

How to use the new website

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Signing in

Navigate to the website by entering <u>http://jurupausd.org/</u> into the address bar on your web browser. You will arrive at the homepage which should look similar to this:



Scroll to the bottom of the page until you arrive at quick links and sign in. The sign in link will look like this:



Navigating to your page

Once you're signed in you can navigate to your section of the website in order to edit it. You scroll up to the top of the homepage and use the navigation bar:

HOME BOARD ▼ OUR DISTRICT ▼ OUR SCHOOLS ▼ RESOURCES ▼ HOW DO I
--

The triangles next to the names indicate additional links available from a drop down menu. We will be using business services as an example. Business services is located under our district.

НС	OME	BOARD 👻	OUR DISTRICT -	OUR SCHOOLS -	F	RESOURCES -	HOW DO I
			SUPERINTENDENT	S OFFICE			
പ			BUSINESS SERVICE	ES			
/ENJ	∰ ۲	When: 11 Ma	EDUCATION SERVI	CES	(C	Spring I When: 28	Recess Begins Mar 2016 @ 12:00 AM
G EV		Learn More	PERSONNEL SERV	CES	L	Learn M	ore »
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When we click on the business services link we will arrive at the business services landing page. The circled area is called a side bar. The side bar is where your website houses links to navigate to other areas of your website.

	EN ESPAÑOL MyJUSD	
	HOME BOARD - OUR DISTRICT - OUR SCHOOLS	RESOURCES + HOW DO L_ Search Q
	HOME OUR DISTRICT BUSINESS SERVICES	
This is called a side bar. The side bar is where your weble houses	SUPERINTENDENT'S OFFICE	Business Services
your website.	BUSINESS SERVICES > Centralized Support Services >	4850 Pedley Road Jurupa Valley, CA - 92509 Phone: 951-360-4157
	Education-Information Technology >	Fax: 951-360-4163
	Food Services 3	Paula Ford, Assistant Superintendent Business Services pford@juck1X2ca us
1	Risk Management >	Susan Fuero
	Transportation	susan_frero⊜judki2.ca.us
	EDUCATION SERVICES	Debbie Gray Business Services Technician
	PERSONNEL'SERVICES >	dgrøy⊜jund k12 ca.us 951-360-4159
	PLANNING AND DEVELOPMENT	Belen Gonzalez Administrative Secretary belen, gonzalez@jund k12.ca us egs.304.04100

Uploading Items

The best way to upload documents is to navigate to the site contents folder of your website.

1. Click on settings cog and then site contents:



You will come to a page similar to the one below, but I must emphasize that each department's website will have different site contents so it's imperative that you navigate to <u>your website first</u> then go to site contents.

Once you are at the right website's site contents area click on the location that you would like to save your item:

SUPERINTENDENT'S OFFICE	Lists, Libraries, and other Apps					SITE WORKFLOWS	SETTINGS
BUSINESS SERVICES Centralized Support Services	add an app	Documents 10 items Modified 24 minutes a	e Image 0 item Modifi	es rs fied 2 months ago	Pages 1 item Modified 27 minutes ago		Workflow Ta 0 items Modified 2 m
District Fiscal/Financial Reports			(mild				
Education information Technology							
Fiscal Services	Subsites						
Food Services							
Risk Management	 new subsite 						
Transportation	This site does not have any subsites.						
EDUCATION SERVICES							
PERSONNEL SERVICES							
PLANNING AND DEVELOPMENT		Þ					
ABOUT US		20241					

3. <u>There are 2 ways to upload. This first way is the drag and drop method, and the second is best</u> <u>if your folder has required fields you need to fill out in order to post the document to the</u> <u>website.</u> *You'll know if you need to use option 2 if the link to your document fails.* **Option 1:** Open 2016 folder then drag file into folder:

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	Steel .		
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			urop nece

If the file has the little green arrow next to it that means you need to fill out some information and check the document in before others can view it. If it doesn't have an arrow then you're good to go.

To finish uploading document if the green arrow is present:

First check the file you want to edit, then click on files tab, then click on edit properties, update the required fields, and click save, (may have to repeat steps 1 and 2) then click on check in.

	BROWSE	2 _{FILES}	LIBRARY												
(New ocument +	Upload Document New	New Folder	Edit Document	Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca C	Check C Check Ir Discard Check (Out Check Out Out	View Properties	Edit Properties	Version I Shared V Delete D nage	History Vith Iocume	nt	Share Share	Popula Trenc	rity Is
	BOARD			() ne	ew c	locume	ent or d	lrag fil	es here					
	BOAR	RD MEMBE	ERS	AI	l Doo	umen	nts Rece	nt Meetin	g Summa	ry (Public)			Find a f	file	
	BOAR	RD TRUSTE	ee Map		/	Ľ	Name					Мо	dified		Mo
	OLD	SITE POLIC	CIES	0	/ !	paf = L N	District C	alendar 20)16-17 🗱			4 n	ninutes	ago	
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	CALE	NDAR			Į	pdf	It Happer	ned on Mo	onday 4-1	8-16 🗱		36	minutes	ago	
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	AGEN	NDAS/MIN	IUTES		1								1		

Option 2:

All Documents Field	ent Meeting Summary (Public)	Find a	fie	Q
V D Name		Modified	Modified by	Meeting
It Happen	id on Monday 3-14-16	··· March 24	🗆 Melissa Garc	ia March
It Happete	ed on Monday 4-18-16 #	28 minutes	ago 💠 Denise Collin	s Monda
It Happend	ed on Tuesday 2-16-16	+++ February 24	🗆 Melissa Garc	ia Februa
follow the u	pload wizard:			
Add a docume	nt			
Choose a file	Choose File	File chosen		
₽	Overante o	eristing files		
Destnation Folder	/2016/		1 000	. Crister
			OK	Cancer
Meeting Summ	arv - District Calenda	r 2016-17.odf		
6 m	🖌 X on 🧹			
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\bigcirc	Cotoard Actors			
The document	was uploaded successfully an	d is checked out to	you. Check that the fi	rids below
until you check	in.	ed out. The file wish	na de acorsolar lo o	una roseo
	District Calendar 2016-17		af	
QName *		J.		-
Priame D				
Phame *				

Editing your page

Editing your website is simple once you are familiar with SharePoint 2013. When you are signed in to SharePoint you will notice a blue ribbon on top of your website. I've marked the area below with a red rectangle. You should notice a settings cog located in the upper right hand corner as well. If you click on it you will be directed to the settings drop down menu.



You can edit your page by clicking on edit page from the settings drop down menu or by click on the edit button from the Share Point ribbon.

SharePoint			Melissa Garcia 🗸 🛱 📍
BROWSE PAGE PUBLISH			🖸 PAARE 👷 FOLLOW 🖌 EDIT 🖉
	EN ESPAÑOL MyJUSD		
	HOME BOARD - OUR DISTRICT - OUR SCHOOLS - RESOURCES - HOW DO L. HOME / OUR DISTRICT / BUSINESS SERVICES	STRUCA UNITIES	

Once you are in edit mode your ribbon should look similar to the image below. You'll notice that your ribbon changed. As indicated below by the red circle.

SharePoint		Melissa Garcia + Ø ?
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Properties USLI > Desta Page Enx Me + Trends Layout - Track Page Acts Page Acts	rat Chesi Dettingi Permissioni Pagei Notes na Page Library Taga and Notes	
Checked out to you Chelyucu can see your recent changes. <u>Check it in</u>		
EN ESPAÑOL Myjusd		
100MF - 201200 - 201200		
COND.		
HOME / OUR DISTRICT / BUSINESS SERVICE	s	
SUPERINTENDENT'S OFFICE	Web part.zone	*
BUSINESS SERVICES	Add a Web Part	
Centralized Support Services >	Content Editor	
District Fiscal/Financial Reports >	content Euror	
Education-Information Technology >	Business Services	
Fiscal Services >	.4850 Pedley Road	
Food Services >	Jurupa Valley, CA 92309 Phone:951-360-4157	
Risk Management >	Pag: 951-360-4163	
Transportation		
EDUCATION SERVICES	Paula Ford, Assistant Superintendent Business Services pford/Systek k12 ca us	
PERSONNEL SERVICES >	Susan Fierro Assistant Succintendent's Secretary	

The different parts of the web page that you will be editing are called **web parts**. These web parts are located within a **web part zone**. The web part you see above is called a content editor. This is the optimal web part for entering text. It works very similar to a word document. To edit at web part you must click on that region of the web part zone. Once you click on the web part that you intend to edit your ribbon should change. It will provide you with the appropriate tools for editing that web part.

Formatting Text

Notice how the ribbon changed when we clicked on the content editor web part. Similar to Word the ribbon has a tab to format text.

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A Checked books you Only you can see your recent changes. Sheck it in		
EN ESPAÑOL MyJUSD		
HOME BOARD - OUR D		D SCHOOL DISTRICT
HOME / OUR DISTRICT / BUSINESS SERVICE	IS STATE	
SUPERINTENDENT'S OFFICE	Web part zone	* J
BUSINESS SERVICES >	Add a Web Part	
Centralized Support Services >	Content Editor	DEDIST
District Fiscal/Financial Reports >	Content Ealtor	
Education-Information Technology >	Business Services	
Fine al Saniteau A		

Inserting media or creating links

To insert media such as pictures and files or to create a link you will click on the other orange tab called *insert*. Your ribbon changes again...

Sha	rePoint						
BROW	SE PAGE PUB	LISH FORMAT 1	EXT INSE	RT INSERT	WEB PART		
		R 🗎	Ę) 🔒			
Table *	Picture Video and	Link Upload File	Reusable Content –	App Web Part Part	Embed Code		
Tables	Media	Links	Content	Parts	Embed		
<u>⁄</u> c	Checked out to you Only you can see your recent changes. <u>Check it in</u> .						

When inserting pictures you can add them from your computer, another website using the address option, or from Share Point. If you insert a picture that is too big you can resize the picture from the ribbon. Make sure the *lock aspect ratio* button is clicked to maintain the integrity of your photo.

Shar	ePoint									
BROWS	e PAGE	PUBLISH	FORMAT TEX	(T INSE		AGE INSERT N	WEB PART			
Change Picture +	Address:	/our-district/	edserv/HSP/I	Image Styles +	Position	Horizontal Size	850 px	Horizontal Space:	5 px 5 px	▲ ▼ ▼
Select	ecked out t	y you can se	Styles	Arrange	s nges. <u>Check it in</u> .	ize	Spaci	ng		

To add a link you can first highlight the text you want to use as your link or just click on the link button in the orange insert tab and designate a link from a web address or from Share Point.

SharePoint											
SOWSE PAGE PUBLISH FORMAT TEXT INSERT INSERT WEB PART											
Table	Picture Video and Audio +		Upload File	Reusable	e At Pa	op Wel	b Embed Code				
Tables	Media	SharePoint	Content	Content		Embed					
Checked out to you Fom / ddress ee your recent changes. <u>Check it in</u> .											

Web Parts

Adding a web part

Click on add a web part in the web part zone:

HOME / OUR DISTRICT / BUSINESS SERVICE	ES
SUPERINTENDENT'S OFFICE	Web part zone
BUSINESS SERVICES >	1 Add a Web Part

Select a web part from the ribbon. Under categories you'll see a folder called Apps. Apps are created from the site contents area found in your settings drop down menu. The other folders in categories have different parts that you can place on your web page by clicking add:

SharePoint				Melissa Garc	ia• 0 ?
BROWSE FACE FUELSH				Q sense & rorrow	State (3)
Save New Overlin Box Est	Apper History Apper History Apper Permissions Appermissions Appermissions Appermissions Apper Permissio	A Tradi A Tradi	Intersor Long Export Version Version Conference and France Seminator Version Conference Neglicitation To Seminator Version		
Categories 2	Parts 3	At	bout the part		
Apps Biog Content Rollup Document Sets Forms JUSO	FigDocuments Climages GPages GSte Assets Workflow Tasks	D m	locurments his system library was created by the Publishing feature to store documents that are used on pages in this site. dd part to Web part zone.		
				4 Add	Cancel

Editing Web Parts

If you add a web part and need to remove the title and border you do so by (1) navigating to the web part tab. (2) Clicking on the *web part properties* icon which will open a pop up window to the right of your screen. (3) Expand the appearance section by clicking on it. (4) Change the chrome type to *none* and (5) click ok. The border and title are now hidden but only visible when you (6) click on save. From now on only you will see the border and title when you edit the page.



Relocating a web part

If you want one web part to be below or above another one you do so from the *web part properties*. (1) click on the web part you want to move. (2) click on web part properties. (3) expand layout section (4) change the zone index to the area you want to move it to. Since we only have 2 web parts on this page I'll increase the index by 1 and (5) click ok



As you can see the documents web part is now located below the content editor web part.



Deleting a web part

If you decide you don't want a web part. You can delete it by making sure the right web part is highlighted. Clicking on state in the web part tab and clicking delete.

SharePoint												
BROWSE	PAGE	PUBLISH	FILES	LIBRARY	INSERT	WEB PART						
Web Part Properties Properties	Insert Related List + Relationships	State										
A Checked out to y		Minimize	Restore	Delete	ur recent cha	anges. <u>Check</u>	<u>cit in</u> .					
			State									

A window like this should appear. Click ok if you've selected the correct web part otherwise select cancel.

The page at jurupausd.org says:								
You are about to permanently sure you want to do this?	delete this Web	Part. Are you						
	ОК	Cancel						

Site Contents

Site contents is where all of your files, images, pages, and anything else denoted as "contents" are located for your web site. You can navigate there by looking under the settings drop down menu and clicking site contents.



Once you click on it you'll navigate away from your page and to a screen that looks like this:

SharePoint							Melissa Garcia	0
							Q Innie 121	DLLOW
Site C	ontents	HOOLS . RESOURCES . How Do L.					Sect.	1
SUPERINTENDENT'S OFFICE	Lists, Libraries, and other Apps					SITE WORKFLOWS	O SETTINGS I RECYCLE BIN (5)	
BUSINESS SERVICES		Documents	Images	Pages	Site Assets		Workflow Tasks	
Centralized Support Services	add an app	Modified 3 months age	Applied 5 months app	Modified 4 minutes app	Modified Tweeks ago		Unterns Modified 1 months ago	
District Fistal/Financial Reports		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Inners		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		-	
Education-Information Technology	14100000							
Fiscal Services	Subsites							

From here you can edit your images, documents, or other apps that you may have. Here is what a documents app would look like if you clicked on it.



Saving, Checking-In, and Publishing Your Page

When you're finished with editing your page you can either save your work or publish it. If you save your work then *only you* will be able to see your changes. Choose this option if you want to make changes but aren't completed yet.



If you've finished making all your changes but need someone else to approve it before you publish it then click check-in. Keep in mind that a page that is checked-out cannot be updated by anyone else until you check it back in so make sure you don't leave a page checked out if others need access to the most recent version of it.

BROWSE	PAGE	PUBLISH													
Save Net	W Check	In Edit Properties -	Page URLs	Page History Page Permissions Delete Page	E-mail a Link	Alert Me +	Popularity Trends	Preview	Page Layout +	Make Homepage	Library Settings	Library Permissions	View All Pages	Tags & Notes	
Edi	t		Ma	nage	Sł	are & T	rack		Page	e Actions		Page Library		Tags and Notes	
Checked out to you Only you can see your recent changer Check it in.															

If you're all finished with your site and ready for it to be visible to the public then you are ready to publish your site. If you do not publish your site then your changes will not be visible to the public.

