WEB SERVICES
OFFICE OF COMMUNICATIONS

MCPS Content Management System (Episerver) Training

How to Add Google Absence Form Embed Code

<u>Log into Episerver</u>

1. Open the Google Absence Form you want to embed.
2. Make sure you have edit access to the form.
3. Click the **⋮ More** (three dots) in the top right
4. Select **Embed HTML**
5. A popup will appear. Adjust the width and height if needed and click **Copy**.
   (You will paste this code into the Epi editor in a later step)

Embed HTML

<iframe src="https://docs.google.com/forms/d/e/1FAIpQLSdAbSibqOxHKtfSI
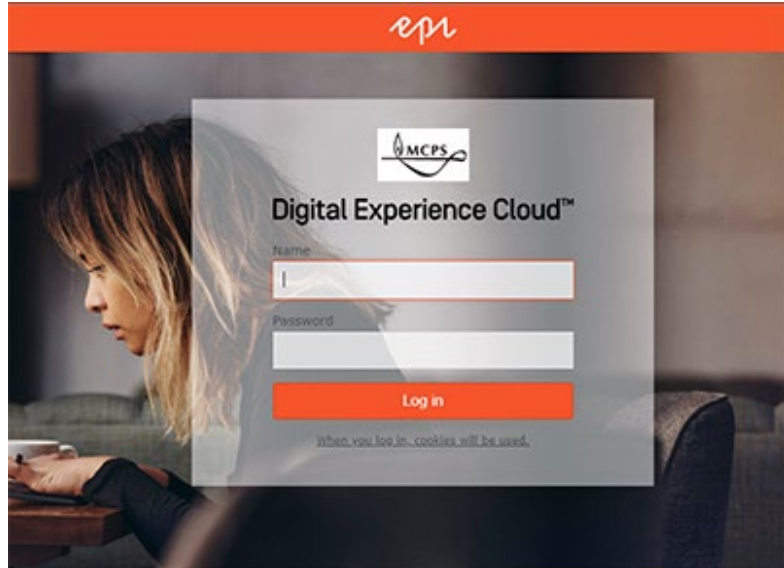
Width   640 px   Height   1793 px

Cancel   Copy

<u>Log into Episerver</u>

6. Go to the Login page:
   https://www.montgomeryschoolsmd.org/Episerver/cms
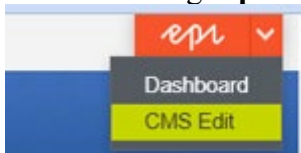
7. Enter your user name and password

8. Click **Log In**

Locate Your Existing Absence Form Page

1. In the browser, go to your school's absence form page (see list of existing Wufoo form absence pages).

2. Click the orange **epi** button at the top-right corner and select **CMS Edit**.

3. Select the button on the left for **On-Page Editing.**

4. Click in the *Main Body* area where you see the old absence form.

5. The Epi editor should appear. Click the <> icon from the menu as shown below to switch to code view.

6. Once in code view, delete the existing code for the old form and paste in the embed code for the new Google form.

7. Click **OK**.

8. Click **Publish**.