



# TEACHER WEBPAGE SETUP

## SUMMARY

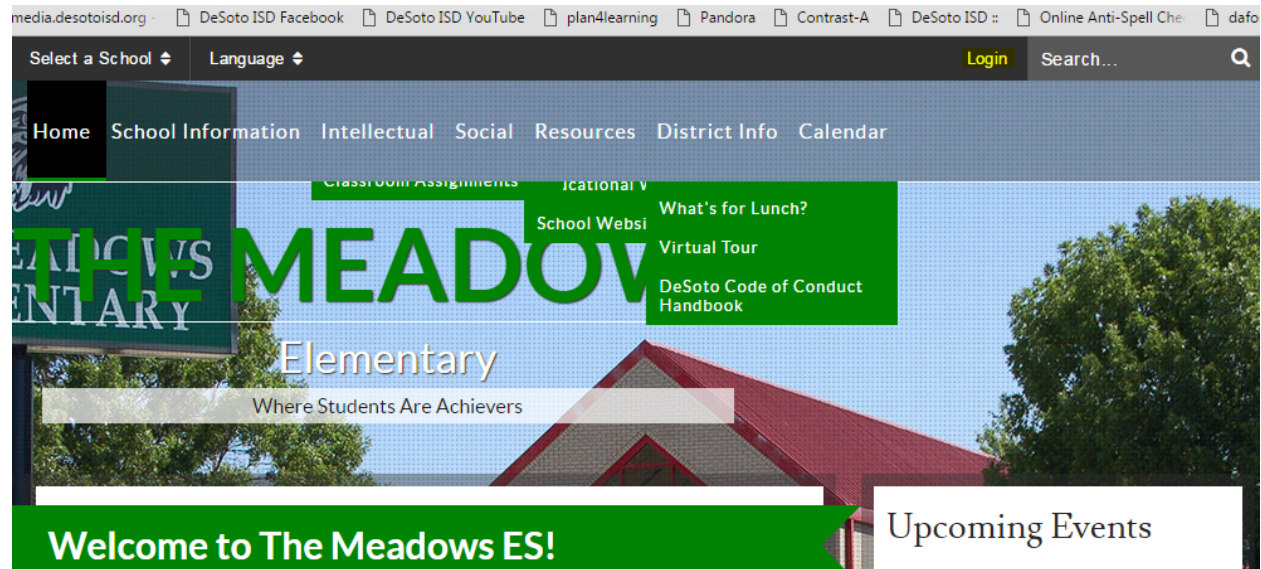
This manual will show you how to begin setup of your teacher webpage and what each page requires.

Awalt, Brent

Teacher Page Setup 101

Login at the top of your campus page, using the same username and password as your computer and TEAMS.

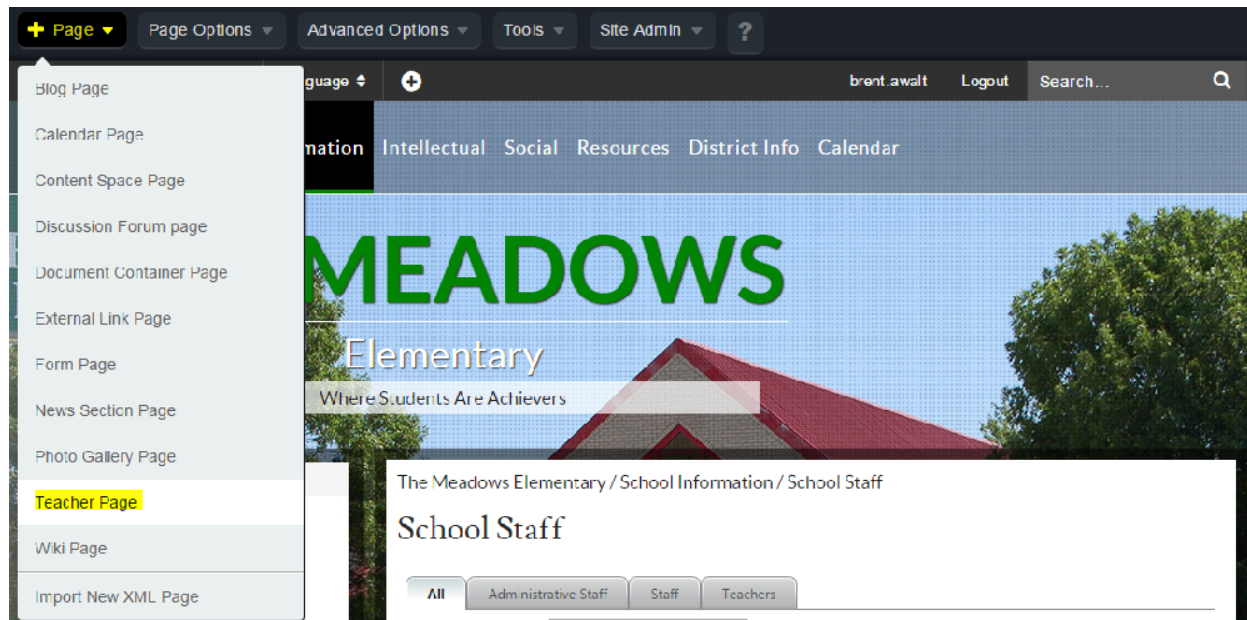
If you cannot login, please e-mail [Brent.Awalt@desotoisd.org](mailto:Brent.Awalt@desotoisd.org) with your Name, Campus and if you are a Teacher, Administrator, or Support Staff.



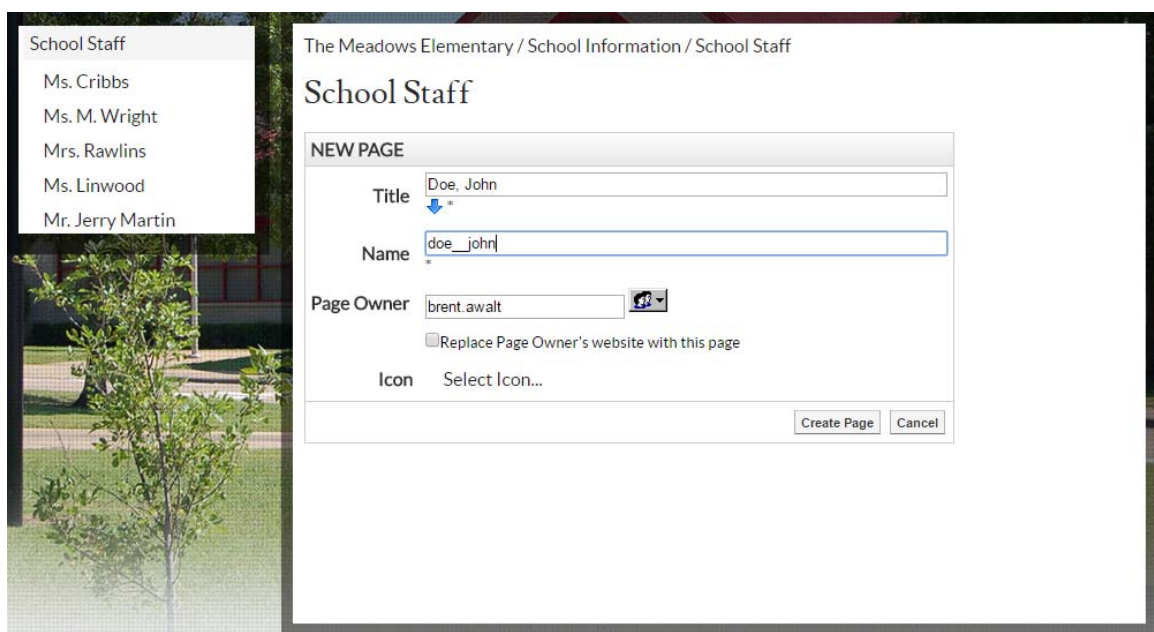
Go to School Information > School Staff. ***It is important that you go to School Information > School Staff before proceeding to the next step!***



At the top you should see **+Page**. Under that there will be a drop down. Select "Teacher Page".



It will now ask you to Title your Page. The title will be your LastName, FirstName (ie. Awalt, Brent, Baty, Darrell, Trimble, Beth)




Here you will be prompted with the following window.

The Meadows Elementary / School Information / School Staff / Doe, John

## Doe, John

Save Draft Publish Cancel


### PAGE PROPERTIES

Title  

Name


Summary

### PAGE CONTENT

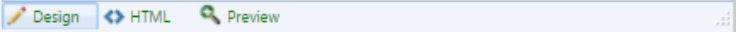


**Hello My Name Is...**


**<My Name>**



**<About Me>**









### PAGE ADMINISTRATION

Page Owner **brent.awalt** 

☐ Propagate the Change of Ownership to All Sub-Pages

Last Modified **Monday, July 25, 2016 at 8:32 AM**

Release Date  Now    01 ▾ : 00 ▾ AM ▾

Expiry Date  Never    01 ▾ : 00 ▾ AM ▾

Follow-up Tasks **None ▾**

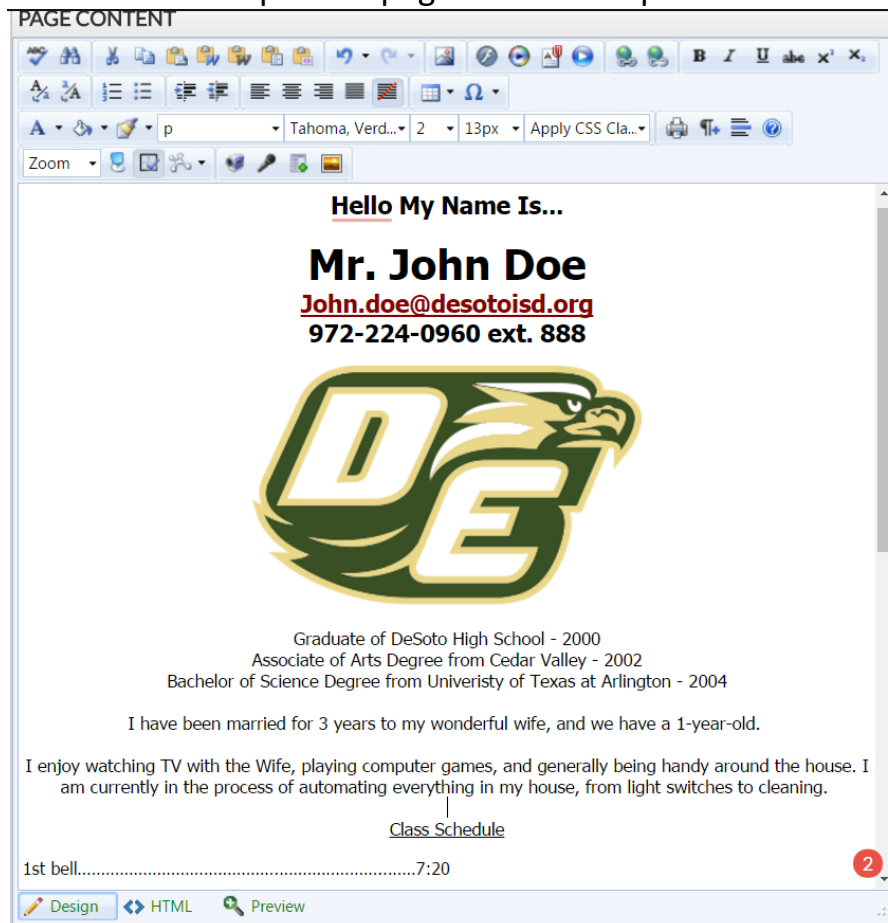
Save Draft Publish Cancel

This is your Teacher Main Landing page. Please enter the Minimum requirements listed below:

- a. Name
- b. E-mail Address
- c. Campus Phone Number and Extension
- d. Bio - with school(s) and degree(s), certification and experience along with a little personal information - family, interest, hobbies
- e. Photo
- f. Class schedule and conference time (will be below as well)
- g. If you have a communication tool such as Remind 101, add that information here as well


Below is an example of a page with the required information

PAGE CONTENT



**Hello My Name Is...**

**Mr. John Doe**  
[John.doe@desotoisd.org](mailto:John.doe@desotoisd.org)  
972-224-0960 ext. 888



Graduate of DeSoto High School - 2000  
Associate of Arts Degree from Cedar Valley - 2002  
Bachelor of Science Degree from University of Texas at Arlington - 2004

I have been married for 3 years to my wonderful wife, and we have a 1-year-old.

I enjoy watching TV with the Wife, playing computer games, and generally being handy around the house. I am currently in the process of automating everything in my house, from light switches to cleaning.

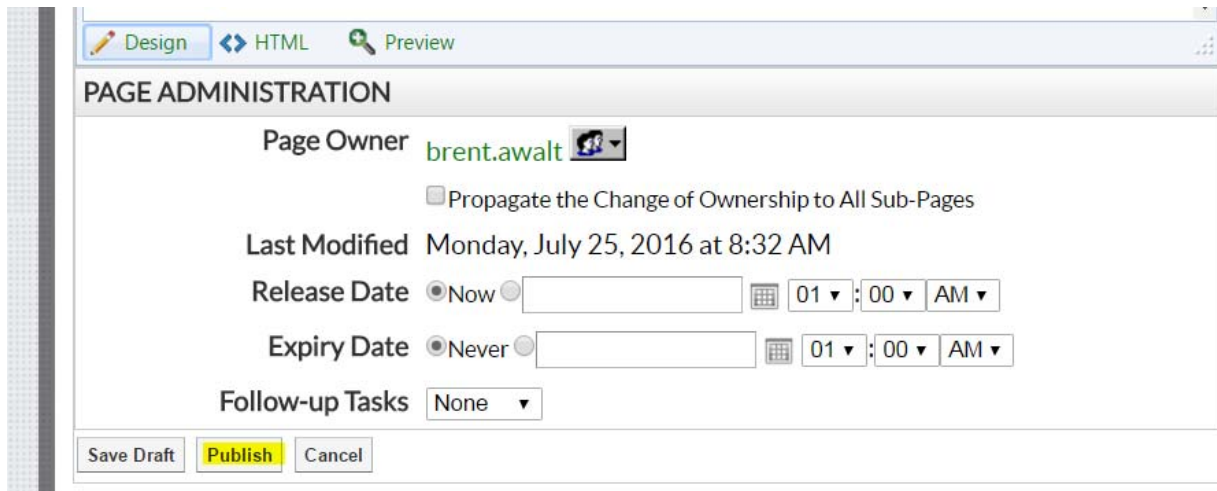
[Class Schedule](#)

1st bell.....7:20

Design HTML Preview

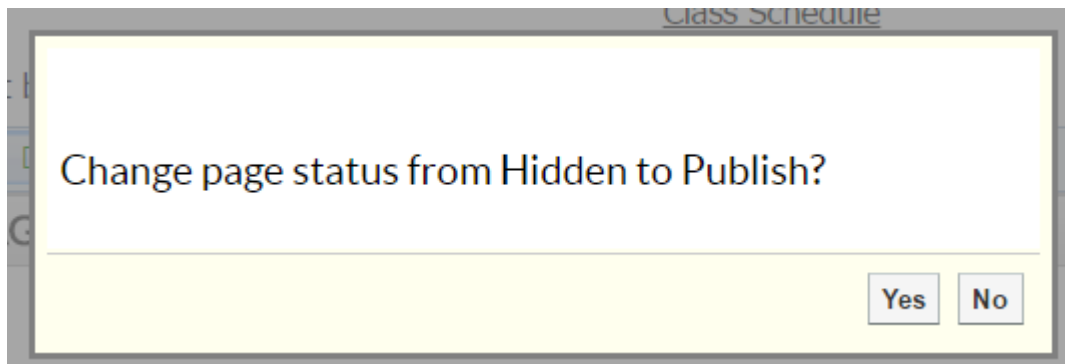


Once the basic information has been inserted click “Publish” at the bottom or top:



The screenshot shows a web editor interface with a top bar containing 'Design', 'HTML', and 'Preview' tabs. Below this is a 'PAGE ADMINISTRATION' panel. It includes a 'Page Owner' field with the name 'brent.awalt' and a user icon. A checkbox labeled 'Propagate the Change of Ownership to All Sub-Pages' is present. The 'Last Modified' date is 'Monday, July 25, 2016 at 8:32 AM'. The 'Release Date' is set to 'Now' with a calendar icon and a time dropdown showing '01 : 00 AM'. The 'Expiry Date' is set to 'Never' with a calendar icon and a time dropdown showing '01 : 00 AM'. The 'Follow-up Tasks' dropdown is set to 'None'. At the bottom are three buttons: 'Save Draft', 'Publish' (highlighted in yellow), and 'Cancel'.

And then click Yes when prompted with the below



The screenshot shows a confirmation dialog box with a yellow background. The text inside reads 'Change page status from Hidden to Publish?'. At the bottom right are two buttons: 'Yes' and 'No'.

**Your Teacher Page is now published and is viewable to everyone,** but we aren't quite done yet.

There are 5 required elements to each teacher page. You just finished your 1<sup>st</sup> required element by completing your Teacher Landing Page.

## Calendar:

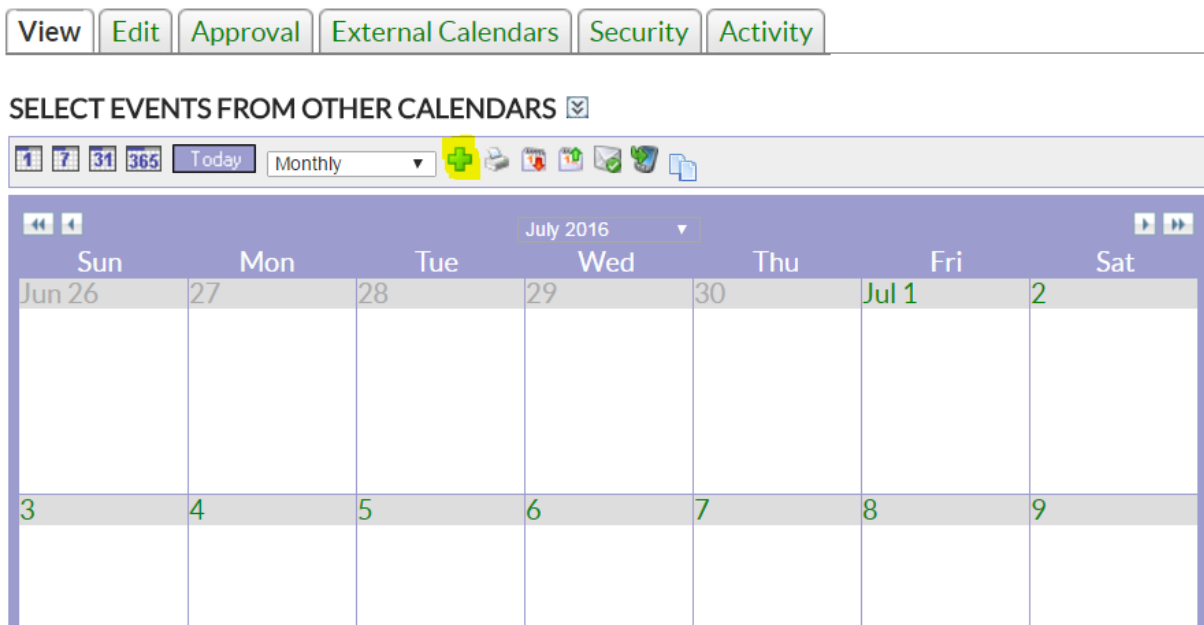
The 2nd required element is your Calendar. This was automatically generated when you created your teacher page and should be listed on the left.



Click on Calendar and we can begin adding things to it.

Once in your calendar you can start adding assignments and dates by clicking on the Green + at the top of your calendar

## Calendar



In the next window start by filling out the Subject, Location, and Date.

NEW EVENT			
Subject	Algebra Assignment #1		
Location	Homework		
Start Date	25 July, 2016	11	30 AM
End Date	25 July, 2016	12	30 PM

Next scroll down to Description and give a small overview of what this calendar item is about

Description

Please Answer odd question on Math section 2.5.

Design HTML Preview

Finally attach any documents or handouts that go along with this Calendar item.

Attachments

Attach Files Remove All


Vertical Alignment Chart Grade 5 - Algebra 1 (1).pdf





There are other things that you can add to your calendar item, but this will cover the basics.


Once finished click on Create Event at the bottom.

Attachments

 Attach Files

 Remove All

 Vertical Alignment Chart Grade 5 - Algebra 1 (1).pdf



Published Calendars [Select calendars](#)

Create Event

Cancel

Your calendar item is now published and visible to everyone.

## Calendar

View

Edit





Approval

External Calendars

Security







Activity

SELECT EVENTS FROM OTHER CALENDARS ☒





Today

Monthly



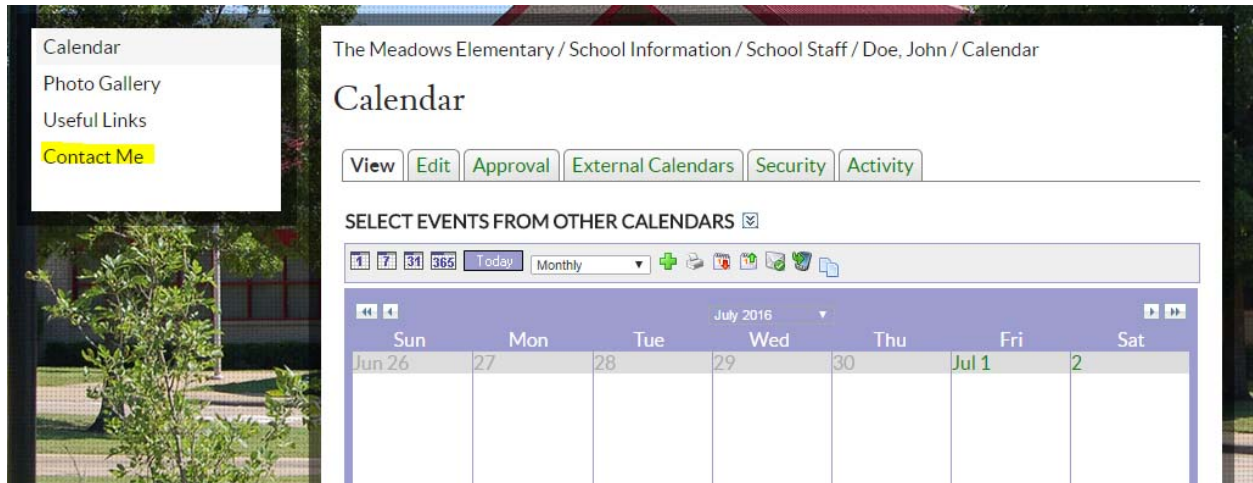
July 2016



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jun 26	27	28	29	30	Jul 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Algebra Assignment #1	26	27	28	29	30
31	Aug 1	2	3	4	5	6

## Contact Me Page:

Next requirement is your Contact Me page. This page was created automatically and should be on the left.

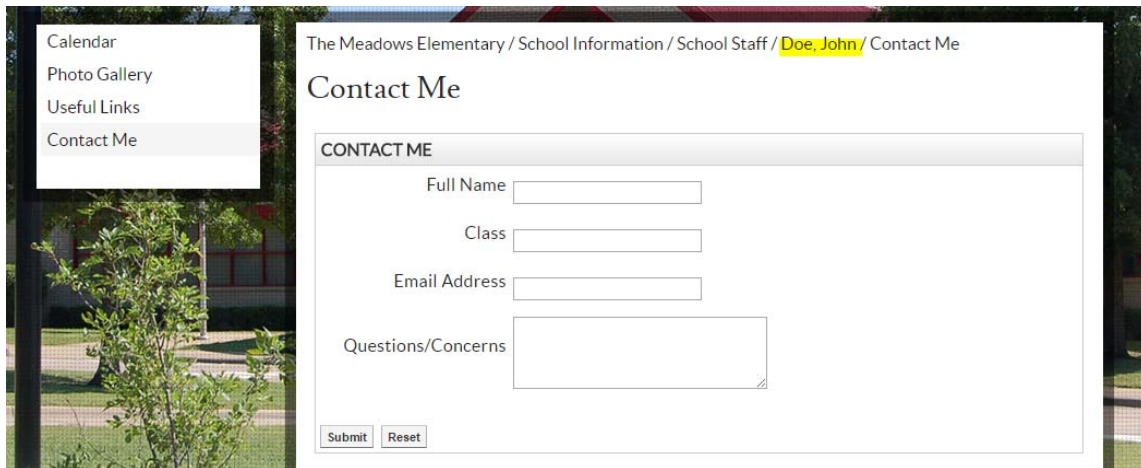


On this page you will not have to do anything. The “contact me form” is already created. This will allow parents to send you a message with any questions or concerns they might have.

A screenshot of a web application interface. The breadcrumb trail is 'The Meadows Elementary / School Information / School Staff / Doe, John / Contact Me'. The title is 'Contact Me'. Below the title is a form titled 'CONTACT ME'. The form contains four input fields: 'Full Name', 'Class', 'Email Address', and 'Questions/Concerns' (a larger text area). At the bottom of the form are two buttons: 'Submit' and 'Reset'.

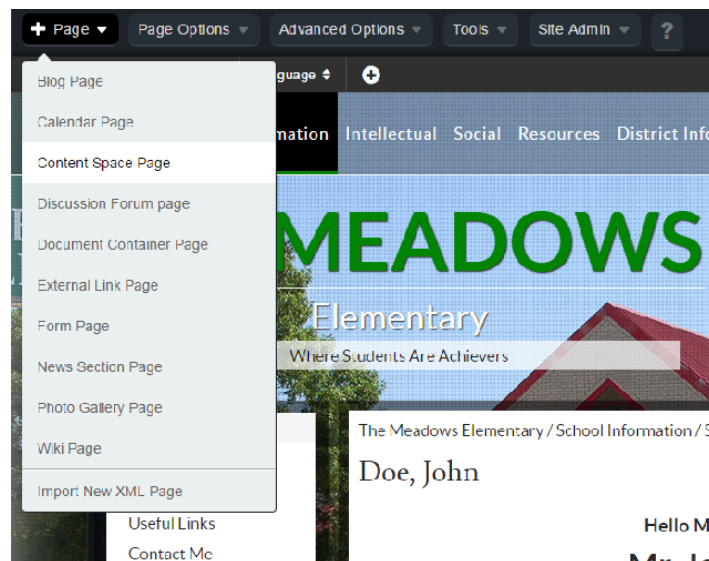
## Class Schedule:

The next page you will need to create is your class schedule page. This is the page on the list that was not automatically generated for you. So, navigate back to your Teacher Landing page by clicking on your name on the navigation list above Contact Me.

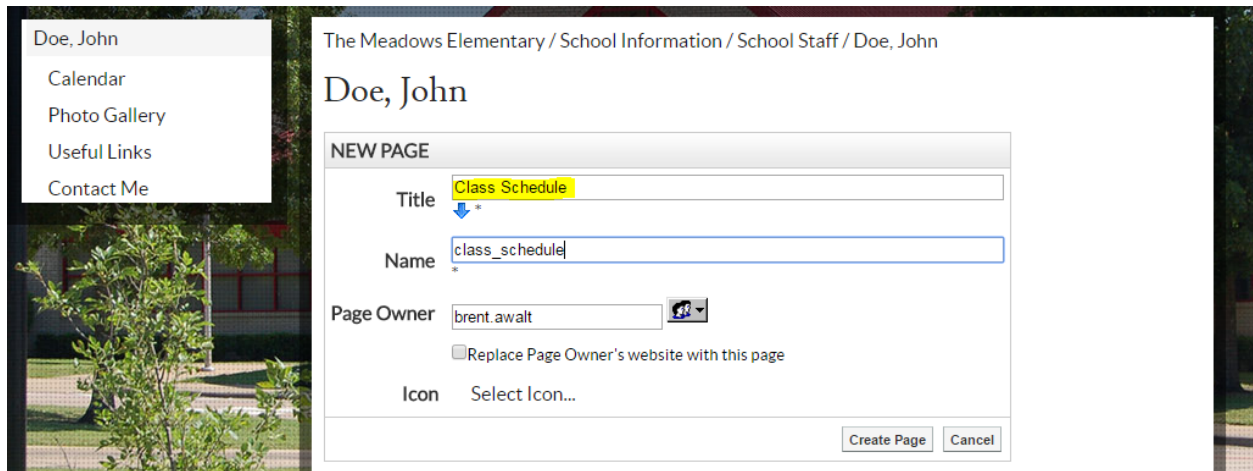


The screenshot shows a web page titled "The Meadows Elementary / School Information / School Staff / Doe, John / Contact Me". The main heading is "Contact Me". Below it is a form titled "CONTACT ME" with the following fields: "Full Name" (text input), "Class" (text input), "Email Address" (text input), and "Questions/Concerns" (text area). At the bottom of the form are "Submit" and "Reset" buttons. On the left side of the page, there is a sidebar menu with the following links: "Calendar", "Photo Gallery", "Useful Links", and "Contact Me".

Once here you can create a new page. *(Please note: anytime you create a new page it will place it under your current page.)* At the top of your page you will see **+ Page**, and a drop down will appear. Select **Content Space page**. This creates a blank page that can be anything you would like it to be, but for this page it will be our Class Schedule page.

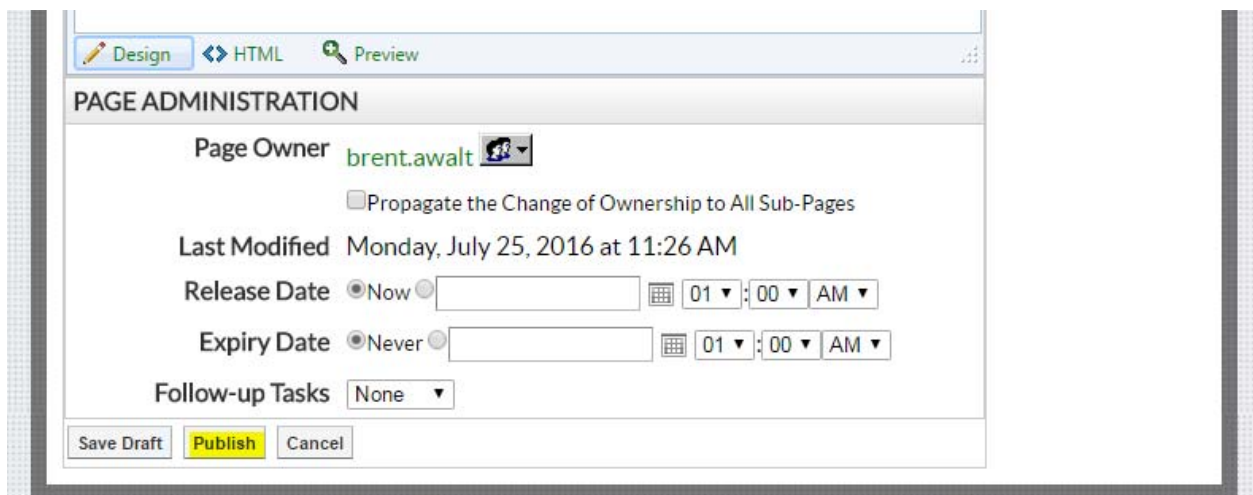


We will name this page “Class Schedule”



The screenshot shows a web page creation interface. On the left, a sidebar lists 'Doe, John' with links to 'Calendar', 'Photo Gallery', 'Useful Links', and 'Contact Me'. The main content area has a breadcrumb trail: 'The Meadows Elementary / School Information / School Staff / Doe, John'. Below this is the name 'Doe, John'. A 'NEW PAGE' form is displayed with the following fields: 'Title' (containing 'Class Schedule'), 'Name' (containing 'class\_schedule'), 'Page Owner' (containing 'brent.awalt'), and 'Icon' (with a 'Select Icon...' button). There is an unchecked checkbox for 'Replace Page Owner's website with this page'. At the bottom right of the form are 'Create Page' and 'Cancel' buttons.

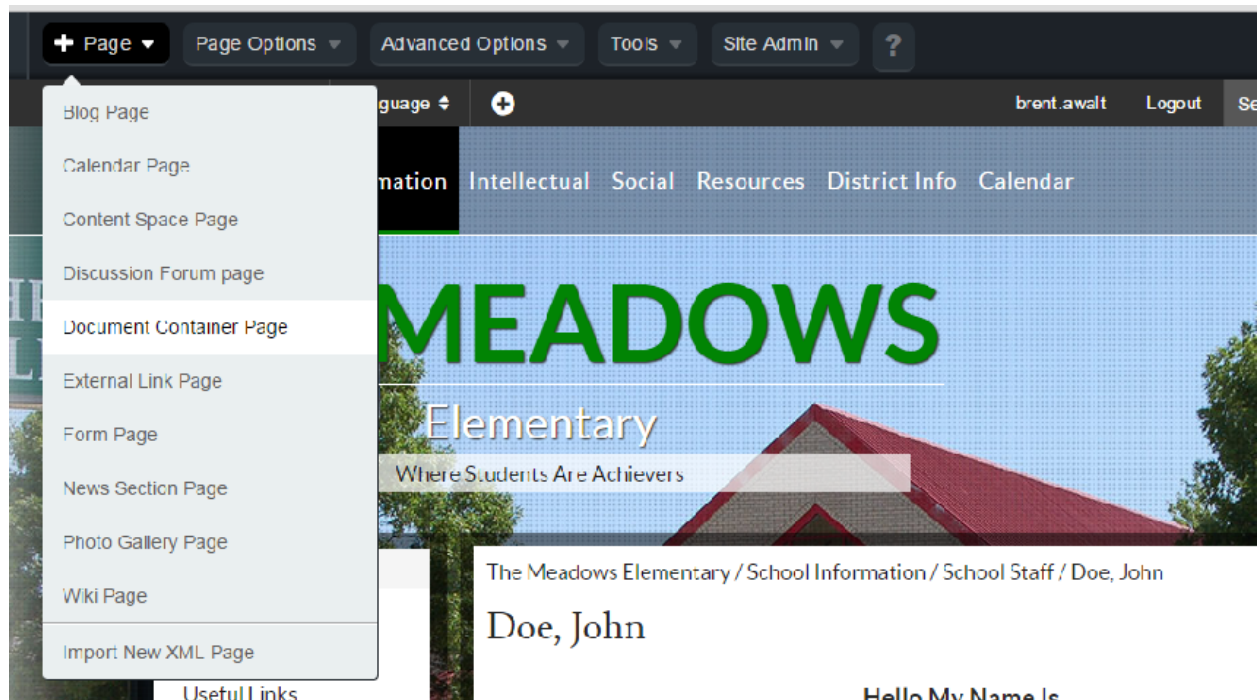
Once here, you will have a blank template to work with. I suggest copying the same class schedule you posted on your Teacher Landing page and pasting it in here. If you are unsure of your class schedule, you can always publish a blank page and come back to it later. Once you are done, publish the page.



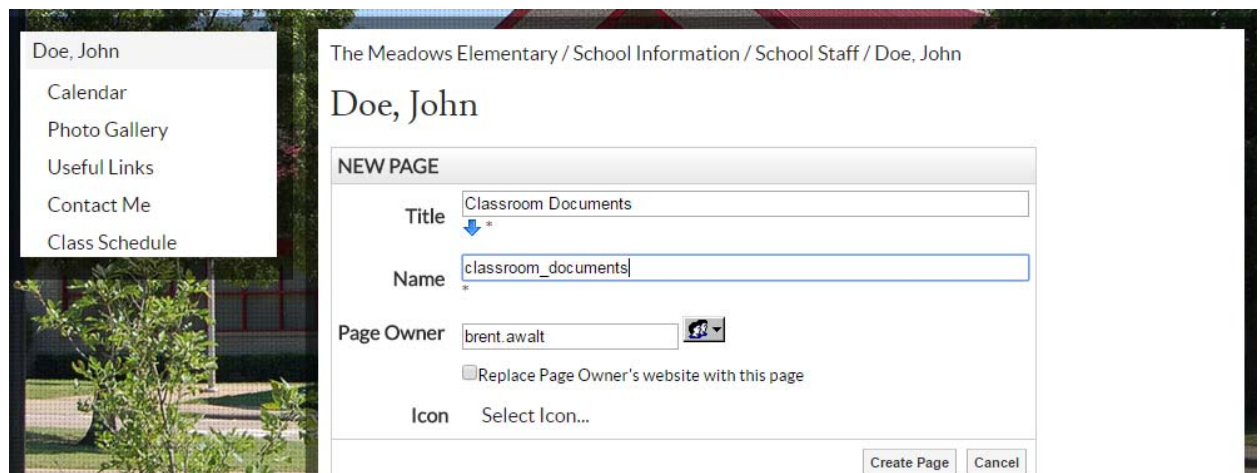
The screenshot shows the 'PAGE ADMINISTRATION' panel of a web page editor. At the top are tabs for 'Design', 'HTML', and 'Preview'. The panel contains the following information: 'Page Owner' is 'brent.awalt'; there is an unchecked checkbox for 'Propagate the Change of Ownership to All Sub-Pages'; 'Last Modified' is 'Monday, July 25, 2016 at 11:26 AM'; 'Release Date' is set to 'Now' with a time selector of '01:00 AM'; 'Expiry Date' is set to 'Never' with a time selector of '01:00 AM'; and 'Follow-up Tasks' is set to 'None'. At the bottom are 'Save Draft', 'Publish', and 'Cancel' buttons.

## Document Container:

The Document Container is the final required section of your web page. Navigate back to your Teacher landing page, hover your mouse over the + Page and click on Document container Page below.

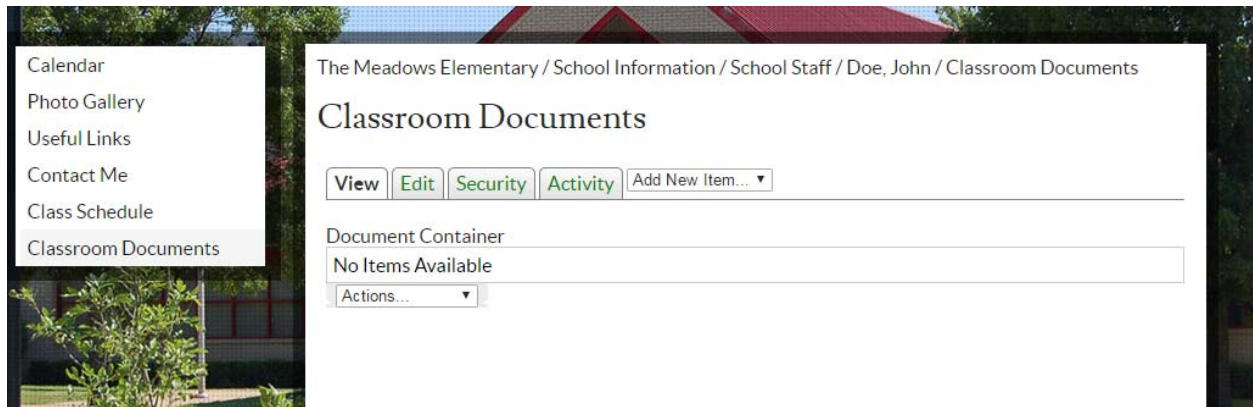


Once created name your new page something appropriate like Forms and Assignments or Classroom Assignments and press Create Page at the bottom.

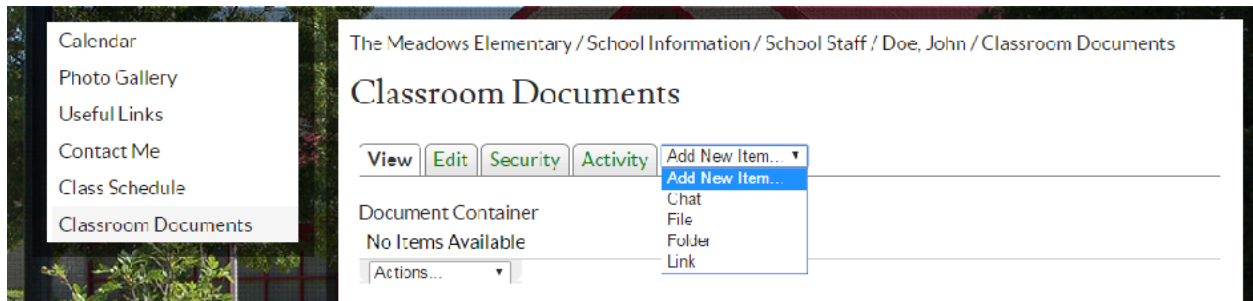




Now you will be able to create folders and upload any relevant documents, form, assignments, presentations, or anything else you see fit to store on your web page.

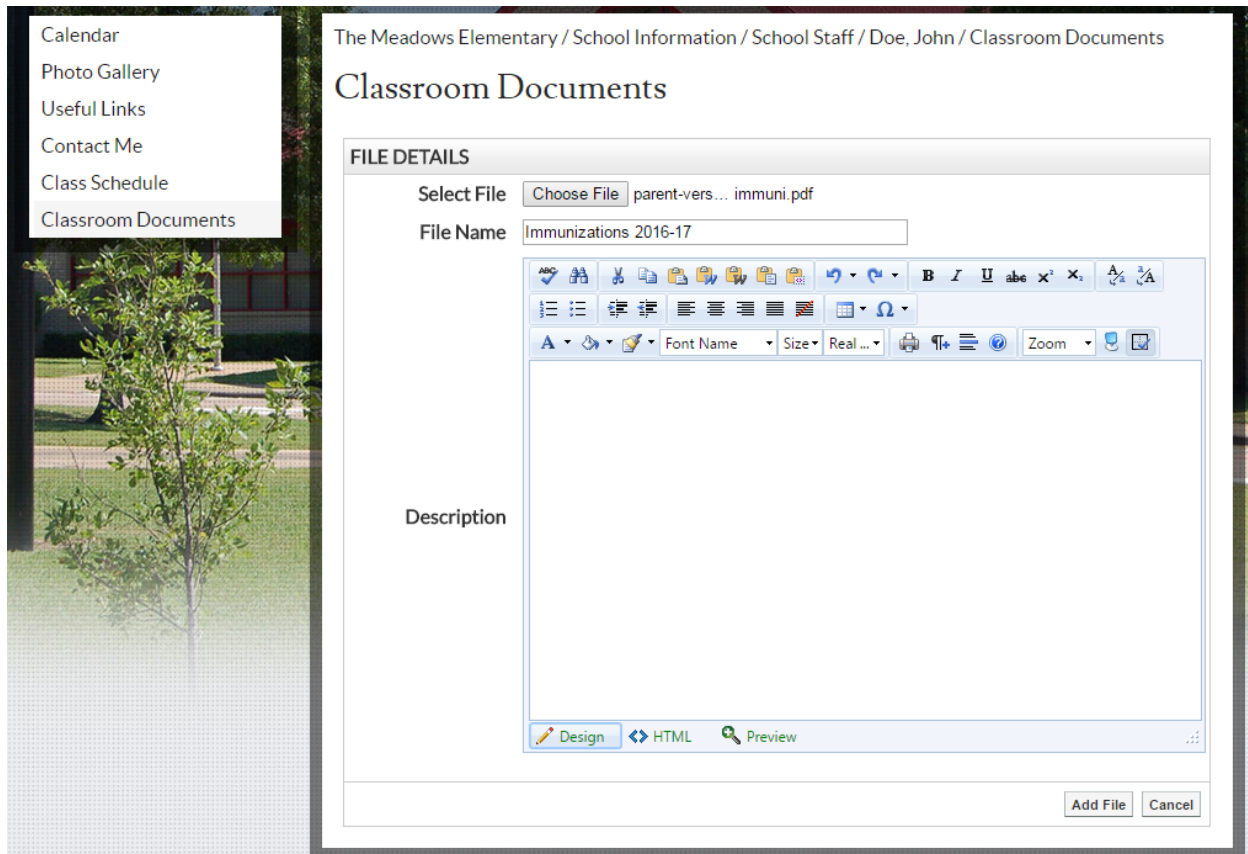


To add a File or Folder click on Add New Item... at the top of the page and select File Folder, or Link.





You will be prompted to select which file you want to upload, name the file, and add a description if you would like. Once done click Add File at the bottom.



The Meadows Elementary / School Information / School Staff / Doe, John / Classroom Documents

## Classroom Documents

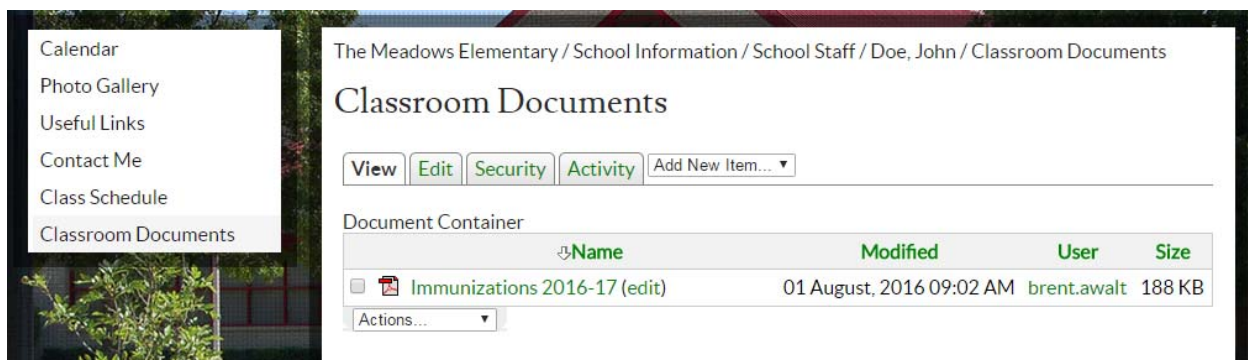
**FILE DETAILS**

Select File  parent-vers... immuni.pdf

File Name

Description


You should now see that your file has been added to your document container.



The Meadows Elementary / School Information / School Staff / Doe, John / Classroom Documents

## Classroom Documents

Document Container

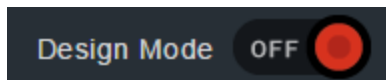
	Name	Modified	User	Size
<input type="checkbox"/>	 Immunizations 2016-17 (edit)	01 August, 2016 09:02 AM	brent.awalt	188 KB

Actions...

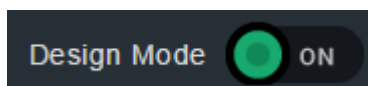
## Editing Pages:

The last thing we will cover in these instructions is how to edit pages you have created.

When logged in, navigate to the page you would like to edit. At the top you will see the button below:



Click the red circle and this will turn the Design mode on.



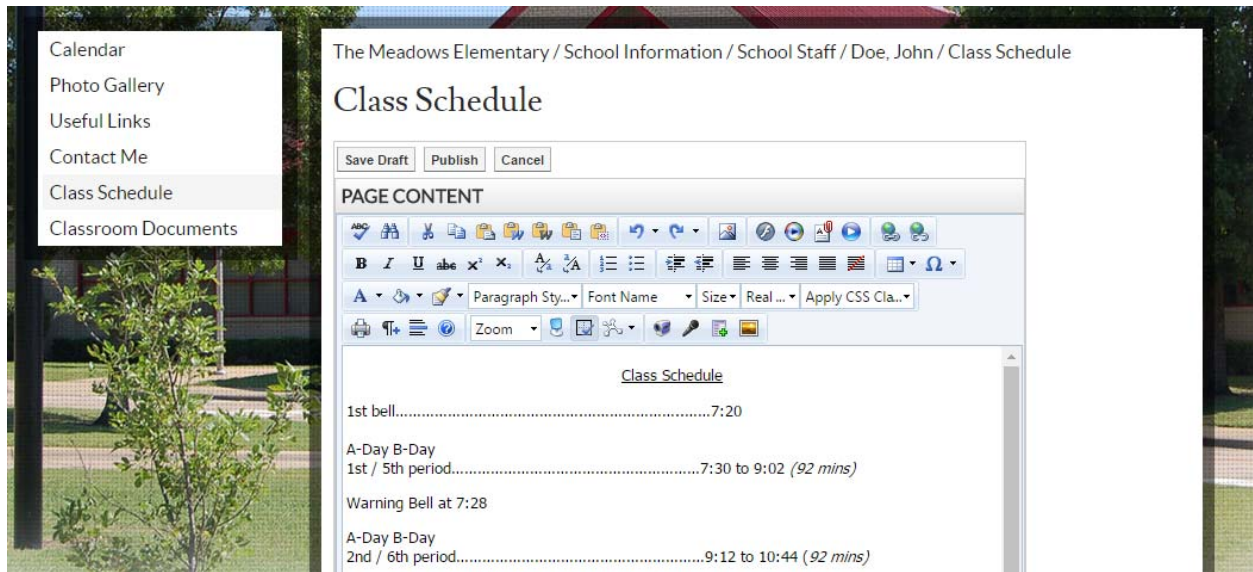
You can now edit pages you have created by click inside the red boxes



Or click on the pencil at the top right when hovering over the section you want to edit.



You will see a familiar section and no be able to make the changes you would like.



Once done, click publish and you are all set.

There are lots of other things that can be added to your teacher page, but these are the basics to getting it set up.

If you have any questions, please do not hesitate to contact [brent.awalt@desotoisd.org](mailto:brent.awalt@desotoisd.org) or your campus web master.