

Peoria Unified/PSBN Website Fundamentals

Friendly Web Addresses:

District PSBN: www.PeoriaUnified.org/PSBN
Cactus: www.PeoriaUnified.org/CactusPSBN
Centennial: www.PeoriaUnified.org/CentennialPSBN
Ironwood: www.PeoriaUnified.org/IronwoodPSBN
Liberty: www.PeoriaUnified.org/PSBNLiberty
Peoria: www.PeoriaUnified.org/PeoriaPSBN
Kellis: www.PeoriaUnified.org/KellisPSBN
Sunrise Mtn: www.PeoriaUnified.org/SunrisePSBN

How to Log In for Editing:

Scroll to the bottom of the webpage and click on **SIGN IN**. Your user name is the same as your district login. Your password is NOT linked to your district password. Once you've logged in, scroll to the bottom of the page again and click on **USER OPTIONS** and then select **SITE MANAGER**.

Photo Sizes:

Photo files must be in JPEG or PNG and less than 600 KB in size. *All photos except for those used in the Front Page Rotator may be resized using the upload tool in the Site Manager.*

Front Page Rotator: 818 pixels wide by 545 pixels tall
Inside Page, Single Column: Up to 600 pixels wide
Inside Page, Two-Column, Center Column: 500 pixels wide
Inside Page, Two-Column, Right Column: 300 pixels wide

All photos must have Alternative Text to meet ADA guidelines

Embedding Video (Livestream):

All videos should be embedded on the site and not linked from the website to Livestream or other provider.

Use the following sizes for embedded video:

Calendar Entry: 640x360

Single Column Page: 560x315

Two Column Page, Center Column: 560x315 resized to 476x268 (*Change the highlighted values to resize the video*)

```
<iframe id="ls_embed_1505755617"
src="https://livestream.com/accounts/5145446/events/7720268/player?width=560&hei
ght=315&enableInfoAndActivity=false&defaultDrawer=&autoplay=false&mute=false"
width="560" height="315" frameborder="0" scrolling="no" allowfullscreen> </iframe>
```

Inserting Links:

If a page has multiple related links, place a **CONTENT APP** at the top of the right column and title it **QUICK LINKS**. Links should be the name of the linked document.

Individual links within the content of the page should be formatted as follows:

Click [here](#) to download the (description of document)

NOT

Download the [Season Schedule](#)

Email links should be the word "Email" and not an email address

Links to pages within your school site should be set to open in the same window. Links to other sites within the district or to outside sites must open in a new window.

Uploading Documents:

All documents must be in PDF format. The most efficient workflow is to upload documents first and then create the text/link on the website.


At the Section level, use the **Files&Folders** link in the **Common Tools** box at the top right of the Site Manager window.

At the Page level, use the **Tools** tab in the top bar of the window and select **Files&Folders**

PDF File names should contain no spaces, punctuation or special characters and all PDF files should be less than 2 MB in size

It can save time for some end users if you use the **Document Viewer** app on a blank page to display a PDF versus using a text link directly to the file.

Copying and Pasting Text:

Always use the **Paste as Text** button () to strip all formatting from text that you have copied from other sources.

Calendar Events:

Share all events you create with the district and involved sister schools. Go to **Post to Calendars** and select **Post event to other calendars**. Click the **Add Collections** button and choose PSBN and PSBN Schoolname then click **Add Collections** before saving the event.

Be sure to check your **Event Queue** for events that others have submitted for your calendar. Approve the events to add them to your calendar. Any edits you make to an event you created and shared will automatically update on other calendars without further approval being required.