

Teacher Pages

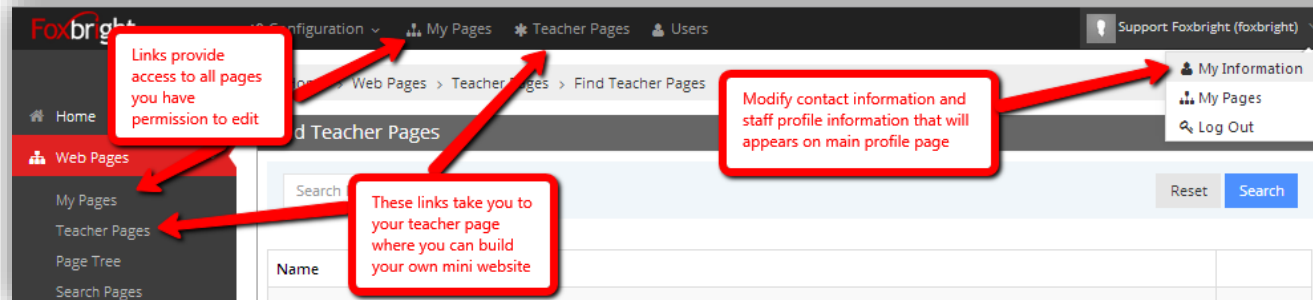
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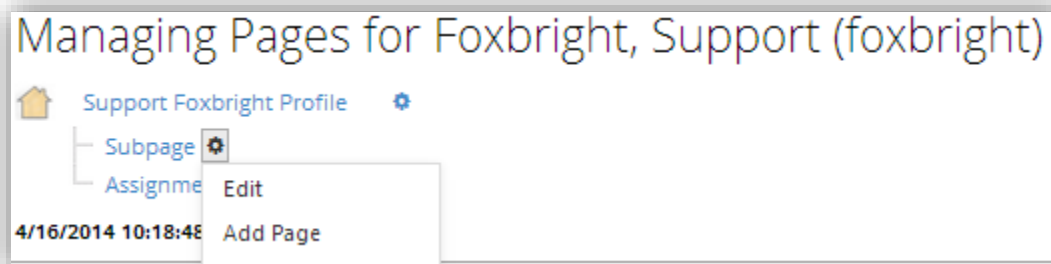
Add / Edit Teacher Pages as a Staff Member

1. Log into the Foxbright CMS administrative panel
2. Select the Teacher Pages tab.

Note: The teacher pages tab will display only those pages associated with your profile. If there are other pages in the website that you have permission to edit, those will be found on the “My Pages” tab.



3. Once in the **Teacher Pages** are click on your name to access your teacher page tree which will list all pages and subpages associated with your teacher page.
4. If editing, find the page that you would like to modify, or click Add Page to add an additional sub page. Consult the *User Reference Guide* for instructions on adding or editing pages.



Administrator Access to Teacher Pages

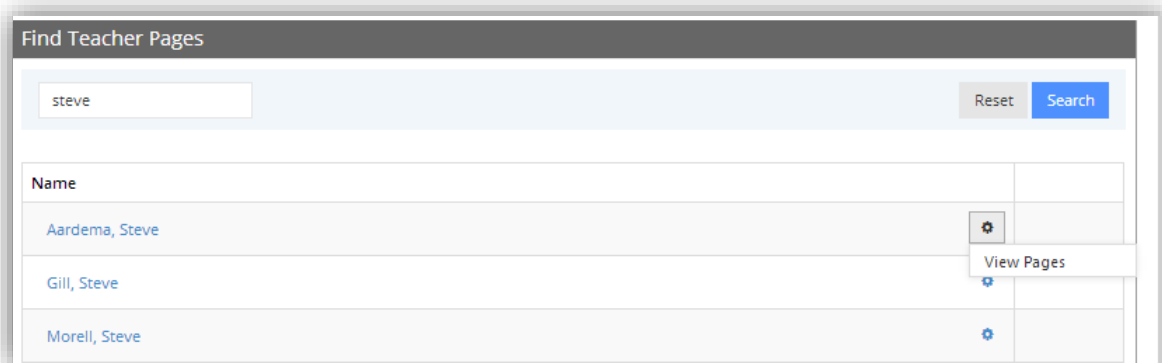
There are three methods that an administrator can use to access teacher pages that have been created in the system. Each of these will be highlighted below.

In order to access the teacher pages of any other staff member, you must have either Web Administrator rights to the system, or specifically have been granted access to publish that teacher's pages.

If you can't find a profile for an existing staff member, make sure that "Display Profile Page" is set to "Yes" for that user. This setting can be found by editing that user's record on the Users tab.

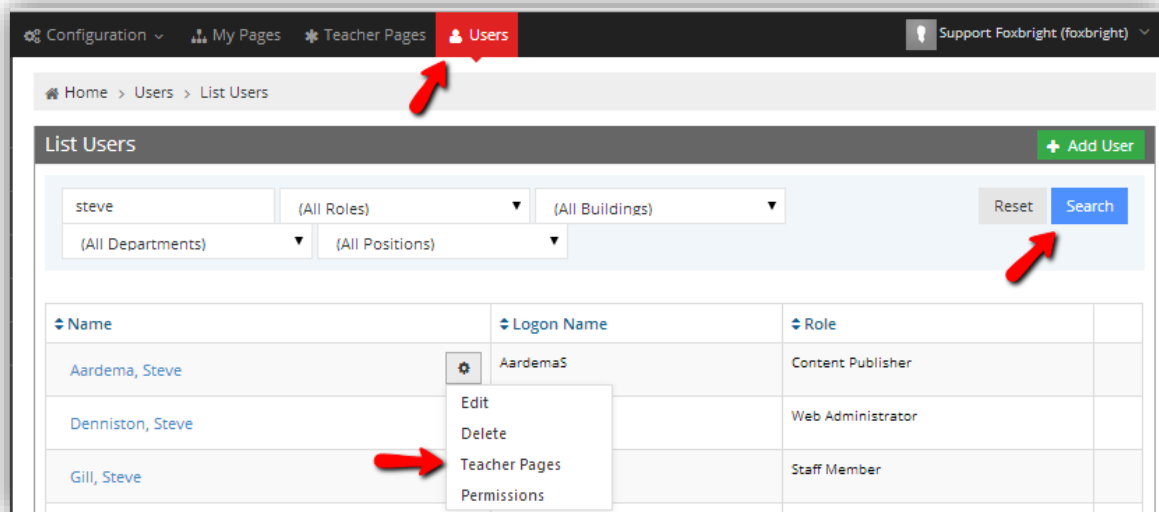
From the Teacher Pages Tab

1. From the CMS administrative panel, click on the Teacher Pages tab.
2. Enter the First or Last name of the teacher you are looking for and click search
3. From the search results that display, click the name of the person you are looking for.
4. Click on View Pages to see the profile and associated teacher pages for that staff member.



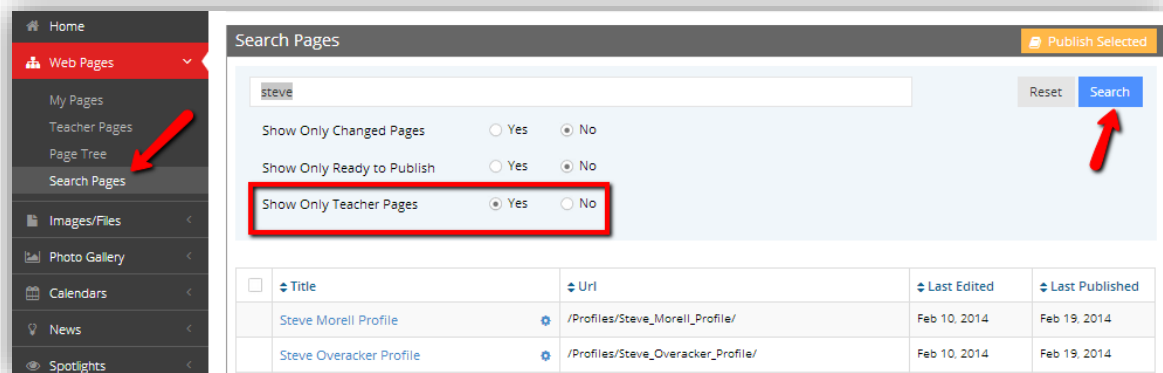
From the Users Tab

1. From the CMS administrative panel, click on the Users tab.
2. Enter the first or last name of the teacher you are looking for and click search.
3. Click on the Teacher Pages link by the name of the person you are looking for.



From the Website Pages Tab

1. From the CMS administrative panel, click on the Website Pages tab.
2. Enter the First or Last name of the teacher you are looking for.
3. Make sure that the page filtering is set to only show teacher pages. If this is not set, then all of the website pages will display as a result of your search.



4. Click on the users name to view and edit the profile for that staff member.