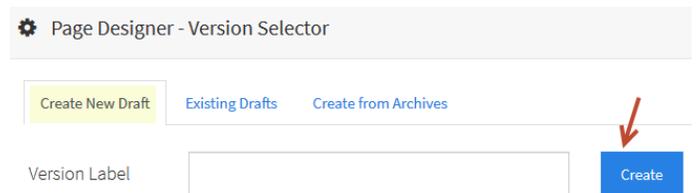
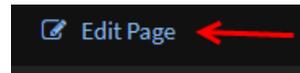


Connect 6: Populating Your Teacher Page

Your page was created from a Teacher Page Template which determined the page layout and added some predefined Content Apps to your page for editing purposes.

Once you have navigated to your Teacher page, to populate the page you will:

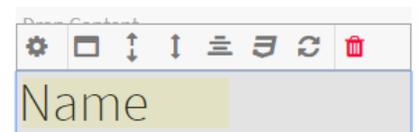
- Select the Edit Page link in the upper left-hand corner of the site.
- Select Create New Draft from the Page Designer – Version Selector: This creates an editable copy of the current published version.



Name:

To edit your Name, you will:

- Hover over the Title App which has the word 'Name' added.
- Simply click the word and you can replace with your name.



Title:

To edit your Title, you will:

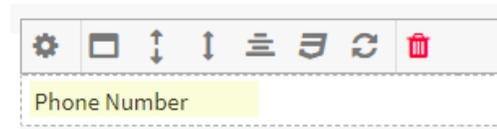
- Hover over the Title App which has the word 'Title' added.
- Simply click the word and you can replace with your job title.



Phone Number:

To edit your Phone Number, you will:

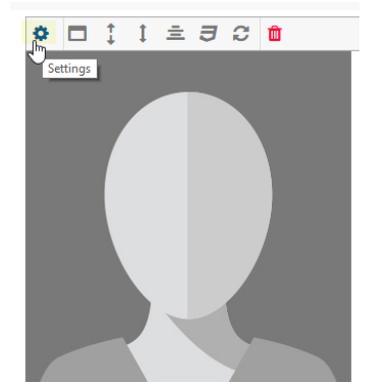
- Hover over the HTML Editor App which has the word 'Phone Number' added.
- Simply click the word and you can replace with your phone number.



Updating your Image:

To add your Image, you will:

- Hover over the Image App which has a generic image added.
- Select the Settings icon. This will open the Image Content Settings area.



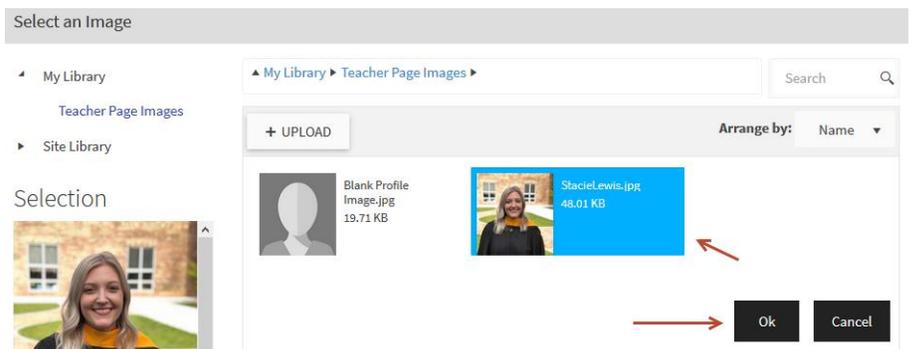
- Select the File Browse button.

Url

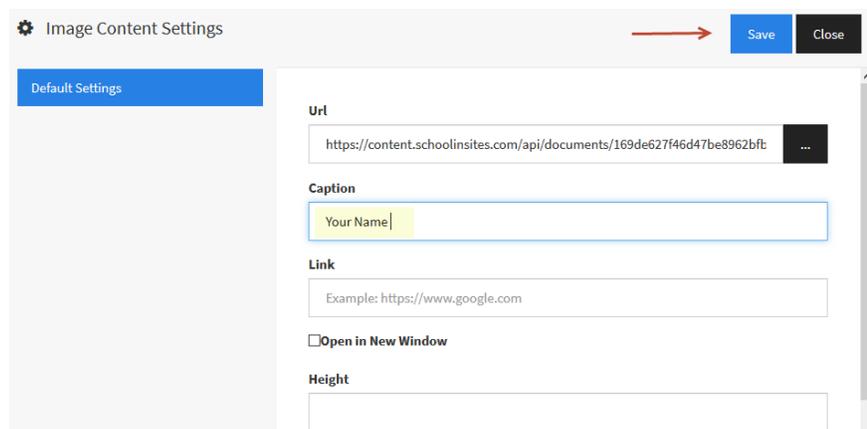
<https://driveqa.schoolinsites.com/api/documents/2b23df0810b841538d4a35f>



- You will then open the folder containing your staff image from My Library 'or' you may select the Upload button to upload your staff image and select. You will click OK.



- Update the Caption area to your name.



- Select the Save button. This replaces the blank image with your own.

Contact Link:

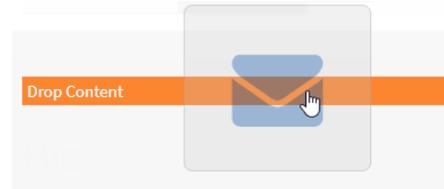
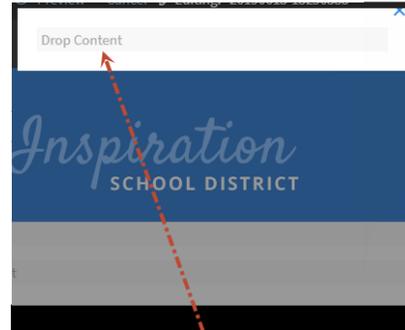
To populate your Contact link:

- Hover over the Lightbox app containing the hyperlinked text (Example: Contact) so that the Styling Toolbar displays.
- Select the Open Lightbox icon. This will open up the Lightbox modal window at the top of the page for you to add your Contact Form app.



To add the Contact Form to the modal window, you will:

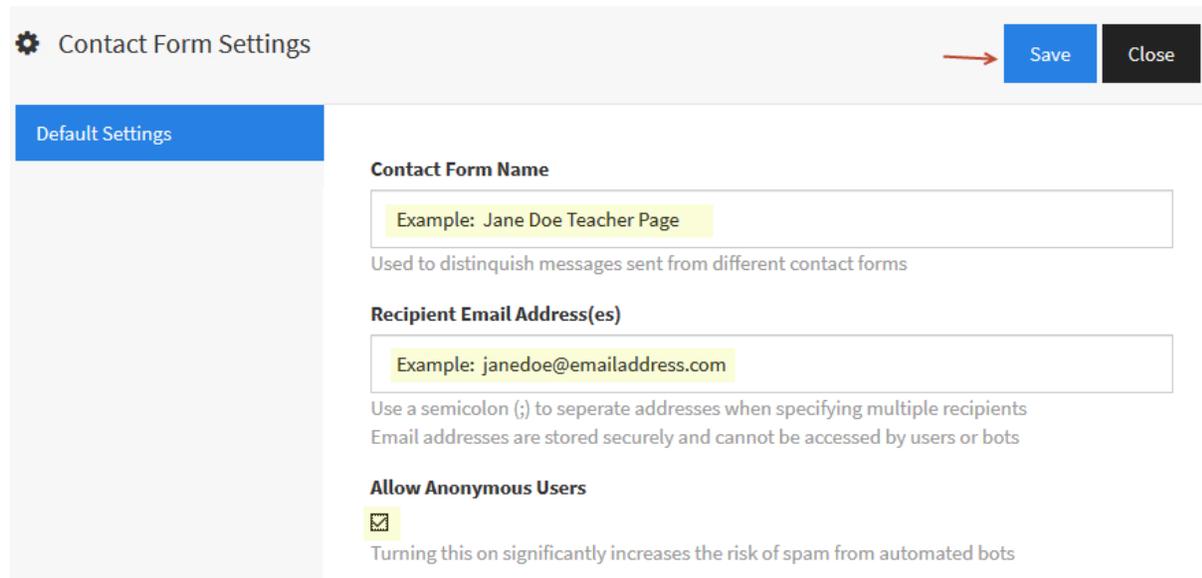
- Click on the Contact Form app with your left mouse button.
- Then without releasing the button, drag the app to the lightbox modal window's Drop Content bar.
- When the Drop Content bar turns orange, you will release the mouse button to drop the Content Form app into the content area.



Once the Contact Form is added to the Drop Content bar, it will display the Contact Form Settings.

You will:

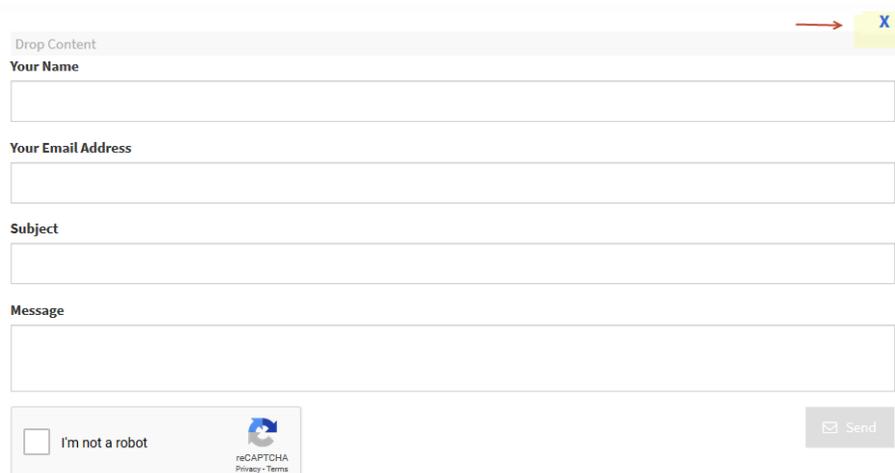
- Enter the Contact Form Name. (This is used to distinguish messages sent from different contact forms.)
- Enter the Recipient Email Address(es). (Use a semicolon to separate addresses when specifying multiple recipients.)
- You will need to select the box beside Allow Anonymous Users for the public to be able to contact the recipient(s) via the form.
- Then select the Save button.



The screenshot shows the 'Contact Form Settings' modal window. At the top left is a gear icon and the title 'Contact Form Settings'. At the top right are 'Save' and 'Close' buttons, with a red arrow pointing to the 'Save' button. On the left side, there is a blue tab labeled 'Default Settings'. The main content area contains three sections:

- Contact Form Name:** A text input field with the example 'Jane Doe Teacher Page'. Below it, a note says 'Used to distinguish messages sent from different contact forms'.
- Recipient Email Address(es):** A text input field with the example 'janedoe@emailaddress.com'. Below it, a note says 'Use a semicolon (;) to separate addresses when specifying multiple recipients. Email addresses are stored securely and cannot be accessed by users or bots'.
- Allow Anonymous Users:** A checkbox that is checked. Below it, a note says 'Turning this on significantly increases the risk of spam from automated bots'.

- You will then see the Contact Form accordingly within the area and will select the blue 'X' in the upper right-hand corner of the modal window to close the window.



The screenshot shows the 'Contact Form' embedded in a 'Drop Content' bar. The bar has a title 'Drop Content' and a blue 'X' icon in the top right corner, with a red arrow pointing to it. The form fields are:

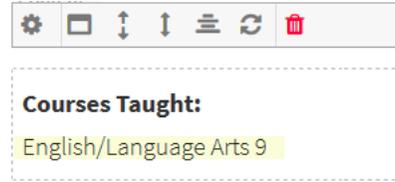
- Your Name:** A text input field.
- Your Email Address:** A text input field.
- Subject:** A text input field.
- Message:** A large text area.

At the bottom left, there is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo and 'Privacy - Terms' link. At the bottom right, there is a 'Send' button with an envelope icon.

Courses Taught:

To update your courses taught, you will:

- Click inside of the HTML editor and remove the sample courses and type your courses taught.



Bio:

To update your courses taught, you will:

- Click inside of the HTML editor and type your bio information accordingly.



Documents:

To add documents to your Documents app, you will:

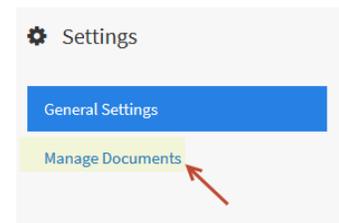
- Hover over the Drop Content bar directly underneath the HTML Editor containing the word 'Documents' to display the Styling Toolbar.



- You will select the Settings option from the Styling Toolbar.



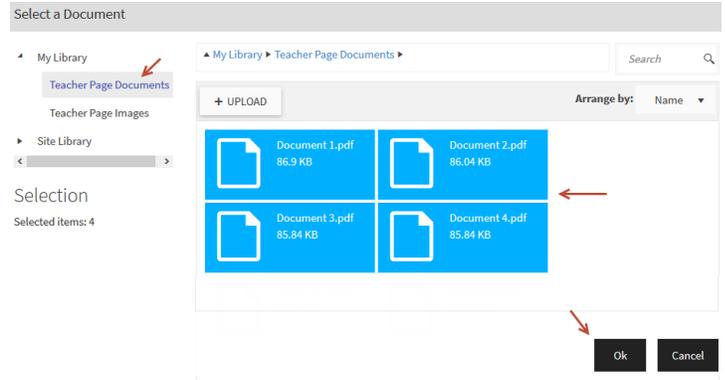
- You will then select the Manage Documents link within the Settings window.



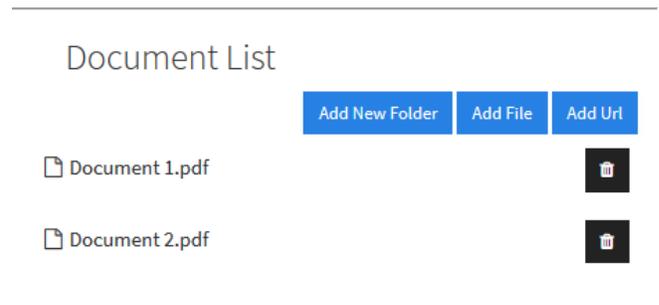
- To add files, you will select the Add File button.



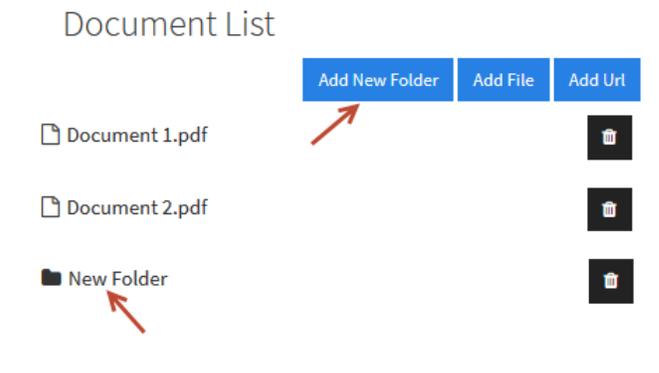
- You will then open the folder containing your documents from My Library 'or' you may select the Upload button to upload your documents and then select the files you wish to add to your app. You will then click OK.



- You will then see your documents displayed within the Document List.
 - If you wish to change the list order, you can simply click the document with your left mouse button and drag/drop into the order you wish for it to display.

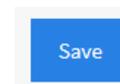
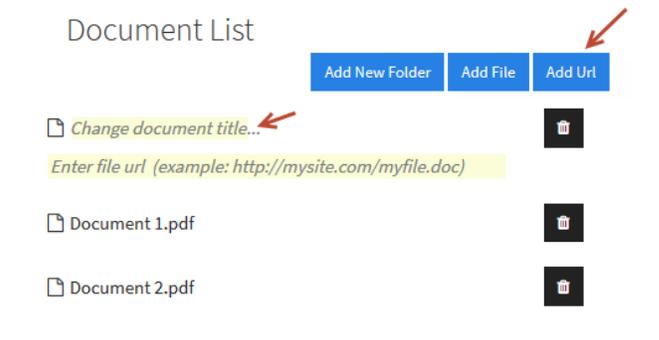


- To add a folder, you will select the Add New Folder button. Your New Folder will then appear in the Document List. To name the folder, you will simply click the folder and type the name accordingly.
 - To move documents to display within a folder, you can simply click the document with your left mouse button and drag/drop under the folder.



To enter a file URL from a third party that is viewable to the public, you will:

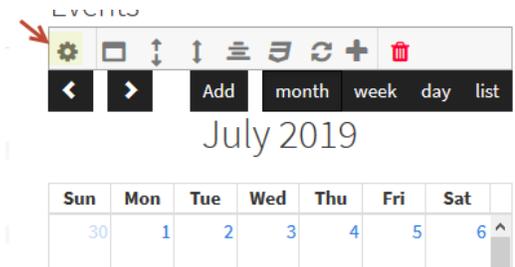
- Select the Add URL button
- This will add a title area within your Document List. You will click on 'Change document Title' and enter the title of your document.
- You will then enter the public file URL to the area underneath the title.
- Once complete, you will select the Save button.



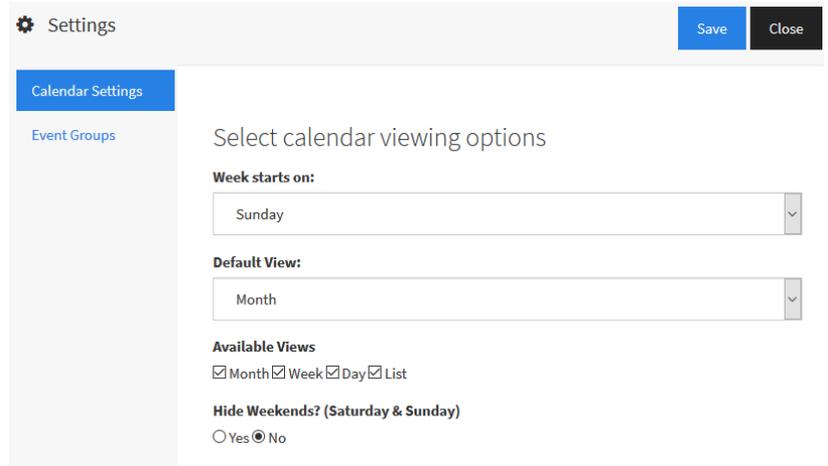
Calendar:

To create your Calendar Event groups and associate to your calendar, you will:

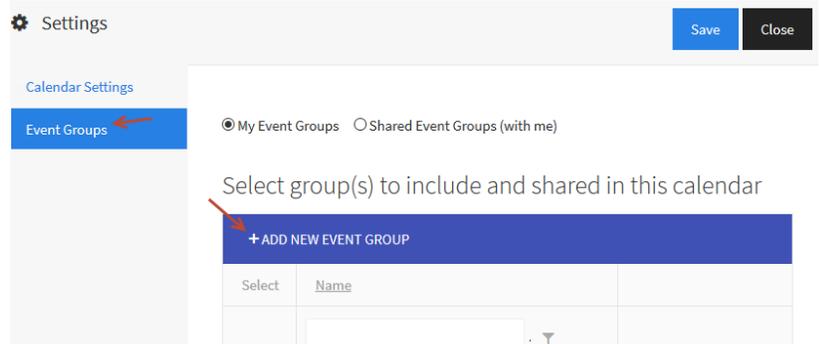
- Hover over the Calendar App.
- Select the Settings icon. This will open the Settings area for the Calendar App.



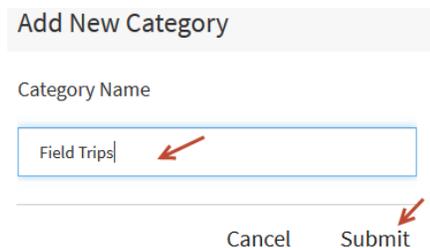
- You will then select your Calendar Viewing Options:
 - Which day the week starts for the calendar
 - The Default View: Month, Week, Day, or List
 - The list of available views for the viewer to select from
 - If you wish to hide weekends on the calendar



- You will then select Event Groups.
- To create a new Event Group, you will:
 - Select Add New Event Group.



- In the resulting window, type in the Event Group name.
- Select Submit. You will then see your new Event Group listed within the Settings area.



- You can display Event Groups from the following:
 - My Event Groups: Groups you created
 - Shared Event Groups: Event Groups other users have shared with you

- To associate an Event Group to the Calendar App, you will select the box beside the respective Event Group.

- If you wish to allow a user or group of users to have access an Event Group that you have created, you will select the Set Security button for that Event Group. You will then select from:
 - Add Users: This allows you select from a list of users from your district.
 - Add Roles: From Security Roles that have been created by your District or School Admin.
 - Add Groups: From your personal Connection Groups that you have created.
 - Then select Done.

- Once you have selected your Event Group(s) within the Calendar App, you will then select the Save button to close the Settings window.

My Event Groups
 Shared Event Groups (with me)

Select group(s) to include and shared in this calendar

+ ADD NEW EVENT GROUP		
Select	Name	
<input type="checkbox"/>	Field Trips	SET SECURITY

<input checked="" type="checkbox"/>	Field Trips	SET SECURITY
Page 1		1 - 1 of 1 items

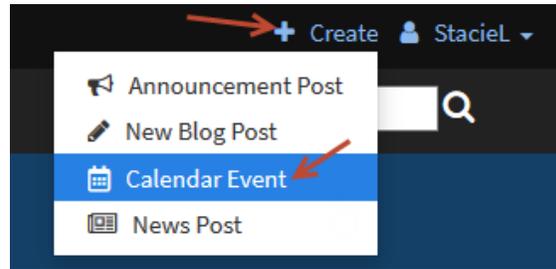


Set Category Security

Access to Events

To create a calendar event, you must be logged into the site. Once logged in, you will:

- Select the Create link in the upper right-hand corner beside your Username. (Note: You can also select the Add button located on the Calendar App on your page to create an event.)
- In the resulting Add New Calendar Event window, you will enter/select the following Event Details:
 - Event Title
 - Select Start Date/Time and End Date/Time 'or' select All Day if an all-day event.
 - Select Repeat event (if applicable)
 - Select Color Style
 - Enter Location
 - Select Show Organizer Name and Phone Number, if desired.
 - Enter an Event URL (if applicable)



Enter the event details

Event Title

Start Date 07/17/2019 8:30 AM **End Date** 7/17/2019 9:30 AM All Day

Repeat event? Yes No

Color Style
 Clean

Location:

Organizer Contact Info:
 Show Organizer Name
 Show Phone Number

Event Url: (More info)

Open link: On Same Window On New Window

- Description: Insert specific details and description information of the event.

Details

Description

Event Details

B I U abc [bullet] [list] [link] [undo] [redo]

- The permission slip and payment for the student and parent must be received by 8:40 A.M. on the stated due date.
- All chaperones are required to ride the buses.

- Event Groups: You will then select the Event Group(s) that you wish to associate the event with.
- Select Save.

Note: Once you select Save, the event will display on any Calendar App that has the selected Event Group(s) associate to them.)

⚙ Add New Calendar Event

➔
Save
Close

Details

Description

Event Groups

My Event Groups
 Shared Event Groups (with me)

Select groups to be included on this event.

+ ADD NEW EVENT GROUP

Select	Name	
<input checked="" type="checkbox"/>	Field Trips	SET SECURITY

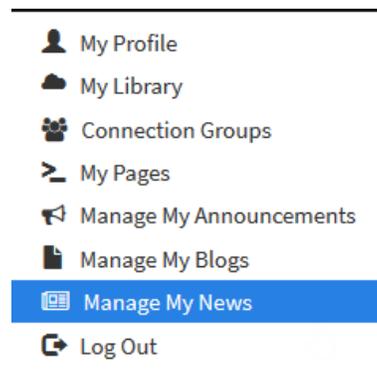
⏪ ⏩ 1 Page 1 of 1 1 - 1 of 1 items

Manage My News

Manage My News console allows you to create your News categories and posts from one centralized location. Once you create a category, you can associate that category to a News app on any page to which you have permissions to edit. When you create your post within the Manage My News console and associate the post with the category, it will automatically display your news within the respective News app.

To create your News categories, and posts, you will:

- Select Manage My News from the User Menu to access the My News console.



To create your Categories, you will:

- Select the Create button for Categories
- Enter the Category Name



- Select the Create button

Category Name

Example: Awards

Create

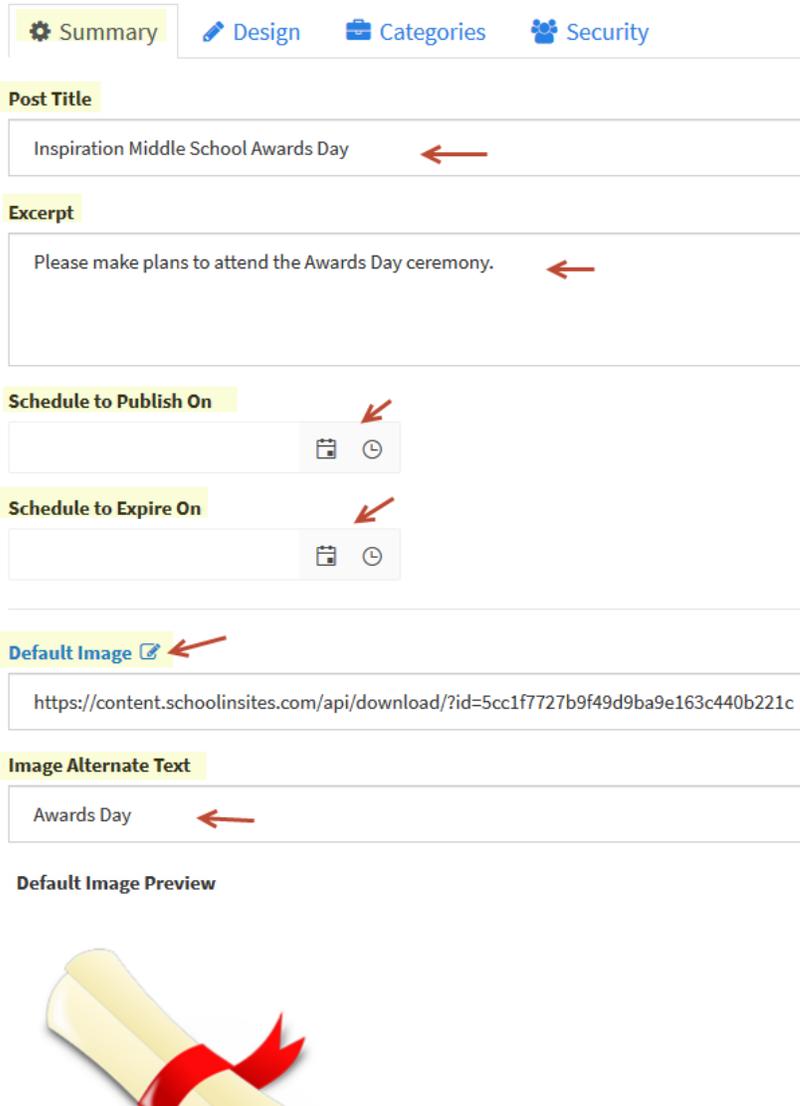
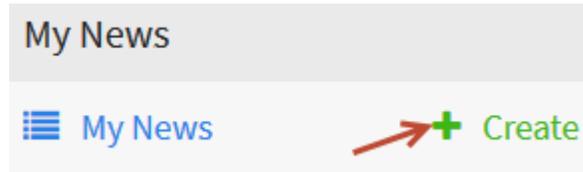
Your created categories will then display under the Categories area accordingly.



To create a News article, you will:

- Select the Create button for My News

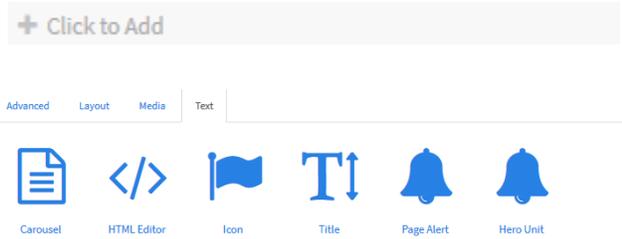
- In the resulting Summary window, you will add:
 - **Post Title:** This will display within the feed within the News app and at the top of your News post.
 - **Excerpt:** Brief description about your news article. This will also display within the News app feed.
 - **Schedule to Publish On:** Select Date/Time you wish the article to display within the News app. (If applicable)
 - **Schedule to Expire On:** Select Date/Time you wish the article to expire within the News app. (If applicable)
 - **Default Image:** There will be a default image added to the post. To change the image, you will:
 - Select the button and choose an image from your library. Your new image will display accordingly.
 - You will then add the Image Alternative Text (for ADA Compliance).



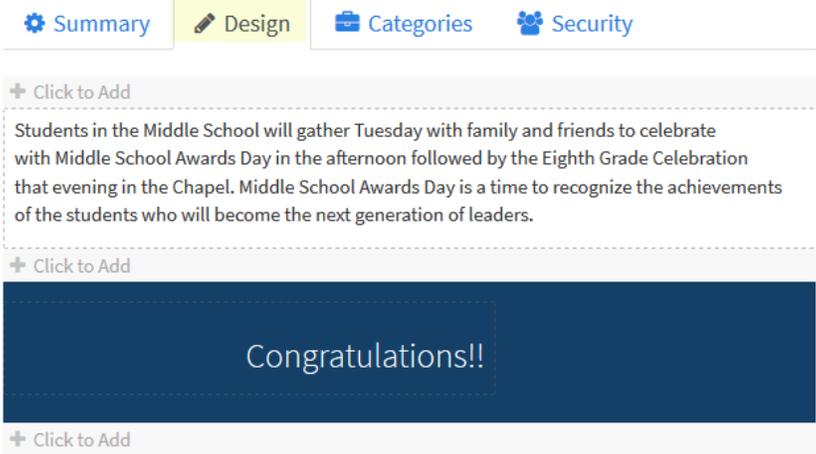
- You will then select the Design tab to add the content of your News post as follows:



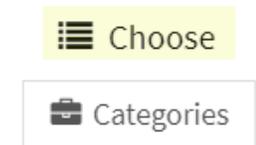
- Select the 'Click to Add' bar to select the Content App you wish to use within your post.



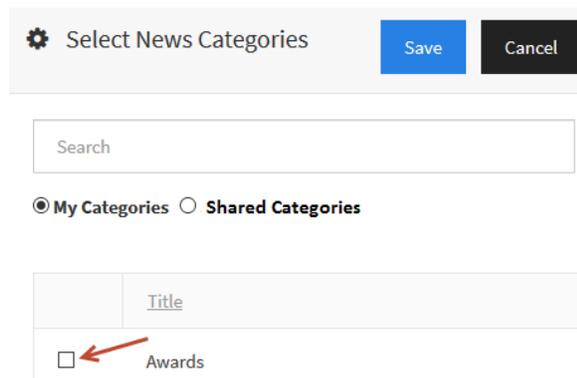
- You will then add your content to your apps accordingly.



- Once complete, you will select the Categories tab and select the Choose tab.

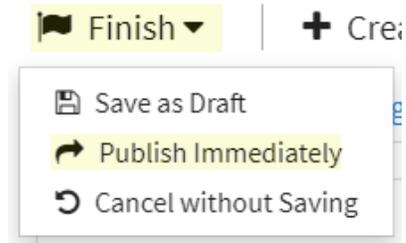


- Select the category that you desire to associate to your News Post. You may select from your created categories located in My Categories 'or' select from categories that have been shared with you in Shared Categories.



- Select Save.

- You will then select the Finish dropdown menu and select from:
 - Save as Draft
 - Publish Immediately (This publishes your News post to the respective News app(s).)
 - Cancel without Saving



- You can then enter a brief description of your changes to the post and Submit to publish. (Example: Initial News post, corrected typo, etc.)

Enter a brief description of your changes

Ex: Corrected typo, etc

Cancel Submit

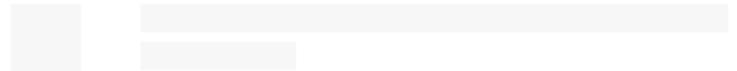
Adding News to a News App within your page:

- Hover over the News app and select the Settings icon from the Styling Toolbar.



Sample News Posts

[View All](#)



- Within the resulting Settings window, you will:
 - Add your News Title to the app.
 - Select the number of postings to display within the app.

News Title

My News 

Postings to Show

5 

- From Categories, select categories from My Categories or Shared Categories that you wish to associate to the News app.

Settings   

Default Settings

Categories

My Categories Shared Categories

	Title
<input type="checkbox"/>	Awards 

- Select Save.

This will associate any published News posts that have been created and associated to those categories to display within the News app.

My News



Inspiration Middle School Awards Day
Please make plans to attend the Awards Day ceremony.

Wed Jul 17 01:24 PM

[View All](#)

Previewing and Publishing your page:

- Select the Preview link in the upper left-hand corner. The page as it appears on the public side will open in a new tab.
- Once you have viewed the page, you will close the Preview tab.
- To publish your page, you will select the Publish button.

