



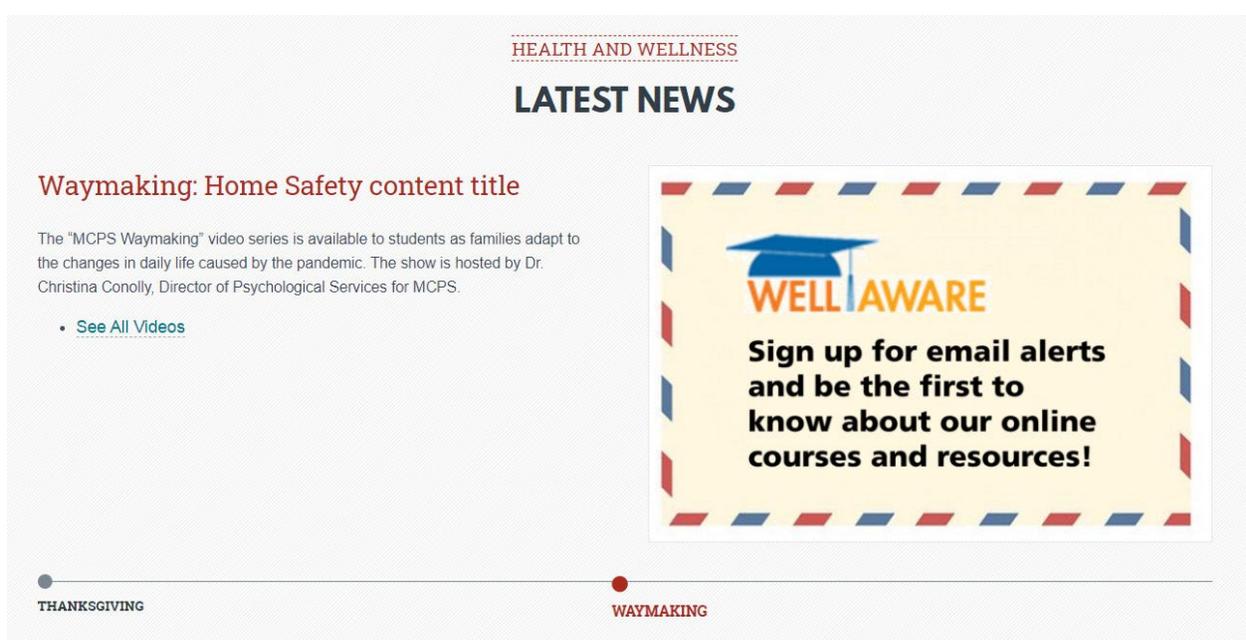
MCPS Content Management System (Episerver) Training

How to Update a Story Slider (District Site)

In this document:

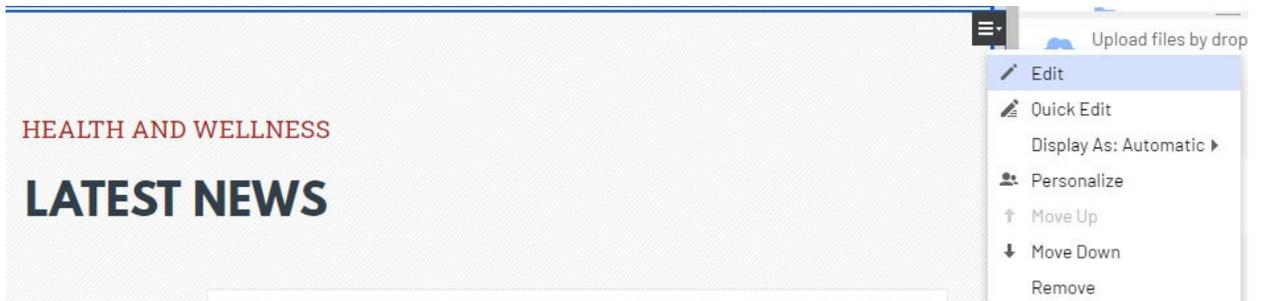
- a. How to update a Story Slider Block
- b. How to create a Story Detail Page
- c. How to create a Video Detail

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.

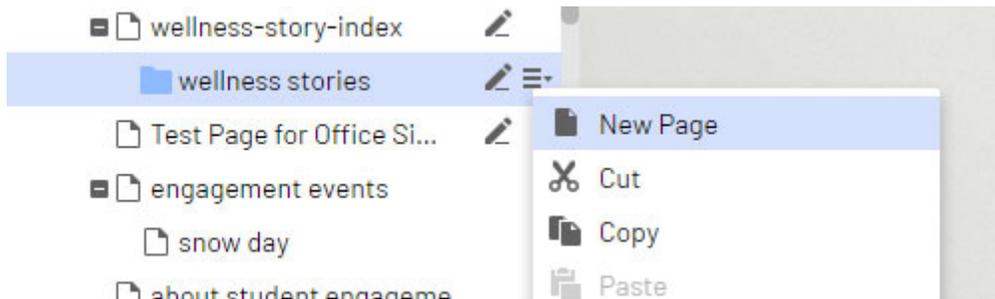
Content	Settings
Anchor Tag	<input type="text" value="story"/>
Title	<input type="text" value="Health and Wellness"/>
Subtitle	<input type="text" value="Latest News"/>
Story Display Time	<input type="text" value="10"/> ▲ ▼
Stories	<div><input type="checkbox"/> Cooking Demonstration</div> <div><input type="checkbox"/> Waymaking: Home Safety</div>

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.

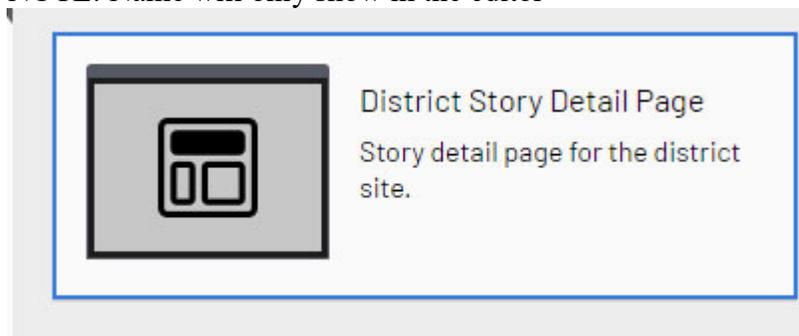
6. Enter the **Story Display Time**. This is the number of seconds between news articles.
Default: 9 seconds
7. **Stories:** Add Story Detail Pages to a content area:
 - Click and drag the Story Detail Page to the Stories content area click **Create**.

b. How to Create a District Story Detail 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.

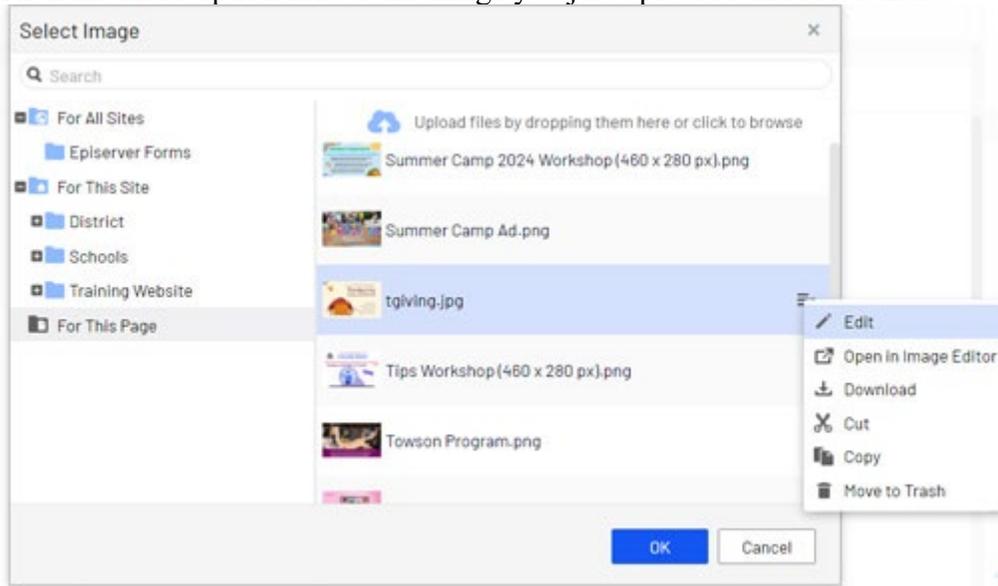


4. **Category:** This is a default value and is not used on this page.
5. **Title:** Enter the Title Text. *Example: Cooking Demonstration*
Note: If nothing is entered, the Page Name will be used as the title.
6. **Banner:** This field is for administrators. The default banner image will be used.
7. **Hide Banner:** Check this box to hide the banner image.

8. **Image:** Click **Drop here or click to select image.**
9. The Select Image window will appear. To upload a new image, select **Upload files by dropping them here or click to browse.**
10. Select the image you wish to upload from your hard drive or drag and drop the image into the Upload area.

Next, you will need to add an Alt tag to the image for screen readers because federal law requires the MCPS website to be ADA compliant.

11. Click the menu option next to the image you just uploaded and select **Edit.**



12. Enter a descriptive name for the image in the **Alt** field and click **Publish.**

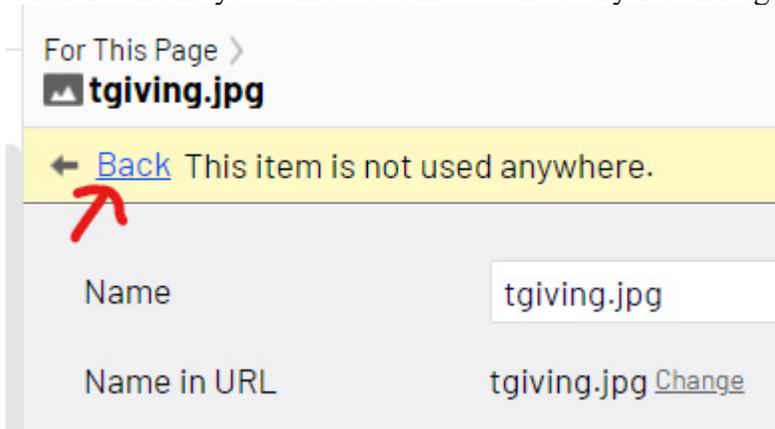
Name	tgiving.jpg	Visible to	Everyone
Name in URL	tgiving.jpg Change	Languages	
		ID. Type	489092, Image
Tools ▾			

Content Settings

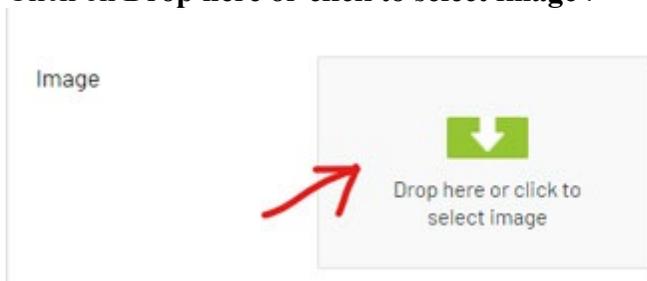
Thumb90

Alt ↗

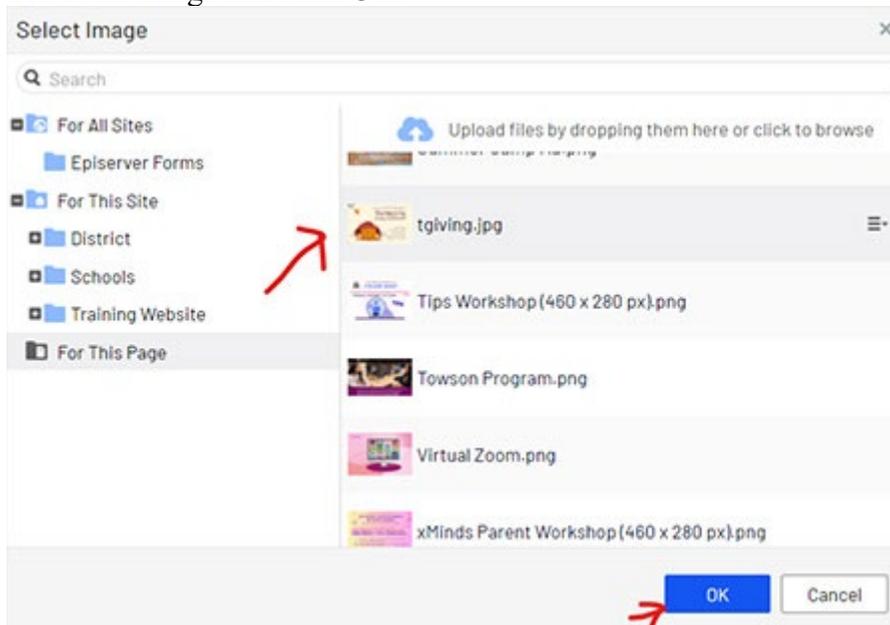
13. Click **Back** and you will be returned to the Story Detail Page.



14. Click on **Drop here or click to select image**.



15. Select the image and click **OK**.



The image will be displayed on the story detail page and on the Story Slider page as the thumbnail.

Cooking Demonstration

Join Well Aware for a cooking demonstration on Zoom to learn how to make healthy alternatives to Thanksgiving favorites.

Wednesday, November 11, 2020 ~ 4:30-5:30 p.m.

- [See Recipes](#)



Join your MCPS Colleagues!
Thanksgiving
 Cooking demonstration

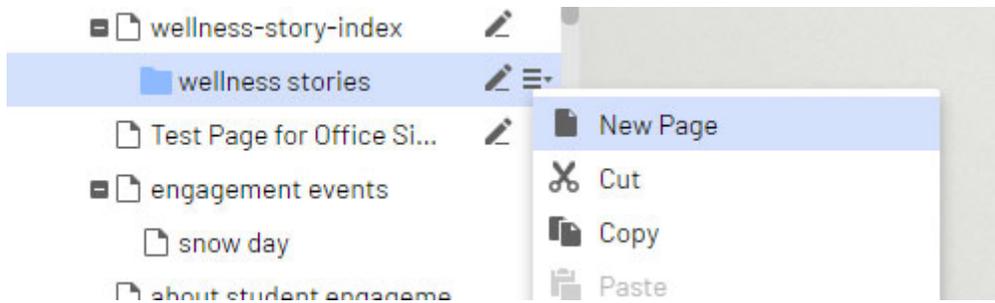
Wednesday,
 November 11, 2020
 4:30-5:30 p.m.
 Meeting ID: 831 510 1734
 Passcode: wellness

● THANKSGIVING
● WAYMAKING

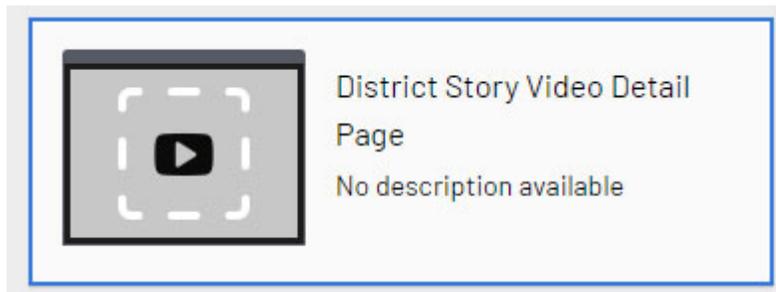
16. **Blurb:** Enter a Blurb. This is a rich text field and is displayed on the Story Slider block and Story Detail page.
17. **Caption:** Add a caption to display on the Story Slider block. The caption text will display at the bottom of the story slider. *Example:* Thanksgiving
18. **Related Links:** 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.
19. **Summary:** Enter the summary text. The summary is a plain text field and is displayed on the Story Index page.
20. **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.
21. **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

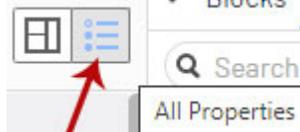
1. Navigate to a **District Story Folder** page in the navigation pane for your site. You can also create District Story Folder pages to organize your stories by month and year. Click the menu icon on the folder page and then click **New Page**.



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	<input type="text" value="Well Aware"/>				
Summary	<input type="text" value="Great tips to keep your kids healthy."/>				
Video Type	<input type="text" value="YouTube"/>				
YouTube ID	<input type="text" value="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.

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.