



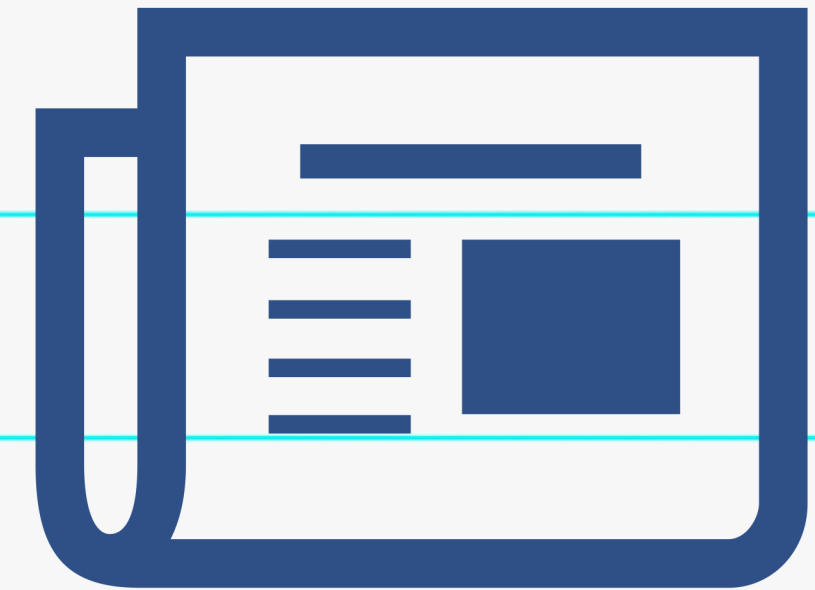
ADDING NEWS

ARTICLES

with eSchoolView

TABLE OF CONTENTS

- The News Component and News Articles
- Adding a News Article
 - Sub-Headers
 - Article Text
 - Images (JPEG files only)
 - Attachments (PDF files only)
 - Hyperlinks



NEWS
COMPONENT
AND ARTICLES



WHAT IS THE PURPOSE OF A NEWS COMPONENT?

A dedicated place on your website to share news, updates and information with your families.

1

Already exists on your webpage.

2

Short titles, to the point.

3

ALWAYS add a brief sub-header.

4

Post full article content in Article Text, not Sub-Header.

5

ALWAYS add a thumbnail image for articles.

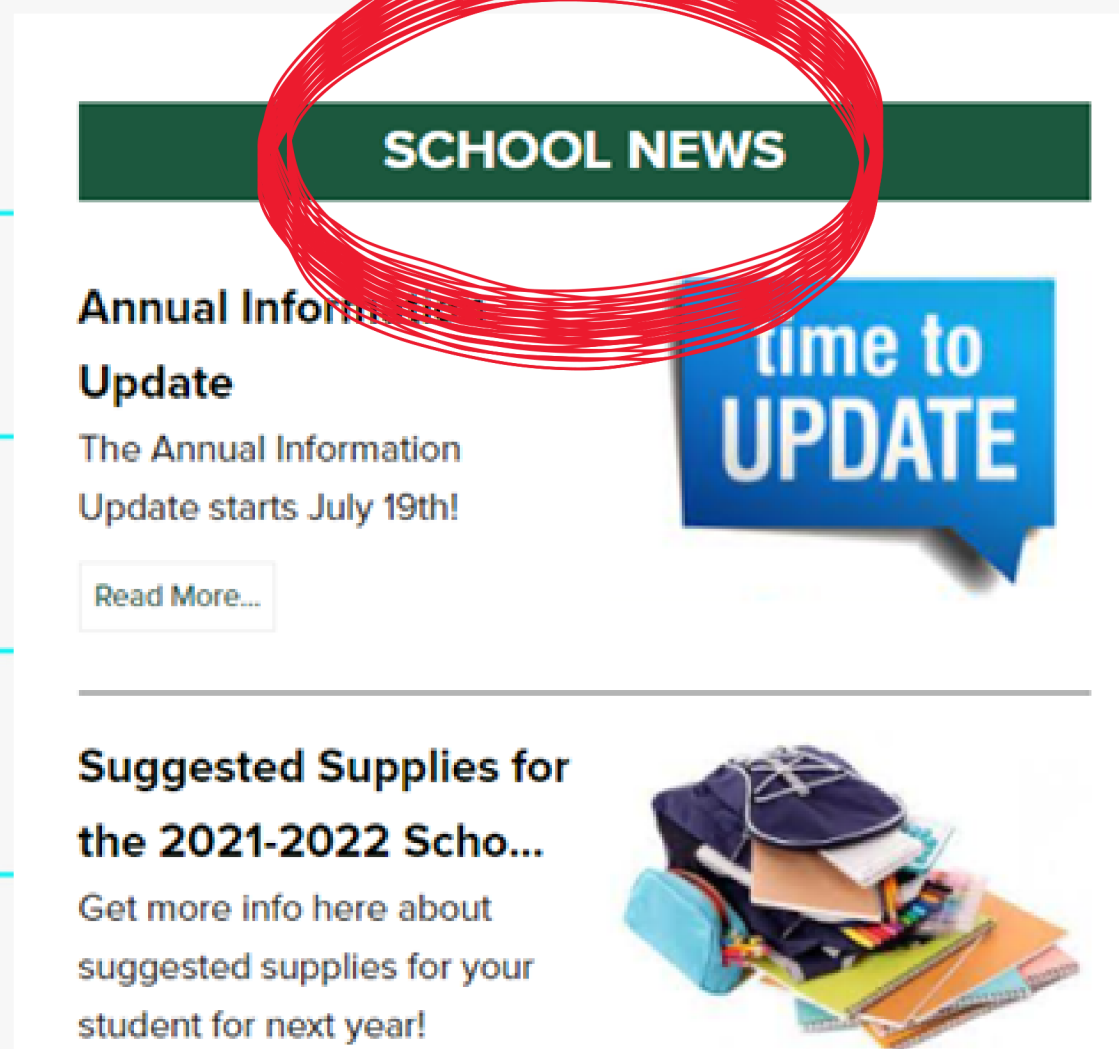
6

Keep News Items current and update regularly.

NEWS COMPONENT ON A SCHOOL SITE

Every school website has a News Component on the front page. It appears under the slider banner on the left-hand side.

- Elementary schools: titled "School News" - displays vertically
- Secondary schools: titled "Latest News" - displays horizontally.

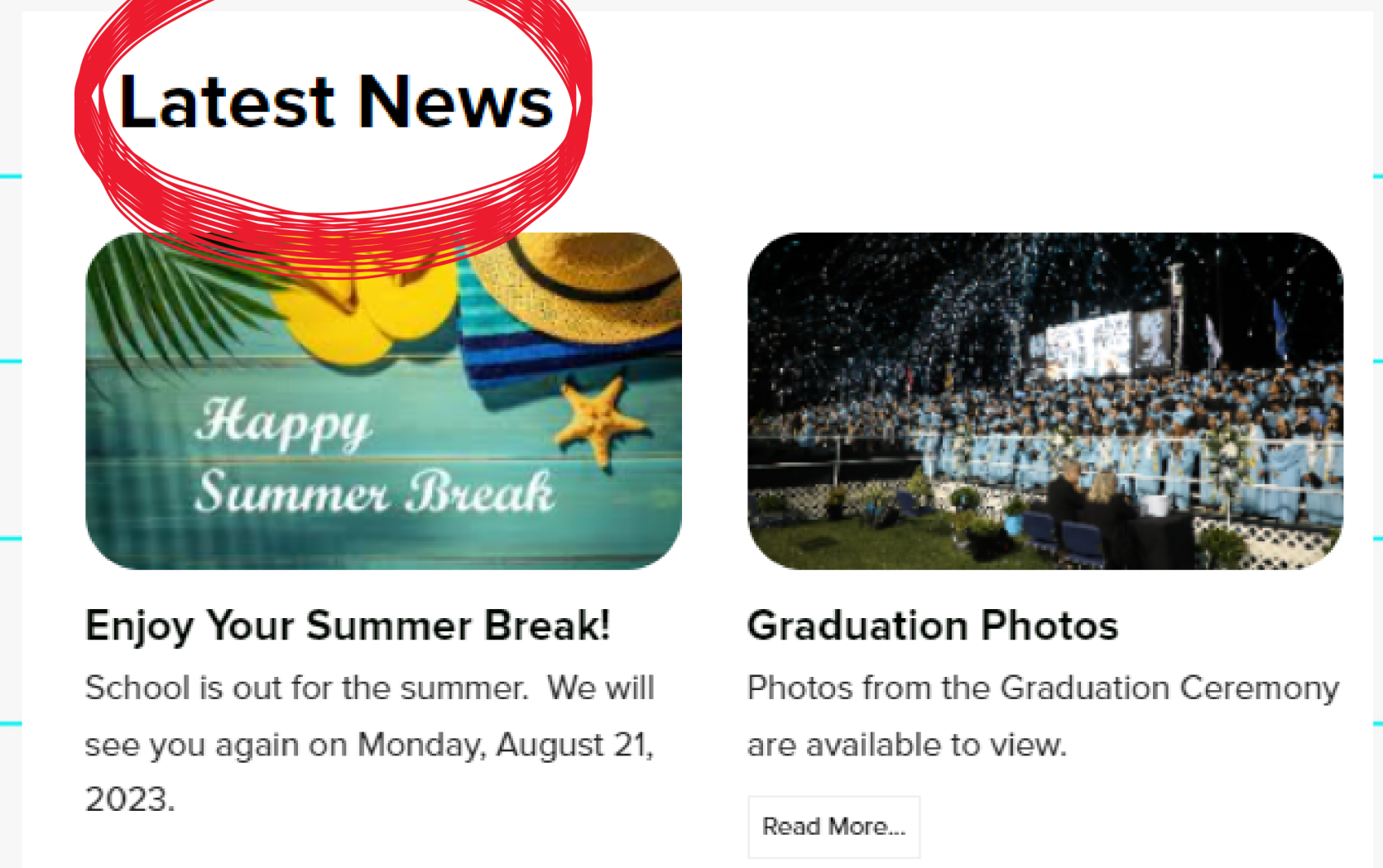


SCHOOL NEWS

Annual Information Update
The Annual Information Update starts July 19th!
[Read More...](#)

It's time to UPDATE

Suggested Supplies for the 2021-2022 School Year
Get more info here about suggested supplies for your student for next year!



Latest News

Happy Summer Break

Enjoy Your Summer Break!
School is out for the summer. We will see you again on Monday, August 21, 2023.
[Read More...](#)

Graduation Photos
Photos from the Graduation Ceremony are available to view.
[Read More...](#)

NAVIGATING THE COMPONENT



Window 1 Content

+ Add Page Component

Text Window	internal name	100%	Edit	Edit
	<input type="checkbox"/> Cannot be deleted			Delete
News	News - DO NOT DELETE	100%	Edit	Edit
	<input checked="" type="checkbox"/> Cannot be deleted			Delete

1. Once logged in, click "Edit Page".
2. Look for the "News" Component.
3. Click "Edit" to access the component.

Edit News Component

1

Component Title

Save Component Title

Show Public Title as a bar

DO NOT make any edits to this section. Ignore!

ESVShare RSS Feed URL

2

Manage Existing News Articles

Add A New News Article

Select All

Filter:

Show All

Delete Selected

Annual Information Update

hover for details

Delete

view Enjoy Your Summer Break!

hover for details

Delete

Graduation Photos

hover for details

Delete

3

1. Ignore these settings. If you need to adjust the number of news articles shown at a time, let me know.
2. Click here to add a new News Article.
3. List of News Articles. Red = Expired / Blue = Posted / Purple = Scheduled (not yet posted)

ADDING A NEWS ARTICLE



Add A New Article

1 Article Title:

2 Subheader:

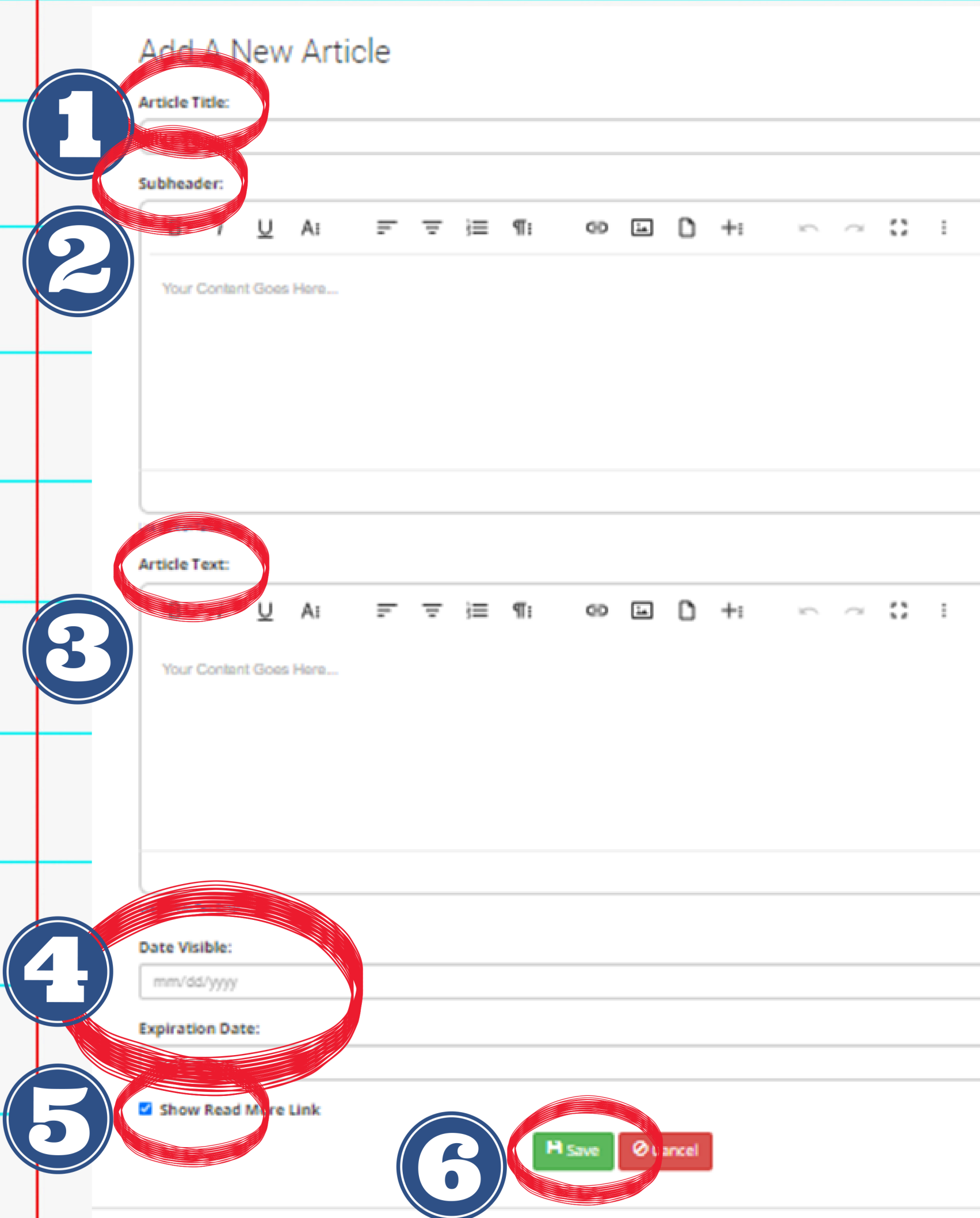
3 Article Text:

4 Date Visible:
mm/dd/yyyy

5 Expiration Date:

Show Read More Link

6 Save Cancel



1. Add your Article Title (visible on the homepage).
2. Write a **brief** splash - could be:
 - a. 2 sentences from your article as a preview
 - b. Important information (i.e. dates/times)
 - c. Summarize the article
 - d. **DO NOT** leave blank, add images or write your whole article here.
3. Add your Article text here.
 - a. Same rules apply as Text Windows.
 - b. Hyperlink to external websites or emails
 - c. Add photos in Article text (optional).
 - d. Remember to "clean" pasted text for clean formatting.
 - e. **DO NOT** add PDF files here.
4. (Optional) Set post/expiration dates.
5. Turns on or off "Read More" link - if your article is the same as your Sub-Header, uncheck this box.
6. Save when done.

SUB-HEADERS

- Used for direct information about an event or announcement
 - Dates, times, location, etc.
 - No need to click past the homepage to get information.
- Summarize the article
 - Or, preview the beginning of your article
 - 2 sentences MAXIMUM
- Posting links on your homepage
 - Sign-up forms
 - PDFs that are loaded elsewhere on your website
 - External websites
 - Pages within your site

SUB-HEADER "DO NOTS"

- **DO NOT attach images to the sub-header**
 - They will take up too much room on the homepage and force users to scroll to see the full content.
 - Instead, **add an article thumbnail** after creating the article to add a photo on the homepage.
- **DO NOT include more than 2 sentences for your text.**
 - This causes overcrowding in the sub-header.
 - Limit your sub-header to 2 brief sentences.

ARTICLE TEXT

- Used for sharing information about an event or news piece happening at the school
 - Include information from the sub-header in the article text as well (dates, times, locations, etc.)
- Adding photos of something that happened at the school
- Adding information that doesn't need an entire page on the website but needs a place to live
 - If parents call the office about something specific, consider creating a news article about it so the information is readily available on the homepage.
- **DO NOT use** if all needed information is posted in the sub-header
 - Be sure to uncheck the "Show Read More Link" box when creating the article if this is the case.

YOUR HOMEPAGE WILL LOOK LIKE THIS IF YOU:

do not have a sub-header for your News Article

do not have ANY News Articles

include more than 2 sentences in the sub-header

do not uncheck "Show Read More Link" and do not put text in the Article Text

SCHOOL NEWS

New Positive Behavior Intervention Suppor...
 READ MORE...
[PBIS Parent Document](#)

Weekly Calendar READ MORE...

6th Grade Camp @ Sierra Outdoor School
 READ MORE...

New Football Game Times for 2018-19
 READ MORE...

Back to School Night READ MORE...
[Back to School Night Flyer](#)

VIEW ALL NEWS

HOME ABOUT PARENTS STUDENTS

SCHOOL NEWS

VIEW ALL NEWS

CALENDAR OF E

- SEP 11** Nelson Parent Tea 6:00 PM - 7:00 PM
- SEP 14** Sports Pictures 12:30 PM - 1:00 PM
- SEP 14** Lincoln @ Nelson 2:00 PM - 4:00 PM

HOME ABOUT PARENTS STUDENTS

SCHOOL NEWS

Welcome Back to School, Cubs! READ MORE...
 Welcome back to school, Cubs & Garfield families! We look forward to an amazing year of learning, athletic & artistic achievement, and fun!

School opens on Monday, August 20 at 8:25. Please remember that student supervision is provided only during the school day, beginning at 8:05. Only students enrolled in Campus Club or morning kindergarten may be on campus before that time. Safety is a priority at Garfield, and for this reason, we ask for your help in following this guideline.

Back to School Night September 5th READ MORE...
 Garfield Teachers & Staff welcome you to Back to School Night on Wednesday, September 5. The schedule will be:

Parent Music Meeting Grades 5-6	5:00-5:30	Cub Cafe
Parent Athletic Meeting Grades 4-6	5:30-6:00	Cub Cafe
Session 1 Grades 1-6	6:00-6:40	Classrooms
Session 2 Grades 1-6	6:45-7:25	Classrooms

For your convenience, the same information will be presented in your student's classroom in both sessions.

CALENDAR OF

- AUG 27** 6th Grade Cook 2:00 PM - 2:30 PM
- AUG 27** Fall Sports Prac 3:15 PM - 4:15 PM
- AUG 28** Drama Packets 8:30 AM - 3:15 PM
- AUG 29** Drama Audition 2:30 PM - 5:00 PM
- AUG 29** Pep & Cheer Pr 3:15 PM - 4:15 PM
- AUG 30** Fall Pictures 8:30 AM - 11:30 AM
- AUG 31** PTC Room Pare

Kastner Intermediate
 Part of the Clovis Unified School District

HOME ABOUT ACADEMICS CO-CURRICULAR ATHLETICS COUNSELING STUDENTS & PARENTS

Summer Meals

[Printable Version](#)

[← BACK](#)

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 School CMS Created by eSchoolNews

Visit Other Clovis Unified Schools

ADDING A
THUMBNAIL



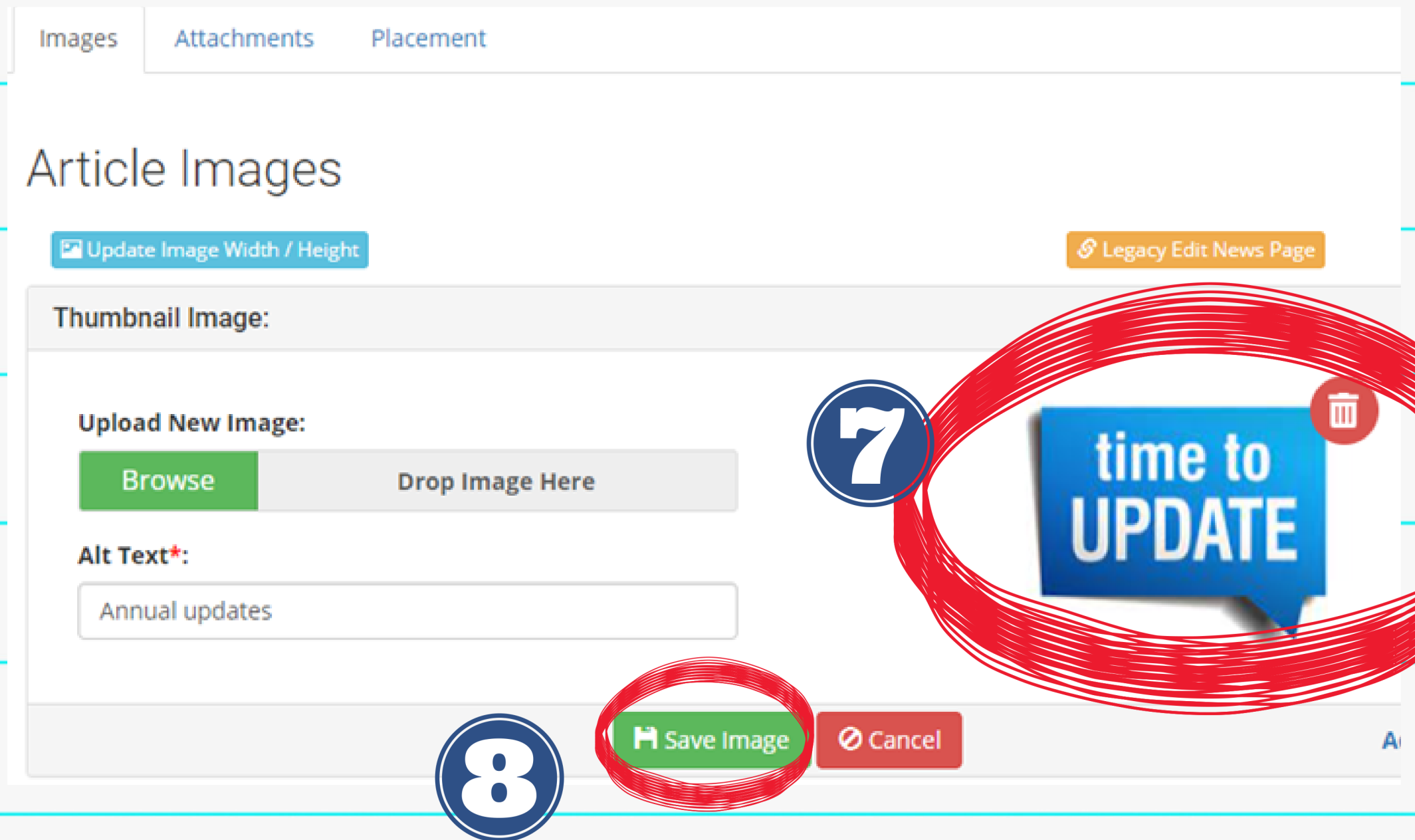
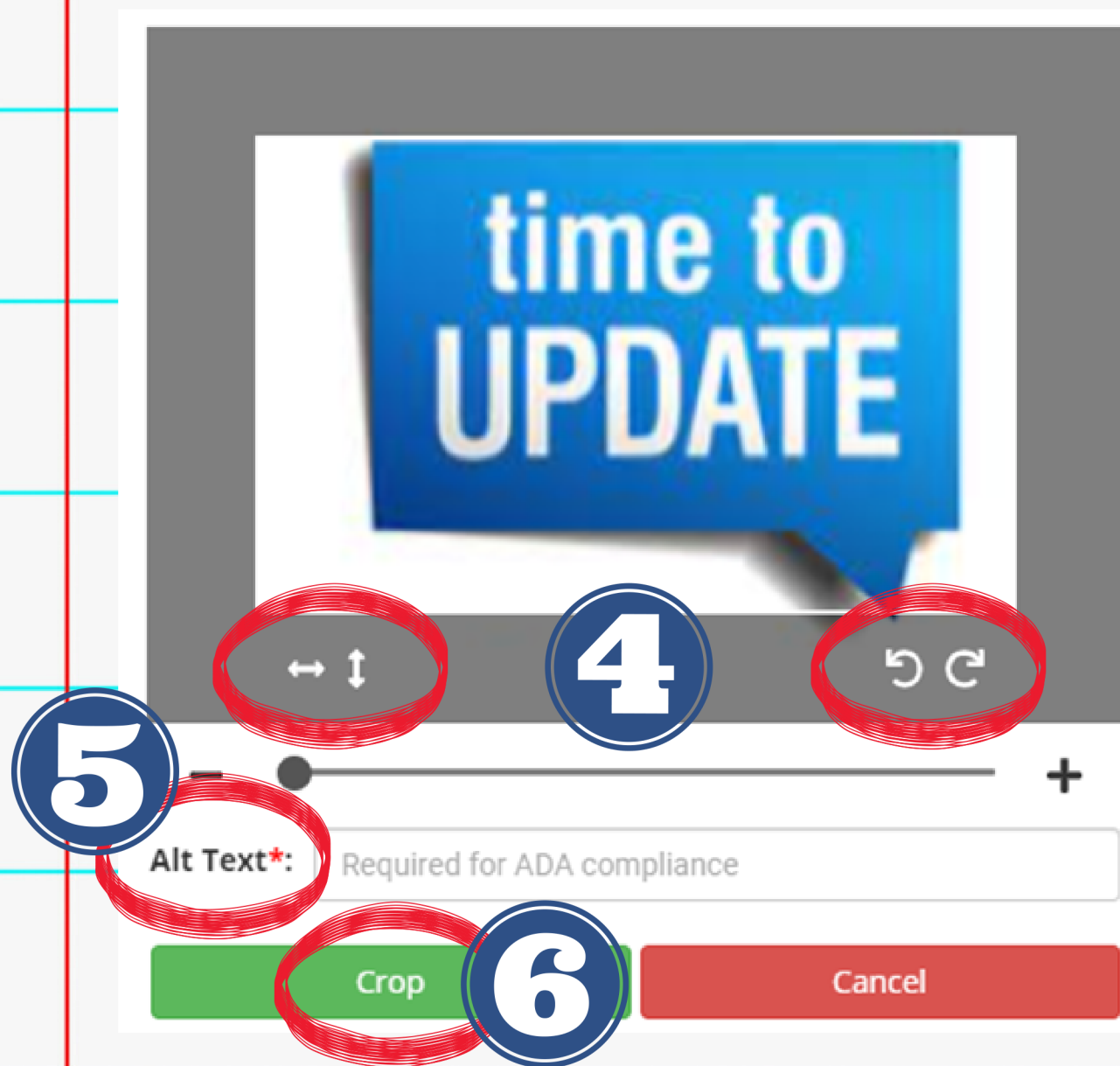
IMAGES (JPG FILES ONLY)

- Thumbnail Image **(REQUIRED)**
 - Appears on homepage with News Article
 - Preview of a document you're sharing, photo of school/students, clipart, etc.
 - File name may not contain spaces or strange characters (stick to letters and underscores)
- Embedded Image **(OPTIONAL)**
 - Appears INSIDE the article
 - If you want users to click "Read More" and see a photo within the article, upload it here.
 - File name may not contain spaces or strange characters (stick to letters and underscores)

ADDING A THUMBNAIL

The image shows a two-step process for adding a thumbnail to a news article.
Step 1: A list of articles is shown. The article 'Annual Information Update' is selected, indicated by a blue circle with the number '1' and a red circle around the article title.
Step 2: The 'Images' tab is selected, indicated by a blue circle with the number '2' and a red circle around the 'Images' tab. The 'Ignore Placement' button is highlighted with a red square.
Step 3: The 'Upload New Image' section is shown, with the 'Browse' button circled in red and a blue circle with the number '3'. The 'Thumbnail Image' field is highlighted with a red box. The 'Annual updates' text is visible in the input field. The 'No Image Uploaded' placeholder is also visible.

1. Click on the article you need to add a thumbnail to.
2. Click on the "Images" tab. *This was not available before creating the News Article.
3. Click "Browse" or drop your thumbnail image here.



4. Crop/rotate the image if needed. Use the slider to zoom in or out and scale the image to fit.
5. Add alternative text (required).
6. Click "Crop".
7. The image will appear here.
8. Click "Save Image".

Cell Phones & Smart Watches at School

Does your student bring a phone to school or wear a smart watch? Click here for expectations!

[Read More...](#)



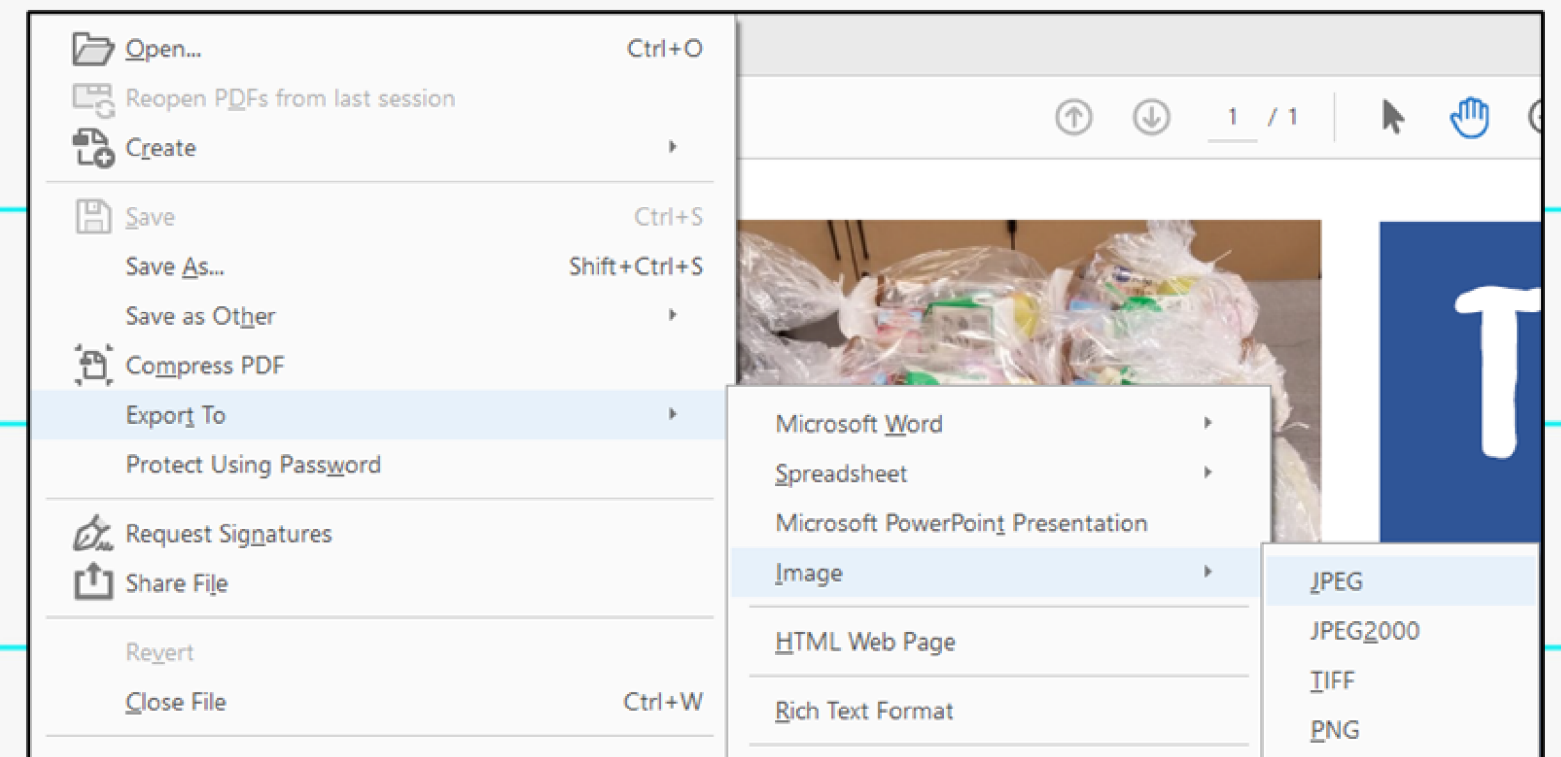
Enjoy Your Summer Break!

School is out for the summer. We will see you again on Monday, August 21, 2023.

- View your homepage to double-check that the thumbnails display properly.
 - Elementary-site thumbnails have sharp corners
 - Secondary-site thumbnails have rounded corners

USING A PDF AS A THUMBNAIL

- The PDF must be converted to a JPG image first
 - Open your PDF in Adobe Acrobat Reader
 - Click "File" in the upper left corner
 - Click Export To → Image → JPG
 - Choose where you want to save your file, and click "Save"
 - Now you can proceed with the steps to add the file as a Thumbnail image for that article.



ADDING AN EMBEDDED IMAGE (OPTIONAL)

The screenshot illustrates the process of adding an embedded image to a news article in three steps:

- Step 1:** A list of articles is shown. The article titled "Annual Information Update" is circled in red, indicating it is the target for editing.
- Step 2:** The article editor interface is shown. The "Images" tab is selected and circled in red. The "Ignore Placement" option is highlighted with a red box.
- Step 3:** The "Embedded Image" section is shown. The "Upload New Image" area has a "Browse" button circled in red. A "Drop Image Here" area is also visible. A "No Image Uploaded" placeholder is shown to the right.

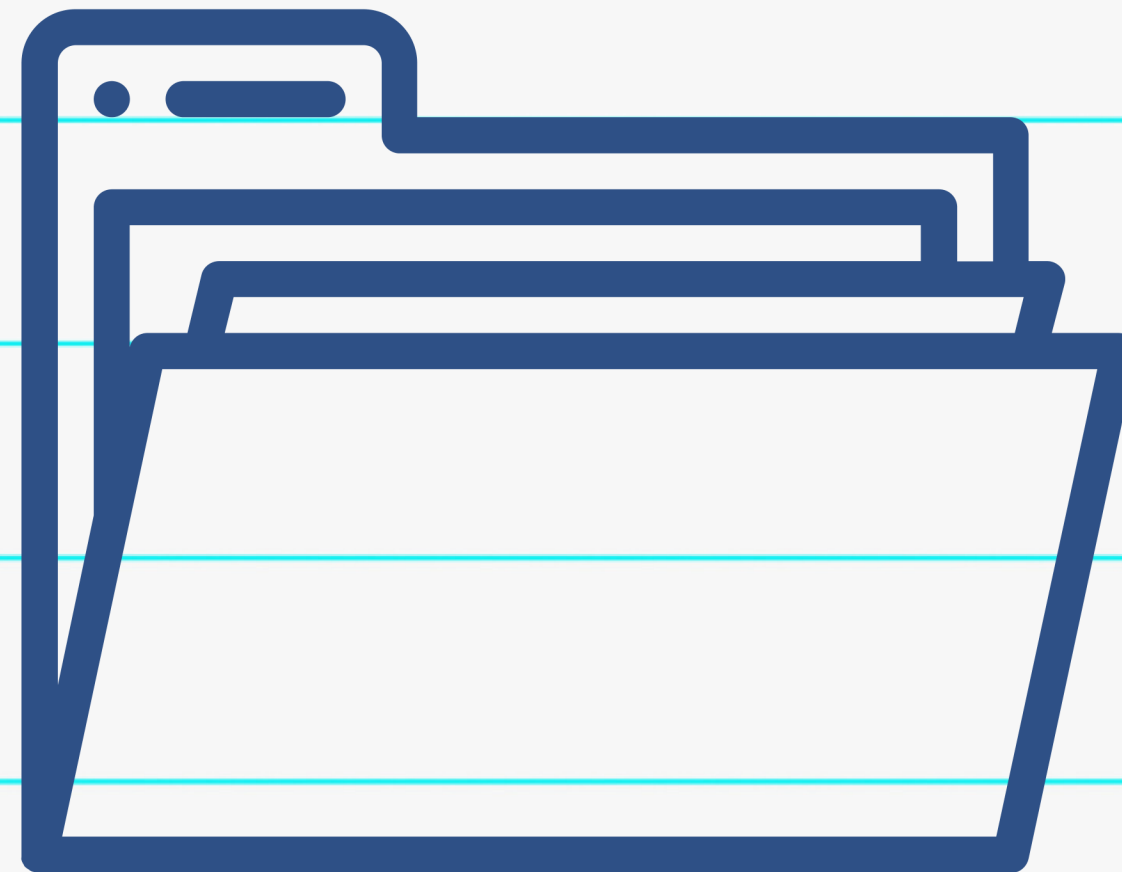
1. Click on the article you want to add an image to.
2. Click on the "Images" tab. *This was not available before creating the News Article.
3. Click "Browse" or drop your image here. ***Repeat the same steps for adding a Thumbnail, but for an Embedded Image.**

ADDING AN
ATTACHMENT



ATTACHMENTS

- Add additional documentation as a reference to your news article.
- MUST be a PDF file!
- Will appear inside the article as a clickable link at the bottom of the article.
- Flyers, brochures, forms, etc.



ADDING AN ATTACHMENT

The screenshot shows a document editor interface with three tabs: 'Article Text', 'Attachments', and 'Placement'. The 'Attachments' tab is selected and highlighted with a red circle and the number 1. Below the tabs, the heading 'Attach A New Document' is followed by an 'Attachment Title:' text input field, circled with a red circle and the number 2. Below that is a 'Document:' section with a 'Choose File' button and the text 'No file chosen', circled with a red circle and the number 3. A checkbox labeled 'If you are uploading a PDF, would you like the system to create a Rich Text Format file?' is circled with a red circle and the number 4. Below the checkbox is a green 'Add File' button, circled with a red circle and the number 5. At the bottom, the 'Existing Documents' section contains a list item '2021 Annual Information Update Flyer' with a 'Delete' button next to it.

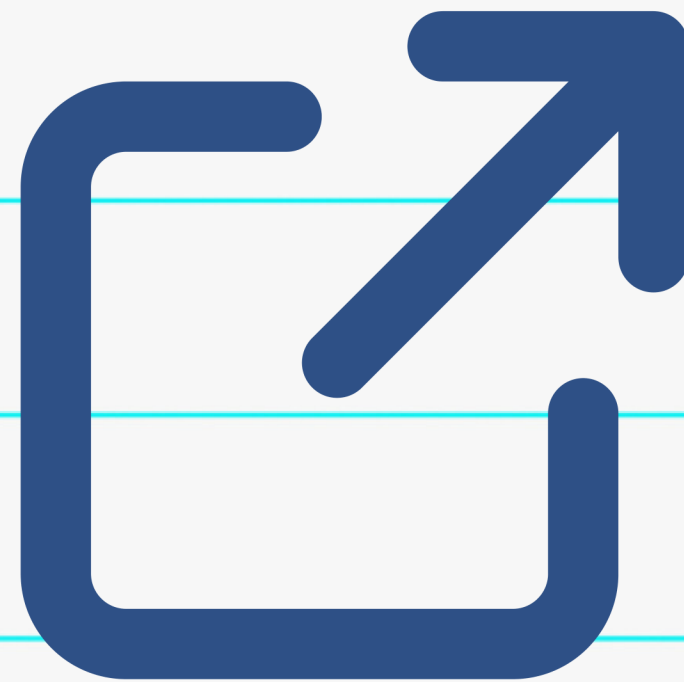
1. Click the "Attachments" tab.
2. Title your attachment (this will appear as the name of the attachment).
3. Choose the file to attach.
4. Check this box to create an RTF version of your file for ADA compliance.
5. Click "Add File". The file will appear in the "Existing Documents" list.

ADDING A
HYPERLINK



HYPERLINK

- Link to websites, internal pages or other resources within the News Article
- Can only be used in Sub-Header and/or Article Text
- CANNOT be used in Article Title



ADDING A HYPERLINK

The screenshot shows a content management system interface with the following elements:

- Step 1:** A list of links is shown, with "Parent Connection Website" highlighted.
- Step 2:** The "Edit" icon (pencil) is clicked on the highlighted link.
- Step 3:** The "URL" field is populated with "https://qweb.covisusd.k12.ca.us/Pare".
- Step 4:** The "Text" field is populated with "Parent Connection Website".
- Step 5:** The "Open in new tab" checkbox is checked.
- Step 6:** The "Update" button is clicked.

Below the form, there are fields for "Date Visible" (7/15/2021) and "Expiration Date" (8/8/2021), and a checkbox for "Show Read More Link". At the bottom, there are "Save" and "Cancel" buttons.

1. Highlight the text you want to convert into a hyperlink.
2. Click the Edit icon (pencil) in the menu that appears.
3. Paste the URL you want to link to in the URL field.
4. Check the "Open in new tab" box, so the user isn't taken away from the article when they click.
5. Click "Update" to save your changes to the URL.
6. Click "Save" to save your work on the article.

HAVE QUESTIONS?
LET ME KNOW!



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