



Ottawa-Carleton District School Board: School Website Training

1. Introduction

Welcome to OCDSB's school website training!

1.1. TOUR OF YOUR WEBSITE

Your school websites are not visible to the public yet, so you and school staff members have an opportunity to try out the new features and update your website content before the public launch on January 31, 2025.

1.2. LOGGING INTO RALLY

Login to the Rally system with your OCDSB Microsoft username and password.

- Click on this [LINK](#) to access a Google Sheet with your school's temporary website URL and your Rally Login Page
- School users can always login to their sites by adding **/rally** to their school website address

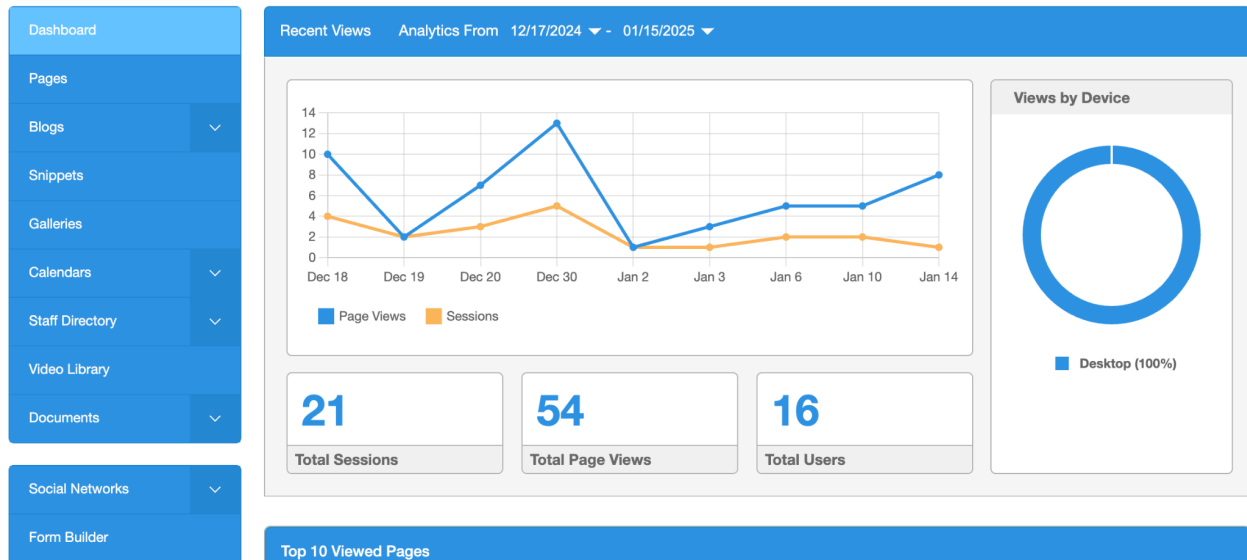
1.3. YOUR USER ROLE

You have been assigned the role of OCDSB School Webmaster. As a School Webmaster you can edit content throughout your school website.

2. Tour of the Rally System

2.1. RALLY DASHBOARD

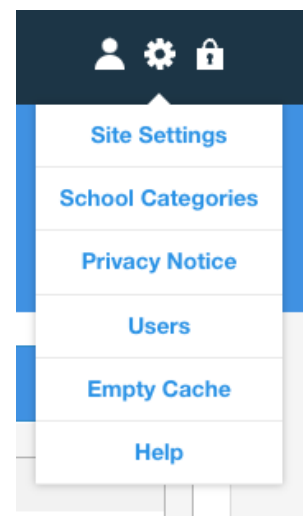
- Analytics



2.2. GET HELP

Click on the gear icon on the top right hand corner of Rally and click on “Help”

- Articles for all of Rally’s most common questions
- “Contact Us” button: Reach out to our in house support team to help you. Mon - Fri 8:30am - 7:00pm Eastern Time.
- Questions regarding design and colours of your website should be directed to your district team



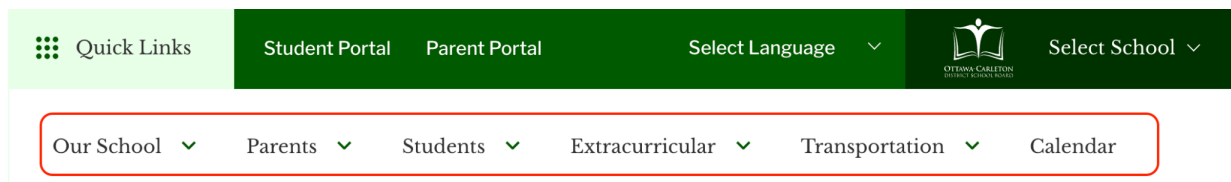
2.3. MAIN MENU (BLUE SIDEBAR)

- Each tab is a website feature you can edit

3. Pages

The Pages tab is where you can add, delete, and move pages in the website menu. School website menus can have up to three levels of pages.

School website menus have been set up with six top-level pages, shown below. The top-level of the menu is **locked** for school users, meaning they cannot add, move, or delete pages in the top menu level.



3.1. MANAGING THE WEBSITE MENU

Your website menu is made up of the pages on the **Pages** tab in Rally. Go to the **Pages** tab to add, delete, reorder, and move your website pages:

3.1.1. Add a Page

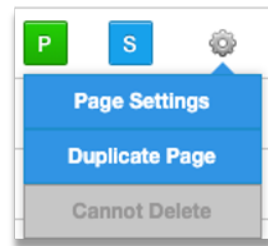
- Click **+Create Page**
- Enter a Page Name
- Select the Menu Level for your page
- Click **Save**

A screenshot of the 'Create Page' form in Rally. The form has a blue header bar with the title 'Create Page' and three buttons: 'Save', 'Save & Manage Articles', and 'or Cancel'. Below the header, there are two main sections. The first section, 'Page Name', has a text input field containing 'Clubs'. The second section, 'Menu Level', has a dropdown menu with 'Extracurricular' selected. To the right of these sections is a 'Publish Settings' panel with a 'Status' dropdown menu set to 'Published'.

3.1.2. Deleting Pages

Deleting a page is permanent!

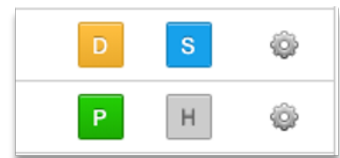
- Click the **Gear Icon** next to any page
- Select **Delete Page** to delete it
- **Delete Page** is disabled for certain locked pages and for any page with subpages.
- If you think you will use a page again, set it to Draft (see below). Don't delete it!



3.1.3. Page Status

Pages can be Published on the website or saved in Draft mode. Pages can also be Showing or Hidden in your website menu.

- Click the green **Published (P)** button once to set a page to **Draft (D)**. The page is now offline. Click the button again to set the page back to Published.
- Click the blue **Show (S)** button once to set a page to **Hidden (H)**. The page is now hidden from the website menu *and* will not be indexed by search engines. Click the button again to set the page back to Show.



3.1.4. Reorder Pages in the Menu

- Click the **Gear Icon** next to any page, then select **Reorder Subpages** to reorder the pages one level below that page in the menu.

3.1.5. Make a Copy of a Page

- Click the **Gear Icon** next to any page and select **Duplicate Page** to make a copy of the page, including all of its content. The new page will be in Draft mode.

3.1.6. Page Settings

Click the **Gear Icon** next to any page and select **Page Settings** to edit the page name, menu level, and other settings:

- Rename your page
- Choose a new Menu Level to move your page to another section of the menu
- Upload a Page Image. It will appear at the top of the page.

3.2. MANAGE PAGE CONTENT

You can manage the content on your pages on the **Pages** tab. Click on the name of a page to manage its content.

Some pages have specialized content, indicated by a blue button next to the page name. Click the blue button to manage the special content (such as Calendars or Blogs).

▶	Extracurricular 	P	S	
▶	Transportation 	P	S	
	Calendar  Calendar: School Calendar	P	S	

3.2.1. Add Content to a Page

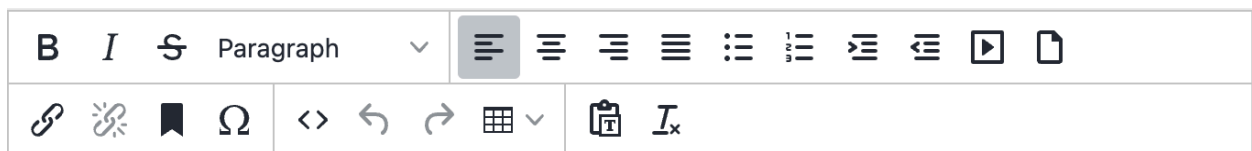
Pages are made up of articles. Articles are blocks of text, image, and/or video. Add unlimited articles to each page.

- On **Pages** tab, click a Page Name
- Click **+Add Article**
- Add a Title, Body, Image, and/or Video (all fields are optional)
- If adding an image, make sure to add Image Alt Text
- Click **Save**

3.2.2. Editing Text

Use the toolbar to edit the Body of your article:

- Select a paragraph, header, or block quote style
- Use **Insert/Edit Media** tool to embed a YouTube video
- Use the **Document Browser** tool to link to a document
- Use **Insert/Edit Link** to create a link to a webpage



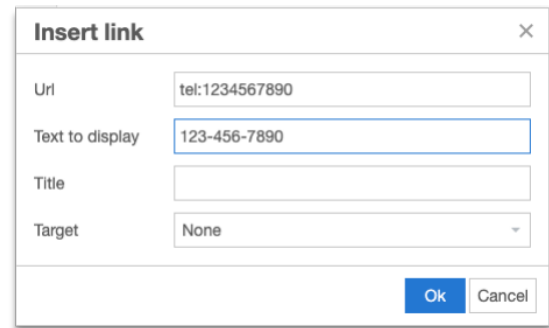
Tip: Avoid tables that are more than 2 or 3 columns wide.

Tip: Hold Shift+Return to do a “soft return” (no space between lines of text)

3.2.3. Email and Telephone Links

To create email links and telephone links in articles, click the **Insert/Edit Link** tool in the Body toolbar:

- For email links, prefix the email address with `mailto:` in the link URL field.
- For phone numbers, prefix the number with `tel:` in the link URL field. Hyphens are not required in the URL field.

A screenshot of the 'Insert link' dialog box. It has a title bar with a close button. Inside, there are four fields: 'Url' with the value 'tel:1234567890', 'Text to display' with the value '123-456-7890', 'Title' which is empty, and 'Target' with a dropdown menu set to 'None'. At the bottom right are 'Ok' and 'Cancel' buttons.

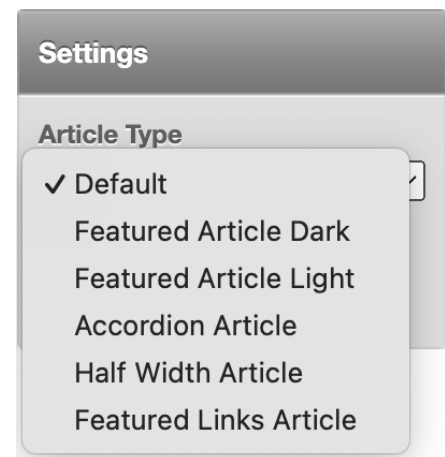
Url	tel:1234567890
Text to display	123-456-7890
Title	
Target	None

3.2.4. Article Types

Articles are the building blocks of your content pages. Add as many articles to each page as you like.

You have several Article Types to choose from on the school websites. When editing an article, choose an article type in the sidebar Settings menu.

- **Default:** the standard article type, with black text on a white background
- **Featured Article:** has a dark background with white text. The background colour depends on the school website's primary colour.
- **Featured Article Light:** has a light coloured background with black text
- **Accordion:** collapses and expands
- **Half Width Article:** displays content in two columns. Use two of these in a row to make it work.
- **Featured Links Article:** Has a dark background. Good for lists of related links. List of links will display in two columns. Links must be added as bullets in the body of the article.

A screenshot of the 'Settings' sidebar. The 'Article Type' menu is open, showing a list of options: 'Default' (checked with a checkmark), 'Featured Article Dark', 'Featured Article Light', 'Accordion Article', 'Half Width Article', and 'Featured Links Article'.

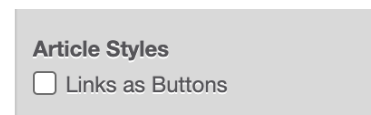
Settings

Article Type

- ✓ Default
- Featured Article Dark
- Featured Article Light
- Accordion Article
- Half Width Article
- Featured Links Article

You also have a special article style:

- **Links as Buttons:** turns all links in the article into buttons

A screenshot of the 'Article Styles' settings section. It contains a single checkbox labeled 'Links as Buttons' which is currently unchecked.

Article Styles

☐ Links as Buttons

Tip: Links as Buttons look best when the button is on a line all by itself. Button links should be used as a "Call to Action" (Register Now, Login Here, etc.

3.2.5. Managing articles

On the **Pages** tab click a Page Name.

- Click **Edit** to edit an article's content
- Drag to reorder articles
- Click **Move Article** to move to a new page
- Click **Edit Article** to edit the article content
- Click **Delete** to delete the article permanently!

3.2.6. Article Version History

When editing an article, click **Previous Versions** to see all past versions of the article. Click on any version to view it. You can click **Restore this Version** to restore it to the website.

▼ Previous Versions
Thu November 14th, 2024 at 4:23 PM by Andrew Saunders
Thu November 14th, 2024 at 4:23 PM by Andrew Saunders
Thu November 14th, 2024 at 4:19 PM by Andrew Saunders
Mon September 30th, 2024 at 4:48 PM by Graham Kineshanko

3.3. PHOTO GALLERIES

Add photo galleries to any page or blog post. Galleries always appear at the bottom of the page or post. On the **Galleries** tab:

- Click **+Create Gallery**
- Give your gallery a Title. Description is optional.
- Choose to display the gallery on a Page or Post
- Click **Save & Add Photos**
- Drag and drop photos from your computer into the gallery

3.4. VIDEO LIBRARY

Upload videos up to 1GB to the website, then add them to articles and blog posts throughout the site. Larger videos can be posted to YouTube and embedded on the site.

On the **Video Library** tab:

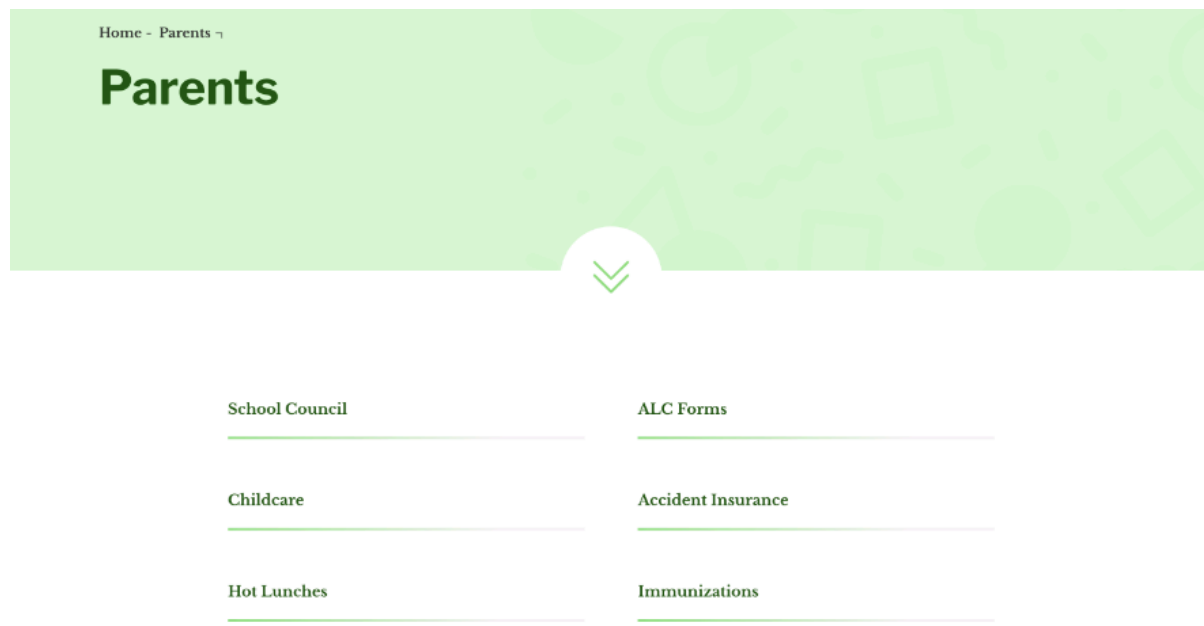
- Click **+Upload Video**
- Select a video file from your computer and click **Open**
- The video will take a few minutes to encode. You'll receive an email when it has finished.
- When editing any article or blog post, scroll to the Video Library tab and select a video to add it below the body of the article or post

3.5. LANDING PAGES

You can make any page a **Secondary Landing Page**. This is a specialized page template that lists all of the subpages one level below the landing page in the menu, as shown below. Landing Pages are great for pages that don't have a lot of content, but have a lot of pages one level below. *Example: a Courses page on a secondary school site, with a page for every course one level below it.*

On the **Pages** tab:

- Click the Gear Icon next to a page and select **Page Settings**
- In the **Template** field, select "Secondary Landing"
- Click **Save**



4. Documents

Upload PDFs and other files to your website on the **Documents** tab. Link documents to any page or blog post.

4.1. ADDING DOCUMENTS

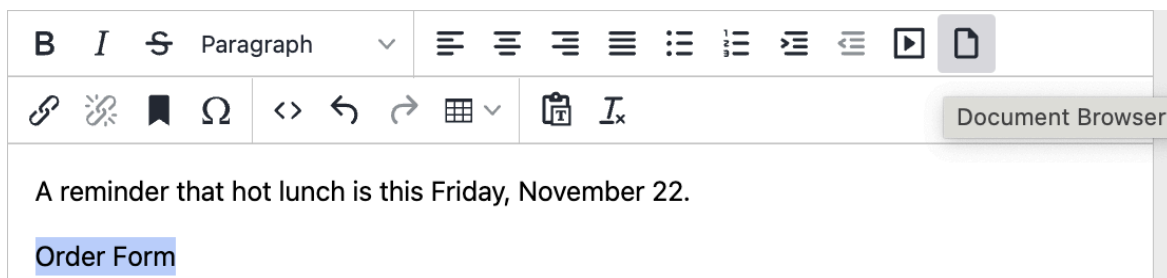
On the **Documents** tab:

- Click **+Add Document**
- Choose a file from your computer OR enter a URL (for a Google Doc, for example)
- Add a Title. Description is optional.
- Choose a Category
- “Visible on Documents Page” means your document can be found in a searchable document list, if a searchable list is added to the website
- Click **Save**
- *Note: The District can push documents into the school website document repositories!*

4.2. LINKING TO DOCUMENTS

Documents can be linked in the Body of any article or blog post:

- Highlight the text you want to link to your document
- Click the **Document Browser** tool
- Find your document in the browser and click **Insert**. You can use the filters or search in the document browser window to help locate your document.



4.3. UPDATE (REPLACE) A DOCUMENT

When you have a new version of a document, don't delete the old version! Instead, you can replace the old version. This means any links you have created pointing to the document will instantly point to the new version!

On the **Documents** tab:

- Find the document you need to update and click on its title
- Choose the new file from your computer
- Click **Save**

4.4. VIEW LINKS TO A DOCUMENT

You can see the location of every link to a specific document throughout the school site:

On the **Documents** tab:

- Select a document by clicking on its title
- Click **Scan for Links to This Document**
- In the scan results, click the blue hyperlinks to edit the relevant content in Rally

4.5. MANAGE DOCUMENT CATEGORIES

Create document categories, similar to folders. Place a category on any page as a searchable list.

- Click the **Documents > Manage Categories** tab
- Click **+Create Category**
- Enter the category name
- Optional: select a Category Page to display the category as a searchable list on a page of the website. Only "Visible" documents in the category will display on the website.

4.6. DELETING DOCUMENTS

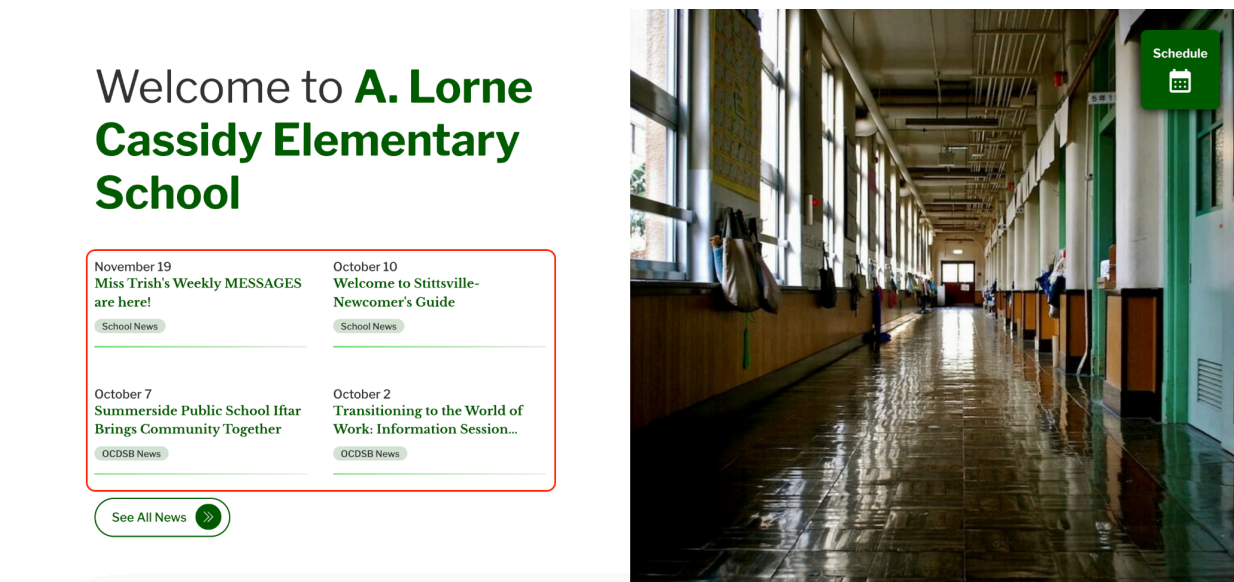
On the **Documents** tab:

- Find the document you want to delete
- Click the Gear Icon next to the document and select **Delete Document**
- If the document is linked in an article or blog post, you'll receive a warning
- You can also mass delete documents by checking the boxes next to multiple documents and clicking **Delete Selected**

5. Blogs (News)

Add posts to the school homepage news section by going to the **Blogs** tab.

The four most recent news posts appear at the top of your homepage in the banner area. This section can include news posts from the school and the district. The district can push news posts down from the district website to the school sites.



5.1. ADD A SCHOOL NEWS POST

On the **Blogs** tab:

- Click **+Add Post**
- Enter Title, Body, and Image (Image is optional)
- If Date is left blank, the post will have today's date. You can also choose a future date to publish the post later.
- Optional: Set an archive date under **Advanced Options**. The post will be removed from the website automatically on this date, but saved in Draft mode.

5.2. MANAGE BLOG POSTS

Blog posts normally appear chronologically on the website, newest to oldest. You can pin a post to the top of a blog regardless of its date.

On the **Blogs** tab:

- Click the star next to a post to move it to the featured (pinned) position of the blog. You can only feature one post at a time.
- Set a blog post to Draft to take it offline
- Delete a blog post (this is permanent!)

☐	Summerside Public School Iftar Brings Community Together View
☐	I am another post to fill the list View
☐	 Transitioning to the World of Work: Information Session and... View

6. Calendars

Your websites can support Google Calendars as well as “built-in” calendars using Rally’s Calendars module. The majority of school websites have a Google Calendar integrated already.

Schools with Google Calendars only need to add events in Google, and they will pull automatically to the website.

The next three events from each calendar appear on the homepage, as pictured on the right. School calendars may include some events pushed down from the district site.

[View Full Calendar](#) 

Nov
22

All Day
Popcorn Day

[Read More](#)

Nov
25

All Day
Subway

[Read More](#)

Nov
27

All Day
Scholastic Book Fair in school

[Read More](#)

6.1. ADD AN EVENT TO A RALLY CALENDAR

Schools that are *not* using a Google Calendar can add events to their Rally calendar instead. On the **Calendars** tab, click on one of the available calendars.

- Click any date on the calendar grid to add an event
- Event title is required, all other fields are optional
- Optional: add tags to categorize events on the calendar

6.2. INTEGRATING A GOOGLE CALENDAR

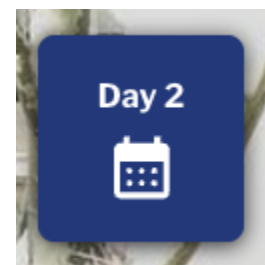
The Google Calendars on the old school websites have already been integrated to the new sites. These instructions are for new Google Calendars that need to be integrated to school websites in the future.

- Click the Gear Icon next to a calendar on the **Calendars** tab
- Set the **Calendar Type** to Google
- Copy your Google Calendar's unique "Calendar ID", found in Google's Save and Share settings and paste it into the Calendar ID field in Rally. Your Google Calendar must be set to Public in Google's calendar settings.
- Click **Save**. The website calendar will automatically pull in all events from the integrated Google Calendar.

6.3. SCHOOL DAY CALENDARS (SECONDARY SCHOOLS)

Secondary schools can add a School Day Calendar button to their homepages. To add a Day calendar, schools should create a Google Calendar or Rally Calendar. The event names on the calendar should contain only the numbered school days (Day 1, Day 2, etc.).

- On the **Pages** tab, create a new page "School Day Calendar"
- On the **Calendars** tab, click the **Add Calendar** subtab
- Set the Calendar Type to Default (for Rally calendars) or Google
- Give your calendar a name (recommended: "School Day Calendar")
- Select the page "School Day Calendar" in the **Page** field
- Set **Day Calendar** to "Yes"
- Click **Save**



7. The Homepage

Aside from the news and calendar content we have already discussed, school homepage content is controlled in two ways:

- Controlled on the **Snippets** tab by school staff members
- Controlled by the district (school staff cannot edit the content)

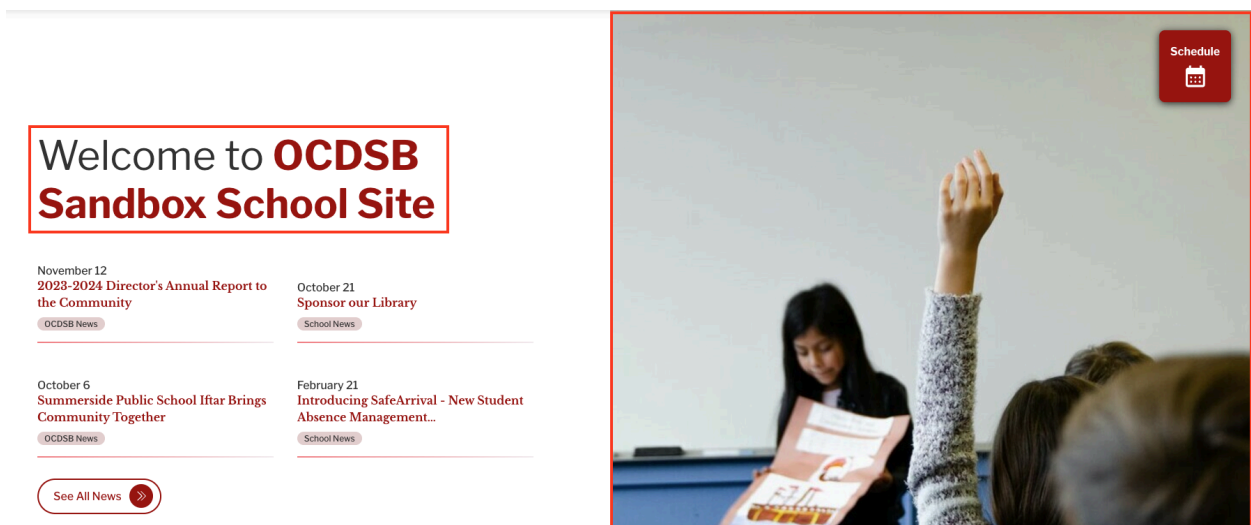
7.1. SCHOOL-CONTROLLED CONTENT

These homepage sections are controlled by the school on the **Snippets** tab:

7.1.1. Home - Banner

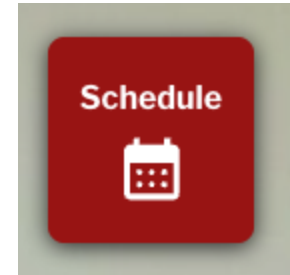
The large tagline and image in the homepage banner are controlled in **Snippets > “Homepage - Banner”**.

- There are two fields controlling the tagline. One adds light text to the tagline, the other adds bold text.
- If no tagline is entered, the default text is “Welcome to (**School Name**)”
- Schools should upload a high quality image (minimum 750x750 pixels) containing no text. A stock image has been added as a placeholder.



7.1.2. Schedule Button (Elementary Schools)

Create a link to the school's Schedule page by going to **Snippets > "Home - Schedule Button"**. This has already been set up for you.



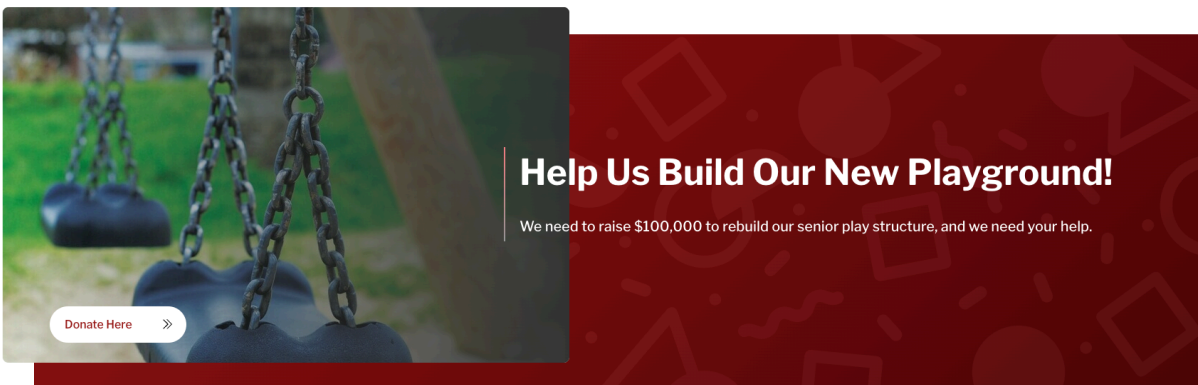
7.1.3. Land Acknowledgement

Schools can add their own land acknowledgements in **Snippets > "School Sites - Land Acknowledgement"**. If a school does not enter a land acknowledgement the text from the district site appears as the default text.

7.1.4. Optional Enticers

Control the large enticer on the homepage in **Snippets > "Home - Optional Enticer"**. It should be used to promote something important and timely happening at the school.

Secondary schools have an extra optional enticer. If the optional enticers aren't used, the homepage responds automatically by collapsing the empty space.



8. Staff Directory

School staff directories have been migrated to the new websites. Schools will only need to add and delete staff members as they come and go from the schools.

8.1. MANAGING STAFF MEMBERS

- Go to the **Staff Directory** tab
- Click on the link in the **Name** column
- To edit an existing staff member, click on their name
- To add a new staff member, click **+Add Staff Member**
- Enter the staff member name, job title, and email address. All other fields can be ignored.
- Click **Save**.

9. Contact Page

The Contact page is a specialized page with a contact form.

9.1. SET UP THE CONTACT FORM

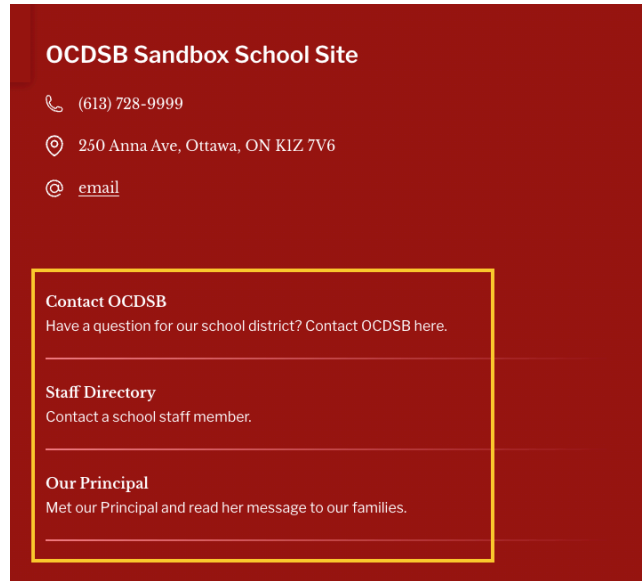
The contact form is set up to email the school's general inbox. If you need to change the address receiving these emails:

- Click the **Form Builder** tab
- Click **Contact Us**
- Click **Manage Contacts**
- Click on the name of the existing contact
- Edit the email address
- Click **Save**

9.2. EDIT THE CONTACT PAGE

The contact page can have up to three additional links below the school address and contact information.

To add or edit links on the contact page, go to the **Snippets** tab, then click **Contact - Popular Links**.



10. Cleanup

We're at the end of your training! Before you log out, please ensure the following has been removed from your website before your school site has launch:

1. Your document
2. Your document category
3. Your gallery
4. Your blog post
5. Your page