

Getting Started with Schoolwires:

Editing your Teacher Webpage



Denise Schoch
Technology Integration Specialist
Delaware Valley Regional High School
May 26, 2015


Getting Started with Schoolwires

Editing your Teacher Webpage

I. Log In and Edit

1. Go to your teacher page and click **Sign In** at the top right
2. Enter your username (firstinitialLastName) and password (usually your email password) and click **Sign In**.
3. Click **Site Manager** at the top.
4. Click the name of the page to edit that page.
5. Add a table with 1 row and 2 columns using the table icon.



- a. Insert images by clicking the first icon.
 - b. To link to pdfs, click the paper clip icon (second icon).
 - c. To add a hyperlink to a webpage, click the 6th icon, . Go to the webpage and copy the URL from your browser's address bar. **Be careful not copy http://, nor https://**
6. Add new pages by clicking **Add Page**. Be sure to save often. Using Flex Editor or Blank Page is what Schoolwires often recommends. Notice that you may also add a Calendar page.
 7. View your page in different browsers. Refresh to see changes you recently made.
 8. You can also click **View Website** to see your changes; click the X at the top right to close the "View Website" window.

Recommended Content for Teacher Webpages

- Name
- Grade you teach
- Email
- Phone number and extension
- Best methods for contacting you and your protocol/timeline for returning communication
- Schedule with days and hours
- Homework
- Class Calendar
- a quote that relates to what you do or your philosophy (optional)
- professional societies you belong to (optional)
- web addresses of one or two places where parents could find information that would be helpful, perhaps regarding how to assist with homework, encourage a love of learning, or developing time management skills

Getting Started with Schoolwires

Editing your Teacher Webpage

II. Organize

- a. **Page Options** includes handy things, such as:
 - i. The default setting of showing a bullet
 - ii. Options such as the **Page Name**, and timed **Display Duration**.
 - iii. **Background Image** and position of a chosen image.
- b. Delete pages you don't use.

Page Name:

General Display Duration Background Image Advanced

Hide this page from website navigation.

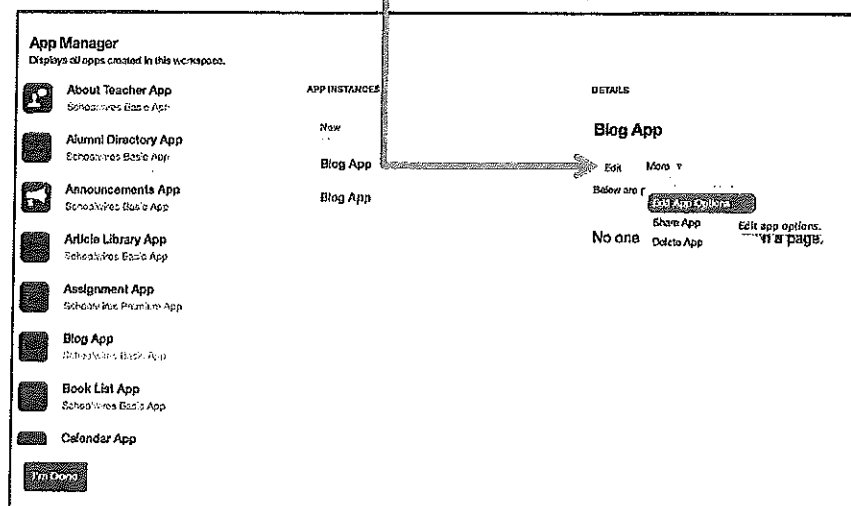
Always show pages nested under this page.

Show a bullet image next to this page.

Map Page to Web Address:
When a visitor navigates to your page, they will be directed to this web address. Enter a full web address (e.g., <http://www.schoolwires.com>).

ADVANCED: Design Your Layout

1. Go to your teacher page and **Sign In** (top right) using first part of your email and your email password.
2. Click on **Site Manager** (top right)
3. Click on your page
4. Click on **Tools** tab
5. Click on **App Manager**
6. Add some apps, such as a Photo Gallery App or an Embed Code app, which is for links to videos.
7. Click **New** button and green **Save** button.
8. Click **Edit** this app OR
9. Click **More** and **Edit app options**



Getting Started with Schoolwires

Editing your Teacher Webpage

ADVANCED: Manage Your Layout and Apps

Navigate to your page
Click **Actions** menu (to the right)
Click **Edit page**

Badolato, Nicholas Page
Last edited by Doniso Schoch about a minute ago.

Article Library App
Article Library App

Product Blog
Blog App

Actions

- Manage Apps & Layout**
Add apps or change your layout
- Page Options**
Set the options for your page
- Set Viewers**
Limit who can view this page
- View Page**
See how your page looks

Click **Manage Apps & Layout**
Click **Change Layout** if you want to change the layout of your page

You are in design mode. Organize your apps by dragging and dropping. Double-click the App to change the name. **I'm Done**

Add App

Article Library App
Article Library App

Product Blog
Blog App

Manage Apps & Layout
Add apps or change your layout

Page Options
Set the options for your page

Set Viewers
Limit who can view this page

View Page
See how your page looks

Pending Comments [All Comments](#)

There are no comments awaiting approval.

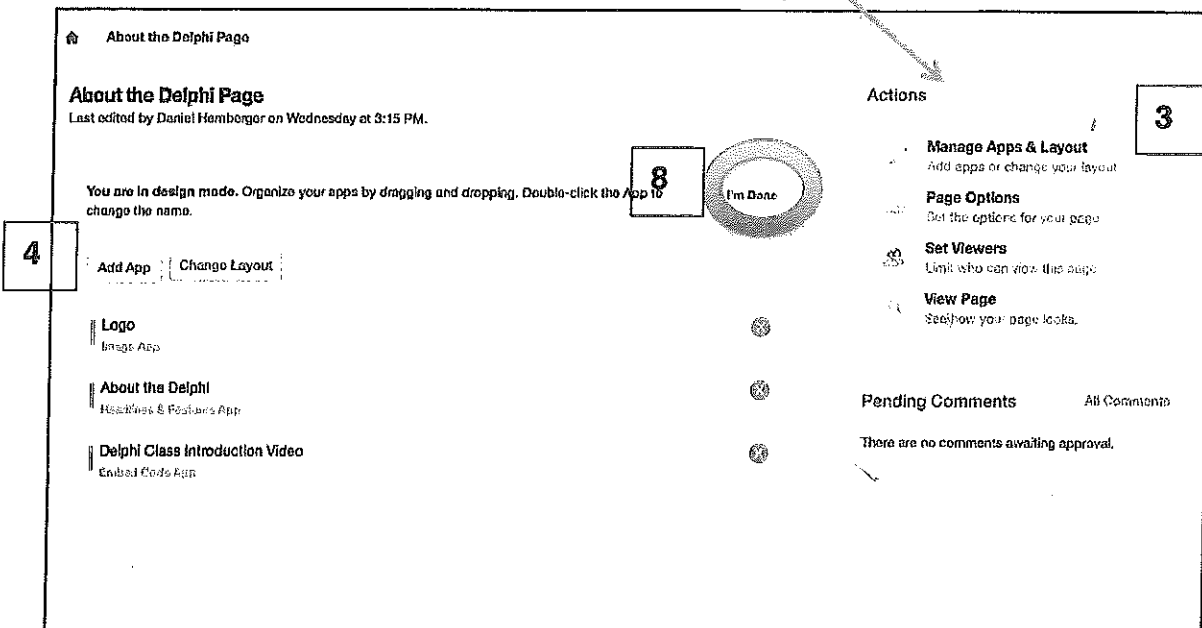
Choose a layout and click **Apply**.

Getting Started with Schoolwires Editing your Teacher Webpage

EMBED CODE APP – for Inserting Videos

Here's how you add an Embed Code app to a page. Once added, copy the embed code you find from such sites as TeacherTube®, Vimeo®, SchoolTube™ or YouTube™ and paste it into the app.

- 1 In *Site Manager*, navigate to the workspace containing the page to which you wish to add an Embed Code app.
- 2 Click **Actions** to the right of the page and select **Edit Page** from the drop-down list. The page opens in Edit mode.
- 3 In the Actions pane, click **Manage Apps & Layout**. The page opens in **Design mode**.
- 4 Click **Add App**. The Available Apps dialog displays.

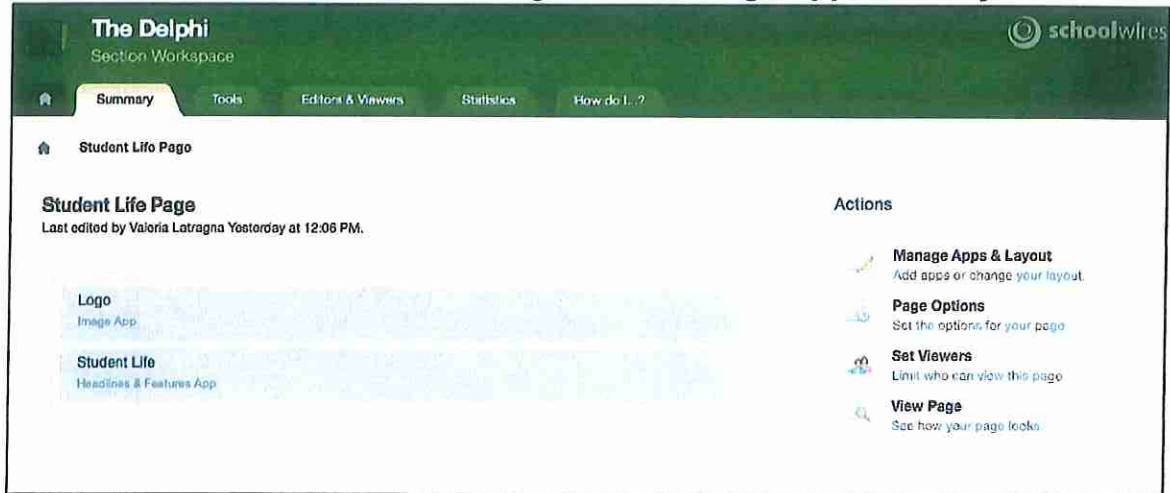


- 5 Click **Embed Code App**. The Add Embed Code App dialog displays.
 - 6 Accept the default app name Embed Code App or replace the text with a more meaningful name.
 - 7 Click **Save**. You are returned to the page in Design mode.
 - 8 Click **I'm Done** to return to the page in Edit Mode.
- You are now ready to edit the app and insert the embed code

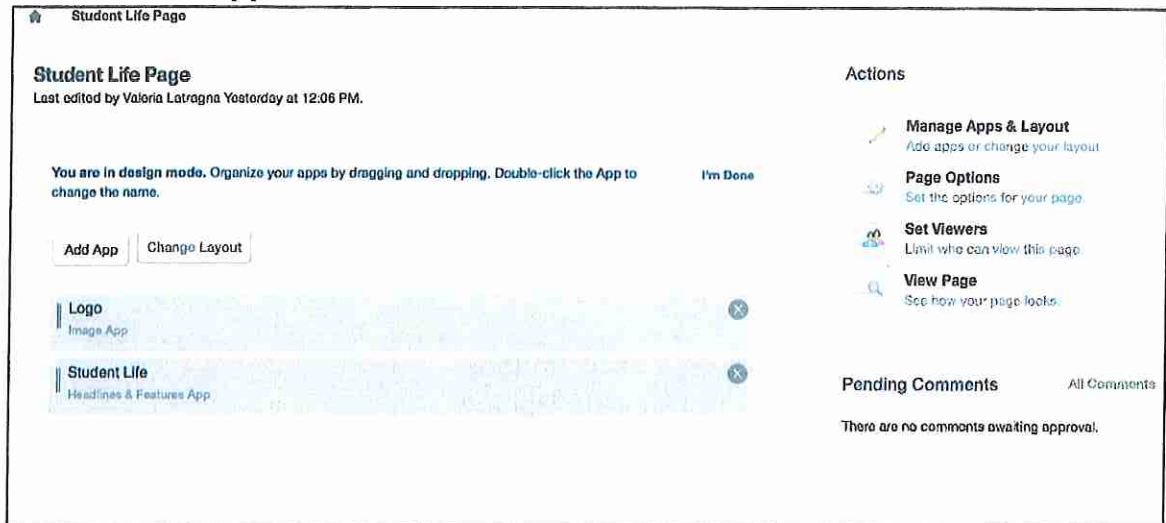
Getting Started with Schoolwires Editing your Teacher Webpage

PHOTO GALLERY APP – for Inserting A Slide Show of Photos

1. Click on the page you want to edit.
2. Under the Actions panel on the right click **Manage Apps and Layout**



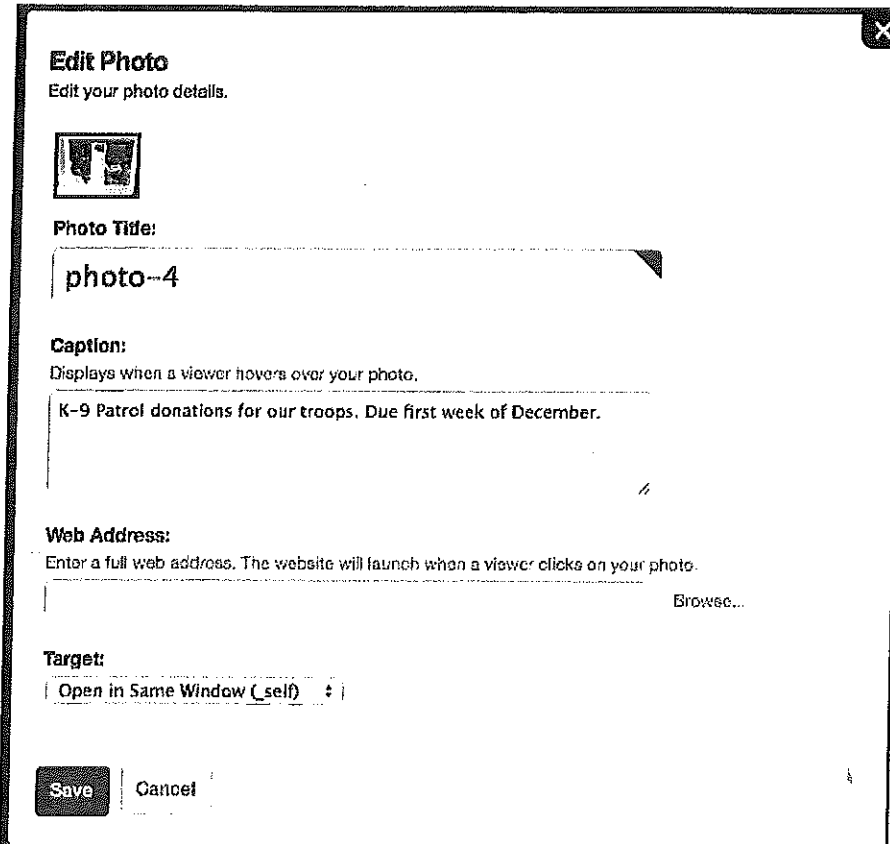
3. Click **Add App**



4. Click **Photo Gallery App**
5. Click **Create New**
6. Name your app with a descriptive title
7. Click **New**
8. Click **I'm done** in the blue bar to finish design mode.
9. Click your **photo gallery app**
10. Leave the pixel size as suggested and click **Let's get started**
11. Click **Upload** photos
12. Notice you can sort your photos here also.
13. Hold down **Ctrl** or **Command** to select multiple photos
14. Click **Upload**

Getting Started with Schoolwires Editing your Teacher Webpage

15. Click **Edit** to add a caption viewers can see when they hover over the photo.



Edit Photo
Edit your photo details.




Photo Title:
photo-4

Caption:
Displays when a viewer hovers over your photo.
K-9 Patrol donations for our troops. Due first week of December.

Web Address:
Enter a full web address. The website will launch when a viewer clicks on your photo.
Browse...

Target:
Open in Same Window (_self) : |

Save Cancel

16. Check out the **Adjust Photo** options
17. Click **Publish** to Publish your Gallery.

Getting Started with Schoolwires Editing your Teacher Webpage

Turning Off Pop-Up Blockers on a Mac

It is imperative that pop-up blockers are off on your Schoolwires website in order for all the features of the Editor to work properly.

Safari (Mac):

1. On the Menu Bar, click on **Safari** (first item).
2. Confirm that **Block Pop-Up Windows** is **not checked**. If it has a checkmark, click on this item to turn it off.

Firefox (Mac):

1. On the Menu Bar, click on **Firefox**.
2. Select **Preferences** (second item). Another window will open.
3. Select **Content** from the top menu.
4. Ensure the **Block Popup Windows** checkbox is **de-selected**. If it is selected, click in the checkbox to deselect (i.e., turn it off) the option.

Note: Rather than turning pop-up blockers off, you may add your Schoolwires website to the list of websites on which to allow pop-ups in Firefox.

Firefox .current (Windows/OS X)

1. Open Firefox, then go to the web page that you want to allow pop-ups.
2. In Firefox's URL window, highlight the entire web address of the current page, then choose the Copy command from the Edit menu.
3. Select Options... from the Tools menu (Windows) or Preferences... from the Firefox menu (OS X). The Options (Windows) or variable (OS X) dialog box opens.
4. In the top panel of the dialog box, click on the Content icon to display the Content dialog box.
5. In the Content dialog box, ensure the Block pop-up windows checkbox is selected, then click the adjacent Exceptions... button.
6. Right-click or control-click in the Address of web site: field, choose Paste from the dropdown menu, then click Allow. The selected webpage is added to the list of Allowed Sites. Notes: Pasting the web address of a page you wish to allow pop-ups is recommended, rather than typing the generic main web address. For example, you might visit `www.example.com/requirepopup.html`, but the page is actually hosted at `popup.example.com/forms/popupform.html`. In this example, you must allow `popup.example.com`, not `www.example.com`. Note also that entire websites must be allowed, not individual directories or pages, so in this example Firefox will automatically add the top level `popup.example.com` to its Allowed sites.
7. Close any remaining dialog boxes.