

Parents and the public do look at our school's website. It is our most frequently used form of public relations and information that we have. Please make sure that your webpage is kept up to date.

How to make changes to your web page.

Best to not use Safari.... Will work, but sometimes the format properties are off when adding text.

Go to our school's website at www.acgcschools.org

In the upper right corner, you will find STAFF LOGIN

Username will be your school Email address

Password (see below) will be whatever was assigned to you (it can be changed)

Edit My Info

- To Insert photos or clip art onto your web page

1. Click "Select an Image"
2. Click "Browse" to select an image from your computer or digital camera
3. Select your image and click "Upload".
4. Click the image name and click "Insert Image".
5. Use the "Alignment" feature to select Left, Center, or Right alignment.
6. Scroll to the bottom of the page and click "Update info".

- Add/Delete text on your web page

1. Once you've added/changed text, click "Update Info" to save changes.

Always remember to click "Update Info" at the bottom of the page to save your changes.

If you need any assistance, contact Jolene Sheeder at jsheeder@acgcschools.org