Teacher Web Page using Schoolwires

1. Click on *Sign In* located at the top upper right hand corner of the school website at http://www.plainville.k12.ma.us
2. Enter your username under *Sign-in Name* and your password under *Password* provided to you.
3. Once signed in, review and Accept Agreement.
4. At the top, click on *Site Manager.*
5. You are now in Section Workspace or Editor Mode. Note: *Site Manager will allow you to edit your web pages.*
6. Under the *Section Workspace*, your current pages include *Welcome, Favorite Links, Calendar*, *Homework, and Handouts.* Currently all these pages have been defaulted to *Active* with a check mark in the box. *Note: When the pages are active, they can be viewed by everyone.*

> **NOTE: You may uncheck the pages to make them Inactive until you are ready for display with the exception of Welcome page.**

7. Under *Section Editor,* your name is the only name listed because you are the person responsible for entering information
8. Under *Tools*, the following tools: *Files & Folders, Approve Visitor Comments, App Manager, Photo Gallery, Forms & Survey, Approve Community Editing, Reports and Mini Database* are available to you.
9. *For additional support, go to the last tab "How Do I" and it will give you the following: Help Articles, Interactive Videos and Additional Resources*
10. To add pages to the current pages, click on *New Page.*

> *NOTE: There are ten page types to choose from: About Teacher, Article library, Assignments, Blog, Calendar, File library, Flex Editor, Link Library, Maps and Directions, Photo Gallery, Podcast and Wiki. You do not have to use all of them. Please choose the ones that make sense to you such as File Library (files, forms, policies), Link Library (favorite websites) and Flex Editor (the Flex Editor is most commonly used)*

11. To sort your pages, click on *Organize Pages* in the order you want by dragging and dropping the pages. Click *Save* when you are done.

> *NOTE: To return to Manage Section Workspace, click on Home or Summary to return.*

12. To begin entering information to your pages, click one of the current default pages or *New Page.* If you click on *New Page,* select a *Page Type (i.e.Flex Editor).* Enter the page name and click *Save*. Note: The Flex Editor will allow you to type

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content, insert your images, change font type and size and color. It is similar to a Word document.

13. Next, click on the page you created. On the page, enter your content. Click **Save** when you are done.
14. To use the **File Library Page**, click on the **Handouts** Page which is a file library page.
15. Click on **New File**
16. Enter a **Title** for your **New File** (i.e. Language Arts, Social Studies, Math)
17. Enter a **Description and Author** for your file
18. Under Display Duration tab, enter **Start Date and End Date** (i.e. Your file will be available on the website for a specific time). Click **Save** when you are done.
19. Under **Uploaded File,** click **Select File**
20. An **Upload File Wizard** window appears.
21. **Browse** to the file that you wish to upload
22. Click **Next** and **Finish.**
23. Please remember to check off **Active** so that the file that you have uploaded will be visible
24. Please click **Save.**
25. A **Successful** box will appear. Click **Close** to close the window
26. To direct you back to your current files, click on **Home or** ⟶ Home > **Handouts (File Library)**
    Summary.
27. To use the **Favorite Links** Page which is **Link Library** Page, click on **Favorite Links**.
28. Click **New Link**
29. Under **Name**, enter a title for your new Link file
30. Click **Next**
31. Enter a **Description** for your link
32. Enter the **Address** of your link (i.e www.pbs.org)
33. Under Display Duration tab, enter the **Start and End Date** for your link (i.e. Your file will be available on the website for a specific time)
34. Please remember to put a check mark in the **Active** box to make your link active
35. Please click **Save.**
36. To view your webpages, click on **View Website** located on the top upper left hand corner [Site Manager | View Website]
37. To edit your webpages, click on **Site Manager** located on the top upper right hand corner
38. Please remember to **Signout** when you are done updating your webpages.

*To create your Photo Galleries,

1. Select the *Tools* tab ,
2. Click on *Photo Gallery*
3. Under App Manager, select Photo Gallery App
4. Under App Instances, click on *New and click Save.*
5. *On the far right window, click Edit, then Lets; Get Started button.*
6. Enter *Gallery Name*
7. Enter a description for your Gallery (this is optional)
8. Enter *Photo Delay* (default is 5 sec) – this refers to the transition time of each photo
9. Select from drop down menu your *Fade Style* – this refers to how your photo should transition in
10. Enter *Gallery Width* (default is 500 pixels) – this refers to the width of your gallery. I would suggest you leave as default
11. *Background Sound File or URL* – You may insert a sound file or leave as is.
12. Click *Save.*
13. Under *Manage Photo Galleries,* the photo gallery that you have created will be listed here.
14. Select the Photo Gallery that you would like to work with and click on *Photos*
15. Next, the following options are listed: *Upload Photos, Publish gallery and Sort Photos.*
16. *Under Photo Gallery App, click Upload Photos.*
17. *Next Browse, then click Upload.*

18. To upload a single photo manually, click on *Upload Photos*
19. To select multiple photos, click on *Batch Upload Photos*
20. Note: To make your photos active on the web, you must click on *Publish Gallery.*
21. To re-arrange the photos in the order that you like, click on *Sort Photos.*
22. *Upload Photos - When you select Upload Photos, a window will appear. You will have to Browse to where you saved your photos.*

Note: You could only browse to a single photo one at a time. You will be able to upload five photos at one time under Upload Photos.

23. Click *Next*
24. Next, a message appears*: File Upload Complete.*
25. If you would like to upload more photos, click on *Upload More Files or Finish.*
26. If you click *Finish*, your uploaded photo will be displayed under *Manage Photos*.
27. Click *Publish Gallery*.
28. Next, click on *Tag*
29. Copy the Tag Script in the text box by using right click and selecting *Copy* or use the keys : *CRTL C*
30. Then click *Home* at the top to direct you back to *Manage Pages*
31. Click on *New Page*
32. Click on *Flex Page*
33. Enter a name for your *Flex Page*
34. Click *Save*
35. Click on the *Flex Page* that you have created
36. In the body of the page, right click and *Paste* or use the keys: *CRTL V* to paste the tag script.
37. Click *Save*, then Close
38. To view Website, click on *View Website*
39. Click on your teacher page (listed under your school, teachers, grade level and your name)
40. Click on the name of your Gallery Page and your photo will be displayed in a slide show.
41. When you select *Batch Upload Photos*, click on *Add Files* (this will take a minute while it loads upload applet)

Batch Upload Photos
Browse for the files on your computer or network that you wish to

Add File(s)   Remove File(s)
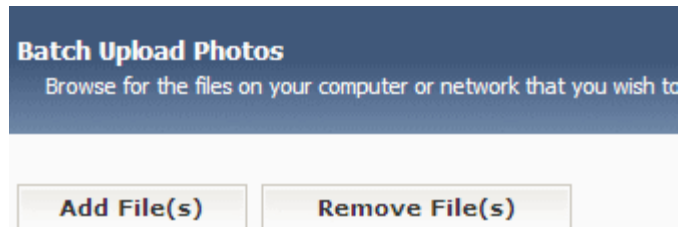
42. Browse to where you saved your photos
43. To add all photos, highlight the first file, hold down the shift key and select the last photo or hold down the *CRTL* key to select your photos

Upload File(s)   Finish

44. Next, click on *Upload File*
45. Click *Finish*
46. Repeat the steps on Step 22 – 36.

*NOTE: Before you upload photos of students, please make sure that your students have signed off on the Web Publishing Policy at the beginning of the year. At Wood School, verify this with Main office. At Jackson School, check with Tech Office.

Weblinks for Free Cliparts

- http://animationlibrary.com/ (has ads/banners)
  http://school.discoveryeducation.com/clipart/ Note: Permission is granted to
  download **no more than ten** different clip art images. Any use of clip art images on
  Web sites must credit Discoveryschool.com and include a link to the
  Discoveryschool.com Web site. Credit must read - "Clip art licensed from the Clip Art
  Gallery on DiscoverySchool.com"
- http://www.school-clip-art.com/ (has ads/banners) Terms of Use: When using clip
  art please provide a link back to **http://www.school-clip-art.com** giving credit for
  the clip art used)
- http://openclipart.org/
- http://pics4learning.com/
- http://www.humanline.com/en/