Teacher Page Templates have been installed on all OPS School sites. Please contact the IMS Technical Support Web Team at webteam@ops.org if you are having issues using the template. If it is wished the admin at the building may create a template to use.

1. Add a New Web Page
2. Add Modules desired to the Web Page
3. Export Template
4. Create Web Page Using Template

1. Add a New Web Page: Pages>Add New Page

   • Title Page for example SchoolNameTemplate

   • Current School Template includes Image Module, HTML Modules
2. Adding Modules: Modules>Add New Module

- Drag & Drop desired modules from this area down to the web page onto the different panes available

3. Export Template: Edit Page>Export Page
• Add Description
• Check if there is content to be included, for example a school address added to the Contact Information Module.
• Click Export
• A similar message will appear if successful in exporting to the Template Folder

To delete the page used to create the template:
Edit Page>Delete Page
4. Create Web Page: Pages>Add New Page

- **Page Details Tab**
  - Add Page Name
  - Page Title
  - Description
  - Keywords
  - Parent Page
  - Insert Page
  - Template Folder
    - Template Include in Menu or not

- **Permissions Tab**
  - Find Security Role
  - Check View Page
  - Check Edit Page

- **Click Add Page**

Select Parent Page
Select Template Folder
Insert where?
Select Template
Find Security Role