



## MCPS Content Management System (Episerver) Training

### *How to Create a Popup Block (District Site)*

#### **In this document:**

- a. How to Create a Popup Block

#### Example:

experienced, talented students with  
strong web design, HTML, and JavaScript

- Students are encouraged to participate in more than one activity to create positive relationships with their peers in interest alike activities and with adult professionals outside of the school day/core curricular courses.
- Students can use this documentation to supplement their college and job applications.
- Sponsors will verify student commitment with their organization(s) at the end of the season, semester, year as appropriate.

CLOSE

Activities. Students will be recognized for various levels of commitment, as outlined below, with the MCPS Certificate of Student Engagement.

LEARN MORE

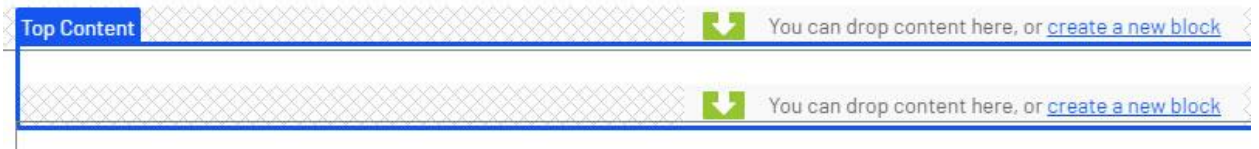
Note: This block type can be included within a District Background Container for an optimal layout with automatic margins and section headings. See *How to Create a District Background Container*.

#### **How to Create a Popup Block**

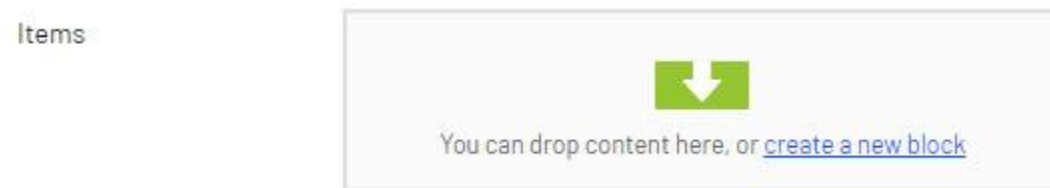
1. See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.
2. Navigate to your folder in the navigation pane and select a page.
3. Select the button on the left for **On-Page Editing**. This display mode shows the page as it appears on the site, using the template's layout and styles.



4. Select an area where you would like your Popup Block to appear (Example: “Top Content” area) and click the **Create a New Block** link.



5. Or if you are using a District Background Container, select to edit the container and then click the **Create a New Block** link in the **Items** field.



6. Select **Popup Block** and enter a Name. Example: “Student Engagement”  
NOTE: This will only show in the editor.



7. Enter your text, links and/or images in the **Main Content** field. This content will appear on the main page.

New Block: Popup Block

For This Page Create

Name: Student Engagement

Main Content

MCPS wishes to recognize secondary students for commitment in participation in a wide range of MCPS Athletic and Extracurricular Activities. Students will be recognized for various levels of commitment, as outlined below, with the MCPS Certificate of Student Engagement.

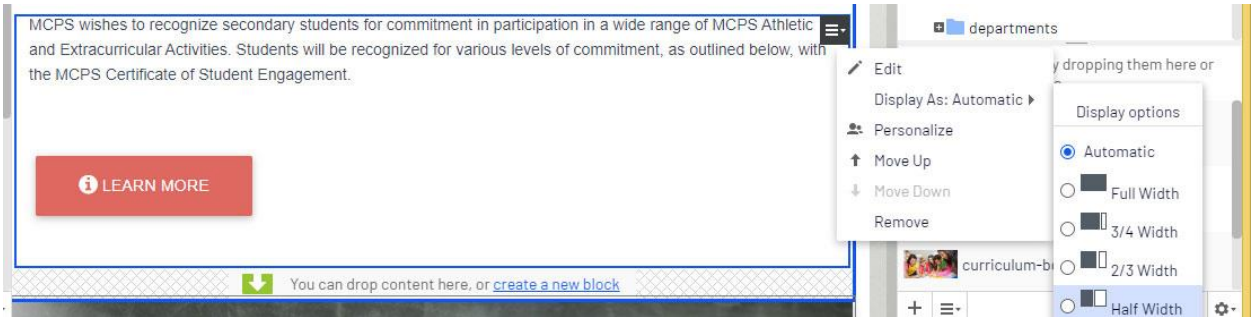
Show Popup

Button Text: Learn More

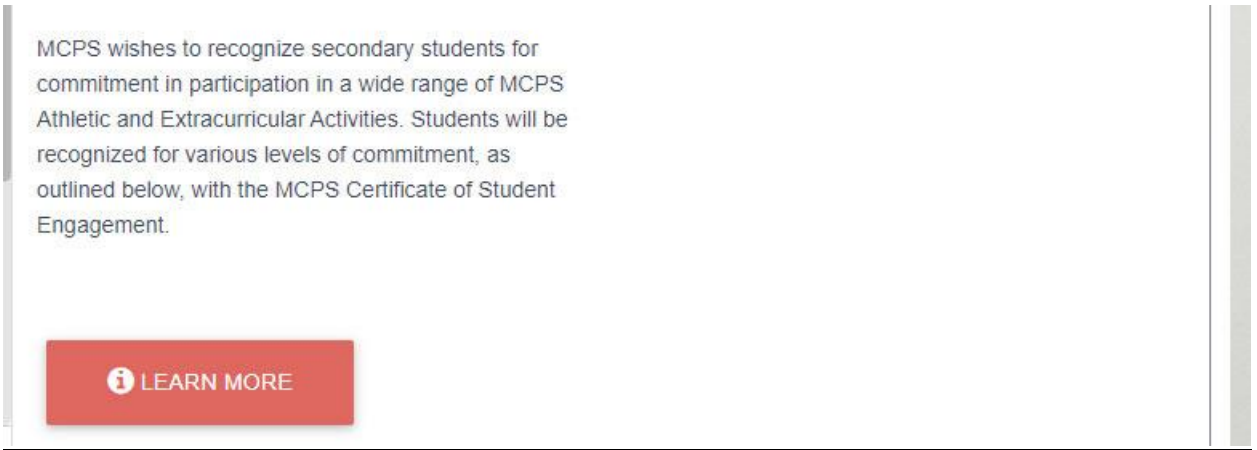
Popup ID: student-engagement

Popup Content

8. Check the **Show Popup** box.
9. Enter the text that will appear on the button which initiates the popup in the **Button Text** field.
10. Enter text for the **Popup ID**. This is a unique identifier which will differentiate this popup from additional popups that appear on the same page. It tells the program which popup to open. The Popup ID should be one word with no spaces or special characters.
11. Enter the text, links and/or images that will appear in the popup window in the **Popup Content** field.
12. Click **Create**. If you are within a District Background Container Block, then click **Publish**.
13. You will see the Popup Block you created in the On-Page Editing view. The text you entered in the Popup Content field will appear on the published page when you click the button.
14. Hover over the content area until it becomes outlined in blue and click the **menu** button in the top-right corner.



15. Select **Display As:** and click the radio button for the desired width. For example, if you want the popup block to take up 1/2 of the available screen width, select **1/2 Width**.
16. You will see that the left block now fills 1/2 of the available screen width.



17. To create layouts with side-by-side cards, see *How to Create Layouts with Side-by-Side Content*.
18. Click **Publish**.