Schoolwires
Overview for Teacher Web Pages

**First:** Various views of Schoolwires

There are three ways to view our new website

1. The LIVE SIDE is what everyone sees when they browse to the Reagan site
2. If you are SIGNED IN, you have access to all the resources available to employees
3. SITE MANAGER is the area where users can manipulate their page, and the only way to get to the site manager is by SIGNING IN (See the lesson for SIGNING IN).

- Here is an image of the Live Side of the new page
- When you’re “live”, the SIGN IN link will be visible at the top of the page

- When you are signed in, the SIGN IN link will no longer be visible
- It has been replaced with another link: SITE MANAGER
• When you click SITE MANAGER, your page becomes something else (the green page below)
• Click VIEW WEBSITE at the top of the page to the left

• It returns to the Signed-in page
• You can toggle back and forth by clicking the respective links at the top of the page

In Review:

• You have to be signed in to get to Teacher Resources and Teacher Folders
• You have to use SITE MANAGER to manipulate your web page or enter events to the various calendars

Second: Web access

Some of us have more than just a teacher web page to be responsible for. PE coaches have to enter event dates on to the Sports Calendar—and they have a web page for each sport they teach. Some teachers have student clubs, and are responsible for the club web page. But most of us just have the one teacher page that needs tending.

• Here is a look at coach Dixon’s page
• While most of us just have one category (left column), there are those that have more. We see on coach Dixon’s page that he has 5 categories, of which ATHLETICS is open at this time.

• Also note that ATHLETICS is an upper-level category (which the Schoolwires people call a CHANNEL)

• The categories below ATHLETICS are lower level categories (which the Schoolwires people call a PAGE)

• Below, we are still looking at coach Dixon’s page

Third: Departmental Folders

• In August, we’ll abandon the departmental folders on the RS02 server and begin using our new website as a repository for lesson plans, PLC Documents and calendars.

• You’ll be able to access them from any location, but you will have to be signed in to the website to see them, and you’ll have to be in SITE MANAGER to upload to the webserver
• You’ll notice that if you’re not signed in, the TEACHER FOLDERS, under the EDUCATORS menu item, will request login information when you try to open them

• Many of the things we used to have to go to the Intranet for access, have been moved to the EDUCATORS area on the website—which, again you’ll have to be signed-in to view or download.

• When we make the transition from Intranet to Web folders, there will be full instructions. We will also have tutorials for those needing help.

Fourth: Add a sub-page to your web-area

• We’ve seen the screen-shot below, it’s the page that appears when you click your name in the left column—or it comes up after logging in by default
• Let’s look closer
• Click “New Page”

The box below appears
There are a number of choices
The first choice is the most universal of the pages
There are other styles available, such as pages set up for:
  o Photo galleries
  o Blogging
  o Calendars (just to name a few)

Let’s pretend you want a calendar added to your web-area
Scroll down and choose “Calendar”
The dialogue (on the next page), appears

• (1) The flex editor is the most commonly used page
• (2) Scroll down to see other offerings
- It will go back to the “section Page”, but it now has a link to your new calendar
- Click on the link and begin adding events

This concludes the Overview session