

Welcome to the School Website Overview session.

Contact Information/Resources:

Sal Lopiccolo – Web Services sal.lopiccolo@tdsb.on.ca

School website support and training using our School Website Builder (CMS) tool

When I can't be reached send an email to allwebteam@tdsb.on.ca

This ensures your question or request will get a timely response.

The Communications Advisors for school website content related question are:

Emma Moynihan – LC 1 Emma.Moynihan@tdsb.on.ca

Zoya McGroarty – LC 2 Zoya.McGroarty@tdsb.on.ca

Cindy Nguyen – Social Media Specialist Cindy.Nguyen@tdsb.on.ca

Recommended to remove Twitter feeds from school sites in favor of just a link to Twitter page

How to login to your school website as a Content Editor:

Google search of the school then Staff Login button at the bottom in the footer of the school website
<http://schoolweb.tdsb.on.ca/schoolname/login> (You'll want to bookmark it)

You'll know that you're logged into your site when you see the black bar running vertically along the left hand side of your screen. (Login will time out if the site is left inactive)

If you don't see the bar, you may not be a Content Editor. Only P's and VP's have editor access by default.

They can also grant staff content editor access at any time. [How To Add a Content Editor](#)

You could also email me to grant you access. If you do that, please cc one of your P or VP's in that case.

School Website Help Resources:

Once logged into your site you can access the Help Resources from the main menu, **Site Admin > Help**

In the Help window you will find the [Pdf How To files](#). Each one shows you how to accomplish a specific task with screen captures and step by step instructions, including 6 new files on our Design 3 features. There is also a link to the [School Website training videos](#) page with almost 3 hrs. worth of training videos there. Perfect if you are branding new to the Website Builder environment or just need a refresher on a specific topic.

Common Requests/Questions:

1. ***How to fix content on the About Us/ School Landing Page content***

Contact the SISSupport@tdsb.on.ca team to updating P and VP information
Trustees / Superintendent information as well.

[School Profile and Choice \(SPC\)](#) is secondary to correcting information via override for P and VP.

2. ***How to Add the AW Whole School calendar to your school website*** (Two-step process)

a) Call the Help Desk at 416-395-4357(HELP) or 'Log a Ticket' through the Service IT portal to have the calendar unlocked by the *MWD Team under Anthony Knight*. They are the only ones that can do it. It's very important to include that information as part of your request.

b) Once you receive confirmation that the calendar is unlocked use the following pdf that shows [how to add the calendar in either the Month view or Schedule/Agenda](#)

Important Notes:

The Calendar only displays on the website, all updates and edits are done through Google Calendar. Also be sure to select the correct calendar (Whole School) when adding events.

3. ***How to resize your images for the web quickly and easily.***

Use the Photos app. on your PC, scale according to the module width you're working in for the maximum width size. [Resize image](#)

4. ***New features of the Design 3 Interface***

[New Pages window](#) (DNN upgrade)

[Site Color Scheme](#)

[School Logo](#)

[Quick Link buttons](#) (Home Page)

[Quick Links module](#) (Any Page Text or Images)

[Grid Module](#) (provides the most flexible layout options available)

5. ***Error message not allowing you to Publish***

Handy work around fix to this issue [Review PDF How To](#)

6. ***Accessibility for Ontario's with Disabilities Act (AODA) for webpage content***

Headings should follow a hierarchy: Page Title is H1, Modules Titles are H2 and content would be H3 and so on. Photos need to have alt tags for Screen Readers to read. Any linked documents need to be made accessible. Check with the [Accessibility Department](#) on that process. Email contact, accessibility@tdsb.on.ca

7. ***How to add the Environment Canada weather widget to the school website***

[Environment Canada Weather Widget](#) & [HTML embed code](#)

8. ***School website content ideas*** -Consider what is important to your school community?

Speak to your office staff about the 10 most common requests they get from students and parents that could be information posted to the website for convenience and efficiency.

Additional school website content ideas:

Busing Information, School mission statement, Student Code of conduct, School History Extra-Curricular Activities, School Trustee information, etc.

9. ***Ways to Promote/market your school website***

Physical sign board outside of the school, any in-person events at the school, stationary such as business cards, school letterhead, newsletters, answering machine voice message, social media.

10. ***Virtual Meeting Help available through Microsoft Teams.*** Call or email me to set something up.

A meeting can be setup to discuss questions or issues with your school website. This process will allow us to share a screen and discuss and explain issues much easier in many cases. Before connecting make sure you have a working microphone attached to your desktop computer. A laptop should have a built-in microphone.