

Managing a School-Based Media Services Site: A Brief Introduction

Escambia County Public Schools

August 2024

Presenter:

Georgia Belles

Information Technology Department



CONGRATULATIONS



Introducing the New Media Center Homepage

Bellview Middle School Media Center

Edit Page



Media Center Specialist: Mrs. Brown (MBrown6@ecsdfl.us) · Media Center Clerk: Mrs. Peek (cpeek@ecsdfl.us)

Destiny Discover

Library Advisory Council Agenda, Minutes, Members

Parent Links

Bellview Middle School Collection Development Plan 2023-2024

How to Video: Accessing the K12 Library Access Form in FOCUS

Legislation FAQ

Library Access Form

Staff Links (Requires district account to access)

ECPS Middle School Young Adult Library Collection Opt-In Form

Justification for Use of Outside Media

ECPS Novel Study Parent Letter (must make a copy)

ECPS Novel Study Parent Letter for YA Title (must make a copy)

ECPS Parent Permission for Movies (must make a copy)

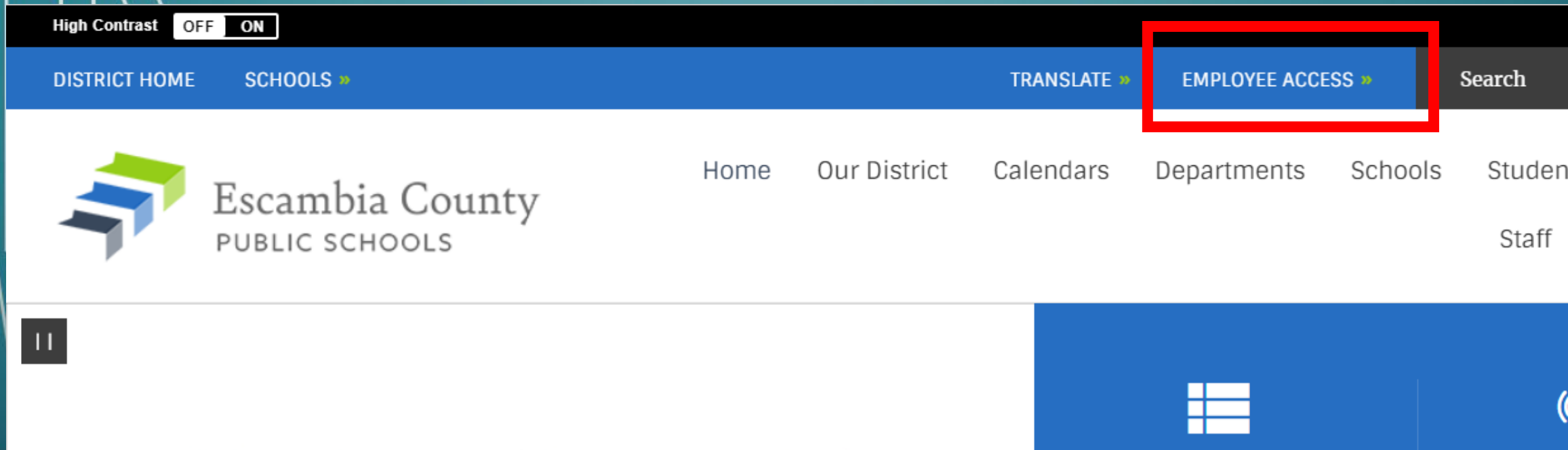


Site Manager – Under the Hood

Signing In

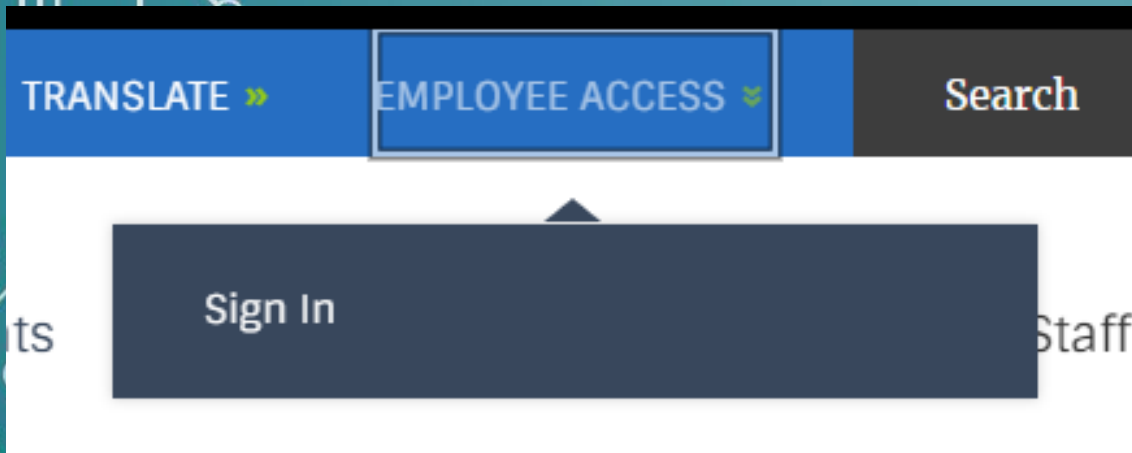


Logging in to the WCM



1. Navigate to the page you want to.
2. Click EMPLOYEE ACCESS on the upper right side of the page.





3. The Sign In button will appear; click it.

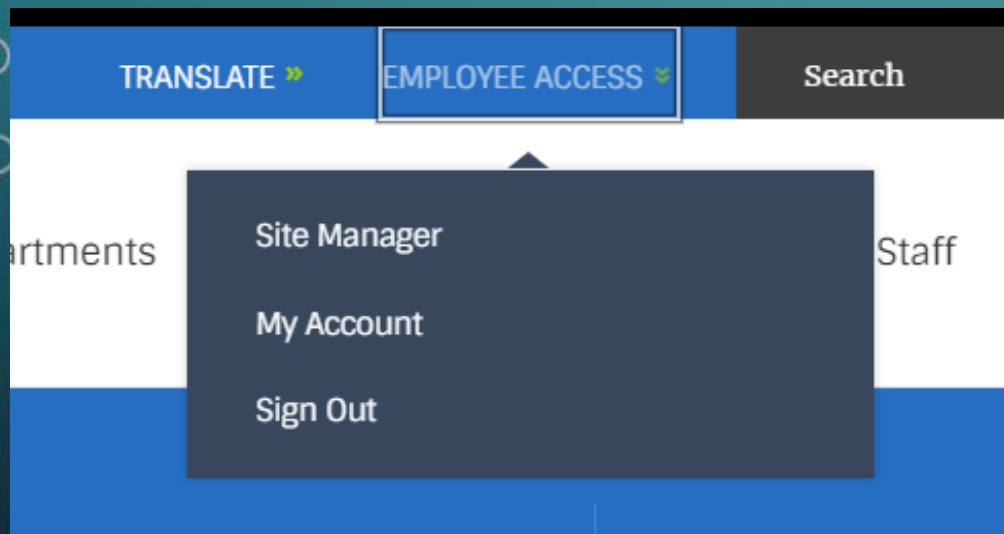
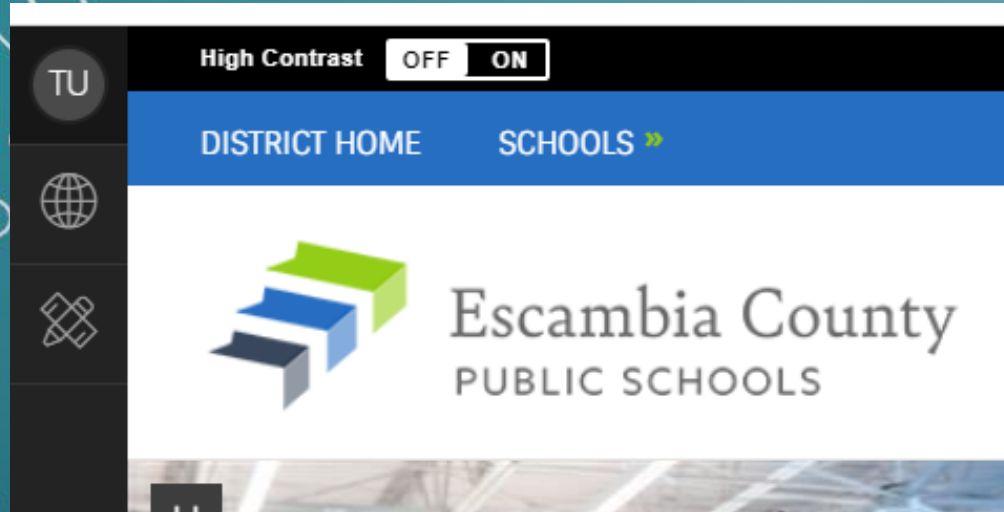
A screenshot of a sign-in form. At the top, it says 'Enter your user name and password to sign in.' Below this, there is a line of smaller text: 'You can use this site without being registered or signing in, but registered users who sign in may have access to additi'. There are two input fields: the first is labeled '* User Name:' and the second is labeled '* Password:'. At the bottom of the form, there are two buttons: a dark blue 'Sign In' button and a light gray 'Forgot My Password' button.

4. Enter your ECPS credentials in the page that appears.



Opening Site Manager


On the left margin of the district homepage a black vertical toolbar will be present.





Clicking EMPLOYEE ACCESS again will reveal a new menu where you can choose Site Manager, My Account, or Sign Out.



USERS & GROUPS

 Users


 Groups


 Settings


CONFIGURE


CONTENT MODERATION

SITE & CHANNELS



 Beulah Middle School

 Our School 9

 Library 1

 Student & Family Resources 6

 Athletics 6

 Change Site 

Library

Section Workspace



Summary

Tools

Editors & Viewers

Statistics

How do I...?

Current Pages

New Page

Organize Pages

Recycle Bin

Find Page

STATUS

PAGE

ACTIVE

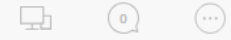


Library Home

Actions 

Library Home

Last edited by Georgia Belles about 49 minutes ago.



Beulah Middle School Library



Media Center Specialist: Inette Gardner (igardner@ecsdfl.us)



Link Library

Apps

Layout

Create New

Find...

- Accordion
- Alert
- Alumni
- Announce...
- Articles
- Assignment
- Blog
- Book List
- Calendar
- Content
- Directions
- Discussion
- Divider
- Document
- Embed Code
- Events
- Facebook
- Facts & Figur...
- Figure
- Files
- Gallery
- Google Events
- Google Folder
- Heading
- Headlines
- IconsHorizo...
- IconsVertical
- Image
- Important A...
- Lightbox



Good News, Everyone!

**You have a template to
copy PLUS a bonus video!**



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Destiny Discover

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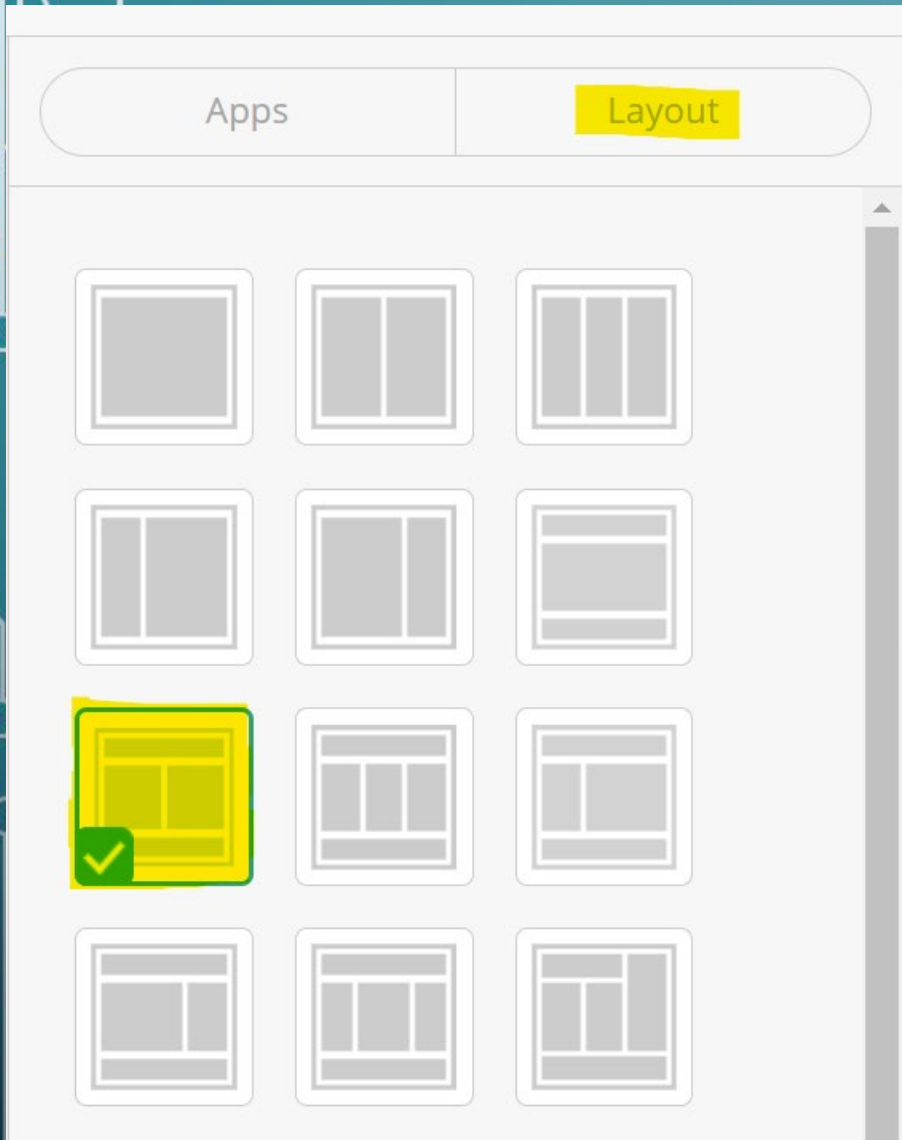
Justification for Use of Outside Media

ECPS Novel Study Parent Letter (must make a copy)

ECPS Novel Study Parent Letter for YA Title (must make a copy)

ECPS Parent Permission for Movies (must make a copy)





Choose this layout to rebuild your page. Individual apps on the page can be rearranged, hidden, or deleted as needed.



(A) ① (School Name)(Media Center or Library)

② Clip art of line of books
Name and email of Media Specialist and Media Clerk

① Link Library App
Contents:
• Destiny Discover
• Destiny Classroom Library Connector
• Required/recommended reading list (spreadsheet)

② Link Library App
Contents:
• How to Video: Access Form in FOCUS
• Library Access Form
• MS YA Opt-In Form
• Novel Unit Parent Permission - YA Title

③
Blank for future expansion

(B)

① Link Library App
Contents:
• LAC Agenda, Minutes, Members
• Collection Development Plan
• Legislation FAQ

② Link Library App
Contents:
• Justification of Outside Media
• Novel Study Letter Template (YA)
• Novel Study Letter Template (Regular)
• ECPS Parent Permission for Movies

③
Blank for future expansion

(C)

(D) Blank for future expansion

```
Media Center Page Instructions.txt - Notepad
File Edit Format View Help
Information to Copy and Paste into the Apps on Your Media Center Page

Socket A:
1 Content App with the following source code:

    <h1 style="text-align: center; font-size: 32pt; color: #000000;">The name of your school's library or media center</h1>

    (If you do not know the # code for your school colors reach out to gbelles@ecsdfl.us and she will look them up for you.)

2 Content app with the following source code:

    <p style="text-align: center;"></p>
    <p style="text-align: center;"><strong>Media Center Specialist:</strong> Name of your Media Specialist (<a
href="mailto:theiremailaddress">their email address</a>) &bull; <strong>Media Center Clerk:</strong>Name of your Media Clerk(<a
href="mailto:theiremailaddress">their email address</a></p>

Socket B:
1. Library Link App with the following codes:

    Link Title: Destiny Discover
    Address: https://destiny.escambia.k12.fl.us/district/servlet/presentlistsitesform.do?districtMode=true

    You will be adding links for the Destiny Classroom Library Connector and Recommended Reading Lists when you receive the
links - Finals site will not let you create a link in the app without an address.

    Be sure to click the black I'm Done box at the bottom of the editing pane.

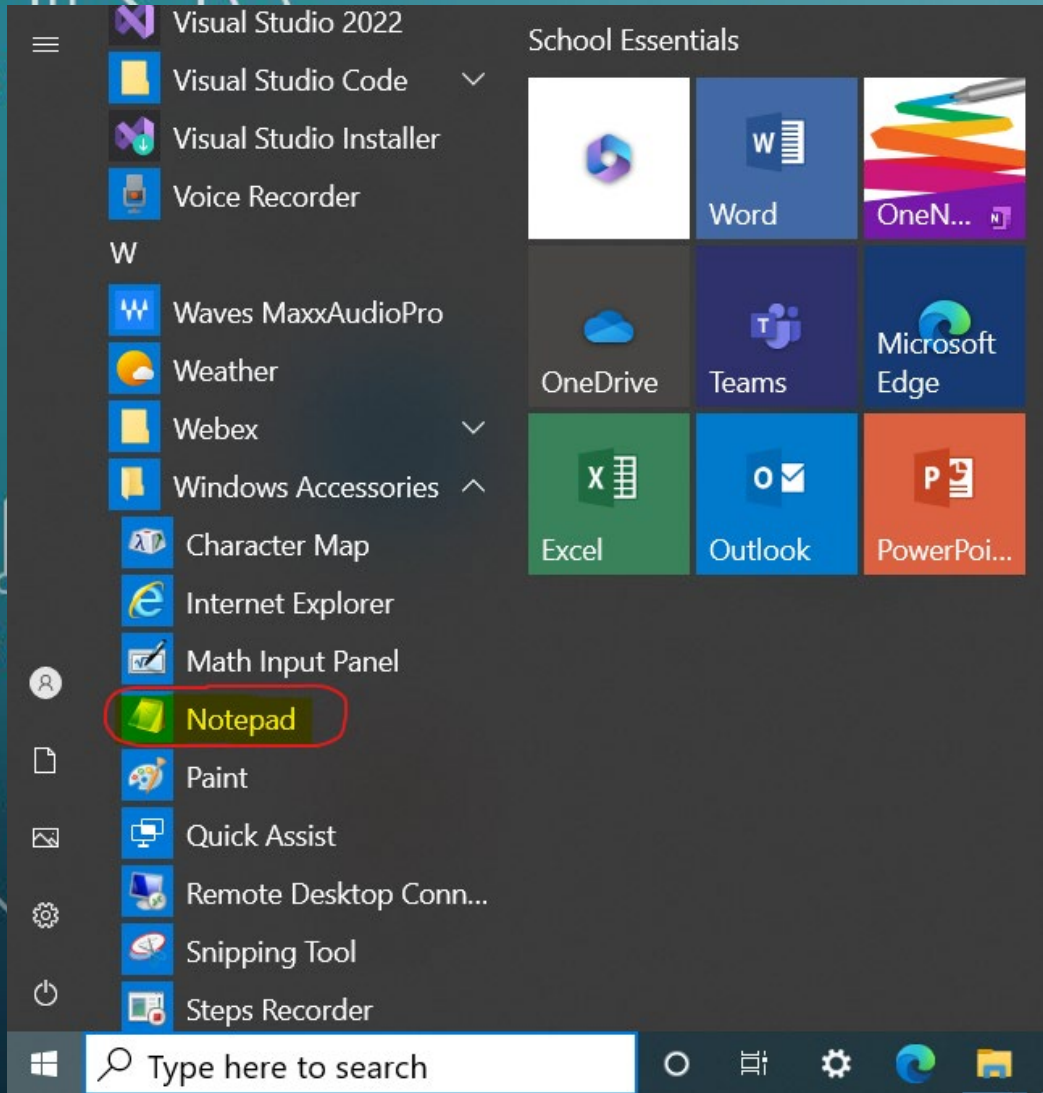
2. Library Link App with the following codes:

    (In App Options, name the app Parent Links and make sure you check the "Show the app name on my page" box.)

    Link Title: How to Video: Accessing the K12 Library Access Form in FOCUS
```

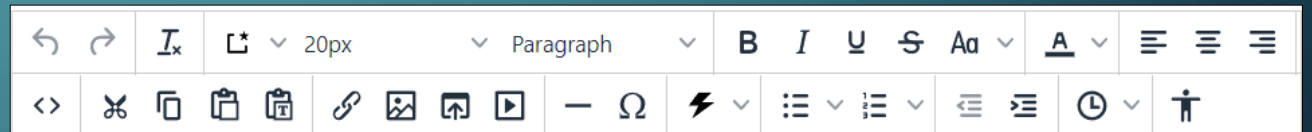


Your Tools for Success



Using Notepad to open the Source Code File (located in Start → Windows Accessories → Notepad.)

In the Content App in Finals site you will be using the Source Code feature.



Source Code icon



A Heaping Helping of Copypasta

Source Code

```
1 <p style="text-align: center;"></p>  
2 <p style="text-align: center;"><strong>Media Center Specialist:</strong> Mrs. Brown (<a  
  href="mailto:MBrown6@ecsdfl.us">MBrown6@ecsdfl.us</a>) &bull; <strong>Media Center Clerk:</strong> Mrs. Peek (<a  
  id="txtID" href="mailto:cpeek@ecsdfl.us">cpeek@ecsdfl.us</a></p>
```

Copy code

Dark/light mode

T+

T-

Cancel

Save



Setting up the Link Libraries

Parent Links

Edit Options

NEW SORT

STATUS	LINK	ACTIONS
ACTIVE	How to Video: Accessing the K12 Library Access Form in FOCUS	EDIT DELETE
ACTIVE	Library Access Form	EDIT DELETE

I'm Done

New Link

* Link Title:

* Address:

Description:

tinymce

Display Duration

Start Date:

Save Cancel E-Alert

Staff Links (Requires district ac...)

Edit Options

General

* App Name:

Staff Links (Requires district account to access)

Description:

Show the app name on my page.

Display Settings:

You can display every active record in this app on your page, or a specific number of records at a time.

Display all active app records

Sharing

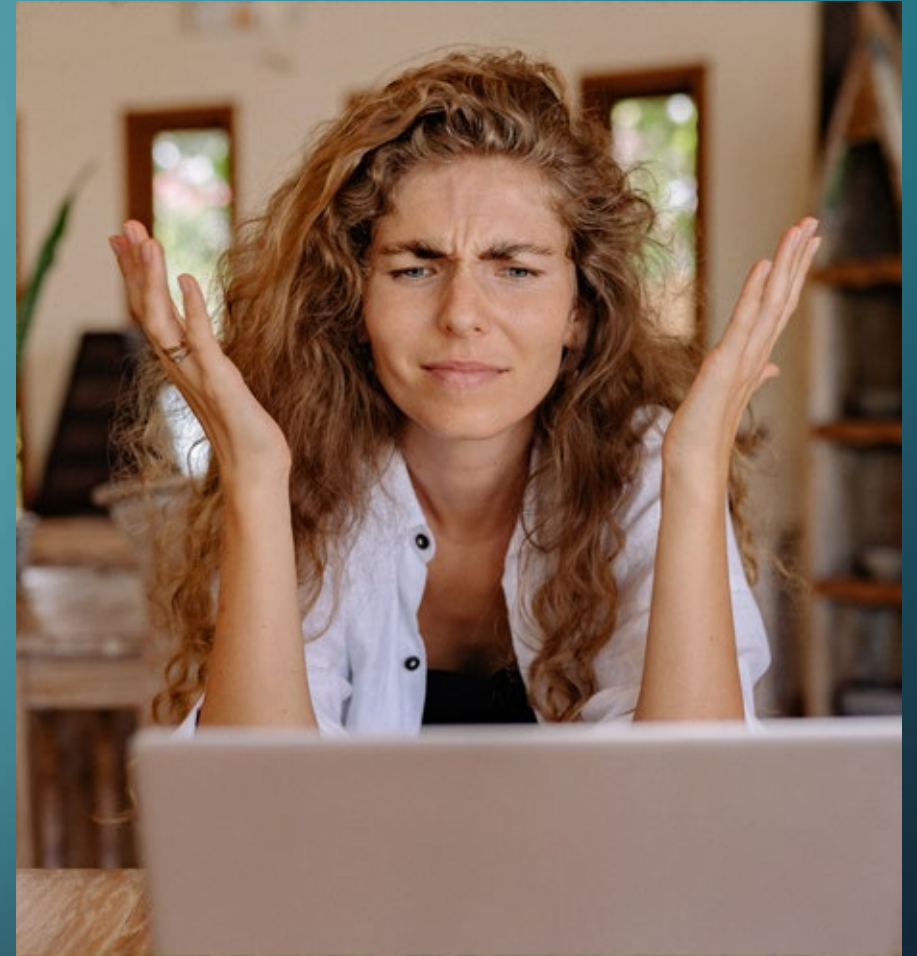
Social Settings

Save Options Cancel



Fear Not!

Website Training Resources



Website Training Resources

<https://www.escambiaschools.org/Page/2981>

Or navigate from the district home page:

Home → Departments → Information Technology →
Website Training (link on Resources menu)



What You'll Find There

- Links:
 - Short training videos – less than 7 minutes!
 - Longer videos for deeper dives on specific topics
 - Other useful sites that will help you build beautiful pages
 - Blackboard's sample site, loaded with examples
- Page of Questions & Answers
- Pages of examples of apps in action
- Manuals and presentations to download



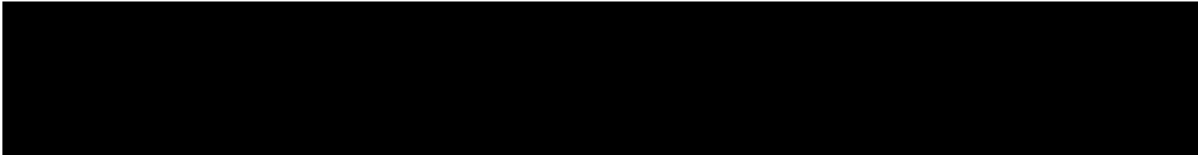
Website Training Resources

Beginning in 2023, Escambia County Public Schools will use the Blackboard Web Community Manager (WCM) content management system to produce and maintain all of its websites. Sitekeepers will be able to manage departmental websites within the district site, and Tech Coordinators and other designated sitekeepers will create and manage websites for each school in the district. A comprehensive site template has been chosen that offers degrees of customization for each school while maintaining visual and operable consistency throughout the district.

This site has been compiled and created to empower sitekeepers as they create and manage ECPS websites. Technical support is available by submitting a ticket to ithelp@ecsdfl.us.

The [Quick Start Guide](#) has been prepared to help you update your pages quickly.

Building the School-Based Media Center Webpage



Edit Page



QUICK START GUIDE



Questions & Answers



Page of App Samples



Sample Multimedia Gallery & Video Embedding

Multimedia Gallery Helps



You've Got Questions?

We've Got Answers



Getting website technical support

- Submit a ticket – ithelp@ecsdf1.us
- Describe the problem you're having
- Include a link to the page you need help with
- Include details about any app that's causing problems
- If you're having trouble with an image, include it in your ticket



Zoom-a-Zoom-Zoom

- Georgia can have a Zoom meeting with you to answer questions and demonstrate features
- Email gbelles@ecsdfl.us at least a day before the meeting
- Afternoons work best, but time is negotiable
- Include details about what you'd like to take away from the meeting in the email

