

## 1. LOG IN.

Go to <https://www.gcsnc.com> and click the “Sign In” button located in the bottom-right corner to log into your account. Use your GCS log-in information (what you use to log into your PC). Navigate to your department site by clicking the Site Manager button located on the top-right corner.

## 2. ADD A DEPARTMENT PHOTO.

Please use professional photos (no cell phone photos). The dimensions of your photo should not exceed a width of 450 pixels wide. You should also try to keep the height of the photo at 357 pixels high. When resizing your photo, save it as 72 dpi resolution, which is optimal for the web. If you need a photo editing site, you can use [www.befunky.com](http://www.befunky.com). **\*\*\*Please add a brief description of your photo in the “ALTERNATIVE TEXT” Box\*\*\* This ensures that we are meeting ADA compliance. The text will be read by user’s reader and display when a visitor hovers over the image.**

## 3. ADD A SHORT DEPARTMENT SUMMARY IN THE TEXT AREA BELOW THE PHOTO.

This should be a two or three-sentence description of your department that is understandable to parents or community members who may visit your page and who are not familiar with GCS or your department. Do not feel like you have to include a full description of your department here. You can create a separate “About” page to display in your left-hand navigation if you need to provide more details about your department. Title your Summary message (ex. Welcome to the Training Department). Do so, by clicking the Options button and check the “Show app on page” box.

## 4. UPDATE THE CONTACT US BOX.

Add your Department’s Contact Information. Do not feel like you need to list all of your staff members here. You can have a separate “Meet the Team” page to display in your left-hand navigation. This is just brief contact information and the names of your director(s) and chief officer so people will know the reporting structure for your department. Here is the proper format for Contact Us:

712 N. Eugene St.  
Greensboro, NC 27401 *(your department’s office location)*

Phone: 336-XXX-XXXX *(number the public should call to reach your dept.)*  
Fax: 336-XXX-XXXX

[DepartmentEmail@gcsnc.com](mailto:DepartmentEmail@gcsnc.com) *(if your department has an email address)*

John Doe  
*Director of Sample*

Jane Doe Executive  
*Director of Sample*

## 5. ADD NEWS FOR YOUR DEPARTMENT.

Hover over the “News” app that has been added to your Department homepage and add at least one news story about your department. Some examples might include a student achievement related to your department, a staff achievement, an upcoming deadline for parents or employees, a new service your department is offering, etc. Add more news items as they occur. You may also add a thumbnail photo for your event. If you add a Thumbnail photo please be aware that the maximum size for your photo is 100 width x 100 height. **\*\*\*Please add a brief description of your photo in the “ALTERNATIVE TEXT” Box\*\*\* This ensures that we are meeting ADA compliance. The text will be read by user’s reader and display when a visitor hovers over the image.**

## 6. ADD QUICK LINKS FOR YOUR DEPARTMENT.

Add Quick Links on the right-hand side to external pages, documents, or to your own pages with frequently requested information to make it easier for people to find what they are looking for. This will also keep you from having as many links in your left-hand navigation. Always open links in “New Window” under the Target Option.

## 7. ADD CALENDAR ITEMS FOR YOUR DEPARTMENT TO BE DISPLAYED UNDER THE UPCOMING EVENTS APP.

Make sure you have the correct settings under the “Upcoming Events” app. Open the App – Go to the Calendar section and click the drop-down option, select Calendar App. Maximum number of events displayed, should be 5. Save your options. Close the editing page by click on the pink “X”. Open your Calendar Page and Calendar App and begin adding items for this school year to your department’s calendar. We will post all district-level holidays and events on the calendar on the main GCS homepage, but please add any events, deadlines or dated items for your department to your own calendar.

## 8. REVIEW ALL CONTENT FOR YOUR DEPARTMENT’S SITE AND UPDATE.

Update pages that need to be updated. Make sure your content is fresh!

Delete pages that are not needed - *including* INACTIVE pages.

## 9. CHECK THE EDITORS & VIEWERS TAB

Add and remove users who need and don’t need access to your department site.

## 10. DO A HAPPY DANCE!

Your department website is ready for launch. Congratulations! Thanks for your hard work!