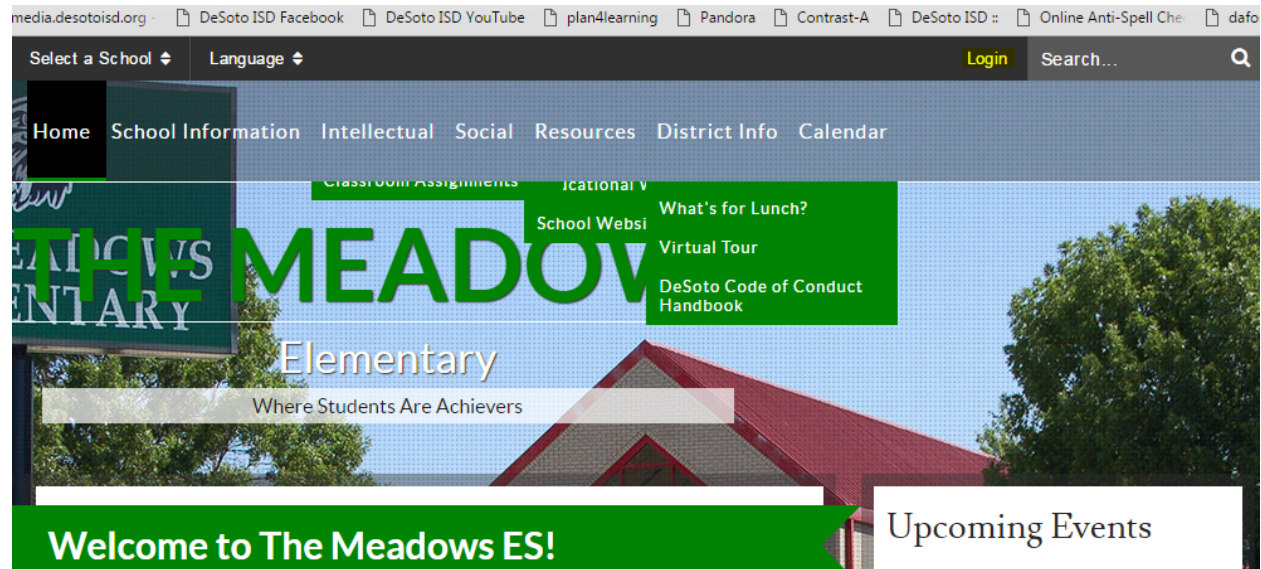# TEACHER

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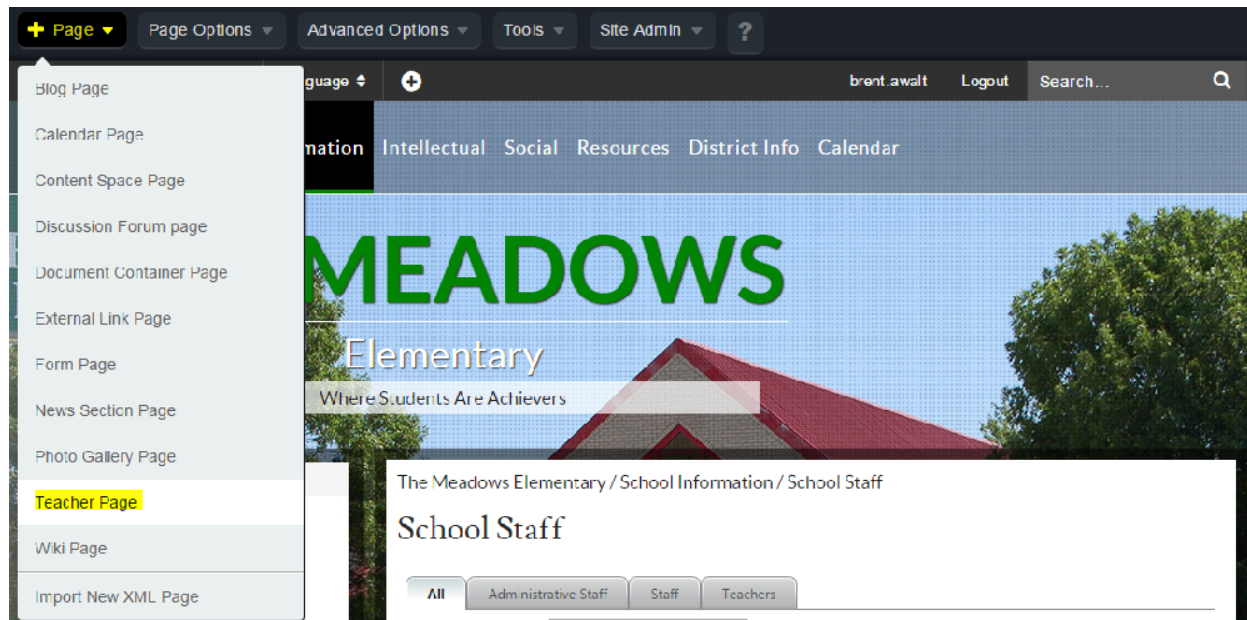
If you cannot login, please e-mail Brent.Awalt@desotoisd.org with your Name, Campus and if you are a Teacher, Administrator, or Support Staff.
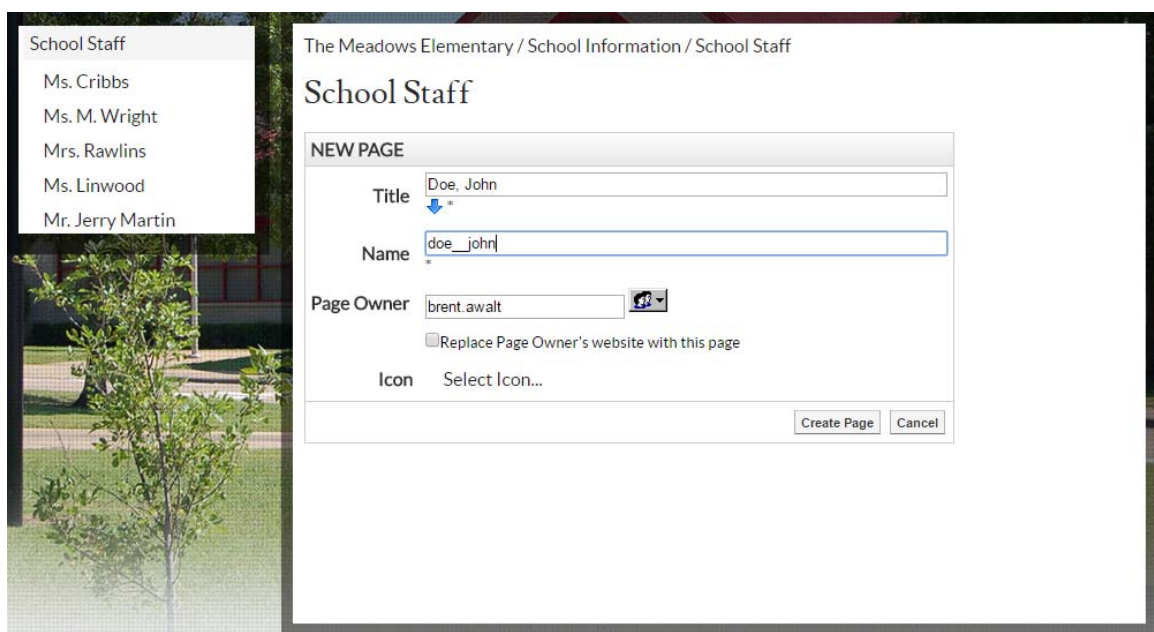

Go to School Information > School Staff. *It is important that you go to School Information > School Staff before proceeding to the next step!*

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 | Doe, John

Name | doe__john

Summary | [   ]

PAGE CONTENT

Hello My Name Is...

# \<My Name\>

\<About Me\>

Design | \<\> HTML | 🔍 Preview

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 ▾
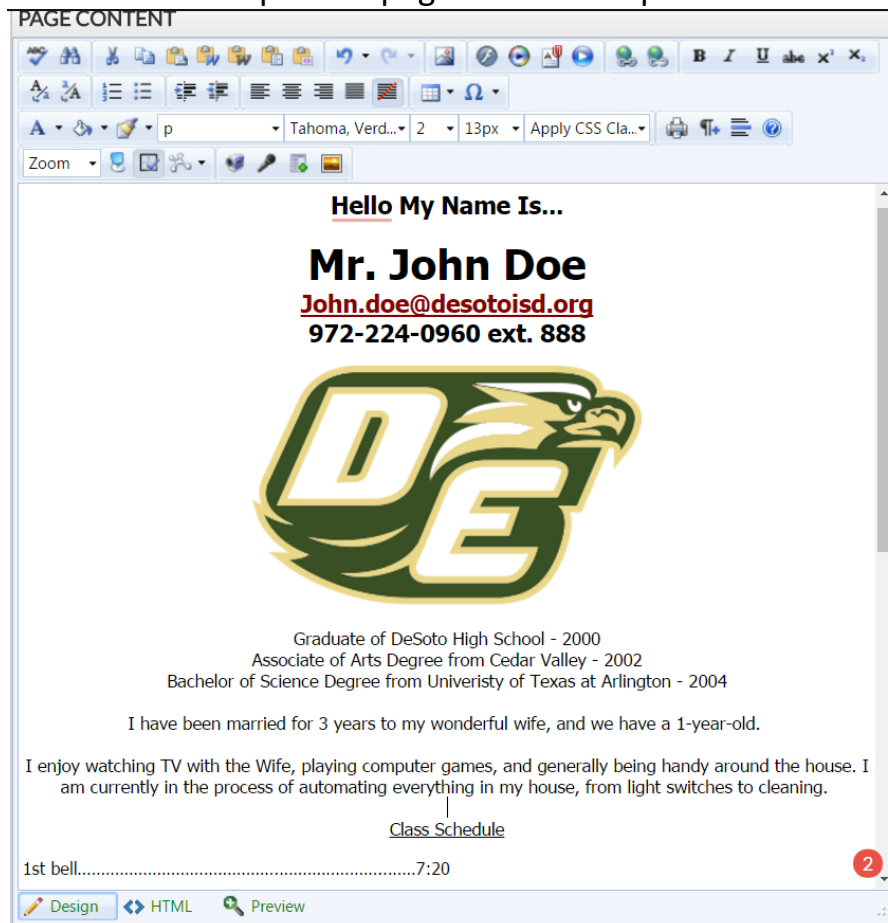
Follow-up Tasks | None ▾

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

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

And then click Yes when prompted with the below

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 1st required element by completing your Teacher Landing Page.
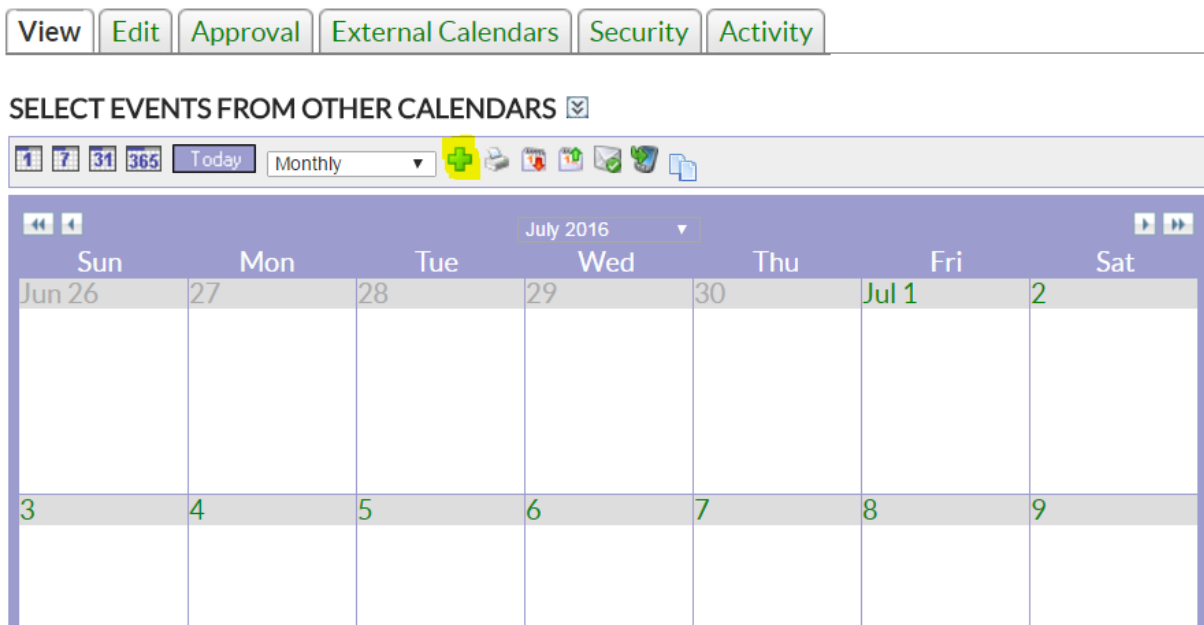
Calendar:

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

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 ▾ ☐ All day
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.

Your calendar item is now published and visible to everyone.

Contact Me Page:

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

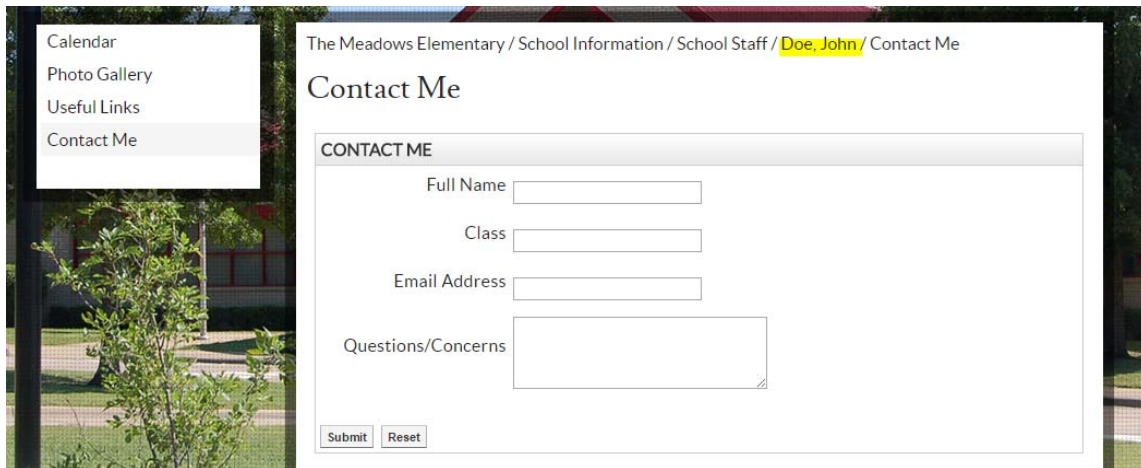On this page you will not have to do anything. The "contact me form" is already created. This will allow parents to send you a message with any questions or concerns they might have.
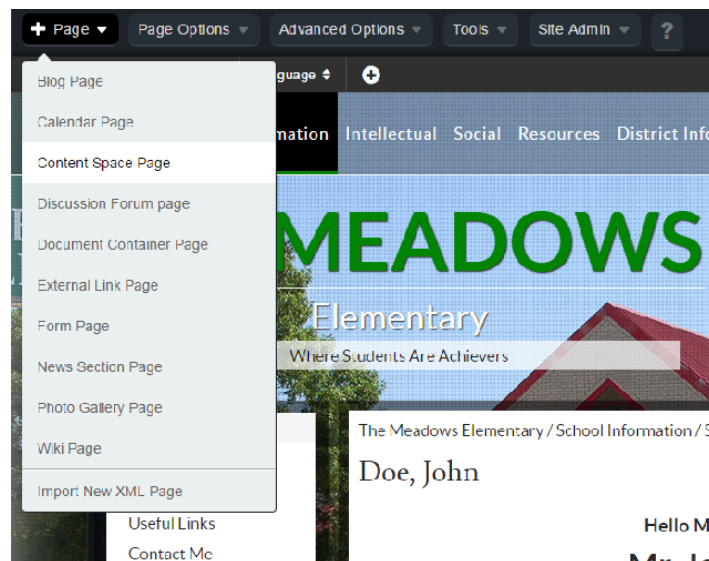
Class Schedule:

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.
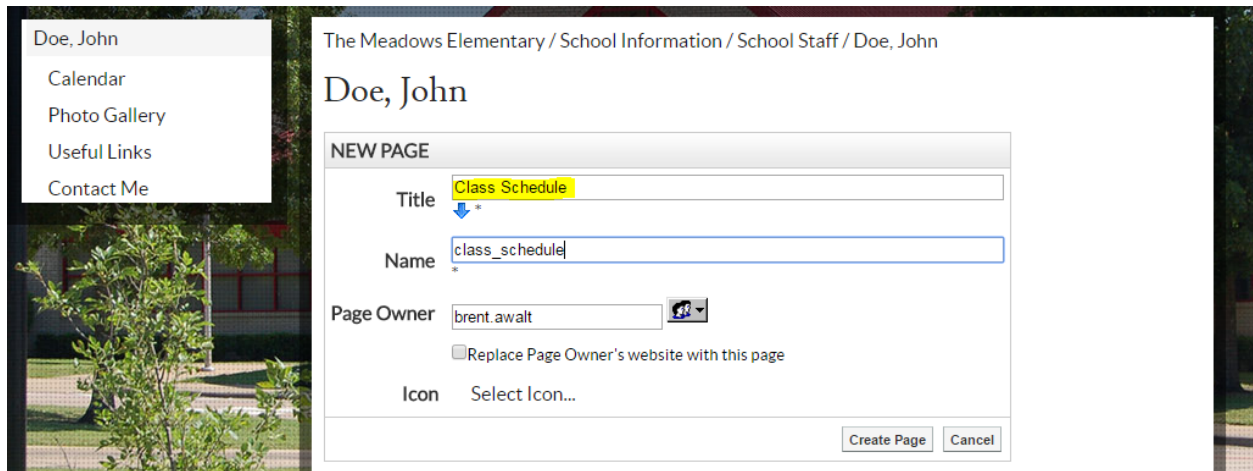

Once here you can create a new page. *(Please note: anytime you create a new page it will place it under your current page.)* At the top of your page you will see **+ Page**, and a drop down will appear. Select **Content Space page**. This creates a blank page that can be anything you would like it to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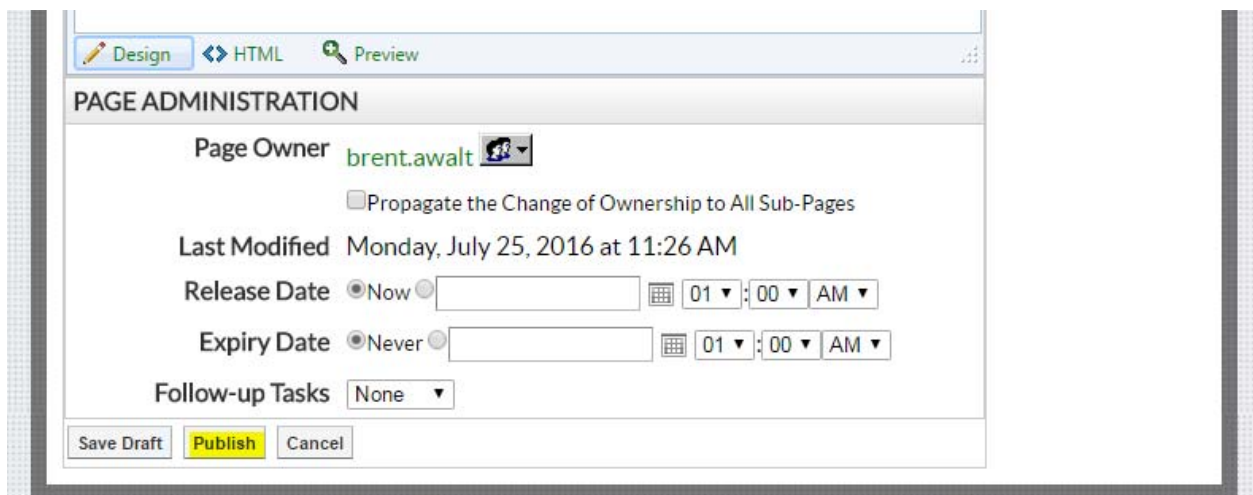
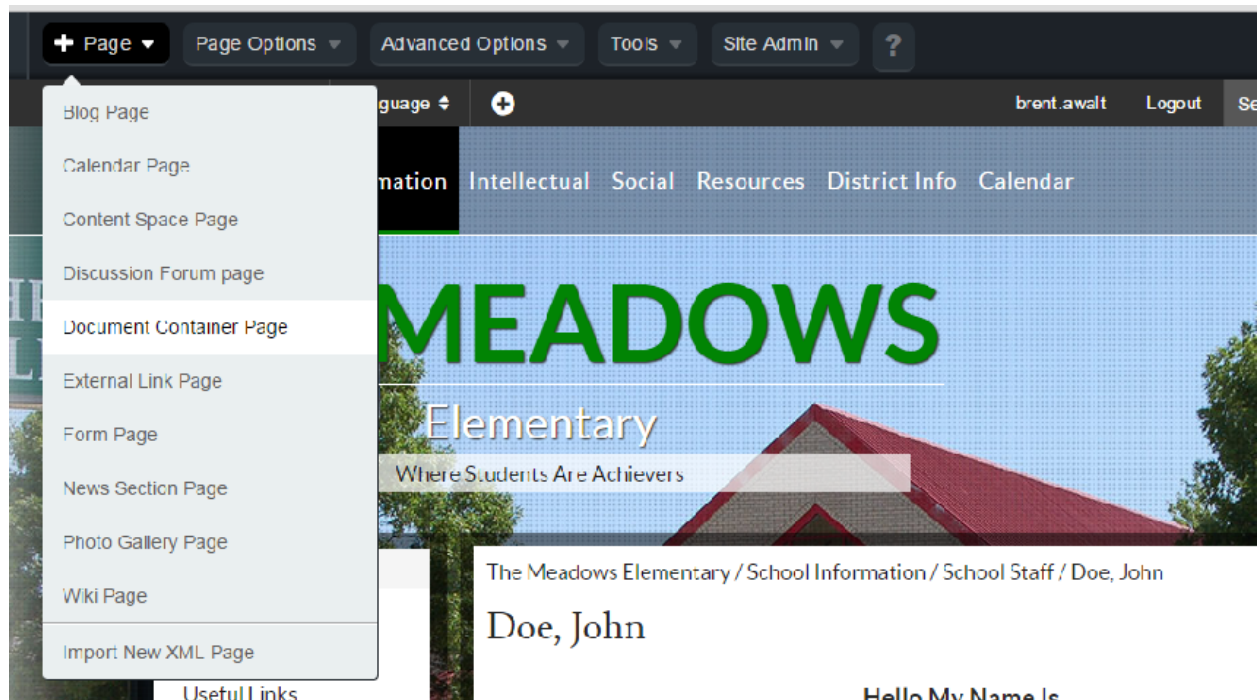We will name this page "Class Schedule"

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 some back to it later. Once you are done, publish the page.
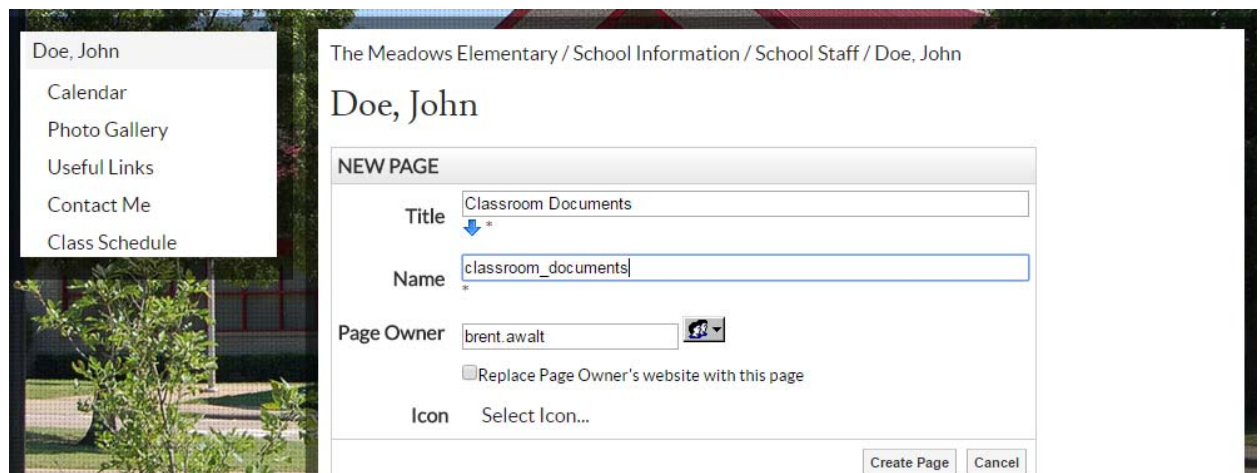
Document Container:

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.
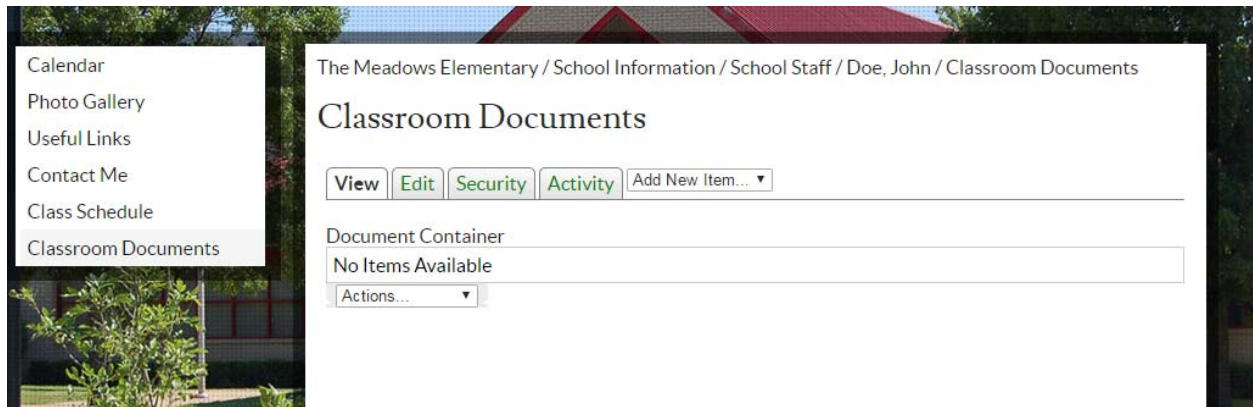

Once created name your new page something appropriate like Forms and Assignments or Classroom Assignments and press Create Page at the bottom.
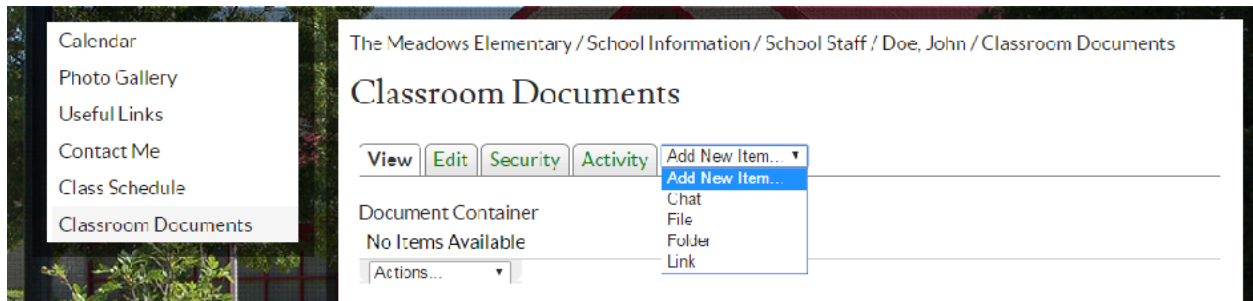
Now you will be able to create folders and upload any relevant documents, form, assignments, presentations, or anything else you see fit to store on your web page.
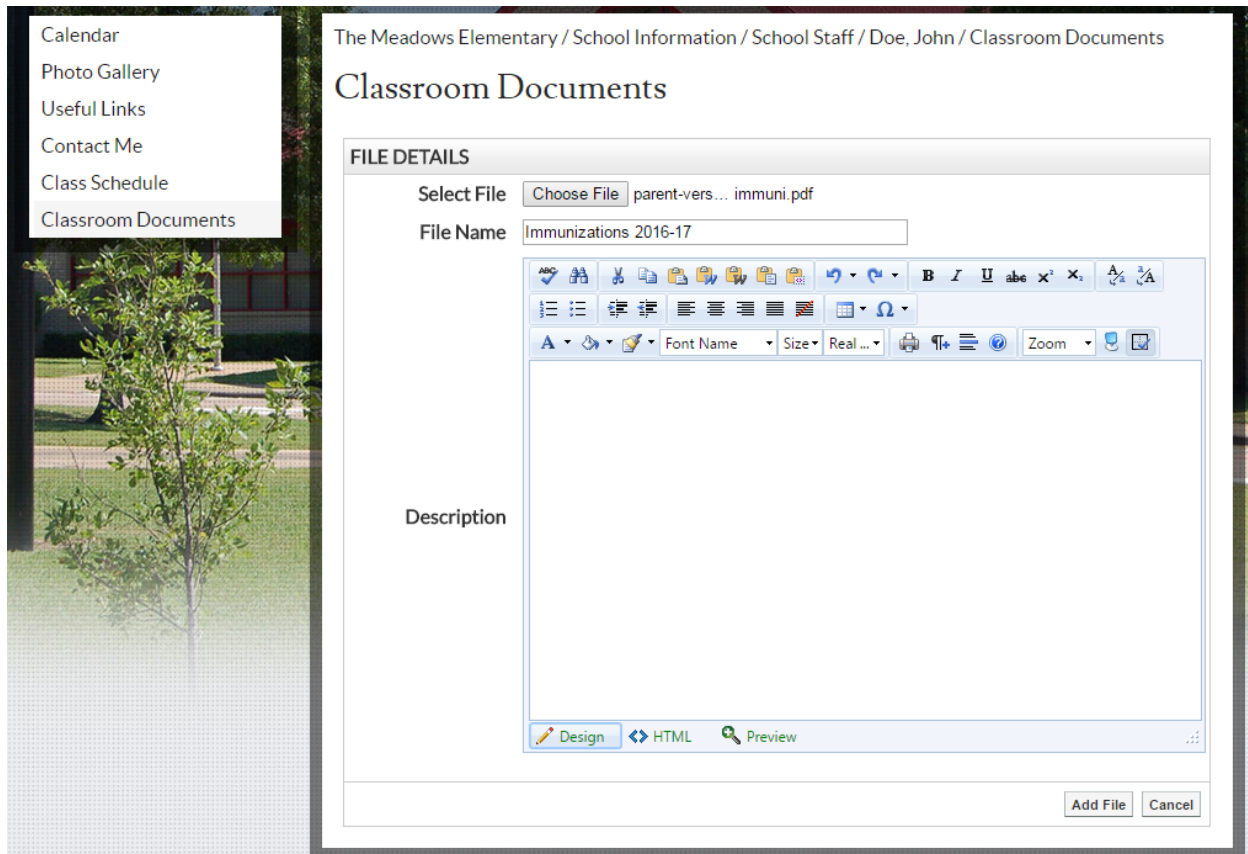

To add a File or Folder click on Add New Item… at the top of the page and select File Folder, or Link.

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.

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

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.

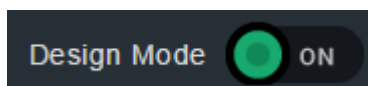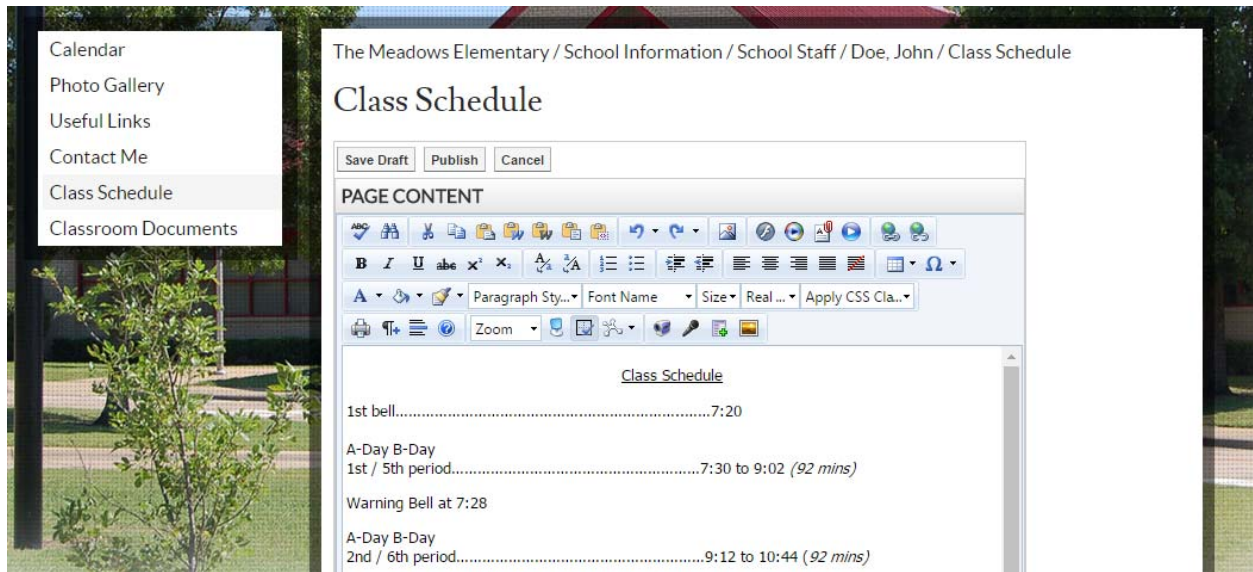You can now edit pages you have created by click inside the red boxes

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 or your campus web master.