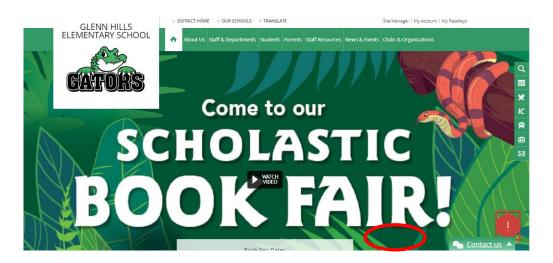
#### Step 1: Click on "Sign In"



**Step 2: Sign in with the same username and password used for your email account.** (You don't need to put "@boe.richmond.k12.ga.us")

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You can use this site without being registered or s		ay have access to additional features	and information. Please remember that y	our password is case-sensitive.	
* User Name:					
* Password:					
Sign In Forgot My Password					

Step 3: Click on "Site Manager" to edit your teacher page.



\*This is what the editing mode of your teacher page looks like:

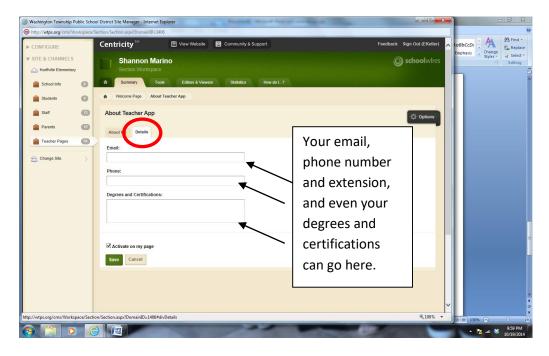
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FYI: The district gave everyone these default **"apps"** to start out with. You can change the names, add to them, or delete them. The Welcome and About Teacher pages are required by the district.

This is your "Welcome" page (which is an "About Teacher App"):

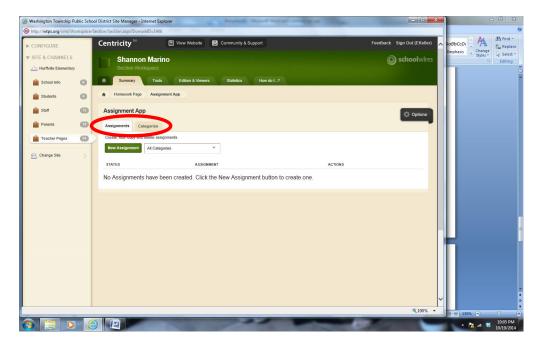
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If you click on the "Details" tab of the Welcome Page you can add your contact information that is to be displayed on the page.

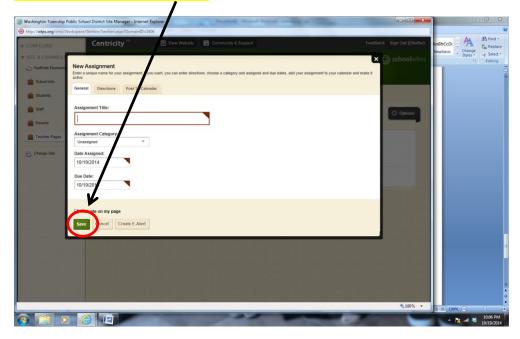


This is the "Homework" page (This is an "Assignment App"):

(Here you can create categories (subjects) and new assignments, along with the date they were assigned and the date they are due.)

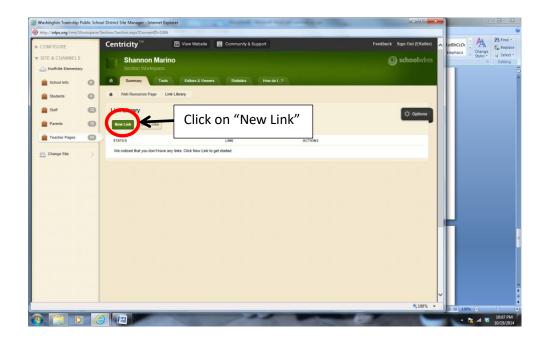


Give an assignment title like "Worksheet p. 58"...assignment category "Math" and date assigned and due date. Be sure to click SAVE after you are done!



#### This is your "Web Resources" page (This is a "Link Library App"):

(Here **you** can add links to sites that you may use in Centers/Stations, sites that you use in class, or links to GHES site, AR Book finder...Web 2.0 sites like Voki, Wordle, Little Bird Tales, Padlet, etc.)



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		correct.)

#### This is the "Class Calendar" page (This is a "Calendar App"):

(It is recommended that you keep this on your page, only because it is populated with important dates from the school/district website.) You can also add your own events like a field trip or party...project deadline...due dates for homework assignments, etc.

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When you want to manage how a page looks (add a picture/image, add a sidebar, rearrange your text and images, etc.), you can do that in the "Manage Apps & Layout" part of "Actions".

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Once you click on "Manage Apps & Layout", you are in the "Design Mode" of the page. Here you can add an app and/or change the layout (the way the page hocks or is set up).

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When you choose to "Add App", this menu pops up and you get to choose which type of app you want to use:

Washington Township Public School District Site Manager	- Internet Explorer		
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\*Remember...the "Flex Editor App" is a good default app to use. It is very versatile...looks a lot like MS Word...and you can manipulate the text. (FYI...remember there are not a lot of options when it comes to font style and color so you may want to open a Word doc up and type your info in there...and then copy and paste it into the flex editor app.)

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This is the window you get when you want to add an "Image App":

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After you added the App that you wanted, you can click and drag the apps around to move them to where you want them to go.

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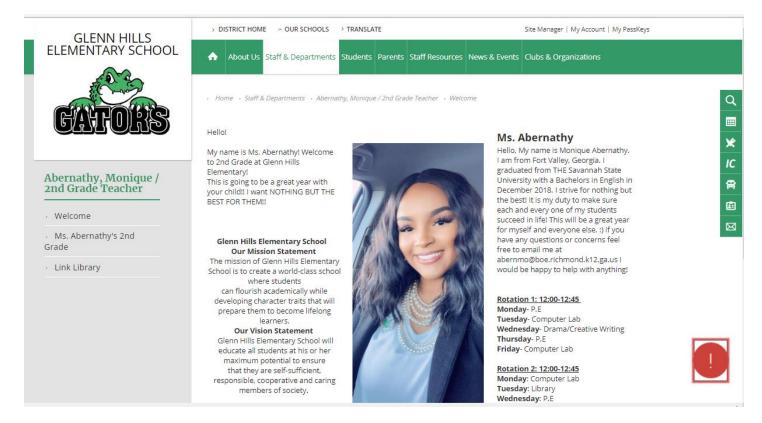
You can even change the order of your pages in "Organize Pages" tab by clicking and dragging the pages in the order that you want them:

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Remember...this is the "Edit" mode of your Teacher Page...

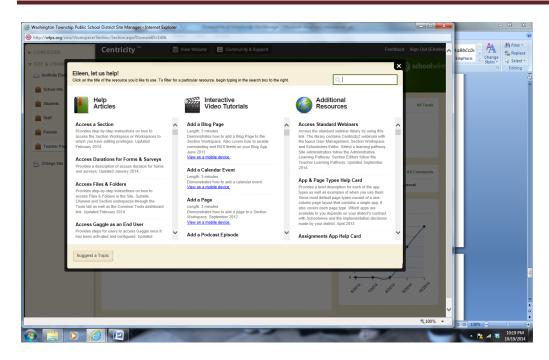
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And this is the "Read" mode (what everyone will see) of your Teacher Page...



#### This is the "How do I...?" tab of your Teacher Page:

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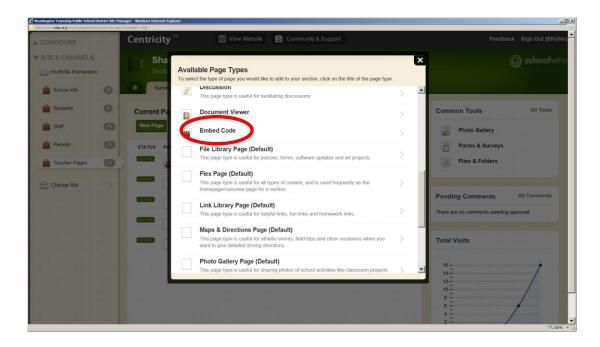
# Lots of great tips in here! 🙂

If you want to embed a video onto your teacher page, you can use "Embed Code" App:

(Here you can copy and paste a video embed code into the app so the video will be what the viewers see (not a link that they have to click on).

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Click on "Embed Code":



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Students Staff Parents Teacher Pages Change Site	000	Current Pac New Page	Page Name: This is the page name users will see in your navigation. Understanding the Common Core	Common Tools     All Tools       Image: Photo Gallery     Portons & Surveys       Image: Primes & Surveys     Primes & Folders       Pending Comments     All Comments       There are no comments eweiting approval     Total Visits
			Save	

The page will show up on your list of pages.

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Then just copy and paste the embed code from the video that you want to use.

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Remember to click "Save" when done!

Last, but not least...

Just a few suggestions:

- 1) If you are going to add an attachment (such as a homework assignment), upload a pdf file instead of a Microsoft Word document. Not everyone has MS Word at home.
- 2) Make sure that the links in a link library app are not going through by clicking View Website.