

# LHS Website – “How to” Guide 2

This document is the **second** in a series of guides that will take you through the very simple processes that will allow you to write content into your pages of the LHS website:

- How log onto the LHS Website Dashboard
- How to upload files to the website Media library.
- How to create hyperlinks to uploaded files

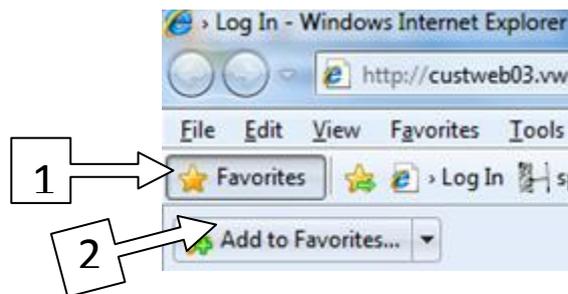
First you must log on using the username and password you were issued.

- Log into the LHS website user login page using <http://custweb03.vws.ifl.net/~r35864/wp-admin/>



- This will show the login window:

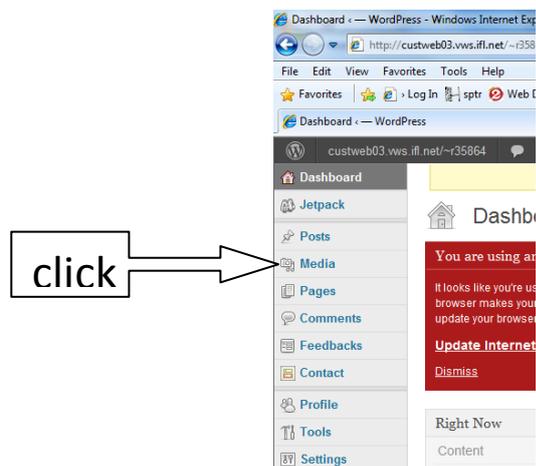
- Make this page a favourite so that you will be able to log in more quickly the next time!



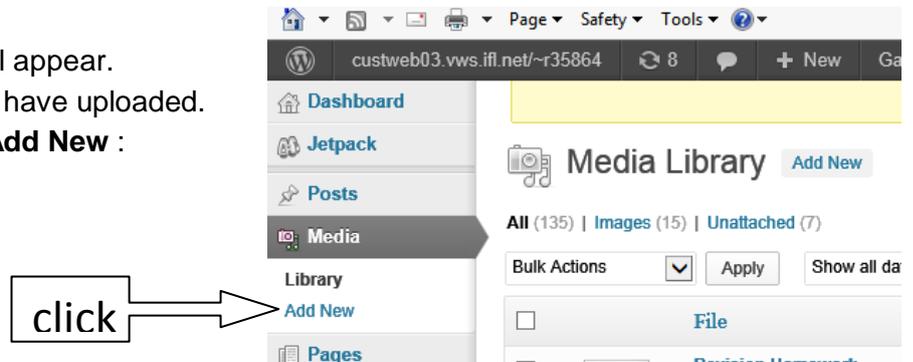
- Carefully type in your username and password and click “Log in”

- The Dashboard will then be displayed:

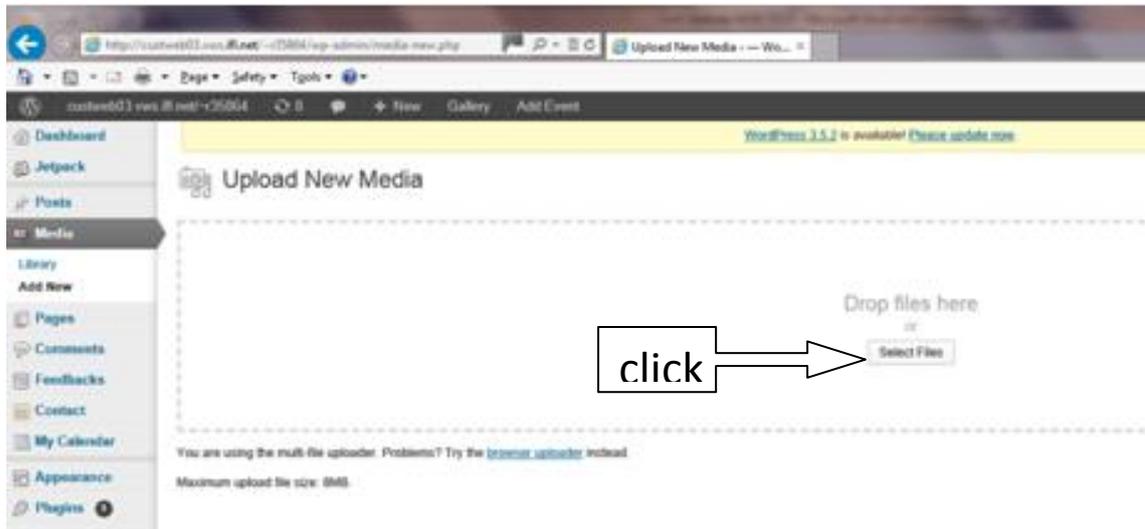
- Click on **Media** to browse the website.



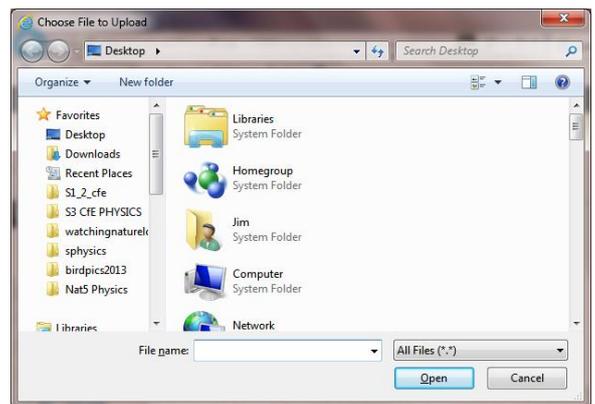
- The Media Library page will appear.
- This lists all of the files you have uploaded.
- To add new files, click on **Add New** :



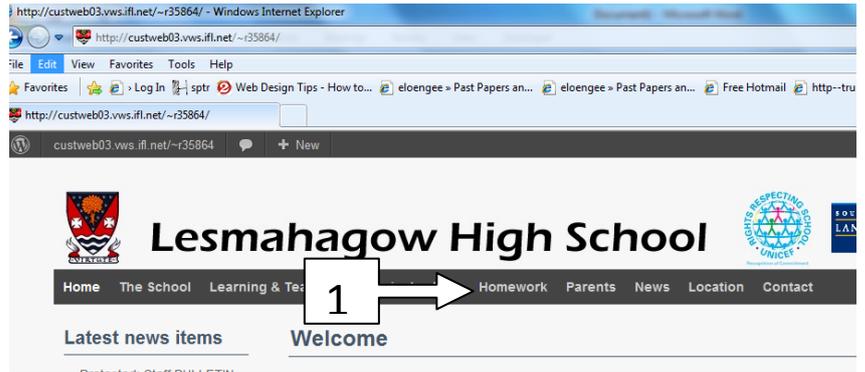
- The following window will appear:



- Click on **Select Files** to bring up a “Choose file” box.
- Navigate to the file you want to upload and click **Open**
- After a short delay your chosen file will be uploaded .
- You may select further files. To upload several files at one go, hold down the CTRL key as you select each file – and then click **Open**



- The website homepage will appear:



## How to record online the homework you have set.

1. Click on **Homework** to bring up the **homework table menu**:
2. Click on the year group in your subject, (I clicked on S3 in Physics)

**Homework**

Click a hyperlink to view homework set:

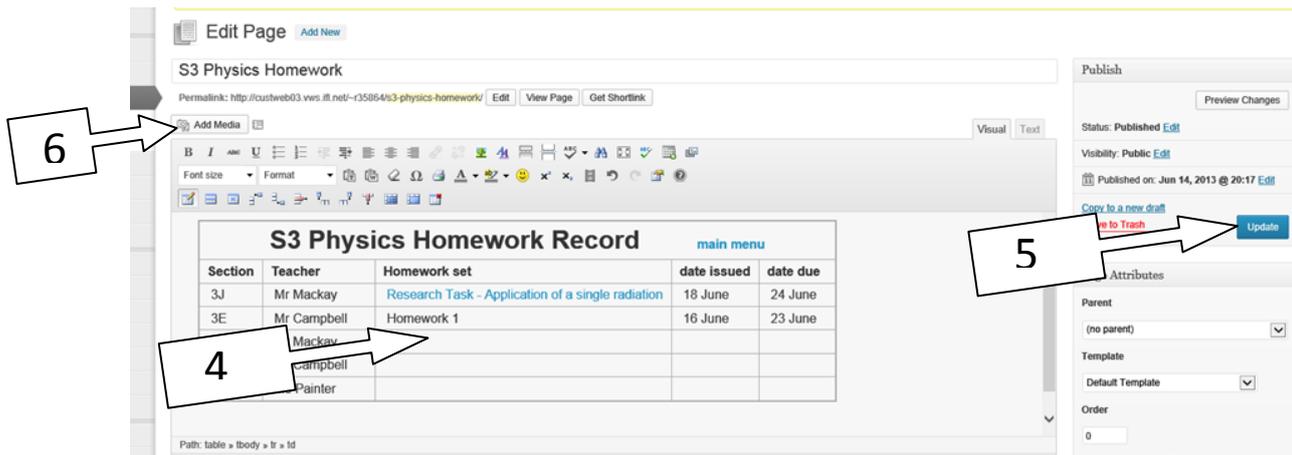
<b>Art</b> S1 S2 S3 S4 S5/6	<b>Biology</b> S3 S4 S5/6	<b>Business Studies</b> S3 S4 S5/6
<b>Chemistry</b> S3 S4 S5/6	<b>Computer Studies</b> S3 S4 S5/6	<b>English</b> S1 S2 S3 S4 S5/6
<b>Geography</b> S1 S2 S3 S4 S5/6	<b>History</b> S1 S2 S3 S4 S5/6	<b>Home Economics</b> S1 S2 S3 S4 S5/6
<b>ICT</b> S1 S2	<b>Mathematics</b> S1 S2 S3 S4 S5/6	<b>Modern Languages</b> S1 S2 S3 S4 S5/6
<b>Music</b> S1 S2 S3 S4	<b>Physics</b> S3 S4 S5/6	<b>Science</b> S1 S2
<b>PSE</b> S1 S2 S3 S4 S5/6	<b>Technical</b> S1 S2 S3 S4 S5/6	
<b>Support for Learning</b> S1 S2 S3 S4 S5/6		

- The year group homework table for your subject will now open (in my case S3 Physics)

<b>S3 Physics Homework Record</b>			<a href="#">main menu</a>	
<b>Section</b>	<b>Teacher</b>	<b>Homework set</b>	<b>date issued</b>	<b>date due</b>
3J	Mr Mackay	<a href="#">Research Task – Application of a single radiation</a>	18 June	24 June
3E	Mr Campbell	Homework 1	16 June	23 June
3J	Mr Mackay			
3F	Mr Campbell			
3K	Ms Painter			

3 → [Edit](#)

- Click on **Edit**:
- **Edit page** will now open:

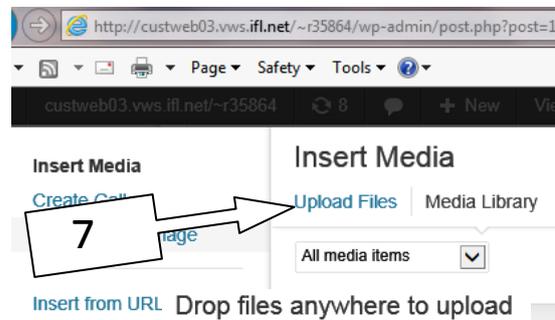


4. Click in one of the table cells then start typing.
5. When finished editing, click **Update**

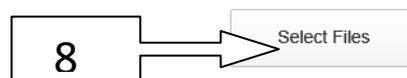
## How to upload files to the website library.

You may have a file of homework sheets that pupils could hyperlink to from the table. You must first upload the file to the website library.

6. Click on **Add Media** to open the **Insert Media** box:
7. Click on **Upload files**

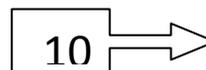
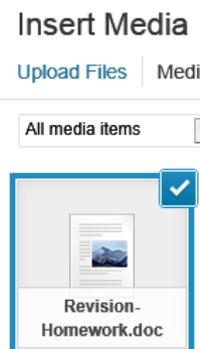


8. in the next box that appears click on **Select files**



Maximum upload file size: 8MB.

9. A familiar window showing your computer files will open. Select the file you want to upload. (I clicked on a Revision Homework file that loaded in as shown.)



10. From the bottom right, click on **Insert into Page** to add the hyperlink into the table.

11. The clip shows the new hyperlink:

[Insert into page](#)

S3 Physics Homework Record		
Section	Teacher	Homework set
3J	Mr Mackay	<a href="#">Research Task - Application of</a>
3E	Mr Campbell	Homework 1
3J	Mr Mackay	
3F	Mr Campbell	<a href="#">Revision Homework</a>
3K	Ms Painter	

Table body > tr > td > a  
id count: 43

12. To save the changes click on **Update** and wait until the page “reappears”.

**Publish**

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: Jun 14, 2013 @ 20:17 [Edit](#)

[Copy to a new draft](#)  
[Move to Trash](#) [Update](#)

13. To check all is good click on **view page**

[Edit Page](#) [Add New](#)

Page updated. [View page](#) ← **13**

S3 Physics Homework

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S3 Physics Homework Record <a href="#">main menu</a>				
Section	Teacher	Homework set	date issued	date due
3J	Mr Mackay	<a href="#">Research Task - Application of a single radiation</a>	18 June	24 June
3E	Mr Campbell	Homework 1	16 June	23 June
3J	Mr Mackay			
3F	Mr Campbell	<a href="#">Revision Homework</a>		
3K	Ms Painter			

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