



Getting Started

eSchoolView

Basic Training Guide

PAGE OVERVIEW

1 Window Page (Figure A)

Page Layout:

The main content area (*outlined with orange box*) allows for either 1 (Figure A) or 2 (Figure B) Content Windows. Content Windows are the content managed columns on each page of the website.

In order to place content on a page, such as text, links, documents or images, Page Components must be added and populated within the Content Windows.

Terms to know:

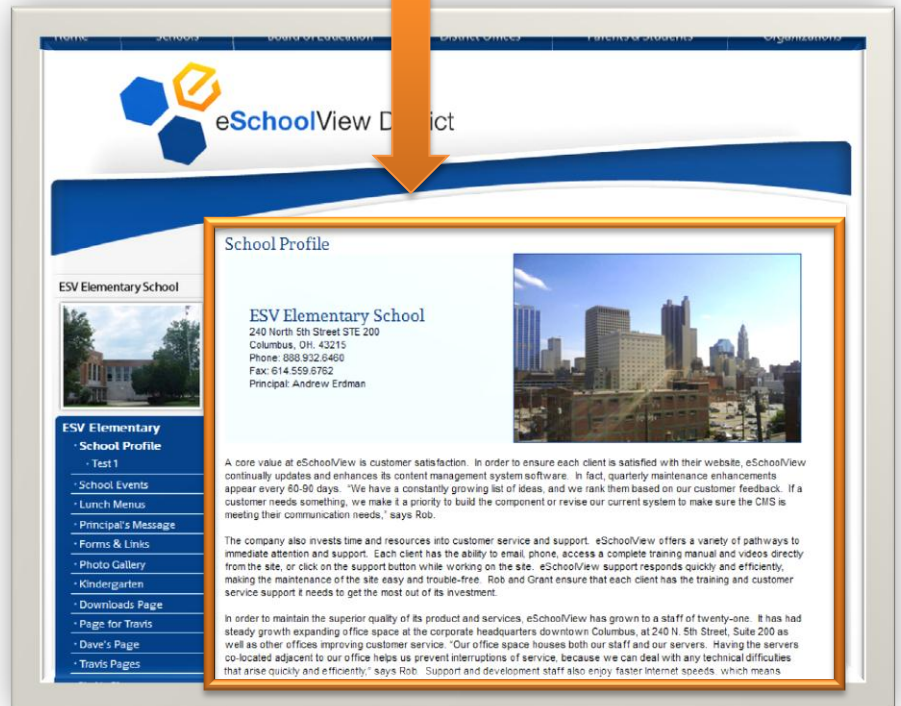
Content Managed refers to anything on the website in which a user is able to edit, update, or delete within the Content Management System.

Page Components are blocks of content stacked upon one another within Content Windows 1 & 2.

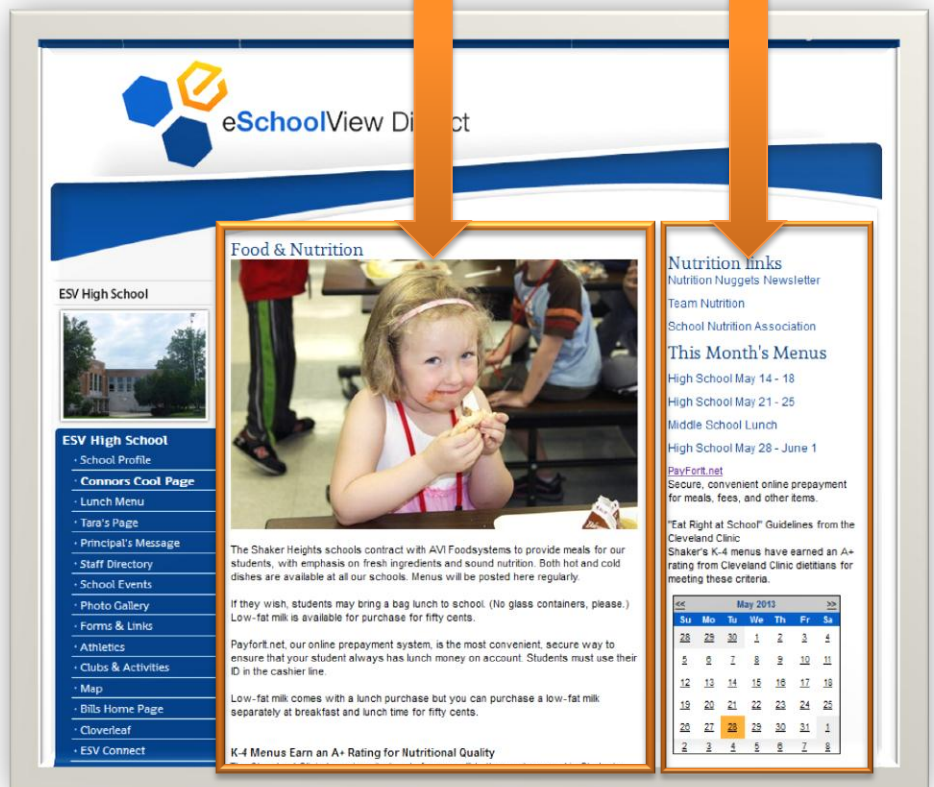
Content Windows are the columns that make up a page. Each page will always have a left navigation, which is made up of Touts and/or the Dynamic Navigation.

Touts are located in the leftmost column and are custom made graphical buttons which are placed on the site based on the approved design. Touts are content managed and may be rearranged, added, or deleted at any time.

Dynamic Navigation, located in the leftmost column, is where text based links are automatically generated by the system upon page creation. These links/pages may be visible, hidden, or moved at any time.



2 Window Page (Figure B)





HEADER:

The optional top navigation **DROPDOWNS** are content managed along with the **HEADER PHOTO GALLERY**. All other buttons/logos are **NOT** content managed. For changes, contact eSchoolView.

TOUTS:

These are custom graphical buttons which are placed on your site based on the design. You are able to rearrange, add, or delete. Each page has the option to show or hide a particular group of touts.

REMEMBER:

Page Components are blocks of content stacked upon one another within Content Windows 1 & 2.

Content Windows are columns that make up the page. Each page will have a left navigation made up of Touts and/or Dynamic Navigation. The main content area allows either 1 or 2 Content Windows.

WINDOW 1:

Each page can have 1 or 2 Windows per your choosing. You can populate your window with components and populate your components with content. There are a number of components to choose from such as Text Windows, News, Photo Galleries, Videos, etc.

FOOTER:

This is **NOT** content managed. For changes, contact administration or eSchoolView.

WINDOW 2:

The second window or column functions just like Window 1. This area is ideal for links, files and events.



**Please visit the eSchoolView Help Section in the CMS for FAQ's, help videos and PDF's.*



TEXT WINDOW COMPONENT:

The most widely used component allows you to type or copy & paste your text directly onto your webpage. You can also place images, links, documents, tables, and much more in this area.

REMEMBER:
Page Components are blocks of content stacked upon one another within Content Windows 1 & 2.

Content Windows are columns that make up the page. Each page will have a left navigation made up of Touts and/or Dynamic Navigation. The main content area allows either 1 or 2 Content Windows.

DYNAMIC NAVIGATION:

Located in the leftmost column, this is where text based links are automatically generated by the system upon page creation. These links/pages may be visible, hidden, changed, or moved at any time.

LINKS COMPONENT:

Allows you to quickly and easily make a link list to link to internal or external web pages. Dropdown and Tabled list options are also available.

DOWNLOADS COMPONENT:

Allows you to quickly and easily upload files to your webpage (PDF's, Word, Excel, music & video files, etc.)

PHOTO GALLERY COMPONENT:

Allows you to upload up to 10 photos at a time with no limit on size or amount. You also have the ability to add captions, auto-scroll or create a thumbnail list.



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