

How to Edit Your Staff Profile

1. Go to the bottom of YOUR campus page and click once on “Log On”. Log on using your school user name and password.
2. Once you log on you will be directed to a page that says “Admin Pages”
3. Under the Academic heading click on “Edit Staff” and that will direct you to a page that has all of the staff for your campus.
4. On this page you will find names for everyone on your campus. Find your name and click on "edit"
5. Your staff profile will pop-up and you can begin to enter information about yourself. It is best if you enter information about yourself that you enter that data on a Word document and then “cut and paste” to your profile page.
6. You can enter basic information about you or you can be very elaborate.
7. The basic information would be your office hours, phone number and email address. EVERY person on each campus should have this basic information on your page; this is vital to effective parent communication. It also will help to make our website a useful and relevant document.
8. Make sure that as you add items on this page that you scroll to the bottom of the page and press "enter". *Pressing enter is how you save on this page.*
9. If you have any questions email me at cudej@whitesboroisd.org and I will try to help.

How to add a Profile

Profiles on our website are a great way to showcase a student, an event or a staff member to the public through the World Wide Web. Profiles that catch attention are best if they have a picture to go with the profile.

1. Click on the current profile on the front page of your campus site.
2. Click on the link create a profile of a student or staff member
3. Enter a headline concerning your profile
4. Open a word document and enter the text for the details of your profile. After you are satisfied with your word document copy and paste the word document into the detail area of the profile page.
5. The next section allows you to upload a photo to enhance the webpage.
6. Then enter your name and other contact information.
7. Click submit for approval
8. Once the profile has been approved it will appear on the webpage.

How to add an Announcement

Announcements on our website are a great way to get your announcements to the public through the World Wide Web.

1. Click on the current announcement on the front page of your campus site.
2. Click on the link add announcement
3. Enter a headline concerning your announcement
4. Open a word document and enter the text for the details of your announcement. After you are satisfied with your word document copy and paste the word document into the detail area of the announcement page.
5. Enter the activate and expiration date for the announcement
6. Then enter your name and other contact information.
7. Click submit for approval

Once the announcement has been approved it will appear on the webpage.



How to Upload a Photo

1. To upload a photo (new picture not on the website) click on upload photo and you will be directed to a new screen.
2. Click on browse to find a photo on a CD, memory stick or flash drive. You can also enter information about the picture on this screen. You must enter your name and phone number. Enter that information then click NEXT.
3. The next screen allows you to rotate the picture. Adjust and then click NEXT.
4. You can enter the names of the people in the picture (not necessary) and click NEXT
5. Then the picture is on your site and on the website.
6. If you want to use a photo already uploaded click on the box "Select Photo" and you will be directed to the photos that have already been uploaded.
7. Click on the photo you wish to use and it will be added to your site.

How to Edit Your Club Webpage

You can add information, pictures, calendars and post accomplishments on your club webpage. You can also send email newsletters to parents and students by setting up an email list.

1. Go to the bottom of YOUR campus page and click once on “Log On”. Log on using your school user name and password.
2. Once you log on you will be directed to a page that says “Admin Pages”
3. Find the column that is labeled “Extracurricular”
4. Click on “Edit Extracurricular”
5. Find your club and click once on the link that says “edit”
6. At the top of the page you may edit the name of your club or activity. Many of these were generic names and may be changed.
7. You must enter the one following fields on your club: club description, announcements, awards or calendar in order to activate the link for your club
8. You can edit announcements or the description of your club by clicking on “edit announcements” or “edit description “on the club page. When you click on edit announcements or description a new window will “pop up” and you make your changes in the new window. When you finish editing the page click “ok” and this will take you back to your original page. You must click on SAVE in order to save the changes you have just made.
9. Below the edit announcements and description section is where you can edit Members, Sponsors and Parent Representatives. You can also edit the Calendar, Awards and upload links to other web pages and upload files.
10. The more you work with your site you will find editing easier and its even FUN!

Remember: It is Best to type Data that you want to PUBLISH on the WEBSITE in a WORD Document first. Then Cut and Paste from the WORD Document to the WEBSITE.

How to Edit Your Classroom Page (Elementary)

1. Go to the bottom of YOUR campus page and click once on “Log On”. Log on using your school user name and password.
2. Once you log on you will be directed to a page that says “Admin Pages”
3. Find the column that is labeled “Academic”
4. Click on “Edit Classes and Classrooms”
5. Find your class and click once on the link that says “edit”
6. Once you reach that page there are many items to enter that will help your students and parents.
7. You can even upload photos of your classroom. This is encouraged because pictures always drive more traffic to your page.
8. You must click on SAVE in order to save the changes you have just made.
9. You can also add FAQ, links, book lists, WIKIS, upload files and send out newsletters (email blast). You can even create a BLOG and assign students to record their answers to questions of your choice.

How to Edit Your Classroom Page (Secondary)

1. Go to the bottom of YOUR campus page and click once on “Log On”. Log on using your school user name and password.
2. Once you log on you will be directed to a page that says “Admin Pages”
3. Find the column that is labeled “Academic”
4. Click on “Edit Courses”
5. On the next screen click on “your department” and then you will be directed to a screen that has all the classes in your department. Click on “Edit” next to the class you wish to edit. This will allow you to edit the course description for each course you teach
6. Click on the back arrow on the web browser and it will take you back to the course list. Click on “edit” next to the period of the class you want to edit.
7. This will take you to a new screen. This screen will allow you to edit for many areas of each class. You can enter calendar events, announcements, course requirements, how parents can help, grading policies and classroom policies. Each of these will open a new screen and allow you to edit each department. Once you have entered your data click “OK”
8. This will take you back to the previous screen you must scroll down and click “SAVE”. Your information will appear on the edit screen but will not be published until you click “SAVE”. If you move away from this screen before you save your information will be lost.
9. You can also add FAQ, links, book lists, WIKIS, upload files and send out newsletters (email blast). You can even create a BLOG and assign students to record their answers to questions of your choice.
10. When you enter information on these areas once you click “SUBMIT” that information has been entered and saved