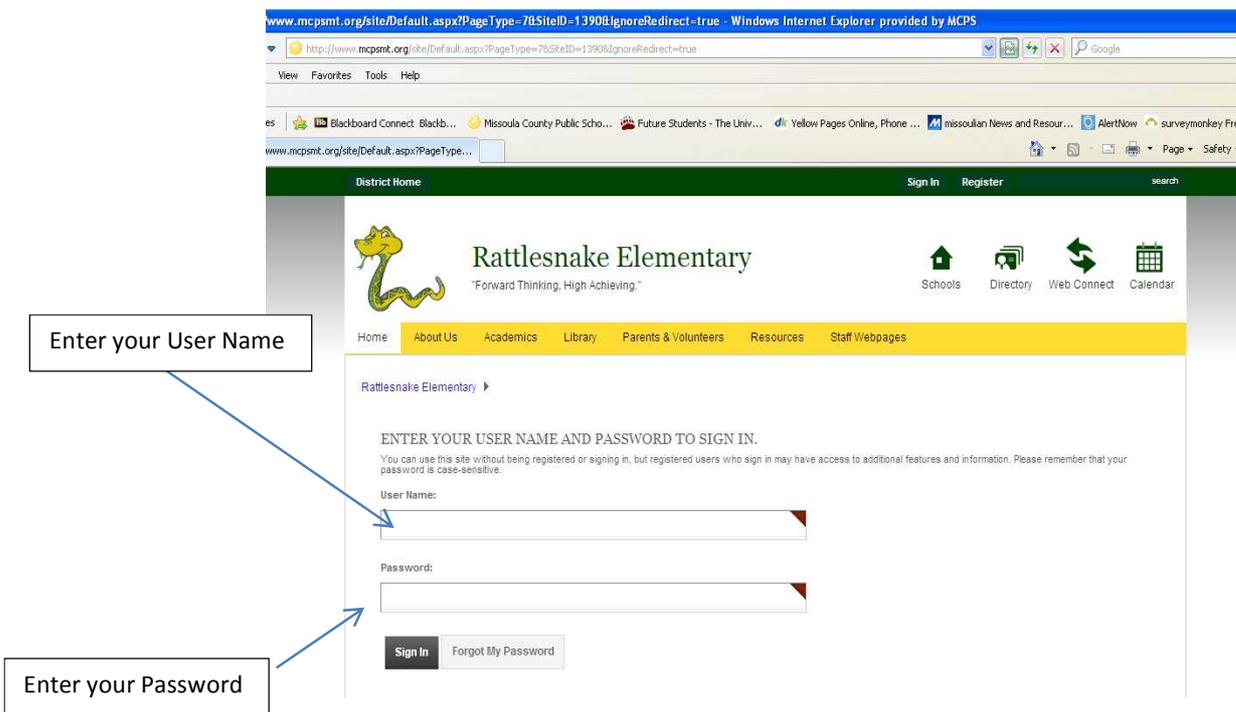
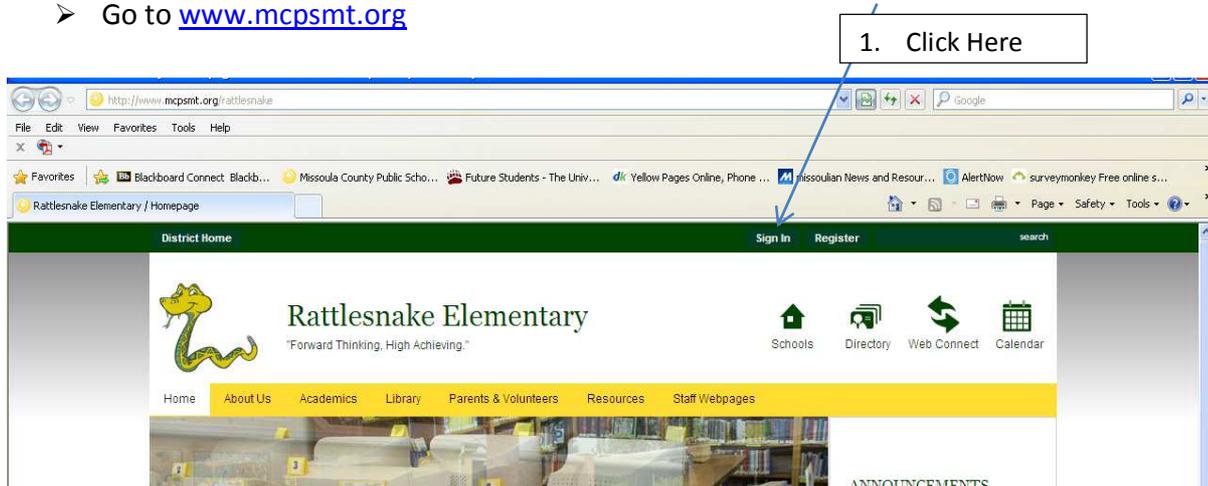


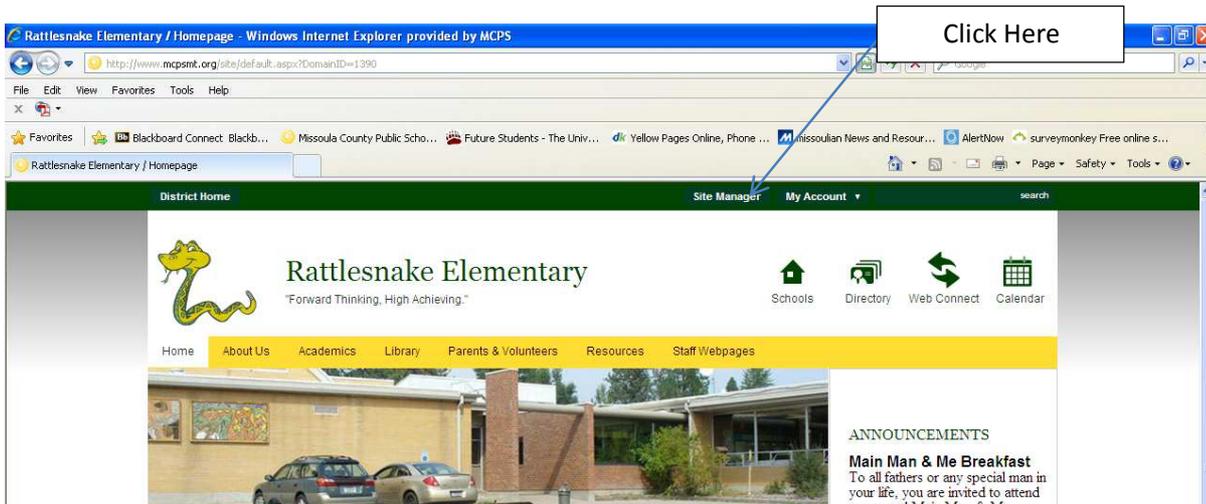
Basic Website Editing

Signing In:

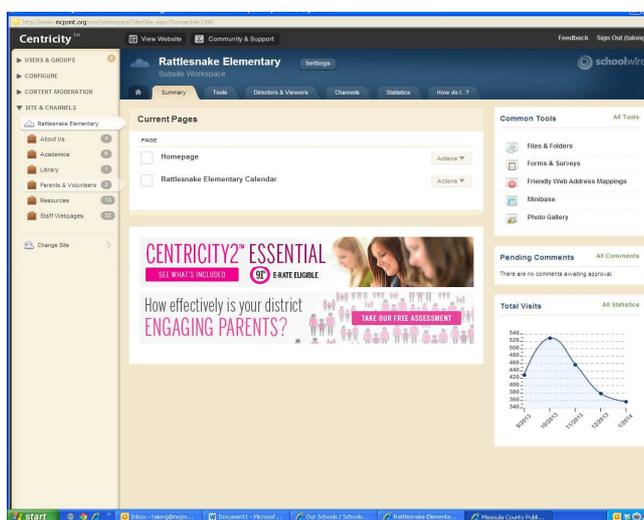
- Go to www.mcpsmt.org



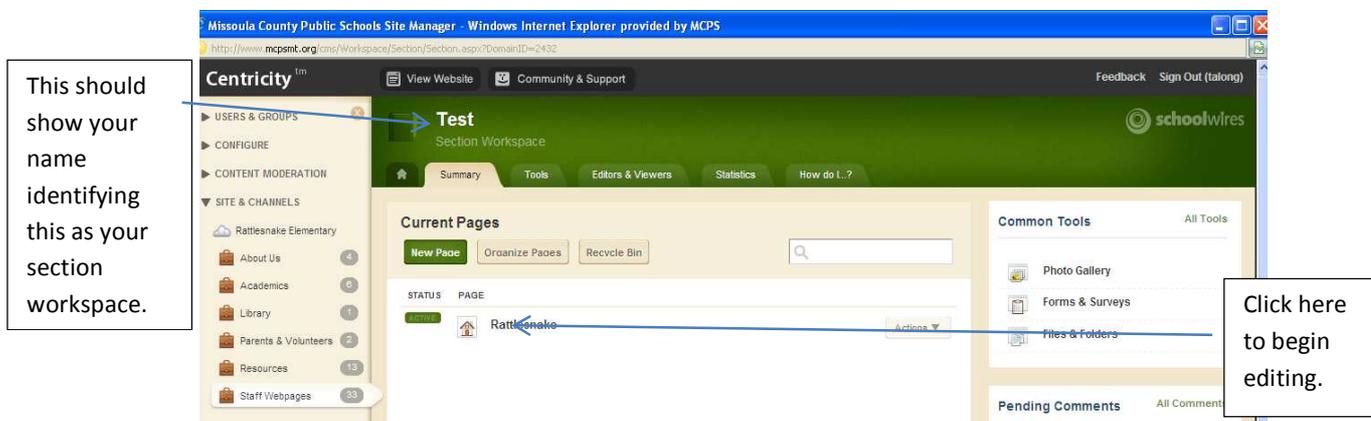
The User Name is the prefix to your current MCPS email and Password would be your regular school login password.



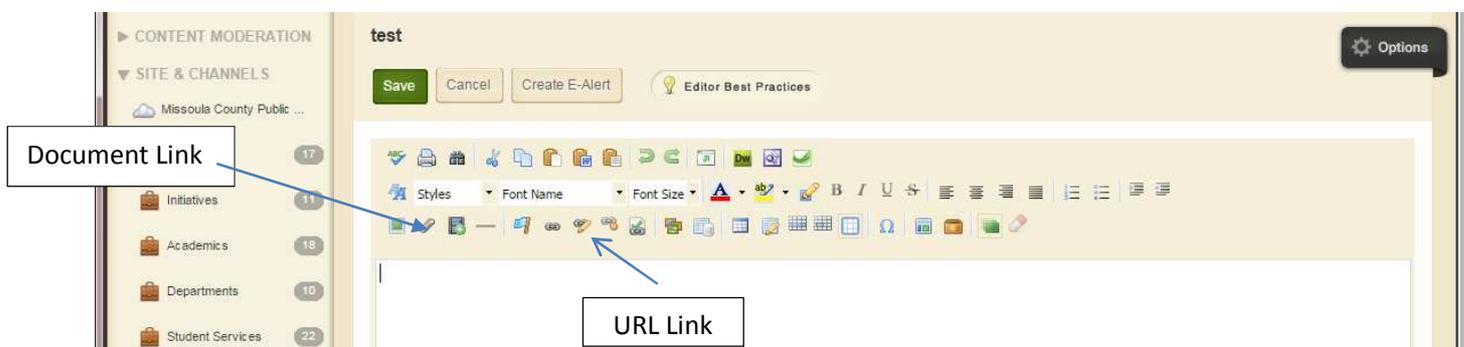
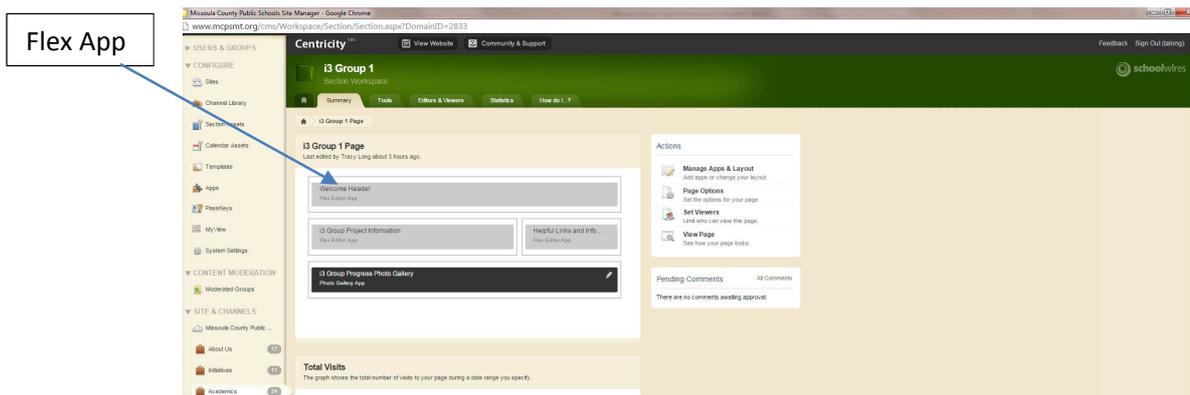
Editing Page:



- The far left column shows the Sections/Pages you are allowed to edit.
- Click on your Name/Section
 - Now you will see that you have one page currently assigned to you.



- Your page is comprised of apps – depending upon your school’s template most first time users are assigned a flex editor app to begin developing their webpage.



Flex Editor App Editing

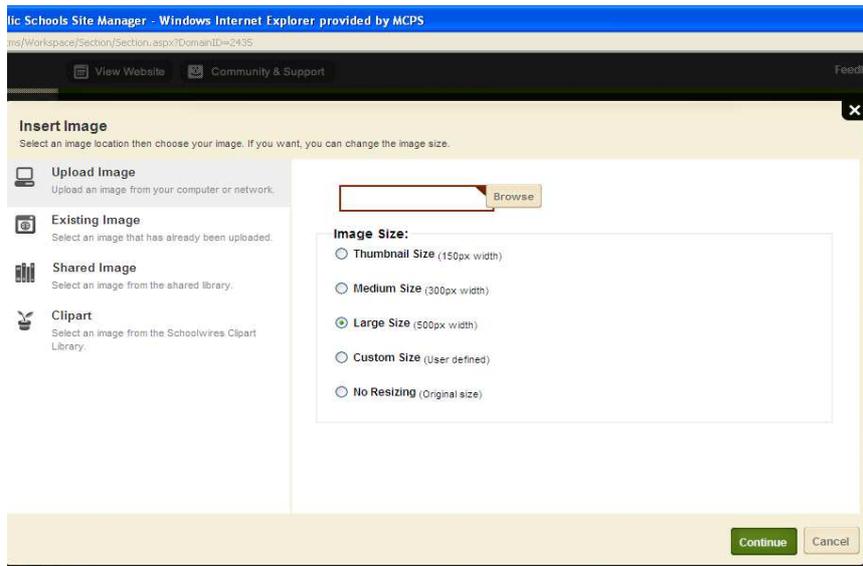
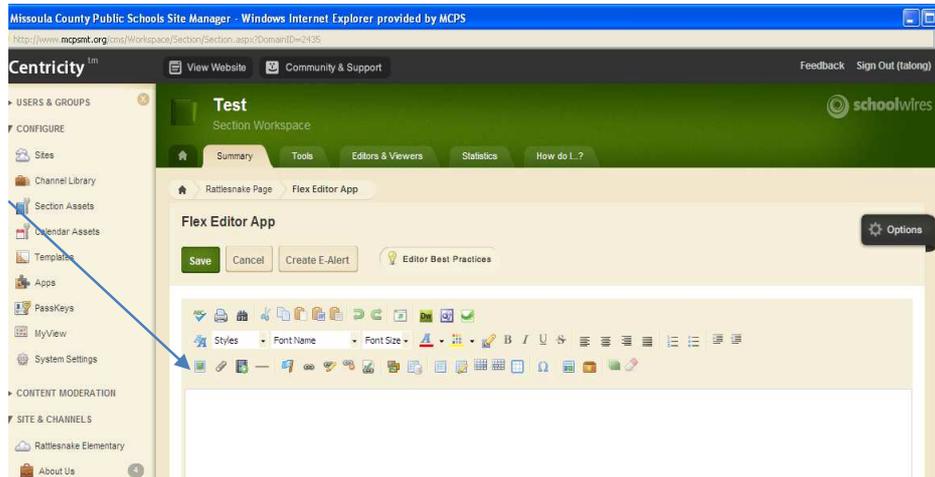
- Similar to using a word document
- Add text and use the text editing functions to format
- Inserting Links
 - Link to a Document
 - Click on the paperclip icon
 - Click on *Browse*
 - Locate your document/click on it and click *Open*
 - Click *Continue*
 - Name the link in your document *Link Text*
 - Select Target: *Open link in new window*
 - Click *Insert File*
 - Click *Save*
 - Link to URL/Website
 - Highlight your text to link
 - Example: Google
 - Click on the chain/pencil icon
 - Copy or Paste the URL
 - Select Target: *“Open link in new window”*
 - Click *OK*
 - Click *Save*

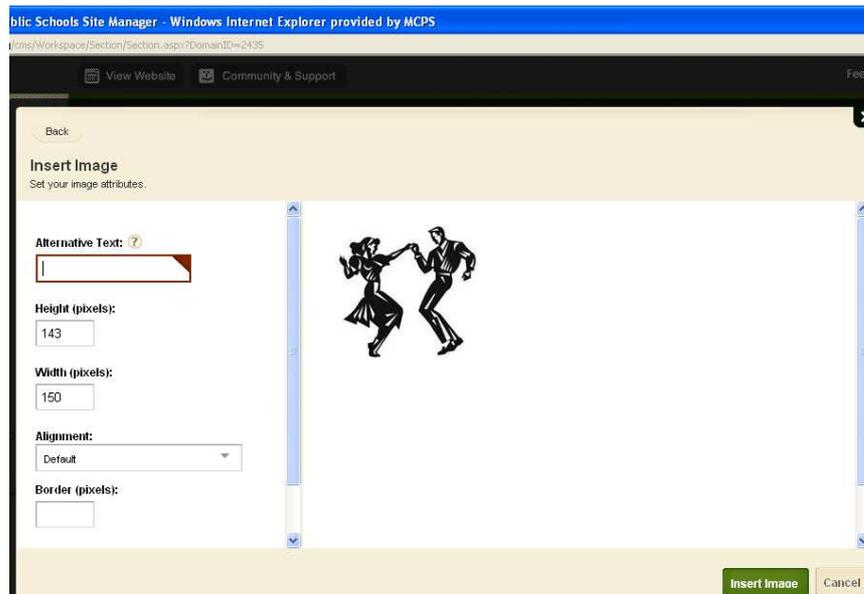
➤ Add Photos

○ Click the Photo Icon

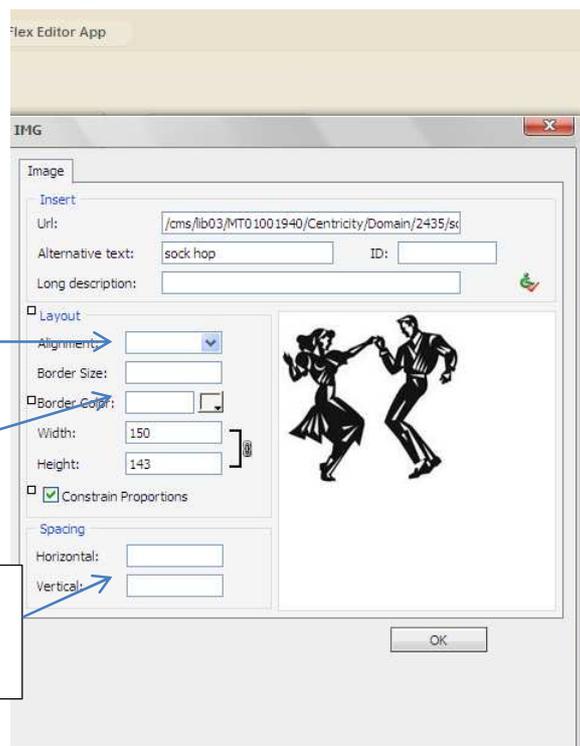
- Select Thumbnail Size
- Click *Browse*
- Locate your photo/click on it and click *Open*
- Click *Continue*

Click here to add photo





- Name the photo in *Alternative Text*
- Select Height/Width
- Select Alignment
- Click *Insert Image*
- Once inserted into your app, double-click on the photo for further editing
- Click *OK* when edits are complete
- Click *Save*

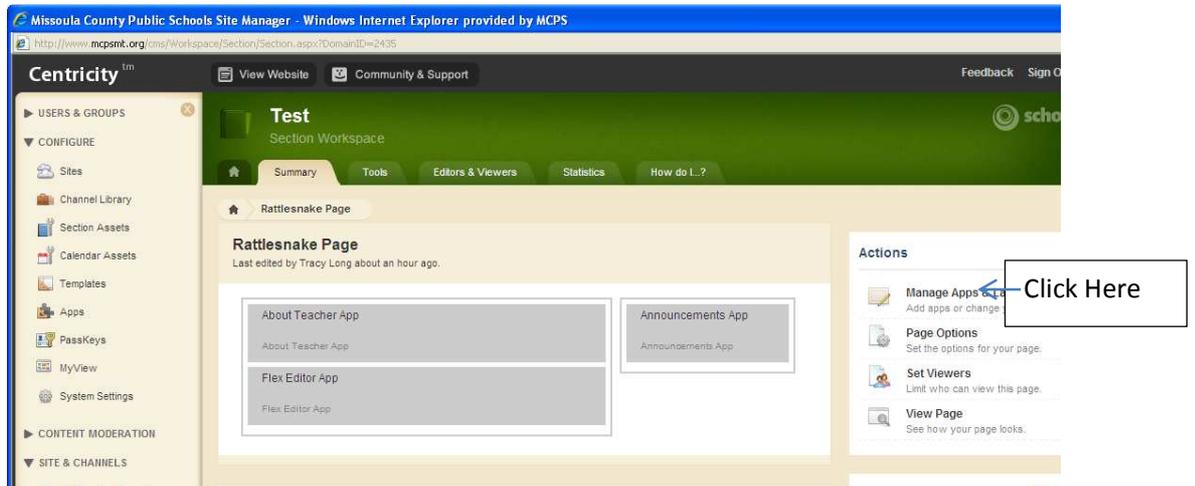


1. Set Alignment
2. Select Border Size and Color (Optional)
3. Spacing
Horizontal: 10
Vertical: 10

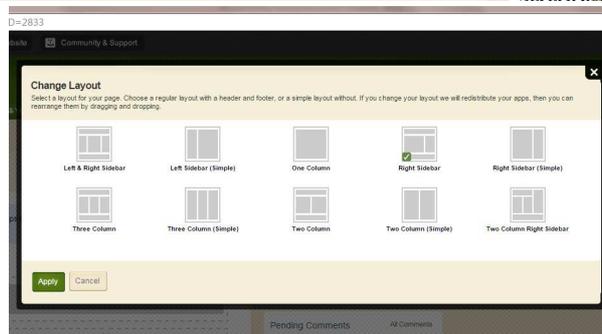
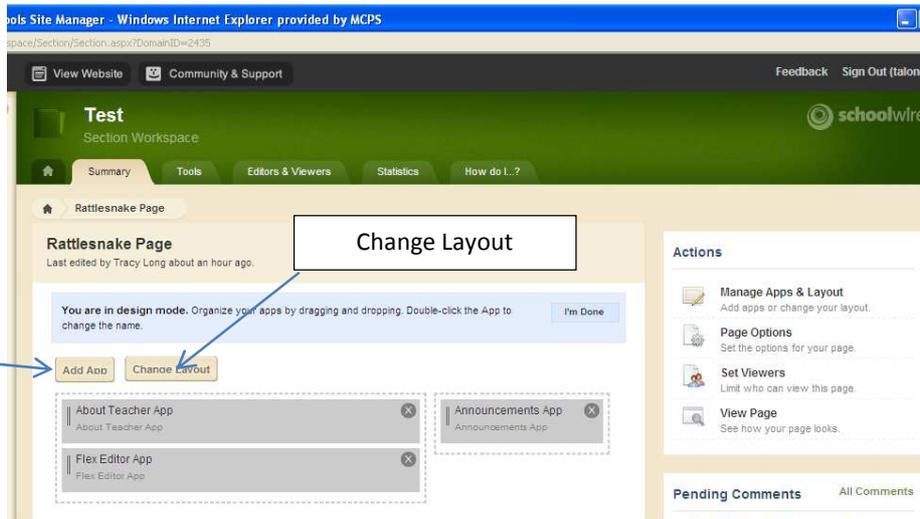
CAUTION: If posting pictures of your classroom with students, please check with your school's secretary on your students' opt out status. In addition, if using photos or icons from Google, etc. be sure the photos are either purchased by you or are free for use. This requires you to do a "safe" search on the web.

Advanced Editing

Adding additional apps to current page and changing screen layout



- Click *Manage Apps and Layout*
- Click *Add Apps* and select the app to be added to your page



- Select the Layout that suits the design of your page and then click *Apply*
- Arrange the apps in your new layout by clicking and dragging
- Once the apps are in place select *I'm Done*

Adding additional pages to a section

- Return to the original Section
- Click on *New Page*
- Select your page type: Typically you will select the Flex Page (default)
- Name your page Examples: Helpful Resources, Classroom Links, Etc.
- Select *Save*
- Follow the steps listed above in this document to add apps and design the layout of the new page

