

Schoolwires Participant Exercise Guide

Exercise 1: Locate an Interactive Video

1. Click the How do I...? Tab
2. Type "delete a page" in the search box
3. Under Interactive Video Tutorials, click the title "Delete a Page"
4. Click the white X to close the video
5. Click the white X again to close help

Exercise 2: Locate a Help Article

1. Click the How do I...? Tab
2. Type add event in the search box
3. Under Help Articles, click the title "Add Events to a Calendar"
4. Click the white X to close the help article
5. Click the white X again to close help

Exercise 3: Move (Order) Pages

1. Click on the Summary tab
2. Click **Organize Pages**. The Organize Pages window displays.
3. Hover the cursor so that crossed arrows appear over the page you created.
4. Click and drag the new page between Meet the Teacher and Student Resources.
5. Release the Mouse button when the *Green Bar* displays between Meet the Teacher and Student Resources.
6. Click **Save**. The **Summary** tab in the Section Workspace displays the pages in their revised order.
7. Click View Website to see the change on your website.

Exercise 4: Nesting Pages

1. Click on the Summary Tab
2. Click **Organize Pages**. The Organize Pages window displays.
3. Hover the cursor so that crossed arrows appear over the page name.
4. Click and drag to nest the new page under Meet the Teacher.
5. Release the Mouse button when a *Green Circle with a plus sign* displays to 'nest' the page under Meet the Teacher
6. Click **Save**. The **Summary** tab in the Section Workspace displays the pages in their revised order.
7. Click View Website to see the change on your website.

Exercise 5: Adding and Deleting Pages

1. Click on the Summary Tab
2. Click **New Page**. The Available Page Types dialog displays.
3. Click on a Book List Page. The Add Page window displays for the Page Type you selected.
4. Enter "Summer Reading List" for the page name
5. Click **Save**. The **Summary** tab displays with the new page displaying at the bottom of the page list.
6. Click View Website
7. Close View Website by clicking the white X

8. Click **Organize Pages**. The Organize Pages window displays.
9. Hover the cursor so that crossed arrows appear over the page you created.
10. Click and drag the new page above Student Resources.
11. Release the Mouse button when the *Green Bar* displays above Student Resources.
12. Click **Save**. The **Summary** tab in the Section Workspace displays the pages in their revised order.
13. Click View Website to see the change on your website.
14. Close View Website by clicking the white X

15. Click on **Actions** to the right of the page Summer Reading List. A drop-down list displays.
16. Select *Page Options*. The Page Options dialog displays.
17. Delete the page name at the top of the window.
18. Enter the new page name "Fall Reading List".
19. Click **Save**. The Page Options dialog closes and your page is renamed.

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20. Close View Website by clicking the white X
21. Click **Actions** to the right of the "Fall Reading List".
22. Select *Delete* from the drop-down list.
23. Click **Yes** on the confirmation dialog. The page has been moved from the list of Current Pages to Recycle Bin and you are returned to the Section Workspace.

Exercise 6: Mapping a Page to a Web Address

1. Click on the Summary Tab
2. Click **New Page**. The Available Page Types dialog displays.
3. Click on a 1 – Blank Page. The Add Page window displays for the Page Type you selected.
4. Enter "BrainPop" for the page name
5. Click **Save**. The **Summary** tab displays with the new page displaying at the bottom of the page list.
6. Click the **Actions** button to the right of the page.
7. Select *Page Options* from the drop-down list.
8. On the **General** tab, enter the URL for the site in the Map Section to Web Address field.
9. Enter the full address of the website <http://www.brainpop.com>
NOTE: Adding "**target=_blank**" to the end of the web address will ensure the website opens in a new window.
10. Click **Save**.
11. Click View Website
12. Click BrainPop on the left hand navigation bar. You should be redirected to BrainPop.

Exercise 7: Apps and Layout

1. Click the **Summary Tab**.
2. Click **Actions** to the right of the page you created earlier. A drop down list displays.
3. Click **Edit Page**. The page displays in Edit Mode.
4. Click **Manage Apps & Layout** under **Actions**. The page displays in Design Mode.
5. Click **Change Layout**. The current content layout displays together with alternate content layouts.
6. Choose a new layout by clicking on "Right Sidebar". Do not use the Right Sidebar (Simple) for this exercise. A green check mark displays.
7. Click **Apply**. The page displays in design mode revealing the new **Content Layout**.
8. Click **Add App**. The Select an App dialog displays.
9. Select Flex Editor App in the first column. A list of existing Flex Editor apps along with a **Create New** button display in the second column.
10. Click **Create New**. In the third column, enter the name "Class Information"
11. Click **Create**. You are returned to the page in Design mode.
12. Drag the app to the header on the page.
13. Repeat steps 8-12 with the following apps, names, and locations:
 - a. Image App, named "Class Picture", placed in the left side column.
 - b. File Library App, named "Class Documents", placed in the right side column.
 - c. Flex Editor App, named "Class Announcements", placed in the footer column.
14. Click **I'm Done**. The page displays in edit mode.

Exercise 8: Remove and Add Calendar Categories

1. Click on the Summary Tab.
 2. Click on Class Calendar.
 3. Click the **Event Categories** tab.
- Deleting Categories:**
4. Click the **Remove** button that corresponds to the category you wish to delete. A confirmation window displays.
 5. Click **Yes**. Remaining **Event Categories** display.
 6. Remove all Categories that do not pertain to your class.
- Adding Categories:**
7. Click **Select Categories**. The **Add Event Category** window displays.
 8. Search for an **Event Category** either by:
 - a) by entering some or all of its name into the Search field. If the category exists, it will appear; or
 - b) scrolling through all available Categories by using the scroll bar on the right side of the window.
 9. To select a **Category**, click the box next to the **Category** name.
 10. Click **Add**. The **Event Categories** tab displays revealing all the **Categories** including the recently selected **Category**.
 11. Add all Categories that pertain to your class.