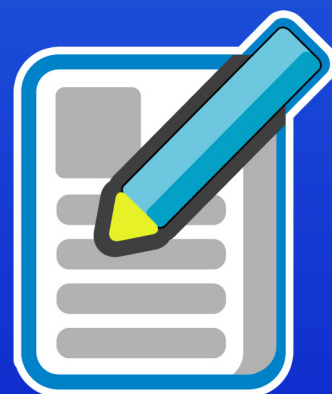




School Jotter Manual

2010



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School Jotter Manual

Welcome to the School Jotter Manual. Here you'll find all the information you need to get your site up and running and make the most of the features available to you.

If anything is still unclear or you would like help on the site you can always call our support team on **01535 604026** or by using the live chat feature found on your toolbar while logged into your account.

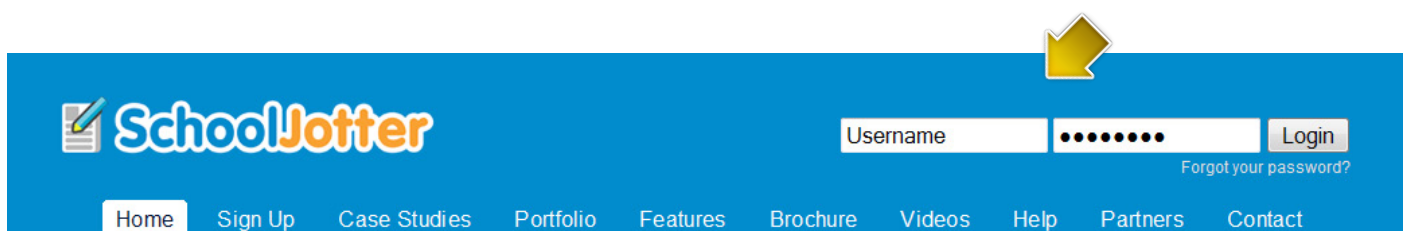


Logging in

There are two ways of accessing the administration area of your School Jotter site. On the School Jotter website (<http://www.schooljotter.com>) you will find a login area at the top of each page.

Alternatively you can visit your own website and click on the *Administer Site* link at the bottom of the site.

If you need a reminder of your login details please contact the WebAnywhere support team.



School Jotter is the specialist web design, CMS (content management system) and hosting service from WebAnywhere.

[Click here to take a tour](#)

Sign Up NOW

Create a new website now

Getting the site looking how you want

The first thing you'll want to do when logging into your School Jotter is choose the theme your site will use. By default, when we create an account we will pick one of the themes for you but you have the option to change this whenever you like.

If you choose a new theme, it will not affect the content you have already added to the pages on your site.

To see the full list of available themes, once logged into the site click the *My Site* drop down menu on the toolbar at the top of your screen.



Select *Redesign Site* and then either *Alter existing theme* or *Use new theme* depending on what you want to do.

Choosing *Alter existing theme* will bring you to a screen where you can change a number of site elements depending on the theme you are working with.

You will always have the option to change the text in the header of your website and the sub text or welcome message. Other options can include colour changes, font changes and different options for menu icons.

Alternatively you can choose *Use new theme* which will allow you to pick a completely new theme and then edit the elements within that theme as described above.

Some themes are wider than others and offer more room for links and your menu. The best thing to do would be to try a few out and see which best suits your needs. As mentioned above, your site content will remain unchanged no matter how many times you re-apply a theme.

If you have selected our premium package then you have the option to have a custom theme built specifically for your school. Please contact our support team for more info on this or an upgrade to the premium account.

Managing your site, the menu and its pages

School Jotter gives you complete control over the pages on the site and allows you to easily make additions to the menu structure of the site.

To manage your site click *My Sites* on the toolbar and choose *Manage Pages*.

All School Jotters start with a basic list of pages but you are in no way restricted to using these.

To rename an existing page simply click the page name and it will load more options for you. Here you can change the name of the page and set different permissions for each one. The permissions system will be covered in more detail later in this manual.

Once you have made the required changes you must click the *Save Page* button located at the bottom of the page.

You will also notice two options for adding a new page. You can choose to either add a page into the sites menu or to add an individual page which you will need to create a link to manually.

To add a page into the menu or a sub page to an already created menu click *Add Page*. Again, this will load more options for you on the right hand of the screen. The first thing you are required to do is choose the section for the new page.

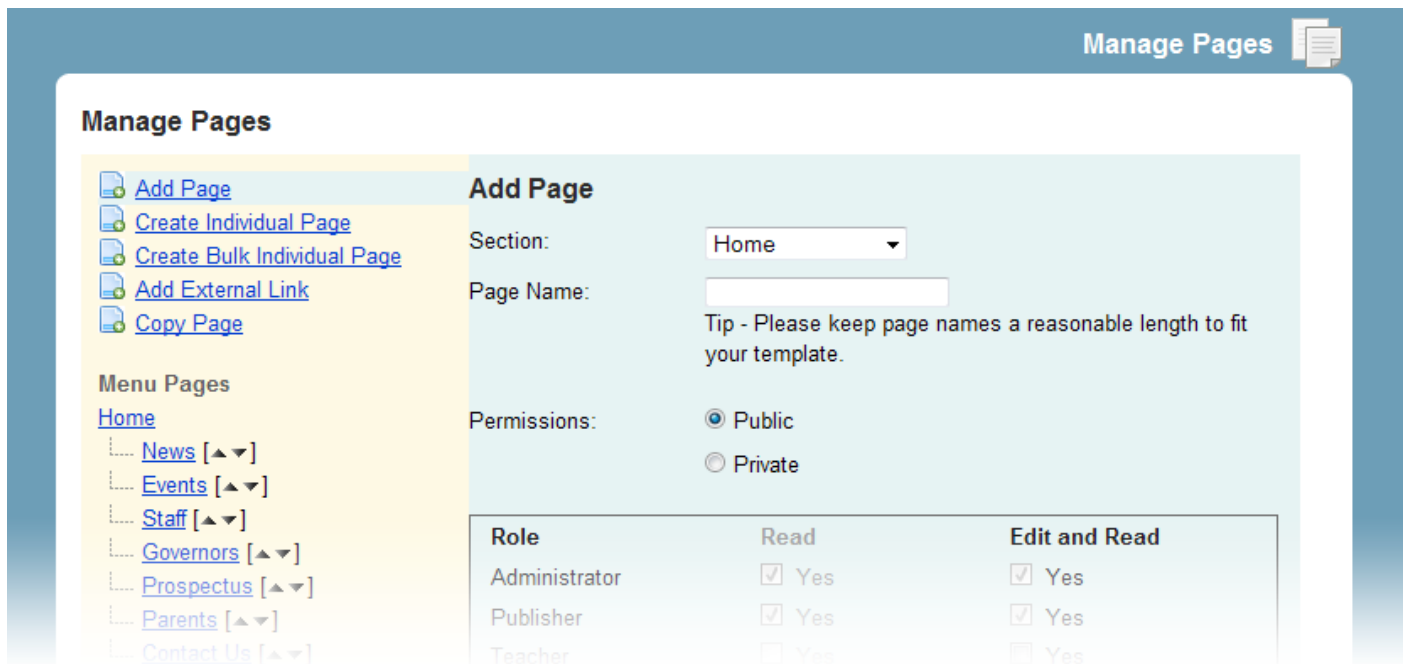
Leaving the section as its default *Home* will add a new section to the menu and will automatically generate the page for it.

If you would like a sub-page of an existing menu section then you simply need to choose the relevant section from the drop down.

For example if you have an 'About the School' menu item already on the site and you would like to add a sub-page for 'Term Dates', you would set the section to 'About the School', add the page name 'Term Dates' and click *Add Page*.

You will notice this page now appears in the tree view of the site on the left of the screen. Back out on the website, clicking the 'About the School' link will then display the sub-page we have created. Just like when you add a new section, a page is automatically generated ready for you to start adding content.

The second option for adding pages is to create a page which doesn't appear as a sub menu or main menu item.



The second option for adding pages is to create a page which doesn't appear as a sub menu or main menu item.

For example, if I wanted to have a page with a link on the bottom which read "click here to go to page 2", I would use an individual page to create 'page 2'.

A link will need to be created as above for people to be able to access this page. This will be covered in the *Links* section of this guide.

When you create an individual page all you need to do is enter a name and click *Add Page*.

You can change the order of your menu layout using the up and down arrows at the end of the page name.

Please note that when returning to your site to see the changes, you may need to refresh the page to see the menu changes. Most browsers allow you to refresh the page you are viewing by pressing the F5 key.

The final option you will find is to add an external link. This can be used to link to a web site or learning environment which has a different web address to your School Jotter site. For example, you may want to link to the Ofsted website so visitors can see your latest report.

The link will be placed in your menu as with a new page but when the menu button is clicked, the site will load in a new window.

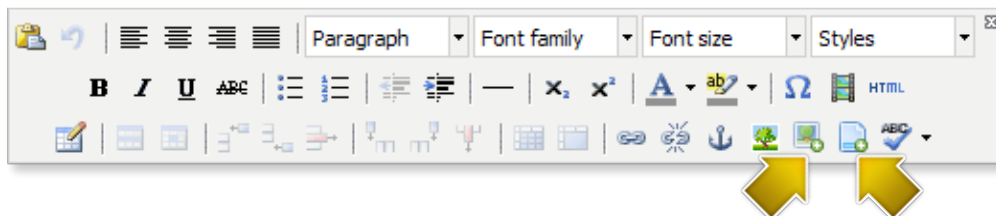
Editing a page

Editing a page in School Jotter is as easy as writing a document in a word processor. Simply browse to the page you wish to work on and click the *Edit* button on the toolbar at the top. This will load an editable version of the page ready for you to start work.

Each new page has a heading block and a content block. A heading block has some formatting applied to it that automatically makes the text larger and bolder than the rest of the. A content area is the most commonly used block in Jotter and contains the main text content of a page. There is no pre-formatting applied to this type of block and you are free to insert pictures and text as you wish.

Clicking within either block will bring up the formatting menu and you will recognise most of the features available here such as bold, italic, align left or right, as they are used in most word processors.

The most important buttons on the toolbar are the image and file manager which will be explained in a further section on pages 8-9.



As with the *Manage Pages* screen you can control which blocks are on the page and in what order they appear. Every block on a page has its own independent controls in the top right hand corner of the block. There is an up and down arrow to move the block around and a small X which will remove the block completely.

NB: Removing a block will permanently delete the content within it

Once you have finished editing the page you can either click on *Submit* to draft to save a draft copy or *Publish* to put the page live on the website. Both options are in the toolbar at the top of the screen.

Managing Drafts

The *Manage Drafts* screen is found under the *My Sites* drop down menu below *Manage Pages*. This screen allows you to edit, preview or go live with the draft. If you no longer want the draft page then you can also delete it from here.

Managing Media and Files

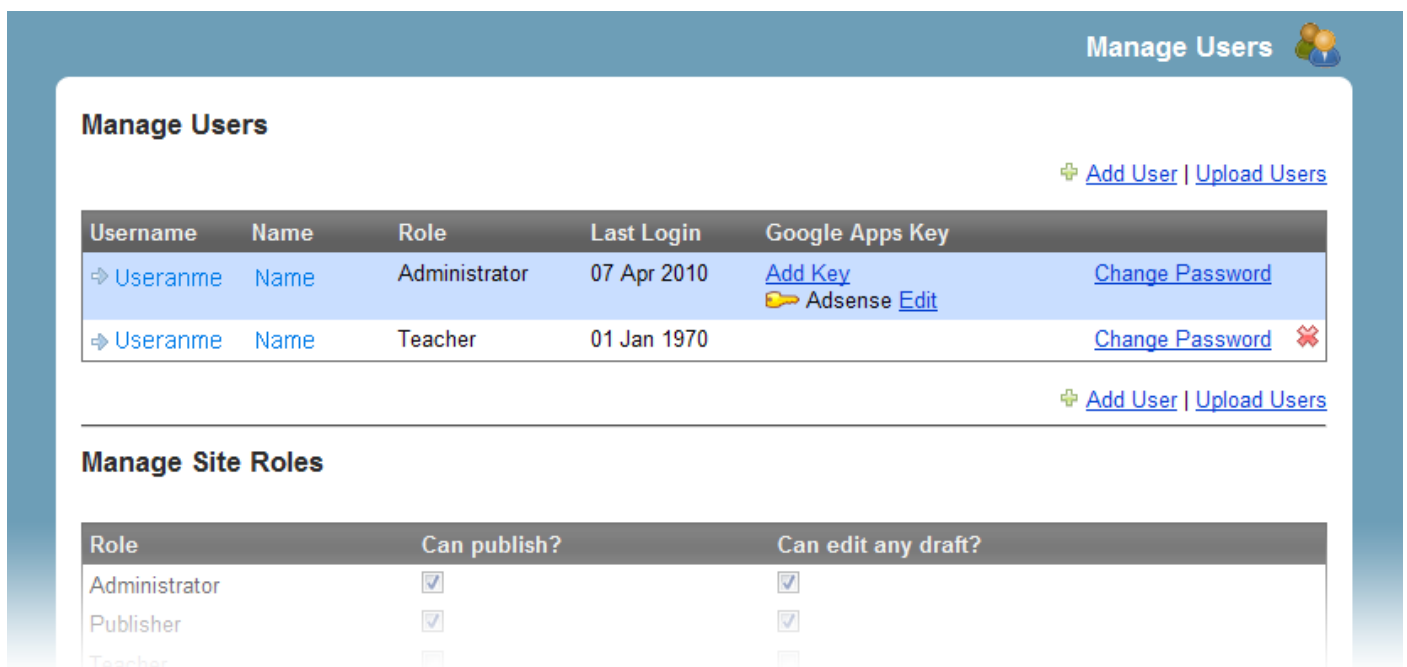
To insert images, or files such as PDFs or Word documents, you need to use the *File Manager* or *Image Manager*. These are libraries of files which can easily be inserted into a page when needed.

NB: Please note, even after inserting an image or file, it must remain in the library

User Accounts and Setting Permissions

School Jotter has the facility for you to set up accounts for other people to edit the website and for you to control exactly what they can edit and whether they have permission to publish to the live site without having the changes moderated.

You can also use this system to set up a private section of the site that is only accessible with a username and password (user account).



Manage Users

[+ Add User](#) | [Upload Users](#)

Username	Name	Role	Last Login	Google Apps Key
⇒ Useranme	Name	Administrator	07 Apr 2010	Add Key 🔑 Adsense Edit
⇒ Useranme	Name	Teacher	01 Jan 1970	Change Password ✖

[+ Add User](#) | [Upload Users](#)

Manage Site Roles

Role	Can publish?	Can edit any draft?
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Publisher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>

Firstly, to set up a new user account, click the *My Sites* drop down menu and click on *Users*.

Click *Add User* and fill out the form as required with a unique username and password.

The most important section of the form is the *Role* you assign the account to. This will be used later to set up the permissions for that account.

You can pick from one of the default roles or add your own on this screen.

Before leaving this page you need to set whether the new user can publish pages or if they are required to send them to the main admin account for review.

In the *Manage Site, Roles* section, ticking the "Can publish?" tick box for the corresponding role will allow them to publish just as the admin account can by default.

Leaving the box unticked means the publish option won't be available and all pages created by this user will have to be submitted as drafts, and subsequently confirmed by the admin account holder.

If you make any changes you must click the *Roles Updated* button to save.

Next, browse to the *Manage Pages* screen and click on one of the pages you have already created.

On the right you will notice another set of tick boxes with the roles from the users screen listed and a public or private option.

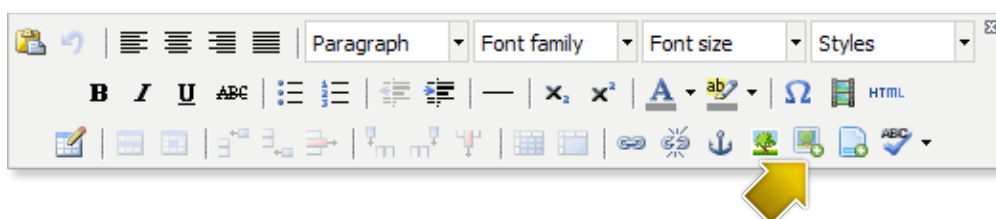
Leaving the page set to *Public* and ticking the *Edit* and *Read* button next to a certain role will allow any user accounts in that role to make changes to the page.

Changing the page to *Private* will lock the page and it is then up to you to decide which user accounts can login and what they can do.

The options are: for users to be able to read the page only; or for users to be able to also log in and edit the page.

The Image Manager

To use the *Image Manager* click the button on the tool bar which is indicated in the screenshot below.



The *Image Manager* will open in a new window. To upload an image click the *Upload* button in the top right hand corner of the new window.

Click the *Choose Files* button and browse your PC to locate the images to be uploaded. You can select more than one image when uploading by holding Ctrl and clicking the images you want.

Click OK once you have selected the images and then click the *Upload to server* button. A green bar will show you the upload progress.

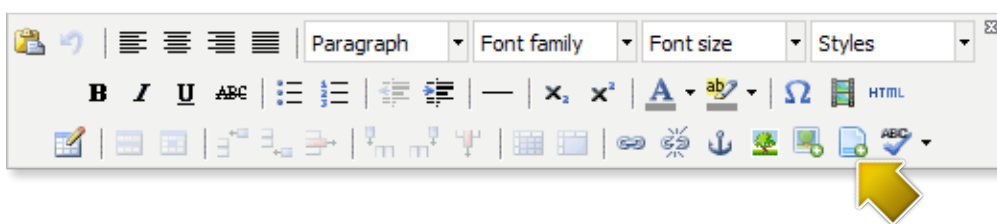
Once complete you will be taken back to the initial screen of the *Image Manager* and you will see the photos you have uploaded in thumbnail form.

To insert an image simply click the thumbnail. The *Image Manager* will close and the selected image will appear on the page.

Images are handled in the same way as the Microsoft Office suite in that when you click the image you will have handles in each corner to resize the image.

The File Manager

The *File Manager* is very similar to the *Image Manager* in the way it works. Click the button as illustrated below and a new window will open for the *File Manager*. To upload files click the upload button in the top right hand corner of the screen and just like the *Image Manager*, select the file or files to be uploaded and click *Upload to server*.



Files will appear in a list with a check box next to each file name. To insert the file, tick the box and then click the Insert link which you will find on the right hand side of the window.

You will now have a link to that file which users can click to either open or download the file.

To have more control over what the link actually says you need to add the text in first for example:
"Click here to view our prospectus"

Highlight that line of text and then go into the *File Manager* and insert the files. Because you had the text selected the File Manager will automatically attach the file to that text.

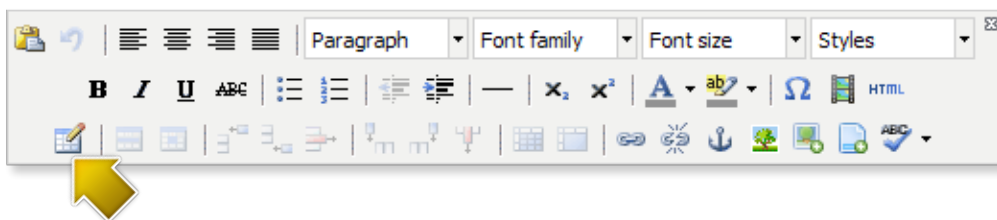
If you don't do the above the link will simply be the filename. For example: "prospectus2009.pdf"

Both the *Image Manager* and the *File Manager* also have the option to rename files if necessary.

Tables

A table is often a good way to organise a page and keep it looking neat as well as being a good way to organise data into an easily readable page.

To insert a table you need to be in *Edit mode* on a page. Click into the content area so you have the formatting toolbar on the screen. Click the button illustrated below to open the table options window.



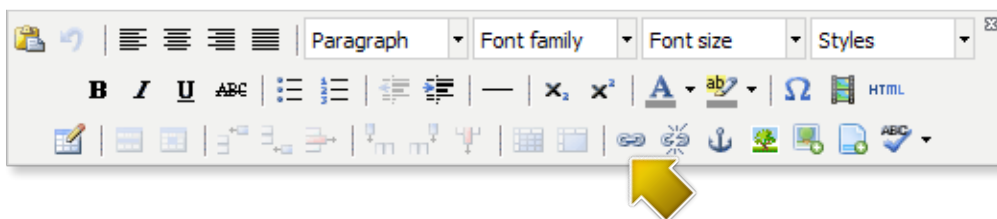
Here you can choose the width of the table, number of cells, number of rows, cell padding and spacing, border width and background colour.

Creating a link

Creating a link is one of the most common features used in School Jotter. You can create links to pages within your website or to an external site like OFSTED or School Profiles.

Add the text or image that you would like to become the link and select it with your mouse. For an image, just click it so that you have it selected and the handles to resize are visible.

Next, click the *Insert Link button* on the toolbar which is shown in the screenshot below.



Paste or type in the web address for the page you are linking to in the URL box. You can also set the link to open in a new window if you wish by changing the target drop down box.

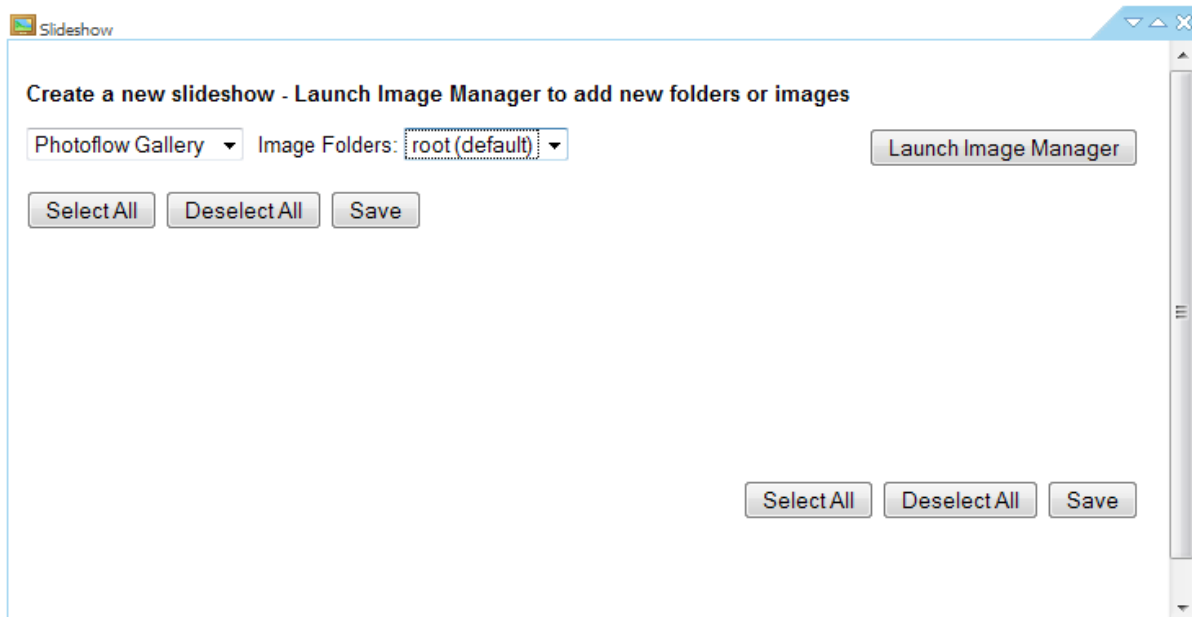
Click *Insert* on the links box when the address has been typed in and save the page to see the link you have created.

Inserting a Slideshow or Gallery

To create a slideshow or gallery you'll need to upload the photos you plan to include. Open the *Image Manager* and on the left you will see a folder called *GalleryImages*. Click the folder name.

The first thing you should do while in the *GalleryImages* folder is to create a sub-folder for the gallery that you are creating. This will help keep your gallery images separate from images you may upload later. For example, for a homepage slideshow you can create a folder called 'Home'. Click the folder name on the left to open it. Now begin the normal upload process until you have uploaded all the photos you wish to include.

Once this is done you can close the *Image Manager* and click the *Insert* menu on the top toolbar. Under the *Media* tab you will see *Slideshow*. Click that link to insert the slideshow and gallery block.



You will now have two options. The first drop down box allows you to select the shape or type of gallery you wish to use. The second drop down lists the folders you have created within the *GalleryImages* folder in the *Image Manager*.

In the example above, you would select the 'Home' folder. Once you have picked the folder it will display the images and a check box so that you can pick which images to include.

There is a *Select all* option if you wish to include them all.

Finally click *Save* at the bottom of the block and then *Publish* the page to see your finished gallery.

Anchors

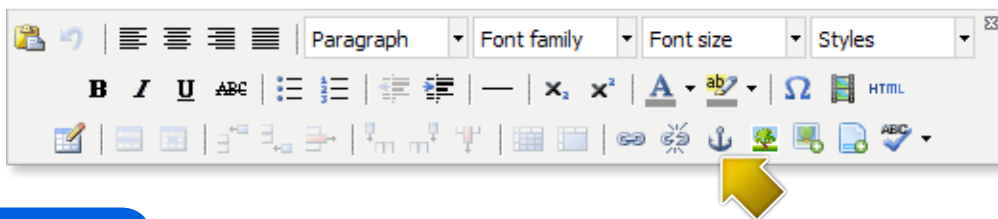
Anchors are a quick and easy way to help break up large pages of information and make your site easier to navigate.

Using an anchor you can create a link on a page that directs people to another area of that page. They are most commonly used for the 'Back to the top' link you often see on a website, which is the example used here.

Once in edit mode on a page within the site, click the cursor into the top of your content area and then click the *Anchor* icon on the toolbar. You will then be asked to name the anchor. Call it "top".

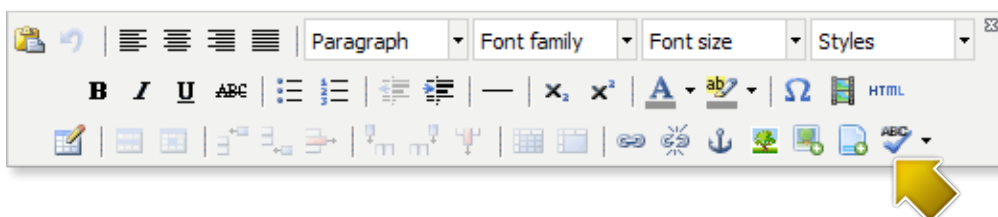
Next, browse to the bottom of your page and add the text: "Click here to go back to the top". Highlight it and click the Link button on the toolbar. In the new window you will see a drop down box for anchors and the newly created "top" anchor will appear in this list. Select it and click insert.

Save the page and there will now be a link that when clicked will automatically take people to the top of the page.



Spellchecker

School Jotter has a built in spellchecker. While in edit mode and with your cursor in a content area, click the *Spellchecker* button as illustrated below.



Incorrect spellings will be highlighted in the usual way with spelling suggestions available when right-clicking the error.

Adding Videos and Podcasts

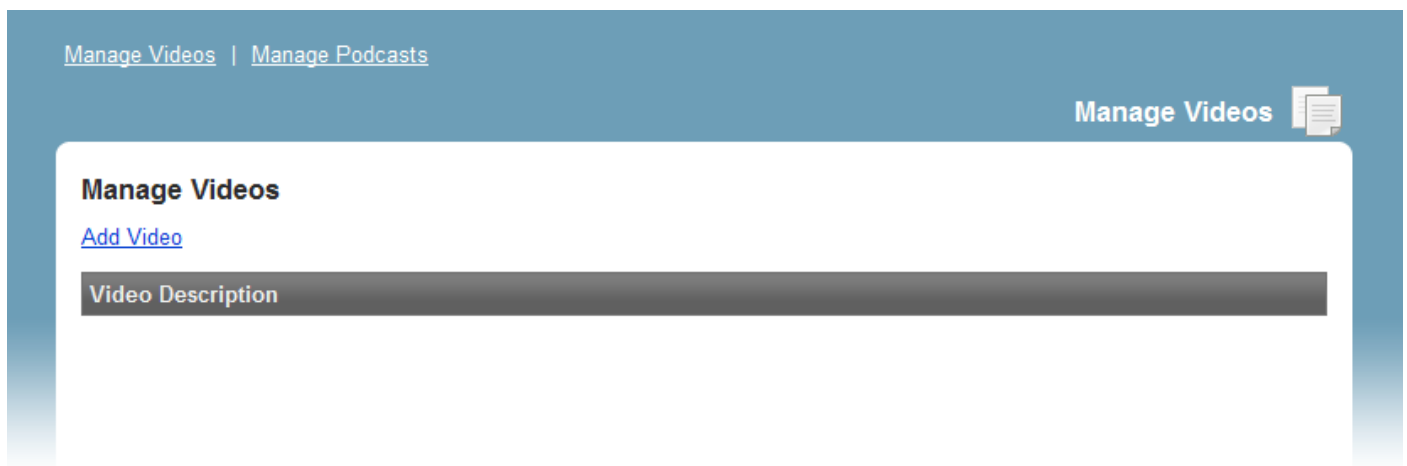
If you have purchased a Premium School Jotter account then you can upload videos and podcasts to the site. School Jotter will display these within a window embedded in the page.

To upload a podcast the audio file needs to be in mp3 format. We can provide free software which converts audio files to mp3, and if you contact our support team, we'll help you install it.

Video files can be .wmv, .avi, .mpeg or .flv files. Again if you need help converting your videos to these file types we can suggest some software to do this for you.

Once you have the file in the correct format then you need to upload it to the site.

Click the *My Site* drop down and go to the *Manage Media* link. Here you will see *Manage Videos* and *Manage Podcasts*.



The upload process is simple. Name the video and use the browse button to locate the file on your PC and upload it.

To insert it on the page, navigate to that page and get into edit mode. On the Insert menu, click the *Media* link, and you will see the option to insert a podcast or video.

This will insert a new block on the page with a drop down box that will list all the videos or podcasts you have uploaded. Select the file name you want and save the page to display the video or podcast player.

Calendar

School Jotter has a built in calendar that you can use to display the events at the school over the entire year.

Insert the calendar block by choosing it from the *Miscellaneous* tab on the Insert menu.

The first thing you are required to do is to choose which users can administer the calendar.

Once you have done this you need to save the page to begin adding events. The calendar is different to a normal block in that to add dates or make changes to it you do not need to be in edit mode on the page. As long as you are logged in with an account that can edit the calendar, you can begin adding dates.

To add an event, simply click the *Add Event* button at the bottom of the calendar and fill out the form with the details.

To remove an event, click the event description and from there you have the option to edit or remove the details.

Staff Directory

The staff directory is an easily searchable database of all the members of staff at your school.

The first thing you need to do is build the database to be searched. This is done through the *My Sites* drop down and by selecting *Staff Directory*.

Click the *Add New Staff Member* link and fill out the form with the staff member's details.



Once you have all your members of staff in the directory you can insert the search block into a page, to allow visitors to your site to search the staff directory.

You'll find this in the *Insert* menu while in edit mode under the *Search* options.

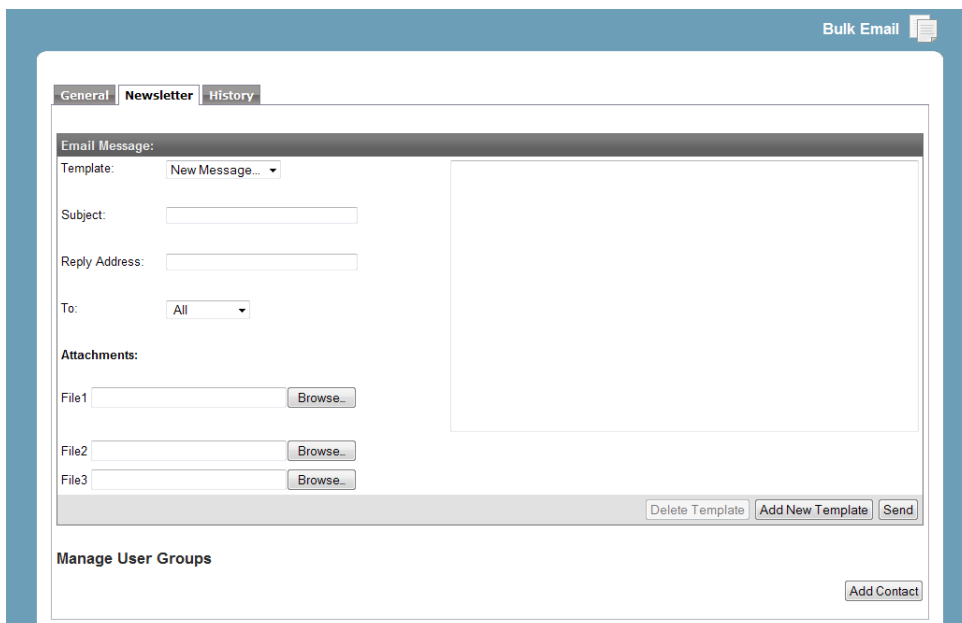
Bulk email and the newsletter form

Under *Forms* on the *Insert* menu you will see a *Newsletter Form*. This can be used to collect parents' and other visitors' contact details so that when you update the site or add a new newsletter you can easily communicate this to everyone who has signed up.

Edit the page and insert the newsletter form by clicking the *Insert* drop down menu and under *Forms*, click the *Newsletter* option.

Once the form has been inserted you are given the option to fill in your email address so that you can be notified when people have signed up - this is optional though as all the email addresses are collected and stored on School Jotter for you.

To access and send a message to these email addresses you need to click the *My Sites* drop down and then select *Bulk Email*.

A screenshot of the "Bulk Email" interface. The window title is "Bulk Email". It has three tabs: "General", "Newsletter" (which is selected), and "History". The "Email Message:" section contains a "Template:" dropdown menu set to "New Message...", a "Subject:" text input field, a "Reply Address:" text input field, and a "To:" dropdown menu set to "All". Below this is an "Attachments:" section with three "File" input fields (File1, File2, File3) and "Browse..." buttons. At the bottom right of the form area are buttons for "Delete Template", "Add New Template", and "Send". Below the form area is a "Manage User Groups" section with an "Add Contact" button.

Click the *Newsletter* tab and at the bottom of the new page you will see a list of everyone who has signed up to the mailing list.

The fields above are where you can send out the email. Required fields are subject, reply address, and a message in the large box on the right.

You also then have the option to attach up to 3 files using the browse boxes.

Finally just click Send.

Other forms

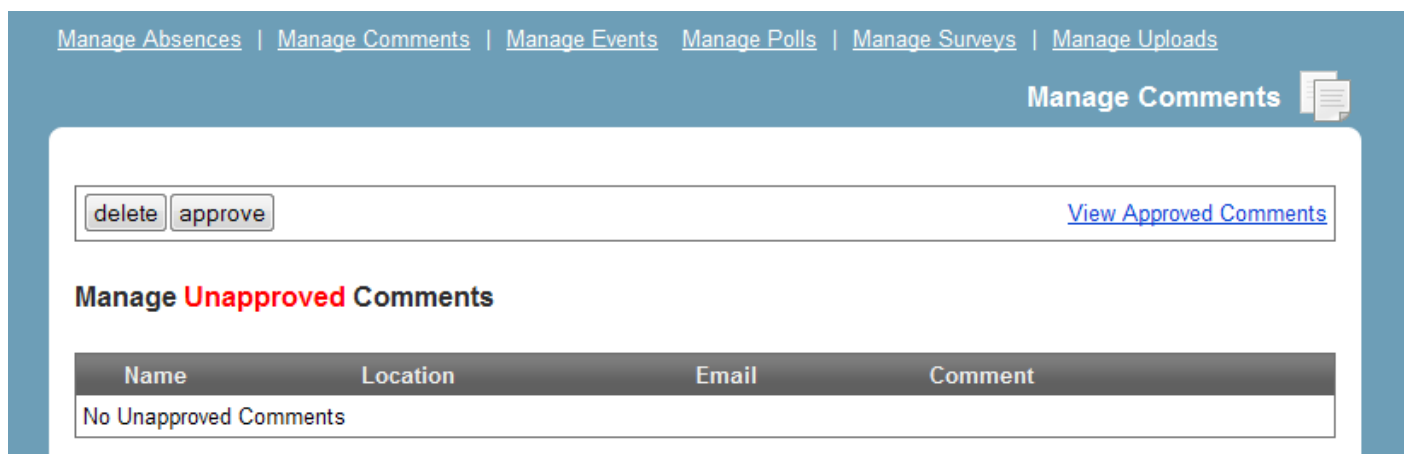
We have also included some basic forms to help parents communicate with the school and vice versa. Inserting the general form will allow you to build a similar list to the newsletter form above but allows you to easily contact those parents with the latest news or events at the school.

Comments

The *Comments* block which is also found in the *Forms* section is School Jotter's version of a guestbook.

It allows people to publicly leave a message for others to read on your website. All comments require moderation before appearing on the site. This is done by you when logged into the site as an administrator. To see new comments click the *My Sites* drop down menu and under *Manage Forms* you will see the *Comments* option. Here all the new comments awaiting approval will be displayed with a tick box allowing you to easily and quickly approve or delete comments to be posted.

You even have the option to edit comments if you wish to remove a name or item of personal or sensitive information such as an address or telephone number.

A screenshot of the 'Manage Comments' interface. At the top, there are navigation links: 'Manage Absences', 'Manage Comments', 'Manage Events', 'Manage Polls', 'Manage Surveys', and 'Manage Uploads'. The main heading is 'Manage Comments' with a document icon. Below this, there are 'delete' and 'approve' buttons, and a link 'View Approved Comments'. A section titled 'Manage Unapproved Comments' contains a table with columns for 'Name', 'Location', 'Email', and 'Comment'. The table currently shows 'No Unapproved Comments'.

Have work submitted through your website

Inserting the *Document* uploader block allows pupils to submit work through the school website for teachers to retrieve at a later date.

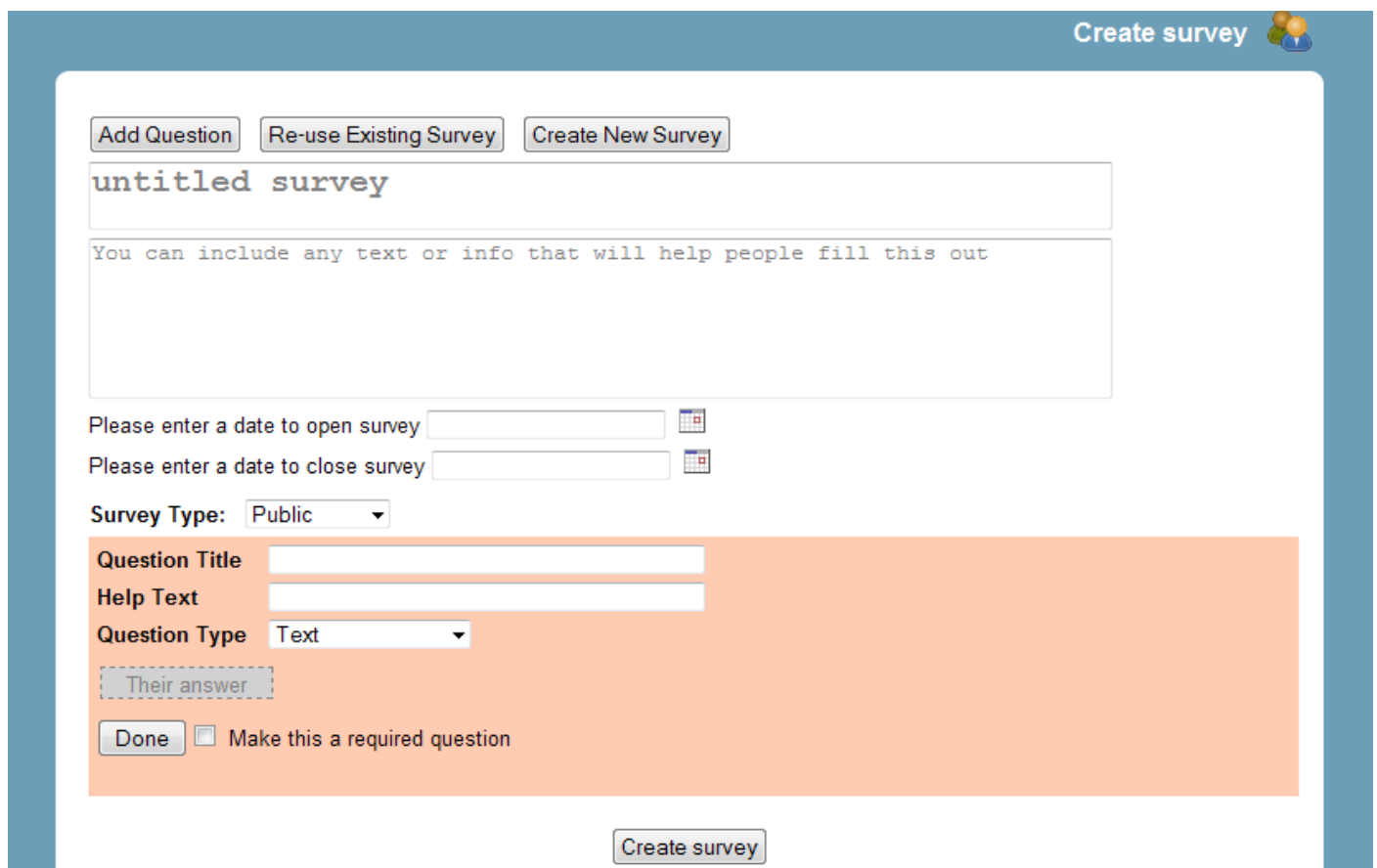
Along with the document itself, School Jotter will log the name, class, year group and comments of the person who uploaded it.

To retrieve the documents that have been uploaded click the *My Sites* drop down menu and under *Manage Forms* you will see *Manage Uploads*. From here you can download the work ready for marking.

Adding a Poll or Survey

School Jotter gives you the ability to create your own polls or surveys in minutes. To create a survey simply click the *Insert* menu while editing a page and from *Forms*, insert the *Survey* block.

You should now have the option to click *Create New Survey* and doing so will take you to the screen shown below.



The screenshot shows the 'Create survey' interface. At the top right, there is a 'Create survey' button with a user icon. Below this, there are three buttons: 'Add Question', 'Re-use Existing Survey', and 'Create New Survey'. The main area contains a text input field with the placeholder 'untitled survey'. Below this is a larger text area with the placeholder 'You can include any text or info that will help people fill this out'. There are two date input fields: 'Please enter a date to open survey' and 'Please enter a date to close survey', each with a calendar icon. Below these is a 'Survey Type' dropdown menu set to 'Public'. The main question configuration area is highlighted in orange and includes: 'Question Title' (text input), 'Help Text' (text input), 'Question Type' (dropdown menu set to 'Text'), a dashed box labeled 'Their answer', and a 'Done' button. At the bottom of this area is a checkbox labeled 'Make this a required question'. A 'Create survey' button is located at the bottom center of the interface.

When building a survey you have 6 options for questions:

- Text
- Paragraph Text
- Multiple Choices
- Checkboxes
- Choose from a list
- Scale

You can also have an unlimited amount of questions.

Enter a name for the survey in the top box and a brief description of its purpose. Select a date range for the survey to run and whether the survey will be anonymous or not. Then simply begin adding questions.

When you are happy with it just click *Create survey* at the bottom of the page.

Back out on the website, you will need to reinsert the *Survey* block for it to list the newly created survey.

Once you have finished you will be able to pick your survey from the drop down list.

To manage the survey you need to return to the *Manage Forms* menu under *My Sites* at the top of the page. Here you have the option to make changes to an already created survey or to view the results of a survey in a report.

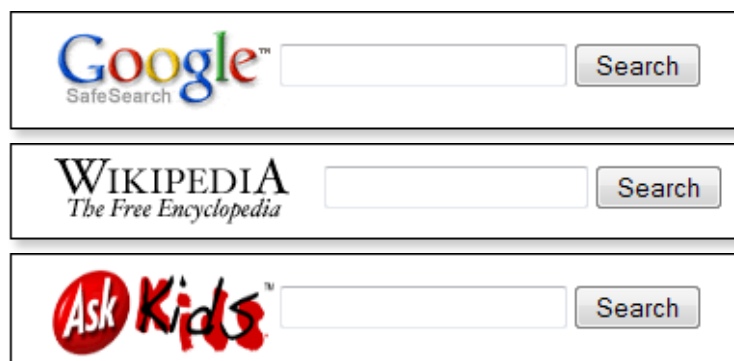
This screen also lists previously completed surveys for you to use again so you don't have to re-create them.

Polls are created in a similar fashion. You can set up the poll before inserting a block into a page via the *Manage Forms* screen. Then you simply need to insert the *Polls* block and select the question from the drop down menu.

Internet Search Engines and the Site Search

School Jotter has a wide variety of safe and moderated search engines available for schools to use. These are found while in edit mode under the *Insert Menu* and the *Search* tab.

There is also an option for a site search which will display results from the words found within your own pages.

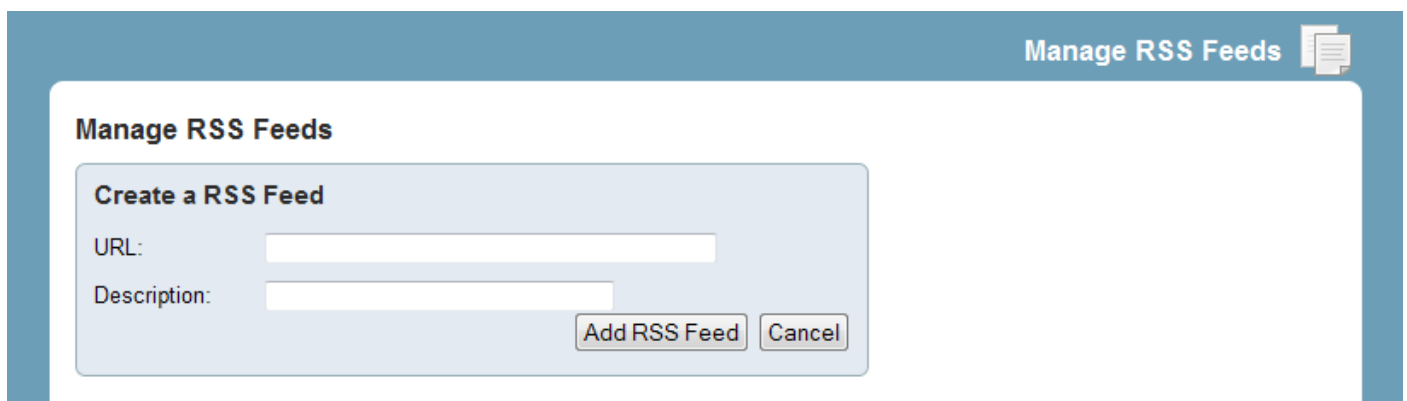
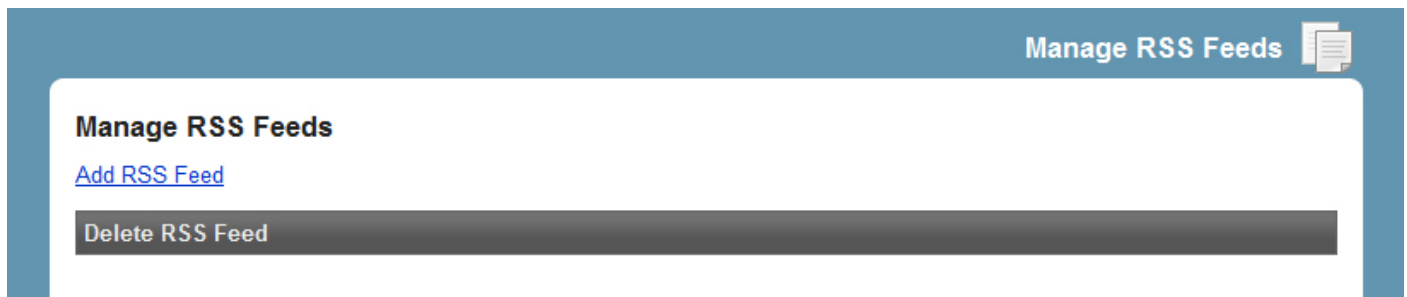


Inserting an RSS feed

An RSS feed or *Really Simple Syndication* is a block on School Jotter that will automatically update itself when the website the RSS is from adds new content.

We have provided some RSS feeds to choose from but you also have the option to add your own.

To add your own RSS click the *My Sites* drop down and choose *Manage RSS Feeds*. Click *Add RSS Feed* and enter a description and the URL to the feed.



Click *Add RSS Feed* to save it and then browse to the page where you would like to display it.

Click *Edit* on the page and go to the *Insert Menu*. The RSS tab has 3 options. *Newsround RSS*, *Other RSS* which lists a few other pre-installed options and *User RSS* which lists any feeds you have added yourself.

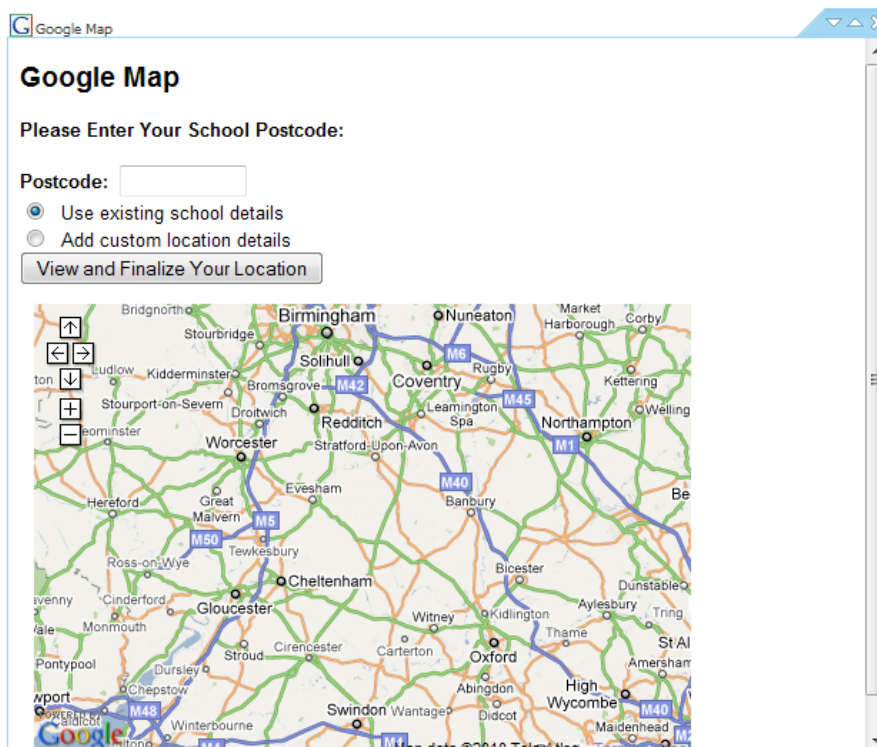
Google Plug-ins

Google has some great features available on the Internet and we have integrated these with School Jotter.

The most commonly used is a Google Map. These can be used on your contact page to show the location of the school or even on a page about a school trip to show everyone where you have been.

All the Google Plug-ins have their own section on the Insert menu.

Inserting the Google Map block is an easy installation. Enter the postcode for the school and save the page. A map with the schools location will now be displayed on the page.



Paypal

If the school has a PayPal account you can insert a *Paypal* button and the email address of the school's account. Doing this allows parents to make a donation to the school in an easy, secure and recognised method.

It can also be used to take money for a school trip or dinner money. If using for either of those last functions please be sure to add a message stating instructions for the parents.

Resources

The *Resource* link on the Insert menu gives you an option to see some of the other products we offer to schools to help with homework and learning.

For more information on any of these products please contact our sales team on **0800 862 0131**.

Webstats

School Jotter has all the information you'll need to assess your site and make the most of its features and pages. Under the *My Sites* drop down menu you'll see the option for *Web Stats*. Here you will find information on the visitors to your website, which pages have been visited the most, which search provider is used the most to find your site and even which browser is the most popular amongst your audience.

This information can help eliminate dead spots on your website and tells you which pages need more work to attract visitors.

Make a suggestion

Is there a feature you would like to see added or a bug you're experiencing with one of School Jotter's features? Please use the *Make a Suggestion* form which is only available to the main admin account on School Jotter. You will find the link for this under the *My Sites* drop down menu. All feedback is greatly appreciated.

Using the SMS Module

The *SMS* module is not a standard feature of School Jotter. It is fully integrated with the system but due to the nature of the service it requires an extra charge.

If you have bought the *SMS* module you can access it from the *My Sites* drop down menu.

The first thing you will need to do is add in the details of parents that have signed up for the service.

You can do this one record at a time or you can download a template in the form of an Excel spreadsheet, add the details in as requested in the guide which is provided and then simply upload that file.

Once you have all the contacts added to the module you can begin sending text messages.

There are other options available to you. For example you can create groups and assign people to them. That way you can target members of a specific club or after school group.

Your remaining credit is displayed in the top right hand corner of the *SMS Screen*.