Web Training

Working with Schoolwires
Possible information for your page

Contact Information
Teacher professional bio
Classroom rules and policies, course syllabus/description/objectives
Supply list
Homework assignments
Calendar of events with test schedules included
Handouts/study guides
Activities that supplement classroom learning. Blogs, links to resources...
Items that showcase your classroom. Class news, announcements, student achievements.
Student work maybe electronically posted with parent and or student permission.
Do not put student name with photo and make sure your students have not opted out for having their photo published.
Click on the WORDS Sign In, don’t click in the search box.
User name and password is the same user name and password you use to log onto the computer every morning at your desk.
A red triangle in the upper right corner of a field indicates that the field is required.
To manage or edit your website, click on Site Manager. To log out click on My Account and click on Sign Out.
The **Section Workspace** is the area in Site Manager where you complete your Section Editor tasks. The page opens up to the **Summary Tab**. Here you can add, edit and remove pages. Change the status of a page by clicking **Active** next to the page name and turning it **Inactive** or click **Inactive** to turn it **Active**.

Design a page, rename it and organize the pages in the order that works for you. You can access the recycle bin here too. By clicking the Actions dropdown box you will find that the page is the jumping point to Set Options, Get the link or the ‘address’ of the page, copy the page or even move the page. Or if you choose you can delete the page.

**Common Tools Block:** Provides quick links to common tools and easy access to the **Tools** tab.

**Pending Comments Block:** Provides quick access to review, approve and decline comments.

**Total Visits Block:** Provides a snapshot of total visits to your section on the end-user website.

Under the **Tools Tab** you will have access to your files and folders, your section tools and reports,

**Editors & Viewers Tab** gives you the ability to assign other users (groups or individuals) editing privileges to your section pages and control viewing rights (groups or individuals) to your section pages.

**Statistics Tab:** View additional statistics about visits to your section.
How do I...? Tab: Access Help Articles, Interactive Video Tutorials and Additional Resources. You really need to check out what is there!
This page is the teacher home page. The App that was used is the Flex Editor. It functions very much like a word document.

As you are working through the web page there may be a time you see a box for ALT Text. The Alt. Text field allows screen-reader software to describe an image to web surfers with limited or no vision. Providing Alt. text will allow all Internet users to enjoy your web pages, in addition to helping your site maintain ADA compliance.

And make sure the “Activate on my page” box is checked.
These are the Flex Editor Icons.

**Fonts:** Choose a font that is easy to read and will display consistently across all browsers. Traditional web fonts are: Trebuchet MS, Sans-serif—Tahoma, Arial, Verdana, Serif—Times New Roman, Georgia
Use consistent size and color when adding different text elements (e.g., Title, Subtitle, and Body content) and fonts throughout your section.

**Text Color:** Black is the preferred text color. Avoid Red, Green, and Yellow as color blind people will have difficulty seeing/reading the text.
Avoid using flashing/scrolling text as this can be distracting to your viewers and they may not read all the content on your page.

When copying text from Microsoft® Word, consider removing all formatting by using “Paste Text Only” and reformatting in the Editor; or use the “Paste from Word” option.

**Files:** Consider using PDF format when posting files. This will make it less likely that the content of your documents will be altered.

**Images:** Do not copy and paste photos – make sure you use the “Insert Image icon”. When inserting images, add meaningful Alt. Text. This text is viewable when a person hovers over the image and will be used by screen reader applications.
Recommend image sizes (100 pixels = 1 inch)
Keep images narrower than 500 pixels wide
Accent Images: Keep image width and height between 25- 100 pixels.
Avoid animated images as they can be a distraction from the content on the page.
**Links:** Verify that links to outside web pages are functioning, current and appropriate in nature. Links to outside web pages and files should open in a new window, and be for informational or instructional purposes.

**Spell Check:** *ALWAYS* remember to use this feature
To save a file as a PDF in Office 2007, click on the office button and go to Print. Choose the Bullzip PDF Printer, click the OK button.
The Bullzip PDF Printer dialog box will pop up. The General tab will show you the location and name of the PDF file to be saved. If you would like to change the name and where the PDF file will be saved click the button next to the PDF File Name box. The default will be to save on your desktop with the original name of the document. Leave the Quality box as Default. Have the box checked next to Show PDF after creation. Click Save.
If you have Office 2007 and Adobe Acrobat Pro loaded on the computer you will Click on the Acrobat tab.
A new row of Icons will appear. Click on Create PDF. A box will come up wanting to know where you would like to save the PDF file.
In a Flex Editor App, to Link a document click on the icon that looks like a paperclip.
To upload a file from your computer select the “Upload File”. Click Browse to find the file.
To use a file you’ve already uploaded select “Use Existing File”. Click Continue.

This will work for PowerPoint’s as well.
Put the name of the document in the Link Text box
The target drop down box is what window you would like the document to open. If you want it to open on the same web page, then choose None. If you want it to open in a new window then use the dropdown box to choose Open link in a new window.
Click Insert File.
Remember to click Save.
To Insert a hyperlink, type a descriptive work or words or use a picture for your link. Click and hold the left button on your mouse and drag over the word to highlight it. Click on the hyperlink icon. Looks like two links of a chain.
To hyperlink somewhere in the website (schoolwires) Select a site from the drop-down list.
Select a channel, section and page from the drop-down lists. Click **Insert Link**.
To Link to an Email Address enter the desired email address and click **Insert Link**.
To create a hyperlink to an existing web page enter the web address into the URL field. Note that “http://” has already been added. Do not duplicate. The Target field defaults to ‘Open in New Window,’ which is a good choice for links to external websites. Click Insert Link. Don’t forget to Save.
When you are on the Summery page you can click on New Page.
You are going to get a long list of available page types. How do you know what to pick?
Ask yourself “What do I want to have on this page?” … post multiple files like homework, forms, classroom handouts, then I would use the File Library App. If it is links to websites then use the Link Library App. Show pictures then it would be the Photo Gallery App.
You can have a single app on a page to display a single type of information like a list of links (Link Library App) or classroom handouts (File Library App). Most default page types consist of a one-column page layout that contains a single app.
You can use multiple apps on a page when you want to organize different types of information on a single page.
Here I a list of a few apps and the best use for them.
**File Library App**—post multiple files in one app. You might use a File Library App to share files required for homework, forms, policies, meeting agendas or minutes.
**Link Library App**—share multiple links to websites. You might use a Link Library App to share links related to a particular subject, project or upcoming field trip.
**Assignments App**—share multiple homework or classroom assignments in one app.
**Book List App**—create book lists, complete with a cover image for each book.
**Calendar App**—create a calendar for your section. Within a section, you can have multiple calendars.
**Flex Editor App** is the Schoolwires Editor. As its name implies, it is a flexible app with the ability to insert text, tables, images and more.
Photo Gallery App—create photo galleries to showcase field trips, classroom activities or athletic events in a slide show.
To add an App or to Change the Layout

Click on Manage Apps & Layout
Click Add App. The Available Apps window opens.
To add a new App...
Click on the icon or name of the App.
Edit the App Name. You can leave it as the default App Name if you are not planning to display that app name on the end-user website. However, it is recommend that you chose a name that is meaningful to you.
Click Save. The page displays in the design mode. The app you added displays at the bottom of the first column.
You can move your app by dragging and dropping it into the desired location.
To change the layout of your page, click on the change layout tab. Click on the desired layout. A green check displays on your choice. Click Apply. The design details window displays with your new layout.
The app you added displays at the bottom of the first column. Move your app by dragging and dropping it into the desired location. Click **I'm Done**. The Page Details window returns to editing mode. Click the House icon to return to the page list on the **Summary** tab. To delete an app click on the X on the upper right hand side of the app.
As a Section Editor, you can sort your pages alphabetically or manually. You can also nest pages.
Click on the Organize Pages.
To sort pages alphabetically, click **Sort A-Z**. Your pages will be sorted in ascending order.

To move a page, drag the page between two pages until a horizontal green bar displays. Release the mouse. The page will be in the new position.

Click **SAVE**
To nest a page, drag the page on top of the target page. A green + displays to the left of the target page. Release the mouse. A gray arrow displays to the left of the target page. Nested pages display below it.

Click SAVE.

You can have up to five levels of nested pages. However, keep the width of your template in mind. Too many levels may affect the look of your template on the end-user website.

You cannot move pages below the bottom page. Move pages up until the desired page is in the bottom position.
Click on App Options to give your Calendar a name. This will come in handy later on especially for teachers at the secondary level who may have more then one calendar app.

To add an event to your calendar... Click **New Event**. The Event window displays.
A red triangle in the upper right corner of a field indicates that the field is required. Enter an Event name, Start Date and End Date. All other information is optional. Click **Save**. The Calendar displays.
The Photo Gallery app will display rotating images in a rotating gallery. Add a new page with the Photo Gallery app or add the Photo Gallery App to another page. Here is an example of a Flex Editor App and a Photo Gallery App all on one page. Student work maybe electronically posted with parent and or student permission. Do not put student name with photo and make sure your students have not opted out for having their photo published.
In the Section Workspace hover over the Page Name containing the app. Click on the Photo Gallery app. The Before We Get Started window opens. If you want to change the Photo Gallery width so it spans the entire page enter the number 690 other than the default 500.

Click **Let’s Get Started**. The Photo Gallery App window displays.

Once you add images to a Photo Gallery, you can no longer adjust the width. Therefore, make sure the Photo Gallery is the appropriate size before adding images.
Click upload photos.
Click **Browse**. Browse to the image files you wish to upload. Use CTRL or SHIFT to select multiple files.

Click **Upload**.
Click on Edit to change the photo name and if you want to add a caption that will display when a viewer hovers over your photo. Remember to click **Save**
The App Options will allow you to customize your Photo Gallery. Here you can Change the Photo Gallery Name, Change the Transition Delay, the default is 1 second which is too fast. You can also change the fade style and if you scroll down on the page you can add an MP3 file for background audio. The width of the Photo Gallery can be changed here also if no images have been added.
If you would like to sort your photo click **Sort Photos**. The Sort Photos window opens. Click and drag the images to sort. You can enlarge the images by sliding the Zoom bar in the upper left. **Save** Click **Publish**. Any time you make any change to an image, sort order or change an Option, make sure to click **Publish** as your last action.
You can make a new page for Assignments App or you can insert an Assignments App into an existing page.
To add new assignments, click on the **Assignments** tab, then click **New Assignments**. The New Assignment window opens
On the General Tab, add a title to the new assignment. Choose a category if you would like. Choose a Date Assigned and a Due Date. Notice the Activate on my page check box. If you do not want it to show on your page you can uncheck that box.
Click the **Directions** tab. Add details for the assignment within the **Editor** window. You can provide additional detail about the assignment in the Assignment Directions. You can add images, links, files to download and other content.
To have the assignment display on the calendar, click the **Post to Calendar** tab. Check the Add to Calendar box. Select a Calendar app from the dropdown. It is optional but you can choose an Event Category from the Calendar Category dropdown list. Click **Save**. Notice the Activate on my page check box. If you do not want it to show on your calendar page yet you can uncheck that box.
The File Library App allows you to Post documents for viewers to download and print. You control when files display and when they are archived. Make a new page for the File Library App or add it to another page. Put in a Page Name and Save.
On the File Library App page click New File. This file window will open to the General tab. Here is where you would add the file title and a description of the file. Click on the Select File button and browse to the file you wish to upload. Don’t forget to Save
On the Display Duration tab of the File page, you can put a start and an end date for the file to display on your page. If you leave it blank it will show on your page all the time. This is an option.

Save
The Link Library App allows you to organize useful websites and distinguish web addresses with titles and descriptions.
Make a new page for the Link Library App or add it to another page.
Put in a Page Name and Save
On the Link Library App page click New Link. This Link window will open. Here is where you would add the Link title and a description of the Link.
You can cut and paste a web address in.
There is also a Display Duration tab if you would like to set a time frame for the link to be visible on your page. If left blank it will show the link all the time. This is an option.
Don’t forget to Save
To allow commenting on your page, click on App Options. A window will open. Go to the Social Settings tab. Check the box next to Commenting and Required Approval. This way you have to see and approve anything that gets posted on your page. 

Save
For more information about the web page and how things work please go to the How Do I tab on your section summary page. You can also contact the tech support person for your building for more information.

Thank You!