

mamboSchools™

Web App Manual

teacherPlace: Building Web Pages Part 2 of 4

This web application manual will educate and introduce teachers to the teacherPlace component within your mamboSchools™ site. The teacherPlace Component allows your teaching staff to create a profile, web page(s), 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 second of four and demonstrates how a teacher logs into teacherPlace and creates/updates classroom web pages.

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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 A I**

Teacher Directory

3.

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	 
 Mrs. M. Cozzi	Computer Specialist	889-0040 x.513	 
 <p>“ I am so proud to be the Technology Specialist here at YB! GO BRUINS! ”</p>			
 Mrs. Milgrim/Mrs. Sher	2nd Grade	889-0040 624/524	
Mrs. Perrin	Kindergarten	889-0040 x.501	 
Mrs. Sarno			
 Mrs. Stagg			
Dr. Barbara Starr			
533			 
Mrs. Walcott			
Mrs. Waters			

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 open site icon.

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

8. Review the “About Me” information.

There are two ways to access teacher-Place pages:

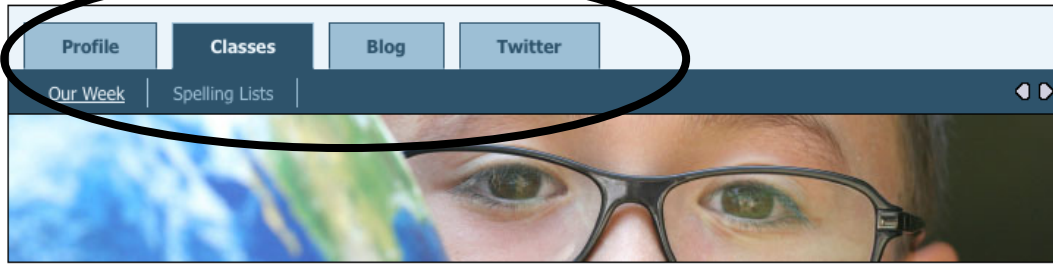
9. Click the open book icon or roll-over this icon and select the web page from the popup box (not shown in the diagram).

NOTE: If the book icon is closed, web pages are unavailable.



The screenshot shows a website titled "Computer Lab" with a "Welcome to the Computer Lab!" message. It includes a "Contact Me" section with a phone number (889-0040 x.513) and a "My Links" section with various links like "Spring Semester", "Investment", "Geography", "Procedural Pack 190", "5th States", "Ask for Kids (Search Engine for Kids)", "Fact Finder (Safe Search for Kids)", "Parent Learning Center", "Rural Ministry", "Classroom", "Highpower Homepage", "Link", "Remedial So History", "Teacher's Log", "Map-Building", and "NameStats".

teacherPlace™ Overview



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.

First Graders!

Profile | **Classes** | **Blog** | **Twitter**

Our Week | **Spelling Lists**

My Events

My Gallery

My Media

First Grade Happenings

Contact Me!

Favorite Links

Attachments

My Tweets

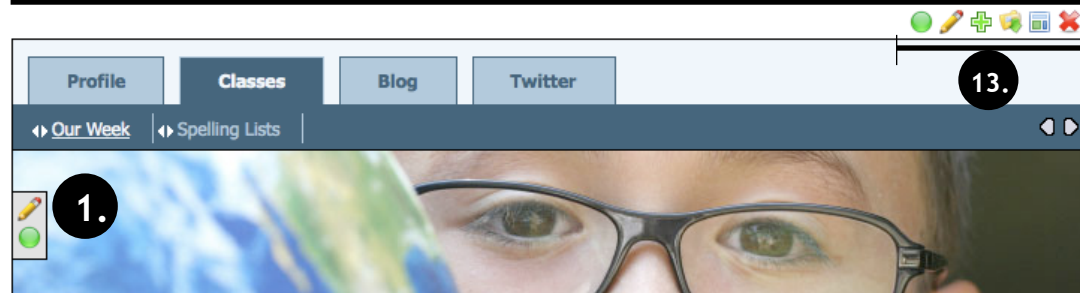
Weekly Reader

• **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™ Class Web Pages



In this manual, you will learn how to create and update a class web page.

The Class Web Page allows you to define the following page information and images:

1. Page Header Image
2. Page, Section and pageClip™ Titles
3. Message Area
4. Page Avatar
5. Agenda Items
6. Agenda Item Attachments
7. Page Photo Gallery
8. Contact Information
9. pageLinks
10. pageDocs
11. mediaConnect Links

The Class Web Page also includes one other area that does not require additional information:

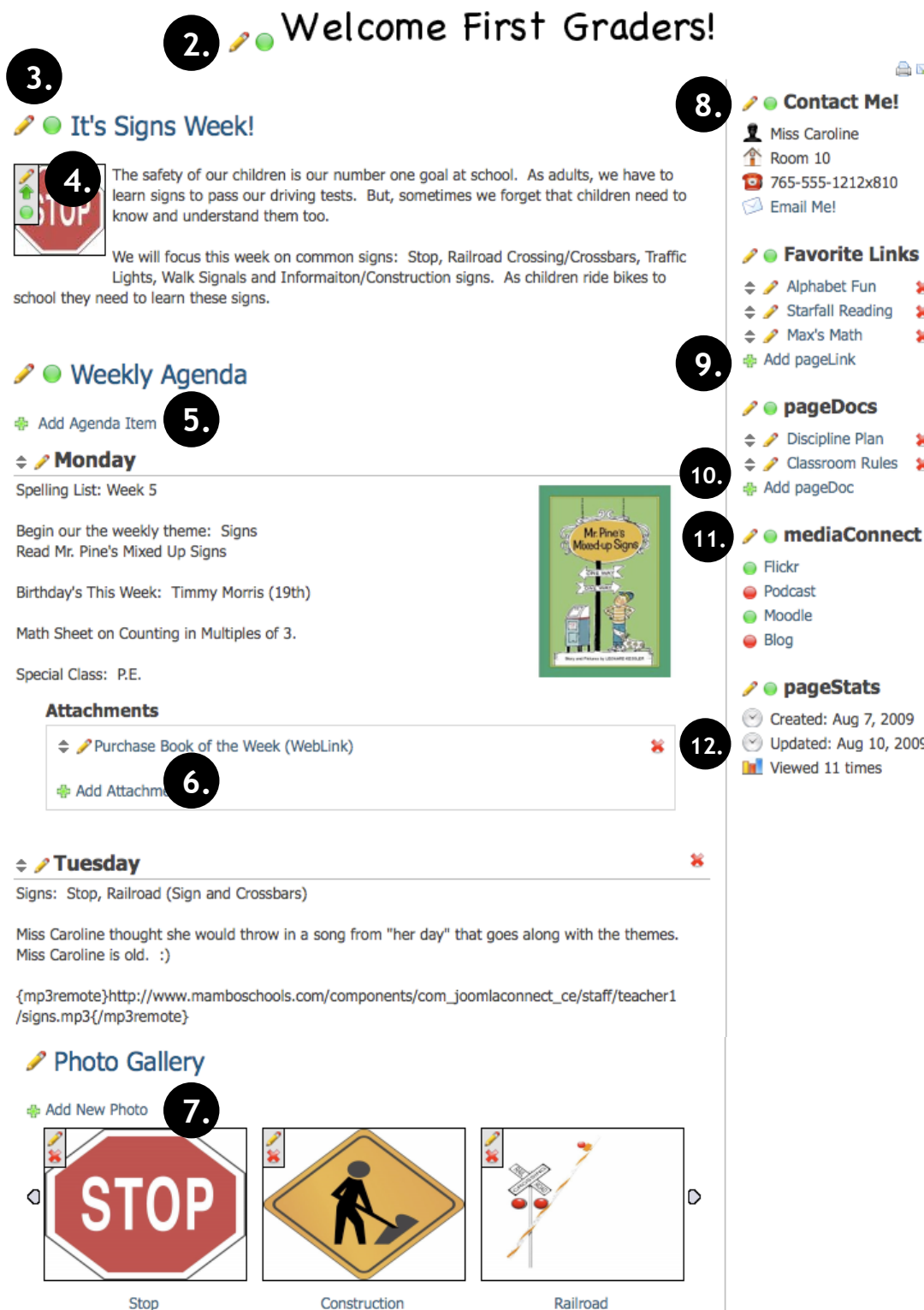
12. pageStats: Displays when page was created, last updated and the number of hits (page views).

Icons and settings provide an easy-to-use page building system.

13. Class Web Page Settings

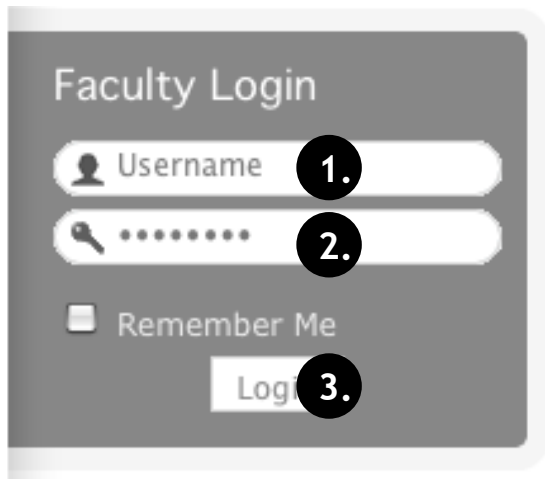
The following tutorial demonstrates a step-by-step setup of a class web page.

It is recommended that you pull this page out of your manual. The sample page to the left is referenced throughout the tutorial.



Web Page Setup: Login and Header

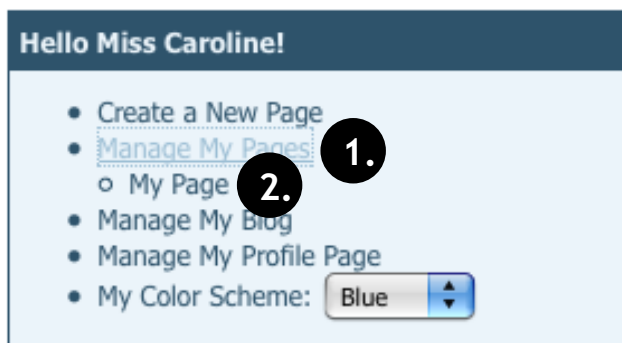
Log Into teacherPlace



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.

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 link and is titled "Class Web Pages"

1. At the top of the directory you will see the user menu. Click at "Manage My Pages".
2. The default page link, "My Page", appears. Click it. Your default web page 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 1: Changing Your Header Image



Figure 1

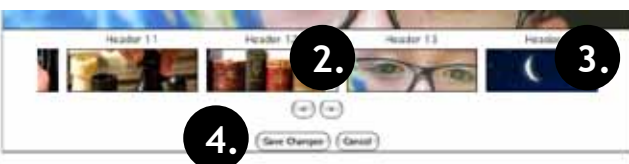


Figure 2

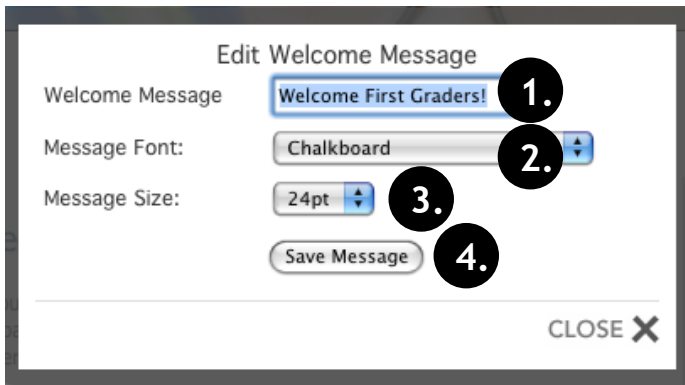
The header image runs the horizontal length of your page at the top. Click the edit pencil within the header area. (See Page 5, #1)

1. Figure 1: Click the top link: "Choose a header image from the library."
2. Figure 2: Click left/right scroll arrows to review images.
3. Click an image to select.
4. Click the "Save Changes" button.

NOTE: You can select a solid color header by selecting "Choose a color". Also, you can upload your own header image by selecting "Upload your own header image"

Web Page Setup: Message Area/Content

Step 2: Edit Your Welcome Title (Message)

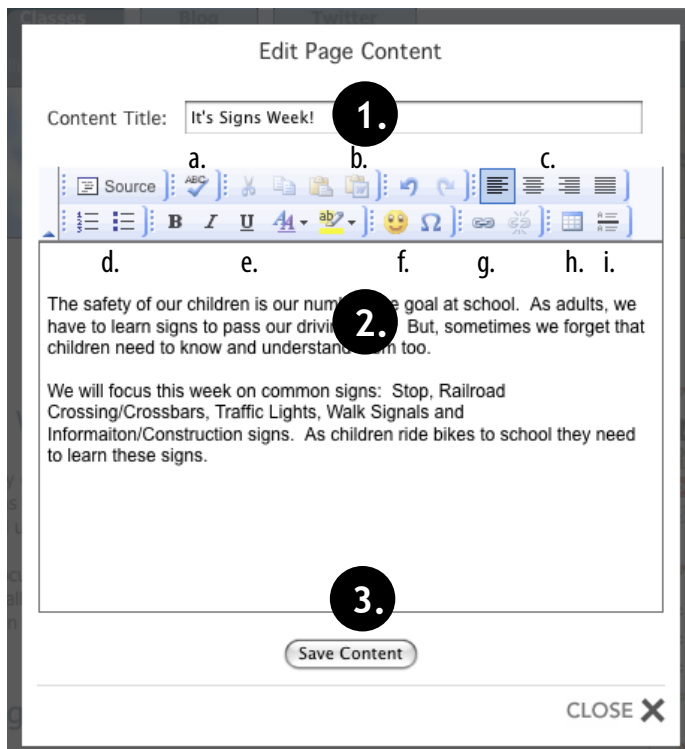


The welcome title (message) is located below the header. Locate the welcome title (message) and click the edit pencil. (See page 5 - #2)

1. Edit the "Welcome Message" area.
2. Adjust the message font
3. Adjust the message font size.
4. Click the "Save" button.

TIP: If the title is cut off, decrease the font size or change the display font.

Step 3: Updating the Page Content



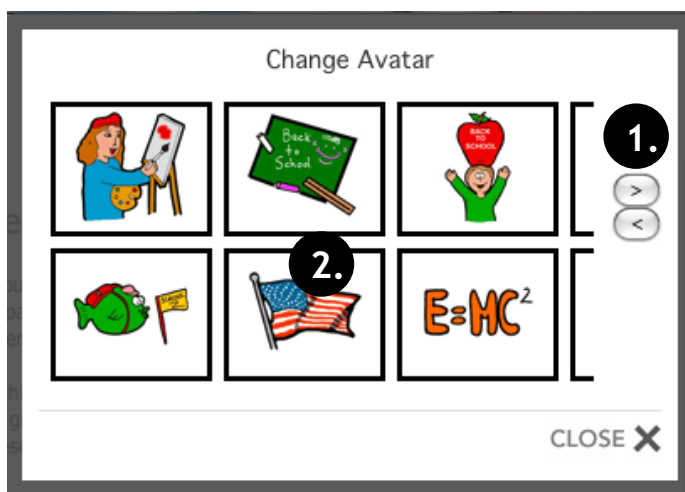
The page content area is typically reserved for a few introductory paragraphs of information about the page. However, this area can contain longer passages and serve as the main part of your page. To update the title and content, locate and click the edit pencil. (See Page 5 - #3)

1. Edit the content area title.
2. Edit the content area by clicking into area and typing. Word Processing-like tools are available. (See below)
3. Click the "Save Content" button.

Content Editor Tools

- a. Spell Checker
- b. Paste from Word. Assists in copying text from Microsoft Word into the editor.
- c. Justification L to R: Left, Center, Right, Justify (Both Sides)
- d. Automatic Numbering, Automatic Bulleting
- e. Text Formatting L to R: Boldface, Italics, Underline, Text Color, Text Background Color
- f. Add emoticon
- g. Add Web Link
- h. Table Editor
- i. Add horizontal line

Step 4: Selecting an Avatar



The avatar is a small picture that represents you or your page. To add or change an avatar, locate the area and click the edit pencil (See Page 5 - #4)

1. Click left/right scroll arrows to review images.
2. Click an image to select.

Web Page Setup: Agenda Items

What is an Agenda Item?

Monday 1.

Spelling List: Week 5

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

2.

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

Math Sheet on Counting in Multiples of 3.

Special Class: P.E.

Attachments

3.

Purchase Book of the Week (WebLink)

Add Attachment

The main part of your web page is composed of agenda items. Each agenda item is made up of three parts:

1. **Title.** The title can be a day of the week, like "Monday"; a subject area, like "Advanced Chemistry Homework", or a general title, like "About Me".
2. **Content.** This area contains your agenda item content. It can be a large paragraph, a list, or bullet points. Content can contain images, audio, or video.
3. **Attachments.** Add documents and links to web sites below each agenda item.

NOTE: Add as many agenda items as you want, and reorder them. However, agenda items are not archived. Agenda items are edited to reflect new information or are deleted when the information is out of date.

Step 5: Adding and Creating an Agenda Item

Add Agenda Item

1.

Title: Title

2.

Agenda Content goes here

3.

Save Agenda

My Media

- avatar2.png
- avatar2_avatar.png
- birthday_balloons.jpg
- breakfast_food.jpg
- construction.jpg
- construction_photo.jpg
- IMG_5957.jpg

Insert Media

Upload Media

Add External Video

CLOSE X

To add an agenda item, locate the plus sign and the "Add Agenda Item" link. Click the link. (See page 5, #5)

1. **Add a Title** (ie Monday, Advanced Chemistry Homework, or About Me, etc.)
2. **Type in content.** See page 8, step 3 for descriptions of the word processing-like tools.
3. Click the **"Save Agenda"** button.

Repeat this step to continue adding agenda items.

Note: Located to the right of the content area is your current media list. In our sample, you can see a list of different image, audio, and video files. Using the "Upload Media" and "Add External Video" links, adding media files is easy. If you wish to learn how to add images, audio, video, YouTube video or TeacherTube video, **please refer to the teacherPlace Lessons located within the "Documents and Manuals" library on the mamboschools.com web site.**

Step 6a: Adding an Agenda Item File Attachment

Add Agenda Attachment

Attachment Type: ☒ File Attachment ☐ WebLink

Attachment Title: 1.

Use Existing: - Select Attachment -

Filename: 2.

Browse...

Save Attachment 3.

CLOSE X

This is an optional step. You are not required to add attachments to your agenda items.

You can add file attachments below your agenda items. This allows parents and students to access and download a weekly spelling list, a project syllabus, or a newsletter. To add an attachment, select any agenda item and locate the Attachment area. Click at the plus sign "Add Attachment" link. (See Page 5, #6)

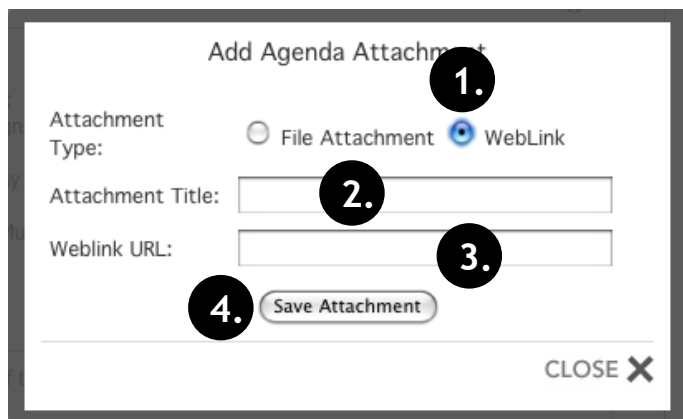
1. Type in title for your document.
2. Click the "Browse" button. Your computer's "Open File" dialog box will appear. Locate your PDF (Desktop, My Documents, Folder) and click to highlight. Click "Open". The directory path will appear next to the "Browse" button.
3. Click the "Save Attachment" button. Allow time for uploading.

Notes:

- You may reuse any document already uploaded by selecting the title from the "Use Existing:" dropdown.
- You may add an unlimited amount of attachments to one agenda item.
- Most popular file types are supported and may be uploaded. For documents, it is recommended that PDF files are used.

Web Page Setup: Adding Photos

Step 6b: Adding an Agenda Item Web Link Attachment



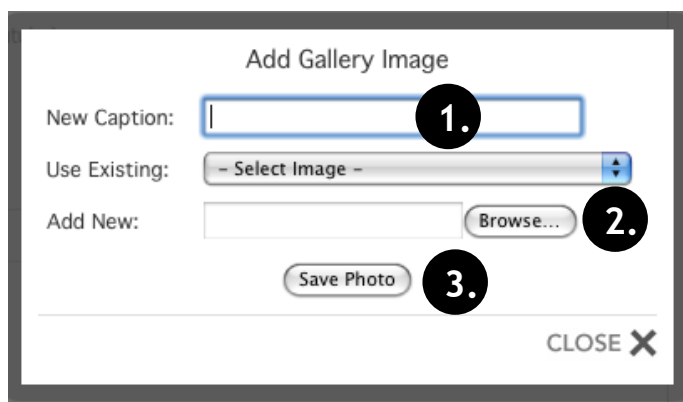
The screenshot shows a form titled "Add Agenda Attachment". It has two radio buttons for "Attachment Type": "File Attachment" and "WebLink". The "WebLink" option is selected. Below this are two text input fields: "Attachment Title:" and "Weblink URL:". At the bottom left is a "Save Attachment" button, and at the bottom right is a "CLOSE X" button. Four numbered circles are overlaid on the form: 1. points to the "WebLink" radio button, 2. points to the "Attachment Title:" field, 3. points to the "Weblink URL:" field, and 4. points to the "Save Attachment" button.

This is an optional step. You are not required to add attachments to your agenda items.

You can add web link attachments below your agenda items. This allows parents and students to visit web sites that further reference or enhance your agenda item post. To add a web link attachment, select any agenda item and locate the Attachment area. Click at the plus sign "Add Attachment" link. (See Page 5, #6)

1. Click the radio button (circle) to the left of the "Weblink" Attachment Type.
2. Type in title for your web link
3. Enter the "Link URL". (Use <http://> at the beginning for full compatibility.)
4. Click the "Save Attachment" button.

Step 7: Adding A Photo Into The Page Gallery



The screenshot shows a form titled "Add Gallery Image". It has a "New Caption:" text input field. Below it is a "Use Existing:" dropdown menu with the text "- Select Image -". To the right of the dropdown is a plus sign. Below the dropdown is an "Add New:" text input field and a "Browse..." button. At the bottom left is a "Save Photo" button, and at the bottom right is a "CLOSE X" button. Three numbered circles are overlaid on the form: 1. points to the "New Caption:" field, 2. points to the "Browse..." button, and 3. points to the "Save Photo" button.

This is an optional step. You are not required to add photos to your agenda items.

Each page has its own photo gallery. You can add an unlimited number of photos (each with a brief caption) to your page. The public can browse the photostrip and click to enlarge any photo. Click at the plus sign "Add New Photo" link. (See Page 5, #6)

1. Enter a brief caption for your photo.
2. Click the "Browse" button. Your computer's "Open File" dialog box will appear. Locate your photo (Desktop, My Documents, Folder) and click to highlight. Click "Open". The directory path will appear next to the "Browse" button.
3. Click "Save Photo" button.

Repeat this step to continue adding photos.

NOTES:

You may reuse any photo or image already uploaded by selecting the title from the "Use Existing:" dropdown.

Photos directly sent to your desktop from most new digital cameras are too large to be uploaded via the gallery. To use your digital photos:

- learn how to lower your camera resolution setting. Many have a "web" resolution setting.
- learn how to resize your photos using your Windows operating system or a software package like, Adobe Photoshop Elements.

Web Page Setup: pageClips™

Step 8: Editing Your Contact Information

The screenshot shows a form titled "My Information" with the following fields and values:

Field	Value
PageClip Title:	Contact Me!
Display Name (e.g. Mrs. Smith):	Miss Caroline
First Name (Used for sorting):	Vanatta
Last Name (Used for sorting):	Caroline
Title (e.g. Mr., Mrs., Miss):	Miss
School Assignment:	- Select School -
Position 1:	- Select Position -
Position 2:	- Select Position -
Room Number:	Room 10
Phone Number:	765-555-1212x810
Email Address:	caroline@mamboschools.co
External Website:	http://www.mamboschools
E-Z Web Address:	caroline

At the bottom of the form are two buttons: "Update" and "CLOSE X".

The contact information is used within the directory, profile, and class web pages. Locate the "Contact Me!" pageClip and click the Edit Pencil icon. (See page 5, #8). The instructions below are listed, *in order, top to bottom*.

1. Type a new pageClip title.
2. Enter your classroom friendly name.
3. Enter your first name. (Optional. Used for directory sorting)
4. Enter your last name. (Optional. Used for directory sorting)
5. Enter your surname. (Optional)
6. Select your school assignment. (See note below if empty.)
7. Select your primary position. (See note below if empty.)
8. Select your secondary position. (See note below if empty.)
9. Add room number or location. (Optional)
10. Add phone number with extension (Optional)
11. Add eMail Address (Optional)
12. Add your "External URL" or other web site address. (Optional - Use http:// at the beginning.) The external link will be displayed on the directory listing.
13. Add your "E-Z Web Address" word. (See note for explanation)
14. Click the "Update" button to save your new information.

NOTES:

If you leave the any of the areas blank in steps 3-12, the public will not view this information.

The school assignment, primary position, and secondary position must be defined by your web site administrator. The teacher directory can be sorted by these fields, if they are created and assigned.

The "E-Z Web Address" allows you to select a shorter name to publicize your web site. In the example to the left, Miss Caroline's web pages can be found at: <http://www.districtname.k12.in.us/caroline/>

Step 9: Adding a Web Link to the pageLink Clip

The screenshot shows a form titled "Create PageLink" with the following fields and buttons:

- PageLink Title: (Field with a blue border and a black circle with the number 1 next to it)
- PageLink URL: (Field with a black circle with the number 2 next to it)
- Save PageLink: (Button with a black circle with the number 3 next to it)

At the bottom of the form are two buttons: "Save PageLink" and "CLOSE X".

Each page can have their own web links. Typically, these links are ones you attached to the page for a longer time period than the agenda item attachment links. You can add an unlimited number of web links to this pageClip. Locate the pageLinks area and click at the plus sign "Add pageLink" link. (See Page 5, #9)

1. Enter the title for your web page link.
2. Enter the web page (link) URL. Please begin page URL with http://
3. Click the "Save PageLink" button.

NOTE: Your title with link will appear in the listing. Repeat this step for each web link you wish to add to a page.

Step 10: Adding a Document to the pageDoc Clip

The screenshot shows a form titled "New Library Document" with the following fields and buttons:

- Document Title: (Field with a blue border and a black circle with the number 1 next to it)
- Use Existing: (Dropdown menu with a black circle with the number 2 next to it)
- Add New: (Field with a black circle with the number 2 next to it)
- Browse...: (Button)
- Save Document: (Button with a black circle with the number 3 next to it)

At the bottom of the form are two buttons: "Save Document" and "CLOSE X".

Each page can have their own document library. Typically, these document links are ones you attached to the page for a longer time period than the agenda item attachment links. You can add an unlimited number of documents to this pageClip. Locate the pageDocs area and click at the plus sign "Add pageDoc" link. (See Page 5, #10)

1. Add a title for your document.
2. Click the "Browse" button. Your computer's "Open File" dialog box will appear. Locate your PDF (Desktop, My Documents, Folder) and click to highlight. Click "Open". The directory path will appear next to the "Browse" button.
3. Click the "Save Document" button. Allow time for uploading.

NOTE: Your document with link will appear in the listing. Repeat this step for each document link you wish to add to a page. *You may reuse any document already uploaded by selecting the title from the "Use Existing:" dropdown.*

Web Page Setup: pageClips™

Step 11: mediaConnect

Edit mediaConnect

mediaConnect Title: 1.

Flickr Link:

Podcast Link: 2.

Moodle Link:

Blog Link:

3.

If you have a Flick'r photo gallery, favorite podcast, moodle course, or an external blog, you can link them easily. To add your web address for any of these sites, click the Edit Pencil to the left of the title. (see page 5, #11)

1. If desired, edit the mediaConnect Title.
2. Add the URL of your external web site to any mediaConnect area (Remember to add "http://" to your URL for full compatibility.)
3. Click the "Save mediaConnect" button.

NOTE: To activate your special site link, click the publish/unpublish circle beside the mediaConnect site in the list.

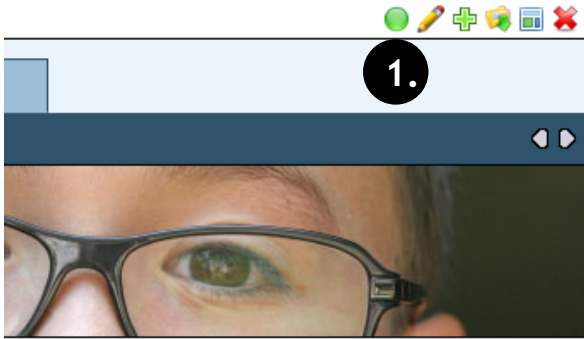
Other Important Icons

The following icons will assist you in designing your page. **All icons are fully explained in the teacherPlace Lesson 5, located in the document and manuals link on the mamboSchools web site.**

Icon	Icon Name	Description	Instructions	Location
	Publish	Allows class page, blog, titles, sections and pageClips to be viewed by the public.	Click to toggle between published and unpublish state.	profile, class page(s), blog
	Unpublish	Allows class page blog page, titles, sections, and pageClips to be hidden to the public.	Click to toggle between unpublish and published state.	profile, class page(s), blog
	Delete	Deletes a page, agenda item, agenda item attachment, blog post, event, album photo, and certain pageClip items.	Click to delete item.	profile, class page(s), blog
	Upload	Allows user to upload an avatar.	Click to upload an avatar.	class page(s)
	Order (H)	Reorders a class page	Click, Hold, and Drag horizontally (left/right)	class page(s)
	Order (V)	Reorders an agenda item or certain pageClip items.	Click, Hold, and Drag vertically (up/down)	class page(s)

Web Page Setup: Page Icons

1. Publish/Unpublish Page

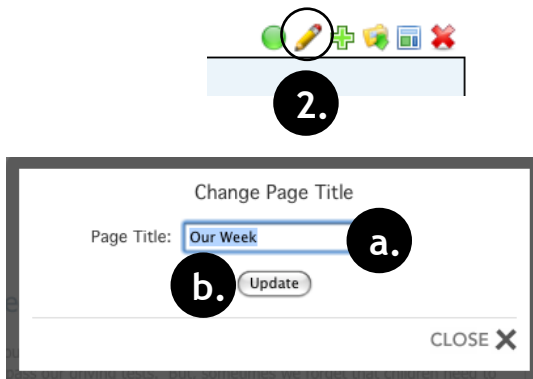


These “page icons” appear on top of each page within the web section of your teacherPlace site. From left to right these icons are: Publish/Unpublish page, Edit Page Title, Create a New Page, File Manager, Page Layout, and Delete Page. For information on these functions, review the following information.

1. Publish/Unpublish Page Icon: Click this circle to shift between publish and unpublished state for the entire page.

rst Graders!

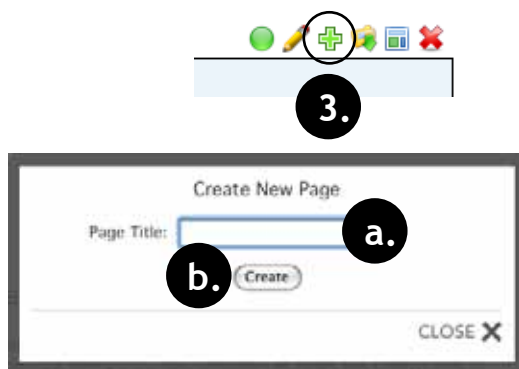
2. Edit Page Title



To change the title of your default page, click the “Pencil” Icon within the “Page Icons”.

- a. Change the page title
- b. Click the “Update” button.

3. Create New Page



To add another page to your site, click the green Plus Sign Icon within the “Page Icons”.

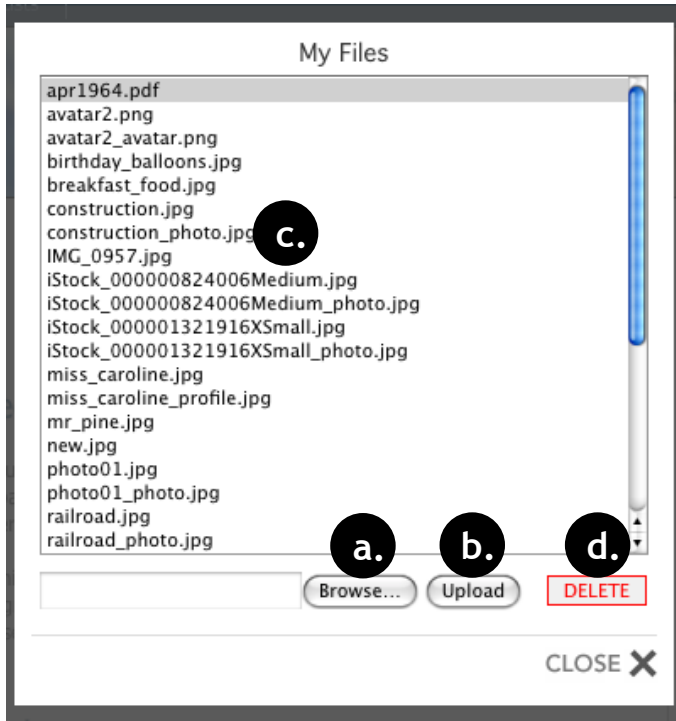
- a. Type in your new page title.
- b. Click the “Create” button.

teacherPlace will create your new page, place the title along the menu bar, and display the new page for you to develop.

You can create as many pages as you want. As page titles expand beyond the menu bar, navigation arrows allow access to these page title links.

Web Page Setup: Page Icons

4. The File Manager



The file manager is a directory that lists all your media files. These are files you have uploaded on your profile, blog, and class web pages. To access the file manager, click the "Folder" icon.

You can upload media files in many locations, but the option to upload through the file manager is available.

To upload files:

- Click the "Browse" button. Your computer's "Open File" dialog box will appear. Locate your photo (Desktop, My Documents, Folder) and click to highlight. Click "Open". The directory path will appear next to the "Browse" button.
- Click "the Upload" button. The filename will appear in the directory list.

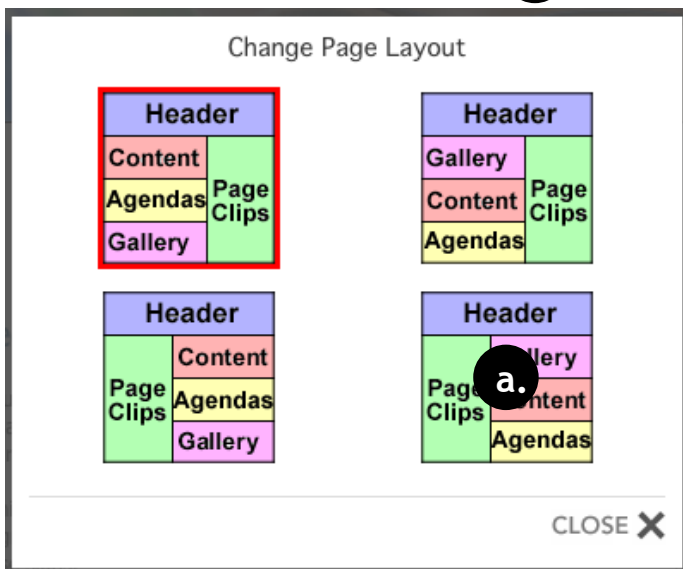
The only place to delete unwanted files is through the file manager.

To delete files:

- Highlight the file name you wish to delete.
- Click the "delete" button.

CAUTION: The file manager will not delete references or links within your profile, blog or class web pages. All references or links *MUST* be deleted on these pages. If file references or links are not deleted, the links will be broken and error when accessed by the public. Deleted image references or links may show a red "X" or dot when viewed.

5. Page Layout



The page layout tool allows you to reposition the major parts of a class web page. To access this feature, click the "Page" icon.

When opened the "Change Page Layout" displays the current layout with a red border.

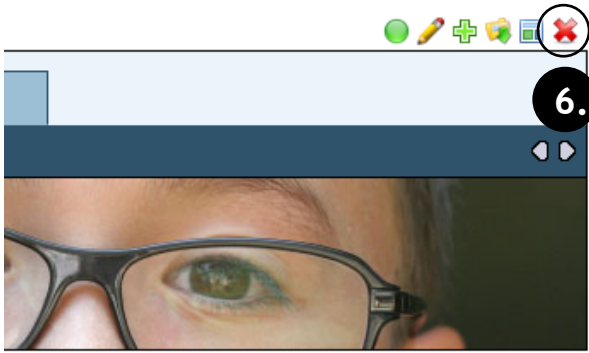
To change the layout:

- Click at a different layout.

Be patient. The page will automatically adjust.

Web Page Setup: Page Icons

6. Delete Page



To delete the current page, click the red "X".

Delete Page - Click the red "X" to completely delete page. A warning dialogue message will appear prompting you to proceed or cancel.

CAUTION: *There is no undo command.*

rst Graders!

My Notes:
