Managing PPFA Committees Web Pages

Prepared by PPFA Technology Committee

Approved by PPFA Executive Board
Managing PPFA Committees Web Pages

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Document Navigation

This document is formatted with hyperlinks for your convenience.

- Click the topic to go to that section.
- Click the page header to return to the Contents page.

Symbols:

- Important notice / Caution
- Prohibited
- Reminders
- Click this icon to return to original location
- Section additional help info
Acceptable Use Policy (AUP)

The Poly Parent Faculty Association (PPFA) acknowledges and subscribes to Baltimore City Public Schools (BCPS) Technology AUP, Section 13 Web Site Content Standards. All individuals responsible for the administration of a PPFA committee web page shall comply with this policy.

PPFA Web pages must not include the name, address, telephone number of a student and/or student’s family members without the written consent of a parent or legal guardian. The signed consent form must be retained on file in the school and a copy retained on file in the BCPS Information Technology Department.

Video, audio or graphics files posted on any PPFA web page must adhere to BCPS AUP. Written permission from those who have been photographed, audio- and/or video-recorded must be obtained by the person or persons doing the recording.

PPFA web pages shall not be used to promote a political party or agenda, or personal interests.

Copyright

It is prohibited to post or provide access to material that violates the copyrights of others. No copyrighted materials, including educational materials subject to copyright, may be posted anywhere on PPFA web pages, without the written authorization of the copyright owner. Knowingly providing links to websites that contain pirated materials is also prohibited.

Content Best Practices

Each committee chairperson must review and maintain its section of the website and work to ensure that it is current and relevant. The content must be clear and concise. The use of jargon and acronyms should be avoided wherever possible. Sharing of information, freely among committees, supports logical postings and helps the Poly community to intuitively find information on our web pages.

Web Page Content Review & Approval

The PPFA board is ultimately responsible for all PPFA’s web pages content and links to external websites. Prior to publishing, the Committee chairperson shall submit all web page content, (text, photos, videos and links to external websites), for review and approval to the respective Vice President, who have over sight of that committee’s activities. In a timely manner, the Vice President shall review and communicate to the Committee Chairperson the PPFA’s approval, required changes or disapproval of the proposed content.

The Vice President shall verify the following:

1. Web content and tone is appropriate.
2. Photos and audio/visual (A/V) recordings are appropriate and the PPFA has the necessary release forms signed by the parties therein.
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3. Links - External web page(s) content are appropriate, useful and non-political.

E-mail shall be the communication method used by all parties. The Committee chairperson shall identify their submittals, (in the original e-mail Subject line), as follows:

MMDDYY – [Committee Abbrev] Changes/Additions to [Web page section]

Where MMDDYY, is the date of submittal
Where [Committee Abbrev], is the committee name abbreviated
Where [Web page section], is the specific committee web page title.

To establish a history of e-mail communications, the Vice President shall reply to the original e-mail and copy the PPFA Corresponding Secretary. All subsequent communication shall become part of the original e-mail. The Corresponding Secretary shall retain the most recent e-mail containing all prior replies.

[End]
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Introduction

The purpose of PPFA web pages is to promote Poly Parents awareness of PPFA activities and to achieve the following:

- Increase participation of its members
- Support and organize school wide events
- Conduct fundraising for school activities
- Provide useful information to parents and students
- Assist with special school projects development, or community outreach.

Through PPFA initiatives and activities, parents work with the faculty to enhance the school environment and improve student achievement.

Accessing the System

1. Login to the Baltimore Polytechnic Institute Admin page at [http://admin.bpi.edu/](http://admin.bpi.edu/)
2. Enter the username and password. The content management form will open.

![Figure 1](http://admin.bpi.edu/)

Prior to publishing/changing web page content, submit all proposed changes for review/approval to the Vice President, who have oversight of your committee’s activities. Failure to gain approval may result in the content in question being removed from the website.
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Content Management Form

Figure 2

The form provides access to the creation and maintenance of sub pages grouped under the following sections, *(refer to Fig. 2)*:

- My Account
- My Pages
- My Album
- My Links
- My EduNet TV
- Extra Sections

**My Account**

Your account, (Committee), is already setup. Do Not change the username or password, in [Update My Profile] section.
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**My Pages**

![Figure 3](baltimore_polytechnic_institute.png)

**Adding a New Page**

1. Click [My Pages] on the left pane to open the Home page. Refer to Fig. 3.
3. Choose the page type:
   - **EduNet TV (Podcast)**
     
     *Use this page type to provide public access to multimedia files, (audio, videos of events, meetings, etc).*
   
   - **Redirection to another page**
     
     *Use this page type to redirect the public to useful information residing on external web pages. The public can choose from a list of categories to access a particular group of links.*
   
   - **Other**
     
     *Use this page type to create a standard text only page with imbedded links and attachments. Name the page in the [Enter Page Title] box.*
4. Next click [Create Page]. Repeat steps 2 thru 4 for each new page. The pages will be listed in the pages list box, (upper right-hand corner).
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- If you do not want to add pages, you can add text to your Home page by entering text in the box below the [Rich formatting] label, then click [Save] at the bottom of the page. To format the text, click on [Rich formatting] to view the formatting tools. You can also attach files and pictures to the Home page.

- To re-order the pages, click on the list box, and then select [Change Order]. The Change Order function is activated when more than one page is added.

- Rename the page by changing the text in the [Title] box.

After saving the page, view your committee’s web page in a new browser tab, to verify that the content and format is correct. Make corrections before ending the Admin session.

Attaching Files and Pictures

Perform the following to add files:

1. Click the [Browse] button in the Attach Files and Pictures section. A list box will open showing folder/files on your computer.

2. Select the file, and then click Open. The attached file(s) will be listed above the Browse button.

Files can be deleted separately by clicking on the Delete button. Attached text / PDF formatted files will be posted with a link, that when clicked on, will open in a new window. Pictures will be posted to the left side of the page, in alphabetical order.
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**My Albums**
My Albums provides the public access to photos of PPFA events.

![Image of My Albums](image1)

Figure 4

*Video, audio or graphic files posted on any PPFA web page must adhere to BCPS AUP. Written permission from those who have been photographed, audio- and / or video-recorded must be obtained by the person or persons doing the recording. The signed consent form must be retained on file in the school.*

**Creating a Photo Album**

1. Click [My Album] on the left pane.
2. Click OK to acknowledge your responsibilities when posting multimedia containing images of individuals. Refer to Figure 5.

![Image of Creating a Photo Album](image2)

Figure 5
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3. Click [Create Album] to add a new album sub-category to the Albums list. Refer to Figure 4.

   The run scripts notice will pop-up above the Baltimore Polytechnic Institute header. Left-mouse click on the pop-up, and then select “Temporarily Allow Scripted Windows”. See below.

   ![Baltimore Polytechnic Institute](image)
   Figure 6: Scripts Permission Pop-up

4. Click [Create Album] again.
5. Enter the event name in the Explorer User Prompt pop-up form, and then click OK.
6. Perform steps 3 thru 6 in the section, Uploading Photos to an Album.
7. Enter a description for this event. Click on “Click to enter description” link, and then click [Save].

To return to the preceding Albums list, click on the applicable link in the Albums list, (e.g. Main >> Event1 >> Event1-1).

- You can add multiple event categories before uploading photos. Repeat steps 1 thru 5. The events will be listed in the Albums section. Refer to Figure 4.
- Each event can have multiple sub-categories. Refer to Creating Nested Sub-Categories section.
- To delete an Event, click the [X] next to the event name.
- To rename an Event, click the [R] next to the event name.

Creating Nested Sub-Categories (Events)

1. Click on the event in the Albums list to add a sub-category.
2. Perform the steps in the section, Creating a Photo Album.

Deleting an album will also delete all photos and nested sub-categories in that album.
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Uploading Photos to an Album

You can add photos to the main album page. Photos will populate the bottom section of the page, if sub-categories are listed. All events are a sub-category of the main album page. See web page example at BPI website | School Life | Photo Album.

1. Select the sub-category, (event), to add photos. For the main album, click the [Upload Photos] in the Main section. Refer to Figure 4.
2. Click the [Upload Photos] button.
3. Click the [Browse] button to select photos on your PC. To select multiple files from the same folder, hold-down the [Ctrl] key while clicking on each file. Next, click [Open]. Refer to Figure 7.
4. Click the [Upload] button. Repeat step 2 to select files from another folder.
5. To publish the photos, click “I’m done uploading. Show my photos!”.

To return to the preceding Albums list, click on the applicable link in the Albums list, (e.g. Main>>Event1>>Event1-1).

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Figure 7
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My Links
My Links can be used to create web pages consisting of multiple links to useful information for our parents and students. Links redirect the public to internal/external web pages, (e.g. internships, scholarship, academic support info, etc.).

Adding Links

Links can be added directly to the main Links page; without categories. To add links to the main Links page, do not enter text in the box above the Name box. Refer to Figure 9.

1. Click on My Link.
2. Click [Add Link] button.
3. Identify the link in the Name box.
4. Enter the web address in the URL box.
5. Enter a brief description of the information the public will be accessing.
6. To add a category for this link, enter the name in the box above the Name box.
7. Click Save in the Final Step section.

Figure 8
Adding Categories

Links can be grouped by categories. Create categories to provide the public with a selection list of links. Links can be added directly to the main Links page; without categories but will not be sorted. Categories must have at least one link to be created.

1. Click [My Link]. Refer to Figure 8.
2. Click [Add Link] to add a new category.
3. Enter the category name in the box above the Name box. Refer to Figure 9.
4. Enter the link name, URL and description.
5. Click [Save] to add the category. Use the [Disable] button to remove access to the link; without deleting the category.

To rename/delete a category, click [Manage Link Categories].

[Next Page]
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My EduNet TV

The EduNet TV allows you to provide access to videos of meetings, events or any other type of multimedia presentation, i.e. Power Point presentations.

See web page example at BPI website | School Life | Video Collection.

⚠️ Video, audio or graphic files posted on any PPFA web page must adhere to BCPS AUP. Proper written permission from those who have been photographed, audio- and / or video-recorded must be obtained by the person or persons doing the recording. The signed consent form must be retained on file in the school and PPFA office.

Click [My EduNet TV] for instructions on using this feature.

Extra Section

This section is managed by Poly webmaster.