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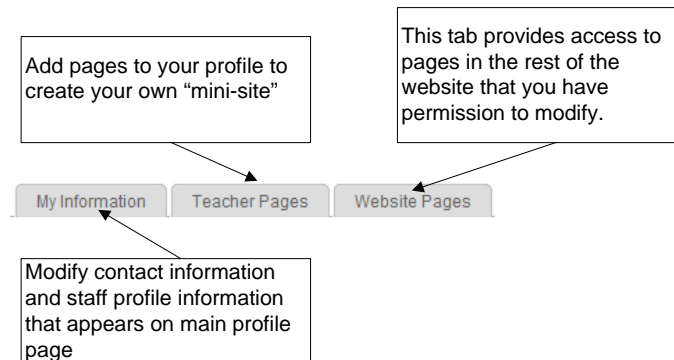
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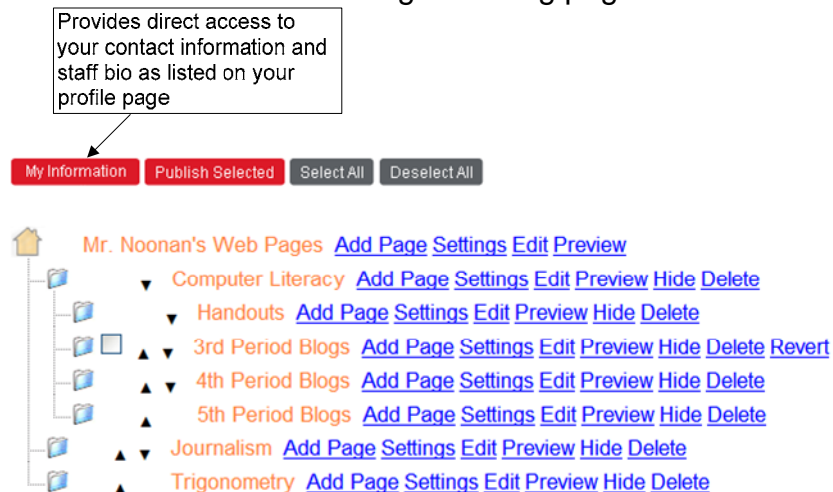
Add / Edit Teacher Pages as a Staff Member

1. Log into the Foxbright CMS administrative panel
2. Select the Teacher Pages tab.

The teacher pages tab will display only those pages associated with your profile. If there are other pages in the website that you have permission to edit, those will be found on the “Website Pages” tab.



3. If editing, find the page that you would like to modify, or click Add Page to add an additional sub page. Consult the *User Reference Guide* for instructions on adding or editing pages.



Administer Teacher Pages

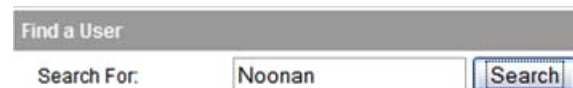
There are three methods that an administrator can use to access teacher pages that have been created in the system. Each of these will be highlighted below.

In order to access the teacher pages of any other staff member, you must have either Web Administrator rights to the system, or specifically have been granted access to publish that teacher's pages.

If you can't find a profile for an existing staff member, make sure that "Display Profile Page" is set to "Yes" for that user. This setting can be found by editing that user's record on the Users tab.

From the Teacher Pages Tab

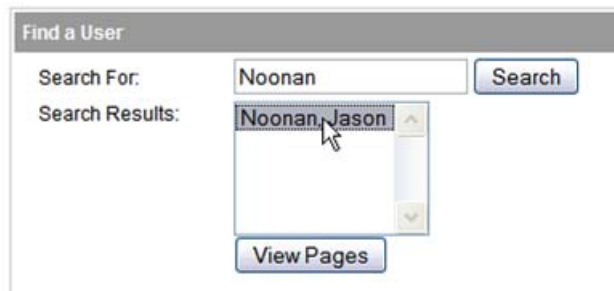
1. From the CMS administrative panel, click on the Teacher Pages tab.
2. Enter the First or Last name of the teacher you are looking for and click search



Find a User

Search For: Noonan Search

3. From the search results that display, click the name of the person you are looking for.



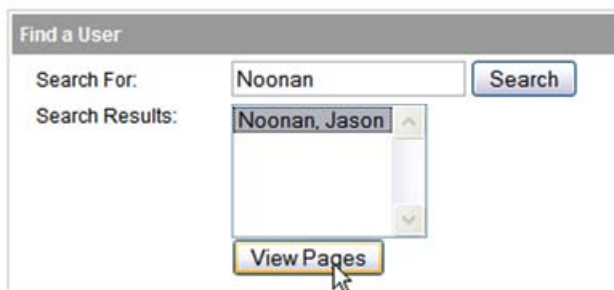
Find a User

Search For: Noonan Search

Search Results: Noonan, Jason

View Pages

4. Click on View Pages to see the profile and associated teacher pages for that staff member.



Find a User

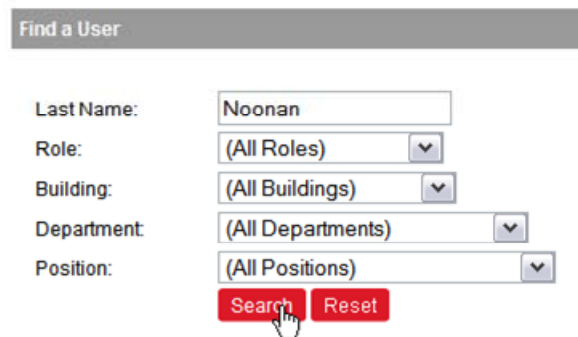
Search For: Noonan Search

Search Results: Noonan, Jason

View Pages

From the Users Tab

1. From the CMS administrative panel, click on the Users tab.
2. Enter the Last name of the teacher you are looking for and click search



Find a User

Last Name:

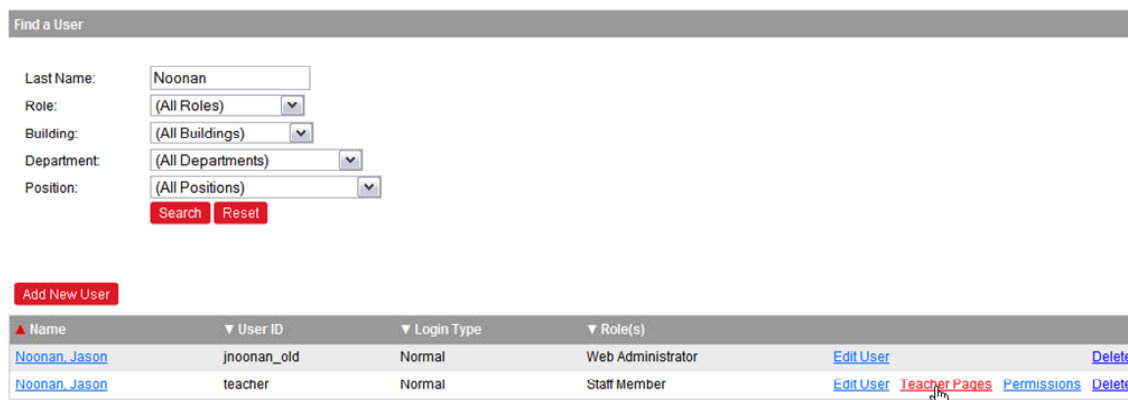
Role:

Building:

Department:

Position:

3. Click on the Teacher Pages link by the name of the person you are looking for.



Find a User

Last Name:

Role:

Building:

Department:

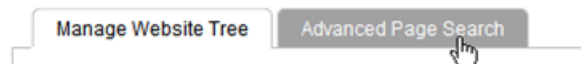
Position:

Name	User ID	Login Type	Role(s)		
Noonan, Jason	jnoonan_old	Normal	Web Administrator	Edit User	Delete
Noonan, Jason	teacher	Normal	Staff Member	Edit User	Teacher Pages Permissions Delete

From the Website Pages Tab

1. From the CMS administrative panel, click on the Website Pages tab.

Manage Website Tree



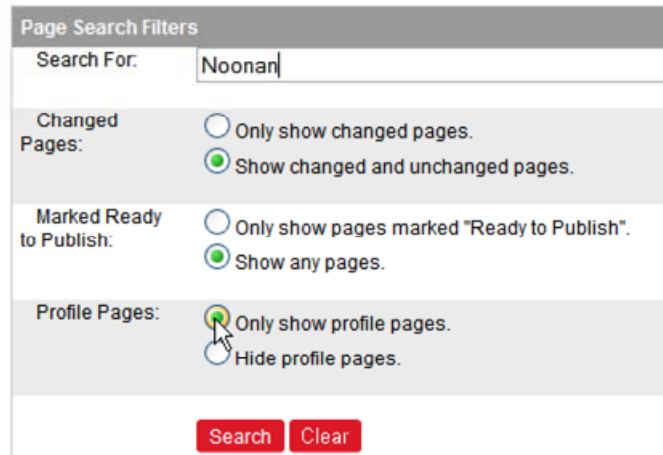
2. Enter the First or Last name of the teacher you are looking for.



Page Search Filters

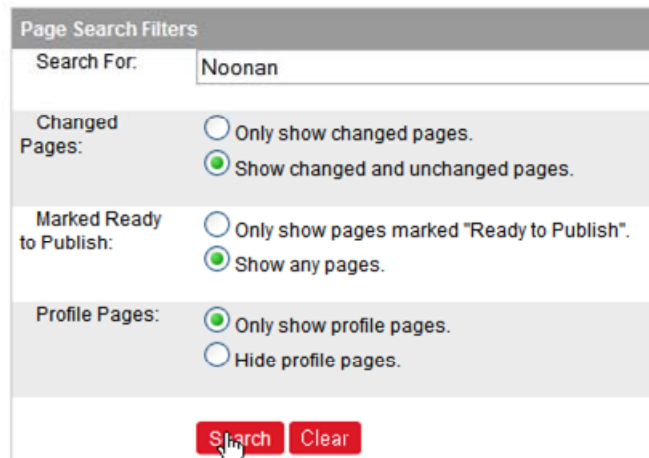
Search For:

3. Make sure that the page filtering is set to only show profile pages. If this is not set, then no profile pages will display as a result of your search.



The screenshot shows the 'Page Search Filters' form. The 'Search For:' field contains the text 'Noonan'. Under the 'Changed Pages:' section, the radio button for 'Show changed and unchanged pages.' is selected. Under the 'Marked Ready to Publish:' section, the radio button for 'Show any pages.' is selected. Under the 'Profile Pages:' section, the radio button for 'Only show profile pages.' is selected, and a mouse cursor is pointing at it. At the bottom of the form are two red buttons: 'Search' and 'Clear'.

4. Click on View Pages to see the profile and associated teacher pages for that staff member.



This screenshot is identical to the one above, showing the 'Page Search Filters' form with 'Noonan' in the search field and the 'Only show profile pages.' radio button selected. In this version, a mouse cursor is pointing at the 'Search' button at the bottom of the form.