WEB SERVICES

OFFICE OF COMMUNICATIONS

MCPS Content Management System (Episerver) Training

How to Update a Story Slider (District Site)

In this document:
   a. How to update a Story Slider Block
   b. How to create a Story Detail Page
   c. How to create a Video Detail

The Story Slider Block displays Story Detail Pages in a slider format. The title, blurb, related links, image and caption are all used in the slider. If a user clicks on the image or story title, they will be taken to the corresponding story detail page. If they click on the related links, they will be directed to the corresponding page.
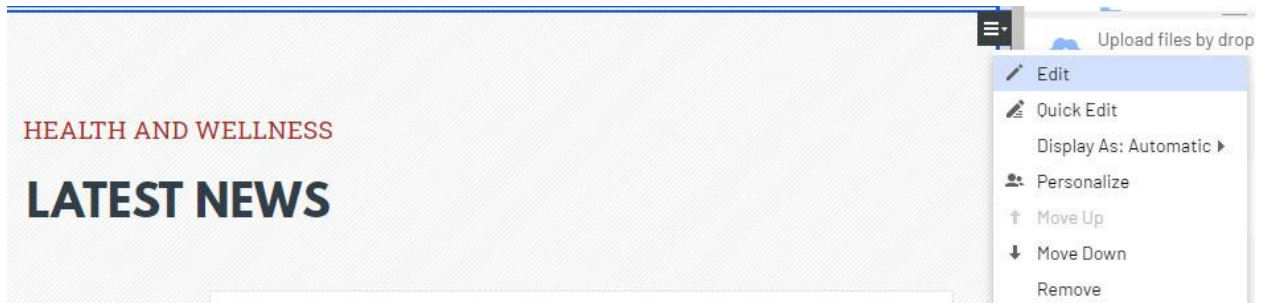

a. How to Update a District Story Slider Block

1. Locate the Story Rotator in the On-Page Editing view. Click the menu icon on the upper-right corner and then click **Edit**.

2. The District Story Slider block will open in Properties view.

3. **Anchor Tag**: Enter the text for the Anchor Text (optional). *Example*: story-block
   Note: This is the anchor tag used for the Page Navigation Bar Block. This will allow
   users to link to that section of the page.

4. Enter a **Title** for the block (optional). *Example*: Health and Wellness
   This will show at the top of the block in small, capitalized text.

5. Enter a **Subtitle** for the block's main heading. *Example*: Latest News
   This displays as the main heading in large, capitalized text.

6. Enter the **Story Display Time**. This is the number of seconds between news articles. *Default*: 9 seconds

7. **Stories:** Add Story Detail Pages to a content area:
   - Click and drag the Story Detail Page to the Stories content area click **Create.**

## *b. How to Create a District Story Video Page*

1. Navigate to a **District Story Folder** page in the navigation pane for your site. You can also create District Story Folder pages to organize your stories by month and year. Click the menu icon on the folder and then click **New Page**.

2. Select **District Story Detail Page** and enter a Name. Example: "cooking demonstration" NOTE: Name will only show in the editor
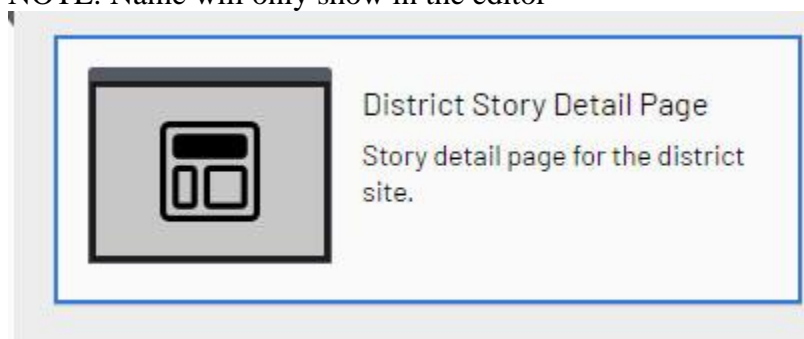
3. Switch to **Properties** view.
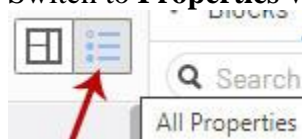
4. **Category**: This is a default value and is not used on this page.

5. **Title**: Enter the Title Text. *Example*: Cooking Demonstration
   Note: If nothing is entered, the Page Name will be used as the title.

6. **Banner**: This field is for administrators. The default banner image will be used.

7. **Hide Banner**: Check this box to hide the banner image.

8. **Image**: Click on the ellipsis or drag in image from the media asset panel. The image will be displayed on the story detail page and on the Story Slider page as the thumbnail.
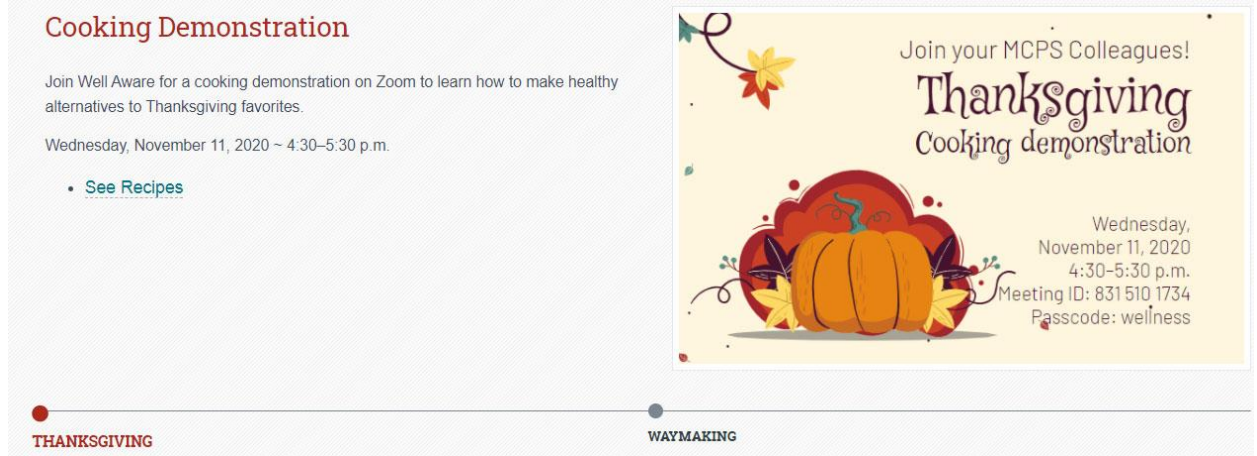

9. **Blurb**: Enter a Blurb. This is a rich text field and is displayed on the Story Slider block and Story Detail page.

10. **Caption**: Add a caption to display on the Story Slider block. The caption text will display at the bottom of the story slider. *Example*: Thanksgiving

11. **Related Links**: Click "Create a new link" or drag in a page to add related links. The related links display on the Story Slider block and Story Detail page.

12. **Summary**: Enter the summary text. The summary is a plain text field and is displayed on the Story Index page.

13. **Story Date**: Click on the drop-down menu to select a story date. This will be used to sort the news articles in order by date.

14. **MCPS Online**: This is for the district homepage story rotator only. This field accepts HTML blocks and displays them below the MCPS Online heading on the homepage Story Index page.

b. How to Create a District Story Video Page

1. Navigate to a **District Story Folder** page in the navigation pane for your site. You can also create District Story Folder pages to organize your stories by month and year. Click the menu icon on the folder page and then click **New Page**.

2. Select **District Story Video Detail Page** and enter a Name. Example: "wellness"
NOTE: Name will only show in the editor
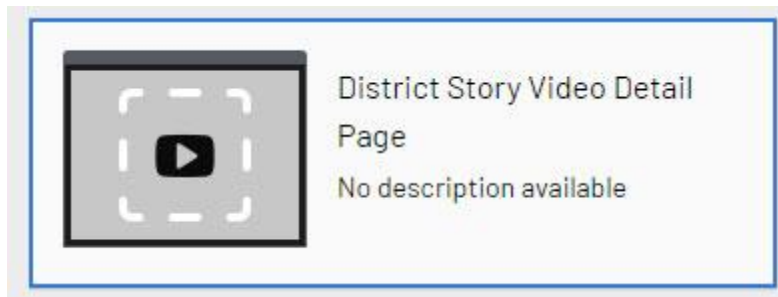
3. Switch to **Properties** view.

Video Tab: Note that the video will appear on the story detail page and the image will appear as the thumbnail on the story slider page.

Video	Content	Styles	Scripts	Metadata	Settings

Video

Title	Well Aware
Summary	Great tips to keep your kids healthy.
Video Type	YouTube ▾
YouTube ID	PLkZwAghwrSyvIgVRCWXjpiI4

4. **Title**: Enter the Title text. *Example*: Well Aware
   Note: If nothing is entered, the Page Name will be used as the title.

5. **Summary**: Enter a summary. Example: Great tips to keep your kids healthy.
   Optional; the summary text will be displayed below the video.

6. **Video Type**: Select a Video Type from the drop-down list; YouTube or Uploaded

7. **YouTube ID**:
   1. Get the video's YouTube ID (see below).
   2. Paste the ID into the Video ID field.
   How to get the YouTube video ID:
   1. Go to YouTube. Go to the video's page.
   Example:
   https://www.youtube.com/watch?v=PLkZwAghwrSyvIgVRCWXjpiI4iBWRK0Lwl
   In the URL, you will see "v=ID". You will want to enter the ID in the Video ID field.

8. **Video**: Click on the ellipsis to browse for the video.

<u>Content Tab</u>

9. **Category**: This is a default value and is not used on this page.

10. **Title**: Enter the Title text. *Example*: Student Health and Well-being
    Note: If nothing is entered, the Page Name will be used as the title.

11. **Banner**: This field is for administrators. The default banner image will be used.

12. **Hide Banner**:   Check this box to hide the banner image.

13. **Image**: Click on the ellipsis or drag in image from the media asset panel. The image will
    be displayed on the Story Slider page as the thumbnail.

Student Health and Well-being

Wellness topics include health education, physical education, physical activity, food and nutrition services and nutritional standards, local school wellness councils, and how these topics are communicated to students, parents/guardians, and staff.

THANKSGIVING   WAYMAKING   STUDENT WELLNESS

14. **Blurb**: Enter a Blurb. This is a rich text field and is displayed on the Story Slider block and Story Detail page.

15. **Caption**: Add a caption to display on the Story Slider block. The caption text will display at the bottom of the story slider. *Example*: Student Wellness

16. **Related Links**: Click "Create a new link" or drag in a page to add related links. The related links display on the Story Slider block and Story Detail page.

17. **Summary**: Enter the summary text. The summary is a plain text field and is displayed on the Story Index page.

18. **Story Date**: Click on the drop-down menu to select a story date. This will be used to sort the news articles in order by date.

19. **MCPS Online**: This is for the district homepage story rotator only. This field accepts HTML blocks and displays them below the MCPS Online heading on the homepage Story Index page.