



Web Pages (Teacher Programs)

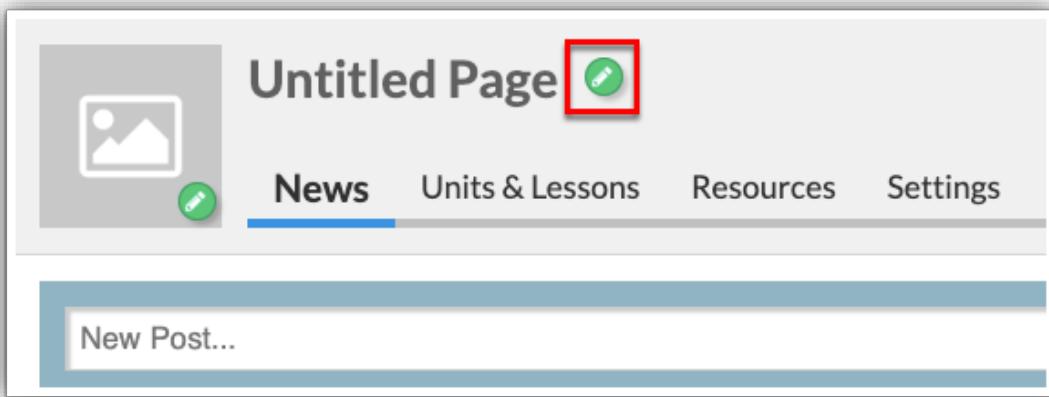
Web Pages allows administration to view and edit teacher web pages that can be viewed by parents and students on the Portal, the Community App, and the Calendar. Web pages are built using News (posts), Resources, Units & Lessons, and Settings. Posts can be sent to parents only, students only, or by default 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

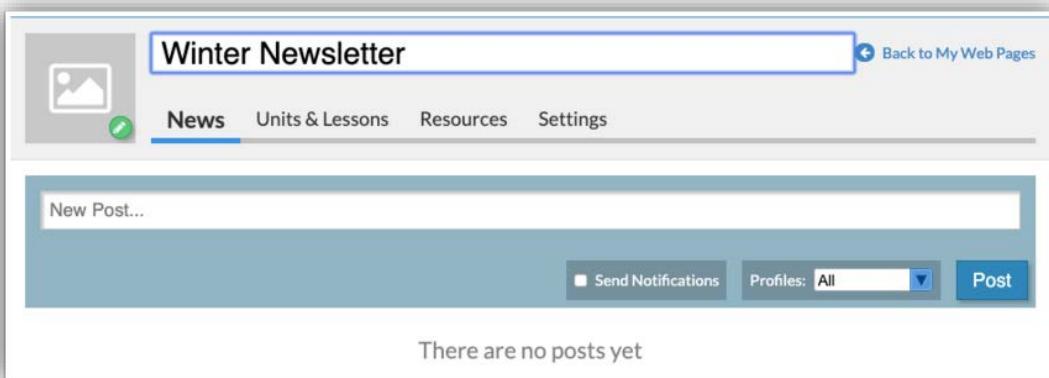
1. Click the **Create Page** button.



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.

A screenshot of a web-based newsletter editor. At the top, there's a header with the title "Winter Newsletter" and a green pencil icon. Below the header is a navigation bar with tabs: "News" (which is highlighted in blue), "Units & Lessons", "Resources", and "Settings". Underneath the navigation bar, there's a button labeled "Edit Image". The main content area has a large text input field with the placeholder "New Post...".

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 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.

A screenshot of the "System Images" and "Your Images" sections of the editor. On the left, under "System Images", there are four rows of icons: Row 1: Mathematics, Music, Physical, Science, Reading; Row 2: Science, Second Grade, Social Studies, English, Sports; Row 3: Technology, Third Grade, US History, World History; Row 4: Math (with a heart), SCIENCE RULES, SOCIAL STUDIES, TECHNOLOGY. On the right, under "Your Images", it says "No Files". At the bottom, there are two buttons: a blue one labeled "Choose a file or drag it here" with a cloud icon, and a purple one labeled "Take Photo" with a camera icon.



Adding Posts

1. To add a new post, begin typing the news post in the provided text box

The screenshot shows a web page titled "Winter Newsletter". At the top, there's a navigation bar with "Language Arts" (with a book icon), "News" (which is underlined in blue), "Units & Lessons", "Resources", and "Settings". Below the navigation, a large text input field contains the placeholder text "New Post...". This input field is highlighted with a thick red border. Below the input field are two buttons: "Send Notifications" (unchecked) and "Profiles: All" (a dropdown menu). To the right of these buttons is a blue "Post" button. At the bottom of the page, a message says "There are no posts yet".

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.

This screenshot shows the same "Winter Newsletter" web page after a post has been added. The "Send Notifications" checkbox is now checked and highlighted with a red border. The rest of the interface is identical to the previous screenshot, including the "Profiles: All" dropdown and the "Post" button.

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.

This screenshot shows the "Winter Newsletter" web page again. The "Profiles: All" dropdown menu is open, revealing a list of options: "Parents" and "Students". The "Students" option is highlighted with a blue selection bar. Other options like "Filter" and "Check all visible" are also visible in the dropdown menu. The rest of the page remains consistent with the previous screenshots.

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

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

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.

Title	Length (days)	Start Date	End Date	Published
	1	01/07/2020	01/07/2020	<input checked="" type="checkbox"/>

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.

Title	Length (days)	Start Date	End Date	Published
Book 1	10	01/07/2020	01/21/2020	<input checked="" type="checkbox"/>

Once saved, the unit turns blue and displays in a panel on the left of the screen.



Title	Length (days)	Start Date	End Date	Published	Lessons: 0
Book 1	10	01/07/2020	01/21/2020	<input type="checkbox"/>	Lessons: 0
	1	01/22/2020	01/22/2020	<input type="checkbox"/>	

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.

View	Title	Length (days)	Start Date	End Date	Published
	Book 1	1	01/07/2020	01/07/2020	<input checked="" type="checkbox"/>

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.

View	Title	Length (days)	Start Date	End Date	Published
	Chapter 1-3	1	01/07/2020	01/07/2020	<input checked="" type="checkbox"/>



Once saved, the lesson turns blue and displays the View folder.

Book 1

Save

Filter: OFF

	View	Title ▾	Length (days) ▾	Start Date ▾	End Date ▾	Published ▾
-		Chapter 1-3	1	01/07/2020	01/07/2020	<input checked="" type="checkbox"/>
			1	01/08/2020	01/08/2020	<input checked="" type="checkbox"/>

15. Click the **View** folder icon to publish news posts, add resources, add images, and more.

Book 1

Save

Filter: OFF

	View	Title ▾	Length (days) ▾	Start Date ▾	End Date ▾	Published ▾
-		Chapter 1-3	1	01/07/2020	01/07/2020	<input checked="" type="checkbox"/>
			1	01/08/2020	01/08/2020	<input checked="" type="checkbox"/>

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](#).

Winter Newsletter

Chapter 1-3

[Back to My Web Pages](#)

Book 1
Chapter 1-3

News Resources

New Post...

Send Notifications Profiles: All

There are no posts yet

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.



The screenshot shows a web-based application for managing a 'Winter Newsletter'. At the top, there's a navigation bar with tabs: 'News', 'Units & Lessons' (which is highlighted in blue), 'Resources', and 'Settings'. Below the navigation, there's a table titled 'Filter: OFF' with columns for Title, Length (days), Start Date, End Date, and Published. A single row is shown: 'Book 1' with a length of 10 days, starting on 01/07/2020 and ending on 01/21/2020, and it is published. Below the table, there's a section for 'Book 1' with tabs for 'News' and 'Resources'. Under 'News', it says 'New Post...' and there's a button to 'Post'. A red box highlights this entire 'Resources' section.

Adding Resources

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

This screenshot shows the same 'Winter Newsletter' application, but the 'Resources' tab is now selected (highlighted with a red box). On the left, there's a large green button with a white plus sign and the text 'Create Resource' below it.

2. Click **Create Resource** to post a resource to your web page.

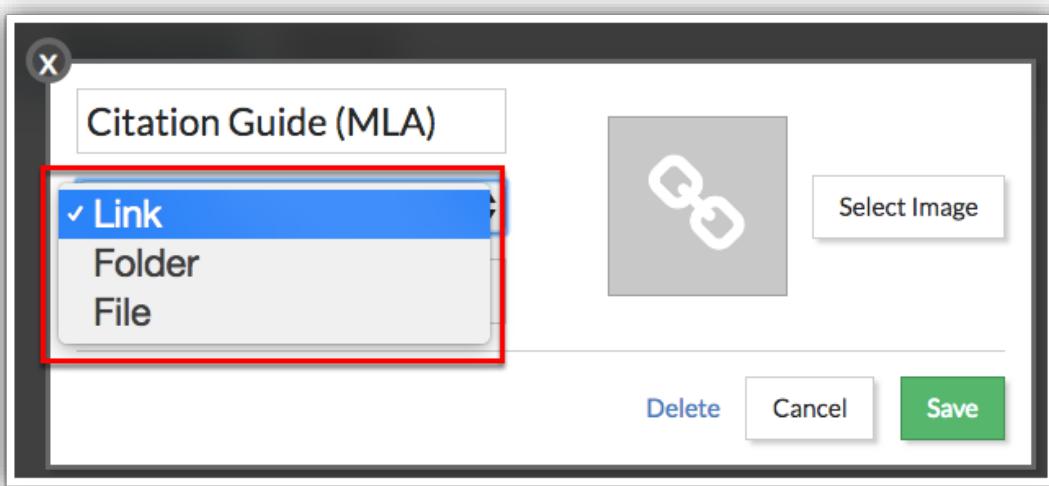


A screenshot of a website titled "Language Arts" with a stack of books icon. The main title is "Winter Newsletter" with an edit icon. Below it is a navigation bar with "News", "Units & Lessons", "Resources" (which is underlined in blue), and "Settings". A large green button with a white plus sign and the text "Create Resource" is centered on the page. The entire screenshot is enclosed in a thin gray border.

3. In the resource pop-up, enter a **Title** in the provided text box.

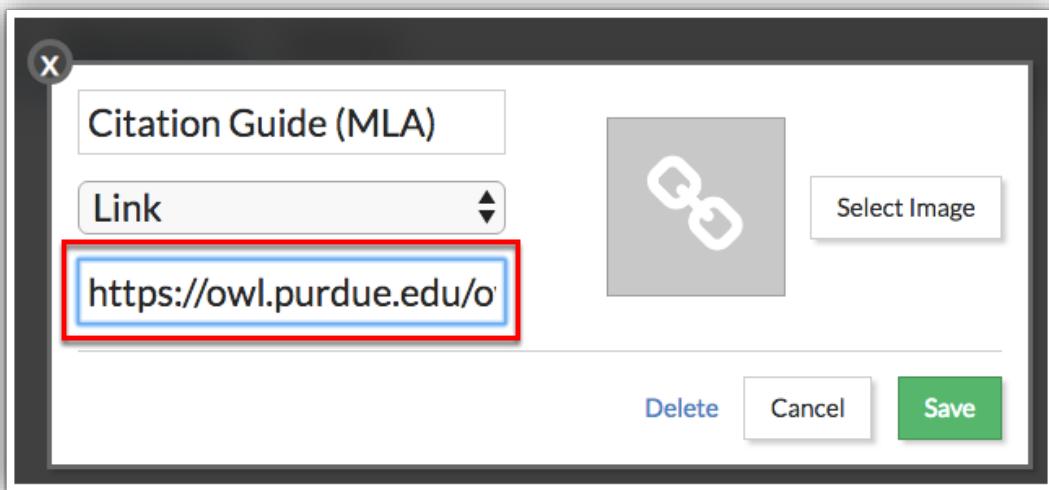
A screenshot of a modal window titled "Title..." with a red border around it. It contains fields for "Link" (with a dropdown arrow), "Web Address...", and "Sharable to other teachers" (with a checked checkbox). There are "Delete", "Cancel", and "Save" buttons at the bottom right. To the right of the "Link" field is a "Select Image" button with a link icon. The entire modal is set against a dark background.

4. Select whether the resource provided is a **Link**, **Folder**, or **File** from the pull-down.

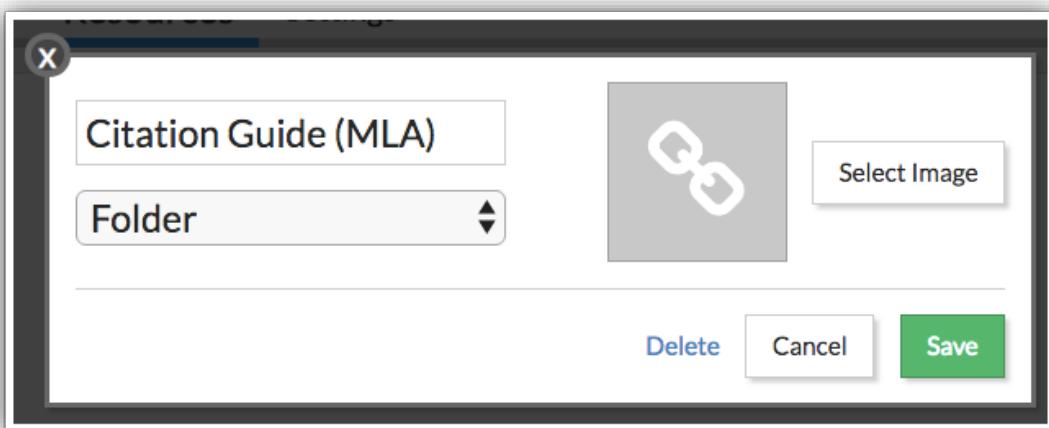


5. Depending on the type of resource selected, the follow steps will vary. See the appropriate step for each type of resource.

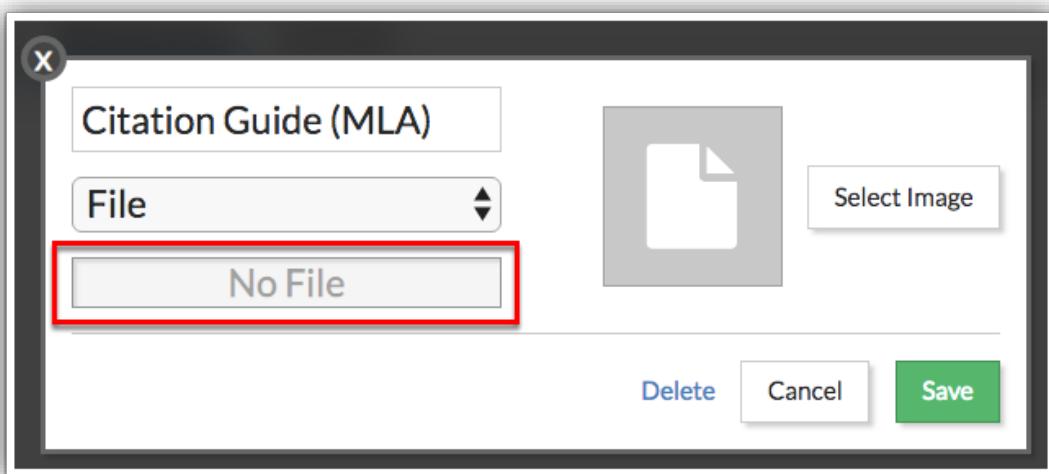
- a. If you selected Link, enter the **Web Address** in the provided text box.



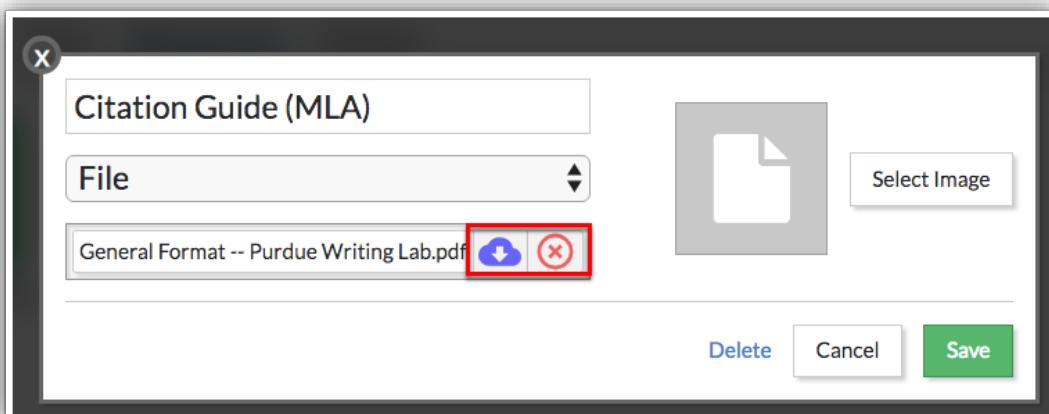
- b. If you selected Folder, you will upload multiple resources to the Folder, such as a file or link; therefore, nothing will be uploaded here.



- 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.





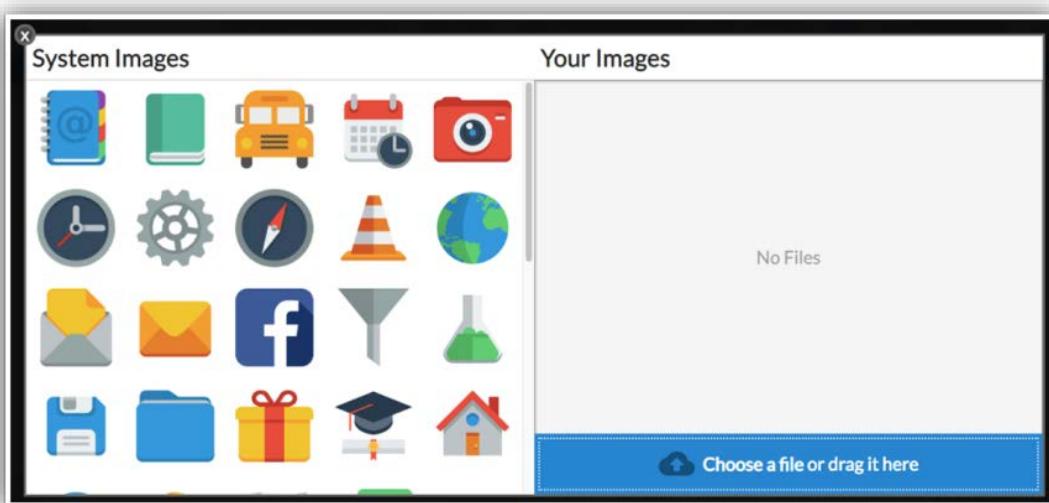
6. You have the option to share uploaded Resources with other teachers by selecting the **Shareable to other teachers** check box. Selecting the check box allows other teachers to search for and share the same resource on their web pages via **My Information > Resource Browser**. The same is accessible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

The screenshot shows a resource editing interface. The title is 'Citation Guide (MLA)'. The type is set to 'Link'. The URL is 'https://owl.purdue.edu/o'. A red box highlights the 'Sharable to other teachers' checkbox, which is checked. Below the form are 'Delete', 'Cancel', and 'Save' buttons.

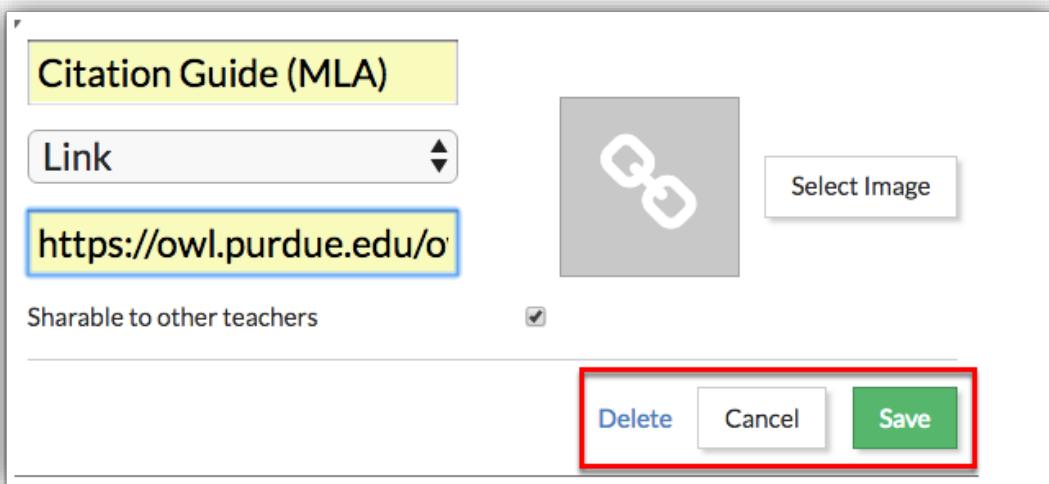
7. To display an image for the resource link, folder, or file, click **Select Image**.

The screenshot shows the same resource editing interface as above. The title is 'Citation Guide (MLA)', type is 'Link', and the URL is 'https://owl.purdue.edu/o'. A red box highlights the 'Select Image' button. Below the form are 'Delete', 'Cancel', and 'Save' buttons.

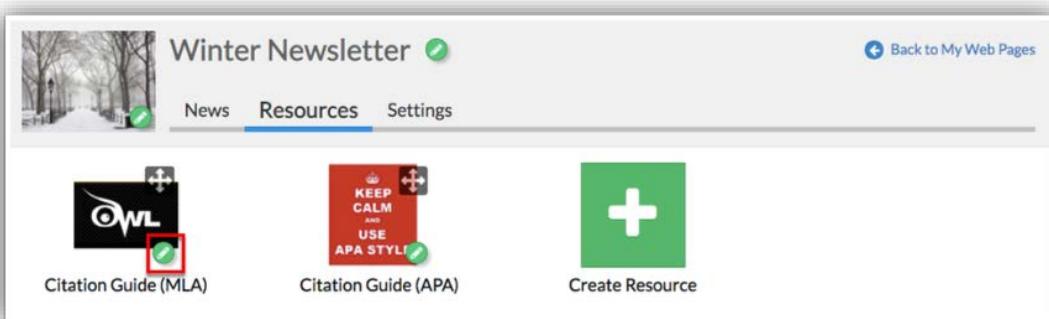
a. You can select from the existing System Images or upload an image. Click **Choose a file or drag it here** to browse for an image on your computer. You can also drag and drop the image into the **Your Images** section.



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.

The screenshot shows a website titled "Winter Newsletter". At the top, there's a navigation bar with "News", "Resources" (which is underlined in blue), and "Settings". Below the navigation, there are three resource cards. The first card is "Citation Guide (MLA)" with an icon of an owl. The second card is "Citation Guide (APA)" with an icon of a red sign that says "KEEP CALM AND USE APA STYLE". This icon has a small green circle with a white arrow pointing up and to the left in the top right corner. The third card is "Create Resource" with a green plus sign icon. The "Citation Guide (APA)" card is currently positioned to the right of the "Citation Guide (MLA)" card.

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

This screenshot shows the same "Winter Newsletter" website after the user has rearranged the resources. Now, the "Citation Guide (APA)" resource is on the far left, followed by the "Citation Guide (MLA)" resource, and the "Create Resource" button is on the far right. The "Back to My Web Pages" link at the top right of the page is highlighted with a red box.



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.

A screenshot of a web page titled "Winter Newsletter". At the top right, there is a "Settings" tab which is highlighted with a red box. Below the tabs, there are several configuration options: "Linked Sections:" (with a dropdown menu), "Disable Web Page:" (with a checkbox), "Lessons only visible after start date:" (with a checkbox), and "Units only visible after start date:" (with a checkbox). At the bottom right is a green "Save Settings" button.

Language Arts Winter Newsletter Back to My Web Pages

News Units & Lessons Resources **Settings**

Linked Sections:

Disable Web Page:

Lessons only visible after start date:

Units only visible after start date:

Save Settings

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

A screenshot of a dropdown menu titled "Period 5 - 006 - ROBE". The menu includes a "Filter" input field and checkboxes for various sections. One section, "Period 7 - 006 - ROBE", is highlighted with a blue selection bar. The menu also lists other sections like "Period 2 - 001 - ROBE" and "Period 3 - 005 - ROBE".

Linked Sections: Period 5 - 006 - ROBE - AP ENG LIT COMPO, ...

Disable Web Page:

Filter
Check all visible Clear selected

<input checked="" type="checkbox"/> Period 5 - 006 - ROBE	- AP ENG LIT COMPO
<input type="checkbox"/> Period 2 - 001 - ROBE	- PRE-AP ENGLISH 1
<input checked="" type="checkbox"/> Period 3 - 005 - ROBE	- PRE-AP ENGLISH 1
<input checked="" type="checkbox"/> Period 7 - 006 - ROBE	- PRE-AP ENGLISH 1
<input type="checkbox"/> Period 6 - 008 - ROBE	- AP ENG LIT COMPO
<input type="checkbox"/> Period 4 - 007 - ROBE	- AP ENG LIT COMPO

- 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.



A screenshot of a web browser window showing the 'Settings' tab of a website titled 'Just Keep Repeating'. The 'Linked Sections:' dropdown is set to '04 - INTENS READ'. A confirmation dialog box is overlaid on the page, reading: 'livedemo.focusschoolsoftware.com says This will overwrite other web pages linked to the selected sections. Would you like to proceed?'. It contains 'Cancel' and 'OK' buttons. Below the dialog, there is a green button with a white question mark icon.

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.

A screenshot of the 'Settings' tab of a website titled 'Winter Newsletter'. The 'Linked Sections:' dropdown is set to 'Period 6 - INTENS READ'. The 'Disable Web Page:' checkbox is checked and highlighted with a red border. A green 'Save Settings' button is visible at the bottom right.

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.



The screenshot shows the 'Settings' tab of a website titled 'Winter Newsletter'. At the top, there are tabs for 'News', 'Units & Lessons', 'Resources', and 'Settings'. Below these are two purple boxes: 'Linked Sections:' and 'Disable Web Page:'. Under 'Disable Web Page:', there is a checkbox. The next section contains two options, each with a radio button and a question mark icon: 'Lessons only visible after start date:' and 'Units only visible after start date:'. Both of these options are enclosed in a red rectangular box. At the bottom right is a green 'Save Settings' button.

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.

The screenshot shows the same 'Settings' tab of the 'Winter Newsletter' website. The 'Units only visible after start date:' option now has a checked radio button, indicated by a blue checkmark. The rest of the interface remains the same as the previous screenshot, with the 'Save Settings' button highlighted by a red rectangle.

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



Language Arts

Winter Newsletter

[Back to My Web Pages](#)

News Units & Lessons Resources **Settings**

Linked Sections: Period 6 - 015 - Robin Elaine Fry - ENG 4

Disable Web Page:

Lessons only visible after start date:

Units only visible after start date:

Save Settings