# Montgomery County School District Web Site
# Online Classroom

Logging in first time only

- Go to the district website: http://www.montgomery.kyschools.us
  - Optional, open a separate Internet Explorer window and log in to your e-mail and minimize
- Scroll to the bottom and click on CMS Login which is located in the bottom left on most of the district web pages
- Or click Staff Links then CMS Login

- Click "New Online Classroom User" (*First time only*)
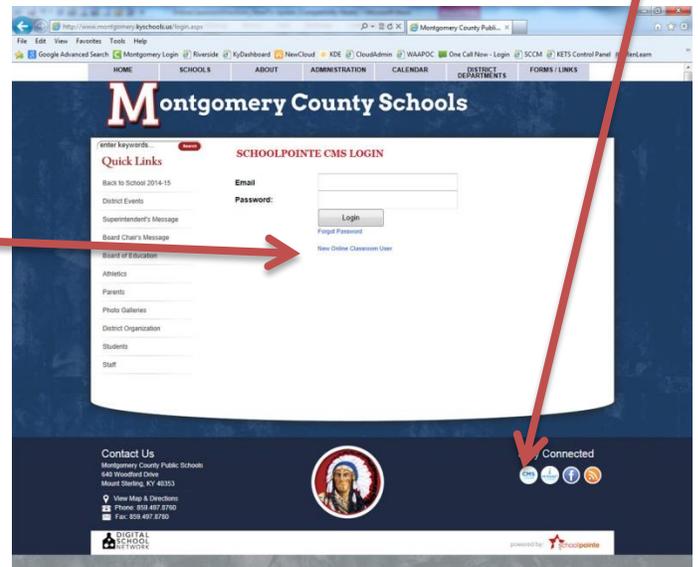
- Type in your school e-mail address
- firstname.lastname@montgomery.kyschools.us
- Check your e-mail and look for the new confirmation message sent to you.
- This email from Montgomery@email.schoolpointe.com will contain your temporary password
- Type in your email address and the temporary password
- Click Login
- Once you are logged in, change your password. (You may want to use your Montgomery password.)
- Click the Update Password button
- Click the Online Classroom button to begin working on your web page
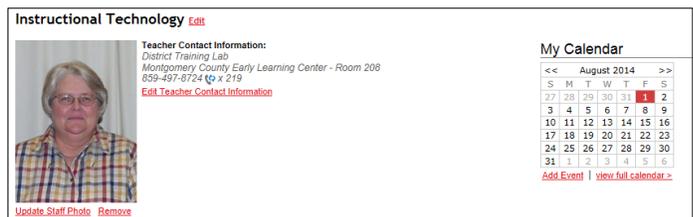- You will automatically be taken to your homepage
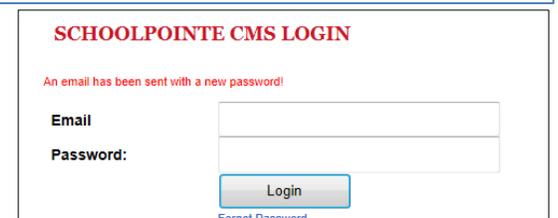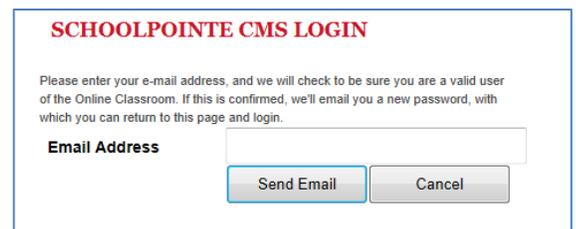
- This is your teacher homepage
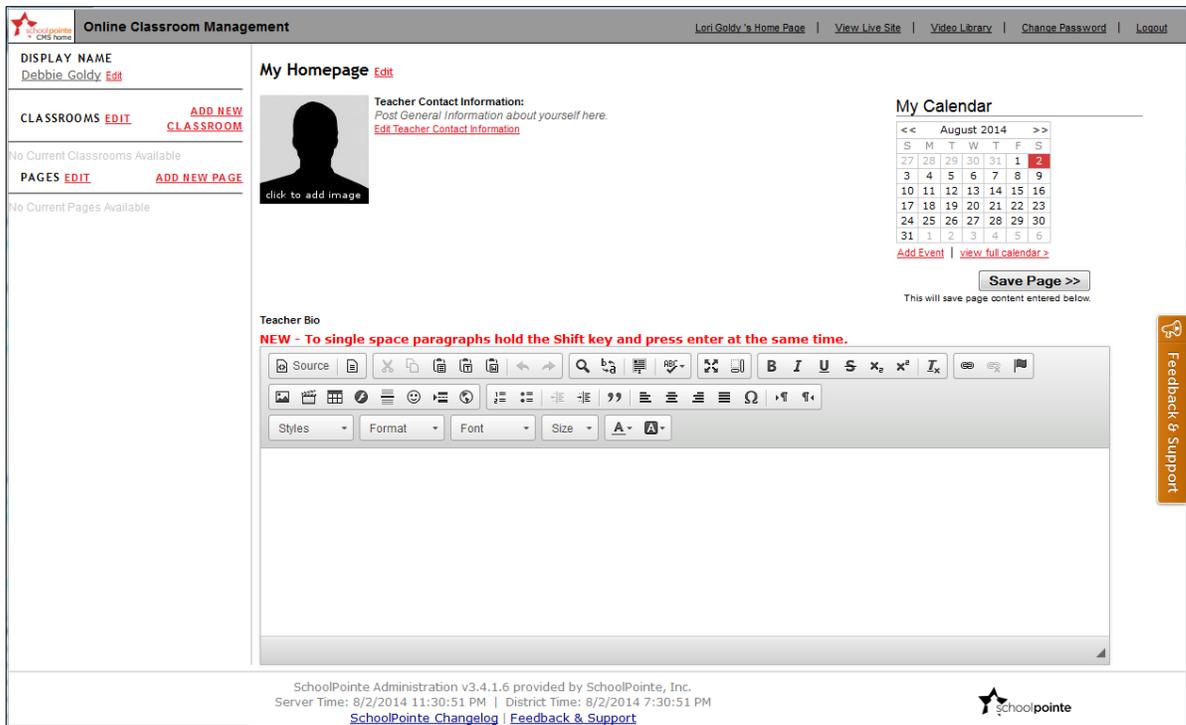
Homepage
- To upload or change teacher picture:
- You are asked to put a professional looking picture of yourself there
- Click Browse
- Select an image from your computer
- Click upload image


To edit teacher information on the homepage:
- Click Edit Teacher Contact Information
- Type in how parents and students can reach you in this box
- 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.) .
- Once you have your information typed in, click save Teacher Description

There is an additional area – Teacher Bio – on the homepage (below the teacher image and contact information)
- Use this space for information about yourself, featured news, etc. This is the main portion of your homepage, so it should be utilized.
- You can type the information into the text area and change the format of the text by using the buttons located at the Top.
- If you put your mouse over the icons, the text will appear explaining what the button will do.
- Notice that you can insert links and images to this portion of the homepage.
- Be sure to click the Save Page button

Add Events to Calendar:
- 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 or
  - ➢ Click Add Event or
  - ➢ Click View Full Calendar, Click Add Event at the top left

- Enter the information you want to display. You do not have to fill in every box.
- The description will display on the homepage calendar.
- You have the option to select a "Class"
  - o 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.
  - o If you select a class the event will still display on the teacher calendar
  - o The teacher calendar displays all the events and assignments from every classroom
  - o You can add events directly to your homepage calendar and the events will display on every class calendar, classes must be set up first
- Events will span the length you provide for a particular event
- Click the Save Event button
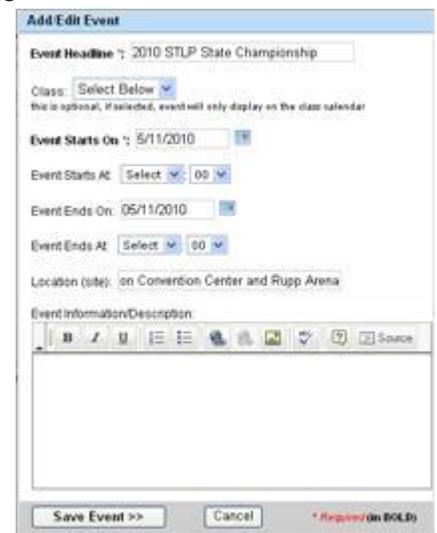
Edit an event
- Click on the Event Title to open the edit box
- Make your change
- Click the Save Event button

Delete an event
- Click on View Full Calendar
- Click on the Event Title to open the edit box
- Click the Delete Event button
- Click OK

Note: Assignments can also be added from the full calendar page.

Add new classroom:
This will allow you to add announcements, links, assignments, and photo galleries for each class
- From My Homepage click on add new classroom
- Type in classroom title
- Click Save Classroom button
- You will notice the title now appears on the left side of your screen under CLASSROOMS
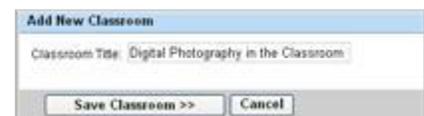
Edit classroom information:

- Click on the classroom name to open the edit box
- The steps to insert the class description and picture are the same as editing your homepage – make the description fairly brief
- To edit class calendar the steps are the same for as for your homepage calendar
- The dates added to the class calendar will not appear on other class calendars, but will appear on the homepage calendar
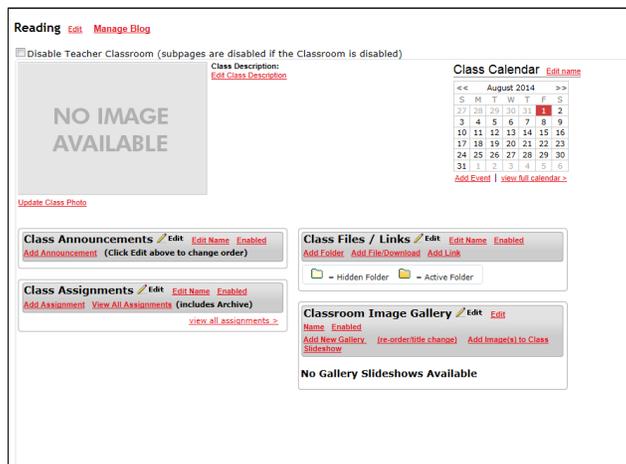
Add Announcements:

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

- Click on the classroom you want to edit. CLASSROOMS will always be listed on the left side of the screen.
- Click "Add Announcement"
- Type in Title
- Type any additional details or description necessary (you can add files here as well by click the insert/edit link button)
- Notice you have optional formatting buttons
- There is also a place for an image, this will automatically resize for you into a thumbnail. (images can also be added in the text editor)
- Click "Save Announcement".
- Once the announcement is listed under Class Announcements you have the option to edit or delete.
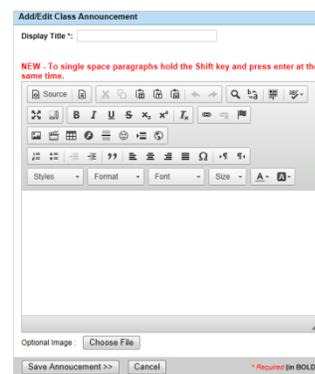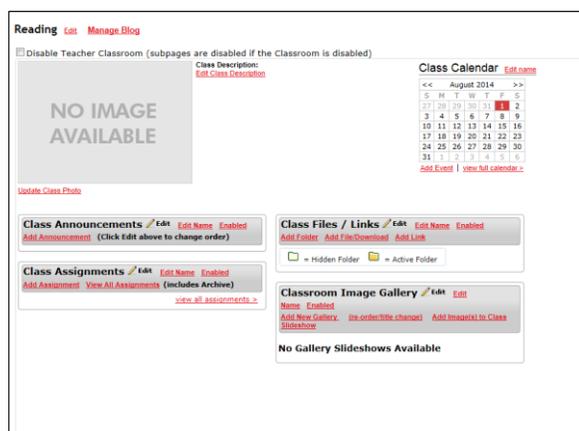
Add Class Assignments:

- Click "Add Assignments"
- Type in assignment name
- Select an Assign Date, this is optional, it will display the assignment on this day if selected.
- 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)
- Click "Save Assignment"
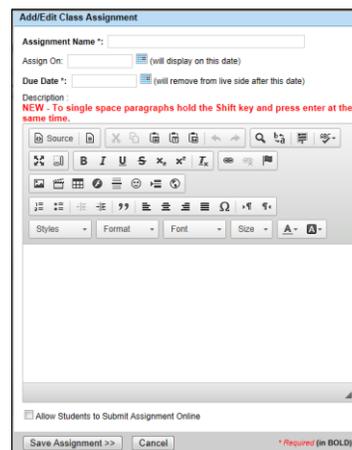
Class Assignments Archive (View All Class Assignments link)

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

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

- Students can see Past and Future Assignments by clicking on the View All Assignments link
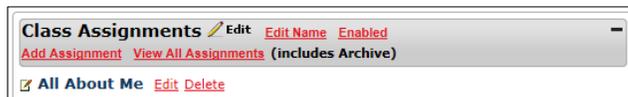
Add a link into an assignment:

- Highlight the text you wish to become a link.
- Click the button that looks like a link in a chain. If you mouse over it, the text "Link" appears.

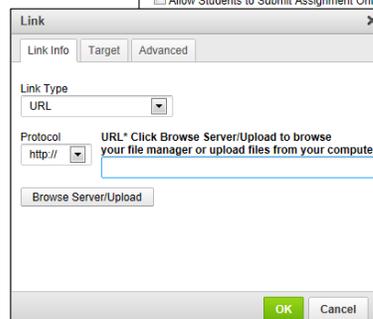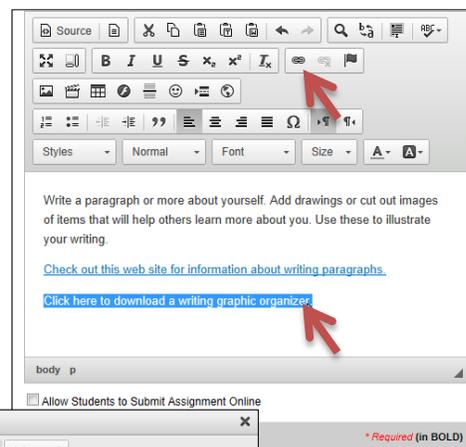- Paste your web address into the URL
- Click OK
- Click Save Assignment
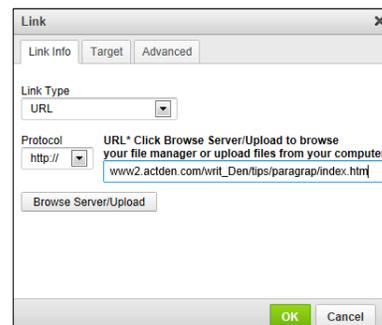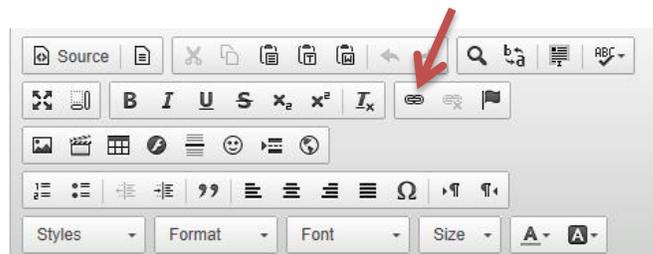
Add a File into an assignment:

- Highlight the text you wish to become a link.

- Click the button that looks like a link in a chain

- Click the Browse Server/Upload button

- School PointeFile Manager window opens
- It is time to think about File Management
- If you don't pretty soon you will have a long list of files and won't be able to find anything
- Click New Folder
- Type a name for the folder to begin your organization
- I typed GraphicOrganizer and pressed the Enter key
- Notice my new folder is highlighted and at the bottom is says "Upload Files to: ~/My Files/GraphicOrganizer
- Click Add Files
- Navigate to the file you want
- Double click on the file
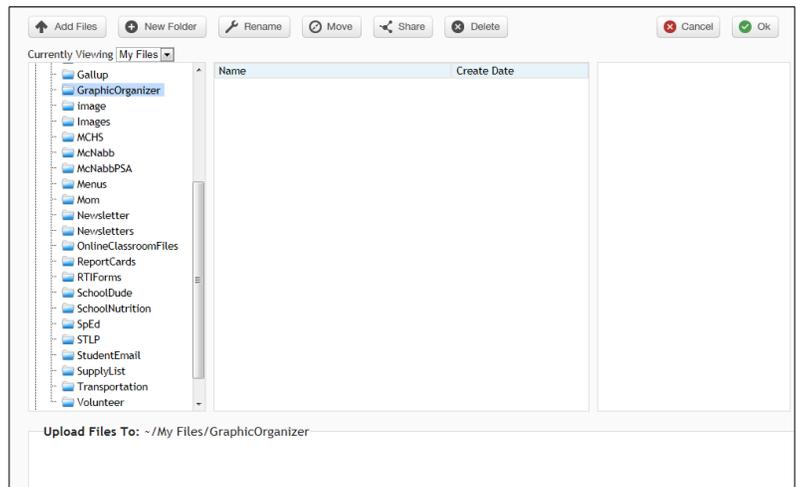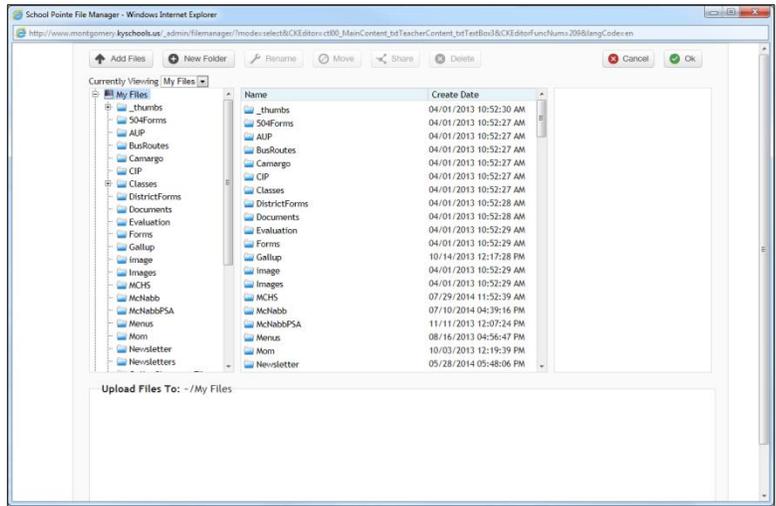
IMPORTANT: You may need to save you file in a different format if your students or parents are unable to open Microsoft Office documents.

You can save them as a PDF, but not if you want students to edit the document

- Your file is uploaded and the link to the file is added
- Click OK
- Click Save Assignment
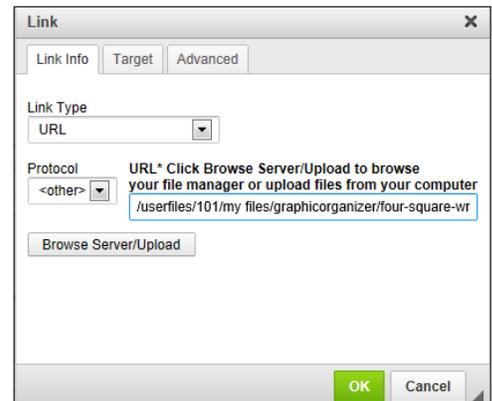
- Note: You can allow students to submit assignments online, make sure there is a check mark in the box labeled "Allow Students to Submit Assignment Online"
- Under the Classroom assignment section of your classroom page you will see a link that says "View Submitted Assignments"
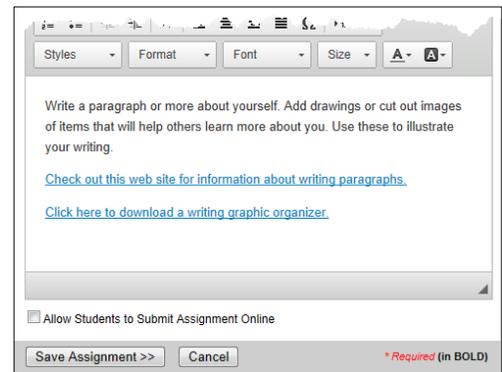
To add class files & links:
(This can be used for the class syllabi, PowerPoint presentations, Word Documents, website links, etc.)

To add folder:
- You can set up folders for period, week, assignment, or subject here.
- Click "Add Folder"
- Type in folder name
- Click "Save Folder"
- Click on the Folder Title to add files, links, or folders within the folder.

To add file/download:
- Click "Add File/Download"
- If you set up folders, then you can select which folder the file will go in here.
- Type in Title
- Click "Browse" to select you the file you want to attach.
- Type brief description if preferred.
- Click "Save File"

To add link:
- Click "Add Link"
- If you set up folders, then you can select the folder here
- Type in title
- Insert link (this can be copied and pasted or manually typed in
- Type brief description if preferred
- Click "Save Link"

To add classroom image gallery:
Note: Class Galleries will be viewable on the class homepage under the Image Gallery section.
- Click "Add gallery"
- Type in the Class Gallery title.
- Click "Browse" to upload images
- 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.
- 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)
IMPORTANT: Make sure you have permission from parents to use pictures on your web site
- Click "Add Images to Class Slideshow"
- You will be prompted to upload images and add a caption
- 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.
- 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)
- There is also a red X next to each image. Click the X, and you will be prompted to delete the image.
- If you want to add more images you click "Add Images at the top of the
- displayed pictures.
- You can reorder the pictures by clicking and dragging the up/down arrow at the left of each image.
- 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)
- Click on the feature image of the gallery you wish to update.
- Click Add Images at the top.
- Click Browse, You can select as many images as you'd like at one time (Hold CTRL or SHIFT)
- Type in caption, which will be applied to all images uploaded at one time.

- You can select as many images as you'd like when browsing your computer (Hold CTRL or SHIFT)

- 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 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 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 and 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.