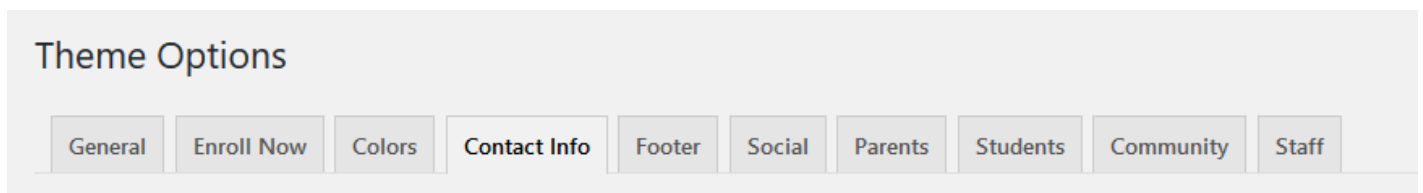
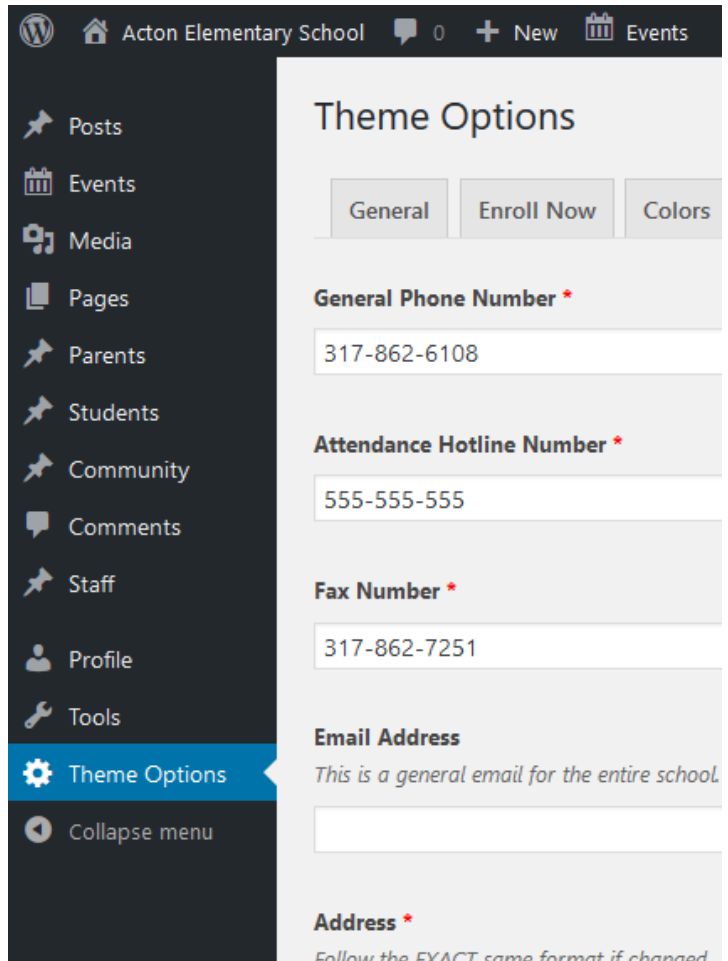


How to Edit Information on a School Webpage

You can edit the majority of information from the Theme Options section of the editor. Each tab inside of Theme Options corresponds to an area of the webpage.



Theme Options

General Enroll Now Colors Contact Info Footer Social Parents Students Community Staff

General Phone Number *
317-862-6108

Attendance Hotline Number *
555-555-555

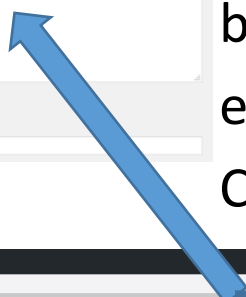
Fax Number *
317-862-7251

Email Address
This is a general email for the entire school.

Address *
Follow the EXACT same format if changed.
Acton Elementary School
8010 Acton Rd.
Indianapolis, IN 46259

Principal *
Enter ONLY the name of the Principal.
Brook Wessel-Burke

Contact information, as well as the Education button, can be edited in the Contact Info tab.



Acton Elementary School | Howdy, Caleb McEwen

PARENT STUDENT COMMUNITY STAFF

I WANT TO ACCESS...
 Online Registration
 School Meals payment
 Free/Reduced Meal Application
 Bus Route Information
 SafeVisitor
 Lunch Menu
 Infinite Campus
 Lunch Schedules

TELL ME ABOUT...
 Brochure
 2017 - 2018 School Calendar
 2018 - 2019 School Calendar
 Immunization Requirements
 Student Supply Lists
 Volunteer Opportunities
 YMCA
 Compliance with Nondiscrimination Laws
 Student Withdrawal/Transfer
 Attendance
 Lunch Schedules/Policies
 Newsletters
 Student Handbook
 School Improvement Plan
 Bring Your Own Device (BYOD)

Acton Elementary School
 8010 Acton Rd.
 Indianapolis, IN 46259
 Phone: 317-862-6108
 FAX: 317-862-7251
 Principal: Brook Wessel-Burke

Education Foundation

f t f



Social media can be edited in the Social tab.

Theme Options

General Enroll Now Colors Contact Info Footer Social Parents Students Community Staff

Facebook For School *
https://www.facebook.com/actontigerpride/

Facebook for District *
https://www.facebook.com/franklintownshipscs

Twitter *
http://twitter.com/FTCSC

Instagram

Youtube
https://www.youtube.com/channel/UCFptTBhwi-omX0tq1xRY2A

To update “I want to...” and “Tell me about...” links, go to the tab you wish to update, such as Parent in this example.

The screenshot shows the Acton Elementary School website with a navigation menu. The 'PARENT' tab is highlighted, and a blue box surrounds the 'I WANT TO ACCESS...' dropdown menu. A blue arrow points from this menu to the 'Theme Options' section below, where the 'Parents' tab is selected. The 'I want to...' section contains a table with 8 rows, each representing a link to be updated. The table has two columns: 'URL Name' and 'URL'.

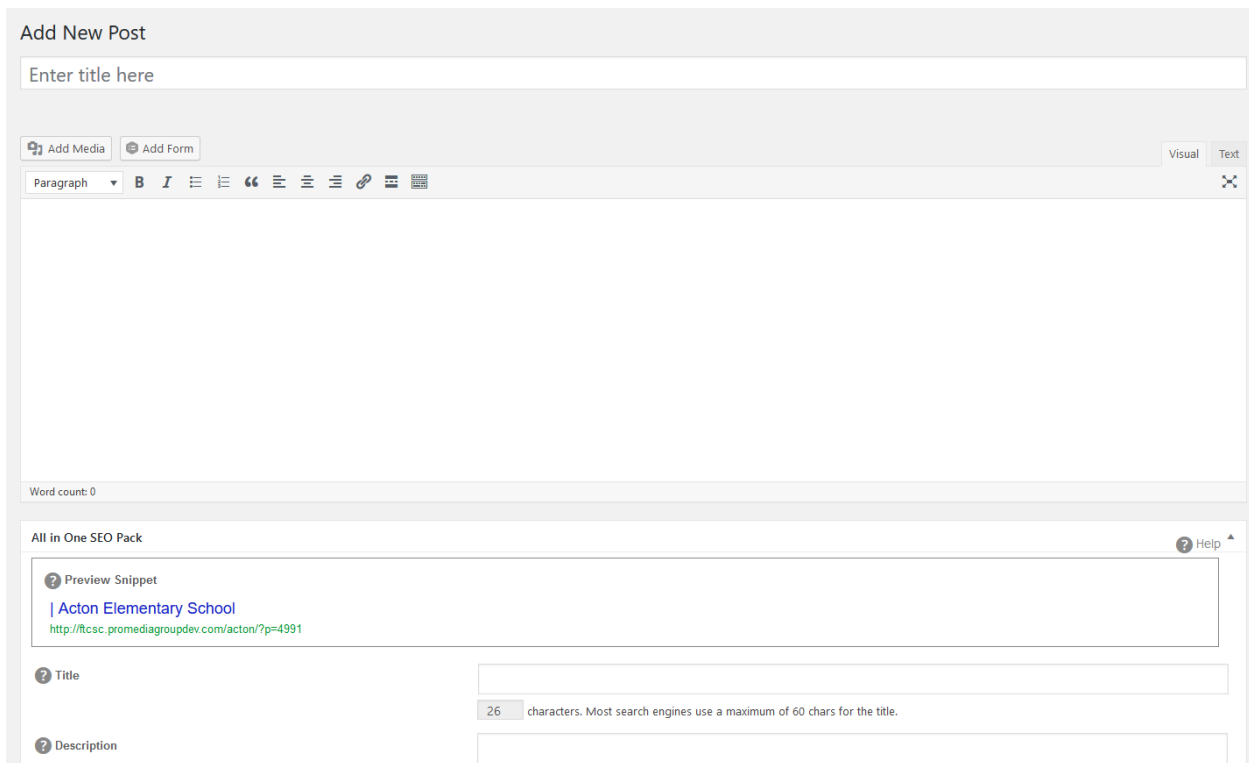
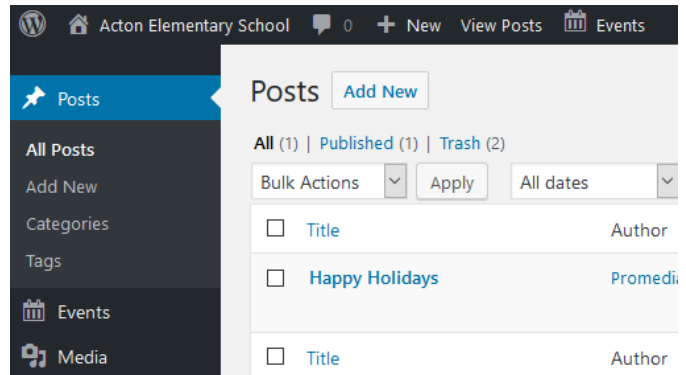
| | URL Name * | URL * |
|---|----------------------------------|---|
| | <i>Keep it short and simple.</i> | <i>Include the HTTP in your URL.</i> |
| 1 | Online Registration | https://fc.ftcsc.k12.in.us/campus/OLRLogin/franklin |
| 2 | School Meals payment | https://paypams.com/ |
| 3 | Free/Reduced Meal Application | https://paypams.com/onlineapp.aspx |
| 4 | Bus Route Information | http://ftcsc.promediagroupdev.com/acton/transportation/bus-route-informatic |
| 5 | SafeVisitor | http://ftcsc.promediagroupdev.com/acton/safevisitor/ |
| 6 | Lunch Menu | http://ftcsc.nutrislice.com/menu/acton/lunch/ |
| 7 | Infinite Campus | https://fc.ftcsc.k12.in.us/campus/portal/franklin.jsp |
| 8 | Lunch Schedules | http://ftcsc.promediagroupdev.com/acton/wp-content/uploads/2017/10/Lunch |

[Add Row](#)

The URL name is the one that will be shown publicly, while the URL is where the link will actually go. To change Student, Community, or Staff options, click the corresponding tabs.

To add a new addition to the Latest News section, navigate to the Posts tab, click Add New at the top, and enter the information in.

When you are finished, click Publish on the right side.



To add or edit a web page, click the Pages tab. To edit an existing page (Attendance, Supply Lists, etc.) hover over the page name and click Edit. To add a new page, click Add New at the top, and fill out the information.

| <input type="checkbox"/> | Title | Custom Sidebars | Author | Date |
|--------------------------|-------------------------------|-------------------------------|----------|-------------------------|
| <input type="checkbox"/> | About | - | Promedia | Published 2017/10/06 |
| <input type="checkbox"/> | Accessibility Policy | - | Promedia | Published 2017/10/18 |
| <input type="checkbox"/> | ATTENDANCE | - | Promedia | Published 2017/10/11 |
| <input type="checkbox"/> | Bring Your Own Device (BYOD) | - | Promedia | Published 2017/11/20 |
| <input type="checkbox"/> | Contact | - | Promedia | Published 2017/10/11 |
| <input type="checkbox"/> | District | - | Promedia | Published 2017/12/02 |
| <input type="checkbox"/> | Home — Front Page | (Not available for Home-Page) | Promedia | Published 2017/10/05 |

When adding a new page, it is important to copy the permalink that appears after you enter in a page name. This is how people will get a link to the new webpage.

Add New Page

Test

Permalink: <http://ftcsc.promediagroupdev.com/acton/test/> Edit