>. There are buttons for 'Edit', 'View Page', and 'Get Shortlink'.
- Visual Composer:** The main editing area with a 'Frontend' button. It contains several content blocks:
 - Block 1:** 'wvs - Page Header'.
 - Block 2:** A text block containing the text: "The Premier Baseball Academy is another example of the WYSD's commitment to facilitating increased access to athlete development through pathways in education. We recognize that sport is a viable pathway to meet numerous educational, societal and personal objectives."
 - Block 3:** 'wvs - Section Title' with the sub-heading 'High level athletics'.
 - Block 4:** A text block containing the text: "Participation in sports at a high level is a viable pathway for students to meet their educational, social and personal objectives. Access to excellent instruction, coaching, training and facilities, along with a close partnership with [Trade Performance](http://www.insideperformance.ca/) provides high level skill development to students during the school day. The program is endorsed by Baseball Canada, Douglas College and UBC Baseball."
- Right-hand Side (Meta-Boxes):**
 - Publish:** Contains buttons for 'Publish', 'Preview Changes', and 'Update'. The 'Update' button is circled in blue.
 - Page Attributes:** Contains settings for 'Parent' (Academies), 'Template' (Default Template), and 'Order' (0).
 - Need help?** A note: "Use the Help tab in the upper right of your screen."
 - VC: Custom Teaser:** Contains a checkbox for 'Enable custom teaser' and a note: "Customize teaser block design to overwrite default settings used in 'Carousel' content elements."

POSTS - (Note: some websites will not be using this for news/events)

To edit existing posts:

1. Click the POSTS tab
2. Then find the post you wish to edit and click EDIT

WordPress 4.5.3 is available! [Please update now.](#)

Thank you for Updating! Please visit the [Upgrade Network](#) page to update all your sites.

Posts [Add New](#)

Maintenance Mode is On

All (3) | [Published \(3\)](#)

Bulk Actions All dates All categories

<input type="checkbox"/>	Title	Author	Categories	Tags		Date	Featured Image	SEO Title	SEO Description
<input type="checkbox"/>	Cultural Education Edit Quick Edit Trash View	jduncan	21st Century Education, Montessori Education, Student Learning	—	—	2016/06/23 Published		No title	No description
<input type="checkbox"/>	Changing the Way We Educate	jduncan	21st Century Education, Montessori Education	—	—	2016/05/19 Published		No title	No description
<input type="checkbox"/>	Grace Courtesy & Civility	jduncan	Montessori Education, Social Emotional Learning	—		2016/05/18 Published		No title	No description

EDITING A POST

To edit the content, simply make the edits to the body text, then click "Update"

Category: Each post should have a PAC category attributed to it.

POST IMAGE

In this post there is no banner image on the post page itself, but there is an image that appears on the blog landing page and the home page blog feed where the post appears with its excerpt. This image is called the "Featured Image"

The screenshot displays the WordPress 'Edit Post' interface for a post titled "Grace Courtesy & Civility". The post content is visible in the main editor area, showing several paragraphs of text. The right sidebar contains various settings, including "Publish", "Format", "Categories", "Tags", and "Featured Image". The "Featured Image" section at the bottom right shows a thumbnail image of a group of children. A blue arrow points from the "Featured Image" section to the "Post Header Image" section in the main editor area.

Post Content:

Maintenance Mode is On

Grace Courtesy & Civility

Permalink: <http://westvancouver.schools.ca/eagleharbour-montessori/grace-courtesy-and-civility/>

Visual Text

Word count: 320

Last edited by straydog on June 17, 2016 at 8:32 pm

Post Header Image

Header Images [Add or Upload File](#)

Upload or add multiple images for the header of this post. No images for just a standard header.

Post Layout Overrides

Override Post Layout? [Do Not Override Post Layout Option On This Post](#)

Post layout is set in "Appearance" -> "Customize". To override this for this post only, use this control.

Revisions

- straydog, 2 weeks ago (June 17, 2016 @ 20:32:39)
- straydog, 2 weeks ago (June 17, 2016 @ 20:27:27)
- straydog, 2 weeks ago (June 17, 2016 @ 20:26:48) [Autosave]
- straydog, 3 weeks ago (June 10, 2016 @ 22:01:14)
- straydog, 3 weeks ago (June 10, 2016 @ 22:00:13)
- straydog, 3 weeks ago (June 10, 2016 @ 21:57:53)
- straydog, 2 months ago (May 19, 2016 @ 16:09:27)
- straydog, 2 months ago (May 19, 2016 @ 16:58:35)

Right Sidebar:

Publish

Preview Changes

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Revisions: [View](#)

Published on: May 18, 2016 @ 15:42 [Edit](#)

[Move to Trash](#) [Update](#)

Format

Standard

Video

Quote

Categories

All Categories Most Used

- Montessori Education
- Social Emotional Learning
- 21st Century Education
- gallery
- Student Learning
- Uncategorised

[Add New Category](#)

Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Featured Image

[Remove featured image](#)

CREATING A NEW POST

To add/create a new post, select "Add New" under the post menu tab

Title: Give the post a title

Body content: Add in the copy, use another post for guidelines

Category: Please select a relevant PAC category only (ie: PAC news)

Tags: Not necessary.

Submit for Review: Click the blue "Submit for Review" button when finished or select "Save Draft" to edit at a later date. Please notify your school principal or AA after a post is submitted. They will review it and publish it on the website.

POST IMAGE

Featured Image: Select to upload a new image or choose an existing image from the media library for the image that appears along with the excerpt.

This image should be approximately: 600 x 400 and <500kb.

Note : this is optional and images featuring students MUST have consent from admin to use.

* All new posts must be submitted for review and approved by admin who have publishing rights.

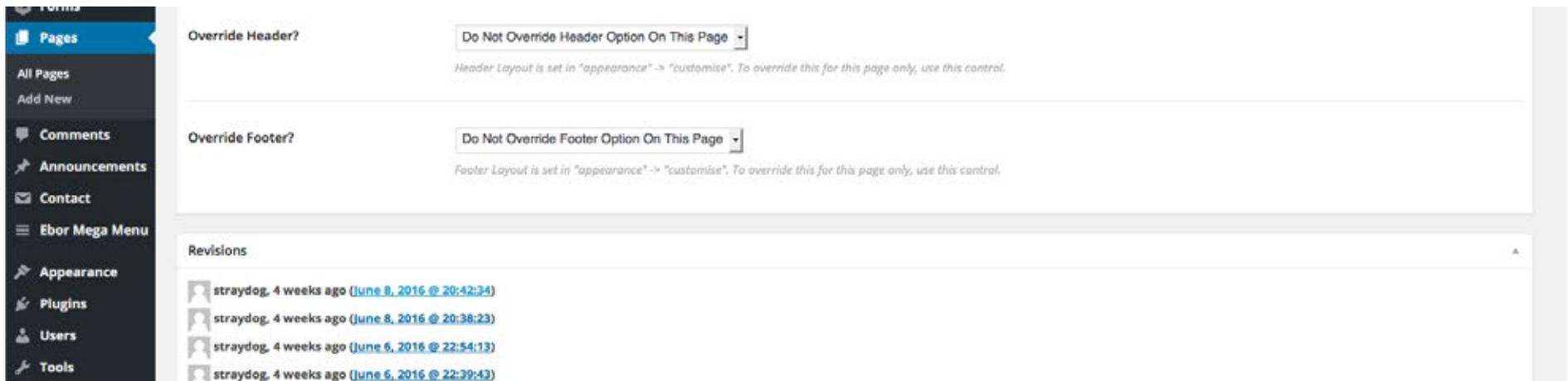
The screenshot shows the WordPress 'Add New Post' editor interface. The top navigation bar includes 'My Sites', 'Gleneagles Elementary School', and 'New' and 'Events' buttons. The left sidebar contains a 'Dashboard' menu and a 'Posts' menu with sub-items: 'All Posts', 'Add New', 'Gallery', 'Testimonials', 'Media', 'Events', 'Pages', 'Comments', 'Announcements', 'Contact', 'Profile', 'Visual Composer', and 'Collapse menu'. The main content area is titled 'Add New Post' and features a text input field for the title, a rich text editor with a toolbar (including Bold, Italic, Text, Bulleted List, Numbered List, Quote, Link, Image, Video, and RevSlider), and a 'Word count: 0' indicator. Below the editor are sections for 'Post Header Image' (with an 'Add or Upload File' button and a note: 'Upload or add multiple images for the header of this post. No images for just a standard header') and 'Post Layout Overrides' (with a dropdown menu set to 'Do Not Override Post Layout Option On This Post' and a note: 'Post Layout is set in "appearance" -> "customise". To override this for this post only, use this control.'). The right sidebar contains several panels: 'Publish' (with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Submit for Review' buttons), 'Format' (with radio buttons for 'Standard', 'Video', and 'Quote'), 'Categories' (with tabs for 'All Categories' and 'Most Used' and checkboxes for 'gallery', 'School Related', 'Social Emotional Learning', and 'Uncategorized'), 'Tags' (with an input field, 'Add' button, and a note: 'Separate tags with commas'), and 'Featured Image' (with a 'Set featured image' link).

REVISIONS

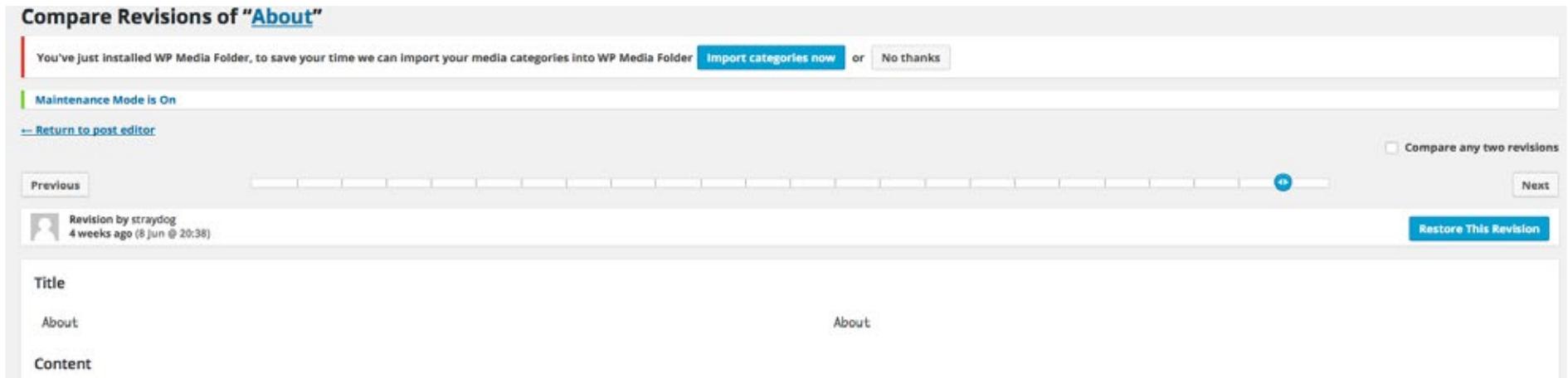
AT THE BOTTOM OF PAGE EDIT SCREEN, THERE IS A LIST OF REVISIONS MADE TO THE PAGE. IF YOU SAVE AN VERSION BY MISTAKE AND WOULD LIKE TO RESTORE A PREVIOUS VERSION, FOLLOW THESE STEPS:

STEP 1: Select the most recent version (image 1 below)

STEP 2: Select the “Restore This Version” button (image 2 below)



The screenshot shows the WordPress page editor interface. On the left is a dark sidebar with a menu containing: Pages, All Pages, Add New, Comments, Announcements, Contact, Ebor Mega Menu, Appearance, Plugins, Users, and Tools. The main content area has two sections: "Override Header?" with a dropdown menu set to "Do Not Override Header Option On This Page" and a note below it stating "Header Layout is set in 'appearance' -> 'customise'. To override this for this page only, use this control." Below that is "Override Footer?" with a similar dropdown menu and note. At the bottom of the main area is a "Revisions" section with a list of four revisions, each by user "straydog" and dated "4 weeks ago" with specific timestamps: (June 8, 2016 @ 20:42:34), (June 8, 2016 @ 20:38:23), (June 6, 2016 @ 22:54:13), and (June 6, 2016 @ 22:39:43).



The screenshot shows the "Compare Revisions of 'About'" screen. At the top, there is a notification: "You've just installed WP Media Folder, to save your time we can import your media categories into WP Media Folder" with buttons for "Import categories now" and "No thanks". Below this is a "Maintenance Mode is On" indicator and a link to "Return to post editor". A checkbox labeled "Compare any two revisions" is checked. A navigation bar shows "Previous" and "Next" buttons with a blue double-headed arrow in the center. Below the navigation bar, a revision is shown: "Revision by straydog 4 weeks ago (8 Jun @ 20:38)" with a "Restore This Revision" button. The main content area shows the "Title" as "About" and the "Content" field.