

### Login to Sharp School/School Messenger CMS

Login: firstname.lastname

Password: District/Computer Password

### Update User Profile Information for Staff Directory

1. Once you are logged in, click on **your name** in the upper right hand corner.
2. Click on the **Edit User** tab
3. Click on the **User Profile** tab.
4. Update the user **Job Title**, **Self Description** (About Me), **website URL** and any other information you would like to share
5. Choose **Update User at the bottom of the screen to save any changes**
6. Click on the **User Photo tab**
7. Click on **Choose File** and browse to a photo in your picture library to upload
8. Select the photo file and click on **Open**
9. Click on **Upload**

### Edit Teacher Main Page

1. Navigate to your teacher page.
2. To edit, click on **Page Options** on menu bar at top of window
3. Click on **Check Out and Edit Page**
4. Scroll down to the word processing portion of your page and click in the word processing box.
5. This will allow you to make any necessary changes using the word processing toolbar.

### Adding a Picture to Teacher Main Page

To add a picture while in the word processing mode:

1. Click on the **image manager (mountains)**
2. Click on **Upload**
3. Click on **Select**
4. Browse on your computer to the image you would like to add
5. Click **Upload** again
6. Click on the **Properties** tab and complete the **Alt Text Field**  
**Note:** If you are not getting the Properties tab or a preview of the picture you uploaded on the right hand side of the window, you will need to make sure your browser zoom is at 100%. Simply press **Cntrl and + (addition sign)** to zoom up to 100%.
7. Click **Insert**, click **OK**, and **Publish** to save changes

### Adding a Theme to Your Teacher Page

1. Click on **Advanced...Page Theme**
2. Double click on a Theme to see what it looks like
3. If you like it, click **Publish Theme** to apply to your page

### Add a Header Name at the Top of your Teacher Page

1. Click on **Page Options...Metadata** on the menu bar at the top of the window
2. Enter information under **Header 1** and **Header 2** for subheading (optional)
3. Click **Submit**
4. **Close Window** (X in upper right corner)
5. **Refresh** or click on **Staff Directory** and **choose your page again** and header will be there

### How to Add a Photo Gallery

1. Click **Photo Gallery** from the left navigation bar of your page
2. Click **Add Album**
3. Enter a **Name and Description** for your Album
4. Select a **Cover Picture**
5. If **Random Picture** from Album is selected, the system will randomly use an image from your album as the Cover Picture.
6. If **Select Cover Picture** is selected, you will be prompted to choose an image from your computer or server to upload as the cover picture.

7. Click **Create** to publish the photo gallery Sharp School

### How to Add Images to a Photo Album

1. Once you've added a Photo Album, you can now add images.
2. Click **Add Image**
3. Click **Choose File**
4. Navigate to and select the image you want to upload. **Click Open.**
5. Click **Upload Image(s)** to publish them into your online album
6. The resulting screen is an administrative view into the Photo Album and an Album Management toolbar.
7. Here, you can modify Album Properties, Manage Images, Reorder Images, and Manage Comments and Security.

### Add an External Calendar to Sharp School – (Google is the only calendar you can embed)

1. First, navigate to your google calendar
2. Click on **Gear** in right hand corner and choose **Settings**
3. Click on **Calendars** tab
4. On right hand side of page under Sharing, click on **Shared: Edit Settings**
5. Select **Make this calendar public**
6. Click **Save**
7. Now click on **your name** under calendar
8. Across from Calendar Address, click on **green Ical**
9. Select the **url**
10. Copy the **url**
11. Click **OK**
12. Click **Back to Calendar**
13. Go back to your Sharp School teacher page
14. Click on **Calendar**
15. Click on **Add External Calendar**
16. Click on **Add ical Feed**
17. Paste the **url**
18. Click **Add Calendar**

\*Takes 24 hours for calendar to be updated to Google Calendar\*

### Add a File to the Useful Links Page (Folders, Files, Links)

1. Click on **Add New Item**
2. Choose **File** to add a document
3. Click **Choose File** and browse to the file location on your computer
4. Key in a description of the document if you wish
5. Click **Add File**

### Add a Link to the Useful Links Page

1. Click on **Add New Item**
2. Choose **Link**
3. **Type the link name**
4. Open a new tab and navigate to the link to add to your page
5. **Copy the link**
6. Click back to your Sharp School Teacher page
7. Paste **url**
8. Type in a description if needed
9. Click **Add Link**

### Add a Folder to the Useful Links Page

To organize your documents or links, you can create a folder and store links and documents in the folder