

New District Web Page

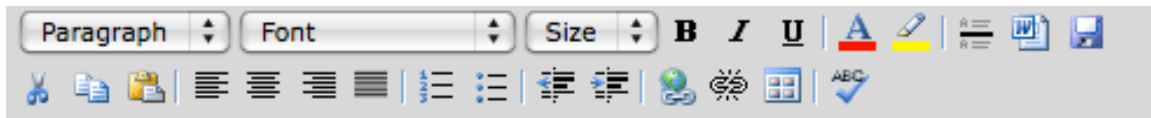
Logging In

1. Log on and open Internet Explorer or Firefox
2. Type in the web address: <http://www.victorschools.org/staff>
3. Log in to your web site just as you log on to your computer

Editing your HOME PAGE

1. Choose the My Site Content tab and click edit Home Page
2. Click the Page Info tab
3. Add content in the **Text On Page area** using the bold, italics, bullets and spell check features. You can also select different fonts, font colors, styles, alignment, bullets and numbering.

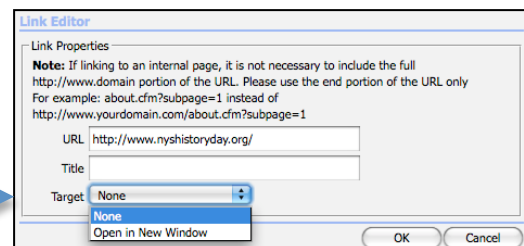
(Hint: Provide a general welcome message that will not become dated.)



Creating Links

1. Type in the word or words you would like to link
2. Highlight the word(s)
3. Click the hyperlink icon
4. Type or paste the web address in the space.
5. Click OK

(example: **New York State History Day**)



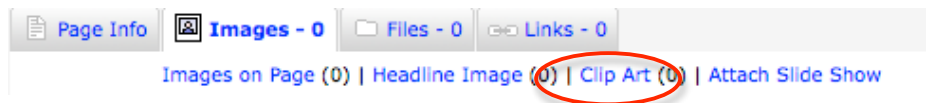
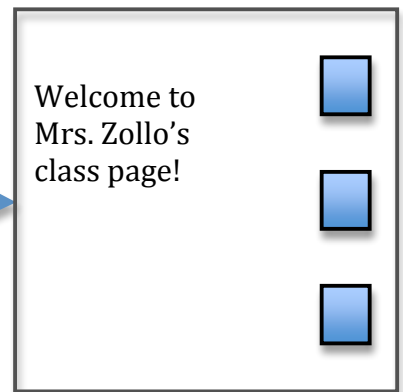
New District Web Page

Adding Images to your Home Page

1. Log in
2. Choose the My Site Content tab and click edit Home Page (subpages or other pages)
3. Click the **Images Tab**
4. Browse to locate the image(s) you have saved to your folder or hard drive (just as you would to add an attachment to an email)
5. Click on the Open button
6. You may add a caption and/or more information about the photo, but in the interest of safety avoid identifying your students.

Image Layout and Size Options

- Under **Image Layout and Size Options**, select where you want the photos to appear on the page,
- If you would like your images to appear on the right side of the page, select the number of images you would like to have (Example: How many images ...?)
- If you would like the image(s) to appear below your copy, select 0 images to the right.
- Click the **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).



Adding Clipart

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.

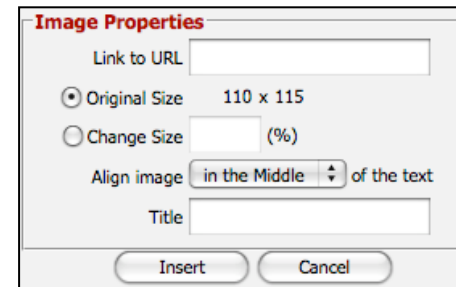
To add clip art to a Webpage:

1. Click on the **Clip Art** link under the **Images** tab.
 2. Select a category from the drop down menu.
 3. Once a category is selected, use the up and down arrows to toggle through the icons.
 4. Once you've selected an item, click on the **Save** button at the bottom 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).

New District Web Page

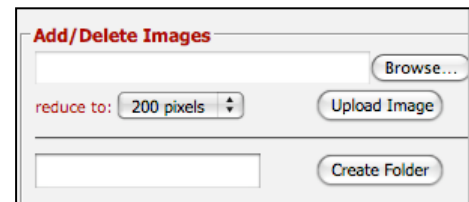
Adding Clipart using the Image Gallery

1. Log in
2. Choose the My Site Content tab and click edit Home Page (subpages or other pages)
3. Click the Page Info tab
4. Choose the **Insert Image from Gallery** button from the "Text on Page" toolbar
5. Click the **icon** tab, select a category and scroll to find clipart
6. Click to select an image
7. Change the size if necessary
8. Decide where you would like the clipart to appear (in the middle, to the left or right)
9. Click on the Insert button.
10. Click the Save button at the bottom of the page
11. View your site to make sure the clipart is where you want it. Make changes, if necessary, by deleting the clipart and adding it again following steps 4-9.



Adding your own images to the Image Gallery

- Choose the **Insert Image from Gallery** button from the "Text on Page" toolbar
- Click the My Images tab
- Under the **Add/Delete Images** section
- Browse to locate the photos and/or clipart you have saved to your folder or hard drive
- Choose to reduce the image if necessary
- Click **Upload Image**
- Create a folder(s) to organize your images, if necessary
- Then, you can add your own images by choosing the **Insert Images from Gallery** button
- Click the **My Images** tab
- Select the image or folder, then the image
- Change the size if necessary
- Decide where you would like the clipart to appear (in the middle, to the left or right)
- Click on the **Insert** button.
- Click the **Save** button at the bottom of the page
- View your site to make sure the image is where you want it. Make changes, if necessary, by deleting the clipart and adding it again following these steps again.



New District Web Page

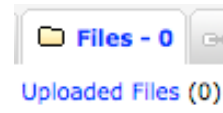
Adding Files (Documents)

(Hint: Save files as pdf's to upload them to your website.)

1. Log in
2. Choose the My Site Content tab and click edit Home Page (subpages or other pages)
3. Choose the Files tab
4. Browse for the document you have saved to your folder or hard drive
5. Give the file a friendly name
6. Write a file description, if necessary
7. Click the **Save** button at the bottom of the page

Deleting Files

1. Log in
2. Choose the My Site Content tab and click edit Home Page (subpages or other pages)
3. Choose the Files tab
4. Select Uploaded files, if necessary
5. Put a check mark next to the file(s) you wish to delete
6. Click the **Update** button at the bottom of the page



Ordering Files

1. Log in
2. Choose the My Site Content tab and click edit Home Page (subpages or other pages)
3. Choose the Files tab
4. Select Uploaded files, if necessary
5. Place the appropriate number in the Sort box to order your files
6. Click the **Update** button at the bottom of the page

New District Web Page

Adding Web Links

1. Click on the **My Site Content** tab.
2. Click on the page to edit.
3. Click on the **Links** tab.
4. Under **Add New Website Address**, type in the full http:// URL in the **Website Address** field or paste it in
5. 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/athleticschedules/ccjvfootball.cfm> could have a friendly name of JV Football Website)
6. Type in a description of the website (optional).
7. Click **SAVE** at the bottom of the page.

New District Web Page

Web Site Management

Name

- From the Main Menu, select the Management tab
- Select User Options to Change the Friendly Name of your web site (e.g. change Mary Teacher's Web Site to Mrs. Teacher's Classroom Page)
- Click Save

Sections

- From the Main Menu, select the **Management** tab
- Choose Web Site Sections
- Click on the check mark to remove sections from your site
- Order your pages by number
- Click Save

Site Design

(Hint: To preview site designs, go to <http://www.schoolworld.com>, click **Teacher Sites** and select **Template Designs**. Look through the tabs, Seasonal, Middle-High School etc.; use the arrows to advance to find a design you like. The design names appear in the lower left.) Once you have selected a design:

- Go to the Main Menu, select the **Management** tab
- Click the **Edit Site Design** button on the lower left hand side of the page
- From the **Page Design** pull down menu, select a site design
- Click the Save button
- To view your site, click the **View Site** button in the upper right of your management page

Site Options

- Go to the Main Menu, select the **Management** tab
- Select User Options
- Choose Site Options Tab
 - Still under construction?
 - Set a date on which to activate your site (Change the date to the current date if you want to view your site while you are working on it,)
 - Click to remove the Show on Classroom Pages check mark
 - Remember to add it again when your site is ready for publication
- School Web Site Icon—use the school default, or
 - Browse to locate an icon you have saved to your folder or hard drive
 - Click the Save button at the bottom of the page.

New District Web Page

My Applications: Homework

From the Main Menu, Choose My Applications (You can choose to Turn Off any or all of these applications.)

→Homework

1. Simple Homework Page
 - a. Click Intro Message—Use this section to introduce your homework page or add simple assignments (e.g. Read pages 114-116, answer questions 1-5 on page 116)
 - b. Click Save
2. Simple Monthly Calendar
 - a. Click **Add an Assignment**.
 - b. Choose *please use this page* under Option 1
 - i. Simple Monthly Calendar allows you to click on the date(s) and type in the assignment(s)
 - ii. Click Save
3. Advanced
 - a. Main Menu→My Applications →Homework Page
 - b. Click Categories and add categories for your assignments (e.g. Biology 1 A/C, Biology 1 B/D or Math, Social Studies, Science)
 - c. Save
 - d. Choose Add an Assignment or Add Task
 - e. Type in the Assignment Name, choose Short-Term, Long Term, Quiz/Test→Next
 - f. Type instructions, set assignment date, due dates, attach to categories (classes) etc.
 - g. Save

New District Web Page

My Applications: My Blog

From the Main Menu, Choose My Applications (You can choose to Turn Off any or all of these applications.)

→ My Blog

1. Intro Message
 - Provide an introduction with blogging rules etc.
2. Click Maintain Blogs
3. Create an Overall Blog Title (e.g. World War II)
4. Add a Posting Title (Teenagers During WWII)
5. Add your first thought or question
6. Blog description if necessary
7. Allow Comments (yes/no)
8. Automatically Authorize Comments (yes/no)
 - (If no, you will go into Maintain Blogs, click comments needing authorization, click comments, read and edit, if necessary, then check mark authorized and Save.)
9. Show comments (yes/no)
10. Show user email (yes/no)
11. Next
12. Click here to add a photo if you choose.
13. Save
14. You can also choose the file tab to add a document.

New District Web Page

My Applications: My Podcasts

From the Main Menu, Choose My Applications (You can choose to Turn Off any or all of these applications.)

→Podcasts

1. Intro Message

Use this section to add information that will appear at the top of the Podcasts page

2. Podcast Setup

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

3. 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.
- Click **Save**.

New District Web Page

Advanced: My Quizzes

From the Main Menu, Choose Advanced→My Quizzes (You can choose to Turn Off this application.)

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

→My Quizzes:

1. Set up students and classes first

- Add your students' names and passwords 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](#). Passwords will be generated for you if you don't create your own in the txt or csv file.
- Assign your students to classes.

Create Quiz

- Click on the **Add Quiz** button
- Enter a Quiz title and description and 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
- Click **Add Quiz**

New District Web Page

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.