

# Teacher Feature and Scientist Spotlight

Here is how to gather the material and post it on the CGLL site.

1. Gather the material from the educator\* or scientist\*.
  - a. The forms you need are located on the CGLL Google Drive (**CGLL Staff Documents**) in a folder called: **Blank Forms**. The most up-to-date forms will always be available here.
  - b. Here is a [direct link](#) to the folder.
  - c. \*Note that there are four alternative forms:
    - i. Scientist Spotlight Content Form
    - ii. Scientist IN TRAINING Spotlight Content Form
    - iii. Teacher Feature Content Form
    - iv. Teacher Feature (INFORMAL) Content Form
  - d. Make sure you send the correct form to your featured person. The forms contain **instructions** for the teacher or scientist who is filling it out. Remind them to send the photos as separate files and include a suggested caption for each.
  - e. When you get the material back from the teacher or scientist, review it and prepare to post it.

TEACHER FEATURE CONTENT FORM VERSION 4: 6/13/17

**Instructions:**

1. Fill out the **Teacher Feature Content Form** below. Look at other **Teacher Features** at <http://www.cgll.org/teacherfeature> for examples.
2. When you send this to your CGLL/Sea Grant staff contact, your email **should have the images attached separately** to make it easier to add them to the website. You can attach up to 8 images.
3. Each image will need a very short caption. One of the pictures should be of **you** and will be the **Primary Image** that shows up on the CGLL.org home page.
4. Please fill out the **Image Table** below to indicate which caption accompanies each image.
5. You are not limited to the space in each block of the **Teacher Feature Content Form** below. You can let the form run on to another page as you insert your content.
6. Occasionally, others may wish to learn more about what you do. Indicate below whether we can include your email in your online **Teacher Feature**.

2. Post the material on **CGLL.org**
  - a. Log in to **CGLL.org** (Log In at bottom right of Home Page – contact Cindy Hagley at [chagley@d.umn.edu](mailto:chagley@d.umn.edu) if you have problems).
  - b. Click on **CGLL Staff Resources Home**
  - c. On the CGLL Staff Resources page, click on **External** (grey menu)
  - d. Click on either **Teacher Feature/add** or **Scientist Spotlight/add**. The rest of the tutorial will refer to the Teacher Feature for simplicity.
  - e. Begin to copy and paste the content into the appropriate fields (save the photos for last). Note that the **Title** is simply the name of the person you are submitting.
    - i. Note that you will choose between **Teacher** and **Informal Teacher** as the second step on the form.

Center for Great Lakes Literacy (CGLL) logo and navigation menu.

Developing a community of Great Lakes literate educators, students, scientists, environment volunteers, dedicated to improved Great Lakes stewardship.

Home For Educators For Scientists Featured Blogs Teach

You are logged in as Cynthia Hagley Logout

CGLL Staff Menu: CGLL Staff Resources Home Master Passwords Contacts Calendar Teacher Menu Items

Teacher Menu: Edit Your Profile

### CGLL Staff Resources

Internal External Logged-In Public Users

Resources for staff viewing and use only

Add new Teacher Feature

Profile Type \*

Only the answers in the corresponding tab below will be displayed on the website.

Teacher

Informal Teacher

Teacher Email

Teacher's email address, if desired

Publish

Save Draft Preview

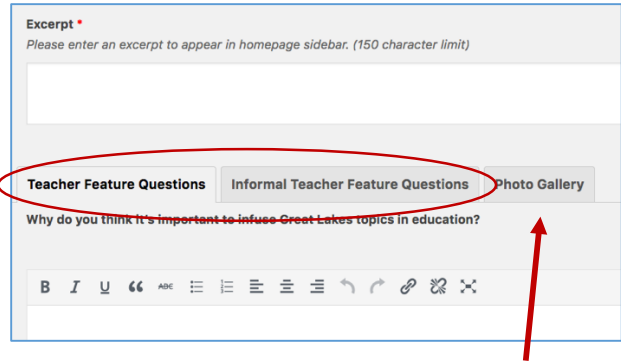
Status: Draft Edit

Visibility: Public Edit

Publish Immediately Edit

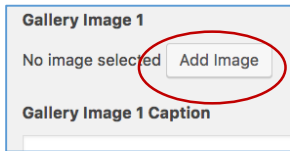
Publish

f. There will be a second time that you specify which type of teacher you are submitting. The questions differ somewhat between the formal teacher form and informal teacher form, so you will have to select the correct set of questions at this point.

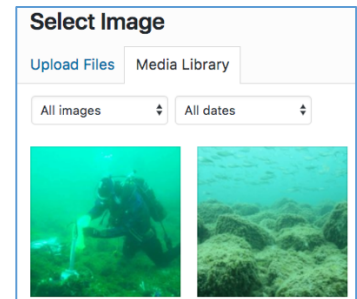


g. When all text has been entered except for the **Excerpt**, return to the above menu choices and click on **Photo Gallery**.

- i. Click on **Add Image**, which takes you to the **Media Library**.
- ii. Once in the **Media Library**, click on **Upload Files** at the top and load the images you are including.

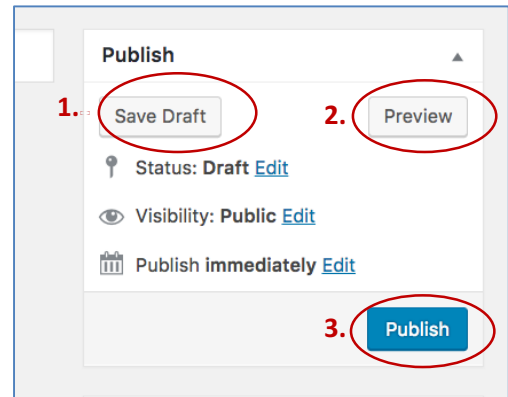


1. Note: The photos need to be IN the Media Library before you can select specific ones to include.
2. Once the photos are uploaded, click on Media Library and select the ones you want to use individually for each Gallery Image. Add the appropriate caption below.



h. Set the **Featured Image** and **Primary Image Caption**

- i. Draft a short **Excerpt** that will show up on the home page.
- j. **MAKE SURE YOU ARE 1. SAVING YOUR DRAFT AS YOU GO, 2. preview your draft** to make sure it looks the way you think it will.
  - i. Note: **3. It will not show up officially** until you hit **Publish**.



Filename: CGLL Website Flow Chart\_Admin TF and SS.docx  
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Template: /Users/chagleyold/Library/Group Containers/UBF8T346G9.Office/User  
Content.localized/Templates.localized/Normal.dotm  
Title:  
Subject:  
Author: Cynthia A Hagley  
Keywords:  
Comments:  
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