# Mayfield City Schools Teacher Website Training

Below you will find a list of key terms and features of the new the website with a brief explanation and area to make notes for your personal needs.

**Webpage Layout**: Each section or page is split into 3 separate areas, each of which can be used for the managing and sharing of content.

| Dynamic Navigation | Window #1 | Window #2 |
|---|---|---|
| Dynamic Navigation appears in the left column of the webpage. Dynamic Navigation is how a visitor to your website will navigate between pages. | **Window #1** is the main window of your webpage. **Window #1** is where you will want to put most of your information as it is the main window of your webpage and by default the largest.<br><br>By default **Window #1** is larger than **Window #2**; you are able to change the size of these windows when you are in the CMS. | **Window #2** appears in the right column of the webpage. Window #2 can be used to share the same type of content as Window #1. |

**Components**: You share content by adding Components to Windows #1 and #2. There are a variety of different components, but today we will focus on the following:

- **Text window** – information, announcements, or assignments; can copy/paste from another document; add links, downloads, and 1 image
- **Links**
- **Downloads** – files (PDF's, Word, Excel, PPT, images and videos)
- **News** – option for assignments (archived, RSS Sync)
- **Photo Gallery** – Thumbnail or Prev/Next Gallery
- **Quiz** – need parent permission
- **Survey** – need parent permission; use for assignment turn-in
- **Personal Calendar**

**Child Pages**: Under Content Management, next to your name, you will see +child page. When you click on +child page, you will create a subpage (child page). If your name is the trunk of the tree, the child pages are the branches. Each child page appears in the Dynamic Navigation.

For examples and further information on today's training, visit the Technology Integration portion of the website under the District or Staff tabs.

**HELP** is available in the CMS at the top of each page. Just click the red help button.

If you need further assistance with the development of your website, feel free to contact one of the members of the Technology Integration Team.

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