

# Adding Content to [www.sandwickschool.info](http://www.sandwickschool.info)

## **Welcome**

Adding your own content to the school website is a simple process and should enhance communication with parents, pupils and colleagues. I've left the technical details at the end of this document, as you can safely ignore them.

## **Where is the New Website?**

[www.sandwickschool.info](http://www.sandwickschool.info) allows you to log in at home, at school or from anywhere in the world, adding information about your courses and other aspects of your work. All you need is a web browser such as Mozilla Firefox, Internet Explorer, Safari etc.

## **Page or Story?**

To keep things as straightforward as possible, at the moment you can add only a 'story' or a 'page', as explained below. Other things like collaborative books, photographs and sports tournaments have been switched off to avoid confusion in the early stages.

### **When to Add a Page**

A 'page' will be on the site for a long time, maybe forever, but its content will probably change regularly. If the art department has a page, then it shouldn't be deleted as pupils and parents will come to expect it to be there. However the content of the page could change on a weekly basis. New homework may appear, or information about a trip etc. might need to go on.

A page is good for a fixed feature of the school, such as a club or a department etc. A 'History Department' page could have a note of current homework, reading lists or important links to revision websites etc.

### **When to Add a Story**

A 'story' *may* be on the site for a long time, however its content will **not** usually change. Perhaps think of a 'story' as a news report – 'S4 Pupil Wins the Turner Prize in Art', or 'School Hovercraft Team First to Reach the South Pole'<sup>1</sup>. Stories like that would really never need to be deleted, because these form a searchable archive as the website matures.

Another story might be along the lines of 'S4 Parent Night Rescheduled'. In this case, once the parent night is over, the article serves no purpose and should be deleted.

## **What is a Post?**

In the parlance of the Web, a 'post' refers to content that you (or anyone for that matter) has 'posted' or published on a website. Creating a story, page or any other kind of article on the school website is termed 'creating a post'.

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<sup>1</sup> No link in feasibility is implied between these two hypothetical stories and no criticism of the competence of the hovercraft team is suggested.

## **What If I Make a Right Pig's Ear of It?**



This seems unlikely, but in any case all the material you put up will automatically be held back until proof read by a 'moderator' (at the moment just Chris). So don't worry.

## **Copyright Restrictions**

Ideally, we can all upload homework exercises and textbook excerpts to our website and the pupils could cut down on the weight in schoolbags. Unfortunately, many of the resources we use restrict your right do this through copyright. It is very important that if you attach any files/worksheets etc., you are confident that you are permitted to re-distribute it. On the plus side, as a general rule any material protecting your freedoms under the 'Free Documentation Licence' or the Creative Commons - Attribution Share Alike' will enable you to edit, alter, publish and post that material, provided you credit the originator.



## **Pupil Privacy**

The other thing to watch out for is revealing pupil identity. Good advice would generally be to avoid posting a complete name, just use first names instead. For example, if Bert Jones wins the knitting contest, the story would be headlined 'Bert wins Knitting Contest'. Some pupils may have opted out of being photographed and in such case their photo should never be uploaded, whether as a solo portrait or part of a group image.

## **Technical Details**

The website is powered by the Drupal Content Management System. Details at [www.drupal.org](http://www.drupal.org)

Drupal was recently examined by IBM (and found to be one of the most powerful (no they don't own it) CMSs in the world (<http://www-128.ibm.com/developerworks/ibm/library/i-osource1/index.html?ca=drs->).

Drupal is Free Software (not freeware!), licenced under the GNU General Public Licence.

There are many facilities offered by Drupal, most of which I have not enabled on the site. If you would like to have a look at the possibilities, go to <http://drupal.org/project/Modules> for details.

It runs on a 1&1 shared hosting plan at the moment, with 100Mbit limit on the MySQL database and 2Gbit limit on file storage.

There is a search facility on our website. However if you add new content it will not get in to the search results straight away! This is easy to fix. Go to [www.sandwickschool.info/cron.php](http://www.sandwickschool.info/cron.php). You will get only a blank page, however, you will have triggered a rebuild of the search database! So, now you can go back to the main site and the search facility should pick up all the latest additions to the site.

This is a limitation of our current hosting plan and *could* be removed by moving to a dedicated server at some point in the future.

Chris

Friday, 8<sup>th</sup> September 2006.

## Getting Started Guide

1. Log in to the website with your initials as the username (get password from Chris).
2. Select the link 'create content'.



3. Select either 'story' or 'page' (it makes no difference to this tutorial)



### create content

Choose the appropriate item for

**page**  
If you want to add a static page, use a page.

**story**  
Stories are articles in the format of a title, a teaser and a body, but the teaser is part of the body. They are used for a personal blog or for news.

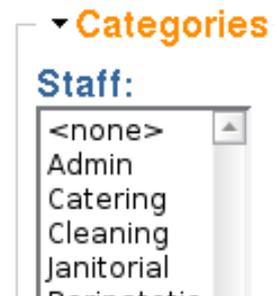
4. Give your article a title, capitalised thus: 'Work Experience Information' not 'Work experience information' etc.



**Title: \***

5. Scroll down the page until you see 'Categories' - perhaps you want to do this with the mouse wheel. Categories available at the time of writing are 'staff', 'clubs' and 'departments'. Categories are one way that the website automatically cross-references articles. Next we will choose the correct categories for you article:

- Staff Category: **If** your article is of direct relevance to a staff member, then please choose a staff category, like Janitorial or Primary etc. If not, then just leave this alone!



- Is your article about a club? Please choose it from the list. If your club is not there, then speak to Chris. If you article is not about a club, please leave this list alone.

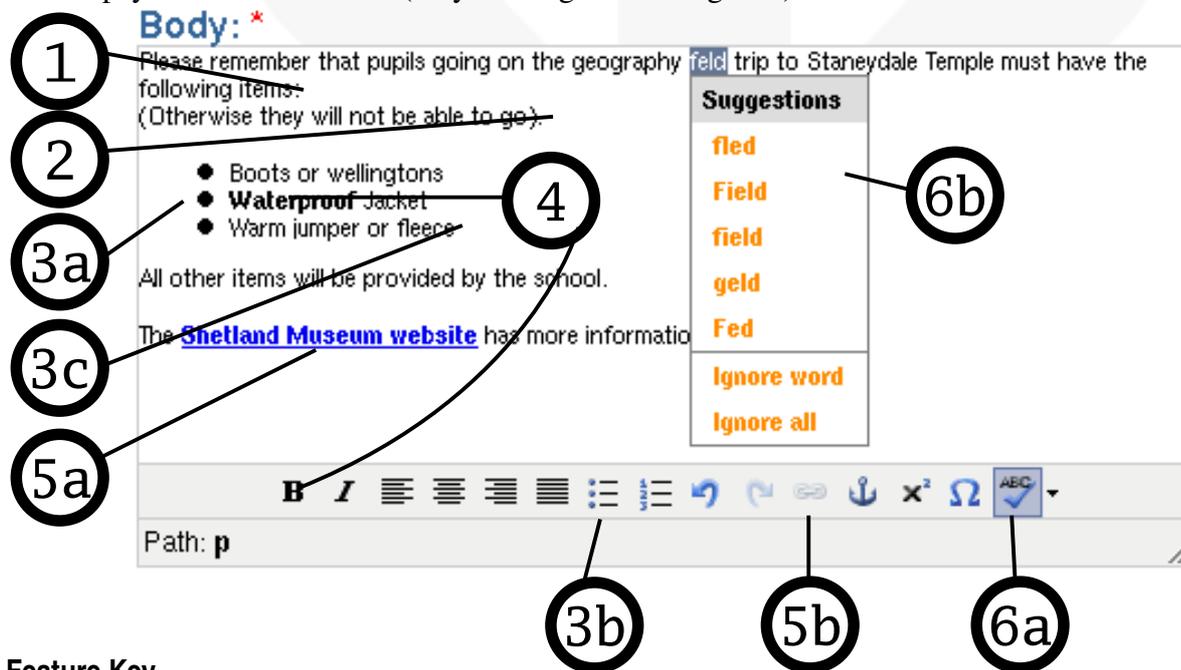


- Does your article belong to a teaching department? If so please, choose it from the list.



- Can I select two entries in a category list? YES. Suppose your article is 'Computing -vs Maths Wrestling Match'. This fits into departments 'Computing' and 'Maths'. You **can** select them both by holding down the **Ctrl** key on the keyboard.

6. The Body Section. This is the main 'blurb' or content area of your article. Do not repeat your title in here, it will look silly under the title you already specified in step 4. Just type the text you want and use the format buttons to apply bold, left or right justification etc. I have installed a spellchecker in English and French, more languages can be made available on payment of a small fee (only kidding – it's a large fee).



### Feature Key

Feature 1: Note how the second and third lines are very close together, without any vertical space. This is achieved by pressing SHIFT+ENTER.

Feature 2: In contrast with feature 1, note how the third line of text ('Otherwise they will not be able to go') does have vertical space before the next block of text 'boots and wellingtons'. This is a standard paragraph break, achieved by pressing just ENTER. Break your paragraphs with 1 ENTER.

Feature 3: This relates to creating a bulleted list. The same applies to a numbered list:

- Start by hitting the button marked by 3b in the diagram.
- Type the first bullet point and hit ENTER (see 3a in diagram)
- Continue with additional bullet points
- When you have no more bullet points press ENTER twice (see 3c in diagram).

Feature 4: **Bold** text. 'Waterproof' is emboldened by using the **B** button (see 4 in the diagram).

Similar buttons exist for italics, left, right, centre alignment or full text justification.

Feature 5: Create a link to another website.

- Start by typing the words you want to form the link text (5a 'Shetland Museum website')
- Highlight the words you just typed and hit the button marked 5b, (picture of the chain link).
- In the box that appears, place the <http://www.example.com> URI in the appropriate place.

Feature 6: Spellcheck. English and French are available. English is the default. To use French, press the small black arrow to the right of the spellcheck button. Spellcheck works as follows:

- Type in your text
- Left click once on the ABC button (see 6a in the diagram)
- Mispelled words are highlighted red (in this case 'feld' should be 'field')
- Left click on the misspelled word ('feld') and after a few seconds you see possible corrections.

7. File Attachments. If needed, click on the little black arrow on the left of the phrase 'File Attachments'. A little form will appear on the page, allowing you to upload files as follows:

- Hit the 'Browse' button
- Choose the file you want to attach. (Please ensure copyright restrictions permit or encourage you to attach the file and that no confidential information is contained within the file).
- Hit the 'Attach' button. A 'barber pole' spangly bar will swirl away for a while. Enjoy.

▶ **Comment settings**

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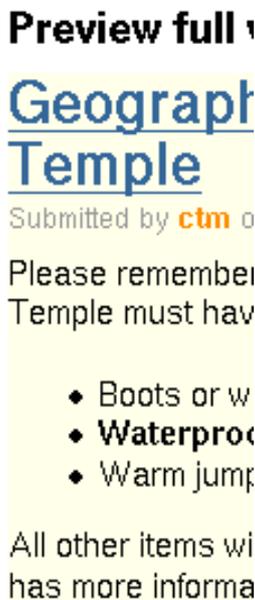
▼ **File attachments**

Changes made to the attachments are not permanent. Save this post. The first "listed" file will be included.

**Attach new file:**

8. Press the 'Preview' button.



9. What will happen now, after a few seconds delay, is that you will be presented with a preview of your article as it will appear, below which you will have the opportunity to 'Submit' or 'Preview' again. Probably just hit 'Submit'.

10.



11. Having finally pressed 'Submit', your article will be withheld from publication until read by a moderator. At the time of writing, the only person with moderator rights is Chris, although this will be expanded as demand on the site rises. This process of moderation will hopefully catch any problems in the early stages of the site.

12. You can go back and edit your existing articles later on, but that will be the subject of another tutorial type thing.

Tux the Penguin images licenced under GPL from the TuxPaint childrens drawing program <http://www.tuxpaint.org/>

This document is available online at <http://www.sandwickschool.info/node/28>