

## SCHOOL LOOP TRAINING - IMPORTANT CONCEPTS

Training Practice Files - [www.lbschools.net/SLTraining](http://www.lbschools.net/SLTraining)

### School Loop Versions (Page 1)

- Version Differences
- Separation of Design and Content
- User Types
- Adding New Users

### My Portal (Page 2)

- This is where you edit *Your Page*
- Common interface regardless of 'User Type'
- Add yourself in as different user types to get familiar
- Personal Website – Click your Name to see your page
- Enough about you – moving on to the Webmaster Tools

### Webmaster Center (Page 3)

- Demo 'Full Site Map'
- Each Sub-Section (Mini Site) must have a subsequent 'Page'
- Sections, Sub-Sections, Pages and how they relate
- Explain 'Manage' Tools Options
- Homepage Manager (Right Column)
- Assigning 'Rights' to a Sub-section (Mini-Site)

### New Page Setup (Page 4)

- Selecting a 'New Page' layout from Templates
- Intro to the Interface layout
- What is an 'Element' and what can they do for me?
- Appropriate Images and Content Discussion

### 'Rights' Comparison Chart (Page 5)

### Schools Using SLT (Page 6)

Deron Mashburn  
District Webmaster  
[dmashburn@lbschools.net](mailto:dmashburn@lbschools.net)  
562-997-8016

[help@schoolloop.com](mailto:help@schoolloop.com)

## IMPORTANT CONCEPTS

### School Loop Versions

School Loop Standard



LBUSD  
K-5 Schools  
(Free Product)

School Loop Plus



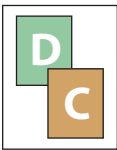
LBUSD  
High and Middle Schools  
(Includes extra features that  
the district pays for)

Web Building Component  
(School Loop Web Tools)

### School Loop Structure

Separation of Design and Content

School Loop Website



**Design**



Template Style  
Site Colors  
Graphics / Images

**Content**



Titles  
Body Copy  
Site 'Elements'

You can change Designs / Colors using different 'Templates' provided at Any Time  
Changing the design will not cause you to lose your data.

### User Types

#### Webmaster

Can Select Site Template & Design  
Can Add Users (except for Website Admin)  
Webmaster can be assigned to any of the User Types

**System Admin:** Can add other System Admin and All User Types, Can Select a Webmaster

**APs:**

**Associates:** Ex. PTA editor, those who work outside the district

**Staff:** All Support Staff, \*\*Use this to add K-5 Teachers at the K-8 Schools (then change Position Text to 'Teacher')

**Principals:**

**Parents:** Only available to School Loop Plus version

**Students:** Only available to School Loop Plus version

**Teachers:** School Loop Plus - Teachers imported Automatically from Genesis

# IMPORTANT CONCEPTS

## My Portal

Where you Edit/Add content to your page of the site.  
Also where you 'Approve' items you are 'In Charge' of

**Add Content** to your personal page of the site.

**User Types** - System Admins and Webmasters can add NEW Users

The screenshot shows a user portal for 'Deron Mashburn'. At the top, a navigation bar includes links for TEACHERS, PRINCIPALS, STAFF, ASSOCIATES, APS, and SYSTEM ADMINS, along with a Member Search box. The main content area is divided into several sections:

- DASHBOARD:** Contains buttons for 'Add Event', 'Add Notes', and 'Add News'. Below is a 'Create Personal Websites' section with a folder icon for 'Deron Mashburn' and a 'Preview Your Site' link.
- CALENDAR:** A weekly calendar view for March 2009, with the 3rd of the month highlighted.
- NEEDS APPROVAL:** A table listing items requiring approval:

Submitted:	Title:	Type:
2/26/09	ROOM 21 SUPER SCHOLARS	Event
2/28/09	First day back for Mrs. Knowlton and her awesome students!!!	Event
- TOOLBOX:** Contains a link for 'Webmaster Center' with a question mark icon and a 'Select Webmasters' link.
- NEWS:** A section stating 'No news posted'.
- MY DISCUSSIONS:** Contains a 'New Topic' button and the text 'No active discussions'.
- GROUP PROJECTS:** Contains a 'Start Project' button and the text 'No projects'.

Callouts provide additional context:

- A callout points to the 'Add Event', 'Add Notes', and 'Add News' buttons, indicating where to add content.
- A callout points to the 'NEEDS APPROVAL' section, explaining that the green header alerts users that items need approval, which is visible to webmasters and editors.
- A callout points to the 'Webmaster Center' link in the toolbox, identifying it as 'School Loop's Tutorial Site' for help.
- A callout points to the 'Webmaster Center' link, describing it as the 'Handy Tool Box' for account-related tasks.

## IMPORTANT CONCEPTS

### Webmaster Center

This is where you Edit/Add content of the MAIN page  
Also where you add navigational structure to your site

Look for the 'Green' area  
Approval Needed!

Homepage Manager  
Right Column contains all things 'Main' page related

Full Site Map  
Shows you the site's navigational design.  
Use this map when initially setting up your site.

Rely on this tool for SITE INFO STRUCTURE  
Allows you to add  
Sections  
Sub-Sections (Mini Sites)  
Move Navigational Items around

Manage  
Site's Design Setup \*\* (Selecting a Template)  
Undelete Pages  
Site Stats - Hit Counts

**APPROVAL REQUIRED: HOMEPAGE** [All Items](#)

Date:	Title:	Type:	Author:
2/28/09	Homepage/ First day back for Mrs. Knowlton and her awesome students!!!	Event	Knowlton, Lani
2/26/09	Homepage/ ROOM 21 SUPER SCHOLARS	Event	Spencer, Thelma

**NAVIGATION MANAGER** [Full Site Map](#)

[Add](#) [Manage](#) [Faculty/Staff Sites](#)

**Top Level Sections**

- HOME PAGE
- OUR SCHOOL
- PROGRAMS
- COMMUNITY TEAM
- STAFF
- RESOURCES

**CONTENT MANAGER: HOMEPAGE** [Live View](#) [Site Status: Live](#) [Change](#)

**Recently Published**

Date:	Item:	Type:	Author:
3/1/09	Science Fair Projects Due	Event	Lewis Hackney
3/1/09	Family Breakfast Day!	News	Lewis Hackney
2/26/09	Kindergarten Registration!	News	Lewis Hackney
2/23/09	Kindergarten Registration	Event	Lewis Hackney
2/23/09	Home Page	Page	Hackney, Lewis

**NEWS** [Add News](#)

- Family Breakfast Day!
- Kindergarten Registration!
- E-Waste Drive Fundraiser!

[All Homepage News](#)

**NOTES/BLOG** [Add Notes/Blog](#)


No Items

**CALENDAR** [Add Event](#)

March, 2009

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**IMAGE ALBUMS** [Add Album](#)



Burbank All-Star Scholars  
Images: 23 | [Add Images](#)

[Edit Name](#) | [Delete Album](#)

**RESOURCE LOCKER** [Add Resources](#)

- PPT, Word, Excel Viewers
- PC [Go], Mac [Go]
- Acrobat Reader [Go]

Footer

# IMPORTANT CONCEPTS

New Page Setup

**Publish (Go Live Now) or Save for later**  
Click on the Pencil to Modify/Edit an 'Element'

**Click to Add New 'ELEMENT'**  
Select Location you want element.  
Elements can drag and drop after

**'Edit' Content that already exists**  
Click on the Pencil to Modify/Edit an 'Element'

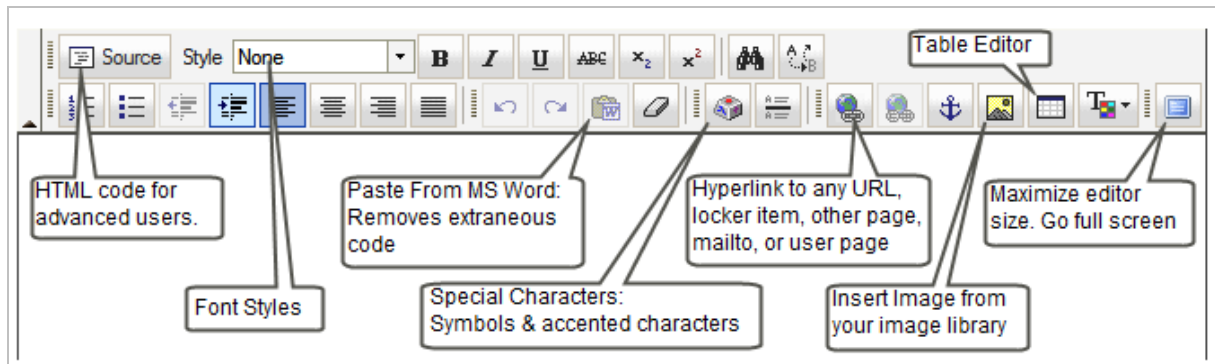
The screenshot shows a web editor interface for a page titled "Principal's Message". At the top, there is a navigation bar with "Cubberley School" and "My Portal | Help | Logout". Below that, a breadcrumb trail reads "Where am I: My Portal > Webmaster Center > About Us". A toolbar contains buttons for "Publish", "Save", "Cancel", "Reset", "Copy", "Delete Live Page", "Preview Draft", and "Live View". Below the toolbar are tabs for "Activity", "Resource Files", and "Rights". The main content area is titled "Principal's Message" and includes sub-tabs for "Properties" and "History". On the left, a sidebar menu lists "About Us" with sub-items: "Principal's Message", "Calendar", "Bell Schedules", "School History", "Elwood P. Cubberley", and "School Accountability Report Cards". The main text area contains a message starting with "Welcome back and a very hearty Happy New Year to all of our Cubberley families..." and a photo of Principal Michael Navia. A "List of ALL Pages in a Sub-section (Mini-Site)" callout points to a "+" icon in the sidebar.

List of ALL Pages in a Sub-section (Mini-Site)

The "ELEMENT GALLERY" window is open, showing a list of page elements. It includes a "Close" button in the top right. The text reads: "Page Elements: These elements live on individual pages. If you put one on this page and the same on another page in *Deron Mashburn*, each can display different content." The gallery contains the following elements: Rich Text Editor (with pics & tables), Directory, Slideshow, Picture, and Insert Flash. Below this, it states: "Elements for the section called *Deron Mashburn*. These elements are section-wide. They will display the same content on any page in this section." The gallery also includes: Calendar, News, Notes/Blog, Current Assignments, and Locker.

## Rich Text Editor

The Rich Text Editor Element (RTE) is basically a mini word processor for building web pages. Most functions of the RTE will be obvious to even the most casual user of word processors such as MS Word or WordPad. This document covers functions of the RTE that require a bit of explanation and includes a list of useful keyboard shortcuts



### Source

Use this button to toggle between the WYSIWYG (what you see is what you get) and source code mode. Source code mode shows the HTML behind the editor and is for advanced users only. Please note that HTML not strictly support by the RTE will be stripped out.

### Style

Highlighted text can be formatted in one of four predefined styles: Secondary Header, Sub Header, Small/Caption, and Big.

### Paste From Word

Pasting a Microsoft Word document directly into the Rich Text Editor window may cause errors because of the excess code embedded in the Word document.

Click on the **Paste from Word** button on the toolbar of the RTE. When the pop up window opens, we recommend that you check both boxes: Ignore **Font Face definitions** and **Remove Styles definitions**. Paste the Word document into the text area and then click the **OK** button.

### Special Characters

When symbols and special characters are required, use this button on the toolbar. Using other techniques to enter symbols such as © or accented characters such as é are unreliable.

### Hyperlink

To create a hyperlink, first highlight the linking text or select an image by clicking it once before clicking the **Hyperlink** button on the toolbar. The pop up window allows you to link to other pages on the site, a URL of your choosing, any item in any of your lockers, or any staff member's personal page. You can also create mailto links.

## Webmaster, Editor, & Contributor Rights Comparison Chart

	<b>Webmaster</b>	<b>Editor</b>	<b>Contributor</b>
Chosen From Teacher/Staff List	√	√	√
Chosen From Student List		√	√
Chosen From Parent List		√	√
Chosen From Associate List		√	√
Add Webmasters	√		
Add Editors	√	√	
Add Contributors	√	√	
Full Access Rights To Website	√		
Publish Without Approval	√	√	
Approve Content	√	√	
Create Sections	√		
Create Subsections	√	√	
Create Pages	√	√	√
Update Pages	√	√	√
Create Top Level Navigation	√		
Add Images	√	√	√
Post Events and News	√	√	√

## **School who are using School Loop Web Tools**

Burbank

<http://bbk-lbusd.ca.schoolloop.com/>

Burcham

<http://www.lbburcham.schoolloop.com/>

Cubberley

<http://www.lbcubberley.schoolloop.com/>

Edison

<http://edi-lbusd.ca.schoolloop.com/>

Fremont

<http://fre-lbusd.ca.schoolloop.com/>

Gompers

<http://lbgompers.schoolloop.com/>

Henry

<http://henry-lbusd-ca.schoolloop.com/>

Hill Classical

<http://lbhill.schoolloop.com/>

Hoover

<http://lbhoover.schoolloop.com/>

Hughes

<http://lbhughes.schoolloop.com/>

Jordan

<http://www.lbjordan.schoolloop.com/>

Lakewood

<http://www.lblakewood.schoolloop.com/>

Lindsey

<http://lbblindsey.schoolloop.com/>

Madison

<http://madison-lbusd-ca.schoolloop.com/>

Newcomb

<http://lbnewcomb.schoolloop.com/>

Rogers

<http://www.lbrogers.schoolloop.com/>

Washington

<http://lbwashington.schoolloop.com/>