

Department Home Page Training

Open a browser (preference for Chrome or Firefox)

Go to: <http://www.everettsd.org>

Click *Sign In* in top right (use district computer login)

Click *Site Manager* in top right

Should show the department names
in green area at top, unless you maintain
multiple areas.

Click on *Home* in the *Current Page* section
(If not on that click the Summary tab)

Click on the *QuickLinks* area (if you have it)

Click the *Options* button that appears on the
right side of the QuickLinks editor.

Select *Show the app name on my page.*

Click *Save*

Click *New Link*

Type in Link text, Web Address and Tooltip (a message to appear when the user hovers over the link).

Example: Link text: Moodle

Web Address: <https://moodle.everett.k12.wa.us/moodle/>

Tooltip: Access to Moodle classroom

Click *Save*

Click *Home* page in the bread crumb trail.

Click on the Welcome section of the Home page.

Click the *Options* button that appears on the
right side of the editor.

In the App name at the top add your department.

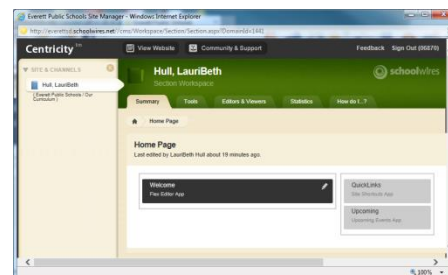
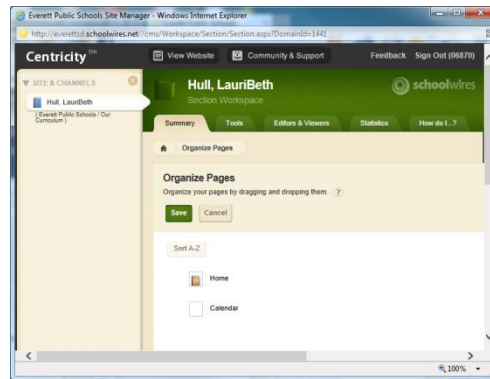
Ex. Welcome to Community Services

Select *Show the app name on my page.*

Click *Save*

Type the description of your department in the editor (can copy and paste from previous site)

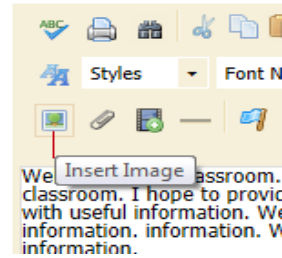
Click *Save*



Place the cursor before the first word of the text you typed.

Click the image icon above text

Click *Upload Image* and then the Browse button
find a picture that represents your department



Select the image and **Click** *Continue*

If it is a portrait orientation **Change** the width to 150
(clicking out of the width field box will reset the height proportionally)

If it is a landscape orientation **Change** the width to 250

Type in *Alternative Text*

Change *Alignment* to right

Click *Insert Image*

Double Click on Image. Insert 5 in *Horizontal* box in the Spacing area at the bottom.


Click the *Save* button above the editor

Click Summary tab

Click at the end of your description and **Hit** *Enter* on your keyboard.

Type in the names and contact information pertinent to your department.

Highlight the names to make them email links.

Click on the link icon 

Select *Email Link*

Type in email address

Click *Insert Link*

Example:

[Leanna Albrecht](#), Director, Communications
425-385-4040

[Diane Bradford](#), Executive Staff Assistant
425-385-4040

[Linda Carbajal](#), Administrative Assistant
425-385-4041

Fax: 425-385-4012
3900 Broadway
Everett, WA 98201

District standards for department pages can be found at
<http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-86692/>

For help contact LauriBeth Hull, lhul@everettsd.org or 425-385-4208