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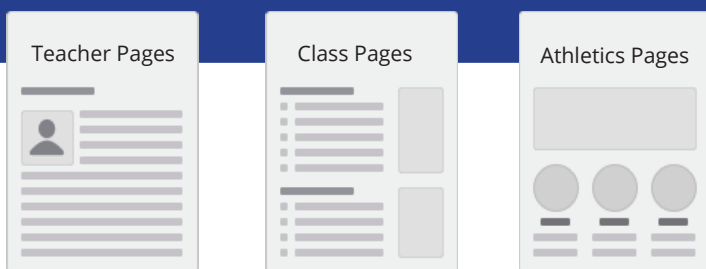
Web Address: http://digitalbellcms.com

Email: _____

Password: _____

Create Pages

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.

→ *Learn more on page 3.*

Profiles

Class Desc.

General Text
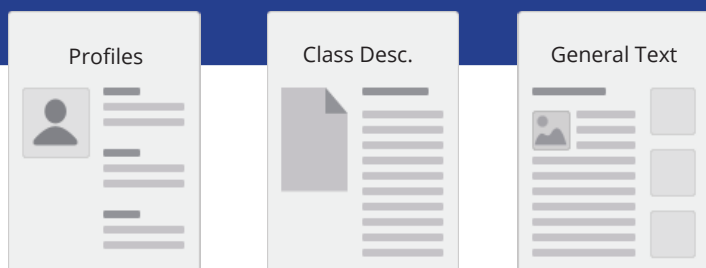
Create a Post

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

→ *Learn more on page 4.*

News

Assignments

Announcements
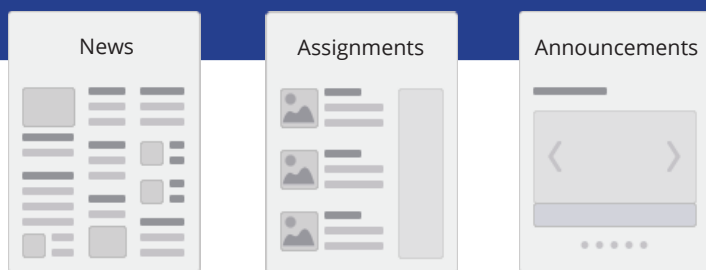
Add an Event

Athletic schedules, club schedules, and school schedules.

→ *Learn more on page 5.*

School
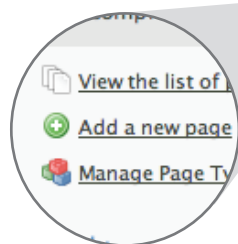
Athletics

Clubs

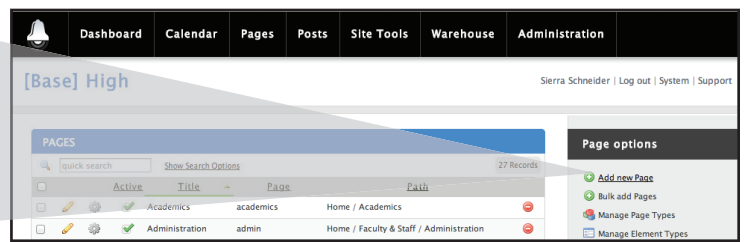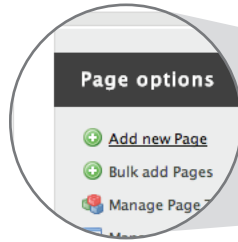THE DIGITAL BELL
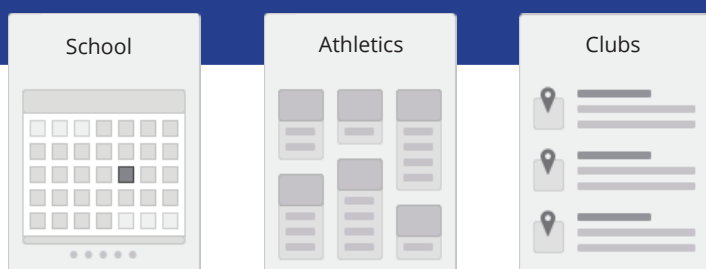
Create New Page

Quick Start Guide

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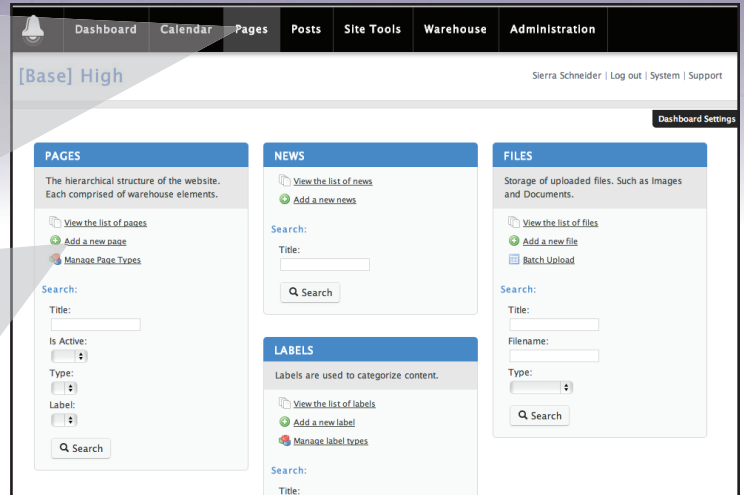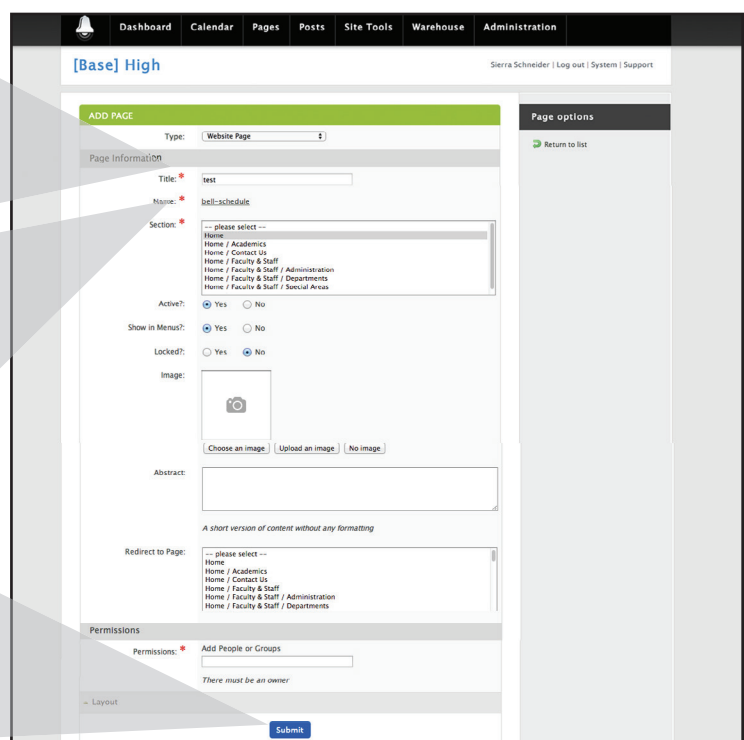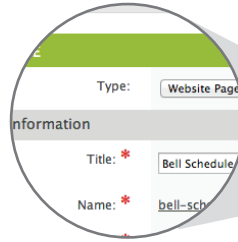
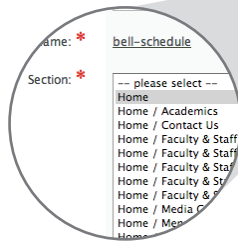Tip: Skip step 2 by selecting "Add Pages" on the dashboard.

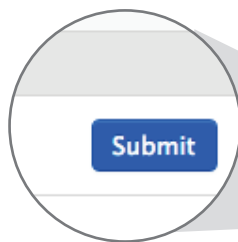**2.** In the right sidebar, under "Page Options" click "New Page."

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

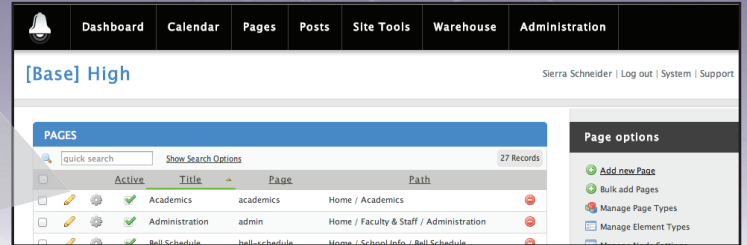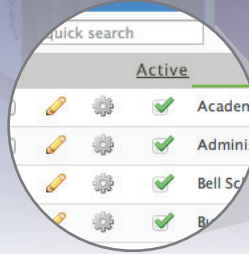**4.** Select where in the navigation your new page will be, that is, the "Section."

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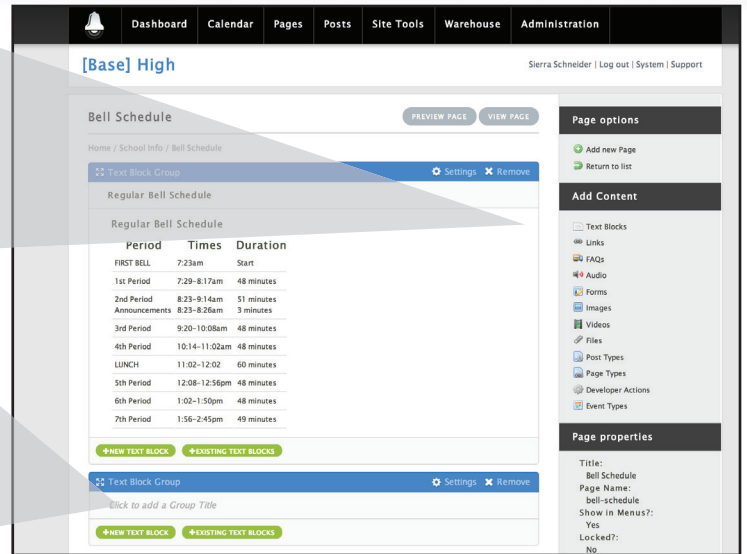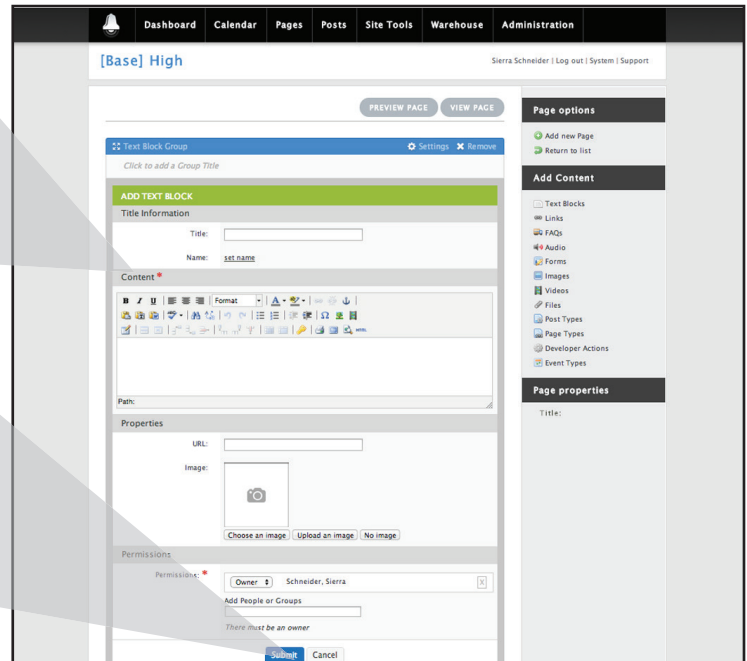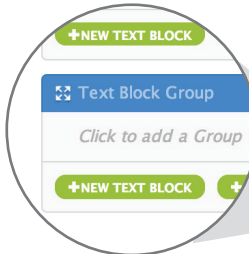
Add Content

Quick Start Guide

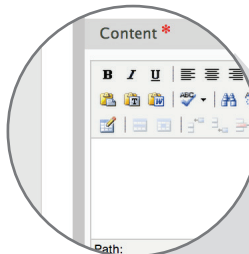1. From the "Pages" site, select which page you would like to edit, by clicking the pencil icon.

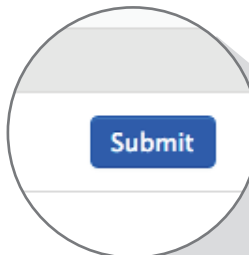2. Under the "Add Content" sidebar, click "Text Blocks."

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.
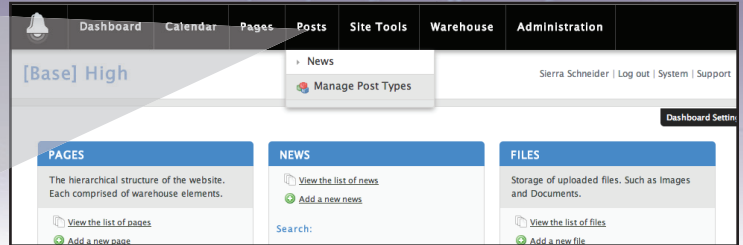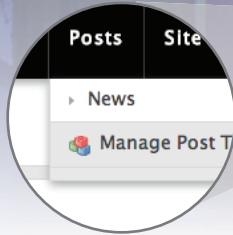
5. You may leave all other fields blank. Click "Submit." This will create the new text block.
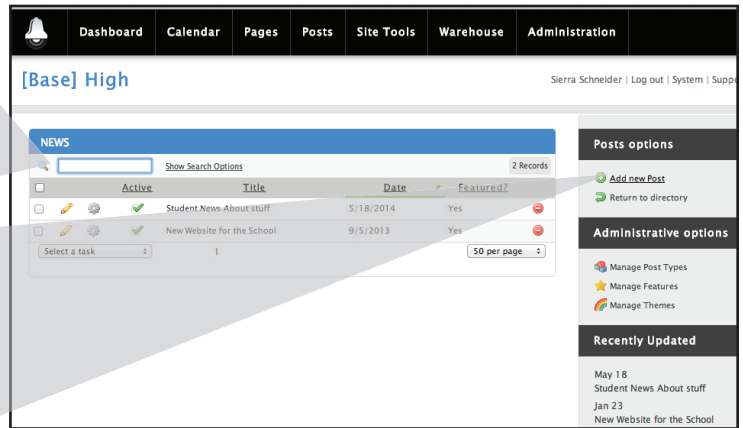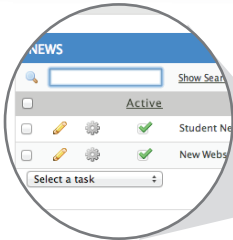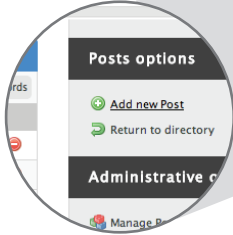
Create a Post

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.
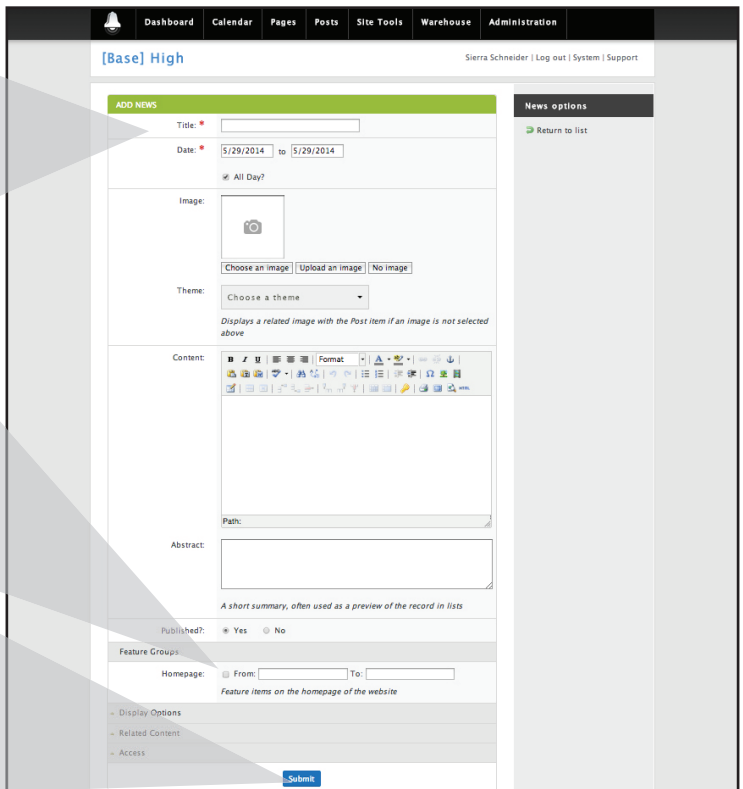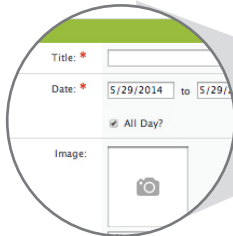
2. On the "Posts" page, you may add new posts and edit old ones. Click on the pencil icon to edit a post.
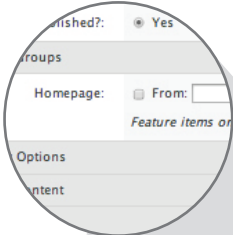
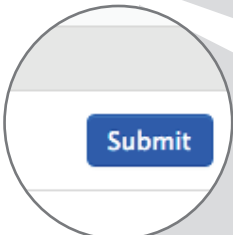**3.** For a new post, click on "Add new post" under the "Post Options" sidebar.

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

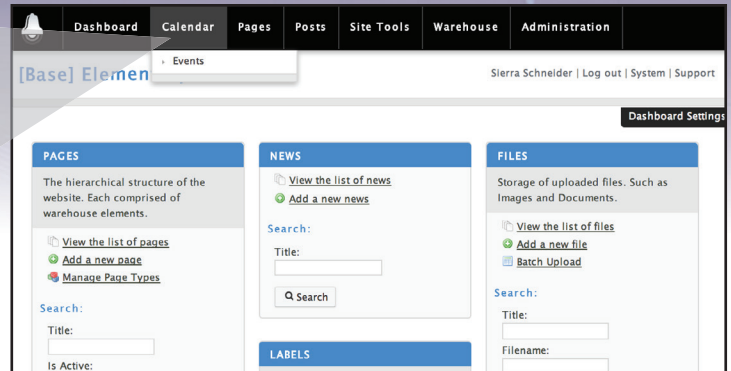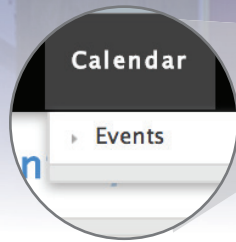**5.** If you would like to feature your post on the home page, check the box below.

6. You may leave all other fields blank. Click "Submit." This will create the new post.
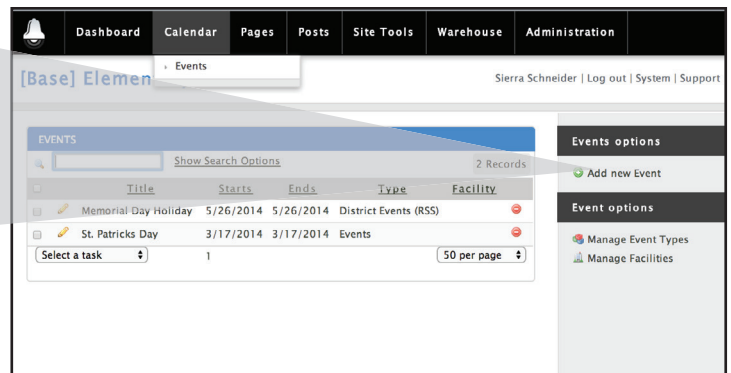
Add New Event
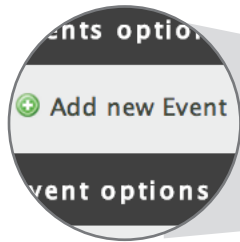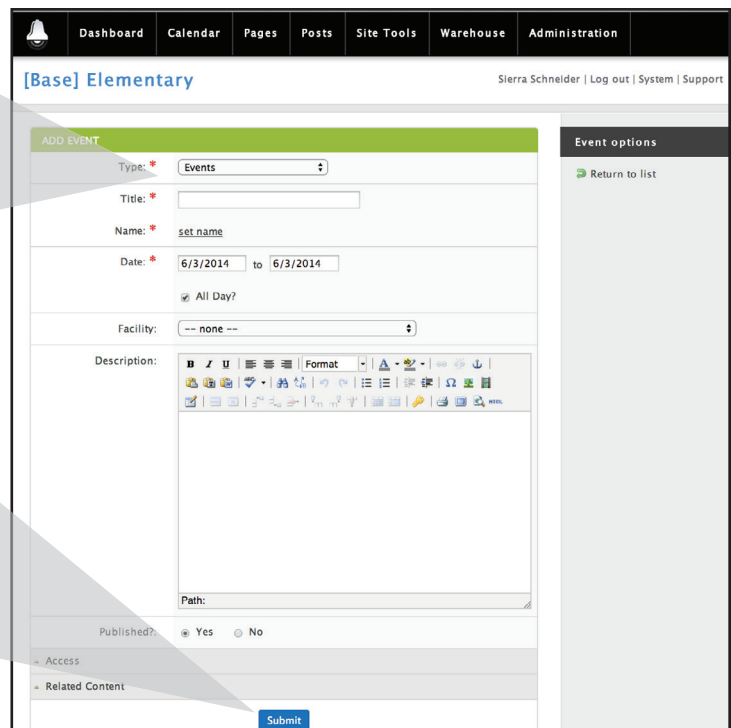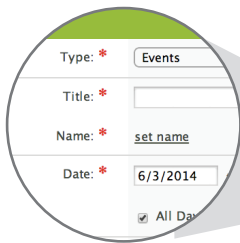## *Quick Start Guide*

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.