



# School Site

renweb  
A FACTS COMPANY

# PATRICIAN ACADEMY

RENWEB School Site Page

“How To Tutorial”





## Accessing Patrician Academy's School Site



- 1 Access your School Site pages using this link → [www.pasaints.com/admin](http://www.pasaints.com/admin)

Reset Password |

**School Site**

Login

**School Site**

Please enter your user name and password to continue.

User Name

Password

**LOGIN**

Site Manager will perform the best in updated versions of Chrome, Firefox or Safari. | Site Manager 1.0 © 2013-2016, School Site

- 2 Enter your RenWeb User Name
- 3 Enter your RenWeb Password
- 4 Click LOGIN

### Patrician Academy has two major goals in creating our School Site

- 1) External: It needs to look and sound professional (This is what the world see of PA)
- 2) Internal: It needs to help you distribute information, while allowing Parents and Student access to course outlines, teaching references, class materials, and assignments, etc...



## School Site Main Menu



This example is for Middle School Mathematics

5 Click Navigation Builder

When you click on the other items along the top, you will only have access to the pages you have permissions to change.

Patrician Academy

Logged in as Leanne | Help | Logout

**School Site**

ADMIN HOME NAVIGATION BUILDER TOOL DATABASES PEOPLE SETUP/OPTIONS ACCOUNT INFORMATION

**NOTES / NEWS**

February 2016 Enhancements

December 2015 Enhancements

School Site: New! Form Creator Submissions Now Numbered

An Introduction to Responsive Design

Learn more about what Responsive Design is and what it means to you.

Go-Live Request Form and Instructions

For School Site customers who are ready to move their School Site to their domain, please visit our [Go-Live](#) page

**NAVIGATION BUILDER**

Builder Home

Add Page  
Create a new page

Add Link  
Create a new link

Home

About Us

Admissions

Academics

Programs

School Life

Join PA

**POWER BLOG**

10 Important Things to Add to Your School's Website

Do you have a few extra minutes? Here are 10 important things you can update on your school website this weekend: Don't bother with a generic contact form on your Contact page. On the other h... [Read More](#)

Why Online Payments Matter: A Parent's Perspective

We talked to Jaclyn Day, our Director of Marketing and Communications, about why online payments matter to her. As the mom of a preschooler, I'm constantly looking for ways to save time thro... [Read More](#)

Guide to the Paperless Classroom

Are you overwhelmed by the thought of

[VIEW BLOG](#)

6

Select School Site Main Category Page

Your specific page may be under one of the other main categories



## Selecting your Individual School Site Page



When Academics is selected only Middle School Mathematics is shown.  
This is the only page that administrative rights have been granted.

Patrician Academy Logged in as Leanne | Help | Logout

**School Site**

ADMIN HOME NAVIGATION BUILDER TOOL DATABASES PEOPLE SETUP/OPTIONS ACCOUNT INFORMATION

**NAVIGATION BUILDER**

ADD LINK ADD PAGE

Page Name	Page Level	Type	Status	Delete	Preview
Middle School Mathematics	2		Active	N/A	

Easy Edit

- OR -

Classic Edit

Easy Edit

Page Name

Middle School Mathematics

Easy Edit

Page Name

Classic Edit

Middle School Mathematics

You can edit your page in one of two modes.  
Easy Edit was added last year for 1<sup>st</sup> person editing

The link on the bottom left explains Easy Edit



## Easy Edit Mode



Select one of the three sections and make edits directly to your page

### MIDDLE SCHOOL MATHEMATICS

Life and College Prep

Academic Excellence

Kindergarten

Elementary School

Middle School

Middle School Mathematics

Middle School English

Middle School Science

Middle School Social Studies

High School

#### Easy Edit Mode

### Mrs. Leanne Lewis

#### Class Files

Middle School Math Supply List

How to be Successful in Math

5th Grade Math Syllabus

6th Grade Math Syllabus

7th Grade Math Syllabus

8th Grade Math Syllabus

#### Class Message Board (Math 5,6,7,8)

Post	Comments	Created By	Date Created	Last Modified
Middle School Math Success	0	Leanne Lewis	07/25/2016	07/25/2016

MIDDLE SCHOOL TEACHER: LEANNE LEWIS Daily Work Composition Book: The composition book contain ALL of the notes and examples that I give them on each less... [read more](#)

#### Class Photo Album (Math 5,6,7,8)

#### RSS Feed for the Class Message Board

Parents & Students can subscribe to the RSS feed and automatically be informed when something new is posted.

The owner of their page can make posts directly to the page without approval.

Currently, we do not allow users to make comments to the posts. We can add that, but you, as the page Owner, would have to review the post and approve before the post would Be visible on the page.

Ultimately you are responsible for the content on your page.



## Classic Edit Mode



RSS Feed for the Class Message Board Is an option when setting up the message board

There are other items that can be added to your pages such as 'blogs', etc... Please remember you are responsible for the content of your page.

So before you give access to everyone there are ways to have the comments reviewed by you first before they are visible on your School Site Page.

Select one of the Three sections to make edits

**Main Body** Right Side Properties Copy Content Academics / Middle School Mathematics

Select a Tool to Add

Position 1 Content Editor | Tool ID 190970 Active Inactive Tool Menu

Tool Heading

**Mrs. Leanne Lewis**

Class Files

Middle School Math Supply List How to be Successful in Math

5th Grade Math Syllabus 6th Grade Math Syllabus

7th Grade Math Syllabus 8th Grade Math Syllabus

SCHEDULE STATUS CHANGE DELETE PREVIEW

Select a Tool to Add

Position 2 Message Board | Tool ID 191195 Active Inactive Tool Menu

Tool Heading

Post	Status	Comments	Created By	Post Date	Last Modified	Delete
Middle School Math Success	Active		Leanne Lewis	07/25/2016	07/25/2016	

SCHEDULE STATUS CHANGE DELETE PREVIEW

Position 3 Slide Show | Tool ID 191196 Active Inactive Tool Menu

Tool Heading Class Photo Album (Math 5,6,7,8)

Add 1 Photo(s) ADD

Currently, there are no Slide Show Photos on record for this detail item.

SCHEDULE STATUS CHANGE DELETE PREVIEW

When you make a change in Classic Mode, you need to submit and save the changes. Then go to your School Site page and refresh it to see the changes you've made.



## MIDDLE SCHOOL MATHEMATICS

Life and College Prep

Academic Excellence

Kindergarten

Elementary School

Middle School

Middle School  
Mathematics

Middle School  
English

Middle School  
Science

Middle School Social  
Studies

High School

### Mrs. Leanne Lewis

#### Class Files

[Middle School Math Supply List](#)

[How to be Successful in Math](#)

[5th Grade Math Syllabus](#)

[7th Grade Math Syllabus](#)

[6th Grade Math Syllabus](#)

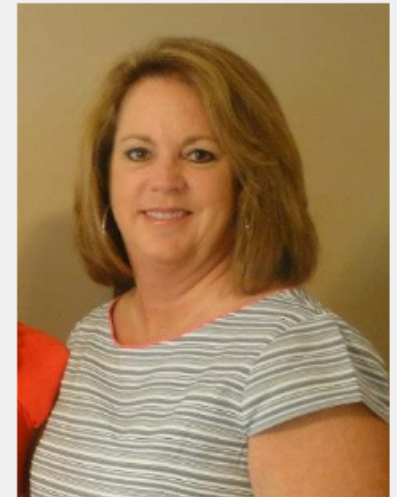
[8th Grade Math Syllabus](#)

#### Class Message Board (Math 5,6,7,8)



Post	Comments	Created By	Date Created	Last Modified
<a href="#">Middle School Math Success</a>	0	Leanne Lewis	07/25/2016	07/25/2016
MIDDLE SCHOOL MATH contains ALL of the no... <a href="#">read more</a>				

#### Class Photo Album (Math 5,6,7,8)



School Directory Profile





## PATRICIAN ACADEMY RENWEB School Site Page



- All of the Class/Programs/Club Pages have been setup using the same format for continuity. If you would like to add or change the content of your page that is perfectly ok. If you want to change the formatting or structure, please get the Headmasters approval prior to the change.
- This is a communication and reference tool for You to use for Parents, and Students. Weekly lesson Plans, Monday Notes, and much more can be done.
- Our Goal is to eliminate the Paper (mass mailings), time wasted coping and distributing information, etc ...
- Many of you need access to more than one area, I've set up what I know of but am sure there are more to configure. Just send me an email and I'll get your access set up.
- If you need any assistance please don't hesitate to email or call me (it really is ok) (417) 434-4192 work cell // [matt\\_burinskas@tamko.com](mailto:matt_burinskas@tamko.com) work email
- I will be also training Sabra Temple, Sheila McBride, Katiejill and Linda Couch as Admin Site Administrators. So they will be able to help you as well.