TeacherSites Help Manual

📘 Quick Start Guide

Welcome to TeacherSites

TeacherSites® is the quick, fun and easy way to create a classroom website.

You do more than teach
You organize, plan, encourage, comfort, support, inspire, engage, and educate. Your classroom has a distinct personality and you want your students to flourish. What resources would help streamline your classroom management while helping your students thrive? TeacherSites, a teacher website product is a centralized communication and education center for your classroom. From content to design–TeacherSites is the window into your classroom that:

- Strengthens connections and communications between teachers, students, and families.
- Provides easy access to assignments, booklists, teacher messages, resource links, quizzes, blogs…the list goes on!
- Reflects your classroom's unique spirit and personality by offering over sixty-five award-winning design templates.
- Brings classroom learning home.
- Bolsters student self-confidence by increasing parent involvement in their child's learning experience.
- Enables teachers and students the ability to update site content, images, and graphics within seconds, as well as create new pages.

Before getting started, we recommend you take a quick demo on the basics of managing your classroom site. The demo will show you how to edit your personal settings, navigate through your administrative area and edit your webpages.

A more in-depth help guide is available at all times by clicking on the **Help Manual** icon located in your admin area.

With its ease of use and user-friendly applications, TeacherSites makes building a classroom website enjoyable and rewarding.

Admin Navigation

ACCESSING TEACHERSITES FEATURES

Where to find all the features: The **Home** button, located in the upper right-hand corner, always defaults to the Site Content area. In this area, you can create unlimited webpages, update your Home page, add new Main Sections, customize the icons for each section, edit your site design and turn main areas on or off of your site.

Your Homework, Calendar, Forms, Blogs, Booklist, Links, Slideshows, Polls, and Puzzles are all maintained under the "Applications" tab while Quizzes, Message Boards, and Email Center can be found under the "Advanced" tab.

User Settings: Your user settings, contact information, and site options are all managed under the "Management" tab.

Design Templates: If you would like to change your design template, click on "Change Site Design". Change your design as often as you wish. It is fun to theme your site based on holiday, lesson being learned, classroom personality, special

occasion, season, etc. We have a vast design template library for you to use, so have fun personalizing your site as you wish!

Edit Home Page

To edit the Home page of your classroom website, click on the **Site Content** tab and then **Edit Main Page**. Content can be added in the Text On Page area with bold, italics, bullets and spell check features. To add images, files or links to a webpage, click on the appropriate tab. Remember to hit **Save** when finished. For more detailed instructions on adding content, images, files or links to a webpage, please consult the **Help Manual** located on the Home page.

Please note: Cookies must be enabled on your Web browser for our system to work (contact your local Internet service provider for information on cookies, as it varies with each provider).

Your classroom website can be maintained on a PC or Mac, however, there are browser limitations with a Mac. If you're using a Mac, you must use either the Firefox or Safari (3.0.4 or higher) browsers.

View Site

Your classroom website is live and ready for your input. You can view your site at any time by clicking on the **View Site** button located in the upper right-hand corner of your admin area.

Edit Your Information (My Settings)

To manage your login information and site settings, click on the **Management Tab** and then **My Settings**. In this area, there are tabs for User Info, Contact, Site Options, Site Logo, Navigation and Admins.

User Info: update your name, friendly website name (The **Friendly Website Name** appears in the template header and **School District** appears below it), password and optional demographics.

Contact: update your email address, district name and address/phone.

Site Options: edit site design, activate/deactivate icons from appearing in the left nav column next to main areas and modules, edit link colors on the template design, enter in an overall password for your site to visitors, activate in line editing and purchase a personal domain.

To activate In-Line Editing:

- Click on the **Read More >>** Link.
- Select **Yes** from the Edit Content on Front of Site drop down.
- Click **Save**.
- Click **View Site** in the top right corner to navigate the front end of your site.
- Click on the **Login** link located at the top of the page. You are the only person who sees this login link, no visitors will see it.
- Type in your password and click **Login**.

You will need to activate In-Line Editing for every computer and browser that you use to update your website.

Site Logo: upload a logo to your site by clicking on the Browse button. Select the position and size, hit Save.

Navigation: To shorten the number of links on the left side of your site, you can have some additional links appear on the top of your site. *Note*: Main sections that have the ability to have sub pages are not able to be placed

on top of your site.

Admins: Use this page to add site administrators (assistants) for your website. They will be able to login and manage your entire site EXCEPT your user info or this Admin page.

Personal: Upload your avatar image to display in the top left corner and change the tab titles to your personal preference.

How do I add Documents from my Web Locker?

To Add Web Locker Files:

- Click on the **Site Content** tab.
- Click on your **page** to edit.
- Click on the **Files** tab.
- Click on the link for **Web Locker Files**.
- Your Web Locker categories will be listed. Click on a **category title**.
- **Select** each of the files you would like to include on your page.
- Click **Save** when you are finished selecting your files.

To Sort Web Locker Files:

- Click on the **Files** tab.
- Click on the link for **Web Locker Files**.
- Click on the **sort files** link.
- Change the sort order and click on **Sort** to determine the order in which your files display.

Note: Sort order will display the smallest number first and the largest number last. Decimals can be used.

Website Content

Main Sections

Main Sections allow you to add unlimited levels of subpages. When your classroom website is first created, there are 3 standard Main Sections already established - Home Page, Resources, and News. You have the ability to change the titles of these sections as well as add unlimited subpages. You also have the ability to create as many Main Sections as you'd like by clicking on the **'Add Main Section'** link located in the lower left-hand corner of the Home page.

What is the purpose of my Home Page?

The Home Page is the first page that will be displayed on your classroom website and should welcome visitors; establishing the purpose of your website. You can place images, files and links on the Home Page as well as important information for parents or students, i.e. welcome paragraph, news flashes or time-sensitive announcements.

How do I add information to my Home Page?

To add text, pictures, files or links to your Home page:

1. Click on the **Site Content** tab
2. Click on **Edit Main Page** under My Home Page
3. You can manage your Home page using the tab system. Use the four tabs (Page Info, Images, Files, and Links) to add text, images, files and links to the page.

An effective Home page should have a useful introduction to your site that lets students and parents know the purpose of your site. You may also want to have a "top story" or other important information on your Home page. Try and avoid using "Under Construction" messages on your Home page and consider putting your site behind a password until you are ready to go live. To password protect your classroom website from public viewing, click on the **Management tab, My Settings** link and then the **Site Options** tab. Enter in a password. Remember to hit **Save** when finished.

How do I create a new Webpage?

You can create unlimited webpages on your classroom website as well as unlimited subpages. To add a subpage:

1. Click on the **Site Content** tab.
2. Click on **Add a Sub Page** under the appropriate Main Section.
3. Type in a title for the new subpage.
4. Select Typical Page from the drop down menu.
5. Click on the **Continue** button.
6. The new page is created. You can now add text, images, files and links to the page.

Please see the Rich-Text-Editor Toolbar (RTE) section of the Help manual for more detailed instructions on each feature.

How do I hide or delete a Webpage?

You can delete any Main Section or subpage on your website other than your Home Page. **To delete a subpage:**

1. Click on **edit sub page** under the applicable Main Section. If the subpage you are looking for is a sub-subpage, you would click on the **Subs** link next to the appropriate subpage.
2. Click on the title of the subpage you want to delete. This will open the page.
3. Click on the **Delete** tab.
4. The next window will confirm the deletion of the page. Review the message and click on the **Yes** button. Hit Save.
5. The page is now deleted. However, you can recover the page under the Management tab. Click on Content Changes. Text can be recovered, however, files and images cannot.

PLEASE NOTE: It is also possible to hide a subpage if you think you might want to use it at a later date. To hide a webpage, click on the link to edit the page and simply enter a date into the **Hide This Web Page On** *field. Hit* **Save**.

Adding a New Main Section

To add an entirely new Main Section to your website:

1. Click on **Home** then the **Add Main Section** link located in the lower left-hand corner.
2. Enter a title for the Main Section in the **Title of New Section** field.
3. The **Page Name On Site** field determines the Web address of your page, i.e. if the title of your new Main Section is, It's Summer, you may want the address of the page to be Summer. Therefore, you would enter Summer into the **Page Name On Site** field.
4. Click **Create Section**.

You can now add unlimited subpages under the new Main Section by clicking on the **add a subpage** link.

Editing a Main Section (Home Page, News, Resources, etc.)

To edit a Main Section:

- Click on the **Edit** link of the section you'd like to update. For instance, if you'd like to edit the News page, click on **Edit Main Page** under News.
- With each 'Typical' webpage you create, you have the ability to add text, images, files and links.
- In the **Text on Page** area, type in the text you want to appear on your page. If you copy and paste your text from another source [i.e. Word document], we recommend you first paste the copy into Notepad then into the Page Text editor. Word tends to add unnecessary HTML coding that can cause issues on the page.
- Font types, font styles, font size, font color, word alignment, bullets, imbedded links and spell checking are some of the options available to you on the Rich-Text Editor toolbar. If you'd like to enter HTML code, click on the HTML link located in the lower left-hand corner of the text box.
- Remember to click on the **Save** button at the bottom of the page once you've finished adding or editing your content.
- To add images, files or links, click on the appropriate tab.

Note- To Password Protect the page click on the blue Password Protect link just below where it says what page you are Editing. The next screen provides a textbox where you can enter in password(s) for the page. At the bottom of the screen you will be given an option to password protect any subpages you may have under that main page.

In Line Editing

In Line Editing allows you to edit some content from the front-end of your website.

To **activate In-Line Editing:**

- Click on the **Management tab** and then **My Settings**.
- Click on the **Site Options tab.**
- Click on the **Read More >>** Link.
- Select **Yes** from the Edit Content on Front of Site drop down.
- Click **Save.**
- Click **View Site** in the top right corner to navigate the front end of your site.
- Click on the **Login link** located at the top of the page. You are the only person who sees this login link, no visitors will see it.
- Type in your password and click **Login**.

You will need to activate In-Line Editing for every computer and browser that you use to update your website.

Sorting Sections

TeacherSites gives you the ability to determine the order of your Main Sections. If you would like to change the order of your Main Sections on the front of your classroom site, click on the **Sort Web Site** link located in the lower left-hand corner of the Site Content area.

The **Order** column contains text box fields that allow you to dynamically enter in a number. To change the order of the sections, double click on the order number, enter in the desired number and hit **SAVE**.

Your changes are applied instantly and can be viewed by clicking on the **View Site** button.

Note- Due to the number of problems we were getting from people using javascript or bad HTML in the navigation and page titles, we encoded all HTML and javascript in those fields. So HTML is no longer allowed in the navigation title.

Rich-Text Editor Toolbar (RTE)

Each Typical webpage you create with TeacherSites provides you with a Rich-Text Editor (RTE) toolbar to format text. If you're using a Mac, you must use either the Firefox or Safari (3.0.4 or higher) browsers.

The RTE allows you to bold, italicize, and underline text without any programming knowledge. You can also add images, tables and bulleted lists.

The RTE looks similar to the toolbar in Microsoft Word. To bold a word, simply double click on the word or words and click on the **B** button. Fonts and type sizes can be changed by selecting from the drop-down menus titled Font and Size.

If you hold your mouse over any of the buttons, an explanation for each will appear. For more toolbar options, simply click on the up and down arrow button located in the upper-right corner. See video for examples of how each button can be used.

Pasting from Word

Word documents sometimes contain extra formatting or HTML coding that can affect the display of a webpage. If you copy from Word, we recommend you paste the content into Notepad first, and then copy and paste from Notepad into the page text section. This will help to remove some of the extra coding.

The Remove Microsoft Word Formatting button (icon on the 1st row of toolbar) can also be used to remove formatting

from the page. This is very helpful if you're experiencing issues on your page.

Embed a Link or File

To embed a link or file, highlight the word you'd like linked on the front of the site, then click on the **Create Hyperlink** button (globe with link).

Linking to external page – Enter the full http address.

Linking to internal page - You do not need the full http address. For example, to link to http://www.yourdomain.org//smith.cfm?subpage=143, you only need to copy and paste - smith.cfm?subpage=143.

If you'd like the link to open in a new browser window, change the Target field to Open in New Window. Hit Save.

Image Gallery

To add an image within the Page Text area, click on the Insert Image From Gallery button located next to the Spell Checker.

- Click on the **Add tab** in the top right.
- Click on the **Browse** button. Select your JPG or GIF file, hit OK. Repeat if you wish to add more than one image at once. You can upload three images at a time.
- Use the **Reduce to** drop down to select the size you want to reduce your image to.
- Click **Upload Images** when Finished.
- The image will be uploaded to your gallery and also display in the Preview window. Note that you have now switched from the Add tab to the Insert tab.
- Enter in a **URL** if you wish your image to link out to another page or an external site.
- Enter in an **Alt Text**, which will display when a user hovers over the image.
- If you wish to reduce the size of your image, select **Change Size** and enter in a percentage. You will also have the option to resize the image once placed on your site.
- Select where you would like to **align** the image in reference to the text. If you would like the image inserted to the immediate right or left of text, you will want to select either left or right of text.
- Use the **Border** drop down if you would like to add a border to your image.
- Select the Border Color.
- Select the **Spacing** to be set around the image.
- Click **Insert.** The image can be dragged anywhere on the page, placed inside a table or added to a Template.

Tables

To add a table to your Page Text area, click on the **Insert Table** button. This button is available in the third row which is accessible by clicking on the up and down arrow button. A window will appear allowing you to determine the number of rows, columns, layout, and spacing.

Once you've inserted a table on the page, use the **Edit Table** or **Cell Properties** buttons to make edits.

Tips on Editing Tables:

If you do not want a border to appear on your table, select **Edit Table** and change the **border thickness** to 0. Hit Save.

To adjust the width of a column, put your cursor in a cell within the column and select **Cell Properties**. Enter the Width Percent and click OK. For example, a two column table works well with 50% width in each cell. A three column table works well with a 33% width in each cell.

When using Internet Explorer, you must enter both width and height values before you can save Cell Properties updates.

Templates

Clicking on the templates button in the third row of the RTE allows you to insert a pre-created template on the page.

Option 1 - The **Image and Title** template allows you to add an image with text beside it.

Option 2 - The **Two Columns** template allows two evenly spaced columns inserted on the page. Click inside the gray border to begin typing your title or your text.

Option 3 - the **Text and Table** template allows your text to nicely wrap around a table.

Remember to click on the **Save** button at the bottom of the page once you've finished adding or editing your content.

Adding Videos

To add videos from an outside source like YouTube, TeacherTube, or SchoolTube, copy the embed code provided and follow the instructions below.

To embed a video on a typical page:

- Place your cursor in the page text box where you would like the video to display.
- Click on the **Insert Media icon**.
- Paste in the **embed code**.
- Click on **Insert**. Please Note: the video may not display in your Admin Area, you may need to view the page on the front end of the site to view the video.
- Click **Save**.

To edit a video:

Depending on your browser, you may be able to select the embedded video and click on the Insert Media icon to edit the video. In many browsers, you will need to delete the video and re-add using the Insert Media icon.

To delete a video:

Because of the different ways to embed videos and the browser combinations you may be using, please try one of the following methods to delete a video.

- Click on the video (white squares will appear around the video).
- Hit the **delete** or **backspace** button on your keyboard.
- Click **Save**.

- Click on the video.
- Select the **Insert Media button**.
- If you see the embed code, select the **Delete** button.
- Click **Save**.

- Click after the video (you may not see your cursor).
- Select the **Insert Media button.**
- If you see the embed code, select the **Delete** button.
- Click **Save.**

- Click after the video (you may not see your cursor).
- Hit the **backspace** button or **delete** button on your keyboard.
- Click **Save**.

Images, Icons & Logos

Adding a logo to all Webpages

Interested in incorporating your school logo onto every page of your site?

By clicking on the **Management tab** and then the **My Settings** link, you can upload a logo that can be positioned either under your left-hand navigation or centered at the bottom of each page. Depending on the location you choose, we've implemented our auto-image resizing tool so the logo properly fits within your design.

To add a logo to every page of your classroom site:

- Click on the **Management tab** and then the **My Settings** link.
- Click on the **Site Logo** tab.
- Click on the Browse button.
- Locate your logo.
- Determine the position and size.
- Hit **Save**.

How do I change the icons associated with each section?

You have the ability to customize the icons within the areas of Site Content, Applications and Advanced.

1. To change an icon, click directly on the icon next to the section you'd like to customize.
2. Choose the size of the icon by clicking on the links: Large, Medium or Small located at the top of the page.
3. Select the icon by clicking on the image.
4. The system instantly incorporates your selection.
5. To upload your own icons, click on the **Upload Own Icons** link. Select your image, determine the size it should be - large, medium, small or all and hit Save. You should only upload properly-formatted GIFs that are preferably square and at least 35 x 35 pixels.

For those of you who prefer to NOT have icons in your navigation, the TeacherSites team has provided that functionality within the My Settings area. Once inside the My Settings area, click on the Site Options tab, select No from the drop down menu located next to Use Icons on Site. Hit Save.

Slideshows

Our **Slideshow** feature is a great tool to showcase images from any event/classroom activity or student project. You have the ability to upload up to 99 images, categorize them and display them in an attractive "slideshow viewer" or thumbnail format. Once a slideshow has been created, it can be easily accessible on the front end of a your classroom website. Each slideshow can also be attached to any webpage via the Files tab.

To create a Slideshow:

- Click on the **Applications** tab in your admin area
- You must first set up your categories by clicking on the **Categories** link. Enter in the category(ies) via the text fields and hit Save.
- Once the categories have been setup, click on **Add SlideShow**
- Enter in a title for the slideshow

- Select the appropriate category
- Password-protect the slideshow (optional)
- Enter in a description of the slideshow (optional)
- Click **Continue**. You may now start uploading images to your slideshow by clicking on the Browse button.
- Locate the images on your Desktop and double click them. The system will make a copy of the image. Enter in a caption.
- Hit **Save** when finished.

Add customization to your slideshow as each image transitions from one to the next. TeacherSites offers more options for slide transitions and entire slideshows can be downloaded into a viewer format.

How do I add an Image to a Webpage?

There are several options for adding pictures to a webpage via the Images Tab: headline image, page photo, slide show, or clip art.

The **Headline Image** is a banner-type image that displays in the center of the page above your content. A good size for a headline image is 500 x 80 pixels.

Clip Art appears in the upper right-hand corner of the page.

Images on Page can appear along the right side of the page or centered in rows below the text copy.

To add an image to a webpage:

1. Click on **Site Content**.
2. Click on either a **Main Page** or a **sub page**.
3. Click on the **Images** tab, then, **Images on Page**.
4. Select the **Browse** button.
5. Locate the photo.
6. Click on the **Open** button.
7. Add an image caption and/or more information about the image (optional).
8. Under **Image Layout and Size Options**, select where you want the photos to appear on the page, either to the right of the copy or beneath all copy, and the size of the image. Therefore, if you'd like the image to appear below your copy, select 0 images to the right.
9. Hit **Save** at the bottom of the page.

The system will automatically resize your image between 100 and 400 pixels based on your selection. You can also select no resize. If you'd like more flexibility in the placement of the images or clip art, you can add them via the Image Gallery on the RTE toolbar (located under the Page Info tab).

To Edit Images:

- Click on the **Images tab** then on Images on Page.
- **Show** link will display the image.
- **Edit** link will allow you to upload a new image, edit the image caption or URL link.
- Sorting images - change the sort number to change the order that the images display. Smallest sort number displays first.
- **CROP your image** will allow you to select a certain portion of the uploaded image to display on the front end of the site. Please note cropping the image will change the size the image displays on the front end of the site.

To add an image via the Image Gallery:

- On the page, click where you would like to insert the image.
- Click on the **Insert Image From Gallery** button located next to the Spell Checker.
- Click on the **Add tab** in the top right.
- Click on the **Browse button**. Select your JPG or GIF file, hit OK. Repeat if you wish to add more than one image at once. You can upload three images at a time.
- Use the **Reduce to** drop down to select the size you want to reduce your image to.
- Click **Upload Images** when Finished.
- The image will be uploaded to your gallery and also display in the Preview window. Note that you have now switched from the Add tab to the Insert tab.
- Enter in a **URL** if you wish your image to link out to another page or an external site.
- Enter in an **Alt Text**, which will display when a user hovers over the image.
- If you wish to reduce the size of your image, select **Change Size** and enter in a percentage. You will also have the option to resize the image once placed on your site.
- Select where you would like to **align** the image in reference to the text. If you would like the image inserted to the immediate right or left of text, you will want to select either left or right of text.
- Use the **Border** drop down if you would like to add a border to your image.
- Select the **Border Color**.
- Select the **Spacing** to be set around the image.
- Click **Insert**. The image can be dragged anywhere on the page, placed inside a table or added to a Template.

How do I add Clip Art to a Webpage?

A bank of clip art, organized by categories, is available for you to use on your webpages. The clip art images appear in the upper right-hand corner of the page. If you would like more flexibility in the placement of the clip art, you can add them to your page via the Image Gallery on the RTE toolbar (under the Page Info tab).

To add clip art to a Webpage:

- Click on the **Clip Art** link under the **Images** tab.
- Select a category from the list.
- Once a category is selected, use the up and down arrows or scroll through the page to view all of the icons.
- Once you've selected an item , click on the **Save** button at the bottom of the page.

Files, Documents & Links

How do I upload Files to my site?

TeacherSites accepts most types of file formats. Files can be PowerPoint presentations (.ppt), Adobe Acrobat files (.pdf), Video presentations (.avi, .wmv, .mov, .m4v), Music files (.wav or .mid), Word documents (.doc), etc. However, Executable files (.exe) or .dv files are NOT allowed.

Any type of information can be uploaded for parents and students – newsletters, worksheets, permission slips, handbooks, dress codes, discipline procedures, classroom policies, song recordings, or pictures of student artwork.

Please keep in mind that some homes are still accessing the Internet via dial up, therefore, it's important to be mindful of the file size (10 MB or less is recommended).

Attaching a file:

- Click on the **Site Content** tab.
- Click on the page to edit.
- Click on the **Files** tab.
- Under **Add New Files**, click the **Browse** button on the right.
- Locate the file on your computer.
- Double click on it to add it to your page.
- Next to **Friendly File Name**, type in a recognizable name for the file. This will display instead of the technical file name (ex. Acadhdbk.pdf – could have a friendly name of Academy Handbook).
- Type in a description of the file (optional).
- Click on **Save** at the bottom of the page when finished.

Important Note: Need to add more than one file to a page? Use the drop down menu at the bottom of the page to choose the number of additional files you'd like to attach.

When uploading files we recommend that they do not have any symbols or spaces in the file name. Sometimes the symbols can affect the upload process. For example, instead of uploading a file named Manual*11/12/08.pdf you should upload Manual111208.pdf

The **Visitor Uploads** link allows visitors to upload files to any page on your site. Set the **Show On Site** field to Yes if you would like a visitor uploaded file to display on the public view of the page.

How do I reference District Documents?

If your district has purchased our SchoolSites product or Filing Cabinet module, then you will be able to reference documents from this central repository.

To reference a District Document:

- Click on the **Site Content** tab.
- Click on your page to edit.
- Click on the **Files** tab.
- Click on the link for **Referenced Files**.
- A list of files organized by category will be displayed based on your location.
- Check each of the files you would like to include on your page.

- Click **Save** when you are finished selecting your files.

How do I reference Web Locker Files?

To Add Web Locker Files:

- Click on the **Site Content** tab.
- Click on your **page** to edit.
- Click on the **Files** tab.
- Click on the link for **Web Locker Files**.
- Your Web Locker categories will be listed. Click on a **category title**.
- **Select** each of the files you would like to include on your page.
- Click **Save** when you are finished selecting your files.

To Sort Web Locker Files:

- Click on the **Files** tab.
- Click on the link for **Web Locker Files**.
- Click on the **sort files** link.
- Change the sort order and click on **Sort** to determine the order in which your files display.

Note: Sort order will display the smallest number first and the largest number last. Decimals can be used.

How do I add a Web Link?

Adding a Web Link to your page:

- Click on the **Site Content** tab.
- Click on the page to edit.
- Click on the **Links** tab.
- Under **Add New Website Address**, type in the full http:// URL in the **Website Address** field.
- Next to Friendly Link, type in a recognizable name for the link. This will display instead of the technical file name (i.e. http://www.demoschools.org/athleticsschedules/ccjvfootball.cfm could have a friendly name of JV Football Website)
- Type in a description of the website (optional).
- Click **SAVE** at the bottom of the page.

Important Note: Need to add more than 1 Web link to a page? Use the drop-down menu at the bottom of the page to choose how many additional links you'd like to include.

Embedding a Link or Hyperlink:

- Click on the **Page Info** tab
- In the Text on Page section highlight the phrase or word you would like to link.
- In the RTE click on the globe with the link (if your cursor hovers over it, it will say **Create Hyperlink**).
- Type in the full http:// URL of the website.
- If you'd like the link to open in a new browser, use the Target field drop-down menu.
- Click **OK**.
- Then click **Save** at the bottom of the page.

Removing the Hyperlink/ Embedded Link:

- Highlight the word or phrase that you want to remove the link from.
- Click on the Broken Link icon (again if you hover over the icon, it will say **Remove Hyperlink**) and hit **Save**.

How do I add a Video to my site?

There are a few options for adding video to a typical webpage, you can add the video through the Files tab, embed the video on the page, or link out to the video.

Adding Videos through the Files tab

- Click on the **Site Content**.
- Click on the page to edit.
- Click on the **Files tab**.
- Select the **Browse** button.
- Locate the video file.
- Click on the **Open** button.
- Enter in a **Friendly File Name**.
- Enter in a **File Description** (optional).
- Click **Save**.

Embedding Video

To add videos from an outside source like YouTube, TeacherTube, or SchoolTube, copy the embed code provided and follow the instructions below.

To embed a video on a typical page:

- Place your cursor in the page text box where you would like the video to display.
- Click on the **Insert Media icon**.
- **Paste** in the embed code.
- Click on **Insert**. Please Note: the video may not display in your Admin Area, you may need to view the page on the front end of the site to view the video.
- Click **Save**.

To edit a video:

Depending on your browser, you may be able to select the embedded video and click on the Insert Media icon to edit the video. In many browsers, you will need to delete the video and re-add using the Insert Media icon.

To delete a video:

Because of the different ways to embed videos and the browser combinations you may be using, please try one of the following methods to delete a video.

- Click on the video (white squares will appear around the video).
- Hit the **delete** or **backspace** button on your keyboard.
- Click **Save.**

- Click on the video.
- Select the **Insert Media button**.

- If you see the embed code, select the **Delete** button.
- Click **Save**.

- Click after the video (you may not see your cursor).
- Select the **Insert Media button**.
- If you see the embed code, select the **Delete** button.
- Click **Save**.

- Click after the video (you may not see your cursor).
- Hit the **backspace** button or delete button on your keyboard.
- Click **Save.**

To Link to a Video

If you have the video uploaded elsewhere, you can link to the video.

- Click on **Site Content**.
- Click on the page to edit.
- Click on the **Links tab**.
- Enter in the **Web Site URL**.
- Provide a **Friendly Link name.**
- Enter in a **Web Site Description** (optional).
- Click **Save**.

News

What is the Purpose of the News Section?

The News section is a perfect area to post announcements, news articles, schedules, or any other classroom-related news. News items can be grouped into subpages which appear underneath the News portion of the navigation menu. Each page in this section can include text, photos, graphics, Web links, or files.

How do I add information to my News page?

To add information, photos, files or links to your News area:

- Click on **Site Content**.
- Click on **edit Main Page** under News.
- The template for your News page will open up. Use the four tabs (labeled Page Info, Images, Files and Links) to add all the text, images, files and links to the page. Please refer to the RTE section of the Help manual for more details.

You might use your News page to provide information about:

- Upcoming Events: Use this sub page to advertise upcoming events
- Classroom Rules: Post your classroom rules, expectations, etc.
- Volunteers Needed: Let parents know how they can help you
- Field Trips: Showcase your field trips with info and pictures

Try and avoid using "Under Construction" messages on your News page. If your page is not complete, consider keeping your website behind a password or deactivated until you are ready to go live.

Resources

What is the purpose of the Resources Section?

The Resources Section is intended to serve as a place where support files, forms, projects, and other "support" materials can be stored. This is a very flexible section and can be organized in any manner.

How Do I Add Information to My Resources Page?

To add text, pictures, files or links to your Resources area:

- Click on the **Site Content** tab.
- Click on **edit Main Page** under Resources.
- The template for your Resources page will open up. Use the four tabs (labeled Page Info, Images, Files and Links) to add all the text, images, files and links to the page.

You might use your Resources page to provide information about:

- **Our Songs:** Put up lyrics and music files for kids to download.
- **Important Papers:** Post documents and forms you often use (slips, notes, etc.).
- **Cool Links:** A list of links that you put up for your students to use and enjoy.
- **Class Projects:** Post info and files that you use with your class, photos, etc.
- **Computer Resources:** Put up info about KidPix, Hyperstudio, Powerpoint, etc.

Calendar

What is the Calendar?

You can maintain a classroom calendar; posting important events and activities. The Calendar section is organized by categories. The first step in using the online calendar tool is creating the categories under which actual events will be posted.

The categories can be anything you designate – field trips, speakers, testing dates, assemblies, birthdays – the calendar is your own personal tool to promote events within your classroom and building. The calendar of events will display with the category of the event and the event title. All other information entered with the event will be available as a popup for parents/students. If you use the Homework tool, homework assignments will also appear on your classroom calendar, designated by an HW. Visitors can view the calendar in list or traditional format.

How do I add an Introduction Message to my Calendar?

Adding an Intro Message to your Calendar:

- In the My Calendar area, click on **Intro Message**.
- Enter the copy you wish to precede your classroom calendar.
- Check your spelling using the Spell Check feature.
- Click **Save**.

The introduction message will appear at the top of your calendar on the front end of the site.

Creating Calendar Categories

To set up your calendar categories:

- Click on the **Home** icon in the upper right hand corner.
- Click on the **Applications** tab.
- Click on the **Categories** link under **My Calendar**.
- Add each event category in the text fields.
- Choose the text color for the category which will appear on the front end of your site.
- Click the **SAVE** button after each addition.

Note: if you don't want a category to show on front of site, enter *No Category* into the text field.

To view a specific calendar category on the front of your site, click the link in the ID - VIEW column. You can create a goto page or link to this URL thus providing more calendars on your site. Simply paste in the ID URL for your goto page or link - for example, calendar.cfm?cat=44. Please note that the My Calendar page will displays all categories on one calendar.

How do I create an Event?

Adding a Calendar Event:

- Click on **Add Event**

- Type in the Event Headline
- Choose the Event Category
- Enter the Event Date
- Enter the time of the event (optional)
- Enter the event site i.e. Academy Auditorium, Elementary Cafeteria (optional)
- Enter an event description (optional)
- Click **Save** to post the event to your Classroom Calendar.
- Upon hitting Save, tabs will appear allowing you to add images, files and links to your event. Click on the appropriate tab to add these items.
- **Recurring events** - many classroom events recur multiple times throughout the school year. To enter the same information on multiple days, click on the Recur tab. There are two options for recurring events. Option 1 is for events that recur the same day each week. Option 2 is for events that recur on different dates. Click Save when finished.

Update iCal Subscription - Once you add a calendar event, you will need to republish your iCal file so users that have subscribed to your calendar receive the update to the calendar. Please note that if you are adding multiple events, you can republish your iCal file after you have added all of your events).

Posting Options - you can allow visitors to post events to your calendar from the front end. Under posting options, select Yes to allow visitors to post events. You can require a password for submission, approve the postings and receive an email each time an entry has been posted to your classroom calendar. Under Edit Event, you can edit the postings, if necessary.

How do I Edit a Calendar Event?

Editing a Calendar Event:

- Click on **Edit Event** within the Calendar area.
- Choose the month and year of the event and hit Show Month.
- All events in that month will display.
- Click on the title of the event you wish to edit.
- The event form will display with all the information you had previously entered. Hit Save when completed.
- Refer to Add a Calendar Event above to add new information or change existing information.

Special Note: To delete an event entry, follow the steps for editing an event. Click on the Delete tab and select the radio button. Click Delete.

Calendar - Events can be sorted by day

- Click on Edit Event under Calendars in the admin area.
- Click on Sort Events in the bottom corner.
- Select the date to sort events.
- Hit Show Date. Enter in the sort number next to each event.
- Hit Save.

The events will appear in the order you selected on the front end calendar view for that particular date.

Update iCal Subscription - Once you add a calendar event, you will need to republish your iCal file so users that have subscribed to your calendar receive the update to the calendar. Please note that if you are adding multiple events, you can republish your iCal file after you have added all of your events).

How do I add District Events to my Calendar?

This feature is available only for districts or schools that have purchased our custom or SchoolSites product.

Adding District or School Calendar Events to your Classroom Calendar:

All the event categories used on the SchoolSite will be available for use on the classroom calendar.

- In the **Calendar** area, click on **Mirror Events**.
- Choose the categories of the events you would like to include.
- Click **Save**.

📝 **Homework**

What is the Homework Tool?

The Homework system is an incredibly functional tool with a great deal of flexibility. You can create an unlimited number of categories for posting assignments; bringing a degree of ease and organization to your homework area. Choose from a calendar or list format for a more personal view.

Assignments can include a title, subject, date assigned and due date as well as images, files and Web links. You determine the exact length of time an assignment should appear on the site, making the website an invaluable resource for parents and students.

NOTE: If choose not to use the Homework tool, you can simply turn it off in your admin area by clicking on the green button.

How do I add an Introduction Message to my Homework area?

Adding an Intro Message to your Homework Area:

- Under the **Applications** tab, click on **Intro Message** under **My Homework**.
- Enter the copy you wish to precede your homework assignment area.
- Check your spelling using the Spell Check feature.
- Click **Save**.

Creating Homework Classes/Categories

The first step in using the online Homework tool is creating the classes/categories under which actual assignments will be posted.

We recommend creating a category for every class you teach - whether it is a single subject broken down by periods/sections or whether it is different subjects.

The homework posts automatically to your classroom calendar. However, you can turn this feature off via the Add Assignment area.

Creating Homework Classes/Categories:

- Click on **Home**.
- Click on the **Applications** tab.
- Under My Homework, click on **Classes/Categories**.
- Add each subject/period as a class/category in the text box.
- Click the **Save** button after each addition.

How do I create a Homework Assignment?

There are two options for adding a homework assignment.

- **Option 1** allows you to add assignments into a calendar format. This is the easiest option for adding assignments.
- **Option 2** allows you to add images, files or links to your assignments. This is a more advanced option.

To determine which Homework option to use:

- Click on the **Applications** tab.
- Under Homework, click on **change homework settings**.
- The system will tell you which option you are using. To change the option, click on the **please use this page** link.
- f you do not want to have the homework assignments displayed on the classroom calendar, select **No** under the change homework settings link.
- Hit **Save**.

Adding a Homework Assignment under Option 1:

- Click on the **Add Assignment** button.
- Select the month, year and category.
- Hit **Show Month.**
- Enter in the assignment info into each cell.
- Hit **Save** at the end of the calendar.

Adding a Homework Assignment under Option 2:

- Click on the **Add Assignment** button.
- Enter the title of the assignment.
- Enter the assignment directions in the text box provided.
- Choose the **Subject/Period/Course** the assignment pertains to or assign to all classes.
- Select **Date Assigned**.
- Select **Due Date**.
- Click the **Save** button.

Special note: Each assignment can be designated for multiple sections or periods of the same subject. At the bottom of the assignment, there are two areas to check to add the assignment to another class or to ALL classes.

Each assignment has the capability to accept images, files and links. The Files tab provides you with the ability to allow students to upload files to any assignment (this is only available via Option 2 by clicking on the Files tab and then Visitor Uploads). The homework assignment template is modeled after the page template. You always have the ability to view the page as you are working on it by clicking on View Page.

Forms

Purpose of the Form Creator

There are many instances where submissions and/or feedback are desired from the community and parents. The Form Creator allows you to create an online form, link it to an appropriate area on the website and accept submissions. Each form can be set up with an unlimited number of questions either in short, medium or long answer, true/false, multiple choice, or file upload format.

Once the questions in the form are created, the form URL is generated and can be easily linked to any area of the site for submissions to begin. Visitors to the site can submit their responses which are tracked by unique IP addresses. Visitors can also select to have their completed submission emailed to themselves. Once they have completed the form, a link will display for **Email Info?** and they can enter in their email address.

Easily duplicate a form or set a limit as to the maximum number of submissions accepted. Submissions can also be downloaded for more in-depth calculations.

For Premium Account users, an Appointment Scheduling feature is incorporated into the Form Creator allowing you to conveniently schedule Parent-Teacher conferences or after-school appointments via your classroom website.

Creating a Form

To create a form:

- Click on **Home**.
- Click on the **Applications** tab.
- Click on **Add Form** under the Forms category.
- Enter a Form Name in the field.
- Enter Form Information (optional).
- Enter a password for protected access (optional).
- Enter a Start Date for when the form will appear on your site.
- Enter an End Date for when the form will disappear from your site (optional).
- Click **Continue**.

Questions:

- Enter **questions** into the text fields.
- Determine whether the question will be required or not by selecting the option Yes or No from the drop down menu under **Required**.
- Under **Answer Type**, select either Short Answer, Medium Answer, Long Answer, True/False, Multiple Choice, Date Format, Email Address, File Upload or Information Only. File Upload allows visitors to upload files to your site.
- Once you've entered in all of your questions, hit **Save** at the bottom of the page.
- Your form address is indicated at the top of the **Main Info** page and can be copied and pasted anywhere on your site.

Limits Tab - To limit the number of submissions to your form, click on the Limits tab and enter in the maximum number. Hit Save.

Appointment Scheduler - gives you the ability to add appointment scheduling to any form i.e. Parent-Teacher

Conferences, After-School Help sessions, Sports Physicals, or Drivers Ed Courses.

To setup the Appointment Scheduler:

- When you click on the **Limits** tab, you'll see **Advanced Feature**. Click on the **click here** link.
- The next screen will ask you to enter in an Off Site date. The system will NOT display your form after the Off Site date.
- You can enter in different dates on when the form will accept appointment submissions in the **Start Accepting** and **End Accepting** fields. For instance, the form may be up longer than the allotted timeframe for appointment scheduling.
- Select the appropriate days of the week for the appointments.
- Hit **Next**.
- Select your date or dates.
- Enter your max submissions per day.
- Enter a "label" for each entry. Hit Save, enter more if needed.

Automatic time intervals for two hours, one hour, 30 minutes, and 15 minutes can easily be added by clicking on the links at the bottom of the page. Hit Save.

Duplicating a Form:

When you duplicate a form, the dates and times of the appt. scheduling can be carried over to the new form if the dates are in the future. There is a checkbox to select to include dates when duplicating a form.

- Click on **Edit Form**.
- Click on the **Duplicate** link.
- Edit the **New Form Name**, if necessary.
- Select the questions to be copied over to the new form.
- Hit **Duplicate**.

Editing a Form

In this area, you can:

- Edit the form.
- View the total number of submissions each form has received.
- Duplicate a form.
- Test a form.
- Capture a form's specific ID number.
- Sort forms.

To Edit a Form:

- Click on **Edit Form.**
- Click on the name of the form you'd like to edit.
- Make the appropriate changes.
- Hit **Save.**

View Submissions:

- Click on the hyperlink under the Sub. column. The system will take you to the individual results.
- The Form Submissions area will give you access to group aggregates.

To Duplicate a Form:

- Click on the **Duplicate** link**.**
- Enter in the **New Form Name.** It's recommended to rename the form.
- **Select or deselect** any of the questions from being copied over (at least one question must be selected in order for the duplication to continue). This duplication will make an entirely new form which is fully editable and will be ready to take submissions.

To Test a Form:

To test the form without adding results to the submissions, click on the **Test** link**.**

Form ID Numbers:

Each form has a unique ID number; giving you the ability to create a goto page, Quick Link or embedded link on a page.

- Click on the form name hyperlink.
- Below the Form Information, there is a URL. Copy the URL and paste into a goto page or Quick Link.

Sort Forms:

Forms can now be sorted so that the order in the admin area is reflected on the front of the site.

- Click on Edit Form
- Click on the Sort Forms link in the lower right corner of the page.
- Enter in the sort order.
- Select the appropriate category, if applicable.
- Hit **Save**.

Viewing Form Submissions

To view the individual results of a form:

- Click on **Form Submissions**.
- Click on the **View** link. The option to Print All submissions is available on this screen as well as the ability to change the status en masse.
- Each submission is listed with date and time details.
- Click on the **View** link next to the submission of interest.
- This area will list the answers to each question as well as the computer IP address.
- You can print the submission by clicking on the **Print Submission** link at the top.
- You can mark the submission as Keep as New or select Already Seen by clicking on the drop down menu. There is also an area to enter internal comments.
- Hit **Save.**
- If there is a typo or inappropriate content added to the form, you can edit the form submissions by clicking on the **click here to edit these answers** link in the upper left corner.

To view the group aggregates:

- Click on **Totals.**
- **Choose the questions you want on the report.** The report will aggregate the submissions to show the number of people with the same answers. By default, questions that ask for "free form text" are not selected below as they are not easily aggregated (although you can select them).
- To only see submissions from a certain date, click on the **Restrict your view by Date?** or **Restrict by Date Range?**

- If you select **Restrict you view by Date?**, select **Greater than or Equal** or **Less than or Equal** from the drop down and enter in date you would to restrict by.
- If you select **Restrict by Date Range?**, enter the from date and end date.
- To view graphs with your data, select the checkbox for 'Check this box to display **Graphs with your data** (where applicable)'.
- Hit **Display.**

To Download the submission data:

- Click on **Form Submissions**.
- Click on the **Download** link.
- Select the Questions (Answers) to download.
- To only see submissions from a certain date, click on the **Restrict your view by Date?** or **Restrict by Date Range?**
- If you select **Restrict you view by Date?**, select **Greater than or Equal** or **Less than or Equal** from the drop down and enter in date you would to restrict by.
- If you select **Restrict by Date Range?**, enter the from date and end date.
- Select Show on Screen, if desired.
- Select Include Submission Number with Download, optional.
- Hit **Download**.
- Click the preferred report format button - PDF or Excel. You can also highlight the text and then copy and paste the data into the application of your choice.

My Booklist

Creating Booklist Categories

To create a Booklist category:

- Click on **Home**.
- Click on the **Applications** tab.
- Under **My Booklist**, click on **Categories**.
- Add each booklist category in the text fields.
- Click the **Save** button after each addition.

Adding a Recommended Book

To add a book to your recommended booklist:

- Click on the **Applications** tab.
- Under the My Booklist category, click on **Add Book**.
- Enter the Book Title.
- Choose the Book Category.
- Enter the author of the book.
- Enter the description of the book.
- Rate the book using 1-5 stars.
- Indicate the book difficulty.
- Indicate the library availability of the book.
- Add one or two Web links for information on purchasing or the book website.
- Click **SAVE** to add the book to your list of recommended reading.

To share your booklist with other teachers:

- Click on the **Applications** tab.
- Under the Booklist category, click on either **Edit Book** or **Add Book**.
- Click on **Share your Booklist** in the lower right corner of the page.
- Use the drop down bar to choose **Share Booklist.**
- Enter in the grade level the list is most appropriate for.
- Click **Save.**

To add a Shared Book to your recommended reading list from other teachers reading lists:

- Click on the **Applications** tab.
- Under the Booklist category, click on either your **Books** or **Add Books**.
- Click on **Add Shared Booklist** in the lower right corner of the page.
- Click on **View Books** to look at the booklist you might want to consider.
- You can add the whole list of books or you can deselect the books you do not wish to add. Click **Add to My Booklist** to add the books to your recommended reading.

Editing a Recommended Book

To edit a recommended book:

- Under the My Booklist category, click on **Edit Book**.
- Click on the book you wish to edit.
- The book template will display with all the information entered.
- Change or add any of the book's information.
- Click **SAVE**.

Special Note: To delete a booklist entry, follow the steps for editing a book. Select the red checkbox at the bottom of the book information form. Click SAVE.

Sharing Books - Once you've added at least 6 books to your Booklist, you can then share them with other teachers.

My Links

Creating Link Categories

To create a Link Category:

- Click on **Home**
- Click on **Applications**
- Under **My Links**, click on **Categories**
- Add each link category in the text box
- Click the **SAVE** button after each addition

Special Note: The Sort order to the left of the category names determines the order that the categories display on the front of your site.

Adding a Link

To add a Link:

- Under the **My Links** category, click on **Add Link**
- Choose the category of the website
- Enter the website URL (i.e. http://www.yahoo.com)
- Enter a friendly name for the link (i.e. Yahoo)
- Enter a rating of the website (optional)
- Enter the description of the website (optional)
- Click **SAVE** to add the link to your list of recommended websites

To Share your Web links with other teachers:

- Click on **Applications tab**.
- Under the **Links** category click on either your **Links** or **Add Link**.
- Click on **Share your Links**.
- Use the drop down bar to choose **Share Links**.
- Then enter in the grade level the list is for.
- Click **Save**.

To add Shared Web Links to your recommended list from other teachers web resources:

- Click on the **Applications** tab.
- Under the **Links** category choose either your **Link** or **Add Links**.
- Click **Add Shared Links**.
- Click on **View Links** to see a list of links you might want to consider adding.
- You can add the whole list of links or unselect the ones you do not wish to add. Click **Add to My Links** to add the list to your recommended web links.

Editing a Link

To edit a Link:

- Under the **My Links** area, click on **Edit Link**
- Click on the link you want to edit
- Make your updates
- Click **SAVE**

Special Note: To delete a link entry, follow the steps for editing a link. Select the red checkbox at the bottom of the editing link page. Click SAVE.

Sharing Links:

Once you add at least 6 links to your My Links area, you can share these resources with other teachers by clicking on **Add Shared Links**.

<div style="border:1px solid #000; padding:10px">

🧩 **Puzzles**

</div>

Add a Puzzle or Word Search

Want to add something fun for students to do on your classroom website? How about adding a Puzzle or Word Search?

Unique and challenging, the Puzzles module allows you to upload your own image and choose the level of difficulty from 9 easy pieces to a challenging 49 pieces. The system will automatically cut your image into jigsaw pieces. Students can post their top scores; creating a healthy competition within the class.

Or tease your students' brains with our Word Search puzzle. Enter in five words to be hidden in your puzzle and determine the level of difficulty - easy, medium or hard. You can hide words vertically, horizontally, diagonally or reverse them. Add some competition to the puzzle by displaying the high scores.

To add a Puzzle:

- Click on the **Applications** tab
- Click on **Add Puzzle** under the Puzzles - Word Searches area
- Enter in a **Puzzle Name**
- **Puzzle Image** - Upload your image by clicking on the Browse button. Your puzzle image will be resized to 280 x 280. Your puzzle will look best if you upload an image that is already of equal height and width so the image resizer doesn't have to "stretch" the image.
- Determine the **Difficulty Level** - Easy, Medium or Hard
- **Spin Pieces** - Would you like the puzzle pieces to spin? Puzzle takers will have to spin the pieces to obtain the correct orientation in addition to placing them in the right position. This makes the puzzle much more difficult.
- **Show High Scores** - Would you like the High Scores to display? Select Yes or No.
- **Show on Website** - You can also choose to have the Puzzle show on your site or not by using the dropdown button and choosing Yes or No.
- Hit **Save**.
- To test out your new puzzle, click on the **Puzzles** link, then on **Try Puzzle**.

To add a Word Search:

- Click on the **Applications** tab
- Click on **Add Word Search** under the Puzzles - Word Searches area
- Enter in the **Name**
- Select the **Difficulty Level** - Easy (64 letter grid), Medium (100 letter grid) or Hard (144 letter grid)
- Determine how you'd like to hide the words either vertically, horizontally, or reverse by selecting Yes or No with the menus.
- **Show High Scores** - Would you like the High Scores to display? Select Yes or No.
- **Show on Website** - You can also choose to have the Puzzle show on your site or not by using the dropdown button and choosing Yes or No.
- Enter in the **Words to Find** in the text fields. Changing the difficulty level will change the limit on the words to find. Easy will be 5 words of 6 characters each (max), Medium is 6 words with limit of 7 characters, and Hard is 8 words with limit of 8 characters for each.
- Hit **Save**.

Edit a Puzzle or Word Search

To edit a Puzzle:

- Click on the #puzzles link
- Click on the **Edit** link next to the Puzzle you'd like to edit
- Make your edits
- Hit **Save**

To delete a Puzzle:

- Follow instructions above to edit a puzzle
- Select the checkbox at the bottom of the form 'Click here and then submit to delete this puzzle'
- Hit **Save**

To edit a Word Search:

- Click on the #word search link
- Click on the **Edit** link next to the Word Search you'd like to edit
- Make your edits
- Hit **Save**

To delete a Word Search:

- Follow instructions above to edit a word search
- Select the checkbox at the bottom of the form 'Click here and then submit to delete this Word Search'
- Hit **Save**

🗨 **Blogs**

Intro Message

Enter your introductory paragraph so people visiting the My Blog page will be able to read the message first, before the application displays its information.

How do I add a Blog?

To add a Blog:

- Under the Applications tab, click on **Maintain Blog**.
- Click on the **Add New Blog** link.
- Enter in the **Overall Blog Title** and **Posting Title.**
- Enter in your first thought, question or posting in the text area.
- To password protect the Blog on the public site, enter in a password (optional). This field is limited to 20 characters.
- Enter in a description of the Blog (optional). **Comment Options:**
  - **Allow Comments -** Select 'Yes' if you would like to allow people or students to comment on your Blog postings or 'No' if you do not.
  - **Automatically Authorize Comments -** To automatically authorize comments, select 'Yes'. If you select 'No' to not automatically authorize comments, you would have to approve them first before they're posted.
  - **Email Comments -** enter in an email address if you'd like to be notified via email of postings to the blog.
  - **Show Comments -** To display the posted comments, select 'Yes' or 'No' to not show comments.
  - **Show User Email -** Select 'Yes' to display the email address of the posted comment. If you do not want email addresses displayed of those who posted a comment on the front end, then select No.
  - **Show User Name -** Select 'Yes" to display the user's name with the comment. Select 'No' if you do not want the user's name to display.
- Hit **Next**.
- Enter in a **Posting Title**. You must add at least one posting in order for people to be able to post comments to your Blog.
- Hit **Save**.
- **Images** tab - to **add an image to your blog**, click on Maintain Blogs, then on the link under the Posts column. Click on the edit link next to the posting, then on the Images tab. Click Browse, select your image, hit **Save**.
- **Files** tab - to add up to 3 files to your Blog for reference, click on the Files tab. Click on Browse, select your file, enter in a friendly file name and hit **Save**.

How do I edit a Blog?

To edit a Blog:

- Click on **Maintain Blogs**.
- Select the number to the right of the post that you would like to edit.
- Select Edit.
- Make your updates.
- Hit **Save**.
- To hide commenters email addresses per Blog, select yes or no to display the email address of the commenter. For Blogs that have been already established, the default value is set to 'Yes'.

To add a posting to an existing blog:

- Click on the **Add Post** link when editing a Blog.
- Enter in the posting title and description.
- Hit **Save**.

Sorting your Blogs:

- Click on **Maintain Blogs**.
- Click on **Sort Blogs**.
- Change the Blog sort order.
- Hit **Save**.

Students, parents and visitors can subscribe to a Blog via RSS. If you have an existing blog, add a new post to your blog in order to activate the RSS link. On the front end of your classroom site, visitors can click on the RSS icon to subscribe.

How do I delete a Blog?

- Click on **Maintain Blogs**.
- Click on the hyperlink of the Blog you wish to edit.
- Click on the **Click to Delete this Blog!** link in the lower left corner.
- Hit **OK**.

*All postings and comments pertaining to the Blog will also be deleted.

How do I delete Comments in a Blog?

To Delete Comments in a Blog:

- Click on **Maintain Blogs.**
- Click on the number link under the **Posts** column.
- Click on the **number of comments** link (For example, 4 comments). **Please note: if it says 0 comments, then click on the edit link instead and make your updates.
- If the comment you wish to delete is displayed, click on the **edit comments** link, then **Check Here to Delete This Comment**. Hit OK.
- If you do not see the comment you wish to delete displayed, click on the **Show All** link. Click on **edit comments**, then **Check Here to Delete This Comment**. Hit OK.

How do I authorize a Comment?

When a comment needs to be authorized, you will see a link for the number of comments needing authorization once you click on **Maintain Blogs**.

To authorize a comment, click on the authorize comments link then select the checkbox under the Authorize column. Hit **Save**. Once authorized, the comment will appear on the public site.

If you wish to file the comment away, select the checkbox under the File column. Hit **Save**. Once filed away, the comment will not appear on your site but can be accessed from the Maintain Blogs area.

Polls

Adding a Poll

Each poll will display in the left-hand margin of your homepage, under the site navigation.

To add a Poll:

- Click on **Home**
- Click on **Applications**
- Under **Polls**, click on **Add Poll**
- Enter a poll question
- Enter in at least two options for visitors to choose
- Enter the dates for displaying the poll
- Click **SAVE** to post the poll question to the site

Editing a Poll

To edit a Poll:

- Under the **Poll** category, click on **Edit Poll**
- Click on the **Edit** link next to the poll question you wish to edit
- The poll will display with all the information previously entered
- Make your updates
- Click **SAVE**

Special Note: To delete a poll question, follow the steps for editing a poll. Select the red checkbox at the bottom of the poll question form. Click SAVE.

A+ **QuizMaker**

Overview

Reduce the time spent grading papers by creating an online quiz quickly and easily. Simply click on the **Advanced** tab in your admin area, input your students and classes and set up your quiz today.

Key features:

- Create unlimited questions in multiple choice, true/false or short answer format
- Individual student login
- Set a date and time limit for your quiz
- Determine how many times a student can take the quiz
- System can automatically grade the quiz
- Submit your quiz to a public library for all teachers to use
- Generate reports to get a cumulative overview of each student's performance and progress

*The QuizMaker is available with the purchase of the Premium account level.

My Defaults

If many of your quizzes use similar information, you can set up defaults. By setting the defaults, the values will be pre-filled out when creating a quiz.

My Quiz Defaults:

- Starting Time
- Ending Time
- Share Quiz
- Feedback Shown
- Correct Answer Given
- Go Back and Change Answers
- Questions Shown
- Times Student Can Take Quiz
- Time Limit
- Quiz Assigned To

Create Quiz

Students will access your quizzes by clicking on the **My Quizzes** link on your TeacherSite. Please be sure to setup your students and classes before creating a new Quiz.

To create a Quiz:

- Click on the **Quizzes** link
- Click on the **Add Quiz** button
- Enter in a Quiz title and description
- Select the start/end dates and times
- **Share Quiz** - Determine if you'd like to share your quiz with other teachers
- **Results Shown to Students** - select if you'd like to display results by choosing never, after taking quiz or after quiz

expires
- **Correct Answer Given** - If a student gets a problem wrong, this allows you to show them the correct answer when they view their results
- **Go Back and Change Answers** - This allows students to go back during the quiz and change their answers to previous questions
- **Questions Shown** - select in order or randomly
- Select the number of **Times Student Can Take** the Quiz
- Set the **Time Limit** (in minutes)
- Check off the class(es) the quiz is assigned to
- Hit **Add Quiz**

To enter the Quiz questions:

- Click on the **Questions (0)** link next to the quiz you'd like to edit. Once you've entered in the questions, this page will allow you to take a practice of the quiz and see the results
- Click on **Add Question**
- Enter in your question in the text area
- Select whether the question is required or not
- Upload an image (optional)
- Select the question type - multiple choice, true/false, or short answer

  - If you select Multiple Choice, enter the answers into the text fields and select which one is the correct answer
  - If you select True/False, select the correct answer

- Enter in the explanation of the correct answer which would be viewed by the student (optional)
- When finished, click **Add Question**

If you choose to show feedback by selecting the feedback type (never, after taking quiz, or after quiz expires), another drop down menu will appear which says either (on correct answers or on all answers). You can choose whether to show feedback just on correct answers or always.

If a student begins to take a quiz and then closes the window before completing it, the system will NOT allow them to take it again. Therefore, you will need to delete their entry in order for them to take the quiz again. So, please encourage your students to complete a quiz on the first attempt.

Activate/Deactivate Quizzes

This feature gives you the ability to make a quiz inactive on your site in order to archive them in your admin area. They can be made active again in the future.

To make your **Quizzes Inactive**:

- Go into **My Quizzes** and click on the name of the **Quiz** you want to make inactive.
- Click on the field that says **Quiz Active?** and answer **No**.
- Click **Save** .
- The Quiz will no longer display on your site, but has been archived for you to use in the future.

To **Activate Quizzes** again:

- Go into **My Quizzes** and click on the field that says **Click Here to Display Inactive Quizzes**.
- Click on the name of the Quiz you want to make **Active** again and select **Yes** to **Quiz Active?**
- Hit **Save**.

- The Quiz will display on the list of Quizzes.

Quizzes

This area will display all your Quizzes. You can edit the quiz, duplicate it, view the quiz questions, practice the quiz or review the quiz results.

Edit or Duplicate a Quiz:

- Click on **Quizzes**, then the hyperlink of the quiz name.
- Make your edits.
  - To duplicate the quiz, click on the **Duplicate This Quiz** link at the top of the form. Enter in a new name, hit **Copy Quiz**. The new quiz you create will have the same setup and questions, but under a new name. The new quiz will be completely separate, so for instance if you change a question, it will only affect your new quiz.
- Hit **Update Quiz**.
- **To remove the quiz**, select the 'click here...' checkbox and hit Update Quiz. Please note that removed quizzes are not recoverable.

Questions:

- To update the questions on a quiz, click on the **Questions** link**.** Please note: if a quiz has already been taken by students, it cannot be edited.
- Click on the hyperlink of the question.
- Make your edits.
- Hit **Update Question**.
- To sort the questions, click and drag the questions. After making your changes, hit "save changes".

View

- This area will allow you to view the quiz and print it.

Practice

- To practice the quiz, click on the **Practice** link.

Results

- This area will allow you to view the quiz results as well as download the responses to Excel and view the aggregate results.

📝 **Message Board**

Add Message Board

Receive feedback from your students on a particular topic or start a discussion amongst students on an assignment with the Message Board.

You can create an unlimited number of message boards on your classroom website with multiple categories and topics, posting approval, file uploads and password protection.

Your message board name will serve as the starting point for your topics and discussions. Once you've added the board, you will then add categories and finally topics from which visitors will be able to discuss with you.

To add a Message Board:

- Click on the **Add Message Board** link.
- Enter in a **Message Board Name** which will serve as the starting point for your topics and discussions.
- Enter in a password (optional).
- Enter in an email address in the **Email Message to** field if you wish to receive emails when a new message is posted (optional).
- **Show on Site** allows you to activate or deactivate particular boards.
- Enter in a description of the Message Board (optional).
- Hit **Save**.

Upon hitting Save, system will default to the Categories area. **Type in the categories** and hit Save.

To setup the Topics under the Category, click on the **add topics here** link or via the **Board** tab.

To setup Topics:

- Choose the **category**
- Enter in the **Topic Title**
- Enter in the **Question** or Comment (optional)
- Select Yes or No for approving messages before they're posted
- Select Yes or No for requiring a name with each posting
- Determine Yes or No to Hide Email Addresses on the Front End
- Select Yes or No to allow file uploads with each posting
- Enter in a password for the topic (optional)
- Attach a file to the topic for review (optional). Enter in a Friendly File Name.
- Hit **Save**.

Edit Message Board

To edit a Message Board or access postings for approval:

- Click on the **Edit Message Board** link.
- Click on the Message Board you'd like to edit.

Message Board - when adding or editing a topic within the Message Board module, you can choose to hide emails on the front end. This will provide a level of security for your students.

To approve a posting:

- Click on the number link under the Approve column.
- Click on the Approve Messages button.

To edit the topic:

- Click on the Topic tab
- Make your edits
- Hit Save.

To delete postings from a specific Topic:

- Click on **Edit Message Board**.
- Select the Message Board you wish to edit.
- On the **Board tab**, click on the Topic that contains the comments you wish to remove.
- Click the **Delete tab** (make sure you are now on the **Edit Message Board - Delete Messages screen**).
- In the **Messages section**, select the checkboxes in the Delete column next to the comments you wish to remove.
- Click the **Delete** button.

To delete an entire Message Board:

- Go into **Edit Message Board**. Click on the board you wish to delete.
- Click on the **Delete** tab.
- A confirmation message will appear, to make sure you want to delete that board. If so then click on **Yes**.

GradeBook

A+

GradeBook

Gradebook News

As of July 1st of this year, Gradebook will no longer be available. We wanted to make you aware of this as soon as we could so that you can explore other solution options in the market. Even though as of July 1st users of Gradebook will not be able to use it from a functionality standpoint, we are providing all data housed in Gradebook to be viewable, exportable, and printable. Therefore, if you find you need to extract the data from Gradebook, you are able to do so. We will provide this ability until end of 2010. At that point, Gradebook will be discontinued altogether. If you have any questions or export needs, please contact our Client Relations team at support@schoolworld.com / 1.800.554.2991, Option 3.

GradeBook Calendar

This feature allows you to view current or past assignments in a calendar format.

It also allows you to grade any that may still need to be done. You can tell that an assignment is incomplete by '**' before the assignment.

Grades Summary

This area displays your students grades, the number of assignments graded, and the student grade percent.

To view the completed grades, click on the class/subject/period hyperlink. You can also print the summary by clicking on the Print button.

Reports

Incomplete Assignments- Assignments that are due but grading is incomplete

- This is for teacher use only.
- This will show you any assignments that you have not finished grading.
- You can also complete the grading for any assignments you may need.

Missing Assignments- Students who are missing assignments

- If you started grading and skipped over students, they will show up here.
- You can add in the missing grade here.
- You can search by using the students last name, marking period or by date.
- Once you have chosen your settings, click on Find.

Grades By Student- Grades for Students for a Marking Period

- This will show you all the grades for each assignment in a marking period, by student.
- This report can be used to print out the student grades for a marking period, if you wish to send them home.

• You can search by the students Last Name, Marking Period, Subjects, Assignment, and Sort By Class or Student. *The default for Sort By is Class*

• You can search by Completed/Not Completed grades. *Normally, only completed grades are sent home.*

• Once you have chosen your settings, click on Find.

Set Up Wizard

Setup Wizard- Follow the Wizard steps to set up your GradeBook.

Step 1- Choose your School Year & click Begin

Step 2- Add New Marking Period

• To add a new marking period, click the "Add new marking period" link
• Enter in a name for this Marking Period (e.g. Fall Quarter)
• Enter a Start Date and End Date
• When you are done, click the Save button to continue

To Edit an existing marking period, click the name of the marking period. When you are done adding or entering marking periods, click the **Add Class** button to continue. To return to the Welcome page, click the Welcome button.

Step 3- To add a new class, click the "**Add Class**" button

• Enter a unique **Class Name**
• Every class must have at least one **Subject**. The Subject can be the same name as the Class. You will be able to add additional subjects for this class in the next step, if needed.
• If you want to automatically include homework assignments for this subject in your gradebook, select a homework category from the quick pick box or type in a new category.
• Select at least one Marking Period for this subject
• Select students for this class
• Click Save when you are finished setting up the class.
**Note: You should have your Students set up prior to setting up the GradeBook.

To Edit an existing class, click the name of the class. To **Sort** your classes, enter the sort order for each class, then click the Save button. When you are done adding or entering classes, click the **Options** button to continue.

Step 4 (Optional) - Additional **Options** for your setup

• Grading Types
• Automatic Calculations
• FamilyLink Login

Grading Types:

• To add new grading types (e.g. Effort) or to change existing grading types, click the Grading Types link
• Your GradeBook can automatically include homework assignments and QuizMaker grades
• You can also add more grading types, such as Participation or Effort
• Select all the Homework Types you want to automatically include in your GradeBook
• Select if you want to include QuizMaker in your GradeBook
• Add Other Grading Types for your GradeBook (e.g. Participation, Effort)
• When you are done setting up your grading types, click the Save button to save your changes.
• Click the Formulas button to continue

Automatic Calculations:

Formulas are used to calculate averages of grades, including weighted averages. To add or edit formulas:

- Click the **Formulas** Button. Formulas are used to calculate overall grades for a marking period. (e.g. grading types can be weighted so that some grades are worth more than others in the overall grade). If you use letter grades, or use simple averages to calculate grades for a marking period, then you do not need to set up any formulas.
- To **add a new formula**, click the "**Add New Formula**" link
    - Enter in the Formula Title. Hit Save.
    - Select whether to Use Weights in this formula. If set to No, all calculations for final grades will be a simple percentage of all numeric scores entered.
    - Enter a description for the formula.
    - Select classes/subjects which should use this formula.
    - To Delete this Formula, mark the checkbox, then click the Save button.
    - Click the Save button to return to your list of classes.
- To **edit an existing formula**, click the name of the formula
- To **sort your formulas**, enter the sort order for each formula, then click the Save button
- When you are done adding or entering formulas, click the Options button to return to your list of classes.

FamilyLink:

To change the settings for the FamilyLink Login, click the Family Login button.

- Families can login to a secure site to view their student's grades
- The URL for viewing grades is https://secure.schoolworld.com/family/
- To enable families to view their student's grades, select Yes
- If you do not want families to view their student's grades, select No
- When you are done, click the Save button to save your changes.
- When you are done changing GradeBook options, click the **Options** button to return to your list of classes

🧑‍🤝‍🧑🌐 My Classes

Classes

To create Classes:

- Under the **Advanced** tab, click on **Classes**.
- Type in the class name.
- Click Save.

To Edit a Class:

- Click on the **Advanced tab** and then on **Classes**.
- Click on the **class name**.
- Edit the class name and click **save**.
- Click on the **Class List tab** to view the students associated with the class.

To Add Students to a Class:

- Click on the **Advanced tab** and then on **Classes**.
- Click on the **class name** and then on the **Add Students to Class link.**
- Use the letters to find a student or select **All** to see all of your students.
- Select the **add box** to the left of the student's name
- Click on **Add Students**.

To Delete Classes:

- Click on the **Advanced tab** and then on **Classes.**
- Click on the **class** you would like to delete.
- Select the **Delete tab** and select **Yes** to delete
- Click on the **Delete** button.

Please Note: If you delete all of your classes, the Quizzes module will not appear in your Admin Area. You will need to add a class in before the Quizzes module will appear again.

Students

To set up Students individually:

- Click on **Students** under **My Classes** which is under the **Advanced** tab.
- Click on **Add Students**.
- Fill in the students Last name, First name, and Password.
- Hit **Add Students**.

To set up Students in bulk:

- Click on the **Add Students** button
- Click on the **Bulk Add** link at the top of the page
- Check the Class the students should be added to
- Select the Browse button and locate the file
- Click on **Import Students**. The .csv should not include a header. Each student should be on their own line in the

following format: lastname,firstname,password. The password does NOT accept upper case (all caps) words. If a password is not entered, one will be automatically generated for each student.

When you add a student you can go back and edit them when you want. You can also turn on the Family Login for families to go on and be able to check their child's grades.

To add the **FamilyLink Login** click on the **Famil**y tab. Enter in the family name, click to enable family login and hit Save.

Email Center

Creating Email Center Categories

The Email Center is a communication system organized by categories for the purpose of contacting students and parents via email.

To create an email category:

- Click on **Home**
- Click on the **Advanced** tab
- Click on **Categories** under the Email Center
- Enter in each email category in the text box
- Click the **SAVE** button after each addition

Special Note: The Sort order to the left of the categories determines the order that they display on your Email Center.

Adding Email Addresses

To add an email address to your Email Center:

- Click on **Add Email Address**
- Type in the email address
- Enter the first and last name of the person
- Check the category the person falls under
- Click **Save** to add the email address to your online email tool

Bulk Uploads:

If you'd like to add email addresses in bulk via Microsoft Outlook or a comma separated file, please click on the Bulk Add link in **Add Email Address** and follow the instructions.

Editing an Email Address

To edit an email address in your Email Center:

- Under the **Email Center** category, click on **Edit Email Address**
- Select the person you wish to edit by clicking on their category or finding them alphabetically
- Click on the edit link next to the name of the person you wish to edit
- Make your updates
- Click **SAVE**

Special Note: To delete an email entry, follow the steps for editing an address. Select the red checkbox at the bottom of the edit form. Click SAVE.

Deleting Categories and Email Addresses

TeacherSites has improved the functionality of the Email Center by giving you the ability to delete email categories and all

of the email addresses associated within each category.

Seeing your students move on each year, you can delete all of their email addresses at once, saving you time.

To delete any Category and all the attached email addresses:

- Click on the Categories link
- Enter the ID number next to the Delete box
- Hit Save

Send Message Through Email Center

To send an email message from your Email Center:

- Click on **Send Email**
- Select the category(ies)
- Enter the Subject of the email
- Enter in the Return Email Address
- Type in your email message
- Edit your signature (optional)
- Click **Send Email**

To View Previously Sent Messages:

On **Send Email,** click on the **View Previously Sent Messages** link. This will display a history of all emails you have previously sent from your Email Center. It will also allow you to see if an email is still pending or if it was sent out. That way you can keep track of your email's status.

Visitor Sign Up Options

You can allow visitors to opt-in to your Email Center from the front end of your classroom site via the contact page.

- Click the **visitor sign up options** link
- Change the **Allow visitors to sign up** drop-down menu to Yes
- Password to sign up - enter in a password which visitors would need to enter when signing up (optional).
- You can also enter an information paragraph visitors would see when signing up (optional).

NOTE: When a person signs up for your email list you will be notified by an automatic email. Additionally, if a person deletes themselves from your list, you will also be notified.

🔒 Account Settings

How do I find my receipt?

Q: I just paid for my site and need to print out a copy of the receipt.

A: Once you login to your TeacherSite, you will go to the **management tab**. You will then see **Account/Payment information**. Click on this link. Once you click on the link you will see your transaction and you can click on the receipt and print it out.

How do I change my password?

To change your password:

- Click on the **Management tab** and then on the **My Settings link**
- Make your updates
- Click **SAVE** at the bottom of the page

Please Note: Your new password will be effective the next time you log in.

My Settings

In the **My Settings** area, you have the ability to change:

- Your password
- Email address
- Friendly Website name
- School district name and address
- Folder name
- Activate front-end editing
- Allow for additional site administrators

To manage your login information and site settings, click on the **Management tab** and then the **My Settings** link. In this area, there are tabs for User Info, Contact, Site Options, Site Logo, Navigation and Admins.

User Info: update your name, friendly website name (The **Friendly Website Name** appears in the template header and **School District** appears below it), password and optional demographics.

Contact: update your email address, district name and address/phone.

Site Options: edit site design, activate/deactivate icons from appearing in the left nav column next to main areas and modules, edit link colors on the template design, enter in an overall password for your site to visitors, activate inline editing and purchase a personal domain.

To activate In-Line Editing:

- Click on the **Read More >>** Link.
- Select **Yes** from the Edit Content on Front of Site drop down.
- Click **Save**.

- Click **View Site** in the top right corner to navigate the front end of your site.
- Click on the **Login link** located at the top of the page. You are the only person who sees this login link, no visitors will see it.
- Type in your password and click **Login**.

You will need to activate In-Line Editing for every computer and browser that you use to update your website.

Site Logo: upload a logo to your site by clicking on the Browse button. Select the position and size, hit Save.

Navigation: To shorten the number of links on the left side of your site, you can have some additional links appear on the top of your site. *Note*: Main sections that have the ability to have sub pages are not able to be placed on top of your site.

Admins: Use this page to add site administrators (assistants) for your website. The Website Helpers will have their own login and password with access to all admin applications except User Info and adding/editing site admins.

- To add a site admin, click on the Management tab in your TeacherSites admin area and select My Settings. Click on the Admins tab and enter in name, email and password.

The Site Admins will use the same http://teachersites.schoolworld.com URL to login to the classroom site, however, they'll also need to select the checkbox 'Login as Website Assistant.'

Personal: Upload your avatar image to display in the top left corner and change the tab titles to your personal preference.

Using HTML

What is HTML?

Hypertext Markup Language (HTML) is a computer language that you can use to control certain attributes of your webpages. The Web Tools were created so that you don't need to learn HTML unless you want to do some very specific things on your webpages.

While SchoolWorld allows you to add HTML coding to your pages, we do not provide support on HTML coding.

When you create a typical page, there is an HTML button in the lower left corner of the page text area. Click on it to enter in HTML or edit the page via HTML.

🛠️ Tips & Ideas

Additional Tips

- We recommend you don't overload your website with lots of headlines and different fonts and type sizes. Provide clear and simple headlines and page titles for easy reading.

- Include a contact method. It's important to keep a two-way communication with your students and parents. You can either put in a mailto link within the page creation area or have your email address appear at the bottom of every page (this is maintained in the My Settings area).

- Do webpage checks. Once you've finished a page, review it by clicking on the View Page link.

- Make a habit of routinely checking for broken links. Try to keep all your webpages updated and make sure all your links are working properly.

- Keep your colors reasonable. Pink or yellow letters are not easy on the eyes. Try and avoid too many fancy scripts or animations which can cause visitors to lose focus on important information.
- When uploading files to the site try to use simple file names without any symbols or spaces in them. The symbols can sometimes affect the upload process. For example, upload manual112408.pdf rather than manual*11/24/08.pdf

Cookies Should Always Be On

The system runs off of your computer's cookies, please make sure they are turned on and set to at least medium.

Cross Platform

TeacherSites is cross platform and works on both Macs and PCs. With our Rich-Text Editor (RTE) toolbar and the appropriate browser (IE 7 or 8, Firefox, or Safari 3.0.4 or higher), users from both platforms can work interchangeably.

Hyperlink an Email Address

To hyperlink an email address within the Text Box area, double click the name, then click on the Create Hyperlink button. In the URL field, remove http://www. and type in mailto:emailaddressgoeshere. For example: mailto:jamesdemo@schoolworld.com Click OK.

Single Spacing

To enter a single space in the page text area, hit Shift then Enter. The system defaults to double spacing.

📷 Slideshows

Create a Slideshow

Our **Slideshow** feature is a great tool to showcase images from any event/classroom activity or student project. You have the ability to upload up to 99 images, categorize them and display them in an attractive "slideshow viewer" or thumbnail format. Once a slideshow has been created, it can be easily accessible on the front end of a your classroom website. Each slideshow can also be attached to any webpage via the Files tab.

To create a Slideshow:

- Click on the **Applications** tab in your admin area
- You must first set up your categories by clicking on the **Categories** link. Enter in the category(ies) via the text fields and hit Save.
- Once the categories have been setup, click on **Add SlideShow**
- Enter in a title for the slideshow
- Select the appropriate category
- Password-protect the slideshow (optional)
- Enter in a description of the slideshow (optional)
- Click **Continue**. You may now start uploading images to your slideshow by clicking on the Browse button.
- Locate the images on your Desktop and double click them. The system will make a copy of the image. Enter in a caption.
- Hit **Save** when finished.

Add customization to your slideshow as each image transitions from one to the next. TeacherSites offers more options for slide transitions and entire slideshows can be downloaded into a viewer format.

Delete a Slideshow

To delete a slideshow:

- Click on the **Applications** tab.
- Click on the **# slideshows** link.
- Click on the **edit** link next to the slideshow you wish to delete.
- Scroll to the bottom of the form.
- Select the checkbox 'click here to delete this slideshow - then hit save'
- Hit **Save.**

Lesson Plans

Categories/Add Lesson Plan

You can organize your lesson plans by **Categories**. These categories will display on the calendar view.

To add a category:

- Click on the **Categories** link.
- Enter in the category in the text field.
- Hit **Save**.

Active/Inactive Categories - inactive categories do not appear on the calendar view and are not displayed when adding or editing a plan unless an inactive category is already assigned to the lesson plan being edited. To inactivate a category, simply de-select the checkbox under the Active column next to the appropriate category and hit Save.

To add a lesson plan:

- Click on **Add Lesson Plan**.
- Enter in the **Lesson Title**.
- Enter in the **Objective** of the lesson plan.
- Select the **Activity** the plan applies to (if applicable).
- Select the **Assessments** the plan applies to (if applicable).
- **Share this Lesson Plan** - you can choose to share this plan with other teachers. This can be decided now or at a later date by editing the plan.
- **Templates** - If the district creates a template for you to use, it will be the default template. However, you can create your own custom templates:
    - Click on the **Edit Your Templates** link above the Standards area.
    - Enter in the **Template Name.**
    - Enter in the template content.
    - Hit **Save**.
    - To delete a custom template, click on Edit Your Templates, select the delete checkbox and hit Save.
- A dropdown to select one of the custom templates is displayed. The default is the school or district template. Enter in the **Lesson Plan content** .
- **Standards** - select the Standard, Grade, Concept and Indicator(s) the plan reflects - if you'd like to tie more standards to the plan, select the checkbox **'Click here to add more standards.'**
    - To view the standard, concept or indicator in full, click on the **View this Standard** link.
- **Files** - you can attach files to the lesson plan. Click on the Browse button, locate the file, hit OK. Enter in a Friendly File Name.
- **Dates** - Select the Week. Select the checkboxes of the appropriate day(s) and category (ies). If the plan is recurring, enter in the recurring until week of date (optional).
- **Homework** (optional)- you can add this plan to a Homework assignment. Enter in the homework details. Select the **'Post this homework on my website'** checkbox. Hit **Add**. When you hit Add, the system will send you to Option 2 for the Homework module.
- Hit **Add**.

Edit/Copy a Lesson Plan

To edit a lesson plan:

- Click on the **Lesson Plans** link.
- Select from the search criteria fields.
- Hit **Find**.
- Click on the **Edit** link next to the lesson plan of interest.
- Make your edits to the Lesson Plan and refer to the tabs at the top for more features:
    - **Plan** - allows you to edit the main plan content.
    - **Standards** - edit the standards, grade, concept or indicator or add more standards to the plan.
    - **Dates** - edit the dates of the plan and add more dates.
    - **Files** - upload files to the lesson plan.
    - **Review** - allows you to view the plan in a read-only format. You can also email or print the plan via this area.
    - **Email** - Teachers can email lesson plans to each other to share. Enter in the email address in the Send to field, enter in comments and hit Send Email.
- Hit **Save**.

To delete a lesson plan:

- Follow the steps above to edit a plan.
- Click on the **Delete** tab**.**
- Select **Yes** for confirmation.
- Hit **Delete.** Please be sure you would like to delete the plan as it cannot be recovered.

To copy a lesson plan:

- Click on the **Lesson Plans** link.
- Select from the search criteria fields.
- Hit **Find**.
- Click on the **Copy** link next to the lesson plan of interest.
- Make your edits via the tabs at the top - Plan, Standards, Dates, Files.
- The Review tab allows you to view the plan in a read-only format.
- Hit **Save**.

Lesson Plan Calendar

The calendar view is a convenient way for you to view your lesson plans in a calendar format. This is also the area where you will send your plans up for administrative review (if applicable).

The calendar view is displayed by category and week. Select the category, week and hit Show.

Plans can be edited by clicking on the hyperlink of the plan title. A Print feature is available at the bottom of the calendar.

When the lesson plans are complete and ready for review, click on the Submit to Reviewer button located on the bottom of the calendar. The reviewer, status and comments will be posted in this area for future reference.

Reports

The following reports are available for the Lesson Plan module:

1. **Lesson Plans In Use** - Lesson Plans that are on Lesson Plan calendars
2. **Standards Not Covered** - Standards Not Covered for a Teacher
3. **Accepted Plans -** Plans that have been reviewed and accepted

Podcaster

TeacherSites Podcaster

Intro Message

Use this link to add information that will appear at the top of the Podcaster page for visitors.

Podcast Setup

You can give your Podcaster module a name and also add a description to let visitors know what type of content you'll be posting.

Add Content

- Enter in the title of the Feed (the file you're uploading).
- Type in a description of the Feed.
- Select 'display on website' - yes or no.
- Enter in the Date Available.
- Enter in the Date Expires.
- Select the correct content type - audio or video.
- Click on the Browse button to upload the Windows and/or Mac files. There is one upload field for audio files.
- Hit **Save**.

Web Locker

Creating Web Locker Categories

Easy Storage. Easy Organization. Seamless Integration.
Web lockers give you centralized secure file storage that is fully integrated with other TeacherSites features such as Homework and Pages.

No More Scattered Web Page Files or Forgotten Homework Attachments
Using Web lockers in TeacherSites is just plain easy. Consider your Web locker the one-stop destination for any files that you want safely stored for use on your website - or even just a place to store files as a secure backup.

To Create a Web Locker Category:

- Click on the **Advanced tab**.
- Under Web Locker, click on **Categories**.
- Type in the **Category Name.**
- Click **Save.**
- Type in a **Sub-Category Name.**
- Click **Save.**

Sorting Referenced Files

To Sort Files Referenced on a Page:

- Click the **Site Content** tab**.**
- Click on any page to edit.
- Select the **Files** tab.
- Click on **Web Locker Files** then on the **sort files** link.
- Enter in the sort numbers.
- Hit **Save.**
- *Note:* sorting uploaded files and web locker files is done separately. First, all the uploaded files are displayed, then all the web locker files.

Adding a File

To Add a File:

- Click on the **Advanced tab**.
- Under Web Locker, click on **Add File**.
- Use the **File Category drop down** to select the appropriate category.
- Click **Browse**.
- Find your file and **open** the file.
- Enter in a **Friendly File Name.**
- Enter in a **File Description** (optional).
- Click **Save.**

Editing a File

To Edit a File:

- Click the **Advanced tab.**
- Under Web Locker, click on **files.**
- All of your categories will be listed.
- Click on the **arrow** to the left of the category title to display all sub-categories.
- Click on the **arrow** to the left of the sub-category to display all of the files.
- Use the **arrows** to the right of the column headers to sort the files by that column.
- Click on the **file title** to open the file.
- Click on **Edit.**
- Edit the **File Category**, **Friendly File Name**, and **File Description**.
- Click on **Browse** to replace the file.
- Click **Save.**