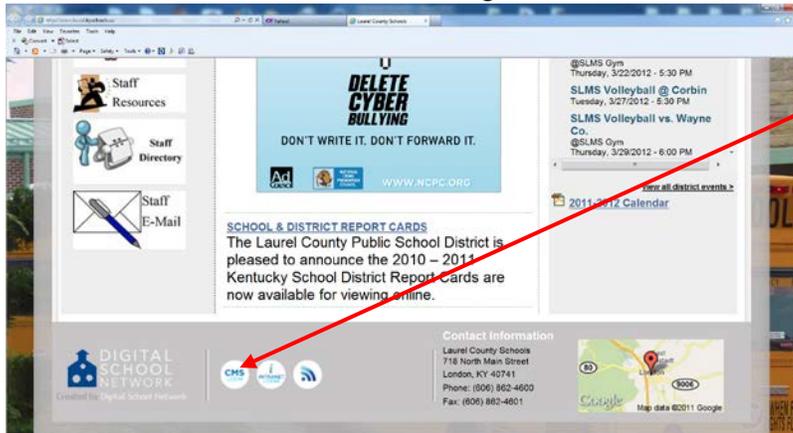


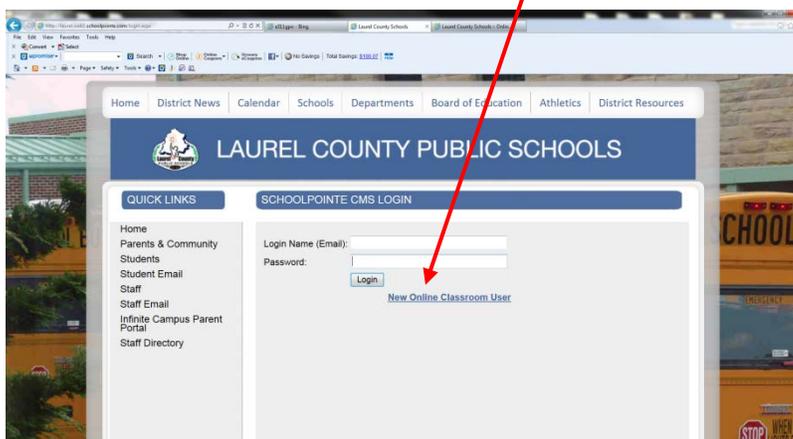
Creating Teacher Website: Online Classroom

LOGGING IN FOR THE VERY FIRST TIME

1. Go to <http://www.laurel.kyschools.us/>
2. Scroll to the bottom and click on CMS Login located at the bottom in the center of the page.

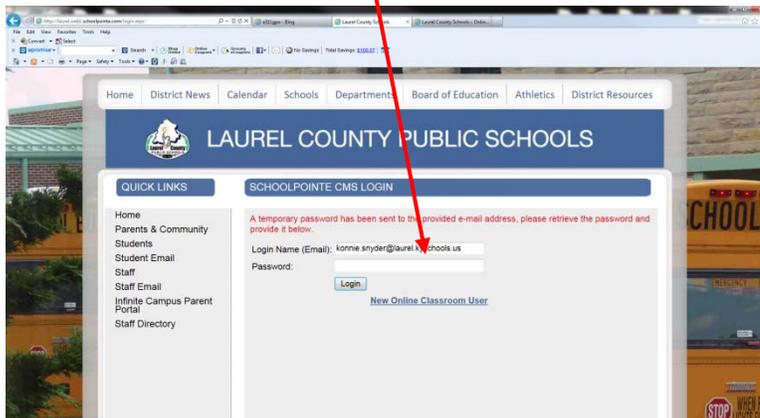


3. Click on “New Online Classroom User”



4. Type in your email address. Once you type this in, and click “submit” a temporary password will be sent to your email account. Since it is coming from outside the district and outside of KDE, it may take a little while to get there. In other words, it may not be instantaneous like we are accustomed to for these things. However, it is usually very quick.

5. Enter the temporary password and click “Login”

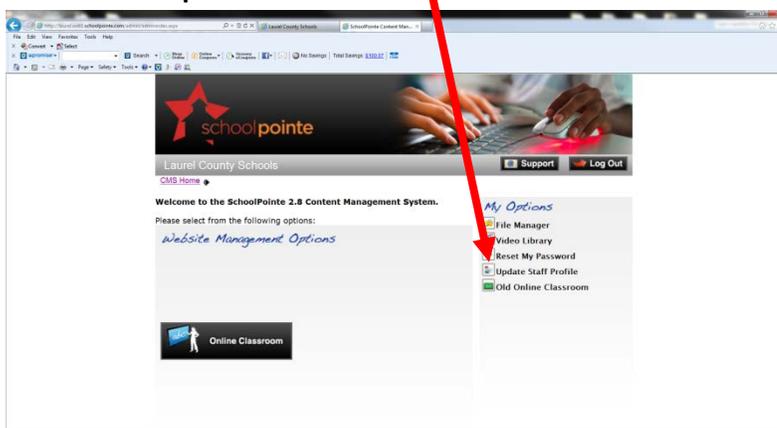


6. The next screen asks you to enter the CURRENT (TEMP) Password. This is the password that was just emailed to you from Schoolpointe. From here, you will create your own unique password. It can be the same as your network password, or any other password that you use frequently .

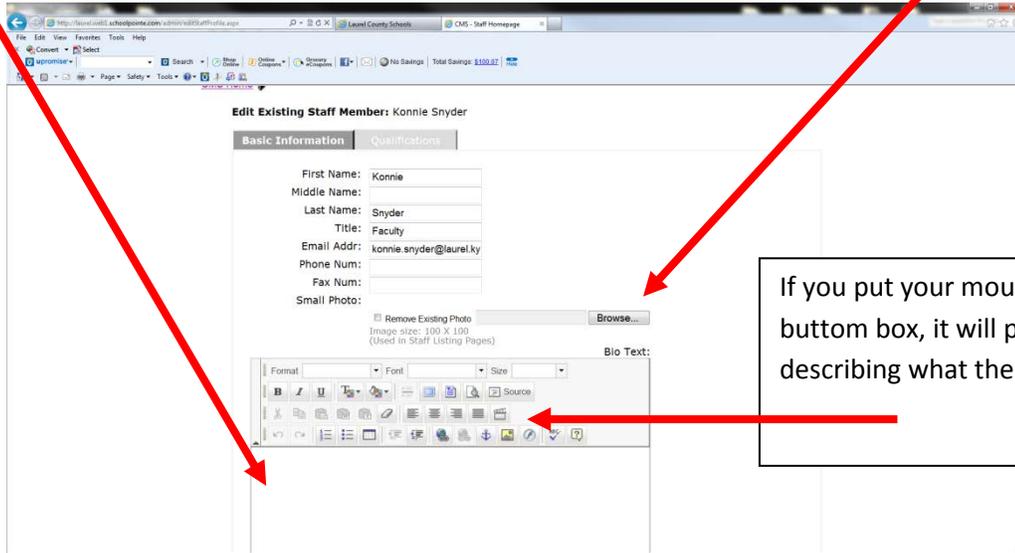
7. You arrive at the Online Classroom (OLC) Home Page.

From here, you can...

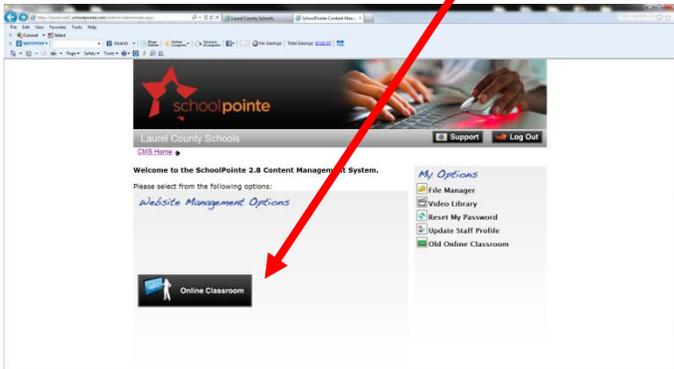
- a. Reset your password if you choose
- b. Click on “Update Staff Profile”



- c. The Update Staff Profile allows you to add a photo of yourself...Click on “Browse” and browse out to your computer to find a picture. NOTE: the size must be 100x100 pixels in order to upload properly. If you need help re-sizing a pic, let me know.
- d. You can also add a short biography about yourself.
- e. On the “Qualifications” tab, you can add information about your degrees earned and colleges attended. Be sure to click, “Save”.

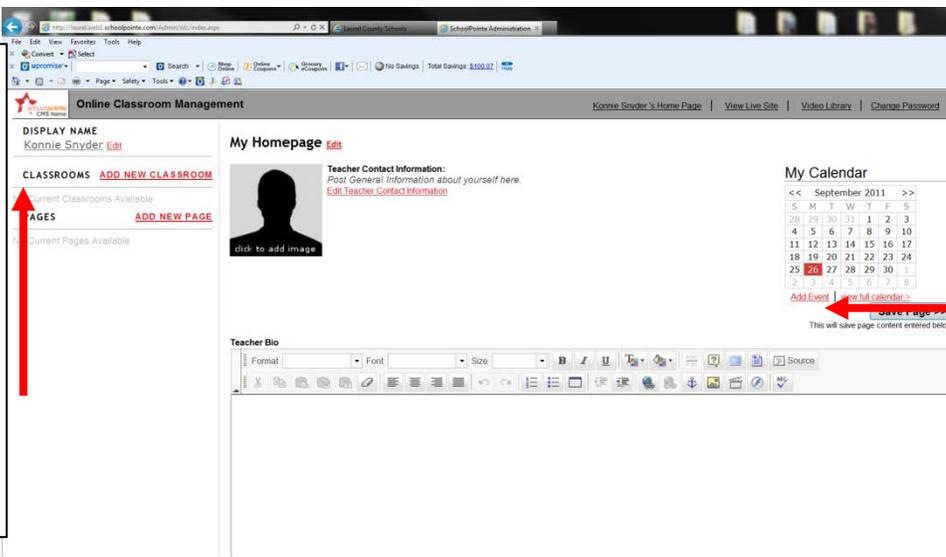


8. Click on the “Online Classroom” icon



9. Once here, in the Online Classroom, if you have already entered your bio info. It will appear;

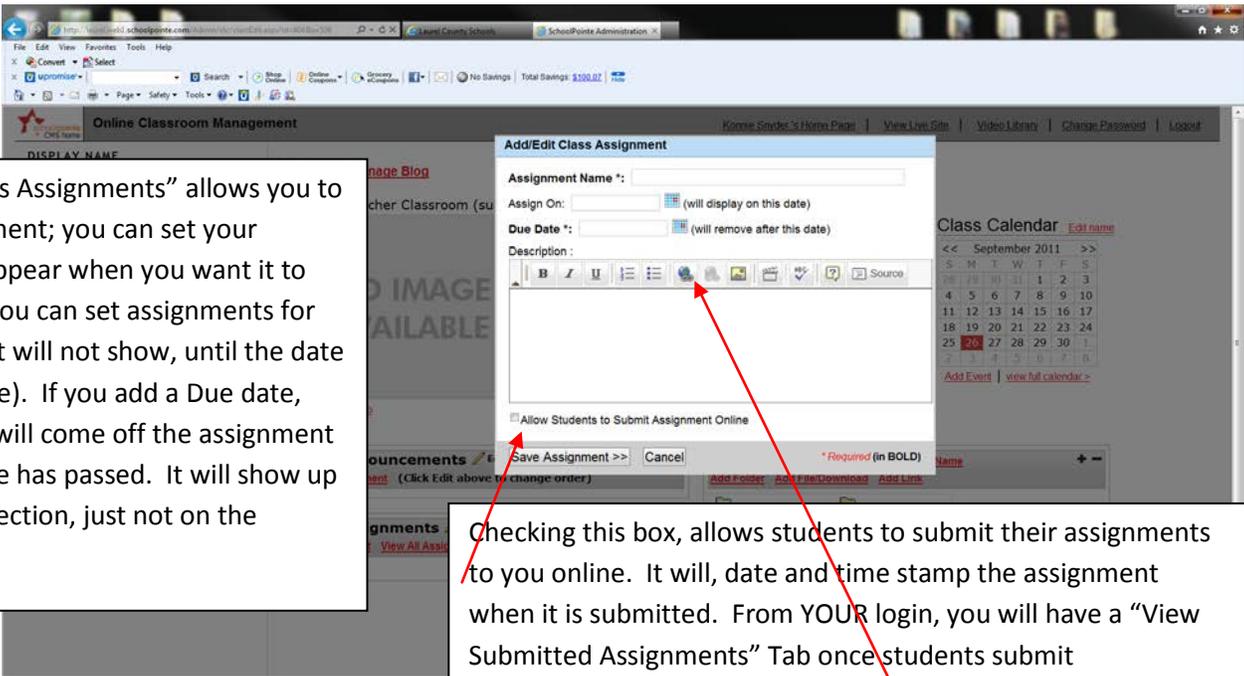
Click on “Add New Classroom” and give your Class a name. You can add as many Classes as Subjects that you teach. In fact, it is best to do so for organizational purposes.



Click on “Add Event” to add important dates to your calendar. NOTE: This is different than your Outlook Calendar which is PRIVATE...this calendar is for assignments, events, etc...as it will be visible to the public. Be sure to “Save Page” after entering Calendar info.

10. Once you “Add a Classroom”, a different page appears. This will allow you to add announcements, links, assignments, and photos for each class. From here, you can load a class photo, jpeg of your textbook cover, etc., add a class description. Under Class Announcements, you can list announcements (you can also add photos with announcements),

Clicking on “Class Assignments” allows you to make an assignment; you can set your assignment to appear when you want it to show up (thus, you can set assignments for future dates that will not show, until the date it becomes active). If you add a Due date, the assignment will come off the assignment list once the date has passed. It will show up in the archives section, just not on the current list.



Checking this box, allows students to submit their assignments to you online. It will, date and time stamp the assignment when it is submitted. From YOUR login, you will have a “View Submitted Assignments” Tab once students submit assignments.

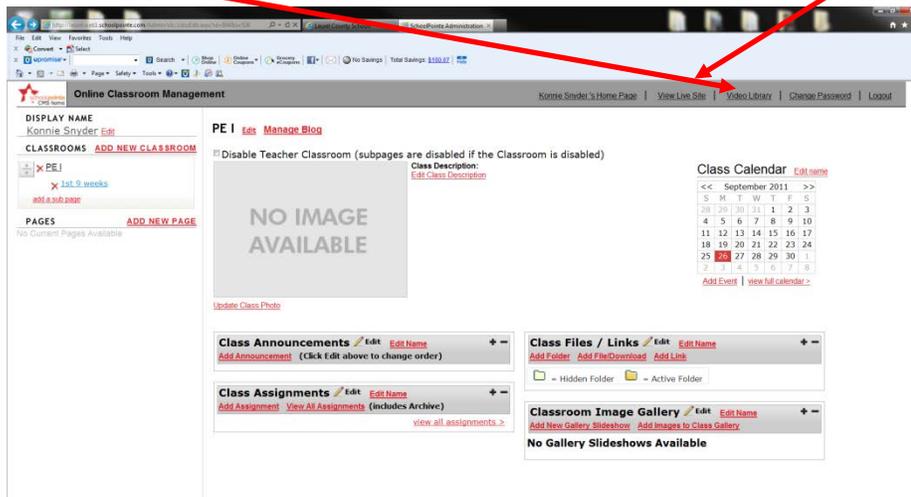
Be sure to click “Save Assignment” when you have finished the description. If you have a website link to be included, you can include that by clicking the hyperlink icon. This will make the link “active” and visible to the kids to click on and go straight to the site.

11. The “Class Files/Links” allows you to have organized file folders of word documents of readings/assignments; you can also have lists of web links, powerpoints, etc... The Image Gallery allows you to store slideshows or other classroom images.

12. Using Folders here will make your items more organized. Click “Add Folder” and give it a name; click “Save Folder”. Repeat same steps to add files. This works best if the files are in PDF format. Not all students have access to Microsoft Word at home. It’s easy to save a file to a PDF; you have that option with Word 2007.

13. After you add a Classroom, and create the class, you can “add a subpage” under that particular class. It is a separate page that gives you an additional text box to what is already existing. You can not add announcements, links or assignments from a subpage. Subpages are connected to a specific classroom. It is good for supplemental text information.

14. At the top of your page, at any time while you are working, you can click on “View Live Site” and this will allow you to see what your page looks like to others. There is also a “Video Library” tab, which allows you to house your own Video library.



15. Under the “Video Library” you can upload video clips from Encyclomedia, Youtube, or any other source for a video you use with your students. These videos will house in this “Library” area. Browse out to your computer to upload the file.



16. If you have a lot of word documents and files to upload, it might be easier to click on “File Manager” on your Home Screen, and upload all your docs into organized files at once. You can then, “browse” to your CMS file folder to find them when adding them as assignments. The benefit of uploading them to your “File Manager” is you then have access to them from home, or anywhere that you login to Schoolpointe. You don’t have to be at your “school computer.”



BLOGGING

To create and manage blog:

(This can be used to interact with students.)

To create a new post:

1. Click on the classroom you wish to use
2. Click “Manage Blog”, located next to the classroom name
3. Click “Add Blog Post”
4. Type a blog title
5. Type in the post (notice you have several formatting options to enhance your post)
6. The post date will automatically set up for when you are working on it.
7. If you would rather the post not be visible until the next week or next month then you can change that date and time.

8. You can insert a photo if preferred
9. If you want the students to have the option of commenting on your post make sure there is a checkmark in the box labeled "Allow For Comments to be Posted"
10. All comments will have to be approved by you before they are visible on the website.

To approve comments to post:

1. Click on the classroom you wish to manage
2. Click "Manage Blog Post"
3. Click on "Approve Submitted Comments"
4. Each comment will be displayed
5. Click unapproved comments to see a list of comments students and/or parents have posted that you haven't approved
6. Click approved comments to see a list of comments students and/or parents have posted that you have approved.
7. Notice next to each comment, whether approved or unapproved, you can see the date, time, author, e-mail address, and you also have the option of deleting the comment.

To delete a post:

1. Click on the classroom you wish to manage
2. Click "Manage Blog Post"
3. Click "Delete Post" on the post you wish to delete.