

**Pupil Pages User Manual**  
**TEACHER ADMINISTRATOR**

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## INTRODUCTION

Pupil Pages is a web based application that enables students to produce professional looking websites without having to know HTML or web design skills. These sites allow students to publish samples of their school work so that they can develop a stylized and organized online portfolio. While Pupil Pages sites can be used for a variety of purposes, they have been designed with the online portfolio in mind. To this end, they include the ability to categorize and present samples of work. There are optional features that can be enabled or disabled by site administrators, such as a resume page, commenting utility and web journal page.

Pupil Pages has been developed with security in mind. There are many levels of security built into the system, along with utilities that allow schools a high level of control.

There are several types of users. Each type of user will login to the system and have varying levels of control. Types of users include:

1. District Administrator
2. School Administrator
3. Teacher Administrator
4. Student Administrator
5. General Viewer

There are User Manuals available for all of these users with the exception of the General Viewer. General Viewers are the people who can view student sites and submit comments if this feature has been enabled.

User Manuals are available on our website at [www.os4e.com/support/documentation.html](http://www.os4e.com/support/documentation.html).

## LICENSES AND HOW THEY WORK

When you purchase Pupil Pages, you purchase a specific number of licenses. These licenses are purchased by annual subscription. Licenses are **ONLY ASSIGNED TO STUDENT USERS** and **NOT** to schools or teachers. Each student site that is created uses one license. When you add a student, one license is subtracted from the total licenses available to your district. When you delete a student, a license is then added to the available number. In this way, licenses are transferable between students.

As you manage accounts within your district, you will see information relating to number of licenses used and number of licenses available by district, school and teacher. This information is useful when determining where and how your licenses are being used.

## LOGGING INTO THE SYSTEM AS A TEACHER ADMINISTRATOR

The Teacher Administrator (TA) has access and control over all students assigned to their school.

Your District Administrator (DA) has assigned a username and password to you. To log into the system, go to this web page:

<http://www.pupilpages.com/login.aspx>

Enter your username and password and click the **GO** button. You will be redirected to your admin console.

## THE TEACHER ADMINISTRATOR CONSOLE

The Teacher Administrator (TA) has the ability to manage all students in their school from this one console. When the TA logs in for the first time, they may not have any students in their system. The TA can create student accounts for their school.

When the TA logs in, the first screen they see is the **MY STUDENT LIST** screen. This screen provides information about the students assigned to you.

The TA can edit or delete student information from this screen..

The menu on the left of the screen gives the SA access to the following features:

1. **TEACHER** – You may edit or view information about your TA account.
2. **Student Accounts**
  - a. **View My Students** - Allows the SA to view and access all information relating to students assigned to them
  - b. **View My Student Lists** – Allows SA to manage student accounts which are grouped by customized lists
  - c. **View ALL Students in School** - Allows the SA to view and access all information relating to all students in the school

- d. View Unassigned Students** – Unassigned students are students that have accounts, but are not associated with a teacher. These accounts are not visible to the public or accessible to the student (more on this below).
- 3. Help** – Clicking this link brings you to the Online Solutions For Educators Support Area on our website where you can find documentation, FAQ's and other information.
- 4. Email Support** – A quick way to send technical support your questions.
- 5. User Manual** – A quick link to our user manuals
- 6. Student and Visitor Welcome Page** – This page allow for a simple way of linking your student sites to your district or school websites. This is the page that students and site visitors will enter from.
- 7. Logout** – click to log out of the system

You will notice that clicking on a link on the left panel, brings up different screens on the right side of the page. You will find information about each of these screens within this document.

## MANAGING YOUR ACCOUNT

You can edit your account information by clicking **EDIT MY ACCOUNT** under the **TEACHER** menu

### TO EDIT YOUR ACCOUNT

To **EDIT** your account, click the **EDIT MY ACCOUNT** link beneath **TEACHER** on the left navigation menu. The screen on the right will change to the **ADD/EDIT TEACHER** screen.

Overwrite any information that you wish to change.

You may change the following:

- First Name
- Last Name
- Email
- Password

The **LICENSE** section is there for your information. It tells you how many licenses were purchased by the district and how many are in use throughout the district, how many you are using and the number currently available to the district.

## MANAGING STUDENTS

Student accounts can be added, deleted and managed by Teacher Administrators (TA) as well as by the District Administrator (DA) and School Administrator (SA). When student accounts are created, students are assigned to a school and to a teacher.

### UNASSIGNED STUDENTS

Student accounts that have been created and are not assigned to a teacher are called UNASSIGNED students. This happens if a teacher account is deleted or if a teacher is moved to another school. That teacher's students become UNASSIGNED. An UNASSIGNED student account is NOT accessible to that student until it is assigned to a teacher. You will find a list of UNASSIGNED students from the left navigation menu under STUDENT ACCOUNTS. Clicking this link will bring up a list of UNASSIGNED STUDENTS in the entire district. You may then EDIT these student accounts and assign them to schools and teachers.

### ADD A STUDENT

To add a STUDENT ACCOUNT, click the **ADD** link on the left menu under **STUDENT ACCOUNTS**. This will display the **ADD/EDIT STUDENT** screen. Enter the following information for the student:

- First Name
- Last Name
- Email
- Username – This is the username the student will use for logging into the system. It must be a unique name. If the name you select is already in use, you will be prompted to choose another. Usernames should not contain spaces or special characters. Only letters and numbers are permitted.
- Password – You will be asked to enter the password twice. Students will be able to change their passwords when they are logged into their accounts. For security reasons, there is no password retrieval system to email forgotten passwords. Students will need to ask their teachers or School Administrators to retrieve or change forgotten passwords.

### VIEW PASSWORD

If you would like the student's site to be accessible for viewing by password only, enter a password. This keeps the site password protected to the public.

### MAKE STUDENT INACTIVE

Checking this box will make a student inactive. An inactive account is not accessible to the student or visible to the public. Use this feature if you wish to temporarily disable a student account without changing any of the student settings.

## **DISABLE STUDENT FEATURES**

Changing these features on the ADD/EDIT STUDENT screen will change them for **this student only**.

**Hide Student Email** – If you would like to hide student's email addresses so it does not appear on the student site, check this box.

**Disable Commenting** – Check this box to disable commenting for this student.

**Disable Journals** – Checking this box will disable the Journal page for this student.

**Disable Resume** - Checking this box will disable the Resume page for this student.

## **SELECT STUDENT'S SCHOOL**

You **MUST** assign the student to a school by selecting the school from the drop down menu. You can reassign students once they are assigned by editing their account. Note that if you assign a student to a school other than your own, you will no longer be able to manage that account from your admin console. The student will then be managed by the new school.

## **SELECT STUDENT'S TEACHER**

You **MUST** select a teacher from the drop down menu. You can easily reassign students by editing the student account. When a student is assigned to a particular teacher, that student will display under the teachers VIEW MY STUDENTS list. Students who are not assigned to a teacher are UNASSIGNED. These student accounts are not accessible to the student.

## **EDIT A STUDENT**

To edit a student account, you must navigate to find the student. There are several ways to locate a particular student account. You can view teachers in the system and click the STUDENT link next to the name of the school or teacher to list only those students associated with that school or teacher, or you can locate a student by clicking VIEW ALL on the left navigation menu under STUDENT ACCOUNTS.

Click the EDIT link next to the name of the student you wish to edit. Make any changes desired on this screen and click the **SAVE STUDENT** button.

## **MAKE A STUDENT INACTIVE**

To temporarily disable a student account, check the MAKE STUDENT INACTIVE box on the student edit screen.

## **ASSIGNING AN UNASSIGNED STUDENT**

Unassigned students are students that are not associated with a teacher or school. Students become unassigned if you delete a teacher account, or move a teacher to a new school. Any student assigned to a teacher will become UNASSIGNED if that teacher account is moved.

To locate UNASSIGNED STUDENTS, simply click the UNASSIGNED STUDENTS link on the left menu under STUDENT ACCOUNTS. You will see a list of all students that are not assigned to a

teacher. Click the EDIT link next to the student you wish to assign. From the drop down menus at the bottom of the screen, select the school and the teacher you wish to assign the student to.

NOTE: UNASSIGNED STUDENTS cannot access their accounts until they are assigned.

### **DELETE A STUDENT**

To delete a student, click the DELETE link next to the students name on the any student list page. You will be asked to confirm the action. Deleting a student will delete any files associated with that student.

**NOTE:** If you accidentally delete a student, and you wish to reinstate the account, you must contact our support department within 30 days of deleting the account. There is a small fee to reinstate a deleted student. Contact support at [support@os4e.com](mailto:support@os4e.com).

### **STUDENT LISTS**

Teachers can create and manage lists of students within their school. Student Lists are a handy way to organize and manage student accounts. You can create lists of students that include students assigned to you or to any teacher in your school.

**Example 1:** The 9<sup>th</sup> grade is working on a project that spans several subject areas. Multiple teachers are working together on this project. You can create a list of all the students involved in the project even though they are not assigned to you.

**Example 2:** You can create a list of all graduating students so that at the end of the school year, you can easily reassign them.

You can create multiple lists and title them as you wish.

### **TO CREATE STUDENT LISTS**

To create a Student List, click MANAGE MY STUDENT LISTS on the STUDENT ACCOUNTS menu. Enter the name of the list in the box and click the CREATE LIST button. You will then see a list of the students in the school. Check the box next to each student you wish to include in your list.

Students can belong to multiple lists so you may select students that are already in use in other lists.

Click the SAVE LIST button to save your list.

### **TO VIEW STUDENT LISTS**

To view your Student Lists, click MANAGE MY STUDENT LISTS on the STUDENT ACCOUNTS menu. You will see a list of your Student Lists. Click the list you want to view. You will see a list of the students that belong to this list. You can edit any student from this list by clicking EDIT next to the student's name.

## **TO EDIT STUDENT LISTS**

You can edit any of your Student Lists by adding or deleting students from them. To edit a list, click **MANAGE MY STUDENT LISTS** on the **STUDENT ACCOUNTS** menu. You will see a list of your Student Lists. Click the **EDIT** link next to the name of the list you wish to edit.

Here you can rename the list by writing over the title. You can also include additional students by checking the box next to their name, or exclude students by unchecking the box. Click **SAVE LIST** to save your changes.

## **UTILITIES**

### **HELP**

Clicking the HELP link will direct you to the support area of the Online Solutions For Educators™ website.

### **EMAIL SUPPORT**

This is a quick link for sending email to our support department.

### **USER MANUALS**

This is a quick link to all the Online Solutions For Educators™ user manuals section of our website.

### **STUDENT AND VISITOR WELCOME PAGE**

<http://www.pupilpages.com/welcome.aspx>

This page is the login page that you will use for site visitors. Students may also enter from this page or directly from the LOGIN page. Visitors must enter a students username to be redirected to their website. If the individual student site is password protected for viewing, the visitor will be prompted for a password. You may want to link to this page from your classroom website.

### **LOGOUT**

Use this link to logout of the system. Note that after a certain period of inactivity, you will be automatically logged out of your site.