CMS 4 Schools Website Creation

Step 1: Go to the following website and enter your username and password as usual:
http://www.cms4schools.com/pro/admin/index.cfm?memberid=143

Step 2: On the left side of your screen, click on the link that says:
“Edit your profile”
From here you can:
Change your password
Add your picture
Edit your job title
Type in page requirements

Step 3: On the left side of your screen, click on the link that says:
“My Faculty Administration”

Step 4: On the left side of your screen, click on the link that says:
“My Faculty Administration”
This will take you to the Navigation Builder Page

The homepage is your default page.

Click Add Page to add any additional links that will appear on the left side menu of your main page.
Step 5: Click Update (blue text to the right of My Homepage)
This will take you to the “Update Internal Webpage” page
Here you can change the link name and page title

Step 6: Click the back arrow (or click on My Homepage on the left)
to take you back to the navigation builder page

Step 7: Click “Add Page” at the top
This will take you to this page:

Name your page
Here (ex: Educational Websites)

If you want this page to link to a different website, choose web site link. If you want to link to a page created by you, choose internal web page

Navigation order lets you change the order of where this page falls in order on the left side menu bar

Level 1 means that your page link will appear on the left side menu
Level 2 means that it will be on a pop out menu from the page above it.

Click “add” when you are done making these choices
**Step 8:** Once you have clicked “add”, it will take you back to the Navigation Page.
If you click on your newly added page on the left side bar menu, it will take you to this page:

You can choose various items to have on your page by choosing from the drop down menu.

**Step 9:** Choices
The following are the drop down menu choices of things to have on your page. Make your choice and click “add”
Text/Graphic Editor

Type and add any text in the box. Format using tools here.

Click browse to add a picture from a saved location on your computer. (jpg or gif)
Recommendation: Always keep CAPTCHA checked and always choose to have posts approved first.

Make your choices on what kind of calendar you want: list or calendar view and dates.
Once you click update, it will take you to the following page:

Once you are done entering events (adding locations as you go), your calendar will look something like this:

Step 1. Click here to add color coded categories to your calendar.

Step 2. Click here to add events to your calendar.

Calendar categories HAVE to be added before you add events so that you can put them into a category (required).

To add categories to your calendar, click here. Adding categories will color code your calendar.

Editing the locations for your events can be done from here or when you add an event (which can be done by clicking on the number of the date).
You can get videos or upload your own to a free video service like YouTube, TeacherTube or Vimeo. From that site, you need to copy and paste the code necessary to embed the video onto your web site.
Interactive Forms

Once you have selected choices on this screen, you will be sent back to your page where you will have the option to “add item”.

Click “add item” which will take you to the following screen:
Once you are done creating the forum, website visitors will be able to answer questions and submit their results.

By going back to the webpage link off your teacher login, you will be able to select “summated I-Forms” to see results.

Links
Once you have chosen to add links to your page, Click “add link”
That will take you to this page:

Type in the name that you want to appear next to your link (or to have hyperlinked)
Copy and paste the web address here
If you would like a picture to appear next to your link, add one here
Photo Gallery
Once you have chosen to add a photo gallery to your page,
Click “add photo album”
That will take you to this page:

After you have picked all your options, it will take you back to your page. You will notice a table under the photo album title. From here click “add photo” to add pictures to your album.
Resources/News

Once you have chosen to add a resource or news to your page,
Click “add resource/news item”
That will take you to this page:

Add News Item

* indicates a required field

Position After: [Place at top]

Resource / News Name:

Short Description:

Resource Type:
- None - Title is Not Linked
- OR -
  - Internal Web Page
    - Page Title:

- OR -
  - Web site Link
    - Opens in New Browser Window
    - URL
      [http://www] (don't forget the http://www)
    - OR -
      - Link to a File
        - Upload File:
          [Browse...]

Note: we recommend only uploading files containing letters, numbers, underscores, or dashes in the file name.
(Your file must be one of the following: .as, .apk, .avi, .bat, .doc, .docx, .dwg, .eps, .gif, .htm, .html, .ico, .ipg, .js, .m3u, .mka, .mov, .mp3, .mpe, .mpeg, .mpg, .pdf, .ppt, .php, .png, .psd, .pdf, .raw, .tif, .swf, .txt, .wma, .xls, .xml, .zip)

Status: Active / Inactive

Add Reset

Slide Show

Once you have chosen to add a slide show to your page,
It will take you to this page:
Once you click update, you will be able to go in and add pictures.

Great for linking Word documents or SMART recordings!

Internal web page means that you will be creating a tab on the side with your own page for this.
Web site link is where you can link it to an existing website
How Do I Change the Background on My Page?

**Step 1:** To add a background, first you have to upload your background choices in your file uploads folder (which is located on the left menu bar).

**Step 2:** Once your files are in here, click on the blue text to have your file open in a web browser window.

**Step 3:** Copy and paste the website.

**Step 4:** Now go back to your navigation site by clicking on “My Home Page” on the left. Click “Update” next to the page you wish to change the background on, which will take you to the following page: