

Webmaster & Site Centers

The **Webmaster Center** is your hub for building and managing your district or school website. All of the tools have been organized to place the maximum amount of information at your fingertips while maintaining an efficient work flow. The Navigation Manager, a list of open pages, and items awaiting your approval (if any) are on the left. The Content Manager with all its tools for adding news, notes and events to the homepage along with your image albums and resource locker are on the right.

Each link allows you to quickly navigate your way through your website.

Common links in your portal.

See how your site looks to visitors.

**Activity: Open and recently published pages
Image Albums: create albums and upload images
Rights: Assign editors and contributors**

Turn your site on and off.

Site Status: Not Live [Change](#)

Click to see the recently published item.

Add and manage all the news, notes, and events on the homepage.

Upload images and files for use on your site.

The site map gives you access to all sections and pages. Click on a section to drill down to that Site Center.

Use the blue buttons to Add and Manage content and access your Draft Pages.

Don't miss the buttons for the Full Site Map and a list of all Faculty/Staff sites.

View and edit all open pages by all webmasters, editors, and contributors.

Webmaster Center

NAVIGATION MANAGER [Full Site Map](#)

[Add](#) [Manage](#) [My Draft Pages](#) [Faculty/Staff Sites](#)

HOMEPAGE Current: 2/11/09 2:59 PM

- ASB
- OUR SCHOOL
- DEPARTMENTS
- GROUPS
- RESOURCES

OPEN PAGES

| Created | Section | Title | Author |
|---------|------------|----------------|------------------|
| 2/11/09 | ASB | Freshmen | Principal, Peter |
| 2/11/09 | Our School | Administrators | Principal, Peter |
| 2/10/09 | Resources | Page 1 | Principal, Peter |

HOMEPAGE CONTENT MANAGER

Recently Published

| Date: | Item: | Type: | Author: |
|---------|-----------------|-------|------------------|
| 2/10/09 | Home Page | Page | Principal, Peter |
| 2/5/09 | Say it Again!!! | Event | Sys Admin |

NEWS

[Add News](#)

No Homepage News Posted

NOTES/BLOG

[Add Notes/Blog](#)

[New CMS](#)

[Construction Update](#)

[A new blog entry](#)

[All Homepage Notes](#)

CALENDAR

[Add Event](#)

<< February, 2009 >>

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

Today: 8:00 PM Big Game Tonight

IMAGE ALBUMS

[Add Album](#)

[More Pics](#)
Images: 6 | [Add Images](#)
[Edit Name](#) | [Delete Album](#)

RESOURCE LOCKER

[Add Resources](#)

PPT, Word, Excel Viewers
PC [Go], Mac [Go]
Acrobat Reader [Go]

Quick Setup
7/15/08 - Peter Principal
[Edit](#) | [Delete](#)

Website Logos
5/4/08 - Peter Principal
[Edit](#) | [Delete](#)

Once you work your way into a section, you'll find all your tools for creating and organizing pages, sub sections, and image albums. You can also assign editors and contributor rights to other users.

The screenshot shows the 'Class Officers' page in the School Loop Webmaster Center. The interface includes a navigation breadcrumb 'Where am I: My Portal > Webmaster Center > ASB', a toolbar with 'Publish', 'Save', 'Cancel', 'Copy', and 'Delete Live Page' buttons, and a 'Drafts open by others.' section with an 'Open Drafts' button. The main content area is titled 'Class Officers' and features a list of class levels: 'ASB', 'Class Of Seniors', 'Juniors', 'Sophomores', and 'Freshmen'. A callout box explains that the breadcrumb 'Shows your current location and allows you to navigate your way back to the Webmaster Center or your portal.' Another callout points to the 'Publish' button, stating 'Actions you can take on this page.' A third callout points to the 'Drafts open by others.' section, saying 'Drafts open by others.' A fourth callout points to the 'Class Officers' title, saying 'Change page properties or view page history.' A fifth callout points to the 'Add' button, saying 'Add pages or mini-sites. View page heirarchy.' A sixth callout points to the 'Edit or Delete this Element' button, saying 'Edit or Delete this Element'. A seventh callout points to the 'Add' button at the bottom of the list, saying 'Click to add a new Element'. A eighth callout points to the 'Activity' tab, saying 'Activity: Open and recently published pages'. A ninth callout points to the 'Image Albums' tab, saying 'Image Albums: create albums and upload images'. A tenth callout points to the 'Rights' tab, saying 'Rights: Assign editors and contributors'. A red box highlights the 'Common links in your portal.' section with 'My Portal | Help | Logout' links. A 'Preview this draft or the live version.' button is also visible. At the bottom right, there is a calendar grid showing dates from 1 to 28.