Stoddert Website Directions Teacher Pages

Login:
Go to - http://www.stoddert.org/wp-login.php
Enter login and password (click "remember me" for easier login next time)
Login name and password should have been emailed to you
Click Login

Instructions:
Once in the system, use the list on the left (in black) to find and click "Pages." This will bring up all of the different pages on the website. Each page on the site is its own item/entry (listed in blue) on this main list. The pages/items are listed alphabetically so you can scroll through until you find your page or you can use the search on the right to find the page you want to edit. The teacher pages are listed as:

- Teacher Name Grade (Example: - Ms. Choi's Third Grade)

Hover over the page you want to update and click "edit." Once on the editing page, the main section at the top works just like MS Word. You should be able to edit and add content as you wish. Use the tabs at the top to do small functions like bold and italic, bullets and add links. Once finished, click blue "update" button on the upper right.

To add a photo or a graphic, click "Add Media" above the main text area. This will open up a new page, you can drag the item into here or click "Upload Files" in the upper left. Once your photo is in the system, click "Insert into page" blue button in the bottom right.

** You should not have a need to change anything on the page other than that main section with the text. Avoid changing the title, permalink and anything below the main text area or anything on the right side (Page Attributes) unless discussed with the Communications committee.

Tips for Page Usage:
- Set clear expectations with your parents about how the page will be used. Will you update it once week on a certain day? Will you send an email out letting them know that the page has been updated? Will you simply use it for basic information? Whatever you choose, please make sure that parents know when you've updated the page and what to expect from the page.
- The teacher page can be great for things like sign ups (snack, field trips), homework assignments, newsletters, extra enrichment work (suggested reading etc.)
- Teachers and room parents are strongly encouraged to work together to maintain the pages. The pages can greatly help both do their jobs!
- The webpages are open to the public, be mindful about posting personal information (names, birthdays, etc.) and posting photos unless photo releases are signed.

Questions? Email communications@stoddert.org