

## Getting Started with your Teacher Page:

Your Teacher Page is your personal website within St. Ambrose's website. Use this to connect with your students and their families by adding content, creating pages, and including images and media.

To view your Teacher Page, visit [\[username\].stambrose.academy](#)

To edit your site, access the admin panel at [\[username\].stambrose.academy/admin](#)

*[username]* is your first initial and whole last name, such that *Mary Smith* would be *msmith*.

The Admin Panel allows you to manage your site's details, contents, and settings. Once you reach the log in screen, click "Reset my password" to receive an email with a password reset link. Click that link to set a new password and log in.

---

## Managing Pages:

Click "Pages" on the left. This lists all the pages on your site. A few have been provided already as examples.

Click a page name to edit its content. To create a new page, click "Add Page" at the top. Reorder pages by clicking and dragging the handle next to the page or choosing a parent when editing.

Add subpages by clicking and dragging one into another, or by hovering over the page name and press "Add Child" to add a page under the one you've selected. Delete pages by hovering over a page and clicking the red trash can icon.

## Editing Pages:

Click a page name to open the editing screen. It will show a Word-style interface. Typing content into this space and pressing "Update" on the right will change the content. (After pressing "Update", all changes are publicly visible.) Control font size, styles, colors, formatting, tables, and other common features on this screen as well.

By default, the editor uses double-spacing when pressing the "Enter" or "Return" key. For single spaces, hold "Shift" while pressing it.

Add a hyperlink by selecting text or an image and pressing the "link" button in the editor. Enter a URL or press "page options" to access more features or link to another page on your site.

Each page includes a banner at the top. It defaults to an image we provided. You can change this by clicking "Set featured image" on the right when editing a page. Choose an image to include and then press "Set featured image".

Other editors are also available. By default, you are using the Word-style editor in the "Visual" tab (recommended). Alternatively, you can modify HTML code in the "Text" tab, or use a tool called "Page Builder" to assemble unique layouts and add special features.

## Managing Media:

Use the Media tab to manage images, documents, and other files you include on your website. To add media to a page, access "Edit Page" and click "Add Media". Select the files to add to the page and press "Insert into Page".

If a notification box in the right column states that "You have (x) images that can be imported", this means you have images on your page which are borrowed from another location and not saved to your site. Check "Import External Images" and press "Update" to add them.

Teachers commonly upload PDFs or other documents as links. When clicked, the file will open in the browser for viewing, downloading, and printing. This video explains the process in under 3 minutes: <https://bit.ly/2rWncaa>

## More Information:

Your website runs Wordpress, a simple and popular content management program. Tutorials are easy to find online and are valuable resources. The site [www.easypguide.com](http://www.easypguide.com) is among the best written guides for getting started.

Watch this 10 minute video for a visual explanation of the key features: <https://bit.ly/2XvV7SH>

---