



## MCPS Web Publishing System (Tron) Training

### *Working with Content - Overview*

#### **Overview of Types of Content**

After you login to Tron from a web page on your site, the areas you can edit on that page will have a dot  in the upper left-hand corner. (See *How to Edit a Web Page* for more information.) However, not all of these areas are edited in the same way. They actually represent several types of content that are put together to create your web page, and they are edited in various ways.

#### ***Content You Can Edit in Tron***

The types of content you can work with and edit in Tron include:

- Content Blocks
- Menu
- News Lists
- Calendar
- Directory List

#### ***Content You Can Edit with Web Services Assistance***

There are also other types of content that you can *not* edit in Tron. These include your header graphic, the global MCPS footer, and certain elements on your home page. These content areas can be edited with the assistance of Web Services or are reserved for system-wide communications.

Example of a Home Page with Content Types Highlighted

The screenshot shows the home page of Wayside Elementary School. At the top, there is a header with the school's name, logo (a blue dolphin), and tagline "Home of Knowledge, Respect and Progress". Contact information for the school is provided on the right side of the header. A navigation menu is located on the left side, listing various pages like Home, About Wayside ES, and Staff Directory. The main content area is divided into several sections: a "CONTENT BLOCK" for school hours and principal information, a "CONTENT BLOCK" for a welcome message and vision statement, an "Announcements" section with a "NEWS LIST", and an "Upcoming Events" section with a "CALENDAR LIST". There is also a "Back-to-School Fair" banner for August 27, 2011, and an "Emergency Information" icon.

Montgomery County Public Schools

# Wayside Elementary School

10011 Glen Road  
Potomac, Maryland 20854  
Phone: 301-279-8484  
Fax: 301-279-3326

Home of Knowledge, Respect and Progress

- Home
- About Wayside ES
- Principal's Page
- Calendar of Events
- Staff Directory
- Classrooms
- Media Center
- Parent/PTA
- Photo Gallery
- Specialists
- Student Resources

Principal: Mrs. Young-Kim, Principal Aide: Mrs. Keisha Ashley  
School Hours: 9:15 am - 3:30 pm

Lunch Menu | MyLunchMoney

## CONTENT BLOCK

Welcome to Wayside Elementary School!

## CONTENT BLOCK

Our Vision:  
The Wayside Elementary School community builds successful, lifelong learners through its commitment to the highest standards of teaching and learning.

### Announcements

Wayside ES Has a New Site  
Check out the new site!

## NEWS LIST

### Upcoming Events

Tuesday, July 19  
Wayside ES Test Event

## CALENDAR LIST

Emergency Information

Back-to-School Fair  
August 27, 2011

Potomac, MD

## **Content Types in Detail**

### ***About Content Blocks***

A content block is the building block of your site in Tron. The bulk of your content lives in content blocks. Basically, a content block is a container which holds HTML, text, and images. You do not have to know any HTML to work in content blocks. But you do have the option of using HTML.

The vast majority of web pages on your site will be built around a single content block. Notable exceptions are the home page, the calendar, and the staff directory page.

### ***About Menus***

A menu, also known as navigation, is the main means by which people get around your site. Your main menu will appear on most of the pages on your school's site. Basic elements of a menu would be links to your home page, your staff directory, and your calendar.

### ***About News Lists***

A news list is an index of sorts of the contents blocks in a particular folder (directory) in Tron. Each news item is in fact a content block. But these content blocks are linked to from a list on your home page.

News items don't have "permanent" pages. That is to say, these news items exist on pages that usually have a generic web address (URL) such as <http://www.montgomeryschoolsmd.org/schools/bcchs/news/news.aspx?id=126256>. That is because these news items are usually not up for very long and therefore can have "temporary" web addresses.

### ***About Calendars***

The Tron Calendar is much like other calendar programs. The important thing to remember is that there is one calendar and one way to edit your calendar. However there are several ways to display the information from your calendar.

Events from the official MCPS online calendar will be added to your calendar every July.

### ***About Directory Lists***

A Directory List pulls information from the MCPS Staff Directory for your school and displays that information on a web page on your school's site. The information is *not* updated in Tron. The Phone Directory Manager(s) for your school, typically the administrative secretary, updates the MCPS Staff Directory.

Directory Lists are updated nightly. Therefore, any changes made to the MCPS Staff Directory will appear on your school's site the next day.

## **Basic Tasks Related to Content**

See related documents:

- Basics of Content Blocks
- Basics of Menus
- Basics of News Lists
- Basics of Calendars