

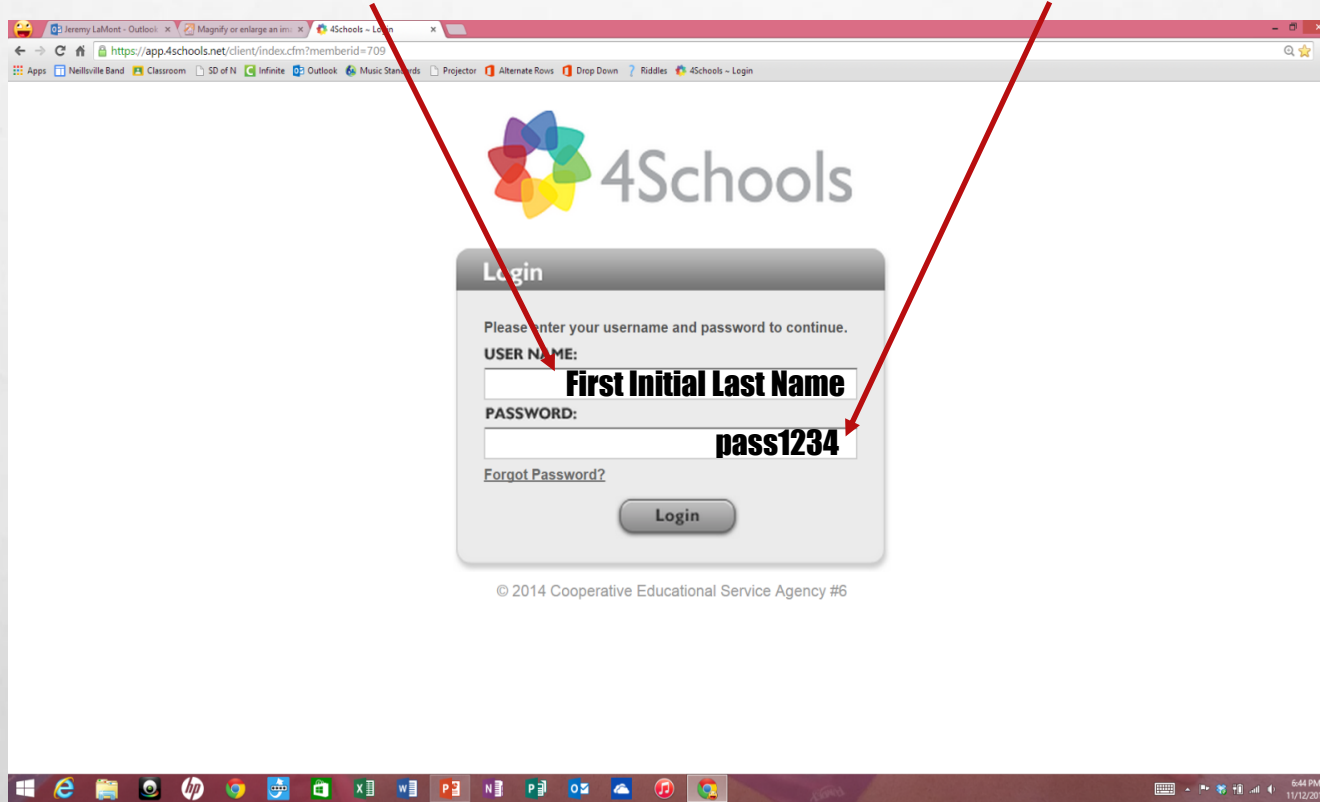


4SCHOOLS

ADDING A WEB PAGE



ENTER USERNAME AND PASSWORD



The screenshot shows a web browser window with the URL <https://app.4schools.net/client/index.cfm?memberid=709>. The page features the 4Schools logo and a login form. The form has a title "Login" and a prompt: "Please enter your username and password to continue." The "USER NAME:" field contains the text "First Initial Last Name". The "PASSWORD:" field contains the text "pass1234". Below the password field is a link for "Forgot Password?". A "Login" button is positioned at the bottom of the form. At the bottom of the page, there is a copyright notice: "© 2014 Cooperative Educational Service Agency #6". Two red arrows originate from the top of the page, one pointing to the username field and the other to the password field.

4Schools

Login

Please enter your username and password to continue.

USER NAME:

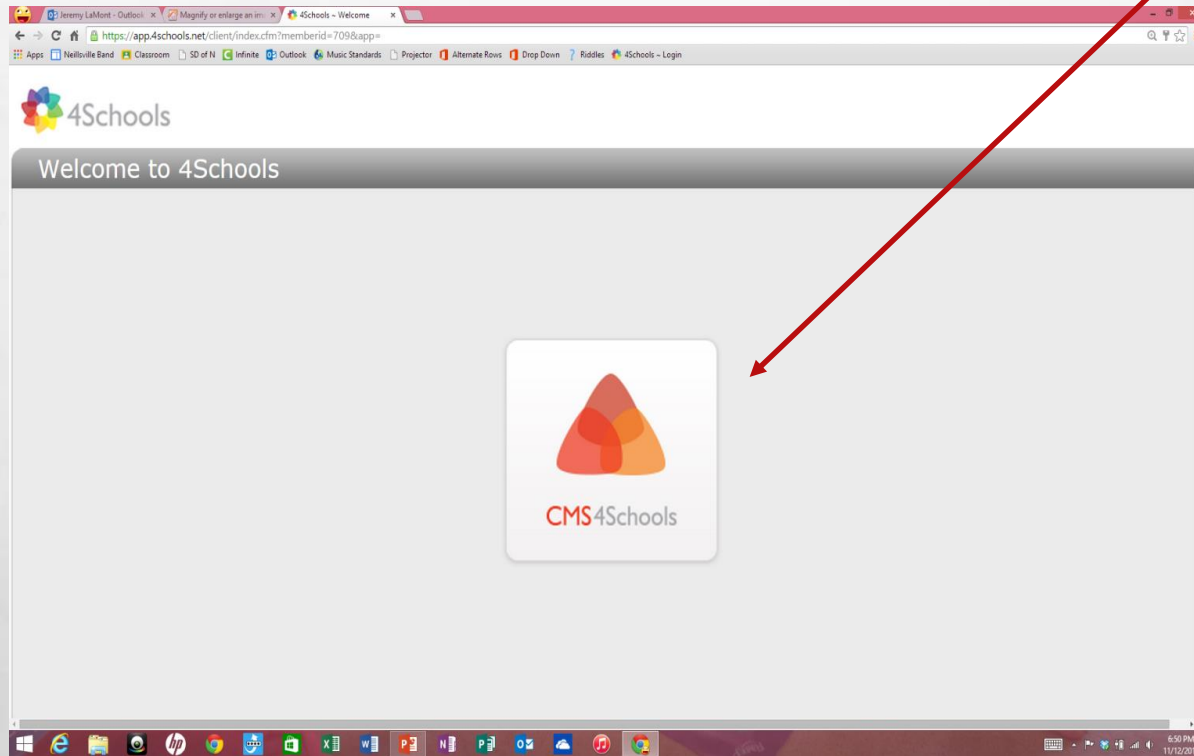
PASSWORD:

[Forgot Password?](#)

Login

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SINGLE CLICK CMS4SCHOOLS ICON



ADDING AN INTERNAL WEB PAGE

Continue to future slides for:

- Adding a web site link

Neillsville School District

HOME DISTRICT SCI

Logged in as
[Jeremy LaMont](#)
[Log Out](#)
[Back to 4Schools](#)
[Edit My Profile](#)

[My Home Page](#)

[Faculty Admin Home](#)

[My Navigation Builder Home](#)

[My Calendar Admin](#)

[My Homework Admin](#)

[My File Uploads](#)

[Faculty Help Manual](#)

[Log Out](#)

1. Click Here

2. Click Here

→ [Add Page](#)

NAVIGATION BUILDER

Page Type	Page Detail	Page URL
	Main Body Right	Up

2. Click Here → [Add Page](#)

ADD PAGE

* indicates a required field.

*Navigation Link Name:

3. Title link.

*Navigation Type: Internal Web Page

4. Select Internal Web Page

-OR-

Web site Link

Navigation Link Status: Active Inactive [Schedule A Status Change](#)

*Navigation Order: After

*Navigation Level:

5. Enter titles.

A valid Physical File Name: only small case letters a-z, 0-9, and dashes are allowed

name:

Type: Internal Web Page

Adding Level 2 links underneath this page will automatically make it a menu opening link as well

Physical File Name: .cfm
(only small case letters a-z, 0-9, and dashes are allowed)

Page Title:

Left Justified Centered

[Click here for Advanced Settings](#)

-OR-

Web site Link

[Click here for Advanced >](#)

-OR-

Web site Link

Navigation Link Status: Active Inactive [Schedule A Status Change](#)

*Navigation Order: After

6. Select the order.

*Navigation Level:

1
2

7. Select the navigation level.

8. Click Add.

[Click](#)

-OR-

Web site Link

Navigation Link Status: Active Inactive [Schedule](#)

*Navigation Order: After

*Navigation Level:

NAVIGATION BUILDER

[Add Page](#)

9. Click Preview to see page.

Lvl	Link Name	Page Type	Page Detail	Update	Delete	Preview
1	My Home Page	Page	Main Body Right	Update	N/A	Preview
2	Classical Guitar	Page	Main Body Right	Update	Delete	Preview

You now have a second page on your site.

Home Page has link to new page.

< Back to District Home Page

- My Home Page
- Classical Guitar

JEREMY LAMONT



[Email](#)
Band Instructor
Phone: 715-743-8744

My name is Jeremy La Mont. I graduated high school in 199...
La Crosse with a degree in K-12 Instrumental Music. My first...
moved to Auburndale and taught for 9 more years. I accept...

New Page has links as well.

HOME DISTRICT SCHOOLS STUDENTS PARENTS

Jeremy LaMont • My Home Page • Classical Guitar

- My Home Page
- Classical Guitar

CLASSICAL GUITAR

ADDING A WEB SITE LINK

Neillsville School District

HOME DISTRICT SCI

Logged in as
[Jeremy LaMont](#)
[Log Out](#)
[Back to 4Schools](#)
[Edit My Profile](#)

[My Home Page](#)

1. Click Here → [My Navigation Builder Home](#)

[Faculty Admin Home](#)
[My Calendar Admin](#)
[My Homework Admin](#)
[My File Uploads](#)
[Faculty Help Manual](#)
[Log Out](#)

2. Click Here

→ [Add Page](#)

NAVIGATION BUILDER

Page Type	Page Detail	Up
Page	Main Body Right	Up

ADD PAGE

* indicates a required field.

*Navigation Link Name:

3. Title Page.

*Navigation Type: Internal Web Page

-OR-

Web site Link

4. Select Web site Link.

5. Copy and paste web site link here.

Type: Internal Web Page

-OR-

Web site Link

Type: Opens in New Browser Window
 Opens in Existing Browser Window

Url:

(don't forget the http://www.)

Navigation Link Status: Active Inactive [Schedule A Status Change](#)

*Navigation Order: After

6. Select the order.

*Navigation Level:

7. Select the navigation level.

-OR-

Web site Link

Type: Opens in New Browser
 Opens in Existing Browser

Url:
(don't forget the http://www)

Navigation Link Status: Active Inactive [Schedule A](#)

*Navigation Order: After

*Navigation Level:

8. Click Add.

NAVIGATION BUILDER

[Add Page](#)

9. Click Preview to see page.

Lvl	Link Name	Page Type	Page Detail	Update	Delete	Preview
1	My Home Page	Page	Main Body Right	Update	N/A	Preview
2	Band Page	Link	N/A	Update	Delete	Preview

You now have a second page on your site.

Home Page has link to new page.

< Back to District Home Page

▼ My Home Page
Band Page

JEREMY LAMONT



[Email](#)
Band Instruc
Phone: 715-

My name is Jeremy La Mont. I graduated hi

You're done!!