

# 30<sup>MIN</sup><sup>TM</sup> WEBSITES

*User Manual  
for  
District Administrators*



Online Solutions for Educators<sup>TM</sup> is a service of Penchina Web Design LLC  
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## ***Introduction***

The materials provided in this booklet are designed to help ensure that you get the most out of the 30-Minute Websites for Teachers™. We have included comprehensive documentation that explains how to create and maintain your classroom website.

Online Solutions for Educators is committed to delivering a user-friendly informative online resource for educators. Please contact us at [support@os4e.com](mailto:support@os4e.com) should you have any questions or comments.

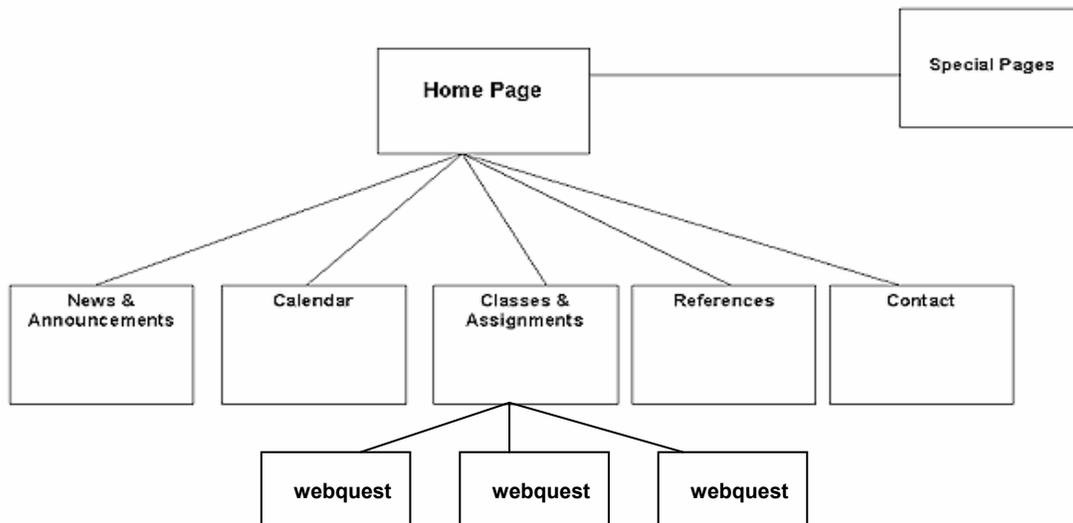
Cindy Pechina  
President  
Online Solutions for Educators™

## ***Website Overview***

30-Minute Websites for Teachers™ lets you create your own classroom website quickly and easily. It allows you to...

- Create a fully-functional, robust website in minutes
- Customize your site with your own colors and images
- Easily create a Class Calendar
- Post News and Announcements for the class
- Post assignments and related resource materials
- Create "mini-sites" for special projects and events
- Create and publish webquests and other lessons
- Administer and maintain your site from any computer with an Internet connection

The website contains 5 main sections off the Home Page plus an unlimited number of "Special Pages" and Webquests. *Note: Websites for "Specialists" offer different top-level sections that are more appropriate to that particular role. See below for more information.*



*News/Announcements* - Publish news and announcements for your classroom. This page includes the ability for you to upload two images.

*Calendar* - Display events on a Calendar. Upon opening this page, events appear in the format of a monthly calendar. Events are linked to a complete description. Previous and Next buttons appear on the page and enable you to navigate through additional months and their associated events.

*Classes & Assignments* - This section opens to a listing of your class schedule. You can add the topic of the day or week for discussion along with a description. You can also enter an assignment for the class.

*Webquests* – Webquests are separate assignment templates that can be used for a variety of purposes. These templates create “mini websites” that concentrate on a single assignment or lesson plan.

*References* – Add web links and documents that may be helpful to complete homework assignments. This area can also be used for forms and other documents that you want to make available for download. Links and documents can be organized within categories that you can define.

*Special Pages* – With Special Pages, you can create mini websites (each mini website is one page) that will be linked off of your Home Page. These pages can be used for class projects, field trips, student showcases, or for any purpose you wish.

### **Design Elements**

When the district or school administrator first sets up the teacher accounts, he/she can assign certain design elements. Each website within a school building can share an image on the home page. This image cannot be changed by the individual teacher. Usually, a photograph of the school, or an image of the school mascot is used here.

At the onset, templates for your website are chosen by the school or district website administrator according to the grade level you teach. For example, templates specifically designed for the elementary school age will be offered to elementary school teachers. A more "mature" design will be offered to high school teachers. Teachers can change these templates if they wish, by going to Preferences and selecting a different template.

**End-User Requirements**

30-Minute Websites for Teachers™ was built with the following browser specifications in mind. If you are having technical difficulties or are not seeing page layouts correctly, please check to see that your browser meets the specifications outlined below.

IE/Netscape Browser 6.x or higher for PC

Netscape/IE 6.x or higher for Mac

AOL 8.0 or higher for PC

AOL 6.0 or higher for Mac

Connection speed of 56K or higher

800 x 600 screen resolution

## ***Administration - Overview***

There are 4 levels of access available to the site. They are:

- District Site Administrator
- School Site Administrator
- Teachers
- Users

### **District Site Administrator**

The District Site Administrator has the ability to perform the following functions:

- Add/Edit/Delete School Site Administrator accounts
- Add/Edit/Delete Schools
- Add/Edit Delete Teacher accounts
- Add/Edit/Delete district and school information that appears on all pages
- Check hard disk space usage
- View the date of last login for each teacher account
- View license usage
- Request additional licenses

### **School Site Administrator**

The School Site Administrator has the ability to perform the following functions:

- Add/Edit Delete Teacher accounts
- Add/Edit/Delete Teacher passwords
- Add/Edit/Delete school information that appear on all pages
- Check hard disk space usage
- View the date of last login for each teacher account
- View license usage

## ***District Administration***

There should be one District Site Administrator that will have complete access and responsibility for configuring the 30-Minute Websites for Teachers™ system. The District Website Administrator will need to add each participating school within the district to the database. Once schools are created in the database, the District Website Administrator can designate a School Website Administrator for each school, if applicable, or the District Website Administrator can act as the School Website Administrator if the same person will serve in both capacities.

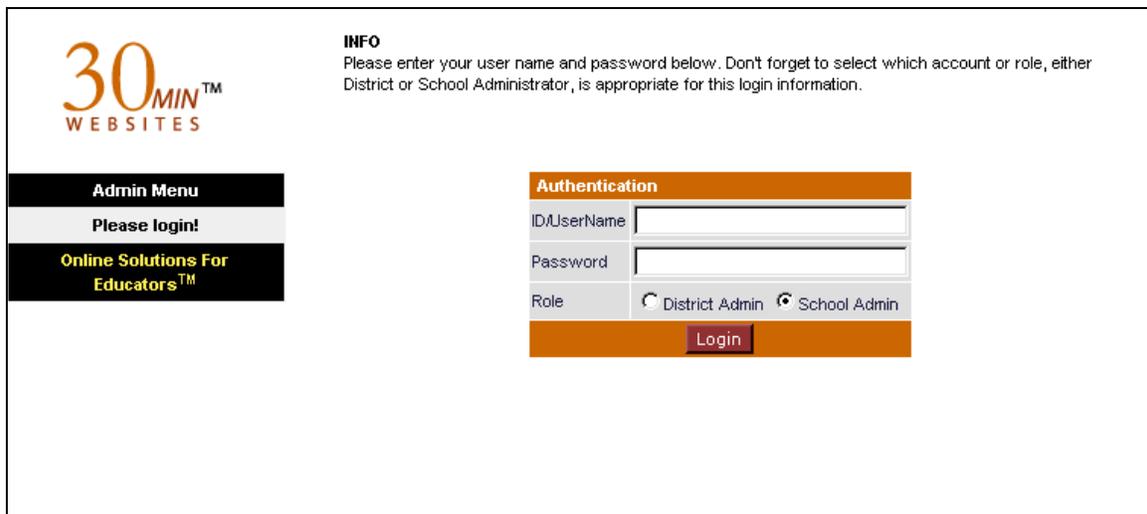
The District Site Administrator will go to the following website address to begin configuring the system:

[www.os4e.com/30](http://www.os4e.com/30)

## **Login**

The same login page is used for both the District Administrator and the School Administrator. Different information will appear based on the login information.

To log in as the District Administrator, type in your username and password\* then select the radio button next to District Admin.



The screenshot shows the login interface for the 30-Minute Websites system. On the left, there is a navigation menu with three items: "Admin Menu", "Please login!", and "Online Solutions For Educators™". The "30 MIN WEBSITES" logo is positioned at the top left. In the center, an "INFO" section provides instructions: "Please enter your user name and password below. Don't forget to select which account or role, either District or School Administrator, is appropriate for this login information." To the right, the "Authentication" form includes fields for "ID/UserName" and "Password", and a "Role" section with two radio buttons: "District Admin" (which is selected) and "School Admin". A "Login" button is located at the bottom of the form.

*District Administrator: Login Opening Screen*

\*The username and password will be given to you at the time of purchase.

## Statistics View

### Site Summary

After login, the District Administrator will see the Site Summary view. This screen gives an overview of schools entered in the system as well as license information.

**30MIN™ WEBSITES**

**Admin Menu**

**Statistics View**

- [\[view\]](#) Site Summary
- [\[view\]](#) Disk Usage

**District Management**

- [\[edit\]](#) District Information
- [\[add\]\[view\]](#) Schools
- [\[add\]\[view\]](#) Teachers

**Teacher Sites Index**

- [\[view\]](#) Teacher Listing

[\[request additional licenses\]](#)  
[\[change password\]](#) [\[logout\]](#)

[\[email help\]](#) [\[user manual\]](#)

**Online Solutions For Educators™**

**INFO**  
This view, the Site Summary view, gives you an overview of schools entered in the system as well as license information.

District Summary	
School	Teachers
Penchina Elementary School	23
Brown Middle School	35
Berry High School	37
OS4E Elementary	26
Central Middle School	32
North High School	37
South Elementary School	25

Site Totals	
Total Schools	Total Teachers
7	215

License Information		
District Username	User License Keys	Remaining User Keys
OS4ECentral	250	35

*District Administrator: Site Summary*

## Disk Usage

The Disk Usage view lets you see usage statistics for each teacher. Information lists in alphabetical order by teacher ID, by school. The statistics show you how much disk space each teacher is using. Each block of 50 licenses offers you 100MB of disk space, which equates to 2MB of disk space per teacher. The OS4E system monitors the total number of MB used per block of 50 licenses. Thus individual teachers are not strictly held to the 2MB limit. Some teachers may not require that much disk space while others might require more. If the TOTAL disk space used per 50 licenses goes over 100MB, then you can look to this screen to help identify individual teachers using the bulk of the space and take appropriate measures to decrease disk usage space.



**INFO**  
Here you can see usage statistics for each teacher. Information lists in alphabetical order by teacher ID, per school.

Disk Usage Statistics			
School Name	Teacher ID	Teacher Name	Disk Space Used
Elementary School	mr_george	John George	0 bytes
Elementary School	mr_jackson	Joe Jackson	0 bytes
Elementary School	ms_dicostanzo	Ti Dicostanzo	0 bytes
Elementary School	ms_gusmano	Sue Gusmano	0 bytes
Elementary School	ms_peer_robin	Mi Peer Robin	0 bytes
Elementary School	ms_schneider	Sue Schneider	0 bytes
Any Middle School	ms_smith	Michelle Smith	180,579 bytes
Any Middle School	ms_stokes	Tess Stokes	0 bytes
George Middle School	ms_whelchel	Lisa Whelchel	0 bytes
Dr. Brown High School	mr_high	Darren High	16,578 bytes
Dr. Brown High School	mr_mehta	Don Mehta	0 bytes
Dr. Brown High School	<b>No Teachers Defined</b>		0 bytes
Dr. Brown High School	<b>No Teachers Defined</b>		0 bytes
<b>Total Disk Space Used: 197,157 bytes</b>			

**Admin Menu**

**Statistics View**

- [\[view\]](#) Site Summary
- [\[view\]](#) Disk Usage

**District Management**

- [\[edit\]](#) District Information
- [\[add\]\[view\]](#) Schools
- [\[add\]\[view\]](#) Teachers

**Teacher Sites Index**

- [\[view\]](#) Teacher Listing

[\[request additional licenses\]](#)  
[\[change password\]](#) [\[logout\]](#)

[\[email help\]](#) [\[user manual\]](#)

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*District Administrator: Disk Usage*

## District Management

In the District Management section, you can add your district contact information as well as set up schools and teachers to use the system.

Edit District Information (See screen shot on next page.)

Selecting the Edit link next to District Information will allow you to add or edit information pertaining to your district. The UserName field is the only data you cannot change. 30-Minute Website for Teachers™ ships with a predefined UserName for the District Administrator account. You can, however, change the district password. This password is case sensitive.

The URL field allows you to enter a website address for the district that will appear as a link on every classroom website where the district name is displayed. If you do not enter a URL in this field, the district name on all the classroom websites will not be linked.

Also from this screen, the District Administrator can choose to upload a graphic or photograph to be displayed on all the teacher websites throughout the district in the What's New section. The product ships with a default picture for you to use. However, you can change this at anytime by uploading a new picture. The new picture you upload will become the new default picture for the What's New section on all of your teacher websites.

A teacher can choose to use their own picture when they begin to create their classroom website. The teacher's uploaded picture takes precedence over the default picture already in the system. The teacher can, at any time, choose to display the default picture again if they wish.

**30MIN WEBSITES**

**Admin Menu**

**Statistics View**

- [\[view\]](#) Site Summary
- [\[view\]](#) Disk Usage

**District Management**

- [\[edit\]](#) District Information
- [\[add\]\[view\]](#) Schools
- [\[add\]\[view\]](#) Teachers

**Teacher Sites Index**

- [\[view\]](#) Teacher Listing

[\[request additional licenses\]](#)  
[\[change password\]](#) [\[logout\]](#)

[\[email help\]](#) [\[user manual\]](#)

**Online Solutions For Educators™**

**INFO**  
 Enter your District information here. This information will appear on all the teachers web sites.

Remember to click the UPDATE DISTRICT button to save your changes.

For help with any item below, click the ? icon for more information.

**Edit District Information**

? UserName	OS4ECentral
? District Name	OS4E Central District
? Password	penc
? Address	30 State Street, Ossining, NY 10562
? Phone	914-762-0856
? URL	
? Default Image for What's New section on Home Page	
? New Default Image for What's New section on Home Page	<input type="text"/> <input type="button" value="Browse..."/>

*District Administrator: Edit District Information*

Add Schools (See screen shot on next page.)

To add a school to the system, select the Add link next to Schools in the District Management section. Here you can create the information that the School Administrator will need to maintain that school website. The School ID and Password will be the information the School Administrator needs to log in to the system. School Name will

appear on all of the teacher sites for that school. The School Image will appear on all the teacher pages for that particular school. You can also choose which template to use for all teacher websites in that school. The teacher can, however, override this template choice by changing the template layout in the Preferences section after they login to create or edit their website.

*Note: You must first add schools to the 30-Minutes system BEFORE you add any teachers.*

The screenshot shows the 30-Minutes Websites District Administrator interface. On the left is an 'Admin Menu' with sections for Statistics View, District Management, Teacher Sites Index, and utility links. The main area contains an 'INFO' section, a reminder to click the 'Add School' button, and a help icon. The 'Add New School To District' form includes fields for School ID, School Name, Password, Address, Phone, URL, School Image, and Default Template, with an 'Add School' button at the bottom.

**30MIN™ WEBSITES**

**Admin Menu**

**Statistics View**

- [\[view\]](#) Site Summary
- [\[view\]](#) Disk Usage

**District Management**

- [\[edit\]](#) District Information
- [\[add\]\[view\]](#) Schools
- [\[add\]\[view\]](#) Teachers

**Teacher Sites Index**

- [\[view\]](#) Teacher Listing

[\[request additional licenses\]](#)  
[\[change password\]](#) [\[logout\]](#)

[\[email help\]](#) [\[user manual\]](#)

**Online Solutions For Educators™**

**INFO**  
 Here you can add/edit school information and create the information the school administrator will need to maintain that school site.

Remember to click the Add School button at the bottom of the screen to save your changes.

For help with any item below, click the icon for more information.

**Add New School To District**

? School ID	<input type="text" value="school1"/>
? School Name	<input type="text" value="Dr. Brown Elementary School"/>
? Password	<input type="text" value="adm1n"/>
? Address	<input type="text" value="30 State Street, Ossining, NY 10512"/>
? Phone	<input type="text" value="914-762-0687"/>
? URL	<input type="text" value="www.district.edu"/>
? School Image	<input type="text" value="c:/windows/desktop/pictures/school.jpg"/> <input type="button" value="Browse..."/>
? Default Template	<input type="text" value="Elementary School"/>

*District Administrator: Add New School to District*

### View Schools

To view all the schools in the district that are currently set up in the 30-Minutes system, select the View link next to Schools in the District Management section. You will then see a list of all the schools created in the system. To view the School Administrator's password or change any school information, select the Edit link next to the corresponding school. You can also choose to delete schools from the system by selecting the Delete link next to each school. *Note: Once a teacher's site is deleted, all content within their site is also deleted.*

**30MIN™ WEBSITES**

**Admin Menu**

**Statistics View**

- [\[view\]](#) Site Summary
- [\[view\]](#) Disk Usage

**District Management**

- [\[edit\]](#) District Information
- [\[add\]](#)[\[view\]](#) Schools
- [\[add\]](#)[\[view\]](#) Teachers

**Teacher Sites Index**

- [\[view\]](#) Teacher Listing

[\[request additional licenses\]](#)  
[\[change password\]](#) [\[logout\]](#)

[\[email help\]](#) [\[user manual\]](#)

**Online Solutions For Educators™**

**INFO**  
 The District Schools view lets you see, at a glance, the schools you have set up in in the system. The Username information is the login Username for the School Administrator. To view the password or change any school information, select the edit link.

District Schools		
	School ID	School Name
<a href="#">[edit]</a> <a href="#">[delete]</a>	school3	Berry High School
<a href="#">[edit]</a> <a href="#">[delete]</a>	MySchool	Brown Middle School
<a href="#">[edit]</a> <a href="#">[delete]</a>	school5	Central Middle School
<a href="#">[edit]</a> <a href="#">[delete]</a>	school6	North High School
<a href="#">[edit]</a> <a href="#">[delete]</a>	school4	OS4E Elementary
<a href="#">[edit]</a> <a href="#">[delete]</a>	YourSchool	Penchina Elementary School
<a href="#">[edit]</a> <a href="#">[delete]</a>	school7	South Elementary School

*District Administrator: View Schools in District*

### Add Teachers

The District Administrator can choose to set up all the teachers within a school in the system or this task can be left up to the School Administrator. The Teacher ID and Password will be the information the teacher needs to log in to their own site. The Teacher ID is also a part of the teacher's website address.

Example: [www.os4e.com/district\\_ID/school\\_ID/teacher\\_ID](http://www.os4e.com/district_ID/school_ID/teacher_ID)

Information in the Display Name field will appear as the teacher's name. This field is separate so that you do not have to display the teacher's first name on their website if you choose. The Teacher Name field is the teacher's full name (last, first) and is used for reporting purposes.

Assign the teacher a password by typing it in the appropriate field. Passwords are case sensitive. There should be no spaces in the password. The teacher will use this password along with Teacher ID to log in to their website.

Then select the corresponding school in the pull-down menu. As the District Administrator, you can designate the template you want the teacher to use. 30-Minute Websites for Teachers™ ships with templates specifically designed for the intended grade level. You do not, however, have to use the intended template. You can choose to use a high school template for a middle school teacher, etc.

*Note: You must first add schools to the 30-Minutes system BEFORE you add any teachers.*

The screenshot shows the 30-Minute Websites District Administrator interface. On the left is an Admin Menu with sections for Statistics View, District Management, and Teacher Sites Index. The main content area includes an INFO section, instructions to click the Add Teacher button, and a help icon. The central form is titled 'Add New Teacher To School' and contains fields for Teacher ID, Display Name, Teacher Name (last,first), Password, School Name, and Template, with an 'Add Teacher' button at the bottom.

**30MIN WEBSITES™**

**Admin Menu**

**Statistics View**

- [view] Site Summary
- [view] Disk Usage

**District Management**

- [edit] District Information
- [add][view] Schools
- [add][view] Teachers

**Teacher Sites Index**

- [view] Teacher Listing

[request additional licenses]  
[change password] [logout]

[email help] [user manual]

**Online Solutions For Educators™**

**INFO**  
Here, the District Administrator can set up all of the teachers in the school or this task can be left up to the School Administrator.

Remember to click the Add Teacher button at the bottom of the screen to save your changes.

For help with any item below, click the ? icon for more information.

**Add New Teacher To School**

? Teacher ID	modonnell
? Display Name	Ms. O'Donnell
? Teacher Name (last,first)	O'Donnell, Michelle
? Password	t3acher
? School Name	Brown Middle School
Template	Middle School

**Add Teacher**

### *District Administrator: Add New Teacher to School*

When finished, select the Add Teacher button to save this information to the database. You will be taken to a screen that lists all the teachers created in the 30-Minutes system. You can view the teacher website by selecting the View link, next to the teacher's name. A new browser will open to display the corresponding teacher's website. Notice the URL in the browser address window. **This is the website address you will give the teacher; it is where they will go to log in to begin creating their site.** This is also where teachers can send website visitors, or they can send visitors to a central location that lists all the teacher websites in the 30-Minutes system. OS4E offers system integration and configuration. For more information, see Extended Services below.

### View Teachers

To view all the teachers entered in the system by school, select the View link next to Teachers in the District Management section. Here you can see, at a glance, all the teachers that have been entered into the 30-Minute Websites system. The Teacher ID information is the teacher's login username for their website. To view the password or change any teacher information, select the Edit link next to the corresponding teacher. You can also choose to delete teachers from the system by selecting the Delete link next to each school. *Note:* Once a teacher's site is deleted, all content within that site is also deleted.

To view the teacher website, select the View link in the corresponding row. A new browser will open to display the corresponding teacher's website. Notice the URL in the browser address window. **This is the website address you will give the teacher; it is where they will go to login to begin creating their site.** This is also where teachers can send website visitors, or they can send visitors to a central location that lists all the

teacher websites in the 30-Minutes system. OS4E offers system integration and configuration. For more information, see Extended Services below.



**INFO**

The Teachers view lets you see, at a glance, the teachers you have set up within the system. The Teacher ID information is the login Username for the Teacher. To view the password or change any teacher information, select the edit link.

All Teachers in District					
	School Name	Teacher ID	Teacher Name	Date Created	Last Login
[edit][delete][view]	Brown Middle School	cpenchina	Penchina, Cindy	9/10/2002	
[edit][delete][view]	Berry High School	mstanley	Stanley, Michelle	9/10/2002	9/6/2002
[edit][delete][view]	OS4E Elementary	vmohatt	Mohatt, Veronica	9/10/2002	
[edit][delete][view]	Central Middle School	tgates	Gates, Teresa	9/10/2002	9/14/2002
[edit][delete][view]	North High School	wodonnell	O'Donnell, Wayne	9/10/2002	
[edit][delete][view]	South Elementary School	cpearse	Pearse, Christopher	9/10/2002	
[edit][delete][view]	South Elementary School	jsmith	Smith, Jason	9/10/2002	
[edit][delete][view]	Penchina Elementary School	dipen	Mehta, Dipen	9/5/2002	9/6/2002
[edit][delete][view]	Penchina Elementary School	demo380	O'Donnell, Michelle	9/5/2002	9/11/2002
[edit][delete][view]	Penchina Elementary School	demo381	Smith, Mark	9/5/2002	9/6/2002

Admin Menu

- Statistics View**
- [view] Site Summary
- [view] Disk Usage
- District Management**
- [edit] District Information
- [add][view] Schools
- [add][view] Teachers
- Teacher Sites Index**
- [view] Teacher Listing

[request additional licenses]  
[change password] [logout]

[email help] [user manual]

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*District Administrator: View Teachers*

## Teacher Sites Index

Selecting to view the Teacher Sites Index will bring up a page, as shown below, in a separate browser. This page lists all teachers alphabetically, by school. Clicking on the teacher link will open that particular teacher's website, as seen by all users, in a new browser window.

You can link to the Teacher Sites Index from your school or district website for easy access to the teacher websites.

**Note:** The URL that appears in the Browser's web address window is the website address you will give the teacher. This is also where teachers can send website visitors, or they can send visitors to a central location that lists all the teacher websites in the 30-Minutes system. OS4E offers system integration and configuration. For more information, see Extended Services below.

**TEACHER PAGES**

---

**Berry High School**  
[Roberts, Julia](#)  
[Slater, Michael](#)  
[Stanley, Michelle](#)

**Brown Middle School**  
[Penchina, Cindy](#)

**Central Middle School**  
[Gates, Terresa](#)

**North High School**  
[Doe, John](#)  
[O'Donnell, Wayne](#)  
[Spreitzer, Ellen](#)

**OS4E Elementary**  
[Mohatt, Veronica](#)

**Penchina Elementary School**  
[Mehta, Dipen](#)  
[O'Donnell, Michelle](#)  
[Teacher, Demo 381](#)

**South Elementary School**  
[Pearse, Christopher](#)  
[Smith, Jason](#)

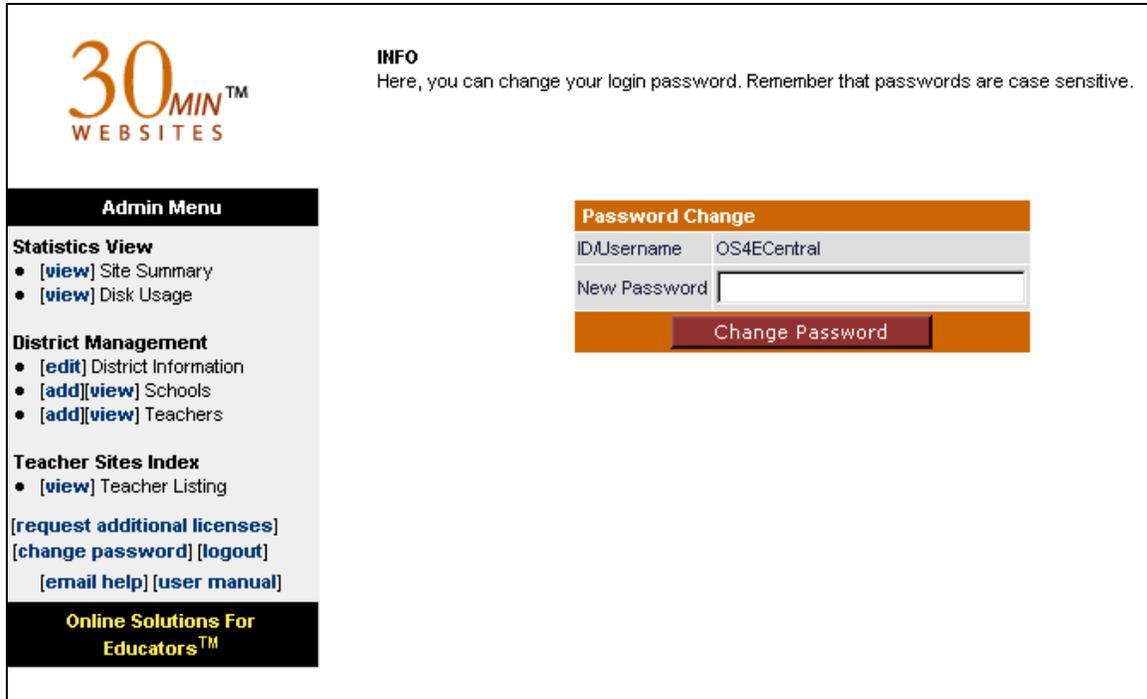
*Powered By*

**30<sup>MIN</sup>™**  
WEBSITES

*District Administrator: Teacher Sites Index*

## Change Password

Clicking the Change Password link will allow you to change the District Administrator login password. This password is case sensitive. There should be no spaces in the password.



**30<sup>MIN</sup>™ WEBSITES**

**Admin Menu**

**Statistics View**

- [\[view\]](#) Site Summary
- [\[view\]](#) Disk Usage

**District Management**

- [\[edit\]](#) District Information
- [\[add\]\[view\]](#) Schools
- [\[add\]\[view\]](#) Teachers

**Teacher Sites Index**

- [\[view\]](#) Teacher Listing

[\[request additional licenses\]](#)  
[\[change password\]](#) [\[logout\]](#)  
[\[email help\]](#) [\[user manual\]](#)

**Online Solutions For Educators™**

**INFO**  
Here, you can change your login password. Remember that passwords are case sensitive.

**Password Change**

ID/Username	OS4ECentral
New Password	<input type="text"/>

[Change Password](#)

*District Administrator: Change Password*

## ***School Administration***

The School Website Administrator is responsible for creating user names and passwords for all the teachers within their particular school.

The School Website Administrator will go to the following website address to begin configuring the system for the individual school:

[www.os4e.com/30](http://www.os4e.com/30)

The login page for the School Administrator is the same as the District Administrator. However, the information that is displayed on the page after login is dependent on the UserName and Password and is not the same information displayed for the District Site Administrator.

### **Login**

To log in as the School Administrator, type in your username and password\* then select the radio button next to School Admin.

**30 MIN WEBSITES**

**Admin Menu**  
**Please login!**  
**Online Solutions For Educators™**

**INFO**  
Please enter your user name and password below. Don't forget to select which account or role, either District or School Administrator, is appropriate for this login information.

**Authentication**

ID/UserName

Password

Role  District Admin  School Admin

**Login**

*School Administrator: Login Opening Screen*

\*The username and password is given to the School Administrator by the District Administrator.

## Statistics View

### Site Summary

After login, the School Administrator will see the Site Summary view *for their school only*. This screen gives an overview of the teachers entered in the system as well as license information.

**30MIN WEBSITES**

**Admin Menu**

**Statistics View**

- [\[view\]](#) Site Summary
- [\[view\]](#) Disk Usage

**School Management**

- [\[edit\]](#) School Information
- [\[add\]](#)[\[view\]](#) Teachers

**Teacher Sites Index**

- [\[view\]](#) Teacher Listing

[\[request additional licenses\]](#)  
[\[change password\]](#) [\[logout\]](#)

[\[email help\]](#) [\[user manual\]](#)

**Online Solutions For Educators™**

**INFO**  
 This view, the Site Summary view, gives you an overview of schools entered in the system as well as license information.

School Summary	
School	Teachers
YourSchool	6

*School Administrator: Site Summary*

### Disk Usage

The disk usage view lets you see usage statistics for each teacher in your school. Information lists in alphabetical order by teacher ID.

**30MIN WEBSITES**

**Admin Menu**

**Statistics View**

- [\[view\]](#) Site Summary
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**School Management**

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- [\[add\]](#)[\[view\]](#) Teachers

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- [\[view\]](#) Teacher Listing

[\[change password\]](#) [\[logout\]](#)

[\[email help\]](#) [\[user manual\]](#)

**Online Solutions For Educators™**

**INFO**  
 Here you can see usage statistics for each teacher. Information lists in alphabetical order by teacher ID, per school.

Disk Usage Statistics			
School Name	Teacher ID	Teacher Name	Disk Space Used
Your School	mr_george		0 bytes
Your School	mr_jackson		0 bytes
Your School	ms_dicostanzo		0 bytes
Your School	ms_gusmano		0 bytes
Your School	ms_peer_robin		0 bytes
Your School	ms_schneider		0 bytes
Your School	ms_smith		180,578 bytes
Your School	ms_stokes		0 bytes
Your School	ms_whelchel		0 bytes
Your School	mr_high		16,578 bytes
Your School	mr_mehta		0 bytes
Your School	<b>No Teachers Defined</b>		0 bytes
Your School	<b>No Teachers Defined</b>		0 bytes
<b>Total Disk Space Used: 197,157 bytes</b>			

*School Administrator: Disk Usage*

## School Management

In the School Management section, you can add your school contact information as well as set up teachers to use the system.

### Edit School Information

Selecting the Edit link next to School Information will allow you to add or edit information pertaining to the particular school. The UserName field is the only data you cannot change. This is created by the District Administrator. You can, however, change the school password. **This password is case sensitive and should have no spaces.**

The URL field allows you to enter a website address for the school that will appear as a link on every classroom website where the school name is displayed. If you do not enter a URL in this field, the school name on all the classroom websites will not be linked.

From this screen, the School Administrator can choose to upload a graphic or photograph to be displayed on all the teacher websites throughout the school. If the School Administrator does not upload a picture here, a default picture will appear on the Home page in its place. As the School Administrator, you can change this picture as often as you like.



**Admin Menu**

**Statistics View**

- [view] Site Summary
- [view] Disk Usage

**School Management**

- [edit] School Information
- [add][view] Teachers

**Teacher Sites Index**

- [view] Teacher Listing

[change password] [logout]

[email help] [user manual]

**Online Solutions For Educators™**

**INFO**  
Here you can edit information for your school.

Remember to click the UPDATE SCHOOL button to save your changes.

For help with any item below, click the ? icon for more information.

**Edit Your School Information**

? School ID	YourSchool
? School Name	<input type="text" value="Penchina Elementary School"/>
? Password	<input type="text" value="penc"/>
? Address	<input type="text" value="30 State Street, Ossining, NY 10562"/>
? Phone	<input type="text" value="914-762-0856"/>
? URL	<input type="text"/>
? Current School Image	
? New School Image	<input type="text"/> <input type="button" value="Browse..."/>
? Template	Elementary School <input type="button" value="v"/>

*School Administrator: Edit School Information*

### Add Teachers

The School Administrator can set up all the teachers within a school in the system. The Teacher ID and Password will be the information the teacher needs to log in to their own site. The Teacher ID is also a part of the teacher's website address.

Example: [www.os4e.com/district\\_ID/school\\_ID/teacher\\_ID](http://www.os4e.com/district_ID/school_ID/teacher_ID)

Information in the Display Name field will appear as the teacher's name on their website. This field is separate from the Teacher Name field so that you do not have to display the teacher's first name on their website if you don't want to. The Teacher Name field is the teacher's full name (last, first) and is used for reporting purposes.

Assign the teacher a password by typing it in the appropriate field. **Passwords are case sensitive. There should be no spaces in the password.** The teacher will use this password along with Teacher ID to log in to their website.

Select the corresponding school in the pull-down menu. As the School Administrator, you can designate the template you want the teacher to initially use. 30-Minute Websites for Teachers™ ships with templates specifically designed for each grade level. You do not, however, have to use the intended template. You can choose to use a high school template for a middle school teacher, etc. The teacher, however, will be able to change this template choice when they set up their own website.

*Note: You must first add schools to the 30-Minutes system BEFORE you add any teachers.*



#### INFO

Here, the School Administrator can set up all of the teachers within their school.

Remember to click the ADD TEACHER button to save your changes.

For help with any item below, click the ? icon for more information.

**Admin Menu**

**Statistics View**

- [\[view\]](#) Site Summary
- [\[view\]](#) Disk Usage

**School Management**

- [\[edit\]](#) School Information
- [\[add\]](#)[\[view\]](#) Teachers

**Teacher Sites Index**

- [\[view\]](#) Teacher Listing

[\[request additional licenses\]](#)  
[\[change password\]](#) [\[logout\]](#)

[\[email help\]](#) [\[user manual\]](#)

**Online Solutions For Educators™**

**Add New Teacher To Your School**

? Teacher ID	<input type="text" value="modonnell"/>
? Display Name	<input type="text" value="Ms. O'Donnell"/>
? Teacher Name (last,first)	<input type="text" value="O'Donnell, Michelle"/>
? Password	<input type="text" value="teach3r"/>
? School Name	<input type="text" value="Penchina Elementary School"/>
? Template	<input type="text" value="Elementary School"/>

**Add Teacher**

### *School Administrator: Add Teacher to School*

When finished, select the Add Teacher button to save this information to the database. You will be taken to a screen that lists all the teachers in your school that have been created in the 30-Minutes system. You can view each teacher website by selecting the View link, next to the teacher's name. A new browser will open to display the corresponding teacher's website. Notice the URL in the browser address window. **This is the website address you will give the teacher; It is where they will go to log in to begin creating their site.** Teachers can send website visitors to this address, or they can send visitors to a central location that lists all the teacher websites in the 30-Minutes system. For more information, see Extended Services below.

### View Teachers

To view all the teachers entered in the system by school, select the View link next to Teachers in the School Management section. Here you can see, at a glance, all the teachers in that particular school that have been entered into the 30-Minute Websites system. The Teacher ID information is the teacher's login username for their website. To view the password or change any teacher information, select the Edit link next to the corresponding teacher. You can also choose to delete teachers from the system by selecting the Delete link next to each teacher name. *Note:* Once a teacher site is deleted, all content within that site is also deleted.



**INFO**

The Teachers view lets you see, at a glance, the teachers you have set up within your school. The Teacher ID information is the login Username for the Teacher. To view the password or change any teacher information, select the edit link.

**Admin Menu**

**Statistics View**

- [\[view\]](#) Site Summary
- [\[view\]](#) Disk Usage

**School Management**

- [\[edit\]](#) School Information
- [\[add\]](#)[\[view\]](#) Teachers

**Teacher Sites Index**

- [\[view\]](#) Teacher Listing

[\[change password\]](#) [\[logout\]](#)

[\[email help\]](#) [\[user manual\]](#)

**Online Solutions For Educators™**

All Teachers in School				
	Teacher ID	Full Name	Date Created	Last Login
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	dipen	Mehta, Dipen	9/5/2002	9/6/2002
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher1	O'Donnell, Michelle	9/5/2002	9/11/2002
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher2	Smith, Micheal	9/6/2002	9/6/2002
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher3	Doe, John	9/11/2002	
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher4	Jones, Missy	9/11/2002	
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher5	Penchina, Cindy	9/6/2002	9/6/2002
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher6	Mohatt, Veronica	9/11/2002	
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher7	Stanley, Ellen	9/11/2002	
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher8	Jack, Freddie	9/6/2002	9/6/2002
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher9	Grimes, Anita	9/11/2002	
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher10	Grisem, Nat	9/11/2002	
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher11	Michaels, Dana	9/6/2002	9/6/2002
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher12	Nelson, Rob	9/11/2002	
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher13	Dorn, Fran	9/11/2002	
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher14	Statler, Butler	9/6/2002	9/6/2002
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher15	Roberts, Julia	9/11/2002	
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher16	Nile, Tia	9/11/2002	
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher17	Gates, Macdonald	9/6/2002	9/6/2002
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher18	Lombard, Carol	9/11/2002	
<a href="#">[edit]</a> <a href="#">[delete]</a> <a href="#">[view]</a>	teacher19	Bently, Peter	9/11/2002	

*School Administrator: View Teachers*

To view the actual teacher website, select the View link. A new browser will open to display the corresponding teacher's website. Notice the URL in the browser address window. **This is the website address you will give the teacher; It is where they will go to log in to begin creating their site.** Teachers can send website visitors to this address, or they can send visitors to a central location that lists all the teacher websites in the 30-Minutes system. For more information, see Extended Services below.

## Teacher Sites Index

Selecting to view the Teacher Sites Index will bring up the page, as shown below, in a separate browser. This page lists all teachers alphabetically, by school. Clicking on the teacher link will open that particular teacher's website, as seen by all users, in a new browser window.

*Note:* The URL that appears in the Browser's web address window is the website address you will give the teacher; it is where they will go to log in to begin creating their site and it is what the teacher can use as their own website address to give parents and students. Teachers can also send users to their school or district website if there is a link to all the teacher pages. For more information, see Extended Services below.

The Teacher Sites Index is a handy way to locate URL's for teachers when you are linking to them from other pages. OS4E offers customization of this page for inclusion in your school or district website. For more information, see Extended Services below.

**TEACHER PAGES**

---

**Berry High School**

- [Doe, John](#)
- [Fisher, Monica](#)
- [Grace, Michael](#)
- [Jackson, Peter](#)
- [Kipler, Donna](#)
- [Masters, Jordan](#)
- [Macdonald, Betty](#)
- [Nelson, Rob](#)
- [O'Donnell, Michelle](#)
- [Piper, Veronica](#)
- [Pelly, Jason](#)
- [Roberts, Julie](#)
- [Reynolds, Diana](#)
- [Ried, Megan](#)
- [Taylor, Shane](#)
- [Zeller, Piper](#)

*Powered By:*



**30**<sup>MIN</sup><sup>™</sup>  
WEBSITES

*School Administrator: Teacher Sites Index*

## Change Password

Clicking the Change Password link will allow you to change the School Administrator login password. **This password is case sensitive. There should be no spaces in the password.**

The screenshot shows the 30MIN WEBSITES School Administrator interface. On the left is an 'Admin Menu' with sections for Statistics View, School Management, and Teacher Sites Index. At the top right, an 'INFO' box states that passwords are case sensitive. The main content area features a 'Password Change' form with fields for ID/Username (pre-filled with 'YourSchool') and New Password, and a 'Change Password' button.

**30MIN<sup>TM</sup> WEBSITES**

**Admin Menu**

**Statistics View**

- [\[view\]](#) Site Summary
- [\[view\]](#) Disk Usage

**School Management**

- [\[edit\]](#) School Information
- [\[add\]\[view\]](#) Teachers

**Teacher Sites Index**

- [\[view\]](#) Teacher Listing

[\[change password\]](#) [\[logout\]](#)

[\[email help\]](#) [\[user manual\]](#)

**Online Solutions For Educators<sup>TM</sup>**

**INFO**  
Here, you can change your login password. Remember that passwords are case sensitive.

**Password Change**

ID/Username	YourSchool
New Password	<input type="text"/>

[Change Password](#)

*School Administrator: Change Password*

## ***Hardware and Hosting***

### ***A Turnkey Solution***

With our turnkey solution, OS4E hosts the application and offers you access to the application based on the purchased number of subscriptions. In this model, we maintain the server, the operating system, maintain availability, administer the database server and keep the application up and running. This enables you to concentrate on allowing your teachers access to the site, without having to worry about hosting and technical issues. The school or the district can still continue to host their current website wherever they choose and simply link to 30-Minutes Teacher Sites Index. OS4E can help you integrate this tool with a current website if you so choose. See Extended Services below for more information.

## ***Extended Services***

### Configuration of the 30-Minutes System

OS4E offers you services to extend the value of your purchase. To get you up and running faster, OS4E will configure the entire 30-Minutes system for every school in your district and every teacher in each school who is using the 30-Minute Website for Teachers. This saves you valuable time and enables your teachers to get up and running quickly and easily.

### Integration With One School or District Website

To make your teacher websites more accessible, OS4E offers integration of the 30-Minute Website for Teachers with one school or district website. All teachers in the 30-Minutes system will be listed on a dynamically-generated page designed to fit seamlessly with your current website. The page will automatically be updated each time a new teacher site is created.

Please see [www.os4e.com](http://www.os4e.com) for pricing information or give us a call at us at 914-762-0687 for more information.

## ***Technical Support***

30-Minute Website for Teachers™ offers an extensive online support section that includes Frequently Asked Questions (FAQs), user support forums, user manuals, and more. Please visit us online at [www.os4e.com/support](http://www.os4e.com/support) for additional product information and helpful user tips.

As the District Administrator, you are the first point of contact for technical support. Most technical issues from teachers can easily and quickly be solved by referring to this manual or accessing our online support section.

With the purchase of this product, you are entitled to unlimited phone and email technical support for a period of one year. Teachers are entitled to unlimited email support only. Should you need to contact technical support directly, please contact us at the following:

[support@os4e.com](mailto:support@os4e.com)  
**Phone: 1-914-762-0687**

## ***Summary***

30-Minute Website for Teachers™ provides you with an easy way to connect and communicate with students and parents. You can create a robust, fully functional website in minutes and the best part is you don't need to know HTML to do it.

If you have any questions regarding the 30-Minute Website for Teachers™ or are interested in any of our other educational products, please contact us...

### **Online Solutions for Educators™**

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*Online Solutions for Educators is a service of PENCHINA Web Design LLC.*