Training Exercises

Web Administrator Training, Version 2

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Example #1 – Add a Navigation Term

Example #2 - Create a Post

1. **Create a post.** Hover over the commands bar in the lower left corner of the screen and click [+] Create post.

2. **Select post type.** Under Post types, choose Post.

3. **Add content**. Enter the following fields from the sample text document:

    a. *Title:* Copy sample title into field.

    b. Body text area: Copy sample body text into field and format it.

Example #3 - Create a Teacher Profile

1. **Create a post.** Hover over the commands bar in the lower left corner of the screen and click [+] Create post.

2. **Select post type.** Under Post types, choose Teacher Profile.

3. **Add content**. Enter the following fields from the sample text:

    a. Name: Copy sample name into field.

    b. Title: Copy sample title into the field

    c. Body text area: Copy sample biog

Example #5 - Create an Event

1. **Create a post.** Hover over the commands bar in the lower left corner of the screen and click [+] Create post.

2. **Select post type.** Under Post types, choose Event.

3. **Add content.** Enter the following fields from the sample text.

   a. Title: Copy sample title into field.

   b.

Example #6 – Create a Pod

Remember Pods are posts that create a link to another post. In this case, we will make a link on the home page to the Science Fair Application.

1. **Create a post using the Content Zones button.**
   a. Select your Content Zones button located center right on your bottom toolbar. The button will turn green when it is on.
   b. Go to the Home page.
   c. Hover over the three pods right below the big feature image and click [+] Pod.
2. **Add content.** Enter the following fields from the sample text.
   a. Title: Copy sample title into field.
   b. Description: Copy sample text into field.
3. **Create link.** Under "Redirect to" start typing the title of the post we want to link to (Sign up for the Science Fair) and select it when it pops up.
4. **Add an image.** Scroll down to the tabs below the text area. To upload an image, click the choose file button and browse for the image file on your computer. Next, click the upload button.
5. **Save the post.** Click the save button at the very bottom of the screen to save the post as a draft.
6. **Format the image.** We want to format the image to fit the pod format.
   a. Hover over the top right hand corner of the post and click the notepad icon that appears. Select "Crop Home-pod image."
   b. Adjust the crop window for the image and click Save Crop Coordinates button. Then click the X to close the window on the top right.
7. **Refresh image.** The notepad icon will still be highlighted after the Crop window closes. Click "Cropping updated. Click to refresh" button on the menu and the image will be refreshed.
8. **Review image and edit to publish.** If the image looks right, edit it to publish.
   a. **Go to edit screen.** Click the notepad icon that appears. Select "edit this post" and you will return to the editing window
   b. **Publish.** Next, scroll down to Publishing Options and check the Published checkbox. Then save the post again.