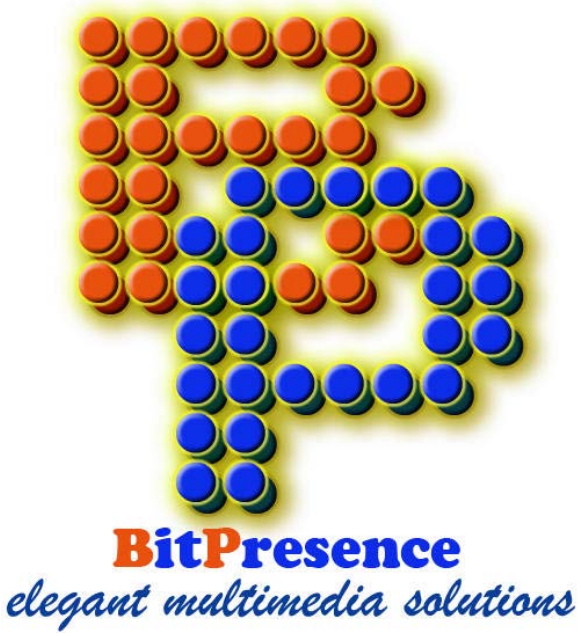


# SHS DIGITAL SOLUTION:

# GUIDE FOR SITE EDITORS V 2

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**Ghana**

## Table of Content

0. Welcome
1. Header and Menu
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# NB

**Situation**: It has come to the notice of BitPresence that some administrators of our school web solutions get padlocked out of editing their site. Your site is not defective; your site is just playing a security game in your favour.

**Causes:** This happens when the last editing session of the page-in-question was not appropriately ended; a user who opened it for editing did not properly end the session. In this case, other users are not able to edit that article, because the program thinks a chief editor must approve of the media text before it is published.

**Remedy:** Site editors should be alert and kindly get into the habit of ending their editing sessions by saving and logging out of the site. Editors can also drop BitPresence technical team a quick email to flush out all padlocked pages.

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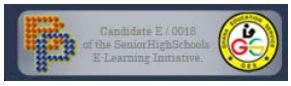
# Welcome Colleague,

This guide is a manual for the BitPresence and GES initiative for the SHS digital solution. The intention of the guide is to aid the modifying and managing of the 'site' from the front-end. Replenishing the information keeps the 'site' current and contemporary for its users, however, it must be carefully noted that the processes involve some degree of knowledge in new -media trends as well as mass communication. The guide has been simplified by illustrations for easier modification of contents.

First of all, it is important to take notice of your index (at the footer of the solution) since any trouble shooting by BitPresence will be based by referencing your index. This index is also the reference number for all future communication with the school. Example of an index is shown below.




## 1. The Header, Menu and Footer

Your school's solution should have a very bold and convincing header which cannot be mistaken for another solution because it distinctively bears the school name. Example is shown below

Just below the header sits a contextual navigation menu that is responsive in taking users to every page of the solution.

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**Diagram 1** explains the navigation information.

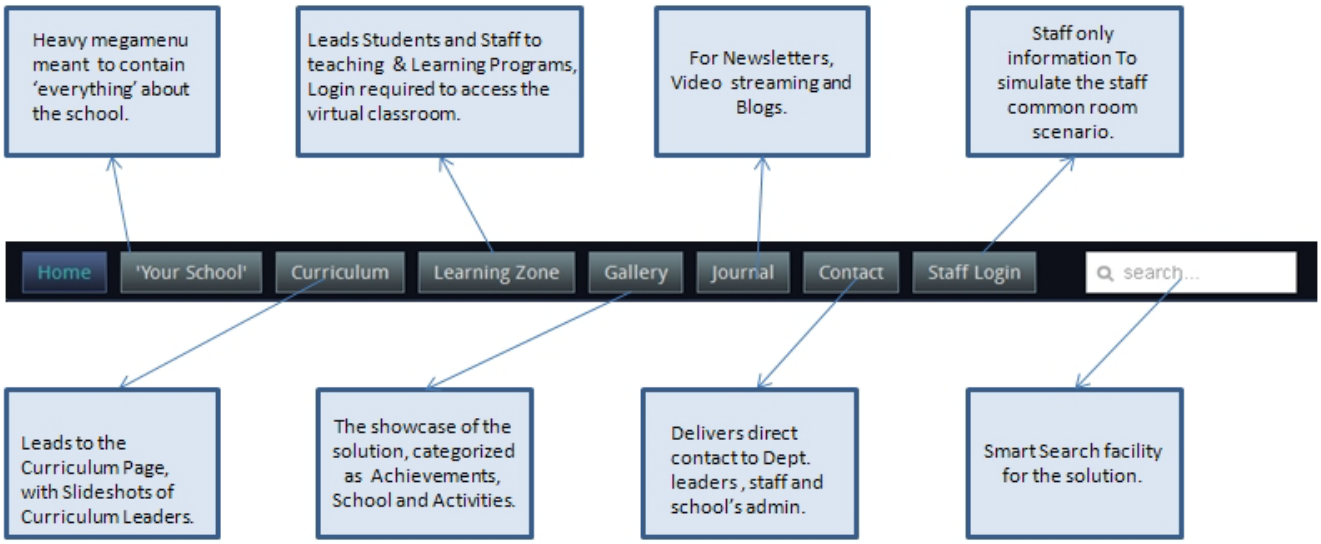


*Diagram 1*

There are some on-going developments at the time this guide is being written, this is to say BitPresence will be adding to the menu items when and where it is seen fit. Under such situations your school will be notified of the new add-ons.

The solution has been designed from different language technologies and components i.e. flash, jQuery, HTML5, PHP, SQL etc; it is based on a fairly complex database system. The intention is to make the solution adaptable for future developments. Retrospectively, it is important to emphasize that there are some elements that cannot be edited from the front end, in which case the technical support button (found at the footer of the solution) could save the day! It must be used to engage a friendly dialogue with BitPresence for quick and prompt trouble-shooting.

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From the front end you will be able to edit the information on the fast changing events for your school, which is most desirable, it is also appropriate for convenience in adapting to the style of language that may suit students.

## 2. Module and Outputs

For the components of the solution, it is important to note that whiles **Outputs** can be edited from the front-end **Modules** would not. This is the main difference between the two. Since remote editing is to done from the frontend, it is appropriate to target **Outputs** rather than **Modules**. Diagram 2 shows components that are editable from the front-end.

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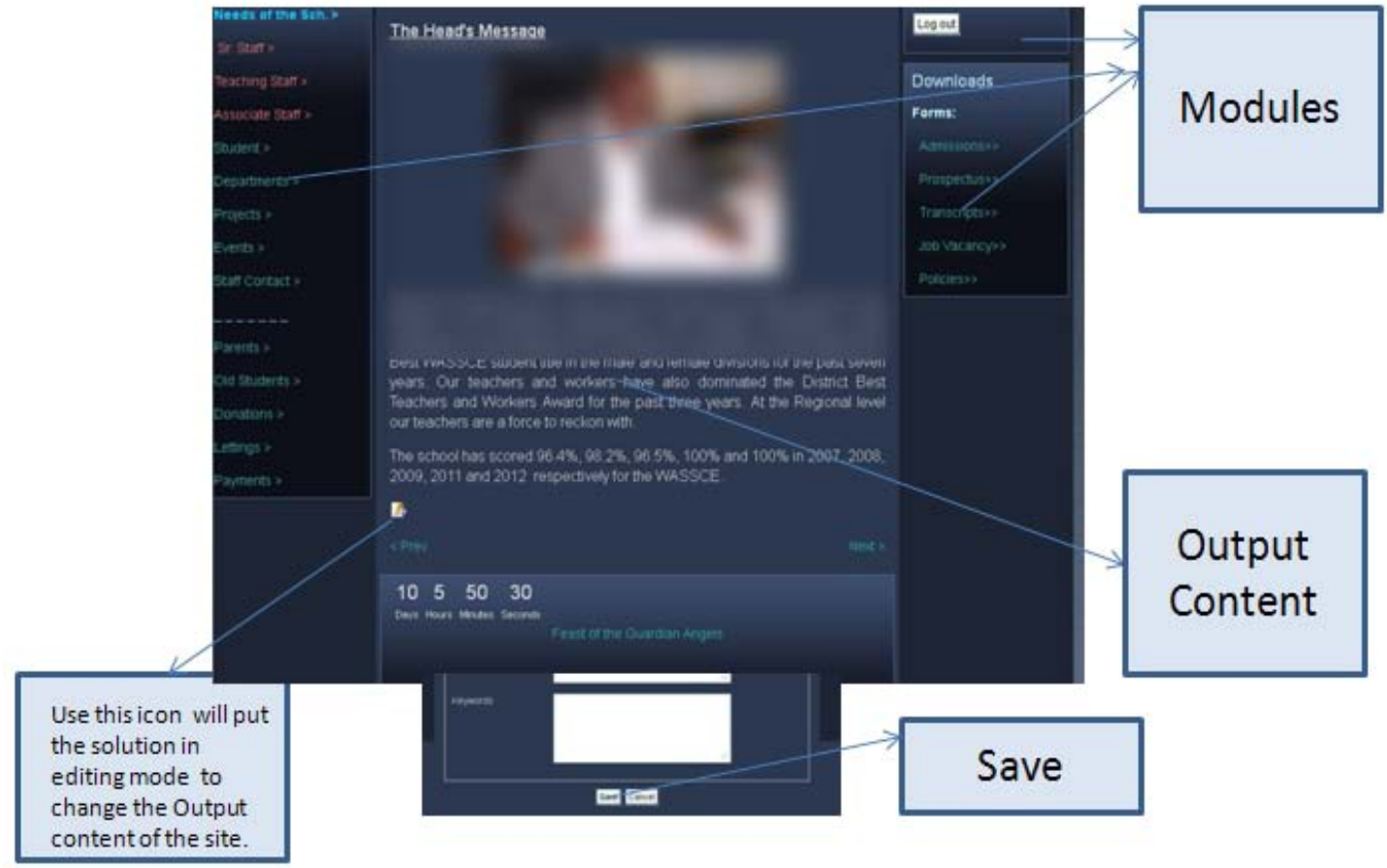


*Diagram2*

### 3. LOG-IN

The site has two login points: one leading to the classroom (access from the Learning Zone) and the other leading to the staff-common-space as demonstrated in Diagram 1. The teaching and senior staff are the only group that needs both, to pick up staff information and also to teach. Students will only enter through the Learning Zone to access their course-work left by the teaching staff, who will also enter the Learning Zone area for the obvious. Staff will be able to alter their profiles after login in as shown in Diagram 3.

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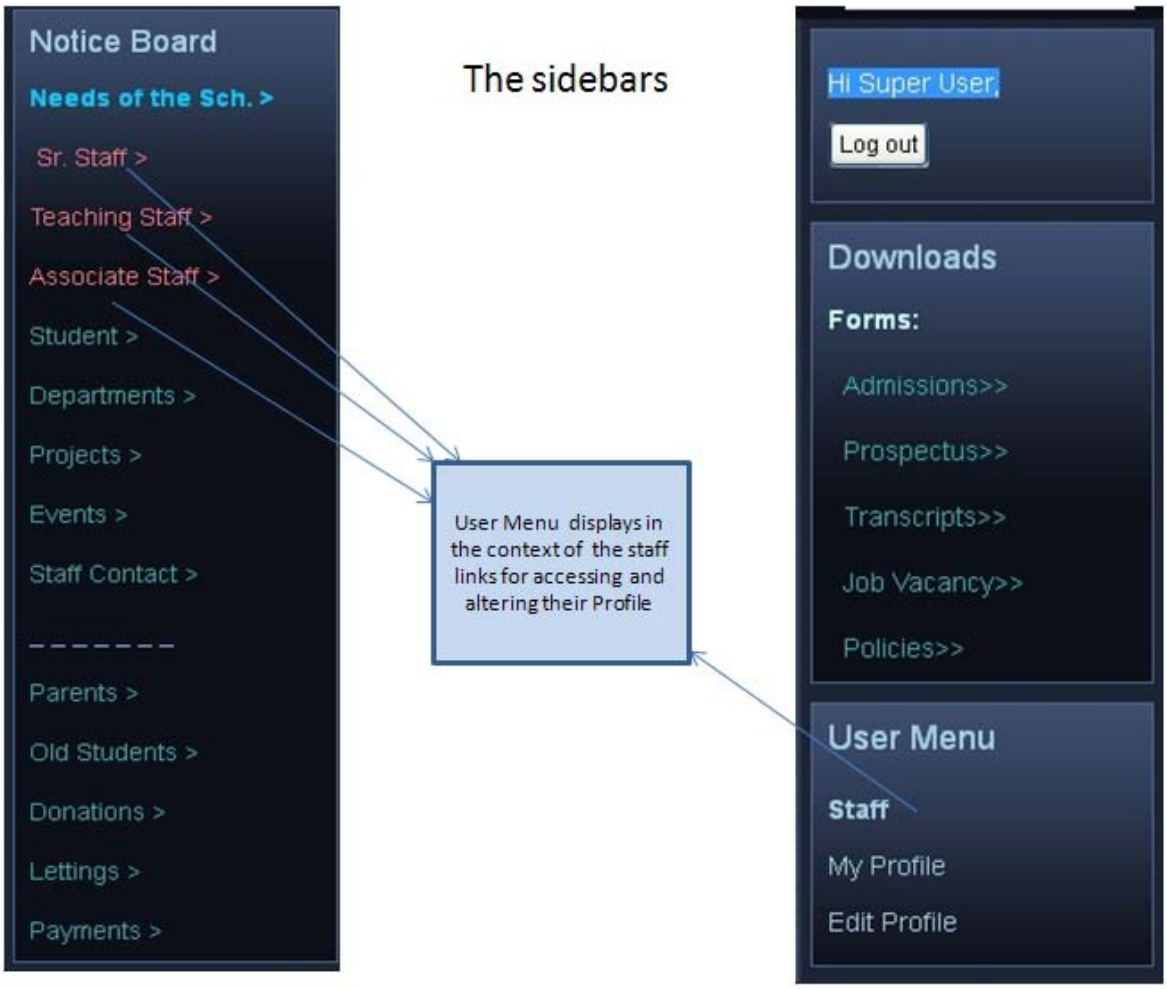


*Diagram 3*

The user menu is contextual to staff signing in. Pages that are meant for the public will not call for the 'User Menu'.

### 4. Editing of Content

After the editors sign into the solution, they will be able to edit all **Output** pages by clicking on the edit icon as shown below (Diagram 4a). The edit icon is in context of access level.

*Diagram 4a*

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The edit icon in the '**Output'** will put the solution in editing mode as shown in Diagram 4b. After editing, the edit must be committed by the saving button otherwise all modifications will be lost.

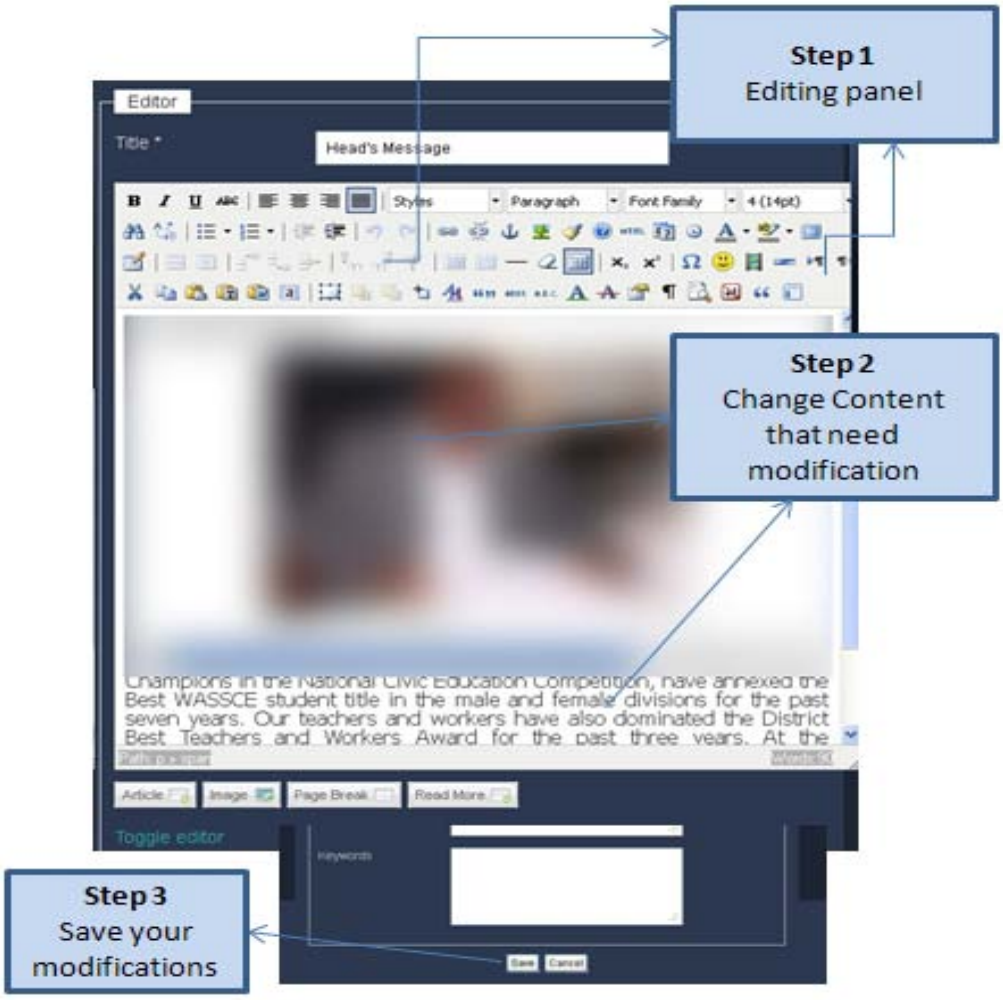


*Diagram 4b*

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## Google Apps for Education is Linked to Your Site.

Google Apps for Education gives schools lots of tools for teaching and learning. An account must have already been created for your school. You can check this by going to the main menu 'Learning Zone' then click on either 'Staff' or 'Student' at the drop down. You should be prompted by a login to Google Classroom. If this has not already been done, you can send a request to Bitpresence (bitpresence@gmail.com) and an account will be set for your school.

## Picasa

Google Apps for Education automatically comes with Picasa where you can store your school's media. All this while, BitPresence has been working around the clock to make user experience efficient with minimum disarray; your web app that now work behind the scenes will seamlessly plays all media within the site; thanks for your patience.

This means users will have to allow about 48 hrs setting up time for your school website to be properly set up and to be able to seamlessly call for images from its Picasa account through Google Apps APIs. Administrators will be informed asap that their site has been linked to Google and all APIs are sound. This done, they will be able to embed media (images and videos) from Picasa into their site.

Training on the Picasa client will be given to administrator on school visits. Meanwhile, users may use the online version of Picasa to throw in media for their account so that they can be able to call those media from there in to the articles.

You can visit your Picasa account by clicking on 'Launch Picasa' at the prefooter as shown..

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In Picasa, we try to categorize all media albums into 3 groups:

1. School and Campus
2. Academic and Studies
3. Extra Curricular Activities

Of course, you can create your own custom named albums, but we recommend that you add to the existing rather than deleting what has already been prepared for the school. All your Picasa media will be sent to the 'Custom Media' page which can be found under the 'Gallery' menu of your site. Individual media can be sent to any page by reading the steps below.

The follow the steps will call for media from Picasa into your web pages.

## Embedding Slideshow into articles from Google Picasa

You can embed a Flash slideshow into any of your school's web articles. It will be automatically updated when you make changes to your Picasa media. Follow these steps to embed a slideshow:

1. On the **My Photos** page, click your album.
2. Click **Link to this album** on the right-hand side.
3. Click **Embed Slideshow**.
4. Choose your slideshow settings, such as image size, captions, and auto play.
5. Once you've chosen your settings, copy the resulting HTML code (Ctrl-C).
6. Paste the HTML in the source code for your site (Ctrl-V).

## Embedding Images into articles from Google Picasa

Follow these steps to embed a Picasa media in your articles.

1. On the **My Photos** page of your schools Google Picasa account, click your album.
2. Click the photo you'd like to embed.
3. Click **Link to this Photo** on the right sidebar.

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4. Set the following preferences:
    - Select your preferred image size.
    - Select 'Hide album link' to remove a link to the containing album, which is displayed by default with the image.
    - Select 'Image only (no link)' to get the image URL by itself, with no link back to Picasa Web Albums.
5. Copy the HTML (Ctrl-C) in the 'Embed image' field on the right-hand side.
6. Go to your site and log in as an administrator. Go to the page of the article in question and click the 'HTML' button, for the HTML code window.
7. Target the insertion point and paste, (Ctrl-V) the HTML source code you copied at the desired position of the page.
8. Click the 'Save' button at the bottom of the page.

NB. If the position of the image is adverse, select the entire box and the cut the image in design view then re-insert it at the appropriate spot.

## How to use Picasa Web Albums and the Picasa Client

Picasa is free photo editing software from Google that makes your pictures look great. **BitPresence** recommends using Picasa to organize and display the photos for your School's articles. The following guide will help you get started with Picasa.

Step 1 Download and Install Picasa Software:

Navigate to the Picasa download page to get the software. Once the software is done downloading, double-click on the file and follow the installation instructions. Once the software is installed, it will ask you to sign in to your School's Google Account.

Learn more about Picasa and Picasa Web Albums

Watch a video introduction

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Step 2 Import Pictures:

Once you've installed Picasa and signed in, Picasa will ask if you'd like to **scan your computer for pictures.** It is recommended that you let Picasa scan, find and organize the pictures on your computer. This process can take up to an hour, depending on the number of pictures it finds and the amount of data on your computer. You can also import photos from cameras, CDs, scanners and more. Please review the Getting Started with Picasa link below for more information on how to get more out of Picasa.

Getting Started with Picasa

Step 3 Creating/Uploading a Web Album:

Picasa Web Albums provides 1 GB of free storage that makes sharing your pictures quick and easy. Once you have imported pictures into your Picasa account, you will see lists of folders containing your pictures on the left hand side of Picasa. Before you can use your pictures on your web page, you must **upload them as a Web Album to Picasa.** Three albums have already been set up for you; we will advise that they are added onto but not deleted.

If you are **uploading pictures for a slideshow**, make sure all the pictures are in the same folder. The easiest ways to upload pictures is to right-click on the folder on the left hand side, and select "Upload to Web Albums". All pictures in the folder will be uploaded to a Web Album. Once you have uploaded the pictures, you can sign in to your School's Picasa account to manage your album.

If you are **uploading single pictures**, simply right-click on the picture (or pictures) and select "Upload to Web Albums". A new Web Album will be created on the Picasa Website, but only the picture (or pictures) you selected will be uploaded.

Web Albums: Getting Started Guide

Step 4 Using Your Web Album:

Once you have logged into the Picasa Website, you can manage Album Properties and Picture Properties. Please take a look at the Picasa Web Albums Help guide, linked below, for more specific information on the properties and tagging you can do for your pictures.

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To make slide shows, or **link to an entire album**, while viewing the Web Album, click on the "Link to this Album" link on the right hand side of the page for linking options. You can link to the entire album using either a simple link (use the "Paste link in email or IM" link) or as a link with a graphic (use the "Paste HTML to embed in website" link).

You can also easily **create a slideshow** of all the pictures in an album. After you click "Link to this Album", another option will show up – "Embed Slideshow". When you click on this link, you will get a pop-up with options for how to format your slide show. Choose the size of the slideshow – "Medium" is the recommended size for School's Departmental pages. You can also choose to show the picture captions. It is also recommended that you check "Autoplay". Once you have all your options selected, copy and paste the code in the yellow box to your article as explained earlier.

Different Ways to Share: Embedding albums, images & slideshows

Helpful Links:

Videos: Picasa Community on YouTube is a space for Google to feature user-created videos about Picasa. There are videos about Picasa Basics, Web Albums & Features.

Picasa & Picasa Web Albums Help – This site links you to help articles and has a search function to help you find what information you are looking for.

# *END OF GUIDE*

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