Webfronter

Fronter Y12

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New in this manual:

- Y12 updates (mostly visual)
- Removed outdated examples
- Added how to create Infofronter
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Preface

This document covers the Webfronter tool. The general example we are using shows how a website can be set up using Fronter's template: Universal. It also shows how to create and arrange the actual content.

The example given is based to a very large extent on the website belonging to the Torvmyrane School in Florø. The school has very kindly made its material available to us so that we could create a similar website using their resources. We wish to thank the school for its generosity!

Fronter is continually being developed and improved. Discrepancies may therefore occur between documentation and application. This guide is written for Fronter Y12.

What this course is about

Webfronter is a tool used to create a website for a school or to create and publish homepages for pupils, staff, classes etc, or to publish students’ work, e.g. an online school paper. The purpose of this guide is to ensure that anyone can create and maintain a website using Webfronter.

The guide is based on the following structure:

1. Presenting a finished website which has been created entirely using Fronter's tools and default template.
2. Presenting how files and folders which provide the resources for the website are organised in Fronter.
3. How to create different content elements using Fronter's tools.
4. A complete overview of how to set up and publish the website.
5. The administrative settings that need to be configured so that the Webfronter tool is available to the users.

Webfronter is very easy to use if you already know Fronter. If you encounter unfamiliar terms and procedures in this guide, it might be a good idea to revise the teacher start up manual and/or the admin basic manual.

Example of a finished website created using Webfronter

Before we look at the technical aspects of this task, we will begin by looking at a finished website for the virtual school Newland Primary School. This is based on Fronter's universal template:

This is the front page. Note that the tab “Home” is selected.
The next tab is “About us”.

And so on. Under each tab in the top menu is a new page, and in our example each page has a sub menu and a Fronter login box to the right.
Organising files and folders

A website is usually created from a start page with buttons and links that you can click on. When you use Webfronter with the default template, you can compose your website by selecting the following items:

- Frontpage.
- Colour schemes.
- Header, footer and flash banner.
- News feed from inside Fronter rooms.
- Up to seven horizontal menu items with sub menus.
- Separate menu on the front page.
- Login box for Fronter.
- Images on the front page and in the menus.

The basic idea is to create a folder structure that brings together all the relevant resources. The following Fronter tools will usually be suitable for doing this:

- Page (being the most important)
- List
- News/Infofronter
- Resource tools/folders

This will obviously include documents (PDF, DOC, etc.) as well, which the website is often linked to via the tools above.

You should note that some items cannot be used in Webfronter, like Fronter document, Calendar, Forum, Vote and Dynamic today elements.

It is usually best to create a separate room for your Webfronter and organise the resources like the structure shown in our example. Typically the room owner will be the webmaster.

Folder structure

At the top of the website you can have a row of up to 8 tabs/buttons: The first tab will always be Home (back to front page), but you can choose title and content for the others:
The first step is to create all the main folders. In our example we have added three Resources tools to the room, and re-named the top one *Menu.*

In this case you will have 3 folders, each represented by a tab in the top frame (“About us”, “Our nursery” and “Our school”), and one folder represented by the menu in the right margin (“Our pupil’s pages”). The content in each of these main folders can be just one page or, as in our example, a new row of subfolders. These subfolders will be displayed as menu options in the right or left margin:

The folder structure under the main folder “About us” will contain the options shown below (next page):
You select from the content in these subfolders what you want to be displayed in the top frame when you click on an option from the menu.

The screen displayed above tells us about the school's history. The text and images have been put together using the Page tool:
As you can see from above, this page is located in the “Our history” folder and looks like this:

This is exactly the same as it is displayed on the website.

**Producing content**

As mentioned earlier on, you use Fronter’s tools to create what you want to be displayed in the top frame. We will now look at some examples of how you can do this.

Unless you choose to have News as a start page, the start page is created as a separate Page outside all the folders:

The “About us” folder contains a list of subfolders which introduce the school. The titles of these subfolders are displayed in the left margin on the website when you click on the “About us” tab. You can change the order of the menu items in the Webfronter tool:
We will now take a look at some of the content. We will start with the content that is displayed in the top frame when you select the website. Frontpage NPS has been created using the Page tool:

In edit mode it looks like this:
The document is made up of text, images and lines to help create a good impression. It is worthwhile putting in a bit of effort when designing these pages.

Example of a Page with links to documents

This folder (“Philosophy at school”) contains two documents in PDF format.

The page that is to be linked to the files is located in the same folder. It contains text, a horizontal line and internal links to the two documents:

This will appear on the website as shown below (next page):
The document (PDF format) will now be available to users via the internal link.

**Example of a page combined with a list.**

The List can be a useful tool when you need to create a collection of links:

<table>
<thead>
<tr>
<th>Nursery</th>
<th>List of all nurseries in the district</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery plan</td>
<td>Plan section of the plan</td>
</tr>
<tr>
<td>Nursery plan</td>
<td>Reference section of the plan</td>
</tr>
<tr>
<td>Apply for place</td>
<td>Application form</td>
</tr>
<tr>
<td>Information folder</td>
<td>Brief information for applicants and parents</td>
</tr>
<tr>
<td>Health declaration</td>
<td>Form about children's health</td>
</tr>
<tr>
<td>Price</td>
<td>List of prices for a nursery place</td>
</tr>
<tr>
<td>Regulations</td>
<td>Regulations governing nursery</td>
</tr>
<tr>
<td>Nursery year</td>
<td>Schedule for the year</td>
</tr>
</tbody>
</table>

In the screen below you have an example of a list of information about the nursery. It is important to choose alternating colours that blend well with the colour scheme of the website. A description is also displayed in this case:
You can see below the details for one of the list entries:

![Image of activity list]

We will see this list again on the actual Page:

![Image of Newland Primary School]

Example of a Page containing images

In addition to using text, lines and links, images are usually an important part of the pages (See below/next page):
According to the government:
The action plan for an improved diet among the population (2007 - 2011) presents the government’s measures for promoting healthy living and preventing illness through a healthier diet. This plan is the first of its kind in the field of nutrition. The emphasis is very much on helping to make it easier to choose the healthy option, preparing wholesome meals at nurseries, schools and for the elderly, and on increasing people’s knowledge about food, diet and nutrition. These measures will help to level out social differences in terms of health.

Recipe from the Norwegian Ministry of Education and Research (SFU)

Fruit and vegetables

Fruit and vegetables

Newland School has offered a selection of fruit and vegetables to its pupils every school day since it opened its doors in 1999. This has been a constant success and we feel that this is due to the fact that there is always a varied selection of healthy cut fruit and vegetables, which are served during the first break in the school day. Around 90% of pupils take part in this scheme. The way it is organised has varied, but we have now found the best way for us to organise the scheme as described below:

Pupils in years 5 - 7 take charge of this task according to a roster. Two or three pupils go to the kitchen at 8.20 and spend around half an hour putting fruit in boxes and then distributing all the fruit to the various groups in years 1 - 7. They also cut up the fruit and vegetables and put them in the staff room. They fill up the fruit boxes in the kitchen too. In each pupil area there is a large chopping board, knife and peeler for carrots. It varies how the year groups organise themselves, but cutting up the fruit and vegetables is a popular activity. Everyone has fruit during the break between 10.00 and 10.30, some before they go out and others have fruit available outside during the break.

It is important to resize the images, both in relation to each other and to the text, in order to create an overall sense of balance.
Example of a page containing clickable images (hyperlinks)

This last example shows a page which not only contains text and lines, but also images that are clickable. This means that the images operate as links to different resources:

If you click the **gear icon** of an image container, the fields for attaching a link to an image will appear:

If you specify description when the image is uploaded, both text and image will be clickable.
Edit content directly from the website

Click the discrete double arrow icon at the bottom right of the page to get directly in edit mode from a published page.

If you are not already logged into Fronter you will get a login box first.
If the automatic publishing option is set (described in the chapter about setup and publishing) the changes will automatically appear on the website, but note that because of caching you might not see the changes in your current browser without deleting browsing history.

**Summary**

You have now seen a number of examples showing how you can create the content items using Fronter’s tools. It is important to plan this task so that folders, files, images, etc. are organised in an orderly fashion.

Everything that has been described so far can be done whether the Webfronter tool is available or not. But to be able to bring the whole thing together, the administrator has to configure some settings, a few of which are described in the chapter about the Administrator’s tasks at the end of this guide.

**Setting up the actual website**

The room which is going to administer the website must have the *Webfronter* tool available. You add this tool like any other room tool:

![Webfronter tool](image1)

When the tool is added in the tool bar to the left; click the tool and then *Create new website* to the far right:

![Create new website](image2)
First step is to select the “parent” website that this one is going to be linked to (1), type in the name of the website, keeping it simple with no space or special characters (2) and select the template that is going to be used (in most cases this will be Universal) (3).

You then need to use the drop-down menu which is now available to design and link folders and files to the menu options. You also need to specify what is going to be displayed in the header, footer and sidebar:

We will now take a closer look at each individual item. **Note:** The first time you set up your website it is vital that you go through every single item in the menu and click **Save** and **Publish** even if you do not make any changes. If you neglect to do so the site will not display correctly, if at all. Later it is sufficient to just publish changes.
Basic information

1. Name of school: Type the name of the school
2. Custom text 1-4: You can decide to add these fields to the bottom of your website at a later stage. You could for instance add address, phone, principal and web editor.
3. Save and Publish (clicking Publish will bring you back to the Webfronter tool. Click it to open the drop-down menu again).

If you don’t wish to add any basic information; leave everything at default and click Save and Publish.

Appearance

1. Select size for website: Just leave at default.
2. Enter skin number: The template has 10 default colour schemes (0-9). If you type c in this field, you will be able to create your own colour scheme under the menu item Custom colours.
3. **Add horizontal menu (y/n):** Type `y` to have the horizontal menu on top of your page. This menu can have up to 7 tabs with submenus under each tab.

4. **Select frontpage (if news is disabled):** Here you need to select a page for the website's front page, if you do not wish to use a news feed. In the example we saw the page in the Menu folder.

5. **Add news to frontpage (y/n):** Type `y` to activate a news feed from the news tool in any chosen room of your Fronter installation. It requires that you have created an Infrofronter user, and that the user is a member of the room that is going to publish news to the website. How to this is described under the headline *Infrofronter* later in this guide, and you will need to activate the title *News* in the drop-down.

6. **Save** and **Publish**.
1. **Header height (in pixels):** Type in the height of the image you would like to use as a header, or leave at default, 120 is usually a nice height.
2. **Display school name in header (y/n):** Type y if the school's name should be added in the header (providing you added it under Basic information). If you select an image, school name will be displayed on top of it (to the left).
3. **Select background image:** Make sure to use an image you previously created in an image processing software and uploaded to the resource folder in the publishing room. Then select the image by clicking Choose.
4. **Save and Publish.**

If you don’t wish to add a header; leave everything at default and click Save and Publish.

**Footer**

1. **Add footer (y/n):** Type y if you want footer on your page.
2. **Footer height (in pixels):** Select the height of your footer here or leave at default.
3. **Include basic information in footer (y/n):** Type y if you want the information from the 4 text fields in Basic information to be displayed in the footer (provided you added any information).
4. **Select background image:** Make sure to use an image you previously created in an image processing software and uploaded to the resource folder in the publishing room. Then select the image by clicking Choose.
5. **Save and Publish.**

If you don’t wish to add a footer; leave everything at default and click Save and Publish.
1. **Add sidebar (y/n):** Type **y** if you want a separate section located at the side of your page. This is required if you wish to add submenus under the menu items in the horizontal menu, a login to Fronter and/or an external RSS feed.

2. **Align sidebar (r: Right, l: Left):** Select placement of the sidebar for the submenus: right or left.

3. **Add Login box (y/n):** Type **y** if you would like the sidebar to include a login box for your Fronter installation.

4. **Add Login box on subpages (y/n):** If selected the previous; type **y** if you want the login box to appear on subpages in addition to the front page.

5. **Add Submenu on frontpage (y/n):** Type **y** to have the extra submenu set under the tab **Home**.

6. **Add link to Newsarchive (y/n):** Type **y** if the sidebar should include a link to a news archive for the tool used by your Infofronter user to display news (this will work regardless of whether you have chosen News or Frontpage to be displayed under the Home tab).

7. **Add RSS feed (y/n):** Type **y** to add an RSS feed to your sidebar. It can come from any website offering this service.

8. **Add an Image (y/n):** Type **y** to add an image at the bottom of the sidebar.

9. If **y** on Add an image: **Select image (175 x 100):** Make sure to use an image you previously created in an image processing software and uploaded to the resource folder in the publishing room. Then select the image by clicking **Choose**.
10. If y on Add RSS feed: Heading for RSS feed: Add a heading for the RSS feed here.
11. If y on Rss feed: RSS feed (URL-encoded syntax): Add the address for the RSS feed here.
12. If y on Add sub menu: Submenu label: Here you type the title of the menu to be added to the sidebar.
13. If y on Add sub menu: Submenu type (1: Expanded, 2: Collapsed): Here you choose if all the submenus should be displayed, or only the top level.
14. If y on Add sub menu: Select root folder for menu: Select the top folder for the sidebar menu. Make this folder in Menu. Any subfolders will become submenus, and you select the order by numbering them in the field to the right of the folders. If every folder contains more than one item, select the item to be displayed in the dropdown menu to the right of the sequence.
15. Save and Publish.

If you don’t wish to add a sidebar; leave everything at default and click Save and Publish.

News

1. Infofronter user: Enter the username of the infofronter user you have created to publish news. (See heading Infofronter for publishing news later in this guide).
2. Number of news to be displayed (frontpage): Set the number of news to be displayed if you have chosen to add news to your front page from Appearance.
3. Description length (number of characters): Set the number of characters that are presented as ingress before Read more displays.
4. Number of news to be displayed (news archive): Set the number of news to be displayed if you have chosen to add a link to the news archive in your Sidebar.
5. Save and Publish.

If you don’t wish to publish news via the News tool; leave everything at default and click Save and Publish.
1. Add flash banner to frontpage (y/n): Type y if you want to add a flash banner below the header. The flash banner can consist of several images that will rotate.

2. Select root directory for the menu: Select the folder containing the images you want to display in the flash banner. They must be named banner1.jpg, banner2.jpg, etc. The image size should be 785x120 pixels. It doesn’t matter which one you select to be the start one, because they will rotate.

3. Save and Publish.

If you don’t wish to add a flash banner; leave everything at default and click Save and Publish.

Random images

Add random images container to frontpage (y/n): Type y if you would like to add a field that displays a new random image every time the page is opened. Note: For this to work, you must have selected front page instead of news under Appearance.

1. Number of images (Max 9): Here you select the number of images to rotate.

2. Image heading (small font): Here you can add a header with small text above the random images.

3. Image heading (large font): Here you can add a header with large text above the random images.

4. Select root directory for the menu: Select the folder where you saved the images you want to display. They would have to be in the format portrait, and be named image1.jpg, image2.jpg etc. It doesn’t matter which will be the start one, because a different image will show every time somebody accesses the website.

5. Save and Publish.
If you don’t wish to add any random pictures; leave everything at default and click **Save** and **Publish**.

**Translations**

1. Here you find a number of default buttons/links/titles in the template. You can add any translations to these if you don’t want them in English.

2. **Save** and **Publish**.

If you don’t wish to change anything; leave everything at default and click **Save** and **Publish**.

**Custom colours**

1. **Note**: In order to use this feature, you must have put a c in the **Skins** field under **Appearance**. In order to choose a colour, you can either click on a colour to display a colour palette, or type the code for the colour you wish to use. All colour codes must begin with #.
2. Select the colours for each field. Remember that the page should be pleasant to look at, and readable even to the colour blind and visually impaired.

3. **Select root folder for menu:** You can choose a folder that contains a css-file if you want to do some custom adjustments to the template, this is a bit sophisticated and outside the scope for this guide.

4. **Save** and **Publish**.

   If you selected a number between 0 and 9 under *Appearance*; leave everything at default and click **Save** and **Publish**.

**Files**

1. For users of the Universal template: leave everything at default and click **Save** and **Publish**.

2. For custom template you might want to **Select root directory for the menu:** the folder that will contain external files you wish to link to, and publish, on your website via News tool. Create this folder in Resources and upload all external files here. You can create subfolders to structure your files.

3. **Save** and **Publish**.

**Menu buttons 1-7**

We will now look at the structure of the menu system using the first tab - Menu 1 - as an example:
First you select the correct menu tab – Menu 1 is the first tab after Home. Add a more descriptive title to the tab by using the option Menu label, and specify the folder containing the sublevel menu options which are displayed in the left or right margin:

In this example we have chosen the folder *About us* as the root folder. This will be the label on the menu tab to the far left.

You can also see all the subfolders that have been created under the *About us* main folder. These subfolders will be the menu options displayed in the left margin when you click on the tab *About us*. The order of these subfolders on the website is set simply by adding numbers in the Order column.

Given that each subfolder can contain more than a single file, you will have to go through every item to specify which file will be automatically displayed when someone clicks on the menu option:

Make sure that you check all the subfolders so that the correct file is chosen.

**Note:** Even if you are not going to use all seven menu tabs, or any at all, you still need to open every one and click *Save* and *Publish*. 
Template (confirmation)

Confirm template and click **Save** and **Publish**.

**Settings**
You have the following options available under the **Settings** tab:

**General:**

This option allows you to modify the “parent” website, decide whether several websites can be set up and also whether automatic publishing should be activated.

**Publishing**

**Note:** Even if the automatic publishing option is activated you must use the main *Publish* button when you make changes to the structure, and when you are publishing for the first time:
Then all the files are uploaded again to include the latest changes. Click **Follow link** on the far right as a shortcut for displaying the website.

If you have followed every step thoroughly, your new Webfronter page will appear in all its glory.

**Infofronter for publishing News**

1. Under the correct org.unit in the admin module (Usually node 03), create a group for the Infofronter dummy users.
2. Click **New contact**

3. Give a name, for instance *webfronter_news1*, and a user name (in our example it is *webuk*) and password.
4. Tick for **Normal user (Allow contacts to log on to Fronter)**.
5. **Save**.
6. Access the contact card again.
7. At the bottom of the contact card click on the choice **Infofronter** (this is not displayed when you first create the contact).
8. At the bottom, under **WebPublish**, tick for **Allow publication**.
9. **Save**.

10. Enroll the infofronter user with *read access* in the Webfronter room.

**Note:** If you want your Webfronter to publish news from other rooms than the Webfronter room, e.g. “All school information room”, “Library” or even the class rooms; enroll the infofronter user in these rooms as well, and news are automatically published.
Administrator's tasks

The administrator will have access to the Templates for Webfronter tool under Settings:

You can see in the top part of the screen that there are two preselected options: Distribute and Allow publish:

These options mean that an alias can be created at underlying levels and that these websites can be published.

If you now choose a school (at a lower level) you can create a separate alias for the school:
Here we have selected the school node *Newland primary school* and then selected *Add alias:*

![Image of alias configuration in Fronter interface]

In this case a website is created with the URL `http://www.webfronter.com/classfronter/newland` and with permission to publish content. Since the *Distribute* box has not been ticked, you will not be able to create sublevels below this website. If a school wants staff and pupils to be able to create their own websites, this option must be selected.

**Note:** Instead of the default URL setup, you can use your own domain. For installations hosted in Oslo:

1. Enter a service request to Fronter support with the following information: your domain name (e.g. `www.ourschool.com`) and the path to your webfronter site (e.g. `webfronter.com/ourinstallation/ourschool`).
2. When the request is fulfilled contact your ISP asking them to change your domain's DNS entry so that it has a CNAME record pointing to `webfronter.com`

For installations hosted outside of Oslo; please contact your local Fronter team.

The available template is displayed in the lower part of the screen.

### Version control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>81.1</td>
<td>16.05.08</td>
<td>Theme: Webfronter</td>
<td>Steinar Hov</td>
</tr>
<tr>
<td>82.1</td>
<td>19.08.08</td>
<td>No changes</td>
<td>Steinar Hov</td>
</tr>
<tr>
<td>92.1</td>
<td>01.08.09</td>
<td>Updated to Universal template</td>
<td>Jan-Helge</td>
</tr>
<tr>
<td>Y10.1</td>
<td>10.09.10</td>
<td>Updated</td>
<td>Jan-Helge</td>
</tr>
<tr>
<td>Y12.1</td>
<td>10.03.13</td>
<td>Updated</td>
<td>Akersveen</td>
</tr>
</tbody>
</table>

### QA Review

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.05.08</td>
<td>Georg Ranhoff</td>
<td>Reviewed and corrected</td>
</tr>
<tr>
<td>19.08.08</td>
<td>Ingun Vaglid</td>
<td>Approved</td>
</tr>
<tr>
<td>10.08.09</td>
<td>Steinar Hov</td>
<td>Reviewed and corrected</td>
</tr>
<tr>
<td>25.10.10</td>
<td>Steinar Hov</td>
<td>Reviewed and corrected</td>
</tr>
<tr>
<td>11.03.13</td>
<td>Ingun Vaglid</td>
<td>Reviewed and approved</td>
</tr>
</tbody>
</table>