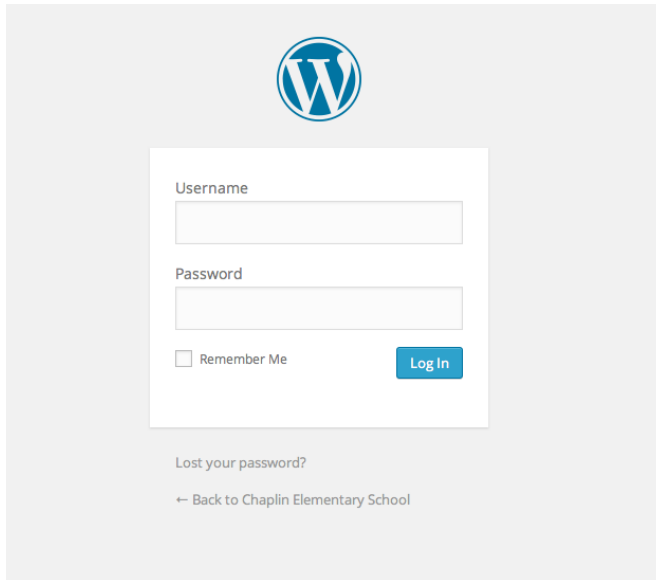


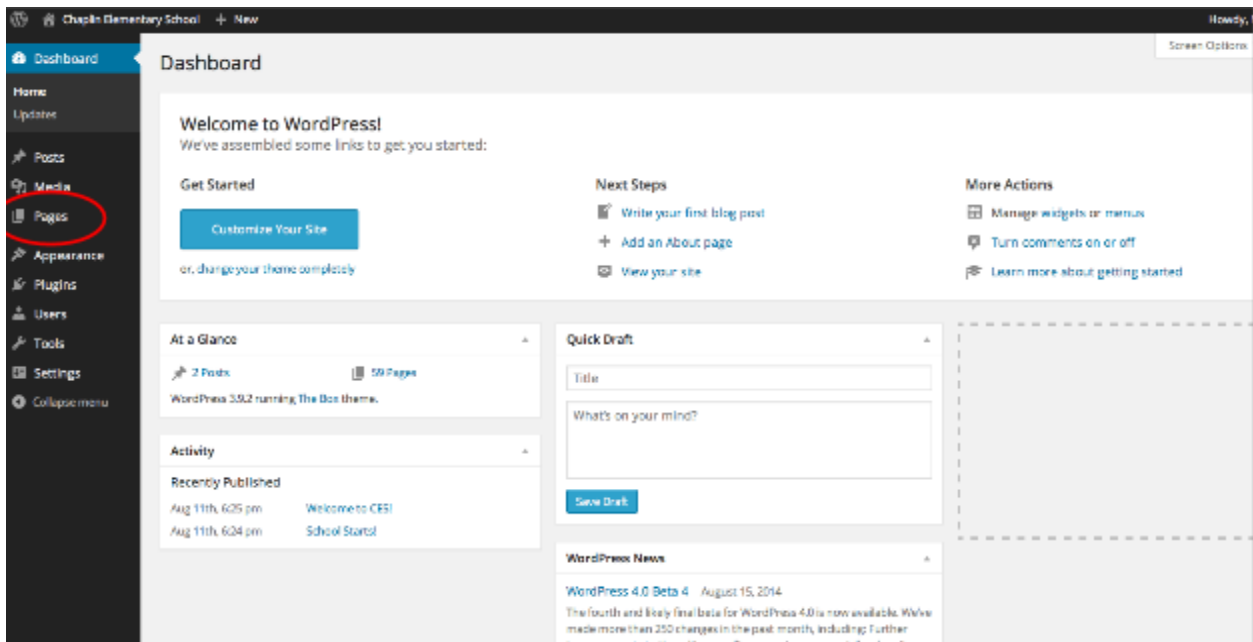
How to add content to the website

1. Go to www.chaplinschool.org/wp-admin you will see the login screen below. Login using your username and password.



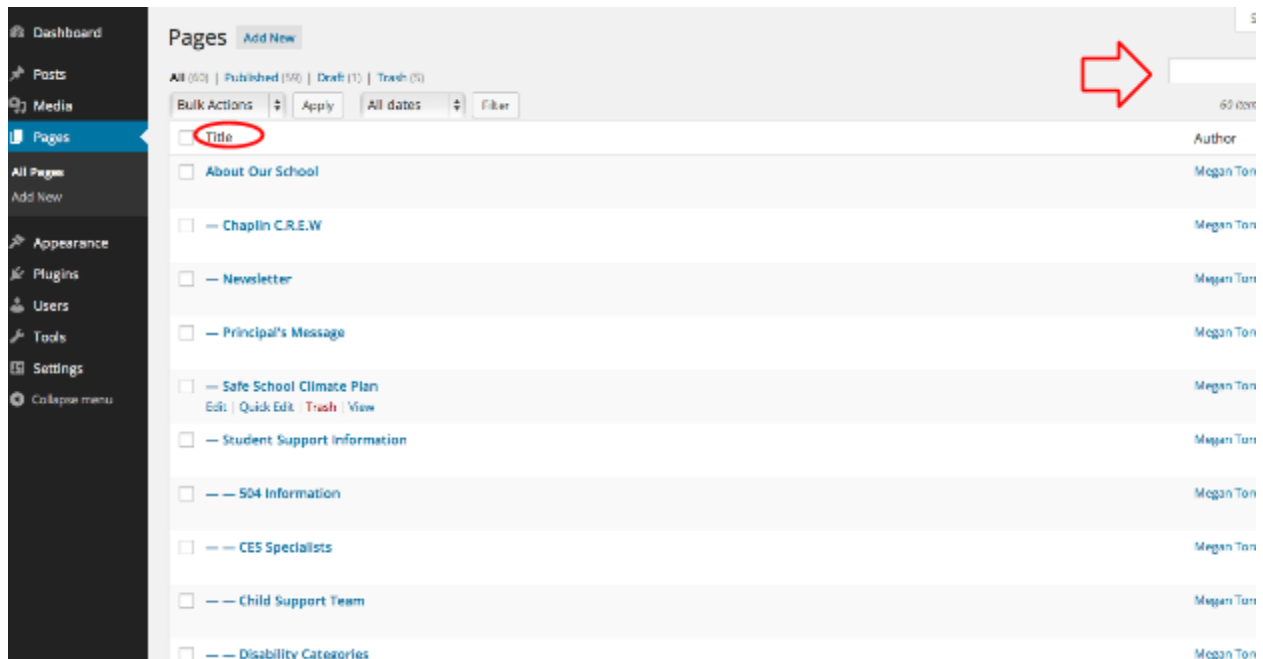
The image shows the WordPress login interface. At the top center is the WordPress logo. Below it is a white login box with the following elements: a 'Username' label above a text input field, a 'Password' label above a text input field, a 'Remember Me' checkbox, and a blue 'Log In' button. Below the login box, there is a link for 'Lost your password?' and a link that says '← Back to Chaplin Elementary School'.

2. You will see this page. Click on “pages.”



The image is a screenshot of the WordPress dashboard for 'Chaplin Elementary School'. The left sidebar contains a menu with items: Dashboard, Home, Update, Posts, Media, Pages (circled in red), Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Dashboard' and includes a 'Welcome to WordPress' message with a 'Customize Your Site' button. It also features sections for 'Get Started', 'Next Steps', 'More Actions', 'At a Glance' (showing 2 Posts and 59 Pages), 'Activity' (listing recent publications), 'Quick Draft' (with a 'Save Draft' button), and 'WordPress News' (mentioning WordPress 4.0 Beta 4).

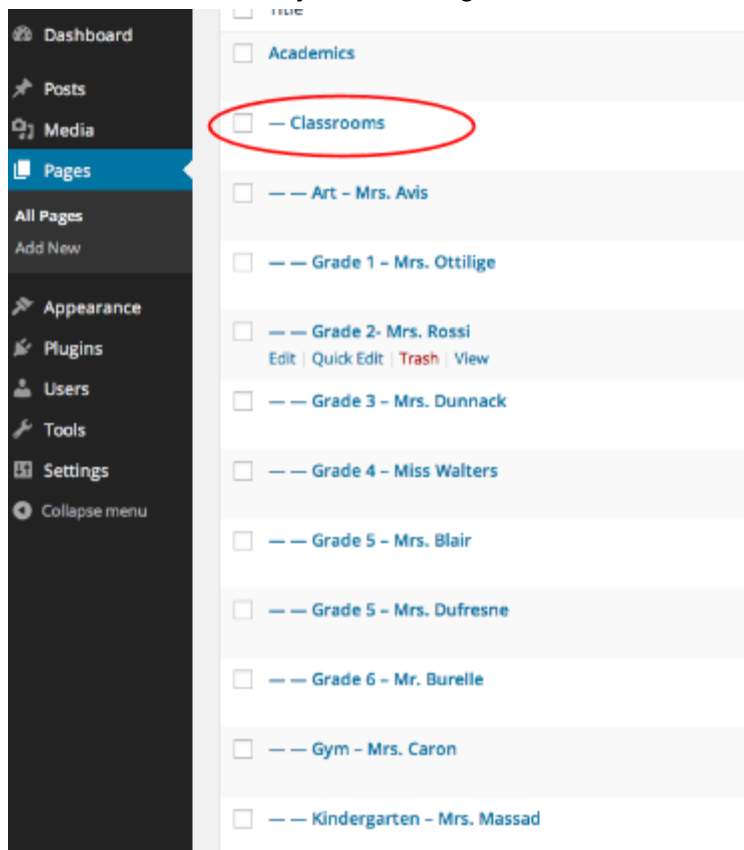
3. Find the page that says “classrooms” or type in the search bar (near the arrow below).



The screenshot shows the WordPress Pages management interface. The sidebar on the left has the 'Pages' menu item highlighted. The main content area displays a list of pages. The 'Title' column header is circled in red. A red arrow points to the search bar in the top right corner.

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	About Our School	Megan Tan
<input type="checkbox"/>	— Chaplin C.R.E.W	Megan Tan
<input type="checkbox"/>	— Newsletter	Megan Tan
<input type="checkbox"/>	— Principal's Message	Megan Tan
<input type="checkbox"/>	— Safe School Climate Plan	Megan Tan
<input type="checkbox"/>	— Student Support Information	Megan Tan
<input type="checkbox"/>	— 504 Information	Megan Tan
<input type="checkbox"/>	— CES Specialists	Megan Tan
<input type="checkbox"/>	— Child Support Team	Megan Tan
<input type="checkbox"/>	— Disability Categories	Megan Tan

4. Under classrooms, you will see grades and names. Click on your grade/name!



The screenshot shows the WordPress Pages management interface. The sidebar on the left has the 'Pages' menu item highlighted. The main content area displays a list of pages under the 'Classrooms' category. The 'Classrooms' page is circled in red.

<input type="checkbox"/>	Title
<input type="checkbox"/>	Academics
<input type="checkbox"/>	— Classrooms
<input type="checkbox"/>	— Art - Mrs. Avis
<input type="checkbox"/>	— Grade 1 - Mrs. Ottilige
<input type="checkbox"/>	— Grade 2- Mrs. Rossi
<input type="checkbox"/>	— Grade 3 - Mrs. Dunnack
<input type="checkbox"/>	— Grade 4 - Miss Walters
<input type="checkbox"/>	— Grade 5 - Mrs. Blair
<input type="checkbox"/>	— Grade 5 - Mrs. Dufresne
<input type="checkbox"/>	— Grade 6 - Mr. Burelle
<input type="checkbox"/>	— Gym - Mrs. Caron
<input type="checkbox"/>	— Kindergarten - Mrs. Massad

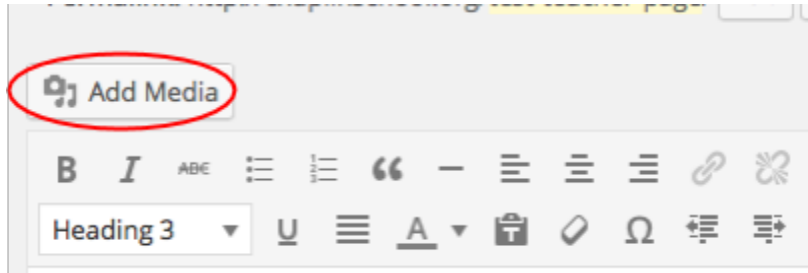
5. In the classroom, you will see a box that looks like a Microsoft Word editor.

The screenshot shows a web editor interface. At the top, there is a header with the text "Edit Page" and a button labeled "Add New". Below this is a section titled "Classrooms". Underneath the title, there is a permalink: "Permalink: http://chaplinschool.org/academics/classrooms/" followed by buttons for "Edit", "View Page", and "Get Shortlink". A red circle highlights a button labeled "Add Media" with a plus icon. Below the "Add Media" button is a rich text editor toolbar containing various icons for text formatting (bold, italic, underline, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, table, and undo/redo. The main content area of the editor contains the following text: "Welcome!", "Please select a grade.", and a list of blue underlined links: "Pre-k", "Kindergarten", "Grade 1", "Grade 2", "Grade 3", "Grade 4", "Grade 5 Dufresne", "Grade 5 Blair", "Grade 6", and "Speech". At the bottom of the editor, there is a text input field containing the letter "p" and a "Word count: 23" indicator.

How to add pictures and media!

Find a picture you like, and download it if needed. Or, you can upload a PDF this way too!

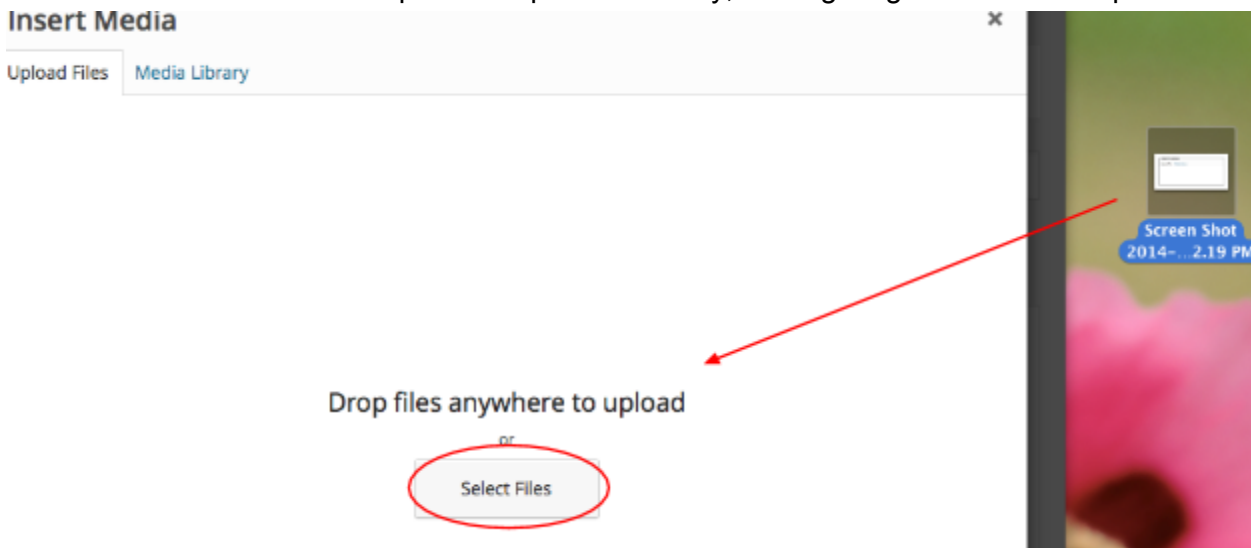
Click on Add Media



Click on Upload Files.



Either click “select files” and upload the photo that way, or drag it right to the white space.



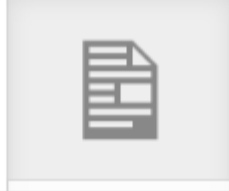
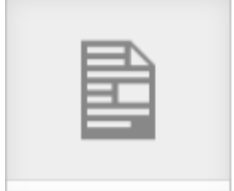
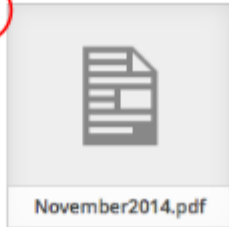
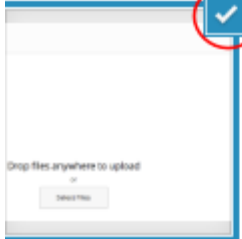
You will see that your picture or document has a checkbox in the upper right corner. That means it is selected!

If you are inserting a picture, click on “insert into page”

If you are inserting a PDF or other document, type the text you want to display in the “title” section (right hand side)

All media items

Search



1 selected
Clear



Insert into page

ATTACHMENT DETAILS



Screen-Shot-2014-10-21-at-12.02.45-PM.png
October 21, 2014
106 kB
984 x 422
[Edit Image](#)
[Delete Permanently](#)

URL

Title

Caption

Alt Text

Description

ATTACHMENT DISPLAY SETTINGS

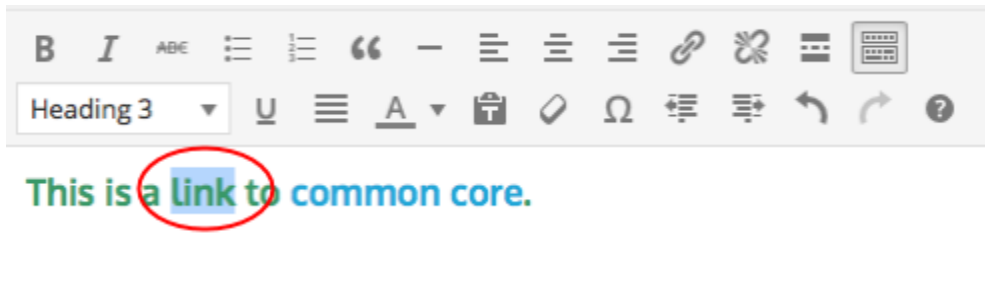
Alignment

Link To

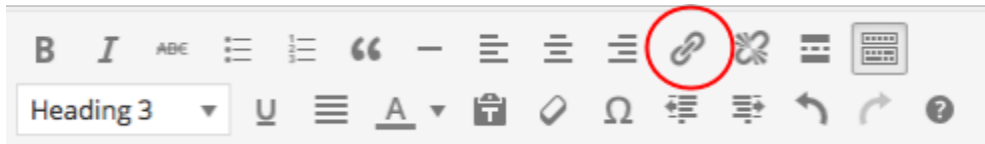
Size

How to add external links

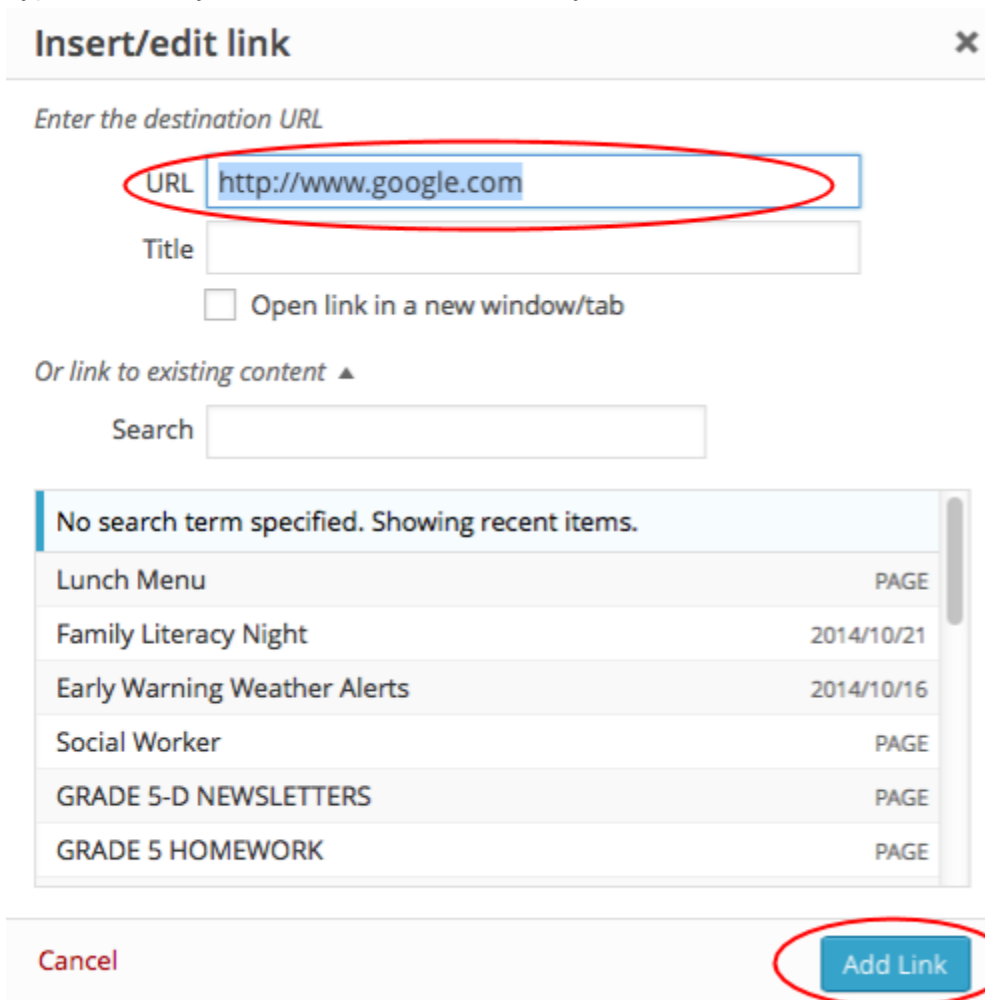
Highlight the word you want to be linked



Click on the chain link.



Type the URL you want into the bar that says "URL"



Press "Add Link" (shown above)

Any questions? Submit a helpdesk ticket at www.chaplinschool.org/helpdesk.