

Macon Middle Teacher Website Training

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Portal Hierarchy and User Access

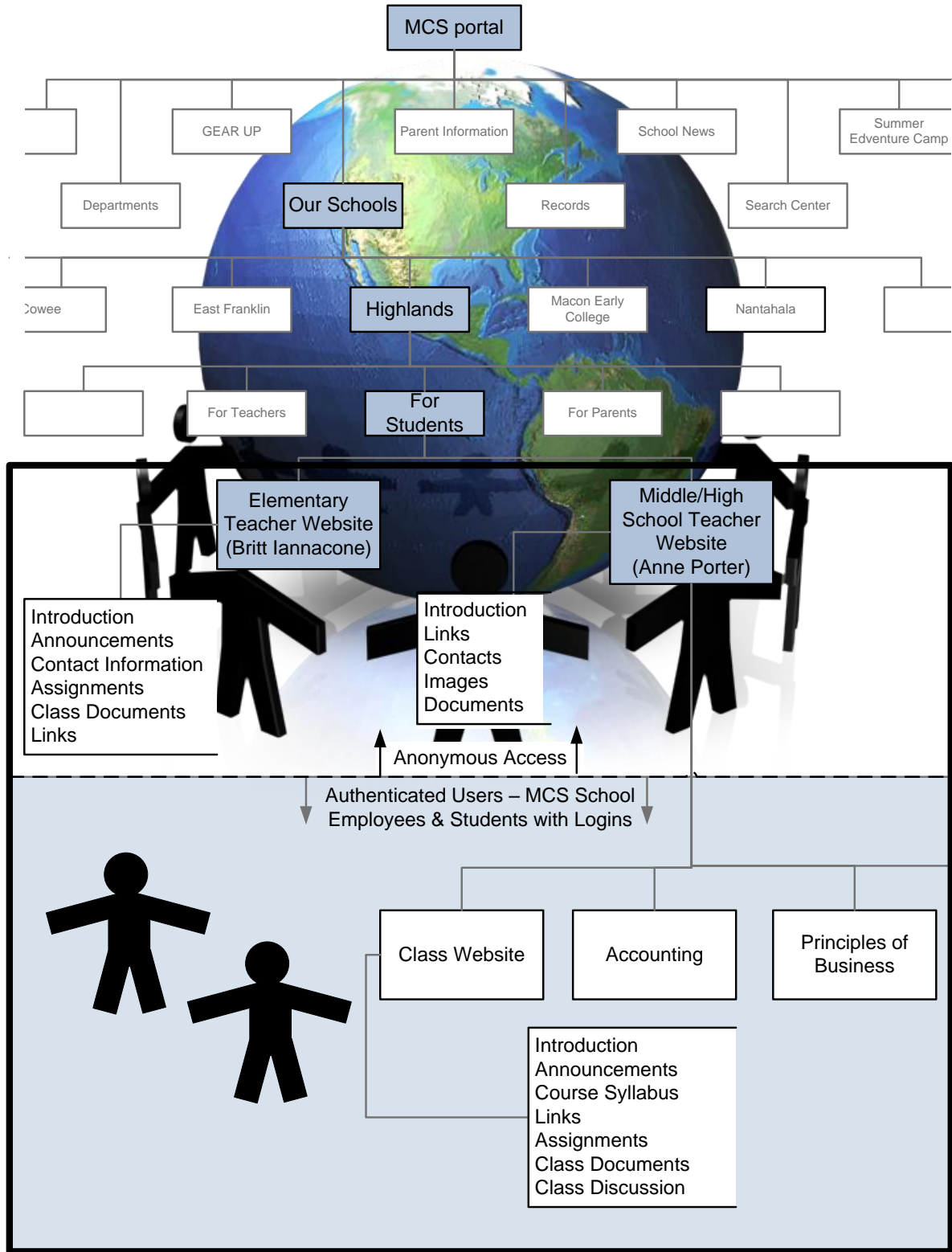


Figure 1

Figure 1 represents the Macon County School's website hierarchy and user access. The top level with the white background depicts sites that are accessible to anyone and everyone in the world – anonymous access. The bottom levels that have the grey background are accessed by authenticated users only. This is anyone at Macon County Schools with a login including students. The area within the black square is the area that you, as a teacher, are responsible for. You are responsible for content.

Privacy on the Web - Anonymous Access sites

Student

Individually identifiable student information must NEVER be published on the website –

Examples:

- full name or
- home address or
- email address or
- telephone number or
- any other information that would allow someone to identify or contact the child

Beware of combined information that could identify a student.

If a parent has not given written permission, you cannot post student photos or their work or allow a student to participate in a Wiki or Blog.

NEVER identify students in photographs.

When posting student work, remove all student names; first and last.

If students participate in a Wiki or Blog, you must take great care to make sure no student last names are given.

Do not post field trip information such as dates and/or location.

Adults

Employees' school contact information may be published.

Do not publish personal contact information.

Permission is not required to publish first and last names or images of adult community members in conjunction with school events.

Do not identify adults in photographs.

Proper written permission from anyone who has been audio- and / or video-recorded must be obtained.

Privacy on Authenticated Users Sites

Student

Student privacy is still a concern in the area which **Authenticated Users** can access. **Authenticated Users** (which includes students) can go to any site. Therefore, don't place student information here that other **Authenticated Users** should not access such as grades or anything else that is student specific.

Permission slips are required to place student work, etc. on the **Authenticated Users Sites**.

We will address the procedures for students turning in work, such as homework, via the sites in the future. At this writing, the site should be set so that students can read-only except for Wikis, Blogs and Discussions and Surveys

Links

Educational resource sites for students can be linked to your site. If this is a Vendor site, **do not post links** unless we do business with a company for educational reasons (such as Jostens or Life Touch). Vendor sites should be approved by Tech Department. Check any linked site for commercial advertisements and content. Check your links from time to time to ensure that they remain functional.

Getting Started

Your web pages have been set up for you. All you have to do is add content - assignments, class information, documents, links to other web sites, etc. You may also add Discussion Boards, Blogs, Wikis, and other Web Parts if you like. Proper grammar, spelling, and punctuation are required. Content must be school related.

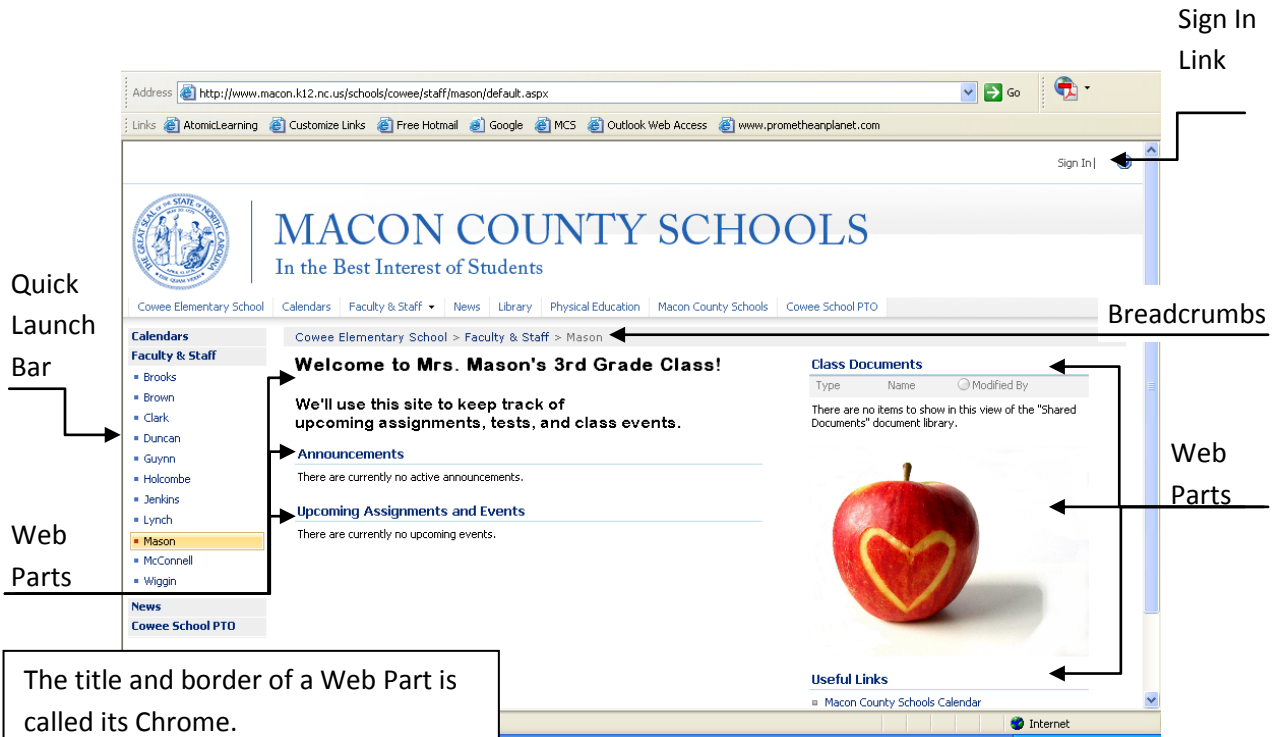
To get started, go to Macon County Schools website www.macon.k12.nc.us

Navigate to Macon Middle School under the "Schools" tab.

Navigate to your teacher page

1. Click on the For Students tab.
2. Click on your name to open your homepage.

Page Layout



The title and border of a Web Part is called its Chrome.

Figure 2- Normal View

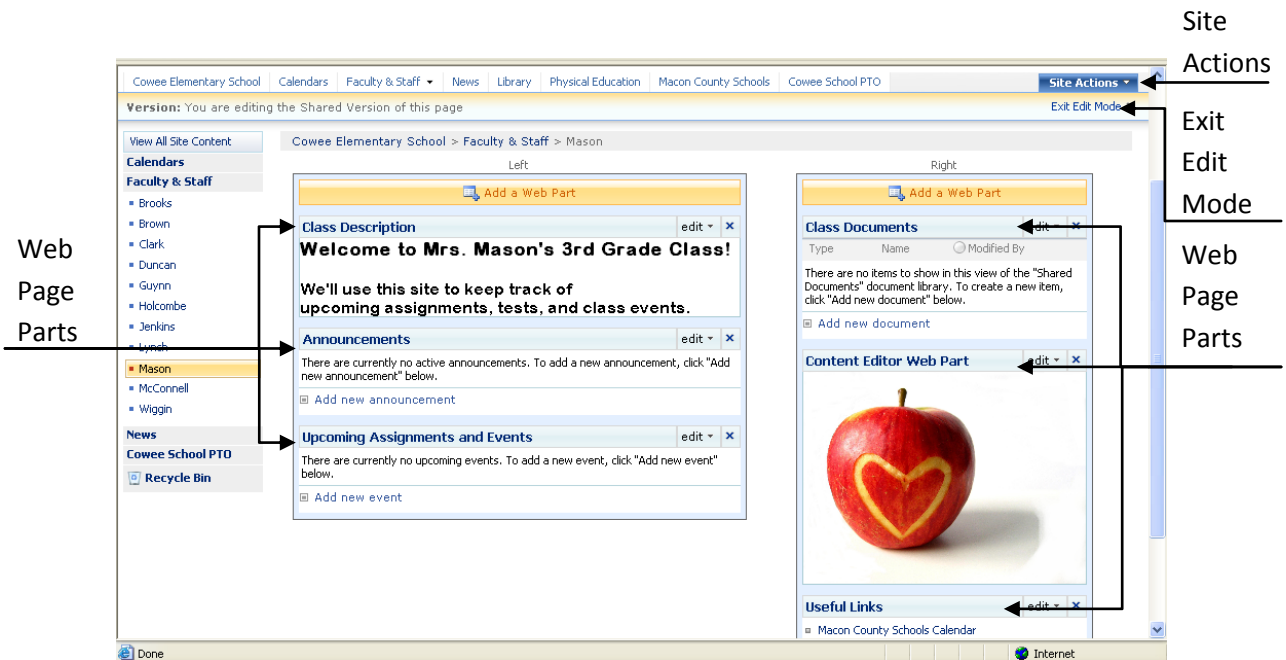


Figure 3 - Signed In and in Edit Mode

Signing In

1. Click on **Sign In** at the top right of homepage. You can sign in at any point from the time you enter Macon County Schools, but you must be signed in for your permissions to be active. Permissions allow you to view certain documents/pages and make changes to your teacher page.
2. A dialog box will pop up.
3. Enter your email address and password:
Username example: denise.shields@macon.k12.nc.us
Password: current email/network password



Updating Your Teacher Page

The Teacher Main Page varies by school. The screenshot above shows an example of your **Teacher Main Page**. Links to the class web pages are in the Quick Launch Bar on the left and placeholders (made from Web Page Parts) are in the middle of the page. The links in the Quick Launch Bar on the left remain as they are, but the Introduction, Class Links, and Email Contact sections and so on are updated by you.

Introduction

The teacher main page has an **Introduction** section. You can use this section to welcome persons to your site, introduce yourself, and/or include a description of your class(es), and expectations. It should include how often you will be updating your teacher/class websites.

The **Introduction** section was made using a **Content Editor Web Part**. To modify a **Content Editor Web Part**:

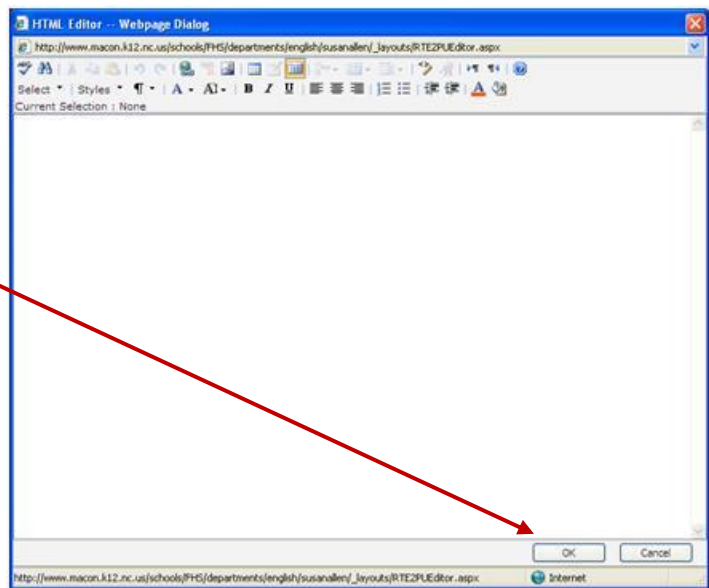
1. Select the **drop down arrow** to the far right of the **Title: Introduction**.
2. Select **Modify Shared Web Part**.
3. Your screen now looks like the screenshot below.



A screenshot of a SharePoint site editor interface. The browser title is 'Home - Physical Education - Windows Internet Explorer provided by Macon County Schools'. The address bar shows 'http://www.macon.k12.nc.us/schools/Cullasaja/faculty/christymoore/default.aspx'. The page content includes a navigation menu on the left with names like Cecilia Teem, Christi Spencer, etc. The main content area shows several web parts: 'Introduction', 'Email Contact', 'Announcements', 'Class Documents', and 'Educational Links'. A 'Content Editor' dialog box is open on the right, showing options for 'Rich Text Editor...' and 'Source Editor...'. A red arrow points from the 'Rich Text Editor...' button in the dialog box to the right.

4. Select the **Rich Text Editor....**button.

5. Enter your desired content in to the Webpage Dialog box.
6. Select **OK**.

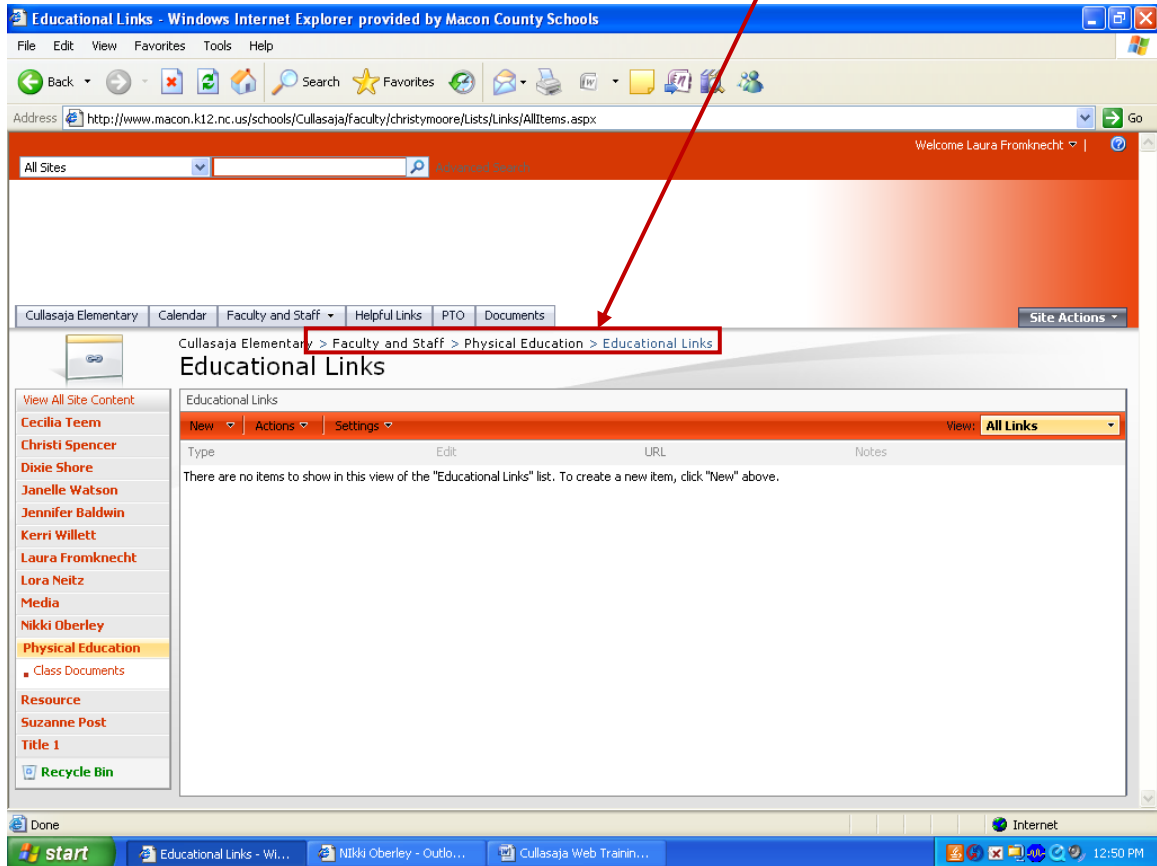


7. To view how others will see your message, select on **Exit Edit Mode**. (under site actions on the right hand side of the screen.)
8. To correct or update the **Introduction** section, repeat the steps above.
9. **Announcements:** Announcements should be current. Delete outdated announcements. (Placing an expiration date on an announcement will not cause it to be deleted automatically. It **will** "disappear" from normal view on the expiration date, but it **will not** be deleted in the pull down menu list. You have to manually delete these after they have expired.)
10. **Upcoming Assignments:** Add new assignments to this list.
11. **Educational Links:** These are links to useful educational sites. Check links to ensure that they remain functional. Do not post links on your website to a site that contains commercial advertisements or any objectionable material. Exception: You can link to a school-related commercial site, such as Jostens, from a page that is restricted to authenticated users. Do not post log in and password information our school system pays for (ex. Brainpop)

Update or Delete Links in a Links List

If you need to correct or delete a link:

1. Click “Educational Links”.
2. Select link you would like to edit.
3. Use drop down arrow and click edit or delete as needed.
4. When you have completed your updates and saved your changes, you can get back to your main page by selecting the appropriate bread crumb.



Email Contact Information

Add Email Contact Information

The email section was created with a **Contact List**.

To add your contact information to the Email section:

1. Select **Add new Item** under the Email section.
2. The **Email Contact: New Item** box opens.
3. Enter Last Name, First Name and E-mail

A screenshot of a web form titled "Email Contact: New Item". The form has a red header bar with the title. Below the header, there are two buttons: "OK" and "Cancel". The form contains three input fields: "Last Name *", "First Name", and "E-mail Address". There is an "Attach File" button and a "Spelling..." link. A note at the bottom right says "* indicates a required field". At the bottom of the form, there are two buttons: "OK" and "Cancel".

Address.

4. Click **OK**.

Update or Delete Em.ail/Contact Information

To make a correction to the Email section:

1. Select the last name of the contact to be updated or deleted.
2. Select Edit Item or Delete Item, as needed.
3. Make corrections or delete, as needed.

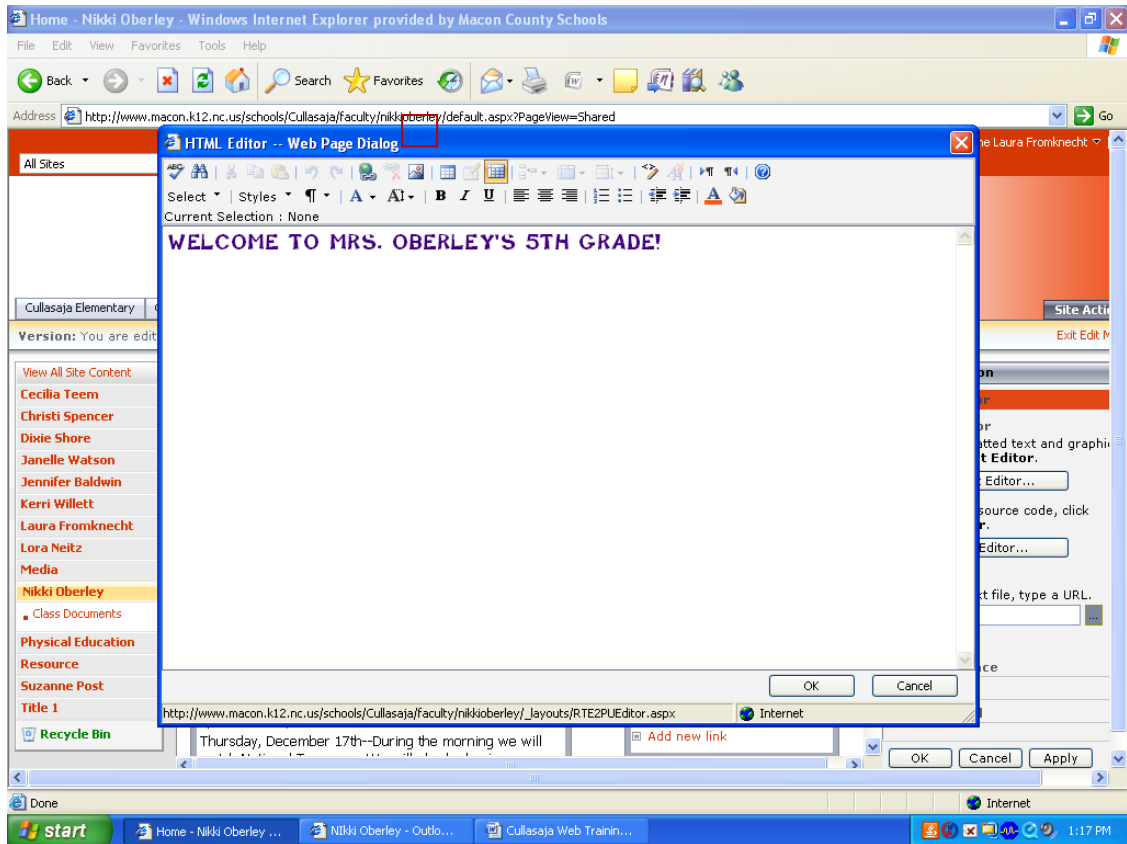
Uploading Images to Library

1. Go to "View All Site Content" in the quick launch menu
2. Click on the "Images" folder under Picture Libraries
3. Click on "Upload" on the red toolbar
4. Go to Browse on the right side of screen
5. Pick the picture you would like to add to the library
6. Click on Ok

Inserting Images into your Introduction

1. On your webpage, click on "Site Actions" in the upper right hand corner
2. Choose "Edit Page"
3. In the Introduction box click on the drop-down edit button
4. Choose "Modify Shared Web Part"
5. A new menu will appear on the right hand side
6. Click on "Rich Text Editor" button

7. Within the pop-up dialog box, choose the picture you uploaded. If you delete a picture on your page, you also need to delete it from the image library.



8. A new window will appear—Edit Image Properties
9. Under General, click on the “Browse” button
10. This will open a new window—Select an Image
11. Go into Images Folder
12. Select Your Image and press Ok
13. Select Ok again
14. Select Ok one more time....
15. Your image should appear within your Introduction box

Changing Navigation in the Quick Launch Bar

1. Click on “Site Actions”
2. Choose “Site Settings”
3. Under the “Look and Feel” heading, choose “Navigation”
4. At this point you may either delete or add a heading
5. Click Ok

Discussion Boards

If you are interested in starting a discussion board you will need to see Laura or Denise to be assigned “permissions.”

Adding Web Parts

1. Go to “Site Actions”
2. Click on “Edit Page”
3. Click on “Add Web Part”—choosing left or right side will place this webpart on that side of the page
4. A new window will appear—under “Lists and Libraries” choose the webpart you would like to add back
5. Click Add