

# Teacher Website Notes

## Schoolwires Sign-in

Use Chrome or Firefox to go to <http://rcboe.schoolwires.net/site/default.aspx?PageID=1#>. You can sign-in on any RCSS webpage. At the top right, login with your RCSS UN and PW. Click on **Site Manager** to manage your teacher webpage.

## Adding Apps

See the top green **Section Work Space ribbon** named for you. Underneath the **Summary tab/Current Pages**, see a listing of the current pages that are set-up on your teacher webpage.

- Click to open your **Welcome Page**. Apps may already be loaded for immediate use.
- Go to grayed out **Welcome Message (Contact App)**. Click to edit your Welcome page. You can add a text, Mission, Motto, and images to your welcome message> **SAVE**.
- Click on the **Summary Tab** to return to your Current Pages.
- Click on grayed-out **About Teacher App** tab to add bio, image, and contact information about yourself> **SAVE**.
- Notice the **View Page** tabs on the right side and top black border. Click to see your webpage as viewers see it on the internet. **Click X** to close out of the view page.
- Always click on the **Summary Tab** to return to your Current Pages.

From the **Summary tab/Current Pages** add a new page. (The most popular apps are suggested below.)

- Click the green **New Page button**. Select the app you would like to add onto a new page. Name it and **SAVE**. (see the How Do I? video - [Adding a Page](#)). The new page is now listed under Current Pages.
- Click New Page. Add the **Link Library App**. Edit to save quick links for student use.
- Click New Page. Add the **Photo Gallery App**. Edit to add images for a photo slideshow.
- Click New Page. Add **Blank Page App**. Click on the **Page Options action**. Find the words **Map Page to Web Address**. Paste a website link that will directly send viewers to a chosen website.
- Click New Page. **Add Document Viewer App**. This app allows an upload of a full-page document to your website. Viewers can download the document. (Do not use more than one Document App on a webpage).
- Always click on the **Summary Tab** to return to your Current Pages.

## Designing Your Webpages

- From the **Summary tab/Current Pages** click on the current page you want to craft. Click the grayed-out app box to design the webpage.
- Use the **Manage Apps & Layout action** to add apps to the web page or select a layout for a chosen web page. **Click I'm Done** to exit this design mode.
- Use **Organize Tab** to reorder the pages on your website.
- Always click on the **Summary Tab** to return to your Current Pages.
- Click the green **Active/Inactive button** to control which pages are live on the internet.
- Click the **Organize Pages button** to order the pages on your teacher webpage.

## Multiple Apps on a Webpage

A web page can host multiple apps. (Do not use more than one Document App on a webpage).

- Click the green **New Page button**> choose **Blank Page App**. Name it and SAVE. On the right side of the page click **Manage Apps and Layout** to enter Design Mode.
- Click **Add App** to select and create apps you want to build onto a web page.
- Click **Change Layout** to select a page layout then drag the selected apps into position. Push **I'm Done** to save your page design and to exit Design Mode.
- Click on the grayed-out app to add content. ([See Working with new Apps tutorial](#))

## Other Useful Apps

**Other Useful Apps** to add to your webpage. Click the **Manage Apps and Layout** action.

- Use the **Embed Code App** to display or embed media on a webpage.
- Use the **Premium Video App** to create a video gallery.
- Use the **Image App** to insert a single image on a page.
- Use **Content App or Announcements App** to add text, images, file links, and embedded media on a webpage.
- Add a **Calendar App** to feature dates and times for events or due dates.
- Use the **Assignments App** to organize homework and assignments with due dates.
- Use the **File Library App** to upload downloadable files to your teacher webpage.

### **About Your Section Workspace Ribbon**

- **Summary Tab** lists all your current pages. It is like a home page or start page.
- **Tools tab-** Click on **Files & Folders** to upload file to be stored on the Schoolwires site.
- Click the **How do I?** tab to view helpful videos& articles about creating webpages and using content apps.
- Notice the **View Website** tab over the green Section Workspace ribbon. Click it to view your live website.
- **Editors and Viewers tab-** You should be the assigned editor of your teacher webpage. You can assign other RCSS users editing permission for your teacher webpage. Editors can limit Viewers of your webpages.

### **Glenn Hills Elementary Teacher Webpage Checklist**

#### **REQUIRED**

- Welcome Page (with welcome message)
- Teacher Bio (Suggestions: education, degrees, classes taught, etc.)
- Photograph & Contact Information (includes Campus Phone Number and RCSS Email Address)
- ClassDojo invitation information
- GHE PBIS School-wide Expectations
- Link Resource Page
- Syllabus/Objectives (This may be a bulleted list, listed on calendar, weekly parent newsletter with activities, etc. (If I have a child absent, what did they miss this week?))
- Must be updated at least every 2 weeks and include current information
- Use only approved RCSS logos (available on District Home page)
- GHE and RCSS Vision and Mission Statements
- Keep consistent (2-3 colors, white backgrounds, and common DARK color fonts).
- Do not underline words (hyperlink).
- Avoid excessive clip art.
- Check student photo releases with front office.
- Accessible PDFs only. Do not upload MS Word documents.

**See Mrs. Hooks for help with teacher webpages.**