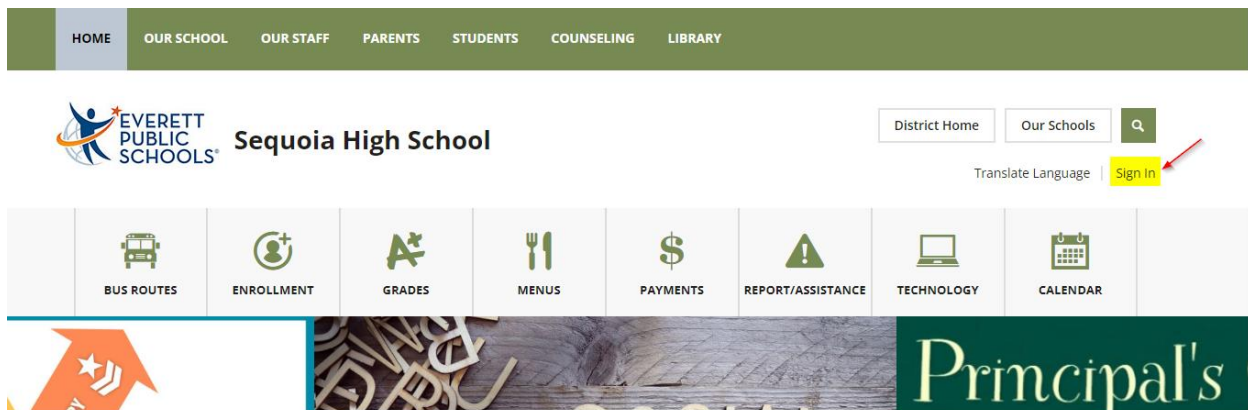


# Teacher Website Tutorial

Your teacher website has been created and you can access it by signing into the Everett Public Schools district website.

1. Click on Sign in
2. Login using your district credentials.



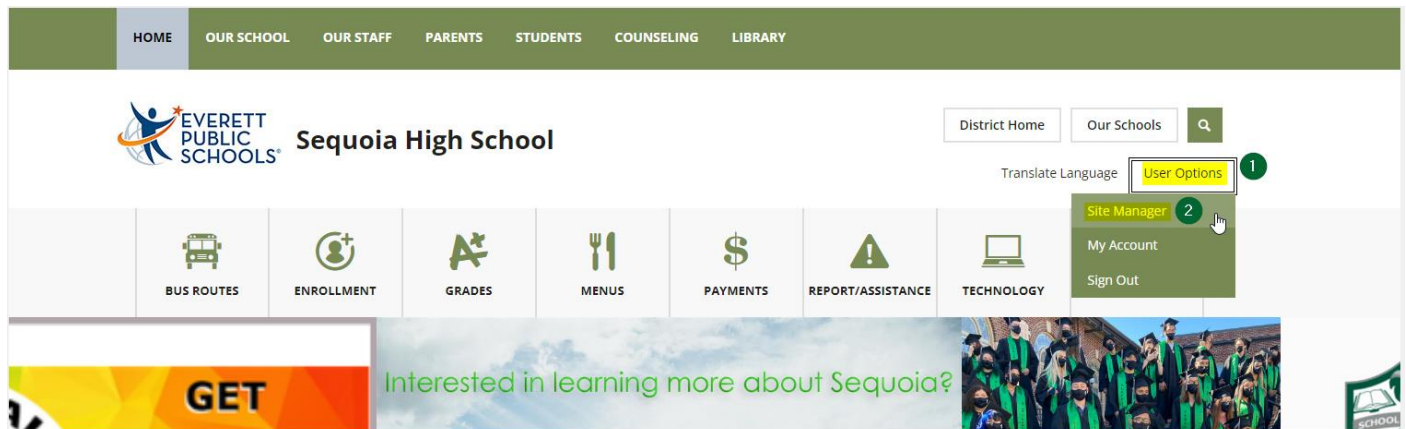
## Enter your user name and password to sign in.

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive.

\* User Name:

  
  
\* Password:  
  

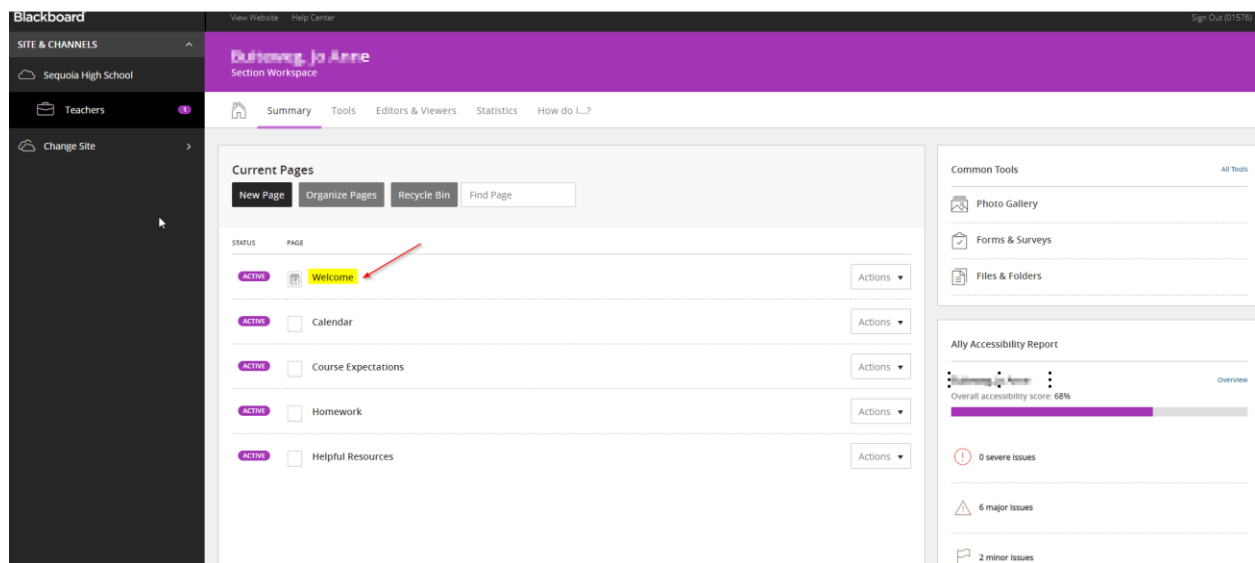
3. Once logged in, click on the User options on the top right and choose **Site Manager**



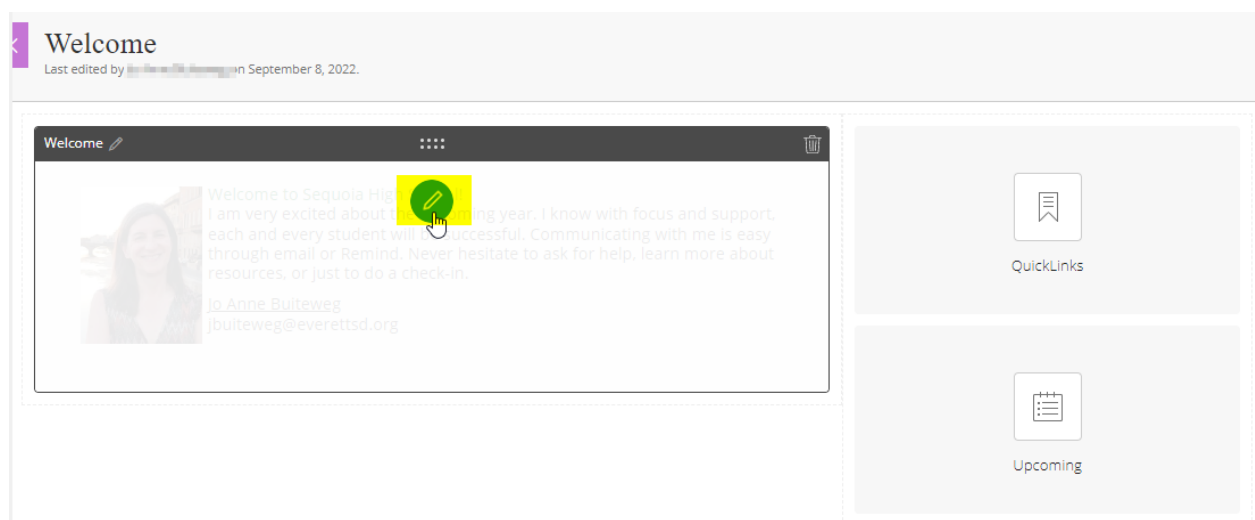
If you face issue logging in or if you are not able to see the 'Site Manager' option, please reach out to [DMoton@everettsd.org](mailto:DMoton@everettsd.org)

4. Once in Site Manager, you will see the default pages that are created for you. Edit the pages as needed.

To edit the Welcome Page, click on the Welcome page, this opens the site editor.

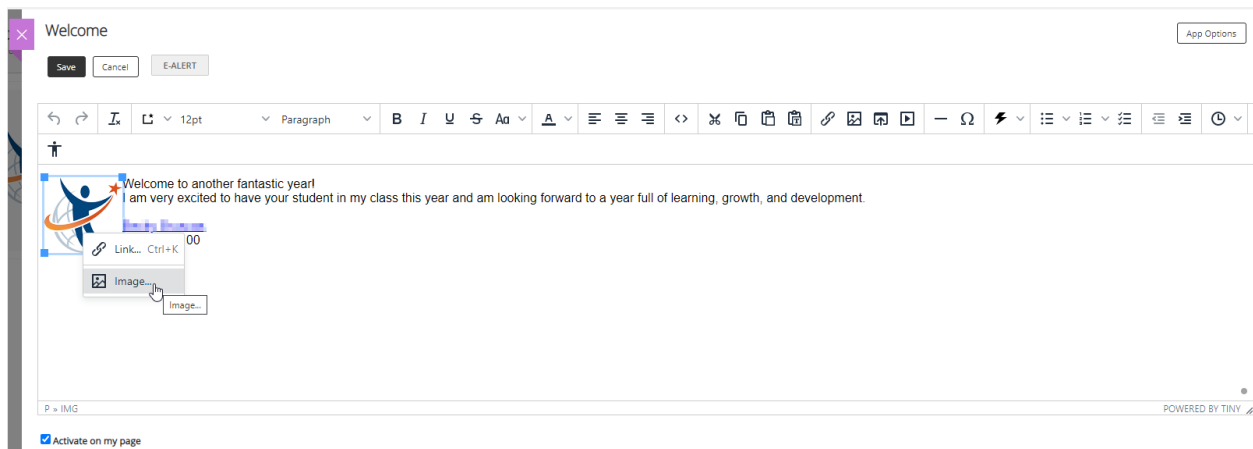


5. Click on the green pencil icon on the main content app in order to edit the introduction page

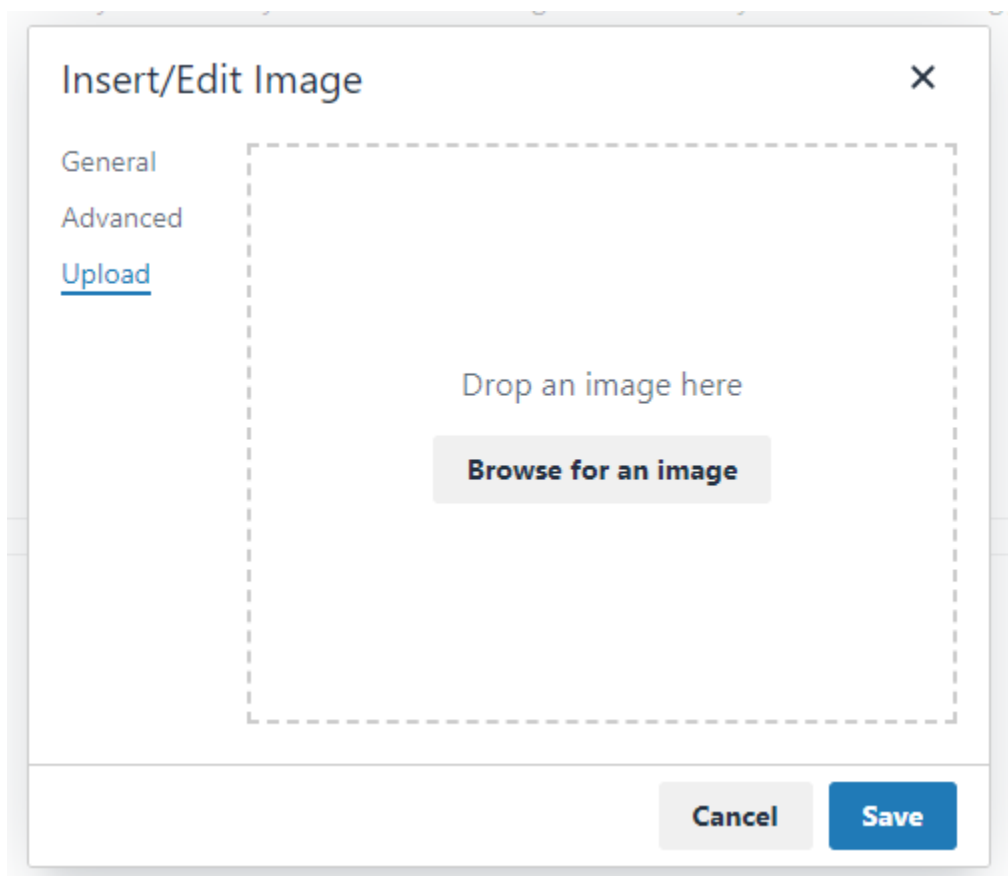


6. The default EPS logo can be replaced with your picture if needed and the text can be modified to content related to you.

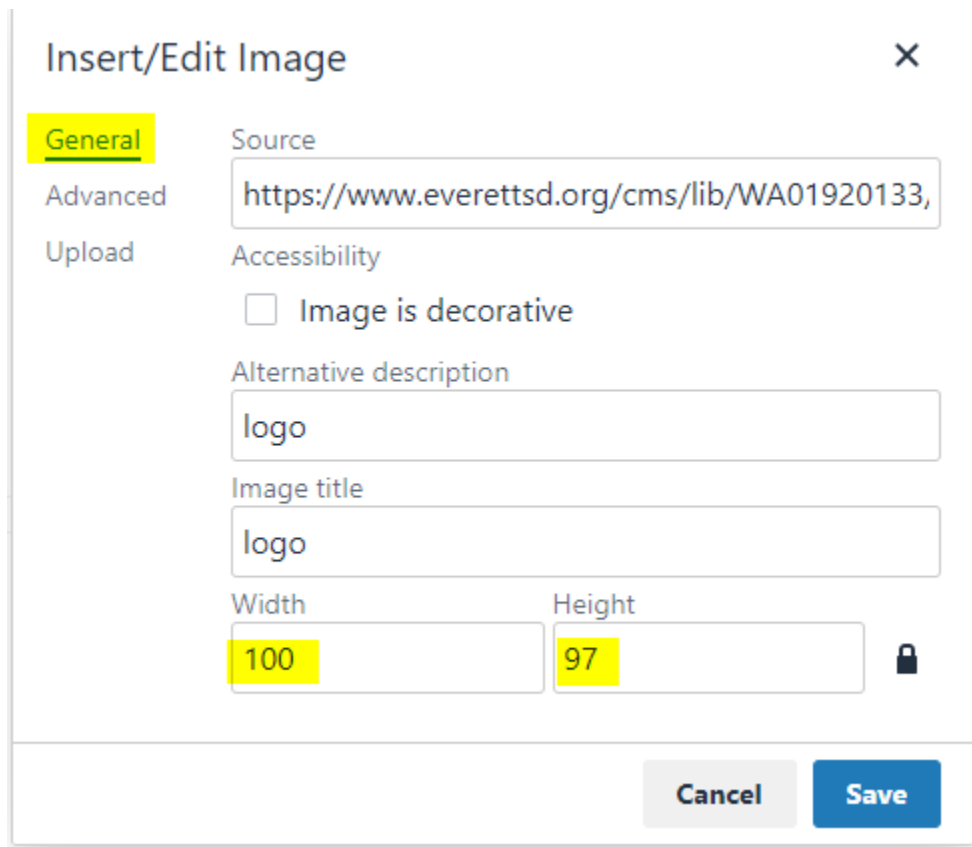
To edit the image, you can right click on the EPS logo, and that provides the option 'Image'.



Choose the 3<sup>rd</sup> option Upload, to upload your photo.



You can adjust the width and height of the image by dragging the image around its corners, or by changing the dimensions in the General tab, Width and height areas as in picture below.

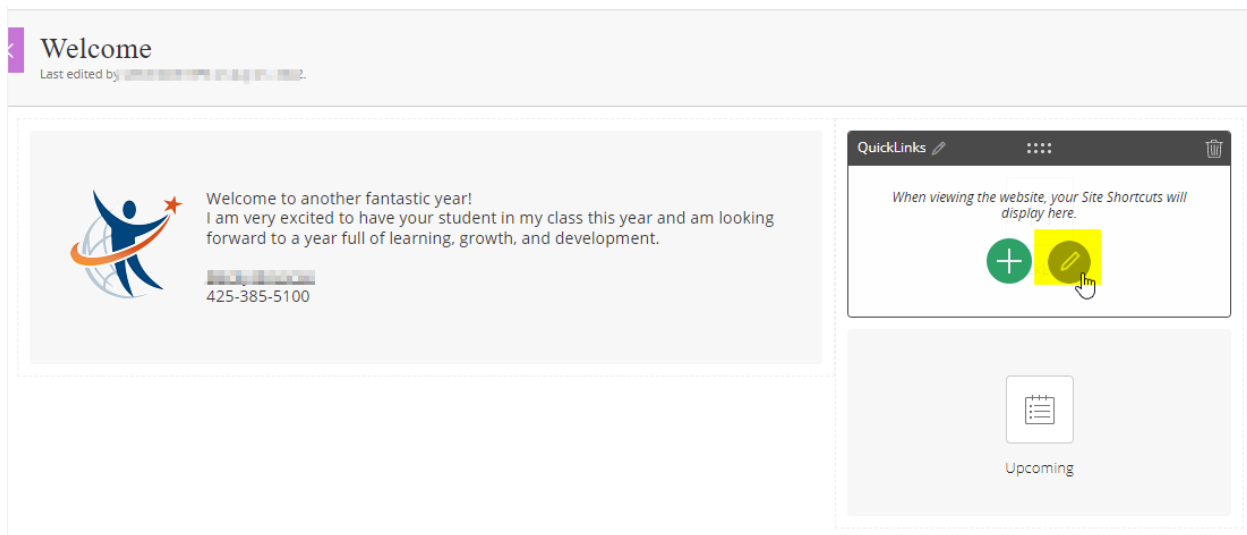


The image shows a dialog box titled "Insert/Edit Image" with a close button (X) in the top right corner. On the left, there are three tabs: "General" (highlighted in yellow), "Advanced", and "Upload". The "General" tab contains the following fields and options:

- Source:** A text input field containing the URL "https://www.everettsd.org/cms/lib/WA01920133,".
- Accessibility:** A checkbox labeled "Image is decorative" which is currently unchecked.
- Alternative description:** A text input field containing the word "logo".
- Image title:** A text input field containing the word "logo".
- Width:** A text input field containing the number "100", which is highlighted in yellow.
- Height:** A text input field containing the number "97", which is highlighted in yellow.

At the bottom right of the dialog, there is a lock icon and two buttons: "Cancel" and "Save".

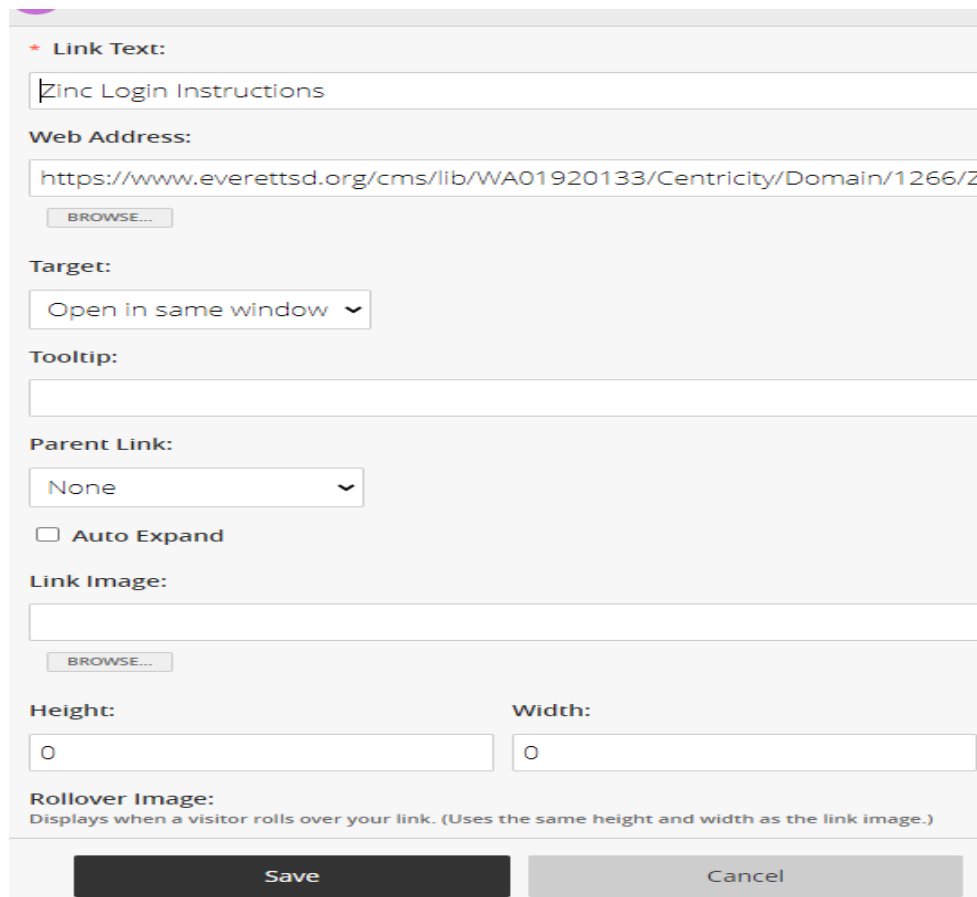
7. In order to add Quicklinks to your page, click on the edit pencil icon on the Quicklinks app,



The image displays a website editor interface. On the left, there is a "Welcome" section with a blue star icon and the text: "Welcome to another fantastic year! I am very excited to have your student in my class this year and am looking forward to a year full of learning, growth, and development." Below this text is a small image of a classroom and the phone number "425-385-5100".

On the right, there is a "QuickLinks" app. The app has a title bar with "QuickLinks", a pencil icon, and a trash icon. The main content area of the app says "When viewing the website, your Site Shortcuts will display here." Below this text are two circular icons: a green one with a white plus sign and a yellow one with a white pencil icon. A mouse cursor is pointing at the yellow pencil icon. Below the QuickLinks app is a section labeled "Upcoming" with a calendar icon.

8. Click on the New Link button to create a new link and fill in the title, the web address/URL where the link needs to redirect to and click Save



**\* Link Text:**

Zinc Login Instructions

**Web Address:**

https://www.everettsd.org/cms/lib/WA01920133/Centricity/Domain/1266/Z

BROWSE...

**Target:**

Open in same window ▼

**Tooltip:**

**Parent Link:**

None ▼

☐ Auto Expand

**Link Image:**

BROWSE...

**Height:** 0 **Width:** 0

**Rollover Image:**  
Displays when a visitor rolls over your link. (Uses the same height and width as the link image.)

Save Cancel

For more information on how to use different apps, please refer to this webpage.

<https://www.everettsd.org/Page/39341>

Note: It is recommended to keep the default layout to maintain consistency across all teacher webpages.

If you need additional help with editing your webpages, please submit a Help Desk ticket.