



Mt. Lebanon School District

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www.mtisd.org

Webpage Template

Prerequisites:

- You should already have a webpage or website created for you before you begin. If you do not, please create a work order or contact your [Building Webmaster](#).
- You should have proper access to the webpage or website you are trying to edit.

If you're interested in creating your own teacher page, please remember to view the tutorials that are available through the [Technology Learning Center](#).

These templates are in no way a substitution for learning the interface associated with creating your own webpage. They are meant to supplement the process and give you a jumpstart on creating your page(s).

Follow the instructions below to insert the template in to a newly created page. The text and images should be substituted with the content you would like on the page.

You may either have a webpage or a website.

- A webpage is a single page filled with content.
- A website is a collection of webpages that are linked together and filled with content.

Internet or Intranet?

You may have a webpage or website on the Internet or Intranet. The Internet is accessible by the general public while the Intranet is only accessible to Mt. Lebanon Faculty and Staff.

For more information about the difference between Intranet and Internet, check out this [blog post](#) on [Ask Kaelon](#) (available for all Faculty and Staff).

Objectives:

- [Login](#)
- [Edit a Page](#)
- [View HTML](#)
- [Copy and Paste Template](#)

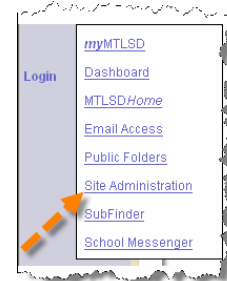


Getting Started

If you will be editing a webpage, you may have been given a link to it. Follow the link or navigate to the webpage and continue with login procedures.

Step 1: Navigate to the webpage or website you would like to edit.

Step 2: Click the **Login** link in the bottom-left corner of the page, followed by the **Site Administration** link.



Step 3: Login with your CMS ID and password. This is usually your Dashboard ID.

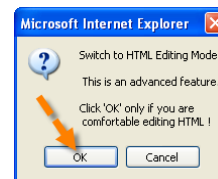
Step 4: Click the **Edit** button on the page you would like to edit. If you do not see this button, contact your Building Webmaster.



Step 5: Click the **HTML** button to view and edit the page's HTML content.



Step 6: Click the **OK** button on the popup that appears.



Step 7: While holding the **Ctrl** key on your keyboard, tap the **A** key. This will select all of the text contained within the HTML content of your webpage.



Step 8: Delete it by pressing the **Delete** button on your keyboard.



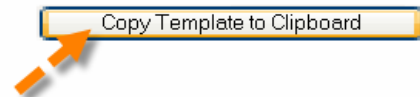
WARNING: This tutorial assumes that the page is blank. Performing this step will erase all the content contained on the page.



[Webpage Template](#) [Homepage Template](#)

Above are two links that contain the HTML code that will need to be pasted in to the HTML content of your webpage. Each link provides a picture of what the template looks like. Each also looks very different, feel free to try out both and see which one you like better. The HTML code will provide you with a standard district template for your homepage or webpage.

Step 9: Click one of the links above. Once the page is loaded, click the **Copy Template to Clipboard** button.

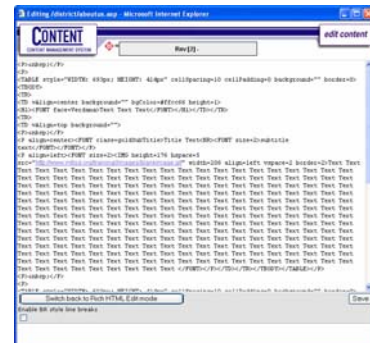


Step 10: Paste the template in to the HTML content of your webpage by focusing back on the *Edit Content Window*. While holding the **Ctrl** key on your keyboard, tap the **V** key.

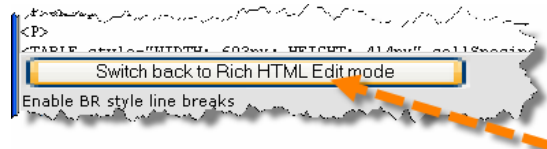


This will paste the template in to the HTML content of your webpage.

The output will look similar to this (with the Webpage Template selected)...



Step 11: Click the **Switch back to Rich HTML Edit mode** to view the template.



The template has now been added to the webpage. Be sure to modify the content to fit your needs and then **Save and Publish** to make the webpage viewable to others.