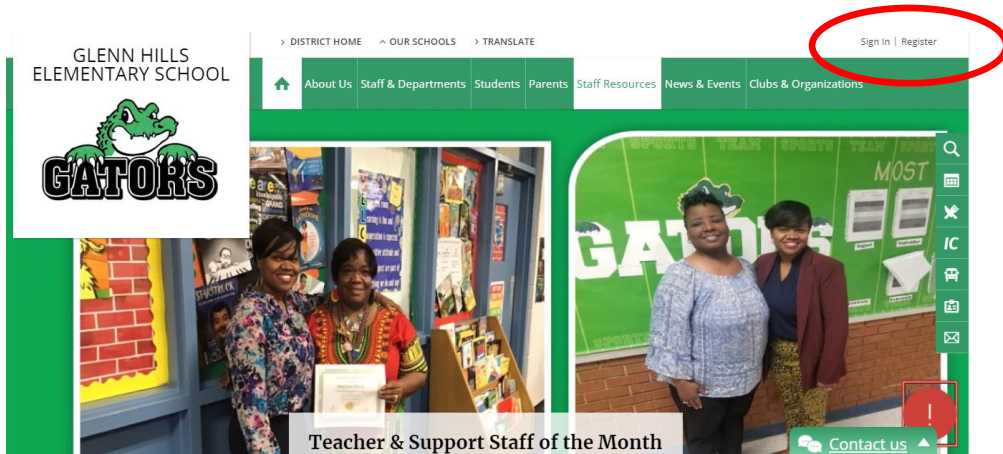
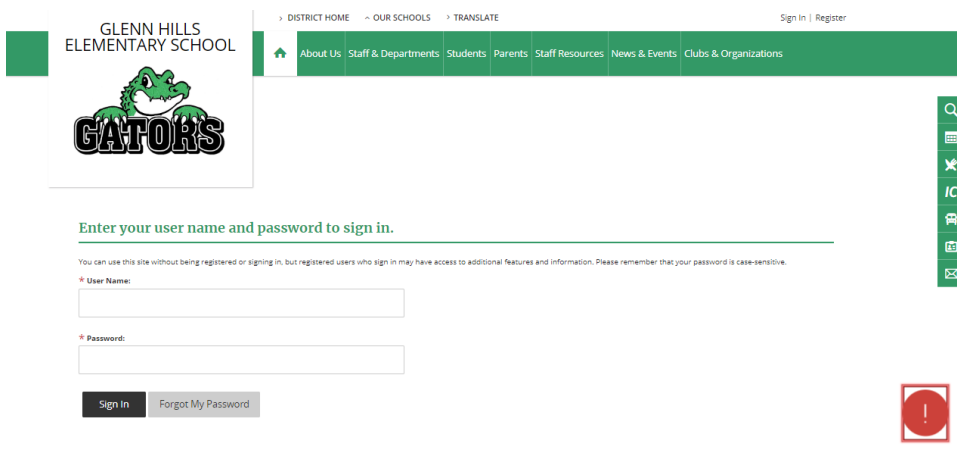


Step-by-Step Directions for Getting Started in Schoolwires

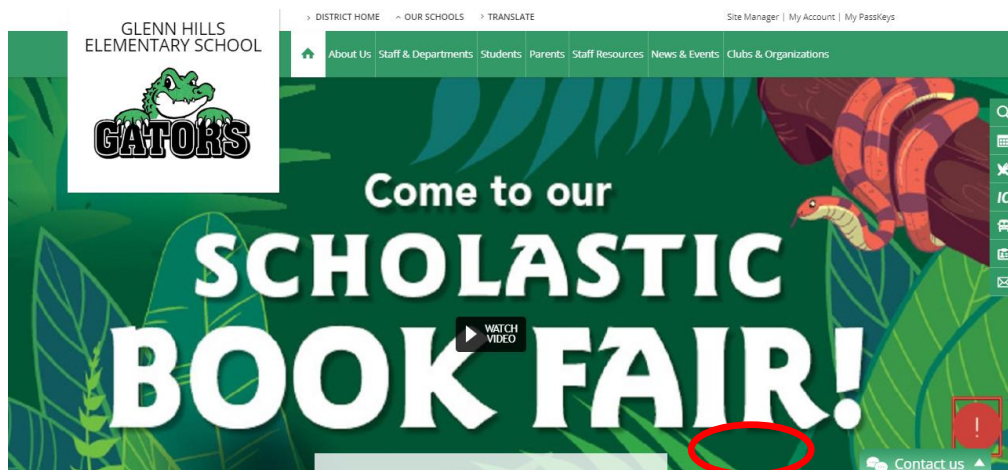
Step 1: Click on "Sign In"



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")



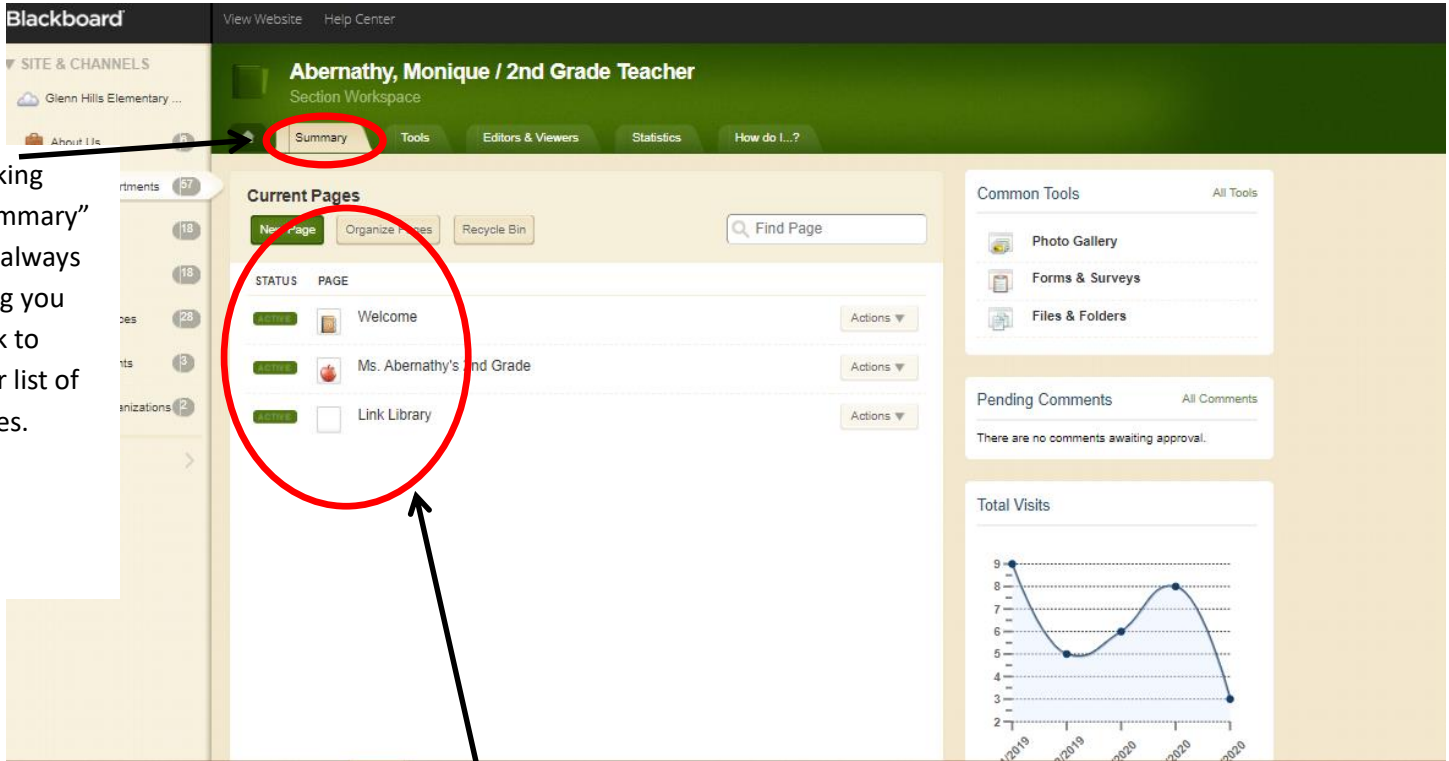
Step 3: Click on "Site Manager" to edit your teacher page.



Step-by-Step Directions for Getting Started in Schoolwires

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

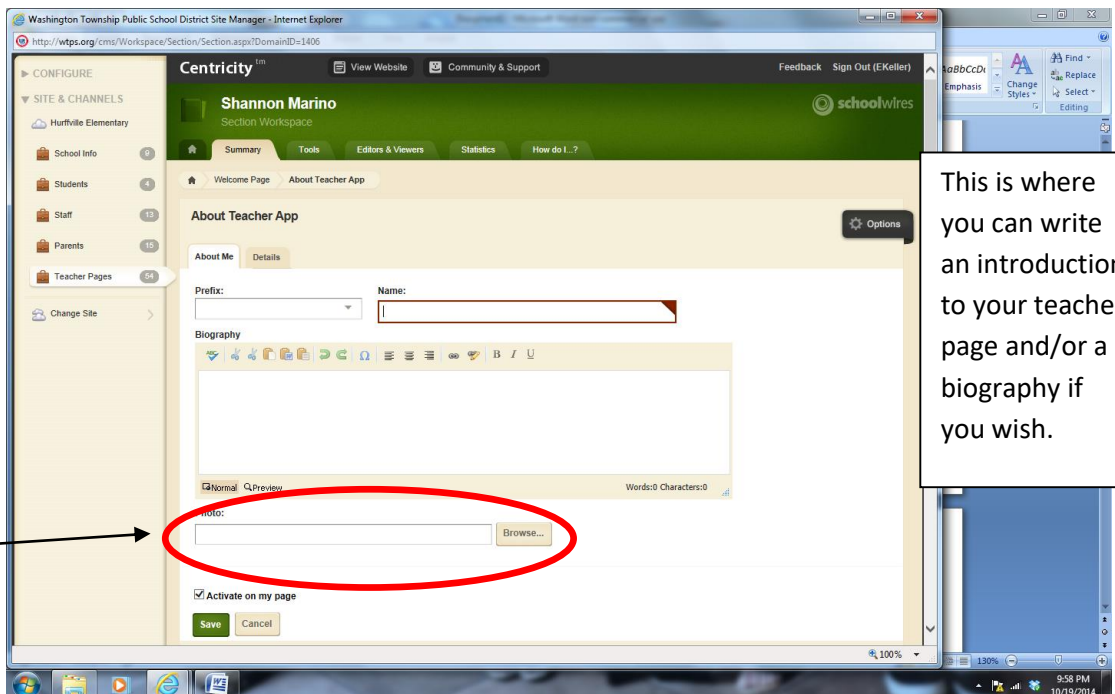
Clicking "Summary" will always bring you back to your list of pages.



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"):

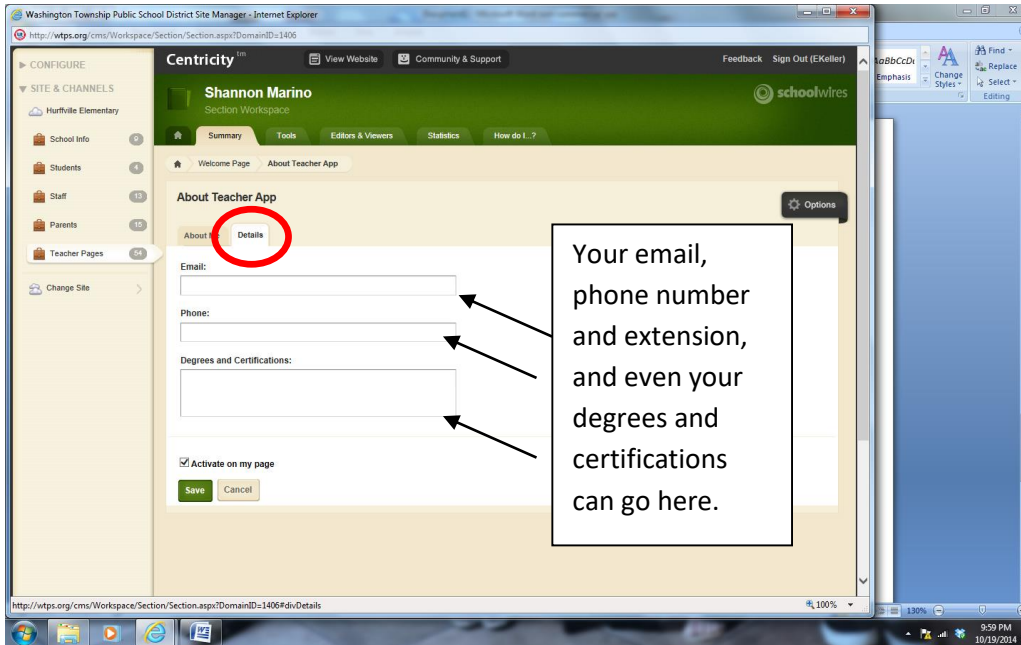
You can even upload an image of yourself or a piece of clipart.



This is where you can write an introduction to your teacher page and/or a biography if you wish.

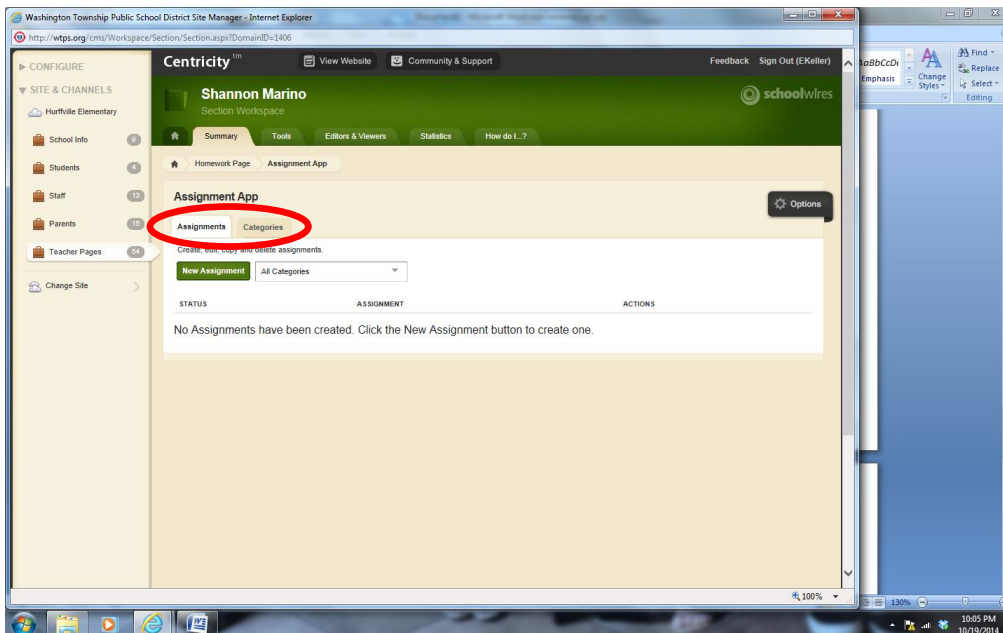
Step-by-Step Directions for Getting Started in Schoolwires

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.



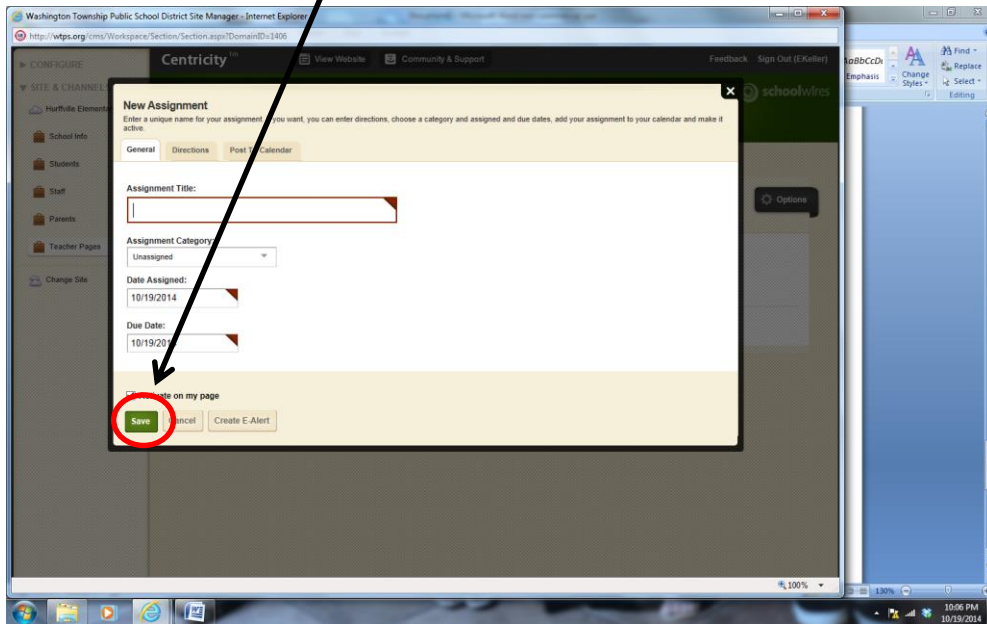
This is the “Homework” page (This is an “Assignment App”):

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



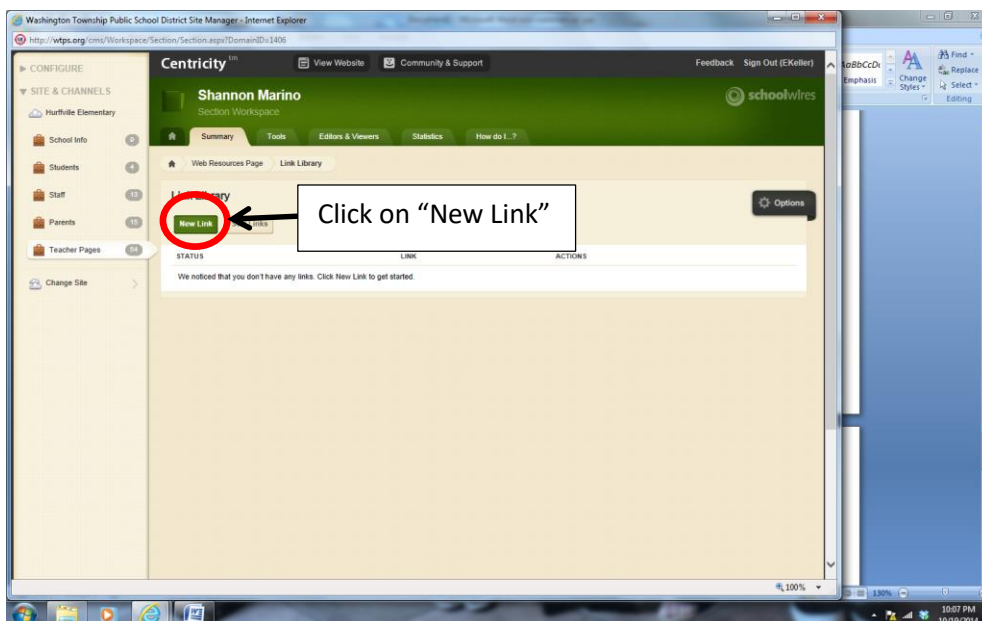
Step-by-Step Directions for Getting Started in Schoolwires

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!**

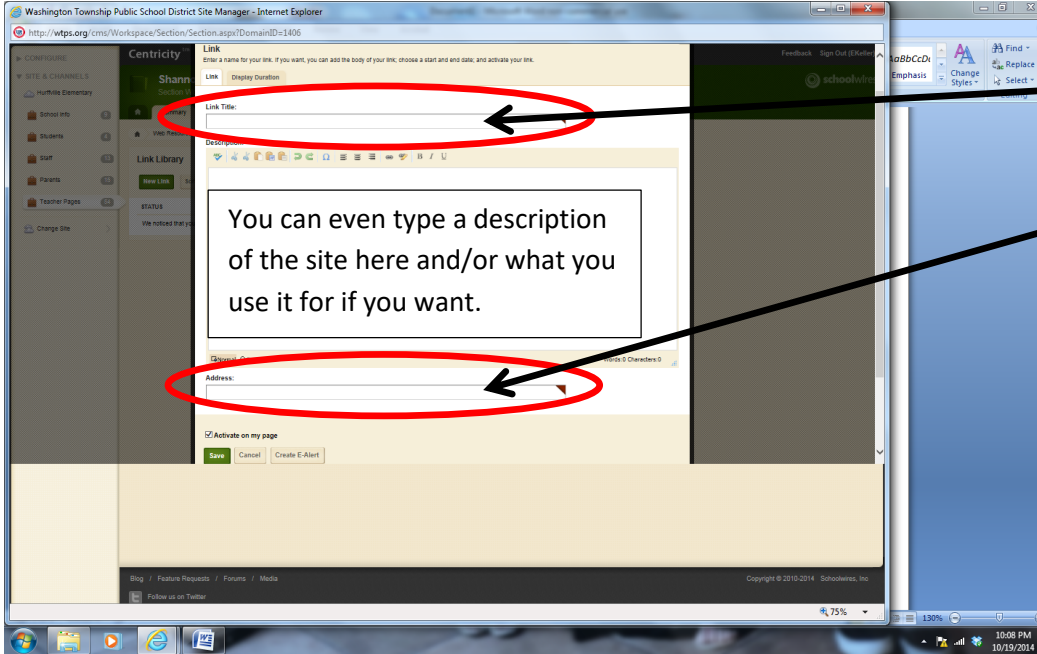


This is your “Web Resources” page (This is a “Link Library App”):

(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.)



Step-by-Step Directions for Getting Started in Schoolwires

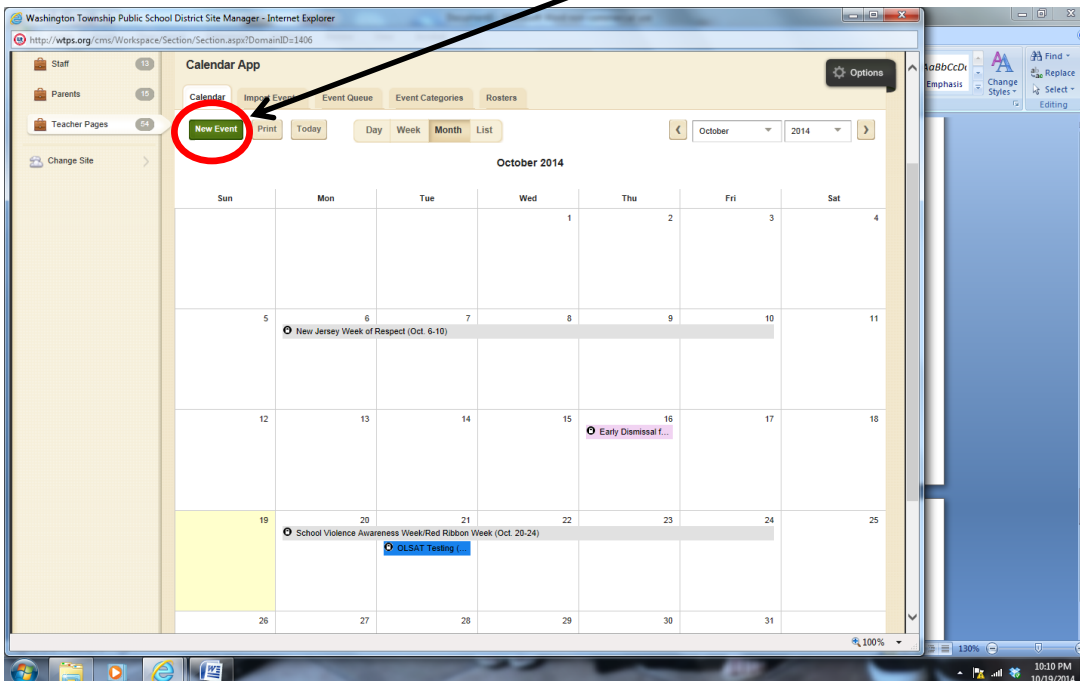


First, give the link a **title** (like Cool Math), and then you can type the **address** of the site in here.

(Sometimes it may be easier to open up another internet window and go to the site, and then copy and paste it from the address bar so that you have it correct.)

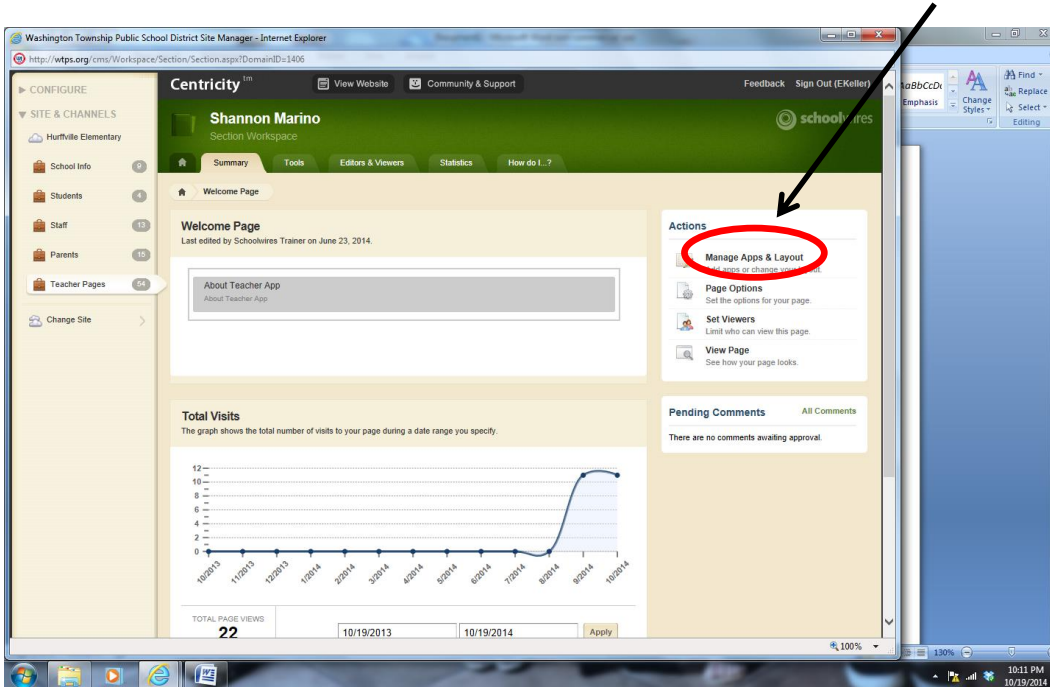
This is the “Class Calendar” page (This is a “Calendar App”):

(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.

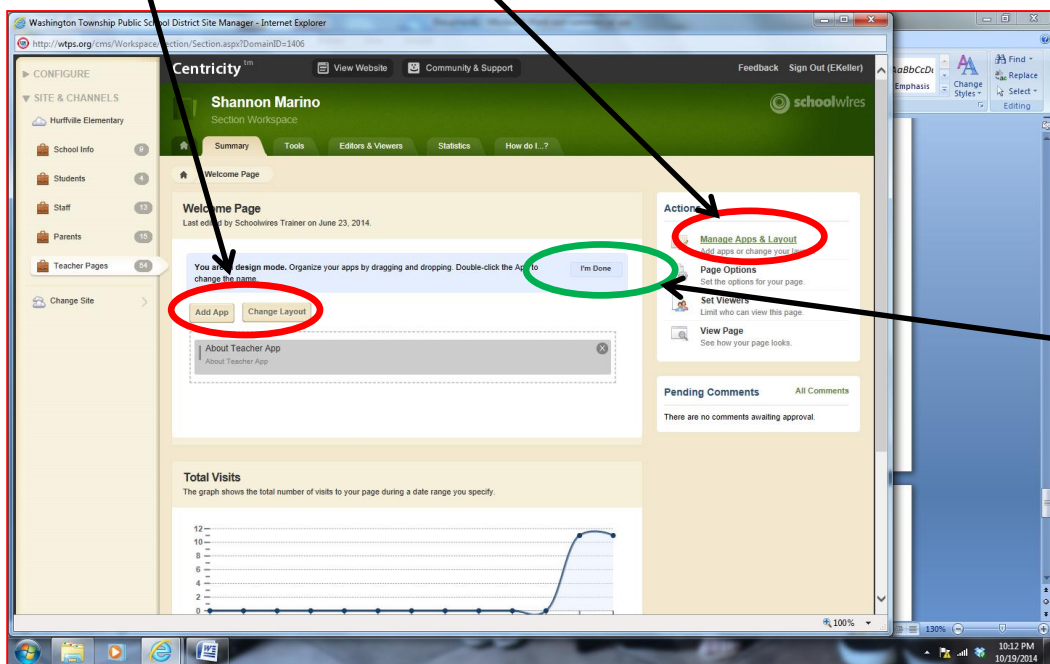


Step-by-Step Directions for Getting Started in Schoolwires

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”.



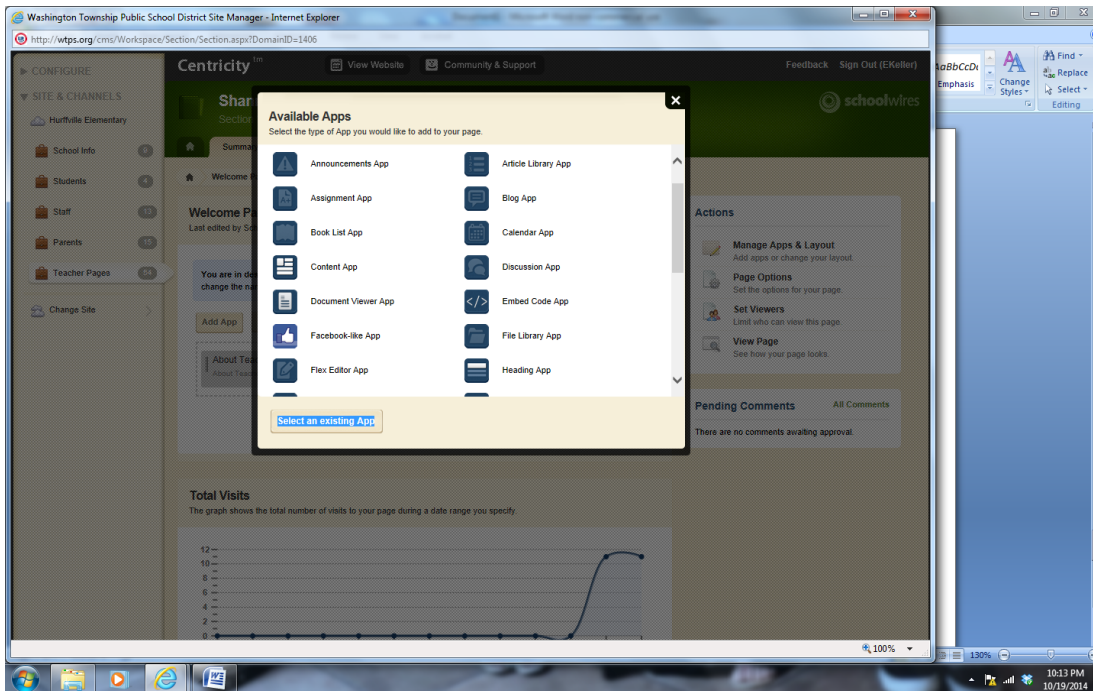
Once you click on “Manage Apps & Layout”, you are in the “Design Mode” of the page. Here you can **add an app and/or change the layout** (the way the page looks or is set up).



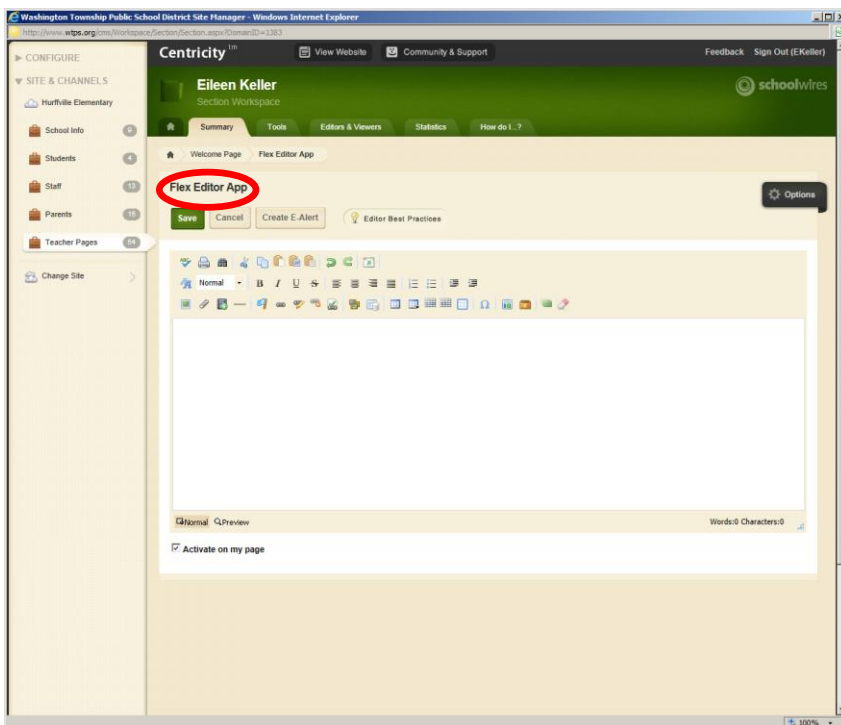
When you choose to “Add App”, **this menu pops up** and you get to choose which type of app you want to use:



Step-by-Step Directions for Getting Started in Schoolwires

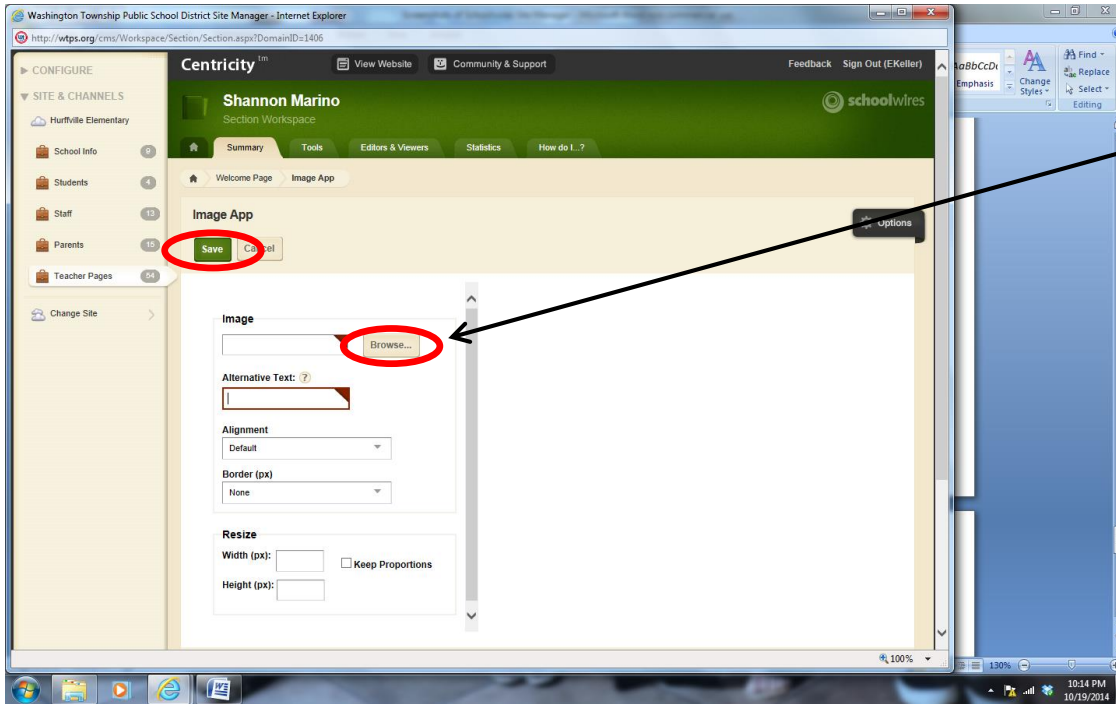


*Remember...the "Flex Editor App" is a good default app to use. It is very versatile...looks a lot like MS Word...and you can manipulate the text. (FYI...remember there are not a lot of options when it comes to font style and color so you may want to open a Word doc up and type your info in there...and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



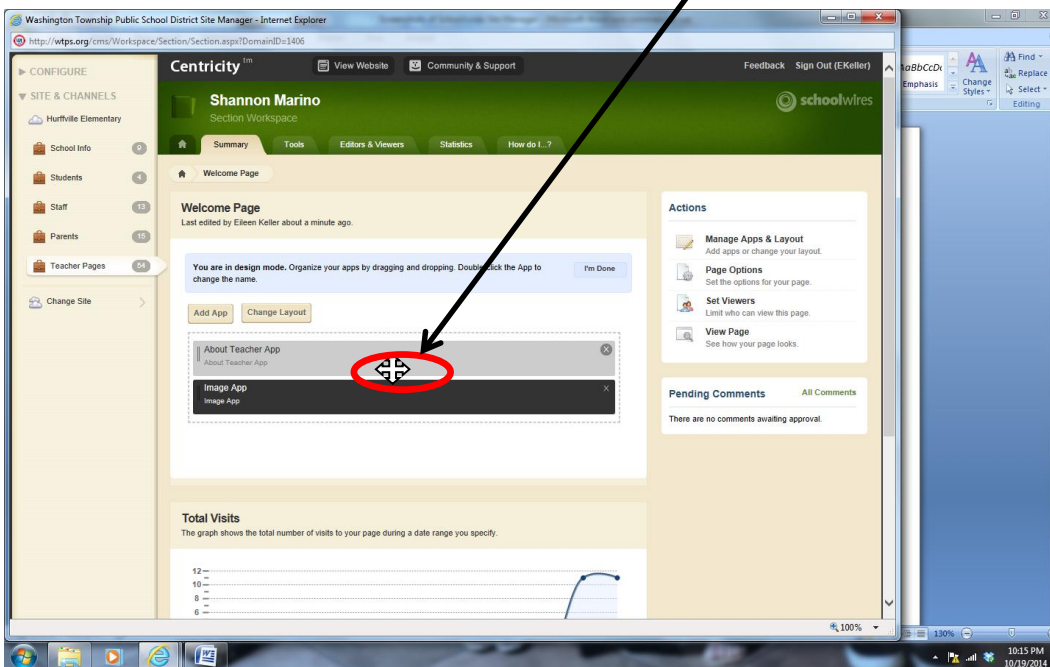
This is the window you get when you want to add an "Image App":

Step-by-Step Directions for Getting Started in Schoolwires



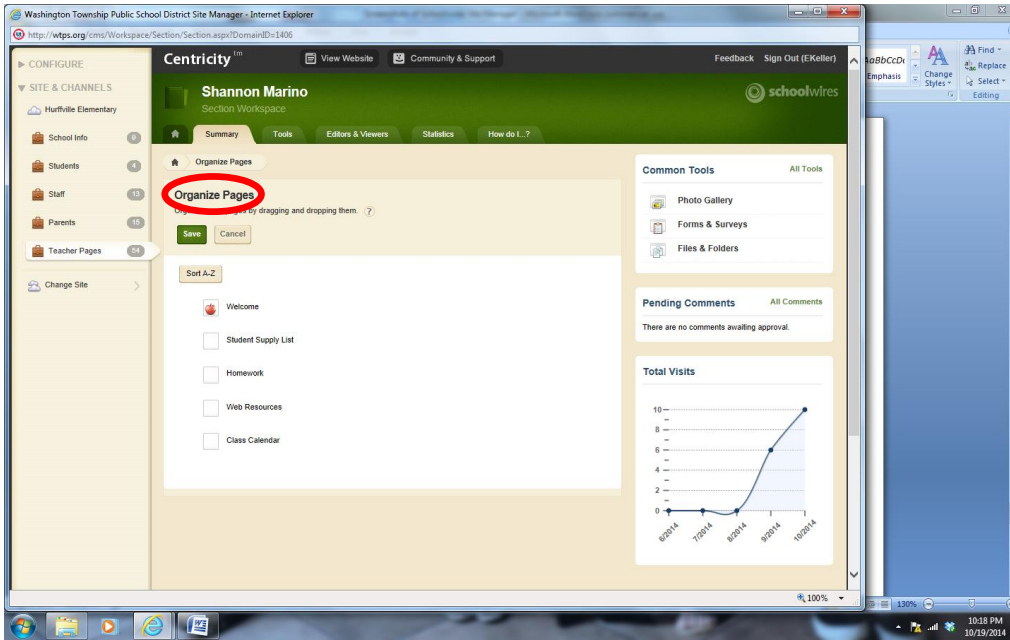
Browse for an image here, and then give it an "Alternative Text" name (make it up), and then make sure that you SAVE before you get out of this window.

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.

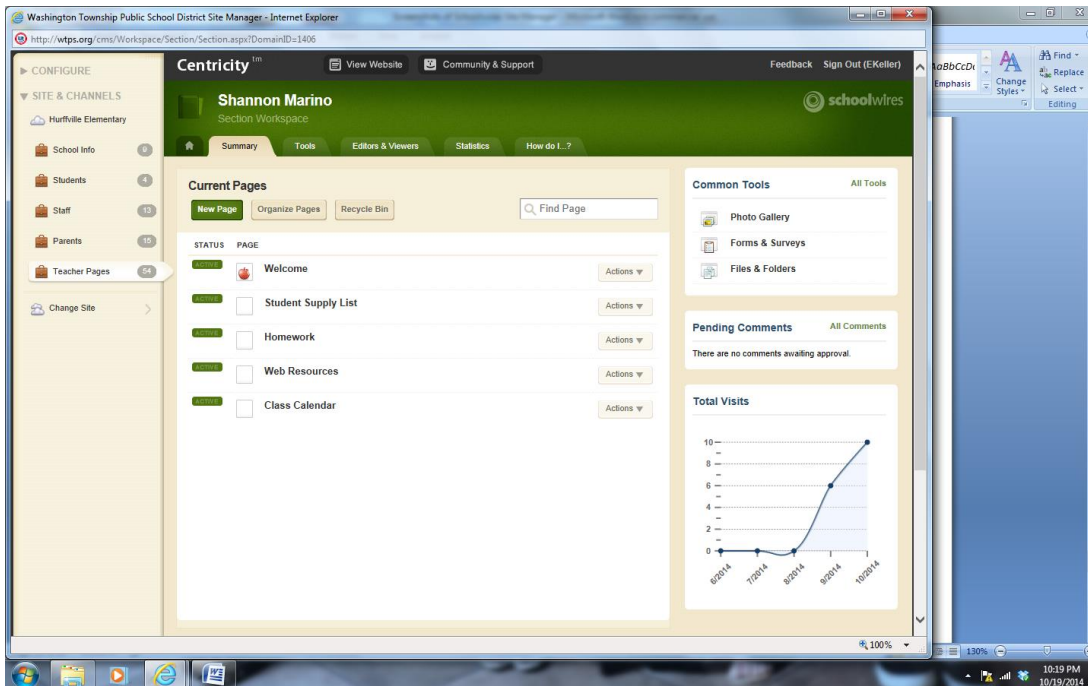


You can even change the order of your pages in "Organize Pages" tab by clicking and dragging the pages in the order that you want them:

Step-by-Step Directions for Getting Started in Schoolwires



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



Step-by-Step Directions for Getting Started in Schoolwires

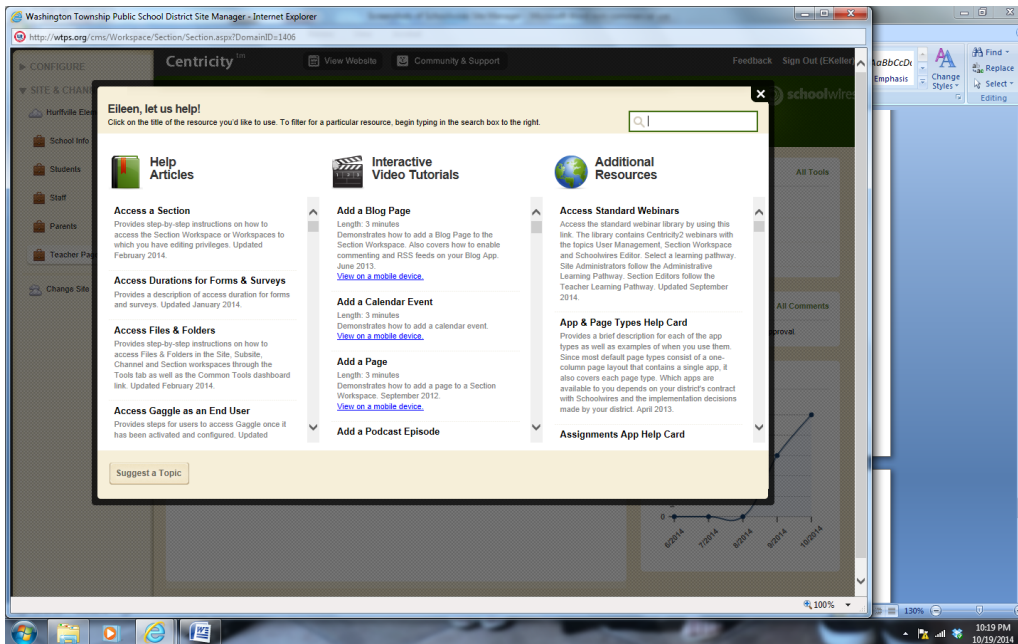
And this is the “Read” mode (what everyone will see) of your Teacher Page...

The screenshot shows a web page for Glenn Hills Elementary School. The header includes navigation links: DISTRICT HOME, OUR SCHOOLS, TRANSLATE, Site Manager, My Account, and My PassKeys. A green navigation bar contains links for About Us, Staff & Departments, Students, Parents, Staff Resources, News & Events, and Clubs & Organizations. The main content area features a welcome message from Ms. Monique Abernathy, a photo of her, and the school's mission and vision statements. A sidebar on the left lists navigation options like Welcome, Ms. Abernathy's 2nd Grade, and Link Library. A vertical toolbar on the right contains icons for search, calendar, and other functions. A red warning icon is visible in the bottom right corner.

This is the “How do I...?” tab of your Teacher Page:

The screenshot shows the 'How do I...?' tab in a teacher's workspace. The page title is 'Shannon Marino' and the user is identified as 'Hurville Elementary'. The 'How do I...?' tab is circled in red. The main content area displays a list of 'Current Pages' with columns for 'STATUS', 'PAGE', and 'Actions'. The pages listed are Welcome, Student Supply List, Homework, Web Resources, and Class Calendar. To the right, there are sections for 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments' (None), and 'Total Visits' (A line graph showing an upward trend in visits from 6/2014 to 10/2014).

Step-by-Step Directions for Getting Started in Schoolwires

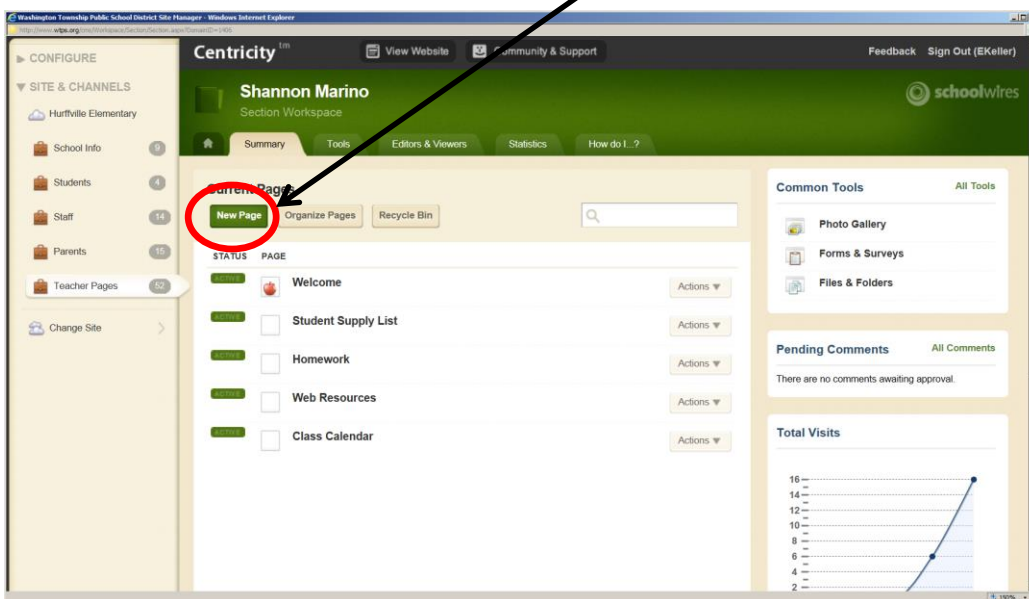


Lots of great tips in here! 😊

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

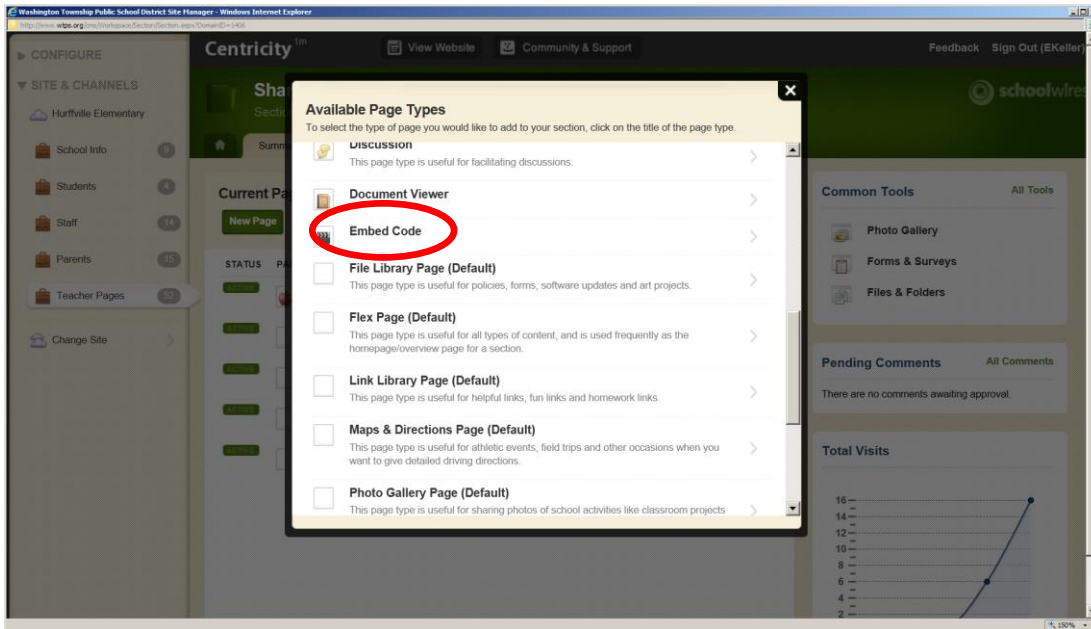
(Here you can copy and paste a video embed code into the app so the video will be what the viewers see (not a link that they have to click on).

To add an “Embed Code” App page, first click on “New Page”.

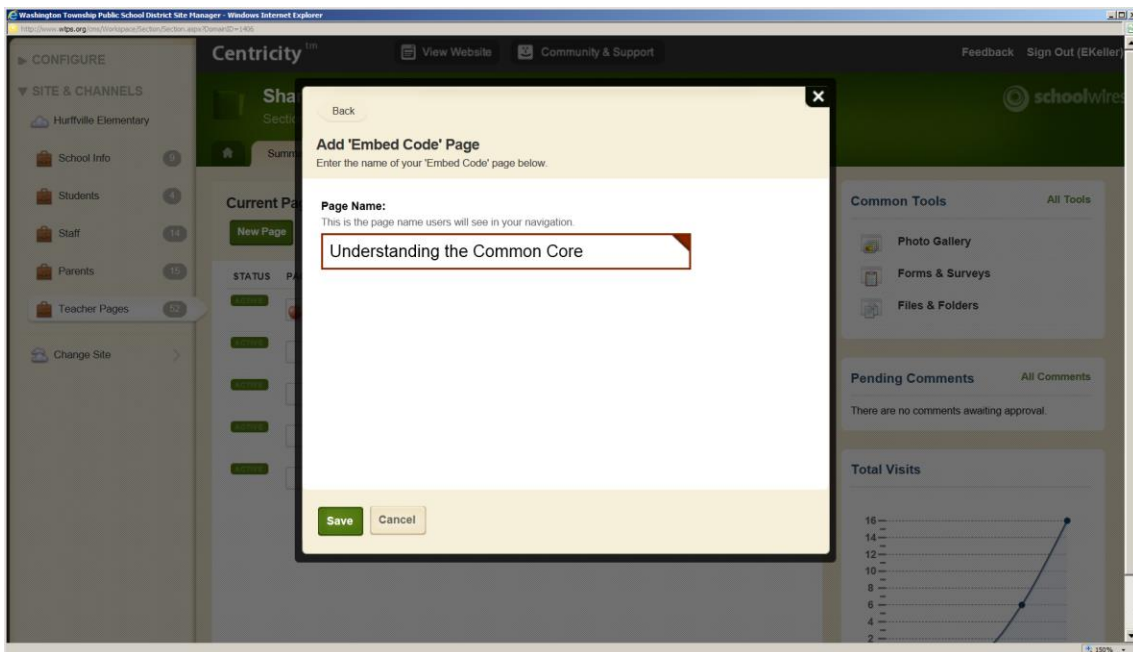


Click on “Embed Code”:

Step-by-Step Directions for Getting Started in Schoolwires

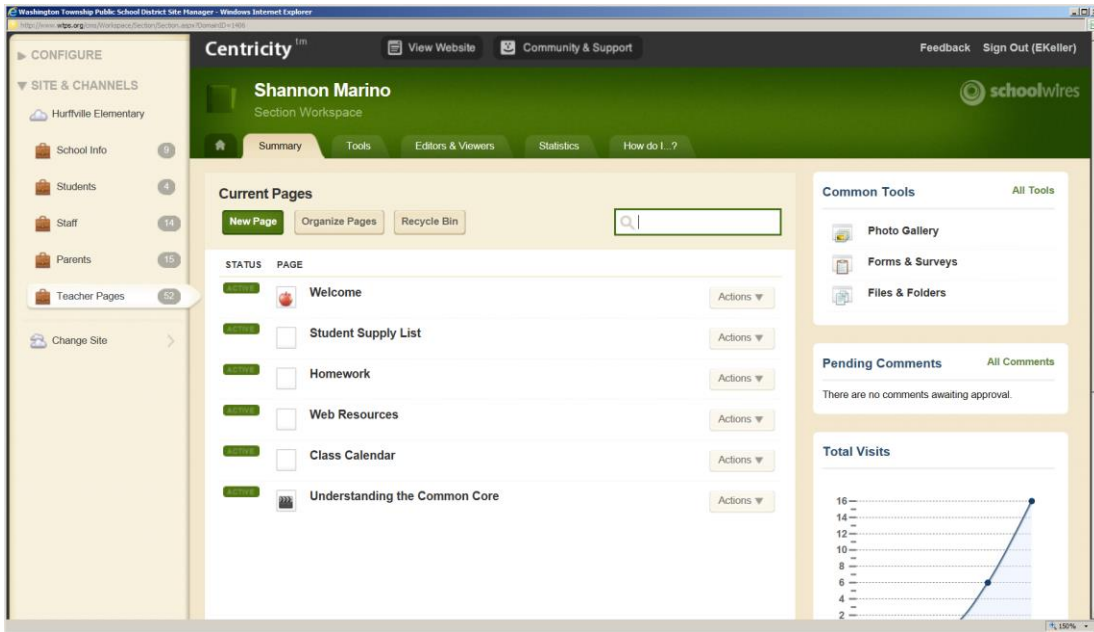


Add a "Page Name":

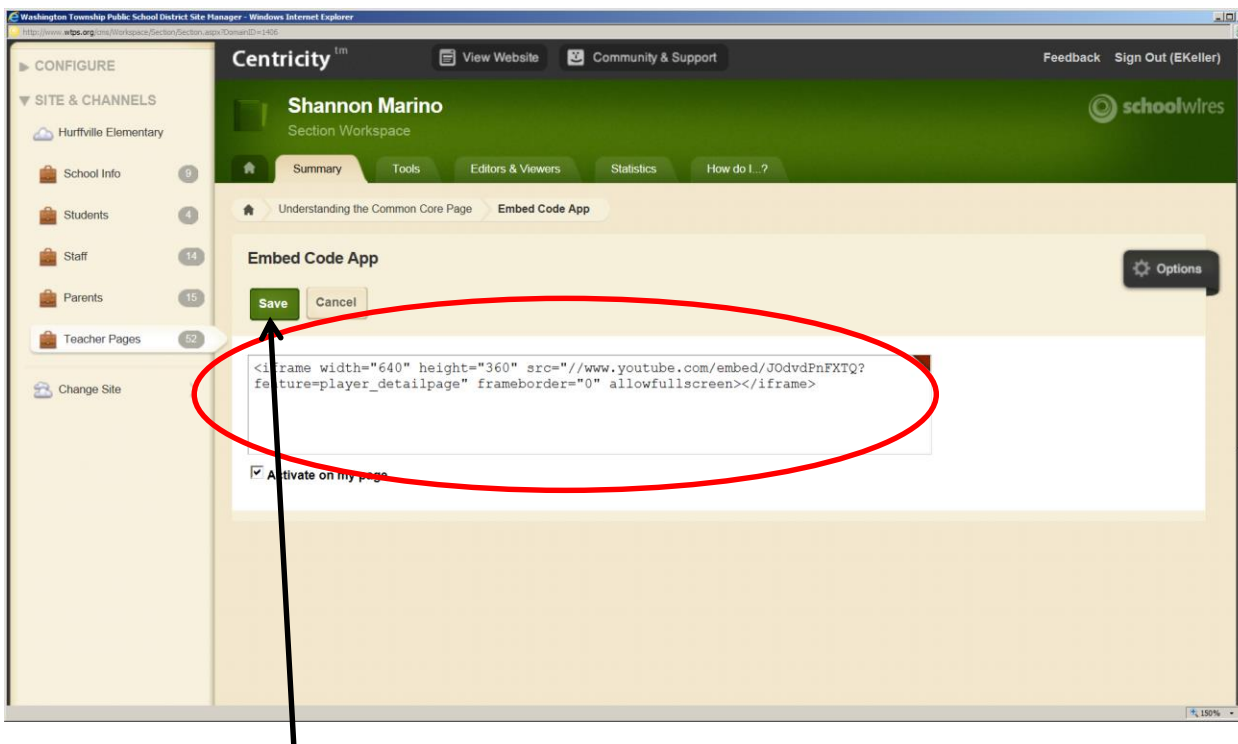


The page will show up on your list of pages.

Step-by-Step Directions for Getting Started in Schoolwires



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



Remember to click "Save" when done!

Last, but not least...

Step-by-Step Directions for Getting Started in Schoolwires

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.