

LHS Website – “How to” Guide

This document will take you through the very simple processes that will allow you to write content into your pages of the LHS website:

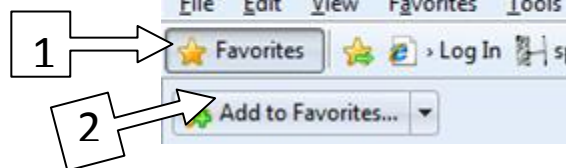
- How log onto the LHS Website Dashboard
- How to record online the homework you have set.
- How to upload files to the website library.
- How to hyperlink to webpages and stored files

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

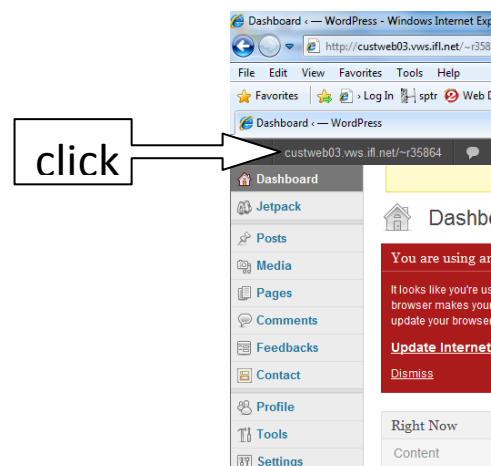
- Log into the LHS website user login page using <http://custweb03.vws.ifl.net/~r35864/wp-admin/>
- This will show the login window:



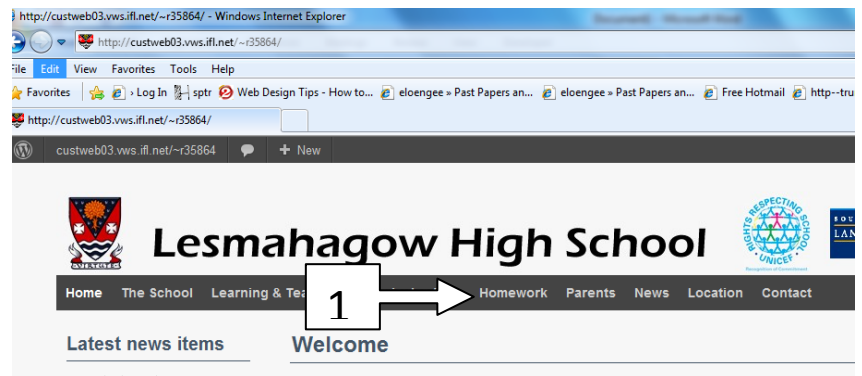
- Make this page a favourite so that you will be able to log in more quickly the next time!



- Carefully type in your username and password and click “Log in”
- The Dashboard will then be displayed:
- Click on **custweb03**.... to browse the website.



- The website homepage will appear:



How to record online the homework you have set.

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

Homework

Click a hyperlink to view homework set:

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

A box with the number '2' and an arrow points to the 'Physics S3 S4 S5/6' link.

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

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

A box with the number '3' and an arrow points to the 'Edit' link at the bottom right of the table.

- Click on **Edit**:

- **Edit page** will now open:

6 → Add Media

4 → [Table Cell]

5 → Update

Section	Teacher	Homework set	date issued	date due
3J	Mr Mackay	Research Task - Application of a single radiation	18 June	24 June
3E	Mr Campbell	Homework 1	16 June	23 June
	Mr Mackay			
	Mr Campbell			
	Mr Painter			

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**

7 → Upload Files

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

8 → 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.)

Insert Media

Upload Files | Media Library

All media items

Revision-Homework.doc

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

10 → Insert into page

11. The clip shows the new hyperlink:

S3 Physics Homework R		
Section	Teacher	Homework set
3J	Mr Mackay	Research Task - Application of
3E	Mr Campbell	Homework 1
3J	Mr Mackay	
3F	Mr Campbell	Revision Homework
3K	Ms Painter	

c: table » tbody » tr » td » a
d 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**

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Edit Page

Add New

Page updated. [View page](#)

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Lesmahagow High School					
<div>Home The School Learning & Teaching Curricular Area Homework Parents News Location Contact</div>					
S3 Physics Homework Record					main menu
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3E	Mr Campbell	Homework 1	16 June	23 June	
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