Schoolwires Training Guide for Michigan City Area Schools Teachers

For some, the prospect of creating a web page sounds as complicated as rocket science… while for others it sounds as easy as typing a Word document. No matter how **you** feel, there's no denying that a website can be a useful and effective tool that meets the needs of parents, students, teachers and the broader public. This document will give you some handy tips and resources to put together a teacher website using Schoolwires.

The first step in planning your teacher website is to be aware of the best practices for teacher websites. Please click the link in blue to review Schoolwire's Help Card of Best Practices before moving on.

Summary of Top Tips

1. Keep pages up-to-date.

2. Avoid leaving pages blank. You can make specific pages active or inactive without deleting.

3. Avoid using too many colors, fonts, animated images, etc. You want it to look professional. Your audience includes parents and other community members, not just students.

4. If you don't personally own an image or document, check the copyright to make sure you have the right to use it. Don't assume you have the right to use someone else's image or document (even if it's online) without express permission.

5. If you are posting photos of students, please be sure they have parent/guardian consent for "media" in RDS. If you identify a student in a photo, use first names and last initials only.

Brainstorm
Take some time and brainstorm. You may want to do this with members of your department, fellow teachers or Team members. Collaborating with others will make the process easier and lend continuity to your finished product.

Who is your audience?
Parents and students are the primary audience. Keep the audience's needs in mind when putting together your site and determining how users will navigate your site. Think of the information you are most asked for by parents. Putting this information online will save all parties time. How about students? Will putting handouts and worksheets online save you time when students are absent? If you are not sure what to include, consider asking parents and students what they would find useful.

What are the goals of this website?

What would you like to see change as a result of having this site? There can be many reasons, but here are a few examples:

- Allow 24/7 access to class resources.
- Reduce paper, increase organization.
- Create active learning opportunities online.
- More effective parent communication.
- Differentiate instruction

What elements would you like to have on your website?

You now have an idea of direction for your site. Now it is time to decide what elements, you want on your site. Create a list of elements you want to include in your website. This includes images, content, links, documents and page information. Here are just a few examples of website elements:

- Textbook
- Learning Resources
- Topics/Week 1 Activities
- Student Work
- Photos
- Events
- Calendar
- Class Documents
- Course Descriptions
- Forms/Documents
- Tutorials
- Videos
- Newsletter
- Webquests
- Biographical Info

If you know what you want, then identifying the steps to learn how to use Schoolwires will be much easier and the whole process will go much more quickly.

Here are a few things to remember:

- Keep it simple – A website is a place for the exchange of information. It does not need to be flashy, or complex. Keeping it simple will make it more manageable.
- Be realistic- In the beginning, posting a quote of the day sounds like a great idea, but will this be the first thing to go when classes begin. Set manageable goals.
- It is a process- If you are waiting to learn everything about technology before you use it, you will be waiting a long time. Identify the things that meet your goals, and master those steps. Do not feel the need to use every "bell and whistle". (See Tip 1)
- Talk to colleagues - Look at other teacher or staff pages, find ideas, and ask them how they did it!

Signing In

- Go to educatemc.net and click sign in.
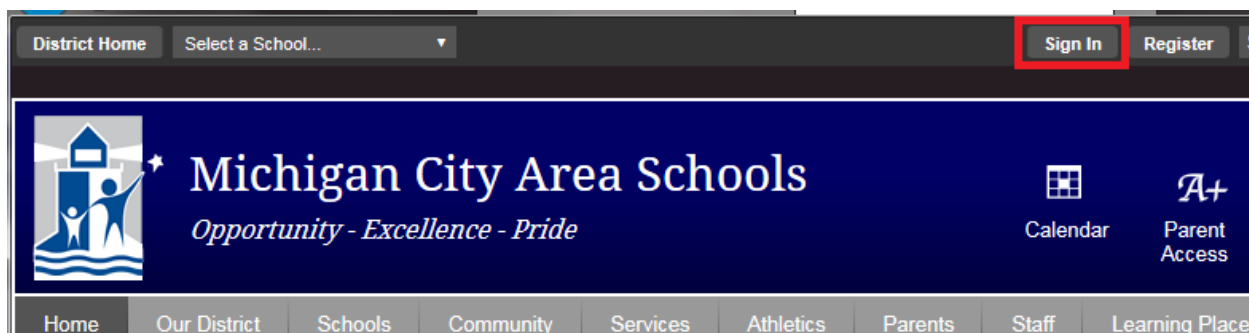
- Enter your MCAS user name and password to sign in. If you do not know your password, simply click 'Forgot My Password' at the bottom to have your password sent to you via email.

Enter your user name and password to sign in.

You can use this site without being registered or signing in, but registered users who sign in may have access to a
password is case-sensitive.

User Name:

isample

Password:

•••••••••••

[Sign In] [Forgot My Password]

After you log in, you will be able to access your account settings and the site manager.

o **My Account:** Click My Account, then Edit Account Settings to edit your contact information or change your
password.

District Home	Select a School... ▼		Site Manager	My Account ▼	Search

Edit Account Settings

Sign Out

Coolspring Elementary School

Hi, Ima Sample!
Update your personal information and account settings below.

[Sign Out]

Information
If you want, you can update your personal information.

👤 Information

📡 E-Alert Settings

▦ Subscriptions

▦ School Associations

▦ Connected Services

🔧 Change Password

🗑 Delete Account

User Name:

isample

Email Address:

isample@mcas.k12.in.us

First Name:

o **Site Manager:** Click Site Manager to edit your teacher page(s). This will open a new window that will give you
access to Section Workspace so you can make desired changes.

District Home	Select a School... ▼		Site Manager	My Account ▼	Search

Coolspring Elementary School

Editing Your Page Using Site Manager

When you click "Site Manager," your Section Workspace will open in a new window. In most cases, each teacher will only have ONE teacher site to maintain and your Section Workspace will look like this below. Keep reading to learn everything you can do in your Section Workspace and how to edit your pages! To sign out of the Site Manager at any time, click Sign Out – which will always appear in the top right hand corner of your screen.
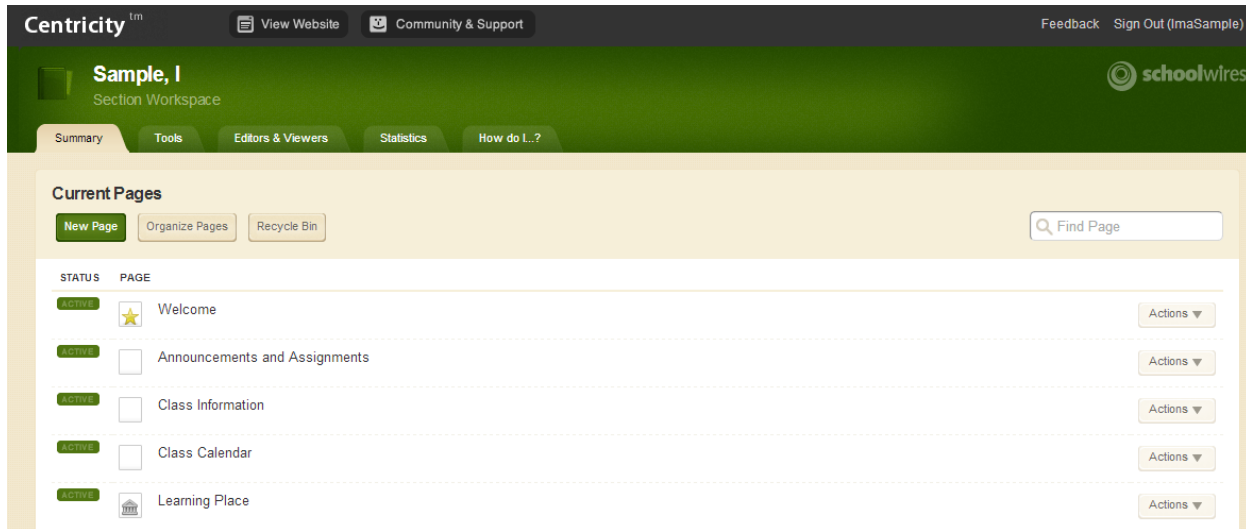

Navigating your Section Workspace

*** Before moving on, click here to watch the 27 minute webinar that gives a thorough walk-through of working in your Section Workspace.
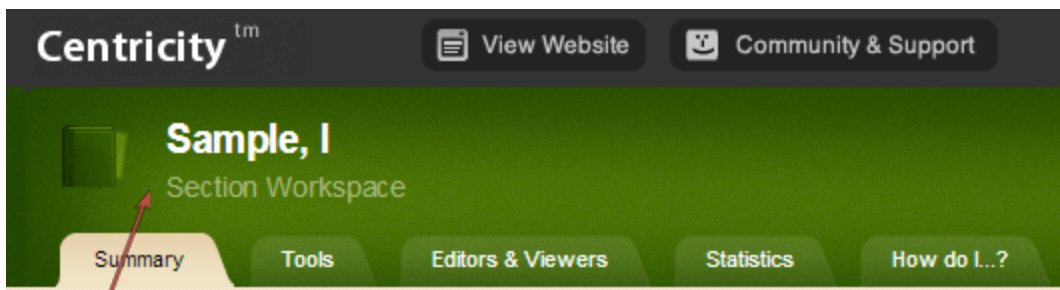
Here is a quick summary of how you can navigate within your Section Workspace.

- **Summary** This is where you go to edit, organize, hide/unhide your pages.
- **Tools** This is where you can upload files and photos, create surveys, and more!
- **Editors & Viewers** This is where you can add users who can edit your teacher pages. For example, if you have a student teacher or teacher assistant you can add their user name here and they will also have access to edit your pages.
- **Statistics** This is where you can see how many people have visited your teacher page and other section statistics.
- **How Do I...?** This is a VERY important section! If you need help with ANYTHING, you will find your answer here. You can find Help Articles and **Interactive** Video Tutorials that can make learning how to set up your pages a breeze!

- **View Website** When you click View Website, your personal teacher webpage will open. In most cases, it will have minimum information and will look **like the page below**. You can click View Website at any time to see updates you have made immediately! Click the X in the top right hand corner to leave your page view and return to your Section Workspace.
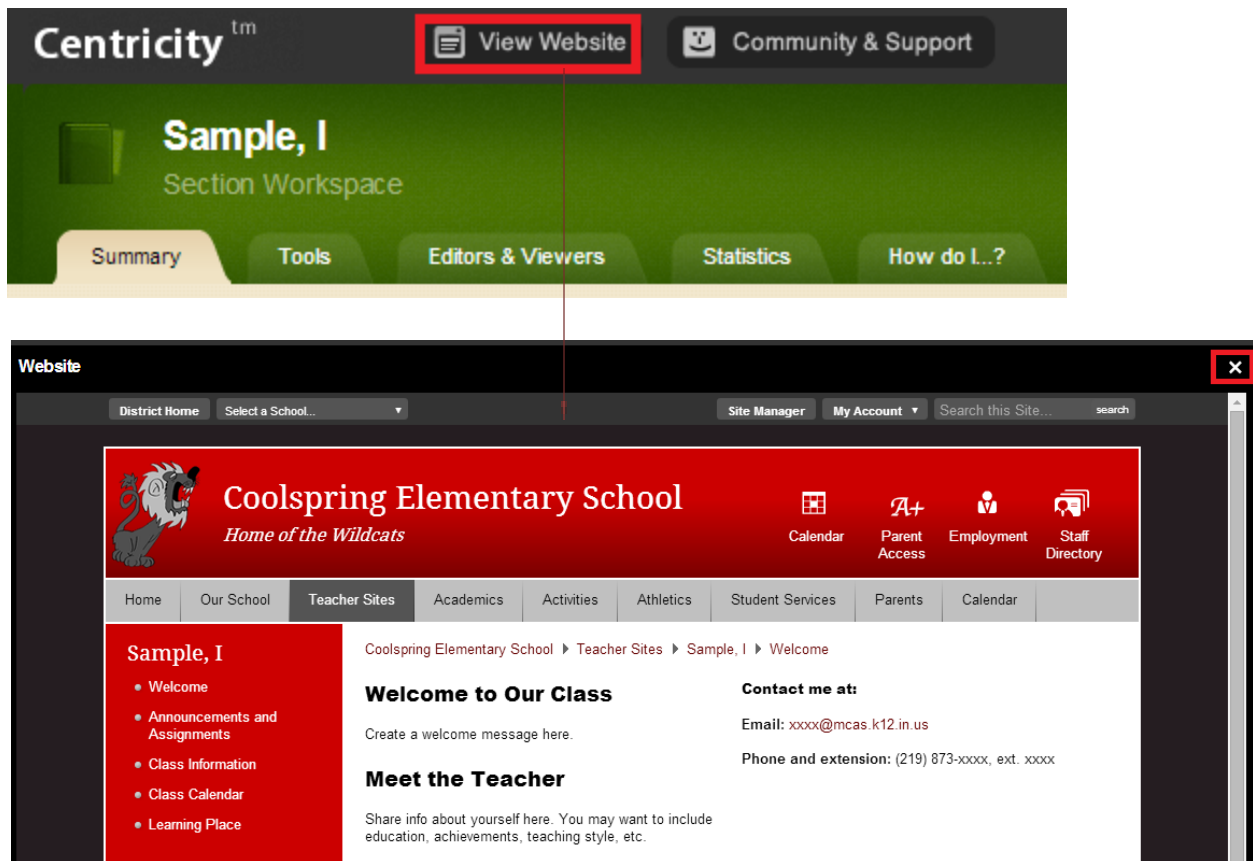

TO DO – Complete Teacher Site(s)

Your goal? To make your page WORK for you! This is a page for not only students but also parents and community members to learn about our amazing teachers and schools! ** Please complete ALL ACTION ITEMS IN BLUE to complete your teacher site's minimum requirements. We promise, one you get the hang of it, it will be simple!

STEP 1

- Sign in and open your Section Workspace in Site Manager. Click on your Welcome page.
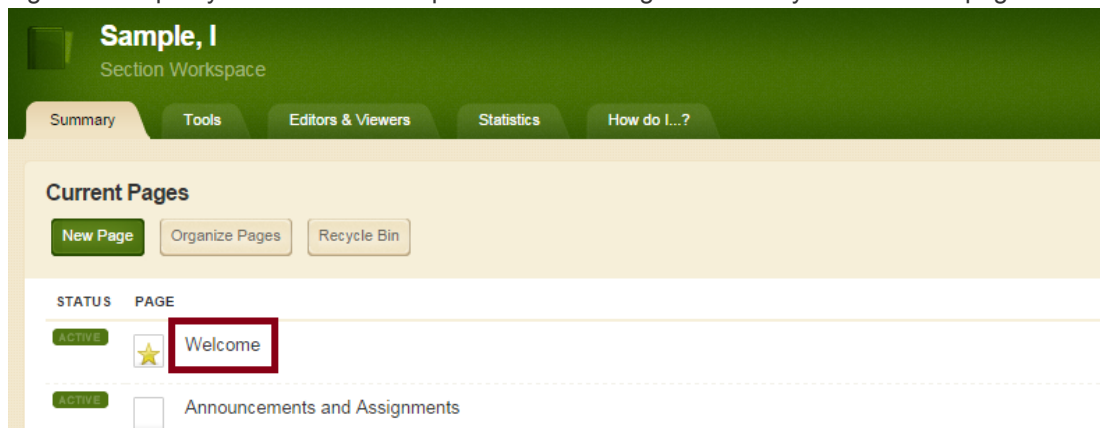
- Four sections are available by default to open and edit. Remember, you can add and remove sections or change the page layout if you would like by using the Actions on the right hand side of the page.
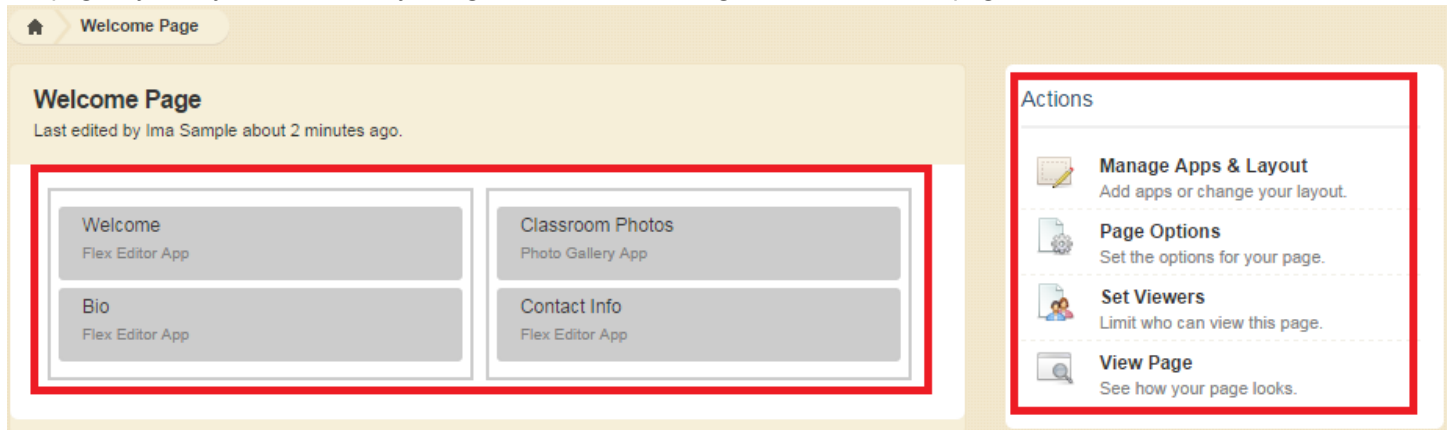
- o **Welcome** Here is where you write an introduction to welcome students, parents and any other visitors to your classroom's site. If you have never edited this section before, the default text "*Welcome to Our Class. Create a welcome message here.*" will appear. Make sure to delete any text you do not want to appear on your live site. So even if you do not add anything to this section, make sure to delete "*Create a welcome message here*" and press Save. Then click Welcome Page in the breadcrumb trail to return to the previous section and edit the remaining three sections in your Welcome Page.
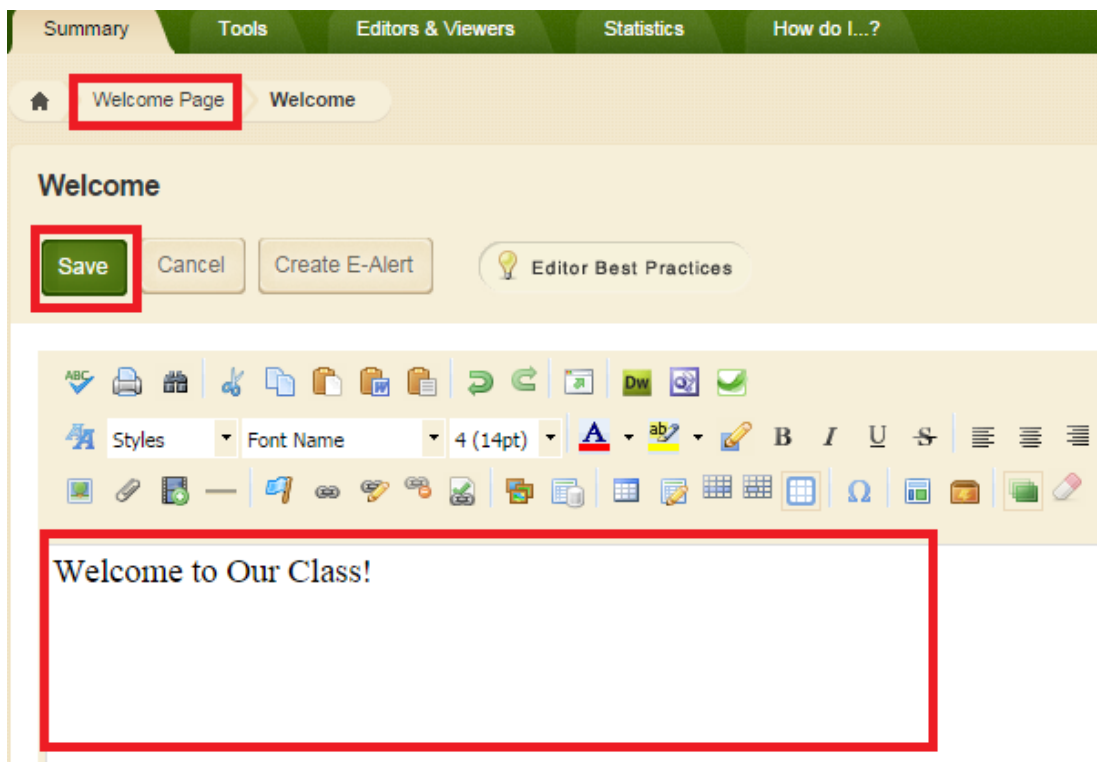
- o **Bio** Here is where you let your students and parents know a little about yourself! If you have never edited this section before, the default text "*Meet the Teacher. Share info about yourself here…*" will appear. Make sure to delete any text you do not want to appear on your live site. Make sure to press Save after making your updates. Make sure to list the following:
  - o Your credentials (degrees, schools attended, honors received, areas of specialty)
  - o Extracurricular activities you may be involved in at your school
  - o Hobbies, interests or any other fun facts about yourself!
  - o A PHOTO OF YOURSELF!

SAMPLE TEACHER BIO:

Meet the Teacher - Ms. Ima Sample

The 2014-2015 school year is my fifth year as a classroom teacher and my first year at Coolspring Elementary School. Prior to this year I taught multiple science courses to students in grades 8 - 12 in my hometown of Austin, Texas.

My husband and I met at The University of Texas and we have recently moved to Michigan City, my husband's hometown, near friends and family. We are enjoying settling into our new community with our Kindergarten son as well as our two dogs Salt and Pepper who have been helping us meet our new neighbors with their energetic evening walks. In my spare time I love growing in my skills as an amateur photographer. I also am excited to be a part of Coolspring's Newspaper Club, both writing articles and taking photographs at school events! Let's have a great year!
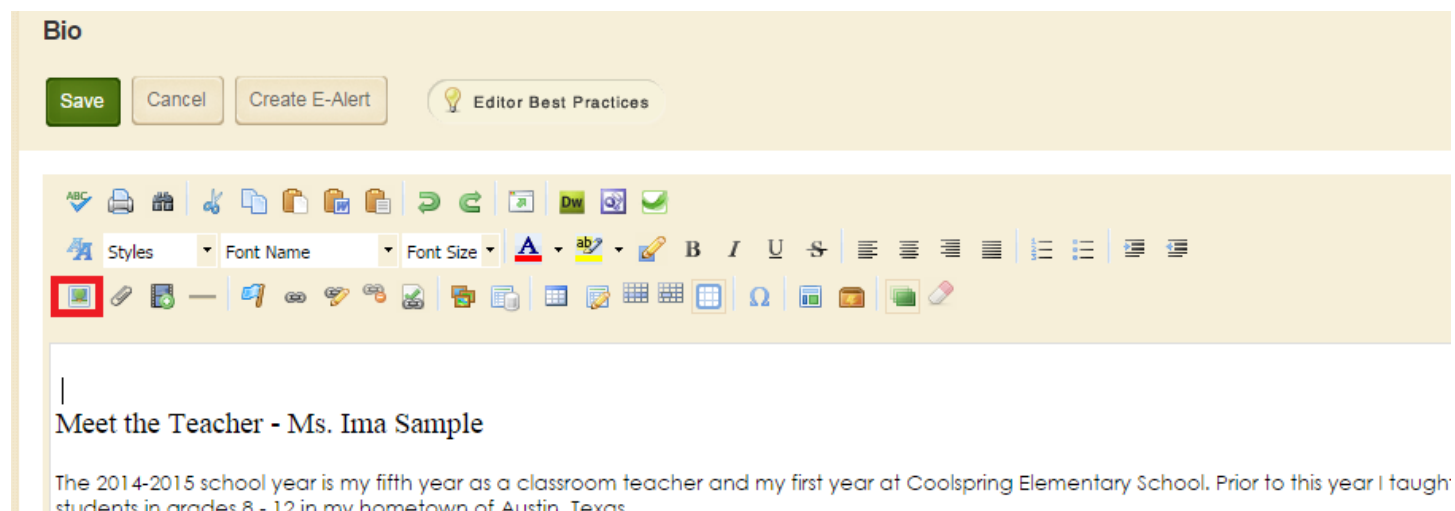
Degrees and Certifications:

B.A. Biology, The University of Texas at Austin
M.A. Curriculum & Instruction, Texas A & M University

Certified in Science Grades 4-8 and High School Biology

How to add a photo:

- Navigate to where you want your photo to be located in your text box. Then click the photo icon in your toolbar.

- A new window will open where you can then choose to upload your image by clicking Browse and clicking on a .jpg file that you have somewhere on your computer.
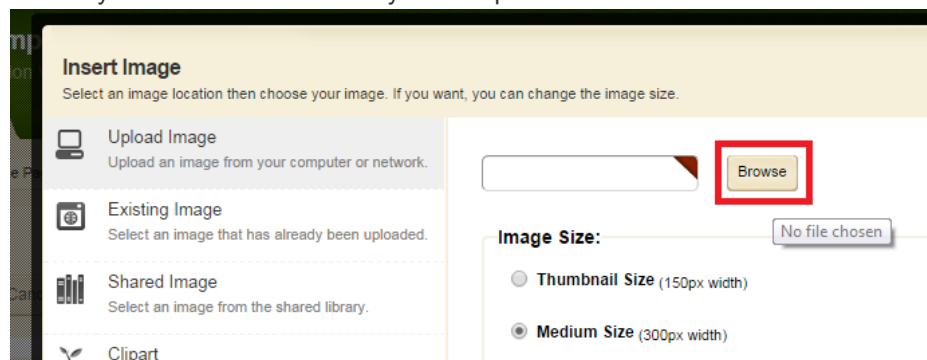
- You will need to enter Alternative Text in order to insert your image. Alternative Text is the text the viewer will see when they use their mouse to hover over your photo. Then make sure your photo size is the size you want by changing the Height and Width pixels. Click Insert Image when sizing is complete.

- After you have completed your bio and inserted a photo of yourself, click Save. Then click View Website to check how your website is coming along so far! If you find any typos or don't like the way something is centered, go back into your Bio and make changes. Don't forget to save!

- Click the Welcome Page in the breadcrumb trail again to return to the previous section and edit the remaining two sections in your Welcome Page.

ALMOST DONE! Only two sections left!
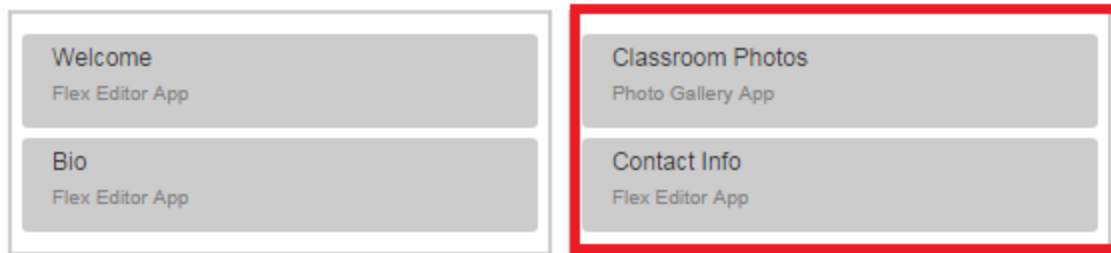
- o **Classroom Photos** You might not have photos if it is the beginning of the year, but if you would like to add a photo gallery to your site, here is where you would do it! This is not a website requirement and will be covered in another document later.
- o **Contact Info** Click here and make sure to update all contact information. Don't forget to click save when you are finished.

- Again, click View Website at the top of your screen and double-check that all information you entered into your Welcome Page sections is correct. And viola! You have completed all minimum requirements for your teacher site!
- To navigate back to your other pages, click the house icon in your breadcrumb trail.

- You will then be taken back to your site summary. Here, you can navigate to other pages to update class information, add events to your class calendar, list announcements, post assignments and more! If you wish to hide any pages temporarily, click the green Active button to the left of the page to make it inactive.
- At any time if you should need help, make sure to click this trusty button – the *How do I…?* tab can help answer all of your questions and ease any of your concerns by simply searching for an answer or typing in a term to search for an answer.
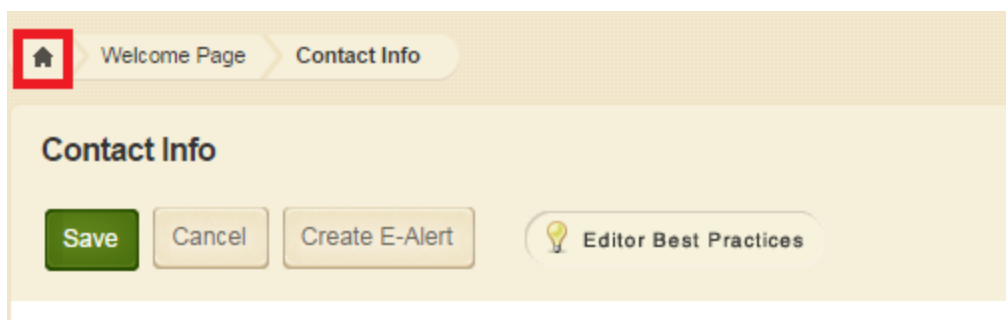
Sample, I
Section Workspace

| Summary | Tools | Editors & Viewers | Statistics | How do I...? |

Current Pages

New Page | Organize Pages | Recycle Bin

STATUS	PAGE	
ACTIVE	⭐	Welcome
ACTIVE	☐	Announcements and Assignments
ACTIVE	☐	Class Information
ACTIVE	☐	Class Calendar
ACTIVE	🏛	Learning Place

Ima, let us help!
Click on the title of the resource you'd like to use. To filter for a particular resource, begin typing in the search box to the right.

Help Articles

Access a Section
Provides step-by-step instructions on how to access the Section Workspace or Workspaces to which you have editing privileges. Updated February 2014.

Interactive Video Tutorials

Add a Blog Page
Length: 3 minutes
Demonstrates how to add a Blog Page to the Section Workspace. Also covers how to enable commenting and RSS feeds on your Blog App. June 2013

Additional Resources

Access Standard Webinars
Access the standard webinar library by using this link. The library contains Centricity2 webinars with the topics User Management, Section Workspace and Schoolwires Editor. Select a learning pathway. Site Administrators follow the Administrative

Find additional tutorials, help guides and more at http://educatemc.net/schoolwires! Don't forget to click more to see the full list of help documents!

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Technology
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  - Interwrite Pads
  - MCAS Home Access Point
  - ➕ Mobile Email Access
  - Moodle

Michigan City Area Schools ▸ Services ▸ Technology ▸ Technology Guides

Editor Best Practices
📄 C2EdBestPractices.pdf, **890.66 KB** (Last Modified about 2 minutes ago)

Editor User Guide
📄 C2EdBestPractices.pdf, **890.66 KB** (Last Modified about 3 minutes ago)

Calendar Help Card
📄 Calendar_Help_Card.pdf, **322.35 KB** (Last Modified about 3 minutes ago)

Photo Gallery Help Card
📄 C2 PhotoGallery Help Card.pdf, **329.86 KB** (Last Modified about 4 minutes ago)

Schoolwires Editor Help Card
📄 C2EditorHC.pdf, **112.07 KB** (Last Modified about 4 minutes ago)

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