

TEACHER WEBPAGES

The Online Classroom is available to all staff members.

At anytime you can save your information and at the top right of your OLC page you will see

[Dylan Tungate 's Home Page](#) | [View Live Site](#) | [Video Library](#) | [Change Password](#)

Once a teacher creates the Online Classroom he/she will have the options to create numerous classrooms for each subject along with general pages. The homepage along with each classroom has its own Calendar.

Display Name will be your name or grade level whatever you wish.

Contact Information will go in this area. Basic info such as Phone #, email, name, room #.

Changes may take up to 60 seconds to appear on your teacher webpage.

Display Name:
Dylan Tungate [Edit](#)

Classrooms [Edit](#)
[+ Add Classroom](#)
[+ Test](#) [x](#)
[+ add a sub page](#)

Pages [Edit](#)
[+ Add Page](#)
No Current Pages Available

My Homepage [Edit](#)

Teacher Contact Information: [Edit](#)
Post General Information about yourself here.

My Calendar
<< July 2016 >>

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

[Add Event](#)
[Full Calendar](#)

Teacher Bio: [Save Bio](#)

The teacher bio area is where you can tell about yourself.

Once you have created your homepage you then can start on your individual classroom pages.

Under the Display Name you can select on Add New Classroom. This is where you can add as many classrooms as you wish, so one for each subject you teach or just one.

Under your Classroom Pages you have a section called Pages this area give you a blank page where you can add info that will pertain to all classes without having to add it to each of your classrooms.

Classrooms

In a OLC Classroom page you have the option to add Announcements, Assignments, Blogs, Files & Links or Photo Galleries.

If you are working on a page that you do not want to make public yet you can always click on the Disable Teacher Classroom while you are working on this page and when you are ready to set it live uncheck the box.

In the OLC you can also drag and drop the sections and put them in whatever order you wish them to be in (Announcements, Assignments, Files/Links, Image Gallery).

Changes may take up to 60 seconds to appear on your teacher webpage.

Display Name:
Dylan Tungate [Edit](#)

Classrooms [Edit](#)
[+ Add Classroom](#)
Test [✕](#)
[+ add a sub page](#)

Pages [Edit](#)
[+ Add Page](#)
No Current Pages Available

Test [Edit](#) [Manage Blog](#)
☐ Disable Teacher Webpage (subpages are disabled if the page is disabled)

NO IMAGE AVAILABLE
[Update Class Photo](#)

[Edit](#) Description:

Calendar [Edit name](#)

<<	July 2016							>>
S	M	T	W	T	F	S		
26	27	28	29	30	1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31	1	2	3	4	5	6		

[Add Event](#)
[Full Calendar](#)

Announcements [Edit](#) [Edit Name](#) **Enabled**
[Add Announcement](#) (Click Edit above to change order)

Assignments [Edit](#) [Edit Name](#) **Enabled**
[Add Assignment](#) [View All Assignments](#) (includes Archive)

Files / Links [Edit](#) [Edit Name](#) **Enabled**
[Add Folder](#) [Add File/Download](#) [Add Link](#)

Reviews [Rename/Hide](#) [Delete](#)

Lesson Plans [Rename/Hide](#) [Delete](#)

= Hidden Folder = Active Folder

Image Gallery [Edit](#) [Edit Name](#) **Enabled**
[Add New Gallery](#) (re-order/title change) [Add Image\(s\) to Slideshow](#)
No Gallery Slideshows Available

By Clicking on the Edit Name beside Class Announcements or one of the sections you can change the name of that section to your preference. You can also disable sections if you do not want to use those areas or they are a work in progress.

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Class Calendar

The 'Add/Edit Event' form contains the following fields and options:

- Event Headline*:** A text input field.
- Class:** A dropdown menu with 'Test' selected.
- this is optional, if selected, event will only display on the class calendar
- Event Starts On*:** A date and time picker with a 'Select' dropdown and a time field set to '00'.
- Event Ends On:** A date and time picker with a 'Select' dropdown and a time field set to '00'.
- Location (site):** A text input field.
- Event Information /Description:** A rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, and font color. Below the toolbar are dropdowns for Styles, Format, Font, and Size, and a text color selector.

To add a class event you will click on Add Event under the calendar. You will enter your event Headline (Title) Choose which classroom it belongs with, when the event starts & time if there is a time, select end date and time, enter the location and then any additional information.

SAVE

This will show on that class calendar along with your main homepage calendar.

Class Announcements

The 'Add/Edit Announcement' form contains the following fields and options:

- Display Title:** A text input field.
- Announcement:** A rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, and font color. Below the toolbar are dropdowns for Styles, Format, Font, and Size, and a text color selector.
- To single space paragraphs hold the Shift key and press enter at the same time.
- Image:** A label followed by 'Optional Image : Choose File'.
- Buttons:** 'Save Announcement' and 'Cancel'.

You will add your display Title and then enter in the description of your Announcement. You can also add an image to the announcement if you wish.

SAVE

Class Assignment

[illegible]

With the Class assignments you will add the name, the date you are assigning this on, date it is due, and the description of the assignment. You can then also choose to allow them to submit assignments online for you to look at or download.

When they submit an assignment online it will date & time stamp when they submitted it. They do have to enter their first and last name when they submit the assignment.

SAVE

- When you choose the Assign date that is the date that it will also show up on the assignments area. So if you put a future date it will not show till then.

Class Files & Links

Adding a Folder

Add/Edit File Folder

Folder Name:

☐ **Hide Folder (Archive)**
(check this box to create a hidden folder (or archive a folder),
it will not be available for public viewing)

Save Folder

Cancel

When you add a Folder to your files this allows you to separate files for your students and parents to make it easy to find. You also have the option to Hide a folder if it is something that is not ready to be public.

SAVE

Adding A File

Add/Edit File

Folder:

Select Below

if no folder is selected, the file will display on the homepage

Display Title:

File Location *:

Choose File

Open in New Window :

☐

Brief Description:

Save File

Cancel

When creating a file you will select which folder you want this to be in if you want it in a folder. Enter File Name, Choose the file from your file manager or upload a file to your file manager from your computer, if you want that file to open in a new window select the checkbox, enter a brief description if you wish.

SAVE

Adding a Link

Add/Edit Link

Select Folder:

Select Below

* if no folder is selected, the link will display on the homepage

Display Title:

Web Site Address:

http://www.

Open in New Window :

☐

Brief Description :

Save Link

Cancel

When adding a link you again will choose which folder if you would like it in a folder, Title, Website address, Open in a new window if you wish, a brief description

SAVE