

Guide to Maintaining Main Page of School Website

1) *What is a feature story? And what should the feature well look like at the school level?*

A feature story is a photo, sized to the correct dimensions (768px by 432px by 72 px/in), paired with a couple sentences to describe an exciting event, award, day, or news item. A feature story is a brief summary, 2-3 sentences long, that either stands alone as a piece of news, or links to a news story below where more content is provided.

The feature well refers to the rotating circle of feature stories being highlighted on the home page at any given time. Occasionally, Division stories will appear in the school feature well if we are trying to communicate important information on behalf of SJASD with all of our school communities. Please keep your feature well active with at least 3 feature stories (created at the school level) in rotation at all times. The maximum amount of stories to rotate in the feature well at one time is 5. If you have 5 active feature stories in rotation and the Division links two more feature stories to your school, only 5 of the 7 stories will appear (based on random selection) each time the home page is refreshed. In this case, you may want to expire one or two older stories to have only the most current/important feature stories appear.

2) *How to create feature stories? Where do they come from?*

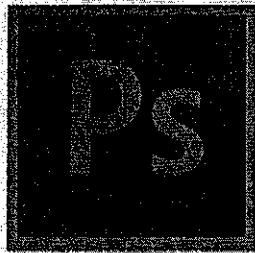
Feature stories can be created by any staff member in the building but should be sent to an administrator for approval before being published on the school site. We would like to encourage teachers to share the exciting news that goes on within their classrooms or departments with the school community on a platform everyone can access. Our teachers have been sharing stories/photos/projects/exciting news previously on Instagram and classroom blogs. We want to highlight and celebrate those items on our school websites to create a united school platform. Ask your teachers/staff in the building to submit short blurbs paired with a photo for consideration. The more frequently a school receives submissions and ideas/photos, the more engaging the school website is going to be in return. This works the same way for news stories, but requires a bit more information as addressed in question 3.

3) *What is a news story?*

A news story can range from a paragraph to a full article or even a listicle. If any news item requires more than two or three sentences, it should be placed in the News Story Category. A news story requires a photo, sized to the correct dimensions (400px by 400px and 72 px/in). You can create a feature story in addition to a news story on the same topic to highlight the news piece as a feature as well and link it to the original news story. Always create the news story first in order to get the required link. Each individual school should always have 4 news stories up at any given time. Be sure to set a generous expiry date as these stories can stay up longer and just move down into the next spot in the news story area keeping this part of the website looking full.

- 4) *What happens when we create a page under a drop-down menu such as Programs and Services?*

If a program, service or department has requested a page on the new school website, say Athletics, Trades and Technology, or Hockey program, there needs to be content added to this new page. The content comes from the teacher, administrator or whoever is responsible for that area within the school. A picture should also be included on the page. We do not want schools to have a bunch of sub sites with no content or a single sentence on them, we need to provide details and information to warrant adding that category to the school site. Please Contact Rob or Jen Cameron to have a page added and provide the content and photo if possible or upload the content and photo at the school level immediately after the page is created.



Creating PhotoShop Crop Presets for Scholantis Image Prep

In order for images to display correctly on our websites and to minimize page load times for website visitors, all photos and graphics must be cropped and scaled to correct dimensions.

We'll be using PhotoShop to crop and resize all images. To make the process simpler, we'll begin by creating a series of crop presets in PhotoShop.

You will only need to create these crop presets once on your PC. Once you have them all created, you will simply select the specific crop preset you wish to use when preparing an image to upload to Scholantis.

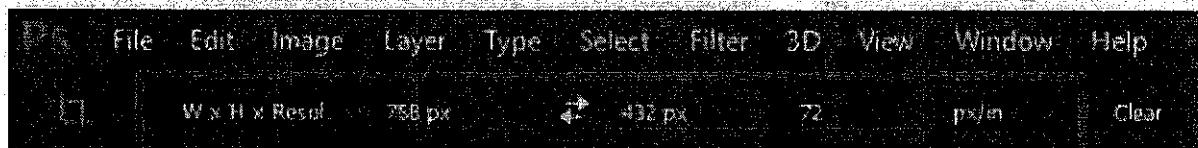
We'll begin by opening an image in PhotoShop...

1. Launch Photoshop
2. File -> Open *(Navigate to the location of your image and select Open in the dialog box)*
3. Select the Crop Tool in the menu bar at the left

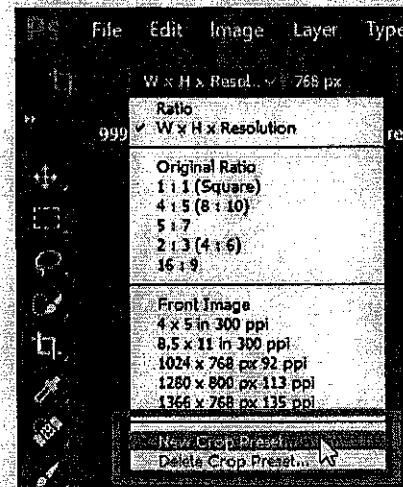


Creating a FEATURE IMAGE Preset

4. From the Crop menu, in the menu bar at the top of the window, select W x H x Resolution and then in the 3 fields to the right of that menu, enter: 768 px, 432 px, and 72.
5. In the drop down menu next to the 3rd field where you entered 72, select px/in



6. Now, from that W x D x Resolution drop down menu, select New Crop Preset and name it: **FEATURE IMAGE**.



7. To the right of px/in drop down menu, click the Clear button.



8. Now repeat the process illustrated above for the remaining presets you will need to create.

Creating a NEWS IMAGE Preset

9. Now, in the 3 fields to the right of the W x H x Resolution drop down menu, enter **400 px, 400 px and 72**.
10. In the drop down menu next to the 3rd field where you entered 72, select **px/in**
11. Now, from that W x D x Resolution drop down menu, select New Crop Preset and name it: **NEWS IMAGE**.
12. To the right of px/in drop down menu, click the Clear button.

Creating a SMALL IMAGE Preset

13. Now, in the 3 fields to the right of the W x H x Resolution drop down menu, enter **320 px, 240 px and 72**.
14. In the drop down menu next to the 3rd field where you entered 72, select **px/in**
15. Now, from that W x D x Resolution drop down menu, select New Crop Preset and name it: **SMALL IMAGE**.

Creating a MEDIUM IMAGE Preset

16. Now, in the 3 fields to the right of the W x H x Resolution drop down menu, enter 480 px, 360 px and 72.
17. In the drop down menu next to the 3rd field where you entered 72, select px/in
18. Now, from that W x D x Resolution drop down menu, select New Crop Preset and name it: MEDIUM IMAGE.

Creating a LARGE IMAGE Preset

19. Now, in the 3 fields to the right of the W x H x Resolution drop down menu, enter 720 px, 540 px and 72.
20. In the drop down menu next to the 3rd field where you entered 72, select px/in
21. Now, from that W x D x Resolution drop down menu, select New Crop Preset and name it: LARGE IMAGE.

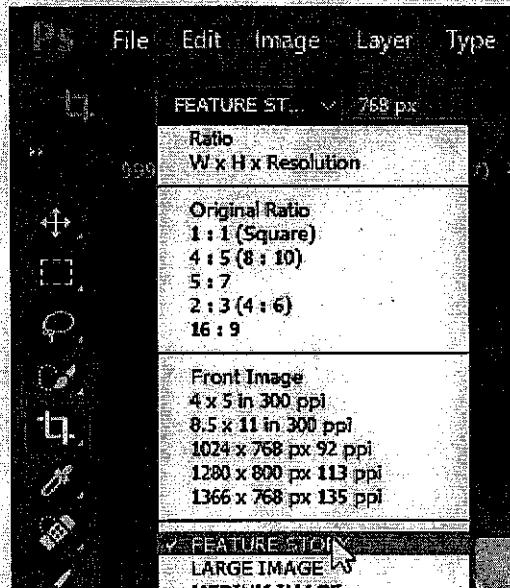
Section 2: Preparing an Image for Scholantis

Now that you have created your image presets, you are ready to begin processing images for use in Scholantis. Whether you are preparing an image for a Feature Story, a News Story or just for use on a site in your School Website, the process is the same...

Start by opening the image in PhotoShop...

1. File -> Open (Navigate to the location of your image and select Open in the dialog box)
2. Select the Crop Tool in the menu bar at the left

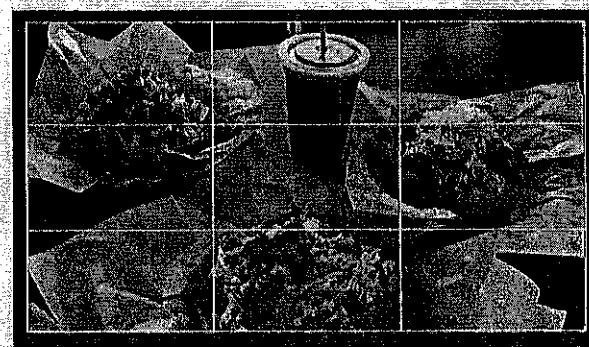




3. From the Crop Menu, select the crop preset you wish to use depending on where you plan to use the image in Scholantis,

4. With the crop preset selected, crop guides will appear on your image.

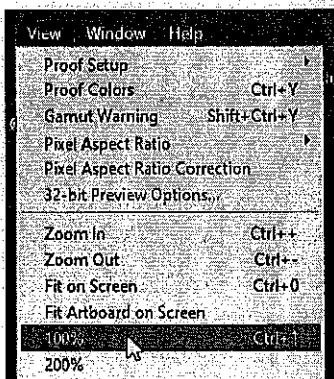
Place your mouse inside the crop guides and click and drag the image to position it inside the cropping frame.



If you need to make the cropping guide frame smaller, you can resize it using the corner handles. You'll notice if you resize the cropping frame, it maintains its proportions.

Tip: When positioning your image in the cropping frame, be sure that the image fills the frame and that there is no empty space on the sides, top bottom in the cropping frame. The image should always fill the cropping frame.

5. When you are happy with how you have cropped the image, press RETURN or click the checkmark in the Cropping menu at the top of the screen.

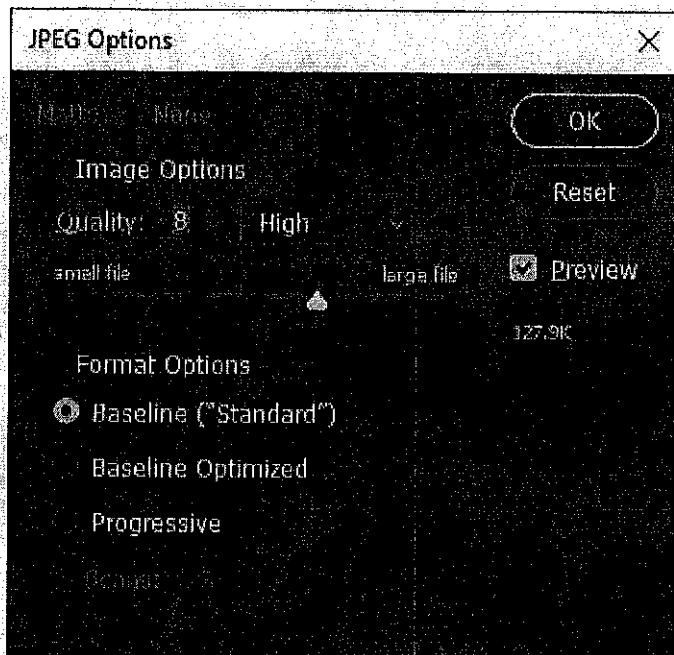


Don't panic if the image all of a sudden becomes super small... If you started with a full size image someone sent you from their iPhone, for example, it was being displayed at a percentage of its original size.

To see the image at its new size at 100%, you can simply select 100% from the VIEW menu.

6. Now, save the image. From the File menu, select SAVE.

Tip: Use Save As... if you wish to retain a copy of the original image. When saving the new image, leave the file type set to JPEG.



The JPEG Options window will appear.

You are fine to leave the image options set to Quality: 8 High so long as the image size is less than 175K.

If it is larger than 175K, set the Quality Drop down menu to Medium.

Click OK and you have an image ready to upload to Scholantis.