

System Specification

This is the low-down
on set-up + our robust
content management system

Design

Upon receiving payment, we will provide you with a mock-up visual of your homepage with a search engine friendly layout. This will be based on the information you have provided, reference sites and any other data you have supplied. Your set up fee covers the cost of creating the look and feel of your website, welcome graphics for your homepage ie. the header and a feature graphic; eg an image-link to Class pages, Department, School Tour, Prospectus, or News archive.

Further graphics can be created if you would like us to quote for any extra work.

Content Management System

Our system is designed and built to automatically optimise content for web delivery/online viewing- This makes your pages load quickly, allows multiple device viewing and reduces the amount of time administering the site.

The interface is uncluttered and simplified to provide you with the tools you need within a few clicks. The admin interface is laid over the top of your actual site so you don't have to flick between screens to see any updates you perform. You just click on the top left of the CMS bar to get a live preview. Content you would typically be adding is simplified into types, and we refer to these as 'Widgets' By default the content you add as widgets is not live until you specifically click to make it live- this gives the user the chance to preview the content before it is live. You can add content using your desktop pc or touchscreen tablets such as Apple iPad.

You can set up and add following content:

Textual Info

You can add text to a column on your site and can further split this column into 1, 2 or 3 columns (Depending on the size of the original column) The text can be pasted from another program or typed directly into the text-editor. This text will be automatically styled to maintain site consistence. You can use the text editor to format the text eg- bold/italic etc, add bullet points, add a hyperlink, and create paragraphs etc.

Images

Images are automatically resized for web delivery. Depending on your internet connection images will upload and resize quickly.

Images are placed directly on the page. File types that can be uploaded include: jpg, gif, png & bmp

Slideshows

Slideshows are typically used for 5-10 images, although there is no limit on the number of images you can add to slideshows. You can display pause/play, and previous/next control buttons as an option.

You have the option to resize the height of the slideshow and to set if the images are to be cropped or resized within the slideshow.

Multiple images can be added to a slideshow at once- You will be prompted for captions to aid accessibility and can choose whether or not to display these captions. You can 'Add To ' a slideshow at any time, allowing the gallery to grow. File types that can be uploaded include: jpg, gif, png & bmp

Galleries

You can display your galleries in a number of different ways using widgets. Multiple images can also be added to a gallery at once-

You will be prompted for captions to aid accessibility, and can choose whether or not to display the captions. You can also 'Add To ' a gallery at any time, allowing the gallery to grow. File types that can be uploaded include: jpg, gif, png & bmp

Documents

You can create and manage categories for your documents, allowing for greater organisation and ease of navigation. A document is uploaded and assigned to a category. You then use a document widget to display files within that category. The website user can download the documents or view them directly in the browser using Google Docs if the file-type (below) is supported. File types that can be uploaded include: jpeg, png, gif, jpg, doc, docx, csv, xls, xlsx, pdf, bmp, ppt, pptx, ppsx, pps & odt

Notices

You can add a notice, specifying it's title, text/message and a date range. When you place a Notice Board widget; the latest notice will be displayed for the specified the date range only.

Calendar

You can manage your calendar events directly on the calendar, adding a title and further info to a date. An Events widget, pulls your information from the calendar and displays upcoming events that you can set to display events as they occur daily, 2 days, 5 days etc. right up to the next 31 days.

Link Boxes

You can set up links in categories to keep them grouped together. A link will include an automatically generated screenshot, the weblink and a title. You can shuffle the order of your links and deactivate/activate, edit and delete links and categories as you wish.

The links are displayed using a link box widget where you specify which categories you wish to display.

Staff Profiles

You can add any number of staff members to the system including their photograph, name and role and can re-order how the profiles display. Individual profiles can be deactivated/activated, edited, tagged and deleted as required

Videos and audio

Video and audio files are uploaded and then undergo a conversion process, creating a manageable file size and creating a file that will allow for playback on a broad range of devices. Videos need to complete this process before being made available as a widget.

Recommended file types that can be uploaded include: .wmv, .mp4, .avi, .flv, .mov, .mpg, .mpeg

Media Archive Space

Your annual fee includes up to 250mb of Media Hosting space which is used for video, audio. You will be alerted when your space is getting low. Your videos are optimised and take up little space. Pricing is £12.50 per 500MB p/a

Further Archive Space

If you require additional space you may either delete some items (Though this will leave unrecoverable gaps in your archive/news) or contact us for an upgrade. Additional space is priced affordably at £12.50 per 250 mb. Additional file hosting space will be added to your annual fee. If additional space is requested in the course of a paid-up year the cost of this will be added to your next invoice and will also request payment for the additional space for the following year.

Add Users

Different levels of access to the site's administration can be set up. We typically advise that there is one or two 'Admins' i.e. Users who have complete control over what is added to the system and the ability to make content live/ publish online.

The Admins will have the ability to add different Users with different levels of access. The Admins could request a login for a User and grant them permission to add content to the website- Their contributions won't be made live/viewable until the Editor has approved it. Users with this level of access are referred to as 'Contributors'

We strongly advise that pupils of any age are not given access to the website as either Editors or Contributors. After a period of no admin activity, you will be automatically logged out.

Widget Layout

You have the ability to position widgets (content) on your pages in whatever layout you choose- You have complete flexibility to shift the content within and across columns.

Add Pages

We don't believe in limiting the amount of Sections / Subsections/ Pages that you can add. You can add unlimited pages, add a subpage to it and then add a subpage to that also. Just to advise though; instead of adding a new page if you browse your site structure (Site Map) and see if your new info could fall into any other page first. This just avoids an unwieldy site where items are difficult to find.

Add News / News List

This contains the headline, text info (the article) an image (used as the thumbnail and the main image if you choose to) apply any news tags (see below) and set a date for the article to be viewable on site. You can build up additional content for the news article by using widgets.

'News Tags' are basically a way of categorising your news- This is beneficial in two ways- 1. You can quickly locate/break down the news that you want in the news archive (all tags are displayed to one side of the archive) and 2. You can use a news widget to display only relevant news on a page- eg. If you have a 'School Garden' page, you can set up a news tag called 'School Garden' and apply it to any news you are adding- On the School Garden page you then use a News List widget and set it to only display news that has the tag 'School Garden' so that only relevant news is displayed on that page. You can also set a News List widget to automatically not show previous year's news. News List widgets also allow you to specify how many news articles you wish to show and whether or not you want to display excerpts that are medium, long or no text from the article below the headline.

There are more widgets (content types) being added to the system with updates - We strive to make each widget easier to use based on feedback from users. Check our newsletter for more info.

Archives

The archives give you an overview of all the content that makes up your site. All content can be individually deleted, made visible/invisible, order-sorted, and edited via your archives section. Please note that when content is selected to be deleted you will be asked to confirm this and once this has been deleted it is not recoverable.

Mobile Devices and Browsers

We check our sites functionality and layout on a number of different generation browsers. Our system creates responsive pages- i.e The website pages will automatically adjust to display as a mobile version when viewed on a smaller device.

If you have spotted a 'bug' (if something isn't working correctly on your computer system) please let us know about the problem along with the computer's details and we'll look into it straight away.

Back Ups

Our servers are cloud based for maximum uptime (Staying live) and we perform a daily data backup of your website data.

System Updates

Our system is continuously evolving and you will benefit from additional revisions to make administration even more enjoyable. We routinely add updates and regularly request feedback on the system. We will keep you up to date with our newsletter when we add new features and changes.

Training Sessions

We provide tutorial videos explaining how to use the system, and a session before your site goes live- This usually lasts 1 hour and is better if there are 2 or 3 staff members present.

Other...

We add new widgets based on user feedback, some of which might not be listed above, but can be demoed at your school.

If there's something you need explained that's not covered in this document just send an email to info@schoolwebdesign.net and we'll do our best to explain.

Newsletter and App

Your recent content is automatically pulled from the website and a newsletter is automatically created. This can be scheduled to be delivered at a particular time of the month. People who receive this will have signed up via your school website and can unsubscribe at any time. This is currently limited to 100 signups. Additional signups can be requested by sending an email to info@schoolwebdesign.net

Your website's latest content will also appear in our School Web Design app, listing out the latest News, Galleries and Calendar events all automatically and delivered super quick on a multitude of mobile devices.

Ts &Cs can be found online at schoolwebdesign.net/school-web-design-ltd-

AUP Policy can be found online at <http://schoolwebdesign.net/aup.pdf>