SharpSchool
helping schools succeed

User Guide

Chapter 6

Teacher Pages

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Introduction

T eacher Pages are an essential component to school and district websites. Teacher Pages make it possible for individual teachers to share information and resources with students, fellow staff members, parents and the community at large. SharpSchool's *Teacher Page Wizard* provides teachers with an easy way to publish and manage their pages. Some of the benefits of SharpSchool's *Teacher Page Wizard* include:

1) **Communication with Students**: A teacher's page often becomes a one-stop reference point for students. With SharpSchool's *Teacher Page Wizard*, teachers can post homework, assignments, dates and additional study material, as well as publish last minute announcements.

2) **Communication with Parents**: Teacher pages allow parents to become involved in the education of their children. Teachers can create a variety of methods of communication with parents, such as subscription-based discussion forums, online surveys and newsletters.

3) **Resource Sharing**: Teachers spend a tremendous amount of time gathering resources and, by incorporating SharpSchool's Document Container and Useful Links page, they can effectively share their findings.

4) **Features:** SharpSchool's Teacher Page Wizard saves time and effort by automatically filling out important feature pages such as Announcements, Photo Gallery, Calendar, Document Containers, Useful Links and a Contact Me page.

Tips for Teacher Pages

Here are some tips to enhance your teacher page:

1. Attractive Homepage

Use the WYSIWYG Editor to create attractive and inviting homepages with customizations.

2. Teacher Bio

Use this section to let visitors know more about your education, training, volunteer experience and other accomplishments.

3. Contact information

Visitors to the site should be able to contact the teachers.

4. Multimedia

Give your teacher page personality by including pictures, videos and colorful text.

5. Dynamic Blogs

Use SharpSchool to create and maintain your own Blogs. Increase participation by allowing comments and RSS feeds.

6. Galleries

Invite parents and community members into your classroom with a Photo Gallery.

7. Share Resources

Simplify sharing by uploading documents, forms and help sheets for students into SharpSchool's Document Containers.

8. Useful Links

Instead of creating cumbersome documents, simply include links to relevant sites for your students to browse.

9. Calendar

Give students and parents time to prepare for tests and assignments by posting them on SharpSchool's Calendar.

10. Achievement Wall

Showcase your class's achievements by including pages such as "Student of the Week."

Teacher Page Pitfalls

The previous section went into some detail on how to enhance a teacher page. This section highlights some of the common ways that teacher pages can be misused.

Avoid Clutter

Do not add all subpages on one main page. This causes confusion for the users as they can easily lose track of pages of the navigation bar if too many titles are listed.

Separate & Categorize

Avoid putting large amounts of information on a single page. Readers often lose interest if they have to scroll through large pages of content. This issue can easily be avoided by categorizing large amounts of information and separating them into individual pages. You can simply include links to other areas of your teacher page to ensure a friendlier flow of reading.

Meet & Greet

Do not assume your visitors know who you are and what you do; include a clear introduction section.

Maintain your Image

Avoid uploading low resolution images (unclear photos) as this will negatively affect the overall look of your page.

Key Information

In order to create a Teacher Page, the teacher must first log into their sites using their Username and Password.
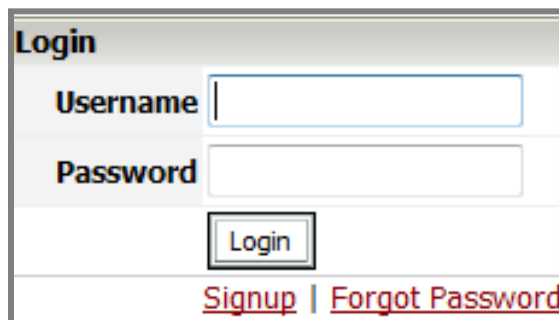
Figure 1: Login Page

1) If you have not yet registered with the site you can request access by clicking on the **Signup** button. This will prompt you to create a profile which is automatically routed for approval to an administrator.

Note: If you do not see the **Signup** link, your site's administrators may have removed it.

2) If you have already registered but have forgotten your password, simply click on **Forgot Password** to retrieve it.

I.   Adding a Teacher Page

Reminder: The gray navigation bar on the top of the page is specific to the page you are viewing.

1) Select the **Staff Directory** page on your website and select the relevant department.
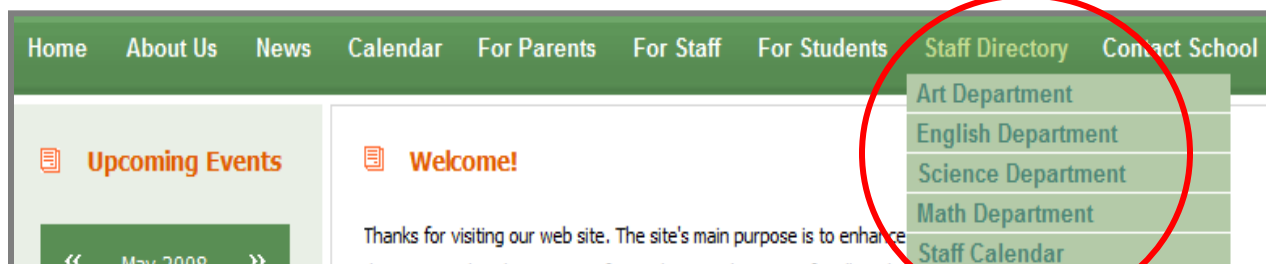
Figure 2: Staff Directory

2) Hover the mouse over **Page Properties** and scroll down to **Add New Page**. Now click on **Teacher Page**.
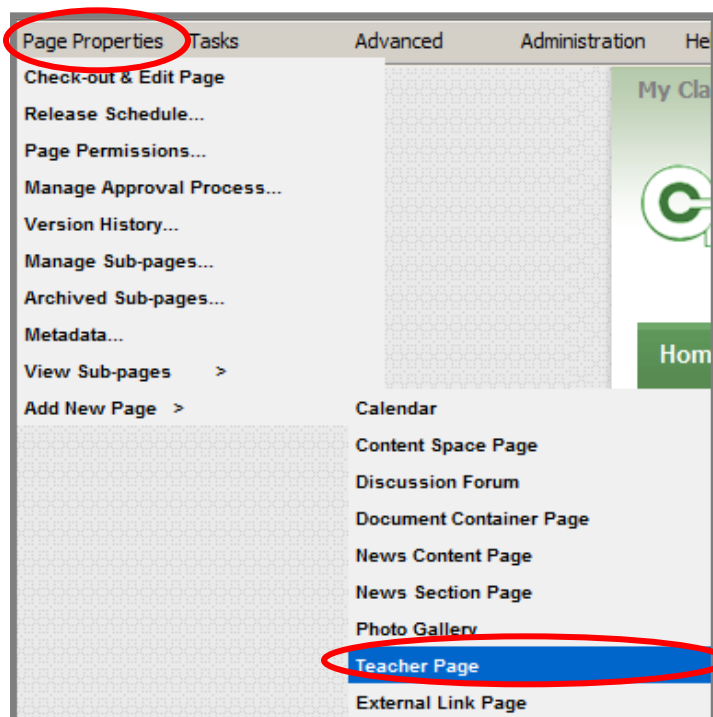
Figure 3: Add a Teacher Page

3) The following page will prompt you to name the teacher page. After naming the page click on **Create Page**.
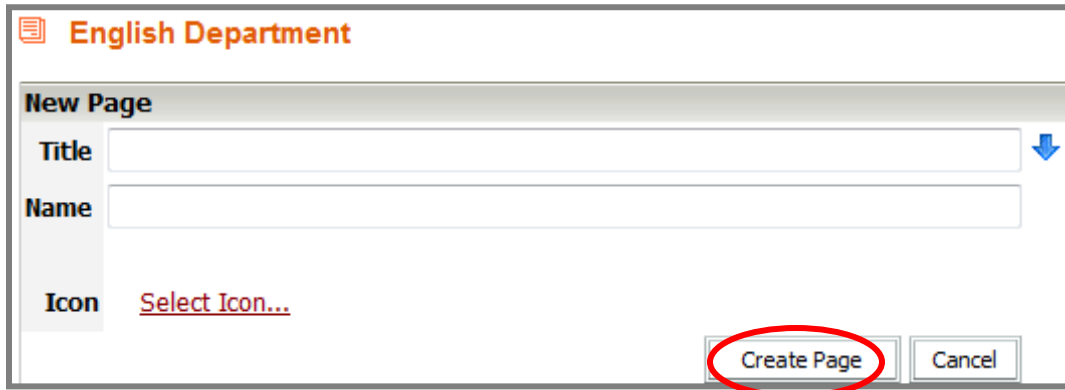
<p style="text-align:center;">Figure 4: Name Teacher Page</p>

Tip: Teachers with multiple classes may choose to create individual pages for each class or create subpages for each class from their teacher page.

II. Editing a Teacher Page

After you have created a teacher page you will be taken to SharpSchool's WYSIWYG (What You See Is What You Get) Editor. This editor has been designed to give teachers without technical experience the ability to create and maintain their own web pages. A detailed description of all features available in the editor has been included in *Table 1: SharpSchool WYSIWYG Editor*. Now you can now begin creating your unique teacher page!
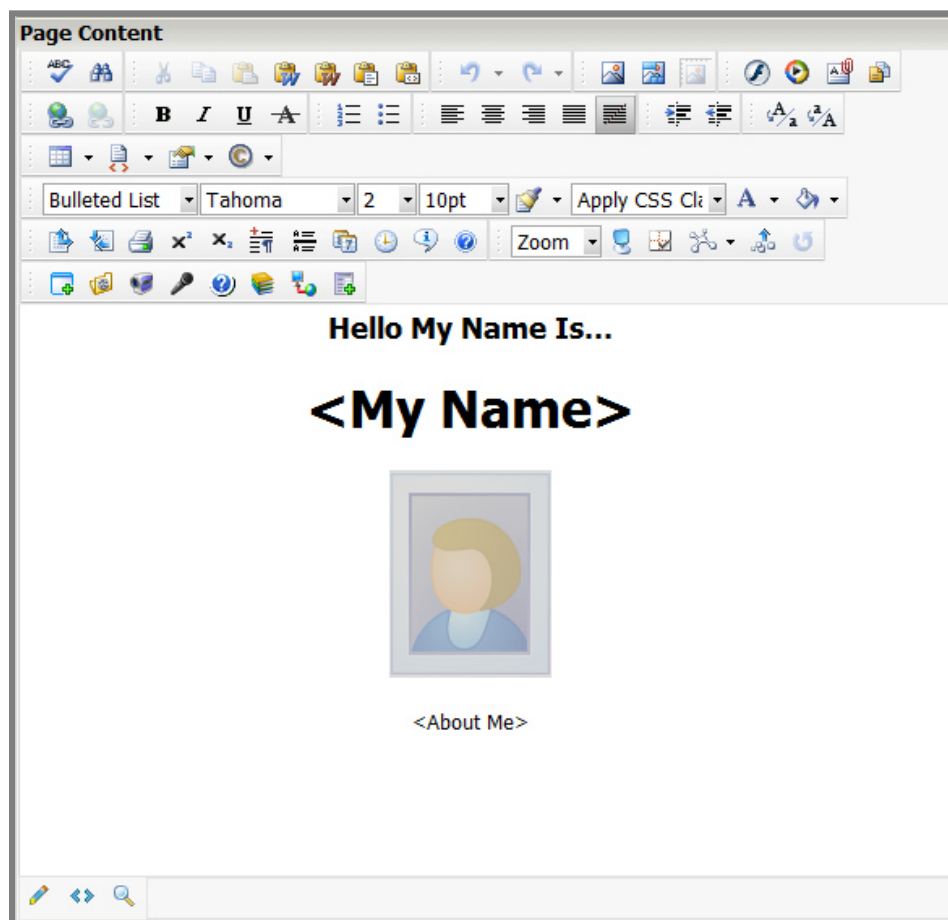
Figure 5: Edit a Teacher Page

Note: A pre-packaged list of subpages is available on the left navigation bar of the teacher page. This is SharpSchool's Teacher Package that includes Announcements, Photo Gallery, Classroom Calendar, Useful Links, and a Contact Me page. From this area, teachers may easily add more pages to their site.

SharpSchool's WYSIWYG Editor

The administrator settings of your organization may make some of these features unavailable.

Icon	Definition	Function
B	**Bold (Ctrl+B)**	**Bolds** selected text.
I	**Italics (Ctrl+I)**	*Italicizes* selected text.
<u>U</u>	**Underline (Ctrl+U)**	<u>Underlines</u> selected text.
	Left Align	Aligns text in a paragraph to the left.
	Center Align	Align text in a paragraph to the center.
	Right Align	Align text in a paragraph to the right.
	Justify	Places the left side of the text at the left side of the content area and the right side of the text at the right side of the content area, increasing the width of spaces where necessary.
	Remove Alignment	This button removes any alignment formats applied to a paragraph.
	Cut (Ctrl+X)	Cuts the selected content to the clipboard for later use and removes it from the content area.
	Copy (Ctrl+C)	Copies the selected content to the clipboard for later use.
	Paste (Ctrl+V)	Copies content from the clipboard to the cursor location.
	Paste Plain Text	Copies content from the clipboard to the cursor location removing all formatting while preserving line breaks.
	Paste from Word, Cleaning	Copies content from the clipboard to the cursor

	Fonts and Sizes	location, removing unnecessary Microsoft Office related information and font formatting.
	Paste from Word	Copies content from the clipboard to the cursor location, removing unnecessary Microsoft Office related information.
	Paste as HTML	Copies content from the clipboard to the cursor location, formatting it to look like HTML code.
	Undo (Ctrl+Z)	Undoes the last change made to the content.
	Redo **(Ctrl+Shift+Z OR Ctrl+Y)**	Redoes the last undone change.
	Spell Checker	Checks the spelling of the content.
	Hyperlink (Ctrl+K)	Creates a hyperlink.
	Remove Hyperlink **(Ctrl+Shift+K)**	Removes a hyperlink.
	Font Color	Makes the selected text a different color.
	Background Color	Changes the background color of the selected text.
	Increase Size	Increases the view of content area in the WYSIWYG editor.
	Decrease Size	Decreases the view of content area in the WYSIWYG editor.
	Print	This option allows you to print the content on the page.
	Subscript	Makes the selected text a $_{subscript}$ of other text.

	Superscript	Makes the selected text a ^{superscript} of other text.
	New Paragraph	Inserts a paragraph break between content. You must insert this break when differentiating between two areas of content that are justified differently.
	Horizontal Rule	Creates a horizontal line.
	Insert Date	Inserts the date.
	Insert Time	Inserts the time.
	About RadEditor	Provides information about the RadEditor.
	Help	Provides help.
Zoom	**Zoom**	Allows users to change the magnification of content within the editor.
	Toggle Full Screen Mode	Allows users to preview the page without the header and side menu.
	Show / Hide Border	Shows / hides the border of a table.
	Module Manager	This provides users with statistics about the HTML code on the page.
	Dock all Floating Toolbars/Modules	Users have the ability to float the tool bars of the editor. If you have several toolbars floating all over the webpage, simply click on this option to have them return to their original positions.
	Repeat Last Command	Repeats the last command performed on the editor.
	Formula	Inserts a mathematical formula on the page.

	Video	Uploads videos.
	Recorder	Allows users to record video from their webcam.
	Audio	Allows users to record audio and upload it to the site.
	pageLink	Inserts a hyperlink to pages within the site.
Fonts	**Font Name**	Changes the font of the text. If you do not have the font installed, your computer will attempt to display the text using a similar font if one is available.
Size	**Font Size**	Makes the selected text a different size.
	Increase Indent	Increase the level of indentation (tabs) for the selected text.
	Decrease Indent	Decrease the level of indentation for the selected text.
	Bullets	Makes bulleted lists.
	Numbering	Makes numbered lists.
	Strikethrough	Makes the selected text crossed out.
	Find and Replace (Ctrl+F)	Searches for specific text in the content and optionally replace it with different text.
	Tables	Inserts a table into the content.
Apply CSS Class	**Apply CSS Class**	Formats the selected text according to a particular style.
	Format Stripper	Removes formatting from the selected text. Can remove all HTML Tags, Microsoft Word

		Formatting, Cascading Style Sheets, Font Tags, or Span Tags.
	Document Manager	Allows documents to be uploaded and links to be created by selecting them from a list.
	Image Manager (Ctrl+G)	Allows images to be uploaded and embedded in the page by selecting them from a list.
	Image Map Editor	Allows users to create hyperlinks within an image.
	Set Absolute Position	Allows users to move the image freely within the webpage.
	Flash Manager	Allows flash animations to be uploaded and embedded in the page by selecting them from a list.
	Media Manager	Allows videos to be uploaded and embedded in the page by selecting them from a list.
	Insert Code Snippet	This feature is intended for advanced users who wish to work with HTML.
	Insert Form Element	This feature is intended for advanced users who wish to work with HTML.
	Insert Symbol	This feature is intended for advanced users who wish to work with HTML.
	Design	Allows users to edit the page as it will appear once completed.
	Source Code Editor	Allows the HTML source code of the content to be modified directly.
	Preview	Allows users to preview the page before they click on **Publish**.

1) Uploading Images to a Teacher Page

To upload an image, click on the *Image Manager* icon ![icon] in the editor. Browse to the folder you wish to upload the files to by double-clicking on the folder names. Then click the **Upload Image** tab. The **Directory** will display the path for the currently selected folder. Then click the **Browse…** button to select the **File** on your computer. If you are replacing an existing file, then check "**Overwrite if file with such name exists?**", and press Upload.

Once an image has been uploaded you may preview it in the right side of the window.

There are 5 options available to you when you select a picture:

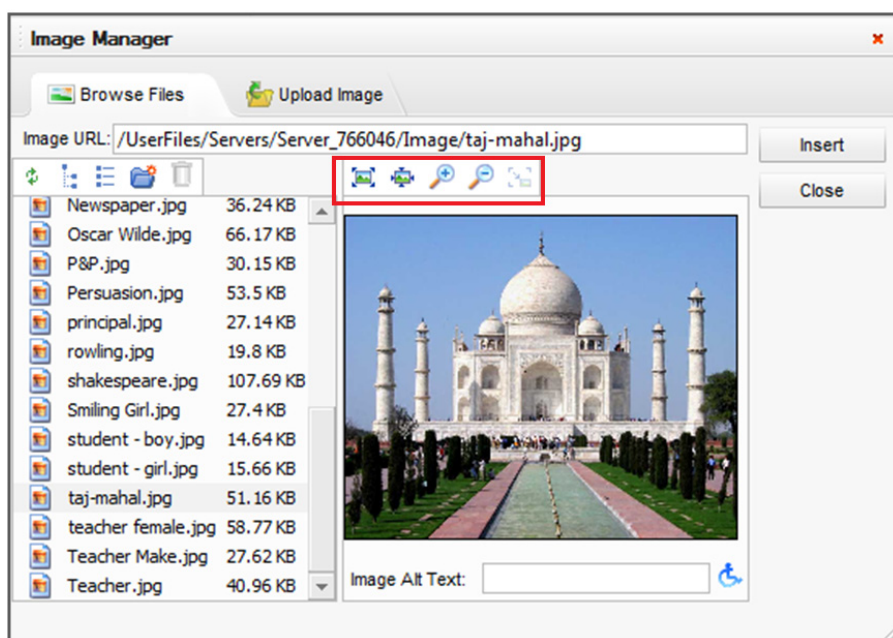<div align="center">

Figure 6: Upload an Image

</div>

Best Fit ![icon] - This option shirks the image to fit in the preview window

Actual Size ![icon] - displays the actual size of the image

Zoom In ![icon] - allows users to zoom into the image

Zoom Out ![icon] - allows users to zoom out of the image

Create Thumbnail ![icon] - allows you to create a thumbnail of the image.

a. Creating Thumbnails

You can easily create thumbnails of images. To create a thumbnail, simply select the image from the *Image Manager* and click on **Create Thumbnail** icon

Note: You can also create a thumbnail of an image after inserting it on a page by right clicking on the image and clicking **Create Thumbnail**.

Here, define the name, width, height and dimensions of the thumbnail and click Create. This thumbnail will now be available to you from the list of images in the *Image Manager*.

2) Publishing a Teacher Page

Once content is added to the page, there are three options available:

a) **Save:** Selecting **Save** will save all of the changes but will not publish them live on your site. You may return to this page at a later date to complete it.

b) **Publish:** By selecting Publish, the changes are instantly made live.

c) **Cancel:** Cancel will not save any changes.

Note: To edit a published page, simply return to the **Page Properties** menu and click on **Check Out & Edit Page.**
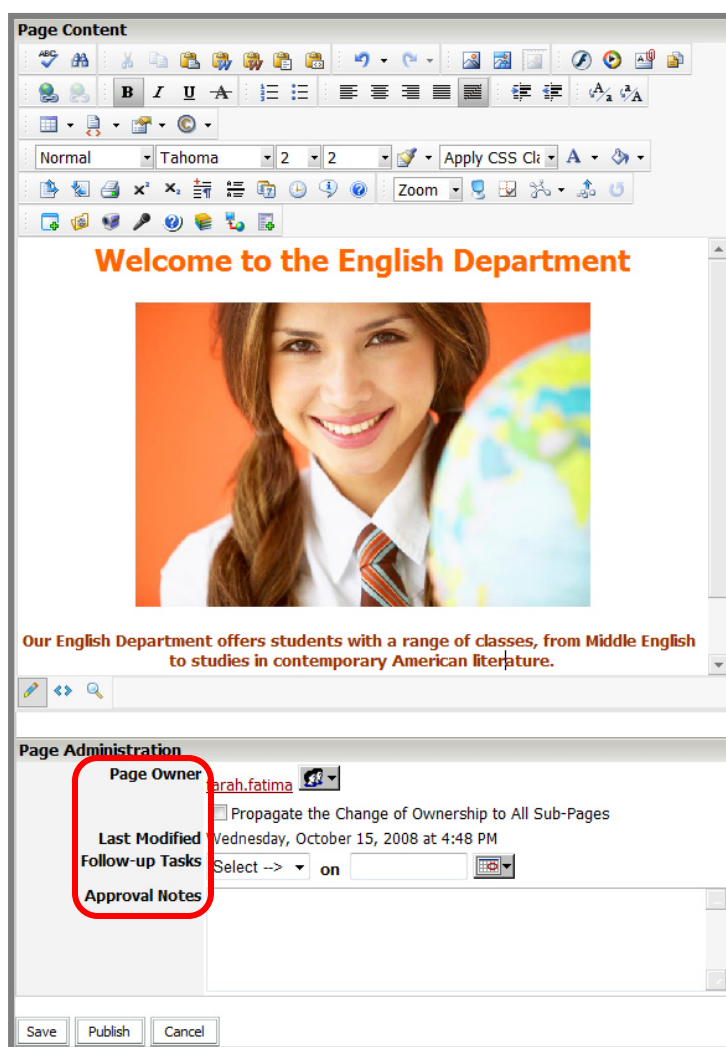

Figure 7: Publish a Teacher Page

Page Administration (*Figure 7: Publish a Teacher Page*) lists important information, such as:

Page Owner: In organizations where more than one individual is responsible for maintaining different pages on a site, this feature is useful when tasks need to be distributed. For the Teacher Page component, only the respective teacher will be the page owner.

Last Modified: Identifies the date in which the page was last updated.

Follow-up Tasks: Features two options, **Review** and **Archive**. Under the **Review** option, you have the ability to schedule a reminder to review a particular page on a pre-defined date. On this date, SharpSchool's system will trigger an email to you, the page owner, to update the page. Likewise, the **Archive** option automatically archives the page on a selected date.

Approval Notes: A page owner can include review notes for the individual assigned to approve the page before it goes live. Many organizations set approval workflows on pages in order to ensure the quality and standard of the content that is published on their public site.

III.   Photo Gallery

SharpSchool's Photo Gallery allows you to create multiple albums with dynamic features such as the ability to view pictures as slideshows, or allowing for moderated commenting.

Tip: Use the online Photo Gallery to invite parents into your classroom by showcasing projects and creative work.

To access the **Photo Gallery** assigned to your teacher page:

1) Click on the **Photo Gallery** link from on the left navigation bar of your teacher page. This will lead you to a blank gallery page. Here click on ✚**Add Album.**
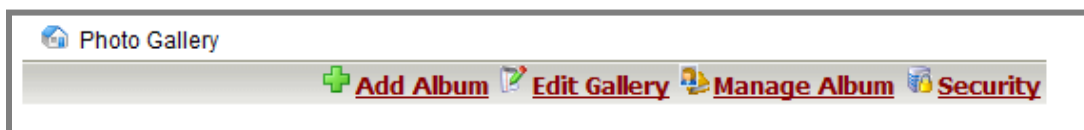

Photo Gallery

✚Add Album ✎Edit Gallery Manage Album 🔒Security

Figure 8: Photo Gallery - Add an Album

2) The following window will prompt you for a **Name** and **Description** for your album.

3) Selecting the **Random Picture from Album** option means that the system will pick any image from your album as the **Cover Picture**.

4) The second option available is to directly select an image of your choice to be the **Cover Picture**. Once you choose this option you will be given the ability to **Browse** to the image you wish to use.
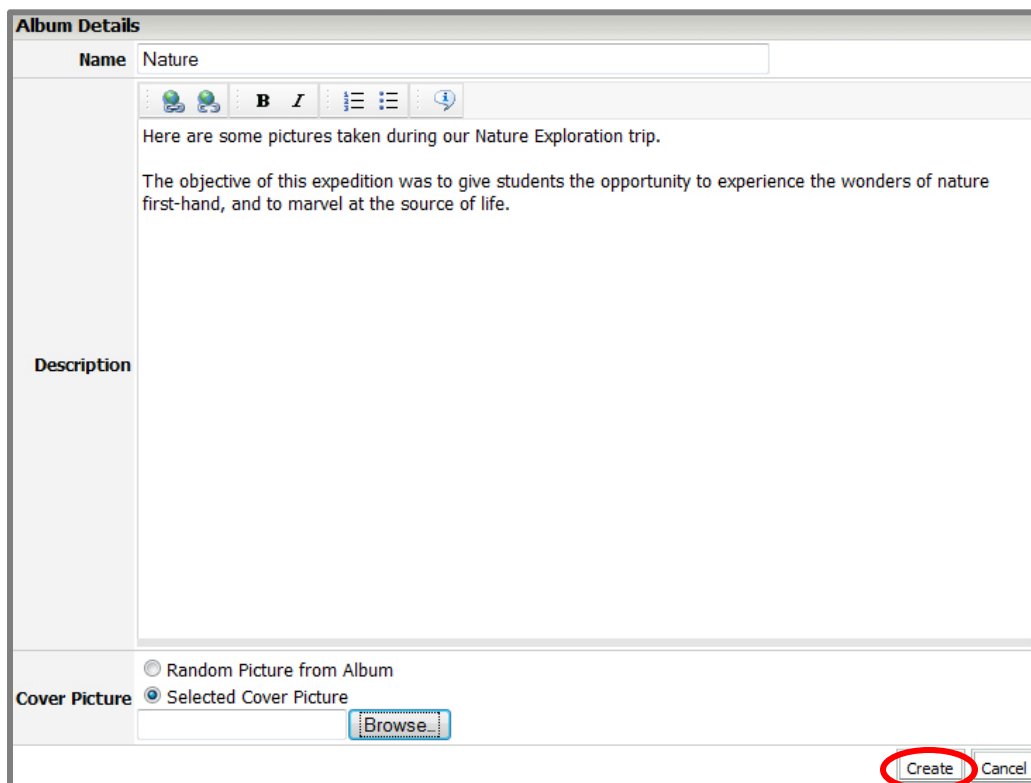
5) Click **Create**.

Figure 9: Photo Gallery - Name an Album

6) An empty album will show the message "No Images in This Album." To add images, click on ➕**Add Image**.

Figure 10: Photo Gallery – Add an Image

7) This will lead to a page that will allow you to upload images from your server or computer. To upload an image click on **Browse**, select the image you desire, click **OPEN**, and Click on **Upload Image(s)** to publish them into your online album.
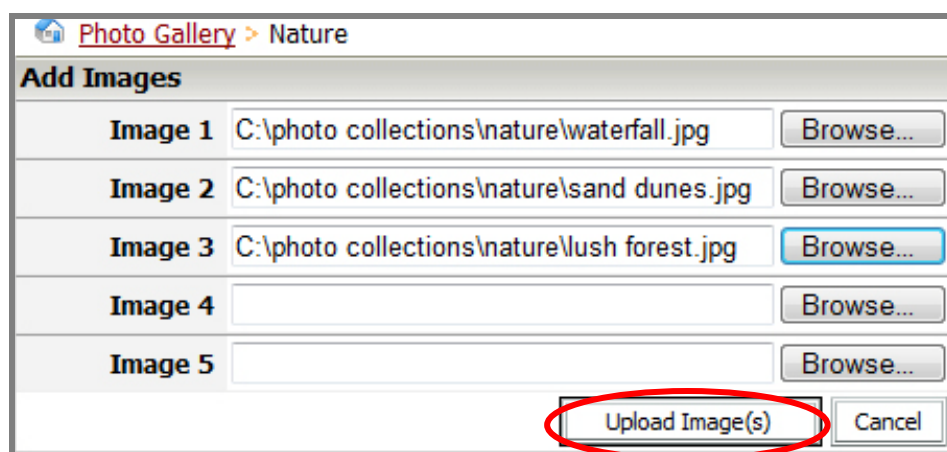
Figure 11: Photo Gallery - Upload Images into an Album

8) The resulting screen is an administrative view into the Photo Album. From this point on, you have the ability to change the name of images, alter their properties (such as thumbnail sizes) and delete images.
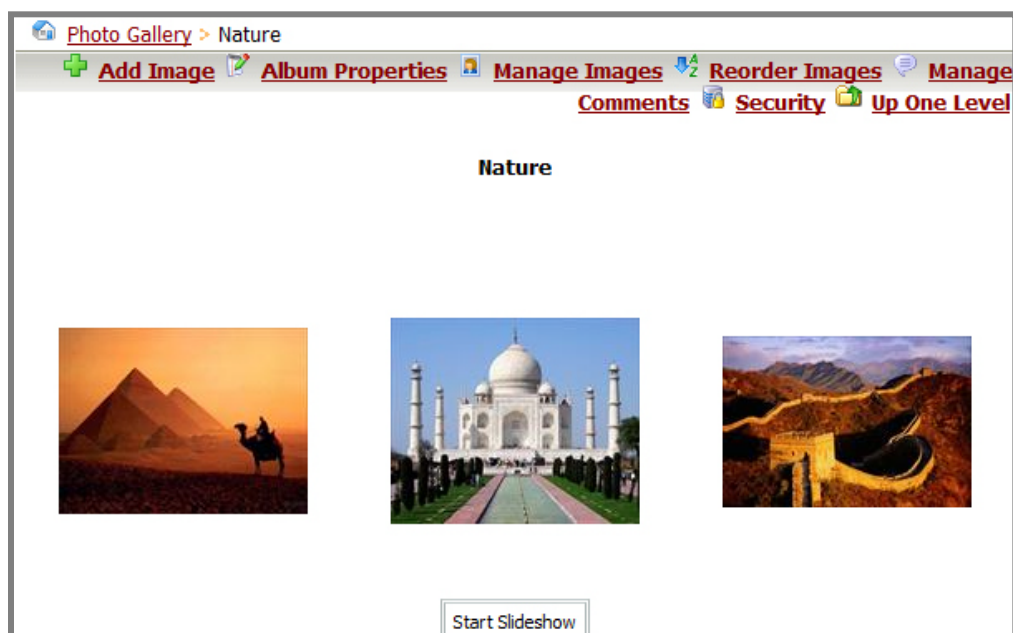

Figure 12: Photo Gallery - A Published Album

9) Uploading images from a computer or digital camera often names files in codes with file extensions at the end. (e.g. DSC-1001019A-200805.jpg) To rename images simply click on 🖼 **Manage Images** and you will be taken to the view in *Figure 13: Photo Gallery – Manage Images*.

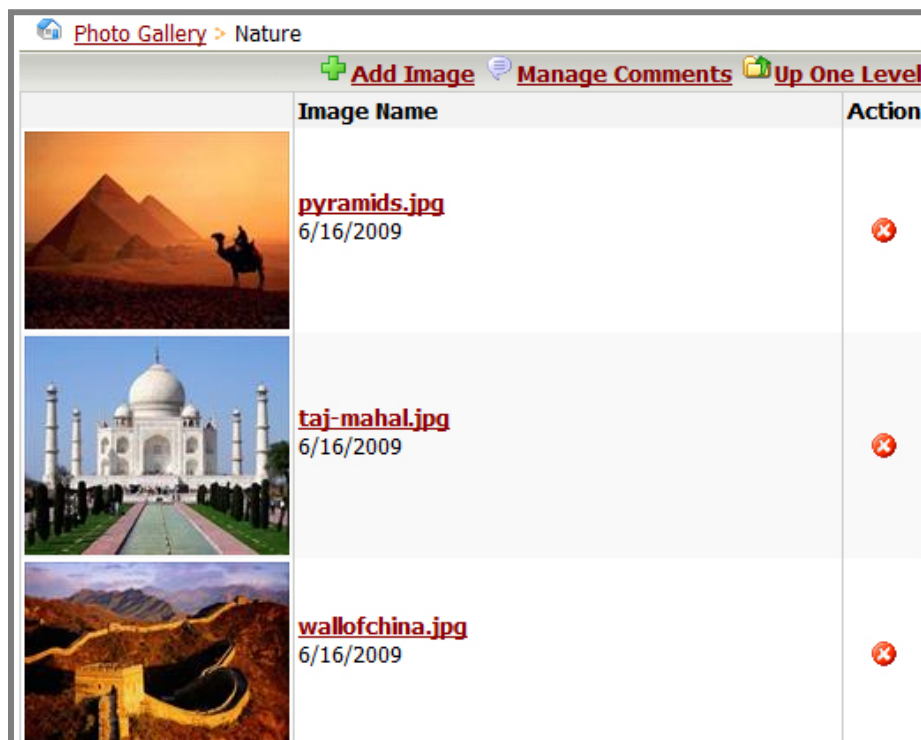Here, click on the picture you wish to rename.

Figure 13: Photo Gallery - Manage Images

10) The following box will give you the ability to rename the image as well as to include a description of it in the gallery. Click on **Update** and the new image name will be updated in the album.
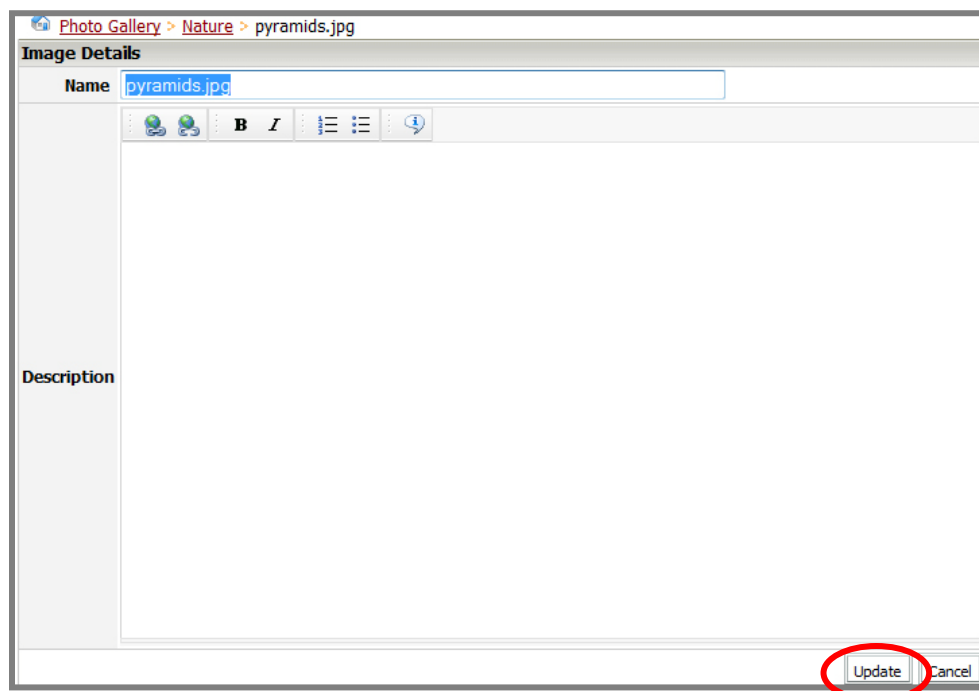
Figure 14: Photo Gallery - Rename Image

To delete an image simply click on 🖼 **Manage Images** and you will be taken to the view in *Figure 13: Photo Gallery – Manage Images*. Click on the ❌ icon and click **OK** in the pop-up window.
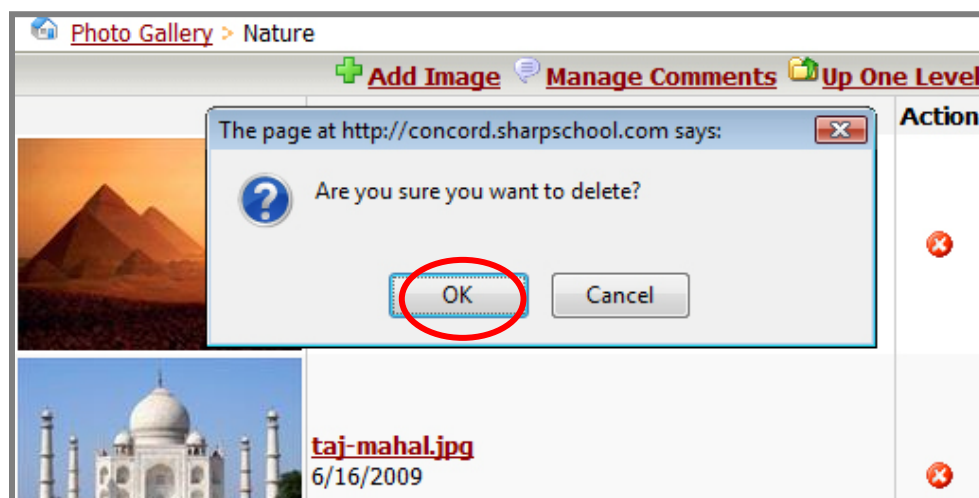

Figure 15: Photo Gallery - Delete an Image

Customize an Album

1) To customize an album, go to the **Photo Gallery Page** and select the album you wish to customize.
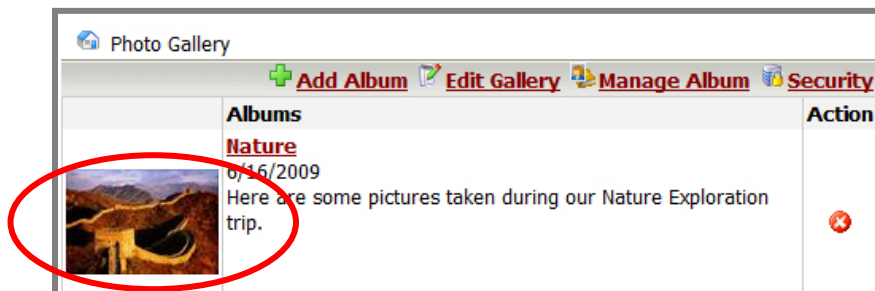
Figure 16: Photo Gallery - Customize an Album

Note: In this view you have the ability to delete an album by simply clicking on the corresponding ❌ icon.
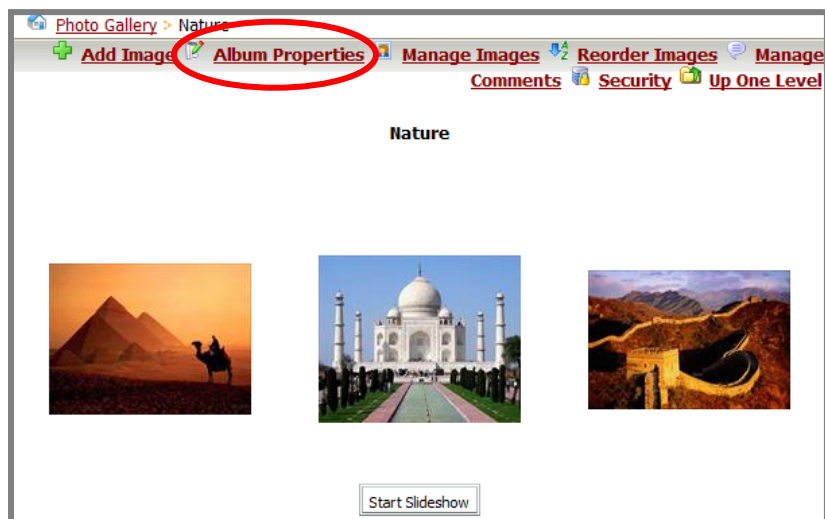
2) Click on 📝 **Album Properties**.

Figure 17: Photo Gallery - Album Properties

3) The resulting window includes various customization options such as those shown below:

Figure 18: Photo Gallery - Edit an Album

a) **Name:** You can rename an album here.

b) **Description:** You can include a description of an album.

   Note: There is a simplified version of the WYSIWYG editor included here.

c) **Cover Picture:** You can change the cover picture by selecting the **Select Cover Picture** option and selecting an image of your choice by clicking Browse... (*Refer to Figure 9: Photo Gallery – Name an Album*)

d) **Comment Moderation:** You can allow visitors to post comments under pictures by selecting this option.

e) **Thumbnail:** This option allows you to customize the resolution of thumbnails in the album.
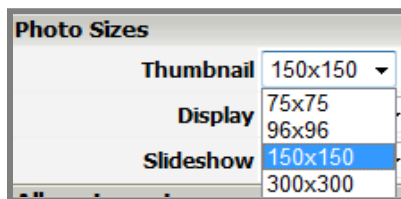
Figure 19: Photo Gallery - Edit Thumbnail

f) **Display:** This option allows you to customize the resolution of individual images.
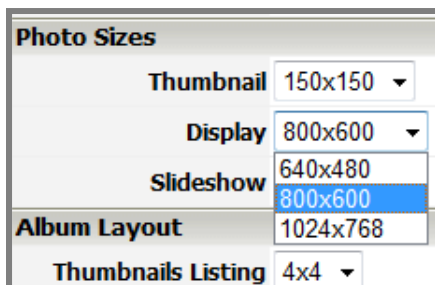
Figure 20: Photo Gallery - Edit Display

g) **Slideshow:** This option allows you to customize the resolution of images when viewed as a slideshow.
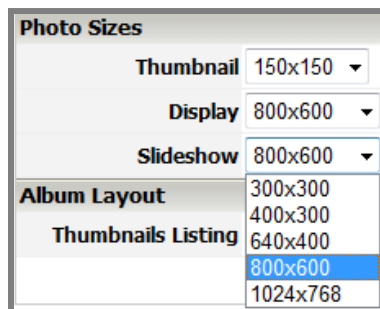

Figure 21: Photo Gallery - Edit Slideshow

h) **Thumbnail Listing:** This option allows you to customize the order in which thumbnails are listed on the album page (*Figure 22: Photo Gallery – Edit Thumbnail Listing*).
Once all the customizations are complete, click on **Update.**
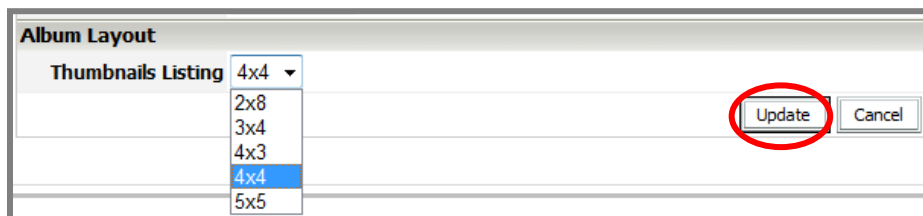
Figure 22: Photo Gallery - Edit Thumbnail Listing

IV.   Classroom Calendar

Using the Classroom Calendar, teachers can ensure that students and parents are always aware of upcoming assignments and deadlines. This is also a great place to publish important dates such as school events and activities.

To access the calendar assigned to your teacher page click on the **Calendar** link from the left navigation bar of your teacher page. This will lead you to a blank calendar page. For more information on how to navigate the SharpSchool Calendar, refer to *Chapter 4: Calendar*.
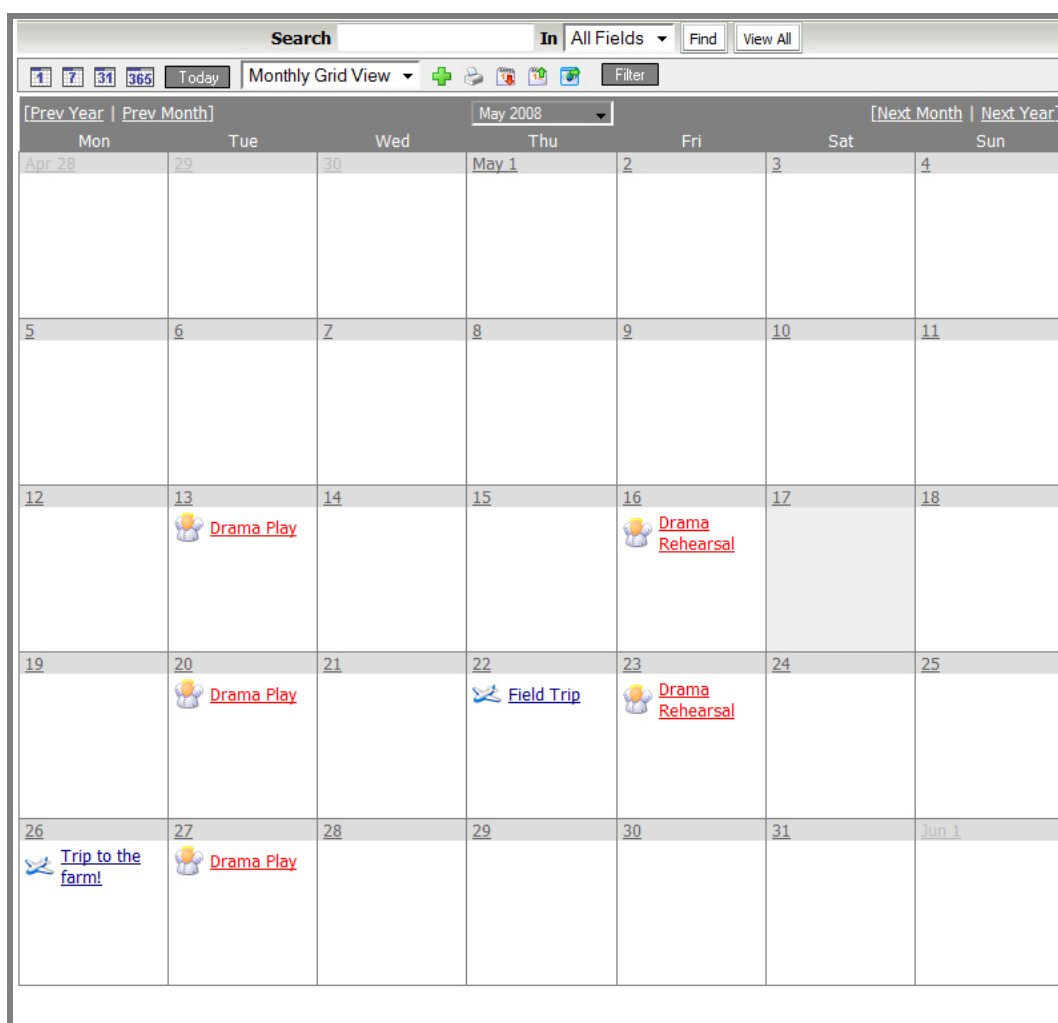
Figure 23: Calendar

V.   Contact Me

The *Contact Me* page allows visitors to your site to contact you via email.

To access the Contact Me page assigned to your teacher page:

1) Click on the **Contact Me** link from the left navigation bar of your teacher page.

2) This page contains a simple form with fields for **Full Name**, **Class** (if applicable), **Email Address** and **Questions/Concerns**.

3) Once users have completed this form and click on **Submit** the information in the form is sent to the owner, i.e. the teacher, of the email address.
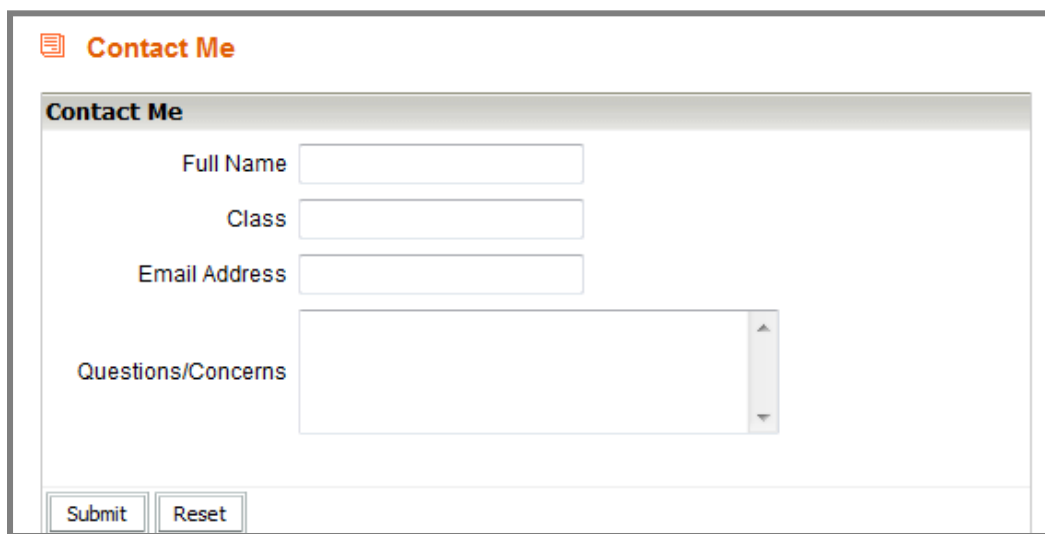
Figure 24: Contact Me

VI.   Announcements (News Engine)

SharpSchool's *News Engine* is a powerful tool that displays announcements and news information in convenient summaries right on the teacher homepage. Students, parents and visitors alike will always be up-to-date on the happenings of your classroom.

Tip: The *News Engine* can be used for many tasks, such as:

- Tests and homework announcements
- Exciting news and information
- School news

The *News Engine* is available on the right side of the teacher page (refer to *Figure 25: News Engine – Teacher Page*).
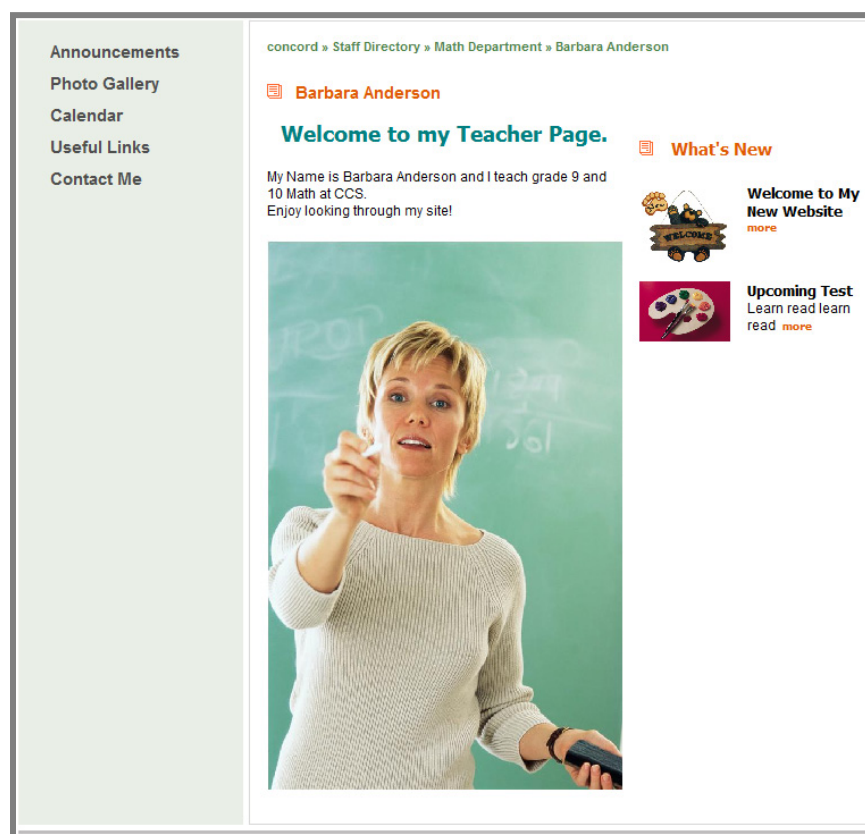
Figure 25: News Engine - Teacher Page

To access the **News Engine** page assigned to your teacher page:

1) Click on the **Announcements** link from the left navigation bar of your teacher page. This will lead you to the main **Announcements** page with links to the stories.
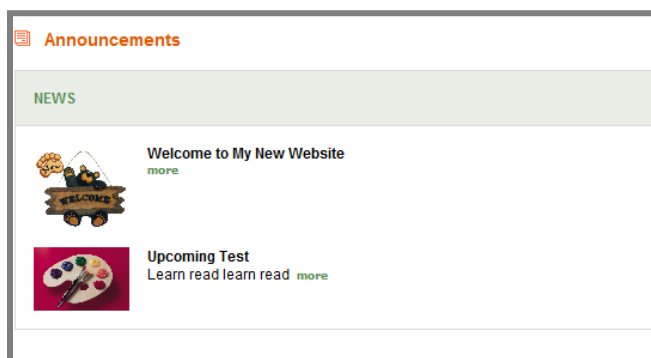
Figure 26: News Engine - Announcements Page

2) To add a new announcement, hover the mouse over **Page Properties**, move the mouse down to **Add New Page** and select **News Content Page**.
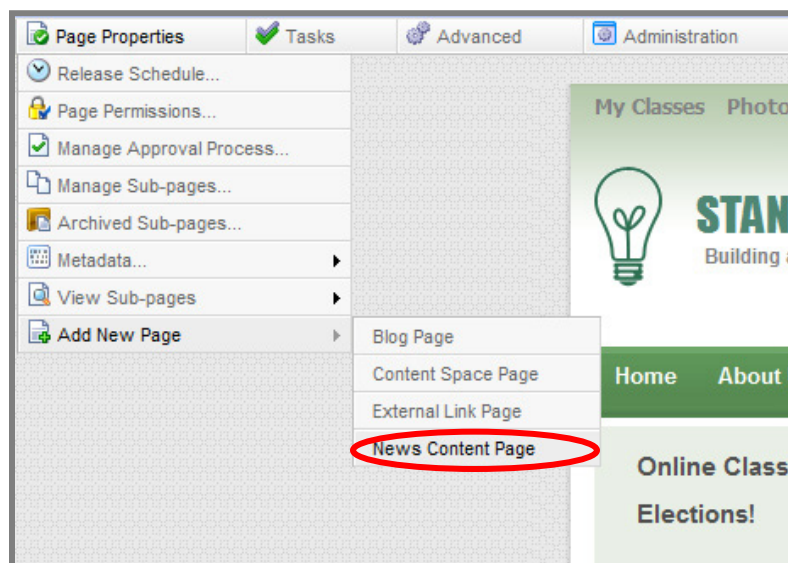
Figure 27: News Engine - Add an Announcement

3) Name the announcement and click **Create Page**.

Figure 28: News Engine - Name an Announcement

4) The following screen is a blank **Announcement Page**. To add content, hover the mouse over the *Gray Tool Bar*, go to **Advanced** and click on **Switch to Design Mode**.
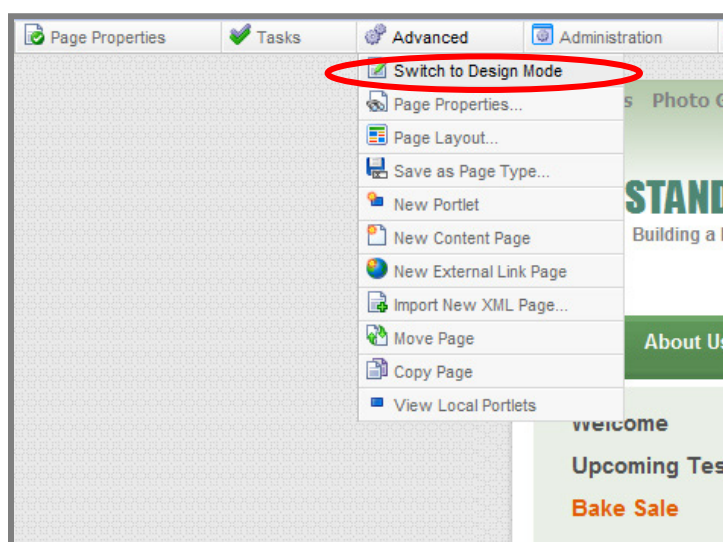
Figure 29: News Engine - Design an Announcement

5) After switching to **Design Mode** select **Edit** in the content area.

6) Include information about your news in following window. Fields of information available are:

     a. **Title:** Name the announcement here.

     b. **Category:** You can categorize news items.

c. **Featured Image:** You can upload an image to be associated with the news item. This image will be displayed in the news area on the teacher homepage and the Announcements page.

d. **Profile Name:** Simply include the name of the event or the event host.

e. **Summary:** This information is seen available on the teacher homepage and the Announcements page.

f. **Published Date:** Include the date on which this news is being published.

g. **Body:** Include a description of the news.

Figure 30: News Engine - Publish an Announcement

7) After the news has been added, there are 3 options available:

a. **Save:** Selecting **Save** will save all your changes but will not publish them live on your site. You may return to this page at a later time to complete it.

b. **Publish:** By selecting **Publish**, the changes are instantly made live.

c. **Cancel: Cancel** will not save any changes.
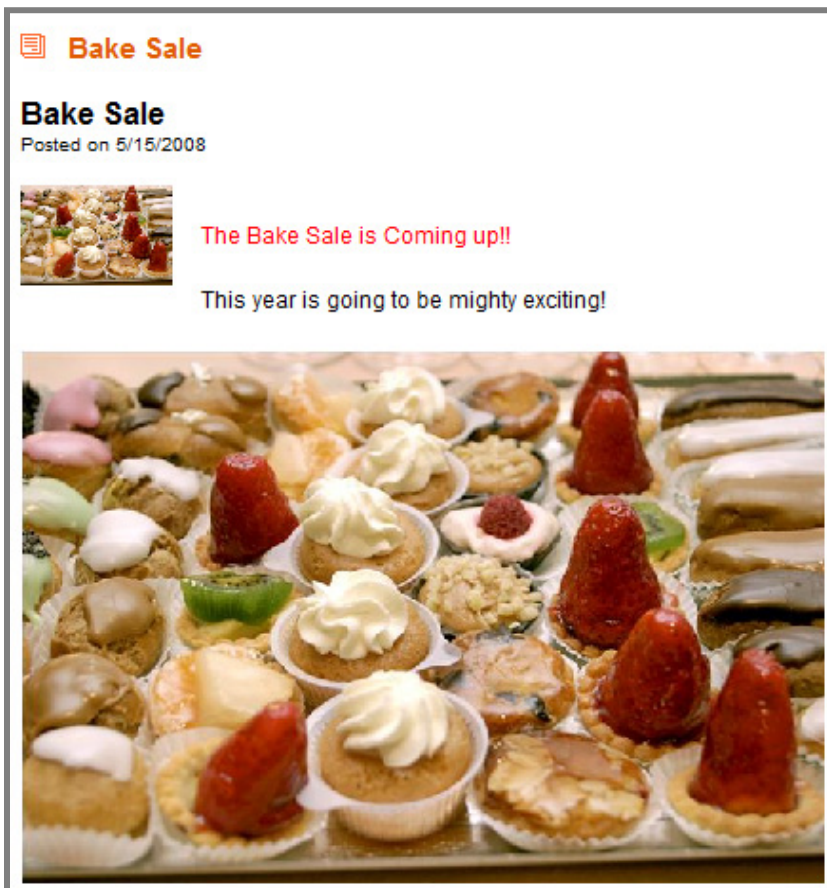
Figure 31: News Engine - Published Announcement

VII.   Useful Links

SharpSchool's Useful Links features a Document Container that streamlines your resource sharing needs by allowing you to upload documents and other resources into useful folders for users to download from.

Tip: You can use the *Document Container* for things such as:

- Storing homework assignments
- Field trip forms
- Curriculum

To access the *Document Container* assigned to your teacher page click on the **Useful Links** link from the left navigation bar of your teacher page. This will lead you to your document container.

Note: If you do not already have a *Document Container* on your teacher page, you can add one by going to the *Gray Tool Bar* and selecting **Page Properties**, **Add New Page**, and then **Document Container**.

1) Upload a Single File

a) To upload a file to your document container, click on the **Add New Item** dropdown menu and select **File**.
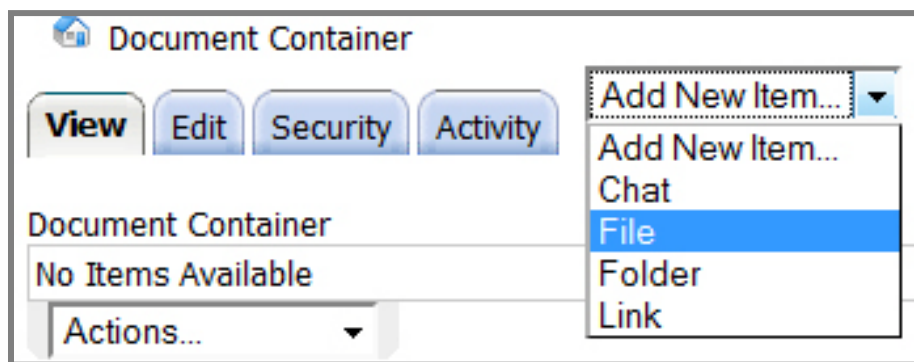
Figure 32: Document Container

b) The following window has multiple fields (refer to *Figure 33: Document Container - Add a File*), these are:

i. **Name:** Name the document, as this is what will be displayed in the *Document Container.*

ii. **Browse:** Click on this button to select a file from your computer or server.

iii. **Description:** A simplified WYSIWYG Editor has been included for you to add a description of the document.

iv. Once all the information has been added, click on **Add File** to publish the file in the *Document Container.*

Figure 33: Document Container - Add a File

c) The result is an administrative view of your *Document Container*. Your file is now uploaded
and ready to use.
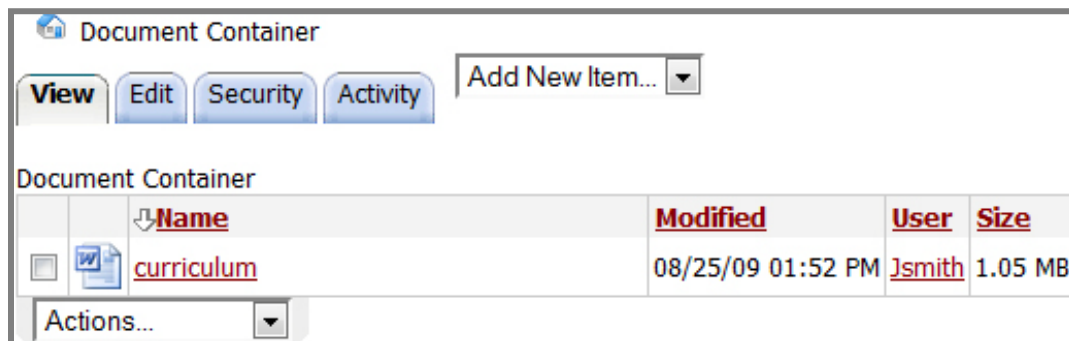
Figure 34: Document Container - Published File

2) Upload Multiple Files

To save time, you can upload several files at once through SharpSchool's *Upload Multiple Files* feature. To use this feature:

a) Click on the **Useful Links** link from the left navigation bar of your teacher page. This will lead you to your document container. To upload a file to your document container, click on the **Add New Item** dropdown menu and select **File**.

b) Click on the **Upload Multiple Files** tab at the top of the document container. This will take you to the file upload editor.
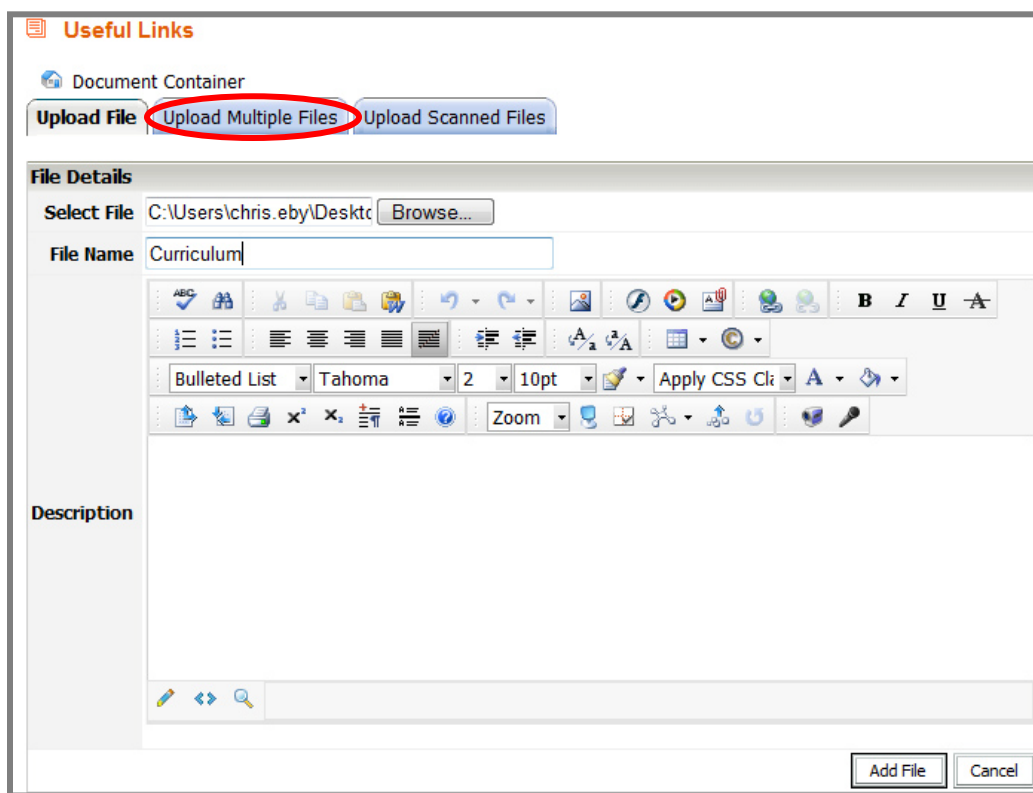
Figure 35: Document Container- Multiple File Upload

Note: This feature only works in Internet Explorer (IE). You may have to install an ActiveX control to use this editor on your browser. To do so, simply click on the prompt that directs you to install the XUpload Upload Control, and then click **Run** when the install window pops up. If this control is already installed you will not see this prompt.
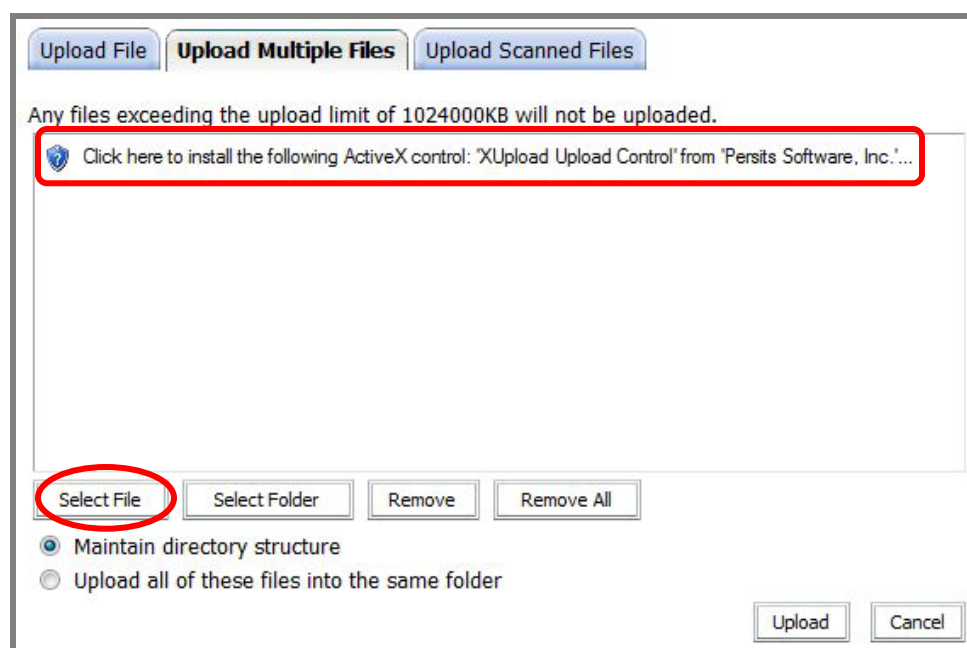
Figure 36: Document Container - Select Multiple Files

c) Within the *Choose File* window, locate the file you wish to upload. Once you have selected your file, click **Open.**

d) You may instead wish to upload an entire folder of files all at once. To do so, click **Select Folder**. From here, navigate to the location of the folder on your computer and click on it, and then click **Scan**.

e) Before uploading, if you decide you don't want to add one of the files listed in the window, click on that file and click on **Remove**.

f) When you have decided on which files you would like uploaded to your *Document Container*, click **Upload.** This will upload all of your selected files.
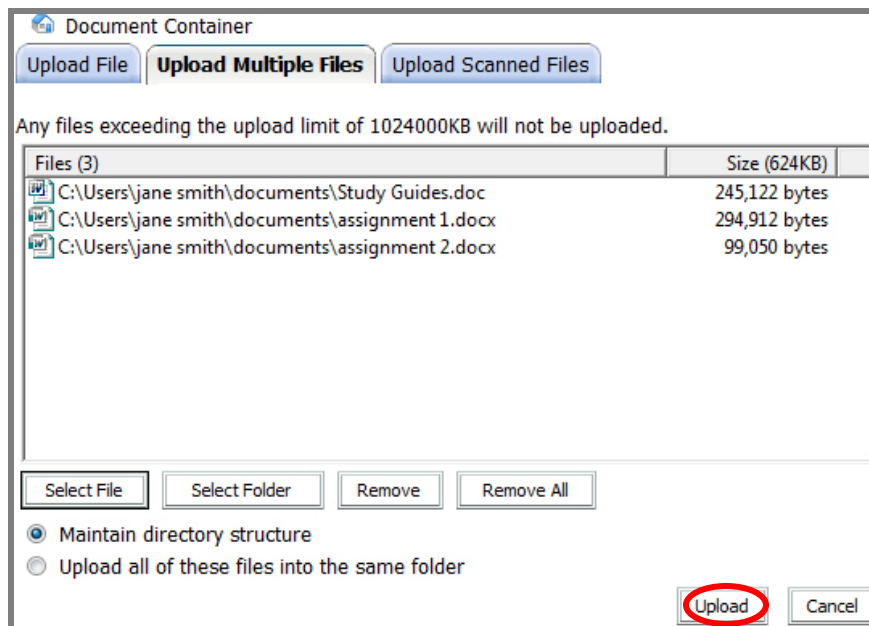
Figure 37: Document Container - Publish Multiple Files

3) Scanning Images

Another method of uploading is to upload directly from your scanner. This option allows you to scan a physical document and place it directly into a document container.

a) Click on the **Useful Links** link from the left navigation bar of your teacher page. This will lead you to your document container. To upload a file to your document container, click on the **Add New Item** dropdown menu and select **File**.

b) Click on the **Upload Scanned Files** tab at the top of the window. This will take you to the scanner upload interface.
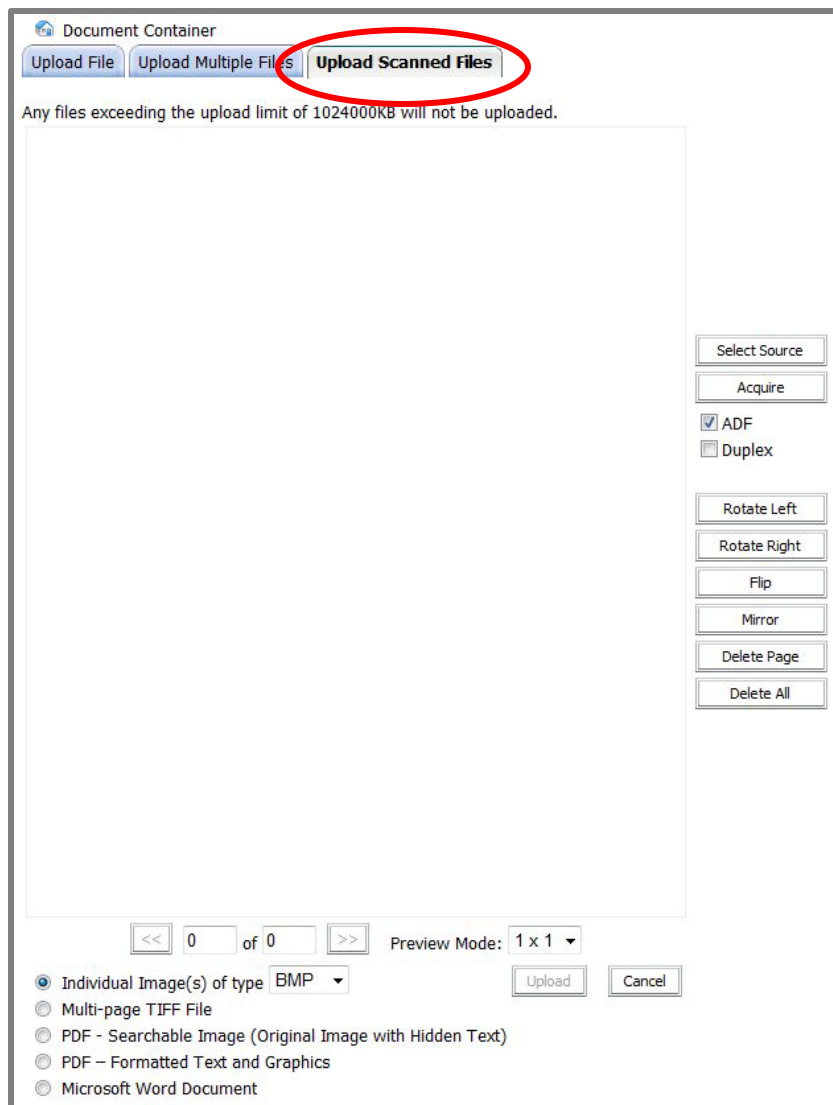
Figure 38: Document Container - Publish Scanned Files

c) Press the **Select Source** button to choose a scanner. When the new window opens, make your selection and press the **Select** button.
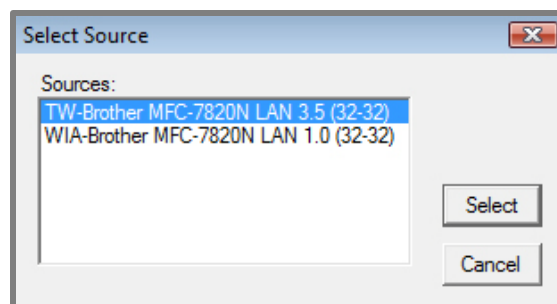
Figure 39: Document Container – Select a Source

d) If your scanner uses **ADF** (Automatic Document Feeder) or **Duplex** (double-sided scanner) check those checkboxes.

e) Press the **Acquire** button. This will bring up a scanning window.
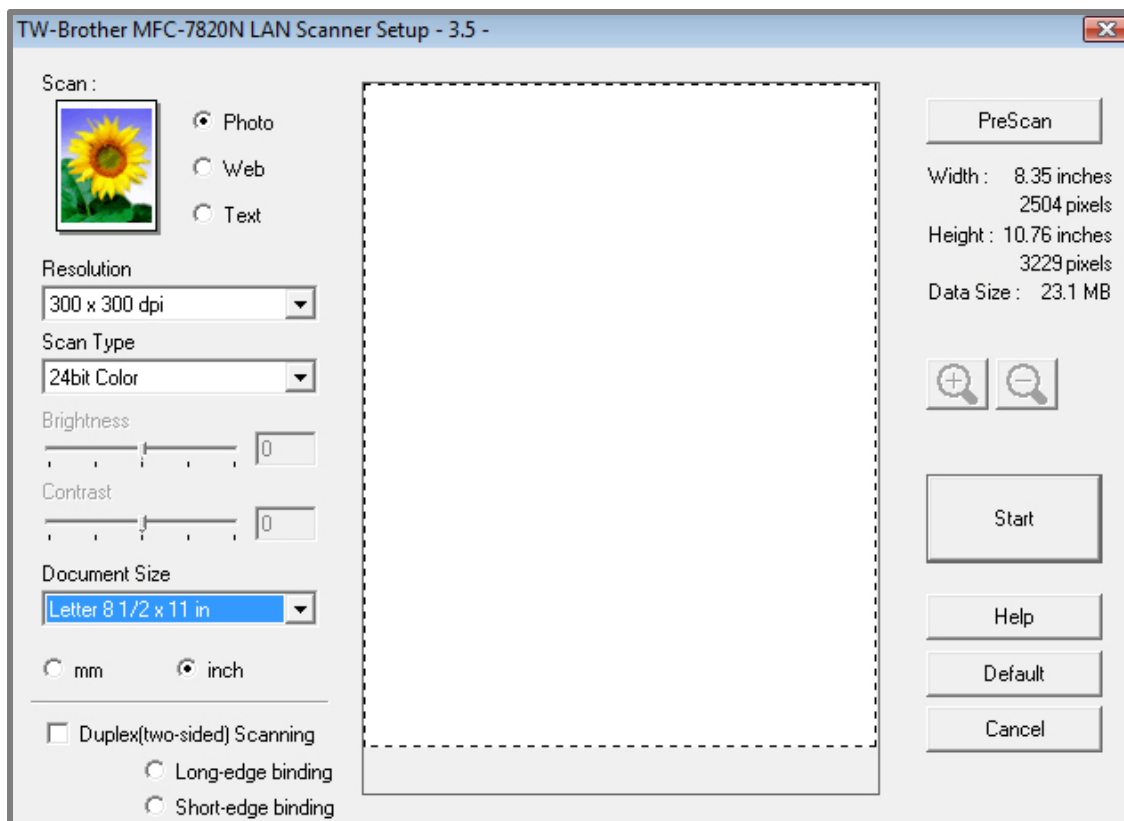
Figure 40: Document Container – Scanner Interface

From this interface you can make decisions as to the quality of your scanned image, the color used, and the size of the scanned area.

f) **Scan** allows you to choose what the image is and what it will be used for. Each choice has its own default resolution and scan type which will greatly impact the size of the scanned image.

> **i.** **Photo:** This option is intended for scanning high quality images that you want to be able to print. By default it scans at 300 x 300 dpi and 24bit color. A full page scan with the default settings will usually be 20 to 25 MB.
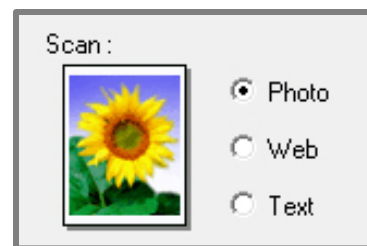
Figure 41: Scan Defaults

ii.   **Web:** This option is intended for material that is primarily going to be viewed on computer monitor. It scans at 100 x 100 dpi and 24bit color. By default a full page scan will usually be between 2 and 3 MB.

iii. **Text:** If you are scanning text that you, or students, may want to print, **Text** is the option to choose. By default, it scans at 200 x 200 dpi and in black & white. A full page black and white scan is generally less than 1 MB.

Tip: If none of the default choices appeal to you, you can choose the **Resolution** and the **Scan Type** yourself from the dropdown menus.

g) To define the area you want to scan, you can either choose a page size from the **Document Size** dropdown menu or you can define the scan area by clicking inside the scan area and dragging the mouse.
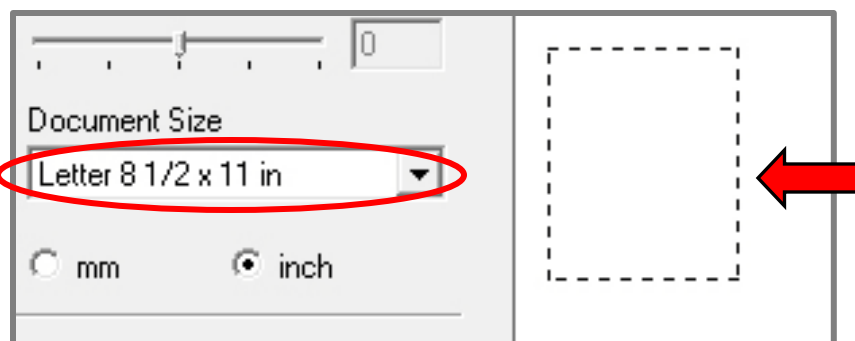
Figure 42: Document Container – Setting the Scan Area

Tip: Click **PreScan** to perform a quick scan and get a preview of what the full scan will look like. This can be very helpful as it lets you know if your image is properly aligned with the scan area.

h) Once you are satisfied with your settings, click the **Start** button to begin your scan. When the scan has finished running you will be returned to the original window.
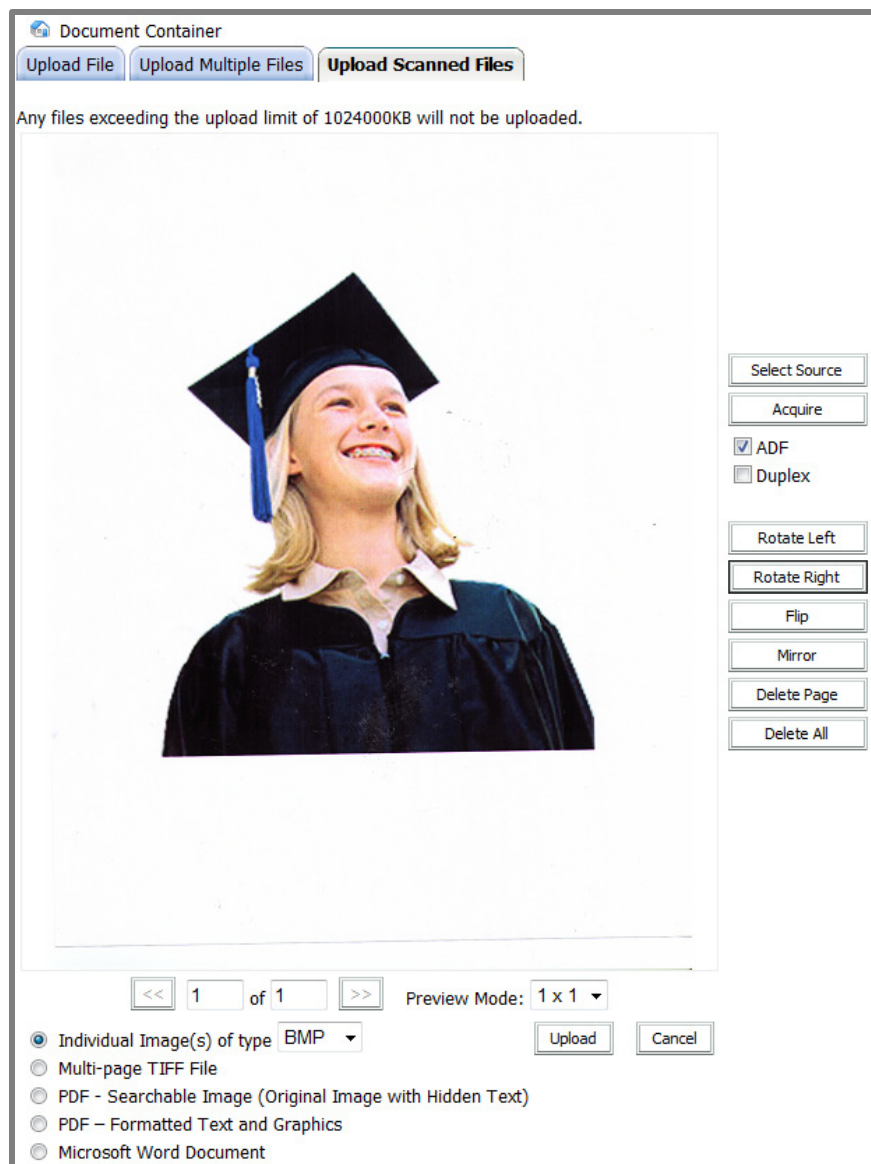
Figure 43: Document Container – A Scanned Image

4) Uploading Scanned Images

After you have scanned your images, there are still a few options to choose from before initiating the upload.

a. Image Alignment

After scanning the image you may realize that it was not placed in the scanner the correct way. It may be upside down or aligned horizontally instead of vertically (or vice versa). With the buttons **Rotate Left**, **Rotate Right**, **Flip**, and **Mirror** you can re-align the image. Or, if the scan did not turn out the way you would like, you can use the **Delete Page** button to delete the scan.

b. File Type

Before uploading your images, you must first choose what kind of files you want to produce. A number of options are available to you. The best choice will be largely dependent on the images being scanned, the desired file size, and other such considerations.
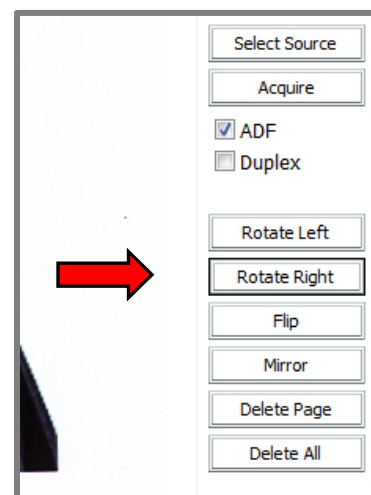
Figure 44: Alignment Buttons

| File Type	What it Produces
Individual Image(s) of type: **BMP, JPEG, TIFF, PNG**	Produces a standard image – ideal for use on websites.
Multi-Page TIFF File	Saves multi-page documents to a single image file.
PDF – Searchable Image	PDF with hidden text allowing it to be searched.
PDF – Formatted Text and Graphics	PDF with formatted text and graphics.
Microsoft Word Document	Converts the scanned image into a Word document. Ideal for scanned text.

Once you have made your selections for the image, press the **Upload** button. A small window will come up asking you to enter the filename. Input a name and press **ok**. Your image will now be uploaded in to the document container.

5) Creating Folders for your Files

You may wish to create personalized folders to organize your files. Doing so can clean up a cluttered workspace and provide easy navigation for users browsing your site.

To create folders for your files and links:

Click on the **Useful Links** link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the **Add New Item** dropdown menu and select **Folder.**

a) Give your folder a name. This name will be displayed within your *Document Container*.

b) You may provide a description to let others know of the contents of the folder.

c) You may select an icon so that you can identify your folder by sight. To do so, click on the **Select Icon** link. This will open a window with a variety of icons for you to choose from. Click on the desired icon.

d) Once you have added your description and selected your icon, click the **Create Folder** button.

You have now created a folder for storing your resources.

6) Creating Links to Resources on the Internet

If you have found online web pages you would like to share with others, you can do so by creating links within your *Document Container*. It is a great way to easily share online content on your website.

To create links to other web pages click on the **Useful Links** link from the left navigation bar of your teacher page. This will lead you to your document container. Click on the **Add New Item** dropdown menu and select **Link.**

a) Give your link a name. This name will be displayed within your *Document Container*.

b) Type in the full web address of the site you wish to link to within the **Web Address (URL)** field.

c) You may provide a description to let others know of the contents of the linked site.

d) Once you have added your description and provided the correct web address, click the **Add Link** button.

You have now created a link on your page directing to your desired website.

7) Modifying the Contents of the Document Container

If you wish to make changes to the contents or location of your files and folders and follow the proceeding steps:

a. **Editing a File**

    i.   You may wish to change the name or the description of your file. To do so, click on the **Useful Links** link available on the left navigation bar of your teacher page. This will lead you to your document container. Click on the file you wish to edit.

Note: If your file is stored in a folder, you will first have to navigate to where your file is stored by clicking on the folder(s).

    ii.   Click on the **Edit File** tab along the top of your *Document Container*. From here you can make changes to the name and description of your file. When you have made your changes, click the **Update File** button. This will save the changes to your file.

b. **Editing a Folder**

    i.   To change the name, description or icon of your folder, first click on the **Useful Links** link from the left navigation bar of your teacher page.

    ii.   Click on the folder you wish to edit.

    iii.   Click on the **Edit** tab along the top of your *Document Container*. From here you can make changes to the name, description and icon of your folder.

    iv.   When you finished making your changes, click the **Update Folder** button. This will save the changes you have made to your folder.

c. Moving a File or Folder

   i. If you wish to move your files, folders and links to another location within your *Document Container*, first click on the **Useful Links** link from the left navigation bar of your teacher page.

   ii. Click on the checkbox to the left of the file, folder or link you wish to move.

> **Tip:** You can save time by moving several items at once. Simply check the box next to every item you wish to move to the same new destination.

   iii. Click on the **Actions** dropdown menu at the bottom of your document container. From here select **Move Selected**.

   iv. On this page click on the **Browse** link next to the **Select Destination** field to select a new location within your document container for your items. A new window will pop up.

   v. Navigate your way to your desired destination folder by clicking on the names of the folders on the way to your destination folder. When you have located the folder you wish to contain your selected items, click on the **Select** link on the right side of the window for that folder.

   vi. Click on the **Move to Here** button to move your selected items.

> **Pitfall:** If you move a folder to a new location, all the items within that folder will be moved as well.

d. Deleting a File or Folder

   i. If you wish to delete your files, folders or links, first click on the **Document Container** link from the left navigation bar of your teacher page. Click on the checkbox to the left of the file, folder or link you wish to delete.

Tip: You can save time by deleting several items at once. Simply check the box next to every item you wish to remove.

ii.   Click on the **Actions** dropdown menu at the bottom of your document container. From here select **Delete Selected**.

iii. You will be taken to a confirmation screen. Click **Yes** if you are certain about deleting the selected items. Once deleted, the items are permanently removed, so take care to confirm that the items listed on this page are the ones you wish to delete.

Pitfall: If you delete a folder, all items within that folder will also be deleted.

VIII.   Adding More Pages

Although SharpSchool provides teachers with a standard packaged set of pages, you have the ability to add more pages as needed.

1) To add additional pages to your teacher page, simply return to the gray tool bar on top of the page – hover your mouse over **Page Properties**, scroll down to **Add New Page**, and click on **Content Space Page**.
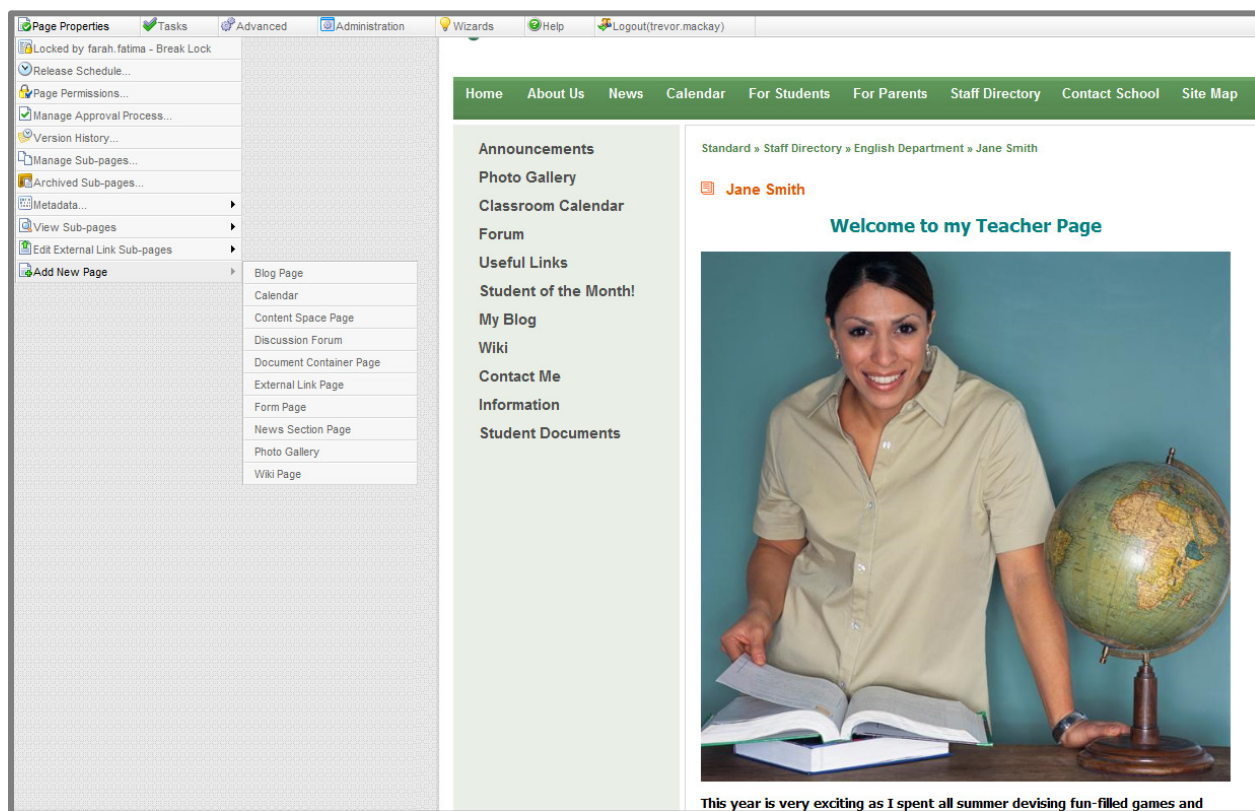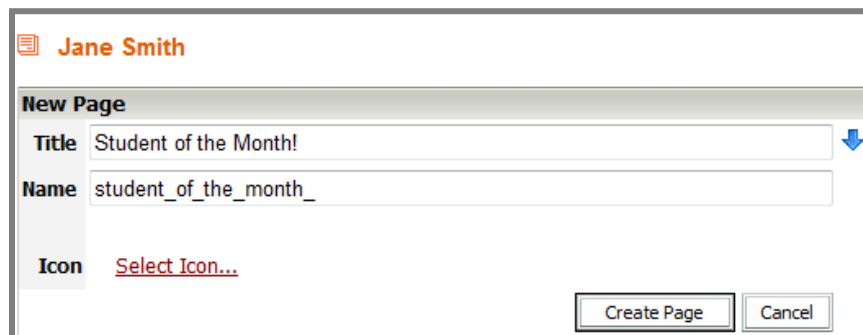

<p align="center">Figure 45: Add a New Page</p>

Pitfall: Remember to return to your teacher home page if you wish to add subpages. If you wish to have a subpage within a subpage then go to the main subpage you wish to add it under.

2) After clicking on **Content Space Page** you will be prompted to name your new page.
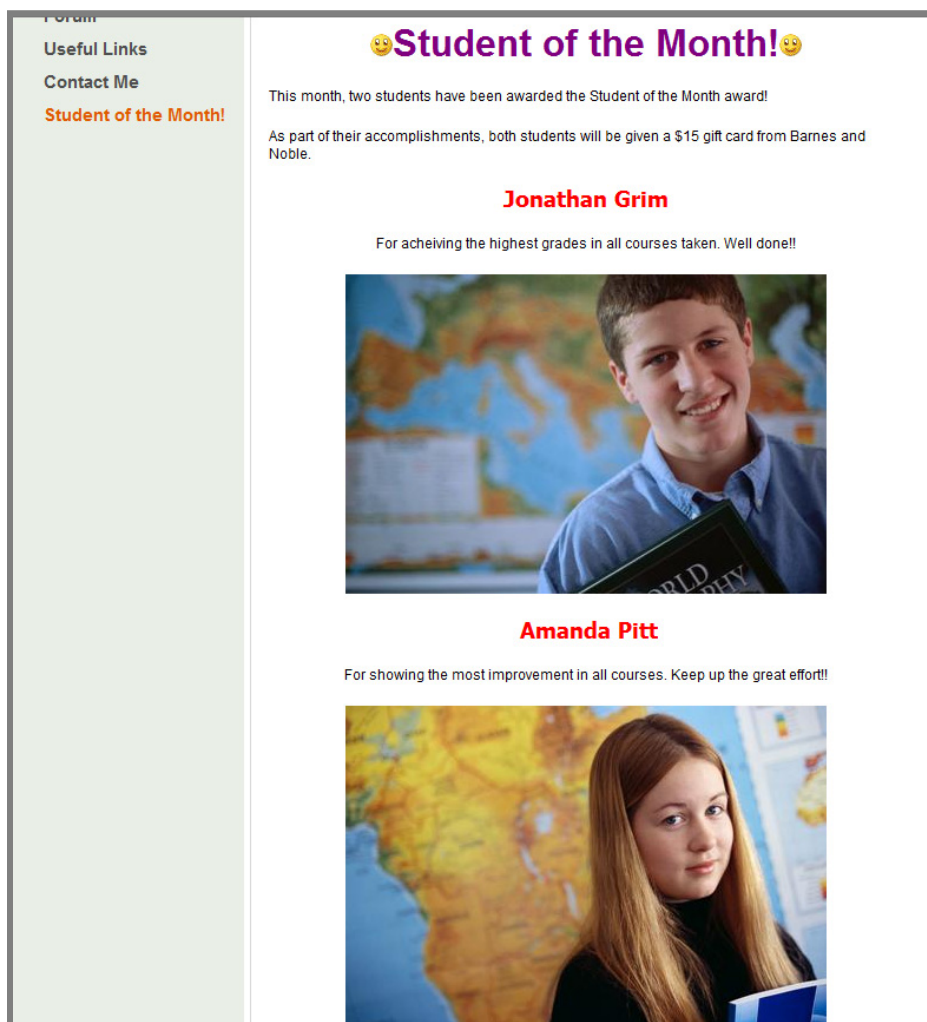
Figure 46: Name a New Page

3) Click on **Create Page** and this will lead you to SharpSchool's WYSIWYG editor. Add information and click on **Publish.**

Figure 47: Published New Page

IX.   Managing Sub-Pages

With SharpSchool's system there is no restriction on the order of the pages. To change the order of pages, to hide, show, or archive a page, hover your mouse over **Page Properties**, scroll down and click on **Manage Sub-Pages**. This will open a pop-up window with all the subpages under the parent page.

Reminder: The *Gray Tool Bar* is specific to the page you are viewing. If you select **Manage Sub-Pages** from the homepage, then you will only see the sub-pages directly under the homepage.
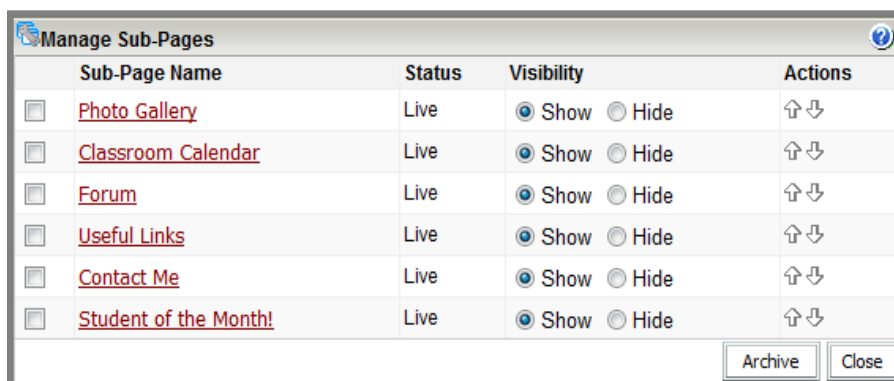

Figure 48: Manage Sub-Pages

1) Hide or Show a Page

To **Show** or **Hide** a page, refer to the column **Visibility** and click on the corresponding button and click **Close**. The hidden page still remains accessible, but it is hidden from the public site.
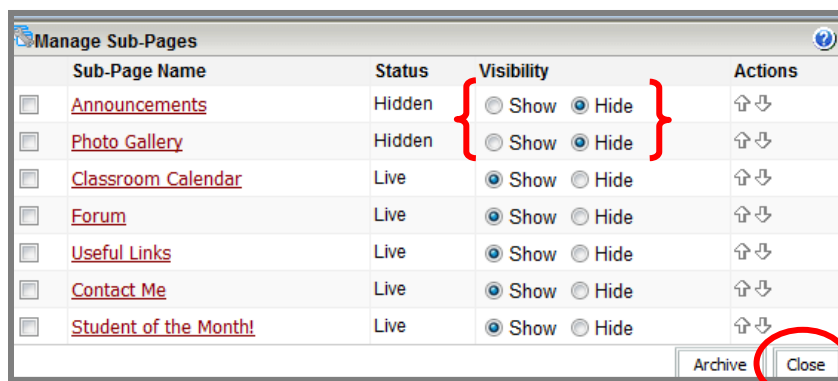

Figure 49: Hide or Show Pages

2) Ordering a Page

Users have the ability to rearrange the order of sub-pages as they appear on the navigation bar. To move pages, simply use the arrow keys⇧⇩ corresponding to a title under the **Actions** column. Click on **Close** to save your changes.
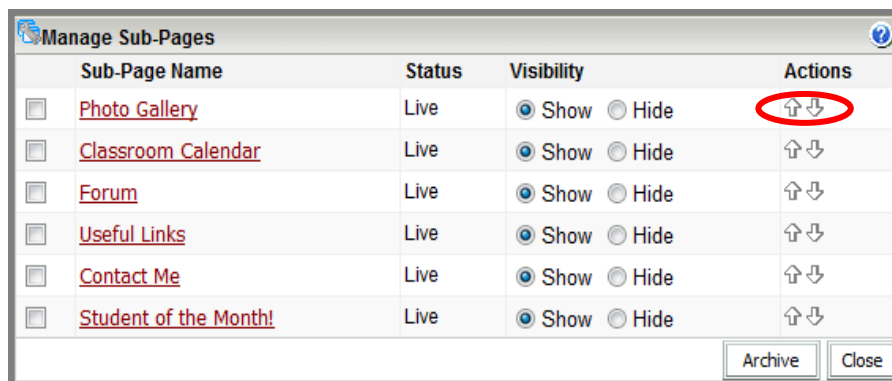

Figure 50: Order Sub-Pages

3) Archiving a Page

In order to archive a sub-page, select the checkbox next to the page title name and click **Archive**.
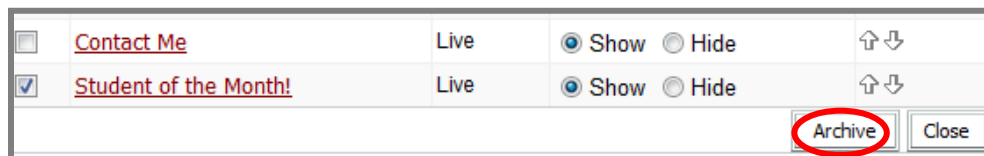

Figure 51: Archive a Sub-Page

4) Retrieving Archived Pages

To retrieve archived pages, hover your mouse over **Page Properties** and click on **Archived Subpages**. Here select the checkbox corresponding to the page you wish to retrieve and click on **Un-Archive.**
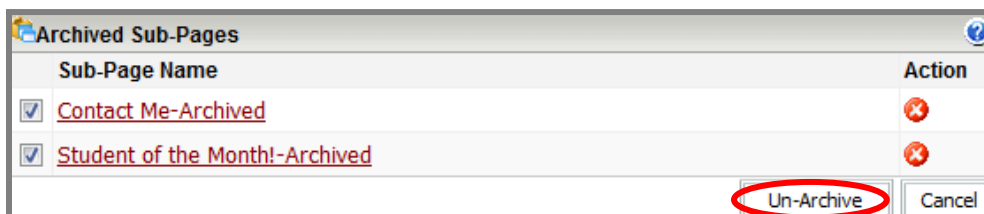

Figure 52: Retrieve an Archived Page

5) Deleting a Sub-Page

To delete a page hover your mouse over **Page Properties**, scroll down and click on **Archived Subpages**. Here click on ⊗ button next to the sub-page you wish to delete.

Note: Pages must be archived before they can be deleted from the site.