

MANAGE INFORMATION ON TEACHER PAGES

NOTE:

It is helpful to run Internet Explorer twice when populating your teacher page.

- Ž In the first window, type in your website url
 - (<http://yourschool.system.schoolinsites.com>) to view your website.
- Ž In the second window type in the url for the program
 - (<http://yourschool.system.schoolinsites.com/admin>) to log in and work.

In this manner, you can click from one window to the other (may need to refresh* the screen) and immediately see the effects of your work.

(*Click the **Refresh** button on your website's Internet browser to retrieve the most recent information available for the website.)

PREPARATION	IMPLEMENTATION
<p>Gather the following information:</p> <ul style="list-style-type: none">ž Biographicalž Educationž Experience	<p>Log into the program (Admin Section of your website). Click <i>Teacher Section</i> to reveal areas of your teacher page.</p> <ol style="list-style-type: none">1. Click corresponding menu items (<i>Bio, Education, Experience</i>) and enter information.2. Click into Formatting Tool and type desired information. ORŽ Copy and Paste (copy information from existing document and paste into Formatting Tool window)<ol style="list-style-type: none">a. Open desired document on computer.b. Select (highlight) and copy information from document.c. Click into Formatting Tool and paste information.3. Review/adjust information as needed.4. Use toolbar to format information as desired (bold, italicize, underline, bullets, alignment, etc.)5. Click the Update button to add information to site.

PREPARATION	IMPLEMENTATION
<p>Gather/Assemble presentations for your this area.</p> <p>Presentations - may include:</p> <ul style="list-style-type: none"> ú Educational presentations ú Flash presentations <p>SOME ADDITIONAL NOTES:</p> <ul style="list-style-type: none"> ú Note that you may also upload Flash (.swf) files and other "presentation" formats. ú There is no size limitation on the upload but you must consider that very large uploads might confuse viewers to the site (i.e., take so long to download that they don't have the patience to wait, etc.). ú Consider uploading your Powerpoints in the "Powerpoint Show" (.pps) format. A link is automatically provided on this webpage permitting website visitors to download the free Powerpoint viewer from Microsoft's website. This way, any website visitors who do NOT have Powerpoint software loaded on their computers may use the free viewer to look at the presentation. 	<p>Click the Presentations link.</p> <ol style="list-style-type: none"> 1. Click Add New Presentation to upload a presentation. 2. Click inside the Title field and add an appropriate name for the presentation. (This is the link name that will appear on your website.) 3. Click Browse and navigate to your computer and locate your file. Double-click the file or click Add to insert it into the program. 4. Click Add. <p>To edit the link name (title) for a particular Presentation:</p> <ol style="list-style-type: none"> 1. Click the edit link and edit as desired. (May also add additional descriptive text about the Presentation and a photo.) 2. Click Update. <p>To delete a Presentation from the website:</p> <ol style="list-style-type: none"> 1. From the list of Presentations, click the delete link adjacent to the the desired Presentation. <p>Presentations are displayed on site according to Rank: #1 appears first, #2 second, etc. To rank presentations:</p> <ol style="list-style-type: none"> 1. Select appropriate number from pull-down. 2. Repeat with each Presentation choosing the desired order of display. 3. Click Save Ranks when done.

PREPARATION	IMPLEMENTATION
<p>Gather Calendar information.</p> <ul style="list-style-type: none"> Ž Examples: Testing dates, project deadlines, birthdays in the class, special events specific to your class, etc. 	<p>Click the <i>Calendar</i> menu item from the Teacher's Section.</p> <ol style="list-style-type: none"> 1. Scroll down and click Add Event to add item. 2. Choose Appropriate Date (or inclusive dates). 3. Type in title of event (Example: Field Trip to the McWane Center). 4. Type in appropriate details of event. 5. Click Add Event button. <p>To change Calendar items:</p> <ol style="list-style-type: none"> 1. Open event item from calendar. <ul style="list-style-type: none"> Ž Make desired change (modify description of event, add Form or Add Location) and click the Update button. <p>To delete Calendar items:</p> <ol style="list-style-type: none"> 1. Open event item from calendar 2. Click the Delete button. <p>(Optional: Associate Form. See Forms section below.)</p>

PREPARATION	IMPLEMENTATION
<p>Gather information related to Forms.</p> <ul style="list-style-type: none"> Ž Examples: Permission forms related to field trips, fundraiser order forms, etc. Ž Forms can be associated with Calendared events. 	<p>Click the <i>Forms</i> menu item from the Teacher's Section.</p> <ol style="list-style-type: none"> 1. Type name for form. 2. Click Add Form button. 3. Choose desired action: <ol style="list-style-type: none"> a. <u>Upload form</u> (formats include .pdf, .doc, .rtf, .txt) <ol style="list-style-type: none"> i. Browse, locate the desired form and double-click it. (This returns you to the Upload Form dialog box and sets that form to be uploaded.) ii. Click into the Formatting Tool area and type desired information describing this form on the website. iii. Click Upload Form button. b. <u>Copy and Paste</u> (copy information from existing document and paste into Formatting Tool window) <ol style="list-style-type: none"> i. Open desired Form on computer. ii. Select and copy information from form. iii. Click into Formatting Tool and paste information. (Use the <i>Paste</i> button from the toolbar.) iv. Review/adjust information as needed. v. Click the Post button on the toolbar (far left corner) to put information on site. 4. Click <u>Back to Forms Page</u> to add additional forms as desired. 5. Rank forms as desired. <p>NOTE: Forms display according to Rank. #1 appears first, #2 second, etc. To rank forms:</p> <ol style="list-style-type: none"> a. Select appropriate number from pull-down. b. Click the Go button. c. Repeat with each form and click Go after selecting rank for <u>each form</u>. <p>To Delete Forms:</p> <ol style="list-style-type: none"> 1. Click the <u>delete</u> link in the right side of the form listed and confirm deletion (click Yes).

PREPARATION (cont'd.)	IMPLEMENTATION
<p data-bbox="94 220 673 252">Gather information related to Assignments.</p> <p data-bbox="129 283 633 346">Ž Assemble material related to individual course assignments</p>	<p data-bbox="727 220 1437 283">Click the <i>Assignments</i> menu item from the Teacher's Section.</p> <ol data-bbox="763 283 1445 1186" style="list-style-type: none"> 1. Click <u>Add a New Assignment</u>. 2. Type name for assignment. 3. Choose appropriate course (from drop-down list). 4. Select <i>Assignment Due Date</i>. 5. Select <i>Date to be Posted on Website</i>. 6. If desired, check the box (Check if you want this assignment displayed on the calendar). Assignment will be cross-referenced on your Teacher Calendar on it's due date. 7. Click Browse button to add picture (if desired). <ol data-bbox="820 598 1445 661" style="list-style-type: none"> a. Locate picture on computer and double-click the file to add it to your assignment. 8. Click inside the Formatting Tool window and type assignment information. <ol data-bbox="820 724 1445 850" style="list-style-type: none"> a. You may open existing documents or software (example: STI Software) and copy and paste information from the document or program window to the Formatting Tool. 9. Use toolbar to format information as desired (bold, italicize, underline, bullets, alignment, etc.) 10. Click Add Assignment button. 11. If the Status column has a <i>checkmark</i> in the box, the Assignment shows on the website. (NOTE: Active if checked) <ol data-bbox="820 1039 1445 1186" style="list-style-type: none"> a. If you wish the assignment to remain in the program but not be viewable on the website, click the checkbox (to remove the checkmark) and click the GO button. <p data-bbox="727 1218 1445 1344">NOTE: Please review the Record Deletion information in the program. Information will be automatically purged from the system after 31 days. You may use the GO checkbox to retain information you have keyed in if you so desire.</p> <p data-bbox="727 1375 1177 1407">To Change Existing Assignments:</p> <ol data-bbox="763 1407 1445 1606" style="list-style-type: none"> 1. Open the assignment you wish to change by click on the Assignment Name. 2. Make necessary changes. 3. Click the Update Assignment button. 4. Click <u>Back to Assignments Page</u> to make additional changes as desired. <p data-bbox="727 1638 1047 1669">To Delete Assignments:</p> <ol data-bbox="763 1669 1445 1722" style="list-style-type: none"> 1. Click the <u>delete</u> link in the right side of the assignment listed and confirm deletion (click Yes).

Gather information related to Projects.

- Ž Assemble material related to individual course projects.
- Ž Locate helpful website links and include the URL in details of project.

Click the *Projects* menu item from the Teacher's Section.

1. Click Add a New Project.
2. Type a name for project.
3. Choose appropriate course (from drop-down list).
4. Select Project Due Date.
5. Select Date to be Posted on Website.
6. Click **Browse** button to add picture (if desired).
 - a. Locate picture on computer and double-click the file to add it to your assignment.
7. Click inside the Formatting Tool window and type description for project.
 - a. You may open existing documents or software (example: STI Software) and copy and paste information from the document or program window to the Formatting Tool.
8. Use toolbar to format information as desired (bold, italicize, underline, bullets, alignment, etc.)
9. Click **Add Project** button.
10. If the Status column has a *checkmark* in the box, the Project shows on the website. (NOTE: Active if checked)
 - a. If you wish the project to remain in the program but not be viewable on the website, click the checkbox (to remove the checkmark) and click the **GO** button.

NOTE: Please review the Record Deletion information in the program. Information will be automatically purged from the system after 31 days. You may use the **GO** checkbox to retain information you have keyed in if you so desire.

To Change Existing Projects:

1. Open the project you wish to change by click on the Project Name.
2. Make necessary changes.
3. Click the **Update Project** button.
4. Click Back to Projects Page to make additional changes as desired.

To Delete Projects:

1. Click the delete link in the right side of the project listed and confirm deletion (click **Yes**).

PREPARATION (cont'd.)	IMPLEMENTATION
<p>Gather photos/images to upload to the site.</p> <ul style="list-style-type: none"> Ž May use digital photos recorded to a floppy diskette or downloaded from a memory stick in a digital camera. Ž May use photos scanned with a scanner and saved on a floppy diskette or on your computer's hard drive. Ž Place photographs in an area (folder) on your computer where you may easily find them. Ž Photos must be in .jpg or .gif format and less than 100K in size. 	<p>Click the <i>Photo Album</i> menu item from the Teacher's Section.</p> <ol style="list-style-type: none"> 1. Click the Browse button and locate desired photo on your computer or floppy diskette (A: drive). 2. Double-click the picture to add it to the album. 3. Type the desired caption (information which will appear with the picture on the site). 4. Click the Add button. 5. Repeat the process from step 1 above until all pictures have been added (up to 12). 6. Photos display according to Rank. #1 appears first, #2 second, etc. To rank pictures: <ol style="list-style-type: none"> a. Select appropriate number from pull-down. b. Click the Update button. c. Repeat with each picture and click Update after selecting rank for <u>each picture</u>. <p>To Delete Photos:</p> <ol style="list-style-type: none"> 1. Click the <u>delete picture</u> link directly above the photo to be deleted.

PREPARATION	IMPLEMENTATION
<p>File Manager (Documents): (Categorized File Uploads)</p> <p>Gather/Assemble various files for download by visitors to your page.</p> <p>Files may include videos, audios, word processing documents, images, presentations and spreadsheets:</p> <ul style="list-style-type: none"> ü .pdf ü .doc ü .rtf ü .txt ü .xls ü .csv ü .ppt ü .pps ü .swf ü .jpg ü .gif ü .mpeg ü .wmv ü .mp3 <p>SOME ADDITIONAL NOTES:</p> <ul style="list-style-type: none"> ü Create categories that align themselves with the type files uploaded. For example, “sounds” could be audio files or “study sheets” could be Word or PDF files, etc. ü There is no size limitation on the upload but you must consider that very large uploads might confuse viewers to the site (i.e., take so long to download that they don't have the patience to wait, etc.). ü Pay close attention to the formats allowed 	<p>NOTE: All file uploads MUST begin with creation of document categories.</p> <ol style="list-style-type: none"> 1. Click Add a new Category. 2. Click in the Category field and type desired category name. 3. Click in the Teaser field and type desired teaser (sub-title) (optional). 4. Click the NEXT button in lower right corner of screen. 5. Click Add New Documents link. <ol style="list-style-type: none"> a. Click in the Title field and add the desired title of the file as you wish for it to appear on the site. b. Click Browse... and locate the desired file. c. Select the file and click the open button to obtain desired file (or double-click the file with your mouse). 6. Click Upload. 7. View documents using the Click Here link (<i>To View or Name Documents, Click Here</i>). <p>*If you do not assign a <i>Title</i> prior to upload, you may do so afterward:</p> <ol style="list-style-type: none"> 8. Click in the blank field beneath the document uploaded and name the file (enter the name that you want reflected on this page of the website). 9. Click the edit button. 10. Click Close (upper right hand corner of screen). <p>To add additional documents to established categories:</p> <ol style="list-style-type: none"> 1. Click edit (adjacent to desired category). 2. Click Documents link. 3. Repeat from Step 5 above. 4. Click the FINISH button.

PREPARATION	IMPLEMENTATION
Gather/Assemble Classroom Announcements	<p>Click the <i>Announcements</i> menu item from the Teacher's Section.</p> <ol style="list-style-type: none"> 1. Click <u>Add a New Announcement</u>. 2. Type name for announcement (Announcement Title). 3. Click Browse button to add picture (if desired). <ol style="list-style-type: none"> a. Locate picture on computer and double-click the file to add it to your announcement. 4. Click inside the Formatting Tool and type or paste details of announcement. 5. Click the Add Announcement button. <p>To Change Existing Announcements:</p> <ol style="list-style-type: none"> 1. Open the announcement you wish to change by click on the Announcement Title/Name. 2. Make necessary changes. 3. Click the Update Announcement button. 4. Click <u>Back to Announcements Page</u> to make additional changes as desired. <p>To Delete Announcements:</p> <ol style="list-style-type: none"> 1. Click the <u>delete</u> link in the right side of the announcement listed and confirm deletion (click Yes).
Gather/Assemble Classroom Activities Information	<p>Click the <i>Classroom Activities</i> menu item from the Teacher's Section.</p> <ol style="list-style-type: none"> 1. Click <u>Add a New Class Activity</u>. 2. Type name for activity (Activity Title). 3. Click Browse button to add picture (if desired). <ol style="list-style-type: none"> a. Locate picture on computer and double-click the file to add it to your announcement. 4. Click inside the Formatting Tool and type or paste details of activity. 5. Click the Add Class Activity button. <p>To Change Existing Class Activity:</p> <ol style="list-style-type: none"> 1. Open the Class Activity you wish to change by click on the Activity Title/Name. 2. Make necessary changes. 3. Click the Update Class Activity button. 4. Click <u>Back to ClassActivities Page</u> to make additional changes as desired. <p>To Delete Class Activity:</p> <ol style="list-style-type: none"> 1. Click the <u>delete</u> link in the right side of the activity listed and confirm deletion (click Yes).

PREPARATION	IMPLEMENTATION
<p>Gather/Assemble Other Class Info</p>	<p>Click the <i>Other Class Info</i> menu item from the Teacher's Section.</p> <ol style="list-style-type: none"> 1. Click Add a New Other Class Info. 2. Type name for Other Class Info article (Title). 3. Click Browse button to add picture (if desired). <ol style="list-style-type: none"> a. Locate picture on computer and double-click the file to add it to your announcement. 4. Click inside the Formatting Tool and type or paste details of activity. 5. Click the Add Class Activity button. <p>To Change Existing Class Other Class Info:</p> <ol style="list-style-type: none"> 1. Open the Class Info you wish to change by click on the Title/Name. 2. Make necessary changes. 3. Click the Update Other Class Info button. 4. Click Back to OtherClassInfo Page to make additional changes as desired. <p>To Delete Other Class Info:</p> <ol style="list-style-type: none"> 1. Click the delete link in the right side of the Class Info listed and confirm deletion (click Yes).

PREPARATION	IMPLEMENTATION
Class Schedule Information	<p>Click the <i>Class Schedule</i> menu item from the Teacher’s Section.</p> <ol style="list-style-type: none"> 1. Type or copy and paste appropriate information in Formatting Tool window. <ol style="list-style-type: none"> a. May create a table using the table tool from the toolbar or create a table in Word, then copy and paste that information into the Formatting Tool window. 2. Click the Update button to put information on the site. <p>To change Class Schedule Information:</p> <ol style="list-style-type: none"> 1. Make appropriate change in the Formatting Tool window. 2. Click the Update button to reflect change on website.
Gather/Assemble Summer Reading List Information	<p>Click the <i>Summer Reading</i> menu item from the Teacher’s Section.</p> <ol style="list-style-type: none"> 1. Type or copy and paste appropriate information in Formatting Tool window. <ol style="list-style-type: none"> a. May want to use the hyperlinking tool to create a reference to good websites for summer reading resources. 2. Click the Update button to put information on the site. <p>To change Summer Reading List Information:</p> <ol style="list-style-type: none"> 1. Make appropriate change in the Formatting Tool window. 2. Click the Update button to reflect change on website.
Gather/Assemble Supply List Information	<p>Click the <i>Supply List</i> menu item from the Teacher’s Section.</p> <ol style="list-style-type: none"> 1. Type or copy and paste appropriate information in Formatting Tool window. 2. Click the Update button to put information on the site. <p>To change Supply List Information:</p> <ol style="list-style-type: none"> 1. Make appropriate change in the Formatting Tool window. 2. Click the Update button to reflect change on website.