



# User Guide

## Chapter 6

### Teacher Pages

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## Introduction

Teacher Pages are an essential component to school and district websites. Teacher Pages make it possible for individual teachers to share information and resources with students, fellow staff members, parents and the community at large. SharpSchool's Teacher Page Wizard provides teachers with an easy way to publish and manage their pages. Some of the benefits of SharpSchool's Teacher Page Wizard include:



- 1) **Communication with Students:** A teacher's page often becomes a one-stop reference point for students. With SharpSchool's Teacher Page Wizard, teachers can post homework, assignments, dates and additional study material, as well as publish last minute announcements.
- 2) **Communication with Parents:** Teacher pages allow parents to become involved in the education of their children. Teachers can create a variety of methods of communication with parents, such as subscription based discussion forums, online surveys and newsletters.
- 3) **Resource Sharing:** Teachers spend a tremendous amount of time gathering resources and by incorporating SharpSchool's Document Container and Useful Links page they can effectively share their findings.
- 4) **Features:** SharpSchool's Teacher Page Wizard saves time and effort by automatically filling out important feature pages such as Announcements, Photo Gallery, Calendar, Document Containers, Useful Links and a Contact Me page.



## Tips for Teacher Pages

Here are some tips to enhance your teacher page.

### 1. Attractive Homepage



Use the WYSIWYG Editor to create attractive and inviting homepages with customizations.

### 2. Teacher Bio



Use this section to let visitors know more about your education, training, volunteer experience and other accomplishments.

### 3. Contact information



Visitors to the site should be able to contact the teachers.

### 4. Multimedia



Give your teacher page personality by including pictures, videos and colorful text.

### 5. Dynamic Blogs



Use SharpSchool to create and maintain your own Blogs. Increase participation by allowing comments and RSS feeds.

### 6. Galleries



Invite parents and community members into your classroom with a Photo Gallery.

### 7. Share Resources



Simplify sharing by uploading documents, forms and help sheets for students into SharpSchool's Document Containers.

### 8. Useful Links



Instead of creating cumbersome documents, simply include links to relevant sites for your students to browse

### 9. Calendar



Give students and parents time to prepare for tests and assignments by posting them on SharpSchool's Calendar.

### 10. Achievement Wall

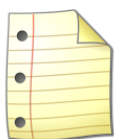


Showcase your class's achievements by including pages such as "Student of the Week."



## Teacher Page Pitfalls

The previous section went into some detail on how to enhance a teacher page. This section highlights some of the common ways that teacher pages can be misused.



### Avoid Clutter

Do not add all sub-pages on one main page. This causes confusion for the users as they can easily lose track of pages of the navigation bar if too many titles are listed.



### Separate & Categorize

Avoid putting large amounts of information on a single page. Readers often lose interest if they have to scroll through large pages of content. This issue can easily be avoided by categorizing large amounts of information and separating it into individual pages. You can simply include links to other areas of your teacher page to ensure a friendlier flow of reading.



### Meet & Greet

Do not assume your visitors know who you are and what you do; include a clear introduction section.



### Maintain your Image

Avoid uploading low resolution images (unclear photos) as this will negatively affect the overall look of your page.

## Key Information

In order to create a Teacher Page, the teacher must first log into their sites using their Username and Password.

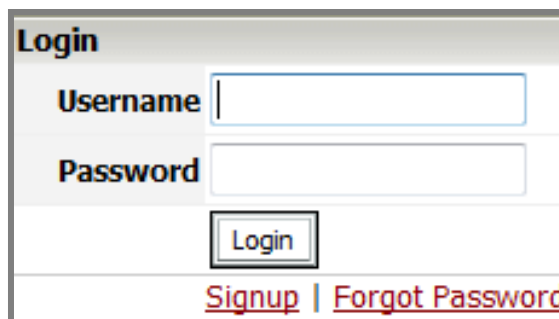
A screenshot of a login form titled "Login". It contains two input fields: "Username" and "Password". Below the "Password" field is a "Login" button. At the bottom of the form, there are two links: "Signup" and "Forgot Password".

Figure 1: Login Page

- 1) If you have not yet registered with the site you can request access by clicking on the **Signup** button. This will prompt you to create a profile which is automatically routed for approval to an administrator.
- 2) If you have already registered but have forgotten your password, simply click on **Forgot Password** to retrieve it.

## I. How to add a Teacher Page



**Reminder:** The gray navigation bar on the top of the page is specific to the page you are viewing.

- 1) Select the **Staff Directory** page on your website and select the relevant department.

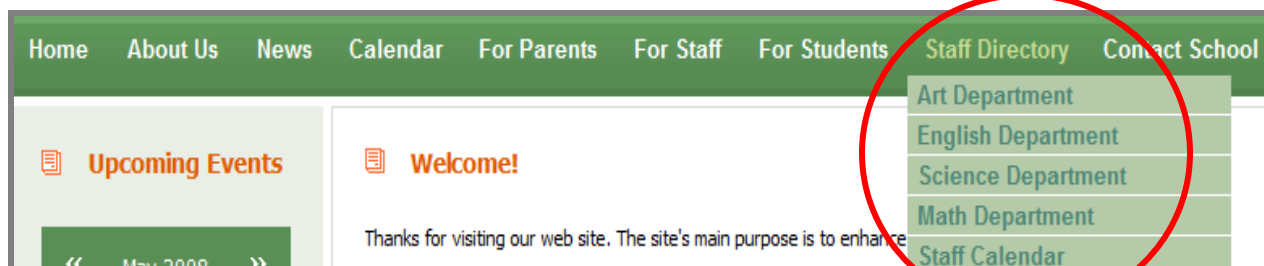


Figure 2: Staff Directory

- 2) Hover the mouse over **Page Properties** and scroll down to **Add New Page**. Now click on **Teacher Page**.

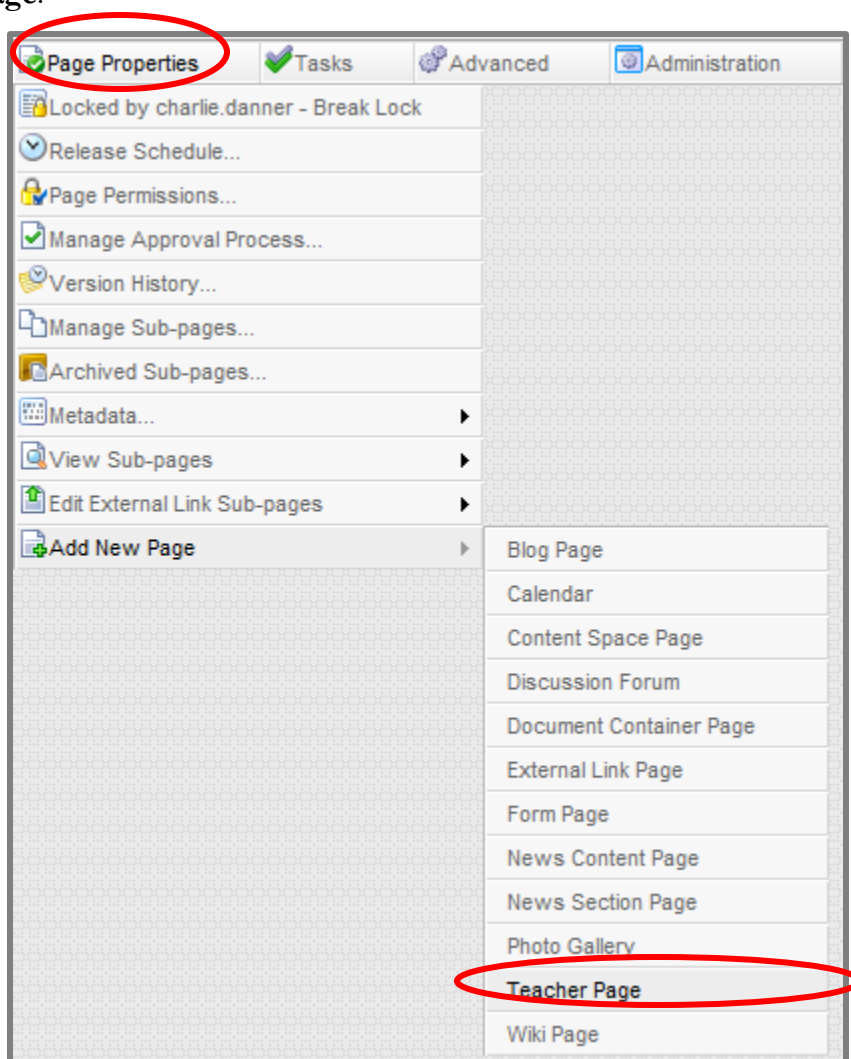
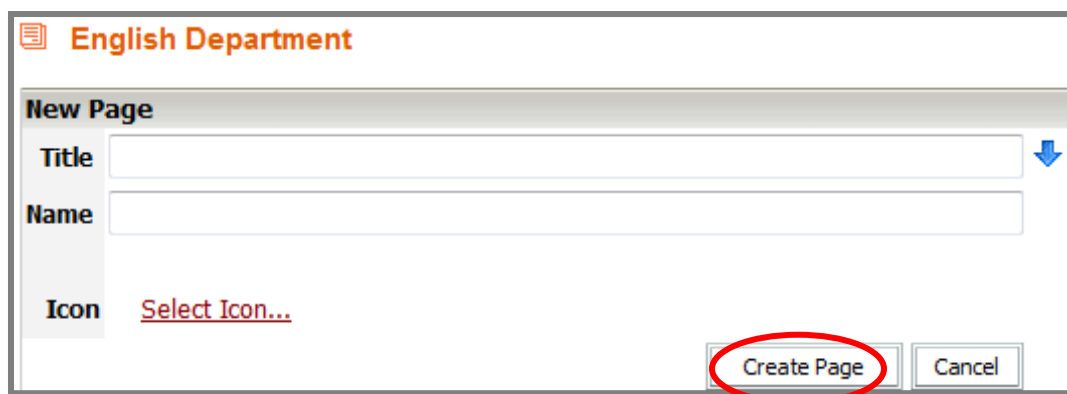



Figure 3: Add a Teacher Page

- 3) The following page will prompt you to name the Teacher Page. After naming the page click on **Create Page**.



**English Department**

**New Page**

**Title**  

**Name**

**Icon** [Select Icon...](#)

**Create Page** **Cancel**

Figure 4: Name Teacher Page



**Tip:** Teachers with multiple classes may chose to create individual pages for each class or create sub-pages for each class from within their teacher page.



## II. How to Edit Teacher Page

After you have created a teacher page you will be taken to SharpSchool's WYSIWYG (What You See Is What You Get) Editor. This editor has been designed to give teachers without technical experience the ability to create and maintain their own web pages. A detailed description of all features available in the editor has been included in *Table 1: SharpSchool WYSIWYG Editor*. Now you can now begin creating your unique teacher page!

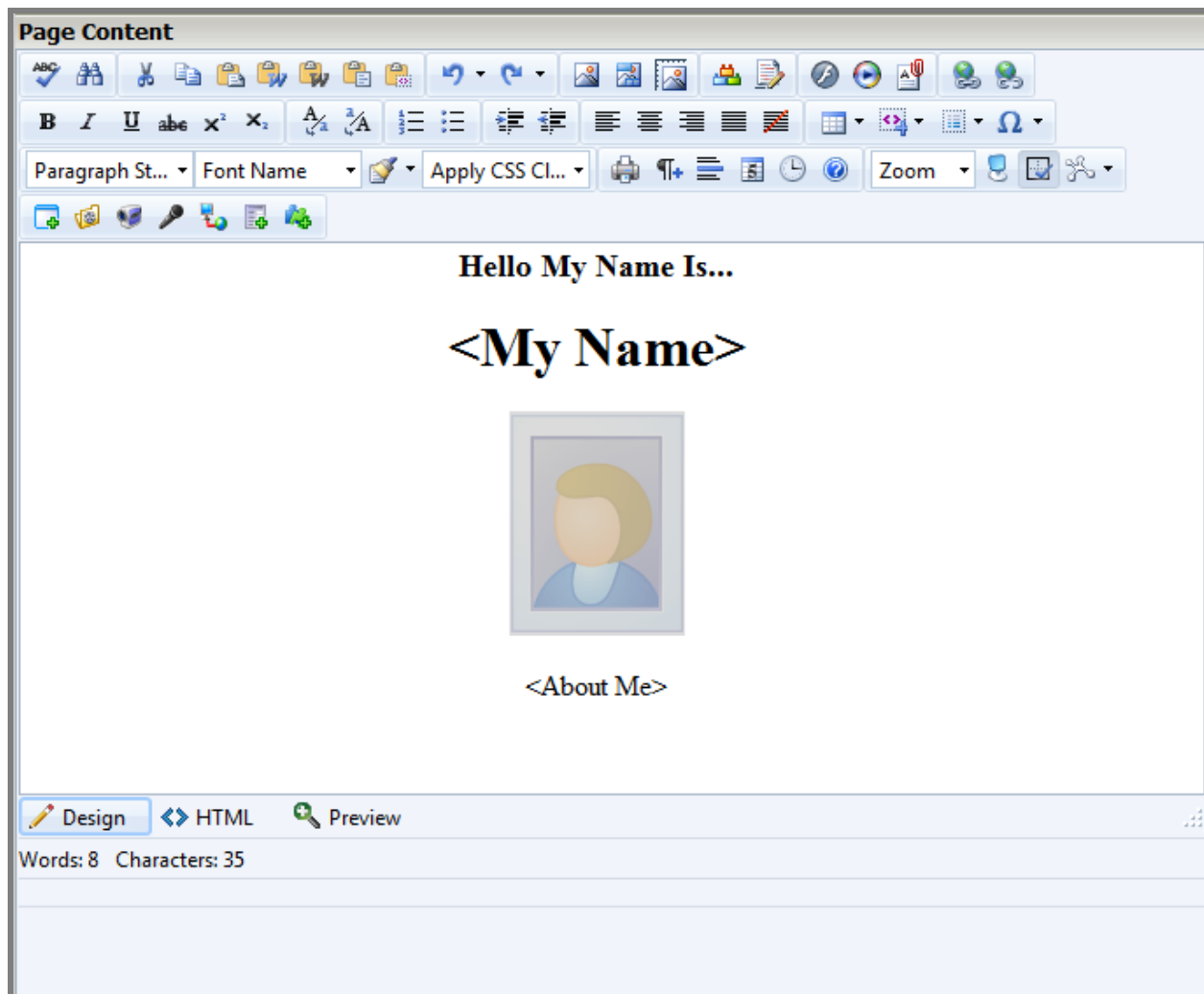


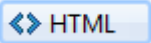
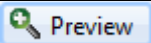










Figure 5: Edit a Teacher Page






















**Note:** A pre-packaged list of sub-pages is available on the left navigation bar of the teacher page. This is SharpSchool's Teacher Package that includes Announcements, Photo Gallery, Classroom Calendar, Document Container, Useful Links, and a Contact Me page. From this area, teachers may easily add more pages to their site.

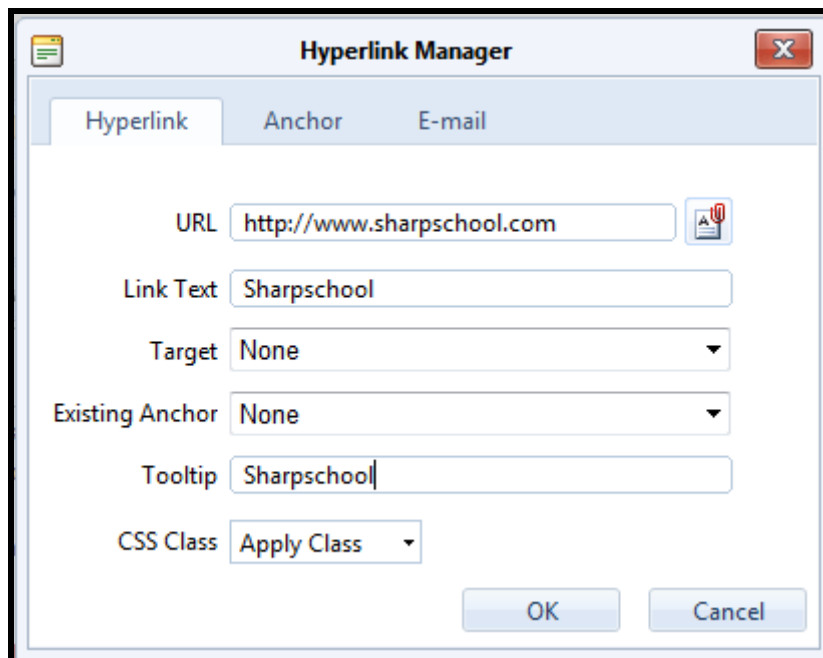
*SharpSchool's WYSIWYG Editor*

**Note:** Some of these features may not be available based on the administrator settings of your organization.

Feature	Description
	<b>&lt; &gt; HTML:</b> The Editor allows technical and non-technical users to create their pages. For technical users, simply clicking on the <b>HTML</b> option will instantly convert the page into HTML code. Clicking on <b>Design</b> again will revert back to the simplified WYSIWYG interface.
	<b>Preview:</b> This button allows you to preview a page before you publish it.
	<b>Template:</b> The Templates button allows you to use preexisting content templates in your content box.
	<b>Cut:</b> This function will allow you to quickly cut and move text. Highlight the chosen text in the content box before using this button.
	<b>Copy:</b> This function will allow you to copy and duplicate text. Highlight the desired text in the content box before using this button.
	<b>Paste:</b> This function allows you to paste cut or copied text to a different area of the content box.
	<b>Paste as Plain Text:</b> This button pastes text; however it removes all formatting (coding) from the copied text.
	<b>Paste from Word:</b> This button allows you to paste text copied from Microsoft Word while preserving the original formatting.
	<b>Paste from Word, strip font:</b> This button will allow you paste text copied from Microsoft Word while stripping the fonts from the original document.
	<b>Paste as HTML:</b> This function allows you to paste cut or copied text as HTML code.
	<b>Print:</b> This button prints the contents of your page.
	<b>Spell Checker:</b> This button runs a spell check on your page and notifies you of any errors that are found.

	<b>Undo:</b> This button allows you to undo your last action(s) on a page.
	<b>Redo:</b> This button allows you to redo the action or actions that were last committed on your page.
	<b>Find:</b> This tool searches the content area for specified text.
	<b>Bold:</b> This button allows you to <b>BOLD</b> text.
	<b>Italicize:</b> This button allows you to <i>Italicize</i> text.
	<b>Underline:</b> This button allows you to <u>underline</u> text.
	<b>Strikethrough:</b> This button allows you to <del>cross-out</del> (cross out) selected text.
	<b>Subscript:</b> This button allows you to convert text into a <sub>subscript</sub> .
	<b>Superscript:</b> This button allows you to convert text into a <sup>superscript</sup> .
	<b>Bullets:</b> This tool allows you to create bulleted lists.
	<b>Numbered:</b> This tool allows you to create numbered lists.
	<b>Increase Indents:</b> This button allows you to increase indents (tabs) for your paragraphs.
	<b>Decrease Indents:</b> This button allows you to decrease indents for your paragraphs.
	<b>Left Align:</b> This tool aligns your text to the left.
	<b>Center Align:</b> This tool center aligns your text.
	<b>Right Align:</b> This tool aligns your text to the right.
	<b>Justify:</b> This tool equalizes your text to give it a clean, streamlined look with equal space on both sides.
	<b>Remove Alignment:</b> This tool removes any alignments in your text.
	<p><b>Hyperlink:</b> This tool allows you to link selected text to another website or document.</p> <ol style="list-style-type: none"> <li>1) To include a hyperlink first highlight the text or area you want hyperlinked.</li> <li>2) Click on  icon.</li> </ol>


- 3) Enter the **Link Text**, **Tooltip** and the **URL** and click **OK**

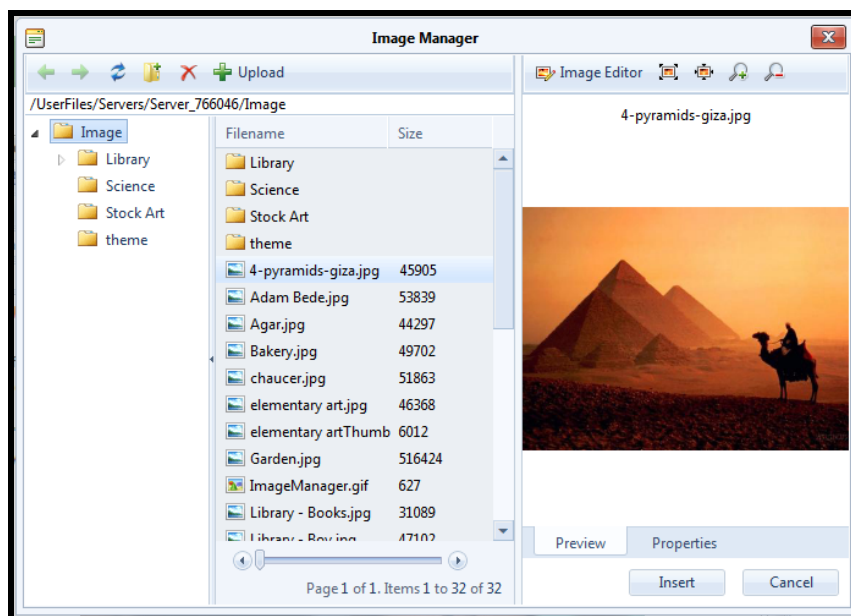


**Remove Link:** This tool allows you to remove a hyperlink from a text.

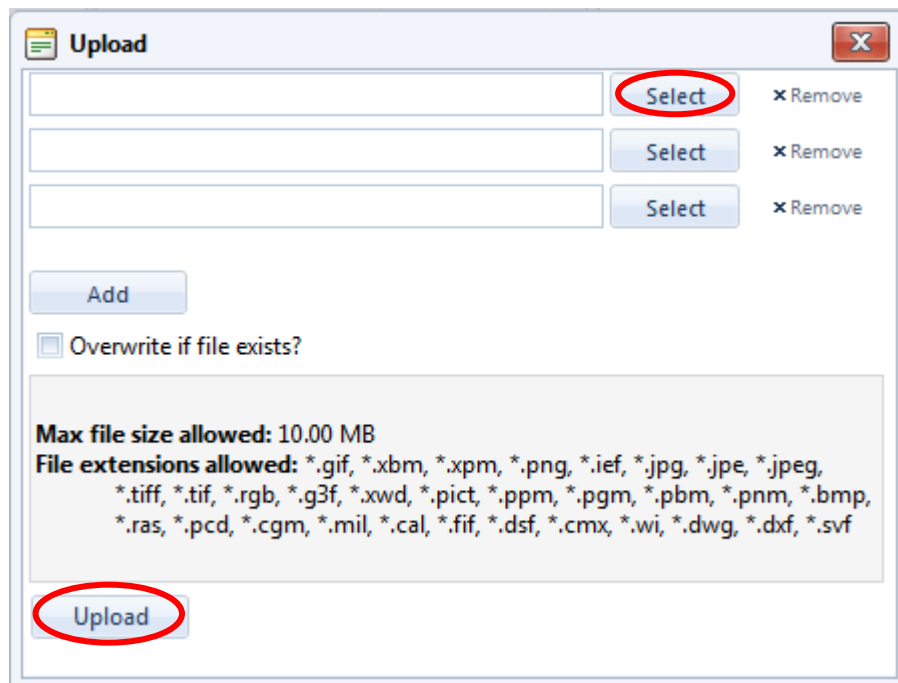


**Insert Image:** This tool allows you to insert an image in the content box.

- 1) To insert an image, click on the  icon. This opens an **Image Manager** box.

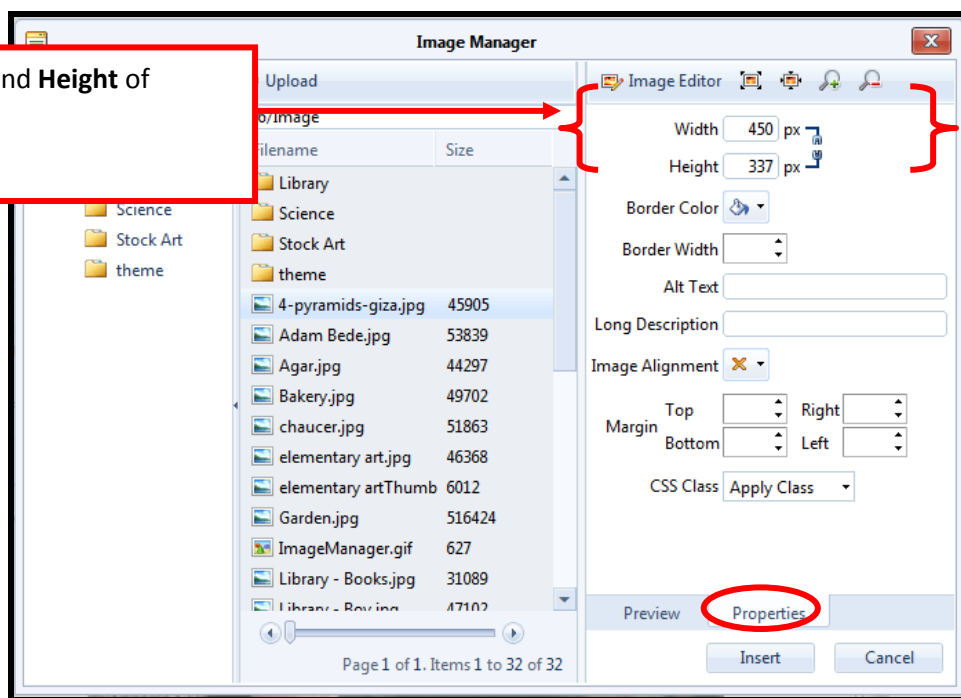


- 2) In this window you may select an image that has been uploaded to your site. If you wish to select an image from your computer, click on **Upload**. Select the image by clicking on **Select**, and click **Upload**.






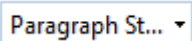

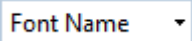






- 3) Once the image has been uploaded, double-click the image to insert it.
- 4) You will return to the **Image Properties** box from where you can customize the size of the image, border etc. Click on **OK** when completed.

Customize the **Width** and **Height** of images here.



- 5) To resize an image: Either click on the image and drag it to the size required or right-click on the image and click **Properties**.

	
	<b>Insert Table:</b> This tool allows you to insert tables in your content box. A popup menu will appear prompting you to select the dimensions of your table.
	<b>Horizontal Line:</b> This button inserts a horizontal line on the page.
	<b>Insert Symbol:</b> Allows you to insert symbols (from a pre-defined list) into the content area.
	<b>Insert Form Element:</b> This tool allows you to include form elements on your page such as Checkbox, Radio Button, Text Box, Text Area, Dropdown, Button, Hidden Field, and Password.
	<b>Paragraph Style:</b> This button allows you to customize the Style of text on your page.
	<b>Size:</b> This button allows you to customize the Format of text on your page.
	<b>Font:</b> This button allows you to customize the Font of text on your page.
	<b>Real Font Size:</b> This button allows you to customize the Size of the text on your page.
	<b>Text Color:</b> This button allows you to change the color of text on your page.
	<b>Background Color:</b> This button allows you to change the background color of text of your page.
	<b>About:</b> This function can be used to ask for context sensitive help and information.








	<b>Insert Formula:</b> This button allows you to insert a formula to calculate values.
	<b>Insert Video:</b> This tool allows you to insert embedded videos on your page.
	<b>Insert Recorder:</b> This tool allows you to record a video from a webcam and publish it on your page.
	<b>Insert Flash:</b> This tool allows you to insert Flash videos on your page.
	<b>Style Builder:</b> Allows to add style to your text.
	<b>Media Manager:</b> You can use this tool to insert media onto your page, such as MP3 audio files, AVI video files.
	<b>Document Manager:</b> This tool allows you to insert links to documents on to your page such as PDF files, Microsoft Word files, Microsoft Excel files to name a few.

Table 1: SharpSchool WYSIWYG Editor



## Publish a Teacher Page

Once content is added to the page, there are three options available:

- 1) **Save:** Selecting **Save** will save all of the changes but will not publish them live on your site.  
You may return to this page at a later date to complete it.
- 2) **Publish:** By selecting **Publish**, the changes are instantly made live.
- 3) **Cancel:** **Cancel** will not save any changes.



**Note:** To **Edit** a published page, simply return to the **Page Properties** menu and click **Check-Out & Edit Page**.

**Page Administration** (Figure 6: Publish a Teacher Page) lists important information, such as:

**Page Owner:** Identifies the owner of a page. We recommend that the teachers be assigned ownership of their own pages.

**Last Modified:** Identifies the date the page was last updated.

**Follow-up Tasks:** Features three options, **Review**, **Move** and **Archive**. Under the **Review** option, you have the ability to schedule a reminder to review a particular page on a pre-defined date. On this date, SharpSchool's system will email the page owner to update the page.

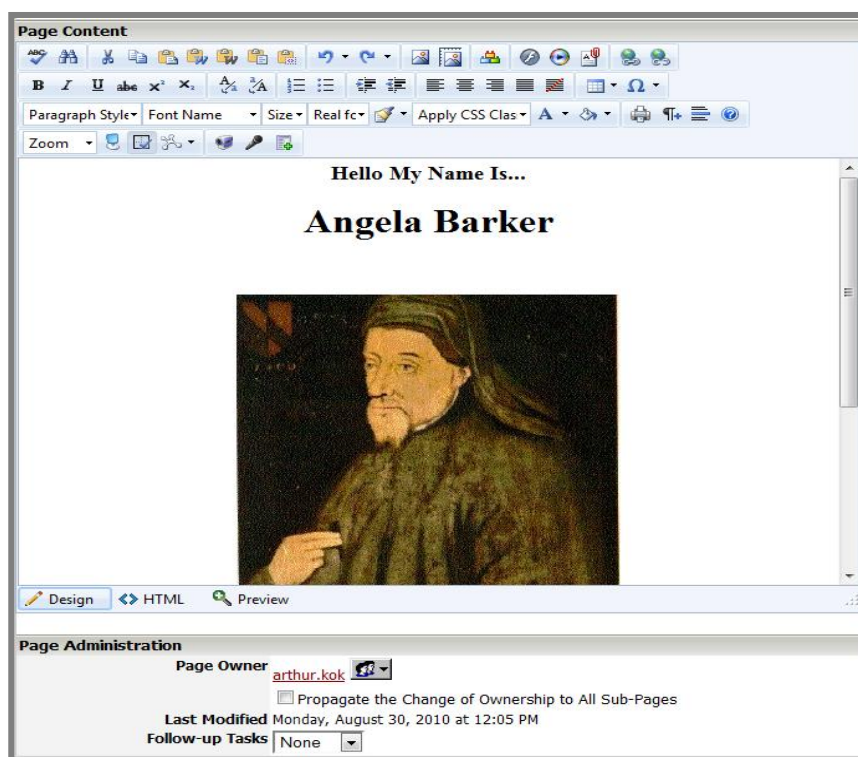


Figure 6: Publish a Teacher Page

Likewise, the **Archive** option automatically archives the page on a selected date. The **Move** feature allows you to move a page on a specific date or when the page is a certain number of days old. You also have the option to move just the current page and all sub-pages or just the sub-pages only.

Finally the **Approval Notes** section is where a page owner can include review notes for the individual assigned to approve the page before it goes live. Many organizations set approval workflows on pages in order to ensure the quality and standard of the content that is published on their public site.

### III. Photo Gallery

SharpSchool's **Photo Gallery** allows you to create multiple albums with dynamic features such as the ability to view pictures as slideshows and allow for moderated commenting.



**Tip:** Use the online **Photo Gallery** to invite parents into your classroom by showcasing projects and creative work.

To access the **Photo Gallery** assigned to your teacher page:

- 1) Click on the **Photo Gallery** link from on the left navigation bar of your teacher page. This will lead you to a blank gallery page. Click **+Add Album**.

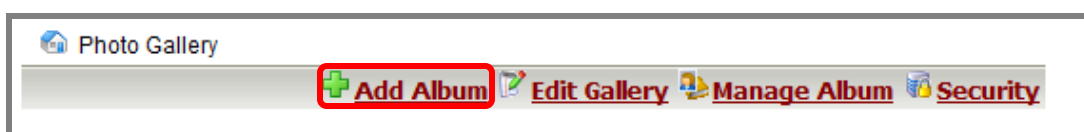


Figure 7: Photo Gallery - Add an Album

- 2) The following window will prompt you to include a **Name** and **Description** for your Album.
- 3) Selecting the ☐ **Random Picture from Album** option means that the system will pick any image from your album as the **Cover Picture**.
- 4) The second option available is to directly select an image of your choice to be the **Cover Picture**. By clicking **Browse...** you can select an image from your computer or server to upload as the cover picture.
- 5) Click **Create**.

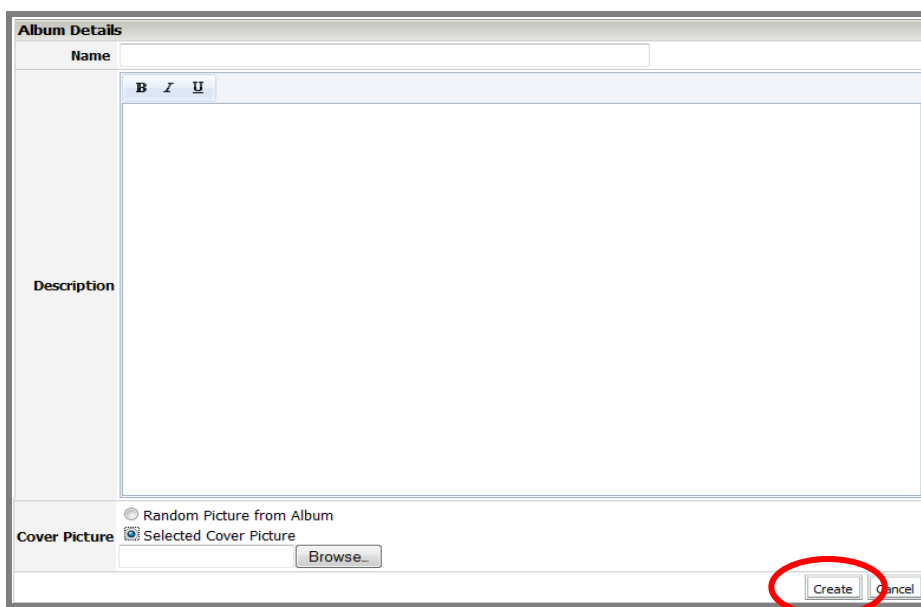


Figure 8: Photo Gallery - Name an Album

- 6) An empty album will show the message, **No Images in This Album**. To add images, click on **+Add Image**

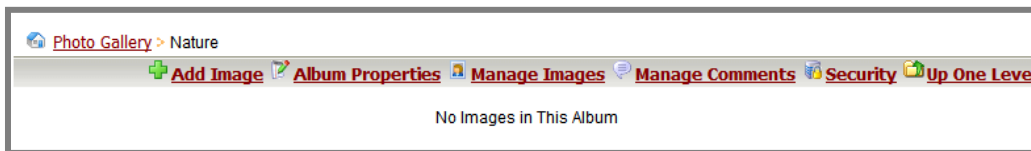


Figure 9: Photo Gallery - Add Images to an Album

- 7) This will lead to page that will allow you to upload images from your server or computer. To upload an image click on **Browse**, select the image you desire, click **OPEN**, and click **Upload Image(s)** to publish them into your online album.

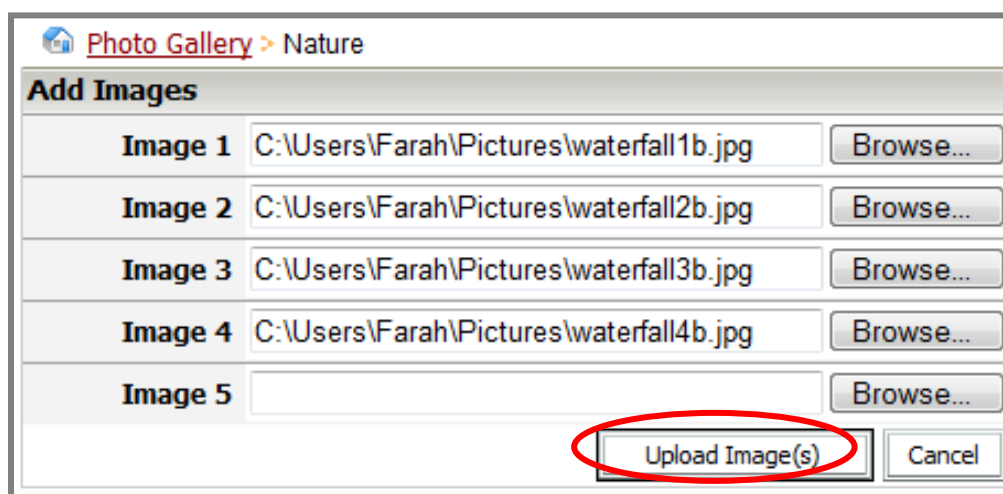



Figure 10: Photo Gallery - Upload Images into an Album

- 8) The resulting screen is an administrative view into the Photo Album. From this point on, you have the ability to change the name of images, alter their properties such as thumbnail sizes and delete images.



Figure 11: Photo Gallery - A Published Album

- 9) Uploading images from a computer or digital camera often names files in codes with file extensions at the end. (e.g. DSC-1001019A-200805.jpg) To rename images simply click on  **Manage Images** and you will be taken to the view in *Figure 12: Photo Gallery – Manage Images*

Here, click on the picture you wish to rename.

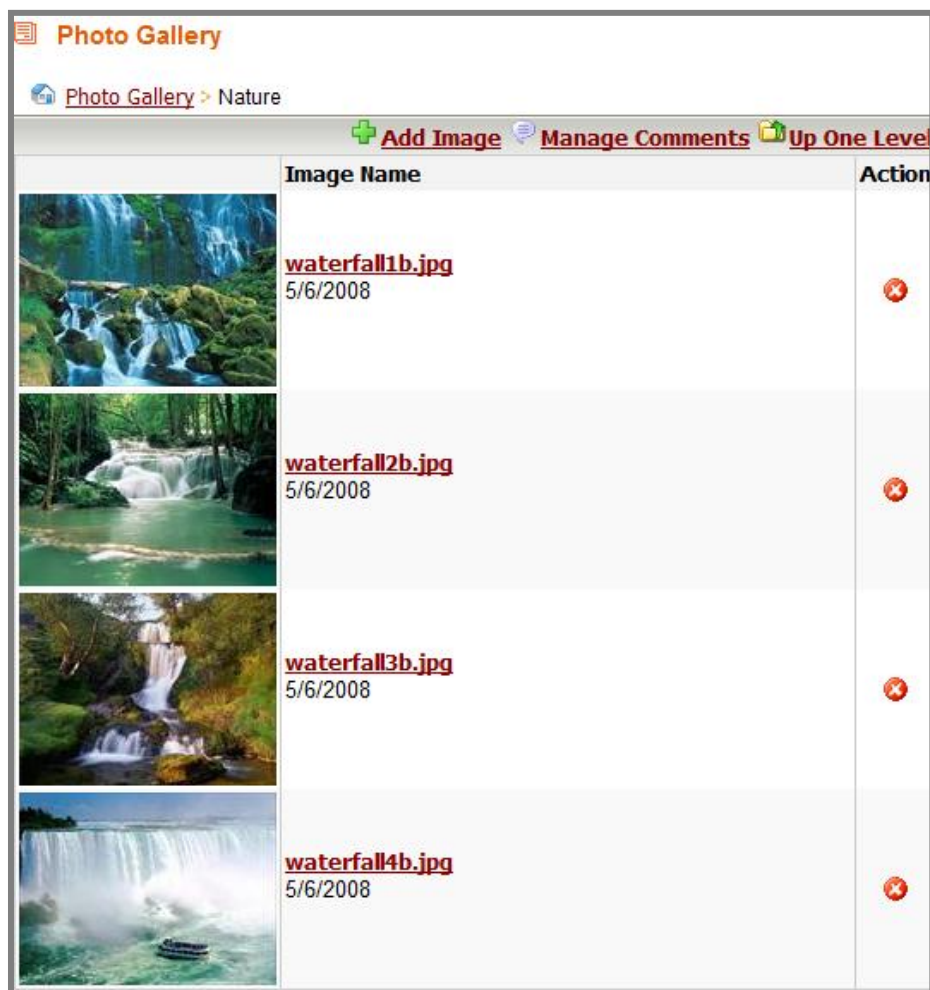


Figure 12: Photo Gallery - Manage Images

- 10) The following box will give you the ability to rename the image as well as to include a description of it in the gallery. Click on **Update** and the new image name will be updated in the album.

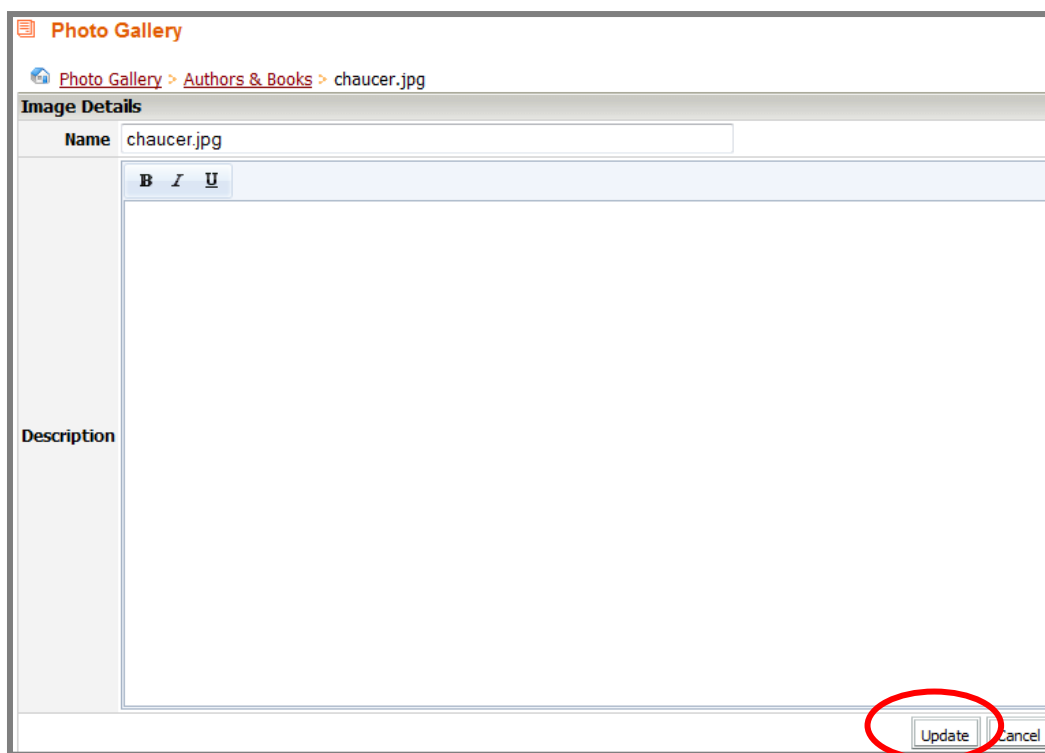


Figure 13: Photo Gallery - Rename Image

To delete an image simply click on  **Manage Images** and you will be taken to the view in *Figure 12: Photo Gallery – Manage Images*. Click on the  icon and click OK in the pop-up window:

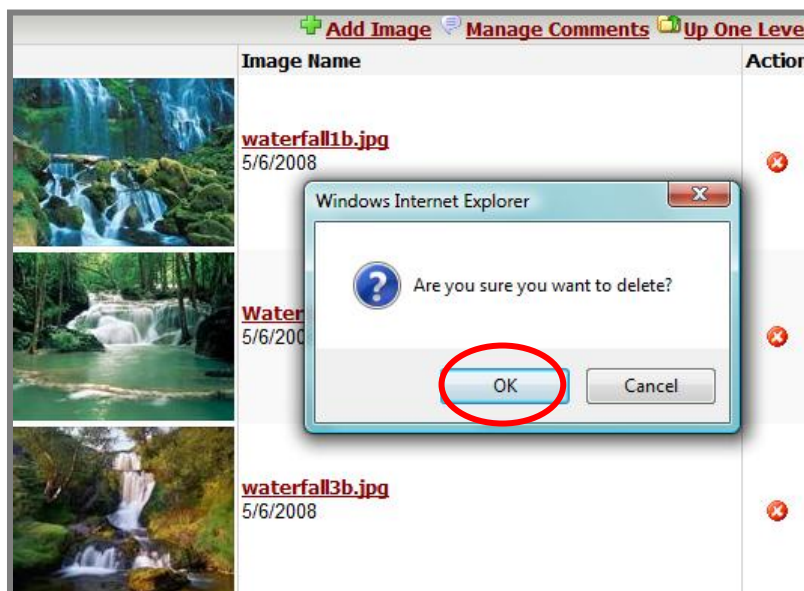


Figure 14: Photo Gallery - Delete an Image

### Customize an Album

To customize an album, go to the Photo Gallery Page and select the album you wish to customize:

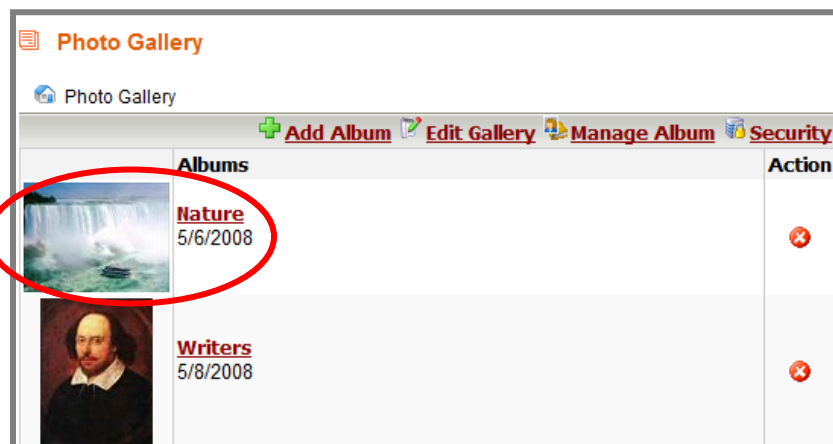



Figure 15: Photo Gallery - Customize an Album



**Note:** In this view you have the ability to delete an album by simply clicking on the corresponding  icon

Click on  Album Properties.

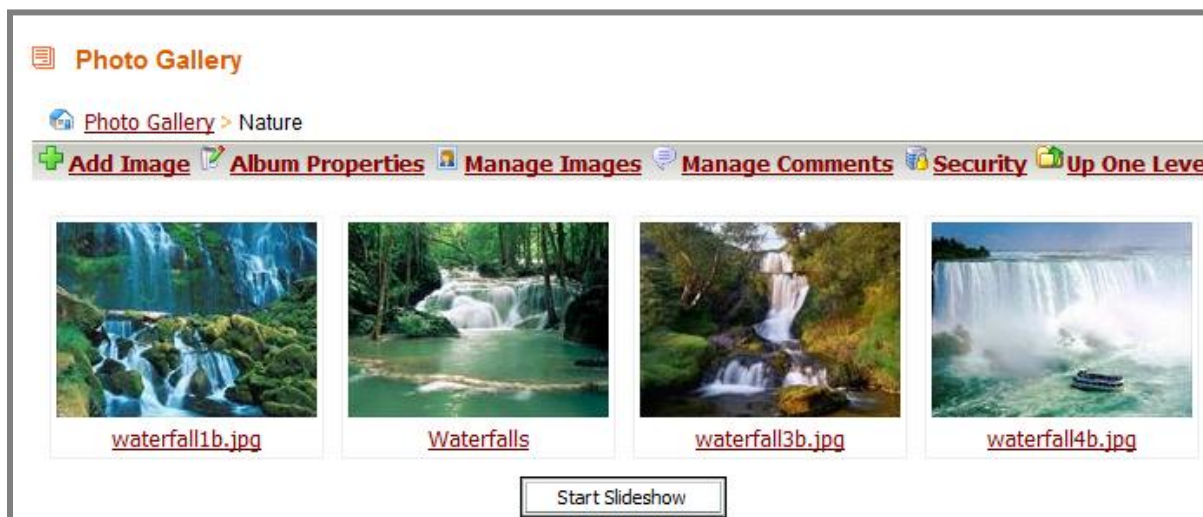


Figure 16: Photo Gallery - Album Properties



The resulting window includes various customization options such as those shown below:

Figure 17: Photo Gallery - Edit an Album

- a) **Name:** You can rename an album here.
- b) **Description:** You can include a description of an album. **Note:** there is a simplified version of the WYSIWYG editor included here.
- c) **Cover Picture:** You can change the cover picture by selecting the ☐ **Random Picture from Album** option and selecting an image of your choice by clicking (*Refer to Figure 8: Photo Gallery – Name an Album*). **Browse...**
- d) **Comment Moderation:** You can allow visitors to post comments under pictures by selecting this option.
- e) **Thumbnail:** This option allows you to customize the resolution of thumbnails in the album.

Figure 18: Photo Gallery - Edit Thumbnail

- f) **Display:** This option allows you to customize the resolution of individual images.

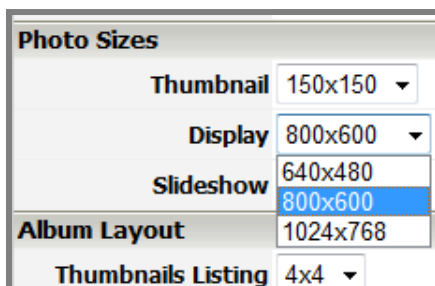


Figure 19: Photo Gallery - Edit Display

- g) **Slideshow:** This option allows you to customize the resolution of images when viewed as a slideshow.

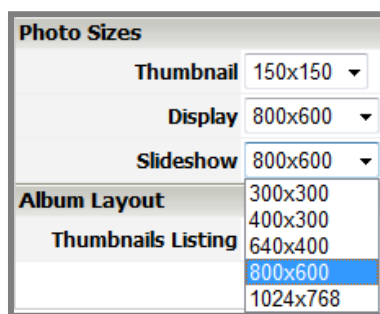


Figure 20: Photo Gallery - Edit Slideshow

- h) **Thumbnail Listing:** This option allows you to customize the order in which thumbnails are listed on the album page (*Figure 21: Photo Gallery – Edit Thumbnail Listing*).
- 1) Once all the customizations are complete, click **Update**.



Figure 21: Photo Gallery - Edit Thumbnail Listing



#### IV. Classroom Calendar

Using the Classroom Calendars, teachers can ensure that students and parents are always aware of upcoming assignments and deadlines. This is also a great place to publish other important dates such as school events.

To access the calendar assigned to your teacher page click on the **Calendar** link from the left navigation bar of your teacher page. This will lead you to a blank calendar page. For more information on how to navigate the SharpSchool Calendar, refer to **Chapter 4: Calendar**.

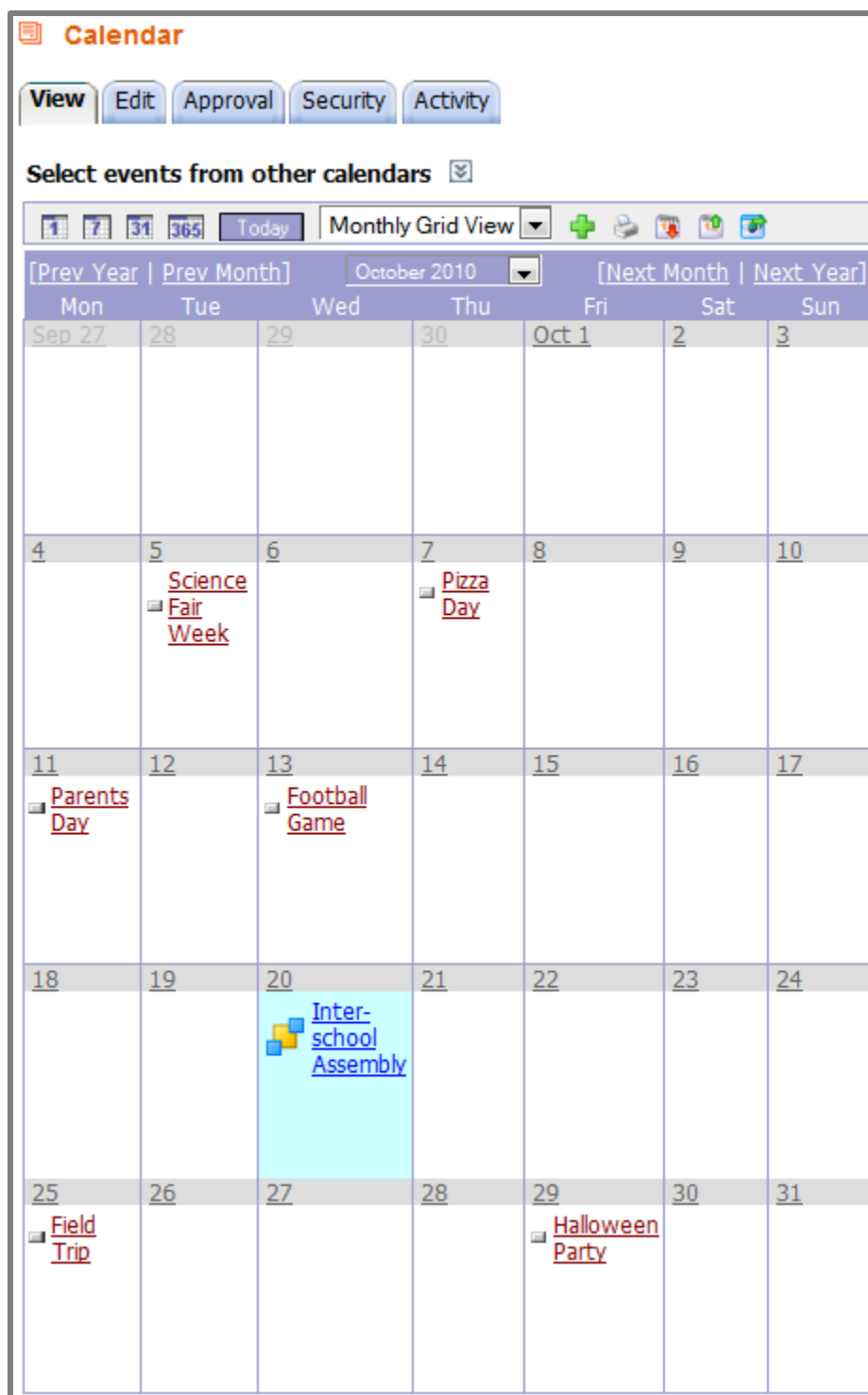


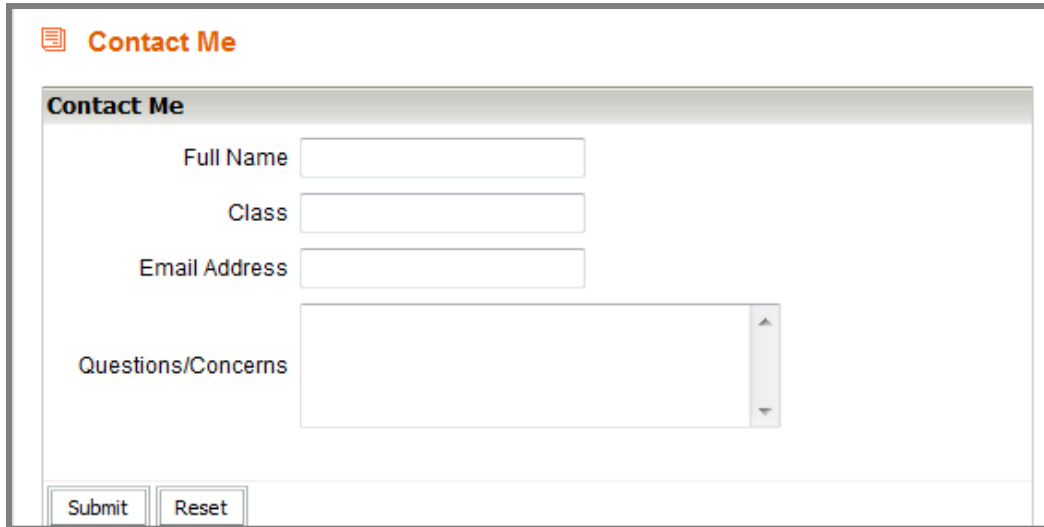
Figure 22: Calendar

## V. Contact Me

The Contact Me page allows visitors to your site to contact you via email.

To access the **Contact Me** page assigned to your teacher page:

- 1) Click on the **Contact Me** link from the left navigation bar of your teacher page.
- 2) This page contains a simple form with fields for **Full Name**, **Class** (if applicable), **Email Address** and **Questions/Concerns**.
- 3) Once users have completed this form the information in the form is sent to the owner of the page (i.e. the teacher).



The screenshot shows a web interface for a 'Contact Me' form. At the top left, there is an orange icon of a document with a checkmark and the text 'Contact Me' in orange. Below this is a grey header bar with the text 'Contact Me' in black. The form itself is a light grey box containing four input fields: 'Full Name' (a single-line text box), 'Class' (a single-line text box), 'Email Address' (a single-line text box), and 'Questions/Concerns' (a multi-line text area with a vertical scrollbar on the right). At the bottom of the form, there are two buttons: 'Submit' and 'Reset', both in a light grey box.

Figure 23: Contact Me

## VI. Announcements (News Engine)



SharpSchool's **News Engine** is a powerful tool that displays announcements and news information in convenient summaries right on the teacher homepage. Students, parents and visitors alike will always be up-to-date on the happenings of your classroom.

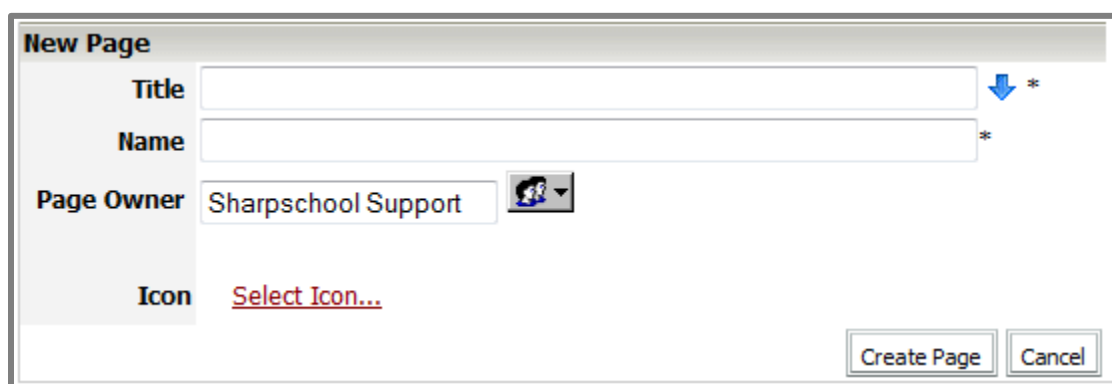


**Tips:** The News Engine can be used for many tasks, such as:


- 1) Tests and Homework Announcements
- 2) Exciting news and information
- 3) School News

The News Engine is available to be added to your page by the following instructions below:


- 1) Move your cursor over **Page Properties**.
- 2) Select **Add New Page**.
- 3) Click **News Section Page**.
- 4) Enter in a **Title** and then click  to add the **Name**.
- 5) It is optional if you want to change the **Page Owner** by clicking on  and selecting the user and clicking **Add** and then **OK**.
- 6) If you would like to add an Icon click **Select Icon**, choose your Icon and click **Submit**.
- 7) Click **Create Page**.



**New Page**

Title   \*

Name  \*

Page Owner  

Icon [Select Icon...](#)

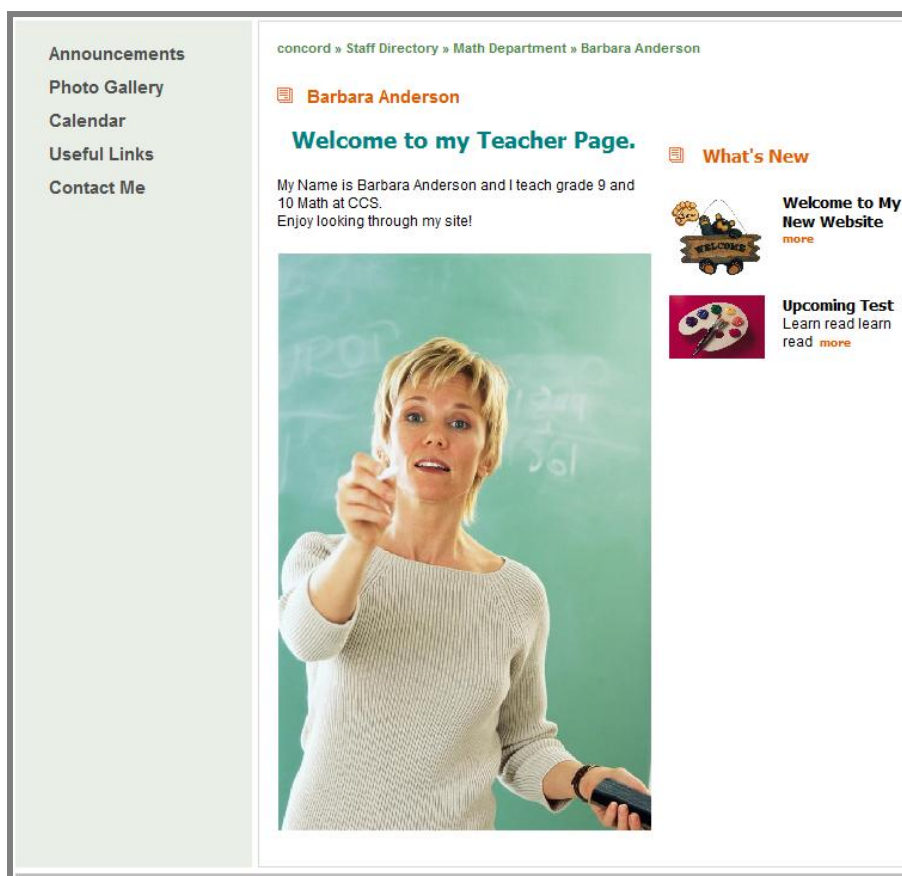


Figure 24: News Engine - Home Page

To access the **News Engine** page assigned to your teacher page:

- 1) Click on the **Announcements** link from the left navigation bar of your teacher page. This will lead you to the main **Announcements** page with links to the stories.

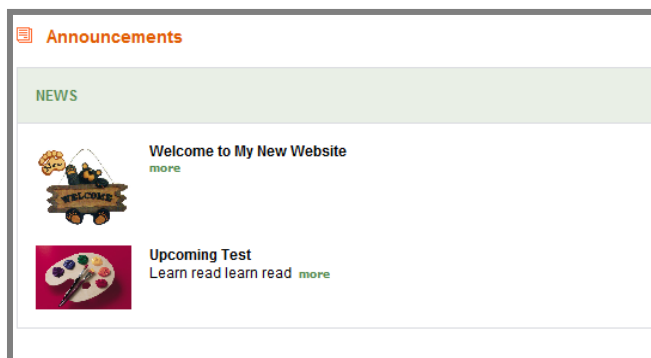


Figure 25: News Engine - Announcements Page

- 2) To add a new announcement, hover the mouse over **Page Properties**, move the mouse down to **Add New Page** and select **News Content Page**.

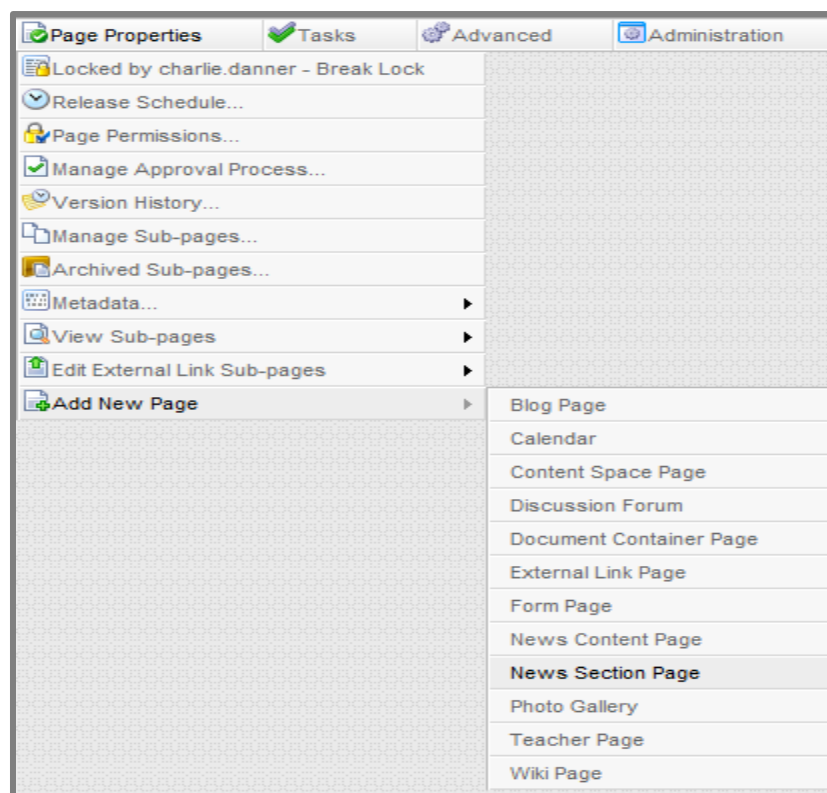


Figure 26: News Engine - Add an Announcement

- 3) Name the announcement and click **Create Page**.

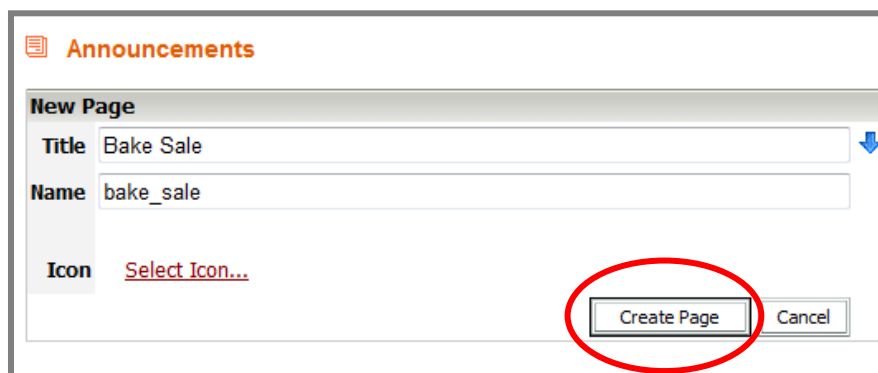


Figure 27: News Engine - Name an Announcement

- 4) The following screen is a blank **Announcement Page**. To add content, hover the mouse over to the gray tool bar, go to **Advance** and click on **Switch to Design Mode**.

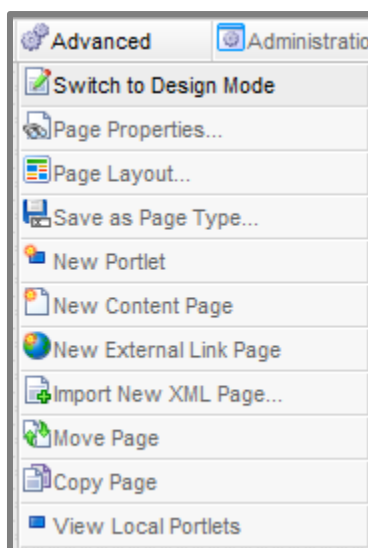


Figure 28: News Engine - Design an Announcement

- 5) After switching to **Design Mode** select **Edit** in the content area.
- 6) Include information about your news in following window. Fields of information available are:
  - a. **Title:** Name the announcement here.
  - b. **Featured Image:** You can upload an image to be associated with the news item. This image will be displayed on the Announcements page.
  - c. **Profile Name:** Simply include the name of the event or the event host.
  - d. **Summary:** This information is displayed on the Announcements page.
  - e. **Published Date:** Include the date on which this news is being published.
  - f. **Body:** Include a description of the news.

The screenshot shows a web-based form titled "News Engine - Publish an Announcement". At the top, there are two tabs: "Edit Data" (selected) and "Settings". Below the tabs are three buttons: "Save", "Publish", and "Cancel". The form fields include:

- Title:** A text box containing "Parent Teacher Night Postponed".
- Featured Image:** A text box and a "Browse" button.
- Image Title:** A text box.
- Summary:** A text box containing "Night will now take place on Wednesday, October 7th."
- Published Date:** A date picker showing "09/23/09".
- Body:** A rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, font color, background color, text color, text size, font family, text alignment, list, link, unlink, image, table, insert, undo, redo, print, zoom, etc.). The text area contains the following text: "The Parent Teacher Night scheduled for Monday, October 5th has been moved. It will now take place on Wednesday, October 7th from 7 PM to 9 PM." Below the text area are three tabs: "Design" (selected), "HTML", and "Preview".
- Link of Current Page:** A text box containing "/cms/One.aspx?portalId=766133&pageId=5829624".
- Page Title:** A text box containing "Parent Teacher Night Postponed".
- Page Last Modified:** A date and time picker showing "09/23/09 05:13 PM".
- Set Fields:** A section at the bottom with three buttons: "Save", "Publish", and "Cancel".

Figure 29: News Engine - Publish an Announcement

- 7) After the news has been added, there are 3 options available:
- Save:** Selecting **Save** will save all your changes but will not publish them live on your site. You may return to this page at a later time to complete it.
  - Publish:** By selecting **Publish**, the changes are instantly made live.
  - Cancel:** **Cancel** will not save any changes.





Figure 30: News Engine - Published Announcement

## VII. Useful Links

SharpSchool's Useful Links features a Document Container that streamlines your resource sharing needs by allowing you to upload documents and other resources into useful folders for users to download from.



**Tip:** You can use the **Document Container** for things such as:

- 1) Storing homework assignments
- 2) Field trip forms
- 3) Curriculum

To access the **Document Container** assigned to your teacher page:

- 1) Click on the **Document Container** link from the left navigation bar of your teacher page.  
This will lead you to your document container.

### 1) Upload a Single File

- 1) To upload a file to your document container, click on the **Add New Item** dropdown menu and select **File**.

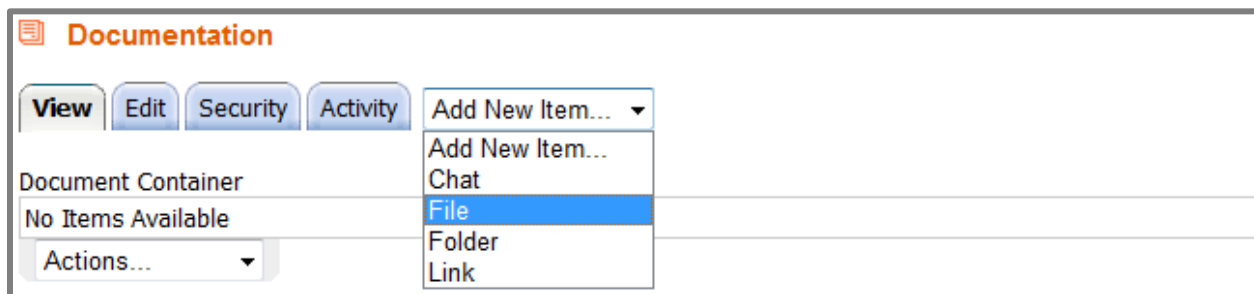
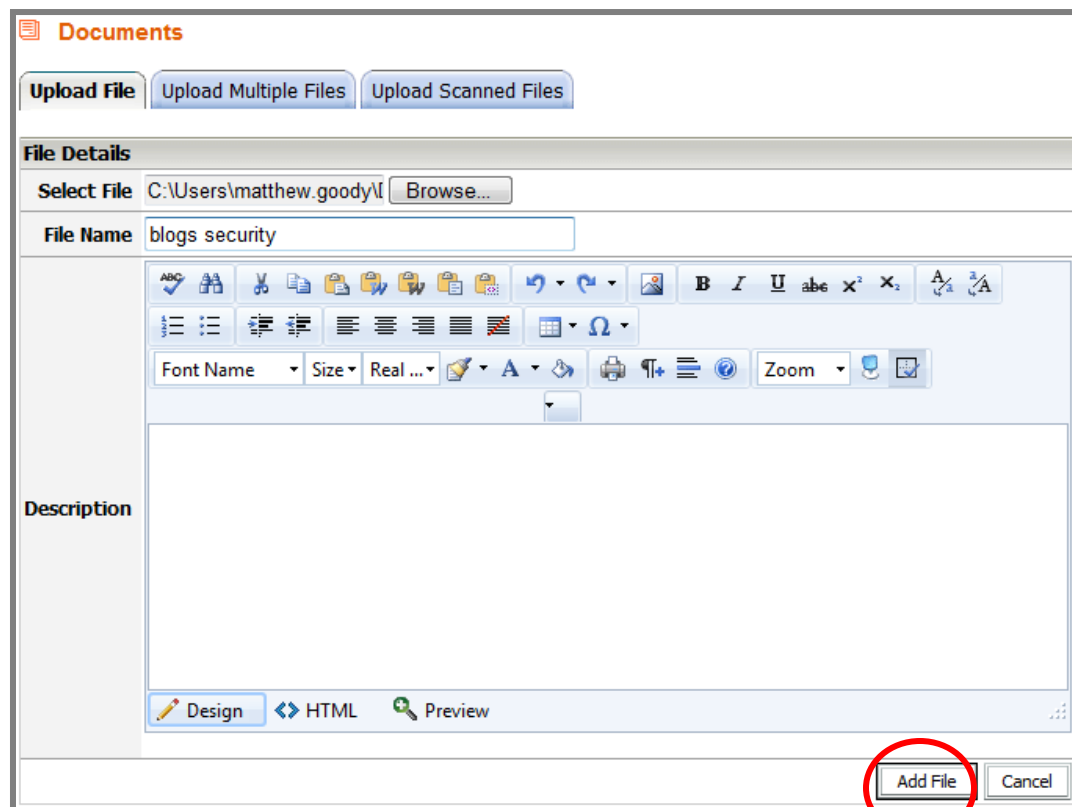


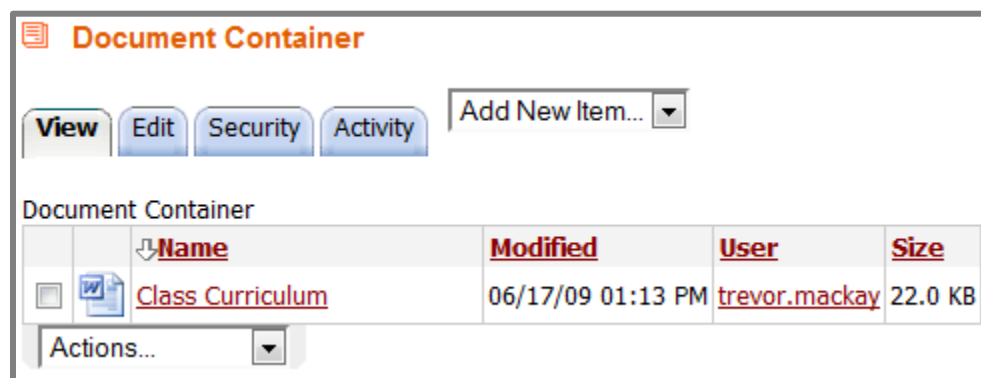
Figure 31: Document Container

- 2) The following window has multiple fields (refer to *Figure 36: Document Container - Add a File*), these are:
  - a. **Name:** Name the document, as this is what will be displayed in the **Document Container**.
  - b. **Browse:** Click on this button to select a file from your computer or server.
  - c. **Description:** A simplified WYSIWYG Editor has been included for you to add a description of the document.
  - d. Once all the information has been added, click on Add File to publish the file in the **Document Container**.



**Figure 32: Document Container - Add a File**

- 3) The result is an administrative view of your **Document Container**. Your file is now uploaded and ready to use.



**Figure 33: Document Container - Published File**

## 2) Upload Multiple Files

To save time, you can upload several files at once through SharpSchool's **Upload Multiple Files** feature. To use this feature:

- 1) Click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container. To upload a file to your document container, click on the **Add New Item** dropdown menu and select **File**.
- 2) Click on the **Upload Multiple Files** tab at the top of the Document Container. This will take you to the file upload editor.

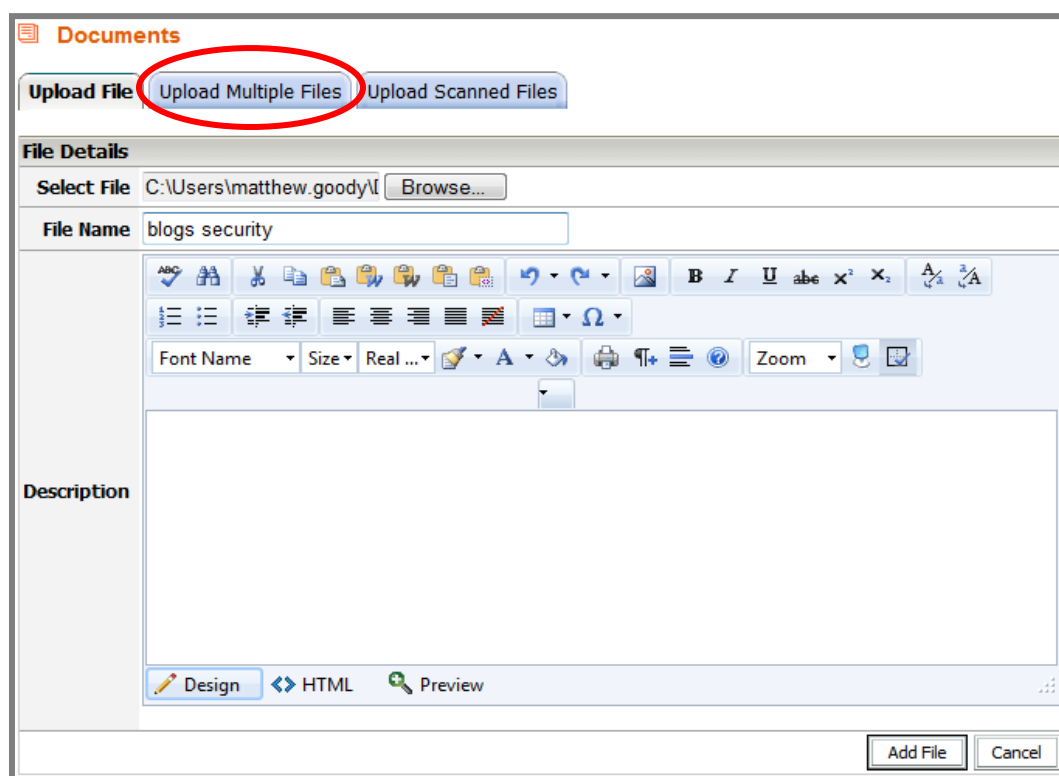


Figure 34: Document Container - Multiple File Upload



**Note:** This feature only works in Internet Explorer (IE). You may have to install an ActiveX control to use this editor on your browser. To do so, simply click on the prompt that directs you to install the XUpload Upload Control then click **Run** when the install window pops up. If this control is already installed you will not see this prompt.

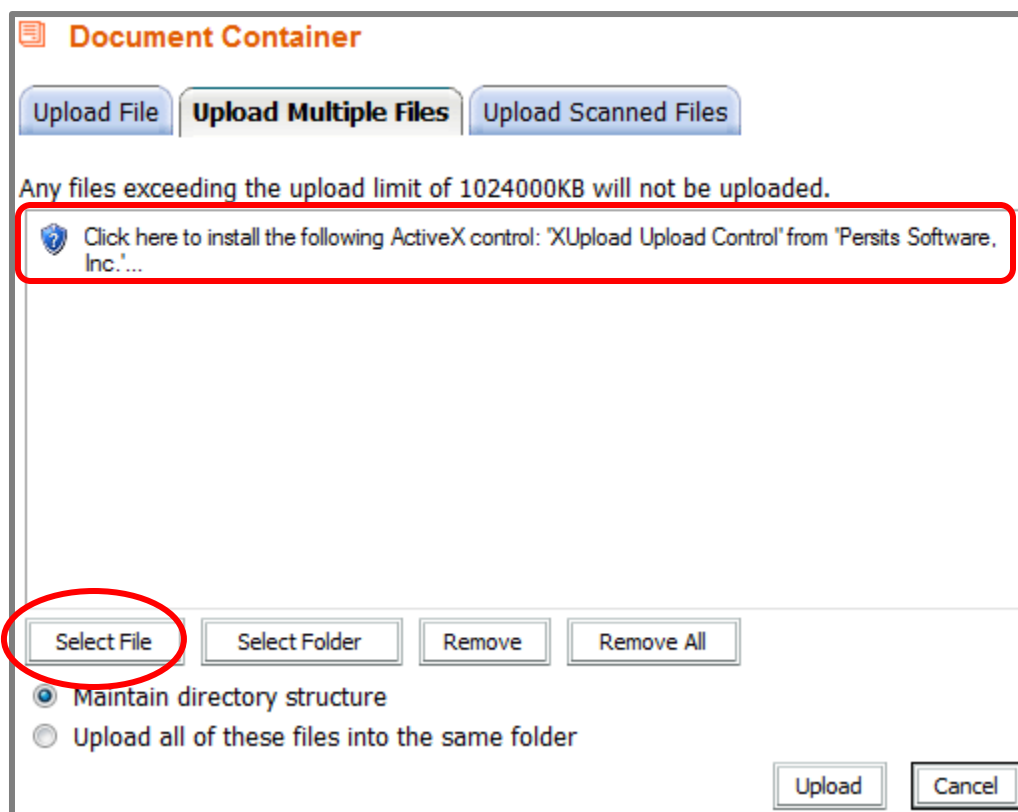


Figure 35: Document Container - Select Multiple Files

- 3) Within the **Choose File** window, locate the file you wish to upload. Once you have selected your file, click **Open**.
- 4) You may instead wish to upload an entire folder of files all at once. To do so, click **Select Folder**. From here, navigate to the location of the folder on your computer and click on it, and then click **Scan**.
- 5) Before uploading, if you decide you don't want to add one of the files listed in the window, click on that file and click on **Remove**.

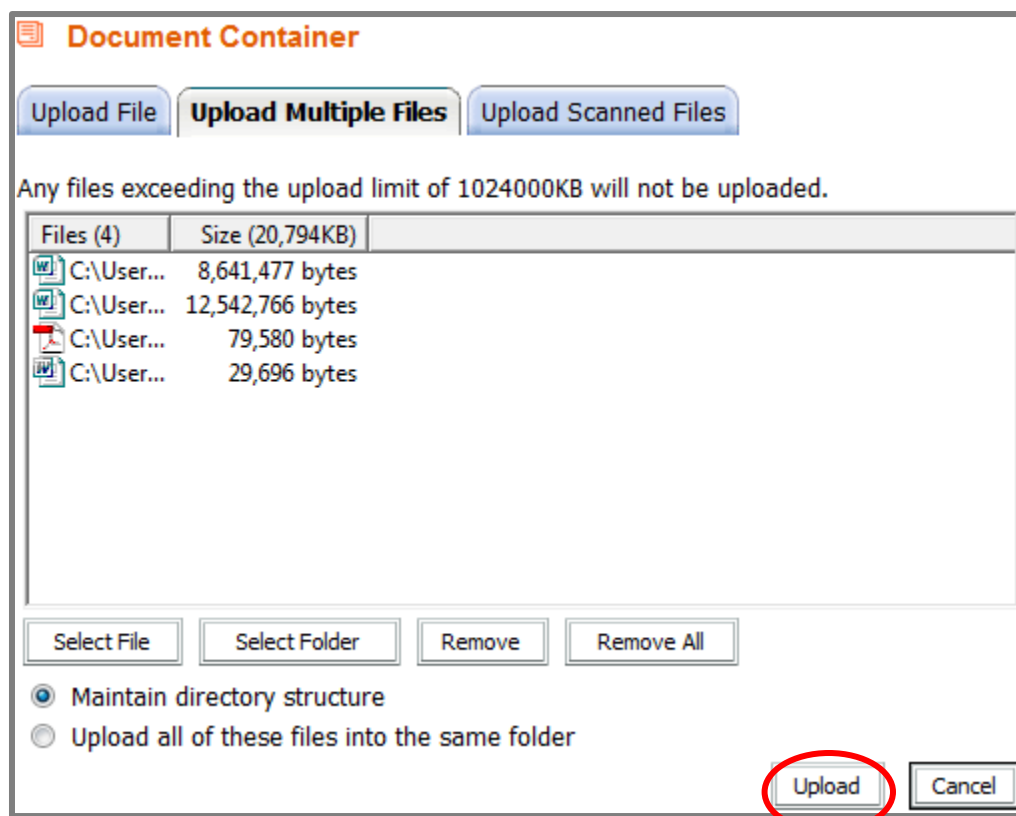


Figure 36: Document Container - Publish Multiple Files

- 6) When you have decided on which files you would like uploaded to your Document Container, click **Upload**. This will upload all of your selected files.

### 3) Creating Folders for your Files

You may wish to create personalized folders to organize your files. Doing so can clean up a cluttered workspace and provide easy navigation for users browsing your site.

To create folders for your files and links:

- 1) Click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the **Add New Item** drop-down menu and select **Folder**.
  - a) Give your folder a name. This name will be displayed within your Document Container.
  - b) You may provide a description to let others know of the contents of the folder.
  - c) You may select an icon so that you can identify your folder by sight. To do so, click on the **Select Icon** link. This will open a window with a variety of icons for you to choose from. Click on the desired icon.

- d) Once you have added your description and selected your icon, click the **Create Folder** button.

You have now created a folder for storing your resources.

#### **4) Creating links to resources on the internet**

If you have found online web-pages you would like to share with others, you can do so by creating links within your **Document Container**. It is a great way to easily share online content on your website.

To create links to other web pages:

- 1) Click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the **Add New Item** dropdown menu and select **Link**.
  - a) Give your link a name. This name will be displayed within your **Document Container**.
  - b) Type in the full web address of the site you wish to link to within the **Web Address (URL)** field.
  - c) You may provide a description to let others know of the contents of the linked site.
  - d) Once you have added your description and provided the correct web address, click the **Add Link** button.

You have now created a link on your page directing to your desired website.

#### **5) Modifying the Contents of the Document Container**

If you wish to make changes to the contents or location of your files and folders and follow the proceeding steps:

##### **a) How to edit a file**

- 1) You may wish to change the name or the description of your file. To do so, click on the **Document Container** link available on the left navigation bar of your teacher page. This will lead you to your document container. Click on the file you wish to edit.



**Note:** If your file is stored in a folder, you will first have to navigate to where your file is stored by clicking on the folder(s)

- 2) Click on the **Edit File** tab along the top of your Document Container. From here you can make changes to the name and description of your file. When you have made your changes, click the **Update File** button. This will save the changes to your file.

#### b) How to edit a folder

- 1) To change the name, description or icon of your folder, first click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container.
- 2) Click on the folder you wish to edit.
- 3) Click on the **Edit** tab along the top of your **Document Container**. From here you can make changes to the name, description and icon of your folder.
- 4) When you finished making your changes, click the **Update Folder** button. This will save the changes you have made to your Folder.

#### c) How to move a file or folder

- 1) If you wish to move your files, folders and links to another location within your **Document Container**, first click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the checkbox to the left of the file, folder or link you wish to move



**Tip:** You can save time by moving several items at once. Simply check the box next to every item you wish to move to the same new destination.

- 2) Click on the **Actions** dropdown menu at the bottom of your document container. From here select **Move Selected**.



- 3) On this page click on the **Browse** link next to the Select Destination field to select a new location within your document container for your items. A new window will pop up.
- 4) Navigate your way to your desired destination folder by clicking on the names of the folders on the way to your destination folder. When you have located the folder you wish to contain your selected items, click on the **Select** link on the right side of the window for that folder.
- 5) Click on the **Move to Here** button to move your selected items.



**Warning:** If you move a folder to a new location, all the items within that folder will be moved as well

#### d) How to delete a file or folder

- 1) If you wish to delete your files, folders or links, first click on the **Document Container** link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the checkbox to the left of the file, folder or link you wish to delete



**Tip:** You can save time by deleting several items at once. Simply check the box next to every item you wish to remove.

- 2) Click on the **Actions** drop-down menu at the bottom of your document container. From here select **Delete Selected**.
- 3) You will be taken to a confirmation screen. Click **Yes** if you are certain about deleting the selected items. Once deleted, the items are permanently removed, so take care to confirm that the items listed on this page are the ones you wish to delete.



**Warning:** If you delete a folder, all items within that folder will also be deleted.

## VIII. How to add more pages

Although SharpSchool provides teachers with a standard packaged set of pages, you have the ability to add more pages as needed.

- 1) To add additional pages to your teacher page, simply return to the gray toolbar on top of the page – hover your mouse over **Page Properties**, scroll down to **Add New Page**, and click on **Content Space Page**.

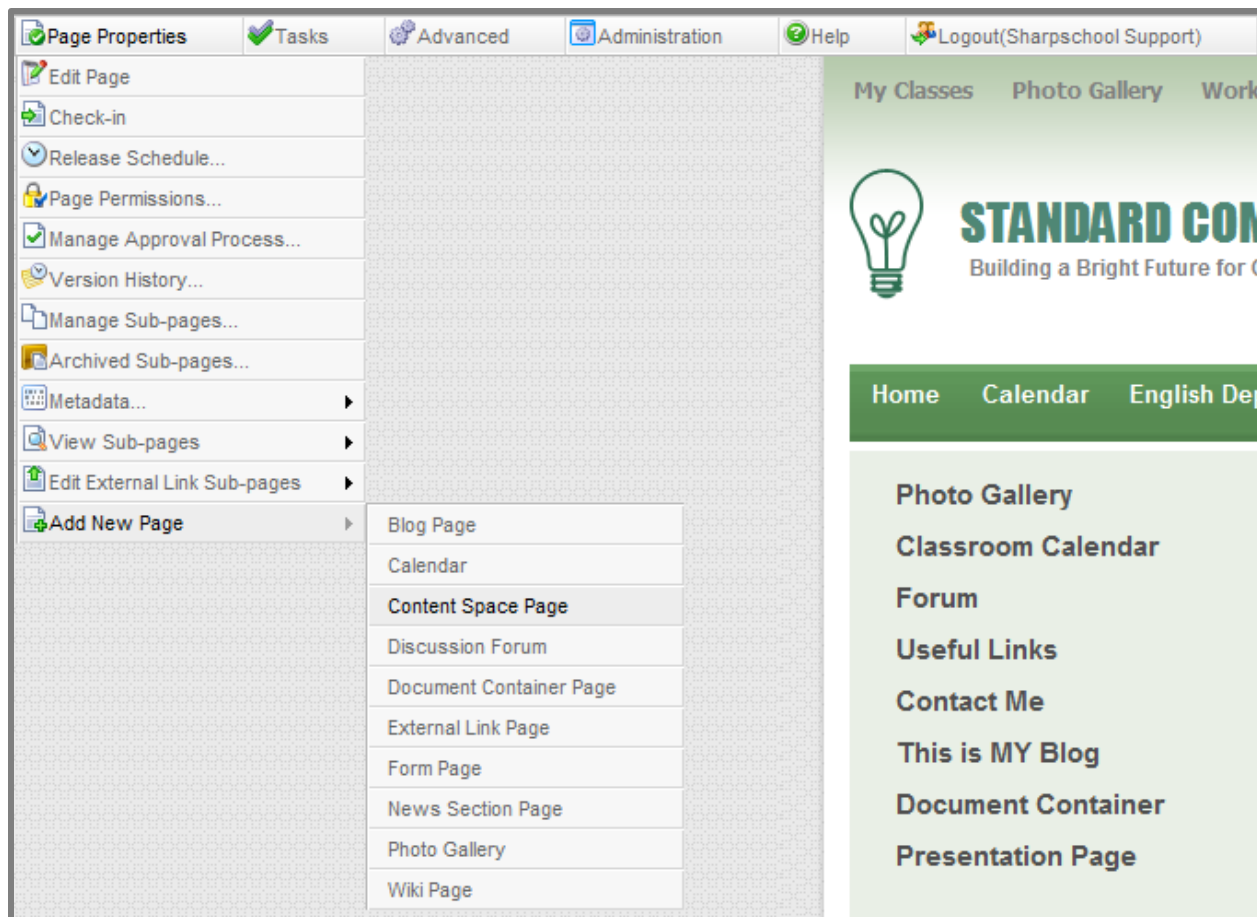
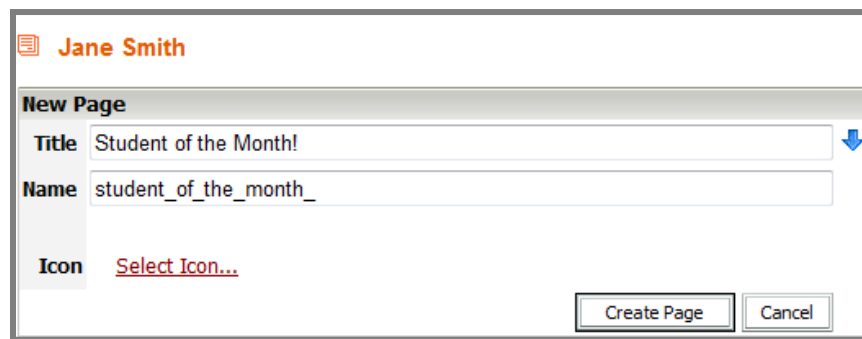


Figure 37: Add a New Page



Remember to return to your teacher home page if you wish to add sub-pages. If you wish to have a sub-page within a sub-page then go to the main sub-page you wish to add it under.

- 2) After clicking on **Content Space Page** you will be prompted to name your new page



**Jane Smith**

**New Page**

**Title** Student of the Month! ↓

**Name** student\_of\_the\_month\_

**Icon** [Select Icon...](#)

**Create Page** **Cancel**

Figure 38: Name a New Page

- 3) Click on **Create Page** and this will lead you to SharpSchool's WYSIWYG editor. Add information and click on **Publish**

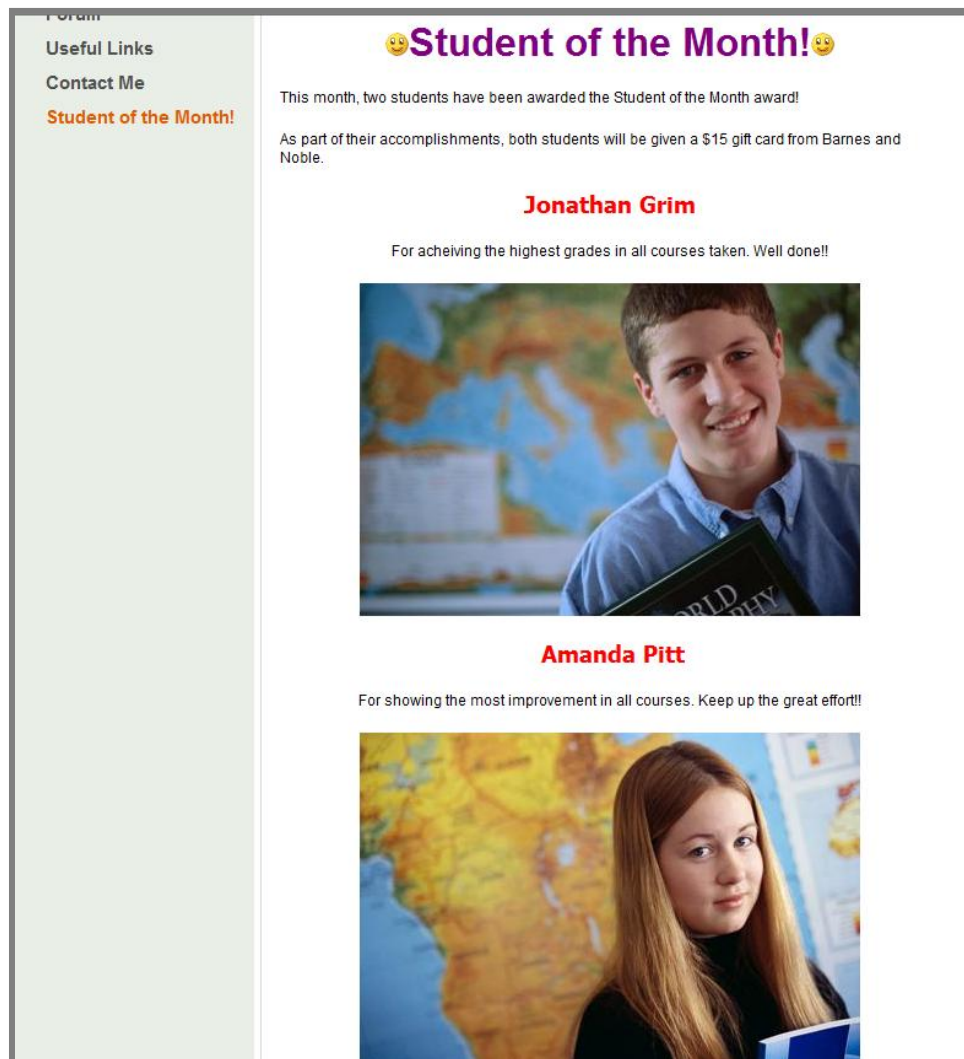
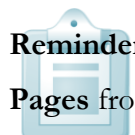
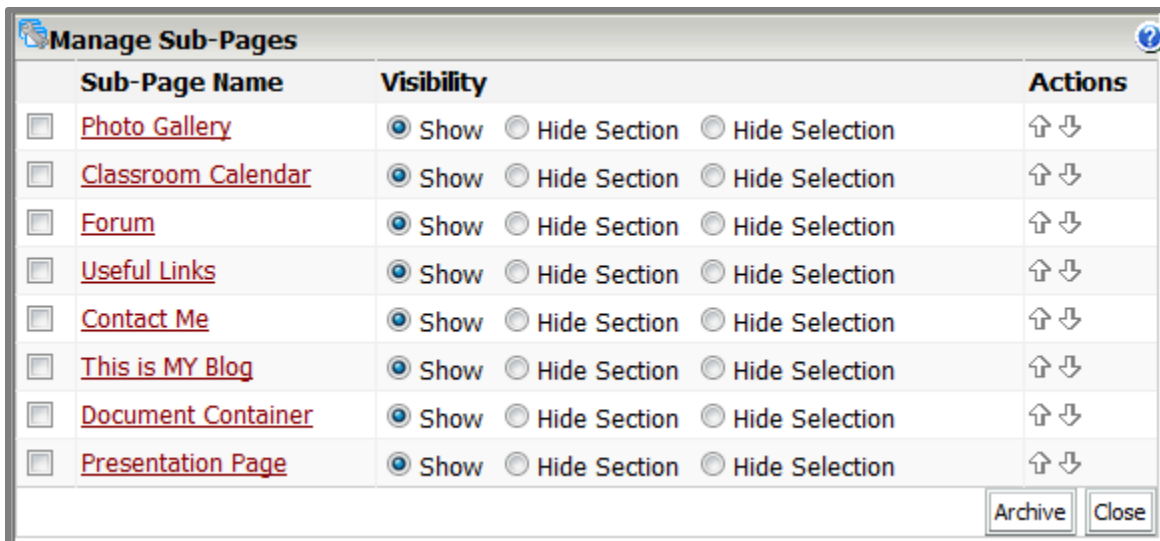


Figure 39: Published New Page

## IX. How to Manage Sub-Pages

With SharpSchool's system there is no restriction on the order of the pages. To change the order of pages, to hide, show, or archive a page, hover your mouse over **Page Properties**, scroll down and click on **Manage Sub-Pages**. This will open a pop-up window with all the sub-pages under the parent page.

 **Reminder:** The gray tool bar is specific to the page you are viewing. If you select **Manage Sub-Pages** from the home page, then you will only see the sub-pages directly under the homepage.



Sub-Page Name	Visibility	Actions
<input type="checkbox"/> <a href="#">Photo Gallery</a>	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection	↑ ↓
<input type="checkbox"/> <a href="#">Classroom Calendar</a>	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection	↑ ↓
<input type="checkbox"/> <a href="#">Forum</a>	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection	↑ ↓
<input type="checkbox"/> <a href="#">Useful Links</a>	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection	↑ ↓
<input type="checkbox"/> <a href="#">Contact Me</a>	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection	↑ ↓
<input type="checkbox"/> <a href="#">This is MY Blog</a>	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection	↑ ↓
<input type="checkbox"/> <a href="#">Document Container</a>	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection	↑ ↓
<input type="checkbox"/> <a href="#">Presentation Page</a>	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection	↑ ↓

Archive Close

Figure 40: Manage sub-pages

### 1) How to Hide or Show a Page

To Show or Hide a page refer to the column **Visibility** and click on the corresponding button and click **Close**. The hidden page still remains accessible to the page owner (you), but is hidden from the public site.

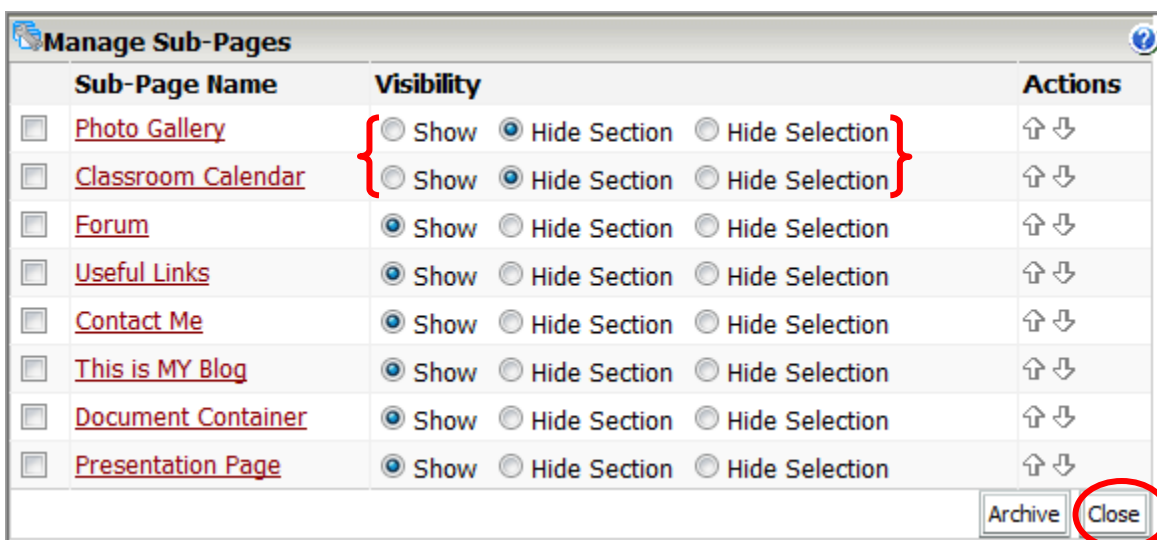


Figure 41: Hide or Show Pages

**Hide Section** allows you to hide your sub-pages along with the calendar, as well as hide the page from top menu bar and the side menu bar. If there is a calendar within your hidden section, it will not be visible from other calendars on your site. You will not be able to see any sub-pages of the page from the side menu bar.

**Hide Selection** allows you to remove a page from the top menu bar and sidebar menu, without hiding the items that are contained within. The calendars under the hidden page will be visible to other calendars and the side menu bar will display any sub-pages of the current page.

## 2) How to Order a Page

Users have the ability to rearrange the order of sub-pages as they appear on the navigation bar. To move pages, simply use the arrow keys ↑ ↓ corresponding to a title under the **Actions** column.

Click on **Close** to save your changes.

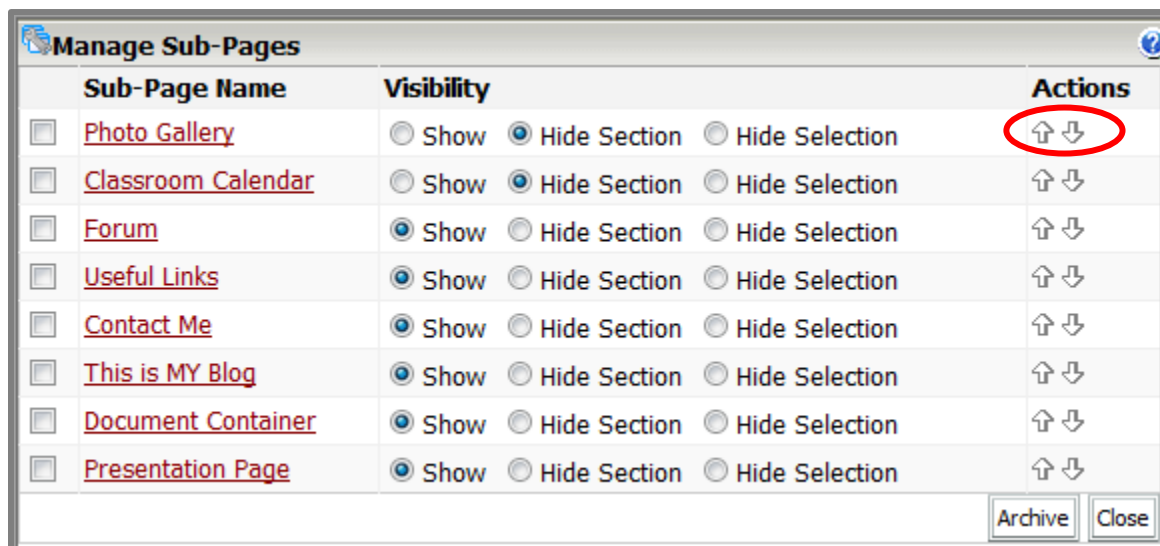


Figure 42: Order Sub-pages

### 3) How to Archive a Page

In order to archive a sub-page, select the checkbox next to the page title name and click **Archive**.

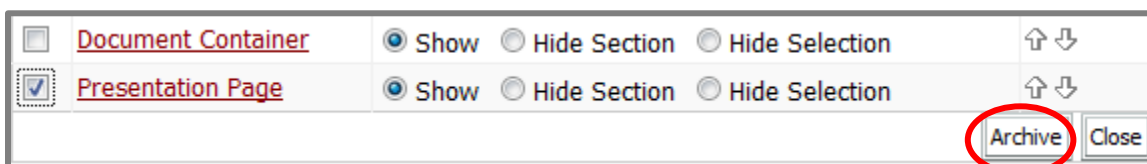


Figure 43: Archive a Sub-page

### 4) How to retrieve archived pages

To retrieve archived pages hover your mouse over **Page Properties** and click on **Archived Sub-pages**. Here select the checkbox corresponding to the page you wish to retrieve and click on **Un-Archive**.

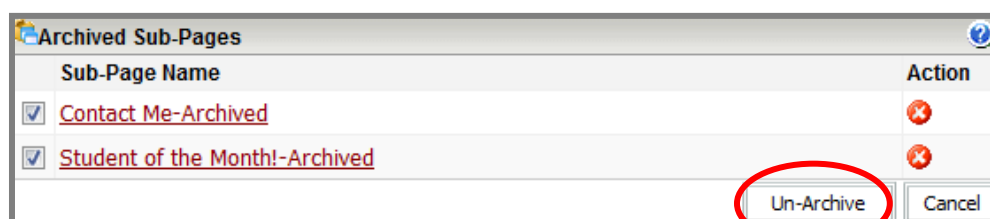


Figure 44: Retrieve an Archived Page

### 5) Delete a Sub-page

To delete a page hover your mouse over **Page Properties**, scroll down and click on **Archived Sub-pages**. Here click on ☒ button next to the sub-page you wish to delete.



**Remember:** Pages must be archived before they can be deleted from the site.