



DAV CENTRE FOR ACADEMIC EXCELLENCE
(UNDER THE AEGIS OF DAV COLLEGE MANAGING COMMITTEE, NEW DELHI)
REGIONAL OFFICE, AP ZONE - A

"TWO-DAYS ONLINE CAPACITY BUILDING PROGRAMME"



TRAINING CYCLE-II 2025-2026

DATES : 22-09-2025 to 23-09-2025



CLUSTER HEAD & TRAINING COORDINATOR
Mr. G.R.K.Prasad
Regional Officer, AP Zone - A

SUBJECT : INFORMATION TECHNOLOGY

- **THEME: HOW TO SCHOOL WEBSITE UPDATE?**
- **PPT, DISCUSSION & HANDS ON PRACTICE.**
- **MASTER TRAINER: Mr. NAGARAJU THIRUVEEDHULA**
- **SAI SPURTHI D.A.V SCHOOL, SATHUPALLY**
- **DATE: 22/09/2025 - 23/09/2025**

Download · [ADMISSION ARE OPEN : 2025-2026, 21-02-2025.](#) | [Download · SCHOOL ...](#)

>

>

>

 Call

Add missing information

You are using an unsupported command-line flag: --extensions-on-chrome-urls. Stability and security will suffer.



SAI SPURTHI D.A.V SCHOOL – SATHUPALLY.

B.GANGARAM(V), SATHUPALLY(MD), KHAMMAM(DT),TELANGANA – 507303. Affiliated to CBSE Vide No – 3630143



NOTICE BOARD



NEW CLASS

X&XII-2024&2025

RESULTS.

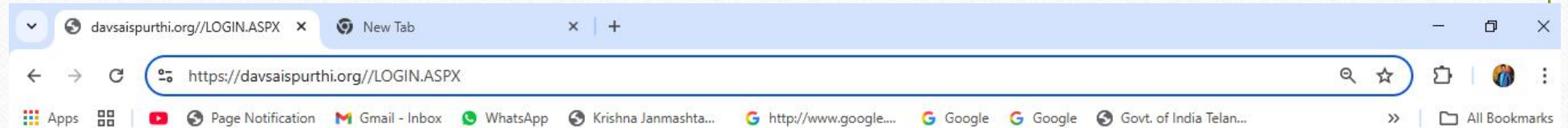
28-06-2025 | Download

NEW

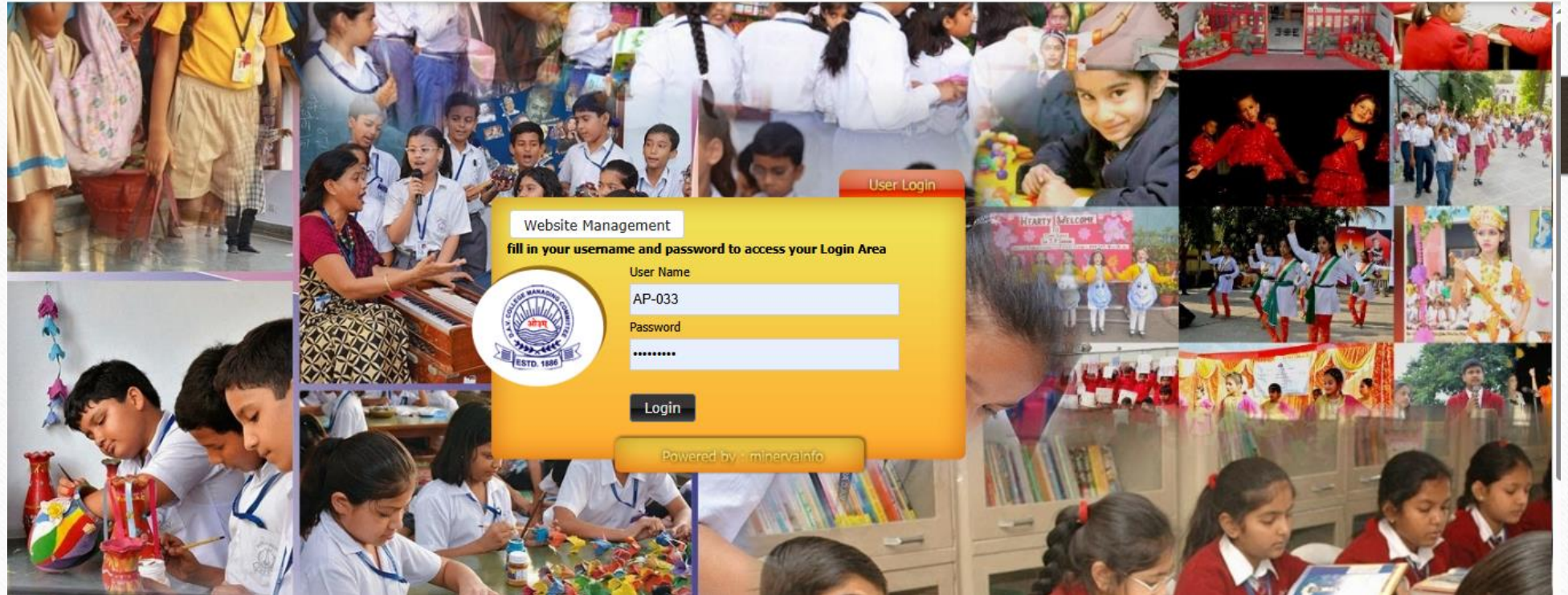
HOW TO LOGIN YOUR SCHOOL WEBSITE ?

HOW TO LOGIN YOUR SCHOOL WEBSITE?

- <https://davsaispurthi.org//LOGIN.ASPX>



You are using an unsupported command-line flag: --extensions-on-chrome-urls. Stability and security will suffer.



USER NAME

PASSWORD

LOGIN

Welcome to Admin Panel & Dashboard Interface

You are using an unsupported command-line flag: --extensions-on-chrome-urls. Stability and security will suffer.

Welcome to Admin Panel

Welcome, AP-033

CONTENT

New Navigation

Edit Navigation

CMS Pages

Message

Notice Board

Photo Slider

Page Notification

Quick Links

File Manager

School Highlight

Transfer Certificate

MEDIA

Photo Gallery

News Media Section

SCHOOL SETUP

Create Class

Create Assignment

Create Event

Create Magazine

Social Awareness

Achievement

Website Admin

Home

Dashboard

TOTAL NAVIGATION

73

TOTAL CMS PAGES

50

TOTAL ACHIEVEMENT

1

TOTAL ALUMNI

0

TOTAL ASSIGNMENTS

0

CURRENT EVENTS

3

TOTAL MAGAZINE

1

TOTAL PHOTO IN PHOTO GALLERY

624

TOTAL CAPTION IN PHOTO

TOTAL FRONT PAGE SLIDER

TOTAL SOCIAL AWARENESS

TOTAL NEWS MEDIA

View Site

Windows

Search

Task View

Word

Chrome

Edge

File Explorer

Photos

Calendar

Mail

Firefox

Excel

Internet

Chrome

Edge

PowerPoint

System Tray

9:57 AM

9/19/2025

**HOW TO CHANGE SCHOOL &
PRINCIPAL PHOTO ?**

1. GO TO CONTENT MENU.
2. SELECT MESSAGE OPTION.

The screenshot displays a web application interface. At the top, a header bar shows a user profile icon, the text 'Welcome, AP-033', and a close button. Below this, a navigation bar contains 'Website Admin' and 'Message' tabs. On the left, a sidebar menu is titled 'CONTENT' with a 'HIDE' button. The menu items are: New Navigation, Edit Navigation, CMS Pages, Message (highlighted with a dark background), Notice Board, Photo Slider, Page Notification, Quick Links, File Manager, School Highlight, and TC Transfer Certificate. Below the 'CONTENT' menu is a 'MEDIA' section with a 'HIDE' button. The main content area is titled 'MESSAGE' with a settings icon. It contains a 'Message From' field with the text 'Who Say this Message' and a text input box containing 'About Our School'. Below this is a 'Message' section with the text 'Message Detail'. At the bottom, there are two toolbars: the top one contains icons for source, undo, redo, and other editing functions; the bottom one contains icons for bold, italic, underline, and other text formatting functions.

Welcome, AP-033

Website Admin Message

CONTENT HIDE

- New Navigation
- Edit Navigation
- CMS Pages
- Message
- Notice Board
- Photo Slider
- Page Notification
- Quick Links
- File Manager
- School Highlight
- TC Transfer Certificate

MEDIA HIDE

MESSAGE

Message From
Who Say this Message

About Our School

Message
Message Detail

Source




B I U x_2 x^2

HOW TO CHANGE SCHOOL & PRINCIPAL PHOTO ?

- Choose File and Publish

ADMIN

HIDE

-  Site Setting
-  Page Sub Title Setting
-  Social Media Page Link

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



Select Profile Image

Size : W:595px * H:337px

No file chosen

[Message_824312ab-89f1-4d49-8346-8ba0c0a2b903_msg2.jpg](#)

Sequence

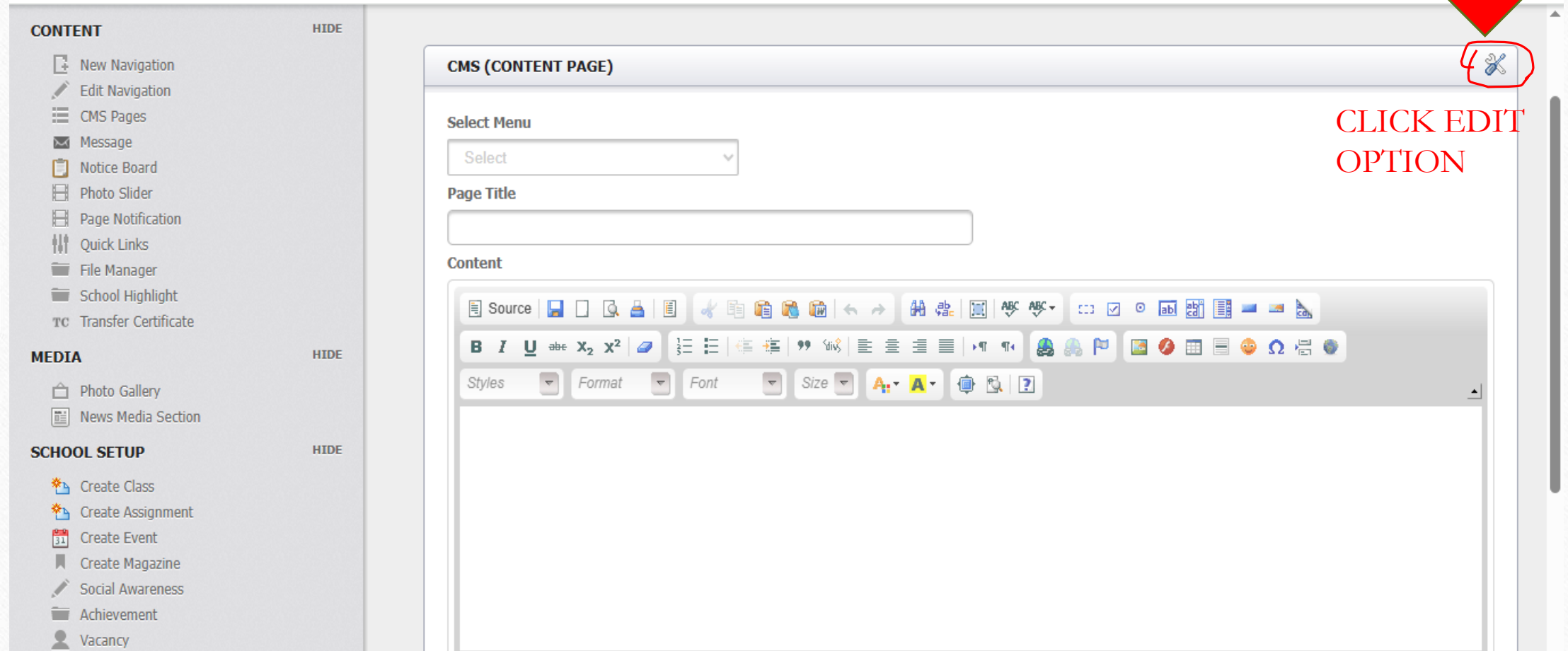
#	Action	Message by	Sequence	Modify Date	Entry By
1	 	About Our School	1	03/06/2025	
2	 	Principal's Message	2	03/06/2025	

HOW TO CHANGE SCHOOL & PRINCIPAL MESSAGE ?

STEPS...

- 1. GO TO CONTENT MENU.
- 2. SELECT CMS PAGES OPTION.
- 3. Click CMS (CONTENT PAGE) Setting option in top right corner.
- 4. Choose and Open Message of the Principal & About School.

CMS CONTENT PAGE TOP RIGHT SIDE EDIT OPTION CLICK



The screenshot displays the CMS Content Page interface. On the left is a sidebar with three main sections: CONTENT, MEDIA, and SCHOOL SETUP, each with a 'HIDE' button. The CONTENT section includes options like New Navigation, Edit Navigation, CMS Pages, Message, Notice Board, Photo Slider, Page Notification, Quick Links, File Manager, School Highlight, and Transfer Certificate. The MEDIA section includes Photo Gallery and News Media Section. The SCHOOL SETUP section includes Create Class, Create Assignment, Create Event, Create Magazine, Social Awareness, Achievement, and Vacancy. The main content area is titled 'CMS (CONTENT PAGE)' and contains a 'Select Menu' dropdown, a 'Page Title' input field, and a 'Content' editor. The editor has a toolbar with various icons for source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, table, table of contents, and other formatting options. A red arrow points to a small edit icon (a pencil inside a circle) located in the top right corner of the CMS (CONTENT PAGE) header bar. Below the arrow, the text 'CLICK EDIT OPTION' is written in red.

CONTENT HIDE

- New Navigation
- Edit Navigation
- CMS Pages
- Message
- Notice Board
- Photo Slider
- Page Notification
- Quick Links
- File Manager
- School Highlight
- TC Transfer Certificate

MEDIA HIDE

- Photo Gallery
- News Media Section

SCHOOL SETUP HIDE

- Create Class
- Create Assignment
- Create Event
- Create Magazine
- Social Awareness
- Achievement
- Vacancy

CMS (CONTENT PAGE)

Select Menu
Select

Page Title

Content

Source

B **I** **U** **X₂** **X²**

Styles Format Font Size

CLICK EDIT OPTION

HOW TO PRINCIPAL MESSAGE EDIT ?

Update CMS Detail

sai spurthi dav school - Google | (1) WhatsApp

davsaispurthi.org/AdminSection/Update-CMS.aspx?id=38c41ffa-e8b2-4a06-9904-8b4f76ff94ee

You are using an unsupported command-line flag: --extensions-on-chrome-urls. Stability and security will suffer.

CONTENT

- New Navigation
- Edit Navigation
- CMS Pages
- Message
- Notice Board
- Photo Slider
- Page Notification
- Quick Links
- File Manager
- School Highlight
- Transfer Certificate

MEDIA

- Photo Gallery
- News Media Section

SCHOOL SETUP

- Create Class
- Create Assignment
- Create Event
- Create Magazine
- Social Awareness
- Achievement
- Vacancy
- Alumni

CMS UPDATE

Page Title

Content

We deem it as our privilege in welcoming you to Sai Spurthi DAV School, Sattupally, which is inclusive school, located in a lush green hamlet. This school has paved the way for the people of agricultural sector and children of Sai Spurthi Institute of Technology - Staff with which it is attached. We are pledged to give the best of Modern Education blended with Vedic Values, Life Skills & Value Based Education to all 1250 students nurturing them into well rounded individuals. In this pious mission, well qualified and experienced teachers along with a force of Non Teaching Staff expend their vital energy in the process. The school is poised to send the III - batch of XII students shortly.

The school thrives to retain the flavor of childhood by not falling in to the regular rut of result oriented preparations but by providing an apt learning atmosphere and by shrewd concept based preparation in a scientific approach.

I, the principal of SAI SPURTHI D.A.V SCHOOL, thrive to realize the true kind of education where in a child learns to be original,

body p em strong span span span

Publish

HOW TO ABOUT SCHOOL MESSAGE EDIT ?

CONTENT

- New Navigation
- Edit Navigation
- CMS Pages
- Message
- Notice Board
- Photo Slider
- Page Notification
- Quick Links
- File Manager
- School Highlight
- TC Transfer Certificate

MEDIA

- Photo Gallery
- News Media Section

SCHOOL SETUP

- Create Class
- Create Assignment
- Create Event
- Create Magazine
- Social Awareness
- Achievement
- Vacancy
- Alumni
- Admission Section

CMS UPDATE

Page Title

Content

Source

B I U abc x₂ x² [List Icons] [Align Icons] [Link Icon]

Styles Normal Font 16 A A [Color Picker] [Background Color]



This inclusive school, located in a lush green hamlet in Satupalli has paved the way for the people of agricultural sector to give the best of Modern education to their children along with the staff of the Engineering college with which it is attached. Dedicated to mould the 1250 children into well rounded individuals, More the 50 well qualified and experienced teachers and a force of non teaching staff expend their vital energy in the process.The teachers and Principal Mrs.TANUKU SESA SAI SREE are pledged to IMPARTING VALUE BASED EDUCATION ALONG WITH VEDIC VALUES AND LIFE SKILLS .

body p span

Publish

HOW TO UPDATE NOTICE BOARD

NOTICE BOARD

-  **New** CLASS X&XII-2024&2025 RESULTS.
28-06-2025 | [Download](#) **NEW**
-  **New** ADMISSION ARE OPEN : 2025-2026

HOW TO UPDATE NOTICE BOARD ?

STEPS...

1. Go to content menu.

2. Select Notice Board option.

3. Create Title in Highlight News Detail.

4. Choose file & click publish button.












HOW TO UPDATE PHOTO SLIDER ?



INTERFACE OF PHOTO SLIDER



CONTENT

HIDE

-  New Navigation
-  Edit Navigation
-  CMS Pages
-  Message
-  Notice Board
-  **Photo Slider**
-  Page Notification
-  Quick Links
-  File Manager
-  School Highlight
-  TC Transfer Certificate










MEDIA

HIDE

-  Photo Gallery
-  News Media Section

SCHOOL SETUP

HIDE

-  Create Class
-  Create Assignment
-  Create Event
-  Create Magazine
-  Social Awareness
-  Achievement
-  Vacancy
-  Alumni
-  Admission Section

PAGE SLIDER



Caption

Start Date

End Date

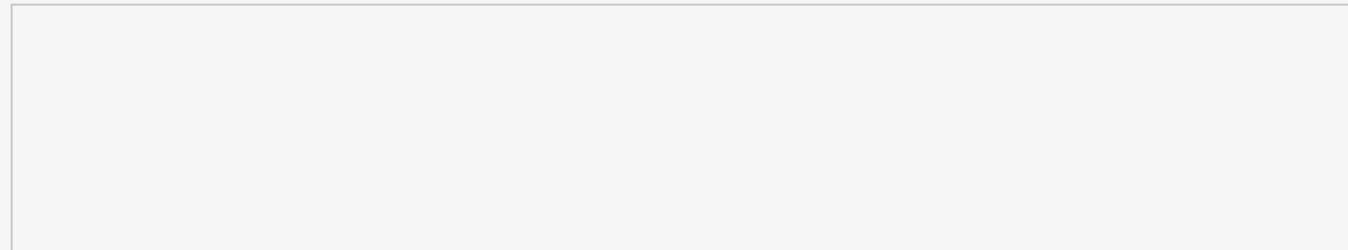
Select Images

Image Size : height:510px; width:1100px;

No file chosen

Sequence

Slider Demo



HOW TO UPDATE PHOTO SLIDER?

STEPS...

1. Go to Content Menu.
2. Select Photo Slider option.

3. Open Page Slider .
4. Type Caption, Date and Time.
5. Choose Select Images , Sequence of Photo Slider & Update.
6. Go to Page Slider setting option in top right corner & You can edit also.

HOW TO UPDATE PAGE NOTIFICATION ?

PAGE NOTIFICATION INTERFACE

Welcome to Admin Panel

Dashboard

[View Site](#)

Welcome, AP-033



Website Admin

Page Slider Entry

CONTENT

HIDE

- New Navigation
- Edit Navigation
- CMS Pages
- Message
- Notice Board
- Photo Slider
- Page Notification
- Quick Links
- File Manager
- School Highlight
- Transfer Certificate

MEDIA

HIDE

- Photo Gallery
- News Media Section

SCHOOL SETUP

HIDE

- Create Class
- Create Assignment
- Create Event
- Create Magazine
- Social Awareness
- Achievement

PAGE NOTIFICATION

Title

Caption

Source

B **I** **U** **abc** **x₂** **x²**

Styles Normal Font

Image Properties

Image Info Link Advanced

URL

Alternative Text

Width

Height

Border

HSpace

VSpace

Alignment

<not set> ▼

Preview

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam eget tortor. Vestibulum rutrum, est ut

OK

Cancel

HOW TO UPDATE PAGE NOTIFICATION ?

STEPS ...

1. Go to Content Menu.

2. Select Page Notification option.

3. Create Title.

4. Go to Caption Click Image Button or Link .



5. Start Date, End Date & Save.

6. Go to Page Notification Setting option in top right corner & You can edit also.

HOW TO UPDATE QUICK LINKS ?



Quick Links Interface

Welcome, AP-033

Website AdminQuick Link

CONTENT

HIDE

New Navigation

Edit Navigation

CMS Pages

Message

Notice Board

Photo Slider

Page Notification

Quick Links

File Manager

School Highlight

TC Transfer Certificate

MEDIA

HIDE

Photo Gallery

News Media Section

SCHOOL SETUP

HIDE

Create Class

Create Assignment

Create Event

Create Magazine

Social Awareness

Achievement

QUICK LINKS

Quick Title

CONTACT US

URL

/File/398/CONTACT US FINAL.PNG

Target

_self

Active

☒

Update

New

#	Action	Quick Title	Create Date	Set Order	Entry By	Active
1	<div></div>	CONTACT US	2023-10-27 10:30:00	1	AP-033	<input checked="" type="checkbox"/>












FILE MANAGER

- Upload Photos & Documents
- Allow only file size less than 2,100,000 bytes (approximately 2 MB) to be uploaded.

FILE MANAGER INTERFACE



CONTENT

HIDE

-  New Navigation
-  Edit Navigation
-  CMS Pages
-  Message
-  Notice Board
-  Photo Slider
-  Page Notification
-  Quick Links
-  **File Manager**
-  School Highlight
-  TC Transfer Certificate



MEDIA

HIDE

-  Photo Gallery
-  News Media Section

SCHOOL SETUP

HIDE

-  Create Class
-  Create Assignment
-  Create Event

FILE MANAGER



Allow only file size less than 2,100,000 bytes (approximately 2 MB) to be uploaded.

Choose Files No file chosen

Upload



















#		Create Date	Domain	File Name	Type
1		6/28/2025 4:04:39 PM	398	/File/398/NoticeBoard_7ce01265-3fc1-4cab-b7b0-1478509041b3_RESULTS_2024_AND_2025.pdf	.pdf
2		6/28/2025 4:03:38 PM	398	/File/398/NoticeBoard_c44cc7dd-4406-4939-94ca-058bfc6ba780_RESULTS_2024_AND_2025.pdf	.pdf
3		6/28/2025 3:58:12 PM	398	/File/398/NoticeBoard_2e03541e-6bb9-4a37-8899-5102f8c922bb_RESULTS_2024_AND_2025.pdf	.pdf
4		6/28/2025 3:56:56 PM	398	/File/398/NoticeBoard_f9f68c58-c382-4078-b864-d51ebc08a7a4_RESULTS_2024_AND_2025.pdf	.pdf
5		6/28/2025 3:56:00	398	/File/398/NoticeBoard_c7025840-1152-4c5b-87a8-hfd787b113ae_RESULTS_2024_AND_2025.pdf	.pdf

PHOTO GALLERY INTERFACE



CONTENT

HIDE

-  New Navigation
-  Edit Navigation
-  CMS Pages
-  Message
-  Notice Board
-  Photo Slider
-  Page Notification
-  Quick Links
-  File Manager
-  School Highlight
-  Transfer Certificate

MEDIA

HIDE

-  Photo Gallery
-  News Media Section

SCHOOL SETUP

HIDE

















-  Create Class
-  Create Assignment
-  Create Event
-  Create Magazine
-  Social Awareness
-  Achievement
-  Vacancy
-  Alumni

PHOTO GALLERY

CREATE ALBUM

Save



#	Action	Album Name	Set Order	Active
1		School Events 2019-20	3	<input checked="" type="checkbox"/>
2		School Events 2017-18	5	<input checked="" type="checkbox"/>
3		SCHOOL EVENT PHOT	1	<input checked="" type="checkbox"/>
4		SCHOOL EVENTS 202	2	<input checked="" type="checkbox"/>
5		CBP 2		<input checked="" type="checkbox"/>
6		HOME PAGE	4	<input checked="" type="checkbox"/>
7		SCOUTS AND GUIDES		<input checked="" type="checkbox"/>
8		SSDAV ANNUAL DAY F	8	<input checked="" type="checkbox"/>

SELECT ALBUM

Select



SELECT IMAGES

Choose Files No file chosen

Upload

About Album (Short Description for Album)

SELECT ALBUM

Select












DESCRIPTION

HOW TO CREATE NAVIGATION ?

CREATE NAVIGATION INTERFACE



CONTENT

HIDE

-  New Navigation
-  Edit Navigation
-  CMS Pages
-  Message
-  Notice Board
-  Photo Slider
-  Page Notification
-  Quick Links
-  File Manager
-  School Highlight
-  Transfer Certificate








MEDIA

HIDE

-  Photo Gallery
-  News Media Section

SCHOOL SETUP

HIDE

-  Create Class
-  Create Assignment
-  Create Event
-  Create Magazine
-  Social Awareness
-  Achievement
-  Vacancy

CREATE NAVIGATION



Navigation title

The title that is shown in the menu.

Position

Where menu appear

Top

Internal Links

Parent Menu

Create based on existing page:

Select

Navigation Type

Content type for menu

Content

URL

Non Clickable

Menu target

Page opening target

_self

_blank

Alias (Optional)

The alias that is shown in the menu.

Title Alias

The title in the browser window (title).

Create »

CREATE NAVIGATION INTERFACE

STEPS...

- Create Navigation Title

- Position - Top
- Select Parent Menu
- Navigation Type – Content
- Menu target – Self
- Click Create button

NEXT OPEN CMS PAGES

- Open CMS page

- Select menu
- Page Title
- Content
- Publish.

THANK
YOU

