



BRIDGING HOME & SCHOOL

School Council Websites

November 3, 2018

Background

All of the OCDSB websites were converted to become AODA compliant and mobile accessible.

SchoolMessenger was selected for ease of use, AODA compliance and mobile accessibility.

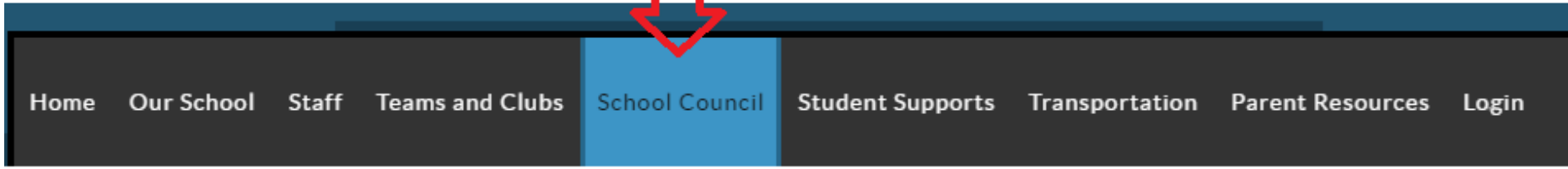
OCDSB district site was the first converted and then all of the schools.

Introduction

The OCDSB site and all of the school websites are on a School Messenger platform. This system offers a typical, non-technical web user all the tools needed to create, edit and maintain content on websites.

There is a new tab on each school's site dedicated to School Council. In the summer of 2018, we migrated all external sites to their school site.

Pilot Site



Sir Winston Churchill

Glebe CI

School Council Section Benefits

- have a consistent look and feel
- no additional cost to School Council
- meet AODA accessibility requirements
- provide continuity when there is a change in School Council executive
- include a generic email that can be used year-after-year
- maintenance of section can be shared

Generic Google email Account



- One per school
- Generic account format sc-schoolname@ocdsb.ca
- Will not expire with a change of executive
- Can be used year-after-year
- Access to Google Drive - so that you may create and share documents
 - [Google Drive](#) Instructions

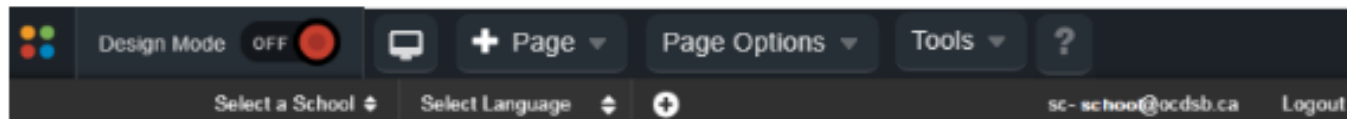
Logging In (Use Google Chrome)

You will use your `sc-yourschool.ocdsb.ca` and password, that will be provided to you.



The Editing Toolbar

Your editing toolbar will appear only on the pages you have permission to edit (ie: School Council pages).



SchoolMessenger Features

When using the new SchoolMessenger site, you will be able to:

- Use a text editor (similar to MS Word or Google Docs)
- Embed a Google Calendar, Document, Presentation
- Embed a Twitter feed
- Upload images
- Archive documents in a Document Container
- Edit HTML code (advanced level)

Your School Council Pages



The **School Council tab** is on the main school site and the pages below are sub pages.

This image shows the sub pages that reside below the School Council tab.

Your School Council Pages (continued)

Home - A landing page to provide an introduction to your site. It often contains an image, calendar, mission statement and/or social media links.

About Us - Introduces information about your School Council Executive, their roles and contact information.

Your School Council Pages (continued)

[Meetings & Agendas](#) - A list of meeting dates and a link to the corresponding agenda.

[Minutes](#) - A place to store meeting minutes and other documents.

Your School Council Pages (continued)

Fundraising - Feature upcoming events and provide an overview of all fundraising initiatives.

Volunteering - Outline areas where help is needed, provide forms.

Your School Council Pages (continued)

Constitution - Provide a link to your School Council Constitution.

Resources - Share helpful links with your parent community.

OCASC - Link to the Ottawa Carleton Assembly of School Councils website.

Note: You are able to add, edit and delete pages, but the links to the School Council Constitution and OCASC should not be removed.

Webpage Access/Tasks

The most common tasks are:

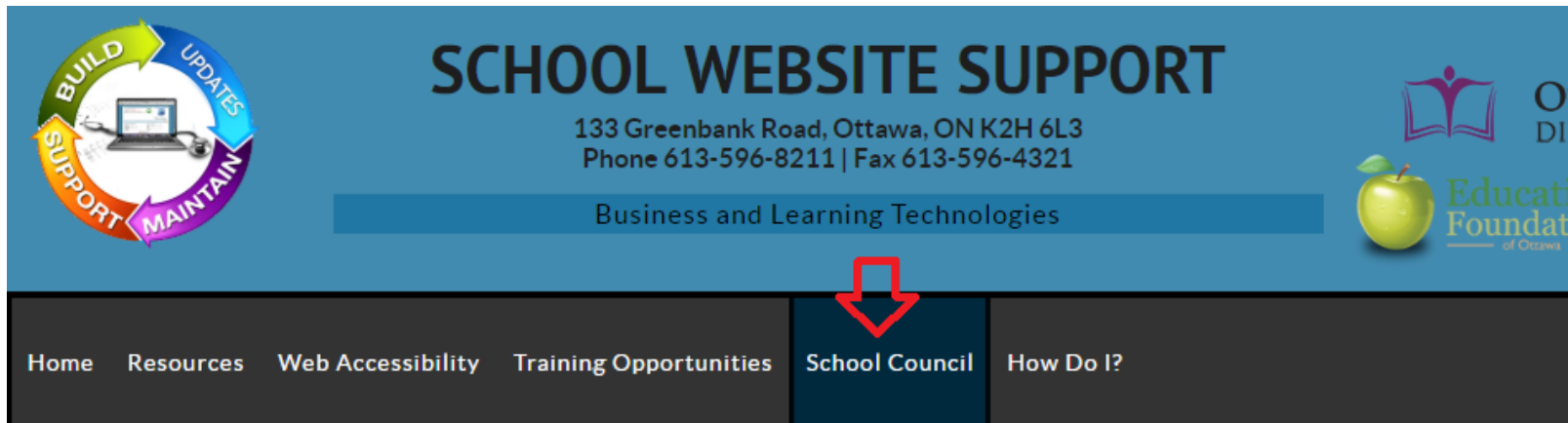
- adding/editing text
- inserting images
- uploading documents
- creating hyperlinks to other webpages
- adding additional pages



[Demo](#)

Resources

On the website support site: http://websitesupport.ocdsb.ca/school_council, you will find a tab dedicated School Council. There are training modules to assist you when editing you School Council pages.



The image shows a screenshot of the 'SCHOOL WEBSITE SUPPORT' website. The header is blue and contains the following information:

- SCHOOL WEBSITE SUPPORT** (Large text)
- 133 Greenbank Road, Ottawa, ON K2H 6L3
Phone 613-596-8211 | Fax 613-596-4321
- Business and Learning Technologies
- Logo for the Ottawa-Carleton District School Board (OCDSB) and the Education Foundation of Ottawa (a green apple).
- A circular graphic on the left with arrows and the words: BUILD, UPDATES, MAINTAIN, SUPPORT.

The navigation menu is a dark grey bar at the bottom with the following items:

- Home
- Resources
- Web Accessibility
- Training Opportunities
- School Council** (highlighted with a red arrow pointing down)
- How Do I?

Training & Support

We offer one-on-one or group training at your school or at the OCDSB Board Office.

Please contact your school Principal to request a training session.



Questions?

