

CMS (Web Site) Tools and When to Use Them

These are tools that you can use in CMS Navigation Builder to build your web pages. They are listed in the order that they will probably be used most often. Information is provided as to what they are best used for, along with examples from our website and other helpful comments and hints.

	Text / Graphic Editor	Resource / News	Links	Photo Gallery	Slide Show
Best Used	When you want to see it on the screen that you are on	To post Word or PDF documents or web links	To create links to web sites	To post pictures on your site	To post pictures on your site
Other Comments	<p>Very basic text editor and sometimes messes the formatting up.</p> <p>Better to build (and possibly maintain) in Word and Paste as a Word Document, but use only Verdana and a single size font</p> <p>If you have a schedule in Excel, you can copy and paste into Word and then paste as a Word Doc into here</p> <p>Use Multiple text boxes to break content into manageable sections</p> <p>Can add a graphic and link graphic to a web page</p>	<p>Wonderful tool for posting information.</p> <p>Very versatile as it can be used to post a variety of file types or links to other web sites</p>	<p>Improved to allow display of a short name instead of the entire URL.</p> <p>Allows display of a graphic with every link.</p>	<p>Can add up to 10 photos at a time</p> <p>Create separate albums for each activity (ie Halloween, museum field trip, etc)</p> <p>Can convert to a slide show</p>	<p>Can add up to 10 photos at a time</p> <p>Can convert to a Photo Album</p>
Examples on our Website	Why Choose the School District of New Berlin	For Parents > Friday Folders	Library & Technology > Resources > Online Resources	District at a Glance > Points of Pride	District Home Page

	Calendar	Right Side Bar	Embed Audio / Video	Interactive Forms	Blog
Best Used	To post events of interest to your class	To add additional info to your page	To post a video on your page	To Build and Maintain online Surveys / Forms	To carry on a dialog with students on a specific topic
Other Comments	<p>Can setup several calendar categories and display one or more</p> <p>Possible use to post homework in a special homework category</p>	<p>Resource / News</p> <p>Text / Graphic Editor</p> <p>Upcoming Events (uses Calendar)</p> <p>Slide Show</p>	<p>Must upload to TeacherTube as "unlisted" and then embed video on your page using a code from TeacherTube – If too large, can use Vimeo or YouTube</p> <p>Do NOT do videos using News / Resource tool due to amount of space that is needed</p>	<p>Best to build on an inactive page and send link via email to those you want to respond if you have a limited audience</p>	<p>Best NOT to allow creation of topics by anyone but yourself</p> <p>Also good idea to approve posts instead of allowing them to be viewable immediately</p> <p>Not too secure</p>
Examples on our Website	<p>District Right Side Bar (Upcoming Events)</p> <p>School Calendars</p>	<p>For Parents > Friday Folder</p> <p>District Home Page</p>	<p>For Staff > Staff Resources > Technology Academy (Digital Storytelling)</p>	<p>Comments/Concerns on all school home pages</p>	<p>Elmwood Specialists > Integrated Arts > Orchestra (Orchestra Blog)</p>