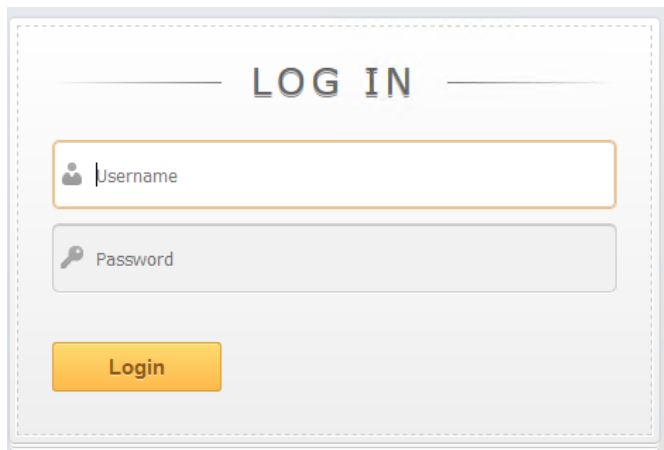


District 202 Website User Guide (Teacher Websites)

Navigate to your school's website and hover over/click on the **i Icon** from the navigation bar to access the sign-in button.

Click on the **Sign In** button and then enter your district login credentials.



The screenshot shows a login form with the following elements:

- A title "LOG IN" centered at the top.
- A text input field labeled "Username" with a person icon on the left.
- A text input field labeled "Password" with a key icon on the left.
- A yellow button labeled "Login" at the bottom.

Username: staff username (ie. jsmith)

Password: school/district password





After logging in, you will return to the page you were previously on. Once again, pull down the **i Icon** from the navigation bar and new options will be available.

A “placeholder” website is created for all teachers once they log in. You will find the option to access your teacher site in the **i Drop Down menu** titled “**My Teacher Site**” or by pulling down the “**Staff**” menu and selecting “**Teacher Pages**”

Teacher Website

You can easily create your Teacher website using the following features. Use your website to share homework, classroom procedures, contact information, calendar events, classroom resources (such as helpful links to lesson websites), documents (field trip permission forms, science fair instructions, fund-raiser information, study guides, etc.) and classroom photos. Your website is another tool to help extend your classroom and teach beyond the school day.

USEFUL TIPS

-  pencil icon used to edit specific sections.
-  trash can icon is used to send items to your recycle bin.
 - You can access your recycle bin from the **Information Drop Down menu**
-  plus icon used to add new items to your teacher website.
-  arrow icon used to move items within your teacher pages.

Website Elements

The screenshot shows the 'Mr. Boyce Home Page' interface. On the left, there is a sidebar menu with a dropdown for 'Mr. Boyce Home Page'. Below it are four options: 'ADD NEW CLASS PAGE +', 'ADD FOLDER +', 'ADD DOCUMENT +', 'ADD DOCUMENT PAGE +', 'ADD WEBSITE FOLDER +', and 'ADD WEBSITE LINK +'. The main content area has a title 'Mr. Boyce Home Page' and a 'Calendar' section with a 'View more events...' link. On the right, there are three options: 'EDIT PAGE DESCRIPTION' with a pencil icon, 'ADD ALBUM +', and 'ADD EVENT +'. Red circles with numbers 1 through 7 are overlaid on the interface to highlight these specific elements.

1. Add Page
2. Add Documents/Folder
3. Add Document Page (aka webpage)
4. Add Website Resources/Folders
5. Edit Page Description
6. Add Classroom Photo Album
7. Add Classroom Event

Add New Page

Within your main teacher webpage you have the option to create additional sub-pages.

Three main elements are **required** to create your new page.


1. The location of the new page within your page structure (by default the location where you choose to create your new page will be selected)
2. The title of your new page
3. A generic name that will be used for the page URL (ie. class1, socialstudies, math, etc.)
 - a. An error will appear if a name is chosen that you have already used.


The screenshot shows the 'Add New Page' form. At the top, there is a 'Page Location' dropdown menu with the text 'Page Location - IMPORTANT! Check that page is added to correct locaiton' and a red circle with the number 1. The dropdown is currently set to 'Mr. Boyce's Home Page'. Below this is a 'Page Header Image' field with a 'Browse...' button and the text 'No files selected.'. The 'Page Title' field is empty and has a red circle with the number 2. Below the title field is a rich text editor with a toolbar containing various icons for text formatting and alignment. At the bottom, there is a 'Page Short Name' field with the text '(should be one word or use underscore character, no spaces)' and a red circle with the number 3. A 'Submit' button is located at the bottom right of the form.

You can also add these additional elements to your new page (not required)

1. Page banner image
 - a. The banner image will appear above the title of your page. It is recommended that the image be in a landscape orientation (approx. dimensions 800px wide X 200px high)
2. Page description
 - a. The page description allows for many elements to be added to your page. Images and files can be uploaded in this section. Fonts and colors can be manipulated and many other tools are available. See the **“Editing Tools”** section for more details.

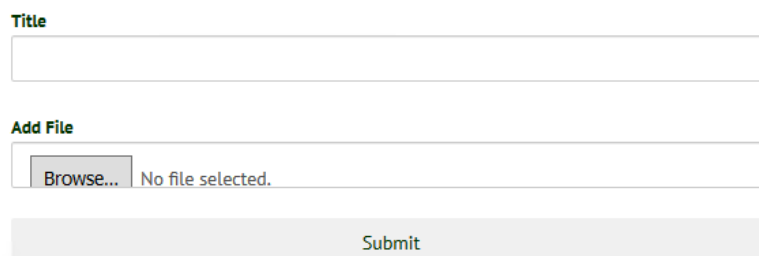
Add Folder

Use the **“ADD FOLDER”** option to organize your documents and pages. Click on the **“ADD FOLDER”** link and a menu will pop up where you will set the name of the folder. The folder will be displayed in the documents section with an icon  to indicate its type. Click on the newly-created folder link to add documents into the folder. Use the two links on the right side of that page to add a new folder or add a document.

Once your folder has been added to your site, an additional icon  will appear next to it with the option to delete it (send to recycle bin).

Add Documents


Click the **“ADD DOCUMENT”** link on the left side of the page to add a digital file to your documents section. **Allowed document types are:** PDF files, Word documents, Excel Spreadsheets, mp3 audio files, and PowerPoint files. A pop-up menu will appear where you will set the document title as you want it to be displayed on your page. You will then add the file from a location on your computer.



Title

Add File

 No file selected.

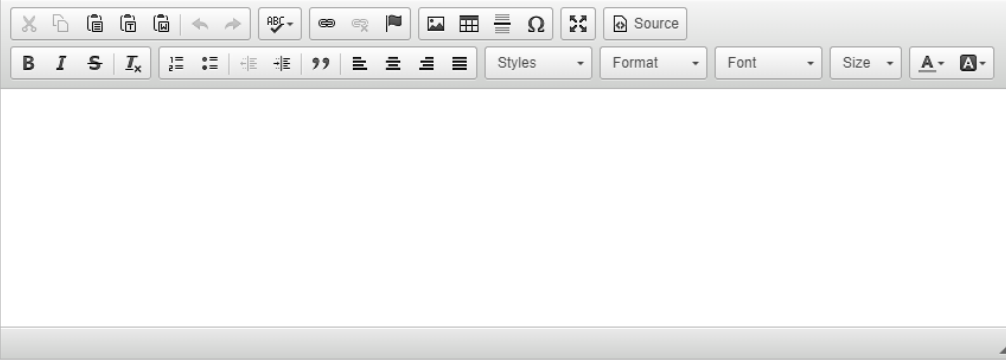
The **Documents** section will now be displayed on the page with the new document you just uploaded. The documents will have an additional icon  to move them into a folder. Click on the arrow icon and a menu will pop up allowing you to select the correct folder for that document to be moved into.

Add Document Page (aka webpage)

Click the “**ADD DOCUMENT PAGE**” link on the left side of the page to add a webpage to your documents section. A pop-up menu will appear where you can enter a title, page text and set the URL of the new page.


Page Title

Add Page Body




Page Short Name (should be one word or use underscore character, no spaces)

A **Document Page** is a great way to share information by adding it directly onto the webpage. The document page also provides the ability to add images, links, embedded videos as well as providing several text formatting options (tables, font colors, etc.). See the “**Editing Tools**” section for more details.

The Document Page will appear in the documents section of your teacher webpage. If a document page needs to be moved into a folder, navigate to the document page and click the edit icon . Once on the edit screen, the option to move the page into a folder will be located at the top.

Add Website Resources/Folders

Click “**ADD WEBSITE LINK**” to add a web resource link to your page. This can be an external link (www.google.com) or a page within your school’s/district’s site (another teacher’s page or a club page).

When you click on “**ADD WEBSITE LINK**” a menu will pop up where you will set the title of the link for how it will be displayed on your page. Then, type in the web address (it is recommended that you copy and paste the URL from the website for accuracy). Once your link has been added to your site, an additional icon  will appear next to it with the option to delete it (send to recycle bin).

You can also select the “**ADD WEBSITE FOLDER**” link to better organize your web resources by creating folders where the links will be located.

Edit Page Description

Page Location - IMPORTANT! Check that page is added to correct locaiton

Mr. Bovec's Home Page 1

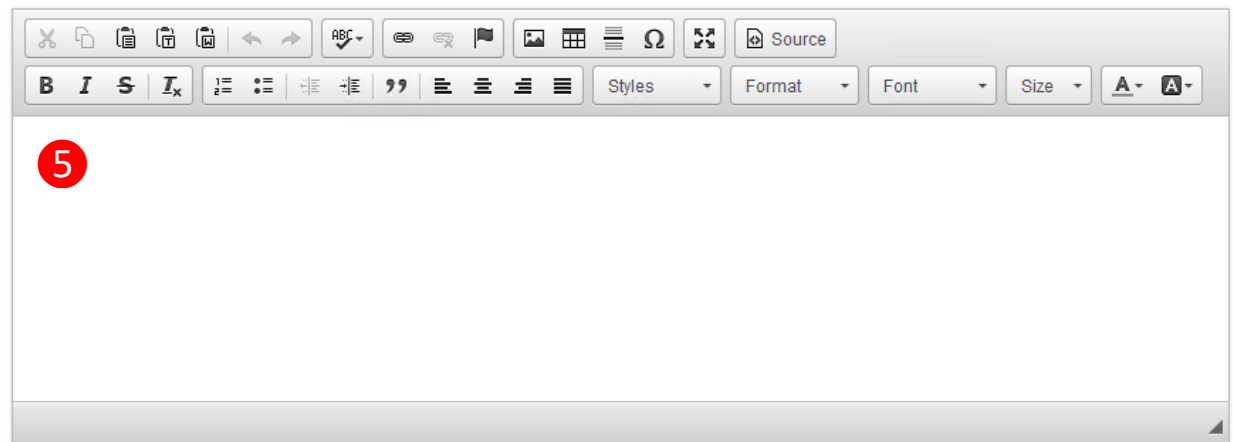
Page Header Image (only use if changing image) 2

Browse... No files selected.

CHECK HERE TO REMOVE CURRENT IMAGE 3

Page Title

Social Studies 4



The image shows a rich text editor interface. At the top is a toolbar with various icons for editing text and content, including undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, insert image, table, horizontal line, link, source, and font color. Below the toolbar is a large text area where the page description is entered. A red circle with the number 5 is placed in the top-left corner of this text area.

1. **Page Location:** this should be set to the main page that the current page will be stored in. This option is only available to pages that are created within your main teacher page. This option is used to move pages if they are not in the correct page structure.
2. **Page Header Image:** The header/banner image will appear above the title of your page. It is recommended that the image be in a landscape orientation (approx. dimensions 800px wide by 200px high).
3. If the banner image doesn't work on your site, click on the checkbox and save the changes to remove the image. If you are just changing the image, you do not need to check this box, just upload a new image (item 2)
4. **Change the title of the page**
5. **Manage the page description.** The page description allows for many elements to be added to your page. Images and files can be uploaded in this section. Fonts and colors can be manipulated and many other tools are available. See the "**Editing Tools**" section for more details.

Add Photo Album

Each teacher page has an option to create a slideshow photo gallery. Click **“ADD ALBUM”** to create a new photo album.

Album Title


Upload Images (may select multiple images)

 No files selected.

Submit

A menu will pop up allowing you to set the title of the photo album to be displayed on the page. Then, select the images from your computer to upload to the album. You can select multiple images at one time. Depending on the number of photos you selected it may take a little while for the images to save to your page. Once complete, a thumbnail will be selected at random and be displayed on the page in the **“Photo Gallery”** section.

To add more photos to an existing album, click on the album that you want to add images to. Click the link near the top right of the page titled **“ADD IMAGES”** and the same browse button will appear in the pop up window to search your computer to upload additional images.

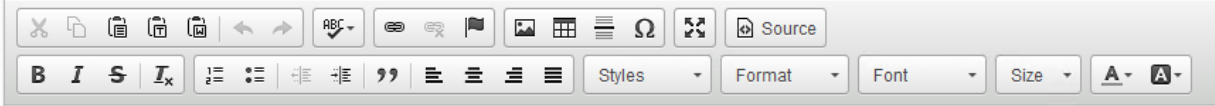
Once your images have been added to your album, an additional icon  will appear next to each image with the option to delete it (send to recycle bin). The entire album can also be deleted by navigating back to the main class page and clicking the trash can icon next to the album title.

Add Class/Page Event

Your **Page Events** calendar will mainly be used to post events that relate only to the page you are working on. School and district-level events will usually not be posted on your page calendar.

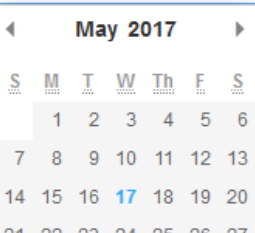
Title

Start Date
Start Time
End Date
End Time
Location
Description












Click the **“ADD EVENT”** link in the **“Calendar”** section to add an event to your page calendar. Enter the details of the event in the pop up window that will appear

Start Date




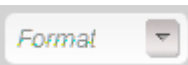

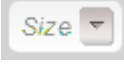




First, set the title of the event that will be displayed on your page. Click in the **Start Date** and **End Date** fields to open a mini-calendar. Select the appropriate dates from this calendar. You can submit the event at this point, the other fields are optional. Or, you can add more event details: set the **start time** and **end times**; add a **location**; then a text box is available to add **details** or other elements. Images and files can be uploaded in this section. Fonts and colors can be manipulated and many other tools are available. See the **“Editing Tools”** section for more details.





Editing Tools

Toolbar Button	Description
	View or edit the source code of the document (for advanced users). See Document Source .
	Cut the selected text fragment to the clipboard. See Cut .
	Copy the selected text fragment to the clipboard. See Copy .
	Paste content copied to the clipboard along with formatting. See Paste .
	Paste content copied to the clipboard without formatting. See Paste as Plain Text .
	Paste content copied from Microsoft Word or similar applications along with formatting. See Paste from Word .
	Check spelling of the document text or turn on the Spell Check As You Type (SCAYT) feature. See Spell Checking .
	Undo or redo the most recent action performed. See Undo and Redo .
	Maximize the editor in the browser window. See Resizing and Maximizing CKEditor .

Text Styling

Toolbar Button	Description
	Apply bold , <i>italic</i> or strike-through formatting to the text. See Bold, Italic, and Strike-through .
	Apply superscript or subscript formatting to the text. See Subscript and Superscript .
	Apply pre-defined combinations of various formatting options to block and inline elements. See Formatting Styles .
	Apply pre-defined block-level combinations of various formatting options. See Paragraph Format .
	Change the typeface of the text. See Font Name .
	Change the font size of the text. See Font Size .
	Change the color of the text. See Text Color .
	Change the background color of the text. See Background Color .

Text Layout

Toolbar Button	Description
	Increase or decrease text indentation. See Text Indentation .
	Format a block of text as indented quotation. See Block Quote .
	Set text alignment (left, centered, right or justified). See Text Alignment .
	Insert a divider line (horizontal rule) into the document. See Horizontal Line .

Rich Text







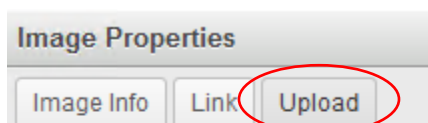
Toolbar Button	Description
	Create a numbered or bulleted list. See Creating Lists .
	Create or remove a hyperlink in the text. These features may also be used to manage file uploads and links to files on the web server. See Links, E-Mails and Anchors .
	Insert a link anchor to the text. See Anchors .
	Insert an image into the document. See Inserting Images .
	Create a table with the defined number of columns and rows. See Creating Tables .
	Insert a special character or symbol. See Inserting Special Characters .

Image Uploads



Send it to the Server

No file selected.

When adding an image you can either use an image that is already online by entering the URL into the “**URL field**” or select the “**Upload**” tab to select an image on your computer.

Select the “**Browse**” button and open the image that is on your computer.

Once the image is selected, click “**Send it to the Server**” to upload the image and add it to your page.

Image Info | Link | Upload

URL

Alternative Text

Width

Height

Border

HSpace

VSpace

Alignment

Preview
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum iacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum

OK Cancel

A URL will be created for the image and automatically entered in the specified field.

Additionally, the width and height can be manipulated as well as adding a border around the image (a number). Horizontal or Vertical spacing around the image can be added (a number). And the alignment of the text around the image can be set. (Left, Right)


File Uploads

Link

Link Info | Target | Upload

Upload
 Browse... No file selected.
 Send it to the Server

Almost identical to how an image is uploaded, a PDF file can be added to your page in the same manner.

It is recommended that you enter the text (that will be used as the link to the file) first. Highlight that text and then click on the add Link icon 

The URL of an existing webpage can also be entered instead of uploading a file.

Link

Link Info | Target | Upload

Link Type
 URL
 Link to anchor in the text
 E-mail

Other Link Options

Opening the “Link Type” menu you will find other types of links that can be added. Most importantly is the E-mail option.

Selecting E-mail will display new form fields where you can type the email address to be used without any special html code. The Subject and Message of the email can also be set when a user clicks on the email link.