



Teacher Website

Job Aid

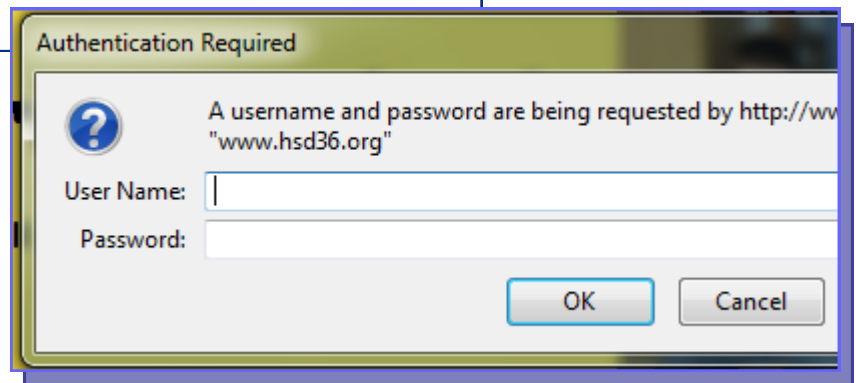
Cameron Wills | Fall 2011



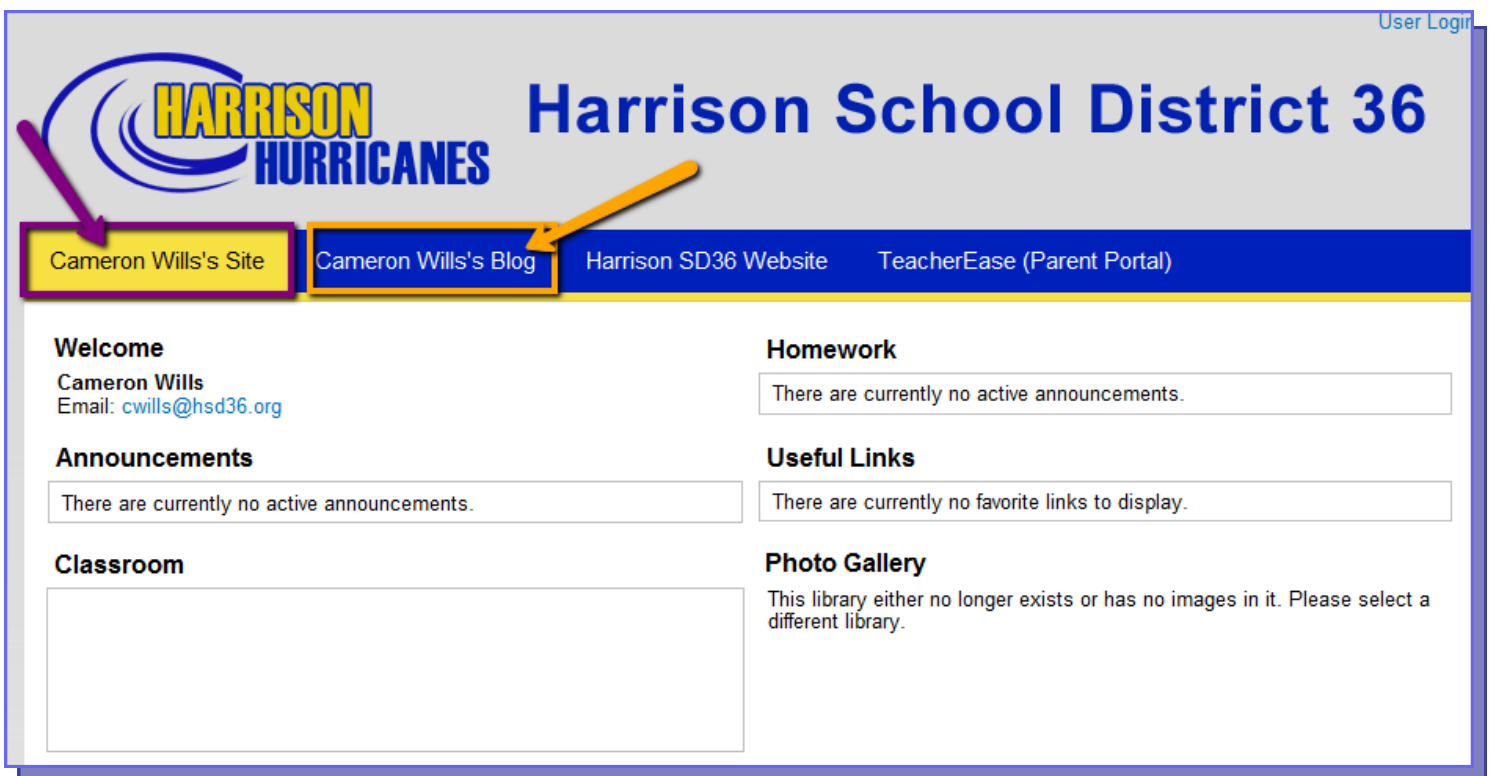
1) Go to www.hsd36.org

2) Select User Login

3) Enter your username and password



*Note: You have both a **PUBLIC** webpage and a blog that is for student access only*



To Add Announcement OR Homework

Announcements

There are currently no active announcements. To add a new announcement, click "Add new announcement".

[+ Add new announcement](#)

1) Select **Add new announcement** under “Announcements” or “Homework”

2) Provide a **Title** for the announcement

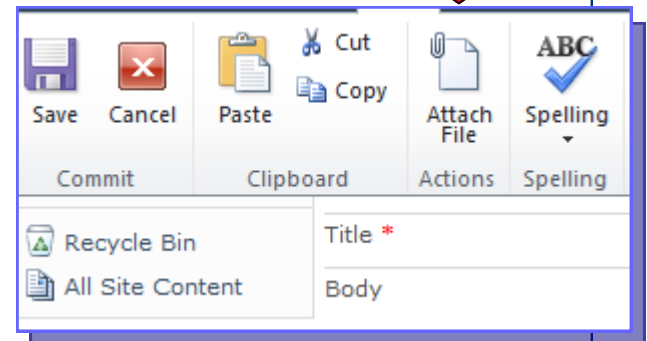
3) Provide a description in the **Body** text box

4) Set an expiration date (If applicable)

5) *If you wish to add a document...*

- Select **Attach File** (see image)
- Browse for your file
- Select **Open** and **OK**

5) **Save**



Title *

Body

Expires

A screenshot of a form with three main sections. The top section is labeled 'Title *' and contains a text input field. The middle section is labeled 'Body' and contains a large text area. The bottom section is labeled 'Expires' and contains a date input field with a calendar icon.

Insert Links

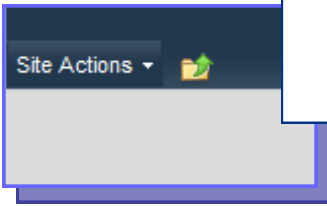
- Select **Add New Link**
- Insert the website address under URL (1)
- Type a description (Optional)

Useful Links

There are currently no favorite links. [Add new link](#).

[+ Add new link](#)

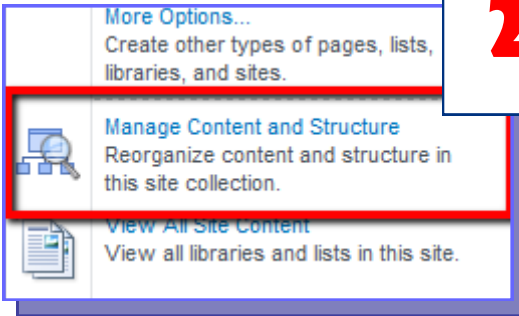
URL *	<div style="border: 1px solid #ccc; padding: 2px;">1 Type the Web address: (Click here to test) <input type="text" value="http://www.dotcom.com"/></div>
	<div style="border: 1px solid #ccc; padding: 2px;">Type the description: <input type="text" value="Type a description here"/></div>
Notes	<div style="border: 1px solid #ccc; padding: 2px;">Type notes here</div>



1

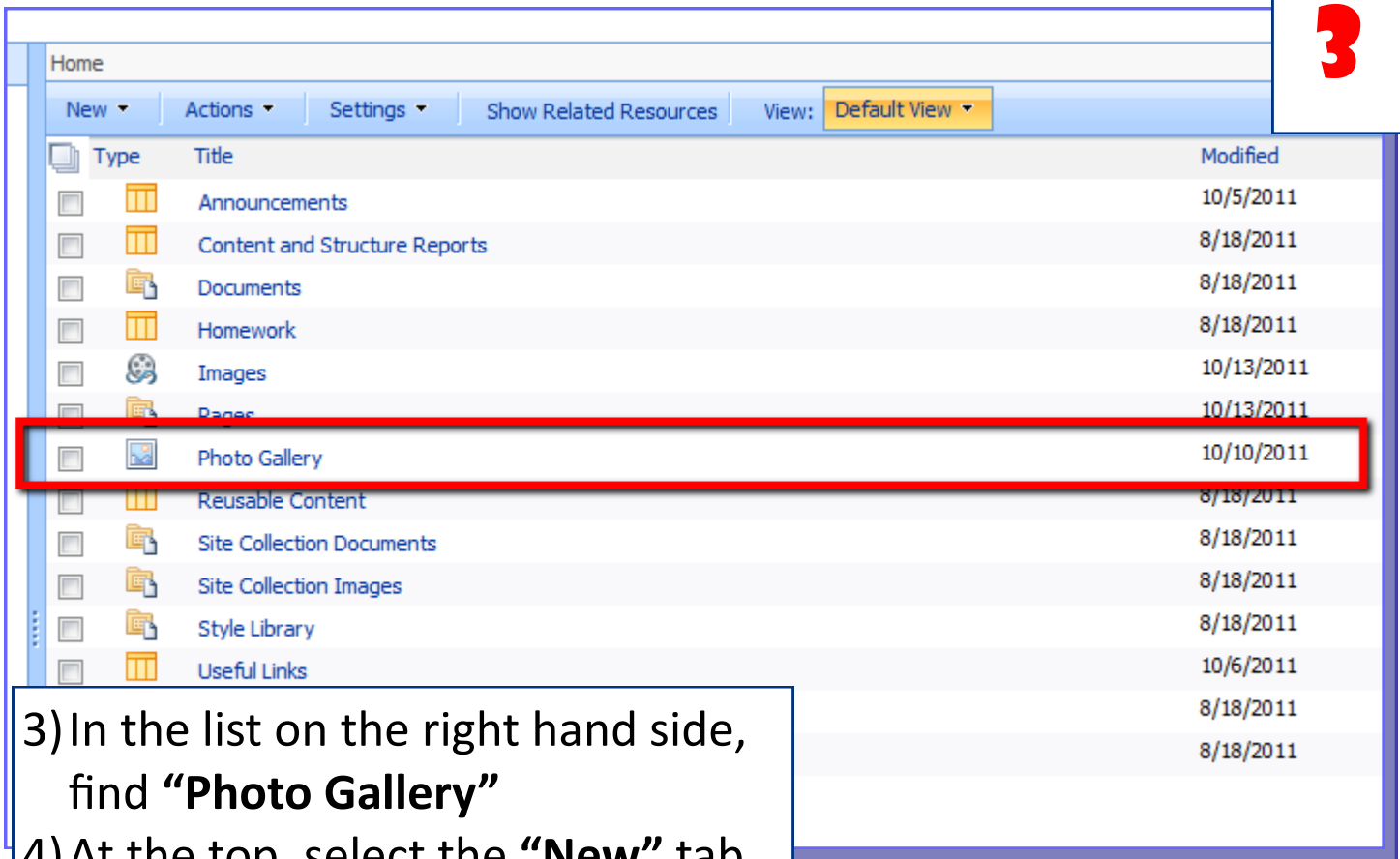
Add Photos

1) Select **Site Actions** in the top left corner of the window



2

2) In the drop down menu, find **“Manage Content and Structure”**



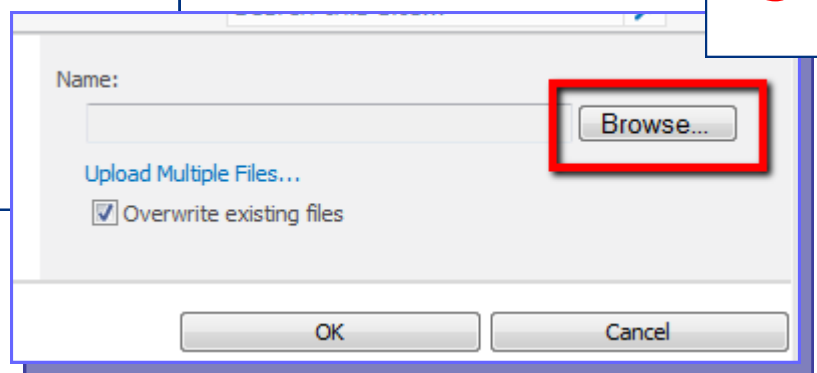
3

3) In the list on the right hand side, find **“Photo Gallery”**

4) At the top, select the **“New”** tab

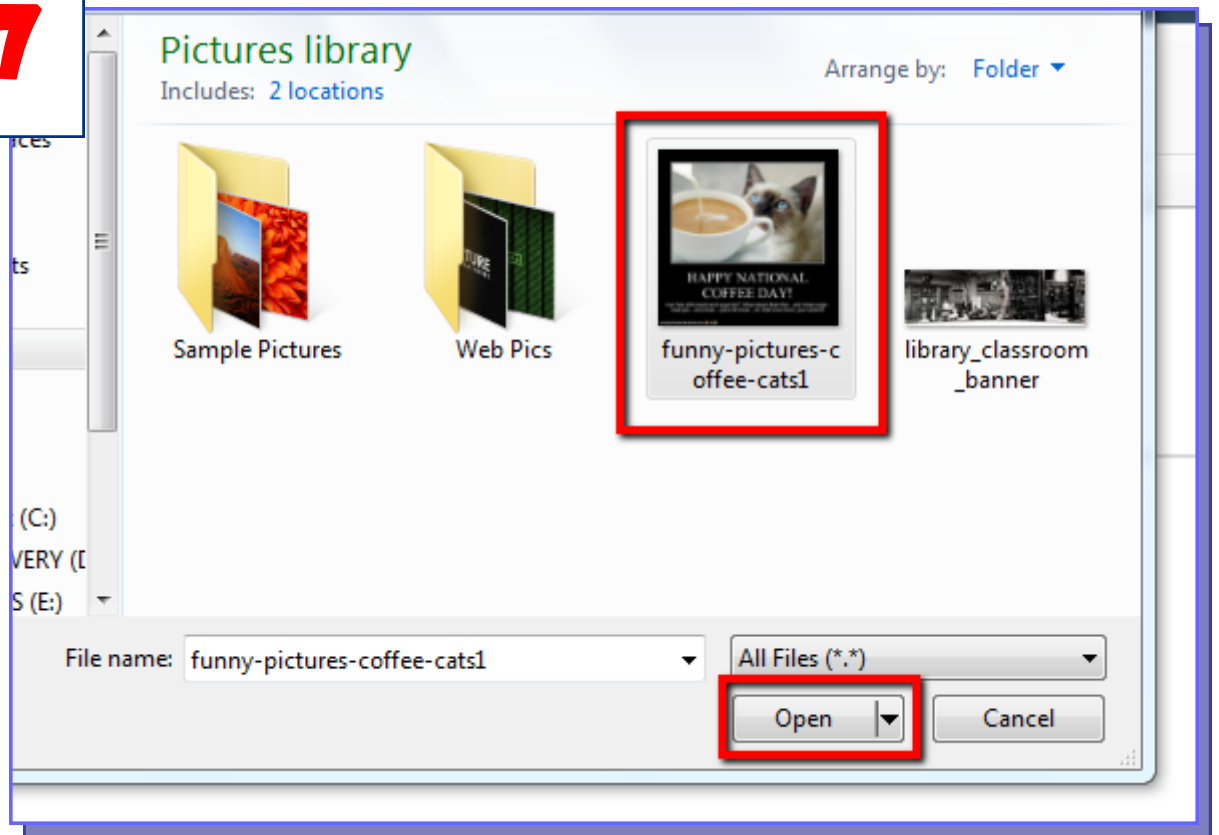
5) Then Select **“Item”**

6) Select **“Browse”**



6

7



5) Find your image file and select “Open”

6) Select “OK”

7) DONE

To Return to your Page

- In the left hand column list, select “Pages”
- Select “Default (Default)”

