WEST VANCOUVER SCHOOLS

WORDPRESS MANUAL

PAC Reps

LOGIN

LOGIN

URL: http://westvancouverschools.ca/YOUR SCHOOL NAME/wp-login.php

Username: your user name
Password: your unique password

SCHOOL URL'S

http://westvancouverschools.ca/rockridge-secondary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&[D
http://westvancouverschools.ca/ecole-sentinel-secondary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&•^D
http://westvancouverschools.ca/westbay-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&¸ àD
http://westvancouverschools.ca/caulfeild-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&&æD
http://westvancouverschools.ca/ridgeview-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&¦āD
http://westvancouverschools.ca/gleneagles-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&*^D
http://westvancouverschools.ca/westvancouver-secondary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&¸ ç••D
http://westvancouverschools.ca/lionsbay-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&¦àD
http://westvancouverschools.ca/westcot-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&¸ ^D
http://westvancouverschools.ca/eagleharbour-montessori/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&^@D
http://westvancouverschools.ca/chartwell-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&&@D
http://westvancouverschools.ca/ecole-pauline-johnson-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&¦ bD
http://westvancouverschools.ca/irwinpark-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&¦ D
http://westvancouverschools.ca/hollyburn-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&@ D
http://westvancouverschools.ca/cypresspark-primary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&&¦ D
http://westvancouverschools.ca/ecole-cedardale-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&&^D
http://westvancouverschools.ca/bics-elementary/wp-login.phpÁÇ•^¦} æ{ ^KJæ&^¢^&àā&•D

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

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.
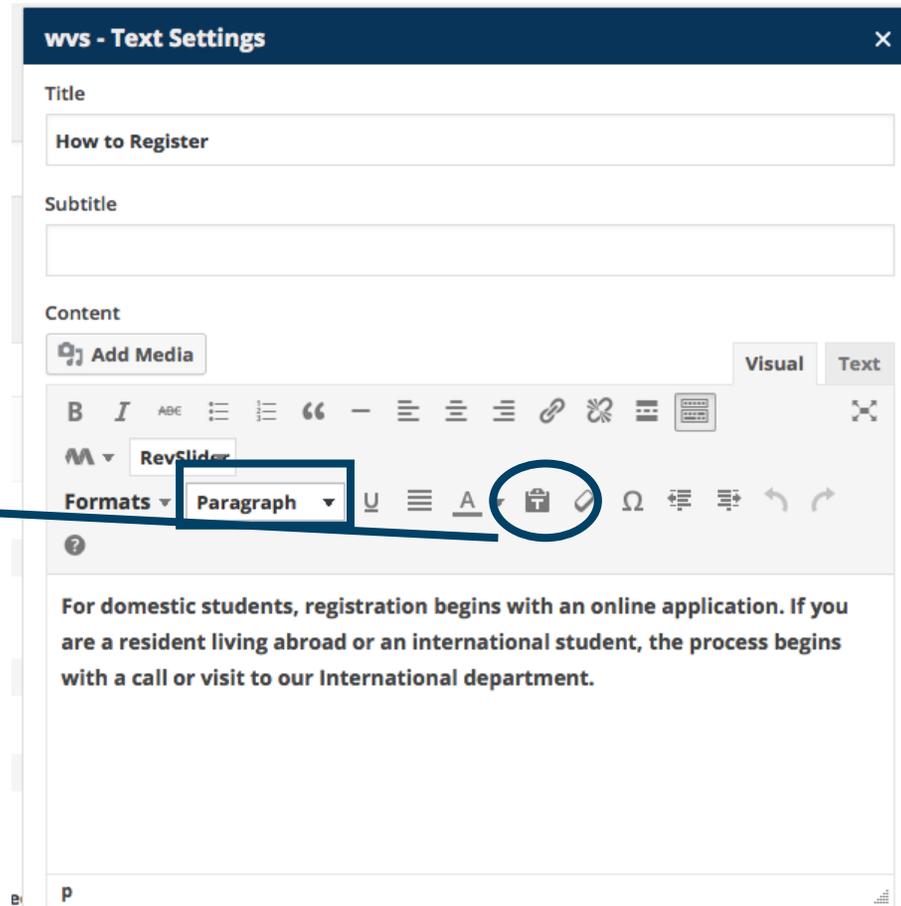
TOOLBAR BUTTONS

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.

wvs - Text Settings ✕

Title

How to Register

Subtitle

Content

Add Media   Visual | Text

Formats ▾ | Paragraph ▾

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.

p

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.
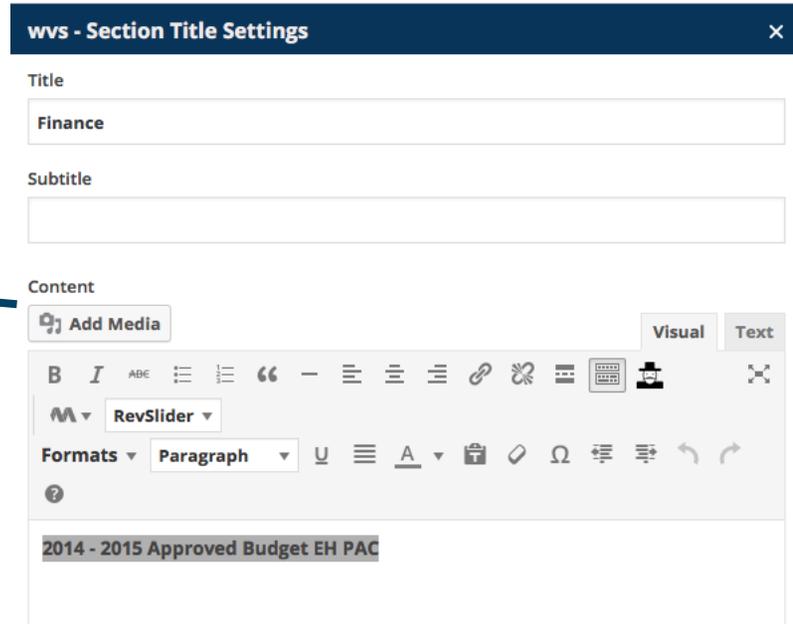
The "Paragraph" drop down filed has pre-determined heading styles for you to use.
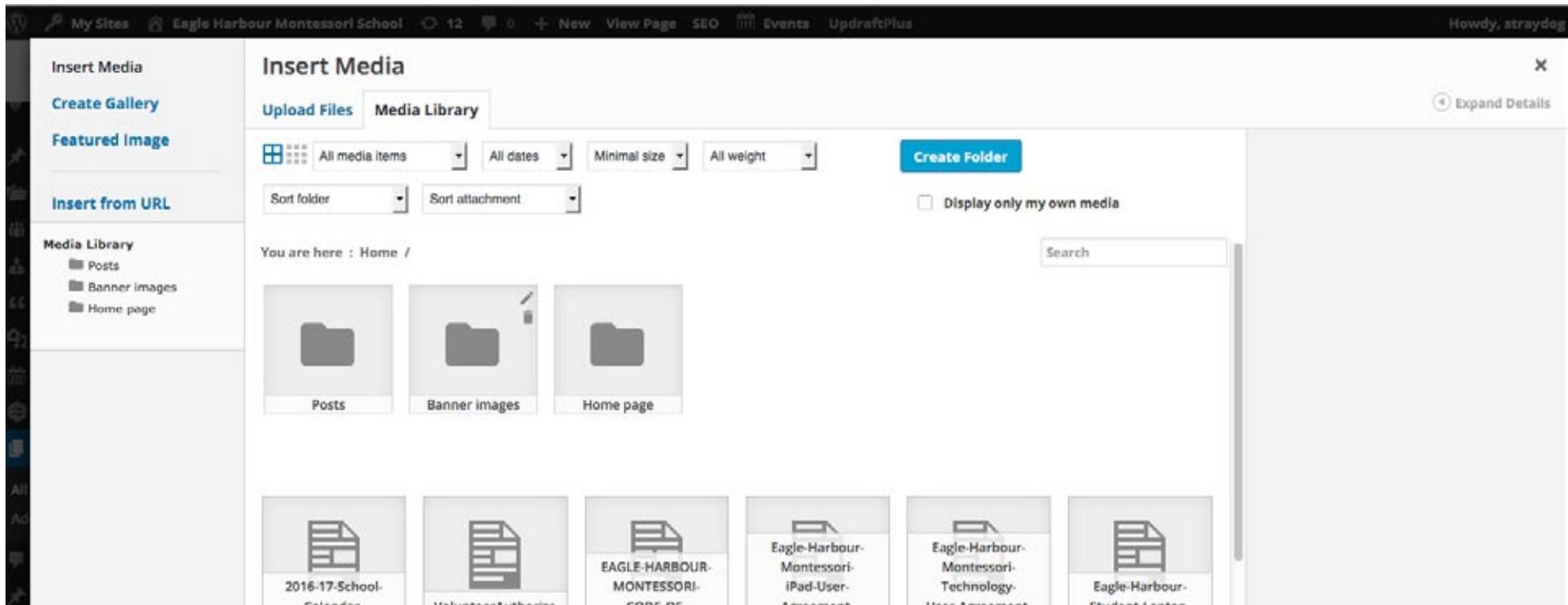
HYPERLINKING TO A URL

When **Hyperlinking** content to another URL
> Use the chain link button:

1. Highlight/underline the text you want to hypelink to,

2. Select the Chain link button

3. Enter the destination URL

4. If you are linking to a different website, select to "open in a new window".

5. If you're linking to a page within your site, there's no need to select the "Open in a new window" box

Insert/edit link

Enter the destination URL

URL http://www.eagleharbourmontessori.com/

Link Text Montessori preschool

☐ Open link in a new window/tab

Or link to existing content ▲

Search

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wvs - Section Title Settings   ✕

Title

World-Class Facilities

Subtitle

Eagle Harbour

Content

Add Media   Visual | Text

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M ▾ RevSlider ▾

Formats ▾ Paragraph ▾ U ☰ A ▾ 📋 ⬚ Ω ⬍ ⬍ ↶ ↷

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resources, a centralized computer lab offering use of laptop computers and iPads, and an oversized sports field with playground facilities and student garden.

With Strong Start BC early learning facilities, a Montessori preschool, and before and after school care available onsite, Eagle Harbour Montessori School is the ideal campus for families desiring discovery-based learning.

div

Use White Text?

No

Center All Text?

No

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

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
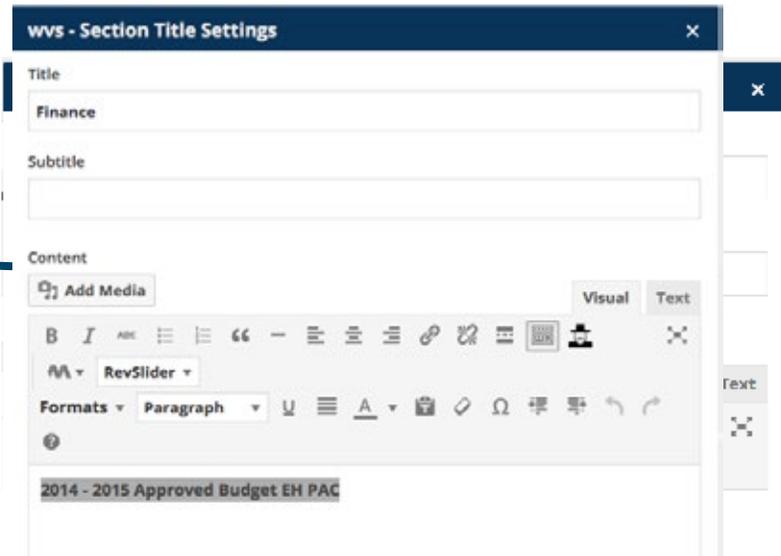
wvs - Section Title Settings

Title

Finance

Subtitle

Content

Add Media   Visual   Text

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MM ▾ RevSlider ▾
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2014 - 2015 Approved Budget EH PAC
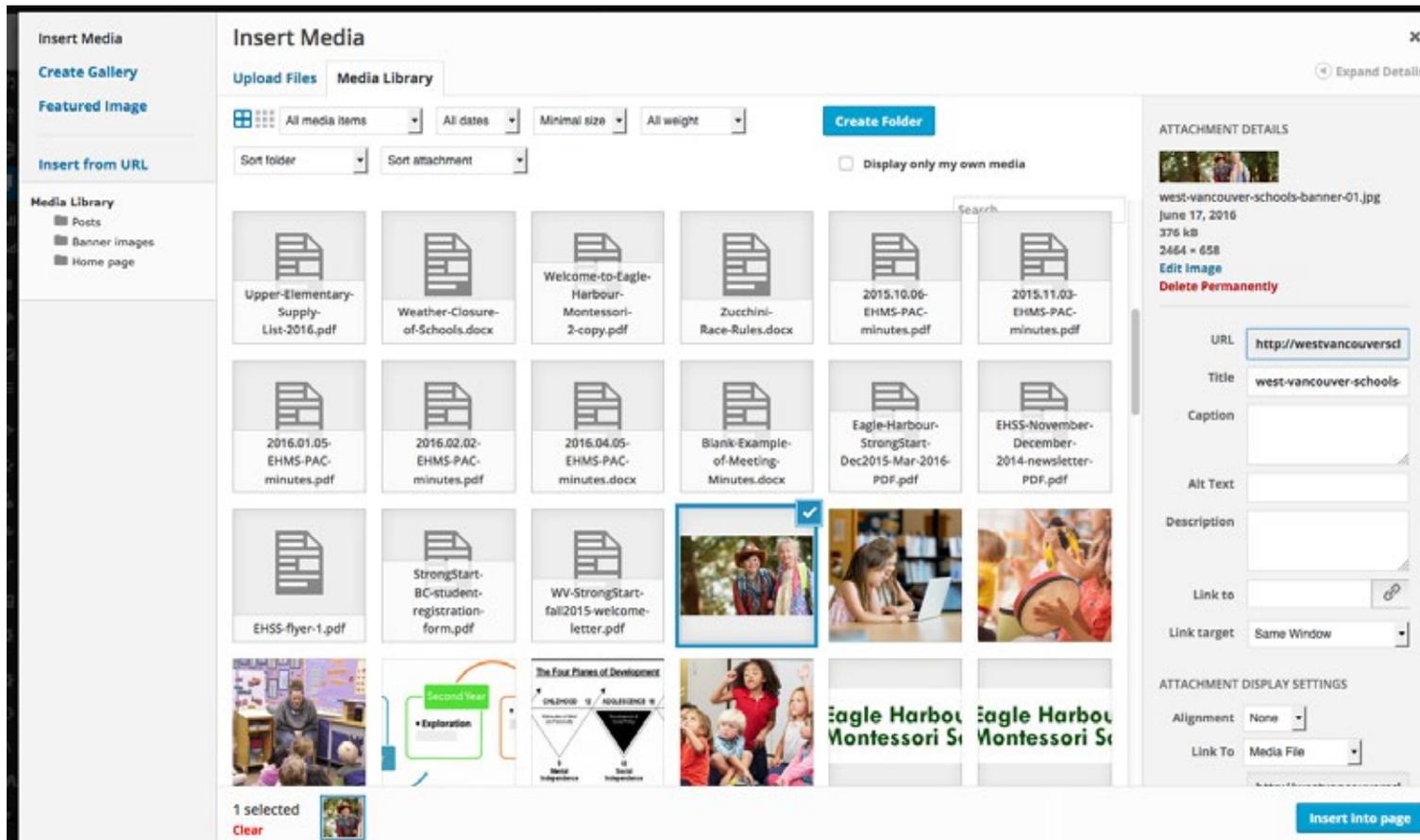
Insert Media

Create Gallery

Featured Image

Insert from URL

Media Library
  Posts
  Banner images
  Home page

Insert Media

Upload Files   Media Library   Expand Details

⊞ ⋮⋮ All media items ▾   All dates ▾   Minimal size ▾   All weight ▾   Create Folder

Sort folder ▾   Sort attachment ▾   ☐ Display only my own media

ATTACHMENT DETAILS

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

URL   http://westvancouverscl
Title west-vancouver-schools-
Caption

Alt Text

Description

Link to   🔗
Link target   Same Window   ▾

ATTACHMENT DISPLAY SETTINGS

Alignment   None ▾
Link To   Media File ▾

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

The Four Planes of Development
Second Year
• Exploration

Eagle Harbour Montessori Sc
Eagle Harbour Montessori Sc

1 selected
Clear

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.

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
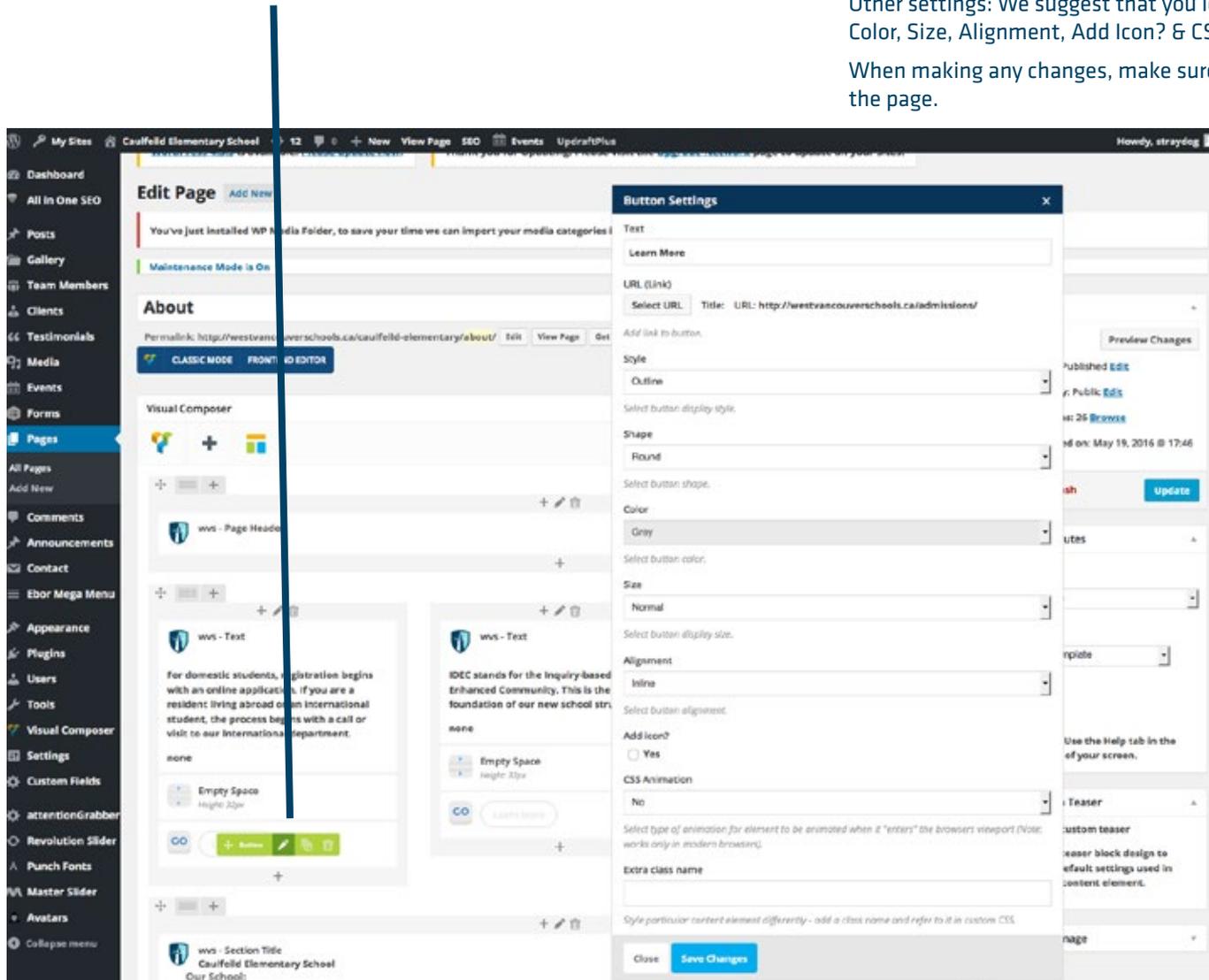
BUTTON SETTINGS

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 lastest "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.

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

EDITING A POST

To edit the content, simply make the edits it 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 it's excerpt. This image is called the "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 an 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.
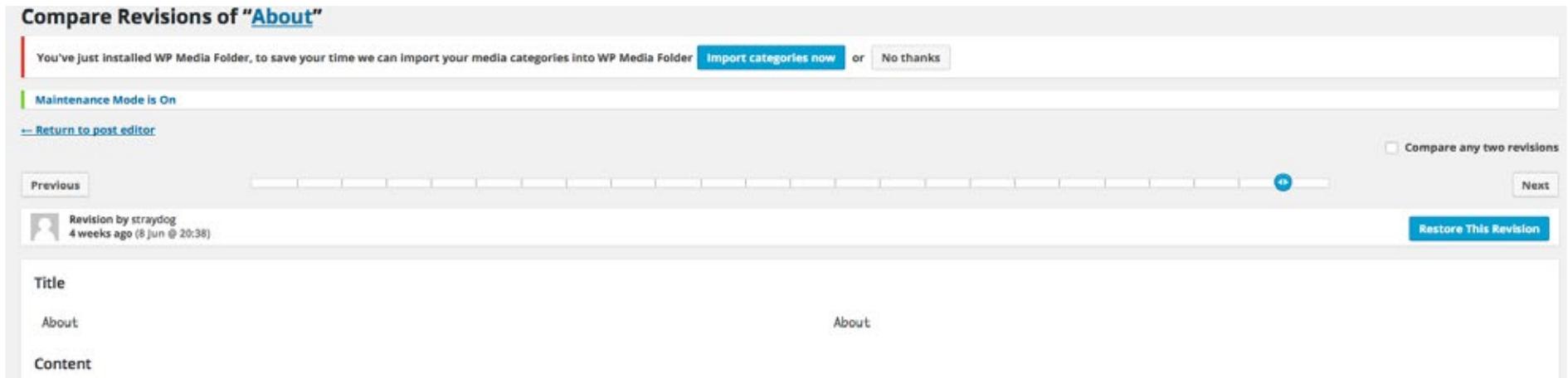
REVISIONS

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)