# surreyschools.ca editor quick reference

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## First stop for help

### General training video:

From the main admin (sitegovern) blue page, click the question mark icon at the top right of the page
https://page.schoolbundle.ca/cms-surrey

You can use chapters in the video to find the information you are looking for

## Internal resources:

On the legacy website which you need to be signed in to access, go to the IMS department -> Project Info -> New Website Info
https://legacy.surreyschools.ca/departments/INFO/Project_Info/newwebsiteinfo/Pages/default.aspx

There are some documents here with information on common questions.

## Surrey Schools App Info

Go to this page for information on how to install and use the app

https://www.surreyschools.ca/page/124691/the-new-surrey-schools-app

All Posts, Notifications and Events will show on the app for people who are subscribed to your school.

## Basics

### Sign in

From any page on www.surreyschools.ca click the Logins dropdown at the top and choose Site Administration. This will prompt you to login with your district account info (or if already logged in go directly the main admin page).

### SiteGovern (admin homepage)

This is the first page you come to after logging in.
It allows access to each part of what you are able to edit.
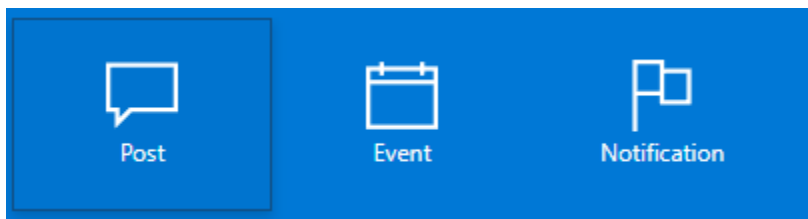


Post, Event, and Notification allow creation of new items, you cannot edit existing items from here.



Use Recent Content to find existing Posts, Events and Notifications by searching.



Website allows editing of your site's Pages and structure.

Quick Links allows creating and modifying quick links on your site. Always categorize a quick link as Schools otherwise it will not show on the page. After adding a quick link it will appear in the quick links dropdown on the top of your school site.

Quick links require an icon to be added. An icon repository for Quick link images can be found here: [Quick Link Icons](#)
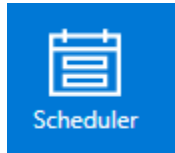


Scheduler allows setting up where and when items which are already added to your site show. You can set where/when Posts and Notifications appear on your site. Click the three dots beside any item to modify its display dates, drag an item to change the display order or have it show as a spotlight or news and announcements.
From the scheduler you can also select quick links to show in the middle of your home page.

## Recent Content

**To find already created Posts, Notifications or calendar Events** click Recent Content from the admin screen.
Put in a part or all of the item title and select the type of item (Post, Event, Notification) and the date range to search.

On any results click the three dots beside it and choose Edit. Once editing is done Publish for the changes to take effect.

(note: any item which was previously on the old site and has been copied over will not be accessible. Please request IMS to make any changes as we need to pass this on to the vendor. Any items you add you are fully able to edit)

## Scheduler

The scheduler will moving Posts to show in the spotlight or News and Announcements sections on your school homepage. You can set the date to have items show and the maximum number of items to show in each spot.

When creating a post, choose where it will be published to (Spotlight or Newsfeed) then from the scheduler you can change where it is showing.

Quick links you have already created can be set to show in the middle of your home page by adding them to the scheduler.

## Media Library

The media library is where you can store files which can then be linked to anywhere on the site.
All editors for your school share the same media library.

To access the media library for your site:
From the admin screen -> click Website -> click the three dots to the right of your school -> click Media Library  (you can bookmark this page for easy access)

It is recommended to use folders to organize your files.

If a file with the same name is uploaded to the same spot it will overwrite the existing file, this allows updates to files without breaking any links pointing to that file.

If you need to put a link to a file into a page, you can get the address of the file by finding it in the media library -> click the three dots beside the file name -> Get Link -> Copy the link and then use that copied link on the page.

## Website Editing

To edit pages or the structure of your website from the admin screen -> click Website -> click the name of your school.  This will display the site structure.

Click the three dots beside any item to edit it. After editing and publishing a page it may take a couple of minutes for the change to be live to the public.

To create a new page under an existing page click the three dots beside the existing page name and choose New Page. Once finished editing the page click Publish (down arrow beside save button) and the page will show on your site within a minute.

Drag any item to a new location and click Save at the top of the page to change the navigation structure on your site. These changes sometimes take up to 5 minutes to be reflected on the site to the public.

# The editor

Editing a Page, Post, Event or Notification all share the same editor with the same controls.

The editor has the following properties which effect how the item will show.

## Status

| Status | Draft > |
|--------|---------|
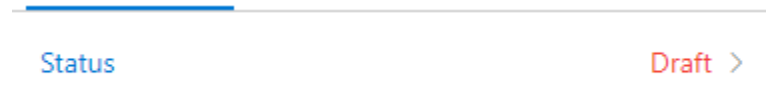
When creating or editing an item it will be in Draft state, meaning that it will not display to the public. Once you are done editing you can click the Save button to save as a draft, or if it is ready to be displayed to the public click the down arrow beside the save button and click Publish.

You can click on the Version tab to be able to revert to a previous version of the item. Be sure to publish after reverting to a previous version.

## Start and End dates

These fields set when the item will be visible to the public or for an Event it will set the start and end date of that event.

For a Post, Notification or even Page, use these controls if you would like to have it show up on a certain day or stop showing on a certain day.

## Add Links

Adding links to the item will cause them to show to the public on the page below any content. Links can be modified or removed at any time.

### Add Attachments

Adding an attachment (file) will cause a link to the item to show to the public on the page below any content. It is recommended to add attachments to files already in your media library, but you can upload directly from your computer as well.

### Add Pictures

If you are editing a Post adding a picture will set it as the Post image which will show up on the page in the spotlight or newsfeed. If you do not select an image the default Surrey Schools logo will be used for the Post.

Adding a picture to a Page, Notification or Event will cause the image to display below the body of the item.

### Share To

For a Post, Event or Notification you must select where you want this item to be displayed.

When you click Share To it will show the sites you have available to publish to. For a **Post** you can select if you want the Post to show in the Spotlight (large image carousel on homepage) or go directly to the Newsfeed.

### Publishing

Once you have finished editing your Page, Post, Notification or Event and would like it to be visible to the public click the down arrow beside the Save button and click Publish. This will publish the item to the location you chose to Share To and it should be publicly visible within a couple minutes.