# mamboschools ™

mamboSchools™ Web App Manual

teacherPlace: Building Your Profile Page Part 1 of 4

This web application manual will educate and introduce teachers to the teacherPlace component within your mamboSchools™ site. The teacher-Place Component allows your teaching staff to create a profile, web page, and blog within your mamboSchools™ web site. It also allows teachers to display their micro-blog posts via their Twitter™ account.

This manual is the first of four and demonstrates how a teacher logs into teacherPlace and updates the profile page.

mamboschools
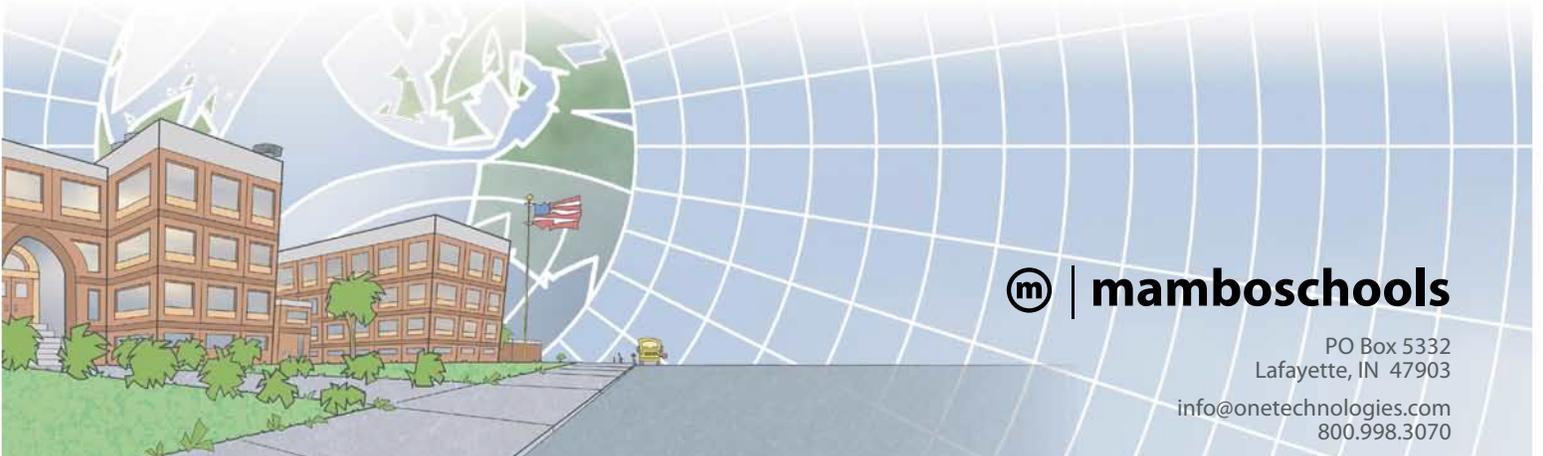
teacherPlace™ Directory

Search Teacher Directory

[Search by Last Name] (Search) **1.**

2. [Search By Position ▼]

Last Name Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

3.

Teacher Directory

Sort By: [Name ▼]

Mrs. Adler	3rd Grade	889-0040 x.525	
Mrs. Bogoyevac	1st Grade	889-0040 x.504	
Mrs. Carlson	1st Grade	889-0040 x.521	
Mrs. Champion	4th Grade	889-0040 x.519	
Mrs. Denove	Kindergarten	889-0040 x.503	
⊞ Mrs. Fleishman	5th Grade	889-0040 x.515	
⊞ Mrs. Forman	Kindergarten	889-0040 x.502	
Mrs. Hall	Special Education	889-0040 x.613	
Ms. Harvey	Special Education	889-0040 x.512	
Mrs. Howard	Counselor	888-0040 x.236	
⊞ Mrs. Irvin	Health Clerk	889-0040 x.223	
Mrs. MacNish	4th Grade	889-0040 x.518	
Mrs. May/Ms. Finigan	1st Grade	889-0040 x.520	
⊞ Mrs. McKagan	Library Clerk	889-0040 x237	

7. ⊟ M...cozzi — Computer Specialist — 889-0040 x.5_3

66 I am so proud to be the Technology Specialist here at YB! GO BRUINS! 99

8.

⊞ Mrs. Milgrim/Mrs. Sher	2nd Grade	889-0040 624/524	
Mrs. Perrin	Kindergarten	889-0040 x.501	
Mrs. Sarno			
⊞ Mrs. Stagg			
Dr. Barbara Starr			

5.

533 ↗ ✉ 📖

6. **9.**

| Mrs. Wal... | | | |
| Mrs. Waters | | | |

<< S... Pre...

4.

Computer Lab

Welcome to the Computer Lab!

(screenshot of Computer Lab web page)

The teacherPlace Directory

When the public user accesses your school web page link, the following directory appears. The public may search for teachers in several ways:

1. Last Name Search
2. Search by position (optional)
3. Alpha Search
4. Manual Pagination (lower portion)

To locate quick information about a faculty or staff member, the public may: Review their name, position (optional), school (optional), or phone number.

5. To author an email, the public may click at the eMail icon. Users fill out the form and submit.

6. To visit a favorite or personal external website click the globe icon.

7 To access more information, click the name or the plus icon.

8. Review the "About Me" information.

There are two ways to access internal jConnect web pages:

9. Click the web page icon or rollover this icon and select the web page from the popup box (not shown in the diagram).

| Profile | Classes | Blog | Twitter |

Our Week | Spelling Lists |

Welcome First Graders!

teacherPlace allows your staff to create their own profile, class web pages, and blog. In addition, they can connect to Twitter™ to provide this feed to parents and the public.

It's Signs Week!

The safety of our children is our number one goal at school. As adults, we have to learn signs to pass our driving tests. But, sometimes we forget that children need to know and understand them too.

We will focus this week on common signs: Stop, Railroad Crossing/Crossbars, Traffic Lights, Walk Signals and Informaiton/Construction signs. As children ride bikes to school they need to learn these signs.

Weekly Agenda

Monday

Spelling List: Week 5

Begin our the weekly theme: Signs
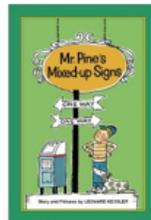Read Mr. Pine's Mixed Up Signs

Birthday's This Week: Timmy Morris (19th)

Math Sheet on Counting in Multiples of 3.

Special Class: P.E.

Attachments

⤢ Purchase Book of the Week (WebLink)

Tuesday

Signs: Stop, Railroad (Sign and Crossbars)

Miss Caroline thought she would throw in a song from "her day" that goes along with the themes. Miss Caroline is old. :)

▶ 00:00 ———————— 00:00 🔊

Wednesday

Signs: Traffic Light, Walk Signal

Math: Counting by 10's

Weekly Reader: Click the download link below.

Special Class: Library

Attachments

📄 Weekly Reader, Issue 5 (PDF Document - PDF)

⊟ **Contact Me!**

👤 Miss Caroline
🏠 Room 10
☎ 765-555-1212x810
✉ Email Me!

⊟ **Favorite Links**

⤢ Alphabet Fun
⤢ Starfall Reading
⤢ Max's Math

⊟ **pageDocs**

⤢ Discipline Plan
⤢ Classroom Rules

⊟ **mediaConnect**

•• Flickr
🔟 Moodle

⊟ **pageStats**

🕐 Created: Aug 7, 2009
🕐 Updated: Aug 10, 2009
📊 Viewed 10 times

- **New Web Page Navigation and Tools.** Teacher users now have a profile, blog, and Twitter™ page in addition to their classroom web pages.

  1. Profile - Includes three main functions.
     a. Classroom Events Calendar
     b. School Alert: Parents/Students can register for eMail notifications.
     c. Photo Gallery: Collects all pages photos in one area.

  2. Classes - Continue to create class web pages with new "My Media" folder and easy-to-integrate images, audio, and video tools.

  3. Blog - Create blog with RSS feed, archival posts, and organization tags.

  4. Twitter - Display your Twitter™ feed to your parents and public.

- **My Media Manager.** Full access to your pdf, image, audio and video files.
- **Easy Media Integration.** Place images, mp3 files, video using the new content editor and media upload tools.
- **Unlimited Page Photos.** No more 3 photo limit. Endless photostrip.

teacherPlace™ Profile

In this manual, you will learn how to setup your profile view.

The Profile Page allows you to define the following information:

1. Profile Photo
2. About Me Information
3. Classroom Events Calendar

The Profile Page also includes two other areas that do not require additional information:

4. The schoolAlert area allows Parents/Students to register for eMail notifications. A message is sent twice a day, at 6AM and 6PM, to alert the user when a teacherPlace page has been updated.

   NOTE: This feature is not enabled automatically. Your web administrator needs to enable the schoolAlert for it to appear on teacherPlace profile pages.

5. Photo Gallery: The area automatically collects photos from all class web pages and places them in one spot. This site gallery can be followed via an RSS feed by parents, students or the community.

   NOTE: Photos are collected automatically from the Class Web Pages

The following pages demonstrate a step-by-step setup of your profile page.

Profile Page Setup

Step 1: Log Into teacherPlace
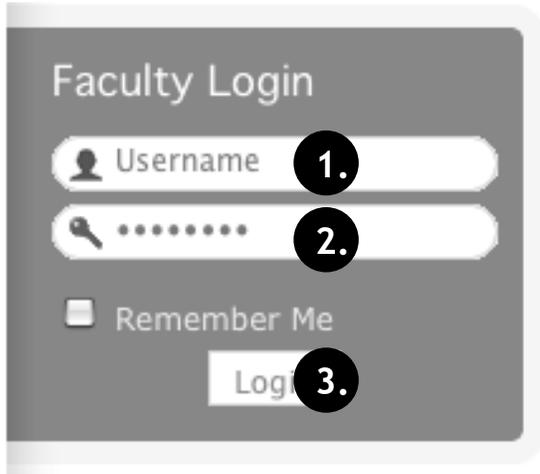
1. Locate your web site login area.

2. Type in your assigned "Username"

3. Type in your assigned "Password"

4. Click the "Login" button. A welcome message will appear.

NOTE: If you are unable to locate the web site login area, contact your site administrator or call mamboSchools support at 800-998-3070.

## Step 2: Locate the teacherPlace Directory and User Menu

Locate your teacherPlace directory. At many sites, this directory page is listed within the main menu under the Classrooms or Academics menu and is titled "Class Web Pages"

1. At the top of the directory you will see the user menu. Click at "Manage My Profile Page". The profile page shown on page 4 will appear.

NOTE: If you are unable to locate the teacherPlace directory, contact your site administrator or call mamboSchools support at 800-998-3070.

## Step 3: Adding Your Profile Photo
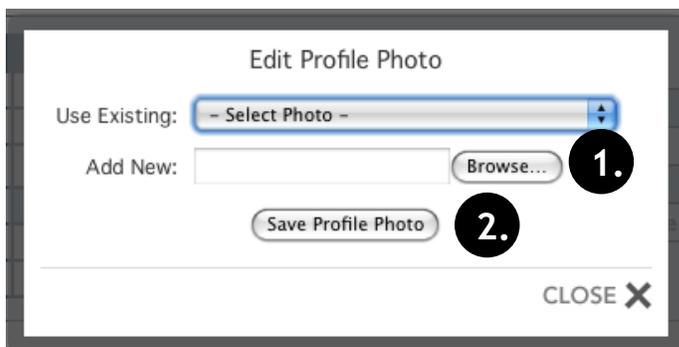
The profile photo may be your actual school photo or another image that represents you. Locate the profile photo area and click the edit pencil. (See page 4 - #1)

1. Click the "Browse" button. NOTE: The open file dialog box will appear (not shown). Route to your desktop, My Documents, or other folder. Select your saved .jpg, .gif, or .png file. Click the "Open" button.

2. Click the "Save Profile Photo" button. Your image will be uploaded and appear in the profile photo area.

NOTE: Make sure the this photo area is published. The circle below the edit pencil should be green. You can toggle between green and red (unpublished) by clicking this circle.

Step 4: Edit Your "About Me" Statement
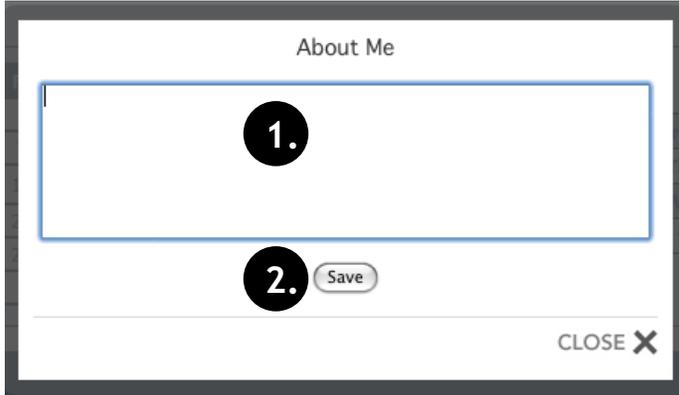
The "About Me" statement is displayed on the teacherPlace directory along with your photo.   Locate the "Edit About Me" link and click the edit pencil. (See page 4 - #2)

1. Type a brief "About Me" statement.

2. Click the "Save" button. Your "About Me" statement will be updated and can be seen by accessing the teacher directory page (See Page 2, #7-8).

Step 5: Adding An Event To Your Calendar
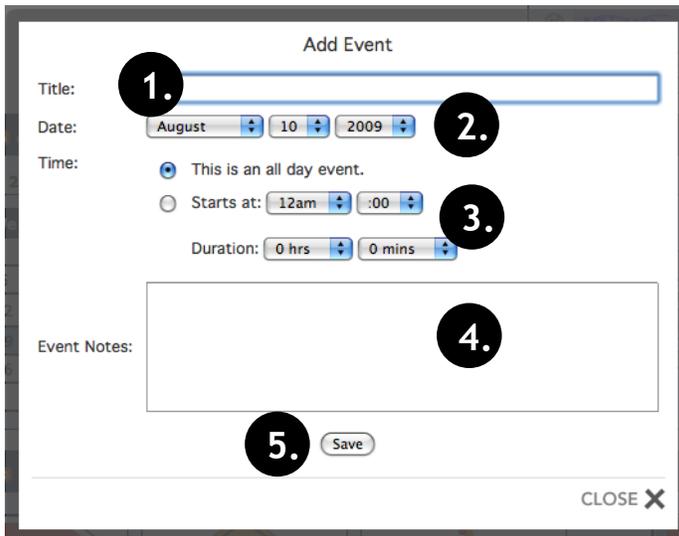
Events are listed by month within your calendar area. Events can be printed or subscribed by an RSS Reader.   To add an event, locate and click the "Add Events" link. (See page 4 - #3)

1. Type a brief title for your event.
2. Select the date using the date dropdown menus.
3. Select the time.
   a. All Day Event
      or
   b. Select a Start Time and the Duration using the time dropdowns.
4. OPTIONAL: Add event notes or a description.
5. Click the "Save" button to add the event.

Step 6: Editing The Profile Photo, About Me, or An Event
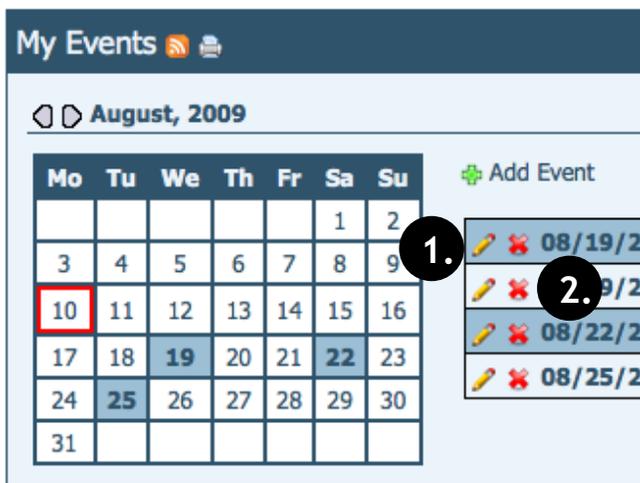
To change the profile photo, simply upload a new one using the directions in Step 3. To unpublish your profile photo click the green circle. It will change to red (unpublished).

To edit the "About Me" statement, follow the directions in Step 4. If you wish to delete your "About Me" statement, simply highlight all text and tap the "Delete" key.

To edit an event (shown at left within profile page):
1. Click the edit pencil, make adjustments, and save.

To delete an event:
2. Click the red "X". The event will be removed.