

How to upload Images for your front page Photo Rotator

Login and Make a New Record:

1. Log into Schoolwires and click on **Site Manager**. (Homepage editors can do this, too.)
2. Click on the **name of your school** (next to the cloud icon, on left top).
3. In your Subsite Workspace, click on **Overview** page.
4. Click on **C: Rotating Images > New Record** button.

Enter Required Information (and Optional Information, as desired):

5. **REQUIRED:** Type in a **Title**. **IMPORTANT:** To comply with the law (the ADA: **Americans with Disabilities Act**) the title **MUST** be a short description of what the image represents. If you aren't sure what to type, look at the photo, ask a friend to close his/her eyes, and then tell them what the picture is about. Type that. Click the **Hide** checkbox if you don't want the words to show on top of the picture, but hidden or not, the title still becomes the text that shows up during a mouseover, and is read aloud to limited vision users. Make sure the title is appropriate and descriptive so that a blind user would know what it is, and why you included it. **NOTE:** You may understand why the photo is important to share, but our website visitors may have no clue. In most cases, I recommend letting the title **SHOW**.
6. **OPTIONAL:** Enter a **Caption** for a more detailed description of the photo. Again, if you don't know what to type here, have a friend close his/her eyes and explain why you included this photo. (Click **Hide** checkbox if you don't want the caption to show on top of the picture.)
7. **OPTIONAL:** If you want the picture to be linked (so that when visitors click on the photo, it takes them to a certain website), check the **Link Image** checkbox and paste or type a web address in there. (Schoolwires pages should be the relative address, without the <https://www.lakeshoreschools.k12.mi.us> in front. All external sites must have the entire web address, including the http://.)
8. **REQUIRED:** Click on **Upload Image** to upload your photo. **YOU MUST** crop or resize the image to 709 X 466. If you don't know how, click here: [Resizing Images for the Photo Rotator Tutorial](#)
9. **OPTIONAL:** Click **Embed a Video** from YouTube, Vimeo, TeacherTube, or SchoolTube. Type or paste the **Video ID** where indicated. (FYI: The Video ID is the code at the end of the web address, in YouTube's case, after the <http://www.youtube.com/watch?v=>.)
10. **OPTIONAL but VERY USEFUL: Display Duration** tab: You can set the start and end dates of your photos! Very useful for promoting various things at the appropriate time! You can also use this to create variety with new photos showing up.
11. **OPTIONAL, probably not common: Viewers** tab: If you want certain reminders to be visible only for Staff, for instance, select **Assign Group** > Search for "Staff" and **Add > Save**.
12. **REQUIRED:** Click **Save** (green button at bottom).

BEST PRACTICES:

- Each one of the photos will add another navigation dot for going through the images. I recommend no more than 10 photos active at the same time. (You can use the display duration to have some show up at different times.)
- Use the photos as visual news to promote and direct visitors to places on your website that you want them to go.
 - **Example:** If your school just won the A+ award and you have a page that tells about it, why not put a photo in the rotator about it, add a title like "We are an A+ School!" and make sure the title is not

hidden. Add a caption like “Click here to find out why!”, and make the “Link Image” box to paste in the address of the page you want them to visit!