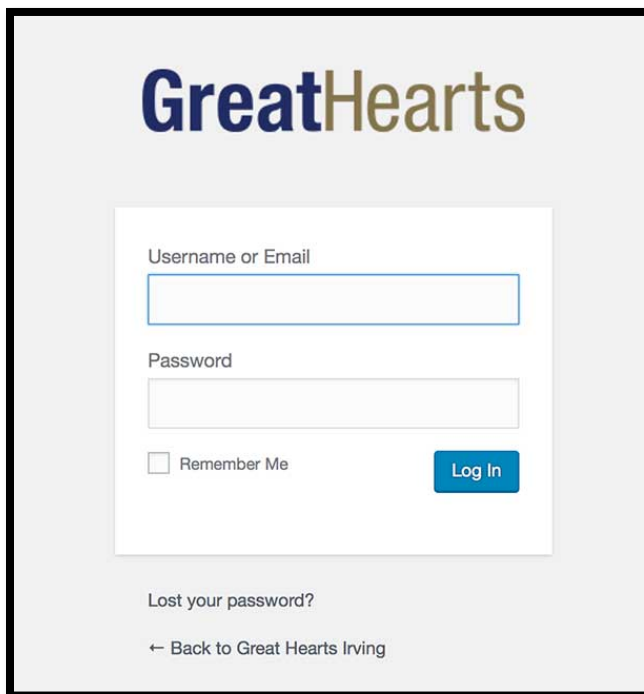


Great Hearts Academies – Academy Websites Content Management System

Login

URL: <http://site3.oma1.greatheartsaz.org/wp-login.php>



The image shows a login page for GreatHearts. At the top, the logo "GreatHearts" is displayed in blue and gold. Below the logo is a white login form with a light gray border. The form contains the following elements: a text input field labeled "Username or Email", a text input field labeled "Password", a checkbox labeled "Remember Me", and a blue "Log In" button. Below the form, there is a link "Lost your password?" and a link "← Back to Great Hearts Irving".

CMS users can only be created in the CMS by an existing administrator with a role that has the correct permissions to do so.

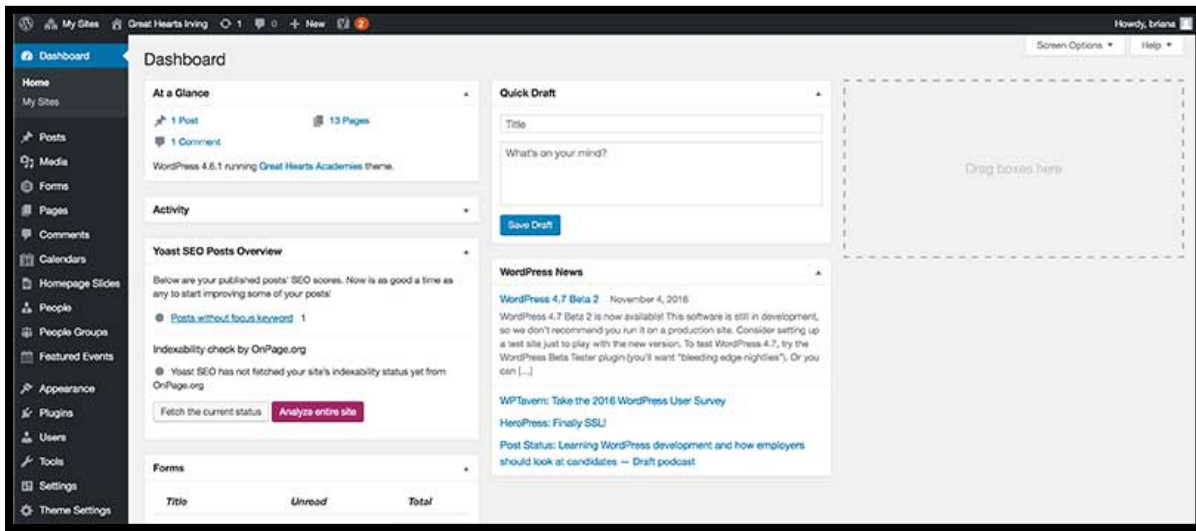


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CMS Dashboard

After logging in, if the user has access to the Academy Site CMS, they will see the CMS dashboard.



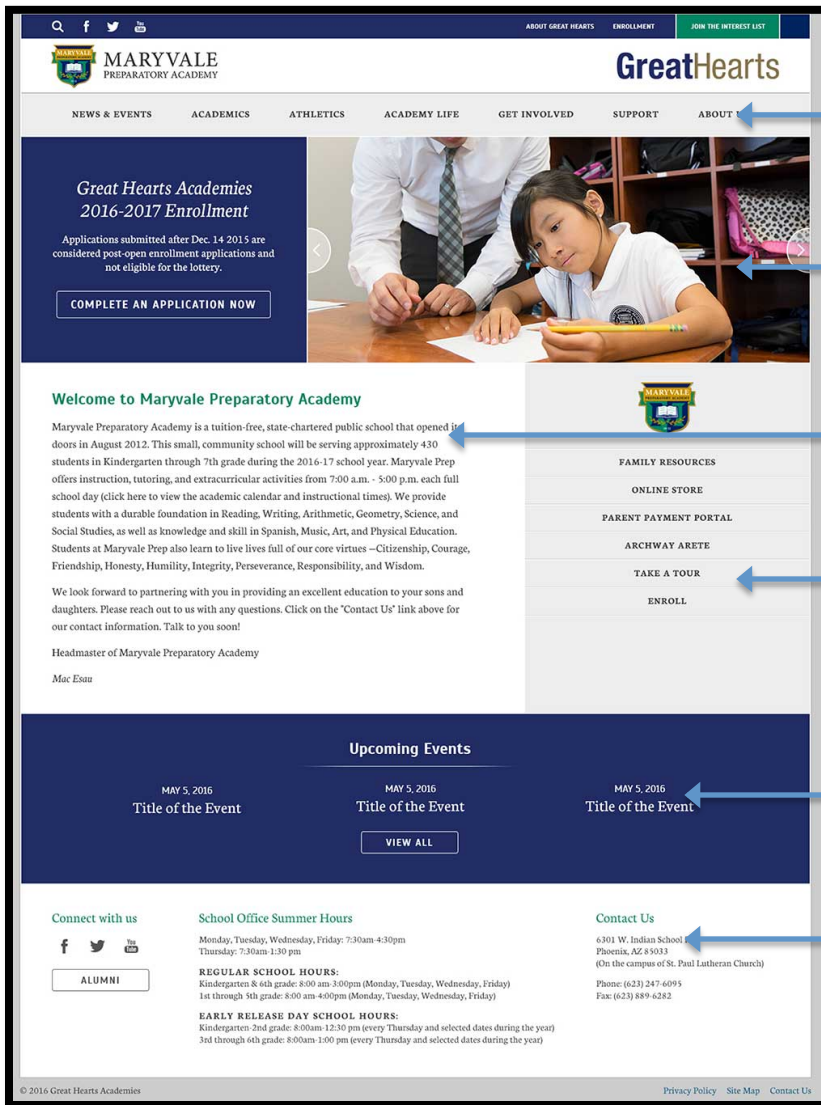
The content throughout the website is broken up into the following main sections of the CMS: Posts, Media, Pages, Calendars, Homepage Slides, People, People Groups and Featured Events.

Other sections of the CMS are primarily used for administrative purposes.



Homepage

The homepage is made up of content pieces from multiple sections of the CMS



Main Menu

(Edited in the Appearance section of the CMS)

Homepage Slideshow

(Edited in the Homepage Slides section of the CMS)

Homepage Content

(Edited in the Pages section of the CMS)

Quick Links (Sidebar Menu)

(Edited in the Appearances section of the CMS)

Upcoming Events

(Edited in the Featured Events section of the CMS)

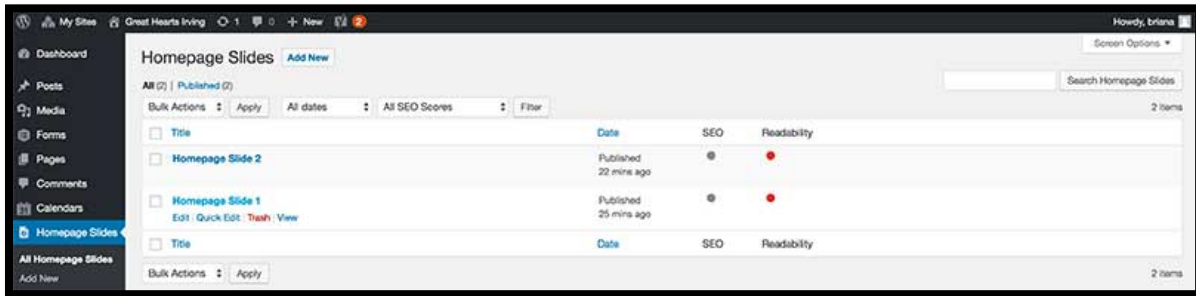
Footer Content

(Edited in the Theme Settings section of the CMS)



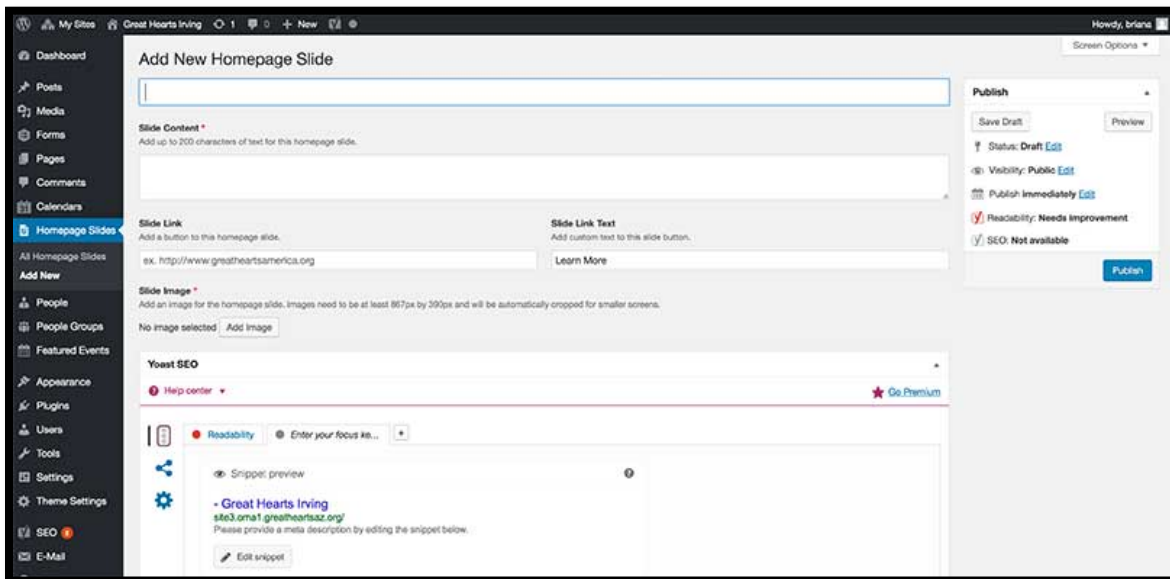
Homepage Slideshow

The slides at the top of the homepage are added, edited and removed in the Homepage Slides section of the CMS.



Clicking on the "Edit" link under the slide title allows the administrator to edit an existing slide. The "Trash" link will delete the slides from the homepage.

Clicking on the "Add New" button will allow the administrator to add a new slide to the homepage slideshow.



For each slide, the following fields can be populated:

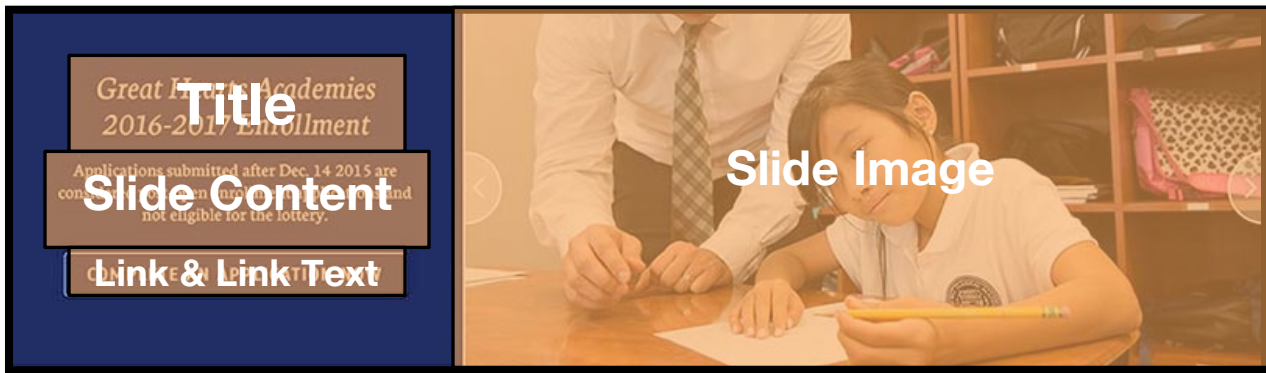
- Title: This is the title that will appear in the blue box to the left of the hero image.
- Slide Content: This text will appear in the blue box to the left of the hero image.
- Slide Link: This URL will be where the user goes when they click on the button for the slide.
- Slide Link Text: This text will appear on the button on the slide.



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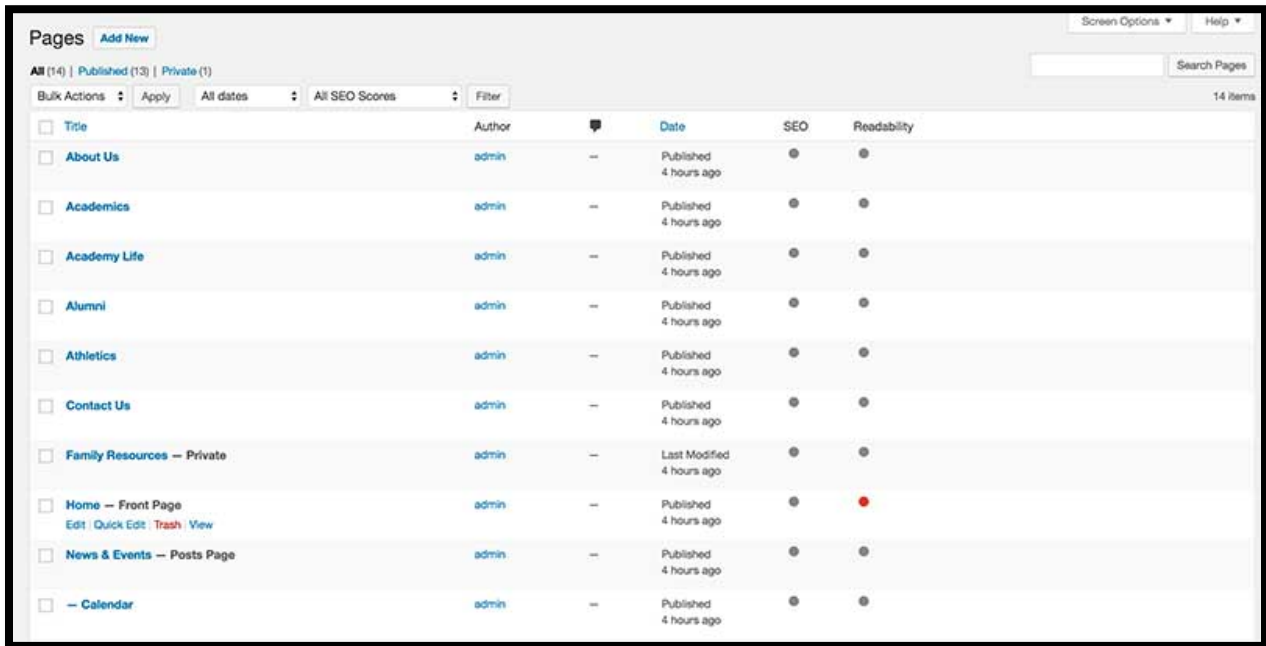
- Slide Image: The administrator will be able to upload an image to use for the slideshow. It should be 867px by 390px.

Please Note: Once the slides have been created, they must be added to the Home page in the Pages section of the CMS. [See below.](#)

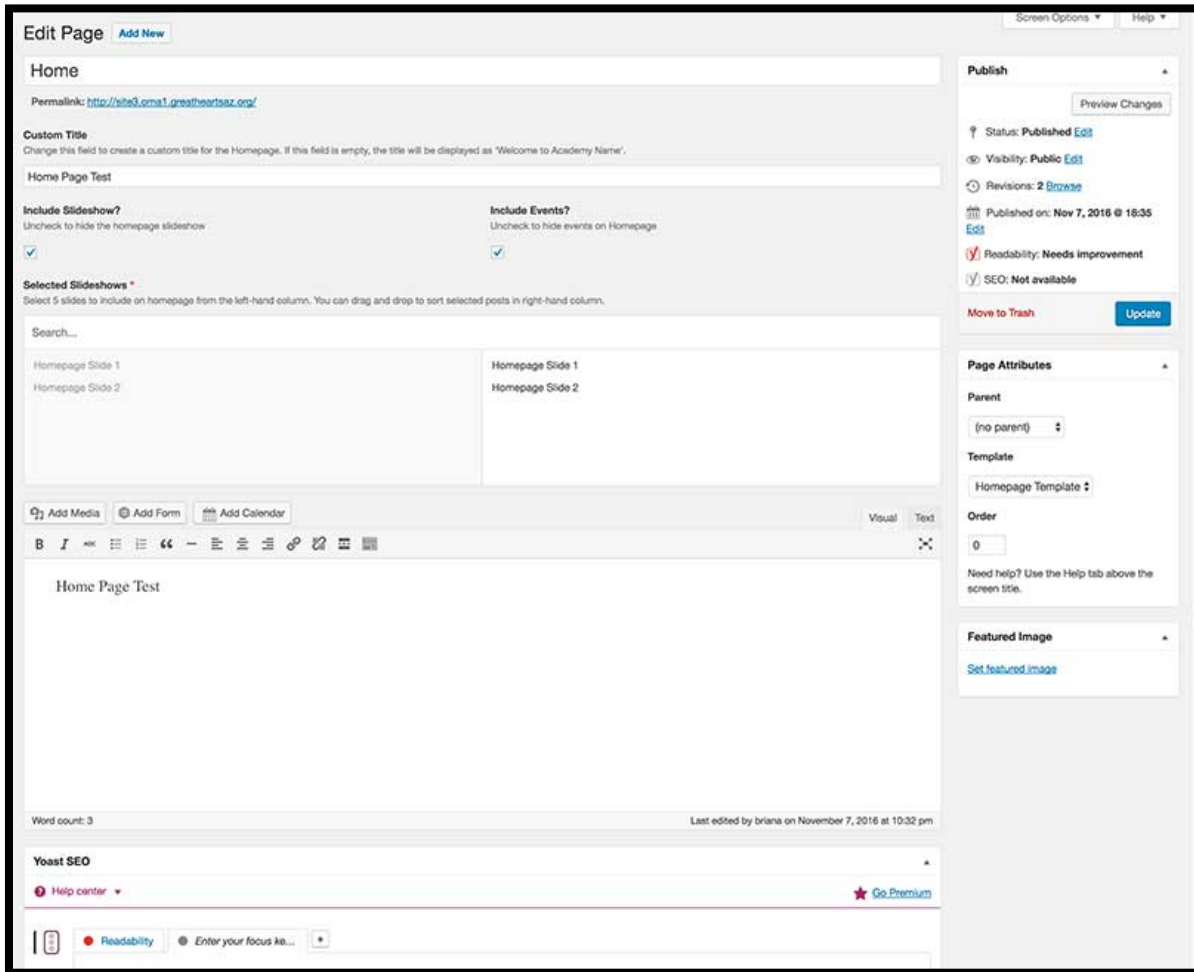


Homepage Content

This section of the home page is managed in the Pages section of the CMS.



Clicking on the "Edit" link under Home in the Pages list will allow the administrator to update the content on the homepage.



In the Home details the administrator may update the following fields:

- Custom Title: This textbox will be populated with the headline that appears above the content.
- Selected Slideshows: Clicking on the names of the slides will add those ones to the homepage slideshow. Clicking on the names in the right columns will remove them from the homepage slideshow.
- Content: This Rich Text editor allows the administrator to add content on the homepage. This can include some styling like bold, italics, text links, etc.

In the right column of the pages content, the administrator has the following tools:

Publish: Here the administrator may preview changes, update the changes so they appear live on the website, and see other details about past changes to this page.

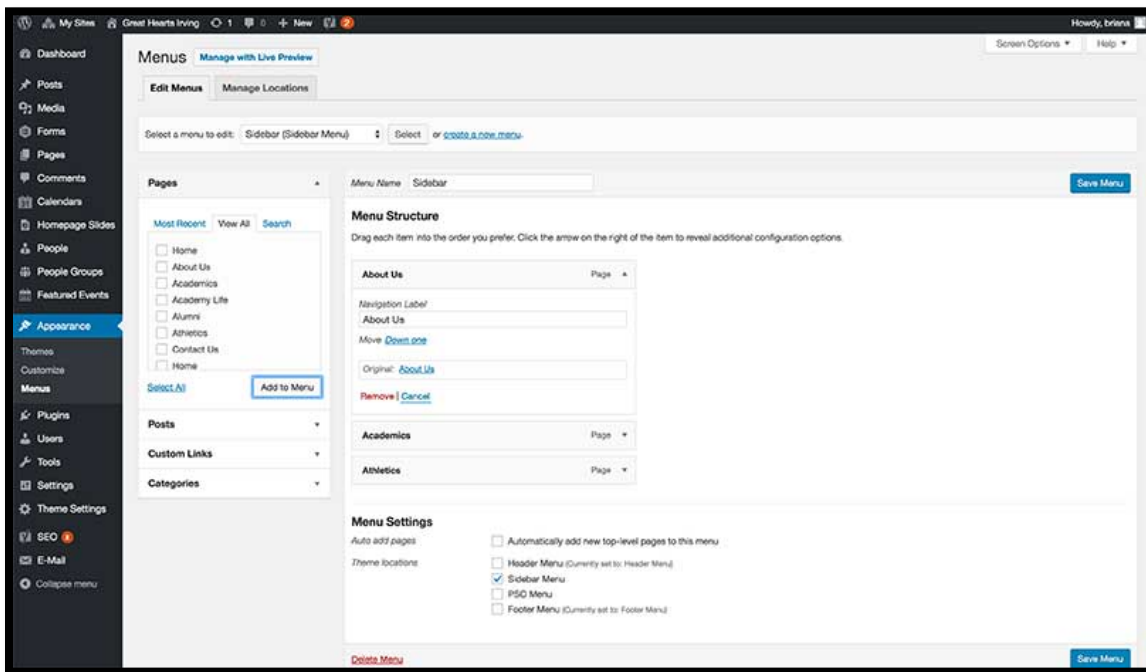


Page Attributes: In this callout box, the administrator can assign the page a Parent, Template, and Order. On the Homepage there will never be a Parent assigned and the Template should be assigned to Homepage Template.

Featured Image: This callout is not used in the template design for the Great Hearts Academies sites.

Quick Links (Sidebar Menu)

This menu must be set on each of the Great Heart Academy websites, and can be customized for each academy site. This is set up in the Appearance > Menus section of the CMS. This menu will be featured on all of the pages on the website that have a right column with the exception of the PSO section (which has its own sidebar menu).

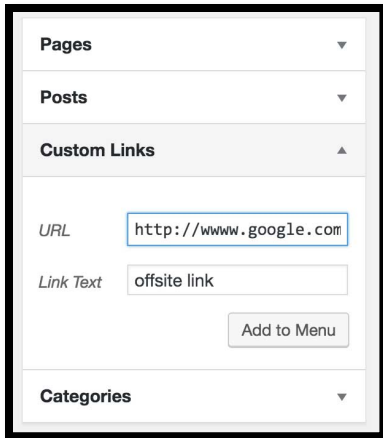
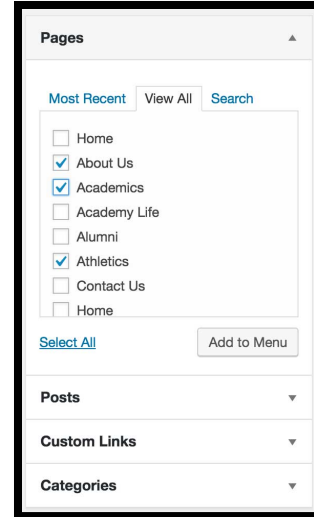


To edit the Sidebar Menu, select the Sidebar Menu in the “Select a menu to edit:” field at the top and hit “Select”.

On the left there are callout section for Pages, Posts, Custom Links, and Categories. Pages and Custom Links will be the only ones used on the academy websites.

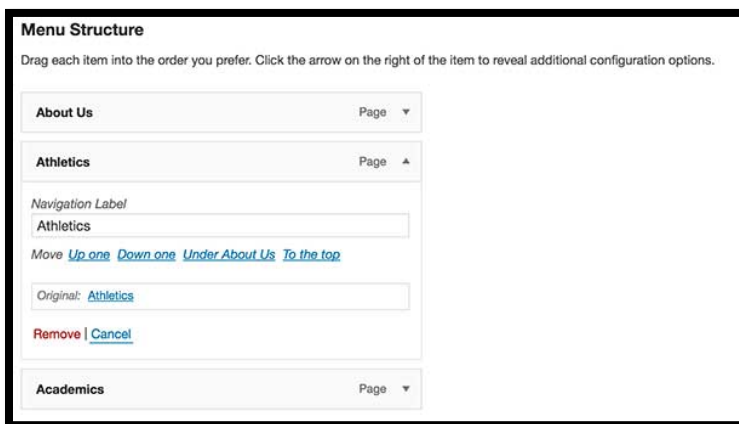


Pages: In this tool, the administrator can add pages from the website to the menu. Click on the checkbox next to one or more page names and then clicking on the “Add to Menu” button will add the pages to the sidebar menu. You will see those page names in the right box titled Menu Structure.



Custom Links: This tool allows the administrator to add a sidebar menu item that links to another website or PDF file. Fill out the URL (with http://) and the link text and click on the “Add to Menu” button. This will add the item to the sidebar menu. You will see link text in the right box.

In the box on the right, the administrator may drag and drop the order of the pages and custom links in the menu. Clicking on an item will open more options like changing the label.





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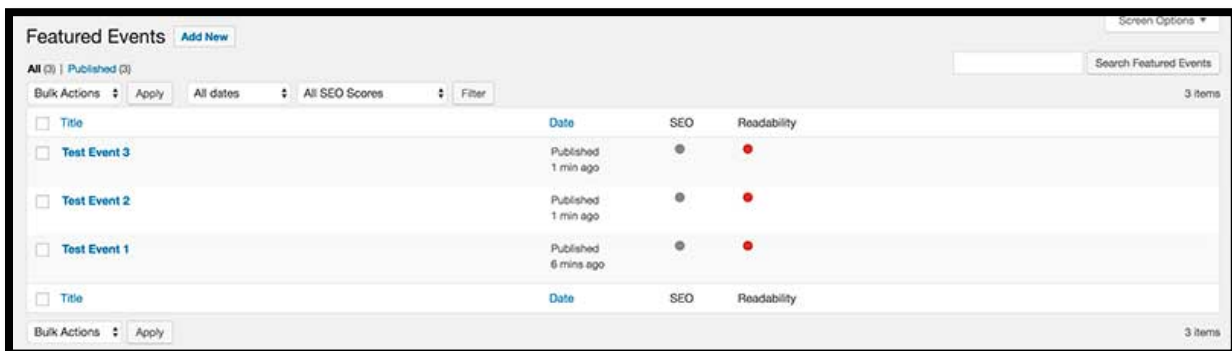
Clicking on the "Save Menu" button will save and publish any updates to the Sidebar menu. Any changes will be lost if they are not saved.

Upcoming Events

This section of the homepage comes from the items entered in the Featured Events section of the CMS.



Three events can be featured in this section at a time. The "View All" button will always take the user to the main calendar page.



Clicking on the title of a featured event will allow the administrator to edit that existing item. Clicking on the "Add New" button will allow the administrator to add a new Featured Event. The design will accommodate up to three featured events.





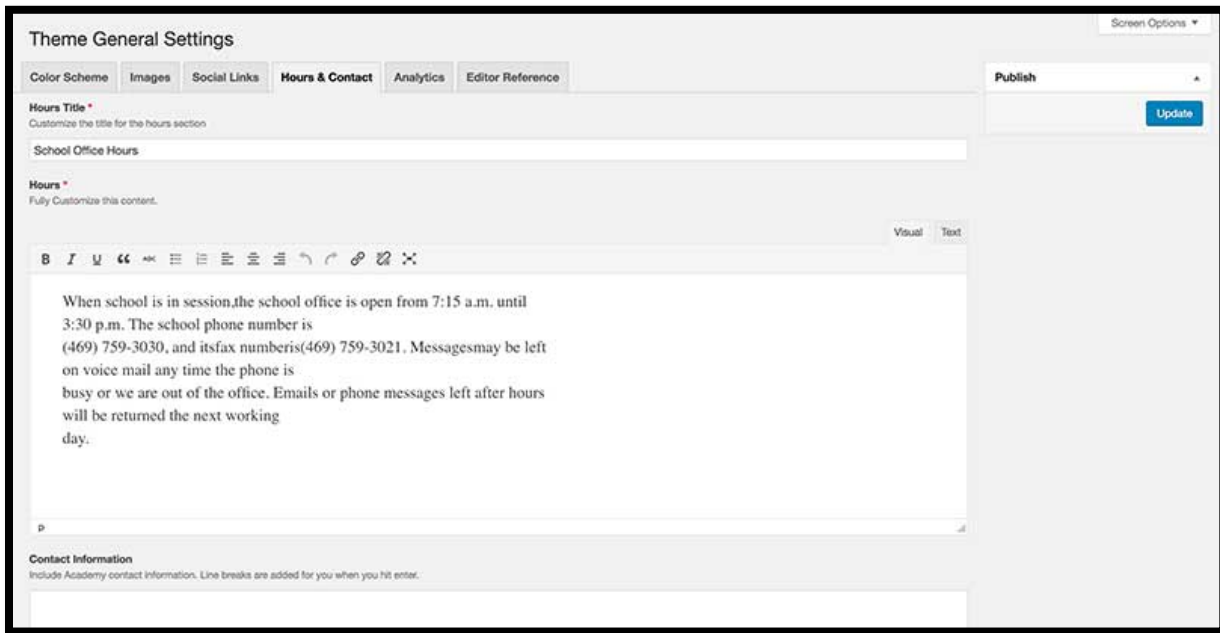
For each Featured Event, the administrator will be able to update the following fields:

- Event Date: This date selector will be used to display the date, but also to order the Featured Event item in the list.
- Event Title: This will display the event title, which will be clickable to users.
- Event Link: The URL entered into this field will determine where the user will go when they click on the Featured Event title. Please use http:// when entering the URL for an offsite webpage.

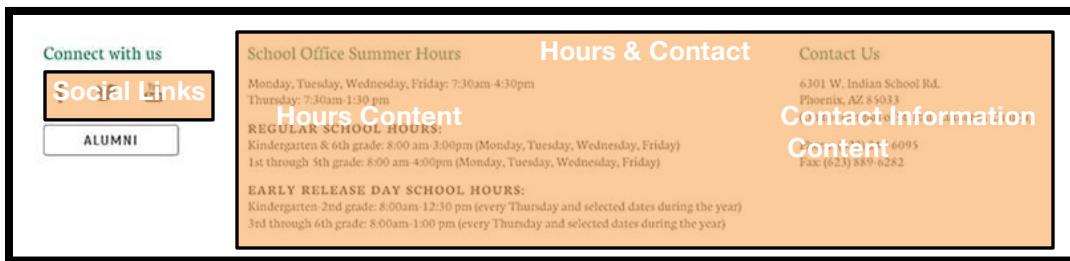
Clicking on the "Update" button will save the featured event information and make it live on the website.

Footer Content

The content found in the footer should change very infrequently, but when updates are needed, they are done in the Theme Settings section of the CMS.



There are six tabs in the theme settings. For the footer content, Social Links and Hours & Contact are the ones that contain the content.





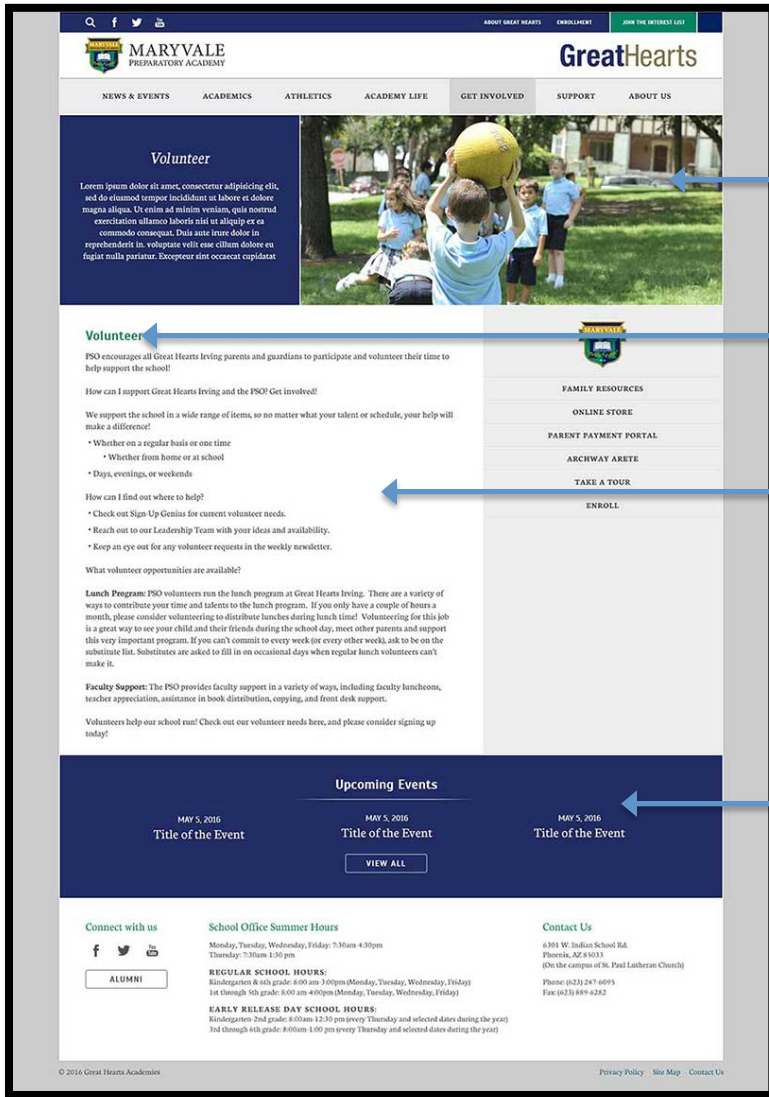
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The Alumni Button and the headlines of "Connect with us" and "Contact Us" are always automatically added. The headline for the Hours section is entered into the Hours Title field.



Content Pages

Most of the pages on the website will be basic content pages. These can be created, edited and removed in the Pages section of the CMS.



Hero

(Edited in the Pages section of the CMS)

Content Title

(Edited in the Pages section of the CMS)

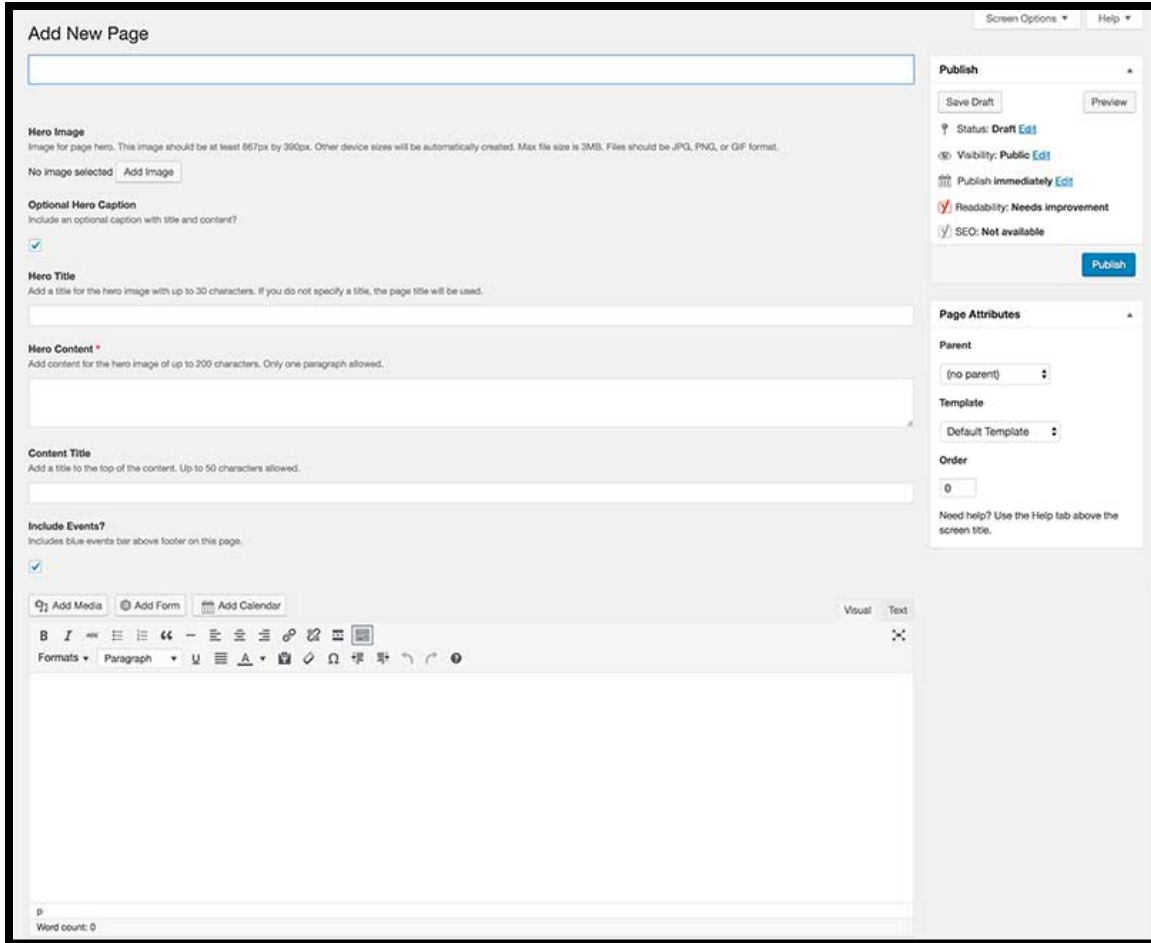
Content

(Edited in the Pages section of the CMS)

Upcoming Events (optional)

(Added to the page in the Pages section of the CMS)

In the Pages section of the CMS, the administrator can add/edit or remove pages from the website. Clicking on the "Add New" button will allow the administrator to create a new page.



The administrator can update the following fields for each content page:

- Title: This title is used for reference only in the CMS and as the default title in menus when it appears.
- Hero Image: If an image is uploaded the Hero section of the page will be displayed. This image should be sized as 867px by 390px.
- Optional Hero Caption: This box is selected by default and is used when the administrator wants to add the hero callout section on the webpage. If unselected, this section will not appear on the webpage.
- Hero Title: This title appears in the blue box to the left of the hero image. This can be up to 30 characters long.
- Hero Content: This blurb of text will appear in the blue box to the right of the hero image and below the hero title. This can accommodate up to 200 characters of text.
- Content Title: This title appears in the white content area beneath the Hero section of the page.



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- **Include Events:** When this checkbox is selected, the featured events from the homepage will appear underneath the content section of the page. If left unchecked, that section will not appear on the page.
- **Content:** The Rich Text editor allows the administrator to add whatever content they would like to appear in the content section of the web page. Some styling like, bold, italics and text links can also be added when needed.

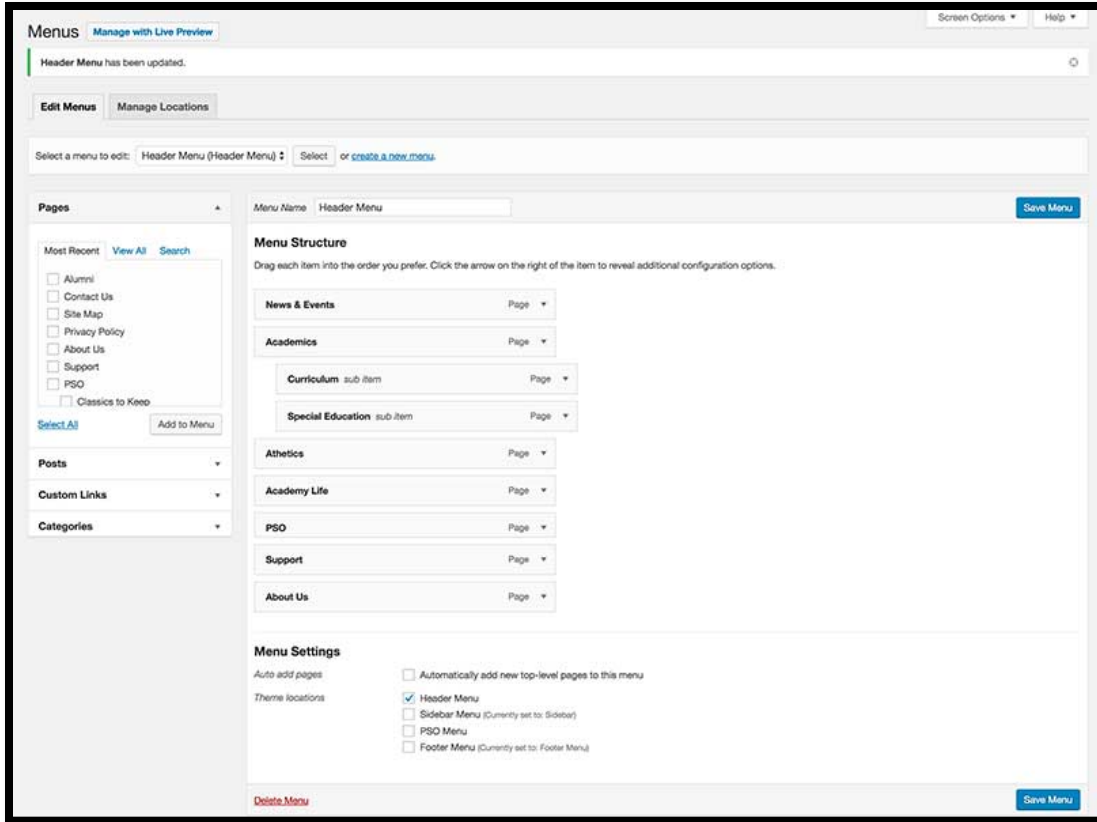
Publish: Here the administrator may preview changes, update the changes so they appear live on the website, and see other details about past changes to this page.

Page Attributes: In this callout box, the administrator can assign the page a Parent, Template, and Order. If a Parent is assigned, that page will be nested under the parent. The Template should be assigned to Default Template.

Once a Page has been created, it is available to be added into the Menus on the website.

Header Menu

The Header Menu that appears in the header throughout the website is updated in the Appearance > Menus section of the CMS.

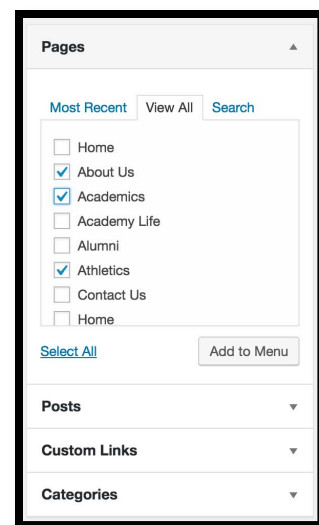


In the Menus section of the CMS, make sure the Header Menu is selected in the “Select a Menu to edit” pull down menu.

Here, like the sidebar menu explained above, the administrator can add, remove or update items in the header menu.

On the left there are callout section for Pages, Posts, Custom Links, and Categories. Pages and Custom Links will be the only ones used on the academy websites.

Pages: In this tool, the administrator can add pages from the website to the menu. Click on the checkbox next to one or more page names and then clicking on the “Add to Menu” button will add the pages to the header menu. You will see those page names in the right box titled Menu Structure.





The image shows a CMS interface with a 'Custom Links' section. It includes a 'URL' field containing 'http://www.google.com', a 'Link Text' field containing 'offsite link', and an 'Add to Menu' button. Above this section are 'Pages' and 'Posts' sections, and below is a 'Categories' section.

Custom Links: This tool allows the administrator to add a header menu item that links to another website or PDF file. Fill out the URL (with http://) and the link text and click on the “Add to Menu” button. This will add the item to the header menu. You will see link text in the right box.

In the box on the right, the administrator may drag and drop the order of the pages and custom links in the menu. Clicking on an item will open more options like changing the label.

The image shows a 'Menu Structure' configuration page. It lists several menu items, each with a label and a type (Page or sub item). The items are: News & Events (Page), Academics (Page), Curriculum (sub item, Page), Special Education (sub item, Page), Athletics (Page), Academy Life (Page), PSO (Page), Support (Page), and About Us (Page). A note at the top says: 'Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.'

Clicking on the “Save Menu” button will save and publish any updates to the Header menu. Any changes will be lost if they are not saved.



Calendar & News Items

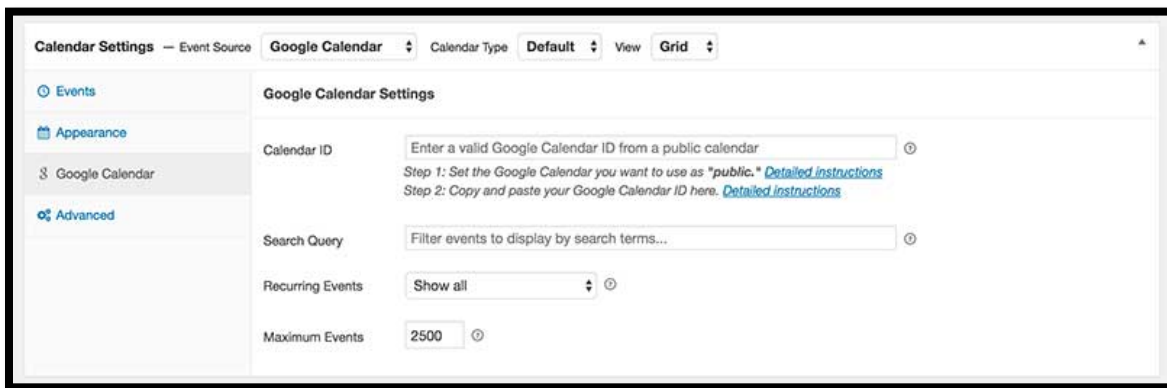
This section of the website consists of the Google Calendar for the academy and the news items that are posted in the Posts section of the CMS.

Calendar

The Calendar page for each Academy will house the Google Calendar for that academy. This is added in the Calendars section of the CMS.

To set up the Calendar, the administrator will click on the “Add New” button. The title field can be called whatever the administrator would like to reference the calendar as, but the Rich Text editor should NOT be touched as it is set up for use with the website templates.

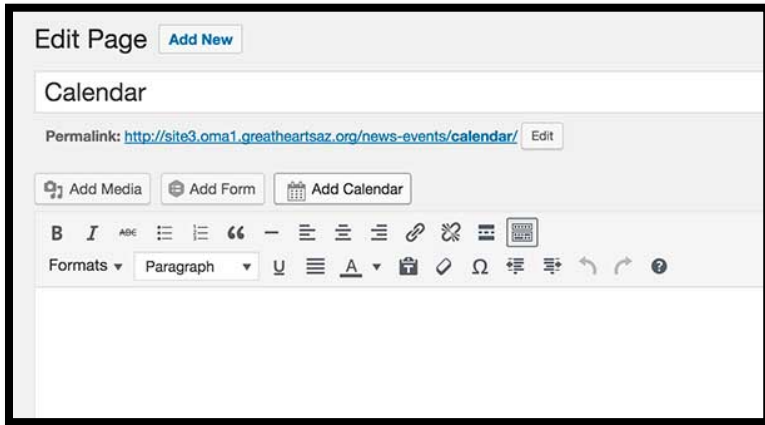
At the bottom of the Add New screen is a section for Calendar Settings, where the administrator will add the Google Calendar ID in the Google Calendar Tab field for Calendar ID. There are links in the CMS to help the administrator in getting the Google Calendar ID.



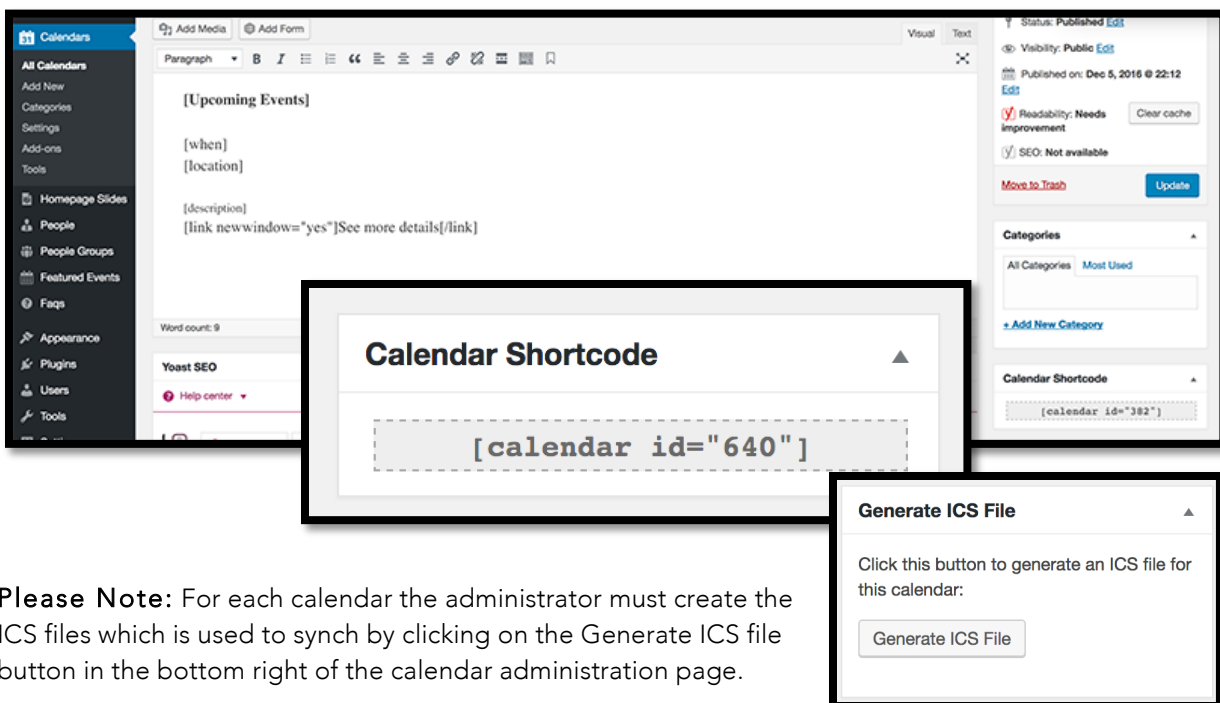
Once the Google Calendar has been added, the Calendar will need to be associated with the Calendar page. In the Pages section of the CMS, the administrator can edit the Calendar page by clicking on the “Edit” link for Calendar.



Clicking on the "Add Calendar" button will allow the administrator to select the Calendar from the ones that have been added to the website. Once this is done and the page is updated by clicking on the "Update" button the calendar will now appear on this page.



Once a calendar has been added to the website the administrator may add a Calendar sync button to any page on the website. From the Calendar editing section of the CMS, there is a box at the bottom of the right column titled Calendar Shortcode. Copying this code and pasting it into the WYSIWYG editor of any content page will place a button on the page that will add the academy calendar events to the user's calendar.

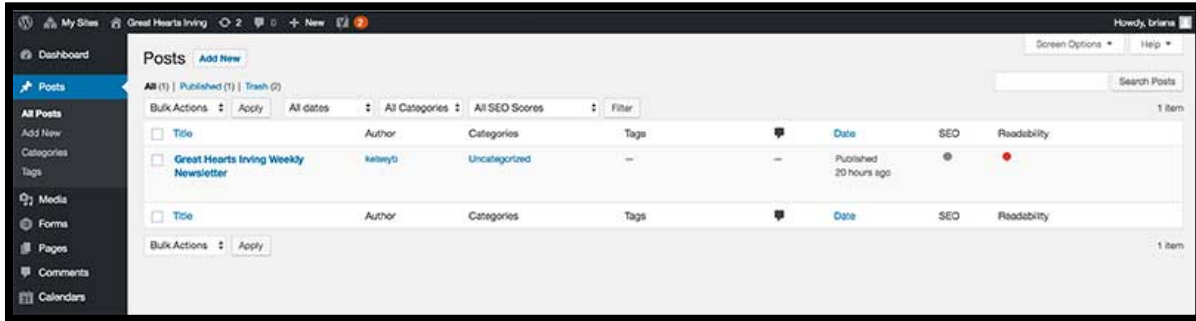


Please Note: For each calendar the administrator must create the ICS files which is used to synch by clicking on the Generate ICS file button in the bottom right of the calendar administration page.

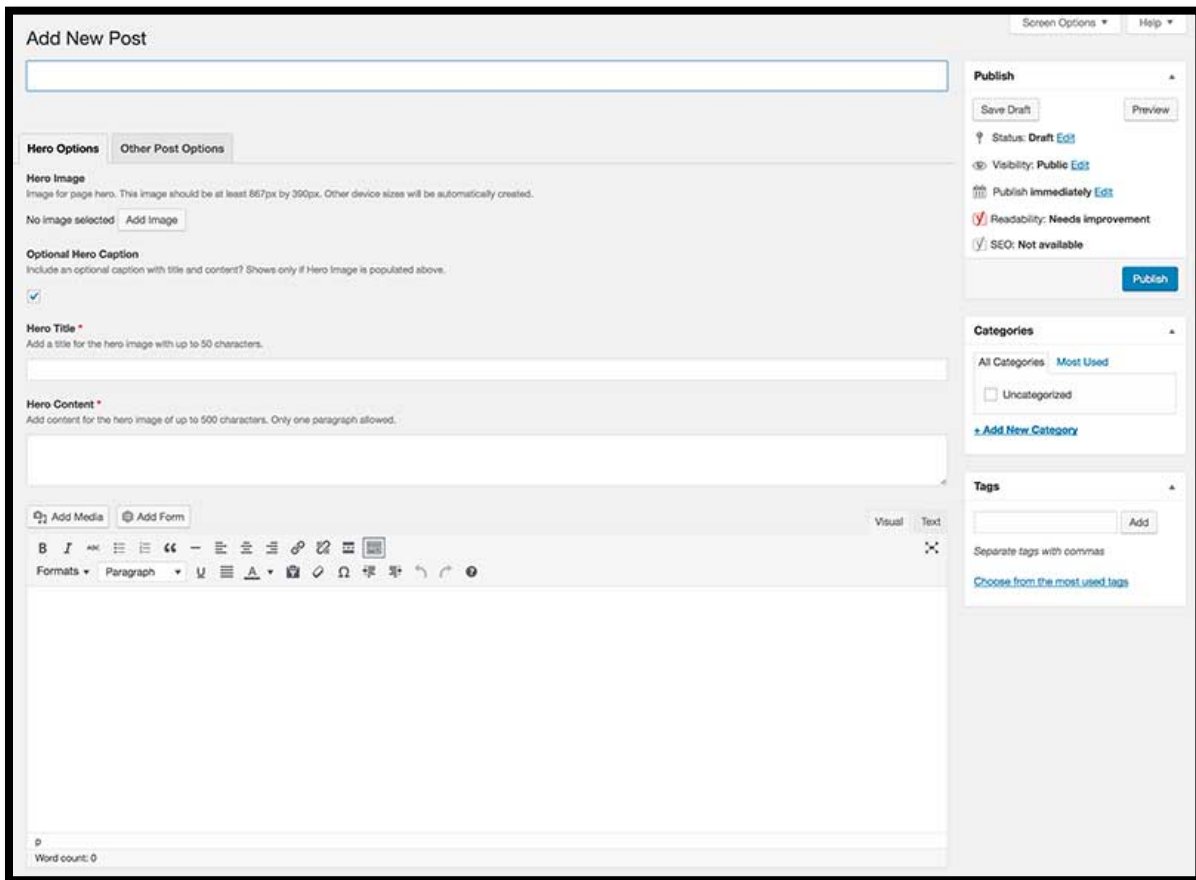


News

The News Items that will appear on the Latest News page will be added, edited and removed in the Posts section of the CMS.



The administrator can edit an existing news post by clicking on the title of the post, or can add a new post by clicking on the "Add New" button.

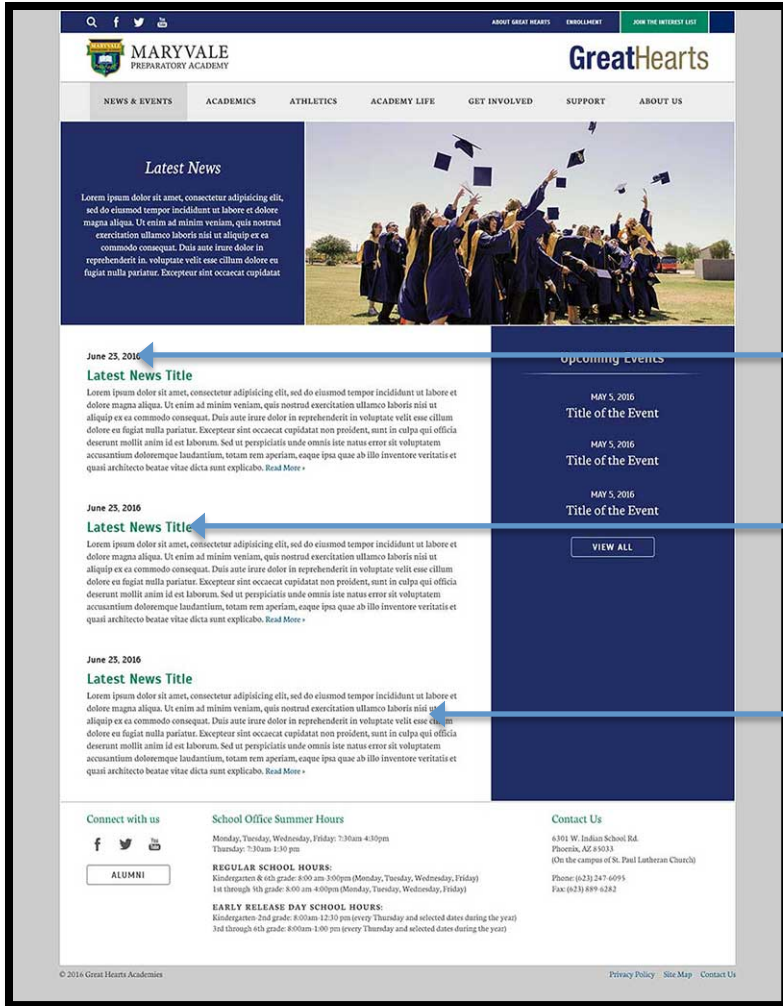




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For each news item post, the administrator can update the following fields:

- Title: This textbox is used for the title of the news item that will appear in the news listings and the news details page.
- Hero Image: This optional image can be added to the hero section of the news details page. This image should be sized to 867px by 390px.
- Optional Hero Caption: If checked the Blue section to the left of the hero image on the news details page will appear and will required a Hero Title and Hero Content. If left unchecked, the no hero content is required.
- Hero Title: This title appears in the blue box to the left of the hero image on the news details page. This can be up to 50 characters.
- Hero Content: This content will appear to the left of the hero image on the news details page. This can be up to 500 characters.
- Content: The Rich Text editor will allow the administrator to add the full content of the news item and will provide tools for adding some styling such as bold, italics, text links, etc.



Publish Date

(Edited in the Posts section of the CMS)

Title

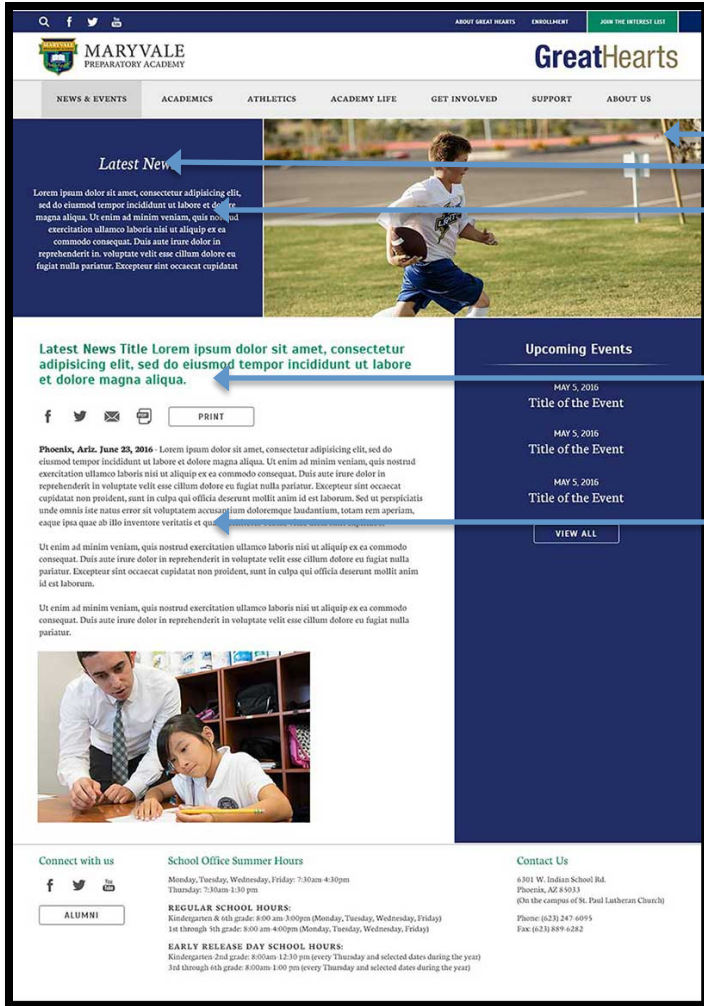
(Edited in the Posts section of the CMS)

Content

(Edited in the Posts section of the CMS)



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Hero Image
Hero Title
Hero Content
(Edited in the Posts section of the CMS)

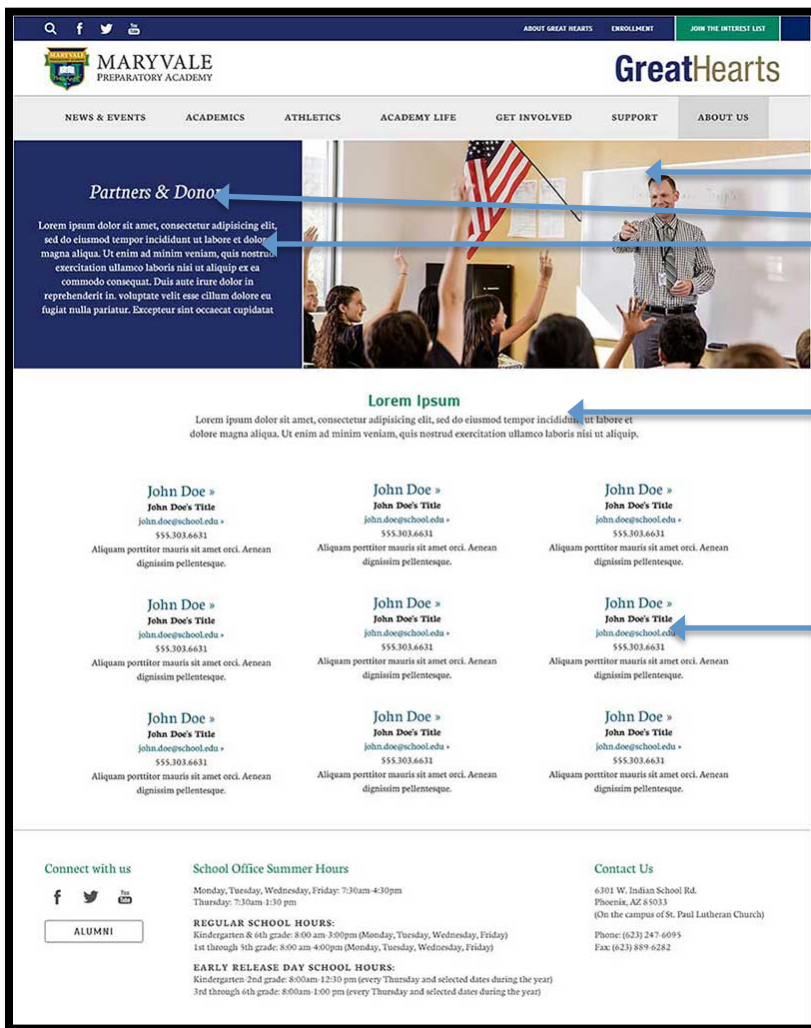
Title
(Edited in the Posts section of the CMS)

Content
(Edited in the Posts section of the CMS)



People Listings

Some pages on the website will be lists of people affiliated with the academy. These pages will use the Listings template in the Pages section of the CMS. The actual people or personnel are added into the CMS in the People section and then can be grouped in the People Groups section of the CMS.



Hero Image

Hero Title

Hero Content

(Edited in the Pages section of the CMS)

Title & Description

(Edited in the People Groups section of the CMS)

People

(Edited in the People section of the CMS)

People

The administrator can add, edit or remove people from the People section of the CMS.

For each person added to the CMS, the administrator can add update the following fields:

- Name: In the top field the administrator can add the full name of the person they are adding.
- Title: The content entered in this textbox is used for the title or position of the person added.
- Email: This textbox should be populated with the person’s email address. This will be displayed on the website and will be able to be clicked to send an email to.
- Phone: This textbox should be populated with the phone number of the person if desired.

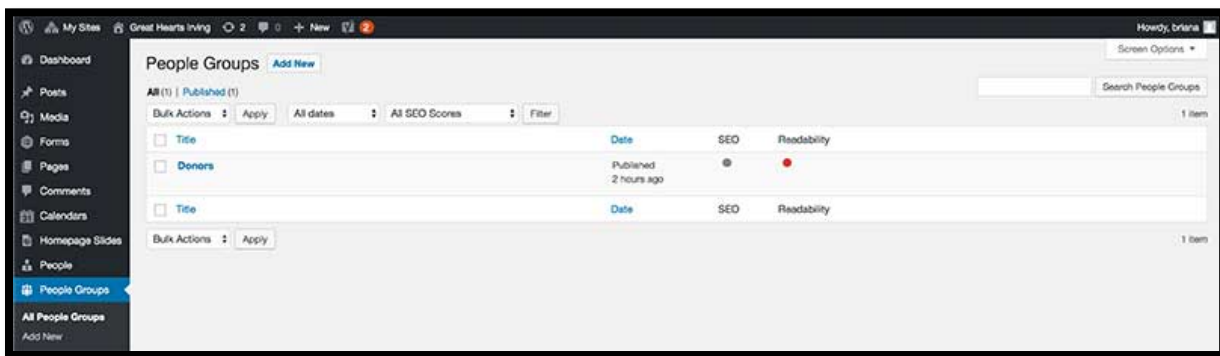


- Blurb: This will appear on the webpage and is limited to 100 characters.
- Bio: If there is content added to this field the person’s name will become a link that when clicked will open a pop-up with the content of this field. This field is limited to 20000 characters.

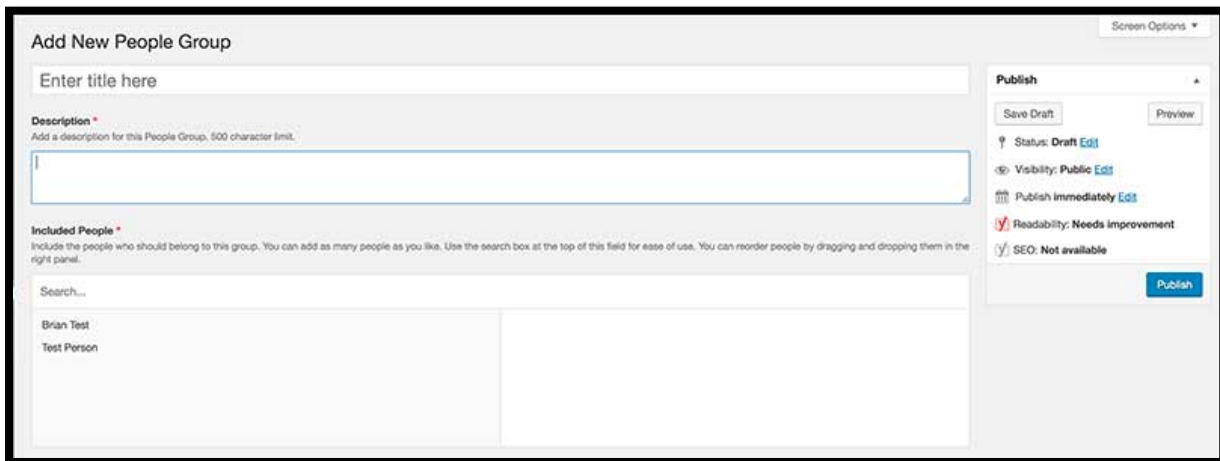
Once a person has been created in the CMS, they can be added to a group.

Groups

Groups are created and People are added to them in the People Groups section of the CMS.



The administrator can edit an existing Group by clicking on the title of the Group, or can create a new Group by clicking on the “Add New” button.



The administrator can update the following fields for the Groups:

- Title: This content will be used for the title of the Group which is displayed on the website.
- Description: This content will appear on the web page where this group is included above the listings of the people.



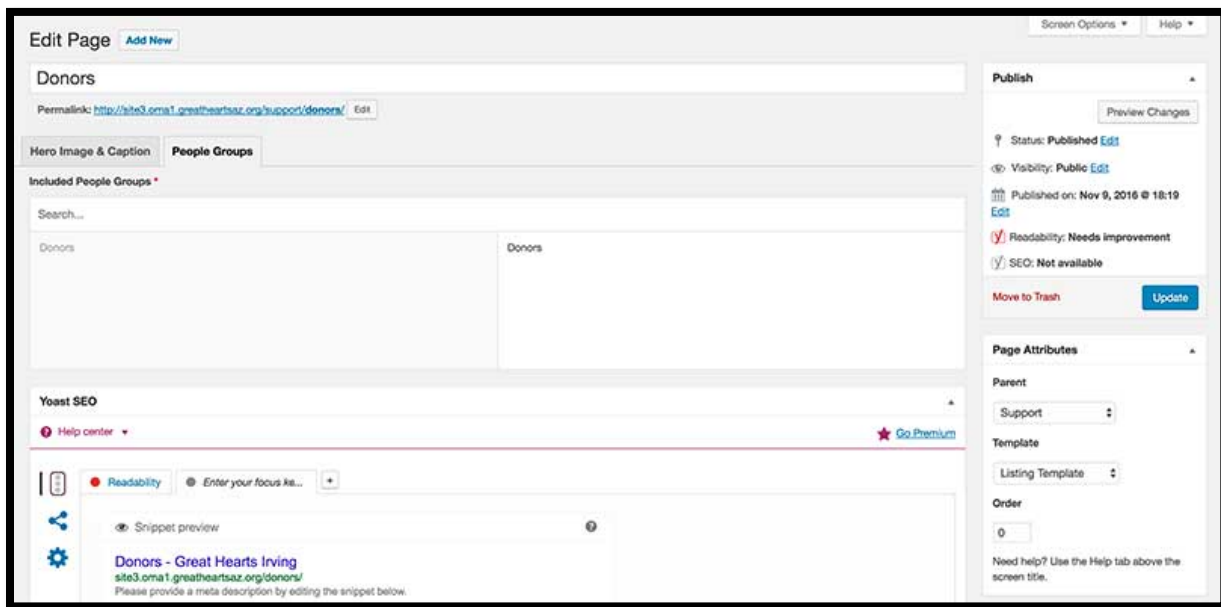
- Included People: Any existing people created in the People section of the CMS will appear in the box on the left side. Clicking on a name will move them to the right side box to indicate that person is now included in this group.

Clicking on the “Publish” button on the right side of the page will save the group.

Once a Group has been created it can then be added to Page on the website using the Listings Template.

Listings Template

In the Pages section of the CMS, the administrator can add new pages or edit an existing page with the Listings Template to which they can add a Group.

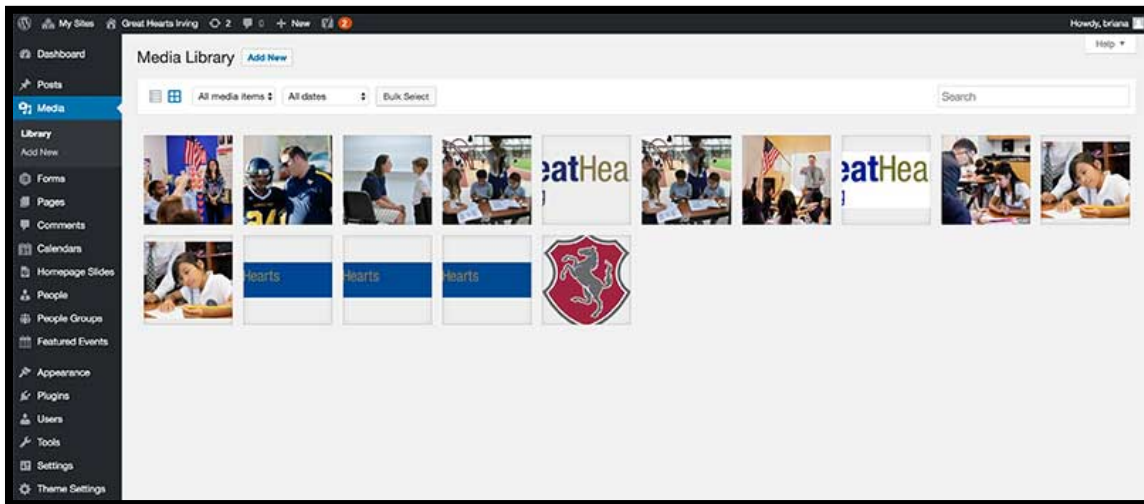


On a Page with the Listing Template selected, there will be a tab for People Groups. Here is where the administrator can add and existing Group to the web page. Clicking on the name of the Group in the left box will move it to the right box, which means it will be included.

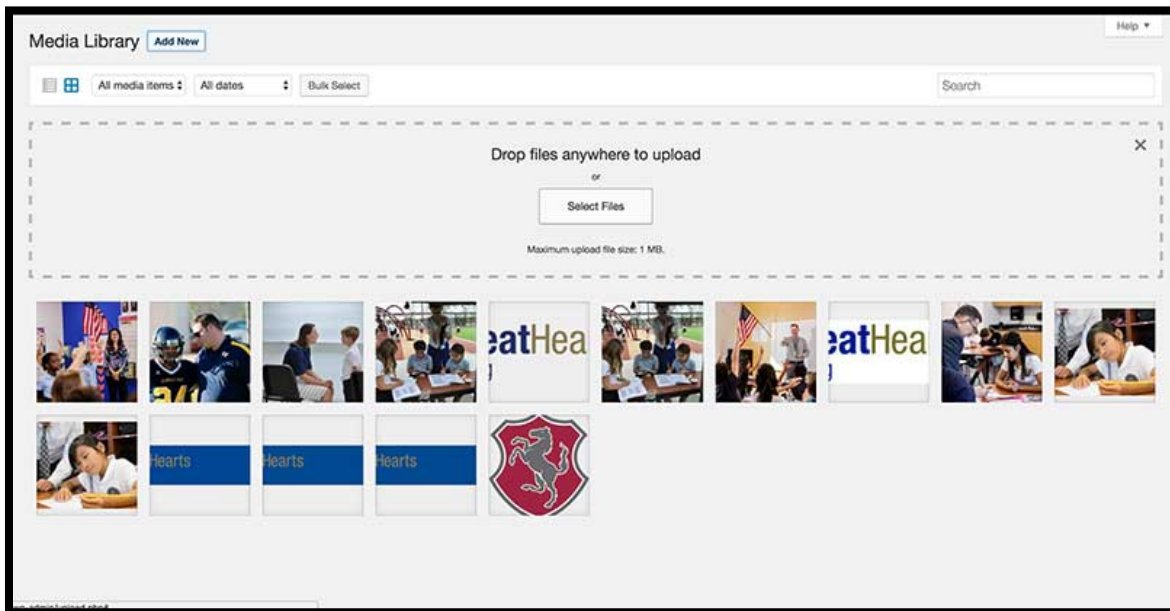
Clicking on the “Update” button on the right of the page will add the group to the website page.

Media

This section of the CMS is used for adding images and files that may be used on the website.



The administrator can add a new item by clicking on the "Add New" button. This will open a dialogue where the administrator can click on the "Select Files" button to get a file from their computer add to the CMS.





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By clicking on an existing file in the Media section, the administrator can see the details of the file and add additional information.

The screenshot shows the 'Attachment Details' page for an image. On the left is a photo of a female teacher in a blue polo shirt and a young male student in a white polo shirt sitting on chairs in a classroom, facing each other. Below the photo is an 'Edit Image' button. On the right is a metadata panel with the following information:

- File name: BERL_3157-copy-2.jpg
- File type: image/jpeg
- Uploaded on: November 9, 2016
- File size: 255 KB
- Dimensions: 4256 x 2832

Below the metadata are several input fields: 'URL' (pre-filled with <http://site3.oma1.greatheartaz.org/wp-content/uploads/>), 'Title' (pre-filled with 'ber_3157-copy-2'), 'Caption', 'Alt Text', and 'Description'. At the bottom of the panel, it shows 'Uploaded By: kelleeyb' and 'Uploaded To: [Evaluating our students](#)'. At the very bottom of the panel are links: 'View attachment page | [Edit more details](#) | [Delete Permanently](#)'.