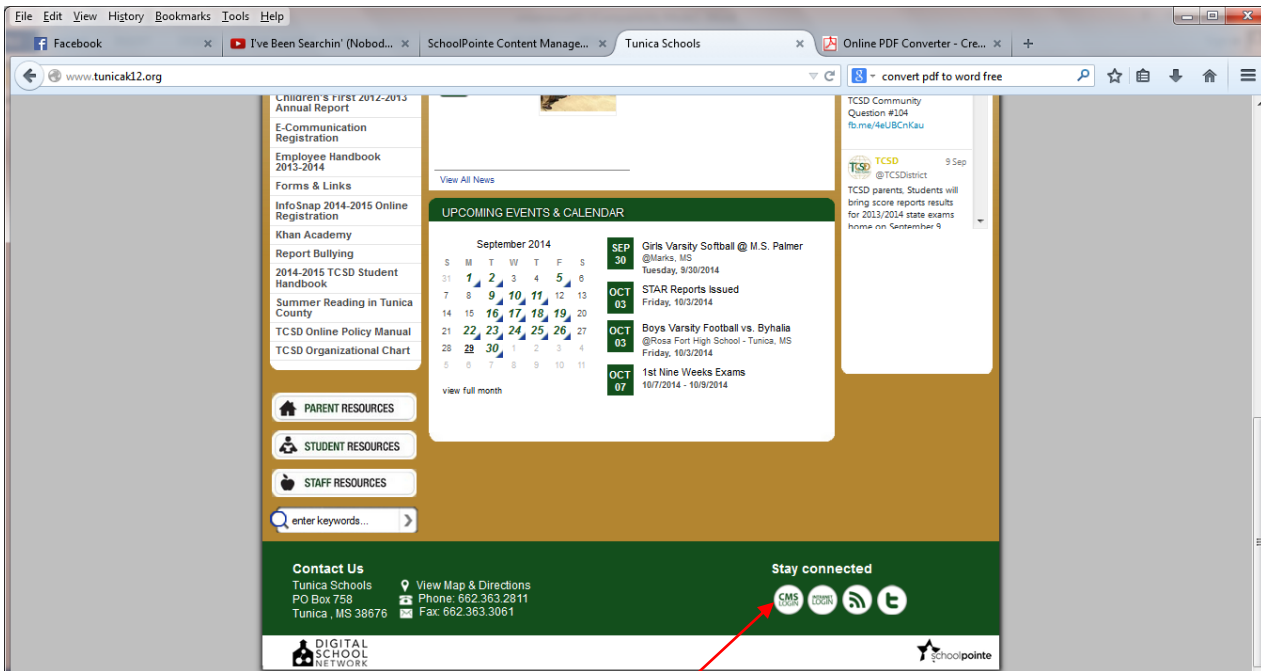


ONLINE
CLASSROOM

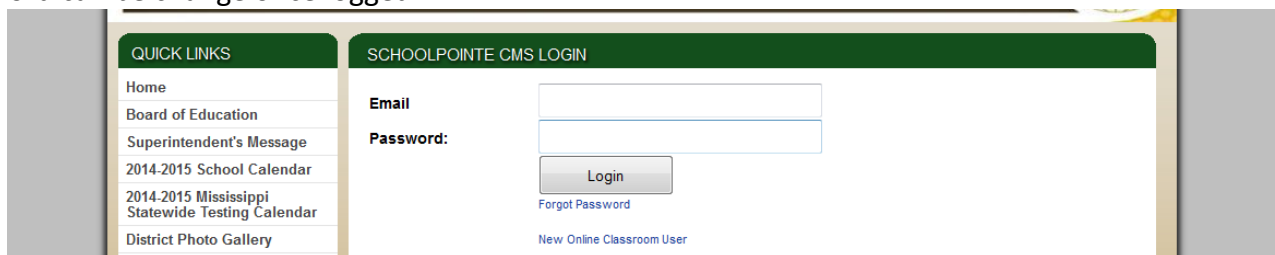
Online Classroom

The Online Classroom is where teachers create a website within the school district's website. To access the online classroom. Navigate to www.tunicak12.org. Scroll to the bottom of the page and click CMS Login.

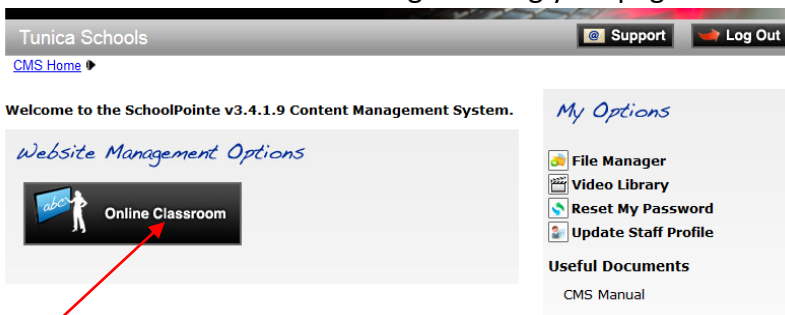


Login for teachers

To login to the Online Classroom teachers should use their email address and the default password: **password**. Password can be change once logged in.



Click the Online Classroom button to begin editing your page.



Online Classroom

The Online Classroom is available to all staff members.

At any time you can save your information and at the top right of your OLC page you will see



Once a teacher creates the Online Classroom he/she will have the options to create numerous classrooms for each subject along with general pages. The homepage along with each classroom has its own Calendar.

Display Name will be your name or grade level whatever you wish.

Contact Information will go in this area. Basic info such as Phone #, email, name, room #.

The screenshot shows the 'My Homepage' editor interface. On the left, there are sections for 'DISPLAY NAME' (Training Videos), 'CLASSROOMS' (Training Videos, District Training Video, Building Training Video, Online Classroom Training), and 'PAGES' (No Current Pages Available). The main area is titled 'My Homepage' and includes a 'Teacher Contact Information' section for Lauren Schultz, a 'My Calendar' for May 2012, and a 'Teacher Bio' section with a rich text editor. Red boxes and arrows highlight the 'Display Name', 'Teacher Contact Information', and 'Teacher Bio' areas.

The teacher bio area is where you can tell about yourself about your class whatever. This is where you can pull all info that you want parents & students to know about your class.

Once you have created your homepage you then can start on your individual classroom pages.

Under the Display Name you can select on Add New Classroom. This is where you can add as many classrooms as you wish, so one for each subject you teach or just one.

Under your Classroom Pages you have a section called Pages this area give you a blank page where you can add info that will pertain to all classes without having to add it to each of your classrooms.

Classroom Pages

In a OLC Classroom page you have the option to add Announcements, Assignments, Blogs, Files & Links or Photo Galleries.

If you are working on a page that you do not want to make public yet you can always click on the Disable Teacher Classroom while you are working on this page and when you are ready to set it live uncheck the box.

In the OLC you can also drag and drop the sections and put them in whatever order you wish them to be in or if you want then in one Column you have that option by just dragging and dropping the box to the place you would like it.

DISPLAY NAME
Training Videos [Edit](#)

CLASSROOMS [EDIT](#) [ADD NEW CLASSROOM](#)

Training Videos
District Training Video
Building Training Video
Online Classroom Training
[add a sub page](#)

PAGES [EDIT](#) [ADD NEW PAGE](#)
10 Current Pages Available

Training Videos [Edit](#) [Manage Blog](#)

Disable Teacher Classroom (subpages are disabled if the Classroom is disabled)

Class Description:
[Edit Class Description](#)

Class Calendar [Edit name](#)

May 2012						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Add Event](#) | [view full calendar >](#)

[Update Class Photo](#)

Class Announcements [Edit](#) [Edit Name](#) [Enabled](#)
[Add Announcement](#) (Click Edit above to change order)

Class Assignments [Edit](#) [Edit Name](#) [Enabled](#)
[Add Assignment](#) [View All Assignments \(includes Archive\)](#)
[view all assignments >](#)

Class Files / Links [Edit](#) [Edit Name](#) [Enabled](#)
[Add Folder](#) [Add File/Download](#) [Add Link](#)
= Hidden Folder = Active Folder

Classroom Image Gallery [Edit](#) [Edit Name](#) [Enabled](#)
[Add New Gallery Slideshow](#) [Add Images to Class Gallery](#)
No Gallery Slideshows Available

By Clicking on the Edit Name beside Class Announcements or one of the sections you can change the name of that section to your preference you can also disable sections if you do not want to use those areas or they are a work in progress.

Class Calendar

Add/Edit Event

Event Headline *:

Class: **Training Videos**
this is optional, if selected, event will only display on the class calendar

Event Starts On *:

Event Starts At: :

Event Ends On:

Event Ends At: :

Location (site):

Event Information/Description:

B I U

* Required (in BOLD)

To add a class event you will click on Add Event under the calendar. You will enter your event Headline (Title) Choose which classroom it belongs with, when the event starts & time if there is a time, select end date and time, enter the location and then any additional information.

SAVE

This will show on that class calendar along with your main homepage calendar.

Class Announcements-

Add/Edit Class Announcement

Display Title *:

B I U

Optional Image : No file chosen

* Required (in BOLD)

You will add your display Title and then enter in the description of your Announcement. You can also add an image to the announcement if you wish.

SAVE

Class Assignment

523 X 398

Add/Edit Class Assignment

Assignment Name *:

Assign On: (will display on this date)

Due Date *: (will remove from live side after this date)

Description :

B *I* U Source

Allow Students to Submit Assignment Online

Save Assignment >> Cancel

* Required (in BOLD)

= Hidden Folder = Active Fo

With the Class assignments you will add the name, the date you are assigning this on, date it is due, and the description of the assignment. You can then also choose to allow them to submit assignments online for you to look at or download.

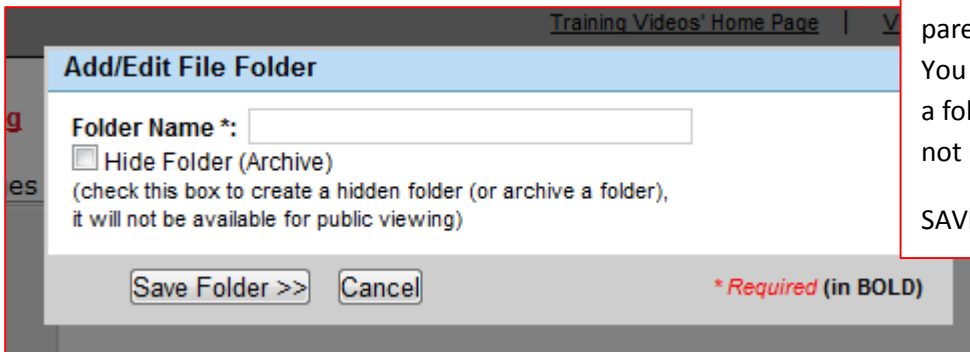
When they submit an assignment online it will date & time stamp when they submitted it. They do have to enter their first and last name when they submit the assignment.

SAVE

- When you choose the Assign date that is the date that it will also show up on the assignments area. So if you put a future date it will not show till then.

Class Files & Links

Adding a Folder

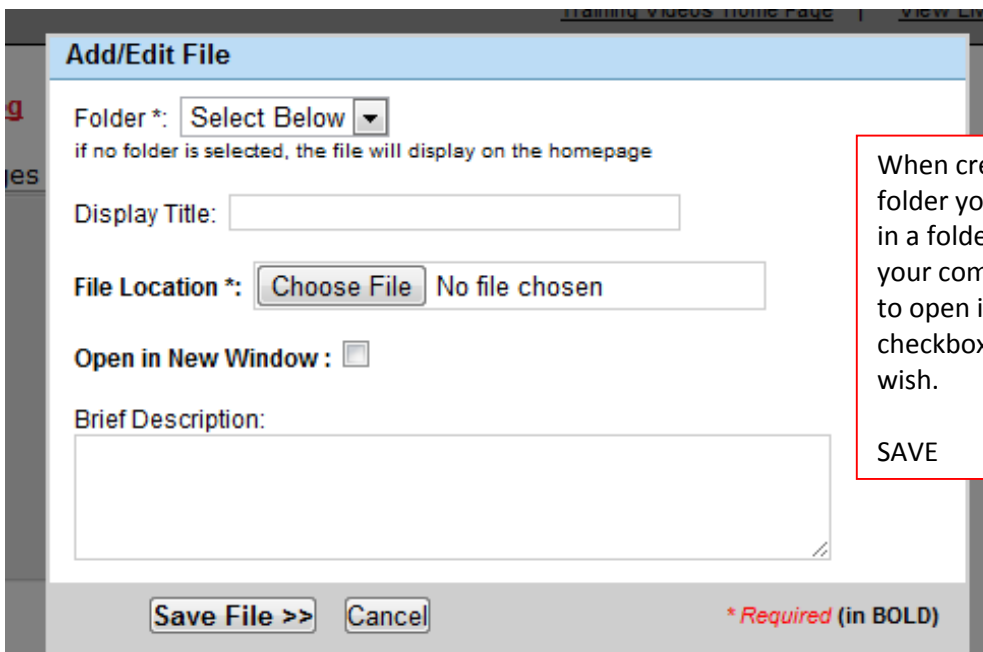


The screenshot shows a web form titled "Add/Edit File Folder". At the top, there is a breadcrumb trail: "Training Videos' Home Page | View All". The form has a light blue header. Below the header, there is a text input field for "Folder Name *:". To its right is a checkbox labeled "Hide Folder (Archive)" with the text "(check this box to create a hidden folder (or archive a folder), it will not be available for public viewing)". At the bottom of the form, there are two buttons: "Save Folder >>" and "Cancel". To the right of the buttons, there is a red asterisk and the text "* Required (in BOLD)".

When you add a Folder to your files this allows you to separate files for your students and parents to make it easy to find. You also have the option to Hide a folder if it is something that is not ready to be public.

SAVE

Adding a File



The screenshot shows a web form titled "Add/Edit File". At the top, there is a breadcrumb trail: "Training Videos' Home Page | View All". The form has a light blue header. Below the header, there is a dropdown menu for "Folder *:" with the text "Select Below" and a downward arrow. Below the dropdown, there is a note: "if no folder is selected, the file will display on the homepage". There is a text input field for "Display Title:". Below that, there is a "File Location *:" section with a "Choose File" button and the text "No file chosen". Below that, there is a checkbox for "Open in New Window :". Below that, there is a text area for "Brief Description:". At the bottom of the form, there are two buttons: "Save File >>" and "Cancel". To the right of the buttons, there is a red asterisk and the text "* Required (in BOLD)".

When creating a file you will select which folder you want this to be in if you want it in a folder. Enter File Name, Choose from your computer the file, if you want that file to open in a new window select the checkbox, enter a brief description if you wish.

SAVE

Adding a Link

The screenshot shows a web form titled "Add/Edit Class Link". At the top, there is a dropdown menu labeled "Select Folder:" with the text "Select Below" and a downward arrow. Below this is a note: "if no folder is selected, the link will display on the homepage". The form includes a "Display Title:" text input field, a "Web Site Address *:" text input field containing "http://www.", and an "Open in New Window:" checkbox which is currently unchecked. There is also a "Brief Description:" text area. At the bottom of the form, there are two buttons: "Save Link >>" and "Cancel". A red asterisk note at the bottom right indicates "* Required (in BOLD)".

When adding a link you again will choose which folder if you would like it in a folder, Title, Website address, Open in a new window if you wish, a brief description

SAVE

Adding an Image Gallery

The screenshot shows a web form titled "Add New Gallery". It begins with instructional text: "You can now select MULTIPLE images at once by holding CTRL (or SHIFT) when browsing your computer. The Caption will apply to all images uploaded at one time, be sure to click the Save button when you are done selecting images." Below this is a "Gallery Title *:" text input field. An "Upload Images *:" label is followed by a "Browse" button. Underneath, a large text area displays "No Images in Upload Queue". At the bottom, there is a "Caption:" text input field. Two buttons, "Save Gallery >>" and "Cancel", are located at the bottom of the form. A red asterisk note at the bottom right indicates "* Required (in BOLD)".

You will choose if you want a gallery or a slideshow and then select add images. You will enter your title, select browse and find images on your computer. Once image names pop up you will then select Save Gallery and that will upload your images.

PAGES

When you add a new page below the Classrooms this allows you a blank slate to put information that may apply to all classes you have. You can add school supply list, permission slips...

You will add you page and then enter your information and then click the save page at top right corner.

The screenshot displays a user interface for managing pages. On the left, a sidebar contains a tree view with two main sections: 'Training Videos' and 'Test'. Under 'Training Videos', there are three sub-items: 'District Training Video', 'Building Training Video', and 'Online Classroom Training', each with a red 'X' icon and a link to 'add a sub page'. Below this, there is a link to 'ADD NEW CLASSROOM'. The 'Test' section also has a red 'X' icon and a link to 'add a sub page'. Below the sidebar, there is a legend: 'Active Pages appear Blue or Black' and 'Disabled Pages appear Gray'. The main content area is titled 'Test Edit' and features a checkbox for 'Disable Teacher Page (subpages are disabled if the page is disabled)'. At the top right of this area are 'Save Page >>' and 'Cancel' buttons. Below the checkbox is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, font color, background color), alignment, and other editing functions. The editor area itself is currently blank.