



Teacher Pages Guide

SchoolMessenger

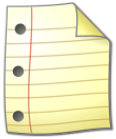
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Teacher Page Tips

Here are some of the ways to keep your page visually appealing and effective.



Avoid Clutter

Do not add all subpages under one main page. This causes confusion for users as they can easily lose track of pages when there are too many listed in the navigation bar.



Separate & Categorize

Avoid putting large amounts of information on a single page. Readers can lose interest if there is too much content. This issue can be avoided by categorizing large amounts of information and separating them into individual pages. You can simply include links to other areas of your teacher page to ensure a better flow.



Meet & Greet

Make an impression by introducing yourself to your visitors through the **Introduction** section.



Maintain your Image

Avoid uploading low resolution images (unclear photos) as this will negatively affect the overall look of your page.

Key Information

In order to create a **Teacher Page**, the teacher must first log in to the site using their **Username** and **Password**.

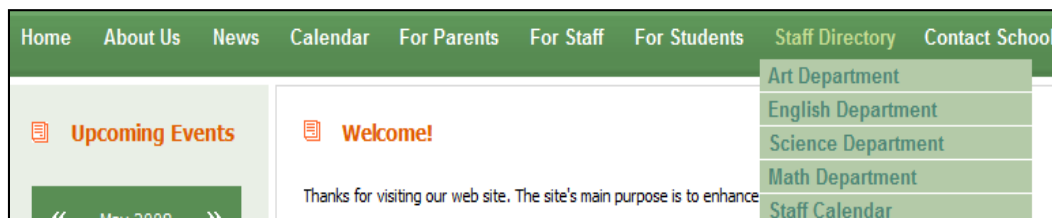
LOGIN	SIGNUP
<p>User Name <input type="text"/></p> <p>Password <input type="password"/> Forgot Password?</p> <p><input type="button" value="Login"/></p>	<p><input type="button" value="Signup"/></p>

If you are not registered with the site, you can request access by clicking the **Signup** button. This will prompt you to create a profile which is automatically routed for approval to an administrator.

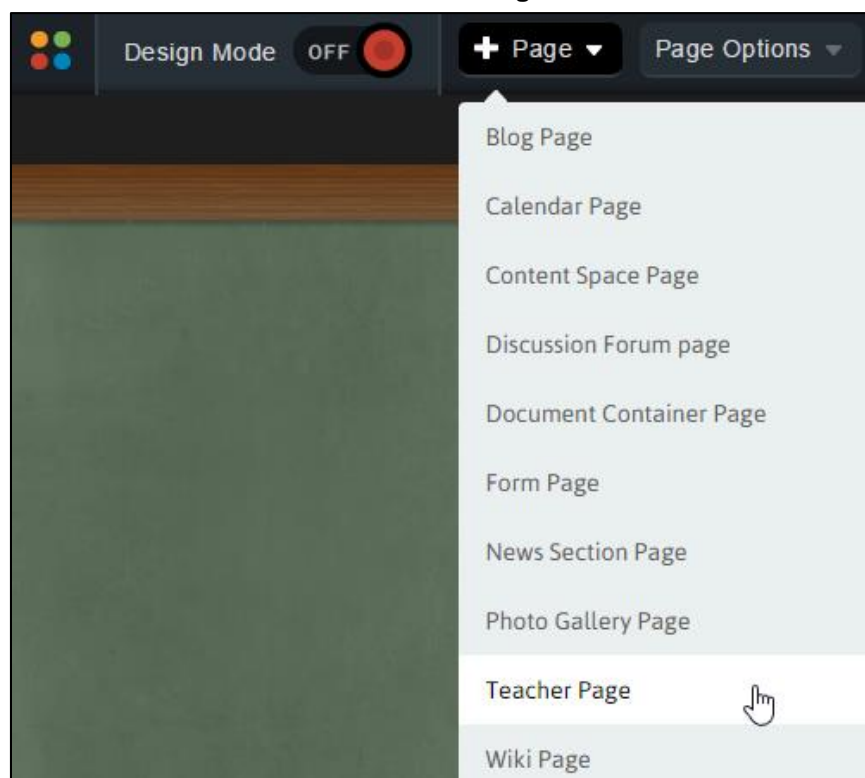
If you are registered but have forgotten your password, click **Forgot Password** to retrieve it.

Adding a Teacher Page

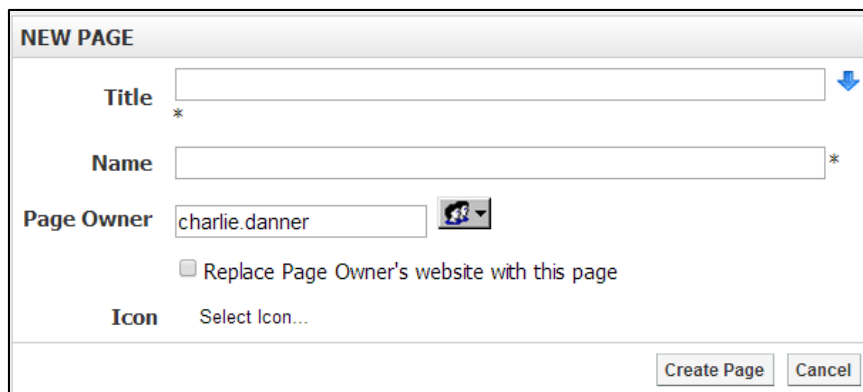
Select the relevant department of the **Staff Directory** page on your website.



Go to **Page** in the Administrative Toolbar and click **Teacher Page**.



Enter a name in the **Title** field and click **Create Page**.

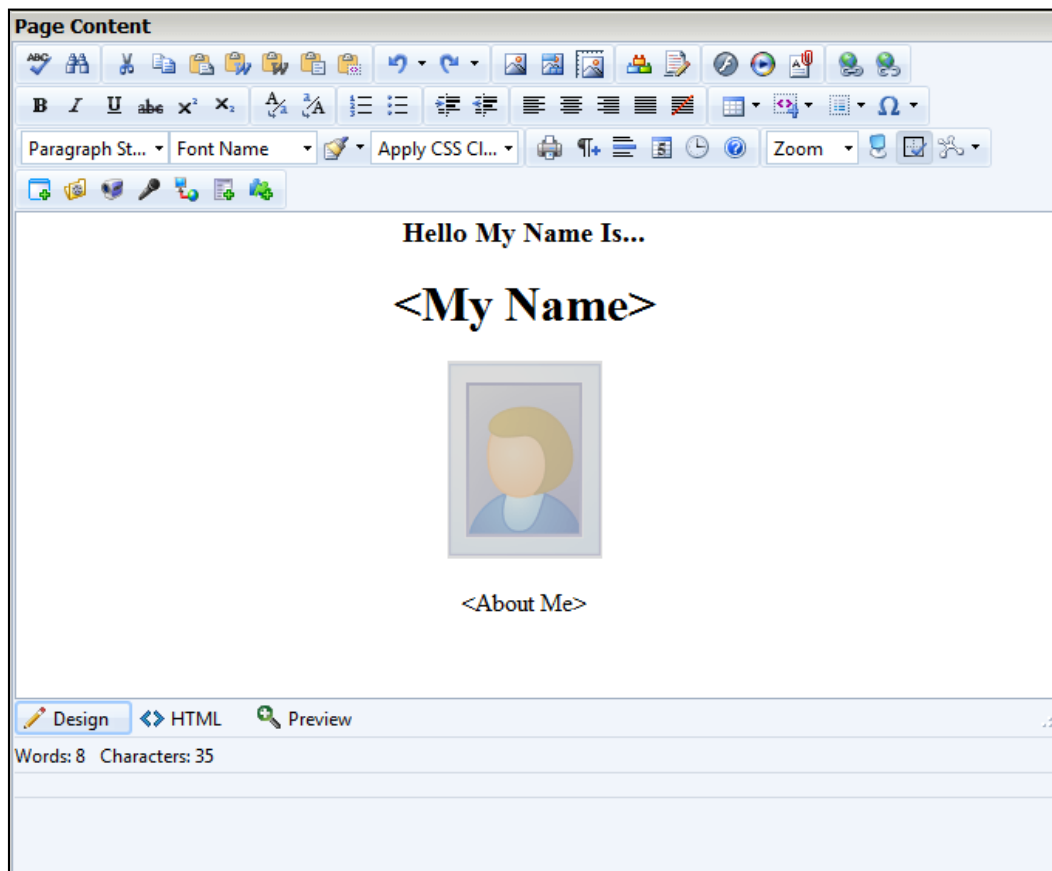



The screenshot shows the 'NEW PAGE' form with the following fields and options:

- Title**: A text input field with an asterisk (*) and a blue download icon.
- Name**: A text input field with an asterisk (*).
- Page Owner**: A text input field containing 'charlie.danner' and a user icon.
- ☐ Replace Page Owner's website with this page
- Icon**: A text input field containing 'Select Icon...'.
- Create Page** and **Cancel** buttons at the bottom right.

Editing a Teacher Page

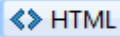












After you have created a teacher page you will be taken to Presence's **WYSIWYG (What You See Is What You Get) Editor**. This editor has been designed to give teachers without technical experience the ability to create and maintain their own web pages.






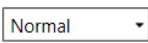
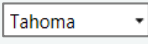
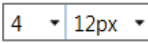







 **Note:** Each new **Teacher Page** includes 4 automatic sub-pages; these are titled **Calendar**, **Photo Gallery**, **Useful Links**, and **Contact Me**. You can find links to these pages in the **Vertical Navigation**. As additional pages are added, they will also be listed in this area.

Presence's WYSIWYG Editor

Some of these features may not be available due to restrictions by your administrator.

FEATURE	DESCRIPTION
	< > HTML: Instantly convert the page content into HTML code. Clicking Design again will revert back to the simplified WYSIWYG interface.
	Template: The Templates button allows you to use pre-existing content templates in your content box.
	Cut: This function will allow you to move content. Highlight the chosen content in the editor before using this button.
	Copy: This function will allow you to duplicate content. Highlight the desired content in the editor before using this button.
	Paste: This function allows you to paste cut or copied content in a different area of the content box.
	Paste as Plain Text: This option pastes content; however it removes all formatting (coding) from the copied content.
	Paste from Word: This option allows you to paste content copied from Microsoft Word while preserving the original formatting.
	Print: This option prints the contents of your page.
	Spell Checker: This option runs a spell check for errors on your page.
	Undo: This option allows you to undo your last action on a page.
	Redo: This option allows you to redo the action last applied on your page.
	Find/Replace: This tool searches the content area for specified text, chosen by the user. You can also use this tool to look for specified text, and replace it with different text. For example, a teacher can have this tool find every instance of the word "Left" and with one click, change it to the word "Right."
	Format Stripper: This tool removes all or specific formatting from selected content.

	Bold: This option allows you to bold text in the editor.
	Italicize: This option allows you to <i>italicize</i> text in the editor.
	Underline: This option allows you to <u>underline</u> text in the editor.
	Strikethrough: This option allows you to cross out (cross out) selected text.
	Subscript: This option allows you to convert text into a subscript of other text.
	Superscript: This option allows you to convert text into a superscript of other text.
	Bullets: This tool allows you to create bulleted lists.
	Numbered: This tool allows you to create numbered lists.
	Increase Indents: This option allows you to increase indents (tabs) in your paragraphs.
	Decrease Indents: This option allows you to decrease indents in your paragraphs.
	Left Align: This tool aligns your text to the left.
	Center Align: This tool aligns your text in the center.
	Right Align: This tool aligns your text to the right.
	Justify: This tool formats your text to give equal space on both sides.
	Hyperlink: This tool allows you to link selected text to another website or document.
	Remove Link: This tool allows you to remove a hyperlink from text. You must highlight the text first before clicking this tool.
	Image Manager: This tool allows you to insert images.

	Insert Table: This tool allows you to insert tables in your editor. A popup menu will appear prompting you to select the dimensions of your table.
	Horizontal Rule: This option inserts a horizontal line on the page.
	Style: This option allows you to customize the style of text on your page.
	Font: This option allows you to customize the font of text on your page.
	Size: This option allows you to customize the size of the text on your page. You can select a predefined size (left) or specify the number of pixels for the height of the characters (right).
	Text Color: This option allows you to change the color of text on your page.
	Background Color: This option allows you to change the background color of text of your page.
	Help: Click this button to view a description of each feature.
	Insert Formula: This option allows you to insert a formula to calculate values.
	Media Manager: This tool allows you to embed video and sound files.
	Insert Recorder: This tool allows you to record and embed a webcam video.
	Insert Flash: This tool allows you to embed Flash videos.

Publish a Teacher Page

Once content is added to the page, there are three options available:

- **Save Draft:** This option saves your changes but they will not be published on the site. You can return to the editor anytime and continue your work.
- **Publish:** This option instantly displays your changes on the site.
- **Cancel:** This option will not save any changes.

Page Administration displays important information, such as:

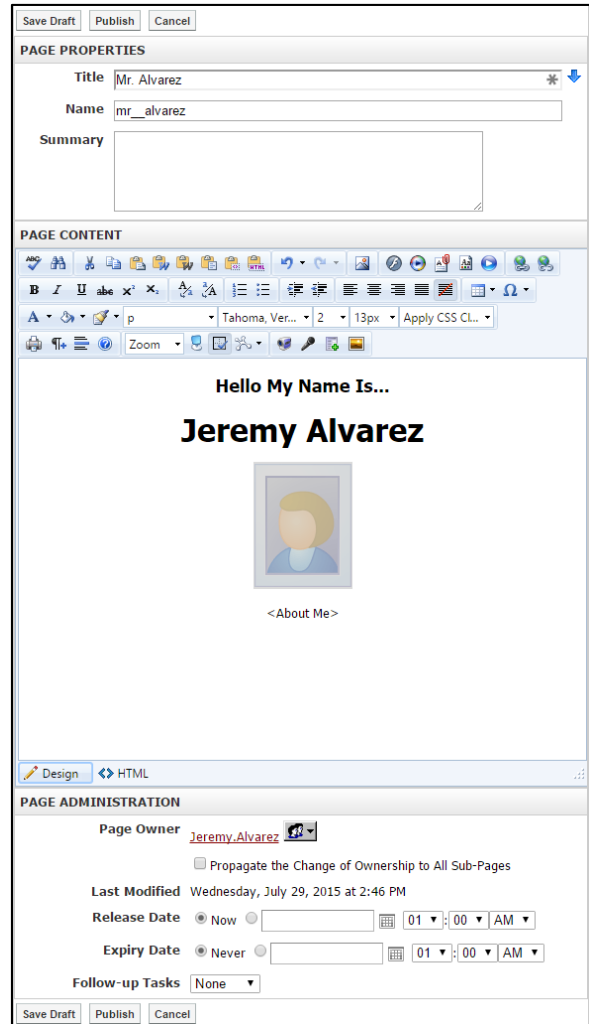
Page Owner: In organizations where more than one individual is responsible for maintaining different pages on a site, this feature is useful when tasks need to be distributed. For the **Teacher Page** component, only the respective teacher will be a page owner.

Last Modified: Identifies the date in which the page was last updated.

Release Schedule: The **Release Date** and **Expiry Date** fields allow you to schedule when the page will be visible to users. The **Release Date** determines when the page will be made public and the **Expiry Date** determines when the page will no longer be public. By default, the **Release Date** will be set to **Now** and the **Expiry Date** will be set to **Never**.

Follow-up Tasks: Features two options, **Review** and **Archive**. Under the **Review** option, you have the ability to schedule a reminder to review a particular page on a pre-defined date. On this date, Presence's system will trigger an email to the page owner, to update the page. Likewise, the **Archive** option automatically archives the page on a selected date.

Approval Notes: The approval section is where a page owner can include review notes for page approval. Many organizations set approval workflows on pages in order to ensure the quality and standard of the content that is published on their public site. This section will only appear if an approval rule has been set on your page.



The screenshot shows the SchoolMessenger Teacher Page editor interface. At the top, there are three buttons: "Save Draft", "Publish", and "Cancel". Below these is the "PAGE PROPERTIES" section, which includes fields for "Title" (Mr. Alvarez), "Name" (mr_alvarez), and a "Summary" text area. The "PAGE CONTENT" section features a rich text editor with various formatting tools (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, etc.) and a preview of the page content. The preview shows the text "Hello My Name Is..." followed by "Jeremy Alvarez" and a placeholder for a profile picture with the text "<About Me>". Below the preview is a "Design" tab and an "HTML" tab. The "PAGE ADMINISTRATION" section at the bottom includes a "Page Owner" dropdown menu (set to Jeremy Alvarez), a checkbox for "Propagate the Change of Ownership to All Sub-Pages", a "Last Modified" timestamp (Wednesday, July 29, 2015 at 2:46 PM), "Release Date" and "Expiry Date" dropdown menus (both set to "Now" and "Never" respectively), and a "Follow-up Tasks" dropdown menu (set to "None"). At the very bottom, there are three buttons: "Save Draft", "Publish", and "Cancel".

Photo Gallery

Presence's **Photo Gallery** allows you to create multiple albums with interactive features such as slideshows and commenting.

To create a **Photo Gallery** on your teacher page:

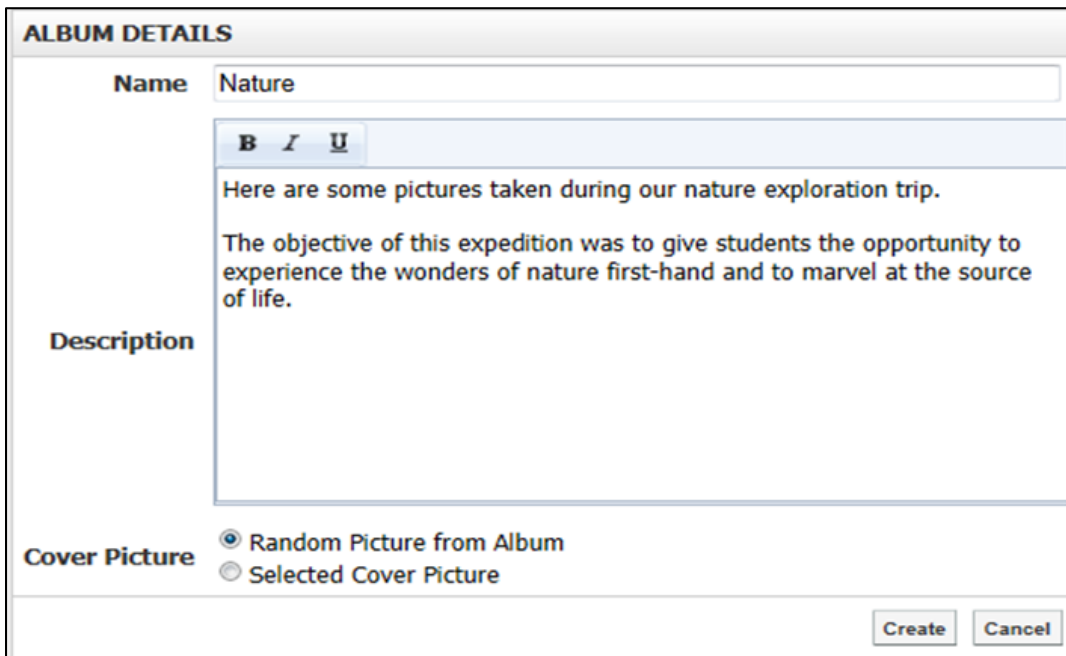
Click **Photo Gallery** from the left navigation bar of your page. This will lead you to a blank gallery page. From here, click **Add Album**.

A window will prompt you to enter a **Name** and **Description** for your Album.

Select a Cover Picture.

If **Random Picture from Album** is selected, the system will randomly use an image from your album as the **Cover Picture**.

If **Select Cover Picture** is selected, you will be prompted to choose an image from your computer or server to upload as the cover picture.



ALBUM DETAILS

Name Nature

Description

Here are some pictures taken during our nature exploration trip.

The objective of this expedition was to give students the opportunity to experience the wonders of nature first-hand and to marvel at the source of life.

Cover Picture

☒ Random Picture from Album

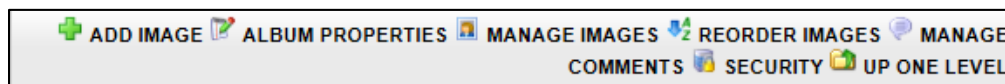
☐ Selected Cover Picture

Create Cancel

Click **Create** to publish the photo gallery.

How to Add Images to a Photo Album

An empty album will show the message "No Images in Album". Click **Add Image** to begin.



You will be prompted to upload images from your server or computer. Click **Choose File**.

In the new window, navigate to and select the image you want to upload. Click **Open**.

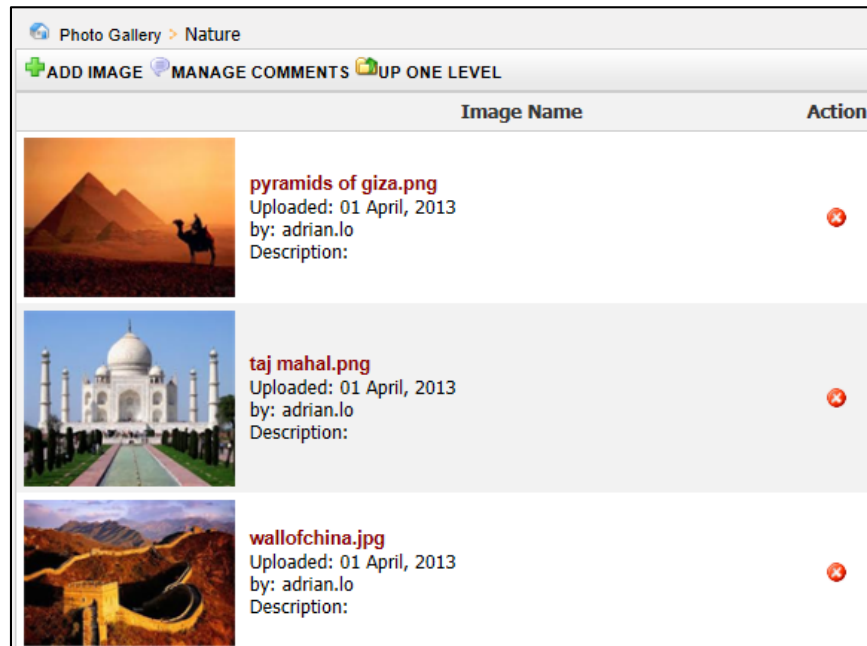
Click **Upload Image(s)** to publish them into your online album.

The resulting screen is an administrative view into the Photo Album and an **Album Management** toolbar. Here, you can modify **Album Properties**, **Manage Images**, **Reorder Images**, and **Manage Comments and Security**.

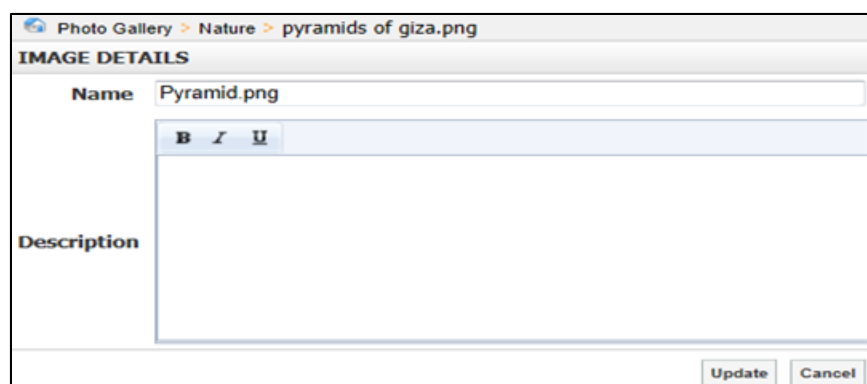
How to Rename a Picture

Images from a computer or digital camera often have names with file extensions at the end (e.g. DSC-1001019A-200805.jpg). To rename images simply click **Manage Images**.

To rename images, click **Manage Images** on the **Album Management** toolbar and click the picture you wish to rename.

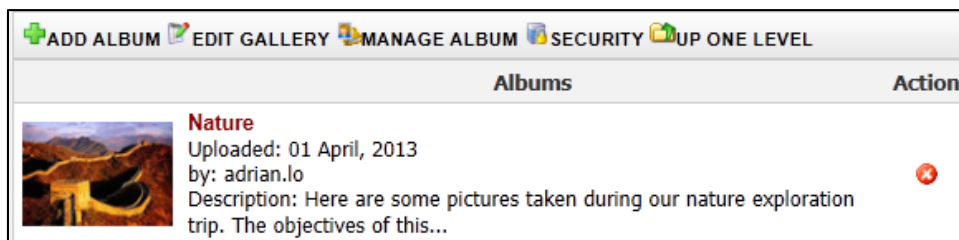


The **Image Details** box will appear. Here, you can change the **Name** and add a **Description** of the image. Click **Update** for the changes to be applied to the album.

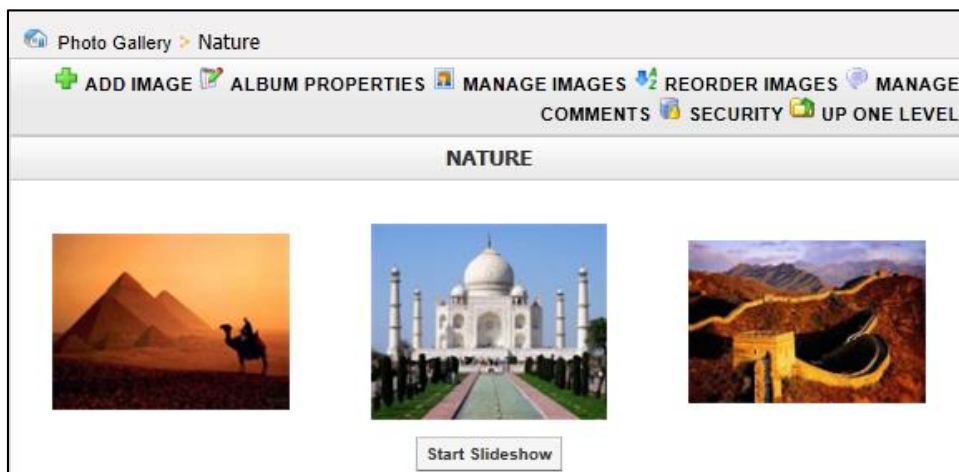


Customize an Album

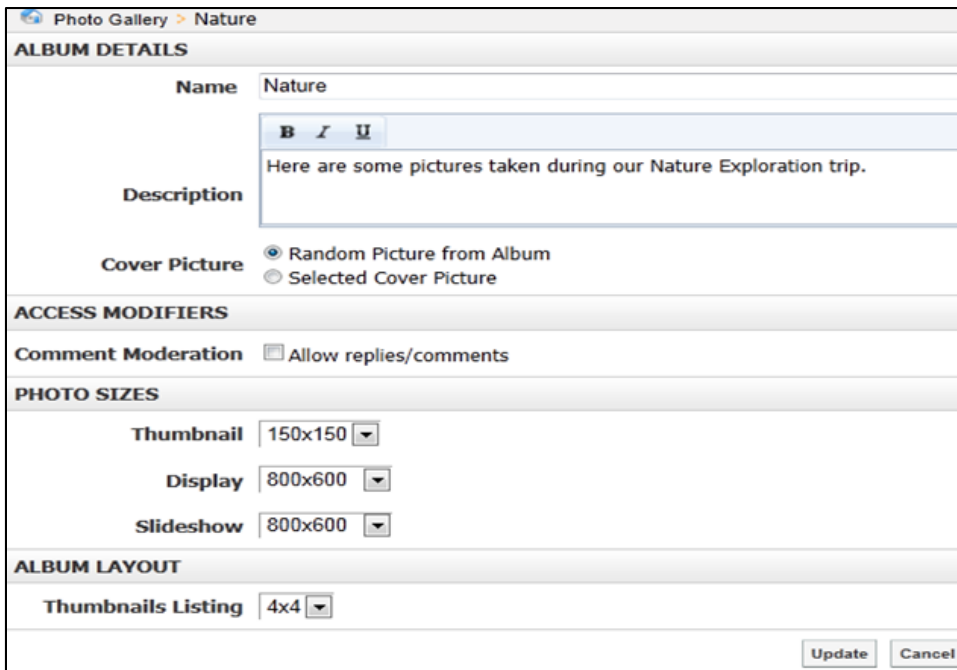
To customize an album, go to the **Photo Gallery Page** and select the album you wish to customize.



Click **Album Properties** in the Album Management toolbar.



The resulting window includes various customization options as shown below:



Album Details

Name

Description

Cover Picture ☒ Random Picture from Album ☐ Selected Cover Picture

ACCESS MODIFIERS

Comment Moderation ☐ Allow replies/comments

PHOTO SIZES

Thumbnail

Display

Slideshow

ALBUM LAYOUT

Thumbnails Listing

- **Name:** Rename an album.
- **Description:** Include a description of an album.

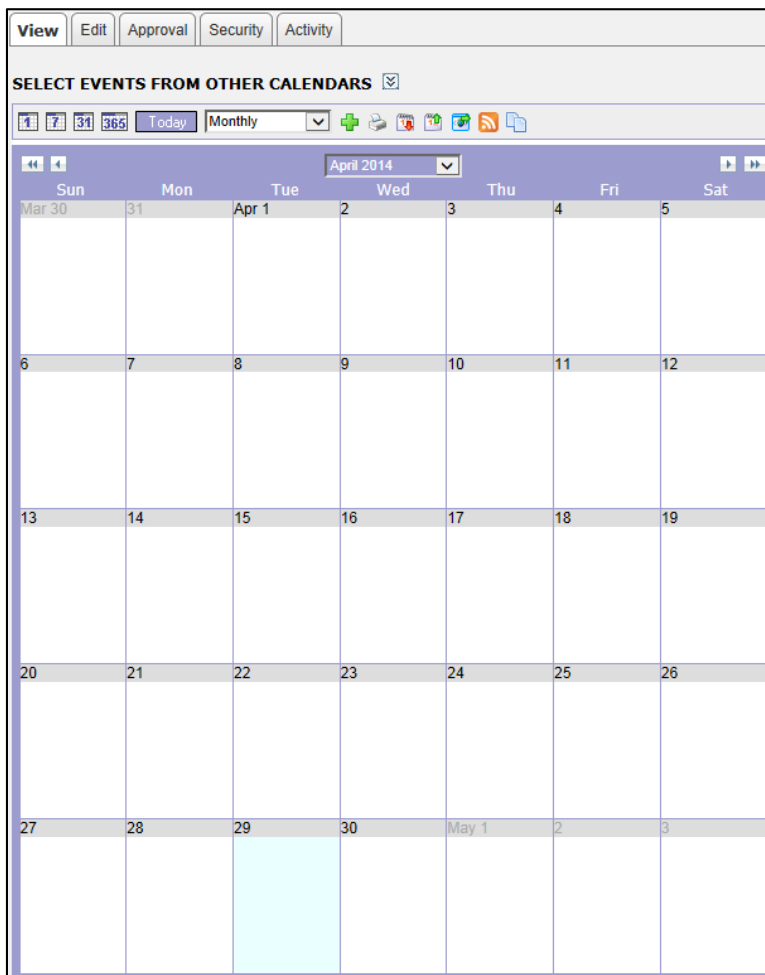
- **Cover Picture:** Change the cover picture. If **Random Picture from Album** is selected, the system will randomly use an image from your album as the **Cover Picture**. If **Select Cover Picture** is selected, you will be prompted to choose an image from your computer or server to upload as the cover picture.
- **Comment Moderation:** Enable visitor comments by selecting this option.
- **Thumbnail:** Customize the resolution of thumbnails in the album here.
- **Display:** Customize the resolution of individual images.
- **Slideshow:** Customize the resolution of images when viewed as a slideshow.
- **Thumbnail Listing:** Customize the order in thumbnails are listed on the album page.

Once all customizations are complete, click **Update**.

Classroom Calendar

Using the **Classroom Calendars**, teachers can ensure that students and parents are always aware of upcoming assignments and deadlines. This is also a great place to publish other important dates such as school events.

To access the calendar assigned to your teacher page click the **Calendar** link from the left navigation bar of your **Teacher Page**. This will lead you to a blank calendar page. For more information on how to navigate the **Presence Calendar**, refer to the **Calendar** manual.



The screenshot displays the Classroom Calendar interface. At the top, there are tabs for View, Edit, Approval, Security, and Activity. Below these is a section titled "SELECT EVENTS FROM OTHER CALENDARS" with a checkbox. Underneath, there are icons for various calendar sources and a "Today" button. The main calendar area shows a monthly view for April 2014. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid, with the first row starting from Mar 30 and ending on Apr 5. The second row starts on Apr 6 and ends on Apr 12. The third row starts on Apr 13 and ends on Apr 19. The fourth row starts on Apr 20 and ends on Apr 26. The fifth row starts on Apr 27 and ends on May 3. The date Apr 29 is highlighted in light blue.

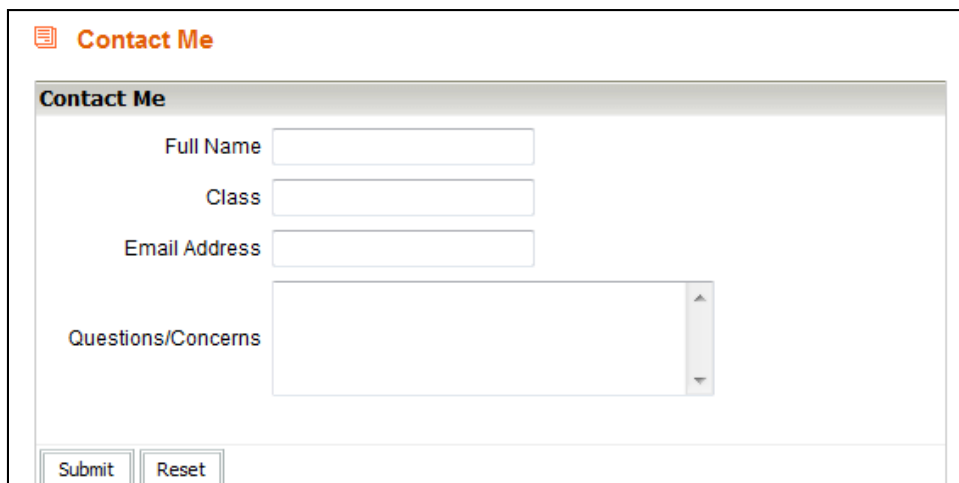
Contact Me

The **Contact Me** page allows visitors to contact you via email.

To access the **Contact Me** page assigned to your teacher page:

Click the **Contact Me** link on the left navigation bar of your **Teacher Page**.

This page contains a simple form with fields for **Full Name**, **Class** (if applicable), **Email Address** and **Questions/Concerns**.



The screenshot shows a web form titled "Contact Me" with a header icon of a document. The form contains four input fields: "Full Name", "Class", "Email Address", and "Questions/Concerns". The "Questions/Concerns" field is a larger text area with a vertical scrollbar. At the bottom of the form are two buttons: "Submit" and "Reset".

Click **Submit** once you have completed the form. The information in the form is sent to the page owner, i.e. the teacher, of the email address.

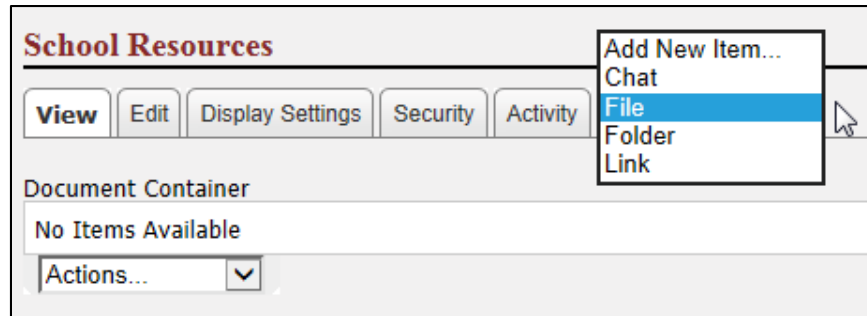
Useful Links

Useful Links features a Document Container that streamlines resource sharing. It allows you to upload documents and other resources into folders for users to download.

To access the **Document Container** assigned to your teacher page click on **Useful Links** from the left navigation bar of your teacher page. This will lead you to your document container.

Upload a Single File

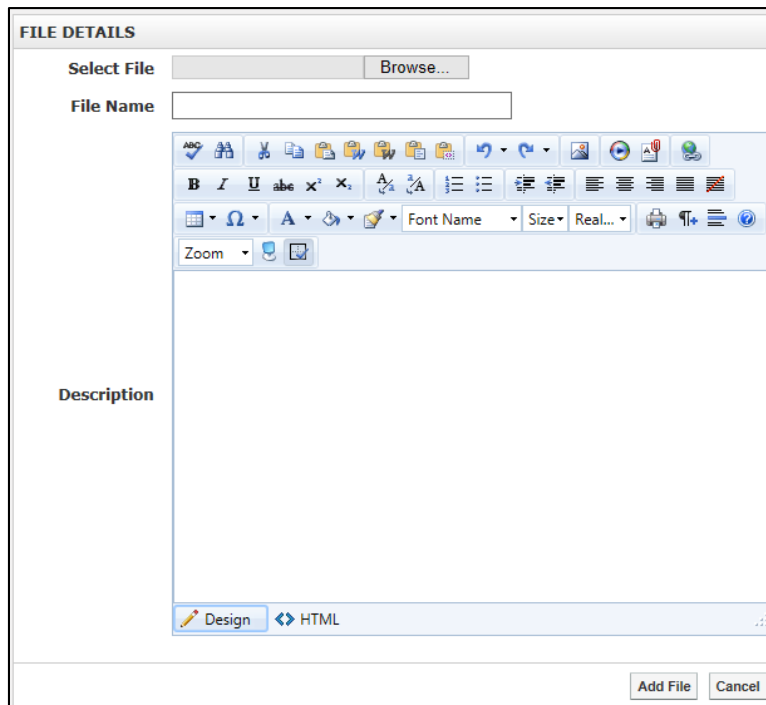
Click the **Add New Item** drop down menu and select **File**.



Once selected, you will be taken to another page. To select a single file from your computer, click **Browse**.

Give your file a **Name** to be displayed within your document container.

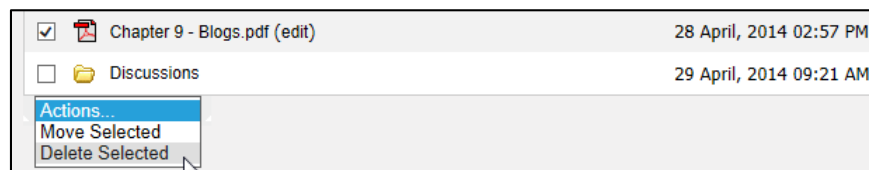
You may provide a **Description** of the file you are uploading for others to see, but it is not required.



Once you have added your description, click **Add File**.

Deleting a File or Folder

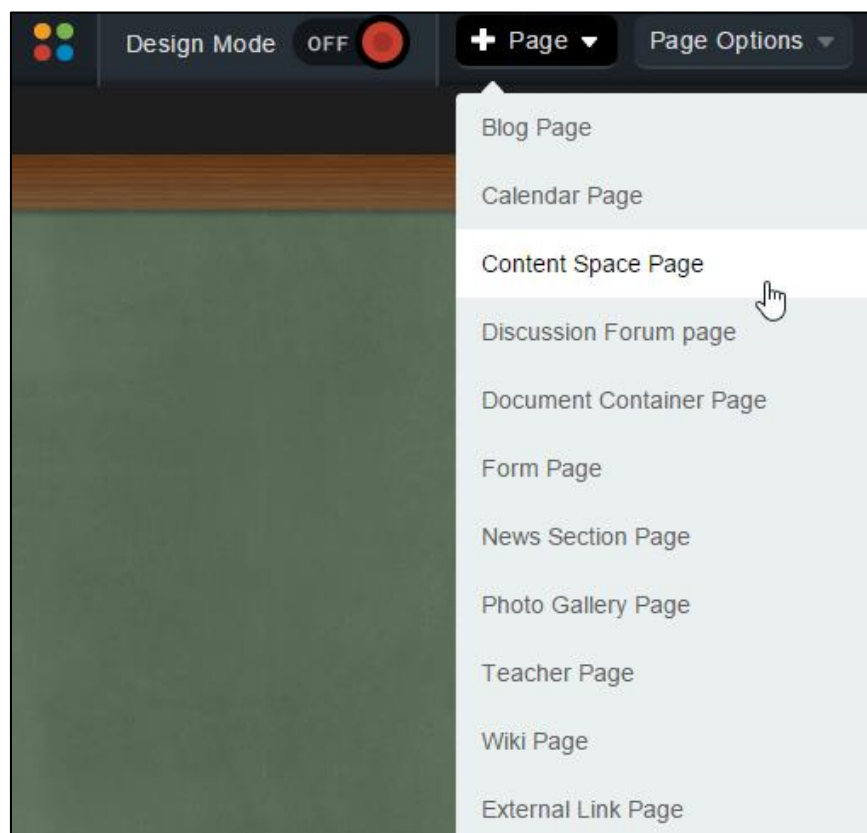
If you wish to move your files, folders or links to another location within the document container, check the checkbox next to the file(s) you wish to remove, and select **Delete Selected** on the **Actions** drop down menu (located at the bottom of your document container).



Confirm your selection by clicking **Yes** in the confirmation window. Once deleted, the items are permanently removed, so make sure the items selected are the correct ones.

Adding More pages

Go to **Page** in the Administrative Toolbar and then click your desired page type. In most cases, this will be **Content Space Page**.



Enter a name into the **Title** field. The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.

The **Page Owner** field automatically populates with the creator of the page.

Click **Select Icon** to select an icon and click **Submit** when you have finished.

Click **Create Page** to publish the page.

NEW PAGE

Title

Name

Page Owner

☐ Replace Page Owner's website with this page

Icon

Managing Subpages

With Presence's system there is no restriction on the order of the pages.

To hide, show, or archive a page:

Go to **Page Options** in the Administrative Toolbar and then click **Page Status**.

PAGE STATUS

Sub-Page Name	Visibility
<input type="checkbox"/> Calendar	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Photo Gallery	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Useful Links	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Contact Me	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Announcements	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Student of the Month	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection

Hiding or Showing a Page

You have three visibility options for a page:

Show: The page is visible in the **Administrative Toolbar** and in the vertical navigation bar.

Hide Section: Allows you to hide your sub-pages along with the calendar, as well as hide the page from top menu bar and the side menu bar. If there is a calendar within your hidden section, it will not be visible from other calendars on your site. You will not be able to see any sub-pages of the page from the side menu bar.

Hide Selection: Allows you to remove a page from the top menu bar and sidebar menu, without hiding the items that are contained within. The calendars under the hidden page will be visible to other calendars and the side menu bar will display any subpages of the current page.

Show or hide a page by selecting the visibility option you want and click **Close**. The hidden page still remains accessible but is hidden from the public site navigation.

PAGE STATUS	
Sub-Page Name	Visibility
<input type="checkbox"/> Calendar	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Photo Gallery	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Useful Links	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Contact Me	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Announcements	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Student of the Month	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection

Archiving a Page



To archive a subpage, select the checkbox next to the page name and click **Archive**.

<input checked="" type="checkbox"/> Announcements	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input checked="" type="checkbox"/> Student of the Month	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection

Retrieving Archived Pages


Go to **Page Options** in the Administrative Toolbar and then click **Archived Subpages**.



Select the checkbox next to the corresponding page(s) you want to retrieve and click **Un-Archive**.

Archived Sub-Pages	
Sub-Page Name	Action
<input checked="" type="checkbox"/> Contact Me-Archived	
<input checked="" type="checkbox"/> Student of the Month!-Archived	

Deleting a Sub-page

Go to **Page Options** in the Administrative Toolbar and then click **Archived Subpages**.

Click the  button next to the sub-page you want to delete.

Archived Sub-Pages	
Sub-Page Name	Action
<input checked="" type="checkbox"/> Contact Me-Archived	
<input checked="" type="checkbox"/> Student of the Month!-Archived	

Ordering a Page

Users have the ability to rearrange the order of subpages as they appear on the navigation bar. To rearrange your pages:

Go to **Page Options** in the Administrative Toolbar and then click **Page Order**.

Use your mouse to click, drag, and drop the links in the desired order.

PAGE ORDER	
Page Name	Created On
Calendar	4/23/2014 12:10:06 PM
Photo Gallery	4/23/2014 12:10:06 PM
Useful Links	
Photo Gallery	
Contact Me	4/23/2014 12:10:06 PM
Announcements	4/29/2014 12:36:36 PM
Student of the Month	4/29/2014 2:02:01 PM

Click **Update Page Order** to save your changes.

Any problems with your website or
if you have any additional
questions?

sesquivel@sharylandisd.org

Ext. 1017

Sergio Esquivel - Webmaster