

# **Buffalo Public Schools Documentation**



## **BPS Teacher Pages Quick Start**



## **Performance Outcomes**

**Teachers will identify ways they can use Teacher Pages to integrate technology into their classroom curriculum, with the ultimate goal of raising student achievement and involving parents in their children's education.**

(1) Take a brief tour of grade appropriate web sites to see what other teachers have done, making note of content design and navigation.

(Could be done in pairs to stimulate discussion.)

A list of collected links for this purpose can be found at:

<http://www.buffaloschools.org/webpages/scaher/links.cfm>

(2) Teachers should report back to the larger group and come away with ways that can use this resource effectively.

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**Teachers will become familiar with the basics of creating and managing their web site by posting their home page.**

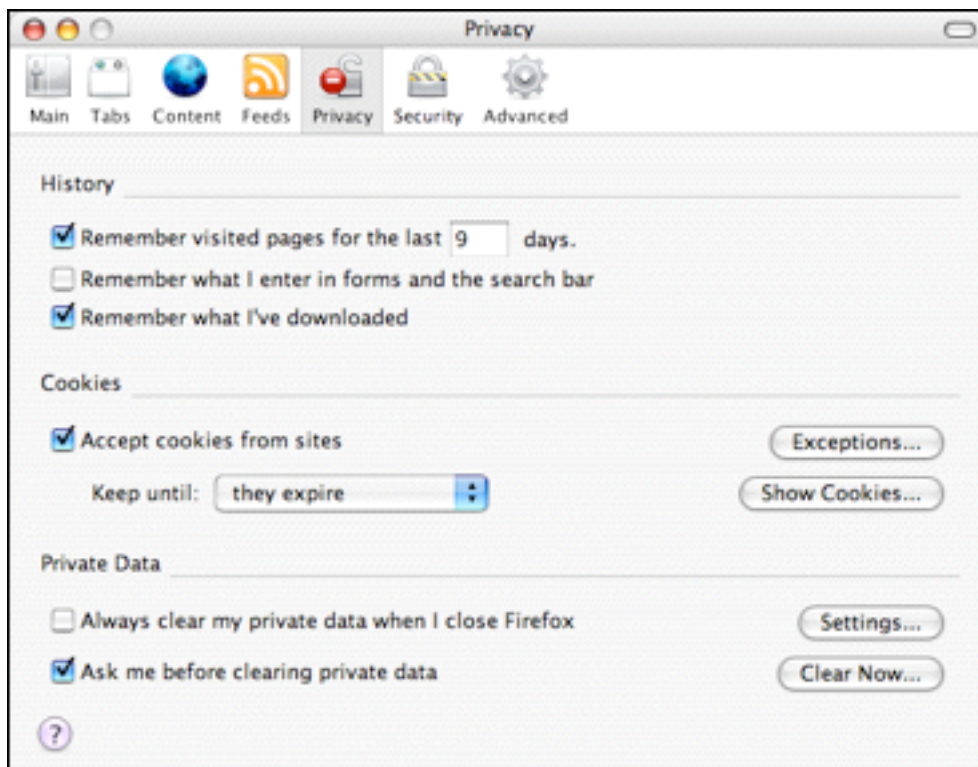
1. They will learn to login and navigate through the admin area and site.
2. Also they will learn to enable cookies .
3. They will learn to post content following a tour of the RTE. This will include learning how to make links, upload and post pictures, add pages and format text.
4. Teachers will tour My Applications which includes homework, calendar, booklets, links, slideshow, forms puzzles, word searches and blogs sections.

## Step 1: Enable Cookies

Before you login to the admin area and begin designing your homepage, make sure that **Cookies** are enabled on your browser.

In Firefox, go to Firefox in the menu bar and open **Preferences**.

Click on the **Privacy** icon as show below. Make sure there is a checkmark in the box in front of the **Accept cookies from sites** choice.



## Step 2: Open the admin area

To make changes to your web pages, open the School Admin Area.

Open an internet browser. If you are using a PC, use Internet Explorer or Firefox. If you are a Mac user, open Firefox.

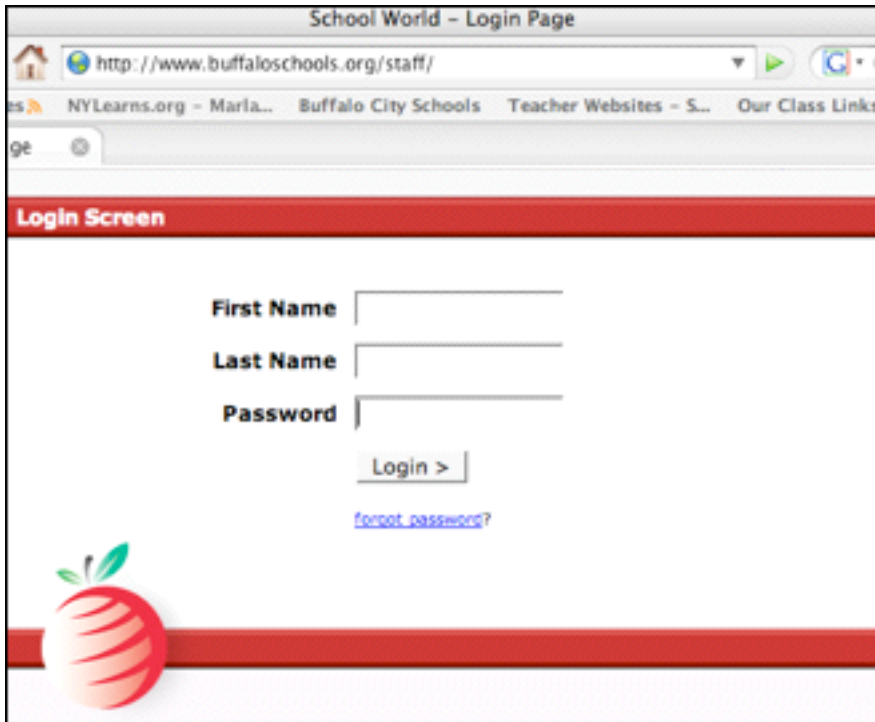
(To download Firefox: <http://en-us.www.mozilla.com/en-US/>)

Type the following url into the address bar: <http://www.buffaloschools.org/staff>

At the login screen (pictured below) type your first name, your last name and your password.

If you have not logged in and changed your password, it is your first initial+last initial+123  
If my name was Francis Smith, my assigned password is **FS123**

Click **Login**

A screenshot of a web browser showing the 'School World - Login Page'. The browser's address bar displays 'http://www.buffaloschools.org/staff/'. The page has a red header with the text 'Login Screen'. Below the header, there are three input fields labeled 'First Name', 'Last Name', and 'Password'. A 'Login >' button is positioned below the password field. A blue link labeled 'forgot\_password?' is located below the login button. In the bottom left corner, there is a red apple icon with a green leaf. The browser's tab bar shows several open tabs, including 'NYLearns.org - Marla...', 'Buffalo City Schools', 'Teacher Websites - S...', and 'Our Class Links'.

Your website url will be:

<http://www.buffaloschools.org/webpages/xlastname>

(your first initial+your last name)

### **Step 3: Download and review the website guidelines**

(1) Before you begin to post your content to your site, review the BPS District Website Guidelines.

Download the Guidelines here.

<http://www.buffaloschools.org/webpages/scaher/resources.cfm>

(2) While you are on the Resources page, download a copy of the BPS Media Release form.

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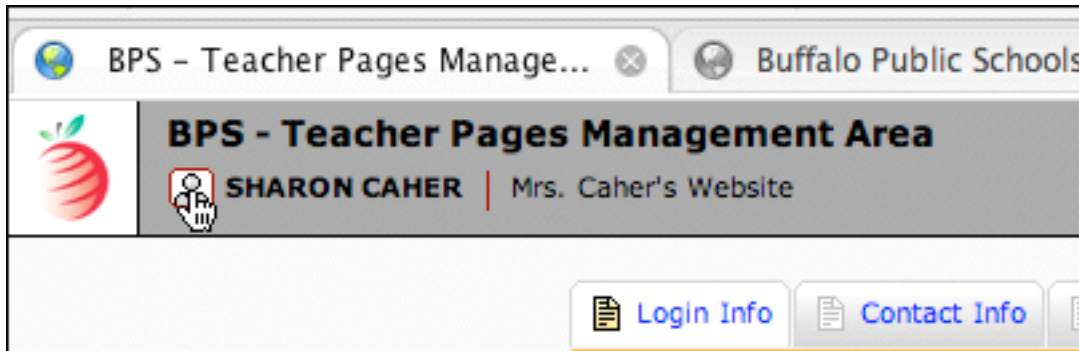
## Step 4: Change your password

As a web administrator, it is advised that you change your password the first time you log into the admin area.

Login at <http://www.buffaloschools.org/staff>

You are now at the **Main Menu**. (From here you can add and edit pages and sections.)

Click on the icon next to your name in the upper left hand corner of the screen, to change your password and edit other site information.



Click on the **Login Info** tab. Type a new password. Type it again for verification.

Under the **Contact Information**, you will name your website and supply your contact information (as much as you like.)

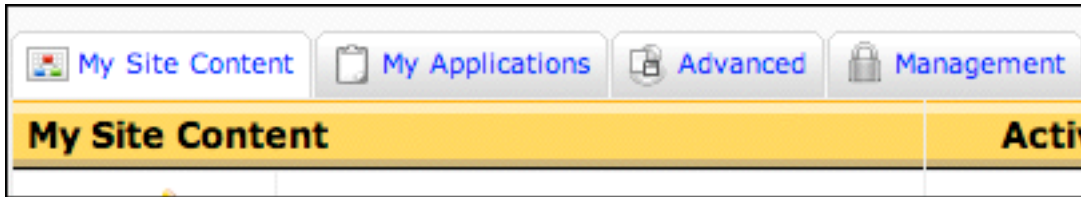
Any or all of this information can be changed at any time.

Under the **Site Options** tab:

- Make sure to check yes to **Use Icons on Site**
- Select your school from the drop down menu.
- Set a password for your site, if you'd like to password protect your entire classroom web site from public viewing

## Step 5: Tour the Admin Area

MyTeacherPages.com is organized by tab system.



**My Site Content:** In this area, you can create unlimited web pages, update your Home page, add new Main Sections, customize the icons for each section and turn areas on or off of your site.

**My Applications:** You can access to your Calendar, Homework, Form Creator, Booklist, Web Links, Slideshow, Polls.

**Management:** This area allows you to change your user settings, view a site map of your site, receive monthly stats on visitor information to each Web page and track the frequency of the file downloads from your classroom web site.

### Navigation Bar



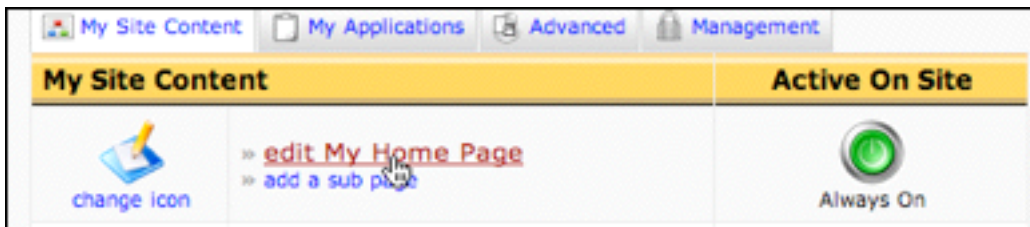
The **Main Menu** button, always defaults to the **My Site Content** area

Click on **View Site**, to go to your teacher pages.

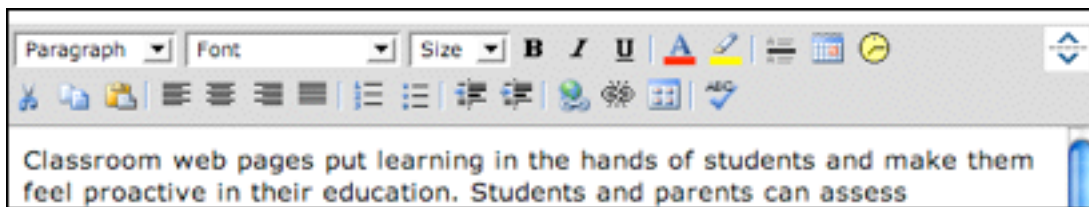
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## Step 6: Add Home Page Content

- Click on edit **My Home Page** in the Site Content Area.



- Give your page a title  
(You will be allowed to pick a type size and color from the drop downs below.)
- Give your page a subtitle.
- Make sure you save your work.  
(The **Save >** button is located at the bottom of the page and is easily overlooked.)
- Scroll to the top of the page and click **View Page** to see your work.
- Type your welcome or mission statement in the **Text on Page** area.
- Using the tools in the RTE toolbar, format your text.



Many of the tools are the same as typical word processing toolbar.

Tip: Hover your mouse over each button to view its functionality.

To access a third row of features on the RTE toolbar, click on the up and down arrow button in the right corner. This row allows you to add tables to your page.

## Step 7: Create a hyperlink

To create a link from text within the body of your web page, open the page in edit mode.

Type some text. Highlight the text you want to link.



Click on the link tool to open the Link Editor.

In the Link Editor, type in the website's url. Don't bother to fill in anything else.

Click OK and test your link by saving your work and then clicking View Page



## Step 8: Uploading Files

You can make your documents available to your students linking your documents to a page.

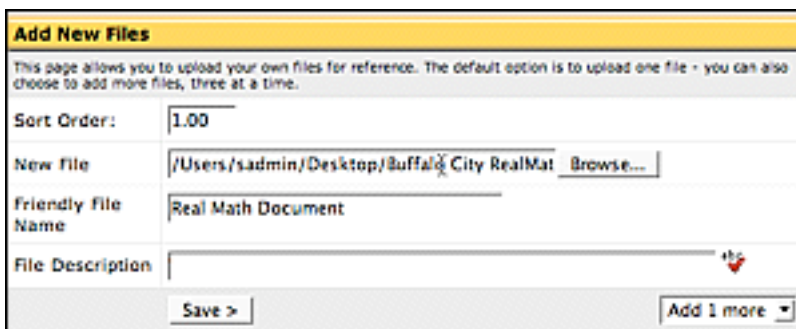
To link a document to a page, drill down to the page you would like to edit. Open the page in edit mode.

Click on the **Files** tab



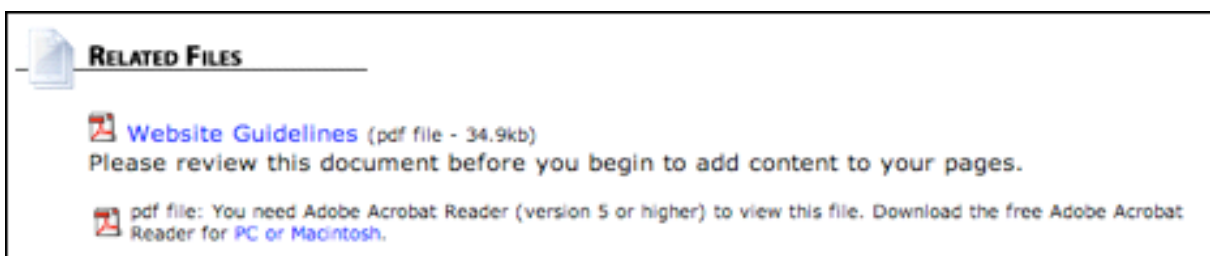
Click on the **Browse** button. This will allow you to search the files on your workstation, for the one(s) you would like to upload to the website.

You are asked to give the file a friendly name and a short description. Click **Save**.



Notice that you can add another file or 3 more files at one time by selecting that option from the drop down menu at the lower right of the window.

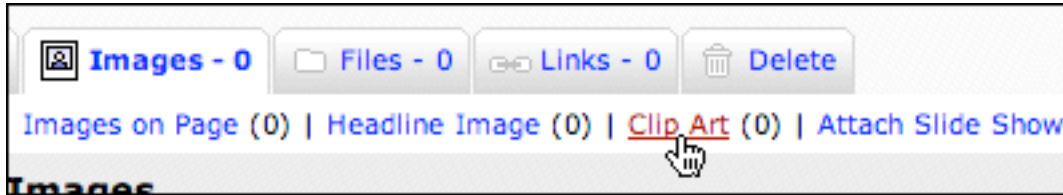
This is how the files are displayed on your page. They would appear below any text or pictures you placed on the page.



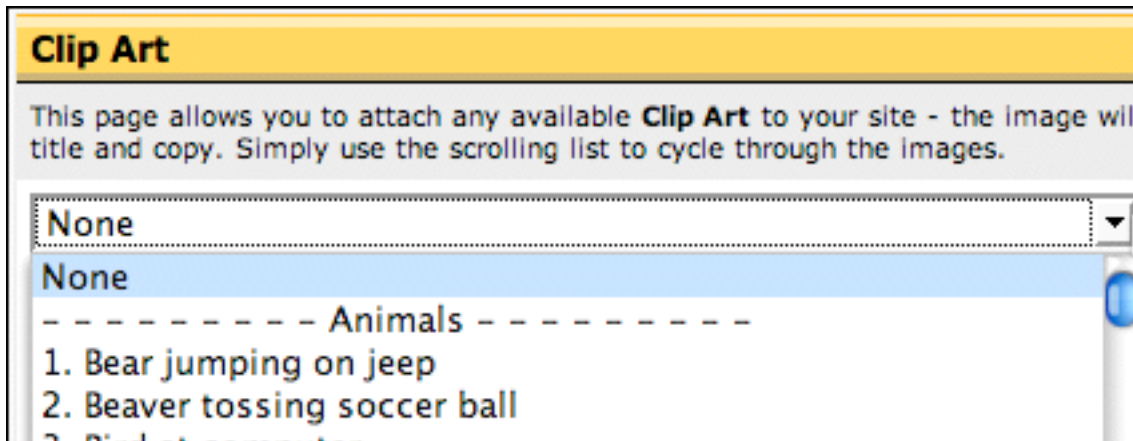
## Step 9: Add Clip Art to Your Home Page

Click on the **Images** tab.

Select Clip from the choices offered.



Choose a piece of clip art from the list of categories. To preview a piece of clip art, select it. Some clip is animated.



Click **Save** when you decide on the piece you want.

View Page to see your work. (Note you can **NOT** see images added via the Images tab in the Text on Page field. You must view the page to see them.)

## Step 10: Using Online Help

Need more help? Click on the Help Manual link at the bottom of the Main Menu.