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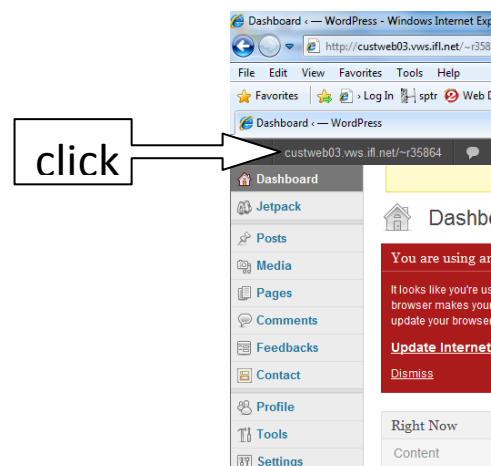
- Log into the LHS website user login page using http://custweb03.vws.ifl.net/~r35864//wp-admin/
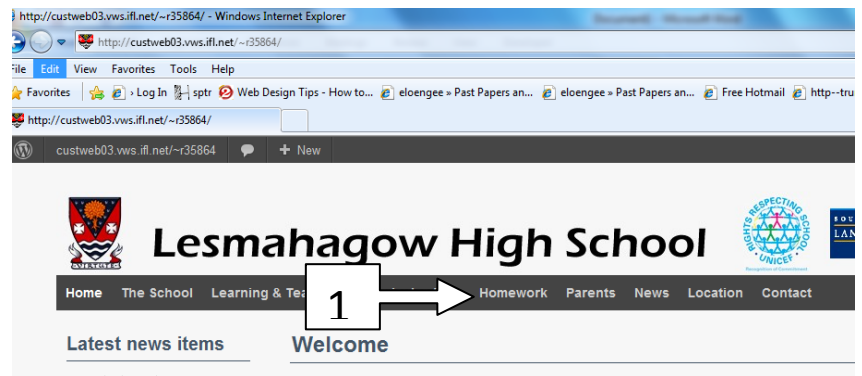
- This will show the login window:

- Make this page a favourite so that you will be able to log in more quickly the next time!
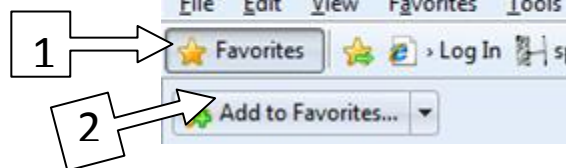
- Carefully type in your username and password and click "Log in"

- 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.

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)

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

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			

- 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:

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	

table » tbody » tr » td » a
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

Lesmahagow High School

Home   The School   Learning & Teaching   Curricular Area   Homework   Parents   News   Location   Contact

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	Revision Homework		
3K	Ms Painter			

Edit

Home   The School   Learning+Teaching   Departments   Parents   News   Location   Contact