# THE DIGITAL BELL

Helping Schools Build Positive Relationships With Families

## Quick Start Guide

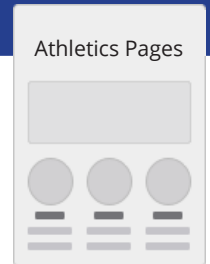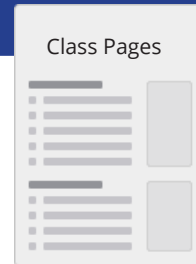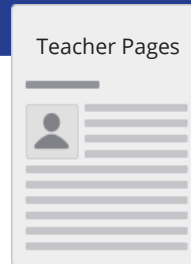**Web Address:** http://digitalbellcms.com

**Email:** _____

**Password:** _____

## Create Pages

Pages can be created in different sections of the website.

→ *Learn more on page 2.*

Teacher Pages
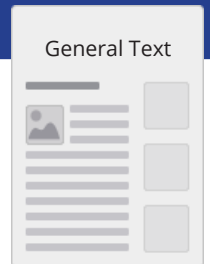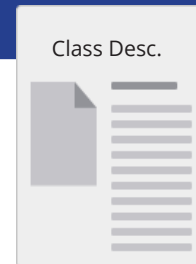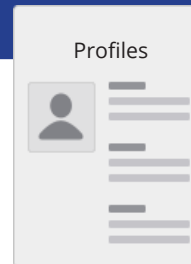
Class Pages

Athletics Pages

## Add Content

Text blocks are used to add static text content to a page.

Images are used to help create interest in a post or page.

→ *Learn more on page 3 and 4.*
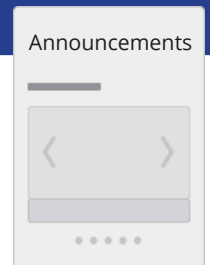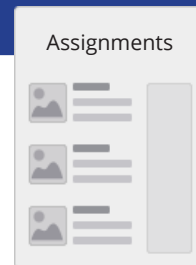
Profiles

Class Desc.

General Text

## Create a Post

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

→ *Learn more on page 5.*

News

Assignments

Announcements
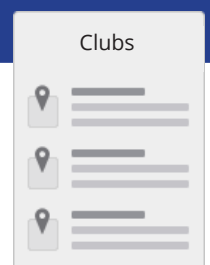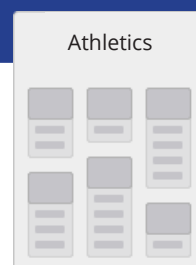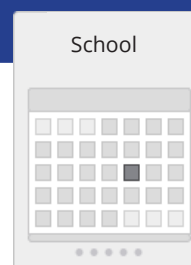
## Add an Event

Athletic schedules, club schedules, and school schedules.

→ *Learn more on page 6.*

School
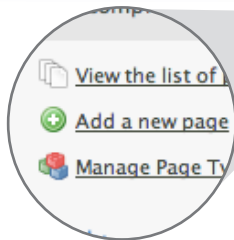
Athletics

Clubs

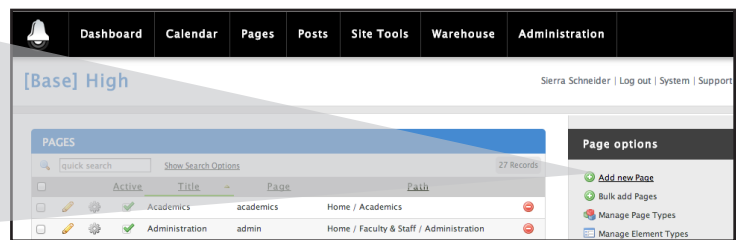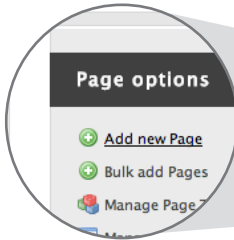THE DIGITAL BELL

# Create New Page

## Quick Start Guide

**1.** Select Pages from the top navigation, which then opens a list of pages you have access to.
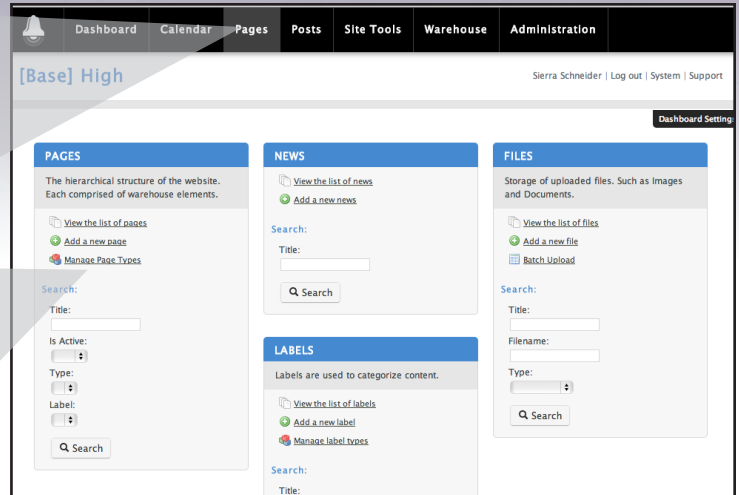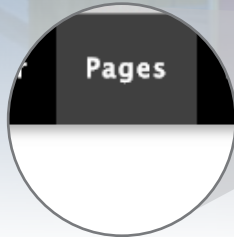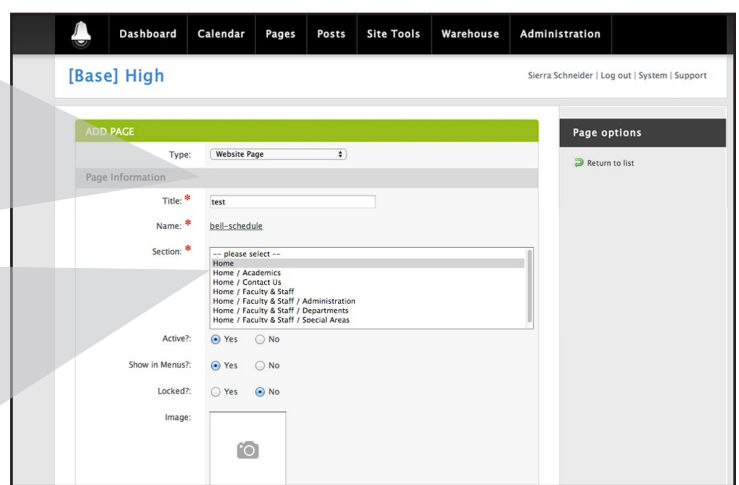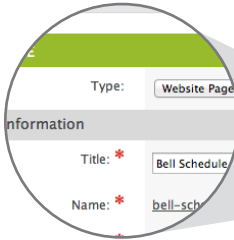
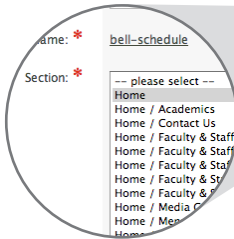Tip: Skip step 2 by selecting "Add Pages" on the dashboard.

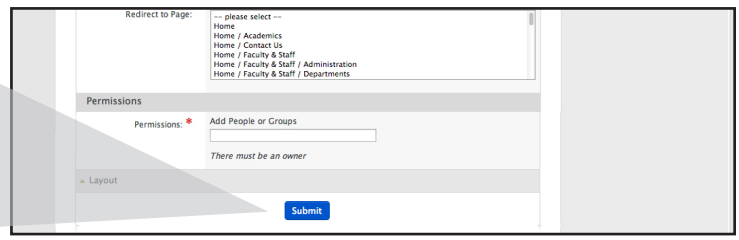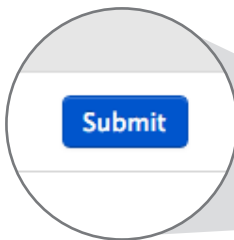**2.** In the right sidebar, under "Page Options" click "New Page."

**3.** Input page information you need, such as "Title," the "images" and "abstract."

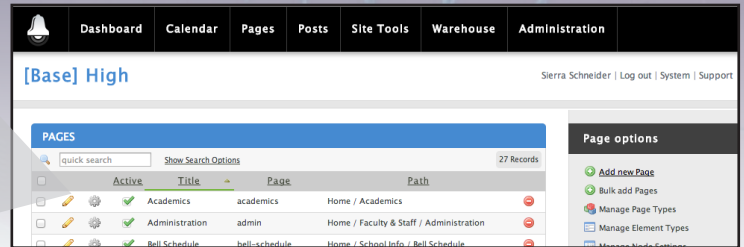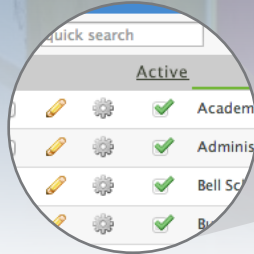**4.** Select where in the navigation your new page will be, that is, the "Section."

**5.** Click "Submit." This will create the new page, and you will be ready to populate it with content.
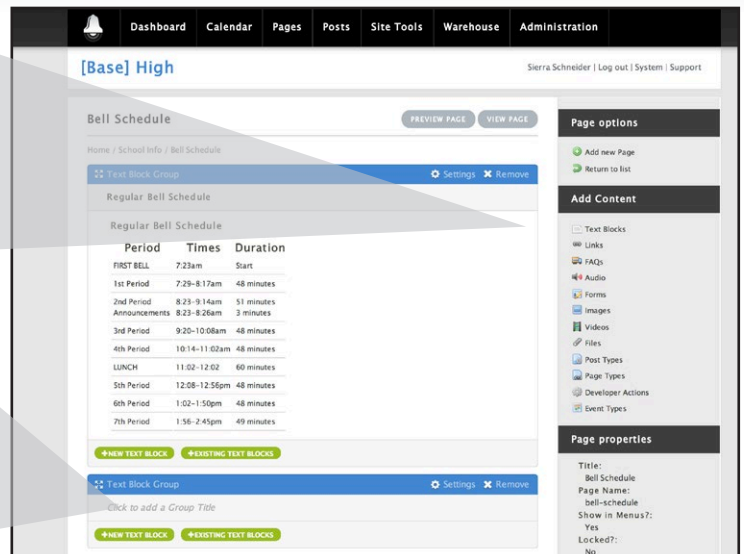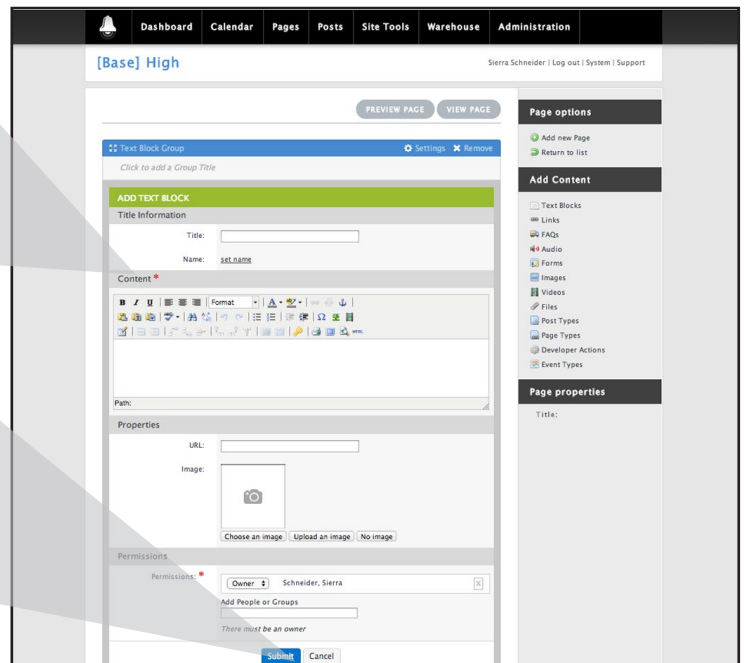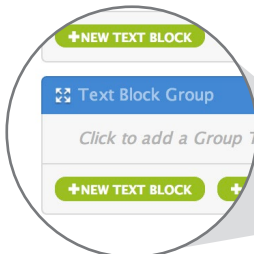
# Add Content (Text)

## Quick Start Guide

1. From the "Pages" site, select which page you would like to edit, by clicking the pencil icon.
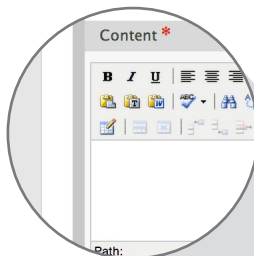
2. Under the "Add Content" sidebar, click "Text Blocks."
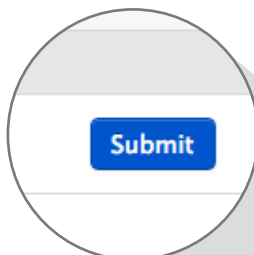
3. A new "Text Block Group" will appear at the bottom of the page. Click "New Text Block."

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.
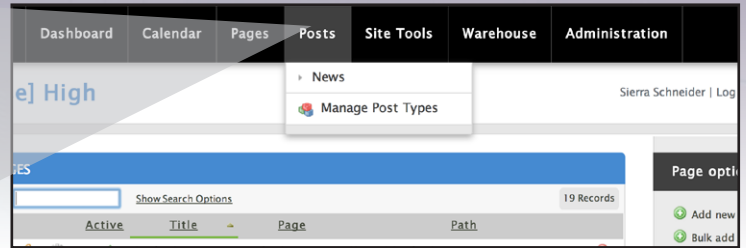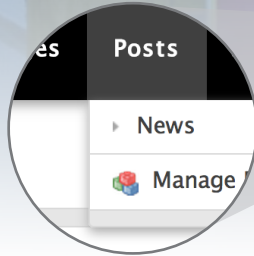
5. You may leave all other fields blank. Click "Submit." This will create the new text block.
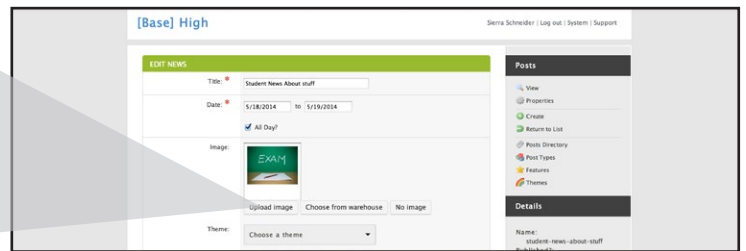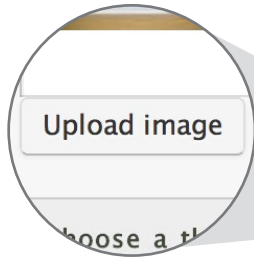
# Add Content (Images)

## Quick Start Guide

1. From the "Dashboard," select which feature you would like to add content to, "Events," "Posts," "Text Blocks,"or "Pages."
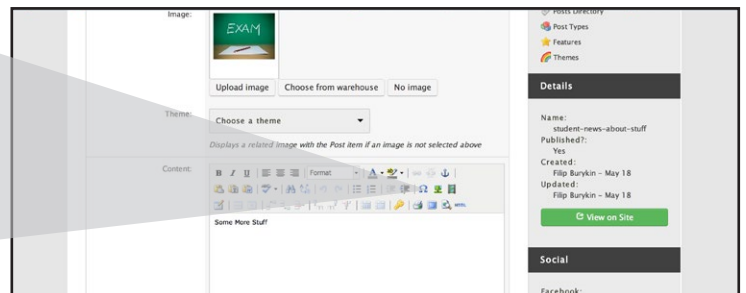


2. When adding an image to a post, click "Upload Image," under the section called image. This same process applies to "Pages," "Text Blocks," and "Events."



3. Select an image from your computer folder, click "Open." Next a grey-box window will appear, hit "Select This Image" to use it.
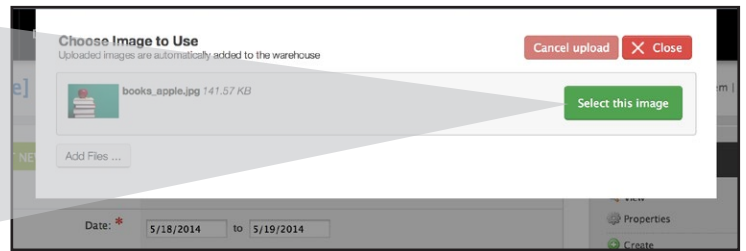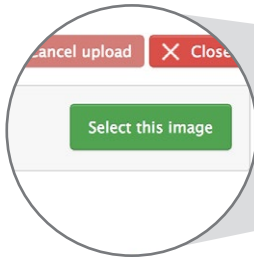


4. In order to add an image to a text block, click on the tree icon in the content area.



5. A window will appear, select the "Upload" tab and then click "Choose File for Upload." Select an image from your computer folder, click "Open." From the "Select This Image" button a drop-down will appear, choose the size to use.
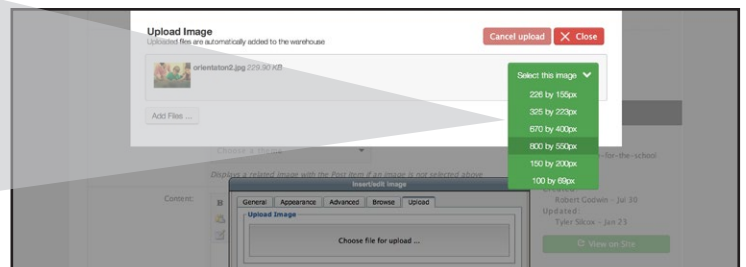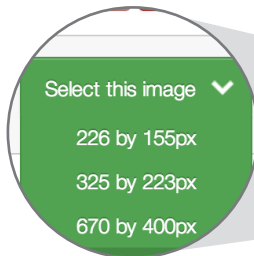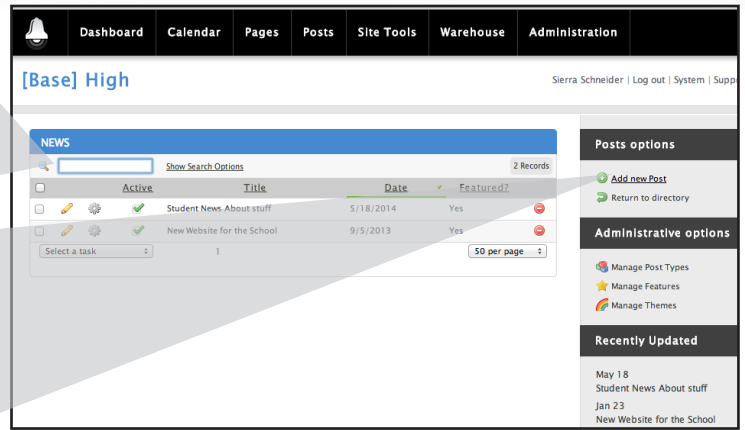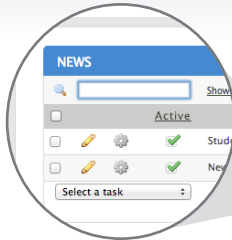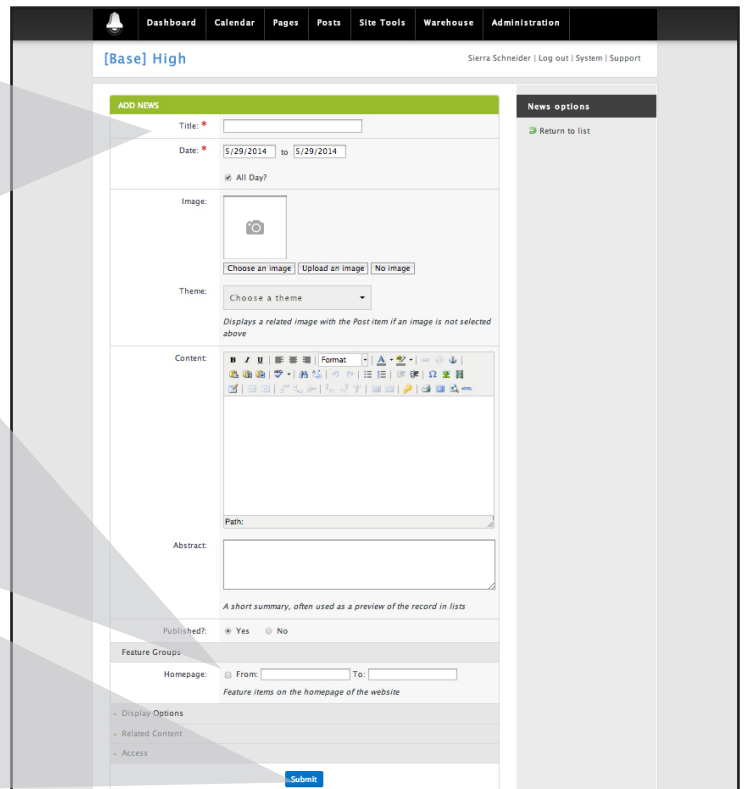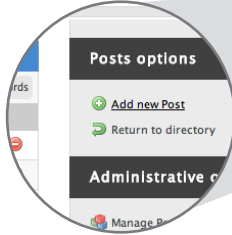
# Create a Post

## Quick Start Guide

**1.** From the Dashboard, roll over the "Posts" button and it will reveal your "Post Types" Choose one in order to make a new post.
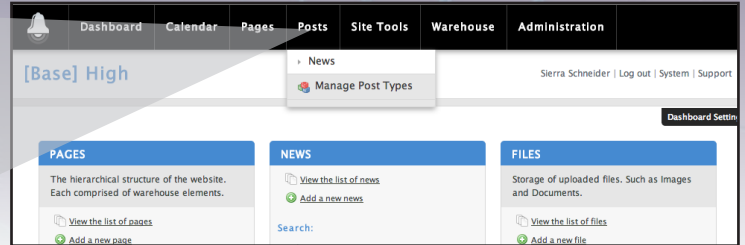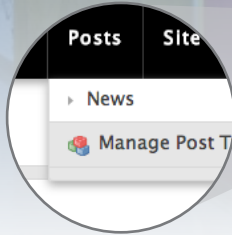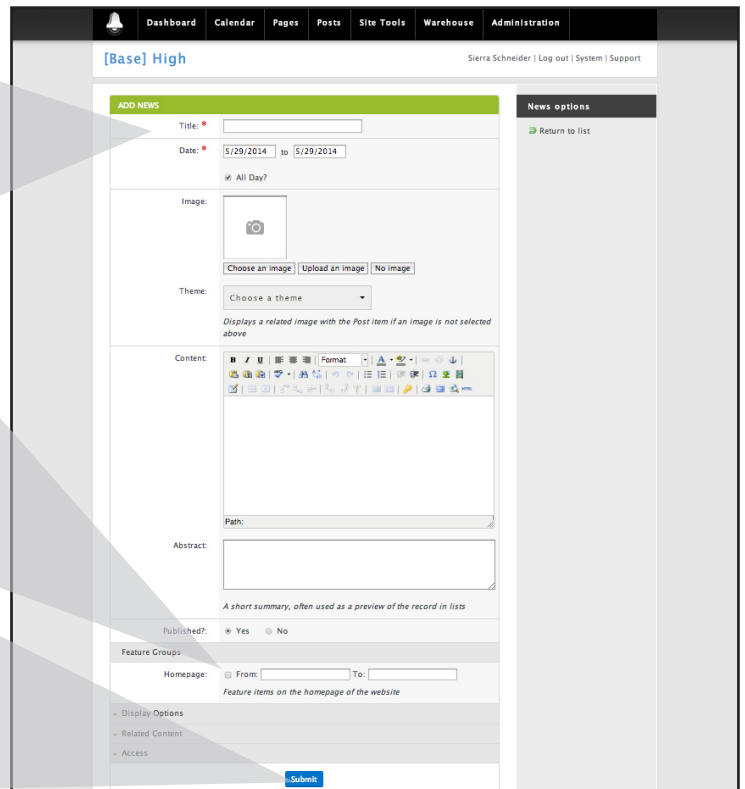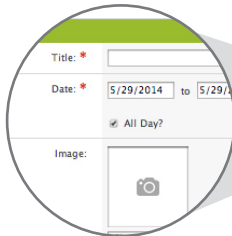
**2.** On the "Posts" page, you may add new posts and edit old ones. Click on the pencil icon to edit a post.
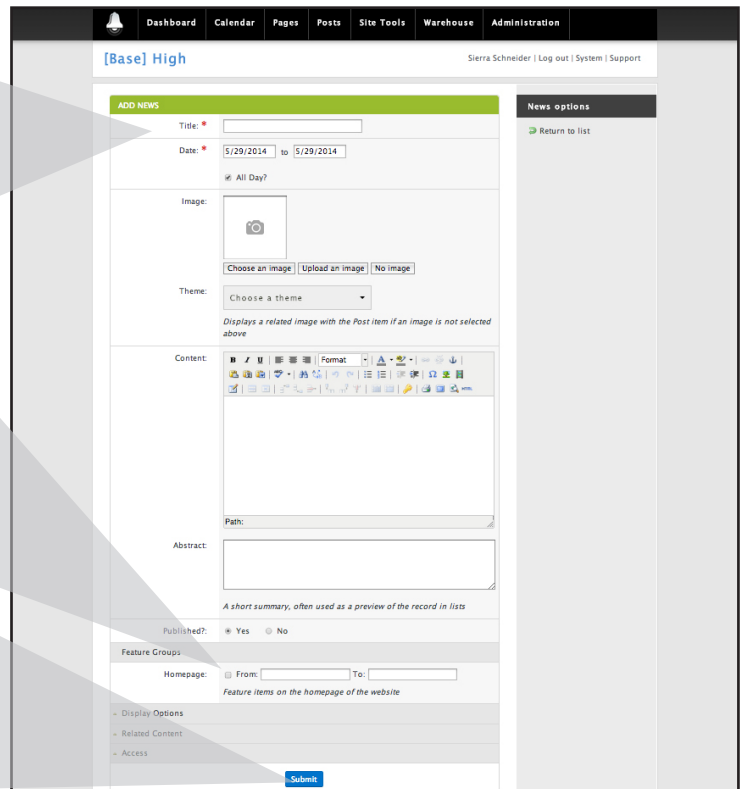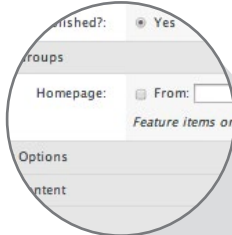
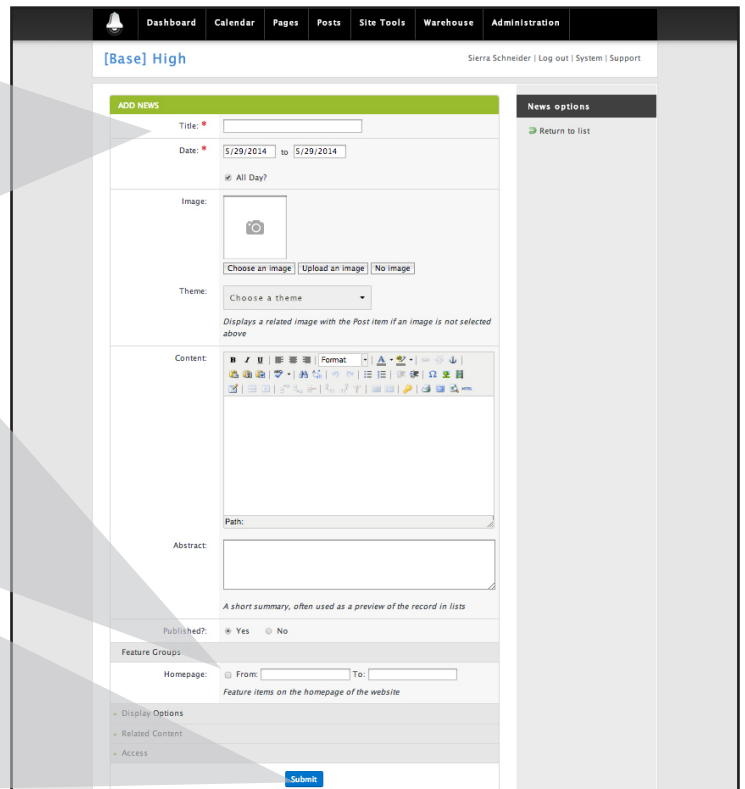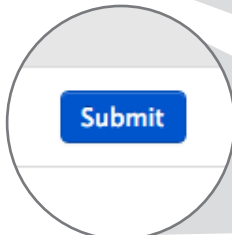**3.** For a new post, click on "Add new post" under the "Post Options" sidebar.

**4.** Fill out the form with a "Title," "Date," and add your content in the feild below. There you can also add images.

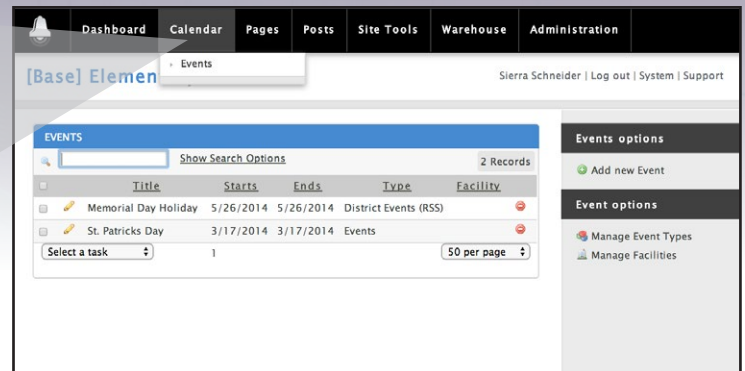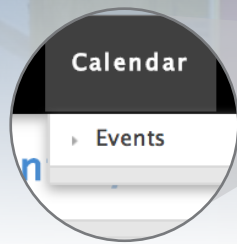**5.** If you would like to feature your post on the home page, check the box below.

**6.** You may leave all other fields blank. Click "Submit." This will create the new post.
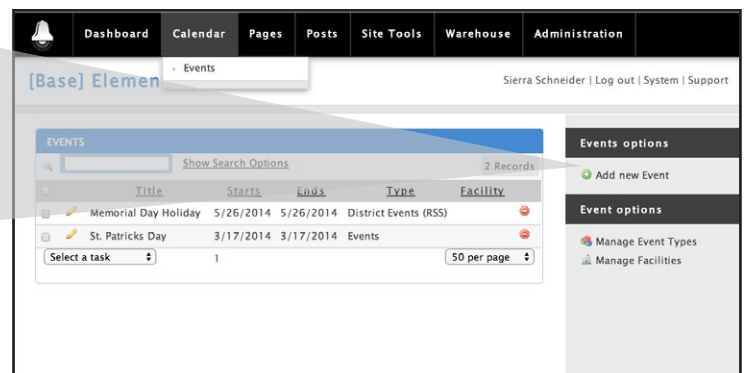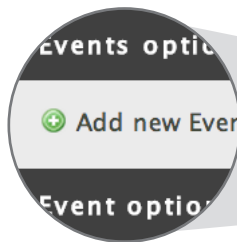
**THE DIGITAL BELL**
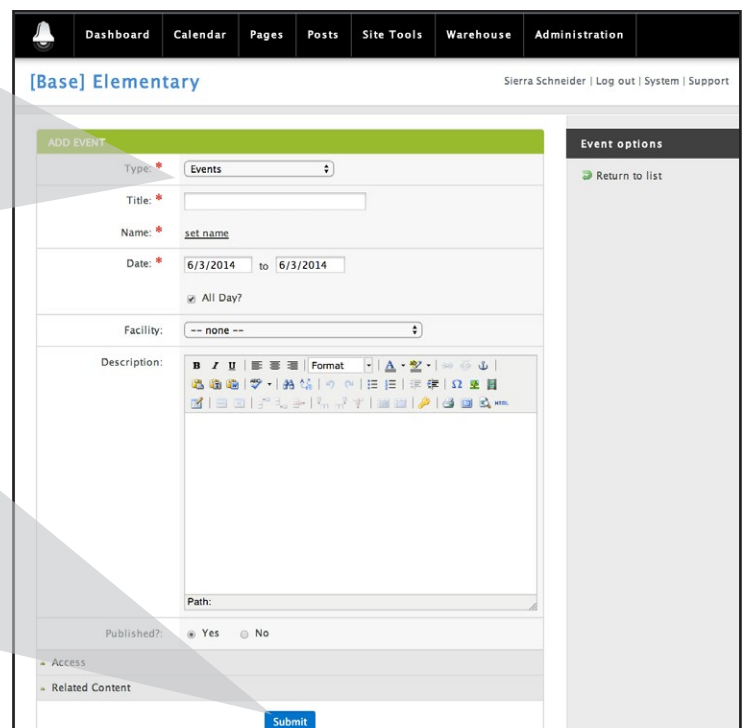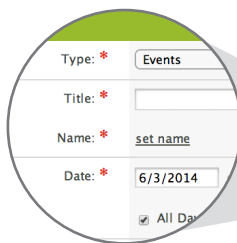
# Add New Event

## *Quick Start Guide*

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

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

**3.** 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.