

Clinton County School District Web Site

Logging in

Initial logging in

1. Log on and go to the following website: <http://www.Clinton.kyschools.us/>
Optional, open a separate internet explorer window and log in to your e-mail and minimize
2. Scroll to the bottom and click on CMS Login which is located in the bottom left hand corner
3. Click "New Online Classroom User" (**ONLY IF YOU'VE NEVER LOGGED IN BEFORE**)
4. Type in your e-mail address (usually school e-mail address)
5. Check your e-mail and look for the new confirmation message sent to you.
This will contain your temporary password , you will be prompted to change this password on your initial login.

To log in to your online classroom:

1. Go to the following site: <http://www.Clinton.kyschools.us/login.aspx>
Scroll to the bottom and click on CMS Login which is located in the bottom left hand corner
2. Log in using your e-mail address and your CMS password or the temporary password you received in the confirmation e-mail from the steps above.
3. Once you are logged in, you can change your password.
MAKE SURE YOU WRITE DOWN YOUR PASSWORD)
4. Click on the "Online Classrooms" button in the middle. (**IT WILL AUTOMATICALLY TAKE YOU TO THE ONLINE CLASSROOMS IF THAT'S YOUR ONLY ACCESS IN THE CMS**)
5. This is your teacher homepage

Home Page

To upload or change teacher picture:

1. Click on the Add Image box on the homepage, this can be a picture of yourself, your dog, anything you'd like, it's your homepage!
2. Click Browse
3. Select an image from your computer.
4. Click upload image

To edit teacher information on the homepage:

1. Click Edit Teacher Information
2. Type in some general information about yourself, your background, goals ect.
3. There are buttons in the dialog box that allow you to bold, italicize, underline, number, bullet, and/or link (How you format it here is how it will look on the webpage. If you do nothing, then it will look as it does on your screen.)
4. Once you have your information typed in, click save teacher description

There is an additional area on the homepage (below the teacher image and description).

- This can be used for class schedule, more detailed information about yourself or featured news, etc. This is the main portion of your homepage, so it should be utilized.

5. You can type the information into the text area and change the format of the text by using the bottoms located at the Top.
6. If you put your mouse over the icons, the text will appear explaining what the button will do.
7. Notice that you can insert links and images to this portion of the homepage.

To Add Events to Calendar:

1. TO ADD AN EVENT, there are several different methods.
 - Click on a date on the small calendar in the right-hand corner, it will pre-fill the Start Date field.
 - Click Add Event
 - Click View Full Calendar, on this page, you can Click on the date you'd like the event to be on, or Click Add Event at the top left.
2. Enter the information you want to display. You do not have to fill in every box.
3. The description will display on the homepage calendar.
4. You have the option to select a "Class", this is optional, select if you would like to add the event to a specific classroom calendar, meaning it will NOT display on other class calendars. It will still display on the teacher calendar, (THE TEACHER CALENDAR DISPLAYS ALL THE EVENTS AND ASSIGNMENTS FROM EVERY CLASSROOM, you can add events directly to this calendar, and they will display on every class calendar).

Events will span the length you provide for a particular event, if you hover over the Event Title, you will see all the additional information of the event.

5. TO EDIT AN EVENT, just click on the Event Title, and it will pop open the edit box.

ASSIGNMENTS CAN ALSO BE ADDED FROM THE FULL CALENDAR PAGE.

Classrooms

To add new classroom:

(This will allow you to add announcements, links, assignments, and photo galleries for each class)

1. Click on "ADD NEW CLASSROOM"
2. Type in classroom title
3. Click save classroom
4. You will notice the title now appears on the left side of your screen under CLASSROOMS

To edit classroom information:

1. Refer to "To edit teacher information on the homepage". The steps to insert description and picture are the same.

To edit class calendar:

1. Refer to "To edit calendar information". The steps are the same for class calendar
2. The dates put on the homepage calendar will also show up on the class calendars.

To Add Announcements:

(This can be field trips, permission slips, student of the week, etc.)

1. Click on the classroom you want to edit. **CLASSROOMS** will always be listed on the left side of the screen.
2. Click "Add Announcement"
3. Type in Title
4. Type any additional details or description necessary (YOU CAN ADD FILES HERE AS WELL BY CLICK THE INSERT/EDIT LINK BUTTON)
5. Notice you have optional formatting buttons
6. There is also a place for a feature image if preferred, this will automatically resize for you into a thumbnail. (IMAGES CAN ALSO BE ADDED IN THE TEXT EDITOR)
7. Click "Save Announcement".
8. Once the announcement is listed under Class Announcements you have the option to edit or delete.
9. The announcements do not delete when it has passed. You must manually delete the announcements.

To Add Class Assignments:

1. Click "Add Assignments"
2. Type in assignment name
3. Select an Assign Date, this is optional, it will display the assignment on this day if selected.
4. Select a Due Date, this is required, this will determine when the assignment will remove from the classroom page (also inform the student when it's due)
We can change the settings for every classroom page to show assignments for a longer period of time) THIS IS A DISTRICT SETTING AND MUST BE APPROVED BY THE TECH DIRECTOR OR WEBMASTER
5. Type brief description if preferred.
6. Click "Save Assignment"

Class Assignments Archive (View All Class Assignments (LINK))

This area will display every assignment you've ever created in your classroom, you can "reassign" a past assignment by simply changing the assign and due dates.

You can also move an entire week of assignments by selecting "Change Week" at the top of a week, then select a new week to move the list of assignments. The Assign Dates will be adjusted accordingly.

To Add a File or Link into an assignment:

1. Follow steps 1-6 in "To add class assignments" (above)
2. Highlight the text you wish to become a link.
3. Click the button that looks like a world with a chainlink. If you mouse over it, the text "Insert/Edit Link" appears.
4. Click the Upload tab (3rd one from the left)
5. Click Browse, find and select the file you wish to link.
6. Click "Send it to the Server"
UNDER THE LINK INFO TAB, YOU CAN CLICK BROWSE SERVER TO SELECT FILES YOU'VE ALREADY UPLOADED, THERE IS ALSO AN OPTION TO BROWSE AND UPLOAD FILES FROM YOUR COMPUTER THERE AS WELL.
7. Click "OK"
8. Click "Save Assignment"

To allow students to submit assignments online:

1. Follow steps 1-4 in "To add class assignments" (above).
2. Make sure there is a check mark in the box labeled "Allow Students to Submit Assignment Online"
3. Under the Classroom assignment section of your classroom page you will see a link that says "View Submitted Assignments"

To add class files & links:

(This can be used for the class syllabi, PowerPoint presentations, Word Documents, website links, etc.)

To add folder:

1. You can set up folders for period, week, assignment, or subject here.
2. Click "Add Folder"
3. Type in folder name
4. Click "Save Folder"
5. Click on the Folder Title to add files, links, or folders within the folder.

To add file/download:

1. Click "Add File/Download"
2. If you set up folders, then you can select which folder the file will go in here.
3. Type in Title
4. Click "Browse" to select you the file you want to attach.
6. Type brief description if preferred.
7. Click "Save File"

To add link:

1. Click "Add Link"
2. If you set up folders, then you can select the folder here
3. Type in title
4. Insert link (this can be copied and pasted or manually typed in
5. Type brief description if preferred
6. Click "Save Link"

To add classroom image gallery:

Note: Class Galleries will be viewable on the class homepage under the Image Gallery section.

1. Click "Add gallery"
2. Type in the Class Gallery title.
3. Click "Browse" to upload images
4. You can select as many images as you'd like at one time (Hold CTRL or SHIFT)
5. **The caption will be applied to all images uploaded at one time.**
6. You will be able to edit the caption for each individual image after they are uploaded.

Classroom Slideshow

Note: The class slideshow is one scrolling gallery in which every image is viewable on the class homepage, use this for images you'd like on your page throughout the year (students for example)

7. Click "Add Images to Class Slideshow"
8. You will be prompted to upload images and add a caption
9. Click Browse, You can select as many images as you'd like at one time (Hold CTRL or SHIFT)

The caption will be applied to all images uploaded at one time.

- 10 You will be able to edit the caption for each individual image after they are uploaded.

Click the Edit button next to the Classroom Image Gallery title to modify already uploaded images (Follow the same steps from below to add images to an existing gallery)

11. There is also a red X next to each image. Click the X, and you will be prompted to delete the image.
12. If you want to add more images you click "Add Images at the top of the displayed pictures.
13. You can reorder the pictures by clicking and dragging the up/down arrow at the left of each image.
14. IT WILL SAVE THE CHANGED ORDER AUTOMATICALLY, NO NEED TO CLICK SAVE.

To add images to an already existing gallery:

(Images must be in jpg format)

1. Click on the feature image of the gallery you wish to update.
2. Click Add Images at the top.
3. Click Browse, You can select as many images as you'd like at one time (Hold CTRL or SHIFT)
4. Type in caption, which will be applied to all images uploaded at one time.
5. You can select as many images as you'd like when browsing your computer (Hold CTRL or SHIFT)
6. After uploading the images (or editing an existing image), click the Edit link to the right of the image to add/update a caption.

Classroom Blog and Blog Comments

Click “Manage Blog” at the top next to the Classroom title

To add a new Blog Post, click “Add Blog Post” at the top.

- Type in the Post Title
- Type in Post Content below
- Posting Date and Time will automatically be filled in with the current time, it can be modified if you'd like.
- There is an optional image which will display to the left of the blog post
- Select the “Allow for Comments” checkbox to allow for comments to be posted on your blog.

To Delete a blog post, click Delete Post below the comment.

To Approve Submitted Blog Comments

Click Approve Submitted Comments on the Blog Post

- This will take you to the UNApproved Comment List
- Click the Approve checkbox on a specific comment, THIS WILL APPROVE THE COMMENT IMMEDIATELY
- YOU CAN HOVER OVER THE COMMENT TO VIEW THE ENTIRE CONTENT OF THE COMMENT
- Select Approved Comments at the top to view Approved Comments
- Deselect the Approve Checkbox to move the comment back to the Unapproved list

To Delete a comment, click Delete next to comment on either list.

Post Teacher Comment to Blog Post

- Click Post a Comment on the specific blog post on the blog list page, or on the Approve Comments page.

Pages & SUB-Pages

To add a new page or subpage:

(This allows you to add content to a blank content page (with the ability to select templates if you'd like), you are still capable of adding images, files, and links within the text editor)

To Add a NEW PAGE under the "My Pages" area, click the "ADD NEW PAGE" link above the section.

- Type the title of the page
- Click the "Save Page" button
- You will see the link added to the left navigation, click on the link to modify the page.

To Add a NEW SUBPAGE

- Type the title of the subpage
- Click the "Save Subpage" button
- You will see the link added to the left navigation, click on the link to modify the page.

Sub pages can be connected to a classroom or a page.

- click the add a sub page underneath which class or page you like it to be located on the left

Click the Page Title once it's added to edit the page content

- Make sure you click "Save Page >>" at the top right when you're finished editing.