# Web Pages (Teacher Programs)

Web Pages allows administration to view and edit teacher web pages that can be viewed by parents and students on the Portal, the Community App, and the Calendar. Web pages are built using News (posts), Resources, Units & Lessons, and Settings. Posts can be sent to parents only, students only, or by default to all (parents and students). For resources, teachers can create files, links, and folders. In settings, the web page is enabled by default when created, but can be disabled. In addition, administrative users can create units and linked lessons based on a web page.
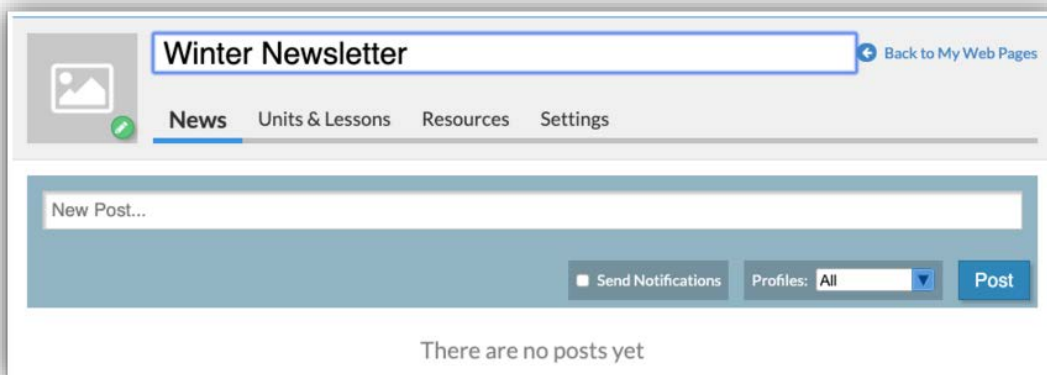
Creating Web Pages
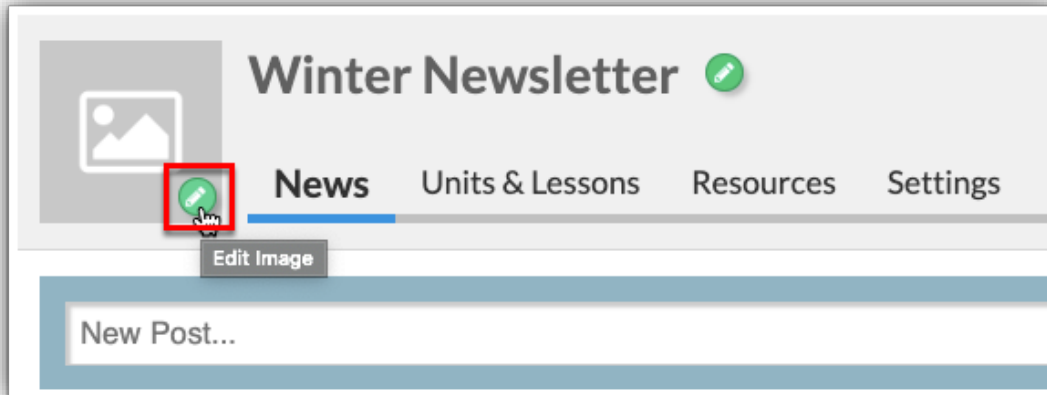
1. Click the **Create Page** button.
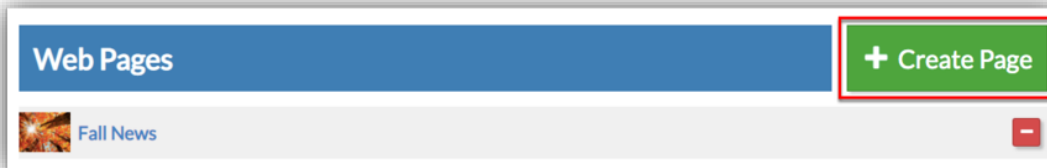
2. To begin creating your new web page, start by adding a title by clicking the green pencil.
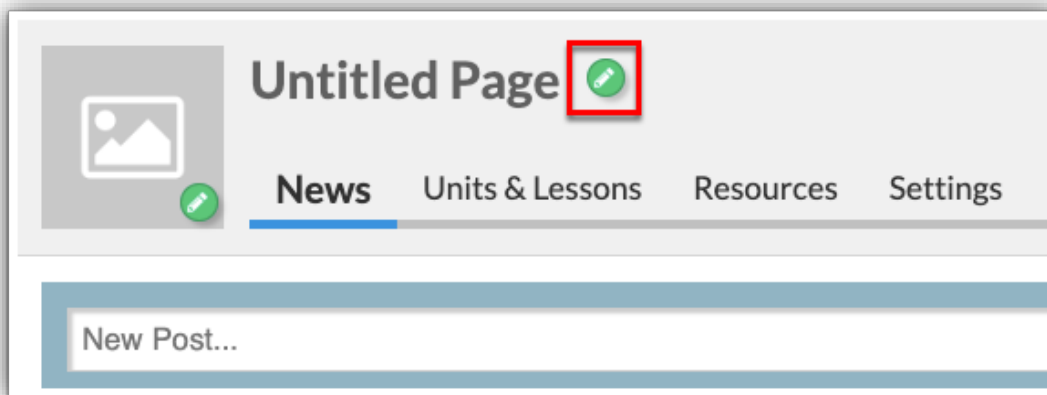

Enter a title in the provided text box. Upon clicking out of the text box, the title saves automatically.

3. To add an image to the web page, click the green pencil in the image section.


You can select from the existing System Images, upload an image, or take a photo with your webcam. Click **Choose a file or drag it it here** to browse for an image on your computer. You can also drag and drop the image into the **Your Images** section. Click **Take Photo** to take a photo using your computer's webcam.
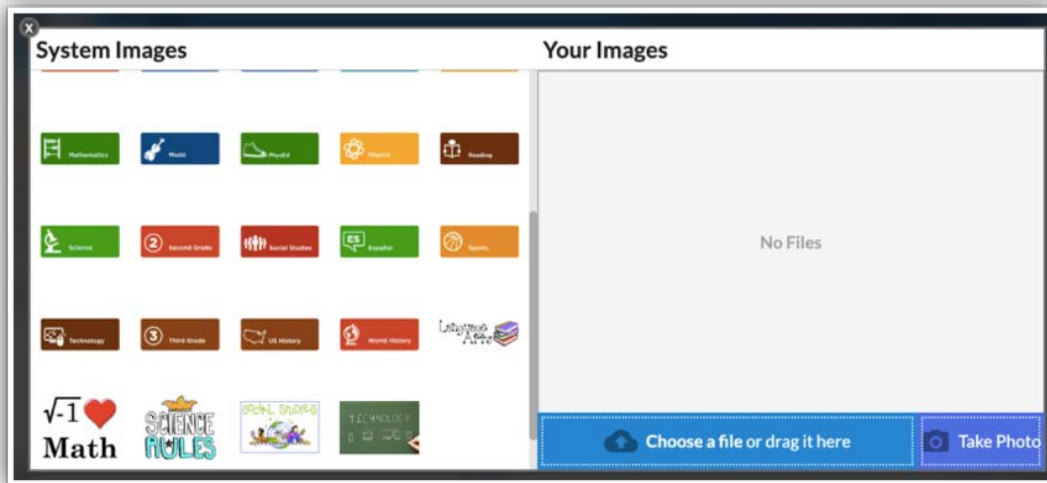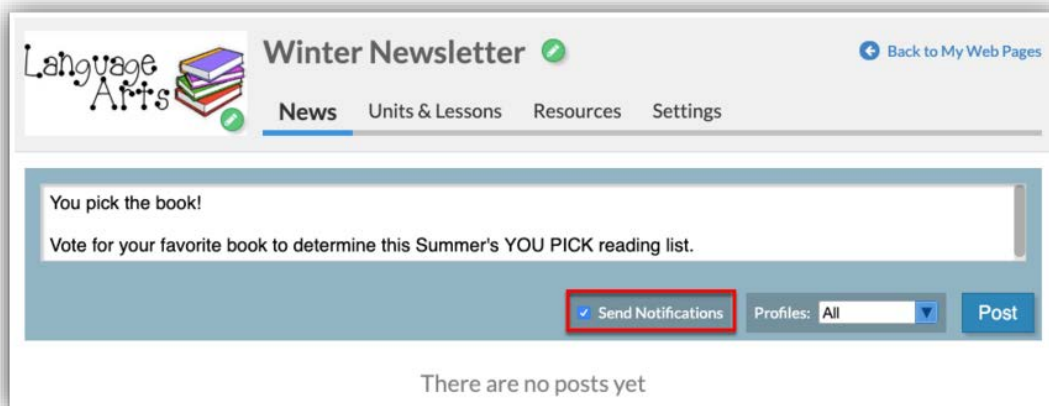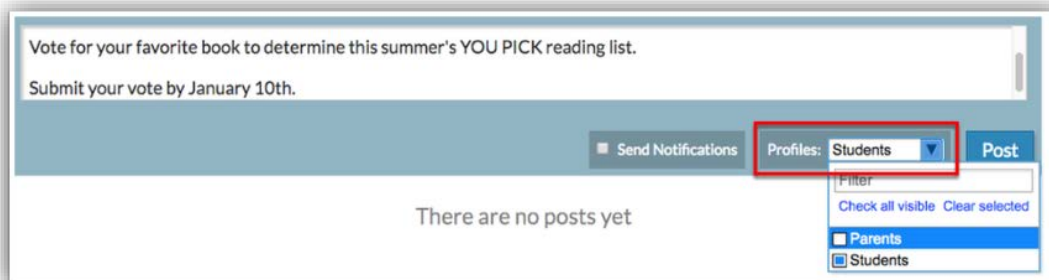
Adding Posts

1. To add a new post, begin typing the news post in the provided text box
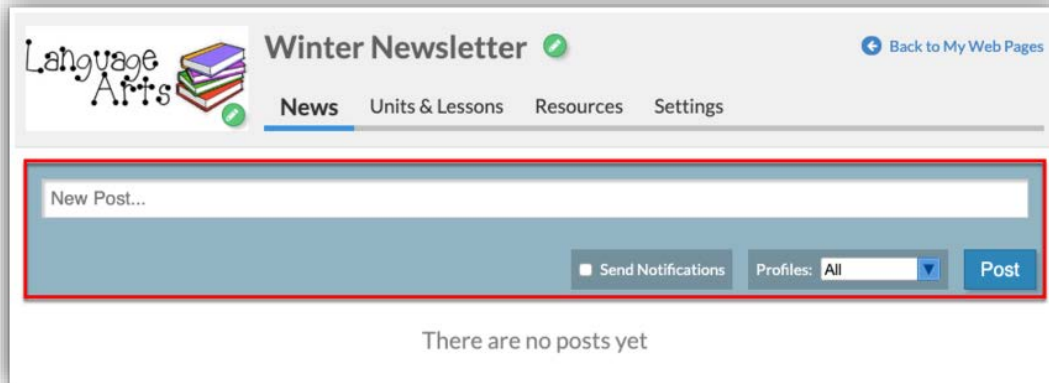
2. Once the New Post is added, you can select whether you'd like to **Send Notifications** when a new post is added by selecting the corresponding check box.
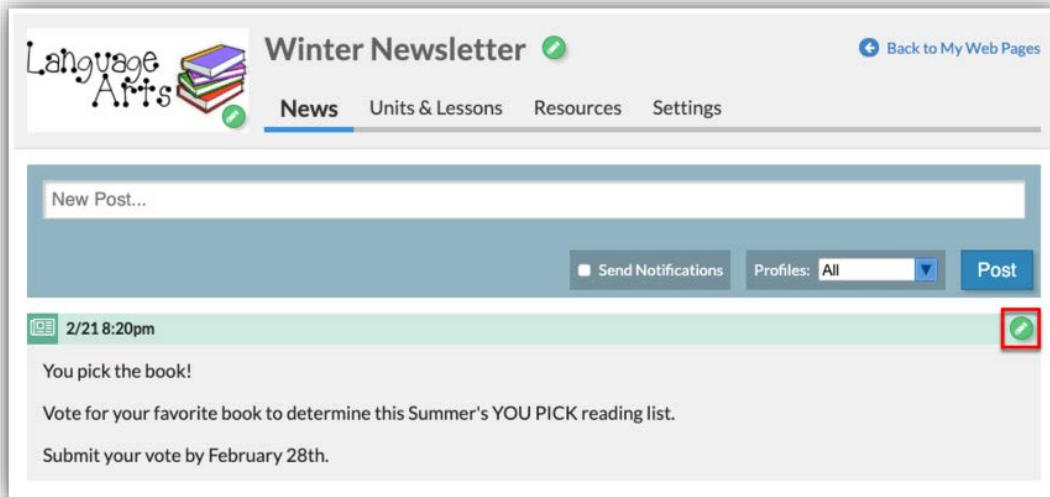

3. If you want to specify profiles that should have access to the web page, select the appropriate **Profiles** from the pull-down. To allow both the Parents and Students profiles access, leave it to the defaulted selection, All.
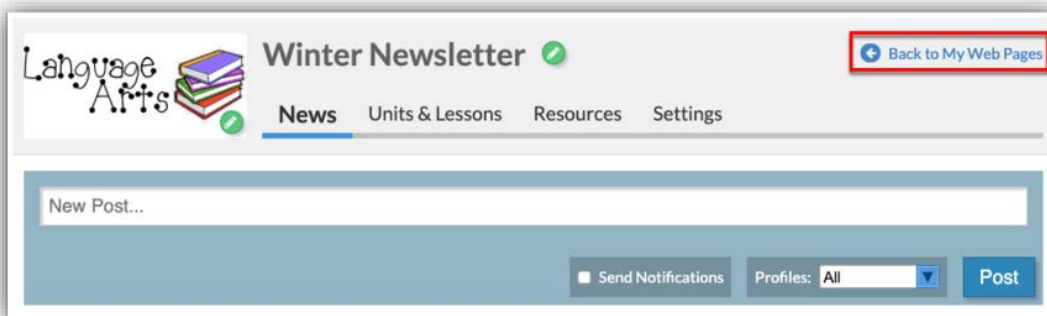

4. To post the entered information to your web page, click the **Post** button.

Vote for your favorite book to determine this summer's YOU PICK reading list.

Submit your vote by January 10th.

☐ Send Notifications   Profiles: Students ▼   Post

5. Once posted, the post will immediately display. To edit the post, click the green pencil in the header of the post displayed with the date and time posted.

Language Arts

Winter Newsletter ✓   ⊙ Back to My Web Pages

News   Units & Lessons   Resources   Settings

New Post...

☐ Send Notifications   Profiles: All ▼   Post

▦ 2/21 8:20pm   ✎

You pick the book!

Vote for your favorite book to determine this Summer's YOU PICK reading list.

Submit your vote by February 28th.

6. To create another post, follow steps 1-5. To go **Back to My Web Pages**, click the corresponding link.

Language Arts

Winter Newsletter ✓   ⊙ Back to My Web Pages

News   Units & Lessons   Resources   Settings

New Post...

☐ Send Notifications   Profiles: All ▼   Post

Adding Units & Lessons

The Units & Lessons tab allows administration to create units and linked lessons based on a web page on behalf of a teacher. When Units and Lessons are created, teachers can then create News posts and upload Resources per unit and/or lesson, as well as continue to add News posts and Resources to the main Web Page.

Units and lessons created display via the user's Calendar based on the user's selection from the the Display pull-down to Show Lessons and/or Show Units, in addition to gradebook assignments and classroom sections.

1. Click the **Units & Lessons** tab to switch from News posts to units and lessons as they pertain to the selected web page.
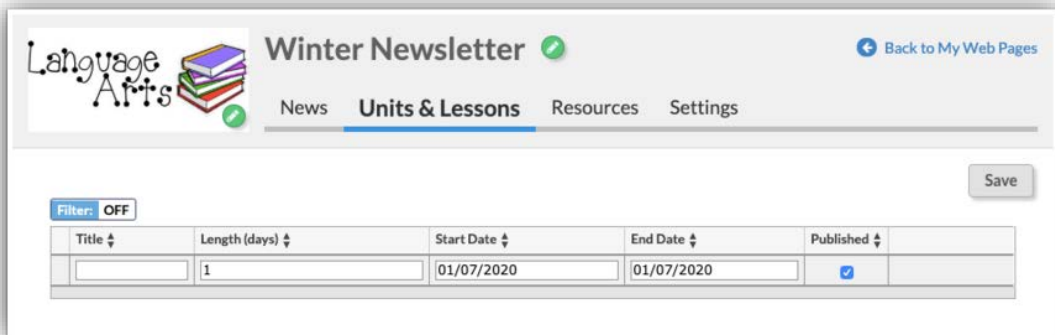
2. To begin creating a Unit, enter the unit's **Title** in the provided text box.

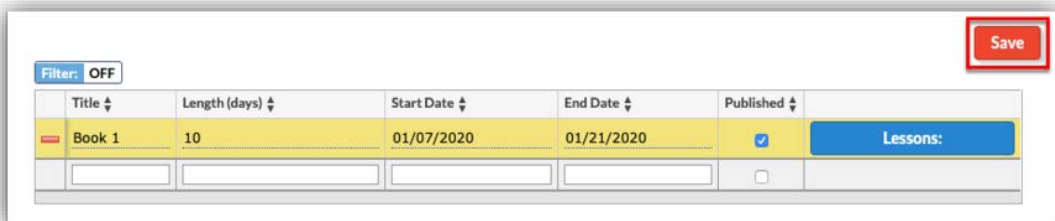**3.** Enter the **Length (days)** of the unit; the length defaults to 1.

4. Enter the **State Date** of the unit. The Start Date of the first unit created defaults to the first date set for the selected marking period via the marking period pull-down located in the header (such as quarter).

The Start Date for any additional units defaults to the first school day following the End Date entered for the prior unit.

5. The **End Date** automatically populates based on the Start Date entered and the Length (days) entered.

6. Select the **Published** check box to publish the unit on the Student/Parent Portal.

7. When all information has been entered, press the **Enter** key. Click the **Save** button to save the unit entered and begin adding lessons to the unit.


Once saved, the unit turns blue and displays in a panel on the left of the screen.
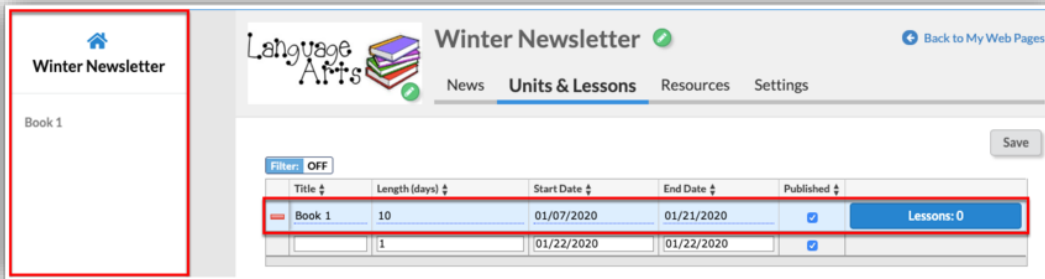
8. Once saved, click the **Lessons** button to add lessons to the unit.

Clicking the Lessons button while the unit is still yellow will cause an error. Be sure to click the Save button before trying to add lessons.

9. In the Lessons pop-up window, start by adding the lesson **Title** in the provided text box.
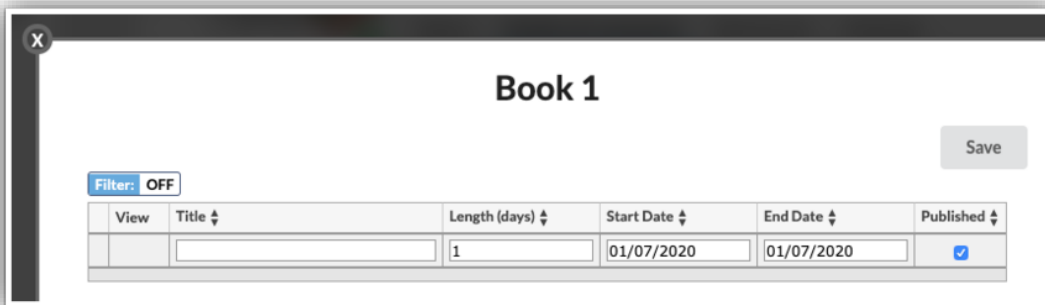

10. Enter the **Length (days)** of the unit; the length defaults to 1.

11. Enter the **Start Date** of the lesson. The Start Date of a new lesson defaults to the Start Date of the unit or the first school day following the End Date entered for the prior lesson.

12. The **End Date** automatically populates based on the Start Date entered and the Length (days) entered.

**13.** Select the **Published** check box to publish the lesson on the Student/Parent Portal.

14. When all information has been entered, press the **Enter** key. Click the **Save** button to save the lesson entered and begin adding posts, resources, etc.

5.5
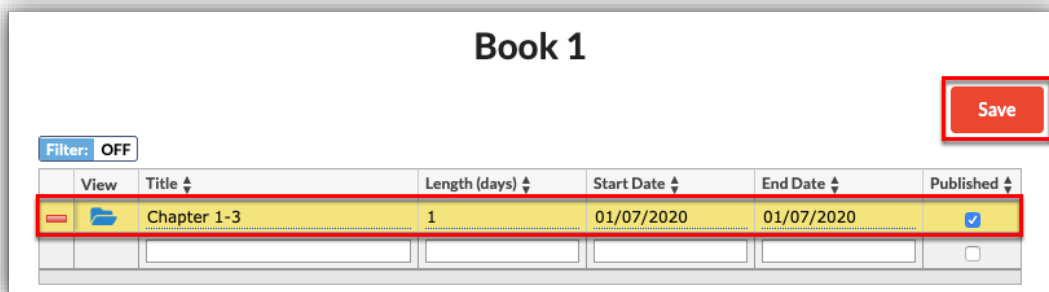
Once saved, the lesson turns blue and displays the View folder.
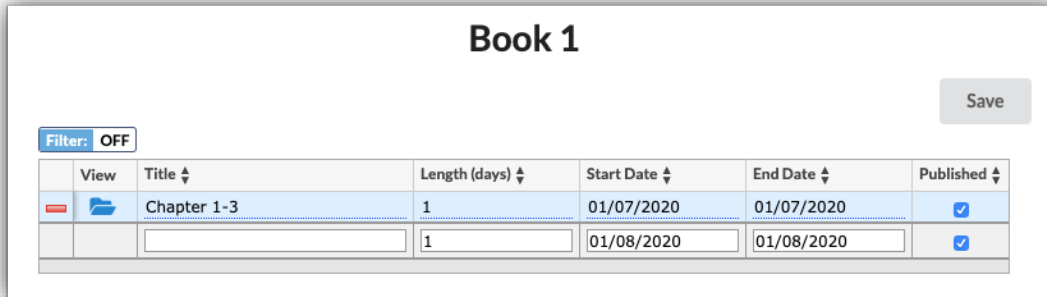
15. Click the **View** folder icon to publish news posts, add resources, add images, and more.
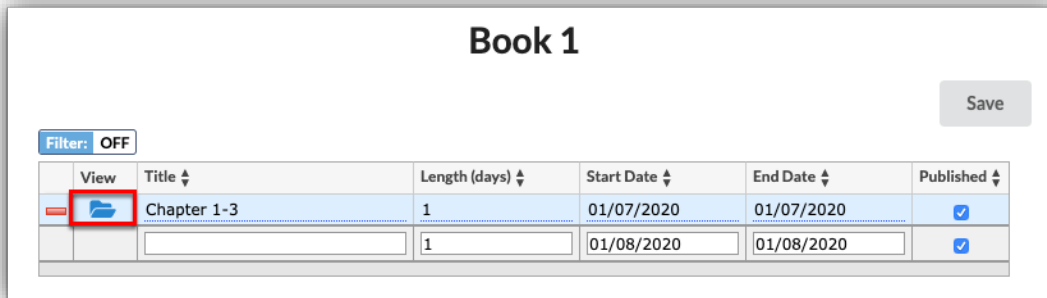
Here you can customize the lesson by adding a lesson image, lesson News, and Resources. For more information on adding an image and creating news posts, see Creating Web Pages. For more information on adding resources, see Adding Resources.
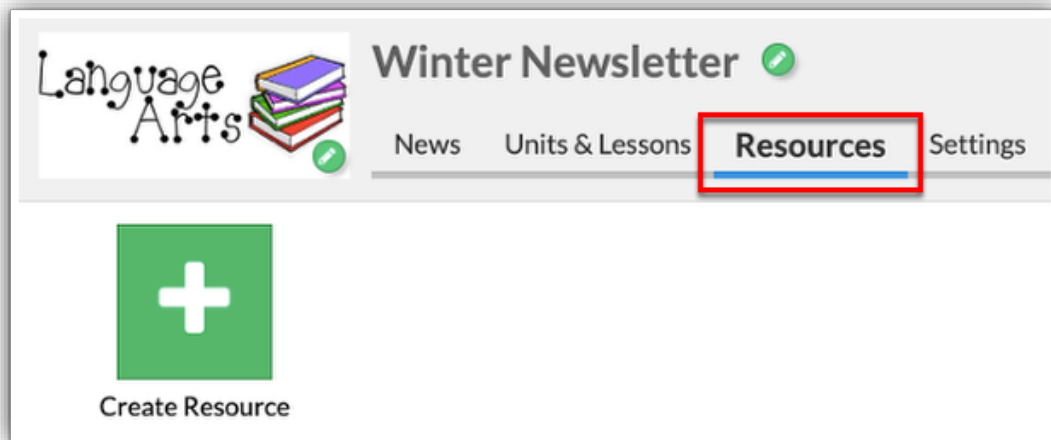

16. You can customize all units and lessons created by clicking the unit or lesson name displayed in the web page panel on the left of the screen.
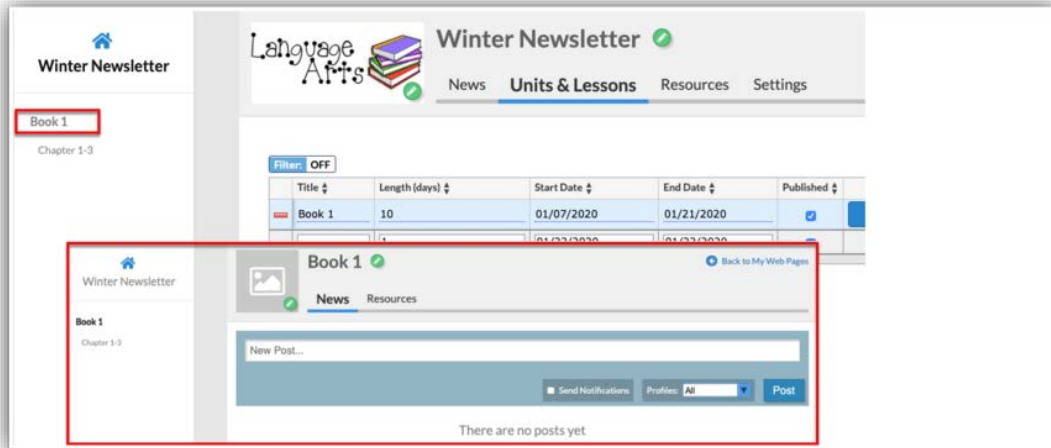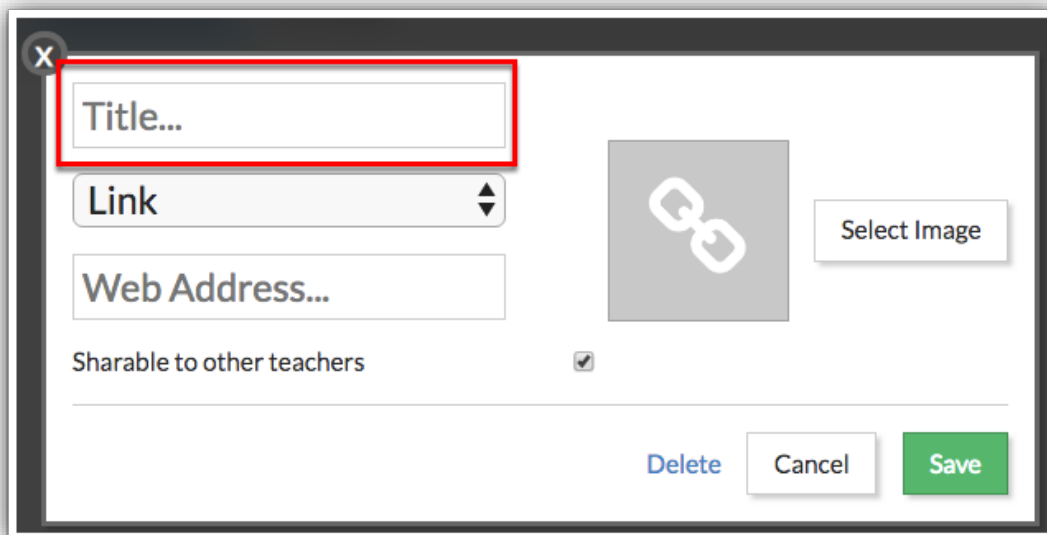
Adding Resources

1. Click the **Resources** tab to switch from News posts to resources as it corresponds to the selected web page.
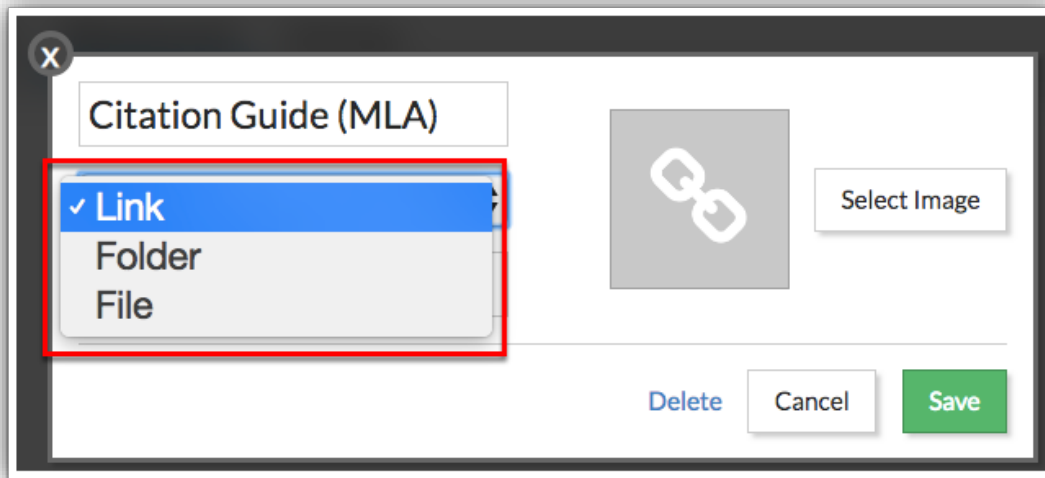

2. Click **Create Resource** to post a resource to your web page.
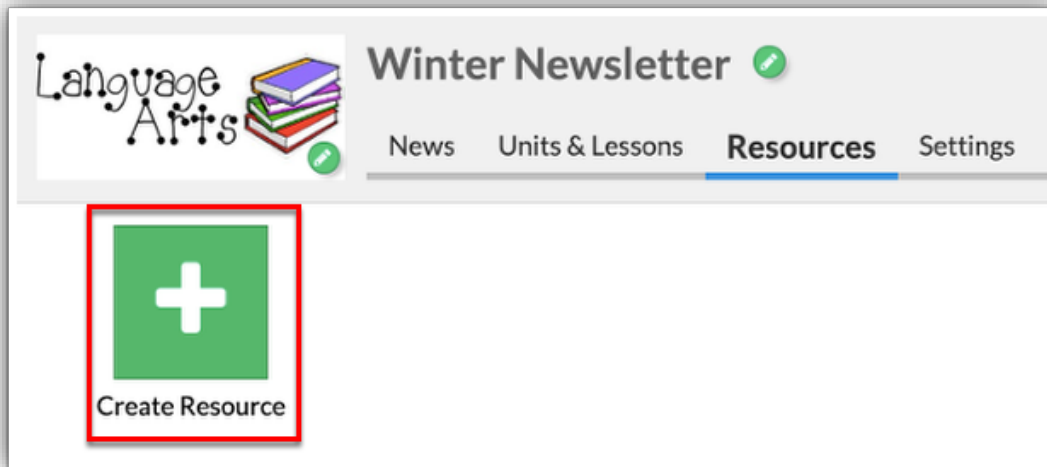
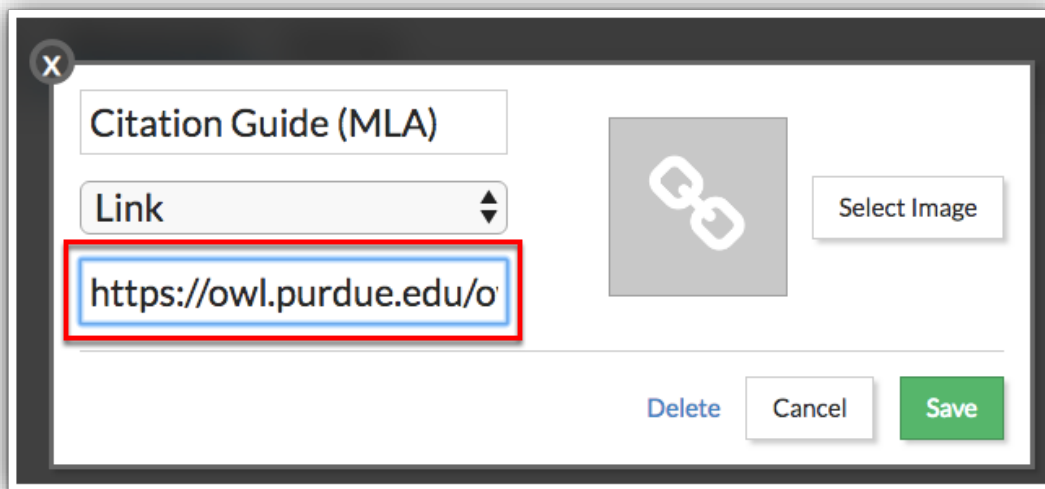**3.** In the resource pop-up, enter a **Title** in the provided text box.

4. Select whether the resource provided is a **Link**, **Folder**, or **File** from the pull-down.
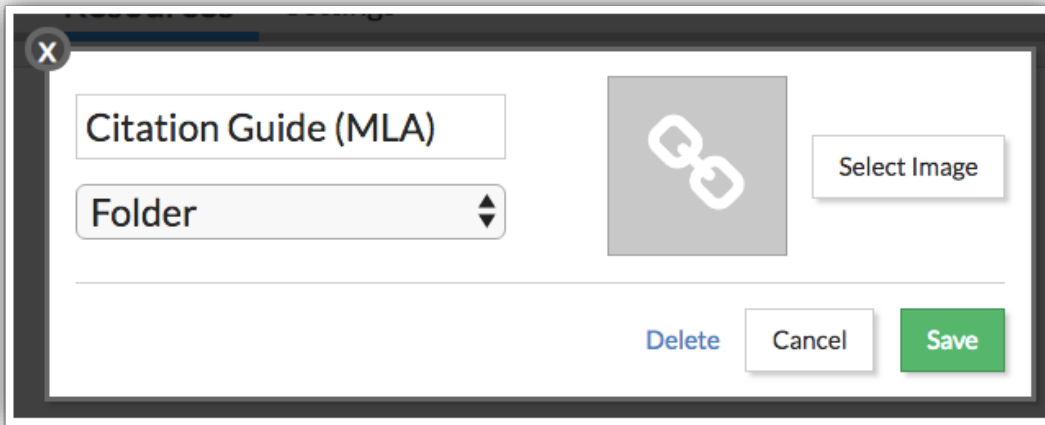
5. Depending on the type of resource selected, the follow steps will vary. See the appropriate step for each type of resource.
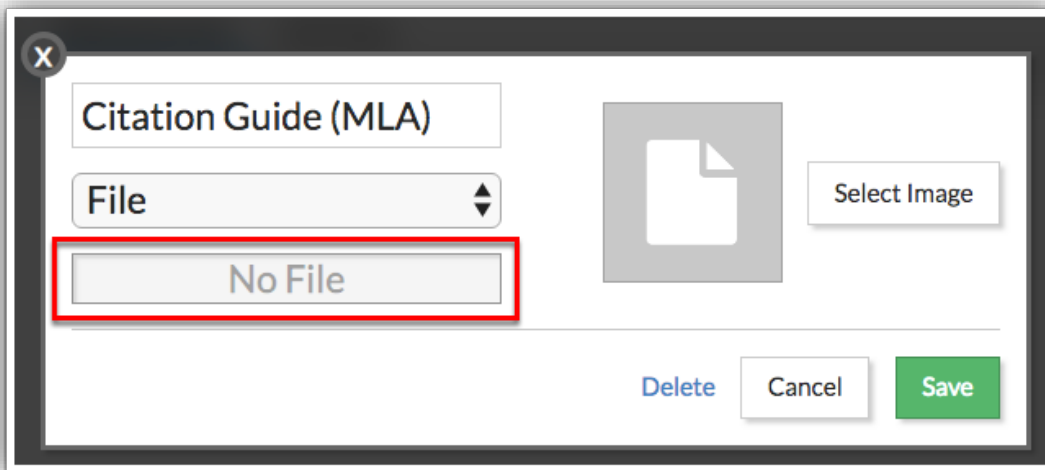
    a. If you selected Link, enter the **Web Address** in the provided text box.

    b. If you selected Folder, you will upload multiple resources to the Folder, such as a file or link; therefore, nothing will be uploaded here.

c. If you selected File, click **No File** to browse your computer and select the document to be uploaded as a resource.


i. Once the file is uploaded, the file displays along with two additional icons. Click the **cloud** to download the file. Click the **red x** to delete the file and upload a new one.

6. You have the option to share uploaded Resources with other teachers by selecting the **Shareable to other teachers** check box. Selecting the check box allows other teachers to search for and share the same resource on their web pages via **My Information** > Resource Browser. The same is accessible for administrative profiles via **Grades** > Resource Browser.
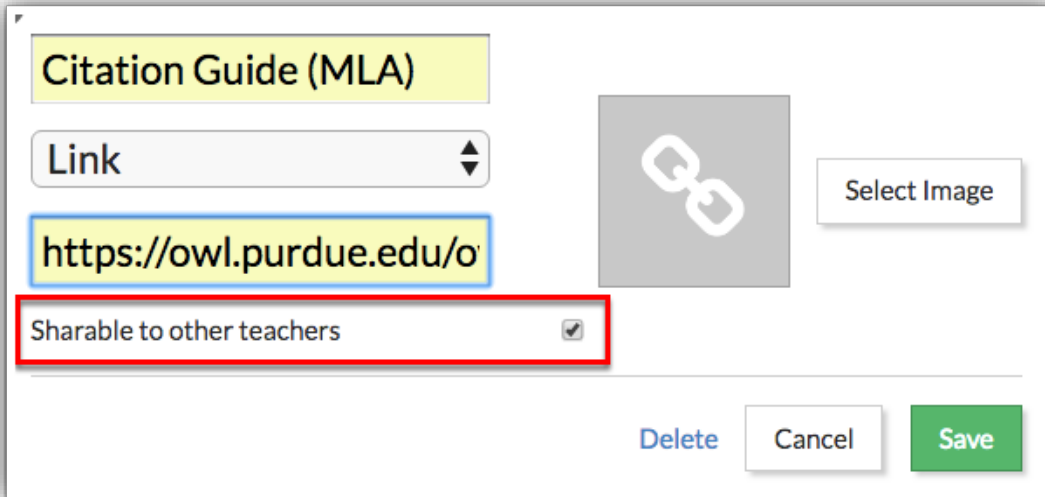

**7.** To display an image for the resource link, folder, or file, click **Select Image**.
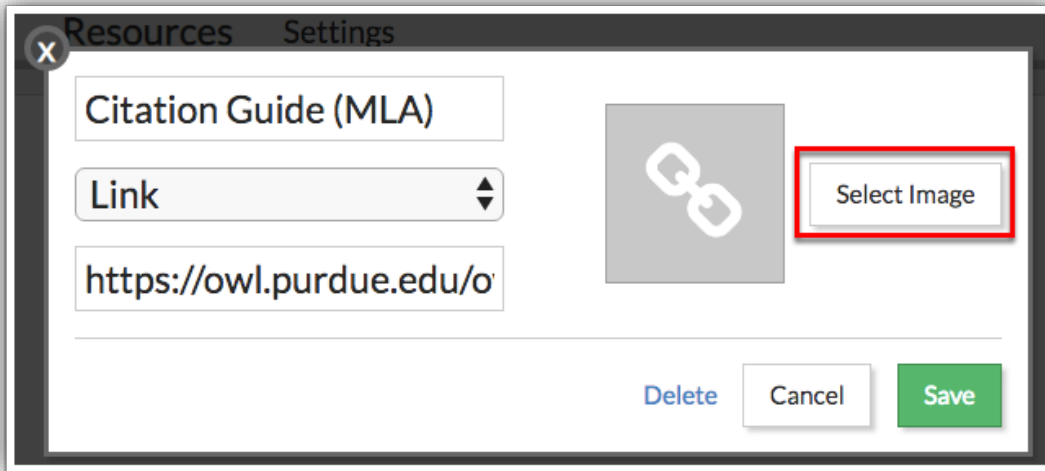
a. You can select from the existing System Images or upload an image. Click **Choose a file or drag it it here** to browse for an image on your computer. You can also drag and drop the image into the **Your Images** section.
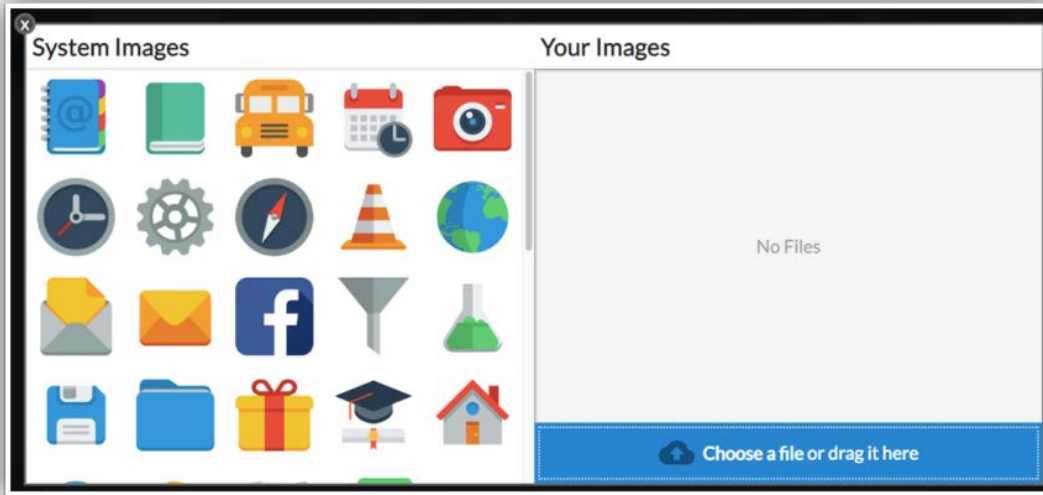
8. Once all selections have been made, click the **Save** button to post the resource to your web page. You can also **Delete** the resource and **Cancel** to return to the Resource screen by clicking the corresponding links.
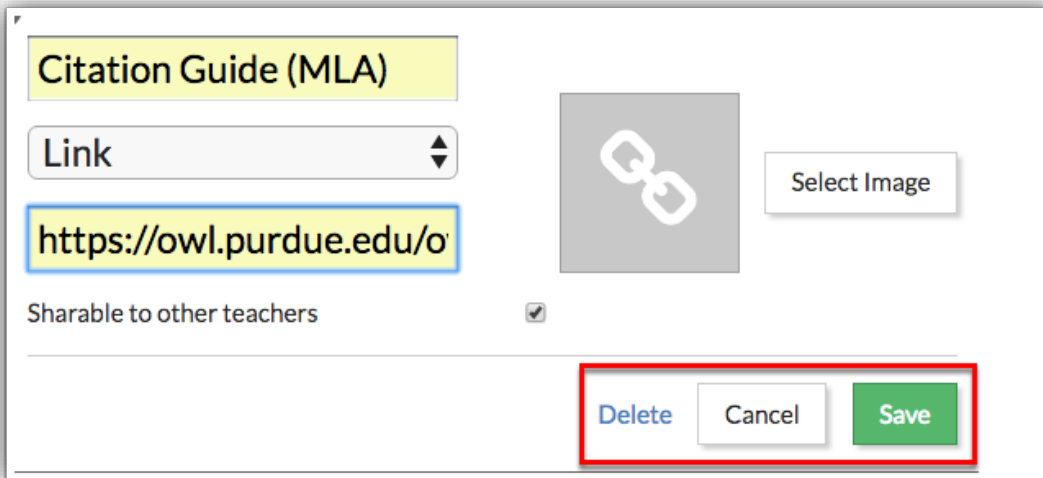

9. Click the resource to open the link, file, or folder. To edit the resource, click the **green pencil** located in the lower right corner of each resource.
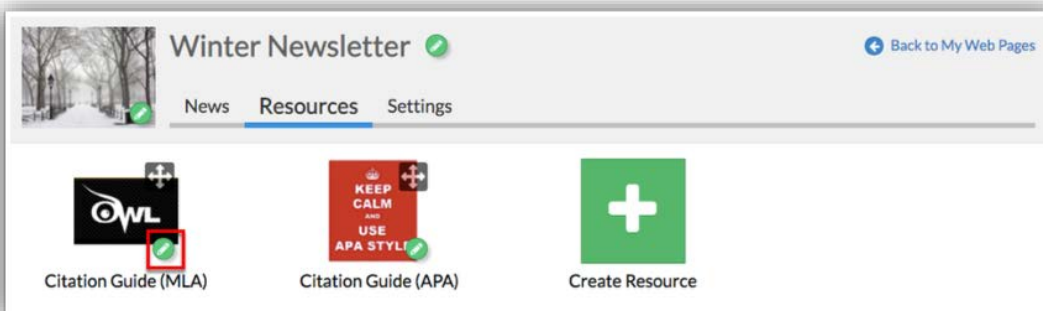
10. You can also click the **four arrowed icon** in the right corner of each resource to rearrange the order of the icons. For example, if you wanted the APA style guide first, click the four arrowed icon and drag the icon to the left.
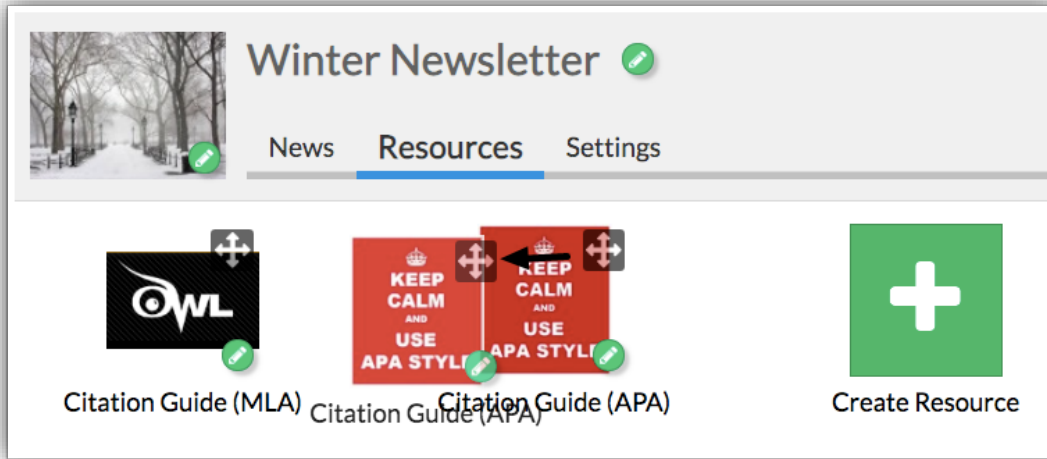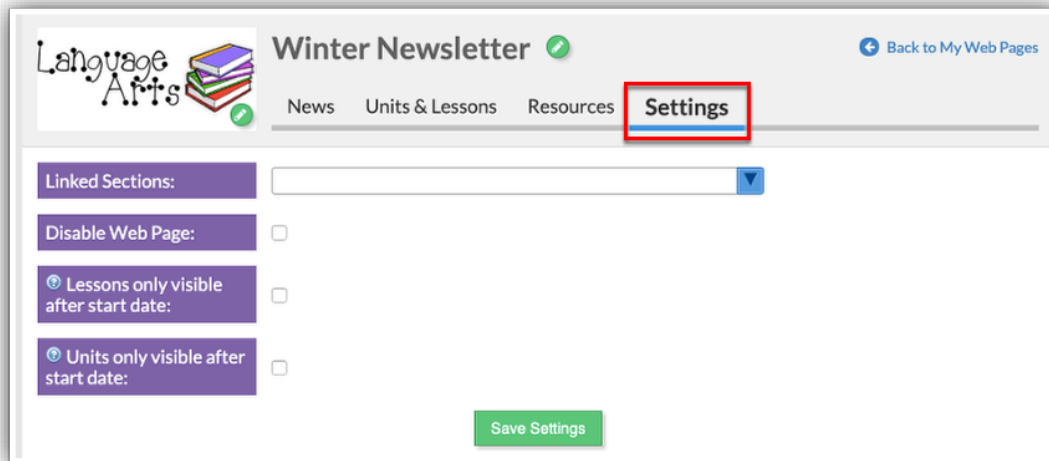

11. To add more resources, click **Create Resource**. When finished, click **Back to My Web Pages** to return the main web pages screen.
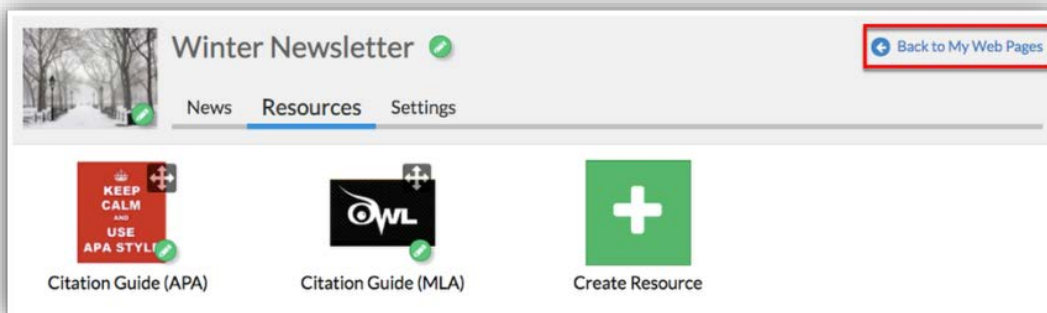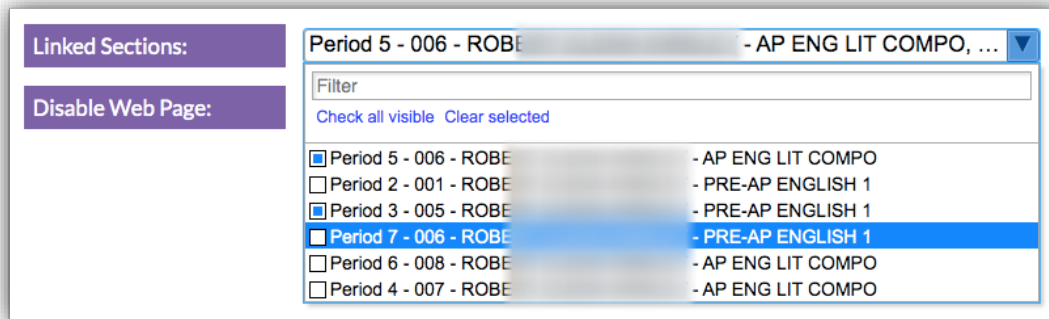
Defining Settings per Web Page

1. Click the **Settings** tab to switch from News posts or Resources to Settings as it corresponds to the selected web page.

2. To link a specific section(s) to the web page, select the section(s) from the **Linked Sections** pull-down.


a. If a section is linked to another web page and you select the same section for a new web page, it will be removed from the previous web page. A warning message displays notifying you that you are about to overwrite the section of another web page. Click **Cancel** if you'd like to keep the selected section linked to the original web page. Click **OK** to switch the section's web page.
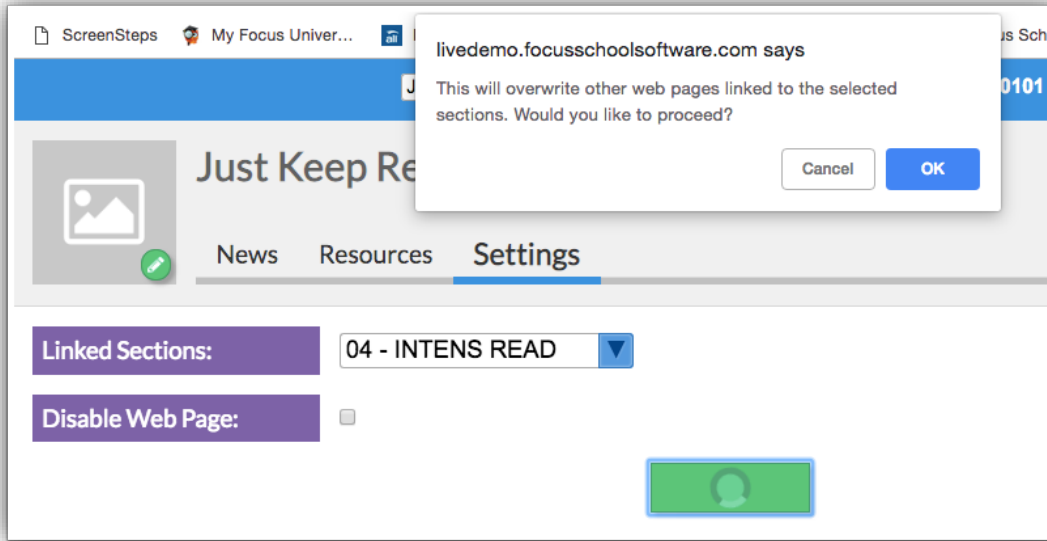
If you have a web page assigned to a section, a link to the webpage will display on the Parent/Student Portal next to the grade for the course. In the Community App, when clicking on a course from the student summary page, posts from the web page will display in the News section. The Links tab displays the resources from the web page. Note: At this time, files cannot be accessed from the Community App.

3. To disable the web page without having to delete the page, you can select the **Disable Web Page** check box.
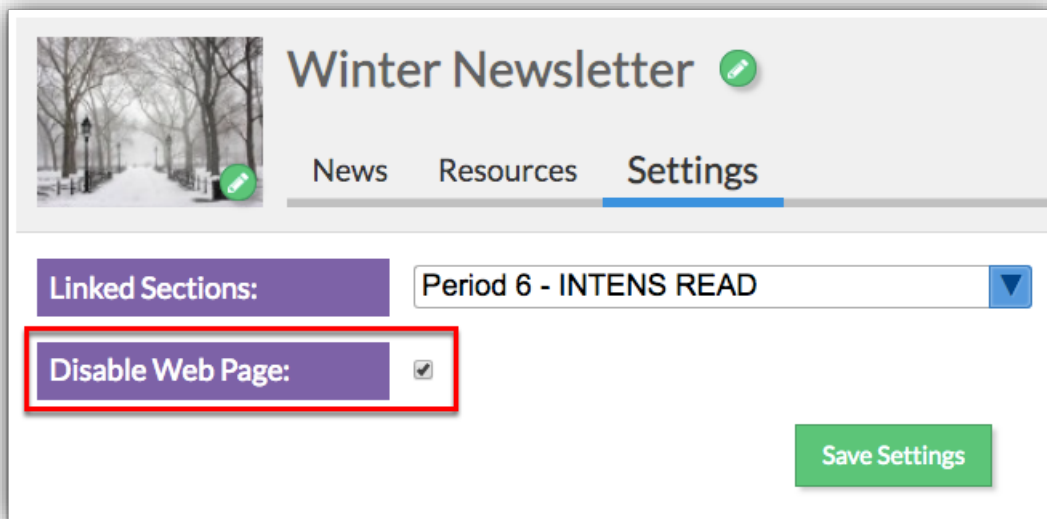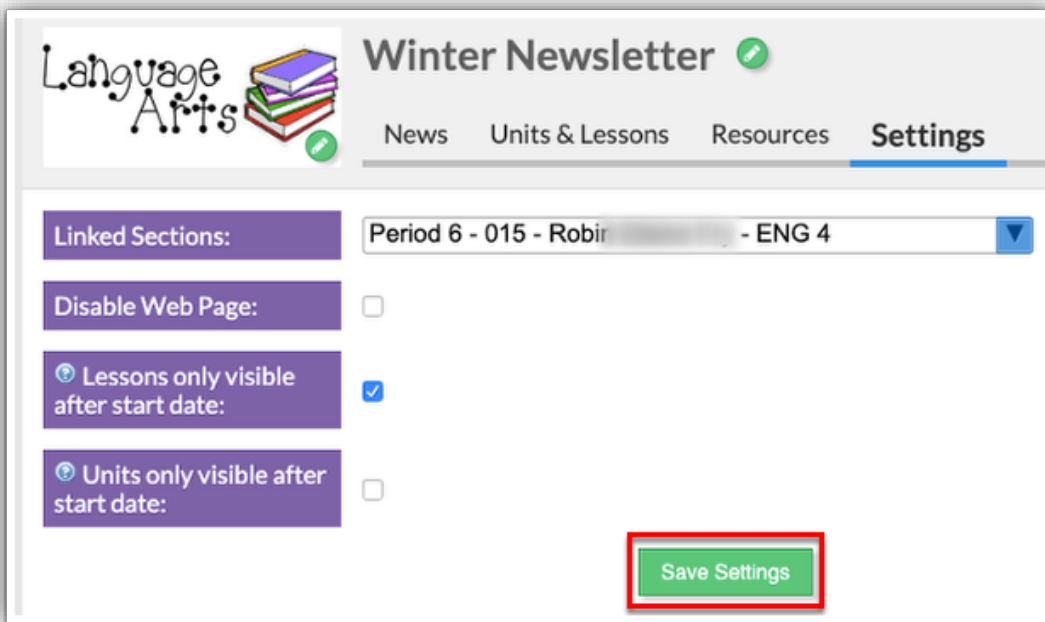

4. Select the **Lessons only visible after start date** check box to ensure added lessons do not display on the Student/Parent Portal until after the Start Date entered on the Units & Lessons tab.
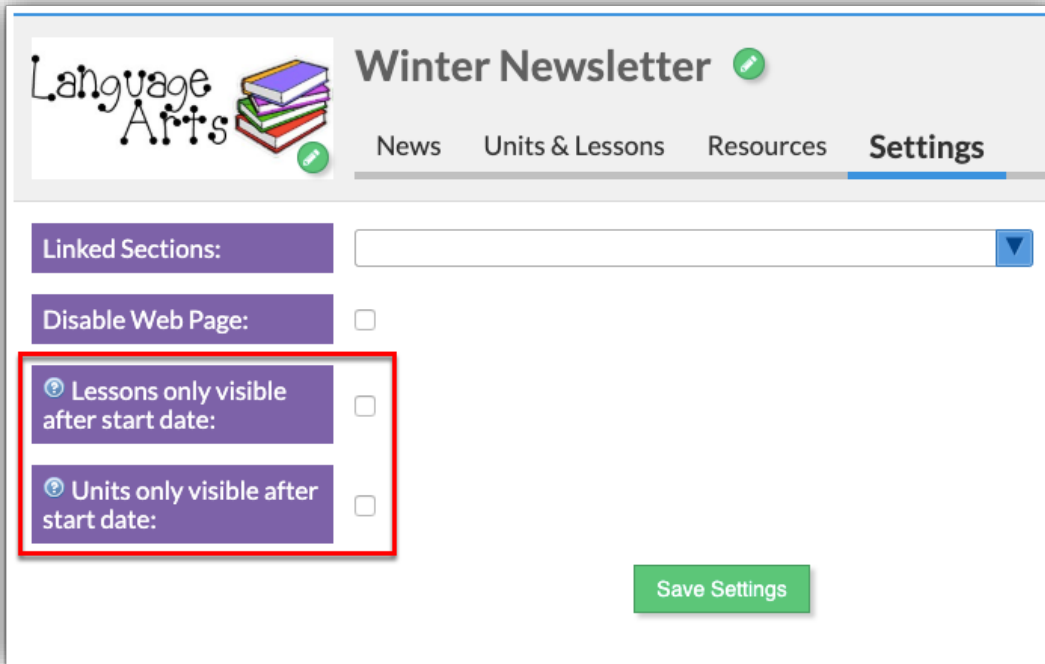
5. Select the **Units only visible after start date** check box to ensure added units do not display on the Student/Parent Portal until after the Start Date entered on the Units & Lessons tab.

6. To **Save Settings** click the corresponding button.

7. When settings have been saved, click **Back to My Web Pages** link to return the main web pages screen.