

# Teacher Pages Help Manual

STEP-BY-STEP INSTRUCTIONS FOR CREATING A CLASSROOM WEB SITE



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## Getting 'Logged In' to Your Classroom Web site

Creating a classroom Web site is fun – let's get started!

The very first thing to do is open a Web browser. If you're using a Mac, you must use either the Firefox or Netscape (7.0 or higher) browser.

### After going live:

Enter first name, last name and password at the login screen.

(If you need the url of the admin page, email scaher@buffaloschools.org)

**Login Screen**

**First Name**

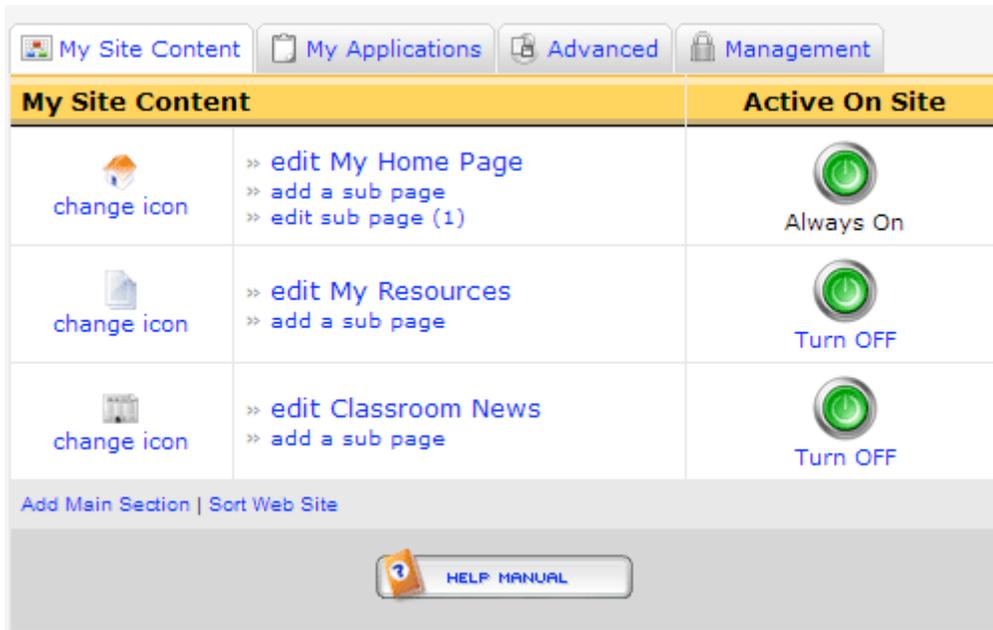
**Last Name**

**Password**

[forgot password?](#)



## Main Navigation Screen



In the upper right hand part of the screen, there are three key buttons to locate you during the creation of your classroom site:



**Main Navigation:** locates you at the Main Menu pictured above. All tools are accessible from here.

**View Site:** allows you to view your classroom Web site as you are working on it.

**Logout:** exits you from the administrative area of your classroom site.

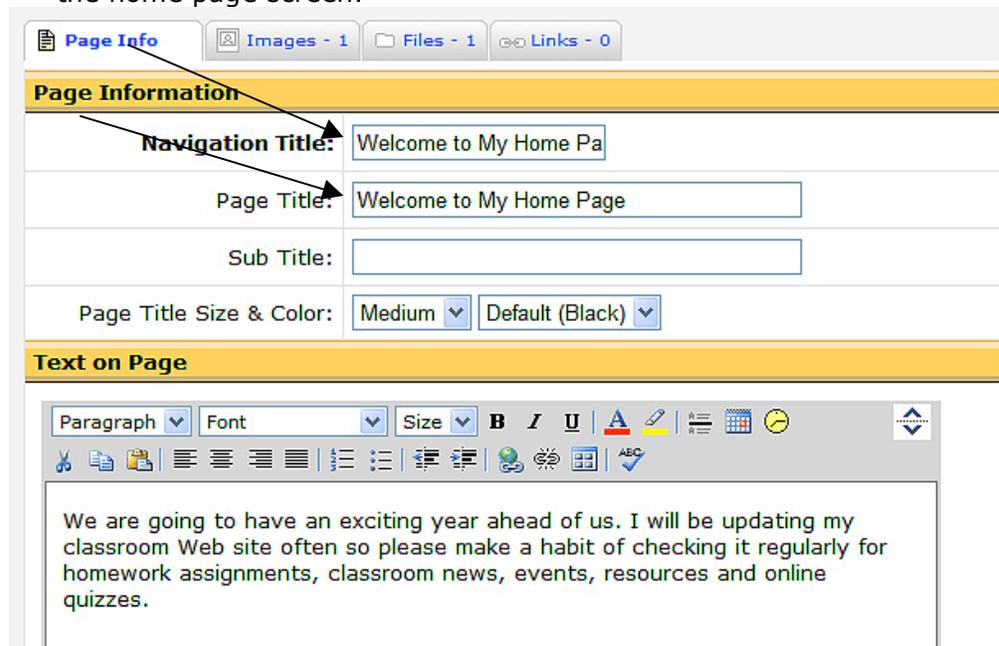
## Creating Web Pages

Pages can be created to display in as many sections as you'd like on your Web site. Under the '**My Site Content**' tab, the system displays Home Page, Resources and News. You have the ability to change the title of those sections. For example, if you'd like to change the title from Home Page to Main Page, simply click on edit Home Page, edit the text in the Navigation Title field and hit **SAVE**.

Each of these Main Sections is a page itself and you can create unlimited tiers or sub pages within each of these sections. You also have the ability to change the icons associated with each section. To change an icon, simply click on '**Change Icons**', and choose an icon. If you'd like your icons to be a different size, click on the button labeled 'Medium' or 'Small', then choose an icon. You also have the ability to upload your own icons by clicking on the '**Upload own icons**' link.

## Creating your Home Page

1. Click **Main Menu**  located in the upper right corner.
2. The system defaults to the '**My Site Content**' tab.
3. Click on the words "**Edit Home Page**".
4. A new screen will appear with title form fields along with the "**Text on Page**" work area.
5. **Navigation Title** is required and will appear in the navigation.
6. **Page Title** (optional) will appear on the page.
7. **Sub Title** (optional) will appear in italics below the Page Title in smaller print on the home page screen.



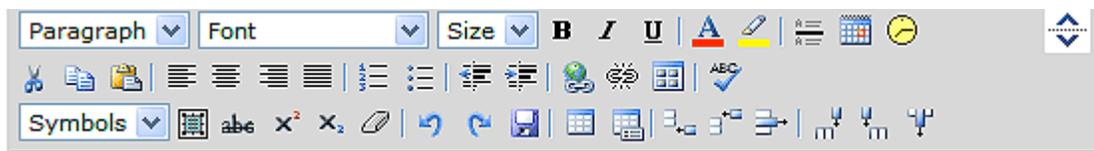
The screenshot shows a web page editor interface. At the top, there are navigation buttons: 'MAIN MENU', 'VIEW SITE', and 'LOGOUT'. Below this is a 'Page Info' section with tabs for 'Page Info', 'Images - 1', 'Files - 1', and 'Links - 0'. The main content area is divided into two sections: 'Page Information' and 'Text on Page'. The 'Page Information' section contains four rows of input fields: 'Navigation Title' (with the text 'Welcome to My Home Pa'), 'Page Title' (with the text 'Welcome to My Home Page'), 'Sub Title' (empty), and 'Page Title Size & Color' (with dropdowns for 'Medium' and 'Default (Black)'). The 'Text on Page' section features a rich text editor toolbar with options for Paragraph, Font, Size, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbered List, Indent, Outdent, Link, Unlink, and ABC. Below the toolbar is a text area containing the following text: 'We are going to have an exciting year ahead of us. I will be updating my classroom Web site often so please make a habit of checking it regularly for homework assignments, classroom news, events, resources and online quizzes.'

**Text on Page** - type in the text you want to appear on your page or copy and paste your text from another source [i.e. Word document]. Font types, font styles, font size, font color, word alignment, bullets, imbedded links and spell checking are some of the options available to you. Hover your mouse over the button on the toolbar to see the functionality.

If you'd like to enter in HTML coding, click on the HTML button located in the lower left-hand corner of the page text area – next to the Details button.

Images can be added via the RTE toolbar; allowing for more flexibility in the placement of the image on your page. Click on the **Insert Image from Gallery** button located next to the spell checker button. Click the Browse button, select your image, and hit Upload. You can reduce the size of the image by selecting from the drop down menu. The Image Gallery will place a thumbnail of your image in the gallery and a preview for your page. The images will stay in your gallery and you can reference them on any web page. Clip art is also accessible in the gallery by clicking on the Icons link.

8. For more **advanced settings** on the toolbar, click on the up and down arrow button in the upper right-hand corner of the toolbar. A third row will appear allowing you to add a table or erase formatting.



9. Click on the **"Save"** button found below the "Text on Page" work area when you've finished adding copy to your page. You may have to scroll down to find the "Save" button.

10. To add photos, Web links, and files to a page, click on the appropriate tab.



## Adding a Photo to a Web Page

There are a few different options for adding pictures to a Web page: **Headline image**, **page photo**, **slide show**, or **clip art**.

**Headline Image:** The **Headline Image** is a picture that displays in the center above all copy and images on your page. Consider using a banner-style image. Suggested width and height is 500 x 80 pixels.

Headline Photo Example:



## Adding a Headline Image

1. Click on the **Images** Tab.



2. Click on the words "**Headline Image**".
3. Click on the **Browse** button.

4. Your file directory will appear, locate the photo.
5. Double click on the photo to add it to your site.



6. Click the **SAVE** button at the bottom of the page.

## Adding a Page Photo

A Page Photo is a picture that displays alongside the text on the page. It can appear along the right side of the page or centered in rows below your copy.

1. Click the '**Images on Page**' link under the Images Tab:



2. Click on the **Browse** button.
3. Locate the photo.
4. Double click the photo to add it to your Web page.
5. Add a caption (optional)
6. Add a description of the photo (optional)
7. Link the photo to a URL (optional)

Page Info		Images - 0		Files - 0		Links - 0	
<a href="#">Images on Page (0)</a>   <a href="#">Headline Image (0)</a>   <a href="#">Clip Art (0)</a>   <a href="#">Attach Slide Show</a>							
<b>Add New Images</b>							
Sort	<input type="text" value="1.00"/>						
Select Image	<input type="text"/> <input type="button" value="Browse..."/> <small>Make sure image is a GIF or JPG and is less than 2.5 meg</small>						
Image Caption	<input type="text"/>						
More info about image <small>displays on pop-up page</small>	<input type="text"/> <small>abc</small> <input checked="" type="checkbox"/>						
Link to URL?	<input type="text"/>						
<b>Image Layout &amp; Size Options</b>							
How many images should show up to the right of your copy? <small>Note: if you have more images, they will show up under all your copy.</small>	<input type="text" value="1"/> <input type="button" value="v"/>						
Please decide how many images should display in each row: <small>Note: this only applies if you have more images than displaying to the right of copy.</small>	<input type="text" value="2"/> <input type="button" value="v"/>						
Images will be reduced (if necessary) to this size - in pixels: <small>This number refers to new image uploads only.</small>	<input type="text" value="200"/> <input type="button" value="v"/>						
Would you like to add <b>More Images</b> ? <small>Note: you can add as many images as desired per page, two at a time, or <a href="#">use this page</a> to upload a zipped file of more images at once.</small>	<input type="text" value="1 more"/> <input type="button" value="v"/>						
<input type="button" value="Save &gt;"/>							

8. Under the **Image Layout & Size Options**, determine if the image should appear to the right of your copy or below your copy. If below, select 0 images to the right, and the number of images that should appear in a row.
9. Reduce the image size – 200 pixels is a nice size for a web page.
10. Click on the **SAVE** button.

**ZIP file** – you can add up to 36 images at once with a ZIP file. Click on the **use this page** link under the Add More Images section of the form.

## Adding Clip Art to a Page

There is a bank of clip art available for teachers to use on their pages, organized by categories.

### To select a clip art graphic:

1. Click on the **Clip Art** link under the **Images** tab.
2. Click on drop down menu.
3. Select a category.
4. Once a category is selected, use the up and down arrows to toggle through the icons.
5. Click **SAVE** to add the selected icon to your Web page.
6. To delete the clip art, click on the '**clear icon image**' link and hit Save.

**Please note:** Clip art appears in the upper right-hand corner of your 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).



Page Info Images - 1 Files - 0 Links - 0

Images on Page (0) | Headline Image (0) | Clip Art (1) | Attach Slide Show

### Clip Art

This page allows you to attach any available **Clip Art** to your site - the image will appear to the right of your page title and copy. Simply use the scrolling list to cycle through the images.

1. 3 crayons



clear icon image

scroll list to see icons  
The image will appear in the upper right corner of the webpage.

Save >

Find Clip Art by keyword?

Find >

Slideshows can be attached to a page by clicking on the Attach Slide Show. The slide show must be created first via the Slide Show module (under the My Applications tab).

## Attaching a File to a Page

Files can be any type of attachment and cover a variety of formats. (*Note: Do not upload executables, .exe extensions*). Files can be PowerPoint presentations (.ppt), Adobe Acrobat files (.pdf), Video presentations (.avi), or Music files (.wav or .mid). They can have any type of information that you would like parents and students to find on your Web site – newsletters, worksheets, permission slips, handbooks, dress code, discipline procedures, classroom policies, song recordings, or pictures of student artwork.

### To attach a file to a page:

1. Click on the **Files** tab.
2. Under “**Add New Files**”, click the “**Browse**” button.
3. Locate the file.
4. Double click on it to attach it to your page.
5. Next to **Friendly File Name**, type in a recognizable name for the file. This will display instead of the technical file name (ex. Acad\_hdbk.pdf – could have a friendly name of Academy Handbook)
6. Type in a description of the file (optional).
7. Click **SAVE** at the bottom of the form.

**Important Note:** *Need to add more than 1 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.*

### Edit a File:

1. Click on the **Files** tab.
2. Click on the link to **Edit Current Files**
3. Click on the Edit link to edit the file name or upload a new file.
4. To **delete the file**, select the delete checkbox and hit **Update**.

### To reference a district document from the district filing cabinet:

- Click on the **Files** tab.
- Click on the link for **Referenced Files**.
- A list of files organized by category for your location will be displayed.
- Check each of the files you would like to include on your page.
- Click **Save** when you are finished selecting your files.

## Adding a Web site Link to a Page

1. Click on the **Links** tab.
2. Under “**Add New Web Site Address**”, type in the URL in the Web Site Address field.
3. 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.lex.k12.sc.us/athletic-schedules/cc-jvfootball.html>– could have a friendly name of JV Football Web site)
4. Type in a description of the Web site (optional).
5. Click **SAVE** at the bottom of the form.

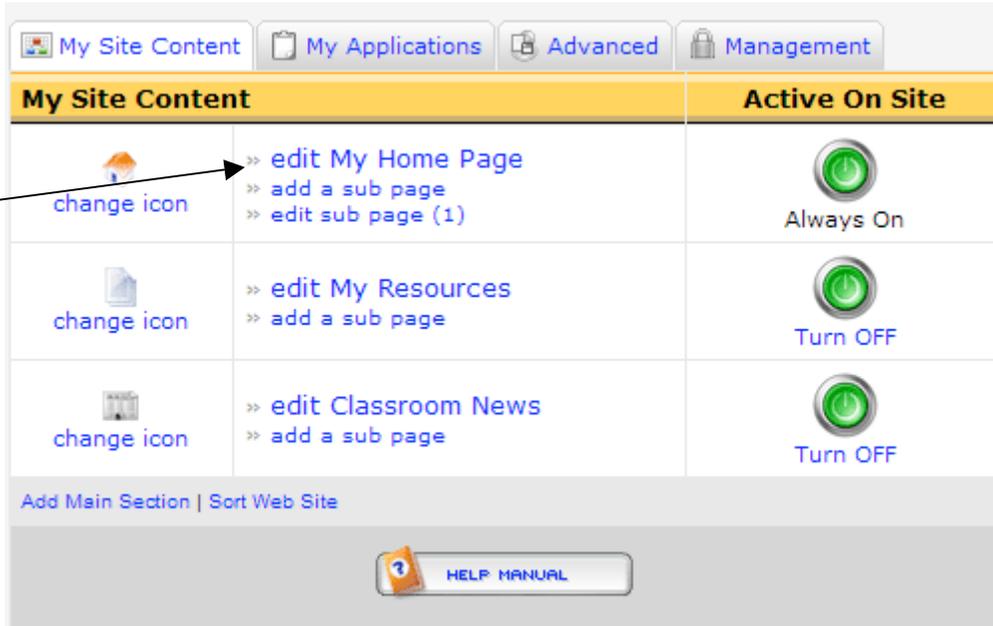
**Important Note:** *Need to add more than 1 Web site link to a page? Use the drop down menu at the bottom of the form to choose how many additional links you’d like to include.*

## Adding a Page

1. Click on **Main Menu** in the upper right hand corner.

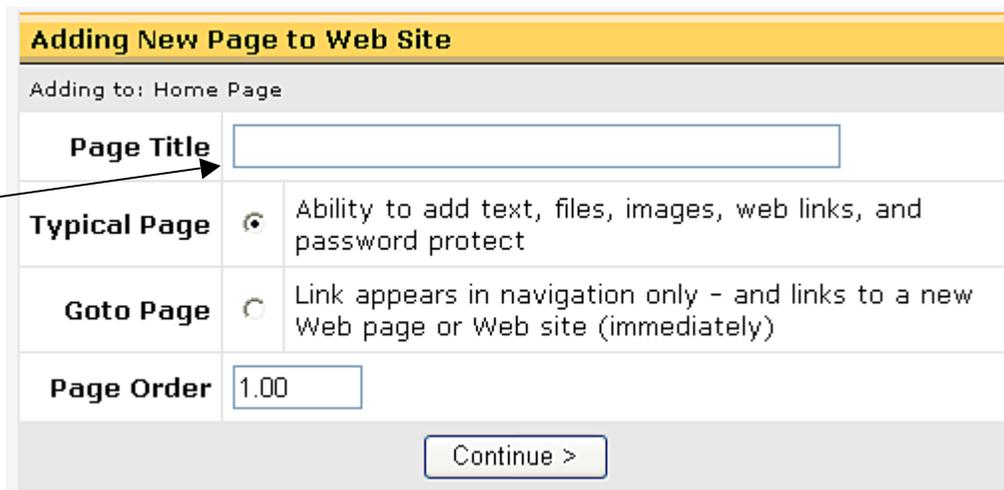


2. To edit the content on your Home page, click on **Edit My Home Page**.

A screenshot of a web management interface. At the top are four tabs: 'My Site Content', 'My Applications', 'Advanced', and 'Management'. Below the tabs is a table with two columns: 'My Site Content' and 'Active On Site'. The table has three rows. The first row is for 'My Home Page', with options to 'change icon', 'edit My Home Page', 'add a sub page', and 'edit sub page (1)'. The 'Active On Site' column shows a green power button labeled 'Always On'. The second row is for 'My Resources', with options to 'change icon', 'edit My Resources', and 'add a sub page'. The 'Active On Site' column shows a green power button labeled 'Turn OFF'. The third row is for 'Classroom News', with options to 'change icon', 'edit Classroom News', and 'add a sub page'. The 'Active On Site' column shows a green power button labeled 'Turn OFF'. Below the table are links for 'Add Main Section' and 'Sort Web Site', and a 'HELP MANUAL' button.

3. If you'd like to add sub pages under your Home page, click on the **'add a sub page'** link. Follow the same steps when editing a Main Section.

4. Type in a **Page Title** for the page (this is the name of the page to show in the navigation).

A screenshot of a form titled 'Adding New Page to Web Site'. The form is for adding a page to the 'Home Page'. It has four rows of input fields and radio buttons. The first row is 'Page Title' with an empty text box. The second row is 'Typical Page' with a selected radio button and the text 'Ability to add text, files, images, web links, and password protect'. The third row is 'Goto Page' with an unselected radio button and the text 'Link appears in navigation only - and links to a new Web page or Web site (immediately)'. The fourth row is 'Page Order' with a text box containing '1.00'. At the bottom is a 'Continue >' button.

5. Select **Typical Page** (default selection).

6. Click **Continue**.

7. Type in your text in the 'Text on Page' area and add any photos, attached files, Web site links, or clip art using the steps described earlier in this manual.

**Page Info** | Images - 1 | Files - 1 | Links - 0

**Page Information**

**Navigation Title:** Welcome to My Home Pa

**Page Title:** Welcome to My Home Page

**Sub Title:**

**Page Title Size & Color:** Medium | Default (Black)

**Text on Page**

Paragraph | Font | Size | **B** | *I* | U | A | [Color] | [Background Color] | [List] | [Table] | [Link] | [Image] | [Help]

We are going to have an exciting year ahead of us. I will be updating my classroom Web site often so please make a habit of checking it regularly for homework assignments, classroom news, events, resources and online quizzes.

## Adding a Main Section

Main Sections allow you to add unlimited levels of sub pages. When your classroom Web site is first set up, there are 3 standard Main Sections already established - Home Page, Resources, and News.

My Site Content | My Applications | Advanced | Management

My Site Content		Active On Site
change icon	<ul style="list-style-type: none"> <li>&gt;&gt; edit My Home Page</li> <li>&gt;&gt; add a sub page</li> <li>&gt;&gt; edit sub page (1)</li> </ul>	Always On
change icon	<ul style="list-style-type: none"> <li>&gt;&gt; edit My Resources</li> <li>&gt;&gt; add a sub page</li> </ul>	Turn OFF
change icon	<ul style="list-style-type: none"> <li>&gt;&gt; edit Classroom News</li> <li>&gt;&gt; add a sub page</li> </ul>	Turn OFF

Add Main Section | Sort Web Site

HELP MANUAL

You have the ability to change the titles of these sections as well as add unlimited sub pages. You also have the ability to create as many Main Sections as you'd like by clicking on the 'Add Main Sections' link located in the lower left-hand corner of the Main Menu page.

### **To add a Main Section**

- Click on **Add Main Section** link
- Enter in the **Title of New Section** – this is the Navigation title
- Enter in the **Page Name on Site** - this 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 and hit **Create Section**. The address of your new Main Section would be summer.cfm.

The other features located under the My Applications tab are treated differently. Within these areas, you have the ability to add homework assignments, calendar events, slideshows, etc.

### **Sorting Sections**

If you would like to control the order of how your sections appear on the front end of your classroom site, click on the **Sort Web Site** link located in the lower left-hand corner of the My Site Content area.

Enter in the number under the Order column which reflects the order you'd like the sections to appear. Scroll down and hit **SAVE**.

### **Homework Section**

The Homework section is located under the '**My Applications**' tab and organized by categories. The first step in using the online homework tool is creating the 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.

**Option 1** is a calendar format.

**Option 2** allows you to upload images, files and links to an assignment.

**Option 3** is a quick entry of assignments.

Both options 2 and 3 can post automatically to your classroom calendar and assignments are searchable from the classroom calendar as well as the homework section.

### **Creating Homework Categories**

1. Click on the **My Applications** tab.
2. Under Homework, click on **Categories**.
3. Add each subject/period as a category in the text box.
4. Click the **Save** button after each addition.

## Adding a Homework Assignment

1. Click on the **Add Assignment** link.
2. Determine your option.
3. **Option 1** – click on the **please use this page** link. Select the month, category and year. Hit **Show Month**.
  - Enter the assignment info in each cell.
  - Hit Save when complete.
  - *Please note: You only can use Option 1 or 2/3 when displaying assignments, not both.*
4. **Option 2**
  - Each assignment has the capability to accept images, files and links. 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**.
  - Enter the title of the assignment and the type of assignment (short-term, long-term, quiz/test). Click Next.
  - 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.*
5. **Option 3**
  - Click on the **this page** link.
  - Enter in the assignment info and dates.
  - Hit **Save**.

**Please note:** *If you do not want to have the homework assignments displayed on the classroom calendar, select No under the Homework on Calendar area. Hit **Save**.*

## Adding a Photo to a Homework Assignment (Option 2 only)

Refer to the section "Adding a Photo".

**Note:** Adding an image to an assignment is exactly like attaching a picture to an email.

1. Click on the **"Images"** tab next to Page Info.
2. Click on the **Browse** button.
3. Locate the image.
4. Double click on it to add it to your Homework assignment.
5. Click **SAVE** button at the bottom of the page.

## Adding Clip Art to a Homework Assignment (Option 2 only)

The clip art is found on the directions page of the assignment. The image will appear to the right of your page title and copy. Click on the **Images** tab. Below, you'll see the image options. Click on **Clip Art**.

1. Click on drop down menu.
2. Select a category, click show icon button.
3. Click on the icon you have chosen.
4. Click the **SAVE** button at the bottom of the page.

## Adding a File to a Homework Assignment (Option 2 only)

1. Click on the "**Files**" tab on the Homework assignment menu bar.
2. Under "**Add New Files**", click the "**Browse**" button on the right.
3. Locate the file.
4. Double click on it to attach it to your page.
5. Next to Friendly File Name, type in a recognizable name for the file. This will display instead of the technical file name (ex. Acad\_hdbk.pdf – could have a friendly name of Academy Handbook)
6. Type in a description of the file (optional).
7. Click **SAVE** at the bottom of the page.

## Adding a Web Link to a Homework Assignment (Option 2 only)

Refer to the section "Adding a Link".

1. Click on the **Links** tab.
2. Under "Add New Web Site Addresses", find the field named Web Site Address.
3. Type in the **Web Site Address** you wish to add.
4. Next to **Friendly Link**, type in a recognizable name for the link. This will display instead of the full Web address (ex. www.abcnews.com/primetime/alias/index.html – could have a friendly name of ALIAS Web site)
5. Type in a description of the Web site (optional).
6. Click **SAVE** at the bottom of the page.

**Important Note:** Need to add more than 3 links to a page? Click on the checkbox at the bottom of the page that says, "I need to add more Web sites" – then hit SAVE and you can add more links in groups of three.

## Adding an Intro Message to your Homework Area

1. Under the **My Applications** tab, click on **Homework**.
2. Click on **Intro Message** on the top navigation bar.
3. Enter the copy you wish to precede your homework assignment area.
4. Check your spelling using the Spell Check link.
5. Click **SAVE**.

## Creating the Calendar Section

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 – classroom field trips, speakers, testing dates, assemblies, classroom birthdays – the calendar is your own personal tool to promote events within your classroom and building.

The calendar 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. Homework assignments can also appear on your classroom calendar.

## Creating Calendar Categories

1. Click on the **Main Menu** icon in the upper right hand corner.
2. Click on **My Applications**.
3. Click on **Categories** under Calendar.
4. Add each category in the text box.
5. Choose the text color for the calendar category.
6. 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 your classroom calendar.*

## Adding a Calendar Event

1. Click on **Add Event**.
2. Select the **Event Category**.
3. Enter the **Event Date**.
4. Enter the **Event Headline**.
5. Enter the Event Time (optional).
6. Enter the Event Site i.e. Academy Auditorium, Elementary Cafeteria (optional).
7. Enter an Event Description (optional).
8. Click Save. Upon hitting Save, the familiar tabs will appear for adding images, files and links to each event. Click on the appropriate tab to add these items.
9. **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.

## Editing a Calendar Event

1. Click on **Edit Event** within the Calendar area.
2. Choose the month of the event. Click **Show Month**.
3. All events in that month should display.
4. Click on the event you wish to edit.
5. The event form will display with all the information you entered.
6. Refer to **Add a Calendar Event** above to add new information or change existing information.

**Special Note:** To delete an event entry, click on the Delete tab, select the Yes radio button and hit Delete.

## Adding an Intro Message to your Calendar

1. Within the Calendar area, click on **Intro Message**.
2. Enter the copy you wish to precede your classroom calendar.
3. Check your spelling using the Spell Check link.
4. Click **SAVE**.

## Mirror District Events

District events can be referenced onto your classroom calendar. Click on Mirror District Events, select the category or categories, hit Save.

## Posting Options

You can allow visitors (or yourself) the ability to post events to your classroom calendar.

- Select Yes or No to allow visitors to post events.
- Enter in a password (optional).
- Select Yes or No for events to be automatically approved.
- Determine if you'd like to be notified of postings via email.
- Enter in an informational sentence or paragraph for visitors (optional).
- Hit **Save**.

## Booklist Section

### Creating Booklist Categories

1. Click on the **My Applications** tab.
2. Under **My Booklist**, click on **Categories**.
3. Add each booklist category in the text box.
4. 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 your booklist.

### Adding a Recommended Book

1. Under the My Booklist category, click on **Add Book**.
2. Choose the **Book Category** of the book.
3. Enter the **Book Title**.
4. Enter the author of the book.
5. Enter the description of the book.
6. Rate the book using 1-5 stars. (optional)
7. Indicate the book difficulty. (optional)
8. Indicate the library availability of the book. (optional)
9. Add one or two Web links for information on purchasing or the book Web site.
10. Click **SAVE** to add the book to your list of recommended reading.

## Editing a Recommended Book

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

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

## Adding an Intro Message to your Booklist

1. Under the My Booklist category, click on **Intro Message**.
2. Enter the copy you wish to precede My Booklist.
3. Check your spelling using the Spell Check link.
4. Click **SAVE**.

## Links Section

### Creating Link Categories

1. Click on **Main Menu**.
2. Click on **My Applications**.
3. Under **My Links**, click on **Categories**.
4. Add each link category in the text box.
5. 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 your links.

### Adding a Link

1. Under the **My Links** area, click on **Add Link**.
2. Choose the category of the Web site.
3. Enter the Web site URL. (i.e. <http://www.yahoo.com>)
4. Enter a friendly name for the link (Yahoo).
5. Enter a rating of the Web site (optional).
6. Enter the description of the Web site (optional).
7. Click **SAVE** to add the link to your list of recommended Web sites.

### Editing a Link

1. Under the **My Links** area, click on **Edit Link**.
2. Click on the link you want to edit.
3. Click **SAVE**.

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

### Adding an Intro Message to your Links

1. Under the **My Links** area, click on the **Intro Message** button.

2. Enter the copy you wish to precede your Links.
3. Check your spelling using the Spell Check link.
4. Click **SAVE**.

## Slideshows

You can create slideshows of classroom projects, field trips, birthdays or student resources. Slideshows can be referenced on pages as well.

### To add a slideshow:

- Click on Add Slideshow.
- Enter in the title of the slideshow.
- Select the category.
- Enter in a password (optional).
- Enter in a description (optional).
- Hit **Next**.
- You can upload three images at a time or you can upload a ZIP file of 30 images.
- Hit **Browse**.
- Select your image.
- Enter in a caption.
- Hit **Save**.

To **view** your slideshow, click on the Edit Slideshow, then on the view link.

## Forms Section

There are many instances where submissions and/or feedback are desired from the community. The Form Creator allows you to create a form online, link it to an appropriate area on the Web site 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.

### Adding a Form

1. Click on **Main Menu**.
2. Click on the **My Applications** tab.
3. Click on **Add Form**.
4. Enter a Form Name in the field.
5. Enter Form Information (optional)
6. Enter a password for protected access (optional)
7. Enter a **Start Date** for when the form will appear on your site.
8. Enter a **End Date** for when the form will disappear from your site.
9. Click **Continue**.
10. Enter Questions into the fields. Decide if it will be a required question or not by selecting your option from the drop down menu under **Required**.
11. Under **Type**, select either Short, Medium, Long Answer, True/False, Multiple Choice, Information Only or File Upload.

12. Limits – you can limit the number of submissions per form. Enter in the number and hit Save.
13. Once you've entered in all of your questions, hit **Save** at the bottom of the page.
14. Your form address is indicated at the top of the Main Info tab and can be copied and pasted anywhere on your site.

## Editing a Form

1. Click on **Edit Forms**.
2. Select the form you'd like to edit by clicking on the name of the form.
3. Edit your content.
4. Hit **Save**.
5. **Please note:** forms can be duplicated in this area as well.

## Viewing Form Submissions

To view the form submissions, click on **Form Submissions**.

1. To view the responses to each of your individual questions, click on the **View** button.
2. To view the total number of responses to your form, click on **Totals**. Select the questions then hit **Display**.
3. To download the data, click on **Download**. Copy and paste the data into an Excel spreadsheet for further analysis.

## Blogging

What is a blog? According to Google, a blog is short for weblog. A weblog is a journal (or newsletter) that is frequently updated and intended for general public consumption. Blogs generally represent the personality of the author or the Web site.

You can create an unlimited number of blogs on your classroom site. Each blog can allow for individuals to comment on your blog, authorize comments, display comments and password protect them. The blogging experience is about connecting with students, parents or community members and receiving feedback. It can be an excellent communication tool.

### How Do I Add a Blog?

- Click on **Maintain Blogs**.
- Click on the **Add New Blog** link .
- Enter in the title of the Blog.
- To password protect the blog on the public site, enter in a password (optional).
- Enter in a description of the blog (optional).
- Select 'Yes' if you would like to allow people or students to comment on your blog postings or 'No' if you do not.
- To automatically authorize comments, select 'Yes' or 'No' to not automatically authorize comments. You would have to approve them first before they're posted.
- To display the posted comments, select 'Yes' or 'No' to not show comments.
- Hit **Next**.
- Enter in a posting title. You must add at least one posting in order for people to be able to post to your comments.
- Hit **Save**.

## How Do I Edit a Blog?

- Click on **Maintain Blogs**.
- Click on the title link of the blog you wish to edit.
- Make your updates.
- Hit **Save**.

## 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**.

## How Do I Delete a Blog?

- Click on **Maintain Blogs**.
- Click on the title link of the blog you wish to edit.
- Click on the **Click to Delete this Blog!** link.
- Hit **OK**.

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

## How Do I 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 Authorized column. Hit **Save**. Once authorized, the comment will appear on the public site.

## Polls Section



Each poll will show up in the left-hand margin underneath your site's navigation.

## Adding a Poll

1. Click on **Main Menu**.
2. Click on **My Applications**.
3. Under **Polls**, click on **Add Poll**.
4. Enter a poll question.
5. Enter at least two options for visitors to choose from.
6. Enter the dates to display the poll on your site.

7. Click **SAVE** to post the poll question to the site.

## Editing a Poll

1. Within the Poll area, click on **Edit Poll**.
2. Click on the **Edit** link next to poll question you wish to edit.
3. The poll will display with all the information you entered.
4. Change or add any of the information.
5. Click **SAVE**.

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

## QuizMaker

Reduce the time spent grading papers by creating an online quiz quickly and easily. Simply click on the My Applications 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

## Set up Students

You can add your students individually (up to 20 at a time) or in bulk format.

### To Add Students Individually:

- Click on the **Students** link.
- Click on the **Add Students** button.
- Enter in Last Name, First Name and Password.
- Hit **Add Students** when finished.

[Students](#) | [Classes](#) | [Quizzes](#) | [My Defaults](#)

[Go Back To Student List](#)

Add your students' information here. You may add up to 20 at a time. If you have a .CSV(comma separated data dump) of your students, you may also [bulk add](#).

Adding Students			
	Last Name	First Name	Password
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

### To add students in bulk:

- Click on the **Add Students** button.
- Click on the **Bulk Add** link at the top of the page.
- 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 is optional. If a password is not included one will be generated for each student.

### Set up Classes

Quizzes are assigned to students based on the classes they are in.

### To add a class:

- Click on the **Classes** link.
- Click on the **Add Class** button.
- Enter in the **Class Name**, Description and select the Students for the class.
- Hit **Add Class** when finished.

### Create Quiz

Students will access your quizzes by clicking on the **My Quizzes** link on your classroom Web site.

### To create a quiz:

- Click on the **Quizzes** link.
- Click on the **Add Quiz** button.

- Enter in a title and description.
- Select the start/end dates and times.
- Determine if you'd like to share your quiz with other teachers or if you'd like to receive feedback from the students by selecting from the drop down menu.
- Select your preferences for the Questions Shown, # of Times Students Can Take the Quiz, and Time Limit for Quiz.
- Check off the class(es) the quiz is assigned to.
- Hit **Add Quiz**.

### **To enter the quiz questions:**

- Click on the **Quizzes** link.
- Click on the **Questions** 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 and question type.
- When finished, click **Add Question**.

## **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 web site with multiple categories and topics, posting approval, file uploads and password protection.

### **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).
- Show on Site allows you to activate or inactivate particular boards.
- Enter in a description of the message board (optional).
- Hit **Save**.

Upon hitting Save, tabs will appear allowing you to setup categories and topics within the message board.

**To enter in the categories**, type in the text field and hit **Save**. **To setup the topics under the category**, click on the **add topics** link or 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.
- 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.

To **edit a message board or access postings for approval**, click on the **Maintain Message Board** link. Click on the Message Board you'd like to edit.

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 and hit Save.

To **Delete** postings:

- Go into **Maintain Message Board**. Click on the **Board** you want to delete a posting from.
- Click on the topic which will show you the postings for that board.
- Click on the **Delete** tab and check the box next to the postings you want to delete.
- Then click on the button at the bottom that says **Delete**.

**Special Note:** Make sure that when you click the Delete tab you are in the Messages tab.

To **Delete** a Board:

- Go into **Maintain Message Board**. Click on the board you wish to delete.
- Now 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**.

## Adding an Intro Message to your Message Board

1. Under the **My Applications** tab, click on **Intro Message** under **My Message Board**.
2. Enter the copy you wish to precede your message board area.
3. Check your spelling using the Spell Check link.
4. Click **SAVE**.

## Email Center Section

The Email Center is a communication system organized by categories for the purpose of contacting students and parents via email. The Email Center is located under the My Applications tab. It allows you to build a categorized email list within your classroom site to electronically communicate with students, parents or staff on updates, reminders or other information.

You can have parents, students, etc. opt-in to your Email Center by clicking on the **Visitor Sign Up Options** link.

## Creating Email Categories

1. Click on **Main Menu**.
2. Click on **Site Extras**.

3. Under **Send Email**, click on **Email Categories**.
4. Add each email category in the text box.
5. 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 your email center.*

## **Adding an Email Address to your Email Center**

1. Within the **Send Email** area, click on **Add Email Address**.
2. Enter the email address of the person.
3. Enter the first and last name of the person.
4. Check the category the person falls under.
5. Click **Update** to add the email address to your online email tool.

## **Editing an Email Address in your Email Center**

1. Within the **Send Email** area, click on **Edit Email Address**.
2. Find the person you wish to edit by clicking on their category or finding them alphabetically.
3. Click on the address or name of the person you wish to edit.
4. Change the email address or name information.
5. Click **SAVE**.

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

## **To Send an Email Message from your Email Center**

1. Within the **Send Email** area, click on **Send Email**.
2. Check off the category you'd like to email.
3. Enter the Subject of the email
4. Enter the Return Email Address.
5. Type in your email message.
6. Enter your signature.
7. Click **Send Email**.

## **Changing Icons**

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

1. To change an icon, click on 'Change Icon' under the icon you'd like to change.
2. Choose the size of the icon by clicking on the links: Large Icons, 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.

You also have the ability to upload your own icons for each main area of your site. When you click on the link Change Icon, there is an additional option which reads 'Upload own

icons'. Once you've clicked on the Browse button and selected your image, the system will resize the image to fit all 3 size choices (Large, Medium and Small). Your custom image will be added to the icon bank which you can select from at any time.

## Management

This area allows you to change your user settings, view a site map of your site, recover deleted page content and receive monthly stats on visitor information to each Web page on your classroom Web site.

### Editing Your Information

1. Click on **Main Menu**.
2. Click on the **Management** tab.
3. Click on **User Options**.
4. In this area, you have the ability to change your password, email address, Friendly Web Site name, and password protect your site.
5. Any time you make updates to this area, please remember to hit **Save** at the bottom of the page.

### Things to keep in mind:

- The system runs off of your computer's cookies, please make sure they are turned on
- To enter a single space, hit Shift then Enter. The system defaults to double spacing.
- To hyperlink an email address within the Text Box area, double click the name, then click on the embedded link button and type in <mailto:emailaddressgoeshere> For example, <mailto:name@buffaloschools.org>
- We do not recommend displaying a student's name and picture together for safety reasons.

Here is a list of some tips to help you with your Web pages. These are simply suggestions to help you create an effective classroom Web site:

- Don't overload your Web site with lots of headlines and different fonts and type sizes. Provide clear and simple headlines and page titles. The less stuff you have on it the faster it will load.
- 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 user options/settings area under the Management tab).
- Do Web page 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 Web pages updated and make sure all your links are working properly.

Enjoy building your classroom Web site!