

Web edition user guide

ORDER OF MANUAL

Intro Sign in Ribbon

- about
- basic features and links
- social networking (more uses in portal)

Page Editing (Home page example)

- getting into edit mode and getting familiar with the page in this mode and ??previewing changes & Publishing changes??
- Editing the Page Content /"Main Content Area"
- Adding and removing/editing Web Parts and the Web Part Gallery
- Recycling bin!

Common Editing Tasks and Scholantis Web Parts

- Featured Stories, adding new item, editing/deleting an item and other features (max story number, speed, transition, etc).
- Scholantis News and Announcements
- Scholantis Events Calendar
- Special Announcements
- Scholantis Newsletter
- Summary Links web part
- Publications and document libraries
- Lists and libraries
- Versioning! (advanced)

Advanced Page Editing

- Changing Page layouts
- modifying navigation
- update site information
- creating sites (types of sites[regular, blog, wiki]/layouts[1 col, 2col, etc.]) **Blog and wiki info will have a link to the tutorials in the portal manual**
- Pushing items from your portal (syndication)
- Publish from your district site
- publish from your school portal
- publish existing items and publications

Search

Security and permissions Resources

Portal edition user guide

ORDER OF MANUAL

-Intro What is your portal and some good uses

-Sign in

-Portal Basics

- Ribbon (about, basic features and social networking)
- Navigation

-----Linked Topics-----

-Page Editing (Home page example)

-getting into edit mode and getting familiar with the page in this mode and ??previewing changes & Publishing changes??

-Editing the Page Content /"Main Content Area"

-Adding and removing/editing Web Parts and the Web Part

Gallery

-Recycling bin & Document Recovery.

-Common Editing Tasks and Scholantis Web Parts

-Featured Stories, adding new item, editing/deleting an item

and other features (max story number, speed, transition, etc).

-Scholantis News and Announcements

-Scholantis Events Calendar

-Special Announcements

-Scholantis Newsletter

-Summary Links web part

-Publications and document libraries

-Lists and libraries

-Versioning! (advanced)

-Advanced Page Editing

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-update site information

-creating sites (types of sites[regular, blog, wiki]/layouts[1 col,

2col, etc.]) **Blog and wiki info will have a link to the tutorials in

the portal manual**

-Pushing items from your portal (syndication)

-Publish from your district site

-publish from your school portal

-publish existing items and publications

----These will be linked to the web section-----

-Workspaces

-Alerts

-Search

-Security and permissions

-Resources

Portal MySite user guide

ORDER OF MANUAL

-Hub Home

-basics (navigation, what is all this, etc.)

-adding connections

-updating status

-Newsfeed

-notboard

-announcements & assignments

-Profile

-basics(nav, noteboard, recent activities, shared connections)

-editing my profile info, adding a pic, etc.

-content *for more details see my content

-connections

-tags and notes

-My Content

-Shared docs & Personal docs

-pictures and shared pictures

-libraries

-MyBlog

-basics (way around the blog site and editing the blog title,

image and description)

-adding, editing and deleting a post

-adding rich text, links and pictures

-adding video

-adding categories

-adding links

-managing comments

-rss and alerts

My Classes and Groups

Teacher’s Guide to Class & Group Sites

ORDER OF MANUAL

-Intro

-what are teacher sites, what web parts etc, and how they can benefit the teacher.

-Difference between class and group sites

-Creating a site

-Naming, different pages, selecting default web parts (about the default web parts).

-Security: Difference between, member, owner and readers.

-automatically populated members(*class sites)

-adding and removing members, adding editors/owners

-Assignments and hand-in box

-documents and hand out materials

-announcements and events

-summary links/resources

-featured stories

-discussion boards

-blogs

-----This is all important but not specific to teacher sites-----

-Page Editing (Home page example)

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-Editing the Page Content /"Main Content Area"

-Adding and removing/editing Web Parts and the Web Part

Gallery

-Recycling bin & Document Recovery.

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-Common Editing Tasks and Scholantis Web Parts

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and other features (max story number, speed, transition, etc).

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-Special Announcements

-Scholantis Newsletter

-Summary Links web part

-Publications and document libraries

-Lists and libraries

-Versioning! (advanced)

-Advanced Page Editing ?????

-Changing Page layouts

- modifying navigation

-----This is all important but not specific to teacher sites-----

Student’s Guide to Classes, Groups & Assignments

ORDER OF MANUAL

-Intro

-Difference between class and group sites

- Class and groups page

- Finding your classes

- Announcements and handing in assignments

- Blogging and collaboration

- Creating a site for a study group or hobby

- Creating a site

-Naming, different pages, selecting default web parts

(about the default web parts).

-Security: Difference between, member, owner and readers.

-automatically populated members(*class sites)

-adding and removing members, adding editors/owners