FHE DIGITAL BELL

Helping Schools Build Positive Relationships With Families

Quick Start Guide

You may use this page to write down your email address and password for safekeeping.

Web Address: http://digitalbellcms.com

Email:

Password:_____

Create Pages	Teacher Pages	Class Pages	Athletics Pages
Pages can be created in different sections of the website. \rightarrow Learn more on page 2.			
Add Content	Profiles	Class Desc.	General Text
Text blocks are used to add static text content to a page.			

 Create a Post
 News
 Assignments
 Announcements

 Post are dated content such as news, assignments, and announcements.
 Image: Content such as news assignments, and announcements
 Image: Content such as news assignments, and announcements
 Image: Content such as news assignments, and announcements

 \rightarrow Learn more on page 4.

 \rightarrow Learn more on page 3.

Add an EventSchoolAthleticsClubsAthletic schedules, club schedules,
and school schedules.Image: Club schedule schedul

THE DIGITAL BELL

Create New Page

Quick Start Guide

Posts Site Tools Warehouse Dashboard Calendar Administratio Select Pages from the 1. ar Pages Sierra Schneider | Log out | System | Su top navigation, which then opens a list of pages you have access to. The hierarchical structure of the webs View the list of new Storage of uploaded files. Such as Image Add a new news View the list of files View the list of pages Search O Add a new file Add a new page Manage Page Types Batch Upload Q Search Search Tip: Skip step 2 by Title: Title View the list of selecting "Add Pages" Is Active: LABELS on the dashboard. Type: Add a new page Labels are used to categorize co View the list of labels Label Q Search 🥵 Manage Page T = Add a new label Anage label type: Q Search **2.** In the right sidebar, Pages Posts Site Tools Warehouse Dashboard Calendar Administration under "Page Options" Page options Sierra Schneider | Log out | System | Supp click "New Page." 💿 Add new Page Page options Bulk add Pages O Add new Page Bulk add Pages 🕵 Manage Page Home (Acade 0 Anage Page Type 0 3. Input page information [Base] High you need, such as "Title," Туре Website Pag the "images" and formation "abstract." Title: * Bell Schedu Name: * bell-so 4. Select where in the Faculty & Staff / Departments Faculty & Staff / Special Areas bell-schedule navigation your new Section: please select page will be, that is, the O Yes 💿 No me / Acade "Section." 0 Choose an image Upload an image No image hout any formattin 5. Click "Submit." This will create the new page, and you will be ready to Add People or Group Submit populate it with content. Submit

Add Content

Quick Start Guide

1. From the "Pages" site, select which page you would like to edit, by clicking the pencil icon.

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- 2. Under the "Add Content" sidebar, click "Text Blocks."
- **3.** A new "Text Block Group" will appear at the bottom of the page. Click "New Text Block."
- **4.** Fill out the form with a "Title," and add your content in the feild below. There you can also add images next to your text.
- You may leave all other fields blank. Click "Submit." This will create the new text block.



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[Base] High Sierra Schneider Log out System Support														
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Create a Post

Quick Start Guide

- From the Dashboard, roll over the "Posts" button and it will reveal your "Post Types" Choose one in order to make a new post.
- 2. On the "Posts" page, you may add new posts and edit old ones. Click on the pencil icon to edit a post.
- **3.** For a new post, click on "Add new post" under the "Post Options" sidebar.
- **4.** Fill out the form with a "Title," "Date," and add your content in the feild below. There you can also add images.
- 5. If you would like to feature your post on the home page, check the box below.
- **6.** You may leave all other fields blank. Click "Submit." This will create the new post.



Add New Event Quick Start Guide

1. Select "Calendar" from the top navigation, which then opens a list of events you have access to.





 In the right sidebar under "Event Options," click "New Event."



Type:

Title: *

Name: *

Date: *

Events

set name

6/3/2014



- Input event information you need, such as "Type," "Title," "Date," and the "Description" of the event.
- **4.** Click "Submit." This will create the new event and it will be added to your calandar.



