

Contents

Feature Name	Page
Getting Started	4
The Dashboard	5
Editing the Homepage	6 - 11
Editing the page layout	12 - 17
Creating Albums	17 - 19
Latest News	19 - 20
Attendance	20 - 21
Key Information	22 - 24
Parents Area	25 - 27
Children/Class Pages	27 - 30
Governors Page	31 -32
Policies	32 - 33
Newsletters	33 - 34
Curriculum Pages	34 - 36
Events	37 - 38
Editing the Menu	39 - 40
The Media Library	41-42
Creating Users	43 – 44



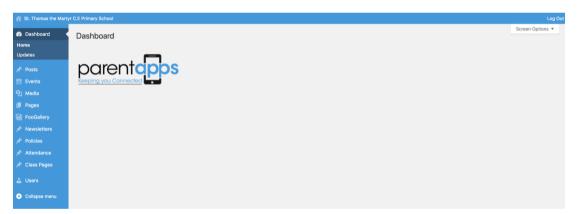
Getting Started

To access the backend of the website you'll need to log into the dashboard. This can be done by visiting this web address: www.yourwebsite.com/wp-admin

Username or Email Address Password @ Remember Ms Log tr	
Password Remember Me Log In Lost your password?	parentapps
Remember Me Log In Lost your password?	Username or Email Address
Lost your password?	
	Remember Me Log In



The Dashboard



Once you've logged in you'll see the **Dashboard** – The dashboard will provide you with a summary of your website, there are several key area to take note of, which are as follows:

- **Posts** this is where the blog posts within the website are located
- Events this is where your latest events are stored
- **Media Library** this area allows you to manage your images and group them in folders
- **Pages** this section contains all the pages and menu within the website
- FooGallery this section contains your albums
- Newsletters this section allows you to create the newsletters
- Policies this section allows you to add the policies
- Attendance this section allows you populate the sidebar attendance
- **Class Pages** this section contain your class pages information



You can easily switch between the dashboard and the front end of the website by clicking on the website name in the top left hand side.



When you've selected this you'll see that you can now see your website as it displays for your users.

Editing the Homepage

You can edit the homepage by selecting 'Edit Page' when you're on the homepage in the top menu bar.



Or, you can edit the homepage by selecting 'Pages' from the Admin Dashboard.



Dashboard	Dashboard	
lome	At a Glance	
🏲 Posts		
] Media	A 3 Posts III 26 Pages	
Pages	WordPress 4.8.3 running Impreza theme. Update to Search Engines Discouraged	0 4.9
Newsletters		
Policies		
Attendance		
Contact		
Appearance		
AMU		

Once selected this will load a new page with the list of all the pages you have within your website.

To edit an existing page, simply select the name of the page you wish to edit. Alternatively you can search for your chosen page name using the search bar at the top right hand side.

Dashboard	Pages Add New			Screen Options *
	All (26) Published (26)			Search Pages
3 Media	Bulk Actions \$ Apply All dates \$ Filter		26 items «	< 1 of 2 > 3
Pages	Title	Author		Date
ll Pages dd New	Beyond the Classroom Edit Quick Edit Bin View Access Edit with WPUkery Page Builder	parentapps	-	Published 2017/11/08
Newsletters Policies	Contact	parentapps	-	Published 2017/10/12
	Cookie Policy	parentapps	-	Published 2017/10/12
i Contact Appearance	Curriculum	parentapps	-	Published 2017/10/16
	Design and Technology	parentapps	-	Published 2017/11/10
Collapse menu	Events	parentapps	-	Published 2017/11/09
	Governors	parentapps	-	Published 2017/10/12
	History	parentapps	-	Published 2017/11/10
	Home Front Page	parentapps	-	Published 2017/10/12
	Latest News	parentapps	122	Published

Once you have selected your homepage you'll notice that the page is made of blocks, this allows you to easily edit individual elements of the page.

Editing the Slider



The Slider can be edited by hovering over the Slider element. Once hovered you'll notice a green box appear.

Edit Page Add New		
Home		
Permalink: http://parentappsdev.co.uk/overchurch/		
Classic Mode Frontend Editor		
WPBakery Page Builder		
Wr Dakery rage builder		-
🐤 + 🖽		C) 🔶
x 📰 +		- 0 X
	$+ \mathscr{O} \times$	
Image Slider Images Size: Full Size – Images Fit: Fill Area	🔀 Image Silder 🖉 🔿 🗙	
	+	

In this box you'll need to select the pen tool to edit the slider.

Once selected you'll see a pop-up appear.

dit Page Add New							Screen Optio
łome		Image Slider Setting				o _ ×	
ermalink: http://parentappsdev.co.uk/overchurch/							Preview Char
Classic Mode Frontend Editor		Images					i <u>Edit</u>
VPBakery Page Builder		+					idit wse
+ □		Navigation Arrows	Addition	al Navigation	Transition Effect		Oct 2017 @ 10
s 🚍 +		Hide	None	\$	Fade	\$	
		Show items titles and	description	Display	items in random ord	er	Upo
Image Slider Images Size: Full Size – Images Fit: Fill Area		Enable Auto Rotation		Allow F	ull Screen view		
		Images Size		Images Fit			
\$ === +		Full Size		Fill Area		\$	
Raw HTML	Raw HTML	Images Style					
<pre></pre>	<div class="sidebar-block-blac
s=" white"="">Cur School Day ol Office is open Monday to Friday</div>	None				¢	
href="#"> <ing alt="" class="a</td><td>8:15am - 4:00pm</br> Pupil 8
Times</br> 8:55am - 3:30pm<
Break Times</br> 10:25am -</td><td>Extra class name</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><pre>ingncenter size-medium wp-image-42" height="67" src="http://parentappsdev.co.uk/ove
rchurch/wp-content/uploads/2017/10/Apple-Store-30
0x98.png" width="210"></ing> cing src="http://parentappsdev.co.uk/ overchurch/wp-content/uploads/2017/10/Google-Play	5pm - 2:30pm						
-300x98.png" alt="" width="210" height="67" class ="aligncenter size-medium wp-image-43" /> <td></td> <td>Close</td> <td>Save changes</td> <td></td> <td></td> <td></td> <td></td>		Close	Save changes				
10>			Bes				

In the top box you can click the green (+) icon to add images to your slider. Once selected the (+) icon you'll go to your media library (where all your images are stored) to upload an image.



Add Images Upload Files Media Library	x
	Drop files anywhere to upload ar Select Files Maximum upload file size: 256 MB.
1 sr octed City	Add Images

You can either choose to upload an image from your computer by selecting the button in the middle of the screen. Alternatively, if you have an image you've already uploaded, you can select the media library option to upload an image already uploaded to your media library.

Once you've uploaded your chosen image, make sure you select 'Save Changes' and Update the Page.

lome		Image Slider	Settings				o _ ×	
ermalink: http://parentappsdev.co.uk/overchurch/								Preview Change
Classic Mode Frontend Editor		Images						I <u>Edit</u>
			+					Edit
WPBakery Page Builder								wse
🐤 + 🖽		Navigation Arr		Additional N	avigation	Transition Effect		Oct 2017 @ 10:0
s 💳 +		Hide	\$	None		Fade	¢	Upda
		Show items	titles and de	escription	🗌 D splay	items in random orde	r	Opda
Image Slider Images Size: Full Size – Images Fit: Fill Area		Enable Aut	Rotation		Allow F	ull Screen view		
		Images Size			In ages Fit			
s <mark>====</mark> +		Full Size		\$	Fill Area		¢	
Raw HTML	Raw HTML	Images Style						
<pre> <div class="sidebar-block-green"> <h2 clas<br="">s="white">FREE School App!</h2> Click belo</div></pre>	<pre><div class="sidebar-block-blac
s=" white"="">Our School Day</div></pre>	None					\$	
<pre>w to download our FREE school app! href="##">download our FREE school app! href="##">download our FREE school app! href="##">download school app!href=##" href="##">download school app!href=##"href###"href###"href###"href###"href###"href###"href###"href###"href###"href####"href####################################</pre>	ol Office is open Monday to Friday <br 8:15am - 4:00pm Pupil S Times 8:55am - 3:30pm<	E	пе					
0x98.png" alt="" width="210" height="67" class="a ligncenter size=medium wp-image=42" /> <ing #"="" src="http://parentappsdev.co.uk/</td><td>Break Times</br> 5pm - 2:30pm</br> 5pm - 10:25am - 5pm - 2:30pm</br> 5pm - 2:30pm</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td><pre><img alt="" class<="" height="67" pre="" src="nttp://parentappacev.co.uk/ overchurch/wp-content/uploads/2017/10/Google-Play -300x98.png" width="210"/></ing>								

Editing the text



To edit the text, it's very similar to editing the slider. Hover over your chosen text block, and select the pen tool that appears on hover.

E	x 💳 + 🧳		Ø	
	+ 0 ×			
	Welcome from the Headteacher			
	Lorem ipsum dolor sit amet - consectetur adioiscing elit, sed do eiusmod tempor incididunt ut labore et dolo 😵 Text Block 🤌 🖸 🗙 inim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.			
	Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Edit Text Block			
	Read More			
	+			

Once selected, a pop-up box will appear enabling you to edit the content as you wish. The editor layout is very similar to a word document. Once you're happy with the edits made. Select **Save changes**, and then update the page.

Editing the images

Images can be edited in the same way to slider and text blocks. To edit an image block hover over your chosen image and select the **Pen tool**, as shown below.



In the pop up appears you can now change the image.



× = +	Single Ima	age Settings			o _ ×
	General	Design Options			
Welcome from the Headteacher	S Iz Image			Image Size	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud		+		Full Size	\$
exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Excepteur sint occaseat cupidatat non proident, sunt in culpa qui officia deserunt molit anini des tiaborum.	110.11.3	2			
moliit anim id est laborum.	Image Alig	nment		Image Style	
Read More	Centre		¢	None	¢
	Show in	mage title and desc	ription		
% ≡≡ +	On click ac	tion			
	None				÷
Latest News	Animation				
•- Blog	None				\$
Display Posts as: Grid – Columna: 2 – Layout: Classic See All News1		tion type if you want t ite: Works only in mod		e animated when it enters in	to the browsers
	Close	Save	changes		
+					

Select the **(x)** overlaid on the image to remove it. This will then change into a **(+)**. Selecting the **(+)** icon will allow you to browse through your media library – or upload an image from your desktop. Once you're happy with the change, select **Save changes** and update the page.

Editing the buttons

You'll notice on the homepage we have some buttons, these can be edited by hovering over your chosen button and selecting the pen tool, just as we do with the images and text blocks.



+ 🖬		[] O	Preview
	Button Settings	o _ ×	
Welcome from the Headteacher Welcome from the Headteacher Lorem ipsum dolor sit amet, consectetur adipliscing elit, sed do elusmod tempor incididuut ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamos laboris nisi tu aliquip exe a commodo consequat. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt moliti anim id est laborum. Read More	Button Label See All Newsl Button Style Solid Button Size 18px Icon	Button Link Select URL Title: URL: http://parentappsdev.co.uk/overchurch/latest- news/ Button Color Primary (theme color) Button Alignment Centre tcon Position	
+ Latest News Blog Display Posts as: Grif - Columns: 2 - Layout: Classic See All News1	Font Awesome or Material icon name Extra class name standard-button-black Close Save changes		

There are two things you can edit with the buttons. The first is the title. Simply insert whatever text you wish to display on the button. The second is the link for the button to go to. Click the 'Select URL' button.

Welcome from the Headtedt insert/edit link × Lorem ipsum dolor sit amet, consectetur adiplicing elit, stime indiductur tu labore et dolore magna alique, U enin ad me consectetur adiplicing elit, stime indiductur tu labore et dolore magna alique, U enin ad me consectetur adiplicates en adipuido ex ea commodo exercitation URL: URL Enter the destination URL: Button Color Excepteur sint occaecat cupidatat non proident, sunt in or molit anim id est laborum. Open link in a new tab Button Alignment Centre * Design and Technology PAGE Biog Maths PAGE Biog Maths PAGE Statement Design and Technology PAGE Variable All Newst Cancel Set Link		Button Label		Button Link	
Lorem Ipsum dolor ist anet, consecteur adjuscing elli, est Incidiant ultamo laboris nisi ut aliquip ex ea commodo Excepteur sint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Read More Complex fint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Complex fint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Complex fint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Complex fint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Complex fint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Complex fint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Complex fint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Complex fint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Complex fint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Complex fint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Complex fint ocacacat cupidata non proident, sunt in or molit anim id est laborum. Statement Design and Technology PAGE Year 6 Shakespeare cast Statement Design and Technology PAGE Year 6 Shakespeare cast	Welcome from the Headteach	Insert/edit link	×	Select URL Title: URL:	
No search term specified. Showing recent items. Maths PAGE History PAGE Spiritual, Moral, Social and Cultural (SMSC) Curriculum PAGE Statement Design and Technology PAGE Year 6 Shakespeare cast 2017/11/10	Incididunt ut labore et dolore magna aliqua. Ut enim ad min exercitation ultarnos laboría nisi ut aliquip ex ea commodo c Excepteur sint occaecat cupidatat non proident, sunt in cu moliti anim id est laborum.	URL http://parentappsdev.co.uk/overchurch/li Link Text	itest-n	news/ Button Color Primary (theme color) Button Alignment	rchurch/latest-
Blog Design and Technology PAGE See All News1 Columns: 2 - Layout Classic Technology		No entropy and iffer the second items		Icon Position	
History PAGE Spiritual, Moral, Social and Cultural (SMSC) Curriculum PAGE Statement Design and Technology PAGE Year 6 Shakespeare cast 2017/11/10			DAGE	Left	\$
Blog Spiritual, Moral, Social and Cultural (SMSC) Curriculum PAGE Display Posts as: Orid – Columns: 2 – Layout Classe Design and Technology Year 6 Shakespeare cast 2017/11/10					
Display Posts al: Orid – Columnic 2 – Layout: Classic Design and Technology PAGE Year 6 Shakespeare cast 2017/11/0 See All Newst			PAGE		
See All News1		Design and Technology	PAGE		
DPPS		Year 6 Shakespeare cast	2017/11/10		
	See All News!	Cancel	Set Link nges		

In the pop-up that appears you'll be able to enter a URL for the button to link to. When you're happy with this link Select the 'Set Link' button and Save Changes on the Button – don't forget to update the page.

Editing the page Layout



When you edit a page, you'll notice that the content is made up of blocks. These blocks can be changed to customise your layout. When you edit or create a page you'll typically have a one-column layout, as per the screenshot below.

Classic Mode			
WPBakery Page Builder			
🐤 + 🖽	::		¢
x 🚍 + 🗸	Ø	Ø	×
Page Title Content to come here.			
+			

This layout can be edited to suit the content you're looking for. For example if you wished to have an image on the left and a block of text on the right, you would need a two-column layout.

WPBakery Page Builder			
🐤 + 🖽		11	٥
23	Ŧ	ø Ø	×
Page Title			
Content to come here.			
+			

You can choose how many columns you want by hovering over the column section. Once hovered, you can then see a variety of options of your layout.

Clicking the two blocks side-by-side icon will convert this row into a twocolumn layout. Clicking the three-block icon will convert your row into three columns and the same for four.



Now we've changed our one column layout into a two-column layout, you'll see we have a (+) icon on the right hand side. This means we can add a feature to this section.

WPBakery Page Builder				
🐤 🕂 🖽			::	٥
83 <mark>===</mark> +		•	Ø (א פ
Page Title Content to come here.	+			

When you click on the (+) icon you'll have a pop-up of the different options you can add to your page.

Add I	Element				<u> </u>	Search element by name
All	Content Structur	re WordPress Widgets	Ultimate VC Addons	Deprecated		
Ŧ	Row Place content elements inside the row	T Text Block A block of text with WYSIWYG editor	Single Image	Image Gallery	Image Slider	Separator
co	Button	Tabs Tabbed content	Collapsible content panels	Tour Vertical tabbed content	LconBox	Person
•	Blog	Logos Showcase	ActionBox	Video Player Embed YouTube/Vimeo player	i Message Box	99 Counter

Some of the key features you can add to your page are as follows:

Row

- What is it? A row is a section that allows you to add content within it. You can split a row into multiple columns with it's own block of information.
- When to use it? You would use a row when you need a new section of content. If you had a two-column layout, but wished to create a one-column layout underneath, then you would create a new row.

To add a row, click on the (+) button at the bottom of your page.



WPBakery Page Builder	*
🐤 + 🖽	D 🔶
∞ ≡≡ +	- 0 0 ×
Page Title Content to come here.	+

You can then select the row from the pop-up. If you needed to delete a row, this can be done by clicking on the (x) icon. Please note that this will also delete the content within the row as well. A row can also be cloned (duplicated), by clicking on the two paper icons next to the 'delete' icon.

Single Image

- What is it? A single image is a feature that allows you to add one image to your page.
- When to use it? You would use the single image whenever you needed to add just the one image to your page

To add a single image, click on the 'Single Image' option. Once it's been added to the page, you can then edit the options.

Edit Page Add New	Single In	nage Settings		¢	+_ ×				Screen Options *
Page published. <u>View page</u>	General	Design Options							٥
Test Permalink: http://parentappsdev.co.uk/thema Classic Mode	Image +			Image Size 1024 x 1024	¢			Publish	Preview Changes
WPBakery Page Builder	Image Ali Default Show On click a None	r image title and description	¢	Image Style None	\$	[] / 6	• •	 Visibility: Public Published on: 1 Edit Move to Bin 	5 <u>Edit</u> 0 Apr 2018 @ 14:33 Update
Page Title Content to come here.		nation type if you want this eleme lote: Works only in modern brow	sers.	e animated when it enters into the browsers	¢	10			



Click the (+) icon to browse your media library. Once you've chosen your image Click 'Save changes'. You can edit the image at any time you wish by hovering over your image and clicking the green pen tool on hover.

Image Gallery

- What is it? An image gallery is a selection of small thumbnails each of which links to a larger version for the user to view.
- When to use it? You would use an image gallery when you wanted to display a series of images on a page.

Once you've added your image gallery to the page you'll see we have the following options; just like the single image - click the (+) to browse your media library or to upload your chosen images.

Edit Page Add New	Image Gallery Settings			o _ ×			Screen Options 🔻
Page published. <u>View page</u>	Images				[٥
Test Permalink: http://parentappsdev.co.uk/thema	+					Publish	Preview Changes
 Classic Mode 	Display items as	¢	Columns 6	\$		 Status: Publish Visibility: Public 	ed <u>Edit</u>
WPBakery Page Builder Image: WPBak	Display items in random order Add indents between items Show items titles and descriptio Disable popup opening on click	n				Image: Published on: 10 Edit Move to Bin	0 Apr 2018 @ 14:33 Update
Page Title	Images Size Default To change the default image sizes, go to Options.	Aedia Se	ttings. To add custom ima	\$ ge sizes, go to <u>Theme</u>			
x 🚍 +	Extra class name Close Save chang	es			0 X		

Wirth the image gallery you can choose multiple images to display. You can also adjust the ordering, number of columns and the indents (spacing) of the images to ensure this fits well on the page.

Image Slider

- What is it? An image slider is a large image that transitions between a series of images in a slideshow format
- When to use it? You would use this whenever you wanted to show a series of larger images in a slider format



Once you've added your image slider to the page you can then click the (+) icon

Page published. <u>View page</u>	Images							
Test	+						Publish	
ermalink: http://parentappsdev.co.uk/thema								Preview Change
Classic Mode	Navigation Arrows	Additional N	avigation	Transition Effect	:		9 Status: Publish	ed Edit
	Show always \$	None	\$	Slide	¢		Visibility: Public	Edit
WPBakery Page Builder	Show items titles and de	escription	Display i	tems in random ord	ler		m Published on: 10	0 Apr 2018 @ 14:3
→ + □	Enable Auto Rotation		Allow Fu	ll Screen view		11 O	Edit	
	Images Size		Images Fit				Move to Bin	Updat
* 📰 +	1024 x 1024	\$	Initial		\$	0 0 ×		
Page Title	To change the default image size <u>Settings</u> . To add custom image s <u>Theme Options</u> .							
Content to come here.	Images Style							
	None				\$			
X 🔲 +						0 0 ×		

Just like the image gallery, you can select multiple images you would like to add to the slider. When you're happy with your selection, click 'Save changes'.

Video Player

- What is it? The Video player allows you to display your videos on the web page.
- When to use it? Whenever you wish to display video content from YouTube/Vimeo on your website.

Once you've selected the video player, you simply need to insert the web address of your chosen YouTube video into the 'Video link' field. Once you're happy with this option you can then click the 'Save changes' button.

Page Options

Another feature to note is that you can choose to remove the sidebar from your chosen page. This can be done by clicking on the dropdown for the Sidebar (on the left hand side of the page), and choosing 'Remove sidebar from this page'.



	Image Slider	Page Options
Page Title	Images Size: 1024 x 1024 – Images Fit: Initial	Header
Content to come here.	Video Player Video link: https://youtu.be/XuWr9gJa6P0	Default (from Theme Options) \$
× 📃 +	- 0 X	Title Bar
	F	Default (from Theme Options) 💠
	·	O'dahara
		Sidebar
		Remove sidebar on this page 💲
		Footer
Comments	*	Default (from Theme Options)
Add comment		Denaur (nom mente Options)

Once you have saved this page your sidebar will be removed from the page. If you wish to add the sidebar back at any time all you need to do is change the sidebar option to 'Default (from theme option)' and your sidebar will reappear.

Creating Albums

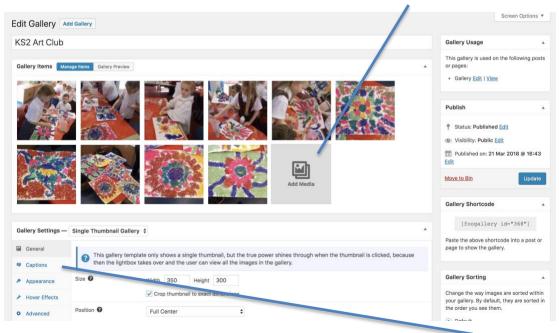
The albums can be accessed by clicking on the FooGallery option in the dashboard sidebar. Once selected, you'll see a list of all the galleries you have within your website.



alleries 🔺	dd Gallery						Screen Options V
I (6) Publishe	± (6)						Search Galleries
Bulk Actions \$	Apply All dates \$ Filte	r					6 iter
	Title	Date	Template	Media	Shortcode	Usage	
	KS2 Art Club	Published 2018/03/21	Single Thumbnail Gallery	10 images	[foogallery id="368"]	Gallery	
	Year 5 – Fencing	Published 2018/03/21	Single Thumbnail Gallery	12 images	[foogallery id="346"]	Gallery	
	Year 4 – Handball Tournament	Published 2018/03/21	Single Thumbnail Gallery	3 images	<pre>[foogallery id="336"]</pre>	Gallery	
	Year 2 – Fire Safety Talk	Published 2018/03/21	Single Thumbnail Gallery	7 images	<pre>[foogallery id="326"]</pre>	Gallery	
	Reception – Forest School	Published 2018/03/21	Single Thumbnail Gallery	12 images	[foogallery id="312"]	Gallery	
	Nursery – Christmas Decorations	Published 2018/03/21	Single Thumbnail Gallery	7 images	[foogallery id="302"]	Gallery	
	Title	Date	Template	Media	Shortcode	Usage	

You can edit any of these galleries by clicking on the gallery name, or you can create a new gallery by clicking 'Add New' at the top of the page.

When you create a new Gallery, you'll need to add a title for the Gallery, you'll then need to select the 'Add Media' button to add images to your gallery.



Once you've added your images we'll then need to add captions and a title. This can be done by clicking on the 'Captions' option in the sidebar.



Gallery Settings —	Single Thumbnail Gallery	¢	
🖬 General	Override Title 🔞	KS2 Art Club	
Captions	Override Description 🚱	KS2 Art club creating colourful rice pictures!	
Appearance			
✤ Hover Effects		le le	
Advanced			
	? You can change wh	nen captions are shown using the "Hover Effects -> Caption Visibility" setting .	

This section will allow you to add a title and a description. This will display for the user once they hover over your gallery thumbnail. When you're happy with your Gallery click save 'Publish/Save' changes.

Once you've published your gallery you can then add this to the page. This can be done by copying the text on the Gallery short-code box (right hand side) and pasting this into your chosen page.

Gallery Shortcode							
	[foogallery id="737"]						
	te the above shortcode into a post e to show the gallery.	or					

So for this particular gallery all we need to do is click the text within the square brackets and the short-code is automatically copied. We can then paste this short-code on our chosen page. For best results we would recommend putting the short-code within a 3-column layout.

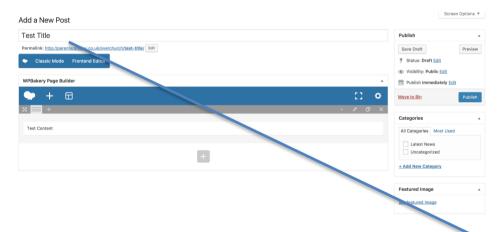
Latest News



The News section can be edited by clicking the 'Post' option in the dashboard sidebar. Once selected you'll see a list of all the posts you have within your website.

Dashboard	Posts Add New					Screen Options 🔻
Posts	All (3) Published (3)					Search Posts
All Posts Add New	Bulk Actions \$ Apply All dates \$ All Categories \$ Filter	Author	Categories	Tags		3 item Date
Tags 9) Media	Year 6 Shakespeare cast	parentapps	Latest News	-	_	Published 2017/11/10
📕 Pages 🖈 Newsletters	Latest News Item Title 1	parentapps	Latest News	-	-	Published 2017/10/12
	Latest News Item Title 2	parentapps	Latest News	-	-	Published 2017/10/12
Attendance Contact	Title	Author	Categories	Tags		Date
🔊 Appearance	Bulk Actions \$ Apply					3 item
Collapse menu						

You can edit a post by selecting on an existing post title or your can create a new post by selecting 'Add New' at the top of the page.



In the new post we've created, we can see we have a title and main body content, just the same as the pages.

You can also assign your post to a category by selecting the checkbox to the left.



You can also assign a featured image to your post by selecting the Add featured image link on the right hand side. This will allow you to browse your media library to choose an image – or upload a new one. When you're happy with your post, select 'Publish' – this will now display on the website.

Sidebar Attendance

The attendance section on the website can be accessed by selecting the 'Attendance' option in the back-end sidebar. In the new page that loads you'll have one option to choose.

Attended a second	Screen Options 🔻
Attendance Add New	Search Attendance
All (1) Published (1)	Search Attendance
Bulk Actions Apply All dates Filter	1 item
□ Title ▲	Date
Best attending classes week beginning	Published 2017/06/12
Title	Date
Bulk Actions Apply	1 item

Select this single option to load up your attendance information.

In the new page that loads, you'll see we have several options to input:



Best attending classes week beginning Permalink: http://parentapps-build.co.uk/james/attendance/best-attending-cs-week-beginning/ Edit Attendance Best attending classes week beginning 30/06/2017 Best attending class name Year 2 - 95% 2nd best attending class name Year 3 - 90% 3rd best attending class name Year 4 - 89%	
Attendance Best attending classes week beginning 30/06/2017 Best attending class name Year 2 - 95% 2nd best attending class name Year 3 - 90% 3rd best attending class name	Best attending classes week beginning
Best attending classes week beginning 30/06/2017 Best attending class name Year 2 - 95% 2nd best attending class name Year 3 - 90% 3rd best attending class name	Permalink: http://parentapps-build.co.uk/james/attendance/best-attending-cs-week-beginning/ Edit
30/06/2017 Best attending class name Year 2 - 95% 2nd best attending class name Year 3 - 90% 3rd best attending class name	Attendance
Best attending class name Year 2 - 95% 2nd best attending class name Year 3 - 90% 3rd best attending class name	Best attending classes week beginning
Year 2 - 95% 2nd best attending class name Year 3 - 90% 3rd best attending class name	30/06/2017
2nd best attending class name Year 3 - 90% 3rd best attending class name	Best attending class name
Year 3 - 90% 3rd best attending class name	Year 2 - 95%
3rd best attending class name	2nd best attending class name
	Year 3 – 90%
Year 4 - 89%	3rd best attending class name
	Year 4 - 89%

We have three fields, which can be populated with any data needed (text/numbers etc.). Currently – the placeholder information we have is the class name and the percentage.



Key Information

Within the Key Information section of your website we have two types of pages. The first type links directly to a PDF document, the second type has information on a page, which then links to a document. Both these pages can be done as follows:

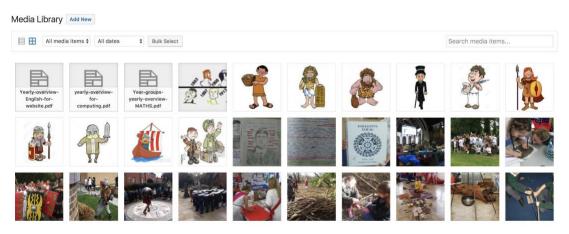
Linking Directly to a PDF Document

If you wish to link a page directly to a PDF document; this can be done by accessing the 'Appearance' option from the dashboard and selecting 'Menu'.

In the page the loads will be your navigation menu.

② Dashboard	Menus Manage with Live Preview				Screen Options 🔻
📌 Posts	Edit Menus Manage Locations				
91 Media					
Pages	Edit your menu below, or create a new menu	b.			
> Newsletters					
📌 Policies	Pages A	Menu Name Main Navigation			Save Menu
Attendance					
Sontact	Most Recent View All Search	Menu Structure Drag each item into the order you prefer. Click	the arrow on the right of the item t	to reveal additional configuration options.	
🔊 Appearance	History				
Themes	Spiritual, Moral, Social and	Home	Page 🔻		
Customise	Cultural (SMSC) Curriculum Statement	Key Information	Custom Link v		
Menus	Design and Technology	Dropdown Settings	Custom Link +		
🔅 AMU	Science				
Collapse menu	Year 6	School Prospectus sub item	Custom Link 💌		
	Select All Add to Menu	Overchurch Handbook sub item	Custom Link 💌		
	Custom Links v	Latest Ofsted Report sub item	Custom Link 🔻		
		Admission Arrangements sub item	Custom Link 🔻		

To make a PDF link, access the Media library – by selecting 'Media' from the dashboard sidebar. Here you'll see all the media files and document you have uploaded.





If your chosen file hasn't been uploaded, select the 'Add New' button at the top of the page.

When your document has been uploaded, select this file in the media library; you should see something similar below.

Attachment Details			<	>	×
	File name: Yearly-overview-En File type: application/pdf Uploaded on: 10th November 2 File size: 38 KB				
	URL	http://parentappsdev.co.uk/ov	erchurc	:h/wp-c	ont
	Title	Yearly overview, English, for w	rebsite		
	Caption				
	Description				
	Uploaded By	parentapps			
	Required fields are marked *				

Copy the content that is in the URL filed – make sure the full URL has been copied and not just what is visible in the box, as the URL will be longer than the box.

When you have copied your URL, navigate back to the menu. On the left hand side you'll notice there is a 'Custom Link' option.

Edit your m	enu below, or <u>create a new menu</u>		
Pages	v	Menu Name Main Navigation Save M	enu
Custom L	nks 🍝	Menu Structure	
URL	http://parentappsdev.c	Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.	
Link Text	Test Title	Mome Page +	
	Add to Menu	Key Information Custom Link	

Here, you'll need to paste in the URL you have copied into the URL field on the left and change the 'Link Text' to a title that is relevant. Once you've added your content select Add to Menu.

This will add your new menu item to the menu. By default this will be at the bottom of your menu. When you hover over your menu item, your curser will change to a (+) shape, this means you can move you menu item. You can drag and drop your menu item wherever you wish it to display in the menu. When you're happy with your menu positioning – click Save Menu.



Document Links on Page

The second type of Key Information is content on a page, when then link to a document. To edit your chosen Key Information page either select 'Edit Page' from the top admin menu whilst you're on your desired page – or access your chosen page from the Dashboard Pages section.

When you're editing your chosen page, you'll notice we have blocks for the sections that links to the documents. Just like the images sliders and text blocks; to edit these sections hover over the item and select the pen tool icon the green section.

: Small 23 ==== +			Ŧ	Ø	Ō	×
+ 2 ×	* SEND Policy	Inclusion Policy				
: Medium						
⊠ ≡≡≡ +			Ŧ	Ø	Ó	\times
Accessibility Plan	* Wirral Local Offer	Useful Websites				
	+					

In the pop-up that appears, you can edit the title, and change the URL that this section links to.

We adopt a graduated approach to supportin	g children who have special educational needs and ou	Information Report		
Practice, which can be cound within the Child		, Title Tag Name		Title Size
Our school policies on inclusion, caual opport educational needs and disabilities.	unities and our disability action plan provide further in	h4	¢	
mall		Used for SEO purposes		Examples: 26px, 1.3em, 200%
8 === +		Description		
information Report	SEND POINT	Link (optional)		
ledium				psdev.co.uk/overchurch/wp-
X === +			verchurch-Junio	rs-School-Information-Report-2017.pdf
Accessibility Plan	Wirral Local Offer	Image		
Accessionity Plan	wirrai Locai Offer	+		
		Close Sav	ve changes	



Editing the URL to link to the document is the same process we used when adding a PDF link to the menu. You'll need to copy the URL from the media library and paste this in this field - once you've clicked the 'Select URL' button. When you're happy with your edit. Save changes and update the page.

Editing The Parents Pages

To edit the pages with the Parents section of the website select the 'Edit Page' from the admin toolbar menu whist you're on your chosen page, or search for your page from the Pages list in the dashboard.

Editing the text

To edit the text, it's very similar to editing the slider. Hover over your chosen text block, and select the pen tool that appears on hover.

☆ == +				Ø	
+ Ø ×					
Welcome from the Headteache	er	Single Image Image Size: Full Size			
Lorem ipsum dolor sit ameter consectatur adipiscing elit, sed d incididunt ut labore et dolo X Text Block / O X inim exercitation ullamco laboris nisi ut aliquip ex ea commodo cor	veniam, quis nostrud				
Excepteur sint occaecat cupidatat non proident, sunt in culpa	qui officia deserunt				
mollit anim id est laborum.	Edit Text Block				
Read More					
+					

Once selected, a pop-up box will appear enabling you to edit the content as you wish. The editor layout is very similar to a word document. Once you're happy with the edits made. Select **Save changes**, and then update the page.

Editing the images

Images can be edited in the same way to slider and text blocks. To edit an image block hover over your chosen image and select the **Pen tool**, as shown below.





In the pop up appears you can now change the image.

x == +	Single Image Settings		{	≎_×
	General Design Options			
Welcome from the Headteacher	Image		Image Size	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	-		Full Size	\$
Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt moliit anim id est laborum.	Image Alignment		Image Style	
Read More	Centre	¢	None	¢
	Show image title and desc	cription		
8 == +	On click action			
	None			¢
Latest News	Animation			
s- Blog	None			¢
Display Posts as: Grid – Columns: 2 – Layout: Classic See All News1	Select animation type if you want i viewport. Note: Works only in mod		animated when it enters into the browse	rs
	Close Save	changes		
+				

Select the **(x)** overlaid on the image to remove it. This will then change into a **(+)**. Selecting the **(+)** icon will allow you to browse through your media library – or upload an image from your desktop. Once you're happy with the change, select **Save changes** and update the page.

Editing the buttons

You'll notice on the homepage we have some buttons, these can be edited by hovering over your chosen button and selecting the pen tool, just as we do with the images and text blocks.



+ 🖽			C 🗘	Previ
		Button Settings	o _ ×	
== +				
		Button Label	Button Link	
Velcome from the Headteacher		See All News!	Select URL Title: URL:	
	_		http://parentappsdev.co.uk/overchurch/lates	t-
orem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor ncididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud				
exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.		Button Style	Button Color	
Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt		Solid	 Primary (theme color) 	
nollit anim id est laborum.		Button Size	Button Alignment	
Read More		18px	Centre 🔶	
	_	lcon	Icon Position	
			Left 🗘	
		Font Awesome or Material icon name		
Latest News		Extra class name		
Blog		standard-button-black		
Display Posts as: Grid – Columns: 2 – Layout: Classic				
See All News!		Close Save changes		

There are two things you can edit with the buttons. The first is the title. Simply insert whatever text you wish to display on the button. The second is the link for the button to go to. Click the 'Select URL' button.

	Button Label		Button Link	
Welcome from the Headteach	Insert/edit link	×	Select URL Title: URL:	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, see incididunt ut labore et dolore magna aliqua. Ut enim ad min exercitation ullamco laboris risi ut aliquip ex e a commodo c Excepteur sint acceacat cupidatat non proident, sunt in cub molit anim id est laborum.	Enter the destination URL URL http://parentappsdev.co.uk/overchurch/li Link Text Open link in a new tab Add nofollow option to link Or link to existing content Search Search	test-n	http://parentappsdev.co.uk/over news/ Button Color Primary (theme color) Button Alignment Centre	church/latest-
: == +	No search term specified. Showing recent items.		Icon Position	
	Maths	PAGE	Left	÷
Latest	History	PAGE		
	Spiritual, Moral, Social and Cultural (SMSC) Curriculum Statement	PAGE		
Blog Display Posts as: Grid – Columns: 2 – Layout: Classic	Design and Technology	PAGE		
See All News!	Year 6 Shakespeare cast	2017/11/10		
	Cancel	Set Link		

In the pop-up that appears you'll be able to enter a URL for the button to link to. When you're happy with this link Select the Set Link button and Save Changes on the Button – don't forget to update the page.

Editing The Class Pages

To edit the Class pages select the Class Pages section from the sidebar. This page can be edited just the same as any other page within your website.



Editing the text

To edit the text, it's very similar to editing the slider. Hover over your chosen text block, and select the pen tool that appears on hover.

5	3 == + /	•	Ø	Ø	×
	+ 0 ×				
	Welcome from the Headteacher Single Image Size: Full Size				
	Lorem ipsum dolor sit amet consectetur adioiscing elit sed do eiusmod tempor				
	incididunt ut labore et dolo 🔀 Text Block 🥒 🔿 🗙 finim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.				
	Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt				
	mollit anim id est laborum. Edit Text Block	Single Image Im			
	Read More				
	+				

Once selected, a pop-up box will appear enabling you to edit the content as you wish. The editor layout is very similar to a word document. Once you're happy with the edits made. Select **Save changes**, and then update the page.

Editing the images

Images can be edited in the same way to slider and text blocks. To edit an image block hover over your chosen image and select the **Pen tool**, as shown below.



In the pop up appears you can now change the image.



x 💷 +	Single Image Settings			o – ×
	General Design Options			
Welcome from the Headteacher	Image		mage Size	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud	- 1. C		Full Size	\$
exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt molit anim id est laborum.	The second			
mollit anim id est laborum.	Image Alignment		mage Style	
Read More	Centre	¢	None	¢
	Show image title and descri	iption		
8 == +	On click action			
	None			¢
Latest News	Animation			
- Blog	None			\$
Display Posts as: Grid – Columns: 2 – Layout: Classic See All News1	Select animation type if you want the viewport. Note: Works only in moder		nimated when it enters into the bro	owsers
	Close Save cl	hanges		
+				

Select the **(x)** overlaid on the image to remove it. This will then change into a **(+)**. Selecting the **(+)** icon will allow you to browse through your media library – or upload an image from your desktop. Once you're happy with the change, select **Save changes** and update the page.

Editing the buttons

You'll notice on the homepage we have some buttons, these can be edited by hovering over your chosen button and selecting the pen tool, just as we do with the images and text blocks.



+ 🖽		C •	Preview
	Button Settings	\$ _ ×	
== +			4
	Button Label	Button Link	
Velcome from the Headteacher	See All News!	Select URL Title: URL:	
orem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor		http://parentappsdev.co.uk/overchurch/latest- news/	
cididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud vercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	Button Style	Button Color	
cepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt	Solid	 Primary (theme color) 	
ollit anim id est laborum.	Button Size	Button Alignment	
Read More	18рх	Centre \$	
	lcon	Icon Position	
≡≡ +		Left \$	
	Font Awesome or Material icon name		
Latest News	Extra class name		
Blog Display Posts as: Grid – Columns: 2 – Layout: Classic	standard-button-black		
Display rosts as. onu - Countins. z - LayOUE Classic			
See All News!	Close Save changes		
		•	

There are two things you can edit with the buttons. The first is the title. Simply insert whatever text you wish to display on the button. The second is the link for the button to go to. Click the 'Select URL' button.

	Button Label		Button Link	
Welcome from the Headteach	Insert/edit link	×	Select URL Title: URL:	
Lorem (psum dolor sit amet, consectetur adipiscing elit, sec incididum tit labore et dolora magna aliquip ex ea commodo o Excepteur inito cascat cupidatat non proident, sunt in cut molit anim id est laborum. Read More	Enter the destination URL URL http://parentappsdev.co.uk/overchurch/la Link Text Open link in a new tab Add nofollow option to link Or link to existing content Search	test-n	http://parentappsdev.co.uk/overchurch news/ Button Color Primary (theme color) Button Alignment Centre Icon Position	/latest-
8 === +	No search term specified. Showing recent items.		Left	
	Maths	PAGE		Ľ
Latest	History	PAGE		
	Spiritual, Moral, Social and Cultural (SMSC) Curriculum Statement	PAGE		
Blog Display Posts as: Grid – Columns: 2 – Layout: Classic	Design and Technology	PAGE		
	Year 6 Shakespeare cast	2017/11/10		
See All News1	Cancel	Set Link nges		

In the pop-up that appears you'll be able to enter a URL for the button to link to. When you're happy with this link Select the Set Link button and Save Changes on the Button – don't forget to update the page.

Assigning your Class Page

Once you've created your class page, you'll need to assign this to a category to ensure this appears in the right page. To do this, you'll need to select your chosen category from the sidebar.



Edit Class Page Add New		Screen options ·
Year 5 Class Gallery	Publish	*
Permalink: http://parentaposdev.co.uk/themartyr/class-page/year-5-class-gallery/ Edit		Preview Changes
Classic Mode	9 Status: Publishe	ed Edit
	Visibility: Public	Edit
WPBakery Page Builder *	Fublished on: 23	3 Mar 2018 @ 12:21
	Move to Bin	Update
+ 🖉 ×		
Click here to view some images from our gallery.	Categories	*
English Anna an Oid - Caluma: 0 +	All Categories Md Year 5 Nursery Reception Uncategorized Year 1 Year 2 Year 3 Year 4	1
	+ Add New Catego	CX.

Governors Page

www.parentapps.co.uk



The Governors page is the same as the other page to edit however, this page has a table within it. To edit the table hover over your chosen table and select the green pen icon.

ard of Governors			
Table			
Table			
Name	Term of Office	Category	Which body appoints them
Dr P Elliott - Chair of Governors	03.11.14 - 02.11.18	LA	Overchurch Junior School
Mr M Hunter - Vice Chair	15 09.14 - 14.09.18	Community	Overchurch Junior School
Mrs L Gallagher - Staff Governor	01.05.14 - 30.04.18	Staff	Overchurch Junior School
Mr B Swarbrick	🗙 Table 🖉 🖸 🗙	Parent	Overchurch Junior School
Mr P Eddon	15.09.14 - 14.09.18	Community	Overchurch Junior School
Mrs G Lowry	18.11.13 - 17.11.17	Parent	Overchurch Junior School
Mr J Lamb	01.11.15 - 31.10.19	Community	Overchurch Junior School
Mrs J McGettrick	28.02.14 - 27.02.18	Parent	Overchurch Junior School
Mr J Clark	31.03.16 - 30.03.20	Parent	Overchurch Junior School
Mr G A Lahive - Headteacher Governor			Overchurch Junior School

Once selected you'll see a pop-up appear allowing you to edit the table.

/ernors					Publich	
malink: http://parentappsdev.co.uk/overchurch/governor	s/ Edit	Table Settings			o _ ×	review
Classic Mode Frontend Editor		Theme				dit
PBakery Page Builder		true				<u>t</u> :e
> + 🖂		Table				:t 2017
+		Рх • В І Ц 5 🔺 🆄				
Board of Governors		Name	Term of Office	Category	Which body	
Table		Dr P Elliott - Chair of Governors	03.11.14 - 02.11.18	LA	Overchurch J	
Table Name	Term of Office	Dr P Elliott - Chair of Governors Mr M Hunter - Vice Chair	03.11.14 - 02.11.18 15.09.14 - 14.09.18	LA Community	Overchurch J Overchurch J	
	Term of Office 03.11.14 - 02.11.18					
Name		Mr M Hunter - Vice Chair	15.09.14 - 14.09.18	Community	Overchurch J	U
Name Dr P Elliott - Chair of Governors	03.11.14 - 02.11.18	Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor	15.09.14 - 14.09.18 01.05.14 - 30.04.18	Community	Overchurch J Overchurch J	
Name Dr P Elliott - Chair of Governors Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick	03.11.14 - 02.11.18 15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17	Mr M Hunter - Vice Chair Mrs L Gallaghar - Staff Governor Mr B Swarbrick Mr P Eddon	15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18	Community Staff Parent Community	Overchurch J Overchurch J Overchurch J Overchurch J	
Name Dr P Elliott - Chair of Governors Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon	03.11.14 - 02.11.18 15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18	Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick	15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17	Community Staff Parent	Overchurch J Overchurch J Overchurch J	
Name Dr P Elliott - Chair of Governors Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick	03.11.14 - 02.11.18 15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17	Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon Mrs G Lowry	15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18 18.11.13 - 17.11.17	Community Staff Parent Community	Overchurch J Overchurch J Overchurch J Overchurch J	
Name Dr P Elliott - Chair of Governors Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon	03.11.14 - 02.11.18 15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18	Mr M Hunter - Vice Chair Mrs L Gallaghar - Staff Governor Mr B Swarbrick Mr P Eddon	15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18 18.11.13 - 17.11.17	Community Staff Parent Community	Overchurch J Overchurch J Overchurch J Overchurch J	
Name Dr P Elliott - Chair of Governors Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon Mrs G Lowry	03.11.14 - 02.11.18 15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18 18.11.13 - 17.11.17	Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon Mrs G Lowry	15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18 18.11.13 - 17.11.17	Community Staff Parent Community	Overchurch J Overchurch J Overchurch J Overchurch J	
Name Dr P Elliott - Chair of Governors Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon Mrs G Lowry Mr J Lamb	03.11.14 - 02.11.18 15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18 18.11.13 - 17.11.17 01.11.15 - 31.10.19	Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon Mrs G Lowry Close Save chan	15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18 18.11.13 - 17.11.17	Community Staff Parent Community	Overchurch J Overchurch J Overchurch J Overchurch J	

To modify the text within the table, simply double click within a cell to edit the content within it.



You can also add additional rows and columns, by right clicking on the table in the popup and selecting 'Insert Row' or 'Insert Column' – just like a Word Document.

/ernors				Pub	lieb	
nalink: http://parentappsdev.co.uk/overchurch/governor	rs/ Edit	1. ble Settings			o _ ×	Preview Chan
Classic Mode Frontend Editor		Theme				dit
PBakery Page Builder		true T				1 <u>:e</u>
> + 🖂		Table				:t 2017 @ 10:
+		Рх• в <i>г</i> <u>⊎</u> 5	<u>≜</u> ⊞• ≡•			Upd
		Name	Term of C	ffice Category	Which body	
Board of Governors					the	
Table		Dr P Elliott - Chair of Governors	03.11.11 - 02.1	11.18 LA	Overchurch J	
		Mr M Hunter - Vice Chair	15.09.14 -	Insert rows above		
	Term of Office		15.09.14 -		archurch J	
Name Dr P Elliott - Chair of Governors	Term of Office 03.11.14 - 02.11.18	Mrs L Gallagher - Staff Governor		Insert rows below Insert columns on the left	archurch J	
				Insert rows below		
Dr P Elliott - Chair of Governors	03.11.14 - 02.11.18	Mrs L Gallagher - Staff Governor Mr B Swarbrick	r 01.05.14 - 18.11.13 -	Insert rows below Insert columns on the left Insert columns on the right Remove row	erchurch J	
Dr P Elliott - Chair of Governors Mr M Hunter - Vice Chair	03.11.14 - 02.11.18 15.09.14 - 14.09.18	Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon	r 01.05.14	Insert rows below Insert columns on the left Insert columns on the right Remove row Remove column	archurch J archurch J archurch J	
Dr P Elliott - Chair of Governors Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor	03.11.14 - 02.11.18 15.09.14 - 14.09.18 01.05.14 - 30.04.18	Mrs L Gallagher - Staff Governor Mr B Swarbrick	r 01.05.14 - 18.11.13 -	Insert rows below Insert columns on the left Insert columns on the right Remove row	erchurch J	
Dr P Eillott - Chair of Governors Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick	03.11.14 - 02.11.18 15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17	Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon	r 01.05.14	Insert rows below Insert columns on the left Insert columns on the right Remove row Remove column Duplicate this row	archurch J archurch J archurch J	
Dr P Eillott - Chair of Governors Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon	03.11.14 - 02.11.18 15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18	Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon	r 01.05.14	Insert rows below Insert columns on the left Insert columns on the right Remove row Remove column Duplicate this row	archurch J archurch J archurch J	
Dr P Eillott - Chair of Governors Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon Mrs G Lowry	03.11.14 - 02.11.18 15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18 18.11.13 - 17.11.17	Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon Mrs G Lowry	r 01.05.14	Insert rows below Insert columns on the left Insert columns on the right Remove row Remove column Duplicate this row	archurch J archurch J archurch J	
Dr P Eillott - Chair of Governors Mr M Hunter - Vice Chair Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon Mrs G Lowry Mr J Lamb	03.11.14 - 02.11.18 15.09.14 - 14.09.18 01.05.14 - 30.04.18 18.11.13 - 17.11.17 15.09.14 - 14.09.18 18.11.13 - 17.11.17 01.11.15 - 31.10.19	Mrs L Gallagher - Staff Governor Mr B Swarbrick Mr P Eddon Mrs G Lowry Close Save ch	r 01.05.14	Insert columns on the left Insert columns on the right Remove row Remove column Duplicate this row Duplicate this column	archurch J archurch J archurch J	

When you're happy with your table, click the Save changes button and update the page.

Policies

To access the Policies section, click the Policies or Curriculum Policies link in the Dashboard sidebar. In the page that loads you'll see a list of all the Policies that are within the website.

B Dashboard	Policies Add New	Screen Options *
	All (10) Publiched ar	Search Policies
	uuk Actions t Apply All dates t Filter	10 ite
	Title	Date
	Preventing Extremism and Radicalisation Safeguarding Policy	Published 2017/10/17
Policies		
ll items dd New	School Admissions Policy	Published 2017/10/16
Attendance	Anti-bullying policy	Published 2017/10/16
Contact	Charging Policy	Published 2017/10/16
	Children and families Bill	Published 2017/10/16
	School Complaints Policy	Published 2017/10/16
	Separated Parents Policy	Published 2017/10/16
	Safeguarding Policy November 2016	Published 2017/10/16
	Medical conditions Policy	Published 2017/10/16
	Medicines Policy	Published 2017/10/16
	Title	Date



To create a new policy, select Add New at the top of the page otherwise you can select an existing title to modify a previously created Policy.

To create a new document, select the **Add New** button at the top of the page. In the new page that loads, you'll see two options to populate.

Add New Policy	Screen Options 🔻
Enter title here	Content Template
Document Upload	Publish
Select your chosen PDF Select file	Save Draft Preview
	 9 Status: Draft <u>Edit</u> Wisibility: Public <u>Edit</u>
	Publish immediately Edit Publish

These options are as follows:

- Title: relates to the title of the chosen document
- **Document Upload**: click the 'Select file button to browse your media library for your chosen file.

When you're happy with your selection, select the Publish/Update button to update the document. This will now be immediately accessible from the website

Newsletters

To access the Newsletters section, click the Newsletters link in the Dashboard sidebar. In the page that loads you'll see a list of all the Newsletters that are within the website.





	Policies Add New	Screen Options *
	All (10) Published (10)	Search Policies
	Bulk Actions \$ Apply All dates \$ Filter	10 items
	Title	Date
	Preventing Extremism and Radicalisation Safeguarding Policy	Published 2017/10/17
Policies		
items Id New	School Admissions Policy	Published 2017/10/16
Attendance Contact	Anti-bullying policy	Published 2017/10/16
Appearance	Charging Policy	Published 2017/10/16
	Children and families Bill	Published 2017/10/16
	School Complaints Policy	Published 2017/10/16
	Separated Parents Policy	Published 2017/10/16
	Safeguarding Policy November 2016	Published 2017/10/16
	Medical conditions Policy	Published 2017/10/16
	Medicines Policy	Published 2017/10/16
	Title	Date

To create a new Newsletter, select Add New at the top of the page otherwise you can select an existing title to modify a previously created Newsletter.

To create a new document, select the **Add New** button at the top of the page. In the new page that loads, you'll see two options to populate.

Add New Policy			Screen Options V
Enter title here		Content Ten	nplate 🔺
		None	\$
Document Upload	*	Publish	*
Select your chosen PDF	Select file	Save Draft	Preview
		9 Status: Dr	aft <u>Edit</u>
		Wisibility:	
		111 Publish in	nmediately <u>Edit</u>
			Publish

These options are as follows:

- Title: relates to the title of the chosen document
- **Document Upload**: click the 'Select file button to browse your media library for your chosen file.

When you're happy with your selection, select the Publish/Update button to update the document. This will now be immediately accessible from the website

Curriculum Pages



To edit the Curriculum pages select the 'Edit Page' from the admin toolbar menu whist you're on your chosen page, or search for your chosen page from the Pages list in the dashboard.

Editing the text

To edit the text, it's very similar to editing the slider. Hover over your chosen text block, and select the pen tool that appears on hover.

2			Ø	
	+ 0 ×			
	Welcome from the Headteacher			
	Lorem ipsum dolor sit amet, consectetur adioiscino alit, sed do eiusmod tempor incididunt ut labore et dolo 27 Text Block 20 00 X jinim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.			
	Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Edit Text Block			
	Read More			
	+			

Once selected, a pop-up box will appear enabling you to edit the content as you wish. The editor layout is very similar to a word document. Once you're happy with the edits made. Select **Save changes**, and then update the page.

Editing the images

Images can be edited in the same way to slider and text blocks. To edit an image block hover over your chosen image and select the **Pen tool**, as shown below.



In the pop up appears you can now change the image.



x 💷 +	Single Image Settings			o – ×
	General Design Options			
Welcome from the Headteacher	Image		mage Size	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud	- 1. C		Full Size	\$
exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt molit anim id est laborum.	The second			
mollit anim id est laborum.	Image Alignment		mage Style	
Read More	Centre	¢	None	¢
	Show image title and descri	iption		
8 == +	On click action			
	None			¢
Latest News	Animation			
- Blog	None			\$
Display Posts as: Grid – Columns: 2 – Layout: Classic See All News1	Select animation type if you want the viewport. Note: Works only in moder		nimated when it enters into the bro	owsers
	Close Save cl	hanges		
+				

Select the **(x)** overlaid on the image to remove it. This will then change into a **(+)**. Selecting the **(+)** icon will allow you to browse through your media library – or upload an image from your desktop. Once you're happy with the change, select **Save changes** and update the page.

Editing the buttons

You'll notice on the homepage we have some buttons, these can be edited by hovering over your chosen button and selecting the pen tool, just as we do with the images and text blocks.



+ 🕀			C] ¢	Preview
		Button Settings	o _	×
≡≡ +				
		Button Label	Button Link	
Velcome from the Headteacher	S I	See All News!	Select URL Title: URL:	
rem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor			http://parentappsdev.co.uk/overchurch/l news/	atest-
ididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud ercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.		Button Style	Button Color	
cepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt		Solid	Primary (theme color)	\$
Ilit anim id est laborum.		Button Size	Button Alignment	
Read More		18px	Centre	\$
		lcon	Icon Position	
■ +			Left	•
		Font Awesome or Material icon name		
Latest News		Extra class name		
		standard-button-black		
Blog Display Posts as: Grid – Columns: 2 – Layout: Classic		standard-button-black		
See All News!				
		Close Save changes		

There are two things you can edit with the buttons. The first is the title. Simply insert whatever text you wish to display on the button. The second is the link for the button to go to. Click the 'Select URL' button.

×	Select URL Title: UF	
	news/ Button Color Primary (theme color)	¢
	Button Alignment Centre	¢
	Icon Position	
	Left	\$
	_	

In the pop-up that appears you'll be able to enter a URL for the button to link to. When you're happy with this link Select the Set Link button and Save Changes on the Button – don't forget to update the page.

Events

Events can be added to your calendar by selecting the 'Events' tab from the sidebar.



In the new page the loads you'll see a list of all the events you have within your website.

NI (68) Published (68)						Search Events
Bulk Actions \$ Apply						68 items 《 〈 1 of 4 〉 》
Title	Author	Event Categories	Tags		Start Date	End Date
Vear 6 Leavers Assembly School closes 12 noon. Edit Quick Edit Hide & Ignore View Access	parentapps	_	_	_	12/07/2018	12/07/2018
School closes at 12 noon	parentapps	_	_	_	12/07/2018	12/07/2018
End of Year Celebration for Nursery & Reception	parentapps	-	-	-	11/07/2018	11/07/2018
Year 6 Trip to Stockport Hat Museum	parentapps	-	-	-	10/07/2018	10/07/2018
Junior Disco and Leavers Party	parentapps	-	-	-	06/07/2018	06/07/2018

Similar to the post/pages simply select the name of the event to edit it. Or hover over an event and select the delete button to delete an event. You can create a new event by selecting **Add New** at the top of the page.

When you create a new event, you'll see you have several options:

	here																	Publi	sh			
																		Save	e Draft			Previe
]] Add Media	🛱 Fields	s and Views		dd Forn	1										Vis	al Te	xt	¶ St	tatus: Dr	raft <u>Edit</u>		
Paragraph *	в 1	r 1= 1=	66	2 2	4	e :	22 Ⅲ		0	- 1	в						¢.			Public Ed		
																		m Pi	ublish in	nmediate	ly <u>Edit</u>	
																						Publi
Nord count: 0																						
Word count: 0 The Events Ca	alendar																					
																	•					
The Events Ca		11/22/2	2017	8:00a	m	to 5:0	0pm	11/22/	2017	п	mezone: Europ	will.ondon					•					
The Events Ca TIME & DAT		11/22/2			m	to 5:0	0pm	11/22/	2017	п	imezone: Europ	eAondon					•					

These are as follows:

- **Event Title** title for the Event
- Event Description the description for the event

Any events created will display on the calendar instantly. These events will display on the calendar.

Event Date



The event date can be specified which is slightly further down the page.

The Events Calendar		*
TIME & DATE		
All Day Event:		
Start Date & Time:	10/31/2016 @ 08 ¢ 00 ¢ am ¢	
End Date & Time:	10/31/2016 @ 05 ♀ eo ↓ pm ♀	
	Timezone: London	

Select the date that you wish the event to display on. Selecting the text field will open a modal calendar for you to choose the date/time. The same will be needed for the End Date/time

Once you're happy with the event, save and update the page. Your event will now be live on the site.



Editing the Menu

The website menu can be edited by navigating to the Pages section and then clicking on the 'Menu' option in the sidebar. In the page that load you'll see the full website menu.

2 Dashboard	Menus Man	age with Live Preview				Screen Options *
📌 Latest News	Edit Menus	Manage Locations				
Pages	Edit your menu l	below, or create a new mer	ıu.			
	Pages	*	Menu Name	e Main Navigation		Save Menu
 ⋆ Attendance ⋆ Class Pages ⋆ Documents 		View All Search	Menu St Drag each i		k the arrow on the right	nt of the item to reveal additional configuration options.
Contact	Maths History	Moral, Social and	Home		Page 🔻	
✗ Appearance ◀ Themes	Cultural (SMS Statement	C) Curriculum	Key Info Dropdow	rmation vn Settings	Custom Link 💌	
Customise Menus	Design an Science	Add to Menu	Adm	nission Arrangements sub	Custom Link	•
 Collapse menu 	Class Pages	Add to Melia	Bey	rond the Classroom sub item	Page	•
	Documents	*		arging & Remissions Policy b item	Custom Link	•
	Custom Links	Ŧ	Exa	m & Assessment Results sub	Custom Link	•
			Holi	iday Request Form sub item	Custom Link	•
			Late	est Ofsted Report sub item	Custom Link	*

There are two things we can add to our menu. These are pages and custom links.

Adding Pages to the Menu

Any page you create will be added to the 'Pages' section. Simply select the checkbox next to your chosen page. Once selected, click the 'Add to Menu' button. This will automatically added your chosen page to the bottom of the menu. You can then drag and drop you chosen page to wherever you would like this to appear in the menu. Once you're happy with the position, make sure you click the 'Save Menu' button

Adding Custom links to the Menu

Adding a custom link to the menu can be anything from an external website address to a PDF file. To add a PDF file to the menu, navigate to your media library and upload your chosen PDF document.



Attachment Details			<	>	×
	File name: School-Closure-P File type: application/pdf Uploaded on: 11th December File size: 342 KB				
	URL	http://www.overchurch-junio	r.wirral.	ich.uk/w	p-c
	Title	School Closure Policy 2017			
	Caption				
	Description				<i>h</i>
	Uploaded By	overchurch			
	Uploaded To	School Closure Policy 2017			
	Required fields are marked	•			

Once selected, copy **ALL** the content in the URL field. You can do this by double clicking the text, and then using your 'copy' shortcut. Once you've copied your URL navigate back to the menu.

🖏 Dashboard	Menus Manage with Live Preview		Screen Options *
Latest News ¶j Media ∰ Pages	Edit Menus Manage Locations		
🖈 Newsletters 🖈 Policies	Pages +	Menu Name Main Navigation	Save Menu
 Attendance Class Pages 	Class Pages * Documents *	Menu Structure Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.	
Pocuments	Custom Links *	Home Page +	
Appearance Themes Customise Menus	URL www.yourscholwebsite. Link Text Placeholder Name Add to Menu	Key Information Custom Link * Dropdown Settings Custom Link * Admission Arrangements sub Custom Link *	
Collapse menu		Research Han Planname and Jam. Bons. *	

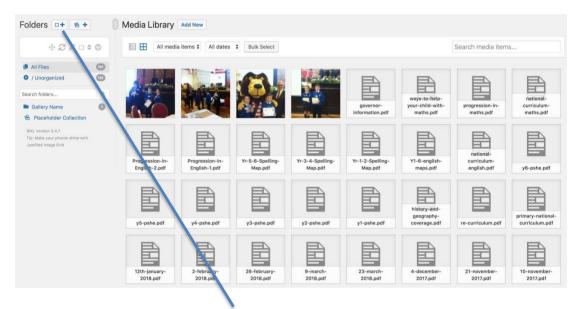
Here, select the 'Custom Links' Option from the left hand side. In the URL field you can paste the PDF document URL we copied earlier. For the Link text field you can add any text you wish. This will display for your users.

When you're happy with your options, click the 'Add to Menu' button and reposition it accordingly. Then click the 'Save Menu' button.



The Media Library

With the media library you're able to group your chosen images by folders. To access the media library, click 'Media' in the left hand sidebar. Once selected you'll see all the images you have within your site.



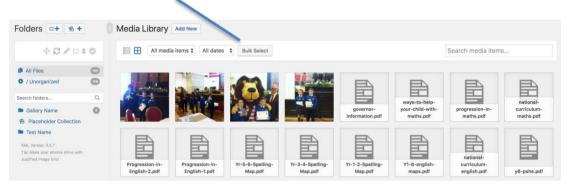
To add a new folder, click the new folder icon. Once selected you'll be able to name your chosen folder.

		All media	a items \$ All dates	Bulk Select				Search media item:	s
All Files/ Unorganized	0				and the second				
Search folders	Q		Statistics and	1. 👐 🎢			ways-to-help-		national-
 Gallery Name Placeholder Collection 	0		M THE		-	governor- information.pdf	your-child-with- maths.pdf	progression-in- maths.pdf	curriculum- maths.pdf
🖴 Test Name	OK			_			-	_	
RML Version 3.4.7 Tip: Make your photos shine wit Justified Image Grid	ħ							national-	
		Progression-in- English-2.pdf	Progression-in- English-1.pdf	Yr-5-6-Spelling- Map.pdf	Yr-3-4-Spelling- Map.pdf	Yr-1-2-Spelling- Map.pdf	Y1-6-english- maps.pdf	curriculum- english.pdf	y6-pshe.pdf

When you've typed your folder name, click Enter on your keyboard, or select the 'OK' button. Once saved you can drag your chosen images to your folder.



To do this click the 'Bulk Select' button.



You then select your thumbnails you would like to add to you folder, this can be done by dragging images over to your chosen folder.

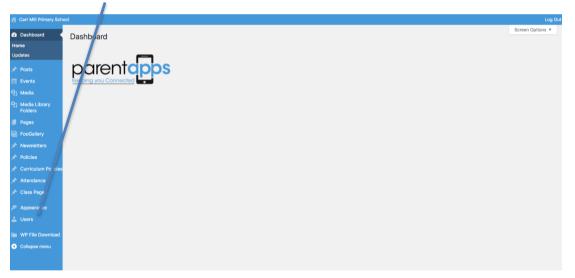
olders 📭 🗧	+ 0	Media Library	Add New						
⊕ <i>∂∥</i> ⊏	÷ ©	Cancel Selection	Delete Selected						
All Files					And And And				
/ Unorganized	œ	Care Street	12 man		and a second	E	B		P
earch folders	Q	A			100 C		ways-to-help-		national-
Gallery Name	0		मामार्गन			governor- information.pdf	your-child-with- maths.pdf	progression-in- maths.pdf	curriculum- maths.pdf
Placeholder Collectio	n		A 12			internetion.put	matria.put	ministration	metrisquar
Test Name			EN						
RML Version 3.4.7		一	日日	ET		目前	目的	一日	
Tip: Make your photos shine w Justified Image Grid	ith							national-	
		Progression-in- English-2.pdf	Progression-in- English-1.pdf	Yr-5-6-Spelling- Map.pdf	Yr-3-4-Spelling- Map.pdf	Yr-1-2-Speaker Map.pdf	Y1-6-english-	curriculum- english.pdf	y6-pshe.pdf

Once this has been done you'll notice the number next to your folder has increased indicating the pages have been dragged over successfully. There is no limit to how many folders you wish to create, or images you wish to drag at any time.



Creating Users

You can add new users to the website by selecting the Users link from the dashboard sidebar.



In the new page that loads you'll see a list of all the users currently within your website. You can add a new user by selecting the 'Add New' button at the top of the page.

숨 Carr Mil Primary School Log Ou								
Dashboard	Users Add New				Screen Options 🔻			
🖈 Posts	All (3) Administrator (1) Subscriber	(1) School (1)			Search Users			
m Events	Bulk Actions Apply Add role				3 items			
91 Media	Username	Name	Email	Roles	Posts			
9 Media Library Folders	Carr Edit View	-	carr@parentapps.co.uk	School	0			
 Pages FooGallery 	governors	-	governors@parentapps.co.uk	Subscriber	0			
* Newsletters	parentapps	-	websupport@parentapps.co.uk	Administrator	5			
 Policies Curriculum Policies 	Username	Name	Email	Roles	Posts			
 Curriculum Policies Attendance 	Bulk Actions \$ Apply Add role	e \$ Add Remove role \$ Remove			3 items			



When you click 'Add New' you'll see the following sections:

音 Carr Mill Primary School Log Out						
創 Dashboard	Add New User					
,r∲ Posts	Create a brand new user and add them to this site.					
m Events						
91 Media	Username (required)					
위) Media Library Folders	Email (required)					
II Pages	First Name					
FooGallery	First Name					
🖈 Newsletters	Last Name					
,r [▶] Policies						
🖈 Curriculum Policies	Website					
🖈 Attendance						
카 Class Pages	Password	Show password				
🔊 Appearance	Send User Notification	Send the new user an email about their account.				
📥 Users 🔸						
All Users	User Roles	Administrator				
Add New Your Profile		Author				
		Centributor Editor				
III WP File Download		School				
 Collapse menu 		Subscriber				
	Add New User					

- **Username**: this is the username the customer will use to log in
- **Email**: this will be the email the customer will receive notifications
- **First Name/Last Name** this will display as the name for posts and comments
- Password this is the password the customer will be using to log in

Send user notifications checkbox - this will email the customer with their account details. In the email they received, they'll be able to change their password if needed. User Role – this **MUST** be set to School, to ensure the user doesn't have access to any area they shouldn't

Editing/Deleting Users

You can edit or delete a user, by accessing the main Users page.

Users Add New							
All (3) Administrator (1) Subscriber (1) School (1)							
Bulk Actions \$ Apply Add role \$ Add Remove role\$ Remove							
Username	Name	Email	Roles	Posts			
Carr	-	carr@parentapps.co.uk	School	0			
Edit Delete View	-	governors@parentapps.co.uk	Subscriber	0			
parentapps	-	websupport@parentapps.co.uk	Administrator	5			
Username	Name	Email	Roles	Posts			
Bulk Actions \$ Apply Add role	¢ Add Remove role ¢ move			3 items			



When you hover over a user you'll notice additional options to Edit or Delete a particular user. When you edit a user you'll be taken to the standard user creation page. Here you can edit the password/Names asnd email.

You cannot change the username, if you want a new username for a user - you'll need to delete them, and create them again.