CHELTENHAM BOURNSIDE SCHOOL

Website Guide

How to…

To log in, go to www.bournside.gloucs.sch.uk/admin and enter your username and password. (IT Services can set you up with login details).

Add an 'important notice' to the homepage

- Select 'Notices' from the left-hand menu
- Enter a title and the message, keeping it as brief as possible
- Enter an end date for it to be deleted
- Click save.

Update the housepoint tally

- Select 'Content' from the left-hand menu
- Select 'Houses' from the top menu
- Select the relevant house
- Enter the updated number of points
- Click save
- Click the 'Content' link at the top of the screen to return to the other houses
- Click save.

Update the Dining Centre Menu

- Select 'Files' from the left-hand menu
- Click upload and select the pdf from wherever it is saved
- Click Saved and then click Published
- Click on the page icon at the top of the right-hand menu
- The pdf will open up in another tab
- Copy the URL
- Select 'Pages' from the left-hand menu
- Select 'Parents'
- Select 'Dining Centre Menu'
- Paste the URL into the 'Other website URL' field
- Click Saved and then click Published.

Update the Parent Bulletin

- Select 'Pages' from the left-hand menu
- Select 'Parents'
- Select 'Parent Bulletin' (not the draft one)
- Select the text bloq
- Amend the date in the text box
- Right click on the image of the previous bulletin and click 'File'

- Click upload and select the image of the front page from wherever it is saved (you can save an image of the front page using the Snipping Tool on your desktop)
- Click update file and resize the image by dragging the corners
- Right click on the image of the bulletin and click Insert link > Link to a file
- Click upload and select the pdf from wherever it is saved
- Click insert file
- Click save
- Click the 'Parent Bulletin' link at the top of the screen to return to the main page
- Click Saved and then click Published.

Update the Careers Newsletter

- Select 'Pages' from the left-hand menu
- Select 'Beyond Bournside'
- Select 'Careers and work-related learning'
- Select 'Careers Newsletters'
- Select the text bloq
- Right click in the far-right column>column>delete column
- Right click in the far-left column>column>insert column before
- Copy and paste the date and image into the new column and change the date
- Right click on the image of the previous newsletter and click 'File'
- Click upload and select the image of the front page from wherever it is saved (you can save an image of the front page using the Snipping Tool on your desktop)
- Click update file and resize the image by dragging the corners
- Right click on the image of the newsletter and click Insert link > Link to a file
- Click upload and select the pdf from wherever it is saved
- Click insert file
- Click save
- Click the 'Careers Newsletters' link at the top of the screen to return to the main page
- Click Saved and then click Published.

Delete or replace a policy

- Select 'Pages' from the left-hand menu
- Select 'School Information'
- Select 'Our Policies'
- Select the relevant attachment bloq
- Find the relevant policy and click x
- Click save
- Click the 'Our Policies' link at the top of the screen to return to the main page
- Click Saved and then click Published
- To replace a policy, follow the above steps until click x, and then click upload new to select the pdf from wherever it is saved
- Ensure the file name does not include any version numbers
- Drag the policy into alphabetical order using the waffle icon on the left-hand corner of the file (a hand icon will show)
- Click save
- Click the 'Parent Bulletin' link at the top of the screen to return to the main page
- Click Saved and then click Published.

Add a vacancy

- Select ‘Pages’ from the left-hand menu
- Select ‘School Information’
- Select ‘Careers at Bournside’
- Select the Vacancies bloq
- Click add vacancy
- Enter the title, publish date, removal date, and hours
- In the text box, click on the insert link icon> link to a file
- Click upload and select the pdf from wherever it is saved
- Click insert file
- Click create
- Click save
- Click the ‘Careers at Bournside link at the top of the screen to return to the main page
- Click Saved and then click Published
- To delete the vacancy on the removal date, open the Vacancies bloq and click x, and save.