

Foxbright Web Design Help

Support@foxbright.com

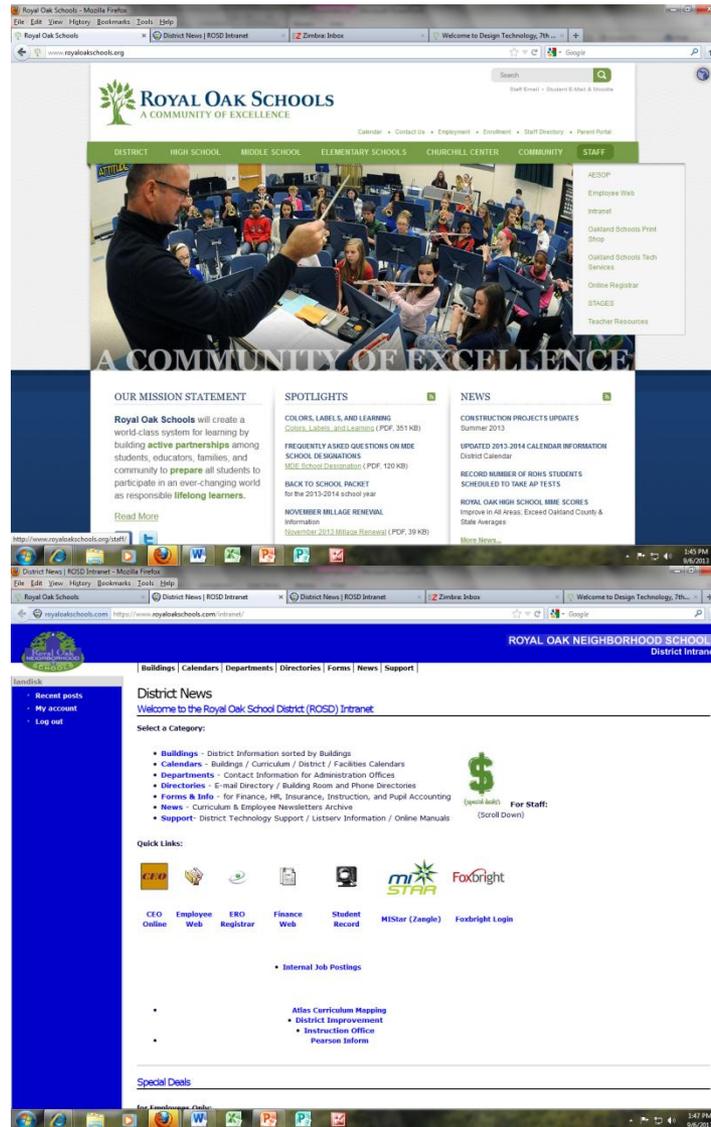
Online Tutorials:

<https://foxbright.zendesk.com/entries/374681-creating-teacher-pages>

(click on video tutorials)

The tutorials at the above link are way better than my PowerPoint pages that follow!

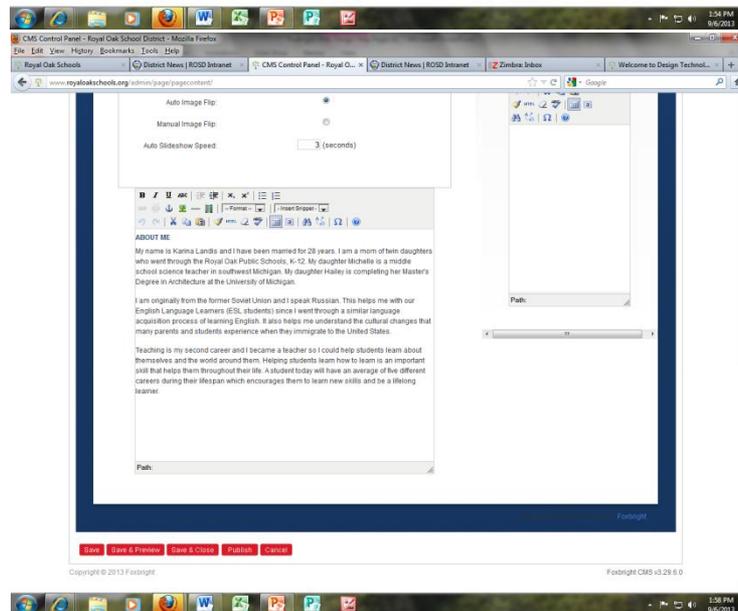
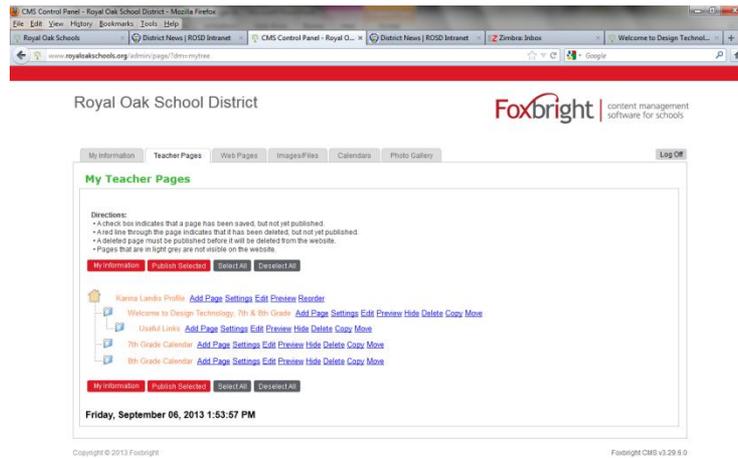
1. Select **Intranet** from the Staff Menu
2. Type in the Intranet info:
Login/password you always use.
3. Click on the **Foxbright Login (text)**
not the icon!



1. Type in your ROY Account and password you use to get on the network every morning. Login.
2. Main Menu screen will come up.



1. Click on Teacher Pages
2. You'll have your Profile Page appear.
3. Edit the Page with your own test.
 1. Remember to copy/paste using the Past As Plain Text otherwise you'll transfer formatting in from another software which will make it look wrong.
4. When done editing your page, **Save and Preview** (another window will open so you can see the changes you've made).
 1. Until you publish, the changes will not appear.
5. **Publish** when you're ready to go public.



Add a Calendar email sent by Foxbright Support:

You will need to create a calendar from the calendars tab. So

1. Click on Calendars
2. You will see a link "Edit Calendars" under the first grey bar next to the Select Calendar box. click the Edit Calendars Link.
3. Select "Add Calendar"
4. Enter a name of the calendar. Make sure you can find it in a list of names, so you may want to use your last name as the beginning of the calendar name.
4. Save.
5. Select "Return to Events List"
6. Select "Add Event" to add your events.

To show the calendar to new page. If the page already exists you can add a calendar to the page by selecting "Settings" for the page and continuing with Step 3.

1. Add Page
2. Enter page name (Classroom Calendar)
3. Advanced Settings (scroll to bottom) and click on this bar.
4. Scroll down to "Section Processors" gray bar
5. For the "Main Content - Middle:" change from Rich Text to "Calendar" in the drop list.
6. scroll to top and select "content"
7. Select the calendars to show from the list on the right.
8. Save and preview
9. publish if looks good.

The image displays two screenshots of the Foxbright CMS interface, showing the process of adding a calendar.

Top Screenshot: Calendars Page

The interface shows the "Calendars Page" with a search form and a table of existing calendars.

Calendar Name	Events	Created By
Wright 6th Grade Science	1 event (0 future)	Wright, Eric
Weathers's 6th Grade ELA	1 event (0 future)	Weathers, Mrs.
Vick-World History	1 event (0 future)	Deleted User #637
Vick-U.S. History	1 event (0 future)	Deleted User #637
Taylor 8th Grade Science	2 events (0 future)	Taylor, Deborah
Taylor 6th Grade Science	2 events (0 future)	Taylor, Deborah
Royal Oak Middle School	1 event (0 future)	Delaney, Chris
Royal Oak High School	1 event (0 future)	Delaney, Chris

Bottom Screenshot: Add Calendar

The interface shows the "Add Calendar" form with a search form and a list of available editors.

Calendar Name: [Text Input]

Permissions:

Available Editors:	Selected Editors:
Abela, Katherine (ROYABELAK)	
Abraham, Susan (ROYABRAHAMS)	
Adair, Nancy (ROYADARN)	
Administrator, System (admin)	
Affeld, Patricia (ROYAFFELDP)	
Alberts, Diane (ROYALBERTSD)	
Andersen, Karen (ROYANDERSENK)	
Anderson, Nicholas (ROYANDERSONN)	
Arnold, Pamela (ROYARNOLDP)	
Arribas, Bertha (ROYARRIBASB)	
Ashburn, Angela (ROYASHBURNA)	
Auk, Valerie (ROYAULTV)	
Bansen, Dina (ROYBANSEND)	
Barber, Diana (ROYBARBERD1)	
BARKERL	
SYRMAN, ADEA	

To Add an Event to the Calendar

Each subject you teach will have its own calendar (unlike Drupal).

On Calendars Tab, click on **Add Event**.

1. Select Calendar from a pull down menu. All your calendars will show up.
2. Enter **Event Title**.
3. Enter **date**, from-to.
4. Write in the description of the calendar entry.
5. Save.
6. The entry will now appear on your calendar.

The screenshot shows the 'Add Event' page in the Royal Oak School District CMS. The page has a navigation bar with tabs for 'My Information', 'Teacher Pages', 'Web Pages', 'Images/Files', 'Calendars', and 'Photo Gallery'. The 'Calendars' tab is active. Below the navigation bar, there is a 'Calendar/Events Page' header and an 'Add Event' button. The main content area contains a search form for 'Search Calendars/Events' with fields for 'Calendar:' (a dropdown menu), 'From Date:', 'To Date:', 'Event Title:', and 'Created By:'. Below the search form is a table listing existing events. The table has columns for 'Date', 'Event Title', 'Primary Calendar', 'Secondary Calendar(s)', and 'Created By'. The events listed are:

Date	Event Title	Primary Calendar	Secondary Calendar(s)	Created By
11/01/2013 - 08:00 AM	All-City Men's Choir (ROMS & ROHS)	Mehringher Choir		Mehringher, Diane
10/04/2013 - 08:00 AM	MSVMA "For Young Women Only" Clinic (optional)	Mehringher Choir		Mehringher, Diane
09/23/2013	MSVMA Honors Choir Registration due (participation optional)	Mehringher Choir		Mehringher, Diane
09/16/2013	Choir Shirt Order Due	Mehringher Choir		Mehringher, Diane
09/13/2013	Stars and snowflakes WS - HW: Complete WS	Mrs. Davis' 6th Grade Science		Davis, Ashleigh

The screenshot shows the 'Edit Event' page in the Royal Oak School District CMS. The page has a navigation bar with tabs for 'My Information', 'Teacher Pages', 'Web Pages', 'Images/Files', 'Calendars', and 'Photo Gallery'. The 'Calendars' tab is active. Below the navigation bar, there is an 'Edit Event' header and buttons for 'Save', 'Reset', and 'Cancel'. The main content area contains a form for editing an event. The form has fields for 'Primary Calendar:', 'Event Title:', 'Date(s):', 'Cost:', 'Location:', and 'Description:'. The 'Primary Calendar:' dropdown menu is open, showing a list of calendars: 'Landis 7th LEAP', 'Mrs. Landis 7th Grade Design Technology', and 'Mrs. Landis 8th Grade Design Technology'. The 'Date(s):' field is also open, showing a date range and a checked 'All Day' checkbox. The 'Description:' field has a rich text editor with various formatting options.

Add a Photo Gallery

View this tutorial video:

<https://foxbright.zendesk.com/forums/156735-Video-Tutorials>

Either copy/past link into web browser
OR in the Slide Show view Alt-right
click on the link above.

