

## TEACHER SECTION

The teacher section provides an area within the website for teachers to create their own personal teacher website. Information posted in this area is posted by, and pertains only to, the individual teacher, for his or her classroom. The teacher section contains multiple features which allow for posting content, file uploads, and a calendar which is specific to that teacher.

The following is a brief outline with explanation of the structure of the teacher section.

### Menu

- Once you are logged into your teacher section, you will see your Teacher Section menu.
- From the menu in teacher section, **select the link** that you wish to populate.
- As you post content to any of the areas within your teacher website, the public page may need to be refreshed before new content appears, due to the fact that you will be working in two different browsers (windows).

Teacher Name
Page Settings
General Info
About: Education
About: Experience
About: Bio
Custom Page
Links
Presentations
Calendar
Forms
Assignments
Projects
Photo Album
File Manager
Announcements
Class Activities
Other Class Info
Class Schedule
Summer Reading List
Supply List
Help

## Page Settings

Page Settings will allow the teacher to have more control of the pages with their teacher website. The teacher will have the ability to rename any, or all of the pages associated with their teacher section. The page functionality will remain the same, but the name will now be dynamic. The teacher now has the ability to activate and create a custom page for text content of choice. This area also allows the teacher to select the status, whether a page on their website is Active/Inactive; and will also give the teacher the option of which page, or area of content will be their “start page” – in other words, when the teacher’s name is clicked from the Staff listing page, this will be the first page that the visitor is directed to when the teacher is selected.

Page Settings			
Page	Name	Status	Start Page
About the Teacher	About the Teacher	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>
Custom Page	Custom Page	<input type="checkbox"/>	<input type="radio"/>
Links	Links	<input type="checkbox"/>	<input type="radio"/>
Presentations	Presentations	<input type="checkbox"/>	<input type="radio"/>
Calendar	Calendar	<input type="checkbox"/>	<input type="radio"/>
Forms	Forms	<input type="checkbox"/>	<input type="radio"/>
Assignments	Assignments	<input type="checkbox"/>	<input type="radio"/>
Projects	Projects	<input type="checkbox"/>	<input type="radio"/>
Photo Album	Photo Album	<input type="checkbox"/>	<input type="radio"/>
File Manager	File Manager	<input type="checkbox"/>	<input type="radio"/>
Announcements	Announcements	<input type="checkbox"/>	<input type="radio"/>
Class Activities	Class Activities	<input type="checkbox"/>	<input type="radio"/>
Other Class Info	Other Class Info	<input type="checkbox"/>	<input type="radio"/>
Class Schedule	Class Schedule	<input type="checkbox"/>	<input type="radio"/>
Summer Reading List	Summer Reading List	<input type="checkbox"/>	<input type="radio"/>
Supply List	Supply List	<input type="checkbox"/>	<input type="radio"/>

**Renaming Page:** Click inside the text field associated with page under Name column. Type in your change and click Save. The new page name will appear as the link name on both the public website and in the Admin area menu.

**Create Custom Page:** Check the option box associated with Custom Page to make active and click Save.

**Activate/Deactivate Page:** Page links are shown only when a teacher has posted content to that area of the website. You may control whether a link is visible or not. Check the option associated with page under Status to make page active. Uncheck the option associated with the page under Status to make inactive. Click Save.

**Start Page:** About the Teacher is the default start page for the teacher section. To change this option, click the Radio button associated with the Page you wish to make your Start Page to your teacher website for your visitors. Click Save. NOTE: Only one page can be designated as your start page.

## General Info

- Gives you the ability to modify your personal information:
- Name
- Dept/Position
- Phone
- Subjects taught
- Photo
- You also have the option as to whether or not you wish to receive emails from website. **Check the box** to remove the e-mail link from your teacher page. After updating information, click **Update** to save changes.

### Teacher Name

Name	Title	FirstName	MiddleName	LastName	Suffix
	· ▾	Teacher		Name	-- ▾
Dept/Position	<input type="text"/>				
Subjects Taught	<div style="border: 1px solid #ccc; padding: 2px;">             Accounting ▲              Algebra II (E) <input type="checkbox"/>              Art I              Biology (E001) ▼           </div>				
Phone	<input type="text"/>				
Email	teacher@mailnot.com <input type="checkbox"/> Check if you do not want to receive emails from the website				
Picture	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <a href="#">add picture</a> </div>				
	<input type="button" value="Update"/>				

## About the Teacher

The About the Teacher page is made up of the following three (3) areas:

- About: Education
- About: Experience
- About: Bio

A text editor is provided to the teacher within each three separate areas.

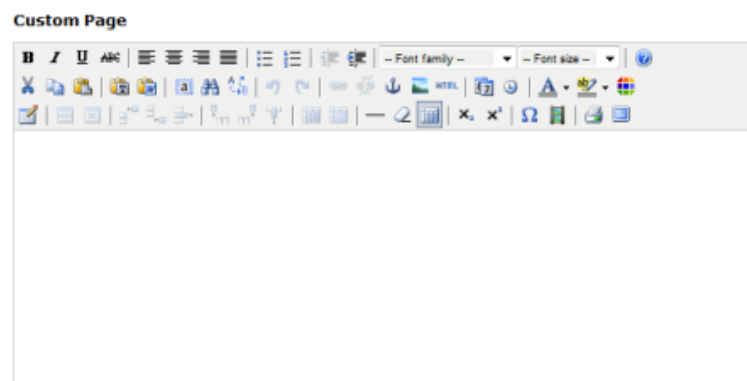
**Type content to the editor** and click **update**. Information is posted to the About The Teacher page. Information will be presented on the page in the order displayed.



## Custom Page

The teacher will have the ability to create a custom page of content and setup a stand-alone page to post content of choice using the text editor. This may be used as the teacher's main "start" page if it is selected as start page.

**Click inside text editor, post/type desired text, check the spelling and click Update** to save changes.



## Pages that offer Text Editors to post content

Areas which provide the text editor for populating information:

- Education
- Experience
- Bio
- Custom Page
- Links
- Assignments
- Projects
- Announcements
- Class Activities
- Other Class Info
- Class Schedule
- Summer Reading List
- Supply List

Some of these areas also allow for photo upload.



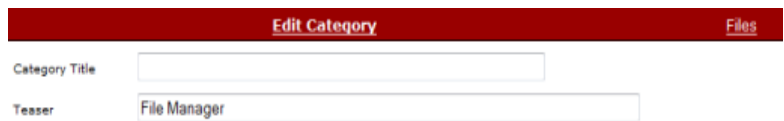
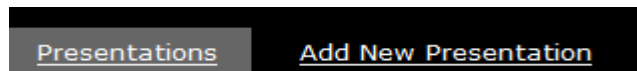
## File Upload Areas

Areas which provide ability to upload various types of files:

- Presentations
- Forms
- Photo Album
- File Manager

Each given area will state which type files are acceptable in that given area. Files may include:

- videos
- audios
- word processing documents
- images
- presentations
- spreadsheets

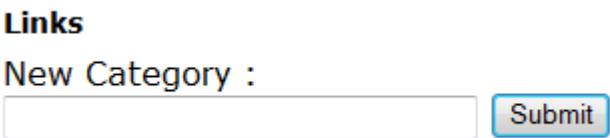


The following pages are step-by-step help with visual screenshots for providing a help document and guide for teachers who use this program. Please refer to the video tutorials for complete “show me” tutorials about each feature of the teacher section, as well as all other areas of the website.

## Links

Provide links to resources on the Internet for students, parents and the community. Links may be displayed by category. Suggestions are: Homework links, Parent Resources, College preparation, Fun and Games:

### Step One

<p>Log into your Teacher Section.</p> <p>Select the <b>Links</b> area.</p> <p>a. Create New Category</p>	 <p><b>Links</b> New Category : <input type="text"/> <input type="button" value="Submit"/></p>
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### Step Two

<p>b. Click the edit link.</p> <p>c. Click Add a new Link.</p>	 <p><b>Links Category:</b> <b>Add a new Link</b></p>
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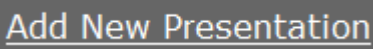
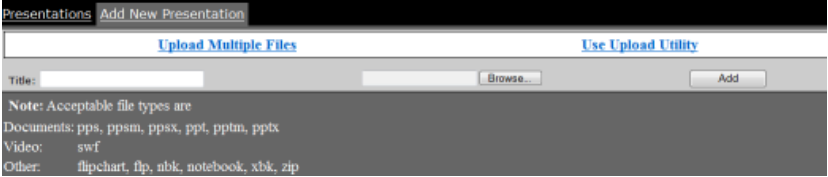
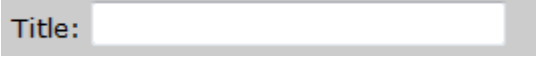

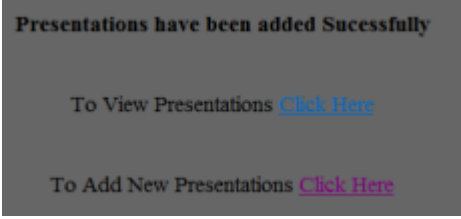
### Step Three

<p>d. Add Link Name, Link Address. Use Text Editor to add description for Link if needed.</p> <p>e. Click Add Link Button to finish.</p>	 <p><b>Links Category: College Preparation</b> Link Name* <input type="text"/> Link Address* <input type="text" value="http://"/> (Ex: http://www.something.com)</p>
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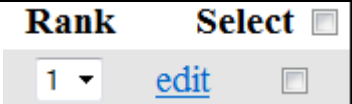

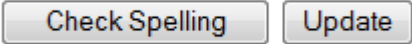

## --Instructions for Upload Areas--

### Presentations

The Presentations section is an area specially designed for uploading PowerPoint, Flash, Promethean, Smart Board, and Mimeo presentation files.


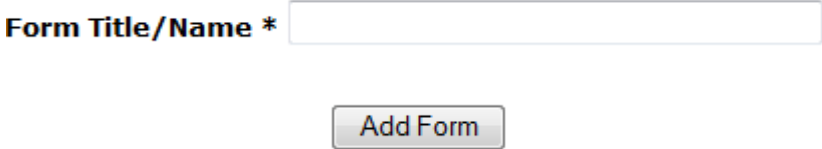
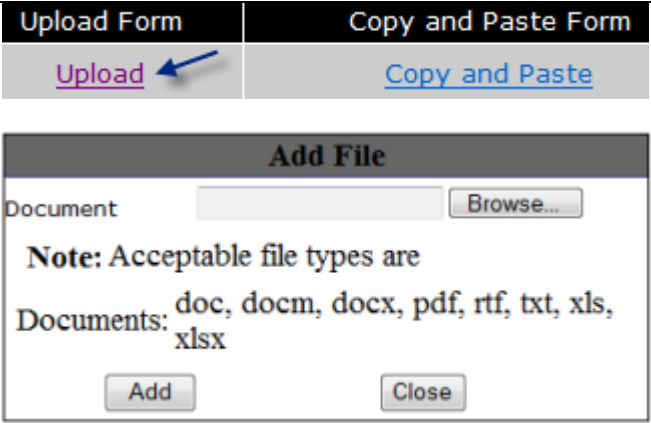
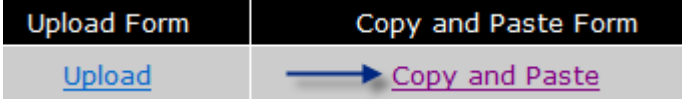
<p>1. Click <b>Presentations</b> from the menu of links.</p>	
<p>2. To add a presentation, click <b>Add New Presentation</b>.</p>	
<p>3. Upload by selecting Browse... and locate the desired file from your computer, or by selecting Upload Utility. Check the screen to determine the allowable file types.</p>	
<p>4. Enter a name for the file in the Title field. This is the name which will be seen on your Presentations page.</p>	
<p>5. Click <b>Add</b>.</p>	
<p>6. Make appropriate selection.</p> <ol style="list-style-type: none"> <li>View Presentation(s)</li> <li>Add another Presentation.</li> </ol>	



<p>7. To edit the file name, click <b>edit</b>.</p>	 <p>A screenshot showing a 'Rank' dropdown menu with '1' selected and an 'edit' button next to it. A checkbox labeled 'Select' is also visible.</p>
<p>8. Use the text editor to edit the Title or add additional information about this Presentation upload.</p> <ul style="list-style-type: none"> <li>a. Add Picture (optional)</li> <li>b. Add Caption (optional; only shows if picture/graphic is added)</li> </ul>	 <p>A screenshot of a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, bulleted and numbered lists, indent, link, unlink, and image insertion. A blue arrow points to the right below the toolbar.</p>
<p>9. Click Check Spelling (optional), then click Update.</p>	 <p>A screenshot showing two buttons: 'Check Spelling' and 'Update'.</p>
<p>10. To Rank a file (when multiple files are present):</p> <ul style="list-style-type: none"> <li>a. Choose the appropriate rank from the pull-down menu.</li> <li>b. Continue to next file and repeat.</li> <li>c. Click Save All to finalize the desired order of your Presentations.</li> </ul> <p>11. To delete a file, check box located with desired file or check box for Select. You can then choose Delete Selected.</p>	 <p>A screenshot showing a 'Save All' button and a 'Delete Selected' button. Below them is a 'Rank' dropdown menu with '1' selected and an 'edit' button. A checkbox labeled 'Select' is also visible.</p>

## Forms

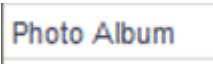
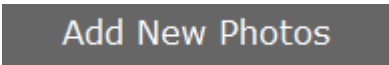

The Forms section is an area specially designed for uploading PDF, Word, and other file formats. These forms are available from the public website from the **Forms** link. Forms may also be associated with events posted on the calendar. See the **Calendar** help file for information about how to associate a Form with an event.

<p>1. Click <b>Forms</b> from the menu of links.</p>	
<p>2. To add a form, begin by entering a name for the form. Click <b>Add Form</b>.</p>	
<p>3. Upload desired form file. Click <b>Upload</b>.</p> <p>4. Click <b>Browse...</b> and locate the desired file from your computer.</p> <p>Check the screen to determine the allowable file types.</p> <p>5. Click <b>Add</b>.</p>	
<p>6. Use the <b>Copy and Paste</b> to post text from an existing file in the program, or type in text. This form will be viewable in the web browser.</p>	

**NOTE:** See the **Calendar** help file for information about how to associate a Form with an event.

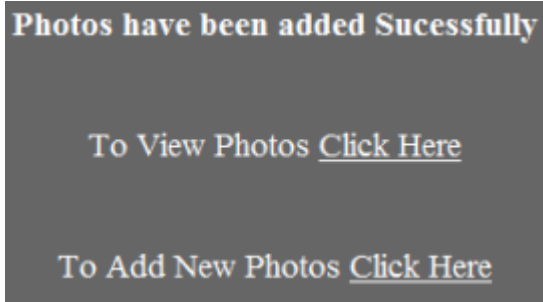
## Photo Album

The photo album section is an area specially designed for uploading photos. Acceptable format for photos is either a .jpg or .gif file. Although photos may be resized before uploading, the program will resize large photos to a “web ready” size. There is no limit to the number of photos/graphics to be added to the album. Ensure that graphics or photos uploaded are not copyrighted and that you have the appropriate permission to publish the photo.

<p>12. Click <b>Photo Album</b> from the menu of links. Create your album by Naming and adding first image.</p>	
<p>13. To add a photo or graphic, click <b>Add New Photos</b>.</p>	
<p>14. Upload by selecting Browse... and locate the desired file from your computer, or by selecting Upload Utility. Check the screen to determine the allowable file types.</p> <p>15. Type a description or <b>Caption</b> for your photo/graphic (optional).</p> <p>16. Click <b>Add</b>.</p>	

17. Make the appropriate selection.

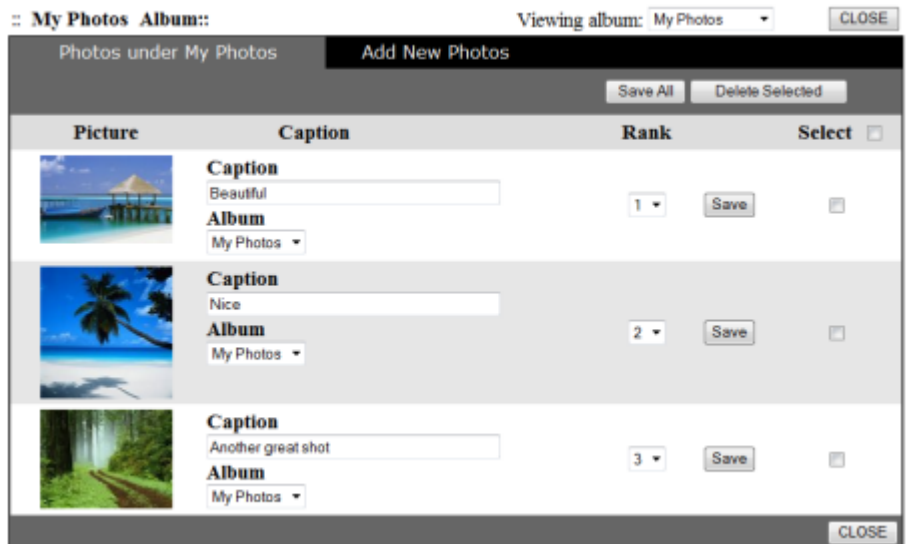
- a. View Photo Album
- b. Add New Photos.



From **Add/View Photos**, examine uploaded images. Images will be displayed in chronological order.

To **Rank** a photo (when multiple files are present) select desired ranking from drop-down menu and click on the Save button. **NOTE:** Files must be ranked separately (clicking **update**) for each photo/graphic present.

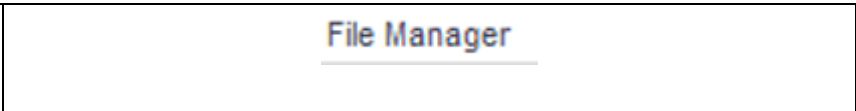
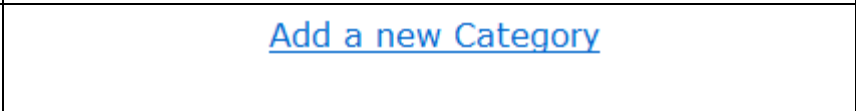
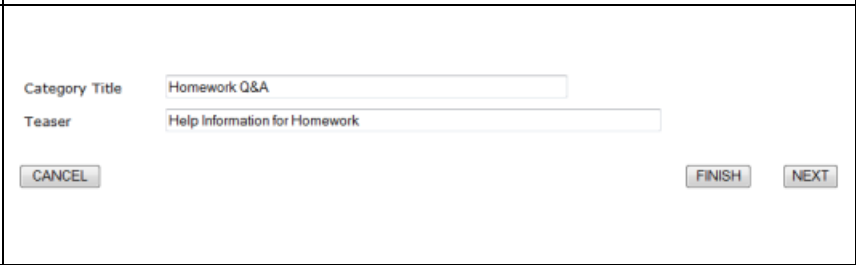

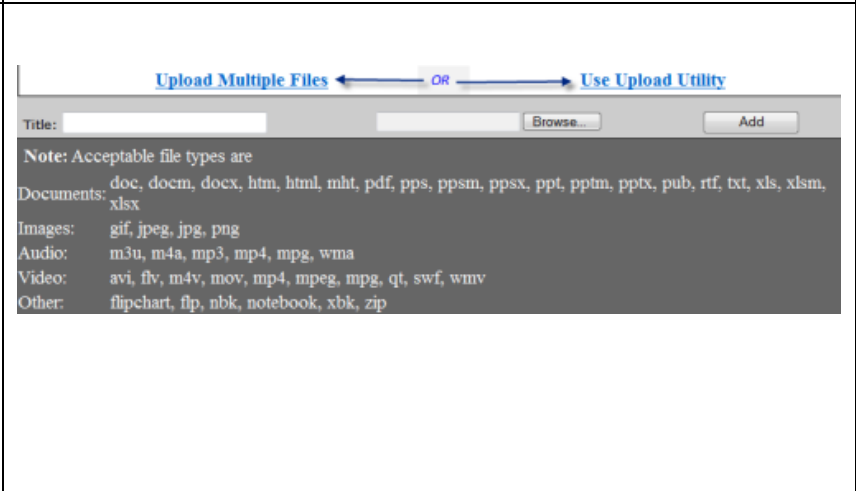
To **Delete** a photo, select the checkbox associated with image, or select all, and choose Delete Selected button.

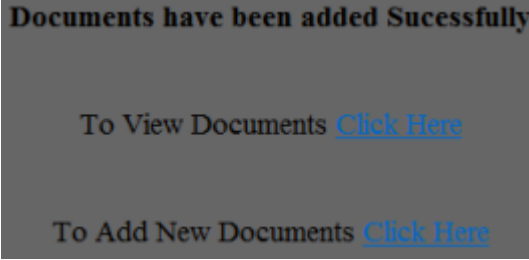
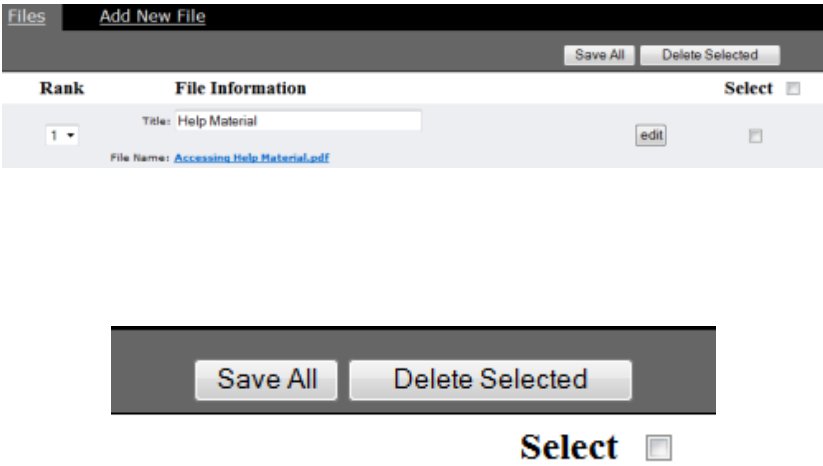


## File Manager

The **File Manager (Documents)** section is a “File Cabinet” intended to upload a multitude of file types. Use File Manager for categorizing and storing commonly used files, forms, podcasts, videos, presentations and more.

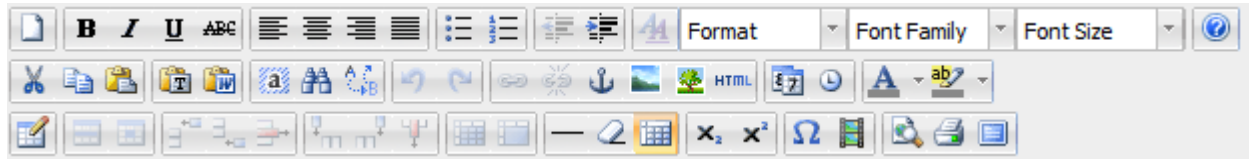
Begin by creating a category for each group of files. You may create sub-categories to separate file types or grouping of files for clear identification and organization. It is best to include a “Teaser” for complete description of contents of a category/sub-category.

<p>1. Click <b>File Manager (Documents)</b> from the menu of links.</p>	
<p>2. Begin by clicking <b>Add a new Category.</b></p>	
<p>3. Enter <b>Category</b> and a <b>Teaser</b> (description of information or file types stored in this category).</p> <p>4. Click <b>Next</b> to add files, Click <b>Finish</b> to come back later.</p>	
<p>5. Click <b>Add New File.</b></p>	
<p>6. Enter a Title for the file. (This is the name of the link seen from your website.)</p> <p>7. Click <b>Browse...</b> and locate the desired file from your computer. Check the screen to determine the allowable file types. Other file types may be added per user request.</p> <p>8. Click <b>Add.</b></p>	

<p>9. Make the appropriate selection.</p> <ul style="list-style-type: none"> <li>a. View Documents</li> <li>b. Add New Documents</li> </ul>	
<p>From <b>View Documents</b>, examine uploaded files. Files will be displayed in alphabetical order.</p> <p>To <i>Rank</i> a file (when multiple files are present):</p> <ul style="list-style-type: none"> <li>a. Choose the appropriate rank from the pull-down menu.</li> <li>a. Click Save All button.</li> <li>b. Continue to next file and repeat as needed.</li> </ul> <p>10. To change the title, type change in the document/file title field and click edit.</p> <p>11. To delete a file, check box located to right of file information; or, check Select All box, then click Delete Selected button.</p>	

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## Use of Text Editor Areas – More info can be found within video tutorials



### Editor Tools Include:

- **Bold, Italics, Underline Text**
- **Justification Tools**
- **Bullet Tools**
- **Select Font Family for your Text, and Select the Font Size**
- **Use the Help Button to guide you to the Video Library**
- **Copy/Paste Options**
- **Hyperlinking Tools**
- **Image Galleries**
- **HTML Tool**
- **Tools for use of Tables**
- **Special Character Tool**
- **Embed Media files within your Text areas**
- **Print Options**
- **View Full Screen**